

Village of Woodstock  
Board of Trustees  
January 13<sup>th</sup> 2026  
6:30PM  
Town Hall & Zoom  
Agenda

- A. Call to order
- B. Additions and Deletions to posted agenda
- C. Citizens' Comment – Three Minute Limit
- D. Reports
  - a. Manager's Report
  - b. Financial Report
  - c. Police Report
- E. Votes
  - a. Glad Rags Banners
  - b. Artistree – Banner
  - c. WAMBA/Ranch Camp – Fat Bike Festival - Parade
  - d. WAMBA/Ranch Camp – Fat Bike Festival – East End Park
  - e. Pride of Woodstock – Use of the Green
  - f. Pride of Woodstock – Parade
- F. Discussion
  - a. FY27 Budget
  - b. Board of Trustees Protocols and Meeting Procedure
  - c. Municipal Permits Update
  - d. Village Meeting Prep and a dedication of the book
  - e. Amendment to Village Parking Ordinance
- G. Potential Executive Session
  - a. Library Parking Lot Contract
- H. Approval of Minutes
  - 12.09.25
  - 12.17.25
  - 01.05.25
- I. Adjournment

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.

01/08/26  
03:32 pm

WOODSTOCK TOWN General Ledger  
Current Yr Pd: 7 - Budget Status Report  
VILLAGE GENERAL FUND

Page 1 of 8  
FINANCEDIRECTOR

Account	Budget	Actual	Actual % of Budget
<b>2-400 REAL ESTATE TAX REVENUE</b>			
2-4001-000 Real Estate Taxes	764,197.13	764,197.13	100.00%
2-4009-000 National Park Land Trust	14,600.00	0.00	0.00%
<b>Total REAL ESTATE TAX REVENUE</b>	<b>778,797.13</b>	<b>764,197.13</b>	<b>98.13%</b>
<b>2-401 HIGHWAY REVENUE</b>			
<b>Total HIGHWAY REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-402 FEES &amp; PERMITS</b>			
2-4025-000 Use of Green	1,000.00	425.00	42.50%
2-4026-000 Curb Cuts Permits	300.00	125.00	41.67%
<b>Total FEES &amp; PERMITS</b>	<b>1,300.00</b>	<b>550.00</b>	<b>42.31%</b>
<b>2-404 SHORT TERM RENTAL ENFORCE</b>			
2-4041-000 Registrations	25,000.00	4,000.00	16.00%
2-4042-000 Fines	50.00	0.00	0.00%
<b>Total SHORT TERM RENTAL ENFORCE</b>	<b>25,050.00</b>	<b>4,000.00</b>	<b>15.97%</b>
<b>2-405 PLANNING &amp; ZONING</b>			
2-4051-000 Zoning Permits	50,000.00	17,964.00	35.93%
2-4052-000 Zoning Maps & Regulations	0.00	10.00	100.00%
2-4053-000 Yard Sale Permits	50.00	40.00	80.00%
<b>Total PLANNING &amp; ZONING</b>	<b>50,050.00</b>	<b>18,014.00</b>	<b>35.99%</b>
<b>2-406 POLICE REVENUE</b>			
2-4061-000 Parking Fines	30,000.00	19,606.00	65.35%
2-4062-000 Parking Meter Revenue	60,000.00	24,017.56	40.03%
2-4063-000 Police Contracts	10,400.10	6,785.00	65.24%
2-4064-000 Misc Police Revenue	2,500.00	17,391.42	695.66%
2-4065-000 Moving Violations - VTTC	35,000.00	1,361.73	3.89%
2-4066-000 False Alarms	3,000.00	0.00	0.00%
2-4067-000 Town Services	473,270.67	236,635.34	50.00%
2-4068-000 Courthouse parking	9,270.00	30,070.20	324.38%
2-4069-000 CreditCardsPermitsParking	98,000.00	80,965.31	82.62%
<b>Total POLICE REVENUE</b>	<b>721,440.77</b>	<b>416,832.56</b>	<b>57.78%</b>
<b>2-407 INTEREST INCOME</b>			
2-4071-000 General Interest Income	32,500.00	5,594.31	17.21%
<b>Total INTEREST INCOME</b>	<b>32,500.00</b>	<b>5,594.31</b>	<b>17.21%</b>
<b>2-409 MISCELLANEOUS</b>			
2-4091-000 Miscellaneous Revenue	4,000.00	31.26	0.78%
2-4098-000 Prior Year Adjustments	1,700.00	0.00	0.00%

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2-5011-615 Advertising	1,000.00	0.00	0.00%
2-5011-616 WES Parking lot	1,000.00	0.00	0.00%
2-5011-815 Insurance	97,125.00	22,089.25	22.74%
<b>Total TRUSTEES</b>	<b>268,541.93</b>	<b>132,543.31</b>	<b>48.94%</b>
<b>2-5012 EXECUTIVE</b>			
2-5012-100 Salaries & Wages	81,750.00	46,541.93	56.93%
2-5012-199 Employer Paid Benefits	16,350.00	4,057.47	24.82%
2-5012-200 Wellness	325.00	0.00	0.00%
2-5012-301 Professional Services	12.50	0.00	0.00%
2-5012-314 IT Infrastructure	8,500.00	2,208.24	25.98%
2-5012-602 Meeting/Professional Dev	1,000.00	143.56	14.36%
2-5012-603 Dues, Subs & Meetings	850.00	973.54	114.53%
2-5012-615 Advertising	135.00	0.00	0.00%
<b>Total EXECUTIVE</b>	<b>108,922.50</b>	<b>53,924.74</b>	<b>49.51%</b>
<b>2-5013 OFFICE ADMINISTRATION</b>			
2-5013-201 Operating Supplies	1,295.00	415.33	32.07%
2-5013-202 Office Supplies	1,415.00	337.13	23.83%
2-5013-204 Postage	2,000.00	1,214.13	60.71%
2-5013-401 Equip Repairs & Mainte	400.00	313.80	78.45%
2-5013-402 Machinery & Equipment	822.50	0.00	0.00%
2-5013-502 Communications	5,550.00	3,166.80	57.06%
2-5013-503 NEMRC Support/License	837.50	1,452.82	173.47%
2-5013-505 IT - Village	7,750.00	4,345.63	56.07%
2-5013-615 Advertising	700.00	260.40	37.20%
<b>Total OFFICE ADMINISTRATION</b>	<b>20,770.00</b>	<b>11,506.04</b>	<b>55.40%</b>
<b>2-5014 AUDITING</b>			
2-5014-301 Professional Services	16,600.00	5,200.00	31.33%
<b>Total AUDITING</b>	<b>16,600.00</b>	<b>5,200.00</b>	<b>31.33%</b>
<b>2-5015 TREASURER</b>			
2-5015-100 Salaries & Wages	1,500.00	749.87	49.99%
2-5015-199 Employer Paid Benefits	100.00	56.27	56.27%
<b>Total TREASURER</b>	<b>1,600.00</b>	<b>806.14</b>	<b>50.38%</b>
<b>2-5016 ACCOUNTING</b>			
2-5016-100 Salaries & Wages	41,528.71	22,720.00	54.71%
2-5016-199 Employer Paid Benefits	10,250.00	2,555.77	24.93%
2-5016-301 Professional Services	4,050.00	139.87	3.45%
2-5016-305 Other Purchased Services	456.25	0.00	0.00%
2-5016-603 Dues, Subs & Meetings	125.00	171.65	137.32%
<b>Total ACCOUNTING</b>	<b>56,409.96</b>	<b>25,587.29</b>	<b>45.36%</b>

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<b>2-503 VILLAGE POLICE DEPT</b>			
<b>2-5030 POLICE ADMINISTRATION</b>			
2-5030-100 Salaries & Wages	178,360.00	96,146.70	53.91%
2-5030-107 Educ, EMT Training&Stipend	4,350.00	1,000.00	22.99%
2-5030-199 Employer Paid Benefits	35,672.00	17,330.16	48.58%
2-5030-201 Operating Supplies	1,750.00	3,196.28	182.64%
2-5030-202 Office Supplies	325.00	626.77	192.85%
2-5030-601 Travel & Transportation	350.00	44.00	12.57%
2-5030-603 Dues, Subs & Meetings	2,100.00	1,155.00	55.00%
2-5030-610 Printing & Binding	200.00	0.00	0.00%
2-5030-615 Advertising	200.00	0.00	0.00%
<b>Total POLICE ADMINISTRATION</b>	<b>223,307.00</b>	<b>119,498.91</b>	<b>53.51%</b>
<b>2-5031 LAW ENFORCEMENT</b>			
2-5031-100 Salaries & Wages	417,000.00	231,648.47	55.55%
2-5031-104 Contract Services	0.00	3,197.00	100.00%
2-5031-107 Local, EMT & Educ Stipend	15,700.00	10,783.25	68.68%
2-5031-199 Employer Paid Benefits	84,930.00	55,603.51	65.47%
2-5031-201 Operating Supplies	900.00	125.97	14.00%
2-5031-206 Weapon Mainte & Supplies	1,460.00	13,721.95	939.86%
2-5031-301 Professional Services	957.00	0.00	0.00%
2-5031-306 Uniform Service	3,100.00	3,738.72	120.60%
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	526.20	4.62%
2-5031-413 Officer Video Recording	100.00	0.00	0.00%
2-5031-603 Dues, Subs & Meetings	350.00	0.00	0.00%
<b>Total LAW ENFORCEMENT</b>	<b>536,097.00</b>	<b>319,345.07</b>	<b>59.57%</b>
<b>2-5032 POLICE TRAINING</b>			
2-5032-100 Salaries & Wages	13,500.00	26,063.50	193.06%
2-5032-199 Employer Paid Benefits	2,700.00	1,999.98	74.07%
2-5032-601 Travel & Transportation	300.00	0.00	0.00%
2-5032-605 Tuition	2,000.00	640.50	32.03%
<b>Total POLICE TRAINING</b>	<b>18,500.00</b>	<b>28,703.98</b>	<b>155.16%</b>
<b>2-5033 POLICE COMMUNICATIONS</b>			
2-5033-304 Dispatch Services	64,730.00	0.00	0.00%
2-5033-402 Radio Maintenance	500.00	460.00	92.00%
2-5033-502 Communications	10,000.00	3,863.22	38.63%
<b>Total POLICE COMMUNICATIONS</b>	<b>75,230.00</b>	<b>4,323.22</b>	<b>5.75%</b>
<b>2-5034 PARKING METERS</b>			
2-5034-100 Salaries & Wages	30,181.00	12,078.48	40.02%
2-5034-199 Employer Paid Benefits	2,414.48	927.26	38.40%

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2-504 SHORT TERM RENTAL ENFORCE			
<hr/>			
Total SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
<hr/>			
2-507 BOARDS & AGENCIES			
2-5070 PLANNING & ZONING			
2-5070-100 Salaries & Wages	72,000.00	34,259.82	47.58%
2-5070-199 Employer Paid Benefits	13,614.00	3,121.61	22.93%
2-5070-301 Professional Services	16,900.00	0.00	0.00%
2-5070-302 Legal Fees	3,200.00	0.00	0.00%
2-5070-406 Equipment Purchase	1,000.00	0.00	0.00%
2-5070-601 Travel & Transportation	1,500.00	255.50	17.03%
2-5070-603 Dues, Subs & Meetings	4,000.00	1,298.92	32.47%
2-5070-615 Advertising	3,200.00	1,723.82	53.87%
2-5070-812 GIS Mapping	480.00	0.00	0.00%
Total PLANNING & ZONING	115,894.00	40,659.67	35.08%
<hr/>			
2-5079 CAPITAL RESERVE			
2-5079-934 Update Village-Town Plan	1,200.00	0.00	0.00%
Total CAPITAL RESERVE	1,200.00	0.00	0.00%
Total BOARDS & AGENCIES	117,094.00	40,659.67	34.72%
<hr/>			
2-5091 VILLAGE HWY EXPENSE			
Total VILLAGE HWY EXPENSE	0.00	0.00	0.00%
<hr/>			
2-5092 TRUSTEES' CONTINGENCY			
2-5092-801 Unclassified	10,000.00	1,987.18	19.87%
Total TRUSTEES' CONTINGENCY	10,000.00	1,987.18	19.87%
<hr/>			
2-5099 CAPITAL RESERVE SPENDING			
2-5099-955 Trees	0.00	2,825.00	100.00%
Total CAPITAL RESERVE SPENDING	0.00	2,825.00	100.00%
<hr/>			
2-5301 LOSS REPAIR EXPENSES			
Total LOSS REPAIR EXPENSES	0.00	0.00	0.00%
<hr/>			
2-5303 IRENE RECOVERY EXPENSE			
Total IRENE RECOVERY EXPENSE	0.00	0.00	0.00%
<hr/>			
2-5401 GRANT EXPENSE			
2-5401-829 DUI OP Grant Exp	0.00	2,741.90	100.00%

December 2025

## T2 Iris Transaction Summary 01/05/2026 12:47 PM EST

Date/Time: 12/01/2026 12:00:00 AM to 12/31/2025 11:44:59 PM EST

Ticket #: All

Organization: Woodstock VT

Coupon Code: N/A

Location: All Locations

Transaction Type: All

Stall Number: N/A

Grouping: None

Overall Summary		CREDIT CARD		PATROLLER CARD		TOTAL	
Total Collections	CASH	118	\$122.65	1924	\$3822.25	Revenue	\$0.00
Revenue		118	\$122.65	1924	\$3822.25	Test Transactions	\$0.00
Change Issued		0	\$0.00				
Refund Tickets		13	\$9.65				
Total Refunds		0	\$8.75				
Excess Payment		13	\$9.65				
Attendant Deposit		0	\$0.00				

Overall Summary		CREDIT CARD		SMART CARD		TOTAL	
Total Collections	CASH	118	\$122.65	1924	\$3822.25	Revenue	\$0.00
Revenue		118	\$122.65	1924	\$3822.25	Test Transactions	\$0.00
Change Issued		0	\$0.00				
Refund Tickets		13	\$9.65				
Total Refunds		0	\$8.75				
Excess Payment		13	\$9.65				
Attendant Deposit		0	\$0.00				

Kiosk S - \$3944.90  
 Meters - \$2890.34  
 Park (obj) - \$8036.75  
 Total \$ 14.871.99

Dec 2025 \$14.871.99  
 Dec 2023 \$16.061.38

PAiD

Village of Woodstock  
Permit for Banner on Village Green

Application date: 12/30/25 Event name: Clad Rags Sale

Name of Business/non-profit organization: Clad Rags

Address: 82 Dana Rd Woodstock

Dates requested for banner: Ap 13-29 Date of event: Sept 14-20

Individual requesting permit:

Name: Molly Hutchins

Phone: 802 280 5364

Mailing address: 82 Dana rd Woodstock

Email: mollyh3838@gmail.com

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

Fee paid: \$50 Cash/Check/Online: Heb

Received by: KMK

**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. 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, Second floor, the Friday before your banner date so we can have our Village Highway crew put up the banners for you.

Banners are hung on Monday's and taken down on that Sunday.

GIADRAGS-B-26-005

PAID

Village of Woodstock  
Permit for Banner on Village Green

Application date: 12/17/2025 Event name: Ashley Guterluth Comedian

Name of non-profit organization: Artistree Community Arts Center

Address: 2095 Pomfret Road, So. Pomfret, VT 05067

Dates requested for banner: 3/8-3/14/2026

Date of event: 3/12, 3/13, 3/14

Individual requesting permit:

Name: Maia Cross Title: Marketing Director

Phone: 802 457 3500 x 129

Mailing address: PO Box 158, So. Pomfret, VT 05067

Email: communications@artistreevt.org

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

Fee paid: Mailed \$50 check Cash/Check/Online: # 10060

Received by: KMK

\$50

**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: Maia Cross Date: 12/17/2025

Artistree-B-26-004

FOR OFFICE USE ONLY

This permit was:

- Approved
- Denied

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

\_\_\_\_\_

\_\_\_\_\_

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

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

# NEED COI

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

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

Event: Woodstock, Fat Bike Festival  
Parade/event date: 2/24/26 Start time: 9 AM  
End time: 2 PM  
Applicant/organization: Woodstock Area Mountain Bike Association & Ranchcamp  
Telephone: (518)610-0284  
Email: info@wambawoodstock.com  
Mailing address: 431 Woodstock Rd, Woodstock - RC  
PO 291, Woodstock - WAMBA  
Contact person: Mark Harris  
Best contact number: 617 610 0284  
Location of assembly & beginning of event: East End Park

Route of public highways: Outbound: Pleasant → Ford → Lincoln → Slatina → Doubleday → High → Gulf Ave  
Return: Lincoln → Mill → Atwood → Charles → Pleasant

\*Attach map showing route

Traffic control (if any): None Needed

Estimated number of participants: 150

Authorized representative signature: Mark Harris  
Print: Mark Harris

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

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

PO Box 488

Woodstock, VT 05091

## OFFICE USE ONLY

This permit is:

- Approved
- Denied

Additional conditions:

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

WAMBA - PAR - 26 - 003

# NEED COI NO PAYMENT

## VILLAGE OF WOODSTOCK EAST END PARK APPLICATION

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

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

Name: Mark Harris

Organization: Woodstock Area Mtb Association (WAMBA): Ranch Camp

Is this a nonprofit? yes

Mailing Address: Po 291 Woodstock-WAMBA

Physical Address: Ranch Camp, 431 Woodstock Rd

Phone number: 617 610-0284 email: info@mtbwoodstock.com

For the purpose of (wedding or event): Woodstock, Fat Bike festival

Date of event: 7/28/26

Start time of event: 7 AM Hours of event including set up: 9, 7-4PM // Event time 12-3 PM

How many people will be attending? 150

On-site liaison: Mark Harris Phone: 617 610 0284

Certificate of Insurance received by town:

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

Setup/Cleanup Plans: Setup 7AM. Riders depart at 9 for day of riding on Mt Peg. Return 12-3 for lunch and bike games

Will there be any temporary structures for the event? Yes

If yes, please describe: Pop Up tents

Will Lighting or generators be used? No

If yes, please describe and see guidelines below:

WAMBA - EEP-26-001

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

#### **WHO IS ELIGIBLE TO RENT?**

- **Woodstock and non-Woodstock residents, nonprofit groups and charitable organizations, clubs and classes, business organizations.**
- **An individual applicant must be at least 18 years of age.**
- **On-Site Liaison**  
An on-site liaison person must be identified and must be present and available via cell phone at all times during set-up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

#### **PROCESS**

##### **Timing**

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

##### **Approval**

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

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

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

#### **EVENT HOURS**

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

#### **SITE PLAN**

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

#### **INSURANCE**

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

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

#### **SETUP/CLEANUP**

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

#### **FOOD TRUCKS AND TRAILERS**

- Food Trucks or Trailers must be parked ONLY on the upper parking lot (not on the lawn).
- Food vendors are required to have the appropriate safety and inspection certifications.
- Refer to Vermont state health requirements:  
[https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV\\_FL\\_TempFoodStandRequirements2015.pdf](https://www.healthvermont.gov/sites/default/files/documents/pdf/ENV_FL_TempFoodStandRequirements2015.pdf).

#### **ELECTRICITY and GENERATORS**

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

#### **VEHICLES & PARKING**

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

#### **ACCESSIBILITY**

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

#### **ALCOHOL**

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

#### **PHOTOGRAPHY—Personal**

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

#### **PHOTOGRAPHY—Commercial**

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

#### **PHOTOGRAPHY—Drone**

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

#### **SAFETY and SECURITY**

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

#### **DAMAGE**

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

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

#### FUNCTION FEE

##### Standard Rentals (excluding Weddings & Receptions)

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

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

(Windsor

Central Supervisory Union)

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

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

Central Supervisory Union)

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

3. Commercial rental

Examples of commercial rentals include classes, farmers market, art show, corporate function, product promotions and/or sales, commercial film shoot, "bounce houses" or other kid activities

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

#### Weddings & Receptions

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

reservations. We

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

carefully and contact the Municipal Manager's Office with any questions (802-457-3456). The function fee for Weddings & Receptions is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident

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

2. Non-Woodstock resident

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

#### SECURITY DEPOSIT

**OFFICE USE ONLY**

**Application fee received:** \_\_\_\_\_ **cash/check:** \_\_\_\_\_

**Function fee:**

**Amount:** \_\_\_\_\_ **Received:** \_\_\_\_\_ **cash/check:** \_\_\_\_\_

**Security Deposit:**

**Amount:** \_\_\_\_\_ **Received:** \_\_\_\_\_ **cash/check:** \_\_\_\_\_

**This permit is:**

- Approved**
- Denied**

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

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

# NGED UPDATED COI PAID

## 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: 12/30/2025

Name of non-profit: Pride of Woodstock, A Project of Woodstock Community Trust

Address: PO Box 802 Woodstock, VT 05091

Mailing address: PO Box 802 Woodstock, VT 05091

Website/Social media link: prideofwoodstockvt.org

Name of applicant: Seton McIlroy

Address: 10 North St., Woodstock, VT 05091

Telephone number: 703-307-5339

Email: prideofwoodstockvermont@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:

Date of event: Saturday, June 6, 2026

Time & duration of event: Event from 11:00am - 3:00pm Set-up beginning at 9:00am

If applicable, alternate dates in the event of cancellation(s) due to bad weather:

N/A

Anticipated crowd size: 300

Equipment to be used on the Green: Tents, tables, speakers, small portable stage, DJ and sound equipment

Description of the planned organized activity: Craft Fair with approximately 40 -45 vendors including 3-5 food vendors in the East and center part on The Green. DJ and dance space under a tent at the West end of the Green. One planned vendor selling alcoholic beverages to be consumed on The Green.

Statement of the purpose of the organized activity including the benefit to be derived for the organization: The purpose of Pride of Woodstock is to invite LGBTQ+ individuals and

**Pride - UOG - 26 - 002**

### Standards

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

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

Applicant signatures:

Date: 1/8/2026



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER		 	CONTACT NAME:	Event Helper Customer Service
Gaslamp Insurance Services DBA Event Helper Insurance Services PO Box 1549 Grass Valley			PHONE (A/C, No, Ext):	(530) 477-6521
		E-MAIL ADDRESS:	info@theeventhelper.com	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Evanston Insurance Company		35378
INSURED		INSURER B:		
Woodstock Community Trust c/o Seton McIlroy PO Box 802 Woodstock		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

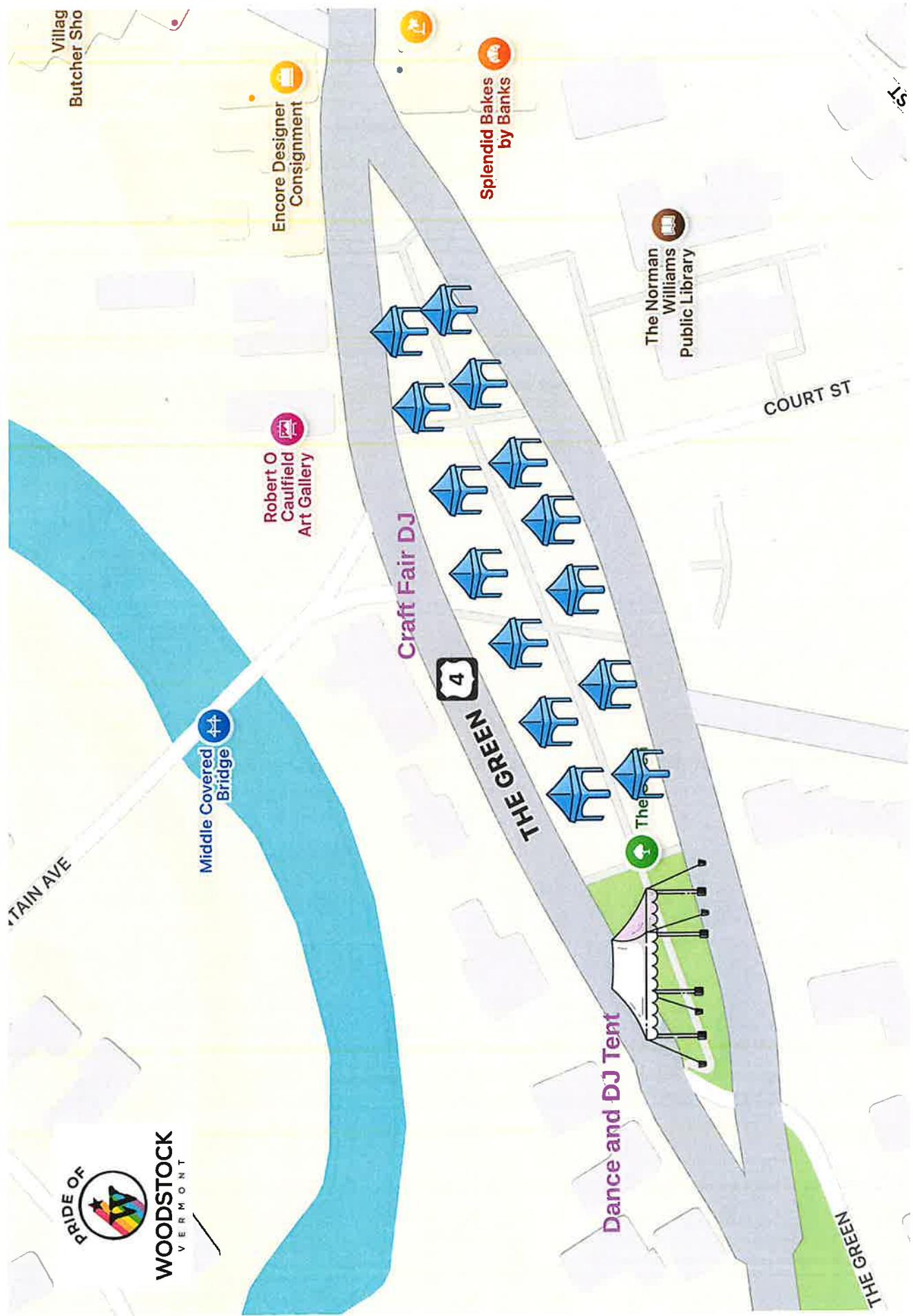
COVERAGES		CERTIFICATE NUMBER:			REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSR LTR	TYPE OF INSURANCE		ADD'L INS'D INSD	SUB'R W'D W'D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- <input type="checkbox"/> JECT <input type="checkbox"/> LOC  OTHER:		Y	N	3DS5476-M4158372	06/07/2025 12:01 AM	06/08/2025 12:01 AM	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (other than fire)	\$ 1,000,000							
	MED EXP (Any one person)	\$ 5,000							
	PERSONAL & ADV INJURY	\$ 1,000,000							
	GENERAL AGGREGATE	\$ 2,000,000							
	PRODUCTS - COMP/OP AGG	\$ 2,000,000							
	Deductible	\$ 1,000							
	AUTOMOBILE LIABILITY								
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY		<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$
								BODILY INJURY (Per accident)	\$
								PROPERTY DAMAGE (Per accident)	\$
									\$
UMBRELLA LIAB		<input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	\$
DED		RETENTION \$						AGGREGATE	\$
									\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory, in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y/N N/A				PER STATUTE	OTH- ER
								E.L. EACH ACCIDENT	\$
								E.L. DISEASE - EA EMPLOYEE	\$
								E.L. DISEASE - POLICY LIMIT	\$

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

Certificate holder listed below is named as additional insured per attached MEGI 2217 01 19. Attendance: 500- Event Type: Craft Show.

CERTIFICATE HOLDER	CANCELLATION
Town and Village of Woodstock, VT The Grn Woodstock	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Made with Pride Arts & Crafts Fair  
Saturday, June 6, 2026



COI EXPIRES 6/8/26

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: Pride of Woodstock High Heel Race

Parade/event date: Saturday, June 6 2026

Start time: 9:00am

End time: 11:00am

Applicant/organization: Pride of Woodstock, A Project of Woodstock Community Trust

Telephone: 703-307-5339

Email: prideofwoodstockvermont@gmail.com

Mailing address: PO Box 802, Woodstock, VT 05091

Contact person: Seton McIlroy

Best contact number: 703-307-5339

Location of assembly & beginning of event: Race will start on Elm St, a little south of the Congregational Church. Prior to the beginning of the race, runners and spectators will gather around the area in front of The History Center.

Route of public highways: Race will start on Elm St, a little South of the Congregational Church and will end at the crosswalk on Elm St between Gillingham's and Vermont

Flannel.\*Attach map showing route : Map included with application

Traffic control (if any): Close roads at the intersections of Elm and Central (9am - 11am), Elm and Pleasant and Elm and River

Estimated number of participants: 50 participants plus spectators.

Authorized representative signature: G. Seton McIlroy

Print: Seton McIlroy

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 permits@townofwoodstock.org PO Box 488  
Woodstock, VT 05091

OFFICE USE ONLY

This permit is:

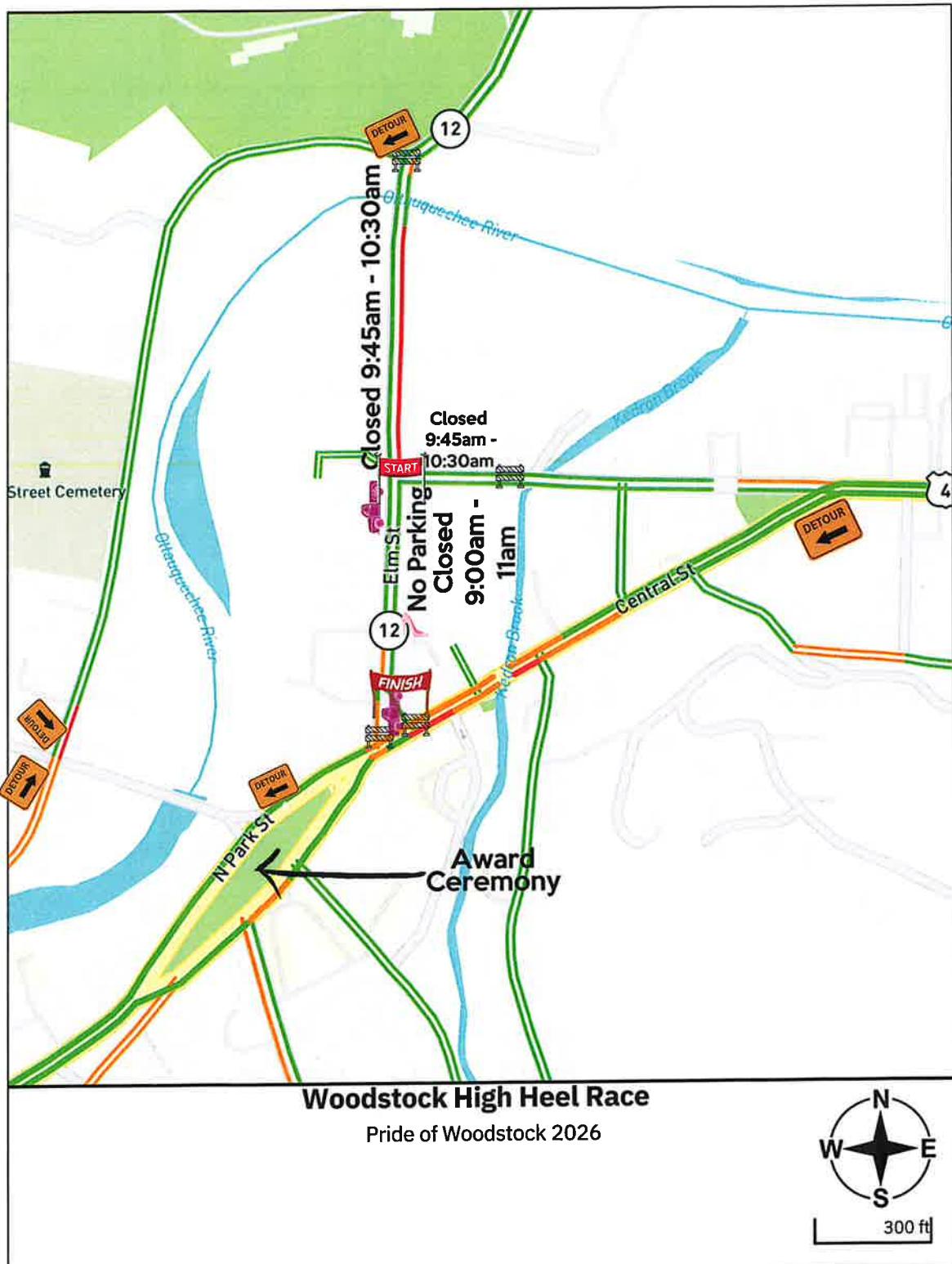
- Approved
- Denied

Additional conditions:

Municipal Manager:

Date:

Pride-Par-26-004



# Updating Woodstock Permits

## Recommendations

- Permits which need trustee approval sent 10 days before Trustee meeting with commitment by Trustees to read and sign off with 7 days before meeting;
- Checklist for both permittee and municipal staff;
- Sign off by municipal manager or designated staff;
- Work with municipal staff to develop permit forms. After completion, ask for input from previous permittees for suggestions.

## Requirements/Checklist of the Event for Permittee

Certificate of Insurance (Attach copy to application); \_\_\_\_\_

Fee included with application (Use of Green or Gore only); \_\_\_\_\_

Need for municipality services:

Police: Yes, \_\_\_\_\_ No \_\_\_\_\_

Trash Collection: Yes, \_\_\_\_\_ No, \_\_\_\_\_

Road Barriers: Yes, \_\_\_\_\_ No, \_\_\_\_\_

If yes, Describe; \_\_\_\_\_

Large event (describe volunteers and job duties); \_\_\_\_\_

Fee for permit;

• Use of the Gore

• Use of the Green

Fee for municipality services: municipality will contact permittee for requirements

Signature of Permittee; \_\_\_\_\_ Date; \_\_\_\_\_

Signature of Municipal Manager or Designee; \_\_\_\_\_

Date; \_\_\_\_\_

## Next Steps in Permit Process

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- Review Current Forms

## Title 8 – Chapter 3 –Parking Ordinances

### **§8301. Short Title**

This chapter may be known as and cited as the “Parking Ordinances”

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

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

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

### **§8304. Definitions**

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

- **Proper Method of Parking** - No person shall park a vehicle in a roadway other than parallel with the edge of the roadway, with all four tires outside of the traveled portion of the roadway, with the front of the vehicle headed in the direction of traffic flow or within a designated parking line(s).
- **Motor Vehicle Operator** - includes every individual who shall operate a vehicle as the owner, agent, employee or permittee or who is in actual physical control of a vehicle.
- **Parking Attendant** – Village employee that is responsible for managing parking in designated areas, ensuring vehicles are parked correctly and issuing parking tickets for violations under the direction and supervision of the Chief of Police.
- **Metered Parking**- Requires drivers to pay a fee to park in a designated space for a limited amount of time.
- **Hourly Parking**- Is a method of paying a parking space where the cost is calculated and charged based on the number of hours the vehicle occupies this space.
- **Parking Payments** - The use of any payment systems available to the Village of Woodstock, including but not limited to coins or other lawful money of the United States of America, credit cards or payment through a parking app and/or other electronic means.

**Mechanic Street Permit Parking** - 18 permits can be purchased by applicants per calendar year. Permit can be renewed on an yearly basis. 16 permits will be reserved for employers and employees of the local businesses. Maximum of two permits for all new permit holders. Two permits will be reserved for local residents, one per household who do not have access to off street parking. The hours of operation are 8am to 6pm Monday through Friday. When the lot is full, parking is allowed at other spaces on Mechanic Street with permit visible.

- Overnight parking in the Mechanic Street Parking Lot is subject to the overnight parking regulations for this parking lot. Overnight parking is allowed along the westerly boundary of the parking lot against the fence. During the weekday, cars parking in these spaces must be moved before 8:00 am or be subject to being ticketed and towed away at the owner's expense;
- Permit Holders that utilize the authorized overnight parking section, as set forth above, must move their vehicle within twelve hours after a snow event to facilitate snow removal. Violators are subject to being ticketed and towed.

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

Vehicles Ineligible to Have Tickets Validated:

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

**Limitations:**

- It is not the responsibility of the participating downtown business owners and their employees to verify if the owner of a motor vehicle receiving a ticket for an expired meter has received more than one ticket in the same calendar year, or has any outstanding tickets;
- When downtown business owners and their employees validate a parking ticket, They are is submitting the ticket with a voucher in lieu of payment of a fine for a parking meter violation;
- The ticket remains a violation and each violation is applied to the annual total of ten

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

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

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

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

#### **§8306. Metered Parking Zones**

- The northerly side of Central Street beginning in front of a property known as 28 Central Street and extending westerly to Elm Street;
- The southerly side of Central Street beginning in front of a property known as 79 Central Street westerly to the easterly end of street known as The Green;
- The easterly side of Elm Street from Central Street northerly to the southerly boundary of the property known as 29 Elm Street;
- The westerly side of Elm Street from property located at 6 Elm Street northerly to the property at 26 Elm Street;
- The northerly side of the street named The Green from Elm Street westerly to Mountain Avenue;
- The southerly side of The Green the easterly end of the Village Green to the westerly end of the Village Green;
- The northerly side of The Green, from the easterly end of the Village Green to the westerly end of the Village Green;
- The southerly side of the Green from the westerly end of Central Street;
- The easterly side of Mechanic Street from the southerly boundary located at 31 Mechanic Street, southerly to the footbridge crossing the Kedron Brook;
- The metered portion of the parking area owned by the Village, situated west of Mechanic Street and other meters spaces the Village is currently or may lease; Specifically excluding the section of the Mechanic Street parking lot that is designated for employee parking with parking being paid for by purchasing a long term parking permit.

**Eaton Place:**

- The entire roadway.

**Elm Street:**

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

**Ford Street:**

- The entire East side of the roadway

**Hartland Hill:**

- The entire roadway within the Village.

**Hathorne Hill:**

- The entire roadway.

**High Street**

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

**Highland Avenue:**

- The entire roadway.

**Lincoln Street:**

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

**Linden Hill**

- The entire east side of the roadway.
- The west side of the roadway from the intersection with South Street northerly to 8 Hathorn Hill;
- The west side of the roadway from the intersection with Swain Street northerly to

### **Prospect Street**

- The entire south side of the roadway;
- The north side of the roadway from the intersection with St. James Place westerly to the Village boundary.

### **River Street**

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

### **School Street:**

- The entire north side of the roadway;
- The entire south side of the roadway;
  - Exceptions:
    - While school is in session, 15-minute parking for school drop offs and pickups as long as it does not block school buses;
    - When school is not in session (examples include but are not limited to, weekends, holidays, summer vacation, weekdays after 4pm);
    - The two handicap spots on the Southern side of the street.

### **Stanton Street:**

- The entire roadway.

### **Slayton Terrace:**

- The entire roadway.

### **The Street Known as The Green:**

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

Street intersects Central Street and extending Westerly a distance of twenty feet.

### **§8311. Reserved Handicap Parking Spaces**

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

#### **Central Street:**

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

#### **Elm Street**

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

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

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

#### **St. James Place:**

- The entire roadway of St. James Place.

#### **School Street**

- The first two parking spots on the Southern side of the street next to the intersection with South Street

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

- The first parking space on the north side easterly of the Green;
- The first parking space on the south side westerly of the crosswalk extending to the easterly end of the Village Green.

#### **Pleasant Street:**

- The first parking space on the north side of Pleasant Street westerly of 6 Pleasant Street.

### **§8312. Crosswalks**

- Along the northerly end of Stanton Street at the intersection of Stanton Street and Pleasant Street;

- Across Elm Street from the Billings Farm and Museum to Marsh Billings National Historic Park.

### **Village Green Area**

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

### **Church Street Area**

- Across Church Street from St. James Place to property known as 3 Church Street.
- Across Prospect Street on the east side of the intersection of School Street and Linden Hill and Prospect Street;
- Across Church Street at the intersection with College Hill;
- Along the westerly end of Church Street at the intersection of Church Street and River Street;
- Across River Street from the 54 River Street to the parking lot easterly of Eaton Place;
- Across River Street along the easterly side of the intersection of River Street with Mountain Avenue and Church Street.

### **South Street Area**

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

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

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

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

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

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

<b>Description</b>	<b>Fine per violation</b>
Overparking at a parking meter	\$15.00
Overparking in a non-metered Free parking space	\$15.00
Failure to park in compliance with the Proper Method of Parking.	\$15.00
Winter Parking Violation	\$25.00
In a given calendar year after 10 tickets of said license plate, the violation cost increase per ticket	\$35.00
Violations of restrictions on parking in Handicap zones, parking near Fire Hydrants, Double Parking, Parking against flow of traffic, traffic hazard, sidewalk crossing, bus no parking and loading zone	\$50.00
Parking in reserved or permitted parking spaces without a displayed permit	\$50.00

- In a parking space reserved for police and other municipal department;
- In any crosswalk, special zones or overlapping 2 parking spaces;
- In any public highway right of way;
- Any parking space dedicated for parking by permit without displaying a valid permit, during the hours of permit parking as established by RESOLUTION of the Village Trustees.

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

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

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

**§8321. Enforcement Procedure** - Any law enforcement officer, parking attendant or other authorized person may issue a parking ticket by leaving it conspicuously on the vehicle in violation, handing it to the alleged violator, or mailing the parking ticket to the alleged violator's address of record. Within thirty (30) days of the date on an issued parking ticket, the alleged violator shall either pay the penalty identified by the parking ticket or contest the ticket by providing a written appeal for the parking ticket to the Chief of Police or any other authorized person specifying the parking ticket number and the reasons for contesting the parking ticket. The Chief of Police or any other authorized person shall issue a written decision on an appeal within 30 days of receipt of a written appeal. If the Chief of Police or any other authorized person denies the appeal, the appellant shall pay the penalty identified in the parking ticket within 30 days of the date of Chief of Police or any other authorized person decision on the appellant's appeal. An individual who fails to comply with the time requirements for paying or contesting parking tickets may be subject to an increased penalty as provided in this chapter and/or an enforcement action in the Vermont Superior Court. The Chief of Police or any other authorized person shall give notice of a referral to the Municipal Management for enforcement in the Superior Court for past due parking violations. A letter will be sent to the ticket holder listing the fees, administrative costs and the amount due and the date when it is due before the referral is sent to the Municipal Manager.

Lisa Lawlor

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Frank Horneck

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Brenda Blakeman

DRAFT

01/09/2026  
11:00 am

WOODSTOCK TOWN Cash Receipts  
Detail Cash Receipts Journal - by name  
Deposits 412419.0 to 412419.0

Page 1 of 2  
Jason Bishop

Customer Number	Customer Name	Date	Operator	Check #	Deposit Number	Code Description	How paid	Amount
					Number	Comment		
					412419.0	PTAR Payments/Ambulance	Check	161.70
December '25 Ambulance Pa 01/09/2026 Jason Bi								
Private Pay								
Totals do not include change given in cash								
REPORT TOTAL								161.70
CASH TOTAL								0.00
CHECK TOTAL								161.70
WANTED TOTAL								0.00
CARD TOTAL								0.00
ELECTRONIC TOTAL								0.00
OTHER TOTAL								0.00
UNSPECIFIED TOTAL								0.00
=====								

**Village of Woodstock  
Board of Trustees Meeting  
December 9th, 2025  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

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

**Public:** Susie Stulz, Roger Logan, Charlotte Hollingsworth, Jon Spector, Stuart Mathews, Isabelle Brandley, Wendy Marrinan, Amy McElroy, Joe DiNatale, Al Alessi

**A. Call to order**

1. Chair Seton Mcilroy called the December 9th, 2025, Village Trustees meeting to order at 6:30 PM.

**B. Additions and Deletions**

- ~~Remove the executive session~~
- Add an executive session item regarding personnel concerns/issues
- Amend the parking lot schedule fees with updated language at the bottom of the document
- ~~Removal of the municipal permit discussion~~

**C. Citizens' Comments**

Susie Stulz spoke on behalf of protesters who recently celebrated their 300th consecutive day of protest. She thanked Brenda Blakeman for her continued support and requested that the Village plow an additional foot of snow beside the sidewalk to allow protesters to stand off the sidewalk. Eric Duffy confirmed this could be accommodated with snow blowing on the grass.

Roger Logan expressed appreciation to both boards for their professionalism at the last joint meeting and thanked Eric Duffy and his staff for the smooth assessment process.

Charlotte Hollingsworth and other protesters attended to show support for the board and Eric Duffy, expressing sympathy for recent challenges.

**D. Reports**

**Manager's Report**

Eric Duffy reported:

- The Police Department received a \$15,000 grant from the Byrne Foundation for body cameras and cruiser cameras, reducing the taxpayer cost from \$21,000 to approximately \$6,000
- The parking arrangement with the courthouse has been extended through February 2026 under the same terms
- The expected delivery date for the new police car is Thursday
- Wassail Weekend preparations are underway with a robust horse parade scheduled, activities, and arrangements for trash collection
- A new public works employee will start Monday, making the department fully staffed for the first time in approximately 1.5-2 years

### **Pride of Woodstock**

Seton McIlroy gave an update on the Pride of Woodstock 2026 event which is taking place the first weekend of June, including the High Heel Race and Drag Brunch, and an artist and crafts fair.

#### **Parking Ordinance - Schedule of Fees**

The board reviewed the updated Village of Woodstock parking schedule of fees.

**Motion:** by Chair Seton Mcilroy to approve the Village of Woodstock parking schedule of fees as presented. (7:28PM)

**Seconded:** Lisa Lawlor

**Vote:** 5-0-0 passed

#### **Forest Canopy Grant - Village Conservancy**

Wendy Spector from the Village Conservancy discussed applying for a forest canopy grant. She explained that the Conservancy would raise matching funds for the grant, which would be used to plant trees in the Village.

**Motion:** by Chair Seton Mcilroy that the Village should apply for the Forest Canopy Grant. (7:34PM)

**Seconded:** Jeffrey Kahn

**Vote:** 5-0-0 passed

#### **Wassail Update**

Eric Duffy provided an update on Wassail Weekend preparations:

- A robust horse parade is scheduled
- There will be walk on Friday night
- Additional security arrangements have been made with the sheriff's office
- Public works staff will be assigned to manage trash throughout the day

#### **Police Detail Procedure**

Seton Mcilroy opened a discussion about police overtime costs for community events. Currently, some organizations pay for police details while others do not. Seton Mciliroy noted that police overtime costs \$50/hour with a 3-hour minimum, meaning even a one-hour assignment costs \$150. Pride of Woodstock spent \$1,600 last year on officers, while other events like Memorial Day parade and Taste of Woodstock do not pay for extra police presence. The board agreed to continue the discussion at a future meeting with more detailed cost information.

#### **Parking Ordinance Amendment**

The board discussed amendments to the parking ordinance, particularly regarding Ford Street. After meeting with residents, Seton Mcilroy and Lisa Lawlor recommended changing the ordinance from no parking on the entire roadway to no parking on just the east side of the roadway, allowing parking on the west side while ensuring emergency vehicle access. Additional minor corrections to the ordinance were also identified including removing Benson Place under no parking areas as it is now private, removing Border Lane from enforcement procedures, and adding Gulf Street Extension.

#### **The Village Historic Preservation Commission (VHPC) Presentation**

Isabelle Brantley and Wendy Marrinan from the Village Historic Preservation Commission provided an update on their activities. The commission was established in 2022 and certified by the State Historic Preservation Office. They applied for a grant in 2025 but were not awarded funding due to lack of municipal matching funds.

They plan to apply for a grant in 2026 for design guidelines with an estimated total cost of \$35,000-40,000, requiring approximately \$14,000-15,000 in municipal matching funds. The commission is also planning a series of articles in the Standard about historic properties in Woodstock titled "Still Standing."

**Village of Woodstock  
Board of Trustees Meeting  
December 17<sup>th</sup>, 2025  
6:30 PM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

**Staff:** Eric Duffy

**Public:** Nicholas Seldon

**A. Call to order**

1. Chair Seton Mcilroy called the December 17th, 2025, Village Trustees meeting to order at 6:30 PM.

**B. Additions and Deletions -none**

**C. Citizens' Comments**

Nicholas Seldon addressed the Board expressing concern that the Trustees were not complying with Vermont Open Meeting Law.

**D. FY27 Budget Update**

Eric Duffy provided an update on the FY27 budget, reporting progress in reducing the projected tax increase from approximately 40% in the department heads' initial requests to the current projection of 22.5%.

**Key changes included:**

- Accounting adjustments for parking revenue and expenses, which contributed significantly to the reduction. Eric Duffy explained that the Finance Department had restructured how they account for ParkMobile transactions, showing both the full revenue collected and the expenses paid to the service provider rather than just the net amount.
- Reductions in various other expense categories, including IT software (reduced from \$17,000 to \$10,000), IT operating supplies (reduced by \$2,500), communications (reduced by \$800), and machinery equipment (reduced by \$1,000).
- The Tree Fund was reduced from \$10,000 to \$5,000.
- The police cruiser capital reserve was reduced from \$37,500 to \$20,000.

Jeffrey Kahn questioned whether the parking meter expense projection was too conservative, suggesting that the second half of the fiscal year typically sees less parking revenue than the first half.

A budget meeting was scheduled for January 5, 2026, at 8:15 AM to further discuss the budget.

Roger Logan spoke about the unsustainability of such large tax increases and urged the Board to consider significant functional cuts to the budget. Eric Duffy acknowledged that he had foreseen these increases coming and had presented this information to both. He noted that the largest potential cut would be to eliminate 24/7 police coverage, though he wasn't necessarily advocating for that option.

**Village of Woodstock  
Board of Trustees Meeting  
January 5<sup>th</sup> 2026  
8:15AM  
Town Hall & Zoom  
Minutes**

**Draft minutes are subject to approval.**

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

**Staff:** Eric Duffy, Robert Densmore

**Public:** Nicholas Seldon

**A. Call to order**

1. Chair Seton Mcilroy called the January 5<sup>th</sup> 2026, Village Trustees meeting to order at 8:15AM.

**B. Additions and Deletions**

~~Executive Session~~

**C. Citizens' Comments**

Nicholas Seldon addressed the Board regarding Town Manager Duffy's contract. Mr. Seldon expressed strong opposition to Mr. Duffy's contract as well as other concerns he stated publicly.

**D. FY27 Budget**

Eric Duffy explained that the major update to the budget was the reallocation of Community Development and Planning salaries. Rather than a 60/40 split between Town and Village, they shifted to a standard 55/25/10/10 allocation (Town/Village/Water/Sewer), similar to what's used for the Manager's office and Finance Office.

With this change, the projected Village tax increase for next fiscal year stood at 13.9%. Eric Duffy noted this included a \$40,000 increase in parking revenue and mentioned that new parking fee schedules would go into effect in the next few days. He explained that the budget included three loan payments for vehicles: one Town vehicle (covered by the Town's allocation for Police coverage) and two vehicles purchased in the last three years. He had already reduced the capital reserve allocation for future vehicle funding to \$20,000.

Seton Mcilroy expressed interest in lowering the tax rate further and asked what would be needed to reduce it by 1%. Discussion turned to Police coverage for events, with Robert Densmore providing cost figures for various events. Some events like Covered Bridges Half Marathon and Pride of Woodstock already paid for their own Police coverage.

The Board discussed whether all events should be required to pay for their own Police coverage rather than the Village bearing the cost. Lisa Lawlor noted that while parades are nice, many participants are not Village residents, and the priority should be reducing the tax burden for residents. It was clarified that the Town pays for Fourth of July Police coverage from their budget, not the Village.

Eric Duffy explained that events incur additional costs beyond just police presence, including public works overtime for trash collection, setting up barricades, and cleanup.