

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, October 9, 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. Public Hearing to consider Town Plan adoption (15 +/- min.)
4. Mad River Valley Planning District Data Report presentation (20 +/- min.)
5. Planning Commission Updates (10 +/- min.)
6. Conservation Commission grant application update (10 +/- min.)
7. Adopt FY25 budget vision statement and timeline (10 +/- min.)
8. Mad River Path request for Letter of Support for VT Route 100 Scoping Study (15 +/- min.)
9. General Wait House ongoing discussion (10 +/- min.)
10. Consent Agenda:
 - a. Consider approving the Minutes of 9/25/23
 - b. Bills Payable and Treasurer's Warrants
 - c. Award Local Hazard Mitigation Plan contract to CVRPC
11. Selectboard roundtable. (10 +/- min.)
12. Town Administrator's updates. (5 +/- min.)
13. Executive Session
 1. Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney-client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
 2. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate], 1 V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications]

III. Other Business.

1. Correspondence/reports received.

IV. Adjourn.

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

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

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

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

ALL TIMES ARE APPROXIMATE

Waitsfield Town Administrator's Report

October 9, 2023

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II. REGULAR BUSINESS.

Item II.3. Public Hearing to consider Town Plan adoption

The Waitsfield Planning Commission has been working on the proposed updates to the Town Plan since the most recent Town Plan was adopted in 2017. Changes to the 2017 Town Plan are encompassed mainly among Chapters 3 (Population), 4 (Housing), 9 (Energy), 11 (Natural Resources), 12 (Land Use), and 13 (Implementation). The most recent updates were completed primarily by the Planning Commission and staff, with assistance from the Selectboard, and included collaboration with the Conservation Commission and VT Fish & Wildlife, and some assistance from CVRPC. A timeline of public hearings held to date is as follows:

- **March 21st, 2023**, the Planning Commission held their final public hearing and approved substantive changes to Chapter 3 (Population), Chapter 4 (Housing), Chapter 9 (Energy), Chapter 11 (Natural Resources), and Chapter 12 (Land Use) of the Town Plan.
- **May 8th, 2023** the Selectboard held their first public hearing on the Town Plan and requested a few additional updates to Chapter 13 (Implementation) to update the Town's priorities based on any updated goals, policies, and tasks in the proposed updated Town Plan ([the 5/8/23 public hearing notice can be found here](#)).
 - The Selectboard discussed these additional proposed edits at their meetings on June 5th, July 10th, August 14th, September 5th, and approved the proposed amendments to be included in the final draft at their meeting on September 11th, 2023 after review and comment by the Planning Commission.
- **October 9th, 2023 (tonight)** the Selectboard will hold their final public hearing on the proposed Town Plan, including new proposed updates to Chapter 13 (Implementation) and the Top Priority Actions page to be included at the beginning of the Town Plan.

Associated Documents:

- [Proposed 2023 Town Plan \(9/11/23\)](#)
- [October 9th, 2023 Town Plan Public Hearing Notice](#)

When the Selectboard is ready to adopt the proposed draft, it becomes effective immediately locally but would still require additional approval by CVRPC in order to be eligible for programs such as Municipal Planning Grants and review and approval of projects by various state agencies. The CVRPC has completed an initial review of the proposed updates and support the changes made to the chapters being updated.

Hard copies of the proposed Town Plan can be made available for the public by request for the meeting on October 9th (please contact Town Admin, Annie Decker-Dell'Isola at townadmin@gmavt.net or (802) 496-2218 ext. 5).

51 The Public Hearing will be structured as follows:

- 52 1. The Chair will open the hearing and accept comments from the public in attendance (in person or
53 remote via Zoom). Each commenter will have 2 minutes to address the Board, which may be
54 extended if the Board chooses.
- 55 2. Once all comments have been received, the Chair will close the hearing.
- 56 3. The Selectboard will then begin their deliberation. Members of the Planning Commission and the
57 PZA will be in attendance to help answer any questions that might come up.
- 58 4. The Board can take action and adopt the plan (with minor amendments) and make a motion to
59 seek CVRPC approval of the plan, or decide to hold another hearing if substantive changes are
60 proposed.

61

62 ***Recommendation:***

63 *Consider a motion to adopt the draft updated Town Plan as enclosed (with minor amendment identified),
64 and forward the plan to CVRPC for approval.*

65

66 Item II.4. Mad River Valley Planning District Data Report presentation

67 Sam Robinson, Community Planner with the Mad River Valley Planning District (MRVPD), will present
68 highlights from the MRVPD's 2023 Data Report. A copy of his presentation slides is enclosed and a PDF
69 of the full report [can be found here](#).

70

71 ***Recommendation:***

72 *No action is anticipated at this meeting.*

73

74 Item II.5. Planning Commission Updates

75 The Waitsfield Planning Commission Chair, Alice Peal, will provide an update to the Selectboard on a
76 number of projects that the commission is currently working on. A memo from Alice is also enclosed.

77

78 The Planning Commission also discussed at their most recent meeting on October 3rd exploring the
79 opportunity to apply for a consortium grant through the [Municipal Planning Grant program](#) for Irasville
80 Master Planning, which would require support from another municipality. JB Weir and AnnMarie
81 Harmon will attend the October 9th Fayston Selectboard meeting to inquire about their interest in
82 participating in this opportunity with the Town of Waitsfield and will also attend the Waitsfield
83 Selectboard meeting to discuss. This approach opens up additional project funding, from a \$30,000
84 maximum award to a \$45,000 maximum award. The consortium grant would require a \$5,000 match and
85 it is proposed that Waitsfield contribute the full award. A complete application and resolution (required
86 for MPG application submittal) will be brought to the Selectboard at their meeting on October 23rd for
87 final review and approval.

88

89 ***Recommendation:***

90 *No formal action anticipated at this time.*

91

92 Item II.6. Conservation Commission grant application update

93 The Conservation Commission is exploring a \$90,000 grant opportunity for invasive species
94 management, specifically knotweed, through the Lake Champlain Basin Program. Curt Lindberg,
95 Conservation Commission Chair, sent the following information, "We'd be applying for a Healthy

96 ecosystems grants for habitat and native species conservation. The RFP for this grant category ([RFP](#)
97 [linked here](#)) states – ‘Targeted outcomes for projects in this category will be to improve wetland, riparian,
98 or aquatic habitat, to restore and maintain a healthy and diverse fish and aquatic life community, to
99 implement flood resilient practices, or to better understand native species and their habitats. Projects
100 might include riparian plantings, native species surveys, or identification and conservation prioritization
101 of critical habitat. Examples of outputs of projects in this category may include tree plantings, floodplain
102 or wetland restoration work, public-facing informational signage and education and outreach about the
103 project with the community, or a project maintenance plan.’ Our plan is to base our proposal on the
104 submission we made earlier in the year to Vermont Emergency Management, which was approved by the
105 Selectboard on May 30, 2023. We’d apply for approximately \$90K.”

106
107 The grant application is due on October 12th and the Conservation Commission is requesting Selectboard
108 approval to proceed with a grant application. The Commission does not believe that there is any financial
109 match requirement from the town.

110
111 ***Recommendation:***

112 *Consider a motion to authorize the Conservation Commission to apply to the Lake Champlain Basin*
113 *Program Healthy Ecosystem Grant Program for knotweed management for a grant of \$90,000.*

114
115 **Item II.7 Adopt FY25 budget vision statement and timeline**

116 Every year starting in late September / early October the Selectboard identifies the overall goals and
117 priorities that will guide them through the budgeting process and adopt a timeline for budgeting for the
118 upcoming fiscal year. A proposed timeline and a memo showing draft budget goals and priorities was
119 reviewed on September 25th and is enclosed again. As done in the past, the goals and priorities are
120 designed to be “higher-level” statements of policy. Annie will begin reaching out to Department Heads,
121 town officials, and the Fire Department to set up meetings to discuss specific budget needs. Selectboard
122 members will be invited to attend these meetings to ensure an open and transparent budget process. Open
123 meeting law requirements will be followed as necessary. The Selectboard should review the draft goals
124 and priorities memo and consider adoption pending any requested edits. The 2023 and early 2024
125 Selectboard meeting calendar is also enclosed.

126
127 ***Recommendation:***

128 *Consider adopting FY25 budget vision statement and timeline with any amendments proposed.*

129
130 **Item II.8. Mad River Path request for Letter of Support for VT Route 100 Scoping Study**

131 Misha Golfman, Executive Director of the Mad River Path, will present his proposed plan for pursuing a
132 Scoping Study of a potential Route 100 multi-use path. Misha presented the proposed project to the
133 Selectboard at their meeting on June 26th and the Board was supportive of the path’s efforts to explore
134 options for a scoping study. MRP is looking to fund the scoping study through the State of Vermont
135 Agency of Transportation (VTrans) [Transportation Alternatives Program](#). The grant application is due the
136 first week of December and Misha is hoping to secure a letter of support from the Town of Waitsfield, as
137 well as the Towns of Warren and Fayston, ahead of the grant deadline. In addition to a letter of support,
138 MRP would also be looking for a financial commitment from the three towns to provide the match for the
139 project. The project total is \$60,000 and a 20%, \$12,000, local match would be required. MRP is looking
140 for a commitment of \$4,000 from each of the three towns to make up the \$12,000 match. Misha should

141 confirm the proposed timeline with the Selectboard, but it is likely these funds would need be needed
142 until FY25 and could be included in the FY25 budget.

143

144 ***Recommendation:***

145 *Consider a motion to provide a letter of support to the Mad River Path Association as part of their*
146 *Transportation Alternative Program Grant Application for a Scoping Study for a Route 100 multi-use*
147 *path and provide a financial match of \$4,000 conditioned on the participation of the Towns of Fayston*
148 *and Warren.*

149

150 **Item II.9. General Wait House ongoing discussion**

151 The Selectboard has made a point to keep the Historic General Wait House as a returning agenda item in
152 an effort to continue addressing both short- and long-term needs of the building. Documents related to
153 the General Wait House are linked below in order to facilitate the ongoing conversation about how best to
154 address ongoing building needs. Fred has requested that this item be discussed at the October 9th meeting
155 as he has an updated from the Waitsfield Historical Society.

156

- 157 1. [General Wait House Committee Final Report \(December 16, 2021\)](#)
- 158 2. [Historic Building Assessment, Eliot Lothrop \(February 2023\)](#)
- 159 3. [Quotes for Roof Repair \(March – May 2023\)](#)
- 160 4. [Building Report & Assessment, Brad Cook \(December 31, 2020\)](#)

161

162 ***Recommendation:***

163 *No action anticipated at this meeting.*

164

165 **Item II.10. Consent Agenda**

166

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

171

- 172 a. **Consider Approving the Minutes of 9/25/23**

173

The minutes are enclosed.

174

- 175 b. **Bills Payable and Treasurer's Warrants**

176

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

178

- 179 c. **Award Local Hazard Mitigation Plan contract to CVRPC**

180

The Waitsfield Local Hazard Mitigation Plan, last adopted and approved by FEMA on
181 May 1, 2017, is expired as of May 1, 2022. Staff, with the assistance of the Emergency
182 Management Director, began the process of securing FEMA grant funding to update the
183 plan in November of 2021. The Town received notice that we were awarded funding in
184 December 2022 and a final agreement was executed in April 2023. The project team

185 working on the LHMP includes Fred Messer (Emergency Management Director), Clare
186 Ireland (Emergency Management Coordinator), Alice Peal (Planning Commission Chair),
187 and Randy Brittingham (Town Treasurer/Grant Administrator), with support from the
188 Town Administrator as needed. The total grant award is for \$8,362.50, with a required
189 municipal match (including in-kind time) of \$2,787.50. The grant award end date is
190 September 22, 2025, although the team hopes to have the project completed ahead of that
191 deadline. More details on Local Hazard Mitigation Plans and their significance related to
192 disaster recovery funding [can be found here](#).

193
194 The Selectboard reviewed and approved an RFP for the work at their meeting on August
195 28th. The project team received proposals from two consultants, enclosed. The project
196 team has reviewed the criteria found in the Town's Purchasing Policy (Section III.A for
197 projects less than \$10,000), and recommend that the Selectboard award the LHMP
198 planning project contract to Central Vermont Regional Planning Association, finding that
199 they are the best qualified and most responsible vendor based on past performance on a
200 number of similar projects for the Town of Waitsfield, for a project total cost of \$8,667.

201
202 Item II.12. Town Administrator's Updates

203 Updates to be provided at the meeting.

204
205

206 **III. OTHER BUSINESS**

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

208 a. None received to date



MAD RIVER VALLEY
PLANNING DISTRICT

Mad River Valley by the Numbers

MRVPD 2023 Annual Data Report

Findings & Discussion

MRV VISION STATEMENT

The Mad River Valley is an innovative, vibrant, connected, and caring community honoring its past, celebrating its landscape, and actively pursuing its potential. Our vision is to...

- Be a welcoming community that builds a **healthy & sustainable environment**.
- Support the **historic settlement pattern** of vibrant villages surrounded by rural countryside.
- Identify and promote the Valley's **historic & cultural heritage**.
- Promote and maintain a **diverse economy** that supports existing businesses and attracts new ones.
- Enhance the Valley's year-round **recreational opportunities**.
- Invest in a safe, environmentally friendly, efficient, and integrated **transportation network**.
- Provide access to **safe, affordable, energy-efficient housing** for current and prospective residents.
- Steward and sustainably use the Valley's **natural resources & environmental quality** to benefit future generations.

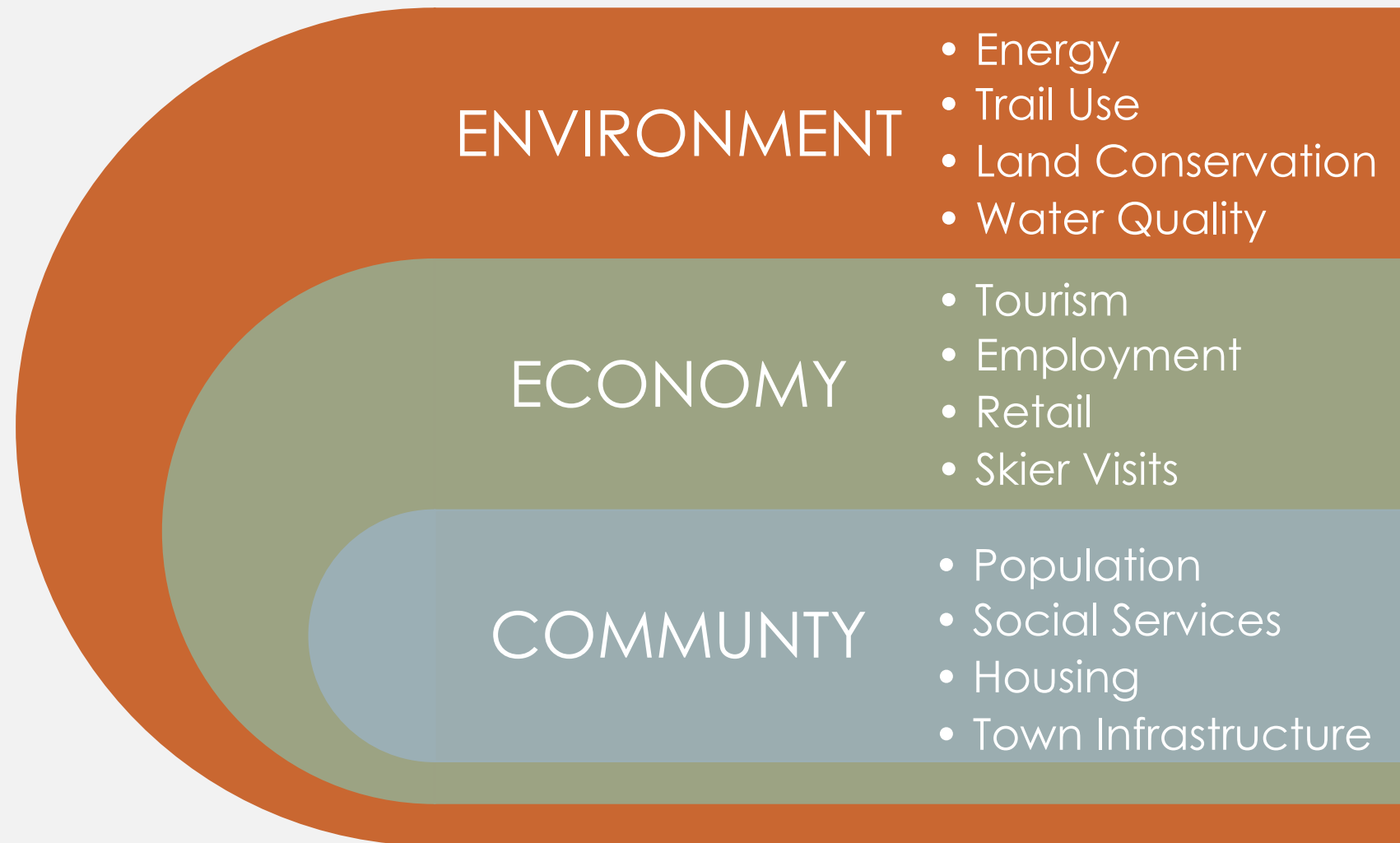


DATA REPORT STRUCTURE

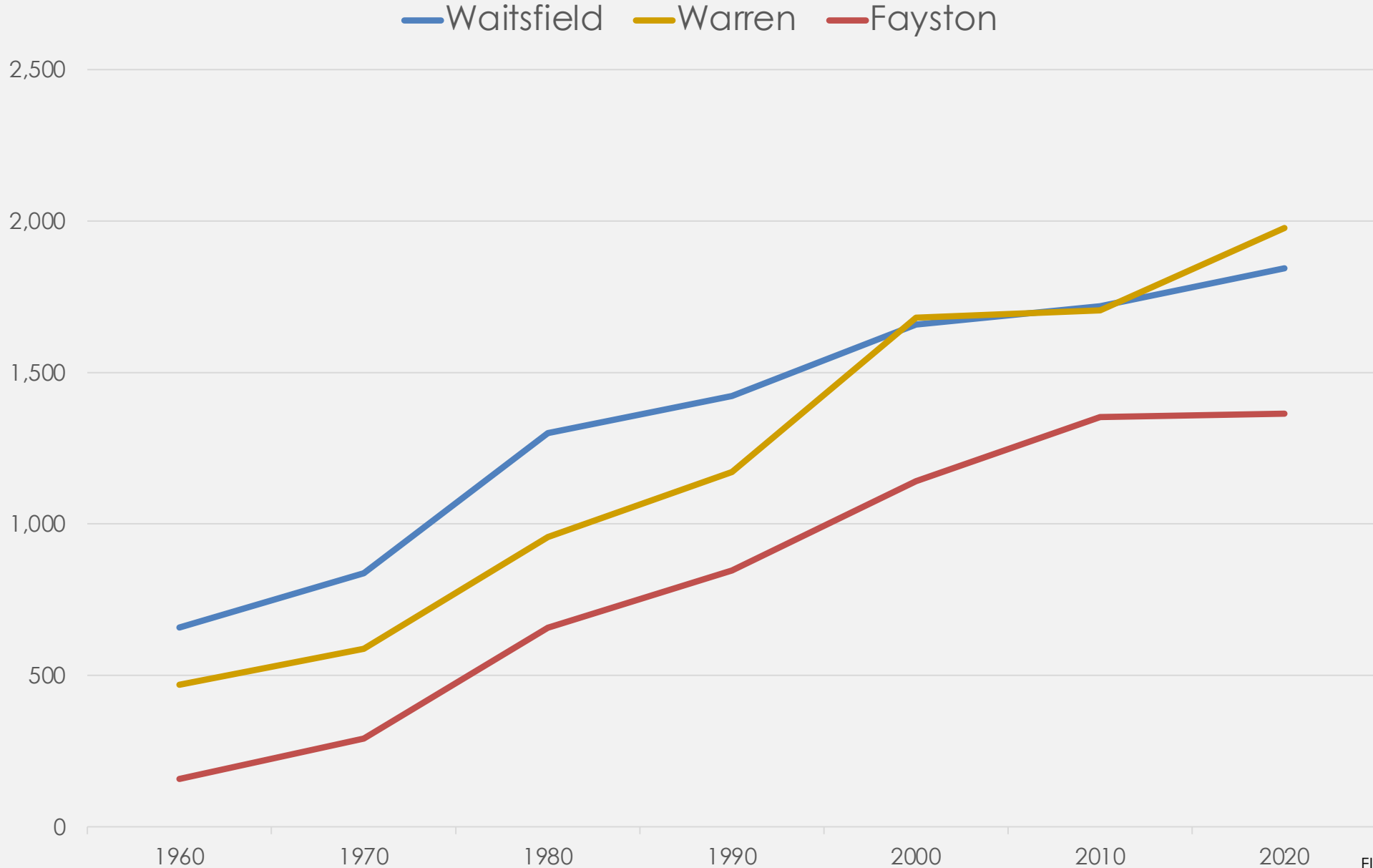
The MRVPD Data Report domain categories:

This presentation serves as an **abbreviated** overview regarding several noteworthy sections of the full report.

Please refer to the full MRV 2023 Annual Data Report for further details.



POPULATION OF MRV TOWNS, 1960 - 2020



% Change, 1990 - 2020

MRV Average
Increase,
1990 - 2020:
+ 51%

↑ **+ 30%**

↑ **+ 61%**

Washington
County,
1990 - 2020:
+ 9%

FIGURE 1. U.S. CENSUS BUREAU, DECENNIAL CENSUS

COMPARATIVE INDEXED SCHOOL ENROLLMENT (K-12)

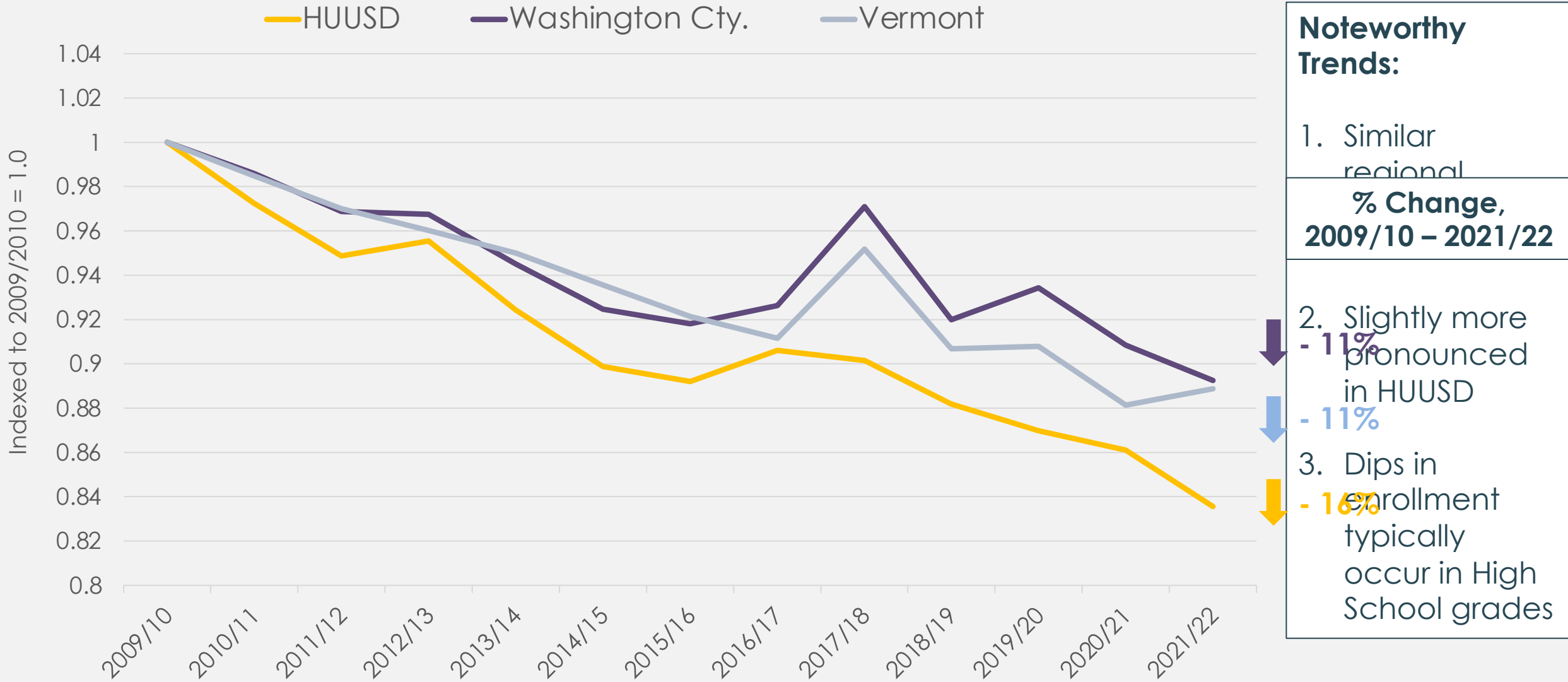
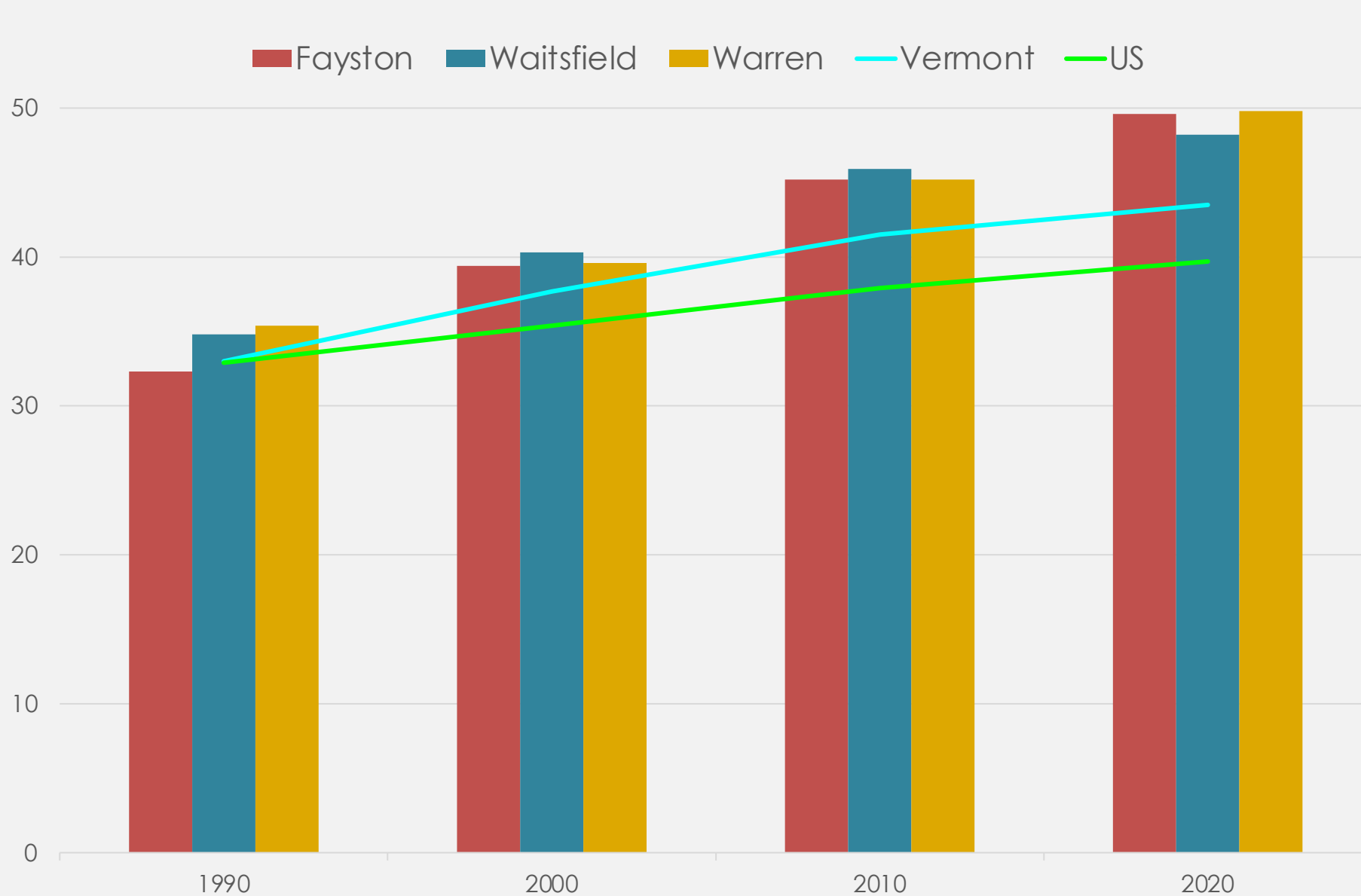


FIGURE 2. VT AGENCY OF EDUCATION ENROLLMENT REPORTS

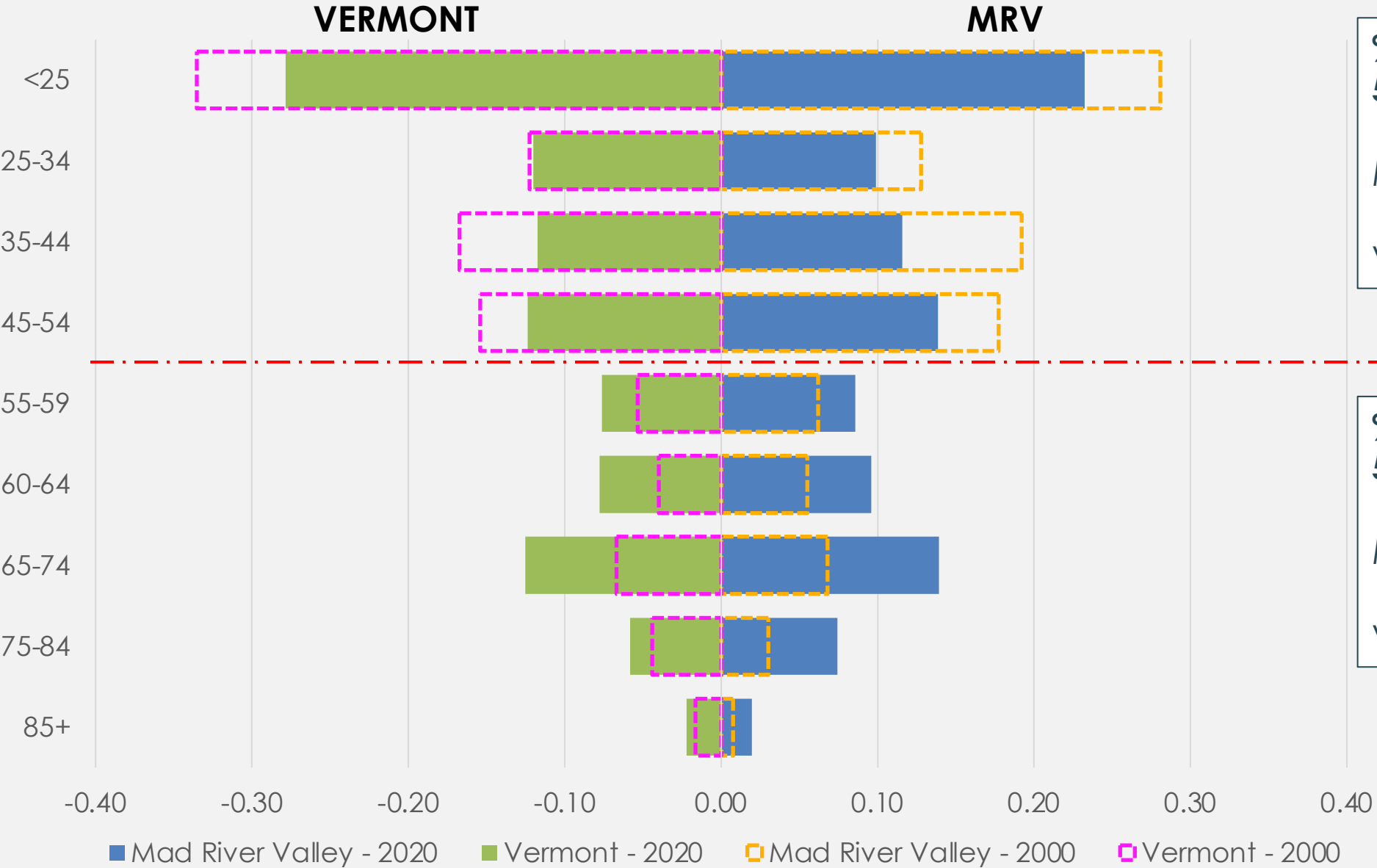
MEDIAN AGE FOR MRV TOWNS VS. VERMONT & U.S., 1990 - 2020



- ### % Change, 1990 - 2020
1. Warren: + 54%
 2. Fayston: + 41%
 3. Waitsfield: + 39%
 4. Vermont: + 32%
 5. US: + 21%

MRV's median age has increased at a faster rate since 1990

POPULATION PYRAMID OF MRV AND STATE OF VERMONT, 2000 VS. 2020



% Change, Groups Under 55

MRV: - 19%

Vermont: - 14%

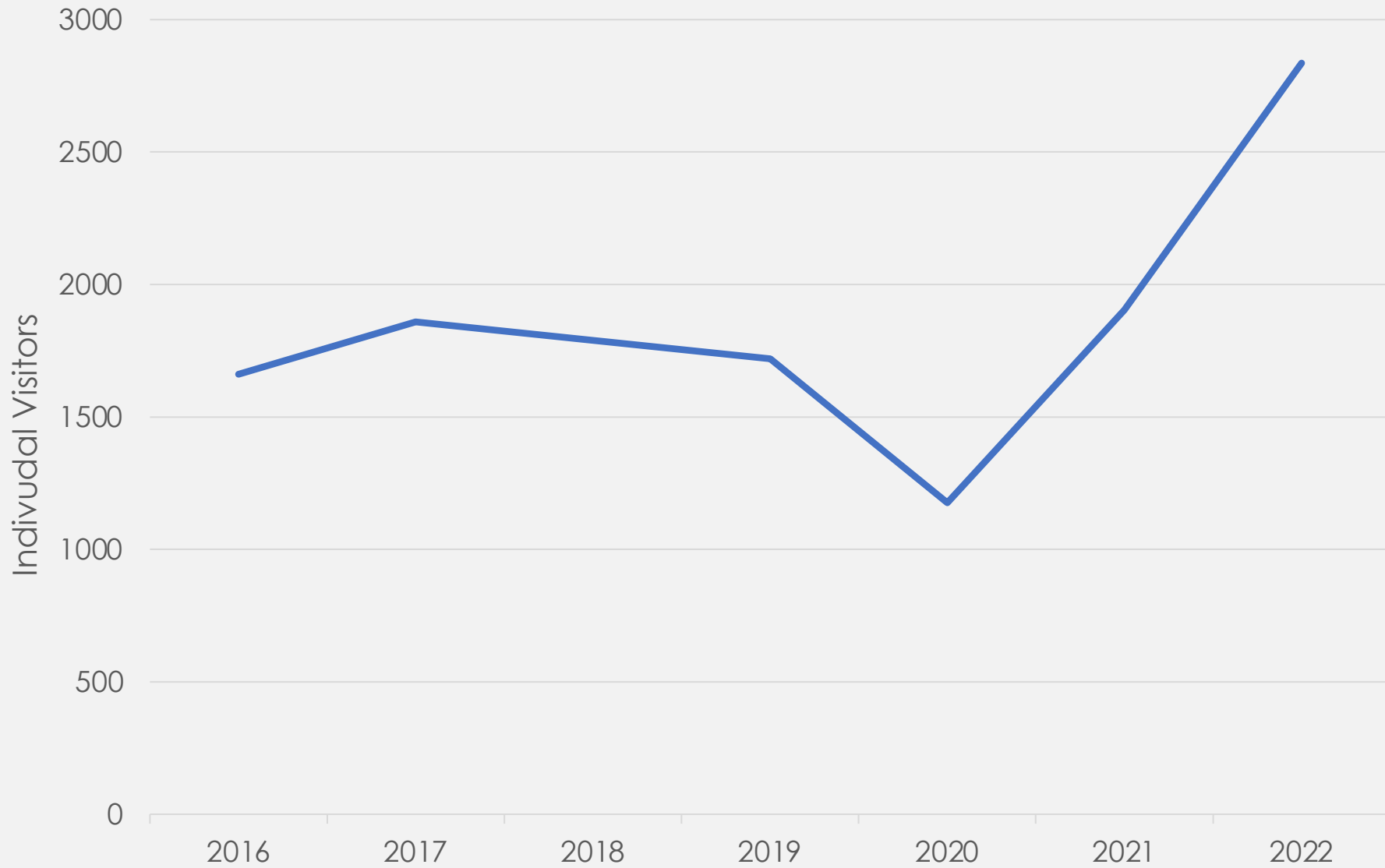
% Change, Groups Over 55

MRV: + 19%

Vermont: + 14%

FIGURE 4. U.S. CENSUS BUREAU, DECENNIAL CENSUS

TOTAL MRV COMMUNITY PANTRY VISITORS BY YEAR, 2016 - 2022



% Change, 2016 – 2022:

+ 71%

% Change, 2020 – 2022:

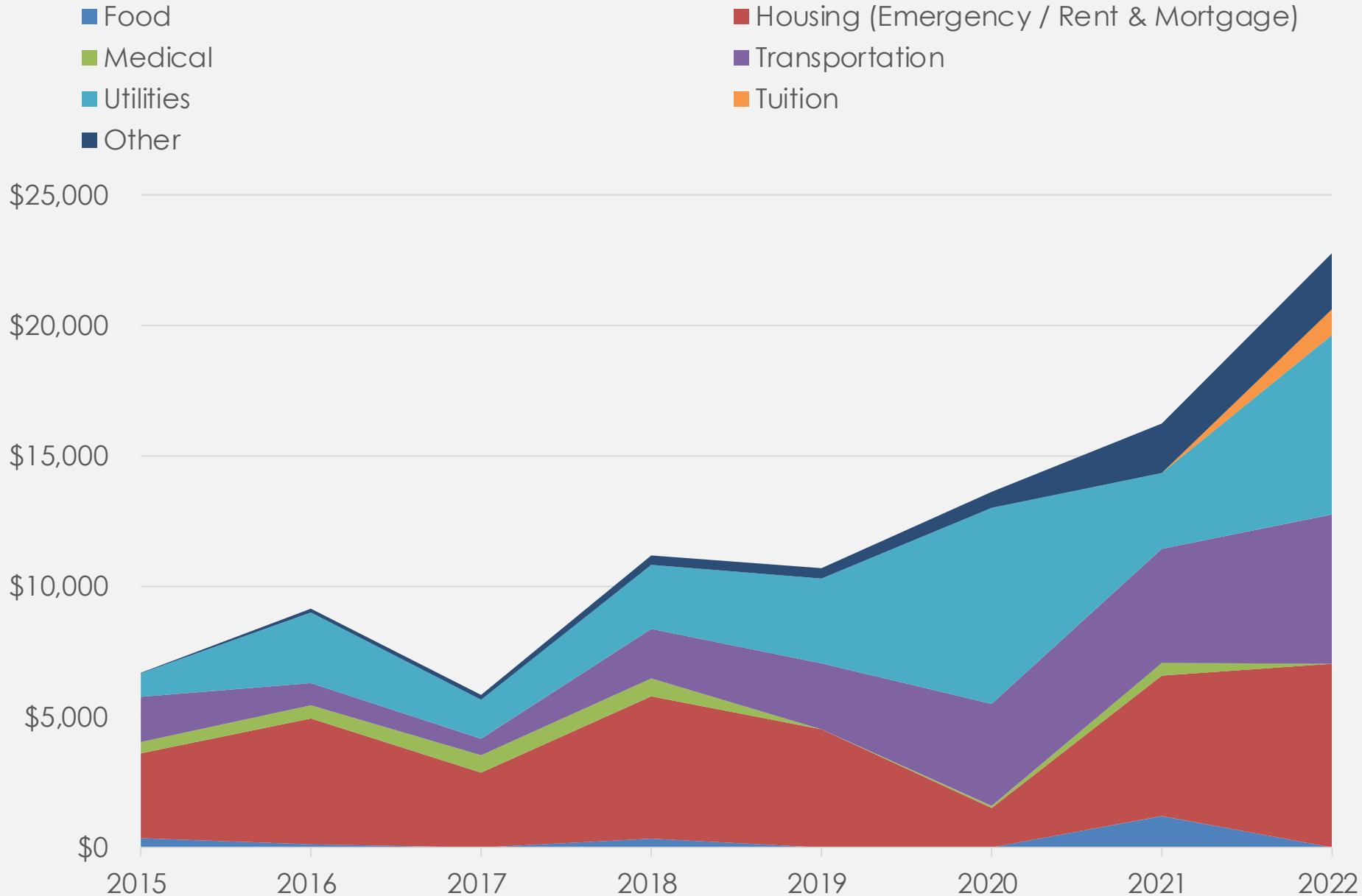
+ 141%

Possible Causes:

1. Increased need
2. Improved marketing
3. Greater infrastructure

FIGURE 5. MAD RIVER VALLEY COMMUNITY PANTRY

MRVIC EMERGENCY ASSISTANCE PROVIDED, 2015 - 2022



Total Assistance

% Change, 2015 – 2022:

+ 240%

% Change, 2021 – 2022:

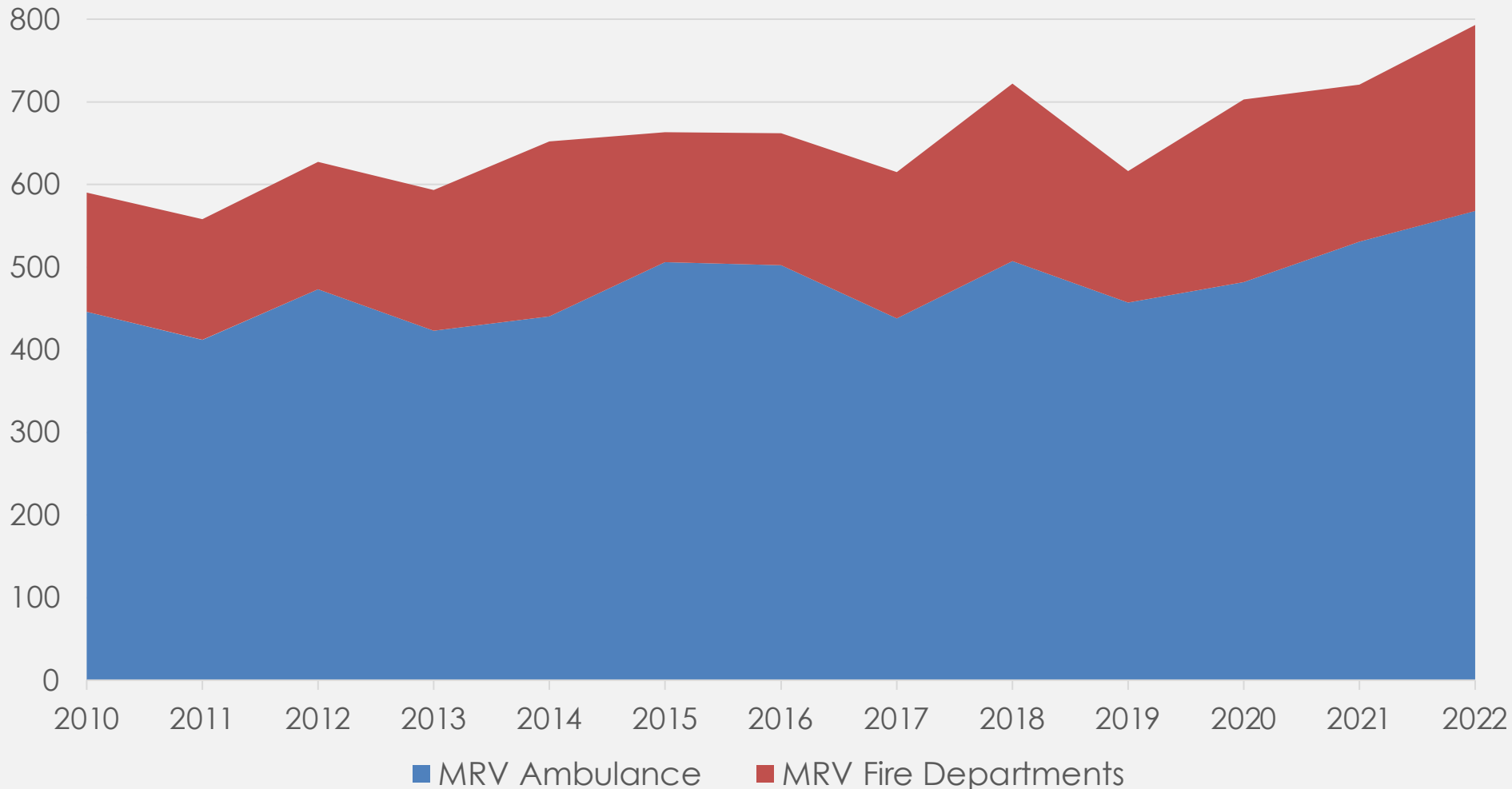
+ 40%

Top 3 Categories:

1. Utilities
2. Housing
3. Transportation

Could represent key issues to residents of the MRV.

NUMBER OF CALLS TO MRV AMBULANCE & FIRE DEPARTMENTS



% Change, 2019 - 2022

↑ + 42%

↑ + 24%

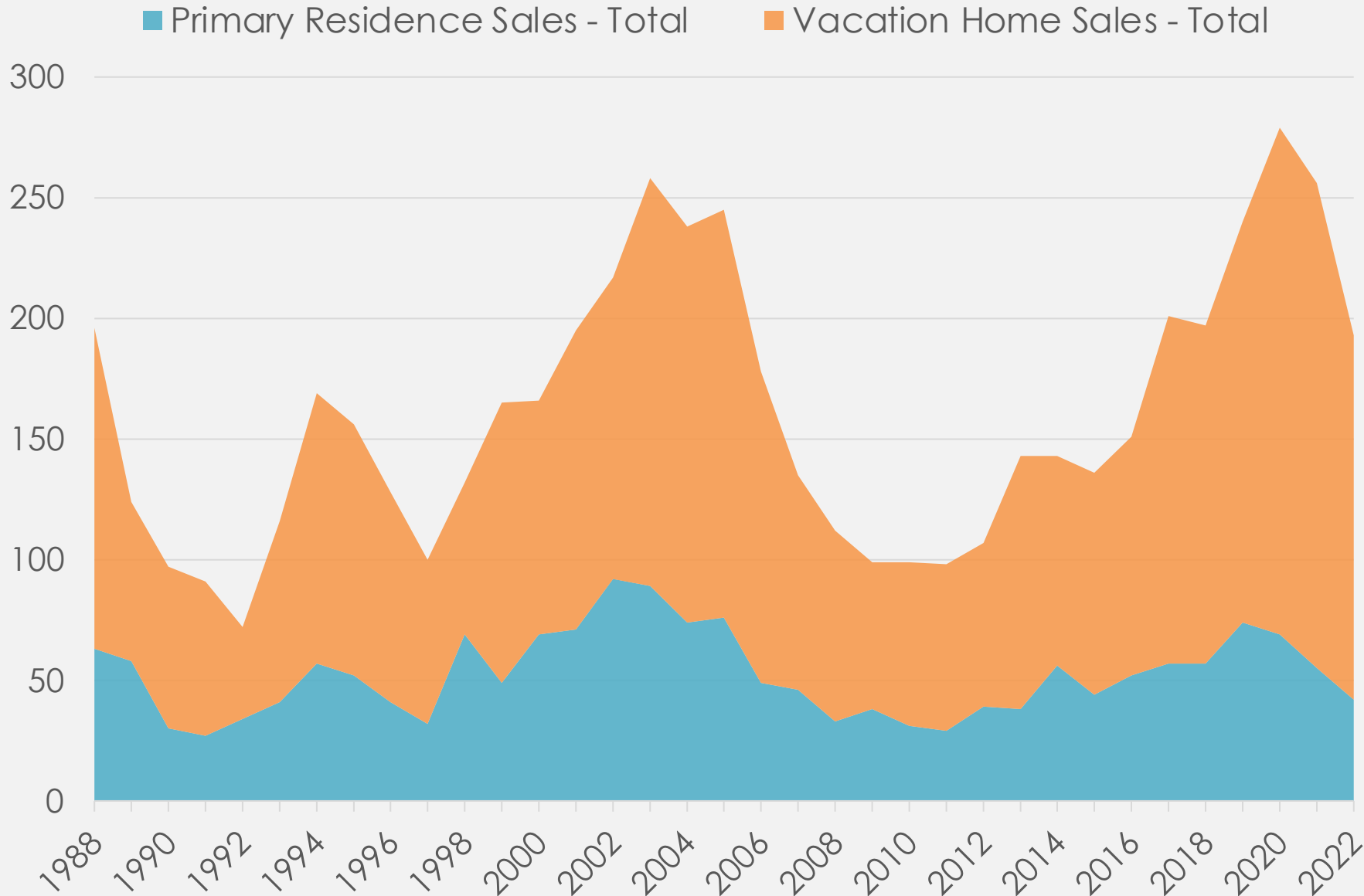
Challenges:

1. Growing population
2. Increasing tourism
3. Equipment costs
4. Volunteer recruitment

*“Another challenge is **finding volunteers** [. . .] We have a lot of people that come here to volunteer and inevitably leave when they can’t afford to buy a house. **We get them all trained up, and then they can’t afford to live here.** That is the biggest challenge. There are many people who would like to volunteer, but don’t have the flexibility in time or finances to allow them to do so.”*

FIGURE 7. TOWNS OF WARREN, WAITSFIELD, FAYSTON & MRV AMBULANCE SERVICE

TOTAL MRV HOME SALES – VACATION & PRIMARY RESIDENCE, 1988 - 2022



% Change, 2011 - 2020

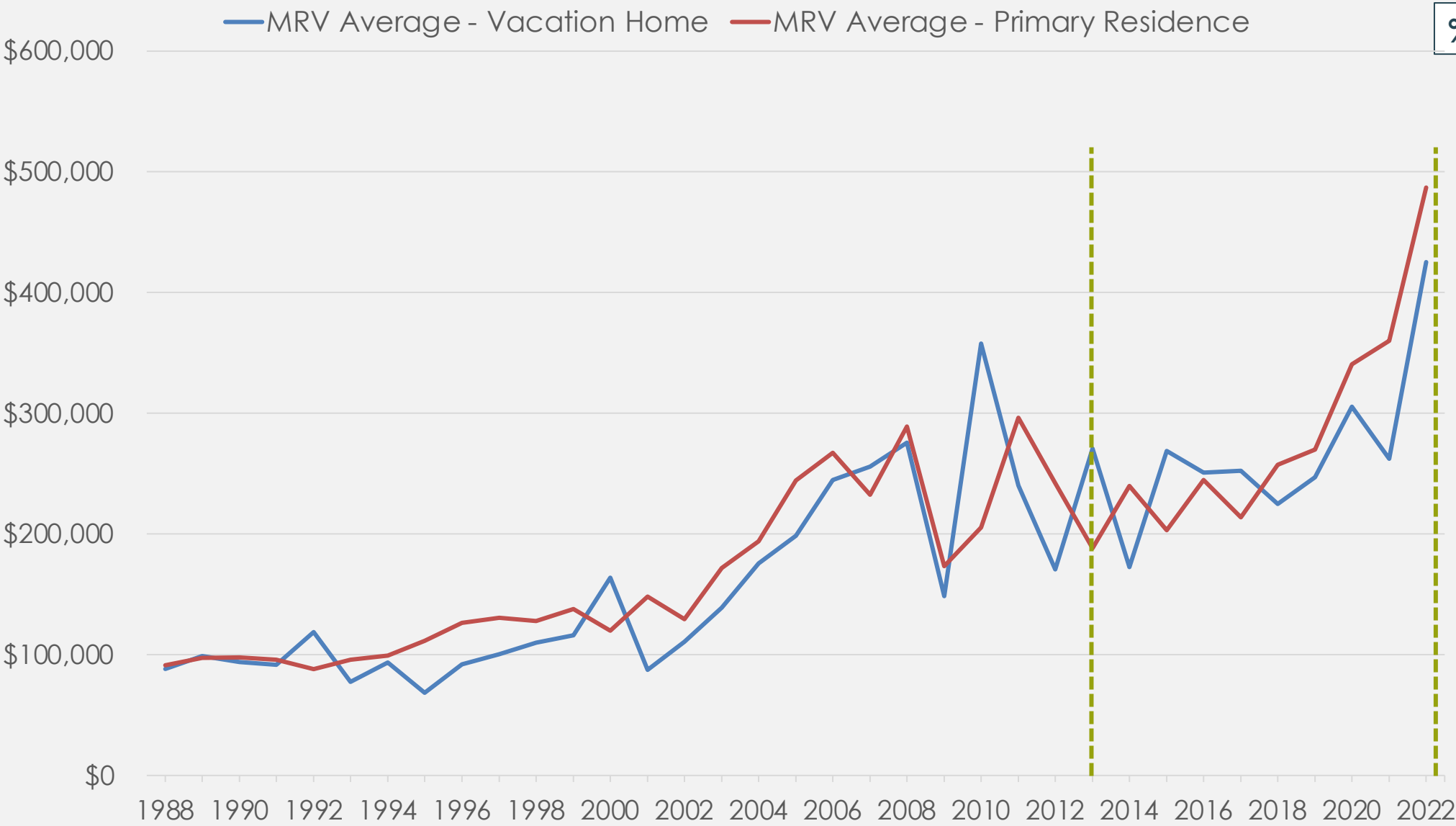
↑ + 204%

↑ + 138%

Noteworthy Trends:

1. Larger proportion of Vacation Home Sales
2. Warren Averages ≈ **75%** of all MRV Vacation Home sales annually
3. Comparable Primary Residence sales across all towns

AVERAGE MRV MEDIAN HOME SALES PRICE BY TYPE, 1988 – 2022



% Change, 2013 - 2022

↑ + 159%

↑ + 57%

Washington County % Change:

Primary = + 60%

Vacation = + 43%

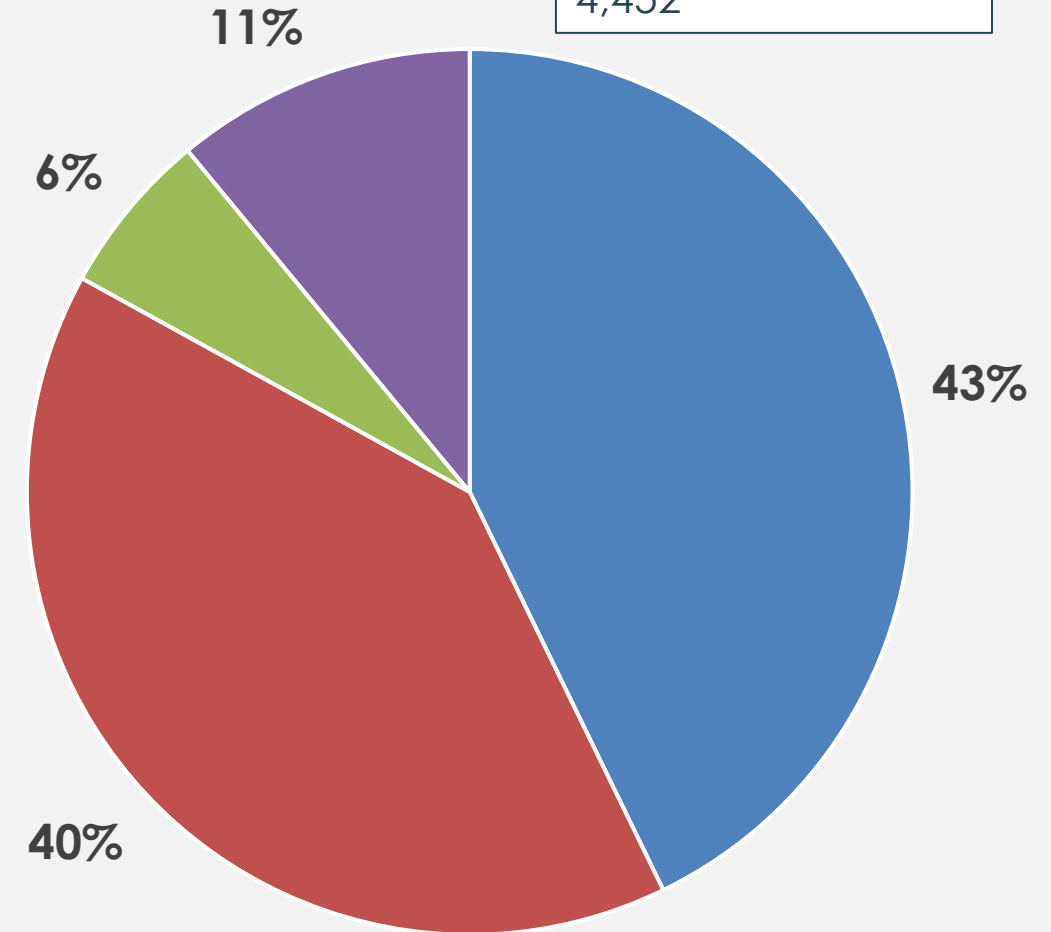
MRV home prices have increased faster than regional prices.

DISTRIBUTION OF MRV HOUSING UNITS BY TYPE, 2020

Total Housing Units:
4,452

Noteworthy Findings:

1. There are over **half as many vacant units as** there are **rental units** in the MRV.
2. **46%** of MRV housing stock is **seasonal or vacant**.



■ Owner Occupied Units ■ Seasonal / Vacation Unit
■ Total Vacant ■ Renter Occupied Units

COMPARATIVE EMPLOYMENT BY REGION INDEXED TO 1990

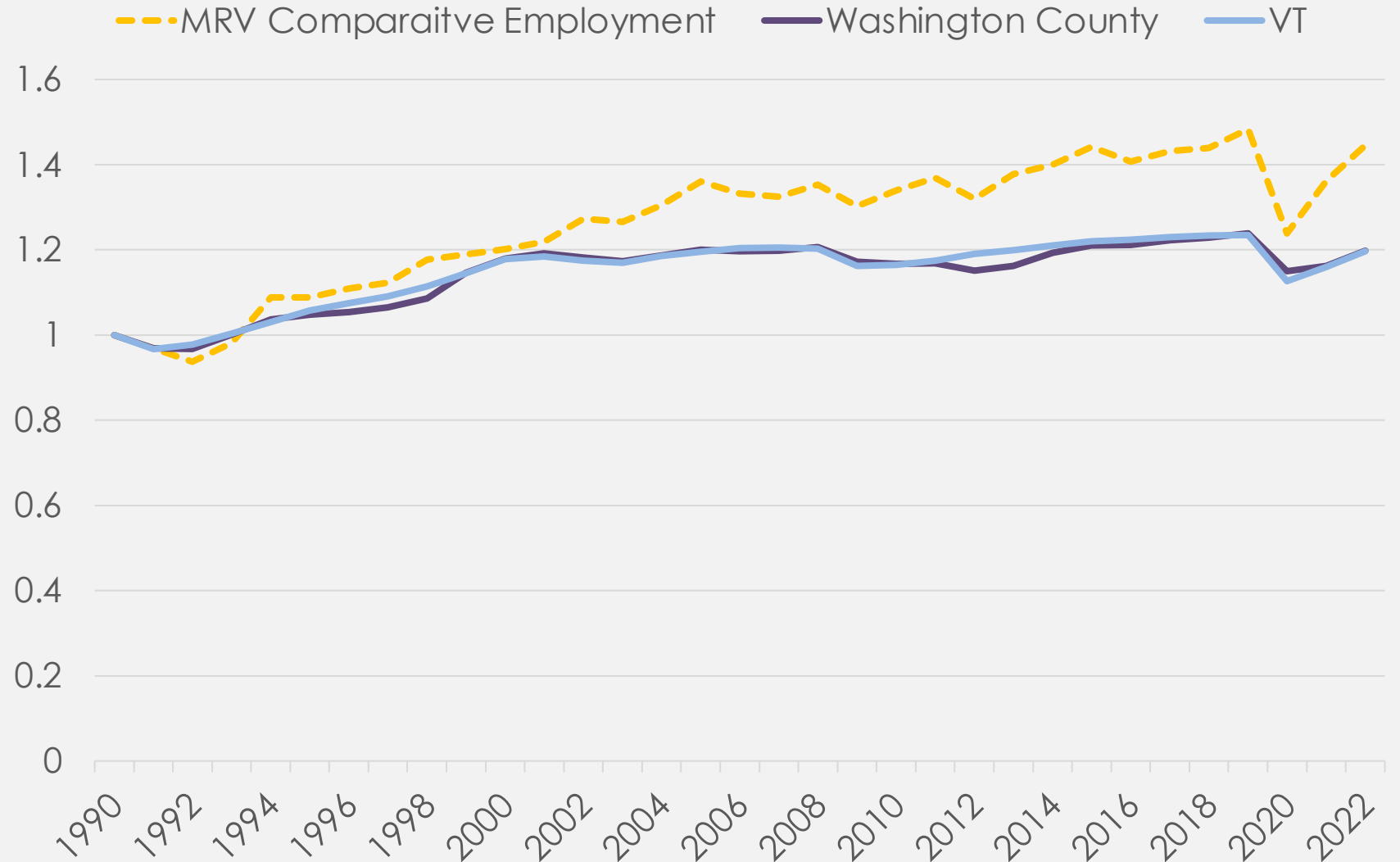
The MRV follows regional employment trends.

Noteworthy Findings:

1. 61% of MRV employees commute from neighboring towns

2. MRV Employment Change, 2019 – 2020:

- i. Commute in: - 18%
- ii. Live in, Work in: - **36%**
- iii. Commute out: - 2%



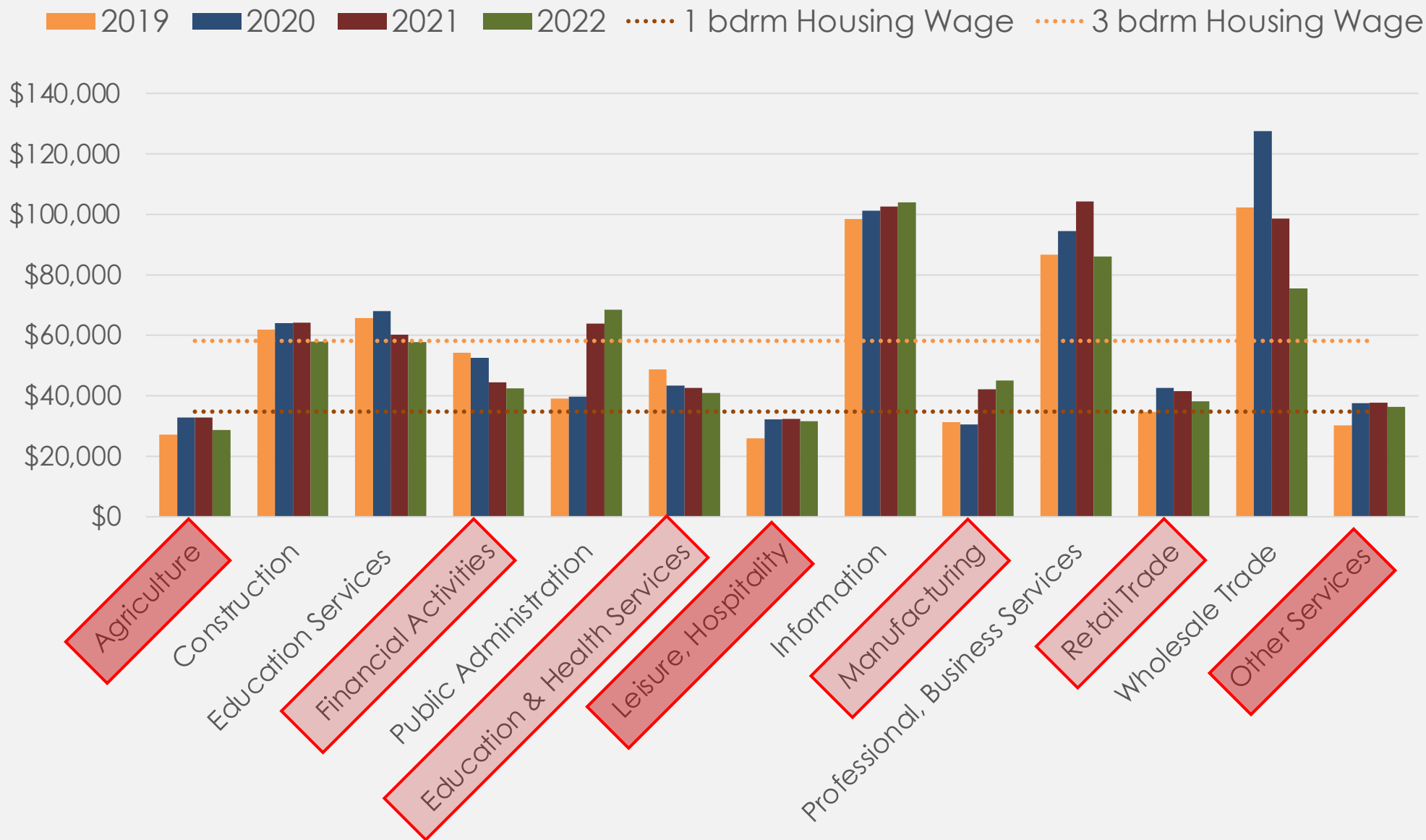
WAITSFIELD AVERAGE ANNUAL WAGE BY INDUSTRY vs. 2022 HOUSING WAGE

Noteworthy Findings:

1. 25% of employees earned < 1 - Bedroom Housing Wage

2. 59% earned < 3 - Bedroom Housing Wage

Mismatch between compensation & costs of housing in the MRV.



MEALS, ROOMS, ALCOHOL TAX RECEIPTS BY REGION

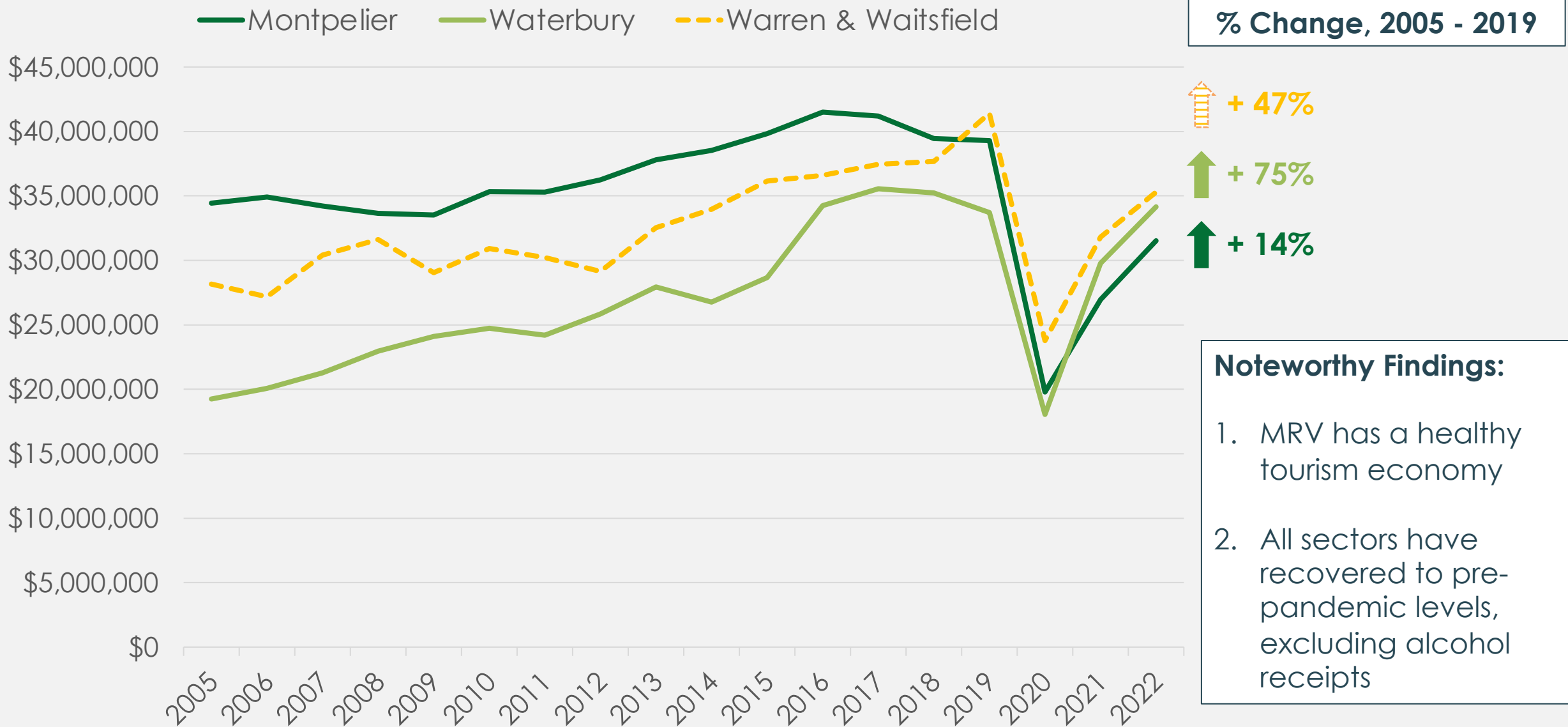
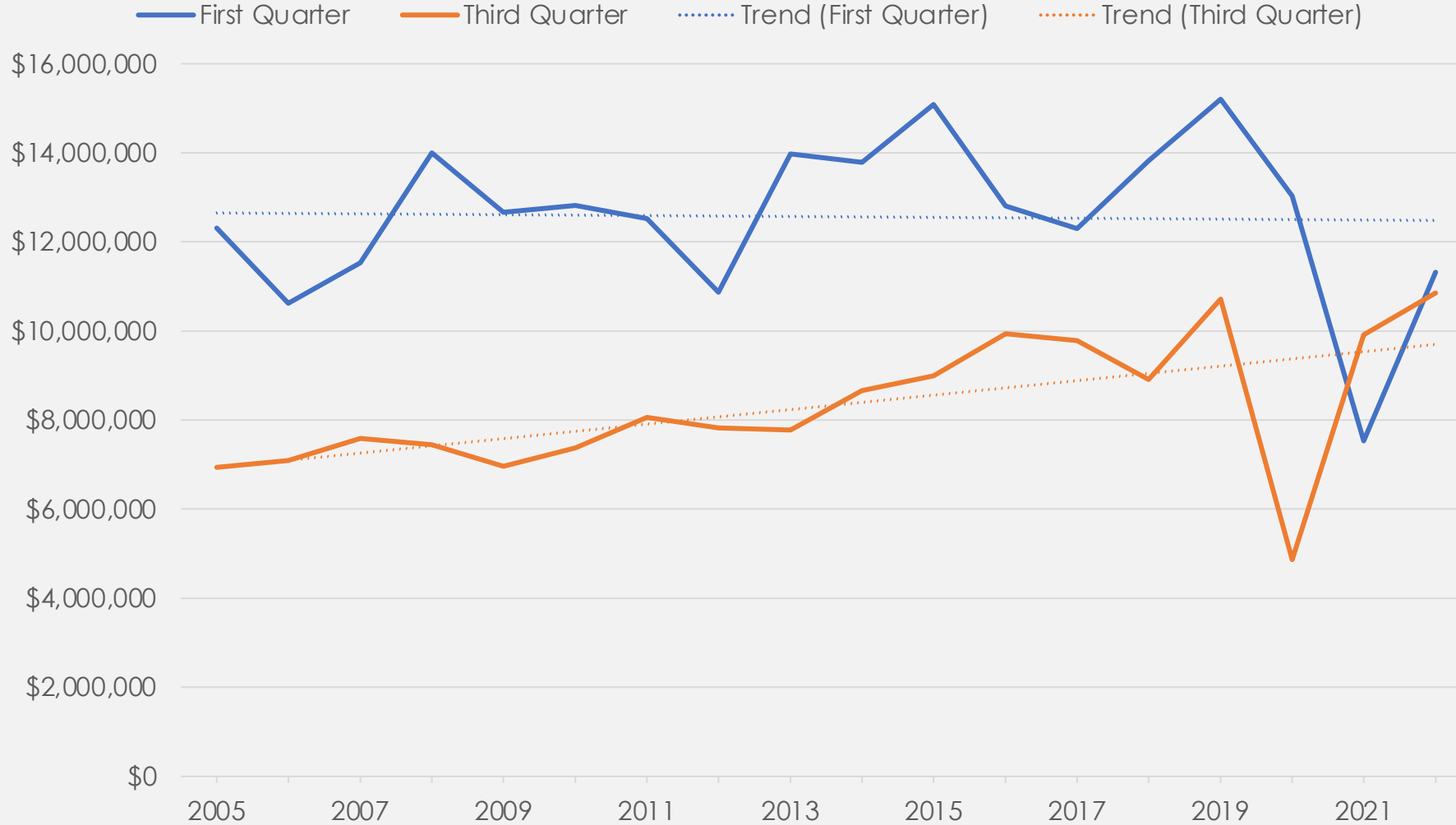


FIGURE 13. VERMONT DEPT. OF TAXES

MRV Meals, Rooms, Alcohol Tax Receipts by Quarter, 2005 - 2022



% Change, 2005 - 2022

↑ + 56%

Noteworthy Findings:

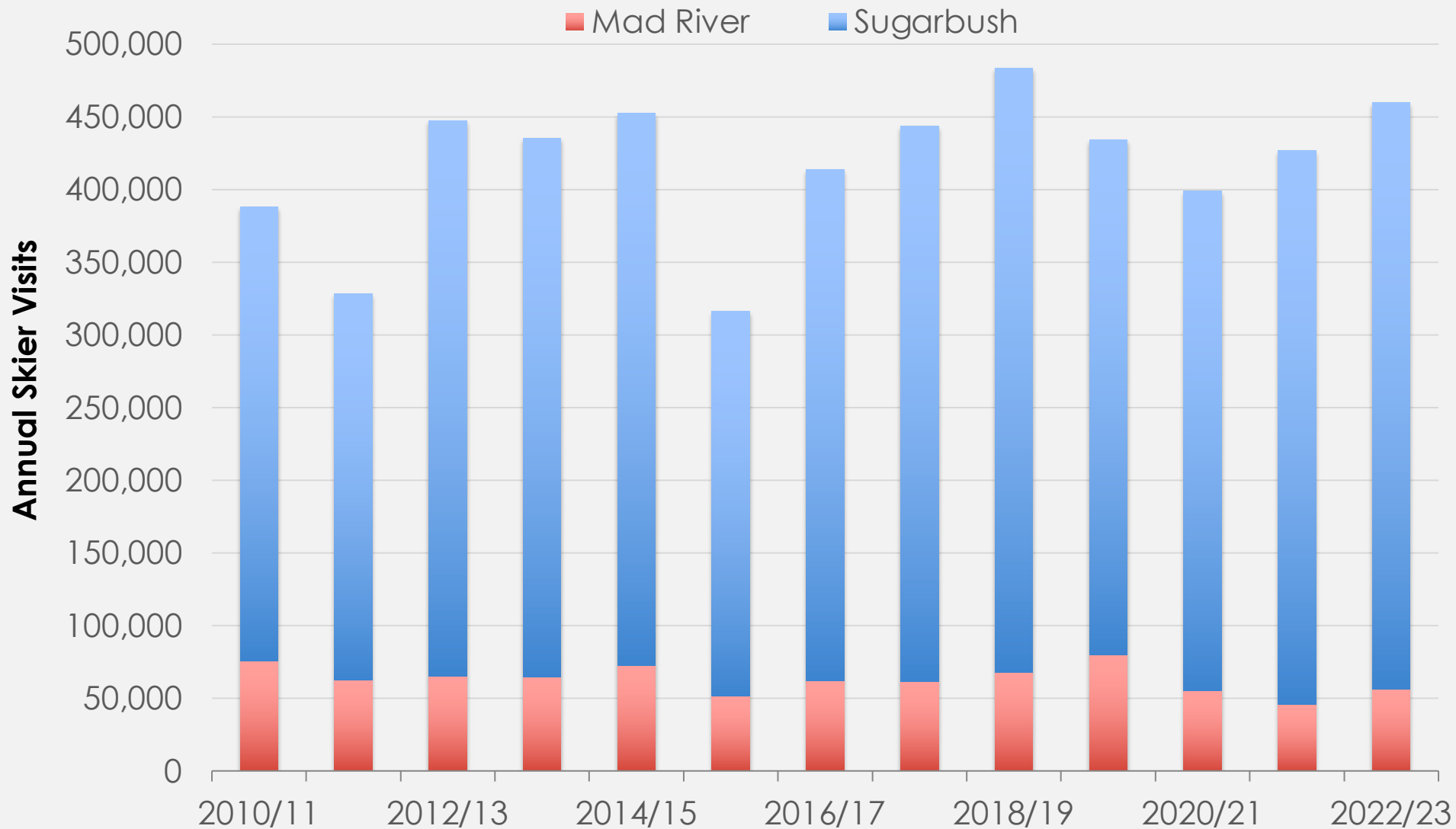
1. Winter receipts are relatively volatile.
2. Summer receipts have experienced stable growth.

SUGARBUSH RESORT & MAD RIVER GLEN SKIER VISITS

Despite below average snowfall, skier visits increased. % Change 2020 – 2023:

↑ + 6%

↑ + 23%



1. Abbreviation for "Hosford Heart of the Valley Wetlands Boardwalk"

FIGURE 15. SUGARBUSH, MAD RIVER GLEN, CVRPC, MRVPD

So, what does
all this mean?



Housing
Employment
Social Services



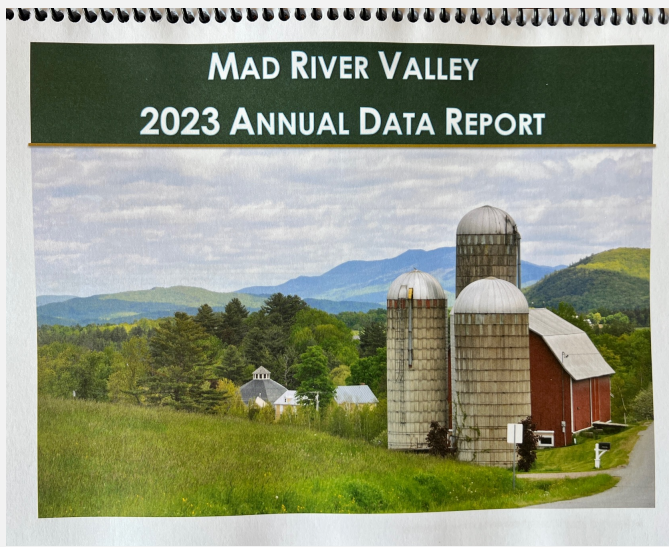
Community
Tourism
Economy
Recreation



WHAT'S NEXT?

PROGRESS:

- ✓ Steering Committee feedback (8/1)
- ✓ Unfinished sections finalized (8/15)
- ✓ Data Report final draft (8/31)
- ✓ [MRVPD Community Dashboard](#) update (9/15)
- ✓ Printed copies - Data Report (9/21)
- ✓ Summary presentation to Steering Committee (9/21)



NEXT STEPS:

- MRVPD Website Update (9/27)
- Valley Reporter Article (9/28)
- Present to local community groups
 - Waitsfield Selectboard (10/9)
 - Fayston Selectboard (10/10)
 - MRV Rotary Club (10/11)
 - Waitsfield PC (10/17)
- Distribute infographics

Questions & Feedback



MAD RIVER VALLEY
PLANNING DISTRICT

Sam Robinson

802.496.7179

sam@mrvpd.org

**Town of Waitsfield, VT
FY25 Budget Development Calendar**

September 25, 2023 Selectboard Draft

Description/Task	Sept. '23	Oct. '23	Nov. '23	Dec. '23	Jan. '24	Feb. '24	March '24
Selectboard sets FY25 Budget Goals and Priorities							
Staff develops v.01 of FY25 budget and FY25-29 CIP							
Social Services/Organization Appropriation Applications Available							
Social Services/Organization Appropriation Applications Due (no later than 12/01)							
Proposed FY25 Budget and FY25-FY29 CIP presented to Selectboard							
Selectboard reviews proposed budget, CIP, goals and priorities; creates final version of proposed FY24							
Selectboard adopts FY25 budget and FY25-FY29 CIP							
Town Meeting 2024 Warned							
FY25 Budget and FY2-FY29 Budget Report Released							
Selectboard reviews FY25 budget and CIP, prepares for Town Meeting							
Town Meeting 2024 (Tuesday, March 5, 2024)							



TOWN OF WAITSFIELD

Memorandum

TO: The members of the Waitsfield Selectboard

FROM: Annie Decker-Dell'Isola, Town Administrator

DATE: September 25, 2023

RE: FY25 Budget – Goals and priorities.

The goals and priorities proposed are intended to start the budgeting discussion and are built upon the foundation from the FY24 budget. The items listed can be amended, deleted, or added to as required or desired.

- 1) Be mindful of the tax rate impact of the FY25 budget and FY25-FY29 capital improvement program. To the extent practicable, keep any general municipal tax rate impact consistent with recent fiscal years and/or close to generally accepted rates of inflation.
- 2) Continue support for the longer-term goals of financial sustainability and resiliency. This includes lowering the Town's debt-to-expenditure ratio as prescribed in policy, avoiding new debt, and supporting the principles established in the unassigned fund balance policy.
- 3) Work to provide municipal services in a manner that is efficient, cost effective, responsive, and reliable. This includes looking for ways of investing in the personnel – employee or contracted – that can ensure a better level of service is provided, including in the town office and in the maintenance of town roads and parks.
- 4) Develop a short- and long-term plan to address the maintenance needs of Town owned buildings including the General Wait House, Town Garage, Town Office, and Fire Station.
- 5) Evaluate appropriate uses of the town's American Rescue Plan Act allocation and consider ways to leverage these funds for the greatest impacts that are also in line with the Waitsfield Town Plan.
- 6) Review available state, federal, and other grant funding to evaluate how best to support the needs of the Town and provide adequate staff capacity to apply for and administer available grants funds.

Selectboard Regular Meeting Schedule - March 2023 through Town Meeting 2024

Adopted at April 10, 2023 Selectboard Meeting

*All meeting dates are Mondays with a 6:30pm start time

ALL START TIMES PROPOSED FOR 6:30 P.M. UNLESS OTHERWISE NOTED.

<u>Month</u>	<u>Dates</u>	<u>Notes</u>
April 2023	10th and 24th	<i>April 17th from 6:30pm to 7:30pm proposed as a Special Joint SB/PC meeting for updates on the wastewater project</i>
May 2023	8th and 22nd	Memorial Day is the 30th (5th Monday of the month).
June 2023	5th and 26th	<i>Note that the Selectboard will meet the first Monday in June instead of the typical second Monday.</i>
July 2023	10th and 24th	
August 2023	14th and 28th	
September 2023	11th and 25th	
October 2023	9th and 23rd	October 9th is also Indigenous Peoples Day
November 2023	13th and 27th	Town Offices are closed November 23rd and 24th for Thanksgiving
December 2023	4th and 18th	Moves to the 1st and 3rd Mondays for spacing, avoids holiday weekends, and spaces meetings.
January 2024	8th, 22nd, and 29th	Every Monday during budget development except for 1/15 which is MLK Day. <i>Town Meeting warning target is no sooner than January 25th and no later than February 3rd .</i>
February 2024	12th and 26th	
March 2024	4th and 25th	March 4th is the Town Meeting preparation meeting
<i>Town Meeting - March 5th, 2024</i>		



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!

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, September 25, 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 Town Office building and remotely via Zoom.

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

9 Staff Present: Randy Brittingham, Town Treasurer; Annie Decker-Dell'Isola, Town Administrator;
10 JB Weir, Planning and Zoning Administrator

11 Others Present: Kevin Anderson (Planning Commission), Anthony Italiano (MRTV), Lisa Loomis
12 (Valley Reporter), Robin Morris (Water Commission), Alice Peal (Planning Commission), Joshua
13 Schwartz (Wastewater Project Team)

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 No adjustments were necessary.

19
20 **2. Public Forum.**

21 Nobody requested time to address the Board.

22
23 **3. Wastewater Project Updates.**

24 Review amended 30% Design Engineering Services Agreement (ESA) –

25 Ms. Decker-Dell'Isola explained that the 30% ESA has been revised after meeting with DEC staff
26 and gaining some clarity regarding what is needed to potentially qualify for a higher level of
27 loan subsidy from the Clean Water programs. Submission of this updated ESA will allow for
28 DEC's providing their evaluation of the project. She confirmed that, if the maximum subsidy is
29 approved and the funds accepted, there will still be \$57K to be covered by the Town, which the
30 Board may decide is a valid use of ARPA funds.

31
32 There was some discussion of potential construction funding grant opportunities, with Mr.
33 Shupe expressing that continued spending on preparation phases should only continue with
34 some assurance of construction funds being available. Mr. Weir and Mr. Schwartz explained
35 that some of the grant applications that were denied this year are more likely to be awarded in
36 the next grant round, when the project will be closer to shovel ready.

37
38 **MOTION:** *Mr. Shupe made a motion to authorize the Wastewater Project Planning Team to*
39 *submit the amended draft 30% Design Engineering Services Agreement with Dubois & King, as*
40 *enclosed, to the VT DEC Clean Water State Revolving Fund Program as part of an amended Step*
41 *2 Loan application. The motion was seconded by Mr. Messer. All voted in favor.*

42
43 Wastewater MOU with Mad River Valley Planning District check in –

44 Ms. Decker-Dell'Isola provided some background information on the current MOU, and
45 explained that a report on the success of having Mr. Schwartz as part of the Wastewater Team
46 should be provided to the PD as they outline the issues they will address in the coming year.
47 She noted that the entire project team agrees that Mr. Schwartz's efforts are essential to

48 continued success. Mr. Schwartz offered some input, and expressed his willingness to continue
49 this work in some capacity, to be further delineated.

50

51 **MOTION:** *Mr. Shupe made a motion to send a written evaluation statement of the work so far*
52 *completed by MRVPD staff under the terms of the March 30, 2023 MOU to the MRVPD Steering*
53 *Committee and request that they consider entering into a similar MOU for wastewater work in*
54 *March 2024 through March 2025. The motion was seconded by Mr. Messer. All voted in favor.*

55

56 **4. Planning Commission (PC) Updates.**

57 Kevin Anderson presented an overview of the process the PC has undergone and the resulting
58 proposed Bylaw revisions. He reviewed the information on the slides which had been provided
59 to the Board. Mr. Shupe cautioned against removing Conditional Use review, particularly
60 where Historic District standards must be adhered to.

61

62 Mr. Weir outlined the tight adoption timeline planned by the PC, and requested that feedback
63 from Board members be provided within the coming week.

64

65 Ms. Peal outlined upcoming PC work, which is proposed to include a Municipal Planning Grant
66 (MPG) application for Master Planning Work with a primary focus on Irasville. She explained
67 that she is discussing with ACCD the possibility of continuing to work with SE Group without the
68 need for an RFP process, and that there is potential for receiving a subsequent grant for the
69 following year to ensure enough time to complete the Master Planning work. Board members
70 concurred that the efforts to complete the MPG application should go forward.

71

72 Other aspects of planned PC activity were covered in a memo provided to the Board. Mr.
73 Shupe pointed out that Friends of the Mad River will likely be able to assist with work to
74 incorporate a source protection area for the Town's water supply.

75

76 **5. FY25 budget visioning and proposed timeline.**

77 Ms. Decker-Dell'Isola explained that this is a first presentation of the budgeting goals, priorities,
78 and timeline for development. There was some discussion regarding more fully developing a
79 capital budget plan, and maintaining a stable level of debt service. Mr. Brittingham will provide
80 related information about current debt for review at an October Board meeting.

81

82 **6. Bank selection plan overview.**

83 Mr. Brittingham explained the reasons for proposing that the Town solicit banking proposals,
84 noting current deficiencies in some of the current services provided. These include outdated
85 software, security concerns, and general inadequate customer service. He proposed issuing an
86 RFP, and outlined several criteria for use in evaluating the responses received. Those criteria
87 include a municipal specialization person/department, proper cybersecurity, usable software,
88 and acceptable fee schedules and interest yields.

89

90 **MOTION:** Mr. Shupe made a motion to authorize the Town Treasurer, working with the Town
91 Administrator, to prepare and post an RFP for banking services, and present the results to the
92 Selectboard. The motion was seconded by Mr. Messer. All voted in favor.

93

94 **7. Consent Agenda.**

95

96 **APPROVAL:** *The consent agenda was approved without objection.*

97

98

- Approve the Minutes of 9/11/2023

99

- Bills Payable and Treasurer’s Warrants

100

- Approve implementing the Town Office summer hours all year

101

- Approve Assessor’s Errors & Omissions request

102

103 **8. Selectboard Roundtable.**

104 Mr. Messer informed the group the FEMA will is planning test of the Emergency Alert System,
105 on cell phones, on September 27 at 1 pm.

106 Ms. Sullivan reported that the east side of the Covered Bridge appears to have some fascia
107 damage from a vehicle.

108 **9. Town Administrator’s Updates.**

109 Ms. Decker-Dell’Isola reported that, in response to Mr. Chalom’s request regarding Dana Hill
110 Road, the Commissioner and Foreman inspected the site, and have added material to portions
111 of the road. She also noted that a culvert was placed at the bottom of Rolston Road, following
112 stormwater standards, that the Public Hearing for Town Plan adoption has been scheduled for
113 October 9, and that Municipal Road reporting to DEC continues, with DEC staff acknowledging
114 that this work is progressing.

115 **10. Executive Session.**

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

120 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate],1*
121 *V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client*
122 *communications], inviting Randy Brittingham to join, passed unanimously.*

123 The meeting entered Executive Session at 7:50 pm and came back into open session at 8:50 pm.

124 **MOTION:** *Mr. Shupe made a motion to authorize the Town Administrator to offer the fourth*
125 *Road Crew position to Steve Wilder in accordance with the terms discussed. The motion was*
126 *seconded by Mr. Messer. All voted in favor.*

127 **IV. Other Business**

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

129 **IV. Adjourn**

130 The meeting adjourned at 8:51 pm.

131 Respectfully submitted,
132 Carol Chamberlin, Recording Secretary



Central Vermont
Regional Planning Commission
Proposal for the
Town of Waitsfield
LHMP Planning Services

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September 26, 2023

Waitsfield Town Office
4144 Main Street, Waitsfield, VT 05673
Attn: Annie Decker-Dell'Isola, Town Administrator

Re: Local Hazard Mitigation Plan - Request for Proposal (RFP)

Dear Annie,

The Central Vermont Regional Planning Commission (CVRPC) is pleased to respond to the Request for Proposals to update the Local Hazard Mitigation Plan (LHMP) for the Town of Waitsfield and submit the Plan for FEMA approval. CVRPC's ongoing service to your community and familiarity with your Town will result in a more wholistic LHMP update. CVRPC successfully worked with the Town of Waitsfield to update its previous Plan, adopted in April 2018; with demonstrated ability and capacity we look forward to the opportunity to again assist Town of Waitsfield in the LHMP update and FEMA approval process.

CVRPC has extensive working knowledge and experience with a variety of federally-funded programs, including FEMA's Hazard Mitigation Grant Program and the Building Resilient Infrastructure and Communities (BRIC) program. CVRPC has the systems in place to meet federal requirements and has experience in complementary subject areas that bring a depth of interests together for LHMP development. We work collaboratively with Vermont Emergency Management and FEMA on behalf of municipalities to promote a timely and efficient plan review and approval process. CVRPC is positioned to assist the Town of Waitsfield in the required documentation and tracking of volunteer hours to meet and maximize the in-kind match. We look forward to working with the Town of Waitsfield and have proposed specific tasks in our proposal that can be accomplished by the Town as match activities.

Please direct any questions on this proposal to Christian Meyer at 802-229-0389 or meyer@cvregion.com.

Thank you for your consideration. We look forward to serving you.

Sincerely,
Christian Meyer
Executive Director



1. ABOUT CVRPC

Formed in 1967, the Central Vermont Regional Planning Commission (CVRPC) works with and for twenty-three municipalities in Central Vermont, including the 20 municipalities in Washington County and three towns in Orange County. CVRPC's mission is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues. We also work with area non-profits, other regional organizations, and State and Federal agencies.

As one of Vermont's eleven regional commissions, CVRPC is uniquely positioned to coordinate and guide activities between state and local governments. With an annual budget of over \$1.8 million, eight staff provide a wide range of services and capabilities to member municipalities. For the Town of Waitsfield's LHMP update, CVRPC's project team will be composed of three core staff. See the **CVRPC Team** section of this proposal for detailed information about the team. Our team is experienced at working together in support of municipal LHMP development. In the last year, CVRPC assisted the Town of Orange, and the Town of Fayston with LHMP updates. We understand how to tailor meetings, public engagement, and project management to successfully and efficiently update the LHMP.

CVRPC will leverage its:

- in-depth understanding of hazard mitigation planning and implementation,
- extensive experience in GIS/mapping, community engagement and meeting facilitation, and
- data gathering informed by local and regional knowledge to assist the Town with a comprehensive update of its LHMP.

Hazard Mitigation Planning

Extensive experience working with municipalities to develop FEMA approved LHMPs. Worked with 20 municipalities to update LHMPs, including the Town of Waitsfield, since 2015. Understands the role of the LHMP in helping municipalities identify and mitigate hazards.

Community Engagement + Meeting Facilitation

Design and facilitate citizen input and stakeholder engagement utilizing various methods and techniques including virtual engagement. Experienced in tailoring strategies to provide meaningful input into the process.

Data Gathering + Analysis

Skilled at gathering and compiling data to inform hazard identification and analysis. Proven experience sourcing data and providing analyses that inform LHMPs.

GIS + Mapping

A leader in spatial and geographic data and utilization of geographic information systems (GIS). Maps guide local hazard mitigation and land use planning decision making.

Project Management

Extensive experience managing federal, state, and municipal contracts ranging from \$5,000 to \$400,000. Financial and project management systems ensure all contract requirements are met.



2. PROJECT UNDERSTANDING

Town of Waitsfield is a small-town community with a population of 7,923 (2020 Census) and total area of 30.7 square miles located in Washington County. The 2018 LHMP and 2020 Town Energy Plan together provide a solid platform on which to develop a new LHMP.

The Town is seeking LHMP Planning Consultant Services to update a LHMP in compliance with 44 C.F.R. Part 201. The process of developing the plan will align with the steps outlined in the RFP and in the FEMA Review Tool. For estimated dates of completion, CVRPC hours, and cost projections, see the **Summary Table of Project Steps and Cost Projections** section.

CVRPC Experience Working with the Town of Waitsfield

CVRPC has partnered with Town of Waitsfield on a variety of successful projects:

2017: Local Hazard Mitigation Plan

2021: Town of Waitsfield Ash Tree Management Plan

2021: Village West Sidewalk construction project

These projects highlight CVRPC's working relationship with the Town and the diverse capabilities of the RPC staff.

3. CVRPC TEAM

CVRPC has experience with a variety of federally-funded programs, has the systems in place to meet federal requirements, and has experience in broad subject areas that bring a depth of interests together in LHMP development. CVRPC has a history of working collaboratively and effectively with VEM, FEMA, VTTrans, and its twenty-three municipalities toward community resilience with successful grant applications to implement mitigation strategies and actions. CVRPC has successfully assisted communities in grant programs and projects related to emergency management, hazard mitigation, transportation, water quality, brownfields,



municipal planning, among others. Town of Waitsfield has been a primary beneficiary of these efforts and services.

The CVRPC project team for the LHMP update will be composed of:

Christian Meyer, Executive Director
Keith Cubbon, Planner
Sam Lash, Planner
Brian Voigt, Program Manager
Planning Technicians

Professional biographies of each team member are enclosed within.



Christian Meyer, *Executive Director*

Christian brings over a decade of regional project management experience on state and federal planning initiatives. He was appointed to the role of executive director in 2023. Prior to this professional transition, Christian served as the Senior Transportation Planner with CVRPC.

- Master's Degree in Urban Planning and Public Policy
- 13+ years experience working in housing, conservation, hazard mitigation, transportation and federal and state regional program implementation.

Christian's work has included managing the federal transportation planning process at a regional council of governments in Connecticut, overseeing federal and state planning work, and program development and administration. He has helped draft a regional hazard mitigation plan and in plan a local business natural hazard resilience workshop.

At CVPRC he manages the oversees the commission's diverse work program and provides administrative and financial oversight for the organization. He represents our RPC in statewide planning efforts and serves on the governing boards of several partner organizations.

Christian will ensure the availability of resources, help resolve scheduling conflicts, and administer overall quality assurance and quality control on this contract.



Keith Cubbon, *Planner*

Keith coordinates CVRPC's Emergency Management program and field transportation services. He provides municipal and regional transportation support, assisting municipalities in grant applications both for transportation and for hazard mitigation grant opportunities. He coordinates the Regional Emergency Management Committee and supports the Transportation Advisory Committee.

- 15+ years of team leadership, data management, and community and institutional relationships management
- Earned Post-Baccalaureate Certificate in GIS
- Focus Areas: Data collection/management and public engagement

Keith has 15 years of experience in the energy industry and many years of data collection in the field. He has developed hands on expertise volunteering with non-profit organizations in leadership roles both at the local and regional level, and he is skilled in aiding diverse groups to come together build consensus.

Keith will serve as the *LHMP Update Project Manager*, coordinating CVRPC's project team, ensuring all project milestones and deliverables are met and completed on-time, and serving as the Town's primary point of contact. He will ensure the Town's goals and decisions are incorporated into the LHMP.



Samantha Lash, *Planner*

Sam coordinates the Region’s climate and energy programs to build municipal resilience. She assists municipalities to develop and implement enhanced energy plans and climate action plans, which includes Local Hazard Mitigation Plans.

- 10+ years of team leadership, data management, and community and institutional relationships management
- Earned Master’s degrees in Archeology and in Earth, Environmental and Planetary Sciences
- Focus Areas: Municipal resilience and diversity and inclusion

Sam served as a landscape archeologist with Brown University and the University of Vermont’s field archeology program. Most recently, she used climate change to understand how local land use and cultural transformed rural landscapes. Her past work in climate change, policy, and operations helps move plans to action.

As a Municipal Resilience Coordinator with The Nature Conservancy (TNC) of Rhode Island, she supported seven municipalities through a Community Resilience Building workshop process. This included assisting the municipalities to identify high priority projects using a combination of screening tools, nurturing stakeholder relationships, analyzing workshop results, and writing

reports to support grant applications to take action. Her focus on equity and inclusion guided TNC to include community members from communities on the front lines of climate change impacts.



Dr. Brian Voigt, *GIS Planner/ Program Manager*

Brian coordinates the Region’s Geographic Information System (GIS) program, manages the Clean Water Service Provider program, and is our natural resources planner. He assists municipalities and CVRPC to plan and implement projects and programs involving water and mineral resources, agriculture, forests, and wildlife habitat and habitat connectors; foster a robust working landscape economy; and address invasive species impacts. He leads CVRPC’s Clean Water Service Provider (CWSP) effort, water quality programs, and forest integrity work.

- 25+ years of land use planning, natural resource management, and GIS experience
- Doctor of Natural Resources- UVM
- Focus areas: Data literacy, integration, utilization, and display

Brian has worked extensively with municipalities to utilize GIS to update LHMPs, to create web-based municipal maps, and to develop maps that inform and integrate into local plans. Brian has been making improvements to our overall GIS mapping ability and has recently begun creating all of our maps with color schemes that increases accessibility for those with color vision deficiencies.

Brian will perform all spatial analysis and create customized digital and paper LHMP maps.



Planning Technicians

Planning technicians receive close oversight from experienced staff and are deployed when possible for data collection and in early drafting and outlining. These are usually college students or recent college graduates beginning their careers in the field of planning. They bring great enthusiasm and help the CVRPC efficiently deploy staffing resources where needed, providing the best value to municipalities.

- Training next generation of planners
- Bring state of the art training from their recent academic experiences
- Focus Areas: Data collection and public engagement



4. RELEVANT PLANNING SKILLS + EXPERTISE

The Central Vermont Regional Planning Commission has successfully worked with its 23 municipalities to develop FEMA-approved LHMP's since 2003. Initially, Central Vermont developed a regional, multi-jurisdictional Plan with municipal annexes. Since 2008, CVRPC has worked with its member municipalities to transition to single jurisdictional LHMPs with updates every five years. The transition to single jurisdictional plans allowed municipalities more flexibility with plan updates and allowed CVRPC to be nimbler in responding to requests for assistance.

CVRPC is highly qualified, with a proven track record to provide the Town of Waitsfield with consultant services to update the 2018 LHMP. CVRPC's local and regional knowledge, its use of templates and tools to reduce the work burden on volunteers and allow municipalities to focus on policy and strategy development, and its willingness to customize services and tools to local needs results in a best-fit product and planning process for each municipality.

Ongoing collaboration with VEM and FEMA and open dialogue with State and Federal reviewers has resulted in CVRPC Plan submittal with quick turn around and limited revisions, if any. CVRPC completed a draft LHMP with the Town of Woodbury in six weeks. FEMA approval was received in a record three months from project initiation. The effort – described as a “one-and-done” review by State staff – relied on continued coordination and communication between CVRPC and VEM staff throughout the project. The accelerated timeline ensured Woodbury retained a previously-awarded FEMA grant to buy out a frequently flooded property in its village center.

CVRPC actively encourages professional development and training of its staff. CVRPC has a Certified Floodplain Manager on staff. CVRPC keeps updated on the latest changes to the

Hazard Mitigation Planning Services

2022-2023: Fayston & Orange
LHMPs in VEM review

2019-2021: Marshfield,
Montpelier, and Calais
LHMPs: worked
simultaneously on 3 LHMPs

2019: Washington LHMP

2018: Williamstown LHMP

2013-2023: Full update services
provided to 19 municipalities

2013-2023: LHMP assistance
provided to 22 towns;
mapping services, guidance
and assistance with plan
elements, and/or adoption
assistance provided to Barre
City, Duxbury, East
Montpelier, and Plainfield,
Orange, & Fayston



FEMA requirements and the areas of emphasis in plan development for robust Plans. Professional development workshops and trainings also provide a valuable forum to share ideas, best-practices, and strategies used by others so that CVRPC's work always represents best practices.

CVRPC's day-to-day relationship with its member municipalities, including the Town of Waitsfield, means our staff will continue to be available after the Plan update is complete to assist the Town with Plan implementation. For example, CVRPC assisted the Town of Calais to update its LHMP in 2021. Subsequently, CVRPC worked with the Town to develop and submit a Building Resilient Infrastructure and Communities (BRIC) grant to implement mitigation actions in the LHMP. CVRPC's extensive experience analyzing project components and building funding packages helps to leverage limited municipal resources.

CVRPC's most recent and relevant experience with grant funded projects, focused on hazard mitigation, and particularly funded by FEMA or Vermont Emergency Management are noted in the *Hazard Mitigation Planning Services* textbox on the previous page and below.

Recent Local Hazard Mitigation Plans (2017 to present)

Recognizing the multiple benefits of having an adopted LHMP, CVRPC has served as the consultant for individual municipalities to develop their Plan. Similar to the RPC's work with the development of the 2017 Town of Waitsfield LHMP, CVRPC has been responsible for:

- facilitating Planning Team meetings to review the plan process, rank hazards, and develop mitigation strategies and actions;
- drafting plan text based on municipal goals and decisions;
- updating data and developing/customizing maps to incorporate the latest information;
- assisting with community engagement to gather input on hazards and feedback on the draft plan; and
- coaching municipalities through State and FEMA reviews and LHMP adoption.

CVRPC's LHMP work demonstrates local understanding and familiarity with municipal planning processes, working collaboratively with local and State partners, and understanding the federal LHMP process and requirements. See below for a table listing recent LHMPs, demonstrating CVRPC's ability to continually evolve, build on our knowledge, and assist municipalities.



Central Vermont Regional Planning Commission

Town	Past Experience - Unique Aspects	Contact
Montpelier (2021)	Coordinated LHMP Committee with 10+ members across multiple City departments. Worked with Committee to ensure update process aligned with Community Rating System (CRS) requirements to achieve CRS points.	Cameron Neidermayer Assistant City Manager*
Calais (2021)	Successfully worked with Planning Committee to develop and adopt LHMP via virtual platform.	Denise Wheeler Select board Chair 802-456-8730
Marshfield (2021)	Successfully worked with Select board that had limited capacity to develop and adopt LHMP within 6-month timeline via virtual platforms.	Bobbi Brimblecombe Town Clerk 802-426-3305
Plainfield (2020)	Draft plan developed by Town. CVRPC assisted Town to address comments received through State review.	Sasha Thayer Former Select board Chair 802-454-1131
East Montpelier (2019)	Town Administrator started the Plan, then experienced time constraints. CVRPC brought plan to completion and carried it through the adoption process.	Bruce Johnson Town Administrator*
Washington (2019)	Adapted to Town's need to utilize phone calls rather than virtual platform for meetings at the start of COVID-19 pandemic.	Harry Roush Assistant Town Clerk*
Woodbury (2019)	Successfully advocated to the State to include lack of cell service as a hazard at the Town's request. Used online document sharing to facilitate multi-party access to draft Plan for text development and information sharing. Completed draft plan in six weeks to meet Town's needs.	Michael Gray Former Select board Chair 802-456-1983
Worcester, Middlesex (2018)	Towns requested basic plan to meet Federal requirements. CVRPC focused plan on transportation infrastructure, the Towns' greatest need.	Katie Winkeljohn Worcester, 802-223-6941 Sarah Merriman Middlesex, 802-223-6915

*-Designates that contact employee is no longer with the municipality

Local Hazard Mitigation Plan (LHMP) update 2020

Hazard mitigation is any action that reduces or eliminates long-term risk to people and property from disasters and their impacts.

The goals of the hazard mitigation plan are to:

- Reduce or eliminate threats to life and property,
- Ensure that a comprehensive review of all possible activities and mitigation measures is conducted so that the most appropriate solutions will be implemented to address the hazard,
- Ensure that the recommended activities meet the goals and objectives of the community, are in coordination with land use and comprehensive planning, do not create conflicts with other activities, and are coordinated so that the cost of implementing individual activities are reduced,
- Solve repetitive problems,
- Build public and political support for activities and projects that prevent new problems and reduce losses.
- Build a constituency that sees the plan's recommendations implemented.

A hazard mitigation plan can help the community understand how natural hazards impact the immediate environment and aid with development siting and design to limit damages from natural hazards.

Having a Local Hazard Mitigation Plan makes towns eligible for FEMA grants such as the Hazard Mitigation Grant Program, Flood Mitigation Assistance, and the Pre Disaster Mitigation Competitive Grant.

LHMP Webpage, City of Montpelier

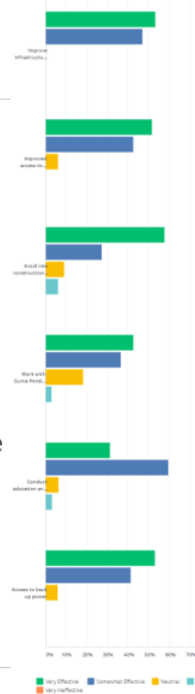
Q4: How effective would the following actions be in reducing or eliminating the risk of future damages?

50% or more think that these actions would be very effective:

- Improve infrastructure
- Improve access to broadband
- Avoid new construction in areas subject to flooding/erosion
- Access to back up power
- 42% think working w/ Curtis Pond Assn would be very effective
- 31% think education and awareness programs would be very effective
- Other
 - Fixing Curtis Pond Dam
 - Removing overhanging branches/trees along roads that could cause harm during excessive wind/rain
 - Emerald Ash Borer mitigation

Takeaways:

- Think about mitigation actions around these topics



LHMP Survey Summary, Town of Calais



Emergency Management Services (2013 to present)

CVRPC provides annual services to Vermont Emergency Management (VEM), Department of Public Safety at the local and state level. Funding is provided through the federal Emergency Management Performance Grant (EMPG) for training and planning activities and a Memorandum of Agreement for disaster response.

CVRPC provides assistance with multiple phases of emergency management: Mitigation, Preparedness, Response, and Recovery. CVRPC works with municipalities to *mitigate* the impacts of disasters by reducing a community's vulnerability through actions such as drafting flood plain regulations and strengthening infrastructure. CVRPC supports communities with *preparedness* activities, like helping local Emergency Management Directors/Coordinators (EMD/EMC) understand and implement their duties, and organizing trainings for municipal officials and volunteers, or assisting with Continuity of Operations Plans and Local Emergency Management Plans (LEMPs). CVRPC provides disaster *response* staffing to the State Emergency Operations Center (SEOC) to build situational awareness and link local communities to response programs. We support community *recovery* through development and implementation of strategic recovery plans. These activities give CVRPC a unique understanding among consultants about community needs. We leverage this knowledge for LHMP development.

Finally, CVRPC has the unique ability to work with municipalities to move their LHMP mitigation strategies to implementation. CVRPC assistance continues after the LHMP is adopted through an array of programs – land use, transportation, emergency management/ climate change, natural resources, GIS/mapping – designed to ensure municipalities successfully move their plans to actions.

Contact: Harry Schoppman, VEM Emergency Management Planner
802-585-5387

5. PLAN OF IMPLEMENTATION

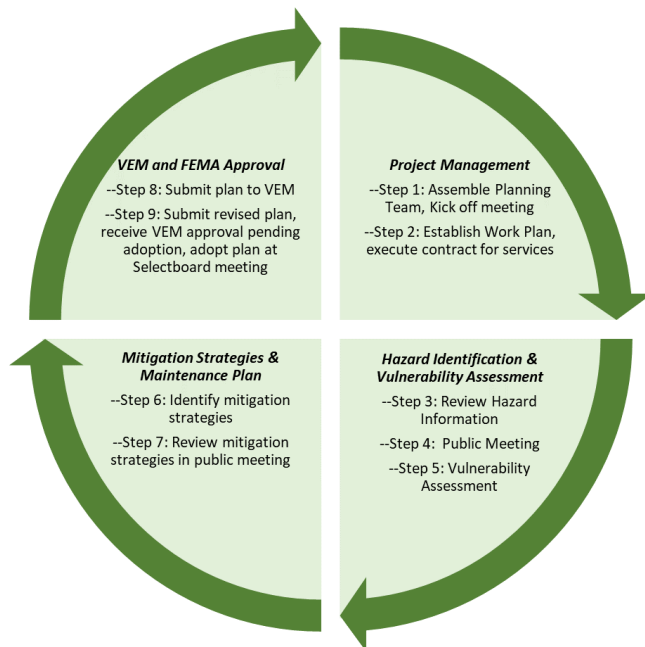
For the purposes of this proposal, the term “*Planning Team*” denotes either the Select Board or a Planning Team made up of stakeholders. The Planning Team is based on the Town’s capacity.

CVRPC anticipates that meetings will take place in a hybrid fashion unless otherwise requested by the Town. During development of the final work plan, CVRPC and the Town will identify which meetings will be held with the Planning Team, Planning Commission, Select board, etc. as these are local decisions. For estimated dates of completion, consultant hours, and cost projections, see the **Section 6: Summary Table of Project Steps and Cost Projections.**

Work of the Planning Team and other volunteers on the Plan update and planning process will be tracked for in-kind match using an easy-to-use form provided by the CVRPC at the kick off meeting. Each individual will report separately their hours and costs throughout the performance of the grant. This assists the Town to track and maximize in-kind hours towards its required match.

Important Stakeholders to Engage in LHMP Process

- Road Supervisor
- Fire and Ambulance personnel
- EMD
- Planning Commission
- Select Board
- School principals
- Local and regional agencies, commissions and committees
- Town of Waitsfield residents
- Neighboring communities (Warren, Northfield, Fayston, Duxbury, and Moretown)



The following pages describe how CVRPC will work with the Town through the four phases of the LHMP update process, including eight steps FEMA looks for when reviewing LHMPs.

PHASE 1: PROJECT KICKOFF

CVRPC will assemble the Planning Team, review the LHMP planning process, and confirm what outreach strategy is desired by the Town. This phase will include a **kick off meeting** with Town stakeholders. CVRPC will work with the Town to **determine outreach methods** (survey, public webpage, meetings, etc.).

Virtual Outreach Strategies

- Article/press release announcing update process in town newsletters/social media
- Survey Monkey
- Poster boards outside designated locations with QR code to link to survey, or paper survey
- Survey using ArcGIS online allowing residents to place “pins” on areas of concern
- Post meeting links to Front Porch Forum, town websites, and CVRPC weekly news blasts

CVRPC will work with the Town to **modify the work plan, deliverables timeline, and roles and responsibilities**, for incorporation into the contract for services.

CVRPC Contracting Experience

- Well versed in the Federal and State pass through provision and assurances that are customary with FEMA awards.
- Adheres to the policies regarding conflicts of interest, equal opportunity, non-discrimination, retention of and access to records, and audit requirements.
- Registered with SAMS.gov and has an active UEI.

PHASE 2: HAZARD ASSESSMENT AND IDENTIFICATION

CVRPC will work with the Planning Team to review information on natural hazards and man-made hazards based on best available data. This phase will result in **1) hazards identification; and 2) a presentation to Planning Team.**

Hazard Assessment Data Sources

- National Center for Environmental Information (NCEI)
- FEMA Declared Disasters
- 2018 State Hazard Mitigation Plan
- Vermont Dam Safety Program
- National Flood Insurance Program
- Town records
- Community knowledge



CVRPC engages with each Planning Team member to rank hazards in a table format to provide an easy to understand, quantitative ranking. See image below for a partial example of this table.

Table 7: 2021 Montpelier Hazard Table							
Hazard Impact	Probability	Potential Impact					Score*
		Infrastructure	Life	Economy	Environment	Avg.	
Snow	3.7	2.4	2.1	1.6	1.6	1.9	7.7
Inundation Flooding	2.6	2.9	2.6	2.4	2.3	2.5	7.6

Following hazard identification, CVRPC will work with the Planning Team to conduct a **vulnerability assessment**. The purpose of a vulnerability assessment is to identify the extent of each hazard and impacts associated with that hazard, ranging from economic impacts and life safety to infrastructure impacts. See textbox for what the vulnerability assessment will examine. This phase provides opportunity for Planning Team members to consider any changes in development, progress in local mitigation efforts, and changes in priorities that would affect potential hazard impacts, and incorporate local knowledge and information to strengthen the plan.

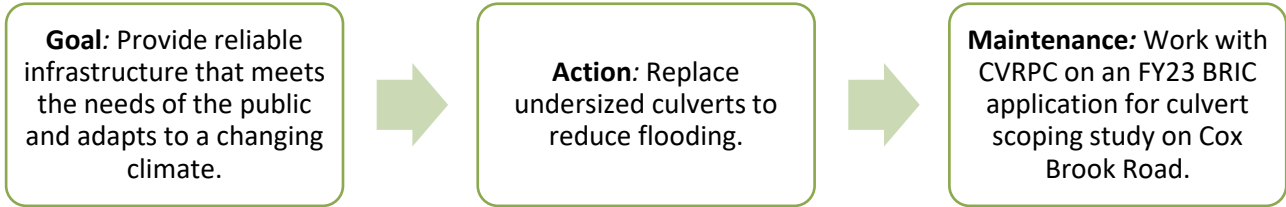
Vulnerability Assessment

The assessment will include evaluation of historical data, consideration of changes in climate trends, and stakeholder feedback while performing the assessment by examining:

- Frequency of occurrence (probability of hazard occurring)
- Infrastructure impacts (effects on roads, bridges, structures, homes)
- Life safety issues (health and welfare of population)
- Economic impacts (direct recovery costs to municipality and residents)
- Environmental impacts (effects to municipal operations and environment)

PHASE 3: MITIGATION STRATEGIES AND MAINTENANCE PLAN

This phase will involve working with the Planning Team to develop draft mitigation strategies for the LHMP. A mitigation strategy includes: 1) Mitigation goals for the next 5 years; 2) Mitigation actions that align with these goals; and 3) Maintenance plan to ensure the Plan remains relevant to municipal goals. See graphic on next page for example.



Mitigation Strategy= Goals, Actions, and Plan Maintenance

CVRPC and the Planning Team will review the previous LHMP mitigation strategies and actions, noting completed actions, actions that are no longer a priority, or actions that should be carried forward in the updated Plan. CVRPC will **present draft mitigation actions in a public meeting** (Planning Team or Select board).

Information to Inform Mitigation Strategy

- Town officials
- Town studies, inventories
- Annual Town Reports
- Capital Improvement Plans
- Damage assessments
- Public Input
- Mitigation strategies from other communities with similar vulnerabilities

To develop a **maintenance plan** that provides a framework for the next 5 years, CVRPC and the Town will consider the Town's capacity and assistance available from CVRPC and other entities over the next 5 years to monitor progress towards mitigation actions and strategies.

PHASE 4: PLAN ADOPTION PROCESS

CVRPC will work closely with Planning Team, VEM, and FEMA reviewers during the Plan review process to ensure compliance with FEMA standards and requirements. This will include:

- Submitting draft plan to VEM for review,
- Working with the Planning Team to address VEM comments/edits,
- Publishing a draft LHMP for public comment and distributing it to neighboring municipalities,
- Gathering public comments and incorporating them into the Plan,



Central Vermont Regional Planning Commission

- Submitting a revised draft LHMP and Review Tool to VEM (VEM issues further comments, or issues Adoption Pending Approval (APA)), and
- Assisting the Town with adoptions of the LHMP, submitting it to VEM for Final Approval (VEM notifies notifying FEMA of the approval), and
- Sending the final FEMA Approved Plan, final Plan Review Tool, and formal FEMA letter to the Town.



6. SUMMARY TABLE OF PROJECT STEPS AND COST PROJECTIONS

COST PROPOSAL

Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
1. Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.	Executive Director	\$138	1	\$138		Contract oversight throughout project	Kick Off meeting participation and coordination; and review and confirm of education outreach strategy.
	Planner	\$95	4	\$380		Kick off meeting	
	Planning Tech	\$43	0	\$0			
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>		5		\$518		
2. Establish work plan with deliverables, timelines for completion and confirmed roles and responsibilities.	Executive Director	\$138	0	\$0		Finalize workplan; Select board meeting as needed	Work Plan development and Contract preparation and execution.
	Planner	\$95	5	\$475			
	Planning Tech	\$43	0	\$0			
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>		6		\$475		
3. Review information on natural hazards and on man-made hazards based on best available data.	Executive Director	\$138	0	\$0		Review data analysis; planning team meeting Research & data gathering; planning team meeting	Research, identification, and prioritization of hazards; and meeting with consultant.
	Planner	\$95	5	\$475			
	Planning Tech	\$43	10	\$430			
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>		15		\$905		



Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
4. Review hazard data in one public meeting.	Executive Director	\$138	0	\$0			Organization, notification, and publicity for public meeting event; development of public meeting materials and public engagement tools; meeting logistics; attendance and active participation at public meeting; compilation of public comments and meeting summation.
	Planner	\$95	5	\$475		Public meeting preparation & participation	
	Planning Tech	\$43	5	\$215		Public meeting preparation & participation	
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>			<i>10</i>		<i>\$690</i>	
5. Complete vulnerability assessment to quantify the extent of each hazard.	Executive Director	\$138	0	\$0			Engage in and assist with completion of vulnerability assessment and prioritization; review draft Plan text; meeting with consultant.
	Planner	\$95	12	\$1140		Review plan text; planning team meeting	
	Planning Tech	\$43	8	\$344		Draft plan text; planning team meeting	
	GIS Planner	\$106	14	\$1,484		Planning team meeting & map development/revisions	
	<i>Task Subtotal</i>			<i>40</i>		<i>\$2,968</i>	
6. Identify mitigation strategies.	Executive Director	\$138	0	\$0			Review and update status of 2015 mitigation strategies; develop and prioritize new strategies for next 5 years; draft and finalize Action Plan; review and draft text for town capabilities and capacity, goals, and integration with other town plans and regulations.
	Planner	\$95	10	\$950		Provide knowledge for strategies; Develop mitigation strategies; evaluation/prioritization methodology; planning team meeting; draft plan review	
	Planning Tech	\$43	4	\$172		Draft text	
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>			<i>14</i>		<i>\$1,122</i>	



Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
7. Review mitigation strategies in a public meeting.	Executive Director	\$138	0	\$0			Organize, coordinate and hold public outreach event on mitigation strategy; develop and warn notice and publicize event; event logistics; materials development; notes; documentation of volunteer hours; documentation and compilation of public comments and event summation notes.
	Planner	\$95	5	\$475		Public meeting preparation & participation	
	Planning Tech	\$43	4	\$172		Public meeting preparation	
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>			<i>10</i>		<i>\$647</i>	
8. Submit plan to Vermont Emergency Management (VEM) and revise accordingly.	Executive Director	\$138	1	\$138		Quality assurance/control of draft plan	Update & develop Community Profile; help develop process for Plan evaluation, maintenance, annual review, monitoring, and update; provide review of Plan drafts; publicize & distribute draft Plan for public comment; and assist with Plan revisions and public comments.
	Planner	\$95	9	\$855		Review text; Selectboard meeting participation; plan submission	
	Planning Tech	\$43	0	\$0		Draft text	
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>			<i>15</i>		<i>\$993</i>	



Task	Professional Services	Billing Rate	Hours	Estimated Cost	Total	Notes	Proposed Town In-Kind Activities (see Note a.)
9. Submit revised plan to FEMA, revise if necessary, and adopt plan.	Executive Director	\$138	0	\$0		Review Plan revisions as needed; plan submission; assist with adoption process Plan revisions as needed; compilation of final document	Assist in addressing any review comments; review final Plan; warn, publicize and hold public hearing on Plan adoption; provide documentation of Plan adoption.
	Planner	\$95	5	\$475			
	Planning Tech	\$43	0	\$0			
	GIS Planner	\$106	0	\$0			
	<i>Task Subtotal</i>			9			
Project Total			130		\$8,667		

NOTES:

- a. Town In-Kind Activities based on CVRPC's previous municipal LHMP experience. CVRPC will provide a FEMA-compliant form to assist the Town to document how its met its match requirement.
- b. Should the Town be unable to complete its in-kind match activities, CVRPC could complete those activities for an additional fee.



7. LHMP UPDATE TIMELINE

Phase	Tasks	Oct-23	Nov.-23	Jan.-23	Feb.-24	Mar.-24	Apr.-24
1	Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.						
2	Establish work plan with deliverables, timelines for completion, and confirmed roles and responsibilities.						
3-4	Review information on natural hazards and on man-made hazards based on best available data. Review hazard data in one public meeting.		Public meeting				
5	Complete vulnerability assessment to quantify the extent of each hazard.						
6-7	Identify mitigation strategies. Review mitigation strategies in a public meeting.		Public meeting				
8	Submit plan to Vermont Emergency Management (VEM) and revise accordingly.	Work on draft text will occur throughout this period			Submittal & VEM review	Revise as needed	
9	Submit revised plan to FEMA, revise if necessary, and adopt plan.					Submittal & FEMA/VEM review	Adoption & final FEMA approval

NOTES:

- a. CVRPC will try to move the timeline forward as much as possible to try and expedite the town LHMP to increase the town ERAF score.
- b. Tasks are expected to be completed before the end of the grant award unless matters occur outside of the control of CVRPC. The above timeline requires Planning Team to be fully engaged and working diligently with the Consultant. Dates are estimates if possible staff will try to complete faster than timeline given. Delays may occur due to unforeseen scheduling conflicts.



Proud to be a Service-Disabled Veteran Owned Small Business



City of Waitsfield Local Hazard Mitigation Plan

Please Visit Us at WWW.EXIGENCYCONSULTINGLLC.COM

September 29th, 2023

A Note from Our Team

Ladies and Gentlemen,

We appreciate the opportunity to submit our bid proposal for the Local Hazard Mitigation Plan as outlined in your RFP. Our team at Exigency Consulting LLC is excited to present our approach to meeting and exceeding your project requirements. We understand that any firm you bring in is a direct representation of your community, that's why we at Exigency conduct our work with the utmost professionalism and competence. Our goal is to give the expertise needed to reduce human suffering and hasten the return to normalcy.

Please find enclosed our comprehensive bid proposal outlining our understanding of the project, scope of work, technical approach, project schedule, and cost estimate.

Thank you for considering Exigency Consulting LLC for this project.

Sincerely,



Sean R. Reilly

Business Operations

Exigency Consulting LLC

Contact: sean.reilly@exigencyconsultingllc.com

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I. Executive Summary

We know what it means to be planners because we are planners. Our consultants are highly versed in 44 CFR §201.6 and all necessary federal requirements. We thoroughly review all data, engage all stakeholders, and ascertain the best methods for community involvement to give you the best plan possible. We ensure that the submittal to Vermont Emergency Management (VEM) and the Federal Emergency Management Agency (FEMA) will be smooth and successful, giving your team peace of mind. We are here to help you help your community!

II. Company Introduction

Exigency Consulting LLC is a professional services firm that helps local, state, and federal organizations be better prepared for natural/man-made disasters and various city planning functions. We support FEMA, State, Local Governments, and the international community. Exigency brings an eclectic mix of professional experience coming from public administration, emergency management, and non-governmental business to ensure that cities of all shapes and sizes have access to professional hazard mitigation services.

Our mission is to be a valuable resource to communities by preventing human suffering and protecting property. This is not something we take lightly! We have successfully completed a diverse array of global projects from Colorado and Arkansas to Korea and Iraq. We know what it means to be planners because we are planners. With that in mind, our expert staff strives to put you at ease with every phase of your project.

III. Project Overview

The summary of this project for the City of Waitsfield, Vermont, is to successfully create the local hazard mitigation plan. To do that, public outreach, investigations, and intelligence gathering will take place in accordance with FEMA 44CFR §201.6. Our plan will include extensive research into ways to mitigate the flooding and landslides that are occurring in this region. The end goal is to have a comprehensive plan built that will be approved by the City of Waitsfield, and subsequently submitted and approved to FEMA and the Vermont Emergency Management (VEM).

IV. Scope of Work

Step	Description	Timeline
Step 1	Assemble Planning Team	3-5 Days
Step 2	Establish Work Plan	2-3 Days
Step 3	Review Hazard Data	14-21 Days
Step 4	Public Meeting - Hazard Data	3 Days
Step 5	Vulnerability Assessment	21 Days
Step 6	Mitigation Strategies	21 Days
Step 7	Public Meeting Review Strategies	3 Days
Step 8	Submit Plan to VEM	7 days + Approval Wait
Step 9	Submit Revised Plan to FEMA	14 Days + Approval Wait

Our scope of work encompasses the entire process, from initial engagement to the final handover. Each phase will be meticulously managed to ensure adherence to the project timeline and quality standards. Our experienced team will continuously collaborate closely with relevant stakeholders to achieve successful execution.

V. Technical Approach

Step 1: Assemble planning team and meet with consultant(s) to review the planning process and confirm outreach strategy.

Representatives from Exigency Consulting LLC will meet with the City of Waitsfield planning team to discuss the concerns of the City of Waitsfield. These discussions will open the lines of communication for an in-depth investigation, with the goal of mitigating disasters. The next step will be public outreach. Successful public outreach will give us the additional information necessary to start the process of formulating a quality mitigation plan. Next, we will begin reviewing the planning process, reviewing the mitigation plans, and discussing vulnerabilities to strengthen those plans.

1.a: Documentation during the planning process (Requirement §201.6(c)(1))

- 1.a.1: Identify central collection point for documentation.
- 1.a.2: Identify all applicable stakeholders across all applicable jurisdictions.
- 1.a.3: Identify how the plan will be prepared.

1.b: Consideration for outside agencies (Requirement §201.6(b)(2))

- 1.b.1: Neighboring communities involved in hazard mitigation/response.
- 1.b.2: Local and regional agencies involved in hazard mitigation/response.
- 1.b.3: Agencies with authority to regulate development.
- 1.b.4: Other interests involved in planning process.

1.c: Public Outreach and Involvement (Requirement §201.6(b)(1))

- 1.c.1: Public engagement method during plan drafting.
 - 1.c.1.1: Internet survey.
 - 1.c.1.2: Community meeting.

1.d.: Plan review & incorporation description (Requirement §201.6(b)(3))

- 1.d.1: Identify studies that are relevant to the planning process.
- 1.d.2: Identify reports that are relevant to the planning process.
- 1.d.3: Identify technical information that is involved in this region.

1.e: Agencies to continue public participation during plan maintenance process (Requirement §201.6(c)(4)(iii))

- 1.e.1: Identify agencies and processes in plan maintenance.
- 1.e.2: Align responsibilities and reporting process.
- 1.e.3: Define methods of public participation.

1.f: Method & schedule for keeping the plan current (Requirement §201.6(c)(4)(i))

- 1.f.1: Schedule for keeping the plan current.
- 1.f.2: Schedule for monitoring of the plan.
- 1.f.3: Plan evaluation.
- 1.f.4: Identify the timeline for the mitigation plan update (5-year cycle) in accordance with §201.6.

Step 2: Establish work plan with deliverables, timelines for completion and confirm roles and responsibilities.

2.a: Outline the assignment of responsibility.

- 2.a.1: From onset ensure that all parties understand that city resources are to be utilized as much as possible.
- 2.a.2: Assign project sections to applicable parties, clearly outlining their role and responsibilities.
- 2.a.3: Clarify deliverables for each sub task with an understanding how it impacts the larger tasks.
- 2.a.4: Utilizing a master list of tasks, review with group to confirm all tasks have been assigned and confirmed.

2.b Create a project timeline.

- 2.b.1: On screen or projector, place a blank timeline.

- 2.b.2: This method works better with the group to confirm validity of deliverable dates and de-conflict schedules with all involved.
- 2.b.3: Finalize timeline with project end date, distribute to relevant stakeholders.

Step 3: Review information on hazards based on the best available data.

The City of Waitsfield flood risk is especially concerning when addressing utilities, emergency services, transportation, and roadways. Potential solutions could involve addressing culverts, spillways, or drainage. A preliminary review of the data found on www.riskfactor.com, revealed that Waitsfield has a flood factor of severe. Greater than 26% of the area has a chance of flooding within the next 30 years this represents 47% of the properties. Roads and residential areas are at a severe risk of floods and commercial properties are at an extreme risk for flooding. The 100-year flood event could negatively impact 49 properties. With that in mind, the goal is to build a complete hazard assessment to ensure the areas that are at risk can be protected by measures being built. On July 10, 2023, Tropical Storm Irene made landfall, causing a 1,000-year rainfall event, followed by landslides and major flooding. The destruction of property included over 800 businesses and homes, 2,400 roads and 300 bridges. Additionally, there was over \$5 million dollars in damage to the public infrastructure. Using the Local Mitigation Plan Review Tool provided by FEMA, we will ask the necessary questions and ensure that the plan meets 44 CFR § 201.6. The data accumulated will provide us with scientific guidance on all mitigation requirements.

3.a: Does the Plan include a description of the type, location and extent of all natural hazards that can affect each jurisdiction(s)? §201.6(c)(4)(i)

- 3.a.1: Identify locations of natural hazards.
- 3.a.2: Identify types of natural hazards.
- 3.a.3: Identify jurisdiction that is affected with the natural hazard.
- 3.a.4: Research documented history of hazards.

3.b: Identify information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction §201.6(c)(4)(i)

- 3.b.1: Research the National Flood Insurance Program (NFIP) for occurrences throughout the region.
- 3.b.2: Research the Community Rating System (CRS) for possible occurrences and hazards in the area.
- 3.b.3: Research FEMA and other digital formats to obtain information.

3.c: Coordinate with local resources to better understand hazards and their impact.

- 3.c.1: Investigate master stormwater plans.
- 3.c.2: Schedule a meeting with engineers from applicable jurisdictions to discuss flood reduction measures.
- 3.c.3: Schedule to investigate and inventory all hydraulic structures crossing streams.
- 3.c.4: Coordination with any other pertinent stakeholders identified from previous meetings.

Step 4: Review hazard data in one public meeting

The first public meeting will be to present the current data, hazards, and current mitigation measures to the city. It is imperative to get the community's concerns and comments for FEMA certification.

4.1 Public meeting

- 4.a.1: Venue and topics will be covered through the outreach strategy mentioned in 1.c of this proposal.
- 4.a.2: Findings will be presented for public comment, with relevant comments being addressed directly with the concerned parties after the meeting.
- 4.a.3: The minutes of this meeting must be documented.

Step 5: Complete vulnerability assessment to quantify the extent of each hazard.

5.a FEMA

The guidelines through FEMA Review Tool will be built to assess the vulnerabilities with additional research to ensure we have the best information to help build this plan. (Accordance with 44 CFR section 201.6).

5.b Vermont Emergency Management

Establishing a meeting with VEM will assist us in looking at more potential vulnerabilities. This will also involve consistent communication with the department.

5.c Reports

Researching FEMA's and NEPassist, along with Vermont Department of Environmental Conservation.

Step 6: Identify mitigation strategies.

Establish meetings with the Planning and Engineering staff to determine what future planning projects are set up to help mitigate the flooding.

- 1: What are the protocols for flooding hazards from Mad River, Mill Brook and High Bridge Brook?
 - 1.1: When was the Waitsfield Covered Bridge inspected?
 - 1.2: What mitigative protocols do you have to ensure that the bridge is protected?
- 2: What is the flood mitigation protocols for Main Street (Highway 100)?
 - 2.1: When was the last time the highway was repaved?
 - 2.2: Was additional subgrade installed or other mitigation processes?
 - 2.3: Was Joslin Hill Road inspected and reinforced?
 - 2.4: Was East Warren Road (Bridge Street) inspected and reinforced?
- 3: Has the community created a CERT (Community Emergency Response Team)?
- 4: Is there adequate drainage and culverts for roadways?
- 5: Are the roads built with an 8 to 10 percent grade to aid runoff?
 - 5.1: Are the roads identified that need grading?
- 6: Are the ditches in the floodway lined with 6 to 8 inches of riprap?
 - 6.1: Are ditches identified that need revitalization?
- 7: Is there slope stabilization identified on vulnerable roadways?

- 8: Did the engineering department install geogrids, nailing systems and anchors in these areas of concern?
- 9: Were the drainage areas under roadways looked at and was deep drainage an option?
 - 6.9.1: Are culverts being inspected for debris and in need of repair?
- 10: Was drainage correction looked at as an option?
- 11: Was excess vegetation removed to aid drainage along vulnerable roadways?
 - 11.1: Are the areas that are overgrown identified?
- 12: Was there non-woven geofabric installed to ensure soil stabilization?
 - 12.1: When was the last inspection of the subbase?
- 13: Identify any toxic, chemicals or flammable material that, by regulations, are improperly stored by the EPA.
- 14: Identify fire mitigation strategies?
 - 14.1: Identify overgrowth that needs mitigation.

6.a: Does the Plan document each jurisdiction’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (§201.6(c)(4)(i))

- 6.a.1: Research on the county’s mitigation capabilities and update.
- 6.a.2: Who will establish intergovernmental agencies to build mitigation capabilities plan previously mentioned in Step 1?
- 6.a.3: Who will establish communication with neighboring cities to start the mitigation process?
- 6.a.4: Who will build the hydraulic structure database to evaluate and inspect each structure?

6.b: Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (§201.6(c)(4)(i))

- 6.b.1: Review and update NFIP participation plan.
- 6.b.2: Review and update CRS participation plan.

6.c: Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (§201.6(c)(4)(i))

- 6.c.1: What flood reduction measures were identified?
 - 6.c.1.1: Are they permanent or temporary solutions.
 - 6.c.1.2: Outline fail safe procedures should mitigations be ineffective or overwhelming.
- 6.c.2: Review storm water drainage ordinance.
 - 6.c.2.1: Ensure plan accounts for city growth and development migration
 - 6.c.2.2: Will the current system need to be replaced or renovated over the next five (5) years?
 - 6.c.2.3: Review Master Stormwater plan.
 - 6.c.2.4: Public participation review to help identify flood-prone areas.
 - 6.c.2.5: What are the channel improvements?

6.d: Identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructures (§201.6(c)(4)(i))

- 6.d.1: Discuss with planning and engineering about future specific mitigation plans.
- 6.d.2: Review structural mitigation strategies.
- 6.d.3: Review nonstructural mitigation strategies.
- 6.d.4: Review the risk identification measures.
- 6.d.5: Analyze the Floodplain Management tools and update database.

6.e: Review action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction (§201.6(c)(4)(i))

- 6.e.1: Personnel responsible for the action plan.
- 6.e.2: Oversight and administration of the action plan.

6.f: Process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, and administered by each jurisdiction? (§201.6(c)(4)(i))

- 6.f.1: Plan interface with planning mechanisms across jurisdictions.
- 6.f.2: Responsible party for the ordinance.
- 6.f.3: Disbursement to the jurisdictions.
- 6.f.4: Will a City Council vote and approval be required?

6.g Review of all mitigation data and identifying vulnerabilities

After reviewing all reports, public outreach and having discussions with departments, this will gain us enough information to start listing the mitigating strategies that will be used in the revised plan.

Step 7: Review mitigation strategies in a public meeting

7.a Final public meeting

Establish a public meeting in the evening, as this will increase the likelihood of the public being able to participate in this meeting. Typically, the best time/day to maximize attendance is a Thursday evening. This will give the community ample opportunity to show up and give their concerns over the new plan.

- 7.a.1: Review of LHMP changes and updates.
- 7.a.2: Discussion of new mitigation strategies and projects.
- 7.a.3: Presentation of future mitigation projects.
- 7.a.4: Public comment.

Step 8: Submit plan to Vermont Emergency Management (VEM) and revise accordingly.

8.1a Submission

After a thorough review, all vulnerabilities will be identified and mitigated. In accordance with the 44CFR section 201.6, the FEMA review tool will be completed. Following the successful completion of the review tool, the next step of the process will be to submit the completed plan to VEM.

Step 9: Submit revised plan to FEMA, revise if necessary, and adopt plan.

9.1a Submit

Establish a meeting with FEMA to upload the new Plan and check on revision status. Adjust due to any FEMA feedback, finalize and submit.

9.1b Submit to the City of Waitsfield.

After FEMA approval, the next step is to adopt the plan into the local city ordinance.

VI. Project Schedule

Step	Start Date	End Date	Deliverables
Step 1	Nov 6, 2023	Nov 9, 2023	Plan outlined; Outreach established
Step 2	Nov 9, 2023	Nov 11, 2023	Completed Project Plan
Step 3	Nov 13, 2023	Dec 1, 2023	Completed Hazard ID Report
Step 4	Dec 4, 2023	Dec 7, 2023	Public Concern Updates in Plan
Step 5	Dec 7, 2023	Jan 2, 2024	Completed Vulnerability Report
Step 6	Jan 2, 2024	Jan 12, 2024	Completed Mitigation Strategy Report
Step 7	Jan 15, 2024	Jan 18, 2024	Update Draft LHMP
Step 8	Jan 19, 2024	Feb 2, 2024	Submit LHMP for VEM Approval
Step 9	Feb 2, 2024	Feb 16, 2024	Submit LHMP for FEMA Approval

Our carefully crafted project schedule outlines key milestones and deliverables for each phase. We recognize the significance of adhering to deadlines and are committed to ensuring that the project progresses as planned. Exigency Consulting LLC will observe all federal holidays during the project.

VII. Cost Estimate

Description	Cost
Step 1	\$455
Step 2	\$455
Step 3	\$915
Step 4	\$455
Step 5	\$815
Step 6	\$815
Step 7	\$467
Step 8	\$815
Step 9	\$858
TOTAL	\$6,050

The provided cost estimate is based on a thorough assessment of the project's requirements, labor, and other associated costs. Travel costs are already built into our pricing structure.

VIII. Qualifications and Experience

Dean Allen

Lead Consultant – Exigency Consulting LLC

dean.allen@exigencyconsultingllc.com



Summary

- Experienced disaster management consultant with over 20 years of U.S. Army Corps of Engineering service.
- Managed disaster planning, preparation, mitigation and recovery on multiple continents, including North America, Asia and Europe.
- Strong written and verbal communication skills that facilitate internal and external influence.
- Ability to manage multiple projects concurrently through prioritization and methodical time management.
- Accomplished electrical technician professional with over 7 years of experience working for the industry leader in construction.
- Develops and manages Federal grants of approximately \$1 million annually.

Education

Colorado Technical University
*Master of Science in Cybersecurity
Policy with the Emphasis in Homeland
Security*

Colorado Technical University
*Bachelor of Science in Emergency
Management with the Emphasis in
Homeland Security*

Star Training Institute
*Technical degree in Mechanical Drafting
and Design*
FEMA

Technical Expertise

AUTOCAD
XACTIMATE
WINDOWS OFFICE
EXCEL
IDIS and HEROS
NIMS and TVA

Military Leadership and Training

PLDC (Primary Leadership and
Developmental Course) 2005
ALC (Advanced Leadership Course)
2011

Work Experience

EXIGENCY CONSULTING LLC

Managing Member

Springdale, AR/ FEBRUARY 2023- Present

- Develop Request for Proposal (RFP) for the bid process.
- Auditing existing emergency management procedures.
- Researching disaster events and potential disaster events in various corners of the globe.
- Analyze and restructure emergency programs to ensure proper planning, preparation, mitigation and recovery.

CITY OF SPRINGDALE

Program Manager- CDBG

Springdale, AR/ APRIL 2020- FEBRUARY 2023

- Responsibilities include conducting audits from nonprofits and report to HUD. Ensures that all federal guidelines are followed through the 24CFR. Follow guidelines on processing the annual Action Plan, CONPLAN, CAPER and Substantial Amendments.
- Oversee all procurement processes with public facilities. Monitored and ensured federal regulations were met with the Davis-Bacon Labor Standards.
- Responsible for the department's financial programs and records
- Lead programs that have been audited four times with no findings.
- Develop new programs to support the strategic direction of the City's Community Development Program.
- Developed budget and operating plan for the department.

HAZMAT (Hazardous material movement) Course 2006
Basically CDBG
Environmental compliance
IDIS Training

Professional Certifications
ICS 100, ICS 200, ICS 300
AWR 378W, AWR 371W
AWR 372W, AWR 357W
PER 376W

- Wrote program funding proposals to guarantee uninterrupted services.
- Produced accurate and timely reports of program status throughout the program year.
- Developed an Emergency Management protocol for the City of Springdale.

CITY OF SPRINGDALE

Rehabilitation Specialist- CDBG
Springdale, AR/ APRIL 2019- APRIL 2020

- Received applications from homeowners for possible rehabilitation and or emergencies.
- Conducted environmental assessments and processed information utilizing the SAMS and HEROS programs.
- Conducted inspections on single-family dwellings, built reports and sent up to Program Manger

US ARMY RESERVES

Platoon Sergeant – Various Engineer Companies in the Army
Various stations/ OCTOBER 1998 – 2021- Retired
Baumholder, Germany; Ft Bragg, NC; Ft Carson, CO; Bentonville, AR

- Commanded a platoon of 32 Soldiers and travelled 24,000 miles without incident and loss of life.
- Achieved better results by building new convoy and communications platforms for dignitaries and executives through security and defensive protocols.
- Accountable for approximately 2150 pieces of equipment worth \$340.2 million
- Oversaw personnel, operations, training, sustainment, and maintenance operations to conduct route clearance and area clearance operations.
- Conferred tactical and technical guidance to subordinates in the accomplishment of their duties.

Sean R. Reilly

Operations – Exigency Consulting LLC

Sean.reilly@exigencyconsultingllc.com



Summary -

Innovative and adaptable project manager with a proven track record in optimization, continuous improvement, and organizational evolution. Seasoned leader with extensive experience bringing out the best in teams. Adept at collaborating with internal stakeholders and external partners for increased velocity and visibility while reducing costs. Leverage both intuitive and analytic problem-solving skills to break down complex tasks and drive results. Experienced in data analytics, organizational management, and expert in Microsoft Office Suite products.

Work Experience

Project Management

15 years' experience

- Multiple complex projects managed in Afghanistan, Iraq, Germany, and Stateside resulting in 100% on time completion.
- Successfully completed 43 projects as project manager
- Streamlined numerous processes using lean methodologies with savings of over \$5 million,
- Ensuring constant communication, leveraged stakeholder relationships to complete several projects 10% earlier,
- Always achieved 100% completion of every project objective

Organizational Management

20 years' experience

- Provide overall strategic management of Kimberly Clark's Huggies Brand production operations at two facilities.
- Experienced in providing direct overall strategic guidance for organizations of 1000 employees.
- Conducted day to day operations oversight and management for the United States Army's largest installation and organization of over 30,000 Soldiers.
- Ensured all KPI's were consistently maintained at or above customer standards and expectations.

Disaster Management

5 years' experience

Education

University of North Carolina –
Chapel Hill
*Master of Business Administration
(MBA)*

Columbia College
*Bachelor of Arts in Business
Administration*

Skills

APICS Certified Professional
Lean Six Sigma Green Belt
20-year Military Veteran
Analytical Operations
Microsoft Office Suite Advanced
User
Continuous Improvement
Project Leadership and Management

Previous Roles

Senior Operations Director – United
States Army

General Manager – Production
Operations

General Manager – Construction
and Disaster Recovery

20 years experience in the United
States Army Corps of Engineers

- Team-lead for Forward Operating Base improvement and fortification, dealing with numerous flooding, ice, and mudslide disasters.
- Worked alongside foreign counterparts in Germany to react to a deadly rockslide incident saving several lives.
- Created innovating and simplistic solutions to prevents flooding from destroying protective works in Iraq.
- Lead numerous controlled burns in prevention of wildfire and forest fire disasters.

IX. Environmental Considerations

We are committed to incorporating sustainable practices into all our planning.

- Use of electronic communication i.e., Skype/Teams meetings to limit carbon footprint from travel.
- Limit paper products use, focus on digital files versus printed ones.
- Identify environmental impacts of natural disasters and their effect on ecosystem (if applicable)
- Research mitigation plans impact local environments (if applicable).

X. References

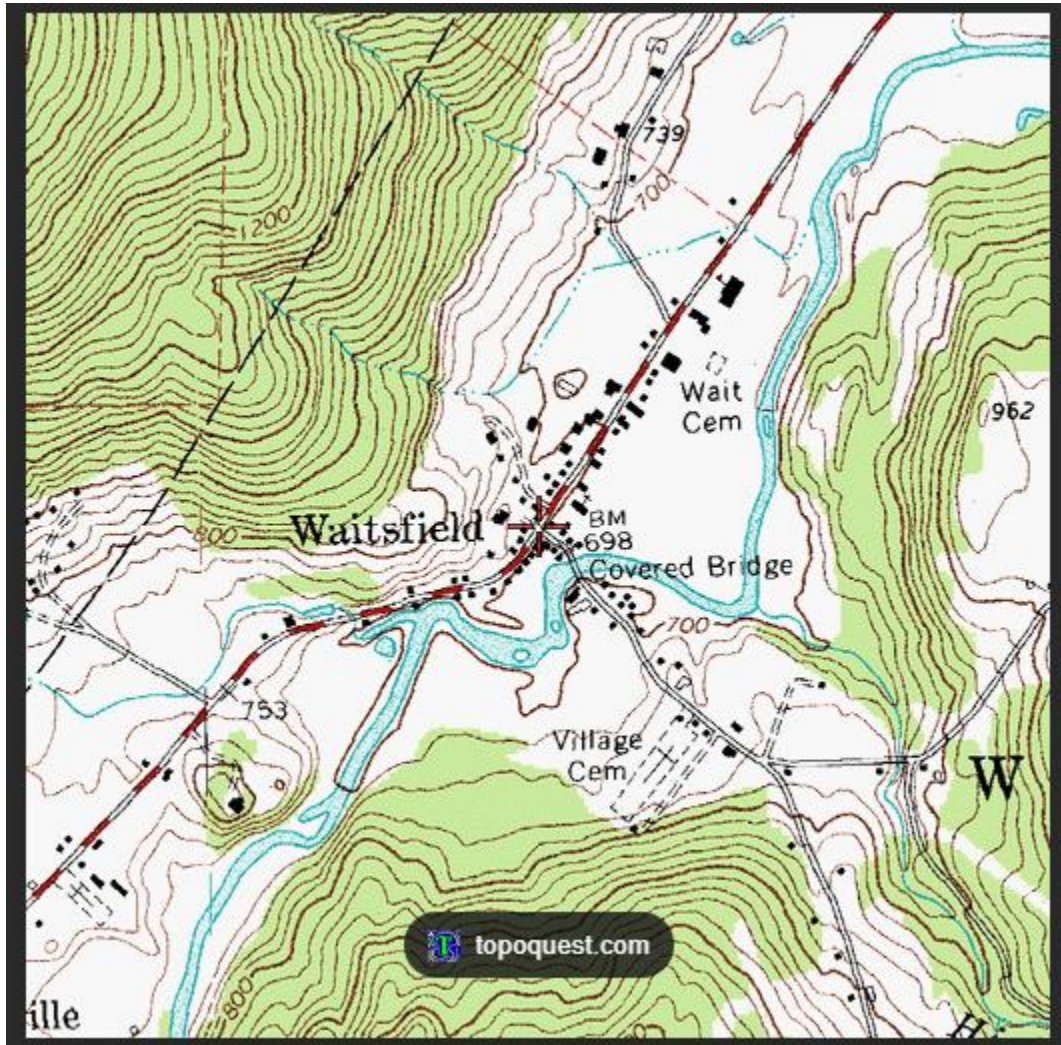
We encourage you to connect with the following references who can provide insights into our capabilities and performance for this type of project:

1. Mrs. Patsy Christie
Director, Planning & Community Development, City of Springdale,
Arkansas
201 Spring St, Springdale, AR 72764
Pchristie@springdalear.gov 479.750.8550
2. Mr. Joseph Wood
Cabinet Secretary, Arkansas Department of Transformation & Shared
Services
501 Woodlane St Ste 201 Little Rock, AR, 72201
joseph.wood@arkansas.gov 501.319.6565
3. Mr. Matt Jennings
Former Director (Retired), Planning & Community Development, City of
Ft. Smith, Arkansas
623 Garrison Ave #331, Ft. Smith, AR 72901
Jmattjennings@cox.net 479.646.7731
4. Mr. Steve Goss
Battalion Chief, Springdale Fire Department
417 Holcomb St Springdale, AR 72764
Sgoss@springdalear.gov 479.751.4510

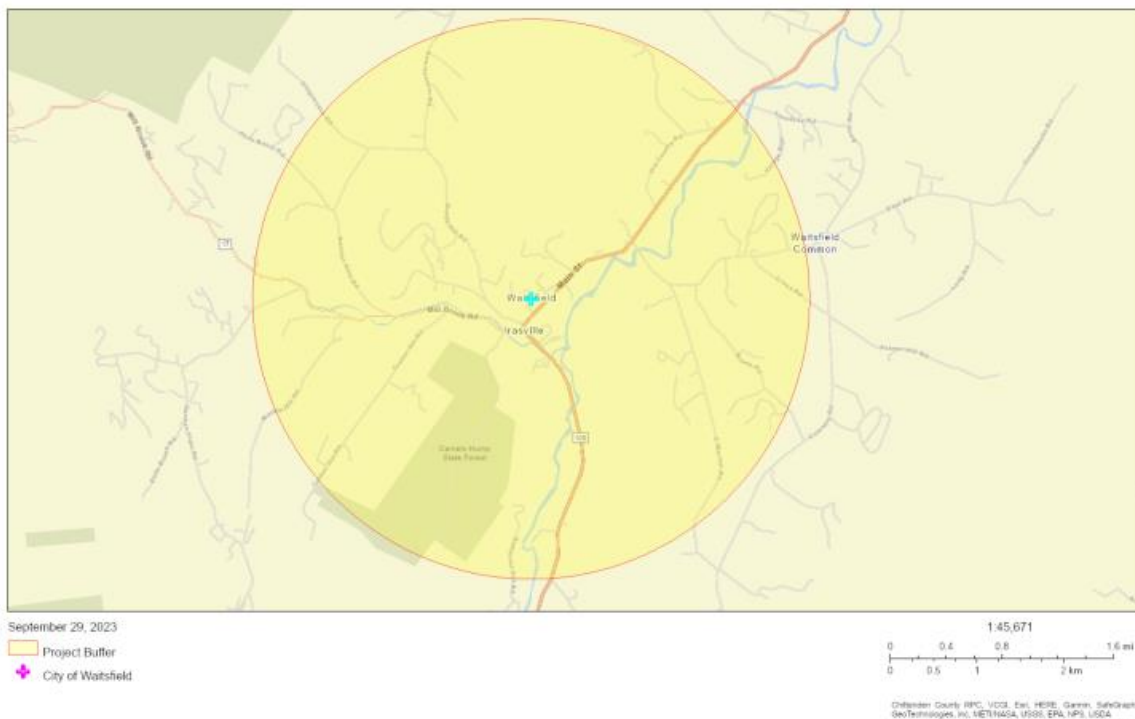
XI. Appendices

The following items are attached for your review:

Item #1- Topographical Map - Source www.topoquest.com accessed 9/28/2023



NEPAAssist Report City of Waitsfield



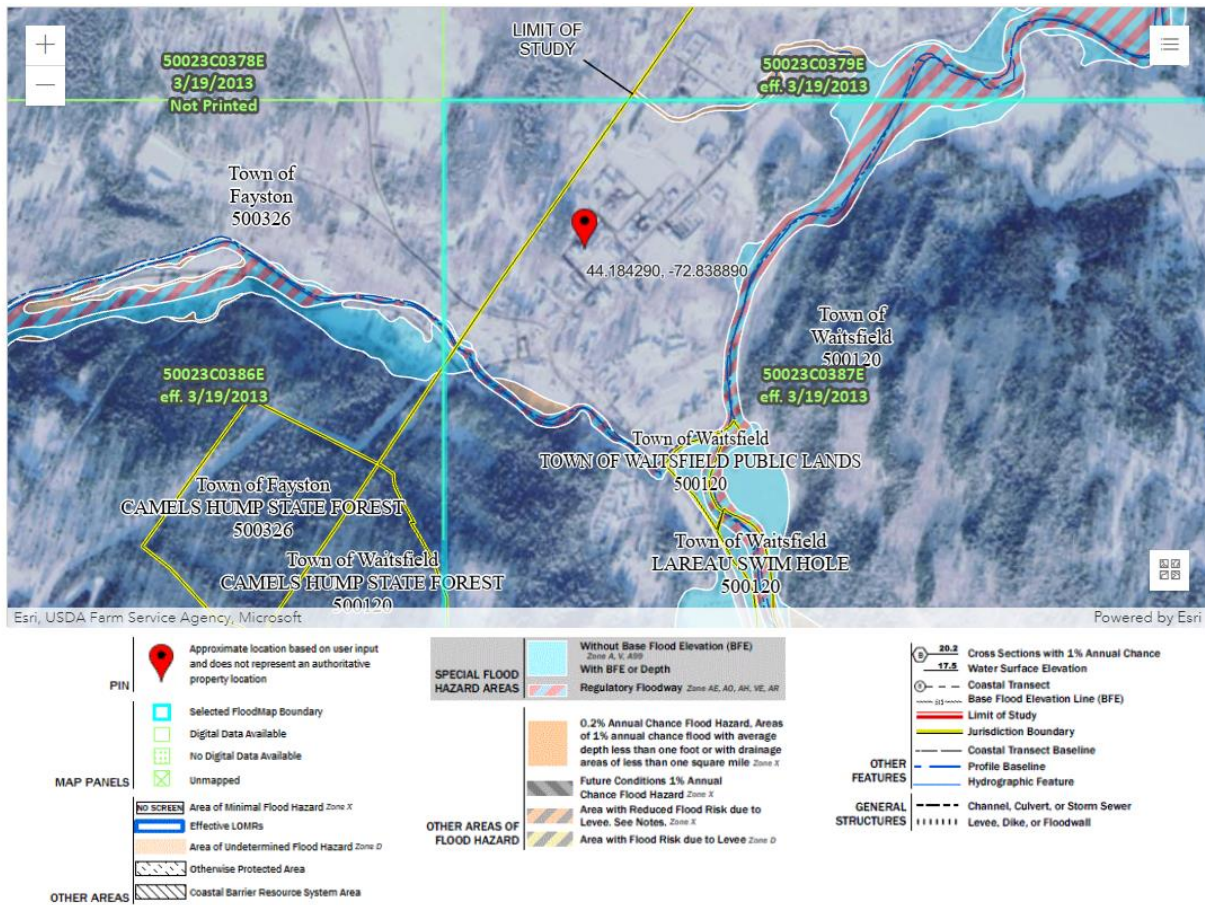
Project Location	44.18429,-72.83889
Within 2 miles of an Ozone 8-hr (1997 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of an Ozone 8-hr (2008 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of a Lead (2008 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of a SO2 1-hr (2010 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of a PM2.5 24hr (2006 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of a PM2.5 Annual (1997 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of a PM2.5 Annual (2012 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of a PM10 (1987 standard) Non-Attainment/Maintenance Area?	no
Within 2 miles of a Federal Land?	no
Within 2 miles of an impaired stream?	yes
Within 2 miles of an impaired waterbody?	yes
Within 2 miles of a waterbody?	yes
Within 2 miles of a stream?	yes
Within 2 miles of an NWI wetland?	Available Online
Within 2 miles of a Brownfields site?	no
Within 2 miles of a Superfund site?	no
Within 2 miles of a Toxic Release Inventory (TRI) site?	no
Within 2 miles of a water discharger (NPDES)?	yes
Within 2 miles of a hazardous waste (RCRA) facility?	yes
Within 2 miles of an air emission facility?	no

Item#2 Cont.

Within 2 miles of a school?	yes
Within 2 miles of an airport?	no
Within 2 miles of a hospital?	no
Within 2 miles of a designated sole source aquifer?	no
Within 2 miles of a historic property on the National Register of Historic Places?	yes
Within 2 miles of a Toxic Substances Control Act (TSCA) site?	no
Within 2 miles of a Land Cession Boundary?	no
Within 2 miles of a tribal area (lower 48 states)?	no
Within 2 miles of the service area of a mitigation or conservation bank?	no
Within 2 miles of the service area of an In-Lieu-Fee Program?	yes
Within 2 miles of a Public Property Boundary of the Formerly Used Defense Sites?	no
Within 2 miles of a Munitions Response Site?	no
Within 2 miles of an Essential Fish Habitat (EFH)?	no
Within 2 miles of a Habitat Area of Particular Concern (HAPC)?	no
Within 2 miles of an EFH Area Protected from Fishing (EFHA)?	no
Within 2 miles of a Bureau of Land Management Area of Critical Environmental Concern?	no
Within 2 miles of an ESA-designated Critical Habitat Area per U.S. Fish & Wildlife Service?	no
Within 2 miles of an ESA-designated Critical Habitat river, stream or water feature per U.S. Fish & Wildlife Service?	no

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Item #3 – FEMA Flood Report - Source www.fema.gov accessed 9/29/2023



XII. Signature Page

Exigency Consulting LLC hereby confirms that the following proposal has been written in good faith. We hereby certify that everything in the proposal is valid to the best of our knowledge.

For Exigency Consulting LLC

Signature:  _____

Printed Name: Gary "Dean" Allen Jr.

Title: Lead Consultant

Date: September 29th, 2023

Signature:  _____

Printed Name: Sean R Reilly

Title: Business Operations

Date: September 29th, 2023