



# Woodstock, Vermont

*The Shire Town of Windsor County*

TOWN - VILLAGE MANAGER GOVERNMENT

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

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

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Subject:** Water Shut-Off and Fire Suppression System Notice

This letter is to confirm that you have requested the water service to your property be turned off for the winter season. Please be aware that once the water service is shut off, the Town/Village is **not responsible for any damage or malfunction** to the property's internal plumbing, heating, or fire suppression system that may occur as a result of the water being turned off.

If your property has a fire suppression or sprinkler system, please note that shutting off the water could render that system inoperable. It is your responsibility to ensure that all necessary precautions are taken to protect your property and comply with any insurance or fire safety requirements.

Please contact us in advance when you are ready to have the water turned back on in the spring so we can schedule the reconnection.

If you have any questions or would like to schedule a shut-off date, please contact our office at [802.478.2366](tel:802.478.2366) or [waterdepartment@townofwoodstock.org](mailto:waterdepartment@townofwoodstock.org)

Thank you for your cooperation.

AJ Wright  
Woodstock Water Department

**Acknowledgment of Receipt and Understanding**

I, the undersigned property owner (or authorized representative), acknowledge receipt of this notice and understand that the Town/Village assumes no responsibility for any issues or damages arising from the water shut-off, including those affecting the fire suppression system.

**Property Owner Name:** \_\_\_\_\_

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

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

**Phone/Email:** \_\_\_\_\_