

**TOWN OF WAITSFIELD**  
**SELECTBOARD MEETING**  
**Monday, October 23, 2023**  
**6:30 P.M.**

**\*Please see note below for access\***

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

**II. Regular Business.**

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public forum. (5 +/- min.)
3. Consider Planning Commission Municipal Planning Grant application request (15 +/- min.)
4. Waitsfield Fayston Volunteer Fire Department reserve request (10 +/- min.)
5. FY24 quarterly budget and ARPA allocation check in (10 +/- min.)
6. General Wait House ongoing discussion (10 +/- min.)
7. Consent Agenda:
  - a. Consider approving the Minutes of 10/9/23
  - b. Bills Payable and Treasurer's Warrants
  - c. Authorize Town Administrator to sign FY24 Grants in Aid award from VTrans
  - d. Approve purchase of Road Department trailer with \$4,500 of Waitsfield ARPA funds
8. Selectboard roundtable. (10 +/- min.)
9. Town Administrator's updates. (5 +/- min.)
10. Executive Session
  1. Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney-client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
  2. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate], 1 V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications]

**III. Other Business.**

1. Correspondence/reports received.

**IV. Adjourn.**

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

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

**Meeting ID: 820 5611 7089**

**By phone: 1 (929) 205-6099**

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

*ALL TIMES ARE APPROXIMATE*



# Waitsfield Town Administrator's Report

October 23, 2023

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## II. REGULAR BUSINESS.

### Item II.3. Consider Planning Commission Municipal Planning Grant application request

At their meeting on Tuesday, October 17<sup>th</sup>, the Planning Commission voted to recommend to the Selectboard to apply for a consortium Municipal Planning Grant with a two-year performance period, the purpose of which is to develop an Irasville Vision Master Plan together with an analysis of the potential enhancement and expansion of wetlands within Irasville.

The Planning Commission recommends applying for a consortium grant application with the Town of Fayston for a potential project award of up to \$45,000, requiring a \$5,000 from the Town of Waitsfield. The application is due on November 1<sup>st</sup> and requires as part of the application materials a signed Resolution from the Selectboards of both towns, identifying the same individuals as the Municipal/Authorizing Official (Annie) and the Grant Administrator (JB). The Resolution is enclosed as is a memo to the Town of Fayston which their Selectboard will review on Tuesday, October 24<sup>th</sup>.

AnnMarie Harmon with the Planning Commission will attend the meeting on Monday, October 23<sup>rd</sup> to present the project as proposed. A project description is included below.

#### Project Description:

For over two decades, the Town of Waitsfield has been conducting Master Plans, Design Guidelines for the Irasville Growth Center, in addition to wetland evaluations such as what was completed by Lamoureux & Dickinson Consulting Engineers, Inc. in December of 2001. With all that effort, no real progress in new development has been achieved primarily due to the lack of infrastructure and the lack of a wetlands expansion project. Because Waitsfield has permitted development over and encroaching upon wetlands, there is virtually no place for new housing or mixed-use development without the further deterioration of the wetlands. As we have seen with the historic rains and flooding from last July, climate change is upon us. In an effort to prepare ourselves to be more resilient to future flooding we need to increase and enhance the absorptive capacity of our wetlands before we can add any more impervious surfaces to Irasville.

Since the time of the earlier master planning, the Town has achieved providing municipal water for a large portion of the community and is currently in the process of providing the engineering for a new wastewater system that includes increasing the number of properties connected to the municipal water. In addition, the Planning Commission completed a wetlands identification project with Arrowwood Environmental, LLC in 2021. The Town of Waitsfield finds itself in this moment of potentially coordinating master planning with infrastructure improvements, the modernization of Zoning By-Laws, and a wetland identification study. The Waitsfield Planning Commission wishes to hire a town planning consultant along with an environmental consultant to prepare strategic recommendations for advancing with housing and mixed-use development while increasing the absorptive capacity of the wetlands. The

51 goal is to create a master plan for Irasville to create a village ambience pleasant for residents and to attract  
52 visitors. This project is intended to::

- 53 • Assemble existing conditions relevant plans, reports and data currently available;
- 54 • Identify wetland enhancement opportunity sites;
- 55 • Engage the community by website creation and hosting a community design charrette; and
- 56 • Refine and finalize a design for Irasville that includes improvements to walkways, transportation  
57 opportunities and future development while simultaneously enhancing and expanding the existing  
58 wetlands.

59  
60 **Recommendation:**

61 *Approve the submittal of the Municipal Planning Grant Consortium Grant Application with the Town of*  
62 *Fayston for Irasville Master Planning and analysis of potential wetland enhancement and expansion and*  
63 *pass the FY24 Municipal Resolution for Municipal Planning Grant as enclosed.*  
64

65 Item II.4. Waitsfield Fayston Volunteer Fire Department reserve request

66 The RFP has been posted for the Waitsfield Fayston Fire Department (WFFD) extractor installation with  
67 bids due on November 3<sup>rd</sup>, 2023. In the meantime, the Fire Department has a need to ensure that their  
68 equipment is cleaned and it is also due for inspection. The WFFD has contacted RedLine Gear Cleaning  
69 who run a mobile gear cleaning and inspection service. They are scheduled to come to Waitsfield on  
70 October 25<sup>th</sup>. The quote (enclosed) is above and beyond what the WFFD Operating budget supports. On  
71 October 19<sup>th</sup>, the Waitsfield and Fayston Selectboard Chairs met with the WFFD Fire Chief and Assistant  
72 Chief and town staff and discussed this project among others. The total bill is \$3,300 and split between  
73 the two towns 60% / 40% breaks out to \$1,980 from the Town of Waitsfield and \$1,320 from the Town of  
74 Fayston. The Waitsfield Selectboard can consider paying for this equipment from the Fire Department  
75 Building & Equipment Reserve which has a current balance of \$28,946 and a FY24 allocation scheduled  
76 for June 2023 of \$20,894. This reserve is also where the extractor project funds are anticipated to come  
77 from, with a final total price pending. Additionally, the Selectboard could consider an ARPA allocation.  
78 A summary of ARPA funds allocated to date is included in agenda item #5 below.

79  
80 **Recommendation:**

81 *Consider amotion to approve an allocation of \$1,980 for the enclosed RedLine fire gear cleaning quote,*  
82 *to come from the Fire Department Building & Equipment Reserve.*  
83

84 Item II.5. FY24 quarterly budget and ARPA allocation check in

85 Randy Brittingham, Town Treasurer and Grant Administrator, will attend to present the Board with an  
86 update on the budget status for FY24 Q1. A budget summary to date is enclosed. A summary of ARPA  
87 funds allocated to date is as follows:  
88

<b>Total Award</b>	<b>\$ 506,081.78</b>
<b>Total Allocation to Date</b>	<b>\$ 297,379.00</b>
<b>Remaining Unallocated</b>	<b>\$ 208,702.78</b>

89  
90 **Recommendation:**

91 *No action anticipated at this time.*  
92  
93

94 Item II.6. General Wait House ongoing discussion

95 At their meeting on October 9<sup>th</sup>, the Selectboard requested that the following two General Wait House  
96 items be discussed at the next meeting (1) a review of draft bylaws for a General Wait House Committee  
97 that can help address both the short- and long-term needs of the building and (2) review the estimated cost  
98 of replacing the roof on the building as well as what is currently available in the Historic General Wait  
99 House Reserve fund. More detail on each item can be found below.

100  
101 General Wait House Committee

102 Fred Messer and Brian Shupe volunteered to prepare draft bylaws for this committee which are enclosed  
103 for the Selectboard's review and discussion.

104  
105 ***Recommendation:***

106 *Consider a motion to adopt the bylaws for the General Wait House Committee with any amendments*  
107 *discussed.*

108  
109 General Wait House Roof Replacement

110 In April of 2023, staff requested quotes from three different roofing companies for the replacement of the  
111 roof at the General Wait House. Quotes were received for both replacing the shingles and also for the  
112 installation of a standing seam metal roof. Those quotes are enclosed and summarized below. Also  
113 included below is a very rough breakdown of sqft of roofing for each building.

114

Building	Roof sqft
Main Roof	2800
Ell	775
Connector	400
Horse Barn	1450
<b>TOTAL</b>	<b>5425</b>

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Vermont Roofing Company  
Asphalt Shingles - \$73,800.00  
Standing Seam - \$103,500.00

Rodd Roofing  
Asphalt Shingles - \$101,660.00  
Standing Seam - \$154,990.00

McElwain Roofing  
Standing Seam - \$130,200

Below is a summary of funds available in the Historic General Wait House Reserve, and also a summary of the Wait House's current financial position as prepared by the Town Treasurer. The Wait House Due To/Due From number reflects the liabilities the General Fund has covered on behalf of the Wait House over the years. This in large part attributed to the rent revenue from tenants not being sufficient to cover operating and maintenance expenses for the building.

134 **Wait House Capital Reserve: \$61,180.27**  
135 **Wait House Due To/Due From: -\$14,611.05**

136  
137 ***Recommendation:***

138 *The Selectboard should discuss how to proceed with the Historic General Wait House roof project and*  
139 *determine which buildings the town is interested in replacing at this time, a preliminary idea of how best*  
140 *to fund the project, and timing of an RFP for this project.*

141  
142 **Item II.7. Consent Agenda**

143  
144 *Any member of the Selectboard may request that an item be removed from the consent agenda for any*  
145 *reason and the Chair will decide where on the regular agenda the item will be placed for further*  
146 *discussion and potential action, otherwise a single motion is all that's needed to approve the identified*  
147 *consent agenda items.*

148  
149 a. **Consider Approving the Minutes of 10/9/23**

150 The minutes are pending.

151  
152 b. **Bills Payable and Treasurer's Warrants**

153 Warrants will be emailed before the meeting and available for review in person at the  
154 meeting.

155  
156 c. **Authorize Town Administrator to sign FY23 Grants in Aid Agreement Amendment #1**  
157 **from VTrans**

158 The Grants-In-Aid program is designed specifically to provide funding to municipalities to  
159 bring road segments into compliance with the Municipal Road General Permit. They can  
160 cover a wide range of projects including grading, contouring, paving, culvert replacement,  
161 etc. on currently out of compliance segments.

162  
163 Waitsfield was awarded \$16,500 for the FY23 grant cycle which started in August 2022  
164 and was set to expire on December 31, 2023. The grant award deadline has been extended  
165 through September 30, 2024. The extension was granted to all Town's throughout the  
166 state because of project delays related to the rainy summer. The Town has been using this  
167 funding to make improvements to Brook Road. The 20% in-kind match is unchanged and  
168 will equal \$4,125.

169  
170 d. **Approve purchase of Road Department trailer with \$4,500 of Waitsfield ARPA funds**

171 The Road Department is prepared to purchase the trailer for the Ventrac tractor that was  
172 included in the FY24 Capital Improvement plan. The Ventrac tractor was approved for  
173 payment by the Board on June 26th, 2023. The tractor will enable town staff to plow the  
174 town's sidewalks and mow the town properties that are currently contracted out and is part  
175 of the hiring of a 4<sup>th</sup> road crew member to enable the town to take on more of our own road  
176 and property maintenance in house. The Capital Improvement Plan included a total budget  
177 of \$75,000 for the purchase of the Ventrac tractor and an associated trailer to come from

178 both the Heavy Equipment Reserve (\$25,000) and the town's ARPA funds (\$50,000). The  
179 tractor was purchased for \$70,304, leaving \$4,696 of the remaining approved budget for  
180 the trailer purchase. The Board authorized \$25,000 from the Heavy Equipment reserve  
181 and the remaining \$45,304 from the Town's municipal ARPA funds to pay for the  
182 tractor. Enclosed is a quote for a 6.6' x 14' trailer for the tractor for a total of  
183 \$4,443.57. The trailer funds would come from remainder of the ARPA allocation.  
184

185 Staff recommends approving the purchase of a trailer for the new Ventrac tractor, as  
186 enclosed, and authorize the use of up to \$4,500 from the Town's municipal ARPA funds.  
187

188 Item II.9. Town Administrator's Updates

189 Updates to be provided at the meeting.  
190

191 **III. OTHER BUSINESS**

192 Item III.1. Correspondence/Documents/Reports received

193 a. None received to date



# FY24 Municipal Resolution for Municipal Planning Grant

**WHEREAS**, the Municipality of Waitsfield is applying for funding as provided for in the FY24 Budget Act and may receive an award of funds under said provisions; and

**WHEREAS**, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

**WHEREAS**, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

## Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
2. That the Municipal Planning Commission recommends applying for said Grant;

Alice Mal  
(Name of Planning Commission Chair) \_\_\_\_\_ (Signature)

- 3a. That (Name) Annie Dickel-Dill Title Town Administrator  
15019  
who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That (Name) Christine Sullivan Title Selectboard Chair  
who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3c. That (Name) JB Weir Title Planning + Zoning Administrator  
is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

- (For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

**LEGISLATIVE BODY**

*(name)*

*(signature)*


**INSTRUCTIONS FOR RESOLUTION FORM**

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:
 

Municipal Planning Grant Program  
 Department of Housing and Community Development  
 One National Life Drive, Sixth Floor  
 Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

**CONSORTIUM APPLICATIONS:** For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.



# TOWN OF WAITSFIELD

10/20/23

Memo to the Fayston Selectboard:

The Waitsfield Planning Commission is focusing on undertaking master planning activities for Irasville in 2024 and is seeking Fayston's support in the effort. As I shared at the 10/9/23 Fayston Planning Commission meeting, the Town of Waitsfield is preparing to submit an application for funding in support of this effort to the VT Department of Housing & Community Development's FY24 Municipal Planning Grant (MPG) round (due 11/1/23).

The overarching objectives of the Irasville Master Planning project is to enhance the area's absorptive capacity while also meeting municipal goals that enable and promote the development of a compact, mixed-use, and pedestrian-oriented growth center. This grant application seeks MPG funding to hire expertise that will guide the community through a multi-step and engaged process inclusive of an existing conditions analysis, articulation of community development goals, identification of wetland enhancement opportunities, extensive community engagement, presentation of design scenarios, and ultimately final recommendations.

Given the role that Irasville plays as a central hub of activity for the broader Mad River Valley, we see Fayston as a logical partner in this effort. It's clear to us that wetland enhancement in conjunction with master planning of Irasville is shared between our two towns.

Where a MPG project addresses a shared issue across more than one town, the program allows for two towns to apply jointly in what's known as a consortium application. One of the benefits is a potentially higher award amount.

The Waitsfield Planning Commission is requesting the Town of Fayston's involvement in submitting a consortium MPG application to undertake Irasville Master Planning. Waitsfield is prepared to serve as the lead municipality and financial administrator for the project, providing the entirety of the program's required local cash match. We are seeking no financial support from Fayston.

The Fayston Planning Commission expressed verbal support for this effort at its 10/9/23 meeting, requesting a memo detailing our request to be sent along to the Fayston Selectboard.

The only action required is for the Fayston Selectboard to pass and complete the attached FY24 Municipal Resolution for Municipal Planning Grant in support of the project (each municipality must submit a separate resolution, designating the same Municipal/Authorizing Official(s) and grant Administrator).

Thank you for your consideration. Our communities are intertwined and the work of envisioning Irasville's future can be enhanced with Fayston's support.

Please let me know if you have any additional questions or if there is any additional information we can provide. You can contact me directly at [annmarie@madrivert.com](mailto:annmarie@madrivert.com) or (802) 371-9997.

Respectfully Submitted,

AnnMarie Harmon  
Waitsfield Planning Commission



**RedLine Gear Cleaning**

51 Lacombe St. Unit 4  
 Marlborough, MA 01752  
 844-773-7356

Created Date 10/11/2023

Expiration Date 11/30/2023

Quote Number 00000126

**Department Information**

Account Name Waitsfield Fayston fire VT  
 Billing Address 3898 Main Street  
 Waitsfield, VT 05673  
 United States

**RedLine Gear Cleaning Services**

Product	Sales Price	Quantity	Total Price
PPE/Set Advanced Cleaning and Inspection	\$150.00	22.00	\$3,300.00

**Totals**

Subtotal	\$3,300.00
Discount	0.00%
Total Price	\$3,300.00
Grand Total	\$3,300.00

**Contact Information**

Prepared By Michael Matros  
 Email mike@redlinegearcleaning.com

Contact Name Tripp  
 Phone +1 (802) 793-2784  
 Email wffdir@outlook.com

**Payment Terms:**

- Available for scheduling within 90 days
- Payment Due upon completion of service, Net 30

**Repair Prices (if needed) Are As Follows:**

- SM1 Repair w/ Small Patch 2" X 2" • \$24.00
- MD1 Repair w/ Medium Patch 3" X 3" One Sided Patch • \$29.00
- LG1 Repair w/ Large Patch 4" X 4", One Sided Patch • \$32.00
- Replace 1/2 Leg Trim Band • \$32.00
- Replace Trim on Leg • \$54.00
- Replace Sleeve Trim Lower Band • \$54.00
- Replace Sleeve Trim Upper Band • \$40.00
- Replace Suede Cuff • \$22.00





# TOWN OF WAITSFIELD

## MEMORANDUM

**TO:** Waitsfield Selectboard  
**FROM:** Randy Brittingham, Town Treasurer  
**DATE:** October 23<sup>rd</sup>, 2023  
**SUBJECT:** FY24 1<sup>st</sup> Quarter Budget Status Report

This report provides an overview of the 1<sup>st</sup> Quarter of Fiscal Year for 2024, including a Budget Status Overview and a Detailed Budget Status Report for General Fund 01 and Capital Fund 02. The aggregate of these funds make up the Town Budget that was approved in March of 2023. 28% of budgeted revenue has been received and 24% of expenditures have been paid.

Both revenues and expenditures are consistent with projections. Town Clerk Fees and Planning and Zoning Income reflect less than anticipated, but that revenue has been generated and will be assessed on the Q2 Budget Status, as the funds were deposited in October. Interest income is significantly higher than usual based on the exceptionally high yields on our investment accounts. State Aid for Highways revenue is higher than expected. The State issued 3 of the 4 quarterly installments already as a way to assist towns affected by the July flooding. Employee salaries reflect the actuals as of the date of this meeting, so they are as anticipated.

**Overall, for FY24 the General Fund revenue is projected to exceed expenditures by \$114,710.32.**

Cash Flow: The Town checking account balance is \$1,353,112.09. This includes excess taxes received to date and ARPA funds. Education tax payments are due in November to Harwood for \$1.33M and the VT Education fund for \$525K.

Loans: The Town did not take on any new debt in Q1 FY24.

Grants: The local ARPA grant award recipients will receive continued allocations. Disbursements will be made incrementally based on project progress.

Capital Purchases: A Ventrac Mower and trailer were purchased for the Road Department using ARPA and Heavy Equipment Reserve funds for \$75,000, as approved by the board. The East Warren Culvert project has commenced and the Town will receive reimbursement for the remainder of the grant for that project in Q2.

Other: The Town will compete our banking service in Q2 of FY24.

Please let me know if you have questions or would like to request additional information.



**Town of Waitsfield- Budget Status Summary Report FY2**

**Period Ending September 30, 2023 (25% of the year)**

	Actual -thru Sep* FY2023	Budget 2024	Actual - thru Sep FY2024	Actual % of Budget	Education Taxes Received
<b>General Fund Revenue</b>					
Taxes	\$ 534,211.18	\$ 2,242,576.00	\$ 667,751.14	30%	\$ 1,876,995.70
Town Clerk Fees	\$ 10,599.45	\$ 35,000.00	\$ 4,130.98	12%	
Interest Income	\$ 950.07	\$ 10,000.00	\$ 13,427.55	134%	
Beverage Sale Permit:	\$ 240.00	\$ 4,000.00	\$ 215.00	5%	
Zoning Income	\$ 3,326.80	\$ 11,000.00	\$ 1,200.00	11%	
Act 60 Support	\$ -	\$ 10,500.00	\$ -	0%	
Penalty Budget Year	\$ 3,257.48	\$ 15,000.00	\$ 3,170.56	21%	
State Aid to Highways	\$ 18,530.80	\$ 74,000.00	\$ 55,581.54	75%	
Road Dept Grant Revenue			\$ -		
Road Dept Other Income	\$ -	\$ 2,000.00	\$ -	0%	
Insurance Claim/Audit Income	\$ -	\$ -	\$ -		
Fire Dept - Fayston	\$ -	\$ 68,185.00	\$ -	0%	
FD Admin Services		\$ 5,290.00	\$ -		
Traffic Control Income	\$ 919.00	\$ 5,000.00	\$ 1,480.00	30%	
Dog Impoundment Fee	\$ -	\$ 150.00	\$ -	0%	
PILOT Program	\$ -	\$ 6,000.00	\$ 3,558.93	59%	
Current Use Reimbursement	\$ -	\$ 106,500.00	\$ -	0%	
Delinquent Tax Interest	\$ 3,836.83	\$ 16,500.00	\$ 4,498.72	27%	
Insurance Reimb Library/Wait H	\$ -	\$ 5,200.00	\$ -	0%	
Water Operations Reimb	\$ -	\$ 5,000.00	\$ 210.94	4%	
Transfers from Other Funds	\$ -		\$ -		
Misc. Income	\$ -	\$ -	\$ 440.00		
Capital Fund 2 Revenue	\$ 58,204.00	\$ 52,000.00	\$ 5,234.44	10%	
<b>Total General Fund Revenue</b>	<b>\$ 634,075.61</b>	<b>\$ 2,673,901.00</b>	<b>\$ 760,899.80</b>	<b>28%</b>	
<b>General Fund Expenditures</b>					
Town Meeting/Elections	\$ 95.88	\$ 3,500.00	\$ -	0%	
Legal & Auditing	\$ 3,724.47	\$ 35,000.00	\$ 3,062.05	9%	
Town Office Operations	\$ 16,474.98	\$ 97,320.00	\$ 15,628.14	16%	
Town Clerk & Treasurer	\$ 20,473.82	\$ 125,362.00	\$ 41,603.55	33%	
Selectboard	\$ 18,073.70	\$ 90,272.00	\$ 24,828.00	28%	
Planning & Zoning	\$ 14,387.70	\$ 75,619.00	\$ 25,500.06	34%	
Board of Listers	\$ 8,714.52	\$ 29,200.00	\$ 10,886.56	37%	
Collector of Deliq. Taxes	\$ 3,302.78	\$ 13,500.00	\$ 4,691.94	35%	
Conservation Commission	\$ -	\$ 5,000.00	\$ 2,333.00	47%	
Road Dept. Labor	\$ 45,377.25	\$ 254,241.00	\$ 59,408.18	23%	
Road Dept Equip Operations/Repairs	\$ 37,437.30	\$ 98,370.00	\$ 19,752.27	20%	
Road Dept Hired Equip & Labor	\$ -	\$ 12,300.00	\$ 460.00	4%	
Road Dept Materials	\$ 70,757.01	\$ 192,000.00	\$ 89,789.30	47%	
Road Dept. Misc.	\$ 12,998.03	\$ 33,445.00	\$ 13,973.16	42%	
Employee Benefits	\$ 40,885.23	\$ 248,907.00	\$ 52,219.04	21%	
Fire Departmen	\$ 29,955.81	\$ 174,835.00	\$ 18,516.18	11%	
Public Safety	\$ 16,092.20	\$ 72,787.00	\$ 15,011.34	21%	
Dues & Assessments	\$ 54,360.02	\$ 222,042.00	\$ 87,585.27	39%	
Special Appropriations	\$ 300.00	\$ 22,469.00	\$ -	0%	
Transfer to Capital Fund 2		\$ -	\$ -		
Transfer to Other Funds		\$ -	\$ -		
Miscellaneous	\$ 13,750.03	\$ 46,100.00	\$ 20,980.68	46%	
Contribution to Reserves	\$ 10,000.00	\$ 544,500.00	\$ 600.00	0%	
Capital Fund 2 Expenditures	\$ 30,306.97	\$ 277,132.00	\$ 139,360.76	50%	
Education Taxes Paid to School/State		\$ -	\$ -		\$ 1,322,306.50
<b>Total General Fund Expenditures</b>	<b>\$ 447,467.70</b>	<b>\$ 2,673,901.00</b>	<b>\$ 646,189.48</b>	<b>24%</b>	
<b>Revenue Less Expenditures GF &amp; Capital FD</b>	<b>\$ 186,607.91</b>	<b>\$ -</b>	<b>\$ 114,710.32</b>		<b>\$ 1,876,995.70</b>

**Cash Balance - Checking** \$ 1,353,112.09



Account	Budget	Actual	% of Budget	
01-1010.01	CURRENT TAXES	2,242,576.00	2,548,512.54	113.64%
01-1010.02	CURRENT TAXES-SCHOOL	0.00	796.63	100.00%
01-1015.01	DELIQ TAXES PREVIOUS YRS	0.00	38,649.16	100.00%
01-1020.01	TAX OVERPAYMENTS	0.00	0.00	0.00%
01-1030.01	PLANNING/ZONING GRANT	0.00	0.00	0.00%
01-1210.01	TOWN CLERKS FEES	35,000.00	4,130.98	11.80%
01-1211.01	FDAdministrative Services	5,290.00	0.00	0.00%
01-1220.01	INTEREST INCOME	10,000.00	13,427.55	134.28%
01-1230.01	DEPT OF LIQUOR CONTROL RE	4,000.00	215.00	5.38%
01-1320.01	ZONING INCOME	11,000.00	1,200.00	10.91%
01-1510.01	ACT 60 ANNUAL SUPPORT	10,500.00	0.00	0.00%
01-1610.01	PENALTY BUDGET YEAR	15,000.00	3,170.56	21.14%
01-1700.01	PENALTY FEES/TICKETS ISSU	0.00	0.00	0.00%
01-2010.01	STATE AID FOR HIGHWAYS	74,000.00	55,581.54	75.11%
01-2030.01	ROAD DEPT GRANTS	0.00	0.00	0.00%
01-2040.01	ROAD DEPT MISC.	2,000.00	0.00	0.00%
01-2050.01	INSURANCE CLAIMS	0.00	0.00	0.00%
01-2080.01	VTRANS GRANT	0.00	0.00	0.00%
01-3010.01	INSURANCE AUDIT REFUND	0.00	0.00	0.00%
01-4010.01	FIRE DEPT INCOME-FAYSTON	68,185.00	0.00	0.00%
01-4030.01	MISC. FIRE DEPT INCOME	0.00	0.00	0.00%
01-4040.01	INSURANCE CLAIMS-FIRE DPT	0.00	0.00	0.00%
01-5010.01	TRAFFIC CONTROL INCOME	5,000.00	1,480.00	29.60%
01-5040.01	POLICE MISC INCOME	0.00	0.00	0.00%
01-8010.01	DOG IMPOUNDMENT FEES	150.00	0.00	0.00%
01-8020.01	PILOT PROGRAM	6,000.00	3,558.93	59.32%
01-8030.01	CURRENT USE REIMBURSEMENT	106,500.00	0.00	0.00%
01-8040.01	DELIQ INTEREST	16,500.00	4,498.72	27.26%
01-8042.01	INSURANCE PROCEEDS	0.00	993.54	100.00%
01-8043.01	STATE REIMB COVID EXP	0.00	0.00	0.00%
01-8045.01	LIBRARY INS REIMB	2,700.00	0.00	0.00%
01-8046.01	Wait House Ins. Reimburse	2,500.00	0.00	0.00%
01-8047.01	WATER OP. REIMBURSEMENT	5,000.00	210.94	4.22%
01-8050.01	MISCELLANEOUS INCOME	0.00	440.00	100.00%
01-8060.01	TAX ANTICIPATION NOTE	0.00	0.00	0.00%
01-8070.01	PASS THRU ACCOUNT	0.00	0.00	0.00%
01-9010.01	REIMB. FROM RESERVES	0.00	0.00	0.00%
01-9020.01	CLOSED RESERVE TRANSFER	0.00	0.00	0.00%

**Total Revenues** 2,621,901.00 2,676,866.09 102.10%

**01-100 TOWN MEETING**

01-100-1000.20	ELECTIONS EXPENSE	500.00	0.00	0.00%
01-100-1000.30	TOWN REPORT	1,500.00	0.00	0.00%
01-100-1000.40	BALLOT CLERKS	1,500.00	0.00	0.00%

**Total TOWN MEETING** 3,500.00 0.00 0.00%

**01-105 LEGAL & AUDITING**

Account	Budget	Actual	% of Budget
01-105-1050.10 LEGAL	16,000.00	3,062.05	19.14%
01-105-1050.15 AUDITING	19,000.00	0.00	0.00%
<b>Total LEGAL &amp; AUDITING</b>	<b>35,000.00</b>	<b>3,062.05</b>	<b>8.75%</b>
<b>01-110 TOWN OFFICE OPERATIONS</b>			
01-110-1100.10 INSURANCE & BONDS	17,000.00	0.00	0.00%
01-110-1100.15 OFFICE UTILITIES	5,000.00	271.40	5.43%
01-110-1100.20 TOWN OFFICE REPAIRS/MAINT	9,000.00	40.91	0.45%
01-110-1100.25 POSTAGE	5,250.00	601.85	11.46%
01-110-1100.30 SUPPLIES	7,000.00	1,720.54	24.58%
01-110-1100.35 COMPUTER SERVICES	8,000.00	1,925.03	24.06%
01-110-1100.40 TRAINING	750.00	635.07	84.68%
01-110-1100.45 CLEANING	10,000.00	3,060.00	30.60%
01-110-1100.50 EQUIP MAINT & CONTRACTS	15,000.00	3,574.06	23.83%
01-110-1100.55 TELEPHONE	5,320.00	1,706.78	32.08%
01-110-1100.60 OFFICE EQUIPMENT	4,000.00	0.00	0.00%
01-110-1100.65 PUBLIC NOTICE EXPENSE	4,000.00	2,092.50	52.31%
01-110-1100.70 SPECIAL SERVICES	7,000.00	0.00	0.00%
<b>Total TOWN OFFICE OPERATIONS</b>	<b>97,320.00</b>	<b>15,628.14</b>	<b>16.06%</b>
<b>01-120 TOWN CLERK &amp; TREASURER</b>			
01-120-1200.10 CLERK/TREAS & ASSIST SALS	125,112.00	41,603.55	33.25%
01-120-1200.40 BORROWING INTEREST	250.00	0.00	0.00%
01-120-1200.60 BALLOT CLERKS	0.00	0.00	0.00%
<b>Total TOWN CLERK &amp; TREASURER</b>	<b>125,362.00</b>	<b>41,603.55</b>	<b>33.19%</b>
<b>01-130 SELECTBOARD</b>			
01-130-1300.10 SELECTBOARD REIMB.	3,250.00	0.00	0.00%
01-130-1300.15 TOWN WEBSITE	3,000.00	823.00	27.43%
01-130-1300.20 TOWN ADMINISTRATOR	81,122.00	23,400.00	28.85%
01-130-1300.30 TRAINING	500.00	10.00	2.00%
01-130-1300.35 MILEAGE REIMB.	0.00	0.00	0.00%
01-130-1300.40 SB RECORDING SECRETARY	2,400.00	595.00	24.79%
01-130-1300.50 COMMUNICATIONS	0.00	0.00	0.00%
<b>Total SELECTBOARD</b>	<b>90,272.00</b>	<b>24,828.00</b>	<b>27.50%</b>
<b>01-140 PLANNING &amp; ZONING</b>			
01-140-1400.10 MINUTE TAKER	1,600.00	915.00	57.19%
01-140-1400.20 SPECIAL PLANNING PROJECTS	8,000.00	3,325.86	41.57%
01-140-1400.30 TOWN PLAN	0.00	0.00	0.00%
01-140-1400.40 ZONING ADMIN/PLAN DIR SAL	64,019.00	21,259.20	33.21%
01-140-1400.50 TRAINING	500.00	0.00	0.00%
01-140-1400.60 COMPUTER EQUIPMENT/SRVC	1,250.00	0.00	0.00%
01-140-1400.70 MILEAGE REIMBURSEMENT	250.00	0.00	0.00%
<b>Total PLANNING &amp; ZONING</b>	<b>75,619.00</b>	<b>25,500.06</b>	<b>33.72%</b>

Account	Budget	Actual	% of Budget
<b>01-150 BOARD OF LISTERS</b>			
01-150-1500.10 ASSESSOR SERVICES	23,000.00	7,280.90	31.66%
01-150-1500.20 COMPUTER EQUIPMENT/SERVS	3,250.00	2,105.66	64.79%
01-150-1500.30 PROPERTY MAP MAINT.	1,750.00	1,500.00	85.71%
01-150-1500.50 TRAINING & MEETINGS	200.00	0.00	0.00%
01-150-1500.60 LISTERS OTHER PROF SRVS	1,000.00	0.00	0.00%
<b>Total BOARD OF LISTERS</b>	<b>29,200.00</b>	<b>10,886.56</b>	<b>37.28%</b>
<b>01-160 COLLECTOR OF DELIQU. TAXES</b>			
01-160-1600.10 COLLECTOR FEES	13,500.00	4,691.94	34.76%
<b>Total COLLECTOR OF DELIQU. TAXES</b>	<b>13,500.00</b>	<b>4,691.94</b>	<b>34.76%</b>
<b>01-170 CONSERVATION COMM</b>			
01-170-1700.10 CONS SPECIAL PROJECTS	5,000.00	2,333.00	46.66%
<b>Total CONSERVATION COMM</b>	<b>5,000.00</b>	<b>2,333.00</b>	<b>46.66%</b>
<b>01-200 ROAD DEPARTMENT</b>			
<b>01-200-2000 ROAD DEPARTMENT LABOR</b>			
01-200-2000.10 LABOR	231,257.00	56,576.00	24.46%
01-200-2000.15 OVERTIME	22,984.00	2,832.18	12.32%
<b>Total ROAD DEPARTMENT LABOR</b>	<b>254,241.00</b>	<b>59,408.18</b>	<b>23.37%</b>
<b>01-200-2100 EQUIP. OPERATIONS/REPAIRS</b>			
01-200-2100.10 ROAD DEPT INSURANCE	9,500.00	0.00	0.00%
01-200-2100.15 FUEL	3,000.00	608.33	20.28%
01-200-2100.16 OIL, GREASE, & FILTERS	5,000.00	0.00	0.00%
01-200-2100.20 DIESEL	30,000.00	10,046.99	33.49%
01-200-2100.25 2020 INT'L DUMP TRUCK	1,500.00	0.00	0.00%
01-200-2100.27 2021 TANDEM DUMP TRUCK	1,500.00	0.00	0.00%
01-200-2100.30 2021 GMC 3500	1,500.00	0.00	0.00%
01-200-2100.34 2010 LOW PRO TRUCK	0.00	420.00	100.00%
01-200-2100.35 1997 INT'L DUMP TRUCK	0.00	0.00	0.00%
01-200-2100.38 2009 J. DEERE LOADER	3,000.00	1,140.06	38.00%
01-200-2100.39 2015/2021 TANDEM	0.00	0.00	0.00%
01-200-2100.40 FORD CHLORIDE TRUCK	1,500.00	0.00	0.00%
01-200-2100.44 2021 JOHN DEERE GRADER	1,500.00	0.00	0.00%
01-200-2100.45 1998 GALION GRADER	0.00	0.00	0.00%
01-200-2100.46 2021 CAT BACKHOE	500.00	52.62	10.52%
01-200-2100.48 2018 HV TRUCK	2,500.00	0.00	0.00%
01-200-2100.49 ROADSIDE MOWER	3,000.00	2,793.29	93.11%
01-200-2100.51 STEEL POLE SAW/CHAINSAW	300.00	36.96	12.32%
01-200-2100.52 GARAGE REPAIRS	2,500.00	0.00	0.00%
01-200-2100.53 GARAGE TRASH REMOVAL	2,040.00	632.00	30.98%
01-200-2100.54 GARAGE UNIFORMS	5,400.00	2,983.75	55.25%
01-200-2100.55 GARAGE HEAT	4,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-200-2100.56 GARAGE TELEPHONE	2,600.00	582.44	22.40%
01-200-2100.57 GARAGE ELECTRICITY	1,900.00	0.00	0.00%
01-200-2100.58 GARAGE SUPPLIES/HARDWARE	4,500.00	56.33	1.25%
01-200-2100.59 GARAGE MISC. OTHER	0.00	0.00	0.00%
01-200-2100.60 CHIPPER/RAKE	1,000.00	0.00	0.00%
01-200-2100.62 GARAGE ALARM SYSTEM	1,000.00	252.00	25.20%
01-200-2100.63 WATER SERVICE	630.00	147.50	23.41%
01-200-2100.65 PLOW BLADES & SHOES	8,500.00	0.00	0.00%
<b>Total EQUIP. OPERATIONS/REPAIRS</b>	<b>98,370.00</b>	<b>19,752.27</b>	<b>20.08%</b>
<b>01-200-2200 ROAD/HIRED EQUIP. &amp; LABOR</b>			
01-200-2200.20 SIDEWALK MOWING	0.00	0.00	0.00%
01-200-2200.30 SIDEWALK PLOWING	0.00	0.00	0.00%
01-200-2200.45 PERSONNEL MILEAGE	0.00	0.00	0.00%
01-200-2200.50 OTHER EQUIPMENT RENTAL	0.00	0.00	0.00%
01-200-2200.55 CONTRACTED PLOWING	0.00	0.00	0.00%
01-200-2200.60 GRADING	300.00	460.00	153.33%
01-200-2200.70 RD DEPT CONTRACTED SVCS	12,000.00	0.00	0.00%
<b>Total ROAD/HIRED EQUIP. &amp; LABOR</b>	<b>12,300.00</b>	<b>460.00</b>	<b>3.74%</b>
<b>01-200-2300 ROAD DEPARTMENT MATERIALS</b>			
01-200-2300.10 SALT	50,000.00	0.00	0.00%
01-200-2300.15 SAND	56,000.00	46,894.00	83.74%
01-200-2300.20 CHLORIDE	16,000.00	0.00	0.00%
01-200-2300.30 CRUSHED GRAVEL	30,000.00	27,538.50	91.80%
01-200-2300.35 STONE	10,000.00	9,860.00	98.60%
01-200-2300.40 CULVERTS	10,000.00	0.00	0.00%
01-200-2300.41 GUARDRAILS	1,500.00	0.00	0.00%
01-200-2300.45 TOOLS	6,500.00	5,093.31	78.36%
01-200-2300.50 SIGNS	2,000.00	0.00	0.00%
01-200-2300.55 FABRIC	1,000.00	0.00	0.00%
01-200-2300.60 COLD PATCH, HAY & SEED	8,000.00	403.49	5.04%
01-200-2300.65 WASTE BLOCKS	1,000.00	0.00	0.00%
<b>Total ROAD DEPARTMENT MATERIALS</b>	<b>192,000.00</b>	<b>89,789.30</b>	<b>46.77%</b>
<b>01-200-2400 ROAD DEPT. MISCELLANEOUS</b>			
01-200-2400.10 FAYSTON WINTER AGREEMENT	12,595.00	12,595.65	100.01%
01-200-2400.20 SIDEWALK MAINT/REPAIRS	2,500.00	0.00	0.00%
01-200-2400.30 TREE CUTTING	1,000.00	0.00	0.00%
01-200-2400.50 BRIDGE REPAIRS	4,000.00	0.00	0.00%
01-200-2400.55 GRAVEL PIT MGT	1,000.00	0.00	0.00%
01-200-2400.61 PAVEMENT SEALING	0.00	0.00	0.00%
01-200-2400.65 CULVERT & ROAD INVENTORY	0.00	0.00	0.00%
01-200-2400.66 LINE PAINTING EXP	4,000.00	0.00	0.00%
01-200-2400.67 NORTH ROAD CULVERT	0.00	0.00	0.00%
01-200-2400.70 STREET LIGHTS	5,000.00	1,377.51	27.55%
01-200-2400.75 BRIDGE LIGHTS	800.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-200-2400.80 RADIOS & PAGERS	500.00	0.00	0.00%
01-200-2400.90 ROAD DEPT TRAINING	250.00	0.00	0.00%
01-200-2400.91 MRGP/STATE ROADS PERMIT	1,800.00	0.00	0.00%
<b>Total ROAD DEPT. MISCELLANEOUS</b>	<b>33,445.00</b>	<b>13,973.16</b>	<b>41.78%</b>
<b>Total ROAD DEPARTMENT</b>	<b>590,356.00</b>	<b>183,382.91</b>	<b>31.06%</b>
<b>01-300 EMPLOYEE BENEFITS</b>			
01-300-3000.10 FICA/MEDI	41,332.00	11,249.38	27.22%
01-300-3000.15 MEDICARE	0.00	0.00	0.00%
01-300-3000.20 RETIREMENT	36,470.00	8,263.77	22.66%
01-300-3000.30 UNEMPLOYMENT	800.00	0.00	0.00%
01-300-3000.40 WORKERS COMPENSATION	15,224.00	1,576.00	10.35%
01-300-3000.50 HEALTH INSURANCE	116,685.00	28,420.47	24.36%
01-300-3000.55 DENTAL INSURANCE	3,558.00	1,787.52	50.24%
01-300-3000.70 LIFE AND DISABILITY INS	4,000.00	640.50	16.01%
01-300-3000.80 VISION PLAN	1,500.00	281.40	18.76%
01-300-3000.81 4th Road Crew FY24 Offset	29,338.00	0.00	0.00%
<b>Total EMPLOYEE BENEFITS</b>	<b>248,907.00</b>	<b>52,219.04</b>	<b>20.98%</b>
<b>01-400 FIRE DEPARTMENT</b>			
01-400-4000.10 F.D. GAS, OIL, GREASE	4,200.00	679.46	16.18%
01-400-4000.15 F.D. INSURANCE	10,503.00	0.00	0.00%
01-400-4000.16 FD ADMINISTRATIVE TIME	5,290.00	0.00	0.00%
01-400-4000.17 Capital West Reserve Cont	9,525.00	0.00	0.00%
01-400-4000.20 F.D. TELEPH & DISPATCH	29,000.00	10,724.41	36.98%
01-400-4000.25 F.D. ELECTRICITY	2,575.00	0.00	0.00%
01-400-4000.30 F.D. HEAT	6,300.00	0.00	0.00%
01-400-4000.31 F.D. WATER	660.00	147.50	22.35%
01-400-4000.35 F.D. BLDG REPAIR/SUPPLIES	11,300.00	3,538.96	31.32%
01-400-4000.36 F.D. ALARM	446.00	0.00	0.00%
01-400-4000.40 F.D. TRUCK REPAIRS	14,000.00	1,736.47	12.40%
01-400-4000.45 F.D. EQUIPMENT REPAIRS	7,875.00	610.97	7.76%
01-400-4000.50 F.D. RADIO AND REPAIRS	10,000.00	284.96	2.85%
01-400-4000.55 F.D. BOTTLED GAS	400.00	0.00	0.00%
01-400-4000.60 F.D. TRAINING	9,450.00	309.71	3.28%
01-400-4000.65 F.D. HOSE & EQUIPMENT	6,489.00	0.00	0.00%
01-400-4000.68 F.D. GEAR	10,500.00	401.34	3.82%
01-400-4000.70 F.D. FIRE PREVENTION	900.00	0.00	0.00%
01-400-4000.75 F.D. MISCELLANEOUS	500.00	82.40	16.48%
01-400-4000.80 F.D. DUES	500.00	0.00	0.00%
01-400-4000.85 F.D. PHYSICAL EXAMS	1,500.00	0.00	0.00%
01-400-4000.90 F.D. LABOR	27,461.00	0.00	0.00%
01-400-4000.95 F.D. FICA/MEDI	2,101.00	0.00	0.00%
01-400-4000.97 F.D. LADDER/HOSE TESTING	3,360.00	0.00	0.00%
<b>Total FIRE DEPARTMENT</b>	<b>174,835.00</b>	<b>18,516.18</b>	<b>10.59%</b>

Account	Budget	Actual	% of Budget
<b>01-500 PUBLIC SAFETY</b>			
01-500-5000.10 SHERIFF DEPT. BILLING	31,200.00	8,536.34	27.36%
01-500-5000.20 DOG WARDEN SALARY & FEES	775.00	0.00	0.00%
01-500-5000.30 DOG POUND FEES	150.00	0.00	0.00%
01-500-5000.35 EMERGENCY MANAGEMENT	1,200.00	-689.00	-57.42%
01-500-5000.39 FIRE WARDEN	250.00	0.00	0.00%
01-500-5000.40 CONSTABLE	8,500.00	0.00	0.00%
01-500-5000.42 FIRE HYDRANT MAINTENANCE	0.00	0.00	0.00%
01-500-5000.43 FIRE PROTECTION CONTRIBUB	25,960.00	6,490.00	25.00%
01-500-5000.45 GENERATOR EXPENSE	1,000.00	674.00	67.40%
01-500-5000.50 INSURANCE	2,227.00	0.00	0.00%
01-500-5000.60 MISCELLANEOUS	250.00	0.00	0.00%
01-500-5000.70 TRAINING	500.00	0.00	0.00%
01-500-5000.80 TOWN HEALTH OFFICER	775.00	0.00	0.00%
<b>Total PUBLIC SAFETY</b>	<b>72,787.00</b>	<b>15,011.34</b>	<b>20.62%</b>
<b>01-600 DUES &amp; ASSESSMENTS</b>			
01-600-6000.10 CV REGIONAL PLANNING COMM	2,455.00	2,452.52	99.90%
01-600-6000.15 JOSLIN MEM. LIBRARY SUPPO	68,193.00	34,396.50	50.44%
01-600-6000.20 MR RESOURCE MGT ALLIANCE	12,766.00	3,227.00	25.28%
01-600-6000.25 MRV AMBULANCE	15,000.00	0.00	0.00%
01-600-6000.30 MRV PLANNING DISTRICT	45,317.00	11,329.25	25.00%
01-600-6000.33 MRV RECREATION DISTRICT	40,000.00	0.00	0.00%
01-600-6000.40 VT LEAGUE/CITIES & TOWNS	3,529.00	3,529.00	100.00%
01-600-6000.50 WASHINGTON COUNTY TAX	32,651.00	32,651.00	100.00%
01-600-6000.80 GREEN MTN TRANSIT	2,131.00	0.00	0.00%
<b>Total DUES &amp; ASSESSMENTS</b>	<b>222,042.00</b>	<b>87,585.27</b>	<b>39.45%</b>
<b>01-700 SPECIAL APPROPRIATIONS</b>			
01-700-7000.05 CIRCLE	350.00	0.00	0.00%
01-700-7000.06 CV ADULT BASIC EDUCATION	600.00	0.00	0.00%
01-700-7000.10 CAPSTONE	150.00	0.00	0.00%
01-700-7000.12 DOWNSTREET HOUSING & CD	1,000.00	0.00	0.00%
01-700-7000.15 CV COUNCIL ON AGING	900.00	0.00	0.00%
01-700-7000.18 CV DART	0.00	0.00	0.00%
01-700-7000.20 CV ECONOMIC DEV. CORP.	450.00	0.00	0.00%
01-700-7000.25 CV HOME HEALTH & HOSPIC	4,500.00	0.00	0.00%
01-700-7000.26 FAMILY CTR OF WASH. CO.	500.00	0.00	0.00%
01-700-7000.27 GOOD BEGINNINGS OF CV	300.00	0.00	0.00%
01-700-7000.35 GREEN UP VERMONT	100.00	0.00	0.00%
01-700-7000.40 MRV HEALTH CENTER	0.00	0.00	0.00%
01-700-7000.50 MAD RIVER VALLEY SENIORS	7,000.00	0.00	0.00%
01-700-7000.65 PEOPLES HEALTH & WELLNESS	500.00	0.00	0.00%
01-700-7000.70 RETIRED SENIOR VOL. PROG.	0.00	0.00	0.00%
01-700-7000.72 RURAL FIRE PROTECTION	100.00	0.00	0.00%
01-700-7000.73 MOSAIC	250.00	0.00	0.00%
01-700-7000.80 CTR INDEPENDENT LIVING	620.00	0.00	0.00%
01-700-7000.81 The Children's Room	500.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-700-7000.85 VT ASSOC FOR BLIND	250.00	0.00	0.00%
01-700-7000.86 VT FAMILY NETWORK	250.00	0.00	0.00%
01-700-7000.87 WINOOSKI NR CONSERV DIST	0.00	0.00	0.00%
01-700-7000.90 WASH COUNTY YOUTH SERVICE	750.00	0.00	0.00%
01-700-7000.91 HOME SHARE NOW	0.00	0.00	0.00%
01-700-7000.92 EVERYBODY WINS	500.00	0.00	0.00%
01-700-7000.93 WASH CTY MENTAL HEALTH	1,600.00	0.00	0.00%
01-700-7000.94 COMMUNITY HARVEST	300.00	0.00	0.00%
01-700-7000.95 REKOVERIE ALLIANCE	0.00	0.00	0.00%
01-700-7000.96 PREVENT CHILD ABUSE VT	0.00	0.00	0.00%
01-700-7000.97 GOOD SAMARITAN	1,000.00	0.00	0.00%
<b>Total SPECIAL APPROPRIATIONS</b>	<b>22,470.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-800 MISCELLANEOUS</b>			
01-800-8000.10 XFR TO CAPITAL FUND 2	0.00	0.00	0.00%
01-800-8000.12 TRANSFER OUT	0.00	0.00	0.00%
01-800-8000.15 TOWN POND MAINT	0.00	0.00	0.00%
01-800-8000.40 MAINTENANCE OF PARKS	9,500.00	4,265.00	44.89%
01-800-8000.41 TRAIL MAINTENANCE	2,500.00	0.00	0.00%
01-800-8000.43 SOLAR ARRAY MAINTENANCE	1,500.00	670.68	44.71%
01-800-8000.44 STEWARD MRV	7,500.00	7,500.00	100.00%
01-800-8000.45 GENERATOR EXPENSE	0.00	0.00	0.00%
01-800-8000.51 MEMBERSHIPS & DUES	100.00	45.00	45.00%
01-800-8000.60 LIBRARY DAMAGE REIMB	0.00	0.00	0.00%
01-800-8000.70 CEMETERY VETERAN'S FLAGS	100.00	0.00	0.00%
01-800-8000.72 MRVTV HEARING COVERAGE	3,400.00	0.00	0.00%
01-800-8000.73 ENERGY EFFICIENCY IMPROVE	0.00	0.00	0.00%
01-800-8000.74 TAX ADJS-PREVOUS YR	0.00	0.00	0.00%
01-800-8000.75 AFFORDABLE HOUSING INITIA	0.00	0.00	0.00%
01-800-8000.76 CEMETARY COMMISSION ALLOC	17,000.00	8,500.00	50.00%
01-800-8000.77 WAIT HOUSE OPERATIONS	4,000.00	0.00	0.00%
01-800-8000.80 OTHER	500.00	0.00	0.00%
<b>Total MISCELLANEOUS</b>	<b>46,100.00</b>	<b>20,980.68</b>	<b>45.51%</b>
<b>01-900 CONTRIBUTION TO RESERVES</b>			
01-900-9000.10 EQUIP RESERVE FUND - TRUC	66,250.00	0.00	0.00%
01-900-9000.11 HEAVY EQUIP RESERVE FUND	41,250.00	0.00	0.00%
01-900-9000.15 FIRE DEPT EQUIP RESERVE	76,605.00	0.00	0.00%
01-900-9000.16 F.D. BUILDING/EQUIP RESER	20,895.00	0.00	0.00%
01-900-9000.20 RESTRM/CONSERV/REC RESERV	20,000.00	0.00	0.00%
01-900-9000.22 LAREAU PARK RESERVE	2,000.00	0.00	0.00%
01-900-9000.25 JOSLIN LIBRARY REPAIR RES	0.00	0.00	0.00%
01-900-9000.35 SIDEWALK/TRANS PATH RESER	10,000.00	0.00	0.00%
01-900-9000.40 GRAVEL RESERVE PIT FUND	0.00	0.00	0.00%
01-900-9000.41 BRIDGE & CULVERT REPAIR R	96,250.00	0.00	0.00%
01-900-9000.42 PAVING RESERVE	176,250.00	0.00	0.00%
01-900-9000.45 REAPPRAISAL RESERVE	10,000.00	0.00	0.00%
01-900-9000.50 COVERED BRIDGE REPAIR RES	2,500.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-900-9000.51 ENERGY RESERVE FUND	0.00	0.00	0.00%
01-900-9000.60 STREET TREE RESERVE	5,000.00	0.00	0.00%
01-900-9000.61 INVASIVE SPECIES RESERVE	10,000.00	0.00	0.00%
01-900-9000.75 TOWN OFFICE RESERVE	0.00	0.00	0.00%
01-900-9000.76 AG SUPPORT RESERVE	0.00	0.00	0.00%
01-900-9000.77 WAIT HOUSE CAPITAL RESV	7,500.00	600.00	8.00%
<b>Total CONTRIBUTION TO RESERVES</b>	<b>544,500.00</b>	<b>600.00</b>	<b>0.11%</b>
<b>01-950 TOWN SCHOOL DISTRICT</b>			
01-950-9500.10 HARWOOD SCHOOL DISTRICT	0.00	1,322,306.50	100.00%
01-950-9500.20 VT EDUCATION FUND	0.00	0.00	0.00%
<b>Total TOWN SCHOOL DISTRICT</b>	<b>0.00</b>	<b>1,322,306.50</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>2,396,770.00</b>	<b>1,829,135.22</b>	<b>76.32%</b>
<b>Total GENERAL FUND</b>	<b>225,131.00</b>	<b>847,730.87</b>	
<b>02-1000 CAPITAL/ONE-TIME REVENUES</b>			
<b>Total CAPITAL/ONE-TIME REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
02-1010.01 WW PH.1&2 LOAN REPAY	31,000.00	5,234.44	16.89%
02-1020.01 ENERGY EFFICIENCY GRANT	0.00	0.00	0.00%
02-1030.01 OTHER GRANT PROCEEDS	0.00	0.00	0.00%
02-1070.01 TRANS GRANT PROCEEDS	0.00	0.00	0.00%
02-1084.01 WAITSFIELD ELEM SOLAR	10,000.00	0.00	0.00%
02-1085.01 SOLAR ARRAY CREDITS PROCE	9,500.00	0.00	0.00%
02-1087.01 WAITSFIELD ELEM PLOWING	1,500.00	0.00	0.00%
02-1090.01 MISC REVENUE FUND ACCT	0.00	0.00	0.00%
02-1096.01 FAYSTON SCBA SHARE	0.00	0.00	0.00%
02-1098.01 FAYSTON SHARE FIRE TRK	0.00	0.00	0.00%
02-2000.01 PAVING NOTE PROCEEDS	0.00	0.00	0.00%
02-2001.01 PEOPLES LOAN PROCEEDS	0.00	0.00	0.00%
02-9010.01 REIMB. FROM RESERVES	0.00	0.00	0.00%
02-9020.01 XFR FROM GENERAL FUND	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>52,000.00</b>	<b>5,234.44</b>	<b>10.07%</b>
<b>02-100 CAPITAL/ONE-TIME EXPENSES</b>			
02-100-1000.10 TOWN OFFICE/SOLAR ARRAY B	44,988.00	38,615.24	85.83%
02-100-1009.10 TOWN OFFICE BOND(\$245K)	16,812.00	14,597.94	86.83%
02-100-1021.10 ROADSIDE MOWER	0.00	0.00	0.00%
02-100-1025.10 OTHER GRANT EXP	0.00	0.00	0.00%
02-100-1026.10 TRANSP GRANT EXP	0.00	0.00	0.00%
02-100-1030.10 PAVING PROJECT/PLAN EXP	65,000.00	0.00	0.00%
02-100-1032.10 MRGP PROJECTS/MATCH	7,500.00	0.00	0.00%
02-100-1035.10 MRGP PERMIT COMPLIANCE	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
02-100-1043.10 13 BACK ROADS GRANT	0.00	0.00	0.00%
02-100-1051.10 PINE BRK BRIDGE RE-DEC	0.00	0.00	0.00%
02-100-1060.10 TOWN GARAGE IMPROVEMENTS	15,000.00	0.00	0.00%
02-100-1082.10 2011 STORM DAMAGE LOAN	0.00	0.00	0.00%
02-100-1087.10 WW LOAN RF1-058	36,484.00	0.00	0.00%
02-100-1088.10 WW LOAN RF1-164/208	25,282.00	25,281.64	100.00%
02-100-1089.10 14 SOLAR ARRAY EXP	0.00	0.00	0.00%
02-100-1091.10 VILLAGE WEST SIDEWALK PHA	0.00	0.00	0.00%
02-100-1092.10 2014 PAVING LOAN PMT	0.00	0.00	0.00%
02-100-1093.10 TREMBLAY RD CULVERT LOAN	0.00	0.00	0.00%
02-100-1094.10 FISCAL YR. TRANSITION LOA	0.00	0.00	0.00%
02-100-1095.10 SIDEWALK LOAN	0.00	0.00	0.00%
02-100-1096.10 FD SCBA Equip. Fayston Sh	0.00	0.00	0.00%
02-100-1097.10 BRIDGE STREET BOND	31,867.00	26,667.00	83.68%
02-100-1099.10 2015 Paving Loan	0.00	0.00	0.00%
02-100-1100.10 FD SCBA loan Pmt (\$45K/5y	0.00	0.00	0.00%
02-100-1102.10 2016 PAVING NOTE	0.00	0.00	0.00%
02-100-1103.10 WATER MAIN BREAK LOAN	0.00	0.00	0.00%
02-100-1104.10 GRADER LEASE	34,199.00	34,198.94	100.00%
<b>Total CAPITAL/ONE-TIME EXPENSES</b>	<b>277,132.00</b>	<b>139,360.76</b>	<b>50.29%</b>
02-101-1102.10 WATER MAIN BREAK ALLOCATI	0.00	0.00	0.00%
02-101-1103.10 LAREAU PARK IMPROVEMENTS	0.00	0.00	0.00%
02-101-1104.10 LO-PRO TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1105.10 FIRE TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1106.10 DUMP TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1108.10 CULVERT PLATE COMPATOR	0.00	0.00	0.00%
02-101-1109.10 CULVERT BLOWER	0.00	0.00	0.00%
02-101-1110.10 TANDEM PURCHASE	0.00	0.00	0.00%
<b>02-108-02 Elem School Solar Snow Cl</b>			
<b>Total Elem School Solar Snow Cl</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>277,132.00</b>	<b>139,360.76</b>	<b>50.29%</b>
<b>Total CAPITAL/ONE-TIME EXP'S</b>	<b>-225,132.00</b>	<b>-134,126.32</b>	
<b>Total All Funds</b>	<b>-1.00</b>	<b>713,604.55</b>	



**DRAFT**

**Town of Waitsfield  
The General Wait House Commission**

**I. NAME**

This body shall be known as the Town of Waitsfield “**General Wait House Commission.**”

**II. PURPOSE**

To support the Town in maintaining and preserving the General Wait House for posterity, to benefit the residents and visitors to Waitsfield.

**III. DURATION**

The **General Wait House Commission** shall exist upon formation by a positive vote of the Waitsfield Selectboard at a duly warned Selectboard meeting and until dissolved by a positive vote of the Waitsfield Selectboard at a duly warned Selectboard meeting.

**IV. DUTIES AND FUNCTIONS**

**General Wait House Commission** shall;

1. Recommend policies for the uses of, and day-to-day management and maintenance of, the General Wait House property to the Selectboard. This includes proposed lease terms, proposed uses of the house offices and common areas, barns, and grounds, and plans for maintenance and repair of the buildings.
2. Coordinate tenant relations, temporary uses of common areas and barns, and minor repairs and maintenance of the buildings, in accordance with approved plans and policies.
3. Recommend a plan and schedule for the long-term maintenance and financial sustainability of the buildings and grounds to the Selectboard, and monitor ongoing progress toward the implementation of that plan and schedule.
4. Research private, state and federal funding opportunities for maintenance and ongoing restoration efforts, and coordinate the solicitation of those resources with Town staff and the Selectboard.
5. Keep Town staff updated regarding the ongoing occupancy, maintenance and status of any repairs or changes to the buildings on a regular basis, and provide an annual report to the citizens of Waitsfield in a timely manner for inclusion in Waitsfield’s Annual Town Report.

V. **MEMBERSHIP**

No less than five (5) and not more than seven (7) voting members shall be appointed by the Waitsfield Selectboard. They shall be registered voters of Waitsfield and shall include one (1) member of the Waitsfield Historical Society, one (1) member to be a tenant of the General Wait House, and three (3) to five (5) members at large.

VI. **OFFICERS AND DUTIES**

The members shall elect a Chair and a Vice Chair. The members shall form two (2) subcommittees, a short-term and a long-term, consistent with paragraph IV above. The Chair shall be a member of each sub-committee and will be the sole liaison to the Selectboard.

VII. **MEETINGS**

The **General Wait House Commission** is a Town committee and shall comply with Open Meeting Law (OML). The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and ensuring that all requirements of this law are observed as it relates to the **General Wait House Commission**.

**General Wait House Commission** shall decide its own meeting schedule, with an anticipated need for monthly meetings.

April 5, 2023

Town of Waitsfield  
4144 Main Street  
Waitsfield, VT. 05673  
Phone: 802-496-2218

Reference: Replace existing wood shingle roofs only with new architectural shingles or standing seam metal. Approximately 4840 sq. ft.

### PROPOSAL/CONTRACT

Customer and Contractor are parties to this Proposal/Contract (P/C) Agreement, dated April 5, 2023 (the "Agreement"). This P/C is a statement of work to the Agreement and is subject to the terms and conditions set forth in the Agreement. Capitalized terms used but not defined in this P/C shall have the meanings given in the Agreement. In the event of any conflict or inconsistency between the terms and conditions of the Agreement and this P/C or other documents incorporated by reference herein, the terms and conditions of the Agreement shall prevail unless this P/C specifically states the term or condition of this P/C will prevail. The parties shall disregard any terms and conditions (including any preprinted terms and conditions) on or contained in any of Contractor's documents that are used as part of this P/C.

1. All work performed by Vermont Roofing Company, will follow the safety rules of O.S.H.A. Our desire is to limit your liability as a building owner.
2. Maintain the premises in a safe, orderly, and workmanlike manner during all phases of the contracted work.
3. Remove the existing roofing material down to the wood deck for the application of the new roofing specified below. Cart this and other debris resulting from our work away from the premises and properly dispose.
4. Per visual inspection we do not observe any deteriorated decking, more than (1) existing roof, etc. However, in the course of the job if we determine you have deteriorated decking, more than (1) roof to remove or other unforeseeable circumstances, these issues will be addressed as a "Time & Material Extra" to be discussed with owner.
5. Install new ½" plywood over existing plank deck.



OUR AFFILIATES



the **Melanson** company  
353 West Street • Keene, NH 03431 5 Ferry Road • Bow, NH 03304  
(603) 352-4232 (603) 224-0444



**VERMONT ROOFING COMPANY**  
1325 Harwood Hill • Bennington, VT 05201  
(802) 442-2899



**A. C. HATHORNE COMPANY**  
252 Avenue C • Williston, VT 05495  
(802) 862-6473



**VERMONT ROOFING COMPANY**  
a division of The Melanson Company, a Tecta America Company, LLC  
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New Architectural Shingles

6. Install Ice & Watershield underlayment 6 Ft. upslope on all eave edges, 3 Ft. in the valley areas and around roof penetrations. The balance of the wood deck substrate will be covered with synthetic felt paper.
7. Install new shop fabricated aluminum flashings at rake edges, drip edges, valleys, steps and around the chimney.
8. Provide and Install new roof vent pipe flanges to the existing pipes, integral with the new shingle roof.
9. Over entire area provide and install new Limited Lifetime architectural shingles. Fasten new shingles in accordance the manufacturer, 6 nails per shingle for high wind applications. Color to be \_\_\_\_\_.
10. Vermont Roofing Company, agrees to perform the work, furnish the material and labor specified above for the sum of:

**\$73,800.00**

New Standing Seam Metal

11. Install high temperature Ice & Watershield underlayment 6 Ft. upslope on all eave edges, 3 Ft. in the valley areas and around roof penetrations. The balance of the wood deck substrate will be covered with synthetic felt paper.
12. Install an interlocking panel roof system fabricated right on the jobsite with our own ZIMMERMAN roll-forming equipment – using a kynar finish 24 gauge material with panels 20" wide and a double locked standing seam. All flashings (drip edge, chimney, valley, transition, apron, wall, ridge, etc.) will be fabricated from the same coil stock and color as the roof panels.
13. Provide and Install new pipe boot to existing vent pipe.
14. Vermont Roofing Company, agrees to perform the work, furnish the material and labor specified above for the sum of:

**\$103,500.00**

We carry Workman's Compensation, Public Liability, and Property Damage Insurance. Enclosed is a copy of our insurance coverage. We recommend all potential customers review and compare all insurance coverage.



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Vermont Roofing Company, Inc. policy dictates our contract proposals must be signed before job is assigned scheduling. This is in addition to your verbal agreement, purchase order number, or your own required contract.

This proposal is subject to acceptance within 30 days and is void thereafter at the option of Vermont Roofing Co.

**The following information, terms and conditions are part of the attached roofing Proposal/Contract:**

1. **Nature of Work.** Vermont Roofing Company, A Tecta America Corp. shall furnish the labor and material to perform the work described herein or in the referenced contract documents. Tecta does not provide design, engineering, consulting or architectural services. It is the Owner's responsibility to retain a licensed architect or engineer to determine proper design and code compliance, including a determination as to whether and what type of a vapor or air retarder is needed. If plans, specifications or other design documents have been furnished to Tecta, Customer warrants that they are sufficient and conform to all applicable laws and building codes. Tecta is not responsible for any loss, damage or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by Tecta from what is specified. Tecta is not responsible for condensation, moisture migration from the building interior or other building components, location or size of roof drains, adequacy of drainage, ponding on the roof, structural conditions or the properties of the roof deck or substrate on which Tecta's roofing work is installed.

2. **Payment.** Unless stated otherwise on the face of this proposal, Customer shall pay the contract price plus any additional charges for changed or extra work within fifteen (15) days of substantial completion of the Work. If completion of the Work extends beyond one month, Customer shall make monthly progress payments to Tecta by the fifth (5th) day of the month for the value of Work completed during the preceding month, plus the value of materials suitably stored for the project. All sums not paid when due shall earn interest at the rate of 1-1/2% per month or at such rate as permitted by Illinois law. Tecta shall be entitled to recover from Customer all costs of collection incurred by Tecta, including attorney's fees, resulting from Customer's failure to make proper payment when due. Tecta's entitlement to payment is not dependent upon criteria promulgated by Factory Mutual Global, including wind uplift testing.

3. **Interior Protection.** Customer acknowledges that re-roofing of an existing building may cause disturbance, dust, debris or fireproofing to fall into the interior. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Tecta shall not be responsible for disturbance, damage, clean up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations. Customer shall notify tenants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Tecta harmless from claims of tenants who were not so notified and did not provide protection.



OUR AFFILIATES



4. **Deck Repairs and Unforeseen Conditions.** Any work required to replace rotten or missing wood or deteriorated decking or removal of hidden layers of roofing, shall be done on a labor and material or unit price basis as an extra unless specifically included in the scope of work. When re-roofing over an existing roof, replacement of visible wet or deteriorated insulation shall be an extra or billed at unit prices unless otherwise stated on the face of this proposal. Unforeseen conditions that may affect the work will be reported to Owner and authorization requested prior to permanent repairs being performed. All material is warranted to be as specified. Verbal authorization of changes will be considered part of this contract. Both parties to this contract must approve all such changes and or additions in writing when possible or verbally when necessary. Work cancelled by the owner after materials have been purchased will be subject to shipping and restocking fees on the returned materials. Extra materials are sent to every job. Any and all materials left at the end of the work remain the property of Vermont Roofing Co.

5. **Material Cost Escalation.** Steel products, asphalt, polyisocyanurate and other roofing products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Tecta. If there is an increase in these or other roofing products between the date of this proposal and the time when the work is to be performed, the amount of the contract may be increased to reflect the additional cost to the roofing Tecta, upon submittal of written documentation and advance notice.

6. **Availability of Site.** Tecta shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof. Tecta shall not be required to begin work until underlying areas are ready and acceptable to receive Tecta's work and sufficient areas of roof deck are clear and available and free from snow, water or debris to allow for continuous full operation. The expense of any extra trips by Tecta to and from the job as a result of the job not being ready for the Work after Tecta has been notified to proceed will be charged as an extra.

7. **Warranty.** New roofing and re-roofing work will be warranted by Tecta in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A facsimile of Tecta's standard warranty is attached or, if not, will be furnished upon request. Tecta SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Tecta. A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of alleged defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.

8. **Dispute Resolution.** If a dispute shall arise between Tecta and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, Tecta and Customer will seek to mediate the dispute. If mediation is not successful, arbitration shall be administered by and conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association unless the parties mutually agree otherwise. This Agreement to



OUR AFFILIATES



**the Melanson company**  
353 West Street • Keene, NH 03431 5 Ferry Road • Bow, NH 03304  
(603) 352-4232 (603) 224-0444



**VERMONT ROOFING COMPANY**  
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arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any legal claim against Tecta alleging any breach of this contract or negligence by Tecta must be initiated no later than two (2) years after Tecta performed the roofing installation covered by this contract. Collection matters may be processed through litigation or arbitration at the discretion of Tecta.

If you are in agreement with contract proposal and all terms & conditions, please sign your approval below. Return one copy of the signed contract to Vermont Roofing and retain a copy for your records. **A 25% Deposit will be required before any work can be started and/or any materials can be ordered.** Thank you for choosing Vermont Roofing Co.

Thank you for calling Vermont Roofing Company.

VERMONT ROOFING COMPANY

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Neil Hoag

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Print name



**OUR AFFILIATES**



the **Melanson** company  
353 West Street • Keene, NH 03431 5 Ferry Road • Bow, NH 03301  
(603) 352-4232 (603) 224-0444



**VERMONT ROOFING COMPANY**  
1325 Harwood Hill • Bennington, VT 05201  
(802) 442-2899



**A. C. HATHORNE COMPANY**  
252 Avenue C • Williston, VT 05495  
(802) 862-6473





P.O. Box 69  
49 Perkins Street  
St. Johnsbury, VT 05819

T 802.748.4555  
800.331.7663  
F 802.748.3069

April 6, 2023

Waits House  
4061 Main St.  
Waitsfield, VT  
Attn: Randy

Hi Randy,

We appreciate this opportunity and are pleased to extend this new roofing proposal for this Waitsfield property as follows:

#### **Option 1 - Standing Seam**

- Erect OSHA approved pipe scaffolding at eaves to ensure safety and cleanliness
- Remove existing wood shake to the existing ice and water shield or wood deck and dispose of in a safe and legal manner
- Any rotten or deteriorating decking will be repaired/replaced, on a time and material basis
- Install one course Ice & Water Shield at eaves and valleys
- Install synthetic felt over remaining areas
- Install ATAS International double-lock, 24-gauge standing seam roof system
- Price includes choice of ATAS International base colors, additional cost for premium colors
- Pricing includes snow guards over main entrance
- Install metal flashings, as needed to complete roof upgrade, as per manufacturer
- Provide 35-year manufacturer's paint finish warranty, as well as Rodd's 2-year watertight warranty

**The above work would be completed for a sum of: \$154,990.00**

#### **Option 2 - Asphalt Shingles**

- Erect OSHA approved pipe scaffolding at eaves to ensure safety and cleanliness
- Remove existing wood shake down to the existing ice and water shield or wood deck and dispose of in a safe and legal manner
- Any rotten or deteriorating decking will be repaired/replaced, on a time and material basis
- Install one course Ice & Water Shield at eaves
- Install synthetic felt over remaining areas
- Install CertainTeed Landmark Pro Shingles
- Color choice based on availability
- Install metal flashings, as needed to complete roof upgrade, as per manufacturer
- Provide Limited Lifetime warranty, as well as a 2-year Rodd's watertight warranty

**The above work would be completed for a sum of: \$101,660.00**

(Cont'd)

**Alt 1 - If main house needs plywood - Add: \$8,540.00**

Notes:

- This is a budgetary assessment for work potentially being performed in 2024
- Quote assumes existing roofing can be removed using standard methods
- Due to unknown counterflashing conditions, all wall repairs, replacements, or painting, by others, or on a time and material basis
- Quote assumes existing decking is acceptable to the roofing contractor; repairs, if any, will be on a time and material basis
- Liability insurance attached
- Usual relevant clarifications and exclusions attached

If any questions arise, please feel free to contact me by email or on my cell, anytime.

Thank you very much for the consideration!

Kind regards,

Chris Durning  
Cell: 802-274-5683  
[chris@roddroofing.com](mailto:chris@roddroofing.com)

## SCHEDULE B

### Exclusions and Clarifications:

Due to unprecedented volatility in the roofing materials market, as well as any uncertainties that may exist in the environmental and/or public health conditions, this price and any scheduling of projects may be valid for only a limited period of time. Major L. Rodd Inc. reserves the right to rescind this quote at any time.

Please note due to extraordinary material shortages and price fluctuations, the major roofing manufacturers have issued "force majeure" notifications, essentially putting material availability and pricing on a day-to-day basis. We have attempted to anticipate cost escalations. However, at the moment the roofing industry is in a crisis mode. Deliveries are in terms of months, not weeks and price escalations are occurring on a regular basis with final pricing at time of delivery on many items. Major L. Rodd Inc. final pricing on quotes and contracts in place may increase at time of delivery.

This proposal is based upon roofing manufacturer's standard specifications. It is also assumed all OSHA requirements and options are available for use. Any more stringent insurance company or corporate requirement are not assumed if they have not been submitted to us in writing prior to proposal.

This proposal assumes a laydown area large enough for roofing work to be done. This may include dumpsters, cranes, vehicles, materials and misc. equipment. Vehicle and foot traffic will probably be restricted in some manner during the roofing process.

### Fumes and Emissions

Owner and Contractor acknowledge that roofing products emit fumes, vapors and odors during the application process. Noise will also be generated as part of roofing operations.

Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building.

Customer shall hold Contractor harmless from claims relating to fumes, odors and noise that are emitted during the normal roofing process.

### Site Conditions

Contractor shall not be responsible for additional costs due to the existence of utilities, conduits, wet insulation, deteriorated deck or other subsurface or latent conditions unless specifically covered in the scope of work. The raising, disconnection, re-connection of any mechanical equipment on the roof that may be necessary for Contractor to perform the roofing work shall be performed by others or treated as an extra.

### Payment

All sums not paid in full when due shall earn interest at the rate of 1.5% per month. If Customer does not make payment, Contractor shall be entitled to recover from Customer all costs of collection, including attorney's fees and litigation expenses. Collection matters may be processed through litigation or arbitration.

### Asbestos and Toxic Materials

This proposal and contract is based upon the work to be performed by Contractor not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during

the course of performing the roofing work. Contractor is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material.

#### Statute of Limitations

Any legal claim against Contractor, including a claim alleging any breach of this contract or negligence by Contractor must be initiated no later than two (2) years after the Contractor completed roof installation.

#### Mold

Contractor is not responsible for indoor air quality, mold, mildew or any alleged injury resulting there from. Owner shall hold harmless and indemnify Contractor from claims due to poor indoor air quality and resulting from a failure by Owner to maintain the interior of the building in a manner to avoid growth of mold.

#### Oil Canning

All materials are specified for roll-forming applications. Jobsite conditions such as temperature variation, unlevel substrate may promote oil canning. Oil canning does not affect the finish or structural integrity of the panel and is therefore not cause for rejection.

#### Mechanical Anchored Systems

All mechanical anchored systems have fixed points. Membrane that is loose laid between these points will expand and contract and may exhibit minor waviness or billowing. This is a normal aesthetic feature.

#### Design Liability

Contractor shall furnish the labor and material to perform the Work described herein or in the referenced contract documents. Contractor does not provide engineering, consulting or architectural services. It is the Owner's responsibility, if so desired, to retain a licensed architect or engineer to determine proper design and code compliance. Contractor is not responsible for discrepancies between specifications and drawings. These to be handled on a charge basis as needed.

#### Interior Protection

Customer Acknowledges that re-roofing of an existing building may cause disturbance, dust or debris to fall into the interior. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Contractor shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to the commencement of roofing operations. Customer shall notify occupants and tenants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Contractor harmless from claims of tenants who were not so notified and did not provide protection.

#### Exterior Protection

Customer shall ensure that any pre-designated coverage of power lines by utility companies be completed prior to roofing activity

#### Added Work

All Time and Material work is based upon a cumulative eight-hour roof day with added portal to portal, loading, unloading, trucking, and equipment charges. This is calculated at a rate of \$95 per person-hr.

#### Permits

Permit and Construction fees, if any, obtained and paid for by owner.

#### Damages and Delays

Contractor is not responsible for damage to Contractor's work by others. Any repairing of the same by Contractor will be charged at regular scheduled rates over and above the amount of this proposal. Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its

reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others. In the event of these occurrences, Contractor's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work.

#### Existing Conditions

Contractor is not responsible for leakage through the existing roof or other portions of the building that have not yet been re-roofed by Contractor. Contractor is not responsible for damages or leaks due to existing conditions, existing sources of leakage or normal rooftop traffic simply because the Contractor started work on the building.

Existing shingles assumed not adhered to underlayments.

#### Ponding

Contractor is not responsible for location of roof drains, deck deflection, adequacy of drainage or ponding on the roof. It is the Customer's responsibility to ensure drains are kept free from debris after roofing is complete.

#### Manufacturer's Warranty

A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.

Many roof systems are snow and ice shedding designs. Rodd Roofing is not responsible for snow and ice releases.

#### Roof Coating Restoration

Rodd Roofing does everything possible to mitigate overspray however due to the nature of the silicone spray process, we cannot be held responsible for overspray on vehicles or other property located in close vicinity of the work area. *We generally advise cars be kept at a safe distance up-wind.*

#### Substrate

The longevity of roof coating restoration relies largely on the integrity of the substrate the coating is being applied directly over. As a result, Contractor is not responsible for coating non-conformances such as tears and holes caused by failures in the roof system, whether it's a single-ply, BUR, concrete, Modified Bitumen, or metal substrate.

#### Foreign Objects

Contractor is not responsible for any defects such as tears and holes in roof coating or underlying substrates caused by impacts from foreign matters including but not limited to foot traffic, tools, equipment, trees, or any other foreign object.

#### Pressure Washing

Due to the nature of power washing at high pressure prior to roof coating, Rodd Roofing cannot be held responsible for any water infiltration caused by this necessary cleaning process.



Eliot Lothrop  
240 Cummings Dr.  
Huntington, VT 05462

(802) 598-9344  
eliot@buildingheritage.com

# **BUILDING HERITAGE LLC**

**PRESERVATION AND RESTORATION**

Cost estimate relayed from Quinn McElwain of McElwain Contracting:

All prices include the stripping of existing shakes, the installation of ½" Advantech plywood over the existing sheathing, covering with underlayment paper and then colored standing seam metal roof.

Main roof-	<b>\$67,200</b>
EII-	<b>\$18,600</b>
Connector-	<b>\$9600</b>
Horse Barn-	<b>\$34,800</b>

**STATE OF VERMONT  
GRANT AMENDMENT**

**Part 2 – Grant Amendment**

This is a Grant Amendment (hereinafter called “Amendment”) between the State of Vermont, Agency of Transportation (hereinafter called “State”), and the **Town of Waitsfield**, (hereinafter called “Grantee”). The Agreement dated **9/1/2022**, shall be modified as follows:

1. Award Details: Part 1 – Grant Award Detail is hereby deleted and replaced in its entirety with the revised Part 1 – Grant Award Detail attached and made a part hereof.

Except as modified by this or any existing Amendments, all other provisions of the original Agreement dated **9/1/2022**, shall remain unchanged and in full force and effect.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AMENDMENT.

State of Vermont  
Agency of Transportation

Grantee  
**Town of Waitsfield**

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

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

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

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

Name: Joe Flynn

Name: \_\_\_\_\_

Title: Secretary of Transportation

Title: \_\_\_\_\_

**STATE OF VERMONT GRANT AGREEMENT Part 1-Grant Award Detail**

**SECTION I - GENERAL GRANT INFORMATION**

<sup>1</sup> Grant #: GA0445		<sup>2</sup> Original <input type="checkbox"/> Amendment # <u>1</u>	
<sup>3</sup> Grant Title: Grants in Aid - FY23			
<sup>4</sup> Amount Previously Awarded: <b>\$16,500.00</b>		<sup>5</sup> Amount Awarded This Action: <b>\$0.00</b>	
		<sup>6</sup> Total Award Amount: <b>\$16,500.00</b>	
<sup>7</sup> Award Start Date: Jul 01, 2022		<sup>8</sup> Award End Date: Sep 30, 2024	
<sup>9</sup> Subrecipient Award: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
<sup>10</sup> Vendor #: 0000040590		<sup>11</sup> Grantee Name: Town of Waitsfield	
<sup>12</sup> Grantee Address: 4144 Main Street			
<sup>13</sup> City: Waitsfield		<sup>14</sup> State: VT	<sup>15</sup> Zip Code: 05673
<sup>16</sup> State Granting Agency: Vermont Agency of Transportation			<sup>17</sup> Business Unit: 08100
<sup>18</sup> Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		<sup>19</sup> Match/In-Kind: \$ <u>\$4,125.00</u> Description: 20% Required Match	
<sup>20</sup> If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input checked="" type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>			

**SECTION II - SUBRECIPIENT AWARD INFORMATION**

<sup>21</sup> Grantee Identifier [UEI] #: KJCLKHNSFKW8		<sup>22</sup> Indirect Rate: <u>N/A</u> % <small>(Approved rate or de minimis 10%)</small>		<sup>23</sup> FFATA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
<sup>24</sup> Grantee Fiscal Year End Month (MM format): 06				<sup>25</sup> R&D: <input type="checkbox"/>	
<sup>26</sup> Entity Identifier [UEI] Name (if different than VISION Vendor Name in Box 11):					

**SECTION III - FUNDING ALLOCATION**

STATE FUNDS							
Fund Type	<sup>27</sup> Awarded Previously	<sup>28</sup> Award This Action	<sup>29</sup> Cumulative Award	<sup>30</sup> Special & Other Fund Descriptions			
General Fund	\$0.00	\$0.00	\$0.00				
Special Fund	\$16,500.00	\$0.00	\$16,500.00	Clean Water Funds			
Global Commitment (non-subrecipient funds)	\$0.00	\$0.00	\$0.00				
Other State Funds	\$0.00	\$0.00	\$0.00				
FEDERAL FUNDS <small>(includes subrecipient Global Commitment funds)</small>						Required Federal Award Information	
<sup>31</sup> CFDA #	<sup>32</sup> Program Title	<sup>33</sup> Awarded Previously	<sup>34</sup> Award This Action	<sup>35</sup> Cumulative Award	<sup>36</sup> FAIN	<sup>37</sup> Federal Award Date	<sup>38</sup> Total Federal Award
		\$0.00	\$0.00	\$0.00			\$0.00
<sup>39</sup> Federal Awarding Agency:		<sup>40</sup> Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		<b>Total Awarded - All Funds</b>	<b>\$16,500.00</b>	<b>\$0.00</b>	<b>\$16,500.00</b>		

**SECTION IV - CONTACT INFORMATION**

<p><b>STATE GRANTING AGENCY</b></p> <p>NAME: Ross Gouin          TITLE: Grants in Aid Project Coordinator          PHONE:Cell (802) 595 - 2381          EMAIL: ross.gouin@vermont.gov</p>	<p><b>GRANTEE</b></p> <p>NAME: Annie Decker-Dell'Isola          TITLE: Town Administrator          PHONE:Office: (802) 496 - 2218 ext: 5          EMAIL: townadmin@gmavt.net</p>
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**Big Tex Trailer World, Inc.**  
**33 Waterman Rd**  
**South Royalton, VT 05068**  
**Phone: 802-764-8150**



TS Inv#: \_\_\_\_\_  
 Date: 10/20/23  
 Slsp: Glenn Hatch

Purchase Order #: \_\_\_\_\_ Acct#: \_\_\_\_\_

(Quotes good for 5 days)  
 Quote: \_\_\_\_\_ Order: \_\_\_\_\_

Purchaser: Town of Waitsfield

Phone: 802-496-8897

Address: 4144 Main St., Waitsfield, VT 05673  
 (Mailing)

Contact: Josh Rogers

Address: 4144 Main St., Waitsfield, VT 05673  
 (Physical)

Email: [foreman@gmavt.net](mailto:foreman@gmavt.net)

Serial#: 16V1U1720P3288315 GVWR: 6,000 Capacity: 4,600 Empty Wgt: 1,400

Color: Black Year: 2023 Make: Big Tex L X W: 14 X 6 Model: 60PI-14BK4RG2B

STOCK #	TRAILER DESCRIPTION	Qty	Price	Discount	Amount
288315	2023 Big Tex Utility Trailer	1	\$4,110.00		\$4,110.00

PART #	PARTS DESCRIPTION	Qty	Price	Discount	Ext. Price
9400919-tt	Spare tire	1	\$209.99	\$42.00	\$167.99
				<b>DISCOUNT</b>	20%

**Parts Total** \$167.99

Photo ID #	ID Type:	VIN#:	ST:	Trailer Sub Total	\$4,110.00
Trade In Information	Year:	Make:	Model:	Trade Allowance	
Payment Type & Amount	Cash Amt.	Credit Card Type	Credit Card -last 4	Trailer Total	\$4,110.00
	Check#	Credit Card Amt.		DOC Fee (subject to P&U tax)	\$58.50
	Check Amt.			Prep Fee (subject to P&U tax)	\$85.00
				Registration	\$12.00

Please leave us a 5 STAR Google Review by scanning this QR code below with your mobile device.



Lien Holder Name: \_\_\_\_\_ 1st Lien Date: \_\_\_\_\_  
 Address: \_\_\_\_\_

Attention: By law this vehicle may require brakes and/or other safety devices.  
 We assume no responsibility if purchased without.

Customer: \_\_\_\_\_

Sales / Manager: \_\_\_\_\_

Title	
Lien Holder Fee	
Purchase & Use Tax - 6%	
Freight	
Federal Excise Tax - 7.5%	
Labor/Install Fee	
Shop Fees	
VT Sales Tax - 6%	\$10.08
Payoff (on Trade)	
Total Invoice Amt.	\$4,443.57
Less Deposit/Payment	
<b>Balance Due</b>	<b>\$4,443.57</b>