

Village of Woodstock  
Board of Trustees  
April 8th, 2025  
6:30PM  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Additions and Deletions to posted agenda
- C. Citizens' Comment
- D. Reports
  - a. Manager's Report
  - b. Financial Report
- E. Votes

Pentangle Banners

- VSO
- Mudstock
- Music on the River July
- Music on the River August
- Labor Day
- Janice Ian

Garden Club Sidewalk Sale Permits – Banner and Use of Gore

New England 1000 - Use of Green Permit

St James Church 97<sup>th</sup> Annual Fair

Vermont 100 Endurance Race- Parade Permit

Glad Rags – Banner

Zoning Administrative Officer- Stephanie Appelfeller

- F. Discussion

Village Beautification

Permit Fees

Parking Ordinance Updates

Foliage Prep

Halloween Discussion

Update on White Cottage Food Truck

- E. Executive Session 1 V.S.A 313
- H. Other Business
- I. Approval of Minutes

03.11.25

03.18.25

03.19.25

03.31.25

J. Adjournment

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

The link to join us by Zoom is:

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

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

Meeting ID: 858-7962-2419

Password: 412048

You can also download the Zoom app on your smartphone.

04/04/25  
10:40 am

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

Page 1 of 13  
Manager

Account	Budget	Actual	% of Budget
<b>2-400 REAL ESTATE TAX REVENUE</b>			
2-4001-000 Real Estate Taxes	677,480.07	677,480.07	100.00%
2-4004-000 In Lieu of Taxes	700.00	0.00	0.00%
2-4005-000 Land Use/Hold Harmless	700.00	0.00	0.00%
2-4009-000 National Park Land Trust	11,500.00	12,000.00	104.35%
<b>Total REAL ESTATE TAX REVENUE</b>	<b>690,380.07</b>	<b>689,480.07</b>	<b>99.87%</b>
<b>2-401 HIGHWAY REVENUE</b>			
2-4017-000 Highway Rebate	0.00	0.00	0.00%
<b>Total HIGHWAY REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-402 FEES &amp; PERMITS</b>			
2-4025-000 Use of Green	350.00	1,405.00	401.43%
2-4026-000 Curb Cuts Permits	250.00	1,410.00	564.00%
<b>Total FEES &amp; PERMITS</b>	<b>600.00</b>	<b>2,815.00</b>	<b>469.17%</b>
<b>2-404 SHORT TERM RENTAL ENFORCE</b>			
2-4041-000 Registrations	1,200.00	16,965.00	1,413.75%
2-4042-000 Fines	50.00	0.00	0.00%
<b>Total SHORT TERM RENTAL ENFORCE</b>	<b>1,250.00</b>	<b>16,965.00</b>	<b>1,357.20%</b>
<b>2-405 PLANNING &amp; ZONING</b>			
2-4051-000 Zoning Permits	45,000.00	23,351.50	51.89%
2-4052-000 Zoning Maps & Regulations	0.00	0.00	0.00%
2-4053-000 Yard Sale Permits	50.00	0.00	0.00%
<b>Total PLANNING &amp; ZONING</b>	<b>45,050.00</b>	<b>23,351.50</b>	<b>51.83%</b>
<b>2-406 POLICE REVENUE</b>			
2-4061-000 Parking Fines	31,400.00	27,131.50	86.41%
2-4062-000 Parking Meter Revenue	60,000.00	36,718.71	61.20%
2-4063-000 Police Contracts	27,000.00	2,100.00	7.78%
2-4064-000 Misc Police Revenue	2,500.00	12,515.00	500.60%
2-4065-000 Moving Violations - VTTC	60,000.00	10,461.95	17.44%
2-4066-000 False Alarms	3,000.00	5,825.00	194.17%
2-4067-000 Town Services	459,486.09	459,486.09	100.00%
2-4068-000 Courthouse parking	9,270.00	19,670.10	212.19%
2-4069-000 CreditCardsPermitsParking	73,000.00	79,819.90	109.34%
<b>Total POLICE REVENUE</b>	<b>725,656.09</b>	<b>653,728.25</b>	<b>90.09%</b>
<b>2-407 INTEREST INCOME</b>			
2-4070-000 Donations	0.00	0.00	0.00%
2-4071-000 General Interest Income	10,000.00	11,378.04	113.78%
2-4072-000 Restricted Interest	0.00	0.00	0.00%
2-4073-000 CD Interest Income	0.00	0.00	0.00%

04/04/25  
10:40 am

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

Page 2 of 13  
Manager

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2-4074-000 Parking Facil Interest	0.00	0.00	0.00%
<b>Total INTEREST INCOME</b>	<b>10,000.00</b>	<b>11,378.04</b>	<b>113.78%</b>
<b>2-409 MISCELLANEOUS</b>			
2-4091-000 Miscellaneous Revenue	4,000.00	16,832.50	420.81%
2-4092-000 Misc - State of Vermont	0.00	0.00	0.00%
2-4093-000 Highway State Aid	49,000.00	0.00	0.00%
2-4094-000 ARPA Grant Revenue	0.00	0.00	0.00%
2-4096-000 Sale of Equipment	0.00	0.00	0.00%
2-4097-000 Insurance Reimbursement	0.00	0.00	0.00%
2-4097-002 Other Reimbursements	0.00	0.00	0.00%
2-4098-000 Prior Year Adjustments	0.00	0.00	0.00%
<b>Total MISCELLANEOUS</b>	<b>53,000.00</b>	<b>16,832.50</b>	<b>31.76%</b>
<b>2-41 EAST END</b>			
2-4101-000 East End Revenue	2,800.00	1,200.00	42.86%
<b>Total EAST END</b>	<b>2,800.00</b>	<b>1,200.00</b>	<b>42.86%</b>
<b>2-43 IRENE RECOVERY REVENUE</b>			
<b>Total IRENE RECOVERY REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-44 GRANT REVENUE</b>			
2-4401-000 Planning Grant Revenue	0.00	0.00	0.00%
2-4402-000 Police Equip Grant Revenue	0.00	0.00	0.00%
2-4403-000 Police Vest Grant Revenue	0.00	0.00	0.00%
2-4404-000 MDT Police Grant Revenue	0.00	0.00	0.00%
2-4405-000 Highway Grant Revenue	0.00	0.00	0.00%
2-4406-000 Sidewalk Grant Revenue	0.00	0.00	0.00%
2-4407-000 Village Tree Grant Revenue	0.00	0.00	0.00%
2-4408-000 NorthSt RetainWall Grant	0.00	0.00	0.00%
2-4409-000 WaterfrontPark GrantRevenue	0.00	0.00	0.00%
2-4410-000 Park & Ride Grant Revenue	0.00	0.00	0.00%
2-4413-000 Energy Grant Revenue	0.00	0.00	0.00%
2-4414-000 DUI Enforcement Grant Rev	15,000.00	16,353.00	109.02%
2-4415-000 SnowDumpConstr Grant Rev	0.00	0.00	0.00%
2-4416-000 Police PACIF Grant Rev	0.00	0.00	0.00%
2-4417-000 PoliceHWYSafetyGrantRevenue	0.00	0.00	0.00%
2-4418-000 SustainableWoodstockGrant	0.00	0.00	0.00%
2-4419-000 SafeRoutesToSchoolGrant	0.00	0.00	0.00%
2-4424-000 ByPassMitigationGrantRev	0.00	0.00	0.00%
2-4436-000 SLFRF/ARPA Village	0.00	0.00	0.00%
2-4437-000 VLTC Passive Grant	0.00	0.00	0.00%
<b>Total GRANT REVENUE</b>	<b>15,000.00</b>	<b>16,353.00</b>	<b>109.02%</b>
<b>2-470 TRANSFERS IN</b>			

04/04/25  
10:40 am

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

Page 3 of 13  
Manager

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2-4701-000 Transfer from Cap Reserve	0.00	0.00	0.00%
2-4701-001 Transfer (Special) from CR	0.00	0.00	0.00%
2-4702-000 Transfer from Trustee	0.00	0.00	0.00%
2-4703-000 Transfer/Endowment Fund	0.00	0.00	0.00%
2-4704-000 Transfer from Parking Fac	0.00	0.00	0.00%
2-4706-000 Transfer from CapRes Unre	0.00	0.00	0.00%
<b>Total TRANSFERS IN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-480 COMMUNITY CONTRIBUTIONS</b>			
2-4802-000 Contribution for Trees	0.00	0.00	0.00%
<b>Total COMMUNITY CONTRIBUTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>1,543,736.16</b>	<b>1,432,103.36</b>	<b>92.77%</b>
<b>2-500 SPECIAL ARTICLES</b>			
<b>2-5001 GRANTS/CONTRIB-TRUST FUND</b>			
2-5001-901 Audit Expense	400.00	0.00	0.00%
2-5001-902 Trustee Public Funds Wage	400.00	0.00	0.00%
2-5001-905 Ethel Woods Fund-Sidewalk	0.00	0.00	0.00%
2-5001-906 O.A. Whitcomb Fund-Trees	0.00	0.00	0.00%
2-5001-907 ConstructParkingVailField	0.00	0.00	0.00%
2-5001-987 Lobbyist/Truck Laws	0.00	0.00	0.00%
2-5001-988 Rental - NWPL Parking Lot	0.00	0.00	0.00%
2-5001-989 Parking Meters-NWPL Lot	0.00	0.00	0.00%
<b>Total GRANTS/CONTRIB-TRUST FUND</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5002 GRANTS/CONTRIB-GENL FUND</b>			
2-5002-928 Tree Fund	0.00	0.00	0.00%
2-5002-929 WelcomeFacilitiesStaffing	0.00	0.00	0.00%
2-5002-931 Seasonal Decorations	3,000.00	0.00	0.00%
2-5002-966 PolicEMT Stipend/Training	0.00	0.00	0.00%
2-5002-967 Village Police Officer	0.00	0.00	0.00%
2-5002-982 Eng. RE:RelocateSnowDump	0.00	0.00	0.00%
2-5002-983 Parking Lot Construction	0.00	0.00	0.00%
2-5002-984 Re-Allocate Rte 4 Fund	0.00	0.00	0.00%
2-5002-985 Comfort Station Contrib	0.00	0.00	0.00%
2-5002-986 TeagleLandingBankStabiliz	0.00	0.00	0.00%
2-5002-987 AeratesFertilize TheGreen	0.00	0.00	0.00%
2-5002-988 Paw Bags	0.00	0.00	0.00%
2-5002-989 Lobbyist/Truck Laws	0.00	0.00	0.00%
<b>Total GRANTS/CONTRIB-GENL FUND</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total SPECIAL ARTICLES</b>	<b>3,800.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-501 ADMINISTRATION</b>			

04/04/25

10:40 am

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

Page 4 of 13

Manager

Account	Budget	Actual	% of Budget
<b>2-5011 TRUSTEES</b>			
2-5011-100 Salaries & Wages	3,750.00	3,000.00	80.00%
2-5011-198 CCC Tax Village	0.00	2,245.00	100.00%
2-5011-199 Employer Paid Benefits	230.00	229.52	99.79%
2-5011-302 Legal Fees	7,500.00	48,711.25	649.48%
2-5011-313 Community Television	0.00	0.00	0.00%
2-5011-603 Dues, Subs & Meetings	100.00	0.00	0.00%
2-5011-612 Printing Village Report	500.00	494.10	98.82%
2-5011-613 Tree Fund	15,000.00	1,440.00	9.60%
2-5011-615 Advertising	1,000.00	168.56	16.86%
2-5011-616 WES Parking lot	4,000.00	4,000.00	100.00%
2-5011-700 Police Search	0.00	0.00	0.00%
2-5011-801 Unclassified	0.00	2,612.97	100.00%
2-5011-806 Comp Unused Sick/Vac Time	0.00	0.00	0.00%
2-5011-810 Lobbyist	0.00	0.00	0.00%
2-5011-815 Insurance	79,500.00	84,646.26	106.47%
<b>Total TRUSTEES</b>	<b>111,580.00</b>	<b>147,547.66</b>	<b>132.23%</b>
<b>2-5012 EXECUTIVE</b>			
2-5012-100 Salaries & Wages	55,814.00	50,565.61	90.60%
2-5012-199 Employer Paid Benefits	16,516.03	14,135.74	85.59%
2-5012-200 Wellness	205.00	0.00	0.00%
2-5012-301 Professional Services	50.00	0.00	0.00%
2-5012-602 Meeting/Professional Deve	1,000.00	0.00	0.00%
2-5012-603 Dues, Subs & Meetings	800.00	349.27	43.66%
2-5012-615 Advertising	0.00	0.00	0.00%
<b>Total EXECUTIVE</b>	<b>74,385.03</b>	<b>65,050.62</b>	<b>87.45%</b>
<b>2-5013 OFFICE ADMINISTRATION</b>			
2-5013-201 Operating Supplies	1,750.00	542.01	30.97%
2-5013-202 Office Supplies	1,175.00	75.92	6.46%
2-5013-204 Postage	1,500.00	1,352.73	90.18%
2-5013-401 Equip Repairs & Mainte	750.00	304.67	40.62%
2-5013-402 Machinery & Equipment	500.00	0.00	0.00%
2-5013-502 Communications	2,000.00	3,511.55	175.58%
2-5013-503 NEMRC Support/License	1,500.00	1,410.50	94.03%
2-5013-504 Reallocation of Reapprais	0.00	0.00	0.00%
2-5013-505 IT - Village	7,180.00	3,500.00	48.75%
2-5013-615 Advertising	975.00	0.00	0.00%
2-5013-701 Manager's Search	0.00	0.00	0.00%
<b>Total OFFICE ADMINISTRATION</b>	<b>17,330.00</b>	<b>10,697.38</b>	<b>61.73%</b>
<b>2-5014 AUDITING</b>			
2-5014-301 Professional Services	15,400.00	5,000.00	32.47%
<b>Total AUDITING</b>	<b>15,400.00</b>	<b>5,000.00</b>	<b>32.47%</b>

04/04/25  
10:40 am

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

Page 5 of 13  
Manager

Account	Budget	Actual	% of Budget
<b>2-5015 TREASURER</b>			
2-5015-100 Salaries & Wages	1,500.00	980.80	65.39%
2-5015-199 Employer Paid Benefits	0.00	124.10	100.00%
2-5015-601 Travel & Transportation	0.00	0.00	0.00%
<b>Total TREASURER</b>	<b>1,500.00</b>	<b>1,104.90</b>	<b>73.66%</b>
<b>2-5016 ACCOUNTING</b>			
2-5016-100 Salaries & Wages	34,420.12	24,922.53	72.41%
2-5016-199 Employer Paid Benefits	20,250.00	12,713.68	62.78%
2-5016-301 Professional Services	2,125.00	257.53	12.12%
2-5016-305 Other Purchased Services	125.00	0.00	0.00%
2-5016-603 Dues, Subs & Meetings	6.25	0.00	0.00%
<b>Total ACCOUNTING</b>	<b>56,926.37</b>	<b>37,893.74</b>	<b>66.57%</b>
<b>2-5018 VILLAGE CLERK</b>			
2-5018-316 Village Clerk Wages	400.00	0.00	0.00%
<b>Total VILLAGE CLERK</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5019 CAPITAL RESERVE</b>			
2-5019-932 Office Equipment	0.00	0.00	0.00%
2-5019-936 Manager's Pick-up	0.00	0.00	0.00%
2-5019-937 Compensation Unused Sick/	10,000.00	10,000.00	100.00%
2-5019-938 Tree Fund	5,000.00	5,000.00	100.00%
<b>Total CAPITAL RESERVE</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>100.00%</b>
<b>Total ADMINISTRATION</b>	<b>292,521.40</b>	<b>282,294.30</b>	<b>96.50%</b>
<b>2-502 HIGHWAY DEPARTMENT</b>			
<b>2-5022 TRAFFIC CONTROL</b>			
2-5022-715 Traffic Control Signs	0.00	0.00	0.00%
<b>Total TRAFFIC CONTROL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5023 HIGHWAY MAINTENANCE</b>			
2-5023-100 Salaries & Wages	0.00	0.00	0.00%
2-5023-101 Overtime	0.00	0.00	0.00%
2-5023-103 Summer Help-Wages	0.00	0.00	0.00%
2-5023-199 Employer Paid Benefits	0.00	0.00	0.00%
2-5023-201 Operating Supplies	0.00	0.00	0.00%
2-5023-305 Other Purchased Services	0.00	0.00	0.00%
2-5023-306 Emergency Work	0.00	0.00	0.00%
2-5023-307 SnowDumpRelocate Research	0.00	0.00	0.00%
2-5023-320 SnowDumpPollutionMonitor	0.00	0.00	0.00%
2-5023-321 Stormwater Monitoring	0.00	0.00	0.00%
2-5023-409 Small Tools & Equipment	0.00	0.00	0.00%
2-5023-425 Frost Mills Rental	0.00	0.00	0.00%

04/04/25  
10:40 am

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

Page 6 of 13  
Manager

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2-5023-426 NWPL Parking Lot Rental	0.00	0.00	0.00%
2-5023-503 Fuel	0.00	0.00	0.00%
2-5023-507 Rubbish Removal	0.00	0.00	0.00%
2-5023-710 Road Maintenance	0.00	0.00	0.00%
2-5023-711 Road Construction	0.00	0.00	0.00%
2-5023-716 SouthSt Ped Refuge Island	0.00	0.00	0.00%
2-5023-717 Storm Drains	0.00	0.00	0.00%
2-5023-718 Guardrails	0.00	0.00	0.00%
2-5023-727 Crosswalk Maintenance	0.00	0.00	0.00%
2-5023-802 Salt & Sand	0.00	0.00	0.00%
2-5023-810 Special Mtg Supplement	0.00	0.00	0.00%
2-5023-901 IRE Local Share Expenses	0.00	0.00	0.00%
<b>Total HIGHWAY MAINTENANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5024 SIDEWALK MAINTENANCE</b>			
2-5024-727 Sidewalk Maintenance	0.00	0.00	0.00%
2-5024-728 Sidewalk Construction	0.00	0.00	0.00%
2-5024-810 Special Mtg Supplement	0.00	0.00	0.00%
2-5024-821 Eastend Sidewalk	0.00	0.00	0.00%
<b>Total SIDEWALK MAINTENANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5025 VILLAGE PARKS</b>			
2-5025-201 Operating Supplies	0.00	0.00	0.00%
2-5025-210 Paw Bags	0.00	0.00	0.00%
2-5025-301 East End Park - Parking	0.00	0.00	0.00%
2-5025-302 Fertilization/tree work E	1,700.00	0.00	0.00%
2-5025-401 Fence & Park Maintenance	0.00	0.00	0.00%
2-5025-406 Fence Post Repair	0.00	0.00	0.00%
2-5025-409 Small Tools & Equipment	0.00	0.00	0.00%
2-5025-505 Park&Ride Street Lights	0.00	0.00	0.00%
2-5025-507 Rubbish Removal	0.00	0.00	0.00%
<b>Total VILLAGE PARKS</b>	<b>1,700.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5026 STREET LIGHTS</b>			
2-5026-505 Street Lights	0.00	0.00	0.00%
2-5026-508 Street Light Fixtures	0.00	0.00	0.00%
<b>Total STREET LIGHTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5027 PUBLIC WORKS BUILDING</b>			
2-5027-501 Utilities	0.00	0.00	0.00%
2-5027-703 Bldg Repairs & Mainte	0.00	0.00	0.00%
<b>Total PUBLIC WORKS BUILDING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5028 HIGHWAY EQUIPMENT MAINT</b>			
2-5028-203 Repair & Mainte Supplies	0.00	0.00	0.00%



04/04/25  
10:40 am

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

Page 7 of 13  
Manager

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2-5028-207 Equip Mainte Supplies	0.00	0.00	0.00%
2-5028-401 Equipment Repair	0.00	0.00	0.00%
2-5028-406 Equipment Purchase	0.00	0.00	0.00%
2-5028-407 Spare SnowBlower Radiator	0.00	0.00	0.00%
2-5028-409 Small Tools & Equipment	0.00	0.00	0.00%
<b>Total HIGHWAY EQUIPMENT MAINT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5029 CAPITAL RESERVE</b>			
2-5029-928 2 Ton Truck '13	0.00	0.00	0.00%
2-5029-929 2 Ton Truck '19	0.00	0.00	0.00%
2-5029-930 Ton Truck '20	0.00	0.00	0.00%
2-5029-938 2 Ton Truck '15	0.00	0.00	0.00%
2-5029-939 Ton Truck '17	0.00	0.00	0.00%
2-5029-946 F-150 Pick-up	0.00	0.00	0.00%
2-5029-947 Dump Truck	0.00	0.00	0.00%
2-5029-953 Snow Blower	0.00	0.00	0.00%
2-5029-954 Street Sweeper	0.00	0.00	0.00%
2-5029-976 TheGreen-ArchwayEntrances	0.00	0.00	0.00%
2-5029-977 Teagle Landing	0.00	0.00	0.00%
2-5029-978 Future Comfort Station	0.00	0.00	0.00%
2-5029-979 Future Parking Lot Constr	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total HIGHWAY DEPARTMENT</b>	<b>1,700.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-503 VILLAGE POLICE DEPT</b>			
<b>2-5030 POLICE ADMINISTRATION</b>			
2-5030-100 Salaries & Wages	168,038.00	174,621.84	103.92%
2-5030-107 Educ, EMT Training&Stipend	4,350.00	1,230.80	28.29%
2-5030-199 Employer Paid Benefits	76,516.77	39,121.09	51.13%
2-5030-201 Operating Supplies	1,750.00	1,679.20	95.95%
2-5030-202 Office Supplies	325.00	727.10	223.72%
2-5030-601 Travel & Transportation	350.00	0.00	0.00%
2-5030-603 Dues, Subs & Meetings	2,100.00	1,130.00	53.81%
2-5030-604 Grants, Dues & Subs	0.00	0.00	0.00%
2-5030-610 Printing & Binding	200.00	801.99	401.00%
2-5030-615 Advertising	100.00	0.00	0.00%
<b>Total POLICE ADMINISTRATION</b>	<b>253,729.77</b>	<b>219,312.02</b>	<b>86.44%</b>
<b>2-5031 LAW ENFORCEMENT</b>			
2-5031-100 Salaries & Wages	387,000.00	227,205.35	58.71%
2-5031-104 Contract Services	10,000.00	6,164.71	61.65%
2-5031-107 Local, EMT & Educ Stipend	19,000.00	7,950.00	41.84%
2-5031-199 Employer Paid Benefits	113,420.00	129,762.55	114.41%
2-5031-201 Operating Supplies	900.00	543.46	60.38%
2-5031-206 Weapon Mainte & Supplies	1,550.00	902.00	58.19%
2-5031-301 Professional Services	800.00	802.89	100.36%

04/04/25  
10:40 am

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

Page 8 of 13  
Manager

Account	Budget	Actual	% of Budget
2-5031-306 Uniform Service	3,100.00	3,758.98	121.26%
2-5031-312 Bike Patrol	100.00	0.00	0.00%
2-5031-401 Axon Body 4	100.00	0.00	0.00%
2-5031-409 Small Tools & Equipment	11,400.00	7,976.10	69.97%
2-5031-410 Flashing Radar SpeedSigns	0.00	0.00	0.00%
2-5031-413 Officer Video Recording	100.00	0.00	0.00%
2-5031-603 Dues, Subs & Meetings	350.00	350.00	100.00%
<b>Total LAW ENFORCEMENT</b>	<b>547,820.00</b>	<b>385,416.04</b>	<b>70.35%</b>
<b>2-5032 POLICE TRAINING</b>			
2-5032-100 Salaries & Wages	13,500.00	4,585.96	33.97%
2-5032-199 Employer Paid Benefits	410.00	523.24	127.62%
2-5032-601 Travel & Transportation	300.00	111.65	37.22%
2-5032-605 Tuition	2,000.00	349.00	17.45%
<b>Total POLICE TRAINING</b>	<b>16,210.00</b>	<b>5,569.85</b>	<b>34.36%</b>
<b>2-5033 POLICE COMMUNICATIONS</b>			
2-5033-304 Dispatch Services	64,730.00	64,730.00	100.00%
2-5033-402 Radio Maintenance	500.00	0.00	0.00%
2-5033-502 Communications	10,000.00	9,661.76	96.62%
<b>Total POLICE COMMUNICATIONS</b>	<b>75,230.00</b>	<b>74,391.76</b>	<b>98.89%</b>
<b>2-5034 PARKING METERS</b>			
2-5034-100 Salaries & Wages	28,963.00	19,339.88	66.77%
2-5034-199 Employer Paid Benefits	2,497.23	1,479.55	59.25%
2-5034-202 Office Supplies	3,050.00	6,325.51	207.39%
2-5034-204 Postage	3,060.00	1,925.56	62.93%
2-5034-210 Computer Software	1,100.00	0.00	0.00%
2-5034-212 CreditCard/Meter Charges	13,000.00	7,883.21	60.64%
2-5034-301 Professional Services	225.00	100.00	44.44%
2-5034-401 Equip Repair & Mainte	525.00	0.00	0.00%
2-5034-402 CrdtCrd/MterRepair/Replac	500.00	0.00	0.00%
2-5034-407 Equipment Purchase	1,050.00	4,976.24	473.93%
2-5034-409 Small Tools & Equipment	700.00	0.00	0.00%
2-5034-410 Parking fund	0.00	35.44	100.00%
2-5034-425 NW Library Lot Rent	11,000.00	11,000.00	100.00%
<b>Total PARKING METERS</b>	<b>65,670.23</b>	<b>53,065.39</b>	<b>80.81%</b>
<b>2-5035 POLICE VEHICLE</b>			
2-5035-401 Equip Repair & Mainte	3,500.00	6,187.44	176.78%
2-5035-409 Small Tools & Equipment	500.00	7.99	1.60%
2-5035-503 Fuel	10,400.00	5,104.64	49.08%
<b>Total POLICE VEHICLE</b>	<b>14,400.00</b>	<b>11,300.07</b>	<b>78.47%</b>
<b>2-5036 BUILDING MAINTENANCE</b>			

04/04/25  
10:40 am

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

Page 9 of 13  
Manager

Account	Budget	Actual	% of Budget
2-5036-100 Salaries & Wages	2,200.00	0.00	0.00%
2-5036-199 Employer Paid Benefits	170.00	0.00	0.00%
2-5036-504 Propane	2,250.00	0.00	0.00%
2-5036-506 Electricity	2,000.00	0.00	0.00%
2-5036-507 Rubbish Removal	2,500.00	2,255.80	90.23%
2-5036-508 Water/Sewer	500.00	180.00	36.00%
2-5036-703 Building Maintenance	250.00	475.00	190.00%
2-5036-704 Roof Replacement	0.00	0.00	0.00%
2-5036-705 Storage Trailer	0.00	0.00	0.00%
<b>Total BUILDING MAINTENANCE</b>	<b>9,870.00</b>	<b>2,910.80</b>	<b>29.49%</b>
<b>2-5037 TOWN POLICE SERVICES</b>			
2-5037-100 T Salaries & Wages	0.00	40,335.38	100.00%
2-5037-102 T Training Wages	1,485.26	78.66	5.30%
2-5037-104 T Contract Services	0.00	0.00	0.00%
2-5037-107 T Stipend	0.00	120.40	100.00%
2-5037-198 T Training Paid Benefits	0.00	0.00	0.00%
2-5037-199 T Employer Paid Benefits	31,554.30	8,505.08	26.95%
2-5037-302 T Legal Fees	0.00	0.00	0.00%
2-5037-306 T Uniform Service	1,250.00	205.27	16.42%
2-5037-307 Extended Vehicle Warranty	0.00	0.00	0.00%
2-5037-401 T Vehicle Repairs & Maint	1,500.00	75.98	5.07%
2-5037-409 T Small Tools & Equip	525.00	200.00	38.10%
2-5037-410 T 4X4 Vehicle Lease	6,850.00	6,676.91	97.47%
2-5037-411 T 4X4 Radio,Lights,Radar	800.00	0.00	0.00%
2-5037-412 T Flashing Speed Signs	0.00	0.00	0.00%
2-5037-502 Communications	315.00	121.17	38.47%
2-5037-503 T Fuel	0.00	994.95	100.00%
2-5037-603 Dues, Subs & Meetings	100.00	0.00	0.00%
2-5037-605 T Tuition	750.00	0.00	0.00%
2-5037-704 T Roof Replacement	0.00	0.00	0.00%
<b>Total TOWN POLICE SERVICES</b>	<b>45,129.56</b>	<b>57,313.80</b>	<b>127.00%</b>
<b>2-5039 CAPITAL RESERVE</b>			
2-5039-932 Office Carpet	0.00	0.00	0.00%
2-5039-933 Police Computer	1,500.00	1,500.00	100.00%
2-5039-934 Radio System	2,000.00	2,000.00	100.00%
2-5039-935 Flashing Radar Speed Sign	0.00	0.00	0.00%
2-5039-965 Police Cruiser	25,000.00	25,000.00	100.00%
2-5039-966 Weapon Replacement	0.00	0.00	0.00%
2-5039-970 Police Training	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE</b>	<b>28,500.00</b>	<b>28,500.00</b>	<b>100.00%</b>
<b>Total VILLAGE POLICE DEPT</b>	<b>1,056,559.56</b>	<b>837,779.73</b>	<b>79.29%</b>
<b>2-504 SHORT TERM RENTAL ENFORCE</b>			
2-5040-100 Wages	0.00	0.00	0.00%

04/04/25

10:40 am

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

Page 10 of 13

Manager

Account	Budget	Actual	% of Budget
2-5040-199 Benefits	0.00	0.00	0.00%
2-5040-201 Operating Supplies	0.00	0.00	0.00%
2-5040-202 Office Supplies	0.00	0.00	0.00%
2-5040-204 Postage	0.00	0.00	0.00%
2-5040-302 Legal Fees	0.00	0.00	0.00%
<b>Total SHORT TERM RENTAL ENFORCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-507 BOARDS &amp; AGENCIES</b>			
<b>2-5070 PLANNING &amp; ZONING</b>			
2-5070-100 Salaries & Wages	68,071.20	34,682.06	50.95%
2-5070-199 Employer Paid Benefits	33,600.00	12,819.84	38.15%
2-5070-301 Professional Services	2,900.00	34,050.77	1,174.16%
2-5070-302 Legal Fees	1,600.00	400.56	25.04%
2-5070-406 Equipment Purchase	1,000.00	6.60	0.66%
2-5070-601 Travel & Transportation	1,500.00	0.00	0.00%
2-5070-603 Dues, Subs & Meetings	15,760.00	255.23	1.62%
2-5070-611 Printing Ordinances	0.00	0.00	0.00%
2-5070-615 Advertising	3,200.00	1,738.24	54.32%
2-5070-812 GIS Mapping	480.00	0.00	0.00%
<b>Total PLANNING &amp; ZONING</b>	<b>128,111.20</b>	<b>83,953.30</b>	<b>65.53%</b>
<b>2-5079 CAPITAL RESERVE</b>			
2-5079-933 Computer Equip Replace	0.00	0.00	0.00%
2-5079-934 Update Village-Town Plan	1,200.00	1,200.00	100.00%
<b>Total CAPITAL RESERVE</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>100.00%</b>
<b>Total BOARDS &amp; AGENCIES</b>	<b>129,311.20</b>	<b>85,153.30</b>	<b>65.85%</b>
<b>2-5091 VILLAGE HWY EXPENSE</b>			
2-5091-803 Highway Rebate to Town	0.00	0.00	0.00%
2-5091-804 HWY State Aid to Town	46,000.00	0.00	0.00%
<b>Total VILLAGE HWY EXPENSE</b>	<b>46,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5092 TRUSTEES' CONTINGENCY</b>			
2-5092-801 Unclassified	13,844.00	922.99	6.67%
2-5092-810 Lobbyist	0.00	0.00	0.00%
2-5092-815 Insurance	0.00	0.00	0.00%
<b>Total TRUSTEES' CONTINGENCY</b>	<b>13,844.00</b>	<b>922.99</b>	<b>6.67%</b>
<b>2-5099 CAPITAL RESERVE SPENDING</b>			
2-5099-912 Planning&Zoning Regs	0.00	0.00	0.00%
2-5099-914 Lobbyist	0.00	0.00	0.00%
2-5099-926 Manager's Pick-up	0.00	0.00	0.00%
2-5099-932 Office Equipment	0.00	0.00	0.00%
2-5099-933 Computer Equip Replacment	0.00	0.00	0.00%

04/04/25

10:40 am

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

Page 11 of 13

Manager

Account	Budget	Actual	% of Budget
2-5099-934 Vail Field Parking	0.00	0.00	0.00%
2-5099-935 Route 4 Improvements	0.00	0.00	0.00%
2-5099-936 Storm Drain Repair	0.00	0.00	0.00%
2-5099-937 Paving	0.00	0.00	0.00%
2-5099-939 2 Ton Truck w/plow	0.00	0.00	0.00%
2-5099-941 Dump Truck w/plow	0.00	0.00	0.00%
2-5099-942 Loader	0.00	0.00	0.00%
2-5099-943 Storage Trailer	0.00	0.00	0.00%
2-5099-944 Snowblower-Loader Mounted	0.00	0.00	0.00%
2-5099-945 2 Ton Truck w/plow	0.00	0.00	0.00%
2-5099-946 Street Snow Blower	0.00	0.00	0.00%
2-5099-947 HWY Repairs & Maintenance	0.00	0.00	0.00%
2-5099-948 Road Construction	0.00	0.00	0.00%
2-5099-949 Road & Sidewalk Mainte	0.00	0.00	0.00%
2-5099-950 TrafficControlBridgProjec	0.00	0.00	0.00%
2-5099-952 Snow Dump Land Purchase	0.00	0.00	0.00%
2-5099-953 Ornamental Street Lights	0.00	0.00	0.00%
2-5099-954 Village Parks	0.00	0.00	0.00%
2-5099-955 Trees	0.00	0.00	0.00%
2-5099-956 Ordinance Printing	0.00	0.00	0.00%
2-5099-962 Police Computer	0.00	0.00	0.00%
2-5099-964 Police Office Carpet	0.00	0.00	0.00%
2-5099-965 Meter Replace/Repair	0.00	0.00	0.00%
2-5099-967 Flashing Radar Speed Sign	0.00	0.00	0.00%
2-5099-971 Police Cruiser	0.00	0.00	0.00%
2-5099-972 Polic Vehicle Maint/Equip	0.00	0.00	0.00%
2-5099-973 CommVehicle Enforcement	0.00	0.00	0.00%
2-5099-974 Police Training	0.00	0.00	0.00%
2-5099-975 Police Equipment	0.00	0.00	0.00%
2-5099-976 Police Training	0.00	0.00	0.00%
2-5099-977 Police Material	0.00	0.00	0.00%
2-5099-978 Comfort Station Construct	0.00	0.00	0.00%
2-5099-979 Parking Lot Construction	0.00	0.00	0.00%
2-5099-980 NWPL Parking Lot Improvt	0.00	0.00	0.00%
2-5099-981 Sidewalks	0.00	0.00	0.00%
2-5099-982 Granite Curbing	0.00	0.00	0.00%
2-5099-983 Fence Post Repair	0.00	0.00	0.00%
2-5099-984 RetainingWallConstruction	0.00	0.00	0.00%
2-5099-985 HWY Comm Equipment	0.00	0.00	0.00%
2-5099-986 Salt & Sand	0.00	0.00	0.00%
2-5099-987 Road Paving	0.00	0.00	0.00%
2-5099-988 Line Striper	0.00	0.00	0.00%
2-5099-990 CapitalOutlay Undedicated	0.00	0.00	0.00%
<b>Total CAPITAL RESERVE SPENDING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5301 LOSS REPAIR EXPENSES</b>			
2-5301-850 Flood Damage-Vill Garage	0.00	0.00	0.00%
2-5301-860 Property Damage-St Light	0.00	0.00	0.00%
2-5301-861 PropertyDamagPoliceCarpet	0.00	0.00	0.00%

04/04/25

10:40 am

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

Page 12 of 13  
Manager

Account	Budget	Actual	% of Budget
2-5301-862 PropertyDamage-Guardrail	0.00	0.00	0.00%
2-5301-863 Property Damage-Fence	0.00	0.00	0.00%
2-5301-864 PropertyDamage-Trees	0.00	0.00	0.00%
2-5301-870 VehicleDamage-Flow Truck	0.00	0.00	0.00%
2-5301-871 VehicleDamag-PolicCruiser	0.00	0.00	0.00%
<b>Total LOSS REPAIR EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5303 IARENE RECOVERY EXPENSE</b>			
2-5303-150 IRE Wages & FICA	0.00	0.00	0.00%
2-5303-901 IRE Local Share Expenses	0.00	0.00	0.00%
<b>Total IARENE RECOVERY EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5401 GRANT EXPENSE</b>			
2-5401-815 PoliceHWYSafetyGrantExpen	0.00	0.00	0.00%
2-5401-816 Police PACIF Grant Expend	0.00	0.00	0.00%
2-5401-817 Planning Grant Expense	0.00	0.00	0.00%
2-5401-818 Police Equip Grant Expens	0.00	988.99	100.00%
2-5401-819 Police Vest Grant Expense	0.00	0.00	0.00%
2-5401-820 Highway Grant Expense	0.00	0.00	0.00%
2-5401-821 Sidewalk Grant Expense	0.00	0.00	0.00%
2-5401-822 Village Tree Grant Expens	0.00	0.00	0.00%
2-5401-823 MDT Police Grant Expense	0.00	0.00	0.00%
2-5401-824 RiverStRetainingWallGrant	0.00	0.00	0.00%
2-5401-825 Waterfront Park Grant Exp	0.00	0.00	0.00%
2-5401-826 Park & Ride Grant Expense	0.00	0.00	0.00%
2-5401-827 Snow Dump Constr Grant	0.00	0.00	0.00%
2-5401-828 Energy Grant Expense	0.00	0.00	0.00%
2-5401-829 DUI OP Grant Exp	0.00	12,529.49	100.00%
2-5401-830 SustainableWoodstockGrant	0.00	0.00	0.00%
2-5401-831 SafeRoutes to SchoolGrant	0.00	0.00	0.00%
2-5401-832 ProspectSt PavingGrantExp	0.00	0.00	0.00%
2-5401-835 BypassMitigationGrantExp	0.00	0.00	0.00%
<b>Total GRANT EXPENSE</b>	<b>0.00</b>	<b>13,518.48</b>	<b>100.00%</b>
<b>2-570 TRANSFERS OUT</b>			
2-5701-000 Transfer to Cap Reserve	0.00	0.00	0.00%
2-5702-000 Transfer to Trustee	0.00	0.00	0.00%
2-5703-000 Transfer to Debt Service	0.00	0.00	0.00%
2-5704-000 Transfer for Parking Fac	0.00	0.00	0.00%
<b>Total TRANSFERS OUT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Appropriations</b>	<b>1,543,736.16</b>	<b>1,219,668.80</b>	<b>79.01%</b>
<b>Total VILLAGE GENERAL FUND</b>	<b>0.00</b>	<b>212,434.56</b>	
<b>Total All Funds</b>	<b>0.00</b>	<b>212,434.56</b>	

04/04/25  
10:40 am

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

Page 13 of 13  
Manager

Account	Budget	Actual Actual % of Budget
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T2 Iris Transaction Summary 04/02/2025 8:55 AM EDT

Date/Time: 03/01/2025 12:00:00 AM to 03/31/2025 11:44:59 PM EDT

Organization: Woodstock VT

**Location:** All Locations

Stall Number: N/A

Plate Number: N/A

Ticket #: All

**Coupon Code:** N/A

Transaction Type: All

Grouping: None

## Overall Summary

[illegible]

March 2024 - 9147.65

Kiosk-223625

Merced \$2676.95

Farkmbil - \$5143.00

Total - \$ 10,055.70

March 2023 \$9471.61



**Use of the Gore Permit  
Village of Woodstock**

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

Date: March 3, 2025  
Name of non-profit: The Woodstock Garden Club  
Address: PO Box 633  
Woodstock, VT 05091  
Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
Website/Social media link: \_\_\_\_\_

Name of applicant: Tracy Phillips  
Address: 1192 Prosper Road, Woodstock  
Telephone number: 802-457-2884  
Email: tpvt1192@gmail.com

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

Name of authorized agent who will be attending the meeting: Tracy Phillips  
Jennifer Dembinski  
Date of event: May 24, 2025  
Time & duration of event: 8 AM - 1 PM  
If applicable, alternate dates in the event of cancellation(s) due to bad weather: N/A

Equipment to be used on the Gore: Folding tables / pop up tents / chairs,  
hot dog machine. Set-up will take place on Friday  
morning from 8-10 AM.

Description of the planned organized activity: Annual plant sale  
Country Kitchen selling breakfast and lunch items.

Statement of the purpose of the organized activity including the benefit to be derived for the

organization: All of the proceeds from this fundraiser benefit  
our organization. In turn we use the funds to  
beautify the town.

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

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

Plan for trash & Recycling: Dispose of off site.

#### Fees

A non-refundable processing fee of \$25 shall accompany all applications.

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

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

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

#### Standards

1. The Gore shall be maintained in a neat and orderly condition at all times during the date of any authorized activity and also, the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed or items on display on the Gore in connection with an activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be easily installed and removed shall be installed and removed on the day of the activity. This standard shall have a separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers located in or on the Gore or upon traffic signs, parking meters, or light poles surrounding the Gore.
4. No structures shall be erected or placed within 15 feet of the trunk of any tree in the Gore.
5. Traffic signs and parking meters surrounding the Gore shall not be obstructed.
6. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the

Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made and the recommendations of the Village Chief of Police.

7. No activity shall be carried on before 8:00 am or after 10:00 pm.
8. Applications shall be considered by the Board in the order in which completed applications are submitted to the Municipal Manager. Permits may be granted to two or more non-profit organizations from Woodstock for the same date and/or times provided the granting of such permits shall not cause a conflict in the use of any portion of the Gore.
9. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Gore.
10. All arrangements for and expenses relating to maintenance of the Gore immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
11. Any damage to the Gore occurring in connection with an activity permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.

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

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

Date: 3/3/25

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

Town of Woodstock  
PO Box 488  
Woodstock, VT 05091

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

#### FOR OFFICE USE ONLY

This permit was:

Approved

Denied

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

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

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

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



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

Application date: 2/27/25 Event name: Garden Club Plant Sale  
Name of non-profit organization: Woodstock Garden Club  
Address: PO Box 633 Woodstock, VT 05091

Dates requested for banner: May 16 - 23, 2025 Date of event: May 24, 2025

Individual requesting permit:

Name: Tracy Phillips Title: Plant Sale - Co chair  
Phone: 802-457-2884  
Mailing address: 1192 Prosper Rd. Woodstock, VT  
Email: tpvt1192@gmail.com

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

Fee paid: \_\_\_\_\_ Cash/Check/Online: \_\_\_\_\_

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

**Banner requirements:**

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

**All banners must be:**

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

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

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

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

Applicant signature: 

Date: 3/3/25

**FOR OFFICE USE ONLY**

This permit was:

- ☐ Approved
- ☐ Denied

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

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



Use of the Village Green Permit  
Village of Woodstock

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

Date: 3.8.2025  
Name of non-profit: New England 1000 / Vintage Rallies  
Address: 80 Jackson Hill Road  
Sharon Ct 06069  
Mailing address: 80 Jackson Hill Road  
Sharon Ct 06069  
Website/Social media link: www.vintagerallies.com/newengland1000.html

Name of applicant: Julie Zee (Woodstock Inn) O.B.O. Jean + Rich Taylor  
Address: 9 Cross St Woodstock / above  
Telephone number: 802 457 6631 O.B.O. 860 364 0311  
Email: jaz@woodstockinn.com

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

Name of authorized agent who will be attending the meeting: Julie Zee

Date of event: Tues 5-20-25 (or 5-21-25)  
Time & duration of event: 1.5 hours 3:00 pm - 4:30 pm AAROX  
If applicable, alternate dates in the event of cancellation(s) due to bad weather: 5-21-2025  
(Farmers Market?)

Anticipated crowd size: 30-50  
Equipment to be used on the Green: CARS (VINTAGE, HIGH END, small road rally cars).

Description of the planned organized activity: Car show  
(This is a repeat client of the Woodstock Inn, we have done this event 2 times in the past).

Statement of the purpose of the organized activity including the benefit to be derived for the organization: \_\_\_\_\_

An opportunity to show vintage, high end cars to public.

Description of the portion of the Village Green to be used in connection with the activity: \_\_\_\_\_

Enter on West end (near town hall) line-up cars on South West lawn area- Flexible!

Description of all arrangements made for traffic control: \_\_\_\_\_

May need cones on West end of Green loading and unloading vehicles across the curb

Will it be necessary to drive any motor vehicles over the Village Green or display vehicles on or around the Green in connection with the activity: \_\_\_\_\_

Yes - 25-30 vehicles

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

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

Plan for trash & Recycling: \_\_\_\_\_

Not expecting anything exceptional

### **Fees**

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

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

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

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

**Fees for private events:**

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

5-25 people - \$150

26-50 people - \$300

50-75 people - \$450

75-100 people - \$550

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

**Standards**

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

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

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

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

Event: St James Church 97th Annual Fair  
Parade/event date: Aug. 16, 2025 Start time: 7:00 AM  
End time: 5:00 PM  
Applicant/organization: St. James Episcopal Church  
Telephone: 802-457-1727  
Email: SariWhite8@gmail.com  
Mailing address: 2 St James Place  
Woodstock, VT 05091  
Contact person: Sari White or Amy Spagna  
Best contact number: 802-296-1296  
Location of assembly & beginning of event: \_\_\_\_\_  
Small Green in front of St. James  
Route of public highways: \_\_\_\_\_  
Wish to close St James Place (Road) from 7 am - 5 pm

\*Attach map showing route

Traffic control (if any): None needed

Estimated number of participants: 300-400

Authorized representative signature:   
Print: Sari White

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

Please mail or email completed application to:

Town of Woodstock  
PO Box 488  
Woodstock, VT 05091

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

OFFICE USE ONLY

This permit is:

- ☐ Approved  
☐ Denied

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

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

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



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

FAX (802) 457-2329







March 25, 2025

Dear Woodstock Select Board & Board of Village Trustees,

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

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

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

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

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

Sincerely,

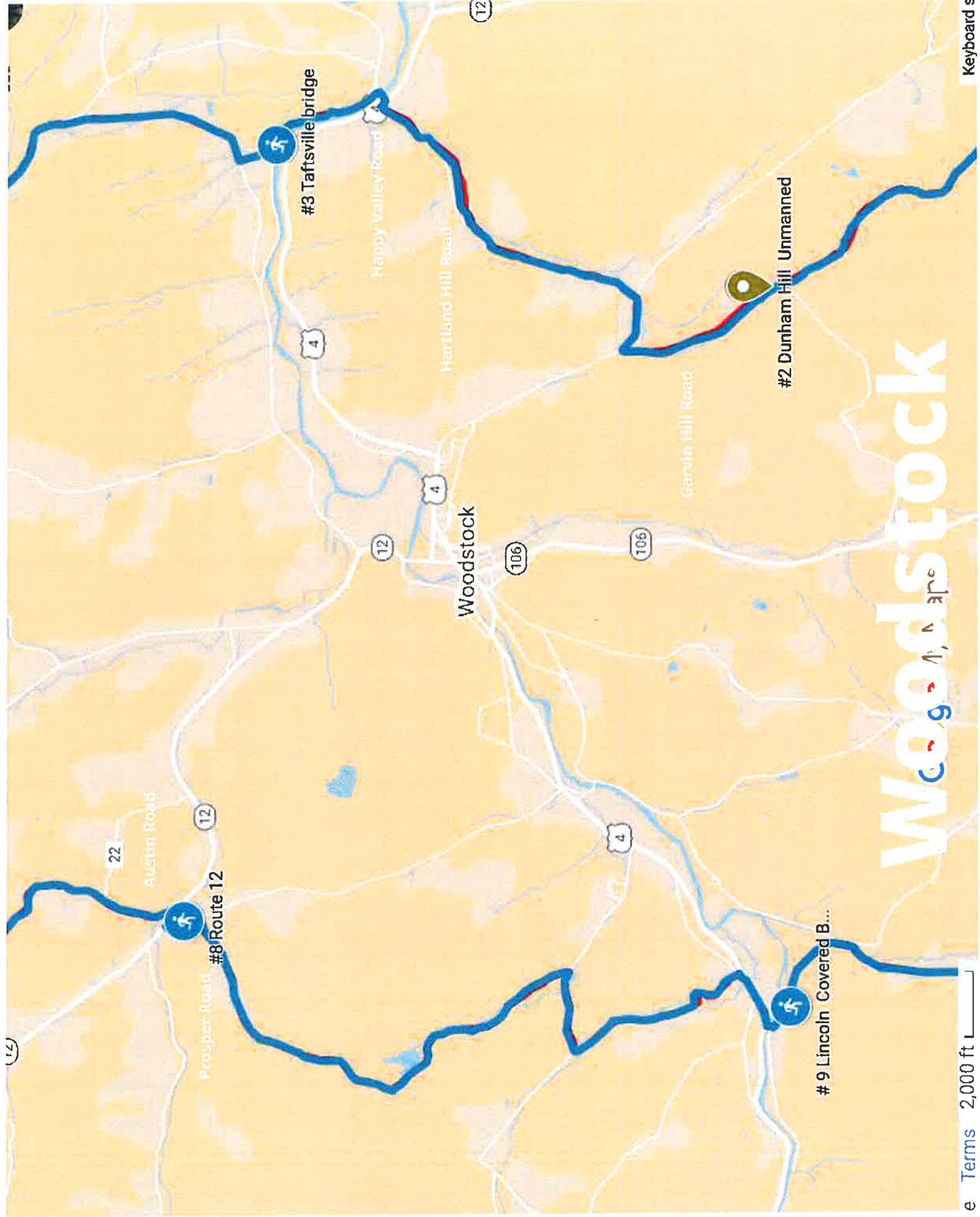
A handwritten signature in blue ink that reads "Amy Rusiecki".

Amy Rusiecki  
VT100 Race Director  
27 Graves Street  
South Deerfield, MA 413.575.4491  
[vt100@vermontadaptive.org](mailto:vt100@vermontadaptive.org) [vermont100.com](http://vermont100.com)



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







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

Application date: 2-14-25 Event name: Glad Rags  
Name of non-profit organization: Glad Rags  
Address: Simmons House Woodstock VT

Dates requested for banner: Apr 21-27 / Sept 15-21 Date of event: Apr 25, 26, 27  
Sept 19, 20, 21

Individual requesting permit:

Name: Molly Hutchins Title: Board Member  
Phone: 802 280 5364  
Mailing address: 82 Deena Rd  
Email: Mollyh3838@gmail.com

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

Fee paid: \$50 Cash/Check/Online: #565  
Received by: Meg H

*\* One check for both  
Weekends per Kitty\**

**Banner requirements:**

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

**All banners must be:**

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

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

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

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

Applicant signature: Molly Hutchins Date: 2-14-25





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

Application date: 2-14-25 Event name: Glad Rags

Name of non-profit organization: Glad Rags

Address: Simmons House Woodstock VT

Dates requested for banner: Apr 21-27 / Sept 15-21 Date of event: Apr 25, 26, 27  
Sept 19, 20, 21

Individual requesting permit:

Name: Molly Hutchins

Title: Board Member

Phone: 802 280 5364

Mailing address: 82 Dana Road

Email: Mollyh3838@gmail.com

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

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

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

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

See page ①

**Banner requirements:**

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

**All banners must be:**

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

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

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

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

Applicant signature: Molly HC

Date: 2-14-25

pg ②



**Village of Woodstock  
Board of Trustees Meeting  
March 11th 2025  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

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

**Public:** Wendy Marrinan, Joe Dinatale, Gary Horsman, Beth Finlayson, Harry Falconer

**Call to order**

1. Chair Seton McIlroy to call the March 11th Village Trustees meeting to order at 6:31 PM.

**B. Additions and Deletions**

**Appointment of Short-term rental officer**

**C. Citizens' Comment**

Wendy Marrinan asked about the flag at half-mast at Tribou Park.

Kitty Mears Koar offered to help with any permit-related questions.

**D. Reports**

**a. Manager's Report**

Eric Duffy reported on the completion of the Vail Field Bridge and the upcoming bridge behind the Welcome Center.

The Town Meeting had a good turnout, with 115 people attending and 600 voting on the Selectboard and petition articles.

Meg Horrocks is a temp worker who has been working for the Town since the summer. She is currently working on researching \$100,000 from one of the funds that has never been asked for reimbursement.

**b. Financial Report**

Eric Duffy provided a financial update, noting that payroll is 67% through the year and expenditures are on track.

**E. Votes**

**Appointment of Emily Collins as STR Coordinator**

Seton McIlroy moved to appoint Emily Collins as the short-term rental officer.

Emily Collins will oversee the program, work with software, and ensure compliance with rules.

Motion: by Seton McIlroy to make Emily Collins STR coordinator for  
the village (6:39PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

### **Pride of Woodstock (6:41PM)**

Seton McIlroy introduced the Pride of Woodstock parade application for June 6-8. She would like to amend the Parade permit for the High Heel race. The amendment is regarding road closures of Elm Street.

Detour signs and police officers will be placed at key intersections to ensure safety.

Motion: by Jeffrey Kahn amend the Pride of Woodstock Parade Permit to include the road closures (6:45PM)

Seconded: Lisa Lawlor

Vote: 4-0-0, passed.

### **Bookstock- Mon Vert Mini on the Green (6:46PM)**

Jon Spector introduced the Bookstock on the Green event from May 16-18.

The event will feature local merchants and the Mon Vert Mini food truck, which requires electricity and water.

The Trustee's and Joe DiNatale discussed the Mon Vert Mini being placed on the Green.

Motion: by Seton McIlroy to allow the Mon Vert Mini to be on the Village Green May 16-18 (6:57PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

### **Puppies and Pooches Permit (6:58PM)**

Gary Horsman is introduced and discusses the Puppies and Pooches event on August 23.

Gary Horseman requested free parking for the Puppies and Pooches.

The board discussed the implications of free parking and the potential financial impact on the village.

The board decided to defer a decision on free parking until more data is available.

Motion: by Seton McIlroy accept the Puppies and Pooches Permit (7:13PM)

Seconded: Jeffrey Kah

Vote: 5-0-0, passed.

### **Chamber of Commerce**

#### **Sidewalk Sale – May 16-17**

Seton McIlroy discussed the sidewalk sale permit mentioning a date change request.

Seton McIlroy confirmed the change and discussed the addition of the sidewalk sale to the same weekend as Bookstock.

Beth Finlayson also requested a sidewalk Permit on August 15 and 16, the weekend after the Taste of Woodstock.

Beth Finlayson and the Trustees discussed the Sidewalk permits.

Lisa Lawlor questioned the exception for the sidewalk permit, particularly regarding pedestrian safety.

Motion: by Seton McIlroy to accept the Woodstock Sidewalk Sale Permit May 16<sup>th</sup>-17<sup>th</sup> (7:25PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

### **Sidewalk Sale – August 15-16**

Motion: by Seton McIlroy to accept the Woodstock Sidewalk Sale Permit August 15<sup>th</sup>-16<sup>th</sup> (7:28PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

Motion: by Seton McIlroy to accept for the exception for the sidewalk permit - Title Seven, chapter four, section 7407, a corridor has to be at least three feet instead of five, and that objects do not have to be just up against the building. They can be anywhere on the sidewalk, as long as there is a three-foot-wide continuous corridor (7:29PM)

Seconded: Jeffrey Kahn

Vote: 4-1-0, passed (Lisa Lawlor opposed)

### **Taste of Woodstock**

Beth Finlayson requested to close the street from the Congregational Church to Central Street for Taste of Woodstock on August 9.

Seton McIlroy questioned the setup and safety measures, suggesting a conversation with the police.

Beth Finlayson confirmed the event will keep one path on Elm Street free and discusses the possibility of using personal cars as barricades.

Motion: by Seton McIlroy to accept the Taste of Woodstock Permit August 9<sup>th</sup> (7:34PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

### **Wassail Permits Parade**

Beth Finlayson discussed the Wassail Parade on December 13, requesting barricades and ropes to manage crowd control.

Seton McIlroy questioned the parking of cars during the parade and suggested a conversation with the police.

Lisa Lawlor emphasized the need for police presence at the parade and the cost associated with it.

Motion: by Seton McIlroy to approve the Wassail Parade Permit for December 13<sup>th</sup> (7:39PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

### **Wassail Use of Green Permit**

Beth Finlayson requested the use of the Green for the Wassail event, including a fire truck and other activities.

Beth Finlayson asked about the Green being closed off alcohol to be consumed all around the Green.

Seton McIlroy asked about the fire truck on Village Green or the Gore.

Motion: by Seton McIlroy to approve the Wassail Use of Green Permit for December 12<sup>th</sup> and 13<sup>th</sup> (7:44PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

**Wassail Banner permit**

Motion: by Seton McIlroy to approve the Wassail Banner December 8<sup>th</sup>-15<sup>th</sup> (7:45PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

**Wassail Use of the Gore**

Beth Finlayson mentioned that the Fire Department might use this space during Wassail for sale of food.

Motion: by Seton McIlroy to approve the Use of the Gore Permit for Wassail on December 13<sup>th</sup> (7:49PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

**Market on the Green**

Beth Finlayson requested the use of the Green for the Market on the Green from June 4 to October 15, every Wednesday from 1 to 7 PM.

Beth Finlayson asked for 10 parking spots coned off for vendor loading and unloading.

Seton McIlroy confirmed the event's details and the need for a contingency plan for court sessions.

Motion: by Seton McIlroy to approve the Market on the Green Permit for the Chamber of Commerce June 4<sup>th</sup> – Oct 15<sup>th</sup> from 1-7(7:54PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed.

**Art Festival – Banner**

Art Fest Banner will be up Sept 2<sup>nd</sup>- Sept 7<sup>th</sup>

Motion: by Seton McIlroy to approve The Art Fest Banner Sept 2<sup>nd</sup> thru Sept 7<sup>th</sup> (7:55PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed

**Art Festival – Use of Green**

Beth Finlayson discussed the details of Art Fest with 30-40 vendors and live music.

Motion: by Seton McIlroy to approve The Art Fest Use of Green(7:57PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0, passed

**F. Discussion**

**Municipal Planning Grant- Harry Falconer**

Harry Falconer discussed the resolution for the Municipal Planning Grant to fund a consultant for rewriting the town and village plan.

The grant aims to align the future land use map and chapter with state law and address other town issues like the water system.

The total project cost is \$20,000, with a 10% match requirement of just under \$2,000.

### **Keystone Block - Todd Erceg**

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

Todd Erceg had met with various investors and banks, including a bank that refused to provide funding.

The project involves applying for a Vermont Community Development Program PCP grant, which requires a planning grant.

The Trustees discussed writing a letter of support.

The project aims to revitalize the corner, focusing on a restaurant and affordable housing for working families.

### **33 Central Easement Potential Change**

Eric Duffy discussed an easement agreement between 33 Central and the Town, involving a the propane tank and a parking space.

The new easement will not result in the loss of any parking spaces, but the size of the parking spaces may change.

The Trustees agree to update the easement agreement to reflect the new location.

### **White Cottage Food Truck**

Eric Duffy presented a proposal from White Cottage to operate a food truck from May to Labor Day, providing food six days a week.

The food truck would be located in the Village, they may need water and electricity.

The Trustees expressed interest in the proposal but want to consider the logistics and community input.

### **Parking Permit Fee (8:40PM)**

Seton McIlroy suggested reviewing the parking permit fees, noting that some fees seem too high or too low.

The banner permit fee is questioned, and the sidewalk permit fee is compared to the parade permit fee.

The Trustees discussed the need for a cost analysis to determine the appropriate fees for different permits.

The conversation included the possibility of changing the ordinance to make the fee structure more equitable.

### **Parking Ordinance Amendment Proposal**

Lisa Lawlor noted that she has gone through all the ordinances and gotten a history of the parking in the Village

Jeffrey Kahn proposed raising parking meter fees during the busiest times of the year to generate more income for the village.

The proposal included keeping the current fee structure during off-peak times to benefit locals.

The Trustees discussed the need to change the ordinance to implement the fee increase, with a target effective date of July 1.

The conversation includes the need for a new fee schedule and the process for changing the ordinance.

#### **Flag and Parking Meter Rules (9:02PM)**

Eric Duffy brings up the issue of flags on parking meters, which have been traditionally placed by Pride and the American Legion.

The Trustees discussed the need for rules regarding the placement of flags on parking meters.

The conversation includes the possibility of allowing other organizations to place flags on meters for special events.

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

Motion: By Chair Seton McIlroy enter Executive Session 1 V.S.A 313 to discuss Confidential attorney client communications for legal services (9:04PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed (Returned 9:22PM)

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

Motion: By Chair Seton McIlroy to approve the Minutes for 02.11.25 with the corrections noted by Jeffrey Kahn and 02.25.25 (9:25PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

#### **J. Adjournment**

Motion: by Seton McIlroy to adjourn the meeting at (9:25PM)

Seconded: Lisa Lawlor

Vote: 5-0-0, passed.

*Respectfully submitted,  
Kitty Mears Koar*



**Village of Woodstock  
Board of Trustees Meeting  
March 18th 2025  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

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

**Public:**

**Call to order**

1. Chair Seton McIlroy to call the March 18th Village Trustees meeting to order at 8:25 PM.

**B. Additions and Deletions**

- ~~1. Review of the responsibilities of the Trustees~~
- ~~2. Executive Session 1 V.S.A 313~~

**C. Citizens' Comment - None**

**D. Restructuring of Board**

Motion: By Vice Chair Jeffrey Kahn that Seton McIlroy to remain Chair of the Village Board of Trustees (8:26PM)

Seconded: Brenda Blackman

Vote: 4-0-0 passed

Motion: By Lisa Lawlor that Jeffrey Kahn to remain Vice Chair of the Village Board of Trustees (8:28PM)

Seconded: Seton McIlroy

Vote: 4-0-0 passed

**E. Newspapers of Record**

Motion: By Seton McIlroy to have the Vermont Standard and the Valley News to be the newspapers of Record (8:29PM)

Seconded: Frank Horneck

Vote: 5-0-0 passed

**F. Votes**

**Municipal appointments**

Village Development Review Board (2)

Motion: By Seton McIlroy to appoint Jane P. Soule and Randy Mayhew to the Village Development Review Board (8:29PM)

Seconded: Jeffrey Kahn

Vote: 5-0-0 passed

Planning Commission (3)

Motion: by Seton McIlroy to approve Sarah Glasser Tucker, Matt Driscoll, and Alex Mulley to the Planning Commission (8:30PM)

Seconded: by Jeffrey Kahn

Vote: 5-0-0, passed

Village Design Advisory Board (2)

Motion: by Seton McIlroy to approve Jack Rossi and Ellen Soroka to the Village Design Advisory Board (8:30PM)

Seconded: by Jeffrey Kahn

Vote: 5-0-0, passed

**G. Other Business**

**J. Adjournment**

Motion: by Seton McIlroy to adjourn the meeting at (8:32PM)

Seconded: Brenda Blakeman

Vote: 5-0-0, passed.

*Respectfully submitted,  
Kitty Mears Koar*

Village of Woodstock  
Board of Trustees Personnel Hearing  
March 19th, 2025  
10:00 AM  
Town Hall & Zoom  
Minutes

Draft minutes are subject to approval.

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

**Staff:** Eric Duffy, Police Chief Joseph Swanson, Michelle Sutherland, Teri Poljacik, Officer Mark Donka, Corporal Kristen Murphy, Sargeant Chris O'Keefe, Beth Therrien

**Lawyers:** Attorney Brian Monaghan Esq., Attorney John Klesch Esq., Attorney Linda Fraas Esq., Attorney Matt Bloomer Esq.

**Public:** Nicholas Seldon, Robert Seldon, Ann Swanson

**Call to Order**

Brian Monaghan introduced himself as the Hearing Officer and explained his role, emphasizing that he will manage the proceeding and evidence but will have no vote in the outcome.

The hearing is described as a quasi-judicial proceeding, similar to a civil courtroom, with attorneys representing the employer and employee.

Guidelines for the hearing are outlined, including a zero-tolerance policy for phone interruptions and the importance of respecting the rights of the employee and employer.

Logistics of the hearing are discussed, including breaks and the expected duration of the proceeding.

**Rulings on Pending Motions**

Hearing Officer Monaghan ruled on several pending motions, including denying a motion to preclude new allegations against Chief Swanson and granting a request to preclude evidence pertaining to incidents prior to Chief Swanson's appointment.

The motion to preclude evidence pertaining to alleged actions of Chief Swanson's husband is denied, but the evidence will be considered for its limited purpose.

The request for the recusal of Trustees Seton McIlroy and Jeffrey Kahn is denied.

Attorney John Klesch for the Municipal Manager requested an executive session but acknowledged the employees' right to an open session.

**Opening Statements**

10:08AM: Attorney Klesch, attorney for the Municipal Manager presented his opening statement. Attorney Klesch concluded at 10:15AM

10:15AM: Attorney Fraas, Attorney for the Chief of Police Joseph Swanson presented her opening statement.

Attorney Fraas concluded at 10:33AM

**First Witness:**

**Michelle Sutherland**

10:34AM Attorney Klesch questioned Michelle Sutherland, the Administrative Supervisor.

Attorney Klesch concluded at 11:09AM

11:09AM: Hearing Office Monaghan stopped the proceedings to quiet Attorney Fraas from laughing.

11:09AM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 11:35AM

11:35AM Attorney John Klesch cross examined the witness

Attorney Klesch concluded at 11:40AM

11:40AM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 11:41AM

**Second Witness:**

**Teri Poljacik**

11:42AM Attorney Klesch questioned Teri Poljacik, Parking Enforcement

Attorney Klesch concluded at 11:59AM

11:59AM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 12:05PM

12:05PM Hearing Officer Monaghan concluded that session for a lunch break until 1:10PM.

**Third Witness:**

**Officer Mark Donka**

1:11PM Attorney Klesch questioned Officer Mark Donka

Attorney Klesch concluded: 1:25PM

1:25PM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 1:33PM

1:33PM Attorney Klesch cross examined the witness

Attorney Klesch concluded at 1:33PM

1:33PM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 1:34PM

**Fourth Witness:**

**Corporal Kristen Murphy**

1:34PM Attorney Klesch questioned Corporal Kristen Murphy

Attorney Klesch concluded at 2:03PM

2:03PM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 2:13PM

2:13PM Members of the Village Board of Trustees questioned the witness.

**Fifth Witness:**

**Sargeant Christopher O'Keefe**

2:15PM Attorney Klesch questioned Sargeant Christopher O'Keefe

Attorney Klesch concluded: 3:14PM

3:14PM Attorney Fraas cross examined the witness

3:22 PM Hearing Officer Monaghan stopped the processing due to an interruption by the audience. Nicholas Seldon, Ann Swanson and Robert Seldon were asked by Hearing Officer Monaghan to leave the room.

Attorney Fraas concluded at 3:49PM

3:50PM Attorney Klesch cross examined the witness

Attorney Klesch concluded at 3:53PM

**Sixth Witness:**

**Elizabeth Therrien**

3:55PM Attorney Klesch questioned Beth Therrien, Dispatch Supervisor

Attorney Klesch concluded at 4:22PM

4:22PM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 4:42PM

3:42PM Attorney Klesch cross examined the witness

Attorney Klesch concluded: 4:47PM

4:47PM Hearing Officer Monaghan stated that a break will happen until 5:02PM

**Eric Duffy, Municipal Manager**

5:10PM Attorney Klesch questioned Municipal Manager Eric Duffy

6:38PM Hearing Officer Monaghan allows a 3-minute break for Attorney Klesch and Attorney Bloomer to speak. Returned 6:41PM

Attorney Klesch concluded at 6:45PM

6:45PM Hearing Officer Monaghan concluded the session for a dinner break until 8PM sharp.

8:00PM Attorney Fraas cross examined the witness

9:14PM – Attorney Fraas, Attorney Bloomer, Attorney Klesch and Hearing Officer Monaghan leaving the room to speak. Returned 9:15PM

9:40PM Hearing Officer Monaghan stated that there will be a 10-minute break. Returned at 9:50PM

Attorney Fraas concluded at 10:53PM

10:53PM Attorney Klesch cross examined the witness

Attorney Klesch concluded at 11:05PM

11:05PM Attorney Fraas cross examined the witness

Attorney Fraas concluded at 11:07PM

11:07 PM Hearing Officer Monaghan stated that there will be a 5 minute break.

**Chief of Police Joseph Swanson**

11:19PM Attorney Fraas questioned Chief of Police Joseph Swanson

Attorney Fraas concluded 11:50PM

11:50PM Attorney Klesch cross examined the witness

Attorney Klesch concluded 12:03AM

**Closing Statements:**

12:13AM Attorney Klesch presents his closing statement

Attorney Klesch concluded at 12:16AM

12:16AM Attorney Fraas presents her closing statement

Attorney Fraas concluded at 12:20AM

12:21 AM Hearing Officer Monaghan thanked everyone and closed the proceedings at 12:22AM.

*Respectfully submitted,  
Kitty Mears Koar*

**Village of Woodstock  
Board of Trustees Meeting  
March 31st, 2025  
8:30 AM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

**Staff:** Eric Duffy

**Public:**

**Call to order**

1. Chair Seton McIlroy called the March 31st Village Trustees meeting to order at 8:30 AM.
- B. Additions and Deletions -None**
- C. Citizens' Comment – None**
- D. Discussions**

**White Cottage Food Truck**

Eric Duffy introduced the topic of the White Cottage Food Truck and its potential operation.

John McNeil explained his vision for the food truck, including the menu and preferred location on the Green.

John McNeil discussed the truck's self-contained generator and the possibility of using the Chamber of Commerce's electrical outlet.

Jeffrey Kahn raised concerns about the noise from the generator and suggested using the Chamber of Commerce's electrical outlet.

Jeffrey Kahn emphasized the need for the truck to operate during the busy summer season and suggested avoiding Wednesdays due to the market on the green.

John McNeil expressed a desire to start operations early to work out any issues before the busy season.

Jeffrey Kahn suggested starting operations on weekends to test the waters before the busy season.

Jeffrey Kahn supported the idea and urged other trustees to support the proposal.

Brenda Blakeman supported John's schedule flexibility but suggested considering Wednesdays instead of Tuesdays.

John McNeil defended the choice of Wednesday as a busy day but agreed to discuss it with the Chamber of Commerce.

Seton McIlroy raised concerns about the impact on neighbors and suggested flexibility in the truck's location.

Seton McIlroy proposed an alternative location on Mechanic Street next to the Welcome Center.

Seton McIlroy discussed the need for additional trash pickup due to increased waste from the food truck.

Brenda Blakeman suggested a monthly rent for parking space and trash removal.

Jeffrey Kahn proposed that John handle his own parking and trash to reduce the burden on the police and town.

Seton McIlroy summarized the key points and suggested starting with five days a week.

John McNeil will also need to obtain a peddler's license from the police department and coordinate with other green users for events.

#### **E. Other Business**

#### **J. Adjournment**

Motion: by Seton McIlroy to adjourn the meeting at (9:03AM)

Seconded: Lisa Lawlor

Vote: 4-0-0, passed.

*Respectfully submitted,  
Kitty Mears Koar*