

Village of Woodstock  
Board of Trustees  
September 29, 2023  
8:15 am  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Citizen comments
- C. Additions to & deletions from posted agenda
- D. Permits
  - 1. Permits for food on the Green
    - a. Women of the Woods (pp 2-3)
    - b. Woodstock High School Spanish Exchange & Varsity Hockey (pp 4-9)
    - c. WES/TPVS PTO (pp 10-12)
    - d. North Universalist Chapel Society (pp 13-16)
  - 2. Sidewalk permit amendment – Village Butcher
  - 3. Sidewalk permit – Woodstock Scoops (pp 17-18)
- E. Old business
  - 1. Foliage - Signs
- F. New business
  - 1. WES Halloween Parade (pp 19-20)
- G. Other business
- H. Executive session to discuss personnel
- I. Adjournment

This meeting will be held in person at the Town Hall and on Zoom.

The link to join us by Zoom is:

<https://us02web.zoom.us/j/85879622419?pwd=Q1NZUIFKaWRPTmZURFppUGxWRU9UUT09>

Or from zoom.us you can enter these details to join the meeting:

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone.



Village of Woodstock  
Request for Variance from Use of Village Green for Organized Activities Ordinance

In accordance with the Woodstock Village Ordinance, Title 9; Chapter 2; §9208, “Any person may apply to the Board of Village Trustees for a variance from the requirements of this chapter when making application for a permit to use the Village Green for **good cause shown**, the Board of Trustees may in its sole discretion , either grant or deny the variance. If the variance is granted the Board of Village Trustees may impose reasonable conditions to said variance.”

Complete Use of Green Requirements can be found in Woodstock Village Ordinance Title 9; Chapter 2 - <https://townofwoodstock.org/wp-content/uploads/2018/06/Title-9-Chapter-2.pdf>

Application Date: September 21, 2023 Name of  
organization: Women of the Woods Date(s) of  
event: Sunday and Monday through Oct 23rd Contact  
Name: Vicki Ferentinos

Contact Phone Number: 8027637763 Contact  
Email: vferentinos@gmail.com

Requirement for which a variance is being  
requested: TO allow more food options  
Reason(s)  
variance is being requested: To allow more food options for residence and visitors during  
foliage

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: \_\_\_\_\_  
\_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**Village of Woodstock  
Permit for Use of the Village Green**

Application date: September 22, 2023  
Event name: Food on the green  
Name of non-profit organization: WUHSMS Exchange student program  
Address: WUHSMS

**Event information**

Date of event: Oct 22/23 Time of event: 10-2  
Hours event will occupy the Green, including setup and cleanup time: 9-3  
Anticipated crowd size:   
Will you have booths or stalls?   
If yes, how many?   
Equipment to be used on the Green: Grill, easyup tent and tables

Event description. Clearly state the scope and nature of the event to be held:   
Selling grilled cheese, soup, mac and cheese desserts and maybe roasted corn

Traffic control plan/arrangements: N/A

Please submit a layout for the event.

**An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.**

Fee paid:  Cash/Check/Online:

Received by:

Certificate of Insurance received:

Received by:

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Jennifer Kirkman

Title: Parent of Exchange student Phone: 802-356-3722

Mailing address: 235 Cabin Hill Rd West Hartford, VT 05084

Email: kirkman\_jennifer@hotmail.com

**Restrictions/Conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applicant for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
  - a. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made and recommendation of the Village Chief of Police.
  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, and the Village Square.
  - c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.

- b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
- 10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
- 11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
- 12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- 13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signatures: Jennifer Kirkman

Date: 9/22/23

**Please call or email completed permit to:**

Town of Woodstock

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

Nikki Nourse

PO Box 488

Woodstock, VT 05091

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Village of Woodstock  
Permit for Use of the Village Green**

Application date: September 22, 2023  
Event name: Food on the green  
Name of non-profit organization: Woodstock Varsity hockey booster club  
Address: WUHSMS

**Event information**

Date of event: Oct 8/9 Time of event: 10-2  
Hours event will occupy the Green, including setup and cleanup time: 9-3  
Anticipated crowd size:   
Will you have booths or stalls?   
If yes, how many?   
Equipment to be used on the Green: Grill, easyup tent and tables

Event description. Clearly state the scope and nature of the event to be held:   
Selling grilled cheese, soup, mac and cheese desserts and maybe roasted corn

Traffic control plan/arrangements: N/A

Please submit a layout for the event.

**An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.**

Fee paid:  Cash/Check/Online:

Received by:

Certificate of Insurance received:

Received by:

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Jennifer Kirkman

Title: Fundraising chair booster club Phone: 802-356-3722

Mailing address: 235 Cabin Hill Rd West Hartford, VT 05084

Email: kirkman\_jennifer@hotmail.com

**Restrictions/Conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
  - a. All traffic control arrangements and site layouts shall be reasonable calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Village Chief of Police.
  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, and the Village Square.
  - c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.



- b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
- 10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
- 11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
- 12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- 13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signatures: Jennifer Kirkman

Date: 9/22/23

**Please call or email completed permit to:**

Town of Woodstock

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

Nikki Nourse

PO Box 488

Woodstock, VT 05091

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**Village of Woodstock  
Permit for Use of the Village Green**

Application date: 9.26.23

Event name: WES/TPVS PTO Bake Sale

Name of non-profit organization: WES/TPVS PTO ~~WES/TPVS~~

Address: 15 South St Woodstock UT 85091

**Event information**

Date of event: 10-9-23 Time of event: 9:00-2:00

Hours event will occupy the Green, including setup and cleanup time: 6 hrs

Anticipated crowd size: max 20 @ one time

Will you have booths or stalls? tables/tent

If yes, how many? 4 tables/1 tent

Equipment to be used on the Green: electric source

Event description. Clearly state the scope and nature of the event to be held: \_\_\_\_\_

fundraising event in form of a bake sale (baked goods,  
soup, coffee, hot chocolate) to benefit efforts of WES/TPVS PTO.

Traffic control plan/arrangements: none needed

Please submit a layout for the event.

**An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.**

Fee paid: 

Cash/Check/Online: \_\_\_\_\_

Received by: \_\_\_\_\_

Certificate of Insurance received: \_\_\_\_\_

Received by: \_\_\_\_\_

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Holly Gaspar  
Title: Vice president WES/TPVS PTO Phone: 508 934 6022  
Mailing address: 168 Barbary Hill Rd Woodstock UT 05091  
Email: htski3@gmail.com

**Restrictions/Conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
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5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. Consideration may be given as to whether an applicant for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
8. Parking and traffic control:
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  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, and the Village Square.
  - c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
  - a. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.



- b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signatures: \_\_\_\_\_

Date: 9.26.23

**Please call or email completed permit to:**

Town of Woodstock

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

Nikki Nourse

PO Box 488

Woodstock, VT 05091

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Village of Woodstock  
Permit for Use of the Village Green

Application date: 9/27/23  
Event name: Soup + Rolls for Sunday + Mondays Foliage Lunch  
Name of non-profit organization: North Universalist Chapel Society  
Address: 7 Church Street, Woodstock, VT 05091

Event information

Date of event: Oct 8, 9, 15, 16, 22, 23 Time of event: 11-3  
Hours event will occupy the Green, including setup and cleanup time: 10-2?  
Anticipated crowd size: \_\_\_\_\_  
Will you have booths or stalls? yes  
If yes, how many? one easy up, 2 tables + 4 chairs  
Equipment to be used on the Green: a gas powered burner for the pot of soup, coolers, paper products  
Event description. Clearly state the scope and nature of the event to be held: \_\_\_\_\_  
We are interested in working with Change the World Kids to sell homemade soup (Ken Woodhead-chef) and rolls  
Traffic control plan/arrangements: \_\_\_\_\_

Please submit a layout for the event.

An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.

Fee paid: applied for variance Cash/Check/Online: \_\_\_\_\_

Received by: \_\_\_\_\_

Certificate of Insurance received: \_\_\_\_\_

Received by: \_\_\_\_\_

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Joanne Boyle

Title: Administrative Assistant

Phone: 802-369-9838

Mailing address: 7 Church St. Woodstock, VT 05091

Email: jm-boyle57@gmail.com

**Restrictions/Conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be installed and removed shall be installed and removed on the day of the activity. This standard shall have separate application to any alternate date not immediately following the scheduled date.
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  - c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
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Village of Woodstock  
Request for Variance from Use of Village Green for Organized Activities Ordinance

In accordance with the Woodstock Village Ordinance, Title 9; Chapter 2; §9208, "Any person may apply to the Board of Village Trustees for a variance from the requirements of this chapter when making application for a permit to use the Village Green for **good cause shown**, the Board of Trustees may in its sole discretion, either grant or deny the variance. If the variance is granted the Board of Village Trustees may impose reasonable conditions to said variance."

Complete Use of Green Requirements can be found in Woodstock Village Ordinance Title 9; Chapter 2 - <https://townofwoodstock.org/wp-content/uploads/2018/06/Title-9-Chapter-2.pdf>

Application Date: 9/27/23

Name of organization: North Universalist Chapel Society

Date(s) of event: October 8, 9, 15, 16, 22, 23

Contact Name: Joanne Boyle

Contact Phone Number: 802-369-9838 Contact Email: jm.boyle57@gmail.com

Requirement for which a variance is being requested: \$ 50 application fee

Reason(s) variance is being requested: suggested by leadership

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

- b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

I have read and understand the above restrictions and conditions and agree to any additional conditions established by the Board of Trustees.

Applicant signatures: \_\_\_\_\_

Date: 9/27/23

**Please call or email completed permit to:**

Town of Woodstock  
Nikki Nourse  
PO Box 488  
Woodstock, VT 05091

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

Additional conditions: \_\_\_\_\_  
\_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_



VILLAGE OF WOODSTOCK  
APPLICATION FOR PERMIT TO USE SIDEWALKS FOR EVENTS OR FURNITURE

Applicant name: Woodstock Scoops  
Applicant address: 20 Central Street  
Mailing address: 37 Central St. Woodstock VT 05091  
Phone: 802-356-3110  
Email: kim@37central.com

Application is hereby made for a permit to use the following sections of the Village streets or sidewalks for placement of furniture.

Section of street/sidewalk: Sidewalk in front of 20 Central Street  
Event name (if applicable): \_\_\_\_\_  
Organization: Woodstock Scoops Are you a nonprofit? No  
Date(s) & time(s): 9/30/2023 - 10/22/2023. 12pm-7pm  
For the purpose of Crowd control stands with belts to separate customers waiting in line  
from pedestrians using the sidewalk

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters, and other objects.

Signature of applicant: \_\_\_\_\_  
Date: 9/27/2023

Important – A certificate of insurance must be submitted with this application.  
An application fee of \$25.00 must be submitted with this application.

COI received: \_\_\_\_\_ Application fee received: 9/28/23 check 1736

The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of each month. To be on the agenda, the permit needs to be submitted the Wednesday prior to the meeting. Please be advised, a representative must attend the meeting, or the application will not be considered.

Conditions:

1. Contact Chief of Police.
2. No advertisement on permitted items.

3. Permit lapses and all permission hereunder terminates upon the effective date of any amendment to this section or other related bylaw which would render the object no in compliance with the updated provisions. All permits hereunder are issued subject to changes in standards, procedures, and other provisions and no person shall be entitled to compensation for any expenses need to remain in compliance with changing provisions.
4. Applicant's signature certifies that he/she has read the ordinance and agrees to comply with all provisions.

Please mail or email completed application to:

Town of Woodstock

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

Nikki Nourse

PO Box 488

Woodstock, VT 05091

#### OFFICE USE ONLY

This permit is

Approved

Denied

Additional conditions: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Town/Village of Woodstock  
Application for a permit to hold a parade or event on public streets or highways

Pursuant to Title 24 V.S.A. Section 2291 (5) the Legislative Board of the Village/Town of Woodstock herewith regulates the use of public highways for parades and/or events.

Event: Woodstock Elementary School Halloween Parade  
Parade/event date: 10/28/22 Monday Start time: 2:10  
End time: 2:30  
Applicant/organization: Woodstock Elementary School  
Telephone: 802 457 4522  
Email: hecker@ws4.net  
Mailing address: 15 South Street  
Woodstock, VT 05091  
Contact person: Tiffany Hecker  
Best contact number: 802 457 2522  
Location of assembly & beginning of event: Woodstock Elementary School

Route of public highways: North on Route 106 from school to Green. Turn right at Green. Turn left/west at traffic island. Cross Green in the middle, continue South on 106 back to school

\*Attach map showing route

Traffic control (if any): Routes 106 and 4

Estimated number of participants: 300

Authorized representative signature: 

Print: Maggie Mills

Conditions: Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$2,000,000.

Please mail or email completed application to:

Town of Woodstock  
Nikki Nourse  
PO Box 488  
Woodstock, VT 05091

[nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

**OFFICE USE ONLY**

This permit is:

- ☐ Approved  
☐ Denied

Additional conditions: \_\_\_\_\_

Municipal Manager: \_\_\_\_\_

Date: \_\_\_\_\_



DATE 6/12/2023

**CERTIFICATE OF COVERAGE****PROGRAM SPONSOR**

VSBIT MULTI-LINE INTERMUNICIPAL SCHOOL PROGRAM  
52 PIKE DRIVE  
BERLIN, VT 05602  
802.223.6132

**COVERED MEMBER**

WINDSOR CENTRAL SUPERVISORY UNION  
its schools and its school districts  
70 AMSDEN WAY  
WOODSTOCK VT 05091

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.**

**COVERAGES**

THE COVERAGE DOCUMENTS LISTED BELOW HAVE BEEN ISSUED TO THE COVERED MEMBER NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF COVERAGE	COVERAGE DOCUMENT NUMBER	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  <input checked="" type="checkbox"/> GARAGE LIABILITY INCLUDED	VSBITCGL2023	07/01/2023	07/01/2024	EACH OCCURRENCE	\$ 5,000,000
				DAMAGE TO RENTED PREMISES (Each occurrence)	\$ 1,000,000
				MEDICAL EXPENSE (Any one person)	\$ 25,000
				PERSONAL & ADV INJURY	\$ 5,000,000
				GENERAL AGGREGATE	\$ 5,000,000
				PRODUCTS-COMP/OP AGG	\$ Included
<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> OWNED/LEASED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	VSBITAL2023	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (each accident)	\$ 5,000,000
				BODILY INJURY (Per person)	
				BODILY INJURY (Per accident)	
				PROPERTY DMG (Per accident)	
<b>AUTO PHYSICAL DAMAGE</b> <input checked="" type="checkbox"/> OWNED/LEASED AUTOS <input checked="" type="checkbox"/> AUTOS IN YOUR CARE FOR WHICH YOU ARE LEGALLY LIABLE	VSBITPR2023	07/01/2023	07/01/2024	ACTUAL CASH VALUE LESS <input checked="" type="checkbox"/> COMP DEDUCTIBLE \$ 500 <input checked="" type="checkbox"/> COLL DEDUCTIBLE \$ 500	
<b>SCHOOL LEADERS ERRORS &amp; OMISSIONS</b> <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	VSBITELL2023	07/01/2023	07/01/2024	EACH OCCURRENCE	\$ 5,000,000
				AGGREGATE	\$ 5,000,000
<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b>	VSBITWC2022	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	
				E.L. Each Accident	\$ 1,000,000
				E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
				E.L. DISEASE-POLICY LIMIT	\$ 1,000,000
<b>PROPERTY</b>	VSBITPR2022	07/01/2023	07/01/2024	REPLACEMENT COST VALUATION. SPECIAL RISK CAUSES OF LOSS.	On File with VSBIT

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

As per the above referenced VSBIT Coverage Documents 2023.

**CERTIFICATE HOLDER**

Town/Village of Woodstock  
PO Box 288  
Woodstock VT 05091

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE PROGRAM SPONSOR WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE SERVICE PROVIDER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE