



TOWN OF WAITSFIELD
SELECTBOARD AGENDA FOR
Monday, January 19th, 2026 | 6:30 PM
Location: Waitsfield Town Office
(Please see access details below)

Selectboard Members

Brian Shupe, Chair
Larissa Ursprung, V.C.
David Babbott-Klein
Chach Curtis
Fred Messer

Town Administrator
York Haverkamp

Town Clerk
Jennifer R. Peterson

Town Treasurer
Steve Lewis

**Planning & Zoning
Administrator**
J.B. Weir

Road Foreman
Josh Rogers

Fire Chief
Jared Young

Waitsfield Town Office
4144 Main Street
Waitsfield, VT 05673
(802) 496-2218
www.waitsfieldvt.gov

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

1. Additions, removals or modifications to the meeting agenda pursuant to 1 V.S.A. §312(d)(3)(A)

2. Public forum

II. Public Hearing
Local Option Tax

III. Regular Business.

1. Budget update with Steve Lewis
Review of current budget status and projections

2. Active Transportation Corridor – Presentation by Misha Golfman

3. GWH Commission – Budget
Commission’s proposed budget and funding requests.

4. Agricultural tax stabilization agreement

5. A&E proposals for Old Center Fayston and Center Fayston Road Culverts
Consider awarding a contract

6. Consideration of Valerie Capels memo - Town Report
Review and possible action on proposed assistance for preparing the Town Report

7. Budget Discussion
a. Miscellaneous and Public Safety
b. Revenues
c. Cyber security and IT proposals

8. Ballot Question – Term of Collector of Delinquent Taxes
Discussion and action regarding a proposed change to the elected term.

9. Consent Agenda
a. Warrant
b. Minutes 1.5.2026
c. Minutes 1.12.2026

10. Town Administrator's Report

11. Selectboard Roundtable

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

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

Town administrators report

1.19.2026

Hello Waitsfield Community,

I look forward to seeing everyone this Monday, on Martin Luther King Jr. Day, for our next Selectboard meeting.

Peace,

York

Discussion and Action: Ballot Question to Increase Term of Collector of Delinquent Taxes

Background:

Under 17 V.S.A. § 2646(9), the Town may vote to change the term of the Collector of Delinquent Taxes from one year to three years. The proposed question would appear on the March 2026 Town Meeting ballot and, if approved, would take effect with the March 2027 election.

Proposed Ballot Question:

“Will the Town vote to increase the term for Collector of Delinquent Taxes from a one-year term to a three-year term, as provided in 17 V.S.A. § 2646(9), commencing with the elections to be held in March of 2027.”

Action Needed:

- Motion to approve inclusion of the above question in the Town Meeting warning and Australian ballot for March 2026.
 - Authorize the Town Clerk to prepare the warning and ballot accordingly.
-

Joslin library

Attached in the meeting packet is the libraries budget proposal for the upcoming fiscal year. Noted changes are, staffing costs and I upkeep like cleaning cost increases

Jean Joslin and I did discuss other costs, one of note is the grounds are kept up by hiring a lawn mowing service. I am interested in beginning to pursue if the road crew, given its fourth employee that takes on mowing, can add the library to their service.

I asked the SoS's office if Inspector of Lumber, Fence Viewers and Weigher of Coal positions still exist, and this the reply I got. I don't know if the Selectboard wants to keep them or not. Here are the appointees from last year:

Status of Certain Appointed Town Positions

Overview

Jennifer Peterson contacted the Vermont Secretary of State's Office to clarify whether several traditionally appointed Town positions are still required. The State confirmed these positions still exist in statute, but towns are **no longer required** to appoint them. The relevant statute (24 V.S.A. § 871) now uses "**may appoint**" instead of "shall," making these appointments optional.

Secretary of State Response (1/15/2026)

"They do still exist, but statute was updated some time ago to say 'may' instead of 'shall' appoint, so they are no longer required."

—Tammy Sink, VT Secretary of State's Office

The positions Jennifer inquired about are:

Inspector of Lumber – currently vacant

Fence Viewers

Weigher of Coal

Statutory Context (24 V.S.A. § 871)

Selectboards **must** appoint a **tree warden**.

They **may** appoint:

- Three fence viewers
- One or more inspectors of lumber, shingles, and wood
- One or more weighers of coal

Summary Overview: Engineering Proposals – Center Fayston Rd & Old Center Fayston Rd Culvert Replacements

The Town received three engineering proposals for FEMA-funded design services to replace flood-damaged culverts on Center Fayston Road (TH-7) and Old Center Fayston Road (TH-14).

1. MSK Engineers

Total Cost: \$55,000 (p.10)

Timeline: 12 weeks (p.9)

Scope & Approach:

- Full site survey and geotechnical investigation

- Hydrologic & Hydraulic (H&H) review
- Construction-ready plans, specifications, and RSMeans cost estimates
- Final FEMA-compliant A&E report
- Coordination throughout with FEMA Public Assistance Program (PAPPG v4)

Team: Larger multidisciplinary engineering team led by Julie Cornell, PE

2. Harrington Civil Engineers (HCEI)

Estimated Cost: \$28,982 (time & expense) (p.5)

Timeline: Jan–Apr 2026 (p.6)

Scope & Approach:

- Site assessment referencing FEMA DDD and State H&H studies
- Soil borings via M&W Soils Engineering
- Existing conditions survey and base mapping
- Approx. 7 plan sheets per culvert
- RSMeans cost estimates; permitting & regulatory summary
- Final A&E report for FEMA submission

Team: PE-led small firm; project manager Jonathan Harrington, PE

3. New England Consulting Engineers (NECE)

Total Cost: \$30,000 lump sum (p.43)

Timeline: Feb–May 2026 (p.44)

Scope & Approach:

- Kickoff meeting including alternatives analysis
- Topographic survey, utility locations, and ROW information
- Preparation and management of Stream Alteration and USACE permit applications
- 30%, 60%, and 90% design plans
- ROW plans and coordination support
- 100% final plans, specifications, and special provisions
- Final construction cost estimate

Team: Led by B. Dexter Lefavour, PE with staff and technical review by Joseph Glowitz, PE (p.44–45).

Town Report Assistance – Valerie Capels

Given the tight turnaround for completing this year’s Town Report - and this being my first time preparing it - former Town Administrator Valerie Capels, who assisted the Town with last year’s report, has offered to help again this year.

A draft Memorandum of Agreement outlining her proposed scope of work, schedule, and compensation is included in the meeting packet for the Selectboard’s review and consideration.

Budget Update – Sheriff’s Department Rates

Captain Bret Meyer of the Washington County Sheriff’s Department provided updated cost information for contracted patrol services:

- Patrol Rate Increase:
Effective July 1, the hourly patrol rate will increase from \$66.00 to \$68.00.
- Mileage Rate Adjustment:
With the recent change to the federal mileage reimbursement rate (now \$0.725 per mile), the Sheriff’s Department mileage rate will increase to \$0.825 per mile.

These updates should be incorporated into the FY27 budget planning.

— Captain Bret Meyer, Washington County Sheriff’s Department
bret.meyer@washingtoncountysheriffvt.gov

Our 2025–26 budget for contracted Sheriff’s services is \$38,012. At this time, I do not have a breakdown of how much of that total is attributable to mileage.

Thank you and Peace

York



**TOWN OF WAITSFIELD
MEMORANDUM**

TO: Waitsfield Selectboard
FROM: Sandra Gallup & Steve Lewis, Town Treasurers
DATE: January 9, 2026
SUBJECT: FY26 Budget Status Summary Report –December 31 2025

We are enclosing a Budget Status Summary Report for the General Fund and the Capital Fund 2. Together, these two funds make up the Town Budget that was approved in March of 2025. 58% of budgeted revenue has been received (compared to 56% last year) and 56% of expenditures have been paid (compared to 43% last year). Please note that as of December 31st, we are 50% through the fiscal year.

General Fund:

Our revenue is consistent with the budget projections. In addition, we received two previous years grant/reimbursements totaling \$67,557 (July 24 Flood & BRIC). For the first two tax installments 94% of taxes were paid on time. In addition, over \$748,000 in property taxes have been paid early on the 3rd and 4th tax installments.

Expenditures are also in line with the budget. As with every year, end of year financial projections will depend on winter road department expenses. But, so far, Road Maintainers' overtime is only 25% of the budget compared to 52% last year.

Cash flow: \$300,000 in Fund Balance was transferred to Paving, Town Garage and Wait House Capital reserves. These were Special Articles that were approved at the March Town Meeting. The Selectboard approved purchasing a \$600,000 certificate of deposit that will mature in September.

There are no new loans in FY26.

Capital Purchases: A Komatsu bucket loader was purchased for \$179,900. \$131,000 was spent on a International Dump Truck. These purchases were paid with reserve funds.

Grants: We are expecting reimbursement funds for the Irasville Planning Grant.

Please let us know if you have questions or would like more information.

Town of Waitsfield- Budget Status Summary Report FY26				
Period Ending December 31, 2025 (50% of the year)				
	Budget	Actual - thru 12/31/2	Actual	Education Taxes
General Fund Revenue	2026	FY2026	% of Budget	Received
Taxes	\$ 2,311,789.00	\$ 1,278,079.17	55%	\$ 4,253,038.83
Town Clerk Fees	\$ 35,000.00	\$ 20,584.80	59%	
Interest Income	\$ 25,000.00	\$ 15,029.70	60%	
Beverage Sale Permits	\$ 3,500.00	\$ 1,285.00	37%	
Zoning Income	\$ 11,000.00	\$ 6,273.00	57%	
Act 60 Support	\$ 11,000.00	\$ -	0%	
Penalty Budget Year	\$ 10,000.00	\$ 11,904.72	119%	
Conservation Income	\$ -	\$ -		
State Aid to Highways	\$ 78,000.00	\$ 40,464.53	52%	
Road Dept Grant Revenue	\$ -	\$ -	0%	
Road Dept Other Income	\$ 2,000.00	\$ 59.00	3%	
Insurance Claim/Audit Income	\$ -	\$ -	0%	
Fire Dept - Fayston	\$ 79,120.00	\$ -	0%	
FD Admin Services	\$ 5,750.00	\$ -	0%	
Traffic Control Income	\$ 5,000.00	\$ 1,972.89	39%	
Dog Impoundment Fee	\$ 150.00	\$ -	0%	
PILOT Program	\$ 7,000.00	\$ 6,460.93	92%	
Current Use Reimbursement	\$ 135,000.00	\$ 136,724.00	101%	
Delinquent Tax Interest	\$ 18,000.00	\$ 14,264.08	79%	
Insurance Reimb Library/Wait H	\$ 6,000.00	\$ -	0%	
Water Operations Reimb	\$ 7,125.00	\$ -	0%	
Planning Grant	\$ -	\$ -		
Misc. Income	\$ -	\$ 1,699.46		
Capital Fund 2 Revenue	\$ 46,682.00	\$ 91,110.70	195%	
Total General Fund Revenue	\$ 2,797,116.00	\$ 1,625,911.98	58%	
General Fund Expenditures				
Town Meeting/Elections	\$ 3,750.00	\$ -	0%	
Legal & Auditing	\$ 36,000.00	\$ 13,477.68	37%	
Town Office Operations	\$ 104,350.00	\$ 46,675.76	45%	
Town Clerk & Treasurer	\$ 115,008.00	\$ 57,043.57	50%	
Selectboard	\$ 100,000.00	\$ 59,655.79	60%	
Planning & Zoning	\$ 76,536.00	\$ 45,464.75	59%	
Board of Listers	\$ 33,200.00	\$ 14,927.83	45%	
Collector of Deliq. Taxes	\$ 10,000.00	\$ 7,107.88	71%	
Conservation Commission	\$ 5,000.00	\$ 262.50	5%	
Road Dept. Labor	\$ 318,427.00	\$ 150,493.15	47%	
Road Dept Equip Operations/Repairs	\$ 122,530.00	\$ 63,702.54	52%	
Road Dept Hired Equip & Labor	\$ 12,300.00	\$ 8,330.00	68%	
Road Dept Materials	\$ 189,000.00	\$ 127,310.16	67%	
Road Dept. Misc.	\$ 29,350.00	\$ 3,684.10	13%	
Road Subtotal	\$ 671,607.00	\$ 353,519.95		
Employee Benefits	\$ 310,141.00	\$ 117,664.68	38%	
Fire Department	\$ 216,110.00	\$ 141,103.71	65%	
Public Safety	\$ 78,489.00	\$ 26,084.43	33%	
Dues & Assessments	\$ 249,005.00	\$ 151,570.72	61%	
Special Appropriations	\$ 30,220.00	\$ 30,220.00	100%	
Transfer to Capital Fund 2	\$ -	\$ -		
Special Articles-Reserves(Paving Wait H, Garage)	\$ -	\$ 300,000.00		
Miscellaneous	\$ 43,600.00	\$ 30,937.80	71%	
Contribution to Reserves	\$ 520,460.00	\$ 35,000.00	7%	
Capital Fund 2 Expenditures	\$ 193,640.00	\$ 143,703.20	74%	
Education Taxes Paid to School/State				\$ 3,809,313.60
Total General Fund Expenditures	\$ 2,797,116.00	\$ 1,574,420.25	56%	
Revenue Less Expenditures GF & Capital FD	\$ -	\$ 51,491.73		
Cash Balance - Checking 12/31/2025		\$ 850,338.13		
Cash Balance - CD 10/31/2025-5/31/2026		\$ 600,000.00		



Proposal for Engineering Services

Engineering Design Services

Center Fayston Road and Old Center Fayston Road Culverts

Town of Waitsfield, VT

Submitted By:

Julie Cornell, PE
Senior Engineer
MSK Engineers
jcornell@mskeng.com

Submitted To:

York Haverkamp
Town Administrator
Town of Waitsfield
York.haverkamp@waitsfieldvt.gov

Submission Date: January 9, 2026

January 9, 2025

York Haverkamp
Town Administrator
Town of Waitsfield
4144 Main Street
Waitsfield, VT 05673

Re: Proposal—Engineering Design Services for Center Fayston Road (TH-7) and Old Center Fayston Road (TH-14) Culverts; FEMA PA PW #774

Dear Mr. Haverkamp,

On behalf of MSK Engineers, we are pleased to submit our proposal to provide engineering design services for the replacement of the Center Fayston Road (TH-7) and Old Center Fayston Road (TH-14) culverts in the Town of Waitsfield. These structures were significantly damaged during the July 2024 flooding event and are funded for architectural and engineering services through the FEMA Public Assistance Program.

MSK understands the importance of advancing construction-ready, cost-effective designs that are consistent with the completed Hydrologic and Hydraulic studies, Vermont 2019 bridge and road standards, and FEMA Public Assistance eligibility requirements. We recognize that successful delivery of this work depends on clear documentation, careful coordination with FEMA, and adherence to the approved scope and funding limitations associated with the Project Worksheets.

Our proposed approach is structured to support FEMA compliance at each step of the design process, from initial project coordination and site survey through final design development, cost estimating, and submission of a complete A&E package suitable for FEMA review and reimbursement. MSK has extensive experience designing culvert and roadway infrastructure for Vermont municipalities and coordinating engineering deliverables for FEMA-funded recovery projects.

We appreciate the opportunity to assist the Town of Waitsfield with these important recovery efforts and to support the restoration of resilient, reliable infrastructure. If you have any questions regarding this proposal or require additional information, please do not hesitate to contact us. We look forward to the opportunity to work with the Town on these projects.

Sincerely,



Julie Cornell, PE, Staff Engineer
MSK Engineers
802-828-7931 | jcornell@mskeng.com

COVER LETTER

I. FIRM OVERVIEW Page 1

II. PROJECT UNDERSTANDING..... Page 3

III. SCOPE OF WORK..... Page 3

IV. PROJECT TEAM..... Page 4

V. PROJECT TIMELINE..... Page 6

VI. COST ESTIMATE..... Page 7

VII. RELEVANT EXPERIENCE & REFERENCES..... Page 8

APPENDIX A: STAFF RESUMES



I. FIRM OVERVIEW

People-First Engineering

We are a privately-owned Vermont-based multidisciplinary civil engineering consulting firm that has been developing and improving the critical physical resources that communities depend on for over 30 years. We serve the public, nonprofit, and private sectors, and we specialize in supporting our clients throughout all stages of the infrastructure development process that accompany revitalization and redevelopment.

Our Professional Services Include:

- Civil/Site
- Construction Administration
- Financial Planning
- Geotechnical
- Permitting & Planning
- Stormwater Management & Design
- Survey & Mapping
- Water & Wastewater System Design



Our Philosophy

Founded in 1993, our mission has always been to advance infrastructure that helps communities thrive by keeping people **safe, healthy, and connected**. As multidisciplinary professionals, we provide support throughout the entire project lifecycle. This includes leading scoping studies, developing project budget and conceptual designs, overseeing design development and construction, survey and deed research, management of state and federal funding, and providing support to help navigate Vermont's multiple permitting processes to maintain compliance. We strive to create opportunities that enhance community health and promote economic revitalization. Whether it be downtown redevelopment, recreation trail improvements, affordable housing site design, or water system upgrades to provide clean drinking water to all citizens, we design infrastructure that makes life better.

We are currently licensed in **CO, CT, MA, NH, NY,** and **VT**



Our Offices:

- Burlington**
 - 1 Lawson Lane
 - Suite 320
 - Burlington, VT
 - 05401
- Bennington**
 - 150 Depot St
 - Bennington, VT
 - 05201



- West Lebanon**
 - 93 South Main St
 - Suite 203A
 - West Lebanon, NH
 - 03784

Markets We Serve:

- Industrial
- Commercial
- Institutional
- Municipal
- Nonprofit
- Private
- Public

Our History

Founded in 1993 in Bennington and Shaftsbury, Vermont, MSK Engineers began as a small, locally focused firm providing civil engineering, surveying, and construction administration services. In 2015, Jason Dolmetsch, a longtime civil engineer with the firm, became owner and president, leading growth fueled by major municipal water projects in the region.

Still headquartered in Bennington with offices across Vermont and New Hampshire, MSK now delivers hundreds of municipal infrastructure projects throughout New England. Our team of 45+ engineers, technicians, and specialists brings diverse expertise, enabling us to tailor project teams to each client's unique needs.

Our Services



Civil/Site

Our civil engineers support new development and redevelopment with site grading, utility connections, and stormwater design. We also provide transportation design for parking lots, sidewalks, roadways, and multi-use paths. With extensive experience in public outreach, we help build community support for successful infrastructure projects.



Drinking Water Systems

Our environmental engineers design safe, reliable water and wastewater systems, including pump stations, distribution networks, and community treatment facilities. We conduct site assessments, develop remediation plans for water and soil contaminants, and are a state leader in Lead and Copper Rule compliance.



Contract Administration & Construction Observation

We provide comprehensive construction administration, including contract development, quantity tracking, and compliance oversight. Our engineers and project managers coordinate with contractors, municipalities, and the public to ensure clear communication and successful implementation at every stage of construction.



Financial Management & Planning

We integrate financing into project development by identifying and securing state and federal funding, including DWSRF, CWSRF, and DEC programs. Our team develops phased capital improvement plans, prepares funding applications, and structures effective financing strategies. We also support municipalities with construction escrow management, led by our finance director with 15+ years of accounting experience.



Permitting

Environmental and public-interest regulations are central to both new development and site reuse. Our senior permitting expert guides clients through complex local, state, and federal requirements, ensuring efficient and cost-effective project delivery. We also build long-term partnerships to support site improvements, upgrades, and ongoing compliance as business needs and regulations evolve.



Survey

Led by our Chief of Survey with over a decade of experience, our in-house licensed survey team delivers timely, responsive service throughout all project phases. We provide existing conditions surveys, deed research, and boundary surveys to support design, land use agreements, and ownership matters. Serving projects from single residences to multi-acre institutional campuses, we support easement development, infrastructure siting, and public safety initiatives.

II. PROJECT UNDERSTANDING

The Town of Waitsfield is seeking timely, cost-effective engineering design services to replace two culverts on Center Fayston Road (TH-7) and Old Center Fayston Road (TH-14) that were severely damaged during the July 2024 flooding event. These projects are funded through FEMA's Public Assistance Program and require designs that are fully compliant with FEMA eligibility requirements, the Public Assistance Program and Policy Guide (PAPPG v4), and Vermont's 2019 bridge and road standards. The Town's objectives include advancing construction-ready designs that are consistent with the findings and recommendations of the completed Hydrologic and Hydraulic studies, restoring roadway function and resilience, and remaining within the established A&E funding limits. MSK recognizes the importance of close coordination with Town staff and FEMA representatives to ensure that the final designs, cost estimates, and supporting documentation are suitable for FEMA review and reimbursement, while also supporting efficient permitting and successful construction of durable, flood-resilient infrastructure.

III. SCOPE OF WORK

Task 1: Project Kickoff and Coordination

Following Notice of Award, the consultant will conduct a project kickoff meeting with the Town of Waitsfield and FEMA, as applicable, to confirm the approved scope of work, schedule, documentation requirements, coordination procedures, and Public Assistance eligibility considerations.

Task 2: Site Survey and Geotechnical Investigation

The consultant will perform site surveys at the Center Fayston Road (TH-7) and Old Center Fayston Road (TH-14) culvert locations to document existing conditions and disaster-related damage. A targeted geotechnical investigation will also be completed to characterize subsurface conditions and confirm foundation and embankment assumptions for culvert replacement and roadway reconstruction. Survey and geotechnical information will be used to verify FEMA Damage Descriptions and Dimensions (DDD), identify site constraints, and support engineering analysis and design development.

Task 3: Data Review and Design Development

FEMA project documentation, including DDDs and preliminary scopes, and the completed Hydrologic and Hydraulic (H&H) studies will be reviewed. Based on this information and site survey data, replacement culvert and roadway designs will be developed in accordance with Vermont 2019 bridge and road standards, H&H recommendations, and FEMA eligibility requirements.

Task 4: Construction Documents and Cost Estimates

Construction-ready plans and technical specifications will be prepared, along with detailed construction cost estimates using RS Means or an equivalent industry standard. Applicable codes, standards, and permitting requirements will be identified to support implementation and compliance.

Task 5: Coordination, Final Deliverables, and FEMA Submission Support

Design documents and cost estimates will be coordinated with the Town of Waitsfield and FEMA to confirm consistency with the approved scope of work and the Public Assistance Program and Policy Guide (PAPPG v4). Review comments will be addressed, and a final architectural and engineering report suitable for FEMA Public Assistance review and reimbursement will be prepared, including final design drawings and specifications, construction cost estimates, site survey information, and a summary of permitting and regulatory requirements.

IV. PROJECT TEAM

Our team will be led by Julie Cornell, PE, who will also be the town's point of contact. Julie will use her expertise with similar culvert projects and assisting the municipalities with infrastructure improvements projects. Julie will be supported by Chuck Riccardi, Kyana Frost, and Thomas Stevens for project tasks. Chuck will provide a constructability review of the design and assist with the development of project opinion of probable cost. Kyana will assist with technical engineering tasks and permitting assistance. Thomas Stevens will serve as CAD technician. Lastly, Craig Jewett, PE, will serve as a strategic advisor on this project, bringing added insight and leadership to the team. Below is an organizational chart for this project along with full resumes of our proposed team members.



Julie Cornell, PE
Primary Point of Contact
Staff Engineer

Julie joined MSK in 2023 and is a key contributor to our civil and water resources teams. She has experience in stormwater and wastewater design, hydrologic and hydraulic modeling, site and utility layout, soils testing, and preparation of technical reports and permit applications. Skilled in permitting, site surveys, construction inspections, and SWPPP development, she provides environmental compliance services for commercial and residential projects across Southwestern Vermont.

Julie will serve as the lead design engineer and primary point of contact for this project, managing day-to-day design tasks and ensuring clear, responsive communication with clients and stakeholders.



Craig Jewett, PE
Senior Engineer

Craig, a recent addition to MSK, has been practicing engineering since 2003, specializing in design, permitting, planning, and construction of residential and commercial site development projects. He emphasizes client needs, operational efficiency, cost-effectiveness, and constructability, and brings extensive experience with environmental permitting and strong relationships with regulatory and funding agencies.

On this project, Craig will serve as a strategic advisor, guiding coordination between the client, design team, and regulatory stakeholders to support successful project outcomes. Craig will also serve as senior reviewer of the final design plans, specifications, and contract documents.



Chuck Riccardi, PE
Staff Engineer

Since joining MSK in June 2024, Chuck has been a vital contributor to our construction administration, environmental remediation, and geotechnical engineering teams. His project experience includes PFOA remediation, lead service line replacements, waterline improvements, brownfield redevelopment, slope stabilization, and more. Chuck's broad field knowledge and hands-on experience make him a valuable asset to the successful execution of this contract.

On this project, Chuck will play a key role by supporting the project team by assisting with constructability, cost estimating, and construction phase activities.



Kyle Mallory
Staff Engineer

Kyle joined MSK in 2020 as a geotechnical engineer-in-training and has worked on a variety of projects in both VT and CT. He has assisted with geotechnical investigations for residential and commercial developments, including leading subsurface investigations and drafting geotechnical engineering reports. Kyle also brings experience in permitting and design support for culverts, allowing project teams to lean on his detailed understanding of regulatory processes and technical requirements. In addition, he manages geotechnical partners on projects, coordinating external expertise to ensure high-quality and efficient project delivery.

He has assisted with investigations of slope stability to provide cost-effective solutions to address stability issues and has been involved in several dam projects located in VT, NH, and CT—including state-required dam inspections and developing emergency action plans.

On this project, Kyle will design and development tasks as well as manage our geotechnical partners.



Thomas Stevens
Technician

Tom has over 30 years of drafting experience and has been with MSK since 2014. He has contributed to numerous municipal, community, and commercial projects, including the Town of Bennington Water System expansion serving southern Bennington and Southern Vermont College, as well as the PFOA Remediation Municipal Waterline Extension project. Tom manages MSK's CAD standards, provides quality control for plan production, and mentors staff in developing CAD skills. He also collaborates closely with survey teams, translating field data into clear, accurate, and client-ready drawings.

Tom will serve as a CAD technician, ensuring all plans meet CAD standards and project requirements.

V. PROJECT TIMELINE

Task 1: Project Kickoff and Coordination (Weeks 1–2)

- Conduct a project kickoff coordination meeting with the Town of Waitsfield and FEMA representatives, as applicable.
- Confirm the approved scope of work, overall project schedule, documentation and reporting requirements, coordination protocols, and FEMA Public Assistance eligibility criteria.
- Establish communication procedures and confirm roles and responsibilities for the duration of the project.

Task 2: Site Survey (Weeks 2–6)

- Perform site surveys to document existing conditions and disaster-related damage.
- Conduct targeted geotechnical investigation to characterize subsurface conditions and support culvert and roadway design.
- Verify FEMA Damage Descriptions and Dimensions (DDD) and identify site constraints.

Task 3: Data Review and Design Development (Weeks 3–8)

- Review FEMA project documentation, including DDDs and preliminary scopes.
- Review the completed Hydrologic and Hydraulic (H&H) studies to confirm flow assumptions, design criteria, and hydraulic performance requirements.
- Develop replacement culvert and roadway designs in accordance with Vermont 2019 bridge and road standards, H&H recommendations, and FEMA eligibility requirements.

Task 4: Construction Documents and Cost Estimates (Weeks 7–9)

- Prepare final, construction-ready plans and technical specifications suitable for bidding and construction.
- Develop detailed construction cost estimates using RS Means or an equivalent industry standard at a level appropriate for FEMA review.
- Identify applicable codes, standards, and permitting requirements to support project implementation and compliance.

Task 5: Coordination, Final Deliverables, and FEMA Submission (Weeks 8–12)

- Coordinate design documents and cost estimates with the Town of Waitsfield and FEMA to confirm consistency with the approved scope of work and the Public Assistance Program and Policy Guide (PAPPG v4).
- Address review comments and finalize design documents and cost estimates.
- Prepare and submit a final architectural and engineering report suitable for FEMA Public Assistance review and reimbursement.

VI. COST ESTIMATE

	MSK Person Hours								Expenses & Subconsultants		TOTAL COST
	JEWETT <i>Licensed Engineer IV</i>	RICCARDI <i>Licensed Engineer II</i>	MULLIGAN <i>Licensed Surveyor</i>	CORNELL <i>Licensed Engineer I</i>	MALLORY <i>Engineer III</i>	MCRAE <i>Technician IV</i>	GHODEKAR <i>Engineer I</i>	LOVELAND <i>Technician II</i>	Mileage	Consultant	
1 Combined Kickoff											\$30,210
Task 1: Project Kickoff	5			5					\$145		\$2,420
Task 2: Site Survey and Geotechnical Investigation	4		6	6	26	15		26	\$145	\$15,120	\$27,790
2 Old Center Fayston Road (TH-14)											\$12,130
Task 3: Design Development	2			7	7	7					\$3,890
Task 4: Construction Documents	2	6		4	12	4	4				\$5,350
Task 5: FEMA and Municipal Coordination	2	4		8							\$2,890
3 Center Fayston Road (TH-7)											\$12,660
Task 3: Design Development	2			7	7	7					\$3,890
Task 4: Construction Documents	2	6		4	12	4	4				\$5,350
Task 5: FEMA and Municipal Coordination	4	4		8							\$3,420
Total Hours	23	20	6	49	64	37	8	26			
Labor Rate	\$265	\$210	\$210	\$190	\$145	\$145	\$120	\$120			
TOTAL COST	\$6,095	\$4,200	\$1,260	\$9,310	\$9,280	\$5,365	\$960	\$3,120	\$290	\$15,120	\$55,000

This cost estimate assumes:

- Both structures are designed as Aquatic Organism Passage compliant.
- A single kick-off meeting and combined survey efforts for TH-7 and TH-14, as well as a combined geotechnical investigation.

VII. RELEVANT EXPERIENCE & REFERENCES

Relevant Culvert Projects

Northam Road *Shrewsbury, VT*

MSK is currently providing comprehensive design and permitting services for the replacement of an undersized and deteriorating culvert located beneath an active roadway in Shrewsbury, VT. The project includes a full suite of services such as geotechnical investigation, site survey, design development, permitting assistance, and bid phase support. Geotechnical work involves site exploration, subsurface testing, and engineering analysis, while survey efforts document existing topography and infrastructure. The team is also supporting permitting processes and managing the bid phase to ensure a smooth transition into construction. The project remains underway, with a focus on delivering a safe, efficient, and environmentally responsible culvert replacement.

Client Contact:

Aaron Korzun, Former Chair
Town of Shrewsbury
9823 Cold River Road, Shrewsbury, VT
(802) 492-3362

Whitingham Culvert Replacement *Whitingham, VT*

MSK provided and permitting services for the replacement of an undersized and deteriorating culvert located beneath an active parking entrance in Whitingham, VT. The project included geotechnical investigation, site survey, design development, permitting assistance, and bid phase support. Geotechnical work involved site exploration, subsurface testing, and engineering analysis. Survey efforts documented existing topography and infrastructure. MSK's design includes grading, replacement structure design, and traffic management. MSK is currently performing construction administration and review services.

Client Contact:

Gig Zboray
Town of Whitingham
gig@whitinghamvt.org
(802) 368-7500

Podunk Culvert Replacement *Hartford, VT*

MSK is actively progressing through multiple phases of a culvert replacement project, beginning with a project kick-off meeting to align goals and expectations. The team has completed topographic survey and base mapping to capture existing site conditions and inform the design process. Conceptual and preliminary plans are underway, along with environmental permitting efforts to ensure regulatory compliance. MSK is also supporting the right-of-way and property acquisition process, while advancing toward final design and bid-ready plans to prepare the project for construction.

Client Contact:

Christopher Holzwarth
Hartford Vermont Department of Public Works
cholzwarth@hartford-vt.org
(802) 295-3622

Prior to joining MSK, Craig completed a range of culvert replacement projects, building a strong foundation in design, permitting, and construction coordination. His previous work enhances the MSK team's ability to deliver efficient and reliable infrastructure solutions.

Mace Hill Road *Hartland, VT [Craig's work prior to MSK]*

Craig was the Engineer of Record and performed all design-related services to replace a severely undersized structure damaged during a storm event. Services, including survey, hydraulic analysis, culvert sizing and layout, stream bed design, detailed plans, specifications, and bid documents. He also coordinated and assisted with all necessary permits, including local permitting, a State of Vermont Stream Alteration Permit, and a U.S. Army Corps of Engineers General Permit. Project was funded by FEMA and required review and approvals by FEMA, including the development of hydraulic and hydrology analysis of the new structure.

Client Contact:

Christopher Bump
VTrans Project Manager
chris.bump@vermont.gov
(802) 356-7678

Cox District Road Culvert Replacement *Town of Woodstock, VT [Craig's work prior to MSK]*

In addition to being the engineer of record Craig coordinated and conducted on-site meetings with the town, regulatory agencies, and an adjacent property owner to review and identify regulatory and site constraints, including proposed improvements to private property. The team prepared final design drawings, construction specifications, contract documents, and opinion of probable cost for the planned improvements. Craig also assisted in obtaining Vermont Stream Alteration and U.S. Army Corps of Engineers Wetlands permits. The project was successfully completed on time and under budget.

Client Contact:

Eric Duffy, Municipal Manager
Town of Woodstock
31 The Green
Woodstock, VT 05091
(802) 457-3456

Spring Lake Road Culvert Replacement *Shrewsbury, VT [Craig's work prior to MSK]*

Craig performed all design-related services for a 20-foot by 16-foot concrete box culvert, including survey, hydraulic analysis, culvert sizing and layout, stream bed design, detailed plans, specifications, and bid documents. He also coordinated and assisted with all necessary permits, including local permitting, a State of Vermont Stream Alteration Permit, and a U.S. Army Corps of Engineers General Permit. Additionally, Craig developed a Traffic Bypass design to ensure the roadway remained open throughout construction.

Client Contact:

Aaron Korzun, Chair
Town of Shrewsbury
9823 Cold River Road, Shrewsbury, VT
(802) 492-3362

APPENDIX A **STAFF RESUMES**



JULIE CORNELL, PE joined MSK in August 2023 and is a key contributor to our civil and water resources teams, focusing on stormwater and wastewater design, inspection, reporting, and permitting. Originally hailing from Minnesota, she brings a diverse background of experience ranging from soils testing and inspection to design.

Her permitting expertise includes state and local wastewater permitting as well as stormwater 9020 and 9050 amendments and recertifications. She also regularly assists with site survey and provides leadership for inspections, development of Stormwater Pollution Prevention Plans, and various environmental services for commercial and residential clients throughout Southwestern VT.

Contact

(802) 828-7931 | jcornell@mskeng.com

Experience

2 years with MSK, 10 years with other firms

Education

- BCE, Civil Engineering
University of Minnesota, Twin Cities, MN

Licensure

- Registered Professional Engineer
Vermont, Minnesota

Certifications & Trainings

- OSHA 10-Hour Construction Safety
Health Training

STORMWATER

| Podunk Culvert Replacement, *Hartford, VT*

- Created a hydrology and hydraulics study for the design and replacement of an existing undersized culvert.
- Coordinated with local municipalities, the State of VT DEC, the Town of Hartford clients, internal MSK staff, and various other stakeholders to manage the project.
- Currently completing a full set of design plans to be implemented upon project completion adhering to applicable standards and specifications.

| Spring Lake Ranch, *Shrewsbury, VT*

- Supported the design and permitting for stormwater treatment, wastewater treatment, a potable water system, and roadway design for a 4-building residential development.
- Researched, designed, and drafted project deliverables along with permitting the systems to current technical standards.

| Bennington Project Independence, *Bennington, VT*

- Designed and permitted the retrofit stormwater treatment system to current technical standards in order to support the expansion of an existing adult care center.
- Supported the modeling of hydraulic conditions, researched and designed the system, helped with permitting additional impervious surface, and designed the site grading to meet both stormwater and geotechnical standards.

| Prospect Trail Expansion, *Prospect Mountain, VT*

- Provided project management and oversight for engineering services for the Prospect Mountain Association's replacement of a septic system and expansion of the existing trail network for a cross-country ski facility.
- Assisted in preparation of Act 250 Land Use permit amendment application.

| Groundworks Housing Facility, *Brattleboro, VT*

- Provided project management and oversight for the design and development of new residential housing to increase capacity and staff safety standards.
- Assisted project site design, client coordination, budgeting, and permitting.
- Supported contaminated soils remediation planning.

WATER/WASTEWATER

Currently design various water and wastewater systems from project development to implementation, including testing onsite soil conditions to evaluate design requirements, calculating daily flows, creating pump and septic designs, calculating storage requirements, and designing systems to meet current technical standards. The project scope often includes performing final inspections of implemented projects to ensure construction meets design specifications. Projects have included:

Institutional

| Fourth Corner Foundation, *Windham, VT*

- Located and designed various new and replacement septic systems meeting VT DEC standards and specs for residential wastewater.
- Currently supporting and implementing NTNC Public Water Supply meeting VT DEC water supply rules.

| Brown's Brewing Company, *Hoosick Falls, NY*

- Located and investigated design feasibility for a replacement wastewater treatment facility for a brewery meeting intermediate wastewater standards and specs for the State of NY.



CRAIG JEWETT, PE began his professional career in 2003 and has focused on the design, permitting, and construction of residential and commercial site development projects. With extensive consulting engineering experience, he brings in-depth knowledge of the environmental permitting process and funding programs, along with a strong technical background.

Prior to joining MSK, Craig worked at design firms in Nantucket, Massachusetts, and Woodstock and Rutland, Vermont, with a primary focus on water resources engineering.

Contact

(802) 613-7642 | cjewett@mskeng.com

Experience

1 year with MSK, 20 with other firms

Education

- BS, Science Degree in Civil Engineering
*University of Massachusetts
Amherst, MA*

Licensure

- Registered Professional Engineer
*Vermont, New Hampshire,
Massachusetts*
- Member of the VT DEC Technical Advisory Committee (TAC) providing implementation of Wastewater System and Potable Water Supply Rules
- Member of VT DEC Indirect Discharge Advisory Committee
- ACEC Board Member & Environmental Protection Committee Chairman (VT)

| Mace Hill Road Culvert Replacement, Shrewsbury, VT

- Served as Engineer of Record for the FEMA-funded replacement of a severely undersized culvert damaged during a storm event, ensuring compliance with local, state and deferral requirements.
- Performed full design services including survey, hydraulic and hydrologic analysis, culvert and stream bed design, detailed construction plans, specifications, and bid documents.
- Coordinated and secured all necessary permits, including local approvals, a State of Vermont Stream Alteration Permit, and a U.S. Army Corps of Engineers General Permit, while leading FEMA review and approval process.

| Lottery Road Culvert Replacement, Shrewsbury, VT

- Provided design, bid and constructure phase services for a new 10-foot by 7-foot by 38-foot concrete box culvert.
- Oversaw project permitting including Vermont Stream Alteration and US Army Corp. of Engineers Wetlands permits. Project completed on time, under budget and designed to meet all aquatic organism passage standards and improve habitat connectivity.

| Cox District Road Culvert Replacement, Town of Woodstock, VT

- Engineer of Record for the design and permitting of a 3-sided box culvert to replace an undersized structure on Cox District Road to meet aquatic organism passage standards and Town Road Standards.
- Prepared final design drawings, construction specifications, contract documents, and cost estimates for the proposed improvements.
- Oversaw project permitting including Vermont Stream Alteration and US Army Corp. of Engineers Wetlands permits.
- Provided construction review and construction contract administration services.

| Fletcher Hill Road Culvert Replacement, Town of Woodstock, VT

- Engineer of Record for the design and permitting of a 3-sided box culvert to replace and undersized structure to meet aquatic organism passage standards and Town Road Standards.
- Prepared final design drawings, construction specifications, contract documents, and cost estimates for the proposed improvements.
- Oversaw project permitting including Vermont Stream Alteration and US Army Corp. of Engineers Wetlands permits.
- Provided construction review and construction contract administration services.

| Spring Lake Road Culvert Replacement, Shrewsbury, VT

- Performed all design related services including survey, hydraulic analysis, culvert sizing layout, stream bed sizing, plans details, specification, and bid documents for a 20-foot by 16-foot concrete box culvert.
- Assisted with and coordinated all necessary permits, including local permitting, a State of Vermont Stream Alteration Permit, and a US Army Corps of Engineers General Permit and also provided Traffic Bypass design to ensure the roadway could stay open throughout construction.
- Provided construction review and construction contract administration

| Church Street Culvert Replacements, Rutland, VT

- Prepared final design drawings, construction specifications, contract documents, and cost estimates for the proposed improvements.
- Oversaw project permitting including Vermont Stream Alteration and US Army Corp. of Engineers Wetlands permits.
- Provided construction review and construction contract administration services.



CHUCK RICCARDI, PE joined MSK in 2024 and is a key contributor to our construction administration, civil, environmental remediation, and geotechnical engineering practice areas. He has over 20 years of management experience that includes stakeholder engagement, construction administration, developing contract documents, constructability reviews, contractor coordination, oversight of contract compliance, quantity tracking, and inspection activities across many sites. He has provided guidance, mentorship, and administration of construction and inspection activities across a variety of stormwater improvement projects, including construction of a new skatepark, reconstruction of athletic fields, improvements to pedestrian parks, and various slope stabilization and remediation projects for Vermont's water systems.

Contact
(802) 613-7713 | criccardi@mskeng.com

Experience
1 year with MSK, 20 years with other firms

Education

- MS, Civil Engineering (Geotechnical concentration)
- BS, Civil Engineering
University of Massachusetts,
Amherst, MA

Licensure

- Registered Professional Engineer in New York

| **Whitingham Municipal Culvert Replacement, Jacksonville, VT**

- Provided design support and constructability analysis for this 56 ft long x 16 foot span precast box culvert project that includes utility relocations, temporary traffic controls, bypass pumping, removal of existing structures, modular retaining walls, new curb and concrete sidewalks, roadway reconstruction, asphalt paving, guardrails, and restoration.
- Prepared bid documents, technical specifications, and bid solicitation.
- Currently preparing to administer the bid opening process and manage construction administration services.

| **Northam Road Culvert Replacement, Shrewsbury, VT**

- Provided design support and constructability analysis for this precast box culvert project that includes temporary traffic controls and detour plan, removal of existing structures, culvert replacement, roadway reconstruction, asphalt paving, new guardrails, and restoration.
- Prepared bid documents and technical specifications.
- Currently preparing to administer the bid solicitation and bid opening.

| **Podunk Culvert Replacement, Hartford, VT**

- Provided design support and constructability analysis for this precast box culvert project.
- Prepared bid documents and technical specifications.
- Currently preparing to administer the bid solicitation and bid opening.

| **Bennington Skatepark, Bennington, VT**

- Assisted stakeholders with contractor qualification review and contractor coordination for the transformation of an existing parking lot into a skatepark.
- Supported the MSK design team with sitework design reviews, constructability analysis, material takeoffs, and opinions of probable cost.

| **Welling Field, North Bennington, VT**

- Supported the design of the reconfiguration and reconstruction of a local athletic field into multi-purpose athletic fields which included field layout and grading, cut/fill analysis, drainage swales, and appropriate demo and construction planning.
- Helped prepare an application to the Vermont Agency of Natural Resources to obtain a Construction General Permit 3-9020 for the discharge of stormwater runoff from construction activities.
- Prepared technical specifications, bid documents, and bid solicitation as well as administered the bid opening process.

| **Ninja Path, Bennington, VT**

- Currently working with the Bennington County Regional Commission and the Town of Bennington on a 2.12-mile, 12-foot-wide multi-use trail between the main commercial corridor in the Town of Bennington and the Walloomsac River to improve community access to the town's commercial corridor.
- Assisted with bid solicitation and bid opening administration.

| **Battenkill Valley Health Center (BVHC), Arlington, VT**

- Performed design review and constructability analysis for this parking lot improvement project that included permitting, tree removal, subgrade replacement, asphalt paving, sidewalks, modular retaining wall installation, septic tank upgrade, ADA ramp, new site lighting, and restoration.
- Prepared bid documents, technical specifications, bid solicitation and administered the bid opening process.
- Managed construction administration from the bidding phase throughout the entire construction phase including stakeholder engagement, preconstruction and progress meetings, contractor oversight, testing, submittal reviews, and pay application approvals.



KYLE MALLORY joined MSK in 2020 as a geotechnical engineer-in-training and has worked on a variety of projects in both VT and CT. He has assisted with geotechnical investigations relating to both residential and commercial developments including leading subsurface investigations and drafting geotechnical engineering reports. He has also assisted with investigations of slope stability to provide cost-effective solutions to address stability issues and has been involved in several dam projects located in VT, NH, and CT for scopes of work including state required dam inspections and creation of emergency action plans. He was recognized as a 2025 Southern Vermont Emerging Leader by the Southern Vermont Young Professionals and Shires Young Professionals.

Prior to joining MSK, Kyle spent 4 years at a national engineering firm, where he developed expertise in geotechnical instrumentation and vibration monitoring to ensure soil and structural integrity of construction sites in the Boston area.

Contact
(802) 613-7601 | kmallory@mskeng.com

Experience
3 years with MSK, 5 with other firms

Education
- BS, Civil Engineering / Concentrations in Structural & Geotechnical Engineering
University of New Hampshire

Certifications & Trainings
- Engineer-in-Training
- OSHA 40-hour Hazardous Waste & Emergency Response Training
- OSHA 10-Hour Construction Safety

- | **Salt Ash Owners Association Culvert Replacement, Plymouth, VT**
 - Conducted field survey of existing conditions and prepared an existing conditions plan documenting existing roadway infrastructure, topography, and relevant site features including culverts.

- | **Northam Road Culvert Replacement, Shrewsbury, VT**
 - Performed an existing conditions survey to support engineering design and layout associated with replacing an existing failed culvert with a proposed box culvert structure, including preparation of plans and details.

- | **Quechee-Hartland Road Culvert Replacement, Hartford, VT**
 - Performed an existing conditions survey to support engineering design and layout associated with replacing an existing failed culvert with a proposed box culvert structure, including preparation of plans and details.

- | **Southern VT Medical Center (SVMC) Campus Improvements, Bennington, VT**
 - Performed geotechnical investigations to support the design of a waterline, building addition, and building connector for a medical center.
 - Conducted standard penetration tests using hollow stem augers, a split spoon sampler, and an auto hammer.
 - Classified soils to identify characteristics and used the data collected during the penetration test to determine ground density.

- | **Murray Hill Condominium Slope Observation, Manchester, VT**
 - Collected and reviewed geologic maps and reports of the local area to address a slope failure in a 68-unit condominium complex.
 - Performed visual inspections to assess the condition of the slopes, identify signs of instability, and determine whether remedial measures are necessary or additional inspection is required.
 - Provided engineering recommendations based on survey data and site observations, addressing slope conditions, maintenance to prevent future failures, and considerations for construction traffic near the slope during reconstruction.

- | **Village of Old Bennington Roadway Investigation, Old Bennington, VT**
 - Performed a geotechnical investigation for a full depth pavement replacement due to poor underlying base conditions of the Fairview Street roadway.
 - Assessed the pavement and subgrade conditions of Fairview and bank streets, providing geotechnical engineering recommendations for pavement and subgrade improvements.
 - Performed a site reconnaissance and reviewed available information relating to the existing paved roadways.
 - Developed and performed a subsurface exploration program consisting of eleven test borings.
 - Performed an analysis of the encountered subsurface conditions.
 - Prepared report containing the information collected during the field investigation, the analyses performed, and recommendations relating to pavement.

- | **SVMC Cancer Center, Bennington, VT**
 - Performed geotechnical investigations to support the design of a building addition for a cancer center.
 - Conducted standard penetration tests using hollow stem augers, a split spoon sampler, and an auto hammer.
 - Classified soils to identify characteristics and used the data collected during the penetration test to determine ground density.
 - Provided recommendations pertaining to foundation and pavement design.



THOMAS STEVENS has more than 30 years of drafting experience and has been with MSK since 2014. He has applied his technical knowledge and skills to numerous municipal, community, and commercial projects, including plan production for several mixed-use path designs made possible by funding from the VTrans Municipal Assistance Bureau. Tom is responsible for developing and maintaining MSK's CAD standards, providing quality control on plan production across the organization, and mentoring staff who are developing their CAD skills. He works closely with survey staff, helping to translate field data into polished drawings that contain the correct level of detail and prioritize legibility for the client. Tom makes himself available to staff at all times for questions and guidance.

Contact

(802) 613-7563 | tstevens@mskeng.com

Experience

11 years with MSK, 10 years with other firms

Education

- AS, Engineering Science (with honors)
- AAS, Mechanical Technology Design (with honors)
Adirondack Community College, Queensbury, NY
- AAS Medical Assisting (with honors)
Bryant and Stratton, Albany, NY

Ninja Mixed-Use Path, Bennington, VT

- Completed initial layout design for 2.12-mile mixed-use path passing through the Town of Bennington's main commercial district.
- Coordinated with civil engineering colleagues and staff of the municipality and regional planning commission to make changes and revisions during plan development.
- Produced all project drawings except grading, from design development through construction documents and as-built drawings, including plans, sections, elevations, detail drawings for a proposed bridge, right-of-way plans, and final easement drawings for registration with the Town.
- Coordinated with survey colleagues to develop separate plans describing the meets and bounds of each property affected by the path.

Benmont Avenue Mixed-Use Path, Bennington, VT

- Developed linear sheet sets for a new active transportation corridor that provides safer bike/pedestrian travel conditions and connects to the Town of Bennington's network of mixed-use pathways, including asphalt walkways, new curbing, and roadway surface painting.
- Produced all the design documents, from setup to design, including labeling and formatting.
- Delineated town and state contracts.

Kocher Drive Mixed-Use Path, Bennington, VT

- Produced drawings for a safe and appealing 0.3-mile multi-use path connecting a town recreational park and schools to the municipality's major commercial district and crossing a state highway.
- Adhered to VTrans standards and procedures regarding drawing presentation and content, including stations and offsets.
- Updated existing consultant drawings to reflect changes in design and to conform with VTrans requirements.

Applegate-Willowbrook Pedestrian Path, Bennington, VT

- Produced drawings for a pedestrian pathway that connects two affordable housing developments in Bennington and provides safe pedestrian passage between the developments, the nearby elementary school, and the town's commercial corridor.
- Set up initial layout and carried out ongoing updates to drawings with input from the regional commission and the Town of Bennington.
- Completed construction drawings.

Franklin Lane, Bennington, VT

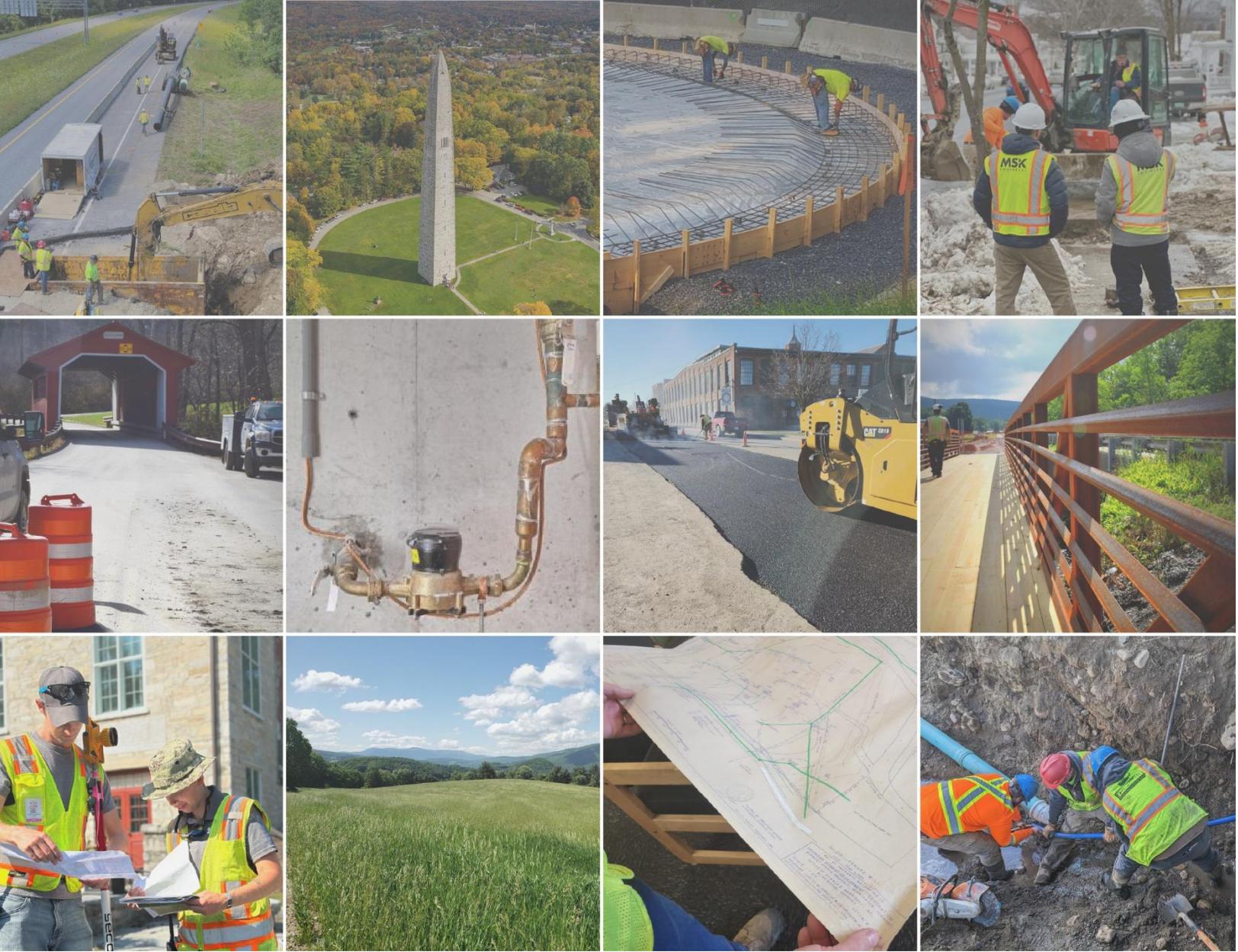
- Transferred architectural design for downtown alleyway pedestrian improvements to Civil 3D and created a drawing set and grading plan.
- Provided leadership on the drawing of a new paving pattern and coordinated with the survey team to show utility locations and screening, lighting, wayfinding, and other features in plans and design details.
- Provided staff training and oversight.

Dorset Pedestrian Path, Dorset, VT

- Produced drawings for mixed-use path projects in East Dorset Village and Route 30 in Dorset, from preliminary design through construction documents.
- Illustrated sidewalk improvements and worked with the survey team to draw the right-of-way.
- Reviewed staff drawing work during the design phase for accuracy and correct formatting.

Tinmouth Bridge, Tinmouth, VT

- Coordinated with the civil engineering colleagues and the Agency of Transportation to provide traffic plan drawings for infrastructure improvement project.



THANK YOU



HARRINGTON CIVIL ENGINEERS, INC.

P.O. Box 283, North Pomfret, VT 05053

phone: (802) 457-1299 email: HarringtonCivilEngineers@gmail.com

Planning - Permitting - Environmental - Design - Construction Assistance



Center Fayston Road Culvert (#21416-6)



Old Center Fayston Road Culvert (#21418-3)

**ENGINEERING PROPOSAL
CULVERT REPLACEMENT PROJECTS
Waitsfield, Vermont
January 2026**

HARRINGTON CIVIL ENGINEERS, INC.

P.O. Box 283, North Pomfret, VT 05053

phone: (802) 457-1299 email: HarringtonCivilEngineers@gmail.com

Planning - Permitting - Environmental - Design - Construction Assistance

**PROPOSAL
FOR
ENGINEERING DESIGN SERVICES**

**TOWN OF WAITSFIELD
CULVERT REPLACEMENT PROJECTS:
CENTER FAYSTON ROAD (TH-7) – CULVERT #21416-6
OLD CENTER FAYSTON ROAD (TH-14) – CULVERT #21418-3**

**SITE ASSESSMENT, FINAL DESIGN AND COST ESTIMATES,
PERMITTING SUMMARY, AND FINAL REPORT**

WAITSFIELD, VERMONT

JANUARY 2026

HARRINGTON CIVIL ENGINEERS, INC.

P.O. Box 283, North Pomfret, VT 05053

phone: (802) 457-1299 email: HarringtonCivilEngineers@gmail.com

Planning - Permitting - Environmental - Design - Construction Assistance

January 9, 2026

York Haverkamp, Town Administrator
Town of Waitsfield
4144 Main Street
Waitsfield, VT 05673
york.haverkamp@waitsfieldvt.gov

**Subject: Proposal for Engineering Services
Center Fayston Road (TH-7) and Old Center Fayston Road (TH-14)
Culvert Replacement Projects**

Dear Mr. Haverkamp,

Harrington Civil Engineers, Inc. (HCEI) is pleased to provide this proposal for engineering services related to the replacement of two culverts- one on Center Fayston Road (#21416-6), and the other on Old Center Fayston Road (#21418-3). As per the Request for Proposals (RFP), the intent for these projects is to replace the two existing culverts which were damaged in the July 2024 flooding event. The scope of the work outlined in this proposal includes site assessments of existing culverts using the FEMA Damage Descriptions and Dimensions (DDD) report and State of VT Hydrologic and Hydraulic (H&H) studies for each respective site; design and development of construction plans and specifications for replacement culverts; cost estimates for each project; summary of permitting and regulatory requirements; and coordination with FEMA and the Town.

In the capacity of Project Manager and Lead Engineer, I would be the principal individual responsible for this project with support from our other HCEI team members- Lindsay Ahsan and Bill Fielding. This proposal includes a project approach, scope of services, cost estimate, proposed schedule, qualifications of the individuals committed to the project, and demonstration of success on similar projects. Our team has thoroughly reviewed the RFP and supporting documents, and has a clear understanding of the project scope, with assumptions stated herein.

We want to thank you for the opportunity to submit this proposal. The attached proposal can serve as an engineering services agreement should the Town wish to proceed. If the Town would like us to proceed with the engineering work as outlined herein, please have an authorized agent sign below and return the signed agreement to our office.

Please contact us if you wish to discuss the project further.

Sincerely,



Jonathan Harrington, P.E.
President / Owner
Harrington Civil Engineers, Inc.

ENGINEERING PROPOSAL / SERVICES AGREEMENT

1. PROJECT APPROACH

Harrington Civil Engineers, Inc. (HCEI) will be the engineer on the project, responsible for the scope provided in this proposal, and will subcontract M&W Soils Engineering (M&W) of Charlestown, NH to assist with geotechnical engineering analysis, including soil borings.

We will begin the project with initial site visits for evaluation and data collection to include soil exploration via soil borings by M&W.

This will be followed by site visits with VT River Management Engineer, Rachel Czar, to discuss and consider stream impacts for stream alteration permitting. During this site visit, an existing conditions survey will be conducted and followed up with the preparation of a base map for the project areas. Existing conditions survey will include roads, streams, overhead utilities, stone walls, and all other information pertinent to the project. Right-of-way limits and property lines in the project area will be established using the best available information provided by the Town or an assumed three rod right-of-way. This will not involve in depth right-of-way research; all right-of-way and property lines will be considered approximate.

HCEI will commence with final design for the project based on the design recommendations in the H&H studies, as well as adhering to the guidelines put forth in the DDD report. This will include design and preparation of final plans with an anticipated seven plan sheets per culvert as identified below under Task 2. HCEI will utilize approximate property lines obtained from tax map data, or other readily available sources. The scope will not include any boundary research or right of way coordination.

Detailed cost estimates for each project will be prepared using RS Means or equivalent, as approved by the Town. HCEI will also research and generate a summary of permitting and regulatory requirements for the projects. HCEI will coordinate with FEMA and the Town to ensure compliance with the Public Assistance Program and Policy Guide (PAPPG v4).

2. DETAILED SCOPE OF SERVICES AND PROJECT DELIVERABLES

TASK 1– Data Collection, Existing Conditions Survey and Base Mapping

- Perform initial site visit and collect all relevant information to the project.
- Coordinate with M&W Soils for soil boring evaluation and soil analysis of representative soils to six feet below stream bed.
- Site visit with River Management Engineer, Rachel Czar, P.E.
- Existing conditions survey of site.
- Prepare existing conditions plan.
- Provide Town with site assessment reports, to be used for FEMA funding application.

TASK 2 – Project Design

- Design and prepare final plans- with design drawings and specifications for each culvert- to include the following anticipated seven plan sheets per culvert:
 - Title sheet
 - Typical sections and details
 - Base plan with project centerline and stationing and existing ROW information
 - Profiles and cross-sections
 - Drainage details
 - Structures details and notes for substructures (assumes precast structure with structural design provided by manufacturer)
 - Erosion prevention and sediment control plan and details
- M&W Soils will provide support in geotechnical design, plan, and details for abutment foundations.
- Submit digital and/or paper copies of the final plans to Town for review and comment.

TASK 3 – Cost Estimates, Permitting/Regulatory Summary, FEMA A&E Report

- Prepare construction cost estimates using RS Means, or other method approved by the Town.
- Research and prepare summary memorandum detailing permitting and regulatory requirements.
- Provide assistance with the FEMA grant process by preparing a final A&E report suitable for FEMA submission.

Work not included in this scope of services- but can be added upon request from the Town for additional fees- includes boundary survey, right-of-way acquisition work beyond scope above, structural engineering for culvert (assumes pipe or precast), permitting assistance, construction stake out or assistance, and work not explicitly stated in this agreement.

3. PROPOSED FEES

A summary of estimated labor hours by task is included in the cost proposal, included as Attachment A. Based on this, HCEI proposes to perform the work outlined above on a time and expense basis for an estimated fee of \$28,982. Any additional work not defined in this agreement will first be approved by the Client. All work will be billed on a time and expense basis in accordance with the fee schedule below.

The following is a list of hourly billing rates for each employee classification, as well as fees for reimbursable expenses for use on this project:

Senior Civil Engineer (Jon Harrington)	\$ 135/hour
Junior Technician (Lindsay Ahsan / William Fielding)	\$ 80/hour
Administrative (Lindsay Ahsan / William Fielding)	\$ 50/hour
Surveyor with robotic total station	\$ 175/hour
Mileage	\$0.70/mile
Full Size (24"x36" prints)	\$4.00/sheet
Subcontractors	Invoice plus 20% SC fee

4. PROPOSED SCHEDULE

The anticipated schedule is outlined as follows:

Consultant Selection: January 26, 2026 (assumed)

Task 1 – Project Kickoff and Site Assessment: January 26 to February 28, 2026

Task 2 – Project Design and Cost Estimate: March 1 to March 31, 2026

Task 3 – Permitting Summary and A&E Report: April 1 to April 30, 2026

Note: Bid timeframe of April 2026 is assumed, and construction is currently anticipated for summer of 2026. HCEI will work with the Town to accommodate the desired schedule to the extent possible.

5. INDIVIDUALS WORKING ON PROJECT

The engineering team for this project is as follows:

Jonathan Harrington, P.E. – Jon is a Vermont and New Hampshire Licensed Professional Engineer with over 25 years of engineering and permitting experience on Vermont projects. Jon specializes in stream hydrologic and hydraulic modeling in projects around Vermont. Jon also spent five years serving VTrans in his role as Project Manager in the VTrans Pavement Design Unit, where he managed numerous culvert projects around Vermont. Jon is president and owner of Harrington Civil Engineers, Inc. which was started in July 2020. Jon will be the Project Manager and will be the direct point of contact for this project. Jon will provide direct oversight of all aspects, phases, and tasks for the project.

Lindsay Ahsan – Lindsay will provide an administrative and engineering support role for this project. She joined HCEI in 2023 and has an educational background in Environmental Science, experience using AutoCAD drafting software, and the necessary skills pertinent to the administrative requirements of this project. Lindsay also possesses a keen knowledge and awareness of the local landscape and environment, having worked for a number of years for her family’s engineering firms in Pomfret, Vermont.

William Fielding – Bill will provide an engineering and administrative support role for the project. He has an educational background in social sciences and environmental studies. He has spent much of his career in retail grocery management, granting him the experience and administrative knowledge and skills necessary to be a valuable contributor in any field. Bill has worked with HCEI for almost two years, during which time he has gained valuable on-the-job knowledge and experience both in AutoCAD drafting software as well as surveying and field experience.

Individual Resumes for the Team have been included as Attachment B.

6. DEMONSTRATION OF SUCCESS ON SIMILAR TOWN PROJECTS

- *North Road Rehabilitation - Royalton, VT (Harrington Civil Engineers, Inc.)*
This project was completed during the 2025 construction season and involved the rehabilitation of 2.2 miles of failed town highway in Royalton, with a bid price close to \$2.1 million. This included reclamation of the road, addition of dense grade and roadway stabilization fabric, and new pavement courses. This also involved the replacement of 17 culverts and headwalls, ranging in size from 18 to 36-inch diameter. Jon was the lead engineer for the project, responsible for design, coordination, and construction engineering.
- *Lakota Road Arch Culvert - Barnard, VT (Harrington Civil Engineers, Inc.)*
This FEMA-funded bridge replacement project near the intersection of Route 12 and Lakota Road in Barnard involved comprehensive design, permitting, bidding, and construction services with Jon as the project manager and lead engineer. Jon and his team coordinated on state permitting and FEMA funding work associated with the project. HCEI was also responsible for bidding and construction oversight. This project commenced in October 2024 and was completed in December 2024.
- *Lime Pond Road Slope Stabilization - Barnard, VT (Harrington Civil Engineers, Inc.)*
This FEMA-funded slope stabilization project was completed in late November 2024 and involved repairing bank slide and washout areas, as well as installing two new culverts along Lime Pond Road in Barnard. Flood mitigation and drainage measures for this project included replacing an existing culvert with a new 18" diameter 60' long culvert, installing another new 24" diameter 40' long culvert, drainage structures, stone swales with underdrains, as well as rip rap and boulder slopes. In the role of project manager and lead engineer, Jon oversaw every aspect of the job from project design and coordination with the Town and State River Management Engineer to contract plan and document preparation, bidding process assistance, and construction inspections.
- *Cloudland Road Culvert by Appalachian Trail - Pomfret, VT (Horizons Engineering, Inc.)*
Jon was the lead project manager and engineer on this project, which was constructed in the summer of 2022 and involved replacing an old 78" corrugated metal pipe culvert with a new 12' wide x 7' high (inner dimension) x 40' long precast four-sided box culvert. The culvert was constructed with 2' deep concrete baffles and filled with E-stone, which met VT ANR and AOP standards. The construction costs were approximately \$200,000. Jon took a lead role in performing coordination with the Town, survey, design, permitting, contract document preparation, and bid assistance.
- *Davis Road Culvert - Royalton, VT (Horizons Engineering, Inc.)*
Jon was lead project manager and engineer on this project. This project was constructed in the summer of 2022 and involved replacing a failing corrugated metal pipe culvert with a new 12' wide x 7' high (inner dimension) x 24' long precast four-sided box culvert. The culvert was constructed with 2' deep concrete baffles, filled with E-stone, which met VT ANR and AOP standards. The construction costs were approximately \$200,000. Jon took

the lead in performing coordination with the Town, survey, design, and early permit coordination.

- *Pomfret Road Culvert - Pomfret, VT (Harrington Civil Engineers, Inc.)*
Jon was the lead project manager and engineer on this project which was designed in late 2020 and involved replacing a failing 48” corrugated metal pipe culvert with a new 8’ diameter x 50’ long, 12’ gauge polymer coated steel culvert. The Town applied for a VTrans structures grant to help fund this project. Jon took a lead role in performing coordination with the Town, survey, design, permitting, and contract document preparation.
- *Old Route 12 Bridge Intersection - Barnard, VT (Horizons Engineering, Inc.)*
This project was constructed in 2019 and involved intersection improvements at the TH-70 and TH-68 intersection, specifically pushing the slope back, adding drainage measures, and reconstructing old Route 12 in the project area. Jon was the lead project manager and engineer, and was directly involved in survey, design, bid assistance, and construction.
- *Cloudland Road Culvert - Pomfret, VT (Horizons Engineering, Inc.)*
Jon was the lead project manager and engineer on this project. This project was constructed in 2019 and involved replacing an old 48” corrugated metal pipe culvert with a new 10’ span x 5’ high x 50’ long multi-plate arch culvert. The culvert met VT ANR and AOP standards and included a natural bottom with specified natural E-Stone. The construction costs were approximately \$200,000. Jon took a lead role in performing coordination with the Town, survey, design, permitting, contract document preparation, bid assistance, construction oversight and inspections.

7. REFERENCES

- *Kassie Hull, Town Administrator*
Town of Barnard, P.O. Box 274, Barnard, VT 05031
(802) 234-9211 ext. 4
selectboard@barnardvt.us
- *Rock Webster, Selectboard Chair*
Town of Barnard, P.O. Box 274, Barnard, VT 05031
(802) 234-9211
selectboard@barnardvt.us
- *Ben Brickner, Selectboard Chair*
Town of Pomfret, 5218 Pomfret Road, North Pomfret, VT 05053
(609) 577-7727
benjamin.brickner@pomfretvt.us

CONDITIONS FOR ENGAGEMENT

The attached "Standard Conditions for Engagement", included as Attachment C, is considered to be part of this Agreement.

ACCEPTED AND AUTHORIZED TO PROCEED



Jonathan Harrington, P.E.
Harrington Civil Engineers, Inc.

Senior Engineer
Title

1/9/26
Date

CLIENT

Title

Date

ATTACHMENT A

**CENTER FAYSTON AND OLD CENTER FAYSTON ROAD
CULVERT REPLACEMENT PROJECTS
ENGINEERING PROPOSAL**

COST PROPOSAL – SPREADSHEET

ATTACHMENT B

**CENTER FAYSTON AND OLD CENTER FAYSTON ROAD
CULVERT REPLACEMENT PROJECTS
ENGINEERING PROPOSAL**

PROJECT TEAM RESUMES

Lindsay Harrington Ahsan, Engineering Technician

Education:

Elementary Teacher Certification	Upper Valley Educators Institute, Lebanon, NH
Bachelor of Science in Environmental Science	University of Vermont, Burlington, VT
Studies in Natural Resource Management (transferred)	University of California, Berkeley, CA

Work Experience:

Office Administrator/ Engineering Technician	Harrington Civil Engineers, Inc. ~ North Pomfret, VT
Elementary Teacher	Crescent Academy International ~ Canton, MI Bridgewater Elementary School ~ Bridgewater, VT
Elementary Long-Term Substitute Teacher	Barnard Academy ~ Barnard, VT
Educational Paraprofessional	The Newton School ~ South Strafford, VT
Elementary Teacher Intern	The Pomfret School ~ Pomfret, VT Randolph Elementary School ~ Randolph, VT
Drafting Technician	Harrington Engineering, Inc. ~ North Pomfret, VT JH Civil Design, Inc. ~ North Pomfret, VT
Stream Geomorphic Assessment Technician	Bear Creek Environmental ~ Montpelier, VT
Farm and Forest Intern	Merck Forest and Farmland Center ~ Rupert, VT

Related Projects:

Stream Geomorphic Assessment of the West Branch of the Ompompanoosuc River in Strafford, VT.
Various development projects throughout Vermont.

William Fielding, Engineering Technician

Education:

Studies in Anthropology,
Comparative Religion, and
Environmental Studies

University of Vermont, Burlington, VT

High School Diploma

Hartford High School, Hartford, VT

Studies in Graphic Arts and
Computer Design

Hartford Area Career and Technology Center, Hartford, VT

Work Experience:

Engineering and
Administrative Technician

Harrington Civil Engineers, Inc. ~ North Pomfret, VT

Store Director

Woodstock Village Market ~ Woodstock, VT

Produce Department Manager

Woodstock Farmers' Market ~ Woodstock, VT

Produce Department Manager

South Royalton Food Cooperative ~ South Royalton, VT

Produce Department
Assistant Manager

Upper Valley Food Cooperative ~ White River Junction, VT

Farm Intern/Apprentice

Luna Bleu Farm ~ South Royalton, VT

Farm Intern/Apprentice

Fat Rooster Farm ~ South Royalton, VT

Production Management
and Deliveries

Blue Moon Foods, Inc. ~ White River Junction, VT

Restaurant Service Staff

Simon Pearce Restaurant ~ Quechee, VT

Related Projects:

Town of Barnard, VT – Lakota Road Bridge Repair/Replacement

M&W Soils Engineering, Inc.

Randall Rhoades, PE

PO Box 1466, Charlestown, NH 03603

38 A Street, Wilder, VT 05088

ph: 603-826-5873

fax:603-826-4210

QUALIFICATIONS FOR GEOTECHNICAL ENGINEERING SERVICES

M & W Soils Engineering, Inc., is a small firm concentrating primarily in civil engineering and construction inspection services. We have been doing business in Charlestown under our present name since 1994, our predecessor company, Soils Engineering, was established in the late 1960's. In 2011, M & W acquired Bohn & Associates of Wilder, VT, providing a greater presence in Vermont and the Upper Valley of New Hampshire.

The principal of M & W Soils Engineering, Inc., is Randall Rhoades, a New Hampshire and Vermont registered P.E. with over 26 years of experience with the company and over 32 years of experience in the construction industry. Mr. Rhoades is a 1992 graduate of Rensselaer Polytechnic Institute (B.S. in Civil Engineering). His background involves working on drill rigs, survey work, construction inspection, laboratory testing, site/civil design, environmental engineering, and geotechnical engineering.

Our firm completes an average of 30 geotechnical investigations and associated reports every year for building projects, as well as many smaller projects which require consultation or oversight. Our clients range from municipalities to schools to commercial clients to other engineering firms. Our projects range from house sites to \$50 million dollar multi-building developments. We work closely with other engineering disciplines, contractors, and architects to provide economical and practical engineering solutions.

Our firm has been involved in no litigation, other than as representatives for other parties, or any other adverse sanctions or actions since our incorporation in 1994. Our business and professional licenses, and all necessary insurance coverages, are kept current and in good standing. We are well known in the engineering and construction communities in both New Hampshire and Vermont.

Please give our office a call with any questions you may have. We would be happy to discuss our experience, qualifications, past projects, or references.

Geotechnical Engineering

Site/Civil Design

Construction Inspection

ATTACHMENT C

CENTER FAYSTON AND OLD CENTER FAYSTON ROAD
CULVERT REPLACEMENT PROJECTS
ENGINEERING PROPOSAL

STANDARD CONDITIONS FOR ENGAGEMENT

HARRINGTON CIVIL ENGINEERS, INC.
STANDARD TERMS AND CONDITIONS FOR ENGAGEMENT OF SERVICES

These conditions are considered to be a part of the Agreement between the Client and Harrington Civil Engineers, Inc. ("HCEI").

1. **Payment:** Payment for the above described services shall be due within 15 days of presentation of the HCEI invoice. Lump sum work will be invoiced based upon an estimate of percent complete as determined by HCEI. Hourly services will be invoiced monthly on a time, materials, and expense basis.
2. **Collections:** Client shall pay interest at a rate of 1.5% per month on all unpaid amounts after thirty (30) days. Client agrees to pay all costs and expenses incurred by HCEI in connection with collection of any amounts owed to HCEI including, without limitation, all attorneys' fees and costs incurred to enforce any of the terms of the parties' Agreement, whether or not suit is initiated.
3. **Cost Estimates:** If HCEI has provided an estimate for the cost of its services, Client agrees that such an estimate is not a guaranty or warranty and that HCEI does not control the cost of labor, materials, or construction. Client understands that fees and costs may exceed any estimates provided by HCEI.
4. **Ownership of Documents:** All documents, including original drawings, estimates, specifications, field notes, and data are and shall remain the sole and exclusive property of the Engineer as instruments of service. The Client may, at his/her expense, obtain record prints of the drawing, in consideration of which the Client will use them solely in connection with the above described project and not for the purpose of making subsequent modifications, additions, or enlargements thereof. HCEI shall have the right to document the progress and completion of project through video and/or photographic means. HCEI shall be entitled to use said documentation for marketing purposes.
5. **Instruments of Service:** Any drawings, documentation, information produced, or other work product generated by HCEI shall be considered HCEI's instruments of service and shall remain the property of HCEI. These instruments of service may not be used for any other projects or clients or otherwise reused, modified, or altered in any way without HCEI's written permission. Any reuse, modification, or reproduction of HCEI's instruments of service shall be at the Client's sole risk and Client agrees to indemnify and hold HCEI harmless from all claims, damages, loss and expenses including attorneys' fees and costs of defense and settlement arising out of such reuse, modification, or reproduction by Client or others acting through or on behalf of Client.
6. **Electronic Files for Convenience:** HCEI may, at its sole discretion, provide electronic copies or versions of information or instruments of service, but Client agrees that if done, it is solely for Client's convenience and that Client may only rely upon printed hard copies of HCEI's instruments of service that have been signed and sealed by HCEI. The hard copy documents bearing HCEI's signature and seal are the controlling instruments of service. Any use, reuse, dissemination or reproduction of any electronic files or information provided by HCEI shall be at the Client's sole risk and Client agrees to indemnify and hold HCEI harmless from all claims, damages, loss and expenses including attorneys' fees and costs of defense and settlement arising out of the use of such electronic information by Client or others acting through or on behalf of Client.
7. **Project Schedule Estimate:** In the event that the Engineer is obstructed or delayed in the completion of said services by any act of the Client or Client's agents or by any act beyond the control of the Engineer including but not limited to, illness, inclement weather, failure of equipment, unanticipated degree of difficulty encountered in performing said services, or delay created within or by approving regulatory agencies, then the time herein fixed for the completion of the services shall be extended for a period of time equivalent to the time lost by reason of any or all of the above described causes.
8. **Warranty Disclaimer:** HCEI will perform its services in accordance with the applicable standard of care, but does not otherwise warrant or guarantee its work and expressly disclaims any such warranties and any other express or implied warranties.
9. **Limitation of Liability:** Client agrees to limit the liability of HCEI, its owners, employees, consultants, and agents for any damages for all claims, disputes or other matters arising out of or relating to this Agreement, under any legal theory, such that the total aggregate liability, including legal fees and expenses, shall not exceed the amount paid to HCEI for services rendered to Client.
10. **Right of Entry:** By accepting these terms, Client is affirming that it is the owner of the property on which HCEI's services are to be performed and is allowing HCEI access to the property to complete its work, or that Client has the express permission of the owner of the property to allow HCEI access to perform its services. HCEI is not responsible for damages to the property or to anything on the property caused through normal and customary execution of HCEI's work, and Client hereby waives all potential claims for such damage.
11. **Waiver of Consequential Damages:** Client waives consequential damages for all claims, disputes or other matters arising out of or relating to the parties' Agreement or HCEI's work for Client.
12. **Limitation Period:** Any legal action arising out of or relating to the parties' Agreement or HCEI's work for Client must be commenced within one (1) year from the date when HCEI completes its work under this Agreement, or when HCEI last performs any work for Client under this Agreement, whichever event is earlier. Failure to bring such an action within this time period shall be a complete bar to any claims against HCEI arising out of HCEI's work for Client or this Agreement, and shall be a waiver of any such claims.
13. **Amendment of Agreement:** The Agreement may be amended only in writing signed by both the Client and HCEI.
14. **Termination:** This Agreement may be terminated by either party following five (5) days written notice, because of persistent failures of performance of material, terms, or conditions of Agreement by the other party through no fault of the terminating party. HCEI shall then be paid for the services completed up to the time of the termination date based on the above described fees. HCEI is entitled to work performed at the time of termination. Should this Agreement be terminated, HCEI shall not be required to perform any additional services, but the remaining aspects of the Agreement shall survive termination.
15. **Applicable:** Unless otherwise specified, this Agreement shall be governed by the laws of the State of Vermont.

January 9, 2026

York Haverkamp
Town Administrator
Town of Waitsfield
4144 Main Street
Waitsfield, Vermont 05673

SUBJECT: Proposal for Culvert Engineering

Dear York:

We are pleased to submit this Proposal for Engineering and Design Services to the Town of Fayston, Culvert Replacement project. New England Consulting Engineers, LLC is the combined practice of Lefavour PC, a civil/environmental engineering firm, with the engineering division of the N.A. Manosh Corporation, a construction/contacting company. Our predecessor engineering firm has provided engineering services to municipal clients since 1995, and the construction firm since 1959.

Our experience includes the successful completion of many municipal projects, including many bridge and culvert replacement projects in Vermont, New England and the U.S. Our Principal Engineer, B. Dexter Lefavour, PE will be the Project Manager for the project, with over 40 years of experience in civil and municipal engineering projects. The technical aspects of these projects include HECRAS analysis of multiple streams, bridge and culvert hydraulic analysis and structural design, slope stability analysis and embankment designs, highway relocation, and local stormwater management improvements. We have full in-house capabilities in water resources, structural and geotechnical engineering design and analysis and the necessary technical requirements for this project. NECE is well-versed in Hydrocad, HECRAS and Vermont DEC Stormwater and River Management Practices. We have a good understanding of the work required to complete the design and permitting.

Presently, our workload includes the construction administration for multiple FEMA-funded bridge and culvert replacement projects for the Towns of Vershire, Strafford, and Greensboro in Vermont and two projects for the Town of Black Brook, New York. These designs were completed on time and on budget, and the projects are proceeding to construction this year. We have full in-house capabilities in water resource, structural and geotechnical engineering design and analysis and the necessary technical requirements for this project. We are well-versed in Hydrocad, HECRAS and Vermont DEC Stormwater and River Management Practices. We have a good understanding of the work required to complete the design and permitting. We approach every design in a way that ensures a sustainable and low-cost solution. We are very interested in this project and our workload will enable us to complete the work quickly and effectively. We appreciate this opportunity to be of service to the Town of Waitsfield.

Very truly yours,

NEW ENGLAND CONSULTING ENGINEERS LLC



B. Dexter Lefavour, PE
Principal Engineer

TECHNICAL PROPOSAL

Project Approach

We have visited both sites and have developed a general understanding of the specific requirements for both locations. The **Center Fayston Road** site is complicated by excessive slopes in both the road and the stream. Special precautions will be required for highway safety and streambed stabilization. The **Old Center Fayston Road** has much more reasonable slopes. Consideration of the neighboring land uses will be made in the design to avoid conflicts with the present structures and activities near the stream.

Scope of Services

PHASE A - PROJECT DEVELOPMENT

Task 1: Project Kick-off

A project kick-off meeting will be scheduled, in consultation with the Town, to discuss the goals and objectives and define the project development process. NECE will present a project schedule. We will discuss structural options for the new structure, such as: rigid concrete, precast concrete, metal arch and arch pipe configurations. The interactive discussions will include relative costs, structure life expectancy, and design considerations of the project. Final data collection and requirements will be discussed with the Town.

Also, during the Project Kickoff Meeting, we will participate in a discussion with the Town to include:

- Inspection of the existing temporary culvert and site
- Review Town Codes and Standards and preliminary H & H Study
- ANR Rivers Management and Wetlands requirements and standards
- FEMA's hazard mitigation requirements

Deliverables:

- Project Kickoff Meeting
- List of Goals & Objectives
- Review and Modifications to Project Schedule (based on discussions with Town)
- Conceptual List of Three Alternatives with supporting information to discuss and analyze each alternative.
- Kick Off Meeting Minutes / Action Items

Task 2: Topographic Survey and Base Mapping

2.1: Ground Survey

NECE will perform a topographic survey of the site, to obtain sufficient information to design, permit, and acquire temporary and permanent easements to construct the project.

Deliverables:

- Existing site plan

2.2: Utility Location

NECE shall identify all existing overhead and underground utilities from record drawings and consultations with utility companies.

Deliverables:

- Utility locations added to site plan

2.3: Right-of-Way Information

NECE will review available tax maps that show the approximate limits of the existing Right-of-Way and make adjustments to correlate with field evidence found. The Town will provide available roadway plans, land records, property deeds and tax maps on file for the properties within the project limits. The purpose will be to document the property lines and owners within the project limits for subsequent Right-of-Way use.

Deliverables:

- Compiled property and right of way information added to site plan

Task 3: Permitting and Investigations

NECE will identify required permits and will assist the municipality in acquiring necessary federal, state, and local environmental permits necessary to complete the project. This scope of services includes preparation and responding to review comments, as required to obtain U.S. Army Corps of Engineers and Vermont Agency of Natural Resources Stream Alteration Permits. The Town will be responsible for any permit fees. Vermont Wetland permit work is not anticipated and has not been included in the scope of services.

Deliverables:

- Permit Applications and Follow-up

Phase B - PROJECT DESIGN

Task 4: Preliminary Plans

NECE will develop 30 percent preliminary plans and estimates that will include all the information from the conceptual plans and will add further detail, including any stormwater drainage and required erosion prevention and sediment control measures.

It is noted that the new structure will be designed to meet LRFD HL-93 loading. The roadway width shall be a minimum of 20'-0" and shall have safety features that meet the State of Vermont VAOT Specifications. The design will be in accordance with local Codes and Standards, requirements of the Vermont Agency of Natural Resources Rivers Management, hydraulic study performed by VTrans, VTRANS Standard Specifications for Construction, the current editions of the Vermont State Standards, the Public Rights of Way Accessibility Guidance issued by the US Access Board, and the most recent edition of the Manual on Uniform Traffic Control Devices.

The preliminary design plans (30 percent & 60 percent) will include (some content will be compiled on single drawings):

- Title Sheet
- Typical Sections
- Base Plan with a project centerline and existing ROW information
- Horizontal and Vertical Control Points for the Contractor to layout the Project.
- Proposed Stream and Roadway Profiles
- Cross Sections (25 ft increment and key location)
- New Structure Details as Appropriate (bridge, wingwalls, footings, cut off walls)
- Stream bank armoring, Stone Fill and Rip Rap)
- Stormwater details
- Erosion Prevention measures and details
- Signs and pavement markings
- Traffic control plans

The Plans and Design shall use 2024 VTRANS Standard Specifications for Construction Pay Items and Material Specification Numbers as appropriate. In addition to the preliminary plans, the consultant will develop an Engineer's Estimate of construction cost.

Review submittals will be made to the Town for review. The plans and estimates will be submitted in a .pdf format. All comments and changes resulting from the review will be addressed in the 60 percent plan set.

Deliverables:

- 30/60/90 percent Preliminary Plans and Estimates
- Meeting Minutes / Action Items

Task 5: Right-of-Way Plans and Acquisition Process

Using the project construction limits and any anticipated need for temporary rights during construction, the need for additional right of way will be confirmed by NECE. It will be determined if any additional right-of-way (ROW), including all permanent and temporary easements, beyond the existing ROW is required to construct the project.

Deliverables:

- ROW Memo to Town

5.1: Right of Way Plans

Existing ROW, and all areas of additional ROW, whether temporary or permanent, will be clearly indicated on ROW plans prepared by the NECE in accordance with standard survey practices. Required easements information will be reported to the Town.

Deliverables:

- Right-of-Way detail sheet
- Property Acquisition Table (if required)
- Easement Requirement Table (if required)

5.2: Right of Way Coordination

It is our understanding that the Town will be responsible for appraisals, negotiations and completing the acquisitions. NECE will provide assistance and work closely with the Town throughout the ROW phase, including any Necessity and Condemnation procedures. ROW acquisition must conform to Public Law 91-646 and 100-17 (“Uniform Act.”).

Deliverables:

- ROW Coordination Checklist

Task 6: Final Design

NECE will prepare the final construction design of the project, and shall include all comments received from the Town and Stakeholders. Final Design will include 100 percent final Plans and Specifications, and draft special provisions. These provisions will supplement the VTrans Standard Specifications for Construction (2024) and will serve as the basis for the construction of the project. These plans will be “ready to bid”.

Deliverables:

- 100 Percent Final Design Plans and Specifications
- Special Provisions
- Copy of Design Set to VTrans

6.1 Special Provisions

NECE will develop any project special provisions to cover items not contained in the VTrans 2024 Standard Specifications for Construction or those items that vary from the standard specifications.

Deliverables:

- Final Special Provisions
- Final Construction Drawings (100 percent)
- Final Project Specifications

6.2 Final Estimate (Opinion of Probable Construction Cost)

NECE will deliver the final Opinion of Probable Construction Cost (Estimate)

Deliverables:

- Opinion of Probable Construction Cost

Professional Services Labor Estimate

We will complete the services outlined in the accompanying Technical Proposal for the lump sum fee of thirty thousand dollars (\$30,000) including expenses, based on the Labor and Expense Summary.

Town of Waitsfield, VT								
Culvert Replacement								
Labor and Expense Summary								
LABOR								
		Principal Engineer	Project Manager	Engineer	Drafter/ Tech	Clerical	Construction Representative	
Task 1 Project Kickoff								
1.0 Kickoff meeting		4		4				
Task 2 TOPO / Base Mapping								
2.1 ROW		1		4				
2.2 Utility Location		1		4				
2.3 Ground Survey		1		20				
Task 3 Permitting & Investigations								
3.0 Prepare/submit/manage permit applications								
VTDEC Stream Alteration				4				
USACE Wetlands				4				
Task 4 Preliminary Plans								
4.0 Alternatives analysis		6		24				
4.1 Review with Town		4		4				
4.2 Prepare 30% design		6		24				
Task 5 ROW Plans/Acquisition								
5.1 ROW Plans		1		4				
5.2 ROW Coordination		4		2				
Task 6 Final Design/Bidding Documents								
6.0 Prepare final plans and specs		18		72				
6.1 Special Provisions		4						
6.2 Final Estimate				6				
Task 7 Bidding & Award								
7.1 Advertise project		NOT INCLUDED						
7.2 Administer process								
7.3 Bid Evaluation								
Task 8 Construction Services								
8.1 Construction project administration		NOT INCLUDED						
8.2 On-site representative								
	Hours	50		176	0	0	0	
Multiplier for labor	Direct Labor							
	Rate	\$195.00	\$180.00	\$110.00	\$90.00	\$75.00	\$145.00	
	Amount	\$9,750.00	\$-	\$19,360.00	\$-	\$-	\$-	
								\$29,110.00
EXPENSES								
Travel (15 trips)		1650	miles	X	\$0.65	per/mi		\$1,072.50
SUB CONSULTANT								
					8%			\$-
						Adjust		\$(182.50)
TOTAL DESIGN FEE								\$30,000.00



Project Schedule

Town of Waitsfield, VT Culvert Replacement Schedule																
	Week of															
	2/6	2/13	2/20	2/27	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22
Selection of Consultant																
Authorization to Proceed																
Task 1 Project Kickoff																
1.0 Kickoff meeting																
Task 2 TOPO / Base Mapping																
2.1 ROW																
2.2 Utility Location																
2.3 Ground Survey (weather dependent)																
Task 3 Permitting & Investigations																
3.0 Prepare/submit/manage permit applications																
VTDEC Stream Alteration																
USACE Wetlands																
Task 4 Preliminary Plans																
4.0 Alternatives analysis																
4.1 Review with Town																
4.2 Prepare 30% design																
Task 5 ROW Plans/Acquisition																
5.1 ROW Plans																
5.2 ROW Coordination																
Task 6 Final Design/Bidding Documents																
6.0 Prepare final plans and specs																
6.1 Special Provisions																
6.2 Final Estimate																
Task 7 Bidding & Award																
7.1 Advertise project																
7.2 Administer process																
7.3 Bid Evaluation																
Task 8 Construction Services																
8.1 Construction project administration																
8.2 On-site representative																



Project Team

The Project Team consists of:

Project Manager:	B. Dexter Lefavour, PE
Staff Engineer:	Jesse Wigler
Engineering Technician:	Holden Thompson
Technical Review	Joseph A. Glowitz, PE

Detailed resumes of team members in contained in the attached Statement of Qualifications.

GENERAL QUALIFICATIONS

New England Consulting Engineers LLC is a innovative engineering and environmental consulting business established in 2023 that pays special attention to the needs of its small northern New England clients. The business was formed by combining a civil/environmental engineering firm with the engineering division of water and geothermal well drilling company. The roots of the two businesses date back to 1995 and 1959, respectively. Our work experience for municipal, industrial, resort and land development wet infrastructure projects is broad. We specialize in the planning, design and construction of water resource engineering projects, such as stormwater engineering, flood studies, stream hydraulics and hydrology and related computer modeling. We are a leader in assisting our clients with the implementation of progressive solutions to environmental problems using state of the art technologies. The general types of projects, which New England Consulting Engineers is experienced, qualified and interested in are:

- Wastewater Treatment
- Water Supply
- Water Resources
- Solid Waste
- General Civil Engineering (Site Design, Land Development, Roads,
- Permitting (Act 250, Solid Waste Certifications, Water and Wastewater, etc.)
- Environmental Site Assessments

Some of special capabilities in water resources engineering include:

- Hydrology
- Design of retention, treatment and infiltration facilities
- Hydraulic design of pipes and culverts
- Small bridge design
- Dam reviews
- Stream stabilization
- Dam removal
- Flood studies
- TR-55, SWMM, HydroCad, StormCAD, HECRAS Modeling
- Related permitting and coimpliance

Water Resources Engineering Experience

Town of Vershire, VT – Mero Road FEMA Flood Repair Projects

Provide design, bidding, and construction assistance to the Town for replacement of existing steel culvert with new precast concrete arch bridge.



Town of Strafford, VT – Freeman Road FEMA Flood Repair Projects



Provide design, bidding, and construction assistance to the Town for replacement of existing bridge with new precast concrete arch bridge.

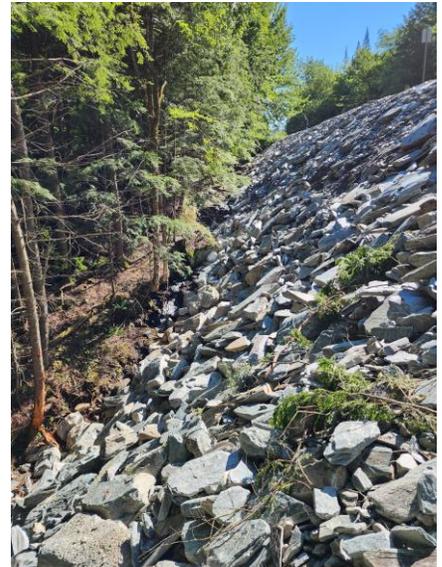
Town of Greensboro, VT – Shadow Lake Road FEMA Flood Repair Projects

Provide design, bidding, and construction assistance to the Town for replacement of existing bridge with new precast concrete box culvert.



Town of Wolcott, VT – Jones Road, East Hill Road, Town Hill Road and Flat Iron Road FEMA Flood Repair Projects

Provide design, bidding, and construction assistance to the Town for four water resources projects including HECRAS analysis of multiple streams, retaining wall, geo-reinforced slope stability and many stormwater and water resources site repairs and restorations.



Town of Fairlee, VT – Highlands Camp Culvert Replacement

Replace and relocate existing culvert, New headwall, channel protection and erosion control measures, roadway and site design. Provide grant assistance, design services and construction oversight.



Town of Haverhill, NH – Page Road Bridge

Replace existing culvert with new bridge for aquatic organism passage, roadway and site design, HECRAS Analysis, wetlands permitting.



Town of Braintree VT – West Street Bridge

Replace existing culvert with new cast in place concrete bridge for aquatic organism passage, roadway and site design, HECRAS Analysis, wetlands permitting



The Maples, Warren, VT

Designed a Zero Discharge stormwater management including a natural infiltration BMP.



The Balsams, Dixville Notch, NH – Prepare comprehensive stormwater Management Plan for entire resort including several BMPs for stormwater treatment and management.

Town of Fairlee, VT – Lake Morey Road 2020 Culvert Replacement – replace two culverts and remove retaining walls, culvert, roadway and site design.

US Forest Service, Campton NH – Beebe River Access Road – Assist with pre-engineering block walls, bridge designs, streambed stability, HECRAS

Appalachian Mountain Club, Crawford Notch NH – Culvert Replacement- install new culvert where stream jumped channel; HECRAS Analysis

Blackmount Country Club, Haverhill NH - Clark Pond Dam Removal – dam removal, channel design (cascade with riffles), streambed stability, HECRAS, wetlands permitting

Town of Haverhill, NH – Stonecrest Drive - replace existing culvert for aquatic organism passage, new pipe arch culvert, roadway and site design, Manning’s Analysis, wetlands permitting

Town of Braintree VT – Lemery Road Culvert, replace existing culvert for aquatic organism passage, new pipe arch culvert, roadway and site design, Manning’s Analysis, wetlands permitting

Middlesex Electric, Berlin VT – HECRAS Study Winooski River- HECRAS Analysis Winooski and Dog Rivers for development within the floodway

Town of Natick, MA – Townwide Drainage Study, HEC2 hydraulic profiles, flood level modelling, hydraulic analysis of streams and structures

Town of Barre, VT – Stormwater Management Plan – Bridge Street reconstruction project, analysis of existing drainage areas and design of new conveyance systems

City of Portsmouth, NH – Drainage Design – Hislop Park Improvements, design of conveyance and treatment facilities for run-off from new parking lot

RESUME



B. Dexter Lefavour, P.E. ,
Principal Engineer

REGISTERED PROFESSIONAL ENGINEER – Vermont, New York, Maine and New Hampshire, Massachusetts (inactive)

EDUCATION:

B.S.C.E., Tufts University, Medford, MA -1978
Danvers High School, Danvers, MA – 1974
OSHA 40 hour Hazardous Site Worker Certification

CURRENT POSITIONS:

Engineer in Private Practice (self)
Adjunct Professor of engineering (Norwich University)

Johnson, Vermont, Project Manager

Completed planning, design and construction for upgrade for phosphorous removal for 0.2 MGD extended aeration plant. The plant was converted to SBR. This was the first municipal SBR in Vermont and it receive excellence awards. The facility was also modified for UV disinfection and windrow composting.

Swanton, Vermont

Provide Preliminary Engineering, Final Design and Construction services for the upgrade of this 30 acre round waste pond. The upgrade for phosphorous removal included developing an aerated lagoon section and a solids contact clarifier to this 0.9 MGD stabilization pond.

Troy/Jay Vermont, Project Manager

Design three new aerated lagoons for 80,000 gpd, 1,300 mg/l BOD of combined municipal and dairy waste. This facility also served a ski resort.

Barre, Vermont

Preliminary Engineering for an Advance Waste Treatment upgrade of a 3.0 MGD conventional activated sludge plant (for nitrification and phosphorous removal).

Town of Lisbon, New Hampshire, Principal Engineer – Completed a pipe network distribution analysis for the Town. We identified and prioritized system expansion and improvement alternatives. Prepared a GIS map of the distribution system.

Village of Walden, New York, Project Engineer

Conducted a town-wide search for unconfined aquifers consisting of test drilling and preliminary water quality analysis. Selected a site for development of a 1,100 gallon per minute gravel packed well. Prepared plans, specifications and bid documents for a 12” transmission main, well construction, controls, and site access road for the development of this 1.5 MGD groundwater supply. Provided permitting assistance with the State and County Health Departments and for review under the State Environmental Quality Review Act (SEQRA).

Washington, VT Fire District, Project Manager

Planning and design for a 6,000 gallon per day municipal water system, including a free flowing, artesian, bedrock well, 100,000 gallon storage tank, transmission main, well pumping system and controls, and distribution and service improvements. Planning assistance included test drilling, well testing for yield and water quality, and assistance in the formation of a new municipal entity to own and operate the system. Provide grant assistance to obtain funding from the USDA and the state of Vermont. Prepared O&M Manual and assisted with troubleshooting and start-up.

Champlain Water District, Burlington, Vermont, Project Engineer

Created the base model and conducted the pipe network distribution analysis for a six town water district using Kentucky pipes software.

The Maples Condominiums, Warren VT, Principal Engineer

Preparing complete testing and design documents, analysis and engineering for this 10,000 gpd water system serving 18 condominiums in Warren, Vermont.

RMC Mobile Home Park, Berlin VT, Principal Engineer

Complete source testing, approval and construction services for a new water supply for a 23 unit mobile home park. Also performed CT analysis and design of disinfection system improvements. Have also served as the system operator for multiple years.

Town of Fairlee, VT – Lake Morey Road 2020 Culvert Replacement, Project manager

Replace two culverts and remove retaining walls, culver, roadway and site design

Appalachian Mountain Club, Crawford Notch NH

Culvert Replacement- install new culvert where stream jumped channel; HECRAS Analysis

US Forest Service, Campton NH – Beebe River Access Road

Assist with pre-engineering block walls, bridge designs, streambed stability, HECRAS

Town of Haverhill, NH – Page Road Bridge

replace existing culvert with new bridge for aquatic organism passage, roadway and site design, HECRAS Analysis, wetlands permitting

Town of Braintree VT – West Street Bridge

replace existing culvert with new bridge for aquatic organism passage, roadway and site design, HECRAS Analysis, wetlands permitting

Town of Barre, VT – Stormwater Management Plan – Bridge Street

Reconstruction project, analysis of existing drainage areas and design of new conveyance systems.

RESUME



Joseph P. Glowitz, P.E., P.Eng, PMP
Engineering Practice Advisor

REGISTERED PROFESSIONAL ENGINEER – Vermont, Maine and New Hampshire

EDUCATION:

B.S.C.E., Tufts University, Medford, MA -1978
The University of British Columbia, M.A.Sc., Civil 1980
University of Maryland Global Campus MBA, Master of Business 2011
University of Maryland Global Campus, D.M. Doctor of Management 2015
Monmouth Regional High School, Tinton Falls, New Jersey, Diploma, 1974

- **General Administration & Management**
- **Utility Business Enterprise**
- **Water Supply Engineering**
- **Wastewater Engineering**
- **Stormwater Engineering**
- **Municipal Project Management**
- **Business Logistics**
- **Operations Research**
- **Technical Information Management**
- **Knowledge Management**
- **Business Process Management**
- **Program & Project Management**
- **Risk Management**
- **Transportation Engineering**
- **Rail Engineering**
- **Systems Engineering**
- **Highway Engineering**
- **Traffic Engineering**
- **Transit**
- **Utility Engineering**
- **SCADA & Control Systems**
- **Urban Design & Planning.**

WASTEWATER

County of Fairfax, VA - Primary / Secondary Sustaining Project

The project included 106 elements to improve the safety and operations for the next 15 years. Rehabilitation of Primary Settling Tanks Rehabilitation of Activated Sludge Tanks Rehabilitation of Blower Buildings Rehabilitation of Secondary Clarifiers Rehabilitation of Equalization Basins Install Waste Tank and associated pumps Install Flexible BNR Pilot Train All site work, electrical, structural, architectural, and mechanical work. Construction value is \$ 96 Million.

County of Fairfax, VA - Activated Sludge Effluent Pump Station Project

Rehabilitation of the Activated Sludge Effluent (ASE) Pump Station which conveys secondary effluent to the Moving Bed Biological Reactor Facility process, The project includes replacement of six vertical turbine pumps, replacement of seven cast-iron sluice gates and seven actuators and replacement of 14 valves and six actuators. Construction value is \$ 18 Million.

City of Millbrae, CA - Wastewater Treatment Plant Upgrade Project

The project included the planning, design, environmental clearance, procurement, and construction for the City of Millbrae \$ 38 Million 4 MGD Wastewater Treatment Plant Upgrade project. This project included development of the financing plan utilizing grants and use of the State Revolving Fund.

Hi-Desert Water District, CA - New Water Reclamation Facility & Collection System

Multi-Phase Project to convert 22,000 customers from Septic Systems to a Public Owned Treatment Works. A new 2 MGD treatment facility (ultimate 8 MGD) with membrane technology (MBR) and Ultra Violet (UV) to treat the wastewater, is released into recharge ponds for natural filtration for groundwater recharge. Phase 1 included 75 miles of new collection system, connection to customers, and de-commissioning of septic systems. Construction value was \$ 100 Million. This project included development of the financing plan utilizing grants and use of the State Revolving Fund.

Valley Sanitary District, CA - Water Reclamation Facility Upgrade & Facilities Project

The project included the design, environmental clearance, permitting and construction and included two new primary rectangular clarifiers; chemically enhanced primary treatment system, anaerobic digester, modifications to the existing aerated grit chamber and influent line, main air line replacement, biofilter and foul air collector system for the belt press building and rehabilitation of the existing drainage pump station. These improvements increased the treatment capacity of the activated sludge plant to 10 MGD. A new Administration Center, Operations Center and Laboratory were constructed. A new Supervisory Control and Data Acquisition (SCADA) System was installed. A new permitter security system with lighting, CCTV and intrusion alert was contracted. Construction value was \$ 22 Million.

Valley Sanitary District, CA - Reclaimed Water Reuse Project

The project was to develop a sustainable use for reclaimed water for beneficial use for the District, in conjunction with the Indio Water Authority, US Bureau of Reclamation and other regional partners. The project involves the reuse of treated wastewater for indirect potable reuse. Planning and design value was \$ 2 Million.

Valley Sanitary District, CA - Requa Interceptor Project

The Requa Interceptor project included the design, environmental clearance, and construction of a new 4 mile, 36 inch interceptor sewer project. Construction value was \$ 15 Million. This project included development of the financing plan utilizing the State Revolving Fund.

Valley Sanitary District, CA - Near Net Zero Energy Project

Phase 1 included the design, procurement, interconnection to the Public Power Grid and Power Purchase Agreement with Tesla Energy to construct a 3,200 panel, 1 MegaWatt Solar System to power the Water Reclamation Facility. The project provides approximately 42 percent of the power requirements at 6 cents / KiloWatt. Phase 2 includes two new primary rectangular clarifiers, new anaerobic digester, cogeneration system, new grit removal system, gravity belt thickener, one new secondary circular clarifier. These improved energy efficient facilities will increase the activated sludge treatment process to 18 MGD. It will also include an Energy Conservation System to move the District towards near Net Zero in energy consumption.

Valley Sanitary District, CA - Collection System Rehabilitation Project

The project included the planning, preprogramming, environmental clearance, design and construction for a ten-year, \$60 Million project to rehabilitate and reconstruct approximately 100 miles of sewer collection system.

RESUME



Jesse Wigler
Civil Engineer

EDUCATION: University of Vermont (UVM), Burlington, VT, December 2025

Bachelor of Science in Environmental Engineering (CEMS)

- **Related Courses:** Geomatics, Environmental Systems, Environmental Geology, Environmental Quantitative Analysis, Geoenvironmental Engineering, Capstone Design, Hydraulics
- **Honors & Awards:** Presidential Scholar Recipient
- **Technical Skills:** Microsoft Office: Excel, Word, PowerPoint, AutoCad, SolidWorks, MATLAB, Mathematic

PROJECT EXPERIENCE

Middlebury Wastewater Design, Middlebury, VT

- Collaborated with a team of two to design a treatment solution for hydrogen sulfide (H₂S) buildup in the Middlebury Wastewater Treatment Plant's force main.
- Evaluated different chemical dosing strategies (e.g., nitrate, iron salts) to reduce & prevent H₂S generation, supported by research and cost analysis.
- Conducted a site visit to analyze system layout and gained insight into wastewater treatment operations and odor control systems.
-

Impact on Phosphorus Remediation in Stormwater

- Worked alongside a team of 4 to conduct laboratory analysis of total phosphorus (TP) in water, soil, and vegetation samples from two stormwater retention ponds.
- Analyzed the influence of vegetation density and species diversity on phosphorus retention potential, with considerations for Lake Champlain's phosphorus reduction goals under the EPA-mandated Total Maximum Daily Load (TMDL).
- Gathered field data and lab results to inform best management practices (BMPs) for nutrient mitigation in urban stormwater systems.
-

Water/Wastewater Design Tank, Burlington, VT

- Worked with peers to calculate the dimensions of and design a wastewater aeration tank that would meet specific parameters.
- Researched wastewater treatment plants, the technology, processes, and all other necessities required to fully understand wastewater treatment through an engineering perspective.
- Allowed for a better understanding of chemical processes and wastewater, the idea of meeting a specific deadline, and the concept of extrapolating relative information from online sources.

RESUME



Holden S. Thompson

Engineer Intern

EDUCATION:

B.S.C.E. (Candidate), University of Vermont - 2026
Craftsbury Academy, Craftsbury VT 2020

CURRENT POSITIONS: Engineer Intern – New England Consulting Engineers LLC
Avionics Technician – Vermont Air National Guard

Civil Engineering Intern

- AutoCAD drafting and engineering drawing production
- Civil 3D site and grading design
- HECRAS stream flow modeling and analysis
- Geothermal system design
- Wastewater disposal design
- Civil and geothermal cost estimating
- Surveying

REFERENCES

Gretchen Harvey
Town of Vershire
802-329-8314
admin@vershirevt.org

Jon Douglass
Town of Black Brook
518-524-7966
blackbrooksupervisor@yahoo.com

Linda Martin
Town of Wolcott
802-888-5654
linda.wolcott.selectboard@gmail.com

State of Vermont
Structures and Hydraulics Section
Barre City Place
219 North Main Street | Barre, VT 05641
vtrans.vermont.gov

[phone] 802-371-7326
[ttd] 800-253-0191

Agency of Transportation

TO: Michelle Redmond, District 6 Project Manager
Christopher Cyr, District 6 Technician

CC: Jeff DeGraff, VTrans Hydraulics Engineer
Rachel Czar, ANR River Management Engineer

FROM: Keith Friedland, Hydraulics Technician

DATE: July 25, 2025

SUBJECT: Waitsfield, TH-14, Old Center Fayston Road, over unnamed tributary to Mad River
Site location: 0.5 miles from VT-100
Coordinates: [44.203972, -72.820139](#)

We have completed our hydraulic study for the above referenced site and offer the following for your use.

Hydrology

The following physical characteristics are descriptive of this drainage basin:

Drainage Area	1.62 square miles
Land Cover	Forest with some fields and rural residences
Water Bodies and Wetlands (NLCD 2006)	0.0 %
Mean Annual Precipitation	51.9 inches

Using the adjusted USGS (2014) hydrologic method, the following design flow rates were selected:

Annual Exceedance Probability (AEP)	Flow Rate in Cubic Feet per Second (cfs)	
50 % (Q2)	120	
10 % (Q10)	250	
4 % (Q25)	340	Design Flow – Local Road
2 % (Q50)	430	
1 % (Q100)	530	Check Flow

Channel Morphology

The channel for this perennial stream is straight to sinuous with an estimated local channel slope of 6%. Field measurements of bankfull width (BFW) varied from 15 to 17 feet upstream of the structure and 16 to 18 feet downstream of the structure. Exposed bedrock was observed in the upstream channel. There is a 3-foot ‘drop’ from the existing culvert outlet invert to the streambed.

Existing Conditions

The existing structure is a corrugated metal pipe arch with a clear span of 8.8 feet and a clear height of 6 feet, providing an approximate waterway opening of 42 square feet. Our calculations, field observations and measurements indicate the existing structure does not meet current standards of the VTrans Hydraulic Manual (see HEI 24-004 on the Engineering Instruction webpage for updated allowable headwater to depth ratios) nor

does the existing structure meet state stream equilibrium standards for bankfull width (span length). The existing structure constricts the channel width, resulting in an increased potential for debris blockage. This complication is known to cause ponding at the inlet, increase stream velocity and scour at the outlet, and may lead to erosion and failure of channel banks.

The existing structure results in water overtopping the roadway at the 4% AEP.

Replacement Recommendations

In sizing a new structure, we attempt to select structures that meet both the current VTrans hydraulic standards, state environmental standards with regard to span length and opening height, and consider roadway grade and other site constraints.

****If shallow bedrock is encountered, a buried structure may be difficult to install, and an open bottom structure with footings pinned to bedrock may be desirable for constructability. It is recommended that a subsurface investigation is performed to determine if an open bottom structure will be required for this crossing.****

Based on the above considerations and the information available, we recommend any of the following structures as a replacement at this site:

- A concrete box with an inside opening span of 16 feet and minimum height of 8.5 feet. The box invert should be buried 3 feet. This will result in a clear height of 5.5 feet above streambed, providing 88 square feet of waterway area. Bed retention sills should be added in the bottom of the structure. Sills should be 12 inches high across the full width of the structure, and should be buried so the top of the sills will not be visible. Sills should be spaced no more than 8 feet apart throughout the structure with one sill placed at both the inlet and the outlet. The structure should be filled level to the streambed with E-Stone, Type III, allowing flow to be kept above the surface, providing the conditions necessary for aquatic organism passage. This structure results in a headwater depth of 3.9 feet at 4% AEP and 5.3 feet at 1% AEP.
- A metal box with an inside opening span of 17'-2" and minimum height of 8'-4". This structure was modeled with a full height inlet headwall. The box invert should be buried 3 feet. This will result in a clear height of 5.3 feet above streambed, providing 75 square feet of waterway area. Bed retention sills need to be added and filled as described for the box above. This structure results in a headwater depth of 3.6 feet at 4% AEP and 5.0 feet at 1% AEP.
- An open bottom concrete box with a minimum clear span of 16 feet and clear height of 5.5 feet, providing a waterway area of 88 square feet. The bottom of abutment footings should be pinned to bedrock to prevent undermining. This structure results in a headwater depth of 3.9 feet at 4% AEP and 5.3 feet at 1% AEP.
- Any similar structure that fits the site conditions could be considered. *Any structure with a closed bottom should have bed retention sills and a buried invert as described above.*

To match the approximate local stream slope, the structures recommended above have been modeled with a culvert slope of 6%. With this slope, the channel at the outlet will need to be built up to connect E-Stone, Type III through the culvert to the upstream end. When complete, there should be no drop at the outlet. The local stream slope should be verified prior to installation of the new culvert. It is critical that any new structure is set at the average streambed profile.

Stone Fill, Type III should be used to protect any disturbed channel banks or roadway slopes at the structure's inlet and outlet, up to a height of at least one-foot above the top of the opening. The stone fill should not constrict the channel or structure opening. E-Stone, Type III should be used for the restoration of any disturbed stream channel sections.

Prior to any action toward the implementation of any recommendations received from the VTrans Hydraulics Unit, structure size must be confirmed by the VT ANR River Management Engineer to ensure compliance with state environmental standards for stream crossing structures.

This structure is within the mapped FEMA Special Flood Hazard Area, Zone A.

General Comments

It is recommended that a full height headwall and flared wingwalls be constructed at the inlet, matched into the channel banks to smoothly transition flow and protect the structure and roadway approaches from erosion.

Any closed bottom structure should also be equipped with cutoff walls, extending to a depth equal to the culvert rise, up to 4 feet, or to ledge, to serve as undermining prevention. E-Stone thickness plus the bottom of structure thickness should be included when determining the total cutoff wall depth.

A bridge scour evaluation is necessary to adequately design the foundation for any open bottom 3-sided structure. The bottom of abutment footings (spread footing on soil) shall be the minimum of the calculated scour elevation or 6 feet below the channel thalweg, **or to ledge**, to prevent undermining. Abutments on piles should be designed to be free standing during the calculated scour elevation.

If an open bottom 3-sided structure (bridge) is installed, the VTrans Hydraulics Manual requires a minimum of 1-foot of freeboard at the design AEP.

Please note that while a site visit was made, these recommendations were made without the benefit of a survey and are based on limited information. The final decision regarding replacement of this structure must comply with state regulatory standards, and should take into consideration matching natural channel conditions, roadway grade, environmental concerns, safety, and other requirements.

Please contact us if you have any questions or if we may be of further assistance.

State of Vermont
Structures and Hydraulics Section
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219 North Main Street | Barre, VT 05641
vtrans.vermont.gov

[phone] 802-371-7326
[ttd] 800-253-0191

Agency of Transportation

TO: Michelle Redmond, District 6 Project Manager
Christopher Cyr, District 6 Technician

CC: Jeff DeGraff, VTrans Hydraulics Engineer
Rachel Czar, ANR River Management Engineer

FROM: Myles Sornborger, Hydraulics Technician

DATE: August 5, 2025

SUBJECT: Waitsfield, TH-7, Center Fayston Road, over unnamed tributary to Mad River
Site location: Culvert 21416-6, 0.5 miles from VT-100
Coordinates: [44.211611, -72.810778](#)

We have completed our hydraulic study for the above referenced site and offer the following for your use.

Hydrology

The following physical characteristics are descriptive of this drainage basin:

Drainage Area	0.33 square miles
Land Cover	Forested with some residential parcels and roads
Water Bodies and Wetlands (NLCD 2006)	0 %
Mean Annual Precipitation	47.5 inches

Using the adjusted USGS (2014) hydrologic method, the following design flow rates were selected:

Annual Exceedance Probability (AEP)	Flow Rate in Cubic Feet per Second (cfs)	
50 % (Q2)	38	
10 % (Q10)	89	
4 % (Q25)	130	Design Flow – Local Road
2 % (Q50)	170	
1 % (Q100)	210	Check Flow

Channel Morphology

The channel for this perennial stream is straight with an estimated local channel slope of 10%. Field measurements of bankfull width (BFW) varied from 8 to 10 feet upstream. Downstream BFW was not measured due to steep naturally confined exposed bedrock channel sections.

Existing Conditions

The existing structure is a squashed corrugated metal pipe with a clear span of 6 feet and a clear height of 5.3 feet, providing a waterway opening of 25 square feet.

Our calculations, field observations and measurements indicate the existing structure does not meet current standards of the VTrans Hydraulic Manual (*see HEI 24-004 on the Engineering Instruction webpage for updated allowable headwater to depth ratios*) nor does the existing structure meet state stream equilibrium standards for bankfull width (span length). The existing structure constricts the channel width, resulting in an increased potential for debris blockage. This complication is known to cause ponding at the inlet, increase stream velocity and scour at the outlet, and may lead to erosion and failure of channel banks.

The existing structure results in a headwater depth of approximately 4.1 feet at 4% AEP and 6.1 feet at 1% AEP.

Replacement Recommendations

In sizing a new structure, we attempt to select structures that meet both the current VTrans hydraulic standards, state environmental standards with regard to span length and opening height, and consider roadway grade and other site constraints.

The feasibility of Aquatic Organism Passage (AOP) at this site is limited by the steep slope of the channel. ANR will need to be consulted to determine if AOP is required at this location. If AOP is required by ANR, the proposed structure will need to be embedded and have bed retention sills installed. If AOP is not required by ANR, a non-embedded, closed bottom structure would be adequate. The replacement structure's clear height above the streambed, as listed below, may need to increase due to the installation of E-Stone.

If ledge is encountered, a buried structure may be difficult to install, and an open bottom structure may be desirable for constructability.

Based on the above considerations and the information available, we recommend any of the following structures as a replacement at this site:

Recommended Non-AOP Compliant Structures

- A corrugated metal pipe with a minimum diameter of 8 feet, providing a waterway area of 50.3 square feet. This structure results in a headwater depth of 3.9 feet at 4% AEP and 5.2 feet at 1% AEP.
- A corrugated metal pipe arch with a minimum clear span of 95 inches and clear height of 67 inches, providing a waterway area of 37 square feet. This structure results in a headwater depth of 3.6 feet at 4% AEP and 5.0 feet at 1% AEP.
- Any similar structure that fits the site conditions could be considered.

Recommended AOP Compliant Structure

- A concrete box with an inside opening span of 8 feet and minimum height of 8 feet. The box invert should be buried 3 feet. This will result in a clear height of 5 feet above streambed, providing 40 square feet of waterway area. Bed retention sills should be added to the bottom of the structure. Sills should be 12 inches high across the full width of the structure, and should be buried so the top of the sills will not be visible. Sills should be spaced no more than 8 feet apart throughout the structure with one sill placed at both the inlet and the outlet. The structure should be filled level to the streambed with E-Stone, Type III, allowing flow to be kept above the surface, providing the conditions necessary for aquatic organism passage. This structure results in a headwater depth of 3.2 feet at 4% AEP and 4.5 feet at 1% AEP.
- Any similar structure that fits the site conditions could be considered. *Any closed bottom AOP compliant structure should have bed retention sills and buried invert as described above.*

To match the approximate local stream slope, the structures recommended above have been modeled with a culvert slope of 10%. With this slope, the channel at the outlet will need to be built up to connect E-Stone through the culvert to the upstream end. When complete, there should be no drop at the outlet. The local stream slope should be verified prior to installation of the new culvert. It is critical that any new structure is set at the average streambed profile.

Stone Fill, Type III should be used to protect any disturbed channel banks or roadway slopes at the structure's inlet and Stone Fill, Type IV should be used below the outlet, up to a height of at least one-foot above the top of the opening. The stone fill should not constrict the channel or structure opening. E-Stone, Type III should be used for the restoration of any disturbed stream channel sections.

Prior to any action toward the implementation of any recommendations received from the VTrans Hydraulics Unit, structure size must be confirmed by the VT ANR River Management Engineer to ensure compliance with state environmental standards for stream crossing structures. Additional coordination may be needed to discuss channel regrading to meet AOP requirements.

This structure is within the mapped FEMA Special Flood Hazard Area, Zone A.

General Comments

It is recommended that a full height headwall and flared wingwalls be constructed at the inlet, matched into the channel banks to smoothly transition flow and protect the structure and roadway approaches from erosion.

Any closed bottom structure should also be equipped with cutoff walls, extending to a depth equal to the culvert rise, up to 4 feet, or to ledge, to serve as undermining prevention. E-Stone thickness plus the bottom of structure thickness should be included when determining the total cutoff wall depth.

A bridge scour evaluation is necessary to adequately design the foundation for any open bottom 3-sided structure. The bottom of abutment footings (spread footing on soil) shall be the minimum of the calculated scour elevation or 6 feet below the channel thalweg, or to ledge, to prevent undermining. Abutments on piles should be designed to be free standing during the calculated scour elevation. The VTrans Hydraulics Manual requires a minimum of 1-foot of freeboard at the design AEP.

Please note that while a site visit was made, these recommendations were made without the benefit of a survey and are based on limited information. The final decision regarding replacement of this structure must comply with state regulatory standards, and should take into consideration matching natural channel conditions, roadway grade, environmental concerns, safety, and other requirements.

Please contact us if you have any questions or if we may be of further assistance.

MEMORANDUM

TO: Waitsfield Selectboard
CC: York Haverkamp, Town Administrator

FROM: Valerie Capels

DATE: January 16, 2026

SUBJECT: Non-Employee Assistance Agreement for Town Report Assistance

I have been asked to offer a proposal to assist the Town Administrator with putting the 2025 Waitsfield Town Report together for the March 3, 2026 annual Town Meeting. I thought last year's report went well and would be happy to assist.

Approach:

- I would work with York to organize individual reports and digital files; assist with editing; assist with ensuring they are in a uniform format; assist with inserting photos or other graphics; and assist with working through possible glitches.
- I would assist with compiling the individual files into a single PDF document.
- I would bring my laptop to the Town Office as needed to work side by side. We could also collaborate remotely as needed.

Proposal Terms:

- Content: All content is to be provided via email and/or thumb drive in Word, Excel, or PDF formats. Original document sources are preferred to allow for formatting adjustments, if needed. Any graphics (photos, charts, tables, etc.) need to be included. No new content would be created.
- Schedule: REPRO requires the complete PDF or hard copy to scan no later than Friday, February 6, 2026. In order provide Selectboard members an opportunity to review the compiled document before being provided to REPRO and allow for adjustments, a completed draft report should be provided no later than Monday, February 2, 2026.
- Compensation: \$75.00 per hour. Ballpark estimate: 20 hours.

CONCUR:

On behalf of and authorized by the Waitsfield Selectboard, we acknowledge and concur with the terms of this agreement.

Waitsfield Selectboard Chair or Designee

Date

Valerie Capels, B & V Associates

Date

118 Butcher House Drive
Waitsfield, Vermont 05673
(802) 496-7174 (landline)

(802) 498-5312 (cell)
roothuntervt@gmail.com
vcapels@gmavt.net

JOSLIN LIBRARY BUDGET							
Proposed Budget July 1,2026-June 30,2027							
01/14/2026							
2nd Trustee Review for planning	1	2	3	4	5	6	7
	Budget	Actual	Budget	Projection	Proposed		
** Not currently Approved**							
	Jul '24-Jun'25	Jul '24 - Jun'25	Jul '25-Jun'26	Jul '25 - Jun'26	Jul '26-Jun'27	% Chg	Notes
Ordinary Income/Expense							
Income							
302 · Patron Contributions	300	3,336	400	1,500	1,500	100%	
309 - Program Income	-	3,600	-	-	2,000		16
324 · Interest on Bank Accts	40	-	5	-	-		
324.2 · EJ Investment earnings	4,400	5,500	7,300	7,300	7,500	103%	10
329 · Friends of the Library- To collect from Friends	4,300	1,356	3,000	1,424	1,600	112%	4
332 · Misc. Income	100	-	-	-	-		
- Library Fundraising -To confirm Allocation	6,000	7,822	8,000	8,000	8,400	105%	15
- GLG Grant funds	-	-	-	-	-		9
335 · State of Vt - Grants (multiple)	1,000	684	1,000	684	1,000		5
Total Income	16,140	22,298	19,705	18,908	22,000	116%	
Gain or loss on investments	-	10,945	4,000	10,460	7,000		13
Transfer to Capital funding Acct	-	-	-	-	-		
Transfer to JML Sustainability Acct	(3,000)	(3,000)	(1,000)	-	-		1
Transfer from EDJ bookfund interest	5,000	-	4,100	6,000	6,500		2
Transfer From EDJ Donation/Improvement fund	4,000	-	5,500	5,000	-		3
Transfer from EDJ Sustainability Acct.	8,250	11,500	6,250	7,000	9,000	129%	
Balance carry over from previous yr.	1,050	1,962	-	(1,521)	-	0%	
	31,440	43,705	38,555	45,847	44,500	97%	
Expense							
400 · Collection Development	7,225	8,558	7,300	7,000	7,100	101%	
400.1 · Electronic Resources	1,325	1,286	1,500	1,400	1,425	102%	
450 · Library Supplies	2,800	2,605	2,750	2,600	2,675	103%	4
451 · Postage	215	320	255	380	385	101%	
451.1 - Inter-library loan	650	1,304	1,225	1,225	1,250	102%	14
453 · Periodicals	1,120	1,121	980	980	1,000	102%	
457 · Maintenance & Repairs	9,600	10,481	9,800	11,000	11,100	101%	4
457.1 · Extraordinary M&R Reserve Fund	3,000	1,476	5,000	4,000	4,100	103%	6
457.2 · Water System	650	585	780	600	610	102%	
457.3 · Library Remodel Expenses	510	-	-	-	-		13
457.4 · Professional services	1,310	1,091	1,275	1,150	1,150	100%	12,4
458 · Electricity	2,200	2,156	1,515	2,200	2,210	100%	8
459 · Fuel	1,020	2,957	2,985	3,100	3,200	103%	
460 · Telephone	2,250	2,152	2,350	2,175	2,200	101%	
461.1 · Building Insurance	2,800	2,612	2,725	2,700	2,750	102%	10
461.3 · Worker's Compensation	525	-	530	530	545	103%	
462 · Copier	810	1,101	910	1,300	1,310	101%	
464 · Children's Programs	1,010	1,002	1,020	1,020	1,040	102%	4
474 · Dues, Memberships, Subscriptions	3,400	3,578	3,450	3,590	3,600	100%	4
475 · Staff Salaries	73,300	83,671	81,000	86,181	89,550	104%	11
476 · Payroll Tax Expense	5,654	6,400	6,200	6,657	6,922	104%	
476.1 · Payroll fees	810	1,119	880	1,175	1,250	106%	
477 · Conference Fees	100	-	-	-	500	#DIV/0!	
479 · Computer & Supplies	2,350	2,264	1,600	1,300	1,350	104%	4
490 · Misc. Expense	500	(100)	400	250	250	100%	4
565 · Library Programs	3,425	4,540	3,050	4,189	4,300	103%	4
6560 · Payroll Expense	-	66	-	70	72	103%	
Total Expense	128,559	142,345	139,480	146,772	151,844	103%	
Net Ordinary Income	(97,119)	(98,640)	(100,925)	(100,925)	(107,344)	106%	
Other Income/Expense							
Town Support							
300 · Town of Waitsfield Support	69,149	69,149	71,859	71,859	76,429	106%	7
301 · Town of Fayston Support	27,970	27,970	29,066	29,066	30,915	106%	7
Total town support	97,119	97,119	100,925	100,925	107,344	106%	
Net Other Income	97,119	97,119	100,925	100,925	107,344	106%	
Net Income	-	(1,521)	-	-	-		

Budget Notes									
1	Transfer to JML Sustainability Acct								
2	Transfer Income from Bookfund								
3	Transfer Interest from Sustainability Acct.								
4	Friends of the library will use their own budget to support these items.								
5	State grants for summer learning and inter-library delivery service								
6	Extraordinary maintenance/ reserve account for unexpect events to the library.								
7	Share of town support determined by towns patron count:11/11/10, Patron visits collected by town 2020 (reaffirmed %)								
	a. Waitsfield's share of support: 71.2%. Plan to reaffirm the Town Patron count and usage in 2025								
	b. Fayston's share of support: 28.8%								
9	CLG Grant to refurbish the original lights 1x event								
10	Edward Jones Interested earned on Book funds								
11	Increased coverage of Library staff/Programing and social media enhancements								
12	Professional services (bookkeeping, audit, cleaning, tax service friends)								
13	Edward Jones Investments Gains/Losses								
14	Transport for Inter Library Loan								
15	Library fundraising \$6,700 from appeal letter: 1/2026								
16	Program income: Donations raised specifically by and in support of 'Library Programs'								

Friends of the Library Income and Expense FY 2025 *4			
	Jul '24- Jun '25	Jul '25- Jun '26	
Income:	0	100	
Expenses:			
Programs	311		
Child Pro	210	288	
Misc	270	258	
Baby books	229	52	
Conference		163	
Taxes		320	
Supplies	336	342	
Total expenses	1,356	1,423	

Town of Waitsfield- Revenue Budget Forecast FY27					
	Budget	Actual - thru 12/31/25	Actual	Budget	
General Fund 1 Revenue	2026	FY2026	% of Budget	FY27	Notes
Taxes	\$ 2,311,789.00	\$ 1,278,079.17	55%		
Town Clerk Fees	\$ 35,000.00	\$ 20,584.80	59%	\$ 35,000.00	
Interest Income	\$ 25,000.00	\$ 15,029.70	60%	\$ 25,000.00	
Beverage Sale Permits	\$ 3,500.00	\$ 1,285.00	37%	\$ 3,500.00	
Zoning Income	\$ 11,000.00	\$ 6,273.00	57%	\$ 13,000.00	
Act 60 Support	\$ 11,000.00	\$ -	0%	\$ 11,000.00	
Penalty Budget Year	\$ 10,000.00	\$ 11,904.72	119%	\$ 10,000.00	Offset 01-160-1600.10
Conservation Income	\$ -	\$ -		\$ -	
State Aid to Highways	\$ 78,000.00	\$ 40,464.53	52%	\$ 80,000.00	
Road Dept Grant Revenue	\$ -	\$ -	0%	\$ -	
Road Dept Other Income	\$ 2,000.00	\$ 59.00	3%	\$ 2,000.00	
Insurance Claim/Audit Income	\$ -	\$ -	0%	\$ -	
Fire Dept - Fayston	\$ 79,120.00	\$ -	0%	\$ 76,000.00	
FD Admin Services	\$ 5,750.00	\$ -	0%	\$ 6,000.00	
Traffic Control Income	\$ 5,000.00	\$ 1,972.89	39%	\$ 5,000.00	
Dog Impoundment Fee	\$ 150.00	\$ -	0%	\$ -	
PILOT Program	\$ 7,000.00	\$ 6,460.93	92%	\$ 7,000.00	
Current Use Reimbursement	\$ 135,000.00	\$ 136,724.00	101%	\$ 137,000.00	
Delinquent Tax Interest	\$ 18,000.00	\$ 14,264.08	79%	\$ 18,000.00	
Insurance Reimb Library/Wait H	\$ 6,000.00	\$ -	0%	\$ 6,000.00	
Water Operations Reimb	\$ 7,125.00	\$ -	0%	\$ 7,125.00	
Planning Grant		\$ -			
Misc. Income	\$ -	\$ 1,699.46			
Total General Fund Revenue	\$ 2,750,434.00	\$ 1,534,801.28	56%		
Capital Fund 2 Revenue					
Waste Water Loan Repayment	\$ 25,282.00	\$ 14,353.00	57%	\$ 25,282.00	
Waitsfield Elementary Solar	\$ 10,000.00	\$ 10,431.00	104%	\$ 10,000.00	
Solar Array Credit Proceeds	\$ 7,000.00	\$ 6,250.00	89%	\$ 7,000.00	
Waitsfield Elementary Plowing	\$ 1,500.00	\$ -	0%	\$ 1,500.00	
Waitsfield Elementary Hydrant	\$ 2,900.00	\$ -	0%	\$ -	George Gabaree
Spaulding Settlement	\$ -	\$ -		\$ 12,000.00	
Total Capital Fund 2 Revenue	\$ 46,682.00	\$ 31,034.00		\$ 55,782.00	

TOWN OF WAITSFIELD, VT

FY26 General Fund Budget -- Expenditure Detail

For Town Meeting 2025

Item	FY23 Actual	FY24 Actual	FY25 Budget	FY25 actual	FY26 Proposed	FY27 Proposed	Change (FY26 to FY27)	% Change	Notes
2 EXPENDITURES									
174 Public Safety									
175 Sheriff's Department Billing	\$ 25,778.92	\$ 29,211.88	\$ 31,824	\$ 31,101	\$ 38,012				
176 Animal Control Officer formerly Dog Warden	\$ 860.00	\$ -	\$ 775	\$ -	\$ 1,000	\$ 1,500	\$ 500	50%	
177 Dog Pound Fees	\$ 364.75	\$ -	\$ 150	\$ 25	\$ 150	\$ 150	\$ -	0%	
178 Emergency Management	\$ 770.00	\$ 7,126.16	\$ 1,200	\$ 660	\$ 1,200	\$ 1,500	\$ 300	25%	
179 Fire Warden	\$ 250.00	\$ 250.00	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%	
180 Fire Hydrant Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
181 Fire Protection Contribution	\$ 25,960.00	\$ 25,960.00	\$ 25,960	\$ 25,960	\$ 25,080		\$ (25,080)	-100%	
182 Generator Expense	\$ 281.59	\$ 674.00	\$ 1,000	\$ 2,174	\$ 1,000	\$ 1,600	\$ 600	60%	
183 Insurance	\$ 556.75	\$ 556.75	\$ 2,772	\$ -	\$ 2,772		\$ (2,772)	-100%	
184 Miscellaneous	\$ 29.75	\$ -	\$ 250	\$ 477	\$ 250	\$ 450	\$ 200	80%	
185 Training	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0%	
186 Town Health Officer	\$ 750.00	\$ -	\$ 775	\$ 775	\$ 775	\$ 775	\$ -	0%	
187 Constable	\$ 553.98	\$ -	\$ 6,558	\$ -	\$ 7,500	\$ 6,500	\$ (1,000)	-13%	
Section TOTAL	\$ 56,155.74	\$ 63,778.79	\$ 72,014	\$ 61,422	\$ 78,489	\$ 13,225	\$ (27,252)	#REF!	
189 Dues and Assessments									
190 Central VT Reg'l Planning	\$ 2,452.52	\$ 2,452.52	\$ 2,453	\$ 2,453	\$ 2,545	\$ 2,614	\$ 69	3%	
191 Joslin Memorial Library	\$ 64,782.25	\$ 68,493.00	\$ 69,149	\$ 69,149	\$ 71,859	\$ 76,429	\$ 4,570	6%	
192 MR Resource Mgt. Alliance	\$ 12,908.00	\$ 12,908.00	\$ 12,908	\$ 12,908	\$ 12,908	\$ 12,908	\$ -	0%	
193 MRV Planning District	\$ 45,317.00	\$ 49,639.50	\$ 53,962	\$ 61,148	\$ 68,344	\$ 71,751	\$ 3,407	5%	
194 MRV Recreation District	\$ 40,000.00	\$ 40,000.00	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0%	
195 VLCT	\$ 3,412.00	\$ 3,529.00	\$ 3,638	\$ 7,356	\$ 3,718	\$ 3,800	\$ 82	2%	
196 Washington County Tax	\$ 31,378.00	\$ 32,651.00	\$ 33,000	\$ 33,456	\$ 34,500	\$ 37,979	\$ 3,479	10%	
197 Green Mtn. Transit	\$ 2,030.00	\$ 2,131.00	\$ 2,131	\$ 2,131	\$ 2,131	\$ 2,131	\$ -	0%	
198 MRVAS	\$ 15,000.00	\$ 15,000.00	\$ 15,000	\$ 15,000	\$ 13,000	\$ 13,000	\$ -	0%	
Section TOTAL	\$ 217,279.77	\$ 226,804.02	\$ 232,241	\$ 243,601	\$ 249,005	\$ 260,612	\$ 11,607	#REF!	
235 Miscellaneous									
236 Town Pond Maintenance	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	0%	
237 Maintenance of Parks	\$ 13,155.00	\$ 8,375.00	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ -	0%	
238 Steward MRV	\$ 5,000.00	\$ 7,500.00	\$ 7,500	\$ 7,500	\$ 8,000	\$ 8,000	\$ -	0%	
239 Trail Maintenance	\$ 2,500.00	\$ 2,500.00	\$ 3,000	\$ 2,500	\$ 3,000	\$ 3,000	\$ -	0%	
240 Solar Array Maintenance	\$ 1,287.75	\$ 1,355.71	\$ 1,500	\$ 1,369	\$ 1,500	\$ 1,500	\$ -	0%	
242 Memberships and Dues	\$ 80.00	\$ 55.00	\$ 100	\$ 220	\$ 100	\$ 100	\$ -	0%	
245 MRVTV Meeting Coverage	\$ 3,400.00	\$ 3,400.00	\$ 3,400	\$ 3,400	\$ 4,000	\$ 4,500	\$ 500	13%	
249 Other	\$ 12.00	\$ -	\$ 500	\$ 120	\$ -	\$ 150	\$ 150	#DIV/0!	
250 Cemetery Commission	\$ -	\$ 17,000.00	\$ -	\$ -	\$ 15,000	\$ 15,500	\$ 500	3%	
Section TOTAL	\$ 25,434.75	\$ 40,185.71	\$ 24,000	\$ 15,109	\$ 39,600	\$ 40,750	\$ 1,150	#REF!	



LIBRARIAN'S REPORT TO THE BOARD

January 14 2026.

Patrons:

We currently have a total of **1,211** registered patrons.
In 2025, we had **176** new patrons.

In November we had **660** visits to the Library.
-**580** in November 2024
-**604** in November 2023

In December we had **635** visits to the Library.
-**588** in December 2024
-**539** in December 2023

In 2025 we saw a total of **8,949** visits! (our most since at least 2018).
In 2024 we saw a total of **8,118** visits.
In 2023 we saw a total of **7,244** visits

Circulation (physical):

November 2022: 877	December 2022: 648
November 2023: 682	December 2023: 487
November 2024: 637	December 2024: 545
November 2025: 515	December 2025: 513

In 2025, we circulated a total of **7,473** items.
In 2024, we circulated a total of **8,046** items.
In 2023 we circulated a total of **9,431** items.

Most circulated items:

November 2025:

- 1) Fiction **(115)**
- 2) New Materials **(108)**
- 3) Children's Area **(80)**

December 2025:

- 1) Fiction **(108)**
- 2) New Materials **(102)**
- 3) Children's Area **(56)**

Most circulated items in 2025:

- 1) Fiction **(1,659)**
- 2) New Materials **(1,600)**
- 3) Children's Area **(1098)**

Most circulated titles:

November 2025:

- 1) Scientific American (periodical) **(2)**
- 2) Cook's Illustrated (periodical) **(2)**
- 3) Bug Hollow - Michelle Huneven **(2)**

December 2025:

- 1) Palaver - Bryan Washington **(2)**
- 2) The Secret Of Secrets - Dan Brown **(2)**
- 3) Her Many Faces - Nicci Cloke **(2)**

Most circulated titles in 2025:

- 1) The New Yorker (periodical) **(23)**
- 2) The Atlantic (periodical) **(21)**
- 3) The Women - Kristin Hannah **(16)** (we have 2 copies of this book)

Circulation (Libby: eBooks & Audiobooks):

November 2023: **223** checkouts

November 2024: **265** checkouts

November 2025: **298** checkouts

December 2023: **231** checkouts
December 2024: **238** checkouts
December 2025: **324** checkouts

Total checkouts in 2025: **3,481**
Total checkouts in 2024: **3,068**
Total checkouts in 2023: **2,685**

Kanopy (movies & series):

November 2023: **80** plays
November 2024: **59** plays
November 2025: **95** plays

December 2023: **68** plays
December 2024: **71** plays
December 2025: **87** plays

Total plays in 2025: **896**
Total plays in 2024: **649**
Total plays in 2023: **1,017**

Notes:

-As per our strategic plan, I have installed shelf dividers in both the adult Fiction & Non-Fiction sections, including Large Print, New Materials, Classics, & Local Authors.

Respectfully Submitted,
Jason Butler.-



RECEIVED

JAN 12 2026

State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

TOWN OF WAITSFIELD

Agency of Administration

Phone: (802) 828-5860

January 2, 2026

00358

Town Clerk
Town of Waitsfield
4144 Main Street
Waitsfield, VT 05673

2025 Equalization Study Results

This letter serves as notification of the results of Property Valuation and Review (PVR)'s 2025 equalization study. Every year PVR is required to certify the equalized education property value (EEPV or EEGL) and coefficient of dispersion (COD) for each Vermont town (32 V.S.A § 5406). This letter also communicates the Common Level of Appraisal (CLA) for your town and explains how it will impact your homestead and nonhomestead education tax rates.

Education Grand List (from 411):	\$397,633,471
Equalized Education Grand List (EEGL):	\$798,368,226
Common Level of Appraisal (CLA):	49.81% or 0.4981
Coefficient of Dispersion (COD):	19.27%
2025 Statewide Adjustment (SA):	70.33% or 0.7033
2025 SA Applied to Your Tax Rates:	$[0.4981]/[0.7033] = $ 70.82% or 0.7082

In 2024 the Vermont Legislature passed Act 183, which updates the adjustment factor applied to education tax rates starting with the 2025-2026 property tax year, effective on July 1, 2025.

Historically, education tax rates were adjusted by a municipality's CLA from the Equalization Study. Going forward, the new adjustment factor applied to education tax rates is the CLA divided by a single "statewide adjustment." The "statewide adjustment" is the average level of appraisal for all of Vermont.

For example, if a municipality has a CLA of 60%, and the statewide adjustment is 75%, then the adjustment factor applied to the municipality's education property tax rates will be $0.60 / 0.75 = 0.80$ or 80%.

All Vermont property will still be taxed at 100% of fair market value, but the factor applied to education property tax rates will be calculated differently. More information is available at tax.vermont.gov/statewide-adjustment.

Key Definitions

The **education grand list** in VTPIE is what your municipality reported to the state on the 411 form and includes (if applicable) your municipality's cable and/or tax increment financing (TIF) amounts.



The education grand list represents the municipality's total property value subject to the education property tax (from the most recent grand list available) and serves as the numerator in the computation of the CLA.

The **equalized education grand list (EEGL)** represents PVR's statutorily mandated estimate of your municipality's education grand list total fair market value. It serves as the denominator in the computation of the CLA.

The **common level of appraisal (CLA)** is determined by dividing the education grand list by the equalized education grand list (32 V.S.A. § 5401). A number over 100% indicates that property in your municipality is generally assessed for more than its fair market value. A number less than 100% indicates that property is generally assessed for less than its fair market value.

The **coefficient of dispersion (COD)** is a measure of how fairly distributed the property tax is within your municipality. It reflects the average deviation of sales ratios (assessed value ÷ sale price) from the median. A high COD means many taxpayers in your municipality are paying more than their fair share, and many are paying less than their fair share. **A COD over 20% necessitates a reappraisal** (32 V.S.A. § 4041a).

Appeals

A municipality may petition the director of PVR for a redetermination of its EEPV and/or COD (32 V.S.A § 5408). All petitions must be in writing and signed by the chair of the municipality's legislative body. Petitions should contain a plain statement of matters being appealed and a statement of the remedy being sought. Submissions can be made by sending a PDF of the appeal to tax.pvr@vermont.gov or by mailing to Department of Taxes, Attn: **PVR; 133 State Street, Montpelier, VT 05633-1401. PVR must receive petitions by the close of business on the 35th day after the mailing of this letter.**

Additional Information

If you have questions about your results, please contact your District Advisor or call 802-828-5860. To get answers to many common questions about tax rates and how they are determined, and to see how the current year property tax rates for your municipality were calculated, please see the Department's education tax resources at tax.vermont.gov/education-tax-rates.

To learn more about how the equalization study is conducted, how to read the certified sales report, and additional instructions on how to appeal your results, please see the "Introduction to Vermont's Equalization Study" document at tax.vermont.gov/municipal-officials.

Municipal officials can view your municipality's final computation sheet and final certified sales report in your VTPIE account. Complete Statewide results can be found here: [Equalization Study | Department of Taxes](#).

Sincerely,



Jill Remick, Director
Property Valuation and Review

cc: Assessor
Chair, School Board
Chair, Selectboard
Superintendent of Schools SD042

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, January 5, 2026**

4 **Draft**

5
6 **Members Present:** David Babbott-Klein, Chach Curtis, Fred Messer, Brian Shupe, Larissa Ursprung

7 **Staff Present:** York Haverkamp, Town Administrator

8 **Others Present:** Hadley Gaylord, Priscilla Kalantari, Reza Kalantari, MRVTV, Joshua Schwartz
9 (MRVPD), Josh Turka, Brian Voigt (CVRPC), Erin Vreeken

10
11 **I. Call to Order:** The meeting was called to order at 6:30 pm by Brian Shupe. The meeting was held in
12 person at the Waitsfield Town Office and remotely via Zoom.

13
14 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A)**
15 Brookfield Generator Service and Meadow Road Bridge engineering proposal added.

16
17 **2. Public Forum**

18 Nobody requested time to address the Board.

19
20 **II. Regular Business**

21 **1. Liquor License Considerations**

22 Outdoor Consumption Permit for Mad Moose Bar and Grill

23 Erin Vreeken outlined plans for the outdoor seating area, and confirmed that all staff training is
24 complete. She noted that there have been consultations with the Fire Chief regarding heating the
25 outdoor space in colder weather.

26
27 Second Class Renewal for Fifth Quarter

28 Josh Turka explained that this is the first renewal under his ownership of the establishment,
29 and confirmed that all training is current.

30
31 **MOTION:** *Mr. Babbott-Klein moved to approve an Outdoor Consumption Permit for Mad*
32 *Moose Bar and Grill, and a Second-Class License Renewal for Fifth Quarter. The motion was*
33 *seconded by Mr. Messer, and was approved unanimously.*

34
35 **2. Floodplain Restoration and Funding Proposal**

36 Brian Voigt outlined the evaluation of four municipal properties, and reported that the Lower
37 Fairgrounds parcel was selected as providing the best opportunity for hazard mitigation through
38 floodplain reconnection. He explained that the next step in the process would be having the
39 engineering work completed for a preliminary design; funding for this portion of the project would be
40 through a grant with no match requirement. Further decisions regarding pursuing the project would be
41 made once the engineering work provides information regarding the cost efficiency for phosphorus
42 reduction, the flood relief benefit provided, and more detailed information regarding what the
43 necessary archeological investigation will entail. It was confirmed that the Conservation Commission is
44 in support of moving forward with the initial engineering study, and indicated that the analysis provided
45 would include consideration of the current and possibly continued agricultural use and its compatibility
46 with floodplain restoration work.

47
48 **MOTION:** *Mr. Babbott-Klein moved that Selectboard support be provided for an engineering study to*
49 *further the Floodplain Restoration work. The motion was seconded by Ms. Ursprung, and passed*
50 *unanimously.*

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3. Local Agricultural Tax Stabilization Agreement

Mr. Shupe provided some background information regarding the Town’s tax stabilization program for two agricultural properties, created before the State’s Current Use program came into effect. Due to staffing changes, the three-year renewal for the Town program was not voted on in March 2025, and so the tax stabilization lapsed for the current year. Mr. Shupe explained that the Current Use program provides a more valuable benefit for both property owners and the Town, and Board members concurred that their preference is to sunset the Town’s stabilization allowance either now or in the near future. Reza Kalantari, one of the property owners, indicated his preference for the Town program, as there is no future penalty for subdivision or removal of the property from the program, as there is with Current Use.

It was agreed that additional research into the details of Waitsfield’s agreement was necessary before a decision can be reached on this matter, and that it will be addressed again at the next Selectboard meeting.

4. Local Option Tax

Joshua Schwartz explained that his work to outline the details of the impacts of a LOT specific to Waitsfield is nearly complete, and it was agreed to discuss this, as well as the timing of presenting the information to the public, at the next Board meeting. Mr. Shupe reported that the LOT subcommittee has been involved in some outreach to local businesses, and noted that receipts from a LOT would be used for Waitsfield’s infrastructure needs.

5. DuBois & King Contract Amendment #4

Mr. Haverkamp summarized the changes included in this amendment, noting that details were included in the meeting packet, and that much of the work included has already been completed. It was confirmed that grants have been awarded which will cover these expenses, and that the work outlined is necessary in order to receive DEC approval.

MOTION: *Mr. Curtis moved to authorize the Town Administrator to sign the DuBois & King contract amendment as proposed. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

5A. Fire Station Generator

Mr. Haverkamp explained that the generator at the Fire Station is not working, and that Brookfield Service has assessed the situation. It was discussed that there is potential in the future to consider the generator at the Wait House being used to serve other buildings, but in order to ensure protection at this point, the Fire Station generator should be repaired.

MOTION: *Mr. Messer moved to approve payment for the Fire Station generator repair by Brookfield Services. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

5B. Meadow Road Bridge

Mr. Haverkamp explained that the amount authorized at the previous meeting for a small-scale engineering study/assessment/report regarding the Meadow Road Bridge was not sufficient to cover the quote provided by DuBois & King for this work. The current quote to provide this assessment, including a cost/benefit analysis of repair/replacement is \$4250. Board members noted they would like an understanding of whether completion of this study will reduce the cost of the full engineering study, which was quoted at \$15K; Mr. Haverkamp will request this information. He noted that he will also check with FEMA regarding their covering the decking repairs regardless of any further movement on either repair or replacement.

102 **MOTION:** *Mr. Messer moved to approve the payment of \$4250 to DuBois & King for the small-*
103 *scale study as proposed. The motion was seconded by Mr. Babbott-Klein, and passed*
104 *unanimously.*

105
106 **6. Budget**

107 Workplan Update

108 Mr. Haverkamp reviewed the updated work plan with the Board, noting that several items have been
109 completed, indicating that some prioritization is needed, and highlighting items that have a budgetary
110 impact such as ash tree management and the East Warren/Rolston Roads fire hydrant work. It was
111 agreed that further discussion with Hadley Gaylord regarding use of the Fairgrounds parcel should take
112 place in before spring.

113
114 Road and Fire Department Budgets

115 A meeting had been held with Charlie Goodman and Josh Rogers to review the budget; the significant
116 changes were reviewed, as well as the areas where Mr. Rogers needs to gather more information before
117 establishing budget needs. Line painting plans were reviewed, with it being agreed that the
118 pedestrian/parking lines on the east side of the covered bridge, as well as the shoulder lines on East
119 Warren Road will need to be painted. Salaries and overtime amounts are yet to be determined.

120
121 Mr. Curtis noted that progress is being made on the Road Department Capital Budget, which should be
122 ready for review at the next Board meeting.

123
124 Mr. Haverkamp indicated that the shed at the property on North Fayston Road which was approved for
125 a FEMA buyout will be moved to the Fire Station.

126
127 Information still needed for finalizing the Fire Department budget was outlined; it was agreed to
128 increase the amounts for those lines where excess spending was necessary this year. It was noted that
129 some expenses which were applied to the operating budget should have been covered by reserve funds,
130 and agreed that a further evaluation of this for future expenses is needed.

131
132 **7. Consent Agenda**

133 **APPROVAL:** *A motion to approve the Consent Agenda passed unanimously.*

- 134
 - Approve Bills Payable & Treasurer's Warrants
 - Approve Minutes of 12.15.2025

136
137 **8. Town Administrator's Report**

138 Mr. Haverkamp reported that he is continuing to work on bridge matters, such as cameras for Meadow
139 Road, and attempting to contact Miles Jeness about covered bridge work.

140
141 **9. Selectboard Roundtable**

142 Mr. Babbott-Klein reported that a new community planner has been selected by the MRVPD, with
143 details to be announced when appropriate.

144
145 **III. Adjourn**

146 The meeting adjourned at 9:10 pm.

147 Respectfully submitted,
148 Carol Chamberlin, Recording Secretary

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, January 12, 2026**

4 **Draft**

5
6 **Members Present:** David Babbott-Klein, Chach Curtis, Fred Messer, Brian Shupe, Larissa Ursprung

7 **Staff Present:** York Haverkamp, Town Administrator

8 **Others Present:** Bruno Grimaldi (Conservation Commission), Curt Lindberg (Conservation
9 Commission), MRVTV

10
11 **I. Call to Order:** The meeting was called to order at 6:30 pm by Brian Shupe. The meeting was held in
12 person at the Waitsfield Town Office and remotely via Zoom.

13
14 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A)**

15 No changes were made to the agenda.

16
17 **2. Public Forum**

18 Nobody requested time to address the Board.

19
20 **II. Regular Business**

21 **1. Treasurer's Report**

22 Steve Lewis was not available, and will present at the next meeting. Mr. Shupe noted that he
23 had been in contact with Mr. Lewis and Ms. Gallup, and that there were no concerns raised
24 regarding current expenditures.

25
26 **2. Conservation Commission (CC) budget presentation**

27 Curt Lindberg and Bruno Grimaldi explained that the CC had agreed to request the same budget
28 amounts as last year; \$5K for general expenses, \$20K to be placed in the Restroom, Recreation and
29 Conservation (RRC) Reserve, and \$10 in the Invasive Species Reserve, of which \$7500 is intended for
30 addressing plant species and the balance for emerald ash borer management.

31
32 Mr. Lindberg outlined that the \$139K two-year grant which had been awarded by the Lake Champlain
33 Basin Program will require a match from the three towns, to be split along the same percentages as
34 prior grants for invasive treatment/goat herding. A large portion of the match is covered by volunteer
35 in-kind work, with any funds needed being drawn from the Invasive Species Reserve. He recommended
36 that this practice continue, rather than putting the funds potentially needed into the general fund, as
37 the reserve amounts can be carried over from year to year.

38
39 Mr. Lindberg and Mr. Grimaldi then made note of the larger project expenditures which are on the
40 horizon for the CC; already in progress are the second phase of trail development at Scrag Forest and full
41 implementation of the plans for the Farley Park. Following those projects will be Management Plan
42 completion and any property work resulting from that Plan's recommendations. They noted that the
43 third phase of Scrag trail development will be the most expensive portion of that project, and that
44 grants will be sought to fund this work. Mr. Grimaldi also noted that having funds available is important
45 if any new opportunities arise for beneficial land acquisition. There is currently \$118K in the RRC, with
46 \$20K slated to be moved to that fund at the end of the current fiscal year. Other Scrag Forest funds
47 were reviewed briefly.

48
49 There was some further discussion of the RRC, and Mr. Haverkamp noted that he plans to work on
50 clarifying the establishment timeline and potential used for this fund, as well as other Reserve Funds. It

51 was confirmed that the RRC fund may be used to address restroom projects at the Wait House if
52 necessary.

53
54 Mr. Lindberg indicated that he would follow up on the previous meeting regarding emerald ash borer
55 management by scheduling a meeting with the CC, the Tree Board, Caitlin Cusack (VLT) and Joanne
56 Garton (DFW).

57
58 Due to the small number of responses for Management Plan consulting services, the CC plans to extend
59 the time allowed for project completion and repost the RFP.

60

61 **3. Consider appointment of Robin Morris to Water Commission**

62 Mr. Morris had indicated that he is willing to begin serving on the Water Commission again. Mr. Shupe
63 explained that Mr. Morris' experience will be helpful in considering wastewater system design
64 implications on the water system and developing a wastewater ordinance. He indicated that the Water
65 Commission is likely to become the Water and Sewer Commission once the wastewater system is in
66 place.

67

68 **MOTION:** *Mr. Messer moved to appoint Robin Morris to the Water Commission, for a position running*
69 *through March 2027. The motion was seconded by Ms. Ursprung, and passed unanimously.*

70

71 **4. Budget**

72 Local Option Tax (LOT)

73 The final version of the projected LOT revenues for Waitsfield had been provided by Joshua Schwartz;
74 this information will be posted on the web site in anticipation of a public discussion regarding the
75 matter scheduled for the coming week.

76

77 Town Operations

78 This budget was reviewed with Mr. Haverkamp, with his noting the following:

79

- Town Office repairs and maintenance will need to be increased if it is decided to refinish the

80

- Cybersecurity has not yet been included in the budget

81

- There is the potential to put cleaning services out to bid, but the staff is not in favor of making

82

- any changes

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102

Mr. Shupe explained the Town's policy of keeping two months of operating expenses available, rather than applying the full amount of any budget surplus to reserve funds. He suggested that it might be considered to raise the amount to be kept available, or to set up a line item/reserve fund for emergency response activities, primarily those related to flooding.

103

104 Mr. Curtis explained that LOT revenues, if the tax is implemented, will be applied to this budget for
105 infrastructure needs.

106

107 There was general agreement that an Emergency Response Reserve Fund should be established and
108 funded, with a percentage of LOT receipts to be applied to that fund.

109

110 Covered bridge needs were discussed, with it being noted that the work may take place in the current
111 fiscal year; the proposed capital funding is in line with what was allocated for the current year.

112

113 It was agreed that the General Operating Budget should be finalized before reviewing the Capital Budget
114 for finalization.

115

116 **5. Consent Agenda**

117 **APPROVAL:** *A motion to approve the Consent Agenda passed unanimously.*

- 118 • Approve Bills Payable & Treasurer's Warrants

119

120 **6. Town Administrator's Report**

121 Mr. Haverkamp reported that the Rapid Response Flashing Beacons (RRFBs) are in place, and that he has
122 been addressing the buttons which have been getting stuck. He noted that new, approved signage is
123 being delivered. The paperwork for grant reimbursement for this project has been submitted.

124

125 He also reported that a letter has been sent to FEMA requesting an extension of time for project
126 completion for the Center Fayston Road culvert work.

127

128 **7. Selectboard Roundtable**

129 Mr. Babbott-Klein reported that the Town Meeting Committee had sent a survey out to parents.

130

131 Mr. Curtis expressed appreciation for the Road Crew's efforts in keeping roads safe during the holiday
132 period.

133

134 **III. Executive Session**

135 **MOTION:** *A motion to enter Executive Session per 1 VSA §313(a)(3) [Personnel], inviting Mr. Haverkamp*
136 *to join, passed unanimously.*

137

138 The meeting entered Executive Session at 8:23 pm and returned to open session at 9:08 pm.

139

140 No further action was taken by the Board.

141

142 **IV. Adjourn**

143 The meeting adjourned at 9:08 pm.

144 Respectfully submitted,

145 Carol Chamberlin, Recording Secretary

To: Fayston, Moretown, Waitsfield and Warren Select Boards
From: Mark Giometti, Treasurer, Mad River Valley Ambulance Service (MRVAS)
Date: January 16, 2026
Subject: Material Change in MRVAS Operations with Impact on Town Budgets

In early December, Waitsfield Telecom notified MRVAS that the vendor supporting our firebar (the telephone bridge that enables 911 to contact MRVAS dispatchers) would cease software support and maintenance on December 31, 2025. Given its liability in hosting an unsupported system, Waitsfield Telecom informed MRVAS the firebar would be taken down on December 31st. Loss of the firebar would dramatically impair, if not prevent, MRVAS from providing EMS services to our Valley coverage area. Given the severity of this impact, Waitsfield Telecom agreed to take on the liability of hosting an unsupported firebar until January 31, 2026, after which time MRVAS will have no direct link to the 911 system.

MRVAS immediately began investigating options to main access to the 911 network, including replacement of the legacy firebar with an updated VOIP system. This option was ruled out given Vermont's intention to consolidate independent EMS dispatchers into regional centers within the next five years. Any capital investment in developing in-house technology would then become immediately obsolete.

MRVAS explored third party dispatching options and has entered into a pilot program with Capital Dispatch, the company that currently dispatches 911 fire department calls within the Mad River Valley. Capital Dispatch will answer all 911 calls and simultaneously send out an alert to MRVAS responding personnel and contact MRVAS's on duty dispatcher. This pilot hybrid system has the benefit of retaining the knowledge of our local dispatchers and ensuring 911 access through a service provider operating with advanced technology in sync with Vermont EMS goals and with robust backup capabilities able to handle possible natural disasters. In addition, a shared fire and EMS streamlines 911 response improving public safety.

Capital Dispatch will cover the costs of this system through June 30, 2026, but would then bill Valley towns as it does currently for fire dispatch services. Estimates of the annual additional costs above current billed fire dispatch costs are as follows:

Town	Annual Incremental Billings from Capital Dispatch
Fayston	\$9,475
Moretown	\$9,305
Waitsfield	\$24,125
Warren	\$29,220
Total	\$72,125

I have attached a memo from Capital Dispatch providing details on the cost breakdown.

Moving to a third-party dispatch service will reduce MRVAS's telephone expenses by approximately \$22,000 per year, but even with these savings, higher contracted training costs, rig maintenance and new officer manager benefits result in a significant decrease in projected net income for 2026 and beyond. Net ordinary income (income before donations, interest income and depreciation) will drop from \$112,000 in 2025 to \$5,000 in 2026. Reductions in net income increase our reliance on donations to fund additions to our capital reserve account. In 2026, we are projecting 81% or \$120,000 of capital reserve fund additions will come from donations (\$78K from individuals and businesses and \$42K from our four Valley towns). Even at that level of donations, MRVAS still finds itself facing capital funding shortfalls. We ended 2025 with a \$19K deficit which is expected to grow to \$249K at the end of our ten-year planning horizon. We project an additional \$25K per year will be needed from our Valley towns starting in 2027 to maintain the current level of readiness.

Town	Current Donation Request for 2026	Additional Donation Needed Starting in 2027	Total Donations by Town
Fayston	\$9,000	\$6,000	\$15,000
Moretown	\$6,000	\$4,000	\$10,000
Waitsfield	\$13,000	\$7,000	\$20,000
Warren	\$14,000	\$8,000	\$22,000
Total	\$42,000	\$25,000	\$67,000

I have attached a copy of our 2026 budget and 10-year capital expenditure and funding forecast for your review.

MRVAS volunteers take pride in serving their communities and in being one of only two all-volunteer squads left in the state. In 2025, they responded to 564 calls and donated more than 32,000 hours signing up to cover shifts and respond to 911 calls, training to maintain their state and national EMS certifications and stocking and caring for our ambulances. For more than 50 years we've taken pride in our independence, but these financial and operational challenges are beyond our control. We respectfully ask your support.

markgiometti@gmail.com

From: Bagg, Scott <Scott.Bagg@cvmc.org>
Sent: Friday, December 12, 2025 2:12 PM
To: markgiometti@gmail.com
Subject: RE: Potential Capital Dispatch EMS Costs to Fayston, Moretown, Waitsfield and Warren

Hello Mark,

Here are the costs per town for the 2026-2027 fiscal year. We can work out quarter #4 (Apr-June, 2026) based on what is needed.

The "Readiness" is based on the EqGL totals and the "Disapctch" is the call volume. This is probably the confusion. The total cost per town for dispatching of MRVAS is in the "Total" column at the end. (Fayston: \$9,475.23, Moretown: \$9,304.63, Waitsfield: \$24,124.86, and Warren: \$29,220.32). Please note that Fayston and Waitsfield will come from the Waitsfield Fire Department billing.

	Eq GL 2024	2018	2019	2020	2021	2022	2023	2024 3 YR AVG	READINESS	DISPATCH	TOTAL	
Fayston	6858930	32	34	30	24	33	28	36	32	\$7,456.84	\$2,018.39	\$9,475.23
Moretown	4366959	52	42	65	61	84	63	72	73	\$4,747.64	\$4,556.99	\$9,304.63
Waitsfield	7299760	243	203	219	237	227	280	271	259	\$7,936.10	\$16,188.77	\$24,124.86
Warren	14991590	177	172	163	182	206	236	179	207	\$16,298.44	\$12,921.88	\$29,220.32
Other	0	3	3	3	17	13	6	15	11	\$0.00	\$707.48	\$707.48
TOTAL	33517239	507	454	480	521	563	613	573	583	\$36,439.01	\$36,393.51	\$72,832.52

As for FY27-28, we are negotiating a new contract with MPD. But, for the past six years, the annual increase has been held at 4.5%. We suspect that this will continue for our new contract, which we are hoping will last 5 or 10 years.

Scott Bagg
Treasurer
CFMAS

From: markgiometti@gmail.com <markgiometti@gmail.com>
Sent: Friday, December 12, 2025 11:05 AM
To: Bagg, Scott <Scott.Bagg@cvmc.org>
Subject: Potential Capital Dispatch EMS Costs to Fayston, Moretown, Waitsfield and Warren

Mad River Valley Ambulance Service
Profit & Loss Budget Overview
 January through December 2026

	<u>Jan - Dec 26</u>
Ordinary Income/Expense	
Income	
4000 · Membership Subscription	57,400.00
4150 · Services 2025	535,800.00
4500 · Land Use-Clearwater	2,000.00
Total Income	<u>595,200.00</u>
Gross Profit	595,200.00
Expense	
6000 · Fuel	9,800.00
6050 · Vehicle - Repairs & Maintenance	13,900.00
6100 · Disposable Supplies - Ambulance	7,700.00
6110 · Pharmaceuticals	3,300.00
6120 · Oxygen	
6130 · Nitrous Oxide	100.00
6120 · Oxygen - Other	3,600.00
Total 6120 · Oxygen	<u>3,700.00</u>
6150 · Administrative Expense	32,800.00
6155 · Medical Business Services	25,700.00
6160 · Legal & Professional	6,400.00
6200 · Telephone	9,200.00
6250 · Ambulance Supplies	
6251 · Ambulance small equipment	4,400.00
6252 · Batteries/Electrodes	5,600.00
6250 · Ambulance Supplies - Other	100.00
Total 6250 · Ambulance Supplies	<u>10,100.00</u>
6300 · Building Expenses	
6325 · Utilities	7,900.00
6330 · Building Maintenance	2,200.00
6331 · Housekeeping & household suppli	3,300.00
6332 · Plowing	3,400.00
6333 · Grounds	700.00
6336 · Garbage / Recycling	900.00
6300 · Building Expenses - Other	700.00
Total 6300 · Building Expenses	<u>19,100.00</u>
6350 · Training Expense	5,300.00
6351 · Contracted Training Expense	55,000.00
6400 · Radio - Repair & Maintenance	600.00
6450 · Equipment - Repair & Maintenanc	10,900.00
6500 · Rescue	
6501 · Suplies/Equipment	600.00
6500 · Rescue - Other	100.00
Total 6500 · Rescue	<u>700.00</u>
6650 · Insurance	33,800.00
6600 · Clothing	3,600.00
6620 · Credit Card Discount	3,900.00
6720 · CPR Training	
6725 · CPR-Income	-600.00
6720 · CPR Training - Other	2,000.00
Total 6720 · CPR Training	<u>1,400.00</u>
6750 · Subscription Expense	5,100.00
6755 · Advertlsing/PR	500.00

Mad River Valley Ambulance Service
Profit & Loss Budget Overview
 January through December 2026

	Jan - Dec 26
6770 · Recruitment & Retention	
6771 · Meeting Provisions	4,700.00
6770 · Recruitment & Retention - Other	11,600.00
Total 6770 · Recruitment & Retention	16,300.00
6780 · Personal Protection	200.00
6800 · Paramedic Intercept	17,600.00
6900 · Uncollectable Accounts	214,300.00
6950 · Wages	59,400.00
6951 · Employee Benefits	14,800.00
6960 · Payroll Taxes	5,100.00
Total Expense	590,200.00
Net Ordinary Income	5,000.00
Other Income/Expense	
Other Income	
7025 · E911 Address Signs	400.00
7030 · Donations-Benevolence Fund	300.00
7040 · Donations-Subscription	500.00
7050 · Donations - Memorial	5,400.00
7100 · Donations - General	63,900.00
7110 · Donations - Ambulance	7,200.00
7130 · Interest	600.00
7150 · Unrealized Gain/Loss on Invest	22,800.00
7222 · Town Donations	42,000.00
Total Other Income	143,100.00
Other Expense	
7000 · Depreciation	98,000.00
Total Other Expense	98,000.00
Net Other Income	45,100.00
Net Income	50,100.00

Mad River Valley Ambulance Service
10 Year Capital Expenditure and Funding Forecast: 2026 - 2035

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
	Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	12/31/2025	12/31/2026	12/31/2027	12/30/2028	12/31/2029	12/31/2030	12/31/2031	12/30/2032	12/31/2033	12/31/2033	1/1/2034
CAPITAL RESERVE SCHEDULE	Replacement Year										
Radio-Communication Equipment (Equity Acct. 3096)											
Repeater Replacements	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518
Total Radio-Communication Equipment	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518	\$ 1,518
Ambulance Vehicles (Equity Acct. 3160)											
Replace MR 3 (purchased in 2017) (includes loader and gurney)	\$ 313,905	\$ 338,303	\$ 364,504	\$ 387,100	\$ 51,167	\$ 102,333	\$ 153,500	\$ 204,667	\$ 255,833	\$ 307,000	\$ 358,167
Replace MR 1 (purchased in 2019) (includes loader and gurney)	\$ 221,209	\$ 262,841	\$ 305,108	\$ 347,375	\$ 389,642	\$ 431,909	\$ 471,000	\$ 55,917	\$ 111,833	\$ 167,750	\$ 223,667
Replace MR 2 (purchased in 2022) (includes loader and gurney)	\$ 117,239	\$ 158,515	\$ 199,993	\$ 241,471	\$ 282,949	\$ 324,427	\$ 365,905	\$ 407,383	\$ 448,862	\$ 490,340	\$ 530,000
Replace Rescue Vehicle by Converting Retired Ambulance	\$ 22,592	\$ 29,364	\$ 36,193	\$ 43,021	\$ 49,849	\$ 56,677	\$ 63,506	\$ 70,000	\$ 8,317	\$ 16,634	\$ 24,951
Replace Electric Snowmobile (purchased in 2024)	\$ 1,928	\$ 1,938	\$ 4,005	\$ 6,071	\$ 8,138	\$ 10,205	\$ 12,271	\$ 14,338	\$ 16,405	\$ 18,471	\$ 20,538
Total Ambulance Vehicles	\$ 676,872	\$ 790,961	\$ 909,802	\$ 1,025,038	\$ 781,745	\$ 925,552	\$ 1,066,182	\$ 752,305	\$ 841,250	\$ 1,000,195	\$ 1,157,322
Other Equipment (Equity Acct. 3180)											
Portable AEDs - 2023	\$ 15,000	\$ 20,000	\$ 25,000	\$ 30,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 7,000	\$ 14,000
LP 15 Replacemetns (3 Zoller @ \$65K w/C02 monitor) - 2026	\$ 96,004	\$ 195,000	\$ 26,000	\$ 52,000	\$ 78,000	\$ 104,000	\$ 130,000	\$ 156,000	\$ 182,000	\$ 208,000	\$ 234,000
Total Other Equipment	\$ 111,004	\$ 215,000	\$ 51,000	\$ 82,000	\$ 113,000	\$ 144,000	\$ 175,000	\$ 206,000	\$ 237,000	\$ 215,000	\$ 248,000
Major Facility Repairs (Equity Acct. 3240)											
Retaining Wall Replacement w/Radiant Heat Stairs- 2025	\$ 15,000	\$ 20,000									
General Building Reserve (see notes)	\$ 33,600	\$ 42,000	\$ 50,400	\$ 58,800	\$ 67,200	\$ 75,600	\$ 84,000	\$ 92,400	\$ 100,800	\$ 109,200	\$ 117,600
Total Major Facility Repairs	\$ 48,600	\$ 62,000	\$ 50,400	\$ 58,800	\$ 67,200	\$ 75,600	\$ 84,000	\$ 92,400	\$ 100,800	\$ 109,200	\$ 117,600
Sub-Total Other Reserve Accounts	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total Reserved for Future Capital Purchases (Acct. 3050)	\$ 843,994	\$ 1,075,479	\$ 1,018,720	\$ 1,173,356	\$ 969,463	\$ 1,152,669	\$ 1,332,700	\$ 1,058,223	\$ 1,186,568	\$ 1,331,913	\$ 1,530,440
CAPITAL FUNDING SCHEDULE											
Cash and Investments Available for Funding Capital Purchases											
Checking and Investment Balance 11/30/2025	\$ 884,900										
Less Cash Needed bor Working Capital	\$ (50,000)										
Less Cash Needed for Donor Incentive Program	\$ (10,000)										
Cash and Investments Available at Start of Plan	\$ 824,900	\$ 824,900	\$ 973,000	\$ 918,800	\$ 1,079,400	\$ 859,100	\$ 1,020,700	\$ 1,188,500	\$ 891,900	\$ 988,900	\$ 1,105,300
Projected Additions to Cash and Investments During Year											
Total Cash Flow from MRVAS Operations		\$ 5,000	\$ 10,700	\$ 10,900	\$ 11,100	\$ 11,300	\$ 11,500	\$ 11,700	\$ 11,900	\$ 12,100	\$ 12,300
General Donations		\$ 77,700	\$ 78,900	\$ 80,100	\$ 81,300	\$ 82,500	\$ 83,700	\$ 85,000	\$ 86,300	\$ 87,600	\$ 88,900
Town Donations		\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000
Other Income		\$ 23,400	\$ 29,200	\$ 27,600	\$ 32,400	\$ 25,800	\$ 30,600	\$ 35,700	\$ 26,800	\$ 29,700	\$ 33,200
Total Additions For Year		\$ 148,100	\$ 160,800	\$ 160,600	\$ 166,800	\$ 161,600	\$ 167,800	\$ 174,400	\$ 167,000	\$ 171,400	\$ 176,400
Projected Net Available for Capital Purchases		\$ 973,000	\$ 1,133,800	\$ 1,079,400	\$ 1,246,200	\$ 1,020,700	\$ 1,188,500	\$ 1,362,900	\$ 1,058,900	\$ 1,160,300	\$ 1,281,700

Mad River Valley Ambulance Service
 10 Year Capital Expenditure and Funding Forecast: 2026 - 2035

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
	Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	12/31/2025	12/31/2026	12/31/2027	12/30/2028	12/31/2029	12/31/2030	12/31/2031	12/30/2032	12/31/2033	12/31/2033	1/1/2034
Projected Capital Purchases During Year											
AED Purchase										\$ (55,000)	
Radio Purchases											
Replace MR 3 (includes loader and gurney)					\$ (387,100)						
Replace MR 1 (includes loader and gurney)								\$ (471,000)			
Replace MR 2 (includes loader and gurney)											
Convert Retiring Ambulance into Rescure Vehicle									\$ (70,000)		
Replace Electric Snowmobile											
LP 15 Replacemetns (3 @ \$40K) - 2027			\$ (195,000)								
Retaining Wall Replacement - 2025			\$ (20,000)								
Total Capital Purchases		\$ -	\$ (215,000)	\$ -	\$ (387,100)	\$ -	\$ -	\$ (471,000)	\$ (70,000)	\$ (55,000)	\$ -
Projected Net Cash and Investments at Year End		\$ 973,000	\$ 918,800	\$ 1,079,400	\$ 859,100	\$ 1,020,700	\$ 1,188,500	\$ 891,900	\$ 988,900	\$ 1,105,300	\$ 1,281,700
Projected Funding Surplus/(Deficit):											
Needed to Fund Reserved Capital Purchases	\$ 843,994	\$ 1,075,479	\$ 1,018,720	\$ 1,173,356	\$ 969,463	\$ 1,152,669	\$ 1,332,700	\$ 1,058,223	\$ 1,186,568	\$ 1,331,913	\$ 1,530,440
Cash and Investments Available to Fund Reserved Capital Items	\$ 824,900	\$ 973,000	\$ 918,800	\$ 1,079,400	\$ 859,100	\$ 1,020,700	\$ 1,188,500	\$ 891,900	\$ 988,900	\$ 1,105,300	\$ 1,281,700
Projected Funding Surplus/(Deficit): Available Funds Less Reserved	\$ (19,094)	(\$102,479)	(\$99,920)	(\$93,956)	(\$110,363)	(\$131,970)	(\$144,201)	(\$166,323)	(\$197,668)	(\$226,613)	(\$248,740)
Assumptions:											
1. Annual inflation rate Cap Ex/Cash Flow. Assume cash flow grows less than cap ex base on 5 year rolling average 1.5% difference over past 13 years.	3.00%	1.50%									
2. We have quote to replace MR 3 in 2028 for \$387,100 excl. gurney and loader which will be taken from old MR 3. Future cost assumed rig cost today at \$354K using 2028 value of \$387 in 2028 with 3% infl. Assume gurney and loader at \$40K today so today's total cost is \$394K. Grow replacements at inflation.	\$ 394,000	\$ 406,000	\$ 418,000	\$ 431,000	\$ 444,000	\$ 457,000	\$ 471,000	\$ 485,000	\$ 500,000	\$ 515,000	\$ 530,000
3. Annual Building Reserve Amount Caclulated in 2022 at 2% of account 1402. Intial accruals started in 2022 at \$8,400 per year.											
4. Radio repeater replacement accrual ended in 2025. Assume other dispatch provider to cover capital costs.											
5. Moving to a 12 year replacement cycle for ambulances, portable AEDs and LP 15s; 15 year cycle for electric snowmobile purchased for \$20K in December 2024											
6. Operating cashflow based on 2026 budget.											
7. General donations reflect ten year average.											
8. Town donations based on MRVAS presentation to select boards made in June 2024.											
9. Other income based on earning inflation rate on beginning year available funds, except year 1 which is from operating budget.											