

Village of Woodstock
Board of Trustees
April 9, 2024
6:30 pm
Town Hall & Zoom
Agenda

- A. Call to order
- B. Finance Committee interview – Todd Erceg (pp 3-8)
- C. Planning Commission interviews
 - 1. Stephen Fulkerson (pp 9-11)
 - 2. Alex Mulley (pp 12-13)
 - 3. Elisa Tarlow (pp 14-16)
- D. Trustee interviews
 - 1. Lisa Lawlor (pp 17-18)
 - 2. Andrew Heining (pp 19-20)
- E. Executive session to discuss appointments
- F. Citizen comments
- G. Additions to & deletions from posted agenda
- H. Manager's report
 - 1. General report
 - 2. Financial report
- I. Police Chief's report
- J. Permits
 - 1. Banner permit – Plant Sale – Woodstock Garden Club (pp 21-22)
 - 2. Parade permits
 - a. Memorial Day Parade – American Legion (pp 23-24)
 - b. Veteran's Day Parade – American Legion (p 25)
 - c. Woodstock Wassail Weekend – Chamber of Commerce (p 26)
 - 3. Use of the Green permit – Electric Lawn Care Open House – Sustainable Woodstock (pp 27-31)
 - 4. Sidewalk permit – Sidewalk Grilling Series – The Village Butcher (pp 32-34)
 - 5. East End Park permit – Music by the River - Pentangle (pp 35-39)
- K. Presentations
 - 1. Short Term Rental Ordinance – Planning Commission

- L. Votes
 - 1. Appointment of ex-officio to Planning Commission

- LI. Discussions
 - 1. Change date of May meeting
 - 2. Pedestrian crossing sign on North Park Street for Market on the Green
 - 3. Short term rental ordinance
 - 4. Village parking
 - 5. Foliage
 - 6. Food vendors on the Green for foliage

- LII. Other business

- LIII. Minutes
 - 1. 3/12/24 minutes (pp 40-42)
 - 2. 3/19/24 minutes (pp 43-44)
 - 3. 3/27/24 joint minutes (pp 45-46)

- LIV. Adjournment

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

The link to join us by Zoom is:

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

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

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone.

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

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
- 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: 3/21/24

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.

TODD M. ERCEG, CRA

17 Concord Square • Boston, Massachusetts, 02118 • Home (617) 510-4166 • TErceg62@gmail.com

Mass General Brigham (MGB) **Team Lead – Research Support Services**

Somerville, Massachusetts
June 2019 to Present

As a specialized research consultant group supporting a system of 85,000 employees, assist in leading a team of consultants providing a wide range of research related services for both pre and post-award grants management of the MGB research enterprise of our member hospitals and affiliated institutions as well as outside organizations. Including but not exclusive:

Brigham and Women's Hospital
Mass Eye and Ear
Newton-Wellesley Hospital

Massachusetts General Hospital
McLean Hospital
Schepens Eye Research Institute

Spaulding Rehabilitation Network

In addition, we offer we provide training on research related services for research and department staff.

Individually I have created over \$850K in institutional revenue in the past 4 years and have lead a team of consultants mounting to \$2M in revenue.

Boston Medical Center Corporation **Director, Sponsored Programs**

Boston, Massachusetts
November 2017 – May 2019

Responsible for ensuring the successful review and submission of all Boston Medical Center (BMC) grant and contract proposals. Foster a productive relationship with faculty and research administrators, BMC departments and leaders, peer institution and sponsors. Assist with proposal development projects and the promotion of research administration.

Brigham and Women's Hospital **Senior Research Finance Manager – Neurology Department**

Boston, Massachusetts
January 2016 to November 2017

Working with the Directors, Chiefs, Department, and Division leadership along with the institutional departments to provide a comprehensive Research Finance team to support the department of Neurology.

Responsible for the pre-award budgets and the post-award functions for the department with approx. 500 research staff, including managing the pre and post award function for all clinical trials, financial management, and compliance issues.

Manage an independent team of 5 Research Finance Managers and 1 Operations Manager, to support the faculty and junior faculty in development of their respective programs in unison with institutional, state, federal, and regulatory policies.

Developed, design, and maintain expense projection models for each of the programs along with their clinical and research space envelope. Developed and maintain a reporting system for annual expenses for research activity; analyze and project revenues and expenses for the research faculty and leadership teams. Work with institutional departments to create and develop policies and procedures to advance the programs mission. Manage the payroll function for both the professional and administrative research staff. Manage the effort certification process for the department.

Brigham and Women's Hospital / Boston Children's Hospital **Research Administrator – Children's Hospital / Nephrology Division**

Boston, Massachusetts
July 2010 to December 2015

Working with the Directors, Chiefs, Department, and Division leadership at both institutions through July 2013; responsible to provide the senior research administrative support for the Transplantation Research Center (TRC), a joint program at Brigham and Women's Hospital (BWH), and the Division of Nephrology at Boston Children's Hospital (BCH). From July 2013, transitioned full time to Boston Children's Hospital, to support the Division of Nephrology and the new Division Chief and HHMI investigator.

Responsible for the pre- and post-award functions, clinical trials management, financial management, and compliance issues; to support the faculty and junior faculty in development of their respective programs in unison with institutional, state, federal, and regulatory policies. Developed, design, and maintain expense projection models for each of the programs along with their clinical and research space envelope. Assist the BCH faculty and staff hiring and onboarding process.

Developed and maintain a reporting system for annual expenses for research activity; analyze and project revenues and expenses for the research faculty and leadership teams. Work with institutional departments to create and develop policies and procedures to advance the programs mission. Support and manage an independent grants team of 4 administrative support staff, and coordinate and manage the human resource and payroll function for both the professional and administrative staff.

Manage the effort certification process for the division..

- Department of Medicine Research Committee - BCH 2013 - 2015
- Effort Certification Committee - BCH 2015

University of Miami, Leonard M. Miller School of Medicine

Miami, Florida

Director of Research – Department of Medicine

May 2009 to June 2010

Provide the daily leadership responsibilities for the pre and post research enterprises, both administrative and financial, with over 800 active awards and \$46 million annual revenue, in addition supervise the Departments Space Envelope.

Primary Responsibilities:

- Evaluate, develop and direct the processes, policies, procedures and strategic objectives to streamline and enhance research and grant administration activities in the Department of Medicine., University of Miami, Miller School of Medicine.
- Supervise the departments, Space and Facilities staff.
- Financial management, including annual budget.
- Manage the Research Effort Certification process for the department.
- Provide pre- and post-award support of grants and contracts for 12 Division Administrators.
- Ensures research activities are compliant with the funding agency, state, federal, statutory and regulatory standards.
- Monitors grant funded projects to ensure fiscal compliance, positive project evaluations, future sustainability and benefits to UM.
- Collaborate with the UM Research Operations, (Research Administration, Sponsored Programs, Research Compliance).
- Identify gaps, inefficiencies, and inconsistencies in internal systems, and creates appropriate common systems to ensure compliance across the organization.
- Work with the UM Community and the Research Operations team to increase efficiencies and sustainability of grant funded programs and services.
- Develops and delivers training and /or orientation for employees selected to serve as grants managers and administrators.

Participate in committees including:

- Department of Medicine Senior Management Team
- Miami University Hospital Leadership Academy
- DOM – Disaster Preparedness Project Leader

Accomplishments:

- Designed flow sheets and procedure manuals for many operations to standardize procedures.
- Reduced the Clinical Trials deficits by over 50%.
- Brought the Department Space envelope online for a first time view of all department space currently held.
- Started a monthly meeting with the Controller regarding Department and Institutional research issues.

Research and Grants Administration Manager
Department of Medicine and Nephrology Division

June 2008 to April 2009

Provided the daily pre- and post- research award administrative and financial management to 26 Principle Investigators and their staff for the Division of Nephrology. Additionally assist the Division of Cardiology with their pre and post award functions.

Design and implement the development of a 1,800 sq ft. lab with over 30 new lab staff arriving in the Division.

Manage the Research Effort Certification (ECRT) process for the Department of Medicine.

Work with Department of Medicine Research leadership as a resource in pre award administration and product development.

Massachusetts General Hospital

Boston, Massachusetts

Senior Financial Manager – Department of Medicine, Nephrology Division

May 2004 to May 2008

Developed annual division clinical operating and capital budgets; provided the daily pre- and post- research award administrative and financial management to 39 Principle Investigators with over 120 grants, funds, and awards; Developed and maintain a reporting system of over \$12 million in annual expenses for all research activity; analyze and project gift revenues and expenses for Nephrology leadership; Developed and maintain expense projection models for each of the Principle Investigators and supported an independent grants management staff of 2 junior staff, a lab manager, and 2 support staff.

Manage the human resource and payroll function for both the professional and non-professional research and clinical-research staff.

Provided effort certification management support to the Division.

Participated in the development and implementation of the Non-employee work-flow.

Assist with the moonlighting schedule and manage the moonlighting payments for the Division.

Assist with the credentialing of clinical research faculty.

Participate in committees including:

- Directed the monthly Nephrology Division Research Staff Meeting to present current and up-to-date information related to Nephrology
- Participate in the Department of Medicine Research Staff Meetings.
- Member of the MGH Research Administrative Directors Group (RADG)

Accomplishments:

- Participated in the development and implementation of the Non-employee work-flow.

Administrative / Business Manager – Cancer Center

October 2000 to April 2004

Provide administrative and financial management for inpatient and outpatient group practice with over \$100 million in annual gross revenues; develop annual operating and capital budgets; oversee division's billing practice, provide direct supervision to non-professional staff, develop reporting and modeling systems for 20 clinical and administrative divisions within the Cancer Center.

Develop P&L model for each physician to identify practice

Increased medication revenues by 73% during a time of 45% growth of patient visit volume which increased gross revenues by over \$12 million since October 2000.

Developed and maintain a reporting system of over \$2 million in annual expenses for non-research sundry funds and \$6 million in endowments; analyze and project gift revenues and expenses for management; identified an investment model to save over \$500K over 5 years.

Supervise a 13-member administrative support team and assist in the development of their skills including: PowerPoint, Excel, and Access, along with various hospital scheduling, clinical, and administrative systems.

Manage an increasing complex human resource and payroll function for over 425 clinical and administrative staff in the Cancer Center including new-hires and current staff. Developed a monthly FTE variance report. Managed the transition an automated payroll system.

Participated in many hospital-wide implementation teams:

- Assist with the financial planning and mapping of funding sources for the multi-site joint venture fellowship program with the Dana Farber Cancer Institute and Brigham & Women's Hospital.
- Assisted with recruitment of professional staff, physicians, fellows, and post-doctoral fellows.
- Medicare Billing Improvement Task Force – Reduced lag in patient reimbursements to save \$14 million.
- Electronic Medical Record Team (LMR) – Set up the electronic flow of patient notes..
- Cancer Center Medication Revenue Enhancement Team.

Participated in committees including:

- Cancer Center Executive Committee
- Cancer Center Infusion Committee
- Hematology / Oncology Administration Task Force

Finance Manager - MASSGENERAL Hospital for Children

September 1998 to September 2000

Managed pre and post award administration of over \$10 million in federal, industry sponsored and sundry research grants.

Developed a research reporting and management system to identify program financial strengths; presented the physicians with quarterly program development reports to assist in research funding and viability.

Created a call-entry tracking database and billing system for 25satellite practices for nurse triage services.

Implemented a clinical billing analysis system to identify billing issues; some resulting in policy and practice changes.

Coordinated and managed the payroll for all research and administrative staff for department of Pediatrics.

McLean Hospital

Belmont, Massachusetts

**Financial Analyst – Research Finance
Manager Fund Accounting**

March 1995 to September 1998

Managed the post award administration of federal, industry sponsored, sundry, and endowment research grants representing over \$17 million in annual expenditures.

Analyzed the financial reports and eliminated 12 adverse audits finding on prior years annual A133 audit reports through implementing policy and procedure changes and by moving from a paper tracking to computerized financial reporting.

Created a grant-tracking database to manage the revenue and expense reports required for the National Institute of Health, management and physicians.

Supervised a staff of two analysts.

Ages Health Services
Controller

Rockland, Massachusetts
December 1993 to March 1995

Managed the financial and medical billing operations of a \$5.5 million medical group practice consisting of 125 providers and 14 business units for psychiatric care in nursing home and rest home settings within Massachusetts, Rhode Island, and Connecticut. Supervised a financial staff of 3 in the daily financial operations and staff of 10 in medical billing operations. Prepared monthly management statistical reports, budget modeling, and reimbursement rate analysis.

New England Medical Center
Senior Accountant

Boston, Massachusetts
April 1990 to December 1993

Supervised and trained an accounting staff of 3 in the daily financial responsibilities of a physician group practice, including payroll, accounts payable, accounts receivable, and patient accounting, through the monthly close. Prepared the monthly financial reports for 16 hospital departments and the parent company with over \$50 million in annual revenue for presentation to the departments and the board of trustees. Analyzed the department financial reports against budgets for review with administration and management.

Trans Atlantic Motors
Accountant

Hyannis, Massachusetts
July 1987 to April 1990

Staff Account for automotive dealership specializing in Mercedes, BMW, and Volvo.

Education

SIENA COLLEGE, ALBANY, NEW YORK
Bachelors in Business Administration / Accounting
Concentration in Computer Science

Professional Societies and Groups

Certified Research Administrator	06/2012 -
HealthCare Compliance Association	2010
Notary	11/1998 –
National Council of University Research Administrators	
Boston Public Health Commission / Boston Biosafety Committee Member	03/2017-10/2022
BWH IACUC Member	07/2016-
BU IACUC Member	02/2018-05/2019
Worcester Street Community Garden	04/2020 –
Clarendon / Dartmouth Street Community Garden	04/1996 – 04/2021

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

Name: Stephen A. Fulkerson
Physical address: 542 W Woodstock Rd. Mailing address: Same as physical address
Woodstock, VT - 05091
Telephone: 618-407-0321 Email: stevefulkerson1@gmail.com

Board/Commission/Committee you are applying for: Planning Commission

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

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
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Reasons for request appointment

Summarize the reasons that you are requesting appointment: Please see attached.

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: Please see attached.

Previous Volunteer Experience

Summarize your previous volunteer experience: Please see attached.

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: Stephen A. Fullerton Date: 3/18/2024

Our Policy

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

Appointment Questionnaire Answers

Reason for request appointment:

My wife and I purchased property in Woodstock two years ago after driving through the village on a whim in 2020. We liked Woodstock and have been impressed with the town government, the citizens and institutions. We appreciate the engaged community - the ability and opportunity to talk with others, listen to varying opinions and participate in open forums including the public discussions regarding the new middle/high school. Like many others in Woodstock I feel I should also give back and be engaged and willing to put my experience to use in community enterprises such as the Planning Commission, if so accepted.

Special Skills or Qualifications:

I was raised in California and worked in various residential and light commercial construction projects in the 1970's. I participated in all aspects of construction from a laborer to a carpenter as well as a member of the heavy equipment operators union. In 1980, I passed the California General Contractors exam and started a general contracting business in Buena Vista, Colorado. I owned and operated the business for 7 years. I was then hired as a planner/ estimator in 1987 and moved my family to Massachusetts where I work planning, estimating and supervising various commercial projects for 7 years. While there I designed and built my home in Franklin, MA. In 1994 I was hired as Assistant Facilities Director at a small 4 year liberal arts college in the mid-west. In 2000 I was promoted to Facilities Director of the college and managed the facilities operation on a campus of 1,600 acres and a staff of 65 workers. My last focus was assisting with developing a Master Plan for the college that involved working with various constituents to understand their goals so as to develop a comprehensive master plan. The key objective was to understand constituents short and long term goals and prioritize and integrate them with the facilities department deferred maintenance and capital replacement list resulting in a master plan to be used for raising capital and communicating with the larger share holders of the college - donors, parents, academic, athletic and administrative staff and students.

Previous Volunteer Experience:

My volunteer experience has been largely limited to my church. Everywhere I've lived I've felt impelled to support my church in whatever capacity. Because of my construction experience I've often done maintenance work on church buildings and supporting church services. Since arriving in Woodstock I've so far only volunteered to support putting out the picnic benches around town.

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

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- 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: _____

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

Name: Elisa Tarlow
Physical address: 3 Church St. Mailing address: 3 Church St.
Woodstock Woodstock
Telephone: 310-941-0893 Email: elisaelisa@yahoo.com
Board/Commission/Committee you are applying for: Planning Commission

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:

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Reasons for request appointment

Summarize the reasons that you are requesting appointment: please see attached

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: please see attached

Previous Volunteer Experience

Summarize your previous volunteer experience: please see attached

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: Aisa Lawton

Date: April 2, 2024

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.

Attachment for Planning Commission Application for Elisa Tarlow

Reasons for request appointment:

I believe that planning and zoning are the core of every town. The impact of these regulations are what shapes the town today and into the future. I believe it is essential to carefully consider every ordinance and its intended impact along with possible unintended impacts. Woodstock is a magical place, therefore we need to be thoughtful to be sure it maintains its charm and historic character during a time where there are clear housing issues which will need to be addressed. I would like to be in the front row of this discussion and encourage as many residents as possible to join in and share so that as planning and zoning issues are addressed any changes are supported by the majority of our community.

Special skills or qualifications:

My educational background is Biology, I did a good deal of my research on the Galapagos Islands where I gained a true understanding of untouched nature and how impactful human activities can be. This is likely a key reason that I feel so connected to the hills and untouched land around Woodstock and I understand the impact of our activities and how these impacts can trickle down through the land and waters around us. For the majority of my career, I have been involved in the real estate world, from being a real estate agent to running real estate funds of historic mixed use properties in Germany, to owning apartment buildings and a variety of houses from historic to modern. I have renovated multiple 1850-1920 historic properties and understand the value these properties have for us today. I have seen how regulation can have an impact on development, new construction and renovations, and I believe that all angles needs to be considered in zoning and planning decisions.

Previous volunteer experience:

Most of my volunteer experience was when I was younger and included volunteering at a retirement home, a community theatre, a local teen safe hotline and a non-profit marine mammal rescue organization. I have however more recently donated my time in my former town in Maine to support the local land conservatory organization, in addition to working with neighbors to bring local town issues to the attention of voters and encourage residents to participate in town discussions and to vote on issues.

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

Name: Lisa Lawlor
Physical address: 16 Maple St Mailing address: _____
Woodstock VT
Telephone: 802-345-0682 Email: lwlawlor321@gmail.com
Board/Commission/Committee you are applying for: Village Trustee

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:

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Reasons for request appointment

Summarize the reasons that you are requesting appointment:

I have been a long term resident of the village. I would like to be given an opportunity to work to improve the village so that all residents live a comfortable + safe life. I understand that this is a position that requires a lot of learning & is very specific in nature. I am more than willing to put in the hard work.

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:

Volunteer for Autism Society Vermont (until chosen for Executive Director) Cannabis Commission, EDC Housing Workgroup; hobbies are reading, walking & spending time w/ kids & animals

I have acquired many skills from volunteering & life. I understand rules & regulations from my disability. The work on cannabis commission let me look at what ^{children} regulations vs Woodstock regulations. (looking) at what state has taught me how difficult it can be to find affordable housing for families & workers to live near where they work. I have been a private guardian for 2 individuals (cont.) w/ disabilities (cont.)

Previous Volunteer Experience

Summarize your previous volunteer experience:

My previous work experience is the executive director of Autism Society of Vermont. I earned my Associate Behavior Certificate and worked with children + adults with significant issues. My last job was the hand hygiene project coordinator at Dartmouth Hitchcock. Working with committee to increase hand hygiene through out the hospital. I currently work part-time at Danforth Peuter

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: Lisa Paul

Date: 3/29/24

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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: _____

RECEIVED
MAR 18 2024

Village of Woodstock
Permit for Banner on Village Green

BY:

Application date: March 8, 2024 Event name: Plant Sale
Name of non-profit organization: Woodstock Garden Club
Address: P.O. Box 633 Woodstock, VT 05091

Dates requested for banner: May 17th - 25th Date of event: May 25th

Individual requesting permit:
Name: Tracy Phillips Title: Event Co-Chair
Phone: 457-2884
Mailing address: 192 Prosper Rd Woodstock
Email: tpvt1192@gmail.com

An application fee of \$50.00 must accompany this application.

Fee paid: 3/18/24 Cash/Check/Online: 139
Received by: NLL

Banner requirements:

- 2 banners (one to place at each end of the Green)

All banners must be:

- Less than 9' long x 30"-36" wide
- Have grommets and wind slots

Please be advised that applications must be approved by the Village Trustees. The Trustees meet the 2nd Tuesday of each month. Applications are due the Wednesday prior to the meeting. In order to get your approval in a timely manner, please get permits in early to guarantee they are placed on the agenda. If you turn the application in late your permit will not be considered.

If approved, please bring your banner to the Woodstock Town Hall Municipal Office so we can have our Village Highway crew put up the banners for you.

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

Applicant signature:  Date: 3/8/24

FOR OFFICE USE ONLY

This permit was:

- Approved
- Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

RECEIVED
FEB 29 2024

BY:

Town/Village of Woodstock

Application for a permit to hold a parade or event on public streets or highways

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

Event: Memorial Day Parade Start time: 10:30 am
Parade/event date: 5-25-2021 Start time: ~~10 am~~
End time: 11:30 am
Applicant/organization: ORA E PAUL post #24 American Legion
Telephone: _____
Email: JJFordVT12@gmail.com
Mailing address: PO Box 365
Woodstock VT 05091
Contact person: Jim Ford
Best contact number: 802 356-1104
Location of assembly & beginning of event: Woodstock Elementary School

Route of public highways: South Park + Central St to Pleasant St
then back to Elm St and South Park to Court House
We will be stopping at the Legion, Tribal Park, Pleasant St bridge
*Attach map showing route and The Court House

Traffic control (if any): yes

Estimated number of participants: 30 plus

Authorized representative signature: James J. Ford Jr
Print: James J. Ford Jr

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

Please mail or email completed application to:

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

nnourse@townofwoodstock.org

OFFICE USE ONLY

This permit is:

- Approved
- Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/05/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Hilb Group New England, LLC PO Box 606 Keene NH 03431	CONTACT NAME: John z-Cochrane PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: jcochrane@hilbgroup.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Vermont Mutual Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED THE AMERICAN LEGION ORA E PAUL POST NO 24 INC PO BOX 365 WOODSTOCK VT 05091-0365	

COVERAGES **CERTIFICATE NUMBER:** 24/25 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		BP18019953	03/03/2024	03/03/2025	EACH OCCURRENCE \$ 500,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000						
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE OTH-ER
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured

CERTIFICATE HOLDER Town of Woodstock PO Box 488 Woodstock VT 05091	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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RECEIVED
FEB 29 2024

BY:

Town/Village of Woodstock

Application for a permit to hold a parade or event on public streets or highways

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

Event: Veterans Day Parade
Parade/event date: 11-9-2024 Start time: 10 am
End time: 11 am noon
Applicant/organization: ORA E PAUL post #24 American legion
Telephone: _____
Email: JJFordvt12@gmail.com
Mailing address: PO Box 365
Woodstock VT 05091
Contact person: Jim Ford
Best contact number: 802 356 1104
Location of assembly & beginning of event: ORA E Paul post #24
Central St + High St
Route of public highways: ORA E PAUL Post #24 American legion
down Central St to Court House and back

*Attach map showing route

Traffic control (if any): Yes

Estimated number of participants: 20

Authorized representative signature: James J. Ford Jr
Print: James J. Ford Jr

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

Please mail or email completed application to:

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

nnourse@townofwoodstock.org

nikkivakis

OFFICE USE ONLY

This permit is:

- Approved
- Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

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

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

Event: Woodstock Wassail Weekend
Parade/event date: Dec 13 & 14, 2024 Start time: Noon
End time: 4 PM
Applicant/organization: Woodstock Area Chamber of Commerce
Telephone: 802-457-3555
Email: bfinlayson@woodstockvt.com
Mailing address: PO Box 486
Woodstock VT 05091
Contact person: Beth Finlayson / Kathy Avellino
Best contact number: 802-558-1703
Location of assembly & beginning of event: Under the Middle Covered Bridge
- Woodstock Wassail Covered Bridge Artisan Fair
Route of public highways: Mountain Ave
Close off Mt Ave from W Park St to River St & use
The bridge for an Artisan Market
*Attach map showing route

Traffic control (if any): All weekend we will work with
Chief Swanson
Estimated number of participants: 20-25 vendors
Authorized representative signature: [Signature]
Print: Beth Finlayson

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

Please mail or email completed application to:
Town of Woodstock nnourse@townofwoodstock.org
Nikki Nourse
PO Box 488
Woodstock, VT 05091

OFFICE USE ONLY

This permit is:
 Approved
 Denied

Additional conditions: _____

Municipal Manager: _____
Date: _____

Village of Woodstock
Permit for Use of the Village Green

Application date: 3.28.24
Event name: Electric Lawn Care Open House
Name of non-profit organization: Sustainable Woodstock
Address: PO Box 611, Woodstock, VT 05091

Event information

Date of event: 6.4.24 Time of event: 5:30 pm - 7:30 pm
Hours event will occupy the Green, including setup and cleanup time: 4:45 pm - 8 pm
Anticipated crowd size: 50
Will you have booths or stalls? Yes
If yes, how many? 1-2 tables
Equipment to be used on the Green: Electric mower, edger, leaf blower

Event description. Clearly state the scope and nature of the event to be held: An event to allow participants to try electric lawn care equipment. All participants will be supervised during equipment use.
Traffic control plan/arrangements: Participants will be instructed prior to event to park in public parking spaces in the village.

Please submit a layout for the event.

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

Fee paid: _____ Cash/Check/Online: _____
Received by: _____
Certificate of Insurance received: _____
Received by: _____

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

Name: Jenevra Wetmore

Title: Executive Director

Phone: 802-457-2811

Mailing address: PO Box 611, Woodstock, VT 05091

Email: director@sustainablewoodstock.org

Restrictions/Conditions:

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

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

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

Applicant signatures: Genevra Wetmore

Date: 3.28.24

Please call or email completed permit to:

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

nnourse@townofwoodstock.org

FOR OFFICE USE ONLY

This permit was:

Approved

Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

Permit #: _____



13

15

17

19

The Green

Equipment Testing



Court

12



Welcome/Information Table

Equipment Testing

30

ct

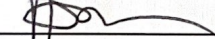
VILLAGE OF WOODSTOCK
APPLICATION FOR PERMIT TO USE SIDEWALKS FOR EVENTS OR FURNITURE

Applicant name: THE VILLAGE BUTCHER
Applicant address: 18 ELM ST WOODSTOCK VT 05091
Mailing address: SAME
Phone: 802 457 2756
Email: ALEX@THEVILLAGEBUTCHERVT.COM

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

Section of street/sidewalk: IN FRONT OF SHOP WINDOW, CLOSEST TO CURB
Event name (if applicable): SIDEWALK GRILLING SERIES
Organization: _____ Are you a nonprofit? _____
Date(s) & time(s): TUESDAY THROUGH SATURDAY 11-3 (plus option for SUNDAY / MONDAY)
For the purpose of PROVIDING A LIVELY + LOCAL EVENT; SERVING FOOD TO OUR COMMUNITY + VISITORS; FEATURING LOCAL PRODUCTS

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

Signature of applicant:  _____
Date: 2/20/24

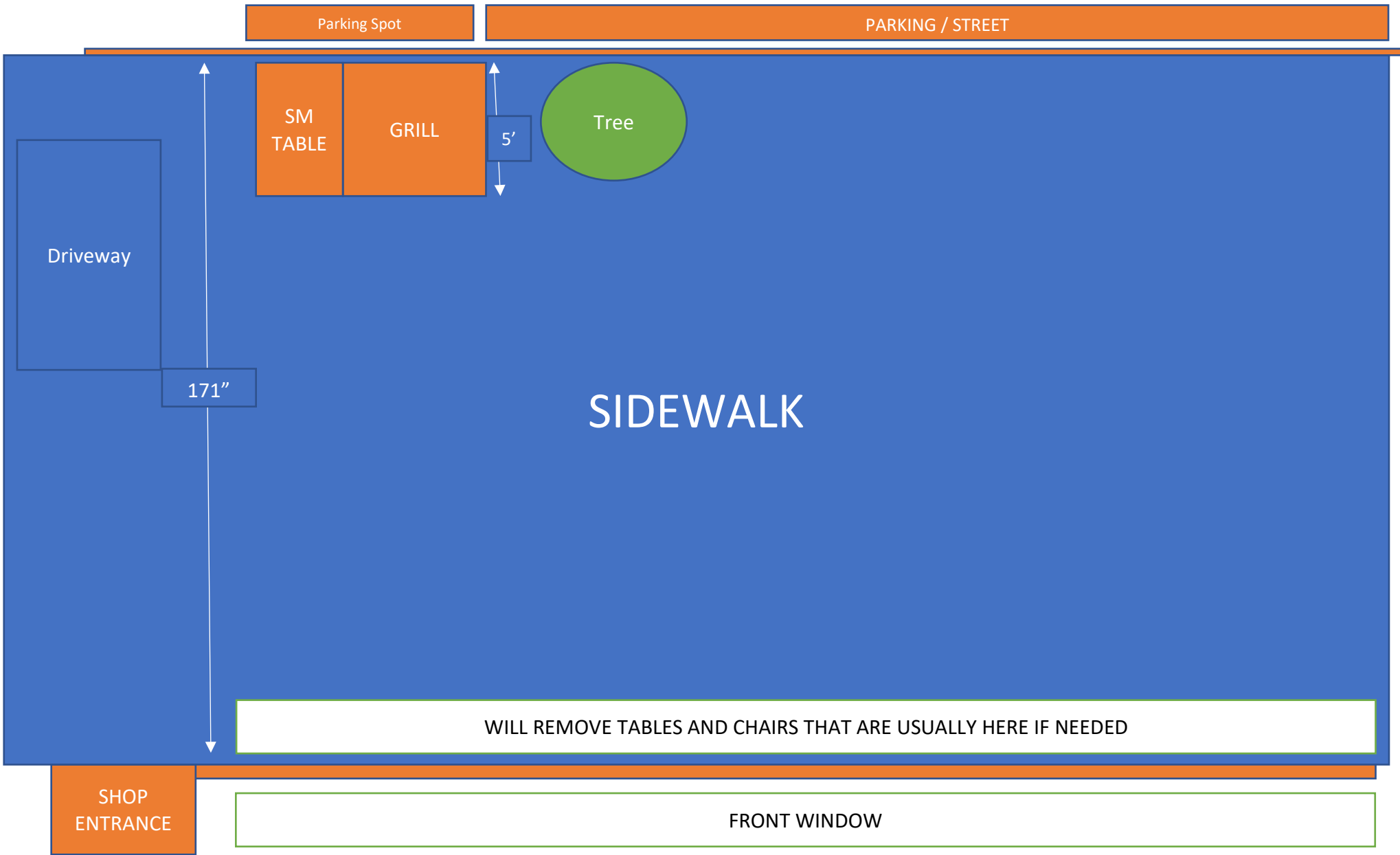
Important – A certificate of insurance must be submitted with this application.
An application fee of \$25.00 must be submitted with this application.

COI received: _____ Application fee received: _____

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

Conditions:

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



RECEIVED
MAR 25 2024

BY:

VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION

The East End Park is a vibrant and active public space in the Village of Woodstock. Because the Park is nestled by the Ottauquechee River in an area that is both commercial and residential, renters and their guests should be mindful of their surroundings and respect both the neighborhood as well as other users.

The Park may not be completely closed to the public during any event.

Name: Alita Wilson, Nick Sweetland

Organization: Pentangle Arts

Is this a nonprofit?: Yes

Mailing Address: 31 The Green
Woodstock VT

Physical Address: Same

Phone number: (802) 457-3981 email: director@pentanglearts.org

For the purpose of (wedding or event): Music by the River

Date of event: See Attached

Start time of event: _____ Hours of event including set up: 3:00 - 8:00 pm

How many people will be attending? ~200

On-site liaison: Craig Mowery

Phone: (802) 478-4681
Creative@pentanglearts.org

Certificate of Insurance received by town:

Date received: 1/9/24 By: NLL

Setup/Cleanup Plans: Crew will set up & strike Stage/Tents before & after shows

Will there be any temporary structures for the event? Yes

If yes, please describe: 3 Tents & a Stage

Will Lighting or generators be used? No

If yes, please describe and see guidelines below: _____

Will portable toilets be used? Yes
If yes, please state amount and location: on Ben Jervey's property

Will there be sales or handouts of food, beverages, and/or merchandise? _____
If yes, please complete following for each vendor (attach a separate sheet if needed):
Vendor name: Food Trucks
Products: _____
Location: Jervey's property, near amphitheater

Will there be alcohol at the event? NO
Liquor permit received: _____ Approved: _____

Please attach site plan including parking plan to this application

Additional Information: Stage will be stored on-site, see map

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

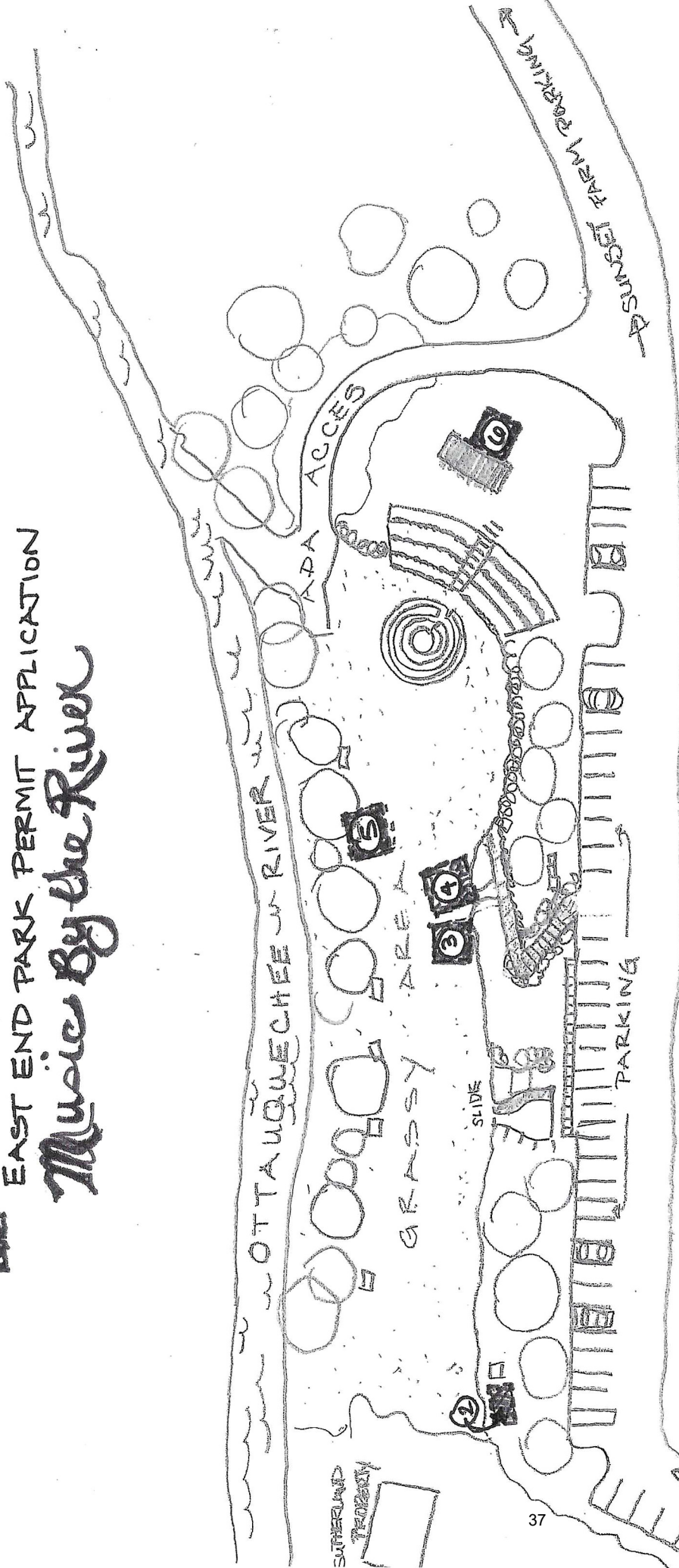
WHO NEEDS TO GET A RENTAL PERMIT?

- A Park rental permit is required if one or more of the following applies:
1. A group of individuals of fifteen (15) or more who use the Park area for a one-time event.
 2. Reservation and use of the park for a specific time and date on a continued scheduled basis, such as fitness classes, arts and crafts classes, clubs, and other recurring activities.
 3. Use of Park area for an event open to the public.
 4. Business functions--examples include, but are not limited to:
 - Sales meeting
 - Personal sports coach
 - Commercial film or photography shoot (A single professional photographer with a portable camera does not require a permit.)
 - Business reception
 - Product demonstration
 - Food booth
 5. A sports tournament or event.
 6. Any other commercial or fund-raising purposes, including, but not limited to, the sale of goods and services, solicitation of monies, sale of tickets or games of chance, and the use of the



PENTANGLE ARTS
EAST END PARK PERMIT APPLICATION

Music By the River



JERVEY
PROPERTY



- KEY:
- ① Temporary Banner (Friday only)
 - ② Storage (portable sectional stage)
 - ③ Sound Tent (portable)
 - ④ Portable Stage + Tent
 - ⑤ Sponsor Tent (portable)
 - ⑥ Pentangle Arts Welcome Tent (portable)

ROUTE 7

SUMMER 2024

Friday Evenings 6 – 7:30 pm

(Lawn opens at 5:30 pm)

East End Park

217 Maxham Meadow Way

PENTANGLE

ARTS

Celebrating 49 Years!

Music BY THE River 2024

Houston Bernard (Country)

July 12

Empty Pockets (Classic Rock, Folk & Blues)

July 19

Wesli (Haitian Rara and Afrobeat)

July 26

Jay Nash & Friends (Americana Folk Rock)

Aug. 2

Mystic Bowie/

Talking Dreads (Caribbean Reggae)

Aug. 9

The Tricksters (Pop Rock)

Aug. 16

Pentanglearts.org

802-457-3981

**Free with
donations
welcome**



PENTA-1

OP ID: RH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/09/2024

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER WOODSTOCK INSURANCE 59 PLEASANT STREET WOODSTOCK, VT 05091 CONTACT NAME: PHONE 802 457-1111 FAX 802 457-1390 INSURER(S) AFFORDING COVERAGE INSURER A: UNION MUTUAL INSURANCE COMPANY NAIC # 25860

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) OFFICE & COMMUNITY THEATRE. COMMUNITY THEATRE & PERFORMING ARTS.

CERTIFICATE HOLDER TOWN OF WOODSTOCK 31 THE GREEN WOODSTOCK, VT 05091 CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Reenie Howe

**Village of Woodstock
Board of Trustees Meeting
March 12, 2024
6:30 pm
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Gabe DeLeon, Eric Duffy, Nikki Levakis, Beth Finlayson, Scott Smith, Wendy Marrinan, Lauren Dorsey, Jill Davies, Lisa Lawlor, Police Chief Joe Swanson, Jon Spector, Joe DiNatale, Dennis Wright, Tracy Philips, Parminder Kaur

A. Call to order

1. Chair McIlroy called the Village Trustees meeting of March 12th to order at 6:30 pm.

B. Citizen comments – none.

C. Additions to & deletions from posted agenda – none.

D. Manager’s report

1. Eric Duffy provided updates on various reports, including quarterly check-ins. He discussed the summit he is hosting April 1-2. March 19th is Village Meeting.
2. Financial reports were reviewed, indicating that about 66% of the year had passed.

E. Police Chief’s report

1. Chief Swanson provided updates on law enforcement activities and initiatives in the Village. Key points included discussions on traffic management strategies.

F. Permits

1. Parade permit

a. Annual Alumni parade – Woodstock Alumni Association

- i. Dennis Wright stated that the event will be on June 15th. Floats begin at 2:00 pm from Vail Field area. No changes. Dennis is hoping for more floats. Theme is TV commercials. COI will be in within two weeks.
- ii. Chief Swanson and Trustees brought up who pays for police officers. It is \$300 per officer. They generally have 10-11 officers per parade. They will not charge people this year, but this will be discussed for next year.

Motion: by Chair McIlroy to approve the Annual Alumni Parade as submitted by the Woodstock Alumni Association.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

b. Veteran’s Day Parade – American Legion – tabled.

c. Memorial Day Parade – American Legion – tabled.

2. Use of the Green permits

a. Woodstock Alumni Day – Woodstock Alumni Association

Motion: by Jeffrey Kahn to approve the use of the Green permit for Woodstock Alumni Day as submitted by Woodstock Alumni Association.

Seconded: by Gabe DeLeon.

Vote: 5-0-0, passed.

b. Dogs in the Park – Woodstock Alumni Association

Motion: by Chair McIlroy to approve the use of the Green permit for Dogs in the Park for Sundays and Mondays, May through September.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

c. Plant Sale – Woodstock Garden Club

Motion: by Jeffrey Kahn to approve the use of the Gore for the Plant Sale as submitted by Woodstock Garden Club with the condition that there is no appeal on the Gore Ordinance.

Seconded: by Gabe DeLeon.

Vote: 5-0-0, passed.

G. Votes

1. Village, Green, Parks, and Public Places Ordinance

Motion: by Chair McIlroy to approve the amendment to Title9 Village Green, The Gore, Parks, and Public Places.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

H. Discussions

1. Agenda policy

- a. Discussion regarding agenda policy that was voted on a few months ago. Going forward the policy will be followed.

2. Mark – update on ARPA funds

Motion: by Chair McIlroy to allocate \$55,000 of ARPA funds to the paving of High Street.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

Motion: by Chair McIlroy to allocate \$34,033.53 of ARPA funds to fixing the footbridges near the Welcome Center and Vail Field.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

3. Indian food truck

- a. Parminder Kaur stated that she is from White River Junction. They want to put a food truck on the Green. The hours would be from 10:00 am to 6:00 pm. The truck is currently being built. Her parents will be running the food truck. This will provide a diverse food option for tourists.
- b. Eric stated that there are no rules, ordinances, or permits for food trucks currently.
- c. Jeffrey stated that they have had food trucks at the Green before. Sundays and Mondays they need food. It is a good opportunity.

Motion: by Jeffrey Kahn to allow the Indian Food truck pending legal advice on Sundays, Mondays, and Tuesdays, in a parking space in front of the library.

Seconded: by Gabe DeLeon.

Vote: 5-0-0, passed.

4. Parking

- a. Concerns were raised regarding the current allocation of parking spaces, including issues related to cost, availability, and safety.

- b. Chair McIlroy highlighted the need for a comprehensive understanding of parking patterns and usage, especially during peak hours and busy seasons.
- c. Proposals were made to revise parking hours, and rates, with considerations for potential impacts on revenue generation and service provision.
- d. The discussion also touched upon the need for improved signage and communication regarding parking regulations, as well as the creation of a Village parking map to assist residents and tourists in navigating available parking options.
- e. Concerns about parking safety and liability were raised. Due to laws and regulations, #3 from the list of proposed changes was removed to add two parking spaces on Elm Street by Vermont Flannel.
- f. This will be revisited in April. They need to update the ordinance.

5. Reorg plans

- a. The Village Meeting is on March 19th at 7:30 pm.
- b. Australian ballot voting is from 7:00 am to 7:00 pm.
- c. There will be a social gathering from 7:00 pm to 7:30 pm with snacks and refreshments.

6. EDC funds for Village maintenance

- a. Proposals were made to allocate Village funds instead of EDC funds towards landscaping services, including planting of seasonal flowers, and the installation of holiday decorations.
- b. Joe DiNatale emphasized the importance of maintaining an attractive and welcoming environment to enhance the Village’s appeal to residents and visitors alike.
- c. The annual total to the Village would be \$20,000.
- d. The EDC would provide “transition funding” for three years (100%, 66%, 33%).
- e. Concerns were raised regarding the sustainability of funding allocation for Village maintenance, prompting discussions on the long-term viability of such investments and the need for strategic planning to ensure efficient resource utilization.

7. Bond Street – Duckworth – deleted.

I. Other business – none.

J. Minutes

1. 2/13/24 minutes

Motion: by Chair McIlroy to approve the minutes of 2/13/24 as submitted.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

K. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 9:55 pm.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Levakis*

**Village of Woodstock
Board of Trustees Meeting
March 19, 2024
Following the Village Meeting
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Brenda Blakeman, Bill Corson, Frank Horneck, Eric Duffy, Nikki Levakis, Gabe DeLeon, Steven Bauer, Wendy Marrinan, Lauren Dorsey, Roger Logan, Joe DiNatale

A. Call to order

1. Chair McIlroy called the Trustees meeting of March 19th to order at 8:19 pm.

B. Citizen comments – none.

C. Restructuring of Board

Motion: by Jeffrey Kahn to nominate Seton McIlroy as Chair.

Seconded: by Brenda Blakeman.

Vote: 4-0-1, passed. (Jeffrey for, Brenda for, Bill for, Frank for, Seton abstained)

Motion: by Bill Corson to nominate Jeffrey Kahn as Vice Chair

Seconded: by Brenda Blakeman.

Vote: 4-0-1, passed. (Chair McIlroy for, Brenda for, Bill for, Frank for, Jeffrey abstained)

D. Newspapers of record

Motion: by Jeffrey Kahn to have the Vermont Standard and Valley News be the newspapers of record.

Seconded: by Bill Corson.

Vote: 5-0-0, passed.

E. Votes

1. Municipal appointments

a. Development Review Board (1)

Motion: by Chair McIlroy to appoint Wendy Spector to the Village Development Review Board.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

b. Planning Commission (1)

Motion: by Chair McIlroy to appoint Nicole Green to the Planning Commission.

Seconded: by Frank Horneck.

Vote: 5-0-0, passed.

c. Design Review Board (2)

Motion: by Chair McIlroy to appoint Larry Zeitlin and Beverly Humpstone to the Village Design Review Board.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

d. Finance Committee (2)

Motion: by Chair McIlroy to appoint Karim Houry and Ellen LeFever to the Finance Committee.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

e. Conservation Commission (1)

Motion: by Chair McIlroy to appoint Lauren Dorsey to the Conservation Commission.

Seconded: by Brenda Blakeman.

Vote: 5-0-0, passed.

F. Discussions

1. Review of the responsibilities of the Trustees

- a. Chair McIlroy clarified the responsibilities of the Trustees.
- b. The Trustees manage the Green, the Gore, East End Park, sidewalks, and parking.
- c. The Village also provides permits for sidewalks.

G. Other business – none.

H. Adjournment

Motion: by Chair McIlroy to adjourn the meeting at 8:27 pm.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Levakis*

Town & Village of Woodstock
Select Board & Board of Trustees Joint Meeting
March 27, 2024
6:00 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, Frank Horneck, Eric Duffy, Nikki Levakis, Brett Ralph, Mary Auriema, Gina Auriema, Brian Burns, Don Wheeler, Betsy Wheeler, Susan Fuller, David Hill, Doreen Hurley, Joe Jaynes, Sam DiNatale, Hunter Melville, Jessica Melville, Gail Scatchard, Derek Demas, Carolyn Long, Hayley Bauer, Kevin O’Neill, Jill Davies, Liz Sauchelli, Roger Logan, Marisa Traniello, Greg Maxwell, Michael Peters, Tom Meyerhoff, Cynthia Volk, Kathy Washburn, Benjamin Foley, David Brown, Steven Bauer, Kim Zwetchkenbaum, BJ Dunn, Charles D’Ambrosio, Marisa Serafini, Paula Townsend

A. Call to order

1. Select Board

- a. Chair Bourgeois called the joint meeting to order at 6:00 pm.

2. Trustees

- a. Chair McIlroy called the joint meeting to order at 6:00 pm.

B. Additions & deletions from posted agenda

- 1. Announcement of Bill Corson’s decision to step down from the Trustees effective April 1st.
 - a. Plans were made to discuss next steps in finding a new Trustee in a meeting scheduled for Friday morning.
- 2. Discussion regarding a letter of support for a grant application for the main wastewater plant.

Motion: by Keri Cole to grant Chair Bourgeois permission to sign the letter of support for the main wastewater treatment plant when ready.

Seconded: by Susan Ford.

Vote: 5-0-0, passed.

C. Citizen comments – none

D. Discussions

1. Conflict of interest refresher

- a. A discussion was held regarding the conflict of interest policy for the Town and the Village.
- b. It was proposed to update the policy to include perceived conflicts of interest as well.

2. Short term rental ordinance informational presentation from Planning Commission

- a. The Planning Commission provided information and plans for potential updates.
- b. A tentative date in late April was set for a potential vote on the updated ordinance.
- c. The Planning Commission presented findings and recommendations regarding short term rental regulations.

- d. Discussion ensued, covering various aspects such as the number of permits, enforcement, and potential impacts on the community.
- e. Concerns and questions from attendees were addressed.
- f. Attendees were invited to share comments and concerns regarding short term rental regulations.
- g. Various perspectives were presented, highlighting both support for regulations and concerns about potential impacts on property owners and the community.
- h. Several meetings are scheduled in the upcoming weeks to further discuss short term rental regulations.
- i. Attendees were encouraged to attend and provide input.
- j. The new ordinance if approved would not take effect until 2025.

E. Votes

1. Interim bylaw to prohibit new short term rentals through December 31, 2024

Motion: by Susan Ford to approve the interim bylaw to prohibit new short term rentals through December 31, 2024.

Seconded: by Greg Fullerton.

Vote: 5-0-0, passed.

F. Adjournment

1. Select Board

Motion: by Susan Ford to adjourn the meeting at 7:29 pm.

Seconded: by Keri Cole.

Vote: 5-0-0, passed.

2. Trustees

Motion: by Chair McIlroy to adjourn the meeting at 7:29 pm.

Seconded: by Jeffrey Kahn.

Vote: 5-0-0, passed.

*Respectfully submitted,
Nikki Levakis*