

Village of Woodstock

Board of Trustees

July 8th, 2025

6:30PM

Town Hall & Zoom

Agenda

- A. Call to order
- B. Additions and Deletions to posted agenda
- C. Citizens' Comment
- D. Reports
 - a. Manager's Report
 - b. Financial Report
 - c. Police Report
- E. Votes
 - Trustee of Public Funds – Michael Greene
 - Permits and Banners**
 - Pentangle – East End Park – Update Permit – July 11th-August 22nd
 - Woodstock Tripe Crown Throwndown – Parade Permit – August 17th
 - Woodstock Rec Center – Apple's and Craft Banner
 - Vermont Film Festival – Banner
 - Comedy Fest – Banner
 - Woodstock Community Day Celebration – East End Park
- F. Discussion
 - Tribou park Discussion
 - Zack's Place Parking Spot Discussion
 - Parking around the Village Green during Market on the Green
 - Peddler license – vehicle around the Village Green
 - Parking Ordinance
 - Halloween Discussion
- G. Potential Executive Session 1 V.S.A 313
 - After making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage
 - Discuss the Town's pending litigation case number 2 5 CV 1 0 8 2 4.
- H. Other Business
- I. Approval of Minutes
 - 06.03.25
- J. Adjournment

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WOODSTOCK TOWN General Ledger
Current Yr Pd: 12 - Budget Status Report
VILLAGE GENERAL FUND

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Robert Densmore

Account	Budget	Actual	% of Budget
2-400 REAL ESTATE TAX REVENUE			
2-4001-000 Real Estate Taxes	677,480.07	677,480.07	100.00%
2-4004-000 In Lieu of Taxes	700.00	0.00	0.00%
2-4005-000 Land Use/Hold Harmless	700.00	0.00	0.00%
2-4009-000 National Park Land Trust	11,500.00	12,000.00	104.35%
Total REAL ESTATE TAX REVENUE	690,380.07	689,480.07	99.87%
2-401 HIGHWAY REVENUE			
2-4017-000 Highway Rebate	0.00	0.00	0.00%
Total HIGHWAY REVENUE	0.00	0.00	0.00%
2-402 FEES & PERMITS			
2-4025-000 Use of Green	350.00	2,480.00	708.57%
2-4026-000 Curb Cuts Permits	250.00	4,061.25	1,624.50%
Total FEES & PERMITS	600.00	6,541.25	1,090.21%
2-404 SHORT TERM RENTAL ENFORCE			
2-4041-000 Registrations	1,200.00	19,465.00	1,622.08%
2-4042-000 Fines	50.00	0.00	0.00%
Total SHORT TERM RENTAL ENFORCE	1,250.00	19,465.00	1,557.20%
2-405 PLANNING & ZONING			
2-4051-000 Zoning Permits	45,000.00	32,908.25	73.13%
2-4052-000 Zoning Maps & Regulations	0.00	0.00	0.00%
2-4053-000 Yard Sale Permits	50.00	45.00	90.00%
Total PLANNING & ZONING	45,050.00	32,953.25	73.15%
2-406 POLICE REVENUE			
2-4061-000 Parking Fines	31,400.00	34,675.50	110.43%
2-4062-000 Parking Meter Revenue	60,000.00	35,422.48	59.04%
2-4063-000 Police Contracts	27,000.00	2,400.00	8.89%
2-4064-000 Misc Police Revenue	2,500.00	15,550.00	622.00%
2-4065-000 Moving Violations - VTTC	60,000.00	17,254.44	28.76%
2-4066-000 False Alarms	3,000.00	5,825.00	194.17%
2-4067-000 Town Services	459,486.09	459,486.09	100.00%
2-4068-000 Courthouse parking	9,270.00	37,003.60	399.18%
2-4069-000 CreditCardsPermitsParking	73,000.00	106,661.15	146.11%
Total POLICE REVENUE	725,656.09	714,278.26	98.43%
2-407 INTEREST INCOME			
2-4070-000 Donations	0.00	0.00	0.00%
2-4071-000 General Interest Income	10,000.00	41,270.70	412.71%
2-4072-000 Restricted Interest	0.00	0.00	0.00%
2-4073-000 CD Interest Income	0.00	0.00	0.00%

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2-4074-000 Parking Facil Interest	0.00	0.00	0.00%
Total INTEREST INCOME	10,000.00	41,270.70	412.71%
2-409 MISCELLANEOUS			
2-4091-000 Miscellaneous Revenue	4,000.00	6,027.00	150.68%
2-4092-000 Misc - State of Vermont	0.00	0.00	0.00%
2-4093-000 Highway State Aid	49,000.00	0.00	0.00%
2-4094-000 ARPA Grant Revenue	0.00	0.00	0.00%
2-4096-000 Sale of Equipment	0.00	0.00	0.00%
2-4097-000 Insurance Reimbursement	0.00	0.00	0.00%
2-4097-002 Other Reimbursements	0.00	0.00	0.00%
2-4098-000 Prior Year Adjustments	0.00	0.00	0.00%
Total MISCELLANEOUS	53,000.00	6,027.00	11.37%
2-41 EAST END			
2-4101-000 East End Revenue	2,800.00	1,200.00	42.86%
Total EAST END	2,800.00	1,200.00	42.86%
2-43 IRENE RECOVERY REVENUE			
Total IRENE RECOVERY REVENUE	0.00	0.00	0.00%
2-44 GRANT REVENUE			
2-4401-000 Planning Grant Revenue	0.00	0.00	0.00%
2-4402-000 Police Equip Grant Revenue	0.00	0.00	0.00%
2-4403-000 Police Vest Grant Revenue	0.00	0.00	0.00%
2-4404-000 MDT Police Grant Revenue	0.00	0.00	0.00%
2-4405-000 Highway Grant Revenue	0.00	0.00	0.00%
2-4406-000 Sidewalk Grant Revenue	0.00	0.00	0.00%
2-4407-000 Village Tree Grant Reven	0.00	0.00	0.00%
2-4408-000 NorthSt RetainWall Grant	0.00	0.00	0.00%
2-4409-000 WaterfrontPark GrantReven	0.00	0.00	0.00%
2-4410-000 Park & Ride Grant Revenue	0.00	0.00	0.00%
2-4413-000 Energy Grant Revenue	0.00	0.00	0.00%
2-4414-000 DUI Enforcement Grant Rev	15,000.00	24,896.11	165.97%
2-4415-000 SnowDumpConstr Grant Rev	0.00	0.00	0.00%
2-4416-000 Police PACIF Grant Rev	0.00	0.00	0.00%
2-4417-000 PoliceHWYSafetyGrantReven	0.00	0.00	0.00%
2-4418-000 SustainableWoodstockGrant	0.00	0.00	0.00%
2-4419-000 SafeRoutesToSchoolGrant	0.00	0.00	0.00%
2-4424-000 ByPassMitgationGrantRev	0.00	0.00	0.00%
2-4436-000 SLFREF/ARPA Village	0.00	0.00	0.00%
2-4437-000 VLTC Passive Grant	0.00	4,017.22	100.00%
Total GRANT REVENUE	15,000.00	28,913.33	192.76%
2-470 TRANSFERS IN			

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2-4701-000 Transfer from Cap Reserve	0.00	0.00	0.00%
2-4701-001 Transfer(Special) from CR	0.00	0.00	0.00%
2-4702-000 Transfer from Trustee	0.00	0.00	0.00%
2-4703-000 Transfer/Endowment Fund	0.00	0.00	0.00%
2-4704-000 Transfer from Parking Fac	0.00	0.00	0.00%
2-4706-000 Transfer from CapRes Unre	0.00	0.00	0.00%
Total TRANSFERS IN	0.00	0.00	0.00%
2-480 COMMUNITY CONTRIBUTIONS			
2-4802-000 Contribution for Trees	0.00	0.00	0.00%
Total COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,543,736.16	1,540,128.86	99.77%
2-4097-023 Note Proceeds	0.00	0.00	0.00%
2-500 SPECIAL ARTICLES			
2-5001 GRANTS/CONTRIB-TRUST FUND			
2-5001-901 Audit Expense	400.00	0.00	0.00%
2-5001-902 Trustee Public Funds Wage	400.00	0.00	0.00%
2-5001-905 Ethel Woods Fund-Sidewalk	0.00	0.00	0.00%
2-5001-906 O.A. Whitcomb Fund-Trees	0.00	0.00	0.00%
2-5001-907 ConstructParkingVailField	0.00	0.00	0.00%
2-5001-987 Lobbyist/Truck Laws	0.00	0.00	0.00%
2-5001-988 Rental - NWPL Parking Lot	0.00	0.00	0.00%
2-5001-989 Parking Meters-NWPL Lot	0.00	0.00	0.00%
Total GRANTS/CONTRIB-TRUST FUND	800.00	0.00	0.00%
2-5002 GRANTS/CONTRIB-GENL FUND			
2-5002-928 Tree Fund	0.00	0.00	0.00%
2-5002-929 WelcomeFacilitiesStaffing	0.00	0.00	0.00%
2-5002-931 Seasonal Decorations	3,000.00	0.00	0.00%
2-5002-966 PoliceEMT Stipend/Training	0.00	0.00	0.00%
2-5002-967 Village Police Officer	0.00	0.00	0.00%
2-5002-982 Eng. RE:RelocateSnowDump	0.00	0.00	0.00%
2-5002-983 Parking Lot Construction	0.00	0.00	0.00%
2-5002-984 Re-Allocate Rte 4 Fund	0.00	0.00	0.00%
2-5002-985 Comfort Station Contrib	0.00	0.00	0.00%
2-5002-986 TeagleLandingBankStabiliz	0.00	0.00	0.00%
2-5002-987 Aerate&Fertilize TheGreen	0.00	0.00	0.00%
2-5002-988 Paw Bags	0.00	0.00	0.00%
2-5002-989 Lobbyist/Truck Laws	0.00	0.00	0.00%
Total GRANTS/CONTRIB-GENL FUND	3,000.00	0.00	0.00%
Total SPECIAL ARTICLES	3,800.00	0.00	0.00%

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2-501 ADMINISTRATION			
2-5011 TRUSTEES			
2-5011-100 Salaries & Wages	3,750.00	3,000.00	80.00%
2-5011-198 CCC Tax Village	0.00	3,036.78	100.00%
2-5011-199 Employer Paid Benefits	230.00	229.52	99.79%
2-5011-302 Legal Fees	7,500.00	71,246.00	949.95%
2-5011-313 Community Television	0.00	0.00	0.00%
2-5011-603 Dues, Subs & Meetings	100.00	45.42	45.42%
2-5011-612 Printing Village Report	500.00	494.10	98.82%
2-5011-613 Tree Fund	15,000.00	1,980.00	13.20%
2-5011-615 Advertising	1,000.00	168.56	16.86%
2-5011-616 WES Parking lot	4,000.00	4,000.00	100.00%
2-5011-700 Police Search	0.00	0.00	0.00%
2-5011-801 Unclassified	0.00	2,686.97	100.00%
2-5011-806 Comp Unused Sick/Vac Time	0.00	0.00	0.00%
2-5011-810 Lobbyist	0.00	0.00	0.00%
2-5011-815 Insurance	79,500.00	103,889.24	130.68%
Total TRUSTEES	111,580.00	190,776.59	170.98%
2-5012 EXECUTIVE			
2-5012-100 Salaries & Wages	55,814.00	72,414.62	129.74%
2-5012-199 Employer Paid Benefits	16,516.03	16,959.60	102.69%
2-5012-200 Wellness	205.00	0.00	0.00%
2-5012-301 Professional Services	50.00	0.00	0.00%
2-5012-602 Meeting/Professional Deve	1,000.00	0.00	0.00%
2-5012-603 Dues, Subs & Meetings	800.00	482.10	60.26%
2-5012-615 Advertising	0.00	0.00	0.00%
Total EXECUTIVE	74,385.03	89,856.32	120.80%
2-5013 OFFICE ADMINISTRATION			
2-5013-201 Operating Supplies	1,750.00	1,092.06	62.40%
2-5013-202 Office Supplies	1,175.00	75.92	6.46%
2-5013-204 Postage	1,500.00	1,866.45	124.43%
2-5013-401 Equip Repairs & Mainte	750.00	304.67	40.62%
2-5013-402 Machinery & Equipment	500.00	0.00	0.00%
2-5013-502 Communications	2,000.00	4,347.62	217.38%
2-5013-503 NEMRC Support/License	1,500.00	1,410.50	94.03%
2-5013-504 Reallocation of Reapprais	0.00	0.00	0.00%
2-5013-505 IT - Village	7,180.00	5,500.00	76.60%
2-5013-615 Advertising	975.00	0.00	0.00%
2-5013-701 Manager's Search	0.00	0.00	0.00%
Total OFFICE ADMINISTRATION	17,330.00	14,597.22	84.23%
2-5014 AUDITING			
2-5014-301 Professional Services	15,400.00	12,000.00	77.92%
Total AUDITING	15,400.00	12,000.00	77.92%

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2-5015 TREASURER			
2-5015-100 Salaries & Wages	1,500.00	1,326.94	88.46%
2-5015-199 Employer Paid Benefits	0.00	150.05	100.00%
2-5015-601 Travel & Transportation	0.00	0.00	0.00%
Total TREASURER	1,500.00	1,476.99	98.47%
2-5016 ACCOUNTING			
2-5016-100 Salaries & Wages	34,420.12	37,271.28	108.28%
2-5016-199 Employer Paid Benefits	20,250.00	15,017.31	74.16%
2-5016-301 Professional Services	2,125.00	257.53	12.12%
2-5016-305 Other Purchased Services	125.00	0.00	0.00%
2-5016-603 Dues, Subs & Meetings	6.25	0.00	0.00%
Total ACCOUNTING	56,926.37	52,546.12	92.31%
2-5018 VILLAGE CLERK			
2-5018-316 Village Clerk Wages	400.00	0.00	0.00%
Total VILLAGE CLERK	400.00	0.00	0.00%
2-5019 CAPITAL RESERVE			
2-5019-932 Office Equipment	0.00	0.00	0.00%
2-5019-936 Manager's Pick-up	0.00	0.00	0.00%
2-5019-937 Compensation Unused Sick/	10,000.00	10,000.00	100.00%
2-5019-938 Tree Fund	5,000.00	5,000.00	100.00%
Total CAPITAL RESERVE	15,000.00	15,000.00	100.00%
Total ADMINISTRATION	292,521.40	376,253.24	128.62%
2-502 HIGHWAY DEPARTMENT			
2-5022 TRAFFIC CONTROL			
2-5022-715 Traffic Control Signs	0.00	0.00	0.00%
Total TRAFFIC CONTROL	0.00	0.00	0.00%
2-5023 HIGHWAY MAINTENANCE			
2-5023-100 Salaries & Wages	0.00	0.00	0.00%
2-5023-101 Overtime	0.00	0.00	0.00%
2-5023-103 Summer Help-Wages	0.00	0.00	0.00%
2-5023-199 Employer Paid Benefits	0.00	0.00	0.00%
2-5023-201 Operating Supplies	0.00	0.00	0.00%
2-5023-305 Other Purchased Services	0.00	0.00	0.00%
2-5023-306 Emergency Work	0.00	0.00	0.00%
2-5023-307 SnowDumpRelocate Research	0.00	0.00	0.00%
2-5023-320 SnowDumpPollutionMonitor	0.00	0.00	0.00%
2-5023-321 Stormwater Monitoring	0.00	0.00	0.00%
2-5023-409 Small Tools & Equipment	0.00	0.00	0.00%

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2-5023-425 Frost Mills Rental	0.00	0.00	0.00%
2-5023-426 NWPL Parking Lot Rental	0.00	0.00	0.00%
2-5023-503 Fuel	0.00	0.00	0.00%
2-5023-507 Rubbish Removal	0.00	0.00	0.00%
2-5023-710 Road Maintenance	0.00	0.00	0.00%
2-5023-711 Road Construction	0.00	0.00	0.00%
2-5023-716 SouthSt Ped Refuge Island	0.00	0.00	0.00%
2-5023-717 Storm Drains	0.00	0.00	0.00%
2-5023-718 Guardrails	0.00	0.00	0.00%
2-5023-727 Crosswalk Maintenance	0.00	0.00	0.00%
2-5023-802 Salt & Sand	0.00	0.00	0.00%
2-5023-810 Special Mtg Supplement	0.00	0.00	0.00%
2-5023-901 IRE Local Share Expenses	0.00	0.00	0.00%
Total HIGHWAY MAINTENANCE	0.00	0.00	0.00%
2-5024 SIDEWALK MAINTENANCE			
2-5024-727 Sidewalk Maintenance	0.00	0.00	0.00%
2-5024-728 Sidewalk Construction	0.00	0.00	0.00%
2-5024-810 Special Mtg Supplement	0.00	0.00	0.00%
2-5024-821 Eastend Sidewalk	0.00	0.00	0.00%
Total SIDEWALK MAINTENANCE	0.00	0.00	0.00%
2-5025 VILLAGE PARKS			
2-5025-201 Operating Supplies	0.00	0.00	0.00%
2-5025-210 Paw Bags	0.00	0.00	0.00%
2-5025-301 East End Park - Parking	0.00	0.00	0.00%
2-5025-302 Fertilization/tree work E	1,700.00	0.00	0.00%
2-5025-401 Fence & Park Maintenance	0.00	0.00	0.00%
2-5025-406 Fence Post Repair	0.00	0.00	0.00%
2-5025-409 Small Tools & Equipment	0.00	0.00	0.00%
2-5025-505 Parks&Ride Street Lights	0.00	0.00	0.00%
2-5025-507 Rubbish Removal	0.00	0.00	0.00%
Total VILLAGE PARKS	1,700.00	0.00	0.00%
2-5026 STREET LIGHTS			
2-5026-505 Street Lights	0.00	0.00	0.00%
2-5026-508 Street Light Fixtures	0.00	0.00	0.00%
Total STREET LIGHTS	0.00	0.00	0.00%
2-5027 PUBLIC WORKS BUILDING			
2-5027-501 Utilities	0.00	0.00	0.00%
2-5027-703 Bldg Repairs & Mainte	0.00	0.00	0.00%
Total PUBLIC WORKS BUILDING	0.00	0.00	0.00%
2-5028 HIGHWAY EQUIPMENT MAINT			

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2-5028-203 Repair & Mainte Supplies	0.00	0.00	0.00%
2-5028-207 Equip Mainte Supplies	0.00	0.00	0.00%
2-5028-401 Equipment Repair	0.00	0.00	0.00%
2-5028-406 Equipment Purchase	0.00	0.00	0.00%
2-5028-407 Spare SnowBlower Radiator	0.00	0.00	0.00%
2-5028-409 Small Tools & Equipment	0.00	0.00	0.00%
Total HIGHWAY EQUIPMENT MAINT	0.00	0.00	0.00%
2-5029 CAPITAL RESERVE			
2-5029-928 2 Ton Truck '13	0.00	0.00	0.00%
2-5029-929 2 Ton Truck '19	0.00	0.00	0.00%
2-5029-930 Ton Truck '20	0.00	0.00	0.00%
2-5029-938 2 Ton Truck '15	0.00	0.00	0.00%
2-5029-939 Ton Truck '17	0.00	0.00	0.00%
2-5029-946 F-150 Pick-up	0.00	0.00	0.00%
2-5029-947 Dump Truck	0.00	0.00	0.00%
2-5029-953 Snow Blower	0.00	0.00	0.00%
2-5029-954 Street Sweeper	0.00	0.00	0.00%
2-5029-976 TheGreen-ArchwayEntrances	0.00	0.00	0.00%
2-5029-977 Teagle Landing	0.00	0.00	0.00%
2-5029-978 Future Comfort Station	0.00	0.00	0.00%
2-5029-979 Future Parking Lot Constr	0.00	0.00	0.00%
Total CAPITAL RESERVE	0.00	0.00	0.00%
Total HIGHWAY DEPARTMENT	1,700.00	0.00	0.00%
2-503 VILLAGE POLICE DEPT			
2-5030 POLICE ADMINISTRATION			
2-5030-100 Salaries & Wages	168,038.00	244,162.33	145.30%
2-5030-107 Educ, EMT Training & Stipend	4,350.00	1,230.80	28.29%
2-5030-199 Employer Paid Benefits	76,516.77	59,411.64	77.65%
2-5030-201 Operating Supplies	1,750.00	2,284.03	130.52%
2-5030-202 Office Supplies	325.00	991.30	305.02%
2-5030-601 Travel & Transportation	350.00	23.00	6.57%
2-5030-603 Dues, Subs & Meetings	2,100.00	1,210.00	57.62%
2-5030-604 Grants, Dues & Subs	0.00	0.00	0.00%
2-5030-610 Printing & Binding	200.00	801.99	401.00%
2-5030-615 Advertising	100.00	0.00	0.00%
Total POLICE ADMINISTRATION	253,729.77	310,115.09	122.22%
2-5031 LAW ENFORCEMENT			
2-5031-100 Salaries & Wages	387,000.00	290,496.43	75.06%
2-5031-104 Contract Services	10,000.00	9,814.21	98.14%
2-5031-107 Local, EMT & Educ Stipend	19,000.00	7,950.00	41.84%
2-5031-199 Employer Paid Benefits	113,420.00	153,733.08	135.54%
2-5031-201 Operating Supplies	900.00	946.53	105.17%
2-5031-206 Weapon Mainte & Supplies	1,550.00	902.00	58.19%

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2-5031-301 Professional Services	800.00	669.20	83.65%
2-5031-306 Uniform Service	3,100.00	5,476.93	176.68%
2-5031-312 Bike Patrol	100.00	0.00	0.00%
2-5031-401 Axon Body 4	100.00	0.00	0.00%
2-5031-409 Small Tools & Equipment	11,400.00	7,976.10	69.97%
2-5031-410 Flashing Radar SpeedSigns	0.00	0.00	0.00%
2-5031-413 Officer Video Recording	100.00	0.00	0.00%
2-5031-603 Dues, Subs & Meetings	350.00	373.00	106.57%
Total LAW ENFORCEMENT	547,820.00	478,337.48	87.32%
2-5032 POLICE TRAINING			
2-5032-100 Salaries & Wages	13,500.00	4,928.09	36.50%
2-5032-199 Employer Paid Benefits	410.00	549.11	133.93%
2-5032-601 Travel & Transportation	300.00	111.65	37.22%
2-5032-605 Tuition	2,000.00	349.00	17.45%
Total POLICE TRAINING	16,210.00	5,937.85	36.63%
2-5033 POLICE COMMUNICATIONS			
2-5033-304 Dispatch Services	64,730.00	64,730.00	100.00%
2-5033-402 Radio Maintenance	500.00	0.00	0.00%
2-5033-502 Communications	10,000.00	13,030.85	130.31%
Total POLICE COMMUNICATIONS	75,230.00	77,760.85	103.36%
2-5034 PARKING METERS			
2-5034-100 Salaries & Wages	28,963.00	25,103.50	86.67%
2-5034-199 Employer Paid Benefits	2,497.23	1,920.49	76.90%
2-5034-202 Office Supplies	3,050.00	6,325.51	207.39%
2-5034-204 Postage	3,060.00	3,202.87	104.67%
2-5034-210 Computer Software	1,100.00	0.00	0.00%
2-5034-212 CreditCard/Meter Charges	13,000.00	11,976.97	92.13%
2-5034-301 Professional Services	225.00	100.00	44.44%
2-5034-401 Equip Repair & Mainte	525.00	0.00	0.00%
2-5034-402 CrdtCrd/MterRepair/Replac	500.00	0.00	0.00%
2-5034-407 Equipment Purchase	1,050.00	4,976.24	473.93%
2-5034-409 Small Tools & Equipment	700.00	0.00	0.00%
2-5034-410 Parking fund	0.00	35.44	100.00%
2-5034-425 NW Library Lot Rent	11,000.00	11,000.00	100.00%
Total PARKING METERS	65,670.23	64,641.02	98.43%
2-5035 POLICE VEHICLE			
2-5035-401 Equip Repair & Mainte	3,500.00	9,175.02	262.14%
2-5035-409 Small Tools & Equipment	500.00	36.85	7.37%
2-5035-503 Fuel	10,400.00	7,411.97	71.27%
Total POLICE VEHICLE	14,400.00	16,623.84	115.44%

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2-5036 BUILDING MAINTENANCE			
2-5036-100 Salaries & Wages	2,200.00	0.00	0.00%
2-5036-199 Employer Paid Benefits	170.00	0.00	0.00%
2-5036-504 Propane	2,250.00	0.00	0.00%
2-5036-506 Electricity	2,000.00	0.00	0.00%
2-5036-507 Rubbish Removal	2,500.00	3,154.75	126.19%
2-5036-508 Water/Sewer	500.00	1,015.18	203.04%
2-5036-703 Building Maintenance	250.00	1,294.50	517.80%
2-5036-704 Roof Replacement	0.00	0.00	0.00%
2-5036-705 Storage Trailer	0.00	0.00	0.00%
Total BUILDING MAINTENANCE	9,870.00	5,464.43	55.36%
2-5037 TOWN POLICE SERVICES			
2-5037-100 T Salaries & Wages	0.00	51,898.54	100.00%
2-5037-102 T Training Wages	1,485.26	78.66	5.30%
2-5037-104 T Contract Services	0.00	0.00	0.00%
2-5037-107 T Stipend	0.00	120.40	100.00%
2-5037-198 T Training Paid Benefits	0.00	0.00	0.00%
2-5037-199 T Employer Paid Benefits	31,554.30	9,449.92	29.95%
2-5037-302 T Legal Fees	0.00	0.00	0.00%
2-5037-306 T Uniform Service	1,250.00	205.27	16.42%
2-5037-307 Extended Vehicle Warranty	0.00	0.00	0.00%
2-5037-401 T Vehicle Repairs & Maint	1,500.00	75.98	5.07%
2-5037-409 T Small Tools & Equip	525.00	300.00	57.14%
2-5037-410 T 4X4 Vehicle Lease	6,850.00	6,676.91	97.47%
2-5037-411 T 4X4 Radio,Lights,Radar	800.00	0.00	0.00%
2-5037-412 T Flashing Speed Signs	0.00	0.00	0.00%
2-5037-502 Communications	315.00	121.17	38.47%
2-5037-503 T Fuel	0.00	994.95	100.00%
2-5037-603 Dues, Subs & Meetings	100.00	0.00	0.00%
2-5037-605 T Tuition	750.00	0.00	0.00%
2-5037-704 T Roof Replacement	0.00	0.00	0.00%
Total TOWN POLICE SERVICES	45,129.56	69,921.80	154.94%
2-5039 CAPITAL RESERVE			
2-5039-932 Office Carpet	0.00	0.00	0.00%
2-5039-933 Police Computer	1,500.00	1,500.00	100.00%
2-5039-934 Radio System	2,000.00	2,000.00	100.00%
2-5039-935 Flashing Radar Speed Sign	0.00	0.00	0.00%
2-5039-965 Police Cruiser	25,000.00	25,000.00	100.00%
2-5039-966 Weapon Replacement	0.00	0.00	0.00%
2-5039-970 Police Training	0.00	0.00	0.00%
Total CAPITAL RESERVE	28,500.00	28,500.00	100.00%
Total VILLAGE POLICE DEPT	1,086,559.56	1,057,302.36	100.07%
2-504 SHORT TERM RENTAL ENFORCE			

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2-5040-100 Wages	0.00	0.00	0.00%
2-5040-199 Benefits	0.00	0.00	0.00%
2-5040-201 Operating Supplies	0.00	0.00	0.00%
2-5040-202 Office Supplies	0.00	0.00	0.00%
2-5040-204 Postage	0.00	0.00	0.00%
2-5040-302 Legal Fees	0.00	0.00	0.00%
Total SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
2-507 BOARDS & AGENCIES			
2-5070 PLANNING & ZONING			
2-5070-100 Salaries & Wages	68,071.20	51,507.19	75.67%
2-5070-199 Employer Paid Benefits	33,600.00	15,084.17	44.89%
2-5070-301 Professional Services	2,900.00	37,850.77	1,305.20%
2-5070-302 Legal Fees	1,600.00	400.56	25.04%
2-5070-406 Equipment Purchase	1,000.00	88.31	8.83%
2-5070-601 Travel & Transportation	1,500.00	11.96	0.80%
2-5070-603 Dues, Subs & Meetings	15,760.00	347.82	2.21%
2-5070-611 Printing Ordinances	0.00	0.00	0.00%
2-5070-615 Advertising	3,200.00	2,709.70	84.68%
2-5070-812 GIS Mapping	480.00	480.00	100.00%
Total PLANNING & ZONING	128,111.20	108,480.48	84.68%
2-5079 CAPITAL RESERVE			
2-5079-933 Computer Equip Replace	0.00	0.00	0.00%
2-5079-934 Update Village-Town Plan	1,200.00	1,200.00	100.00%
Total CAPITAL RESERVE	1,200.00	1,200.00	100.00%
Total BOARDS & AGENCIES	129,311.20	109,680.48	84.82%
2-5091 VILLAGE HWY EXPENSE			
2-5091-803 Highway Rebate to Town	0.00	0.00	0.00%
2-5091-804 HWY State Aid to Town	46,000.00	0.00	0.00%
Total VILLAGE HWY EXPENSE	46,000.00	0.00	0.00%
2-5092 TRUSTEES' CONTINGENCY			
2-5092-801 Unclassified	13,844.00	8,811.97	63.65%
2-5092-810 Lobbyist	0.00	0.00	0.00%
2-5092-815 Insurance	0.00	0.00	0.00%
Total TRUSTEES' CONTINGENCY	13,844.00	8,811.97	63.65%
2-5097-MJK Capital Outlay-Gen. Fund	0.00	0.00	0.00%
2-5099 CAPITAL RESERVE SPENDING			
2-5099-912 Planning&Zoning Regs	0.00	0.00	0.00%
2-5099-914 Lobbyist	0.00	0.00	0.00%
2-5099-926 Manager's Pick-up	0.00	0.00	0.00%

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2-5099-932 Office Equipment	0.00	0.00	0.00%
2-5099-933 Computer Equip Replacment	0.00	0.00	0.00%
2-5099-934 Vail Field Parking	0.00	0.00	0.00%
2-5099-935 Route 4 Improvements	0.00	0.00	0.00%
2-5099-936 Storm Drain Repair	0.00	0.00	0.00%
2-5099-937 Paving	0.00	0.00	0.00%
2-5099-939 2 Ton Truck w/plow	0.00	0.00	0.00%
2-5099-941 Dump Truck w/plow	0.00	0.00	0.00%
2-5099-942 Loader	0.00	0.00	0.00%
2-5099-943 Storage Trailer	0.00	0.00	0.00%
2-5099-944 Snowblower-Loader Mounted	0.00	0.00	0.00%
2-5099-945 2 Ton Truck w/plow	0.00	0.00	0.00%
2-5099-946 Street Snow Blower	0.00	0.00	0.00%
2-5099-947 HWY Repairs & Maintenance	0.00	0.00	0.00%
2-5099-948 Road Construction	0.00	0.00	0.00%
2-5099-949 Road & Sidewalk Mainte	0.00	0.00	0.00%
2-5099-950 TrafficControlBridgProjec	0.00	0.00	0.00%
2-5099-952 Snow Dump Land Purchase	0.00	0.00	0.00%
2-5099-953 Ornamental Street Lights	0.00	0.00	0.00%
2-5099-954 Village Parks	0.00	0.00	0.00%
2-5099-955 Trees	0.00	0.00	0.00%
2-5099-956 Ordinance Printing	0.00	0.00	0.00%
2-5099-962 Police Computer	0.00	0.00	0.00%
2-5099-964 Police Office Carpet	0.00	0.00	0.00%
2-5099-965 Meter Replace/Repair	0.00	0.00	0.00%
2-5099-967 Flashing Radar Speed Sign	0.00	0.00	0.00%
2-5099-971 Police Cruiser	0.00	0.00	0.00%
2-5099-972 Polic Vehicle Maint/Equip	0.00	0.00	0.00%
2-5099-973 CommVehicle Enforcement	0.00	0.00	0.00%
2-5099-974 Police Training	0.00	0.00	0.00%
2-5099-975 Police Equipment	0.00	0.00	0.00%
2-5099-976 Police Training	0.00	0.00	0.00%
2-5099-977 Police Material	0.00	0.00	0.00%
2-5099-978 Comfort Station Construct	0.00	0.00	0.00%
2-5099-979 Parking Lot Construction	0.00	0.00	0.00%
2-5099-980 NWPL Parking Lot Improvt	0.00	0.00	0.00%
2-5099-981 Sidewalks	0.00	0.00	0.00%
2-5099-982 Granite Curbing	0.00	0.00	0.00%
2-5099-983 Fence Post Repair	0.00	0.00	0.00%
2-5099-984 RetainingWallConstruction	0.00	0.00	0.00%
2-5099-985 HWY Comm Equipment	0.00	0.00	0.00%
2-5099-986 Salt & Sand	0.00	0.00	0.00%
2-5099-987 Road Paving	0.00	0.00	0.00%
2-5099-988 Line Striper	0.00	0.00	0.00%
2-5099-990 CapitalOutlay Undedicated	0.00	0.00	0.00%
Total CAPITAL RESERVE SPENDING	0.00	0.00	0.00%
2-5301 LOSS REPAIR EXPENSES			
2-5301-850 Flood Damage-Vill Garage	0.00	0.00	0.00%

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2-5301-860 Property Damage-St Light	0.00	0.00	0.00%
2-5301-861 PropertyDamagePoliceCarpet	0.00	0.00	0.00%
2-5301-862 PropertyDamage-Guardrail	0.00	0.00	0.00%
2-5301-863 Property Damage-Fence	0.00	0.00	0.00%
2-5301-864 PropertyDamage-Trees	0.00	0.00	0.00%
2-5301-870 VehicleDamage-Plow Truck	0.00	0.00	0.00%
2-5301-871 VehicleDamag-PolicCruiser	0.00	0.00	0.00%
Total LOSS REPAIR EXPENSES	0.00	0.00	0.00%
2-5303 IRENE RECOVERY EXPENSE			
2-5303-150 IRE Wages & FICA	0.00	0.00	0.00%
2-5303-901 IRE Local Share Expenses	0.00	0.00	0.00%
Total IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
2-5401 GRANT EXPENSE			
2-5401-815 PoliceHWYSafetyGrantExpen	0.00	0.00	0.00%
2-5401-816 Police PACIF Grant Expend	0.00	0.00	0.00%
2-5401-817 Planning Grant Expense	0.00	0.00	0.00%
2-5401-818 Police Equip Grant Expens	0.00	6,100.99	100.00%
2-5401-819 Police Vest Grant Expense	0.00	0.00	0.00%
2-5401-820 Highway Grant Expense	0.00	0.00	0.00%
2-5401-821 Sidewalk Grant Expense	0.00	0.00	0.00%
2-5401-822 Village Tree Grant Expens	0.00	0.00	0.00%
2-5401-823 MDT Police Grant Expense	0.00	0.00	0.00%
2-5401-824 RiverStRetainingWallGrant	0.00	0.00	0.00%
2-5401-825 Waterfront Park Grant Exp	0.00	0.00	0.00%
2-5401-826 Park & Ride Grant Expense	0.00	0.00	0.00%
2-5401-827 Snow Dump Constr Grant	0.00	0.00	0.00%
2-5401-828 Energy Grant Expense	0.00	0.00	0.00%
2-5401-829 DUI OP Grant Exp	0.00	15,370.29	100.00%
2-5401-830 SustainableWoodstockGrant	0.00	0.00	0.00%
2-5401-831 SafeRoutes to SchoolGrant	0.00	0.00	0.00%
2-5401-832 ProspectSt PavingGrantExp	0.00	0.00	0.00%
2-5401-835 BypassMitigationGrantExp	0.00	0.00	0.00%
Total GRANT EXPENSE	0.00	21,471.28	100.00%
2-570 TRANSFERS OUT			
2-5701-000 Transfer to Cap Reserve	0.00	0.00	0.00%
2-5702-000 Transfer to Trustee	0.00	0.00	0.00%
2-5703-000 Transfer to Debt Service	0.00	0.00	0.00%
2-5704-000 Transfer for Parking Fac	0.00	0.00	0.00%
Total TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,543,736.16	1,573,519.33	101.93%
Total VILLAGE GENERAL FUND	0.00	-33,390.47	

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Account	Actual	
	Budget	Actual % of Budget

Total All Funds	0.00	-33,390.47

T2 Iris Transaction Summary 07/01/2025 9:46 AM EDT

Date/Time: 06/01/2025 12:00:00 AM to 06/30/2025 11:44:59 PM EDT

Ticket #: All

Organization: Woodstock VT

Coupon Code: N/A

Location: All Locations

Transaction Type: All

Stall Number: N/A

Plate Number: N/A

Grouping: None

Overall Summary

CASH			TOTAL
Total Collections	200	\$178.05	1913.26
Revenue	222	\$178.05	Total Transactions 1821
Change Issued	0	\$0.00	Total Collections 1821
Refund Tickets	10	\$3.25	Revenue \$3280.75
Total Refunds	0	\$2.90	
Excess Payment	10	\$3.25	
Attendant Deposit	0	\$0.00	
CREDIT CARD			
Total Collections	1623	\$3102.70	
Revenue	1623	\$3102.70	
PASSCARD			
Total Collections	0	\$0.00	
Revenue	0	\$0.00	
PATROLLER CARD			
Revenue	0	\$0.00	
Test Transactions	0	\$0.00	
SMART CARD			
Revenue	0	\$0.00	
Recharges	0	\$0.00	

Kicks - \$ 3280.75
Meters - \$ 3667.19
Part mobil - \$ 6448.75
Total - \$ 13,396.69

VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION

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

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

Name: Deborah Greene

Organization: Pentangle Arts

Is this a nonprofit?: yes

Mailing Address: 31 The Green
Woodstock, VT 05091

Physical Address: Same as Above

Phone number: 802-457-3981 email: director@pentangleart.org

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

Date of event: July 11 - Aug 22 on Friday nights

Start time of event: 5:45 pm

Hours of event including set up: Setup 4

How many people will be attending? 100-150

concert 6-7:30
breakdown until 8:30

On-site liaison: Deb Greene

Phone: 802-296-1421

Certificate of Insurance received by town: ☒

Date received: _____ By: _____

Setup/Cleanup Plans: We have a crew who are professionals
who will set up the stage and breakdown
In addition, we have a crew who will breakdown
and clean general area

Will there be any temporary structures for the event? stage

If yes, please describe: Sectional stage 4x6 panels

Will Lighting or generators be used? no

If yes, please describe and see guidelines below: _____

Will portable toilets be used? yes

If yes, please state amount and location:

We will have 2 placed on Ben Jervey's property. He has approved & same place as last year.

Will there be sales or handouts of food, beverages, and/or merchandise? ✓

If yes, please complete following for each vendor (attach a separate sheet if needed):

Vendor name: Pentangle Arts

Products: Food TBD

Location: Above amphitheatre

Will there be alcohol at the event? ✓

Liquor permit received: ✓

Approved: _____

Please attach site plan including parking plan to this application

Additional Information: We are looking into structure of set up.

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

WHO NEEDS TO GET A RENTAL PERMIT?

A Park rental permit is required if one or more of the following applies:

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

park to conduct an activity where the exchange of money for a product or service does not occur directly in the park, such as mass media advertising.

WHO IS ELIGIBLE TO RENT?

- Woodstock and non-Woodstock residents, nonprofit groups and charitable organizations, clubs and classes, business organizations.
- An individual applicant must be at least 18 years of age.
- On-Site Liaison

An on-site liaison person must be identified and must be present and available via cell phone at all times during set-up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

PROCESS

Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.
- Applications for permits for Weddings & Receptions may be submitted up to 1 year in advance but no less than 30 calendar days in advance of event.
- FORMS: Permit Application and Site Plan are due at time of application. (Site Plan template provided)
- PAYMENT: Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, are due 14 days prior to use. A late fee of 10% will be applied if all fees and required documents are not received 14 days prior. SEE SEPARATE FEE SCHEDULE.
- Fees are payable by cash, local check, or credit card (prevailing fee will be applied).

Approval

- TRUSTEE APPROVAL: Applications are reviewed once a month at the monthly meeting of the Village Trustees. At the discretion of the Trustees, approval may be granted administratively by the Municipal Manager's office, if all conditions are met and no further review is advised.

Applications for permitted Park use, whether commercial, not-for-profit, or private, will be based on the following criteria:

- a. Application is complete with all required information.
- b. Proof of liability insurance accompanies the application.
- c. The proposed activity does not conflict with other public Park uses, impede care and maintenance of the park, or detract from general Park visitor use or enjoyment.
- d. The renter agrees to adhere to all rules, regulations, and processes, and if any past use, has demonstrated observance of these.
- e. There are no previous fees or charges outstanding.

EVENT HOURS

- Events are allowed between the hours of 7 a.m. to 10 p.m. Sunday through Thursday, and 7 a.m. to 11 p.m. Friday and Saturday.

SITE PLAN

- A picture is worth a thousand words! A site plan is required for all events. This plan should be clearly presented and include the date it was prepared (any revised plans must include the date).
- The plan must include the location of all aspects of the event as described in the application. This includes clearly indicating the locations of stages, tents, power supply, hoses, sound systems, vendors, security, water, portable toilets, trash bins, recycling bins and any other structure brought on site.
- All fencing, gates, entrances, and exits, including emergency exits and fire lanes must also appear on the site plan. The access road to the river cannot be obstructed because it is emergency access to the river for the Fire Department.
- Parking for more than the spaces available in the public park & Ride lot must be described.

INSURANCE

- Renters are required to provide a Certificate of Insurance, demonstrating liability coverage for the specified event, specifying the Village of Woodstock as an additional insured.
- Renters who do not maintain liability coverage should investigate TULIP: Tenants' and Users' Liability Insurance Policy that provides special event liability coverage. It is designed for third-party users who do not carry liability insurance and is offered at a low cost. It is event-specific and can also cover vendors, performers, and exhibitors, if needed.

It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event. Events may range from low-risk events such as seminars, receptions, or weddings to high-risk events including festivals and fairs, sports events, or concerts.

SETUP/CLEANUP

- The Park must be maintained in a neat and orderly condition at all times on the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn. Any damage done to the grass or other areas of the park is the responsibility of the applicant.
- Any equipment installed on the park in connection with the activity must be installed no sooner than 24 hours prior to the scheduled date of the activity and must be removed no later than 24 hours after the scheduled date of the activity. However, any equipment which can be installed and removed on the day of the activity must be installed and removed on that date. This standard will apply separately to any alternate

date not immediately following the scheduled date. Additional fees may apply if set up or cleanup occurs on the day before or the day after the event.

- No structures or tents may be erected within fifteen feet of the trunk of any tree in the park.
- No setup or cleanup activity may be carried out before 7:00AM or after 10:00PM without special arrangements.
- All contractors, suppliers and other persons involved in any way with the event must be advised of these critical times and are required to schedule work accordingly.
- Consideration must be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the park.

TEMPORARY STRUCTURES (Tents etc.)

- The location of larger structures such as tents, stages, and portable toilets must be included on the site plan.
- Equipment, such as tents, must be secured using cement blocks or sandbags (i.e., not pegs, spikes, or ropes to trees) unless specifically approved, since there are underground utilities in the park. The organizer will be charged for any damage resulting from unauthorized setup methods.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn.
- No structures or tents may be erected within 15 feet of the trunk of any tree in the park.
- Tent size is limited by the available space between the labyrinth and the bottom of the stairway—See designated area on Site Plan template.
- Tents are limited to those that can be secured without stakes or tying to trees.
- If a proposed tent is larger than 15' x 15', this permit is conditional upon review, inspection, and approval by the Fire Department.
- Tents must meet the CPAI-84 standard for flame resistant materials. A manufacturer's label must be attached to the tent stating that it does meet this requirement. If a label is not attached, it will be the user's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.

SIGNS

- No signs or equipment may be attached to or installed on trees or signs in the park or on traffic signs, parking meters, or light poles in the park.
- Marking the ground, trees, or structures in any way is prohibited.
- Traffic signs at the park must not be obstructed.
- Sponsor Signs and Banners: Sponsorship acknowledgment is often required by organizers in order to secure funding for not-for-profit events. Promotional banners and signs must be removed immediately after the event.
- The location of all sponsorship acknowledgement including sponsor vehicles and tents, must be shown on the site plan. The times when sponsor or media representatives will be present on site must also be provided. Sponsor products unrelated to the event must not be sold, though samples may be handed out as a form of promotion.

FOOD TRUCKS AND TRAILERS

- Food Trucks or Trailers must be parked ONLY on the upper parking lot (not on the lawn).
- Food vendors are required to have the appropriate safety and inspection certifications.
- Refer to Vermont state health requirements:
https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TempFoodStandRequirements2015.pdf.

ELECTRICITY and GENERATORS

- Electricity is only provided at two receptacle locations, at the pergola and at the bottom of the amphitheater. The maximum load is 20 amps per circuit and two circuits are available. Liability for any equipment that exceeds that load is the responsibility of the renter.
- The Village must approve all uses of temporary lighting. Depending on the level and complexity, a certified electrician may be required to certify that installation and mountings are safe and secure. Temporary lighting must be directed away from the abutting street and properties.
- Use of a generator is permitted.

VEHICLES & PARKING

- To ensure the public's safety and protect structures and planting beds, the following are prohibited within the park: skateboards, rollerblades, bicycles, scooters, Segways, personal motorized devices (such as a hoverboard), and horse-drawn carriages. Driving these vehicles or unauthorized vehicles of any type is prohibited in the park. Motorized personal devices required by persons with impaired mobility are permitted. Park visitors with a bicycle, skateboard, scooter, etc. must dismount and walk with it while in the park.
- A bicycle rack is provided. Bicycles, and other vehicles must not be tied, locked, or otherwise attached to any tree or plant.
- Parking must be limited to public areas designated, unless written permission is obtained from a private landowner.
- Parking is the responsibility of the renter. If sufficient spaces are not available at the park, the Woodstock Elementary School or Woodstock Union High School parking lots may be used in the evenings and on weekends. The renter is responsible for providing any shuttle service offered.
- When sufficient parking is not available on site, parking for more than the available spaces at the park must be described on the site plan.
- The renter may be required to provide adequate volunteers for the purpose of directing patron parking.

ACCESSIBILITY

- Many people with disabilities enjoy using the Park. Designated handicap parking spaces are provided at the upper parking level; from that area users can access the

pergola and viewing area. An additional handicap parking space is designated at the lawn level. All renters must keep those spaces clear for handicap access.

SOUND and NOISE

- Music, either amplified or non-amplified, at a public or private event is prohibited between the hours of 10:00 PM and 7:00 AM Sunday through Thursday and 10:00 PM and 7:00 AM Friday and Saturday. [Village of Woodstock noise ordinance 5303]
- Amplified sound for private rentals is limited to a portable music player or sound system, with maximum decibel level of 70, as specified in Village ordinance. No special permit is required for this level of sound. Amplified sound of any other type must be identified in the permit application.
- Absolutely no amplified sound (including sound checks) is allowed before 7:00 AM, or after 10:00 PM.
- Amplified sound must be directed away from the abutting street and properties.
- The proposed location of the sound system and location of all speakers must be identified on the Site Plan.

RESTROOMS

- There are no restrooms on site. For rentals for more than 25 people and lasting more than one hour, portable toilets are required, and must be arranged and paid for by the renter.

SANITATION, TRASH & RECYCLING

- "Carry in & out" is required for all trash and recyclables. Onsite trash receptacles are not intended for events.
- Renter is responsible for the removal of all trash, litter, debris, etc. associated with the event. The renter must make arrangements to supply an adequate number of trash receptacles, and to have trash and other materials removed from the park periodically when full and immediately upon conclusion of the event.
- Recyclables generated at the event (e.g., aluminum cans, glass, plastic, cardboard, etc.) must be collected and appropriately disposed.
- Renter is responsible for compost—that is, to provide a food waste receptacle and to remove all compostable materials at the end of the event.
- Renter is responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or damage should occur to Park property, the renter will be billed at full cost recovery rates plus overhead for cleanup and repairs.

SALES or HANDOUTS of FOOD, BEVERAGES, and MERCHANDISE

- Food, beverage, and merchandise sales require approval in advance and must be described in your application (vendor name, products, location). Only event-related products may be sold on site. Sponsor products must not be sold during the event unless they too relate directly to the event (e.g., running shoes at a half-marathon).

ALCOHOL

- Alcohol consumption in the park is prohibited except with the prior approval of the Village Trustees. Permits and liability insurance for serving or consuming alcohol at any event must be obtained. All applicable Woodstock and state laws, ordinances, rules, and regulations apply.

PHOTOGRAPHY—Personal

- No permit is needed to photograph in the park if using only handheld equipment or a tripod. If other equipment is planned—or there are any other questions about photography in the park—please consult the Municipal Manager's office.

PHOTOGRAPHY—Commercial

- A permit is needed for commercial photography or filming so that it can be completed without damaging landscapes or interfering with the experience enjoyed by all visitors. If photography is part of an event, such as Weddings & Receptions, photography is included in the permit.

PHOTOGRAPHY—Drone

- Drone photography is permitted at the park, with liability insurance and following FAA regulations.

SAFETY and SECURITY

- The site layout and installation should reflect considerations for safety hazards for your event. For example, electrical cords should be taped down, and tripping hazards marked. Fire hazards must be avoided.
- A minimum access corridor of 20' in width must be maintained on a street, or anywhere else designated by the Fire Department, to allow access by emergency vehicles. No materials that cannot be quickly removed or displaced (e.g., barricades) can be situated in this corridor.
- The renter has a large degree of responsibility for the behavior of event participants and is responsible for ensuring that appropriate security is in place. The event should be designed to avoid risk of unintended police callouts. Specific costs of such callouts may be assessed to the renter if risk has been identified and inadequately addressed.
- Security personnel should be experienced and capable of handling the situations which they may face. They should be in position at all scheduled times and have emergency protocol and communication in place. Site design and event management (e.g., ticket sales) should also minimize risk of security problems.

DAMAGE

- The renter is responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or repair should damage occur to Park property, the renter will be billed at full-cost recovery rates plus overhead for cleanup and repairs. At the

option of the Village Trustees, any repair required may be arranged by the Board or by the renter.


DOGS

- To ensure clean, safe spaces for a wide variety of users, on-leash and clean-up policies will be enforced within the park.
- Leashed dogs are welcome.
- "Clean up after your pet" practices are required. Dog owners are required to pick up after their dogs and use the trash receptacles provided.

FIRES & FIREWORKS

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the park.
- Fireworks are not allowed.

Applicant agrees to all conditions and policies set forth in this application:

Signature: 
Name: Deborah Greene

Date: April 8, 2025

CHECKLIST

- ☐ Application fee and security deposit paid?
- ☒ Site Plan template completed and submitted?
- ☐ Certificate of Insurance submitted?
- ☐ Parking plan required.
- ☒ Portable toilets required?
- ☐ Applicable state health and safety permits obtained?
- ☒ Liquor license obtained, if needed?
- ☒ Name of On-site Liaison with contact information listed?

RENTAL FEES for EAST END PARK

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:
an Application Fee, a Function Fee, and a Security Deposit.

APPLICATION FEE (applicable to ALL rentals)

\$100 for each application

Applications are approved on a first-come, first-served basis. Applications generally need 10 days for processing. The application fee is nonrefundable.

FUNCTION FEE

Standard Rentals (excluding Weddings & Receptions)

The function fee is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident OR Non-Profit/Charitable Organization within the towns of WCSU (Windsor

Central Supervisory Union)

- up to 50 people \$100
- 51-100 people \$200
- 100-175 (maximum)\$300

2. Non-Woodstock resident OR Non-Profit/Charitable Organization outside the towns of WCSU (Windsor

Central Supervisory Union)

- up to 50 people \$300
- 51-100 people \$400
- 100-175 people \$500

3. Commercial rental

Examples of commercial rentals include classes, farmers market, art show, corporate function,

product promotions and/or sales, commercial film shoot, "bounce houses" or other kid activities

- Recurring (e.g., classes)
- Nonrecurring events

Weddings & Receptions

Weddings/Receptions have distinct fees and policies not applicable to general group reservations. We

want your special day to be perfect! To ensure that everything runs smoothly, please read the policies

carefully and contact the Municipal Manager's Office with any questions (802-457-3456).

The function fee for Weddings & Receptions is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident

- up to 100 people \$500 plus \$250 security deposit
- up to 200 people (maximum) \$750 plus \$300 security deposit

2. Non-Woodstock resident

- Up to 100 people \$750 plus \$400 security deposit
- Up to 200 people (maximum) \$1000 plus \$500 security deposit

SECURITY DEPOSIT

The security deposit is based on the expected number of anticipated attendees indicated in the application.

The Village of Woodstock reserves the right to keep all or a portion of the paid Security Deposit, if published rules are violated in connection with the rental. Otherwise, the security deposit will be returned within 30 days after date of the rental.

Rental fees may range from \$25 to \$500 at the Trustees' discretion.

September 2020

Attendance Fee

- 0-50 \$100
- 50-100 \$200
- 100-175 \$300

FOOD TRUCK FESTIVALS

The fee for each food truck, trailer, or pop-up is \$150 per day. See specific POLICIES related to these.

RESERVATION POLICIES

In order to hold a requested date, an initial payment of 50% of the Function Fee is required. This amount will be applied toward the balance of the Function Fee. If the renter chooses to cancel or change the rental date, 50% of the Function Fee is transferable to an approved rental date. If the application is not approved, the payment will be refunded. Payments must be made with cash, local check, or credit card (prevailing fee will be applied).

All fees are due 15 days prior to the rental date. If a booking is made within 14 days of the rental date, the entire Function Fee must be paid at that time, in addition to the Application Fee.

However, the rental is not confirmed until all necessary pre-event fees are paid, the renter has agreed to the East End Park policies, and the application has been approved by Woodstock Village Trustees, who meet once monthly.

CANCELLATIONS & REFUNDS

Cancellations for any reason are accepted up to 48 hours before the date and time specified in the

application. If notice is received in writing or by email during regular business hours of Municipal offices, more than 48 hours in advance, 100% refund of the Function Fee and Security Fee is available. The Application Fee is nonrefundable.

Within 48 hours of the specified date and time, no refund is available.

PAYMENT

Payment of Application Fee is due at the time the application is submitted. Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, is due 14 days prior to use.

Fees are payable by cash, local check, or credit card (prevailing fee will be applied)

OFFICE USE ONLY

Application fee received: _____ cash/check _____

Function fee:
Amount: _____ Received: _____ cash/check: _____

Security Deposit:
Amount: _____ Received: _____ cash/check: _____

This permit is:
☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____ Date: _____

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

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

Event: Woodstock Triple Crown Throwdown

Parade/event date: August 17, 2025

Start time: 9am

End time: 5pm

Applicant/organization: Woodstock Area Mountain Bike Association Inc.

Telephone: 8022822127

Email: mgstout@gmail.com

Mailing address: PO BOX 291 Woodstock, VT 05091

Contact person: Matt Stout

Best contact number: 8022822127

Location of assembly & beginning of event: Saskadena 6, 247 Stage Rd, Pomfret, VT 05067

Route of public highways: <https://www.strava.com/routes/3363301198100855622>

<https://www.strava.com/routes/3363301567718305640> map attached at end

*Attach map showing route

Traffic control (if any): Police on main street, near the green. Same setup as the Eastern States Cup Enduro in the past years.

Police TBD at Prosper Rd intersection.

Estimated number of participants: 300

Authorized representative signature: 

Print: Matthew Stout

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

Please mail or email completed application to:

Town of Woodstock

PO Box 488

Woodstock, VT 05091

permits@townofwoodstock.org

OFFICE USE ONLY

This permit is:

☐ Approved

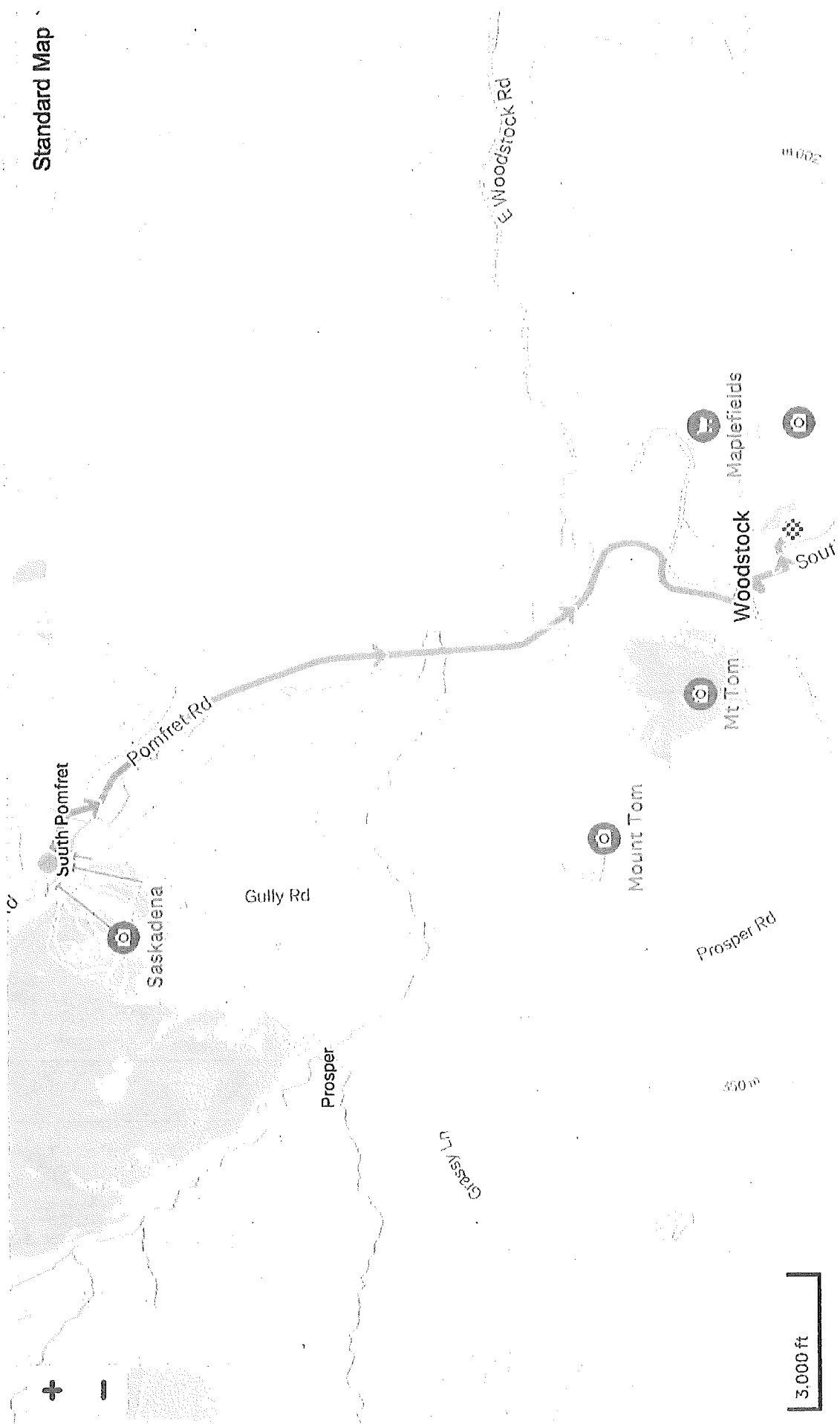
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Additional conditions: _____

Municipal Manager: _____

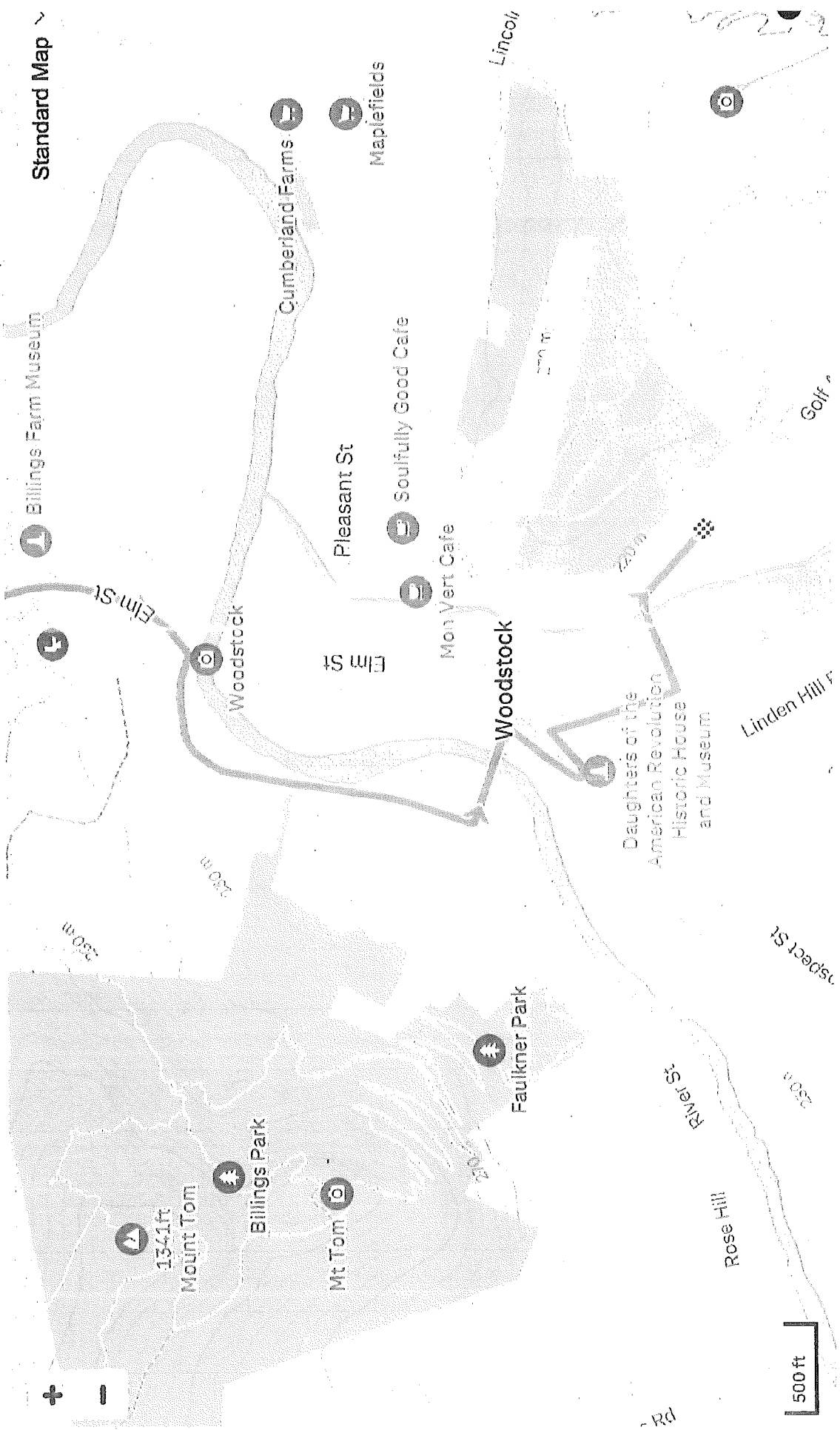
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Standard Map





Standard Map



Standard Map

Mon Vert Cafe

Woodstock

Daughters of the
American Revolution
Historic House
and Museum

Woodstock
Country Club

Woodstock

West
Woodstock

WAMBA - Aqueduct
Trails Parking

Grassy Ln

Barberry Hill Rd

Rose Hill

Carlton Hill Rd

Prosper Rd

506 Elstro and Bar

Wynnan Ln

Side Park Rd

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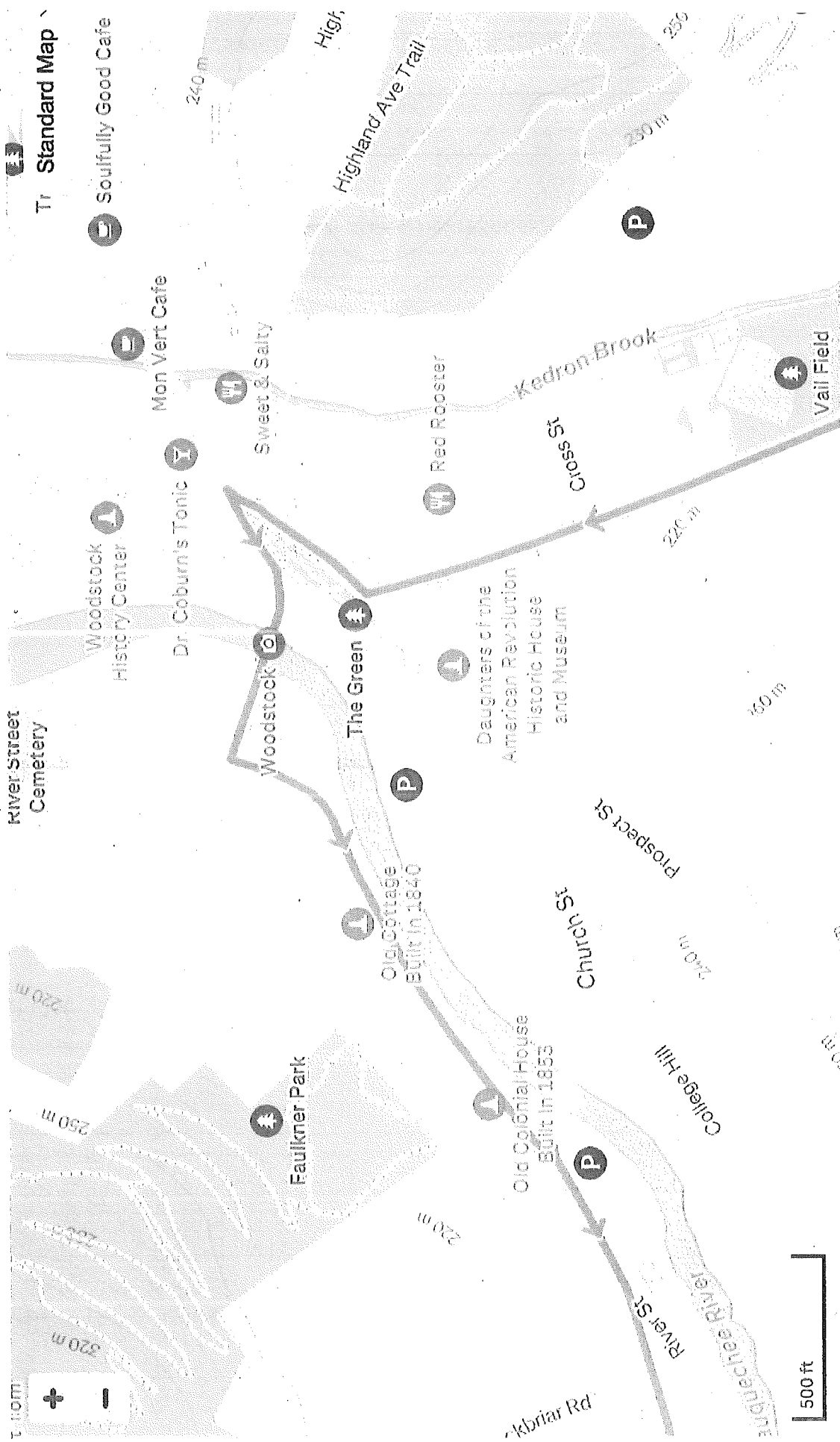
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Standard Map

Soulfully Good Cafe

Mon Vert Cafe

Sweet & Salty

Red Rooster

Daughters of the American Revolution Historic House and Museum

Vail Field

Faulkner Park

Old Cottage Built in 1840

The Green

Woodstock History Center

Dr. Coburn's Tonic

Mon Vert Cafe

Sweet & Salty

Red Rooster

Daughters of the American Revolution Historic House and Museum

Vail Field

Faulkner Park

Old Cottage Built in 1840

The Green

Woodstock History Center

Dr. Coburn's Tonic

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Red Rooster

Daughters of the American Revolution Historic House and Museum

Vail Field

Faulkner Park

Old Cottage Built in 1840

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River Street Cemetery

Woodstock History Center

Dr. Coburn's Tonic

Mon Vert Cafe

Sweet & Salty

Red Rooster

Daughters of the American Revolution Historic House and Museum

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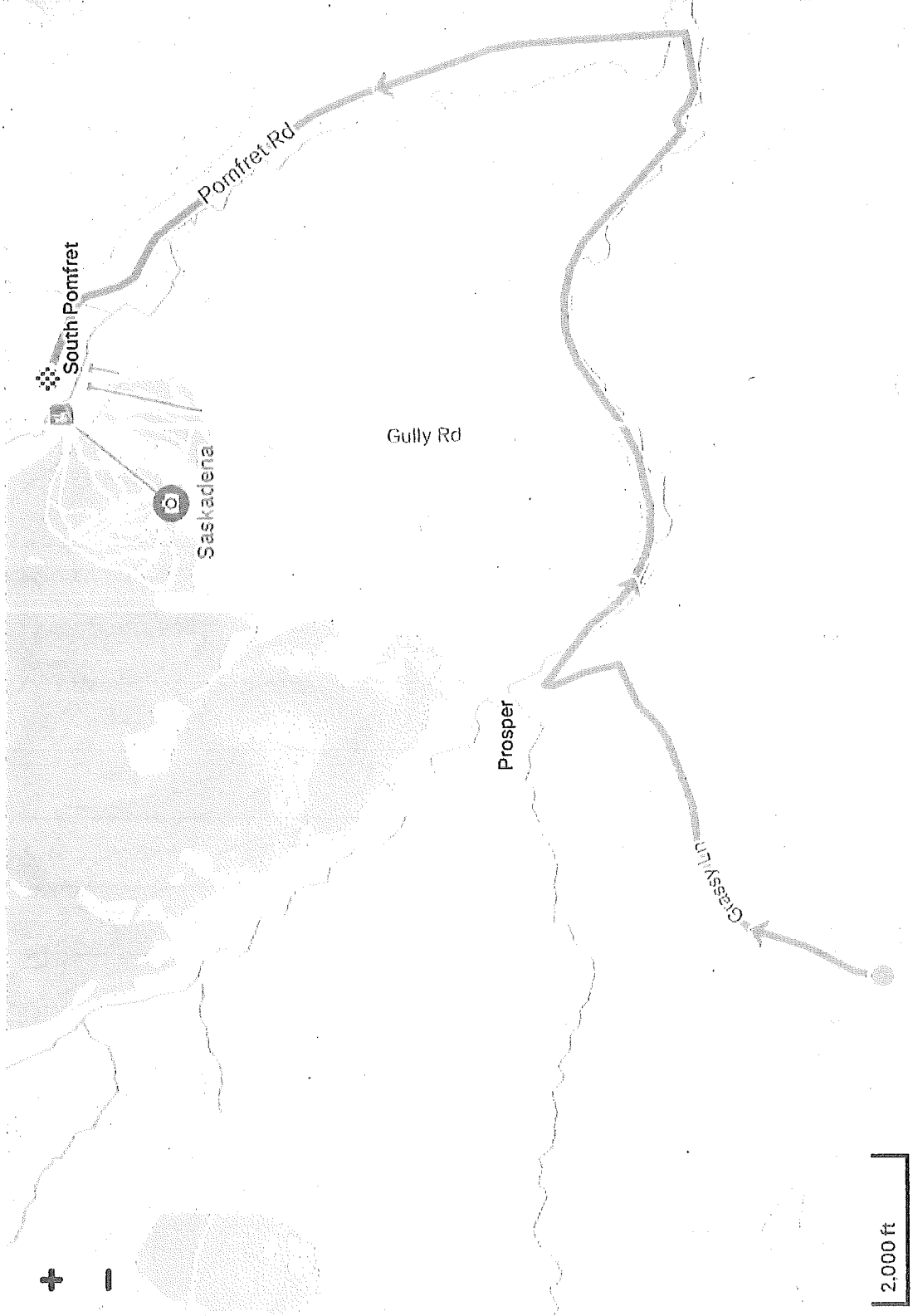
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**Village of Woodstock
Permit for Banner on Village Green**

Application date: 4/29/25 Event name: Apples and Crafts
Name of non-profit organization: Woodstock Rec
Address: 54 River St.

Dates requested for banner: Oct. 6th - 12th Date of event: Oct 11th + 12th

Individual requesting permit:

Name: Gail Devine Title: Exec. Director

Phone: 457-1502

Mailing address: 54 River St.

Email: Gdevine@woodstockrec.com

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

Fee paid: yes

Cash/Check/Online: 28144 \$50

Received by: all

Banner requirements:

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

All banners must be:

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

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

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

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

Applicant signature: Gail Devine Date: 4/29/25

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

**VILLAGE OF WOODSTOCK
EAST END PARK APPLICATION**

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

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

Name: WOODSTOCK COMMUNITY DAY CELEBRATION

Organization: FRIENDS OF EAST END PARK

Is this a nonprofit?: ✓

Mailing Address: _____

Physical Address: EAST END PARK

Phone number: 551 - 427 - 4262 email: Megan Pollock @ gmail.com

For the purpose of (wedding or event): Celebrate the community

Date of event: Sept 14, 2025

Start time of event: 1 PM Hours of event including set up: 10 AM - 6 PM

How many people will be attending? _____

On-site liaison: Emily Friedman

Phone: 203 - 451 - 9920

Certificate of Insurance received by town:

Date received: _____ By: _____

Setup/Cleanup Plans: Setup tables for donations, cotton candy,
music, and food from 10am - 1pm.
Event starts @ 1pm

Will there be any temporary structures for the event? Tents & tables

If yes, please describe: tents & tables up top and music
down in the park w/ a tent.

Will Lighting or generators be used? No

If yes, please describe and see guidelines below: _____

Will portable toilets be used? YES

If yes, please state amount and location: _____

Down Maxham meadow way - same
location as music on the river

Will there be sales or handouts of food, beverages, and/or merchandise? yes

If yes, please complete following for each vendor (attach a separate sheet if needed):

Vendor name: FOOD TRUCK TBD

Products: _____

Location: _____

Will there be alcohol at the event? yes via food truck who has permit

Liquor permit received: _____ Approved: _____

Please attach site plan including parking plan to this application

Additional Information: Kathy - is it possible to use
the same ~~site~~ site plan we sent in
last year?

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

WHO NEEDS TO GET A RENTAL PERMIT?

A Park rental permit is required if one or more of the following applies:

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

park to conduct an activity where the exchange of money for a product or service does not occur directly in the park, such as mass media advertising.

WHO IS ELIGIBLE TO RENT?

- Woodstock and non-Woodstock residents, nonprofit groups and charitable organizations, clubs and classes, business organizations.
- An individual applicant must be at least 18 years of age.
- On-Site Liaison

An on-site liaison person must be identified and must be present and available via cell phone at all times during set-up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

PROCESS

Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.
- Applications for permits for Weddings & Receptions may be submitted up to 1 year in advance but no less than 30 calendar days in advance of event.
- FORMS: Permit Application and Site Plan are due at time of application. (Site Plan template provided)
- PAYMENT: Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, are due 14 days prior to use. A late fee of 10% will be applied if all fees and required documents are not received 14 days prior. SEE SEPARATE FEE SCHEDULE.
- Fees are payable by cash, local check, or credit card (prevailing fee will be applied).

Approval

- TRUSTEE APPROVAL: Applications are reviewed once a month at the monthly meeting of the Village Trustees. At the discretion of the Trustees, approval may be granted administratively by the Municipal Manager's office, if all conditions are met and no further review is advised.

Applications for permitted Park use, whether commercial, not-for-profit, or private, will be based on the following criteria:

- a. Application is complete with all required information.
- b. Proof of liability insurance accompanies the application.
- c. The proposed activity does not conflict with other public Park uses, impede care and maintenance of the park, or detract from general Park visitor use or enjoyment.
- d. The renter agrees to adhere to all rules, regulations, and processes, and if any past use, has demonstrated observance of these.
- e. There are no previous fees or charges outstanding.

EVENT HOURS

- Events are allowed between the hours of 7 a.m. to 10 p.m. Sunday through Thursday, and 7 a.m. to 11 p.m. Friday and Saturday.

SITE PLAN

- A picture is worth a thousand words! A site plan is required for all events. This plan should be clearly presented and include the date it was prepared (any revised plans must include the date).
- The plan must include the location of all aspects of the event as described in the application. This includes clearly indicating the locations of stages, tents, power supply, hoses, sound systems, vendors, security, water, portable toilets, trash bins, recycling bins and any other structure brought on site.
- All fencing, gates, entrances, and exits, including emergency exits and fire lanes must also appear on the site plan. The access road to the river cannot be obstructed because it is emergency access to the river for the Fire Department.
- Parking for more than the spaces available in the public park & Ride lot must be described.

INSURANCE

- Renters are required to provide a Certificate of Insurance, demonstrating liability coverage for the specified event, specifying the Village of Woodstock as an additional insured.
- Renters who do not maintain liability coverage should investigate TULIP: Tenants' and Users' Liability Insurance Policy that provides special event liability coverage. It is designed for third-party users who do not carry liability insurance and is offered at a low cost. It is event-specific and can also cover vendors, performers, and exhibitors, if needed.

It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event. Events may range from low-risk events such as seminars, receptions, or weddings to high-risk events including festivals and fairs, sports events, or concerts.

SETUP/CLEANUP

- The Park must be maintained in a neat and orderly condition at all times on the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn. Any damage done to the grass or other areas of the park is the responsibility of the applicant.
- Any equipment installed on the park in connection with the activity must be installed no sooner than 24 hours prior to the scheduled date of the activity and must be removed no later than 24 hours after the scheduled date of the activity. However, any equipment which can be installed and removed on the day of the activity must be installed and removed on that date. This standard will apply separately to any alternate

date not immediately following the scheduled date. Additional fees may apply if set up or cleanup occurs on the day before or the day after the event.

- No structures or tents may be erected within fifteen feet of the trunk of any tree in the park.
- No setup or cleanup activity may be carried out before 7:00AM or after 10:00PM without special arrangements.
- All contractors, suppliers and other persons involved in any way with the event must be advised of these critical times and are required to schedule work accordingly.
- Consideration must be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the park.

TEMPORARY STRUCTURES (Tents etc.)

- The location of larger structures such as tents, stages, and portable toilets must be included on the site plan.
- Equipment, such as tents, must be secured using cement blocks or sandbags (i.e., not pegs, spikes, or ropes to trees) unless specifically approved, since there are underground utilities in the park. The organizer will be charged for any damage resulting from unauthorized setup methods.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn.
- No structures or tents may be erected within 15 feet of the trunk of any tree in the park.
- Tent size is limited by the available space between the labyrinth and the bottom of the stairway—See designated area on Site Plan template.
- Tents are limited to those that can be secured without stakes or tying to trees.
- If a proposed tent is larger than 15' x 15', this permit is conditional upon review, inspection, and approval by the Fire Department.
- Tents must meet the CPAI-84 standard for flame resistant materials. A manufacturer's label must be attached to the tent stating that it does meet this requirement. If a label is not attached, it will be the user's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.

SIGNS

- No signs or equipment may be attached to or installed on trees or signs in the park or on traffic signs, parking meters, or light poles in the park.
- Marking the ground, trees, or structures in any way is prohibited.
- Traffic signs at the park must not be obstructed.
- Sponsor Signs and Banners: Sponsorship acknowledgment is often required by organizers in order to secure funding for not-for-profit events. Promotional banners and signs must be removed immediately after the event.
- The location of all sponsorship acknowledgement including sponsor vehicles and tents, must be shown on the site plan. The times when sponsor or media representatives will be present on site must also be provided. Sponsor products unrelated to the event must not be sold, though samples may be handed out as a form of promotion.

FOOD TRUCKS AND TRAILERS

- Food Trucks or Trailers must be parked **ONLY** on the upper parking lot (not on the lawn).
- Food vendors are required to have the appropriate safety and inspection certifications.
- Refer to Vermont state health requirements:
https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TempFoodStandRequirements2015.pdf.

ELECTRICITY and GENERATORS

- Electricity is only provided at two receptacle locations, at the pergola and at the bottom of the amphitheater. The maximum load is 20 amps per circuit and two circuits are available. Liability for any equipment that exceeds that load is the responsibility of the renter.
- The Village must approve all uses of temporary lighting. Depending on the level and complexity, a certified electrician may be required to certify that installation and mountings are safe and secure. Temporary lighting must be directed away from the abutting street and properties.
- Use of a generator is permitted.

VEHICLES & PARKING

- To ensure the public's safety and protect structures and planting beds, the following are prohibited within the park: skateboards, rollerblades, bicycles, scooters, Segways, personal motorized devices (such as a hoverboard), and horse-drawn carriages. Driving these vehicles or unauthorized vehicles of any type is prohibited in the park. Motorized personal devices required by persons with impaired mobility are permitted. Park visitors with a bicycle, skateboard, scooter, etc. must dismount and walk with it while in the park.
- A bicycle rack is provided. Bicycles, and other vehicles must not be tied, locked, or otherwise attached to any tree or plant.
- Parking must be limited to public areas designated, unless written permission is obtained from a private landowner.
- Parking is the responsibility of the renter. If sufficient spaces are not available at the park, the Woodstock Elementary School or Woodstock Union High School parking lots may be used in the evenings and on weekends. The renter is responsible for providing any shuttle service offered.
- When sufficient parking is not available on site, parking for more than the available spaces at the park must be described on the site plan.
- The renter may be required to provide adequate volunteers for the purpose of directing patron parking.

ACCESSIBILITY

- Many people with disabilities enjoy using the Park. Designated handicap parking spaces are provided at the upper parking level; from that area users can access the

pergola and viewing area. An additional handicap parking space is designated at the lawn level. All renters must keep those spaces clear for handicap access.

SOUND and NOISE

- Music, either amplified or non-amplified, at a public or private event is prohibited between the hours of 10:00 PM and 7:00 AM Sunday through Thursday and 10:00 PM and 7:00 AM Friday and Saturday. [Village of Woodstock noise ordinance 5303]
- Amplified sound for private rentals is limited to a portable music player or sound system, with maximum decibel level of 70, as specified in Village ordinance. No special permit is required for this level of sound. Amplified sound of any other type must be identified in the permit application.
- Absolutely no amplified sound (including sound checks) is allowed before 7:00 AM, or after 10:00 PM.
- Amplified sound must be directed away from the abutting street and properties.
- The proposed location of the sound system and location of all speakers must be identified on the Site Plan.

RESTROOMS

- There are no restrooms on site. For rentals for more than 25 people and lasting more than one hour, portable toilets are required, and must be arranged and paid for by the renter.

SANITATION, TRASH & RECYCLING

- "Carry in & out" is required for all trash and recyclables. Onsite trash receptacles are not intended for events.
- Renter is responsible for the removal of all trash, litter, debris, etc. associated with the event. The renter must make arrangements to supply an adequate number of trash receptacles, and to have trash and other materials removed from the park periodically when full and immediately upon conclusion of the event.
- Recyclables generated at the event (e.g., aluminum cans, glass, plastic, cardboard, etc.) must be collected and appropriately disposed.
- Renter is responsible for compost—that is, to provide a food waste receptacle and to remove all compostable materials at the end of the event.
- Renter is responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or damage should occur to Park property, the renter will be billed at full cost recovery rates plus overhead for cleanup and repairs.

SALES or HANDOUTS of FOOD, BEVERAGES, and MERCHANDISE

- Food, beverage, and merchandise sales require approval in advance and must be described in your application (vendor name, products, location). Only event-related products may be sold on site. Sponsor products must not be sold during the event unless they too relate directly to the event (e.g., running shoes at a half-marathon).

ALCOHOL

- Alcohol consumption in the park is prohibited except with the prior approval of the Village Trustees. Permits and liability insurance for serving or consuming alcohol at any event must be obtained. All applicable Woodstock and state laws, ordinances, rules, and regulations apply.

PHOTOGRAPHY—Personal

- No permit is needed to photograph in the park if using only handheld equipment or a tripod. If other equipment is planned—or there are any other questions about photography in the park—please consult the Municipal Manager's office.

PHOTOGRAPHY—Commercial

- A permit is needed for commercial photography or filming so that it can be completed without damaging landscapes or interfering with the experience enjoyed by all visitors. If photography is part of an event, such as Weddings & Receptions, photography is included in the permit.

PHOTOGRAPHY—Drone

- Drone photography is permitted at the park, with liability insurance and following FAA regulations.

SAFETY and SECURITY

- The site layout and installation should reflect considerations for safety hazards for your event. For example, electrical cords should be taped down, and tripping hazards marked. Fire hazards must be avoided.
- A minimum access corridor of 20' in width must be maintained on a street, or anywhere else designated by the Fire Department, to allow access by emergency vehicles. No materials that cannot be quickly removed or displaced (e.g., barricades) can be situated in this corridor.
- The renter has a large degree of responsibility for the behavior of event participants and is responsible for ensuring that appropriate security is in place. The event should be designed to avoid risk of unintended police callouts. Specific costs of such callouts may be assessed to the renter if risk has been identified and inadequately addressed.
- Security personnel should be experienced and capable of handling the situations which they may face. They should be in position at all scheduled times and have emergency protocol and communication in place. Site design and event management (e.g., ticket sales) should also minimize risk of security problems.

DAMAGE

- The renter is responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or repair should damage occur to Park property, the renter will be billed at full-cost recovery rates plus overhead for cleanup and repairs. At the

option of the Village Trustees, any repair required may be arranged by the Board or by the renter.

DOGS

- To ensure clean, safe spaces for a wide variety of users, on-leash and clean-up policies will be enforced within the park.
- Leashed dogs are welcome.
- "Clean up after your pet" practices are required. Dog owners are required to pick up after their dogs and use the trash receptacles provided.

FIRES & FIREWORKS

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the park.
- Fireworks are not allowed.

Applicant agrees to all conditions and policies set forth in this application:

Signature: Megan Pollock
Name: Megan Pollock

Date: June 2, 2025

CHECKLIST

- ☐ Application fee and security deposit paid?
- ☐ Site Plan template completed and submitted?
- ☐ Certificate of Insurance submitted?
- ☐ Parking plan required.
- ☒ Portable toilets required?
- ☐ Applicable state health and safety permits obtained?
- ☐ Liquor license obtained, if needed?
- ☒ Name of On-site Liaison with contact information listed?

RENTAL FEES for EAST END PARK

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:
an Application Fee, a Function Fee, and a Security Deposit.

APPLICATION FEE (applicable to ALL rentals)

\$100 for each application

Applications are approved on a first-come, first-served basis. Applications generally need 10 days for processing. The application fee is nonrefundable.

FUNCTION FEE

Standard Rentals (excluding Weddings & Receptions)

The function fee is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident OR Non-Profit/Charitable Organization within the towns of WCSU (Windsor

Central Supervisory Union)

- up to 50 people \$100
- 51-100 people \$200
- 100-175 (maximum)\$300

2. Non-Woodstock resident OR Non-Profit/Charitable Organization outside the towns of WCSU (Windsor

Central Supervisory Union)

- up to 50 people \$300
- 51-100 people \$400
- 100-175 people \$500

3. Commercial rental

Examples of commercial rentals include classes, farmers market, art show, corporate function,

product promotions and/or sales, commercial film shoot, "bounce houses" or other kid activities

- Recurring (e.g., classes)
- Nonrecurring events

Weddings & Receptions

Weddings/Receptions have distinct fees and policies not applicable to general group reservations. We

want your special day to be perfect! To ensure that everything runs smoothly, please read the policies

carefully and contact the Municipal Manager's Office with any questions (802-457-3456).

The function fee for Weddings & Receptions is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident

- up to 100 people \$500 plus \$250 security deposit
- up to 200 people (maximum) \$750 plus \$300 security deposit

2. Non-Woodstock resident

- Up to 100 people \$750 plus \$400 security deposit
- Up to 200 people (maximum) \$1000 plus \$500 security deposit

SECURITY DEPOSIT

The security deposit is based on the expected number of anticipated attendees indicated in the application.

The Village of Woodstock reserves the right to keep all or a portion of the paid Security Deposit, if published rules are violated in connection with the rental. Otherwise, the security deposit will be returned within 30 days after date of the rental.

Rental fees may range from \$25 to \$500 at the Trustees' discretion.

September 2020

Attendance Fee

- 0-50 \$100
- 50-100 \$200
- 100-175 \$300

FOOD TRUCK FESTIVALS

The fee for each food truck, trailer, or pop-up is \$150 per day. See specific POLICIES related to these.

RESERVATION POLICIES

In order to hold a requested date, an initial payment of 50% of the Function Fee is required. This amount will be applied toward the balance of the Function Fee. If the renter chooses to cancel or change the rental date, 50% of the Function Fee is transferable to an approved rental date. If the application is not approved, the payment will be refunded. Payments must be made with cash, local check, or credit card (prevailing fee will be applied).

All fees are due 15 days prior to the rental date. If a booking is made within 14 days of the rental date, the entire Function Fee must be paid at that time, in addition to the Application Fee.

However, the rental is not confirmed until all necessary pre-event fees are paid, the renter has agreed to the East End Park policies, and the application has been approved by Woodstock Village Trustees, who meet once monthly.

CANCELLATIONS & REFUNDS

Cancellations for any reason are accepted up to 48 hours before the date and time specified in the

application. If notice is received in writing or by email during regular business hours of Municipal offices, more than 48 hours in advance, 100% refund of the Function Fee and Security Fee is available. The Application Fee is nonrefundable.

Within 48 hours of the specified date and time, no refund is available.

PAYMENT

Payment of Application Fee is due at the time the application is submitted. Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, is due 14 days prior to use. Fees are payable by cash, local check, or credit card (prevailing fee will be applied)

OFFICE USE ONLY

Application fee received: _____ cash/check _____

Function fee:

Amount: _____ Received: _____ cash/check: _____

Security Deposit:

Amount: _____ Received: _____ cash/check: _____

This permit is:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

**Village of Woodstock
Board of Trustees Meeting
June 3rds, 2025
6:30 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Seton McIlroy, Jeffrey Kahn, Lisa Lawlor, Frank Horneck, Brenda Blakeman

Staff: Eric Duffy, Kitty Mears Koar

Public: Beth Finlayson Molly Hutchins, Lana Reuss, Matthew Roberts, Alex Berams, Heather Knoll

Call to order

1. Vice Chair Jeffrey Kahn called June 3rd, 2025, Village Trustees meeting to order at 6:33PM.

B. Additions and Deletions

Parking spot on Mechanic Street for 121 Home

Eric Duffy also suggested editing the executive session to say "potential executive session" for contract talks, as per the state's new recommendation.

C. Citizens' Comment - None

D. Reports

Manager's Report

Eric Duffy reported that starting Friday, Town Hall would begin summer hours, closing at 12 PM every Friday. He noted that Public Works would still be available for emergencies or normal work, and he and Stephanie would remain accessible if residents needed to contact them. Eric also mentioned the upcoming second annual Pride Event in Woodstock.

Seton McIlroy provided additional details about the pride event, including a soft launch on Thursday at Pentangle with a showing of "Priscilla, Queen of the Desert." She outlined various activities planned for Friday and Saturday, including a reception, late-night dance, high heel race, brunch, crafts, and tea dance. Seton McIlroy emphasized that all events would proceed rain or shine, with contingency plans in place for inclement weather. She thanked sponsors and donors, and highlighted pride-themed displays around town.

Lisa Lawlor added that Danforth's Pewter would be reopening on Friday, in time for pride week.

Financial Report

Eric Duffy presented the financial report, noting that parking meter revenue and credit card revenue figures were current through January, with February, March, and April still being reconciled. He estimated an additional \$20,000 to \$30,000 in parking revenue to be added to the current figures. Eric reported that expenses were at 90% with 91% of the year complete, indicating they were on track to end with a small surplus before any adjustments.

Police Report

Interim Chief O'Keeffe reported on recent and upcoming events, including the successful coverage of the Covered Bridges Half Marathon. He mentioned the upcoming Pride Event and alumni parade. Chief O'Keeffe stated that shifts were filled, and they were operating with one position currently unfilled.

Jeffrey Kahn inquired about the decrease in motor vehicle stops. Chief O'Keeffe acknowledged room for improvement and explained that once they return to full strength, they would be able to do more.

Chief O'Keeffe provided an update on a police cruiser that was successfully returned to Ford Motor Company for a full refund. He mentioned they would be shopping for a new cruiser soon, likely a 2025 Ford Explorer.

E. Votes

Chambers of Commerce – Sidewalk Sale August

Beth Finlayson from the Chamber of Commerce requested to change the date of the previously approved sidewalk sale from August 15th and 16th to August 22nd and 23rd. The board discussed potential conflicts with other events, particularly the "Puppies and Pooches" event scheduled for the same weekend. After clarification that the date change was requested to accommodate merchant availability, the Board agreed to approve the change.

Motion: by Lisa Lawlor to approve the Chamber of Commerce Sidewalk Sale to August 15th-16th(6:45PM)

Seconded: Frank Horneck

Vote: 5-0-0 passed

Glad Rag Banner

Molly Hutchins presented the request for the Glad Rag sale banner. She explained that the sale would take place on September 26th, 27th, and 28th, with the banner being displayed the week prior, from September 15th through 21st. Molly provided background on the Glad Rag sales, noting their success and the distribution of proceeds to various nonprofits.

Motion: by Frank Horneck to approve the Glad Rag Banner Sept 15th-21st (6:48PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

Woodstock Rec Center Apples and Crafts Fair – Banner

This item was skipped as Gail Devine was unable to attend. It was noted that this item would be added to next month's agenda.

Ottawaquechee Health Foundation – Banner

Lana Reuss, representing the Ottawaquechee Health Foundation (OHF), requested approval for a banner to be displayed from September 8th through 15th. The banner would promote their annual appeal, which begins in October. The board suggested keeping the banner text concise for better visibility and recommended considering a double-sided design.

Artistee – Banner September 29th – Oct 4th

Matthew Roberts from Artistee Community Arts Center presented their request for a banner to promote their upcoming show "Urinetown the Musical." The show would run from September 29th to October 4th and marks the beginning of their ninth season at the Grange. The representative explained that the Tony award-winning show aligns with their season's theme of building momentum in communities.

Motion: Frank Horneck to approve the Artistee Banner September 29th-Oct 4th (6:52PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

Sustainable Woodstock Electric Lawn Care Demo – Use of Green

Heather Knoll from Sustainable Woodstock requested approval for an Electric Lawn Care Demo Event on August 5th. The event would showcase various electric lawn care equipment for public trial. After discussion about fees and insurance requirements, the board decided to approve the event for the Gore instead of Village Green, with a lower associated fee.

Motion: Frank Horneck approve of the Sustainable Woodstock Event on Village Gore and an updated COI (7:00PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

Village Butcher – Sidewalk Permit

Alex Berams from the Village Butcher presented his request for "Thursdays on the Block," an outdoor grilling event. He explained that this would be the third year of the event, which involves setting up a grill on the edge of the sidewalk and purchasing a parking spot for 3-4 hours. The board discussed the details and agreed to approve the permit.

Motion: by Frank Horneck to approve the Village Butcher Sidewalk Permit up to two day week (7:05PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

121 Home

The board discussed raising the fee for the coming year for 121 Home to maintain their designated parking space to \$2000.

Motion: by Jeffrey Kahn to raise the fee for 121 Home to maintain the space has previously agreed (7:10PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

D. Discussion

Zach's Place 2nd accessible parking Spot

The board discussed the request from Zack's Place for a second accessible parking spot. They noted that the facility has a parking lot above that could potentially hold more cars if parked differently. The board also observed that Zack's Place currently has two unloading zones, one with a curb cut and one without. They decided to request more information from Zack's Place before making a decision, including details on how many adults stay with their clients for the entire duration of their visit.

Halloween Discussion

Jeffrey Kahn reported that he had contacted the PTOs for both Prosper School and WES, as well as Maggie Mills, regarding assistance with Halloween events. He explained that they were seeking help with candy distribution and considering whether to continue closing off High Street or add more events elsewhere in the village to disperse the crowd. Jeffrey Kahn stated that he was waiting for responses and would follow up on the matter.

Foliage Discussion

The board discussed plans for the upcoming foliage season. Seton Mcilroy expressed hope that new restaurants would be open by then, potentially reducing the need for additional food options. The board agreed to focus on allowing nonprofits to set up on the Green, waiving fees for them. They discussed creating a structure for nonprofits to sign up for specific slots and making the process less labor-intensive for organizers. The board also emphasized the importance of having clear, easily accessible information about open businesses and food options during the foliage season.

Parking Ordinance

Lisa Lawlor presented a draft of the new parking ordinance. The board discussed various aspects of the ordinance, including:

1. Parking fees and fines: The board agreed to increase most parking fees and fines, including raising the construction permit fee to \$12 per day.
2. Waiving of parking tickets: After much discussion, the board decided to reduce the number of waivable parking tickets from two to one per year per license plate.

3. Mechanic Street parking lot: The board agreed to increase the number of available spots from 16 to 18, with two spots designated for residents without other parking options.
4. Booting vs. towing: The board decided against including the ability to boot cars in the ordinance, opting instead to rely on towing when necessary.
5. Elm Street permits: The board agreed to limit the number of full-day parking permits on Elm Street to six, available to village business owners and employees.

The board also discussed various other details of the ordinance, including loading zones, crosswalk parking, and the lottery system for Mechanic Street parking spots.

Title 8 Chapter 3 Parking Ordinances

Motion: by Lisa Lawlor to accept Title 8 Chapter 3 Parking Ordinances, Schedule of Fees with the change made today (8:28 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

E . Executive Session 1 V.S.A 313

Motion: by Vice Chair, Jeffrey Kahn made a motion to enter Executive Session 1 V.S.A 313 A to discuss potential contracts (8:29PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed (returned 9:10PM)

F. Approval of Minutes

Motion: by Vice Chair Jeffrey Kahn to approve the minutes 05.13.25 (9:13PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

J. Adjournment

Motion: by Vice Chair Jeffrey Kahn to adjourn the meeting at (9:14PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

*Respectfully submitted,
Kitty Mears Koar*