

Town of Woodstock
Selectboard Meeting
April 15th, 2025
6:00PM
Town Hall & Zoom
Agenda

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

Liquor Licenses

Shine Associates, VT. LLC- Tobacco and 2nd Class
Worthy Kitchen LLC – OCP and 1st Class and 3rd Class
Melaza, LLC- OCP and 1st Class and 3rd Class
Mon Vert- OCP and 1st Class
Family Village Butcher, Inc. – 2nd Class
4 Mechanic, LLC - OCP and 1st Class and 3rd Class
P & P Restaurants, LLC - OCP and 1st Class and 3rd Class

Village Flower Baskets Expenses

Bytes Contract

Marketing Contract Extension

Land Trust- Vondell Cobb Conservation Purchase and Sale Agreement
Woodstock Farmer's Market FEMA Buy Out
ANR signature sheet: authorized signature

- F.** Discussion
 - Village Conservatory Presentation
 - Goals/Tasks for economic development position
 - Reserve Fund Guidelines
 - Agenda Calendar
 - Vondell rules/policies/signs
 - WAC Update
 - Update on Main Wastewater Plant Project

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

- H.** Approval of Minutes

02.18.25	03.11.25
02.19.25	03.14.25
02.25.25	03.24.25
03.05.25	03.31.25 1645PM
03.07.25	03.31.25 1730PM

- I.** Adjournment

Zoom

The link to join us is

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

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

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone



Application ID: DLL - Application - 54531
Application for: Tobacco License
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name:
Shine Associates, VT. LLC

Business ID:
0356463

Business Address:
2 Avery Street Unit 32B,
Boston, Massachusetts 02111

Entity Type:
Limited Liability Corporation

Phone:

Management Type if LLC:
Member-managed

Email:
tim@shineassociatesllc.com

People Information

- **Person:**
Timothy Shine

Business Role:
Business Principal

Email:
tim@shineassociatesllc.com

Business Address:
2 Avery Street Unit 32B,
Unit 1, Massachusetts, 02111

US Citizen?

Political Position

Phone:

Name: Timothy Shine

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5834			
CV-5835		No Offenses	

Location/ Premises Detail

Location Name:
Woodstock Beverage

Location Address:
512 E. Woodstock Road,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Do you lease this Premises:

Health License:
Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:
Tobacco

License Number:
LP-021168

Licensee Name:
Woodstock Beverage

License Status:
License issued-renewed application

Licensee Address:
512 E. Woodstock Road ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-05609	Federal Employee Identification #	Shine Associates, VT. LLC

Payment and Acknowledgement

Signed by:

Date of Submission:
2025-03-03 16:00:23

State of Vermont / DLL Application Fee:
110.00

Local Application Fee:
0

State of Vermont / DLL Payment Status:

Local Control Payment Status:
false



Application ID: DLL - Application - 54530
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Shine Associates, VT. LLC
Business ID: 0356463
Business Address: 2 Avery Street Unit 32B,
Boston, Massachusetts 02111
Entity Type: Limited Liability Corporation
Phone:
Management Type if LLC: Member-managed
Email: tim@shineassociatesllc.com

People Information

- **Person:** Timothy Shine

Business Role: Business Principal
Email: tim@shineassociatesllc.com
Business Address: 2 Avery Street Unit 32B,
Unit 1, Massachusetts, 02111
US Citizen?
Political Position
Name: Timothy Shine
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5834			
CV-5835		No Offenses	

Location/ Premises Detail

Location Name:
Woodstock Beverage

Location Address:
512 E. Woodstock Road,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Do you lease this Premises:

Health License:
Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:
Second Class

License Number:
LP-021167

Licensee Name:
Woodstock Beverage

License Status:
License issued-renewed application

Licensee Address:
512 E. Woodstock Road ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-05609	Federal Employee Identification #	Shine Associates, VT. LLC

Payment and Acknowledgement

Signed by:
Timothy M. Shine

State of Vermont / DLL Application Fee:
70.00

Date of Submission:
2025-03-03 15:56:51

State of Vermont / DLL Payment Status:

Local Application Fee:
70

Local Control Payment Status:
false



Application ID: DLL - Application - 54600
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name:
Worthy Kitchen LLC

Business ID:
0282564

Business Address:
PO BOX 1,
BARNARD, Vermont 05031

Entity Type:
Limited Liability Corporation

Management Type if LLC:

Phone:
8023696000

Email:
honlake@hotmail.com

Foundational License (if applicable)

License Type:
First Class

License Number:
LP-017801

Licensee Name:
Worthy Kitchen

License Status:
License issued-renewed application

Licensee Address:
442 Woodstock Road Unit 1A,
Woodstock, Vermont 05031

License Start Date:
2024-07-01

License End Date:
2025-06-30

Event Contact/s

Person:

Business Role:

Phone:

Business Address:

Email:

Violations:

Violation ID**Court/Traffic Bureau****Offense****Date of Offense****Event Premises Details****Location Name:**

Worthy Kitchen

Start date and time of event**Location Address:**442 Woodstock Road,
Woodstock, Vermont 05031**End date and time of event****Approximate Number of Persons Expected****Local Jurisdiction/ Town Clerk:**

Woodstock

Describe the type of event/ OCP Area:

Raised deck covered by building and awning. Access is regulated through the restaurant with signage. 370 sq. ft in area.

Documents Attached

Name	Document Type	Assosicated With
D-04875	Federal Employee Identification #	LN-019600
D-04876	Articles of Organization	LN-019600
D-04877	Health License	LN-019600
D-04878	Meals & Rooms Tax Certificate	LN-019600
D-04879	Other	LN-019600
D-04880	Lease or proof of ownership	LN-019600
D-13362	Lease or proof of ownership	LN-019600
D-04875	Federal Employee Identification #	LN-019600
D-04876	Articles of Organization	LN-019600
D-04877	Health License	LN-019600
D-04878	Meals & Rooms Tax Certificate	LN-019600
D-04879	Other	LN-019600
D-04880	Lease or proof of ownership	LN-019600
D-13362	Lease or proof of ownership	LN-019600

Payment and Acknowledgement**Signed by:****Date and time of Submission:**

2025-03-03 23:45:08

State of Vermont / DLL Application Fee:

20.00

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

0

Local Control Payment Status:

false



Application ID: DLL - Application - 54597
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Worthy Kitchen LLC
Business ID: 0282564
Business Address: PO BOX 1,
BARNARD, Vermont 05031
Entity Type: Limited Liability Corporation
Phone: 8023696000
Management Type if LLC:
Email: honlake@hotmail.com

People Information

• **Person:**

Jason Merrill

Business Role:
Partner

Business Address:
6 Russell Rd,
Tunbridge, Vermont, 05077

Phone:
802-299-0128

Email:
jason.e.merrill@gmail.com

US Citizen?

Political Position

Name: Jason Merrill

Office:

Jurisdiction:

Violations:

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

Kurt Lessard

Business Role:

Email:

Business Principal

honlake@hotmail.com

Business Address:

PO Box 1,
Barnard, Vermont, 05031

US Citizen?

Political Position

Town of Barnard

Phone:

Name: Kurt Lessard

Office: Developement Review

Jurisdiction: Town of Barnard

Violations:

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

Location Name:

Worthy Kitchen

Do you lease this Premises:

Health License:

Food:5159

Lodging:

Location Address:

442 Woodstock Road,
Woodstock, Vermont 05031

Vermont Tax Department:

MRT-10010287

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jason Merrill

Training Completion Date:

Fri Feb 16 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-017797

Licensee Name:

Worthy Kitchen

License Status:

License issued-renewed application

Licensee Address:

442 Woodstock Road Unit 1A,
Woodstock, Vermont 05031

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04875	Federal Employee Identification #	LN-019600
D-04876	Articles of Organization	LN-019600
D-04877	Health License	LN-019600
D-04878	Meals & Rooms Tax Certificate	LN-019600
D-04879	Other	LN-019600
D-04880	Lease or proof of ownership	LN-019600
D-13362	Lease or proof of ownership	LN-019600
D-04875	Federal Employee Identification #	LN-019600
D-04876	Articles of Organization	LN-019600
D-04877	Health License	LN-019600
D-04878	Meals & Rooms Tax Certificate	LN-019600
D-04879	Other	LN-019600
D-04880	Lease or proof of ownership	LN-019600
D-13362	Lease or proof of ownership	LN-019600

Payment and Acknowledgement

Signed by:

Kurt H Lessard

Date of Submission:

2025-03-03 23:34:29

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 54598
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Worthy Kitchen LLC
Business ID: 0282564
Business Address: PO BOX 1,
BARNARD, Vermont 05031
Entity Type: Limited Liability Corporation
Phone: 8023696000
Management Type if LLC:
Email: honlake@hotmail.com

People Information

• **Person:**

Jason Merrill

Business Role:

Partner

Business Address:

6 Russell Rd,
Tunbridge, Vermont, 05077

Phone:

802-299-0128

Email:

jason.e.merrill@gmail.com

US Citizen?

Political Position

Name: Jason Merrill

Office:

Jurisdiction:

Violations:

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

Kurt Lessard

Business Role:

Email:

Business Principal

honlake@hotmail.com

Business Address:

PO Box 1,
Barnard, Vermont, 05031

US Citizen?

Political Position

Town of Barnard

Phone:

Name: Kurt Lessard

Office: Developement Review

Jurisdiction: Town of Barnard

Violations:

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

Location Name:

Worthy Kitchen

Do you lease this Premises:

Health License:

Food:5159

Lodging:

Location Address:

442 Woodstock Road,
Woodstock, Vermont 05031

Vermont Tax Department:

MRT-10010287

Local Jurisdiction/ Town Clerk:

Woodstock

Education Details

Student Name:

Jason Merrill

Training Completion Date:

Fri Feb 16 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-017798

Licensee Name:

Worthy Kitchen

License Status:

License issued-renewed application

Licensee Address:

442 Woodstock Road Unit 1A,
Woodstock, Vermont 05031

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-04875	Federal Employee Identification #	LN-019600
D-04876	Articles of Organization	LN-019600
D-04877	Health License	LN-019600
D-04878	Meals & Rooms Tax Certificate	LN-019600
D-04879	Other	LN-019600
D-04880	Lease or proof of ownership	LN-019600
D-13362	Lease or proof of ownership	LN-019600
D-04875	Federal Employee Identification #	LN-019600
D-04876	Articles of Organization	LN-019600
D-04877	Health License	LN-019600
D-04878	Meals & Rooms Tax Certificate	LN-019600
D-04879	Other	LN-019600
D-04880	Lease or proof of ownership	LN-019600
D-13362	Lease or proof of ownership	LN-019600

Payment and Acknowledgement

Signed by:

Kurt H Lessard

Date of Submission:

2025-03-03 23:38:37

Local Application Fee:

0

State of Vermont / DLL Application Fee:

1095.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 56611
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Melaza, LLC	Business ID: 0007558
Business Address: 71 Central Street, Woodstock, Vermont 05091	Entity Type: Limited Liability Corporation
Phone: (802) 345-8977	Management Type if LLC: Member-managed
Email: daviddz5@aol.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-017467
Licensee Name: Melaza, LLC	License Status: License issued-renewed application
Licensee Address: 71 Central Street , Woodstock, Vermont 05091	License Start Date: 2024-07-01
	License End Date: 2025-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

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

Location Name:

Melaza, LLC

Start date and time of event

End date and time of event

Location Address:

71 Central Street,
Woodstock, Vermont 05091

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Woodstock

Describe the type of event/ OCP Area:

The first-floor patio measures 20 feet in length and 5 feet in width, accommodating up to 12 people. It is fully enclosed, featuring railings and walls surrounding the entire space, and includes one entrance and one exit. The second-floor terrace patio measures 20 feet in length and 15 feet in width, seating 16 to 18 people. It is also enclosed and consists of a stone wall and a wooden frame wall surrounding the area. Similar to the first floor, it has one entrance and one exit.

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-03-26 17:23:24

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 56613
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Melaza, LLC
Business ID: 0007558
Business Address: 71 Central Street,
Woodstock, Vermont 05091
Entity Type: Limited Liability Corporation
Phone: (802) 345-8977
Management Type if LLC: Member-managed
Email: daviddz5@aol.com

People Information

- **Person:**
david diaz

Business Role: Business Principal
Email: daviddz5@aol.com
Business Address: 4455 route 44,
Brownsville, Vermont, 05037
US Citizen?
Political Position
Phone:
Name: david diaz
Office:
Jurisdiction:

Violations:

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

Location Name: **Do you lease this Premises:**

Melaza, LLC

Location Address:

71 Central Street,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Woodstock

Health License:

Food:ID: 1618 RESTAURANT - SEATING 51-100
Lodging:restaurant

Vermont Tax Department:

MRT-10062973

Education Details

Student Name:

david diaz

Training Completion Date:

Thu May 02 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-017464

Licensee Name:

Melaza, LLC

License Status:

License issued-renewed application

Licensee Address:

71 Central Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

David Diaz

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-03-26 17:35:04

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 56612
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Melaza, LLC
Business ID: 0007558
Business Address: 71 Central Street,
Woodstock, Vermont 05091
Entity Type: Limited Liability Corporation
Phone: (802) 345-8977
Management Type if LLC: Member-managed
Email: daviddz5@aol.com

People Information

- **Person:**
david diaz

Business Role: Business Principal
Email: daviddz5@aol.com
Business Address: 4455 route 44,
Brownsville, Vermont, 05037
US Citizen?
Political Position
Phone: **Name:** david diaz
Office:
Jurisdiction:

Violations:

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

Location Name: **Do you lease this Premises:**

Melaza, LLC

Location Address:

71 Central Street,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Woodstock

Health License:

Food:ID: 1618 RESTAURANT - SEATING 51-100
Lodging:restaurant

Vermont Tax Department:

MRT-10062973

Education Details

Student Name:

david diaz

Training Completion Date:

Thu May 02 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-017465

Licensee Name:

Melaza, LLC

License Status:

License issued-renewed application

Licensee Address:

71 Central Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

David Diaz

State of Vermont / DLL Application Fee:

550.00

Date of Submission:

2025-03-26 17:26:17

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 57039
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Mon Vert Cafe, LLC
Business ID: 0008651
Business Address:
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone:
Email: sandydmvc@gmail.com

Foundational License (if applicable)

License Type: First Class
License Number: LP-018581
Licensee Name: Mon Vert Cafe
License Status: License issued-renewed application
Licensee Address: 28 Central Street , Woodstock, Vermont 05091
License Start Date: 2024-07-01
License End Date: 2025-06-30

Event Contact/s

Person:
Business Role:
Phone:
Business Address:
Email:

Violations:

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

Location Name:

Mon Vert Cafe

Start date and time of event**End date and time of event****Location Address:**

28 Central Street,
Woodstock, Vermont 05091

Approximate Number of Persons Expected**Describe the type of event/ OCP Area:****Local Jurisdiction/ Town Clerk:**

Woodstock

Fenced in patio area.

Documents Attached

Name	Document Type	Assosicated With
D-03527	Certificate of Good Standing or equivalent	LN-021386
D-03527	Certificate of Good Standing or equivalent	LN-021386

Payment and Acknowledgement

Signed by:**State of Vermont / DLL Application Fee:**

20.00

Date and time of Submission:

2025-04-01 15:33:19

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

0

Local Control Payment Status:

false



Application ID: DLL - Application - 57040
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Mon Vert Cafe, LLC
Business ID: 0008651
Business Address:
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone:
Email: sandydmvc@gmail.com

People Information

- **Person:** SAMANTHA DINATALE

Business Role: Business Principal
Email: sandydmvc@gmail.com
Business Address:
US Citizen?
Political Position
Name: SAMANTHA DINATALE
Office:
Jurisdiction:

Violations:

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

Location Name: Mon Vert Cafe
Do you lease this Premises:

Location Address:
28 Central Street,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Health License:
Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:
SAMANTHA DINATALE

Training Completion Date:
Thu Jun 06 00:00:00 GMT 2024

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
First Class

License Number:
LP-018580

Licensee Name:
Mon Vert Cafe

License Status:
License issued-renewed application

Licensee Address:
28 Central Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03527	Certificate of Good Standing or equivalent	LN-021386
D-03527	Certificate of Good Standing or equivalent	LN-021386

Payment and Acknowledgement

Signed by:
Sam J DiNatale

State of Vermont / DLL Application Fee:
115.00

Date of Submission:
2025-04-01 15:35:03

State of Vermont / DLL Payment Status:

Local Application Fee:
115

Local Control Payment Status:
false



Application ID: DLL - Application - 53818
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Family Village Butcher, Inc.
Business ID: 0010329
Business Address: 18 Elm St.,
Woodstock, Vermont 05091
Entity Type: Business Corporation
Phone: 8024572756
Management Type if LLC:
Email: alex@thevillagebutchervt.com

People Information

- **Person:**
Alexander Beram

Business Role:
Business Principal

Email:
alex@thevillagebutchervt.com

Business Address:
18 Elm St.,
Woodstock, Vermont, 05059

US Citizen?

Political Position

Phone:

Name: Alexander Beram

Office:

Jurisdiction:

Violations:

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

Location Name: **Do you lease this Premises:**

Village Butcher, The

Location Address:

18 Elm St. #1,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Woodstock

Health License:

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Alexander Beram

Training Completion Date:

Tue Apr 23 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-022254

Licensee Name:

Village Butcher, The

License Status:

License issued-renewed application

Licensee Address:

18 Elm St. #1 ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-06366	Articles of Organization	Family Village Butcher, Inc.

Payment and Acknowledgement

Signed by:

Alexander Beram

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2025-02-24 15:41:46

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 57568
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: 4 Mechanic, LLC	Business ID: 0010759
Business Address: 47 Pleasant St, Woodstock, Vermont 05091	Entity Type: Limited Liability Corporation
Phone: (802) 299-5435	Management Type if LLC:
Email: zilianzoe7@gmail.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-023383
Licensee Name: Au Comptoir	License Status: License issued-renewed application
Licensee Address: 4 Mechanic St. , Woodstock, Vermont 05091	License Start Date: 2024-07-01
	License End Date: 2025-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

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

Location Name:

Au Comptoir

Start date and time of event

End date and time of event

Location Address:

4 Mechanic St.,
Woodstock, Vermont 05091

**Approximate Number of Persons
Expected**

Local Jurisdiction/ Town Clerk:

Woodstock

Describe the type of event/ OCP Area:

Pea-stone area enclosed by a stone wall
that holds 5 small round cafe tables and a
solo fire pit.

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-04-03 18:02:55

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 57576
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: 4 Mechanic, LLC
Business ID: 0010759
Business Address: 47 Pleasant St,
Woodstock, Vermont 05091
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone: (802) 299-5435
Email: zilianzoe7@gmail.com

People Information

- **Person:**
Zoe Zilian

Business Role: Business Principal
Email: zilianzoe7@gmail.com
Business Address:
US Citizen?
Political Position
Name: Zoe Zilian
Office:
Jurisdiction:

Violations:

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

Location Name: **Do you lease this Premises:**

Au Comptoir

Location Address:

4 Mechanic St.,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Woodstock

Health License:

Food:12648

Lodging:

Vermont Tax Department:

MRT-11141608-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-023381

Licensee Name:

Au Comptoir

License Status:

License issued-renewed application

Licensee Address:

4 Mechanic St. ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

ZOE ZILIAN

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-04-03 18:22:33

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 57575
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: 4 Mechanic, LLC	Business ID: 0010759
Business Address: 47 Pleasant St, Woodstock, Vermont 05091	Entity Type: Limited Liability Corporation
Phone: (802) 299-5435	Management Type if LLC:
Email: zilianzoe7@gmail.com	

People Information

- **Person:**
Zoe Zilian

Business Role: Business Principal	Email: zilianzoe7@gmail.com
Business Address: , ,,	US Citizen?
Phone:	Political Position
	Name: Zoe Zilian
	Office:
	Jurisdiction:

Violations:

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

Location Name: **Do you lease this Premises:**

Au Comptoir

Location Address:

4 Mechanic St.,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Woodstock

Health License:

Food:12648

Lodging:

Vermont Tax Department:

MRT-11141608-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-023382

Licensee Name:

Au Comptoir

License Status:

License issued-renewed application

Licensee Address:

4 Mechanic St. ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

ZOE ZILIAN

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-04-03 18:19:19

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 53099
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name:
P & P Restaurants, LLC

Business ID:
0354534

Business Address:
,
,

Entity Type:
Limited Liability Corporation

Phone:
8022999347

Management Type if LLC:
Member-managed

Email:
info@princeandpauper.com

Foundational License (if applicable)

License Type:
First Class

License Number:
LP-021043

Licensee Name:
Prince and the Pauper

License Status:
License Active - Ready for Renewal

Licensee Address:
24 Elm Street ,
Woodstock, Vermont 05091

License Start Date:
2024-07-01

License End Date:
2025-06-30

Event Contact/s

Person:

Business Role:

Phone:

Business Address:
,
,

Email:

Violations:

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

Location Name:

Prince and the Pauper

Start date and time of event

Location Address:

24 Elm Street,
Woodstock, Vermont 05091

End date and time of event

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Woodstock

Describe the type of event/ OCP Area:

20x20 outside area, to the right side of the building, 2 sides of the building, one side fence, and one side barriers. 5 tables with patio umbrellas. use from 5-9 pm Tuesday-Saturdays in Summer

months (weather dependent)

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

Date and time of Submission:

2025-02-13 00:06:54

Local Application Fee:

0

State of Vermont / DLL Application Fee:

20.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:
false



Application ID: DLL - Application - 54216
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
P & P Restaurants, LLC

Business ID:
0354534

Business Address:

Entity Type:
Limited Liability Corporation

Phone:
8022999347

Management Type if LLC:
Member-managed

Email:
info@princeandpauper.com

People Information

- **Person:**
Elizabeth Schwenk

Business Role:
Business Principal

Email:
info@princeandpauper.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Elizabeth Schwenk

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Elizabeth Schwenk

Business Role:

Email:

Business Principal

Business Address:

Phone:

elizabethschwenk@princeandpauper.com

US Citizen?

Political Position

Name: Elizabeth Schwenk

Office:

Jurisdiction:

Violations:

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

Location Name:

Prince and the Pauper

Do you lease this Premises:

Location Address:

24 Elm Street,
Woodstock, Vermont 05091

Health License:

Food:11634

Lodging:

Local Jurisdiction/ Town Clerk:

Woodstock

Vermont Tax Department:

MRT-10993435-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-021040

Licensee Name:

Prince and the Pauper

License Status:

License issued-renewed application

Licensee Address:

24 Elm Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

Elizabeth Schwenk

Date of Submission:

2025-02-26 22:43:34

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:**Local Control Payment Status:**

true



Application ID: DLL - Application - 54217
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: P & P Restaurants, LLC
Business ID: 0354534
Business Address:
1
2
Entity Type: Limited Liability Corporation
Management Type if LLC: Member-managed
Phone: 8022999347
Email: info@princeandpauper.com

People Information

- **Person:**
Elizabeth Schwenk

Business Role: Business Principal
Business Address:
1
2
Phone:
Email: info@princeandpauper.com
US Citizen?
Political Position
Name: Elizabeth Schwenk
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Elizabeth Schwenk

Business Role:
Email:

Business Principal

elizabethschwenk@princeandpauper.com

Business Address:

US Citizen?

1
11

Political Position

Phone:

Name: Elizabeth Schwenk

Office:

Jurisdiction:

Violations:

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

Location Name:

Prince and the Pauper

Do you lease this Premises:

Location Address:

24 Elm Street,
Woodstock, Vermont 05091

Health License:

Food:11634

Lodging:

Local Jurisdiction/ Town Clerk:

Woodstock

Vermont Tax Department:

MRT-10993435-001

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-021041

Licensee Name:

Prince and the Pauper

License Status:

License issued-renewed application

Licensee Address:

24 Elm Street ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

Elizabeth Schwenk

Date of Submission:

2025-02-26 22:48:26

Local Application Fee:

0

State of Vermont / DLL Application Fee:

1095.00

State of Vermont / DLL Payment Status:**Local Control Payment Status:**

true



Website Redesign for WoodstockVT.com

Prepared for:

Greta Thomas Calabrese
gjthom@gmail.com
WoodstockVT.com

Prepared by:

Abigail Turner
abby@bytes.co
Bytes.co

Cover Letter

Dear Greta Thomas Calbrese, Beth Finlayson, and Jessica Kirby,

I am writing to express Bytes.co's interest in working on the WoodstockVT.com Website Redesign. Having thoroughly reviewed the RFP, we are confident in our team's ability to deliver an exceptional solution that meets your needs and exceeds your expectations.

We understand that the primary goal is to create a refreshed, user-friendly website that serves as an engaging hub for visitors, prospective residents, and the local community. From integrating dynamic features such as an intuitive events calendar to ensuring accessibility and SEO best practices, we are well-equipped to deliver a solution that meets your objectives and grows with WoodstockVT.com's evolving needs.

With over 12 years of experience designing and developing websites that combine functionality with beautiful design, Bytes.co has worked with organizations across Vermont, New England, and beyond to achieve measurable results. Our team has successfully completed projects requiring accessible, responsive designs and robust CMS functionality tailored for non-technical users—skills that are central to the success of this project.

At Bytes.co, we believe in a collaborative approach, treating our clients as true partners. By combining your deep knowledge of Woodstock with our expertise in website development and digital marketing, we can work together to develop the most effective strategy for your goals. This partnership ensures the best possible results.

We're excited about the chance to work with you on WoodstockVT.com and help it connect with your audiences while showcasing everything that makes Woodstock so special. If you have any questions or require further details, I am available at 802-448-4001 ext 713 or abby@bytes.co.

Thank you for your consideration. We look forward to the possibility of working together on this exciting project!

Warm regards,
Abby Turner & The Bytes.co Team



Your dedicated Team of Subject Matter Experts

We work hard. We solve problems. We are committed to our core values.

At Bytes.co, we don't just build websites or run digital marketing campaigns—we solve real business challenges. We're a team of dedicated problem solvers who meet you where you are, listen to your needs, and craft digital strategies that drive measurable growth. Think of us as an extension of your marketing team, guiding you every step of the way with transparency, creativity, and a focus on results. We're here to help you succeed, because when you win, we win—together.

Driven by Your Success: Why We do What we Do



Our Mission

To design websites and craft digital marketing strategies that elevate the online presence of our clients and amplify their societal impact.



Our Vision

We envision a future where our digital expertise serves as a catalyst for change, empowering businesses committed to making the world a better place. We aspire to be the digital cornerstone for organizations that embrace their responsibility to conduct business for good.



Core Values

- **Respect**
- **Transparency**
- **Commitment**



Discover what makes Bytes.co the right partner for your Business



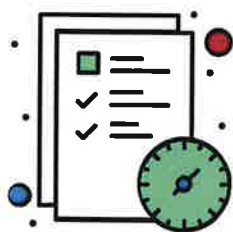
Curious about what it's like to work with us before fully diving in? In this video, we share our journey—from the early days of two dudes building websites in a garage to becoming your trusted partner in web design and digital marketing. You'll see how our experience and dedication to client success drive everything we do. Take a look and explore how we can work together to help your business thrive.

We Can't Wait to work with you!

Turn Visitors into Opportunities

Proven 5-Phased Approach to Creating High-Performing Websites

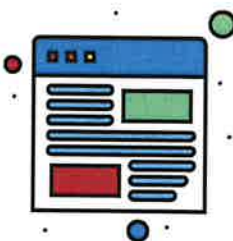
Our development process is designed to keep users at the center and collaboration at the core. From discovery to launch, we focus on making sure every step is transparent and seamless, so you always know what to expect. This ensures that we deliver a high-performing site that not only is stunning, it converts your site visitors into real opportunities.



Discovery & Planning Begins April 2025

We ask questions...a lot of questions. The result is a comprehensive project plan articulating the website vision and development approach to ensure the best possible solution.

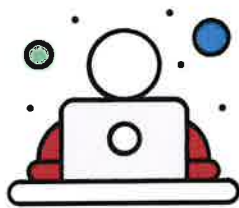
- Project kickoff + discovery sessions as needed
- Website questionnaire to dive into the project details
- Recommended sitemap
- Content strategy defined
- Project plan with defined user acceptance criteria
- Project timeline with key milestones



Design Begins May 2025

Form and function join forces to begin shaping the project plan into visual drafts of the new site. This keeps stakeholders aligned on (and excited about!) what's to come.

- Website style guide
- Theme Selection



Development & QA

Begins June 2025

Our development team builds a new website that meets specs and is on time and budget. Clients review progress at specified checkpoints to ensure the project unfolds as envisioned.

- Opportunities to review key templates, provide feedback, and make adjustments
- Website training
- User acceptance testing (QA)
- Fully functioning staging link for review and feedback



Review

Begins July 2025

Final review is completed, remaining adjustments are made to the website, and a launch plan is established so all stakeholders are looped in and ready to go live.

- Site performance and site speed is optimized
- Final QA and final accessibility testing
- Launch preparation



Launch & Maintain

Launches August 2025

It's go time! We take our websites through our tried and tested launch process to ensure a seamless and transparent experience for all.

- Deploy the website to the live environment
- Conduct a final round of user acceptance testing (UAT) once live
- Monitor the website post-launch for any issues
- Provide worldclass support and website maintenance

*Please note: this timeline reflects our current project schedule and is subject to change depending on when this proposal is accepted. Projects are scheduled in the order of Proposal Acceptance.

Proposal Date: 01/13/2025

This proposal is valid for 90 days



Project Management

Proven Approach to Effectively Managing Website Builds from Start to Finish

To maximize project efficiency and focus our efforts on building a high-quality website, your dedicated Bytes.co Project Manager will work directly with a single point of contact (POC) from Woodstock VT's team to ensure clear, consistent communication.

The Bytes.co Project Manager will guide Woodstock VT's POC through each phase, facilitating critical touch points to keep the project on track. This collaborative approach ensures mutual accountability and a shared commitment to project milestones, allowing us to maintain momentum and meet objectives effectively. The end result, a contemporary and highly functional new website that brings Woodstock VT's vision to life.

Scheduled touch points include:

Video Calls

- Project Kickoff (PM + Woodstock VT)
- Content Planning Call (PM + Woodstock VT)
- 1 Hour Website Training (PM + Woodstock VT)

Email Updates

- Milestone-based updates to keep stakeholders informed



Examples of Our Work



Age Well

Services: Website Redesign, Hosting and Support, Google Ads Management, Search Engine Optimization Management

URL: agewellvt.com

Portfolio URL: bytes.co/portfolio/age-well



Real Maine

Services: Website Redesign

URL: www.realmaine.com

Portfolio URL: bytes.co/portfolio/real-maine



Animal Welfare Society

Services: Website Redesign, Hosting and Support

URL: animalwelfaresociety.org

Portfolio URL: bytes.co/portfolio/animal-welfare-society

Client References



Tracey Shamberger

*Director of Public Relations and Business Development
Age Well*

TShamberger@agewellvt.org www.agewellvt.org

Services Provided: WordPress Website Design, Google Ad Management, Search Engine Optimization Management, Hosting and Support



Stephanie Kelley

Marketing Communications Manager

Animal Welfare Society

stephanie@animalwelfaresociety.org |

animalwelfaresociety.org

Services Provided: Website Redesign, Hosting and Support



Ashley Watson

Digital Marketing Specialist

800Response / CallFinder

awatson@800response.com | 800response.com

Services Provided: Website Redesign, Search Engine Optimization Management, Hosting and Support

Objective

The objective of this project is to create a modern, user-friendly, and accessible website for WoodstockVT.com that effectively serves visitors, prospective residents, and the local community while making it easy for the WoodstockVT's team to update and maintain content.

Summary

WoodstockVT.com is the primary digital hub for promoting Woodstock to key audiences, and this redesign aims to elevate its effectiveness and usability. The new website will provide a refreshed, visually engaging design with simplified navigation and seasonal flexibility, helping users quickly access essential information about lodging, dining, events, and activities. A focus on usability ensures team members can easily update and manage content using WordPress, a robust, intuitive CMS.

Our Approach

Content Management System (CMS)

Bytes.co will utilize the WordPress Content Management System (CMS) for the new website. We believe this is the best solution for this website for the following reasons:

- User-friendly content management - WoodstockVT will be able to easily manage their website content without needing help from a developer
- Functional Capabilities - As the number one CMS on the web, WordPress has a large community of developers who have built highly capable and supported Plugins that we can utilize to build the desired functionality on the website. This will eliminate the amount of customizations, providing a more economical solution for WoodstockVT.
- Scalability - with the unlimited number of plugins and support, WoodstockVT will be able to scale their website as needed over time.

Additionally, Bytes.co will use [Gutenberg](#) to build out the pages of the new site. Gutenberg is WordPress's modern block editor that allows us to create and customize content using a modular, drag-and-drop interface. Gutenberg's flexibility allows for seamless integration

of various content types, ensuring that websites are both visually appealing and highly functional. Its ongoing updates and integration with WordPress ensure long-term support and compatibility with the latest web standards.

Design

The new WoodstockVT website will feature a clean, professional, mobile-friendly, and welcoming aesthetic that ultimately exemplifies the unique character and charm of WoodstockVT.

Bytes.co will work with WoodstockVT to find a WordPress theme that matches the aesthetic they are looking for. To ensure a cohesive and polished final product, Bytes.co will incorporate WoodstockVT's branding guidelines including their fonts, colors, and logo. Bytes.co will make small, targeted CSS adjustments to tailor the design to WoodstockVT and utilize pre-built page templates to guide the page layouts.

Content

Our approach to content will incorporate an automated migration from Drupal to WordPress while focusing on optimizing, organizing, and presenting information in a user-friendly and accessible way.

Content Migration Plan

To streamline the transition, we will use the [FG Drupal to WordPress](#) plugin, a tool that efficiently handles the bulk of the migration. This process includes:

- Installing and configuring the plugin to migrate all relevant content such as pages, posts, categories, tags, and media.
- Reviewing the transferred content to ensure accuracy and completeness.

Once the migration is complete, the content will undergo an audit and curation process. We will prioritize retaining high-value content, such as SEO-critical pages, relevant blog posts, and event listings. Outdated or redundant content will be removed, with appropriate redirects implemented to avoid broken links and mitigate impact to SEO rankings.

Content Organization and Navigation

We will restructure the website's navigation and rethink the user journey to meet user needs and actions, grouping content into intuitive categories. This structure ensures quick access to key information while highlighting seasonal updates and featured content.

1. **Organize Content by User Group Needs & Actions**

1. Create sections that speak to what a user needs to do and find on the website. For example, "Things to Do", "Plan My Trip", "Live & Work". This reduces confusion and helps user groups find what they need faster. (See [Big Sky](#) for example)



2. Prioritize Actionable Links

1. Use action-oriented language for navigation links (e.g., "Plan Your Trip" instead of "Visitor Info") to encourage engagement and set expectations for the content behind the link. (See [Park City](#) for example)

3. Leverage the Utility Navigation and Footer

1. Place links to specific utility-like pages like "Meetings" and "Businesses" in the utility navigation. We're trained to look there for pages like these and other city/town sites take this approach. It keeps the main navigation focused on broader groupings while still giving a user with specific needs a place to go in one click. (See [Charlotte](#) for example)
2. Build out the footer, aka the "Panic Room" of websites. This should be a repeat of the main navigation and its sub-pages for quick access. Be sure to include contact information, links to career opportunities and social sites, and a repeat of those utility links for purposeful redundancy and ease of access. (See [Smuggs](#) for example)

4. Use Visuals and Featured Content in Mega Menu

1. Take advantage of the additional space on a mega menu for desktop and include featured content and visuals to engage a user and call out timely information. (See [Yosemite](#) for example)

5. Feature an Enticing Call to Action

1. Are there Special Offers or Seasonal Promos or a Featured Itinerary? Have a single CTA that incentivizes a user to click and engage. This could be used for both locals and visitors alike. (See [Visit Lake Tahoe](#) for example)

Proposal Date: 01/13/2025

This proposal is valid for 90 days



23° F

Roads

Webcams



Stay

Things To Do

Food & Drink

Events

Plan My Visit

Special Offers →

Functionality

It's essential that the new website functions seamlessly for users, providing users with a positive user experience. Bytes.co will utilize proven and reliable third party plugins where necessary to meet WoodstockVT's functional requirements.

Events

We recommend using the [Events Calendar Plugin](#), a robust calendar tool used by thousands of WordPress websites to meet their event needs. This plugin allows users to view the calendar in multiple displays, such as day, month, week, or list, and provides filterable options for easy navigation. Additionally, it supports linking out to external event pages for community-hosted events, ensuring WoodstockVT.com can feature events without duplicating information.



Highlight your events with multiple views.

Month view

A classic calendar view to display a whole month of events.

List view

Day view

Week view ⚡

Photo view ⚡

Map view ⚡

Summary View ⚡

For event submissions, we recommend implementing the [Community Events add-on](#) (\$161/year), which allows visitors to request their events be featured. This creates a streamlined process where visitors can fill out a form, and the WoodstockVT team can review and approve the submissions before adding them to the calendar.

Woodstock VT expressed interest in selling tickets on one event per year. Given the complexity of setting up this feature compared to limited frequency of use, we

recommend utilizing a third party tool like [Yapsody](#) or [Eventbrite](#) for this event.

To filter events, Bytes.co will rely on the Events Calendar's out of the box filtering capabilities or use the [Filter Bar plugin](#) (\$111/year) if required.

Custom Post Types

[Post Types](#) in WordPress are a powerful way to organize and display different types of content on a website. For a site like WoodstockVT.com, custom post types can make it easier to manage and showcase specific categories of content such as activities, dining, shopping, etc.

Each post type can have unique fields tailored to the type of content it represents, like hours of operation, contact information, menus, or seasonal availability. This allows the site to display consistent, easy-to-navigate listings for users while simplifying content updates for the team. Custom post types ensure the site remains organized, scalable, and user-friendly.

Pop Up Forms + Ads

WoodstockVT would like to be able to embed pop-up forms for email sign up. Flodesk, WoodstockVT's email newsletter software, has built-in support for creating popup forms by embedding them onto the website. Bytes.co will make use of this functionality.

Additionally, WoodstockVT would like to have popup banners for specific campaigns, events, and/or advertisements. We recommend using [WPFront Notification Bar](#) for this functionality.

User Permissions

WoodstockVT would like to give certain website users (or editors) different access depending on their role. We will use WordPress' out of the box User Role capabilities to setup different users. These are the user roles we anticipate creating:

- Administrators - team members who will have full access to editing the site
- Contributors - team members who can write and manage posts but will not be able to publish them
- Authors ("Business Owners") - community business owners who will be able to manage and publish their own business listing post type.

Dining Hours

Business Owners will have the ability to log in and manage their own business listing, including their hours of operation. On the new dining hours pages, users will be able to filter dining options by day and time.

Basic Search Engine Optimization (SEO)

- Yoast Plugin
- 301 Redirects
- Sitemap Recommendations
- Submit Sitemap to Google
- Add Google Analytics

Accessibility

- Site will be built to meet WCAG Level AA success criteria through the use of automated tools.
- Bytes engineers scan pages and build to accessibility standards during the build process.

- WoodstockVT is provided with training and documentation on how to provide accessible content.
- Once there are 0 recorded scan errors, Bytes.co provides an Accessibility Statement for a "Target of WCAG Level AA" build.
- Any content errors will be detailed and communicated to WoodstockVT for their optional remediation

Assumptions

Design:

- WoodstockVT will be responsible for providing their branding guidelines to Bytes.co.
- Bytes.co will work with WoodstockVT to find a theme that meets their desired design aesthetic.
- Bytes.co will make minor CSS adjustments to the theme where applicable.

Content:

- WoodstockVT will be responsible for providing all new content
- Bytes.co will migrate all content we plan to reuse from Drupal to WordPress. Based on the new navigation and page layouts, there will be manual content mapping required. Bytes.co will remap content to:
 - 10 - 20 of the most important pages
 - Every Archive Page
 - 3 - 5 Blog Posts
 - 2 - 3 Posts for each custom post type
 - 3 - 5 Events
- WoodstockVT will be responsible for helping map content to the remaining pages and posts. Bytes.co will provide WoodstockVT training on how to manage content.
- Not all Events and blog posts will be migrated over to the new site. Woodstock VT will be responsible for reviewing all events and blog posts and determining which ones they would like carried over. Bytes.co's Digital Marketing Team will also review events and blog posts to determine which hold SEO value.
 - The remaining blog posts and events that don't get carried over will be redirected to their respective parent pages "Events" page and "Blog" Archive page.

Functionality:

- Bytes.co will build up to 2 custom post types and 1 native blog.
- WoodstockVT will be responsible for setting up Eventbrite or Yapsody when they require ticketing for their event.
- WoodstockVT is responsible for paying for any third party expenses including but not limited to plugins, apps, software, themes, etc.
 - Bytes.co adds a 25% markup to all third party plugin costs if we manage the billing.
- The pricing for third party plugins outlined in this proposal include Bytes.co's 25% management fee, as we are assuming Bytes.co will manage the billing for these

plugins. If WoodstockVT, would like to buy direct, that is an option.

Budget

Web Design Project Fees

The table below outlines the costs that will be due under this SOW (the "Fee").

One-Time Fees	Rate	QTY	Subtotal
Website Redesign Project	\$33,000.00	1	\$33,000.00
<input type="checkbox"/> One-Time Advanced SEO Project <ul style="list-style-type: none"> Targeted Keyword Research Google Search Console Setup Google Looker Studio Setup Bing Webmaster Tools Setup Google My Business Audit Bing Places Audit/Setup Robots.txt Setup Basic Schema Markup Setup Development & Implementation of Content Optimizations (Headings and Meta Data) for Core Pages Further Content & Technical Optimizations to remaining pages as budget allows. 	\$3,300.00	1	\$3,300.00

Subtotal **\$33,000.00**

Total \$33,000.00

Monthly Hosting & Support Fees

Bytes.co will provide ongoing website support and maintenance services, as set forth in the [Bytes.co Support Policy](#), at an hourly rate of \$150.

Monthly Fees	Price	QTY	Subtotal
Business Hosting <ul style="list-style-type: none"> Shared Hosting Environment Storage: 5GB Visits per Month: ~25,000 Daily Backups Access to Bytes.co Support Team Uptime Monitoring Free SSL Certificate Cloudflare DNS Basic Threat Detection Content Delivery Network (CDN) WordPress Core Security Updates Managed Plugin Updates 2FA for WordPress Admin Login 	\$169.00	1	\$169.00
Accessibility Monitoring <ul style="list-style-type: none"> Up to 1000 page scans per month Access to RAMP for accessibility insights (1 User) Accessibility Statement 	\$49.00	1	\$49.00
Cloudflare Pro \$35/mo Includes: <ul style="list-style-type: none"> Fast, easy-to-use DNS Free automated SSL certificates Web Analytics Global CDN (200+ locations) DDoS attack mitigation UP to 100K workers requests and 30 scripts Up to 155 Cloudflare Rules Automatic Platform Optimization for WordPress Enhanced security with Web Application Firewall (WAF) and 20 custom WAF rules DDoS Alerts Lossless Image optimization Accelerated mobile page load speed 	\$35.00	1	\$35.00

Subtotal **\$253.00**

Proposal Date: 01/13/2025

This proposal is valid for 90 days

Total

\$253.00

Statement of Work

Website Design

This Statement of Work ("**SOW**"), effective as of the date shown below (the "**Effective Date**"), is entered into by and between Burlington Bytes LLC d/b/a Bytes.co ("**Bytes.co**"), a Vermont limited liability company with offices at 7 Kilburn Street, Suite 301 Burlington, VT 05401, and Client identified below ("**Client**"). This SOW forms a part of and is subject to the terms and conditions of that certain Master Services Agreement by and between Bytes.co and Client (as amended from time-to-time, the "**Master Services Agreement**").

Client wishes to purchase from Bytes.co, and Bytes.co wishes to provide to Client, the services described in this SOW, in each case, subject to the terms and conditions of this SOW and the Master Services Agreement.

1. DEFINITIONS. Capitalized terms used but not defined herein will be given the meanings ascribed to them in the Master Services Agreement.

2. WEBSITE HOSTING AND SUPPORT SERVICES. Subject to and in accordance with the terms and conditions of this SOW and the Master Services Agreement, Client hereby engages Bytes.co, and Bytes.co hereby agrees to provide Client the website hosting and maintenance services set forth on Monthly Hosting & Support Fees attached hereto (collectively, the "SOW Services").

3. ACCEPTANCE TESTING. Once Bytes.co has completed the design and development of the Site, Bytes.co shall run the Acceptance Tests. The Acceptance Tests shall test material compliance of the Site with the Deliverables List. Acceptance of the Site shall occur when the Site has passed the Acceptance Tests. Bytes.co shall notify Client when the Acceptance Tests have been passed. If any failure to pass the Acceptance Tests results from a defect which is caused by inclusion of Client Materials in the Site, an act or omission of Client, or by one of Client's sub-contractors or agents, as determined by Bytes.co in its sole but reasonable discretion (each, a "Non-Bytes.co Defect"), the Site shall be deemed to have passed the Acceptance Tests notwithstanding such Non-Bytes.co Defect. Bytes.co may provide assistance reasonably requested by Client in remedying a Non-Bytes.co Defect by supplying additional services or products pursuant to a Change Order. Client shall pay Bytes.co in full for all such additional services and products at Bytes.co's then current fees and prices. Acceptance of the Site shall also be deemed to have taken place if Client uses any part of the Site for any purposes other than testing purposes, including any revenue-generating purposes or to provide any services to third parties.

4. WEBSITE CONTENT. Client acknowledges that Bytes.co has no control over any content placed on the Site by Client or any third parties and does not purport to monitor the content of the Site. Bytes.co reserves the right to remove content from the Site where it reasonably suspects such

content is Inappropriate Content. Bytes.co shall notify Client if it becomes aware of any allegation that content on the Site may be Inappropriate Content. Client shall indemnify Bytes.co against all damages, losses and expenses arising as a result of any action or claim that Client Materials or any other material posted to, or linked to, the Site constitutes Inappropriate Content. In addition, it is Client's obligation to ensure compliance of the Client Materials and the Site with all privacy laws and regulations, and Client shall indemnify Bytes.co against all damages, losses and expenses arising as a result of any action or claim that [Client Materials](#), the Site or any other material posted to, or linked to, the Site violate privacy laws or regulations.

5. INTELLECTUAL PROPERTY RIGHTS. Subject to Client's compliance with the terms and conditions of this SOW and the Master Services Agreement, including payment of all amounts due to Bytes.co in connection herewith and therewith, Bytes.co hereby grants Client a limited, non-transferable, non-assignable, non-sublicensable, license, under Bytes.co's IP Rights, to use the documents, data, know-how, methodologies, software, and other materials developed by Bytes.co in connection with providing the SOW Services and incorporated into the Site (the "Developed Materials") solely in connection with the operation and maintenance of the Site. Bytes.co and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to the Developed Materials, including all IP Rights therein. In the event of a conflict between the provisions of this Section 7 and Section 6 of the Master Services Agreement, the provisions of this Section 7 shall govern.

6. DEFINITIONS: For purposes of this SOW, the following terms shall have the following meanings:

6.1. "Acceptance" means the acceptance of the Site pursuant to Section 3.

6.2 "Acceptance Tests" means the tests carried out on the Site by Bytes.co to test compliance of the Site with the Site Specifications. Such tests may be further described in the Deliverables List or Project Overview.

6.3. "Inappropriate Content" means Client Materials or content posted on the Site by Client or any third party that violates applicable laws or regulations or infringes third party rights (such as material which is obscene, indecent, pornographic, seditious, offensive, defamatory, threatening, liable to incite racial hatred or acts of terrorism, menacing, blasphemous or in breach of any third party IP Rights).

6.4. "SOW Services" means the website design and development services set forth on Project Overview to this SOW.

6.5. "Site Specifications" means the design, content, features, functionality, and/or technical specifications for the Site set forth in the Project Overview of this SOW.

6.6. "Deliverables List" means the project roadmap which determines the precise scope of work, timeline, and Acceptance Tests, which is to be developed by a Bytes.co Project Manager.

6.7. "Site" means the website to be designed and developed by Bytes.co hereunder.

Terms and Conditions

A deposit of 25% of the Fee is due upon signature of this SOW (the "Deposit"). The remainder of the Fees will be billed in 4 equal monthly installments. In the event of a project cancellation by Client, a fee of 10% of estimated project value may be applied in addition to any billable hours worked against approved project budget. In the event that Bytes.co determines that additional time will be needed to complete the Project, it will notify Client, and the parties agreement regarding such overage shall be set forth in a Change Order as provided in Section 2.3 of the Master Services Agreement. Any payment for such overages shall be invoiced upon completion of the Project on net 14 terms or as otherwise set forth in the Change Order. In the event the parties are unable to agree to a Change Order for such additional time, Bytes.co may elect to terminate this SOW upon 30 days written notice to Client.

TERM. The term of this SOW will commence on the Effective Date and, unless terminated sooner in accordance with the Master Services Agreement, shall continue on a month-to-month basis until such time as either party terminates this SOW on 30 day prior written notice to the other party.

Ready to Roll? Let's Do This!

Next Steps

1. Request any required revisions to the proposal.
2. If none, sign and date below.
3. Bytes.co will send an invoice for 25% of One-Time Fees.

Acceptance

☐ I have read and agree to the terms of the Bytes.co Master Services Agreement.

		Effective Date:
Greta Calabrese - Woodstock Economic Development Commissioner WoodstockVT.com		
Abigail Turner - Sales Manager Bytes.co	<i>Abigail Turner</i>	02 / 25 / 2025

Questions or Comments? Get in touch with Abigail: 802-448-4001 ext 713 or abby@bytes.co

This letter sets forth an agreement between _____ (Client) and Jessica Ann Kirby of Jess Ann Kirby LLC ("Contractor") by which the contractor agrees to provide their services in connection with Client. All written, photographic, and video content created by the Contractor involved in this contract will be referred to as Content ("Content") throughout this agreement.

Term. This Agreement commences on 4/31/25 and continues until _____, and shall operate for this term (the "Term"), unless terminated early or changed in accordance with this Agreement.

Compensation

- a. Client shall pay a monthly fee of **\$4,335**
- b. Compensation will be made payable to the Contractor upon receiving each monthly invoice. Contractor is required to send an invoice to Client and Client shall pay Contractor NET30

Services.

In consideration for the Fee from Client, Contractor shall provide the following services to and shall abide by the following restrictions (the "Services") set by Client:

Site Management	Management and creation of content for WoodstockVT.com including but not limited to: Events Calendar, Blog, Site Pages
Social Media Management	Management and creation of content for Facebook and Instagram including content moderation for comments and direct messages
Newsletter Management and Communication	Creation and management of monthly marketing emails

Content Ownership and Release. Contractor agrees to the following provisions around the content created as a result of this Agreement and while performing these Services.

- a. Client will have the right to use content with proper tagging to the Contractor or photographer in perpetuity.

Termination

- **Termination for Cause.** Either Party may terminate this Agreement or any Order, in whole or in part, in the event of a material breach by the other Party that remains uncured for ten days after written notice from that non-breaching Party ("Termination for Cause"). In the event of a Termination for Cause by Company prior to the completion of Contractor's deliverables set forth in an Order, Contractor shall be owed a pro rata portion of the fees based on work completed at the time of Termination. In the event of a Termination for Cause by Contractor, Company shall immediately remit any unpaid Fees.

- **Force Majeure.** Each Party shall be excused from any delay or failure in performing any of its obligations under this Agreement to the extent that any such delay is caused by any act of God, war, strike, labor dispute, work stoppage, terrorism, fire, government action, or any other cause, whether similar or dissimilar, that is beyond its control (a "Force Majeure Event"). The Party affected by any such Force Majeure Event shall provide the other Party with written notice thereof promptly after the affected Party first learns of such Force Majeure Event and must act reasonably and diligently to remedy the cause of, or to mitigate or overcome such delay. The affected Party's performance shall be extended for the period of delay or inability to perform due to such Force Majeure Event.

Indemnification and Limitation of Liability

Each party shall indemnify and hold the other party harmless against any and all liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorney's fees and costs) arising from a third party claim based on a breach of any representation, warranty, or other obligation hereunder by the other party.

In no event shall either party be liable to the other for any indirect, incidental, consequential or punitive damages, including loss of profit or goodwill, for any matter arising out of or relating to this Agreement or its subject matter, whether such liability is based in contract, tort or otherwise, even if a party has been advised of the possibility of such damages. In addition, except for a party's indemnification obligations to the other, each party's total aggregate liability for direct damages shall be limited to the fees owed under this Agreement.

By executing below, Contractor and Client agree to abide by this agreement and its terms.

Signed:

Client team representative

Jess Ann Kirby LLC



ENVIRONMENTAL CONSERVATION

Drinking Water and Groundwater Protection Division

OFFICIALS CONTACT FORM

Officials Contact Form – Signature Sheet

Owner Signature/Certification:

This form must be signed by the Water System Owner or a representative of the Owner who has been granted legal authority to sign on behalf of the Owner. Authorized individuals include a principal/member of the owning entity registered with the Vermont Secretary of State Corporations Division, a board president, committee chair, or other legally-authorized individual.

Printed Name:	Title:
Signature:	Date:

Certification Statement: I hereby certify that the statements and representations made in this document are true and accurate to the best of my knowledge. I also certify that I am the **Water System Owner or have the lawful authority to sign on the Owner's behalf**. I understand that "[a]ny person who knowingly makes a false statement, representation, or certification as to any material fact in any application, record, report, plan, testing result, or other document filed or required to be maintained shall be fined not more than \$10,000.00 or be imprisoned for not more than six months or both." 10 VSA § 1681(c)

Submit Electronically using the Division ANR Online Site: <https://anronline.vermont.gov/>

This form and related environmental information are available electronically via the internet. Please visit our website at www.dec.vermont.gov/water

Woodstock, Vermont

The Shire Town of Windsor County

CHARTERED 1761

PUBLIC BUILDINGS

- A The Hot-rod & Merit House
- B The Church of Christ, Scientist
- C Union University Church - 1894
- D Town Hall - 1989 (Public Trolley Station)
- E Town of Woodstock, AR Agencies, Fire Services, Jail, Bank, Theatre & Museum
- F Middle Covered Bridge (1969)
- G Summer Information Booth June
- H Col. Benj. Mower House - 1825
- I Trus. Hutchinson House - 1798
- J Woodstock Historical Society's Dana 1907, and French Auditorium
- K First Congregational Church - 1806
- L Orlanquee Heath Center - 1974
- M Elder Simmons House 1826
- N Masonic Temple - 1827
- O Woodstock Correctional Center - 1977
- P Ambulance and Fire Department
- Q American Legion House - 1821
- R Methodist Houses
- S Post Office 1861 - 1937
- T Chamber of Commerce
- U Norman Williams Public Library - 1821
- V Windsor County Courthouse - 1855
- W Church of Our Lady of the Snows - 1974
- X Woodstock Elementary School - 1974
- Y DAR House - 1827
- Z St. James Episcopal Church - 1907
- Woodstock Community Recreation Center - 1835
- Little Theatre - 1896
- Publics Parking
- July - August only
- Emergency Medical Services

U.S. ROUTE 4, WEST (as they come)

- Woodstock Union High School
- Woodstock Senior Center
- Lincoln Covered Bridge 1827
- Consider State Park District
- Plummet, Historic District
- Office of Town & Village Council
- Killington Guide
- Village of Woodstock

ROUTE 100A, LEFT OFF ROUTE 4

- Plummet, Historic District
- Office of Town & Village Council
- Killington Guide
- Village of Woodstock

- Bells in their steeples cast by Paul Revere and family
- Bell on south porch is the oldest Revere bell in town

WOODSTOCK VILLAGE CONSERVANCY

PRESENTATION TO THE SELECTBOARD

APRIL 15, 2025



A PROJECT OF
**WOODSTOCK
COMMUNITY
TRUST**
VERMONT

- U.S. ROUTE 4, EAST (as they come)
- Lincoln Covered Bridge - 1827
- Benjamin Franklin Masonic Center - 1827
- Carriage House - 1827
- Congregational Parsonage - 1827
- Railroad - 1827
- City of Woodstock - 1827
- City Hall - 1827
- Marble - 1827
- Keller - 1827
- Plummet, Historic District - 1827

- 10 Richardson's Tavern - 1827
- 11 Richardson's Tavern - 1827
- 12 Richardson's Tavern - 1827
- 13 Richardson's Tavern - 1827
- 14 Richardson's Tavern - 1827
- 15 Richardson's Tavern - 1827
- 16 Richardson's Tavern - 1827
- 17 Richardson's Tavern - 1827

ROUTE 106 SOUTH
Green Mountain Highway Association

Goals for tonight's meeting

1. Gain support for the mission and vision of Woodstock Village Conservancy
2. Gain support for its first major project: to restore the Village Green and improve the safety of the Village corridor
3. Agree on next steps

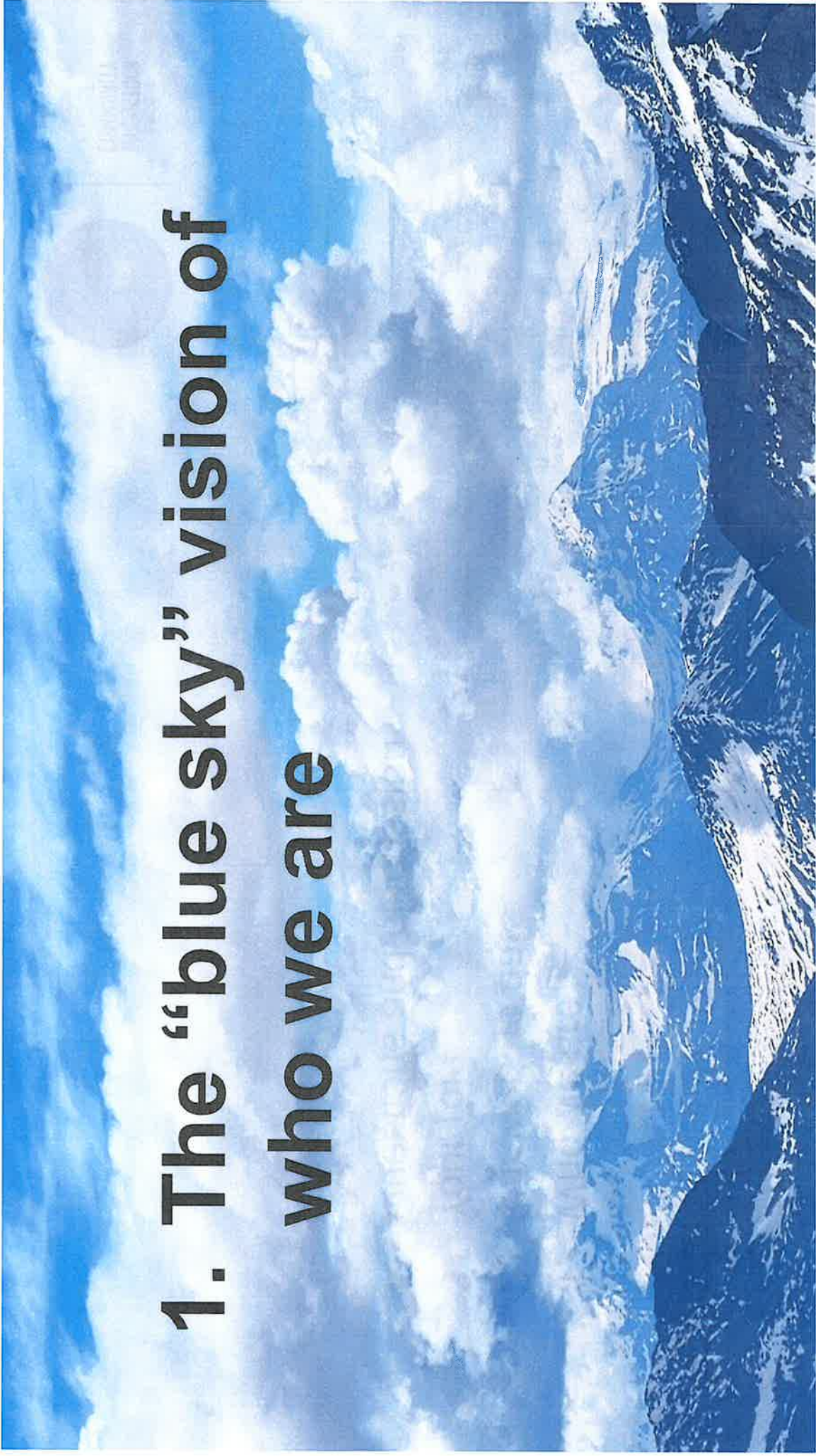


Agenda

1. Who we are
2. Our work to date
3. Your role
4. Questions and discussion



1. The “blue sky” vision of who we are



Vision

Outdoor public spaces are **economic drivers** for community engagement and tourism. The condition of parks, sidewalks, and public squares **communicates civic competency, commitment, and values.**

WOODSTOCK VILLAGE CONSERVANCY IMAGINES...

INTENTIONALLY DESIGNED, SUSTAINABLE AND WELL-KEPT PUBLIC SPACES, CONNECTED BY SAFE AND ACCESSIBLE PATHWAYS, THAT RESIDENTS WILL USE, APPRECIATE, AND SUPPORT, AND THAT VISITORS WILL EXPLORE AND ENJOY.



Mission

- First Church of Christ, Scientist
- Unitarian Universalist Church - 1835
- Town Hall - 1899 (Public Toilet - 1835)
- Free - Mulder Co. Ag. Agency, Free on Middle Covered Bridge (1900)
- Summer Information Booth (June - foliage season)
- Col. Ben. Mower House - 1825
- Iron Hutchinson House - 1798
- Woodstock Historical Society's Dana House - 1807 and Parish Auditorium
- First Congregational Church - 1838
- Congregational Church - 1838
- Police Sumner House - 1807
- Museum Temple - 1825
- Woodstock Correctional Center - 1845
- Ambulance and Fire Department
- American Legion House - 1821
- Melchisedek House
- Post Office 1821 - 1917
- Chamber of Commerce
- Norman Williams Public Library - 1884
- Windsor Court - Courthouse - 1855
- Church of Our Lady of the Sacred Heart - 1855
- Woodstock Elementary School - 1855
- DAR House - 1807
- St. James Episcopal Church - 1907
- Woodstock Community
- Recreation Center - 1845
- Little Theatre - 1896

- Public Parking
- July / August only
- Emergency Medical Services

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- Woodstock Union High School
- Woodstock Senior Center
- Lincoln Covered Bridge 1877
- ROUTE 100A, LEFT OFF ROUTE 4
- Lodi-Sage Park
- Home of the Historic District
- Killingdon-Gandella
- Killington St. Area

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- Bell on south porch is the oldest Brevard held in town

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TO ENHANCE AND MAINTAIN

PUBLIC SPACES AND CONNECTORS

IN THE VILLAGE OF WOODSTOCK

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A PROJECT OF
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COMMUNITY
TRUST**
VERMONT

HISTORIC HOUSES

1. 1st Med. of College - 1825
2. 1831
3. Dr. John Powers - 1815
4. H. Marbeck Jeweler - 1807
5. One Shimmer - 1805
6. Three houses - 1804
7. 1st Public Sch. - 1821
8. 1821
9. Richardson's - 1827
10. 1831
11. 1809
12. U.S. Sen. C. C. Chapman - 1827
13. School - 1827
14. Marsh Billings - 1820, 1802

15. Benjamin Franklin Masonry - 1801
16. 1827
17. Cottage House - 1806
18. Congregational Parsonage - 1812
19. Railroad - 1826
20. Cong. Cemetery - 1821
21. 1st Public Sch. - 1821

The Challenge

Woodstock is the birthplace of the environmental movement, an active community, and a popular tourist destination...

but Woodstock is not as safe and accessible or as environmentally responsible as it could be.

- The municipality has insufficient resources to adequately maintain or improve our public assets
- Public spaces lack or have lost intentionality
- Pedestrians and cyclists do not feel safe navigating the traffic around The Green and in the Village
- There are insufficient places in the Village for pedestrians to sit and rest
- Downtown parking is inefficiently allocated



The Solution

WOODSTOCK VILLAGE CONSERVANCY is a team of residents committed to supporting the municipality with

- intentional design
- environmental sustainability, accessibility
- and maintenance

of public spaces and pathways within the Village of Woodstock
at minimal additional cost to the municipal budget.



The Green Streets* Framework

The Green Streets framework reflects our sustainability and accessibility priorities:

- Protecting our environmental resources through community engagement;
- contributes to rising property values and tax revenues; and
- encourages further public and private investments in beautification and environmental stewardship.

* Vermont Urban and Community Forestry Program



A PROJECT OF
**WOODSTOCK
COMMUNITY
TRUST**
VERMONT

The Green Streets* Framework

Green Placemaking

- Plans, designs, and manages beautiful and vibrant places that leverage a community's natural assets.
- Emphasizes human health, economic vitality, and quality of life.
- Encourages appreciation of the history and culture of a place and public investment in maintenance and enhancement of it.

Green Mobility

- Designs for safe access for pedestrians, bicyclists, and motorists of all ages and physical abilities.
- Amenities such as benches, lighting, and attractive vegetation and shade trees encourage all to walk, rest, gather, and talk.
- Lower vehicle speeds reduce collisions and increase the number and types of cyclists willing to use the streets
- Increased pedestrian and bicycle traffic improves local businesses and security.

Green Stormwater Infrastructure

uses plants and soil in a natural hydrologic system to

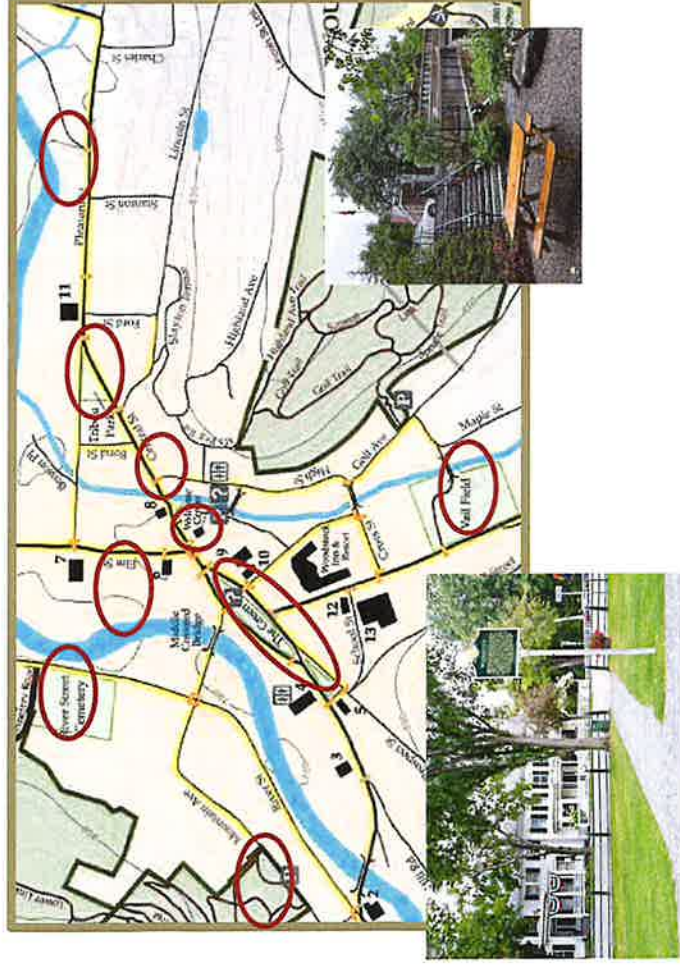
- intercept, hold, slow down, and treat stormwater closer to its source
- enhance the urban landscape with natural beauty
- improve ecosystem health by protecting air and water quality and increasing species habitat
- mitigate and adapt to a changing climate and build community resilience



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COMMUNITY
TRUST**
VERMONT

* Vermont Urban and Community Forestry Program

Placemaking Opportunities



VILLAGE PARKS

- East End Park
- Tribou Park
- American Legion parklet
- Trattoria Pi parklet
- Teagle's Landing
- The Green, Little Green, and Gore
- Vail Field
- History Center
- Faulkner Park
- Cemeteries

PATHWAYS

- Sidewalks
- Foot bridges
- Bike paths
- Parking
- Mechanic Square
- Traffic flow
- Wayfinding
- Community engagement
- Cultural education



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Scope of activity

COLLABORATION

- Work with the municipality and other community stakeholders to
 - develop priorities
 - lead design and planning
 - leverage partner resources

FUNDING

- Set and manage budgets
- Seek funding for projects and annual operating costs from
 - local, regional, and federal grants
 - private philanthropy
 - Limited/no increase in use of public funds

IMPLEMENTATION

- Oversee research and contracts
- Coordinate volunteer and employee activities
- Report regularly to municipality and partners



2. Our work to date



Work to Date: Created a team

- Joined the Woodstock Community Trust portfolio of projects in July 2024
- Leadership Team formed in Fall 2024

Member	Resident since	Areas of Interest
Joe DiNatale	1990	Sidewalks
Laura Dyess	2023	Programming/public art
Michael Green	2019	Bike lanes/traffic
Roger Logan	2018	Traffic engineering
Stuart Mathews	2012	Greens and trees maintenance/parking
Bettyanne McGuire	2002	Restoration of The Green
Jack Rossi	1998	Landscaping/public art
Wendy Spector	1999	Community safety and experience
Susie Stulz	2018	Gardens



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Work to Date:

COLLABORATION

- Community Outreach
 - Dozens of meetings with stakeholders
 - Established key partnerships
 - Actively exploring project opportunities

FUNDING

- Secured seed funding
- Researching additional funding
 - local, regional, and federal grants
 - private philanthropy

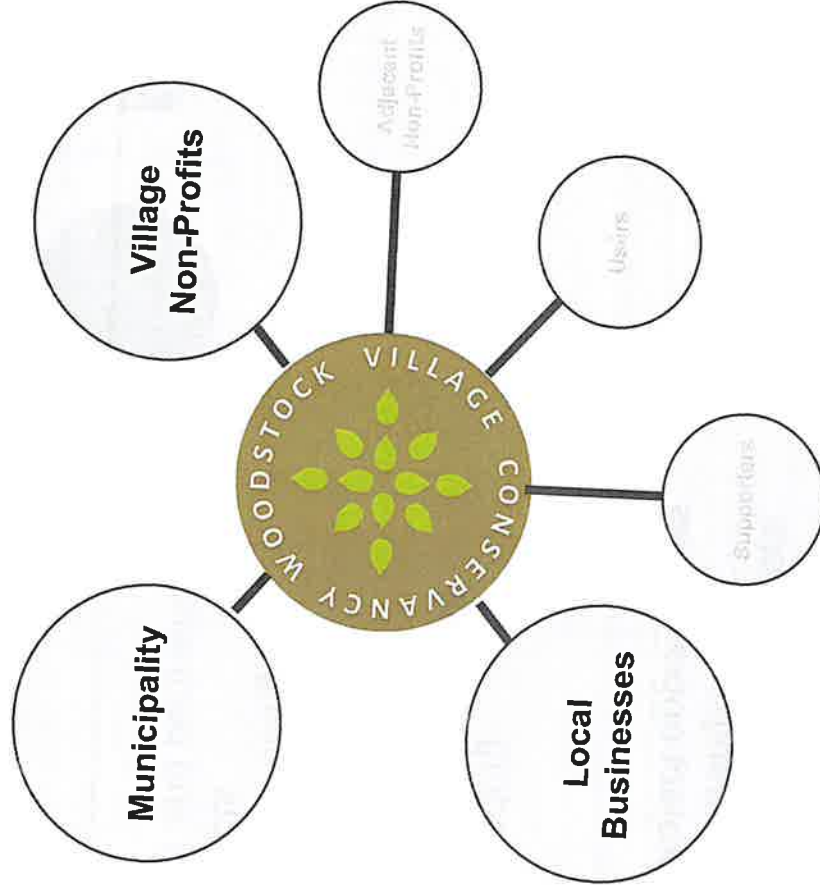
IMPLEMENTATION

- Researching models of park design
- Developed design concepts
- Reporting to municipality and partners



Principal Stakeholders

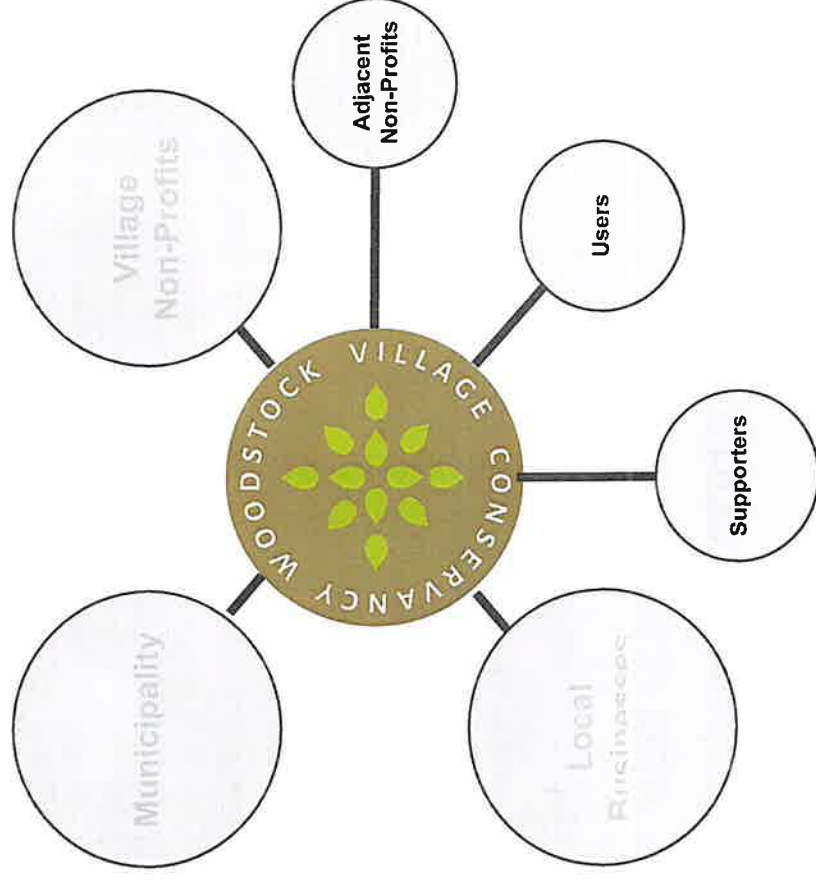
- **Municipality**
 - Town and Village of Woodstock ✓
 - Woodstock Union High School ✓
 - Woodstock Elementary School ✓
 - Public Safety and DPW ✓
 - Two Rivers-Ottawaquechee Regional Commission ✓
- **Non-profits**
 - Woodstock Recreation Center Inc ✓
 - Friends of Faulkner Park ✓
 - Woodstock History Center ✓
 - Friends of East End Park ✓
- **Abutters**
 - St James ✓
 - Residents ✓
 - Local Businesses ✓



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Secondary Stakeholders

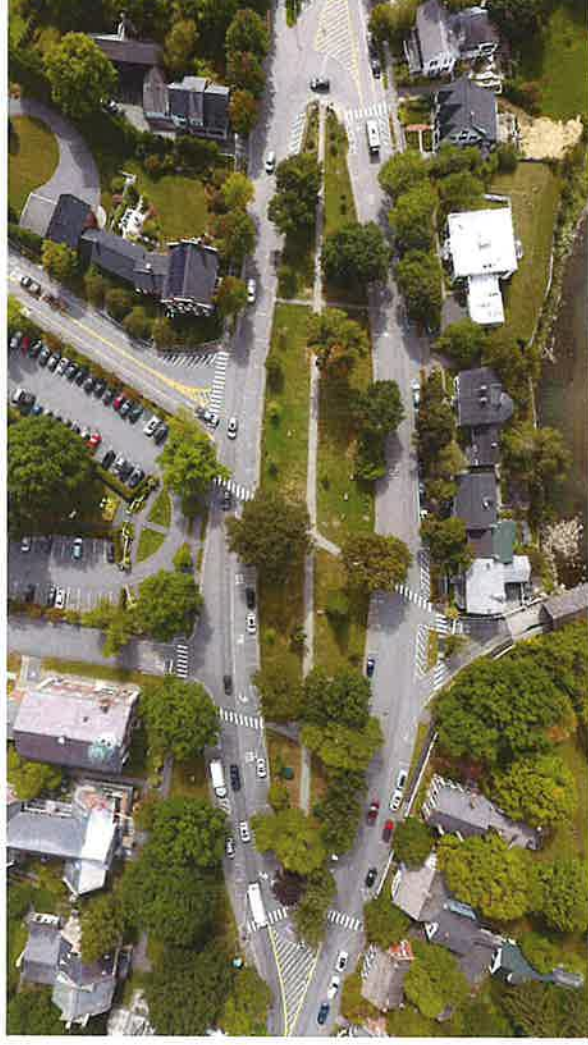
- **Users**
 - Bookstock ✓
 - Woodstock Chamber of Commerce ✓
 - Pentangle Arts ✓
- **Adjacent non-profits**
 - Billings Park Commission ✓
 - Marsh Billings National Park ✓
 - Billings Farm and Museum ✓
 - Woodstock Area Mountain Biking Assn ✓
 - UV Trails Association ✓
 - Sustainable Woodstock ✓
 - Norman Williams Public Library ✓
 - Woodstock Garden Club ✓
 - Change the World Kids ✓
- **Supporters**
 - Rotary Club ✓
 - Mascoma Bank ✓
 - Thompson Senior Center ✓



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Work to date: Identified our first major project

1. Restore and improve The Green
2. Improve the safety of the Village corridor for pedestrians, bicyclists, and drivers



Work to date: Identified our first major project

1. **Restore and improve The Green**
2. Improve the safety of the Village corridor for pedestrians, bicyclists, and drivers



Why The Green?

It is an iconic destination in the Village, yet:

- **It lacks intentionality**
 - The original park design has been lost through the years
 - The furnishings lack cohesion and are not maintained
 - Usage of the space is uneven
- **It is not sustainably managed**
 - Its trees, lawns, and paths have suffered from insufficient maintenance
 - Gasoline mowers and leaf blowers are noisy and polluting
- **It is not as accessible as it should be**
 - Its connection to other green spaces is underleveraged
 - Unsafe for cars, bikes, and pedestrians



Under used West end



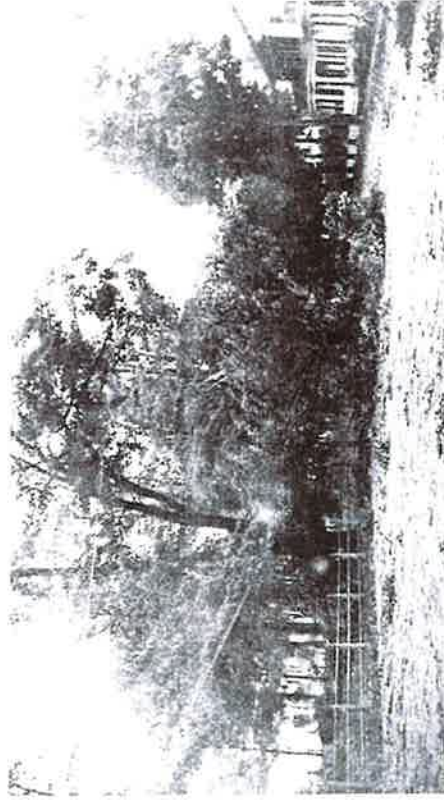
Wide road for pedestrians with confusing traffic



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History

- 1788**—Israel Richardson grants the land
- 1793**—Enlarged to its present dimensions
- 1820-30s**—Land evened out, grass sown, and trees planted in a cathedral-like pattern. The fence was granite and wood.
- 1870s**—Iron fence installed
- 1938**—Hurricane damaged many trees



- 1970s**—Dutch Elm disease and under-maintenance destroyed more trees.
- 2022**—Rte 4 restriped to 2 lanes around The Green



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Usage

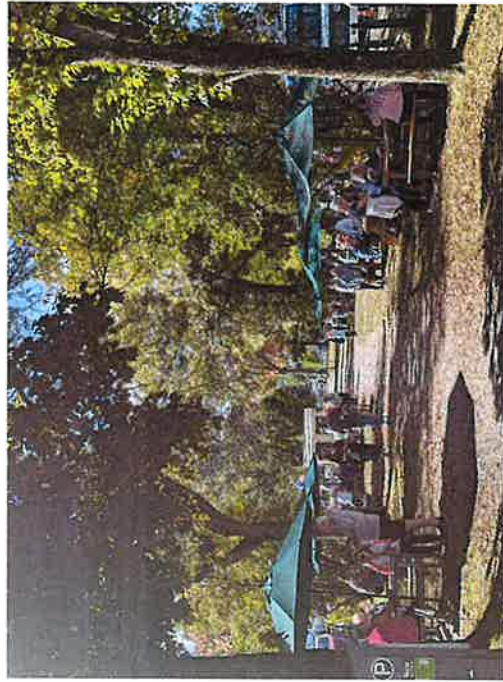
Today the lack of trees unintentionally affords space for events the community and visitors enjoy.



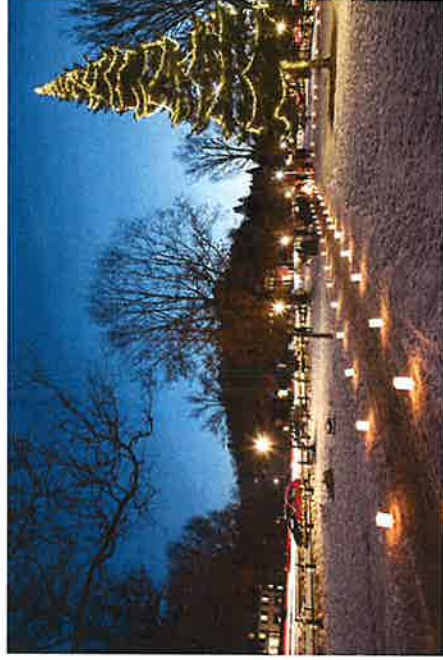
Bookstock



The Chamber of Commerce presents weekly Markets on the Green May-October and Wassail Weekend bonfire.



Busy picnic tables on the east end.



The Rotary Club Winter luminaries



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Condition

- Replanting has been undermined by insufficient watering.
- Lack of aeration has led to compaction and pooling
- The iron fence is rusted, contains lead paint, and has become untrue. Thanks to the Rotary, it was painted in 2022.
- The shed, benches, and tables lack intentional design and are poorly maintained



The compacted lawn does not drain properly

The fences are untrue and contain lead paint



The shed is unsightly and has limited public utility.



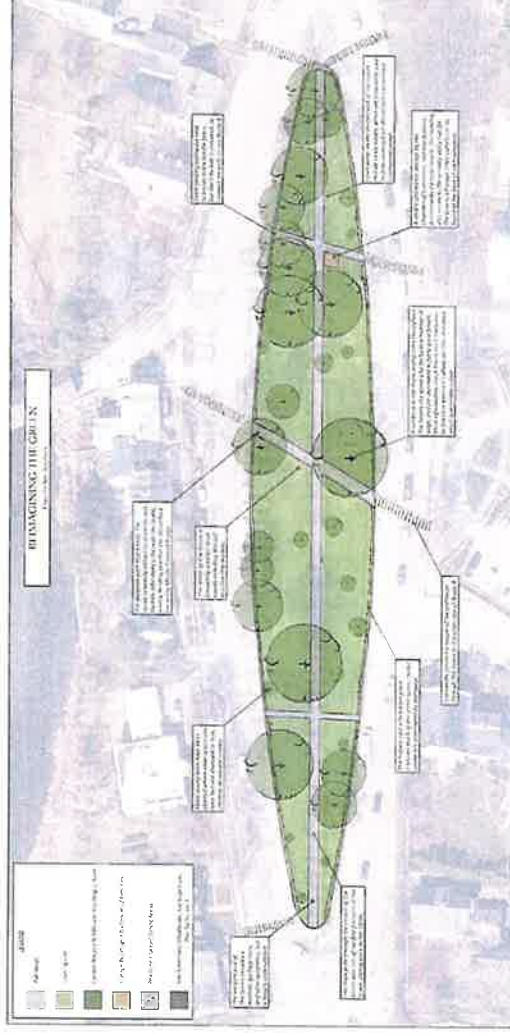
The paths bleed into the grass



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Goal: Intentional design, accessibility, sustainability

- Which elements of our Green would you want to **keep**?
- What **new ideas** would you like to see?
- What **problems** to be resolved?
- **Do you have the capacity** to support our work?



Work to date: Identified our first major project

1. Restore and improve The Green
2. **Improve the safety of the Village corridor for pedestrians, bicyclists, and drivers**



The Green

Pedestrian Safety

- The fence opens to the street without crosswalks
- There is a crosswalk that doesn't lead to an opening
- The traffic on the two-laned state road endangers pedestrian crossing
- On the West end, pedestrians have 6 lanes to cross with no crosswalk
- There is no sidewalk for drivers to exit their cars onto



Cyclist Safety

- There is limited bicycle infrastructure

Driver Safety

- Vehicle access to the Green requires police detail
- The fence inhibits parallel parked car doors
- The two lanes are not quite wide enough, create driver confusion, and encourage erratic behavior



Village Corridor

Pedestrian Safety

- Discontinuous sidewalks
- Narrow sidewalks
- Crosswalk placement
- Crosswalk lengths
- Limited seating



Bicyclist Safety

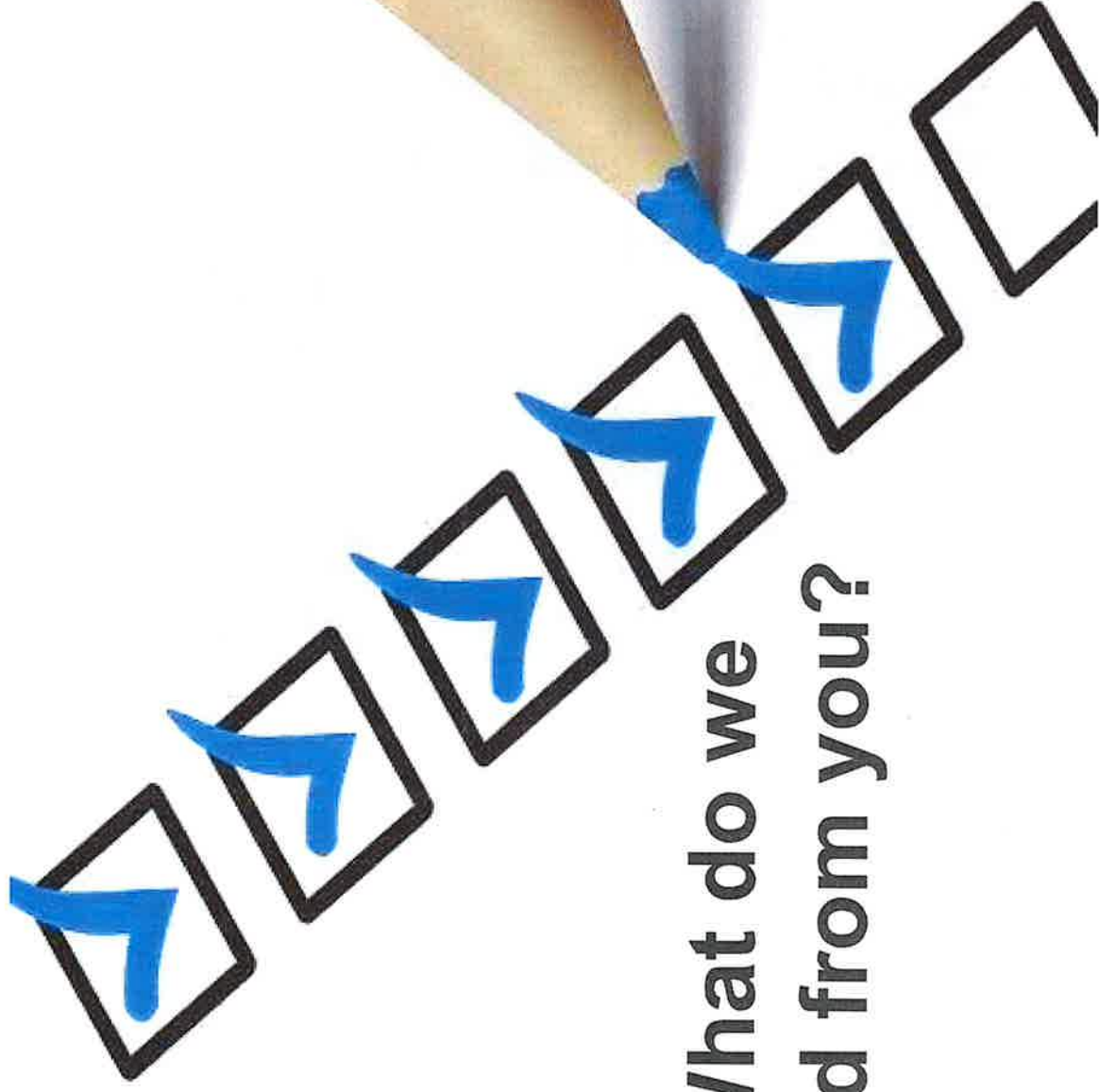
- Limited biking infrastructure
- Limited signage



Driver Safety

- Unenforced speed limits
- Awkward parking locations








**3. What do we
need from you?**

Obstacles

WVC will...

- The Town/Village has no money  seek grants and private donations
- Our elected officials and staff have no time to do the work  mobilize volunteers to do the work
- Some are resistant to change  gather the facts to educate the public about existing problems and seek public input to identify improvements



What do we need from you?

Proposed WVC Engagement

1. Explore restoration, intentional designs, and finances for restoration of The Green
2. Work with municipality, TRORC, VTrans, and other entities to implement audits of pedestrian, bicycle, and vehicular traffic patterns and needs around The Green and along the Village Corridor
3. Analyze data and propose plans of action
4. Execute and report regularly to municipality



Participate to whatever degree desired



Provide required municipal authorizations



Review, provide feedback and approvals



Stay abreast of progress

Proposed Municipal Engagement



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What do we need from you?

Goals for tonight's meeting:

1. Confirm general support for Woodstock Village Conservancy
2. Approve and support our intent to:
 - a. Explore and pursue steps to restore and improve The Green
 - b. Undertake VTrans audits to assess the current safety of the vehicular, bicycle, and pedestrian infrastructure along the Village Corridor



What do we need from you?

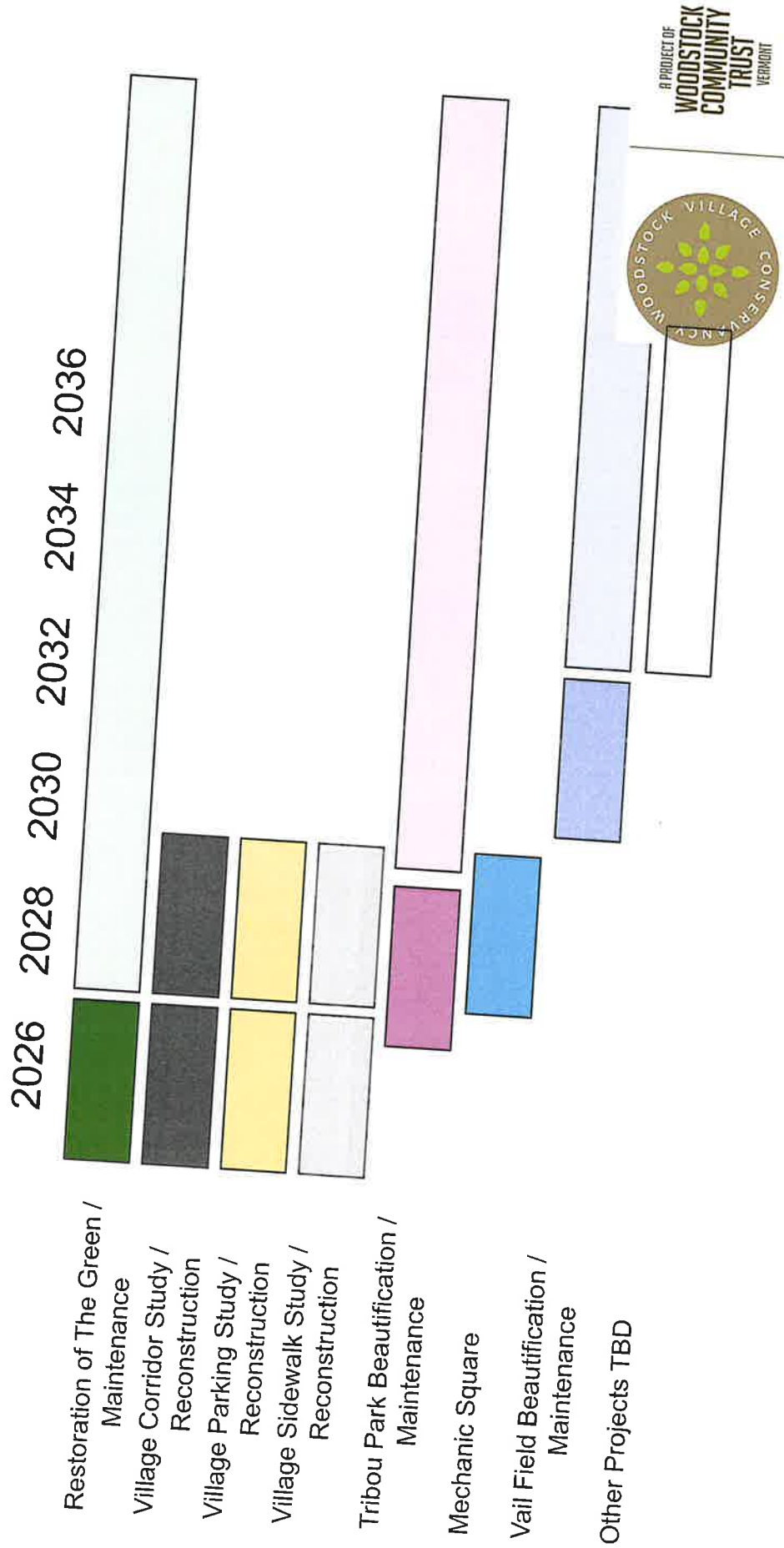
Next Steps

1. Designate WVC to seek funding and mobilize manpower to implement plans
2. Work with Town Manager to draft an MOU detailing the processes and responsibilities required for this project



4. Discussion and Questions

Timeline



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VERMONT

**ccTown of Woodstock
Selectboard Meeting
February 18th, 2025
6:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy

Public: Byron Kelly, Todd Erceg, Matt Bloomer

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of February 18th to order at 6:00PM

B. Additions to & deletions from posted agenda

Deletions - Woodstock Village Conservancy Update and FY25 Sewer Rate, Dispatch Contract FY25-FY27

C. Citizen Comments

Byron Kelly discussed the release of records and the role of contracts in employment law.

Byron Kelly asked about contracts with employees regarding public records and questioned the transparency of public records related to contracts and bids.

D. Manager's Report

Eric Duffy mentioned a public forum tomorrow at 9AM at Abracadabra Coffee Company on articles for the March Town Meeting.

Eric Duffy thanked the Public Works Department for their efforts during the recent storm and mentioned the ongoing snow removal in the village.

E. Discussion

Water System Acquisition Update

Eric Duffy provided an update on the Water Acquisition process, mentioning weekly meetings and the hope to close the purchase agreement by the end of March.

Town Meeting Prep/overview

Eric Duffy discussed the upcoming Town Meeting and the importance of public participation and informed voting.

Eric Duffy and Laura Powell mentioned the possible addition of childcare during the Town Meeting.

F. Vote

Dead River Property Buyout

Eric Duffy explained the FEMA buyout process for the Dead River property and the potential use of the property as green space.

Ray Bourgeois and other board members discussed issues related to the Dead River property.

Todd Erceg asked if the space could be used for some kind of pop-up store

Motion: by Laura Powell to approve the application for the buyout of Dead River (6:17PM)

Seconded: by Susan Ford

Vote: 5-0-0, passed

Schedule On-Farm Restaurant Public Hearing

The board scheduled a public hearing On-Farm Restaurant ordinance for March 31 at 5:30 PM.

Motion: by Susan Ford to have a public hearing on the On-Farm Restaurant on March 31st at 5:30PM (6:18PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Rescheduling March Selectboard meeting

Two meetings are scheduled, March 5th at 2pm a reorganization meeting the day after Town Meeting Day and reschedule of the March 18th meeting for March 24th at 6PM

Motion: by Susan Ford to have a reorganization meeting on March 5th at 2PM and a regular meeting March 24th at 6PM (6:22PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Wastewater Plant Bond Documents

Vermont State Revolving Fund signature agreement – with \$1.2 million going towards the main Wastewater Plant.

Motion: by Laura Powell that we accept and sign the application for the Vermont State Revolving Loan plan (6:23PM)

Seconded: by Susan Ford

Vote: 5-0-0, passed

Eric Duffy introduced Matt Bloomer to discuss the Wastewater Plant Bond and water system improvements.

Matt Bloomer explained the bond issuance process, the loan agreement, and the key certifications required. Matt Bloomer stated that he said we could not reduce the bond principal.

Susan Ford asked if additional funds raised could reduce the bond payment principal, and Matt Bloomers explained the bond bank's requirements.

The board discussed the potential use of grant funds for water system improvements and the timeframe for spending bond funds.

Motion: by Susan Ford to table discussion on Water Bond Documents until February 25th at 8:30AM (6:40PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

G. Executive Session 1 V.S.A 313

Motion: by Susan Ford at go into Executive Session 1 V.S.A 313 to discuss potential contracts(6:40PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed (Returned 7:34PM)

H. Approval of Minutes

Motion: by Laura Powell to approve the minutes 01.29.25, 01.31.25, 02.11.25 (7:34PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

I. Adjournment

Motion: by Laura Powell to adjourn the meeting at (7:35PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Emergency Selectboard Meeting
February 19th, 2025
1:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Chair Ray Bourgeois, Laura Powell, Vice Chair Susan Ford

Staff: Eric Duffy

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of February 19th to order at 1:00PM

B. Additions to & deletions from posted agenda -None

C. Citizen Comments - None

D. Vote

Water System Improvements Bond Documents

Eric Duffy explained the need for two votes due to the urgency of the situation.

At the Selectboard meeting of February 18th, the Board discussed the Bond and the impact of donations and grants on the amount borrowed. The Board tabled the vote to get more information.

The bond bank is scheduled to price bonds tomorrow. Therefore, to be part of this bond offering, a decision must be made today.

Delaying the decision could mean waiting until summer for capital improvements.

The voters approved the 7.5 million dollars bond on December 10, 2024.

Two votes are required: one for the resolution and one for the bond payment schedule.

Laura Powell asked for clarification for public record, confirming the need to sign the resolution.

The bond bank will sell the bonds tomorrow, and delaying the resolution could cause compliance issues.

Delaying the work could lead to higher interest rates on anticipated bond notes.

Motion: by Laura Powell to approve the resolution and certificate for the bond for \$7.5 million (1:02 PM)

Seconded: by Susan Ford

Vote: 3-0-0, passed

Motion: by Laura Powell to approve the bond loan agreement for \$7.5 million (1:03 PM)

Seconded: by Susan Ford

Vote: 3-0-0, passed

Motion: by Laura Powell to approve the resolution and certificate for the bond for \$7.5 million (1:03 PM)

Seconded: by Susan Ford

Vote: 3-0-0, passed

Eric Duffy clarified that this document was on the Selectboard agenda for 02.18.25 which was posted almost four or five days ago.

E. Adjournment

Motion: by Laura Powell to adjourn the meeting at (1:03 PM)

Seconded: by Susan Ford

Vote: 3-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Emergency Selectboard Meeting
February 25th, 2025
8:30 AM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of February 25th to order at 8:30AM

B. Additions to & deletions from posted agenda

Deletion- Water System Improvements Bond Documents

C. Citizen Comments - None

D. Vote

South Woodstock Community Partnership, LLC – 2nd Class

P & P Restaurants, LLC - Outside Consumption Permit

R. L. Vallee, Inc - Tobacco Substitute Endorsement

R. L. Vallee, Inc – Tobacco

R. L. Vallee, Inc – 2nd Class

Woodstock Farmers' Market, Incorporated- 2nd Class

Motion: by Susan Ford to approve all the liquor and tobacco licenses with the assumption that the State is reviewing the applications as we are not given the appropriate materials. (8:31AM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Dispatch Contract FY25- FY27

Eric Duffy gave an update on the dispatch contract which the Board reviewed.

Motion: by Susan Ford to approve the dispatch contract FY25-FY27(8:32AM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

E. Executive Session 1 V.S.A 313

Motion: by Susan Ford at go into Executive Session 1 V.S.A 313- after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage: potential contract.

(8:33AM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed (Returned 9:33AM)

F. Adjournment

Motion: by Susan Ford I to adjourn the meeting at (9:33 AM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
March 5th, 2025
5:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Stephanie Appelfeller, Kitty Mears Koar, Fire Chief David Green

Public: Todd Erceg

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of March 5th to order at 2:00 PM

B. Additions to & deletions from posted agenda - None

C. Citizen Comments - None

D. Vote

Eric Duffy clarified that Laura Powell has not been sworn in for her new term and should not vote today.

Reorganization of the Board

Motion: by Susan Ford for Ray Bourgeois to be Chair of the Selectboard (2:02PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

Motion: by Ray Bourgeois for Susan Ford to be Vice-Chair of the Selectboard (2:02PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

Adopt Newspapers of Record

Motion: by Susan Ford to approve The Vermont Standard as a primary and The Valley News as Secondary for the Newspaper of Record (2:04PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Vote to approve Vendor for New Fire Engine

Eric Duffy discussed the vendor selection for a new fire truck, mentioning that only one vendor bid, and significant cuts were made to reduce the price.

Fire Chief David Green explained the cuts made, including switching to a backpack foam system, which saved \$60,000.

Motion: by Greg Fullerton to approve the new fire truck at \$1,043,960.00 (2:07PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

Municipal Appointments

a. Tree Warden

Motion: by Keri Cole to approve Don Wheeler as Tree Warden (2:09PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

b. Inspector of Lumber

Motion: by Keri Cole to approve Fred Barr as Inspector of Lumber (2:10PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

c. Delinquent Tax Collector

Motion: by Susan Ford to approve Eric Duffy as Delinquent Tax Collector (2:11PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

d. Truant Officer

Motion: by Greg Fullerton to approve Joe Swanson as Truant Officer (2:11PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

e. Greater Upper Valley Solid Waste Management District Representative

Motion: by Greg Fullerton to approve Eric Duffy as Greater Upper Valley Solid Waste Management District Representative (2:12PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

f. Town Service Officer

Motion: by Keri Cole to approve Eric Duffy as Town Service Officer (2:12PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

g. Pound Keeper

Motion: by Susan Ford to approve Kelly Linton as Pound Keeper (2:12PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

h. Design Review Board (South Woodstock)

Motion: by Greg Fullerton to approve Charles Humpstone and Glenn Soule to the South Woodstock Design Review Board (2:12PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

I. Development Review Board

Motion: by Keri Cole to approve Wade Treadway and Ernie Fernandez to the Town Development Review Board (2:13 PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

J. Planning Commission

Motion: by Keri Cole to approve Sarah Glasser Tucker, Matt Driscoll, and Alex Mulley to the Planning Commission (2:14PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

K. Fence Viewers

Motion: by Greg Fullerton to approve Fred Barr, Richard Roy, and Joseph Lucot as Fence Viewers (2:15PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

L. Billings Park Commission

Motion: by Keri Cole to approve Mike Green and Phil Robertson to the Billings Park Commission (2:16PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

M. Town Library Rep

Motion: by Keri Cole to approve Elisa D'Andrea as Town Library Rep (2:17PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

N. REMC Rep

Motion: by Keri Cole to approve Eric Duffy as the Primary and Fire Chief David Green as the Secondary (2:18PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

E. Discussions

**Potential Vermont Community Development Program planning grant for the
Keystone Block building.**

Stephanie Appelfeller explained the need for a public hearing to gather community input for the grant application.

Todd Erceg from Keystone Block discussed the process and steps they are going through to receive a planning grant from the state to investigate renovations of 5-6 Elm and 6 Central Street ie. Dr Coburn's Tonic Building formal Bentley's.

The Board and Todd Erceg discussed the project and Todd mentioned this meeting was to inform the Selectboard about the project, there will be a public forum at the boards next regular scheduled monthly meeting on March 24th at 6:00pm.

Posting of vacant elected and appointed positions

Eric Dufy mentioned that we will post for any open positions and people will have the opportunity to apply.

Town Meeting/Informational Session review

Eric Duffy and the board all agreed the Town Meeting Information session went very well.

O. Adjournment

Motion: by Keri Cole to adjourn the meeting at (2:29 PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Respectfully submitted,

Kitty Mears Koar

Town of Woodstock
Emergency Selectboard Meeting
March 7th, 2025
2:00 PM
Town Hall & Zoom
Minutes

Draft minutes are subject to approval.

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

Staff: Eric Duffy

Public: Mike Donoghue

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of March 7th to order at 2:00 PM

B. Additions to & deletions from posted agenda - None

C. Citizen Comments

Mike Donoghue, the Executive Director of the Vermont Press Association made a few point on the agenda and possible Executive Session.

D. Executive Session 1 V.S.A 313

Motion: by Keri Cole to go into a possible Executive Session 1 V.S.A 313 to negotiate or securing a real estate purchase or lease. When the public body has made a special finding that premature public knowledge would clearly place the state, municipality, other public body, or a person involved at a substantial disadvantage (2:04PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed (Returned 3:12PM)

I. Adjournment

Motion: by Greg Fullerton to adjourn the meeting at (3:12PM)

Seconded: by Keri Cole

Vote: 4-0-0, passed

Respectfully submitted,
Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
March 11th, 2025
5:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of March 11th to order at 5:00 PM

B. Additions to & deletions from posted agenda - None

C. Citizen Comments

D. Executive Session 1 V.S.A 313

Motion: by Laura Powell to go into Executive Session 1 V.S.A 313 the negotiating or securing of real estate purchase or lease options (5:01PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

No Decision was made during Executive Session

(Returned 6:11PM)

I. Adjournment

Motion: by Greg Fullerton to adjourn the meeting at (6:11PM)

Seconded: by Susan Ford

Vote: 5-0-0, passed

Respectfully submitted,
Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
March 14th, 2025
4:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy, Robert Densmore

Public: Roger Logan

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of March 14th to order at 4:00 PM

B. Additions to & deletions from posted agenda

~~a. Executive Session~~

C. Citizen Comments - None

D. Vote

Approval of FY25 Sewer Rate

Eric Duffy introduced Robert Densmore, the Finance Director, to provide a brief synopsis of the sewer rates.

Robert Densmore explained the 17% increase in sewer rates, initially estimated at 21%, which was reduced by 4% after reviewing historical data.

The reduction in usage from FY24 to FY25 is discussed, with a significant decrease in cubic feet due to a hot tub issue at the Woodstock Inn and Resort.

The new sewer rates for fiscal year 25 are detailed: \$15.48 per 100 cubic feet for single usage, \$774 for a two-person usage, and \$1,161 for a family.

Laura Powell asked Robert Densmore to explain how a reduction in usage correlates to an increase in fees.

Robert Densmore described the process of calculating rates, including assigning grades (5000 for single, 7500 for double, and 10,000 for family) and separating flat rate versus metered usage.

The increase in the budget from \$1.2 million to \$1.3 million is noted, along with the decrease in usage.

The new rates are reiterated, emphasizing the need to account for the budget increase.

Eric Duffy inquired about the timeline for the billing process, and Robert Densmore explained the expected timeline and due date for users to pay.

Eric Duffy thanked Robert Densmore and his staff for their extra work in ensuring accuracy.

Motion: by Laura Powell to approve the FY25 Sewer Rate (4:04PM)

Seconded: by Greg Fullerton

Vote: 5-0-0, passed

Potential Approval of Asset Purchase Agreement with the Woodstock Aqueduct

Ray Bourgeois introduced the next agenda item, a potential Asset Purchase Agreement with the Woodstock Aqueduct.

Eric Duffy described the final details and timeline for the agreement with the water company.

Ray Bourgeois provided public disclosure, stating that the dams are in good condition and can be repaired within 8 to 10 years if needed.

Laura Powell emphasized the importance of owning the water system for economic, public safety, public health, and climate resiliency reasons.

Roger Logan raised concerns about planning for sewer upgrades and expanding the water system to accommodate new users and developments.

Eric Duffy mentioned the priority of the Elm Street project and the upcoming bid for Option 1B to increase flow into the village.

Laura Powell highlighted the Aqueduct's lack of interest in expanding the system, making it crucial for Woodstock to own it for growth.

Motion: by Laura Powell that the Select Board approves the APA and substantially the form presented subject to plan and review by the Municipal manager and town council. (4:09PM)

Seconded: by Susan Ford

Vote: 5-0-0, passed

I. Adjournment

Motion: by Laura Powell to adjourn the meeting at (6:09PM)

Seconded: by Susan Ford

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
March 24th, 2025
6:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy

Public: Todd Erceg, Joe DiNatale, Jeffrey Kahn, Roger Logan, Greta Calabrese, Jennifer Belton, Kim Smith, Jon Spector, Trena Tolliver, Beth Finlayson, Harry Falconer

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of March 24th to order at 6:00 PM

B. Additions to & deletions from posted agenda

Stephanie Appelfeller – Planning and Zoning Administrative Officer

Discussion and Vote on flower baskets

C. Citizen Comments – None

D. Manager's Report

Announcement of Town Hall closing early on Thursday at 3:15PM for a staff outing.

E. Public Hearing

Keystone Block

Todd Erceg discussed the Vermont Community Development Program Planning Grant for the transformation of 5-6 Elm and 6 Central Street ie. Dr Coburn's Tonic Building.

The goal of the grant is to create an engineering report, an environmental testament, and a historical assessment.

Todd Erceg explained the grant application process and the town's role in managing it.

The grant is for planning only and does not include any construction or development funds.

Jeffrey Kahn, a Village Trustee, expressed full support for the project.

Joe DiNatale also supported the project, stating it would have a positive effect on the district.

F. Vote

Liquor License (6:07PM)

South Woodstock Community Partnership, LLC – 1st Class, 3rd Class

F.H. Gillingham & Sons, Inc. – 2nd Class

Motion: by Susan Ford to approve the Liquor Licenses based upon the assumption that the state reviews the application, since they no longer give us the material that allows us to do so (6:08PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

**Conditional vote on Bytes contract for the WoodstockVt.com Website
(6:09PM)**

Greta Calabrese presented a recommendation for a new woodstockvt.com, highlighting the need for updates and improvements.

The top firm recommended is Bytes, a firm from Burlington, which will build a WordPress site.

The annual hosting fee for the new website will be \$253 a month, including ongoing support.

Roger Logan expressed concern about the speed of the proposal and the need for strategic questions to be answered.

Jennifer Belton reiterates the importance of improving the website for information and tourism purposes.

Susan Ford suggested tabling the vote on the Bytes contract until April.

The board agreed to table the vote until the next meeting.

Motion: by Susan to table the conditional vote on the Bytes Contract until the April Meeting (6:26PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Appointment of Town Assessors

Eric Duffy explained the process of the Listers being appointed as Town Assessors.

Motion: by Susan Ford to appoint Kathy Avellino and Tim McCarthy as Town Assessors. (6:27PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

Small System Capacity and Resiliency Program 2025 Loan

Eric Duffy explained the Resolution Certificate for the \$800,000 loan which goes towards repairing the pipe on Elm Street.

Eric Duffy stated that this is a zero interest loan through the Vermont Bond Bank and it's going to have no interest over the life of the grant.

Motion: by Susan Ford to approve the Resolution Certificate (6:29PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Eric Duffy noted that he reviewed the loan agreement and is comfortable with the representations and warranties.

Motion: by Susan Ford to approve the Loan Agreement with the Small System Capacity and Resiliency Program. (6:30PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

WAC Update

A week and a half ago the Woodstock Aqueduct Company and the Selectboard agreed to the final draft of the APA and signed it. It is in front of the Public Utility Commission, which is the organization in the state that manages private utilities.

Purchase of New Truck for Highway Department

The truck that the Water Company used for their day-to-day operations was not included in the purchase price of the Aqueduct. Chris Barr, the director of Public Works has given details for the Town to buy a 2024 F250 truck that has a plow on the front. With the new F250 being an extra plow vehicle and one of the DPW's F150 being assigned be used for the Water.

The cost for the F250 will be about \$12,400 a year, if they were to purchase a F150 it would be \$11,300 a year. So, for \$1,100 more they will have another vehicle with a plow.

Motion: by Greg Fullerton to purchase a new truck for the highway Department (6:33PM)

Seconded: by Laura Powell

Vote: 4-0-0, passed

G. Discussion

Bookstock – Use of Mon Vert Mini Trailer

Jon Spector noted that the Village owns one of the electric panels on the Green, with the other being owned by the Chamber of Commerce.

Jon Spector explained that the plug owned by the Village is being upgraded. With the Mon Vert Mini able to use it in exchange for their generator. With other organizations able to use it in the future.

Housing Update – Trena Tolliver

Trena Tolliver presented four applicants for housing programs and requested approval for the funding of these grants.

The first applicant, Horst Dressler, is requesting a \$6,000 grant for housing one qualified local worker and one non-qualified worker.

Thomas Dickey is renting out a private room to a local worker and is requesting a \$4,800 payment for a one-year lease.

Julian Underwood is applying for a \$12,000 grant for a one-year lease with three adults, two of whom are local workers.

Trena Tolliver presented an application from Benjamin Pauley for an ADU program, requesting a \$10,000 grant for a three-year rental term to a local worker. The ADU will be renovated to include a kitchen, bathroom, and heat source.

Trena Tolliver requested an exception for employees' housing, allowing for 30 day grace period if an employee loses their job.

The maximum rent for the ADU is \$1,500 per month, and the tenant will be an employee of the Woodstock Inn.

Trena Tolliver suggested making the ADU program more generic and increasing the incentive to attract more applicants.

Susan Ford questioned the funding source, and Trena Tolliver confirms it is from the 1% funds allocated to the EDC.

Susan Ford asked about a two-year lease on the \$12,000 grant, suggesting it should be a one-year lease.

Roger Logan questioned the ADU on Woodstock Inn property and having that be subsidized when the Inn is a highly profitable business.

Motion: by Laura Powell to approve all the applications our Housing Advisor has presented for the Housing Incentives (6:51PM)

Seconded: by Susan Ford

Vote: 4-0-0, passed

Retail Marijuana

Susan Ford raised the issue of whether three retail cannabis stores in Woodstock are needed, suggested discussing a potential opt-out.

Ray Bourgeois argued against limiting competition and suggested waiting for state guidelines before taking further action.

Laura Powell mentioned the Cannabis Control Board's proposed legislation on geographic distribution, which would restrict permits based on population.

Jeffrey Kahn noted that the village had the right to opt-out of competition, which could affect future licensing.

Stephanie Appelfeller – Planning and Zoning Administrative Officer

Stephanie Appelfeller is taking over the role of Planning and Zoning Administrative Officer with Mike Tuller having his last week coming up.

Motion: by Susan Ford to make Stephanie Appelfeller Planning and Zoning Administrative Officer (6:58PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Discussion and Vote on flower baskets

Ray Bourgeois proposed approving the purchase of soil for flower baskets to avoid last-minute expenses.

Eric Duffy noted the Selectboard approving paying for the baskets, also needing to pay someone to water the baskets.

The Board and Beth Finlayson discussed the soil purchase for the flowerpots.

Motion: by Susan Ford to buy the soil for the flower pots from the general funds and have it billed to the Town (7:02PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Discussion on Economic Development Director Position

Laura Powell presented slides on economic development, highlighting the need for a director position.

Laura Powell explained the Economic Development and Community Fund is funded by the meals, rooms, and alcohol tax.

The community grants program has been paused to align with new objectives and goals.

The Selectboard allocated \$75,000 a year for debt service for water infrastructure.

Trena Tolliver's contract as the housing advisor has been extended, and a marketing coordinator's contract is being restructured.

Laura Powell discussed the potential role of an Economic Development Director, including recruiting new businesses and supporting current ones.

The Director could focus on the East End, which has opportunities for denser housing and commercial spaces.

The Director could absorb the housing and storefront incentive programs.

The role could report to the municipal manager and work out of Town Hall.

The role could align with the goals and objectives set last year, focusing on housing and development.

A sample timeline for creating a job description, posting it, and conducting interviews is proposed.

Roger Logan supports professionalizing the economic development function.

Eric Duffy suggested discussing the EDC's future role in April meetings.

Jon Spector supports the direction but requests a process for engaging the EDC.

MPG Resolution

Harry Falconer discussed the need for a Municipal Planning Grant to update the future land use chapter and maps.

The update is necessary to comply with state mandates and allow for zoning changes

The grant would also support capital planning and budgeting for projects like the water system.

The Board is asked to approve a resolution to commit to the match requirement for the grant.

Reserve Fund Guidelines

Eric Duffy mentioned that at the last Town Meeting, the Selectboard voted to create a reserve funds, and the Selectboard needs some guidelines on how it would be managed.

Agenda Calendar for the Year

Susan Ford suggested outlining agenda items for each month to prepare the board and public.

Eric Duffy supported the idea of avoiding as many special meetings and have a guideline for monthly meetings.

The board discussed the role of the economic development person in setting the agenda.

H. Executive Session 1 V.S.A 313

Motion: by Susan Ford to go into Executive Session 1 V.S.A 313 to discuss potential contracts in the negotiation of securing of real estate purchases of lease options. (7:44PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed (Returned 8:16PM)

I. Approval of Minutes

Motion: by Susan Ford to table the minutes (8:23PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed (Returned 8:16PM)

I. Adjournment

Motion: by Laura Powell to adjourn the meeting at (8:17PM)

Seconded: by Greg Fullerton

Vote: 4-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
March 31st, 2025
4:45 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy

Public: Deanna Jones, Dan Pierce, Jon Spector, Deb Greene, Joe DiNatale, Larry Niles, Roger Logan

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of March 31st to order at 4:45 PM

B. Additions to & deletions from posted agenda

Thompson Senior Center- Expanded Parking Lot

C. Citizen Comments – None

D. Discussion

Thompson Senior Center- Expanded Parking Lot

Deanna Jones proposed expanding the parking lot at the Thompson Senior Center to improve traffic flow and add six parking spaces.

The expansion will also tidy up the area and make it more aesthetically pleasing.

The parking lot is used by the Thompson Senior Center during the day and by the Jackson House on weekends.

Deanna Jones mentioned the removal of a grassy area and a rail fence, which does not involve any trees or structures.

Eric Duffy provided context that the property is town-owned but under a 99-year lease to the Thompson Senior Center.

Susan Ford and Keri Cole recused themselves from the vote since they are on the Thompson Center Board.

Motion: by Laura Powell to approve the Thompson Center to expand their parking lot (4:48PM)

Seconded: by Greg Fullerton

Vote: 3-0-0, passed

Deanna Jones provided an update on the reopening of the Thompson Senior Center, which will start preparing meals on April 20 and open to the public on May 5.

Conversation with the EDC about future Economic Development

Ray Bourgeois introduced the topic of future economic development and invited input from the EDC.

Dan Pierce, a new member of the EDC, emphasized the importance of a clear vision and communication from the Selectboard.

Dan Pierce suggested that the new person should have a holistic view of economic development including real estate and housing. Having more community engagement with what is economic development in the town. The need for an advisory body to support the new person is discussed with a mix of existing EDC members and new experts to provide institutional knowledge and support.

Dan Pierce emphasized the importance of having a diverse group of people with different skill sets and backgrounds.

Deb Green shared their experience with the EDC and the importance of community connection and institutional knowledge. Deb Greene acknowledged the current EDC and all of the skill set's they have.

Larry Niles suggested that the new person should focus on growing and innovating the economy rather than just fixing existing issues.

Jon Spector advised against making regulatory processes the primary focus of the new person's role.

Jon Spector emphasized the need for clear priorities for the town related to economic development.

Jon Spector urged the Selectboard to use the Economic Development Reserve Fund to invest in new and innovative projects rather than just maintaining existing infrastructure.

Roger Logan expressed gratitude for the EDC's work and suggested sunseting the EDC in favor of hiring a director of growth.

Roger Logan emphasized the importance of using the EDC's R&D fund to try new initiatives and innovate the economy.

Joe DiNatale asked if the Selectboard would consider keeping the EDC members abreast of the progress of hiring the new director.

Laura Powell expresses gratitude for EDC's work and suggested discussing the next steps for the new director on the April agenda.

Jon Spector asked for clarification on the current status of the EDC's administrative work, which is limited to approving payments for grants.

I. Adjournment

Motion: by Susan Ford to adjourn the meeting at (5:19 PM)

Seconded: by Keri Cole

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
March 31st, 2025
5:30 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

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

Staff: Eric Duffy

Public: Ben Pauley, Wendy Marrinan, Al Alessi, Roger Logan, Chris Boyle, Michael Stone

Call to order

1. Chair Ray Bourgeois called the Selectboard meeting of March 31st to order at 5:30 PM

B. Additions to & deletions from posted agenda -None

C. Citizen Comments – None

D. Discussion

**Public Hearing and possible vote regarding the transmittal draft of
proposed amendments to the Town Zoning Regulations
On-Farm Restaurant**

Ben Pauly, Chair of the Planning Commission, presents the commission's recommendation on 536(B)(3)(b) which deals with the footprint of restaurant buildings.

Ben Pauly explained the commission's process, including seven meetings, community engagement, and a thorough analysis of other zoning bylaws and agricultural buildings. The Planning Commission voted on November 6th 5-0 to approve the recommendation, emphasizing that it was not in response to any specific project but for all potential on-farm restaurants.

Ben Pauly presented a graphic comparing 2800 square feet on 10 acres and 5 acres, and a study of other agricultural buildings in Woodstock. He highlighted that many large structures in agricultural settings are well over 2800 square feet and often hidden from public view.

Ben Pauly discussed the historical growth of large structures in Woodstock and how they have been built over time. He concluded that any size limitation, such as 2800 square feet, is not an effective measurement for the impact on rural character and would unduly restrict adaptive reuse of large existing agricultural structures.

Public Comment:

Wendy Marrinan, a resident of Woodstock, shared her concerns about the arbitrary nature of the 2800 square foot limit and the importance of maintaining the scale and relationship of on-farm restaurants to the whole farm.

Al Alessi questioned the basis of other factors in the zoning regulations, such as hours of operation, and suggested reconsidering the entire concept of the amendment.

Roger Logan emphasized the need for the board to decide whether to allow such businesses in Woodstock or not, given the extensive time and effort invested in the process.

Chris Boyle represented residents who believe the proposed amendment is a clear instance of spot zoning, specifically designed to address the issues of Peace Field Farm.

Michael Stone supported the on-farm restaurant amendment, which was proposed by Woodstock residents and supported by hundreds of voters. He expressed concern that the proposed amendment does not reflect the public's understanding of the 2800 square foot limit.

Ray Bourgeois addressed questions about enforceability, noting that any regulation in the bylaws will require some form of enforcement.

Ben Pauly explained that the commission's recommendation focuses on other controls, such as hours of operation and outdoor capacities, which are more significant in limiting the impact on the area.

Ray Bourgeois called for a vote on the proposed amendment, noting that the planning commission's recommendation was not in response to any specific project but for all potential on-farm restaurants.

Motion: by Ray Bourgeois to approve ordinance to change the Bylaw amendment under 536(B)(3)(b) (5:59 PM)

Seconded: by Keri Cole

Vote: 4-1-0, passed

Executive Session 1 V.S.A 313

Motion: by Chair Ray Bourgeois at go into Executive Session 1 V.S.A 313 to discuss potential contracts that after making specific findings to make sure general public knowledge clearly place the public body of person involved or substantial disadvantage (6:01PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed (Returned 6:24PM)

E. Adjournment

Motion: by Susan Ford to adjourn the meeting at (6:24 PM)

Seconded: by Laura Powell

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar