

Town of Woodstock  
Select Board Meeting  
November 21, 2023  
6:00 pm  
Town Hall & Zoom  
Agenda

- A.** Call to order
- B.** Planning Commission Interview – Anthea Lavallee (pp 3-4)
- C.** Additions to & deletions from posted agenda
- D.** Citizen Comments
- E.** Manager's report
  - 1. General report
  - 2. Financial report (pp 5-28)
- F.** Votes
  - 1. Errors & Omission to 2023 Lodged Grand List (p 29)
  - 2. Change December meeting date
  - 3. CRRP application
  - 4. Bond Street (p 30)
  - 5. EMD representative (p 31)
  - 6. Agenda planning (p 32)
  - 7. Drug & alcohol policy (pp 33-49)
- G.** Discussions
  - 1. Main Wastewater Plant
  - 2. ARPA
  - 3. Dispatch contract
  - 4. Town Meeting prep
  - 5. Regional Energy Coordinator (pp 51-56)
  - 6. Town Hall
- H.** Other business
- I.** Board of Sewer Commissioners
  - 1. Sewer abatement requests
    - a. Dahlberg – 8 Prospect Street (pp 57-58)
    - b. Rideout – 128 Valley View Road (p 59)
  - 2. Sewer permit – Balaschi/Barr – 1176 West Woodstock Road (pp 60-62)
- J.** Executive session to discuss a contract
- K.** Approval of minutes

1. 10/10/23 joint minutes (pp 63-64)
  2. 10/10/23 minutes (p 65)
  3. 10/24/23 minutes (pp 66-69)
- L. Adjournment

This Meeting will be held in person at Town Hall and on Zoom

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMIBKeHJPUjB6QT09>

or from [zoom.us](https://zoom.us) you can enter these details to join the meeting

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

## Request for Appointment to Town & Village of Woodstock Public Boards, Commissions, and Committees

Name: \_\_\_\_\_  
Physical address: \_\_\_\_\_ Mailing address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Board/Commission/Committee you are applying for: \_\_\_\_\_

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Nikki Nourse at [nnourse@townofwoodstock.org](mailto:nnourse@townofwoodstock.org)

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at [http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy\\_2017.pdf](http://townofwoodstock.org/wp-content/uploads/2019/02/Conflict-of-Interest-Policy_2017.pdf)
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

### Reasons for request appointment

Summarize the reasons that you are requesting appointment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Previous Volunteer Experience

Summarize your previous volunteer experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

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

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

Account	Budget	Actual	% of Budget
<b>1-400 TAX REVENUE- ALL</b>			
1-4001-000 Real Estate Taxes	5,895,859.33	5,791,181.34	98.22%
1-4002-000 Delinquent Interest	70,000.00	27,176.49	38.82%
1-4003-000 Delinquent Penalty	65,000.00	-200.67	-0.31%
1-4004-000 In Lieu of Taxes	12,200.00	59,610.99	488.61%
1-4005-000 Land Use/Hold Harmless	340,000.00	344,044.00	101.19%
1-4006-000 Rockefeller Endowment	72,500.00	0.00	0.00%
<b>Total TAX REVENUE- ALL</b>	<b>6,455,559.33</b>	<b>6,221,812.15</b>	<b>96.38%</b>
<b>1-401 RENTAL INCOME</b>			
1-4011-000 Pentangle Theater Rental	0.00	0.00	0.00%
1-4013-000 Pentangle Office Rental	0.00	0.00	0.00%
1-4014-000 Tower Rental	0.00	0.00	0.00%
1-4015-000 Pentangle Rental	10,000.00	3,700.00	37.00%
1-4016-000 Chamber of Commerce Rent	6,000.00	2,000.00	33.33%
<b>Total RENTAL INCOME</b>	<b>16,000.00</b>	<b>5,700.00</b>	<b>35.63%</b>
<b>1-402 FEES &amp; PERMITS</b>			
1-4022-000 Overweight Permits	600.00	35.00	5.83%
1-4023-000 Alarm Permits	0.00	0.00	0.00%
1-4024-000 Alarm System Registration	7,200.00	450.00	6.25%
1-4025-000 Fire/Accident Fees	0.00	0.00	0.00%
1-4026-000 Other Revenue	0.00	0.00	0.00%
1-4027-000 Bldg Safety Enforce Fee	0.00	0.00	0.00%
<b>Total FEES &amp; PERMITS</b>	<b>7,800.00</b>	<b>485.00</b>	<b>6.22%</b>
<b>1-403 TOWN CLERK FEES</b>			
1-4031-000 Dog Licenses	1,000.00	15.00	1.50%
1-4032-000 Liquor Licenses	3,000.00	300.00	10.00%
1-4033-000 Marriage Licenses	500.00	770.00	154.00%
1-4034-000 Recording Fees	45,000.00	12,734.00	28.30%
1-4035-000 Use of Records	1,200.00	483.00	40.25%
1-4036-000 Town Clerk Copies	10,000.00	4,383.00	43.83%
1-4037-000 Restoration of Records	16,000.00	4,515.00	28.22%
1-4039-000 Town Clerk Miscellaneous	100.00	199.30	199.30%
<b>Total TOWN CLERK FEES</b>	<b>76,800.00</b>	<b>23,399.30</b>	<b>30.47%</b>
<b>1-404 FRONT OFFICE FEES</b>			
1-4046-000 Front Office Copies	50.00	10.00	20.00%
1-4049-000 Front Office Misc	0.00	0.00	0.00%
<b>Total FRONT OFFICE FEES</b>	<b>50.00</b>	<b>10.00</b>	<b>20.00%</b>
<b>1-405 PLANNING &amp; ZONING</b>			
1-4051-000 Zoning Permits	39,000.00	16,300.67	41.80%
1-4052-000 Zoning Maps & Regulations	100.00	0.00	0.00%

Account	Budget	Actual	% of Budget
<b>Total PLANNING &amp; ZONING</b>	<b>39,100.00</b>	<b>16,300.67</b>	<b>41.69%</b>
<b>1-406 PARKS</b>			
1-4061-000 East End Park	0.00	0.00	0.00%
1-4062-000 ORT	0.00	0.00	0.00%
<b>Total PARKS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-407 INTEREST INCOME</b>			
1-4071-000 General Interest Income	52,288.56	14,524.69	27.78%
1-4072-000 Restricted Interest	0.00	0.00	0.00%
1-4073-000 CD Interest Income	0.00	0.00	0.00%
<b>Total INTEREST INCOME</b>	<b>52,288.56</b>	<b>14,524.69</b>	<b>27.78%</b>
<b>1-408 AMBULANCE &amp; FIRE DEPT</b>			
1-4081-000 Ambulance Services	900,000.00	539,678.50	59.96%
1-4082-000 Ambulance Contract Fees	130,000.00	29,025.00	22.33%
1-4083-000 Ambulance Per Capita Fees	0.00	0.00	0.00%
1-4084-000 CARES ACT	0.00	0.00	0.00%
1-4085-000 Misc. Fire	0.00	33,307.70	100.00%
1-4086-000 Misc Ambulance	0.00	0.00	0.00%
1-4087-000 Ins. Reimbursement Fire	0.00	0.00	0.00%
1-4088-000 Ins Reimbursement Amb	0.00	0.00	0.00%
<b>Total AMBULANCE &amp; FIRE DEPT</b>	<b>1,030,000.00</b>	<b>602,011.20</b>	<b>58.45%</b>
<b>1-409 MISCELLANEOUS</b>			
1-4091-000 Miscellaneous Revenue	0.00	21,803.84	100.00%
1-4091-001 Donations	0.00	0.00	0.00%
1-4091-002 Bank Recon Items	0.00	0.00	0.00%
1-4091-003 Cemetery Maint from TOPF	0.00	0.00	0.00%
1-4091-004 Short Term Rental Town	0.00	75.00	100.00%
1-4091-005 Sidewalk Rev TOPF	0.00	0.00	0.00%
1-4092-000 Misc - State of Vermont	0.00	875,868.44	100.00%
1-4093-000 Town Highway State Aid	135,000.00	84,159.59	62.34%
1-4093-001 Village Highway State Aid	46,000.00	35,005.51	76.10%
1-4093-002 Village Highway Rebate	0.00	0.00	0.00%
1-4094-000 Local Option Tax Revenue	350,000.00	0.00	0.00%
1-4095-000 Dispatching/Vill Police	64,730.00	0.00	0.00%
1-4095-001 Dispatching/Other Towns	7,360.00	7,276.00	98.86%
1-4096-000 Sale of Equip/Material	0.00	0.00	0.00%
1-4097-017 Loan Proceeds-Town Hall	0.00	0.00	0.00%
1-4097-018 Loan Proceeds-Ambulance	0.00	0.00	0.00%
1-4097-019 Proceeds Cap Lease JD Bac	0.00	0.00	0.00%
1-4097-020 Loan Proc 2020 F550 BH	0.00	0.00	0.00%
1-4097-021 Loan Proc '20West Star BH	0.00	0.00	0.00%
1-4097-022 Loan Proc ESB	0.00	0.00	0.00%
1-4097-023 Loan Proceeds Fire Truck	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
1-4097-024 Freightliner 2020 Masc	0.00	0.00	0.00%
1-4097-025 Loan Proc 2022 Ford Expl	0.00	0.00	0.00%
1-4097-026 Loan Proc '23 Frieghtline	0.00	0.00	0.00%
1-4097-027 Loan Proc - Console	0.00	0.00	0.00%
1-4098-000 Prior Year Adjustment	0.00	0.00	0.00%
1-4098-001 Insurance Reimbursement	0.00	1,506.00	100.00%
1-4098-002 Other Reimbursements	0.00	0.00	0.00%
1-4098-003 Sale of Gen Cap Assets	0.00	0.00	0.00%
1-4098-004 Use of Fund Balance	50,000.00	0.00	0.00%
<b>Total MISCELLANEOUS</b>	<b>653,090.00</b>	<b>1,025,694.38</b>	<b>157.05%</b>
<b>1-44 GRANT REVENUE</b>			
1-4404-000 Bridge Incent Grant Reven	0.00	0.00	0.00%
1-4405-000 Highway Grant Revenue	0.00	0.00	0.00%
1-4406-000 Prosper Rd Rev PO1937	0.00	0.00	0.00%
1-4409-000 NorthSt RetainWall Grant	0.00	0.00	0.00%
1-4418-000 ORRV Grant Revenue	0.00	0.00	0.00%
1-4419-000 BetterBackRoadsGrantReven	0.00	0.00	0.00%
1-4422-000 Muni Roads GA0241	0.00	0.00	0.00%
1-4423-000 Cox District Rd Culvert	0.00	0.00	0.00%
1-4424-000 Dens Stn Brdg BC1948	0.00	0.00	0.00%
1-4425-000 State Mand Storm Water	0.00	0.00	0.00%
1-4426-000 Storm Event (FEMA17) Grant	0.00	0.00	0.00%
1-4427-000 DensmoreHill GrantRevenue	0.00	0.00	0.00%
1-4427-001 Densm Hill Stne Brdg Grnt	0.00	0.00	0.00%
1-4428-000 BillingsFarm&Museum Reven	0.00	0.00	0.00%
1-4429-000 Cooperative Mng Agree	0.00	0.00	0.00%
1-4429-001 Cooperative Mngt Append C	0.00	0.00	0.00%
1-4430-000 FireEquip (FEMA) GrantReven	0.00	0.00	0.00%
1-4431-000 EastEndSidewalk Grant Rev	0.00	0.00	0.00%
1-4432-000 Wdstk Rvr Loop 00067	0.00	0.00	0.00%
1-4433-000 Storm Event (APRIL '19)	0.00	0.00	0.00%
1-4434-000 Keys to Valley Initiative	0.00	0.00	0.00%
1-4435-000 COVID Grant	0.00	0.00	0.00%
1-4436-000 SLFRF	0.00	0.00	0.00%
1-4437-000 MERP	0.00	0.00	0.00%
1-4438-000 FEMA '24	0.00	0.00	0.00%
<b>Total GRANT REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-450 MANDATORY DRAWBACK</b>			
1-4501-000 Abatements	-4,000.00	0.00	0.00%
1-4502-000 Ambulance Drawback	-450,000.00	-207,920.22	46.20%
<b>Total MANDATORY DRAWBACK</b>	<b>-454,000.00</b>	<b>-207,920.22</b>	<b>45.80%</b>
<b>1-460 COMMUNITY CONTRIBUTIONS</b>			
1-4601-000 July 4th Contributions	0.00	0.00	0.00%
<b>Total COMMUNITY CONTRIBUTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

11/15/23  
09:48 am

WOODSTOCK TOWN General Ledger  
Current Yr Pd: 5 - Budget Status Report  
TOWN GENERAL FUND

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Rdensmore

Account	Budget	Actual	% of Budget
<b>1-470 TRANSFERS IN</b>			
1-4701-000 Transfer from Cap Reserve	0.00	0.00	0.00%
1-4702-000 Transfer from Trustee	1,500.00	0.00	0.00%
1-4703-000 Transfer from LOT (EDC)	0.00	0.00	0.00%
1-4704-000 Transfer from CapRes Int	0.00	0.00	0.00%
1-4705-000 Transfer from Clearing/PR	0.00	0.00	0.00%
1-4706-000 Transfer from CapRes Unre	0.00	0.00	0.00%
1-4707-000 Transfer from Forest Impr	0.00	0.00	0.00%
1-4708-000 Transfer from Rocke Fund	0.00	0.00	0.00%
<b>Total TRANSFERS IN</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-485 BILLINGS PARK</b>			
1-4856-000 Billings Park Revenue	0.00	0.00	0.00%
<b>Total BILLINGS PARK</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-489 TOWN FOREST</b>			
1-4896-000 Timber Sales	0.00	0.00	0.00%
1-4897-000 Town Forest Lease	7,800.00	0.00	0.00%
<b>Total TOWN FOREST</b>	<b>7,800.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>7,885,987.89</b>	<b>7,702,017.17</b>	<b>97.67%</b>
<b>Total TOWN GENERAL FUND</b>	<b>7,885,987.89</b>	<b>7,702,017.17</b>	
<b>Total All Funds</b>	<b>7,885,987.89</b>	<b>7,702,017.17</b>	



## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
<b>1-5001 GRANTS/CONTRIB-TRUST FUND</b>			
1-5001-901 Audit Expense	1,500.00	0.00	0.00%
1-5001-902 Trustee Wages	0.00	0.00	0.00%
1-5001-903 Visiting Nurses	0.00	0.00	0.00%
1-5001-904 Woodstock Job Bank	0.00	0.00	0.00%
<b>Total GRANTS/CONTRIB-TRUST FUND</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5002 GRANTS/CONTRIB-GENL FUND</b>			
1-5002-901 Regional Energy Coord.	0.00	19,425.00	100.00%
1-5002-902 Paving Town/Village	0.00	0.00	0.00%
1-5002-903 Visiting Nurses	0.00	0.00	0.00%
1-5002-905 M L Health Info/Referral	0.00	0.00	0.00%
1-5002-906 SE CommunityAction SEVCA	0.00	0.00	0.00%
1-5002-907 Pentangle	42,000.00	20,000.00	47.62%
1-5002-908 NormanWilliamsPubLibrary	51,250.00	0.00	0.00%
1-5002-909 TOPF pay	-900.00	900.00	-100.00%
1-5002-916 Woodstock Council Aging	40,400.00	40,400.00	100.00%
1-5002-917 Windsor County Mentors	2,500.00	2,500.00	100.00%
1-5002-918 HealthCare/RehabilService	3,247.00	3,247.00	100.00%
1-5002-919 WISE	0.00	0.00	0.00%
1-5002-920 Ottauq Comm Partnership	0.00	0.00	0.00%
1-5002-921 Spectrum Teen Center	1,250.00	0.00	0.00%
1-5002-922 The Junction Teen Center	0.00	0.00	0.00%
1-5002-926 Town Hall Theater	0.00	0.00	0.00%
1-5002-927 Woodstock History Center	0.00	0.00	0.00%
1-5002-928 Green Mountain RSVP	500.00	500.00	100.00%
1-5002-929 Windsor County Diversion	0.00	0.00	0.00%
1-5002-930 Economic Develop Coordin	0.00	0.00	0.00%
1-5002-951 W Woodstock ESB Station	0.00	0.00	0.00%
1-5002-952 EmergServBldg Renovations	0.00	0.00	0.00%
1-5002-953 Elem School Parking Lot	0.00	0.00	0.00%
1-5002-954 Welcome Center	0.00	0.00	0.00%
1-5002-955 VailFieldPlaygroundConstr	0.00	0.00	0.00%
1-5002-956 Garage Bond Spending	0.00	0.00	0.00%
1-5002-957 Comfort Station Spending	0.00	0.00	0.00%
1-5002-958 Generator for WES	0.00	0.00	0.00%
1-5002-959 Recreation Center Pool	0.00	0.00	0.00%
1-5002-960 Forest Improvement	0.00	0.00	0.00%
1-5002-961 Vail Field Improvements	0.00	0.00	0.00%
1-5002-962 House Number Project	0.00	0.00	0.00%
1-5002-963 Flood Mitigation Projects	0.00	0.00	0.00%
1-5002-964 Stagecoach Transport Serv	0.00	0.00	0.00%
1-5002-965 Digital Projection System	0.00	0.00	0.00%
1-5002-966 Community Television	0.00	0.00	0.00%
1-5002-967 Senior Solutions	2,500.00	0.00	0.00%
1-5002-968 Town Hall Boiler Project	0.00	0.00	0.00%
1-5002-969 Woodstock Job Bank	0.00	0.00	0.00%
1-5002-970 Ottauq Health Foundation	30,000.00	0.00	0.00%
1-5002-971 COVER Home Repair	0.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5002-972 Public Health Council UV	0.00	0.00	0.00%
1-5002-973 Special Needs Support Cen	1,800.00	1,800.00	100.00%
<b>Total GRANTS/CONTRIB-GENL FUND</b>	<b>174,547.00</b>	<b>88,772.00</b>	<b>50.86%</b>
<b>1-5003 CULTURE &amp; RECREATION</b>			
1-5003-807 LittleTheaterBondPayment	11,000.00	0.00	0.00%
1-5003-808 LittleTheaterBondInterest	4,000.00	1,690.68	42.27%
1-5003-916 Woodstock Council Aging	11,000.00	11,000.00	100.00%
1-5003-921 Parades	3,000.00	1,752.00	58.40%
1-5003-922 Town Library Contribution	154,000.00	102,625.00	66.64%
1-5003-923 Woodstock Rec Center	231,928.00	0.00	0.00%
1-5003-924 Fireworks	7,500.00	7,000.00	93.33%
1-5003-925 Elem School Space Rental	0.00	0.00	0.00%
1-5003-927 Pentangle	36,000.00	0.00	0.00%
<b>Total CULTURE &amp; RECREATION</b>	<b>458,428.00</b>	<b>124,067.68</b>	<b>27.06%</b>
<b>1-5004 HEALTH OFFICER</b>			
1-5004-100 Salaries & Wages	3,250.00	0.00	0.00%
1-5004-199 Employer Paid Benefits	250.00	0.00	0.00%
1-5004-208 Water Testing Supplies	100.00	0.00	0.00%
1-5004-601 Travel & Transportation	50.00	0.00	0.00%
1-5004-603 Dues, Subs & Meetings	50.00	0.00	0.00%
<b>Total HEALTH OFFICER</b>	<b>3,700.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5010 GOVERNMENT BUILDINGS</b>			
1-5010-201 Operating Supplies	3,000.00	967.18	32.24%
1-5010-305 Other Purchased Services	10,000.00	1,041.94	10.42%
1-5010-309 Custodial Services	14,000.00	3,780.00	27.00%
1-5010-409 Small Tools & Equipment	0.00	0.00	0.00%
1-5010-501 Utilities	36,000.00	4,908.17	13.63%
1-5010-702 Building Improvements	0.00	0.00	0.00%
1-5010-703 Bldg Repairs & Mainte	20,000.00	8,657.81	43.29%
1-5010-704 Town Hall Rejuvnation	0.00	0.00	0.00%
1-5010-807 Town Hall Loan Repayment	21,158.00	0.00	0.00%
<b>Total GOVERNMENT BUILDINGS</b>	<b>104,158.00</b>	<b>19,355.10</b>	<b>18.58%</b>
<b>1-5011 SELECT BOARD</b>			
1-5011-100 Salaries & Wages	5,000.00	0.00	0.00%
1-5011-199 Employer Paid Benefits	400.00	0.00	0.00%
1-5011-302 Legal Services	30,000.00	4,784.40	15.95%
1-5011-312 RCD	0.00	0.00	0.00%
1-5011-313 Community Television	10,000.00	10,000.00	100.00%
1-5011-603 Dues, Subs & Meetings	6,000.00	5,062.00	84.37%
1-5011-612 Printing Town Report	2,000.00	0.00	0.00%
1-5011-613 Regional Energy Coordinat	39,000.00	0.00	0.00%
1-5011-614 Documentation Retention	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
1-5011-615 EEI	77,100.00	0.00	0.00%
1-5011-616 WES Parking lot	1,000.00	1,000.00	100.00%
1-5011-700 Police Search	0.00	0.00	0.00%
1-5011-701 FEMA '24	0.00	254,814.85	100.00%
1-5011-824 Coalition of Municipality	0.00	0.00	0.00%
<b>Total SELECT BOARD</b>	<b>170,500.00</b>	<b>275,661.25</b>	<b>161.68%</b>
<b>1-5012 EXECUTIVE</b>			
1-5012-100 Salaries & Wages	110,508.68	37,405.29	33.85%
1-5012-199 Employer Paid Benefits	37,655.17	10,813.62	28.72%
1-5012-200 Wellness	500.00	0.00	0.00%
1-5012-402 Manager's Pick-up Lease	0.00	0.00	0.00%
1-5012-603 Dues, Subs & Meetings	2,000.00	2,430.33	121.52%
<b>Total EXECUTIVE</b>	<b>150,663.85</b>	<b>50,649.24</b>	<b>33.62%</b>
<b>1-5013 OFFICE ADMINISTRATION</b>			
1-5013-201 Operating Supplies	4,000.00	567.18	14.18%
1-5013-202 Office Supplies	3,500.00	744.81	21.28%
1-5013-204 Postage	4,400.00	1,939.38	44.08%
1-5013-401 Equipment Maintenance	1,500.00	0.00	0.00%
1-5013-405 Machinery & Equipment	2,000.00	1,938.08	96.90%
1-5013-502 Communications	5,000.00	3,417.21	68.34%
1-5013-505 IT - Town	0.00	7,700.00	100.00%
1-5013-615 Advertising	3,900.00	237.00	6.08%
1-5013-701 Manager's Search	0.00	0.00	0.00%
<b>Total OFFICE ADMINISTRATION</b>	<b>24,300.00</b>	<b>16,543.66</b>	<b>68.08%</b>
<b>1-5014 AUDITING</b>			
1-5014-301 Professional Services	20,000.00	3,500.00	17.50%
1-5014-302 Single Audit	0.00	0.00	0.00%
<b>Total AUDITING</b>	<b>20,000.00</b>	<b>3,500.00</b>	<b>17.50%</b>
<b>1-5015 TREASURER</b>			
1-5015-100 Salaries & Wages	13,000.00	4,500.00	34.62%
1-5015-199 Employer Paid Benefits	925.00	720.33	77.87%
1-5015-601 Travel & Transportation	0.00	0.00	0.00%
1-5015-603 Dues, Subs & Meetings	100.00	78.60	78.60%
<b>Total TREASURER</b>	<b>14,025.00</b>	<b>5,298.93</b>	<b>37.78%</b>
<b>1-5016 ACCOUNTING</b>			
1-5016-100 Salaries & Wages	100,978.95	27,966.59	27.70%
1-5016-199 Employer Paid Benefits	38,940.00	17,204.21	44.18%
1-5016-210 Software Upgrade	0.00	0.00	0.00%
1-5016-301 Professional Services	8,000.00	2,919.31	36.49%
1-5016-305 Other Purchased Services	500.00	1,407.72	281.54%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5016-503 NEMRC Support/License	2,750.00	2,983.75	108.50%
1-5016-999 Prior Year Adjustment	0.00	0.00	0.00%
<b>Total ACCOUNTING</b>	<b>151,168.95</b>	<b>52,481.58</b>	<b>34.72%</b>
<b>1-5017 TAX LISTING</b>			
1-5017-100 Salaries & Wages	88,535.92	28,341.89	32.01%
1-5017-199 Employer Paid Benefits	40,855.58	4,367.14	10.69%
1-5017-201 Operating Supplies	315.00	0.00	0.00%
1-5017-301 Professional Services	420.00	489.38	116.52%
1-5017-305 Other Purchased Services	925.00	235.00	25.41%
1-5017-312 Licensed State Support	1,249.00	1,266.50	101.40%
1-5017-401 Equip Repair & Mainte	1,983.00	373.25	18.82%
1-5017-601 Travel & Transportation	150.00	12.45	8.30%
1-5017-603 Dues, Subs & Meetings	50.00	50.00	100.00%
1-5017-604 Mapping	3,796.00	0.00	0.00%
1-5017-605 Education	0.00	0.00	0.00%
<b>Total TAX LISTING</b>	<b>138,279.50</b>	<b>35,135.61</b>	<b>25.41%</b>
<b>1-5018 TAX COLLECTING</b>			
1-5018-100 Salaries & Wages	0.00	0.00	0.00%
1-5018-199 Employer Paid Benefits	0.00	0.00	0.00%
1-5018-302 Legal Services	0.00	0.00	0.00%
<b>Total TAX COLLECTING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5019 CAPITAL RESERVE</b>			
1-5019-929 Grand List Update	15,000.00	0.00	0.00%
1-5019-931 Town Hall Improvements	65,000.00	0.00	0.00%
1-5019-932 Office Equipment	0.00	0.00	0.00%
1-5019-933 Computer Software	0.00	0.00	0.00%
1-5019-934 Lister's Equipment	0.00	0.00	0.00%
1-5019-936 Manager's Pick-up	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-502 HIGHWAY DEPARTMENT</b>			
<b>1-5021 TRAFFIC CONTROL</b>			
1-5021-201 Operating Supplies	2,500.00	0.00	0.00%
1-5021-305 Other Purchased Services	0.00	0.00	0.00%
1-5021-401 Equip Repairs & Mainte	0.00	0.00	0.00%
1-5021-425 Rentals	0.00	0.00	0.00%
1-5021-705 Road Improvements	0.00	0.00	0.00%
1-5021-713 Paving	0.00	0.00	0.00%
1-5021-715 TrafficControlSigns,Posts	3,400.00	1,067.94	31.41%
1-5021-725 Flood Mitigation Projects	0.00	0.00	0.00%
1-5021-801 Unclassified	0.00	0.00	0.00%
1-5021-817 Taftsville Enhance Grant	0.00	0.00	0.00%
<b>Total TRAFFIC CONTROL</b>	<b>5,900.00</b>	<b>1,067.94</b>	<b>18.10%</b>

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
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<b>1-5022 HIGHWAY CONST&amp;MAINT</b>			
1-5022-100 Salaries & Wages	479,118.00	175,425.10	36.61%
1-5022-101 Overtime	61,052.08	8,056.09	13.20%
1-5022-103 Summerhelp Wages	8,000.00	0.00	0.00%
1-5022-199 Employer Paid Benefits	239,196.83	103,282.85	43.18%
1-5022-201 Operating Supplies	25,000.00	3,773.45	15.09%
1-5022-202 Office Supplies	500.00	0.00	0.00%
1-5022-301 Professional Services	1,000.00	130.00	13.00%
1-5022-305 Other Purchased Services	20,000.00	7,225.16	36.13%
1-5022-306 Other PurchaseServ Constr	0.00	0.00	0.00%
1-5022-307 Emergency Work	1,000.00	0.00	0.00%
1-5022-308 Street Line Painting	6,000.00	2,570.00	42.83%
1-5022-309 Ops Carlton Hill Rd	0.00	344,130.00	100.00%
1-5022-310 Street Line Painting	0.00	0.00	0.00%
1-5022-320 SnowDump PollutionMonitor	0.00	0.00	0.00%
1-5022-321 Stormwater Monitoring	0.00	0.00	0.00%
1-5022-401 Equip Repairs & Mainte	0.00	2,451.00	100.00%
1-5022-409 Small Tools & Equipment	1,500.00	601.36	40.09%
1-5022-425 Rentals	100.00	0.00	0.00%
1-5022-426 Rentals Construction	0.00	0.00	0.00%
1-5022-427 NWPL Parking Lot Rental	0.00	0.00	0.00%
1-5022-502 Communications	4,000.00	1,193.51	29.84%
1-5022-507 Rubbish Removal	20,000.00	6,257.53	31.29%
1-5022-601 Diesel & Gasoline	79,350.00	28,080.22	35.39%
1-5022-707 Spot Gravel	100,000.00	59,021.46	59.02%
1-5022-708 Pavement Patch	3,500.00	1,077.00	30.77%
1-5022-709 St Mandate-Stormwater Mgt	20,000.00	0.00	0.00%
1-5022-710 Road Maintenance	0.00	0.00	0.00%
1-5022-711 Street Paving	50,000.00	9,800.00	19.60%
1-5022-712 Road Stabilization	40,000.00	27,249.72	68.12%
1-5022-713 Street Paving	0.00	0.00	0.00%
1-5022-715 Pavement Patch on Route 4	0.00	0.00	0.00%
1-5022-716 Roadside Tree Maintenance	20,000.00	8,036.25	40.18%
1-5022-717 Storm Drains	0.00	0.00	0.00%
1-5022-718 Sidewalk (TOPF)	0.00	0.00	0.00%
1-5022-727 Crosswalk Maintenance	10,000.00	0.00	0.00%
1-5022-728 Reconstruct North St Wall	0.00	0.00	0.00%
1-5022-801 Salt & Sand	210,000.00	8,999.34	4.29%
1-5022-802 Unclassified	0.00	0.00	0.00%
1-5022-900 Keys to the Valley Expens	0.00	0.00	0.00%
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<b>Total HIGHWAY CONST&amp;MAINT</b>	<b>1,399,316.91</b>	<b>797,360.04</b>	<b>56.98%</b>
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<b>1-5023 C&amp;M-BRIDGES&amp;STORMDRAINS</b>			
1-5023-100 Salaries & Wages	0.00	0.00	0.00%
1-5023-101 Overtime	0.00	0.00	0.00%
1-5023-175 Retirement/Past Employee	0.00	0.00	0.00%
1-5023-199 Employer Paid Benefits	0.00	0.00	0.00%
1-5023-201 Operating Supplies	1,000.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5023-202 Office Supples	0.00	0.00	0.00%
1-5023-203 Repair & Mainte Supplies	4,000.00	198.45	4.96%
1-5023-301 Professional Services	0.00	0.00	0.00%
1-5023-305 Other Purchased Services	10,000.00	3,025.00	30.25%
1-5023-306 Emergency Work	0.00	0.00	0.00%
1-5023-307 Engineering Services	5,000.00	0.00	0.00%
1-5023-409 Small Tools & Equipment	0.00	0.00	0.00%
1-5023-425 Rentals	0.00	0.00	0.00%
1-5023-502 Communications	0.00	0.00	0.00%
1-5023-601 Travel & Transportation	0.00	0.00	0.00%
1-5023-707 Spot Gravel	0.00	0.00	0.00%
1-5023-708 Pavement Patch	0.00	0.00	0.00%
1-5023-709 StateMandateStormwatrMgt	0.00	0.00	0.00%
1-5023-710 Roadside Tree Maintenance	0.00	0.00	0.00%
1-5023-712 Road Stabilization	0.00	0.00	0.00%
1-5023-716 Culverts & Drains	35,000.00	33,785.69	96.53%
1-5023-717 Catch Basins	5,000.00	14,417.62	288.35%
1-5023-720 Bridge Rehabilitation	25,000.00	17,810.64	71.24%
1-5023-801 Salt & Sand	0.00	0.00	0.00%
<b>Total C&amp;M-BRIDGES&amp;STORMDRAINS</b>	<b>85,000.00</b>	<b>69,237.40</b>	<b>81.46%</b>
<b>1-5024 HIGHWAY EQUIPMENT</b>			
1-5024-201 Operating Supplies	13,000.00	2,707.54	20.83%
1-5024-203 Repair & Maint Supplies	60,000.00	32,036.40	53.39%
1-5024-207 Equip Mainte Supplies	0.00	0.00	0.00%
1-5024-305 Other Purchased Services	2,000.00	0.00	0.00%
1-5024-401 Equipment Repair	0.00	0.00	0.00%
1-5024-402 Pick-up Purchase	12,776.00	0.00	0.00%
1-5024-403 Roadside Mower Purchase	29,000.00	8,628.55	29.75%
1-5024-404 Leaf Blower	0.00	0.00	0.00%
1-5024-405 Villge Snowblower	10,000.00	10,000.00	100.00%
1-5024-406 Grader Lease/Purchase	42,550.00	42,547.46	99.99%
1-5024-407 Backhoe Lease/Purchase	20,650.00	20,650.00	100.00%
1-5024-408 Loader Lease/Purchase	22,050.00	22,034.73	99.93%
1-5024-409 Small Tools & Equipment	1,100.00	0.00	0.00%
1-5024-410 Ton Truck 2019 F550 BH	16,250.00	15,377.76	94.63%
1-5024-414 2022/23 Dump Trk (8)	37,000.00	0.00	0.00%
1-5024-416 Ford F250 4WD	0.00	0.00	0.00%
1-5024-420 DumpTk Lease/Purchase '13	0.00	0.00	0.00%
1-5024-422 DumpTk Lease/Purchase '14	0.00	0.00	0.00%
1-5024-423 Village Loader lease/purc	0.00	0.00	0.00%
1-5024-424 Pickup Lease/Purchase	10,000.00	0.00	0.00%
1-5024-425 Equipment Purchase	0.00	0.00	0.00%
1-5024-426 York Rake	0.00	0.00	0.00%
1-5024-427 F450 Lease/Purchase '19	0.00	0.00	0.00%
1-5024-428 Riding Mower Purchase	0.00	0.00	0.00%
1-5024-429 2020 Western Star	38,180.00	0.00	0.00%
1-5024-430 2020 F550 2-1	10,250.00	0.00	0.00%
1-5024-431 Freighliner 2020 BH	27,500.00	27,236.30	99.04%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5024-432 Ford F550 2022 /5	0.00	0.00	0.00%
1-5024-433 2023 Frieghtliner	38,000.00	1,809.72	4.76%
1-5024-502 Communications	0.00	0.00	0.00%
1-5024-716 Culverts & Drains	0.00	6,950.00	100.00%
<b>Total HIGHWAY EQUIPMENT</b>	<b>390,306.00</b>	<b>189,978.46</b>	<b>48.67%</b>
<b>1-5025 SIDEWALK MAINTENANCE</b>			
1-5025-201 Operating Supplies	0.00	0.00	0.00%
1-5025-203 Repair & Maint Supplies	0.00	0.00	0.00%
1-5025-305 Other Purchased Services	0.00	0.00	0.00%
1-5025-307 Engineering Services	0.00	0.00	0.00%
1-5025-425 Rentals	0.00	0.00	0.00%
1-5025-720 Bridge Rehabilitation	0.00	0.00	0.00%
1-5025-727 Sidewalk Maintenance	25,000.00	6,000.00	24.00%
1-5025-728 Sidewalk/Curb Constructio	40,000.00	0.00	0.00%
<b>Total SIDEWALK MAINTENANCE</b>	<b>65,000.00</b>	<b>6,000.00</b>	<b>9.23%</b>
<b>1-5026 STREET LIGHTS</b>			
1-5026-406 Pole Replacement	0.00	0.00	0.00%
1-5026-505 Street Lights	46,500.00	31,686.06	68.14%
<b>Total STREET LIGHTS</b>	<b>46,500.00</b>	<b>31,686.06</b>	<b>68.14%</b>
<b>1-5027 PARKS</b>			
1-5027-200 ORT	0.00	-11,100.00	100.00%
1-5027-201 Operating Supplies	7,000.00	1,298.24	18.55%
1-5027-210 Dog Waste Bags	3,500.00	1,718.79	49.11%
1-5027-401 Fence & Park Maintenance	500.00	0.00	0.00%
1-5027-402 East End Park	0.00	0.00	0.00%
1-5027-406 Fence Post Repair	0.00	0.00	0.00%
1-5027-409 Small Tools & Equipment	250.00	88.76	35.50%
1-5027-410 East End -Mowing	3,250.00	2,545.00	78.31%
1-5027-501 Utilities	0.00	0.00	0.00%
1-5027-507 Rubbish Removal	0.00	0.00	0.00%
1-5027-702 Building Improvements	0.00	0.00	0.00%
1-5027-703 Bldg Repairs & Mainte	0.00	0.00	0.00%
1-5027-704 Emergency Bldg Repairs	0.00	0.00	0.00%
1-5027-705 Replace Salt Shed	0.00	0.00	0.00%
1-5027-807 Bond Payment	0.00	0.00	0.00%
1-5027-808 Bond Payment - Interest	0.00	0.00	0.00%
<b>Total PARKS</b>	<b>14,500.00</b>	<b>-5,449.21</b>	<b>-37.58%</b>
<b>1-5028 PUBLIC WORKS BUILDINGS</b>			
1-5028-201 Operating Supplies	0.00	0.00	0.00%
1-5028-406 Grader Lease/Purchase	0.00	0.00	0.00%
1-5028-409 Small Tools & Equipment	0.00	0.00	0.00%
1-5028-410 Ton Truck Lease/Purchase	0.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5028-422 DumpTrkLeasePurchase '14	0.00	0.00	0.00%
1-5028-423 DumpTrkLease/Purchase '15	0.00	0.00	0.00%
1-5028-501 Utilities	30,000.00	2,510.88	8.37%
1-5028-702 Building Improvements	0.00	0.00	0.00%
1-5028-703 Bldg Repairs & Mainte	5,500.00	3,158.61	57.43%
1-5028-704 MechanicSt Garage Inspect	0.00	0.00	0.00%
1-5028-807 Bond Payment	70,000.00	70,000.00	100.00%
1-5028-808 Bond Payment - Interest	15,000.00	3,620.91	24.14%
<b>Total PUBLIC WORKS BUILDINGS</b>	<b>120,500.00</b>	<b>79,290.40</b>	<b>65.80%</b>
<b>1-5029 CAPITAL RESERVE</b>			
1-5029-926 Structure repair replacem	25,000.00	0.00	0.00%
1-5029-931 Equip Dump Truck '17	0.00	0.00	0.00%
1-5029-932 Equip Dump Truck '19	20,000.00	0.00	0.00%
1-5029-933 Ton Truck '20	0.00	0.00	0.00%
1-5029-934 2 Ton Truck '15	0.00	0.00	0.00%
1-5029-935 Ton Truck '17	0.00	0.00	0.00%
1-5029-936 Snow Blower	0.00	0.00	0.00%
1-5029-937 Ton Truck '19 (Alex)	0.00	0.00	0.00%
1-5029-938 Ton Truck '21 (Chris)	0.00	0.00	0.00%
1-5029-939 UtilityTrk/UsedAmbulance	0.00	0.00	0.00%
1-5029-941 TheGreenArchwayEntrances	0.00	0.00	0.00%
1-5029-942 Dump Truck 4x4 '22	0.00	0.00	0.00%
1-5029-943 Dump Truck 2x4 '23	0.00	0.00	0.00%
1-5029-945 Slopes/Retaining wall	50,000.00	0.00	0.00%
1-5029-946 Bridge N Bridgewater Rd	0.00	0.00	0.00%
1-5029-947 Bridge Dunham Hill Rd	0.00	0.00	0.00%
1-5029-948 Lincoln Covered Bridge	0.00	0.00	0.00%
1-5029-949 General Bridge O & M	0.00	0.00	0.00%
1-5029-951 Taftsville Covered Bridge	0.00	0.00	0.00%
1-5029-952 RepairWall/ReplaceCulvert	0.00	0.00	0.00%
1-5029-953 Pave Church Hill Road	0.00	0.00	0.00%
1-5029-954 Old River Road Culvert	0.00	0.00	0.00%
1-5029-955 CoxDistrictRd Box Culvert	0.00	0.00	0.00%
1-5029-956 Emergency Infrastructure	10,000.00	0.00	0.00%
1-5029-957 Sidewalk Construction	0.00	0.00	0.00%
1-5029-958 PleasantStBridge Deck '22	0.00	0.00	0.00%
1-5029-959 Rt 4 Garage Generator	2,000.00	0.00	0.00%
1-5029-960 Replace Comm Equipment	0.00	0.00	0.00%
1-5029-961 Street Drain Pipe Repair	5,000.00	0.00	0.00%
1-5029-962 Catch Basin Repair	5,000.00	0.00	0.00%
1-5029-963 Lower Hwy Garage Roof	0.00	0.00	0.00%
1-5029-964 Buildings	10,000.00	0.00	0.00%
1-5029-973 New Highway Garage	0.00	0.00	0.00%
1-5029-974 Unused Sick/Comp Time	0.00	0.00	0.00%
1-5029-979 Capital Reserve Paving	0.00	0.00	0.00%
1-5029-980 Capital Reserve/Transfer	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>127,000.00</b>	<b>0.00</b>	<b>0.00%</b>



## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
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<b>Total HIGHWAY DEPARTMENT</b>	<b>2,254,022.91</b>	<b>1,169,171.09</b>	<b>51.87%</b>
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<b>1-503 AMBULANCE DEPARTMENT</b>			
<b>1-5030 AMBULANCE OPERATIONS</b>			
1-5030-100 Paramedic/BillingSalWages	78,676.34	30,407.39	38.65%
1-5030-102 Chief EM Serv-SalaryWages	39,783.56	13,771.26	34.62%
1-5030-103 Firefighter/EMT	454,418.00	167,095.07	36.77%
1-5030-197 Firefighter/EMT Benefits	155,000.00	93,279.51	60.18%
1-5030-198 Chief EM Serv-Benefits	17,833.18	5,984.59	33.56%
1-5030-199 Paramedic/Billing Benefit	52,469.35	4,797.10	9.14%
1-5030-201 Operating Supplies	35,000.00	14,901.51	42.58%
1-5030-202 Office Supplies	3,500.00	1,111.31	31.75%
1-5030-203 Repair & Maint Supplies	450.00	0.00	0.00%
1-5030-207 Paramedic Supplies	4,000.00	583.07	14.58%
1-5030-210 Billing Software	4,800.00	360.00	7.50%
1-5030-305 Other Purchased Services	3,250.00	160.98	4.95%
1-5030-313 Merit Awards	0.00	0.00	0.00%
1-5030-315 Associates Salary	249,311.50	55,576.54	22.29%
1-5030-318 Paramedic Intercept	5,000.00	375.00	7.50%
1-5030-319 Contract Services	0.00	21,600.00	100.00%
1-5030-402 Equipment Fire	4,500.00	0.00	0.00%
1-5030-418 Personal Protection Equip	1,500.00	0.00	0.00%
1-5030-425 Rental Quarters	0.00	0.00	0.00%
1-5030-426 Rental Utilities	0.00	0.00	0.00%
1-5030-502 Communications	600.00	0.00	0.00%
1-5030-603 Dues, Subs & Meetings	800.00	0.00	0.00%
1-5030-607 Medical Testing	250.00	0.00	0.00%
1-5030-810 Uncollectable Accounts	65,000.00	92,676.03	142.58%
1-5030-812 3% Tax VT Patient Income	500.00	0.00	0.00%
1-5030-816 Medicare & Ins Allowance	100.00	0.00	0.00%
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<b>Total AMBULANCE OPERATIONS</b>	<b>1,176,741.93</b>	<b>502,679.36</b>	<b>42.72%</b>
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<b>1-5031 AMBULANCE VEHICLE</b>			
1-5031-305 Other Purchased Services	0.00	0.00	0.00%
1-5031-401 Equip Repair & Mainte	0.00	0.00	0.00%
1-5031-405 Ambulance	11,000.00	0.00	0.00%
1-5031-406 Ambulance Purchase	0.00	11,300.48	100.00%
1-5031-407 Storage Trailer	0.00	0.00	0.00%
1-5031-409 Small Tools & Equipment	700.00	38.95	5.56%
1-5031-431 Ambulance 1 Maintenance	2,500.00	3,794.37	151.77%
1-5031-432 Ambulance 2 Maintenance	2,500.00	923.00	36.92%
1-5031-433 Ambulance 3 Maintenance	2,500.00	2,253.62	90.14%
1-5031-434 Ambulance 4 Maintenance	0.00	0.00	0.00%
1-5031-435 Car 1 - Lease Purchase	2,900.00	0.00	0.00%
1-5031-502 Communications	1,000.00	0.00	0.00%
1-5031-503 Fuel	6,885.00	2,002.39	29.08%
1-5031-601 Travel & Transportation	100.00	0.00	0.00%
1-5031-705 Storage Trailer	0.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
<b>Total AMBULANCE VEHICLE</b>	<b>30,085.00</b>	<b>20,312.81</b>	<b>67.52%</b>
<b>1-5032 AMBULANCE TRAINING</b>			
1-5032-100 Paramedic Training	0.00	0.00	0.00%
1-5032-105 Training Wages	3,000.00	230.00	7.67%
1-5032-199 Employer Paid Benefits	150.00	8.88	5.92%
1-5032-201 Operating Supplies	3,500.00	592.25	16.92%
1-5032-301 Professional Services	900.00	0.00	0.00%
1-5032-409 Small Tools & Equipment	100.00	0.00	0.00%
1-5032-601 Travel & Transportation	700.00	0.00	0.00%
1-5032-603 Dues, Subs & Meetings	300.00	0.00	0.00%
1-5032-604 Paramedic Class	25,000.00	1,431.42	5.73%
1-5032-605 State EMS Training	8,500.00	3,088.25	36.33%
<b>Total AMBULANCE TRAINING</b>	<b>42,150.00</b>	<b>5,350.80</b>	<b>12.69%</b>
<b>1-5033 AMBULANCE COMMUNICATIONS</b>			
1-5033-462 Vehicle Cell Phones	0.00	0.00	0.00%
1-5033-463 Pagers	0.00	0.00	0.00%
1-5033-561 Office Phone & Internet	2,500.00	371.72	14.87%
1-5033-562 Vehicle Cell Phones	1,800.00	592.77	32.93%
1-5033-563 Pagers	2,500.00	0.00	0.00%
1-5033-564 Portable Radios	2,800.00	0.00	0.00%
1-5033-565 Vehicle Mobile Radios	500.00	0.00	0.00%
<b>Total AMBULANCE COMMUNICATIONS</b>	<b>10,100.00</b>	<b>964.49</b>	<b>9.55%</b>
<b>1-5039 CAPITAL RESERVE</b>			
1-5039-906 Cardiac Monitors	30,000.00	0.00	0.00%
1-5039-907 Stryker Power Stretcher	5,000.00	0.00	0.00%
1-5039-933 Amb ComputerReport System	0.00	0.00	0.00%
1-5039-934 Portable Computer	2,500.00	0.00	0.00%
1-5039-951 Ambulance 2018	0.00	0.00	0.00%
1-5039-952 Ambulance 2023	50,000.00	0.00	0.00%
1-5039-953 Ambulance 2021	50,000.00	0.00	0.00%
1-5039-963 Pagers	2,000.00	0.00	0.00%
1-5039-964 2-Way Radios	4,000.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>143,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total AMBULANCE DEPARTMENT</b>	<b>1,402,576.93</b>	<b>529,307.46</b>	<b>37.74%</b>
<b>1-504 FIRE DEPARTMENT</b>			
<b>1-5040 FIREFIGHTING</b>			
1-5040-100 Salaries&WageFirefighters	45,000.00	2,931.25	6.51%
1-5040-102 Chief EM Serv-SalaryWages	39,783.75	13,771.17	34.62%
1-5040-103 Firefighter	0.00	0.00	0.00%
1-5040-197 Firefighters Benefits F/T	0.00	0.00	0.00%
1-5040-198 Chief EM Serv-Benefits	13,052.16	6,153.80	47.15%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5040-199 EmplPaidBenefitFirefighte	3,754.15	224.24	5.97%
1-5040-201 Operating Supplies	5,000.00	2,113.35	42.27%
1-5040-202 Equipment Fire	0.00	0.00	0.00%
1-5040-301 Professional Services	5,000.00	0.00	0.00%
1-5040-404 Winter Hydrant Maint	0.00	0.00	0.00%
1-5040-425 Hydrant Rental	26,500.00	7,200.00	27.17%
1-5040-601 Travel & Transportation	200.00	0.00	0.00%
1-5040-603 Dues, Subs & Meetings	1,000.00	492.00	49.20%
1-5040-605 Education	3,000.00	592.25	19.74%
1-5040-606 CDL Licensing	400.00	90.00	22.50%
1-5040-607 Medical Testing	650.00	0.00	0.00%
1-5040-819 Fire Prevention	1,000.00	532.28	53.23%
<b>Total FIREFIGHTING</b>	<b>144,340.06</b>	<b>34,100.34</b>	<b>23.63%</b>
<b>1-5043 FIRE COMMUNICATIONS</b>			
1-5043-311 Alarm Registration Admin	150.00	0.00	0.00%
1-5043-401 Equip Repair & Mainte	2,500.00	0.00	0.00%
1-5043-405 Machinery & Equipment	1,000.00	0.00	0.00%
1-5043-502 Communications	6,300.00	1,062.08	16.86%
1-5043-564 Fireground Radios	0.00	0.00	0.00%
1-5043-565 Security Alarm Radios	0.00	0.00	0.00%
<b>Total FIRE COMMUNICATIONS</b>	<b>9,950.00</b>	<b>1,062.08</b>	<b>10.67%</b>
<b>1-5045 FIRE TRUCK &amp; EQUIPMENT</b>			
1-5045-201 Operating Supplies	2,500.00	884.43	35.38%
1-5045-310 Hose Testing	0.00	0.00	0.00%
1-5045-311 Pump Testiing	1,000.00	288.50	28.85%
1-5045-401 Repair & Maintenance	2,500.00	4,381.13	175.25%
1-5045-407 Storage Trailer	0.00	0.00	0.00%
1-5045-431 Engine #1 Maintenance	2,000.00	2,315.76	115.79%
1-5045-432 Engine #2 Maintenance	3,000.00	1,333.48	44.45%
1-5045-434 Engine #3 Maintenance	3,000.00	1,625.92	54.20%
1-5045-435 Rescue Maintenance	2,500.00	848.58	33.94%
1-5045-436 Car 1 - Lease Purchase	2,900.00	0.00	0.00%
1-5045-440 Fire Truck Payment	66,000.00	65,804.73	99.70%
1-5045-503 Fuel	4,043.00	987.97	24.44%
<b>Total FIRE TRUCK &amp; EQUIPMENT</b>	<b>89,443.00</b>	<b>78,470.50</b>	<b>87.73%</b>
<b>1-5046 FIREFIGHTING EQUIPMENT</b>			
1-5046-201 Operating Supplies	1,500.00	1,057.39	70.49%
1-5046-401 Equipment Maintenance	1,250.00	143.94	11.52%
1-5046-403 Air Pack Maint & Equip	3,000.00	0.00	0.00%
1-5046-406 Equipment Purchase	3,000.00	0.00	0.00%
1-5046-407 Equip Purchase Transfer	0.00	0.00	0.00%
1-5046-409 Small Tools & Equipment	400.00	0.00	0.00%
1-5046-411 Rescue Equipment	800.00	0.00	0.00%
1-5046-414 Bunker Gear Transfer	0.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5046-415 Bunker Gear	2,500.00	644.86	25.79%
1-5046-416 Hose Adapters	1,000.00	402.45	40.25%
1-5046-818 Fire Dept Equip Grant	0.00	0.00	0.00%
<b>Total FIREFIGHTING EQUIPMENT</b>	<b>13,450.00</b>	<b>2,248.64</b>	<b>16.72%</b>
<b>1-5047 WOODSTOCK STATION #2</b>			
1-5047-203 Maintenance Supplies	300.00	0.00	0.00%
1-5047-420 Generator	0.00	0.00	0.00%
1-5047-504 Propane	4,100.00	0.00	0.00%
1-5047-506 Electricity	2,000.00	0.00	0.00%
1-5047-509 Misc Utilities	1,500.00	1,131.02	75.40%
1-5047-703 Bldg Repairs & Mainte	2,000.00	1,163.76	58.19%
<b>Total WOODSTOCK STATION #2</b>	<b>9,900.00</b>	<b>2,294.78</b>	<b>23.18%</b>
<b>1-5048 EMERGENCY SERVICES BLDG</b>			
1-5048-203 Maintenance Supplies	2,000.00	491.27	24.56%
1-5048-309 Building Custodian	0.00	0.00	0.00%
1-5048-504 Propane	6,000.00	25.29	0.42%
1-5048-506 Electricity	10,000.00	7,493.44	74.93%
1-5048-509 Misc Utilities	4,000.00	150.00	3.75%
1-5048-702 Paint Exterior of ESB	0.00	0.00	0.00%
1-5048-703 Equip Repair & Mainte	6,000.00	22.50	0.38%
1-5048-704 ESB Building Concept	0.00	0.00	0.00%
1-5048-705 ESB New Building	0.00	58,038.37	100.00%
1-5048-708 ESB Bond Payment	150,000.00	150,000.00	100.00%
1-5048-709 ESB Bond Interest	96,847.00	49,105.50	50.70%
<b>Total EMERGENCY SERVICES BLDG</b>	<b>274,847.00</b>	<b>265,326.37</b>	<b>96.54%</b>
<b>1-5049 CAPITAL RESERVE</b>			
1-5049-930 Pager Replacement	2,000.00	0.00	0.00%
1-5049-940 Protective Turnout Gear	0.00	0.00	0.00%
1-5049-941 Breathing Air Compressor	15,000.00	0.00	0.00%
1-5049-960 Fire Truck	20,000.00	0.00	0.00%
1-5049-961 Utility-Personnel Carrier	0.00	0.00	0.00%
1-5049-962 UTV	0.00	0.00	0.00%
1-5049-964 Fire Hose	3,000.00	0.00	0.00%
1-5049-965 Bunker Gear	10,000.00	0.00	0.00%
1-5049-966 Generator	0.00	0.00	0.00%
1-5049-967 Air Pack Frames	15,000.00	0.00	0.00%
1-5049-968 Air Pack Tanks	2,000.00	0.00	0.00%
1-5049-969 Roof Replacement	2,500.00	0.00	0.00%
1-5049-970 Building Renovations	0.00	0.00	0.00%
1-5049-971 Pave Driveways & Yard	2,500.00	0.00	0.00%
1-5049-972 Carpet Replacement	0.00	0.00	0.00%
1-5049-973 Boiler Replacement	2,500.00	0.00	0.00%
1-5049-974 LED Lighting	0.00	0.00	0.00%
1-5049-975 EMS Bldg Concept Study	0.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5049-976 Fire Ground 2-way Radios	2,000.00	0.00	0.00%
1-5049-977 Portable Pump	4,000.00	0.00	0.00%
1-5049-978 Tower Equipment	0.00	0.00	0.00%
1-5049-980 Capital Reserve Fire/Ambu	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>80,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total FIRE DEPARTMENT</b>	<b>622,430.06</b>	<b>383,502.71</b>	<b>61.61%</b>
<b>1-505 COMMUNICATIONS</b>			
<b>1-5050 DISPATCH SERVICES</b>			
1-5050-100 Salaries & Wages	269,355.82	100,733.81	37.40%
1-5050-105 Training Wages	2,060.00	8,982.00	436.02%
1-5050-106 Military stipend	0.00	1,000.00	100.00%
1-5050-107 Residency Stipend	1,000.00	0.00	0.00%
1-5050-108 EMT Stipend	1,200.00	0.00	0.00%
1-5050-199 Employer Paid Benefits	101,996.58	32,687.10	32.05%
1-5050-201 Operating Supplies	1,000.00	50.80	5.08%
1-5050-202 Office Supplies	800.00	194.63	24.33%
1-5050-203 Repair & Mainte Supplies	1,600.00	158.00	9.88%
1-5050-401 Repairs & Maintenance	2,500.00	0.00	0.00%
1-5050-404 Console	29,893.00	0.00	0.00%
1-5050-405 Machinery & Equipment	900.00	0.00	0.00%
1-5050-409 Small Tools & Equipment	1,000.00	526.58	52.66%
1-5050-410 Radio lease/purchase	0.00	0.00	0.00%
1-5050-425 Tower Rental & Lease	3,200.00	2,500.00	78.13%
1-5050-426 Tower Maintenance	1,500.00	0.00	0.00%
1-5050-502 Communications	7,000.00	2,641.60	37.74%
1-5050-601 Travel & Transportation	400.00	96.56	24.14%
1-5050-608 Training Fees	300.00	0.00	0.00%
<b>Total DISPATCH SERVICES</b>	<b>425,705.40</b>	<b>149,571.08</b>	<b>35.13%</b>
<b>1-5059 CAPITAL RESERVE</b>			
1-5059-933 Computer Replacement	0.00	0.00	0.00%
1-5059-955 Recorder	1,500.00	0.00	0.00%
1-5059-956 Replace "K" Freq	0.00	0.00	0.00%
1-5059-957 Console Terminal (a)	5,000.00	0.00	0.00%
1-5059-958 Console Terminal (b)	2,600.00	0.00	0.00%
1-5059-959 Receiver/Transmitter B	3,000.00	0.00	0.00%
1-5059-960 Receiver/Transmitter F	3,000.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>15,100.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total COMMUNICATIONS</b>	<b>440,805.40</b>	<b>149,571.08</b>	<b>33.93%</b>
<b>1-506 TOWN CLERK</b>			
<b>1-5060 BOARD OF CIVIL AUTHORITY</b>			
1-5060-205 Printing Supplies	3,000.00	0.00	0.00%
1-5060-317 BCA Wages	1,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
1-5060-318 Election Wages	1,500.00	0.00	0.00%
<b>Total BOARD OF CIVIL AUTHORITY</b>	<b>5,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5061 TOWN CLERK</b>			
1-5061-100 Salaries & Wages	72,919.41	26,211.48	35.95%
1-5061-106 Asst Town Clerk Wages	63,918.50	21,173.00	33.12%
1-5061-199 Employer Paid Benefits	63,352.37	25,398.59	40.09%
1-5061-202 Office Supplies	600.00	0.00	0.00%
1-5061-305 Other Purchased Services	400.00	0.00	0.00%
1-5061-405 Machinery & Equipment	550.00	0.00	0.00%
1-5061-406 Copier Lease	3,000.00	153.45	5.12%
1-5061-603 Dues, Subs & Meetings	1,000.00	210.00	21.00%
1-5061-613 Record Retention	2,800.00	0.00	0.00%
1-5061-614 Restoration of Records	2,500.00	2,129.17	85.17%
<b>Total TOWN CLERK</b>	<b>211,040.28</b>	<b>75,275.69</b>	<b>35.67%</b>
<b>1-5069 CAPITAL RESERVE</b>			
1-5069-934 Town Clerk Vault	3,500.00	0.00	0.00%
1-5069-935 Town Clerk Office Equip	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total TOWN CLERK</b>	<b>220,040.28</b>	<b>75,275.69</b>	<b>34.21%</b>
<b>1-507 BOARDS &amp; AGENCIES</b>			
<b>1-5070 PLANNING &amp; ZONING</b>			
1-5070-100 Salaries & Wages	90,000.00	30,586.98	33.99%
1-5070-199 Employer Paid Benefits	50,400.00	16,515.67	32.77%
1-5070-301 Professional Services	4,200.00	0.00	0.00%
1-5070-302 Legal Fees	2,400.00	0.00	0.00%
1-5070-406 Equipment Purchase	1,200.00	0.00	0.00%
1-5070-601 Travel & Transportation	1,200.00	0.00	0.00%
1-5070-603 Dues, Subs & Meetings	7,440.00	3,454.96	46.44%
1-5070-615 Advertising	4,800.00	641.03	13.35%
1-5070-812 GIS Mapping	720.00	0.00	0.00%
1-5070-823 Conservation Commission	0.00	0.00	0.00%
<b>Total PLANNING &amp; ZONING</b>	<b>162,360.00</b>	<b>51,198.64</b>	<b>31.53%</b>
<b>1-5079 CAPITAL RESERVE</b>			
1-5079-905 Town Plan Consulting	1,200.00	0.00	0.00%
1-5079-933 Computer Equip Replace	0.00	0.00	0.00%
1-5079-935 Zoning	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total BOARDS &amp; AGENCIES</b>	<b>163,560.00</b>	<b>51,198.64</b>	<b>31.30%</b>

Account	Budget	Actual	% of Budget
<b>1-5082 TOWN CONSTABLE</b>			
1-5082-100 Salaries & Wages	7,000.00	0.00	0.00%
1-5082-199 Employer Paid Benefits	550.00	0.00	0.00%
1-5082-201 Operating Supplies	0.00	0.00	0.00%
1-5082-202 Office Supplies	0.00	0.00	0.00%
1-5082-203 Repair & Mainte Supplies	200.00	0.00	0.00%
1-5082-305 Other Purchased Services	50.00	0.00	0.00%
1-5082-311 Animal Control	700.00	0.00	0.00%
1-5082-405 Machinery & Equipment	600.00	0.00	0.00%
1-5082-502 Communications	1,750.00	0.00	0.00%
1-5082-602 Mileage - Blue Light	0.00	0.00	0.00%
<b>Total TOWN CONSTABLE</b>	<b>10,850.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5083 MAINTAINING CEMETERIES</b>			
1-5083-305 Other Purchased Services	17,500.00	13,401.00	76.58%
1-5083-401 Repair & Maintenance	1,000.00	0.00	0.00%
<b>Total MAINTAINING CEMETERIES</b>	<b>18,500.00</b>	<b>13,401.00</b>	<b>72.44%</b>
<b>1-5084 WELCOME CENTER</b>			
1-5084-203 Maintenance Supplies	500.00	0.00	0.00%
1-5084-309 Custodial Services	25,000.00	11,083.96	44.34%
1-5084-504 Propane	1,950.00	190.62	9.78%
1-5084-506 Electricity	1,250.00	382.15	30.57%
1-5084-509 Misc Utilities	1,800.00	373.94	20.77%
1-5084-702 Building Improvements	3,500.00	0.00	0.00%
1-5084-703 Bldg Repairs & Mainte	2,500.00	0.00	0.00%
1-5084-807 Chamber Office Loan Prin.	4,000.00	4,379.54	109.49%
1-5084-808 Chamber Office Loan Int.	1,851.00	1,471.20	79.48%
1-5084-810 Woodstock Chamber	35,000.00	17,500.00	50.00%
<b>Total WELCOME CENTER</b>	<b>77,351.00</b>	<b>35,381.41</b>	<b>45.74%</b>
<b>1-5085 LITTLE THEATER</b>			
1-5085-703 Little Theater Repairs	0.00	0.00	0.00%
1-5085-807 Bond Payment	0.00	0.00	0.00%
1-5085-808 Bond Interest	0.00	0.00	0.00%
<b>Total LITTLE THEATER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5089 CAPITAL RESERVE</b>			
1-5089-910 Cemetery Improvements	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5091 INTERGOVERNMENTAL</b>			
1-5091-803 Highway Rebate	0.00	0.00	0.00%
1-5091-804 Upper Valley Solid Waste	33,528.00	27,045.00	80.66%
1-5091-808 County Tax	0.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
<b>Total INTERGOVERNMENTAL</b>	<b>33,528.00</b>	<b>27,045.00</b>	<b>80.66%</b>
<b>1-5092 SELECT BOARD CONTINGENCY</b>			
1-5092-801 Unclassified	21,000.00	10,136.32	48.27%
1-5092-806 Comp Unused Sick/Vac Time	0.00	0.00	0.00%
1-5092-813 House Numbers	250.00	136.00	54.40%
1-5092-814 Econ Develop Reserve Fund	350,000.00	0.00	0.00%
1-5092-815 Insurance	200,000.00	120,842.08	60.42%
<b>Total SELECT BOARD CONTINGENCY</b>	<b>571,250.00</b>	<b>131,114.40</b>	<b>22.95%</b>
<b>1-5093 CAPITAL RESERVE SB</b>			
1-5093-199 Compens. Unused Sick/Vac	50,000.00	0.00	0.00%
<b>Total CAPITAL RESERVE SB</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00%</b>
1-5097-002 Cap Lease Outlay-Fire Trk	0.00	0.00	0.00%
1-5097-003 Cap Lease Outlay-Sterling	0.00	0.00	0.00%
1-5097-004 Cap Lease Outlay-F450	0.00	0.00	0.00%
1-5097-005 CapExpens-GraderPurchas14	0.00	0.00	0.00%
1-5097-006 Cap Expens-Little Theater	0.00	0.00	0.00%
1-5097-007 Cap Expens-TrkPurchase 16	0.00	0.00	0.00%
1-5097-008 CapExpense-TrkPurchase 23	0.00	0.00	0.00%
1-5097-009 CapExpense-TrkPurchase 15	0.00	0.00	0.00%
1-5097-010 CapExpens-BackhoePurchase	0.00	0.00	0.00%
1-5097-011 CapExpense-LoaderPurchase	0.00	0.00	0.00%
1-5097-013 CapExpense-ORRV	0.00	0.00	0.00%
1-5097-014 CapExpense/TrkPurchase 16	0.00	0.00	0.00%
1-5097-015 CapExpense/TrkPurchase 17	0.00	0.00	0.00%
1-5097-016 CapExpens/F150 Purchas17	0.00	0.00	0.00%
1-5097-017 CapExp-Town Hall Retrofit	0.00	0.00	0.00%
1-5097-018 CapExp -Console	0.00	0.00	0.00%
1-5097-019 Cap Outlay	0.00	0.00	0.00%
<b>1-5099 CAPITAL RESERVE SPENDING</b>			
1-5099-910 Cemetery Improvements	0.00	0.00	0.00%
1-5099-912 Plan&Zoning Regs/GIS Maps	0.00	0.00	0.00%
1-5099-913 TaxMap Update-Reappraisal	0.00	0.00	0.00%
1-5099-914 Select Board Contingency	0.00	0.00	0.00%
1-5099-915 Compensation Unused sick/	0.00	0.00	0.00%
1-5099-926 Manager's Pick-up	0.00	0.00	0.00%
1-5099-927 Police Cruiser	0.00	0.00	0.00%
1-5099-929 Town Clerk Office Equip	0.00	0.00	0.00%
1-5099-930 Grand List Update	0.00	0.00	0.00%
1-5099-931 Town Hall Improvements	0.00	0.00	0.00%
1-5099-932 Office Equipment	0.00	0.00	0.00%
1-5099-933 Computer Equip Replacment	0.00	0.00	0.00%
1-5099-934 Town Clerk Rec Vault Impr	0.00	0.00	0.00%
1-5099-935 Restoration of Records	0.00	0.00	0.00%
1-5099-936 Listers' Equip/Education	0.00	0.00	0.00%



## TOWN GENERAL FUND

Account	Actual		
	Budget	Actual	% of Budget
1-5099-937 Paving/Roads	0.00	0.00	0.00%
1-5099-938 Road Improvements	0.00	0.00	0.00%
1-5099-939 Road Construction	0.00	0.00	0.00%
1-5099-940 Dispatch Equip/Console (b)	0.00	0.00	0.00%
1-5099-941 Highway Equipment	0.00	0.00	0.00%
1-5099-942 Dump Truck	0.00	0.00	0.00%
1-5099-944 HWY Supt Pick-up (used)	0.00	0.00	0.00%
1-5099-945 4WD Dump Truck	0.00	0.00	0.00%
1-5099-946 Bridges	0.00	0.00	0.00%
1-5099-947 Vehicle Equipment	0.00	0.00	0.00%
1-5099-948 Rec Center Bridge Rehabil	0.00	0.00	0.00%
1-5099-949 Culverts & Stormwater	0.00	0.00	0.00%
1-5099-950 Grader Lease Down Payment	0.00	0.00	0.00%
1-5099-951 '08 Dump Truck Down Pay't	0.00	0.00	0.00%
1-5099-952 Ambulance Purchase	0.00	0.00	0.00%
1-5099-953 Amb ComputerReportingSyst	0.00	0.00	0.00%
1-5099-954 Air Compressor	0.00	0.00	0.00%
1-5099-955 Ambulance Equipment	0.00	0.00	0.00%
1-5099-956 Emergency Services Bldg	0.00	0.00	0.00%
1-5099-957 Communications	0.00	0.00	0.00%
1-5099-958 Dispatch Ctr Recorder	0.00	0.00	0.00%
1-5099-959 Fire Vehicles/ATV etc	0.00	0.00	0.00%
1-5099-960 Fire Truck	0.00	0.00	0.00%
1-5099-961 Dry Hydrant Construction	0.00	0.00	0.00%
1-5099-962 Fire Dept Equipment	0.00	182,840.00	100.00%
1-5099-963 Ambulance Radio Purchase	0.00	0.00	0.00%
1-5099-964 Station #2 Generator	0.00	0.00	0.00%
1-5099-965 Fire Dept Bunker Gear	0.00	0.00	0.00%
1-5099-966 ESB Paving	0.00	0.00	0.00%
1-5099-967 Fire Dept Pager Replace	0.00	0.00	0.00%
1-5099-968 Amb Cardiac Monitor	0.00	19,053.15	100.00%
1-5099-969 Fire Dept - Airpacks	0.00	0.00	0.00%
1-5099-970 ESB Generator	0.00	0.00	0.00%
1-5099-971 Compliance/Stormwater Mgt	0.00	0.00	0.00%
1-5099-972 Bldg- Sand/Salt Coverage	0.00	0.00	0.00%
1-5099-973 Garage Design/Engineering	0.00	0.00	0.00%
1-5099-974 New Garage Construction	0.00	0.00	0.00%
1-5099-975 Replace Diesel Tanks	0.00	0.00	0.00%
1-5099-976 Retaining Wall	0.00	0.00	0.00%
1-5099-977 Console Terminal (b)	0.00	0.00	0.00%
1-5099-980 Equip Note-Principal	0.00	0.00	0.00%
1-5099-981 Equip Note-Interest	0.00	0.00	0.00%
1-5099-982 Taftsville Enhancement	0.00	0.00	0.00%
1-5099-983 Catch Basin Cleaner	0.00	0.00	0.00%
1-5099-984 Vail Field-Improvements	0.00	0.00	0.00%
1-5099-985 HWY Comm Equipment	0.00	0.00	0.00%
1-5099-986 Wood Chipper	0.00	0.00	0.00%
1-5099-987 Emergency Infrastructure	0.00	0.00	0.00%
1-5099-988 Trucks	0.00	57,078.00	100.00%
1-5099-989 CoxDistrictRd Box Culvert	0.00	0.00	0.00%

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5099-990 CapitalOutlay Undedicated	0.00	0.00	0.00%
1-5099-991 Sidewalks	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE SPENDING</b>	<b>0.00</b>	<b>258,971.15</b>	<b>100.00%</b>
<b>1-5301 LOSS REPAIR EXPENSE</b>			
1-5301-850 FloodDamage-VailFieldBldg	0.00	0.00	0.00%
1-5301-851 Flood Damage-Town Hall	0.00	0.00	0.00%
1-5301-852 Flood Loss-VailFieldEquip	0.00	0.00	0.00%
1-5301-853 FloodDamage-LincolnCovdBr	0.00	0.00	0.00%
1-5301-854 Flood Damage-MiddleBridge	0.00	0.00	0.00%
1-5301-855 PropertyDamage-TaftsBridg	0.00	0.00	0.00%
1-5301-856 Lincoln Covered Bridge	0.00	0.00	0.00%
1-5301-860 PropertyDamage-BunkerGear	0.00	0.00	0.00%
1-5301-861 PropertyDamage-ESB Carpet	0.00	0.00	0.00%
1-5301-862 PropertyDamage-Guardrails	0.00	0.00	0.00%
1-5301-863 PropertyDamage-THGreenRm	0.00	0.00	0.00%
1-5301-864 PropertyDamage/CommTower	0.00	0.00	0.00%
1-5301-865 PropertyDamage-TownHallBI	0.00	0.00	0.00%
1-5301-866 PropertyDamage/WelcomeCtr	0.00	0.00	0.00%
1-5301-867 Property Damage/HWYRadio	0.00	0.00	0.00%
1-5301-868 Property Damage/ESB Door	0.00	0.00	0.00%
1-5301-870 VehicleDamage/Ambulance	0.00	0.00	0.00%
1-5301-871 Vehicle Damage/HWY Truck	0.00	0.00	0.00%
1-5301-872 Vehicle Damage/HWY Truck	0.00	0.00	0.00%
<b>Total LOSS REPAIR EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5302 LITTLE THEATER REPAIR</b>			
1-5302-850 FloodDamage-LittleTheater	0.00	0.00	0.00%
<b>Total LITTLE THEATER REPAIR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-5303 IRENE RECOVERY EXPENSE</b>			
1-5303-150 IRE Wages & FICA Expenses	0.00	0.00	0.00%
1-5303-201 IRE Operarting Supplies	0.00	0.00	0.00%
1-5303-202 IRE Office Supplies	0.00	0.00	0.00%
1-5303-305 Other Purchased Services	0.00	0.00	0.00%
1-5303-430 IRE Temp Office Expenses	0.00	0.00	0.00%
1-5303-501 IRE Fuel	0.00	0.00	0.00%
1-5303-502 IRE Communications	0.00	0.00	0.00%
1-5303-807 IRE Bond Repayment	44,600.00	44,600.00	100.00%
1-5303-808 IRE Bond Interest Expense	10,500.00	4,405.65	41.96%
1-5303-901 IRE Local Share Expenses	0.00	0.00	0.00%
<b>Total IRENE RECOVERY EXPENSE</b>	<b>55,100.00</b>	<b>49,005.65</b>	<b>88.94%</b>
<b>1-5401 GRANT EXPENSE</b>			
1-5401-812 SaffordCommoms-HUDGrant	0.00	0.00	0.00%
1-5401-813 ORRV Grant Expense	0.00	0.00	0.00%

11/15/23

## WOODSTOCK TOWN General Ledger

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09:49 am

Current Yr Pd: 5 - Budget Status Report

Rdensmore

## TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5401-817 Planning Grant Expense	0.00	0.00	0.00%
1-5401-818 FireAmbulanceGrant Expens	0.00	0.00	0.00%
1-5401-819 Bridge Incent Grant Expen	0.00	0.00	0.00%
1-5401-820 Dispatch Console GrantExp	0.00	0.00	0.00%
1-5401-821 EV ChargingStation-Grant	0.00	0.00	0.00%
1-5401-822 Highway Grant Expense	0.00	0.00	0.00%
1-5401-823 Natl Comm Inventory Grant	0.00	0.00	0.00%
1-5401-824 GullyRdCulvertGrantExpens	0.00	0.00	0.00%
1-5401-825 CoxDistrict RdGrantExpens	0.00	0.00	0.00%
1-5401-826 Transit Service Grant Exp	0.00	0.00	0.00%
1-5401-827 Snow Dump Grant Expense	0.00	0.00	0.00%
1-5401-828 Energy Grant Expense	0.00	0.00	0.00%
1-5401-829 RiverPark Green Grant Exp	0.00	0.00	0.00%
1-5401-830 Police PassThru Grant Exp	0.00	0.00	0.00%
1-5401-831 Police PassThru Grant Exp	0.00	0.00	0.00%
1-5401-832 BetterBackRoadsGrantExpen	0.00	0.00	0.00%
1-5401-833 Police PassThru Grant Exp	0.00	0.00	0.00%
1-5401-834 Twin Pines Grant Expense	0.00	0.00	0.00%
1-5401-835 BypassMitigationGrantExp	0.00	0.00	0.00%
1-5401-836 HappyValleyCulvGrantExp	0.00	0.00	0.00%
1-5401-837 Mt Tom FLAP Grant Expense	0.00	0.00	0.00%
1-5401-838 StormEvent (FEMA17) Grant	0.00	0.00	0.00%
1-5401-839 Densmore Stormwater Grant	0.00	0.00	0.00%
1-5401-840 BillingsFarm&MuseumGrant	0.00	0.00	0.00%
1-5401-841 NorthStWallEmergencyGrant	0.00	0.00	0.00%
1-5401-842 Cooperative Mng Agree	0.00	128,408.00	100.00%
1-5401-843 FireEquip (FEMA) GrantExpen	0.00	0.00	0.00%
1-5401-844 EastEndSidewalk Grant Exp	0.00	0.00	0.00%
1-5401-845 DensStnBrdg Gr Exp BC1948	0.00	0.00	0.00%
1-5401-846 Prosper Rd Gr Exp P001937	0.00	0.00	0.00%
1-5401-847 Wdstk River Loop Grant	0.00	0.00	0.00%
1-5401-848 Keys to Valley Initiative	0.00	0.00	0.00%
<b>Total GRANT EXPENSE</b>	<b>0.00</b>	<b>128,408.00</b>	<b>100.00%</b>
<b>1-560 COMMUNITY CELEBRATIONS</b>			
1-5601-924 July 4th Celebration	0.00	0.00	0.00%
<b>Total COMMUNITY CELEBRATIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-570 TRANSFERS OUT</b>			
1-5701-000 Transfer to Cap Reserve	0.00	0.00	0.00%
1-5701-001 Transfer(Special) to Genl	0.00	0.00	0.00%
1-5702-000 Transfer to Trustee	0.00	0.00	0.00%
1-5703-000 Transfer to Debt Service	0.00	0.00	0.00%
1-5705-000 Transfer to Clearing Fund	0.00	0.00	0.00%
<b>Total TRANSFERS OUT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1-580 TOWN FOREST</b>			

11/15/23  
09:49 am

WOODSTOCK TOWN General Ledger  
Current Yr Pd: 5 - Budget Status Report  
TOWN GENERAL FUND

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Rdensmore

Account	Budget	Actual	% of Budget
-----	-----	-----	-----
1-5801-301 Professional Services	0.00	0.00	0.00%
-----	-----	-----	-----
<b>Total TOWN FOREST</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
-----	-----	-----	-----
<b>1-585 BILLINGS PARK</b>			
1-5856-810 Billings Park Expense	0.00	0.00	0.00%
-----	-----	-----	-----
<b>Total BILLINGS PARK</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
-----	-----	-----	-----
1-5999-000 Capital Outlay	0.00	0.00	0.00%
-----	-----	-----	-----
<b>Total Appropriations</b>	<b>7,411,284.88</b>	<b>3,672,818.33</b>	<b>49.56%</b>
-----	-----	-----	-----
<b>Total TOWN GENERAL FUND</b>	<b>-7,411,284.88</b>	<b>-3,672,818.33</b>	
=====	=====	=====	=====
<b>Total All Funds</b>	<b>-7,411,284.88</b>	<b>-3,672,818.33</b>	
=====	=====	=====	=====



# Woodstock, Vermont

*The Shire Town of Windsor County*

TOWN - VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

October 24, 2023

TO: Woodstock Selectboard

FROM: Woodstock Board of Listers

RE: Errors and Omission to 2023 Lodged Grand List.

The Listers need to make a correction to the 2023 Lodged Grand List.

After we had lodged the Grand List we discovered that parcel ID #23.54.30 Property Transfer Record was not recorded. Assessment \$346,600. Owned by Carole L. Pickett, Trustee of the 2002 Inter Vivos Trust Agreement of Carole L. Pickett U.T.A. Address of property, 1 Border Lane.

This correction needs to be made to the 2023 Lodge Grand List. This correction appears to be a missed Property Transfer Record error that was not caught during the review process.

Thank you for your consideration.

Sincerely,

Kathy Avellino

Tim McCarthy

Byron Quinn

Approval

**From:** brooke@btrottierlaw.com <brooke@btrottierlaw.com>  
**Sent:** Saturday, October 14, 2023 2:09 PM  
**To:** Eric Duffy <eduffy@townofwoodstock.org>  
**Subject:** Bond Street

Hello Eric,

My clients own 3 & 4 Bond Street. They are planning to restore both properties to their original glory days. They have hired a surveyor, Brad Ruderman, to survey the property. Neither Mr. Ruderman, nor Charlie Degener, were able to find the town records for the layout of Bond Street. As you know, Bond street has always been a very narrow street, likely 1 rod, 1.5 at most. But without some declaration from the town, Mr. Ruderman believes we must assume the width is 3 rods per state statute . If that is the case, the road would overtake the porches on the properties! I wonder how we can determine if the town has declared the width in another manner. For example, is the town required to give the state the measure of the width of the road pursuant to 19VSA305(b) which states: b) Annually, on or before February 10, the selectboard shall file with the town clerk a sworn statement of the description and measurements of all class 1, 2, 3, and 4 town highways and trails then in existence, including any special designation such as a throughway or scenic highway. When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the Agency.? I found the 2022 map the state has on file (attached) and it only seems to show the length of Bond Street at 0.6 miles and that it is a Class 3 Road. How can we determine the width of Bond Street and if the town has nothing of record, would the Town be willing to declare it at 1 rod as it has historically been used?

Many thanks in advance for your guidance.

Thank you,

Brooke Hague Trottier (she/her) [why?](#)

Attorney At Law, LLC

**From:** Sydney Steinle <ssteinle@trorc.org>  
**Sent:** Thursday, November 2, 2023 3:23 PM  
**To:** Town Clerk <clerk@townofwoodstock.org>  
**Cc:** Eric Duffy <eduffy@townofwoodstock.org>; Eric Duffy <eduffy@townofwoodstock.org>  
**Subject:** Woodstock REMC Membership Update

Hello,

TRORC is updating the Regional Emergency Management Committee (REMC) membership and email list and would like all of its towns to confirm or update their membership. The REMC is composed of two members from each of the region's 30-member towns. The first voting member is the Emergency Management Director (EMD) and the second voting member is an emergency services representative (fire, EMS, or police) that should be a separate person.

Currently, we have Erik Duffy (EMD) as your first member and do not have a second voting member. Let us know if this is correct or if any information has changed, including preferred email address.

The EMD is automatically a member of the REMC once appointed as the EMD by the town. The Selectboard appoints a representative from the emergency services as the second voting member.

If your second voting member is no longer able to participate in the REMC, or if you do not have a second voting member, we would like a second member, and per state rules the Selectboard must appoint a representative from the emergency services.

[TRORC REMC Webpage](#)

[State of Vermont REMC Webpage](#)

Please respond to this email by November 17th confirming members or providing updated information including names and emails. I will follow up with a reminder if I do not hear back.

Thank you,

Sydney

## **Timeline for Woodstock Select Board and Village Trustees**

### **15 Days Before Meeting**

- Email Board Members for agenda items

### **14 Days Before Meeting**

- Chair meets with Municipal Manager to create first draft of agenda

### **11 Days Before Meeting**

- Last day to add item to agenda, including permits and applications

### **10 Days Before Meeting**

- Meeting agenda locked
- Any additional adds must be approved by the Chair and the Municipal Manager

### **7 Days Before Meeting**

- All meeting materials, including completed permit applications, sent to the Municipal manager office
  - Complete permit includes all items listed on applications including fees, COI, map of event structures, traffic, safety and/or clean up plan.
  - Permit requesters reminded that they or another representative must attend the meeting in person or online.

### **4 Days Before Meeting**

- Complete meeting packets emailed to all board members

### **36 Hours Before Meeting**

- All questions from board members about agenda items sent to Municipal Manager

### **\*Day of Meeting**

- Additions to agenda limited to emergencies and brief updates

### **\*3 Days After Meeting**

- Zoom recording posted to Town website
- Applicants notified of vote of the board or if more information is required

### **\*5 Days After Meeting**

- Draft minutes of meeting posted to Town website

### **\*10 Days After Meeting**

- Final draft of minutes posted to Town website



# **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

## **Introduction**

This policy applies to employees and prospective employees of the Town of Woodstock who operate commercial motor vehicles (CMVs) or who will operate CMVs if they are hired, transferred or promoted. Employees and prospective employees are not subject to this policy by virtue of holding a CDL unless their job duties may require them to operate a CMV.

All other municipal employees are subject to the provisions of the municipality's personnel policy regarding alcohol and drug use and testing, if applicable.

The policy was developed based on the requirements articulated by the U.S. Department of Transportation (DOT) in Title 49, of the Code of Federal Regulations (CFR).

This policy does not constitute a contract of employment. Employment with the Town of Woodstock is *at will* and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, with or without notice. The select Board reserves the right to amend any of the provisions of this policy for any reason and at any time, with or without notice.

## **Section 1: Applicability**

This policy applies to all Town of Woodstock employees and prospective employees who operate commercial motor vehicles (CMVs) while engaged in any municipal business. This policy supersedes any provisions in the Town's personnel policy regarding the consequences of the possession or use of drugs and alcohol as they pertain to CMV operators.

For purposes of this policy,

*Commercial motor vehicle or CMV* means a motor vehicle or combination of motor vehicles as follows:

- Any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more.
- A combination vehicle with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
- A vehicle designed to transport 16 or more passengers (including the driver).
- Any size vehicle which requires hazardous material placards or is carrying material listed as a select agent or toxin in 42 CFR part 73.

Individuals operating the above vehicles must have a valid commercial driver's license (CDL). Note that emergency vehicles (e.g. fire apparatus are not CMVs).

Each employee who is subject to this policy is required to sign an acknowledgement that he or she has been provided a copy of this policy. This acknowledgement will be maintained in the town's personnel files as part of the driver qualification file. An acknowledgement form is included as Appendix C.

Given the varied nature of municipal needs, employees who are employed to operate CMVs have the potential to serve in safety-sensitive functions during any part of their job. Therefore, employees are subject to this policy at all times while they are actively working and-during periods when they may be called into work (e.g. to respond to weather-related incidents, respond to emergency situations, etc.). Safety-sensitive functions and other terms are defined in Appendix A: Definitions.

# **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

The Public Works employees are required to be on-call and readily available after hours and on weekends to handle emergency situations. Employees who are officially on-call are expected to respond in a prompt fashion to emergency situations. More specific and detailed on-call policies may be adopted by individual Departments upon approval of the Municipal Manager. CMV operators will need to remain substance-free during expected winter events and other anticipated emergency incidents, given the likelihood that they will be called in to work and thus must be in compliance with elements of this Drug & Alcohol Policy.

## **Section 2: Responsibility for Employee Information**

The Town of Woodstock has assigned Human Resources to provide employees with information regarding this Drug & Alcohol Policy and answer related questions on the pertinent issues. Employees may also obtain information about applicable Federal regulations from 49 CFR. Sources of information are provided in Appendix B of this policy.

## **Section 3: Prohibited Conduct**

Conduct listed in this section is prohibited.

- Having a verified positive, adulterated or substituted drug test result.
- Performing safety-sensitive functions after notification of a verified positive, substituted or adulterated drug test result or an EBT alcohol test result indicating a measured alcohol concentration of 0.02% or greater, regardless of when the drug or alcohol was ingested and regardless of whether or not the driver is under the influence of alcohol or using drugs, as defined in federal, state or local law.
- Reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.
- Consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. An on-call employee who has consumed alcohol must acknowledge the use of alcohol at the time that he/she is called to report for duty.
- Consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- Misusing or being impaired by authorized or prescribed use of drugs or over-the counter medications which may affect work performance or pose a danger to the safety of the driver or to others. Drivers are required to inform the employer's designated representative of any therapeutic drug use that has the potential to impact the safe operation of equipment or motor vehicles.
- In cases where prescribed medication labeling suggests that machinery operation or driving may be compromised in any way, the driver shall obtain written authorization from the prescribing physician indicating that the driver is able to safely operate a CMV while using the substance. This must be provided to the municipality prior to operation of said CMV while using the prescribed substance(s).
- Reporting to work or remaining on duty requiring the performance of safety sensitive duties while having an alcohol concentration of 0.02% or greater regardless of when the alcohol was consumed.
- Consuming alcohol for eight (8) hours following involvement in an accident or before submitting to any required post-accident drug/alcohol testing, whichever occurs first.
- Engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including municipal premises, vehicles, while in uniform or while on municipal business.

# **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

- Refusal to submit to alcohol or drug testing, as defined in Section 4, below.

## **Section 4: "Testing Refusal" Defined**

Under federal law, a test refusal is considered as a positive test and has the same consequences. An employee or prospective employee is considered to have refused a test when s/he does any of the following:

- Fails to appear for any test within a reasonable time, as determined by the employer or testing pool administrator, after being directed to do so by the employer;
- Fails to remain at the testing site until the testing process is complete;
- Fails to provide a urine specimen for any drug test required by Part 40 or DOT agency regulations;
- In the case of an observed collection in a drug test, fails to permit the observation or monitoring of the collection of a specimen;
- Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails to provide an adequate amount of saliva or breath for any alcohol test required, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails or declines to take a second test that the employer or collector has directed the employee to take;
- Fails to undergo a medical examination or evaluation, as directed by the medical review officer (MRO) as part of the verification process, or as directed by the DER as part of the "shy bladder" procedures;
- Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process);
- If the MRO reports that there is verified adulterated or substituted test result.

## **Section 5: Testing**

All testing and specimen collection prescribed under this policy will be done in accordance with federal requirements. Prescribed testing includes: pre-employment, random, reasonable suspicion, post-accident, return to duty, and follow-up, if applicable.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner, and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

## **Section 5a: The Drug Testing Process**

The drug testing process will screen for drugs including marijuana, cocaine, opioids, amphetamines, and phencyclidine. The use of certain over-the-counter medications and other substances may result in a positive test.

## **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection procedure. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a DHHS certified laboratory.

An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

If a drug test produces a result of negative dilute the Town of Woodstock may require the donor to submit to another specimen collection. The re-collection cannot be done under direct observation. If a second test is performed and is also negative-dilute, that result must be accepted and cannot continue re-collections. The second test is the test of record. Under federal law, an applicant/employee's refusal to submit to a recollection for a negative-dilute result is a refusal to test.

The test results from the DHHS certified laboratory will be reported to a Medical Review Officer (MRO). The MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a verified positive, substituted, or adulterated test result. The MRO will:

- Attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result.
- Review any medical history and/or medical records that have been offered by the employee-to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be confirmed as a verified positive or a refusal to test and reported to the Town of Woodstock Designated Employer Representative (DER). If a legitimate explanation is found, the MRO will report the test result as negative to the DER and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test performed under this policy may request that the split specimen be tested. The employee's request for a split specimen test must be made to the MRO within 72 hours of notice of the original specimen verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts beyond the control of the employee.

The original collected urine specimen is split into 2 specimens (primary specimen and split specimen) prior to testing, expressly for this purpose. The split specimen test must be conducted at a second DHHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split specimen that was provided by the employee at the same time as the primary specimen. The method of collecting, storing, and testing the split specimen will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

# **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

*Any covered employee, who elects to have a split specimen tested, agrees to fully reimburse the municipality for all costs associated with the testing. Reimbursement may be recouped via payroll deduction, or any other mutually agreeable method(s).*

- If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct a retest of the employee under direct observation. The retest must occur as quickly after notification as possible.
- The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen tests negative, the split specimen will be discarded. If the primary specimen tests positive, the split specimen will be retained for testing if so requested by the employee through the MRO. If the primary specimen is positive, both the primary and split specimens will be retained in frozen storage for one year.

## **Section 5b: Observed Collections**

Consistent with 49 CFR Part 40, collection under direct observation by a person of the same gender with no advance notice will occur in any of the following circumstances:

- The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the municipality that there was not an adequate medical explanation for the result;
- The MRO reports to the municipality that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- The test is a return-to-duty test or a follow-up test;
- The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- The temperature of the original specimen was out of range; or
- The original specimen appeared to have been tampered with.

## **Section 5c: The Alcohol Testing Process**

Tests for breath alcohol concentration will be conducted by a trained Breath Alcohol Technician (BAT) using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT).

If the initial test results indicate that alcohol is present, a confirmatory test will be conducted at least fifteen minutes after the completion of the initial test and will be performed by a trained BAT using a NHTSA-approved EBT. The EBT will identify each test with a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the testing, all results, and to attribute the test to the correct employee.

The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee, to maintain the integrity of the alcohol testing procedures and ensure the validity of the test result. An employee who

# Town of Woodstock Drug & Alcohol Policy for CMV Operators

has a confirmed alcohol concentration of 0.04% or higher will be considered to have a positive alcohol test and will be in violation of this policy. The consequences of a positive alcohol test are described in Section 6: Consequences of a Positive Test.

An employee undergoing alcohol testing who does not to provide a sufficient amount of breath to permit a valid breath test will be directed to obtain an evaluation within 5 days, from a licensed physician who has expertise in the medical condition raised by the employee's failure to provide a sufficient specimen. The results of this evaluation will be reviewed by the MRO to determine the result of the test.

Even though an employee who has a confirmed alcohol concentration of 0.02% to 0.039% is not considered to have had a positive test, the employee shall still be removed from safety-sensitive duties for twenty-four hours.

Subsequent to the required 24-hour removal, the employee will:

- Meet with HR, DPW, and Municipal Manager to review the need to avoid alcohol use from any source during or proceeding work hours.
- If the employee has an alcohol test result of 0.02% to  $\leq 0.039\%$  two or more times within a six month period, the employee will again meet with a municipal representative from the list above to review the need to avoid alcohol use. The employee will be provided with contact and related information for the EAP program (currently Invest EAP). There is no requirement that the employee access those services.

An alcohol concentration of less than 0.02% will be considered a negative test.

The municipality affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not affect the test result will not result in a cancelled test.

## **Section 5d: Pre-employment Testing**

When an individual applies to work for the town in a position that involves the operation of a CMV, or when a municipal employee is under consideration for a position that involves the operation of a CMV, that person will be required to undergo pre-employment urine **drug** testing. All offers of employment and offers for transfer for covered positions shall be conditional upon the applicant passing the drug test. Pre-employment testing must be completed **prior** to the individual working in the new position.

Pre-employment drug testing will be accomplished by providing advance notice of the test schedule and location to the position applicant. The length of the advance notice period will be kept as short as is reasonably feasible to coordinate and complete the test.

If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded. Prior to future consideration for employment performing safety sensitive duties, the municipality must receive evidence from a substance abuse professional that meets with the requirements 49 CFR part 40 as amended, regarding the absence of drug dependency. A negative pre-employment drug test will also be required.

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Any applicant who fails a pre-employment drug test will be provided the results of the test along with the current Invest EAP brochure. This serves to provide the individual with information about substance abuse treatment opportunities.

Job applicants that have a negative dilute drug test must undergo a second test.

When an existing employee is being placed, transferred, or promoted into a position that is covered by this policy and that person submits a drug test with a verified positive result, the employee may be subject to disciplinary action as outlined in the municipal personnel policies. That employee will also be eliminated from consideration for the position which triggered the need for the pre-employment test.

If a pre-employment/pre-transfer test is canceled for any reason, the applicant will be required to take and pass a pre-employment drug test before the individual is placed into a covered CDL position or performs safety sensitive duties.

## **FMCSA Clearinghouse**

Effective January 6, 2020 in accordance with 49 CFR, all drivers shall be subjected to a query of the FMCSA Clearinghouse prior to employment as well as yearly throughout the driver's employment with this company. This is an employer responsibility.

Drivers should also note that the following information will be reported to the Clearinghouse by both the Medical Review Officer, the Consortium/TPA and/or the employer. Drivers who fail to provide the necessary authorization to complete the initial or annual query will be subject to termination.

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to a drug or alcohol test;
- An employer's report of actual knowledge, as defined at 49 CFR § 382.107;
- On -duty alcohol use pursuant to 49 CFR § 382.205;
- Pre-duty alcohol use pursuant to 49 CFR § 382.207;
- Alcohol use following an accident pursuant to 49 CFR § 382.209;
- Drug use pursuant to 49 CFR § 382.213;
- SAP's report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and,
- An employer's report of completion of follow-up testing.

## **Section 5e: Random Testing**

All municipal CDL drivers are placed in the VLCT PACIF-sponsored Drug & Alcohol Testing Consortium that is operated by the third party administrator, Occupational Drug Testing, LLC (ODT). These employees are subject to random, unannounced testing. There is no discretion on the part of the employer or supervisor in the selection and notification of the individuals who are to be tested. The selection of employees is made by a scientifically valid method of randomly generating an employee identifier from the pool of covered employees.

The dates for administering unannounced testing are randomly selected each quarter, with a minimum percentage of the pool's drivers selected for drug testing, alcohol testing, or both as required by Federal regulations and updated each calendar year.

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Random drug tests can be conducted at any time during an employee's shift. Random alcohol tests can be performed just before, during, or just after the performance of a safety-sensitive duty. Employees are required to proceed immediately to the collection site or make themselves immediately available to collectors when they notified that they have been selected for testing.

## **Section 5f: Reasonable Suspicion Testing**

All covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there is a reasonable suspicion to believe that drug or alcohol use is occurring, has recently occurred, or that the person is under the influence of drugs or alcohol. "Reasonable suspicion" shall mean that there is objective evidence, based upon specific, contemporaneous, describable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

Reasonable suspicion drug test referrals will only be made by a supervisor or other designated individual with employee monitoring and assignment responsibilities who has received "reasonable suspicion training" in accordance with FMCSA regulations. The training ensures that supervisors or other designated employees with similar responsibilities have the skills and knowledge to objectively detect the signs and symptoms of drug and alcohol use in employees covered by this policy.

A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

The Town of Woodstock shall be responsible for transporting the employee who will be tested to a suitable testing site identified by ODT. Transport shall include travel to and from the location and to the individual's residence, as they should not be permitted to work when they may be under the influence of a drug or alcohol.

Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. An employee who refuses an instruction to submit to a reasonable suspicion drug/alcohol test shall not be permitted to finish his or her shift and will be subject to other employment consequences. Failure to submit to a reasonable suspicion test is prohibited conduct (test refusal), the consequences of which are outlined in Section 6: Consequences of a Positive Test.

A written record of the observations that led to a reasonable suspicion drug/alcohol test shall be prepared and signed by the supervisory individual making the observation. This record shall be prepared prior to the release of the test results. This written record shall be submitted to HR.

## **Section 5g: Post Accident Testing**

All covered employees will be required to undergo post-accident urine and breath testing if they are involved in an accident with a CMV that meets the criteria outlined in the following chart:



## Town of Woodstock Drug & Alcohol Policy for CMV Operators

If the accident involved any of the following:	Qualifying event: Was a citation issued to the CMV driver?	Must test be performed by employer?
Human fatality	YES	<b>YES</b>
Human fatality	NO	<b>YES</b>
Bodily injury with immediate medical treatment away from the scene.	YES	<b>YES</b>
Bodily injury with immediate medical treatment away from the scene.	NO	NO
Disabling damage to any motor vehicle requiring tow away.	YES	<b>YES</b>
Disabling damage to any motor vehicle requiring tow away.	NO	NO

All post-accident drug and alcohol testing should be completed within 2 hours of the accident.

If an alcohol test required by this section is not administered within two hours following the accident, the municipality will document and maintain a record stating the reason(s) why the test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the accident, the municipality will cease attempts to administer an alcohol test and will document the conditions that led to the time delay and failure to test.

If a drug test required by this section is not administered within 32 hours following the accident, the municipality will cease attempts to administer a controlled substances test and will document and maintain a record stating the reasons the test was not given within the required timeframe.

### **Section 6: Consequences of a Positive Test**

The medical review officer will report positive test results to the DER only after the verifying the test results as outlined in 49 CFR, Part 40 as amended. When the DER is notified of this positive test result, the employee will be immediately suspended from operating CMVs and other safety-sensitive duties for the municipality and will be referred to a Substance Abuse Professional (SAP) for substance abuse assessment and/or treatment.

On the day that the positive test results are received, the employee will be suspended from all duties with pay. Subsequent to that, the employee may be suspended without pay. The employee's length of suspension will run the period of time in which it takes the individual to satisfactorily complete the treatment (as confirmed by the treating SAP), and last for up to 3 months from the date the positive test result was received. After that period, if the employee has not successfully completed treatment, the employee may be terminated.

Any employee who has an initial positive test and has the split sample tested and obtains a negative result will immediately be permitted to return to their normal job duties.

# **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

An employee who provides written documentation from an SAP that substance abuse treatment has been satisfactorily completed within the 3-month suspension period must fulfill all return to duty testing requirements in Section 7: Return to Duty Testing prior to performing any safety-sensitive duties. Follow-up testing will also be required as directed by the SAP.

An employee who has a second positive test after completing return to duty testing may be terminated.

## **Section 7: Return to Duty Testing**

Covered employees having a positive test will not be permitted to return to duty (to safety sensitive functions) until after a substance abuse professional has determined that the employee has successfully complied with prescribed education and/or treatment. The SAP will authorize the return to duty testing only when the employee is known to be drug and alcohol-free and there is no risk to public safety. The SAP will provide written documentation that the treatment has been completed and that the employee may undergo return to duty testing. The employee will then be allowed to take a return-to-duty test, as directed by the treating SAP.

The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before they may return to duty. For an initial positive drug test, a return to duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test, a return to duty alcohol test is required and a drug test is allowed. Return to duty testing **MUST** be performed under direct observation.

## **Section 8: Follow-Up Testing**

After satisfactory completion of return to duty testing, the driver is required to submit to at least 6 follow up tests during the first 12 months after resuming safety sensitive duties. Follow-up testing may be required for up to 60 months unless the substance abuse professional determines that testing is no longer warranted. The number and frequency of follow-up tests will follow the written guidance provided by the treating SAP. All follow-up tests are unannounced and may include testing for drugs and/or alcohol.

Follow-up alcohol testing will be conducted only when the driver is performing or just before performing safety sensitive functions, or just after the driver has ceased performing safety-sensitive functions. Follow-up testing **MUST** be performed under direct observation.

Follow-up testing is separate from and in addition to random, post-accident, reasonable suspicion, and return to duty testing.

## **Section 9: Employee Information**

Employees are encouraged to seek information regarding the effects of alcohol and controlled substances and their health, employment, and personal life. Such information is available at:

<http://www.samhsa.gov/>;

<http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm>

<http://www.investeap.org/>

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<http://www.dot.gov/odapc/employee-handbook-english>

## **APPENDIX A: Definitions**

***Accident*** means an occurrence associated with the operation of a CMV, if as a result:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident, or,
- One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, ***disabling damage*** means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include:
  - damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, or
  - tire disablement without other damage even if no spare tire is available, or
  - damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

***Adulterated specimen*** is a specimen that has been altered, as evidenced by test results showing either a substance that is not normally found in that type of specimen or showing an abnormal concentration of a substance that is normally found in that specimen.

***Alcohol*** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

***Alcohol Concentration*** is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device (EBT).

***Commercial motor vehicle*** means a motor vehicle or combination of motor vehicles used in commerce, to transport passengers, or property if the motor vehicle:

- Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

# Town of Woodstock Drug & Alcohol Policy for CMV Operators

**Covered Employee** means an employee who performs a safety-sensitive function including an applicant or transferee who will be hired to perform a safety-sensitive function. Employees who operate CMVs are considered to be performing safety-sensitive functions.

**Medical Review Officer (MRO)** means a licensed physician (medical doctor or doctor of osteopathy) who is responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant bio-medical information.

**Negative test result** for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02% BAC is a negative test result.

**Negative Dilute** is a drug test specimen showing a creatinine level of greater than 5mg/dl and less than 20 mg/dl.

**Non-negative test result** is a test result found to be adulterated, substituted, invalid, or positive for a drug or drug metabolites. Non-negative results are considered a positive test or a refusal to test if the MRO cannot determine a legitimate medical explanation for the result or the refusal.

**Observed Collection** means the donor will provide his or her sample under the direct observation of either a collector or another individual of the same gender. The donor must raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the observer, by turning around, that he/she does not have a prosthetic device. After the observer has determined that the donor does not have a prosthetic device, the donor may return his/her clothing to its proper position for observed urination.

**Positive test result** for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, Section 40.87 as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04% BAC or greater. Any positive test result reported to the DER by the medical review officer is verified by the MRO prior to reporting.

**Primary specimen.** In drug testing, the primary specimen is the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

**Prohibited drug** means marijuana, cocaine, opiates, amphetamines, phencyclidine, or MDMA (ecstasy) at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

**Safety-sensitive function** includes the timeframe that begins when a driver starts work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;

## Town of Woodstock Drug & Alcohol Policy for CMV Operators

- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

***Shy Bladder*** refers to any time a safety-sensitive employee is unable to provide a 45ml. sample of urine in a single void within a three hour time period.

***Split specimen.*** In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

***Substance Abuse Professional (SAP)*** means a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

***Verified negative test*** means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established in DOT Rule 49 CFR Part 40 Section 40.87 as revised.

***Validity testing*** is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

# **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

## **APPENDIX B: Contacts & Information**

### **DISA (formerly OCCUPATIONAL DRUG TESTING, LLC)**

Manchester, NH  
800-211-4469

### **VLCT/PACIF**

Risk Management Services  
89 Main St. Montpelier, Vermont 05602  
802-229-9111

### **INVEST EAP (SAP services)**

108 Cherry Street, Suite 203  
Burlington, Vermont 05401  
MAIN OFFICE: 888.392.0050  
FAX: 802.863-7515  
staff@investeap.org

## **Employee Access to Information**

**49 CFR part 40 and 49 CFR part 382 must be available upon request to covered employees and representatives of employee organizations. 49 CFR part 40 is accessible on line at <http://www.dot.gov/ost/dapc>, by fax on demand at 1-800-225-3784 requesting document 151, by phone at 1-866-512-1800, or by writing to U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance, 400 Seventh Street SW, Room 10403, Washington, D.C. 20590.**

# Town of Woodstock Drug & Alcohol Policy for CMV Operators

## APPENDIX C: CMV Drug & Alcohol Testing Policy-Acknowledgement Form

Town of Woodstock

I HEREBY ACKNOWLEDGE that I have received a copy of and read and understand my employer's **CMV Drug & Alcohol Testing Policy**. I understand that I must abide by its terms as a condition of employment. I understand that during my employment I may be required to submit to a controlled substances and/or alcohol test based on U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

I also understand that refusal to submit to a controlled substances or alcohol test is a violation of DOT regulations and the above referenced policy and may result in disciplinary action, including suspension (with or without pay) or termination of employment for gross and willful misconduct. I further understand the consequences of controlled substances and/or alcohol use as outlined in this policy.

I acknowledge that the provisions of my employer's CDL Drug and Alcohol Policy are part of the terms and conditions of my employment, and that I agree to abide by them.

By signing below, I also acknowledge that I understand the meaning of this form and agree that it will be used to document my understanding of the CDL Drug & Alcohol Testing Policy.

Printed Name of Employee/Applicant: \_\_\_\_\_

Signature of Employee/Applicant: \_\_\_\_\_

\_\_\_\_\_  
Employee/Applicant CDL ID #

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

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

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

***Original Acknowledgment of Receipt and Understanding will be kept in the Driver's Qualification File. Check here ☐ to confirm copy given to employee/applicant.***

# Town of Woodstock Drug & Alcohol Policy for CMV Operators

## **APPENDIX D: Drug Cutoff & Testing Limits as per DOT Rule 49 CFR Part 40 Section 40.87**

Initial test analyte	Initial test cutoff <sup>1</sup>	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites (THCA) <sup>2</sup>	50 ng/mL <sup>3</sup>	THCA	15 ng/mL.
Cocaine metabolite (Benzoylecgonine)	150 ng/mL <sup>3</sup>	Benzoylecgonine	100 ng/mL.
Codeine/ Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL. 2000 ng/mL.
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL. 100 ng/mL.
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL. 100 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL. 250 ng/mL.
MDMA <sup>4</sup> /MDA <sup>5</sup>	500 ng/mL	MDMA MDA	250 ng/mL. 250 ng/mL.

<sup>1</sup>For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):

*Immunoassay:* The test must be calibrated with one analyte from the group identified as the target analyte. The cross-reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.

*Alternate technology:* Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.

<sup>2</sup>An immunoassay must be calibrated with the target analyte, Δ-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

<sup>3</sup>*Alternate technology (THCA and Benzoylecgonine):* When using an alternate technology initial test for the specific target analytes of THCA and Benzoylecgonine, the laboratory must use the same cutoff for the initial and confirmatory tests (i.e., 15 ng/mL for THCA and 100ng/mL for Benzoylecgonine).

<sup>4</sup>Methylenedioxymethamphetamine (MDMA).

<sup>5</sup>Methylenedioxyamphetamine (MDA).

**NOTE: These cutoff limits may be subject to periodic revision by DOT.**



# **Town of Woodstock Drug & Alcohol Policy for CMV Operators**

*[65 FR 79526, Dec. 19, 2000, as amended at 75 FR 49862, Aug. 16, 2010; 77 FR 26473, May 4, 2012; 82 FR 52244, Nov. 13, 2017]*

## TRORC Intermunicipal Regional Energy Coordinator (IREC) PROJECT SUMMARY

### IREC Background

In FY 2019, six towns in the TRORC region agreed to share the funding for a regional energy coordinator to ensure achieving energy efficiency savings was a high priority. Two Rivers-Ottawa-Quebec Regional Commission agreed to manage the energy coordinator. Woodstock voters approved their share of the funding and the intermunicipal regional energy coordinator (IREC) began working for the town in FY 2021.

The energy coordinator both proposes projects and receives direction from the Woodstock Selectboard and Town Manager to work on high priority energy projects for the town. Jenevra Wetmore (also the Executive Director of Sustainable Woodstock) is the appointed representative for Woodstock serving on the IREC Steering Committee.

### Summary

The energy coordinator provides value to Woodstock by identifying energy efficiency projects that can lower energy bills, bringing in grant dollars to fund the projects and then verifying energy project savings. They work closely with the Town to identify, fund (when possible) and implement projects.

Sharing an energy coordinator costs Woodstock Town \$38,850 each year.

Past projects include:

- **Tracking the savings from the Town solar arrangement with Norwich Solar Technologies**
- **Upgrading HVAC systems in Emergency Services building re-build**
- **Identifying Municipal Building Energy Retrofits – EEI**
- **Obtaining grants to purchase 3 electric school buses**

Current and upcoming 2024 projects include:

- **Track and verify energy savings at the Emergency Services Building**
- **Monitor EEI municipal building energy retrofits, then track and verify energy savings.**
- **Implement Town Hall energy assessment; obtain funding to upgrade Town Hall HVAC systems**
- **Create movable emergency generators using electric school buses**
- **Bring more EV Charging Stations to Woodstock**
- **Other priorities identified by the Selectboard and Town Manager**

See next page for project descriptions.

### SUMMARY OF COMPLETED AND CURRENT IREC ENERGY PROJECTS:

Project (see Description below)	Year	Grant or Rebate \$	Initial Savings (\$)	Annual Savings (\$/year)	Total Savings (10 year)	Annual Green House Gas Reduction (lbs)
1. Town Solar Energy Production and Savings	2019 on			\$14,500	\$145,000	
2. Emergency Services Building	2022	\$50,000		\$12,000	\$170,000	74,580
3. Electric School Buses	2022-24	\$1,200,000	\$300,000	\$15,600	\$406,000	40,700
4. Municipal Building Energy Retrofits (EEI)	2023	\$30,000		\$9,800	\$128,000	74,580
5. Town Hall Energy Assessment (MERP)	2023	\$16,000				
6. IREC Salary Grant (MERP Mini-grant)	2023	\$4,000	\$4,000			
7. MERP Implementation Grant (potential) - Town Hall	2024	\$500,000	\$500,000	TBD	TBD	TBD
8. EV Charging Grants (potential)	2024	\$100,000				

**Woodstock IREC Cost FY-2025 = \$34,500.**

(\$38500 - \$4000 MERP grant)

## TRORC Intermunicipal Regional Energy Coordinator (IREC) PROJECT SUMMARY

### Project Descriptions

#### 1. Town Solar Energy Production and Savings

In 2018 Woodstock Town entered into an agreement with Norwich Solar Technologies so that the majority of electricity used by municipal buildings is produced by solar. More details of the project can be found at <https://norwichsolar.com/projects/town-of-woodstock-vermont/>

IREC has ensured these savings are achieved and tracked them.

**Annual Energy Savings: \$14,500**

#### 2. Emergency Services Building

As a result of the upgraded systems installed during the re-build, the town is avoiding over 80% of the emissions that the propane system in the original renovation design would have produced. IREC and Sustainable Woodstock worked with Efficiency Vermont and the project team to achieve maximize rebates for the upgraded systems. The IREC project for 2024 is to track and monitor energy usage in this building to verify energy savings.

**Funding: \$50,000**

**Expected Annual Energy Savings: \$12,000**

#### 3. Electric School Buses

IREC facilitated grants for the purchase of four all-electric school buses, paid for by a \$1.2 million EPA's Clean School Bus Program grant. Three of the buses will be stationed at the Woodstock High School. The immediate savings are the avoided cost of three new diesel buses at \$100,000 each and the 7200 gallons of diesel fuel avoided annually. The IREC project for 2024 is to investigate creating a 2-way charging system for the electric buses to enable them to be used as moveable emergency generators.

**Funding: \$1.6 million**

**Savings: \$300,000 plus additional savings if no purchase of emergency generators is needed**

**Annual Energy Savings: \$15,600 for 7200 gallons of diesel fuel. Additional savings when used as emergency generators.**

#### 4. Municipal Building Energy Retrofits – EEI

These retrofits will reduce and stabilize energy spend required to heat and cool many buildings. After completion of this project, the majority of town buildings will no longer use fossil fuel as a primary heat source. The project is 40% complete and includes:

- Installing heat pumps to meet most of the heating load at the Highway Garage, Old Town Garage, Visitors Center, Wastewater Treatment Plant, and West Woodstock Fire Station
- LED lighting upgrades
- Installing weatherization upgrades at the Town Garage, Main Wastewater Treatment Plant, and West Woodstock Fire Station
- Installing controls in all municipal buildings connected to a single controls platform that manages the HVAC systems in a building automatically, reacting to outdoor and indoor air temperature, building occupancy, and other factors. This ensures efficient systems operation, allows for remote control and monitoring, and lower service costs.

IREC's role was to identify the project, identify the best service provider and obtain quotes, work with the Town to obtain funding and ensure installation.

The IREC project for 2024 is to ensure the project is completed, track and monitor energy usage to verify energy savings.

**Funding: \$30,000**

**Annual Energy Savings: \$9,800**

#### 5. Town Hall Energy Assessment (MERP)

Woodstock has been awarded a professional energy assessment with an estimated value of \$16,000 from the state funded Municipal Energy Resilience Program (MERP). The energy assessment of Town Hall will identify weatherization and HVAC improvements. This is a necessary step to ensure that replacing the aged Town Hall HVAC systems is eligible for a MERP grant up to \$500,000. IREC facilitated this grant.

## TRORC Intermunicipal Regional Energy Coordinator (IREC) PROJECT SUMMARY

**Funding:** Up to \$16,000

### 6. IREC Salary Grant (MERP)

Woodstock has been awarded a \$4000 mini-grant toward the cost of the IREC position.

**Funding:** \$4,000

**Savings:** \$4,000

### 7. MERP Implementation Grant (potential) - Town Hall

Replacing the aged Town Hall HVAC systems is eligible for a MERP grant up to \$500,000. IREC facilitated this grant. The IREC project for 2024 is to ensure the assessment is completed and grants are sought to replace HVAC systems in alignment with other Town Hall projects.

**Potential Funding:** Up to \$500,000

**Expected Annual Energy Savings:** Considerable as the current aged systems are inefficient and incur frequent maintenance costs.

### 8. EV Charging Station Grants

EV chargers attract customers to Woodstock businesses and encourage them to spend time in the area. The IREC project for 2024 is to identify prime sites for EV chargers and obtain grant money to fund their installation.

**Potential Funding:** \$100,000

**Expected Annual Energy Savings:** None for Town

## Woodstock Climate Goals

Woodstock's commitments to climate action are outlined below. The most ambitious of the three is the 2020 Climate Emergency Resolution, first passed at town meeting and then by the Woodstock Select Board and Village Trustees. The Climate Emergency Resolution has a goal of achieving net-zero greenhouse gas emissions by 2030. In order to meet this goal, the town will need to reduce its emissions by 12.5% each year.

### 1. 2020 Climate Emergency Resolution—Goals

- Declare that a climate emergency threatens our town, region, state, nation, civilization, humanity and the natural world;
- Make both mitigation of climate change, and adaptation to the effects of climate change, a defining focus for Woodstock town and village planning and action;
- *Commit to transition Woodstock to net zero greenhouse gas emission by 2030;*
- Commit to educating Woodstock residents about the climate emergency and to catalyzing a climate emergency mobilization effort at the local and regional level;
- Ensure full community participation, inclusion, and support, recognizing that the residents of Woodstock and the members of its business, community, employee, social and non-profit organizations need to be integral to the mobilization effort;
- Commit to a transition process that is fair and just to all those impacted by this climate emergency mobilization effort, especially those from within the most vulnerable communities;

### 2. Ready for 100—Goals

- Community-wide Electricity Use: A full transition of the electricity sector to clean, renewable energy;
- By 2035: A target year for when this commitment will be achieved no later than 2035 for electricity and 2050 for all energy sectors.

### 3. Town/Village of Woodstock: Comprehensive Plan Energy Chapter—Goals

- Meet 25% of the remaining energy need from renewable sources by 2025, 40% by 2035, and 90% by 2050



### ***How Your Child's School Bus Might Prevent Blackouts***

When not driving around, electric buses and other vehicles could help utilities by storing their solar and wind energy and releasing it to meet surges in demand.

**By [Jack Ewing](#) and [Ivan Penn](#)**

Jack Ewing, who covers the auto industry, reported from South Burlington, Vt., and Ivan Penn, who covers energy, reported from Los Angeles.

The four vehicles parked at a depot in South Burlington, Vt., look no different from the yellow school buses familiar to millions of schoolchildren. But beneath their steel shells, these buses are packed with technology that could be vital in the transition to clean energy.

While their main job remains transporting children, the vehicles take on a second task while sitting idle during school hours. The local utility puts their batteries to work, storing excess renewable energy so it can be pumped back into the grid when needed.

The buses are a test of the idea that electric vehicles, which skeptics often see as an expensive burden that could bring down electric grids, could be just the opposite: a buffer that soaks up power when there is too much and provides it when demand for electricity surges.

Any suitably equipped electric vehicle can be used to store surplus electricity, avoiding the need for utilities to fire up gas-fueled power plants when there isn't enough sun or wind. But school buses work especially well because they have big batteries and spend much of the day parked.

"There's no better tool than an electric school bus fleet to sort of smooth those curves," said Duncan McIntyre, the chief executive of Highland Fleets, a company near Boston that provides the buses and equipment. Synop, a New York firm, provides the software to manage the interaction between vehicles, chargers and the grid.

Utilities across the country have been testing the ability of batteries in electric vehicles to help stabilize increasingly unreliable power plants and lines that have faltered under stress from hurricanes, heat waves and other extreme weather linked to climate change.

Grueling summer heat this year tested the Texas grid for weeks, forcing officials to plead with homeowners and businesses to use less energy so the state could avoid rolling blackouts or the kind of power failure that left millions of people without light or heat in 2021.

Some energy experts say one solution to these problems is to corral thousands of rooftop solar panels, home batteries and electric vehicles around a city or state into virtual power plants. Tethered together with the help of software, the collective capacity of such devices to generate and store energy can be more than enough to avoid a blackout when power plants falter or strong winds take down a transmission line.

Grids primarily use power plants with quick start abilities, known as peaking units, to serve as backup sources of energy. But such plants typically use gas, a major source of greenhouse gas emissions, and are expensive to run and maintain. Many have also failed to perform when they are most needed.

Electric school buses, in particular, could be very useful to the grid because of their limited use during school days and broad availability during summer's sweltering temperatures.

Schools in every state except Wyoming have committed to begin using electric buses, though the number on the roads is small at fewer than 3,000 as of June 30, according to [the World Resources Institute](#), a nonprofit that works on the energy, environment and related issues.

California's total number of school buses leads the nation, and Montgomery County, Md., has more than any other school district.

“We’re on the edge of the technology, which doesn’t happen often for school buses,” said Daoud Chaaya, vice president of sales for Thomas Built, a unit of the truck maker Daimler that supplied South Burlington’s electric buses.

The World Resources Institute is pushing U.S. policymakers to make sure all school buses are battery-powered by 2030, a goal that would also reduce asthma and other diseases in children by eliminating pollution from combustion-engine buses.

“There’s definitely a lot of challenges,” said Sue Gander, director of the institute’s electric school bus initiative. “It’s going to take some time for everybody to get there.”

Cost remains a big hurdle: An electric school bus can cost three times as much as a \$100,000 diesel bus. The Bipartisan Infrastructure Law, passed in 2021, allocated \$5 billion over five years to help schools buy electric buses, and the price is expected to fall in coming years. In the meantime, school districts can defray their expenses by letting utilities use buses to store energy.

In South Burlington, the school district leases the electric buses from Highland, which also supplies equipment to recharge them and pays the electricity bills. Those bills are lower than normal because of a deal that lets Green Mountain Power, the utility serving most of Vermont, draw power from the bus batteries when demand surges. They are part of a network that also includes batteries that homeowners install to provide backup power during blackouts.

In total, Green Mountain Power has access to 50 megawatts of battery storage from school buses, home batteries and other sources, said Mari McClure, the utility’s chief executive. That’s as much as a small gas power plant. Unlike a plant that runs on fossil fuels, the power is available almost instantly.

The utility asked Vermont regulators last month to allow it to [install batteries at the homes of its customers](#) who don’t already have one, an effort that would dovetail with its work on school buses.

Over time, Ms. McClure said, enough electric school buses and home batteries may be connected to the grid to stop her utility from needing to buy electricity from out-of-state power plants. Commercial vans, pickups and garbage trucks could join the network as more businesses and cities buy electric vehicles.

ut linking these vehicle batteries to the grid will take not only time but also money. While a standard electric vehicle charger for buses can cost \$3,000 to \$7,000 to install, initial data from early demonstrations of electric pickups indicates that equipment needed to send power back to the grid ranges from \$10,000 to \$58,000, according to the Electric Power Research Institute, an independent nonprofit organization. Utilities may also need to upgrade their power lines, transformers and other equipment.

Vehicle batteries can meet some of the needs of customers, utilities and the wholesale market for electricity, said Daniel Bowermaster, senior program manager for electric transportation at the Electric Power Research Institute. “From the technological standpoint, those things are within the realm of possibility.”

Officials in South Burlington, whose diesel bus fleet is mostly paid off, said they were willing to spend more on electric buses. The new buses are much better for the environment and public health, said Tim Jarvis, the school district’s finance manager.

There are other benefits, too.

Sean McKenzie, transportation coordinator for South Burlington schools, who drives a bus because of a labor shortage, said children no longer had to shout above the roar of a diesel engine.

“I was surprised that they were quieter,” he said.



Sewer Abatement Request

Name: Kim Dahlberg  
Mailing address: 8 Prospect St  
Woodstock VT 05091  
Phone: 9783378844 Email: Kimdahlberg@ymail.com  
Name on tax bill (if different): Kimberly & Christopher Dahlberg  
Address of property: 8 Prospect St Woodstock VT  
Parcel ID: \_\_\_\_\_ Acct # 23.54.37  
Amount requesting for abatement: \$103.40 → Interest: \$57<sup>48</sup> Penalty: \$45<sup>92</sup>  
Reason for request: For some reason we never  
received the bill in the mail earlier this year.  
Apparently the billing system changed & we did not  
receive it. We have never been delinquent in any of  
our water bills or last years sewer bill. Please waive  
the interest & penalty. We would prefer a check but  
Signed: [Signature] Date: 10-25-23 will take  
a credit  
if that's  
easier.

Please mail or email requests to:  
Town of Woodstock  
PO Box 488  
Woodstock, VT 05091

nnourse@townofwoodstock.org

\*All requests must be approved by the Select Board. The Select Board meets twice a month. You may attend the meeting, but it is not required. After the meeting you will be informed about the decision of your request.

WOODSTOCK TOWN  
PO BOX 488  
WOODSTOCK VT 05091

DAHLBERG KIMBERLY R DAHLBERG CHRISTOPHER S  
8 PROSPECT ST  
WOODSTOCK VT 05091

23.54.37-: DAHLBERG CHRISTOPHER S, DAHLBERG KIMBERLY R Location: 8 PROSPECT			Page: 1
Date	Description	Amount	Balance
11/06/23	Cash Receipt Check #:5214 Sewer:-677.40	-677.40	0.00
10/16/23	Interest:I004700 Sewer:10.01	10.01	677.40
09/15/23	Interest:I004638 Sewer:9.86	9.86	667.39
08/16/23	Interest:I004568 Sewer:9.72	9.72	657.53
07/18/23	Interest:I004485 Sewer:9.57	9.57	647.81
06/15/23	Interest:I004392 Sewer:6.32	6.32	638.24
05/15/23	Interest:I004278 Sewer:6.26	6.26	631.92
04/17/23	Penalty Sewer:45.92	45.92	625.66
04/17/23	Interest:I004066 Sewer:5.74	5.74	579.74
02/07/23	Billing for: 07/01/22-06/30/23 due on: 04/14/23 Sewer:574.00	574.00	574.00



Sewer Abatement Request

BY: .....

Name: JULIE L. RIDEOUT

Mailing address: 128 VALLEY VIEW RD.

WOODSTOCK, VT 05091

Phone: 802-299-8179 (OR) 802-457-1834 Email: Rickusandjooles@comcast.net

Name on tax bill (if different): RICHARD J. & JULIE L. RIDEOUT

Address of property: 128 VALLEY VIEW RD, WOODSTOCK, VT

Parcel ID: 05.05.09

Amount requesting for abatement: See below

Reason for request: My husband, Richard ("Rick"), passed  
away at the end of June 2023. I am now the  
only occupant of the home using the sewer  
system. Is there a standard abatement - from  
2 to 1 person? If not, any consideration is  
appreciated. Thank you.

Signed: Julie L. Rideout

Date: 11/1/2023

Please mail or email requests to:  
Town of Woodstock  
PO Box 488  
Woodstock, VT 05091

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

\*All requests must be approved by the Select Board. The Select Board meets twice a month. You may attend the meeting, but it is not required. After the meeting you will be informed about the decision of your request.

RECEIVED  
OCT 31 2023

BY: ..... Town of Woodstock  
Application for Sewer Connection/Repair/Increased Discharge  
Residential Application

To: Board of Sewer Commissioners of the Town of Woodstock

Application is hereby made by the undersigned pursuant to the Town of Woodstock Sewer Ordinance to:

New Connection \_\_\_\_\_ Increase \_\_\_\_\_ Repair ☒

Amount of g.p.d. for new connection or increase: NA

At the following location: Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Applicant name: Robert J. Balaschi for Glenn Barr

Phone number: 508-450-7849

Street address: 1176 West Woodstock Rd. (Rte 4)

Email: balaschi Cvareika.com

Description of work to be done: Interior cast iron waste line is showing some deterioration. Plumber needs some pipe replaced beyond foundation wall.

Current number of bedrooms: 4

Total bedrooms after work: 4

Applicant agrees to install low flow plumbing fixtures. Further, applicant agrees to be responsible for repairing or replacing any damage done to Town sewer lines, streets/roads/sidewalks and to see that said repair/connection is done in accordance with the applicable Town Sewer Regulations or as determined by the Municipal Manager. The applicant also agrees to hold the Town and Village harmless from any damage/injury caused by a third party. The applicant agrees to pay the



designated application fee to the Town at the time of the application for this permit and to advise the Director of Public Works in advance of construction to permit scheduling of the repair inspection.

Applicant must obtain easements from all affected landowners if any part of the sewer line passes on lands of another landowner.

See below for fee schedule.

By signing the application, I understand that I also need to obtain a potable water supply and wastewater disposal permit from the State of Vermont.

Contact the State by telephone at (802) 591-0338 or by email at [terry.shearer@vermont.gov](mailto:terry.shearer@vermont.gov)

Additionally, I understand that once the connection is made, I am required to submit an "as built" drawing of the actual connection prepared by the installer to the Town of Woodstock before the permit is issued.

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

Date: 10/31/2023

Owner name: \_\_\_\_\_

Glenn M. Barr

Street address: \_\_\_\_\_

1176 West Woodstock Rd. (Rte 4)

Mailing address: \_\_\_\_\_

Woodstock, Vermont

18 Pleasant St.

Middleboro, MA 02346

Telephone: 508-450-7849

Please mail or email this application to:

Town of Woodstock

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

Nikki Nourse

PO Box 488

Woodstock, VT 05091

OFFICE USE ONLY

Woodstock Connection Fee Schedule:

Development fee: 0 (\$7.50 x gpd reserve capacity)

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

Check #: \_\_\_\_\_

The permit fee will be refunded in full (without interest) if revoked, withdrawn, or not executed within ONE YEAR.

Approved by Manager: \_\_\_\_\_

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

\*\*This permit is good for ONE YEAR from the date of approval.

Permit number: \_\_\_\_\_

**Town & Village of Woodstock  
Select Board & Board of Trustees Joint Meeting  
October 10, 2023  
5:00 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Ray Bourgeois, Susan Ford, Keri Cole, Greg Fullerton, Laura Powell, Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Nourse, Thomas McCaughey, Charlie Degener, Fire Chief David Green, Roger Logan, Police Chief Joe Swanson, Jon Spector, Kathy Avellino, Karim Houry, Mark Hunter, Steven Bauer

**A. Call to order**

**1. Select Board**

- a. Chair Bourgeois called the Joint Meeting of October 10, 2023, to order at 5:00 pm.

**2. Trustees**

- a. Chair McIlroy called the Joint Meeting of October 10, 2023, to order at 5:00 pm.

**B. Budget kick off discussion**

**1. Listers**

- a. Ms. Avellino reported that the Listers successfully secured an appraisal firm for the upcoming reassessment in 2025.
- b. A mapping project, in collaboration with Zoning, was completed, and the updated maps will soon be available on the website.
- c. The outlook for 2024 includes increasing valuations due to rising prices.
- d. Goals for the future include a successful reassessment starting in 2025.
- e. The Town Listers Office has three staff members, operates Monday through Friday from 8:00 am to none, and conducts site visits and sales verification.

**2. Town Clerk**

- a. Mr. Degener discussed his involvement with the Vermont Municipal Clerks and Treasures Association.
- b. Department consists of one full time employee and two part timers.

**3. Fire/EMS**

- a. Chief Green discussed their efforts to earn points to improve their rating, which currently stands at six.
- b. He outlined challenges elated to hydrant spacing, training, equipment, and response times.
- c. He discussed the use of both call staff and full time personnel.

**4. Police**

- a. Future training needs were mentioned including moving offers form level two to three.
- b. Had issues with staffing but should be fully staffed soon.

**5. DPW**

- a. A new excavator was acquired, and preparations for future needs were noted.

- b. Mr. Hunter discussed the recent flooding and the need for stability.
- c. Mr. Hunter highlighted the loss of two staff members and ongoing efforts to improve efficiency.
- d. Plans for road repairs and equipment needs were mentioned.
- e. The Department will analyze resources and staffing to ensure efficiency moving forward.

#### **6. P&Z**

- a. Plans for software to improve efficiency were mentioned.
- b. Mr. Bauer expressed a desire to achieve financial and operational stability. This likely involves creating more predictable budgets and planning for long-term sustainability.
- c. Emphasized their vital role in managing infrastructure, economical development, and long-term planning within the community.

#### **7. Finance**

- a. Mr. Duffy highlighted the need to consider inflation and rising costs.
- b. There is a need for additional staff.
- c. Concerns were raised about how budgets are typically allocated.
- d. The importance of examining all departments to allocate resources effectively was discussed.
- e. Mr. Duffy emphasized the importance of having the freedom to adjust budgets according to departmental needs.

#### **C. Other business – none.**

#### **D. Executive session**

Motion: by Ms. Ford to enter executive session at 6:16 pm.

Seconded: by Mr. Fullerton.

Vote: 5-0-0, passed.

Motion: by Chair McIlroy to enter executive session under 1VSA313 to discuss personnel at 6:17 pm.

Seconded: by Mr. Kahn.

Vote: 5-0-0, passed.

The Select Board and Trustees exited executive session and resumed the public meeting at 6:21 pm.

#### **E. Adjournment**

##### **1. Select Board**

Motion: by Ms. Ford to adjourn the meeting at 6:21 pm.

Seconded: by Ms. Cole.

Vote: 5-0-0, passed.

##### **2. Trustees**

Motion: by Chair McIlroy to adjourn the meeting at 6:21 pm.

Seconded: by Mr. Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*



**Town of Woodstock  
Select Board Special Meeting  
October 11, 2023  
4:30 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Ray Bourgeois, Susan Ford, Keri Cole, Greg Fullerton, Eric Duffy, Nikki Nourse, Paul Hansen, Tom Meyerhoff, Cynthia Volk, Roger Logan, Jon Spector

**A. Call to order**

1. Chair Bourgeois called the Select Board Special Meeting of October 11, 2023, to order at 4:30 pm.

**B. Additions to & deletions from posted agenda**

1. Addition - Appointing member to the public Aqueduct Water Committee
  - a. Ms. Cole volunteered to be on the Committee.

**C. Citizen comment – none.**

**D. New business**

**1. Select Board vacancy**

- a. Mary Riley's decision to step down from the Select Board was announced. Mr. Duffy expressed gratitude for her service to Woodstock.
- b. Three options for filling Ms. Riley's vacant seat on the Select Board were presented: leaving it open until March, appointing someone from the previous pool of candidates, or holding a special Town election.
- c. Mr. Duffy recommended going back to the pool of previous candidates and appointing someone to serve until March, followed by a one-year term election.

Motion: by Ms. Cole to go into executive session to discuss the appointment at 4:35 pm.

Seconded: by Ms. Ford.

Vote: 4-0-0, passed.

The Select Board exited executive session and resumed the public meeting at 4:39 pm.

Motion: by Ms. Ford to appoint Laura Powel to the vacant seat on the Select Board.

Seconded: by Ms. Cole.

Vote: 4-0-0, passed.

**E. Other business – none.**

**F. Adjournment**

Motion: by Ms. Cole to adjourn the meeting at 4:40 pm.

Seconded: by Ms. Ford.

Vote: 4-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*

**Town of Woodstock  
Select Board Meeting  
October 17, 2023  
6:00 pm  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Chair Ray Bourgeois, Susan Ford, Greg Fullerton, Laura Powell, Eric Duffy, Nikki Nourse, Karim Houry, Meredith Bzdak, Jon Spector, Jill Davies, Lisa Lawlor, Jen Arnoldi, Michael Schnoering, Lauren Dorsey, Thomas McCaughey, Seton McIlroy, Peggy Fraser, Alita Wilson, Phillip Neuberg, Roger Logan, Rich Kozlowski, Fire Chief David Green, Mark Hunter, Trena Toliver

**A. Call to order**

1. Chair Bourgeois called the Select Board Meeting to order at 6:00 pm.

**B. Additions to & deletions from posted agenda**

1. Deletions
  - a. South Woodstock design update
  - b. Police contract discussion
  - c. Investment Advisory Committee presentation

**C. Citizens comments**

1. Mr. Houry brought up a concern regarding the hose providing water across the Elm Street Bridge. He requested an update on the two plans in place and their urgency, particularly if they aren't completed before winter. The potential implications for other water users were also raised.
2. Ms. Davies expressed her concern about the potential impact on the Village if the Town's investment code were not managed well. She emphasized the need to be proactive to avoid situations similar to past issues with water lines, which had affected businesses and residences. The discussion included the frequency of meetings and the number of meetings required for the project.

**D. Manager's report**

1. Mr. Duffy provided an update on various financial matters, including accounting methods related to taxes. It was clarified that Woodstock uses accrual accounting, which may lead to discrepancies in financial reports.

**E. Liquor license application**

**1. Woodstock Village Market**

Motion: by Ms. Ford to approve the liquor license application for Woodstock Village Market with the understanding that the State reviews these applications.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

**F. Old business – none.**

**G. New business**

**1. Town Hall Building Committee update**

- a. The cost of construction documents and inspections for the proposed Town Hall renovation project was discussed. It was suggested that a cost estimate be

obtained for this phase of the project, as it would be irresponsible to proceed with a \$3.3 million project without exploring other options.

- b. A discussion took place regarding a potential easement. The potential impact on historical features was considered, as well as the importance of ADA access. Cost considerations for the project, including HVAC improvements, were also addressed.

## **2. Meeting schedule discussion**

- a. The topic of having two regular Select Board meetings per month was discussed. It was mentioned that the 2<sup>nd</sup> meeting was introduced during a period when the Town didn't have a Town Manager or had an Interim Town Manager in place. The purpose of the 2<sup>nd</sup> meeting was to handle Select Board matters that required timely attention.
- b. Board members expressed a consensus that having only one Select Board meeting per month at 6:00 pm would be more efficient and sufficient for most matters, with exceptions during the budget process and other Select Board specific issues.
- c. The proposal to have one regular meeting and potential special meetings, as required, received support. The transition to a single meeting per month would be feasible as long as it did not hinder important decision-making or delay the handling of Select Board issues.
- d. The timing of the single monthly meeting was discussed. The suggestion was made to have it on the 3<sup>rd</sup> week.
- e. There was an agreement among the Select Board members to transition to a single regular meeting per month, with exceptions during the budget process and special Select Board matters. The proposed timing of the meeting would be on the 3<sup>rd</sup> Tuesday of the month.

## **3. Bids**

- a. Sand
- b. Gravel
- c. Diesel

Motion: by Ms. Ford to approve the sand bid from D&D Excavating Inc for \$17.31/cu yd for screened sand, the sand bid from Pike Industries for \$20 per ton for 3/8" stone, the gravel bid from Pike Industries for \$17.50 for ¾" hardpak, and the diesel bid from Dead River Company for the variable price of \$3.620 per gallon.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

## **4. SBA Assistance presentation**

- a. The discussion revolved around the support and resources available through the SBA to help local businesses overcome financial challenges and thrive. It emphasized the importance of businesses taking advantage of these programs to strengthen the local economy and community.

## **5. Wastewater update**

- a. The breakdown of costs including the allocation of 41% to the Town, was explained.

**6. South Woodstock design update – deleted.**

**7. Police contract discussion – deleted.**

**8. EMS per capita fees to subscribing member towns**

- a. The discussion focused on the calculation and collection of EMS fees from towns that subscribe to the services provided by the EMS.
- b. The primary topic of discussion was the per capita fee structure. Per capita fees are calculated based on the population of each subscribing member town, aiming to distribute the costs fairly among the communities benefiting from EMS services.

Motion: by Ms. Ford to approve the EMS per capita fees of \$70 for Pomfret, Bridgewater, Reading, and Plymouth, and \$45.16 for Hartland.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

**9. EDC Housing Working Group presentation**

- a. Two initiatives were presented. The 1<sup>st</sup> focused on an ADU program that would provide tax incentives and exemptions for eligible property owners. The 2<sup>nd</sup> initiative aimed to address existing long-term landlords who maintain affordable rental rates. The Select Board expressed interest in exploring tax relief as an option.

Motion: by Ms. Ford to combine both ADU housing programs into one funding pool.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

Motion: by Ms. Ford to grant up to \$535 to cover the insurance costs of the not-for-profit organizations providing food service on the Green.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

**10. Investment Advisory Committee presentation – deleted.**

**H. Other business – none.**

**I. Board of Sewer Commissioners**

**1. Sewer abatement request – Zilian – 4 Mechanic Street**

- a. It was noted that the sewer bill sent to Zilian was addressed with an incorrect address.
- b. Zilian had paid the total sewer bill but requested an abatement for the interest that had accrued due to the incorrect address.
- c. The Select Board discussed the responsibility of residents to ensure that their address information is updated.

Motion: by Ms. Ford to deny the abatement request for 4 Mechanic Street.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

**2. Sewer permit – Johnson/Frates – 2 Dartmouth Lane**

- a. The Select Board discussed the application and the criteria for approval.

Motion: by Ms. Ford to approve the sewer permit for Johnson/Frates for 2 Dartmouth Lane as submitted.

Seconded: by Ms. Powell.

Vote: 4-0-0, passed.

**J. Approval of minutes**

**1. 9/19/23 minutes**

a. Sewer motion has Ms. Ford twice.

Motion: by Ms. Ford to approve the minutes for 9/19/23 with the one correct noted above.

Seconded: by Mr. Fullerton.

Vote: 3-0-1, passed. (Chair Bourgeois for, Ms. Ford for, Mr. Fullerton for, Ms. Powell abstained).

**K. Adjournment**

Motion: by Ms. Powell to adjourn the meeting at 8:24 pm.

Seconded: by Mr. Fullerton.

Vote: 4-0-0, passed.

*Respectfully submitted,  
Nikki Nourse*