

Town of Woodstock
Selectboard Meeting
May 29th, 2025
6:00PM
Town Hall & Zoom
Agenda

- A. Call to order
- B. Additions to & deletions from posted agenda
- C. Citizen Comments
- D. Manager's Report
- E. Votes

Liquor Licenses:

- Woodstock Resort Corp – First Class Hotel, First Class Restaurant/Bar x 2, Second Class, Third Class Hotel, Third Class Restaurant/Bar x 2, OCP x 3.
- Oakes & Evelyn LLC. – 1st and 3rd class
- Bradens, LLC- 1st, 3rd, OC

- 1. Vermont 100 Endurance Race-Permit
- 2. Fire and EMT Union Contract FY26-FY29
- 3. Ambulance Service Agreements
- 4. LEMP Requirements
- 5. Emergency Operation Plan
- 6. 43 Pleasant Street Sewer Abatement
- 7. 2 High Street Sewer Abatement
- 8. Contract for Forest Plan for Vondell Cobb Property
- 9. Change day of June and July Selectboard Meeting
- 10. Agreement with WAMBA for Vondell Cobb Trails
- 11. Echo Market Open Store Front Grant
- 12. Main Wastewater Plant Biological Process
- 13. Paul Bruhn Historic Revitalization Grant and Easement

- F. Discussion

Selectboard Members Protocol for Selectboard Activity
Land Trust Update for Vondell Cobb Conservation
Woodstock MVSU memo discussion

- G. Executive Session 1 V.S.A 313

- H. Approval of Minutes

04.15.25
04.20.25
04.28.25
04.30.25
05.12.25

- I. Adjournment

Zoom

The link to join us is

<https://us02web.zoom.us/j/84782406503?pwd=UXAzWnJxaEE0MzJaMlBKeHJPUjB6QT09>

or from 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



Application ID: DLL - Application - 59527
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation	Business ID: 0062134
Business Address: 14 The Green, Woodstock, Vermont 05091	Entity Type: Business Corporation
Phone: 802-457-1100	Management Type if LLC:
Email: bg@woodstockinn.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-011884
Licensee Name: Woodstock Inn & Resort's Golf Club	License Status: License issued-renewed application
Licensee Address: South Street , Woodstock, Vermont 05091	License Start Date: 2024-07-01
	License End Date: 2025-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:
,	
, ,	

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details

Location Name:

Woodstock Inn & Resort's Golf Club

Start date and time of event

End date and time of event

Location Address:

76 South Street,
Woodstock, Vermont 05091

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Woodstock

Describe the type of event/ OCP Area:

North deck off the restaurant and south deck off the ballroom. Both decks enclosed by railing. Area to be confined to Woodstock Country Club Course, range and practice area being bordered by

RT 106 on West, wood fence on north Mt. Peg woodlands on east and Kedron brook south.

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	LN-016081
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation
D-04292	Articles of Organization	LN-016081

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-04-29 13:14:55

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 59538
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation	Business ID: 0062134
Business Address: 14 The Green, Woodstock, Vermont 05091	Entity Type: Business Corporation
Phone: 802-457-1100	Management Type if LLC:
Email: bg@woodstockinn.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-011904
Licensee Name: Kelley Way Gardens	License Status: License issued-renewed application
Licensee Address: 109 Kelley Way , Woodstock, Vermont 05091	License Start Date: 2024-07-01
	License End Date: 2025-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details

Location Name:

Kelley Way Gardens

Start date and time of event

End date and time of event

Location Address:

109 Kelley Way,
Woodstock, Vermont 05091

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Woodstock

Describe the type of event/ OCP Area:

PATHWAY FROM THE BARN TO A FENCED IN 3 ACRE
VEGETABLE AND FLOWER GARDEN EVENT SPACE.
PERMANENT USE 900AM-1100PM

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-04-29 13:35:07

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 59533
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation	Business ID: 0062134
Business Address: 14 The Green, Woodstock, Vermont 05091	Entity Type: Business Corporation
Phone: 802-457-1100	Management Type if LLC:
Email: bg@woodstockinn.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-011896
Licensee Name: Woodstock Inn & Resort	License Status: License issued-renewed application
Licensee Address: South & South Park Streets , Woodstock, Vermont 05091	License Start Date: 2024-07-01
	License End Date: 2025-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details

Location Name:

Woodstock Inn & Resort

Start date and time of event

End date and time of event

Location Address:

78 South & South Park Streets,
Woodstock, Vermont 05091

Approximate Number of Persons Expected

Describe the type of event/ OCP Area:

Tavern deck west side of building (40x8 area) Also, includes the Red Rooster Terrace and the walk way to the pool. From Inn front door to frown lawn of the Inn, extending to white front gate whit

Local Jurisdiction/ Town Clerk:

Woodstock

hedge on east and west sides. South lawn on the Inn, extending to white fence on Cross St. and Tavern wing on west side and spa on East side.

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-04-29 13:27:46

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 59526
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business ID: 0062134
Business Address: 14 The Green,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: 802-457-1100
Management Type if LLC:
Email: bg@woodstockinn.com

People Information

- **Person:** Jaclyn DeVore

Business Role: Registered Agent
Email: jmm@woodstockinn.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** Jaclyn DeVore
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Bruce Grosbety

Business Role: **Email:**

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Political Position

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Political Position

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Woodstock Inn & Resort's Golf Club

Do you lease this Premises:

Health License:

Food:6498

Lodging:

Location Address:

76 South Street,
Woodstock, Vermont 05091

Vermont Tax Department:

440-030223366F-3

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jaclyn DeVore

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-011883

Licensee Name:

Woodstock Inn & Resort's Golf Club

License Status:

License issued-renewed application

Licensee Address:

South Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	LN-016081
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation
D-04292	Articles of Organization	LN-016081

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-04-29 13:13:49

State of Vermont / DLL Payment Status:**Local Application Fee:**

0

Local Control Payment Status:

false



Application ID: DLL - Application - 59537
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business ID: 0062134
Business Address: 14 The Green,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: 802-457-1100
Management Type if LLC:
Email: bg@woodstockinn.com

People Information

- **Person:** Jaclyn DeVore

Business Role:
Registered Agent

Email:
jmm@woodstockinn.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Jaclyn DeVore

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Bruce Grosbety

Business Role:

Email:

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Political Position

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Political Position

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Kelley Way Gardens

Do you lease this Premises:

Health License:

Food:9468

Lodging:

Location Address:

109 Kelley Way,
Woodstock, Vermont 05091

Vermont Tax Department:

MRT-100011080-006

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jaclyn DeVore

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-011903

Licensee Name:

Kelley Way Gardens

License Status:

License issued-renewed application

Licensee Address:

109 Kelley Way ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-04-29 13:33:10

State of Vermont / DLL Payment Status:**Local Application Fee:**

0

Local Control Payment Status:

false



Application ID: DLL - Application - 59531
Application for: Third Class Hotel License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business ID: 0062134
Business Address: 14 The Green,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Management Type if LLC:
Phone: 802-457-1100
Email: bg@woodstockinn.com

People Information

- **Person:** Jaclyn DeVore

Business Role: Registered Agent
Email: jmm@woodstockinn.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** Jaclyn DeVore
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Bruce Grosbety

Business Role: **Email:**

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Political Position

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Political Position

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Woodstock Inn & Resort

Do you lease this Premises:

Health License:

Food:1529

Lodging:4196

Location Address:

78 South & South Park Streets,
Woodstock, Vermont 05091

Vermont Tax Department:

MRT-10011080-001

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jaclyn DeVore

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-011887

Licensee Name:

Woodstock Inn & Resort

License Status:

License issued-renewed application

Licensee Address:

South & South Park Streets ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-04-29 13:22:27

State of Vermont / DLL Payment Status:**Local Application Fee:**

0

Local Control Payment Status:

false



Application ID: DLL - Application - 59534
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business Address: 14 The Green,
Woodstock, Vermont 05091
Phone: 802-457-1100
Email: bg@woodstockinn.com

Business ID: 0062134
Entity Type: Business Corporation
Management Type if LLC:

People Information

- **Person:**
Jaclyn DeVore

Business Role:
Registered Agent

Business Address:
,
, ,

Phone:

Email:
jmm@woodstockinn.com

US Citizen?

Political Position

Name: Jaclyn DeVore

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Bruce Grosbety

Business Role:

Email:

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

802-457-6670

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Business Address:

269 Garretson Ave,
Staten Island, New York, 10305

Political Position

Phone:

347-539-6269

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Business Address:

74 Holland Place,
Hartsdale, New York, 10530

Political Position

Phone:

914-450-8860

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

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, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Woodstock Inn & Resort's Golf Club

Do you lease this Premises:

Health License:

Food:1529

Lodging:4196

Location Address:

76 South Street,
Woodstock, Vermont 05091

Vermont Tax Department:

MRT-10011080-001

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-011901

Licensee Name:

Woodstock Inn & Resort's Golf Club

License Status:

License issued-renewed application

Licensee Address:

South Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	LN-016081
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation
D-04292	Articles of Organization	LN-016081

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2025-04-29 13:28:27

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 59536
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business ID: 0062134
Business Address: 14 The Green,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Management Type if LLC:
Phone: 802-457-1100
Email: bg@woodstockinn.com

People Information

- **Person:**
Jaclyn DeVore

Business Role: Registered Agent
Email: jmm@woodstockinn.com
Business Address:
,
, ,
US Citizen?
Political Position
Phone:
Name: Jaclyn DeVore
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Bruce Grosbety

Business Role:
Email:

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

802-457-6670

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Business Address:

269 Garretson Ave,
Staten Island, New York, 10305

Political Position

Phone:

347-539-6269

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Business Address:

74 Holland Place,
Hartsdale, New York, 10530

Political Position

Phone:

914-450-8860

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Kelley Way Gardens

Do you lease this Premises:

Health License:

Food:9469

Lodging:

Location Address:

109 Kelley Way,
Woodstock, Vermont 05091

Vermont Tax Department:

MRT-100011080-006

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jaclyn DeVore

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-011902

Licensee Name:

Kelley Way Gardens

License Status:

License issued-renewed application

Licensee Address:

109 Kelley Way ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-04-29 13:32:05

State of Vermont / DLL Payment Status:**Local Application Fee:**

115

Local Control Payment Status:

false



Application ID: DLL - Application - 59529
Application for: First Class Hotel License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation
Business ID: 0062134
Business Address: 14 The Green,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: 802-457-1100
Management Type if LLC:
Email: bg@woodstockinn.com

People Information

- **Person:** Jaclyn DeVore

Business Role:
Registered Agent

Email:
jmm@woodstockinn.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Jaclyn DeVore

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Bruce Grosbety

Business Role:

Email:

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Political Position

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Political Position

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name:

Woodstock Inn & Resort

Do you lease this Premises:

Health License:

Food:1529

Lodging:4196

Location Address:

78 South & South Park Streets,
Woodstock, Vermont 05091

Vermont Tax Department:

440-030220066F-01

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jaclyn DeVore

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-011886

Licensee Name:

Woodstock Inn & Resort

License Status:

License issued-renewed application

Licensee Address:

South & South Park Streets ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	Woodstock Resort Corporation
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-04-29 13:19:22

State of Vermont / DLL Payment Status:**Local Application Fee:**

115

Local Control Payment Status:

false



Application ID: DLL - Application - 59523
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Woodstock Resort Corporation	Business ID: 0062134
Business Address: 14 The Green, Woodstock, Vermont 05091	Entity Type: Business Corporation
Phone: 802-457-1100	Management Type if LLC:
Email: bg@woodstockinn.com	

People Information

- **Person:**
Jaclyn DeVore

Business Role: Registered Agent	Email: jmm@woodstockinn.com
Business Address: , , ,	US Citizen?
Phone:	Political Position
	Name: Jaclyn DeVore
	Office:
	Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

- **Person:**
Bruce Grosbety

Business Role:	Email:
-----------------------	---------------

Business Principal

bg@woodstockinn.com

Business Address:

9 Cross St.,
Woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

802-457-6670

Name: Bruce Grosbety

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

• **Person:**

Angela Ardolic

Business Role:

Business Principal

Email:

US Citizen?

Yes

Business Address:

269 Garretson Ave,
Staten Island, New York, 10305

Political Position

Phone:

347-539-6269

Name: Angela Ardolic

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

• **Person:**

James Sligar

Business Role:

Business Principal

Email:

US Citizen?

Business Address:

74 Holland Place,
Hartsdale, New York, 10530

Political Position

Phone:

914-450-8860

Name: James Sligar

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

• **Person:**

Elaine Olson

Business Role:

Business Principal

Email:

ejo@woodstockinn.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Elaine Olson

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name:

Woodstock Inn & Resort's Golf Club

Do you lease this Premises:

Health License:

Food:6498

Lodging:

Location Address:

76 South Street,
Woodstock, Vermont 05091

Vermont Tax Department:

440-030223366F-03

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jaclyn DeVore

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-011882

Licensee Name:

Woodstock Inn & Resort's Golf Club

License Status:

License issued-renewed application

Licensee Address:

South Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04292	Articles of Organization	LN-016081
D-13571	Other	Woodstock Resort Corporation
D-13685	Articles of Organization	Woodstock Resort Corporation
D-04292	Articles of Organization	LN-016081

Payment and Acknowledgement

Signed by:

Jaclyn DeVore

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-04-29 13:09:49

State of Vermont / DLL Payment Status:**Local Application Fee:**

115

Local Control Payment Status:

false



Application ID: DLL - Application - 59692
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Oakes & Evelyn, LLC
Business ID: 0010289
Business Address: P.O. Box 1365,
Grantham, New Hampshire 03753
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone:
Email: justin@oakesandevelyn.com

People Information

- **Person:**
Justin Dain

Business Role: Business Principal
Email: justin@oakesandevelyn.com
Business Address:
,
,
US Citizen?
Political Position
Phone: **Name:** Justin Dain
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: Oakes & Evelyn - Woodstock
Do you lease this Premises:

Location Address:
43 Senior Lane,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Health License:
Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:
Justin Dain

Training Completion Date:
Thu Jun 27 00:00:00 GMT 2024

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:
,
,

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-06062	Lease or proof of ownership	Oakes & Evelyn, LLC
D-06063	Federal Employee Identification #	Oakes & Evelyn, LLC
D-28110	Lease or proof of ownership	LN-034209
D-28111	Lease or proof of ownership	LN-034209
D-28110	Lease or proof of ownership	LN-034209
D-28111	Lease or proof of ownership	LN-034209

Payment and Acknowledgement

Signed by:
Justin T. Dain

State of Vermont / DLL Application Fee:
115.00

Date of Submission:
2025-04-30 15:31:35

State of Vermont / DLL Payment Status:

Local Application Fee:
115

Local Control Payment Status:
false



Application ID: DLL - Application - 59906
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Oakes & Evelyn, LLC
Business ID: 0010289
Business Address: P.O. Box 1365,
Grantham, New Hampshire 03753
Entity Type: Limited Liability Corporation
Phone:
Management Type if LLC:
Email: justin@oakesandevelyn.com

People Information

• **Person:**

Justin Dain

Business Role: Business Principal
Email: justin@oakesandevelyn.com
Business Address:
,
,
US Citizen?
Political Position
Phone:
Name: Justin Dain
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: Oakes & Evelyn - Woodstock
Do you lease this Premises:

Location Address:
43 Senior Lane,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Health License:
Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:
Justin Dain

Training Completion Date:
Thu Jun 27 00:00:00 GMT 2024

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:
,
,

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-06062	Lease or proof of ownership	Oakes & Evelyn, LLC
D-06063	Federal Employee Identification #	Oakes & Evelyn, LLC
D-28110	Lease or proof of ownership	LN-034209
D-28111	Lease or proof of ownership	LN-034209
D-28110	Lease or proof of ownership	LN-034209
D-28111	Lease or proof of ownership	LN-034209

Payment and Acknowledgement

Signed by:
Justin T. Dain

State of Vermont / DLL Application Fee:
1095.00

Date of Submission:
2025-05-03 13:41:44

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false



Application ID: DLL - Application - 60782
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Bradens, LLC	Business ID: 0301861
Business Address: 3 Elm Street, Woodstock, Vermont 05091	Entity Type: Limited Liability Corporation
Phone: (802) 457-7184	Management Type if LLC: Member-managed
Email: coburns@drcoburnstonic.net	

Foundational License (if applicable)

License Type: First Class	License Number: LP-021536
Licensee Name: Coburns	License Status: License Active - Renewal in Process
Licensee Address: 3 Elm Street , Woodstock, Vermont 05091	License Start Date: 2024-07-01
	License End Date: 2025-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:
,	
,	

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Event Premises Details

Location Name:
 Coburns

Location Address:
 3 Elm Street,
 Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
 Woodstock

Start date and time of event

End date and time of event

**Approximate
 Number of Persons
 Expected**

Describe the type of event/

OCP Area:

Twelve tables on sidewalk along Elm and Central Streets of French/Cabot Block

Documents Attached

Name	Document Type	Assosicated With
D-18501	Certificate of Good Standing or equivalent	LN-022140
D-18501	Certificate of Good Standing or equivalent	LN-022140

Payment and Acknowledgement

Signed by:

Date and time of Submission:

2025-05-20 16:59:51

Local Application Fee:

0

State of Vermont / DLL Application Fee:

20.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 60787
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Bradens, LLC
Business ID: 0301861
Business Address: 3 Elm Street,
Woodstock, Vermont 05091
Entity Type: Limited Liability Corporation
Phone: (802) 457-7184
Management Type if LLC: Member-managed
Email: coburns@drcoburnstonic.net

People Information

- **Person:**
Robert Crowe

Business Role:
Business Principal

Business Address:
110 Golf View Lane,
Quechee, Vermont, 05059

Phone:

Email:

US Citizen?
Yes

Political Position

Name: Robert Crowe

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5124		Prior Conviction Reported	

Location/ Premises Detail

Location Name:

Coburns

Do you lease this Premises:**Health License:**

Food:

Lodging:

Location Address:3 Elm Street,
Woodstock, Vermont 05091**Vermont Tax Department:****Local Jurisdiction/ Town Clerk:**

Woodstock

Education Details**Student Name:**

Allison Roth

Training Completion Date:

Tue Sep 10 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)**License Type:**

Third Class

License Number:

LP-021534

Licensee Name:

Coburns

License Status:

License Active - Renewal in Process

Licensee Address:3 Elm Street ,
Woodstock, Vermont 05091**License Start Date:****License End Date:****Documents Attached**

Name	Document Type	Assosicated With
D-18501	Certificate of Good Standing or equivalent	LN-022140
D-18501	Certificate of Good Standing or equivalent	LN-022140

Payment and Acknowledgement**Signed by:**

Robert Crowe

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-05-20 17:38:50

State of Vermont / DLL Payment Status:**Local Application Fee:**

0

Local Control Payment Status:

false



Application ID: DLL - Application - 60786
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Bradens, LLC
Business ID: 0301861
Business Address: 3 Elm Street,
Woodstock, Vermont 05091
Entity Type: Limited Liability Corporation
Phone: (802) 457-7184
Management Type if LLC: Member-managed
Email: coburns@drcoburnstonic.net

People Information

- **Person:**
Robert Crowe

Business Role:
Business Principal

Business Address:
110 Golf View Lane,
Quechee, Vermont, 05059

Phone:

Email:

US Citizen?
Yes

Political Position

Name: Robert Crowe

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5124		Prior Conviction Reported	

Location/ Premises Detail

Location Name:

Coburns

Do you lease this Premises:**Health License:**

Food:

Lodging:

Location Address:3 Elm Street,
Woodstock, Vermont 05091**Vermont Tax Department:****Local Jurisdiction/ Town Clerk:**

Woodstock

Education Details**Student Name:**

Allison Roth

Training Completion Date:

Tue Sep 10 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)**License Type:**

First Class

License Number:

LP-021533

Licensee Name:

Coburns

License Status:

License Active - Renewal in Process

Licensee Address:3 Elm Street ,
Woodstock, Vermont 05091**License Start Date:****License End Date:****Documents Attached**

Name	Document Type	Assosicated With
D-18501	Certificate of Good Standing or equivalent	LN-022140
D-18501	Certificate of Good Standing or equivalent	LN-022140

Payment and Acknowledgement**Signed by:**

Robert Crowe

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-05-20 17:37:14

State of Vermont / DLL Payment Status:**Local Application Fee:**

115

Local Control Payment Status:

false

TOWN/VILLAGE OF WOODSTOCK
P.O. BOX 488
WOODSTOCK, VT 05091

**APPLICATION FOR A PERMIT TO HOLD A PARADE OR EVENT
ON PUBLIC STREET OR HIGHWAY**

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

EVENT Vermont 100 Endurance Race
(Parade, Walk, Road Race, etc.)

PARADE/EVENT DATE July 19th, 2025 START TIME 9:45 am END 2:00 pm

APPLICANT/ORGANIZATION Veront Adapative Ski & Sport

TELEPHONE 413.575.4491 EMAIL vt100@vermontadaptative.org

MAILING ADDRESS 27 Graves Street, S Deerfield, MA 01373

CONTACT PERSON Amy Rusiecki

BEST CONTACT PHONE NUMBER 413.575.4491


LOCATION OF ASSEMBLY & BEGINNING OF EVENT Start of Garvin Hill Road

ROUTE ON PUBLIC HIGHWAYS Garvin Hill Rd and proceed up Hartland Hill Rd to Happy Valley Rd, across Rte, Tattsville Bridge. We also cross Rte 4 in West Woodstock at Austin Rd/Prosper Rd. See attached map

(Attach map showing route)

TRAFFIC CONTROL (if any) N/A

ESTIMATED NO. OF PARTICIPANTS 450


Authorized Representative

CONDITIONS-Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$500,000. **ADDITIONAL CONDITIONS:**

APPROVED

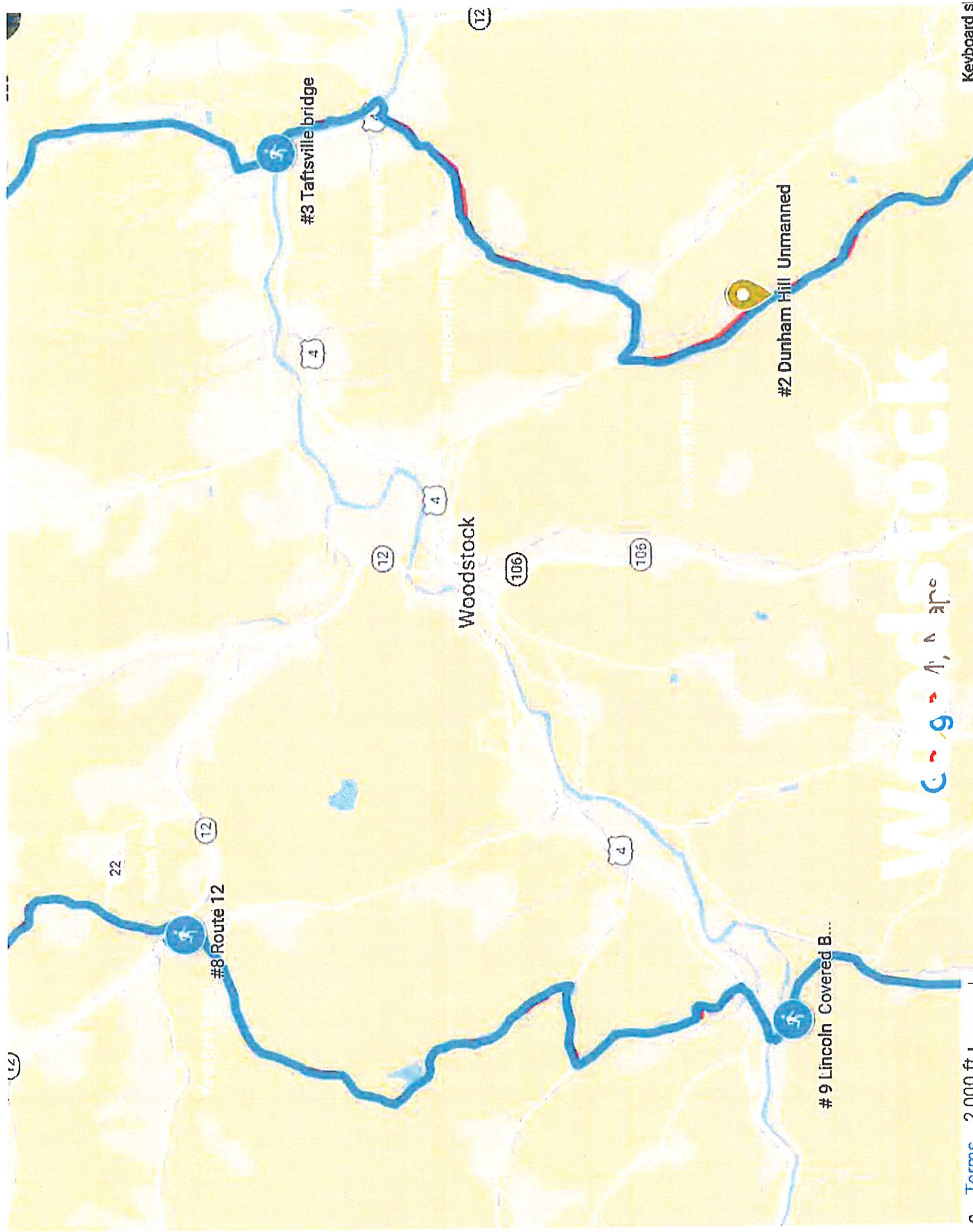
DENIED

Municipal Manager

Date

PHONE (802) 457-3456

FAX (802) 457-2329



Terms 2,000 ft

Keyboard s



March 25, 2025

Dear Woodstock Select Board & Board of Village Trustees,

You have previously approved our annual application for a **Permit to Hold a Parade on Public Street or Highway**. We thank you! Once again, we plan to hold the yearly Vermont 100 Endurance Race on July 19th-20th, 2025. Our event runs from 4 a.m. on Saturday, July 19th, until 10 a.m. on Sunday, July 20th, though our participants will only be in Woodstock between 5:45 a.m. and 2:00 p.m. on July 19th.

Our course will cross into Woodstock on Garvin Hill Road and run up Hartland Hill Road to Happy Valley Road, across Route 4 and the Taftsville Bridge. We also cross Route 4 in West Woodstock at Austin Road/ Prosper Road. A map of the route and the permit application are included.

Celebrating its 34th year, the Vermont 100 Mile Endurance Race has many unique qualities. In addition to being the only not-for-profit endurance run in the country, proceeds benefit Vermont Adaptive Ski & Sports (VASS). VASS, also a non-profit, provides recreational opportunities for individuals with disabilities. They offer basic skill lessons, as well as competitive programs, on a year-round basis. The success of the VT100 allows those with physical or mental disabilities to experience the thrill of sports that most of us take for granted. Skiing, sailing & horseback riding are just a few of their programs. The VT100 is one of the largest fundraisers supporting VASS. It's also the only combined 100-mile run & ride left in the US.

The VT100 Mile planning committee has been planning for a successful race. The race committee and volunteer staff aim to organize a SAFE & enjoyable event. We strive to host an event that respects both property and individuals. We appreciate hearing any comments or concerns you may have.

I hope that you'll once again approve our application. Thank you for your time. Please feel free to contact me with any questions!

Sincerely,

A handwritten signature in blue ink that reads "Amy Rusiecki".

Amy Rusiecki
VT100 Race Director
27 Graves Street
South Deerfield, MA 413.575.4491
vt100@vermontadaptive.org vermont100.com

CERTIFICATE OF INSURANCE		PRINT DATE: 3/26/2025	
		CERTIFICATE NUMBER: 202503261115827	
AGENCY:			
Edgewood Partners Insurance Center 5909 Peachtree Dunwoody Road, Suite 800 Atlanta, GA 30328 678-324-3300 (Phone), 678-324-3303 (Fax)		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
NAMED INSURED:		INSURERS AFFORDING COVERAGE:	
USA Track & Field, Inc. Vermont 100 Endurance Race 130 East Washington Street, Suite 800 Committee Indianapolis IN 46204		INSURER A: Clear Blue Insurance Company NAIC #28860	
EVENT INFORMATION:			
VT100 Endurance Race (7/19/2025 - 7/20/2025)			
POLICY/COVERAGE INFORMATION:			
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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.			
INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE: EXPIRES: LIMITS:
A	GENERAL LIABILITY		
	X Occurrence	CZ26INGL0001-02	11/1/2024 12:01 AM 11/1/2025 12:01 AM
	X Participant Legal Liability		
			GENERAL AGGREGATE (Per Event) \$4,000,000 EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000 MEDICAL EXPENSE (Any one person) EXCLUDED PERSONAL & ADV INJURY \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY		
	X Occurrence	CZ27IN3X0001-02	11/1/2024 12:01 AM 11/1/2025 12:01 AM
			EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:			
Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.			
The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (CB 03 03)			
The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 20 01)			
The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).			
Excess policy follows form of underlying General Liability.			
CERTIFICATE HOLDER:		NOTICE OF CANCELLATION:	
Town of Woodstock PO Box 488 Woodstock VT 05091		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:	
			

AGREEMENT

BETWEEN

**TOWN OF WOODSTOCK, VERMONT
(FIRE DEPARTMENT)**

AND

**PROFESSIONAL FIREFIGHTERS OF WOODSTOCK INC, LOCAL 5323
INTERNATIONAL ASSOCIATION OF FIRE
FIGHTERS, AFL-CIO-CLC**

EFFECTIVE: July 1, 2025

EXPIRING: June 30, 2028

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PREAMBLE

This Agreement is entered into by and between the Town of Woodstock, Vermont, hereinafter referred to as the Employer and the Professional Firefighters of Woodstock Local # 5323, International Association of Fire Fighters, hereinafter referred to as the Union. It is the purpose of this Agreement to achieve and maintain harmonious relations between the Employer and the Union; to provide for equitable and peaceful adjustment of differences which may arise, and to establish proper standards of wages, hours, and other conditions of employment.

ARTICLE 1. RECOGNITION

The Town recognizes the Union as the sole and exclusive bargaining agent for the purposes of negotiation with respect to wages, hours of work, conditions of employment, and all mandatory subjects of bargaining for all permanent full-time employees of the Woodstock Fire and EMS Department, with the exception of the Fire Chief and EMS administrator, in accordance with the certification by the Vermont Labor Relations Board, and Vermont Statute in force on the effective date of this Agreement, and excluding all other employees of the Town.

ARTICLE 2. NON-DISCRIMINATION

The parties to this Agreement agree not to discriminate against any employee because of race, color, creed, sex, national origin, marital status, or sexual orientation.

ARTICLE 3. PAYROLL DEDUCTIONS

The Union authorizes and the Town agrees to deduct weekly from the pay of each bargaining unit member:

Section 3.1 Union Dues

An amount equal to union dues as determined by the association, from the pay of employees signing an authorization for dues deduction. Notice of change to dues deduction will be made by the Union president to the Town.

Section 3.2 Group Health Insurance

Each employee's proportionate share of the cost of the group health insurance as specified in Section 13.1 of this Agreement.

Section 3.3 Employee's Pension Contribution

Each employee's pension contribution as specifically provided in Article 14 of this Agreement.

Section 3.5 Deferred Compensation Section 457(b)

Any contributions to the Section 457(b) Public Employee Retirement Deferred Compensation Plan pursuant to Section 14.5 herein, to be deducted from the pay of those employees who voluntarily authorize such payroll deductions in writing. The amounts so deducted shall be remitted to the designated Trustees or Plan Administrator weekly.

ARTICLE 4. ASSOCIATION BUSINESS AND OFFICERS

Section 4.1 - List of Union Officers

The Union agrees to provide a list of its officers to the Town, and to notify them of any changes. This will occur within two (2) weeks after election of officers. The Fire Chief will be copied for this notification.

Section 4.2 - On Duty Attendance to Professional Fire Fighters of Vermont Meeting

Employees who are on duty shall be permitted time to attend meetings of the Professional Fire Fighters of Vermont when the meeting is being held in the Town of Woodstock.

Section 4.3 - Copies of Job Description and Agreement

The Town agrees to provide the Union with copies of all job descriptions for positions in the fire and EMS department, one bound copy of this Agreement for Union files and one bound copy of this Agreement for each employee covered under this Agreement. An electronic copy of this Agreement in both .pdf and editable format shall be made available to the Union.

Section 4.4 - Bulletin Board

Town shall provide space in the fire station for a bulletin board which may be used by the Association for the purpose of posting notices of meetings and any other subjects that may be of interest to its members.

Section 4.5 - Union Activities

There shall be no discrimination, interference, restraint, or coercion by the Employer against any employee for his/her activity on behalf of, or membership in, the Union.

Section 4.6 – Donations

IAFF Local #5323 agrees that to avoid any perception of conflict, all fundraising will be filtered/vetted through the Woodstock Fireman's Relief Association. This includes training, conferences, social activities and/or mutual aid. If the IAFF receives any unsolicited funding, said funding will be deposited into the WFRA in good faith. For this consideration the WFRA will, in good faith, consider any reasonable IAFF #5323 request for funds.

ARTICLE 5. NO STRIKE, NO LOCKOUT

The Town and the Union subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of work. During the term of this Agreement, neither the Union nor its agents or any employee, for any reason will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the employer. During the term of this Agreement, neither the employer nor its agents for any reason shall authorize, institute, aid or promote any lockout of employees covered by this Agreement.

ARTICLE 6. MANAGEMENT RIGHTS

Except as specifically limited by an express provision of this Agreement, the Town reserves and retains all rights, decision-making, prerogatives, functions and authority connected with or in any way incidental to its responsibility to manage the affairs of the Fire Department and the Town, including those rights granted to it by law and customarily belonging to or exercised by public management. It is understood and agreed that the Town possesses the sole right and authority to direct employees in all aspects including, but not limited to, all rights and authority exercised by the Town prior to the execution of this Agreement, except as modified in this Agreement. The failure to exercise management rights shall not be deemed a waiver of any future exercise of such right.

ARTICLE 7. WORK RULES

The Town may adopt rules, regulations, general orders, directives, guidelines and Standard Operating Procedures (hereinafter referred to as "Work Rules") for the operation of the Fire Department and the conduct of its employees, provided that such Work Rules do not conflict with any provisions of this Agreement and do not involve mandatory subjects of bargaining. If there is any conflict between a specific provision of this Agreement and a Work Rule, the specific provision(s) of this Agreement shall take precedence.

ARTICLE 8. CONFLICT OF INTEREST

No employee covered under this contract shall have a financial interest in or profit from any contract, service, purchase, sale or work performed by the Town; nor shall any employee solicit, receive, or agree to receive any compensation, gift, reward, or gratuity from any source except the Town for any matter or proceeding connected with or related to the duties of such employee unless otherwise provided by law.

ARTICLE 9. HOURS OF WORK, OVERTIME AND CALLBACK

Section 9.1 Average Work Week

The average work schedule for employees shall be a forty-two (42) hour work week.

Section 9.2 Duty Day

A duty day ("Duty Day") is defined as twenty-four (24) consecutive hours for the purpose of this Agreement. The duty schedule is one duty day on, followed by seventy-two (72) consecutive hours off. It is understood that the duty day shall begin at 0800 hours of a given day and end at 0800 hours the following morning.

Section 9.3 Overtime

All unscheduled hours worked shall be considered overtime work and shall be paid at the overtime rate, time and one half. Overtime Pay shall be payable on the first regular payday following the week in which overtime is worked. Overtime shall be paid to employees attending training sessions, meetings and other Fire/EMS department functions which are required by the Town during unscheduled hours as cleared by the Chief of the Dept.

Section 9.5 Equitable Distribution of Overtime

Whenever practical, overtime will be distributed equitably among all employees who can perform the work. The Union will cooperate with the Town to insure Equitable Distribution of Overtime. In distributing overtime equitably, the Fire Chief, to the extent permitted by the operational needs of the department, will offer overtime opportunities in rotation following the seniority schedule. It recognizes that call back overtime, which is defined as overtime occasioned by an emergency condition will, of necessity, require deviation from the seniority roster.

Section 9.6 Shift Transfers

A. **Notice:** Written notice of permanent transfers to other shifts will be posted at least 2 weeks prior to the change. Affected employees will be notified in writing prior to posting. All employees will receive a minimum of 72 hours off between his or her last shift and the first shift of a new assignment.

- B. **Leave Time Effect:** In the event of a shift change or any reassignment of shift duty, previously approved leave time shall remain in effect.

Section 9.7 Callback/Order in

- A. **Callback Occasioned by Emergency:** Any employee called to work outside his or her regularly scheduled shift during an emergency, shall be paid for a minimum of three (3) hours at the overtime rate, except that this provision shall not apply to hours worked consecutively when the employee is held over at the end of a shift.
- B. **Callback Occasioned by Emergency While on Leave:** An employee who is on leave, who elects to respond to work in the case of an emergency shall receive pay at the overtime rate for those hours worked, with a minimum of three (3) hours. An employee who is on leave, who elects to respond to work in the case of an emergency shall have their leave time credited as follows

Callback consisting of 4 or more consecutive hours - 8-hour shift

Callback consisting of 8 or more consecutive hours - 14-hour shift

Callback consisting of 14 or more consecutive hours - 24-hour shift

Section 9.8 Order In

Occasionally a member of the department may be ordered in to cover shift, an event or any other need of the department. Any employee called to work outside his or her regularly scheduled shift during an order in, shall be paid for a minimum of three (3) hours at the overtime rate, except that this provision shall not apply to hours worked consecutively when the employee is held over at the end of the shift.

ARTICLE 10. LEAVE

Section 10.1 Vacation Leave

A vacation week is defined as two (2) duty days. Vacation leave shall be granted as follows: two (2) vacation weeks immediately after hire; three (3) vacation weeks after five (5) years of service; four (4) vacation weeks after ten (10) years of service; and five (5) vacation weeks after fifteen (15) years of service. Vacation is accrued through the year based on hours worked.

- A. **Posting of Vacation Roster:** No later than December 15th, the Fire Chief will post a vacation request roster for the succeeding calendar year. The roster will include, in seniority order, employees eligible for vacation.
- B. **Requesting Vacation Leave:** Employees will request vacation leave consistent with past practice by giving 15 days written notice to the Fire Chief. The Fire Chief will honor employee's requests for scheduling of vacation leave with seniority controlling in the event of any conflict between employees over such scheduling. Once vacation leave is approved, that approval shall not be withdrawn except when the employee agrees in writing to allow withdrawal of approval. Vacation Leave shall be posted on the vacation roster once approved by the Fire Chief. Once posted, changes in approved Vacation Leave may be made only for reasonable cause. In the event of a shift change or any reassignment of shift duty, previously approved Vacation Leave shall remain in

effect.

- C. **Vacation Anniversary Date:** Vacation eligibility year shall be determined by an employee's anniversary date of employment.
- D. **Vacation Use and Carryover:** Vacation leave must be used by June 30th each year. Vacation leave may not be carried over past the 240hr cap except for extreme circumstances approved by the Chief and Town manager,
- E. **Effect of Termination:** Employee will be compensated in a lump sum payment for all-accrued but unused Vacation Leave accrued at the time of termination at the employee's current rate. In the event of his or her death, such payment will be made to his or her designated beneficiary. This is contingent on all items required to be returned to the Fire Dept have been returned. (radios, pagers, uniforms, etc.)

Section 10.2 Personal Leave Time

Employees shall be given 16 hrs. of personal time July 1st each year and cannot be carried over year to year. Personal time may be used at a minimum of 4-hour increments.

- A. **Requesting Personal Leave Time:** Employees shall request PLD's in writing. The Fire Chief shall grant or deny PLO requests in writing, denial of Personal Leave Time is only permissible for good cause. It will be the responsibility of the Fire Chief to determine the number of employees who can be scheduled off at any one time.
- B. **Personal Leave Bank:** Personal time if not used will be turned back in June 30th each year.

Section 10.3 Sick Leave

After date of hire employee will have (5) duty days of sick leave per year, which will reset on employee's date of hire annually. Sick Leave-eligible Full-time Employees may carry over unused sick leave from year to year up to a maximum of 360 hours (15) duty days. If an employee has more than 15 days at the end of the fiscal year, the time over 15 days will be moved to their sick bank. The sick bank balance can be used in cases of emergencies (FMLA, Short term disability, etc.) with approval from the Municipal Manager.

Eligible employees must use paid sick leave in increments no smaller than 4 hour intervals.

An employee whose absence extends beyond two consecutive working days may be required to provide the Department Head with a statement from a physician or licensed health practitioner attesting to the employee's inability to work (or such other acceptable evidence that is applicable to the reason for the absence).

Section 10.4 Bereavement Leave

- A. **Death of an Immediate Family Member:** In the event of a death in the immediate family of an employee, (spouse, domestic partner, parents, children, brother, sister, grandparents, grandchildren, father-in-law, and mother-in-law) the employee shall be granted two (2) working

days leave of absence with full pay. An additional day may be allowed for excessive travel if deemed necessary and approved by the chief.

- B. **Death in Family Other Than Immediate Family Member:** In the event of a death in the family other than the immediate family of an employee, the employee may be granted one (1) working day with full pay to attend the funeral. Additional time off with pay may be granted at the discretion of the Fire Chief.
- C. No more than 2 shifts off per year may be used for bereavement unless otherwise approved by the chief.

Section 10.5 Military Leave

Any member who is a member of a reserve force of the United States or the State of Vermont and who is ordered by appropriate authorities to attend a training program or perform other duties under the supervision of the United States or the State of Vermont, shall be granted an unpaid leave of absence during the period of such activity. Any employee who enters active service in the armed forces of the United States while in the service of the employer shall be granted an unpaid leave of absence for the period of military service. The Town also agrees to allow employees on Military Leave to remain on the Town's insurance plan provided for under Section 13 if allowed by the insurance provide and paid promptly by the employee.

Section 10.6 FMLA

Full-time union employee may receive leave as described in the Family and Medical Leave Act, 29 U.S.C. 2601 and 2611 et seq. (FMLA), and Vermont Parental and Family Leave Act, 21 V.S.A. 470 et seq. (VPFLA). These federal and state laws will determine employee eligibility, the qualifying reasons for such leave and the length of leave.

The Town and Village reserves the right to designate any qualifying leave of absence granted under this policy as leave under FMLA or the VPFLA. A request for leave must be made to the Municipal Manager or Human Resources within a reasonable time in advance, and shall include, when possible, the estimated duration. In the case of serious illness of the employee or a member of the employee's family, the Municipal Manager may require certification from a physician to verify the condition and the amount and necessity for the leave requested. Where an employee's leave request is covered by the VPFLA and the FMLA, the Town/Village will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the VPFLA and FMLA, the leave periods will run concurrently.

For the purpose of determining the 12-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town and Village will use a rolling 12-month period measured backward from the date an employee uses such leave.

Section 10.7 Leave of Absence

- a. Any employee as defined in VSA Title 21, Section 472, who works 30 or more hours per week and who has worked for the Town or Village continuously for at least one year, shall be entitled to take unpaid parental/family leave for a period not to exceed twelve (12) weeks during the employee's pregnancy and following the birth or adoption of their child.

- b. Any employee as defined in VSA Title 21, Section 472, who works 30 or more hours per week, shall be entitled to take unpaid family leave for a period not to exceed twelve (12) weeks for personal illness, or to care for a seriously ill spouse or domestic partner, child, stepchild, ward, foster child, parent or parent of the employee's spouse or domestic partner.
- c. Sick or vacation leave, not to exceed six (6) weeks, consistent with existing policy, may be used by the employee during parental or family leave. However, utilization of accrued vacation leave shall not extend the leave provided in section "a" or "b" above.
- d. The employer shall continue employment benefits for the duration of such parental and family leave. The employer may require that the employee contribute to the cost of the benefits during the leave at the existing rate of employee contributions.
- e. Written notice of intent to take parental and family leave shall be given the employer, including the date of leave expected to commence and estimated duration of the leave, with reasonable notice prior to the anticipated commencement of the leave. Upon approval by the Municipal Manager, an employee may return from leave earlier or later than estimated.
- f. Upon return from parental and family leave, the employee shall be offered the same or comparable job at the same level of compensation, employment benefits, seniority or any other term or condition of employment existing on the day leave began. 21 VSA 472.
- g. Except for serious illness, an employee who upon completion of parental/family leave does not return to the employment of the Town or Village of Woodstock, will have to return to the Town and Village the value of any compensation paid to or on behalf of the employee during the leave except payments for sick leave or vacation leave.

Section 10.8 Jury Duty Pay

The Town of Woodstock supports employees who are called to perform the civic duty of jury service. Any employee who is absent due to being summoned for jury duty and whose attendance at court or otherwise is required shall be granted leave at full pay for the time absent from work necessitated by such service. Employees who are called for jury duty will notify their Department Heads of such duty. The employee will return to work shift at the end of Jury duty. The compensation from Jury duty if any will be turned over to the Town of Woodstock.

ARTICLE 11. HOLIDAYS

The parties recognize twelve (12) paid holidays as follows:

New Year's Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Juneteenth Day

Independence Day

Labor Day

Indigenous People Day

Veteran's Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

Section 11.1 Employee's Scheduled to Work on Holiday

An employee who is required by the Town or Village to work a holiday listed in the Holiday Leave section of this policy, shall be compensated for the rate of time and one-half plus holiday pay.

Section 11.2 Employees Not Scheduled to Work on Holiday

Employees who are not scheduled to work during holidays shall receive twelve-(12) hours of pay at the rate of straight time in addition to their regular pay.

Section 11.3 General Provisions and Eligibility

When a holiday occurs during an employee's vacation, he/she shall be paid for the holiday in addition to their vacation. To be eligible to receive compensation, employees must be in a pay status on the workday immediately preceding a holiday and the workday immediately following a holiday

ARTICLE 12. INCENTIVE PROGRAM

Employees who obtain and maintain certification in the following categories shall receive the following incentive.

Section 12.1 Technical Rescue

Technical Rescue Operations in each of the following: VT Rope Rescue, Water Rescue, Confined Space, Trench Rescue, and Building Collapse = 1.0% of Base Pay

Section 12.2 Fire Certification

Firefighter II VT- Pro Board Certification= \$1.00 per hour. This is reflected in appendix A.

Section 12.3 Emergency Medical Services

Upon completion of approved AEMT or Paramedic Class and after receiving a license from the State of Vermont at the new provider level achieved, Employee will be compensated immediately at

that level. The Assistant Chief or Head of Woodstock EMS will have two weeks (14 days) to sign off on the individual's new status.

Section 12.4 Higher Academic Education

To qualify for this incentive, degrees must have been earned at an accredited educational institution. The degree in the opinion of the Fire Chief must be relevant to the fire service.

Yearly compensation to be given on July 1st of each year.

Associate's degree = \$250

bachelor's degree = \$500

master's degree = \$750

ARTICLE 13 INSURANCE

Section 13.1 Health Insurance

The Town will provide medical, hospital and major medical coverage to all employees covered by this Agreement.

- A. Health Insurance Plan:** The Town of Woodstock VT shall, on behalf of employees covered by this Agreement and meeting the requirements of the State of Vermont pertaining to hours worked contribute an amount up to 93% of the Silver GHDHP plan premium for any plan the employee chooses (single, couple, parent and children, family) through MVP or equivalent as mandated by Vermont law. The employer shall pay all first dollars out of pockets through an HRA.
- B. Premium Contribution:** For the duration of this Agreement, employee contributions to the health insurance premium shall be no more than 15%.
- C. Health Reimbursement Account (HRA):** A Health Reimbursement Account (HRA) will be set up for each employee covered under insurance. The Town shall be responsible for all first deductible payments through an HRA.
- D. Employee's Ability to Pay Deductible:** If an employee is unable to pay his or her share of the deductible in one lump sum, the Town agrees that, upon request of the employee and proof of medical expenses, it will advance the employee his or her share of the deductible and withhold them from the employee's paycheck a weekly sum in an amount that allows the remaining balance to be repaid to the Town in equal installments no later than the end of the calendar year. If such advance has not been repaid in full by the time an employee terminates his or her employment, the Town shall deduct the balance due from such employee's final compensation.
- E. Plan Changes:** In each year of this Agreement, the Town shall have the right, upon notice to the Union, to change health insurance providers and/or health insurance plans to those with-best cost as offered by insurance companies, provided that employees receive equivalent benefits, and the employees have a right to negotiate the decision of the plan change. Conversely, any changes to the plan must be mutually agreed upon by both parties. Notwithstanding this provision, any health insurance plan provided to employees during the term of this Agreement shall not increase the percentage of premium paid by employees by more than 15 % per year.

F. Health Insurance Buyout: The Town agrees to make a cash payment equal to fifty percent (50%) of the full cost of a single person plan, payable in quarterly increments, to any eligible employee who declines the Town's medical insurance coverage. To elect this option, the employee must certify to the Human Resources that the employee has other health insurance coverage. If an employee elects conversion or late coverage under the Town program, a pro-rated portion of the cash payment shall be returned to Town by the employee.

G. Extension of Benefits to the Spouse and Qualifying Children: Health insurance benefits will be extended to the spouse and qualifying children in the event of the line of duty death of an employee. The contribution levels will be equal to those contained under Article 13 Section 13.1. this benefit will expire once the spouse is eligible for Medicare.

Section 13.2 Dental Insurance

The Town will provide dental insurance with the base cost of such insurance to be paid by the Town.

Section 13.3 Group Life Insurance

The Town will provide, at its sole cost, group life insurance for each employee, including a benefit of base wage up to a maximum amount of \$100,000 of basic life insurance protection and up to base wage of accidental death benefit protection. If available from the Town's life insurance provider, additional life insurance protection with a maximum benefit of \$100,000 may be purchased by the employee at the employee's cost.

Section 13.4 Short-Term Disability Benefits

The Town will provide short-term disability benefits for employees covered by this Agreement, with benefits commencing on the eighth (8th) day of disability and will pay a benefit of sixty-six and two thirds percent of basic weekly compensation, up to a maximum of \$750.00 per week, for a maximum of twenty-six (26) weeks. An employee's application for benefits under this Section (hereinafter "disability benefits") shall not be used as evidence in any legal proceeding between the employer and the employee except with respect to a claim for disability benefits under this Section. During the eight (8) day waiting period for benefits under this Section, an employee will be required to use any accrued sick time first and, once all sick time has been used, the employee will be required to cover any of the remaining days with accrued vacation time. An employee will not be paid from his or her regular salary during this period. An employee who is receiving short-term disability benefits and who has unused vacation or PLDs may request to take said days while receiving short-term disability benefits, during which time the Town will pay such employee the difference between his or her short-term disability benefits and the actual gross pay the employee would have received for each vacation day or PLO requested. Requests to use PLDs or vacation days for this purpose will be considered, subject to the scheduling needs for the remaining calendar year and the provisions of Article 10 of this Agreement. An employee granted such request shall be charged with vacation or PLDs sufficient to cover the amount of supplemental wage up to gross pay.

Section 13.5 Workers' Compensation

An employee who is on workers' compensation leave and receiving workers' compensation benefits shall not be entitled to use paid time off while on leave, except that an employee who has unused vacation or PLDs may elect to use such leave time to supplement workers' compensation benefits, in which event the Town shall pay such employee the difference between his or her workers' compensation benefits and the actual gross pay the employee would have received for each day so taken. An employee making such elections shall be charged with vacation or PLDs sufficient to cover

the amount of supplemental wage up to gross pay. Employees on workers' compensation leave shall continue to receive medical, hospital, major medical and dental benefits as well as retain seniority. The employee must make arrangements with the human Resources Director while on Workers' Compensation to continue to pay for deductions, i.e. - health insurance, voluntary life insurance, etc.

ARTICLE 14 RETIREMENT

Section 14.1 Retirement Benefits

All employees will participate in VMERS retirement plan Group C or D. The parties agree to pay the statutorily required employer and employee contributions for the selected group.

Section 14.2 Section 457 Public Employee Retirement Plan

The parties agree to offer the Nationwide Retirement Solutions Section 457 (b) retirement plan to employees who voluntarily elect to participate. Payroll Deductions for employee contributions are defined in Article 3 Section 3.5 of this Agreement.

ARTICLE 15 GRIEVANCE AND ARBITRATION PROCEDURE

A grievance is any dispute or difference of opinion alleging a violation, misinterpretation or misapplication of the terms of this Agreement. A grievance shall be processed as follows:

Step 1 - Written Notice to Fire Chief

The written grievance, signed by the employee, is submitted to the Fire Chief, indicating the nature of the grievance, the facts on which it is based, the provision or provisions of this Agreement which are alleged to have been violated, misinterpreted or misapplied, and the relief requested. The grievance must be presented within ten (10) calendar days from the date of the occurrence of the event first giving rise to the grievance. The Fire Chief shall meet with the grievant and/or the Union representative within seven (7) calendar days after receipt of the written grievance and shall respond in writing within seven (7) calendar days after such meeting.

Step 2 - Written Notice to Town Manager

If the grievance is not settled at step 1, the written grievance shall be filed by the Union Steward to the Town Manager, who shall meet with the grievant and/or the Union representative within seven (7) calendar days after receipt of the written grievance and who shall respond in writing within seven (7) calendar days after such meeting.

Step 3 - Written Notice to Select Board

If the grievance is not settled at step 2, the written grievance shall be appealed to the Select Board, who shall meet with the grievant and/or the Union representative within seven (7) calendar days after receipt of the written grievance and who shall respond in writing within seven (7) calendar days after such meeting. Select Board may delegate its responsibility under this step to a sub-committee or to legal counsel.

Step 4 - Arbitration

- A. If the grievance remains unsettled following step 3, the Union, and not the individual employee(s), may request arbitration by providing written notice to the Town within thirty (30) calendar days after reply of the Select Board or its designee at Step 3.
- B. The parties shall attempt to agree upon an arbitrator within ten (10) calendar days after the receipt

of the request for arbitration. If the parties fail to agree on an arbitrator, they shall request a panel from the American Arbitration Association.

- C. The arbitration shall take place within thirty (30) days of the selection of the arbitrator, unless altered by mutual agreement of the Town and the Union. The expenses for the arbitrator and the cost of a written transcript, if required by the arbitrator, shall be shared equally between the Town and the Union.
- D. The arbitrator's decision shall be final and binding on the parties. The arbitrator shall have no power to add to, subtract from, alter or modify this Agreement or any of its provisions. The arbitrator shall only consider and make a decision with respect to the specific issue or issues of contract violation, interpretation or application submitted to arbitration and shall have no authority to make a decision on any other issues not so submitted. The arbitrator may not impose any remedy or right of relief for any period of time prior to the effective date of this Agreement. Any dispute arising prior to the date of execution of this Agreement shall be determined under the terms of the predecessor to this Agreement.

Section 15.1 Waiver

A grievance shall be deemed waived and settled on the basis of the Town's last answer unless:

- A. Submitted at Step 1, within (10) calendar days after which the Union knew or should have known of the occurrence or nonoccurrence of the incident upon which the grievance is based, except that in the case of a discharge submitted at Step 3 within seven (7) calendar days.
- B. Submitted to the next higher step within seven (7) calendar days after the response of the Town representative, except that in the case of arbitration, within fifteen (15) calendar days. Submission to arbitration shall be accomplished by letter addressed to the American Arbitration Association (or to a mutually selected arbitrator) and postmarked within the time limit herein provided. A copy of such letter will be mailed concurrently to the Town Manager.

Section 15.2 Town's Right to Grieve and Arbitrate

The Town retains the right to grieve or proceed to arbitration under the provisions of this Article.

Section 15.3 Extension of Deadlines

The deadlines established in this Article may be extended by mutual consent of both parties expressed in writing and signed by the parties.

ARTICLE 16 DISCIPLINE AND DISCHARGE

Section 16.1 Degree of Discipline

The Town shall not discipline or discharge an employee who has completed his or her probationary period except for just cause. The parties jointly recognize the value of progressive and corrective discipline. It is the intent of the Town to apply discipline with a view toward uniformity and consistency of punishment. Accordingly, whenever appropriate, the Town will ordinarily apply discipline in a progressive manner as follows:

- 1st Violation - Oral Reprimand;
- 2nd Violation - Written Reprimand:

3rd Violation - Suspension (with written notice);

4th Violation - Discharge

Nothing in the Section shall prohibit the Town from bypassing one or more steps of progressive discipline when just cause requires, or from applying disciplinary action of differing degrees

Section 16.2 Privacy

The Town agrees that disciplinary action will be taken in a timely fashion and will be taken privately where practical. Once the measure of discipline is determined and imposed, the Town shall not increase it for the particular set of misconduct unless new facts or circumstances related to the misconduct become known.

ARTICLE 17 HIRING AND EMPLOYMENT

Section 17.1 Candidate Medical and Cancer Screening

All new candidates hired after execution of this Agreement may have a pre-employment physical examination, to include at a minimum a full physical examination, pulmonary function test, EKG, and blood work, and a cancer screening as recommended by the American Cancer Society based on the age and sex of the applicant. The Town will provide this pre-employment physical examination at its cost. Annual cancer screening is available to all Full-time Union employees in July of each calendar year through the Town of Woodstock (ONETEST).

Section 17.2 Inoculation

Employees will submit to a Hepatitis B vaccination at the expense of the Town unless the employee declines in writing.

Section 17.3 Definition and Probation Period

Seniority is defined as the length of an employee's continuous service in a full-time position. Employees shall be placed on the seniority list after the completion of the probationary period of one (1) year from the effective date the employee was hired. The probationary period of an employee may be extended by the Fire Chief for an additional six months only if the employee was unable to complete their probation period due to illness, work injury, or any other legitimate prohibiting factor and any reason. An employee must be notified of an extension in writing with copy to the union president. Extensions shall not be provided for employees who fail to meet applicable performance standards with no legitimate extenuating circumstance.

Section 17.4 Seniority Lists

Each January the Town shall post a seniority list showing the continuous service of each employee on the Fire Department bulletin board. If more than one employee is hired on the same day, the Town shall decide which of these employees is senior and shall notify the Union.

The seniority list will be used to determine the order in which full-time Union employees are offered full-time Union member open shifts due to vacation days, sick days, personal days, or personal injury. The list rotates based on acceptance of an open shift. The individual contacted via phone call will have 5 minutes to respond to the open shift request before the next individual in numeric order is contacted. Procedurally, the WFD will maintain a record of call and time to ensure proper contact was attempted and completed. Should the seniority list become exhausted without solution or

fulfillment after the agreed upon five-minute grace period per each member the WFD can request approved dual-certified part-time WFD employees to cover the above-mentioned circumstances. The IAFF Local #5323 agrees that every good intentioned attempt to contact will be met with their best efforts.

Section 17.5 Filling vacant shifts

Woodstock Professional Firefighter Local 5323 gives permission to the Fire Chief to fill vacant hours while a full-time Union member is attending an approved online or in-person training. The hours of vacancy should be offered first to full-time union members based on the seniority list, and if unable to fill with full-time staff the Chief can fill that shift with a part-time member properly certified as firefighter/EMT at a minimum.

Section 17.6 Part-time/Evening Coverage

For the safety of the community and our coverage area full-time personnel will be allowed to cover Part-time or Evening Coverage shifts with the same guidelines as the Part-time personnel to the following:

- A. Monday-Friday 6PM-6AM stipend at the current rate offered to part-time employees per night at Home-member must come into the station (when pt crew is out) at time and one half. (Min 3 Hours pay)
- B. Monday-Friday 6PM-6AM stipend at the current rate per night in Station and then paid at time and one half (when pt crew is out) covering or working.

Weekend shifts will be put out to all Full-Time personnel Monday or Tuesday two weeks in advance, if deemed necessary by Chief and will be filled from the overtime list. Weekend Coverage shifts will be Saturday 6AM through Monday at 6AM to be paid the following:

- C. Paid at time and one half while in station.
- D. Personnel are welcome to cover from home if not more than 20 minutes away per 12-hour shift with a stipend at the current rate offered to part-time employees. Members must come in to cover when the crew is out, then pay will be time and one half. (Min 3 Hours pay)

Section 17.7 Breaks in Continuous Service

An employee's continuous service shall be broken by voluntary resignation, discharge for cause, layoff more than 24 months, retirement, failure to return to work without notice or good cause to his or her next scheduled shift after expiration of a leave of absence, or participation in withholding of services which is illegal or violation of this Agreement. If an employee returns to work within thirty (30) days, the break in continuous service shall be removed from his or her record unless such break is due to participation in withholding of services which is illegal or in violation of this Agreement. An employee's continuous service record shall not be broken by vacation, sick leave, suspension or any authorized leave of absence

Section 17.8 Promotions

When a promotional opportunity occurs within the Woodstock Fire Department, it shall be posted on the Union bulletin board at least ten (10) days before the position is vacated, or within three (3) days if

the occasion was immediate or unexpected. The posting must include the job description for the promotional position, and a description of any other documents necessary for candidates to provide (i.e. cover letters, letters of interest, resume, or references). All eligible employees shall have an equal opportunity to apply for said position.

A. Timelines: Promotional postings must remain open and on the Union bulletin board for fourteen (14) days. The evaluation/assessment process as described in Section 17.7 Subsection C. shall occur no later than fourteen (14) days after the closing of the promotional posting. Within seven (7) days of completion of the evaluation/assessment process, the Fire Chief shall notify each of the candidates in writing as to who will receive the promotion(s), and the candidates numeric ranking on the promotional list. The Fire Chief shall have the option of selecting from the top two (2) ranking candidates on the promotional list.

B. Eligibility:

Senior Firefighter:

The senior firefighter for each crew not containing a captain or higher will be chosen by the Chief.

Captain

After June 30, 2025, to be eligible, employees should have a minimum of three 3 years of experience with the Woodstock Fire & EMS Department. The candidate should have completed all training requirements outlined in the captain's job description.

C. Evaluation/Assessment:

Senior Firefighter:

Will be based on EMT level and FF level and experience, this person will be chosen at the chief's discretion.

Captain

- Written and/or Oral Exam 40 points: A copy of the study materials will be made available at the Fire Station.
- Oral Board 35 points: An Oral Board consisting of a cross section of professionals such as a Town Official, a Management Professional and an outside Career or Woodstock Fire Assistant Chief will interview the candidate. The Oral Board will last approximately thirty (30) minutes.
- Resume 5 points: The applicant will submit a resume with information pertinent to the position being applied for. One (1) point each will be assigned to grammar, spelling, and format. Two (2) points will be assigned for content. A single error in any of the above categories will result in loss of credit for that category.
- Time In-Service 5 points: Credit will be awarded for each year of service as a Career employee with the Woodstock Fire & EMS Department. One half of one (.5) point will be awarded for each year of service to the Woodstock Fire & EMS Department with a maximum of five (5) points.
- Formal Education 5 points: Credit will be awarded for Associates, Bachelors, or Graduate Degrees. One (1) point will be awarded for an associate's degree, an additional one (1) point for a

bachelor's degree, and one (1) point for a Graduate Degree. A Fire Service Degree (i.e.: Fire Science, Fire Protection, Fire Investigation) will be awarded two (2) additional credits above and beyond the Degrees listed above.

- Presentation/Exercise 10 points: Applicant may be asked to prepare and deliver a presentation on a topic relating to the function of the promotional position or complete an exercise that demonstrates the applicants understanding and ability concerning a skill specific to the position. Each applicant will be provided the same topic with forty-eight (48) hours of notice. The presentation will be held before the same oral board members who participated in the oral board interview process. The presentation will not exceed ten (10) minutes in length.

An overall score of 70 or more on the captain evaluation process will be considered a passing grade.

ARTICLE 18 WAGES

The Employer will implement the wage scale outlined in Appendix A (Pay Scales/Rates). Cost of living increases will be applied as outlined in Appendix

Captains pay - \$1.00 pr hr. upon being appointed Captain.
Senior FF- \$0.25 pr hr. upon being appointed.

Stipends - \$4000.00 - living within 20 minutes of station 1 according to google maps and with a reasonable amount coverage per year (24 station coverages for ambulance).

ARTICLE 19 UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Section 19.1 Standards

All protective equipment, tools, and uniforms shall meet NFPA standards at the time of purchase. The Town of Woodstock will do all it can to replace items as needed. The Town of Woodstock will do all it can for Tools and equipment maintenance to meet current NFPA standards.

Section 19.2 Responsibility for Protective Equipment

It shall be the responsibility of any employee having the custody of any equipment and property to see that it is properly cared for, kept clean and returned to its proper place of storage

Section 19.3 Uniforms and Clothing

The Town will provide, at its cost, the following clothing to each employee:

- Three (3) approved station wear shirts, long or short sleeve.
- Three (3) approved station wear uniform pants.
- Two (2) tee shirts with Fire Department logo.
- One (1) pair approved uniform shorts

Section 19.4 As Needed Replacement

The Town agrees to replace the following clothing on an as needed basis, as long as it is solely used for Woodstock Fire/EMS:

- One (1) Pair of duty boots or shoes with protective toe (quick release zipper on boot). The Town shall determine the shoe or boot to be provided. The town will offer \$200.00 towards approved

boots

- One (1) jacket.
- Any annual replacement clothing damaged or worn out prior to their normal replacement date. That is used solely for employment with the Town of Woodstock.

Section 19.5 Distribution of Uniforms

Uniform replacement shall be completed by the fifth month of the fiscal year.

Section 19.6 Damage to Personal Items

In the event an employee's personal items including, but not limited to, clothing, watches, prescription eyeglasses are damaged or broken in the line of duty, the Town shall reimburse the employee for the cost of replacement with articles of comparable value.

ARTICLE 20 TRAINING

Section 20.1 Tuition

The Town will pay for or reimburse employees for the cost of tuition for training approved in advance by the Fire Chief. Failure to pass the training or attend the class, the employee will reimburse the Town all associated costs.

Section 20.2 Paramedic School

A candidate wishing to become a paramedic shall receive approval from the Fire Chief. The Town of Woodstock reserves the right to use a school of its choice. The candidate must pass the paramedic school and receive an VT EMTP card. If the candidate fails at either of the aforementioned items, they shall reimburse the Town of Woodstock for the Class, lodging, and airfare. The candidate will then enter a 4-year contract with the Town of Woodstock that states if the person leaves the Town of Woodstock within one year of Receiving an VT EMP-P card they will reimburse the town 75% of the cost of the class, after 2 years 50%, and after 3 years 25%. No more than one person at a time may take the Paramedic class. The individual next chosen to attend will be allowed to attend following the successful completion of the first individual the following year pending approval of funding in the town budget.

Section 20.3 Travel Expense Work Related Expenses, Mileage Reimbursement:

Employees who, as part of their job, are required to travel, shall be reimbursed for related expenses according to the following:

- Transportation: Whenever possible, employees will use Town vehicles for job related travel.
- Mileage Reimbursement: When the use of an employee's personal vehicle for job related travel is required, the Town will pay a mileage allowance at the present IRS allowable mileage rate.
- Meals/Lodging: Employees who travel out of town on business will be reimbursed as follows - \$50.00 per day reimbursed for Food, and reasonable costs incurred for, lodging, and travel related expenses not to exceed preapproved amounts. For out-of-town business travel which encompasses more than one day and is greater than two hours and thirty minutes away, as calculated by normal driving speeds and conditions, the Town will provide the employee with lodging.

Section 20.4 Minimum Training Required for Employment

All employees must be certified at or above the level of AEMT through the National Registry and State of Vermont within 24 months of hire date.

ARTICLE 21 MISCELLANEOUS

Section 21.1 Copies of Agreement

The Town shall provide the Union a copy of this Agreement for each member of the bargaining unit, and an electronic copy of this Agreement to the Union President within one (1) week of the signing of the Collective Bargaining Agreement.

Section 21.2 Support for Budget and Renegotiation

During each fiscal year covered by this Agreement, the Town Manager and the Select Board will include in their budget sufficient funds to implement this Agreement and will support the Agreement publicly and at all Select Board meetings. If in any year of the Town Meeting fails to adopt the Select Boards recommendations and does not appropriate sufficient funds to implement this Agreement, both parties may renegotiate the economic terms and conditions of the Agreement, and the Agreement shall otherwise remain in force.

Section 21.3 Savings Clause

Should any provision of this Agreement be held to violate Federal Law, State Law, or Municipal charter or Municipal ordinance, all other provisions of this Agreement shall remain in force. This document does not negate the Town of Woodstock Personnel policy of Woodstock Fire/EMS SOG/SOP.

Section 21.4 Duration of Agreement

This Agreement shall be effective **July 1, 2025** and shall expire **June 30, 2028**. Either party may notify the other party of its desire to negotiate a successor agreement by written notice mailed by certified or registered mail addressed to the other party (in the case of the Town, the Town Manager) and postmarked no later than six months prior to the expiration date of the initial period of any renewal period. If neither party sends a timely notice, this Agreement will automatically renew until **June 30, 2028**, and from year to year thereafter, unless notice is sent, postmarked no later than six months prior to the then applicable expiration date. This Agreement shall remain in effect during any negotiations and shall continue to remain in full force and effect until such a time as a new Agreement is reached.

Section 20.5 Entire Agreement

This Agreement constitutes the entire agreement between the parties and includes all collective bargaining negotiations, except as may be mutually agreed upon by the parties, for the term of this Agreement.

Section 20.6 Acknowledgement of Arbitration

The parties hereto understand that this contract contains an agreement to arbitrate as provided in Article 12. Accordingly, neither the Union, any individual employee, group of employees, nor the Town can bring a lawsuit concerning any dispute that may arise concerning this Agreement, unless it involves a question of constitutional or civil rights. Instead, the Union and the Town agree to submit any such dispute to an impartial arbitrator pursuant to the provisions thereof.

Executed this day of

THE TOWN OF ST. WOODSTOCK
BY ITS TOWN MANAGER

BY ITS SELECTBOARD

Executed this day of

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO-CLC, Local 5323
BY ITS PRESIDENT

Andrew Hubbell

Appendix A Pay Scales/Rates

APPENDIX A

1-Jul-25			
	FF1-EMT	FF1-AEMT	FF1-Paramedic
Probation	\$ 21.66	\$ 23.72	\$ 25.78
1	\$ 22.09	\$ 24.19	\$ 26.30
2	\$ 22.54	\$ 24.68	\$ 26.82
3	\$ 22.99	\$ 25.17	\$ 27.36
4	\$ 23.45	\$ 25.68	\$ 27.91
5	\$ 23.91	\$ 26.19	\$ 28.46
6	\$ 24.39	\$ 26.71	\$ 29.03
7	\$ 24.88	\$ 27.25	\$ 29.61
8	\$ 25.38	\$ 27.79	\$ 30.21
9	\$ 25.89	\$ 28.35	\$ 30.81
10	\$ 26.40	\$ 28.91	\$ 31.43
11	\$ 26.93	\$ 29.49	\$ 32.05
12	\$ 27.47	\$ 30.08	\$ 32.70
13	\$ 28.02	\$ 30.68	\$ 33.35

1-Jul-25			
	FF2-EMT	FF2-AEMT	FF2-Paramedic
Probation	\$ 22.66	\$ 24.72	\$ 26.78
1	\$ 23.11	\$ 25.21	\$ 27.32
2	\$ 23.58	\$ 25.72	\$ 27.86
3	\$ 24.05	\$ 26.23	\$ 28.42
4	\$ 24.53	\$ 26.76	\$ 28.99
5	\$ 25.02	\$ 27.29	\$ 29.57
6	\$ 25.52	\$ 27.84	\$ 30.16
7	\$ 26.03	\$ 28.40	\$ 30.76
8	\$ 26.55	\$ 28.96	\$ 31.38
9	\$ 27.08	\$ 29.54	\$ 32.00
10	\$ 27.62	\$ 30.13	\$ 32.64
11	\$ 28.17	\$ 30.74	\$ 33.30
12	\$ 28.74	\$ 31.35	\$ 33.96
13	\$ 29.31	\$ 31.98	\$ 34.64

1-Jul-26			
	FF1-EMT	FF1-AEMT	FF1-Paramedic
Probation	\$ 22.31	\$ 24.43	\$ 26.55
1	\$ 22.76	\$ 24.92	\$ 27.08
2	\$ 23.21	\$ 25.42	\$ 27.63
3	\$ 23.68	\$ 25.93	\$ 28.18
4	\$ 24.15	\$ 26.45	\$ 28.74
5	\$ 24.63	\$ 26.97	\$ 29.32
6	\$ 25.12	\$ 27.51	\$ 29.90
7	\$ 25.63	\$ 28.06	\$ 30.50
8	\$ 26.14	\$ 28.63	\$ 31.11
9	\$ 26.66	\$ 29.20	\$ 31.73
10	\$ 27.20	\$ 29.78	\$ 32.37
11	\$ 27.74	\$ 30.38	\$ 33.02
12	\$ 28.29	\$ 30.99	\$ 33.68
13	\$ 28.86	\$ 31.60	\$ 34.35

1-Jul-26			
	FF2-EMT	FF2-AEMT	FF2-Paramedic
Probation	\$ 23.34	\$ 25.46	\$ 27.58
1	\$ 23.81	\$ 25.97	\$ 28.14
2	\$ 24.28	\$ 26.49	\$ 28.70
3	\$ 24.77	\$ 27.02	\$ 29.27
4	\$ 25.26	\$ 27.56	\$ 29.86
5	\$ 25.77	\$ 28.11	\$ 30.45
6	\$ 26.28	\$ 28.67	\$ 31.06
7	\$ 26.81	\$ 29.25	\$ 31.68
8	\$ 27.35	\$ 29.83	\$ 32.32
9	\$ 27.89	\$ 30.43	\$ 32.96
10	\$ 28.45	\$ 31.04	\$ 33.62
11	\$ 29.02	\$ 31.66	\$ 34.30
12	\$ 29.60	\$ 32.29	\$ 34.98
13	\$ 30.19	\$ 32.94	\$ 35.68

1-Jul-27			
	FF1-EMT	FF1-AEMT	FF1-Paramedic
Probation	\$ 22.98	\$ 25.16	\$ 27.35
1	\$ 23.44	\$ 25.67	\$ 27.90
2	\$ 23.91	\$ 26.18	\$ 28.45
3	\$ 24.39	\$ 26.70	\$ 29.02
4	\$ 24.87	\$ 27.24	\$ 29.60
5	\$ 25.37	\$ 27.78	\$ 30.20
6	\$ 25.88	\$ 28.34	\$ 30.80
7	\$ 26.40	\$ 28.91	\$ 31.42
8	\$ 26.92	\$ 29.48	\$ 32.04
9	\$ 27.46	\$ 30.07	\$ 32.69
10	\$ 28.01	\$ 30.68	\$ 33.34
11	\$ 28.57	\$ 31.29	\$ 34.01
12	\$ 29.14	\$ 31.91	\$ 34.69
13	\$ 29.73	\$ 32.55	\$ 35.38

1-Jul-27			
	FF2-EMT	FF2-AEMT	FF2-Paramedic
Probation	\$ 24.04	\$ 26.23	\$ 28.41
1	\$ 24.52	\$ 26.75	\$ 28.98
2	\$ 25.01	\$ 27.28	\$ 29.56
3	\$ 25.51	\$ 27.83	\$ 30.15
4	\$ 26.02	\$ 28.39	\$ 30.75
5	\$ 26.54	\$ 28.96	\$ 31.37
6	\$ 27.07	\$ 29.53	\$ 32.00
7	\$ 27.61	\$ 30.12	\$ 32.64
8	\$ 28.17	\$ 30.73	\$ 33.29
9	\$ 28.73	\$ 31.34	\$ 33.95
10	\$ 29.30	\$ 31.97	\$ 34.63
11	\$ 29.89	\$ 32.61	\$ 35.33
12	\$ 30.49	\$ 33.26	\$ 36.03
13	\$ 31.10	\$ 33.93	\$ 36.75

3% COLA

2% Annual increase

TOWN OF WOODSTOCK AMBULANCE SERVICE AGREEMENT

Agreement for emergency ambulance service between the Town of Pomfret and the Town of Woodstock.

- I. The Town of Woodstock agrees to provide ambulance service 24 hours a day.
- II. The Town of Woodstock in conjunction with the Woodstock Ambulance agrees to dispatch the Pomfret Fast Squad for all emergencies.
- III. The Town of Woodstock will charge a head fee based on the population, based on VLCT figures. The Minimum base fee will be \$ 63,280.00
- IV. Town of Pomfret is responsible to ensure payment of ambulance services received by Pomfret residents when these services begin at the Ottauquechee Health Center for a transfer or, if service begins at the Woodstock Emergency Services Building when a patient is brought directly there by private car.
- V. The Town of Woodstock will hold the Town of Pomfret responsible for all uncollected bills sent to Pomfret residents or persons who received service in the Town of Pomfret. These uncollected bills will be invoiced to Pomfret for inclusion in the next Annual Budget of the Town of Pomfret, payable on or about July 1st for the previous fiscal year.
- VI. The Town of Woodstock will hold the Town of Pomfret responsible for any and all expenses related to unusual vehicle accidents or extrication. The use of the Woodstock Rescue will be charged to the accident victims but upon failure to collect, the Town of Pomfret will be responsible for same.
- VII. The per capita fee charged will be set by the Town of Woodstock on or before January 15th of the fiscal year the increase starts and will notice the Pomfret Select Board.
- VIII. The Town of Pomfret agrees to let the Woodstock Ambulance contact the Pomfret Highway Department to gain road or driveway access to a residence.
- IX. The Town of Pomfret will provide a fire truck at all Motor Vehicle Accidents for fire supervision and rescue services or request.
- X. The Town of Pomfret will provide proof of insurance coverage of the Pomfret Fast Squad.
- XI. The Town of Pomfret will provide to the Town of Woodstock a 90-day notice of cancellation should the Town of Pomfret decide not to contract with the Town of Woodstock for Ambulance Services. The Town of Woodstock will give the Town of Pomfret one year notice of termination of service.
- XII. Town of Woodstock agrees to reimburse the Town of Pomfret for any monies paid by or on behalf of a Pomfret patient account that had been paid by Town of Pomfret.
- XIII. For lift assists or medical alarms without injury that Pomfret fast squad does not respond to and obtain a sign -off and the ambulance does not transport a \$250.00 fee may be charged to the Town of Pomfret.

The agreement will be for a period of three (3) years beginning 7/1/2025 Through 6/30/2028

Woodstock Selectboard

Date signed _____

Ray Bourgeois, Chair

Susan Ford

Greg Fullerton

Keri Cole

Laura Powell

Pomfret Selectboard

Date Signed _____

TOWN OF WOODSTOCK AMBULANCE SERVICE AGREEMENT

Agreement for Emergency Ambulance service between the Town of Reading and the Town of Woodstock.

- I. The Town of Woodstock agrees to provide ambulance service 24 hours a day.
- II. The Town of Woodstock May contact the fast squad for large or unusual incidents.
- III. The Town of Woodstock will charge a per head fee based on the population, based on VLCT figures for the Following contract service area – Curtis Hollow rd.
- IV. Town of Reading is responsible to ensure payment of ambulance services received by Reading residents when these services begin at the Ottauquechee Health Center for a transfer or, if service begins at the Woodstock Emergency Services Building when a patient is brought directly there by private car.
- V. The Town of Woodstock will hold the Town of Reading responsible for all uncollected bills sent to Reading residents or persons who received service in the Town of Reading. These uncollected bills will be invoiced to Reading for inclusion in the next Annual Budget of the Town of Reading, payable on or about July 1st for the previous fiscal year.
- IV. The Town of Woodstock will hold the Town of Reading responsible for any and all expenses related to unusual vehicle accidents or extrication. The use of the Woodstock Rescue will be charged to the accident victims but upon failure to collect, the Town of Reading will be responsible for same.
- VII. The per capita fee charged will be set by the Town of Woodstock on or before January 15th of the fiscal year increase starts and will notify the Reading Select Board.
- VIII. The Town of Reading agrees to let the Woodstock Ambulance contact the Reading Highway Department and/or the private contractor to gain access to a residential driveway.
- IX. The Town of Woodstock may contact the Fire Dept for large or unusual incidents.
- X. The Town of Reading will provide proof of insurance coverage of the Reading Fast Squad.
- XI. The Town of Reading will provide to the Town of Woodstock a 90-day notice of cancellation should the Town of Reading decide not to contract with the Town of Woodstock for Ambulance Services. The Town of Woodstock will give the Town of Reading one-year notice of termination of service.
- XII. Town of Reading agrees to reimburse the Town of Reading for any monies paid by or on behalf of a Reading patient account that had been paid by the Town of Reading.

The agreement will be for a period of three (3) years beginning 7-1-2025 through 6-31-2028.

Woodstock Selectboard

Date signed _____

Ray Bourgeois, Chair

Susan Ford

Greg Fullerton

Keri Cole

Laura Powell

Reading Selectboard

Date Signed _____

TOWN OF WOODSTOCK
AMBULANCE SERVICE AGREEMENT

Agreement for emergency ambulance service between the Town of Bridgewater and the Town of Woodstock.

- I. The Town of Woodstock agrees to provide ambulance service for Emergency calls 24 hours a Day.
- II. The Town of Woodstock in conjunction with the Woodstock Ambulance agrees to dispatch the Bridgewater Fast Squad for all emergencies.
- III. The Town of Woodstock will charge a head fee based on the population, based on VLCT figures.
- IV. Town of Bridgewater is responsible to ensure payment of ambulance services received by Bridgewater residents when these services begin at the Ottawaquechee Health Center for a transfer or, if service begins at the Woodstock Emergency Services Building when a patient is brought directly there by private car.
- IV. Town of Woodstock will hold the Town of Bridgewater responsible for all uncollected bills sent to Bridgewater residents or persons who received service in the Town of Pomfret. These uncollected bills will be invoiced to Pomfret for inclusion in the next Annual Budget of the Town of Pomfret, payable on or about July 1st for the previous fiscal year.
- V. The Town of Woodstock will hold the Town of Bridgewater responsible for any and all expenses related to unusual vehicle accidents or extrication. The use of the Woodstock Rescue will be charged to the accident victims but upon failure to collect, the Town of Bridgewater will be responsible for same.
- VI. The per capita fee charged will be set by the Town of Woodstock on or before January 15th of the fiscal year the contract starts, the per capita fee will be set for the length of the three-year contract.
- VIII. The Town of Bridgewater agrees to let the Woodstock Ambulance contact the Bridgewater Highway Department to gain road or driveway access to a residence.
- IX. The Town of Bridgewater may be asked to provide a fire truck at Motor Vehicle Accidents for fire supervision and rescue services or request.
- X. The Town of Bridgewater will provide proof of insurance coverage of the Bridgewater Fast Squad.
- IX. For lift assists or medical alarms without injury that Bridgewater fast squad does not respond to and obtain a sign -off and the ambulance does not transport a \$250.00 fee maybe charged to the Town of Pomfret.
- XI. The Town of Bridgewater will provide to the Town of Woodstock a 90-day notice of cancellation should the Town of Bridgewater decide not to contract with the Town of Woodstock for Ambulance Services. The Town of Woodstock will give the Town of Bridgewater one-year notice of termination of service.
- XII. Town of Woodstock agrees to reimburse the Town of Bridgewater for any monies paid by or on behalf of a Bridgewater patient account that had been paid by Town of Bridgewater.

The agreement will be for a period of three (3) years beginning 7/1/2025 through 6/30/2028

Woodstock Select Board

Bridgewater Select board

Date Signed _____

Date Signed _____

Ray Bourgeois, Chair

Susan Ford

Greg Fullerton

Keri Cole

Laura Powell

TOWN OF WOODSTOCK
AMBULANCE SERVICE AGREEMENT

Agreement for emergency ambulance service between the Town of Plymouth and the Town of Woodstock.

- I. The Town of Woodstock agrees to provide ambulance service 24 hours a day.
- II. The Town of Woodstock in conjunction with the Woodstock Ambulance agrees to dispatch the Plymouth Fast Squad for all emergencies.
- III. The Town of Woodstock will charge a head fee based on the population, based on VLCT figures for the Following service area - Rte. 100A from the Bridgewater town line south to the Salt Ash Inn intersection and then west on Rte. 100 back to the town of Bridgewater line. All secondary roads off the main route are included.
- IV. Town of Plymouth is responsible to ensure payment of ambulance services received by Plymouth residents when these services begin at the Ottauquechee Health Center for a transfer or, if service begins at the Woodstock Emergency Services Building when a patient is brought directly there by private car.
- V. The Town of Woodstock will hold the Town of Plymouth responsible for all uncollected bills sent to Plymouth residents or persons who received service in the Town of Plymouth. These uncollected bills will be invoiced to Plymouth for inclusion in the next Annual Budget of the Town of Plymouth, payable on or about July 1st for the previous fiscal year.
- VI. The Town of Woodstock will hold the Town of Plymouth responsible for any and all expenses related to unusual vehicle accidents or extrication. The use of the Woodstock Rescue will be charged to the accident victims but upon failure to collect, the Town of Plymouth will be responsible for same.
- VII. The per capita fee charged will be set by the Town of Woodstock on or before January 15th of the fiscal year the increase starts and will notify the Plymouth Select Board.
- VIII. The Town of Plymouth agrees to let the Woodstock Ambulance contact the Plymouth Highway Department to gain access to a residential driveway.
- IX. The Town of Plymouth will provide a fire truck at all Motor Vehicle Accidents for fire supervision and rescue services upon request.
- X. The Town of Plymouth will provide proof of insurance coverage of the Plymouth Fast Squad.
- XI. The Town of Plymouth will provide to the Town of Woodstock a 90-day notice of cancellation should the Town of Plymouth decide not to contract with the Town of Woodstock for Ambulance Services. The Town of Woodstock will give the Town of Plymouth one-year notice of termination of service.
- XII. Town of Woodstock agrees to reimburse the Town of Plymouth for any monies paid by or on behalf of a Plymouth patient account that had been paid by the Town of Plymouth.
- XIII. The agreement will be for a period of three (3) years beginning 7-1-2025 through 6-31-2028.

Woodstock Selectboard

Date Signed _____

Ray Bourgeois, Chair

Susan Ford

Greg Fullerton

Keri Cole

Laura Powell

Plymouth selectboard

Date Signed _____

**TOWN OF WOODSTOCK
AMBULANCE SERVICE AGREEMENT**

Agreement for emergency ambulance service between the Town of Hartland and the Town of Woodstock.

- I. The Town of Woodstock agrees to provide ambulance service 24 hours a day.
- II. The Town of Hartland agrees to dispatch the Hartland Fast Squad for all emergencies.
- III. The Town of Woodstock will charge a head fee based on the population, based on coverage area as agreed upon. Rt 4 in Hartland, Rt 12 /RT 4 intersection to Hartland hill rd., Hartland Hill rd., and Barron Hill rd. as outlined on VT E-911 mapping.
- IV. Town of Hartland is responsible to ensure payment of ambulance services received by Hartland residents when these services begin at the Ottauquechee Health Center for a transfer or, if service begins at the Woodstock Emergency Services Building when a patient is brought directly there by private car.
- V. The Town of Woodstock will hold the Town of Hartland responsible for all uncollected bills sent to Hartland residents or persons who received service in the Town of Hartland. These uncollected bills will be invoiced to Hartland for inclusion in the next Annual Budget of the Town of Hartland, payable on or about July 1st for the previous fiscal year.
- VI. The Town of Woodstock will hold the Town of Hartland responsible for any and all expenses related to unusual vehicle accidents or extrication. The use of the Woodstock Rescue will be charged to the accident victims but upon failure to collect, the Town of Hartland will be responsible for same.
- VII. The per capita fee charged will be set by the Town of Woodstock on or before December 20th prior to the fiscal year the increase starts and will notify the Hartland Select Board.
- VIII. The Town of Hartland agrees to let the Woodstock Ambulance contact the Hartland Highway Department to gain access to a residence.
- IX. The Town of Hartland will provide a fire truck at all Motor Vehicle Accidents for fire supervision and rescue services or request.
- X. The Town of Hartland will provide proof of insurance coverage of the Hartland Fast Squad.
- XI. The Town of Hartland will provide to the Town of Woodstock a 90-day notice of cancellation should the Town of Hartland decide not to contract with the Town of Woodstock for Ambulance Services. The Town of Woodstock will give the Town of Hartland one year notice of termination of service.
- XII. Town of Woodstock agrees to reimburse the Town of Hartland for any monies paid by or on behalf of a Hartland patient account that had been paid by Town of Hartland.

The agreement will be for a period of three (3) years beginning 7-1-2025 through 6-31-2028 .

Woodstock Select Board
Date Signed _____

Ray Bourgeois, Chair

Susan Ford

Greg Fullerton

Keri Cole

Laura Powell

Hartland Select Board
Date Signed _____



Required Elements

Municipal Adoption		
<input checked="" type="checkbox"/>	Completed Municipal Adoption Form	
<input checked="" type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
LEMP Required Elements		Page # (if not using a template)
<input checked="" type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	4
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	17
	EOC staff positions and corresponding duties (minimum 1)	27
	Potential EOC staff members (minimum 1)	27
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	26
<input type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits	28
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	60
	National Incident Management System (NIMS) Typed Resource List (if applicable)	65
<input type="checkbox"/>	Public Information and Warning	
	Local VT-Alert managers (if applicable)	17
	Local website or social media information (if applicable)	58
	List of local media outlets (if applicable)	58
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)	59
	Note that the public can call Vermont 2-1-1 for resources.	59
<input type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	36
<input type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	36
<input type="checkbox"/>	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	61
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	45

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

☐ Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

Municipality	Woodstock
LEMP Adoption Date	5/29/2025
NIMS Adoption Date	12/20/2005
EMD Name	Eric Duffy
Position	EMD
Primary Phone	802-457-3456
Alternate Phone	802-735-6786
Email	eduffy@townofwoodstock.org
Public contact information	802-457-3456
POC 2 Name	Chris O'Keefe
Position	Interim Police Chief
Primary Phone	802-457-1420
Alternate Phone	802-291-0086
Email	cokeefe@townofwoodstock.org
POC 3 Name	David Green
Position	Fire/Ems Chief
Primary Phone	802-457-2337
Alternate Phone	802-291-0440
Email	dgreen@townofwoodstock.org

REMC Representatives	
REMC Emergency Services Appointee	David Green, Fire chief
Email	dgreen@townofwoodstock.org
EMD REMC Representative	Eric Duffy, Municipal Manager
Email	eduffy@townofwoodstock.org

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed*  Printed Name: David Green

Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed* _____ Printed Name: _____

Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Town of
Woodstock, Vermont

EMERGENCY OPERATIONS PLAN

Town of Woodstock, Vermont
Office of Emergency Management
2025

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WHAT IS AN EMERGENCY?

Any natural or man-made disaster that could lead to loss of life or loss of property.

For example: a normal snowstorm does not pose any serious problems, however a snowstorm that produces more than two feet of snow could result in power failures and roads that are not open to emergency personnel.

Another example is a hurricane or a mini tornado that has struck without warning.

An emergency is any natural or man-made disaster that a meeting of the emergency team could reduce the consequences of the event.

It is always best to call the emergency management team together to decide upon a proper response.

HOW TO RESPOND TO AN EMERGENCY

Step 1 Call the Emergency Management Team together for a meeting.

Emergency Management Director – Eric Duffy
Emergency Management Coordinator – David Green
Highway Department Superintendent – Chris Barr
Fire Chief – David Green
Assistant Fire Chief – Rodney Kenyon
Police Chief – Interim Chris O’Keeffe
Dispatch Supervisor – Elizabeth Therrien
South Woodstock Fire Chief – Chip Kendall
Community Member -

Step 2 Call Vermont Emergency Management
1-800-347-0488 or 1-802-244-8721

PROMULGATION STATEMENT/LETTER

To All Recipients:

Transmitted herewith is the Emergency Operations Plan for the Town of Woodstock, Vermont. It provides a framework for use in performing emergency functions during a major emergency or disaster in the town.

This Emergency Operations Plan includes the four phases of emergency management.

They are as follows:

- **Prevention** - Those activities which eliminate or reduce the probability of an incident, also known as mitigation.
- **Preparedness** – Those activities developed to save lives and minimize damage.
- **Response** – Immediate activities which prevent loss of lives and property and provide emergency assistance.
- **Recovery** – Short- and long-term activities which return all systems to normal or improve standards.

This plan is prepared in accordance with the Federal and Vermont statutes. It will be evaluated, revised, and updated as required. All recipients are requested to advise the Town of Woodstock Emergency Management Coordinator regarding recommendations for improvements.

Date: _____

Signed:

Chair, Selectperson _____

Selectperson _____

Selectperson _____

Selectperson _____

Selectperson _____

HOW TO USE THIS PLAN

This is the Woodstock Emergency Town in Plan. It consists of a Basic Plan covering the concepts of operation, organization and responsibilities of participants, missions to be accomplished and implementation procedures. There are two supporting sections:

- The Annexes describe the most important responsibilities to take care of during an emergency.
- The Attachments contain hazard specific response material for specific buildings.

This plan design was developed and adopted, in accordance with NIMS following the Incident Command System to provide information and direction for all organizations with emergency management roles. The plan can be used without prior response experience although participating personnel are encouraged to become familiar with those portions pertinent to their assigned functions.

The Basic Plan describes the administration, operations, and logistics of an integrated emergency management system. The supporting Annexes and Attachments provide the data necessary to implement and execute the plan.

DECLARATION OF DISASTER

In the event of a major disaster in Woodstock, the Select Board has the authority to request the Governor to declare a State of Disaster in the Village/Town of Woodstock. Vermont Emergency Management 1-800-347-0488

Fax the following form – **Local Jurisdiction Request for Emergency Declaration** to 1-802-241-5556

LOCAL JURISDICTION REQUEST FOR EMERGENCY DECLARATION

The ☐ Town ☐ Village ☐ City of Woodstock

Has suffered property damage and/or injury or loss of life resulting from a disaster that exceeds our capability to respond to and recover from and that requires the assistance of the State to protect the health, well-being and public safety or our citizens. Therefore, as provided in 20 VSA Section 10, in my capacity as a:

☐ Select board Member ☐ Town/City Manager ☐ Mayor ☐ President of the Board of Trustees

I request that the Governor declare a state of emergency for the jurisdiction of:

This disaster began on _____ 20____. We have activated and utilized our Rapid Response Plan (RRP) or Emergency Operations Plan (EOP), I request that the State of Vermont activate and utilize its Emergency Operations Plan, and authorize any resources needed to respond to, mitigate, and recover from this disaster.

☐ I shall send the initial Local Emergency Disaster Situation Report to VEM as soon as it is completed.

OR,

☐ The initial Local Emergency Disaster Situation Report is attached to this request.

Dated at _____, Vermont this _____ day of _____ 20____.

Signature and title _____

Printed name and title _____

Contact information for confirmation (email, phone, fax) _____

**Telephone Vermont Emergency Management at 800-347-0488 or 802-244-8721
and fax this request as promptly as possible to VEM at 802-241-5556**

Reference 20 VSA §10. – The all-hazards event provisions of this chapter shall not be brought into action, unless the municipal director of emergency management, a member of the legislative body of the municipality, the city or town manager, or the mayor of a city that is within the area affected by an all-hazards event shall declare an emergency and request the governor to find that a state of emergency exists and the governor so finds, or unless the governor declares a state of emergency under section 9 of this title: (Amended 2005, No 209(Adj Sess.), §11.)

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town Department and/or Agency has the responsibility of preparing a written, functional Annex, with appropriate Appendices and Attachments, delineating the staffing, alerting, and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated with the Emergency Management Coordinator and updated annually by Department/Agency head.

DISTIBUTION LIST

A public copy of his plan may be found at the following locations:

- 1) Woodstock Town Hall-Town Manager
31 The Green
Woodstock, Vermont 05091
- 2) Woodstock Public Safety Dispatch Center-Supervisor
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 3) Woodstock Fire Department-Fire Chief
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 4) Woodstock Ambulance Service-Coordinator
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 5) Woodstock Village Police Department-Police Chief
Woodstock Emergency Services Building
454 Woodstock Rd
Woodstock, Vermont 05091
- 6) Woodstock Town Clerk Office
31 The Green
Woodstock, Vermont 05091
- 7) Vermont Emergency Management
Department of Public Safety
45 State Drive
Waterbury, Vermont 05761

REVISION SHEET

DATE OF REVISION _____

The attached pages of the Town of Woodstock Emergency Operations Plan have been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list at the Revisions Log to your copy of the plan.

PLAN COMPONENT

DATE REVISIONS POSTED _____

PURPOSE OF PLAN

This plan is a local level integrated emergency management manual. It is designed to describe the emergency and/or disaster response of the Town of Woodstock, Vermont.

The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disaster wherever possible. **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives, and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

This plan is intended to be both “generic” and “hazard specific.” Covering the entire range of emergency and disaster situations from age-old natural disaster to the technological hazards created as a byproduct of our modern society.

The plan is a reference of emergency and/or disaster information, and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information related to **when** and **where** the response will be effective, and even **why** it will be done.

Each participating organization, private or governmental, must depend upon its own expertise to develop the procedures describing **how** to carry out its assignments in support of the plan.

DEFINITIONS

Director- the Emergency Management Director

Coordinator- the Emergency Management Coordinator

Department- any of the Departments of the Town of Woodstock, Vermont

Emergency- any occasion or instance for which town resources must be applied to protect life and property or relieve suffering and hardship. A **Declared Emergency** is an event which in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part to the United States (PL 100-707, Section 102)

EOC- Emergency Operations Center- a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency or disaster management in an emergency.

EOP- Emergency Operations Plan- written plan for implementing a response to emergency or disaster which have been adopted for use by the town and is updated as needed.

FEMA- Federal Emergency Management Agency- the organization created in 1978 combining all Federal emergency management functions under one agency.

ICS- Incident Command System- a systematic tool used for the command, control, and coordination of emergency response.

Major Disaster- any natural catastrophe, including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or regardless of cause, any fire, flood or explosion in any part of the United States, which by the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under (PL 100-707) to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

NIMS- National Incident Management Systems- a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters or terrorist attacks at the local, state, and federal levels of government.

Vermont Emergency Management- the Division of the Department of Public Safety assigned to coordinate emergency and/or disaster response in Vermont.

SITUATIONS AND ASSUMPTIONS

SITUATIONS:

The town of Woodstock located in Windsor County, in the Southeast section of the State near the New Hampshire border, has an area of 27,776 acres, and a population of 3,797 (2018 Census)

Highways **US ROUTE 4** running east and west through the town, and **VT ROUTE 12** running north and south through town, and **VT ROUTE 106** running south from the village, provide major highway access to the town.

The town has a Full-time fire/ambulance department. The main Fire Station is located at 454 Woodstock Rd. Station 2 is located at 1132 West Woodstock Rd. South Woodstock Fire, located at 25 Morgan Hill Rd in South Woodstock, is a private fire department which provides services to the Town of Woodstock.

Mutual Aid Systems- The Fire Department has mutual aid agreements with the Connecticut River Valley Fire Mutual Aid Association and the Upper Valley Regional Emergency Services Association.

Emergency Medical Services are provided by the Woodstock Ambulance Service.

Law enforcement is handled by the Woodstock Police Department. The Police Station is located at 454 Woodstock Rd.

Dispatching services for the Woodstock Police, Fire and Ambulance are provided by the Woodstock Public Safety Dispatch Center.

Agency assistance is provided by the Vermont State Police, Windsor County Sheriff, and Hartford Police Dept. Vermont State Police dispatching service is out of Westminster, VT (802) 457-1416 or (802) 234-9933. Windsor County Sheriff dispatching service is out of Woodstock, VT (802) 457-1420. Hartford Police, Fire and Ambulance (802) 295-9425.

The Woodstock Town Highway maintenance garage is located at 2576 West Woodstock Rd (802) 457-2233.

The Village Highway maintenance garage is located at 10 Mechanic St in the Village (802) 457-5147.

There is one elementary school located at 15 South St in the Village, and one high school located on Amsden Way off West Woodstock Rd. School buses and personal vehicles are used for transporting students to and from school.

The primary industry in town is tourism; there are many hotels, motels, bed and breakfasts, Air B&B, and restaurants in town.

The Ottauquechee Health Center is located at 32 Pleasant St in the Village. The nearest hospital is Mt. Ascutney Hospital, located in Windsor, VT. Dartmouth Hitchcock Medical Center, a level 1 Trauma Hospital is in Lebanon, NH. Woodstock has one skilled nursing facility, the Mertens House located at 73 River St, and two assisted living facilities for the elderly, The Homestead located at 73 River St and The Woodstock Terrace

located at 39 Sawyer Rd. There is low-income housing for the elderly and disabled, Mellishwood Apartments, located at 34 and 36 Pleasant St. There is low-income housing, Safford Commons, located in West Woodstock.

VULNERABILITY:

The Ottaquechee River flows west to east through town, in addition, several small brooks flow in various parts of town. These have been the cause of some problems in the past. Advanced weather prediction is not always accurate and extreme precipitation can develop without adequate warning. Flooding, especially flash flooding can impact areas in town that are located above designated flood plains, the mountainous areas in town are especially vulnerable to the phenomenon. The frequency of extreme weather events fluctuates from year to year.

ASSUMPTIONS: (HAZARD ANALYSIS)

NATURAL HAZARDS

FLOODS: Floods are the most probable natural cause of emergencies of disaster in Woodstock. Spring thaws and ice breakups may cause some lowland flooding. Summer or fall storms are most likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations are commonplace in Woodstock, Vermont. The town is geared to handle most winter emergencies. A potential for emergency exists when such storms also result in loss of electric power, leaving people without adequate heating capability. Heavy wet snows of early fall and late spring cause most power failures; however, ice storms can also cause power outages.

WINDSTORMS: Violent windstorms are possible in Woodstock, Vermont. Most windstorms result in downed trees, damaged phone, and power lines, as well as crop losses.

DROUGHT: Drought can be a problem in late summer with local springs and well levels reduced to minimal flows. Water tables reached an all-time low during the nationwide drought of 1988, however recovery was rapid.

WILDSFIRE: Wildfires are possible in the forested area of town during late summer and early fall. The forest contains potential fuel for serious conflagration. Some homes with single access roads are in jeopardy. Fire detection methods are good, with special efforts being made during fire season.

EARTHQUAKE: Earthquakes have been felt in Woodstock in the past and remain a geological possibility. The town is situated in a moderate earthquake zone. Although earthquakes are not a frequent event, they have the potential to cause extensive damage to unreinforced masonry (brick) buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interest, are not as likely as during the cold war. Since Woodstock is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact on the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous materials lead the list of potential hazards which could impact the town of Woodstock. Fuels are the most widespread materials likely to create problems.

Radiological emergencies are possible from vehicles traveling on highways; **US ROUTE 4, VT ROUTE 12, and VT ROUTE 106.**

Aircraft crashes can happen anywhere in Vermont. Small private planes and military aircraft are more common in Woodstock's air space. A commercial airliner, of course in bad weather, could become involved in Mount Tom or Mount Peg and remain a potential threat to creating mass casualties.

SHORTAGES: The shortage of energy or food supplies could threaten the welfare of the citizens of Woodstock. The dependency upon out-of-state sources can become a problem when normal deliveries are interrupted.

INCIDENT MANAGEMENT

Woodstock certainly has the weather and natural elements that could combine to create a severe emergency in a very short period that could take our emergency management staff and municipal personnel by surprise.

It is the intent of this plan to help the emergency management personnel and municipal personnel to sufficiently prepare for disaster and emergency situations to minimize the loss of life and property.

INCIDENT MEETING

When the weather or other situations develop that could possibly pose situations beyond the ability of Woodstock personnel to handle, a meeting of the Woodstock emergency management team may be called to discuss the situation and determine if the plan needs to be implemented, or to determine precautionary steps to take before the need for implementing the plan becomes real.

Also, when a municipal department is faced with a situation that could affect the ability of another department to perform its duties an emergency management team meeting may be called.

For example, if the town is in the middle of an ice storm and one or more roads are closed, an emergency management team meeting may be called.

INCIDENT COMMAND ADOPTED

This plan acknowledges the need to appoint an **INCIDENT COMMANDER** in the event of an emergency or natural disaster and follow the guidelines put forth in the **INCIDENT COMMAND SYSTEM**.

If the plan is implemented, the **EMERGENCY MANAGEMENT DIRECTOR** or **EMERGENCY MANAGEMENT COORDINATOR** will appoint an **INCIDENT COMMANDER**.

If these two persons are not available, the **EMERGENCY MANAGEMENT TEAM** will appoint an **INCIDENT COMMANDER** for incident.

ACTIVATION SEQUENCE

1. Alert and order the mobilization of the Emergency Management Team
2. Activate the Emergency Operations Center. The size and composition of the staff is to be determined by the magnitude of the disaster. Any member of the Emergency Management Team may activate/open the Emergency Operations Center.
3. Alert Vermont Emergency Management office for assistance and coordination of other state agencies with disaster capabilities. (800) 347-0488
4. Alert the general population of the disaster or impending disaster. Multimedia pathways Town of Woodstock website, X, Facebook, Woodstock Police website, VT Alert, radio stations. All Multimedia alerts will be provided through Woodstock Emergency Dispatch. Dispatch Supervisor Elizabeth Therrien 802-457-1420
5. Arrange for the notification of residents within the threatened areas consider evacuation/shelter in place.
6. Notify local industries, public utilities, schools, etc.. Of the disaster or pending disaster, as necessary.
7. Establish liaison as necessary to notify public and private agencies, volunteer group, Red Cross and Salvation Army.
8. Activate temporary shelter as needed.

ORGANIZATION AND RESPONSIBILITIES

ORGANIZATION

1. The town Select Board will convene to perform legislative and administrative duties as the situation demands and shall receive reports related to Emergency Management activities.
2. The Town Manager shall be the Emergency Management Director and shall be responsible for organization, administrative and operations.
3. The Emergency Management Coordinator, under the supervision of the Director shall be responsible for the planning, coordination, and operation of the Emergency Management activity in the town.
4. The employees, equipment and facilities of all town departments, boards, institutions, and commissions will participate in the emergency management activity as appropriate within their capabilities and assigned responsibilities.
5. The organization should also include volunteer agencies and/or persons offering services to the town, upon acceptance thereof.
6. Duties assigned to a town department shall be the same or like the normal duties of the department.
7. The Coordinator shall oversee the recruitment of volunteer personnel and agencies to increase the personnel and facilities of the town for emergency management purposes.

RESPONSIBILITIES

The town operations plan consists of this basic plan with appropriate annexes to cover emergency operations as follows.

ANNEX A- Direction and Control: Emergency Management Director. Includes staffing and functioning of the EOC and succession of command.

ANNEX B- Evacuation: Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing evacuation routes, safe areas, transportation, and coordination with shelters.

ANNEX C- Communications. Communications Supervisor. Includes local emergency communications to be utilized for all types of disasters.

ANNEX D- Alert and Warning. Communications Supervisor. Includes a means for receiving and disseminating warnings for disasters and maintenance procedures.

ANNEX E- Shelter. Emergency Management Coordinator. Includes actions to protect the population before, during and after disasters by establishing the best available shelters and/or feeding, registering, clothing and social services.

ANNEX F- Radiological Protection. Radiological Officer. Includes radiological monitoring and means to identify radioactive hazards resulting from war related or peacetime incidents.

ANNEX G- Police. Chief of Police. Includes maintenance of law and order, control of traffic. Controlling and limiting access to the scene of a disaster.

ANNEX H- Fire, Rescue, EMS. Fire Chief. Includes actions to limit or prevent loss of life and property from fire and threat of fire. The fire department rescue team will assist the EMS personnel in rescue. All fire department members shall assist in warning and evacuating. EMS is to provide medical assistance and transportation of sick and injured persons to temporary or permanent medical facilities and assist in warning and evacuating.

ANNEX I- For Future Use.

ANNEX J- Public Works. Highway Superintendent and Sewer Superintendent. Includes maintaining the town roads, bridges, and sewer systems. Assisting with equipment and personnel if a disaster threatens or occurs.

ANNEX K- Emergency Public Information. Emergency Management Director. Includes actions for providing a flow of accurate and official information and instructions to the public through all means of communication available before, during and after an emergency or disaster.

ANNEX L- Resource Management. Emergency Management Director. Includes actions to obtain vital supplies and other properties found lacking and needed for the protection of health, life and property of people and resources for special or critical facilities.

ANNEX M- Hazardous Materials. Includes the identification of HAZMAT facilities and transportation routes within the town. It also outlines the responsibility for responding to a HAZMAT incident within the town. Incident command will call the State HAZMAT team (800) 641-5005

Because of volume the Town of Woodstock EOP has a Hazardous Materials Annex for further information.

The emergency tasks designated in the Annexes are related to day-to-day activities assigned by existing law, where applicable. Several have been added or extended to cope with emergency situations. Each Town Department and/or Agency has the responsibility of preparing a written, functional Annex with appropriate appendices and attachments, delineating the staffing, alerting and actions necessary to accomplish assigned tasks.

Development of these Annexes will be coordinated by the Emergency Management Coordinator and updated annually by Department/Agency head.

ADMINISTRATION EMERGENCY MANAGEMENT STAFF

There shall be two official positions for emergency management. (Minimum of two recommended, Director and Coordinator) The Emergency Management Director shall be the executive head of emergency management. The Coordinator will report to the Emergency Management Director but will be the individual responsible for day-to-day emergency management operations.

The Emergency Management Director shall have the general supervision of the Emergency Management Program and Emergency Management Coordinator. This will include any direction and guidance necessary. The Emergency Management Director shall be the Woodstock Town Manager by virtue of that office.

The Director or designee will be responsible for:

1. Chairing all Emergency Management meetings
2. Provide expertise and guidance to the Coordinator preparing the Emergency Operations Plan
3. Preparing and promotion enabling legislation when necessary
4. Providing town resources to the Coordinator in establishing and operating and EOC
5. Provide guidance in the annual EM budget and preparation of reports
6. Public Information Officer

The Coordinator shall be responsible for:

1. The preparation of the basic plan and its review and update.
2. With the approval of the Select Board/Town Manager, appoint service heads to the Emergency Management Program.
3. Shall have direct responsibility for the organization, the administration, and operations subject to the direction and guidance of the Director and Select Board
4. Schedule training, drills, and exercises to train and test the local government's response capability.
5. Shall be responsible for coordination with District and/or State Emergency Management.
6. Will encourage participation by staff members for Emergency Management training courses and seminars
7. Shall, with the secretary, prepare annual reports for Emergency Management.
8. Shall be responsible for establishing and setting up the EOC
9. Shall be the EOC Manager and provide for adequate staffing.
10. Attend training courses, meetings, and seminars at local, state, and regional levels

RESOURCES AND SUPPORT

RESOURCES:

1. Normal supply methods will be utilized.
2. If emergency supplies are required, they will be coordinated by the Emergency Management Coordinator under the authority of the Emergency Management Director.

SUPPORT:

1. Support by civil government forces may be made available from surrounding jurisdictions, including mutual aid agreements
2. Support by State department and/or agencies will be requested through Vermont Emergency Management by calling 800-347-0488
3. Military support can only be activated by the Governor. Requests for assistance will be coordinated through Vermont Emergency Management at the above number.

PLAN DEVELOPMENT AND MAINTENANCE

PLAN DEVELOPMENT

This Emergency Operation Plan (EOP) was developed for the Town of Woodstock by town officials and dedicated citizens. It is implemented with complete knowledge of all individuals and organizations with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided. It is intended that this EOP be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Emergency Management Coordinator will be responsible for keeping this plan up to date with an annual review. Following any exercise or actual emergency or disaster, the Coordinator will compare response activities with the appropriate sections of the plan to determine if operations were within the spirit of the plan. The Coordinator may call a meeting of town response personnel to adjust the plan to reflect emergency actions, or recommend changes in procedure to improve effectiveness.

This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the town's emergency response capability.

AUTHORITIES AND REFERENCES

FEDERAL STATUTES

- *The Federal Civil Defense Act of 1950, Public Law 81-920, (As amended by Public Law 85-606)
- The Disaster Relief Act of 1970, Public Law 91-606
- The Disaster Relief Act of 1974, Public Law 93-288, and Executive Order 11795
- *The Robert T Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707
- The Food Stamp Act of 1977, Public Law 95-113
- The Atomic Energy Act of 1954, Public Law 83-703 as amended
- *The Act of January 5, 1905 Responsibilities of the American National Red Cross
- *The Superfund Amendment and Reauthorization Act of 1986, Public Law 99-499, title III (SARA)

NOTE: Local EOP's seldom need all the Federal Statutes as listed above. Those marked with (*) are the most applicable to Vermont Communities.

FEDERAL PUBLICATIONS

- Reorganization Plan No 3 of 1978, Establishing the Federal Emergency Management Agency (FEMA)
- Regional Emergency Operation Plan, Appendix A, Emergency Response Team Plan

VERMONT STATUTES

Title 20 VSA, Chapters 1,3,5 & 7, Civil Defense and Military Aid

NOTE: All other applicable State Statutes relative to functions performed by State agencies are listed in the respective alphabetical subsections under "Authorities."

ASSOCIATED VERMONT PUBLICATIONS

Vermont Emergency Disaster Preparedness Plan (On file in the Town Clerk's office)

State of Vermont Emergency Management Administrative Plan

State of Vermont Administrative Plan for Public Assistance (includes Mitigation Grant Program)

Vermont Emergency Resource Management Plan

Vermont Hazardous Material Emergency Plan (SARA Title III on file at Vermont Emergency Management)

EXERCISES AND TRAINING

EXERCISES:

Exercises shall be conducted annually to determine response time, familiarize the staff members with procedures, determine what deficiencies exist, and what additional training is required.

TRAINING:

It is the responsibility of every Town Department/Agency Head to ensure that his or her personnel receive adequate training. Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Coordinator

ANNEX A

DIRECTION AND CONTROL

Town of Woodstock, Vermont

AUTHORITY

1. US Public Law 920, 81st Congress 1950 as amended
2. Title 20, Chapter 1 and Chapter 3, VSA

PURPOSE

To identify a facility as EOC and the staff and actions necessary to provide central direction and control before, during and after disasters/emergencies that could affect the town. To provide emergency information and advice to the public.

SITUATION AND ASSUMPTIONS

SITUATION

1. See Situation, Basic Plan.
2. The Primary town EOC is in the Emergency Services Building located at 454 Woodstock Rd, Woodstock VT - 802-457-1420 Emergency Management Hotline – 802-457-7516. A portable phone bank and full radio services are located at the Primary EOC.
3. The Secondary EOC is in the Town Highway Garage located at 2576 W Woodstock Rd, Woodstock VT – 802-457-2233 Emergency Management Hotline – 802-457-7516. A portable phone bank and full dispatch services through portable radio equipment. Mobile units if necessary.
4. The EOC will be activated if a disaster/emergency identified in the hazard analysis has exceeded or is expected to exceed the town's normal capability to respond.
5. The decision to order activation of the EOC will be made by the Emergency Management Director or the Emergency Management Coordinator or someone from the EOC team.

The primary staff may consist of:

Emergency Management Director

Emergency Management Coordinator

Woodstock Fire Chief

South Woodstock Fire Chief

Assistant Fire Chief

Police Chief

Ambulance Coordinator

Dispatch Supervisor

Highway Department Superintendent

They type of Disaster/Emergency and response may require additional staff.

ASSUMPTIONS

1. The EOC will be adequate for direction and control
2. Communications will be available
3. Close coordination will occur with neighboring jurisdictions, state officials, volunteers, and industry.

CONCEPT OF OPERATION

The EOC staff upon activation will prepare the EOC for operation and:

1. Ensure that information is being received from field forces, recorded, and evaluated.
2. Based on evaluation coordinate response.
3. Develop and maintain a town situation map identifying problem areas and deployment of responders.
4. Determine the capability of the town to respond to the situation and whether outside assistance is needed and its availability, establish liaison.
5. Issue information and advice to the public. Be prepared to brief the media and answer questions.
6. Prepare for possible 24-hour EOC operation if warranted.
7. Determine procedures for damage assessment and recovery operations.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

EOC Manager- Town Manager/Emergency Management Director has authority to:

1. Ensure that all capabilities of the town are utilized in the direction and coordination of alleviating the effects of the disaster or emergency occurring in the town.
2. Ensure promulgation of the regulations to protect life and property and preserve critical resources.

3. Request assistance from the State or other political subdivisions where conditions in the town are beyond the control of local emergency management forces.
4. Obtain vital supplies, equipment and other properties needed for the protection of health, life, and property of people.
5. Maintain liaison with State and Federal authorities and local authorities from nearby jurisdictions.
6. Coordinate the activity of public and private agencies including volunteers, Red Cross, industry etc.
7. Assume such authority and activity as may be directed by the Emergency Management Director to promote and execute the emergency management plan.
8. Emergency purchasing agent with a limit of \$50,000.

Communications Coordinator/Dispatch Supervisor

1. Normal operational requirements of the Communications Center.
2. Provide initial communications until the EOC is operational.
3. Assist the EOC with communications.

Fire Chief

1. Normal operational requirements of the Fire Department and EMS, coordination with other services.
2. Coordinate with other services if an evacuation advisory is anticipated or issued.
3. Disseminate warnings to the public as required,

Assistant Fire Chief

1. Assume the duties of the Fire Chief in his/her absence, or by his/her direction.

Police Chief

1. Normal operation requirements of the Police Department and coordination with other services.
2. Determine traffic control points, direction for manning and operation.
3. Coordinate with other services if an evacuation advisory is anticipated or issued. Assist in warning.
4. Security of evacuated areas.
5. Security of EOC.
6. Recommendation for requesting outside assistance, including military.

Assistant to Police Chief-Sargent

1. Assume the duties of the Police Chief in his/her absence or by his/her direction.

Highway Department- Highway Superintendent or in his/her absence a designee from the Highway Department

1. Normal operational requirements of the water department and Public Works Department, and coordination with other services.
2. Debris clearance from town roads.
3. Coordination of emergency transportation through the Emergency Management Director.
4. Damage assessment as directed by Emergency Management Director.

Sewer Department-Sewer Superintendent or in his/her absence a designee from the Sewer Department

1. Normal operational requirement of the Sewer Department and coordination with other services.

2. Wastewater Treatment Facility.

ADMINISTRATION AND LOGISTICS

1. Town Manager/Emergency Management Director has the responsibility for assuring that the EOC is physically open.
2. Dispatch at the EIC has the responsibility for assuring the primary staff has been notified.
3. Department heads have a responsibility for providing radio communications to their department by bringing a portable radio.
4. Emergency Management Director or Communications Officer, if one is designated, will arrange for additional telephones or extensions in the EOC if needed.
5. The Emergency Management Coordinator has responsibility for providing personal services to the staff; food, water, sleeping accommodations, etc.

ANNEX B

EVACUATION

Town of Woodstock, Vermont

I. AUTHORITY

1. See Basic Plan.
2. Woodstock Emergency Management ordinance.

II. PURPOSE

To provide procedures that would assist the town in accomplishing or assisting in an orderly evacuation of people.

III. SITUATION AND ASSUPTIONS

A. Situation:

The Town of Woodstock has identified emergencies or disasters in its hazard analysis that could require the evacuation of segments of the Town's population. The town could also be utilized as a host area for evacuees from disasters or emergencies outside the town's boundaries.

B. Assumptions:

The Town of Woodstock has the ability to offer some assistance if this happens. Direction and control can be accomplished through the Emergency Operators Center. Assistance will be available from local agencies, volunteers, surrounding jurisdictions and State agencies, if required. (See Basic Plan, Assumptions)

IV. MISSION:

To carry out basic government functions of maintaining the public peace, health, and safety is an evacuation of population is contemplated or occurs.

V. CONCEPT OF OPERATIONS:

Service heads of town departments involved in emergency response have responsibility to recommend evacuation as a viable method of protecting lives before, during, or after disasters or emergencies that may affect the town. This recommendation, time permitting will be directed to the Emergency Management Director for implementation and coordination from the Emergency Operations Center. Town agencies as covered in their respective annexes have the responsibility to assist in the warning and evacuation including establishing evacuation routes, safe areas, transportation, and coordination with shelter.

VI. ASSIGNMENT OF RESPONSIBILITIES

A. The Emergency Management Director is responsible for:

1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the mass movement of persons from critical areas within or without the town.
2. Regulations pertain to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.
3. Such other regulations are necessary to preserve public peace, health, and safety.

B. The Emergency Management Coordinator is responsible for:

1. Development and coordination of evacuation plans.
2. Maintain liaison with State and Federal authorities of other nearby political sub-divisions.

3. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings or property for emergency management purposes and designating suitable buildings as public shelters.
 4. Coordination of the activity of all other public and private agencies.
 5. Reviewing and updating this annex on an annual or as needed basis.
- C. The Fire Chief** is responsible for:
1. Recommending and assisting in evacuation if situation warrants.
 2. Assisting in dissemination of warning.
 3. Fire inspections and establishing procedures for adequate fire control for shelter occupancy coordinated with the Emergency Management Coordinator.
- D. The Village Police Chief/Town Constables** are responsible for:
1. Assisting in dissemination of the warning.
 2. Coordinating with the Emergency Management Director or designee on transportation to shelters.
 3. Emergency traffic control and crowd control.
 4. Assisting in evacuation within capabilities and as required by service heads or Director.
 5. Security of evacuated areas and shelters.
- E. The Highway Superintendent** is responsible for:
1. Clearing debris from the town roads.
 2. Coordination of emergency transportation through the Emergency Management Director or Coordinator.

VII. DIRECTION AND CONTROL:

Responsibility for implementing an evacuation, time permitting, rests with the Town Manager/Emergency Management Director. Coordination will be accomplished through the emergency Operations Center under the general direction of the Emergency Management Coordinator who will coordinate the actions and responsibilities of the service heads as covered in their respective annexes and outlines in this annex under assignment of responsibilities.

VIII. COMMUNICATIONS:

Communications will primarily be done by telephone, town radio and cellular phone.

IX. TRAINING AND EXERCISES:

It is the responsibility of the Emergency Management Coordinator to see that training and exercises are conducted on an annual basis.

ANNEX C

COMMUNICATIONS

Town of Woodstock, Vermont

AUTHORITY

1. See Basic Plan

PURPOSE

To identify communication equipment and procedures that will be utilized during an emergency in the Town of Woodstock.

SITUATIONS AND ASSUMPTIONS

Situation

1. See Basic Plan.
2. The Emergency Management Coordinator will be responsible for coordinating all emergency communications activities during an emergency.
3. The Vermont Emergency Management has the responsibility for alert/notification of the town from outside hazards.
4. Emergency services have sufficient radios and telephones for day-to-day emergency operations.

Assumptions

1. See Basic Plan.
2. VT Alert and Social Media will be utilized for emergency warning and instructions to the public.

MISSION

To support the incident by providing the EOC staff with the capability to communicate with emergency forces in the field, the public and other essential services.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Communication Division

1. To maintain telephone and radio systems to ensure reliable communications exist between them and the resources assigned to communicate to them. Adding additional personnel to staff as needed to handle the volume of radio and phone calls.

Woodstock Emergency Management

1. To provide liaison with State and Federal agencies.

2. Ensure that the Vermont Emergency Management is aware of the local communications system procedures.
3. Revise and update this annex annually or as necessary with the department heads.
4. See that personnel are trained and that communications systems are tested periodically.

CONCEPT OF OPERATIONS

1. In an emergency the primary EOC will be in the Emergency Services Building. The EOC will use telephones for primary communications.
2. The secondary EOC will be located at **Station 2**.
3. The EOC has multiple listed telephone lines as well as a portable bank of telephones.
4. In addition to telephone communications, all town departments utilize radio communications. All town department-based radio stations are located at the **ESB**. The Police, Fire, Ambulance, Highway/Public Works, and Sewer Departments can utilize portable radio communications.
5. Cellular phones are used by all senior department supervisors.

ANNEX D

ALERT AND WARNING

Town of Woodstock, Vermont

AUTHORITY

1. See Basic Plan.

PURPOSE

To identify responsible authorities and the method that will be utilized to alert town authorities and warn the public.

SITUATION AND ASSUMPTIONS

Situation

- See Basic Plan.
- The Emergency Management Director shall appoint the Warning Officer (Dispatch) for the Town of Woodstock.
- Vermont Emergency Management has the responsibility to issue alerts/notifications to the Woodstock Public Safety Dispatch Center for any warnings being disseminated by the State of Vermont.
- The Emergency Management Director has the responsibility of notifying the EOC staff when the plan has been activated.
- 4 fire vehicles, 3 ambulances and 3 police vehicles are equipped with loudspeakers.
- A door-to-door warning will be necessary for part of the population.
- The town will utilize the VT Alert System to notify town response personnel and the school departments.

Assumptions

- See Basic Plan.
- Fire and Police vehicles will be available.
- Fire, Police and volunteers will be utilized for emergency warning, instructions, and social media.
- News media and social media will be utilized for emergency warning and instructions to the public.
- VT Alert will be utilized when necessary and available.
- Warning time will vary depending on the hazard and speed of onset. Time available can vary from ample to none but will generally allow town officials enough time to evaluate necessary actions.
- A requirement for warning may be local, area, state or national in origin.

MISSION

To notify the EOC staff and general public if the situation or hazard requires.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- Police Department
 - To receive warning notification through Dispatch, from the State or the public and disseminate as required.
 - Assist the Fire Department in warning the public.
- Fire Department
 - To disseminate a warning to the public using public address systems, town agencies, volunteers and the media as required.
- Emergency Management Agency
 - To provide liaison with State and Federal agencies.
 - Assure that VEM is aware of the local warning point and that procedures are up to date and operational for reception by Woodstock Public Safety Dispatch Center, if any warning has been disseminated from the State warning point or proper State agency.
 - Revise and update this annex annually or as necessary with the Police and Fire Chiefs.
 - See that personnel are trained and that warning functions are exercised.
 - Provide a liaison for the Language Line System when appropriate for non-English speaking groups.
 - Check with the Warning Officer (Dispatch) that nursing homes, major industries and other key locations have been notified.
 - See that verification of warning is made before dissemination by Fire and Police.

CONCEPT OF OPERATIONS

VEM has primary responsibility for initial reception of any warning disseminated by the State. If a warning is locally generated it would normally be received by the Woodstock Public Safety Dispatch Center via phone. Dispatch Center personnel has the responsibility of making sure that all pertinent department heads have been advised. Once this is accomplished the Fire Chief has responsibility for public notification assisted by the Police. The Police Chief has responsibility for EOC staff notification. Time permitting a decision to warn the public and the method to be utilized will be coordinated with the Emergency Management Director particularly if the method of protecting the public includes sheltering and/or evacuation.

COMMUNICATIONS

Town departments will use the municipal frequency for interface including a land line to the school department to man their base if the situation so requires. Primary communications with the media, State and other surrounding local governments will be by telephone. The State Police radio and the Mutual Aid Fire radio systems can be utilized as back-up if necessary. If shelters are utilized primary communications will be by cell phone. If the situation indicates portable radios, mobile radio equipped vehicles or messengers will be used.

ANNEX E

SHELTER

PRIMARY SHELTER

The American Red Cross 855-891-7325 will typically provide the primary shelter in the town of Hartford VT. In the event Hartford is inaccessible a temporary shelter located at the Woodstock Elementary School 15 South St, Woodstock VT

OPENING THE EMERGENCY SHELTER AT WOODSTOCK ELEMENTARY SCHOOL

Overview of steps and actions to open and run the Emergency Shelter at WES:

- Decision to open shelter made by Incident Command (IC).
- Call to Maggie Mills 603-340-3691 to open the shelter and serve as Shelter Manger.
- The Shelter Manger will inspect the site for any large-scale obstructions/hazards and determine if school is ready to serve as shelter.
- Initiate volunteer phone tree.
- Post shelter opening on various websites and request volunteers to go to the school.
- Confirm areas of the school for designated purpose and post signs identifying each area.
- Set up logistics/organization meeting and working area. (Phone, copier, computer, privacy).
- Set up the registration area.
- Begin meal inventory and preparation.
- Begin setting up sleeping areas.
- Set up health station.
- Set up pet area.
- Set up an area for coordinating volunteer efforts that extend beyond the Shelter Conduct AM and PM organization meetings to assess status and plan for needs.

DETAILED STEPS

Shelter Roles and Responsibilities

One person may assume more than one role. This will likely be necessary at times and a reasonable expectation given the number of people served in the shelter.

Shelter Manager

Registration Coordinator

Meals Coordinator

Health Services Coordinator

Management/Command

1. Shelter Manager

- The Shelter Manager makes staffing assignments based on the functions necessary to carry out operations. It is up to the Shelter Manager to ensure that the needs of shelter residents are met and to provide for the overall health and safety of all residents and staff.
 - a. Inspect the facility to ensure the safety of all areas for shelter operations use. Block off unsafe areas and areas not to be used. (Refer to building map/shelter layout).
 - b. Establish communications with IC and report on needs (equipment, supplies, personnel, etc.) and shelter status.
 - c. Maintain communications with EOC.
 - d. Assign arriving staff to shelter functions. Provide ongoing supervision of shelter staff to ensure effective accomplishment of all shelter operations.
 - e. Conduct daily (and as needed) meetings with shelter staff on shelter management issues. Establish work schedules.
 - f. Refer all media contact/request for information to IC.
 - g. Gather as much information as possible from sources within and outside the shelter on needs, resource availability, services, and the status of events. Monitor media sources to keep current on all disaster-related news, especially news about relief services, recovery operations and outside assistance.
 - h. Conduct daily (more as needed) briefings with shelter residents regarding the status of the event and any confirmed related information.
 - i. Maintain an activity log with records of meetings, decisions, and actions. Record important interagency contacts and agreements.

Operations

1. Registration

- The Registration Coordinator oversees the registration of shelter occupants. In addition to collecting basic registration data, registration is an important opportunity to identify shelter residents with needs that may require additional staff support.
 - a. Choose one entrance for registration. Set up the registration table and chairs. Post a Shelter Registration sign as well as a set of the Shelter rules.
 - b. Have persons entering the shelter fill out one registration form for each household.
 - c. Identify any special needs on behalf of persons registering. This includes medical care, counselling, medications, dietary restrictions, or other accommodations.
 - d. Maintain a sign out log for shelter residents who leave temporarily.

Food Services

- The Meals Coordinator is responsible for planning, preparing, and/or ordering meals for shelter residents. This person also supervises other food services staff as needed.
 - a. Inspect the food preparation area. Obtain keys necessary to access food storage. Determine if cooking equipment is functional.
 - b. Initiate communication with retail partners for food supplies.
 - c. Coordinate with the Site Manager to secure additional food supplies from local retail partners.
 - d. Set up the dining area. Post mealtimes on the whiteboard in the cafeteria. Keep mealtimes as consistent as possible.
 - e. Recruit shelter residents to assist with food preparations, cooking, serving, and cleaning up.
 - f. Keep a log of the number of meals served and supplies ordered. Keep receipts, as necessary.

Dormitory

- The Dormitory Coordinator is responsible for setting, supervising, and closing the sleeping area. If using a school, the sleeping area for shelter residents must be separated from the area where any students remain sheltered.
 - a. Inspect the dormitory areas (refer to site map for proposed spaces). Move aide furniture or equipment that might be in the way. Request needed supplies (cots, blankets, etc.) through the Shelter Manager.
 - b. If using a school, students or children remaining at the school should have their own dormitory area. School staff must maintain supervision until the reunification with parents or guardians is complete.
 - c. Set-up the sleeping area(s) and distribute any available blankets and personal hygiene supplies.
 - d. Recruit shelter residents to assist with daily cleaning up of dormitory area(s).
 - e. Post sleeping area(s) rules (quiet hours/time lights are out, NO alcohol/drugs, use the same cot).
 - f. Monitor sleeping area(s) to ensure safety of all shelter residents.
 - g. Inform the Shelter Manager of any suspicious actions, health (physical and mental) concerns, and the status of dormitory resources.

First Aid, Health Care and Mental Health Services

- The Health Services Coordinator promotes and maintains good public health standards within the shelter. This includes overseeing the provision of basic first aid and ensuring access to other health care services as needed. The Health Services Coordinator also arranges for counseling services as needed.
 - a. Call 911 about a medical emergency.
 - b. Set aside an area for a health station. A person with health concerns will be referred to the health station.
 - c. Document all health care performed.
 - d. Stay alert for anyone with a communicable disease.

- e. Monitor the stress conditions for staff and shelter occupants.
- f. Work with Shelter Manager to plan activities or entertainment that will help morale and reduce the stress of the living environment.
- g. Debrief shelter staff before they are released.

Pet Care

- Pets (cats and dogs only) are allowed in the shelter for extreme cases. The Pet Services Coordinator will encourage and assist shelter residents in making other arrangements for their pets.
 - a. People arriving with pets will go directly to the Pet Station to register themselves and their pet(s).

Woodstock Elementary School

Emergency Shelter Registration Form

Date: _____

Time: _____

Name(s)	Special Needs/Health Concerns

Family Members NOT at this shelter:

Home Address:

Cell Phone: _____ Email: _____

Reason for Evacuation:

Obstacle(s) to Return:

☐ I DO authorize the release of information regarding my whereabouts and general condition.

☐ I DO NOT authorize the release of information regarding my whereabouts and general condition.

I am willing and able to help with the following emergency shelter functions: (cleaning, meals, health care, etc.):

Contact Number Post-Disaster: _____

Date Left Shelter: _____ Time Left Shelter: _____

Woodstock Elementary School

Emergency Shelter Map

Room Designation

Room #	Anticipated Use	Comments	Volunteers
Front lobby and stairs	Check-in	Tables to be set up in a horseshoe arrangement. Tables are stored in room #109	2-5
17 Staff Room	Health Services	Tables and chairs are in the room already	1-3
18 Gym	Cot set up station and sleeping area as needed	Cots and blankets should be delivered here	2-5
10 Conference Room/testing	Volunteer workers office space	This room has a phone, cook stove and large white board	
Hallway in front of gym	Stack bottled water		1
Hallway/Ramp	Stack emergency meals and FEMA supplies intended for shelter residents		1
11 Main office	Communication center	Use the main office and the principal's office as needed	
20 Cafeteria	Meal service		3-6
23 Pals Program	Game room	Games and activities for children (with a guardian)	1
30	FEMA workers	Meeting space for interviewing people affected by the disaster	
Library	Shelter residents gathering space	Space for conversations, reading, sitting, etc.	

Stairway open area	Phone room	Phones available for residents to make calls	1
Stairway open area	Mental health	Counselors available to meet residents	TBD
41	Pet kennels	Direct access to outside is available	1
31	Open space	To be determined/as needed	
1-4, 31-36	Sleeping areas	If the children are not at school when the disaster occurs, these classrooms may be assigned as sleeping areas for residents	

To do list:

1. **Make a set of shelter rules to post.**
2. **Comfort kids-Red Cross will be contacted in the future to request a store of these.**
3. **Make a set of dormitory rules to post.**
4. **Identify GO-TO volunteers for the shelter and provide them with basic training.**
5. **Create and store a health care supply kit.**
6. **Create a health care record form.**
7. **Create and go over shelter staff de-brief form.**
8. **Create pet registration form.**

ANNEX F

RADIOLOGICAL PROTECTION

Town of Woodstock, Vermont

PURPOSE:

To provide protection for the population of the town from the effects of radioactive materials.

SITUATION AND ASSUMPTIONS

Radioactive materials could travel through the town. An accident involving a vehicle carrying radioactive materials would be a matter of concern.

CONCEPT OF OPERATIONS

The Emergency Management Director or Coordinator will handle the situation in the same manner as any hazardous materials incident. The area would be secured at an appropriate distance, isolate and evacuate.

State assistance would immediately be requested by calling

VERMONT EMERGENCY MANAGEMENT – 800-347-0488

HAZMAT HOTLINE – 800-641-5005

RADIOLOGICAL OFFICER

RADIOLOGICAL INSTRUMENTS

The Town has 4 radiological detection instruments located in the Police vehicles.

ANNEX G

LAW ENFORCEMENT

Town of Woodstock, Vermont

AUTHORITY:

1. See Basic Plan.
2. Vermont Statutes Annotated – Titles 3,20,23.

PURPOSE:

To provide for disaster and emergency response by Woodstock Police, Town Constable, Vermont State Police, and any other agencies as needed.

SITUATIONS AND ASSUMPTIONS:

Situation

- It is recognized that there are numerous types of disasters or emergencies that could affect the town.
- The geography of the town, approximately 36 square miles, paved and secondary roads, would affect a response to disasters.
- The town has a population of 3,048 (2010 Census), located throughout with a large percentage clustered in communities and housing developments, which can create a demand for response at widely separated locations.

Assumptions

- Assistance may be available from the Vermont State Police, and other area law enforcement agencies during a major disaster or emergency affecting only Woodstock.
- Assistance may be provided from outside the town of Woodstock by requesting aid from the State of Vermont through Vermont Emergency Management.
- Assistance requested from the Woodstock Police Department from outside areas will be provided at the discretion of the Woodstock Police Chief and Emergency Management Director in the event such assistance can be spared.

MISSION

- Protection of life and property
- Assisting in warning of residents
- Assisting in evacuation
- Emergency traffic control

- Crowd control

ADMINISTRATION AND LOGISTICS

- Normal radio channels will be used for day-to-day operations.
- Emergency supplies and equipment will be secured through area supply agencies and administered by assigned logistics personnel.
- Emergency funding will be requested through the Emergency Management Director before, during, and after disasters or emergencies.
- Legal questions will be referred to the town attorney.
- Records of purchasing and disbursements applicable to the disaster/emergency will be kept by assigned finance personnel.

CONCEPT OF OPERATIONS

If a warning is received, or a disaster/emergency occurs, the following will be instituted:

- Off duty personnel will be called in as needed.
- All equipment will be checked and prepared for use.
- Security and protection of departmental personnel will be maintained by the department or by requesting assistance from area law enforcement agencies.
- Evacuation of endangered areas may be accomplished using a mobile public address system followed by a door-to-door check, with transportation to shelters coordinated with the Emergency Management Director or designee.
- The Police Chief or designee will report to the EOC if activated to provide direction and coordination of police functions.
- The Police Chief may recommend the activation of the EOC if circumstances indicate.

ORGANIZATION AND ASSIGNMENTS

- The Woodstock Village Department normally consists of 6 full-time officers and several part-time officers.
- The Police Chief is responsible for day-to-day and emergency operations of his department and for coordination with other town agencies.
- The Chief or designee has authority for disaster planning and for maintaining and updating this police annex annually or on an as needed basis and coordinating changes with Emergency Management.
- The line of succession of the department is as follows:
 - Chief
 - Sergeant
 - Corporal
 - Full time Certified Officer

- The officer in charge has the responsibility on scene of reporting to an established command post or of recommending or creating a command post if the situation indicates.

DIRECTION AND CONTROL

- The Police department is located at 454 Woodstock Road.
- The Police Chief exercises direction and control of the department's emergency forces. This is accomplished at Police Headquarters under normal operating conditions and at the Town of Woodstock EOC if activated for emergency.
- Maps and markers, charts etc. needed to display the following information will be in the EOC and maintained by the Town Manager and the Emergency Management Coordinator.
 - Deployment of personnel
 - Location of vehicles
 - Lodging/shelter areas
 - Location of emergency command post
 - Location and nature of problem(s)
 - Weather information
 - Type and location of disaster area
 - Location of identified high hazard areas
 - Other pertinent information

COMMUNICATION

- Emergency Communications equipment is maintained and operated through the Town of Woodstock Dispatch Center located at 454 Woodstock Road.
- Twenty-four-hour dispatch is covered by the Woodstock Dispatch Center.
- The Police have radio capability for communicating with Woodstock Municipal Government, Woodstock Public Works, Windsor County Sheriff's Department and Vermont State Police.

TRAINING AND EXERCISES

- Emergency Operations training for department personnel will be conducted by periodic briefings and/or courses pertaining to ICS principles.
- Test exercises for department personnel will be conducted in cooperation with the Woodstock Emergency Management Director and/or Coordinator.

ANNEX H

FIRE AND RESCUE

Town of Woodstock, Vermont

I. AUTHORITY:

1. Emergency Management Ordinance of Town of Woodstock.
2. State Law #231 Acts of 1965 (as needed).
3. Chapters 1 and 3, Title 20, VSA 1951 (as amended)
4. U.S. Public Law 920, 81st Congress, 1950 (as amended).
5. Mutual Aid Compacts VSA, Title 20, Chapter 175 Section 2981-2992.

II. PURPOSE:

To develop a plan that will save lives, assist in minimizing damage to property, and improve recovery in the event of an emergency/disaster requiring a response from the Town Fire Department personnel.

III. SITUATION AND ASSUMPTIONS:

1. The Woodstock Fire Department has the primary responsibility of responding to emergencies in the Town where fire, or threat of fire may exist.
2. It has a responsibility of responding to fire emergencies outside the Town through mutual aid compacts with Connecticut River Valley Fire Mutual Aid Association and Upper Valley Fire Mutual Aid Association.
3. The Fire Department can expect assistance from other Town agencies and departments upon request.
4. Fire Department personnel assisted in the development of hazard analysis for the Town. Occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or influence their capability to respond to other emergencies.

IV. MISSION:

1. To limit or prevent loss of life and property from fires or threat of fires.
2. To assist in warning and evacuation.
3. To assist and cooperate with other Town agencies and departments responding to disaster.

V. ADMINISTRATION:

1. The Fire Department is headed by a Chief appointed by the Town Manager.
2. The Fire Department is normally composed of 7 officers, and 36 volunteers.
3. The Department is continuously in the process of re-evaluating pre-fire plans within the Town.
4. A copy of the resource inventory is included as part of this Annex and identified the type and locality of major pieces of equipment (See Appendix___).
5. The Fire Chief has responsibility for updating this annex on an annual or as needed basis and coordinating changes with the Emergency Management Center.

VI. CONCEPT OF OPERATIONS:

1. Operations of the Fire Department require a rapid and coordinated response.
2. Implementation must be as self-triggering as possible and not dependent upon the presence of a particular individual. Fire Department Personnel carry pagers and will normally be notified by the Woodstock Dispatch Center.
3. Telephone fan-out can be used as a back-up.
4. The Fire Officer in charge of the incident has responsibility for requesting additional assistance through the Fire Station base radio.
5. Initial response will include an evaluation of the on-scene situation, establishment of a command post, and identification of a staging area if additional assistance is required.

VII. RESPONSIBILITIES:

- a. Fire Chief of Designee:
 1. Responding to fire or threat of fire.
 2. Any rescue work needed, then protecting exposures as required and extinguishing fires.
 3. Assisting other Town agencies, if requested, when life or property is threatened.
 4. Assisting in dissemination of warning.
 5. Recommending and assisting in evacuation if situation warrants.
 6. Requesting assistance from Mutual Aid System and other town agencies/departments.
 7. Keeping proper authorities informed of situation.
 8. Normal operation of the Fire Department.
- b. Fire Department Officers
 1. Must have ability and knowledge to serve as officer-in-charge at an incident until superior officer or chief is on scene and assumes control.
 2. Other specific or related fire response duties as assigned by the Chief of Officer-in-charge at the scene or as indicated in standard operations procedures.

VII. DIRECTION AND CONTROL:

- a. Direction and control, as a function, is covered in Annex A
 1. Requests for off-site assistance shall be requested by the Officer-in-charge through the Woodstock Dispatch Center.
 2. A command post shall be established at the scene with responding agencies reporting on arrival.
 3. If the situation warrants the opening of the Town's Emergency Operations Center, the Officer-in-charge shall assure that communications with the EOC are established, and he/she or a designee shall go to the EOC to provide information and coordination.

IX. COMMUNICATIONS:

1. The Fire Department operates on a primary frequency of 158.835. Fireground frequencies are 2 (158.895), 3 (153.830) and 4 (154.00).

X. WARNING:

1. See Alert and Warning.

XI. SHELTER:

If shelters are identified for use, the Fire Chief has the responsibility of fire inspections and of establishing procedures for adequate fire controls for shelter occupancy. The above will be coordinated with the Emergency Management Director.

XII. TRAINING/EXERCISES:

The Fire Chief has the responsibility for on-going training and exercising of the Department. It is expected that the Department may be asked to coordinate with the Emergency Management Agency in an annual exercise involving other Town departments.

ANNEX J

DEPARTMENT OF PUBLIC WORKS

Town of Woodstock, Vermont

AUTHORITY

- Vermont Statutes Annotated, Title 20, 1951(As amended Chapter 1, 3).
- US Public Law 920 81st Congress, 1950(As amended).

PURPOSE

To assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster as defined in the plan.

SITUATION AND ASSUMPTIONS

Situation

- A hazard analysis has been completed that identified types of disasters/emergencies that could affect the town (see basic plan).
- The geography of the town is 27,776 acres with 1 business center and 3 villages. There is 1 river running west to east through town. Routes US 4, US 12, and VT 106 all intersect in the center of Woodstock village which could affect a response to disasters.
- The distribution of the town population of 3,048 (2010 Census) throughout the area could create a demand for response to different locations.

Assumptions

- Assistance will be available from other town departments, local communities and state agencies during/after a major disaster/emergency affecting the town.
- Assistance may be secured from outside of Woodstock and from Vermont Emergency Management.
- Assistance requested from the Public Works department will be provided by the Superintendents of the Sewer, Water, and Highway departments and the Emergency Management Director in the event such assistance can be spared.

MISSION

To provide manpower, vehicles, and equipment to maintain roadways and the town sewer system and to assist other town agencies when requested with personnel material and equipment before, during and after disasters/emergencies.

ADMINISTRATION AND LOGISTICS

- Normal channels will be used for day-to-day operations.
- Emergency supplies will be secured by the Town.
- Limited emergency supplies are maintained at the Woodstock Town highway garage, located at 2576 West Woodstock Road.
- Emergency funding will be requested through the Emergency Management Director before, during and after disaster/emergencies.
- Legal questions will be referred to the town attorney.
- Record of purchases and disbursements applicable to the disaster/emergency will be kept through normal procedures.

WARNING

- The departments of Public Works will receive warning of a disaster/emergency through communications by telephone, municipal radio, or VT Alert system (as described in Annex D).
- They may also receive notification from:
 - The Emergency Management Director
 - The Police and/or Fire Departments
 - The Emergency Management Coordinator
- The Superintendent or designee is on 24-hour call and can be reached by telephone.
- A contact list for key personnel in the Highway and Sewer departments is in the public safety Communications Center.

CONCEPT OF OPERATIONS

If a warning is received, or a disaster/emergency occurs the following will be instituted.

- The Town Manager or designee will report to the EOC if activated to provide direction and coordination of public works functions.
- The Town Manager or designee will recommend activation of the EOC if circumstance indicates.
- Pre-Impact preparations
 - Notify key public works personnel.
 - Assign duties and crews.
 - Check all appropriate equipment.
 - Check fuel supply.
- If necessary, to restore or maintain essential services.
 - Call in former or retired department employees.
 - Make use of local contractors.
 - Contact Vermont Emergency Management through the Emergency Management Director or designee for state and/or federal assistance 1-800-347-0488

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Superintendents of Highway ,water and Sewer Departments are responsible for:

- Day to day and emergency operations of their departments and coordination with other town agencies.
- An up-to-date inventory of departmental resources and personnel maintained at the town office with a copy at the town garage and sewer plant.
- Clearing debris from the town roads.
- Maintaining roads and the sewer system.
- Supplying emergency power if needed to emergency shelters.
- Coordination of emergency transportation through the Emergency Management Director or Coordinator.
- Emergency operations training for department personnel.
- Maintenance and repair of department vehicles by department personnel.
- Maintaining and updating this annex annually or as needed as part of the town's emergency operations plan.
- Testing and evaluating the plan annually in coordination with the Emergency Management Coordinator.
- Reporting to EOC if opened and/or recommending opening the EOC if the situation warrants.
- Emergency operations are under the general direction of the Emergency Management Director or Coordinator.

The Foreman is responsible for:

1. Normal day-to-day activities of the highway or sewer departments in the absence of the Superintendent.
2. Emergency operations instructed by the Superintendent or in the absence of, under the general direction of the Emergency Management Director or designee.

Succession/Continuity

1. Emergency Management Director or designee.
2. Superintendent of Highway and Sewer departments.
3. Foreman of Highway.
4. Foreman of Sewer.

DIRECTION AND CONTROL

- The Emergency Management office is located at the Town Hall.
- The Superintendent's offices are located at the highway garage and the main sewer plant.
- Direction and control of emergency forces is accomplished from the town highway garage under normal operating conditions and from the EOC if activated for an emergency.

- Maps and markers needed in the EOC to display operational activity, nature of problems, location and condition of personnel and equipment and means for further action will be placed and maintained by the appropriate Superintendent of Highway or Sewer departments and the Emergency Management Coordinator.

COMMUNICATIONS

- Day to day and emergency communications are maintained and operated from the Communications Center.
- The department's vehicles have radio capability for communicating with other municipal departments on the municipal frequency.

TRAINING AND EXERCISES

- Emergency operations training for department personnel will be conducted through periodic briefings and/or courses on emergency operations procedures.
- Test exercises for department personnel will be conducted in cooperation with the Woodstock Town Emergency Management Director or Coordinator.

ANNEX K

EMERGENCY PUBLIC INFORMATION

Town of Woodstock Vermont

GENERAL

- Authority – See Basic Plan
- Purpose to outline the role of the Public Information service in the event of a natural or manmade disaster/emergency.

SITUATION AND ASSUMPTIONS

Situation

- See Basic Plan
- Radio stations WJJR & VPR can provide information and instructions to the public during an emergency.
- Radio stations WJJR & VPR are the authorized emergency broadcasting stations (EBS). Authorized to provide immediate information and instructions during an emergency.
- The VT Standard will be asked to publish informational and instructional material when the situation warrants.
- Social Media, Public Access TV, and VT Alert will also be utilized.

Assumptions

- See Basic Plan
- Radio stations will be utilized.
- Area newspapers, social media, and VT Alert will be utilized.
- The local news media will be asked to cooperate with the Town Manager in providing information and instructions to the public in an emergency.
- The Town Manager or designee will ensure that the emergency public information package is printed and distributed to the public

MISSION

To provide accurate and official information and instructions to the people through all available media before, during and after disasters/emergencies

EXECUTION

Organization

- The Town Manager or designee will select personnel to assist in providing fast accurate reporting during emergencies.

Warning

- The Town Manager or designee will be alerted by Emergency Management if required when any emergency occurs.
- The Public Information Officer or designee will alert his/her assistants.

Concept of Operations

- The Public Information Officer or designee will report to the EOC or alternate EOC when requested by the Emergency Management Director
- The Public Information Officer or designee will coordinate the collection and evaluation of information instructions for the public
- All releases, information or instructions will be cleared with the Emergency Management Director before being disseminated to the public.

Assignment of Responsibilities

The Public Information Officer or designee will be responsible for the following.

- Maintaining a list of local news media personnel within the town together with their phone numbers
- Maintaining any other material necessary to conduct their assignment
- Maintaining a file of all news releases
- Establishing an information center at the EOC for the media
- Preparing appropriate new releases
- Coordinating information for public release with the other emergency services
- Contacting the Emergency Broadcast Station to determine EBS entry
- Notifying the public of information and instructions outlined in the emergency public information package and assuring that the package is up to date.
- Establishment of rumor control center

Training and Exercises

- The public information staff will undergo training, as necessary.
- Test exercises may be conducted annually. The Public Information Officer will participate or be present at the exercise.

ADMINISTRATION AND COMMUNICATIONS

Administration

- The Public Information Officer will review this Annex for any possible changes on an annual basis and will coordinate revisions and/or updates with the Emergency Management Director
- The primary communications between the Public Information Officer and the news media will be by telephone.

LOCAL RADIO AND TELEVISION

WVFA Radio in Lebanon	802-295-9683
WNTK Radio in New London	617-999-2430
WCAX Channel 3	802-652-6300
WNNE Channel 31	802-295-3100
WJJR Radio in Rutland	802-775-6499
VPR in Colchester	802-655-9451

SOCIAL MEDIA AND WEBSITES

VT-Alert

The public can sign up for VT-Alert by going to <http://www.vtalert.gov/> they can also get the Everbridge App for Android and I-phone.

Facebook

The town of Woodstock has three Facebook pages they are as follows:

Woodstock Police Department <https://www.facebook.com/profile.php?id=100064535056811>

Woodstock Fire/EMS Department <https://www.facebook.com/profile.php?id=100079244934148>

Woodstock Town Hall <https://www.facebook.com/townofwoodstockvt>

Town Websites

The town of Woodstock has three Websites they are as follows:

Woodstock Police Department - <https://woodstockpolice.org/>

Woodstock Fire/EMS Department - <https://www.woodstockfire-ems.org/>

Town of Woodstock VT - <https://townofwoodstock.org/>

PUBLIC NOTICE SITES

Woodstock Town Hall – 31 The Green, Woodstock VT – 802-457-3456

Norman Williams Public Library – 10 The Green, Woodstock VT – 802-457-2295

Woodstock Emergency Services Building – 454 Woodstock Rd, Woodstock VT – 802-457-1420

Residents and guests of Woodstock VT can also call VT 2-1-1 for resources.

ANNEX L

RESOURCE MANAGEMENT

VTRANS District 4

Joe Ruzzo

802-295-8888

Contractors for bridge and road work

Miller Construction

802-674-5525

Daniels Construction

802-674-6323

Gurney Brothers

802-886-2210

Notts Excavating

802-295-2734

Mosher Excavating

802-422-3146

Wayne Wilson Excavating

802-457-4336

Schultz Excavating

802-457-3714

Willey Construction

802-674-2500

Woodstock Backhoe Service

802-457-3100

MATERIAL

Pike Industries

603-298-8373

603-298-8554

Twin State Sand & Gravel

603-298-8705

Carroll Concrete

603-298-8777

LINE FLUSHING

Hartigan Company

800-696-0761

WOODSTOCK HIGHWAY

UNIT	NAME	PRIMARY	SECONDARY
PW2	Chris Barr	802-230-6528	
PW3	Robert Chamberlin	802-457-4264	
PW4	Nate	802-369-5533	
PW7	Everett Chamberlin	802-369-8900	
PW8	Dan Putnam	802-342-2406	
PW9	George Colston	802-457-2692	
PW10	AJ Wright	802-275-7150	
PW11	Butch Proctor	802-291-1194	
	Town Garage	802-457-2233	
	Village Garage	802-457-5147	

WOODSTOCK SEWER

UNIT	NAME	PRIMARY	SECONDARY
PW14	Tim Lynds	802-672-3763	
PW13	Alex Beloin	802-281-2197	
PW15	Cody Parkhurst	802-234-5040	802-289-2255
	Main Plant	802-457-1910	
	On-Call Pager	802-749-5809	
	Cell Phone	802-356-0690	

WOODSTOCK POLICE DEPARTMENT

FULL-TIME

UNIT	NAME/RANK	PRIMARY	SECONDARY
M481			
M482	Christopher O'Keeffe – Interim Chief	802-291-0086	617-763-9555
M483	Kirsten Murphy – Corporal	802-291-1748	
M484	Elizabeth Turco – Officer	802-952-9537	
M485	Sanuj Arora – Officer	413-250-7135	
M486	Joseph Swanson – Officer	802-280-5030	

PART-TIME

M487	Denel McIntire – Officer	802-291-4966	
M488	Joseph Lucot – Officer	802-356-2645	
M489	Kyle Goodrich – Officer	802-236-0796	
M491	Steven Neily – Officer	802-698-3005	
M492	Joshua Linton – Officer	802-738-3345	
M494	Mark Donka – Officer	802-291-4065	

METERPERSON

P2	Terri Poljacik	802-359-2441	802-672-3756
P3	Robin Zito	802-356-7948	

CONSTABLE

K5	Kelly Linton	802-839-6238	802-457-4563
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WOODSTOCK DISPATCH CENTER

FULL-TIME

NAME	POSITION	PRIMARY	SECONDARY
Elizabeth Therrien	Supervisor	802-683-8130	
Douglas Perkins	Dispatcher	802-281-9951	
Lisa Linton	Dispatcher	802-558-9344	802-457-4563
Carolyn Lord	Dispatcher	603-843-5341	

PART-TIME

Katrina Porch	Dispatcher	802-236-5752
Hailey Corrigan	Dispatcher	802-855-3110

NEIGHBORING EMDs

BRIDGEWATER	Owen Astbury	802-672-3180
HARTFORD	John Haverstock	802-295-9353
HARTLAND	John Broker-Campbell	802-436-2119
POMFRET	Kevin Rice	802-457-3861

ANNEX M

HAZARDOUS MATERIAL INCIDENT

CONTACT FIRE CHIEF OR DESIGNEE

THEY IN TURN WILL CONTACT VERMONT HAZARDOUS MATERIALS RESPONSE TEAM if necessary

1-800-641-5005

National Incident Management System (NIMS) Typed Resources*

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	1				
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	N/A	N/A	N/A	2	Road Sweeper	1				
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	1			1	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer	1			N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)	3					Trailer, Small Equipment			N/A	N/A	2
Firefighting Crew Transport				N/A	1	Truck, On-Road Dump			6		
Aerial Fire Truck			N/A	N/A		Truck, Plow			3		
Foam Tender			N/A	N/A		Truck, Sewer Flusher				1	
Hand Crew						Truck, Tractor Trailer				N/A	
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1			N/A		Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe		1			
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor			1			Wheel Loader, Medium					
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small	1	1		N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A	
Generator			4			Wood Tub Grinder					
Grader	1			N/A							

MATTHEW L DEPRIZIO
RIVERBIRCH
43 PLEASANT ST
WOODSTOCK VT 05091

43 Pleasant Street

Bill prior to
toilet replacement
(tenant did not notify
me that toilet was
running all year!!
I discovered it on ins-
pection.)



P.O. BOX 441 • 16 ELM ST.
WOODSTOCK, VT 05091
(802) 457-4497

Please include stub or account number and your email
with payment.

LOCATION				
43 PLEASANT STREET				
ACCOUNT NO.	FROM	TO	DUE	
20-00405001	04/01	07/01	08/01/24	
CD	PRESENT	PREVIOUS	USAGE	CURRENT CHG.
100	521800	508800	13000	436.05
				0.00
				0.00
Late fees				
PAST DUE		THIS BILLING		TOTAL DUE
0.00		436.05		436.05



P.O. BOX 441 • 16 ELM ST.
WOODSTOCK, VT 05091
(802) 457-4497

Please include stub or account number and your email
with payment.

LOCATION				
43 PLEASANT STREET				
ACCOUNT NO.	FROM	TO	DUE	
20-00405001	07/01	10/01	11/01/24	
CD	PRESENT	PREVIOUS	USAGE	CURRENT CHG.
100	526400	521800	4600	187.32
				0.00
				0.00
Late fees				
PAST DUE		THIS BILLING		TOTAL DUE
0.00		187.32		187.32

Bill after plumber
replaced the toilet.
early July 2024
(see plumbing bill)

Subsequent water bills. the town has been sending.

MATTHEW L DEPRIZIO
RIVERBIRCH
43 PLEASANT ST
WOODSTOCK VT 05091



WOODSTOCK
AQUEDUCT
COMPANY

P.O. BOX 441 • 16 ELM ST.
WOODSTOCK, VT 05091
(802) 457-4497



quadiant
FIRST-CLASS MAIL
IMI
\$000.56
01/03/2025 ZIP 05091
043M31231519

US POSTAGE

Please include stub or account number and your email
with payment.

LOCATION				
43 PLEASANT STREET				
ACCOUNT NO.	FROM	TO	DUE	
20-00405001	10/01	01/01	02/01/25	
CD	PRESENT	PREVIOUS	USAGE	CURRENT CHG.
100	526700	526400	300	60.00
				0.00
				0.00
Late fees				
PAST DUE	THIS BILLING		TOTAL DUE	
0.00	60.00		60.00	

MATT DEPRIZIO

PO BOX 79
TAFTSVILLE, VT 05073

AMOUNT REMITTED: _____
ACCOUNT TOTAL DUE
20-00405001 60.00



WOODSTOCK
AQUEDUCT
COMPANY

P.O. BOX 441 • 16 ELM ST.
WOODSTOCK, VT 05091
(802) 457-4497



quadiant
FIRST-CLASS MAIL
IMI
\$000.56
04/03/2025 ZIP 05091
043M31231519

US POSTAGE

Please include stub or account number and your email
with payment.

LOCATION				
43 PLEASANT STREET				
ACCOUNT NO.	FROM	TO	DUE	
20-00405001	01/01	04/01	05/01/25	
CD	PRESENT	PREVIOUS	USAGE	CURRENT CHG.
100	527000	526700	300	60.00
				0.00
				0.00
Late fees				
PAST DUE	THIS BILLING		TOTAL DUE	
0.00	60.00		60.00	

MATT DEPRIZIO

PO BOX 79
TAFTSVILLE, VT 05073

AMOUNT REMITTED: _____
ACCOUNT TOTAL DUE
20-00405001 60.00

Invoice

Ottauquechee Plumbing & Heating
702 W Woodstock Rd
Woodstock, VT 05091
(802) 457-1795

Invoice Number: 0040444-IN

Invoice Date: 7/8/2024

Customer Number: DEPRIZIO

MATTHEW L DEPRIZIO
RIVERBIRCH
43 PLEASANT ST
WOODSTOCK VT 05091

Sold To:

Matt Deprizio
P. O. Box 79
Taftsville, VT 05073

install New toilet

Terms

Net 30 Days

Item Code	Unit	Item Description	Ordered	Price	Amount
/TOM 06/28/24	HOUR	LABOR	1.00	120.00	120.00
/JAKE	EACH	LABOR	1.00	90.00	90.00
21-528	EACH	Gerber 17" Toilet bowl	1.00	237.90	237.90
28-590	EACH	Gerber Viper Toilet Tank	1.00	84.69	84.69
4PROSEAT	EACH	4 Pro Toilet Seat	1.00	31.60	31.60
191008	EACH	Closet Bolts	1.00	2.87	2.87
DEEPWAX	EACH	Deep Wax Gasket	1.00	3.03	3.03

Paid
Aug 14

As of April 01, 2021 there will be a 3% charge on credit card purchases over \$1000.00

1.5% Interest After 30 Day

VISA, MASTERCARD AND AMERICAN EXPRESS ACCEPTED

Net Invoice: 570.09

Less Discount: 0.00

Invoice Total: 570.09



T & H FORESTRY

TUCKER WESTENFELD

ESTIMATE FOR MANAGING TIMBER SALE FOR THE TOWN OF WOODSTOCK PROPERTY – AREAS 8, 10, & 14

May 7, 2025

To: Town of Woodstock

From: T & H Forestry LLC.

Job Description: Marking timber sale as called for in UVA plan, showing timber to qualified buyers, writing timber sale contract, holding performance bonds from buyer, checking on job, checking mill slips, seeding woods roads while checking on cleanup.

Forester's Fees: +/- \$4,000.00.

Estimate total timber sale revenue before forester fees: +/- \$14,000.00

Estimate of Access Costs: Access road and log landing need to be assessed, stone way be required.

Job Schedule: To be marked in the spring/summer of 2025 and cut the summer of 2025.

*Wood prices may fluctuate and affect this estimate and ability for a logger to sell certain wood products.

Payment Schedule: T & H Forestry LLC. will send out bills at the end of each month worked according to the 2025 rate sheet. Loggers will pay the landowners directly for the forest products that are cut after they are paid by the mill.

The estimates given above are acceptable and I give you permission to manage the job stated above.

Town of Woodstock _____ Date _____

Estimate Given By:
T & H Forestry LLC.  _____ Date 5/7/25

* Please return this signed copy.

To: Woodstock Selectboard
Mountain Views Supervisory Union Board of Directors

From: Seth Webb, Woodstock resident and parent of a WES student and an
aspiring WES student

Date: May 12, 2025

Re: The Town & School District should work together to save the school

I'm writing to share my ideas on how you can team up to support Woodstock's economic and community development - collaborating to retain and rebuild Woodstock Union High School and Middle School. With state education reform legislation in process, the Town resetting its approach to economic development and the school deteriorating on a daily basis - the time to act is now. I hope you find these ideas constructive. Please let me know what questions you have and how I can help you consider and advance them.

- I. **Background** - The legislature is advancing a version of the [Governor's Stronger Schools, Stronger Students Plan \(House Bill 454\)](#), tackling how to reform school funding, streamline governance and consolidate districts. The House passed it last month, and now the Senate, where it is expected to undergo substantial revisions, is debating it. The bottom line is some reforms will pass this session and who gets consolidated will either be part of this initial legislation, left up to the VT Department of Education (DOE) rulemaking and/or addressed in subsequent legislative sessions.
- II. **What's at risk?** - The risk of Woodstock losing the school is real. When and if it does, dozens of young families (like mine) will leave and dozens more will never consider coming. Property values will erode. Second home owners and retirees will dominate, making Woodstock's housing crisis even worse. The only businesses that will want to be here are those that cater to retirees and tourists. Our Town's economic development goals, focused on developing and growing an economy that's diverse and sustainable, will not be realized.
- III. **How can we effectively address this challenge?** First and foremost we can't continue to sit on the sideline by not proactively driving a solution in Montpelier that includes making Woodstock Union a model regional hub. Leaving this up to the legislature and the current Administration is not a strategy for success. Here's my suggestions for how we could proceed:

- A. Formalize a collaboration between the Town and the School District - We need to accept that strong schools are foundational to economic growth and community well-being and break down the silos between the Town and District to advance this common interest. Next, the Town, which is going to hire someone to lead economic development needs to make saving the school a key part of the job description and begin the hiring process immediately. To support that and ensure we attract a high quality leader and/or team who can lead this campaign, the School district should contribute significant funding on top of the planned salary and/or hire a Montpelier based-lobbyist the new Director can work with. Finally, the Economic Development Committee should become an advisory board to this new hire/team and the School district should have a representative on it.
- B. Build and promote a plan to make Woodstock Union a model regional hub - Let's give the Governor and State Department of Education (DOE) a regional model to point to by aligning our curriculum and growth plans (including a rebuild) with the final plan. Let's show them why we're regionally significant and promote the work we've already done over the last ten years investing and planning to be a regional hub (giving us a head start over other communities). This is something the School Board should be doing and talking about at every meeting and sharing with lawmakers and DOE officials as official testimony and private meetings.
- C. Work with our State Senators and Representatives to secure legislative and administrative language that supports our case - We need to shape the criteria for consolidation decisions and influence the consolidation process. This will require targeted, thoughtful and consistent outreach to the State Board, the Governor's office, the legislature and other key influencers. Following this session we're likely to see a rulemaking process at the department level and/or additional legislation and amendments related to consolidation decisions.
- Related, I understand that the school will be tested for [PCB contamination](#) this summer. We should create a contingency plan now by determining what emergency options we have to leverage a negative report to restart a campaign to rebuild the school. This should include how to secure emergency re-build authorization (administratively and/or legislatively) and plans to run another bond vote (either at Town meeting in '26 or before via special meeting).
- D. Show broad support from all district towns, neighboring communities and other key influencers around the state. To help us punch above our weight class in Montpelier we need to amplify real faces and voices of people from our region to tell the story of how making Woodstock a regional hub is key to accomplishing the state's stated goals of equity, efficiency, and quality in the new Southeast Region (one of the 5 districts in the plan).

- E. Consider forming a Political Action Committee (PAC) to support candidates and incumbents that support Woodstock: Money talks and we have some in this community. To harness it properly, we will need to establish a PAC and channel private money to support elected officials and candidates who will champion our cause. Political leverage will be essential as Montpelier finalizes its plans for education reform.

All of these initiatives should be managed by an experienced person and/or campaign team that reports regularly to the Town and School District on progress. Volunteers can support and advise but volunteers alone will not work.

- IV. **What are the other benefits of this approach?** Launching this type of collaborative effort will send a strong message to our community and the state - that the middle and high school is a vital part of our community development and Woodstock's leadership is united around being a model regional hub. It will also provide the necessary resources and staff to ensure this major community priority is effectively addressed.

Thank you for all your work and for considering this plan.

**Town of Woodstock
Selectboard Meeting**

April 15th, 2025

6:00 PM

Town Hall & Zoom

Minutes

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Laura Powell, Greg Fullerton, Keri Cole

Staff: Eric Duffy

Public: Beth Finlayson, Jeffrey Kahn, Roger Logan, Lauren Fisher, Tambrey Vutech, Susie Stultz, Allison Gafferty, Wendy Spector, Michael Green, Jon Spector

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of April 15th to order at 6:00 PM

B. Additions to & deletions from posted agenda

Liquor Licenses

Pizza Chef Inc. – First Class

Dreamscape Coffee – Third Class

Cumberland Farms – Tobacco x2, Second Class

Reserve Fund Guidelines

Agenda Calendar

Sewer Abatement

C. Citizen Comments – None

D. Manager's Report

Eric Duffy reported on his second annual Municipal Town Manager Summit, highlighting topics like shared services, Economic Development, and housing.

This Week is National Dispatcher Week, so give recognition to our dispatchers for their 24/7 service to the community.

Eric Duffy mentioned filing last year's ARPA Funds report and anticipated more scrutiny from the federal government.

E. Votes

Liquor Licenses

Shine Associates, VT. LLC- Tobacco and 2nd Class

Worthy Kitchen LLC – OCP and 1st Class and 3rd Class

Melaza, LLC- OCP and 1st Class and 3rd Class

Mon Vert- OCP and 1st Class

Family Village Butcher, Inc. – 2nd Class

4 Mechanic, LLC - OCP and 1st Class and 3rd Class

P & P Restaurants, LLC - OCP and 1st Class and 3rd Class

Woodstock Pizza Chef, Inc – 1st Class
Dreamscape Coffee – 3rd Class
Cumberland Farms of Vermont Inc. – Tobacco, 2nd Class

Motion: by Chair Ray Bourgeois to approve the liquor and tobacco licenses pending state approval (6:04PM)
Seconded: by Laura Powell
Vote: 4-0-0, passed

Sewer Abatement

Eric Duffy discussed a higher-than-normal sewer bill for a property due to a roof leak and requested an abatement.

Laura Powell questioned whether the circumstance falls under the guidelines for sewer abatements.

Motion: by Laura Powell to Abate the sewer bill for 41 Pleasant Street to last year's annual bill plus the standard or median sewer increase this year (6:06PM)
Seconded: by Greg Fullerton
Vote: 4-0-0, passed

Village Flower Baskets Expenses

Beth Finlayson from the Woodstock Chamber of Commerce presented petitions requesting funds from the 1% rooms, meals, and alcohol tax for flower baskets.

Laura Powell suggested funding the flower baskets from the General Fund or the Village Trustees' budget.

Discussion about the economic benefits of the flower baskets and the importance of funding. Discussion on the flower baskets cost coming from the 1% tax. Discussion over the hanging and the funding of the lights in Town. Laura Powell mentioned having a future discussion on how the Economic Development and Community Fund are used in the future.

Motion: by Laura Powell to split the expenses of both the flower baskets and the lights moving forward with the Village Trustees (6:22PM)
Seconded: by Greg Fullerton
Vote: 4-0-0, passed

Bytes Contract

Ray Bourgeois mentioned that this has been in front of the board several times before, and a decision needs to be made on whether to move forward with the contract.

Lauren Fisher urged the Selectboard to delay spending \$32,000 on the redesign of WoodstockVT.com.

Laura Powell explained the need for the website redesign and the support from the Economic Development Commission.

Discussion about the Chamber's financial situation and the need for transparency and accountability.

Motion: by Laura Powell to approve the Bytes Contract (6:46PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Marketing Contract Extension

Eric Duffy recommended extending the marketing contract for six months.

Motion: by Laura Powell to extend the Marketing Contract for (6) six months (6:48PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Land Trust- Vondell Cobb Conservation Purchase and Sale Agreement (Discussion)

Eric Duffy discussed the potential conservation of 290 acres of the Vondell Cobb property by the Vermont Land Trust.

Ray Bourgeois asked if there was any deadline on signing the grant application, and Eric Duffy mentioned the application is going in front of the Land Trust in May.

Discussion about the impact of conservation on recreational activities and the need for community feedback.

Woodstock Farmer's Market FEMA Buy Out

Eric Duffy explained the potential buyout of the Woodstock Farmer's Market and the need for board approval to apply for the buyout.

Motion: by Laura Powell to approve the Woodstock Farmer's Market FEMA buyout (6:52PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

ANR Signature Sheet: authorized signature

Eric Duffy requested the chair of the Selectboard to sign the ANR signature sheet for Water System Permits.

Motion: by Laura Powell to approve the Chair of the Selectboard to sign the ANR Signature Sheet (6:53PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

F. Discussion

Village Conservatory Presentation

Wendy Spector thanked the group for having them and explained the purpose of the meeting: to present the Woodstock Village Conservancy's mission and vision and to seek support for their first major project.

The presentation is divided into four sections: who they are, their work to date, what they need from the group, and an opportunity for a conversation.

Wendy Spector outlined the three main goals for the night: gaining support for the mission and vision, support for the first major project, and agreeing on the next steps.

Wendy Spector described the Blue-Sky vision of the Woodstock Village Conservancy, emphasizing the importance of outdoor spaces as economic drivers and community engagement tools.

The mission is to enhance and maintain public spaces and connectors in the village of Woodstock, addressing issues like safety, accessibility, and environmental sustainability.

The conservancy aims to follow the green streets framework, which includes green place-making, green mobility, and green stormwater infrastructure.

The framework focuses on intentional design, environmental sustainability, accessibility, and minimal additional costs to the municipal budget.

Green place-making involves planning, designing, and managing spaces to leverage natural resources, emphasizing human health, economic vitality, and quality of life.

Green mobility aims to ensure safe access for all ages and physical abilities, including amenities that encourage people to visit the town and to lower vehicle speeds

Green stormwater infrastructure uses plants and soils to intercept, hold, and slow down stormwater, enhancing the urban landscape and ecosystem health.

The conservancy joined the Woodstock Community Trust portfolio projects last summer and formed a leadership team in the fall. They have been working on community outreach, establishing key partnerships, and securing seed funding for their work. The major project is to restore and improve the Village Green and improve the safety of the village corridor, addressing the entire corridor rather than just the traffic around the green.

The Village Green was established in 1788 and has undergone various changes over the years, including damage from hurricanes and Dutch Elm disease.

Michael Green, an expert in bike infrastructure, discussed the importance of cyclist safety and the economic benefits of investing in cycling infrastructure.

The conservancy proposed to seek grants and private donations to fund their work, mobilize volunteers to do the work, and gather public input to identify improvements. They requested the group's support for their mission and vision and for their first major project, which includes restoring the green and improving the village corridor.

The next steps include assessing the funding, mobilizing manpower to implement plans, and working with the town manager to draft an MOU detailing the process and responsibilities.

Keri Cole suggested that the conservancy should also consider feedback from people outside the village to ensure the project meets the needs of the broader community.

Laura Powell raised concerns about the timeline and impact of the work on the green, suggesting that the work should be done in the spring rather than the fall.

Wendy Spector explained the phased approach to the project, with the first phase focusing on the interior space of the green and the second phase addressing the exterior and village corridor.

The conservancy plans to work with the town to ensure the project aligns with the town's goals and objectives and to seek approval for any necessary petitions or budget allocations.

Goals/Tasks for Economic Development Position

Eric Duffy discussed the need to finalize the job description for the Economic Development position, emphasizing the importance of defining the goals and objectives of the role.

Ray Bourgeois suggested that the job description should align with the board's goals and objectives, which are wide-ranging.

Laura Powell mentioned the need to grow the grand list and bring more housing and commercial development to Woodstock.

Roger Logan emphasized the need for a well-rounded director of growth who can work with experts in various areas and is a good project leader and team leader.

Jon Spector highlighted the need to define the four priorities (housing, development, efficient government, affordability, and climate resiliency) more clearly to determine the specific skills required for the job.

Jeffrey Kahn agreed with Jon Spector, expressing concern about the feasibility of one person handling all the responsibilities, including marketing and tourism.

Laura Powell clarified that the person would work with the marketing coordinator and other stakeholders to achieve the goals, including effective and efficient government and growing the grand list.

The board discussed the need to delegate a board member or two to work internally with staff to speed up the job description process.

Byron Kelly expressed concern about the loss of community involvement and the impact of dissolving the EDC and creating one position.

Laura Powell clarified that the EDC has not been dissolved and that the new position will determine how the EDC is leveraged.

The board discussed the need for clear metrics and the potential impact on other community groups that rely on funding.

Vondell Rules/Policies/Signs

Eric Duffy and board member discussed issues of signage and trail management, suggesting the need for clear signage to protect the community and encourage responsible use of the trails.

Roger Logan suggests having a code of conduct for mixed-use trails to ensure safety and responsible behavior.

The board discusses the need for an audit of existing signage and the potential for new signage to address liability and safety concerns.

WAC Update

Eric Duffy provided an update on WAC, including the need to review closing documents and set a meeting for April 28 to prepare for the closing on April 30.

The board discussed the logistics of the closing, including the need for a public meeting to celebrate the board's accomplishments.

The board agreed to designate someone to attend the closing and sign paperwork, with a follow-up meeting to discuss any issues that arise.

Update on Main Wastewater Plant Project

The board discussed the need for water and sewer updates, including the potential for a new sewer plant and the impact on the community.

G. Executive Session 1 V.S.A 313

Motion: by Laura Powell to go into a possible Executive Session 1 V.S.A 313 discuss potential contracts we have to make a facility finding and premature general public knowledge clearly placed the public body or person involved in a substantial disadvantage (7:53PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed (Returned 8:12PM)

H. Approval of Minutes

Motion: by Laura Powell to approve the minutes

02.18.25,02.19.25,02.25.25,03.05.25,03.07.25,03.11.25,03.14.25,03.24.25,03.31.25 1645PM, 03.31.25 1730PM (8:13PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

I. Adjournment

Motion: by Laura Powell to adjourn the meeting at (8:14PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
April 28th, 2025
4:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Laura Powell, Greg Fullerton, Keri Cole

Staff: Eric Duffy, Emily Collins

Public: Seth Westbrook

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of April 28th to order at 4:00 PM

Additions to & deletions from posted agenda

Change the May Meeting

Echo Market- EDC Open Business Grant

B. Citizen Comments – None

C. Manager's Report

Eric Duffy announced the purchase of the Water Company 3 pm on Wednesday and invited organizations and individuals who have positively impacted the community to a meeting at Town Hall.

D. Votes

Signature of Pre-Closing water system documents

Eric Duffy mentioned the motion will authorize either Eric Duffy or Town Selectboard Chair Ray Bourgeois to execute all documents.

Motion: by Laura Powell approve a motion to approve the town's acceptance of sustainable standard sustainability all the assets of Woodstock Aqueduct Company WAC including approval of full warranty deeds for WAC's real estate related improvements and water system infrastructure. The Bill of Sale brought to personal property, including vehicles, equipment and other machinery and all other related business and financial assets that set forth in the March 18, 2025, asset purchase agreement, any recording fees associated with the transaction and to authorize select chair Ray Bourgeois and Eric Duffy to execute any and all documents needed or advisable to close on the acquisition of a water system. (4:03PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

Vote to change motion on Flower Basket and holiday lights

Motion: by Laura Powell approve the payment for the Fall baskets holiday lights this year through the economic funds and pilot motion to have a municipality work on coming up with a plan to fund those in the future

(4:04PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

Vote on Town Forest Contract

Eric Duffy discussed the need to extend the flex agreement for the town forest due to expenses.

The new 10-year contract will continue with the same vendor and includes provisions for road damage and electricity costs.

Motion: by Greg Fullerton approve the Town Forest Contract

(4:05PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Vote Short Term Rental Software Contract

Eric Duffy provided context for the new short-term rental ordinance and the need for software to track rentals

Emily Collins, the short-term rental officer, recommends a new software platform from Decor Technologies

The new software is more user-friendly, efficient, and costs about a third of the current system.

Motion: by Keri Cole to approve contract of software from Décor Technologies

(4:07PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Grant for Echo Market

Eric Duffy discussed the grant application for Echo Markets through the EDC Open Business Grant.

The board discussed the rent and the StoreFront Incentive Program

The board decides to table the discussion until the next meeting to verify the eligibility criteria.

Change of May Meeting Date

Eric Duffy requested to change the May meeting date due to his absence.

The board discussed and agreed to reschedule the meeting to May 29 at 6 PM.

Motion: by Keri Cole reschedule the May 20th meeting to May 29th at 6PM(4:07PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

D. Discussion

Discussion on WAMBA trail agreement for the Vondell Cobb Property

Eric Duffy introduced the discussion on the WAMBA Trail agreement following the property purchase.

Seth Westbrook, from WAMBA provided an overview of their organization and their relationship with the aqueduct company.

The board discussed the terms of the 10-year agreement, including grant requirements and trail construction oversight.

The board agreed to extend the current agreement with WAMBA for another month to finalize the new agreement.

The board discussed the amount of insurance required and the inclusion of arbitration before going to court

The board agrees to continue the current agreement and finalize the new agreement in the coming weeks.

E. Adjournment

Motion: by Greg Fullerton to adjourn the meeting at (4:28PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting**

April 30th, 2025

3:00 PM

Town Hall & Zoom

Minutes

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Laura Powell, Greg Fullerton, Keri Cole, Susan Ford

Staff: Eric Duffy

Public: David Rugh, James Dunn, Matt Bloomer, Jireh Billings,

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of April 30th to order at 3:00 PM

Additions to & deletions from posted agenda

Executive Session

B. Citizen Comments – None

C. Votes

Vote to Approve the WAMBA trail agreement

Eric Duffy discussed the hope of signing a new agreement with Wamba and requests extending the current agreement for a month with two conditions.

Susan Ford proposed adding conditions that WAMBA not plan new trails and change their insurance coverage to cover the Town.

Motion: by Susan Ford extend the current WAMBA trail agreement with the two conditions (3:02 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Town of Woodstock closing and take ownership over the Woodstock Aqueduct Company and Vondell Cobb Property

David Rugh from SP&F Attorney introduced himself and the other attorney that have been working on the closing of the Aqueduct Company.

David Rugh noted that the process will take about five to ten minutes.

Eric Duffy gives a speech about the significance of the day and the progress made by Woodstock. He discussed the challenges faced, including long meetings and working long hours. He expressed pride in the town's achievements, including controlling their own water supply and investing in infrastructure. Eric Duffy thanked various organizations, businesses, and individuals

who supported the project. He thanked the Harvard Business School, John Spector, Gallagher and Flynn, and various organizations for their support.

Eric Duffy expressed gratitude to residents, village trustees, and staff for their contributions and support throughout the process.

Eric Duffy thanked the Selectboard for their efforts and contributions to Woodstock's future.

E. Adjournment

Motion: by Susan Ford to adjourn the meeting at (3:22PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting**

May 12th, 2025

4:00 PM

Town Hall & Zoom

Minutes

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Laura Powell, Greg Fullerton, Keri Cole, Susan Ford

Staff: Eric Duffy

Public: Kirsten DiPietro Worden

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of May 12th to order at 4:00 PM

A. Additions to & deletions from posted agenda

Liquor License – 506 on the River

Vote on a permit to move light poles by Green Mountain Power

B. Citizen Comments – None

C. Discussion

Presentation by Hoyle Tanner on Main Waste Water Plant

Kirsten DiPietro Worden provided a background on the 60% review meeting, mentioning the preliminary engineering report submitted in May 2023 and the final design services starting in May 2024.

The project includes surveys, geotechnical investigations, and public outreach, with a pause due to the purchase of the water department in December.

The goal is to present three biological treatment processes and decide on the preferred technology for the final design.

The three processes considered are the HO process (anaerobic/ anoxic/ oxic), Sequencing Batch Reactor (SBR), and Anaerobic Granular Sludge (AGS).

Kirsten DiPietro Worden explains the HO process in detail, including its advantages (e.g., alkalinity recovery, enhanced biological phosphorus removal) and disadvantages (e.g., temperature sensitivity, high instrumentation and automation needs).

The HO process required specific conditions in the anaerobic zone for enhanced biological phosphorus removal.

The site plan shows the HO process's large footprint, with existing clarifiers being refurbished and future space for a third clarifier and filtration.

The construction cost for the HO process is estimated at \$5.7 million, including a new process building.

Kirsten DiPietro Worden described the AGS process, highlighting its advantages (e.g., smaller footprint, reduced chemical costs, high reliability) and its status as an emerging technology.

The AGS process eliminates the need for separate tanks for different biological reactions, reducing the overall footprint.

The capital cost for the AGS process is estimated at \$5.6 million, including a pre-equalization tank and a process building.

The AGS process is expected to have a guaranteed manufacturer and after-market service.

Kirsten DiPietro Worden explained the SBR process, which is similar to the existing South Woodstock facility, with advantages such as standardization for operators and flexibility in cycle times.

The SBR process is limited in its biological phosphorus removal capabilities and requires more chemical addition compared to the other processes.

The site plan shows two SBRs with a pre-equalization tank, and the capital cost is estimated at \$5.9 million.

The SBR process is expected to have a process guarantee and after-market service from Aqua Robotics.

Kirsten DiPietro Worden presented a present worth analysis, comparing the capital construction costs and annual O&M costs for the three biological processes.

The present worth analysis shows that the AGS process has the lowest present worth, followed by the SBR process, with the HO process having the highest present worth.

The analysis includes factors such as connected horsepower, chemical usage, and man-hours.

The top-line cost for the project is \$11.77 million, with the AGS process being the most favorable over a 20-year evaluation.

Kirsten DiPietro Worden discussed dewatering alternatives, including a rotary press, centrifuge, and screw press, and their associated costs and O&M requirements.

The rotary press is the least expensive in operation, with a total cost of \$1.8 million, while the centrifuge and screw press have similar costs.

The dewatering alternatives would result in similar amounts of cake solid, with potential improvements in polymer use.

Kirsten DiPietro Worden outlined the total project costs, including rehabilitation of the site, new headworks, grit removal, intermediate lift pumps, UV disinfection, and the chosen biological process.

The total project cost is estimated at \$32 million, with a 30% contingency built into the design phase.

The contingency allows for unknowns such as tariffs, ledge, and other unforeseen issues.

The project schedule includes advancing into final design and bond vote in November, with construction starting in 2026.

Kirsten DiPietro Worden recommends advancing the project into final design to have a shovel-ready project and avoid permit violations.

Ray Bourgeois suggested scheduling a public meeting to discuss the project and vote on the biological process and dewatering upgrade.

Permit to move light poles by Green Mountain Power

Motion: by Susan Ford to approve permit for Green Mountain Power to move pole 95 away from the river edge. (5:13PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

Liquor License – 506 on the River

Motion: by Susan Ford approve the outdoor consumption permit for 506 on the River, based on the assumption that the state is reviewing the permit, since they don't give us enough information to do that anymore, and a condition that they comply with all of our fencing and other requirements for outdoor consumption of alcohol. (5:13PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

~~D. Executive Session 1 V.S.A 313~~

E. Adjournment

Motion: by Susan Ford to adjourn the meeting at (5:14PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

