

Village of Woodstock  
Board of Trustees  
March 10<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. Pride of Woodstock- Amended Permit
  - b. Garden Club – Use of Gore, Banner
  - c. Fireworks committee – Use of Green, Banner
  - d. 4<sup>th</sup> of July Kids Bike Parade – Parade Permit
  - e. WUHS – Senior Pictures- Use of Green
  - f. Puppies and Pooches – Use of Green
  - g. East End Park – Music by the River
  - h. Covered Bridge Half Marathon – Parade
  - i. Woodstock Community Event in September – East End Park
  - j. Chamber of Commerce – Art Fest – Banner and Use of Green Permit
  - k. Village Roads and Bridges Standard
  - l. Police camera/ car
  - m. Tier 1B Status
- F. Discussion
  - a. Food Trucks
  - b. Peddler's License
  - c. Village Meeting Prep
  - d. Snow Removal Process in Village
  - e. By-law update
- G. Approval of Minutes
  - 02.10.26
  - 03.02.26
- H. 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.

03/06/26  
10:35 am

WOODSTOCK TOWN General Ledger  
Current Yr Pd: 9 - Budget Status Report  
VILLAGE GENERAL FUND

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	14,500.00	99.32%
<b>Total REAL ESTATE TAX REVENUE</b>	<b>778,797.13</b>	<b>778,697.13</b>	<b>99.99%</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	1,350.00	135.00%
2-4026-000 Curb Cuts Permits	300.00	250.00	83.33%
<b>Total FEES &amp; PERMITS</b>	<b>1,300.00</b>	<b>1,600.00</b>	<b>123.08%</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	18,974.00	37.95%
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>19,024.00</b>	<b>38.01%</b>
<b>2-406 POLICE REVENUE</b>			
2-4061-000 Parking Fines	30,000.00	25,134.00	83.78%
2-4062-000 Parking Meter Revenue	60,000.00	36,246.28	60.41%
2-4063-000 Police Contracts	10,400.10	6,785.00	65.24%
2-4064-000 Misc Police Revenue	2,500.00	35,468.42	1,418.74%
2-4065-000 Moving Violations - VTTC	35,000.00	3,168.23	9.05%
2-4066-000 False Alarms	3,000.00	0.00	0.00%
2-4067-000 Town Services	473,270.67	276,074.56	58.33%
2-4068-000 Courthouse parking	9,270.00	30,070.20	324.38%
2-4069-000 CreditCardsPermitsParking	98,000.00	100,038.06	102.08%
<b>Total POLICE REVENUE</b>	<b>721,440.77</b>	<b>512,984.75</b>	<b>71.11%</b>
<b>2-407 INTEREST INCOME</b>			
2-4071-000 General Interest Income	32,500.00	19,758.03	60.79%
<b>Total INTEREST INCOME</b>	<b>32,500.00</b>	<b>19,758.03</b>	<b>60.79%</b>
<b>2-409 MISCELLANEOUS</b>			
2-4091-000 Miscellaneous Revenue	4,000.00	6,980.29	174.51%
2-4098-000 Prior Year Adjustments	1,700.00	0.00	0.00%

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10:35 am

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<b>Total MISCELLANEOUS</b>	<b>5,700.00</b>	<b>6,980.29</b>	<b>122.46%</b>
<b>2-41 EAST END</b>			
2-4101-000 East End Revenue	2,800.00	300.00	10.71%
<b>Total EAST END</b>	<b>2,800.00</b>	<b>300.00</b>	<b>10.71%</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>			
2-4414-000 DUI Enforcement Grant Rev	15,000.00	10,553.02	70.35%
<b>Total GRANT REVENUE</b>	<b>15,000.00</b>	<b>10,553.02</b>	<b>70.35%</b>
<b>2-470 TRANSFERS IN</b>			
2-4702-000 Transfer from Trustee	0.00	3,400.00	100.00%
<b>Total TRANSFERS IN</b>	<b>0.00</b>	<b>3,400.00</b>	<b>100.00%</b>
<b>2-480 COMMUNITY CONTRIBUTIONS</b>			
<b>Total COMMUNITY CONTRIBUTIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>1,632,637.90</b>	<b>1,387,297.22</b>	<b>83.14%</b>
<b>2-500 SPECIAL ARTICLES</b>			
<b>2-5001 GRANTS/CONTRIB-TRUST FUND</b>			
<b>Total GRANTS/CONTRIB-TRUST FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5002 GRANTS/CONTRIB-GENL FUND</b>			
<b>Total GRANTS/CONTRIB-GENL FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total SPECIAL ARTICLES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-501 ADMINISTRATION</b>			
<b>2-5011 TRUSTEES</b>			
2-5011-100 Salaries & Wages	3,750.00	3,750.00	100.00%
2-5011-197 Employer healthcare cost	165,853.61	127,982.46	77.17%
2-5011-198 CCC Tax Village	2,982.72	2,194.58	73.58%
2-5011-199 Employer Paid Benefits	230.00	286.90	124.74%
2-5011-302 Legal Fees	5,000.00	30,131.48	602.63%
2-5011-603 Dues, Subs & Meetings	100.00	140.94	140.94%
2-5011-612 Printing Village Report	1,500.00	0.00	0.00%
2-5011-613 Tree Fund	10,000.00	0.00	0.00%

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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	46,519.07	47.90%
<b>Total TRUSTEES</b>	<b>288,541.33</b>	<b>211,008.43</b>	<b>73.13%</b>
<b>2-5012 EXECUTIVE</b>			
2-5012-100 Salaries & Wages	81,750.00	54,711.97	66.93%
2-5012-199 Employer Paid Benefits	16,350.00	4,679.53	28.62%
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	2,619.24	30.81%
2-5012-602 Meeting/Professional Deve	1,000.00	143.56	14.36%
2-5012-603 Dues, Subs & Meetings	850.00	1,652.08	194.36%
2-5012-615 Advertising	135.00	0.00	0.00%
<b>Total EXECUTIVE</b>	<b>108,922.50</b>	<b>63,806.38</b>	<b>58.58%</b>
<b>2-5013 OFFICE ADMINISTRATION</b>			
2-5013-201 Operating Supplies	1,295.00	580.60	44.83%
2-5013-202 Office Supplies	1,415.00	337.13	23.83%
2-5013-204 Postage	2,000.00	1,620.11	81.01%
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	4,180.45	75.32%
2-5013-503 NEMRC Support/License	837.50	1,452.82	173.47%
2-5013-505 IT - Village	7,750.00	6,837.78	88.23%
2-5013-615 Advertising	700.00	260.40	37.20%
<b>Total OFFICE ADMINISTRATION</b>	<b>20,770.00</b>	<b>15,583.09</b>	<b>75.03%</b>
<b>2-5014 AUDITING</b>			
2-5014-301 Professional Services	16,600.00	13,200.00	79.52%
<b>Total AUDITING</b>	<b>16,600.00</b>	<b>13,200.00</b>	<b>79.52%</b>
<b>2-5015 TREASURER</b>			
2-5015-100 Salaries & Wages	1,500.00	922.94	61.53%
2-5015-199 Employer Paid Benefits	100.00	69.22	69.22%
<b>Total TREASURER</b>	<b>1,600.00</b>	<b>992.16</b>	<b>62.01%</b>
<b>2-5016 ACCOUNTING</b>			
2-5016-100 Salaries & Wages	41,528.71	26,675.63	64.23%
2-5016-199 Employer Paid Benefits	10,250.00	2,853.34	27.84%
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>29,840.49</b>	<b>52.90%</b>

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<b>2-5018 VILLAGE CLERK</b>			
2-5018-316 Village Clerk Wages	400.00	400.00	100.00%
<b>Total VILLAGE CLERK</b>	<b>400.00</b>	<b>400.00</b>	<b>100.00%</b>
<b>2-5019 CAPITAL RESERVE</b>			
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>508,243.79</b>	<b>349,827.55</b>	<b>68.83%</b>
<b>2-502 HIGHWAY DEPARTMENT</b>			
<b>2-5022 TRAFFIC CONTROL</b>			
<b>Total TRAFFIC CONTROL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5023 HIGHWAY MAINTENANCE</b>			
<b>Total HIGHWAY MAINTENANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5024 SIDEWALK MAINTENANCE</b>			
<b>Total SIDEWALK MAINTENANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5025 VILLAGE PARKS</b>			
2-5025-302 Fertilization/tree work E	1,700.00	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>			
<b>Total STREET LIGHTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5027 PUBLIC WORKS BUILDING</b>			
<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>			
<b>Total HIGHWAY EQUIPMENT MAINT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5029 CAPITAL RESERVE</b>			
<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>

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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	115,583.11	64.80%
2-5030-107 Educ, EMT Trainings & Stipend	4,350.00	1,000.00	22.99%
2-5030-199 Employer Paid Benefits	35,672.00	19,520.63	54.72%
2-5030-201 Operating Supplies	1,750.00	3,684.01	210.51%
2-5030-202 Office Supplies	325.00	1,138.94	350.44%
2-5030-601 Travel & Transportation	350.00	93.00	26.57%
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>142,174.69</b>	<b>63.67%</b>
<b>2-5031 LAW ENFORCEMENT</b>			
2-5031-100 Salaries & Wages	417,000.00	276,378.72	66.28%
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	64,509.02	75.96%
2-5031-201 Operating Supplies	900.00	370.91	41.21%
2-5031-206 Weapon Mainte & Supplies	1,460.00	13,721.95	939.86%
2-5031-301 Professional Services	957.00	4,766.65	498.08%
2-5031-306 Uniform Service	3,100.00	12,808.23	413.17%
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	1,322.09	11.60%
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>387,837.82</b>	<b>72.35%</b>
<b>2-5032 POLICE TRAINING</b>			
2-5032-100 Salaries & Wages	13,500.00	23,092.21	171.05%
2-5032-199 Employer Paid Benefits	2,700.00	1,774.99	65.74%
2-5032-601 Travel & Transportation	300.00	0.00	0.00%
2-5032-605 Tuition	2,000.00	670.51	33.53%
<b>Total POLICE TRAINING</b>	<b>18,500.00</b>	<b>25,537.71</b>	<b>138.04%</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	460.00	92.00%
2-5033-502 Communications	10,000.00	5,764.59	57.65%
<b>Total POLICE COMMUNICATIONS</b>	<b>75,230.00</b>	<b>70,954.59</b>	<b>94.32%</b>
<b>2-5034 PARKING METERS</b>			
2-5034-100 Salaries & Wages	30,181.00	13,048.88	43.24%
2-5034-199 Employer Paid Benefits	2,414.48	1,001.47	41.48%
2-5034-202 Office Supplies	3,050.00	5,308.63	174.05%

Account	Budget	Actual	% of Budget
2-5034-204 Postage	3,060.00	2,400.29	78.44%
2-5034-210 Computer Software	1,100.00	0.00	0.00%
2-5034-212 CreditCard/Meter Charges	13,000.00	34,470.60	265.16%
2-5034-301 Professional Services	225.00	3,638.28	1,617.01%
2-5034-401 Equip Repair & Mainte	525.00	568.97	108.38%
2-5034-402 CrdtCrd/MterRepair/Replac	500.00	1,012.48	202.50%
2-5034-407 Equipment Purchase	1,050.00	0.00	0.00%
2-5034-409 Small Tools & Equipment	700.00	0.00	0.00%
2-5034-425 NW Library Lot Rent	11,000.00	11,000.00	100.00%
<b>Total PARKING METERS</b>	<b>66,803.48</b>	<b>72,449.60</b>	<b>108.45%</b>
<b>2-5035 POLICE VEHICLE</b>			
2-5035-401 Equip Repair & Mainte	8,850.63	4,978.04	56.25%
2-5035-409 Small Tools & Equipment	950.00	34.14	3.59%
2-5035-503 Fuel	10,400.00	4,577.72	44.02%
<b>Total POLICE VEHICLE</b>	<b>20,200.63</b>	<b>9,589.90</b>	<b>47.47%</b>
<b>2-5036 BUILDING MAINTENANCE</b>			
2-5036-100 Salaries & Wages	2,200.00	0.00	0.00%
2-5036-199 Employer Paid Benefits	170.00	0.00	0.00%
2-5036-504 Propane	2,250.00	0.00	0.00%
2-5036-506 Electricity	2,000.00	0.00	0.00%
2-5036-507 Rubbish Removal	2,500.00	2,578.85	103.15%
2-5036-508 Water/Sewer	500.00	0.00	0.00%
2-5036-703 Building Maintenance	250.00	825.00	330.00%
<b>Total BUILDING MAINTENANCE</b>	<b>9,870.00</b>	<b>3,403.85</b>	<b>34.49%</b>
<b>2-5037 TOWN POLICE SERVICES</b>			
2-5037-306 T Uniform Service	1,250.00	132.93	10.63%
2-5037-401 T Vehicle Repairs & Maint	1,500.00	0.00	0.00%
2-5037-409 T Small Tools & Equip	525.00	0.00	0.00%
2-5037-410 T 4X4 Vehicle Lease	6,850.00	6,676.91	97.47%
2-5037-411 T 4X4 Radio,Lights,Radar	800.00	0.00	0.00%
2-5037-502 Communications	315.00	0.00	0.00%
2-5037-603 Dues, Subs & Meetings	100.00	0.00	0.00%
2-5037-605 T Tuition	750.00	0.00	0.00%
<b>Total TOWN POLICE SERVICES</b>	<b>12,090.00</b>	<b>6,809.84</b>	<b>56.33%</b>
<b>2-5039 CAPITAL RESERVE</b>			
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%
2-5039-965 Police Cruiser	30,000.00	30,000.00	100.00%
<b>Total CAPITAL RESERVE</b>	<b>33,500.00</b>	<b>33,500.00</b>	<b>100.00%</b>
<b>Total VILLAGE POLICE DEPT</b>	<b>995,600.11</b>	<b>752,278.00</b>	<b>75.56%</b>

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<b>2-504 SHORT TERM RENTAL ENFORCE</b>			
<b>Total SHORT TERM RENTAL ENFORCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-507 BOARDS &amp; AGENCIES</b>			
<b>2-5070 PLANNING &amp; ZONING</b>			
2-5070-100 Salaries & Wages	72,000.00	40,730.40	56.57%
2-5070-199 Employer Paid Benefits	13,614.00	3,614.10	26.55%
2-5070-301 Professional Services	16,900.00	0.00	0.00%
2-5070-302 Legal Fees	3,200.00	479.00	14.97%
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	1,328.92	33.22%
2-5070-615 Advertising	3,200.00	2,054.90	64.22%
2-5070-812 GIS Mapping	480.00	0.00	0.00%
<b>Total PLANNING &amp; ZONING</b>	<b>115,894.00</b>	<b>48,462.82</b>	<b>41.82%</b>
<b>2-5079 CAPITAL RESERVE</b>			
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>117,094.00</b>	<b>49,662.82</b>	<b>42.41%</b>
<b>2-5091 VILLAGE HWY EXPENSE</b>			
<b>Total VILLAGE HWY EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5092 TRUSTEES' CONTINGENCY</b>			
2-5092-801 Unclassified	10,000.00	4,107.18	41.07%
<b>Total TRUSTEES' CONTINGENCY</b>	<b>10,000.00</b>	<b>4,107.18</b>	<b>41.07%</b>
<b>2-5099 CAPITAL RESERVE SPENDING</b>			
2-5099-955 Trees	0.00	2,825.00	100.00%
2-5099-971 Police Cruiser	0.00	-17,731.95	100.00%
2-5099-972 Polic Vehicle Maint/Equip	0.00	2,103.00	100.00%
<b>Total CAPITAL RESERVE SPENDING</b>	<b>0.00</b>	<b>-12,803.95</b>	<b>100.00%</b>
<b>2-5301 LOSS REPAIR EXPENSES</b>			
<b>Total LOSS REPAIR EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-5303 IRENE RECOVERY EXPENSE</b>			
<b>Total IRENE RECOVERY EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

03/06/26  
10:35 am

WOODSTOCK TOWN General Ledger  
Current Yr Pd: 9 - Budget Status Report  
VILLAGE GENERAL FUND

Page 8 of 8  
Robert Densmore

Account	Budget	Actual	% of Budget
<b>2-5401 GRANT EXPENSE</b>			
2-5401-829 DUI OF Grant Exp	0.00	3,115.60	100.00%
<b>Total GRANT EXPENSE</b>	<b>0.00</b>	<b>3,115.60</b>	<b>100.00%</b>
<b>2-570 TRANSFERS OUT</b>			
<b>Total TRANSFERS OUT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Appropriations</b>	<b>1,632,637.90</b>	<b>1,146,187.20</b>	<b>70.20%</b>
<b>Total VILLAGE GENERAL FUND</b>	<b>0.00</b>	<b>211,110.02</b>	
<b>Total All Funds</b>	<b>0.00</b>	<b>211,110.02</b>	

February 2026

T2 Iris Transaction Summary 03/02/2026 11:26 AM EST

Date/Time: 02/01/2026 12:00:00 AM to 02/28/2026 11:44:58 PM EST  
 Organization: Woodstock VT  
 Location: All Locations  
 Ticket #: All  
 Coupon Code: N/A  
 Transaction Type: All  
 Grouping: None  
 Plate Number: N/A

Overall Summary

Total Collections	41	\$50.75
Revenue	42	\$50.75
Change Issued	0	\$0.00
Refund Tickets	5	\$1.00
Total Refunds	0	\$0.70
Excess Payment	5	\$1.00
Attendant Deposit	0	\$0.00

CREDIT CARD		787	\$2113.50
Total Collections	Revenue	787	\$2113.50
PASSCARD		0	\$0.00
Total Collections	Revenue	0	\$0.00

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

TOTAL		929	
Total Transactions	Total Collections	825	\$2164.25
Revenue		826	\$2164.25

Feb 2025 -  
 \$8814.95  
 Feb 2026  
 \$10,516.35

Kiosks - \$2164.25  
 Meters - \$2117.64  
 Patroller - \$692.50  
 Total - \$10,474.39



PAID  
NEED UPDATED  
CUI

Use of the Gore Permit  
Village of Woodstock

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

Date: 2/20/26

Name of non-profit: Woodstock Garden Club

Address: P.O. Box 633  
Woodstock, VT 05091

Name of applicant: Lois Deenihan

Address: P.O. Box 181, Barnard, VT 05031

Telephone number: 201-341-8614

Email: loisdeenihan@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 meet the 2<sup>nd</sup> Tuesday of each month at 6:30 pm.

Name of authorized agent who will be attending the meeting: Lois Deenihan

Date of event: May 23, 2026

Time & duration of event: 8AM - 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,  
Hot Dog Machine

Description of the planned organized activity: Annual Plant Sale,

Country Kitchen selling breakfast and lunch items.

(On Friday, May 22nd, from 8AM-10AM, we will set up tables, chairs and tents on the Gore. We will reserve 3 safety cones from the Police Dept. to block off 3 parking spaces.)

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: \$25.00 #102

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: \$150.00 #103

**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: Lois Deenihan

Date: 2/20/26

**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**

Permit Approved by the Village Trustees:

Approved

Denied

Additional conditions: On Friday, May 23rd, from 8AM-10AM,  
we will set up tables, chairs, tents on the Gore. We will  
reserve 3 safety cones from the Police Dept. to block off  
3 parking spaces for (2) hours.

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

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





PAID

Village of Woodstock  
Permit for Banner on Village Green

Application date: 2/20/26 Event name: Garden Club Plant Fair  
Name of Business/non-profit organization: Woodstock Garden Club  
Address: P.O. Box 633, Woodstock, VT 05091

Dates requested for banner: May 18 - May 22 Date of event: May 23, 2026

Individual requesting permit:

Name: Lois Deenihan  
Phone: 201-341-8614  
Mailing address: Box 181, Barnard, VT 05031  
Email: loisdeenihan@gmail.com

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

Fee paid: \$50.00 Cash/Check/Online: #101  
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.

GARDEN CLUB-B-26-010

1149

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

Applicant signature: Lois Deenhan

Date: 2 | 20 | 26

**Please email completed permit to:**

Town of Woodstock [permits@townofwoodstock.org](mailto:permits@townofwoodstock.org)  
PO Box 488  
Woodstock, VT 05091

**FOR OFFICE USE ONLY**

Permit Approved by the Village Trustees:

- Approved
- Denied

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

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

Village of Woodstock  
Permit for Use of the Village Green

- Just Saturday - 7/4  
all day

Application date: 2/3/25  
Event name: 250<sup>th</sup> Celebration  
Name of Business/non-profit organization: PTO sponsored by MVSA  
Address: 70 Amsden Way  
Woodstock, VT 05091  
Business/Non Profit Organization Email: contact: kerilynbristow@gmail.com

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Keri Bristow  
Title: Committee Member Phone: 603-359-3948  
Email: kerilynbristow@gmail.com

**Event information**

Date of event: 7/4/26 Time of event: all day  
Hours event will occupy the Green, including setup and cleanup time: 8:00 am - 8 pm  
Anticipated crowd size: 50 - 100  
Will you have booths or stalls? tables & chairs  
If yes, how many? 10-20  
Equipment to be used on the Green: tables, chairs, PA system

Event description. Clearly state the scope and nature of the event to be held: kids bike parade, Kids Market on the Green + Community Dinner

Traffic control plan/arrangements: Police will organize the safety for the bike parade

**FIREWORKS-UOG-26-006**

Please submit a layout for the event.

**An application fee of \$50 must accompany this application, as well as a Certificate of Insurance naming the Village of Woodstock as a certificate holder. Both are required before permit will be approved.**

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

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

Certificate of Insurance received: \_\_\_\_\_

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

**Restrictions/Conditions:**

1. The Village Green shall be maintained in a neat and orderly condition at all times during the date of the activity and, to the extent reasonable possible, during the setup and cleanup time for such activity.
2. Any equipment installed on the Village Green in connection with the 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 installed and removed shall be installed and removed on the day of the activity. This standard shall have 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 in the Village Green or upon traffic signs, parking kiosks, or light poles surrounding the Village Green.
4. Traffic signs and parking kiosks surrounding the Village Green shall not be obstructed.
5. No structures or tents shall be erected or placed within 15 feet of the trunk of any tree in the Village Green.
6. No activity shall be conducted on or before 7:00 am or after 10:00 pm without special arrangements.
7. 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.
8. Parking and traffic control:
  - a. All traffic control arrangements and site layouts shall be reasonable 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 Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made recommendation of the Chief of Police.
  - b. Participants and sponsors parking – participants and individuals involved in providing the activities must park at locations away from the Green, including North and South Street, Union Street, Court Street, and the Village Square.

- c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
9. Maintenance and Damages:
- a. 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.
  - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), 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.
10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
11. At the option of the Board, a written indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

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

Applicant signatures:     *Keil A. Bt*    

Date:     2/5/25    

**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**

Approved by the Village Trustees:

Approved

Denied

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/14/2025

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

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

PRODUCER  
Fred C. Church Insurance  
41 Wellman Street  
Lowell MA 01851

CONTACT NAME: Amber Macklin  
PHONE (A/C, No, Ext): 978-458-1865  
E-MAIL: amber.macklin@assuredpartners.com  
ADDRESS: 978-458-1865  
FAX (A/C, No): 978-454-1865

INSURED  
Mountain Views Supervisory Union  
70 Amsden Way  
Woodstock VT 05091

MOUNTVI-01

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Citizens Insurance Company of America	31534
INSURER B :	Hanover American Insurance Company	36064
INSURER C :	Massachusetts Bay Insurance	22306
INSURER D :		
INSURER E :		
INSURER F :		

## COVERAGES

CERTIFICATE NUMBER: 995811457

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LDN M08009500	7/1/2025	7/1/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			AWN M045290-00	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			UHN M084087 00	7/1/2025	7/1/2026	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
							PER STATUTE	
							OTH-ER	
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WDNM045120	7/1/2025	7/1/2026	E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

## CERTIFICATE HOLDER

Town/Village of Woodstock  
PO Box 488  
Woodstock VT 05091

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Village of Woodstock  
Permit for Banner on Village Green

Application date: 2/5/25 Event name: 4<sup>th</sup> of July Wknd  
Name of Business/non-profit organization: The 250<sup>th</sup> Celebration  
Address: 1 Highland Avenue Woodstock, VT 05091  
Dates requested for banner: June 28 through July 5 Date of event: July 3-5, 2026

Individual requesting permit:

Name: Keri Bristow  
Phone: 603-359-3948  
Mailing address: 1 Highland Avenue Woodstock, VT 05091  
Email: kerilynbristow@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. 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.

**FIREWORKS-B-26-007**

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: \_\_\_\_\_

**Please email completed permit to:**

Town of Woodstock  
PO Box 488  
Woodstock, VT 05091

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

**FOR OFFICE USE ONLY**

Permit Approved by the Village Trustees:

- Approved
- Denied

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

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

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: 4th of July Kids Bike Parade  
Parade/event date: 7/4/26 Start time: 10:30 am  
End time: 11 am

Applicant/organization: WES/TPUS PTO  
Telephone: 802 457 2522  
Email: wes-tpus-ptow@infnews.org  
Mailing address: 15 South Street  
Woodstock, VT 05091

Contact person: Sant Werner  
Best contact number: 802 457 2522  
Location of assembly & beginning of event: Woodstock Elementary School  
Playground

Route of public highways: North on route 106 from school to the  
green, turn right at green, turn left/west at traffic island,  
cross green in the middle, continue south on 106 and  
back to school  
\*Attach map showing route

Traffic control (if any): Routes 106 and 4

Estimated number of participants: 100?

Authorized representative signature: Maggie Mills Principal  
Print: Maggie Mills 00 Principal

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

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: \_\_\_\_\_

4th of July - PAR - 26 - 006





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/14/2025

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

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

<b>PRODUCER</b> Fred C. Church Insurance 41 Wellman Street Lowell MA 01851	<b>CONTACT NAME:</b> Amber Macklin		<b>FAX (A/C. No):</b> 978-454-1865
	<b>PHONE (A/C. No. Ext):</b> 978-458-1865		<b>E-MAIL ADDRESS:</b> amber.macklin@assuredpartners.com
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
<b>INSURER A :</b> Citizens Insurance Company of America			31534
<b>INSURER B :</b> Hanover American Insurance Company			36064
<b>INSURER C :</b> Massachusetts Bay Insurance			22306
<b>INSURER D :</b>			
<b>INSURER E :</b>			
<b>INSURER F :</b>			

**COVERAGES** **CERTIFICATE NUMBER:** 995811457 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LDN M08009500	7/1/2025	7/1/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AWN M045290-00	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UHN M084087 00	7/1/2025	7/1/2026	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A	WDNM045120	7/1/2025	7/1/2026	PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Town/Village of Woodstock  
 PO Box 488  
 Woodstock VT 05091

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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COI - 07101/26

PAID \$50.00

Use of the Village Green Permit  
Village of Woodstock

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

Class of 2026

Date: 11/15/2026

Name of non-profit: Woodstock Union Middle/High School

Address: 100 Amsden Way  
Woodstock, VT 05091

Mailing address: Same

Website/Social media link:

Name of applicant: Tom Emery

Address: School address

Telephone number: 802-457-1317 Ext. 1205

Email: tom.emery@mtviews.org

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: 5/22/2026 → 6/12/2026

Time & duration of event: 3 weeks

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

Anticipated crowd size: N/A

Equipment to be used on the Green: N/A

Description of the planned organized activity: WUHS - Senior Class Banners on the Green. They would be there prior to graduation (6/12/26) so about 3 weeks.

Statement of the purpose of the organized activity including the benefit to be derived for the organization: To highlight + celebrate our Senior Class prior to graduation

Description of the portion of the Village Green to be used in connection with the activity: map attached → outside of fence

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

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

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: Should have on file from our central office

Plan for trash & Recycling: N/A

**Fees**

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

Fee received: TRK # 78240

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

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

**Fees for private events:**

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

5-25 people - \$150

26-50 people - \$300

50-75 people - \$450

75-100 people - \$550

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

**Standards**

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

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

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

Applicant signatures: Town [Signature]  
Date: 1/12/26

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**

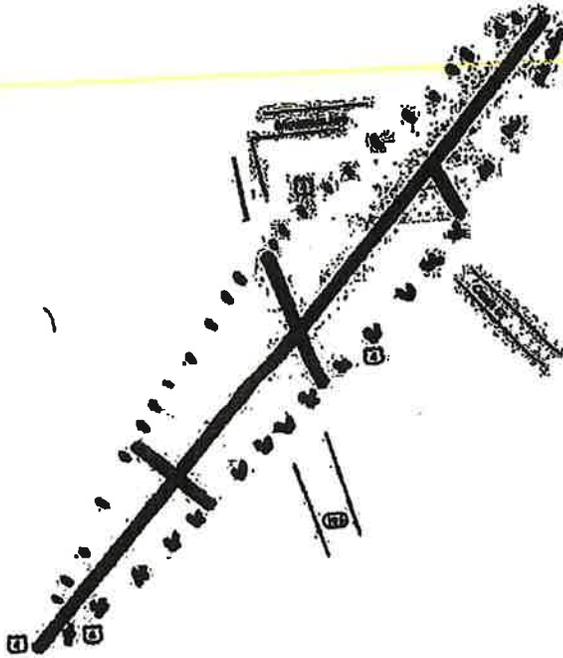
This permit was:  
 Approved  
 Denied

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

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

Permit #: WUHS-VOG-26-003

Please use this to show the layout of the event



PO Box 488  
Woodstock VT 05091

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/14/2025

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

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

PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851	CONTACT NAME: Amber Macklin	FAX (A/C, No): 978-454-1865	
	PHONE (A/C, No, Ext): 978-458-1865	E-MAIL ADDRESS: amber.macklin@assuredpartners.com	
INSURED Mountain Views Supervisory Union 70 Amsden Way Woodstock VT 05091	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Citizens Insurance Company of America		31534
	INSURER B: Hanover American Insurance Company		36064
	INSURER C: Massachusetts Bay Insurance		22306
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: 995811457 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL(SUBR) INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		LDN M08009500	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:		AWN M046290-00	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		UHN M084087 00	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<input type="checkbox"/> 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	Y/N N/A	WDNM045120	7/1/2025	7/1/2026	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

### CERTIFICATE HOLDER

Town/Village of Woodstock  
PO Box 488  
Woodstock VT 05091

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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COI

PAID  
CHK NO \_\_\_\_\_  
DATE \_\_\_\_\_

Village of Woodstock  
Permit for Use of the Village Green

NEED UPDATED  
COI

Application date: March 4, 2026

Event name: Puppies & Pooches on Parade

Name of Business/non-profit organization: Friends of Norman Williams Public Library

Address: P.O. Box 233 Woodstock, VT

Business/Non Profit Organization Email: ghorsman@aglobalreach.com

The individual designated as responsible to the Village Trustees for compliance with the provisions of the Village Ordinance governing the Use of the Village Green, certification that the organization is based in Woodstock, and the restrictions/conditions on the reverse side.

Name: Gary Harsman

Title: President

Phone: 802 457 9799

Email: ghorsman@aglobalreach.com

Event information

Date of event: August 29, 2026 Time of event: 9:00 AM - 12:00 PM

Hours event will occupy the Green, including setup and cleanup time: 8:30 AM - 12:30 PM

Anticipated crowd size: 150

Will you have booths or stalls? Pop-up tents

If yes, how many? 5 or 6

Equipment to be used on the Green: Electricity

We will have a sound system

Event description. Clearly state the scope and nature of the event to be held:

A fun community-focused featuring a casual amateur dog show.

Traffic control plan/arrangements: \_\_\_\_\_

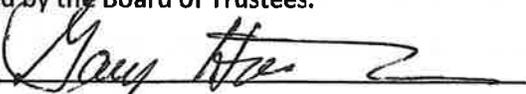
Banner dates Aug 24<sup>th</sup> - 30<sup>th</sup>

PUPPIES-VOG-26-008

- c. Police Officers must be furnished by and paid for by the sponsor. Please contact the Woodstock Police Department for fees and arrangements.
- 9. Maintenance and Damages:
  - a. 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.
  - b. Any damage to the Village Green occurring in connection with an activity (including setup and cleanup), 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.
- 10. Applicant should check for electricity of the Green before the event. Please understand that the electricity at the information booth is paid by the Chamber of Commerce. Please call the Chamber at 457-3555.
- 11. At the option of the Board, a written Indemnification agreement or some other security may be required as a condition precedent to the holding of a permitted activity hereunder the permit or any applicable law.
- 12. Applicant recycling plan: applicant to describe plans for the event to collect and recycle a minimum of the following items: glass, plastic, and aluminum containers.
- 13. The \$50 application fee may be refundable if all conditions of the permit are met, including recycling requirements. It is up to the applicant to request the return of the \$50 fee. Please send written request within 30 days after the event. Such refund will be made only after the Board of Village Trustees agrees to do so.

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:

March 4, 2026

Please call or email completed permit to:

Town of Woodstock

permits@townofwoodstock.org

PO Box 488

Woodstock, VT 05091

**FOR OFFICE USE ONLY**

Approved by the Village Trustees:

Approved

Denied



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/29/2025

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

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

PRODUCER Woodstock Insurance, Inc. 59 Pleasant St.  Woodstock VT 05091	CONTACT NAME:	FAX (A/C, No):
	PHONE (A/C, No, Ext): (802) 457-1111	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: PHILADELPHIA IND INS CO	18058
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		EV159359	08/23/2025	08/24/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					MED EXP (Any one person)	\$
	OTHER:					PERSONAL & ADV INJURY	\$ 1,000,000
	AUTOMOBILE LIABILITY					GENERAL AGGREGATE	\$ 3,000,000
	ANY AUTO OWNED AUTOS ONLY					PRODUCTS - COMP/OP AGG	\$ 3,000,000
	HIRE AUTOS ONLY						\$
	SCHEDULED AUTOS NON-OWNED AUTOS ONLY						\$
	UMBRELLA LIAB					COMBINED SINGLE LIMIT (Ea accident)	\$
	EXCESS LIAB					BODILY INJURY (Per person)	\$
	DED	RETENTION \$				BODILY INJURY (Per accident)	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PROPERTY DAMAGE (Per accident)	\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					\$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
						PER STATUTE	OTHER
						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)

PUPPIES AND POCHES ON PARADE

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

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NO Payment Received  
NEED UPDATED COI

VILLAGE OF WOODSTOCK  
EAST END PARK APPLICATION

The East End Park is a vibrant and active public space in the Village of Woodstock. Because the Park is nestled by the 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.

Date Jan 26, 2026

Name: Music By The River

Organization: Pentangle Arts Council

Is this a nonprofit?: YES

Mailing Address: 31 The Green

Woodstock, VT 05091

Phone number: 802-457-3981 Email:

[director@pentangleArts.org](mailto:director@pentangleArts.org) [Events@pentanglearts.org](mailto:Events@pentanglearts.org)

For the purpose of (wedding or event): Annual Summer Music Series

Date of event: Friday's July 3 – Aug 21

Start time of event: 6pm Hours of event including set up: 8 hours

How many people will be attending? 200-400

On-site liaison: Lauren Biller Phone: 802-457-3981

Certificate of Insurance received by town:

Date received:  By:

Setup/Cleanup Plans: We have been doing this event for many years. Each year we have a production team and a head of production. This summer it will be Sam Johnson who has worked with setup/Cleanup for a number of years.

**PENTANGLE EEP-26-002**

Will there be any temporary structures for the event? Yes  
If yes, please describe: We will have a stage and several tents, as well as temporary rope barriers

Will Lighting or generators be used? no  
If yes, please describe and see guidelines below:

Will portable toilets be used? yes  
If yes, please state amount and location: Each summer we have two portable toilets that are placed on Ben Jervey's property by the endge of the access road, with his permission.

Will there be sales or handouts of food, beverages, and/or merchandise? yes  
If yes, please complete following for each vendor (attach a separate sheet if needed):  
Vendor name: TBD  
Products: \_\_\_\_\_  
Location: \_\_\_\_\_

Will there be alcohol at the event? Yes  
Liquor permit received: Pentangles License and we will apply for the permit as we did last year. Approved: \_\_\_\_\_

Please attach site plan including parking plan to this application

Additional Information: \_\_\_\_\_

---

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

### **WHO NEEDS TO GET A RENTAL PERMIT?**

A Park rental permit is required if one or more of the following applies:

1. A group of individuals of fifteen (15) or more who use the Park area for a one-time event.
2. Reservation and use of the park for a specific time and date on a continued scheduled basis, such as fitness classes, arts and crafts classes, clubs, and other recurring activities.
3. Use of Park area for an event open to the public.
4. Business functions--examples include, but are not limited to:
  - Sales meeting
  - Personal sports coach
  - Commercial film or photography shoot (A single professional photographer with a portable camera does not require a permit.)
  - Business reception
  - Product demonstration
  - Food booth
5. A sports tournament or event.
6. Any other commercial or fund-raising purposes, including, but not limited to, the sale of goods and services, solicitation of monies, sale of tickets or games of chance, and the use of the park to conduct an activity where the exchange of money for a product or service does not occur directly in the park, such as mass media advertising.

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

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

### **PROCESS**

#### Timing

- Applications for permits may be submitted up to 6 months in advance of the event, but no less than 30 calendar days in advance of event.
- Applications for permits for Weddings & Receptions may be submitted up to 1 year in advance but no less than 30 calendar days in advance of event.
- FORMS: Permit Application and Site Plan are due at time of application. (Site Plan template provided)

- **PAYMENT:** Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, are due 14 days prior to use. A late fee of 10% will be applied if all fees and required documents are not received 14 days prior. SEE SEPARATE FEE SCHEDULE.
- Fees are payable by cash, local check, or credit card (prevailing fee will be applied).

#### Approval

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

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

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

#### EVENT HOURS

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

#### SITE PLAN

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

#### INSURANCE

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

It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an

event. Events may range from low-risk events such as seminars, receptions, or weddings to high-risk events including festivals and fairs, sports events, or concerts.

### **SETUP/CLEANUP**

- The Park must be maintained in a neat and orderly condition at all times on the date of the activity and, to the extent reasonably possible, during the setup and cleanup time for such activity.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn. Any damage done to the grass or other areas of the park is the responsibility of the applicant.
- Any equipment installed on the park in connection with the activity must be installed no sooner than 24 hours prior to the scheduled date of the activity and must be removed no later than 24 hours after the scheduled date of the activity. However, any equipment which can be installed and removed on the day of the activity must be installed and removed on that date. This standard will apply separately to any alternate date not immediately following the scheduled date. Additional fees may apply if set up or cleanup occurs on the day before or the day after the event.
- No structures or tents may be erected within fifteen feet of the trunk of any tree in the park.
- No setup or cleanup activity may be carried out before 7:00AM or after 10:00PM without special arrangements.
- All contractors, suppliers and other persons involved in any way with the event must be advised of these critical times and are required to schedule work accordingly.
- Consideration must be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the park.

### **TEMPORARY STRUCTURES (Tents etc.)**

- The location of larger structures such as tents, stages, and portable toilets must be included on the site plan.
- Equipment, such as tents, must be secured using cement blocks or sandbags (i.e., not pegs, spikes, or ropes to trees) unless specifically approved, since there are underground utilities in the park. The organizer will be charged for any damage resulting from unauthorized setup methods.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn.
- No structures or tents may be erected within 15 feet of the trunk of any tree in the park.
- Tent size is limited by the available space between the labyrinth and the bottom of the stairway—See designated area on Site Plan template.
- Tents are limited to those that can be secured without stakes or tying to trees.
- If a proposed tent is larger than 15' x 15', this permit is conditional upon review, inspection, and approval by the Fire Department.
- Tents must meet the CPAI-84 standard for flame resistant materials. A manufacturer's label must be attached to the tent stating that it does meet this requirement. If a label is not attached, it will be the user's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.

### **SIGNS**

- No signs or equipment may be attached to or installed on trees or signs in the park or on traffic signs, parking meters, or light poles in the park.
- Marking the ground, trees, or structures in any way is prohibited.

- Traffic signs at the park must not be obstructed.
- Sponsor Signs and Banners: Sponsorship acknowledgment is often required by organizers in order to secure funding for not-for-profit events. Promotional banners and signs must be removed immediately after the event.
- The location of all sponsorship acknowledgement including sponsor vehicles and tents, must be shown on the site plan. The times when sponsor or media representatives will be present on site must also be provided. Sponsor products unrelated to the event must not be sold, though samples may be handed out as a form of promotion.

### **FOOD TRUCKS AND TRAILERS**

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

### **ELECTRICITY and GENERATORS**

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

### **VEHICLES & PARKING**

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

## **ACCESSIBILITY**

- Many people with disabilities enjoy using the Park. Designated handicap parking spaces are provided at the upper parking level; from that area users can access the pergola and viewing area. An additional handicap parking space is designated at the lawn level. All renters must keep those spaces clear for handicap access.

## **SOUND and NOISE**

- Music, either amplified or non-amplified, at a public or private event is prohibited between the hours of 10:00 PM and 7:00 AM Sunday through Thursday and 10:00 PM and 7:00 AM Friday and Saturday. [Village of Woodstock noise ordinance 5303]
- Amplified sound for private rentals is limited to a portable music player or sound system, with maximum decibel level of 70, as specified in Village ordinance. No special permit is required for this level of sound. Amplified sound of any other type must be identified in the permit application.
- Absolutely no amplified sound (including sound checks) is allowed before 7:00 AM, or after 10:00 PM.
- Amplified sound must be directed away from the abutting street and properties.
- The proposed location of the sound system and location of all speakers must be identified on the Site Plan.

## **RESTROOMS**

- There are no restrooms on site. For rentals for more than 25 people and lasting more than one hour, portable toilets are required, and must be arranged and paid for by the renter.

## **SANITATION, TRASH & RECYCLING**

- “Carry in & out” is required for all trash and recyclables. Onsite trash receptacles are not intended for events.
- Renter is responsible for the removal of all trash, litter, debris, etc. associated with the event. The renter must make arrangements to supply an adequate number of trash receptacles, and to have trash and other materials removed from the park periodically when full and immediately upon conclusion of the event.
- Recyclables generated at the event (e.g., aluminum cans, glass, plastic, cardboard, etc.) must be collected and appropriately disposed.
- Renter is responsible for compost—that is, to provide a food waste receptacle and to remove all compostable materials at the end of the event.
- Renter is responsible for leaving the facility in an “as good or better condition” than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or damage should occur to Park property, the renter will be billed at full cost recovery rates plus overhead for cleanup and repairs.

## **SALES or HANDOUTS of FOOD, BEVERAGES, and MERCHANDISE**

- Food, beverage, and merchandise sales require approval in advance and must be described in your application (vendor name, products, location). Only event-related products may be sold on site. Sponsor products must not be sold during the event unless they too relate directly to the event (e.g., running shoes at a half-marathon).

## **ALCOHOL**

- Alcohol consumption in the park is prohibited except with the prior approval of the Village Trustees. Permits and liability insurance for serving or consuming alcohol at

any event must be obtained. All applicable Woodstock and state laws, ordinances, rules, and regulations apply.

#### **PHOTOGRAPHY—Personal**

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

#### **PHOTOGRAPHY—Commercial**

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

#### **PHOTOGRAPHY—Drone**

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

#### **SAFETY and SECURITY**

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

#### **DAMAGE**

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

#### **DOGS**

- To ensure clean, safe spaces for a wide variety of users, on-leash and clean-up policies will be enforced within the park.
- Leashed dogs are welcome.
- “Clean up after your pet” practices are required. Dog owners are required to pick up after their dogs and use the trash receptacles provided.

#### **FIRES & FIREWORKS**

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the park.
- Fireworks are not allowed.

**Applicant agrees to all conditions and policies set forth in this application:**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

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

**CHECKLIST**

- Application fee and security deposit paid?**
- Site Plan template completed and submitted?**
- Certificate of Insurance submitted?**
- Parking plan required.**
- Portable toilets required?**
- Applicable state health and safety permits obtained?**
- Liquor license obtained, if needed?**
- Name of On-site Liaison with contact information listed?**

**RENTAL FEES for EAST END PARK**

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park: an Application Fee, a Function Fee, and a Security Deposit.

**APPLICATION FEE (applicable to ALL rentals)**

\$100 for each application

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

**FUNCTION FEE**

Standard Rentals (excluding Weddings & Receptions)

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

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

Central Supervisory Union)

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

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

Central Supervisory Union)

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

### 3. Commercial rental

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

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

### Weddings & Receptions

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

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

carefully and contact the Municipal Manager's Office with any questions (802-457-3456).

The function fee for Weddings & Receptions is based on the number of anticipated attendees indicated in the application.

#### 1. Woodstock resident

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

#### 2. Non-Woodstock resident

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

### SECURITY DEPOSIT

The security deposit is based on the expected number of anticipated attendees indicated in the application.

The Village of Woodstock reserves the right to keep all or a portion of the paid Security Deposit, if published rules are violated in connection with the rental. Otherwise, the security deposit will be returned within 30 days after date of the rental.

Rental fees may range from \$25 to \$500 at the Trustees' discretion.

September 2020

Attendance Fee

- 0-50 \$100
- 50-100 \$200
- 100-175 \$300

### FOOD TRUCK FESTIVALS

The fee for each food truck, trailer, or pop-up is \$150 per day. See specific POLICIES related to these.

### RESERVATION POLICIES

In order to hold a requested date, an initial payment of 50% of the Function Fee is required. This amount will be applied toward the balance of the Function Fee. If the renter chooses to cancel or change the rental date, 50% of the Function Fee is transferable to an approved rental date. If the application is not approved, the payment will be refunded. Payments must be made with cash, local check, or credit card (prevailing fee will be applied).

All fees are due 15 days prior to the rental date. If a booking is made within 14 days of the rental date, the entire Function Fee must be paid at that time, in addition to the Application Fee.

However, the rental is not confirmed until all necessary pre-event fees are paid, the renter has agreed to the East End Park policies, and the application has been approved by Woodstock Village Trustees, who meet once monthly.

**CANCELLATIONS & REFUNDS**

Cancellations for any reason are accepted up to 48 hours before the date and time specified in the application. If notice is received in writing or by email during regular business hours of Municipal offices, more than 48 hours in advance, 100% refund of the Function Fee and Security Fee is available. The Application Fee is nonrefundable. Within 48 hours of the specified date and time, no refund is available.

**PAYMENT**

Payment of Application Fee is due at the time the application is submitted. Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, is due 14 days prior to use. Fees are payable by cash, local check, or credit card (prevailing fee will be applied)

**OFFICE USE ONLY**

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

**Function fee:**

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

**Security Deposit:**

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

**This permit is:**

- Approved**
- Denied**

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

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

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

TOWN/VILLAGE OF WOODSTOCK  
P.O. BOX 488  
WOODSTOCK, VT 05091

COI  
Received

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

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

EVENT Covered Bridges Half Marathon

(Parade, Walk, Road Race, etc.)

PARADE/EVENT DATE June 7, 2026 START TIME 8:15 AM END 11:15 AM (in Quechee)

APPLICANT/ORGANIZATION CBHM Inc.

TELEPHONE 802-230-5152

EMAIL nancynm@cbhm.com

MAILING ADDRESS PO Box 722, Woodstock VT 05091

CONTACT PERSON Nancy Nutile-McMenemy

BEST CONTACT PHONE NUMBER 802-230-5152

LOCATION OF ASSEMBLY & BEGINNING OF EVENT Race begins at 8:15 AM at Saskadena Six  
travels through Woodstock and finishes at Dewey Polo Field.

ROUTE ON PUBLIC HIGHWAYS Same route as previous years (See attached CBHM Road Closings)

We request the closure of the Taftsville Bridge 9-10AM, we request that Old River RD be graded prior to the event  
(Attach map showing route)

TRAFFIC CONTROL (if any) Woodstock Police; Windsor County Sheriffs and volunteers

ESTIMATED NO. OF PARTICIPANTS 2000

Nancy Nutile-McMenemy  
Authorized Representative

02/03/2026

**CONDITIONS**-Include Certificate of Insurance naming the Town of Woodstock as additional insured in the amount of \$500,000. **ADDITIONAL CONDITIONS:**

APPROVED

DENIED

Municipal Manager

Date

PHONE (802) 457-3456

FAX (802) 457-2329

CBHM-PAR-26-007

100

100





**Covered Bridges Half Marathon  
Road Closures on Sunday, June 7, 2026  
5:00 a.m-1230 p.m.  
Pomfret, Woodstock and Quechee Village**

Volunteers and local law enforcement work together to minimize delays and keep runners safe and traffic flowing smoothly.

**CBHM Racecourse**

**Rolling Road Closures Sunday, June 7**



CBHM Road Closures

**RACE PARKING**

**PLEASE NOTE: NO RACE PARKING ANYWHERE ALONG U.S. ROUTE 4  
AND ANY ROADWAYS MARKED WITH NO PARKING SIGNS.**

**FYI-In Vermont, your vehicle must have all four tires off the traveled surface or you could be subject to a traffic ticket.**

**NO PARKING**

- Taftsville Bridge Area, US Route 4 Near Taftsville Bridge
- Quechee Antique Mall, use of EV stations is prohibited
- Snack Bar Parking Lot (US Route 4 and Deweys Mills Rd)
- Fat Hat Factory and Crazy Brads
- Quechee Gorge Information Center.

**PEDESTRIANS WILL NOT BE ALLOWED TO WALK UP DEWEY MILLS  
ROAD TO YOUR VEHICLE IF THEY PARKED ANYWHERE ALONG ROUTE  
4.**

There will be **NO PEDESTRIAN FOOT TRAFFIC** on Dewey Mills Rd from 5AM-1:30 PM

**Covered Bridges Half Marathon**  
**Road Closures on Sunday, June 7, 2026**  
**5:00 a.m-1230 p.m.**  
**Pomfret, Woodstock and Quechee Village**

**Dewey Mills RD at U.S. Route 4, 5:00 AM-12:30 PM**

**Runner, Volunteer, Spectator Parking-Dewey Mills Polo Field via Dewey Dewey Mills RD**

- **5:00-7:00 AM**
  - **AM RUNNER PARKING ONE WAY** towards Quechee Main, TWO LANES-cars right lane, buses left lane.
- **7:30-10:00 AM**
  - **TWO WAY** Volunteer and Spectator Parking traffic.
- **1000 AM**
  - **US ROUTE 4/DEWEY MILLS TOWARDS RACE FINISH LINE IS CLOSED TO ALL TRAFFIC.**
- **10:30 AM-12:30 PM Car Exiting ONLY!**
  - **RACE PARKING EXITING ONE WAY** towards Route 4 TWO LANES, Cars heading towards Woodstock and points West-**RIGHT LANE**  
Cars heading toward Interstate 89 and 91 and points east-**LEFT LANE**
  - A second exit may be used for existing cars up Quechee Main Street towards Fat Hat Factory.

**Pomfret Vermont 5:00-8:30 AM**

Race Start 8:15 a.m.: Saskadena Six, South Pomfret.

Stage Road **CLOSED 7:50-8:30 a.m.** North of Saskadena Six to Teago Store.

Pomfret Road **CLOSED 7:50-9:00 a.m.** Teago Store to Route 12.

Route 12 **CLOSED 8:15-9:15 a.m.** Intersection with Stage Road into Woodstock Village.

**Prosper RD Detour to US Route 4** Take Route 12, Pomfret to Prosper Road to US Route 4

**Woodstock Vermont 8:30-1030 AM**

US Route 4 will remain OPEN before and during the race.

**8:30-9:30 a.m. Woodstock Village CLOSED**

River Street

Mountain Avenue

Updated February 2, 2026

**Covered Bridges Half Marathon**  
**Road Closures on Sunday, June 7, 2026**  
**5:00 a.m-1230 p.m.**  
**Pomfret, Woodstock and Quechee Village**

Elm Street

**8:40-10:00 a.m. Old River Road to Taftsville Bridge CLOSED**

## **Taftsville**

**US Route 4 will remain OPEN before and during the race.**

**NO Parking near the Taftsville Bridge.**

**No Spectators near the Taftsville Bridge**

**9:30-10:30 a.m. Taftsville Covered Bridge CLOSED to traffic.**

**Detour Woodstock to Quechee** via Upper High Pastures Road to Quechee Village.

## **Quechee Vermont**

**US Route 4 will remain OPEN before and during the race.**

- **US Route 4 to Waterman Hill to Quechee Main Street to Taftsville Bridge**  
**5:00-9:00 AM**
  - **TWO WAY LOCAL TRAFFIC ONLY**
  - **NO ACCESS TO RACE PARKING AT DEWEY MILLS POLO FIELD**  
**Vehicles must use Dewey Mills RD to access Race parking**
  
- **Waterman Hill to Quechee Main Street near Quechee Covered Bridge**  
**9:00-11:00 AM**
  - **Alternating one-way traffic** controlled by Hartford Police and Windsor County Sheriff, from Quechee Covered Bridge to Simon Pearce, Post Office, Village Green.
  
  - **River Street and Waterman Hill** traffic may turn **LEFT to Quechee Post Office**  
Traffic cannot turn **RIGHT** unless going to the Quechee Inn at Marshland farms, slowly with flashers on.
  
  - **Waterman Hill and Quechee Main** traffic **MAY TURN LEFT** to Quechee Post Office/Simon Pearce  
Traffic cannot turn **RIGHT** unless going to the Quechee Inn at Marshland Farms,

**Covered Bridges Half Marathon**  
**Road Closures on Sunday, June 7, 2026**  
**5:00 a.m-1230 p.m.**  
**Pomfret, Woodstock and Quechee Village**

slowly with flashers on.

- **Quechee Main Street at Old Quechee Road to Quechee Inn at Marshland Farms.**  
**5:00-9:00 AM-TWO WAY LOCAL TRAFFIC ONLY**  
  
**After 9:00 AM-12:30 PM**
- **Quechee Main and Old Quechee Road ALL TRAFFIC exiting Old Quechee Road MUST TURN RIGHT** onto Quechee Main Street toward the Quechee Covered Bridge then turn left over the Quechee Covered Bridge to US Route 4 when directed by the police officer.
- **Vehicles from Marshland Farms area to Old Quechee Road may ONLY TURN RIGHT** onto Quechee Main Street toward the Quechee Covered Bridge then turn right on Old Quechee Road to Costello Road for access to US Route 4.
- **Marshland Farm Area ALL TRAFFIC MUST TURN RIGHT** onto Quechee Main Street toward the Quechee Covered Bridge then turn right on Old Quechee Road to Costello Road for access to US Route 4.
- **Except-Dewey Pond Fishing/Boat access MUST TURN LEFT** onto Quechee Main Street toward the Quechee Covered Bridge then turn right on Old Quechee Road to Costello Road for access to US Route 4.
- **U.S. Route 4 to Quechee Main Street to Hard Rd and Tichenor Road**  
**9:00 AM-noon LOCAL TRAFFIC ONLY**
- **NO TRAFFIC past Hard Road** traveling west toward the finish line. All traffic should be turned around and sent back to US Route 4 or they may take Hard Road to Old Quechee Road to Costello Road to US Route 4
- **Hard Rd to Dewey Mills Rd**  
**9:30 am-11:30 am. CLOSED to ALL Traffic heading toward the finish line.**  
**EXCEPTION: Race Parking lot cars may exit from the Quechee Polo Field and**

Updated February 2, 2026

**Covered Bridges Half Marathon  
Road Closures on Sunday, June 7, 2026  
5:00 a.m-1230 p.m.  
Pomfret, Woodstock and Quechee Village**

**turn right onto Quechee Main Street to access US Route 4.**

### **Quechee Club Members and Downtown Quechee Village**

- **Taftsville Bridge to Quechee Main Street to Quechee Covered Bridge  
5:00-9:00 AM**
  - **TWO WAY LOCAL TRAFFIC ONLY**
  
- **Taftsville Bridge to Quechee Main Street to Willard Road  
9:00 AM-11:15 AM ONLY LEFT TURN ONTO QUECHEE MAIN STREET**
  - Coach Road Condos ONLY TURN LEFT
  - Upper Hillside ONLY TURN LEFT
  - Wheelock RD ONLY TURN LEFT
  - Quechee Club Parking Lot (near Wheelock) traffic exiting can ONLY TURN LEFT
  - Quechee Club Parking Lot across from club traffic exiting can ONLY TURN LEFT
  - **EXCEPTION-Quechee Club exit traffic exiting can ONLY TURN RIGHT towards Quechee**
  - Red Barn Road traffic exiting can ONLY TURN LEFT towards Quechee
  - Quechee -West Hartford Road traffic exiting can ONLY TURN LEFT toward Quechee.
  - Quechee Main Street across from Lake Pineo near Pheasant Trace traffic exiting can ONLY TURN LEFT toward Quechee.
  - Willard Road traffic exiting can ONLY TURN LEFT toward Quechee.
  
- **Village Green to Quechee Covered Bridge  
9:00 AM-11:15 AM**
  - **Post Office/Village Green** traffic exiting can ONLY TURN RIGHT toward Quechee.
  - **Waldorf School/Bluff Rd/Mile 12** traffic exiting can ONLY TURN LEFT toward Quechee.

**Covered Bridges Half Marathon**  
**Road Closures on Sunday, June 7, 2026**  
**5:00 a.m-1230 p.m.**  
**Pomfret, Woodstock and Quechee Village**

The CBHM Inc. Board of Directors and Race Committee THANK YOU in advance for your patience with our race on this first Sunday in June. You are helping us to donate over \$75,000 to our race communities' Recreation Departments, local youth groups, and nonprofit organizations.

In addition, you are helping us to raise over \$150,000 annually for five (5) area Non-Profit Partners and their organizations. <https://cbhm.com/non-profit-partners/>

Thank you for helping to make this the BEST 13.1 miles in New England!

Nancy Nutile-McMenemy

CBHM Inc. Race Co-Director Woodstock, VT

Visit: <https://cbhm.com/> for more race details.

# **Covered Bridges Half Marathon (CBHM, Inc.)**

## **Medical Protocol**

With the individual's safety in mind, procedures are in place that will allow us to safely operate Covered Bridges Half Marathon (CBHM). These policies and procedures are based on thirty years of hosting this race in our community and working closely with Police, Fire, and EMS personnel in these communities.

CBHM is a 13.1-mile road race held the first Sunday in June on paved and gravel roads. 2000 runners enjoy the racecourse which begins in Pomfret, Vermont at the Suicide Six Ski Area and travels through Woodstock, Vermont ending in Quechee (Hartford) Vermont. Packet Pick up is conducted in an open-air tent on race morning. The finish line area is on an open field.

The Covered Bridges Half Marathon Medical Team urges all runners to consult their personal physicians prior to training and running the marathon. Traditionally, distance running is a safe and healthy form of exercise, but there are inherent risks associated with running extreme distances, especially if you have certain pre-existing medical conditions. Only a physician familiar with your personal medical history, current health status, medications, and your pre-existing risk factors can advise you as to whether you are fit to run the Covered Bridges Half Marathon. Taking these simple steps and heeding the advice of your personal physician will give you the ability to make the right decisions and enjoy a healthy race.

### **Medical Services - The Start in Pomfret Vermont-Saskadena Six Ski Area**

The Start Area will have a tent that can offer assistance with most last-minute medical needs. Band-Aids, Vaseline, a pre-race stretch, or just a word of encouragement can be offered by our volunteers.

- Participants were asked during registration for emergency contact information and follow-up was conducted to ensure accuracy.
- Participants will be asked to confirm this information at bib pick up.

### **Medical Services - On-course**

- Green Mountain Bike Patrol will be on course on bikes and also in a transport van offering basic first aid to those in need. For minor injuries the van will transport participants to the medical tent at the finish line.
- Course medical coverage is supported with ambulances provided by Hartford Fire and Rescue and area private ambulance services.
- Area hospitals will be notified of our race.

### **Medical Services - Finish Line/Finish Area**

Medical teams are located at the finish line, which is located at Dewey Polo Field, Quechee, Vermont. If you are injured or feeling ill, please seek out a member of the medical team for aid.

- Hartford Fire and Rescue Tent will supply:  
Gatorade, ice, general first aid supplies, cots, blankets, chairs, and small wading pools/cooling pools.
- The race medical director is stationed at the medical tent.
- Volunteers will hand out bottled water

### **After You Cross the Finish Line**

During any prolonged physical activity, the body's blood supply is usually redirected to the extremities and away from internal organs. Runners should continue to walk after finishing the race. Standing still or stopping can cause nausea, dizziness, and weakness – normally resulting with a runner passing out. Walking will help redirect your blood to vital organs, so it is advisable to keep moving. In any event, if you think you need help, ask one of our medical personnel for assistance.

### **Medical Expenses**

Participants are solely responsible for any medical expenses incurred from preparing and participating in the Covered Bridges Half Marathon. These expenses include ambulance transfers to area hospitals during or after the marathon, hospital admissions, lab work, and any follow up care needed to address your injury or illness.

# **Covered Bridges Half Marathon (CBHM, Inc.)**

## **Safety and Emergency Protocol**

With individual's safety in mind, procedures are in place that will allow us to safely operate Covered Bridges Half Marathon (CBHM). These policies and procedures are based on thirty years of hosting this race in our community and working closely with Police and Fire personnel in these communities.

CBHM is a 13.1-mile road race held the first Sunday in June on paved and gravel roads. 2000 runners enjoy the racecourse which begins in Pomfret, Vermont at the Suicide Six Ski Area and travels through Woodstock, Vermont ending in Quechee (Hartford) Vermont. Packet Pick up is conducted in an open-air tent on race morning. The finish line area is on an open field.

### **Traffic and Safety**

- Volunteers and local law enforcement work together to minimize delays and keep runners safe and traffic flowing smoothly.
- Racecourse duty details are covered by the Windsor County Sheriff's Department, Woodstock Police Department, and Hartford Police Department.
- The Start area is monitored by the Windsor County Sheriff's Department, which provides a pace car at the start of the race and first finisher through the finish chute.
- The finish area is monitored by the Hartford Police Department, including a plain clothes detective.
- Green Mountain Bike Patrol members, equipped with portable HAM radios, ride the course and aid in communications.
- Windsor County Sheriff Department and Hartford Police control the emptying of the parking lots.

### **Communication**

- On course, law enforcement uses local dispatch for emergencies. Race-related issues are conducted using cell phones. Green Mountain Bike Patrol provide HAM Radio support.
- A command center is located at the finish line and is operated by HAM Radio personnel, Hartford Police and Windsor County Sheriff Department.



2/10 - 2/3 - to Kitty permits

Need updated COI

VILLAGE OF WOODSTOCK EAST END PARK APPLICATION

The East End Park is a vibrant and active public space in the Village of Woodstock. Because the Park is nestled by the Ottawaquechee River in an area that is both commercial and residential, renters and their guests should be mindful of their surroundings and respect both the neighborhood as well as other users. The Park may not be completely closed to the public during any event.

Date: 2/3/2026

Name: Woodstock Community Celebration

Organization: Friends of East End Park

Is this a nonprofit?:

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

Physical Address: East End Park

Phone number: 802-230-6472 Email: alita.wilson@gmail.com

For the purpose of (wedding or event): celebrate the community

Date of event: Sept. 13 2026

Start time of event: \_\_\_\_\_ Hours of event including set up: 10 am - 6 pm

How many people will be attending? unknown

On-site liaison: Alita Wilson Phone: 802-230-6472

Certificate of Insurance received by town:

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

Setup/Cleanup Plans: Set up tables for donations, so food ready and food from 10 am - 1 pm. Event starts @ 1:00 pm

Will there be any temporary structures for the event? Tents - tables

If yes, please describe: tents and tables up top and music down below w/ tent.

WCC-EEP-26-003

Will Lighting or generators be used? NO

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

Will portable toilets be used? YES

If yes, please state amount and location: TWO ON BEN JERNEY'S  
PROPERTY - DOWN MAXHAM MEADOW WAY

Will there be sales or handouts of food, beverages, and/or merchandise? YES

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

Vendor name: Food Truck TBD

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

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

Will there be alcohol at the event? YES OYC will obtain permit.

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

Please attach site plan including parking plan to this application

Additional Information: CAN WE USE PREVIOUSLY SUBMITTED  
SITE PLAN AS NOTHING HAS CHANGED.

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

**WHO NEEDS TO GET A RENTAL PERMIT?**

- A Park rental permit is required if one or more of the following applies:
1. A group of individuals of fifteen (15) or more who use the Park area for a one-time event.
  2. Reservation and use of the park for a specific time and date on a continued scheduled basis, such as fitness classes, arts and crafts classes, clubs, and other recurring activities.
  3. Use of Park area for an event open to the public.

4. Business functions--examples include, but are not limited to:

- Sales meeting
- Personal sports coach
- Commercial film or photography shoot (A single professional photographer with a portable camera does not require a permit.)
- Business reception
- Product demonstration
- Food booth

5. A sports tournament or event.

6. Any other commercial or fund-raising purposes, including, but not limited to, the sale of goods and services, solicitation of monies, sale of tickets or games of chance, and the use of the park to conduct an activity where the exchange of money for a product or service does not occur directly in the park, such as mass media advertising.

#### WHO IS ELIGIBLE TO RENT?

- Woodstock and non-Woodstock residents, nonprofit groups and charitable organizations, clubs and classes, business organizations.
- An individual applicant must be at least 18 years of age.
- On-Site Liaison

An on-site liaison person must be identified and must be present and available via cell phone at all times during set-up, tear down, and during the event. This person must have the authority to make decisions on behalf of the event organizer and must be accessible to Town staff, Police, and any other identified authorizer.

#### PROCESS

##### Timing

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

##### Approval

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

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

- a. Application is complete with all required information.
- b. Proof of liability insurance accompanies the application.
- c. The proposed activity does not conflict with other public Park uses, impede care and maintenance of the park, or detract from general Park visitor use or enjoyment.

- d. The renter agrees to adhere to all rules, regulations, and processes, and if any past use, has demonstrated observance of these.
- e. There are no previous fees or charges outstanding.

### EVENT HOURS

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

### SITE PLAN

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

### INSURANCE

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

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

### SETUP/CLEANUP

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

- No structures or tents may be erected within fifteen feet of the trunk of any tree in the park.
- No setup or cleanup activity may be carried out before 7:00AM or after 10:00PM without special arrangements.
- All contractors, suppliers and other persons involved in any way with the event must be advised of these critical times and are required to schedule work accordingly.
- Consideration must be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the park.

### **TEMPORARY STRUCTURES (Tents etc.)**

- The location of larger structures such as tents, stages, and portable toilets must be included on the site plan.
- Equipment, such as tents, must be secured using cement blocks or sandbags (i.e., not pegs, spikes, or ropes to trees) unless specifically approved, since there are underground utilities in the park. The organizer will be charged for any damage resulting from unauthorized setup methods.
- Vehicles are only allowed at the lower level of the park for unloading/loading purposes, and only on the access road and gravel area—not on the lawn.
- No structures or tents may be erected within 15 feet of the trunk of any tree in the park.
- Tent size is limited by the available space between the labyrinth and the bottom of the stairway—See designated area on Site Plan template.
- Tents are limited to those that can be secured without stakes or tying to trees.
- If a proposed tent is larger than 15' x 15', this permit is conditional upon review, inspection, and approval by the Fire Department.
- Tents must meet the CPAI-84 standard for flame resistant materials. A manufacturer's label must be attached to the tent stating that it does meet this requirement. If a label is not attached, it will be the user's responsibility to produce documentation from the manufacturer that the tent meets this standard prior to its acceptance.

### **SIGNS**

- No signs or equipment may be attached to or installed on trees or signs in the park or on traffic signs, parking meters, or light poles in the park.
- Marking the ground, trees, or structures in any way is prohibited.
- Traffic signs at the park must not be obstructed.
- Sponsor Signs and Banners: Sponsorship acknowledgment is often required by organizers in order to secure funding for not-for-profit events. Promotional banners and signs must be removed immediately after the event.
- The location of all sponsorship acknowledgement including sponsor vehicles and tents, must be shown on the site plan. The times when sponsor or media representatives will be present on site must also be provided. Sponsor products unrelated to the event must not be sold, though samples may be handed out as a form of promotion.

### **FOOD TRUCKS AND TRAILERS**

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

## **ELECTRICITY and GENERATORS**

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

## **VEHICLES & PARKING**

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

## **ACCESSIBILITY**

- Many people with disabilities enjoy using the Park. Designated handicap parking spaces are provided at the upper parking level; from that area users can access the pergola and viewing area. An additional handicap parking space is designated at the lawn level. All renters must keep those spaces clear for handicap access.

## **SOUND and NOISE**

- Music, either amplified or non-amplified, at a public or private event is prohibited between the hours of 10:00 PM and 7:00 AM Sunday through Thursday and 10:00 PM and 7:00 AM Friday and Saturday. [Village of Woodstock noise ordinance 5303]
- Amplified sound for private rentals is limited to a portable music player or sound system, with maximum decibel level of 70, as specified in Village ordinance. No special permit is required for this level of sound. Amplified sound of any other type must be identified in the permit application.
- Absolutely no amplified sound (including sound checks) is allowed before 7:00 AM, or after 10:00 PM.
- Amplified sound must be directed away from the abutting street and properties.

- The proposed location of the sound system and location of all speakers must be identified on the Site Plan.

### **RESTROOMS**

- There are no restrooms on site. For rentals for more than 25 people and lasting more than one hour, portable toilets are required, and must be arranged and paid for by the renter.

### **SANITATION, TRASH & RECYCLING**

- “Carry in & out” is required for all trash and recyclables. Onsite trash receptacles are not intended for events.
- Renter is responsible for the removal of all trash, litter, debris, etc. associated with the event. The renter must make arrangements to supply an adequate number of trash receptacles, and to have trash and other materials removed from the park periodically when full and immediately upon conclusion of the event.
- Recyclables generated at the event (e.g., aluminum cans, glass, plastic, cardboard, etc.) must be collected and appropriately disposed.
- Renter is responsible for compost—that is, to provide a food waste receptacle and to remove all compostable materials at the end of the event.
- Renter is responsible for leaving the facility in an “as good or better condition” than the site was found prior to the start of the event. If the renter fails to perform adequate clean up and/or damage should occur to Park property, the renter will be billed at full cost recovery rates plus overhead for cleanup and repairs.

### **SALES or HANDOUTS of FOOD, BEVERAGES, and MERCHANDISE**

- Food, beverage, and merchandise sales require approval in advance and must be described in your application (vendor name, products, location). Only event-related products may be sold on site. Sponsor products must not be sold during the event unless they too relate directly to the event (e.g., running shoes at a half-marathon).

### **ALCOHOL**

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

### **PHOTOGRAPHY—Personal**

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

### **PHOTOGRAPHY—Commercial**

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

### **PHOTOGRAPHY—Drone**

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

**SAFETY and SECURITY**

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

**DAMAGE**

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

**DOGS**

- To ensure clean, safe spaces for a wide variety of users, on-leash and clean-up policies will be enforced within the park.
- Leashed dogs are welcome.
- "Clean up after your pet" practices are required. Dog owners are required to pick up after their dogs and use the trash receptacles provided.

**FIRES & FIREWORKS**

- BBQs, portable gas grills, heat-generating equipment or materials may not be used in the park.
- Fireworks are not allowed.

**Applicant agrees to all conditions and policies set forth in this application:**

Signature: *[Handwritten Signature]*  
Name: *Alita Wilson*

Date: *2/3/2026*

**CHECKLIST**

- Application fee and security deposit paid?
- Site Plan template completed and submitted?
- Certificate of Insurance submitted?
- Parking plan required.
- Portable toilets required?
- Applicable state health and safety permits obtained?
- Liquor license obtained, if needed?

*→ This was waived last year.*

- Name of On-site Liaison with contact information listed?**

## **RENTAL FEES for EAST END PARK**

To keep the East End Park and its amenities in tip-top shape for all users, there are fees associated for all rental reservations. All fees—application fees, function fees, and security deposits—required for permits accrue specifically to a line item in the Woodstock Village budget dedicated solely to East End Park maintenance. These funds help to maintain and restore the park so that it will continue to be enjoyed by all for generations to come.

The following fees are applicable for any rental usage of the East End Park:  
an Application Fee, a Function Fee, and a Security Deposit.

### **APPLICATION FEE (applicable to ALL rentals)**

\$100 for each application

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

### **FUNCTION FEE**

Standard Rentals (excluding Weddings & Receptions)

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

1. Woodstock resident OR Non-Profit/Charitable Organization within the towns of WCSU (Windsor Central Supervisory Union)
  - up to 50 people \$100
  - 51-100 people \$200
  - 100-175 (maximum)\$300
2. Non-Woodstock resident OR Non-Profit/Charitable Organization outside the towns of WCSU (Windsor Central Supervisory Union)
  - up to 50 people \$300
  - 51-100 people \$400
  - 100-175 people \$500
3. Commercial rental  
Examples of commercial rentals include classes, farmers market, art show, corporate function, product promotions and/or sales, commercial film shoot, “bounce houses” or other kid activities
  - Recurring (e.g., classes)
  - Nonrecurring events

### **Weddings & Receptions**

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

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

carefully and contact the Municipal Manager’s Office with any questions (802-457-3456).

The function fee for Weddings & Receptions is based on the number of anticipated attendees indicated in the application.

1. Woodstock resident

- up to 100 people \$500 plus \$250 security deposit
  - up to 200 people (maximum) \$750 plus \$300 security deposit
2. Non-Woodstock resident
- Up to 100 people \$750 plus \$400 security deposit
  - Up to 200 people (maximum) \$1000 plus \$500 security deposit

### **SECURITY DEPOSIT**

The security deposit is based on the expected number of anticipated attendees indicated in the application.

The Village of Woodstock reserves the right to keep all or a portion of the paid Security Deposit, if published rules are violated in connection with the rental. Otherwise, the security deposit will be returned within 30 days after date of the rental.

Rental fees may range from \$25 to \$500 at the Trustees' discretion.

September 2020

Attendance Fee

- 0-50 \$100
- 50-100 \$200
- 100-175 \$300

### **FOOD TRUCK FESTIVALS**

The fee for each food truck, trailer, or pop-up is \$150 per day. See specific POLICIES related to these.

### **RESERVATION POLICIES**

In order to hold a requested date, an initial payment of 50% of the Function Fee is required. This amount will be applied toward the balance of the Function Fee. If the renter chooses to cancel or change the rental date, 50% of the Function Fee is transferable to an approved rental date. If the application is not approved, the payment will be refunded. Payments must be made with cash, local check, or credit card (prevailing fee will be applied).

All fees are due 15 days prior to the rental date. If a booking is made within 14 days of the rental date, the entire Function Fee must be paid at that time, in addition to the Application Fee.

However, the rental is not confirmed until all necessary pre-event fees are paid, the renter has agreed to the East End Park policies, and the application has been approved by Woodstock Village Trustees, who meet once monthly.

### **CANCELLATIONS & REFUNDS**

Cancellations for any reason are accepted up to 48 hours before the date and time specified in the

application. If notice is received in writing or by email during regular business hours of Municipal offices, more than 48 hours in advance, 100% refund of the Function Fee and Security Fee is available. The Application Fee is nonrefundable.

Within 48 hours of the specified date and time, no refund is available.

### **PAYMENT**

Payment of Application Fee is due at the time the application is submitted. Payment of Application Fee is due at the time the application is submitted. Payment of the Function Fee and Security Deposit, along with the Certificate of Insurance, is due 14 days prior to use. Fees are payable by cash, local check, or credit card (prevailing fee will be applied)

**OFFICE USE ONLY**

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

**Function fee:**

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

**Security Deposit:**

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

**This permit is:**

- Approved**
- Denied**

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

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

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



# ART FEST

# 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: 1/13/26  
Name of non-profit: Woodstock Area Chamber of Commerce  
Address: PO Box 486  
Woodstock, VT 05091  
Mailing address: Same  
Website/Social media link: woodstockvt.com

Name of applicant: Woodstock Area Chamber of Commerce  
Address: PO Box 486  
Telephone number: 802 457 3555  
Email: jkelly@woodstockvt.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: Jim Kelly

Date of event: Sept. 12 & 13, 2026  
Time & duration of event: 10 AM - 6 PM (tents maybe up Friday night)  
If applicable, alternate dates in the event of cancellation(s) due to bad weather: no

Anticipated crowd size: 200 (+/-)  
Equipment to be used on the Green: pop up tents

Description of the planned organized activity: Art festival with Artists  
from New England & Music

ArtFest - UOG - 26 - 007

RECEIVED

PAID

[Faint, illegible text, possibly bleed-through from the reverse side of the page]

Statement of the purpose of the organized activity including the benefit to be derived for the organization: To bring people to the Village during a quiet time of year, post Labor Day

Description of the portion of the Village Green to be used in connection with the activity: east to west

Description of all arrangements made for traffic control: Will work with police

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: \_\_\_\_\_

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: Food Vendors must recycle & Trash

#### Fees

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

Fee received: KMK check 1109

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: KMK check 1109



**Fees for private events:**

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

5-25 people - \$150

26-50 people - \$300

50-75 people - \$450

75-100 people - \$550

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

**Standards**

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



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

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

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

Date: 1/13/20

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

Town of Woodstock

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

PO Box 488

Woodstock, VT 05091

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

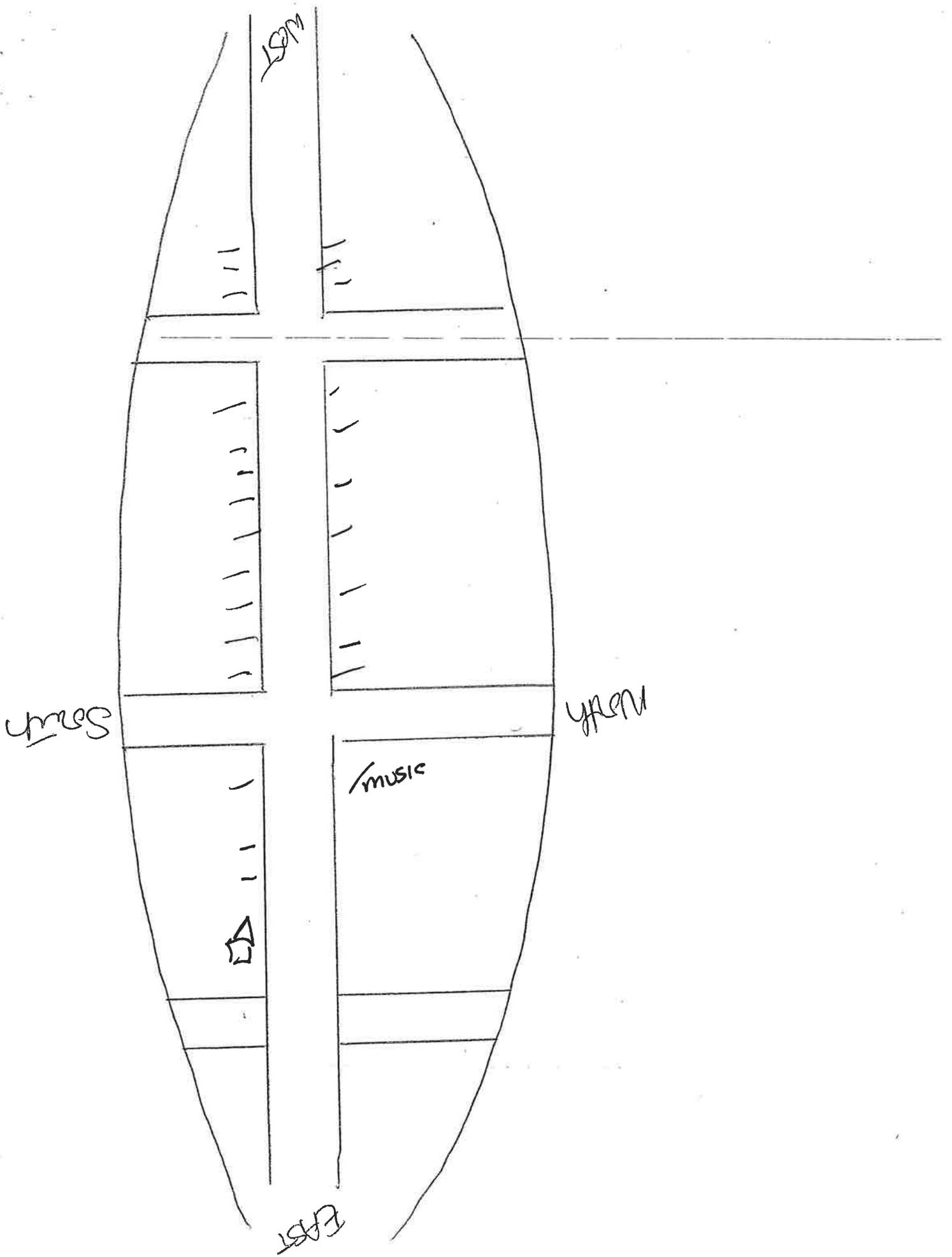
Additional conditions: \_\_\_\_\_  
\_\_\_\_\_

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

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

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







PAID

Village of Woodstock  
Permit for Banner on Village Green

Application date: 1/13/26 Event name: Woodstock Art Festival  
Name of non-profit organization: Woodstock Area Chamber of Commerce  
Address: PO Box 486 Woodstock, VT 05091  
Dates requested for banner: Sept 4 - Sept 13 Date of event: Sept 12 & 13

Individual requesting permit:  
Name: Jim Kelly Title: Executive  
Phone: 802 457 3555  
Mailing address: Same  
Email: jkelly@woodstockvt.com

An application fee of \$50.00 must accompany this application.  
Fee paid: check 1109 Cash/Check/Online: \$50  
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. Applications are due the Wednesday prior to the meeting. In order to get your approval in a timely manner, please get permits in early to guarantee they are placed on the agenda. If you turn the application in late your permit will not be considered.

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

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

Applicant signature: [Signature]

Date: 1/13/26

ARTFEST - B-26-009

1000

**FOR OFFICE USE ONLY**

This permit was:

Approved

Denied

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

\_\_\_\_\_

\_\_\_\_\_

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

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



**Certification of Compliance  
for  
Town Road and Bridge Standards  
and  
Network Inventory**

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on \_\_\_\_\_, 20\_\_\_\_.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the January 21, 2026 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**(Duly Authorized Administrator)**

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

For a summary of your community's road and bridge information please visit: [tinyurl.com/rdsinfo](http://tinyurl.com/rdsinfo)



# TOWN ROAD AND BRIDGE STANDARDS

(January 21, 2026)

## MUNICIPALITY OF Village of, VERMONT

The Legislative Body of the Municipality of Loudstich hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** \_\_\_\_\_

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**	
Section 1 – Municipal Road Standards	YES (Required by MRGP)	YES	NO
Section 2 – Class 4 Road Standards	YES (Required by MRGP)	YES	NO
<b>Town wide</b>			
Section 3 - Perennial stream- bridge and culvert standards	YES (Required by DEC Stream Alteration Standard)		
Section 4 – Intermittent stream crossings	YES	NO	
Section 5- Drainage crossings	YES	NO	
Section 6 - Roadway construction standards	YES	NO	
Section 7 - Guardrail standard	YES	NO	
Section 8 - Driveway access standard	YES	NO	

**Road segments** – ANR Resources Atlas includes a map layer of all of Vermont’s municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

**\*Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

**\*\*Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the [Vermont Better Roads Manual](https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf).  
<https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf>

### Road and Bridge Standards Sections

**Section 1 – Municipal Road Standards** - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

**Section 2 – Class 4 Road Standards** - See Appendix A



**Section 3 - Perennial stream - bridge and culvert standards**

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

**“Perennial stream”** means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: [https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME\\_districts.pdf](https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf)

**Section 4 – Intermittent stream crossings** – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

**“Intermittent streams”** are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

**Section 5 – Drainage crossings (NOT perennial or intermittent streams)**- Upon replacement, municipally owned or maintained cross culverts shall be a minimum of 18”. Undersized drainage crossings shall be upsized 6-12” if road geometry allows. Indications that a culvert is undersized include a culvert that plugs with sediment and/or gets washed out during rain events.

**Section 6 - Roadway construction standards – Sub-base and gravel standards**

All new or substantially reconstructed gravel roads shall have 12 inches\* thick gravel sub-base, with an additional 3 inches\* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have 15 inches\* thick gravel sub-base.

\*Municipalities shall indicate their own construction criteria.

**Section 7 - Guardrail standard**

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

**Section 8 - Driveway access standard**

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference VTrans Standard A-76 Standards for Town & Development Roads and B-71a and b Standards for Residential and Commercial Drives; the VTrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of \_\_\_\_\_, State of Vermont on \_\_\_\_\_, 20\_\_\_\_

Selectboard / City Council / Village Board of Trustees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Appendix A

### MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

#### Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in Part 6 of this general permit does not require the acquisition of additional state or federal permits<sup>3</sup> or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures including structures registered on either the Vermont State Register of Historic Places or the National Register of Historic Places, or removing vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge. Additionally, the implementation of any standard shall not be required if it would render the road unsafe for travel.

Municipalities shall document in the REI Reassessment each instance where feasibility affects implementation of the standards.

#### Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a hydrologically-connected road segment, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner. Projects authorized under the Construction General Permit (CGP 3-9020) or Individual Construction Stormwater Permit (INDC) shall instead comply with the terms and conditions of that permit.

#### Standards for Open Drainage Roads (Not Class 4)

The following are the required standards for all non-compliant hydrologically-connected open drainage roads. To maintain compliance with the requirements of this General Permit, municipalities shall apply these standards to all new construction, general BMP maintenance, and significant upgrades of stormwater treatment practices.

#### A. Roadway/Travel Lane Standards

##### 1. Roadway Crown

a. Gravel roads shall be crowned, in or out-sloped:

Minimum: ¼" per foot

Recommended: ¼" – ½" per foot or 2% - 4%.

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<sup>3</sup> Self-verification under a non-reporting permit category does not constitute a permit for purposes of this section.



b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.

Minimum: 1/8" per foot or 1% Recommended: 1% -  
2%.

## 2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to open drainage gravel roads.

### A. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in Sub-part B.2, below.

Recommended shape: trapezoidal or parabolic cross section with mild side slopes; two foot horizontal per one foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:

- a. Stone-lined ditch: minimum 6"- 8" minus stone or the equivalent for new practice construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom,
- b. Grass-lined ditch with stone check dams<sup>4</sup>, or
- c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least two cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160'.

3. For roads with slopes of 8% or greater: Stone-lined ditch. Stone-lined ditches are not required if the toe of the ditch backslope is located outside of the town right-of-way.

- a. For slopes greater than or equal to 8% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom.

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<sup>4</sup> See check dam installation specifications.



b. For slopes greater than 10%: minimum 6-8" minus stone. Recommended 12" minus fractured stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.

4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

### C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs - all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.
  - a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in Sub-parts (b)-(c), below, when possible.
  - b. For turnouts with slopes 5% or greater: stabilize with stone.
  - c. For slopes greater than 5% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction.
  - d. For slopes greater than 10%: minimum: 6-8" minus stone or equivalent for new construction. Recommended 12" minus fractured stone or the equivalent.

### D. Municipal Cross Culverts and Intermittent Stream Culverts

1. All municipal culverts- Culvert end treatment or headwall required for areas with slopes 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction on road segment slopes 5% or greater.
2. All municipal culverts- Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road segment slopes 5% or greater.
3. Cross culverts- Upgrade to 18" culvert (minimum), if erosion is due to inadequate size or absence of structure.
4. In instances where intermittent streams enter the municipal road drainage network, the Secretary requires culvert sizing based on in-field and mapping techniques described in the Intermittent Stream Crossing Sizing Guidance, found in Appendix B.
5. Drainage culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit. MRGP Standards do not apply to culverts conveying perennial waters.



6. A French Drain (also called an Under Drain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.

#### E. Driveway Culverts within the municipal ROW

1. Culvert end treatment or headwall required for areas with road segment slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
3. Upgrade to minimum 15" culvert, 18" recommended, if erosion is due to inadequate size or absence of structure.
4. Intermittent streams may enter the municipal road drainage network, and in these cases, the Secretary requires culvert sizing based on in-field and mapping techniques described in Appendix B.
5. Driveway culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit.

#### **Standards for Closed Drainage Roads**

Catch Basin Outlet Stabilization: All hydrologically-connected catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outlet stabilization practices include: stone-lined ditch, stone apron, check dams, culvert header/headwall, and green stormwater infrastructure practices such as bioretention practices, when appropriate.

#### **Standards for Connected Class 4 Roads**

Stabilize any areas of gully erosion identified in the REI with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

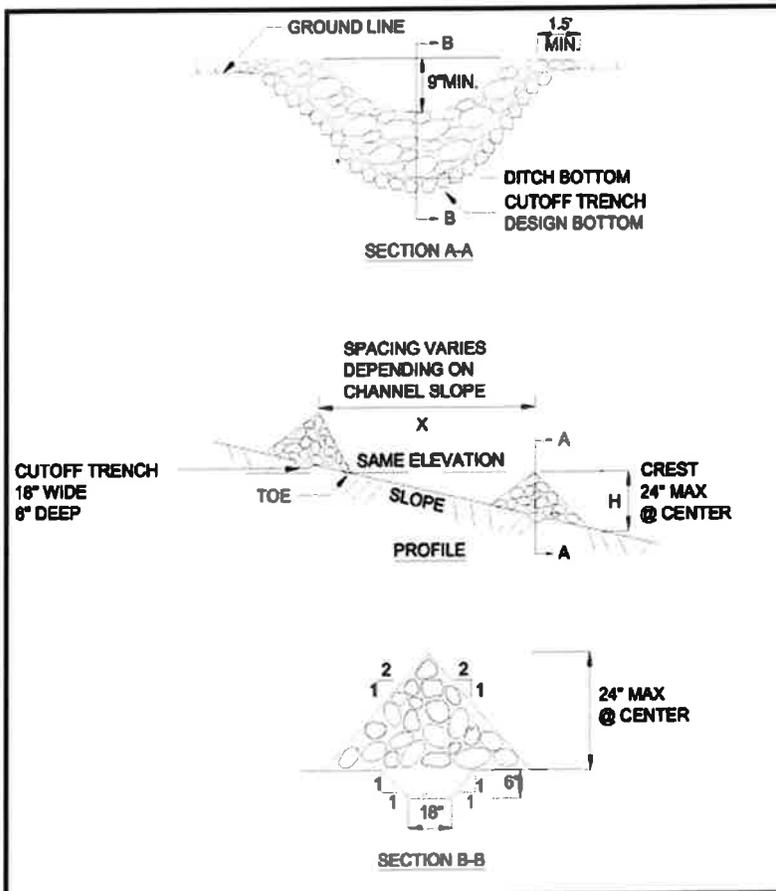


## Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9 inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.





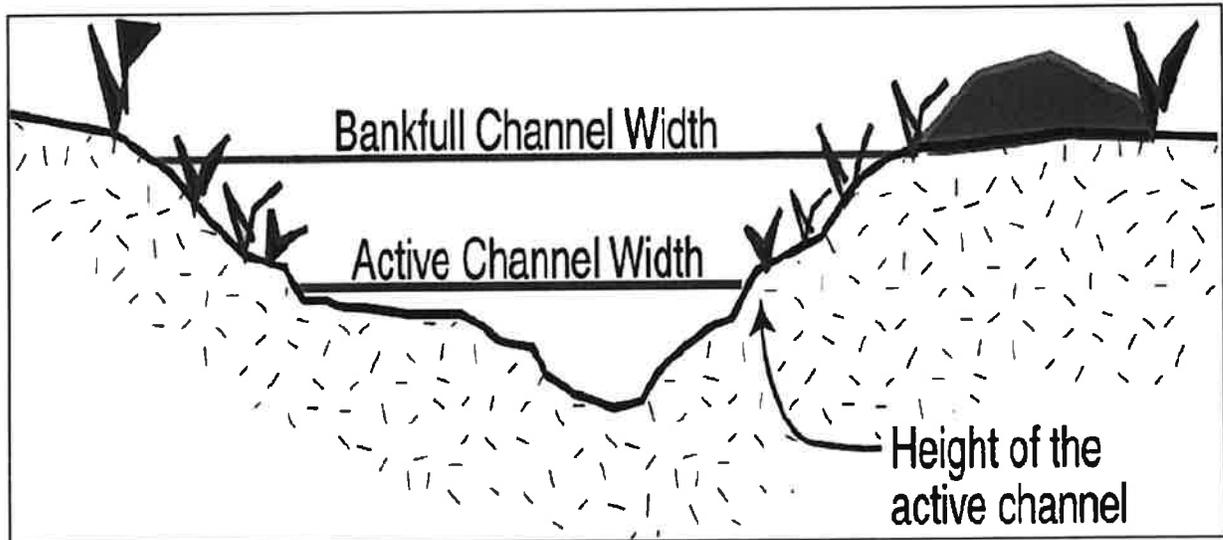
## Appendix B. Intermittent Stream Crossing Specification

VT DEC Watershed Management Division Date: June 2022

Per 6.3.D of the Municipal Road General Permit, all municipal road crossings on intermittent streams require sizing of new and replacement structures to be based on the Active Channel Width (ACW).

1. Intermittent streams will be field identified and consist of a defined channel entering the road network and a defined channel leaving the road network. The absence of surface base flows for an extended period of the year and the watershed size, typically under 0.25 mi<sup>2</sup>, differentiates these stream channels from perennial stream channels.
2. Hydraulics sizing of intermittent stream crossings will conform with the VTrans Hydraulics Manual for the roadway classification, Chapter 4 - Table 4-2. The design of these culverts will satisfy criteria in Chapter 6 - section 6.4.
3. Embedment of culverts on intermitted streams is often beneficial for sediment transport and to reduce the need to increase road heights when maintaining adequate cover above the pipe; minimum embedment of 1' for 4-6' culverts.
4. Culvert end treatments are required for intermittent stream crossings. Inlet and outlet headwalls must consist of any combination of VTrans stone fill with a grubbing layer, laid-up stone, reinforced concrete, and/or a culvert end section.
5. Culvert slope to match stream bed slope. Outlet apron at culvert end using of E-stone is recommended – see details.

### Determining the Active Channel Width on Intermittent Streams

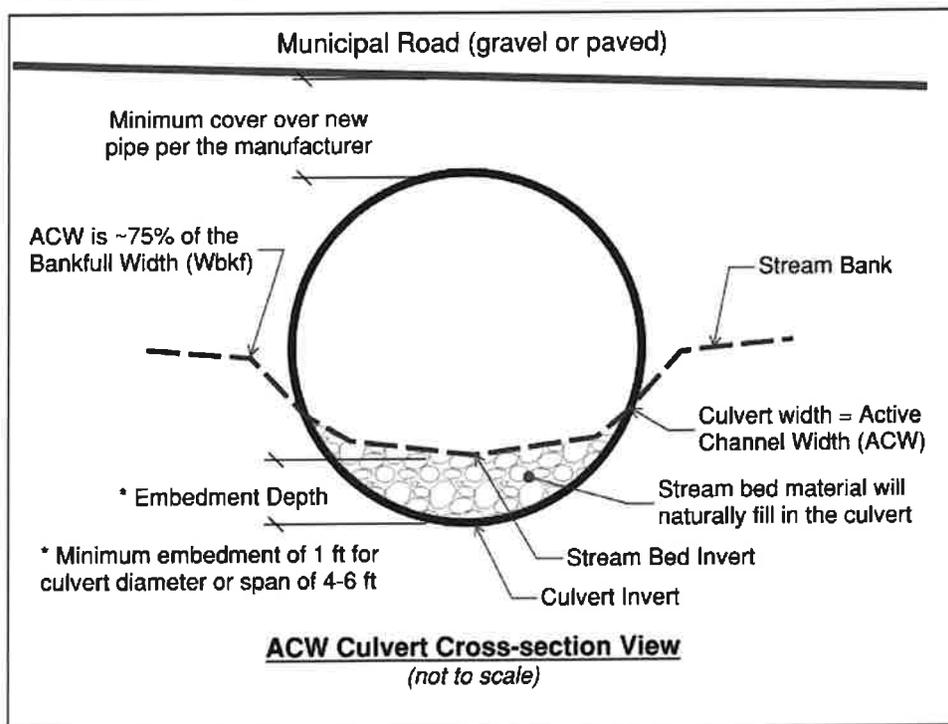
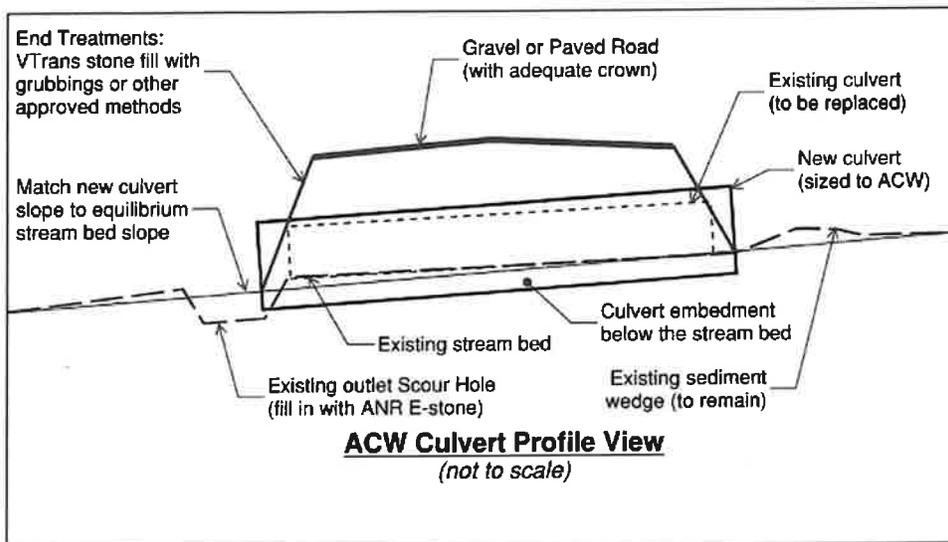


**Active Channel Width (ACW)** is defined as the limits of streambed scour on banks formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel width is narrower than the bankfull width (~75%) and is defined by a break in slope on the channel bank, typically seen as the edge of permanent vegetation.



### Culvert Sizing for Crossings on Intermittent Streams:

Determine the ACW through field measurements, **the culvert sizing will meet or exceed the Active Channel Width**. \* To obtain the measurements, go to a typical crossing location and obtain several upstream and downstream Active Channel Width measurements in riffles or straighter sections which are often the narrower channel width locations. \* The selected active channel width for the structure will be a representative average of these field measurements.







Axon Enterprise, Inc.  
 17800 N 85th St  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-797623-460501A

Issued: 01/28/2026

Quote Expiration: 03/31/2026

Estimated Contract Start Date: 05/01/2026

Account Number: 479904  
 Payment Terms: N30  
 Mode of Delivery: UPS-GND  
 Credit/Debit Amount: \$0.00

<b>IP TO</b>	<b>BILL TO</b>
Woodstock Police Department - VT 1 Woodstock Rd Woodstock, VT 05091-9759 USA	Woodstock Police Department - VT 454 Woodstock Rd Woodstock VT 05091-9759 USA Email:

<b>SALES REPRESENTATIVE</b>	<b>PRIMARY CONTACT</b>
Leo Ambrosi Phone: 8328292956 Email: lambrosi@axon.com Fax:	Chris O'Keefe Phone: 802-291-4086 Email: cokeefe@townofwoodstock.org Fax:

**Quote Summary**

Program Length	60 Months
<b>TOTAL COST</b>	\$113,762.10
<b>ESTIMATED TOTAL W/ TAX</b>	\$113,762.10

**Discount Summary**

Average Savings Per Year	\$2,454.89
<b>TOTAL SAVINGS</b>	\$12,274.45

**Payment Summary**

Date	Subtotal	Tax	Total
Apr 2026	\$22,752.42	\$0.00	\$22,752.42
Apr 2027	\$22,752.42	\$0.00	\$22,752.42
Apr 2028	\$22,752.42	\$0.00	\$22,752.42
Apr 2029	\$22,752.42	\$0.00	\$22,752.42
Apr 2030	\$22,752.42	\$0.00	\$22,752.42
<b>Total</b>	<b>\$113,762.10</b>	<b>\$0.00</b>	<b>\$113,762.10</b>

Quote Unbundled Price: \$115,543.30  
 Quote List Price: \$103,291.30  
 Quote Subtotal: \$113,762.10

icing

Deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Lograin</b>									
/Cam/IBD/TAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	60	\$78.01	\$62.52	\$62.52	\$3,751.20	\$0.00	\$3,751.20
/Cam/TAP	Body Worn Camera TAP Bundle	10	60	\$50.89	\$39.00	\$39.00	\$23,400.00	\$0.00	\$23,400.00
e3B+TAP	Fleet 3 Basic + TAP	3	60	\$233.42	\$210.15	\$210.15	\$37,827.00	\$0.00	\$37,827.00
/CNAB4	AB4 CONNECTED HARDWARE BUNDLE	10	60			\$1,049.00	\$10,490.00	\$0.00	\$10,490.00
<b>La Carte Hardware</b>									
0002	AB4 Multi Bay Dock Bundle	1			\$1,638.90	\$1,638.90	\$1,638.90	\$0.00	\$1,638.90
<b>La Carte Software</b>									
886	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	60	\$32.55	\$32.55	\$32.55	\$19,530.00	\$0.00	\$19,530.00
	Basic License Bundle	9	60	\$16.27	\$16.25	\$16.25	\$8,775.00	\$0.00	\$8,775.00
	Pro License Bundle	2	60	\$48.82	\$48.75	\$48.75	\$5,850.00	\$0.00	\$5,850.00
<b>La Carte Services</b>									
2331	PSO VIRTUAL TRAINING	1			\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
Tot							\$113,762.10	\$0.00	\$113,762.10

Delivery Schedule

Item	Description	QTY	Shipping Location	Estimated Delivery Date
<b>Hardware</b>				
<b>AB4 CONNECTED HARDWARE BUNDLE</b>				
100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	10	1	04/01/2026
100206	AXON BODY 4 - 8 BAY DOCK	1	1	04/01/2026
70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	04/01/2026
71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	04/01/2026
101675	AXON FLEET - ERICSSON CRADLEPOINT R990-5GD-A+5YR NETCLOUD	3	1	04/01/2026
101924	AXON FLEET - TAOGLAS ANT - 7-IN-1 4CELL 2MIFI 1GSSS INT	3	1	04/01/2026
70112	AXON SIGNAL - VEHICLE	3	1	04/01/2026
72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	3	1	04/01/2026
73889	AXON BODY - TAP REFRESH 1 - DOCK MULTIBAY	1	1	10/01/2028
73309	AXON BODY - TAP REFRESH 1 - CAMERA	10	1	10/01/2028
73588	AXON BODY - TAP REFRESH 2 - DOCK MULTIBAY	1	1	04/01/2031
73310	AXON BODY - TAP REFRESH 2 - CAMERA	10	1	04/01/2031

**Hardware**

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
Fleet 3 Basic + TAP	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	3	1	04/01/2031

**Software**

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	9	05/01/2026	04/30/2031
Basic License Bundle	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	9	05/01/2026	04/30/2031
Fleet 3 Basic + TAP	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	3	05/01/2026	04/30/2031
Fleet 3 Basic + TAP	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	6	05/01/2026	04/30/2031
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	6	05/01/2026	04/30/2031
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	2	05/01/2026	04/30/2031
A la Carte	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	05/01/2026	04/30/2031

**Services**

Bundle	Item	Description	QTY
Fleet 3 Basic + TAP	100738	AXON FLEET 3 - SIM INSERTION - VZW/AFB	3
Fleet 3 Basic + TAP	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED	3
A la Carte	102531	PSO VIRTUAL TRAINING	1

**Warranties**

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	1	04/01/2027	04/30/2031
Body Worn Camera TAP Bundle	80464	AXON BODY - TAP WARRANTY - CAMERA	10	04/01/2027	04/30/2031
Fleet 3 Basic + TAP	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	3	04/01/2027	04/30/2031
Fleet 3 Basic + TAP	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	3	04/01/2027	04/30/2031

# Shipping Locations

Location Number: Street: City: State: Zip: Country:  
 454 Woodstock Rd Woodstock VT 05091-9759 USA

## Payment Details

Voice Plan	Item	Description	Qty	Subtotal	Tax	Total
gear 1	102531	PSO VIRTUAL TRAINING	1	\$500.00	\$0.00	\$500.00
gear 1	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	\$3,906.01	\$0.00	\$3,906.01
gear 1	Basic License	Basic License Bundle	9	\$1,755.00	\$0.00	\$1,755.00
gear 1	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.24	\$0.00	\$750.24
gear 1	BWCamTAP	Body Worn Camera TAP Bundle	10	\$4,680.00	\$0.00	\$4,680.00
gear 1	Fleet3B+TAP	Fleet 3 Basic + TAP	3	\$7,565.39	\$0.00	\$7,565.39
gear 1	H00002	AB4 Multi Bay Dock Bundle	1	\$327.78	\$0.00	\$327.78
gear 1	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	10	\$2,098.00	\$0.00	\$2,098.00
gear 1	ProLicense	Pro License Bundle	2	\$1,170.00	\$0.00	\$1,170.00
<b>total</b>				<b>\$22,752.42</b>	<b>\$0.00</b>	<b>\$22,752.42</b>

Voice Plan	Item	Description	Qty	Subtotal	Tax	Total
voice Upon Fulfillment	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$0.00	\$0.00	\$0.00
voice Upon Fulfillment	BWCamTAP	Body Worn Camera TAP Bundle	10	\$0.00	\$0.00	\$0.00
voice Upon Fulfillment	Fleet3B+TAP	Fleet 3 Basic + TAP	3	\$0.00	\$0.00	\$0.00
<b>total</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Voice Plan	Item	Description	Qty	Subtotal	Tax	Total
gear 2	102531	PSO VIRTUAL TRAINING	1	\$500.00	\$0.00	\$500.00
gear 2	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	\$3,906.01	\$0.00	\$3,906.01
gear 2	Basic License	Basic License Bundle	9	\$1,755.00	\$0.00	\$1,755.00
gear 2	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.24	\$0.00	\$750.24
gear 2	BWCamTAP	Body Worn Camera TAP Bundle	10	\$4,680.00	\$0.00	\$4,680.00
gear 2	Fleet3B+TAP	Fleet 3 Basic + TAP	3	\$7,565.39	\$0.00	\$7,565.39
gear 2	H00002	AB4 Multi Bay Dock Bundle	1	\$327.78	\$0.00	\$327.78
gear 2	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	10	\$2,098.00	\$0.00	\$2,098.00
gear 2	ProLicense	Pro License Bundle	2	\$1,170.00	\$0.00	\$1,170.00
<b>total</b>				<b>\$22,752.42</b>	<b>\$0.00</b>	<b>\$22,752.42</b>

Voice Plan	Item	Description	Qty	Subtotal	Tax	Total
gear 3	102531	PSO VIRTUAL TRAINING	1	\$500.00	\$0.00	\$500.00
gear 3	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	\$3,906.01	\$0.00	\$3,906.01
gear 3	Basic License	Basic License Bundle	9	\$1,755.00	\$0.00	\$1,755.00
gear 3	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.24	\$0.00	\$750.24
gear 3	BWCamTAP	Body Worn Camera TAP Bundle	10	\$4,680.00	\$0.00	\$4,680.00

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	Flee3B+TAP	Fleet 3 Basic + TAP	3	\$7,565.39	\$0.00	\$7,565.39
Year 3	H00002	AB4 Multi Bay Dock Bundle	1	\$327.78	\$0.00	\$327.78
Year 3	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	10	\$2,098.00	\$0.00	\$2,098.00
Year 3	ProLicense	Pro License Bundle	2	\$1,170.00	\$0.00	\$1,170.00
<b>Total</b>				<b>\$22,752.42</b>	<b>\$0.00</b>	<b>\$22,752.42</b>

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	102531	PSO VIRTUAL TRAINING	1	\$500.00	\$0.00	\$500.00
Year 4	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	\$3,906.01	\$0.00	\$3,906.01
Year 4	BasicLicense	Basic License Bundle	9	\$1,755.00	\$0.00	\$1,755.00
Year 4	BWCam/BDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.24	\$0.00	\$750.24
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	10	\$4,680.00	\$0.00	\$4,680.00
Year 4	Flee3B+TAP	Fleet 3 Basic + TAP	3	\$7,565.39	\$0.00	\$7,565.39
Year 4	H00002	AB4 Multi Bay Dock Bundle	1	\$327.78	\$0.00	\$327.78
Year 4	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	10	\$2,098.00	\$0.00	\$2,098.00
Year 4	ProLicense	Pro License Bundle	2	\$1,170.00	\$0.00	\$1,170.00
<b>Total</b>				<b>\$22,752.42</b>	<b>\$0.00</b>	<b>\$22,752.42</b>

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	102531	PSO VIRTUAL TRAINING	1	\$500.00	\$0.00	\$500.00
Year 5	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	\$3,906.01	\$0.00	\$3,906.01
Year 5	BasicLicense	Basic License Bundle	9	\$1,755.00	\$0.00	\$1,755.00
Year 5	BWCam/BDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	\$750.24	\$0.00	\$750.24
Year 5	BWCamTAP	Body Worn Camera TAP Bundle	10	\$4,680.00	\$0.00	\$4,680.00
Year 5	Flee3B+TAP	Fleet 3 Basic + TAP	3	\$7,565.39	\$0.00	\$7,565.39
Year 5	H00002	AB4 Multi Bay Dock Bundle	1	\$327.78	\$0.00	\$327.78
Year 5	HWCNAB4	AB4 CONNECTED HARDWARE BUNDLE	10	\$2,098.00	\$0.00	\$2,098.00
Year 5	ProLicense	Pro License Bundle	2	\$1,170.00	\$0.00	\$1,170.00
<b>Total</b>				<b>\$22,752.42</b>	<b>\$0.00</b>	<b>\$22,752.42</b>

is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit or to invoicing.

## Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

on Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ICEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

## Exceptions to Standard Terms and Conditions

Agency has existing contract(s) originated via Quote(s):  
Q-483891

Agency is terminating those contracts effective 5/1/2026. Any changes in this date will result in modification of the program value which may result in additional fees or credits due to or from Axon.

The parties agree that Axon is applying a Transfer Balance of \$.00

### Rewrite Estimates

**Estimated Amounts and Contract Terminations.** Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

### Refresh Shipment Timing

**Technology Assurance Plan (TAP) Refresh Prior to Renewal.** For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

### Shipment Timing

**Shipment Variance.** Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

Signature

Date Signed

28/2026





January 27, 2026

Dear Trustees,

The legislature passed Act 181 to help address the ongoing housing crisis our communities, including yours, face. One of the ways the Act does this is through the temporary removal of Act 250 permitting for housing developments in certain areas in your community. This exemption is currently in place through 2026 for Woodstock Village, and you can see the state map [here](#). After 2026, such an exemption will only continue in new 'Tier 1B' areas that are in the process of being established.

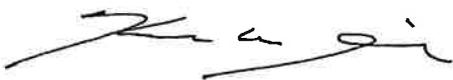
**Four things have to be in place for a Tier 1B area to be created:**

- The area must meet the Tier 1B statutory requirements (which we feel it does).
- The area must be mapped in the draft Regional Plan. In Woodstock, these are lands we are proposing as Village Centers and Village Areas in the Village. As the Town lacks subdivision regulations, it cannot have a Tier 1B area outside the Village at this time. You can find the digital Future Land Use map [here](#), and attached. The Village could request any or all of these land use areas.
- **The Selectboard has to request Tier 1B as part of our Regional Plan.**
- The State Land Use Review Board must approve the area when approving the Regional Plan (in late 2026).

What would a Tier 1B approval mean? Only that in 2027 and later, Act 250 would no longer apply to housing developments of 50 units or less on parcels of 10 acres or less within that area. This is not limited to affordable housing, and it is not necessarily big buildings. Importantly, your zoning and subdivision rules would not change and would still apply. Various other things like wastewater and water supply permits would still apply as well.

As the Tier 1B request has to come from the Village Trustees, TRORC staff would like to come to a Trustee meeting to answer any questions as you consider whether to request Tier 1B. I have copied your Planning Commission as well as they may want to participate. Please email Kyle Katz and me if you have any questions ahead of time. Thank you.

Sincerely,



Kevin Geiger, AICP CFM  
Chief Planner

Cc Kyle Katz, Peter Gregory, Woodstock Commissioner, PC chair, TM

William B. Emmons, III, Chair ~ Peter G. Gregory, AICP, Executive Director  
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ [trorc.org](http://trorc.org)

Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock ~ Harford  
Harland ~ Newbury ~ Norwch ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford  
Thetford ~ Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock





# DRAFT Regional Future Land Use

<https://trorc.org/regional-chapters-draft/>

comments:

[regionalplan@trorc.org](mailto:regionalplan@trorc.org)

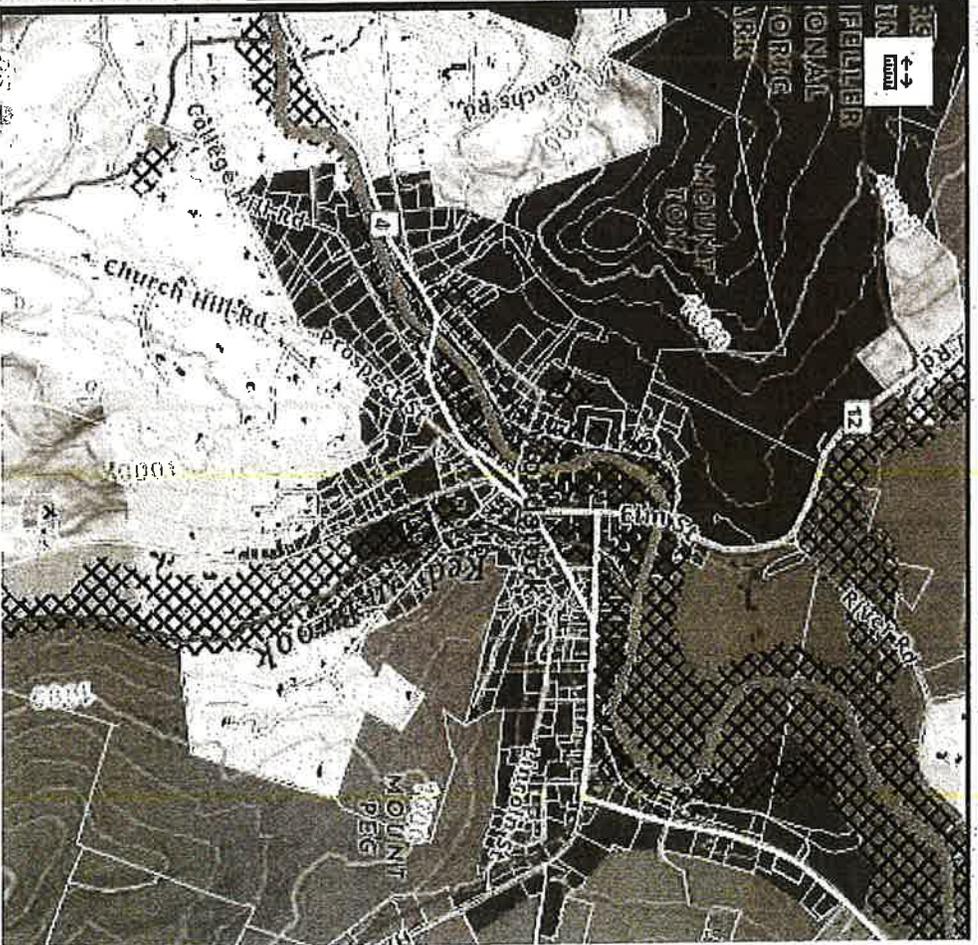
**For use when projects trigger Act 250;  
Does not change zoning.**

### Downtown/Village Center- 1% of Region

Dense centers with a mix of residential, business, and civic uses. Will become Designated Center under and eligible for locally-requested Act 250 exemption (Tier 1A/B)

### Village Area- 0.5% of Region

Existing neighborhoods adjacent to Centers with planning and zoning that support residential and mixed-use. Will become Designated Neighborhood under State Designation and eligible for locally-requested Act 250 exemption (Tier 1A/B)





**Village of Woodstock  
Board of Trustees Meeting  
February 10<sup>th</sup> 2026  
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, Interim Police Chief Chris O’Keeffe, Kitty Mears Koar

**Public:** Wendy Marrinan, Elisa Tarlow, Sally Schillinger, Sarah Bernstein, Amy Jenne, Jim Kelly, Kevin Geiger

**A. Call to order**

1. Chair Seton Mcilroy called February 12<sup>th</sup>, 2026, Village Trustees meeting to order at 6:30PM.

**B. Additions and Deletions -None**

**C. Citizens' Comments**

Wendy Marrinan expressed interest in the upcoming discussion about the demolition of numbers 14 and 18 South Street.

Elisa Tarlow suggested that with the rewriting of the Town plan and the loss of the Design Advisory Board (VDAC), the Town should consider hiring a specialized historic architect to create a searchable database document that incorporates house styles, design details, and product options. She expressed concern that without proactive action, Woodstock might lose its historic integrity. Elisa Tarlow noted that while this wasn't in the budget, she believed there might be individuals or organizations willing to donate funds for such a position.

Sally Schillinger shared similar concerns about preserving the historic character of Woodstock, particularly regarding the demolition of the two houses near the Woodstock Inn.

**D. Reports**

**Manager's Report**

Eric Duffy reported that the Town received a \$1 million grant which helps offset wastewater costs. Water readings will be conducted in the coming days to prepare the first water bill of the year, noting that there will be only two water bills this year instead of four.

Eric Duffy also reported that the Village and the library will no longer have lease agreements for the parking lot starting July 1 of this year, as they wanted more money for the lot. The Village will no longer pay for snow removal, striping, and pavement for that area.

**Financial Report**

Eric Duffy presented the financial reports, noting that overall, the Village is in a good position financially. Revenues are tracking well, with parking revenue at \$24,018 plus an additional \$12,000. Credit card parking revenue is already 80% of projection (\$80,000).

The report highlighted that expenses for credit card charges for parking meters are at \$20,071, exceeding the \$13,000 budgeted. This is due to the new way of tracking parking meter fees, which now captures the actual costs of the credit card processing.

**Police Report**

Interim Chief Chris O’Keeffe reported that Officer Anna Ingraham started on February 9th. She brings over 14 years of experience, previously serving with Royalton PD for 2 years and Norwich for over 8 years. She will be working the 2-10 PM shift. O’Keeffe also mentioned that

longtime parking attendant Terry Poljacik resigned, so they will be posting for that position soon. Weather-related incidents included two crashes following a recent snowstorm, but otherwise operations have been routine. The department has put together a plan to increase traffic enforcement, though winter conditions currently limit some enforcement activities like weighing trucks.

#### **E. Votes**

##### **Girl Scout Cookie Sales- Sidewalk Permit**

Sarah Bernstein requested permission to hold a cookie sale in front of Clover on Saturday February 21st, from 10 AM to 2 PM with one table. Trustees reminded the applicant of the requirement to maintain at least 3 feet of clearance for pedestrians.

Motion: by Vice Chair Jeffrey Kahn to approve the Girl Scout Cookie sale in front of Clover with the sidewalk space maintaining 3 feet from the table to the edge of the sidewalk.  
(6:57PM)

Seconded: Lisa Lawlor

Vote: 5-0-0 passed

Amy Jenne representing Troop 60419 requested permission to host cookie booths in front of the Village Butcher on Saturday, March 7th and Saturday, March 14th from 10:30 AM to 2:30 PM.

Motion: by Chair Seton Mcilroy to approve a sidewalk permit for the Girl Scouts in front of the Village Butcher on Saturday, March 7th and Saturday, March 14th from 10:30 to 2:30 PM  
(6:58PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

##### **Pride- Use of Green Amendment**

Seton Mcilroy co-chair and cofounder of Woodstock Pride requested an amendment to their previously approved use of Green permit. She explained that the tent company may need to set up on Friday and take down on Monday rather than just having the tent on Saturday as originally planned. The event is utilizing a 10x20 tent.

Motion: by Vice Chair Jeffrey Kahn to approve the amendment for Pride's use of Green to allow tent setup on Friday through Monday if needed (7:00PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

##### **Pride- Use of Parking Meters for Flags**

Seton Mcilroy requested permission to place Pride flags in the parking meters with flagpole holders from Friday through Sunday (June 5-7). As in previous years, they will distribute letters to affected businesses informing them of the flags.

Motion: by Vice Chair Jeffrey Kahn to approve Pride's use of parking meters for flags from June 5th-7th (7:01PM)

Seconded: Lisa Lawlor

Vote: 4-0-0 passed

#### **Chamber of Commerce Permits**

Jim Kelly represented the Chamber of Commerce for multiple permits:

#### **Wassail- Use of Green**

Jim Kelly requested use of the Green for Wassail Weekend on December 11-12, 2026. The event will run on Friday from 10 AM to 6 PM and Saturday from 8 AM to 7 PM. He noted this would follow the same layout as previous years, with the possibility of adding a second bar. A fire truck may be placed on the green on Saturday if ground conditions allow.

Motion: by Chair Seton Mcilroy to approve the use of the Green Permit for the Chamber of Commerce for Wassail for December 11 and December 12 (7:07PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

#### **Use of Gore**

Jim Kelly requested use of the Gore for December 12 from 8:30 AM to 5 PM. The Chair reminded Kelly that the Gore is only to be used for nonprofit purposes. The Gore will be used for horse and carriage staging and food vendors from local nonprofits.

Motion: by Chair Seton to approve the Woodstock Area Chamber of Commerce Use of the Gore Permit for December 12 from 8:30 to 5 PM for use for the lining up for the horse and carriage rides and for food from local nonprofits (7:11PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

#### **Parade**

Jim Kelly requested a parade permit for December 12 from 2-3 PM using the same route as previous years. Lisa Lawlor noted the need for a timeline to coordinate with police and emphasized that the Chamber of Commerce would be responsible for reimbursing the municipality for any police services.

Motion: by Chair Seton Mcilroy to approve the Chamber of Commerce Wassail Parade permit application for December 12 from 2 PM to 3 PM with the caveat that they return in June with a plan with the police about how things are going to be managed as well as how many police officers will be needed (7:15PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

#### **Banner**

Jim Kelly requested a banner permit for December 7th-14<sup>th</sup>

Motion: by Chair Seton Mcilroy to approve the Woodstock Area Chamber of Commerce banner permit request from December 7 through December 14 (7:16PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

**Market on the Green – Use of Green**

Jim Kelly requested use of the Green for Market on the Green every Wednesday from June 3 to October 21, from 2-6 PM (with the public portion from 3-6 PM). He noted they expect to have up to 40 vendors this year and are in the process of hiring someone to manage the event.

Discussion included vendor parking concerns, with a reminder that spaces would be marked off temporarily for unloading and then opened back to the public. Mr. Kelly confirmed they would work with police to coordinate this process.

Motion: by Chair Seton Mcilroy to approve the Market on the Green permit for June every Wednesday between June 3 and October 21 from 2 PM to 6 PM for a maximum of 40 vendors (7:25PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

**Sidewalk Permit (Event) – May 15th & 16th**

Jim Kelly requested a sidewalk permit for May 15-16 (Friday and Saturday) for a sidewalk sale. The Trustees reminded him of requirements to maintain pedestrian access and to ensure vendors keep displays against the buildings to maintain clearance. Jim Kelly requested a variance to allow 3 feet of clearance instead of the standard 5 feet, and committed to being present to enforce compliance.

Motion: by Chair Seton Mcilroy to approve the sidewalk permit for the Chamber of Commerce for May 15 and 16, 2026 also vote to allow a variance from 5 feet to 3 feet unobstructed space (7:31PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

**Sidewalk Permit (Event) – August 14th & 15th**

Jim Kelly requested a sidewalk permit for August 14-15 from 10 AM to 5 PM, with the same variance request.

Motion: by Chair Seton Mcilroy Motion to approve the use of the sidewalk permit for the Chamber of Commerce for August 14 and 15 from 10 to 5 along with a variance that allows for only 3 feet of unobstructed space on the sidewalk instead of the 5 feet (7:32PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

**FY27 Village Warning**

The Board reviewed the warning for the Village meeting on March 17th. The warning includes voting by Australian ballot between 7 AM and 7 PM for the election of Village officers (a Trustee for a 3-year term and a Trustee for a 2-year term). The Village meeting will begin at 7:30

PM to discuss and vote on several articles, including appointing a moderator, Trustee of Public Funds, Village Clerk, and Treasurer etc.

Motion: by Chair Seton Mcilroy to approve the warning for the annual village meeting on March 17 as presented (7:37PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

## **F. Discussion**

### **Two Rivers presentation: Tier IB Process**

Kevin Geiger from Two Rivers Regional Planning Commission presented on the Tier IB process, which would exempt housing projects of up to 50 units from Act 250 review in designated Village centers and Village areas within the Village boundary. He explained that while this exemption would remove one regulatory hurdle for housing development, projects would still need to comply with local zoning and obtain water and sewer capacity.

Trustees expressed interest in continuing the discussion but wanted more information and public input before making a decision. The Board decided to schedule a dedicated meeting to discuss the topic further before the end of March.

### **Police Vehicle Camera and Body Camera Contract**

Interim Chief Chris O'Keeffe presented information about a proposed contract with Axon for new body-worn cameras and cruiser cameras. He explained that their current equipment is obsolete and no longer supported by the manufacturer. The new system would put all equipment under one vendor and modernize their technology with cloud storage and GPS capabilities.

The 5-year contract would cost \$113,762.10 total (\$22,752.42 annually). The Burn Foundation has provided a \$15,000 donation to offset first-year costs. The Interim Chief noted the contract includes training, setup, and 24-hour warranty service.

The Board asked questions about security, data ownership, and alternative vendors. They decided to place this item on the next meeting agenda for a formal vote.

### **Village Meeting Update**

The Board discussed preparations for the upcoming Village Meeting on March 17th. They confirmed the meeting would be held upstairs and begin at 7:30 PM, with the reorganizational meeting immediately following. Eric Duffy will prepare information folders for new Trustees, and they discussed plans for training on open meeting laws and other relevant topics for board members.

### **Village's Position on ACT 250 Process for Demolition of 14 and 16 South St.**

Seton Mcilroy raised concerns about a letter sent by Phil Neuberg, a Village resident, to the state land use review board regarding the Woodstock Inn's application to demolish two buildings. The letter suggested that if certain criteria were met, the Woodstock Foundation should provide \$75,000 to the Village for developing architectural design guidelines. Seton Mcilroy noted that the way the letter was written made it appear that the Village Trustees had endorsed this proposal, which they had not.

After discussion, the Board agreed that the Chair Seton Mcilroy would write a letter to the land use board clarifying that Neuberg's suggestion was his personal opinion and not endorsed by the Village Trustees.

### **March Re-org Meeting Prep**

The Board discussed preparations for the reorganization meeting that will follow the

Village Meeting. They talked about the need for a comprehensive list of all appointed positions and the importance of having formal confirmations from individuals willing to serve rather than relying on verbal confirmations.

**Village Report distributed by March 6th**

Eric Duffy noted that the Village report will be available by March 6th at the Town Hall.

The report will also be available online.

**J. Approval of Minutes**

Motion: by Chair Seton Mcilroy to approve the minutes from  
01.13.26 & 01.26.26 with the corrections (8:34PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

**J. Adjournment**

Motion: by Chair Seton Mcilroy to adjourn the meeting at  
(8:34PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

*Respectfully submitted,  
Kitty Mears Koar*

Village of Woodstock  
Board of Trustees Personnel Hearing  
March 3<sup>rd</sup>, 2026  
9:00 AM  
Masonic 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

**Lawyers:** Attorney Brian Monaghan Esq., Attorney Kendell Hoechst Esq., Attorney Linda Fraas Esq.,

**Public:** Mike Donahue, Pamela Clarke, Louis Dekmar

9:00 AM Attorney Hoechst questioned Municipal Manager Duffy

9:26 AM Mike Donahue interrupted the Hearing; Attorney Monaghan told him he was not allowed to make a public record request.

9:26 AM The hearing took a break.

9:34 AM Attorney Monaghan made a statement about public records request.

9:34 AM Attorney Hoechst made a statement regarding a transcript.

9:43 AM Attorney Hoechst questioned Municipal Manager Duffy

10:16 AM Attorney Fraas questioned Municipal Manager Duffy

11:02 AM The hearing took a break.

11:20 AM The Hearing continued.

12:49 PM The Hearing took a break for lunch.

1:36 PM The Hearing continued.

1:41 PM Attorney Fraas concluded her questioning.

1:53 PM Attorney Hoechst questioned Louis Dekmar

3:10 PM Attorney Fraas questioned Louis Dekmar

4:22 PM Attorney Fraas gave her closing Statement.

4:39 PM Attorney Hoechst gave her closing Statement.

The Hearing concluded at 4:44 PM

*Respectfully submitted,  
Kitty Mears Koar*



Village of Woodstock  
Board of Trustees Personnel Hearing  
March 2<sup>nd</sup>, 2026  
9:00 AM  
Masonic 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

**Lawyers:** Attorney Brian Monaghan Esq., Attorney Kendell Hoechst Esq., Attorney Linda Fraas Esq.

**Public:** Pamela Clarke

**Call to Order**

Chair Seton McIlroy called the March 2<sup>nd</sup> Village Trustees meeting to order at 9:00 AM.

**Preliminary Matters and Ground Rules**

Attorney Monaghan established several important ground rules for the proceeding. He instructed all attendees to silence their phones and refrain from any comments, reactions, or disruptions during testimony. He explained that unlike regular board meetings, this quasi-judicial hearing would not accept public comment, and anyone disrupting the proceedings would be required to leave. The hearing was being conducted both in-person and via Zoom for public access.

The hearing officer outlined the schedule, planning breaks at 10:30 AM and noon, with the possibility of continuing into the afternoon and potentially a second day, if necessary. He noted that written statements addressing conflict of interest allegations from Trustees would be made available.

**Opening Statements**

9:06 AM Attorney Fraas, Attorney for the Mr. Joseph Swanson presented her opening statement.

9:26 AM Attorney Fraas concluded her opening statement.

9:26 AM Attorney Hoechst, Attorney for the Village of Woodstock, presented her opening statement.

9:34 AM Attorney Hoechst concluded her opening statement.

**Evidence and Exhibit Disputes**

9:25AM Attorney Fraas presented her Evidence and Exhibit Disputes, Attorney Hoechst refuted Attorney Fraas Evidence and Exhibit Disputes. Both Attornies went back and forth taking turns speaking.

**Hearing Officer's Evidence Rulings**

After deliberation, Attorney Monaghan admitted most exhibits with specific exceptions:

- Most portions of Exhibit K (complaints about Manager Duffy) were excluded as irrelevant

- Exhibits R and T were excluded from being submitted.
- The employee exit survey and initial email in Exhibit K were admitted
- All other exhibits were admitted into evidence

**Municipal Manager Duffy's Testimony**

11:30 AM Attorney Fraas called Municipal Manager Eric Duffy to the stand.

11:30 AM Attorney Fraas questioned Municipal Manager Duffy.

12:26 PM Attorney Fraas temporarily concluded her questioning.

12:26 PM Attorney Monaghan stated they would be taking an hour break for Lunch.

1:30 PM Municipal Manager Eric Duffy took the stand.

1:30 PM Attorney Fraas questioned Municipal Manager Duffy

3:55 PM Attorney Fraas temporarily concluded her questioning.

**Cross Examination**

3:56 PM Attorney Hoechst questioned Municipal Manager Duffy

5:02 PM The Hearing was concluded for the day, will reconvene tomorrow March 3<sup>rd</sup> at 9 AM

*Respectfully submitted,  
Kitty Mears Koar*