

Village of Woodstock  
Board of Trustees  
August 12th, 2025  
6:30PM  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Additions and Deletions to posted agenda
- C. Citizens' Comment – Three Minute Limit
- D. Reports
  - a. Manager's Report
  - b. Financial Report
  - c. Police Report

E. Votes

**Banners and Other Permits:**

Zack's Place Turkey Trout – Parade Permit  
The Green Bunny – Use of Green  
Bookstock 2026 – Use of Green  
Comedy Fest – Banner  
Scoops – Sidewalk Permit  
Walk and Wags- Use of the East End Park  
Sustainable Woodstock Pollinator Garden Event – East End Park  
Woodstock Community Day Celebration - Permit Amendment

Village Public Trust Funds

Parking around of the Village Green – Market on the Green  
Authorization of Signature – Police Vehicle  
Parking Ordinance  
FY 26 Tax Rate

F. Discussion

Investment Advisory Committee Update  
Zack's Place Parking Spot  
Tree Fund Discussion  
Foliage Food  
Port-a-Potties- Fall Foliage  
Halloween Discussion

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

H. Other Business

I. Approval of Minutes

07.08.25

J. Adjournment

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

The link to join us by Zoom is:

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

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

Meeting ID: 858-7962-2419

08/07/25

02:03 pm

WOODSTOCK TOWN General Ledger  
Current Yr Pd: 2 - Budget Status Report  
VILLAGE GENERAL FUND

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Robert Densmore

Account	Budget	Actual	Actual % of Budget
<b>2-400 REAL ESTATE TAX REVENUE</b>			
2-4001-000 Real Estate Taxes	764,197.13	0.00	0.00%
2-4004-000 In Lieu of Taxes	0.00	0.00	0.00%
2-4005-000 Land Use/Hold Harmless	0.00	0.00	0.00%
2-4009-000 National Park Land Trust	14,600.00	0.00	0.00%
<b>Total REAL ESTATE TAX REVENUE</b>	<b>778,797.13</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-401 HIGHWAY REVENUE</b>			
2-4017-000 Highway Rebate	0.00	0.00	0.00%
<b>Total HIGHWAY REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-402 FEES &amp; PERMITS</b>			
2-4025-000 Use of Green	1,000.00	175.00	17.50%
2-4026-000 Curb Cuts Permits	300.00	75.00	25.00%
<b>Total FEES &amp; PERMITS</b>	<b>1,300.00</b>	<b>250.00</b>	<b>19.23%</b>
<b>2-404 SHORT TERM RENTAL ENFORCE</b>			
2-4041-000 Registrations	25,000.00	0.00	0.00%
2-4042-000 Fines	50.00	0.00	0.00%
<b>Total SHORT TERM RENTAL ENFORCE</b>	<b>25,050.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-405 PLANNING &amp; ZONING</b>			
2-4051-000 Zoning Permits	50,000.00	3,369.00	6.74%
2-4052-000 Zoning Maps & Regulations	0.00	10.00	100.00%
2-4053-000 Yard Sale Permits	50.00	10.00	20.00%
<b>Total PLANNING &amp; ZONING</b>	<b>50,050.00</b>	<b>3,389.00</b>	<b>6.77%</b>
<b>2-406 POLICE REVENUE</b>			
2-4061-000 Parking Fines	30,000.00	2,817.00	9.39%
2-4062-000 Parking Meter Revenue	60,000.00	0.00	0.00%
2-4063-000 Police Contracts	10,400.10	4,575.00	43.99%
2-4064-000 Misc Police Revenue	2,500.00	1,890.00	75.60%
2-4065-000 Moving Violations - VTTC	35,000.00	0.00	0.00%
2-4066-000 False Alarms	3,000.00	0.00	0.00%
2-4067-000 Town Services	473,270.67	0.00	0.00%
2-4068-000 Courthouse parking	9,270.00	3,466.70	37.40%
2-4069-000 CreditCardsPermitsParking	98,000.00	0.00	0.00%
<b>Total POLICE REVENUE</b>	<b>721,440.77</b>	<b>12,748.70</b>	<b>1.77%</b>
<b>2-407 INTEREST INCOME</b>			
2-4070-000 Donations	0.00	0.00	0.00%
2-4071-000 General Interest Income	32,500.00	0.00	0.00%
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%
<b>Total INTEREST INCOME</b>	<b>32,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-409 MISCELLANEOUS</b>			
2-4091-000 Miscellaneous Revenue	4,000.00	0.00	0.00%
2-4092-000 Misc - State of Vermont	0.00	0.00	0.00%
2-4093-000 Highway State Aid	0.00	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	1,700.00	0.00	0.00%
<b>Total MISCELLANEOUS</b>	<b>5,700.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-41 EAST END</b>			
2-4101-000 East End Revenue	2,800.00	0.00	0.00%
<b>Total EAST END</b>	<b>2,800.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-43 IRENE RECOVERY REVENUE</b>			
<b>Total IRENE RECOVERY REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-44 GRANT REVENUE</b>			
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 Revenue	0.00	0.00	0.00%
2-4408-000 NorthSt RetainWall Grant	0.00	0.00	0.00%
2-4409-000 WaterfrontPark GrantRevenue	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	0.00	0.00%
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 PoliceHWYSafetyGrantRevenue	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 ByPassMitigationGrantRev	0.00	0.00	0.00%
2-4436-000 SLFRF/ARPA Village	0.00	0.00	0.00%
2-4437-000 VLTC Passive Grant	0.00	0.00	0.00%
<b>Total GRANT REVENUE</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-470 TRANSFERS IN</b>			

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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%
<b>Total TRANSFERS IN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-480 COMMUNITY CONTRIBUTIONS</b>			
2-4802-000 Contribution for Trees	0.00	0.00	0.00%
<b>Total COMMUNITY CONTRIBUTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>1,632,637.90</b>	<b>16,387.70</b>	<b>1.00%</b>
2-4097-023 Note Proceeds	0.00	0.00	0.00%
<b>2-500 SPECIAL ARTICLES</b>			
<b>2-5001 GRANTS/CONTRIB-TRUST FUND</b>			
2-5001-901 Audit Expense	0.00	0.00	0.00%
2-5001-902 Trustee Public Funds Wage	0.00	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%
<b>Total GRANTS/CONTRIB-TRUST FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5002 GRANTS/CONTRIB-GENL FUND</b>			
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	0.00	0.00	0.00%
2-5002-966 PolicEMT 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%
<b>Total GRANTS/CONTRIB-GENL FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total SPECIAL ARTICLES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

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<b>2-501 ADMINISTRATION</b>			
<b>2-5011 TRUSTEES</b>			
2-5011-100 Salaries & Wages	3,750.00	0.00	0.00%
2-5011-197 Employer healthcare cost	165,853.61	2,123.95	1.28%
2-5011-198 CCC Tax Village	2,982.72	284.41	9.54%
2-5011-199 Employer Paid Benefits	230.00	0.00	0.00%
2-5011-302 Legal Fees	5,000.00	0.00	0.00%
2-5011-313 Community Television	0.00	0.00	0.00%
2-5011-603 Dues, Subs & Meetings	100.00	0.00	0.00%
2-5011-612 Printing Village Report	1,500.00	0.00	0.00%
2-5011-613 Tree Fund	10,000.00	0.00	0.00%
2-5011-615 Advertising	1,000.00	0.00	0.00%
2-5011-616 WES Parking lot	1,000.00	0.00	0.00%
2-5011-700 Police Search	0.00	0.00	0.00%
2-5011-801 Unclassified	0.00	0.00	0.00%
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	97,125.00	0.00	0.00%
<b>Total TRUSTEES</b>	<b>288,541.33</b>	<b>2,408.36</b>	<b>0.83%</b>
<b>2-5012 EXECUTIVE</b>			
2-5012-100 Salaries & Wages	81,750.00	6,341.73	7.76%
2-5012-199 Employer Paid Benefits	16,350.00	993.92	6.08%
2-5012-200 Wellness	325.00	0.00	0.00%
2-5012-301 Professional Services	12.50	0.00	0.00%
2-5012-314 IT infrastructure	8,500.00	0.00	0.00%
2-5012-602 Meeting/Professional Deve	1,000.00	0.00	0.00%
2-5012-603 Dues, Subs & Meetings	850.00	222.50	26.18%
2-5012-615 Advertising	135.00	0.00	0.00%
<b>Total EXECUTIVE</b>	<b>108,922.50</b>	<b>7,558.15</b>	<b>6.94%</b>
<b>2-5013 OFFICE ADMINISTRATION</b>			
2-5013-201 Operating Supplies	1,295.00	113.42	8.76%
2-5013-202 Office Supplies	1,415.00	0.00	0.00%
2-5013-204 Postage	2,000.00	413.07	20.65%
2-5013-401 Equip Repairs & Mainte	400.00	0.00	0.00%
2-5013-402 Machinery & Equipment	822.50	0.00	0.00%
2-5013-502 Communications	5,550.00	1,163.99	20.97%
2-5013-503 NEMRC Support/License	837.50	0.00	0.00%
2-5013-504 Reallocation of Reapprais	0.00	0.00	0.00%
2-5013-505 IT - Village	7,750.00	0.00	0.00%
2-5013-615 Advertising	700.00	0.00	0.00%
2-5013-701 Manager's Search	0.00	0.00	0.00%
<b>Total OFFICE ADMINISTRATION</b>	<b>20,770.00</b>	<b>1,690.48</b>	<b>8.14%</b>
<b>2-5014 AUDITING</b>			
2-5014-301 Professional Services	16,600.00	0.00	0.00%

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<b>Total AUDITING</b>	<b>16,600.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5015 TREASURER</b>			
2-5015-100 Salaries & Wages	1,500.00	57.59	3.84%
2-5015-199 Employer Paid Benefits	100.00	4.32	4.32%
2-5015-601 Travel & Transportation	0.00	0.00	0.00%
<b>Total TREASURER</b>	<b>1,600.00</b>	<b>61.91</b>	<b>3.87%</b>
<b>2-5016 ACCOUNTING</b>			
2-5016-100 Salaries & Wages	41,528.71	3,687.45	8.88%
2-5016-199 Employer Paid Benefits	10,250.00	1,119.55	10.92%
2-5016-301 Professional Services	4,050.00	0.00	0.00%
2-5016-305 Other Purchased Services	456.25	0.00	0.00%
2-5016-603 Dues, Subs & Meetings	125.00	0.00	0.00%
<b>Total ACCOUNTING</b>	<b>56,409.96</b>	<b>4,807.00</b>	<b>8.52%</b>
<b>2-5018 VILLAGE CLERK</b>			
2-5018-316 Village Clerk Wages	400.00	0.00	0.00%
<b>Total VILLAGE CLERK</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5019 CAPITAL RESERVE</b>			
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	0.00	0.00%
2-5019-938 Tree Fund	5,000.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total ADMINISTRATION</b>	<b>508,243.79</b>	<b>16,525.90</b>	<b>3.25%</b>
<b>2-502 HIGHWAY DEPARTMENT</b>			
<b>2-5022 TRAFFIC CONTROL</b>			
2-5022-715 Traffic Control Signs	0.00	0.00	0.00%
<b>Total TRAFFIC CONTROL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5023 HIGHWAY MAINTENANCE</b>			
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%

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2-5023-321 Stormwater Monitoring	0.00	0.00	0.00%
2-5023-409 Small Tools & Equipment	0.00	0.00	0.00%
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%
<b>Total HIGHWAY MAINTENANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5024 SIDEWALK MAINTENANCE</b>			
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%
<b>Total SIDEWALK MAINTENANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5025 VILLAGE PARKS</b>			
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%
<b>Total VILLAGE PARKS</b>	<b>1,700.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5026 STREET LIGHTS</b>			
2-5026-505 Street Lights	0.00	0.00	0.00%
2-5026-508 Street Light Fixtures	0.00	0.00	0.00%
<b>Total STREET LIGHTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5027 PUBLIC WORKS BUILDING</b>			
2-5027-501 Utilities	0.00	0.00	0.00%
2-5027-703 Bldg Repairs & Mainte	0.00	0.00	0.00%
<b>Total PUBLIC WORKS BUILDING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>



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<b>2-5028 HIGHWAY EQUIPMENT MAINT</b>			
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%
<b>Total HIGHWAY EQUIPMENT MAINT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5029 CAPITAL RESERVE</b>			
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%
<b>Total CAPITAL RESERVE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total HIGHWAY DEPARTMENT</b>	<b>1,700.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-503 VILLAGE POLICE DEPT</b>			
<b>2-5030 POLICE ADMINISTRATION</b>			
2-5030-100 Salaries & Wages	178,360.00	22,117.58	12.40%
2-5030-107 Educ, EMT Training & Stipend	4,350.00	7,600.00	174.71%
2-5030-199 Employer Paid Benefits	35,672.00	8,840.61	24.78%
2-5030-201 Operating Supplies	1,750.00	277.79	15.87%
2-5030-202 Office Supplies	325.00	0.00	0.00%
2-5030-601 Travel & Transportation	350.00	0.00	0.00%
2-5030-603 Dues, Subs & Meetings	2,100.00	0.00	0.00%
2-5030-604 Grants, Dues & Subs	0.00	0.00	0.00%
2-5030-610 Printing & Binding	200.00	0.00	0.00%
2-5030-615 Advertising	200.00	0.00	0.00%
<b>Total POLICE ADMINISTRATION</b>	<b>223,307.00</b>	<b>38,835.98</b>	<b>17.39%</b>
<b>2-5031 LAW ENFORCEMENT</b>			
2-5031-100 Salaries & Wages	417,000.00	20,770.70	4.98%
2-5031-104 Contract Services	0.00	1,122.00	100.00%
2-5031-107 Local, EMT & Educ Stipend	15,700.00	0.00	0.00%
2-5031-199 Employer Paid Benefits	84,930.00	10,017.20	11.79%

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Account	Budget	Actual	Actual % of Budget
2-5031-201 Operating Supplies	900.00	100.00	11.11%
2-5031-206 Weapon Mainte & Supplies	1,460.00	1,450.00	99.32%
2-5031-301 Professional Services	957.00	0.00	0.00%
2-5031-306 Uniform Service	3,100.00	0.00	0.00%
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	0.00	0.00%
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	0.00	0.00%
<b>Total LAW ENFORCEMENT</b>	<b>536,097.00</b>	<b>33,459.90</b>	<b>6.24%</b>
<b>2-5032 POLICE TRAINING</b>			
2-5032-100 Salaries & Wages	13,500.00	404.63	3.00%
2-5032-199 Employer Paid Benefits	2,700.00	30.67	1.14%
2-5032-601 Travel & Transportation	300.00	0.00	0.00%
2-5032-605 Tuition	2,000.00	0.00	0.00%
<b>Total POLICE TRAINING</b>	<b>18,500.00</b>	<b>435.30</b>	<b>2.35%</b>
<b>2-5033 POLICE COMMUNICATIONS</b>			
2-5033-304 Dispatch Services	64,730.00	0.00	0.00%
2-5033-402 Radio Maintenance	500.00	0.00	0.00%
2-5033-502 Communications	10,000.00	211.59	2.12%
<b>Total POLICE COMMUNICATIONS</b>	<b>75,230.00</b>	<b>211.59</b>	<b>0.28%</b>
<b>2-5034 PARKING METERS</b>			
2-5034-100 Salaries & Wages	30,181.00	1,793.49	5.94%
2-5034-199 Employer Paid Benefits	2,414.48	137.20	5.68%
2-5034-202 Office Supplies	3,050.00	0.00	0.00%
2-5034-204 Postage	3,060.00	211.65	6.92%
2-5034-210 Computer Software	1,100.00	0.00	0.00%
2-5034-212 CreditCard/Meter Charges	13,000.00	300.00	2.31%
2-5034-301 Professional Services	225.00	0.00	0.00%
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	0.00	0.00%
2-5034-409 Small Tools & Equipment	700.00	0.00	0.00%
2-5034-410 Parking fund	0.00	0.00	0.00%
2-5034-425 NW Library Lot Rent	11,000.00	0.00	0.00%
<b>Total PARKING METERS</b>	<b>66,805.48</b>	<b>2,442.34</b>	<b>3.66%</b>
<b>2-5035 POLICE VEHICLE</b>			
2-5035-401 Equip Repair & Mainte	8,850.63	0.00	0.00%
2-5035-409 Small Tools & Equipment	950.00	0.00	0.00%
2-5035-503 Fuel	10,400.00	0.00	0.00%
<b>Total POLICE VEHICLE</b>	<b>20,200.63</b>	<b>0.00</b>	<b>0.00%</b>

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<b>2-5036 BUILDING MAINTENANCE</b>			
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	300.45	12.02%
2-5036-508 Water/Sewer	500.00	0.00	0.00%
2-5036-703 Building Maintenance	250.00	0.00	0.00%
2-5036-704 Roof Replacement	0.00	0.00	0.00%
2-5036-705 Storage Trailer	0.00	0.00	0.00%
<b>Total BUILDING MAINTENANCE</b>	<b>9,870.00</b>	<b>300.45</b>	<b>3.04%</b>
<b>2-5037 TOWN POLICE SERVICES</b>			
2-5037-100 T Salaries & Wages	0.00	4,243.27	100.00%
2-5037-102 T Training Wages	0.00	0.00	0.00%
2-5037-104 T Contract Services	0.00	0.00	0.00%
2-5037-107 T Stipend	0.00	0.00	0.00%
2-5037-198 T Training Paid Benefits	0.00	0.00	0.00%
2-5037-199 T Employer Paid Benefits	0.00	348.37	100.00%
2-5037-302 T Legal Fees	0.00	0.00	0.00%
2-5037-306 T Uniform Service	1,250.00	0.00	0.00%
2-5037-307 Extended Vehicle Warranty	0.00	0.00	0.00%
2-5037-401 T Vehicle Repairs & Maint	1,500.00	0.00	0.00%
2-5037-409 T Small Tools & Equip	525.00	0.00	0.00%
2-5037-410 T 4X4 Vehicle Lease	6,850.00	0.00	0.00%
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	0.00	0.00%
2-5037-503 T Fuel	0.00	0.00	0.00%
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%
<b>Total TOWN POLICE SERVICES</b>	<b>12,090.00</b>	<b>4,591.64</b>	<b>37.98%</b>
<b>2-5039 CAPITAL RESERVE</b>			
2-5039-932 Office Carpet	0.00	0.00	0.00%
2-5039-933 Police Computer	1,500.00	0.00	0.00%
2-5039-934 Radio System	2,000.00	0.00	0.00%
2-5039-935 Flashing Radar Speed Sign	0.00	0.00	0.00%
2-5039-965 Police Cruiser	30,000.00	0.00	0.00%
2-5039-966 Weapon Replacement	0.00	0.00	0.00%
2-5039-970 Police Training	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>33,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total VILLAGE POLICE DEPT</b>	<b>995,600.11</b>	<b>80,277.20</b>	<b>8.06%</b>

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<b>2-504 SHORT TERM RENTAL ENFORCE</b>			
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%
<b>Total SHORT TERM RENTAL ENFORCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-507 BOARDS &amp; AGENCIES</b>			
<b>2-5070 PLANNING &amp; ZONING</b>			
2-5070-100 Salaries & Wages	72,000.00	5,245.42	7.29%
2-5070-199 Employer Paid Benefits	13,614.00	958.39	7.04%
2-5070-301 Professional Services	16,900.00	0.00	0.00%
2-5070-302 Legal Fees	3,200.00	0.00	0.00%
2-5070-406 Equipment Purchase	1,000.00	0.00	0.00%
2-5070-601 Travel & Transportation	1,500.00	0.00	0.00%
2-5070-603 Dues, Subs & Meetings	4,000.00	0.00	0.00%
2-5070-611 Printing Ordinances	0.00	0.00	0.00%
2-5070-615 Advertising	3,200.00	7.92	0.25%
2-5070-812 GIS Mapping	480.00	0.00	0.00%
<b>Total PLANNING &amp; ZONING</b>	<b>115,894.00</b>	<b>6,211.73</b>	<b>5.36%</b>
<b>2-5079 CAPITAL RESERVE</b>			
2-5079-933 Computer Equip Replace	0.00	0.00	0.00%
2-5079-934 Update Village-Town Plan	1,200.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total BOARDS &amp; AGENCIES</b>	<b>117,094.00</b>	<b>6,211.73</b>	<b>5.30%</b>
<b>2-5091 VILLAGE HWY EXPENSE</b>			
2-5091-803 Highway Rebate to Town	0.00	0.00	0.00%
2-5091-804 HWY State Aid to Town	0.00	0.00	0.00%
<b>Total VILLAGE HWY EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5092 TRUSTEES' CONTINGENCY</b>			
2-5092-801 Unclassified	10,000.00	0.00	0.00%
2-5092-810 Lobbyist	0.00	0.00	0.00%
2-5092-815 Insurance	0.00	0.00	0.00%
<b>Total TRUSTEES' CONTINGENCY</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0.00%</b>
2-5097-MJK Capital Outlay-Gen. Fund	0.00	0.00	0.00%
<b>2-5099 CAPITAL RESERVE SPENDING</b>			
2-5099-912 Planning&Zoning Regs	0.00	0.00	0.00%
2-5099-914 Lobbyist	0.00	0.00	0.00%

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2-5099-926 Manager's Pick-up	0.00	0.00	0.00%
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%
<b>Total CAPITAL RESERVE SPENDING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

2-5301 LOSS REPAIR EXPENSES

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Account	Budget	Actual	% of Budget
2-5301-850 Flood Damage-Vill Garage	0.00	0.00	0.00%
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%
<b>Total LOSS REPAIR EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5303 IRENE RECOVERY EXPENSE</b>			
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%
<b>Total IRENE RECOVERY EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5401 GRANT EXPENSE</b>			
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	0.00	0.00%
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	427.19	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%
<b>Total GRANT EXPENSE</b>	<b>0.00</b>	<b>427.19</b>	<b>100.00%</b>
<b>2-570 TRANSFERS OUT</b>			
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%
<b>Total TRANSFERS OUT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Appropriations</b>	<b>1,632,637.90</b>	<b>103,442.02</b>	<b>6.34%</b>
<b>Total VILLAGE GENERAL FUND</b>	<b>0.00</b>	<b>-87,054.32</b>	

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Account	Budget	Actual
		Actual % of Budget
-----		
	=====	=====
Total All Funds	0.00	-87,054.32
	=====	=====





July 2025

T2 Iris Transaction Summary 08/01/2025 11:24 AM EDT

Date/Time: 07/01/2025 12:00:00 AM to 07/31/2025 11:44:59 PM EDT

Organization: Woodstock VT

Location: All Locations

Staff Number: N/A

Plate Number: N/A

Ticket #: All

Coupon Code: N/A

Transaction Type: All

Grouping: None

Overall Summary

CASH	
Total Collections	250
Revenue	\$240.40
Change Issued	\$240.40
Refund Tickets	0
Total Refunds	\$0.00
Excess Payment	21
Attendant Deposit	\$8.60
	\$7.95
	\$8.60
	\$0.00

CREDIT CARD	
Total Collections	2422
Revenue	\$4802.20
	\$4802.20
PASSCARD	
Total Collections	0
Revenue	\$0.00
	\$0.00

PATROLLER CARD	
Revenue	0
Test Transactions	\$0.00
	\$0.00
SMART CARD	
Revenue	0
Recharges	\$0.00
	\$0.00

TOTAL	
Total Transactions	2769
Total Collections	2668
Revenue	\$5042.60
	\$5042.60

July 2024.  
\$17,334.95

July 2023.  
\$13,057.57

Kiosk's \$5042.60  
meters \$4556.32  
Park mobil - \$8719.75  
\$18318.67



Need updated COI

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: Zack's Place Turkey Trot  
Parade/event date: November 27, 2025 Start time: 7:00 AM  
End time: 12:30 PM  
Applicant/organization: Zacks Place Enrichment Ctr.  
Telephone: 802-457-5868  
Email: execdir@zacksplacevt.org  
Mailing address: Po Box 304  
Woodstock VT 05091  
Contact person: Beth Robinson  
Best contact number: 802-457-5868  
Location of assembly & beginning of event: Woodstock Elementary School  
River Road, Route 4, Elm Street, Route 106.  
Route of public highways:

\*Attach map showing route

Traffic control (if any): Woodstock Police Department  
Estimated number of participants: 1,600  
Authorized representative signature: Elizabeth A. Robinson  
Print: Elizabeth A. Robinson

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](mailto:permits@townofwoodstock.org)

OFFICE USE ONLY

This permit is:

- ☐ Approved  
☐ Denied

Additional conditions:

Municipal Manager:   
Date:





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/19/2024

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

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

PRODUCER Hull Maynard Hersey Insurance Services Inc. PO Box 607  Woodstock VT 05091	CONTACT NAME: Karen Wojtusiak McCumber PHONE (A/C, No, Ext): (802) 457-4143 FAX (A/C, No): (802) 457-4169 E-MAIL ADDRESS: karen@hmvvt.com
INSURED Zack's Place Enrichment Center Inc. PO Box 634  Woodstock VT 05091	INSURER(S) AFFORDING COVERAGE INSURER A: Alliance of Nonprofits for Insurance Risk Retention Group INSURER B: Gateway Underwriters Agency INSURER C: Frankenmuth Mutual Insurance Co INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: Master 2023 - 2024-1 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			2023-31286	09/06/2023	09/06/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Improper Sexual Conduct \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CWA0021113-02	09/06/2023	09/06/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	6640526	10/21/2023	10/21/2024	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Directors & Officers Liability			CWA0021113-02	09/06/2023	09/06/2024	Each Wrongful Act 1,000,000 General Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Turkey Trot November 28, 2024.

## CERTIFICATE HOLDER

## CANCELLATION

Village 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 <i>Karen Wojtusiak-McCumber</i>
--	--

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NO-FEE RECEIVED  
COI ATTACHED

Use of the Village Green Permit  
Village of Woodstock

Permits must be submitted at least 30 days prior to the date of event/activity.

Date: August 6, 2025

Name of non-profit: The Green Bunny LLC (DBA Green Bunny)

Address: 450 College Hill Rd Woodstock VT 05091

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

Website/Social media link: thegreenbunny.com // instagram.com/thegreenbunnyvt

Name of applicant: Jessica Kirby and Candice Contratto

Address: 450 College Hill Rd Woodstock VT 05091

Telephone number: 4018357464

Email: jessicaakirby@gmail.com

A representative or designee from the organization seeking the permit must attend a meeting at which the application has been placed on the agenda. The Trustees generally meet the 2<sup>nd</sup> Tuesday of each month at 6:30 pm.

Name of authorized agent who will be attending the meeting: Jessica Kirby and Candice Contratto

Date of event: September 20, 27; October 4, 12, 18

Time & duration of event: 9:00am-12pm

If applicable, alternate dates in the event of cancellation(s) due to bad weather: September 21, 28; October 5, 13, 19

Anticipated crowd size: \_\_\_\_\_

Equipment to be used on the Green: White pop-up tent, banner sign, two tables, two coolers  
Similar to a Market on the Green set-up

Description of the planned organized activity: Selling cold-pressed juice,  
granola bars, and bagged granola. All products are made locally and sustainably.





Statement of the purpose of the organized activity including the benefit to be derived for the organization: Providing a unique offering (cold-pressed juice) for tourists and locals that is not available elsewhere in town or nearby. We will donate 10% of proceeds from each sales day to a local non-profit benefitting different organizations each time.

Description of the portion of the Village Green to be used in connection with the activity: A small portion preferably near the shed where we can set up

Description of all arrangements made for traffic control: N/A

Will it be necessary to drive any motor vehicles over the Village Green or display vehicles on or around the Green in connection with the activity: No

Certification by an insurance company licensed to do business in this state that the entity for which a permit is sought is presently insured in a reasonable amount for any liability which might reasonably arise by reason of such activity. The certificate of insurance must list the Village and Town of Woodstock as additional insured.

COI received: \_\_\_\_\_

Plan for trash & Recycling: We will bring all trash and recycling with us

### **Fees**

A non-refundable processing fee of \$50 shall accompany all applications.

Fee received: \_\_\_\_\_

In addition, a refundable security deposit of \$150 must be submitted within 14 days of permit approval. The security deposit will be refunded if the Green is left in satisfactory condition after the permitted event. Requests for security deposits must be made within 30 days after the event.

Security deposit received: \_\_\_\_\_



**Fees for private events:**

Permitted private events are subject to a usage fee based on the number of people expected to attend.

5-25 people - \$150

26-50 people - \$300

50-75 people - \$450

75-100 people - \$550

Fee received: \_\_\_\_\_

**Standards**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of any authorized activity and also, the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed or items on display on the Village Green in connection with an activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be easily installed and removed shall be installed and removed on the day of the activity. This standard shall have a separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers located in or on the Village Green or upon traffic signs, parking meters, or light poles surrounding the Village Green.
4. No structures shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
5. Traffic signs and parking meters surrounding the Village Green shall not be obstructed.
6. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made and the recommendations of the Village Chief of Police.
7. No activity shall be carried on before 8:00 am or after 10:00 pm.
8. Applications shall be considered by the Board in the order in which completed applications are submitted to the Municipal Manager. Permits may be granted to two or more non-profit organizations from Woodstock for the same date and/or times provided the granting of such permits shall not cause a conflict in the use of any portion of the Village Green.
9. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
10. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.



11. Any damage to the Village Green occurring in connection with an activity permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.

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

Applicant signatures: Jessica Kirby

Date: 8.6.25

Please call or email completed permit to:

Town of Woodstock

Permits@townofwoodstock.org

PO Box 488

Woodstock, VT 05091

#### FOR OFFICE USE ONLY

This permit was:

Approved

Denied

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

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

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

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



Client#: 149878

GREENBUN

**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

8/06/2025

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

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

<b>PRODUCER</b> <b>Starkweather &amp; Shepley</b> <b>PO Box 549</b> <b>Providence, RI 02901-0549</b> <b>401 435-3600</b>		<b>CONTACT NAME:</b> <b>Hollie Archetto</b> <b>PHONE (A/C, No, Ext):</b> <b>401 435-3600</b> <b>FAX (A/C, No):</b> <b>401-735-1059</b> <b>E-MAIL ADDRESS:</b> <b>harchetto@starshep.com</b>	
<b>INSURED</b> <b>The Green Bunny LLC</b> <b>145 Pine Haven Shores Rd, #1000A</b> <b>Shelburne, VT 05482</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A : Mount Vernon Fire Insurance Company</b>	<b>NAIC #</b> <b>26522</b>
		<b>INSURER B :</b>	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		CP2698460	05/01/2025	05/01/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town and Village of Woodstock is included as an additional insured when required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

Town and Village of Woodstock  
 31 The Green 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

*R. T. M.*





Use of the Village Green Permit  
Village of Woodstock

• PAID  
• Need 2025 COI  
• HAVE 1st 4 YEARS COI

Permits must be submitted at least 30 days prior to the date of event/activity.

Date: 7/20/25

Name of non-profit: Bookstock Inc

Address: \_\_\_\_\_

Mailing address: PO Box 666, Woodstock, VT 05091

Website/Social media link: www.bookstockvt.org

Name of applicant: Jonathan Spector

Address: 16 The Green, Woodstock, VT 05091

Telephone number: 617-515-8478

Email: jonathan.spector@gmail.com

A representative or designee from the organization seeking the permit must attend a meeting at which the application has been placed on the agenda. The Trustees generally meet the 2<sup>nd</sup> Tuesday of each month at 6:30 pm.

Name of authorized agent who will be attending the meeting: Jon Spector

Date of event: May 15, 2026 to May 17, 2026

Time & duration of event: Fri noon to 5; Sat 8 to 5; Sun 10 to 1

If applicable, alternate dates in the event of cancellation(s) due to bad weather: No alternative dates, indoor events (including book sale) will take place in any weather

Anticipated crowd size: 750-1000 spread across the Green and several indoor venues

Equipment to be used on the Green: Equipment for Market on the Green, two medium-sized tents with electricity

Description of the planned organized activity: In 2026 we plan to have a special "Market on the Green" run by the Chamber, including food and music as is typical; plus a Bookstock Info tent and a Bookstock Children's tent



Statement of the purpose of the organized activity including the benefit to be derived for the organization: Bookstock encourages appreciation for good writing and other artistic endeavors by introducing residents and visitors of all ages to writers, musicians and artists in an intimate setting

---

Description of the portion of the Village Green to be used in connection with the activity: The entire Green would be utilized

---

Description of all arrangements made for traffic control: Like in 2025 our pre-registration process and signage will allow us to communicate the location of parking with potential visitors.

---

Will it be necessary to drive any motor vehicles over the Village Green or display vehicles on or around the Green in connection with the activity: No

---

Certification by an insurance company licensed to do business in this state that the entity for which a permit is sought is presently insured in a reasonable amount for any liability which might reasonably arise by reason of such activity. The certificate of insurance must list the Village and Town of Woodstock as additional insured.

COI received: We will provide in early 2026 when new insurance certificate is issued (you have 2025 COI)

Plan for trash & Recycling: Same process as Market on the Green

---

#### Fees

A non-refundable processing fee of \$50 shall accompany all applications.

Fee received: \_\_\_\_\_

In addition, a refundable security deposit of \$150 must be submitted within 14 days of permit approval. The security deposit will be refunded if the Green is left in satisfactory condition after the permitted event. Requests for security deposits must be made within 30 days after the event.

Security deposit received: COULD WE USE THE 2025 DEPOSIT, WHICH HAS NOT YET BEEN RETURNED?



**Fees for private events:**

Permitted private events are subject to a usage fee based on the number of people expected to attend.

5-25 people - \$150

26-50 people - \$300

50-75 people - \$450

75-100 people - \$550

Fee received: \_\_\_\_\_

**Standards**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of any authorized activity and also, the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed or items on display on the Village Green in connection with an activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be easily installed and removed shall be installed and removed on the day of the activity. This standard shall have a separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers located in or on the Village Green or upon traffic signs, parking meters, or light poles surrounding the Village Green.
4. No structures shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
5. Traffic signs and parking meters surrounding the Village Green shall not be obstructed.
6. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made and the recommendations of the Village Chief of Police.
7. No activity shall be carried on before 8:00 am or after 10:00 pm.
8. Applications shall be considered by the Board in the order in which completed applications are submitted to the Municipal Manager. Permits may be granted to two or more non-profit organizations from Woodstock for the same date and/or times provided the granting of such permits shall not cause a conflict in the use of any portion of the Village Green.
9. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Village Green.
10. All arrangements for and expenses relating to maintenance of the Village Green immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.



11. Any damage to the Village Green occurring in connection with an activity permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.

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

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

Date: 7/20/25

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

Town of Woodstock

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

PO Box 488

Woodstock, VT 05091

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

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

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

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

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





PAYED

Village of Woodstock  
Permit for Banner on Village Green

Application date: 8/8/25 Event name: BOOKSTOCK 2026

Name of non-profit organization: BOOKSTOCK INC.

Address: PO BOX 666, WOODSTOCK, VT 05091

Dates requested for banner: 5/8/26 to 5/15/26

Date of event: 5/15/26 to 5/17/26

Individual requesting permit:

Name: JON SPECTOR

Title: BOARD CHAIR

Phone: 617-515-8478

Mailing address: 16 THE GREEN, WOODSTOCK, VT 05091

Email: jonathan.spector@gmail.com

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

Fee paid: \_\_\_\_\_

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

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

**Banner requirements:**

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

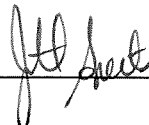
**All banners must be:**

- 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 2<sup>nd</sup> Tuesday of each month. Applications are due the Wednesday prior to the meeting. In order to get your approval in a timely manner, please get permits in early to guarantee they are placed on the agenda. If you turn the application in late your permit will not be considered.

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

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

Applicant signature: 

Date: 8/8/25



**FOR OFFICE USE ONLY**

This permit was:

- ☐ Approved
- ☐ Denied

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

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



PAID

Village of Woodstock  
Permit for Banner on Village Green

Application date: 7/3/25 Event name: ① Vermont Film Festival  
② Vermont Comedy Festival  
Name of non-profit organization: VFF / VCF  
Address: 101 Mill Rd. Bridgewater, VT 05034  
Dates requested for banner: ① 7/28/25 - 8/14/25 ② 12/1/25 - 12/4/25 Date of event: ① 7/31/25 - 8/3/25  
② 12/4/25 - 12/7/25

Individual requesting permit:

Name: Colin Doyle Title: Co-founder  
Phone: (802) - 356-7851  
Mailing address: PO Box 97 Bridgewater, VT 05034  
Email: VtFilmFestival@gmail.com

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

Fee paid: \$100 Cash/Check/Online: \$100 (2 events)  
Received by: 7/7/25

**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 2<sup>nd</sup> 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: [Signature] Date: 7/3/25

Co-founder  
Vermont Film Festival  
Vermont Comedy Festival



**FOR OFFICE USE ONLY**

This permit was:

- ☐ Approved
- ☐ Denied

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

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





NO FEE RECEIVED  
NEED COI

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

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

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

Section of street/sidewalk: Sidewalk in front of 20 Central Street  
Event name (if applicable): \_\_\_\_\_  
Organization: Woodstock Scoops Are you a nonprofit? No  
Date(s) & time(s): 9/18/2025- 10/27/2025. 12pm-7pm  
For the purpose of Crowd control stands with belts to separate customers waiting in line  
from pedestrians using the sidewalk

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

Signature of applicant: \_\_\_\_\_  
Date: 8/5/2025

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

COI received: \_\_\_\_\_ Application fee received: \_\_\_\_\_

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

Conditions:

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



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

Please mail or email completed application to:

Town of Woodstock

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

PO Box 488

Woodstock, VT 05091

OFFICE USE ONLY

This permit is

Approved

Denied

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

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

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

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



Woodsock Scoops

12' 8"

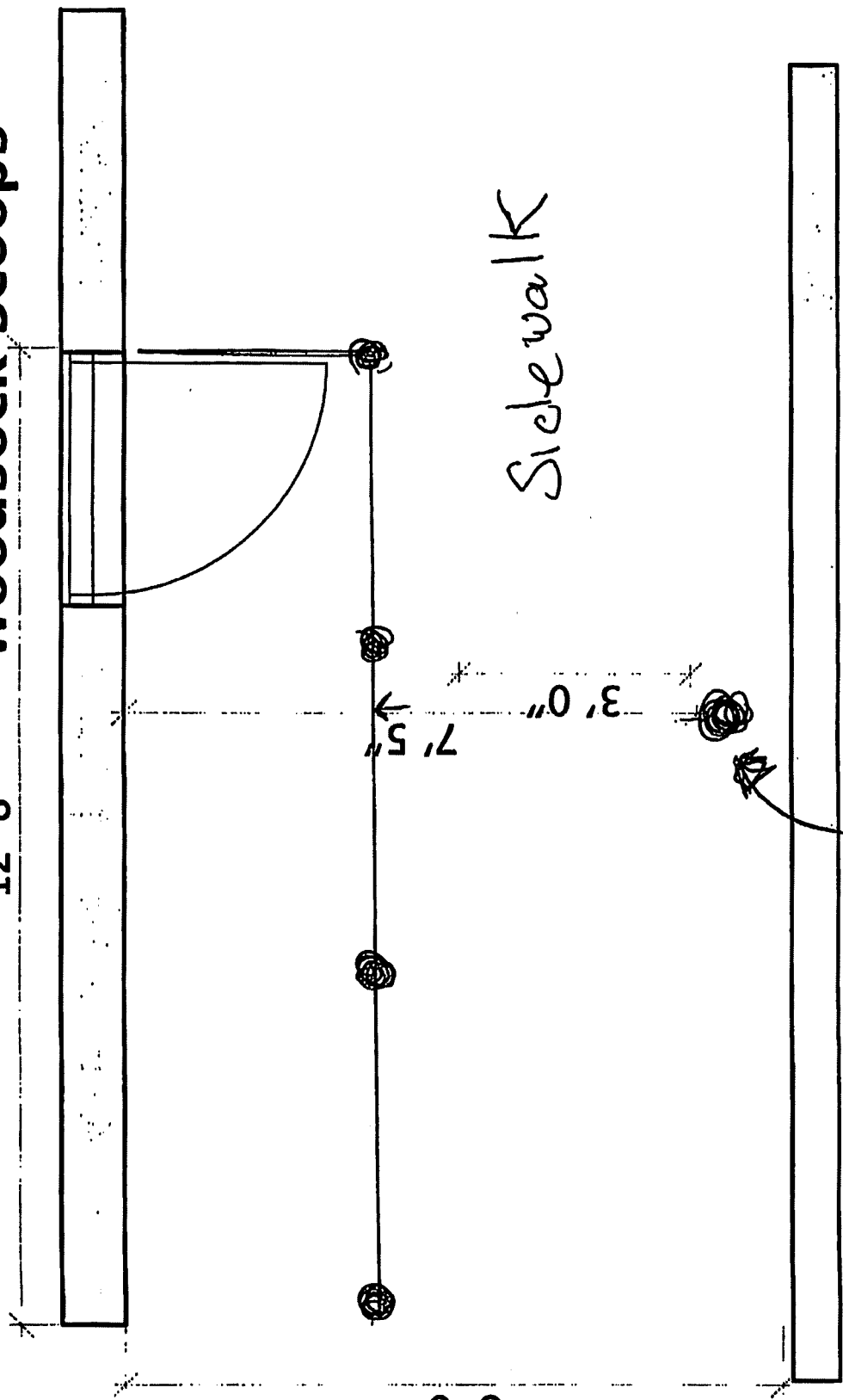
Sidewalk

Parking Meter

9' 8"

7' 5"

3' 0"











NO Fee Received  
Need COI

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: Hazel Bordeau

Organization: walks and wags

Mailing Address: PO box 223 Quechee VT

Physical Address: 17 Morgan Road Quechee VT

Phone number; email: 8023698632 hazelbordeau14@gmail.com

For the purpose of (wedding or event): A fun animal based trivia night that raises money for the lucy mackenzie humane society

Date of event: August 17th

Start time of event: Hours of event including set up: 5:15 - 7:30

How many people will be attending? 30-60

On-site liaison; Phone: 8023698632

Certificate of Insurance received by town: provided by friends of east end

Date received: By:

Setup/Cleanup Plans: arrive at 5:15 to set up trivia starts at 6:00 trivia ends at 7:00 clean up 7:00 - 7:30 then leave.

Will there be any temporary structures for the event?

If yes, please describe: no

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: 1 by the Ottawaquechee river trail head provided by pentangle

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):no

Vendor name:

Products:

Location:

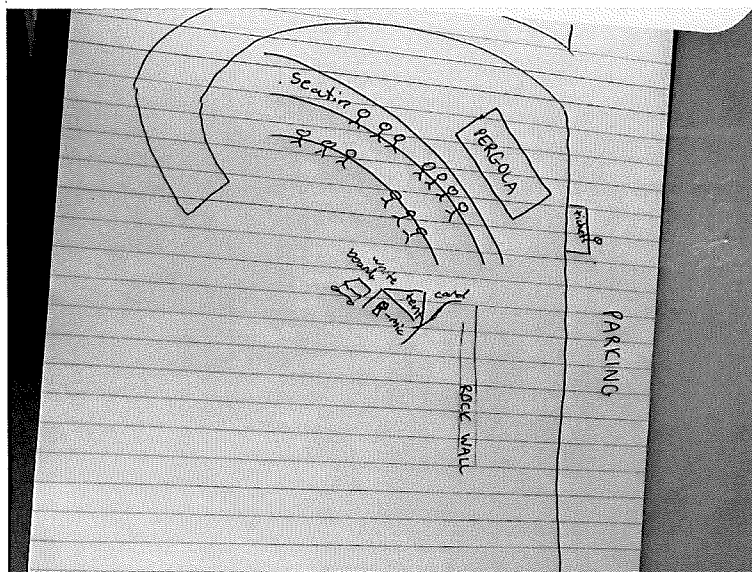
Will there be alcohol at the event? no

Liquor permit received:\_Approved:

Please attach site plan including parking plan to this application

Additional Information:

Parking plan: east end park parking lot.



Site plan:

**\*\*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

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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

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- 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

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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.

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## 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](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

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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).

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#### 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

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

Name: \_\_\_\_\_



## 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

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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

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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:



NO Fee Received  
COI Attached

**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:** Heather Knoll

**Organization:** Sustainable Woodstock, East End Park (A project of Woodstock Community Trust), and Wilde Bee Farm

**Is this a nonprofit?:** yes

**Mailing Address:** PO Box 611, Woodstock VT 05091

**Physical Address:** 30 Pleasant St, Woodstock VT 05091

**Phone number:** 802.296.1595

**email:** programs@sustainablewoodstock.org

**For the purpose of (wedding or event):** SW, EEP, and Wilde Bee Farm worked together to create a pollinator garden at the park. We would like to host an educational talk about the garden in the park.

**Date of event:** 8/28/2025

**Start time of event:** 6 PM

**Hours of event including set up:** 1.5 hours

**How many people will be attending?** 10-30

**On-site liaison:** Heather Knoll

**Phone:** 802.296.1595

**Certificate of Insurance received by town:**

**Date received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Setup/Cleanup Plans:** We will not be setting up any tables or structures. Participants will be encouraged to bring a lawn chair or picnic blanket if they wish.

**Will there be any temporary structures for the event?** No

**If yes, please describe:** \_\_\_\_\_

**Will Lighting or generators be used?** No

**If yes, please describe and see guidelines below:** \_\_\_\_\_



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Will portable toilets be used? Yes

If yes, please state amount and location: \_\_\_\_\_

We've been informed that a toilet will already be onsite from a Pentagle event and we are welcome to use it. We will not be adding additional toilets.

Will there be sales or handouts of food, beverages, and/or merchandise? No

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

Vendor name: \_\_\_\_\_

Products: \_\_\_\_\_

Location: \_\_\_\_\_

Will there be alcohol at the event? No

Liquor permit received: \_\_\_\_\_ Approved: \_\_\_\_\_

**Please attach site plan including parking plan to this application**

**Additional Information:**

We are requesting that the application and permit fees be waived for this event. The garden was created through the efforts of staff at SW, the Woodstock Community Trust, and Wilde Bee farm with volunteer labor and donated plants. We'd like the opportunity to share the project with the public without additional cost to our organizations.

**\*\*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)
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##### **Approval**

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- 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



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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](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



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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: Heather Knoll  
Name: Heather Knoll

Date: 7/15/25

#### **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: \_\_\_\_\_









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/7/2025

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

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

<b>PRODUCER</b>		<b>CONTACT NAME:</b>	
Woodstock Insurance, Inc.		PHONE (A/C, No, Ext): (802) 457-1111	
59 Pleasant St.		FAX (A/C, No):	
		E-MAIL ADDRESS:	
Woodstock VT 05091		<b>INSURER(S) AFFORDING COVERAGE</b>	
		INSURER A: PHILADELPHIA IND INS CO	
		INSURER B: SEQUOIA INS CO	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PHPK2557208-015	07/06/2025	07/06/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:						\$
A	<b>AUTOMOBILE LIABILITY</b>			PHPK2557208-015	07/06/2025	07/06/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	DED RETENTION \$						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			QWC1473631	07/22/2025	07/22/2026	PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROMOTING SUSTAINABILITY

**CERTIFICATE HOLDER****CANCELLATION**

TOWN OF WOODSTOCK	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
PO BOX 488	AUTHORIZED REPRESENTATIVE
WOODSTOCK VT 05091	Renee L. Howe

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# Update Permit



## **Woodstock Community Celebration September 14, 2025**

**A potential site for a  
Beer, Wine, Seltzer and N/A Beverage Bar  
provided by the Ottauquechee Yacht Club**

**At the bottom of the driveway next to the river, near the  
accessible parking. Across from the musicians. The river will  
provide a barrier on one side of a roped-off area of grass, 20 ft by  
25 ft, located under the trees.**





APPROVED

Need updated COI

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

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, cottoncandy,  
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: KITY - 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](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: \_\_\_\_\_



**Trustee of Village Public Funds**  
Jill Davies

**To: Village of Woodstock Trustees**

**Subject: Proposal for FY2026 Disbursements of Village Public Trust Funds**

**Date: August 12, 2025**

### **Proposals**

**1. Orley A Whitcomb Fund** Balance: \$78,058 est

I propose we repeat the **\$5,000** annual disbursement toward the cost of the recently reinstated Community Care Coordinator. Last year we agreed this disbursement will be annual providing that \$5,000 is between 5 and 8% of the fund value on June 30 of each year.

- o \$5,000 represents 6.4% of FY2026 estimated funds.

**2. Old Fire Station Fund** Balance: \$26,567 est

Last year we agreed to propose to Village voters making a \$1,700 annual disbursement toward the tree fund and that this disbursement will be repeated each year providing \$1,700 is between 5 and 8% of the fund value on June 30 of each year. We did not execute this in FY2025 so the proposal is to make a \$3,400 payment to the tree fund in FY2026 and this disbursement will be repeated each year providing \$1,700 is between 5 and 8% of the fund value on June 30 of each year.

- o \$1,700 represented 6.5% of FY2025 funds
- o \$1,700 represents 6.4% of FY2026 estimated funds

**3. Frank S MacKenzie Fund** Balance: \$4,406 est

I propose we disburse the full amount of \$4,406 to be used for the 2026 July 4 fireworks in accordance with the donor wishes and then close the fund.

### **Next Steps**

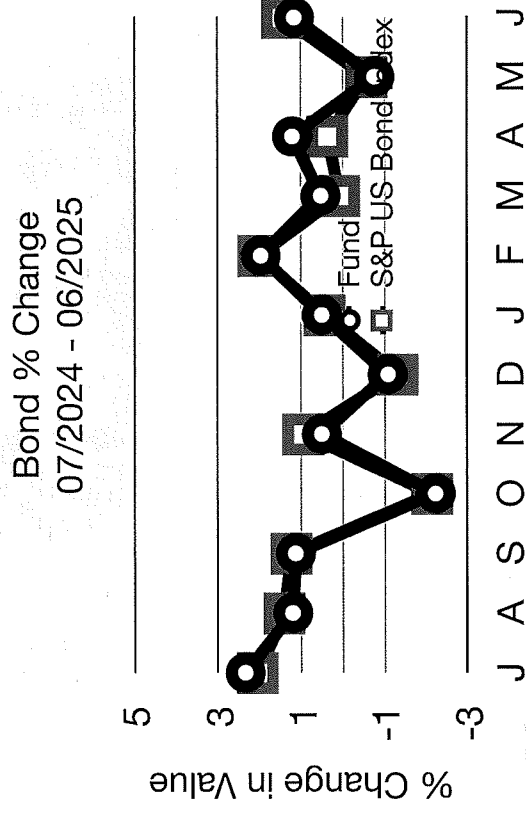
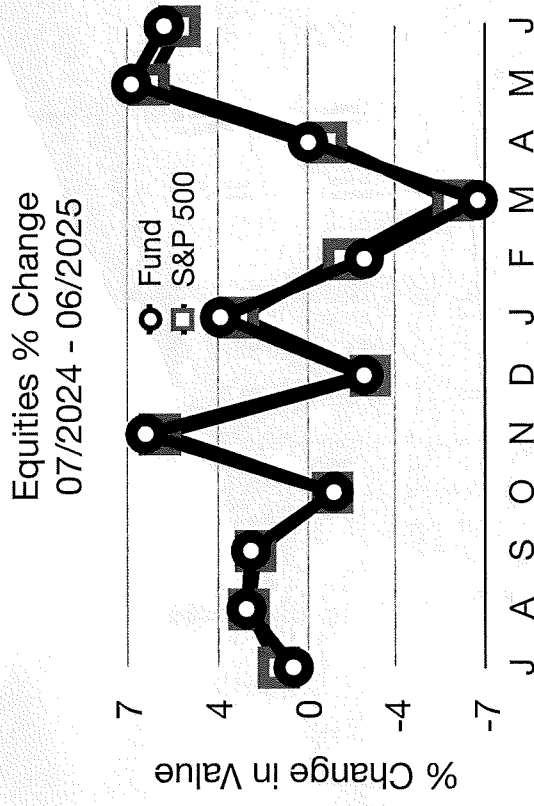
1. I will write disbursement checks once decisions are minuted for the Frank MacKenzie and Orley Whitcomb funds.
2. I will write a check for the fund's contribution to the audit fee of \$400 for FY2026
3. Eric will add The Old Fire Station Fund proposal to the September Village Trustees Meeting



# Woodstock Rockefeller Endowment Fund

## Annual Report Fiscal Year 2024-2025

- Fund total value as of June 30th 2025: \$2,193, 243 (change of +7.5% since June 30th, 2024)
- Fund total includes \$125,030 allocated to the Vermont Community Loan Fund
- Fund total accounts for the annual \$87,500 payment to the Town and Village in January 2025
- Asset portioning of the fund was modified in fall 2024 to 75% equities, and 25% bonds. Both are invested in low-cost Vanguard index funds.
- Equities have been within a 1% difference of the S&P 500 for all of the past 12 months, and have outperformed 8 of the past 12 months
- Bonds have been within 1% difference of the S&P US Bond Index for all of the past 12 months, have outperformed 5 of the past 12 months







## **Title 8 – Chapter 3 –Parking Ordinances**

### **§8301. Short Title**

This chapter may be known as and cited as the "Parking Ordinances"

**§8302.** Be ordained by the Woodstock Board of Trustees that the Woodstock Village Ordinance ("W.V.O.") Title 8, Chapter 3 Parking Ordinances and all related Appendixes and Resolutions are hereby amended by deleting all existing language thereof and substituting the following language.

### **§8303. Construction of Chapter as Exercise of Police Power**

This chapter is an exercise of police power of the Village relating to parking of vehicles pursuant to 24 V.S.A § 2291(4) and (15), 23 V.S.A. § 1008 and 24 V.S.A. §§ 1310 and 1311 as applicable. The provisions of this chapter relating to the removal of vehicles are enacted pursuant to 23 V.S.A. §§ 1753 and 304 as applicable. The provisions of this chapter shall be construed liberally for the preservation, protection, and the promotion of public health, safety, welfare and convenience as such matters relate to the parking of vehicles.

### **§8304. Definitions**

For the purposes of this chapter, the following definitions shall be applicable:

- **Proper Method of Parking** - No person shall park a vehicle in a roadway other than parallel with the edge of the roadway, with all four tires outside of the traveled portion of the roadway, with the front of the vehicle headed in the direction of traffic flow or within a designated parking line(s).
- **Motor Vehicle Operator** - includes every individual who shall operate a vehicle as the owner, agent, employee or permittee or who is in actual physical control of a vehicle;
- **Parking Attendant** - for the village is responsible for managing parking in designated areas, ensuring vehicles are parked correctly and issuing parking tickets for violations under the direction of the Chief of Police;
- **Parking Payments** - The use of any payment systems available to the Village of Woodstock, including but not limited to coins or other lawful money of the United States of America, credit cards or payment through a parking app and/or other electronic means;
- **Parking Payment System** - Any equipment, device or application used to accept a parking payment, including but not limited to parking meters, parking kiosks and parking apps;

- **Parking Space** - Any space within a regulated parking zone which is recognized for parking a vehicle by lines painted;
- **Signage** - The Chief of Police, in collaboration with the appropriate departments, shall maintain and keep visible signage at all regulated parking zones;
- **Street** - Any public street, road, alley, highway, park or lane located in the Village of Woodstock and established for the use of vehicles.

**§8305. Regulated Parking Zones.** The Village Trustees, upon the consultation and recommendation of the Police Chief under the direction of the Municipal Manager, shall determine designated areas, streets and portions of streets within the limit of the Village of Woodstock for free, metered, permitted, handicap and non-parking spaces.

**Bus Loading/Unloading Zone** - Bus only parking to discharge and pick up passengers for a limit of 20 minutes.

**Handicap Parking** - Parking spaces designated and reserved for individuals with qualifying state issued plates and/or displayed placards for individuals with disabilities, typically marked with the International Symbol of Accessibility. The space or spaces shall be accessible subject to 23 V.S.A § 304a(d) and shall be provided free of charge.

**Parking Limits** - Parking is from 10am to 4pm, Monday through Saturday. The time limit for parking meters is;

- 4 hours at all meters on Route 4 and Elm Street;
- Next to the green, meters on South Park (Route 4 East) and North Park (Route 4 West) for 6 hours;
- Parking at the Post Office is 15-minute metered parking;
- 30-minute parking where designated;
- 2-hour free parking on Elm Street between the last meter and Pleasant Street and the ability to purchase Full day parking permit, limited to 6 permits;
- 24-hour parking at the EV Station(s) while charging;
- Parking is free every Sunday and holidays including but not limited to: New Years Day, Martin Luther King Junior Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People Day, Veterans Day, Thanksgiving and Christmas Day.

**Mechanic Street Permit Parking** - 18 permits can be purchased by applicants for a calendar year through a lottery system. 16 permits will be reserved for employers and employees of the local businesses. Two permits will be reserved for local residents who do not have access to off street parking. The hours of operation are 8am to 6pm Monday through Friday. When the lot is full, parking is allowed at other spaces on Mechanic Street.

- Overnight parking in the Employee Permit Parking Lot is subject to the overnight parking regulations for this parking lot. Overnight parking is allowed along the westerly boundary of the parking lot against the fence. During the weekday, cars parking in these spaces must be moved before 8:00 am or be subject to being ticketed and towed away at the owner's expense.
- Permit Holders that also utilize the authorized overnight parking section, as set forth above, must move their vehicle within twelve hours after a snow event to facilitate snow removal. Violators are subject to being ticketed and towed.
- Overnight parking adjacent to the Information Center is prohibited and vehicles parking overnight are subject to being ticketed and towed away at the owner's expense.
- Hours of operation of the permit parking system are 8:00 am to 6:00 pm Monday - Friday. Saturday is open anywhere in Mechanic Street Lot with a parking permit properly displayed.

**Meter Validation Program** - applies only to parking tickets issued for expired meters. 1 Free Parking Validation per calendar year.

**Vehicles Ineligible to Have Tickets Validated:**

- Only motor vehicles that do not have any unpaid meter violation tickets outstanding on the day the ticket is issued are eligible for participation in the meter violation validation program.
- Parking tickets issued for the violation of all parking regulations other than a meter violation are not eligible for validation by a downtown business owner and their employees.
- The second and subsequent parking tickets issued to a motor vehicle license plate, in the same year, are not eligible for participation in the meter violation validation program.

**Limitations:**

- It is not the responsibility of the participating downtown business owners and their employees to verify if the owner of a motor vehicle receiving a ticket for an expired meter has received more than one ticket in the same calendar year, or has any outstanding tickets.

- When downtown business owners and their employees validate a parking ticket, he/she is submitting the ticket with a voucher in lieu of payment of a fine for a parking meter violation.
- The ticket remains a violation and each violation is applied to the annual total of ten prior tickets, that becomes subject to an escalated fine, as outlined on the Parking Schedule of fees
- Parking tickets validated for non-meter violations, which are validated by errors of downtown business owners and their employees, are still violations and a follow up ticket will be mailed to the owner of the vehicle receiving the initial ticket at the address of record.
- When the owner/driver of a motor vehicle has received one ticket that has been validated by downtown business owners and their employees as herein provided, that license plate is no longer eligible to participate in the meter violation validation program for that calendar year.
- If the owner/driver of a motor vehicle submits a validated parking ticket for its second or more parking ticket in a single calendar year, or if the vehicle has any unpaid outstanding parking tickets that validation becomes void and the Woodstock Village Police Department will mail to the owner of said vehicle a replacement ticket which will be paid in accordance with this ordinance, or be subject to the penalties for nonpayment of a parking ticket.
- If the owner/driver of a motor vehicle submits a validated parking ticket for any parking violation other than a meter violation, that validated ticket becomes void and the Woodstock Village Police Department shall mail to the owner of said vehicle a replacement ticket which shall be paid in accordance with this ordinance, or be subject to the penalties for nonpayment of a parking ticket.
- When Woodstock Village Police does issue or mail a parking ticket to the owner of a motor vehicle, said ticket must either be paid or contested within seven (7) days of the postmark on the mailed ticket or be subject to an increased penalty as provided in this chapter of W.V.O.

**Municipal Parking Space** - The first parking space on the intersection of Central and Elm Street facing south is reserved for vehicles owned by the Municipality of Woodstock.

**Vendor Loading/unloading Zones** - It is lawful for a driver of freight carrying motor vehicle other than a bus to stand or park the vehicle for the necessary loading, unloading and delivering materials, not to exceed 30 minutes.

**Overnight Parking** - upon any roadway upon which parking is not otherwise prohibited by this chapter, in compliance with the Proper Parking Method, between the hours of 4pm to 10am from April 16th and November 14<sup>th</sup>, inclusive of each year.

**Winter Parking** - Parking is banned upon any roadway between the hours of 12:01AM and 6AM from November 15th and April 15<sup>th</sup>, inclusive of each year.

- 24 Hour Parking ban is in effect on the 2-hour parking spaces at the beginning of High Street.

Exceptions to the parking ban are identified by signs specifically allowing overnight parking listed below;

- In the section of Mechanic Street parking lot;
- Parking Spaces on Mechanic Street, parallel to the Kedron Brook;
- Parking Spaces next to the green on North Park (Route 4 East) and South Park (Route 4 West) on alternate days;
- AV Electric Charging Stations.

#### **§8306. Metered Parking Zones**

- The northerly side of Central Street beginning in front of a property known as 28 Central Street and extending westerly to Elm Street;
- The southerly side of Central Street beginning in front of a property known as 79 Central Street westerly to the easterly end of street known as The Green;
- The easterly side of Elm Street from Central Street northerly to the southerly boundary of the property known as 29 Elm Street.
- The westerly side of Elm Street from property located at 6 Elm Street northerly to the property at 26 Elm Street.
- The northerly side of the street named The Green from Elm Street westerly to Mountain Avenue;
- The southerly side of The Green the easterly end of the Village Green to the westerly end of the Village Green;
- The northerly side of The Green, from the easterly end of the Village Green to the westerly end of the Village Green;
- The southerly side of the Green from the westerly end of Central Street;
- The easterly side of Mechanic Street from the southerly boundary located at 31 Mechanic Street, southerly to the footbridge crossing the Kedron Brook;
- The parking metered portion of the parking area owned by the Village, situated

west of Mechanic Street and other meters spaces the Village are or may lease. Specifically excluding the section of the Mechanic Street parking lot that is designated for employee parking with parking being paid for by purchasing a long term parking permit.

**§8307. No Parking Zones.** Parking is prohibited in the following specified zones:

**Bond Street:**

- The entire roadway.

**Central Street:**

- The north side of the roadway from the intersection with Pleasant Street westerly to the tow away zone over the Kedron Brook.
- The South side of the roadway from the property 81 Central to 27 Pleasant Street  
From Tribou Park to 28 Central Street

**Church Street**

- The north side of the roadway from the westerly boundary 9 Church Street westerly to the intersection with River Street.
- The south side of the roadway, from the westly boundary of 2 River Street to the westerly the intersection with River Street.

**Church Street Extension:**

- The north side of the roadway.
- 

**College Hill:**

- The entire roadway within the Village.

**Court Street**

- The entire east side of the roadway.
- The west side of the roadway from the exit from the northerly most Woodstock Inn parking lot southerly to the intersection with Cross Street.

**Cross Street:**

- The entire south side of the roadway.

- The north side of the roadway from the intersection with Court Street easterly to the intersection with Golf Avenue and High Street.

**Eaton Place:**

- The entire roadway.

**Elm Street:**

- The entire roadway from thirty feet southerly of the south abutment of the Elm Street Bridge northerly to the Village boundary line.

**Hartland Hill:**

- The entire roadway within the Village.

**High Street**

- The entire east side of the roadway.
- The west side of the roadway from the intersection with Central Street southerly to the building known as 19 High Street.
- The westerly side of High Street beginning 300 feet south of Central Street and continuing southerly a distance of forty feet between November 15<sup>th</sup> and March 31<sup>st</sup> inclusive, of each year.

**Highland Avenue:**

- The entire roadway.

**Lincoln Street:**

- The entire roadway from the intersection with Central Street southerly to the northerly intersection with Slayton Terrace.

**Linden Hill**

- The entire east side of the roadway.
- The west side of the roadway from the intersection with South Street northerly to the driveway leading to Hathorn's Hill Condominiums.
- The west side of the roadway from the intersection with Swain Street northerly to the intersection with School Street.

**Mechanic Street**

- The east side of the roadway from the footbridge southerly to the intersection

with Court Street.

- The west side of the roadway 10 Mechanic Street to the southerly intersection with Court Street.

**Mountain Avenue:**

- The entire roadway from the intersection with the street known as The Green northerly to the intersection with River Street.

**North Street:**

- The entire roadway.

**Pleasant Street**

- The south side of the roadway from 67 Pleasant Street westerly to the property known as 51 Pleasant Street.
- The south side of the roadway from the easterly boundary of the property known as 37 Pleasant Street to the easterly property line of the property known as 25 Pleasant Street.
- The north side of the roadway from 435 Woodstock Road 20 feet westerly to the entrance of East End Park
- The north side of the roadway from twenty feet westerly of the entrance to the municipal parking lot and "Poma Property" westerly to the intersection with Central Street.
- The north side of the roadway from the west boundary of property known as 16 Pleasant Street westerly to the Kedron Brook.
- The south side of the roadway from the easterly end of Tribou Park westerly to the Kedron Brook.

**Old River Road:**

- The entire roadway within the Village.

**Prospect Street**

- The entire south side of the roadway.
- The north side of the roadway from the intersection with Church Street (in front of St. James Episcopal Church) westerly to the Village boundary.

**River Street**

- The north side of the roadway from the intersection with Elm Street westerly to the intersection with North Street.



- The south side of the roadway from the intersection with Elm Street westerly to the easterly boundary of property known as 4 River Street.
- The south side of the roadway from the easterly boundary of the intersection with North Street westerly to the Village boundary.
- The north side of the roadway from the intersections with Mountain Avenue and Church Street (near the Recreation Center Bridge) westerly to the Village boundary.

**School Street:**

- The entire south side of the roadway.

**Slayton Terrace:**

- The entire roadway.

**The Street Known as The Green:**

- The south side of the roadway from its intersection with Prospect Street easterly to the intersection with Court Street.

**South Street:**

- The west side of the roadway from its intersection with the street known as The Green southerly to the first streetlight.

**§8308. Two Hour Non-Metered Parking Zones**

**Elm Street:**

- The east side of the roadway from the southerly boundary of property located at 29 Elm Street northerly to the intersection with the south side of Pleasant Street.
- The west side of the roadway from the northerly boundary of the Dana House property (Woodstock Historical Society building) northerly to the intersection (be extension) with the south side of Pleasant Street.

**High Street:**

- The westerly side of High St. beginning 300 feet south of Central Street and continuing southerly a distance of forty feet, except between November 15<sup>th</sup> and March 31<sup>st</sup> inclusive, of each year during which time these parking spaces shall be part of the No Parking Zone.

**§8309. Tow Away Zones**

- Parking is prohibited and vehicles are subject to immediate removal at the expense of the owner of the removed vehicle in the following locations:

**Central Street:**

- The northerly six feet of that portion of the roadway which forms part of the bridge passing over Kedron Brook easterly of 22 Central Street.

**Mechanic Street:**

- The entire roadway from the High Street foot bridge southerly to the intersection with Court Street.

**§8310. Loading Zones**

**Elm Street:**

- The westerly six feet of the roadway between 6 Elm and 1 The Green;

**Central Street**

- The easterly side of the Central Street Bridge on the northerly side of Central Street.
- Beginning approximately fifty feet from the point where the westerly edge of Lincoln Street intersects Central Street and extending Westerly a distance of twenty feet.

**§8311. Reserved Handicap Parking Spaces**

The following parking spaces shall be reserved at all times for individuals with state issued special plates and/or displayed placards for individuals with disability:

**Central Street:**

- The parking space on the south side in front of property known as 55 Central Street.

**Elm Street**

- The parking space on the east side in front of property known as 7 Elm Street.
- The parking space on the east side in front of property known as 13 Elm Street.

**The Street Known as The Green (Westbound):**

- The first parking space on the south side easterly of the path leading to the Chamber of Commerce Information Booth.

**The Street Known as The Green (Eastbound):**

- The first parking space on the north side easterly of the path leading to the Chamber of Commerce Information Booth.
- The first parking space on the south side westerly of the crosswalk extending to the easterly end of the Village Green.

#### **Pleasant Street;**

- The first parking space on the north side of Pleasant Street westerly of the intersection with Benson Place.

#### **§8312. Crosswalks**

- Along the northerly end of Stanton Street at the intersection of Stanton Street and Pleasant Street.
- Across Pleasant Street from property known as 51 Pleasant Street to the easterly side of municipal parking lot near East End Park.
- Across Pleasant Street to property known as 37 Pleasant Street.
- Along the northerly end of Ford Street at the intersection of Ford Street and Pleasant Street.
- Along the easterly end of Central Street at the intersection of Central Street and Pleasant Street.
- Across Pleasant Street from the easterly end of Tribou Park to property known as 16 Pleasant Street.

#### **Central Street Area**

- Along the northerly end of Lincoln Street at the intersection of Lincoln Street and Central Street.
- Across Central Street on the east side of the intersection of Lincoln Street with Central Street.
- Along the northerly end of High Street at the intersection of High Street and Central Street.
- Across Central Street on the west side of the intersection of High Street with Central Street.
- Along the southerly end of Bond Street at the intersection of Bond Street and Central Street.
- Across Central Street on the west side of the intersection of Mechanic Street with Central Street.
- Across Central Street on the east side of the intersection of Elm Street with Central

Street.

- Across Central Street on the west side of the intersection of Elm Street with Central Street.
- Along the southerly end of Elm Street at the intersection of Elm Street and Central Street.

### **Elm Street Area**

- Along the westerly end of Pleasant Street at the intersection of Pleasant Street and Elm Street.
- Across Elm Street on the south side of the intersection of Pleasant Street and Elm Street.
- Across Elm Street from 16 Elm Street to the 13 Elm Street.
- Across Elm Street from the Billings Farm and Museum to Marsh Billings National Historic Park.

### **Village Green Area**

- From the south side of the street known as The Green to the north side of the street known as The Green passing by the east end of the Village Green.
- Along the southerly end of Mountain Avenue at the intersection of Mountain Avenue and the street known as The Green.
- Across the street known as The Green on the west side of the intersection of Mountain Avenue and the street known as The Green.
- Along the northerly end of South Street at the intersection of South Street and the street known as The Green.
- Across the street known as The Green from the central north/south footpath in the Village Green to the Woodstock Inn property.
- Across the street known as The Green for the east north/south footpath in the Village Green to the Windsor County Courthouse.
- Along the northerly end of Court Street at the intersection of Court Street and the street known as The Green.

### **Church Street Area**

- Across Church Street from St. James Episcopal Church to property known as 3 Church Street.
- Across Prospect Street on the east side of the intersection of School Street and Linden Hill and Prospect Street.

- Across Church Street at the intersection with College Hill.
- Along the westerly end of Church Street at the intersection of Church Street and River Street.
- Across River Street from the 54 River Street to the parking lot easterly of Eaton Place.
- Across River Street along the easterly side of the intersection of River Street with Mountain Avenue and Church Street.

### **South Street Area**

- Along the easterly end of School Street at the intersection of School Street and South Street.
- Along the westerly end of Cross Street at the intersection of Cross Street and South Street.
- Across South Street on the north side of the intersection of Cross Street and South Street.
- Along the southerly end of Court Street at the intersection of Court Street and Cross Street.

### **§8313. Electric Vehicle Charge Station Parking**

Electric Vehicle Charging Stations are created at the Village Park & Ride on Pleasant Street.

- Parking at these E-V Charging Stations is limited to electric or electric hybrid vehicles.
- Each EV Charging station shall have a parking meter installed to monitor the duration of time that the owner of a vehicle has purchased to use the charging station.
- The charge for parking at a meter at the EV charging station is set by the Parking schedule of fees
- Time on the meter can be purchased by coin or by credit card.
- It shall be a violation of this ordinance for a vehicle to be parked at an EV charging station without having paid for time to park by purchasing time to park with either coin or a credit card.
- Vehicles that are electric or electric hybrid and are parked at an EV charging station that does not have time on the meter are subject to a fine per occurrence
- Vehicles that are not electric or hybrid electric vehicles are subject to a fine per occurrence

- Hours of operation of meters at E-V Charging Stations is 24 hours per day, seven days per week.

#### **§8314. Special Occasions**

The Village Trustees may make special regulations from time to time relating to parking vehicles on any public roadway(s) of the Village or portion(s) thereof when needed. This includes but is not limited to parades, special events and congestion. The Chief of Police in collaboration with the appropriate Town of Woodstock departments shall post the correct signage.

#### **§8315. Parking Fees**

The Village Trustees may, from time to time, establish and adopt fees related to the administration of this Ordinance, including but not limited to parking meters, permit parking and free parking, and may incorporate all such fees into duly adopted fee schedules, which may be amended at the sole discretion of the Village Trustees.

#### **§8316. Collections - It is the duty of the Police Chief to designate a person**

- To make regular collection of any money physically deposited in meters. At that point all coins will be deposited in the appropriate account under the supervision of the Finance Director or Municipal Manager designee.
- To make regular collection of parking meter fines and deposit in the appropriate account under the supervision of the Finance Director or Municipal Manager designee.

#### **§8317. Parking Violations, Fees and Penalties**

The Village Trustees may, from time to time, establish and adopt fees related to the administration of this Ordinance including but not limited tickets, fines, penalties, and towing and storage fees.

The following shall be the fines adopted as civil penalties for the offenses listed below.

<b>Description</b>	<b>Fine per violation</b>
Overparking at a parking meter	\$15.00
Overparking in a non-metered Free parking space	\$15.00
Failure to park in compliance with	\$15.00

the Proper Method of Parking.

Winter Parking Violation	\$25.00
Violations of restrictions on parking in Handicap zones, parking near Fire Hydrants, Double Parking, Parking against flow of traffic, traffic hazard, sidewalk crossing, bus no parking and loading zone	\$50.00
Parking in reserved or permitted parking spaces without a displayed permit	\$50.00
Parking in no parking zones or where parking is otherwise prohibited by this ordinance	\$50.00

### **Additional Parking Fines**

After an individual has accumulated \$50.00 of unpaid parking tickets, the Police Chief or Municipal Manager shall refer the unpaid parking tickets to the Village Trustees for an enforcement action in the Vermont Superior Court. Parking fines must be paid in full within thirty days. In addition to parking fines owed there will be an administrative fee of \$25.00 assessed on all parking tickets that are not paid within 30 days.

### **Tow and Storage Fees**

Fees shall be charged to the owner of any vehicle towed pursuant to this chapter. These fee amounts shall constitute a lien on said vehicle and shall be paid in full prior to the release of any vehicle to its owner:

### **§8318. General Prohibition during all Times**

Unless otherwise permitted or required under this title or by Vermont law no person shall at any time park any vehicles as follows:

- In any intersection;
- In a crosswalk;
- Upon any bridge;
- On the roadway side of any vehicle stopped or parked at the edge or curb of a street ("double parking");
- Within thirty feet of a stop sign on the approaching side;

- Within twenty feet of any intersection or crosswalk at an intersection;
- Any place where or in any manner such that the parking of the vehicle will reduce the usable width of a roadway (i.e. double parking) for moving vehicular traffic would block the use of the public to less than twelve feet of public highway;
- Within six feet of a fire hydrant, except dry hydrants located on private property;
- In front of or at any place where the vehicle would block the use of a public or private roadway, driveway, or entrance way;
- Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic;
- Within twenty feet of the driveway entrance to any fire station and on the side of the street opposite and within seventy-five of the entrance to any such station when properly signposted;
- On a sidewalk;
- At any place in a no parking zone:
- In a tow away zone;
- In a loading zone;
- In a parking space reserved for authorized emergency vehicle;
- In a parking space reserved for police and other municipal department;
- In any crosswalk, special zones or overlapping 2 parking spaces;
- In any public highway right of way;
- Any parking space dedicated for parking by permit without displaying a valid permit, during the hours of permit parking as established by RESOLUTION of the Village Trustees.

**§8319. General exceptions and/or special exceptions** - The prohibitions contained here shall not apply to any necessary parking resulting from:

- A bona fide emergency;
- Compliance with the directions of a police officer or any person having the authority to direct traffic;
- Compliance with an official traffic control device;
- Avoidance of conflict with other traffic.

**§8320. Authority to Remove Vehicles** - Any motor vehicle in violation may be removed by or at the direction of a police officer to a place of storage. No person shall remove any motor vehicle from storage place without paying all towing and storage charges.

**§8321. Enforcement Procedure** – Any law enforcement officer may issue a parking ticket by leaving it conspicuously on the vehicle in violation, handing it to the alleged violator, or



mailing the parking ticket to the alleged violator's address of record. Within seven (30) days of the date on an issued parking ticket, the alleged violator shall either pay the penalty identified by the parking ticket or contest the ticket by providing a written appeal of the parking ticket to the Municipal Manager specifying the parking ticket number and the reasons for contesting the parking ticket. The Municipal Manager shall issue a written decision on an appeal within 30 days of receipt of a written appeal. A failure of the Municipal Manager to issue a written decision on an appeal within 30 days shall be considered a decision denying the appeal. If the Municipal Manager denies the appeal, the appellant shall pay the penalty identified in the parking ticket within 30 days of the date of the Municipal Manager's decision on the appellant's appeal. An individual who fails to comply with the time requirements for paying or contesting parking tickets may be subject to an increased penalty as provided in this chapter and/or an enforcement action in the Vermont Superior Court. The Municipal Manager or their designee shall give notice of a referral to the Village Trustees for enforcement in the Superior Court for past due parking violations. A letter will be sent to the ticket holder listing the fees, administrative costs and the amount due and the date when it is due before the referral is sent to the Village Trustees.

### **Approved List of Village Streets**

The following roads/streets/lanes/avenues/ways/places/terraces are public roadway/highways, that are partially or fully within the Village of Woodstock, Vermont. Maximum speed limit:

(a) No person shall drive a vehicle at any time on any public roadway in the Village at a speed in excess of twenty-five miles per hour,

Atwood Avenue	Benson Place	Bond Street	Billings Place
Border Lane Private	Border Lane	Central Street	Church Street
Court Street	Charles Street	Church Street Ext	Cross Street
College Hill	Dartmouth Lane	Doubleday Way	Elm Street
Eaton Place	Evergreen Court	Ford Street	Golf Avenue Private
Golf Avenue	Gerrish Way	Golf Pond Way	Highland Avenue
Highland Ave Ex	High Street	Hartland Hill Road	Hinsman Way
Hathorn Hill	Lincoln Street	Linden Street	Linden Terrace
Moore Place	Mountain Ave.	Maple Street	Maxham Meadow Way
Mt. Peg Road	Mechanic Street	Mill Street	North Park Street
North Street	Old River Road	Pleasant Street	Prospect Street
Pine Street	River Street	Rose Hill	South Park Street
Swain Street	School Street	South Street	Shurtleff Lane
Slayton Terrace	Stanton Street	Sawyer Road	South Street
St, James Street	The Green	Thomas Avenue	Terrace Street

Woodstock Road

**§8322. Effective Date** - This amendment to Title 8, Chapter 3 of the W.V.O shall become effective sixty (60) days after adoption by the Village Trustees. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this amendment.

Adopted by the Woodstock Village Trustees this 12 day of August, 2025.

\_\_\_\_\_  
Chair, Seton McIlroy

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Vice Chair, Jeffrey Kahn

\_\_\_\_\_  
Lisa Lawlor

\_\_\_\_\_  
Frank Horneck

\_\_\_\_\_  
Brenda Blakeman

## **Appendix B to Title 8 (W.V.O)**

### **Parking Violations §8308**

The following shall be the fines adopted as penalties for the offenses listed below.

<b>Description</b>	<b>Fine per violation</b>
Overparking at a parking meter	\$15.00
Overparking in a non-metered Free parking space	\$15.00
Winter Parking Violation	\$25.00
Handicap, Fire Hydrants and Double Parking	\$50.00
Mechanic/Library Lot	\$25.00

### **Additional Parking Fines**

After \$50.00 of unpaid parking tickets, the Police Chief will authorize a filing in Vermont Traffic Court. Parking fines must be paid in full within thirty days. In addition to parking fines owed there will be;

- Administrative fee of \$25.00;
- Any other fees or fines as necessary.



**The Village of Woodstock Parking Schedule of Fees**

**Parking Fees**

The Village Trustees, establish the following parking fees related to Title 8; Chapter 3 parking ordinance which may from time to time be adopted or amended.

**Parking Fees**

- Metered Parking - \$1.50/hour;
- Permit Parking – Elm Street 6 Hours \$70.00 per quarter calendar year;
- Post Office - \$.25 per fifteen minutes
- Library and Mechanic Street Parking Permit - \$285.00 per quarter, \$1140 per year.
- Construction Permit- \$12.00 Per Day

**§8322. Effective Date** - This amendment to Title 8, Chapter 3 of the W.V.O shall become effective sixty (60) days after adoption by the Village Trustees. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this amendment.

Adopted by the Woodstock Village Trustees this 12th day of August, 2025.

**§8322. Effective Date** - This amendment to Title 8, Chapter 3 of the W.V.O shall become effective sixty (60) days after adoption by the Village Trustees. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this amendment.

Adopted by the Woodstock Village Trustees on this 12 day of August, 2025.

\_\_\_\_\_  
Chair, Seton McIlroy

\_\_\_\_\_  
Vice Chair, Jeffrey Kahn

\_\_\_\_\_  
Lisa Lawlor

\_\_\_\_\_  
Frank Horneck

\_\_\_\_\_  
Brenda Blakeman



# Town of Woodstock

## Tax Rate

FY2026

ACTIVITY	APPROPRIATIONS	REVENUE	TAXES	TAX RATE	FY25 Rate
TOWN GENERAL	5,865,779	1,478,400	4,387,379	0.4560	0.3667
HIGHWAY	2,013,310	181,000	1,832,310	0.1904	0.2194
LOCAL AGREEMENT	127,234		127,234	0.0132	0.0134
DISABLED VET EXEMPTION	16,560		16,774	0.0017	0.0014
SPECIAL ARTICLES	231,947		231,947	0.0241	0.0220
COUNTY TAX	77,678		77,648	0.0081	0.0072
TOTAL TOWN (paid by town and village)				0.6936	0.6301
TOWN POLICE	473,271	-	473,271	0.0721	0.0702
<b>TOTAL TOWN w/ Police</b>	<b>8,805,779</b>	<b>1,659,400</b>	<b>7,146,564</b>	<b>0.7657</b>	<b>0.7003</b>
HOMESTEAD EDUCATION TAX				2.6670	2.6303
NON-RESIDENTIAL EDUCATION TAX				2.1694	2.1854

TOTAL SPECIAL ASSESSMENT :

RESIDENT

3.4327 3.3314

NON-RESIDENTIAL

2.9351 2.8865

	Education Tax	Municipal Tax	Total Tax	FY25 Education Tax	FY 25 Municipal Tax	FY25 Total Tax	Difference
Cost per \$100,000 Resident	\$ 2,667.00	\$ 765.71	\$ 3,432.71	\$ 2,630.30	\$ 701.06	\$ 3,331.40	\$ 101.31
Cost per \$100,000 Non-Resident	\$ 2,169.40	\$ 765.71	\$ 2,935.11	\$ 2,185.40	\$ 701.06	\$ 2,886.50	\$ 48.61

2025 GRAND LIST

FY2026

Municipal	9,621,549
Special Assessment District	6,570,404
School Exempt	58,220
Disabled Vet. Exempt HSR	6,000
Disabled Vet. Exempt NHR	1,356

Municipal tax % increase	9.2%
State Education % Increase (Homestead)	1.4%
State Education % Increase (Non-Homestead)	-0.7%
Total Tax % Increase (Homestead)	3.0%
Total Tax % Increase (Non-Homestead)	1.7%





# Village of Woodstock

## Tax Rate

FY2026

ACTIVITY	APPROPRIATIONS	REVENUE	TAXES	TAX RATE
VILLAGE GENERAL	1,632,639	868,441	764,198	0.2505
TOTAL VILLAGE	1,632,639	868,441	764,198	0.2505
SPECIAL ARTICLES	3,800	-	3,800	0.0012
GRAND TOTAL	1,636,439	868,441	767,998	0.2517

2025 GRAND LIST VILLAGE 3,051,145

Cost per \$100,000 \$251.70

	FY2026	FY2025	Difference
Tax Rate	0.2517	0.2236	0.0281
Cost per \$100,000	\$251.70	\$223.60	\$28.10



**Village of Woodstock  
Board of Trustees Meeting  
July 8th, 2025  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

**Present:** Vice Chair Jeffrey Kahn, Lisa Lawlor, Frank Horneck, Brenda Blakeman

**Staff:** Eric Duffy, Kitty Mears Koar

**Public:** Beth Finlayson, Bill Corson, Deborah Greene, Eduardo Banks, Charlotte Hollingsworth, Courtney Hollingsworth, Sheryl Gibson, Beth Robinson, Norm Frates, Nicholas Seldon, Lee Garsh, Wendy Spector, Gail Lavin Stickney, Byron Kelly, Michelle Sutherland, Stephen Stuntz, Quinn Uva, Roger Logan, Moira Notargiacomo, Mary MacVey, Susie Stulz, Janet Herrick, Al Alessi, Deb Alessi, Jon Spector

**Call to order**

1. Vice Chair Jeffrey Kahn called July 8th, 2025, Village Trustees meeting to order at 6:30PM.

**B. Additions and Deletions**

~~Police Report~~

~~Trustee of Public Funds — Michael Greene~~

Parking Tickets

**C. Citizens' Comment**

Beth Finlayson, from Woodstock Chamber and Rotary Club inquired about the possibility of conducting horse-drawn wagon rides through the Village during the first two weeks in October as a fundraising event for the Rotary Club. Jeffrey Kahn noted that this would require a parade permit.

Brenda Blakeman mentioned that while it was a great idea, they would need to reconsider the route due to potential traffic issues during foliage season. Jeffrey Kahn advised Beth Finlayson to bring the proposal to a future agenda for further discussion.

Eduardo Banks from Splendid Bakes expressed concern about the presence of a food truck across from his shop during the busy summer season. He questioned why he should keep his business in Woodstock when he struggles through the mud season, only to face competition from a food truck during the busier times. Jeffrey Kahn thanked Eduardo for his comment.

**D. Reports**

**Manager's Report**

Eric Duffy provided several updates:

1. Water bills were sent out at the end of June; he advised residents to contact the Finance Department with any questions about their water bills.
2. The fiscal year ended on June 30th, and financial adjustments were still being made.
3. The water department has been fixing valves throughout the village to ensure proper operation and prevent water loss.
4. A property reassessment is upcoming, and the contractor hired by the town will present at the August 19<sup>th</sup> Selectboard meeting to discuss their approach and what residents can expect over the next two years.

### **Financial Report**

Jeffrey Kahn asked about the tree fund, noting that the money had not been spent. Eric Duffy agreed to invite the party responsible to the August Village Trustee meeting to discuss what was planned and what is currently planned.

The manager also mentioned that while the current financial report shows a deficit, they are likely to be at zero or slightly in the plus when all the money comes in. The projection is for a surplus between \$10,000 to \$30,000.

The Trustee's inquired about the police vehicle that was bought and then returned under the lemon law. Eric Duffy clarified that the payments for the returned vehicle are reflected in the current fiscal year's report, but the new loan has not been approved yet and will be shown in next year's report.

### **E. Votes**

#### **Permits and Banners**

##### **Pentangle – East End Park – Update Permit – July 11th-August 22nd**

Deborah Green from Pentangle Arts presented an update to their previously issued permit for Music on the River at East End Park. She showed the newly acquired catering license and explained their plans for the event, which included having food, beer, and wine available in designated areas of the park. Deborah Greene described the setup, including roped-off areas, signage, and staffing to ensure compliance with regulations. The Trustees discussed the proposal, focusing on safety concerns and proper signage.

Motion: by Vice Chair Jeffrey Kahn amend the permit to allow food and drinks as described (6:46PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

##### **Woodstock Triple Crown Throwdown – Parade Permit – August 17<sup>th</sup>**

Matt Stout, president and founder of the Woodstock Area Mountain Bike Association, and Quinn Uva, the race director, presented their request for a parade permit for the Woodstock Triple Crown Throwdown event on August 17th. They explained that the event would start at Saskadena 6 and transfer through the Village, following the same route as in previous years. The riders would not be racing on public roads but transferring between trail networks.

Matt Stout addressed safety concerns, mentioning their plans to work with the police on traffic control and coordinate with ambulance services. They also noted that the event would be smaller than in previous years, with a cap of 350 participants.

Motion: by Vice Chair Jeffrey Kahn accept the application for the Woodstock Triple Crown Throwdown parade permit for August 17th.  
(6:50PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

##### **Woodstock Rec Center – Apple's and Craft Banner**

Ms. Gibson presented the Apple's and Crafts Fair- including an artisan Blacksmith and Food Trucks.

Motion: by Vice Chair Jeffrey Kahn accepts the banner permit for the Apples and Crafts Fair (6:52PM)

Seconded: Frank Horneck

Vote: 4-0-0 passed

### **Vermont Film Festival – Banner & Comedy Fest – Banner**

These permits were tabled until the next Trustee Meeting

### **Woodstock Community Day Celebration – East End Park**

Mary MacVey, a volunteer with Friends of East End Park, presented the permit application for the Woodstock Community Day Celebration at East End Park. She explained that this would be the third year of the event, which is a continuation of a long-standing community celebration. The event is planned for Saturday, September 14th, from 1 PM to 5 PM, with local musicians, activities, and community involvement.

The Trustees discussed various aspects of the event, including trash management, portable toilets, and contingency plans in case of rain. They also addressed the request to waive permit fees for the community celebration.

Motion: by Vice Chair Jeffrey Kahn to approve the permit application for the Woodstock Community Day Celebration (6:58PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

## **F. Discussion**

### **Parking Tickets**

Michelle Sutherland, the Administrative Supervisor for the Police Departments stated that nothing could be done until the parking ordinances are approved.

### **Tribou Park Discussion**

Jeffrey Kahn introduced the discussion about concerns regarding protesting in Tribou Park. Al Alesi, a representative from the group using the park, explained their efforts to keep the protests safe and respectful. He mentioned that they have been meeting at the park for 157 consecutive days, with most gatherings involving 15 to 25 people.

The discussion covered several points:

1. Safety concerns regarding sidewalk access and traffic visibility.
2. The group's efforts to accommodate pedestrians and maintain clear sightlines for traffic.
3. Noise issues, particularly honking from supportive and opposing drivers.
4. The impact on nearby residents and businesses.
5. The importance of protecting free speech while addressing community concerns

The Trustees acknowledged the group's efforts to be cooperative and suggested potential solutions for larger gatherings, such as allowing temporary barriers or ropes to help manage crowds. The group expressed willingness to work with the Village to address any issues that arise.

### **Zack's Place Parking Spot Discussion**

Beth Robinson, Executive Director of Zack's Place, and Norm Frates presented a request for additional handicapped-accessible parking near their facility. They explained the current parking situation and the challenges faced by their participants, many of whom have mobility issues or require constant attendance.

The Trustees discussed the proposal, considering the following points:

1. The current layout of parking and loading zones in front of Zack's Place.
2. The need for more permanent, handicapped-accessible parking rather than just loading zones.
3. Concerns about potential misuse of handicapped parking spaces.
4. The impact on overall parking availability in the area.

After discussion, the Trustees agreed to look into converting one of the current unloading spaces into a handicap-accessible parking space. Eric Duffy was tasked with investigating the process and requirements for making this change.

The representatives from Zack's Place also raised concerns about parking enforcement for their van when it's used to transport participants to other locations in town. The Trustees agreed to look into potential solutions or exemptions for the Zack's Place van.

#### **Parking around the Village Green during Market on the Green**

Jeffrey Kahn introduced the topic of allowing free parking around the Village Green during the Market on the Green event. It was noted that this practice had been informally allowed since 2016 but had never been officially voted on by the Trustees.

The discussion covered the following points:

1. The current practice of allowing free parking from 3:00 PM to 5:00 PM on market days.
2. Concerns about setting a precedent for other events requesting similar accommodations.
3. The community benefit of the Market on the Green event.

The Trustees decided to maintain the status quo for now but agreed to revisit the issue at a future meeting. They planned to formally vote on whether to continue allowing free parking for the Market on the Green and potentially extend similar considerations to other permitted events on the Green.

#### **Peddler License – Vehicle around the Village Green**

Jeffrey Kahn introduced the topic of peddler licenses for vehicles around the Village Green. It was noted that currently, the Village Police issue these licenses, but there was a desire to return this authority to the Board of Trustees.

Lisa Lawlor who has been working on parking and traffic regulations, mentioned that she would need to rewrite the ordinance to bring it in line with both state and local regulations. She estimated that she could have a draft ready for the next meeting.

Wendy Spector, a community member, offered a draft of potential changes to the peddler license regulations, which she had prepared based on research and discussions with neighbors and town officials. The Trustees expressed appreciation for this contribution and agreed to review it as part of the process.

The discussion touched on several points:

1. The history and purpose of peddler licenses in the town.
2. Concerns about the impact of food trucks and other mobile vendors on brick-and-mortar businesses.
3. The need to balance support for established businesses with opportunities for new vendors.
4. Potential restrictions on the proximity of mobile vendors to similar brick-and-mortar businesses.

The Trustees agreed to review the draft provided by Wendy Spector and work on updating the peddler license regulations. They planned to continue the discussion at future meetings.

#### **Parking Ordinance**

Lisa Lawlor provided a brief update on the status of the parking ordinance. She mentioned that she and Eric Duffy had sent it to the lawyers for review, and they were now working on incorporating the lawyers' changes. She noted that they needed to update some references to specific buildings or businesses to use addresses instead, as some locations may change over time.

Lisa Lawlor estimated that she would have the updated ordinance ready for the Trustees to review within a week. The Trustees discussed the possibility of holding a special meeting to address the ordinance if they wanted to approve it before the next regular meeting.

#### **Halloween Discussion**

Jeffrey Kahn provided an update on Halloween plans. He reported that he had spoken with Holly Gaspar from the PTO, who is working with others to organize candy distribution for Halloween. They are also considering whether to plan an additional event not located on Maple and High Streets.

The PTO requested more time to organize and plan, and they will be on the agenda for the August meeting to present their ideas. Jeffrey Kahn emphasized that their participation would be necessary for continuing the event on Maple and High Streets.

#### **G. Other Business**

Mr. Seldon raised concerns about the conduct of an earlier meeting where he felt his public comments were cut short.

#### **H. Approval of Minutes**

Jefferey Kahn noted that there were some changes made to the minutes from the previous meeting (June 3, 2025)

Motion: by Vice Chair Jeffrey Kahn to approve the minutes 06.03.25 with the changes discussed (8:04PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

#### **J. Adjournment**

Motion: by Vice Chair Jeffrey Kahn to adjourn the meeting at (8:05PM)

Seconded: Brenda Blakeman

Vote: 4-0-0 passed

*Respectfully submitted,  
Kitty Mears Koar*

