

Village of Woodstock
Board of Trustees
May 4th 2026 at 6:30PM
Town Hall & Zoom
Agenda

- A. Call to order**
- B. Additions and Deletions to posted agenda**
- C. Citizens' Comment – Three Minute Maximum Limit Per Resident**
- D. Reports**
 - a. Manager's Report
 - b. Financial Report
 - c. Police Report
- E. Votes**
 - a. DAR Wreath Laying Event- Use of Gore Permit
 - b. Alumni Day -Parade, Use of Green and Banner
 - c. Conservation Committee Appointment – George Whit Manter
 - d. Prouty Ultimate -Parade
 - e. Norman Williams Library – Banner
 - f. Village Butcher – Sidewalk permit
 - g. Banner Approval Process
 - h. Permit Software Contract
- F. Discussion**
 - a. Rotary plaque
 - b. Update on Missing Speed Signs
 - c. Library lot clean up
 - d. Elementary parking lot
 - e. Parking spot in front of Post Office
 - f. Wassail
 - g. Foliage Food Vendor Update
- G. Approval of Minutes**
 - 04.14.26
- 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.

05/01/26
10:15 am

WOODSTOCK TOWN General Ledger
Current Yr Pd: 11 - Budget Status Report
VILLAGE GENERAL FUND

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Robert Densmore

Account	Budget	Actual	Actual % of Budget
2-400 REAL ESTATE TAX REVENUE			
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%
Total REAL ESTATE TAX REVENUE	778,797.13	778,697.13	99.99%
2-401 HIGHWAY REVENUE			
Total HIGHWAY REVENUE	0.00	0.00	0.00%
2-402 FEES & PERMITS			
2-4025-000 Use of Green	1,000.00	1,450.00	145.00%
2-4026-000 Curb Cuts Permits	300.00	275.00	91.67%
Total FEES & PERMITS	1,300.00	1,725.00	132.69%
2-404 SHORT TERM RENTAL ENFORCE			
2-4041-000 Registrations	25,000.00	4,825.00	19.30%
2-4042-000 Fines	50.00	0.00	0.00%
Total SHORT TERM RENTAL ENFORCE	25,050.00	4,825.00	19.26%
2-405 PLANNING & ZONING			
2-4051-000 Zoning Permits	50,000.00	24,540.00	49.08%
2-4052-000 Zoning Maps & Regulations	0.00	10.00	100.00%
2-4053-000 Yard Sale Permits	50.00	40.00	80.00%
Total PLANNING & ZONING	50,050.00	24,590.00	49.13%
2-406 POLICE REVENUE			
2-4061-000 Parking Fines	30,000.00	28,511.00	95.04%
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	40,306.42	1,612.26%
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	394,392.23	83.33%
2-4068-000 Courthouse parking	9,270.00	30,070.20	324.38%
2-4069-000 CreditCardsPermitsParking	98,000.00	111,831.40	114.11%
Total POLICE REVENUE	721,440.77	651,310.76	90.28%
2-407 INTEREST INCOME			
2-4071-000 General Interest Income	32,500.00	19,758.03	60.79%
Total INTEREST INCOME	32,500.00	19,758.03	60.79%
2-409 MISCELLANEOUS			
2-4091-000 Miscellaneous Revenue	4,000.00	7,130.29	178.26%
2-4098-000 Prior Year Adjustments	1,700.00	0.00	0.00%

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VILLAGE GENERAL FUND

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Account	Budget	Actual	Actual % of Budget
Total MISCELLANEOUS	5,700.00	7,130.29	125.09%
2-41 EAST END			
2-4101-000 East End Revenue	2,800.00	3,600.00	128.57%
Total EAST END	2,800.00	3,600.00	128.57%
2-43 IRENE RECOVERY REVENUE			
Total IRENE RECOVERY REVENUE	0.00	0.00	0.00%
2-44 GRANT REVENUE			
2-4414-000 DUI Enforcement Grant Rev	15,000.00	10,553.02	70.35%
Total GRANT REVENUE	15,000.00	10,553.02	70.35%
2-470 TRANSFERS IN			
2-4702-000 Transfer from Trustee	0.00	3,400.00	100.00%
Total TRANSFERS IN	0.00	3,400.00	100.00%
2-480 COMMUNITY CONTRIBUTIONS			
Total COMMUNITY CONTRIBUTIONS	0.00	0.00	0.00%
Total Revenues	1,632,637.90	1,505,589.23	92.22%
2-500 SPECIAL ARTICLES			
2-5001 GRANTS/CONTRIB-TRUST FUND			
Total GRANTS/CONTRIB-TRUST FUND	0.00	0.00	0.00%
2-5002 GRANTS/CONTRIB-GENL FUND			
Total GRANTS/CONTRIB-GENL FUND	0.00	0.00	0.00%
Total SPECIAL ARTICLES	0.00	0.00	0.00%
2-501 ADMINISTRATION			
2-5011 TRUSTEES			
2-5011-100 Salaries & Wages	3,750.00	3,750.00	100.00%
2-5011-197 Employer healthcare cost	165,853.61	165,212.62	99.61%
2-5011-198 CCC Tax Village	2,982.72	2,872.42	96.30%
2-5011-199 Employer Paid Benefits	230.00	286.90	124.74%
2-5011-302 Legal Fees	5,000.00	38,969.73	779.39%
2-5011-603 Dues, Subs & Meetings	100.00	140.94	140.94%
2-5011-612 Printing Village Report	1,500.00	1,025.00	68.33%
2-5011-613 Tree Fund	10,000.00	10,645.00	106.45%

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2-5011-615 Advertising	1,000.00	892.80	89.28%
2-5011-616 WES Parking lot	1,000.00	0.00	0.00%
2-5011-815 Insurance	97,125.00	69,159.69	71.21%
Total TRUSTEES	288,541.33	292,955.10	101.53%
2-5012 EXECUTIVE			
2-5012-100 Salaries & Wages	81,750.00	67,346.97	82.38%
2-5012-199 Employer Paid Benefits	16,350.00	5,642.16	34.51%
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	3,058.66	359.84%
2-5012-615 Advertising	135.00	0.00	0.00%
Total EXECUTIVE	108,922.50	78,810.59	72.35%
2-5013 OFFICE ADMINISTRATION			
2-5013-201 Operating Supplies	1,295.00	580.60	44.83%
2-5013-202 Office Supplies	1,415.00	507.38	35.86%
2-5013-204 Postage	2,000.00	2,009.91	100.50%
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	5,704.73	102.79%
2-5013-503 NEMRC Support/License	837.50	1,452.82	173.47%
2-5013-505 IT - Village	7,750.00	7,825.28	100.97%
2-5013-615 Advertising	700.00	260.40	37.20%
Total OFFICE ADMINISTRATION	20,770.00	18,654.92	89.82%
2-5014 AUDITING			
2-5014-301 Professional Services	16,600.00	15,200.00	91.57%
Total AUDITING	16,600.00	15,200.00	91.57%
2-5015 TREASURER			
2-5015-100 Salaries & Wages	1,500.00	1,153.70	76.91%
2-5015-199 Employer Paid Benefits	100.00	86.50	86.50%
Total TREASURER	1,600.00	1,240.20	77.51%
2-5016 ACCOUNTING			
2-5016-100 Salaries & Wages	41,528.71	32,564.23	78.41%
2-5016-199 Employer Paid Benefits	10,250.00	3,298.57	32.18%
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%
Total ACCOUNTING	56,409.96	36,174.32	64.13%

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2-5018 VILLAGE CLERK			
2-5018-316 Village Clerk Wages	400.00	400.00	100.00%
Total VILLAGE CLERK	400.00	400.00	100.00%
2-5019 CAPITAL RESERVE			
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%
Total CAPITAL RESERVE	15,000.00	15,000.00	100.00%
Total ADMINISTRATION	508,243.79	458,435.13	90.20%
2-502 HIGHWAY DEPARTMENT			
2-5022 TRAFFIC CONTROL			
Total TRAFFIC CONTROL	0.00	0.00	0.00%
2-5023 HIGHWAY MAINTENANCE			
2-5023-409 Small Tools & Equipment	0.00	89.99	100.00%
Total HIGHWAY MAINTENANCE	0.00	89.99	100.00%
2-5024 SIDEWALK MAINTENANCE			
Total SIDEWALK MAINTENANCE	0.00	0.00	0.00%
2-5025 VILLAGE PARKS			
2-5025-302 Fertilization/tree work E	1,700.00	0.00	0.00%
Total VILLAGE PARKS	1,700.00	0.00	0.00%
2-5026 STREET LIGHTS			
Total STREET LIGHTS	0.00	0.00	0.00%
2-5027 PUBLIC WORKS BUILDING			
Total PUBLIC WORKS BUILDING	0.00	0.00	0.00%
2-5028 HIGHWAY EQUIPMENT MAINT			
Total HIGHWAY EQUIPMENT MAINT	0.00	0.00	0.00%
2-5029 CAPITAL RESERVE			
Total CAPITAL RESERVE	0.00	0.00	0.00%
Total HIGHWAY DEPARTMENT	1,700.00	89.99	5.29%

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Account	Budget	Actual	Actual % of Budget
2-503 VILLAGE POLICE DEPT			
2-5030 POLICE ADMINISTRATION			
2-5030-100 Salaries & Wages	178,360.00	141,671.09	79.43%
2-5030-107 Educ, EMT Training & Stipend	4,350.00	1,000.00	22.99%
2-5030-199 Employer Paid Benefits	35,672.00	22,406.59	62.81%
2-5030-201 Operating Supplies	1,750.00	3,711.27	212.07%
2-5030-202 Office Supplies	325.00	2,929.12	901.27%
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%
Total POLICE ADMINISTRATION	223,307.00	172,966.07	77.46%
2-5031 LAW ENFORCEMENT			
2-5031-100 Salaries & Wages	417,000.00	335,243.06	80.39%
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	88,991.38	104.78%
2-5031-201 Operating Supplies	900.00	384.40	42.71%
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	12,971.23	418.43%
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	1,397.09	12.26%
2-5031-413 Officer Video Recording	100.00	0.00	0.00%
2-5031-603 Dues, Subs & Meetings	350.00	0.00	0.00%
Total LAW ENFORCEMENT	536,097.00	471,456.01	87.94%
2-5032 POLICE TRAINING			
2-5032-100 Salaries & Wages	13,500.00	25,482.83	188.76%
2-5032-199 Employer Paid Benefits	2,700.00	1,949.48	72.20%
2-5032-601 Travel & Transportation	300.00	0.00	0.00%
2-5032-605 Tuition	2,000.00	969.51	48.48%
Total POLICE TRAINING	18,500.00	28,401.82	153.52%
2-5033 POLICE COMMUNICATIONS			
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	6,996.61	69.97%
Total POLICE COMMUNICATIONS	75,230.00	72,186.61	95.95%
2-5034 PARKING METERS			
2-5034-100 Salaries & Wages	30,181.00	13,900.17	46.06%
2-5034-199 Employer Paid Benefits	2,414.48	1,066.58	44.17%

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2-5034-202 Office Supplies	3,050.00	5,308.63	174.05%
2-5034-204 Postage	3,060.00	2,405.65	78.62%
2-5034-210 Computer Software	1,100.00	0.00	0.00%
2-5034-212 CreditCard/Meter Charges	13,000.00	36,259.49	278.92%
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	1,312.48	262.50%
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%
Total PARKING METERS	66,803.48	75,460.25	112.96%
2-5035 POLICE VEHICLE			
2-5035-401 Equip Repair & Mainte	8,850.63	5,450.50	61.58%
2-5035-409 Small Tools & Equipment	950.00	34.14	3.59%
2-5035-503 Fuel	10,400.00	5,543.20	53.30%
Total POLICE VEHICLE	20,200.63	11,027.84	54.59%
2-5036 BUILDING MAINTENANCE			
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	3,292.49	131.70%
2-5036-508 Water/Sewer	500.00	0.00	0.00%
2-5036-703 Building Maintenance	250.00	825.00	330.00%
Total BUILDING MAINTENANCE	9,870.00	4,117.49	41.72%
2-5037 TOWN POLICE SERVICES			
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%
Total TOWN POLICE SERVICES	12,090.00	6,809.84	56.33%
2-5039 CAPITAL RESERVE			
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%
Total CAPITAL RESERVE	33,500.00	33,500.00	100.00%
Total VILLAGE POLICE DEPT	995,600.11	875,925.93	87.98%

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Account	Budget	Actual	Actual % of Budget
2-504 SHORT TERM RENTAL ENFORCE			
Total SHORT TERM RENTAL ENFORCE	0.00	0.00	0.00%
2-507 BOARDS & AGENCIES			
2-5070 PLANNING & ZONING			
2-5070-100 Salaries & Wages	72,000.00	50,562.61	70.23%
2-5070-199 Employer Paid Benefits	13,614.00	4,362.95	32.05%
2-5070-301 Professional Services	16,900.00	3,680.00	21.78%
2-5070-302 Legal Fees	3,200.00	729.80	22.81%
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	1,395.16	34.88%
2-5070-615 Advertising	3,200.00	2,207.60	68.99%
2-5070-812 GIS Mapping	480.00	0.00	0.00%
Total PLANNING & ZONING	115,894.00	63,193.62	54.53%
2-5079 CAPITAL RESERVE			
2-5079-934 Update Village-Town Plan	1,200.00	1,200.00	100.00%
Total CAPITAL RESERVE	1,200.00	1,200.00	100.00%
Total BOARDS & AGENCIES	117,094.00	64,393.62	54.99%
2-5091 VILLAGE HWY EXPENSE			
Total VILLAGE HWY EXPENSE	0.00	0.00	0.00%
2-5092 TRUSTEES' CONTINGENCY			
2-5092-801 Unclassified	10,000.00	4,401.68	44.02%
Total TRUSTEES' CONTINGENCY	10,000.00	4,401.68	44.02%
2-5099 CAPITAL RESERVE SPENDING			
2-5099-210 Comp Unused Old Sick/Vaca	0.00	57,757.12	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%
Total CAPITAL RESERVE SPENDING	0.00	42,128.17	100.00%
2-5301 LOSS REPAIR EXPENSES			
Total LOSS REPAIR EXPENSES	0.00	0.00	0.00%
2-5303 IRENE RECOVERY EXPENSE			
Total IRENE RECOVERY EXPENSE	0.00	0.00	0.00%

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Account	Budget	Actual	Actual % of Budget
2-5401 GRANT EXPENSE			
2-5401-829 DUI OP Grant Exp	0.00	6,781.99	100.00%
Total GRANT EXPENSE	0.00	6,781.99	100.00%
2-570 TRANSFERS OUT			
Total TRANSFERS OUT	0.00	0.00	0.00%
Total Appropriations	1,632,637.90	1,452,156.51	88.95%
Total VILLAGE GENERAL FUND	0.00	53,432.72	
Total All Funds	0.00	53,432.72	

April 2026

T2 Iris Transaction Summary 05/01/2026 8:59 AM EDT

Date/Time: 04/01/2026 12:00:00 AM to 04/30/2026 11:44:59 PM EDT
Organization: Woodstock VT
Location: All Locations
Ticket #: All
Coupon Code: N/A
Transaction Type: All
Grouping: None
Shall Number: N/A
Plate Number: N/A

Overall Summary									
CASH		CREDIT CARD		PATROLLER CARD		SMART CARD		TOTAL	
Total Collections	48	Total Collections	752	Revenue	0	Revenue	0	Total Transactions	875
Revenue	\$58.65	Revenue	\$2053.50	Test Transactions	0	Recharges	0	Total Collections	800
Change Issued	0		\$2053.50					Revenue	\$2112.15
Refund Tickets	4								
Total Refunds	0								
Excess Payment	4								
Attendant Deposit	0								

for 2025-\$8643.05
for 2024-\$8566.30
for 2023-\$8514.30
Kiosk-\$2112.15
Meters-\$1792.70
Park mobile-\$5204.00

TOTAL-\$9108.85

COI

Use of the Gore Permit
Village of Woodstock

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

Date: April 28, 2026

Name of non-profit: Thomas Chittenden Chapter Daughters of the American Revolution

Address: _____

Name of applicant: Eileen Godfrey

Address: 264 Blake Hill Rd, Unit 2, Woodstock, VT

Telephone number: 802-236-7863

Email: egodfrey820@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 2nd Tuesday of each month at 6:30 pm.

Name of authorized agent who will be attending the meeting: Eileen Godfrey

Date of event: July 4, 2026

Time & duration of event: 4 - 4:15 pm

If applicable, alternate dates in the event of cancellation(s) due to bad weather: W / 11

Equipment to be used on the Gore: Wreath

Description of the planned organized activity: Placing Wreath on Revolutionary Marker

DAR-UOGORE-26-004

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

Unearth Laying Ceremony to honor Revolutionary Soldiers to benefit the Town of Woodstock during this America 250! Celebration.

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: Mountainview Supervisory Union

Plan for trash & Recycling: N/A

Fees

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

Fee received: _____

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

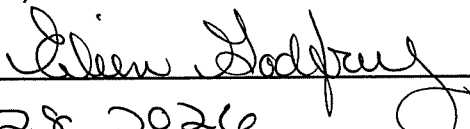
Security deposit received: _____

Standards

1. The Gore shall be maintained in a neat and orderly condition at all times during the date of any authorized activity and also, the extent reasonably possible, during the setup and cleanup time for such activity.
2. Any equipment installed or items on display on the Gore in connection with an activity shall be installed no sooner than 24 hours prior to the scheduled date of the activity and shall be removed no later than 24 hours after the scheduled date of the activity, provided however, any equipment which can be easily installed and removed shall be installed and removed on the day of the activity. This standard shall have a separate application to any alternate date not immediately following the scheduled date.
3. No signs or equipment shall be attached to or installed upon trees or historic/memorial markers located in or on the Gore or upon traffic signs, parking meters, or light poles surrounding the Gore.

4. No structures shall be erected or placed within 15 feet of the trunk of any tree in the Gore.
5. Traffic signs and parking meters surrounding the Gore shall not be obstructed.
6. All traffic control arrangements and site layouts shall be reasonably calculated to ensure the maximum safety of the public and to cause the least possible inconvenience to the public. Descriptions of arrangements for traffic control shall include the recommendations of the Village Chief of Police with respect thereto and shall clearly state any variances between actual arrangements made and the recommendations of the Village Chief of Police.
7. No activity shall be carried on before 8:00 am or after 10:00 pm.
8. Applications shall be considered by the Board in the order in which completed applications are submitted to the Municipal Manager. Permits may be granted to two or more non-profit organizations from Woodstock for the same date and/or times provided the granting of such permits shall not cause a conflict in the use of any portion of the Gore.
9. Consideration may be given as to whether an applied for activity, if permitted, would unreasonably restrict the public access to and use of the Gore.
10. All arrangements for and expenses relating to maintenance of the Gore immediately before, during, and immediately after a permitted activity and traffic control during a permitted activity, shall be the responsibility of the permittee.
11. Any damage to the Gore occurring in connection with an activity permitted hereunder shall be repaired at the expense of the permittee. At the option of the Board, any repair so required shall be arranged by the Board or by the permittee.

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

Applicant signatures: 
Date: April 28, 2026

Please call or email completed permit to:

Town of Woodstock
PO Box 488
Woodstock, VT 05091

permits@townofwoodstock.org

FOR OFFICE USE ONLY

Permit Approved by the Village Trustees:

Approved
Denied



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 ADDRESS: amber.macklin@assuredpartners.com FAX (A/C, No): 978-454-1865
INSURED Mountain Views Supervisory Union 70 Amsden Way Woodstock VT 05091	INSURER(S) AFFORDING COVERAGE INSURER A: Citizens Insurance Company of America INSURER B: Hanover American Insurance Company INSURER C: Massachusetts Bay Insurance INSURER D: INSURER E: INSURER F:
	NAIC # 31534 36064 22306

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	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ 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	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ 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	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$			UHN M084087 00	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	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 ☐	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

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.

Date Mon Jun 13, 2026

Event: Annual Alumni PARADE

Parade/event date: JUNE 13 2026 Start time: 2:00 PM

End time: Approx. 3 PM

Applicant/organization: WOODSTOCK ALUMNI ASSOCIATION

Telephone: 603-381-6526

Email: TvzDeeJazilowad@com

Mailing address: 1 PINE ST

WOODSTOCK, VT 05091

Contact person: KATHLEE PAGUA

Best contact number: 802-342-6301

Location of assembly & beginning of event: WOODSTOCK ELEMENTARY SCHOOL

Route of public highways: RT 106 TO RT 4

*Attach map showing route SAME AS 2024 ATTACHED.

Traffic control (if any): THE WOODSTOCK POLICE HAVE ALWAYS BEEN THERE FOR THIS TRADITIONAL EVENT

Estimated number of participants: 120

Authorized representative signature: _____

Print: _____

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

Please mail or email completed application to:

Town of Woodstock

permits@townofwoodstock.org

PO Box 488

Woodstock, VT 05091

OFFICE USE ONLY

This permit is:

☐ Approved

☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

NO PAYMENT MADE
COI

Village of Woodstock
Permit for Use of the Village Green

Application date: 4-30-26
Event name: WOODSTOCK ALUMNI DAY
Name of Business/non-profit organization: WOODSTOCK ALUMNI ASSOCIATION
Address: Box 755
WOODSTOCK, UT 05091
Business/Non Profit Organization Email: Kmpaglia@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: Kathleen Paglia
Title: President of Woodstock Alumni Phone: 802-342-6301
Email: Kmpaglia@gmail.com

Event information

Date of event: June 13, 2026 Time of event: 1-3 PM
Hours event will occupy the Green, including setup and cleanup time: 8 HR
Anticipated crowd size: 800
Will you have booths or stalls? Yes
If yes, how many? 4
Equipment to be used on the Green: HOT DOG ROLLER

Event description. Clearly state the scope and nature of the event to be held: The annual Parade and gathering on the GREEN to visit with old friends and neighbors

Traffic control plan/arrangements: THE WOODSTOCK POLICE HAVE ALWAYS BEEN NOTIFIED AND ARE SO HELPFUL.

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:

Date:

Please call or email completed permit to:

Town of Woodstock
PO Box 488
Woodstock, VT 05091

permits@townofwoodstock.org

FOR OFFICE USE ONLY

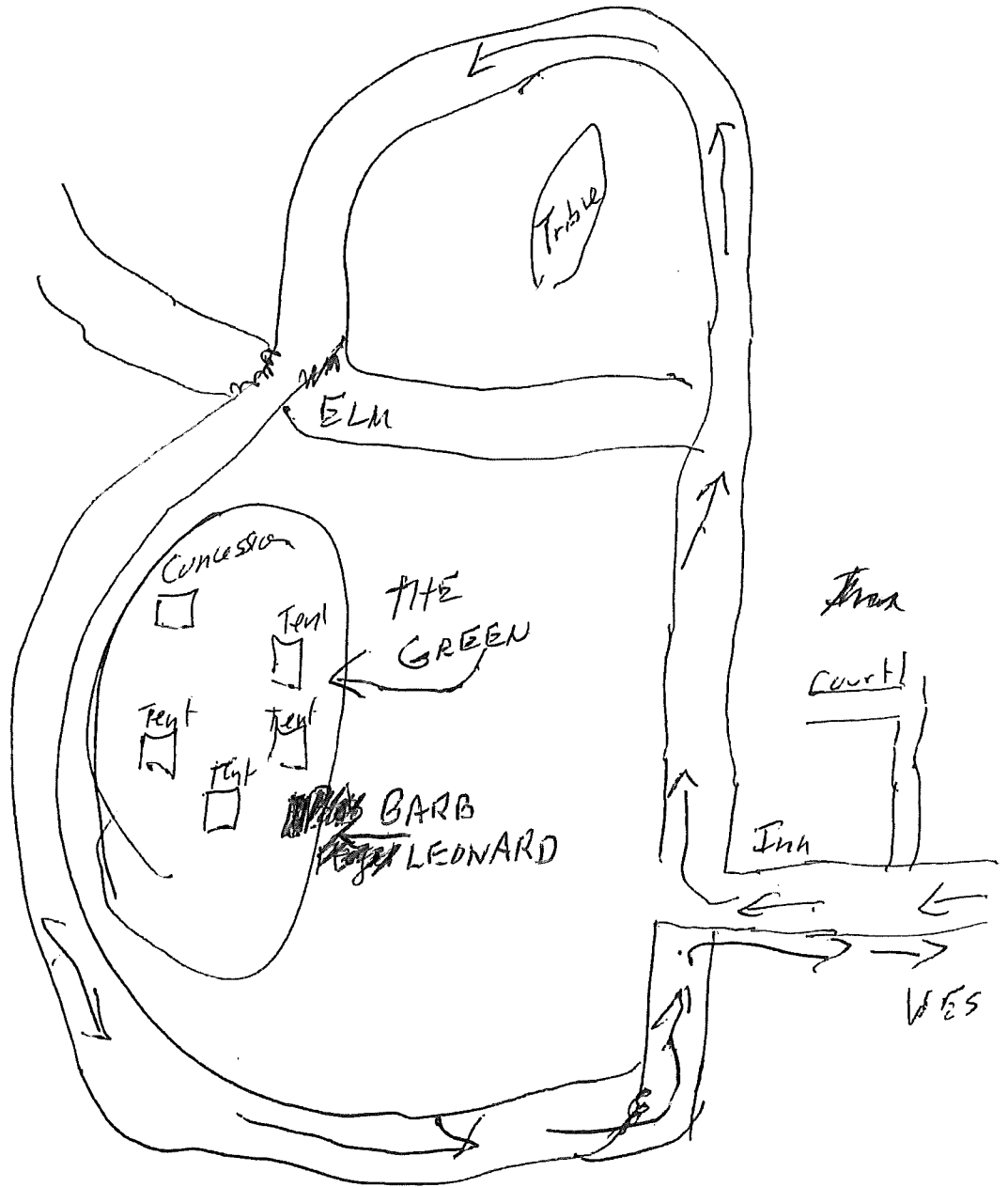
Approved by the Village Trustees:

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.

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PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851	CONTACT NAME: Amber Macklin	
	PHONE (A/C, No, Ext): 978-458-1865	FAX (A/C, No): 978-454-1865
INSURED Mountain Views Supervisory Union 70 Amsden Way Woodstock VT 05091	E-MAIL ADDRESS: amber.macklin@assuredpartners.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Citizens Insurance Company of America	NAIC # 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	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ 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	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ 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	☒ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			UHN M084087 00	7/1/2025	7/1/2026	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	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 ☐	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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VILLAGE OF WOODSTOCK
APPLICATION FOR PERMIT TO USE SIDEWALKS FOR EVENTS OR FURNITURE

Applicant name: Positive Pie Woodstock

Applicant address: 3 Elm St

Mailing address: 3 Elm St. Woodstock, VT

Phone: 802-432-3013

Email: heather@positivepie.com

Application is hereby made for a permit to use the following sections of the Village streets or sidewalks for placement of furniture.

Section of street/sidewalk: Along the restaurant storefront on Elm St.

Event name (if applicable): Outdoor Seating

Organization: Positive Pie

Are you a nonprofit? NO

Date(s) & time(s): Spring - late Fall

For the purpose of Provide outdoor seating for take-out guest and village visitors

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters, and other objects.

Signature of applicant: Heather Fitzgerald

Date: 5-1-26

Important – A certificate of insurance must be submitted with this application.

An application fee of \$25.00 must be submitted with this application.

COI received: _____

Application fee received: _____

The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of each 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.

Conditions:

1. Contact Chief of Police.
2. No advertisement on permitted items.

Application for Permit to Use Sidewalk

From Heather Lucas <heather@positivepie.com>

Date Fri 5/1/2026 8:13 PM

To Kitty Mears Koar <kmearskoar@townofwoodstock.org>; heather.lucas@neighborhoodpizza.com
<heather.lucas@neighborhoodpizza.com>; Nate Morris <nate.morris@neighborhoodpizza.com>

 1 attachment (5 MB)

Application for Permit WS.pdf;

Dear Village Trustees,

We are thrilled to be part of the Woodstock Village community and appreciate the warm welcome we have received.

To accommodate outdoor seating for take-out diners and visitors, Positive Pie is applying for an outdoor seating permit. Please find our application, Certificate of Insurance (COI), and a photo of the proposed layout attached. We are planning for 7 tables along the storefront, which will leave ample space for pedestrian traffic.



Please let me know the most convenient way to submit the required fee. I look forward to attending the next meeting on May 12th and appreciate your consideration of our request.

Kind regards,

Heather Fitzgerald
Positive Pie

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

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

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

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

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

All members appointed will be asked to:

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

Reasons for request appointment

Summarize the reasons that you are requesting appointment: _____

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

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

Special Skills or Qualifications

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

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

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

I served for 10 years, including 2 as chairman.

Previous Volunteer Experience

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

Agreement and Signature

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

Signature: a3e0b644-7254-4183-bc9d-f4d11b05e35e Digitally signed by a3e0b644-7254-4183-bc9d-f4d11b05e35e
Date: 2026.02.10 11:40:13 -0500

Date: 2/10/2026

Our Policy

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

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

COL

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.

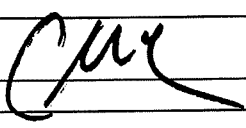
Event: Prouty Ultimate (Fundraiser for Dartmouth Cancer Center)
Parade/event date: Friday, July 10, 2026 Start time: 9:30 am
End time: 12:30pm
Applicant/organization: Friends of Dartmouth Cancer Center
Telephone: 802-999-8566
Email: christopher.mccown@hitchcock.org
Mailing address: One Medical Center Drive, HB 7070, Lebanon, NH 03756

Contact person: Christopher McCown
Best contact number: 802-999-8566
Location of assembly & beginning of event: Dartmouth Green, Hanover, NH
Route of public highways: East on Rt. 12 from Barnard and the out Pomfret Rd. towards Saskadena 6

*Attach map showing route

Traffic control (if any): "Caution Bike Event" sign on Pomfret Road after the first bridge

Estimated number of participants: 125

Authorized representative signature: 
Print: Christopher McCown

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

Please mail or email completed application to:
Town of Woodstock
Nikki Nourse
PO Box 488
Woodstock, VT 05091

nnourse@townofwoodstock.org

OFFICE USE ONLY

This permit is:

- ☐ Approved
☐ Denied

Additional conditions: _____

Municipal Manager: _____
Date: _____

Parade Permit

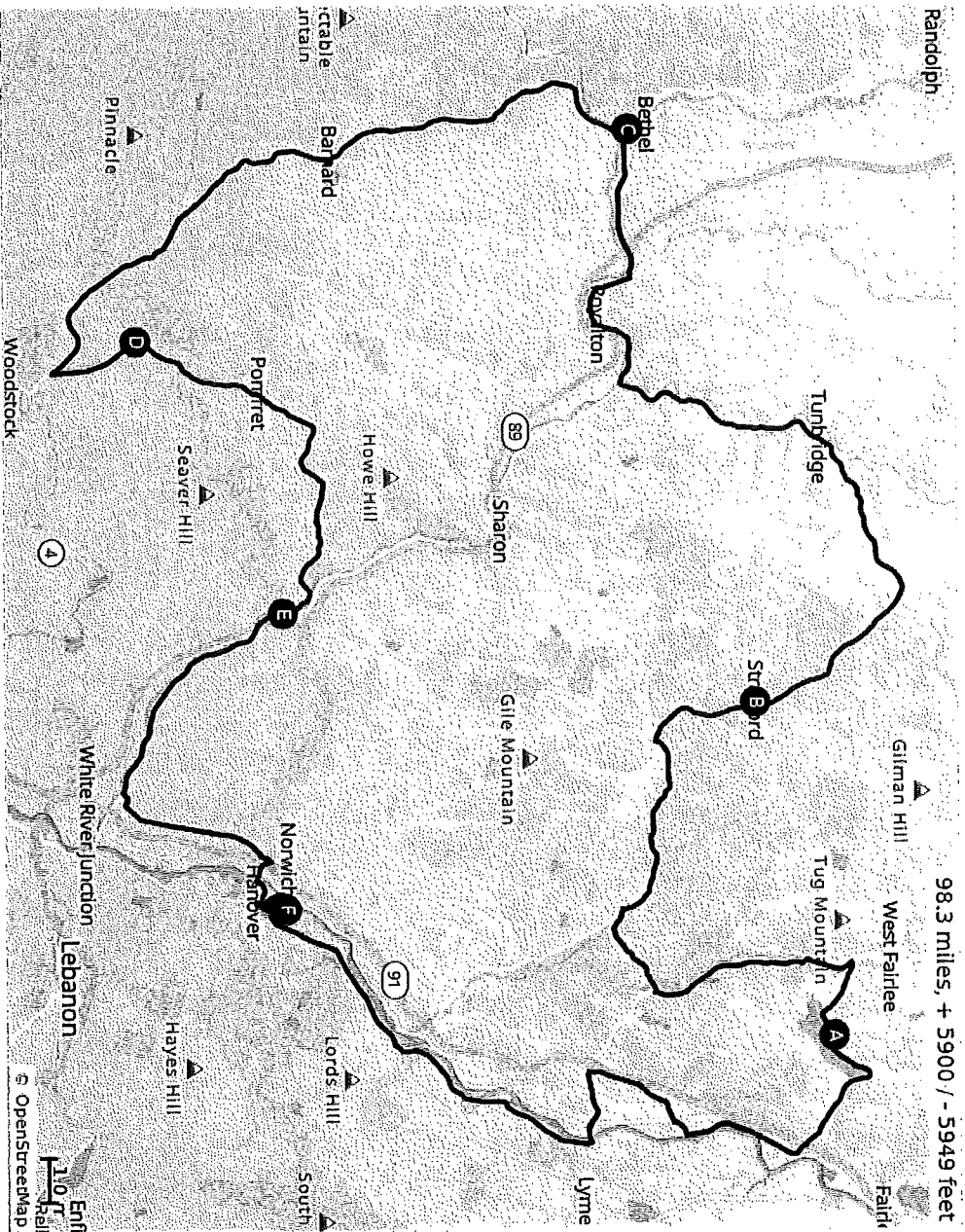
Page 1 of 1

PROUTY-PAR-26-009

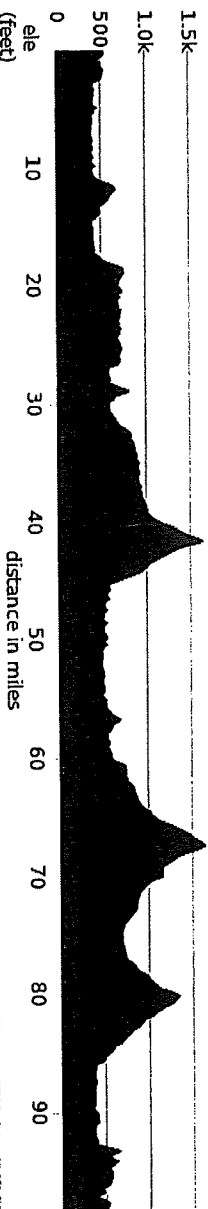
Prouty Ultimate Day 1 100-Mile Route 2026

Randolph

98.3 miles, + 5900 / - 5949 feet



- A. Camp Horizons SAG
- B. Stafford SAG
- C. Bethel SAG
- D. Pomfret SAG
- E. West Hartford SAG
- F. DOC House



Prouty Ultimate Day 1 100-Mile Route 2026

Num	Dist	Prev	Type	Note	Next
1.	0.0	0.0		Sharp L	0.0
2.	0.0	0.0		R onto North Main Street	0.0
3.	0.0	0.0		L	0.0
4.	0.1	0.0		L	0.1
5.	0.1	0.1		Slight L	0.0
6.	0.2	0.0		R	0.0
7.	0.2	0.0		L onto College Street	0.4
8.	0.5	0.4		Continue onto Lyme Road	0.8
9.	1.4	0.8		Keep R onto Lyme Road	0.0
10.	1.4	0.0		At roundabout, take exit 3 onto Lyme Road	0.7
11.	2.1	0.7		Keep R onto Lyme Road	0.0
12.	2.1	0.0		At roundabout, take exit 1 onto Lyme Road	2.7
13.	4.8	2.7		L onto River Road	5.3
14.	10.1	5.3		L onto East Thetford Road	0.4
15.	10.5	0.4		R onto U.S. Route 5	0.1
16.	10.5	0.1		L onto Vermont Route 113	1.3
17.	11.8	1.3		R onto Latham Road	2.4
18.	14.2	2.4		L onto U.S. Route 5	3.1
19.	17.3	3.1		L onto Vermont Route 244	3.9
20.	21.2	3.9	 	Camp Horizons SAG	0.7
21.	21.8	0.7		R onto West Fairlee Road	1.3
22.	23.2	1.3		Sharp L onto Vermont Route 113	4.7
23.	27.9	4.7		Sharp R onto Tucker Hill Road	2.3
24.	30.2	2.3		R onto Route 132	4.8
25.	34.9	4.8		R onto Justin Morrill Memorial Highway	2.3
26.	37.2	2.3	 	Strafford SAG	8.2
27.	45.4	8.2		L onto Vermont Route 110	5.4

45.4 miles. +2683/-2653 feet

Num	Dist	Prev	Type	Note	Next
28.	50.8	5.4	→	R onto Vermont Route 14	3.5
29.	54.4	3.5	←	L onto Vermont Route 107	0.5
30.	54.9	0.5	↗	Keep R onto Vermont Route 107	2.9
31.	57.8	2.9	↖	Slight L onto River Street	0.2
32.	57.9	0.2	i G	Bethel SAG	1.7
33.	59.6	1.7	←	L onto Creek Road	15.2
34.	74.9	15.2	↙	Sharp L onto Pomfret Road	2.0
35.	76.9	2.0	↗	Keep R onto Pomfret Road	0.0
36.	76.9	0.0	i D	Pomfret SAG	9.8
37.	86.7	9.8	←	L onto Quechee West Hartford Road	0.1
38.	86.8	0.1	i E	West Hartford SAG	0.0
39.	86.8	0.0	→	R onto Vermont Route 14	5.8
40.	92.5	5.8	←	L onto Christian Street	2.2
41.	94.7	2.2	←	L onto Christian Street	1.7
42.	96.4	1.7	↗	Keep R onto U.S. Route 5 South	0.1
43.	96.5	0.1	→	R onto Main Street	0.6
44.	97.1	0.6	↙	Sharp L onto Tuck Drive	0.5
45.	97.5	0.5	←	L onto Tuck Mall	0.1
46.	97.7	0.1	←	L onto North Main Street	0.2
47.	97.9	0.2	↑	Continue onto Rope Ferry Road	0.3
48.	98.2	0.3	←	L onto Hilton Field Road	0.0
49.	98.3	0.0	←	L	0.0
50.	98.3	0.0	i F	DOC House	0.0

52.9 miles. +2908/-2899 feet

CERTIFICATE OF INSURANCE				DATE: June 1, 2025		
COMPANY AFFORDING COVERAGE Hamden Assurance Risk Retention Group, Inc. P.O. Box 1687 30 Main Street, Suite 330 Burlington, VT 05401			This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies below.			
INSURED Dartmouth-Hitchcock Medical Center Friends of Dartmouth Cancer Center One Medical Center Drive Lebanon, NH 03756 (603)653-6089						
COVERAGES						
The Policy listed below has been issued to the Named Insured above for the Policy Period notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued. The insurance afforded by the policy is subject to all the terms, exclusions and conditions of the policy. Limits shown may have been reduced by paid claims.						
TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
GENERAL LIABILITY		0002025-A	7/1/2025	7/1/2026	EACH OCCURRENCE	\$1,000,000
X CLAIMS MADE					DAMAGE TO RENTED PREMISES	\$1,000,000
					MEDICAL EXPENSES	N/A
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$3,000,000
OTHER					PRODUCTS-COMP/OP AGG	\$1,000,000
PROFESSIONAL LIABILITY		0002025-A	7/1/2025	7/1/2026	EACH CLAIM	\$1,000,000
X CLAIMS MADE					ANNUAL AGGREGATE	\$3,000,000
 OCCURENCE						
OTHER						
DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES/ SPECIAL ITEMS (LIMITS MAY BE SUBJECT TO RETENTIONS) As required by contract, this certificate is provided as evidence of insurance only for the "Prouty".						
CERTIFICATE HOLDER						
Town of Woodstock VT Attn: Nicole Nourse P.O. Box 488 Woodstock, VT 05091 nnourse@townofwoodstock.org			CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 DAYS written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. AUTHORIZED REPRESENTATIVES 			

PAID
CK NO. _____
DATE _____

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

check #
19172
\$50.00

Application date: 4/14/26 Event name: Enchanted Wassail Evening
Name of non-profit organization: Norman Williams Public Library
Address: 10 The Green, Woodstock

Dates requested for banner: 11/30 - 12/6/26 Date of event: 12/10/26

Individual requesting permit:

Name: Liza Bernard Title: Programming Librarian
Phone: 802-457-2295
Mailing address: 10 The Green, Woodstock
Email: liza@normanwilliams.org

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 2nd 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: 4/14/26

NORM WILLIAMS-B-26-011

FOR OFFICE USE ONLY

This permit was:

- ☐ Approved
- ☐ Denied

Additional conditions: _____

Municipal Manager: _____

Date: _____

NEED updated
COL

VILLAGE OF WOODSTOCK
APPLICATION FOR PERMIT TO USE SIDEWALKS FOR EVENTS OR FURNITURE

Applicant name: THE VILLAGE BUTCHER
Applicant address: 18 ELM ST. WOODSTOCK VT 05091
Mailing address: SAME
Phone: 802-457-2756
Email: ALEX@THEVILLAGEBUTCHERVT.COM

Application is hereby made for a permit to use the following sections of the Village streets or sidewalks for placement of furniture.

Section of street/sidewalk: IN FRONT OF STORE, CLOSEST TO SIDEWALK
Event name (if applicable): THURSDAYS ON THE BLOCK
Organization: THE VILLAGE BUTCHER Are you a nonprofit? NO
Date(s) & time(s): MONDAY TO SUNDAY 11AM-3PM
For the purpose of: CREATING A LIVELY FOOD EXPERIENCE FOR LOCALS + VISITORS, FEATURING VERMONT PRODUCTS

Please attach a diagram of what you have in mind, including dimensions, distance from curb, trees, light posts, parking meters, and other objects.

Signature of applicant: [Signature]

Date: 4/14/26

Important – A certificate of insurance must be submitted with this application.
An application fee of \$25.00 must be submitted with this application.

COI received: _____ Application fee received: _____

The Village Trustees will consider this application at their next meeting. They meet the second Tuesday of each 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.

Conditions:

1. Contact Chief of Police.
2. No advertisement on permitted items.

VILLAGE BUTCHER-SW-26-006



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/6/2025

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: PHONE (A/C, No, Ext): (802) 457-1111 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: MMG INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 15997
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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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		BP13807308	03/01/2025	03/01/2026	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$						
	☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 4,000,000
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						PRODUCTS - COMP/OP AGG \$ 4,000,000
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							EACH OCCURRENCE \$
							AGGREGATE \$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

DELICATESSEN.

CERTIFICATE HOLDER

Town 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 Renee I. Howe
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GovWell Order Form

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

Customer: Woodstock VT	Effective Date: 4/23/2026
Customer Contact(s): Molly Maxham, Emily Collins	Contact Email: pz@townofwoodstock.org
Contact Phone: (802) 457-3456, option 2	Billing Contact: Eric Duffy
Billing Email: eduffy@townofwoodstock.org	Billing Phone: 802-457-3456

1. SOFTWARE MODULES AND SERVICES.

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

Software Module	Description	Annual Subscription Fee	Deployment Services Fees	Data Migration Services	Data Migration Fees
Building Permits & Inspections	Manage building permits, inspections, and plan review. Includes online portal for improving access and transparency to the public.	\$10,000	\$2,500	Data + Files	\$1,500
Planning & Zoning	Online planning & zoning applications, workflow management, meetings management, and plan review.	\$10,000	\$2,500	Data + Files	\$1,500
AI Community Assistant	Provide 24/7 support to your community in 80+ languages.	Free up to 100 questions / month ¹	None	None	None
Year One Buyout	CEO approves first-year buyout of \$9,200 applied to annual subscription fee, contingent on signature by no later than April 23, 2026.	—\$9,200			
YEAR ONE TOTALS		\$20,000 \$10,800	\$5,000		\$3,000
YEAR TWO TOTALS		\$20,000	\$0		\$0

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

2. SCOPE OF WORK.

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

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

3. INITIAL TERM

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

4. SUMMARY OF FEES AND TERMS

Item	Description
Deployment & Data Migration Services Fees (one-time)	\$8,000 \$0 if signed by April 23rd, 2026
Annual Subscription Fees	\$20,000
Total Year 1 Cost	\$28,000 \$18,800 if signed by April 23rd, 2026
Annual Uplift	5% (not applicable during initial term)
Initial Term Invoice Schedule	Annual, invoiced on signing. Invoice schedule: \$18,800, invoiced on May 5, 2026. \$20,000, invoiced on May 5, 2027.
Renewal Procedure	Automatic 1 year renewal term, unless 30 days notice provided prior to renewal date

4. NON APPROPRIATION CLAUSE.

Payment obligations under this Agreement are contingent on appropriation of funds by the Village of Woodstock at its May 4, 2026 Village Trustees Meeting. If funds are not approved at the May 4, 2026 Village Trustees Meeting, Woodstock may terminate this Agreement without penalty, cost, or obligation upon written notice to GovWell on or before May 5, 2026.

5. TERMS OF SERVICE.

The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments hereto signed by the parties, is subject to and conditioned upon Customer's agreement to the Terms of Service located at <https://www.govwell.com/terms> (as amended from time to time, the "**Terms of Service**"). By signing below, Customer expressly acknowledges and agrees that it has reviewed the Terms of Service and agrees to be bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

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

CUSTOMER:

By (Signature):

Signed by:

DBA9DF73998D45C...

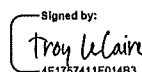
Name (Printed): Eric Duffy

Title: Municipal Manager

Date signed: 4/23/2026

GOVWELL TECHNOLOGIES INC.:

By (Signature):

Signed by:

4F1757411E014B3...

Name (Printed): Troy LeCaire

Title: Chief Executive Officer

Date signed: 4/23/2026

Exhibit A: Scope of Work

Deployment Services, Data Migration Services, & Ongoing Support

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

1. Deployment Services

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

1.1 Scope

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

- **Regular meetings with GovWell Deployment Strategist.** Mutual consultations between Customer and the GovWell Deployment Strategist will be conducted via Zoom to define and document Customer’s goals, timelines, and workflows; demonstrate deployment progress; and gather and incorporate Customer feedback throughout the deployment process.
- **System configuration.** GovWell will configure the software to reasonably align with the Customer’s expressed needs, including setup of the online portal, relevant modules, workflows, forms, document templates, fee structures, inspection settings, user roles and permissions, and other applicable system components. While every effort will be made to reflect the Customer’s requirements, configurations will be based on a commercially reasonable interpretation of those needs within the capabilities of the platform.
- **Staff training.** GovWell to conduct virtual training sessions for Customer staff via Zoom. Training sessions are limited to the quantity and duration specified in the Order Form. GovWell will also provide a library of digital training materials and guides, including video demonstrations of key functionality.
- **Integration with Geographic Information System (GIS).** GovWell will reach out to the Customer’s designated GIS contact to initiate integration efforts. The Customer is responsible for providing accurate contact information, facilitating introductions, and ensuring their GIS team provides all necessary data in a timely manner. GovWell’s ability to integrate is directly dependent on the completeness and responsiveness of the information shared by the Customer’s GIS team. Timely access and communication are essential to ensure a smooth integration.

- **Configuration of online payment processing through GovWell.** The Customer is responsible for completing all onboarding forms required by GovWell's integrated payment processor, Finix. GovWell does not support the use of alternative payment processors.

1.2 Timeline

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

1.3 Customer Responsibilities

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

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

1.4 Exclusions & Terms

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

2. Data Migration Services

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

2.1 Scope

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

- Review and consultation with a GovWell Data Expert to determine project goals, which legacy data is relevant for migration, and appropriate mappings from into GovWell database model.
- Preparation of a written data migration plan for Customer approval.
- One-time import of structured tabular data into GovWell.

2.2 Customer Responsibilities

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

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

2.3 Exclusions & Terms

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

- Verification of source data accuracy, completeness, or quality.
- Data cleaning or validation of source data (e.g., spelling corrections, field splitting, schema mismatch resolution).

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

2.4 Timelines

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

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

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

Longer timeframes may result from:

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

2.5 Limitations

Customer acknowledges that GovWell is not responsible for the quality, completeness, or accuracy of the source data provided for migration. The quality of the source data can directly impact the quality of the data as it appears and functions within the GovWell platform. Data migrations are inherently imperfect, and not all data or structures from legacy systems can be mapped precisely to the new environment. While GovWell will make commercially reasonable efforts to ensure a successful and functional migration, some migrated records may not process as

expected. This may include data appearing differently than in the original system, missing or partially mapped fields, or workflows and automations not functioning as intended.

2.6 Post-Migration Support and Customer Responsibilities

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

2.7 Service Hours

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

2.8 Data Security

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

3. Continuous Deployment & Product Support Services

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

3.1 Overview

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

3.2 Scope

Requests involving configuration changes, consultations, or training sessions may count against the Customer's allotted Continuous Deployment Services hours as outlined in the Order Form. Technical support inquiries—such as

those related to login issues, bug reports, or basic troubleshooting—are not counted against service hours and are addressed through GovWell’s regular support channels.

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

The following activities are included in Continuous Deployment Services:

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

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

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

4. Out-of-Scope Services & Hourly Rates

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

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



Woodstock, Vermont *The Shire Town of Windsor County*
TOWN - VILLAGE MANAGER GOVERNMENT

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

Emily Collins
Office of Community Development and Planning
31 The Green
Woodstock, VT 05091

October 8, 2025

Village Board of Trustees
31 The Green
Woodstock, VT 05091

Subject: Recommendation Regarding Proposed Plaque Installation

Dear Members of the Board of Trustees:

Pursuant to the Monuments, Memorials, Markers, and Plaques Policies & Procedures of the Village of Woodstock, Vermont, installations proposed on Village property are subject to review and recommendation by the zoning office prior to consideration by the Board of Trustees. While the decision is informed by my advice, the selection of installations within the Village Green is at the sole discretion of the Trustees.

Following review of the application submitted by the Woodstock Rotary Club on September 30, 2025, for the installation of a 40"x36" bronze plaque mounted on a 52" tall granite base within the Village Green, I have evaluated the proposal for compliance with applicable zoning and design standards.

Findings:

- The proposed plaque would be located within the Community Zoning District and the Design Review Overlay Zone.
- The proposed plaque is intended to recognize the donors who contributed to the renovation of the Star on Mt. Tom, completed in November 2024.
- The proposed plaque would be installed on the north side of the Village Green, near the existing railing, oriented toward the Star on Mt. Tom.
- The applicant has acknowledged responsibility for the \$9,000 placement cost and ongoing maintenance.
- The proposed design and materials are consistent with the surrounding streetscape and historic character and do not include any corporate logos.
- The proposed plaque exceeds the maximum size permitted under the ordinance, which limits such installations to three square feet.

Recommendation:

Based on the above findings and applicable ordinance provisions, I cannot recommend approval of the proposed installation because the plaque would measure approximately 10 square feet, exceeding the maximum size permitted under the ordinance.

Please let me know if the Board would like any additional information or materials prior to its deliberation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emily Collins", with a stylized, flowing script.

Emily Collins
Village Land Use Coordinator

MONUMENTS, MEMORIALS, MARKERS, AND PLAQUES POLICIES & PROCEDURES

VILLAGE OF WOODSTOCK, VERMONT

31 The Green

Woodstock, VT 05091

PURPOSE: The purpose of this policy is to establish procedures for the acceptance, placement, and maintenance of monuments, memorials, markers, and plaques proposed by outside entities or persons for placement on Village property. When properly designed, planned, and displayed, memorials can furnish the public with essential information, as well as an enhanced sense of place and understanding of the community.

As the steward of public lands within the Village, the Board of Village Trustees ("Trustees") are committed to protecting the parks, open spaces, public buildings, and other public areas of the Village while providing opportunities for appropriately designed monuments, memorials, markers, and plaques that honor an individual, organization or commemorate an event beneficial to the greater good of the immediate and greater community.

NOTE: These policies and procedures are not intended to address proposals of commemorative public artwork. Similarly, these policies and procedures are not intended to address naming requests, which are reviewed and considered under separate Village policies and guidance.

APPLICATION PROCEDURE: Applicants requesting to place a monument, memorial, marker, or plaque on Village property must apply to the Planning & Zoning Department ("Department"). Within thirty (30) calendar days of a determination of a complete application, Department staff will review the application and submit a report as to whether the proposed monument, memorial, marker, or plaque complies with the criteria of this policy to the Trustees.

To be considered for acceptance, the applicant must first demonstrate that the proposed project meets the following criteria:

- (1) **Use of Public Space:** Donors of monuments, memorials, markers, and plaques shall consider the primary uses of public spaces and facilities in their request for a location or suitable site. While appropriate memorials may enrich an area, public parklands, civic spaces, and open spaces are precious commodities. Therefore, monuments, memorials, markers, and plaques should be carefully reviewed to appropriately balance these two public benefits to protect the greater good.
- (2) **Timelessness:** The quality of timelessness shall be considered in the significance of the individual, organization, or event being memorialized. Memorial proposals should represent long-standing values and principles of the greater community and will therefore offer meaning

and relevance not only to the present-day citizenry, but also to future generations.

- (3) **Community Significance:** Proposed projects must serve to commemorate or to identify a particularly significant historic event, organization, or person, and should appeal to the broader interests of the community. To assure that the significance of an event or person has withstood the test of time, a project may commemorate only an event one year or older, and only a person one year or more posthumously. In cases of unusual and compelling circumstances, The Trustees may waive this requirement for those individuals with exceptional community significance.
- (4) **Past Honors:** In consideration of any proposed new memorial, it is recognized that some individuals, organizations, or events may have been sufficiently honored in the past, and that additional recognition may be unwarranted or redundant.
- (5) **Maintenance Planning:** Maintenance concerns should be an essential consideration, with adequate financial provision made for the continued future maintenance. In all cases, permanent memorials should be made from durable materials that will stand up over time. Memorials that include moveable parts or technological elements may not be as enduring and will require additional consideration and review.
- (6) **Financial Responsibility:** The donor of a proposed memorial is required to pay for the complete design, fabrication, installation, and maintenance (via an endowment) to ensure adequate quality of care for the memorial. Funding contributions toward the endowment or maintenance fund may be combined with other donations to benefit not only the donated memorial, but also other memorials. Donations made towards larger scale projects will be pooled and the larger project(s) will appropriately recognize both individual and group donations.
- (7) **Ownership:** Improvements made on Village property, including any donated monument, memorial, marker, or plaque, become the property of the Village of Woodstock.
- (8) **Structures Over Six Feet in Height:** The Vermont Fire & Building Safety Code, the current building code adopted by the Village, requires that any structure over six feet in height be designed according to professional engineering practices and will require an engineer's letter as well as a building permit.
- (9) **The Woodstock Village Green:** The Village Green serves as the centerpiece of the Village. Outdoor spaces and amenities throughout the Green are as integral to the overall appearance and feel of this space as are the individual historic buildings facing this public land. This valuable resource deserves special protection. The following standards shall apply to any proposed new memorial within the Village Green:
 - (a) Plaques recognizing donors for significant improvements or acknowledging the naming of a significant improvement such as, but not limited to, pocket parks, fountains, gardens, gazebos, overlooks and other significant features may be placed within the Village Green.
 - 1. Plaques shall be no larger than three (3) square feet and must be made of either cast bronze, cast aluminum (or other suitable metal), carved stone, or tile. Any such

acknowledgement shall utilize wording like: “sponsored by...”, “underwritten by...”, or “a gift from...”, and shall not contain any corporate logos. Plaques must be placed on or immediately adjacent to the improvement being recognized.

2. Plaques acknowledging the gift of a public bench, drinking fountain, or other similarly small-scale memorials shall be bronze and no larger than ten inches by four inches (10” x 4”).
 3. Plaques for trees shall be no larger than 10” x 4”.
- (b) Approval of monuments, memorials, markers, and plaques within the Village Green shall be the sole responsibility of the Trustees based upon the advice and recommendations of the Department.

DESIGN & PLACEMENT CRITERIA:

All proposed monuments, memorials, markers, or plaques on Village property shall be judged for appropriateness based upon the following criteria:

- (1) **Design Criteria:** The memorial should be at a level commensurate with the quality, scale, and character of the location or setting.
 - (a) The memorial must contribute to the location from a functional and design standpoint.
 - (b) The memorial should be designed by a qualified professional in the field appropriate to the size, scale, and complexity of the proposal.
 - (c) Logos (symbols or trademarks designed for easy and definite recognition) shall not be used in the overall design of the memorial. Logos may not appear on a plaque acknowledging the memorial’s donors. An acknowledgment plaque should be incidental to the memorial and not the focus of the memorial.
- (2) **Placement Criteria:** There must be some specific geographic justification for the memorial being in the proposed location. To determine whether placement is appropriate, the Trustees must find that the placement will:
 - (a) Complement and enhance existing and proposed circulation and use patterns.
 - (b) Be supported by, and not conflict with, the Town’s Master Plan policies, as well as any future public art master plan, applicable neighborhood and the Guidelines for the Treatment of Cultural Landscapes associated with Secretary of the Interior’s Standards for the Treatment of Historic Properties.

BASIC APPLICATION REQUIREMENTS: Before deeming an application complete, the Department shall receive the following:

- (1) **Estimated Cost:** The total estimated cost must include the following costs:
 - (a) Design;
 - (b) Fabrication;
 - (c) Plaques;
 - (d) Transportation;
 - (e) Installation;
 - (f) Site preparation work;
 - (g) Foundation;
 - (h) Lighting;

- (i) Electrical; and
- (j) Permitting.

By applying for review, the applicant or sponsoring party understands that they are responsible for all costs associated with the proposed monuments, memorials, markers, and plaques.

(2) Maintenance: All monuments, memorials, markers, and plaques require:

- (a) Proof of insurance, bond, or endowment fund that shall cover the cost to replace or remove; and
- (b) A maintenance schedule that ensures long-term care that is satisfactory to both the Village and the donor.
- (c) Any party hired or employed by the donor must provide proof of insurance approved by the Village. Examples include general liability, automobile insurance, professional liability insurance, performance insurance bonds, or workman's compensation coverage.

If an adequate level of maintenance is not continued, the Trustees reserve the right to remove or modify the memorial or any portion of the memorial.

- (3) Wording on memorial plaques:** Individuals and groups may be recognized for their contributions towards a memorial project. All text and design must be approved by the Trustees prior to the fabrication of the plaque.

**APPROVAL PROCESS FOR SIMPLE PLAQUES, ADORNED PLAQUES,
MARKERS, AND SITE ACCESSORIES AND AMENITIES**

- (1) Written Proposal:** The applicant shall submit a written proposal with as much information as possible as to the design, size, materials, appropriateness of preferred site, map identifying the proposed site, plaque wording, sketches, renderings, a rendering of the plaque or site accessory at the proposed site, and estimated costs to the Department. A maintenance plan must also be submitted prior to final approval.
- (2) Proposal Review:** Within 30 days of the filing of a complete application, the applicant shall complete the following steps before presentation to the Trustees for approval:
- (a) Prepare any additional submission requests as required by the Department.
 - (b) Provide evidence of financing or fund-raising activities.
 - (c) Submit proof of insurance requirements, and a written statement of knowledge and intent to post the necessary surety for long-term maintenance.
 - (d) Provide site plans, detailed designs, and schematic drawings. (Any engineering, structural, or site impact questions raised by department staff must be addressed before the proposal can be placed on the Trustees' agenda for review.)
 - (e) Submit information about the materials, coatings, and patinas to be used.

Once all the requirements listed above have been completed, the proposal will be placed on the next regularly scheduled Trustees meeting agenda. The Trustees will consider all information, including the staff recommendation, written proposal, concepts, and any public testimony in its decision-making process. The Trustees may:

- (1) Approve the placement of the proposed plaque, marker, or site accessory as presented;
- (2) Approve an alternative placement;
- (3) Request additional information on the proposal; or
- (4) Deny the proposal.

Upon approval by the Trustees, the applicant shall enter into a contractual agreement with the Village of Woodstock prior to the commencement of any work. This contractual agreement shall include the above noted provisions for the endowment, upkeep and maintenance of the memorial in exchange for use of the Town real property. No work may begin unless the applicant can provide evidence of funding sufficient to cover all costs associated with the design, construction, and placement of the memorial. The applicant must also provide evidence of funding of a maintenance surety or endowment equal to 10% of the total cost of the memorial.

DEFINITIONS

Simple Memorials and Plaques:

- (1) SIMPLE PLAQUES: are plaques mounted flush with the ground, flush with a wall, or flush with some other existing durable support object (such as an existing exterior wall, post, boulder, or rock outcropping). The size of the plaque should be appropriately designed to suit the limitations and consideration of the setting.
- (2) ADORNED PLAQUES: are those installed within, and as part of, a larger, more intricate setting. These include plaque installations within, and inclusive of, a decorative surround or frame; and plaque installations which include a new durable support object or base (for example, plaques mounted on a raised pedestal, boulder, wall, or other vertical element, where the support object is proposed new, as a component of the overall monument proposal.
- (3) MARKERS: are small scale, conspicuous, stand-alone objects used to distinguish or mark something.
- (4) BASIC SITE ACCESSORIES AND AMENITIES: include landscaping, benches, seating, picnic tables, drinking fountains, sundials, shade structures, mosaics, unique pathways, etc.

Complex and Large-Scale Memorials:

- (5) MEMORIALS: are medium scale and serve as a remembrance of a person or an event.
- (6) MONUMENTS: are large scale and venerated for their enduring significance or association with an especially notable past person or event.
- (7) FOUNTAINS: Range from being simple to large and complex features combining other site accessories, sculptural elements, and landscaping. All fountains require supportive plumbing and electrical systems. Fountains therefore require additional consideration and

review because of the infrastructure required, additional maintenance implied, and possible environmental issues. Some monuments or memorials will incorporate a fountain element as part of the overall design.

- (8) MEMORIAL GARDENS AND PLAZAS: may include one or more of the objects listed above but will also include an overall spatial experience that usually includes elaborate landscaping.

To: Woodstock Village Trustees

From: Woodstock Rotary Club

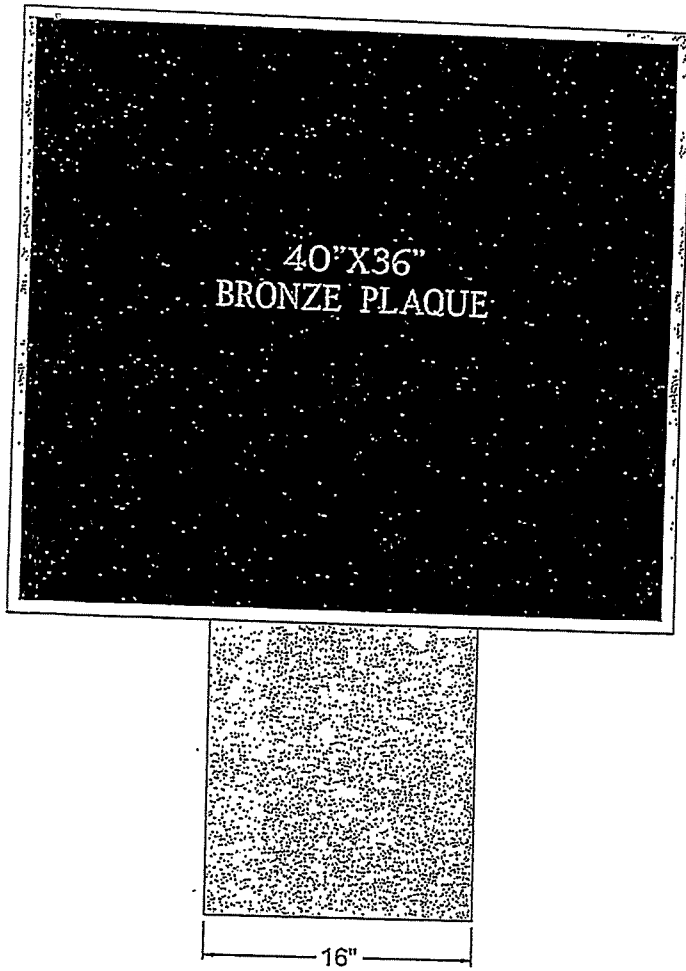
Presenting on behalf of the Woodstock Rotary club

Norm Frates Chairman of the Star Committee

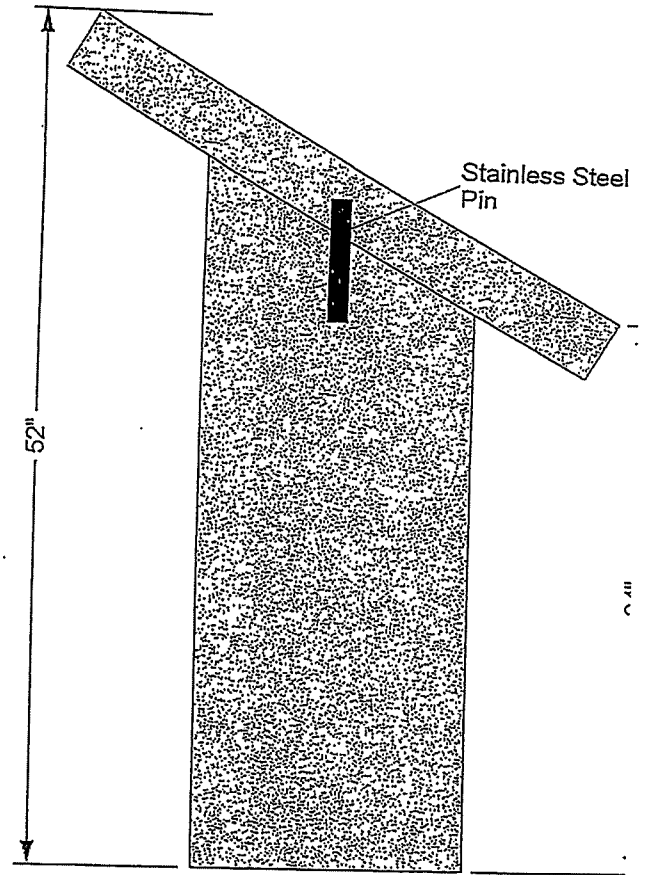
Request:

To permanently place a plaque mounted on a granite stand recognizing all the contributors to the Star project (see Exhibit A)

The location would be on the north side of the green close to the railing facing the Star on Mount Tom. The rotary club will be responsible for the placement and continued maintenance of this monument.



rotary-2.jpeg



Woodstock Rotary Club expresses gratitude to all those whose generous contributions and efforts will ensure our star lasts for many generations



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Mary and Gene Riley
The Ringenbush Family
The Shear Family
The Shear Family
David and Belinda Shephard
Jennifer Silva
Sheldon Stamford
Bob Wagner
The VanLee Doobitzers

A special Thank You to Rick Toblason, Ryan Clark and Kevin & Deb Osgood



**Village of Woodstock
Board of Trustees Meeting
April 14th, 2026
6:30 PM
Town Hall & Zoom
Minutes**

Draft minutes are subject to approval.

Present: Vice Chair Jeffrey Kahn, Chair Lisa Lawlor, Brenda Blakeman, Jamie Fox, Stephen Stuntz

Staff: Eric Duffy, Interim Chief Chris O'Keeffe.

Public: Wendy Marrinan, Nicholas Seldon, Kate Harvey, Barbara Otronto, Jim Otronto, Emily Mooney, Deb Greene, Jim Ford, Douglas Audley, Roger Logan, Sandy Audsley, Peggy Fraser, Michelle Suterland, Eliza Ladd, Will Ladd, Al Alessi, Wendy Spector

A. Call to order

1. Chair Lisa Lawlor called April 14th, 2026, Village Trustees meeting to order at 6:30 PM.

B. Additions and Deletions- None

C. Citizens' Comments

Wendy Marrinan expressed gratitude for the work the Village Trustees do as volunteers and referenced a full-page ad in the Vermont Standard thanking them for their service.

Barbara Otronto asked about the approval process for \$125,000 of Town money for Village expenses related to a personnel issue and commented that the banners on the Green look like billboards to her and detract from Woodstock's beauty.

Nicholas Seldon criticized the Board's handling of personnel matters, particularly regarding Joe Swanson's situation.

Douglas Audsley raised concerns about missing no-passing signs in the Village - one across from the Village market, one at Tribou Park, and one by the Covered Bridge. He reported being passed by tractor trailers in dangerous locations and questioned police visibility.

Roger Logan humorously noted the "boring" agenda but praised the Trustees for doing the day-to-day nitty-gritty work of government.

Sandy Audsley asked why police reports are no longer published in the newspaper, as they were a good source of local information about incidents and accidents.

D. Reports

Manager's Report

Eric Duffy reported that the short-term rental software for short-term rental registration is nearly operational. A meeting was held to finalize the permanent document language for online registration. Current short-term rental owners will receive emails within two weeks requiring reregistration by June 1st with payment of fees, or they will face penalties. The Village has collected \$4,750 toward the budgeted \$25,000 target, which should be met by fiscal year end once all rentals are registered.

Eric Duffy highlighted March accomplishments including the Selectboard's approval of FY26 water and sewer rates, with bills going out for nine months of usage. The billing schedule changed from quarterly water bills and annual sewer bills to semi-annual billing for both. Due dates were set for June to allow residents time to pay, with installment options and financial assistance available through the finance office.

He noted that both boards received open meeting law and executive session training on April 1st, with the video now available on the website.

Public office hours will continue Friday mornings at 8:30 AM in Farmer and the Bell. On the reappraisal front, the assessment company has contacted 30% of Woodstock homes and completed 96 interior inspections. Eric Duffy emphasized the importance of allowing inspectors

access to avoid estimated values that would require later grievance procedures.

The Selectboard approved VHB as the vendor for the Elm Street pipe environmental assessment, and a recommendation for the overall water system improvements vendor will go to next week's meeting.

Fire EMS had 69 EMS calls and 29 fire calls in March, with 9 building inspections. The new ambulance arrived and is operational. Extensive training was conducted including HIPAA, sexual harassment, and ethics training, with two new part-time staff and one volunteer being trained.

Financial Report

Eric Duffy noted that Ashley Wohler from the Finance Department created detailed financial projections showing the Village ending the year with approximately a \$30,000 surplus before audit adjustments. Employee health care costs are projected to be \$10,000 over budget due to new employees requiring family coverage instead of single coverage. Legal fees are \$41,000 over budget, largely due to over 30 public records requests since January 1st, many requiring legal guidance for proper redaction and response. With some requests taking no time at all and some taking 5-10 hours including legal advice.

The Village is 83% through the fiscal year but only at 9% of budgeted Police revenue from moving violations. However, March alone generated \$10,880 in revenue from traffic stops. Short-term rental revenue is slightly behind projections, but Police revenue combined with Town services payments should meet projected numbers.

Several Trustees asked detailed questions about various budget lines including dispatch services allocation, building maintenance expenses.

Police Report

Interim Chief Chris O'Keeffe addressed concerns about Police visibility and newspaper coverage, explaining that they speak with the Vermont Standard weekly, providing comprehensive Police logs for their review and publication decisions. Regarding trucks and speeding, the department conducts roving patrols specifically targeting these issues.

In March, officers conducted 105 motor vehicle stops resulting in 64 tickets, mostly for speeding at 40+ mph. Several tractor trailer inspections were completed, with violations for speed and cell phone use being common. Village ordinance violations included failure to stop for pedestrians in crosswalks and illegal left turns by the statue.

The department contracted with a company for online training, 3 monthly training sessions for all officers. Physical fitness testing is scheduled, with all officers participating. Mandatory domestic violence training is also being conducted.

Interim Chief Chris O'Keeffe reported plans to outfit a cruiser with portable scales to make truck weighing more efficient, currently requiring vehicles to be led to the public safety building for the cumbersome process.

E. Votes

St James Fair Permit

Emily Moody represented the St. James Fair seeking their annual permit. The permitting process was completed with insurance on file.

Motion: by Vice Chair Jeffrey to approve the permit as presented (7:06 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

Memorial Day Parade Permit & Veteran's Day Parade Permit

Jim Ford of the American Legion requested permits for both Memorial Day and Veteran's

Day parades. The Memorial Day parade has been shortened from previous years, expecting about 100 participants. The parades have been running for about 100 years.

Discussion centered on the board's decision last year to charge parade organizers for police services. These parades require four officers for three hours at time-and-a-half pay. Jeffrey Kahn argued that these patriotic parades should not be charged like for-profit events, and Interim Chief O'Keeffe expressed support for waiving fees for veterans. Brenda Blakeman supported waiving fees but wanted consistency in charging policies going forward.

Motion: by Vice Chair Jeffrey Kahn to waive the cost of Police presence for both Memorial and Veterans Day parades (7:12 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

Motion: by Vice Chair Jeffrey Kahn to approve permits for Memorial Day and Veterans Day parades. (7:12 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

Prouty Ultimate Parade Permit

This item was moved to next month's agenda due to the representative's absence.

Music on the River – East End Park

Deb Greene of Pentangle presented the annual Music by the River summer concert series permit for free Friday night concerts in July and August. A bill from last year that fell through the cracks has been resolved with payment ready. The series remains unchanged except one band might require reservations due to popularity, with potential rain venue backup at the Theater.

Motion: by Vice Chair Jeffrey Kahn to approve the permit at the same fee as last year (\$1,200). (7:15 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

Planning Commission Appointment- Kate Harvey

Kate Harvey, a landscape architect who recently moved to Woodstock from Southern California, applied for appointment to the Planning Commission. She has attended Planning Commission meetings both in person and on Zoom and has read portions of the current bylaws. Ms. Harvey is prepared to engage in the upcoming Town Plan work following completion of Village bylaws.

Motion: by Vice Chair Jeffrey Kahn to appoint Kate Harvey to the planning commission. (7:18 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

Change Standard Trustee's meeting time

Discussion was held on potentially changing the meeting time from 6:30 PM to 6:00 PM. Jeffrey Kahn and Brenda Blakeman both expressed preference for keeping 6:30 PM due to work schedules and dinner considerations, especially during summer months when work hours extend later. Other Trustees deferred to those with scheduling constraints. The motion to change meeting times was tabled, maintaining the current 6:30 PM schedule.

Police Camera Contract

Interim Chief O'Keeffe presented updated quotes for body camera and cruiser camera systems to replace obsolete equipment. Two quotes were received from Motorola and Axon, with Axon chosen despite Motorola's initially lower bid because Axon matched the price and the department already has a taser contract with them.

The Axon system provides cloud-based storage, automatic upload when cameras are docked, and 24/7 replacement service. This will significantly reduce administrative time for Michelle Suterland, who currently spends considerable time mining data and creating DVDs for court cases and freedom of information requests. The new system allows three licensed users to access footage directly for review and distribution.

The five-year contract totals \$88,201.96 and includes body cameras for 10 officers (6 full-time, 3 part-time, plus anticipated new hires) and cruiser cameras. The Dorothy Byrne Foundation provided a \$15,000 grant, and a \$50,000 federal grant application is pending for rural police departments.

Wendy Marrinan questioned whether cloud storage costs were included, and what happens after the five-year contract (renewal would be required, potentially with different terms).

Motion: by Vice Chair Jeffrey Kahn to approve the Axon police camera contract as presented (7:36 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

33 Central Street Easement

Eric Duffy explained that the property owners at 33 Central Street need to relocate an underground propane tank slightly west from the previously approved location for their pizza ovens. Eliza Ladd clarified that while the original restaurant plans have changed and they hope a restaurant tenant will occupy the space, the tank installation is still needed and no parking spaces will be permanently lost - one space will be temporarily unavailable during construction but another space will be created to maintain the total count.

Motion: by Chair Lisa Lawlor Having seen a review of the notice of sale of municipal real estate for the purpose proposed convenience of an easement to Amos and Ginger LLC and the proposed quit claim easement deed for such convenience, I hereby move to approve the notice of sale of municipal real estate assets in substantially the form presented at this meeting and direct the Village Clerk to post and publish the notice as required by law. (7:42 PM)

Seconded: Vice Chair Jeffrey Kahn

Vote: 5-0-0 passed

Change Date of May Meeting

Eric Duffy's is on vacation from May 5-19; the May meeting was moved from May 12th to May 4th. Wendy Marrinan noted this could create timing issues since the Planning Commission's public hearing on bylaws is scheduled for May 6th, potentially pushing Trustee consideration to June rather than the originally planned May meeting.

Motion: by Vice Chair Jeffrey Kahn to change the meeting date from May 12th to May 4th at 6:30 PM (7:44 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

White Cottage Food Truck Parking Spots Approval

John's Hurley's White Cottage Food Truck requested approval for the same parking spots as last year, with a schedule change from Thursday-Monday to Friday-Monday, running June through October. The business pays for parking spots and electricity from the Chamber of Commerce and handles their own trash removal. No ice cream will be sold per previous agreement.

Discussion addressed the increasing number of food options in the Village with Positive Pie, Farmer and the Bell, and Ranch Camp now operating. Trustees noted the White Cottage owner is a taxpaying business owner who invested significantly in the truck. Questions were raised about policies for other local businesses wanting food trucks, with that falling under peddler's license regulations to be addressed separately.

Motion: by Vice Chair Jeffrey Kahn moved to approve the same location as last year for Friday through Monday, June to October. (7:49 PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

F. Village Trustees Updates

Traffic Enforcement

Chair Lisa Lawlor provided additional details on traffic enforcement mentioned in the police report. In March there were 110 stops, 64 tickets, and 38 warnings, with speeding and distracted driving being primary violations. Targeted enforcement is occurring at locations like Central and Elm Streets, successfully catching vehicles making illegal left turns onto Central Street.

Crosswalks

The need to repaint crosswalks was acknowledged, with DPW lining up vendors for bids. The repainting is weather-dependent and will proceed once conditions improve.

Roger Logan suggested installing crosswalk signs at every location since snowplows scrape off paint markings, making crosswalks invisible to visitors. Peggy Fraser supported this idea and suggested consulting other communities with similar weather conditions about better paint quality or embedded technologies.

Village Design Advisory Updates

The Planning Commission is completing Village zoning regulations with a public hearing scheduled, after which recommendations will come to the Trustees regarding whether to continue the Design Advisory Board or merge committees. The board has been unfilled pending clarity on its future role and responsibilities as outlined in the new bylaws.

Accounts Payable Process

Chair Lisa Lawlor explained the multi-step accounts payable process: departments receive and review bills, which go to Finance Director Robert Densmore for review, then to Patricia Martel for warrant preparation by department (Town, Village, Water, Sewer), then to the Eric Duffy for review, and finally requiring either the chair of Trustees or chair of Selectboard signature before checks can be issued. Trustees receive warrants online for review at least twice monthly, providing multiple checkpoints for accuracy.

G. Discussion

Peddler's license

Discussion focused on updating the outdated Peddler's License ordinance that currently requires approval from the Chief of Police and doesn't specifically address food trucks. Vice Chair

Jeffrey Kahn volunteered to work with the Chair on drafting updates, with plans to present a draft for public comment and Trustee consideration next month.

Discussion- permits/banners approval

Chair Lisa Lawlor proposed allowing banner permits to be approved administratively rather than requiring Trustee approval for efficiency. Vice Chair Jeffrey Kahn supported this for banners but emphasized that more complex permits like Green usage and parades should still come before Trustees for discussion and potential modifications.

Wendy Marrinan expressed concern about losing the broader community perspective that Trustee review provides, noting banners often represent community activities and events. Discussion addressed whether approval would be limited to Woodstock-centric events, with out-of-town events potentially still requiring Trustee review.

This item was tabled for vote at the next meeting to allow further consideration of appropriate parameters and guidelines.

Tribou Park maintenance

Al Alessi from the daily gathering at Tribou Park discussed the physical impact on the park from regular use by 10-20 people daily. A \$500 donation was presented for care and maintenance. Mr. Alessi noted drainage issues due to the park's slope toward the sidewalk, with water becoming trapped during ice melts and storms because the two large metal plates are for utilities, not drainage.

The group conducted a fundraiser and is prepared to continue supporting maintenance costs. Al Alessi suggested consulting with lawn care professionals like Jack Rossi to develop a comprehensive solution rather than temporary fixes, noting the existing grass quality was poor even before the daily gatherings began.

Peggy Fraser recalled earlier plans involving the Garden Club and Jack Rossi for park improvements including memorial brick fundraising that never materialized. Brenda Blakeman volunteered to work with the group and reach out to Jack Rossi for professional consultation. Wendy Spector promoted the Woodstock Village Conservancy as a resource for park enhancement and maintenance funding, noting their interest in supporting DPW's limited capacity for long-term landscape care through private fundraising and volunteer workforce development. The group will coordinate with the Conservancy and report back to Trustees within two weeks.

Wassail and Foliage

Discussion focused on clarifying the Trustees' role in these major annual events versus administrative support provided by Municipal Office. Eric Duffy explained current departmental involvement: Police provide full coverage for parade safety and Village patrols, DPW handles barriers and extra trash collection with overtime staff, and administration assists the Chamber of Commerce with permits and issues.

Foliage season requires additional considerations including food vendors on the Green, which has created administrative burden in recent years with staff managing vendor coordination, calendars, and weekend problem-solving. The goal is to establish clearer parameters early - maximum vendors per day, simplified approval process through Excel spreadsheets, and earlier deadlines to avoid last-minute complications.

Trash overflow was identified as a recurring problem requiring better advance planning, either through increased Casella service or scheduled DPW overtime. Additional temporary trash barrels and volunteer ambassadors in identifying shirts were suggested to help direct visitors and reduce staff burden. The discussion will continue monthly leading up to both events to ensure proper planning and role clarity.

H. Approval of Minutes

Vice Chair Jeffrey Kahn made detailed corrections to both the March 10th and March 17th meeting minutes.

Motion: by Vice Chair Jeffrey to accept the minutes as corrected. (8:42 PM)

Seconded: Brenda Blackman

Vote: 5-0-0 passed

I. Adjournment

Motion: by Vice Chair Jeffrey Kahn to adjourn the meeting at (8:43PM)

Seconded: Brenda Blakeman

Vote: 5-0-0 passed

*Respectfully submitted,
Kitty Mears Koar*

