

TOWN OF WAITSFIELD

SELECTBOARD MEETING

Monday, June 26th, 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 Liquor License application for Emily's Bistro (5 +/- min.)
4. FY2023 Budget Status Update (5 +/- min.)
5. Consider Designating Fund Balance (15+/- min)
6. Consider FY2024 Municipal Tax Rate Recommendation (5 +/- min)
7. Consider Waving Late Homestead Penalties on Tax Bills (5+/- min)
8. Consider Clean Water State Revolving Fund Step 2 Loan Application for Wastewater Design (30%) (15+/- min)
9. Consider Planning Commission & MRVPD Steering Committee appointment recommendations (10+/- min)
10. Update from Mad River Path Executive Director – Route 100 Scoping Study (15+/- min)
11. Wait House sign update discussion (10+/- min)
12. Consider adopting Tardy Parcel Management Plan (15+/- min)
13. Review McFarland Johnson Draft VT 100/VT 17/Bragg Hill Road Intersection Project Refinement Report (15+/- min)
14. Review & approve Town Garage Design RFP (10+/- min)
15. Review & authorize purchase of Ventrac tractor as included in FY24 CIP (10+/- min)
16. Consent Agenda:
 - a. Consider approving the Minutes of 5/30/23 and 6/5/2023
 - b. Bills Payable and Treasurer's Warrants
 - c. Approve liquor license renewals
 - d. Approve Green Mountain Stage Race Public Festival Permit & Authorize Town Admin to sign "Statement of Consent to use Public Roads"
17. Selectboard roundtable. (10 +/- min.)
18. Town Administrator's updates. (5 +/- min.)
19. 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 Offices • 4144 Main Street • Waitsfield, VT 05673

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

Waitsfield Town Administrator's Report

June 26, 2023

***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:**

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II. REGULAR BUSINESS.

Item II.3. Consider Liquor License application for Emily's Bistro

The Board will be acting in its capacity as the local liquor control commission. Liquor licenses to be reviewed tonight include businesses that have had their license for less than three years. Local policy has been to ask these businesses to attend in person to answer any questions the Selectboard might have.

License classes roughly break down as follows:

- a. Class 1 – allows for the sale of beer and wine, with consumption on premises (bars, restaurants, taprooms, etc.).
- b. Class 2 – allows for the sale of beer and wine (and related products), with consumption off premises (grocery stores, convenience stores, etc.).
- c. Class 3 – allows for the sale of spirits or liquor, with consumption on-premises (bars, restaurants, etc.).
- d. Outside Consumption Permit – allows for sale and consumption on-premises, but in outside spaces (patios, tents, sidewalks, other designated spaces, etc.).

The applicant within the three-year window expected to attend Monday is Emily's Bistro. DLL has transitioned entirely to an online portal and the Town no longer receives paper copies of applications. The state portal allows for Town Clerk sign off once approved by the Selectboard. This liquor license is included on the warrant found under the consent agenda for the Board's signature at the end of the meeting. The warrant will be shared on Monday before the meeting in order to capture fees that may come in the mail on Monday.

To be considered tonight:

- a. **Emily's Bistro (5081 Main Street):** Outside Consumption Permit
Emily's Bistro would like to establish an outdoor seating area for outdoor consumption at their location. Emily Etesse, owner of Emily's Bistro, plans to add outdoor seating and construct a slightly raised deck, which requires DRB approval. Emily has submitted her application for the expanded use and is scheduled for a DRB hearing on July 11th to consider these improvements. The Selectboard can consider conditioning their approval on approval of the DRB permit, or approve the permit tonight and allow Emily's to utilize the outdoor space without improvements until the DRB's review.

Recommendation:

Consider a motion to approve the liquor license renewals as identified above.

51 Item II.4. FY2023 Budget Status Update

52 A memo prepared by Town Treasurer/Grant Administrator, Randy Brittingham, summarizing the budget
53 status as of June 26th 2023, will be shared before the meeting on Monday night. Staff is working to get as
54 accurate of a projection as possible and waiting until Monday allows for any last invoices to be processed
55 over the next few days. The fiscal year ends on Friday, June 30th. Randy will also attend the meeting to
56 present the report and answer any questions the Board might have.

57
58 **Recommendation:**

59 *No action needed.*

60
61 Item II.5 Consider Designating Fund Balance

62 A memo from Randy Brittingham and Annie Decker-Dell'Isola with a recommendation to designate
63 funds that exceed the unassigned fund balance policy will be shared with the Board before Monday's
64 meeting. The Town's Fund Balance policy is also enclosed.

65
66 **Recommendation:**

67 *Recommended motion to be included in pending memo.*

68
69 Item II.6. Consider FY2024 Municipal Tax Rate Recommendation

70 A memo is enclosed from Town Treasurer, Randy Brittingham. As of the date of this report the VT
71 Department of Taxes has not officially published the FY24 Education Tax Rate so only the Municipal
72 Tax Rate has been provided in the calculations at this time.

73
74 **Recommendation:**

75 *Consider a motion to set a FY24 Municipal Tax Rate of \$0.5759 plus a Local Agreement Tax Rate of*
76 *\$0.0035 for a total FY2024 Municipal Tax Rate of \$0.5794.*

77
78 Item II.7. Consider Waving Late Homestead Penalties on Tax Bills

79 The Selectboard needs to decide if those who declare their homestead after the April 18th deadline will be
80 penalized. A memo from Randy Brittingham is enclosed.

81
82 **Recommendation:**

83 *Consider a motion to waive the FY2024 penalty to property owners that file their Homestead*
84 *Declarations late.*

85
86 Item II.8. Consider Clean Water State Revolving Fund Step 2 Loan Application for Wastewater Design
87 (30%)

88
89 At their meeting on June 5th, the Selectboard reviewed the 90% Wastewater Preliminary Engineering
90 Report (PER) as prepared by Dubois & King (D&K), and made a motion to support the findings and
91 recommendations included in the report, as recommended by the Wastewater Project Planning Team. The
92 90% Draft PER along with all presentation slides can be found on the [Town website here](#). At the June 5th
93 meeting, the Selectboard also authorized the Project Coordination Team (PCT) and Engineering &
94 Technical Team (ETT) to work with D&K to draft an updated Engineering Services Agreement (ESA) for
95 30% of the Design phase of the project, as well as an updated Loan Application for the Clean Water State

96 Revolving Fund (CWSRF) for this phase of the project. The project team is hoping to get the loan
97 application submitted by July 1st in order to be early in line for the next round of CWSRF funding, as the
98 funding is awarded on a “first in first out” basis. A draft ESA, which is really amendment #2 to the
99 existing ESA, is enclosed outlining the proposed scope of work for the 30% design phase and updated
100 cost breakdown (actually 33%). At the June 5th meeting, it was estimated that 30% design would cost
101 \$213,000, but the figure has been updated based on the agreed scope and for 33% design the revised
102 estimated total is \$197,595. A draft loan application will be shared by Friday, June 23rd.

103
104 The CWSRF funding for this phase of the project is only eligible for project components located within
105 the Designated Village Center, the ¼ mile buffer, the conveyance pipe, and the disposal site (the Munn
106 site). D&K will provide a breakdown of the 33% design cost based on this delineation which will be
107 shared with the Selectboard by the meeting date. The Project Team is requesting that the Board review
108 the draft ESA and loan application and authorize the Funding Team to submit the application by July 1st.
109 The Selectboard will be asked to officially approve and authorize the Town Administrator to sign the ESA
110 at a future meeting, when it is understood what funding/subsidy will be available through CWSRF. If
111 there is a funding gap, the Selectboard will have to consider how to fund the difference. Municipal ARPA
112 funding may be an appropriate consideration, and a more detailed recommendation will be provided at a
113 future meeting.

114
115 **Recommendation:**
116 *Consider a motion to authorize the Wastewater Project Funding Team to submit the Clean Water State*
117 *Revolving Fund Step 2 Loan Application for 30% Design, including submittal of the draft 30% Design*
118 *Engineering Services Agreement with Dubois & King enclosed.*

119
120 Item II.9. Consider Planning Commission & MRVPD Steering Committee appointment recommendations
121 The Planning Commission currently has two vacancies and also does not have a representative on the
122 MRVPD Steering Committee. A memo is enclosed from Alice Peal, Planning Commission Chair, which
123 includes the PC's recommendations for these vacancies from their meeting on June 6th. Jonathan
124 Ursprung has submitted a letter of interest which is also enclosed and he will attend Monday night's
125 meeting to answer any questions that the Selectboard might have for him.

126
127 **Recommendation:**
128 *Consider a motion to appoint Jonathan Ursprung to the Waitsfield Planning Commission for a standard*
129 *4-year term.*

130
131 *Consider a motion to appoint Alice Peal to the MRVPD Steering Committee to complete the current term*
132 *(through March 2024).*

133
134 Item II.10. Update from Mad River Path Executive Director – Route 100 Scoping Study
135 Misha Golfman, Executive Director of Mad River Path, will present to the Selectboard the path's vision
136 to explore a Route 100 path and outline his proposed process for exploring this opportunity. A memo
137 from Misha is also enclosed.

138
139 **Recommendation:**
140 *No formal action anticipated.*

141

142 Item II.11. Wait House sign update discussion

143 The tenants at the General Wait House have been working together to make improvements to the existing
144 outdoor sign (photo enclosed). The sign identifies each tenant in the building individually, and also
145 includes a header that includes the following information, "Visitor Center, Information, Bathrooms." The
146 tenants are working with Wood and Wood sign to have new signs made for each of their organizations, to
147 fill the same original spaces. A group of tenants is requesting that the sign be updated to read,
148 "Information & Bathrooms" and remove "Visitor Center." For historical context, the building was
149 established as a Visitor Center as a condition of the 1995 VTrans grant that funded the purchase of the
150 building, with an award at that time totaling \$200,000. The Board should consider if what modifications
151 they might consider to the sign. Misha will represent the building tenants and answer any questions the
152 Board might have about the proposed project.

153

154 ***Recommendation:***

155 *Consider a motion to modify the existing Historic General Wait House sign.*

156

157 Item II.12. Consider adopting Tardy Parcel Management Plan

158 The Conservation Commission has been working on a draft management plan for the Tardy parcel for
159 months, including a public review period from May 24 – June 9th, and a public forum on May 31st which
160 was recorded and shared after the meeting (due to technical difficulties, participants were unable to log on
161 the day of the meeting, but the recording was widely circulated for anyone who wanted to participate.
162 Only one public comment was received during the public review period, which did not comment on the
163 plan itself but offered to assist with any future fundraising efforts related to the parcel moving forward.
164 The draft plan is enclosed. The Conservation Commission approved the enclosed version of the plan at
165 their meeting on June 19th and have recommended this version to the Selectboard for final approval. Phil
166 Huffman with the Conservation Commission will attend the meeting on Monday night to answer any
167 questions the Board might have.

168

169 ***Recommendation:***

170 *Consider a motion to approve the enclosed Tardy Parcel Management Plan.*

171

172 Item II.13. Review McFarland Johnson Draft VT 100/VT 17/Bragg Hill Road Intersection Project
173 Refinement Report

174 As a follow up to their presentation to the Selectboard on June 5th, McFarland Johnson have shared their
175 first draft of the Waitsfield VT 100/VT 17/Bragg Hill Road Intersection Project Refinement Report. The
176 draft report is enclosed. They are looking for comments back by Friday, June 30th for inclusion in the
177 final report. There are a number of long appendices – please let Annie know if you'd like to see any and
178 she'll email you a PDF.

179

180 ***Recommendation:***

181 *Consider any comments or feedback that should be submitted related to the draft Project Refinement*
182 *Report.*

183

184 Item II.14. Review & approve Town Garage Design RFP

185 Town staff have been working to compile an RFP for the new Town Garage Design project and a final
186 draft is enclosed for the Selectboard's review. The Capital Improvement Plan includes \$30,000 total for
187 this phase of the project, however as staff has worked with the Road Department to understand exactly
188 what scale of plans would be most appropriate at this phase of the project, it has been determined that
189 more detailed design is preferable than originally thought. We will not know for sure until we receiving
190 proposals but it is possible that the project budget for the design phase may need to be increased. Staff
191 will work on recommendations for possible sources of additional funding, including potential grant
192 opportunities, once proposals are received. If the Selectboard supports the RFP as prepared, staff will
193 post and bring back any recommendations, along with a funding plan, at a future meeting.

194

195 ***Recommendation:***

196 *Approve the RFP for Town Garage Design and authorize staff to post and publish*

197

198 Item II.15. Review & authorize purchase of Ventrac tractor as included in FY24 CIP

199 The Road Department is prepared to purchase the Ventrac tractor that was included in the FY24 Capital
200 Improvement plan. The tractor will enable town staff to plow the town's sidewalks and mow the town
201 properties that are currently contracted out. The purchase of the tractor is part of the plan to hire a 4th
202 road crew member to enable the town to take on more of our own road and property maintenance in
203 house. The Capital Improvement Plan included a total budget of \$75,000 for the purchase of the Ventrac
204 tractor and an associated trailer. The Road Foreman and Road Commissioner have shopped around and
205 selected the final model, with all necessary attachments, which has been quoted at \$70,304 (enclosed).
206 The Road Department is still pricing out a trailer for the tractor, but it is not an immediate need. The
207 FY24 CIP budgeted \$25,000 to come from the Heavy Equipment Reserve and \$50,000 to come from the
208 Town's municipal ARPA fund. Staff recommends the Selectboard authorize \$25,000 from the Heavy
209 Equipment reserve and the remaining \$45,304 to come from the Town's municipal ARPA funds.

210

211 ***Recommendation:***

212 *Consider a motion to approve the purchase of the Ventrac trailer, as enclosed, and authorize the use of*
213 *\$25,000 from the Road Department Heavy Equipment Reserve and up to \$46,000 from the Town's*
214 *municipal ARPA funds.*

215

216 Item II.16. Consent Agenda

217

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

222

223

- a. Consider Approving the Minutes of 5/30/23 & 6/5/23

224

The minutes will be shared before the meeting.

225

226

- b. Bills Payable and Treasurer's Warrants

227

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

228

229

230

- c. Approve liquor license renewals

231

A warrant will be provided on Monday before the meeting to include any new businesses approved at this meeting and other applications that have been received from established businesses who are no longer required to meet with the Selectboard.

232

233

234

235

- d. Approve Green Mountain Stage Race Public Festival Permit & Authorize Town Admin to sign "Statement of Consent to use Public Roads"

236

Green Mountain Stage Race have submitted a Public Festival Permit for their event on Friday, September 1st which is enclosed. Additionally, they've provided additional documents providing more detail on the event, and are also seeking signature of their "Statement of Consent to use Public Roads."

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Item II.18. Town Administrator's Updates

243

Updates to be provided at the meeting.

244

245

III. OTHER BUSINESS

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Item III.1. Correspondence/Documents/Reports received

247

- a. None received to date

TOWN OF WAITSFIELD

FUND BALANCE POLICY

Adopted February 26, 2018

PURPOSE. The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to maintain an appropriate level of Unreserved Fund Balance in the general fund for the following purposes:

- To fund operations by providing sufficient working capital for adequate cash flow, tax rate stabilization and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters and cutbacks in distributions from the state government.
- To reduce the cost of long-term borrowing by maintaining an appropriate level of undesignated general fund balance.

DEFINITION.

Undesignated fund balance – The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

Operating expenditures – All charges included in the Gross Spending General Town Budget.

RATIONALE

The Government Finance Officers Association (GFOA) recommends that, “at a minimum, general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.”

GFOA also notes that “The adequacy of unrestricted fund balance in the general fund should take into account each government’s own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent of a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance.”

POLICY

The Town should budget for current year general fund revenues including property tax revenues to be sufficient to finance current year expenditures.

Consistent with the recommendations of GFOA, an undesignated general fund balance of two months of general fund operating expenditures should be maintained. If this goal is not met, the Selectboard will adopt a multi-year plan to achieve the desired level of funding for the undesignated fund balance established in this policy.

As part of setting the Town tax rate the Selectboard will review and discuss the undesignated general fund balance. After satisfying the desired level of funding for the undesignated fund balance, any surplus remaining shall be returned to the taxpayers in the tax rate calculation.

Be it enacted by the Select Board of the Town of Waitsfield, Vermont:

The foregoing Policy is hereby adopted by the Select Board of the Town of Waitsfield, Vermont, this 26th day of February, 2018 and is effective as of this date until amended or repealed.

Paul Wartschan
Chairperson
Kai Dolan
SP Quisa



TOWN OF WAITSFIELD

MEMORANDUM

TO: Waitsfield Selectboard
FROM: Randy Brittingham, Town Treasurer
DATE: June 26, 2023
SUBJECT: FY2024 MUNICIPAL TAX RATE RECOMMENDATION

Below is the calculation of the FY2024 municipal tax rate based on the passed budget, the local agreement, and the 2023 Grand List (up .98%).

Recommendation: Set a Municipal Tax Rate of \$0.5759 plus a Local Agreement Tax Rate \$0.0035 for a Total Tax Rate of \$0.5794.

MUNICIPAL TAX RATE CALCULATION:

Municipal Budget (12-month budget) \$ 2,673,901
Less Non-tax Revenue (431,325)
NET TO BE RAISED BY TAXES \$ 2,242,576
Divided by Grand List value of \$3,894,205 = .5759 Municipal Tax Rate

LOCAL AGREEMENT RATE CALCULATION:

Homestead (Veterans' Exemption over 10K) \$1,200.00 X \$1.7109 (est) = \$2,053.08
Non-Homestead \$6,855.83 X \$1.6463 (est) = \$11,287.00
Total Local Contracts \$13,340.00
Divided by Grand List value of \$3,894,205 = 0.0035 Local Agreement Rate

Table with 5 columns: Category, FY22 Tax Rate, FY22 Tax Rate, FY23 Tax Rate, Annual Delta. Rows include Municipal Tax Rate, Local Agreement, and Total Municipal Tax Rate.

Note: The estimated tax increase proposed in March was +9.6%



TOWN OF WAITSFIELD

MEMORANDUM

TO: Waitsfield Selectboard
FROM: Randy Brittingham, Town Treasurer
DATE: June 26, 2023
SUBJECT: ADDENDUM TO 2024 MUNICIPAL TAX RATE MEMO

In addition to setting a tax rate, the Selectboard needs to decide whether or not to penalize those who declare their homestead after the April deadline.

Background Information: Beginning 2012, the tax department requires every Vermont resident homeowner to file a Homestead Declaration annually. The State allows the Selectboard to waive the penalty that is charged to late Homestead Declaration filers. Waitsfield has an education tax rate that is higher for residents than non-residents, with a penalty assessed at 8% of the education taxes.

Recommendation: Please take action to waive the FY2024 penalty to property owners that file their Homestead Declarations late. Since 2013, and for all subsequent years, the Selectboard has elected to waive the penalty. The Town's revenue from this penalty would be small and enforcing the fees would put the Town in a position of making abatement decisions concerning difficulties with income tax filing between our residents and the State Tax Department.

Randy Brittingham
Town Treasurer

This is EXHIBIT K, consisting of 6 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated when signed by Owner.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Owner-Engineer Agreement: 3-29-2022

Owner: Town of Waitsfield

Engineer: DuBois and King, Inc.

Project: Town of Waitsfield Village Wastewater

Nature of Amendment:

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

The original scope included completion of a water and wastewater feasibility study. Amendment 1 included a Preliminary Engineering Report (PER) and Environmental Information Document (EID) for Phase 1 of the preferred alternative that was identified in the feasibility study. The scope modifications for this amendment include development of 33% final design plans and profiles with updated topographic survey; selection of the wastewater treatment technology to be used; a concept plan for renewable energy to offset the power use; updated costs; advancing easements, archaeological and historic assessments, and indirect discharge permitting; public engagement support; and funding/affordability assistance.

Scope items from the original agreement and Amendment 1 are listed in plain text. Changes to the scope as part of this amendment are presented in bold/underline.

A1.02 Preliminary Design Phase

A. Background:

The Town of Waitsfield, population 1,844, is located in Washington County, Vermont, on the Mad River. In alignment with the Town Plan, Waitsfield desires to find infrastructure solutions to address affordable housing needs, to attract people to move to and reside in Waitsfield, to invest in residential development, to encourage compact development and to provide opportunities for businesses in the Village areas that encourage investors and entrepreneurs. In addition, the Town desires to address the protection of defined wetlands and critical habitats to ensure a healthy watershed with clean water, and to address the growing climate crisis.

The primary focus of this project as the first phase of a system to serve the whole study area is to address wastewater needs in Waitsfield Village (Village Residential, Business Districts) and Irasville. Waitsfield has a Designated Village Center and a Community Water System that was constructed in 2012, providing potable water to a number of properties in an area roughly contiguous with the Designated Village Center and Village Residential Districts.

All wastewater treatment in the study area is accomplished in septic systems. There is no municipal wastewater management. In 2014, the town introduced a Wastewater Loan program which has resulted in five wastewater system upgrades.

B. Scope of services:

Step I services including a feasibility study, PER, and EID were included in the original agreement and Amendment 1.

A1.03 Final Design Phase

STEP II 33% FINAL DESIGN

The purpose of this current 33% Final Design is to develop design plans, profiles, and cost opinions, and to advance key permits, for the preferred alternative identified in the PER – a community wastewater collection system serving the Irasville Commercial, Village Residential, and Village Business Districts with a tertiary wastewater treatment and disposal facility on the town-owned land referred to as the Munn site.

Task 15: 33FD Project Management and Coordination

This task includes coordination with the Department of Environmental Conservation (DEC), funding applications support, general project coordination, and attending up to four (4) meetings with Town representatives.

Task 16: Topographic Survey

For purposes of preparing a budget for this task, Engineer has estimated that approximately 23,000 linear feet of the proposed collection system, and the treatment and disposal site location will require surveying. It is assumed that a 2-person survey crew will be able to survey approximately 1,000 linear feet per day, with additional time required for surveying

the treatment and disposal site. If additional survey beyond this initial budget is necessary, it can be accomplished via an amendment or as part of a subsequent project phase.

Field verification of existing below-grade utilities has not been provided at this time.

Using the topographic information collected above and using the other basemapping information from the PER, D&K will prepare a basemap of the project area that is suitable for final design purposes. It is noted that additional survey efforts may be necessary in subsequent project steps depending on the final details of the project limits.

Task 17: 33% Final Design

Wastewater Treatment

Engineer will develop a comparative matrix of treatment technology options for providing the permit-required tertiary treatment of wastewater at the Town-owned Munn site. The matrix will consider technical, financial, and operational factors for each of the potential treatment approaches from the PER, which include membrane bioreactors, moving bed bioreactors, and sequencing batch reactors, as well as a chemical precipitation system for phosphorous removal. Town representatives will be included on correspondence and meetings with treatment vendors.

Wastewater treatment and disposal system operational and management considerations (including anticipated labor needs, chemical usage, sludge solids management, energy efficiency, reliability, routine and significant non-routine maintenance requirements, etc.) will be reviewed for each technology with the Town water system's contract operator, operators of similar facilities, and other sources as appropriate. Town representatives will be included on correspondence and meetings with the operator, other facilities, and other sources. Based on the preferred technology, a draft operational budget will be reviewed with the Town water system's operator.

Renewable Energy

Engineer will evaluate the anticipated new energy load of the treatment and disposal facility and pump stations and develop a conceptual plan for renewable energy to help offset the system's anticipated energy usage.

Design Plans

Engineer will update the wastewater treatment and disposal facility site plan and above-ground components based on the wastewater treatment technology selection, the updated topographic survey, and the Indirect Discharge Permitting program requirements. Preliminary sketches of the above-ground components will be developed for the selected wastewater treatment technology.

Engineer will also revise the pump stations and collection system site plans based on the updated topographic survey and based on input from the Town's easement discussions with landowners. Collection system profiles will also be developed to further evaluate significant utility crossings and pipe depths to facilitate sewer service connections.

Project plans will be independently reviewed by Senior Engineer not involved in the project design for quality assurance/quality control purposes.

Opinions of Costs

Engineer will update the preliminary opinion of probable construction costs, operations budget, project cost summary, and funding alternatives for the collection and treatment alternatives.

Task 18: Permitting/Easements

Engineer will assist with advancing key permits and easements that were identified in developing the PER.

Easement assistance will include providing exhibits for the Town to use in discussions with key landowners involving the four pump station/septic tanks sites and the cross-country sewer main that is planned for connecting properties in Irasville east of Route 100 to the sewer system. Engineer may also participate in landowner meetings, if requested, to provide technical input in support of the Town's discussions.

An allowance of time and subcontractor services is included for further work on archaeology and historic preservation considerations that may affect the project design. The services are included as an allowance, as the current PER scope of services for archaeology is not completed yet, and the Vermont Division of Historic Preservation (VDHP) has not provided input yet on the work that has been completed to date.

Based on Indirect Discharge Permitting services provided in the PER and input from the Indirect Discharge Program and Rivers Program representatives, anticipated permitting support to be included in the 33% Final Design includes:

- Completing a "No Rise" analysis for the placement of fill as the base of the Munn site slope between the proposed disposal fields and the Mad River.
- Preparing and submitting a water quality sampling QA/QC plan for collecting updated water quality data for the Mad River from August through October.
- Testing of water quality (pH, nitrate nitrogen, and total dissolved phosphorus) in the Mad River upstream and downstream of the site weekly in August and September and twice in October.
- Two aquatic permitting criteria testing events in August and/or September.
- Updated mounding analysis for review of the disposal system capacity and alternatives, particularly whether placement of fill at the base of the slope between the disposal fields and the river is necessary, and any other potential options to maximize the disposal capacity of the site.
- Compiling the water quality data and submitting in a brief summary report to the Indirect Discharge Program requesting affirmation of the disposal site capacity.

Submittal of the formal Indirect Discharge Permit application is not included in this stage of the design. No other permit applications are included in this Scope of Services. It is anticipated that permit applications will be submitted during a later phase of Final Design.

Task 19: 33FD Public Engagement

Public engagement activities during this phase of engineering are expected to include:

- Providing supporting information for meetings and discussions between Town representatives and landowners regarding connecting to the system.
- Assisting the Town with a preliminary outline of the wastewater allocation/ordinances.
- Participating in a 33% design meeting with the Selectboard.

Task 20: Funding and Affordability Review

Engineer will provide project coordination and participate in meetings with potential funding agencies to help advance funding approvals and to help position the project for fundability. Engineer will review the updated project plans, costs, and funding outlook to identify potential areas for reducing and phasing project capital costs to improve affordability to users.

A1.04 Bidding Phase

Bidding Phase Services are NOT PROVIDED, but can be incorporated via amendment.

A1.05 Construction Phase

Construction Phase Services are NOT PROVIDED, but can be incorporated via amendment.

PART 2 – ADDITIONAL SERVICES

Additional Services are NOT PROVIDED, but can be incorporated via amendment.

Agreement Summary:

<u>Original agreement amount:</u>	<u>\$ 78,753.00</u>
<u>Net change for prior amendments:</u>	<u>\$120,664.93</u>
<u>This amendment amount:</u>	<u>\$197,595.00</u>
<u>Adjusted Agreement amount:</u>	<u>\$397,012.93</u>

Change in time for services (days or date, as applicable):
See Attachment C-1.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print name: _____

By: _____
Print name: _____

Title: _____

Title: _____

Date Signed: _____

Date Signed: _____

ATTACHMENT C-1
RUS CERTIFICATION PAGE (MODIFIED from RUS BULLETIN 1780-26, EXHIBIT C)
DEC CERTIFICATION PAGE

PROJECT NAME: Town of Waitsfield Village Wastewater
PROJECT LOCATION: Waitsfield, VT
APPLICANT & LOAN/GRANT NUMBER: Town of Waitsfield

The Engineer and Owner hereby concur in the Funding Agency required revision to E-500 (2014). In addition, the Engineer certifies to the following:

All modifications required by DEC and RUS Bulletin 1780-26 have been made in accordance with the terms of the license agreement, which states in part that the Engineer “must plainly show all changes to the Standard EJDC Text, using ‘Track Changes’ (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions.” Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

SUMMARY OF ENGINEERING FEES

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values listed on this table. Fees shown will not be exceeded without the concurrence of the Agency.

Description of Steps and Services	Fee Amount	Basis of Payment (Lump Sum or NTE)
1. Step 0 – Feasibility Study	<u>\$ 78,753.00</u> (Services included in original agreement)	LS/NTE
2. Step I – Preliminary Engineering		
a. Preliminary Engineering Report Services	<u>\$109,724.93</u>	LS/NTE
b. Additional Services included in Step I (include additional lines and itemize each item separately) <u>Environmental Information Document Services</u>	<u>\$ 10,940.00</u>	LS/NTE
3. Step II – Final Design		
a. <u>33% Basis of Final Design and Final Design Plans and Contract Documents</u>	<u>\$197,595.00</u>	LS/NTE
b. Environmental Information Document Services	<u>Services included in Step I</u>	LS/NTE
c. Additional Services included in Step II (include additional lines)	<u>Services not provided herein</u>	LS/NTE
4. Step III	<u>Services not provided herein</u>	
a. Bid Phase Services	<u>Services not provided herein</u>	LS
b. Construction Phase Services	<u>Services not provided herein</u>	LS
c. Resident Project Representative Services	<u>Services not provided herein</u>	NTE
d. Post Construction Phase Services	<u>Services not provided herein</u>	LS
e. Additional Services included in Step III (include additional lines)		LS/NTE
5. Total Engineering Costs (Step I and II)	<u>\$199,417.93 (Step I)</u> <u>\$197,595.00 (Step II 33%)</u>	LS/NTE
6. Construction Costs	<u>Services not provided herein</u>	
a. Contract 1		
b. Small Purchase		
c. Additional Items (include additional lines)		
7. Total Project Cost	<u>Not estimated yet</u>	17
8. Total Bond Amount	<u>No Bond Vote Yet (November 2024)</u>	

SCOPE OF SERVICES

The scope of services can be found in the following pages of the contract: Exhibit A.

PROGRESS MEETING AND DELIVERABLES

DEC places funding holds on projects at the 30%, 60%, and 90% of engineering Step I & II (planning and final design) services pending a project meeting and deliverables. Holds may be negotiated to add or delete holds based on the needs of the project. This contract amendment involves the following remaining Step 1 deliverables and meetings:

<u>Milestone Project Task</u>	<u>Approximate Submittal Schedule</u>	<u>Deliverables</u>
Start 33% Final Design	<u>August 1, 2023</u>	<u>Approved ESA, Loan Amendment Application</u>
33% Final Design Submittal	<u>December 1, 2023</u>	<u>Plans, OPCC, PCS, Water Quality Summary Report</u>

Any adjustments to engineering fees or changes to maximum estimated values must be approved by the Agency and must include a table of what specific category or categories of fees are being changed, what fees were before and are after the change, and the resulting total fee.

CONSULTING FIRM NAME

DuBois & King, Inc.

Engineer _____ Date _____

Jonathan B. Ashley, P.E., Director, Public Works and Facilities Division

Name and Title

Town of Waitsfield

Owner _____ Date _____

Annie Decker-Dell'Isola, AICP, Town Administrator

Name and Title

Agency Concurrence:

As lender or insurer of funds to defray the costs of this Contract, and without liability for any payments thereunder, the Agency hereby concurs in the form, content, and execution of this Agreement.

Agency Representative _____ Date _____

Name and Title

Last Revised: 3/26/19

Town of Waitsfield
Village Wastewater 33% Final Design
ATTACHMENT C-2
 Project No.: 227947X



Project Phases & Tasks					Labor Categories							Total Hours
	Project Director	Sr. Project Manager I	Senior Project Engineer I/ Landscape Arch.	Project Engineer I	Staff Engineer I	Senior Designer I/ Survey Party Chief	Project Manager I	Field Naturalist	Licensed Surveyor	Survey Crew (2)	Admin	
II. Final Design Phase - 33% Design												
15 33% Final Design (30FD) Project Management and Coordination												
a. Committee meetings (assume 4)	12											12
b. DEC coordination, funding apps. support, general project coordination	8		8									16
16 Field Work												
a. Topographic survey (assumes 1,000 feet/day), develop basemap	6					176		42	260			484
17 33% Final Design												
a. Wastewater treatment alternatives technology selection - biological and nitrogen treatment, and phosphorous removal system	40				12	16						68
b. Wastewater treatment - preliminary operations and maintenance programming and costs, controls (detailed comparison of alternatives)	16		8		16							40
c. Renewable energy concept plan	2					8	24					34
d. Update treatment site plan and above-ground components sketches based on technology selection	8		16			16						40
e. Update pump stations site plans for updated topo	4					12						16
f. Adjust collection system plans for updated topo	4					12						16
g. Develop collection system profiles (setup sheets, add crossings)	2					52						54
h. Updated Opinion of Probable Construction Costs, operations budget, Project Cost Summary	8			16	16							40
i. QA/QC Review	8	8										16
18 Permitting/Easements												
a. Easement exhibits/meetings - 4 pump station sites and x-country sewer	8					40						48
b. Archaeological/historical supplemental work coordination	6		8			6						20
c. IDR Permitting												
i. No-rise fill analysis		8	40			8						56
ii. Water quality sampling plan and sampling of Mad River 2023	8			100								108
iii. Water quality data and aquatic criteria letter report	4		12		12	8						36
iv. Mounding analysis/alternatives	10			32		12						54
19 Public Engagement												
a. Provide supporting information for Town meetings with landowners regarding connecting to the system	8					8						16
b. Assistance with preliminary outline of wastewater allocation/ordinances	8											8
c. 33% design meeting	8											8
20 Funding and Affordability												
a. Meetings and project coordination with potential funding agencies	8		8									16
b. Affordability review of plans, costs, and phasing	6			20								26
Total Hours:	192	16	100	168	56	374	24	0	42	260	0	1,232

Town of Waitsfield
Village Wastewater 33% Final Design
ATTACHMENT C-2
Project No.: 227947X



Project Phases & Tasks					Labor Categories								
	Project Director	Sr. Project Manager I	Senior Project Engineer I/ Landscape Arch.	Project Engineer I	Staff Engineer I	Senior Designer I/ Survey Party Chief	Project Manager I	Field Naturalist	Licensed Surveyor	Survey Crew (2)	Admin	Total Hours	
Direct Labor	Total Hours:	192	16	100	168	56	374	24	0	42	260	0	1,232
	Hourly Rate:	\$195.00	\$175.00	\$125.00	\$120.00	\$100.00	\$110.00	\$120.00	\$120.00	\$160.00	\$180.00	\$85.00	
	Labor Fee:	\$37,440	\$2,800	\$12,500	\$20,160	\$5,600	\$41,140	\$2,880	\$0	\$6,720	\$46,800	\$0	\$176,040
Direct Expenses													
I. Subsistence													
	Transportation:	Vehicles	3,600	Miles @	\$0.655	/ Mile =	\$2,358						
								Travel-Air / Ground / Parking Allowance =					\$0
	Meals:	Partial Per Diem	0	Days @	\$6.00	/ Day =	\$0						
		Full Per Diem	0	Days @	\$25.00	/ Day =	\$0						
	Rooms & Lodging:	Hotel	0	Days @	\$70.00	/ Day =	\$0						
											Subsistence Total =	\$2,358	
II. Support Expenses													
							Phone =	\$25					
							Postage =	\$50					
							Reproduction =	\$50					
							Copying =	\$25					
											Support Total =	\$150	
III. Subcontractors													
							Water Quality Analysis (assumed allowance for pH, Nitrate-N, TDP 10 events) =	\$3,000					
							Aquatic Biota Testing (assume 2 events - August and/or September) =	\$9,000					
							Supplemental Archaeology/Historic Review (assumed allowance) =	\$5,000					
											Subcontractor Total =	\$17,000	
IV. Miscellaneous Expenses													
							Computer Charges =	\$25					
							Plotting Charges =	\$25					
							Survey Equipment =	\$250					
							Sampling Supplies =	\$150					
											Miscellaneous Total =	\$450	
											Total Direct Expenses =	\$19,958	
											Administrative Fee =	\$1,597	
											Total Fee =	\$21,555	
Fee Summary													
											Labor Fee	\$176,040	
											Direct Expenses	\$21,555	
											Total Fee	\$197,595	

June 26, 2023

To: Waitsfield Selectboard
From: Waitsfield Planning Commission

The Planning Commission is recommending appointments to 2 currently open spots.

1. We recommend Jonathan Upspring to fill a vacant seat on the commission. Jonathan has attended a couple of our meetings and has expressed his desire to join us in our planning efforts. Most recently Jonathan has served on our Development Review Board. He will be at the Selectboard Meeting **Monday** night to tell you about himself and to answer your questions. We find Jonathan to be a good fit for Planning Commission work.
2. With the departure of Brian Voigt, the volunteer position as representative to the Mad River Valley Planning District is open and we need to ask another PC member to fill this role. We have discussed this during our meetings. Right now it's a bit late in the year after Town Meeting and we all have schedules that involve travel, families, jobs and knotweed projects. All members were asked to volunteer, all were reluctant because this would require another evening time commitment. It was decided at our last meeting that Alice Peal would take on the PC representative position until Town Meeting 2024. At that time we will have a full commission (7 members) and another opportunity to assign another PC member to be the representative to MRVPD.

The Planning Commission voted to recommend these 2 appointments at our **June 6, 2023** meeting.

The Planning Commission still has one vacant seat. We have a person currently interested in filling this spot and we are hard at work to convince them they really want to do this.

JONATHAN URSPRUNG

2692 E Warren Rd, Waitsfield VT 05673 | 617-575-9597 | ursprung@gmail.com

May 31, 2023

Select Board & Planning Commission
Town of Waitsfield
4144 Main Street
Waitsfield, VT 05673

Dear Members of the Select Board and Planning Commission:

I am submitting this letter of interest regarding the vacant seat on the Planning Commission. For the past year and a half, since October of 2021, I have served on the Town of Waitsfield Development Review Board. In that role I have become very familiar with the town's zoning bylaws and with the development-related challenges that face our community's residents, businesses, developers, and visitors. I joined the DRB to learn as much as possible about our community's needs and goals regarding residential and commercial development, and to better understand where and how I can best help the town succeed in its plans. Based on my recent DRB experience implementing the bylaws as they stand, I believe I could bring a useful perspective to the Planning Commission in its work to modernize the bylaws and shape the town's long-term plans.

In addition to my DRB experience, I am also a practicing attorney working full time from home in Waitsfield. While I am not a real estate specialist, I have considerable experience helping client navigate challenging legal and regulatory structures. I have also spent considerable time during my tenure on the DRB working with the current bylaws and the statutes and regulations under which they were developed.

More than anything, though, I really enjoy living and working in Waitsfield, and it would be a privilege to play a role on the Planning Commission to help our community meet its current and future development needs while maintaining its unique character.

Thank you very much for considering my letter of interest.

Sincerely,



Jonathan Ursprung



**June 2023
VT 100 Corridor**

For thirty years the Mad River Path Association strived to connect Warren, Waitsfield, Fayston, and Moretown with a continuous trail along the valley floor. Many sections of the Path were built and are in regular daily use. Yet, the path has not reached its goal of connectivity. Now is the time to fulfill the organization's mission and connect the existing trails with a multi-use path that runs along the VT 100 corridor!

VT 100 Multi-Use Path will:

- Connect Warren to Moretown (and eventually all the way to the Winooski River) with a 10'-wide multi-use path physically separated from motor vehicles.
- Serve as a multi-jurisdictional path providing for a variety of recreation and non-motorized transportation needs.
- Travel parallel with, but separated from VT 100.
- Provide inclusive and accessible alternatives to vehicle travel, in a decisive action towards reducing the Mad River Valley's carbon footprint.
- Become the spine of the broader MRV trail network, connecting existing trails, and StewardMRV-managed recreational access sites.
- Enhance the Mad River Valley's recreation assets across all four seasons.
- Implement a primary Major Off-Road Connection as detailed in the 2016 MRV Moves Active Transportation Plan's Future Opportunities Map.

RT 100 Path will improve well-being and infuse the valley with new energy for cooperation within and between our communities!



TOWN OF WAITSFIELD, VERMONT

TARDY PARCEL MANAGEMENT PLAN

**Prepared by the Waitsfield Conservation Commission
with assistance from the Vermont Land Trust**

June, 2023



TOWN OF WAITSFIELD, VERMONT

TARDY PARCEL MANAGEMENT PLAN

June 2023

Prepared by the Waitsfield Conservation Commission:

Bob Cook
James Donaldson
Bruno Grimaldi, Treasurer
Phil Huffman, Lead Author
Ted Joslin
Leo Laferriere, Vice Chair
Curt Lindberg, Chair
Chris Loomis
PJ Telep, Secretary

With assistance from the Vermont Land Trust:

Liza Walker, Central Vermont Project Director

Cover Photo: Phil Huffman

TOWN OF WAITSFIELD, VERMONT

TARDY PARCEL MANAGEMENT PLAN

June 2023

Prepared by the Waitsfield Conservation Commission
with assistance from the Vermont Land Trust

Signed:

Town of Waitsfield

By: _____
Its Duly Authorized Agent

Date

Approved:

Vermont Land Trust ¹

By: _____
Its Duly Authorized Agent

Date

¹ Having the Vermont Land Trust (VLT) as a signatory of this management plan is not formally required under the guiding legal document for the property, the Tardy Grant of Conservation Covenants, but it is appropriate since VLT holds those covenants and their approval of this plan indicates they have found it in keeping with that document.

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TARDY PARCEL MANAGEMENT PLAN

June 2023

I. Introduction and Background

This document lays out the Town of Waitsfield’s vision and intended actions in the coming years to guide its ownership and stewardship, as well as public use, of the so-called “Tardy Parcel”, an approximately 6.9-acre property that the Town purchased in 2003 from Astrid Tardy for \$60,000.² The property is located on the floor of the Mad River Valley between the river and Vermont Route 100 at the southern gateway to the commercial centers of Irasville and Waitsfield Village, immediately upstream of the Route 100 bridge and the Town’s Lareau Swimhole property. (See Map A.)

II. Property Description, Landscape Context, and Recent Use

The Tardy Parcel is undeveloped, low-lying land that has been significantly altered by human activity and the dynamics of the Mad River over the years. Historically the land likely was covered with a native hardwood floodplain forest, but today most of the property is unforested, covered with grasses, and increasingly infested with Japanese knotweed and other non-native invasive plant species. The property includes areas of river cobble shore on both sides of the Mad River and a shallow emergent marsh near the southwest corner on the eastern shoreline, with substantial side channels and sloughs with beaver activity. Beavers also have become active in recent years near the northern end of the property and adjacent banks of the river. There also is a small forest patch in the southeastern corner of the property adjacent to Route 100 and the neighboring farm field. (See Map B.)

Vehicular access to the property is via a short, unmaintained gravel access drive (largely overgrown by grass in recent years) that enters the southern end of the property across from Our Lady of the Snows Catholic Church and then bends to the north paralleling the river. The neighboring farmer accesses the northern end of his agricultural field via a south-leading spur off the gravel drive.

The parcel includes approximately 1,265 feet of shoreline along the Mad River. Portions of the shoreline on the western side of the river are currently within the mapped boundary of the parcel, but with lateral movement of the river channel this may change over time. A section of the eastern shoreline in the central part of the property was rip-rapped to stabilize the river bank at some point prior to the Town’s acquisition, but some of this stone work has failed due to continued erosion of the bank behind it.

² In addition to the \$60,000 purchase price, \$13,000 went to project closing and other expenses for a total cost of \$73,000. Funding to cover these costs included \$15,000 from the Town of Waitsfield, \$25,075 from the Freeman Foundation, \$20,000 from the Mad River Watershed Conservation Partnership, and \$13,000 from private donations.

Since the Town's acquisition in 2003, the property has been largely unmanaged and has not received a great deal of attention. In many years, the areas covered by grasses have been mowed or hayed by the neighboring farmer through an informal agreement with the Town. In 2011, the Town used the site for temporary storage of a significant amount of gravel that had been removed from the river immediately after Tropical Storm Irene. The gravel was later moved to the Town gravel pit and the topography of the affected portion of the property was reconfigured to more or less its current condition. In 2016, the Vermont Agency of Transportation temporarily used the site, with the Selectboard's approval, for a field office and storage of vehicles, heavy equipment, and earthen material during its reconstruction of the adjacent Route 100 bridge. Outside of those times, the property has been available for public access and recreation but has not received substantial use.

Although relatively small in size, the Tardy Parcel is important for a number of reasons:

- The property is a key part of the scenic southern approach to Irasville and Waitsfield Village, forming the foreground of the broad panorama that encompasses Lareau Farm, forested hillsides to the east and west, and Knoll Farm and the forests of Bragg Hill rising in the background in Fayston.
- As shown in Map C, the property is the southern/upstream-most of a string of undeveloped Town-owned parcels along the Mad River, including the Lareau Swimhole, Austin Parcel, and Wu Ledges Town Forest. All of these are permanently protected from development through conservation restrictions held by third parties (Vermont Land Trust, Vermont Housing and Conservation Board). In addition, a private parcel across the river upstream from Lareau Farm has a river corridor easement on it, ensuring permanent protection of the riparian area to enable the river to move freely over time. And the 110-acre former Lee property, which includes significant frontage on the eastern shoreline of the Mad River immediately downstream of the Tardy Parcel as well as extensive uplands, has recently been purchased by a community-minded entity, Fair Grounds LLC. The LLC is intent on collaborating with the Town to ensure strong conservation of the property's ecological values, along with providing other benefits to the Mad River Valley community.
- Together, these adjoining parcels form an invaluable corridor of undeveloped valley floor lands that provide important habitat for terrestrial and aquatic species; outdoor recreation opportunities such as swimming, fishing, walking, and wildlife watching for residents and visitors; scenic vistas that are central to the Valley's rural character and sense of place; and room for the Mad River to function in a relatively natural way.

- The Town’s ownership provides opportunities to enhance the parcel’s ecological condition and function, as well as its contributions in other ways as a community asset. These opportunities are described further in subsequent parts of this management plan.

III. Summary of Guiding Documents (Legal, Scientific, and Management)

There are a number of important documents that inform and direct the Town’s management and stewardship of the Tardy Parcel and have provided a key foundation in developing this management plan. Links to these documents are included in the appendices to this plan. They include the following:

- ***Tardy Grant of Conservation Covenants*** between the Town of Waitsfield and Vermont Land Trust (VLT), 2003: This document, granted by the Town to VLT and signed when the Town acquired the property, provides permanent legally binding sideboards for management and use of the property. Its Purposes section establishes that the property will be used in perpetuity “primarily as open lands for agriculture, ecological riparian protection and enhancement, scenic protection, and low impact public recreational use.” The “Covenants and Conservation Restrictions” section lays out more specifically the public and management uses and activities that are allowed, restricted, or prohibited. These are described further in Section VI of this plan. The remainder of the *Grant of Conservation Covenants* document describes procedures to be used by the Town and VLT in their interactions related to the property and other provisions related to implementation of the covenants.
- ***Tardy Property Baseline Documentation Report (BDR)***, Vermont Land Trust, 2003: Prepared by VLT in conjunction with the Town’s acquisition of the property and its conveyance of the *Grant of Conservation Covenants*, this document provides a brief description of the property and current uses at the time, along with several maps and photos. Preparation of a BDR is standard practice for transactions such as this with the conveyance of conservation restrictions to a third party like VLT.
- ***Natural Community Inventory of the Waldron, Austin, and Tardy Tracts of the Town of Waitsfield***, Brett Engstrom, 2006: This field inventory and report was commissioned by the Waitsfield Conservation Commission and prepared by one of Vermont’s leading ecologists. The modest cost was paid for with a combination of Town funds and a grant from the Vermont Department of Forests, Parks, and Recreation. The inventory includes written descriptions and a mapped delineation of the various natural communities found on these three Town-owned properties.

For the Tardy Parcel, the inventory documented that most of the property would naturally be a sugar maple-ostrich fern riverine floodplain forest, but had been converted in the past to a field. It also noted the shallow emergent marsh natural community with substantial beaver activity in the southwestern corner of the parcel,

along with short linear patches of the river cobble shore natural community both along the shoreline and mid-channel. The cobble shore patches are subject to frequent flooding and their locations shift over time as a result of related river dynamics.

- ***Fluvial Geomorphology Assessment of the Mad River Watershed, Vermont***, Field Geology Services, 2007: This “Phase 2” field assessment and report “to determine stream channel response to human land uses and natural watershed conditions” was commissioned by the Friends of the Mad River as a targeted follow-on to an earlier “Phase 1” watershed-wide assessment. The Phase 2 assessment focused on a subset of reaches within the Mad River mainstem and tributaries, including the reach encompassing the Tardy Parcel and adjacent areas (Reach M13). The project also included a more detailed Phase 3 assessment of this reach “in order to select restoration strategies that will return the stream channel to equilibrium conditions at the selected sites and downstream.” Reach M13 was one of only two reaches in the watershed to receive the additional Phase 3 attention.

The results of the Phase 3 assessment are described on p.34-40 of the report, with accompanying visuals in Figures 27-40 toward the end of the document. Five potential stand-alone restoration options were identified for promoting channel stability and equilibrium in Reach M13, along with a preferred option that would combine river corridor protection (Option 1) and riparian buffer plantings (Option 2) on portions of the Tardy Parcel and other areas in the Reach. The discussion of preferred options also noted that increasing floodplain storage (Option 4) by lowering portions of the former floodplain on the Tardy Parcel would be the preferred option for achieving a more rapid return to equilibrium conditions and providing more flood relief and energy attenuation to protect downstream areas. However, this would be a significant undertaking requiring removal of an estimated 882,000 cubic feet of soil (more than 3,000 truckloads) and would require detailed hydraulic analysis and risk assessment to determine potential impacts on Route 100 and other infrastructure.

In considering the information and options presented in this report, it is important to bear in mind that it was prepared prior to Tropical Storm Irene – a significant event that had substantial impacts on the Mad River corridor. As a result, the assessment’s findings and recommendations should be re-evaluated by qualified parties to determine if any revisions are warranted based on post-Irene conditions.

- ***Upper Mad River Corridor Plan***, Fitzgerald Environmental Associates, LLC and Lisa C. Godfrey, LLC, 2008: This document was commissioned by the Friends of the Mad River to build on the earlier geomorphic assessment studies. The goal of the Corridor Plan was “to facilitate restoration and protection activities with the following objectives: (a) to improve the long-term stability of the Mad River; (b) to reduce sediment and nutrient pollution loading to the Mad River and therefore Lake Champlain; (c) to over time reduce landowner vulnerability and infrastructure damage from flood and erosion hazards.”

The parts of the Corridor Plan related to Reach M13 and the Tardy Parcel (see p. 42, 55-57, and 71) reinforce the preferred option in the 2007 geomorphic assessment described above of river corridor protection “to allow for passive floodplain and meander redevelopment” and possible inexpensive buffer planting to improve poor corridor vegetation.

- ***Invasive Plant Management Plan for the Town of Waitsfield – Austin and Tardy Properties***, Julia Gulka, Vermont Land Trust, 2016: This plan was provided *pro bono* by VLT to the Town as a resource to help inform its stewardship of the Austin and Tardy parcels. It was based on a field inventory that identified the presence and extent of invasive plant species on the properties, and offered guidance for a prioritized approach to managing them.

Shrub honeysuckle (*Lonicera* sp.) and Japanese knotweed (*Fallopia japonica*) were identified as the primary species present on the Tardy Parcel in the report.³ The plan recommended management of Japanese knotweed as “a higher priority due to the risk of continued spread, particularly with recently disturbed areas from the [Route 100 bridge] construction and [post-Irene] gravel storage,” and identified the opportunity for native floodplain forest restoration over time with proper knotweed management. Although honeysuckle was identified as a lower priority it was still noted as important, and with a relatively small population could be managed effectively. The plan also noted the following: the potential to manage both knotweed and honeysuckle concurrently with parallel efforts on the Austin parcel; the need to monitor both properties annually for other invasive plants that could begin to establish themselves – such as Japanese barberry (*Berberis thunbergii*), Garlic mustard (*Alliaria petiolata*), Oriental bittersweet (*Celastrus orbiculatus*), and Wild chervil (*Anthriscus sylvestris*); and the importance of responding rapidly to eliminate any new outbreaks of these or other invasive species and not letting them take hold.

- ***Vermont Land Trust–Town of Waitsfield Memorandum of Agreement (MOA), Tardy Parcel–Farley Riverside Park***, 2023: In 2022, the Conservation Commission, the Selectboard, VLT, and a group of family and friends of Virginia Farley collaboratively developed and agreed to a proposal to designate the Tardy Parcel as the Farley Riverside Park in remembrance of her conservation legacy in the Mad River Valley and beyond. The MOA lays out the understanding between the Town and VLT on how nearly \$49,000 of private charitable donations raised through VLT for the establishment and stewardship of the Park will be managed by the Town, and eligible uses for which those funds can be employed. In the MOA the Town agrees to hold the funds in a new “Farley Riverside Park Stewardship Reserve Fund” that will be overseen by the Selectboard in consultation with the Conservation Commission. Eligible costs for use of the Reserve Fund include planning, design, construction, installation, and maintenance of memorial elements and site improvements to

³ The Waitsfield Conservation Commission recently has noted buckthorn, Japanese barberry, and winged euonymus on the property.

enhance public access to and public experience of the property; ecological restoration activities; and other activities related to the Town's stewardship of natural resources and provision of public recreational opportunities on the property in keeping with the *Grant of Conservation Covenants*. The document is binding on both parties.

IV. Management Roles, Responsibilities, Partnerships, and Funding

Town Government: As is true for the Town's other properties that are owned and stewarded primarily for environmental conservation purposes, the Conservation Commission will have lead responsibility for management and stewardship of the Tardy Parcel, and the Selectboard will have final decision-making authority on significant matters (for instance, changes in management direction, contracts for implementation projects, legal issues, management of public use and safety).

In carrying out these responsibilities, the Conservation Commission will keep the Selectboard and Town Administrator abreast of its work, and will communicate with other Town boards such as the Planning Commission when necessary. The Conservation Commission will strive to keep townspeople and the broader Mad River Valley community informed about, and engaged in, its management and stewardship of the property through various means, such as discussion at the Commission's publicly-noticed meetings, press releases in the Valley Reporter, and publicizing volunteer opportunities to help with on-the-ground stewardship activities (e.g., invasive plant removal, planting of native species).

In keeping with practice for other Town-owned conservation lands, the Town Administrator and Town Treasurer will support the Conservation Commission's and Selectboard's management of the Tardy Parcel as part of their overall job responsibilities. Other Town staff may assist with on-the-ground management activities as needed and appropriate, at the direction of the Town Administrator and/or Selectboard in consultation with the Conservation Commission. For instance, the road crew may help with maintenance of the access road and parking area, and mowing. Primary responsibility for advancing management and stewardship activities will reside with the Conservation Commission, though.

The overall management structure – with the Conservation Commission in the lead on behalf of the Town – may be reassessed by the Commission and Selectboard and modified if circumstances dictate. For instance, if public use of the property grows significantly and becomes a management challenge, it could be appropriate for the Selectboard to take lead responsibility with the Commission playing a supporting role and continuing to lead on ecological stewardship activities. In any case, a collaborative relationship with good communication, support, and trouble-shooting between the Commission and the Selectboard will be essential for successful management over time.

Key partners: As is the case for Waitsfield’s other Town-owned conservation lands, there are a number of entities and individuals who will or may play important roles in assisting with stewardship of the Tardy Parcel and helping achieve its intended purposes. These include the following:

- *Vermont Land Trust:* As holder of the *Grant of Conservation Covenants*, VLT has a legal responsibility to ensure the provisions of the Covenants are upheld over time. As a result, VLT will monitor the property periodically and communicate with the Town – primarily through the Conservation Commission – about any management issues, concerns, or opportunities it may identify. Any disputes between VLT and the Town would be handled through the guiding provisions of the Covenants. The Commission considers VLT a vital partner for the property, and will strive to keep it fully abreast of its work and maintain a close collaborative relationship.
- *Friends of Farley Riverside Park:* This is an informal group of family members, close friends, and colleagues of Virginia Farley who came together after her death in 2022 to find an appropriate way to honor her conservation legacy in the Mad River Valley and beyond. The group worked closely with the Conservation Commission and Selectboard, through liaisons on both boards, on the proposal that each officially approved in 2022 to redesignate the Tardy Parcel as the Farley Riverside Park. The group then led the private fundraising effort in collaboration with VLT that secured nearly \$49,000 in donations for the establishment of the Park. These funds are being transferred to the Town in accordance with the Memorandum of Agreement described earlier. The group is now leading efforts to engage a professional landscape architect to assist with site design, procure a memorial stone bench and plaque to be installed in a mutually agreeable location on the property, and assist with other aspects of establishing the Park. Looking ahead, the group could evolve into a broader, more formal/official “Friends” entity for the property like those in place for public lands in many other locations, engaging a wider circle of Valley residents and others who are interested in assisting the Town with its ongoing stewardship of the property. This could include helping with on-the-ground activities like invasive plant control and planting native vegetation, additional fundraising, and other efforts.
- *Friends of the Mad River (FMR):* As the leading Valley-wide proponent of thoughtful stewardship of the Mad River watershed, an important partner with the Town on many efforts over time, and with its expertise and long-standing interest in the Tardy Parcel, FMR will be a key sounding board and collaborator on management efforts going forward. In particular, dialogue with FMR will be important on river corridor management and restoration, invasive plant control, planting of native vegetation, and potentially management of public use of the shoreline.
- *Vermont River Corridor and Floodplain Protection Section, Department of Environmental Conservation (DEC):* DEC’s river corridor and floodplain protection team works with municipalities and others to “protect and restor[e] natural and beneficial river and floodplain functions.” They will be an important partner, along

with FMR, for a fresh assessment of options and opportunities for river corridor restoration on the Tardy Parcel to promote channel stability and equilibrium, enhance instream and riparian ecological values, and reduce downstream risk of flooding, erosion, and sedimentation.

Other potential partners:

- *StewardMRV*: Launched in 2021, this collaborative initiative among many local organizations and volunteers is working “to foster an ethos of stewardship in the Mad River Valley community and to implement sustainable solutions of taking care of our vital outdoor recreation assets for people of today, and generations to come.” A potential collaboration with StewardMRV could be helpful as another way of engaging volunteers to help with on-the-ground stewardship at the Tardy Parcel, particularly those related to public use of the property like management of trash and dog waste and potentially assisting with ecological restoration (e.g., invasive plant control and planting native vegetation).
- Mad River Path Association (MRPA): MRPA builds, maintains, and conserves a network of public pathways and trails throughout the Mad River Valley that fosters community well-being and vitality. They are an important partner with the Town on various efforts, including an ongoing collaboration to maintain a footpath and manage Japanese knotweed on the Austin Parcel downstream of Lareau Swimhole. Although opportunities for trails on the Tardy Parcel are limited by the property’s size, configuration, and location between Route 100, the Mad River, and adjacent private land, there may be value in collaboration with MRPA on the design, establishment, and maintenance of a short interpretive trail that is planned as part of the transition of the property to the Farley Riverside Park.

Funding: As described earlier, the Town is in the unusual and fortunate position of having nearly \$49,000 of dedicated private funding in the Farley Riverside Park Stewardship Reserve Fund. These funds are available to cover costs associated with the transition of the Tardy Parcel to the Farley Riverside Park including establishment of memorial elements, enhancements to public access and visitor experience, ecological restoration, and other aspects of stewardship of the property in the coming years.

When those funds are depleted, the Town may cover ongoing costs of management of the property with funds from the Conservation Commission’s annual operating budget (currently \$5,000 per year), the long-standing Town Forest Stewardship Reserve Fund, or other municipal appropriations. Also, additional fundraising could be done to secure funding from other sources including private donations, foundation grants, and state or federal government grants. Such an effort could be led by the Friends of Farley Riverside Park in collaboration with the Town if the group continues and includes fundraising in its purview.

V. Management Vision and Goals

The Town is committed to long-term ownership and management of the Tardy Parcel in a manner consistent with the legal requirements of the *Grant of Conservation Covenants*, with “continued use primarily as open lands for agriculture, ecological riparian protection and enhancement, scenic protection, and low impact public recreational use.” Within that overarching context, the Town envisions transforming the property to thoughtful, forward-looking stewardship that will enhance its ecological condition and provide a public amenity worthy of community pride.

Specific goals include the following:

- Protect and enhance the property’s value and contribution as part of the Mad River corridor to natural river function, water quality, flood resilience, and habitat for native species.
- Control invasive plant species to the extent possible.
- Restore native floodplain vegetation in areas not used primarily for public access or reserved for agricultural use (haying).
- Conserve the property’s scenic beauty and open space values.
- Provide enhanced opportunities for low impact, environmentally sensitive public access and recreational use, including limited infrastructure (e.g., gravel access drive, small parking area, directional and interpretive signage, short footpath) and space for quiet enjoyment and contemplation.
- Transition the naming and management of the property, and establish modest on-site memorial elements, to honor the conservation legacy of Virginia Farley.
- Monitor and respond to changes.

VI. Requirements and Guidelines for Management Activities and Public Use

Future management activities and public use of the Tardy Parcel must be consistent with the provisions of the *Grant of Conservation Covenants*, federal and state laws, and Waitsfield’s municipal ordinances, regulations, and Town Plan. In addition, the Town intends for management and use to reflect the property’s setting, features, constraints, and opportunities, and be in keeping with the Town’s stewardship of other municipally owned conservation lands.

In the “Covenants and Conservation Restrictions” section of the *Grant of Conservation Covenants*, the Town agreed to the following binding provisions for management and use:

- The property shall be used and maintained for agriculture, low impact recreation, outdoor education, stream bank stabilization, riparian habitat improvement, scenic enjoyment, and erosion control.
- The Town has the right to limit, control, or otherwise manage public access as necessary to accomplish the Purposes of the Grant and ensure public health and safety.
- The Town may erect and maintain “reasonable signs”, including but not limited to ones indicating the name and ownership of the land and its protection by VLT as holder of the Grant, boundary markers, directional signs, memorial plaques, informational and interpretive signs, and signs limiting access or use. No other signs, billboards, or outdoor advertising of any kind can be erected or maintained on the property.
- The Town may construct, install, maintain, repair, and replace a gravel access drive, and a parking area for not more than eight cars. Those improvements must be at least 100 feet from the bank of the Mad River. The Town also can authorize temporary parking in other locations at least 100 feet from the riverbank for up to four public events annually.
- The Town may install, maintain, repair, and replace municipal sewer and/or water lines on the property adjacent and parallel to Route 100, along with a pumping station.
- The Town may have and maintain one temporary privy, at least 100 feet from the riverbank.
- No dumping or storage of waste or refuse on the property is allowed, nor disturbance of the land surface (i.e., filling, excavation, removal of topsoil, sand, gravel, rocks, or minerals) or change in its topography other than to restore its original, natural contours.
- No residential, commercial, industrial, or mining activities are allowed, nor any buildings, structures, or appurtenant facilities.
- The Town is required to periodically inspect the property and “take all reasonable steps to assure compliance” with the *Grant of Conservation Covenants*.
- The Town is not allowed to sell, transfer or encumber the property without prior written approval from VLT, and the property may only be transferred to a public or non-profit entity that is qualified and willing to take on ownership and management in keeping with the purposes and requirements of the *Grant of Conservation Covenants*.

Based on these provisions and the other key directives described at the beginning of this section of the Plan, the Town is hereby establishing the following requirements and guidelines for public use of the property:

- Respect the land, river, wildlife, vegetation, other visitors, and neighboring landowners.
- The property is intended for pedestrian use. Motorized vehicles and bicycles are allowed only on the gravel driveway and parking area that will be established, or to access and park in other designated areas for approved public events (see below). Horseback riding is prohibited.
- Carry in and carry out trash and waste.
- The property is open from dawn to dusk. No public visitation is allowed after dark.
- No open fires are allowed.
- Dogs must be leashed or under clear voice control of the owner, in accordance with Town ordinance. Dog waste must be removed by its owner.
- Accessing the Mad River is permitted but is not a priority use due to limited good access points and the potential for riverbank and shoreline erosion.
- Fishing is permitted in accordance with State regulations.
- Hunting, shooting, and trapping are prohibited for safety reasons given the parcel's size, configuration, location, and other public uses.
- No vegetation or other species (e.g., mushrooms) may be cut, harvested, or planted without permission of the Conservation Commission.
- The parcel may be closed temporarily, with associated signage and other public notice, as appropriate based on site conditions (e.g., during mud season or other very wet periods).
- Public events (e.g., community celebrations, organized work parties for site stewardship) may be held with prior written approval from the Conservation Commission (or the Selectboard if the Selectboard assumes primary responsibility for the property in the future). As noted above, parking for up to four such events annually may occur in designated locations other than the parking area that will be established, provided those locations are at least 100 feet from the bank of the Mad River.

These requirements and guidelines may be modified if needed to address circumstances on the ground or other activities and uses that have not been contemplated.

VII. Near-term Management Actions (2023-2025)

The following management actions are intended to be achieved within the next three years, with the first several and potentially others expected to be undertaken before the end of 2023.

Many of the actions are interrelated and synergistic, and are expected to be pursued simultaneously to the extent feasible rather than in a more linear sequence.

- *Selectboard/Town Administrator:* Implement any administrative actions needed to officially rename the property the Farley Riverside Park.
- *Conservation Commission:* Inform and engage the community on the Town's plans for enhancements to the property and permitted and restricted uses of the site.
- *Conservation Commission:* By Fall 2023, develop a brief supplement to this plan that includes (1) a map dividing the property into management areas based on similar physical and vegetative characteristics, and (2) a written summary of specific actions that are anticipated in each management area. This supplement is intended to provide interested parties with an easily digestible, detailed distillation of actions that are planned for various parts of the property. The map will include a 100-foot buffer from the Mad River as a guide to siting improvements to the gravel access drive on the property and the creation of a small new parking area. In delineating management areas, consult with potentially interested farmers on whether and where to maintain any agricultural use (e.g., haying) on a portion of the property.
- *Conservation Commission:* Collaborate with the Friends of Farley Riverside Park group and the landscape architect they have enlisted on planning, design, procurement, and implementation of a modest, site-appropriate memorial in Virginia Farley's honor (including a stone bench, plaque, and adjacent small area of lupine planting) and targeted improvements to facilitate public access and enhanced user experience of the property (e.g., entry signage, upgrade to the existing gravel access drive if needed, creation of a small parking area, and a short interpretive trail that reflects Farley's vision of environmental stewardship). Coordinate with the Friends group and the Vermont Land Trust on ensuring these actions are done in a way that is consistent with the *Grant of Conservation Covenants*.
- *Conservation Commission:* Advance efforts to control Japanese knotweed and woody invasive plant species such as shrub honeysuckle, buckthorn, Japanese barberry, and winged euonymous on the property, building on the 2016 invasive plant management plan prepared by VLT and as part of the Commission's broader invasives management efforts with the Warren and Fayston Conservation Commissions, Friends of the Mad River, interns, and volunteers.
- *Conservation Commission:* Collaborate with the Friends of the Mad River to develop and begin implementing a plan for reestablishing native floodplain vegetation on portions of the property that are not anticipated to be used primarily for public access or haying. Assess opportunities and constraints for advancing this work, including site conditions, other potential partners, possible funding sources beyond Farley Riverside Park Stewardship Reserve Fund, and potential assistance from volunteers (e.g., through the Friends of Farley Riverside Park or StewardMRV).

- *Conservation Commission:* Collaborate with the Friends of the Mad River and DEC’s River Corridor and Floodplain Protection Section on a possible fresh assessment of options, opportunities, and constraints for river corridor protection and restoration on the property – and potentially other Town-owned and conservation-oriented parcels immediately downstream – to promote river channel stability and equilibrium, enhance instream and riparian corridor ecological and habitat values, reduce downstream risk of flooding, erosion, and sedimentation, and improve water quality.
- *Selectboard/Town Administrator:* Identify the best approach for getting regular mowing done on portions of the property that are identified through site design for grass cover, and make the necessary arrangements (e.g., directing Town staff or establishing a 3rd party contract).
- *Selectboard/Town Administrator:* If any portions of the property are identified for haying, establish a clear agreement with a local farmer on where and when it will be done.
- *Selectboard and Conservation Commission:* Determine if the gravel access drive and parking area will be plowed during the wintertime. If so, the Selectboard and Town Administrator will make the necessary arrangements with the Road Department.
- *Conservation Commission:* Initiate a dialogue with StewardMRV about having the Tardy Parcel included as a site for volunteer efforts to help address any challenges that may arise from public use at the property (e.g., trash removal, river access, management of dogs and dog waste) and/or to assist with ecological restoration activities (invasives management, planting native vegetation).
- *Conservation Commission:* Monitor progress on the implementation of this Plan, conditions on the ground, and public use of the property. Make adjustments if needed, in consultation with the Selectboard and others as appropriate.
- *Conservation Commission:* Develop a plan for longer-term management actions (beyond 2025), in consultation with the Selectboard, Town staff, and key partners, and with appropriate public involvement.

VIII. Plan Review and Revision

The Town will review this Plan and update it as needed every 10-15 years, or sooner if circumstances dictate. Unless the Selectboard takes over lead responsibility for the property, the Conservation Commission will lead the plan review and update process in consultation with the Selectboard and Town staff, and with appropriate public involvement.

IX. Appendices:

- A. *Tardy Grant of Conservation Covenants* between the Town of Waitsfield (Grantor) and Vermont Land Trust (Grantee), signed and recorded June 5, 2003

- B. *Tardy Property Baseline Documentation Report*, Vermont Land Trust (Project No. 130035), 2003
- C. *Natural Community Inventory of the Waldron, Austin, and Tardy Tracts of the Town of Waitsfield*, Brett Engstrom, 24 January, 2006
- D. *Fluvial Geomorphology Assessment of the Mad River Watershed, Vermont* (2007)
- E. *Upper Mad River Corridor Plan* (2008)
- F. *Invasive Plant Management Plan for the Town of Waitsfield – Austin and Tardy Properties*, Julia Gulka, Vermont Land Trust, August 11, 2016
- G. *VLT-Town of Waitsfield Memorandum of Agreement, Tardy Parcel-Farley Riverside Park*, 2023

X. Maps

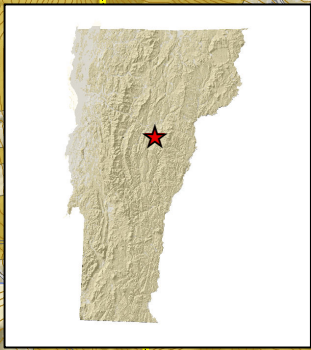
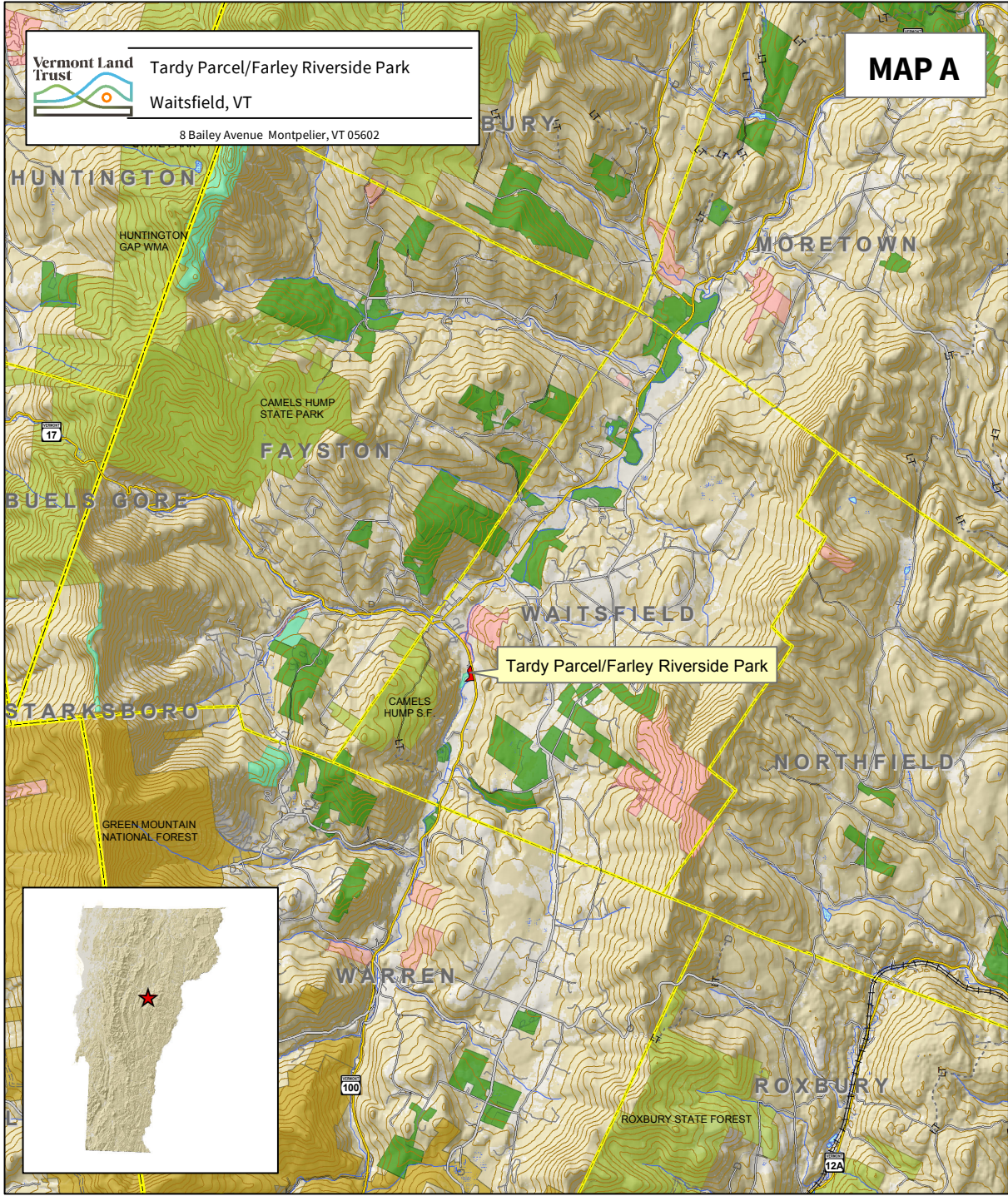
Map A: Locator Map

Map B: Tardy Parcel/Farley Riverside Park

Map C: Key Lands Near the Tardy Parcel/Farley Riverside Park

Vermont Land Trust
 Tardy Parcel/Farley Riverside Park
 Waitsfield, VT
 8 Bailey Avenue Montpelier, VT 05602

MAP A



	Tardy/Farley Riverside Park		State Land		Other Non-profit
	VLT Conserved Land		Federal Land		Municipal Land

Scale: 1:100,000






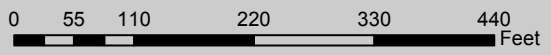
Tardy Parcel/Farley Riverside Park
Waitsfield, VT
8 Bailey Avenue Montpelier, VT 05602

MAP B



 Parcel Boundary

 100 ft Riparian Buffer



 Contours-1 ft.

Scale:1:1,613

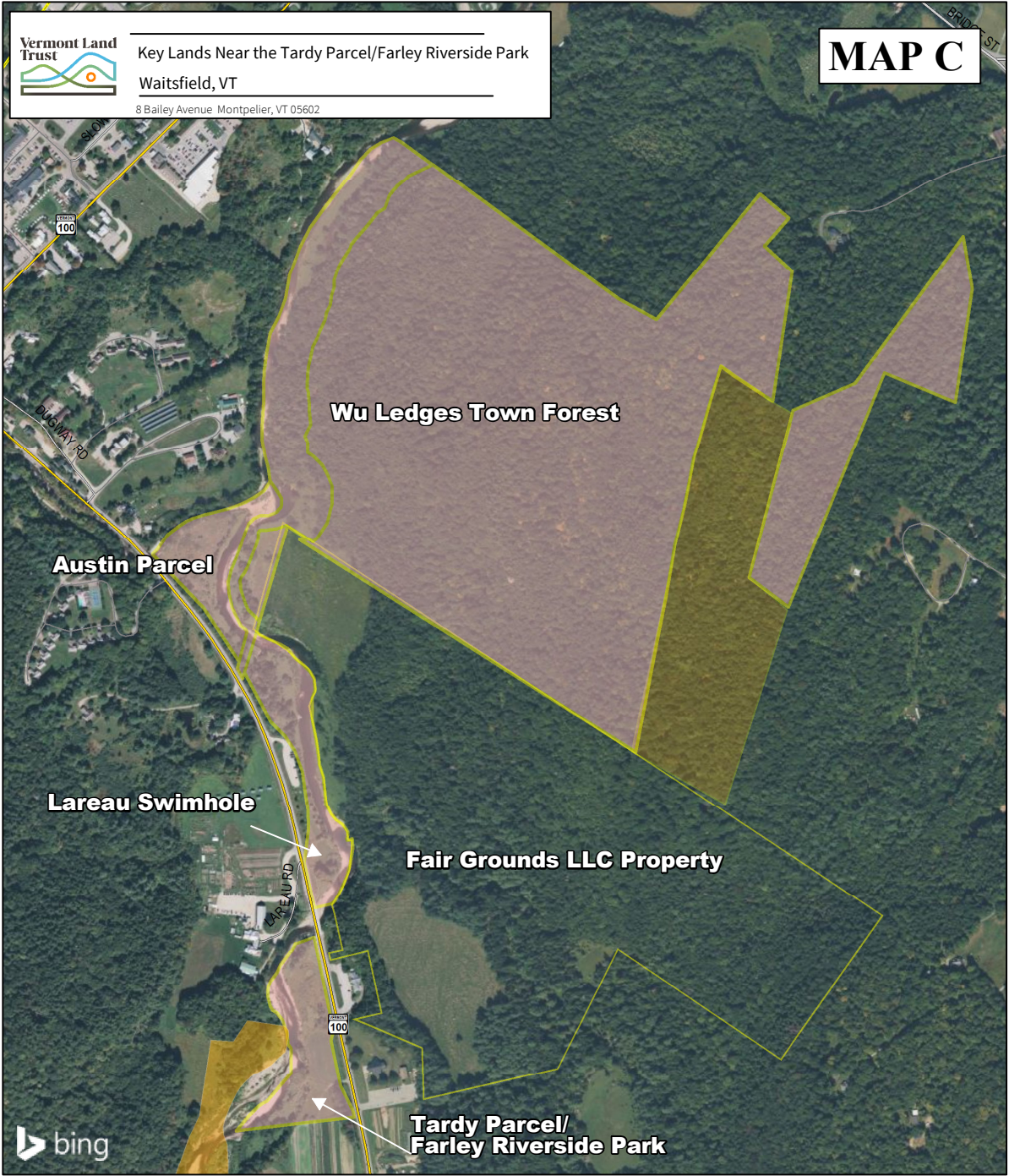




Key Lands Near the Tardy Parcel/Farley Riverside Park
 Waitsfield, VT

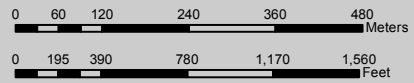
8 Bailey Avenue Montpelier, VT 05602

MAP C



- Town Land
- Private Land with Easement

Scale: 1:8,000



STATE OF VERMONT
AGENCY OF TRANSPORTATION

Regional Project Refinement Report

FOR

Waitsfield STP 013-4(55)

VT Route 100 / VT 17 / Bragg Hill Road Intersection in Waitsfield

June 16, 2023



Prepared for:

Vermont Agency of Transportation

Prepared by:



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I. Existing Conditions

The VT Route 100, VT Route 17 and Bragg Hill Road (TH-24) intersections are located on the Mad River Byway. The intersection is located at MM 2.648 on VT Route 100 and MM 0.214 on VT Route 17. See Appendix B for the Location Map.

The existing conditions were gathered from a combination of site visits, the town’s website and the Route Logs. See Appendix C for the Route Logs.

	<u>VT-100</u>	<u>VT-17</u>	<u>Bragg Hill Road</u>
Roadway Classification	Minor Arterial	Major Collector	Class III Road
Year Built	1700s	1965	Unknown
Ownership	State of Vermont	State of Vermont	Town of Waitsfield

Purpose

McFarland Johnson, Inc. (MJ) has prepared this project refinement report for the Waitsfield STP 013-4(55) project located in the Town of Waitsfield. The report was developed to support the Vermont Project Selection and Prioritization (VPSP2) process. As stated on the Agency’s website, the VPSP2 is a mechanism to identify, prioritize, and select state transportation capital improvement projects on the federal aid system. The focus of this report is to evaluate and document the potential needs, data, and stakeholder information necessary for the project as a part of that mechanism. The project is in the Town of Waitsfield and encompasses improvements at the intersection of VT Route 100, VT Route 17 and Bragg Hill Road.

Need

The VT 100, VT 17 and Bragg Hill Road intersections are considered deficient based on antiquated geometry, designation as a high crash location, stormwater runoff onto abutter properties and lack of multi-modal amenities.

- **Substandard Geometry:** The intersection of VT 100 and VT 17 is a stop controlled “Y” intersection with VT 100 as the uncontrolled leg. The intersection is located on a steep grade and VT 17 intersects VT 100 at significant skew angles. The grade and large skew angles reduce driver visibility of approach traffic on VT 100. There are no pedestrian/bicycle accommodations within the intersection.
- **Safety for all users:** In the last few decades, the Town of Waitsfield has focused on improving active transportation along the VT Route 100 corridor and improving pedestrian and cyclist access through the Mad River Byway. The intersection of VT 100 and VT 17 is located in the middle of this connectivity initiative. The Town desires to make improvements at this intersection to improve safety for pedestrians and bicyclists. The Mad River Recreation Hub project is focused on trail connectivity and accessibility in the Mad River Valley and beyond, including the trails surrounding this intersection. The MRV Chamber of Commerce relocated their new welcome center in November 2022 to a property adjacent to this intersection on VT 17, that will likely attract bicyclists and pedestrians. Improvements at the intersection should address the current intersection safety and operation deficiencies and include geometric modifications, shoulder treatment/modifications, intersection identification/treatment, bicyclist considerations/

improvements, pedestrian considerations/improvements, transit access considerations/improvements and access management considerations/modifications.

- Stormwater Runoff: The terrain in the area slopes steeply from the north to the south and directs stormwater runoff toward an abutting property. This runoff has been a cause for concern for the abutter and Town of Waitsfield. Improvements at the intersection should address these concerns.

Design Criteria

The design standards for VT 100, VT 17 and Bragg Hill Road include the Vermont State Standards, dated October 22, 1997 and the Policy on Geometric Design of Highways and Streets (AASHTO Green Book, 2018). Minimum standards are based on the roadway functional classifications and traffic data from 2021 on the Transportation Data Management System – MS2 (Appendix F).

VT 100 Design Criteria

Design Criteria	Source	Existing Condition	Minimum Standard	Comment
Lane and Shoulder Widths	VSS Table 4.3	11'4' (30')	11'5' (32')	
Clear Zone Distance	VSS Table 4.4	No Issues Noted	16' fill / 14' cut	
Banking	VSS Section 4.13	Unknown Super	6% (max)	Side Road (VT 17) intersects on outside of curve.
Speed	VSS Section 4.3	30 mph	N/A	
Stopping Sight Distance	VSS Table 4.1	300'	200'	
Bicycle/Pedestrian Criteria	VSS Table 4.7	3' Shoulder	3' Shoulder	

VT 17 Design Criteria

Design Criteria	Source	Existing Condition	Minimum Standard	Comment
Lane and Shoulder Widths	VSS Table 5.3	11'3' (28')	11'3' (28')	
Clear Zone Distance	VSS Table 5.5	No Issues Noted	16' fill / 14' cut	
Banking	VSS Section 5.13	NC	8% (max)	
Speed	VSS Section 5.3	30 mph	N/A	
Stopping Sight Distance	VSS Table 5.1	300'	200'	
Bicycle/Pedestrian Criteria	VSS Table 5.8	3' Shoulder	3' Shoulder	

Bragg Hill Design Criteria

Design Criteria	Source	Existing Condition	Minimum Standard	Comment
Lane and Shoulder Widths	VSS Table 6.3	22' (no paint)	9'2' (20')	
Clear Zone Distance	VSS Table 6.5	No Issues Noted	12' fill / 10' cut	
Banking	VSS Section 6.12	NC	8% (max)	
Speed	VSS Section 6.2	30 mph	N/A	
Stopping Sight Distance	VSS Table 6.1	300'	200'	
Bicycle/Pedestrian Criteria	VSS Table 6.8	No paint	1' Shoulder	

Utilities

The project area includes public utilities both above (electric and telephone) and below ground (stormwater lines) that should be considered in the design. Coordination with the utility owners will be necessary during design.

Municipal Utilities

- A stormwater line cross VT 17 west of the intersection. Another crosses across VT 100 south of the intersection. These stormwater systems can be viewed on the Waitsfield SWMP BMP Summary Sheet in Appendix E.
- There is an underground water main crossing VT 100 just north of Bragg Hill Road and running along the east side of VT 100 and the north side of Bragg Hill Road. A water line connecting to the water main crosses VT 100 south of the intersection connecting to one of the property abutters. These water lines can be viewed in the Town of Waitsfield Water Main Plans (Appendix J)

Aerial Utilities

- Electric and telephone lines are in the proposed project area crossing VT 100, VT 17 and Bragg Hill Road at the intersection.

Underground Utilities

- Unknown at this time.

Right-Of-Way

VT 100 at its narrowest point in the project area has a Right-Of-Way (ROW) width of 66', but there is a lot of flexibility for construction according to the most recent construction project plans (Appendix D). VT 17 at its narrowest point in the project area has a ROW width of 49.5'.

Resources

Resource areas should be evaluated and confirmed prior to advancing the design.

Biological:

Wetlands/Watercourses

None known.

Wildlife Habitat

None known.

Rare, Threatened and Endangered Species

None known.

Agricultural

According to NRCS soils mapping on the ANR Natural Resource Atlas, Colton gravelly sand is mapped. See Appendix K.

Brown Fields and Contaminated Soils

None known.

Historic:

None known.

Archaeological:

None known.

Hazardous Materials:

According to the Vermont Agency of Natural Resources (Vermont ANR) Vermont Hazardous Sites List, there is one hazardous waste generator adjacent to the project area. See applicable document in Appendix M.

Stormwater:

No stormwater permits are known at this time.

II. Community/Municipal Involvement

Community/Municipality Participation

The Mad River Byway Extension Corridor Management Plan (https://centralvtplanning.org/wp-content/uploads/2012/03/100_Byway_CMP_72dpi1.pdf) is a plan completed in 2007. The purpose was to designate VT 100 and VT 17 as a “Vermont Byway” under the Vermont Byways Program. As a Vermont Byway, the roadway is eligible for funds through the National Scenic Byway Program to facilitate planning activities that will support initiatives along the corridor, including transportation, preservation, and economic development.

This designation change was supported by various stakeholders including municipal selectboard, planning commissions, CVRPC, VTrans, Vermont ANR, and others (Page 11). The corridor management plan laid the foundation to qualify this area as a “Vermont Byway” under the Vermont Byways Program. Currently, VT 100 and VT 17 (from the VT 100/VT 17 intersection west to the Appalachian Gap) are officially considered Vermont byways as a part of the Mad River Byway. The intersection of VT 100 and VT 17 was noted in the plan as an

intersection in need of improvements and the plan cited the Scoping Study performed in 2000 on the intersection (Appendix A).

Community/Municipality Contribution

Mad River Valley Active Transportation Plan ([mrv-active-transportation-plan-doc_final_opt.pdf \(wordpress.com\)](#)), also known as the MRV Moves Active Transportation Plan, was led by the Mad River Planning District and funded in partnership by the VTrans Strong Communities, Better Connections Program, Vermont Agency of Commerce and Community Development (ACCD), Towns of Fayston, Moretown, Warren, & Waitsfield, the Mad River Valley Rotary Club and the Mad River Valley Chamber of Commerce. It was completed in 2016.

This plan highlights the community’s need for stronger “active transportation” accommodation to:

1. Improve quality of life and support an active and outdoor recreation-oriented lifestyle.
2. Contribute to tourism and economic development
3. Increase tax revenues
4. Increase property values and make homes easier to sell
5. Attract residents, businesses, and a high-quality workforce

The plan highlights methods to create more multi-modal systems in the various municipalities, as well as public engagement surveys, economic impact analysis, education/outreach opportunities, etc.

According to the Future Opportunities Map that highlights Irasville (Page 85), the intersection of VT 100, VT 17 and Bragg Hill Road was determined to be a location that is a primary node of interest and was considered for future major on-road connections, major off-road connections, and minor off-road connections (Definitions found on page 70).

The Waitsfield Town Plan section on Transportation (<https://centralvtplanning.org/wp-content/uploads/2012/03/CENTRAL-VT-REGIONAL-PLANNING-Executive-Summary-Report-for-2017-5.pdf> Section 8. TRANSPORTATION, completed in 2017) highlights the Town’s need to provide pedestrian connectivity and ensure traffic safety and efficiency throughout the community. Section 8 of that plan can be found in Appendix I.

Community/Municipality Ongoing and/or Future Local Initiatives/Priorities

The Mad River Valley Recreation District (MRVRD) is a Union Municipal District that is authorized to serve a variety of roles, including planning, administration, programming, land acquisition, facility development and maintenance. In March 2022, the MRVRD was awarded a \$408,019 grant from Vermont Outdoor Recreation & Economic Collaborative (VOREC) Community Grant program to create the Mad River Valley Recreation Hub (MRV Rec Hub).

The MRV Rec Hub project is focused on trail connectivity and accessibility in the Mad River Valley and beyond. Its intent is to bring a sense of connectivity, cohesion, and identity to the Valley’s people, trails, and businesses, as well as direct pedestrians, bicyclists, and other visitors

to local businesses, encourage locals to get outside, and increase community participation in recreation.

This grant constructed an indoor Welcome Center with maps, recreation resources, and visitor information staffed by the Mad River Valley Chamber of Commerce adjacent to this intersection.

Community/Municipality Needs and Considerations

In accordance with the Waitsfield Town Plan (Section 8. Transportation, Appendix I), this project would contribute to local community and economic development goals:

- Local Community – Improvements at this intersection will address the Town’s need to provide pedestrian connectivity, promoting transit, and ensuring traffic safety and efficiency throughout the community.
- Economic Development – Pedestrian and bicycle links also spur economic development benefits through increased tourism, business retention and growth, by encouraging local shopping opportunities.

Property Abutter Correspondence and Input

Representatives abutting this intersection were contacted by MJ for comments, questions, and concerns they may have to support or dispute the need for intersection improvements.

Only one abutter provided comments. They were supportive of improvements at the intersection. However, they have concerns about what was previously shown for alternatives. They also have experienced several drainage issues as a result of the stormwater drainage from the intersection, including water undermining their foundation.

They said that they had two main concerns:

1. They would like the drainage issues addressed with any improvements to the intersection.
2. They want the integrity of the trail project (MRV Rec Hub) to stay intact as a result of any intersection improvements.

Their correspondence can be found in Appendix L.

Municipality Letter of Support

The Town of Waitsfield has provided a letter of support for this project. The Town is in support of improvements at the intersections with their top three concerns being: pedestrian safety, vehicular safety, and stormwater. The letter can be found in Appendix N.

III. Planning and Construction Documents

Relevant Studies Conducted at this Intersection

Crash Data

According to the Online Crash Query Tool, there have been 3 crashes located at the intersection within a 5-year period of the report, all resulted in property damage. In a 0.3 mile segment, there

have been 5 crashes in the last 5-year period (4 – property damage only and 1 – injury, see applicable Appendix G).

The VTrans 2012-2016 High Crash Location Report lists a 0.3 mile segment high crash segment on VT 100 that includes this intersection (See Appendix G).

Traffic Counts

Data was taken from the Traffic Data Management System, MS2. See applicable Appendix F.

Location	AADT	Year
VT 100 North Leg	7095	2021
VT 100 South Leg	5309	2021
VT 17 Leg	3624	2021
Bragg Hill Road	961	2021

Waitsfield Pedestrian Safety – VT Route 100 Corridor Speed Study

VTrans conducted a speed study on the VT Route 100 corridor for the Town of Waitsfield. The study resulted in the Vermont Traffic Committee voting to accept Traffic Operations recommendations to extend various speed zones throughout the village. These recommended changes have been made. Additionally, applicable near-term solutions (adding crosswalks, signage improvements, RRFBs, and speed limit transition adjustments) were recommended that the Town may work towards and others that the Agency has since completed. See applicable Appendix H.

The VT100/VT 17 intersection was mentioned as an area having a need for greater pedestrian safety. It was recommended to be considered in future master planning for Irasville, VT 100, and the Mad River Valley.

VT Route 17/VT Route 100 Intersection Initial Scoping Report

A Fayston-Waitsfield RSRGC-RS0200(7) VT Route 17 over Mill Brook - Bridge No. 38 scoping report was completed on the VT Route 17/VT Route 100 Intersection. It was performed by Dufresne-Henry in 2000 to develop and evaluate alternative designs at the VT-100 and VT-17 intersection and to replace the bridge over Mill Brook just west of the intersection on VT 17 (Appendix A).

The scoping report’s purpose of including the intersection of VT 100 and VT 17 was to enhance mobility, improve safety, and alleviate traffic operational problems in conjunction with the bridge project. The study listed these specific issues at the intersection:

1. The intersection “Y” configuration allows two-way traffic on all approaches and increases the number of conflict points.
2. Its location is on a steep grade and sharp curve.
3. There were crashes associated with the “Y configuration.
4. Substantial delay for vehicles turning left from VT 17 to VT 100

Recommended alternatives were as follows:

Alternative 2a – Replace the bridge on its existing alignment and reconfigure the VT 100 - VT 17 intersection to a “T” with a right turn slip lane from the VT 100 southbound approach to VT 17. VT 17 would be controlled with a stop sign.

Alternative 5 – Remove the existing bridge (or keep in place for bicycle and pedestrian use only). Build a new VT 17 alignment west of Mill Brook to intersect VT 100 approximately 1640 feet south of the existing intersection.

A locally preferred alternative was not selected from the scoping report completed 23 years ago.

Corridor Planning and Adjacent Projects

There are three other current projects near the intersection area:

- Roadway Project: Fayston ER P20-1(514): Repairs on VT 17 in Fayston at MM 3.46 due to ER VT20-1.
 - Target Construction Fall 2024 – Winter 2025
- Bridge Project: Warren BM23608: Bridge maintenance on BR173 in Warren on VT 100 MM 5.916. Work includes deck cleaning, sealing or membrane and paving.
 - Target Construction Unknown
- Bridge Project: Waitsfield BM23610: Bridge maintenance on BR185 in Waitsfield on VT 100 at MM 5.794. Work includes fascia repair.
 - Target Construction Unknown

Coordination with these projects should take place early in the design process.

IV. Maintenance of Traffic

Traffic control will need to be carefully considered for any improvements at this intersection. The steep grades and existing geometry present challenges that will need to be studied in the future with regards to any proposed improvement.

V. Potential Risks and Opportunities

Risks

- Per VTrans Pedestrian Crossing Guidance, a crosswalk may only be installed with ADA accessible features on both ends of the crossing to ensure pedestrians are not being directed into an unsafe location. There is a sidewalk that terminates north near the intersection. Additional sidewalk facilities on VT 100 and VT 17 would be required to accommodate a pedestrian crossing if desired.
- The steep grade at this intersection provides a risk to several improvement options that have grade limitations. Stormwater drainage will need to be strongly considered during design.

Opportunities

- Additional coordination with the CVRPC, the Mad River Planning District, the MRVRD, and the MRV Rec Hub projects is advantageous to the development and relevance of this project.
- The wide ROW on VT-100 provides opportunities to evaluate multiple options at this intersection.

VI. Conclusion

There is strong support from the Town of Waitsfield, the CVRPC and abutters for further study and improvements at the intersection. The data reviewed to date suggests that safety improvements at this intersection are needed and desired by all stakeholders. The Town has made it clear that their concerns with the intersection are vehicular safety, pedestrian safety, and stormwater.

While there are several plans and initiatives that highlight the need for intersection improvements at VT 100, VT 17 and Bragg Hill Road, there is a lack of up-to-date scoping studies on the intersection. The most in-depth look at the intersection was the Scoping Report completed in 2000 (Appendix A). The information in the report is useful, but the surrounding areas in the Town have undergone numerous active transportation upgrades. A new Scoping Report is necessary to fully understand the requirements for this intersection and to develop alternatives that address the current issues in the context of the current town multi-modal systems and initiatives and to meet current design standards and permit requirements. The study should consider improvements that address the roadway geometrical deficiencies, drainage issues and vehicular/pedestrian connectivity and safety deficiencies at this intersection. Additionally, the evaluations and proposed alternatives should be coordinated with the MRV Rec Hub projects.

VII. Appendices

- A: Fayston-Waitsfield RSRGC-RS0200(7) VT Route 17 over Mill Brook - Bridge No. 38 & VT Route 17/VT Route 100 Intersection Scoping Report
- B: Project Location Map
- C: Route Logs for VT 100 and VT 17
- D: Right of Way Project Plans
- E: SWMP BMP Summaries
- F: VTrans TMS Traffic Data
- G: VTrans Crash Query Tool Results and 2012-2016 Crash Data
- H: Waitsfield Pedestrian Safety – VT Route 100 Corridor Speed Study
- I: Waitsfield Town Plan - Section 8 - Transportation
- J: Water System Sheets - 100 & 17 Intersection
- K: Web Soil Survey AASHTO Group Classification Surface at this Intersection
- L: Property Abutter Correspondence
- M: ANR Atlas Waste Map
- N: Town of Waitsfield Approved VTrans Letter of Support

TOWN OF WAITSFIELD

REQUEST FOR PROPOSALS ARCHITECTURAL ENGINEERING SERVICES TOWN HIGHWAY GARAGE FACILITY

The Town of Waitsfield is accepting written proposals from qualified firms to provide architectural and engineering services for a new Town Highway Garage located at 761 Tremblay Road (ANR Atlas Map Attached for Reference).

Questions can be submitted to the contacts below – all questions are due **June 23, 2023**. Written responses will be provided by the Town no later than a week prior to the proposal submission date. Proposals shall be submitted no later than **2:00 PM on Friday, July 7, 2023**. They shall be emailed to:

townadmin@gmavt.com (Annie Decker-Dell'Isola, Town Admin.)

waitsfld@gmavt.com (Randy Brittingham, Town Treasurer/Grant Administrator)

Site visits can be scheduled at the Town Garage site, by appointment only.

All submitted proposals will be forwarded to the Town Selectboard for review and approval/award (anticipated **August 2023**). Qualifications, scope, cost, references, and similarly completed projects will all be considered prior to selection.

Project Narrative

- The Waitsfield Town Highway Garage is proposed to be an ~8,520 SF 6-bay vehicle storage facility at same/similar location on the site as the existing structure. The Town prefers a steel building design. The building will have 14'x14' insulated overhead doors with one bay purpose built for washing large vehicles. The existing site is served by municipal water (2" service line, assumed not suitable for fire protection), so a fire-rated wall assembly is provided in order to compartmentalize the building. The vehicle bay is to have lighting, power, data, water and compressed air. The office area has offices, restroom facilities, meeting space and a stair to a small parts mezzanine above. The walls and roof will meet C.B.E.S. code requirements for insulation values. The radiant heat floors are pitched to drain to trench drains throughout the vehicle space. The roof is standing seam metal roof and the walls are exposed fastener metal panels. There are bollards inside and out for protection of the building. It is anticipated that the existing municipal water service can be re-routed into the new building; however, a new septic system should be assumed. Demolition of the existing Town Garage structure shall be included in the project.

A/E Scope

- Conceptual Design. The selected A/E firm will refine the space design and project scope to meet the needs of the Town. This phase will include meetings with Town personnel to obtain feedback on building details.
- Final Design and Permitting. The A/E firm will hire all required subcontractors/consultants (civil, mechanical, electrical, plumbing, structural, etc.) to complete the project design, including demolition of the old garage structure. Once design is completed, all Federal, State, and Local permit applications will be submitted (Town to pay all applicable permitting fees). A/E firm shall prepare all contract documents, which, at a minimum, shall include: advertisement for bids, instruction to bidders, bid forms, bid bond, construction contract, payment/performance bonds, and project specifications.
- Project Cost Estimate. Based on the final design, the A/E firm will complete a project cost estimate, which will include all anticipated A/E fees, permitting fees, construction costs.
- Bond Vote. A/E firm to provide sufficient detail and information to the Town to properly warn a bond vote (anticipated for March 2024). One public informational meeting, attended by the A/E firm, is anticipated.
- Bidding. A/E firm shall assist the Town in the bidding process to prospective prime contractors (anticipated spring 2024). Services include distribution of plans and contract documents, conduct pre-bid meetings, provide written addendum, attend the bid opening, review submitted bids, provide a letter of recommendation to the Town for award, assist will completion of the Owner-Contractor construction agreement.
- Construction. A/E firm shall provide construction administration services as well as construction inspection/testing services throughout the construction phase. Clear coordination and communication with the prime contractor and Town is a strict requirement.

Proposal Format

- A/E firms shall submit the following minimum information with their proposals. Proposals are limited to 20 pages.
 - o General qualifications and description of the firm
 - o Project understanding and approach
 - o Staff qualifications/resumes
 - o Previous experience on similar projects
 - o A/E costs, with breakdown by Scope phases and fee structure(s)
- The Town reserves the right to reject any/all proposals submitted, and/or, negotiate as they deem in the best interests of the project.
- The Town may conduct interviews, at their discretion, with one or more A/E firms to obtain better clarity on the proposals submitted.

END OF RFP



Prepared For:

Josh
Waitsfield Highway

Sold & Serviced by:

Champlain Valley Equipment Inc
Jason Baker
72 Kubota Dr
Berlin, VT 05602
Phone: 802-595-6517



VENTRAC

**4520
TRACTOR**

4520 TRACTOR

Model Comparison	4520K	4520P	4520Y	4520Z
	VANGUARD Big Block	KAWASAKI DFI	KUBOTA Diesel	KUBOTA
Stock Codes	39.51219	39.51216	39.51217	39.51215
Accessory Kit: Front fenders, foot pegs, 4 rear weights, weight transfer	Optional	Standard	Standard	Standard
Engines				
Engine	Vanguard M54	Kawasaki FD851D DFI	Kubota D902	Kubota WG972-GL
Max Operating Speed	3600 rpm	3600 rpm	3600 rpm	3600 rpm
Horsepower	31	31	25	32.5
Peak Torque	47 ft lb (64 nm)	47 ft lb (64 nm)	42 ft lb (57 nm)	51 ft lb (69 nm)
Displacement	896cc	824cc	898cc	962cc
Cylinders	2	2	3	3
Engine Oil	Ventrac Full Synthetic 10W30			
Cooling	Air	Liquid	Liquid	Liquid
Fuel Type	Gasoline	Gasoline	Diesel	Gasoline
Fuel Capacity	6 gal (22.7 L)	6 gal (22.7 L)	6 gal (22.7 L)	6 gal (22.7 L)
Fuel Economy ^{^^}	1.6 gal/hr (6 L/hr)	1.2 gal/hr (4.5 L/hr)	1.1 gal/hr (4 L/hr)	1.5 gal/hr (5.7 L/hr)
Slope Rating (continuous/intermittent)	25°/30°	30°/30°	20°/30°	20°/30°
Alternator	50 Amp	30 Amp	60 Amp	60 Amp
Dimensions				
Weight with standard hitch	*1385 lb (628 kg)	1620 lb (735 kg)	1705 lb (773 kg)	1690 lb (767 kg)
Weight with accessories kit	1610 lb (730 kg)	N/A	N/A	N/A
Weight with 3-point hitch	1690 lb (767 kg) w/ accr kit	1700 lb (771 kg)	1785 lb (810 kg)	1770 lb (803 kg)
Length with standard hitch (ROPS up)	81.5 inches (207 cm)			
Length with 3-point hitch	92 inches (234 cm)			
Width	48.5 inches (123 cm)			
Width with wheel extensions	54.5 inches (138.5 cm)			
Width with duals	73 inches (185.5 cm)			
Wheelbase (front axle to rear axle)	45 inches (114 cm)			
Height (ROPS up)	68 inches (173 cm)			
Height (ROPS down)	54 inches (137 cm)			
Turning Radius (single tires, standard position)	39 inches (99 cm)			
Turning Radius (position 2)	54 inches (137 cm)			
Turning Radius (position 3)	68 inches (173 cm)			
Oscillation amount (@ wheel)	7.5 inches (19 cm)			
Ground Clearance	5 inches (13 cm)			

^{^^} Fuel Economy tested with HM602 mower for comparison purposes.
Application conditions & attachment will affect fuel economy.

All specifications subject to change without notice or obligation



The Ventrac 4520 tractor was built with you in mind. From the advanced electrical system, redesigned frame, more safety and comfort features; the 4520 offers the reliable performance, astounding versatility and comfortable handling you have come to expect.

Like all Ventrac tractors, the 4520 utilizes All Wheel Drive and an articulating chassis with a low center of gravity to provide superior traction, braking, stability, and security on tough terrain and slopes without disturbing turf when turning.

Over 30 Ventrac Mount Attachments

Choose from over 30 professional grade Ventrac Mount attachments to transform your Ventrac into a productivity powerhouse. This incredibly rugged and dependable machine is a wise business investment for golf courses, schools and universities, parks, street maintenance departments, commercial mowing services, contractors, wineries, farms, property management associations, estate owners and anyone needing one machine to do it all.

STANDARD FEATURES

- Pre-Wired Plug & Play Wiring Harness
- Premium Comfort Seat
- Advanced Electronic Instrument Panel
- 6 Function Warning Gauge & Alarm
- Conveniently Located PTO Belt Tensioner
- On-board Diagnostic System
- Sealed Electrical System
- Thermostatically Controlled Oil Cooler
- Battery Disconnect Switch with Circuit Breaker
- Automotive Style Parking Brake
- Universal PTO Switch
- S.D.L.A. Operator Controls
- Weight Transfer System*
- *Optional on 4520K, standard on other 4520 Models
- USB Charger

Optional Accessories:

- Turf Tires, Chains
- Category 1 3-Point Hitch
- Cold Weather Cab
- Additional Lighting & Signaling Packages
- Electrical Power Outlets
- Digital Slope Indicator
- Dual Wheel or Wheel Extensions for Slope

Visit www.ventrac.com/accessories for full list.



4520 TRACTOR (cont.)

Electrical

Battery	475 CCA (Group 51R)
Voltage	12 volts
Battery Disconnect	Standard, with 150A System Circuit Breaker
Fuses	Sealed. Mini Fuse and J-Case styles

Drivetrain

Hydraulic Pump	Danfoss DDC-20
Pump Drive	Direct Drive (Double U-Joint Drive-shaft)
Hydraulic Motors	MPIM
Transaxles	Peerless 2600 series
Axles	Peerless 40mm (forged) with integrated forged hub
Hydraulic Oil Cooler	Aluminum w/ Thermostatically controlled Electric Fan
Hydraulic Oil Filter (Suction)	25 micron
Hydraulic Oil Filter (Pressurized)	10 micron

Hitch and PTO

Front Hitch	Ventrac Mount System
Electric PTO clutch with Brake	Ogura GT3.5 (250 ft lb) (339 nm)
Rear Hitch	2 inches Receiver
3-Point Hitch	Optional Category 1 3-Point Hitch

Tires

Standard (All Terrain)	22x12-8
Optional Turf	22x11-10

Travel Speed (F/R)

Low Range	5 mph (8 kph) forward / 4 mph (6 kph) reverse
High Range	10 mph (16 kph) forward / 8 mph (13 kph) reverse

Instruments, Gauges, and Alarm

Gauges	Tachometer, Speedometer, Hour Meter, Engine Temperature (liquid cooled engines only), Fuel Level, Volt Meter
Indicator Lights	Parking Brake, Engine High-Temp [^] , Hydraulic Oil High Temp [^] , Low Voltage [^] , Low Oil Pressure [^]
[^] Activates Audible Alarm	
Switches	Key, PTO, and Lights

Lights

Head Lights	(4) LED 1000 Lumen
Tail Lights	(2) Red LED Lights

Controls

Forward Reverse	S.D.L.A. (Speed, Direction, Lift, and Auxiliary) Handle; Optional Foot Pedal
Attachment Lift	S.D.L.A. (Primary Handle)
Auxiliary Hydraulics	S.D.L.A. (Secondary Handle)
Throttle	Dash Mounted
Front Hitch Lock	Column Mounted (Accessible from Seat)
PTO Belt Tensioner	Front Mounted, Automatic Tension Controlled
Weight Transfer	5 position
High/Low Range	Single Lever, Column Mounted
3 Pt Controls (Optional)	Lift + 2 sets of Auxiliaries
Steering	Power Steering

Other Features

Tool Box	Optional
Cup Holder	Standard
Seat	Deluxe High Back Seat (arm rests and suspension seat optional)

ROPS

Folding ROPS	Standard
Heavy Duty Off-Road Seat Belt	Standard

All specifications subject to change without notice or obligation

Max Slope Rating (in any direction)

	Single Tires	Dual Wheels
4520* w/Front Attachment (unless specified otherwise below)	20°	30°
4520 w/Cab	10°	Not Recommended
4520 w/Spreader	10°	Not Recommended
4520 w/RV602	10°	15°
4520 w/KH500	5°	Not Recommended
4520 w/MA900	10°	18°

*Attachments, accessories, and tire configuration may reduce the 4520 power unit's maximum angle of operation. Refer to applicable operator manuals for maximum angle of operation of equipment.



Standard



Duals

ENGINE RATINGS

Model #	4520K	4520P	4520Y	4520Z
Engine	B&S Vanguard Model 54	Kawasaki FD851D	Kubota D902	Kubota WG972-GL
Fuel	Gas	Gas (DFI)	Diesel	Gas
Max Slope Intermittent Use***	30° (58%)^	30° (58%)	30° (58%)^	30° (58%)^
Max Slope Continuous Use***	25° (47%)	30° (58%)	20° (36%)	20° (36%)

*** For slope operation over 20°, Wheel Extensions are required for up to 25° or Dual Wheels are required for up to 30°



Digital Slope Gauge
Recommended for operation on slopes.



Intermittent Use Defined

^ The engine may operate between 20° and 30° for up to 10 minutes. If 10 minutes is reached, the engine must be returned to 20° or less to assure proper oil lubrication. After returning to 20° or less, the intermittent cycle can be repeated. The 4520P Kawasaki DFI engine is rated for 30° continuous operation and does not have this requirement.

All specifications subject to change without notice or obligation





VENTRAC



FINISH MOWERS

MS600, MS720, MT720, & MU720

FINISH MOWERS

	MS600	MS720	MT720	MU720
Stock Code	39.55110	39.55111	39.55112	39.55114
Discharge Type	Side	Side	Side, 6" Offset	Rear
Width of Cut	60 Inches (152 cm)	72 Inches (183 cm)	72 Inches (183 cm)	72 Inches (183 cm)
Number of blades/type	3 x 21 High-lift	3 x 25 High-lift	3 x 25 High-lift	3 x 25 Low-lift
Cutting Height Range	1-5 Inches (25-127 mm)	1-5 Inches (25-127 mm)	1-5 Inches (25-127 mm)	1-5 Inches (25-127 mm)
Cutting Height Increments	Positions 1-3 (1/8") (3 mm) Positions 4-18 (1/4") (6 mm)	Positions 1-3 (1/8") (3 mm) Positions 4-18 (1/4") (6 mm)	Positions 1-3 (1/8") (3 mm) Positions 4-18 (1/4") (6 mm)	Positions 1-3 (1/8") (3 mm) Positions 4-18 (1/4") (6 mm)
Deck Construction	High-strength steel	High-strength steel	High-strength steel	High-strength steel
Spindles/Pulleys	Field serviceable with bottom grease fittings	Field serviceable with bottom grease fittings	Field serviceable with bottom grease fittings	Field serviceable with bottom grease fittings
Anti Scalp Rollers	3 Front	3 Front	3 Front	3 Front

OPTIONAL ACCESSORIES

Mulch Kit	70.8165	70.8164	70.8164	70.8167
Flat Free Wheel (2 Required)	53.0148	53.0148	53.0148	53.0148
Hydraulic Flip Up Kit	70.8214	70.8214	70.8214	70.8214

DIMENSIONS

Length	62 5/8 inches (159 cm)	66 1/8 inches (168 cm)	66 1/8 inches (168 cm)	60 5/8 inches (154 cm)
Width	74 5/8 inches (190 cm)	86 1/2 inches (220 cm)	86 1/2 inches (220 cm)	72 7/8 inches (185 cm)
Height	18 1/4 Inches (46 cm)	18 1/4 Inches (46 cm)	18 1/4 Inches (46 cm)	18 1/4 Inches (46 cm)
Weight	490 lbs (222 kg)	550 lbs (249 kg)	550 lbs (249 kg)	540 lbs (245 kg)
Shipping Weight	660 lbs (299 kg)	720 lbs (327 kg)	720 lbs (327 kg)	710 lbs (322 kg)
Shipping Dimensions (LWH)	57 x 65.5 x 25.5 inches (26 x 30 x 12 cm)	60.5 x 77.75 x 25.5 inches (27.4 x 35 x 12 cm)	60.5 x 77.75 x 25.5 inches (27.4 x 35 x 12 cm)	60.5 x 77.75 x 25.5 inches (27.4 x 35 x 12 cm)

All specifications subject to change without notice or obligation

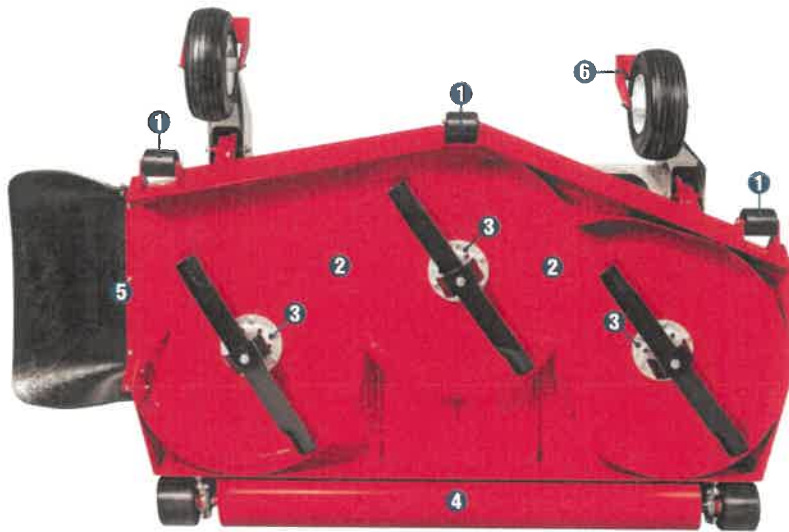
HYDRAULIC FLIP-UP KIT

The Hydraulic Flip-Up kit makes deck clean-up quick and effortless. Using the SDLA controls, you can flip your mower deck up from the seat!



FEATURES

5" deep deck shell increases airflow & performance, and made from high strength steel for exceptional abrasion and impact resistance. Check out these other game changing features:



BOTTOM VIEW

1. Anti-Scalp Rollers

Anti-scalp rollers help protect the turf

2. Ultra Smooth Deck Shell

Cleaner, smoother deck shell, helps prevent grass buildup

3. Tougher Spindles

Ventrac's best spindle yet featuring 6 bolt mount, 5/8" retaining bolt, and double row angular contact bearings

4. Stripe Roller

Smoother ride, increased bearing life, and bolder more pronounced stripes

5. Larger Discharge Opening

Large discharge opening improves airflow and cut quality

6. Offset Trim Wheel

Improved quality of cut and better line of sight trimming

7. Low Profile Bearing Caps

Reach under bushes and pine trees without worry of losing the caps

8. Improved Carrier Frame

Strengthened carrier frame arms for increased durability

9. Rubber Discharge Chute

Easy on landscape, will not dent like steel**

10. Improved Casters

Tapered roller bearings and larger diameter pivot bolt provide smoother operation and longer life

11. Tool-Free Belt Tensioner

Our NEW tool-free belt tensioner makes maintenance quick and easy

12. Hydraulic Flip-Up

Optional Hydraulic Flip-Up makes deck clean up quick and effortless (Manual Flip-Up standard)

13. Heavier Roller Mounts

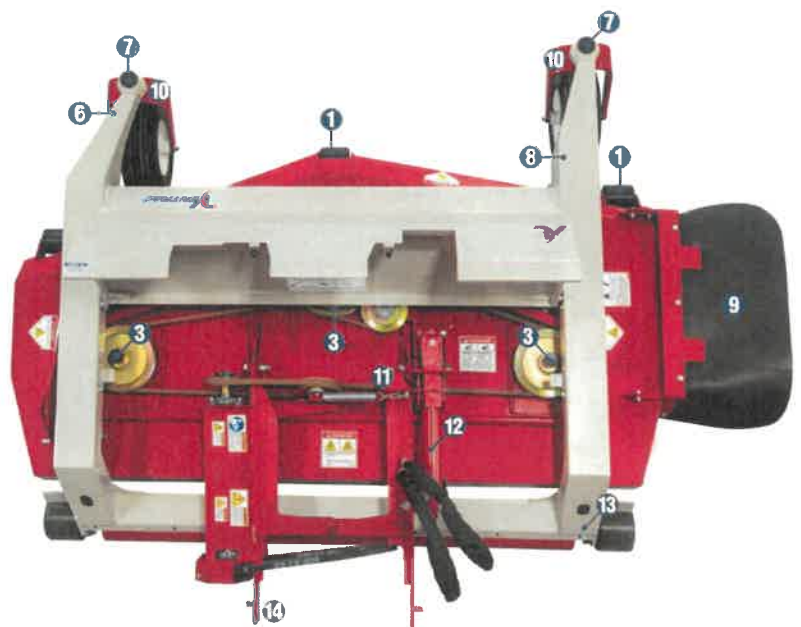
Reinforced rear roller mounts to help carry the load for the long haul

14. Ventrac Mount System

Allows for quick connection of the mower deck with no tools or heavy lifting

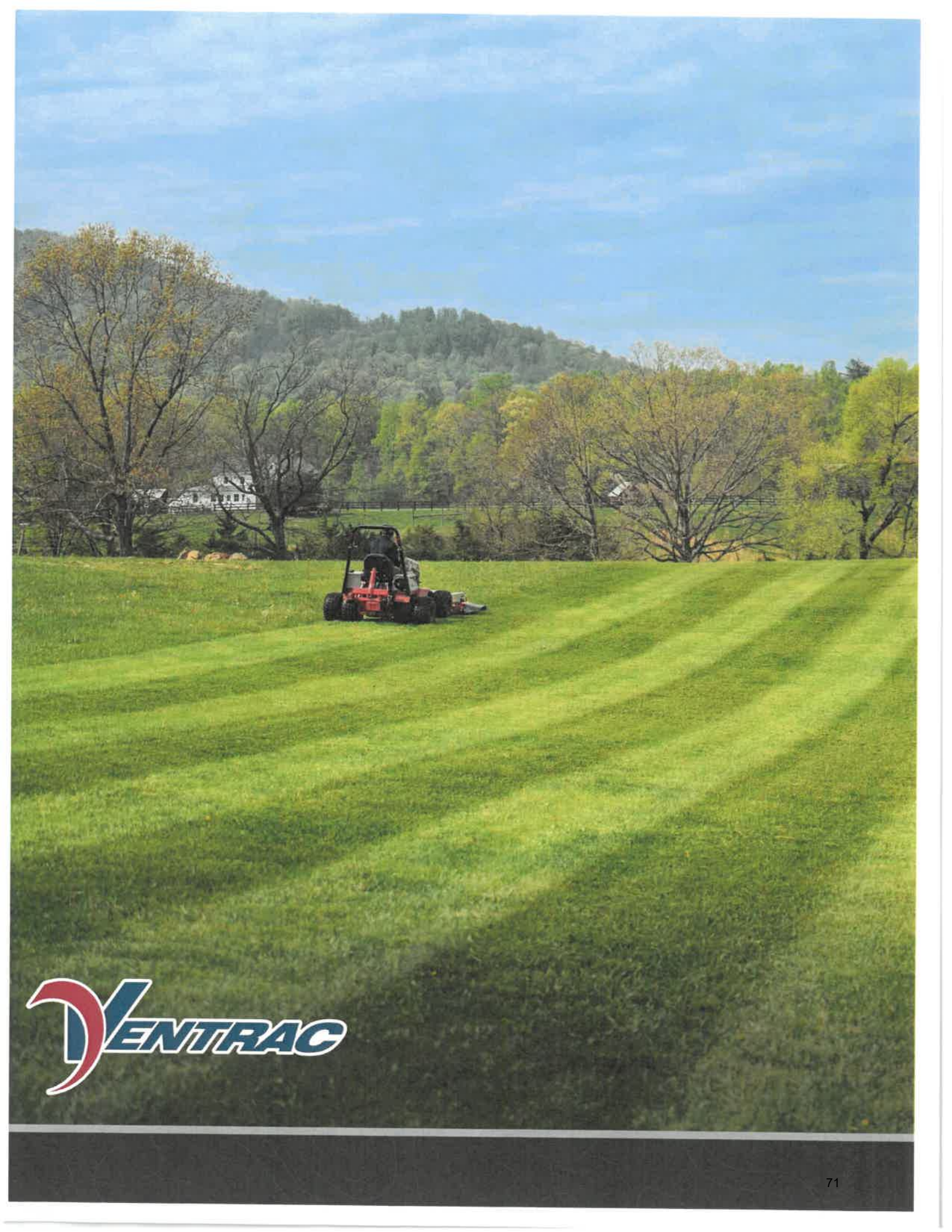
15. One Lever Height Adjustment

Broad range of height settings from 1"-5" in 1/4" increments



TOP VIEW

**MU720 does not have a discharge chute



VENTRAC



VENTRAC

SNOW BLOWERS

KX

SNOW BLOWERS

Model	KX523	KX480
Stock Code	39.55427	39.55428
Auger	Double spiral serrated	
Two Stage	Standard	
Paddles	4	
Chute	Rotates 220 degrees	
Throwing Distance ¹	Approx 35-40 feet (10.6-12.2 meters)	

Optional Accessories:

Chute Actuator	70.8025
12 Volt Switch/Plug (required for actuator)	70.4039
Deep Snow Auger Kit	70.8072

Dimensions:

Length	49 inches (124.5 cm)	49 inches (124.5 cm)
Width	52 inches (132 cm)	48 inches (122 cm)
Height	56.5 inches (144 cm)	56.5 inches (144 cm)
Weight	517 pounds (235 kg)	490 pounds (222 kg)
Shipping Weight	625 pounds (283.5 kg)	625 pounds (283.5 kg)

¹ Dependent on wind and snow conditions

All specifications subject to change without notice or obligation

STANDARD FEATURES

- 2-Stage System
- Double spiral serrated auger
- Double hinged chute deflector with optional electric actuator
- Standard hydraulic controlled
- 220 degree rotation discharge chute
- Extra heavy-duty shaft and bearings
- Chute guard quick release rubber latches
- Chute liners to reduce snow leakage
- Front crossbar protection bumper
- Cleanup stick for dislodging clogged snow
- Ventrac Mount System

Optional Accessories

- 12 Volt Chute Actuator (requires 12 Volt Switch/Plug Kit)
- Deep Snow Auger Kit



3/8 inch thick abrasive resistant steel adjustable side skid shoes



One piece, shaft mounted adjustable cast iron skid shoe discs

Ventrac Snow Blowers are built for commercial snow clearing operations of sidewalks, driveways, and other areas. Available in width options of 48" and 52", these two stage snow blowers feature a 16" diameter solid auger for best snow transfer, a large 20" diameter fan, and the ability to launch snow at distances up to 40 feet.

Standard features include adjustable cast iron skid shoe discs at the rear, high carbon hardened steel shoes at the side, and a reversible high carbon hardened steel cutting edge.

The hydraulically activated discharge chute can rotate 220 degrees, all from the convenience of the operator's seat, using Ventrac's exclusive S.D.L.A. control system. Chute deflection is manually adjustable and an electric chute deflection controller is optional.





BLADES

KD482, KD602, & KD722

BLADES

	KD482	KD602	KD722
Stock Code	39.55251	39.55252	39.55253
Hydraulic Power Angle	Standard	Standard	Standard
Spring Trip	Mechanical On/Off	Mechanical On/Off	Mechanical On/Off
Hydraulic Cylinder Bore and Stroke	2 x 8 inches (5 x 20 cm)	2 x 8 inches (5 x 20 cm)	2 x 8 inches (5 x 20 cm)
Max Angle (Left/Right)	30 Degrees	30 Degrees	30 Degrees
Ground Clearance	13 inches (33 cm) @ 0 deg.	13 inches (33 cm) @ 0 deg.	13 inches (33 cm) @ 0 deg.
Adjustable Skid Shoes	Standard	Standard	Standard

Optional Accessories

Polyurethane Cutting Edge	44.0207	44.0205	44.0206
Hardened Cutting Edge	78.0057	78.0058	78.0059

Dimensions

Length	27 inches (69 cm)	27 inches (69 cm)	27 inches (69 cm)
Width	48 inches (122 cm)	60 inches (152 cm)	72 inches (183 cm)
Height	22 inches (56 cm)	22 inches (56 cm)	22 inches (56 cm)
Working Width - 0 degrees	48 inches (122 cm)	60 inches (152 cm)	72 inches (183 cm)
Working Width - 30 degrees	42 inches (107 cm)	52 inches (132 cm)	62 inches (158 cm)
Weight	163 lbs (74 kg)	203 lbs (92 kg)	225 lbs (102 kg)
Shipping Weight	207 lbs (94 kg)	272 lbs (123 kg)	282 lbs (128 kg)
Shipping Dimensions (LWH)	64x24.5x15.6 inches (163x62x40 cm)	76x24.5x15.6 inches (193x62x40 cm)	88x24.5x15.6 inches (224x62x40 cm)

All specifications subject to change without notice or obligation



Ventrac KD Power Angle Dozer Blades have working widths of 48, 60, and 72 inches (122, 152, and 183 cm). All control functions are performed with the S.D.L.A. Control for raising and lowering the blade or angling it left or right. Adjustable cast iron skid shoes accommodate dozing at selected heights, such as moving snow on gravel driveways.

Ventrac Power Angle Dozer Blades are versatile, labor saving attachments designed for any number of jobs. From grading, leveling, and backfilling ground to plowing snow, moving material, or cleaning an area, the Ventrac KD series blades are up to the task.

STANDARD FEATURES

- Hydraulic angle left/right
- Trip Pin locked operation
- Reversible Cutting Edge
- Ventrac Mount System
- Adjustable Cast Iron
- Skid Shoe Discs
- Greasable Center Pivot

OPTIONAL ACCESSORIES

- Polyurethane Cutting Edge
- Hardened Cutting Edge



Adjustable cast iron skid shoe discs



KW452

CAB



• Stay Warm And Dry

• Exceptional Visibility



CAB

Model	KW452
Stock Code	70.2014
Windshield Wiper	Standard
Mounts On	Standard Roll Bar
Easy Access Panel to Switches	Standard
Front & Rear Work lights	Standard
Maximum Slope with Cab	10° (18%)

Dimensions

Overall Height	74 in. (188 cm)
Overall Length	59 in. (150 cm)
Overall Width	50 in. (127 cm)
Weight	385 lbs. (174 kg)
Height (installed on power unit)	81 in. (206 cm)
Height with Strobe Beacon (installed on power unit)	86 in. (219 cm)
Length (installed on power unit w/standard hitch)	92 in. (234 cm)
Turning Radius (cab installed on power unit)	68 in. (173 cm)

Optional Accessories

Mirror Kit	70.2006-4
Defrost Fan Kit	70.2006-6
Strobe Light Kit	70.8161
Hazard Lights Kit	70.8162
Windshield Washer Kit	70.8148
Heater Kit for Kubota tractors (4500Y)	70.2014-51
Heater Kit for Kawasaki tractors (4500P)	70.8137
Heater Kit for Kubota tractors (4500Z)	70.2014-53
Lift Sling	47.0381

All specifications subject to change without notice or obligation

The KW452 Cab is designed to shelter the operator from extreme weather conditions while providing exceptional visibility and comfort.

NOTE:

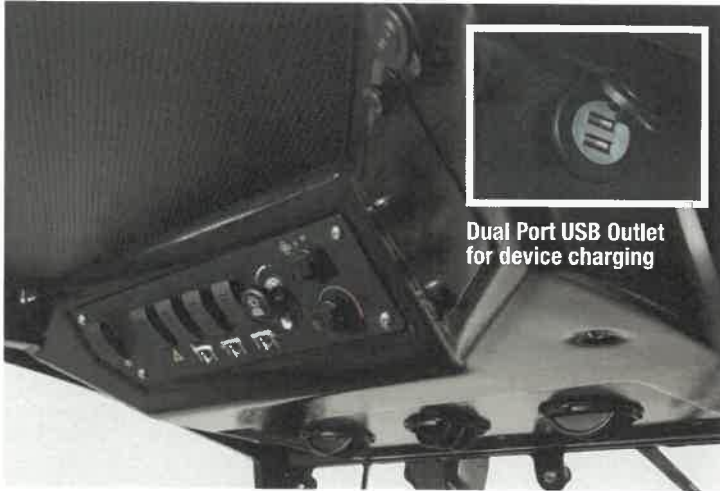
- A. The KW452 weather cab cannot be used with the Ventrac KH500 Versa-Loader or RV602 Collection Vacuum.
- B. Do not operate on slopes over 10° when cab is installed.

STANDARD FEATURES

- Dual Port USB Outlet for Device Charging
- Easy Access to Cab Switches & Fuse Panel
- All standard & available cab lights are LED for low current draw & high light output
- More interior room for better operator comfort
- Exceptional Visibility
- Tempered Glass
- Window in Lower Rear Panel
- Windows in Front Pleated Canvas Panels
- Removable Door & Side Windows
- Emergency Exit
- Contoured Roof to channel water off the corners, reducing water runoff into salt spreader etc
- Rubber isolated cab mounts for less noise & vibration transmission
- Front & Rear LED Work Lights
- 4-Point Seatbelt & Cushioned Headrest
- Intermittent Wiper Function

TRACTOR COMPATIBILITY KEY:





Dual Port USB Outlet for device charging

Easy Access to Switches and Fuse Panel



Exceptional Visibility and Interior Room



LED Work Lights, 2 Front and 1 Rear



Fully Sealed, Breakaway Mounted Optional Strobe Beacon



Better Headroom Clearance



3 Window Latches for Ventilation



Optional Defrost Fan





SA250

DROP SPREADER



- Wireless Remote Control
- Precise and Even Spread of Materials
- 40" Drop Pattern
- Universal Mounts Available

DROP SPREADER

Model	SA250
Stock Code	70.2013
Material Bin Construction	Stainless Steel
Material Capacity	2.5 ft ³ /200lbs
Material Spread	Coarse & Free-flowing deicers
Controller	Wireless Hand-held 5 speed with burst

Mounting Options

All 4000 Series Ventrac Tractors	70.8140
Ventrac 3400 Tractor	70.8141
Ventrac 3000 Series Tractors	70.8151
Universal 2" Receiver Hitch	70.8142
Universal Category One 3 Point Hitch	70.8143

Optional Accessories

Extended Hopper Kit (Additional 2.5 ft ³ /200 lbs)	70.8149
High Speed Sprockets (Rotates 53% Faster Than Standard)	70.8150
Low Speed Sprockets (Rotates 40% Slower Than Standard)	70.8186

Dimensions

Length	16 inches
Width	47 inches
Height	22 inches
Drop Width	40 inches
Weight	160 lbs
Spreading Distance*	3 miles

* Typical Application Rate is based on using bagged rock salt at 3.5 lbs/1 thousand ft² at 5 mph application speed under ideal conditions. Distance will vary based on your application rate and operating conditions.

All specifications subject to change without notice or obligation

STANDARD FEATURES

- Capacity 2.5 ft³/200 lbs
- Wireless Remote Control
- Stainless Steel Construction
- Hopper Cover
- Universal Mounts Available
- Innovative Agitation System
- 2-year commercial warranty
- Low Maintenance Design
- 12V electric drive/transmission
- Reliable LEESON® electric motor
- Spread coarse materials such as bulk salt and sand, as well as free flowing material such pelletized material and calcium flakes



The Ventrac Sidewalk Drop Spreader is the ultimate tool for spreading an array of deicing materials with precision flow control. Designed with a narrow frame and a 40" drop pattern, this spreader is ideal for spreading material on sidewalks and other narrow walkways.

Material is evenly distributed using a unique compression roller system. An easy gate adjustment allows for fine tuning flow rates based on the type of material being spread and the desired quantity being applied. The wireless remote control regulates five motor speeds for quick flow adjustments from the operator seat.

The stainless steel hopper prevents premature failure due to rust and corrosion. The innovative agitation system prevents material bridging and eliminates the need for a traditional, noisy vibration motor.

NOTE:

- Universal mounting options are available for a 2" receiver hitch or a category one three-point hitch
- The hopper extension kit is **NOT** compatible with the 3400 tractor

Rate Chart lbs/minute (kg/minute)

Material	Minimum Rate	Maximum Rate
Rock Salt (Bagged)	4 lbs/min (1.8 kg/min)	60 lbs/min (27.2 kg/min)
Rock Salt (Bulk)	5 lbs/min (2.3 kg/min)	75 lbs/min (34 kg/min)
Ice B Gone	10 lbs/min (4.5 kg/min)	60 lbs/min (27.2 kg/min)
Calcium Chloride Pellets	12 lbs/min (5.4 kg/min)	45 lbs/min (20.4 kg/min)





Shown with Turf Tires

Dual Wheels are available for the 4000 series tractors. They are designed to increase stability, traction, and safety on slopes. Dual wheels are also great for reduction of soil compaction on delicate ground. Once the dual hubs have been installed on each wheel, the duals can be quickly mounted and dismantled.*

Duals are recommended for sandy soils or where a broad distribution of tractor weight is desired, including when driving sideways on slopes greater than 20 degrees (not to exceed 30 degrees).

Duals are only one of numerous considerations for safety on slopes; speed, terrain, irregularities, and stopping the unit are other serious factors to consider for safe operation of the tractor.

*Recommended tire pressure for dual wheels can be found in the 4500 operator manual and also on the sticker inside of the hood



Shown with Standard Tires

SPECIFICATIONS

Stock Code

All Terrain	70.4067 (1 kit per tractor)
Turf	70.4068 (1 kit per tractor)
Bar	70.4069 (1 kit per tractor)
Weight	80 lbs (36.25 kg) (per axle)
Additional Tractor Width	24 inches (12 inches/tire) (61 cm)

All specifications subject to change without notice or obligation

Note:

- (A) Do NOT use dual wheels when using the Ventrac VERSA-Loader.
 - (B) Engine manufacturers' maximum angle of operation is 25° for continuous use (all directions) and 30° intermittent use*. The 4500P Kawasaki DFI is rated for 30° continuous use.
 - (C) Do NOT use with Wheel Extensions
- * Intermittent use is up to 10 minutes on the slope, then return to level ground before returning to the slope.

TRACTOR COMPATIBILITY KEY:



HB580

POWER BROOM



VENTRAC

- Perfect For Snow And Site Cleanup
- Hydraulic Angle Control
- Optional Variable Speed/Direction Rotation
- Clears Down To Pavement
- Sized For Sidewalks

POWER BROOM

Model	HB580
Stock Code	39.55400
Rotation Direction	Forward/Reverse*
"Cornerless" Frame	Both Sides
Gauge Wheels/Diameter	2 adjustable/ 9 inches (23 cm)
Nylon Broom Diameter	21 inch core (53.3 cm)
Broom RPM @ Engine RPM	220 @ 3200 RPM
*Requires Optional Electrical Actuator	

Optional Accessories

Electric Actuator**	70.8025
12V Switch/Plug Kit 4500 Tractor	70.4104
** Requires 12V Switch/Plug Kit	

Dimensions

Length	53 inches (135 cm)
Width	68 inches (172 cm)
Height	24 inches (61 cm)
Working Width (Broom Width)	58 Inches (147 cm)
Weight	382 lbs (173 kg)
All specifications subject to change without notice or obligation	



The HB580 Power Broom is designed for sweeping and removal of material such as snow, leaves, dirt, light gravel, and even thatch. A corner-less frame design permits sweeping against curbs and allows for the cleaning of corners.

The HB580 Broom can be hydraulically angled left or right and lifted up or down all with the S.D.L.A. Control.

An optional electric actuator allows the operator to adjust the speed and direction of the broom rotation, maximizing effectiveness and allowing the operator to reverse broom rotation, all from the seat of the tractor.

The broom stands alone when detached and can be easily reattached. A self-leveling feature keeps the broom horizontal at all times, and the nylon bristle broom cores can be changed in just a few minutes.

STANDARD FEATURES

- Hydraulic Angle from the Operator Seat
- Adjustable gauge wheels
- "Cornerless" Frame
- Ventrac Mount System

Optional Accessories

- Electric Actuator for reverse rotation & slower speeds



TRACTOR COMPATIBILITY KEY:





Pricing Quote

Quote #: 74611-1005 (Price Approval Pending)
 Contract #: 031121-TTC

Date Quoted: June 8, 2023
 Quote Expires: July 8, 2023

Prepared For:

Josh
 Waitsfield Highway

Prepared By:

Champlain Valley Equipment Inc
 Jason Baker
 72 Kubota Dr
 Berlin, VT 05602
 Phone: 802-595-6517

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	4520Y (39.51217)	Ventrac Tractor: KN, 4520Y Kubota D902 <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	28,584.40	28,584.40
1	MS720 (39.55111)	Attachment: MOWERS - FINISH MS, MS720 Mower SD	4,853.00	4,853.00
1	70.8214	Accessory: Kit, Hydraulic Flip Up MS/MT/MU	506.00	506.00
1	KX523 (39.55427)	Attachment: SNOW BLOWER KX, KX523 52" Snowblower	5,561.40	5,561.40
1	70.8025	Accessory: Kit, 12V Actuator, HB/KX/LX	294.40	294.40
1	70.8072	Accessory: Kit, Deep Snow KX522, KX523	593.40	593.40
1	KD602 (39.55252)	Attachment: BLADES KD, KD602 60" Dozer Blade	1,978.00	1,978.00
1	70.8030	Accessory: Kit, Polyurethane Edge KD 60"	271.40	271.40
1	KW452 (70.2014)	Accessory: CAB Cab, KW452 for 4500/4520	7,843.00	7,843.00
1	70.2006-4	Accessory: Kit, Mirror	142.60	142.60
1	70.8162	Accessory: Kit, Cab Hazard Lights	473.80	473.80
1	70.8161	Accessory: Kit, Cab Strobe Light	358.80	358.80
1	70.8148	Accessory: Kit, Cab Windshield Washer	234.60	234.60
1	70.2006-6	Accessory: Kit, Defrost Fan	253.00	253.00
1	70.2014-51	Accessory: CAB HEATER KIT 4500/4520 Y&Z Kit, KW452 Heatr Install 4500/4520 Y&Z	331.20	331.20
1	SA250 (70.2013)	Accessory: SPREADER, DROP SA250 SA, SA250 Drop Spreader	5,819.00	5,819.00
1	70.4179	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4520	165.60	165.60
1	70.8149	Accessory: Kit, SA250 Hopper Ext	312.80	312.80
1	70.8140	Accessory: SPREADER SA250 INSTALL KIT 4000 SERIES Kit, SA250 Install 4200/4500/4520	386.40	386.40
1	70.8186	Accessory: Kit, SA250 Slow Speed Sprocket	101.20	101.20
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax Black	1,481.20	1,481.20

QTY	Model #	Description	Sourcewell	Total
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	400.20	400.20
1	HB580 (39.55400)	Attachment: BROOM HB, HB580 Power Broom	4,960.41	4,960.41
1	70.8025	Accessory: Kit, 12V Actuator, HB/KX/LX	294.40	294.40
1	70.4161	Accessory: 12V FRONT Kit, 12V Front 4520/4500	354.20	354.20

Subtotal 66,554.41

CHARGES

Freight +1,500.00

Delivery +250.00

Setup Charges +2,000.00

TOTAL USD \$ 70,304.41



1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, May 30, 2023**

4 **Draft**

5
6 **I. Call to Order:** The meeting was called to order at 6:30 pm by Christine Sullivan. The meeting
7 was held in person at the Waitsfield Town Offices and remotely via Zoom.

8 Members Present: Chach Curtis, Jordan Gonda, Fred Messer, Brian Shupe, Christine Sullivan

9 Staff Present: Annie Decker-Dell'Isola, Town Administrator; JB Weir, Zoning Administrator

10 Others Present: Kevin Anderson (Planning Commission), Jon Ashley (Dubois & King), Anthony

11 Italiano (MRVTV), Jon Jamieson, Curt Lindberg, Lisa Loomis (Valley Reporter), Kellee Mazer,

12 Robin Morris (Water Commission), Joshua Schwartz (Wastewater Planning Project

13 Coordinator), Sal Spinosa

14
15 **II. Regular Business.**

16
17 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

18 A Selectboard Roundtable item was added to the agenda.

19
20 **2. Wastewater Planning Project Update and Discussion.**

21 Mr. Curtis, Mr. Schwartz, and Ms. Decker-Dell'Isola provided an update on the Wastewater

22 Planning Project; the slides from that presentation are available on the Town website.

23
24 **3. Review and approve Authorized Official Resolution for Northern Borders Regional**
25 **Commission Grant Application.**

26
27 **MOTION:** *Mr. Curtis made a motion to adopt the enclosed Authorized Official Resolution,*
28 *authorizing the Town Administrator, Annie Decker-Dell'Isola, to apply for the Northern Borders*
29 *Regional Commission Catalyst Program Grant and to sign any related documents. The motion*
30 *was seconded by Mr. Shupe. All voted in favor.*

31
32 **4. Consent Agenda.**

33
34 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*
35 *unanimously.*

- 36
37
 - Approve minutes of 5/8/2023
 - Bills Payable and Treasurer's Warrants
 - Approve Conservation Commission's Flood Resilient Communities Grant application

38
39
40
41 **5. Selectboard Roundtable.**

42 Mr. Shupe indicated that he will not be able to attend the Conservation Commission's
43 presentation of the Management Plan they have drafted for the Tardy property, but that he has
44 read the plan and noticed nothing of concern.

45 **III. Other Business**

46 **1. Correspondence/reports received** were reviewed.

47 **IV. Adjourn**

48 The meeting adjourned at 7:47 pm.

49 Respectfully submitted,

50 Carol Chamberlin, Recording Secretary

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, June 5, 2023**

4 **Draft**

5
6 **I. Call to Order:** The meeting was called to order at 6:30 pm by Brian Shupe. The meeting was
7 held in person at the Waitsfield Town Offices and remotely via Zoom.

8 Members Present: Chach Curtis, Fred Messer, Brian Shupe, Christine Sullivan

9 Staff Present: Annie Decker-Dell’Isola, Town Administrator; JB Weir, Zoning Administrator

10 Others Present: Jon Ashley (Dubois & King), Bob Cook, TJ Greenwood, Dori Ingalls, Anthony
11 Italiano (MRVTV), Theron Matthews (McFarland Johnson), Kellee Mazer, Sean McFarland
12 (McFarland Johnson), Robin Morris (Water Commission), Alice Peal (Planning Commission),
13 Peter Reynells, Joshua Schwartz (Wastewater Planning Project Coordinator), Ed Spaulding,
14 Courtney Spaulding, Sal Spinosa

15
16 **II. Regular Business.**

17
18 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

19 The consent agenda was adjusted to remove approval of the minutes and Item 10 was clarified
20 to indicate that two appeals to the Environmental Court have been filed.

21
22 **2. Public Forum.**

23 Courtney Spaulding presented some questions regarding the property-related matters she and
24 Mr. Spaulding had asked the Board to address at a recent meeting. Mr. Shupe explained that
25 the process of investigating some of the issues raised had taken longer than anticipated, but
26 the Board expected to finalize their response in Executive Session at the end of this meeting.

27
28 **3. Consider Liquor License applications for The Great Eddy and Rider’s Outpost.**

29 Kellee Mazer was present representing The Great Eddy; TJ Greenwood was present
30 representing Rider’s Outpost. Both reported that the appropriate training had taken place. Ms.
31 Mazer explained where she plans to allow for outdoor consumption, which will be the same
32 setup as Peasant had in place.

33
34 **MOTION:** *Mr. Shupe made a motion to approve the liquor licenses as outlined for The Great*
35 *Eddy and Rider’s Outpost. The motion was seconded by Mr. Messer. All voted in favor.*

36
37 **4. Review and approve Mad Marathon Festival Permit Application.**

38 Ms. Decker-Dell’Isola explained that the culvert replacement on East Warren Road will mean
39 that the road is closed on the date of the Marathon, but that the contractor will have a
40 pedestrian bridge in place if there is not a lane available and usable by runners during the
41 event. She noted that any sharing of the cost for the related change order between the Town
42 and the Marathon has not yet been fully discussed. Board members expressed potential
43 willingness to share the cost due to the economic benefits the Marathon provides for the area.
44 Ms. Ingalls explained that there will be a 5K and 10K race added to the event this year, and that
45 the opening food and music event will be held at the Round Barn. Otherwise, she indicated
46 that no changes from previous years need to be considered.

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MOTION: *Mr. Curtis made a motion to approve the Mad Marathon Festival Permit Application. The motion was seconded by Mr. Shupe. All voted in favor.*

5. Wastewater Project Preliminary Engineering Report (PER) 90% Recommendation & Next Steps.

Mr. Schwartz provided an update to the May 30 presentation, including an outline of the upcoming design work phase and specific action steps being requested of the Board. He explained that the 90% draft of the PER was ready for review and outlined the next steps to be taken in working toward accessing funding and developing design plans for the system. Jon Ashley has recommended that the design work also be broken into three phases, in order to qualify for different upcoming rounds of grant awards. The Planning Team at this point is seeking to have the Board accept the findings and recommendations of the 90% PER as well as authorize the Planning Team to explore options for funding remaining connections to the water system and to draft an Agreement with Dubois & King for 30% Design Engineering Services including an application to DEC’s CWSRF for funding.

Mr. Schwartz provided some details related to the planned timeline, which will result in a bond vote in November of 2024. He confirmed that no Town funds are being requested for allocation at this point.

In response to questions raised regarding the capacity at the Munn site, Mr. Ashley explained that past approvals for lower wastewater capacity at that site were based on a more minimal infrastructure, and that the current plan is for tertiary treatment, which allows for greater capacity.

Ms. Peal explained that some consideration was given to the Loop Road and the potential for a disposal site to the north of the Village, but that the problems to be addressed in the Village and Irasville are the more critical factors at this point. She also confirmed that the PC is working toward bylaw changes that will allow for additional infill in the Village and Irasville areas.

MOTION: *Mr. Shupe made a motion to authorize the Wastewater Project Planning teams to proceed with the next steps identified, specifically to a) authorize the Project Coordination Team and Funding Team to work with funding agencies to explore options for self-funding the remaining connections to the water system and bring a summary of options back to the Selectboard for further consideration, and b) authorize the Project Coordination Team and Engineering & Technical Team to draft a 30% Design Engineering Services Agreement with Dubois & King, including an application to DEC CWSRF for Step 2 Design subsidy, for review and approval by the Selectboard at the June 26, 2023 Selectboard meeting. The motion was seconded by Mr. Curtis. All voted in favor.*

MOTION: *Mr. Curtis made a motion to support the findings and recommendations included in the 90% PER Report. The motion was seconded by Mr. Shupe. All voted in favor.*

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6. Route 100/17 Intersection Refinement Stage Update from McFarland Johnson.

Mr. Matthews provided some background information, and noted that input has been received from other pertinent parties. He noted the documentation and studies which have been included in the current review of the intersection, and explained that a letter of support from the Town will allow McFarland Johnson to submit their report along with a recommendation that a full study of the intersection be completed and alternatives be presented for consideration.

MOTION: *Mr. Messer made a motion to approve the Letter of Support to VTrans. The motion was seconded by Mr. Shupe. All voted in favor.*

7. Town Plan Update – Chapter 13 Amendments Discussion.

It was agreed that Board members will each review and rank the tasks outlined in Chapter 13’s chart and provide Ms. Decker-Dell’Isola (by June 19) with what they believe are the top 10-15 items to be addressed. She will compile this information for review at the next meeting, as well as update any necessary information in the Chapter’s text for review.

8. Review proposed draft Emergency Management Ordinance.

Mr. Messer explained that the intent of the ordinance is to create a local organization to organize and oversee any necessary emergency management, in order to avoid conflict that may arise between executing approved emergency plans and ad hoc efforts undertaken by independent groups. The group authorized through the ordinance would have the training and access to the resources needed to address emergency situations. He confirmed that the draft he is presenting is based upon model ordinance language provided by Vermont Emergency Management, and indicated a preference that the final draft include some authority for spending, with an appropriate limit to the amount allowed. Board members expressed that the penalty language from the model draft would likely not be necessary for Waitsfield. The ordinance will be reviewed further by Board members before adoption.

9. Revisit General Wait House Discussion related to short & long-term maintenance.

Ms. Decker-Dell’Isola provided a review of the steps taken so far to address Wait House maintenance, and suggested keeping the topic as a standing agenda item for Board meetings. There was discussion of the roof and other needed repairs, along with potential funding sources and strategies. It was agreed to review the roof quote information received at the June 26 meeting, when fiscal year results will be better known. Funding for roof repairs, including potential use of ARPA funds, will be determined at that point.

10. Consider authorizing Stizel, Page, & Fletcher to enter an appearance on behalf of the Town related to two appeals of DRB decisions to the Vermont Environmental Court.

Ms. Decker-Dell’Isola explained that this authorization is a preliminary step, and provides an avenue for the attorneys to receive all information related to the appeals.

MOTION: *Mr. Shupe made a motion to authorize Stizel, Page, & Fletcher to enter an appearance to the Environmental Division of the Vermont Superior Court on behalf of the Town*

138 of Waitsfield related to the appeal of the DRB's approval of Application #SUB23-02 and denial of
139 Application #4103-NOV. The motion was seconded by Mr. Curtis. All voted in favor.

140

141 **11. Consent Agenda.**

142

143 **MOTION:** A motion to approve the consent agenda, consisting of the items listed below, passed
144 unanimously.

145

- 146 • Bills Payable and Treasurer's Warrants
- 147 • Approve liquor license renewals
- 148 • Approve WA County Sheriff's Contract for July 1, 2023 – June 30, 2024
- 149 • Approve Spring Hill School zoning fee waiver request
- 150 • Approve request from Town Clerk to mail Unlicensed Dog Letter
- 151 • Approve Water Commission recommendation to enter contract with VHB
- 152 • Approve draft 2023 Local Emergency Management Plan
- 153 • Amend Waitsfield Personnel Policy to confirm Juneteenth is a paid holiday
- 154 • Approve Festival Permit Application for VAST Annual Meeting & Round Up

155

156 **12. Selectboard Roundtable.**

157 No items were brought forth during the Roundtable.

158 **13. Town Administrator's Updates.**

159 Ms. Decker-Dell'Isola noted the following:

- 160 • There is no definite date for the start of the East Warren Road culvert work, but it is
161 scheduled for the end of June after school is over for the year. Notice will be posted in
162 the Valley Reporter, Front Porch Forum, Facebook, etc.
- 163 • The chloride truck needs a repair, so the roads may be somewhat dusty.
- 164 • Wait House tenants have been making strides in building improvements such as
165 cleaning out areas of the building, working on the sign, and so forth.
- 166 • Brain Voigt has stepped down from the Planning Commission, so there are two
167 vacancies, as well as a need to appoint a Planning District representative.

168 Board members acknowledged Mr. Voigt's many years of service to the Town.

169 **14. Executive Session.**

170 **MOTION:** A motion to find Pursuant to 1 V.S.A § 313 (a) (1) that premature general knowledge
171 of confidential attorney-client communications made for the purpose of providing professional
172 legal services to the public body would clearly place the public body or a person involved at a
173 substantial disadvantage passed unanimously.

174 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate], 1
175 V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client
176 communications] passed unanimously.

177 The meeting entered Executive Session at 8:45 pm and came back into open session at 9:05 pm.

178 No further action was taken by the Board.

179 **IV. Other Business**

180 **1. Correspondence/reports received** were reviewed.

181 **IV. Adjourn**

182 The meeting adjourned at 9:05 pm.

183 Respectfully submitted,

184 Carol Chamberlin, Recording Secretary

Town of Waitsfield
Application for Public Festival Permit

Instructions: This application must be received at the Town Office at least 30 days prior to the commencement date of the festival. Applications are reviewed and permits issued by the Selectboard. The application fee must be paid upon submission of the application, unless the festival is conducted solely for charitable or non-profit purpose and the applicant is seeking a waiver of the fee from the Selectboard.

1) Name of Festival: Green Mountain Stage Race

2) Date(s) of Festival: 9/1-4/2023

3) Location of Festival: Racers will travel from Warren Village on the E. Warren Road and finish at the Common Road intersection.

4) Hours of Festival: Starting on 9/1 at 8:30am and estimate finishing by 2:30pm.

5) Sponsor of Festival: GMSR, LLC

Address: PO Box 1172, Waitsfield, VT 05673

Phone #: 802-279-2457 e-mail: info@gmsr.info

6) Please provide names of principal individuals responsible for the festival:

Name
Gary Kessler

Phone
802-279-2457

Address
PO Box 1172, Waitsfield, VT 05673

Name

Phone

Address

7) Owner of premises where festival is to take place. If sponsor is not the owner, the owner's written consent must be submitted with the application.

Public roads

Owner

Phone

Address

8) A. Number of tickets to be printed, if applicable: 0

B. Number of persons reasonably expected to attend: 500 racers

C. Fee: \$25 for each 250 persons expected to attend: \$50.00

D. If festival is charitable or non-profit, are you requesting a fee waiver? No

If so, please explain the charitable or non-profit nature of the event: _____

- 9) Specific arrangements proposed to be made for off-street parking, sanitation facilities, traffic control, security, crowd/noise control, food & beverage service, if any. ATTACH SEPARATE SHEET IF NEEDED:
 As in past years we will provide portable bathrooms at the start and finish. We will have Warren constables helping with traffic control at the start. We will have USA Cycling officials on motorcycles on the course for safety. We will have EMS at the start.
- 10) Summary of advertising and sign material including scope, general description and estimated budget therefore. ATTACH SEPARATE SHEET IF NEEDED:
 Done on Bikereg, via email marketing, website and on social media. Also some stories for the local paper.
- 11) General nature of the festival, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED:
 The event is a road bicycle stage race. This will be the 22nd year of the event.
- 12) If food and beverage are to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED:
 Not applicable.
- 13) I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

<u><i>Gary Kessler</i></u>	<u>Gary Kessler</u>	<u>6-19-23</u>
Signature	Printed Name of Applicant	Date

Disposition of application – For Town Use Only

Denied: _____ Granted: _____ Date of Selectboard Action: _____

Conditions:

By: Waitsfield Selectboard



Green Mountain Stage Race

September 1-4 2023

4 days of exciting and challenging racing in the Green Mountains of Vermont

P.O. Box 1172
Waitsfield, Vermont 05673

Phone: (802) 279-2457
E-Mail: Gary@GMSR.INFO

June 16, 2023

Annie Decker-Dell'Isola,
Waitsfield Town Administrator
RFD Box 390
Waitsfield, Vermont 05673

Dear Annie:

I am writing to seek the Town of Waitsfield's consent to hold two stages of the 2023 Green Mountain Stage Race in Waitsfield. The Green Mountain Stage Race is a four-day event that will bring 600+ racers plus 600+ family and friends from around the U.S., Canada, and Europe to the Mad River Valley.

On Friday September 1st, we plan to start racers in Warren village, and they will travel up the Brook Road to the East Warren Road and finish at the intersection of the East Warren Road and the Waitsfield Common Road. This race will be an individual time trial, which means that each racer will start one at a time at thirty-second intervals and are not allowed to draft. Racing will begin at 8:30 AM and continue until approximately 2:30 PM. There will be breaks for lunch and between fields as well as to allow the school buses to pass.

We will direct racers to ride single file back on the East Warren Road rather than through Waitsfield village. Running the race in this way eliminated concerns from prior years about racers riding more than 2 abreast in Waitsfield village after they had finished racing. We will have race officials on motorcycles patrolling the course to monitor finished riders returning to Warren and will penalize those who do not ride single file. For 2023 we will run the race under this same rule.

On Sunday September 3rd the race would travel east on Rt. 17 to Rt. 100 and head south to Warren. The race will be "neutral" until it has passed the Rt. 17 and 100 intersection. This means each of the 9 fields will travel as a compact group with the speed controlled by the official in the lead vehicle. Speed will be between 15-20 mph and racing will only start once past the Eagles. The first field will go off at 8:00AM. This first field is an open citizen's event and will have 30 minutes head start on the first stage race field, which will begin at 8:30AM. The remaining 8 fields will start at approximately 10-minute intervals until

the last field, which will start at 10:15AM. All racers should be clear of Waitsfield village by 10:45AM.

We are proud of the high level of safety that we offer to racers, spectators, and other road users alike. This year we plan to have Vermont State Police Troopers or Sheriffs lead all fields of racers and additional County Sheriffs or marked traffic marshals on the course at key intersections to control traffic. We also have EMS personnel in vehicles with race fields and on some days EMS will have an ambulance standing by on the course. Notice of the events will be provided through road signs, press releases, and radio announcements.

I have enclosed an insurance binder naming the town and a consent form for your signature. If you have questions or concerns about either of these events, please contact me at (802)279-2457. I would be happy to meet with you if you would like to further discuss this year's event.

Thank you once again for your continued support of this important event for the Mad River Valley economy.

Sincerely,

A handwritten signature in cursive script that reads "Gary Kessler".

Gary Kessler
Race Director

Green Mountain Stage Race
Green Mountain Stage Race, LLC
P.O. Box 1172
Waitsfield, Vermont 05673

(802)279-2457

Statement of Consent to use Public Roads

The Town of Waitsfield consents to allow Green Mountain Stage Race, LLC to hold Stages 1 and 3 of the Green Mountain Stage Race on September 1 & 3, 2023 and in so doing to use the public roads in the town that are a part of the course.

This consent is given with the understanding that Green Mountain Stage Race, LLC will provide Police, Emergency Medical Services, and Volunteer Marshaling as necessary.

In addition, the town has been named on a 3rd party insurance policy provided by the United States Cycling Federation.

Authorized Signature _____

Date _____