

Town of Woodstock
Special Selectboard Meeting
April 21st, 2026
6:00 PM
Town Hall & Zoom
Agenda

A. Call to order

B. Additions to & deletions from posted agenda

C. Citizen Comments – Three minute maximum limit per resident

D. Manager’s Report

E. Financial Report

F. Discussions

- a. Chamber budget
- b. Rules of procedures for public meetings
- c. Porta potties at Vondell-Cobb

G. Votes

- a. Liquor License
 - i. Worthy Kitchen- 1st, 3rd OCP, Shine – 2nd and Tobacco, Pizza Chef – 1st, Village Inn- 1st, 3rd, OCP, Sante- 1st, 3rd, Cumberland- 2nd, Bern LLC – 1st, 3rd, OCP
- b. CC Appointment – George Whit Manter
- c. Planning Commission – Kate Havey
- d. Local Emergency Management Plan
- e. GovWell -Permitting Contract
- f. May 19th Meeting Change
- g. Creation of a Housing and Economic Development Task Force
- h. Water system Project Bid Recommendation
- i. Approval for purchase of DPW Truck

H. Approval of Minutes

03.10.26

04.07.26

I. Adjournment

Zoom

The link to join us is

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

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

Meeting ID: 847-8240-6503

Password: 247624

You can also download the Zoom app on your smartphone

WOODSTOCK TOWN General Ledger
Current Yr Pd: 10 - Budget Status Report
WATER GENERAL FUND

Account	Budget	Actual	Actual % of Budget
H-4001-000 Water Billed Revenue	735,226.17	562,122.05	76.46%
H-4002-000 Water interest revenue	0.00	2,780.47	100.00%
H-4003-000 Water Penalty Revenue	0.00	3,349.72	100.00%
H-4004-000 Non-Usage Water Revenue	0.00	1,667.98	100.00%
H-4401-000 BEGAP grant revenue	0.00	0.00	0.00%
Total Revenues	735,226.17	569,920.22	77.52%
H-5021-100 Salaries & Wages	166,000.00	112,007.50	67.47%
H-5021-197 Employer Healthcare Cost	20,830.00	33,053.31	158.68%
H-5021-198 CCC - Water company	750.00	424.97	56.66%
H-5021-199 Employer Paid Benefits	33,200.00	23,958.90	72.17%
H-5021-201 Operating Supplies	44,860.00	50,885.72	113.43%
H-5021-202 Office Supplies	1,000.00	78.40	7.84%
H-5021-203 Insurance	7,000.00	0.00	0.00%
H-5021-204 Postage	13,114.00	14.25	0.11%
H-5021-205 Utilities	41,496.00	26,992.06	65.05%
H-5021-206 Misc Expense	0.00	0.00	0.00%
H-5021-207 Audit Expense	7,000.00	0.00	0.00%
H-5021-305 Other Purchased Services	20,000.00	15,604.23	78.02%
H-5021-306 Uniforms Maintenance	0.00	1,569.95	100.00%
H-5021-310 Laboratory Testing	2,000.00	2,120.24	106.01%
H-5021-502 Communications	0.00	1,821.33	100.00%
H-5021-503 Fuel	4,000.00	2,043.72	51.09%
H-5021-602 Well Redevelopment	0.00	28,330.00	100.00%
H-5021-703 Repairs and Maintenance	80,000.00	31,100.91	38.88%
H-5021-801 Bond Principle Payment	0.00	0.00	0.00%
H-5021-802 Bond Interest Payment	238,976.17	336,600.00	140.85%
H-5029-001 Capital - Tank Replacemen	25,000.00	25,000.00	100.00%
H-5029-002 Capital - Pipe Replacemen	15,000.00	15,000.00	100.00%
H-5029-003 Capital - Infrastructure	15,000.00	15,000.00	100.00%
H-5099 H - Capital Spending			
H-5099-001 Elm St Water System Impro	0.00	0.00	0.00%
Total H - Capital Spending	0.00	0.00	0.00%
H-540 Water Department Grants			
H-5401-000 NBRC - Grant funds	0.00	0.00	0.00%
H-5402-000 NBRC - Matching Funds	0.00	1,416.00	100.00%
Total Water Department Grants	0.00	1,416.00	100.00%
Total Appropriations	735,226.17	723,021.49	98.34%
Total WATER GENERAL FUND	0.00	-153,101.27	
Total All Funds	0.00	-153,101.27	

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WOODSTOCK TOWN General Ledger
Current Yr Pd: 10 - Budget Status Report
SEWER GENERAL FUND

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Robert Densmore

Account	Budget	Actual	Actual % of Budget
3-400 CONSUMPTION FEE REVENUE			
3-4006-000 Sewer Consumption Fees	1,400,576.47	1,133,441.07	80.93%
3-4007-000 Delinq Consump - Interest	10,000.00	12,356.05	123.56%
3-4008-000 Delinq Consump - Penalty	12,500.00	-2,612.59	-20.90%
Total CONSUMPTION FEE REVENUE	1,423,076.47	1,143,184.53	80.33%
3-407 INTEREST INCOME			
3-4071-000 General Interest Income	20,000.00	15,806.86	79.03%
Total INTEREST INCOME	20,000.00	15,806.86	79.03%
3-409 MISCELLANEOUS REVENUE			
Total MISCELLANEOUS REVENUE	0.00	0.00	0.00%
3-450 ABATEMENTS			
3-4501-000 Abatements	0.00	-11,806.45	100.00%
Total ABATEMENTS	0.00	-11,806.45	100.00%
3-470 TRANSFERS IN			
Total TRANSFERS IN	0.00	0.00	0.00%
Total Revenues	1,443,076.47	1,147,184.94	79.50%
3-500 PENSION EXPENSE			
Total PENSION EXPENSE	0.00	0.00	0.00%
3-501 ADMINISTRATION			
3-5012 EXECUTIVE			
3-5012-100 Salaries & Wages	65,400.00	47,842.40	73.15%
3-5012-197 Employer Healthcare cost	57,000.00	76,360.16	133.97%
3-5012-198 CCC Tax Sewer	1,100.00	1,232.32	112.03%
3-5012-199 Employer Paid Benefits	13,080.00	4,018.54	30.72%
3-5012-200 Wellness	260.00	0.00	0.00%
3-5012-314 IT Infastructure	6,800.00	2,095.40	30.81%
3-5012-602 Meeting/Prof. Development	1,480.00	114.84	7.76%
3-5012-603 Dues, Subs, Meetings	10.00	1,193.25	11,932.50%
3-5012-615 Advertising	108.00	0.00	0.00%
Total EXECUTIVE	145,238.00	132,856.91	91.48%
3-5013 OFFICE ADMINISTRATION			
3-5013-201 Operating Supplies	1,036.00	301.19	29.07%
3-5013-202 Office Supplies	1,132.00	432.97	38.25%
3-5013-204 Postage	1,600.00	1,607.65	100.48%

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SEWER GENERAL FUND

Account	Budget	Actual	% of Budget
3-5013-302 Legal Services	0.00	1,438.89	100.00%
3-5013-401 Equipment Maintenance	320.00	0.00	0.00%
3-5013-402 Machinery & Equipment	658.00	0.00	0.00%
3-5013-502 Communications	4,440.00	4,841.86	109.05%
3-5013-503 NEMRC Support/License	670.00	1,162.25	173.47%
3-5013-505 IT - Sewer	6,200.00	5,787.81	93.35%
3-5013-615 Advertising	560.00	0.00	0.00%
Total OFFICE ADMINISTRATION	16,616.00	15,572.62	93.72%
3-5014 AUDITING			
3-5014-301 Professional Services	10,080.00	0.00	0.00%
Total AUDITING	10,080.00	0.00	0.00%
3-5016 ACCOUNTING			
3-5016-100 Salary & Wages	33,222.97	34,733.28	104.55%
3-5016-199 Employer Paid Benefits	8,200.00	3,293.24	40.16%
3-5016-301 Professional Services	2,100.00	111.73	5.32%
3-5016-302 NEMRC Services	1,140.00	0.00	0.00%
3-5016-305 Other Purchased Services	365.00	0.00	0.00%
3-5016-603 Dues, Subs, & Meetings	100.00	137.30	137.30%
Total ACCOUNTING	45,127.97	38,275.55	84.82%
Total ADMINISTRATION	217,061.97	186,705.08	86.01%
3-5021 MAINTAINING SEWER SYSTEMS			
3-5021-100 Salaries & Wages	308,653.75	239,348.90	77.55%
3-5021-199 Employer Paid Benefits	61,730.75	37,522.54	60.78%
3-5021-201 Operating Supplies	4,000.00	0.00	0.00%
3-5021-202 Education and training	1,000.00	1,041.00	104.10%
3-5021-301 Professional Services	1,200.00	545.62	45.47%
3-5021-307 Engineering Services	25,000.00	0.00	0.00%
3-5021-321 Sewer Line Cleaning	12,000.00	10,695.00	89.13%
3-5021-401 Repairs & Maintenance	10,000.00	5,355.13	53.55%
3-5021-402 Manhole Repair & Mainte	15,000.00	0.00	0.00%
3-5021-404 Influent Pump	29,500.00	10,357.96	35.11%
3-5021-405 Machinery & Equipment	500.00	0.00	0.00%
3-5021-412 Sewer Line Mainte Equip	600.00	0.00	0.00%
3-5021-425 Rentals	400.00	0.00	0.00%
3-5021-426 Auto Sampler	8,000.00	6,364.75	79.56%
3-5021-826 I I Improvements	4,000.00	0.00	0.00%
Total MAINTAINING SEWER SYSTEMS	481,584.50	311,230.90	64.63%
3-5022 CONSTR & MAINT OF PLANTS			
3-5022-199 Employer Paid Benefits	0.00	3,835.02	100.00%
3-5022-201 Operating Supplies	60,000.00	52,059.84	86.77%
3-5022-202 Office Supplies	500.00	0.00	0.00%

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SEWER GENERAL FUND

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3-5022-203 Repair & Mainte Supplies	7,000.00	9,851.63	140.74%
3-5022-301 Professional Services	4,000.00	556.25	13.91%
3-5022-305 Other Purchased Services	30,000.00	32,108.44	107.03%
3-5022-306 Uniforms, Protective Gear	6,000.00	5,526.26	92.10%
3-5022-307 Engineering Services	20,000.00	0.00	0.00%
3-5022-308 Engineering Study Main Pl	0.00	86,199.87	100.00%
3-5022-310 Laboratory Testing	20,000.00	11,157.63	55.79%
3-5022-401 Repair & Maintenance	15,000.00	9,740.84	64.94%
3-5022-409 Small Tools & Equipment	900.00	0.00	0.00%
3-5022-426 Dewatering	120,000.00	60,744.26	50.62%
3-5022-501 Utilities	110,000.00	89,917.50	81.74%
3-5022-502 Communications	8,500.00	5,113.57	60.16%
3-5022-601 Travel & Transportation	200.00	0.00	0.00%
3-5022-603 Dues, Subs & Meetings	1,000.00	895.43	89.54%
3-5022-801 Contingency Account	7,500.00	0.00	0.00%
3-5022-809 Taxes, Licensing & Regs	3,000.00	200.00	6.67%
3-5022-815 Insurance & Fidelity Bond	78,000.00	19,936.73	25.56%
3-5022-820 S. Wdstk Bond Repayment	58,439.00	0.00	0.00%
3-5022-821 S Wdstk Bond Interest	28,414.00	19,000.96	66.87%
3-5022-822 EEI Bond	4,920.00	0.00	0.00%
Total CONSTR & MAINT OF PLANTS	583,373.00	406,844.23	69.74%
3-5023 SEWER VEHICLE			
3-5023-203 Repair & Mainte Supplies	9,000.00	782.39	8.69%
3-5023-601 Fuel	9,000.00	3,587.78	39.86%
Total SEWER VEHICLE	18,000.00	4,370.17	24.28%
3-5024 CONSTRUCTION			
Total CONSTRUCTION	0.00	0.00	0.00%
3-5025 DEPRICIATION			
Total DEPRECIATION	0.00	0.00	0.00%
3-5029 CAPITAL RESERVE			
3-5029-199 Comp. Unused Sick/Vac	14,000.00	14,000.00	100.00%
3-5029-937 F-350 Ton Truck	3,000.00	3,000.00	100.00%
3-5029-945 F-150 Pick-up	3,000.00	3,000.00	100.00%
3-5029-975 Repairs & Maintenance	45,000.00	45,000.00	100.00%
3-5029-977 Sludge Spreading Truck	5,000.00	5,000.00	100.00%
3-5029-979 TV Camera	1,000.00	1,000.00	100.00%
3-5029-980 Influent Pump	2,000.00	2,000.00	100.00%
3-5029-981 Project NG SCRP16	35,000.00	35,000.00	100.00%
3-5029-982 Sewer Reserve	35,057.00	35,057.00	100.00%
Total CAPITAL RESERVE	143,057.00	143,057.00	100.00%

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SEWER GENERAL FUND

Account	Budget	Actual	% of Budget
3-5097 CAPITAL EXPENSES			
Total CAPITAL EXPENSES	0.00	0.00	0.00%
3-5099 CAPITAL RESERVE SPENDING			
3-5099-957 Repairs & Maintenance	0.00	22,240.11	100.00%
Total CAPITAL RESERVE SPENDING	0.00	22,240.11	100.00%
3-5301 LOSS REPAIR EXPENSE			
Total LOSS REPAIR EXPENSE	0.00	0.00	0.00%
3-5303 IRENE RECOVERY EXPENSE			
Total IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
3-570 TRANSFERS OUT			
Total TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,443,076.47	1,074,447.49	74.46%
Total SEWER GENERAL FUND	0.00	72,737.45	
Total All Funds	0.00	72,737.45	

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WOODSTOCK TOWN General Ledger
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TOWN GENERAL FUND

Account	Budget	Actual	Actual % of Budget
1-400 TAX REVENUE- ALL			
1-4001-000 Real Estate Taxes	6,682,959.54	6,682,960.23	100.00%
1-4002-000 Delinquent Interest	65,000.00	69,825.61	107.42%
1-4003-000 Delinquent Penalty	80,000.00	-844.16	-1.06%
1-4004-000 In Lieu of Taxes	10,000.00	12,394.56	123.95%
1-4005-000 Land Use/Hold Harmless	340,000.00	374,710.00	110.21%
1-4006-000 Rockefeller Endowment	89,700.00	88,500.00	98.66%
Total TAX REVENUE- ALL	7,267,659.54	7,227,546.24	99.45%
1-401 RENTAL INCOME			
1-4015-000 Pentangle Rental	12,210.00	10,175.00	83.33%
1-4016-000 Chamber of Commerce Rent	6,600.00	2,500.00	37.88%
Total RENTAL INCOME	18,810.00	12,675.00	67.38%
1-402 FEES & PERMITS			
1-4022-000 Overweight Permits	600.00	530.00	88.33%
1-4024-000 Alarm System Registration	7,100.00	4,650.00	65.49%
Total FEES & PERMITS	7,700.00	5,180.00	67.27%
1-403 TOWN CLERK FEES			
1-4031-000 Dog Licenses	1,250.00	1,248.00	99.84%
1-4032-000 Liquor Licenses	2,700.00	1,820.00	67.41%
1-4033-000 Marriage Licenses	350.00	750.00	214.29%
1-4034-000 Recording Fees	33,500.00	28,631.00	85.47%
1-4035-000 Use of Records	1,200.00	849.00	70.75%
1-4036-000 Town Clerk Copies	11,500.00	9,368.00	81.46%
1-4037-000 Restoration of Records	0.00	10,293.00	100.00%
1-4039-000 Town Clerk Miscellaneous	200.00	231.00	115.50%
Total TOWN CLERK FEES	50,700.00	53,190.00	104.91%
1-404 FRONT OFFICE FEES			
1-4046-000 Front Office Copies	0.00	9.00	100.00%
Total FRONT OFFICE FEES	0.00	9.00	100.00%
1-405 PLANNING & ZONING			
1-4051-000 Zoning Permits	65,000.00	75,955.12	116.85%
1-4052-000 Zoning Maps & Regulations	100.00	0.00	0.00%
Total PLANNING & ZONING	65,100.00	75,955.12	116.67%
1-406 PARKS			
Total PARKS	0.00	0.00	0.00%
1-407 INTEREST INCOME			

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TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-4071-000 General Interest Income	50,000.00	43,507.46	87.01%
Total INTEREST INCOME	50,000.00	43,507.46	87.01%
1-408 AMBULANCE & FIRE DEPT			
1-4081-000 Ambulance Services	905,000.00	595,945.00	65.85%
1-4082-000 Ambulance Contract Fees	0.00	-6,775.00	100.00%
1-4083-000 Ambulance Per Capita Fees	170,000.00	0.00	0.00%
1-4085-000 Misc. Fire	0.00	10,917.65	100.00%
Total AMBULANCE & FIRE DEPT	1,075,000.00	600,087.65	55.82%
1-409 MISCELLANEOUS			
1-4091-000 Miscellaneous Revenue	0.00	12,941.11	100.00%
1-4091-002 Bank Recon Items	0.00	32,197.21	100.00%
1-4091-004 Short Term Rental Town	0.00	7,855.00	100.00%
1-4093-000 Town Highway State Aid	135,000.00	117,875.55	87.32%
1-4093-001 Village Highway State Aid	46,000.00	52,243.17	113.57%
1-4095-000 Dispatching/Vill Police	64,730.00	64,730.00	100.00%
1-4095-001 Dispatching/Other Towns	56,360.00	5,000.00	8.87%
1-4095-002 Dispatching/ County	0.00	99,900.00	100.00%
Total MISCELLANEOUS	302,090.00	392,742.04	130.01%
1-44 GRANT REVENUE			
1-4429-000 Cooperative Mng Agree	0.00	148,594.00	100.00%
1-4438-000 FEMA '24	0.00	16,206.58	100.00%
1-4439-000 DPS - ERAF grant	0.00	25,282.26	100.00%
Total GRANT REVENUE	0.00	190,082.84	100.00%
1-450 MANDATORY DRAWBACK			
1-4501-000 Abatements	-4,000.00	-7.47	0.19%
1-4502-000 Ambulance Drawback	-490,000.00	-321,735.90	65.66%
Total MANDATORY DRAWBACK	-494,000.00	-321,743.37	65.13%
1-460 COMMUNITY CONTRIBUTIONS			
Total COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
1-470 TRANSFERS IN			
1-4702-000 Transfer from Trustee	1,500.00	7,500.00	500.00%
Total TRANSFERS IN	1,500.00	7,500.00	500.00%
1-485 BILLINGS PARK			
Total BILLINGS PARK	0.00	0.00	0.00%

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TOWN GENERAL FUND

Account	Budget	Actual	Actual % of Budget
1-489 TOWN FOREST			
1-4897-000 Town Forest Lease	7,800.00	0.00	0.00%
Total TOWN FOREST	7,800.00	0.00	0.00%
Total Revenues	8,352,359.54	8,286,731.98	99.21%
1-5001 GRANTS/CONTRIB-TRUST FUND			
Total GRANTS/CONTRIB-TRUST FUND	0.00	0.00	0.00%
1-5002 GRANTS/CONTRIB-GENL FUND			
1-5002-907 Pentangle	0.00	42,000.00	100.00%
1-5002-908 NormanWilliamsPubLibrary	0.00	51,250.00	100.00%
1-5002-916 Woodstock Council Aging	0.00	31,900.00	100.00%
1-5002-917 Windsor County Mentors	0.00	2,500.00	100.00%
1-5002-918 HealthCare/RehabilService	0.00	3,247.00	100.00%
1-5002-919 WISE	0.00	3,000.00	100.00%
1-5002-927 Woodstock History Center	0.00	10,000.00	100.00%
1-5002-967 Senior Solutions	0.00	6,000.00	100.00%
1-5002-970 Ottaug Health Foundation	0.00	30,000.00	100.00%
1-5002-972 Public Health Council UV	0.00	3,000.00	100.00%
1-5002-974 Woodstock Adult Day Servi	0.00	20,000.00	100.00%
Total GRANTS/CONTRIB-GENL FUND	0.00	202,897.00	100.00%
1-5003 CULTURE & RECREATION			
1-5003-807 LittleTheaterBondPayment	11,000.00	0.00	0.00%
1-5003-808 LittleTheaterBondInterest	4,000.00	1,329.04	33.23%
1-5003-916 Woodstock Council Aging	11,000.00	12,300.00	111.82%
1-5003-921 Parades	3,000.00	1,903.00	63.43%
1-5003-922 Town Library Contribution	154,000.00	154,000.00	100.00%
1-5003-923 Woodstock Rec Center	237,000.00	234,000.00	98.73%
1-5003-924 Fireworks	14,000.00	14,694.00	104.96%
1-5003-927 Pentangle	36,000.00	36,000.00	100.00%
Total CULTURE & RECREATION	470,000.00	454,226.04	96.64%
1-5004 HEALTH OFFICER			
1-5004-100 Salaries & Wages	2,000.00	1,623.96	81.20%
1-5004-199 Employer Paid Benefits	250.00	121.72	48.69%
1-5004-208 Water Testing Supplies	100.00	0.00	0.00%
1-5004-601 Travel & Transportation	50.00	0.00	0.00%
1-5004-603 Dues, Subs & Meetings	50.00	0.00	0.00%
Total HEALTH OFFICER	2,450.00	1,745.68	71.25%
1-5010 GOVERNMENT BUILDINGS			
1-5010-201 Operating Supplies	3,000.00	1,267.31	42.24%

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TOWN GENERAL FUND

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1-5010-305 Other Purchased Services	10,000.00	14,914.91	149.15%
1-5010-309 Custodial Services	14,000.00	7,980.00	57.00%
1-5010-501 Utilities	36,000.00	37,580.87	104.39%
1-5010-703 Bldg Repairs & Mainte	25,000.00	15,388.04	61.55%
1-5010-706 EEI	83,738.56	83,738.56	100.00%
Total GOVERNMENT BUILDINGS	171,738.56	160,869.69	93.67%
1-5011 SELECT BOARD			
1-5011-100 Salaries & Wages	5,000.00	5,038.46	100.77%
1-5011-197 Employer Healthcare cost	590,000.00	400,535.27	67.89%
1-5011-198 CCC tax Town	15,332.77	8,396.03	54.76%
1-5011-199 Employer Paid Benefits	600.00	385.44	64.24%
1-5011-200 Addt'l Wages Dispatch Con	50,000.00	0.00	0.00%
1-5011-302 Legal Services	57,500.00	20,537.13	35.72%
1-5011-313 Community Television	0.00	7,500.00	100.00%
1-5011-603 Dues, Subs & Meetings	6,000.00	4,997.27	83.29%
1-5011-612 Printing Town Report	4,000.00	3,915.80	97.90%
1-5011-613 Regional Energy Coordinat	40,016.00	40,015.00	100.00%
1-5011-615 Advertising	1,000.00	0.00	0.00%
1-5011-616 WES Parking lot	1,000.00	0.00	0.00%
1-5011-707 Water Capital projects	120,000.00	0.00	0.00%
Total SELECT BOARD	890,448.77	491,320.40	55.18%
1-5012 EXECUTIVE			
1-5012-100 Salaries & Wages	179,850.00	146,965.73	81.72%
1-5012-199 Employer Paid Benefits	35,970.00	39,294.32	109.24%
1-5012-200 Wellness	715.00	3,179.81	444.73%
1-5012-314 IT Infrastructure	18,700.00	16,511.42	88.30%
1-5012-603 Dues, Subs & Meetings	4,070.00	5,894.04	144.82%
1-5012-615 Advertising	297.00	0.00	0.00%
Total EXECUTIVE	239,602.00	211,845.32	88.42%
1-5013 OFFICE ADMINISTRATION			
1-5013-201 Operating Supplies	2,849.00	4,710.54	165.34%
1-5013-202 Office Supplies	3,113.00	3,408.81	109.50%
1-5013-204 Postage	4,400.00	6,611.14	150.25%
1-5013-401 Equipment Maintenance	880.00	2,056.34	233.68%
1-5013-405 Machinery & Equipment	1,809.50	5,249.08	290.08%
1-5013-502 Communications	12,210.00	12,111.27	99.19%
1-5013-505 IT - Town	18,892.50	22,229.72	117.66%
1-5013-615 Advertising	1,540.00	1,423.10	92.41%
Total OFFICE ADMINISTRATION	45,694.00	57,800.00	126.49%
1-5014 AUDITING			
1-5014-301 Professional Services	23,720.00	35,500.00	149.66%
Total AUDITING	23,720.00	35,500.00	149.66%

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1-5015 TREASURER			
1-5015-100 Salaries & Wages	13,000.00	9,500.00	73.08%
1-5015-199 Employer Paid Benefits	2,900.00	711.36	24.53%
1-5015-603 Dues, Subs & Meetings	100.00	0.00	0.00%
Total TREASURER	16,000.00	10,211.36	63.82%
1-5016 ACCOUNTING			
1-5016-100 Salaries & Wages	91,363.16	79,981.21	87.54%
1-5016-199 Employer Paid Benefits	22,550.00	21,334.23	94.61%
1-5016-301 Professional Services	5,802.50	307.87	5.31%
1-5016-305 Other Purchased Services	1,003.75	0.00	0.00%
1-5016-503 NEMRC Support/License	3,135.00	3,196.19	101.95%
1-5016-603 Dues, Subs, Meetings	275.00	377.61	137.31%
Total ACCOUNTING	124,129.41	105,197.11	84.75%
1-5017 TAX LISTING			
1-5017-100 Salaries & Wages	90,462.84	55,639.85	61.51%
1-5017-199 Employer Paid Benefits	15,936.48	4,256.54	26.71%
1-5017-201 Operating Supplies	500.00	205.82	41.16%
1-5017-301 Professional Services	500.00	400.00	80.00%
1-5017-305 Other Purchased Services	1,000.00	255.00	25.50%
1-5017-312 Licensed State Support	1,300.00	1,830.86	140.84%
1-5017-401 Equip Repair & Mainte	2,000.00	2,650.64	132.53%
1-5017-601 Travel & Transportation	200.00	16.80	8.40%
1-5017-603 Dues, Subs & Meetings	100.00	50.00	50.00%
1-5017-604 Mapping	2,500.00	4,500.00	180.00%
1-5017-605 Education	2,000.00	250.00	12.50%
Total TAX LISTING	116,499.32	70,055.51	60.13%
1-5018 TAX COLLECTING			
Total TAX COLLECTING	0.00	0.00	0.00%
1-5019 CAPITAL RESERVE			
1-5019-929 Grand List Update	30,000.00	30,000.00	100.00%
1-5019-931 Town Hall Improvements	50,000.00	50,000.00	100.00%
Total CAPITAL RESERVE	80,000.00	80,000.00	100.00%
1-502 HIGHWAY DEPARTMENT			
1-5021 TRAFFIC CONTROL			
1-5021-201 Operating Supplies	5,000.00	823.59	16.47%
1-5021-715 TrafficControlSigns,Posts	3,500.00	0.00	0.00%
Total TRAFFIC CONTROL	8,500.00	823.59	9.69%

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1-5022 HIGHWAY CONST&MAINT			
1-5022-100 Salaries & Wages	466,748.00	356,533.35	76.39%
1-5022-101 Overtime	86,000.00	53,068.65	61.71%
1-5022-199 Employer Paid Benefits	98,559.00	78,814.85	79.97%
1-5022-201 Operating Supplies	20,000.00	38,178.36	190.89%
1-5022-202 Office Supplies	500.00	94.98	19.00%
1-5022-301 Professional Services	1,000.00	389.23	38.92%
1-5022-305 Other Purchased Services	20,000.00	22,784.83	113.92%
1-5022-307 Emergency Work	1,500.00	0.00	0.00%
1-5022-308 Street Line Painting	16,000.00	10,034.25	62.71%
1-5022-409 Small Tools & Equipment	2,500.00	3,737.83	149.51%
1-5022-425 Rentals	2,000.00	0.00	0.00%
1-5022-502 Communications	4,300.00	4,122.89	95.88%
1-5022-507 Rubbish Removal	33,000.00	30,180.48	91.46%
1-5022-601 Diesel & Gasoline	83,000.00	53,874.15	64.91%
1-5022-707 Spot Gravel	100,000.00	87,707.70	87.71%
1-5022-708 Pavement Patch	1,500.00	1,697.08	113.14%
1-5022-709 St Mandate-Stormwater Mgt	20,000.00	0.00	0.00%
1-5022-711 Street Paving	25,000.00	0.00	0.00%
1-5022-712 Road Stabilization	40,000.00	33,163.47	82.91%
1-5022-716 Roadside Tree Maintenance	25,000.00	0.00	0.00%
1-5022-801 Salt & Sand	210,000.00	159,647.50	76.02%
Total HIGHWAY CONST&MAINT	1,256,607.00	934,029.60	74.33%
1-5023 C&M-BRIDGES&STORMDRAINS			
1-5023-201 Operating Supplies	1,000.00	0.00	0.00%
1-5023-203 Repair & Mainte Supplies	4,500.00	0.00	0.00%
1-5023-305 Other Purchased Services	10,000.00	2,795.00	27.95%
1-5023-307 Engineering Services	5,000.00	0.00	0.00%
1-5023-716 Culverts & Drains	32,500.00	0.00	0.00%
1-5023-717 Catch Basins	7,000.00	0.00	0.00%
1-5023-720 Bridge Rehabilitation	22,500.00	49,500.53	220.00%
Total C&M-BRIDGES&STORMDRAINS	82,500.00	52,295.53	63.39%
1-5024 HIGHWAY EQUIPMENT			
1-5024-201 Operating Supplies	10,000.00	16,164.44	161.64%
1-5024-203 Repair & Maint Supplies	75,000.00	96,356.86	128.48%
1-5024-305 Other Purchased Services	2,000.00	57.00	2.85%
1-5024-407 Excavator Lease/Purchase	28,000.00	27,873.32	99.55%
1-5024-409 Small Tools & Equipment	2,000.00	0.00	0.00%
1-5024-429 2020 Western Star	38,180.00	38,026.30	99.60%
1-5024-430 2020 F550 2-1	10,250.00	10,207.46	99.58%
1-5024-431 Freighliner 2020 BH	27,500.00	27,331.00	99.39%
1-5024-433 2023 Friehtliner	38,000.00	0.00	0.00%
Total HIGHWAY EQUIPMENT	230,930.00	216,016.38	93.54%
1-5025 SIDEWALK MAINTENANCE			

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1-5025-727 Sidewalk Maintenance	30,000.00	39,725.00	132.42%
1-5025-728 Sidewalk/Curb Constructio	10,000.00	0.00	0.00%
Total SIDEWALK MAINTENANCE	40,000.00	39,725.00	99.31%
1-5026 STREET LIGHTS			
1-5026-505 Street Lights	50,000.00	38,879.47	77.76%
Total STREET LIGHTS	50,000.00	38,879.47	77.76%
1-5027 PARKS			
1-5027-201 Operating Supplies	2,500.00	6,083.00	243.32%
1-5027-210 Dog Waste Bags	3,500.00	1,147.88	32.80%
1-5027-401 Fence & Park Maintenance	500.00	0.00	0.00%
1-5027-409 Small Tools & Equipment	200.00	0.00	0.00%
1-5027-410 East End -Mowing	5,500.00	3,099.00	56.35%
Total PARKS	12,200.00	10,329.88	84.67%
1-5028 PUBLIC WORKS BUILDINGS			
1-5028-501 Utilities	32,573.00	22,306.90	68.48%
1-5028-703 Bldg Repairs & Mainte	8,000.00	1,912.95	23.91%
1-5028-807 Bond Payment	70,000.00	69,336.76	99.05%
1-5028-808 Bond Payment - Interest	11,500.00	890.75	7.75%
Total PUBLIC WORKS BUILDINGS	122,073.00	94,447.36	77.37%
1-5029 CAPITAL RESERVE			
1-5029-926 Structure repair replacem	25,000.00	25,000.00	100.00%
1-5029-931 Grader	42,500.00	42,500.00	100.00%
1-5029-932 Equip Dump Truck '19	20,000.00	20,000.00	100.00%
1-5029-936 Snow Blower	12,000.00	12,000.00	100.00%
1-5029-937 loader	29,000.00	29,000.00	100.00%
1-5029-945 Slopes/Retaining wall	50,000.00	50,000.00	100.00%
1-5029-956 Emergency Infrastructure	15,000.00	15,000.00	100.00%
1-5029-959 Rt 4 Garage Generator	2,000.00	2,000.00	100.00%
1-5029-961 Street Drain Pipe Repair	5,000.00	5,000.00	100.00%
1-5029-962 Catch Basin Repair	5,000.00	5,000.00	100.00%
1-5029-964 Buildings	5,000.00	5,000.00	100.00%
Total CAPITAL RESERVE	210,500.00	210,500.00	100.00%
Total HIGHWAY DEPARTMENT	2,013,310.00	1,597,046.81	79.32%
1-503 AMBULANCE DEPARTMENT			
1-5030 AMBULANCE OPERATIONS			
1-5030-100 Paramedic/BillingSalWages	110,000.00	89,146.06	81.04%
1-5030-102 Chief EM Serv-SalaryWages	47,122.49	42,681.37	90.58%
1-5030-103 Firefighter/EMT	565,000.00	456,853.44	80.86%
1-5030-197 Firefighter/EMT Benefits	113,000.00	72,781.68	64.41%

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1-5030-198 Chief EM Serv-Benefits	8,482.05	12,149.98	143.24%
1-5030-199 Paramedic/Billing Benefit	19,800.00	36,057.32	182.11%
1-5030-201 Operating Supplies	35,000.00	27,174.21	77.64%
1-5030-202 Office Supplies	3,500.00	2,625.46	75.01%
1-5030-203 Repair & Maint Supplies	450.00	0.00	0.00%
1-5030-207 Paramedic Supplies	4,500.00	0.00	0.00%
1-5030-210 Billing Software	5,200.00	5,470.86	105.21%
1-5030-305 Other Purchased Services	3,500.00	2,335.66	66.73%
1-5030-315 Associates Salary	230,000.00	238,634.50	103.75%
1-5030-318 Paramedic Intercept	5,000.00	3,725.00	74.50%
1-5030-402 Equipment Fire	5,000.00	4,077.75	81.56%
1-5030-418 Personal Protection Equip	1,700.00	0.00	0.00%
1-5030-502 Communications	600.00	0.00	0.00%
1-5030-603 Dues, Subs & Meetings	500.00	447.00	89.40%
1-5030-607 Medical Testing	5,550.00	4,119.00	74.22%
1-5030-810 Uncollectable Accounts	98,000.00	119,592.32	122.03%
1-5030-812 3% Tax VT Patient Income	400.00	0.00	0.00%
1-5030-816 Medicare & Ins Allowance	100.00	2,746.25	2,746.25%
Total AMBULANCE OPERATIONS	1,262,404.54	1,120,617.86	88.77%
1-5031 AMBULANCE VEHICLE			
1-5031-401 Equip Repair & Mainte	0.00	21.98	100.00%
1-5031-405 Ambulance	25,000.00	0.00	0.00%
1-5031-409 Small Tools & Equipment	5,000.00	912.03	18.24%
1-5031-431 Ambulance 1 Maintenance	2,500.00	1,681.20	67.25%
1-5031-432 Ambulance 2 Maintenance	2,500.00	667.40	26.70%
1-5031-433 Ambulance 3 Maintenance	4,000.00	3,837.46	95.94%
1-5031-502 Communications	1,000.00	779.10	77.91%
1-5031-503 Fuel	9,800.00	4,601.55	46.95%
1-5031-601 Travel & Transportation	100.00	0.00	0.00%
Total AMBULANCE VEHICLE	49,900.00	12,500.72	25.05%
1-5032 AMBULANCE TRAINING			
1-5032-105 Training Wages	3,000.00	0.00	0.00%
1-5032-199 Employer Paid Benefits	125.00	0.00	0.00%
1-5032-201 Operating Supplies	3,500.00	465.64	13.30%
1-5032-301 Professional Services	800.00	15.34	1.92%
1-5032-409 Small Tools & Equipment	100.00	0.00	0.00%
1-5032-601 Travel & Transportation	700.00	0.00	0.00%
1-5032-603 Dues, Subs & Meetings	300.00	0.00	0.00%
1-5032-604 Paramedic Class	32,000.00	0.00	0.00%
1-5032-605 State EMS Training	8,500.00	2,085.49	24.54%
Total AMBULANCE TRAINING	49,025.00	2,566.47	5.24%
1-5033 AMBULANCE COMMUNICATIONS			
1-5033-561 Office Phone & Internet	2,250.00	864.56	38.42%
1-5033-562 Vehicle Cell Phones	5,550.00	1,982.45	35.72%

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1-5033-563 Pagers	2,500.00	531.95	21.28%
1-5033-564 Portable Radios	2,800.00	2,800.00	100.00%
1-5033-565 Vehicle Mobile Radios	500.00	0.00	0.00%
Total AMBULANCE COMMUNICATIONS	13,600.00	6,178.96	45.43%
1-5039 CAPITAL RESERVE			
1-5039-906 Cardiac Monitors	6,000.00	6,000.00	100.00%
1-5039-907 Stryker Power Stretcher	5,000.00	5,000.00	100.00%
1-5039-934 Portable Computer	2,500.00	2,500.00	100.00%
1-5039-951 Ambulance 2018	85,000.00	85,000.00	100.00%
1-5039-952 Ambulance 2023	40,000.00	40,500.00	101.25%
1-5039-953 Ambulance 2021	50,000.00	50,000.00	100.00%
1-5039-963 Pagers	1,000.00	1,000.00	100.00%
1-5039-964 2-Way Radios	2,500.00	2,500.00	100.00%
Total CAPITAL RESERVE	192,000.00	192,500.00	100.26%
Total AMBULANCE DEPARTMENT	1,566,929.54	1,334,364.01	85.16%
1-504 FIRE DEPARTMENT			
1-5040 FIREFIGHTING			
1-5040-100 Salaries&WageFirefighters	45,000.00	5,624.80	12.50%
1-5040-102 Chief EM Serv-SalaryWages	47,122.49	42,681.25	90.58%
1-5040-198 Chief EM Serv-Benefits	19,000.00	14,191.73	74.69%
1-5040-199 EmplPaidBenefitFirefighte	1,500.00	143.25	9.55%
1-5040-201 Operating Supplies	5,000.00	5,109.67	102.19%
1-5040-202 Equipment Fire	0.00	78.79	100.00%
1-5040-301 Professional Services	5,000.00	2,134.37	42.69%
1-5040-601 Travel & Transportation	200.00	0.00	0.00%
1-5040-603 Dues, Subs & Meetings	800.00	725.09	90.64%
1-5040-605 Education	3,000.00	2,194.36	73.15%
1-5040-606 CDL Licensing	300.00	0.00	0.00%
1-5040-607 Medical Testing	650.00	0.00	0.00%
1-5040-819 Fire Prevention	5,000.00	1,065.28	21.31%
Total FIREFIGHTING	132,572.49	73,948.59	55.78%
1-5043 FIRE COMMUNICATIONS			
1-5043-311 Alarm Registration Admin	150.00	0.00	0.00%
1-5043-401 Equip Repair & Mainte	2,250.00	1,200.00	53.33%
1-5043-405 Machinery & Equipment	1,000.00	545.37	54.54%
1-5043-502 Communications	6,300.00	3,916.90	62.17%
1-5043-564 Fireground Radios	0.00	-336.00	100.00%
Total FIRE COMMUNICATIONS	9,700.00	5,326.27	54.91%
1-5045 FIRE TRUCK & EQUIPMENT			
1-5045-201 Operating Supplies	2,500.00	1,275.27	51.01%
1-5045-310 Hose Testing	1,000.00	6,770.00	677.00%

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1-5045-401 Repair & Maintenance	5,000.00	648.30	12.97%
1-5045-431 Engine #1 Maintenance	2,800.00	2,229.55	79.63%
1-5045-432 Engine #2 Maintenance	3,500.00	7,292.17	208.35%
1-5045-434 Engine #3 Maintenance	3,000.00	3,233.08	107.77%
1-5045-435 Rescue Maintenance	20,000.00	2,585.84	12.93%
1-5045-503 Fuel	4,100.00	2,177.82	53.12%
Total FIRE TRUCK & EQUIPMENT	41,900.00	26,212.03	62.56%
1-5046 FIREFIGHTING EQUIPMENT			
1-5046-201 Operating Supplies	2,000.00	579.73	28.99%
1-5046-401 Equipment Maintenance	1,500.00	800.00	53.33%
1-5046-403 Air Pack Maint & Equip	3,000.00	2,169.39	72.31%
1-5046-406 Equipment Purchase	3,000.00	0.00	0.00%
1-5046-409 Small Tools & Equipment	400.00	0.00	0.00%
1-5046-411 Rescue Equipment	800.00	0.00	0.00%
1-5046-415 Bunker Gear	4,000.00	69.77	1.74%
1-5046-416 Hose Adapters	1,000.00	0.00	0.00%
Total FIREFIGHTING EQUIPMENT	15,700.00	3,618.89	23.05%
1-5047 WOODSTOCK STATION #2			
1-5047-203 Maintenance Supplies	300.00	505.34	168.45%
1-5047-504 Propane	3,000.00	1,555.64	51.85%
1-5047-506 Electricity	1,250.00	1,163.99	93.12%
1-5047-509 Misc Utilities	2,600.00	1,041.00	40.04%
1-5047-703 Bldg Repairs & Mainte	2,500.00	7,855.95	314.24%
Total WOODSTOCK STATION #2	9,650.00	12,121.92	125.62%
1-5048 EMERGENCY SERVICES BLDG			
1-5048-203 Maintenance Supplies	2,000.00	1,678.94	83.95%
1-5048-504 Propane	5,000.00	7,548.60	150.97%
1-5048-506 Electricity	32,500.00	24,385.38	75.03%
1-5048-509 Misc Utilities	4,500.00	4,892.50	108.72%
1-5048-703 Equip Repair & Mainte	12,500.00	11,243.87	89.95%
1-5048-708 ESB Bond Payment	150,000.00	150,000.00	100.00%
1-5048-709 ESB Bond Interest	97,792.00	95,698.50	97.86%
Total EMERGENCY SERVICES BLDG	304,292.00	295,447.79	97.09%
1-5049 CAPITAL RESERVE			
1-5049-930 Pager Replacement	2,000.00	2,000.00	100.00%
1-5049-941 Breathing Air Compressor	2,000.00	2,000.00	100.00%
1-5049-960 Fire Truck	100,000.00	100,000.00	100.00%
1-5049-961 Utility-Personnel Carrier	25,000.00	25,000.00	100.00%
1-5049-962 UTV	15,000.00	15,000.00	100.00%
1-5049-964 Fire Hose	4,000.00	4,000.00	100.00%
1-5049-965 Bunker Gear	10,000.00	10,000.00	100.00%
1-5049-967 Air Pack Frames	9,000.00	9,000.00	100.00%

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1-5049-968 Air Pack Tanks	2,000.00	2,000.00	100.00%
1-5049-969 Roof Replacement	2,500.00	2,500.00	100.00%
1-5049-971 Pave Driveways & Yard	2,500.00	2,500.00	100.00%
1-5049-973 Boiler Replacement	2,500.00	2,500.00	100.00%
1-5049-976 Fire Ground 2-way Radios	4,000.00	4,000.00	100.00%
1-5049-977 Portable Pump	2,000.00	2,000.00	100.00%
1-5049-978 Tower Equipment	5,000.00	5,000.00	100.00%
1-5049-982 Dry Hydrant	2,500.00	2,500.00	100.00%
Total CAPITAL RESERVE	190,000.00	190,000.00	100.00%
Total FIRE DEPARTMENT	703,814.49	606,675.49	86.20%
1-505 COMMUNICATIONS			
1-5050 DISPATCH SERVICES			
1-5050-100 Salaries & Wages	333,991.24	305,694.20	91.53%
1-5050-105 Training Wages	10,000.00	0.00	0.00%
1-5050-106 Military stipend	1,000.00	0.00	0.00%
1-5050-107 Residency Stipend	1,000.00	1,000.00	100.00%
1-5050-108 EMT Stipend	1,200.00	1,500.00	125.00%
1-5050-199 Employer Paid Benefits	66,000.00	55,174.03	83.60%
1-5050-201 Operating Supplies	1,000.00	240.40	24.04%
1-5050-202 Office Supplies	2,560.00	358.79	14.02%
1-5050-203 Repair & Mainte Supplies	1,600.00	1,181.17	73.82%
1-5050-401 Repairs & Maintenance	2,500.00	1,936.86	77.47%
1-5050-404 Console	38,000.00	37,424.61	98.49%
1-5050-405 Machinery & Equipment	900.00	0.00	0.00%
1-5050-409 Small Tools & Equipment	2,500.00	1,882.53	75.30%
1-5050-425 Tower Rental & Lease	3,200.00	2,500.00	78.13%
1-5050-426 Tower Maintenance	1,500.00	0.00	0.00%
1-5050-502 Communications	10,000.00	14,471.59	144.72%
1-5050-601 Travel & Transportation	400.00	0.00	0.00%
1-5050-608 Training Fees	12,500.00	0.00	0.00%
Total DISPATCH SERVICES	489,851.24	423,364.18	86.43%
1-5059 CAPITAL RESERVE			
1-5059-933 Computer Replacement	1,500.00	1,500.00	100.00%
1-5059-955 Recorder	1,500.00	1,500.00	100.00%
1-5059-957 Console Terminal (a)	5,000.00	5,000.00	100.00%
1-5059-958 Console Terminal (b)	2,600.00	2,600.00	100.00%
1-5059-959 Receiver/Transmitter B	3,000.00	3,000.00	100.00%
1-5059-960 Receiver/Transmitter F	3,000.00	3,000.00	100.00%
Total CAPITAL RESERVE	16,600.00	16,600.00	100.00%
Total COMMUNICATIONS	506,451.24	439,964.18	86.87%
1-506 TOWN CLERK			
1-5060 BOARD OF CIVIL AUTHORITY			

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WOODSTOCK TOWN General Ledger
Current Yr Pd: 10 - Budget Status Report
TOWN GENERAL FUND

Account	Budget	Actual	% of Budget
1-5060-205 Printing Supplies	3,000.00	738.50	24.62%
1-5060-317 BCA Wages	1,500.00	0.00	0.00%
1-5060-318 Election Wages	2,000.00	0.00	0.00%
Total BOARD OF CIVIL AUTHORITY	6,500.00	738.50	11.36%
1-5061 TOWN CLERK			
1-5061-100 Salaries & Wages	78,100.00	65,632.43	84.04%
1-5061-106 Asst Town Clerk Wages	60,850.00	46,123.17	75.80%
1-5061-199 Employer Paid Benefits	30,390.00	22,976.52	75.61%
1-5061-202 Office Supplies	500.00	158.00	31.60%
1-5061-305 Other Purchased Services	350.00	175.24	50.07%
1-5061-405 Machinery & Equipment	5,000.00	0.00	0.00%
1-5061-406 Copier Lease	3,000.00	628.52	20.95%
1-5061-603 Dues, Subs & Meetings	800.00	608.56	76.07%
1-5061-613 Record Retention	2,850.00	1,947.96	68.35%
1-5061-614 Restoration of Records	2,500.00	100.00	4.00%
Total TOWN CLERK	184,340.00	138,350.40	75.05%
1-5069 CAPITAL RESERVE			
1-5069-934 Town Clerk Vault	3,500.00	3,500.00	100.00%
Total CAPITAL RESERVE	3,500.00	3,500.00	100.00%
Total TOWN CLERK	194,340.00	142,588.90	73.37%
1-507 BOARDS & AGENCIES			
1-5070 PLANNING & ZONING			
1-5070-100 Salaries & Wages	108,000.00	82,941.59	76.80%
1-5070-199 Employer Paid Benefits	20,421.00	17,930.79	87.81%
1-5070-301 Professional Services	25,350.00	9,200.00	36.29%
1-5070-302 Legal Fees	4,800.00	2,227.70	46.41%
1-5070-406 Equipment Purchase	1,500.00	0.00	0.00%
1-5070-601 Travel & Transportation	2,250.00	0.00	0.00%
1-5070-603 Dues, Subs & Meetings	6,000.00	6,550.64	109.18%
1-5070-615 Advertising	4,800.00	2,367.18	49.32%
1-5070-812 GIS Mapping	720.00	0.00	0.00%
Total PLANNING & ZONING	173,841.00	121,217.90	69.73%
1-5079 CAPITAL RESERVE			
1-5079-905 Town Plan Consulting	1,200.00	1,200.00	100.00%
Total CAPITAL RESERVE	1,200.00	1,200.00	100.00%
Total BOARDS & AGENCIES	175,041.00	122,417.90	69.94%
1-5082 TOWN CONSTABLE			
1-5082-100 Salaries & Wages	7,000.00	2,756.32	39.38%

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WOODSTOCK TOWN General Ledger
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TOWN GENERAL FUND

Account	Budget	Actual	Actual % of Budget
1-5082-199 Employer Paid Benefits	550.00	210.86	38.34%
1-5082-203 Repair & Mainte Supplies	200.00	0.00	0.00%
1-5082-305 Other Purchased Services	50.00	0.00	0.00%
1-5082-311 Animal Control	700.00	0.00	0.00%
1-5082-405 Machinery & Equipment	600.00	0.00	0.00%
1-5082-502 Communications	1,750.00	0.00	0.00%
Total TOWN CONSTABLE	10,850.00	2,967.18	27.35%
1-5083 MAINTAINING CEMETERIES			
1-5083-305 Other Purchased Services	23,000.00	22,245.00	96.72%
1-5083-401 Repair & Maintenance	1,000.00	0.00	0.00%
Total MAINTAINING CEMETERIES	24,000.00	22,245.00	92.69%
1-5084 WELCOME CENTER			
1-5084-203 Maintenance Supplies	600.00	0.00	0.00%
1-5084-309 Custodial Services	30,000.00	21,110.42	70.37%
1-5084-504 Propane	2,200.00	823.38	37.43%
1-5084-506 Electricity	3,500.00	2,481.96	70.91%
1-5084-509 Misc Utilities	3,500.00	160.00	4.57%
1-5084-702 Building Improvements	3,300.00	0.00	0.00%
1-5084-703 Bldg Repairs & Mainte	2,750.00	2,556.14	92.95%
1-5084-807 Chamber Office Loan Prin.	4,379.54	4,543.87	103.75%
1-5084-808 Chamber Office Loan Int.	1,851.00	1,306.87	70.60%
1-5084-810 Woodstock Chamber	35,000.00	35,000.00	100.00%
Total WELCOME CENTER	87,080.54	67,982.64	78.07%
1-5085 LITTLE THEATER			
Total LITTLE THEATER	0.00	0.00	0.00%
1-5089 CAPITAL RESERVE			
Total CAPITAL RESERVE	0.00	0.00	0.00%
1-5091 INTERGOVERNMENTAL			
1-5091-803 Highway Rebate	27,045.00	27,045.00	100.00%
Total INTERGOVERNMENTAL	27,045.00	27,045.00	100.00%
1-5092 SELECT BOARD CONTINGENCY			
1-5092-801 Unclassified	54,595.00	943.58	1.73%
1-5092-813 House Numbers	250.00	757.70	303.08%
1-5092-815 Insurance	250,000.00	156,063.61	62.43%
Total SELECT BOARD CONTINGENCY	304,845.00	157,764.89	51.75%
1-5093 CAPITAL RESERVE SB			

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WOODSTOCK TOWN General Ledger
Current Yr Pd: 10 - Budget Status Report
TOWN GENERAL FUND

Account	Budget	Actual	Actual % of Budget
1-5093-199 Compens. Unused Sick/Vac	30,000.00	30,000.00	100.00%
Total CAPITAL RESERVE SB	30,000.00	30,000.00	100.00%
1-5099 CAPITAL RESERVE SPENDING			
1-5099-913 TaxMap Update-Reappraisal	0.00	24,604.65	100.00%
1-5099-936 Listers' Equip/Education	0.00	1,183.83	100.00%
1-5099-946 Bridges	0.00	70,078.51	100.00%
1-5099-950 Grader Lease Down Payment	0.00	12,300.00	100.00%
1-5099-952 Ambulance Purchase	0.00	314,363.20	100.00%
1-5099-965 Fire Dept Bunker Gear	0.00	1,367.00	100.00%
1-5099-977 Console Terminal (b)	0.00	6,057.60	100.00%
Total CAPITAL RESERVE SPENDING	0.00	429,954.79	100.00%
1-5301 LOSS REPAIR EXPENSE			
Total LOSS REPAIR EXPENSE	0.00	0.00	0.00%
1-5302 LITTLE THEATER REPAIR			
Total LITTLE THEATER REPAIR	0.00	0.00	0.00%
1-5303 IRENE RECOVERY EXPENSE			
1-5303-807 IRE Bond Repayment	44,600.00	44,600.00	100.00%
1-5303-808 IRE Bond Interest Expense	10,500.00	6,124.71	58.33%
Total IRENE RECOVERY EXPENSE	55,100.00	50,724.71	92.06%
1-5401 GRANT EXPENSE			
1-5401-401 Elm Street H2O System Imp	0.00	10,757.65	100.00%
1-5401-842 Cooperative Mng Agree	0.00	107,776.64	100.00%
1-5401-843 FEMA Grant Expense	0.00	19,900.00	100.00%
1-5401-850 Billings Farm FLAP(8)	0.00	7,746.92	100.00%
1-5401-851 NBRC Grant Expense	0.00	2,581.10	100.00%
Total GRANT EXPENSE	0.00	148,762.31	100.00%
1-560 COMMUNITY CELEBRATIONS			
Total COMMUNITY CELEBRATIONS	0.00	0.00	0.00%
1-570 TRANSFERS OUT			
1-5706-000 Town police transfer to V	473,270.67	276,074.56	58.33%
Total TRANSFERS OUT	473,270.67	276,074.56	58.33%
1-580 TOWN FOREST			
Total TOWN FOREST	0.00	0.00	0.00%

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WOODSTOCK TOWN General Ledger
Current Yr Pd: 10 - Budget Status Report
TOWN GENERAL FUND

Account	Budget	Actual	Actual % of Budget
1-585 BILLINGS PARK			
1-5856-810 Billings Park Expense	0.00	990.00	100.00%
Total BILLINGS PARK	0.00	990.00	100.00%
Total Appropriations	8,352,359.54	7,339,236.48	87.87%
Total TOWN GENERAL FUND	0.00	947,495.50	
Total All Funds	0.00	947,495.50	

Town of Woodstock

Selectboard meeting protocol

I thought it helpful to outline how our meetings work and various protocol involved in them.

First, we welcome community involvement and questions but have a few things to note. In order to assist those taking minutes and be inclusive of people in the room as well as on zoom, we ask that you raise your hand, physically or electronically when you want to speak. If you are in the room, please come forward to the table so that the microphone can pick up what you are saying. Either way, introduce yourself even if you have spoken more than once or are known to everyone. We ask that everyone be respectful to others at the meeting and the Board. There really is no reason for name calling, yelling or discourteous behavior.

Early in the meeting, you will see on the agenda "Citizens Comments." This is a chance for citizens to briefly tell us of an issue or question that is not on the agenda. If the matter you want to talk about is on the agenda, we ask that you hold your comment until that matter is up for discussion. We will probably not respond to you in Citizens Comments. It is hard as a board to respond when we don't know what will be discussed. Further, as what you want to discuss may not be on the agenda, it is not appropriate for us to have a conversation about it without the public knowing and being able to participate.

When we get to items on the agenda, the discussion will first be among Selectboard members, the Municipal Manager and the person bringing up the matter, if applicable. It will then be opened up for public comment. Kindly address your comments to the Board and not each other. We will endeavor to let everyone speak but if it gets repetitious, we may end comment.

Thank you for attending the meeting. We hope for more participation this year and do want to hear from you. If you feel that your question was not answered or your opinion not voiced as you wish, feel free to reach out to the Selectboard Members via email. Under Open Meeting Law Rules, we are constrained at times in how we can respond but will do our best.

Rules of Procedure

As a part of the FY26 goals, the joint boards voted to adopt rules of procedure to further our objective of Effective and Efficient Government. I'm attaching some examples of Rules of Procedure and logistic considerations from other entities.

My goal is to discuss and identify what we can incorporate in these rules that will allow the board and staff to run better meetings and help guide public expectations.

Included:

- Zoom instructions example
- Meeting intro from Chair Susan Ford (previously discussed at March meeting)
- Agenda request template from VLCT
- Rules of procedure template from VLCT
- Rules of procedure example 1 – Pomfret
- Rules of procedure example – Dover
- Rules of procedure example – Hartford

-LP

INSTRUCTIONS & TIPS FOR USING ZOOM

Created by the UW-Madison School of Nursing Gilmore-Bykovskyi Team, Summer 2020

Joining a Meeting by the Zoom App

- To join a meeting, start by clicking the link in the email invitation under “Join Zoom Meeting.” Next, choose the option to download and launch Zoom. If you already have Zoom downloaded, choose the option to open the zoom.us application. You may have to wait for the host to start the meeting or add you from the virtual waiting room.
- Once you join, you can choose to join with video (others will be able to see you right away) or join without video (others will be unable to see you right away). You can also choose to join with computer audio (so you can hear others) or to test your speakers and microphone before getting started. **Select “Join with Computer Audio” to get started with your Zoom meeting.**

Joining a Meeting by Calling In

- You may also join a meeting by calling the numbers indicated in the meeting invitation. You will need to choose the number that corresponds with your location. Once you dial the number, you will be prompted to enter the meeting ID which can also be found in the meeting invitation.
- Dialing in to a Zoom meeting will function the same as a normal phone call; it's only what you can hear and say, you cannot see others and they cannot see you

Turning Your Video On/Off

- To start sharing your video, click the video camera icon on the bottom of your screen. If your video is sharing, the screen will say “stop video” under the icon of the video camera.
- If you are not sharing your video, the icon will have a red line through it and will have the words “start video” under it.



Zoom Tip: *If you are having internet connectivity issues, try stopping your video. This might help speed up your connection and reduce lagging.*

Turning Your Sound On/Off (Muting & Unmuting)

- To mute your microphone, click on the microphone icon at the bottom of your screen. Once you are muted, the microphone icon will have a red line through it and will read “unmute” under it.



- To unmute microphone, click on the microphone icon again. When you are unmuted, the microphone icon will appear with the word “mute” underneath it.



Zoom Tip: *Keep yourself muted during the session and unmute when you would like to say something. This will help reduce background noise and will help everyone to be able to hear each other clearly.*

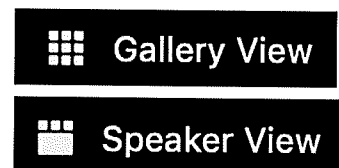
Using the Chat feature

- To use the chat feature on Zoom, start by clicking the speech bubble icon with the word “chat” underneath it at the bottom of your screen. Once you click the icon, the chat box will appear on the right side of your screen. On the lower right-hand side, you will see a box with the words “Type Message Here.” Click inside this box and begin typing to send a message to everyone in the Zoom meeting.



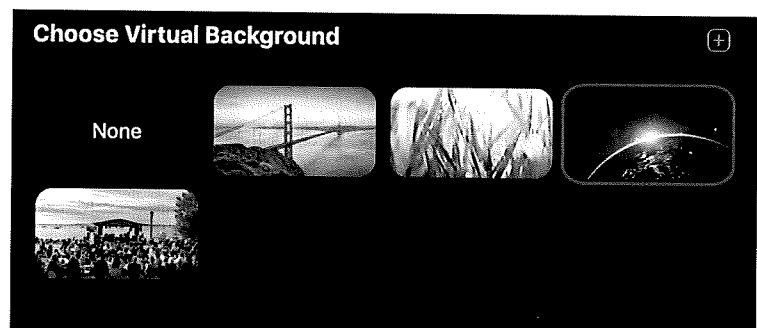
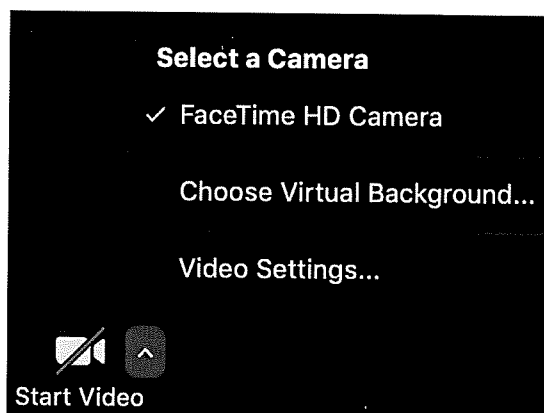
Adjusting Viewing Modes

- To view all participants at once, select “Gallery View” in the top right of your screen. To only view one person at a time, select “Speaker View” (this will change as Zoom detects who is speaking) also in the top right of your screen.



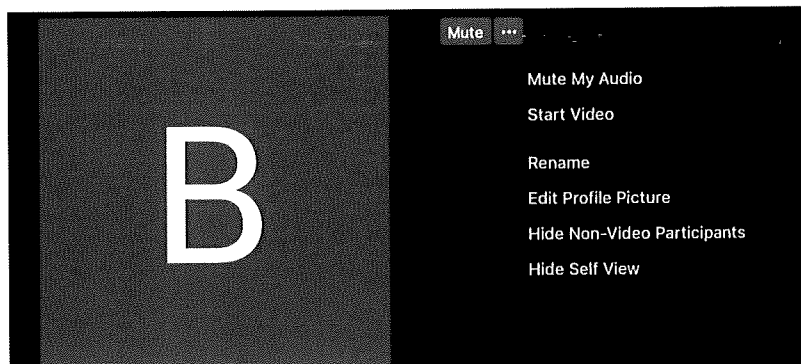
Changing Your Background for Privacy (Advanced Feature)

- You may want to change your video background for privacy. To change your background, hover over the video camera icon where the “^” appears. Then select “Choose Virtual Background.” Under this option, you can select a provided virtual background, or you may select an image from your computer under the “+” icon.



Setting Your Preferred Name (Advanced Feature)

- To change your name, hover your mouse over your video image and click on the ellipsis icon. Then, select “Rename” from the menu. You may then type your desired name into the box. Other participants will also see this as your name.



Leaving a Meeting

- To leave a meeting, click on the red “Leave” button in the bottom right corner of your screen.



Additional Tips on Using Zoom from a Mobile Device

- To join a Zoom meeting using your phone, you may use the Zoom application (this can be found under “ZOOM Cloud Meetings” on the app store). You will need to download the application before joining the Zoom meeting. Once you have downloaded the Zoom app, click the join meeting link in the Zoom invite and select open in app.
- On smartphones, your main screen will be speaker view. If you swipe to the next page, you will see video of the other participants on the zoom call with you. This is also called swiping right. You cannot see all participants at one time, but you can see them one page at a time.
- If you tap the symbol on the bottom that looks like a speech bubble and has the word participants, you will be able to see the names of everyone on the call.
- If you swipe from the main screen to the other direction you will be in safe driving mode. This stops all video and microphone allowing you only to listen.

For more help, visit these Zoom related video tutorials:

- How to join a Zoom meeting: <https://youtu.be/hlkCmbvAHQQ>
- Joining a Zoom Call for the first time: <https://youtu.be/9isp3qPeQ0E>

Town of _____
SELECTBOARD AGENDA REQUEST FORM
 Instructions

- A. Use this form to make a request for time on an upcoming Selectboard meeting agenda.
- B. The Selectboard meets on the (1st and 3rd or 2nd and 4th) (day of the week) each month at (time) p.m. in (room and building location, including full address).
- C. To request time on a Selectboard agenda, please complete the form below, and return it to the (office and full address) or email to: (email address of contact). **The deadline for submitting a request is (time) p.m. on the (day of the week), (one week or two weeks) before a Selectboard meeting.**
- D. **Any presentation material you wish to use at the meeting must be received no later than (time) p.m. on the (day of the week) before a Selectboard meeting.** A/V equipment available in the meeting room includes (example: a 54-inch-wide screen monitor with both HDMI and VGA connectivity). Wi-Fi is also available.
- E. The (Town Manager and/or Selectboard Chair) develops the agenda for each Selectboard meeting. While every effort will be made to accommodate your request, a request to appear before the Selectboard on a specific date must be evaluated based on the following factors:
 1. whether the request is time-sensitive
 2. whether it conflicts with other Selectboard discussion priorities for that particular meeting
 3. input regarding the request (if any) received from (the Selectboard Chair & Vice Chair, as applicable)
- F. If your request is approved, the title of person, example: Selectboard's Administrative Assistant), will contact you with the meeting date and time that your item will appear on the Selectboard's agenda.

Date of Request: _____	Phone Number: _____
Requester Name: _____	Email Address: _____
Organization (if applicable) _____	Date of Board Meeting (Optional) _____

What type of agenda item are you requesting? **Information only** ____ **Decision/Action Requested** ____

Do you have presentation material for the meeting (e.g. PowerPoint)? **Yes** ____ **No** ____

Model Rules of Procedure for Municipal Public Bodies

[NAME OF PUBLIC BODY] RULES OF PROCEDURE FOR MEETINGS

[Municipality Name]

PURPOSE. The [board, council, committee, commission, etc.] of [municipality name] is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. A “meeting” is defined as a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action. 1 V.S.A. § 310(5)(A). Meetings of the [board, council, committee, commission, etc.] of [municipality name] must always be open to the public, except as provided in 1 V.S.A. § 313 for executive session. The purpose of these meetings is to conduct the business of the public body efficiently and effectively, while still allowing a reasonable opportunity for public comment.

APPLICATION. This policy setting forth rules of procedure applies to the [board, council, committee, commission, etc.] of the [municipality name], referred to below as “the body.” These rules apply to all regular, special, and emergency meetings of the body. These rules do not apply to municipal quasi-judicial proceedings (i.e., hearings). The [board, council, committee, commission, etc.] of [municipality name] adopts these rules to further its significant interest in conducting its meetings in an efficient and orderly fashion. To this end, the following rules are established for the conduct of all people, including board members, staff members, and members of the public attending the body’s meeting.

ORGANIZATION.

1. The body must annually elect a chair and a vice-chair, who will serve until the body’s next annual meeting, unless otherwise removed. Vacancies in the offices of chair or vice-chair will be filled by majority vote of the body.
2. The body may vote to remove the chair or vice-chair at any time and elect a new chair or vice-chair by [unanimous/two-thirds/majority] vote.
3. The chair of the body or, in the chair’s absence, the vice chair will preside over all meetings (i.e., presiding officer). If both the chair and the vice chair are absent, a member selected by the body will act as presiding officer for that meeting.
4. A majority of the total membership of the body constitutes a quorum. If a quorum of the members of the body is not present at a meeting, no meeting will take place.
5. No single member of the body has the authority to represent or act on behalf of the body unless either by statute or by majority vote, the body has delegated such authority as recorded in its meeting minutes.

6. All members, including the chair and vice-chair of the body, are entitled to full participation in its proceedings, including the right to attend, speak, make motions, and vote.
7. Meetings of the body may be recessed (i.e., a brief break), or adjourned (i.e., postponed) and continued at a later date, time, and place certain. A motion stating the time and place that a meeting is either recessed or adjourned to must be made in public before the meeting is recessed or adjourned and such motion recorded in the meeting minutes.
8. These rules may be amended by [*unanimous/two thirds/majority*] vote of the body and must be readopted annually.

AGENDAS.

1. Each regular and special meeting of the body must have an agenda with time allotted for each item of business to be considered by the body. The agenda will include sufficient details on the specific business to be discussed. Whenever the body includes an executive session as an item on its posted meeting agenda, it must list it as “proposed executive session” and indicate the nature of the business of the executive session. The [*chair/municipal manager/municipal administrator/municipal clerk/other*] will create and manage the body’s agenda.
2. Notwithstanding the [*chair’s/municipal manager’s/municipal administrator’s/municipal clerk’s/other’s*] authority over the agenda, the body, in its discretion, may amend the final content of the agenda before or, to some extent, during the body’s next meeting. Those who wish to add an item(s) to the meeting agenda need to contact the [*chair/municipal manager/municipal administrator/municipal clerk/other*] to request its inclusion on the agenda. All requests for additional agenda items must be provided at least [*at minimum 60/at most 72*] hours in advance of a regular and [*at minimum 36/at most 48*] hours in advance of a special meeting to be considered.
3. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda must be posted in or near the municipal office and at the following designated public places in the municipality or a neighboring municipality: [*include the location of at least two public places in the municipalities*]. [*IF THE PUBLIC BODY/MUNICIPALITY HAS A DESIGNATED/MAINTAINED WEBSITE, INSERT THE FOLLOWING: “At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda must be posted on [identify the website and its URL].”*] The agenda must also be made available to any person who requests it prior to the meeting.
4. A public body meeting without a physical meeting location must post information that enables the public to directly access the designated electronic platform and include this information in the published agenda or public notice for the meeting.

5. A public body holding a hybrid meeting should post information that enables the public to directly access the designated electronic platform and include this information in the published agenda or public notice for the meeting.
6. All business will be conducted in the same order as it appears on the noticed agenda, unless voted otherwise, except that any addition to or deletion from the noticed agenda may be made as the first act of business at the meeting. No additions to, or deletions from the agenda will be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, or postponing or tabling actions, may be made by *[unanimous/two-thirds/majority]* vote of the body.
7. No binding action can be taken on matters not appearing on the agenda, unless it is necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body. Nor can the agenda item entitled "other business" be used for taking binding action.

MEETINGS

1. Regular meetings will take place on *[day and time, for example, the first and third Tuesday of the month at 7 p.m.]* at *[include a location accessible to the public]*.
2. Special meetings must be publicly announced at least 24 hours in advance by giving notice to: all members of the body, either orally or in writing, unless previously waived; an editor, publisher or news director, or radio station serving the area; and any person who has requested notice of such meetings. In addition, notices must be posted in the municipal clerk's office and at the following designated places in the municipality or in a neighboring municipality: *[include the location of at least two public places in the municipalities]*.
3. Emergency meetings may be held without public announcement, without posting notice, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or a condition requiring immediate attention by the body.
4. A public body meeting without a physical meeting location must post information that enables the public to directly access the designated electronic platform and include this information in the published agenda or public notice for the meeting.
5. A member of any public body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies themselves when the meeting is convened and is able to hear and

be heard throughout the meeting. Whenever one or more members attend a meeting electronically, voting by the body that is not unanimous must be done by roll call.

6. If a quorum or more of a non-advisory body attend a meeting without being physically present at a designated meeting location, the agenda for the meeting must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, must be physically present at each designated meeting location. These requirements also apply if an advisory body chooses to offer hybrid access to the public.
7. The quorum or more of the members of any public body may attend an emergency meeting of the body by electronic or other means without being physically present at or staffing a designated meeting location.
8. A quorum or more of the members of an advisory body (i.e., a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters) may attend any meeting of the advisory body by electronic or other means without being physically present at or staffing a designated meeting location.
9. A public body meeting without a physical location must designate and use an electronic platform that allows for the direct access, attendance, and participation of the public, including access by telephone.
10. There is no allowance for voting by proxy. A member must be either physically present or, if applicable, present using electronic or other means to vote.
11. If a resident, a member of the public body, or member of the press requests (in writing) physical access to a remote regular meeting or electronic or phone access to an in-person regular meeting, the body must grant the request unless:
 - a. There is an all-hazards event or declared state of emergency;
 - b. There is a local incident; or
 - c. Compliance would impose an undue burden on the municipality, as determined by the legislative body.

MOTIONS AND VOTING

1. Any member of the body may make a motion.

2. A member of the body may speak or make a motion [*only after/without*] being recognized by the presiding officer.
3. Members of the body are not limited by the type of motions they may make (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.), though all members should be aware of the consequences of the motion they make and/or approve.
4. Motions made by members of the body [*do/do not*] require a second to proceed with discussion and/or action, if any.
5. The maker of a motion has the right to speak first in debate once the motion has been [*seconded*], restated by the presiding officer, and the member is recognized by the presiding officer.
6. Members must limit their comments and motions to the meeting agenda item under consideration.
7. All motions must be phrased in the affirmative.
8. All motions must be restated by the presiding officer prior to a vote.
9. Responses to voice votes, when provided, must be expressed as either “yes” or “no.” Members may also abstain or recuse themselves from voting.
10. All motions require the approval of the majority of the total membership of the body to pass, unless the threshold has been increased by the body, or as otherwise modified by state law.
11. A vote is required to both enter and exit executive session.
12. A member may change their vote, up until such time as the vote is announced by the presiding officer.
13. Any member of the body may request a roll call vote. Whenever one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
14. The presiding officer must announce the result of all votes and what action, if any, the body has taken.

[*OPTIONAL: The collective silent acquiescence of the body in response to a motion will signify its unanimous consent.*]

15. Motions to end or limit debate [*will/will not*] be entertained. [*IF REQUIRED, INSERT THE FOLLOWING: “A motion to end or limit debate may be made at any time after a member has been recognized by the presiding officer. Motions to end or limit debate require a [two-thirds/majority] vote of the total membership of the body.”*]

16. No member can speak more than once on any agenda item or motion until every other member choosing to speak thereon has been given the opportunity to do so.
17. A member of the body may call a point of order at any time, without being recognized, to bring attention to a potential rule violation. A point of order does not require [*a second or*] a vote.
18. The presiding officer will rule on all points of order and state their justification.
19. Any member may appeal the presiding officer's ruling on a point of order, without being recognized. An appeal [*does/does not*] require a second. If appealed, the ruling of the presiding officer may be overruled by a majority of the total membership of the body.
20. The failure of the body to strictly adhere to any provision of this section will not invalidate any action taken, unless such action was taken by less than a majority of the total membership of the body or some other standard as specified by state law.

PUBLIC PARTICIPATION

1. All meetings of the body are conducted in the public; they are not meetings of the public.
2. All meetings of the body are open to the public.
3. Meetings of the body are a limited public forum.
4. Members of the public will be afforded a reasonable opportunity to express their opinions about matters considered by the body, so long as order is maintained according to these rules.
5. Public comment is open to all members of the general public, not just residents of [*municipality name*].
6. At the [*beginning/end/conclusion/discussion*] of each agenda item, but before any action is taken by the public body at each meeting, there may be [*number*] minutes afforded for open public comment. By [*unanimous/two-thirds/majority*] vote, the body may increase the time for open public comment and its place on the agenda.
7. No member of the public may speak longer than [*number*] minutes without the consent of the presiding officer.
8. Speakers will be taken on a first-come, first-served basis, though the presiding officer may suspend this rule to protect against repetitive or irrelevant comments and to ensure that varied, especially opposing, viewpoints are heard.

9. Speakers may be asked, but not compelled, to state their name and/or address.
10. Members of the public must be acknowledged by the presiding officer before speaking.
11. Members of the public must wait their turn to speak and may not interrupt others.
12. Public comment must be germane to an item on the agenda.
13. A member of the public can only speak more than once on the same agenda item, time permitting, with the consent of the presiding officer and only after every other member of the public has been given an opportunity to speak.
14. The balance of time not used by a speaker will expire and cannot be reserved or yielded to another.
15. Members of the public do not have the right to vote on meeting agenda items.
16. Public comment under "other business" is limited to the business of the body (i.e., the public body's governmental functions, including any matter over which the body has supervision, control, jurisdiction, or advisory power).
17. Meetings may be recorded by any member of the public unless doing so constitutes an actual disruption to the proceedings of the meeting. *[OPTIONAL, ONLY AFTER CONSULTING WITH TOWN ATTORNEY: Meetings may not be recorded by any member of the public.]*
18. Attendance in executive session is limited to members of the public body and, in its discretion, staff, clerical assistants and legal counsel, and persons who are subjects to of the discussion or whose information is needed, and who are invited by the body to attend. The public is otherwise excluded from executive session.

ORDER

1. Order must be observed by all people attending the meeting, whether in-person or electronically.
2. The presiding officer will preserve order in the meeting and regulate its proceedings by applying these rules and by making determinations about all questions of order or procedure.
[OPTIONAL: No signs or posters are permitted inside the meeting room.]
3. All electronic devices used by members of the body, the public, and others present must be silenced (i.e., turned off or put on "vibrate") during meetings.
4. All comments must be addressed to the presiding officer.

5. No person may disrupt, disturb, or otherwise impede (except for a point of order) the orderly conduct of the meeting or interrupt any person while they're speaking.
6. The only people who may interrupt another from speaking are 1) a member of the body for a point of order directed towards the presiding officer, or 2) the presiding officer themselves, to enforce a rule.
7. Speakers must refrain from repetitious speech or speech that is irrelevant to the business of the body.
8. Members of the body should be addressed by their official title (e.g., selectperson, commissioner, committee member, etc.) followed by their last name. Members of the public should likewise be addressed as either "the Speaker" or by some similar title of respect (e.g., Mr., Ms., Sir, Madam, Mx., etc.).
9. Members of both the body and the public must obey all orders and rulings of the presiding officer. The presiding officer should adhere to the following process to address any disruption to a meeting and as needed to restore order, but may bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:
 - a. Call the meeting to order and remind the member of the body or the public of the applicable rules of procedure.
 - b. Declare a recess or table the issue under consideration.
 - c. Adjourn (i.e., postpone) and continue the meeting until a place and time certain or close (end) the meeting.
 - d. Ask disorderly person(s) to leave the meeting room for the remainder of that meeting.
 - e. Request law enforcement assistance in removing a disorderly person(s) from the meeting, when their conduct substantially impairs the effective conduct of the meeting, for the remainder of that meeting.

[Insert this section if your public body is non-advisory (i.e. public bodies that have supervision, control or jurisdiction over legislative, quasi-judicial, tax or budgetary matters):

MEETING RECORDINGS

1. *The body must record or cause to be recorded, in audio or video form, all meetings (except site inspections and site visits) unless doing so will impose an undue hardship on the municipality.*
2. *A copy of the meeting recording must be posted to a designated electronic location for a minimum of 30 days following the day when meeting minutes are posted.]*

MEETING MINUTES

1. Minutes must be taken of every meeting of the body.
2. Minutes must give a "true indication of the business of the meeting," which may require supplementing the following statutorily required elements: members present; active participants at the meeting; motions, proposals, and resolutions made, offered, and considered and what disposition is made of the same; the result of any votes taken; and a record of individual votes if a roll call is taken.
3. Minutes must be available for inspection five calendar days after the meeting.
4. Minutes must be posted no later than five calendar days after the meeting to an official website, if one exists, that is maintained or has been designated as the official website of the body.

[OPTIONAL: Minutes must be approved by a majority of the total membership of the body.]

5. *[IF THE PUBLIC BODY APPROVES MINUTES, INSERT THE FOLLOWING: "Minutes can be amended by concurrence of a majority of the total membership of the body."]*

EFFECTIVE DATE

This policy will become effective immediately upon its adoption by the *[name of municipal legislative body]*.

Adopted (Date): _____

Signatures:

Town of Pomfret
5218 Pomfret Road
North Pomfret, Vermont 05053

Selectboard Rules of Procedure

- A. PURPOSE.** The Selectboard of Pomfret is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Pomfret must be open to the public, except as provided in 1 V.S.A. § 313.
- B. APPLICATION.** This policy setting forth rules of procedure shall apply to the Selectboard of Pomfret, referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.
- C. ORGANIZATION**
1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
 2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
 3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
 4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
 5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
 6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair.
 7. Any member of the body may request a roll call vote. When one or more members attend a meeting electronically, a roll call vote will be required.
 8. Meetings may be recessed to a time and place certain.
 9. These rules may be amended by majority vote of the body and must be readopted annually.

D. AGENDAS

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body who wish to have items added to the meeting agenda shall contact the Selectboard Assistant to request inclusion on the agenda. Members of the public who wish to have items added to the meeting agenda shall contact a member of the body to request inclusion on the agenda. The chair will lead the development of the agenda. The Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee, will prepare the final agenda for distribution.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, shall be posted on the Town website, on the Pomfret Listserv, in the Town Offices, and posted near the North Pomfret and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting, immediately before the first public comment period at the meeting. Additions to and deletions from the noticed agenda must be approved by a majority of the body and only time sensitive items may be added at a meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the body.

E. MEETINGS

1. Regular meetings shall take place on the first and third Wednesday of the month at 7 p.m.
2. Special meetings may be held when needed.
3. Emergency meetings may be held without public announcement, without posting of notices, provided public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call.
5. If any member of the body attends a meeting without being physically present at a designated meeting location, such member(s) will attend via Zoom when feasible, otherwise via telephone.

6. Draft minutes shall be prepared by the Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee and they shall clearly label them as "draft" minutes and shall post the draft minutes on the Town website within five (5) calendar days after the meeting. After the draft minutes have been approved by the body, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as "approved" and shall post them on the Town website.
7. Meetings will be audio and videorecorded, except in cases where technical problems prevent doing so. An audio and/or video recording of each meeting will be made available on the Town website within five (5) calendar days after the meeting.
8. Meetings may be recessed to a time and place certain.

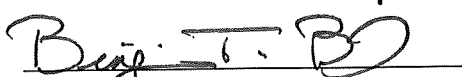
F. PUBLIC PARTICIPATION

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the beginning of each meeting of the body there shall be up to ten (10) minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.
3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, two (2) minutes per person may be afforded for public comment. By majority vote, the body may increase the time for public comment on an agenda item.
4. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
5. Members of the public must be acknowledged by the chair before speaking.
6. Members of the public must identify themselves with name and town of residence the first time they speak on an agenda item.
7. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
8. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

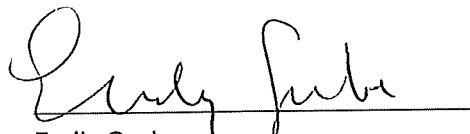
9. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
- a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable or another law enforcement official to remove disorderly person(s) from the meeting.

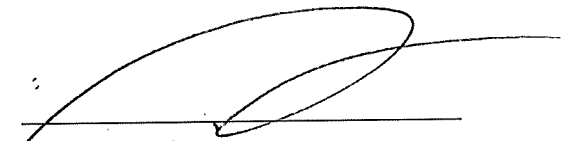
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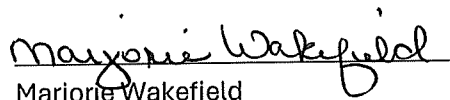
ADOPTED this 4th day of March, 2026:


Benjamin Brickner


Steve Chamberlin


Emily Grube


John Peters Jr.


Marjorie Wakefield

DOVER SELECTBOARD MEETING RULES OF PROCEDURE

- A. PURPOSE.** The Selectboard of the Town of Dover is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 VS.A. §§ 310-314. Meetings of the Selectboard of the Town of Dover must be open to the public at all times, except as provided in 1 VS.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard. 1 VS.A. § 312(h).
- B. APPLICATION.** This policy setting forth rules of procedure for Selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Dover Selectboard.
- C. PROCEDURES.**
1. The chair of the Selectboard, or in the chair's absence, the vice-chair, shall chair all Selectboard meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
 2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 VS.A. § 312(h).
 3. A majority of the members of the Selectboard shall constitute a quorum. If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.
 4. At the beginning of each Selectboard meeting, there shall be 10 minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
 5. Public comment on issues discussed by the Selectboard, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair. Such comment, if permitted, shall be limited to 10 minutes, unless by majority vote, the Selectboard increases the time for public comment.
 6. Each Selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the Selectboard. Those who wish to be added to the meeting agenda shall contact the Selectboard assistant to request inclusion on the agenda. All such inclusions must be submitted no later than 3 p.m. the 3rd business day prior to a meeting.
 7. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Selectboard, the order of items to be considered and/or the time allotted may be modified.
 8. Motions made by board members require a second. The chair of the Selectboard may make motions and may vote on all questions before the board.
 9. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
 10. Any Selectboard member may request a roll call vote.
 11. Meetings may be recessed to a time and place certain.

12. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.

13. These rules may be amended by majority vote of the Selectboard and must be readopted annually at the organizational meeting.

ADOPTED on the _____ day of _____

By the Dover Selectboard

Victoria Capitani

Sarah Shippee

Joseph Mahon

Daniel Baliotti

Patrick Lagrange

Hartford Selectboard Rules of Procedure

May 7, 2019

The purpose of this document is to provide guidelines and protocols for Selectboard members. This document is intended to be reviewed each year at the annual board Organizational Meeting. These rules may be amended at any regularly scheduled Selectboard meeting with the affirmative vote of at least 5 of members. Vermont Statutes Annotated, especially the Vermont Open Meeting Law (1 VSA 310-314) and the Town of Hartford Charter (24 VSA 123A) are the governing documents for the Selectboard. Except where contravened explicitly by VSA or this document, all Selectboard meetings shall be conducted according to the most recent revision of Robert's Rules of Order as needed to maintain proper decorum, with attention paid to procedures appropriate for small groups.

General Duties and Goals of the Hartford Selectboard

1. To set and monitor the strategic direction of the Town of Hartford, Vermont, and to communicate this direction to the Town Manager.
2. To establish a proposed annual operating budget for the Town of Hartford and to submit this budget and municipal bonds to be brought to a vote in the general election.
3. To hire, evaluate, and manage the Town Manager.
4. To review and monitor its own conduct, performance, and operating procedure.
5. To represent the town at town functions.
6. To develop familiarity with state and municipal statutes that legally describe the roles and obligations of Selectboard members, constrain the board's purview, and obligate its actions.
7. To process the business that comes before it in an efficient, open, and understandable manner that builds public confidence in the decisions reached by the board.
8. To maintain cordial and cooperative relations with their fellow board members, town employees, and fellow Hartford residents.

Selectboard Officers; Organizational Meeting

Within 48 hours of the results of Town Meeting voting being announced, the Selectboard shall hold an Organizational Meeting to seat new members and elect the offices of Chair, Vice Chair, and Clerk. Newly elected members are responsible for taking the Oath of Office,

administered by the Town Clerk (or any other official empowered to swear in the newly elected Selectboard members) in advance of this meeting or else arranging for the Town Clerk to be present at the meeting to do so.

To effect this policy, the Selectboard shall set a date and time for this Organizational Meeting at the same time that it warns the Town Meeting Elections. Typically this will be the Thursday evening following the Tuesday Election. In the case of a Special Town Meeting being called under the provisions of the Charter, the second day after the special election would be the date. In the event of a recount, the Organizational Meeting will take place after the recount has concluded and a duly elected board is formed.

The Organizational Meeting shall be called to order by the incumbent Chair or Vice Chair or Clerk or most senior incumbent member, in that order of priority. The Town Clerk shall give the Oath of Office to any new members not already sworn in. Once this is completed, the presiding officer shall call for the election of a new Chair.

Upon the election of a new Chair (or full slate of officers, if all three positions were moved together), the newly elected Chair shall preside for the remainder of the business of the Selectboard's Organizational Meeting, including the election of Vice Chair and Clerk as needed and discussion of this document (Hartford Selectboard Rule of Procedure). At any duly warned meeting of the Selectboard after the adjournment of the Organizational Meeting, the affirmative vote of four (4) Selectboard members shall be required to initiate a reorganization of the board and open the floor for the election of new officers.

Selectboard Member Responsibilities and Expectations

1. Each Selectboard member is expected to have reviewed the information packet provided by the Town Manager before the meeting. If a member plans to offer a motion, that motion may be written and distributed in advance.
2. Members shall provide any information and ask any questions they feel are necessary to perform their duties.
3. Members are encouraged to have a working knowledge of Robert's Rules of Order, Newly Revised, Board policies and procedures, and the Town Charter.
4. There is generally no limit to the number of times a member can speak to a question. However, members should obtain the floor by being recognized by the Chair before making motions or speaking, so long as such formalities do not significantly detract from the natural flow of a productive discussion. Any member may request to regain the floor if they did not relinquish it or have it formally removed.
5. Members shall respect the right of the Chair to control the tone and pace of each discussion and to call for a motion to be made.
6. Members may contact the Town Manager for any information that is necessary to perform their duties, recognizing that employees report to the Town Manager, not the Selectboard. Selectboard members shall recognize the Town Manager's authority to manage Town employees; members shall not separately engage in the direct management or supervision of Town employees, nor make requests of Town employees without prior consent of the Town Manager.

7. Selectboard members shall not directly contact the Town's attorney without the prior authorization of the Chair and Town Manager.
8. Each Selectboard member shall recognize that it is the responsibility of the Town Manager and the Selectboard Chair to speak for and on behalf of the Town. Any member may speak on behalf of the town on a specific subject as long as they receive prior permission from the Chair.
9. As described in Robert's Rules, any Chair decision, including those described in this document, may be overridden by majority of the Board present.
10. Each Selectboard member has the right to speak on their own behalf as long as they clearly identify that they are speaking for themselves and not the town, including but not limited to: responding to press inquiries, engaging in dialog with citizens, posting on the town listserv or social media sites, publishing opinion pieces, or blogging.

Selectboard Chair, Additional Responsibilities

The role of Selectboard Chair is critical to the successful operation of the Selectboard in that they must provide the leadership to keep the Selectboard on track while building the necessary consensus to ensure it is the Selectboard, not the Chair alone, that is making the necessary decisions. As such:

1. Voting by unanimous consent is encouraged when the Chair expects no significant debate, provided that members are given clear and sufficient opportunity to object or call for discussion, and that what is being voted on is stated in clear terms. Otherwise, motions made but not seconded will not be entertained.
2. The Chair need not restate a motion unless clarification is needed.
3. The Chair may speak in discussion, can make motions for voting by unanimous consent or on request of the board, usually votes on all questions, and casts the last vote.
4. The Chair is the primary interface to the Town Manager. Provide written reports of communication with the Town Manager and vice versa within a week of their occurrence and immediately in time-critical situations.
5. Along with the Town Manager, the Chair is the primary interface in providing information to the public on behalf of the Town, and in particular to represent the Town in stating settled Town positions to the media. In circumstances where no final decision has been reached the Chair shall operate under the rules of Selectboard member interaction with the press and public.
6. The Chair shall set the agenda for any meeting of the Selectboard using a collaborative process that ensures participation in the development of the agenda by all members of the board.
7. The Chair shall bring each meeting to order at the appropriate time, call the roll, and ensure that a quorum exists so that the Town's business may be done. If a quorum does not exist within a reasonable amount of time, postpone the meeting to a future date no later than the next scheduled Selectboard meeting.

8. The Chair shall be in control of each meeting and set a respectful meeting tone and appropriate decorum. Ensure that the meetings are run professionally and that all participants behave civilly with no personal attacks.
9. The Chair is the official head of the Town for all ceremonial purposes or appoint a substitute.
10. The Chair shall disseminate relevant information to other Selectboard members either directly or by delegation to the Vice Chair or Town Manager.
11. The Chair has signatory authority on behalf of the Selectboard for accounts payable, vendor manifests, and other financial documents if and only if a quorum is not available. In the event that this signatory authority is exercised by the Chair, board approval shall be sought at the next meeting of the board.
12. The Chair has the authorization to contact the Town's attorney to conduct Town business.
13. **The Chair will only call an emergency meeting when specifically authorized by the open meeting law and upon review of any other relevant state laws that may include more specific restrictions.**

Selectboard Vice Chair, Additional Responsibilities

The role of the Vice Chair is to perform the duties of the Chair whenever the Chair is indisposed.

Selectboard Clerk, Additional Responsibilities

The role of the Clerk is to see to it that minutes of Selectboard meetings are taken and subsequently brought to the board for approval. Such minutes shall comply with Vermont Statute and shall, at a minimum, record when meetings begin and adjourn, when Executive sessions begin and adjourn, when members arrive and depart (if different from the full meeting length), what motions are made and seconded and by whom, and the roll call of any votes taken. It is generally understood that staff will record the minutes and failing that, the Clerk will do so.

Meeting Attendance

1. Selectboard members are expected to be in the chamber and ready to be seated at the start of the meeting. The Chair shall announce any known late arrivals during roll call.
2. Should a Selectboard member find they are unexpectedly unable to be at a meeting at the scheduled time of the meeting, they will immediately notify (preferably by phone) the Chair, Vice Chair, or Town Manager of the delay and anticipated time of arrival or an inability to attend. Voice mail is not considered notification.

Meeting Compensation

Selectboard members shall be compensated for meetings and travel as set by the voters at the annual Town Meeting.

Members will be paid for any duly warned meeting of the Selectboard, including emergency sessions, and for any meetings attended as a board liaison or delegate.

With prior approval from the Board, members shall also be compensated for attending off-site seminars and workshops such as trainings from the Vermont League of Cities and Towns.

Liaison Assignments

Selectboard shall assign liaisons from willing members to the Town boards and commissions, and the School Board, such that every board and commission has a Selectboard liaison. Liaisons are encouraged but not required to attend the meetings of these boards and commissions; if regular attendance is not possible, the liaison should be in regular contact with the Chair of the board or commission.

Generally speaking, the role of the Selectboard liaison is to be a conduit for information, helping coordinate the activities of the various boards and commissions with the Selectboard, not an active or voting participant in the work of those boards and commissions.

Public Participation

All meetings of the Board are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

1. Near the beginning of the meeting, citizens may have an opportunity to make general comments, with the expectation that each speaker will not exceed 5 minutes.
2. At the conclusion of discussion of each agenda item, but before any action is taken by the Board at each meeting, there may be time afforded for open public comment. This opportunity is at the discretion of the Chair and the Board.
3. By majority vote, the Board may increase the time for public comment and its place on the agenda, or end the comment period of an individual or entirely.
4. Comment by the public or members of the Board must be addressed to the Chair or to the Board as a whole, and not to any individual member of the Board or public.
5. Members of the public must be acknowledged by the Chair before speaking.
6. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.

7. Order and decorum shall be observed by all persons present at the meeting. Neither members of the Board, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the Board and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
8. Members of the Board and members of the public shall comply with the orders of the Chair or other presiding member. The Chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine in their sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Request that disorderly person(s) be removed from the meeting.

Departing Member Recognition

When a member has served at least one full term and leaves the Selectboard, whether by reaching the end of a term and not seeking re-election, not being re-elected, or via resignation, the outgoing member shall be presented with an engraved plaque. If the member served as Chair at any time during at least one full term, they shall also be presented with a gavel.



Application ID: DLL - Application - 74347
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
Business Role: Partner
Email: jason.e.merrill@gmail.com
Business Address: 6 Russell Rd, Tunbridge, Vermont, 05077
US Citizen?:
Political Position:
Phone: 802-299-0128
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:

Richard Enderlin

Training Completion Date:

Fri May 23 00:00:00 GMT 2025

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



Application ID: DLL - Application - 74367
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

Email:
jason.e.merrill@gmail.com

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

US Citizen?

Political Position

Phone:
802-299-0128

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: Development 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:

Richard Enderlin

Training Completion Date:

Fri May 23 00:00:00 GMT 2025

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

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Application ID: DLL - Application - 74368
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
Phone: 8023696000
Management Type if LLC:
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: 2025-07-01
License End Date: 2026-06-30

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 Details

Start date of event:	End date of event:
Physical Location Street 1 442 Woodstock Road	Physical Location Name: Worthy Kitchen
Physical Location Street 2/Unit/Suite: Unit 1A	Physical Location State: Vermont
Town Clerk/ Municipal Jurisdiction: Woodstock	Outside Side Consumption End time:
Physical Location City/Town: Woodstock	Landlord Name: The Velia N Tosi Trust 1989
Do you Lease the Premises:	Landlord Email:
Lease Expiration Date:	Business Location:
Outside Side Consumption Start time:	Approximate Number of Persons Expected:
Outside Side Consumption Hours Requested:	Outside Side Consumption Days Requested:
Physical Location Zip: 05031	Describe the type of event/ OCP Area: Area is on a deck/porch with a railing and entrance/exit will be
Location: LN-019600	Days or specific bingo date(s):

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



Application ID: DLL - Application - 75626
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: (802) 457-1326
Management Type if LLC: Member-managed
Email: tim@shineassociatesllc.com

People Information

- **Person:** Timothy Shine

Business Role:
Business Principal

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

Phone:

Email:
tim@shineassociatesllc.com

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 Shine

State of Vermont / DLL Application Fee:
70.00

Date of Submission:
2026-04-14 18:41:52

State of Vermont / DLL Payment Status:

Local Application Fee:
70

Local Control Payment Status:
false



Application ID: DLL - Application - 75627
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: (802) 457-1326
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:
2026-04-14 18:44:33

Local Application Fee:
0

State of Vermont / DLL Application Fee:
110.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:
false



Application ID: DLL - Application - 75400
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Woodstock Pizza Chef, Inc.
Business ID: 0000159
Business Address: P.O. Box 505,
Taftsville, Vermont 05073
Entity Type: Business Corporation
Phone: 802-457-1444
Management Type if LLC:
Email: woodstockpizzachef1444@gmail.com

People Information

- Person:** Alex Tsouknakis

Business Role:
Business Principal

Email:
woodstockpizzachef1444@gmail.com

Business Address:

US Citizen?

Phone:

Political Position

Name: Alex Tsouknakis

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:

Pizza Chef

Location Address:

Route 4,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:

Woodstock

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:

First Class

License Number:

LP-011881

Licensee Name:

Pizza Chef

License Status:

License issued-renewed application

Licensee Address:

Route 4 Honda Woodstock Complex,
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:

Alex tsouknakis

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2026-04-13 15:26:06

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 75292
Application for: First Class Hotel License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: My Village Inn, LLC.
Business Address: 41 Pleasant Street,
Woodstock, Vermont 05091
Phone: 2028159234
Email: heather.stuart.adams@gmail.com

Business ID: 0380967
Entity Type: Limited Liability Corporation
Management Type if LLC: Manager-managed

People Information

- **Person:**
Heather Adams

Business Role: Business Principal
Business Address: ,
,
Phone:

Email: heather.stuart.adams@gmail.com
US Citizen?
Political Position
Name: Heather Adams
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Jarret Adams

Business Role: **Email:**

Partner

jarretadams@gmail.com

Business Address:
41 Pleasant St,
Woodstock, Vermont, 05091

US Citizen?
Yes

Phone:
202-815-9234

Political Position

Name: Jarret Adams

Office:

Jurisdiction:

Violations:

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

Location Name:
Village Inn of Woodstock

Do you lease this Premises:

Location Address:
41 Pleasant St.,
Woodstock, Vermont 05091

Health License:
Food:11666
Lodging:

Local Jurisdiction/ Town Clerk:
Woodstock

Vermont Tax Department:

Education Details

Student Name:
Heather Adams

Training Completion Date:
Sat Jun 28 00:00:00 GMT 2025

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
First Class

License Number:
LP-022401

Licensee Name:
Village Inn of Woodstock

License Status:
License issued-renewed application

Licensee Address:
41 Pleasant St. ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

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Application ID: DLL - Application - 75293
Application for: Third Class Hotel License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: My Village Inn, LLC.
Business Address: 41 Pleasant Street,
Woodstock, Vermont 05091
Phone: 2028159234
Email: heather.stuart.adams@gmail.com

Business ID: 0380967
Entity Type: Limited Liability Corporation
Management Type if LLC: Manager-managed

People Information

- **Person:**
Heather Adams

Business Role: Business Principal
Business Address: ,
,
Phone:

Email: heather.stuart.adams@gmail.com
US Citizen?
Political Position
Name: Heather Adams
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Jarret Adams

Business Role: **Email:**

Partner

jarretadams@gmail.com

Business Address:
41 Pleasant St,
Woodstock, Vermont, 05091

US Citizen?
Yes

Phone:
202-815-9234

Political Position

Name: Jarret Adams

Office:

Jurisdiction:

Violations:

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

Location Name:
Village Inn of Woodstock

Do you lease this Premises:

Location Address:
41 Pleasant St.,
Woodstock, Vermont 05091

Health License:
Food:11666
Lodging:

Local Jurisdiction/ Town Clerk:
Woodstock

Vermont Tax Department:

Education Details

Student Name:
Heather Adams

Training Completion Date:
Sat Jun 28 00:00:00 GMT 2025

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
Third Class

License Number:
LP-022402

Licensee Name:
Village Inn of Woodstock

License Status:
License issued-renewed application

Licensee Address:
41 Pleasant St. ,
Woodstock, Vermont 05091

License Start Date:

License End Date:

Documents Attached

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

Start date of event:	End date of event:
Physical Location Street 1 41 Pleasant St.	Physical Location Name: Village Inn of Woodstock
Physical Location Street 2/Unit/Suite:	Physical Location State: Vermont
Town Clerk/ Municipal Jurisdiction: Woodstock	Outside Side Consumption End time:
Physical Location City/Town: Woodstock	Landlord Name:
Do you Lease the Premises:	Landlord Email:
Lease Expiration Date:	Business Location:
Outside Side Consumption Start time:	Approximate Number of Persons Expected:
Outside Side Consumption Hours Requested:	Outside Side Consumption Days Requested:
Physical Location Zip: 05091	Describe the type of event/ OCP Area: Outside patio with 5 umbrella tables and small water fountain
Location: LN-022546	Days or specific bingo date(s):

Documents Attached

Name	Document Type	Assosicated With
D-05497	Health License	LN-022546
D-05498		LN-022546
D-05499	Professional Licenses	LN-022546
D-05500		LN-022546
D-06375	Lease or proof of ownership	My Village Inn, LLC.
D-06376	Federal Employee Identification #	My Village Inn, LLC.
D-05497	Health License	LN-022546
D-05498		LN-022546
D-05499	Professional Licenses	LN-022546
D-05500		LN-022546

Payment and Acknowledgement

Signed by:	State of Vermont / DLL Application Fee: 20.00
Date and time of Submission:	



Application ID: DLL - Application - 75186
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Sante' Woodstock LLC
Business ID: 0010734
Business Address: ,
,
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone:
Email: matt@mangalitsavt.com

People Information

- **Person:** Matt Lombard

Business Role: Business Principal
Business Address: ,
, ,
Phone:
Email: matt@mangalitsavt.com
US Citizen?
Political Position
Name: Matt Lombard
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Matt Lombard

Business Role: Business Principal
Email: mangalitsaoffice@gmail.com

Business Address:
61 Central Street,
61 Central Street, Vermont, 05091

Phone:

US Citizen?

Political Position

Name: Matt Lombard

Office:

Jurisdiction:

Violations:

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

Location Name:
Sante' Woodstock

Location Address:
61 Central Street,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Do you lease this Premises:

Health License:
Food:12797
Lodging:

Vermont Tax Department:

Education Details

Student Name:
Emily Chism

Mode of Training:
DLC Online Training

Training Completion Date:
Tue Jul 01 00:00:00 GMT 2025

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
First Class

Licensee Name:
Sante' Woodstock

Licensee Address:
61 Central Street ,
Woodstock, Vermont 05091

License Number:
LP-023328

License Status:
License issued-renewed application

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-28698	Other	Sante' Woodstock LLC



Application ID: DLL - Application - 75185
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Sante' Woodstock LLC
Business ID: 0010734
Business Address:
,
,
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone:
Email: matt@mangalitsavt.com

People Information

- **Person:** Matt Lombard

Business Role: Business Principal
Business Address:
,
, ,
Phone:
Email: matt@mangalitsavt.com
US Citizen?
Political Position
Name: Matt Lombard
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:** Matt Lombard

Business Role: Business Principal
Email: mangalitsaoffice@gmail.com

Business Address:
61 Central Street,
61 Central Street, Vermont, 05091

Phone:

US Citizen?

Political Position

Name: Matt Lombard

Office:

Jurisdiction:

Violations:

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

Location Name:
Sante' Woodstock

Location Address:
61 Central Street,
Woodstock, Vermont 05091

Local Jurisdiction/ Town Clerk:
Woodstock

Do you lease this Premises:

Health License:
Food:12797
Lodging:

Vermont Tax Department:

Education Details

Student Name:
Emily Chism

Mode of Training:
DLC Online Training

Training Completion Date:
Tue Jul 01 00:00:00 GMT 2025

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
Third Class

Licensee Name:
Sante' Woodstock

Licensee Address:
61 Central Street ,
Woodstock, Vermont 05091

License Number:
LP-023329

License Status:
License issued-renewed application

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-28698	Other	Sante' Woodstock LLC



Application ID: DLL - Application - 75121
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Cumberland Farms of Vermont, Inc.
Business ID: 094949
Business Address: 165 Flanders Road,
Westborough, Massachusetts 01581
Entity Type: Business Corporation
Phone: 5082716674
Management Type if LLC:
Email: vt-retail-licensing@eg-america.com

People Information

- **Person:**
Robert Ramsden

Business Role:
Registered Agent

Business Address:
,
, ,

Phone:

Email:
robert.ramsden@eg-america.com

US Citizen?

Political Position

Name: Robert Ramsden

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Annie Thompson

Business Role:

Email:

Employee

columbianannie@gmail.com

Business Address:

433 Woodstock road,
woodstock, Vermont, 05091

US Citizen?

Yes

Phone:

8024579147

Political Position

Name: Annie Thompson

Office:

Jurisdiction:

Violations:

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

Alex Blank

Business Role:

Registered Agent

Email:

alexandra.blank@eg-america.com

Business Address:

,
,,

US Citizen?

Political Position

Phone:

Name: Alex Blank

Office:

Jurisdiction:

Violations:

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

John Carey

Business Role:

Business Principal

Email:

ega-corpservices@eg-america.com

Business Address:

165 Flanders Rd.,
Westborough, Massachusetts, 01581

US Citizen?

Political Position

Phone:

508-270-1400

Name: John Carey

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Application ID: DLL - Application - 74471
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:

BERN LLC

Business ID:

0463520

Business Address:

431 Woodstock Road,
Woodstock, Vermont 05091

Entity Type:

Limited Liability Corporation

Phone:

802--236-4094

Management Type if LLC:

Member-managed

Email:

nate@mtbvt.com

People Information

• **Person:**

Evan Chismark

Business Role:

Partner

Email:

evan@ranchcampvt.com

Business Address:

135 hubbard farm rd,
waterbury center, Vermont, 05677

US Citizen?

Yes

Phone:

802-999-9489

Political Position

Name: Evan Chismark

Office:

Jurisdiction:

Violations:

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

Ryan Thibault

Business Role:

Partner

Email:

ryan@ranchcampvt.com

Business Address:301 Winterbird Rd,
Stowe, Vermont, 05672**US Citizen?**

Yes

Phone:

8025855495

Political Position**Name:** Ryan Thibault**Office:****Jurisdiction:****Violations:**

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

Brian Burchell

Business Role:

Partner

Email:

brian@ranchcampvt.com

Business Address:20 pinecrest Rd,
Ho-Ho-kus, New Jersey, 07423**US Citizen?**

Yes

Phone:

2018190321

Political Position**Name:** Brian Burchell**Office:****Jurisdiction:****Violations:**

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

Nathan Freund

Business Role:

Business Principal

Email:

nate@mtbvt.com

Business Address:35 Stimets Rd,
Woodstock, Vermont, 05091**US Citizen?****Political Position****Phone:****Name:** Nathan Freund**Office:****Jurisdiction:****Violations:**



Application ID: DLL - Application - 74477
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: BERN LLC
Business ID: 0463520
Business Address: 431 Woodstock Road, Woodstock, Vermont 05091
Entity Type: Limited Liability Corporation
Phone: 802--236-4094
Management Type if LLC: Member-managed
Email: nate@mtbvt.com

People Information

- **Person:**
Evan Chismark

Business Role: Partner
Business Address: 135 hubbard farm rd, waterbury center, Vermont, 05677
Phone: 802-999-9489
Email: evan@ranchcampvt.com
US Citizen? Yes
Political Position
Name: Evan Chismark
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Ryan Thibault

Business Role:

Partner

Email:

ryan@ranchcampvt.com

Business Address:301 Winterbird Rd,
Stowe, Vermont, 05672**US Citizen?**

Yes

Phone:

8025855495

Political Position**Name:** Ryan Thibault**Office:****Jurisdiction:****Violations:**

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

Brian Burchell

Business Role:

Partner

Email:

brian@ranchcampvt.com

Business Address:20 pinecrest Rd,
Ho-Ho-kus, New Jersey, 07423**US Citizen?**

Yes

Phone:

2018190321

Political Position**Name:** Brian Burchell**Office:****Jurisdiction:****Violations:**

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

Nathan Freund

Business Role:

Business Principal

Email:

nate@mtbvt.com

Business Address:35 Stimets Rd,
Woodstock, Vermont, 05091**US Citizen?****Political Position****Phone:****Name:** Nathan Freund**Office:****Jurisdiction:****Violations:**



Application ID: DLL - Application - 74470
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: BERN LLC	Business ID: 0463520
Business Address: 431 Woodstock Road, Woodstock, Vermont 05091	Entity Type: Limited Liability Corporation
Phone: 802--236-4094	Management Type if LLC: Member-managed
Email: nate@mtbvt.com	

Foundational License (if applicable)

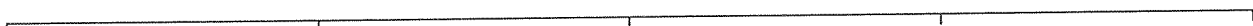
License Type: OCP	License Number: LP-043949
Licensee Name: Ranch Camp Woodstock	License Status: License issued-renewed application
Licensee Address: 431 Woodstock Road , Woodstock, Vermont 05091	License Start Date: 2025-09-03
	License End Date: 2026-09-03

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 Details

Start date of event:	End date of event:
Physical Location Street 1 431 Woodstock Road	Physical Location Name: Ranch Camp Woodstock
Physical Location Street 2/Unit/Suite:	Physical Location State: Vermont
Town Clerk/ Municipal Jurisdiction: Woodstock	Outside Side Consumption End time:
Physical Location City/Town: Woodstock	Landlord Name:
Do you Lease the Premises:	Landlord Email:
Lease Expiration Date:	Business Location:
Outside Side Consumption Start time:	Approximate Number of Persons Expected:
Outside Side Consumption Hours Requested:	Outside Side Consumption Days Requested:
Physical Location Zip: 05091	Describe the type of event/ OCP Area: outdoor covered deck with bar and railing
Location: LN-035284	Days or specific bingo date(s):

Documents Attached

Name	Document Type	Assosicated With
D-30089	Trade Name Registration	BERN LLC
D-30090	Articles of Organization	BERN LLC
D-30091	Operating Agreement	BERN LLC
D-30222	Federal Employee Identification #	BERN LLC
D-30223	Other	BERN LLC
D-30341	Lease or proof of ownership	BERN LLC
D-30342	Proof of Worker Compensation Insurance	BERN LLC
D-30444	Meals & Rooms Tax Certificate	BERN LLC
D-30834	Health License	BERN LLC
D-30906	Health License	BERN LLC

Payment and Acknowledgement

Signed by:	State of Vermont / DLL Application Fee: 20.00
Date and time of Submission:	

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

Name: George(Whit) Manter
Physical address: 2525 Barnard Road Mailing address: 2525 Barnard Road
Woodstock, VT 05091 Woodstock, VT 05091
Telephone: 508-414-1494 Email: wmanter55@gmail.com

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

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Kitty Koar at kmearskoar@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at: townofwoodstock.org
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

We moved to Woodstock just under 3 years ago. We are totally settled now and I am looking for volunteer work that interests me.

I am retired and have sufficient free time to fulfill the responsibilities of being on a Town Board.

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or thorough other activities, including hobbies or sports: _____

Although I did not make a career out of it, I was a Biology/Environmental Studies major in College.(Dartmouth 1977)

I previously served on the Conservation Commission of my hometown of West Tisbury, Massachusetts.

I served for 10 years, including 2 as chairman.

Previous Volunteer Experience

Summarize your previous volunteer experience: In addition to Con-Com listed above, I have done a lot of
volunteer work. On Martha's Vineyard(first 55 years of my life) Mass Audubon's Felix Neck Wildlife Refuge and
Trustees of Reservation's Long Point Refuge. In Arizona(2015-2022) Northern Arizona Audubon and Friends
of the Verde River.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature: a3e0b644-7254-4183-bc9d-f4d11b05e35c Digitally signed by a3e0b644-7254-4183-bc9d-f4d11b05e35c
Date: 2026.02.10 11:40:13 -05'00'

Date: 2/10/2026

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

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

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

Name: Katherine Harvey
Physical address: 11A Prospect St. Woodstock, VT Mailing address: same
Telephone: 323-854-5283 Email: Katherine.harvey.744@gmail
Board/Commission/Committee you are applying for: Planning

Thank you for being willing to serve the Town and/or the Village of Woodstock. Applicants who are interested in serving on one of these boards are asked to:

- Attend at least 1 meeting of the relevant board/commission/committee before their interview
- Complete this application and return it to Kitty Koar at kmearskoar@townofwoodstock.org

All members appointed will be asked to:

- Attend 80% of regularly scheduled meetings (unless there are extenuating circumstances)
- Follow the Open Meeting Law requirements
- Prepare for meetings by reviewing all appropriate material before each meeting
- Follow the Woodstock Conflict of Interest Policy which can be found at: townofwoodstock.org
- Contribute to work requested outside of the regular meetings if necessary
- Abide by the rules and responsibilities of each board
- Advise the board chair, the Town Manager, Select Board and/or Trustees immediately of their resignation

Reasons for request appointment

Summarize the reasons that you are requesting appointment: Recently moved to Woodstock, looking to engage in the community planning aspects. The town and village offer my expertise.

Special Skills or Qualifications

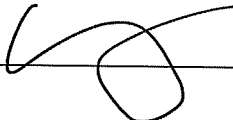
Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports: Trained architect & landscape architect. Partner in a natural design firm.

Previous Volunteer Experience

Summarize your previous volunteer experience: currently a volunteer
river monitor for lake conservation org. NRLA

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Signature:  Date: 3/26/26

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

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

Local Emergency Management Plan Municipal Adoption Form

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

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

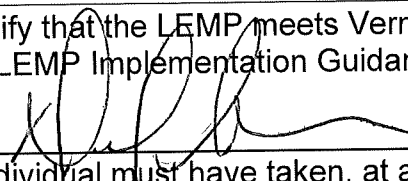
VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

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

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

Municipality	Woodstock
LEMP Adoption Date	4/7/2026
NIMS Adoption Date	12/20/2005
EMD Name	Eric Duffy
Position	EMD
Primary Phone	802-457-3456
Alternate Phone	802-735-6786
Email	eduffy@townofwoodstock.org
Public contact information	802-457-3456
POC 2 Name	Chris O'Keefe
Position	Interim Police Chief
Primary Phone	802-457-1420
Alternate Phone	802-291-0086
Email	cokeefe@townofwoodstock.org
POC 3 Name	David Green
Position	Fire/Ems Chief
Primary Phone	802-457-2337
Alternate Phone	802-291-0440
Email	dgreen@townofwoodstock.org

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

Signed*  Printed Name: David Green

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

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

Signed* _____ Printed Name: _____

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

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

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



Required Elements

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

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

GovWell Order Form

This Order Form, dated as of the Effective Date, is entered into by and between GovWell Technologies Inc. (“GovWell”) and the customer identified below (“Customer”), and is subject to the Terms of Service (as defined below), which are incorporated by reference herein.

Customer: Woodstock VT	Effective Date:
Customer Contact(s): Molly Maxham, Emily Collins	Contact Email: pz@townofwoodstock.org
Contact Phone: (802) 457-3456, option 2	Billing Contact:
Billing Email:	Billing Phone:

1. SOFTWARE MODULES AND SERVICES.

The table below outlines the GovWell software modules and services included in Customer’s purchase:

Software Module	Description	Annual Subscription Fee	Deployment Services Fees	Data Migration Services	Data Migration Fees
Building Permits & Inspections	Manage building permits, inspections, and plan review. Includes online portal for improving access and transparency to the public.	\$10,000	\$2,500	Data + Files	\$1,500
Planning & Zoning	Online planning & zoning applications, workflow management, meetings management, and plan review.	\$10,000	\$2,500	Data + Files	\$1,500
AI Community Assistant	Provide 24/7 support to your community in 80+ languages.	Free up to 100 questions / month ¹	None	None	None
Year One Buyout	CEO approves first-year buyout of \$9,200 applied to annual subscription fee if agreement is signed by April 10, 2026 .	—\$9,200			
YEAR ONE TOTALS		\$20,000 \$10,800	\$5,000		\$3,000
YEAR TWO TOTALS		\$20,000	\$0		\$0

¹If you exceed 100 questions per month, we’ll notify you so you can choose to upgrade based on your usage or discontinue use of the Community Assistant. We will never bill you without your consent.

2. SCOPE OF WORK.

By signing this Order Form, the Customer agrees to the Scope of Work (“SOW”) attached as Exhibit A. The SOW outlines the specific services GovWell will provide, as well as the responsibilities of the Customer with respect to Deployment Services, Data Migration Services, Continuous Deployment Services, and Product Support. The Customer acknowledges that GovWell’s obligations are limited to the hours and scope defined in the table below. Any services requested beyond these limits may incur additional fees, as described in the SOW.

Item	Quantity / Scope
Deployment Services	48 hours, conducted via Zoom.
Data Migration Services	16 hours
Staff Training	Six (6) 60-minute sessions conducted via Zoom
Continuous Deployment Services	20 hours / year
Product Support	Included for free.

3. INITIAL TERM

Two (2) years, beginning on the Effective Date.

4. SUMMARY OF FEES AND TERMS

Item	Description
Deployment & Data Migration Services Fees (one-time)	\$8,000 \$0 if signed by April 10, 2026
Annual Subscription Fees	\$20,000
Total Year 1 Cost	\$28,000 \$18,800 if signed by April 10, 2026
Annual Uplift	5% (not applicable during initial term)
Initial Term Invoice Schedule	Annual, invoiced on signing. Invoice schedule: <ul style="list-style-type: none"> • \$18,800, invoiced on Effective Date • \$20,000, invoiced on anniversary of Effective Date
Renewal Procedure	Automatic 1 year renewal term, unless 30 days notice provided prior to renewal date

5. TERMS OF SERVICE.

The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments hereto signed by the parties, is subject to and conditioned upon Customer’s agreement to the Terms of Service located at <https://www.govwell.com/terms> (as amended from time to time, the “**Terms of Service**”). By signing below, Customer expressly acknowledges and agrees that it has reviewed the Terms of Service and agrees to be

bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

AGREED AND ACCEPTED on behalf of the parties by their duly authorized representatives as of the Order Form Effective Date.

CUSTOMER:

GOVWELL TECHNOLOGIES INC.:

By (Signature):

By (Signature):

Name (Printed):

Name (Printed):

Title:

Title:

Date signed:

Date signed:

Exhibit A: Scope of Work

Deployment Services, Data Migration Services, & Ongoing Support

This Scope of Work (“SOW”) outlines the services to be provided by GovWell in connection with the implementation of its software platform for the Customer, as well as the ongoing support and maintenance services that follow. It also defines the responsibilities of both the Customer and GovWell to ensure a smooth and effective onboarding experience and continued successful use of the platform. This SOW is incorporated into and governed by the terms of the applicable Order Form.

1. Deployment Services

GovWell and the Customer will collaborate to deploy the GovWell software platform for the Customer’s use. A dedicated GovWell Deployment Strategist will be assigned to the Customer to coordinate the deployment process and manage the activities necessary to ensure successful go-live of the platform (the “Deployment Services”).

1.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully deploy the GovWell platform.

- **Regular meetings with GovWell Deployment Strategist.** Mutual consultations between Customer and the GovWell Deployment Strategist will be conducted via Zoom to define and document Customer’s goals, timelines, and workflows; demonstrate deployment progress; and gather and incorporate Customer feedback throughout the deployment process.
- **System configuration.** GovWell will configure the software to reasonably align with the Customer’s expressed needs, including setup of the online portal, relevant modules, workflows, forms, document templates, fee structures, inspection settings, user roles and permissions, and other applicable system components. While every effort will be made to reflect the Customer’s requirements, configurations will be based on a commercially reasonable interpretation of those needs within the capabilities of the platform.
- **Staff training.** GovWell to conduct virtual training sessions for Customer staff via Zoom. Training sessions are limited to the quantity and duration specified in the Order Form. GovWell will also provide a library of digital training materials and guides, including video demonstrations of key functionality.
- **Integration with Geographic Information System (GIS).** GovWell will reach out to the Customer’s designated GIS contact to initiate integration efforts. The Customer is responsible for providing accurate contact information, facilitating introductions, and ensuring their GIS team provides all necessary data in a timely manner. GovWell’s ability to integrate is directly dependent on the completeness and responsiveness of the information shared by the Customer’s GIS team. Timely access and communication are essential to ensure a smooth integration.
- **Configuration of online payment processing through GovWell.** The Customer is responsible for completing all onboarding forms required by GovWell’s integrated payment processor, Finix. GovWell does not support the use of alternative payment processors.

1.2 Timeline

GovWell is committed to bringing the Customer live as quickly as possible and will make commercially reasonable efforts to do so. While the deployment timeline will be discussed and generally targeted during the deployment kickoff meeting, the inherently variable nature of deployment processes means that no specific timeline is guaranteed. GovWell is not responsible for delays resulting from incomplete or inaccurate inputs, delayed responses, or changes in the availability of key Customer personnel, including due to vacations, leave, or other time off.

1.3 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is necessary to achieve a smooth and effective deployment. Customer responsibilities include, but are not limited to:

- Assign a primary point of contact for each software module to coordinate deployment activities.
- Participate in scheduled virtual meetings with the GovWell Deployment Strategist.
- Submit all requested information and materials in the required formats and within specified timeframes.
- Review and test configurations, provide feedback and approvals to GovWell promptly.
- Complete all onboarding forms required by GovWell's integrated payment processor, Finix (GovWell does not support alternative payment processors).
- Facilitate an introduction to a point of contact responsible for GIS.

1.4 Exclusions & Terms

- Deployment Services do not include custom application development or third-party integrations (other than the ones specified in Section 1.1 (Scope)).
 - Additional Deployment Services beyond the initial scope may be subject to additional fees specified in section 4 of this SOW.
-

2. Data Migration Services

GovWell and the Customer will collaborate to migrate the Customer's data into the GovWell software platform for the modules specified in the Order Form. A dedicated GovWell Data Expert will be assigned to coordinate the data migration process and manage the activities necessary to prepare the Customer's data for use within the platform (the "Data Migration Services").

2.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully migrate data into GovWell.

- Review and consultation with a GovWell Data Expert to determine project goals, which legacy data is relevant for migration, and appropriate mappings from into GovWell database model.

- Preparation of a written data migration plan for Customer approval.
- One-time import of structured tabular data into GovWell.

2.2 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is required to achieve a smooth and effective data migration. Customer responsibilities include, but are not limited to:

- **Primary point of contact.** Assign a primary point of contact to coordinate data migration activities in collaboration with GovWell representatives.
- **Data extraction and transfer.** Customer will extract or export source data from legacy systems and transfer to GovWell in structured file formats (e.g., CSV, Excel). GovWell requires two main exports: one export for analysis and planning, and a final export immediately prior to migration. If files are included in the Order Form, Customer will extract and transfer files and attachments to GovWell via SSH File Transfer Protocol or Secure File Transfer Protocol (SFTP). If Customer cannot export source data independently, Customer will be solely responsible for coordinating with their current software vendor to obtain the necessary data.
- **Meeting participation.** Participate in scheduled virtual meetings with a GovWell Data Expert to consult on project goals, answer questions, and facilitate the mapping of source data to the GovWell data model.
- **Migration Plan Approval.** The Customer is responsible for carefully reviewing the written data migration plan and must digitally approve it prior to execution. By approving the plan, the Customer acknowledges that the accuracy, completeness, and alignment of the migration with their expectations are their sole responsibility. GovWell is not liable for any errors, omissions, or outcomes resulting from decisions made or information provided by the Customer. In the event of adverse consequences arising from the approved plan, GovWell will make commercially reasonable efforts to remediate the issue; however, additional costs may apply.
- **Complete migration tasks.** GovWell will make reasonable efforts to place migrated records in the appropriate steps within workflows and minimize the work required by Customer. However, limitations in the source data—such as missing or incompatible information—may prevent certain records from being automatically mapped into the current workflows. In these cases, Customers may be responsible for manually moving records to the correct workflow steps, validating data accuracy, and relocating attachments as needed.

2.3 Exclusions & Terms

In connection with GovWell's standard data migration services, the following are not in scope:

- Verification of source data accuracy, completeness, or quality.
- Data cleaning or validation of source data (e.g., spelling corrections, field splitting, schema mismatch resolution).
- Digitization of physical documents.
- Transforming scanned or handwritten documents into structured data.

- Imports of data that lack sufficient detail to generate a complete and usable entity in GovWell, such as a permit without a permit number or an inspection without a date of completion.
- Training sessions for Customer residents or the public.
- Additional Deployment Services beyond the scope may be subject to additional fees specified in section 4 of this SOW.

2.4 Timelines

GovWell is committed to making the data migration process as smooth and efficient as possible and will make commercially reasonable efforts to support Customer throughout. While timelines will be established and generally targeted during the deployment kickoff meeting, the complexity and variability of data migration means that no specific timeline or outcome can be guaranteed. GovWell is not responsible for delays or limitations resulting from incomplete, inconsistent, or improperly formatted source data, lack of access to required systems, or delays in Customer responses or availability—including due to vacations, leave, or other time off taken by key Customer personnel. This also includes situations where third-party vendors fail to provide data in a timely manner or where the Customer provides critical data, such as large files or datasets, at the last minute (e.g., under 5 days before the scheduled migration). Such circumstances can impact the migration timeline and overall project success, and any resulting delays or additional costs will not be the responsibility of GovWell.

To maintain the integrity and accuracy of the data migration, all configuration changes must be completed prior to the migration process. Because many configuration changes commonly occur after go-live as the platform is fine-tuned to meet the Customer's needs (e.g. modifying the process for a Solar Panel permit or adding required inspections for an Electrical permit), GovWell schedules data migration to take place only after the platform has gone live with the finalized configuration. Performing data migration before finalizing these changes risks data inconsistencies and errors, which can lead to significant additional work and may result in additional fees. This approach helps ensure a clean, reliable migration and a stable platform for ongoing use.

There will be a minimum of five (5) business days between GovWell's receipt of final data and the point at which that data will be accessible and usable within the GovWell system.

Longer timeframes may result from:

- Incomplete or incorrect file formatting.
- Customer-requested changes to migration plan or platform configuration.
- Transfer issues or SFTP protocol delays.

2.5 Limitations

Customer acknowledges that GovWell is not responsible for the quality, completeness, or accuracy of the source data provided for migration. The quality of the source data can directly impact the quality of the data as it appears and functions within the GovWell platform. Data migrations are inherently imperfect, and not all data or structures from legacy systems can be mapped precisely to the new environment. While GovWell will make commercially reasonable efforts to ensure a successful and functional migration, some migrated records may not process as expected. This may include data appearing differently than in the original system, missing or partially mapped fields, or workflows and automations not functioning as intended.

2.6 Post-Migration Support and Customer Responsibilities

Customer is responsible for carefully reviewing the migration plan to ensure it aligns with their expectations and digitally signing prior to execution. Any data not listed in the migration plan will not be migrated by GovWell. Following the completion of the data migration, GovWell is committed to supporting Customer in addressing issues that may arise, including assisting with reasonable data adjustments if certain records did not migrate as intended. GovWell will make good faith efforts to resolve issues resulting from errors or discrepancies within the scope of the approved plan. Any post-migration adjustments must be scheduled in advance and are subject to GovWell's availability. Significant or time-intensive requests may incur additional charges, as outlined in section 4 of the SOW.

2.7 Service Hours

Data migration service hours are limited to the number of hours specified in the applicable Order Form. These hours cover all activities related to the data migration process, including planning, execution, validation, issue resolution, and consultations. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in section 4 of this SOW.

2.8 Data Security

- If data that Customer intends to migrate contains Sensitive Personally Identifiable Information (SPII), Customer must notify GovWell in advance of sharing the data. SPII includes, but is not limited to, Social Security Numbers, Federal Tax Identification Numbers, Employer Identification Numbers, and other sensitive personal or organizational identifiers,
- All SPII must be transferred via GovWell's secure SFTP channel.
- GovWell is not responsible for data exposure resulting from insecure transmission methods (e.g., email).

3. Continuous Deployment & Product Support Services

GovWell will collaborate with the Customer to provide ongoing support and ensure the GovWell software platform continues to meet Customer's needs following deployment. A new GovWell Deployment Strategist will be assigned after go-live to coordinate support activities and manage the services necessary to ensure the continued successful use and optimization of the platform. In addition to this service, GovWell also offers regular product support channels to address general inquiries, technical issues, and troubleshooting needs.

3.1 Overview

Following the initial deployment, GovWell will provide ongoing support to help the Customer maintain effective use of the platform. This includes two types of services: (1) Continuous Deployment Services: for configuration changes, training, and strategic guidance, and (2) Product Support: for general inquiries, technical support and issue resolution. GovWell may adjust the nature and frequency of these support activities over time based on the Customer's usage of the platform and evolving needs.

3.2 Scope

Requests involving configuration changes, consultations, or training sessions may count against the Customer's allotted Continuous Deployment Services hours as outlined in the Order Form. Technical support inquiries—such as those related to login issues, bug reports, or basic troubleshooting—are not counted against service hours and are addressed through GovWell's regular support channels.

All major service requests submitted through any channel—regardless of whether routed through Deployment Strategists or general support—will be assessed for inclusion in Deployment Services hours. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in Section 4 of this SOW. GovWell will notify Customer in advance of reaching their service hour limit.

The following activities are included in Continuous Deployment Services:

- Configuration changes: Any updates to settings, record types, workflows, fields, templates, etc.
- Consultations: Strategic guidance, best practices, and process mapping.
- Training sessions: Live or recorded training for new staff, refresher sessions, or training on specific modules or features.
- Other service-related tasks: Any request that requires a GovWell team member to perform work beyond a basic fix or answer—for example, correcting misentered data, adjusting a process flow, or preparing a custom report.

The following are not included in Continuous Deployment Services, and are covered by Product Support:

- Bug reports and resolution.
- Login/access issues.
- Basic troubleshooting and how-to questions (e.g., "How do I export a report?").

4. Out-of-Scope Services & Hourly Rates

GovWell is committed to delivering successful Deployment, Data Migration, Continuous Deployment, and Product Support services within the scope and hours outlined in the Order Form. GovWell understands that needs may evolve and additional work may sometimes be necessary to ensure a smooth experience. If the required effort exceeds the included hours or scope, GovWell will communicate with the Customer before proceeding. Any work beyond the agreed scope will only move forward with mutual consent and may be billed at GovWell's standard rates as a last resort.

- Deployment Services: \$150 per hour
- Data Migration Services: \$200 per hour
- Continuous Deployment Services: \$150 per hour



Woodstock, Vermont *The Shire Town of Windsor County*

TOWN-VILLAGE MANAGER GOVERNMENT

Town Hall • P.O. Box 488 • Woodstock, Vermont 05091 • 802/457-3456

To: Woodstock Selectboard
From: Abbie Sherman, Economic Development Director
RE: Proposal for Housing & Economic Development Task Force
Date: April 21, 2026

The proposal below is to reimagine the former Economic Development Commission to work with the Economic Development Director on initiatives related to housing and economic development that are priorities for the Joint Board.

Committee Name: Woodstock Housing & Economic Development Task Force

Membership: Minimum of 5 members, depending on mix of skills, appointed by the Selectboard with staggered 3-year terms. The Planning Commission will appoint an ex-officio member to act as a liaison as a non-voting member. The majority of members will be full-time residents and preferably have backgrounds associated with housing development. The former Economic Development Commission members would be encouraged to apply. Appointment of the full committee by March 1, 2026.

Purpose: Support the Economic Development Director in advancing goals in the Woodstock Municipal Plan, of the Woodstock Selectboard, and of the Woodstock Village Board pertaining to housing and economic development. The task force is intended to complement and enhance the work of other municipal Committees and Commissions.

Under the leadership of the Economic Development Director, the Task Force's initial initiative will be the development of a comprehensive Economic Development Strategy. This strategy will serve as a roadmap to guide job creation, increasing housing stock, marketing and branding efforts, and redevelopment and investment initiatives within the community, with the overarching goal of strengthening and diversifying the local economy. The strategy will be developed through a coordinated and collaborative process involving the Woodstock Marketing Committee, as well as other community organizations and private sector partners interested in participating.

Primary Objectives:

1. Provide review, consultation, and recommendations for policy and zoning changes related to housing.

2. Educate the public on housing topics.
3. Develop partnerships with developers, non-profits, state agencies, and social service organizations. Work with these organizations to increase Woodstock's housing stock and create solutions to resolve barriers to housing development.
4. Develop funding models for housing and economic development.
5. Make recommendations to the Economic Development Director on use of the Economic Development Fund.

**Town of Woodstock
Selectboard Meeting
March 10th 2026
5:00 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Vice Chair Laura Powell, Cliff Johnson, Chair Susan Ford, Norm Frates Jr., Ray Bourgeois

Staff: Eric Duffy

Public:

A. Call to order

Chair Susan Ford called the Selectboard meeting of March 10th to order at 5:00 PM.

B. Additions to & deletions from posted agenda

A scheduling conversation around training from VLCT

C. Citizen's Comments - None

D. Votes

Bid Award: Environmental Assessment Elm Street Pipe Project

Eric Duffy presented the bid award recommendation for the Environmental Assessment of the Elm Street pipe project. The Town received eight proposals from different vendors, with bids due on February 26th. The original budget for the project was approximately \$20,000. Eric Duffy, along with Abby Sherman Economic Development Director, and Stephanie Appelfeller Chief of Staff, reviewed the proposals based on experience with NBRC environmental assessments, clarity and feasibility of work plans, cost effectiveness, and references and quality of previous work.

The recommendation was to select VHB Vanessa Hegan Preston with a cost estimate cost of \$19,993.44. This cost could be reduced to \$16,521.50 if a historic resource documentation package (HRDP) is not required. Eric Duffy explained that the HRDP would be needed if they have to document the historic nature of the bridge, a requirement that would likely come from the state.

Chair Susan Ford asked for clarification about who would require the historic documentation, and Eric Duffy confirmed it would probably be the state.

Motion: by Ray Bourgeois to award the bid to VHB for the Elm
Street Pipe Project (5:03 PM)

Seconded: by Norm Frates Jr.

Vote: 5-0-0, passed

Bid Selection of 3 Applicants: Water System Improvements

Eric Duffy explained that this RFP was structured differently, requesting proposals without quotes so the Town could choose the three strongest vendors and then negotiate process and price with them. The Town received four proposals and was recommending moving forward with MSK, Weston Sampson, and Eldridge and Elliott for the next phase of negotiations. The selection was based on the same criteria as the previous proposal.

Chair Susan Ford clarified for the public that this project involves the new well project and what they're calling "1b," which is the pipe replacement down Route 4 from Cox District Road down to the bridge by the Rec Center.

Motion: by Ray Bourgeois to proceed with MSK, Weston Sampson,
and Eldridge and Elliott for negotiations (5:05 PM)

Seconded: by Vice Chair Laura Powell

Vote: 5-0-0, passed

Scheduling with the VLCT

Eric Duffy reported that he had reached out to VLCT to arrange training on executive session and open meeting law for the boards. VLCT can offer approximately a two-hour training session that would include the entire Select board, the Village Trustees, and chairs of other committees and commissions such as Planning Commission and Design Review Board.

Three potential dates were discussed: Tuesday, March 31st, Wednesday, April 1st, and Thursday, April 2nd. Eric Duffy reviewed the Town calendar and noted that March 31st was wide open, April 1st had Planning Commission from 6 PM onward, and April 2nd had nothing scheduled.

They scheduled the meeting for April 1st at 3:30PM

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

Motion: by Ray Bourgeois to go into a Proposed Executive Session 1 V.S.A after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage: that pursuant to 1 VSA313 Section 1A2: the negotiating or securing of real estate purchase or lease options (5:10 PM)

Seconded: by Vice Chair Laura Powell

Vote: 5-0-0, passed

Motion: by Ray Bourgeois to exit executive Session (5:15 PM)

Seconded: by Vice Chair Laura Powell

Vote: 5-0-0, passed

H. Adjournment

Motion: by Ray Bourgeois to adjourn the meeting (5:16 PM)

Seconded: by Vice Chair Laura Powell

Vote: 5-0-0, passed

Respectfully submitted,

Kitty Mears Koar

**Town of Woodstock
Selectboard Meeting
April 7th 2026
8:30 AM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Vice Chair Laura Powell, Cliff Johnson, Chair Susan Ford, Norm Frates Jr.

Staff: Eric Duffy, Kitty Mears Koar, Robert Densmore

Public: Gay Travers, Nicholas Seldon, Peter Shoemaker, Barbara Otranto, Matt Stout, Kent McFarland, Jen Falvey, Donna Foster, Roger Logan, Tom Debevoise, Byron Kelly, Bonnie Clement

Call to order

Chair Susan Ford called the Selectboard meeting of April 7th to order at 8:30 AM.

A. Additions to & deletions from posted agenda

Potential water bill penalties, was moved to be combined with the water rate vote since the topics are related

Selectboard vacancy

B. Citizen's Comments

Gay Travers requested that attendance numbers for both in-person and Zoom participants be included in meeting minutes, noting this would provide better documentation and acknowledgment of public participation.

Nicholas Seldon addressed previous statements made about board members not being able to respond to citizen comments. He also questioned whether Open Meeting law violations could be discussed during citizen comments.

Peter Shoemaker expressed concerns about the Water Department's lack of billing for nine months and questioned where funding for day-to-day operations was coming from during this period. He also raised questions about how funds from the Vondell Conservation Grant would be used, specifically whether they would pay down bonds to lessen taxpayer burden.

C. Discussion

Response to Allegations of Open Meeting Law Violations

Chair Susan Ford read a prepared statement addressing Open Meeting Law complaints. Regarding Alison Taylor's complaint about requested agenda items. First, no regular meeting agenda had been posted since her requests. Secondly while there's no legal requirement for citizen-requested agenda items, the Chairs and Vice Chairs of both the Selectboard and Village Trustees discussed adding citizen questions to regular monthly agendas.

Concerning Nicholas Seldon's complaint about being limited in asking questions during Open Meeting Law training, the statement explained the meeting had a hard stop time, Mr. Seldon's questions were lengthy with some parts already addressed during training, and when time ran short with other citizens waiting to speak, the Chair chose to move to other questioners.

The Board denied any Open Meeting Law violations but offered that Mr. Seldon could submit his question to board Chairs for response at the next meeting.

Barbara Otranto asked why funds from the Town are being used to pay Village expenses, the Board told her that this subject was not warned on the agenda and then they moved on to the next agenda item.

Vondell Purchase and Sale Agreement

Chair Susan Ford explained this agreement would allow the Town to apply for a grant from the Vermont Housing and Conservation Board for the conservation of the Vondell Cobb Reservoir. The agreement is subject to Boards approval of any eventual grant and requires \$400,000 in private fundraising. Conservation easements would be held by Vermont Land Trust and Vermont Housing Conservation Board, with exceptions for future water use and WAMBA trails.

The Board had held multiple public forums over fall and winter to gauge interest, with approximately 80 people supporting the easement and only 2-3 opposing it. The purchase and sale agreement was modified to specifically reference the Woodstock Mountain Bike Association Trail Agreement.

Public comment was supportive, with Matt Stout from WAMBA expressing full support, noting the conservation was consistent with voter desires when they approved the bond purchase. He emphasized the property's unique recreational opportunities and that conservation would reduce taxpayer burden while preserving diverse uses.

Kent McFarland, a Conservation Biologist, described the property as "one of the crown jewels of Woodstock" with exceptional natural heritage, human history, and recreational value. He supported permanent conservation through the easement.

Gay Travers questioned why the Town would give up control of property it owns. Board member Laura Powell explained that many residents wanted to prevent future Selectboards from potentially selling the land, and this represented the consensus from public meetings.

Concerns were raised about Vermont Land Trust's performance on other properties, with Suzanne Wooten's written concerns about development on conserved land on Grove Hill being noted for the record.

Jen Falvey suggested achieving the same goals through deed restrictions while retaining Town control, questioning whether the Land Trust could be trusted more than future boards. She also suggested the meetings held may not represent the full community and recommended online surveys for broader input.

Donna Foster from Vermont Land Trust clarified the easement would be co-held with Vermont Housing and Conservation Board and addressed concerns about the Grove Hill property, stating there were no conservation easement violations and that residential rights were included in that particular easement.

Barbara Otranto asked a question regarding Selectboard protocol on selling part of the Vondell in the future if the easement was not in place, and whether a Town vote would be necessary.

Tom Debevoise commented on the historical decisions made by past Selectboard in regard to selling property. Mr. Debevoise was on the Selectboard in the 1980's.

Roger Logan commented that he has participated in many of the discussions on the Vondell Cobb Reservoir and is offended that people believe that there has not been adequate public input, noting that many meetings were held on the topic.

Discussion included clarification that the Town would retain management of the land within easement restrictions and that 10 acres near the parking area would be exempted from conservation.

C. Vote

Setting of FY26 Sewer Rate

Finance Director Robert Densmore presented the sewer rate calculation based on the approved \$1.4 million budget. The rate calculation considered both metered customers and flat rate customers (single, double, and family rates). With estimated usage of 8,733,129 cubic feet, the rate would be \$16.04 per hundred cubic feet, representing a 3.5% increase compared to the budget's 4% increase.

The flat rate system accommodates properties without meters, with single rate at 5,000 cubic feet per year (\$802 annually), double rate at 7,500 cubic feet (\$600.50 for this billing cycle), and family rate at 10,000 cubic feet per year.

Barbara Otranto asked about tiered pricing to encourage conservation, but staff explained the challenge with properties lacking meters. The goal is to install more meters to enable usage-based billing.

Discussion included the need for better communication when properties transfer to ensure accurate rate classifications, as people may not know how to update their household size for billing purposes.

Motion: by Vice Chair Laura Powell to accept the FY26 sewer rate
as presented (9:23 AM)
Seconded: by Cliff Johnson

Vote: 4-0-0, passed

Setting of FY26 Water Rate

Finance Director Robert Densmore explained the water rate calculation based on the approved \$735,000 budget for three quarters of the fiscal year. With 1,006 connections but only 748 meters, the system includes minimum usage fees and metered rates above minimums. The rate would be \$7.16 per hundred cubic feet above minimum usage, with minimum connection fees increased from \$240 to \$360 annually (50% increase) due to the metered rate increasing over 100%.

The significant rate increase reflects that the Woodstock Aqueduct Company had not raised rates since approximately 2015, leaving water substantially underpriced compared to neighboring communities.

Over 100 accounts received blue cards during reading because meters couldn't be read, and 80-90 cards remain unreturned. Staff worked diligently to obtain as many readings as possible to minimize rates for all users.

The Finance Office is transitioning to a cloud-based radio frequency system for meter reading, which would allow readings to be completed in hours rather than a week and enable monthly readings for better leak detection.

Discussion covered the need for meter upgrades, with new radio-enabled meters costing \$230-240 each. A full system upgrade of all 748 meters would cost approximately \$220,000-230,000, while addressing the most problematic 80-90 meters would cost \$20,000-30,000.

Peter Shoemaker asked about different rate classifications for commercial users and nonprofits, which staff indicated would be considered for future rate structures based on finance committee recommendations.

Motion: by Vice Chair Laura Powell to accept the FY26 water rate
as presented. (9:44 AM)
Seconded: by Cliff Johnson

Vote: 4-0-0, passed

Vondell Purchase and Sale Agreement and Potential Water Bill Penalty

The Board discussed authorizing staff to research penalties for unreturned blue cards (meter reading cards). With 80-90 cards unreturned, this affects rate calculations and billing accuracy.

Motion: by Vice Chair Laura Powell to authorize staff to look into water bill penalty for blue cards. (9:44 AM)
Seconded: by Cliff Johnson

Vote: 4-0-0, passed

Vondell Purchase and Sale Agreement

Motion: by Vice Chair Laura Powell to accept the Vondell Cobb purchase and sale agreement as previously discussed (9:47 AM)
Seconded: by Cliff Johnson

Vote: 4-0-0, passed

Motion: by Vice Chair Laura Powell to delegate the municipal manager as signatory on the purchase and sale agreement (9:47 AM)
Seconded: by Cliff Johnson

Vote: 4-0-0, passed

Selectboard Vacancy

Eric Duffy explained options for filling Ray Bourgeois's seat following his resignation: Board appointment, election coinciding with scheduled elections (August 11 primary or November 3 general), or special election. He noted petition deadlines require 35-36 days before elections, suggesting at least two months planning time.

Board members expressed preference for an election to ensure voter choice while acknowledging concerns about operating with four members until August. The cost savings of using an existing election date versus a special election was noted.

Several citizens supported the August election timing for cost efficiency and voter participation.

After discussion of appointment timelines and legal requirements, the board reached consensus on holding an election in August rather than making an appointment or waiting until the March Town meeting.

Motion: by Vice Chair Laura to hold an election to replace Ray Bourgeois's vacancy to coincide with the primaries on August 11, 2026 (10:03 AM)

Seconded: by Norm Frates Jr.

Vote: 4-0-0, passed

D. Adjournment

Motion: by Vice Chair Laura Powell to adjourn the meeting (10:03 AM)

Seconded: by Cliff Johnson

Vote: 4-0-0, passed

Respectfully submitted,

Kitty Mears Koar