

TOWN OF WAITSFIELD

SELECTBOARD MEETING

Monday, May 13th, 2024

6:30 P.M.

Please see note below for access

I. Call to Order: 6:30 P.M.

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public forum. (5 +/- min.)
3. Liquor License Approval - Cousin's Brewery - First Class Liquor License and Outside Consumption Permit
4. Fire Department RFP response and next steps
5. Planning Commission Consultant recommendation for Irasville Master Planning
6. Wait House Committee Update/Spending Request
7. Mad River Path: Update on the VT-100 multi-use Path Scoping study (board member to join the Committee?) Update on 2024 MRP projects, Allocation for 2024 path mowing?
Review ideas for possible MRP trail development
8. Invasive Species Reserve Fund Deficit Recommendation - Conservation Commission
9. Conservation Commission request for funds for Trail Markers
10. Wastewater Project - Select Board Statement of Intent
11. Consent Agenda:
 - a. Consider Approving the Minutes of 4/29/24
 - b. Bills Payable and Treasurer's Warrants
 - c. Liquor license warrants
 - d. Reappoint Fred Messer to 3 year term beginning 7/1/2024 as Town Health Officer
 - e. Water System Approval - General Water Main Construction Permit Vermont
12. Selectboard roundtable. (10 +/- min.)
13. Executive Session
 - a. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
 - b. Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney- client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
 - c. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications]

III. Other Business.

1. Correspondence/reports received.

IV. Adjourn.

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, please use the following link:**

<https://us02web.zoom.us/j/82056117089>

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

Waitsfield Town Offices • 4144 Main Street • Waitsfield, VT 05673

Chach Curtis * Jordan Gonda * Fred Messer * Brian Shupe, Vice Chair * Christine Sullivan, Chair
Town Administrator: Annie Decker-Dell'Isola (802) 496-2218, x5 townadmin@gmavt.net

Anyone wishing to speak can do so during the designated times, as indicated by the chair.

ALL TIMES ARE APPROXIMATE

Waitsfield Town Offices • 4144 Main Street • Waitsfield, VT 05673
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5.13.24 Selectboard Mini-report

Item:

3. Cousin's Liquor License - this is a new license for a previously licensed business owner/location. It is custom that new licensees return before the board for their initial license and renewals in the first three years. In approving this license, the board can consider whether the applicant will need to appear in person for subsequent years.

4. We received one response to the re-opened WFFD extractor RFP (enclosed). This is contained in the packet. The town treasurer has confirmed that between reserves and possibly underutilized budget line items, there should be sufficient funds for the project as proposed. Fayston would be responsible for its usual 40% share.

5. Planning Commission consultant recommendation - this is for Irasvilla Master Planning. PC Chair AnnMarie Harmon will be at the meeting to speak to the recommendation and answer any questions.

6. Wait House Committee Update/Spending Request - AnnMarie Harmon will also be available to speak to these requests. The committee is asking for reserve funds to move forward with tree removal and pest control in this calendar year, and to insure a place on a contractor's schedule for exterior painting in Spring 2025.

7. Misha Golfman will be on hand to update the board.

8 and 9. Members of the Conservation Committee will be in attendance to offer a recommendation regarding the deficit and answer any questions as to that and the trail marker purchase.

10. Wastewater Project - Board Statement of Intent - at the last meeting the board approved a draft resolution that the "Board's intent is to fund the majority of the wastewater project cost with federal and state grant funds, and to use monthly user fees as the source for making payments on any loan amount that is determined to be necessary and reasonable for success of the system."

11. Consent agenda:

b) warrants will go out Monday as per the custom

d) Fred Messer's 3 year term as Town Health Officer will expire on 6/20/2024 and he has agreed to serve another 3 year term

e) I was contacted by Downstreet regarding their intent to use ARPA Healthy Homes grant funds to replace drinking water lines within Vermont Park. Since the lines are connected to Waitsfield's public water system, they need the town's approval to move forward. Downstreet is working with Grenier Engineering who has prepared a permit application for the project.

Griffin & Sons Excavating

159 Smith Road
 Moretown, VT 05660

Estimate

Date	Estimate #
4/8/2024	63

Name / Address
Waitsfield Fire Department M

Project

Description	Qty	Rate	Total
Excavate & Install Extractor Tank , Backfill & Pave			
Mobilization:		750.00	750.00
Equipment:		10,040.00	10,040.00
Excavator			
Labor			
Truck			
1 Ton			
Dump truck			
Compactor			
Materials:		24,052.00	24,052.00
1500 Gallon Holding Tank			
1 1/2" Stone			
Fill Sand			
Topsoil			
Pipe & Fittings			
Steel Pipe			
Concrete Mix			
Asphalt			
Insulation			
Description of work: Excavate & Install holding tank, Excavate & install pipe, Backfill & compact. Electrical & plumbing included in price			
Seed & Mulch		775.00	775.00
Thank you for your business.	Total		

Griffin & Sons Excavating

159 Smith Road
Moretown, VT 05660

Estimate

Date	Estimate #
4/8/2024	63

Name / Address
Waitsfield Fire Department M

Project

Description	Qty	Rate	Total
1 Ton Hay Seed Mulcher *Anything outside scope of work will be extra *Any unforeseen obstructions will be extra time and material *Ledge removal is extra time & material *Any underground tanks & cleanup of hazardous materials will be extra time & material *Owner is responsible for obtaining State and Federal permits			
Thank you for your business.		Total	\$35,617.00

REQUEST FOR QUALIFICATIONS

**Environmental Consultant / Municipal Planning Professional
is requested for a Village Master Plan for Irasville, Vermont
Waitsfield, Vermont
[FEBRUARY 14, 2024]
RFQ Due on [MARCH 15, 2024]**

PROJECT DESCRIPTION

Overview

This project is to create a Village Master Plan for Irasville, with the goal of increasing housing, improving natural resources and increasing resilience against a changing climate. The Village Master Plan will include current conditions, community attitudes, identification of wetland enhancements, realistic design scenarios, and next steps for phased revitalization and resilience.

Context and Background

Waitsfield's Town Plan identifies Irasville as the growth area for the Mad River Valley, accommodating the majority of new residential and commercial development in a traditional VT village form.

The lack of municipal infrastructure, coupled with the lack of an integrated stormwater management and wetlands approach, has resulted in a fragmented development pattern and limited capacity to accommodate growth.

The town has recently made substantial progress on a variety of stumbling blocks keeping Irasville from realizing its potential:

- Municipal water system installed in '12
- Municipal wastewater system planning is currently underway, final design in '24
- Irasville Wetlands Analysis, '21

Building off this progress, as well as leveraging lessons learned from the town's previous Irasville visioning efforts, the town is well positioned to undertake a process focused on two overarching objectives: 1) enhance Irasville's absorptive capacity while also meeting municipal goals; 2) enable and promote Irasville's development as a compact, mixed-use, and pedestrian-oriented growth center.

Extensive conversations with our region's DEC Wetlands Ecologist have resulted in an understanding of the key role that Irasville's existing wetlands complex plays in flood storage,

water quality improvement, and more. In a time of climate change-induced weather patterns, their role is increasing in significance. Waitsfield is committed to utilizing the lessons of its 2021 Wetlands Analysis to guide master planning, focusing first and foremost on how to enhance and support the functioning of Irasville's wetlands complex. The town is fully committed to evolving Irasville's automobile-centric development pattern into a bustling pedestrian-oriented growth center while also increasing the natural functioning of its landscape.

Funding

A total of \$49,990 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development.

Work Plan

The overarching objectives of the Irasville Master Planning project are to enhance the landscape's absorptive capacity while also meeting municipal goals that enable and promote the development of a compact, mixed-use, and pedestrian-oriented growth center. We aim for a future Irasville that is home to the bulk of the Mad River Valley's housing and commercial needs at a pedestrian scale, resulting in a critical mass that supports a diversity of viable businesses in the village, as well as ample ridership for a commuter bus connecting Irasville to neighboring population centers. This future Irasville has a highly functioning environment where critical wetlands have been enhanced and storm water captured, intercepting rainwater that would otherwise end up in the Mad River and exacerbate flooding. The natural functions of the immediate landscape are understood, strengthened, and protected.

In order to achieve this projected future Irasville, we will need to start with a plan. The Irasville Master Plan will provide strategic recommendations for advancing the housing and mixed-use development of Irasville in a manner that increases the absorptive capacity of its wetlands. The project will include an engaged public process to ensure that the broad community envisions a future that's mutually beneficial, as well as incorporate implementable design approaches that build off of the existing momentum.

The long-term outcome of this project is a more resilient Waitsfield, where the town's long-standing commitment to smart-growth principles is realized, one that welcomes changing demographics, all in a location that is safe from, and minimizes the likelihood of flooding.

Proposed Timeframe

Contract Awarded, Proposed Start Date: May 1, 2024

Existing Conditions Analysis: May – July 2024

Community Development Goals: July – August 2024

Wetland Enhancement Opportunities: August – October 2024

Community Engagement: As appropriate May 2024 – August 2025

Design (including State Wetlands review): November 2024 – August 2025

Strategic Recommendations: November 1, 2025

Project Outline and Deliverables

- 0) Project Management - Project management activities including internal coordination, project communications, and invoicing.
- 1a) Existing Conditions Analysis - Summarize Conditions - Drawing from recent Vibrant Villages project, summarize relevant plans, reports, and data to describe current conditions in Irasville
- 1b) Existing Conditions Analysis - Base Map - Prepare base mapping of existing facilities, buildings, wetlands and other natural features
- 1c) Existing Conditions Analysis - Present Findings Share findings to PC, Project Website, & Public Meeting Presentation
- 2a) Community Development Goals – Identify - Coordinate with Steering Committee, PC, & SB to identify specific development goals (consultant & staff)
- 2b) Community Development Goals – Articulate - Share goals and hear feedback from PC/SC (post to Project Website)
- 3a) Wetland Enhancement Opportunities – Identify - Based on existing Irasville wetland rankings (functions and values), identify areas for restoration, expansion, and encroachment (no site visit anticipated)
- 3b) Wetland Enhancement – Prioritize - Develop a prioritized list and map of wetland restoration, expansion, and encroachment
- 3c) Wetland Enhancement - Implementation Identify responsible parties for wetland restoration, expansion, and easement holding.
- 4a) Community Engagement - Steering Committee - Develop and facilitate a project steering committee consisting of Planning Commission, Selectboard representative, PZA, and local stakeholders.
- 4b) Community Engagement – Website - Develop an informative and engaging project website that tells the context and story of prior planning efforts (including wastewater plans, flood resilience efforts, bylaw modernization)
- 4c) Community Engagement – Charrette - Informed by wetlands opportunities and constraints, host a design charrette to identify village design ideas and priorities for Irasville
- 4d) Community Engagement – Materials - Include educational materials and discussions as well as sketchwork and visioning exercises to articulate design vision and goals for Irasville
- 5a) Design - Charrette Refinement - Working with project advisory committee, refine initial design from charrette (anticipated at one overhead sketch and one perspective sketch).

5b) Design – Feedback - Put initial design into an online community survey to receive resident feedback

5c) Design - Design Refinement - Based on survey results and input from Steering Committee, refine and finalize design based on resident/committee feedback

6a) Strategic Recommendations - Prepare recommendations for advancing and implementing design and wetland considerations in Irasville, including bylaw changes, circulation, stormwater, wetland improvements, and wayfinding. Develop a concise, graphically-rich planning document.

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information:

1. Cover Letter - A letter of interest for the project.
2. Statement of Qualifications and Staffing – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.
3. Summaries of relevant projects – Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. Page Limit - The proposal, encompassing items 1-3 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts.

All information submitted becomes property of the Town of Waitsfield, Vermont. The municipality of Waitsfield reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Respondents should submit one (1) digital copy (PDF) and five (5) printed copies of the proposal by March 15, 2024 to:

Town of Waitsfield
Attn: JB Weir, Planning & Zoning Administrator
4144 Main Street
Waitsfield, VT 05673

For questions, please contact JB Weir, Planning & Zoning Administrator, at (802) 496-2218 x 4, or via email at pza@gmavt.net. We will respond to all questions within 48 hours. Both the question and response will be shared with the other consultants.

Please expect a confirmation email upon receipt of the qualifications by the Town of Waitsfield.

Selection Process

Qualifications will be reviewed by a selection committee composed of representatives from *the Waitsfield Planning commission, Waitsfield Selectboard, and Waitsfield community-at-large*. A short- list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead. Proposals will be presented in-person by the consultants at interviews.

RFQ Schedule Summary:

Qualifications due March 15, 2024.

Consultants selected for short-list: March 22, 2024

Interviews and Proposal Presentations: April 15 – April 19, 2024

Consultant selection by April 26, 2024

Project work to begin May 8, 2024

Complete project on or by November 30, 2025.

Evaluation of Qualifications

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 85%
 - Experience with master planning and wetlands analysis
 - Ability to solicit input, build community engagement, and solve problems creatively.
 - Knowledge of infill development and natural resource protection
 - Understanding of current housing issues, resort communities and flood resilience.
 - Proven ability to work with committees and conduct public meetings
 - Availability to begin work on project start date
2. Quality, completeness and clarity of submission - 15%

Interview Framework

The Town of Waitsfield reserves the right to select the top three highly scored consultants and invite them for an interview. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal.

The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the Town Offices in

Waitsfield, Vermont and via Zoom. The day and time will be notified to the respondents at least one week prior to the meeting. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

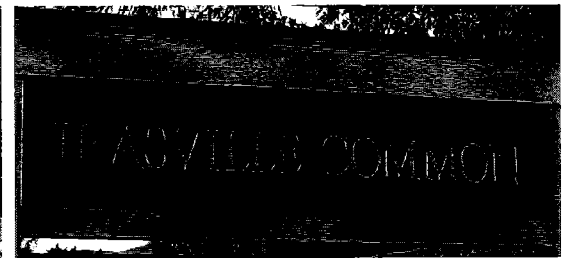
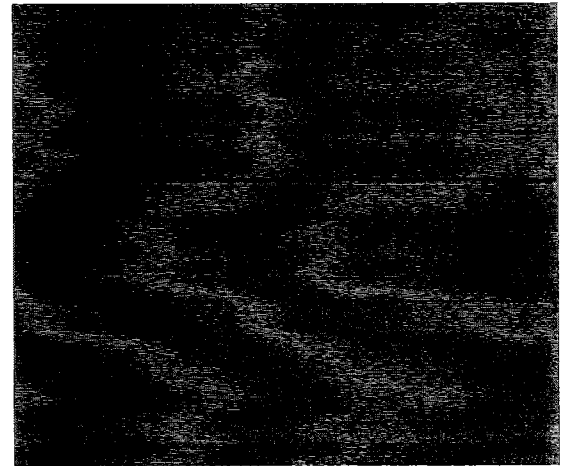
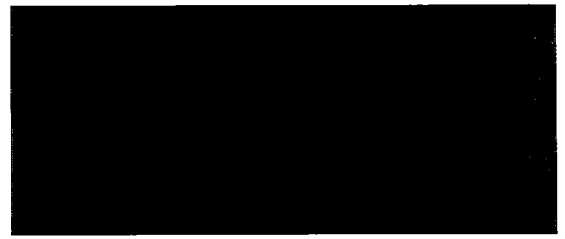
Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).

STATEMENT OF QUALIFICATIONS FOR IRASVILLE VILLAGE MASTER PLAN

Prepared for:
The Town of Waitsfield



SE GROUP

CONTACT

Alex Belenz
abelenz@segroup.com
802-862-0098

CORPORATE ADDRESS

4609 South 2300 East
Suite 204
Salt Lake City, UT 84117
www.segroup.com

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The Town of Waterville Valley is small, but highly influenced by its setting near the Waterville Valley Resort and the White Mountain National Forest. These recreation and tourism influences make planning very complex with a large number of seasonal residents, visitors and guests. Recognizing this, SE Group prepared a public engagement strategy that sought insight from this broad constituency. Using stakeholder meetings, online surveys, public open houses, informational booths at special events and interactions with the Planning Board, a significant amount of insight in community attitudes and opinions was captured. SE Group did a terrific job of encapsulating the community attitudes and opinions in ways that illustrated unique challenges and opportunities for the community.

-Mark Decoteau, Town Manager
Waterville Valley, NH

March 15, 2024

Town of Waitsfield
Attn: JB Weir, Planning & Zoning Administrator
4144 Main Street
Waitsfield, VT 05673

Dear Selection Committee members,

We are pleased to provide you with our submittal for the Village Master Plan for Irasville RFQ. Our team is deeply familiar with the planning challenges and opportunities present in Irasville. We recently assisted the Waitsfield Planning Commission with a successful year-long process to modernize zoning bylaws for the Town's village areas. This project was dubbed the Vibrant Villages Initiative to help spotlight the goals identified for the Town's village identified in the Waitsfield Town Plan for increasing housing options, walkability, and overall vibrancy in alignment with plans to create a community wastewater system. We are excited by this potential opportunity to continue to assist the Town with this logical and critical next step in this initiative.

To this partnership, we would bring decades of experience in municipal planning in Vermont, as well as a national perspective informed by our work with small resort communities in Colorado and other western states. Our team includes community planners, landscape designers, and Certified Wetland Scientists. Some recent examples of our work with Vermont communities includes:

- Guiding the Town of Essex through the development of a comprehensive Town Center Master Plan covering infill development, pedestrian connectivity, and environmental resources.
- Assisting the Town of Waterbury to prepare 3D visuals displaying the impact of proposed zoning bylaw changes for their downtown area and integrating these visualizations into a thorough community engagement approach.
- Working with the Town of Lyndon to develop a streetscape improvement plan for the Route 5 corridor through downtown Lyndon that identifies strategies and designs for improved pedestrian connectivity, public space activation, stormwater management, and beautification.

Through this diversity of experience, we are deeply qualified to assist the Town with evaluating potential pathways for future infill development and pedestrian connectivity in Irasville in ways that are respectful of its sensitive natural setting. We appreciate the deep commitment to public engagement laid out in the RFQ and will be an enthusiastic strategic partner in bringing in Waitsfield residents to each step of the planning process.

SE Group confirms that we have the necessary resources and capacity to fulfill the requirements of the project outlined in this proposal. Our team is available to begin work on the project immediately upon receipt of a signed contract and any necessary project specifications.

Sincerely,

SE Group



Alex Belenz | **Primary Contact**
Project Manager | Associate Analyst & Planner
abelenz@segroup.com | 802-862-0098



Mark Kane | **Director**
Community Planning
mkane@segroup.com | 802-881-1989



QUALIFICATIONS & STAFFING

SE GROUP

The Value of Experience.

SE Group's corporate entity was formed in 1958 as the first company established for the sole purpose of designing ski resorts, including the consideration of how regulatory factors influence—and are affected by—ski area design.

Since that time, our company has evolved to include comprehensive community planning, environmental and land-use planning, multi-season recreation and trails planning, community planning and design, parks and open space planning, and public lands cooperative planning for natural areas, rural communities and recreational development.

Through the years, we have become leading experts in working with communities in attractive and sensitive environments where short-term choices have profound long-term effects. We bring that experience to our clients, and to every planning project.

We work in rural &
mountain communities,
where growth pressures,
the protection of natural
resources, and housing
affordability shape priorities
and decision-making.



Planning Experts for Rural & Mountain Communities

Our work is focused on rural communities—often surrounded by public lands, established tourism and resort destinations, and where outdoor recreation is an economic driver. Growth in outdoor recreation has brought growth in both visitorship and new residents to communities in some of our country's most beautiful locations. Irasville—as the crossroads of the Mad River Valley and with its proximity to Sugarbush and Mad River Glenn—is a popular area for tourists, and an increasingly desirable residence to those who value natural beauty and recreational opportunities. With such growth careful and thoughtful analysis and planning is imperative. We work with many communities to navigate the complex decisions that are required to forge a future that will continue to support economic vitality and a high quality of life. We provide plans that are pragmatic, sustainable, and implementable, while making sure each community we work with feels a stronger sense of place, connection and pride.

Team Introduction

We help communities reimagine their future. Our integrated planning and design services identify opportunities for communities to grow and thrive in profound ways. Our work is informed by our national experience but is always rooted in local knowledge and close collaboration with our clients. As a trusted partner, we consider the environmental, social, and economic factors of a project – the whole picture. The value of our experience goes far beyond the know-how we've gained from thousands of projects. The real value is the wisdom that comes with it, and our proven ability to find opportunities in rapid and continuous change. We bring that experience to our clients and to every project.

Our work includes:

- Comprehensive & Community Master Planning
- Subarea and Corridor Master Plan
- Affordable Housing Planning & Analysis
- Grant Program Planning
- Suitability Modeling and Land Use Mapping
- Community Engagement & Visioning
- Site Planning & Design
- Environmental Planning
- Outdoor Recreation Planning & Design
- Landscape Design & Architecture
- Connectivity & Mobility Planning
- Market Analysis & Economic Development
- Branding & Wayfinding Systems
- Project Management
- Recreation Planning & Design
- Landscape Design & Architecture
- Connectivity & Mobility Planning
- Market Analysis & Economic Development



Engagement & Outreach is Our Expertise

Our approach to equitable and attentively curated engagement is the product of decades of engaging with the communities we serve. We understand that each community requires a distinct approach to engagement, and we offer a full menu of virtual and in-person engagement opportunities to satisfy the needs of our diverse client base. We embrace the idea of providing more than the standard open house by providing mechanisms to uncover the voices of the unheard and unrepresented, often through targeted outreach and “outside the box” strategies. We prioritize drawing parallels between group interests to achieve a unified vision with decision-making criteria which comes directly from community input. We have learned that finding shared values and perspectives is essential—these are what help align priorities within a community and enable to move it forward. We also know that this is not always an easy task. Building an engagement process that enables robust community dialogue is paramount.

WE PROVIDE

- Consistent and transparent communication with staff & elected officials, stakeholders, and the public
- Engagement materials including interactive maps, meeting flyers, and surveys—just to name a few!
- Impactful and easy to use Project Websites
- Meeting-in-a-box opportunities
- Specially tailored focus groups and stakeholder discussions to develop and verify community needs
- Mapping and graphics to identify and support findings
- Illustrations and infographics to communicate data and results

MEETING PEOPLE WHERE THEY ARE AT

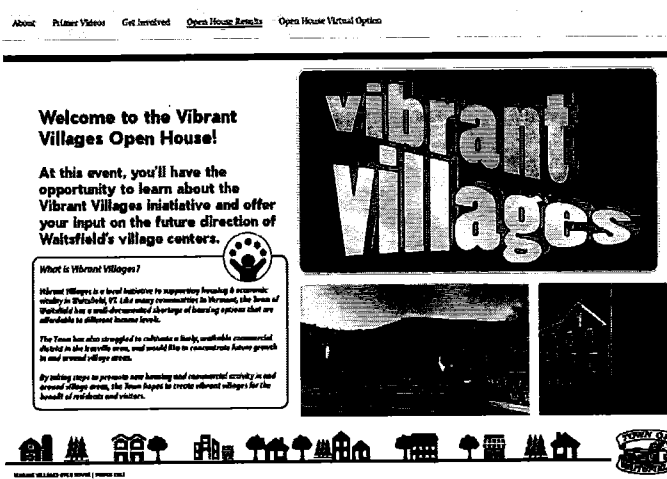
What does it mean to “meet people where they are at” and why is it so important to us? In our experience, community engagement yields the strongest results when the process is brought to the people. Most people are passionate about their community in one way or another, but may avoid participating in traditional public input processes for a variety of reasons. We love to find those local spots when we can engage with a broad cross-section of the community at events or as they go about their daily business.



SE GROUP STORY MAPS

A story can effect change, influence opinion, and create awareness—and maps are an integral part of storytelling. SE Group uses StoryMaps to give your narrative a stronger sense of place, illustrate spatial relationships, and add visual appeal and credibility to your ideas.

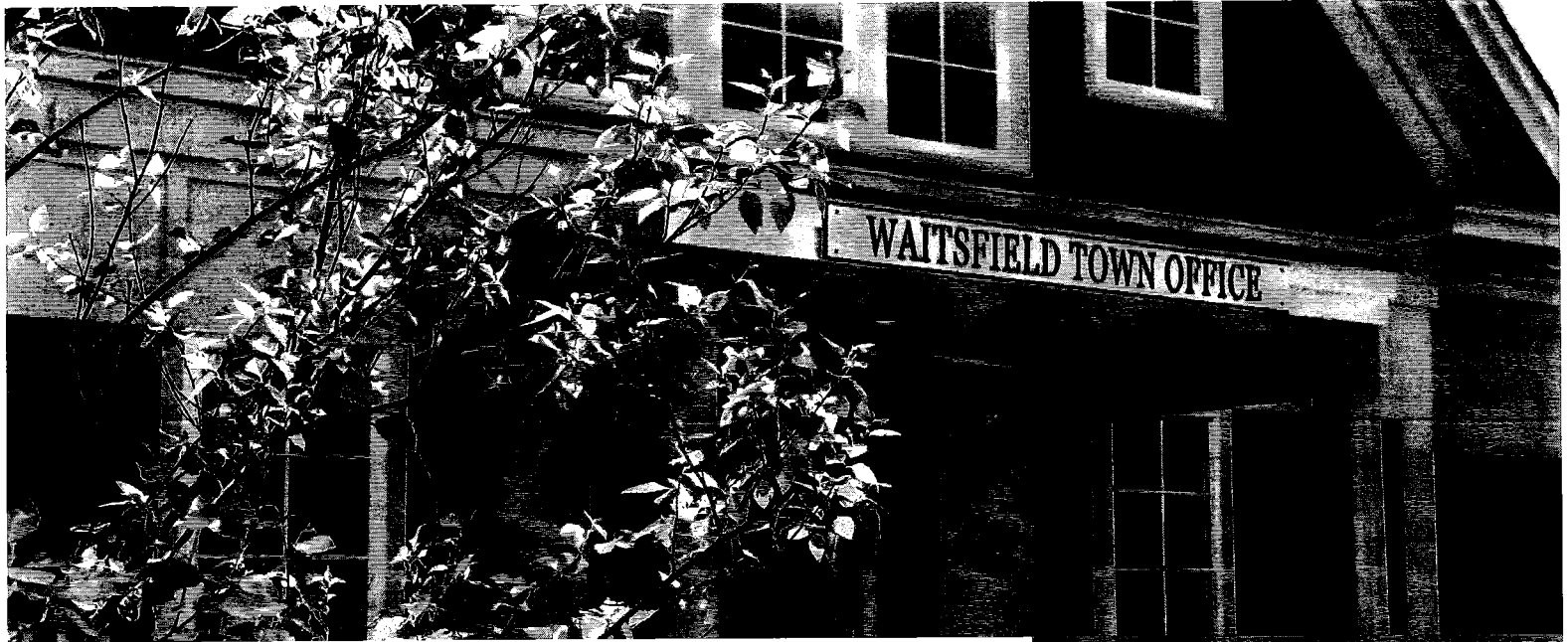
During SE Group’s work with Waitsfield Village and Irasville Village to modernize their bylaws to support economic and housing vitality, known as “Vibrant Villages”, SE Group leveraged the StoryMap platform to inform the community of the project details and goals, distribute project updates, notify the community of public engagement opportunities, post Open House boards and poll results, along with the opportunity to participate in a virtual Open House. Using StoryMaps allowed more community members to be involved in the process, which creates a more informed and meaningful outcome.



StoryMaps & Public Engagement

SE Group works with SE Group to create digital maps that inform, educate, and engage the community. These maps are used to provide a visual context for complex information, such as land use, infrastructure, and community development. They are also used to provide a platform for public input and feedback. The maps are designed to be user-friendly and accessible, allowing community members to explore the information at their own pace and from any location. The maps are also used to provide a visual context for complex information, such as land use, infrastructure, and community development. They are also used to provide a platform for public input and feedback. The maps are designed to be user-friendly and accessible, allowing community members to explore the information at their own pace and from any location.

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EXPERIENCE WITH COMMUNITIES LIKE WAITTSFIELD HAS TAUGHT US:

Great communities know who they are.

They have a vibe and character that defines why people live there. Their uniqueness and authenticity are essential to their being. We know that great long-term plans are built by focusing on what brings a community together.

Just as no two communities are alike, no two community planning projects are alike.

We listen and work closely with clients to tailor the approach that makes the best sense for their community, customizing our processes and public engagement efforts, accordingly.

The best processes balance the interests of people, property, and place.

Doing this takes deep listening, experience, and a highly thoughtful approach that examines multiple scales of decision-making: long and short term, fine and large grain, local as well as regional.

Planning is about pragmatism wrapped around a clear vision.

We work with communities to develop and communicate that vision in a clear, inspiring way. Compelling graphics, clear maps, succinct policies, and easy-to-use documents are hallmarks of SE Group's work.

We've had the distinct honor of working with the following Vermont communities and regions:

- o Waittsfield
- o Waterbury
- o Montpelier
- o Lyndonville
- o Essex Junction
- o Burlington
- o Enosburgh
- o East Hardwick
- o East Burke
- o Vernon
- o Northfield
- o St. Albans
- o Chester
- o Richmond
- o Montgomery
- o Newport
- o Mount Ascutney Regional Commission
- o Mad River Valley Planning District
- o Northeastern Vermont Development Association

RELEVANT PROJECT EXPERIENCE

The table below is a list of recent relevant projects that showcase the project team's experience as it relates to this plan. Full project descriptions of select projects are provided on the following pages.

Project Features					
Master Planning	Community Engagement	Natural Resource Planning	Housing	Active Transportation	Scenarios & Opportunities

PAST PERFORMANCE PROJECTS (WITHIN THE LAST 10 YEARS)

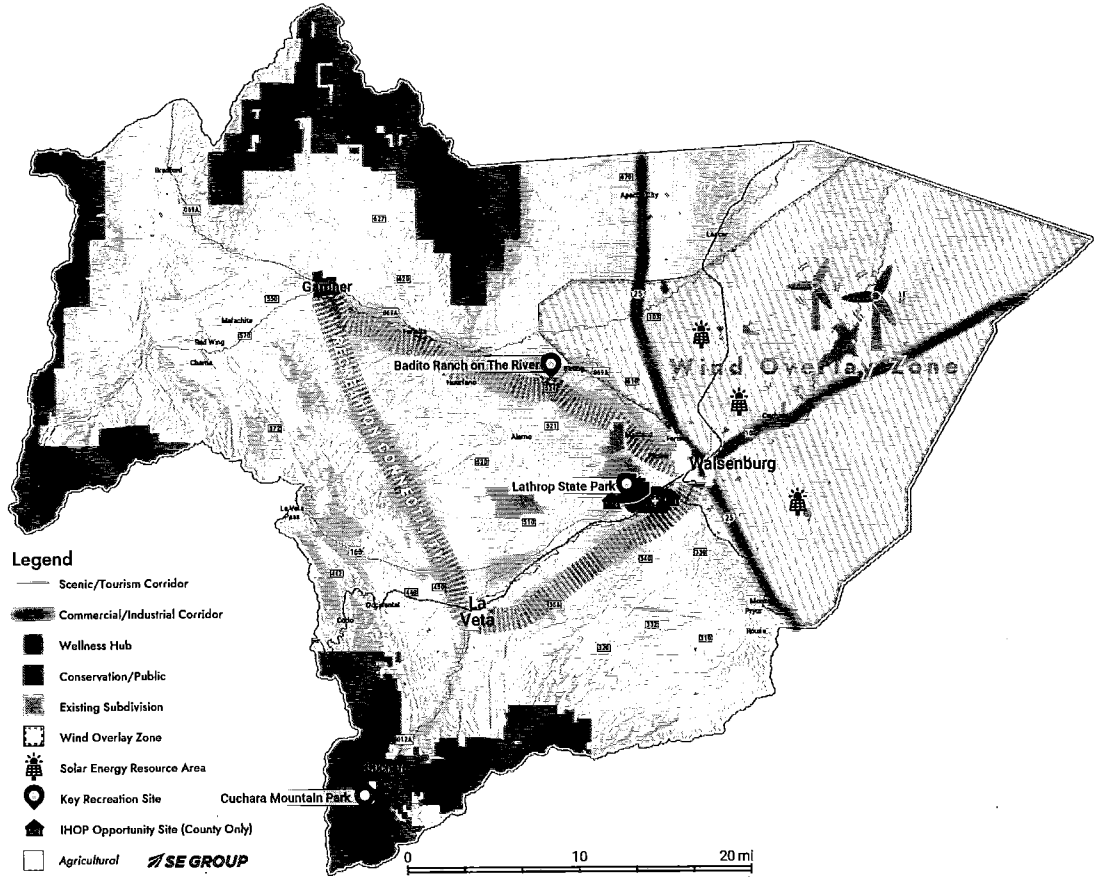
	Master Planning	Community Engagement	Natural Resource Planning	Housing	Active Transportation	Scenarios & Opportunities
Town of Waitsfield Bylaw Modernization, VT		●	●	●	●	
Town of Waterbury Bylaw Modernization, VT		●		●	●	●
Essex Town Center Master Plan, VT	●	●	●	●	●	●
City of Montpelier Downtown Core Master Plan, VT	●	●	●	●	●	
Enosburgh Falls "Vital Village" Master Plan, VT	●	●		●	●	
Town of Lyndon Route 5 Corridor Master Plan, VT	●	●	●	●	●	●
Town of Conway Master Plan, NH	●	●	●	●	●	
Mad River Valley Active Transportation Plan, VT	●	●		●	●	

References

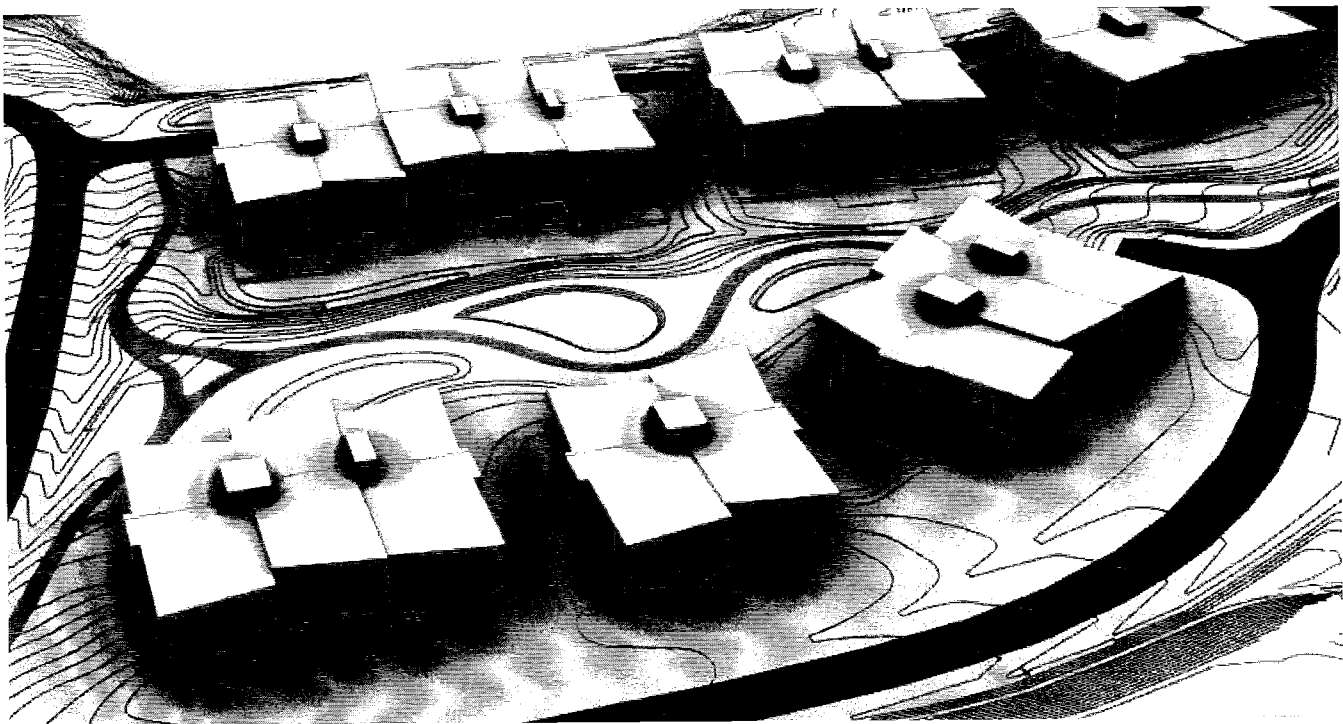
PROJECT	CLIENT	CONTACT
<p>Christie Village 2012-2013</p>	<p>Christie Village</p>	<p>Julie Hance Town Manager jhancester@vermontell.net 802.875.2173</p>
<p>Northwest Regional Planning Commission 2012-2013</p>	<p>Northwest Regional Planning Commission & Town of Enosburg</p>	<p>Greta Brunswick Senior Planner gbrunswick@nrcpcvt.com 802.524.5958 x16</p>
<p>Town of Waterbury 2012-2013</p>	<p>Town of Waterbury</p>	<p>Neral Lefkovic Planning Director nlefkovic@waterburyvt.com 802.244.1018</p>

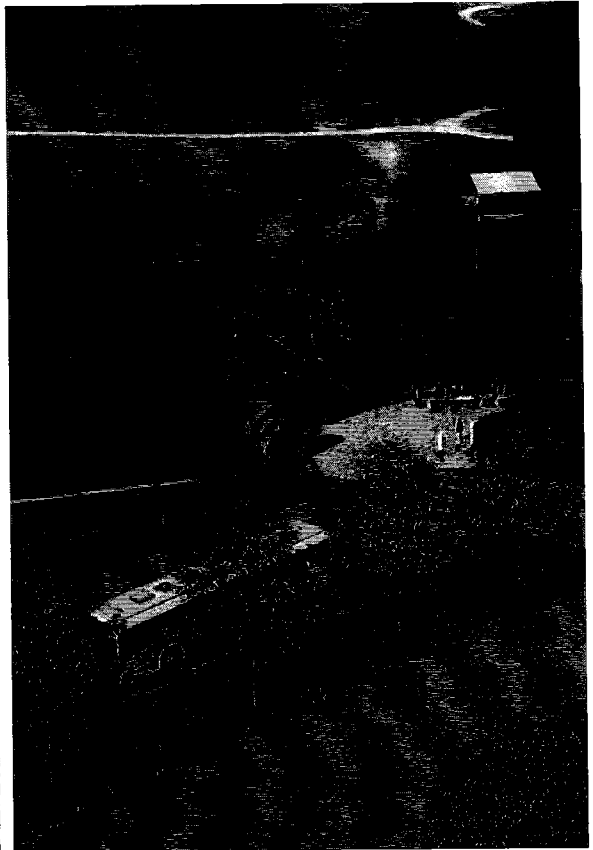
VISUALIZING CHANGE

Future Land
Use Map



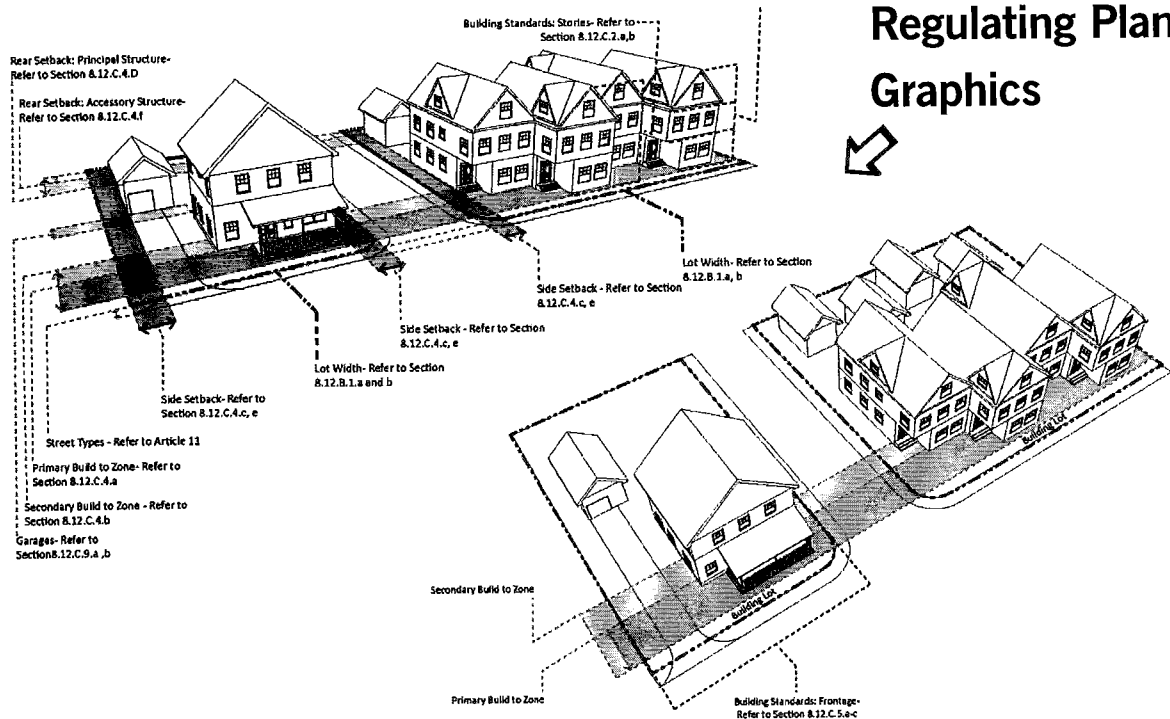
Massing Model

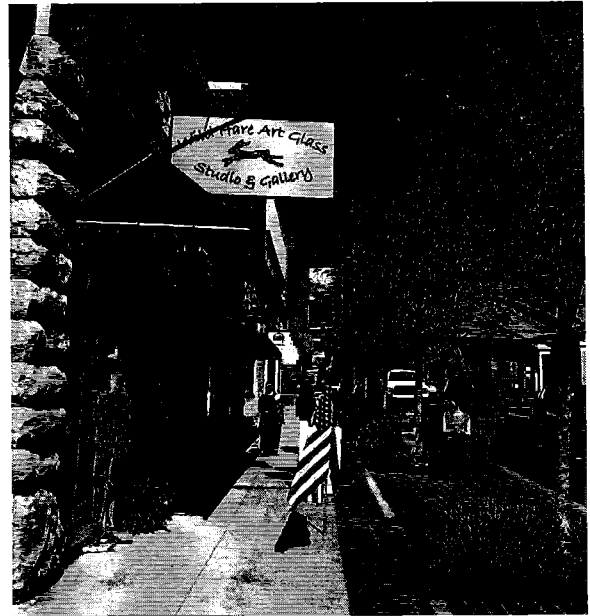
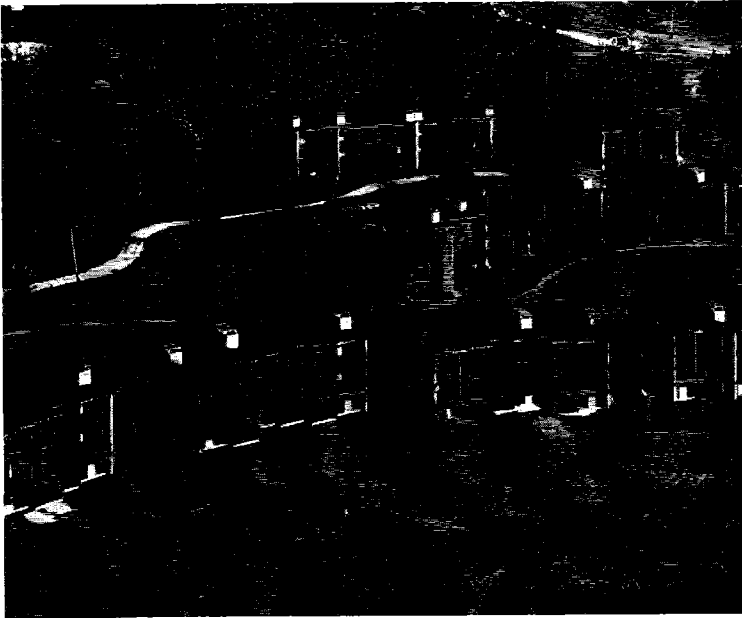




Massing Study ↑

Rendered Image ↑



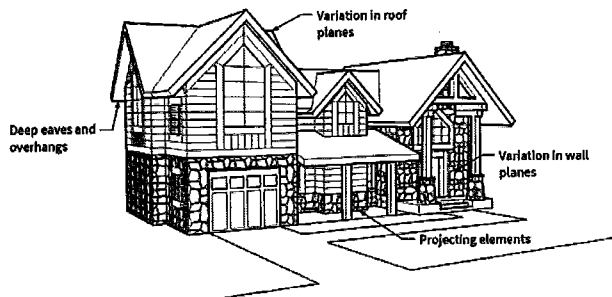


Rendered
Images

Design Standards User Guide

Animating Features, Projecting Elements and Architectural Detailing

Development should provide a variety of architectural elements that “animate” the building and are features generally found within the Frisco community that help define the appropriate design character for Frisco. Providing animating features, projecting elements and architectural detailing will further preserve and strengthen the small mountain character of Frisco.



Regulating Plan Graphics

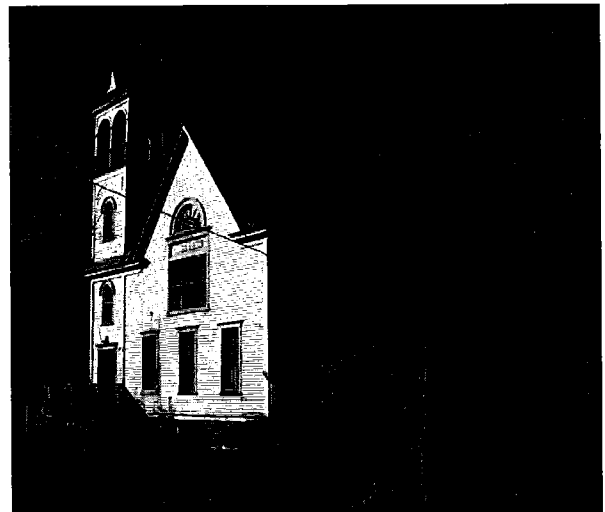
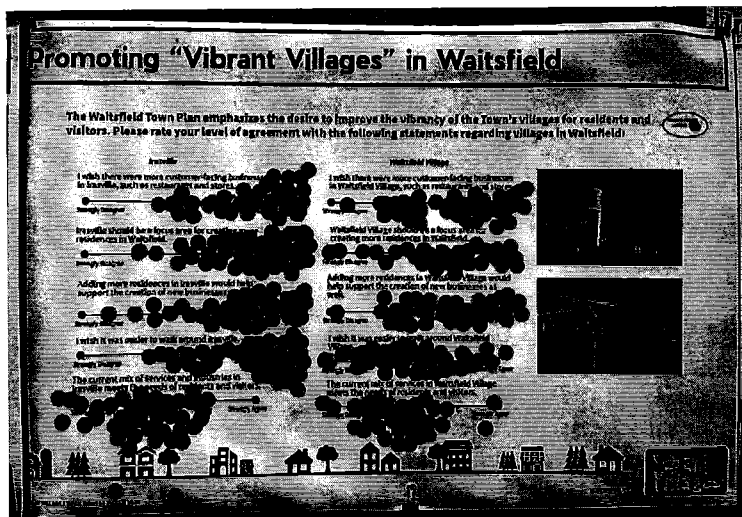
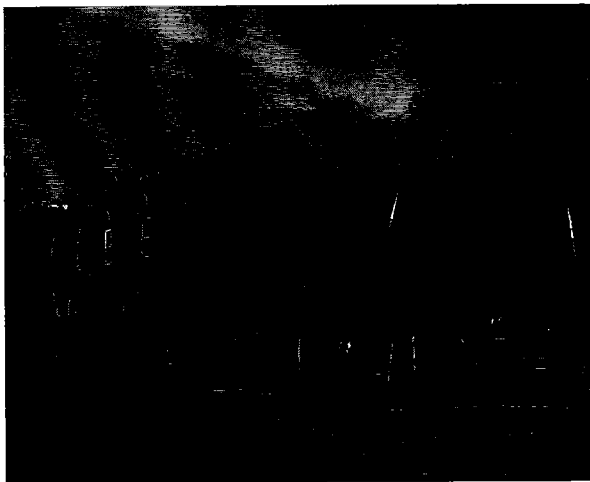


Town of Waitsfield Bylaw Modernization

Waitsfield, Vermont

SE Group recently assisted the Town of Waitsfield with updating zoning bylaws to align with Town Plan goals for village revitalization, housing development, and pedestrian connectivity. This project focused on evaluating permitted land uses, lot sizes, dimensional standards in Waitsfield Village and Irasville. The Irasville village area, with its mix of shopping plazas, residences, and critical wetlands, was a particular focus for this work.

Working closely with the Waitsfield Planning Commission, we began this project with a site visit and thorough analysis of existing land use patterns, local and regional housing needs, and existing land use regulations. To support our public involvement process, we developed an engaging project website with educational information about the purpose and impact of zoning regulations and the Waitsfield Town Plan. As the project progress, this website was updated with educational videos narrated by Planning Commission members. A well-attended open house event provided critical input on initial strategic priorities identified by the project team. As the project progressed, high-level needs were distilled into specific proposed bylaw revisions through a series of iterative work sessions with the Planning Commission. The final series of proposed bylaw revisions were subsequently adopted by the Town of Waitsfield Selectboard. A final project memorandum included additional recommendations for potential bylaw revisions and pedestrian connectivity improvements.



Town of Waterbury Bylaw Modernization

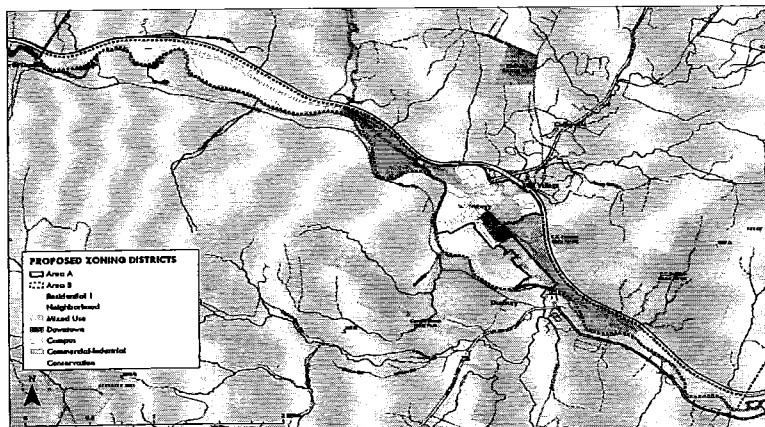
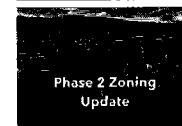
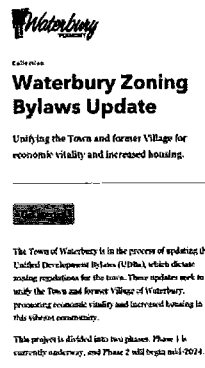
Waterbury, Vermont

We worked with the Town of Waterbury to update their Unified Development Bylaws (UDBs), which dictate zoning regulations for the town. These updates sought to unify the Town and former Village of Waterbury by promoting economic vitality and increased housing in this vibrant community. Waterbury Village used to be a separate municipality with its own bylaws. Now combined with the Town, these bylaws were required to be updated to better integrate with the Town's bylaws, while also reflecting the desired uses, densities, and dimensional standards in the vibrant village core.

The goals of Waterbury's Bylaws Update project were to:

- Be more clear, understandable, and user-friendly to all
- Be adaptable for existing, new, and expanding uses across the town zoning districts
- Allow for increased downtown density to support local housing needs
- Facilitate strategic commercial, industrial, and mixed-use development
- Protect the scenic and natural resources of the rural districts

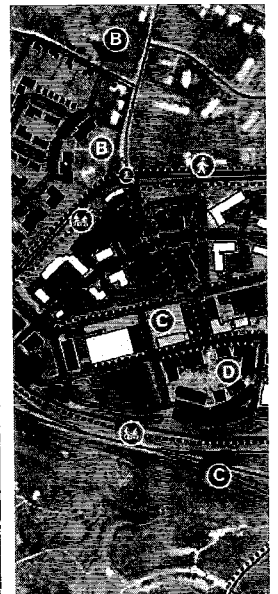
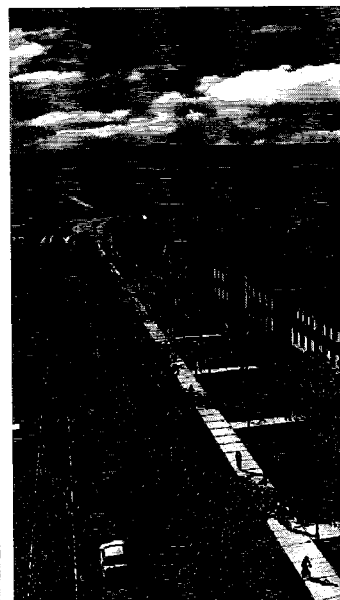
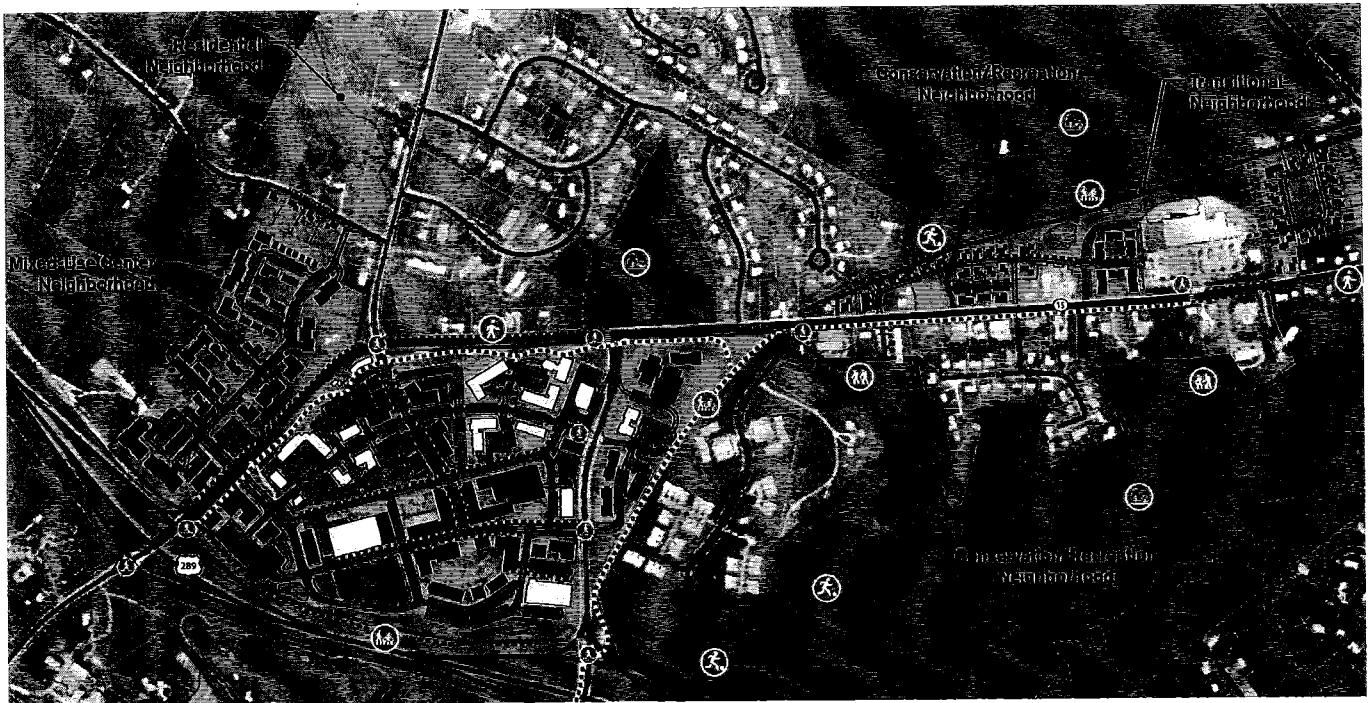
We conducted two open houses in Waterbury to show the proposed changes in the bylaws and gather feedback from the community. Massing models of the dimensional standards were created for all zone districts, giving community members a sense of how future buildings would look on lots changed by the zoning.



Essex Town Center

Essex, Vermont

In 2016 SE Group started working with the Town of Essex on an updated version of its Town Center Master Plan. SE Group led a community-based Steering Committee and sought focus from the public on what the vision for this area should be. In a location dominated by large retailers and relatively poor mobility, the public's concerns were varied, but architectural character and connectivity were the two most pressing. As this project has evolved, SE Group began exploring how form-based code might provide guidance to the evolution of the ETC as it is known. SE Group prepared buildout analyses and conceptual design plans that explored a vision and provided recommendations on specific form-based code elements (public realm, open space types, building types, street typology) that the Planning Commission is just beginning to digest into a workable regulatory model.

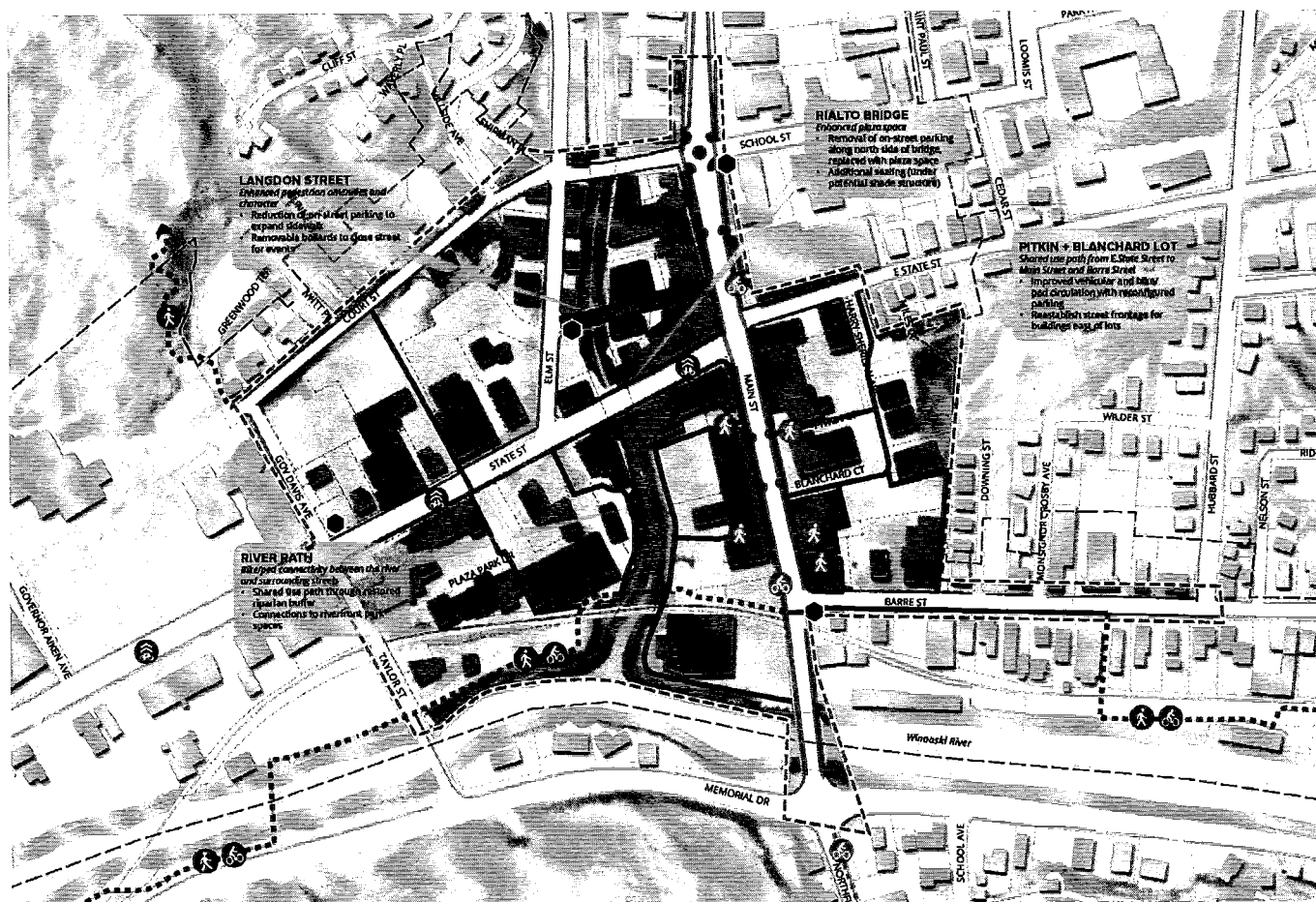


Montpelier Downtown Core Master Plan

Montpelier, Vermont

Montpelier, the capital of Vermont, has long sought to improve its downtown through updating of its streetscape and better integration with the adjacent Winooski River. SE Group, leading a team with Stantec Engineers and Watershed Consulting, completed a planning process focused specifically on the downtown core with the goal of establishing a vision for the streetscape and land uses within the study area. Building upon the best ideas from earlier planning efforts, SE Group led a robust public engagement process to gain new perspectives from the community. A number of key priorities were established, including providing a dynamic, accessible and attractive pedestrian environment, comfortable bicyclist accommodations, and improved open space and connectivity to the river. Finding the right balance of convenient parking, while allowing for critical enhancements to the pedestrian realm, was a key challenge that the project successfully addressed. In addition to potential park/plaza spaces, opportunities for urban infill were explored on under utilized parcels. Through creative design explorations that responded to community desires and client concerns, the design team established a compelling vision for how the downtown core should look, function, and feel.

Stormwater management, with the goals of improving water quality and reducing flooding, was another focus of the project. Watershed Consulting and SE Group worked collaboratively to explore ways to integrate progressive detention and filtration practices into the fabric of the downtown core. With an overview of streetscape implementation recommendations, which include order of magnitude cost estimates, the final document will help inform future city decisions related to specific streetscape design projects, support continued community dialogue around future land use policy, and provide a strategic framework for the management of urban stormwater.



Enosburg Falls “Vital Village” Master Plan

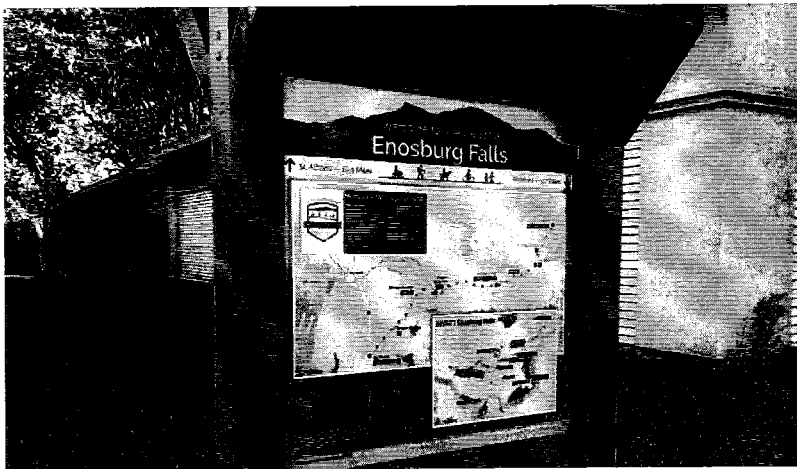
Enosburg Falls, Vermont



SE Group worked with the Northwest Regional Planning Commission and Enosburg Falls to engage the community and create a collaborative vision for a vibrant and healthy village center. The purpose of this effort was to promote economic development and community health with a focus on strengthening the tourism and recreation economy and developing a coordinated marketing identity for the village.

Concepts explored streetscape and community enhancements such as promoting complete streets, access management, improved multi-modal connections, beautification, wayfinding, and storefront/façade enhancements. Exploring opportunities to build upon the recreational assets in town—most notably the Missisquoi Valley Rail Trail and the Northern Forest Canoe Trail—was an important aspect of the project. Summer and winter trail counts were conducted on the rail trail and we were able to engage local high school students to conduct a trail intercept survey which received over 185 responses. We also collaborated with local residents and artists to install temporary bump-outs, planters, and public art as part of a streetscape enhancement demonstration project utilizing Local Motion’s Pop-up Trailer supplies.

The project also utilized a number of innovative public engagement techniques, including project branding and a project “StoryMap” to help bring together project information and distribute it via an online presentation. This cutting-edge technology enabled the integration of narrative, graphic, and mapping products into a visually compelling story that could be shared far and wide.



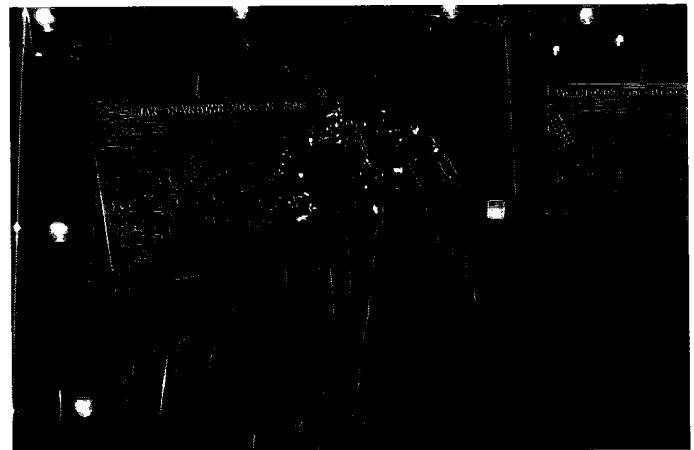
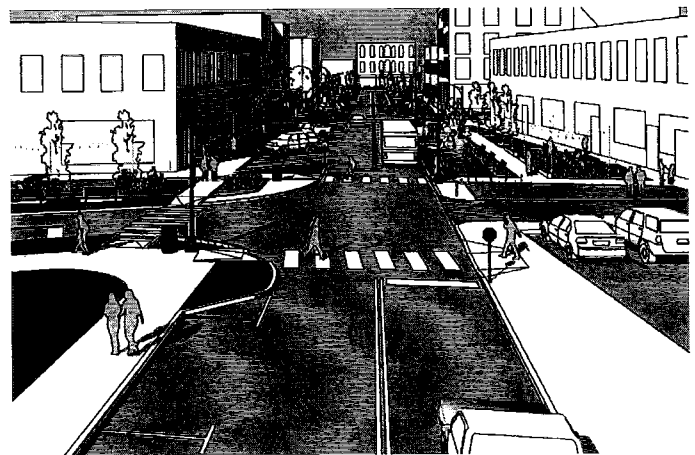
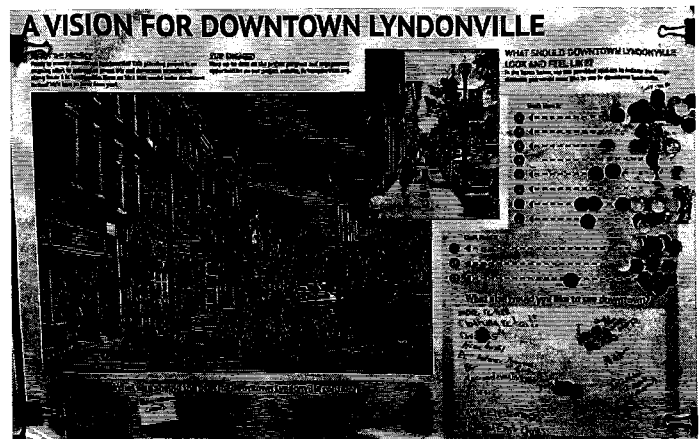
Lyndonville Route 5 Corridor Master Plan

Lyndonville, Vermont

SE Group supported the Town of Lyndon and the Northeast Regional Development Association (NVDA) in envisioning new streetscape designs and public space opportunities for downtown Lyndonville. Previously, the downtown streetscapes were automobile-oriented and had the opportunity to enhance walkability, support local businesses, and provide more activities for residents. Lyndonville also serves as the southern gateway to high-profile outdoor recreation destinations such as Kingdom Trails and Burke Mountain. Much of the vehicular traffic headed for these destinations passes through downtown Lyndonville without stopping, meaning that the Town is losing out on a key economic development opportunity.

The Town of Lyndon retained SE Group to help identify current challenges related to multi-modal transportation, public space activation, stormwater management, connections to outdoor recreation, and downtown vibrancy. Our team was tasked with developing conceptual designs and implementation strategies that were right-sized and achievable using local capacity. We worked with the Town and local partners to plan and host a large downtown event that showcased the potential of Lyndonville to be a vibrant, active, and attractive community hub. The event included various stations showing 3D-modeled views of potential streetscape and public space improvements in order to show residents what is possible in their community and solicit their feedback.

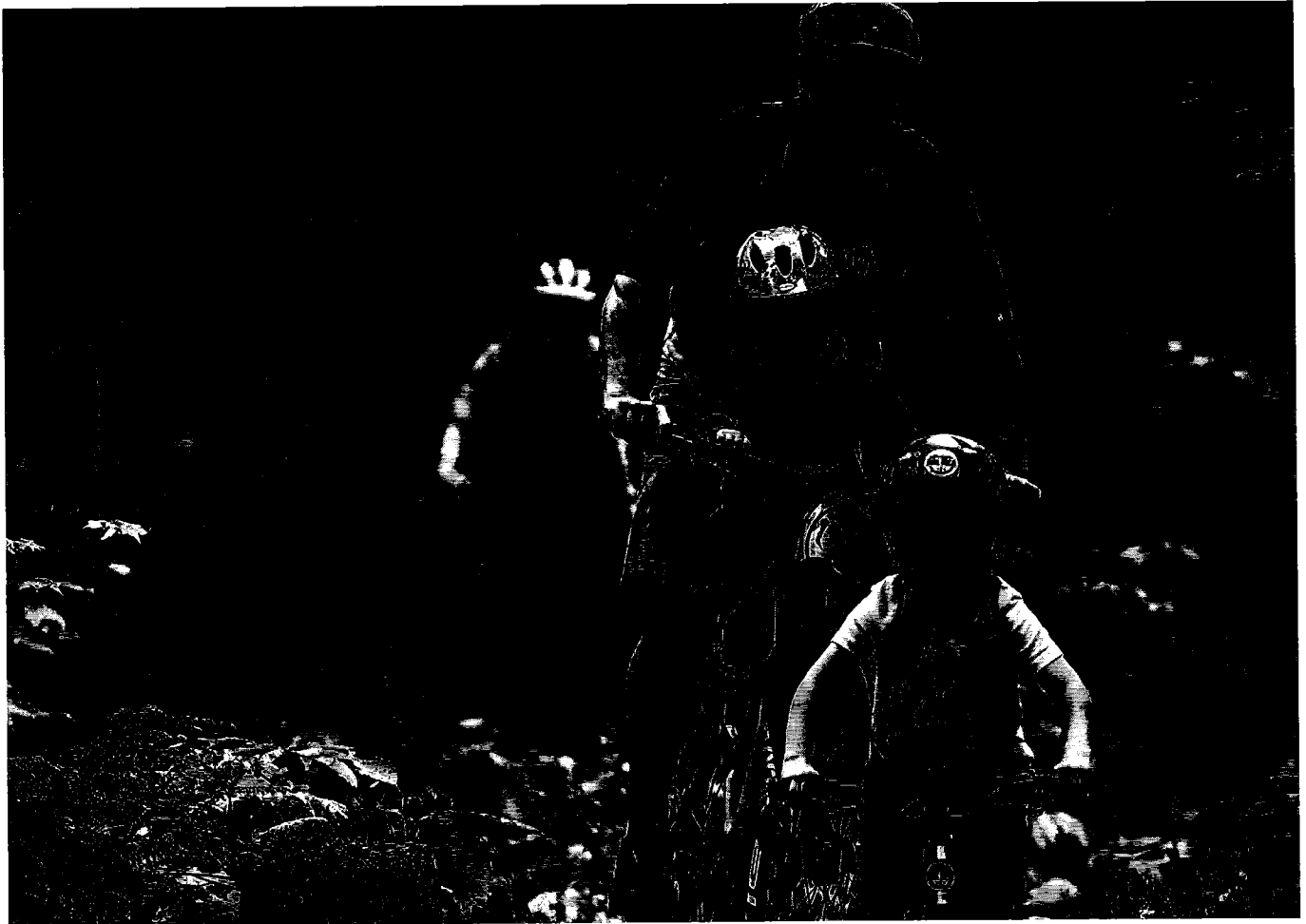
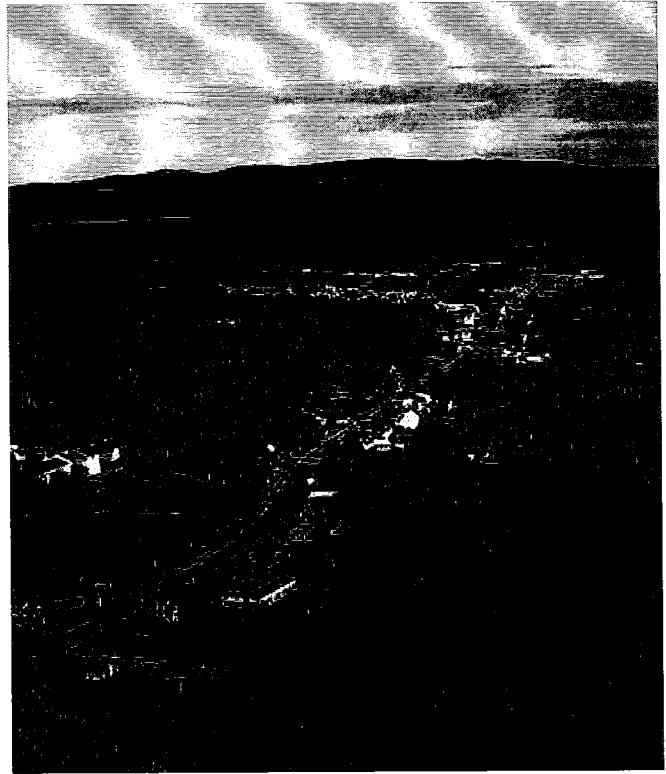
The final plan includes detailed visuals of desired streetscape and public space designs, and a detailed implementation section with strategies for completing short-term and long-term improvements. The document provides both an aspirational vision for a vibrant downtown Lyndonville, as well as practical “low-hanging fruit” strategies that are achievable in the near-term.



“Conway Forward” Town of Conway Master Plan

Conway, New Hampshire

SE Group is currently engaged with the Town of Conway, NH to update the Town’s Master Plan. Housing, land use policies, conservation, and water and sewer infrastructure a primary focus of this Master Plan update. The Town has long grappled with providing an adequate supply of affordable and attainable long-term housing, and is need of enhanced water and sewer service to enable needed housing development and protect water quality. In partnership with a robust project steering committee, we have undertaken an iterative public engagement process consisting of an open house, tabling at community events, focus groups, and community “pulse” surveys. We are currently in the process of assembling a concise, thematic, and actionable Master Plan with plan adoption anticipated in spring 2024.



Mad River Valley Active Transportation Plan

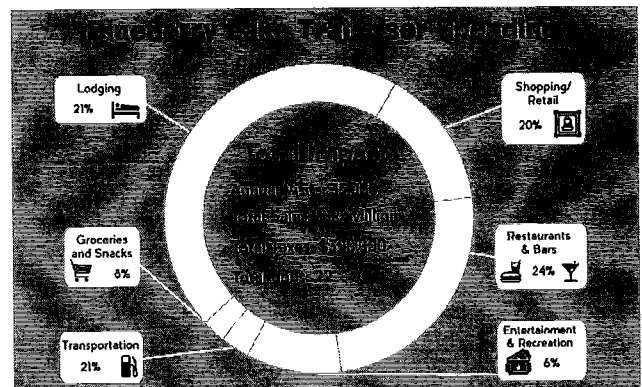
Mad River Valley, Vermont

The MRV Moves Active Transportation Plan is a multi-agency planning process funded through the Vermont Stronger Communities, Better Connections Program, a partnership of the Vermont Agency of Transportation (VTrans) and the Vermont Agency of Commerce and Community Development (ACCD).

Through a robust public involvement process, the MRV Moves Active Transportation Plan articulates a unified, multi-town, watershed-wide vision for recreational trails and non-motorized transportation facilities in Vermont's Mad River Valley. The plan explores how trails and active transportation integrate with economic development, enhance both visitor experiences and residents' quality of life, and improve transportation choices.

The Valley is blessed with a myriad of non-profit and government agencies working together on trails and active transportation. A critical component of this Plan was to create an advisory board consisting of all these partners to establish a cohesive and collaborative vision for the future, while building upon decades of their individual projects. Public engagement was also a cornerstone of the Plan, utilizing a variety of events (walking and biking tours) and techniques (surveys and project websites) for the community to get involved and explore ideas.

The primary product of the plan is a map of important connections and routes in the Mad River Valley. The plan also provides guidance for trail design and management standards, implementation, funding, permitting and approvals to carry the project into reality. The plan includes an important discussion of the unique definition of active transportation in the MRV, which blends both recreation and transportation, as well as the economic and social benefits of walking and biking, including an IMPLAN economic analysis and consideration of a progressive learning network to serve users of all ages and abilities. In the short time since the plan has been completed the IMPLAN economic analysis has already proven useful in making an effective case for active transportation improvements to the individual select boards in the region and to bring more supporters into the fold. progressive learning network to serve users of all ages and abilities.



RECENT HOUSING PLANNING PROJECTS

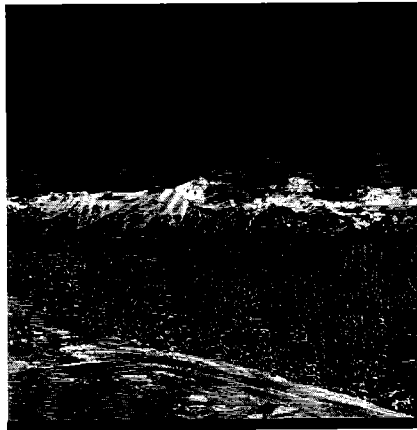
SE Group has completed a number of other projects related to housing. These include feasibility studies, zoning change applications, and helping the state evaluate municipalities' affordable housing strategies.

Leadville/Lake County Affordable Housing Site Analysis Colorado



SE Group assisted the City of Leadville and Lake County with a site analysis process that examined several potential locations for affordable housing in the City of Leadville. In collaboration with Shape Architecture and TetraTech, we developed a report that summarized conditions, infrastructure needs, and potential design programs for each site. The City and the County are now poised to leverage grant funding to implement these projects. This process also involved a multi-step public engagement process that solicited input from English and Spanish speakers in the community. The results underscored the acute need for housing in the area as well as residents' feelings of stress related to housing.

Telluride/San Miguel County Rezoning & Housing Assistance Colorado



SE Group assisted the Town of Telluride and San Miguel County through a rezoning process of 39 acres to a new affordable housing zone designation. This work included putting together the entire rezoning application, attending Planning Commission and Board of County Commissioner hearings, and strategizing with Town and County staff on how to make the rezoning a successfully passed initiative. It passed and is now in the site plan development stage.

HB21-1271 Affordable Housing Strategies Assessment Colorado

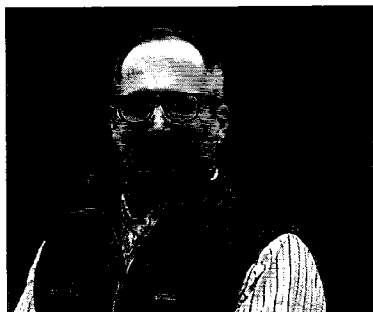


SE Group assisted the Colorado Department of Local Affairs (DOLA) with an initial screening process for a new affordable housing grant program created by **Colorado House Bill 21-1271**. Our team worked with DOLA and Loveland-based firm Plan Tools to develop a framework to evaluate communities' compliance with the bill.

TEAM RESUMES

MARK D. KANE, APA

DIRECTOR OF COMMUNITIES & PUBLIC LANDS



Mark helps communities defined by outdoor recreation, the rural lifestyle, and tourism unlock and maximize economic, environmental, aesthetic, and recreational character—and potential—through community and land use planning, permitting, and entitlement. Mark brings together deep community planning expertise; an intuitive and informed understanding of how to bring together diverse communities for long-term consensus and gain; and a profound commitment to helping small communities find, articulate, tap into, and retain what makes them special.

Experience

Mark has been with SE Group since 2000 and has over 30 years of experience in environmental and land use planning and analysis.

Mark is an expert in the intersection of outdoor recreation and communities. He is currently leading the Communities and Public Lands teams at SE Group. Mark's focus is to utilize data, stakeholder perspective, and community input to improve the quality of life, sense of place, and economic outcomes of the communities he serves.

Mark has a Bachelor of Science, School of Natural Resources - Environmental Studies from the University of Vermont.

Projects

- City of Lebanon Master Plan, New Hampshire
- City of South Burlington Underwood Park Vision Framework and Master Plan, Vermont
- Clear Creek County Master Plan 2020, Colorado
- Cumberland Plateau Outdoor Recreation Plan, Virginia
- Emerald Mountain Park Master Plan, Colorado
- Essex Town Center Master Plan, Vermont
- Estes Valley Recreation and Parks District Master Trails Plan, Colorado
- GIS-Based Regional Open Space Study, Northwest Vermont
- Glacier-Winner Creek Land Use Plan - Girdwood 2020, Alaska
- Lake Chelan Multi-Season Recreation Destination Feasibility Study, Washington
- Mad River Valley Active Transportation Plan, Vermont
- Mad River Valley Economic Study, Vermont
- Maidstone State Park Master Plan, Vermont
- Milton Town Core Master Plan, Milton, Vermont
- Pagosa Springs 2018 Comprehensive Plan, Colorado
- Quechee Lakes - Long-Range Community Plan, Vermont
- Red Lodge Alternative Transportation Study, Montana
- Town of Chester Village Center Master Plan, Vermont
- Town of Frisco Development Code, Colorado
- Town of Nederland Comprehensive Plan, Colorado
- Town of Ridgway Land Use Plan 2011 Update, Colorado

Areas of Expertise

- Regional and Land Use Planning
- Aesthetics and Environmental Impact Analysis
- Permitting & Entitlement

Affiliations/Memberships

- American Planning Association/Vermont Planners Association, Past-President
- American Planning Association, Northern New England Chapter
- American Planning Association, Colorado Chapter
- American Society of Landscape Architects, Affiliate

Awards

- Merit Award for Outstanding Project, APA Colorado, Town of Ridgway Land Use Plan Update, 2012
- Honor Award for Sustainability and Environmental Planning, APA Colorado, Town of Nederland Comprehensive Plan Update, 2014.
- Merit Award for Innovation/Creative Partnerships, Colorado APA, Emerald Mountain Park Master Plan, 2014

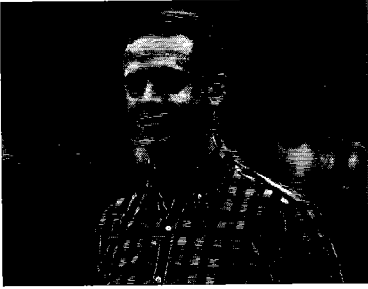
Presentations

- Sun Valley Economic Development (SVED) - Future of Mountain Towns Conference 2017



ALEX BELENSZ

ASSOCIATE ANALYST & PLANNER



Alex helps communities think differently about modern planning challenges. An interdisciplinary planner, he offers a blend of creative and analytical abilities to each planning project. Alex continually challenges himself and those around him to think beyond “business as usual” when working to develop plans that are equitable, actionable, and effective.

Experience

Alex joined SE Group in 2022 and brings a unique blend of planning experience. He spent five years as a regional planner in northern New Hampshire focusing on transportation planning, housing, and recreation, and has worked with public land managers across the country on issues of recreation, transportation, and visitor use management.

Alex has a Master of City and Regional Planning from Rutgers University and a Bachelor of Arts in Geography from SUNY Geneseo.

Projects

- Conway Master Plan Update, New Hampshire
- Waitsfield VT Zoning Bylaw Modernization, Vermont
- Lyndonville Route 5 Corridor Streetscape Plan, Vermont
- Mount Ascutney Regional Housing Suitability Analysis, Vermont
- North Elba/Lake Placid Community Master Plan; New York
- Keys to the Valley Regional Housing Study, New Hampshire*
- New Hampshire Outdoor Recreation Assessment, New Hampshire
- Marshall Mountain Park Master Planning/Design & Financial Analysis, Montana
- Minnesota All-Terrain Vehicle Master Plan, Minnesota
- Clear Creek Recreation in the Outdoors Management Plan, Colorado
- Lebanon, NH Complete Streets and Multi-Modal Transportation Plan, New Hampshire*
- Upper Valley – Lake Sunapee Regional Corridor Transportation Plan, New Hampshire*
- Downtown Littleton Parking Plan, New Hampshire*
- Castillo de San Marcos National Monument Visitor Use Study, Florida*
- Cadillac Mountain Visitor Use Study, Maine*
- Cape Cod National Seashore Visitor Study, Massachusetts*
- Niobrara National Scenic River Visitor Study, Nebraska*
- Big Wood River Travel Management Plan, Idaho*
- Highlands Region Master Plan, New Jersey*
- Gloucester County Farmland Preservation Plan, New Jersey*

**Signifies project was completed while with previous employer*

Areas of Expertise

- Community Planning
- Public Engagement
- Recreation Planning & Management
- GIS Analysis

Appointments

- New Hampshire Complete Streets Advisory Committee, At-large Member (2018-2022)

Speaking Engagements

- 2023 Conference of the Northern New England Chapter of the American Planning Association: “Transportation & Community Development”
- 2019 Conference of the Northern New England Chapter of the American Planning Association: “The Value Chain: Supporting the Outdoor Recreation Economy by Leveraging Shared Assets.”
- 2017 George Wright Society Conference on Parks, Protected Areas, and Cultural Sites: “Evaluating the Effects of Crowding on Interpretive Experience at Castillo de San Marcos National Monument.”

JULIA RANDALL

PLANNER



Areas of Expertise

- Technical Writing & Research
- Community Engagement & Visioning
- Policy Analysis
- Permitting

Appointments

- Commissioner, City of Burlington, VT Planning Commission (2022-present)
- Champlain-Adirondack Biosphere Network Youth Board

Awards

- Colorado APA Merit Award: West Vail Master Plan (2022)

Full of curiosity, Julia loves getting to know the communities she works in and enjoys the challenge of building consensus among stakeholder groups. With every project, Julia seeks to develop innovative land use and policy solutions that reflect a community's values, build resiliency, and improve overall quality of life. Julia's considerable skill as a writer and passion for sustainable, inclusive recreation make her an asset to any project team.

Experience

Julia specializes in land use and policy analysis, public engagement, and environmental permitting. Julia is a member of the Community Planning and Design team and also supports all practice areas at SE Group.

Prior to joining SE Group, Julia studied recreation and tourism internationally and close to home - she completed a research fellowship on ecotourism in Thailand, and she has produced two reports analyzing visitor use management in the Adirondack High Peaks.

Julia holds a Bachelor of Arts in English from Williams College.

Long-range Planning Projects

- City of Mena Vision Plan, AS
- Velomont Trail & VT Huts Master Plan, VT
- Northeast Kingdom Regional Plan Update, VT
- Huerfano County Cooperative Planning Projects, CO
- City of Montpelier Web-Based Plan, VT
- Lyndonville Route 5 Corridor Assessment, VT
- Town of Waitsfield Bylaw Modernization, VT
- Town of Conway Master Plan, NH
- West Vail Master Plan, CO
- City of Chisholm Comprehensive Plan Update, MN
- Minturn Community Plan Update, CO
- Colorado Department of Local Affairs Affordable Housing Strategy Evaluation, CO
- Leadville/Lake County Affordable Housing Site Analysis, CO
- City of South Burlington Land Development Regulations Review and Support, VT
- Allen Street Solar Permitting Support, VT
- Bridge Street Solar Permitting Support, VT
- Chelsea Solar Permitting Support, VT
- Gilman Hydro Solar Permitting Support, VT
- Rockingham Solar Permitting Support, VT

Outdoor Recreation Planning Projects

- Marshall Mountain Park Master Plan, MT
- Grant County Comprehensive Outdoor Recreation and Trails Master Plan, NM
- Norwood Trails Assessment, CO
- Leddy Park Comprehensive Plan, VT
- Bromley Ski Act 250 Permit Support, VT
- Bolton Valley Act 250 Permit Support, VT
- Minnesota Off-Road Vehicle Master Plan, MN
- Cumberland Plateau Outdoor Recreation Plan, VA
- Rib Mountain State Park Recreation Needs Assessment, WI
- Brandywine/Boston Mills Lift Replacement Planning
- Jack Frost/Big Boulder Lift Replacement Planning

TUCKER GORDON

ENVIRONMENTAL PLANNER & CERTIFIED WETLANDS SCIENTIST



Tucker is an experienced environmental planner and project manager who enjoys working on complex and impactful projects. He enjoys working at the intersection of outdoor recreation and environmental planning and permitting, two worlds that he is passionate about. Tucker prides himself on his problem solving skills, dedication to his work, and ability to deliver results for clients.

Experience

Tucker joined SE Group in 2024 with 5+ years of experience in the environmental consulting arena at an engineering firm based in northern New Hampshire. Tucker's experience includes managing projects, NEPA process and documentation, state and federal environmental permitting, technical report generation, and environmental field work.

Tucker has a Bachelor of Arts in Earth & Planetary Science from Johns Hopkins University and is a New Hampshire Certified Wetland Scientist (CWS).

Projects

- Cranmore Mountain Resort Base Area Development & Permitting, New Hampshire*
- Fairfield Inn & Suites North Conway Environmental Permitting & Compliance, New Hampshire*
- Wildcat Pedestrian Bridge State & Federal Permitting, New Hampshire*
- Berlin Riverwalk Multiuse Trail Environmental Permitting, New Hampshire*
- Academy Street Bridge Replacement Environmental Permitting, New Hampshire*
- Lake Waukewan Bridge Environmental Permitting, New Hampshire*

**Signifies project was completed while with previous employer*

Areas of Expertise

- Project Management
- NEPA Process & Documentation
- Regulatory Agency Coordination
- Natural Resource Inventory & Evaluation

Registration

- New Hampshire Certified Wetland Scientist #322

Appointments

- Board of Directors, Upper Saco Valley Land Trust

HANNAH LOOPE

ASSOCIATE LANDSCAPE ARCHITECT



Intent on revealing each site's intrinsic qualities, Hannah enjoys the challenge of translating complex site-specific challenges into clear design solutions and in observing how a site evolves over time. Her nimble graphics and technical knowledge bring her projects to life – whether it's in public outreach, permitting, client review, or through construction. Hannah often communicates with a sketch and a smile - and an exclamation point! Her ideal project is built work that creates lasting memories by forging an emotional connection between people and place.

Areas of Expertise

- Site Planning & Design
- Construction Documentation & Administration
- Graphic Representation
- Recreation Planning, Design & Management

Registrations

- Registered Landscape Architect, Montana (2016-Present)

Awards

- 2019 Vermont Public Places Award Merit Award, Taylor Park Master Plan*
- 2018 Vermont ASLA Award of Excellence, Design for Resilience, Brattleboro's Lower Whetstone Brook Corridor*
- 2017 Potomac ASLA Honor Award, Design for Resilience, Brattleboro's Lower Whetstone Brook Corridor*
- *received at prior firm

Experience

An experienced designer and project manager, Hannah has worked on a wide range of project types, including design for urban riverfronts, public parks, and greenroofs; planning for campuses, public greenspaces, streetscapes, transportation; and restoration for riparian, forest, and wetland areas. Hannah's recent work has focused on improving civic spaces in both institutional and public environments, and she is dedicated to designing for ecological and community resiliency.

Hannah holds a Master of Landscape Architecture from the University of Minnesota-Twin Cities and Bachelor of Science in Geology from University of Nebraska. She practiced landscape architecture in Minnesota, Massachusetts, and Vermont prior to her work at SE Group.

Projects

- Lyndon Route 5 Corridor Assessment, Vermont
- Basin Recreation Strategic Service, Utah
- Kingdom Trails Welcome Center Design, Vermont
- Winnesquam Resort Site Design, New Hampshire
- University of Utah Research Park/Trails, Utah

Urban / Housing / Streetscape Projects

- 101 Cambridgepark Drive, Cambridge, Massachusetts
- First Street Assemblage, Cambridge, Massachusetts
- Eagles Landing / Great Streets, Burlington, Vermont

Parks Design / Parks Master Planning / Public Engagement Projects

- Whetstone Brook Design for Resilience, Brattleboro, Vermont
- Taylor Park Master Plan, St Albans, Vermont
- Oakledge Park Master Plan, Burlington, Vermont
- Water Works Park, Burlington, Vermont
- Tom Hanafan River's Edge Park, Council Bluffs, Iowa
- Smale Riverfront Park, Cincinnati, Ohio

MARGARET CARLIN
LANDSCAPE DESIGNER



Areas of Expertise

- Site Planning & Design
- Graphic Representation
- Community Engagement

Margaret is passionate about designing and developing shared spaces that anchor communities. This was instilled during her upbringing in Alabama, where she witnessed just how important these places were to people’s mental and physical health (no matter their background). On projects, Margaret is dedicated to helping her team succeed – and she is equally happy to jump into hyper-technical problem solving or step back to wrestle with big, conceptual questions.

Experience

Margaret joined SE Group in 2022 with experience in solving social and environmental problems through design. Margaret has a Bachelor of Science in Environmental Design with a minor in Philanthropy and Non-Profit Studies and a Master of Landscape Architecture from Auburn University. During her capstone at Auburn, Margaret led a design process that reimagined an old mill site outside of Auburn as a multi-use recreational and camping facility

Projects

- Lyndon Route 5 Corridor Assessment, Vermont
- Creekside Park Master Plan, Colorado
- Leddy Park Master Plan, Vermont
- Basin Recreation Strategic Service, Utah
- Kingdom Trails Welcome Center Design, Vermont
- Chester Wayfinding Plan, Vermont
- Stackman Property Concept Design, New York State
- Vermont State Community Stormwater Master Plan, Vermont
- Winnesquam Resort Site Design, New Hampshire





Commercial Integrated Pest Management Agreement

Type: Commercial

Are the Service and Billing information the same?

Service Location Information

Business Name: General Waits House
 Service Address: 4061 Main St
 Service City: Waitsfield
 Service State: VT
 Service Zip: 05673
 Main Service Phone: 802-496-7051
 Main Service Fax: _____
 Service Contact Name: Martin BE Heer
 Service Contact Title: Site Contact
 Contact Direct Phone: 802-793-0187
 Contact Email: droppockets@gmavt.net

Billing Information

Business Name: General Waits House
 Billing Address: 4061 Main St
 Billing City: Waitsfield
 Billing State: VT
 Billing Zip: 05673
 Billing Phone: 802-496-7051
 Billing Fax: _____
 Billing Contact Name: Martin BE Heer
 Billing Contact Title: Site Contact
 Contact Direct Phone: 802-793-0187
 Contact Email: droppockets@gmavt.net
 Federal ID #: _____

Does this location require a badge for access?

Does this location require training prior to entry?

Pests Covered:

Ants; Cockroaches; Mice; Rats; Stinging Insect (nests up to 15 feet from ground level).
 Other pests may be included for an additional cost. JP Pest Services will provide a separate quote upon request.

Service Frequency: Monthly

Core Areas Covered: Entire Interior of House and Barn, Exterior Rodent Stations, Exterior stinging insects up to 15 feet from ground.

Eligible Time Range(s) for Service: 8:00AM To 4:30PM

Not Eligible Days: M T W TH F S

--Select-- To --Select--

Conditions: ACCT 9129800 Historical Site

Initial Service Instructions:

JP Pest will install a monthly pest control program to help control rodents and insects at the General Waits House. JP Pest will need to install: (3) Exterior Evo Stations, (2) Interior Evo Stations in the unused part of the barn, (5) Protecta Mouse Interior Rodent Stations, and (1) Pest Monitor. JP Pest will leave a quality assurance book on site in the kitchen that contains insurance information, service reports, and contact information. ****Must Call Martin ahead of time to gain access to building

Additional Unit Coverage: Classrooms, Offices, Patient Rooms (from this point forward referred to as "Units") are included for inspection/ service at your request during your regularly scheduled service
 Not Applicable visit. All additional units in excess of 0 will have a \$35 per unit charge for inspection/service. Inspection/ service required between regularly scheduled visits will incur a minimum fee of \$65 for the first unit and \$35 for each additional unit requiring inspection/service. Any units serviced will have a 30 day warranty for that service.

Non-Business Hours: NO CHARGE for pests & core areas included in this service agreement between scheduled services during weekdays and non-holidays from 7:30am to 4:30pm. If services are requested outside of normal business hours a JP Pest Services representative will contact the customer on the next business day for pricing and scheduling.
PHONE: 800-222-2908 EMAIL: customerservice@jppestservices.com

Device Replacement: Occasionally devices are damaged and require replacement. JP Pest Services will replace damaged devices at the next scheduled service. Prices for replacement are at the current rate card. During the install, if any existing equipment is found to be damaged or ineffective that equipment will be replaced at the current rate card.

Trip Charge: A \$75 trip charge will be assessed if JP Pest Services arrives at the service location for a scheduled service and the customer declines the service without notifying JP Pest Services in advance.

Service Guarantee: This is an Integrated Pest Management Service Agreement. We agree to manage above named pests, at the above named areas, in accordance with the terms and conditions of this Service Agreement. All labor, materials, time and expertise will be furnished to provide the most effective impact on pests, with the least impact on the environment. We will govern our work in accordance with Federal, State and City regulations. This agreement will self-renew annually after the initial service date unless otherwise arranged for. Either party may cancel with 30 days written notice after the first full year of service. Early Cancellation (within the first year) will be subject to an Early Cancellation Fee equal to the total of the remaining contract balance of the First Year of Service. On the annual renewal date the per service investment will automatically increase by 1% each year.

CUSTOMER COOPERATION with sanitation, structural and storage practices are necessary for the pest management program to be effective. Lack of attention with customer cooperation, may result in failure of the pest management plan and will void any warranties. This Service Agreement does not guarantee against present or future pest damage to the building, or its contents, or provide repairs or compensation.

Payment Options: JP Pest Services offers a few different payment methods to help better suit the Accounts Payable needs of your company. Payment for initial services is due on the day of service.

- JP Pest accepts EFT/ACH payments from your banking institution.
- JP Pest accepts Credit Card (MC, VISA, or Discover) or ACH (Checking) payments which can be charged the day after service, on a specific day each month, or you can call/email the office to make a payment.
- JP Pest also accepts check payments.

Does your company require a purchase order? Yes No **PAYMENT TERMS ARE NET30** FROM DATE OF INVOICE *please initial*

I have received the Consumer Information Bulletin relative to Commercial Application of Pesticides to Indoor Settings (MA Only)

Initial Service Labor: 125.19 Initial Service Product: 170.00 Per Service Investment: 83.46


JP Pest Service Signature

Customer Signature

Printed: Andrew Johnson

Printed: _____

Title: Account Executive Date: 4/5/2024

Title: _____ Date: _____



Addendum 1



Addendum 2



Commercial Corrective Service Agreement

Type: Commercial

Are the Service and Billing information the same?

Service Location Information

Business Name: General Waits House
 Service Address: 4061 Main St
 Service City: Waitsfield
 Service State: VT
 Service Zip: 05673
 Main Service Phone: 802-496-7051
 Main Service Fax: _____
 Service Contact Name: Martin BE Heer
 Service Contact Title: Site Contact
 Contact Direct Phone: 802-793-0187
 Contact Email: droppockets@gmavt.net
 Addendum to Account #: 9129800

Billing Information

Business Name: General Waits House
 Billing Address: 4061 Main St
 Billing City: Waitsfield
 Billing State: VT
 Billing Zip: 05673
 Billing Phone: 802-496-7051
 Billing Fax: _____
 Billing Contact Name: Martin BE Heer
 Billing Contact Title: Site Contact
 Billing Direct Phone: 802-793-0187
 Billing Email: droppockets@gmavt.net
 Federal ID #: _____

Does this location require a badge for access?

Does this location require training prior to entry?

Description of Service(s) to be performed:

JP Pest will perform a powder post treatment on the interior of the attached barn. This treatment will be for the back section of the barn and its upper level. Total Sq Feet of treatable area is 1614 - we get this total area by using 807 as the base of the side barn area x 2 stories. This service is performed one time only and will continue working for years as its continues to be absorbed into the wood.



Service(s)	Investment
Initial Corrective Service	790.00
Follow-Up #1	
Follow-Up #2	
Follow-Up #3	
Follow-Up #4	
Follow-Up #5	
Follow-Up #6	
Follow-Up #7	
Follow-Up #8	
Total Corrective Service Agreement:	790.00

Not Eligible Days:

n Sun M T W TH F S

Eligible Service Time Range:

8:00AM to 4:30PM
 --Select-- to --Select--

I have received the Consumer Information Bulletin relative to Commercial Application of Pesticides to Indoor Settings (MA Only)

By signing this document, the customer agrees to have the above work performed at the terms listed. **No warranty is provided for these services.**

Payment for initial service is due at the time of service

PAYMENT TERMS ARE NET 30 FROM DATE OF INVOICE *please initial*

Does your company require a purchase order? Yes No

JP Pest Service Signature

Print Name: Andrew Johnson

Title: Account Executive

Date: 4/11/2024

Customer Signature

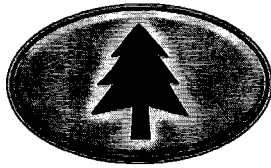
Print Name:

Title:

Date:



Addendum



Whitney Tree Service
PO Box 705 Waitsfield, VT 05673

Proposal #8054
Created: 03/31/2024

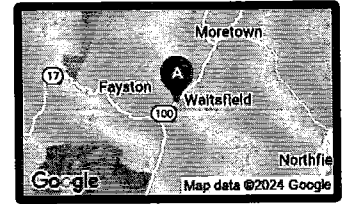
WHITNEY TREE SERVICE

Proposal For

Gib Geiger
1719 Common Rd.
Waitsfield, VT 05673
main: (802) 496-9250
mobile: (802) 349-9250
geiger@gmavt.net

Location

4061 Main St
Waitsfield, VT 05673



Terms

Due on receipt

4061 Main St 05673

ACCEPT	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
<input checked="" type="checkbox"/>	1) Com-General tree work Included Remove maple at right front corner of garage/barn Cut stump low	1	\$ 0.00	\$ 0.00
<input checked="" type="checkbox"/>	2) Com-General tree work Included Remove crabapple tree in front by walkway and "Information" sign Grind stump	1	\$ 0.00	\$ 0.00
<input checked="" type="checkbox"/>	3) Com-General tree work Included -Remove large crabapple tree from NE side -Grind stump	1	\$ 0.00	\$ 0.00
<input checked="" type="checkbox"/>	1-3) Com-General tree work Included Cost for items 1-3	1	\$ 1,750.00	\$ 1,750.00
<input type="checkbox"/>	4) Com-General tree work Optional Prune maple back from building	1	\$ 400.00	\$ 400.00
<input type="checkbox"/>	4) Com-General tree work Optional Remove maple and grind the stump	1	\$ 700.00	\$ 700.00



Please use the checkbox to mark items as accepted.





All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.



ID	DESCRIPTION	COLOR
1	Remove maple at right front corner of garage/barn Cut stump low	
2	Remove crabapple tree in front by walkway and "Information" sign Grind stump	





Whitney Tree Service
PO Box 705 Waitsfield, VT 05673

Proposal #8054
Created: 03/31/2024

3 Remove large crabapple tree from NE side Grind stump



4 Prune maple back from building -or- Remove maple and grind the stump



Terms and Conditions

Below are our terms and conditions, which apply to each job, unless otherwise noted.

Please don't hesitate to notify of any questions or concerns.

It is agreed by and between Whitney Tree Service and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of each contract:

Completion of Contract: Whitney Tree Service agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the authorizing party be relieved of completion for delays.

Safety: Whitney Tree Service warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

ANSI A300: ANSI A300 are voluntary industry consensus standards based on current research and sound practice for writing specifications to manage trees, shrubs, and other woody plants. Our work is done in accordance with ANSI A300 Tree Care Standards, unless otherwise noted.

Media Release: Whitney Tree Service occasionally takes pictures and records video and/or sound during particular jobs to be used for training and promotional purposes. The authorizing party grants Whitney Tree Service the right to use, publish, and reproduce pictures, video, and sound recordings in any and all media formats for any and all purposes. In addition, the authorizing party waives the right to receive any payment from Whitney Tree Service for use of this media.

Permits: Unless we have been contracted to do so, or it was agreed upon as part of the scope of a project, we will not be responsible for obtaining permits. You will need to do this. This is something we are able to do for you, but it will require additional fees for the permits.

1. Contract Documents: The Contract includes these Terms and Conditions, together with the Quote, any Change Order(s), and the Invoices (collectively as the "Contract").

2. Customer: Unless otherwise agreed to, the Customer is the person to whom the proposal is addressed, along with his/her employer or principal. Customer warrants that he/she is fully authorized to contract and bind his employer/principal to this Contract.

3. Change Orders. Upon request of the Customer, or as determined by Whitney Tree Service as necessary to the safe and timely completion of the work, additional work may be added to or subtracted from the scope of work in the Proposal (or any other Change Order) by written Change Order, and the Customer shall be responsible for payment of all such additional work as provided in the Change Order or as provided herein.

4. Insurance: Whitney Tree Service is fully insured with general liability and all employees are covered by worker's compensation. Proof of insurance can be verified by requesting a Certificate of Insurance.

5. Minimum Visit Charge: Whitney Tree Service charges a minimum of \$450 to do tree work. While lower amounts may appear itemized in the proposal, they cannot be selected individually.

6. Tree Ownership: Customer warrants that all trees/stumps listed or referred to in the Proposal, in any communication by customer, and any Change Order are either:

1. Located on the customer's property and/or
2. Customer has received full written permission from the owner to enter into this contract.

Should any tree/stump be mistakenly identified as to ownership, the customer agrees to indemnify Whitney Tree Service for any damages or costs incurred as a result thereof pursuant to the indemnity provision herein. If written permission is required, Whitney Tree Service will need the contact number for the tree owner.

7. Work Zone: The Work Zone shall include all areas used and to be used by Whitney Tree Service in the performance of the work, including all areas needed for mobilization, access, hauling, boom swing, ingress and egress. Customer warrants that the Work Zone is either: (1) located on the Customer's property; and/or (2) located on another's property and the Customer has received full permission from the other property owner to enter into this Contract and to conduct work on that property.

8. Stump and Root Grinding/Removal: Stumps will be ground to a depth of between 6-8" unless another specification is provided in the Proposal or Change Order. Unless otherwise agreed to in the Proposal or a Change Order, the following are not part of the Contract unless an amount or a rate is specifically listed:

- a. Stump removal
- b. Removal of stump grindings
- c. Surface and subsurface roots.

9. Post Work Zone Condition: Upon completion of the work, Whitney Tree Service shall remove all brush and debris from the work zone, and rake to clean the work site. Excess sawdust that cannot be raked will not be removed. Unless other agreements have been made.

10. Locates: Dig Safe will be called for your stump grind, if there are lines buried such as electrical done by the homeowner, water features, invisible pet fences, or other lines not related to the companies contacted by Whitney Tree Service Call Before You Dig, please inform us. We are not responsible for buried lines we cannot see.

11. Customer's Work Zone Responsibilities:

a. Map: Customer shall provide an adequately and accurately detailed map and on-site location of all man-made elements within the Work Zone, including but not limited to: septic tanks and leach fields, sprinklers and sprinkler heads, drain lines, invisible fences, underground

cables/wires, and any known hazards (including insects, pests, and pets). If map is available, Whitney Tree Service will make every effort to avoid contact with our machines or we can adjust the work to eliminate items that may come too close to the concealed utility or other item.

b. Work Zone Entry: Customer agrees not to enter the Work Zone during the performance of the work unless authorized by the crew leader on-site. Customers further agree to keep the Work Zone free and clear from all employees, family members, children, and pets. Whitney Tree Service is not responsible for pets getting out of any enclosure.

c. Work Zone Clearing: Customers shall remove all toys, furniture, decorations, swing sets, ornaments, potted plants, birdhouses, lighting, wind chimes, flags, hammocks, tree swings, and any other items of value from the Work Zone prior to commencement of the work. If you cannot move some of these items in advance, require our help, or simply do not complete this process then you automatically waive the right to hold us accountable for damage to them.

12. Delays/Costs Due to Customer Failure, Unforeseen Conditions, or Conditions Outside Whitney Tree Service's Control: Any additional work, work time, or equipment needs required to complete the Contract, caused by any reason, including the Customer's failure complete their responsibilities herein, or caused by unforeseen conditions or conditions outside or beyond Whitney Tree Service's control, will be the responsibility of Customer and shall be paid for by the Customer on a time and material basis at Whitney Tree Service's customary rates or as required by any subcontractor of Whitney Tree Service. These conditions may include, but are not limited to: insects, animals, harmful plants/fungi/organisms, Work Zone access issues, additional work needed to access the Work Zone or within the Work Zone due to changes, foreign material in trees and stumps, and changed conditions within the Work Zone (chicken coops, livestock farms or landscape changes) after the date of the Proposal or Change Orders. **Example:** A fee of \$40 may be charged to replace a saw chain from hitting metal in a tree.

13. Lawn & Surfaces Damage/Repair: Whitney Tree Service will attempt to minimize all disturbances to the customer's lawn and surfaces. However, Whitney Tree Service must utilize vehicles and equipment to perform tree care services. Whitney Tree Service shall not be liable for damages to landscaping, sod or plant material in the execution of its work or causes beyond their control (Examples: Ruts in yard due to wet conditions, limbs falling on flower beds, cracking of paved surfaces and/or sidewalk due to weight of trucks/equipment etc.)

14. Working with Nature: Trees and plants are natural, living organisms affected by factors beyond human control. No guarantee on trees, plants or general landscape safety, health or condition is expressed or implied.

15. Treatments, Fertilization and Plant Health Care: Whitney Tree Service provides no warranties or guarantees as to the effectiveness or success of any tree or plant treatments. If we recommend treatment, it is because we think that the tree is a worthy candidate for treatment at that time.

16. Payment: Payment is due immediately upon completion of the work. In the event there are no extra charges or Change Orders, Customers shall pay the Contract price listed in the Proposal within seven (7) days of completion of the work or within (7) days of the invoice, whichever is first. If additional work is needed (by Change Order or as provided herein), Customers shall pay for such work within seven (7) days of receipt of the invoice. Failure to

remit full payment when due shall result in a \$50 late fee, plus interest at the rate of 1.8% per month. Whitney Tree Service is entitled to its costs and reasonable attorney fees and appellate attorney fees for collection. Any partial payments will be first credited to penalties, interest, costs and attorney fees before credit to principal.

17. Customer Cancellation: Whitney Tree Service requests that the authorizing party provide at least 24 hours advance notice for cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of \$250.00 for incurred expenses. Cancellation fees may apply to any notice less than 24 hour notice.

18. Insurance/Indemnity: Whitney Tree Service possesses insurance that provides coverage in the event of injury to persons or property arising directly from the negligence of Whitney Tree Service and/or its employees. Further, all of the employees of Whitney Tree Service are covered by Worker's Compensation Insurance. Once the work subject to this contract has been completed by Whitney Tree Service, customer/owner agrees to indemnify and hold harmless Whitney Tree Service, its employees, and its agents for any injury, loss, or expense in any way related to services performed under this contract, other than as expressly set forth above. In no event shall Whitney Tree Service be liable to customer/owner for any damages of any sort that occur more than six (6) months after the scope of work subject to this contract has been completed, regardless of whether the damages arise from the work performed by or at the direction of Whitney Tree Service. The parties herein further agree that in no instance can the customer/owner seek damages in excess of Whitney Tree Service applicable policy liability.

19. Animal Waste: Your yard must be free of all animal waste when the crew arrives as they will be running ropes and rigging gear on the ground and when those items are contaminated it can cause delays, safety issues, and in extreme cases even cancellations of work. When necessary Whitney Tree will refuse the cleanup portion of the project, and amend the price if appropriate. A cleaning surcharge of \$150 will be applied as needed.

20. Rakings: Sawdust, twigs, leaves, needles, small chunks of wood will be raked up and hidden onsite as deemed appropriate.

21. Estimate Valid for 30 days: Estimate is for all work to be done at the same time. Any last minute changes to the work order may be subject to a \$150.00 fee.

Thank you!

Village Restoration LLC
260 Sugar Glen Dr.
Waitsfield, VT 05673
802-279-2150
Aronkielich@yahoo.com



Painting Estimate

Project:

Name: General Wait House
Address: 4061 Main St. Waitsfield, VT

Service Agreement:

Power wash and clean all trim and siding assuring appropriate pressure and care is taken not to damage siding and trim.

Scrape all peeling and unstable paint following safe standards to contain and dispose of lead paint and debris.

Prime all surfaces as needed with stabilizing bonding primer.

Apply 2 coats of paint on all trim and siding.

Estimated Cost: \$25,800

Invoice

Please remit to:
P.O. Box 487, N. Oimsted, OH 44070-0487



OUTDOOR SIGNS & MARKERS

NUTRON-OSM

S WAITSFIELD CC
O 4144 Main Street
L Waitsfield, VT 05673-
D ATTN: Accounts Payable

S WAITSFIELD CC
H 4144 Main Street
I Waitsfield, VT 05673-
P

T Acct #: 0007507
O

T
O

Invoice No.	Terms	Your PO No.	Invoice Date	Ship Date	Shipped Via
023690	PRE-PAY IN ADV	Verbal/James	04/25/24	4/25/2024	REGULAR UPS GROUND

Stock code	Description	B/O Qty	Ship Qty	Unit price	Amount
CTM	Custom Trillite Markers	0	1,000	1.700	1,700.00
	Artwork & Setup				59.00
	Films & Screens				35.00
	UPS GROUND				35.00

Payment Notes:

We reserve the right to apply a finance charge of 1.5% per month, which is equivalent to the annual percentage rate of 18%, on accounts past due.

Credit Card payments subject to a 3.5% credit card processing fee.

OVER OR UNDER SHIPMENT OF 10% IS CONSIDERED COMPLETE, BILLING IS ACCORDINGLY. Positively No Claims Allowed Unless Made Within Ten (10) Days of Receipt of Goods.

Seller represents that with respect to the production of the articles and/or the performance of the service covered by this invoice, it has fully complied with Section 13 (a) of the Fair Labor Standards Act of 1938, as amended.

SubTotal	:	1,700.00
Misc Charges	:	129.00
Freight Charge	:	0.00
Sales Tax	:	0.00
Total Amount	:	1,829.00

General Water Main Construction Permit – Signature Sheet

A. Applicant Certification (this section must be completed for every application)

I, _____ (print name), _____ (title, if authorized representative of applicant), certify that the statements and representations made above are true and accurate and that I authorize submittal of the attached documents by a professional engineering consultant. I certify that I will, prior to construction, have an enforceable permanent property interest to access and use each property where the proposed construction will occur, or I have the legal authority to sign on behalf of the entity that has such property interest. I give consent to employees of the State of Vermont to enter the subject property and conduct all necessary inspections for the purpose of processing this application. I understand that, if issued, the Construction Permit will require the project be completed by a Vermont-licensed Professional Engineer.

Signature of Applicant or Authorized Representative: _____

Date: _____

B. Professional Engineer Certification (this section must be completed for every application)

I, _____ (print name), certify that this application meets the Vermont Standards for Water System Design, Construction, and Protection established in Appendix A of the WSR, and that this application meets the requirements of the Vermont Water Supply Rule, Chapter 21 of Vermont Environmental Protection Rules. I certify that this application includes all information as required by the Rule.

Signature of Professional Engineering Consultant: _____

Date: _____

C. Co-applicant Certification

(to be completed by each co-applicant, if there is no co-applicant, write "none")

I, _____ (print name), _____ (title, if authorized representative of applicant), certify that the statements and representations made above are true and accurate and that I authorize submittal of the attached documents by a professional engineering consultant. I certify that I will, prior to construction, have an enforceable permanent property interest to access and use each property where the proposed construction will occur, or I have the legal authority to sign on behalf of the entity that has such property interest. I give consent to employees of the State of Vermont to enter the subject property and conduct all necessary inspections for the purpose of processing this application. I understand that, if issued, the Construction Permit will require the project be completed by a Vermont-licensed Professional Engineer.

Signature of Public Water System Owner or Authorized Representative: _____

Date: _____

D. Water System Approval

If the Water System Owner is not an applicant, this section must be signed by the Water System Owner or a representative of the Owner who has been granted legal authority to sign on behalf of the Owner. The Owner is the individual or valid legal entity that is legally and financially responsible for the Water System. An Owner may be a municipality, fire district, homeowners' association or similar entity, corporation, school district, or may be an individual. If the Owner is an association or corporation, it must be a valid legal entity in active standing with the Vermont Secretary of State's Corporations Division. Authorized individuals include a principal/member of the owning entity registered with the Vermont Secretary of State Corporations Division, a board president, committee chair, or other legally authorized individual.

I, _____ (print name), _____ (title) of Waitsfield Water Supply (water system name) public drinking water system WSID # VT0020997, hereby certify that I have reviewed this application, including the design drawings and construction specifications, and the applicant has the approval to connect the infrastructure this application proposes to the Public Water System. Water shall only be provided upon satisfaction of all applicable State and local standards and upon written authorization by the system/city/town. The system/city/town shall be responsible for providing water at adequate quantity and quality in accordance with applicable State regulations and the existing Permit to Operate. Upon authorization by the system/city/town, authorized service to new users shall be covered under and subject to the terms of its existing Permit to Operate.

Signature of Public Water System Owner/ Authorized Representative: _____

Date: _____

Submit Electronically using the Division ANR Online Site: <https://anronline.vermont.gov/>

This form and related environmental information are available electronically via the internet. Please visit our website at www.dec.vermont.gov/water

TOWN OF WAITSFIELD, VERMONT

Selectboard Meeting Minutes

Monday, April 29, 2024

Draft

I. Call to Order: The meeting was called to order at 6:40 pm by Brian Shupe. The meeting was held in person at the Waitsfield Town Office and remotely via Zoom.

Members Present: Chach Curtis, Fred Messer, Brian Shupe, Larissa Ursprung

Members Absent: Christine Sullivan

Staff Present: Randy Brittingham, Town Treasurer; Annie Decker-Dell'Isola, Project Manager, Wastewater Project

Others Present: Anthony Italiano (MRTV), Alice Peal, Caleb Pierce

II. Regular Business.

Ms. Ursprung, recently appointed as a Selectboard member, introduced herself.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).

Approval of the Minutes and the Resolution regarding ARPA funds were removed from the Consent Agenda. Consideration of quotes received for leasing of an excavator by the Road Department was added.

2. Public Forum.

Ms. Peal noted that no meeting agenda/packet was available on the web site. Mr. Shupe confirmed that the staff and Board are aware of this and are working to keep the new site updated appropriately.

3. Scrag and Roe outside liquor license application.

Caleb Pierce was present; he outlined the outdoor serving areas which will be used and explained the separation strategies which will be in place to keep alcohol consumption contained.

MOTION: *Mr. Messer made a motion to approve the Outdoor Consumption License for Scrag and Roe. The motion was seconded by Ms. Ursprung. All voted in favor.*

4. Cousins Brewery first class and outside consumption liquor license.

Mr. Morris was not present, and there were some questions from Board members regarding his application; it was agreed to defer consideration of this license application.

MOTION: *Mr. Messer made a motion to postpone consideration of the Cousins Brewery Liquor License. The motion was seconded by Mr. Curtis. All voted in favor.*

5. Little League Opening Day Parade.

Mr. Shupe indicated that the Board has in previous years approved a Festival Permit Application for this event, with conditions including establishing appropriate traffic control, ensuring that emergency services are aware of the event, and having a crossing guard in place.

MOTION: *Mr. Messer made a motion to approve a Festival Permit Application for the Little League Opening Day Parade, subject to the same stipulations as in prior years, and to waive the*

application fee. The motion was seconded by Mr. Curtis. All voted in favor.

6. Approve copier purchase per town clerk's recommendation.

Bids ranging from \$7500 to \$11,329 had been received. Ms. Petersen had recommended that the low bid from Ricoh be accepted. It was confirmed that this purchase had been budgeted for.

MOTION: *Mr. Messer made a motion to accept the bid of \$7500 from Ricoh for the purchase of a copier. The motion was seconded by Ms. Ursprung. All voted in favor.*

7. Approve Wastewater Bond Vote Resolution.

Ms. Decker-Dell'Isola explained that the Board is required to approve a Resolution of Necessity in order to hold the upcoming bond vote, and that the vote is not a commitment of funds, but rather a 'go ahead' from the community for the grant funding to be pursued as planned. She noted that the information included regarding the location of the informational meeting prior to the bond vote is incorrect, and that it needs to be amended to reflect that the Board's informational meeting will be held at the Town Office during their regularly-scheduled meeting.

Mr. Curtis indicated that if it is decided that ballots be mailed to all registered voters, as has been discussed, it needs to be voted on to do so as an aspect of this specific vote.

Mr. Messer expressed concern that the language of the vote appears to obligate the Town to borrow up to \$15M; Ms. Decker-Dell'Isola outlined that the language has been reviewed by legal counsel, and that the wording of the article to be voted on must not be changed as it contains what is required by statute. She and Board members acknowledged that this information needs to be clearly explained to the voters so that they understand that any debt that is taken on will only be what is reasonable to expect the wastewater system's user fees to cover the payments for, and that none of the burden will fall on the general taxpaying population. Board members agreed that it would likely be prudent to approve a second resolution/statement of intent which outlines these commitments; Ms. Decker-Dell'Isola will consult with legal counsel to determine appropriate language for such a statement.

MOTION: *Ms. Ursprung made a motion to approve the Resolution as presented, with the only change being to amend the location of the Informational Meeting to be the Town Office. The motion was seconded by Mr. Curtis. All voted in favor.*

MOTION: *Mr. Curtis made a motion to draft and approve a separate resolution to state the Board's intent to fund the majority of the Wastewater Project cost with federal and state grant funds, and to use monthly user fees as the source for making payments on any loan amount that is determined to be necessary and reasonable for success of the system. The motion was seconded by Mr. Messer. All voted in favor.*

MOTION: *Mr. Curtis made a motion to authorize the mailing of the bond vote ballot to all registered voters within an appropriate time frame as outlined in statute. The motion was seconded by Ms. Ursprung. All voted in favor.*

8. Quarterly Budget Update.

Mr. Brittingham explained that the proposed ARPA Resolution is required in order to ensure that any remaining ARPA funds may be applied to the General Fund and remain available to the

Town.

He then reviewed some of the details of the current budget status, noting that in general expenses and receipts are in line with what was budgeted/projected as of the close of the third quarter (March 31), and that any discrepancies are generally related to the timing of receipts/payments. He noted that the Road Department expenditures include most of the winter months, and that the potential for significant material or overtime expenses has likely past. He also explained that there has been an increase in interest income in recent months, as rates are higher than they have been for many years.

Mr. Brittingham reviewed the anticipated general fund balance information, and answered several questions for Board members.

9. Review and approve VLCT Town Administrator Hiring Proposal.

Mr. Shupe provided an update on the proposal offered by VLCT, explaining that Rick McGuire will be providing support in drafting and circulating a posting for the Town Administrator position as well as some initial screening assistance. Mr. Shupe noted that he had declined the interview and negotiations support as discussed at the previous Board meeting. He noted that he has also received contact information for a potential interim candidate; and additionally, will follow up to determine if Mr. McGuire/VLCT is also able to assist with locating suitable candidates for the Treasurer position.

It was noted that the quote provided is a cap, and it is not anticipated that the full amount will be needed.

MOTION: *Mr. Messer made a motion to approve the VLCT Town Administrator Hiring Proposal. The motion was seconded by Mr. Curtis. All voted in favor.*

10. ACO issue/dog complaints.

The ACO position is vacant, and has been advertised. Board members will also reach out to suitable residents who may be interested in this position. Mr. Messer explained that he has a role as Health Officer if there is a dog bite resulting in a visit to a medical facility. He suggested that the job description be amended to include an annual stipend rather than a per-incident rate of compensation.

Mr. Messer offered to reach out to those involved in a recently reported incident, as a representative of the Selectboard, as he is no longer the ACO.

10A. Consideration of quotes received for excavation rental by Road Department.

The proposal recommended by both Josh Rogers and Mr. Brittingham was received from Wood's CRW Corp and covers a two-month lease and usage/accessory charge. Mr. Brittingham recommended approving up to \$9500 to cover any associated delivery charges.

MOTION: *Mr. Messer made a motion to approve the expenditure of up to \$9500 to Wood's CRW Corp for the leasing of an excavator for a two-month period for Road Department use. The motion was seconded by Ms. Ursprung. All voted in favor.*

11. Consent Agenda.

APPROVAL: Approval of the Resolution re ARPA funds was placed back on the list of Consent Agenda items, and the Consent Agenda was approved unanimously.

- Bills Payable and Treasurer's Warrants
- Approve liquor license applications
- Approve VTrans Grants in Aid
- Approve Lake Champlain Basin Grant MOU
- Approve Resolution re: ARPA Funds

11a. Consider approving the Minutes of April 15, 2024

The Minutes were amended to reflect Craig Snell of the Fire Department being an attendee, and then approved with Ms. Ursprung abstaining.

12. Selectboard Roundtable.

Mr. Shupe will look into scheduling a time for Board members to visit the Fire Station, Town Garage, and Fairgrounds site.

III. Other Business

1. Correspondence/reports received were reviewed.

IV. Adjourn

The meeting adjourned at 8:34 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary