

Meeting Packet 6/16/2026

- Agenda 6/16/2026
- Minutes 6/4/2026
- Minutes 6/2/2026
- Ethics policy
- Dog Ordinance
- Grant Policy
- Resilience Hub materials
- Engineering bids for North Tributary
- Knox box ordinance 1996 and newly proposed
- Liquor license approval- Burtts Orchard

SELECTBOARD MEETING AGENDA
Tuesday June 16, 2026, 6:00P.M.
In person at the Willey Building or via Zoom
Meeting with ZOOM (info at the end of the page)
Telephone and Computer Audio Meeting ID 986 742 3548

1. Call Meeting to Order
2. Approve Agenda
3. Approve minutes from 6/4 and 6/2(action)
4. Public Comment
5. Ethics policy updated draft- discussion & action
6. Dog Ordinance discussion/action
7. Grant Policy updated draft- discussion & action
8. Vermont Council on Rural Development - possible decision/action to participate in VCRD's Climate Economy Resilient Communities program
9. Flood Mitigation Updates
10. Fire Department
 - a. Truck cab/Chassis/radios
 - b. Dry hydrant easements discussion/action
11. North Tributary Bridge Replacement Project - Selection of engineering contractor
12. Knox box ordinance discussion/action
13. Water and Wastewater
 - a. Meter update
 - b. Other business
14. Town Clerk's office
 - c. Orders
 - d. Other business
15. Other Business
16. Executive session x2: treasurer/assistant town clerk
17. Motion to Adjourn

Town of Cabot is inviting you to a scheduled Zoom meeting.

Topic: Selectboard Meeting, Time: Tuesday, June 16, 2026, 6:00 PM Eastern Time (US and Canada) Join Zoom Meeting:

<https://us02web.zoom.us/j/9867423548?omn=81190520529> **Meeting ID: 986 742 3548**

Dial by your location +1 646 558 8656 US (New York)

Selectboard Meeting Minutes Draft 6/4/2026

In attendance: Jen Miner, Mike Hogan, Skip Bothfeld, Peggy Miller, Fred Ducharme, Jeanne Johnson, Brittany Butler, Amy Monahan, Dean Deasy, Doug Cooke, Elizebeth Wilkel

Online- Trish Cox, Gary Gulka

1. Meeting called to order at 4pm
2. Agenda approved no changes
3. Public Comment -Fred school contacted Dan to work with them to replace the fence on the north side of the common, with the town paying for materials of \$500-600

Jen-the ww plant door/lock has been replaced.

Land and conservation program survey- for the rec field showing that we have not developed it. Put on agenda for the 16th to see who is doing the assessment Mike says the state approved all of the permits necessary. (Forest Parks and Recreation?)

4. Ethics-Amy had a template and had condensed it. The question is, should it be a policy or ordinance? Mike says because it is internal it should be a policy. If a policy there are several things that pertain to ordinances and change it conform to policies, which have less procedural steps. This will be brought up on June 16th for approval.
5. Dog ordinance-There was an issue about a year ago, we had a dog issue, due to that issue the change will be made is the impoundment duration from 10 to 5 days. Will be on next meeting for approval.
6. Knox Box Ordinance-Has not been updated since 1996. There are some very key things missing in the ordinance, chemicals, alarms, keyed entry etc. Pets are another thing to consider for fire safety. Currently there are 14 of these throughout town including municipal and privately owned businesses/residences. Cabot has invested in a secure system to have only one master key and anytime it is accessed the state is notified, however it needs updating and they will be putting a pamphlet together and going to all the boxes to make sure they work.
7. Grant Policy: In 2023 the policy was updated but never amended. The reason for this was after the flood the selectboard was inundated with a lot of people looking for grants and with all the flood issues the selectboard was taxed and this took a bit of burden off them. The change would be taking the Planning Commission off and it would be at only the discretion of the selectboard. The most important thing is that the board needs to know all the details.

Dean wants to know what if there are no matching funds or what if there is only a 3 day window? 15,000 ceiling for funding that does not have a match involved? And a bullet for grants for 15,000 or less that require matching funds. Because revisions were made this will be on the agenda on June 16th for approval.

8. Trash ordinance: This topic has been brought up several times always, with no action on the ordinance. The biggest question is who is going to enforce and what does that look like. Jen wants to know if there is legal ramifications of doing so or not, and how the town would go about enforcing and collecting fines.

Gary says he did hours of research trying to find littering and trashing disposal. He also believes the town attorney should look at whatever we come up with, if anything. There should be some signs as well along roadways.

Peggy says she agrees with having an ordinance, but people don't like being told what to do, she spoke of trash cans that deposit bird food when someone deposits trash.

Trisha Brochu-cox asks in a rental situation who is or who will be receiving the violation and who pays it.?

Mike says, it doesn't have many definitions, and that an ordinance like this is always a slippery slope.

Jen says in the last 10 or so years there have only been 4 formal complaints for trash and the same for no water, heat etc.

The board is going to table this discussion, and it will be brought up at a meeting in July.

The board wants to look into offering bulky-day twice a year.

9. The fireworks ordinance is going to be tabled, because even if we started the process, it will not be "law" prior to the 4th of July.

Mike asks how extensive are the fire wardens' books? How complete are they? There was then discussion on open burns. H.935 is on the Governors' desk awaiting a signature, this will make permits for open burns and "kindle fires" necessary and permitted by the fire chief.

Fred motion to adjourn 2nd skip all in favor 5:28

Meeting summary

Quick recap

The select board meeting focused on reviewing several town ordinances and policies, with discussions centered around updating the ethics ordinance to policy status, revising the dog ordinance, and addressing the outdated Knox box ordinance from 1996. The board discussed a proposed trash and littering ordinance but decided to table it for further research due to enforcement concerns and potential legal complications. They also reviewed the grant policy process, agreeing to establish a \$15,000 ceiling for pass-through grants with no town match requirement that can be approved by the chair within 72 hours for time-sensitive applications. Additional topics included the need for an open burn ordinance as state legislation may shift fire warden responsibilities to the fire chief, and concerns about vehicles being parked on roads, particularly on Danville Hill where maintenance workers were blocking traffic, creating an accident.

Summary

Presentation Logistics and Board Meeting

The meeting began with Liz Wilkel discussing logistics for an upcoming presentation, including handouts. Liz the grant manager for Cabot Fire. She shared her background as a nationally certified fire investigator and actively serves as a firefighter with Walden and certified EMT with no current affiliation. The group then prepared for a select board meeting, with Jen providing Brittany the meeting time of adjournment from a previous executive session and discussing the difference between policies and ordinances using reference materials from the town's website.

The meeting covered several topics including agenda approval, a school fence project, and a land conservation survey. The board discussed a fence repair project where the school will pay for materials, and addressed a door lock issue at a facility that has been resolved. The conversation ended with a discussion about changing an ethics ordinance to a policy, with Jen recommending this change to make the document more appropriate for internal municipal office matters rather than general population regulations.

Dog Ordinance and Knox Box Ordinance Updates

The board discussed updates to the dog ordinance, including changes to impoundment periods and fines, with no objections raised to the proposed impoundment changes reducing the period from 10 to 5 days. They agreed to place the ordinance on the agenda for the 16th to receive final approval and proceed with public hearing requirements. The board also reviewed the Knox Box ordinance, which was last updated in 1996, and discussed the need to modernize it to include current safety features like alarm monitoring systems, key codes, and swipe cards. Liz Wilkel from Walden offered to help update the

language, and the board noted that about 14 knock boxes exist in the community that need updating.

Knox Box Ordinance Updates

The board discussed updating the Knox box ordinance to reflect modern practices and ensure better access for emergency services. They agreed to have Liz rewrite the ordinance to remove outdated language and integrate new information about Knox boxes. The group also reviewed the grant policy, deciding to set a \$15,000 ceiling for pass-through grants with no town matching funds required, and established a process for handling time-sensitive grants under 72 hours through the chair and Amy. Finally, they briefly touched on the need to develop a trash or junkyard ordinance, with a sample from Newfane provided for reference.

Trash Ordinance Enforcement Authority Discussion

Jen raised questions about enforcement authority and implementation of a potential trash ordinance in Cabot, specifically asking who would have the authority to write civil penalties and handle enforcement. Gary discussed existing zoning regulations and noted that the town health officer would be responsible for enforcement, with constables or law enforcement officers also having issuing authority. The discussion highlighted challenges around enforcement consistency, cost recovery for cleanup efforts, and the need for clear authority to implement penalties effectively.

Littering Ordinance Discussion Postponed

The board discussed implementing a littering and trash disposal ordinance, with Gary presenting research on existing ordinances from other municipalities. Several board members expressed concerns about enforcement challenges and potential complications, particularly regarding rental properties and liability issues. The board decided to table the ordinance discussion for now and have Brittany conduct further research, including consulting with VLT board members and reviewing successful models from other towns. They also briefly discussed the upcoming open burn ordinance on the June 16th agenda and noted that a new state law may soon transfer fire warden duties to the fire chief.

Respectfully Submitted,

Brittany Butler

Town Clerk

June 5, 2026

SELECTBOARD MEETING Minutes-draft

Tuesday June 2, 2026, 6:00P.M.

IN attendance: Jen Miner, Mike Hogan, Fred Ducharme, Skip Bothfeld, Peggy Miller, Jeanne Johnson, Sid Griggs, Amy Monahan, Brittany Butler, Dana Glaizer, Doug Cooke, Maria Acchonie, Betty Ritter, On-line: Alisson Hogan, Kris Schmitt, Peg Elmer Hough, Stephen Hogan

1. Call Meeting to Order Jen called meeting to order at 6 pm
2. Approve Agenda motion to approve agenda by Jen moved by mike and seconded by Fred all are in favor
3. Approve Minutes of May 19, 2026, Meeting- Mike moved to approve the minutes skip seconded, motion carried
4. Public Comment-
 - Karen commented on when the lock smith is coming to rekey the lock at the wastewater plant. The locksmith has been called we have not heard back as of yet. There are chemicals that are in the ww plant that are combustibile. She recommends getting the lock repaired is a priority.
 - Karen wants to say briefly, that there are no minutes or recordings since April 21 on the website. She wants to remind the board and everyone that that is a violation of open meeting law. Brittany and Jen will reach out to Seth to see what is happening. Brittany sends the minutes and agendas to Seth and they have been on the website. It will be remedied.
 - Doug has an update on emergency management. It has been adopted by Vermont Emergency Management. He also is asking about front porch forum, they want to have an emergency notification or urgent category, wanting to know how the town feels about doing a test and what the board thinks. Jen wanted to know if or how many people can have that kind of access.
 - A resident had concerns with the bird houses that were placed on the trail going to the Old Center of town. Jen said that the trail is on private property and that it should be asked prior to doing anything on private land. Small discussion on sign on south Walden Road. Speed is a factor of size of the sign. Residents that have granted access to their property for trails have voiced that they would like private property signs where applicable.

5. Highway- More stolen stop signs and all 3 road signs at the 4 corners (Bothfeld, West Hill Pond, Coits Pond and Cabot road). He is going to have a stop sign and the road name on the sign with the stop sign. He also wants a yield coming down from Bothfeld Rd, with stop signs on the other 3. It is very hard to stop coming down the hill into the 4 corners.

Lovely road update they (Fenoff) thinks they will start mid July. He is going to go and fix the class 4 road for the detour. The project is going to take 3 weeks according to Fenoff. Sid is hopeful that it will not be any longer of a closure than 3 weeks.

Renting a street sweeper for Thursday morning. He is going to start at 5am to get main street done before the town wakes up. Lines are going to be painted on Monday.

Finishing up grading, we had a delivery of chloride today.

His refurbishment is being delayed.

Winter sand; Gravel Construction came in the lowest and we got it for a dollar and a half cheaper. 5000 yards of sand were used last year.

We were awarded the better back roads grant for Sawmill Road for \$17,000; ditching, culvert replacement, as well as a new cross culvert.

Received a safety grant as well and he ordered more mud blades, which have been helping keep gravel on the roads, also got magnetic tow ropes. 130,000lb break strength so that if one of our trucks get stuck we can get our own vehicles out.

Getting ready to roadside mow the blacktop and the invasives. He has noticed that there aren't as many invasives, so cutting before they go to seed seems to be working.

He has also been in contact with CV fiber about the 5 hookups for inground on Houston Hill, Coits Pond and Walbridge Road.

Neighbors In Action Parking lot, the back corner is sinking. Sid says they maintain it in the winter with plowing but in the summer they have priorities that are not necessarily in town, or on a parking lot when the roads are priority.

Jen wants to know what it would take to do the parking lot at the rec field. Sid explained that there are 3 pipes that meet in the ditch. He (Sid) would do a different access right off the road about 10 feet closer to the village. Could be an additional 15-20 spaces added for parking for the rec field and Pavillion.

6. Tax mapping Data reformat contract/Yearly contract (action) Motion to sign contract for data reformatting Fred moved mike 2nd all in favor. Annual contract for yearly support red made the motion and seconded by Skip. Motion carried.
7. NEK Broadband installation along rite-of-way (5 residences to be hooked up) action
Motion to approve underground lines to five residences along Walbridge, Houston Hill road and Coits Pond Road with Sid as the liaison. Motion carried.
8. Recycle center update-letter to individual who is improperly disposing of materials- Betty got ahold of management and asked what happens if someone is misusing the recycle center. Management says that John can give a verbal warning to the person who misused the recycle center, if that doesn't work then it goes to the selectboard and they will write a letter and can even not allow them to use the recycle center in the future. Jen wants the verbal contact to be on the record when and if it occurs.
9. Rt 2 land Value-listers-Jeanne spoke on recent sales of land and how we came to the value that we (the listers) believe should be used as market value. Skip made a motion to sell it (with voters already voting to sell in 2019) with a starting asking price of \$100,000 Fred seconded. Motion carried
10. Updated Zoning Fees (approval) There was discussion on how this would impact the budget, ie would this cover the zoning administrators pay? Brittany says it will not cover all of it, but it will do more than it is doing now. We never had been able to collect recording fees. There has also never been a consequence for building first and not getting a permit. There will now be an after the fact fee, which is double the cost of a permit. Motion by Fred to accept Mike 2nd no further discussion, motion carried
11. MERP RFP Discussion & action- RFP for what we need to accomplish with the MERP grant-must be completed prior to July 1 and should be complete by December 31, 2026. Scope of work are going to be able to look at all the audits that we have. They will have a site visit. Betty had asked that Fred and Dan Copp and Allan be available at the ww plant. Final bid will be due on July 2nd. Would like to have this approved tonight so that we can post the RFP on the website and Sam Lash will post it in many other places. Amy asks about the Town Garage and if they will get any money from the MERP grant. Fred says that he does not believe we need more insulation in the attic, we need to figure out over the balcony where heat is escaping. We had ice damage on the north side of the building on the gutters.

There was discussion on taking off the town garage, Peggy believes that we should leave it in so that if we have left over money it has already had a bid.

Mike moves to approve the RFP Peggy seconded no further discussion, motion carried.

12. Water and Wastewater

- a. Meter Update- did manor and then the one on Danville hill for the school and discovered a cracked 2 inch line. It needs to be replaced. The meters at the creamery are different than what we received. The membranes have been delivered.

13. Town Clerk's Office

- a. Orders
- b. Other Business-fence on common-

Amy wants to remind everyone that w-9s are needed for non-LLC and insurance needs to be on file as well, there is also a policy for contract workers that must be signed

14. Other Business- The board would like to thank Bucky Dunham for power washing the monuments.

Jen wants to let everyone know that the hydrant by Peymans (lower Main Street) was hit again. Dean wants flow testing done on that hydrant. Also, thoughts on pylons around that hydrant.

15. Executive session: evaluation and contract renewal discussion treasurer. Mike moved to enter executive session Skip seconded, motion carried. At 8:13pm the board came out of executive session. Fred Made the motion to adjourn, Skip seconded motion carried

16. Motion to Adjourn. Fred Made the motion to adjourn, Skip seconded motion carried meeting adjourned at 8:15pm

Summary Via Zoom

The Select Board meeting covered several key topics including public safety concerns, infrastructure updates, and administrative matters. Karen Larson raised critical safety issues regarding the inoperable lock at the wastewater treatment plant, which could create

a dangerous situation during emergencies due to the presence of propane, methane gas, and volatile chemicals. The board approved motions to sign contracts for GIS internet services, including an \$18,000 data reformatting contract and a \$3,000 annual maintenance contract. Sid provided updates on road projects including stolen road signs, upcoming road work on Lovely Road, and the completion of apron work on various roads, while also discussing challenges with parking lot maintenance at the recreation area. The board also discussed a new broadband installation project and addressed concerns about the Trails Committee's activities on private property.

Town Infrastructure and Operations Updates

The meeting covered several topics including broadband installation, recycling center protocols.. The town approved NEK broadband's authority to use roadways for installation, with Sid designated as the town contact. Regarding the recycling center, Betty reported that Chris Thompson from Northeast Clean Waste Management provided a protocol for addressing misuse, which involves giving verbal notice to the offending individual, with documentation to be maintained for future incidents. The meeting also discussed land value trends, noting that open land values have been increasing at a higher rate than single-family homes.

Town Property Sale Discussion

The select board discussed selling a 3.3-acre property on Route 2 that has been owned by the town since 1996. The lister recommended starting the sale price at 50-75% greater than the taxable value, noting the property's high traffic count of over 4,300 cars daily and potential for commercial development. The board voted unanimously to list the property at \$100,000 as a starting price, with Brittany confirming that voters had previously approved the sale at a town meeting.

Zoning Fees and Energy Grant

The meeting discussed two main topics: zoning permit fees and an energy resiliency grant proposal. For zoning permits, Brittany proposed keeping the \$60 fee structure while addressing concerns about whether it covers actual costs, with the group agreeing to track hours worked to potentially adjust fees in the future. Regarding the energy resiliency grant, Betty presented a proposal for energy efficiency upgrades in both the building and wastewater systems, with a deadline for completion by December 2026 and a site visit scheduled for June 22nd. The group discussed forming a committee to review bids due July 2nd, with select board members and other stakeholders participating in the evaluation process.

Grant RFP Scope Discussion

The meeting focused on discussing and approving an RFP (Request for Proposal) for a grant project. The discussion also covered potential work at the Lister's office and ventilation issues in the building's upper areas, though these would require additional funding beyond the current grant scope. The conversation ended with the group approving the RFP for submission.

Water and Wastewater Project Updates

Fred provided updates on water and wastewater projects, including replacing cracked ball valves and installing new meters, with some properties still requiring access for completion. The town discussed replacing the fence on the common area before or after July 4th, with plans to remove loose debris and potentially involve community volunteers through CCA. Amy emphasized the importance of following proper procedures when hiring subcontractors, including obtaining W-9 forms, insurance certificates, and non-employee work agreements. The conversation ended with a discussion about damage to a fire hydrant, with Chief requesting flow testing and considering the installation of bollards for protection.

Respectfully Submitted,

Brittany Butler
Town Clerk

June 5, 2026

TOWN OF CABOT

CODE OF ETHICS INVESTIGATION AND ENFORCEMENT POLICY

SECTION 1. AUTHORITY.

This policy is adopted by the Selectboard ("Legislative Body") of the Town of Cabot ("Municipality") under authority of 24 V.S.A. § 1997.

SECTION 2. PURPOSE.

The purpose of this policy is to enact procedures for the investigation of complaints that allege a municipal officer has violated Vermont's Municipal Code of Ethics and the enforcement in instances of substantiated complaints, including methods of enforcement and available remedies.

SECTION 3. DEFINITIONS.

- A. "Conflict of interest" means a direct or indirect interest of a municipal officer or such an interest, known to the officer, of a member of the officer's immediate family or household, or of a business associate, in the outcome of a particular matter pending before the officer or the officer's public body, or that is in conflict with the proper discharge of the officer's duties. "Conflict of interest" does not include any interest that is not greater than that of other individuals generally affected by the outcome of a matter.
- B. "Designated Complaint Recipient" means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.
- C. "Evidence" means testimony, documents, and tangible objects, commonly relied upon by reasonable prudent people in the conduct of their affairs, to prove or disprove the existence of an alleged fact.
- D. "Findings of Fact" means a statement of the factual bases on which the Designated Complaint Recipient made their conclusions.
- E. "Municipal Code of Ethics" means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.
- F. "Municipal Ethics Complaint" means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics.
- G. "Municipal Officer" or "Officer" means:
 - 1. any member of a legislative body of a municipality;
 - 2. any member of a quasi-judicial body of a municipality; or

3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
 - a. advisory budget committee member;
 - b. auditor;
 - c. building inspector;
 - d. cemetery commissioner;
 - e. chief administrative officer;
 - f. clerk;
 - g. collector of delinquent taxes;
 - h. department heads;
 - i. first constable;
 - j. lister or assessor;
 - k. mayor;
 - l. moderator;
 - m. planning commission member;
 - n. road commissioner;
 - o. town or city manager;
 - p. treasurer;
 - q. village or town trustee;
 - r. trustee of public funds; or
 - s. water commissioner.

H. "Public body" means any board, council, or commission of the Municipality, any board, council, or commission of any agency, authority, or instrumentality of the Municipality, or any committee or subcommittee of any of the foregoing boards, councils, or commissions.

SECTION 4. COMPLAINTS.

- A. Any member of the general public may make a Municipal Ethics Complaint including any person elected, appointed, or employed by the Municipality.
- B. All Municipal Ethics Complaints must be directed to the Designated Complaint Recipient.
- C. Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to Chair of the Selectboard.
- D. No person will be adversely affected in either their volunteer or employment status with the Municipality as a result of bringing a Municipal Ethics Complaint.

SECTION 5. INVESTIGATION PROCEDURES.

- A. Upon receipt of a Municipal Ethics Complaint, the Designated Complaint Recipient will conduct an initial assessment to determine if the Complaint is credible and alleges a valid cause of action within the jurisdiction of the Municipal Code of Ethics that warrants investigating.

- B. If, in the judgment of the Designated Complaint Recipient, the Municipal Ethics Complaint indicates a credible allegation within the jurisdiction of the Municipal Code of Ethics, the Designated Complaint Recipient will conduct a prompt, thorough, and impartial investigation to corroborate the facts of the Complaint and/or gather additional information if deemed necessary.
- C. An investigation into a Municipal Ethics Complaint includes:
1. **Notification:** notifying the individual accused of the allegations made against them in the Municipal Ethics Complaint and providing them with an opportunity to respond and confront the evidence gathered;
 2. **Evidence Gathering:** collecting documentary (e.g., meeting minutes, policies, correspondence, contracts, etc.) and oral evidence (e.g. interviewing relevant individuals, witnesses, etc.) pertaining to the allegation(s).
 3. **Fact-Finding:** the Designated Complaint Recipient will analyze the evidence gathered to determine whether it is relevant and credible towards establishing the facts of the case.
 4. **Analysis:** the Designated Complaint Recipient will review their findings of fact against the Municipal Code of Ethics to determine whether a violation has occurred;
 5. **Findings and Recommendations:** the Designated Complaint Recipient must prepare a report detailing their findings of fact and conclusions regarding whether they believe the municipal officer(s) in question has violated the Municipal Code of Ethics and forward it, along with the Municipal Ethics Complaint, to the Legislative Body. If the report determines that a violation has occurred, the report must also include recommendations for appropriate disciplinary action to be taken by the Legislative Body;
 6. **Review and Decision:** If the Designated Complaint Recipient, or the Chair of the Selectboard, in the case of a Municipal Complaint brought against the Designated Complaint Recipient, determines that a violation of the Municipal Code of Ethics has occurred, they will refer the complaint to the Legislative Body. The Legislative Body will review the Municipal Complaint and the Designated Complaint Recipient's accompanying report and make a final decision. The Legislative Body's decision will be issued in writing, including a statement of the factual bases on which it was made, and send it by certified mail to the complainant and the Municipal Officer against whom the Municipal Ethics Complaint was brought. If a Municipal Complaint is brought against a member of the Legislative Body, that member should not attend or actively participate in the review or decision-making process, as such involvement would itself constitute a conflict of interest.

SECTION 6. ENFORCEMENT. Municipal Officers who are found to have violated the Municipal Code of Ethics may face the following disciplinary action:

- A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:

1. The Chair of the Legislative Body may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the Legislative Body and the Municipal Officer together constitute a quorum of a public body.
 2. The Legislative Body may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Legislative Body may admonish the offending Municipal Officer in private.
 3. The Legislative Body may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
 4. Upon majority vote in an open meeting, the Legislative Body may request (but not order) that the offending Municipal Officer resign from their office.
- B. **Enforcement Against Appointed Officers.** In cases in which the Municipal Officer holds appointed office, the Legislative Body may choose to follow any of the steps articulated in Section 5A. In addition to, or in lieu of any of those steps, the Legislative Body may choose to remove an appointed Municipal Officer from office, subject to state law.
- C. **Enforcement Against Employees.** In cases in which the Municipal Officer is also an employee of the Municipality, the Chair of the Selectboard may take any disciplinary action regarding the officer's employment, up to and including termination, in accordance with the Municipality's personnel policy. This disciplinary action would only apply to the officer's employment and not their elected office.

SECTION 7. APPEALS.

A decision of the Legislative Body may be reviewable by the Vermont Superior Court pursuant to Rule 75 of the VT Rules of Civil Procedure. An enforcement action taken against an employee may be appealed in accordance with the Municipality's personnel policy.

SECTION 8. OTHER LAWS.

This policy is in addition to all other policies of the Municipality and all applicable laws of the State of Vermont. All policies or parts of policies, resolutions, regulations, or other documents inconsistent with the provisions of this policy are hereby repealed to the extent of such inconsistency.

SECTION 9. SEVERABILITY. If any section of this policy is held by a court of competent jurisdiction to be invalid, such finding will not invalidate any other part of this policy. If any statute referred to in this policy is amended, this policy will be deemed to refer to such amended statute.

The foregoing policy is hereby adopted by the Selectboard of the Town of Cabot, Vermont this 16th day of June, 2026 and effective as of this date until amended or repealed.

Selectboard for the Town of Cabot:

TOWN OF CABOT, VERMONT
ORDINANCE FOR THE CONTROL OF DOGS & WOLF-HYBRIDS

SECTION 1: AUTHORITY

This ordinance is adopted by the Selectboard of the Town of Cabot under authority of 20 V.S.A. § 3549, 24 V.S.A. §§ 2291 (10), (14), and (15), and 24 V.S.A. Chapter 59.

SECTION 2: PURPOSE

It is the purpose of this ordinance to regulate the keeping of dogs [and wolf-hybrids] and to provide for their leashing, muzzling, restraint, impoundment and destruction and their running at large, so as to protect the public health and safety and minimize nuisances of the Town of Cabot (herein after "Town") and the quiet enjoyment of its residents' homes and properties.

SECTION 3: DEFINITIONS

For purposes of this ordinance, the following words and/or phrases shall apply:

- A. Dogs – shall mean any member of the canine species (*Canis familiaris*). For purposes of this ordinance, this term dog, wherever used, shall also include "wolf-hybrids" and "working farm dogs" except where specifically exempted.
- B. Wolf-hybrid - shall mean an animal which is the progeny of a dog (*canis familiaris*) and a wolf (*canis lupus* or *canis refus*). *Wolf-hybrid* also means an animal which is advertised, registered, licensed or otherwise described or represented as a wolf-hybrid by its owner or keeper or an animal which exhibits primary physical and behavioral wolf characteristics.
- C. Working farm dog - means a dog that is bred or trained to herd or protect livestock or poultry or to protect crops and that is used for those purposes and that is registered as a working farm dog pursuant to State law.
- D. Enforcement Officer - shall mean any Town Constable, Health Officer, Animal Control Officer, Public Safety Officer or Selectboard member.
- E. Selectboard - shall mean the elected legislative body of the Town as it may appear from time to time.
- F. Animal Control Officer - shall mean the individual or individuals as are duly appointed by the Selectboard to administer this ordinance.

G. Pound and Pound keeper - shall mean those places and those persons, respectively, designated from time to time by the Selectboard of the Town to keep dogs found by the Enforcement Officer to be violating any provision of this ordinance. For the convenience of the Town, both short-term (less than 3 days) and longer-term impoundment may be so designated.

H. Owner or keeper - shall mean any person, persons, corporations or entity who owns, harbors, keeps or permits any dog to be kept in or about their buildings or premises, and includes any person who has actual or constructive possession of a dog. The term shall also include those persons who provide feed and shelter to a dog. However, it is not the intent of the Selectboard to require a person to be responsible under this chapter for feral animals that take up residence in a building other than a person's home, even if the person occasionally provides feed to the animal(s). For the purpose of this ordinance, wherever used, the owner is to include keeper.

I. Potentially vicious dog – shall mean:

- a dog running at large that inflicts minor injuries on a person not necessitating medical attention;
- chases, threatens to attack or attacks another domestic pet or animal as defined in 20 V.S.A. § 3541;
- causes damage to personal property;
- chases a person; or
- causes any person to reasonably fear attack or bodily injury from such dog.

This definition shall not apply if the dog was protecting or defending itself, its offspring, another domestic pet or animal or a person from attack or assault or the person attacked or threatened by the dog was engaged in teasing, tormenting, battering, assaulting, injuring or otherwise provoking the dog while said persons who are in the act of trespassing upon the private property of the owner of the dog.

J. Running at large – shall mean that a dog is not:

- On a leash;
- In a vehicle;
- On the owner's premises;
- on the premises of another person with that person's permission;
- clearly under the verbal or non-verbal control of the owner; or
- hunting with the owner on owner's premises or other persons premises with permission.

K. Confinement - shall mean keeping a dog on the owner's property in an escape-proof building or enclosure approved by the Town Health Officer or Animal Control Officer; e.g., a house, garage or pen. The dog must be confined so as to not escape and not bite or expose anyone during the confinement period. The Town Health Officer or Animal Control Officer must approve conditions of confinement; for example, whether a muzzled dog may be leash-walked by an adult.

L. Quarantine - shall mean keeping a dog off the owner's property in a facility approved by the Town Health Officer or Animal Control Officer; e.g., an approved kennel or a veterinary hospital. The dog must be isolated from human or animal contact.

M. Town of Cabot – All locations within the borders of Cabot.

SECTION 4: NUISANCES

An owner of a dog shall not allow, permit, or suffer such dog to create a nuisance. The following activities shall be deemed nuisances:

- A. Running at large within the Town borders.
- B. A dog that defecates in any public area or on the private premises of another person and whose owner does not immediately remove the fecal material and dispose of it in a sanitary manner.
- C. A female dog in heat not confined to a building or other secured enclosure, except while under the direct control of the owner.
- D. A dog that disturbs the quiet, comfort and repose of others by barking, whining, calling, or howling for a continuous period of more than 15 minutes.
- E. The provisions of this section pertaining to running at large and disturbing the quiet, comfort and repose of others shall not apply to working farm dogs if:
 - 1. the working farm dog is barking in order to herd or protect livestock or poultry or to protect crops; or
 - 2. the working farm dog is running at large in order to herd or protect livestock or poultry or to protect crops.

SECTION 5: COLLAR AND LICENSE

- A. Each dog shall be licensed according to the laws of this State and shall wear a collar or harness with the current license attached. A dog that is visiting from out of state must wear a collar or harness with a current license from its home state attached. It is suggested that each dog wear a tag stating the name of the dog and the name, phone number, and address of the owner(s). A dog that is found without a collar or harness and license may be immediately impounded.
- B. A person who owns, harbors or keeps a dog more than six months old shall annually on or before April 1 have the dog registered, numbered, described and licensed on a form provided by the Cabot Town Clerk, and shall pay for the license those amounts permitted or required by 20 V.S.A. 3581, as amended . If the license fee for any dog is

not paid by April 1, its owner may thereafter procure a license for that license year by paying a fee of fifty percent more than the original fee.

- C. Before an owner shall be entitled to obtain a license for a spayed female or neutered male dog, the owner shall exhibit to the Town Clerk a certificate signed by a duly licensed veterinarian showing that the female or male dog has been sterilized.
- D. A license surcharge fee per license is mandated by the State of Vermont, which will be forwarded to the State Treasurer to be used for rabies control programs. This surcharge shall not be considered to be part of the license fee for the purpose of calculating a penalty for late payment.
- E. A license surcharge fee per license is mandated by the State of Vermont, which will be forwarded to the State Treasurer to be used for spay/neuter programs. This surcharge shall not be considered to be part of the license fee for the purpose of calculating a penalty for late payment.
- F. Before obtaining a license for a dog of six months of age or older, the owner shall deliver to the Town Clerk a certificate or a certified copy thereof signed by a duly licensed veterinarian, stating that the dog has received a current vaccination against rabies with a vaccine approved by the Commissioner, and the owner shall certify that the dog described in the certificate or copy is the dog to be licensed. The Town Clerk shall keep the certificates or copies thereof on file. The owner of any dog shall maintain a copy of the rabies vaccination form and provide it to State and Town officials upon request.
- G. Any dog impounded pursuant to this section may be released to its owner only when said dog is properly licensed with the Town and all impoundment and boarding fees are paid. Unclaimed dogs shall be disposed of in accordance with the provisions of SECTION XII herein.
- H. Pursuant to 20 V.S.A. 3590, as amended, the Selectboard shall annually certify a list of unlicensed dogs. Such list shall be given to the Town Clerk and the Animal Control Officer for licensing and further action as required by law.

SECTION 6: IMPOUNDMENT & ENFORCEMENT

- A. The violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Washington County Superior Court, at the election of the Town.
- B. Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 et seq. For purposes of enforcement in the Judicial Bureau, the Town constables, animal control officers, and Selectboard members shall be the designated enforcement officers. The enforcement officers shall issue tickets

and may be the appearing officer at any hearing.

- C. Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The Town may pursue all appropriate injunctive relief.
- D. An Enforcement Officer shall make a reasonable investigation to determine whether a violation of this ordinance has occurred when a written complaint is lodged with the Selectboard. The Selectboard after deliberation shall make the determination whether the complaint requires further investigation, and if yes, assigns an Enforcement Officer. If the Enforcement Officer reasonably concludes pursuant to his or her investigation that a dog is creating a disturbance or nuisance, he or she may impound said dog with the Pound keeper, if authorized in accordance with SECTION 6 A, B and C.
- E. A written complaint shall include a full description of the dog, including breed, size, color and other distinguishing features, which description must be sufficient for an Enforcement Officer to make proper identification. The person making the complaint must provide his or her name, address, phone number, and circumstances under which the dog was believed to be in violation of this ordinance.
- F. If no written complaint is filed, the Enforcement Officer, at his or her option, may release the dog upon receipt of payment of any impoundment fees or boarding fees which may be due. (Reference SECTION 4A)
- G. The Enforcement Officer, upon apprehending and impounding any dog, shall make a complete registry in a permanent record book, entering the breed, color and sex of such dog, and whether the dog is licensed and shall, if possible after reasonable inquiry, notify the owner. If a dog is licensed, the Enforcement Officer shall enter the name and address of the owner and number of the license tag.

SECTION 7: PENALTIES AND COSTS

- A. First offense - Impoundment & impoundment costs, boarding, enforcement officer and Town cost as well as any remedial action as required by the enforcement officer, plus any penalties as established annually by the Selectboard not to exceed **\$100**.
- B. Second offense - Impoundment & impoundment costs, boarding, enforcement officer and Town cost as well as any remedial action as required by the enforcement officer, plus any penalties as established annually by the Selectboard not to exceed **\$200**.
- C. Third offense - Impoundment & impoundment costs, boarding, enforcement officer and Town cost as well as any remedial action as required by the enforcement officer, plus any penalties as established annually by

the Selectboard not to exceed \$250.

- D. Subsequent offenses costs – any remedial action as required by the enforcement officer, and penalties as established annually by the Selectboard not to exceed \$700.
- E. For purposes of determining the sequence of offenses, second and third offenses shall be those that occur within the 12-month period of the anniversary day of the first offense. Any offense occurring after this 12-month period shall be considered a new first offense.
- F. Any owner whose dog has been impounded for its initial third offense shall provide the Selectboard with proof of satisfactory completion of a dog owner training course within 6 months of the anniversary date of impoundment. Failure to provide such certification may result in forfeiture of the offending animal.
- G. For purposes of calculating the sequence of offenses, offenses shall be counted against the owner.
- H. A waiver fee of 50% of the civil penalty to which an owner is subject to shall be assessed for those owners who admit or do not contest the ordinance violation and pay the waiver fee. The waiver fee amount and the date for acceptance of the waiver fee shall be affixed to the ticket, complaint or notice.
- I. Impoundment costs, boarding, enforcement officer and Town costs and shall be as that set by the pound keeper, enforcement officer and Town at the time of the offense.

SECTION 8: RELEASE FROM IMPOUNDMENT

- A. Upon delivery to the pound, the impounding Enforcement Officer shall notify the owner, if the dog is licensed and has identifying tags. Notice shall be sufficient if given by phone, in person or by certified mail to the dog's owner. The dog shall be held for five (5) working days from mailing of notice unless claimed earlier.
- B. If the dog is unlicensed, the Enforcement Officer shall notify the owner by certified mail or in person at the owner's resident, if known, and shall post a notice containing a description of the dog in the Town Clerk's Office for five (5) working days.
- C. If the owner does not claim the dog within five (5) working days from mailing, personal delivery or posting of the notice, the dog may be given to any person who pays the Pound keeper's fees and the cost of any necessary shots and license fees.
- D. No dog shall be released unless the owner shall first have applied for and received a valid current license, and all impoundment, boarding and license fees, and the cost of any necessary

shots, as required herein, have been paid. If the dog does not hold a valid rabies certificate, the Pound keeper will arrange to have the dog vaccinated at a service charge to the owner of the cost of the vaccination.

E. If no person claims an impounded dog on or within **five (5)** working days of the mailing, personal delivery or posting of the notice, the dog will then be transferred to the nearest Humane Society. ~~be humanely euthanized, and the Town shall pay all necessary costs incident thereto.~~

SECTION 9: OTHER

A. Any dog impounded under the provisions of this ordinance at any impoundment facility designated by the Selectboard shall be released only on payment establishment annually by the Selectboard to the Town.

B. In addition to the impoundment fees charged herein, there shall be a boarding charge of **\$20** per day, which may be increased annually by the Selectboard and paid to the pound keeper, beginning the day the animal is accepted , during which the dog is impounded .

SECTION 10: IMPOUNDMENT & QUARANTINE.

1) Any Enforcement Officer may impound or cause the confinement or quarantine of any domestic pet or wolf-hybrid when:

- a. It is suspected of having been exposed to rabies;
- b. It is believed to have been attacked by another animal which may be rabid;
- c. It has been attacked by a rabid animal;
- d. It has an unknown rabies vaccination history;
- e. It has bitten a person.

2) In the event that a domestic pet or wolf-hybrid is impounded under this section, the owner or keeper, if known, shall be notified within 24 hours. Notification may be accomplished by in-person communication, by telephone call, email or by written statement sent to the last known address of the owner. If the owner or keeper's address is not known, notification may be posted in the Town Clerk's Office and other usual places for public notice for a one-week period.

3) Any domestic pet or wolf-hybrid which is considered a rabies suspect, or is suspected of biting a person, shall be managed in accordance with the rules of the Vermont Department of Health and the provisions of 20 V.S.A. Chapter 193, Subchapter 5, as amended . Any dog suspected of rabies will be quarantined at an approved location unless the Animal Control Officer, Town Health Officer, or Selectboard feels that confinement by the owner is appropriate.

4) The owner or Town; if the owner is not identified, of any domestic animal or wolf-hybrid that is a suspect rabid animal, as defined in this section, which is confined or quarantined, or euthanized for the purpose of testing for rabies, shall be responsible for all costs associated with said confinement, quarantine, euthanization and the rabies testing.

- 5) The Town of Cabot shall not be responsible for damages incurred in euthanization and rabies testing, or be liable for the value of such animals.

SECTION 11

INVESTIGATION OF BITES BY DOMESTIC PETS OR WOLF-HYBRIDS

1) When a domestic pet or wolf-hybrid has bitten a person while the domestic pet or wolf-hybrid is off the premises of the owner or keeper; and the person bitten requires medical attention for the attack; or visible scratches or punctures remain on the skin, such person may file a written complaint with the Selectboard . The complaint shall contain the time, date and place where the attack occurred, the names and addresses of the victim or victims and witnesses, and any other facts that may assist the Selectboard in conducting its investigation required by subsection (2) of this SECTION.

2) The Selectboard, within seven (7) calendar days from receipt of the complaint, shall investigate the charges and hold a hearing on the matter. If the owner or keeper of the domestic pet or wolf-hybrid which is the subject of the complaint can be ascertained with due diligence, said owner or keeper shall be provided with a written notice of the time, date and place of hearing and the facts of the complaint.

3) If the domestic pet or wolf-hybrid is found to have bitten the victim without provocation, the Selectboard shall make such order for the protection of persons as the facts and circumstances of the case may require, including, without limitation, that the domestic pet or wolf-hybrid is disposed of in a humane way, muzzled, chained or confined. The requirement of any such order shall not conflict with the requirements of SECTION 6, sub-section C. The order shall be sent by certified mail, return receipt requested. A person who, after receiving notice, fails to comply with the terms of the order shall be subject to the penalties provided herein.

SECTION 12

RIGHT TO EUTHANIZE DOGS OR WOLF-HYBRIDS

1) Section 3545(a) provides that a person may kill a domestic pet or wolf-hybrid that suddenly assaults him or her or when necessary to discontinue an attack upon the person or another person provided that the attack or assault does not occur while the domestic pet or wolf-hybrid is restrained, within an enclosure containing the domestic pet or wolf-hybrid, or on the premises of the owner.

2) A dog found wounding, killing or worrying another dog, a domestic animal or fowl may be euthanized when the attendant circumstances are such that the killing is reasonably necessary to prevent injury to the animal or fowl which is the subject of the attack. 20 V.S.A. 3545(b)

SECTION 13
REPEAL OF PRIOR ORDINANCES

Any Animal Control or Dog Ordinance previously adopted by the Town of Cabot is hereby amended by deleting such ordinance in its entirety upon the effective date of the ordinance as set forth below pursuant to 24 V.S.A. §1971 et seq., as amended. This ordinance supersedes the existing ordinance enacted May 15, 2013.

SECTION 14
EFFECTIVE DATE

This Ordinance shall be effective upon adoption by the Town of Cabot Selectboard. If a petition is filed under 24 V.S.A. § 1973, that section shall govern the taking effect of this Ordinance.

SECTION 13
SEVERABILITY

If any part or portion of this Ordinance for the Control of Dogs shall be held invalid, such part shall be deemed severable, and the invalidity of the part shall not affect the validity of the remainder.

Signed this _____ day of _____, 2026 by the Cabot Selectboard.

Selectboard Chair

Selectboard Vice-Chair

Selectboard member

Selectboard member

Selectboard member

Town of Cabot Grant Policy

Purpose: To ensure that all grants are administered according to the requirements of the particular grant program, and to ensure accurate reporting of grant activity to federal, state and granting agencies.

Applies to: All town departments, committees or other organizations applying for municipal grants.

Responsibilities:

1. The department applying for the grant must appear before the Planning Commission with a grant proposal in writing and be prepared to make this proposal to the commission before any grant application is submitted. The proposal must detail the Purpose, Scope, Impact, Administration and Implementation plan. An appropriate time frame must be allowed for the Planning Commission Selectboard to thoroughly research all aspects of the proposed project. The Selectboard Planning Commission will decide if this is a project that is compatible with the town plan and will advise the Planning Commission if needed, will review the economic benefits or negative impacts it might create, etc.. The Selectboard Planning Commission with will either approve or deny the application. If the grant proposal is deemed worthy, the planning commission chair will bring it it will be presented before the town Select Board at a regularly scheduled select board meeting for discussion and final approval. ~~** If denied, there should be a process to either appeal or reapply**~~
2. If approved, the department or organization is responsible for preparing reports of grant activity and submitting all documentation to the Planning Commission Chair, the Selectboard members and the Town Clerk & Treasurer. The Treasurer is responsible for tracking expenditures and reimbursements, for maintaining the financial records for each grant. The Treasurer is responsible for preparing the annual State of Vermont Subrecipient Monitoring Report.
3. A public hearing may be held if deemed necessary.

Internal Control Concerns/Considerations:

- ~~Planning Commission & Selectboard~~ ensures that the proposed grant funds will not be used to supplant ~~(replace is a better word)~~ State or local funding.
- Selectboard signs the grant application and acceptance forms.
- Grants' management, including compliance and reimbursement requests, is the responsibility of the departments with specific reporting requirements to the grantor and the Treasurer.

Conflict of Interest:

No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

1. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The officers, employees, and agents of the Town may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. Violation of this policy will result in disciplinary actions as outlined in the Town's personnel policy.

Procedure:

1. Grant Application & Approval

- A. Town departments or organizations seek approval from the town to apply for grants that will benefit the town. Proposal submitted to the Planning Commission who then presents it to the Selectboard.
- B. Departments will complete and submit the application to the Town, signed by the appropriate Board or their designee.
- C. A copy of the budget used to develop the application will also be submitted.
- D. If awarded, the department will forward a copy of the signed grant agreement information form.

2. Creation of Grant Files & Recordkeeping:

- A. The Treasurer will create a new general ledger account and/or pay codes as needed to record the grant activity separately from regular expenses in the general ledger. The general ledger account description will identify the grant funding name and year.
- B. The Treasurer will maintain a report file for all grant activity from inception to closure.
- C. Grant files will be maintained for a minimum of 10 years after the grant is closed.

3. Grant Expenditures:

- A. All grant purchases must follow both the Town's Purchasing Policy, and procurement standards defined by the grantor (refer to grant agreement). If the grant is funded with federal funds, the purchases must follow the Town's Procurement Policy for Grant Programs.
- B. Hiring of contractors must follow the procurement standards defined by the grantor (refer to the grant agreement). If the grant is funded with federal funds, the hiring must follow the Town's Procurement Policy for Grant Programs.
- C. Except in the case of an emergency, no contractor may begin work until the Town has received a certificate of insurance and a complete W-9 form.

- D. Departments must use the attached reporting forms to document use of employee labor, use of Town equipment and materials.
- E. Departments must use the attached forms to document volunteer labor and donations. Volunteer labor will be accounted for according to their particular grant agreement, but in general a person who is performing their regular and customary work will be allocated at their customary rate: a person doing similar work that is outside their customary field will be allocated at minimum wage.
- F. When competitive bids are sought or advertised, the department will document the bid process and provide copies of all bid documents and bid results to the Treasurer. These records will include rationale for the method of procurement, selection of contract type, contractor selection or rejection and basis for the contract price.
- G. Invoices must be approved by the appropriate department head and must clearly state which grant the expense falls under.
- H. The Treasurer will compare the invoice to the scope of work and budget as defined in the grant agreement.

4. Interim Activity: request for reimbursements and recordkeeping

- A. Departments will prepare the report/request for reimbursement to the grantor by the grant agreement and deliver it to the Treasurer. The Treasurer will submit the reimbursement request with necessary documentation.
- B. The Treasurer will match up the reimbursement ACH deposit (or check received) with the grant request and ensure the proper revenue lines are credited.
- C. If the Treasurer discovers a discrepancy, an error in the general ledger coding, or incomplete paperwork, the department will be alerted ~~to the problem~~ and the Treasurer will work with the department to resolve it.
- D. In turn, if the department discovers an error or discrepancy, they will notify the Treasurer immediately.

5. Year-End Reporting

- A. At the beginning of each fiscal year, the Treasurer will review each open grant and prepare a list of income and expenditures under the grant and send it to the department or grant contact.
- B. The department will confirm the expenditure.
- C. The Treasurer will prepare the annual State of Vermont Subrecipient Monitoring Report after all grant files are reconciled.
- D. If more than \$750,000 of federal funds are to be expended during a year, a Single Audit will be required.¹

6. Final Reports & Close Outs

- A. Departments will notify the Treasurer when all grant requirements have been met at the closure of the grant.
- B. The department will prepare the final request/report for the final reimbursement and submit it to the Treasurer.
- C. The Treasurer will submit the final report and final reimbursement request with required documentation attached.

7. Securing and reporting grant-funded assets.

- A. Departments are responsible for tagging and securing assets purchase with grant funds per grantor agreements
- B. Grant-funded **Town Capital Assets** must be reported on the list of Town Assets in the Town Report.
- C. Capital assets are defined as a single asset over \$5000 in value or a group purchase over \$5000

The Foregoing Policy is hereby adopted by the Selectboard of the **Town of Cabot, Vermont** this _____ day of _____ ~~2026~~**19** and effective as of this date until amended or repealed.

Selectboard Signatures:

Cabot Grant Information Form

Town Department or Organization: _____

Grant Name: _____

CFDA# _____ Federal Grant # _____

State of Vt. Grant # _____

State Agency: _____

Date of Application: _____

Name and Address of Grant Writer: _____

Date of Submission to **Selectboard Planning**
Commission: _____

Approved: Yes, No Date of approval or denial: _____

Date of Submission to Selectboard: _____

~~Approved: Yes No Date of approval or denial: _____~~

Grant Purpose and Description: _____

Attach documentation as necessary

Total Project Cost: _____ Grant Amount: _____

Amount of Matching Funds: _____

Matching funds paid by: Town Organization (circle one) Name: _____

Please answer the following questions

Will town Labor or town equipment be used? Yes No

If yes, please document and give it to Treasurer.

Will equipment be rented or town materials be used? Yes No

If yes, please document and give it to Treasurer.

Will this grant be used to purchase Assets? Yes No

If yes, please document and give it to Treasurer. Procurement procedures specified by the grant agreement must be followed and documented as well as the Town's purchasing and reimbursement policy for grant programs.

Will Contractors be hired for this project? Yes No

If yes, please document and give it to Treasurer. Procurement procedures specified by the grant agreement must be followed and documented as well as the Town's purchasing and reimbursement policy for grant programs. No work may begin until the contractor has provided the Town with a certificate of insurance and W-9.

Will Volunteer Labor be used? Yes No

If yes, please document and give it to Treasurer.

Will Donations be used? Yes No

If yes, please document and give it to Treasurer.

~~Attached are all necessary reporting sheets.~~

Cabot Resilience Hub

Please share a brief, narrative history of your coalition/hub:

Since the 2023 floods in Cabot, residents, volunteers, and local experts have been actively engaged in resilience and recovery efforts. Community members have contributed to planning for a future public safety building, advancing flood-hazard mitigation strategies, and strengthening emergency preparedness and response. This work revealed both strong local capacity and ongoing gaps-particularly in coordination, baseline resilience, and equitable access to information and resources.

In response, the Cabot Community Association (CCA) initiated the development of the Cabot Resilience Hub, recruiting key coalition members and providing early organizational support. Hub members are knowledgeable about Cabot's strengths and vulnerabilities; willing to invest time in meetings and progress review; committed advocates for resilience planning; and prepared to continue working together beyond the grant period.

CCA, a 501(c)(3) nonprofit, has extensive experience launching and sustaining community initiatives, including Cabot Arts, the Cabot Children's Center, Cabot Harvest Hub, the Economic Development Workgroup, and The Cabot Chronicle. With CCA's support, the coalition expanded outreach and partnerships and identified shared resources.

Together, the Cabot Resilience Hub is positioned to strengthen the people, systems, and practical tools that support everyday wellbeing and preparedness before, during, and after future disruptions.

Please detail the following information for your key coalition members:

Organization, Business, or Individual Name Role each coalition member will play. Additionally, please clearly indicate if any members are submitting separate applications for this funding:

Peg Elmer Hough - Cabot Flood Resiliency Task Force

Peg has been engaged in community resilience work in Cabot since Hurricane Irene. She is the founder of Community Resilience Organizations of VT and has long advocated for establishing a Resilience Hub in Cabot. Peg brings deep institutional memory, extensive statewide relationships, and practical expertise in emergency shelter operations and preparedness, grounding this work in decades of lived learning.

Gary Gulka - Cabot Flood Resiliency Task Force

Gary brings long-standing experience in environmental stewardship and local governance, having worked with the Vermont Agency of Natural Resources and served as chair of Cabot's Conservation and Trails Committees. During the 2023 and 2024 floods, he played a central role in response and recovery efforts, helping translate lived experience into strategies for climate adaptation, infrastructure improvement, and long-term resilience.

Jeanne Johnson - Editor, The Cabot Chronicle

Jeanne serves as a vital bridge between the Resilience Hub and the broader community. A veteran and long-time Cabot resident, she supported VTrans during Hurricane Irene and assisted with prevention protocols at Cabot Creamery during the pandemic. As editor of The Cabot Chronicle and a Town Lister, she supports information flow, trust, and shared understanding during disruption.

Cyndy Phillips - Executive Director, Neighbors in Action

Cyndy brings experience in resilience planning, food security, and operational coordination, including prior work in Orlando, Florida. Neighbors in Action serves marginalized communities, including older Vermonters, people with low incomes, and formerly incarcerated individuals. In 2023, NIA partnered with World Central Kitchen and others to provide food for flood-affected households and volunteers.

Kathleen Hoyne - Co-Director, Cabot Public Library

Kathleen has long worked at the intersection of learning, connection, and community care. Previously involved with the Cabot Coalition and founder of the Cabot Mentoring Program, she brings strong local relationships and experience coordinating volunteers. The library functions as a trusted space for learning, skill-building, and access-especially for residents experiencing isolation or marginalization.

Johanna Thibault - Harry's Hardware/The Den

Johanna is a local business owner and CCA board member. Harry's Hardware, The Den, and Backstairs function as trusted gathering spaces where people meet, plan, and connect. Located on Main Street, Harry's Hardware provides discounted office space for the CCA and Resilience Hub, embedding coordination in everyday community life.

Meriah Nunn - CCA Outreach Coordinator

Meriah is a Cabot native who recently returned home and helped catalyze the Resilience Hub after witnessing the lasting impacts of climate-related events. Her belief in the model,

commitment to learning, and deep care for her neighbors have been central to advancing this work within the CCA.

Please indicate how your proposal will work towards addressing community-wide needs that are currently unmet from the list below. Select all that apply:

Emergency Preparedness & Response: Emergency preparedness kits Household emergency supplies	Food and Water: Backup food supply Community food infrastructure Water supply and storage Community meals	First Aid & Medical Connecting with first responders A list of local emergency response numbers in case of a 911 outage
Power Supply: Emergency/backup power	Warming & Cooling Shelters: Warming/cooling shelter supplies Identifying day use shelter spaces Develop food systems for day shelters	Vehicles and Equipment: Shared use vehicles Heavy equipment directory
Sanitation & Hygiene: Handwashing, toilets, showers	Populations with specific needs: Children, childcare, and youth engagement with disaster Senior citizens People with mobility challenges and other disabilities (Im)migrant populations with Limited English Proficiency Farm animals and livestock	Community Emergency Response Plans: Before disaster During disaster Planning for other kinds of climate disasters Public health emergencies
Volunteer Management: Recruiting volunteers Setting up volunteer shifts Managing volunteers	Flood Recovery Supplies: Managing flood site and survivor information Managing flood recovery supplies	Mutual Aid: Identify mutual aid networks Support mutual aid and neighbor to neighbor activities
Financial Resources: Directory of people and organizations that can receive and administer grants, loans, and other financial resources	Basic Needs: Community food production Directory of local farmers and producers Community meals and food distribution Hygiene: Public Showers	Shared tools: Internet and phone access

Identify local organizations or people who have skills in making funding proposals Convene meetings with local, state and federal government, regional planning commissions, and long-term recovery groups about funding needs	Ridesharing and carpooling Network of community physical or mental health workers Network of herbal support and alternative medicine practitioners	
Community Building: Local and regional governance and coordination Identifying institutional allies Business directory Tradesfolk directory Community spokespeople Third spaces Skill-building workshops Fun activities that build community	Other:	

Please indicate if your proposal directly addresses the needs of the following groups:

Agricultural Sector	Yes No
Black/African-American, Brown, Latinx, Asian, Pacific Islander, and Indigenous communities and Native nations	No
Disabled, chronically ill, or psychiatric survivors	No
Unhoused or Precariously Housed Population	No
Older Vermonters	Yes
Formerly incarcerated individuals	Yes
Immigrants, regardless of immigration status	Yes
LGBTQIAP+ individuals	No
People living with low or very low incomes	Yes
Outdoor laborers	Yes
Recent graduates of the foster care system	No
Women/Femmes, Gender Fluid or Non-binary individuals	No
Young People	Yes
Survivors of Domestic Violence/ Families in Flight	No

Goals: What are your project goals for the grant year?

Ultimately, our goal is to strengthen resilience-as-practice-building habits of connection, shared responsibility, and collective memory that sustain access, care, and coordination over time. By investing in community, we approach resilience not as a checklist or emergency plan, but as a lived system, practiced together in everyday life.

We have 2 measurable goals:

- Review all prior learning by our partners from 2023 flood and begin identifying priorities, resources and needs for infrastructure resiliency and
- Build physical and relational environments where people come together regularly to share stories, skills, lived experience, community meals, and art. Connection and shared space are not supplemental to resilience; they are the conditions for care.

When people know one another, recognize familiar faces, and understand how support flows through their community, resilience becomes part of daily life rather than a plan pulled off the shelf. We do this by co-creating shared ways of holding and passing knowledge-practiced together over time, across generations, and between neighbors. Through these practices, our most reliable infrastructure is generated in relationship: cultivating roles rooted in responsibility to one another and an ongoing practice of care.

The following activities embed resilience into everyday life through shared practice, collective memory, and relationships that continue to function even when formal systems or technologies do not.

Activities: What are the primary activities of your initiative?

Expand our coalition, recruit volunteers & create a database of skills, knowledge & resources. Assess flood experience-create an operation manual for future events & identify needs.

Host regular, low-barrier gatherings-community meals, skillshares, & storytelling events, that create space for connection, learning, & surfacing needs.

Facilitate community storytelling and art projects to capture experiences of care and adaptation, allowing lived knowledge to circulate across generations and neighborhoods so access to information, care & resources continue even during disruptions.

Support Neighbor-to-Neighbor (N2N) networks organized by road or housing cluster, with light-touch check-ins, phone trees, and designated connectors that help information & care move through existing social ties.

Create access to shared physical & relational space by activating trusted community locations as sites for information-sharing, connection, warming/cooling, and skill-building.

Steward community knowledge through ongoing conversations, events, & partner collaboration-translating what is learned into simple, shared tools such as directories, contact lists, and preparedness guidance.

Integrate food resiliency through pantry rotation, community meals, gardening, & food-related skill-shares that function both as practical support and foundational mutual care.

Shared directories, phone trees, and simple everyday practices make it easier to give help, ask for help, and know where to go.

Timeframe: When will you start your project? How long do you estimate it will take to complete your first goals/milestones?

The Cabot Resilience Hub will start on July 1.

Our first goals are to:

1. Build community capacity to promote resilience
2. Coordinate emergency support function to serve all community members.

We expect to complete the activities associated with Goal 1 by the end of September. Goal 2 we aim to have the work completed by the end of the calendar year, so we can add any items that need to be voted on to the Town Meeting Day warning.

Milestones for progress include:

Announce award to community and begin recruiting new volunteers.

Hire and onboard the RH Community Coordinator and Community Knowledge Steward.

Convene the first Resilience Hub meeting and set a regular meeting schedule, establish ground rules, leadership roles, communication plan/s and decision-making process.

Conduct Community Resilience self-assessment tool.

Training for all partners on the Community Resilience Hub Model & toolkit and LAOB.

Identify and review all prior learning by our partners from 2023 flood related to resiliency, response and recovery.

Create communication plan for during & after an emergency.

Create RH online presence.

Submit monthly articles to The Chronicle on the Hub, resiliency.

Events hosted by member organizations to meet residents & promote RH.

Recruit & train N2N leaders.

Draft of skillshare ideas, potential leaders & schedule.

Draft of storytelling and arts projects to be facilitated by our Hub partners.

Draft a food resilience plan for emergencies.

Partnerships: Include a brief description of the organizations, businesses, individuals, and local and/or state institutions you will collaborate with.

- In addition to the project partners identified in Q5 we will also work with:
- VT League of Cities and Towns-workshops and consulting advice for towns including storm readiness & traffic control.
- Central VT Regional Planning Commission-assistance for addressing climate change, clean energy, emergency management, resilience and local food systems.
- VT Emergency Management & American Red Cross-training and resources for planning and disaster preparedness skills.
- VT Council on Rural Development-meeting facilitation and training for local leaders on building local projects and systems.
- VT Department of Health, Climate & Health Program-tools to identify and address health impacts of climate change, including air quality, extreme heat and mental health.
- Team Rubicon-a veteran-led international NGO specializing in disaster response that helps communities develop and carry out preparedness plans.
- Washington Co. Mental Health & Farm First-mental health resources and training workshops to address community mental health.
- Caledonia Central SU-assist in integrating school emergency management plan and emergency communication.

- VT Relief Collective-resources to ensure inclusion of people of color in work around land, environment, agriculture, and foodways.
- UVM & VSU students to help with projects.
- Capstone Community Action-support to individuals and families including emergency food, heat assistance, housing counseling and homelessness intervention.

What needs or gaps does this initiative address?

This initiative addresses a core gap in community coordination & shared access to information, care, and resources. While Cabot has trusted organizations, volunteers, and informal support networks, these efforts are often siloed, hard to navigate, or dependent on individual knowledge. This creates barriers for residents-especially elders, disabled and low-income neighbors, and those facing housing or transportation challenges-who may not know where to go, who to call, or how to access help during everyday needs or disruptions.

Our project addresses this gap by investing in people and systems that connect what already exists. Rather than creating new facilities, this initiative shares infrastructure for coordination, wayfinding, & neighbor-to-neighbor support. It strengthens food resiliency, preparedness, and mutual aid by making information easier to find, relationships easier to activate & community care more reliable and accessible before, during, and after disruptions.

The time is right in Cabot to reimagine systems and build a movement that will deliver a safe, equitable, and thriving future for our town. We have an incredible cadre of knowledgeable and experienced individuals in our Cabot at this moment in time. People who assisted during the pandemic and in flood response and recovery and those with professional backgrounds and expertise to create a strong Resiliency Hub. If we don't act now, we risk losing the opportunity for effective succession planning.

How will your proposal help increase diversity, equity, access, and inclusion in the communities participating in your hub?

This proposal advances equity and inclusion by centering access, lived experience, and low-barrier participation in the design and operation of the Resilience Hub.

Rather than assuming equal access to technology, transportation, or formal systems, the Hub intentionally meets people where they are. The goal is to address known gaps & needs, using multiple pathways to information, care, and participation, and identify currently unknown gaps.

Equity is built through practical design choices: printed and offline resources alongside digital tools; stipends and micro-grants that compensate lived expertise; trusted spaces that are already familiar and accessible; and relationship-based outreach through neighbors, elders, and community connectors. Food resiliency, neighbor-to-neighbor care, and preparedness activities are designed to reduce disparities by prioritizing those most impacted by isolation, fixed incomes, disabilities, or climate-related risks.

By shifting from "who shows up" to "how systems show up for people," the Resilience Hub will help widen participation and ensure community resilience efforts reflect the diversity of lived experiences in Cabot.

How will you address participation barriers (accessibility, language, location, etc.) different community members face?

Participation barriers are addressed through intentional design and ongoing adaptation and iteration. The Resilience Hub uses plain language, multiple formats (online/ offline), and trusted locations to reduce reliance on any single tool or schedule or access method.

Information is made available through Community Directories, phone trees, and in-person touchpoints, recognizing that not all residents use the same tools or platforms.

Meetings and activities are hosted in accessible, familiar spaces such as the Library and other community locations, with attention to mobility, transportation, and sensory needs. A virtual option will be available when appropriate. Light-touch events (meals, storytelling, skill-shares) lower social barriers and allow participation without long-term commitment.

Stipends, childcare, translation, and accessibility accommodations are used when needed to support equitable engagement.

We will rely on partners and participants to provide feedback and recommendations to continually identify barriers and adjust formats, timing, and outreach so participation remains welcoming and realistic.

How do you envision your project will engage and empower more people to participate in local planning, resource management, and resilience?

Our Resilience Hub will engage people by meeting them where they already are and work within existing community habits, offering residents multiple, accessible entry points- shared meals, skillshares, storytelling, community art, Neighbor-to-Neighbor (N2N) connections, and hyper-local resources-where people already gather and contribute, and where local knowledge and priorities naturally surface.

Those with lived experience are invited to facilitate, skill-share, coordinate, advise and are compensated for their work. N2N connectors support light-touch check-ins and help identify access needs, reduce isolation, strengthen informal care networks, and help shape shared norms to engage residents in the project.

Training and activities will be held in settings to help attract youth, young adults and new residents to participate in planning and resilience activities.

The Resilience Hub staff will facilitate engagement by ensuring insights and decisions are documented, accessible, and shared, so that knowledge accumulates rather than disappearing with individuals.

By organizing around trusted relationships, spaces, and practical tools, the Hub builds shared ownership and confidence-helping people see local planning, resource management, and resilience as things neighbors do together over time, at the speed of our wellbeing and through our mutual care.

What is the plan for ongoing funding and sustainability once the grant year is completed?

Our approach to sustainability is to build durable, low-cost community infrastructure rather than stand-alone programs. By investing in coordination, documentation, and shared tools, the Resilience Hub strengthens how existing community efforts work together day-to-day and during disruptions. This reduces duplication, supports mutual aid across sectors, and lowers the cost of ongoing participation.

Long-term viability comes from integration rather than expansion.

Resilience Hub practices are embedded within existing CCA and town operations, partner workflows, and community norms, evolving on how Cabot already shares community information, care, and resources. Shared directories, templates, and coordination rhythms reduce administrative burden while strengthening collective capacity.

As systems become familiar and trusted, leadership and responsibility can be distributed across peers, volunteers, and partners. Staffing needs may evolve or be shared and supported through a mix of local funding, small grants, municipal partnerships, and in-kind contributions. The Resilience Hub is intentionally adaptable, scaling activity up or down based on real community need so it remains useful and trusted beyond the grant period.

Community Resilience Hub Award Budget

Organization/Project Name: Cabot Resilience Hub

Project Period: July 1, 2026 -June 30, 2027

Total Amount Requested: \$45,640

PERSONNEL

No	POSITION	SALARY	% of TIME	TOTAL COST
1	RH Community Coordinator	11,000.00	100%	\$ 11,000
2	RH Community Knowledge Steward	11,000.00	70%	\$ 7,700
3	CCA Executive Director	18,000.00	25%	\$ 4,500
4	Other-Employer Tax Liability	23,200.00	7.65%	\$ 1,628
5	Other- Phone/Internet reimbursement			\$ 840
	Total Personnel Costs			\$ 25,668

DIRECT PROJECT COSTS

No	EXPENSE ITEM	COST per UNIT	NO of UNITS	TOTAL COST
1	Equipment	500	1	\$ 500
2	Supplies	\$	0	\$ 8,500
3	Travel	0.725	720	\$ 522
4	Training/Workshops	\$	0%	\$ 300
5	Marketing/Outreach			\$ 1,270
6	Venue Rental	\$	0	\$ -
7	Community Stipends			\$ 8,030
	Total Direct Costs			\$ 19,122

INDIRECT COSTS

No	EXPENSE ITEM	RATE, %	BASE AMOUNT	TOTAL COST
1	Admin Overhead			\$ 250
2	Utilities			\$ -
3	Office Space	50%	1200	\$ 600
4	Other (Insurance)			
	Total Indirect Costs			\$ 850
	Total Project Cost			\$ 45,640

Community Resilience Hub Award Budget Narrative

Organization/Project Name: Cabot Resilience Hub

Project Period: July 1, 2026 -June 30, 2027

Total Amount Requested: \$45,640

PERSONNEL

No	POSITION	TOTAL COST	DESCRIPTION
1	RH Community Coordinator	\$ 11,000	Leads community outreach and volunteer recruitment, RH meetings, Neighbor-to-Neighbor (N2N) networks, Skillshares organization, other organizational tasks with a focus on community and individual resiliency needs. This is a part-time position and salary is determined at 40hr x 11mo x \$25/hr
2	RH Community Knowledge Steward	\$ 7,700	Documents activities and decisions; creates and maintains the Community Directory, website, shared tools, and reporting and assistance to Coordinator. This is a part-time position and salary is determined at 36hr x 12mo x \$25/hr x70%
3	CCA Executive Director	\$ 4,500	Supporting responsible stewardship of public funds, provide Hub oversight, staff supervision, community connections and history to assist Coordinator and allow for a quick onboarding. Facilitate coalition meetings to establish Hub. Expertise to focus on infrastructure resiliency needs. \$18,000/yr x 25%
4	Other-Employer Tax Liability	\$ 1,628	Employer tax liability for staff costs associated with this project, \$23,200/annumx7.65%. \$147 to be paid by CCA.
	Other- Phone/Internet reimbursement	\$ 840	A monthly stipend for Coord and Steward for phone and internet, \$40/mo.
	Total Personnel Costs	\$ 25,668	

DIRECT PROJECT COSTS

No	EXPENSE ITEM	TOTAL COST	DESCRIPTION
1	Equipment	\$ 500	Refurbished laptop computer for Coordinator.
2	Supplies	\$ 8,500	Microgrants to be awarded to partners or Hub Spokes for Resiliency Hub approved expenditures (i.e. power banks, tools, etc.)(\$500*8), Light touch meals/gatherings (\$250x10), Preparedness items & direct household supports (e.g., flashlights, batteries, radios, medication organizers, shelf-stable food) distributed through RH coordination (\$1,200), Supplies for Skillshare events (Up to \$800, additional funding provided by CCA)
3	Travel	\$ 522	Mileage for staff and N2N or Skillshare leaders 60mi/mox12x0.725/mile

4	Training/Workshops	\$ 300	Partial funding to pay for facilitators for training on Hub model and resilience. Additional costs to be paid by the CCA.
5	Marketing/Outreach	\$ 1,270	Printing costs (\$25/mox12=\$300), Articles and outreach in The Chronicle (\$50/mox12=\$600), Costs associated with RH web presence (\$370)
6	Venue Rental	\$ -	
7	Community Stipends	\$ 8,030	Community stipends for skillshare leaders (\$130/sessionx31sessions) & N2N leads (\$50/mox10mox8 leads) adhere to LivedPay Guidance.
	Total Direct Costs	\$ 19,122	

INDIRECT COSTS			
No	EXPENSE ITEM	TOTAL COST	DESCRIPTION
1	Administrative Overhead	\$ 250	Professional services to provide bookkeeping, payroll, tax filings, grant compliance and documentation systems.
2	Utilities	\$ -	
3	Office Space	\$ 600	The CCA will share office space with the RH staff. \$100/mox12mox50%
4	Other (Insurance)		
	Total Indirect Costs	\$ 850	
	Total Project Cost	\$ 45,640	



June 4, 2026

Town of Cabot
Attn: Selectboard & Gary Gulka, Cabot Flood Resiliency Task Force
3084 Main Street
Cabot, Vermont 05647

RE: Cabot North Tributary Bridge Replacement
East Engineering Proposal

Dear Cabot Selectboard and Mr. Gulka,

East Engineering is pleased to submit this technical proposal package to the Town of Cabot regarding the proposed bridge project on Main Street that crosses the North Tributary of the Winooski River. I will be the principal individual working on this project and have several subconsultants, which are described in subsequent sections of this proposal.

Attached to this cover letter are the required sections detailed by the request for proposal that was issued by the Town. If the Town has any questions or would like any additional information, please don't hesitate to ask. Thank you in advance for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Billingsley".

Tyler Billingsley, P.E.
Engineer / Owner

TOWN AUTHORIZATION TO PROCEED

Signature / Title / Date: _____



FIRM OVERVIEW

East Engineering is a civil engineering consulting firm located in Richmond, Vermont. Opening in 2016, the primary market served by East Engineering is municipal infrastructure work – road, roadway structures, and water/sewer/stormwater projects.

East Engineering is dedicated to providing high quality and cost-effective civil engineering solutions for infrastructure improvements throughout Vermont.

East Engineering has experience and relationships working with contractors, material suppliers, testing agencies, and regulatory agencies throughout Vermont. East Engineering has worked with several nearby municipalities (Worcester, Marshfield, Richmond, Fayston) on similar Town highway/flood infrastructure projects, including several FEMA sites and is currently working on the Lovely Road bridge replacement project in Cabot.

GENERAL APPROACH AND VARIANCES

East Engineering takes a detailed and hands-on approach to each Town highway project. As a sole proprietorship, all aspects of the project are through one principal engineer (Tyler Billingsley, PE) which leads to better efficiency and a more streamlined project. As the Town will be using and maintaining the replacement structures for decades to come, I work closely with Town personnel to ensure that the project designed meets their operational needs, expectations, and is as low maintenance as possible.

General Variances/Assumptions/Clarifications from the RFP

- The project is not located in a State highway right-of-way therefore does not need to be drafted in Microstation or follow the Microstation VTrans CADD standards.
- An Archaeological Resource Assessment (ARA) and Historic Resource Review (HRR) have been completed by the Town and are not included in this proposal. If any regulators require additional archaeological investigations as part of the permitting process, it is assumed that the Town will have their consultant revise their findings as necessary.
- Town of Cabot will obtain approvals from adjacent landowners to allow survey/engineering work to be completed on their property (outside of the Town right-of-way).
- The hydraulic model (HEC-RAS) completed by SLR will be available to East Engineering.
- A sidewalk on one side of the proposed structure is acceptable.
- The existing watermain and sewer main/manhole are directly next to the existing bridge – it is likely that one or both will need to be moved (permanently or temporarily) for the new bridge. East Engineering will complete the design and incorporate the utility work into the overall design.



- Lighting for the new bridge is preferred – one light pole per corner will be acceptable to the Town.
- The Town of Cabot will be the primary contact with landowners for both permanent and temporary easements. East Engineering will provide technical assistance/easement areas, and details to landowners as needed/requested.
- All permitting fees to be paid by the Town.
- East Engineering will put the projects out to bid at the direction of the Town, when they are satisfied with all regulatory/funding agency review and feedback, and after permits/easements are obtained.

SCOPE OF WORK

East Engineering will work with Cabot to ensure the project meets the needs and requirements of the Town and is constructed to meet or exceed current codes/standards/hydraulics, as well as the VTrans Standard Specifications for Construction. East Engineering will adhere to the Scope of Work Task Items requested in the Town of Cabot RFP, Task 1 (Preliminary Design) through Task 5 (Timeline). In addition to Tasks 1-5, East Engineering has added Task 6 (Bid Phase) and Task 7 (Construction Administration/Inspection/Testing). Task clarifications/revisions are noted below:

Task Item 1, Preliminary Design

- o Given the size and location of the proposed structure, geotechnical borings are warranted. It is anticipated that a minimum of one, and up to four borings will be completed. For the purposes of this proposal, it is assumed that a shallow foundation system will be acceptable – if a deep foundation system (driven piles, drilled shafts, micropiles, etc.) is required, this will be discussed with the Town.
- o Based on discussions with the Town, and the proximity of the existing houses, a temporary bridge or lane on this site will be extremely challenging and costly. It is assumed that the project site will be detoured during construction – because of this likely detour and the impacts to the Town, an expedited construction schedule and sequence will be engineered (modular bridge components, precast sections, etc.).
- o It is understood that the initial work completed by SLR is for a 50' span bridge that raises Main Street approximately 4 feet from the existing grade, and includes ~8% approaches on each side. East Engineering plans on reviewing the hydraulics previously completed and may make adjustments to both span and height adjustments – adjustments will be reviewed with the Town.

Task Item 2, Final Design

- In addition to the proposed bridge, a debris system is planned for the inlet/upstream side of the bridge. This will be reviewed with regulators to ensure that applicable codes/standards are maintained.

Task Item 3, Bid Announcement/Bid Sheet

- East Engineering will utilize a bid sheet similar to the other Town projects that have been completed for Cabot. For the purposes of this proposal, it is assumed that a typical VTrans Bid Sheet format is not necessary.

Scope Item 4, Permitting

- The permitting phase will be completed after Task 2 (Final Design) and before Task 3 (Bid Announcement). For this project the following permits/regulations are anticipated:
 - Vermont ANR Stream Alteration
 - Vermont Floodplain
 - Army Corps of Engineering
 - Local/Town Zoning Permit

Scope Item 5, Timeline

- A timeline/schedule will be assembled once the project is awarded. The largest variables in the project timeline are the easements and permitting. Easements will likely be required by all properties adjacent to the bridge. It is understood that the Town will do all landowner reachout, while the Town attorney will draft all required easements. The Town will pay for any landowner compensation required and legal fees.

Scope Item 6, Bid Phase Services

- After completing the project plans and receiving the applicable project permits, East Engineering will assist the Town with procuring contractor bids. Tasks included in the bid phase are as follows:
 - Advertisement for bid (if requested),
 - Distribution of Contract Documents to interested parties,
 - Coordinate and attend a pre-bid meeting,
 - Respond to Contractor questions and needed clarifications by Addendum,
 - Conduct bid opening, review received bids for responsiveness and to ensure the contractor is responsible,



- Provide the Town a letter of recommendation to award the project to a contractor.
- Once Town selects a contractor, prepare final Town-Contractor agreement and construction contract.

Scope Item 7, Construction Administration, Inspection, & Testing

- Administration/Management – Acting on behalf of the Town, East Engineering will administer and manage the construction contract including: material and product submittals, requests for information (RFIs), change orders, payment requisitions, and contractor correspondence. We will coordinate with the Contractor and Town as necessary. Acting on behalf of the Town, East Engineering has the authority to make field decisions and approve time-sensitive change-order requests, as necessary (will be coordinated directly to Town personnel/the Selectboard as soon as reasonably possible).
- Construction Inspection/Testing – East Engineering will provide inspection and testing services on an as-needed/as-requested basis (part-time) throughout the construction phase. Construction observation and inspection ensures that the contractor installs the designed improvements in accordance with plans and bid docs. East Engineering will coordinate with and work with the Town Highway Department throughout the construction duration.

ENGINEERING FEE

East Engineering performs work on a Lump Sum based contract. Labor hours are not broken into individual tasks and tracked, then billed to the client. Many factors shift during the span of a project, especially when projects are not yet fully defined. For reference, to date East Engineering has never given an engineering change order to a Town.

Tasks 1 (Prelim. Design) to Task 5 (Timeline): \$85,000 Lump Sum

Tasks 6 (Bid Phase) to Task 7 (Construction Admin./Insp./Testing): \$45,000 Lump Sum

Note: East Engineering is willing to lower the pricing above to 10% less than the following competitors pricing: SLR, Dubois & King, VHB

PROPOSED PROJECT SCHEDULE

East Engineering will work with the Town on schedule of the proposed project. It is understood that the Town prefers to construct the new bridge in 2027, however, this may be challenging given the typical duration of easement acquisition, regulator review, and potential long-lead construction items (e.g. beams, precast, etc.). It is anticipated that East Engineering will have the design completed with permit applications ready for Federal/State submission by end of October 2026.

LIST OF PEOPLE/FIRMS FOR THE CONTRACT INCLUDING SUBCONSULTANTS

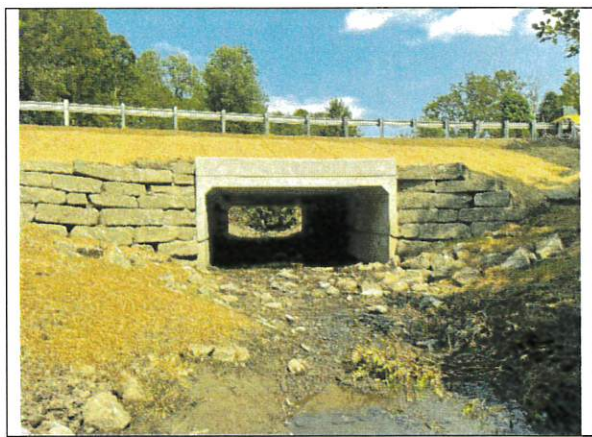
- East Engineering, PLC - Tyler Billingsley, PE will be the sole principal engineer on the project, completing all components of the project, including: all project management efforts, survey, drafting, designing, hydraulics, geotechnical drilling oversight, plan/document preparation, permitting, bid/construction engineering tasks. Resume attached for reference.
- Barnard & Gervais and East Engineering have teamed on many projects. Barnard & Gervais will identify boundaries/property lines as needed depending on the designed scope of improvements. Barnard & Gervais have several Professional Land Surveyors on staff.
- New England Boring or Platform Drilling (pending availability/lead time) will perform geotechnical drilling as necessary. East Engineering will supervise and coordinate on-site drilling efforts.

SIMILAR PROJECTS, MUNICIPAL REFERENCES, FLOOD-PROJECT EXPERIENCE

Town of Cabot

East Engineering has assisted the Town of Cabot on the design, permitting, bidding, and construction phases of six Town Highway Structures (culverts and bridges) that were all damaged/destroyed during the July 2023 and July 2024 flooding events.

Sid Griggs – Road Foreman, 802-522-4415
Michael Hogan – Selectboard, 802-793-8014



Mack Mountain Road structure.

Town of Worcester

East Engineering has worked closely with the Town, Contractors, and regulators, on the successful completion of several bridge, culvert, and roadway projects to date. All projects are going through the FEMA Public Assistance Program.

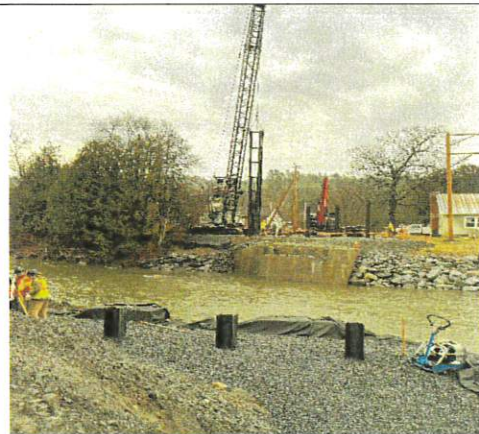
Katie Miller – Treasurer, 802-272-2161

John Kaeding – Selectboard Member , 802-229-0176

Town of Marshfield

Eight culverts and bridges throughout Town – including three bridges over the Winooski River. Projects included survey, geotechnical evaluation, design, permitting, easements, bid phase, and construction administration/inspection. The project was primarily federally funded (FEMA) and included both State and Federal permitting and a UVM-lead archaeological study.

Bobbi Brimblecombe – Town Clerk
802-426-3305 or clerk@marshfieldvt.gov

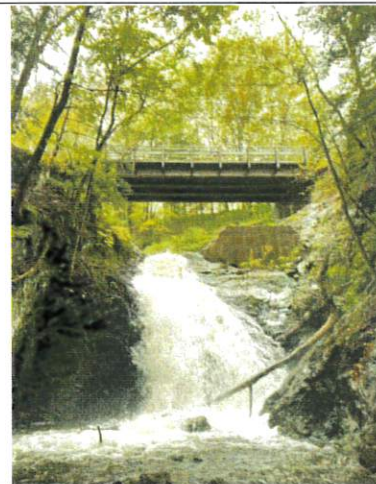


Substructure preparation for the Onion River Road Bridge Project over the Winooski River.

Town of Bakersfield

Several bridge, culvert, and stream stabilization projects, including a 60' span rolled beam bridge over Kings Brook. Projects were funded through FEMA, State, and the Town. Services included survey, geotechnical investigations, hydraulic studies, alternative analysis, cost estimating, design, permitting (Army Corps of Engineers, Vermont ANR Rivers), archaeological and historic preservation review, bid assistance and construction administration, inspection, and testing services.

Mac Newett – Former Road Foreman
802-827-6606 or macnewett@yahoo.com

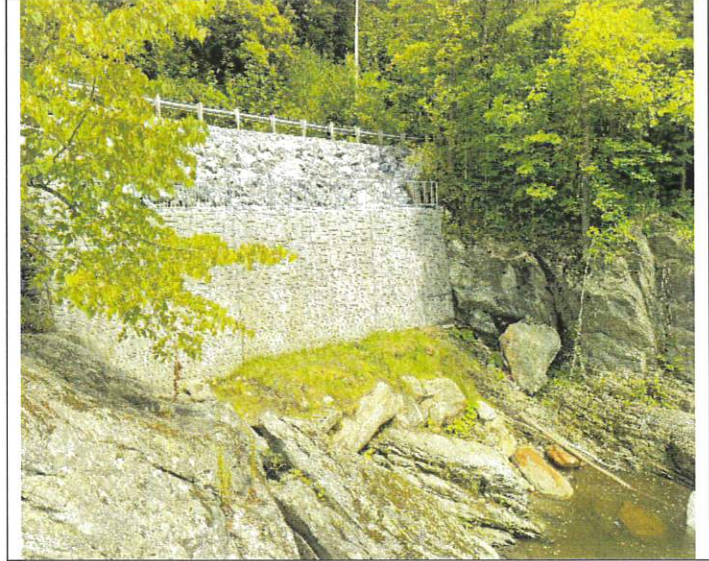


60' Span Rolled Beam Bridge – Bakersfield. Federally Funded.

Town of Richmond

Several bridge, culvert, and stream/river stabilization projects completed throughout Town, including Dugway Road Reconstruction at the Huntington Gorge, Winooski River Stabilization at Volunteers Green, Water Main Improvements, and Thompson Road Improvements. The Dugway Road project reconstructed a large roadway embankment area that failed during a high-water event.

Josh Arneson – Town Manager
802-434-5170 or
jarneson@richmondvt.gov



Improvements to the Huntington River-Huntington Gorge at Dugway Road. Flood repairs.

Additional Towns served for municipal roadway/culvert/bridge projects: Newport, Swanton, Jay, Craftsbury, Morgan, Underhill, Jericho, Fletcher, Georgia, Fairfield, Derby, Enosburgh, Colchester, Fayston – Contact information available upon request.

END OF ENGINEERING PROPOSAL



June 4, 2026

Attn: Mr. Gary Gulka
Cabot Flood Resiliency Task Force
Town of Cabot
3084 Main Street
Cabot, VT 05647

SLR Project No.: 146.15729.00003

**RE: Request for Proposals for Consultant Services - Cabot North Tributary Bridge
Replacement Project: Preliminary and Final Engineering Design, Permitting, and
Construction Bid Services**

Dear Gary,

SLR International Corporation (SLR) is pleased to submit our firm's proposal to provide engineering services for the replacement of the North Tributary Bridge in the Town of Cabot. We are excited about the prospect of continuing work with Cabot to mitigate flooding along Main Street through this important bridge replacement.

Our firm has been working on flood mitigation and infrastructure improvement projects in Vermont for nearly two decades. We have extensive experience in bridge and culvert design, hydrology and hydraulic modeling, fluvial geomorphology, and river and floodplain restoration. We are uniquely qualified for this assignment given that we know the site well from our previous work on the flood study that developed the concept design for this bridge replacement. Having created the hydraulic model for the site, we are positioned to efficiently work on this bridge replacement project that has a short timeline.

We appreciate the opportunity to continue to work with the Town and the Cabot Flood Resiliency Task Force. Our qualifications are included in the Appendix. If we can provide you with any additional information, please do not hesitate to contact us.

Sincerely,

SLR International Corporation

A handwritten signature in black ink, appearing to read "Doug Osborne".

Douglas Osborne, PE
Associate Water Resources Engineer
dosborne@slrconsulting.com

A handwritten signature in black ink, appearing to read "Roy Schiff".

Roy Schiff, PhD, PE
Principal Water Resources Engineer & Scientist
rschiff@slrconsulting.com

Project Understanding

The Town of Cabot, Vermont is seeking engineering services to complete preliminary and final design, bid preparation and management, permitting, and construction administration and observation for the replacement of the Main Street Bridge over the North Tributary. Our team previously completed the Cabot Flood Study that identified and developed the concept design for the replacement of this bridge.

In July 2023 more than 7 inches of rain fell in Cabot causing catastrophic flooding throughout the Village with damages to many homes and businesses. Two tributaries flow down the hills to the east and cross Main Street before flowing into the Winooski River. Both tributaries experienced extreme debris flow, and overwhelmed their clogged crossing structures causing flooding in the Village. As flood waters and debris overtopped the bridge on the North Tributary, water began flowing down Main Street towards the Village center while inundating homes. Debris and flood waters inundated the downstream recreation fields before entering the Winooski River. Bank erosion in the upstream reach threatened nearby buildings and sediment deposition around the existing bridge decreased the opening height.

The existing structure has a 16-foot span and is 25 feet wide across the road (Figure 1). The height from the bottom of the bridge beam to the streambed was just 3 to 4.5 feet at the upstream opening when the bridge was evaluated in 2024. SLR calculated that the bridge width is just 72% of the bankfull width in the area. The current state standard is that bridges should be at least 100% of the channel bankfull width. The existing structure is undersized in width and lacks vertical clearance to pass flood water and debris.



Figure 1: Main Street Bridge (Looking Downstream)

Main Street is the primary route from the Village to the north along Route 215 and near the intersection of South Walden Road. It is understood that maintaining traffic along this route is necessary through a temporary crossing or a detour. Overhead utilities cross the existing structure with a utility pole located close to the right abutment and a sewer main crosses under the streambed on the downstream side of the bridge. The concept design calls for elevating the road to create more vertical clearance in the structure to increase resiliency.



Minimizing impacts to driveways with elevating the bridge approaches will be an important part of the design.

SLR is very familiar with the North Tributary and the subject bridge having completed the previous analysis of the stream reach. Our team's knowledge and experience with bridge structural design, roadway design, stream geomorphology, hydrology and hydraulics, fish and wildlife passage, and wetland science provides our team the required skills to reduce flooding at the site and maintain a good travel experience. Our team of experts work closely together to incorporate the structural and environmental needs to design bridges and culverts with long life expectancies that meet site constraints.

Approach to the Scope of Work

Our Scope of Work addresses each of the tasks listed in the RFP.

Task 1 – Preliminary Design. SLR will meet with the Town and project stakeholders to discuss project approach, schedule, and budget. Existing information will be collected and compiled to help guide design tasks. SLR will also review the field conditions of the North Tributary to confirm previous findings. Further data collection will include topographic survey performed by survey subconsultant. In moving forward with the structural design of the culvert, SLR proposes to use another subconsultant to perform two (2) exploratory borings to inform the substructure design.

Peak flood flows will be verified from the previous flood study and used to update the HEC-RAS hydraulic model with current survey and recent field data. Hydraulic modeling will inform a scour analysis at the proposed crossing structure. With this information, structure dimensions and layout will be designed and detailed on preliminary design plans that will include plan views, river profile, cross-sections, traffic control plan, and anticipated construction access locations. A sewer relocation design will be included to accommodate the proposed bridge layout. It is assumed that the Town will coordinate with Green Mountain Power for relocation planning of overhead utilities, while SLR will assist and provide technical information on the design. An opinion of probable construction cost will be prepared.

A detour analysis will be completed to determine the preferred traffic management approach during construction. Traffic impacts and costs of (1) a temporary road closure and detour; (2) one-lane phased passage; and (3) a temporary bypass bridge during construction will be evaluated. For the sake of developing this scope and budget, we assume that a road closure and full detour will be implemented during construction. Preliminary designs and details will be reviewed with the project team to guide design decisions and ensure project goals are met. A public meeting will be held to review the preliminary design and receive feedback to be incorporated into the final design.

Task 2 – Final Design. Responding to feedback from the preliminary design phase, the plans will be advanced to final design, adding in construction details, water control, sediment and erosion control, structural details, and construction notes. The opinion of probable construction cost will be updated and refined with the final design details. SLR will determine the permitting needs for the project and assist the town with applications at relevant stages of design. The project team will review the final design plans and provide edits to finalize the plans before permitting. Approval from the Town on the selected construction traffic management plan will be sought, and a list of required easements will be developed for the Town.



Task 3 – Bid Preparation. SLR will prepare bid documents to be used to advertise the project to potential Contractors. A bid announcement will include contracting details and timelines. A bid sheet will be created for Contractors to fill out and submit their bids on. A pre-bid site meeting, addendum, and bid tabulation are included.

Task 4 – Permitting. Permit applications will be prepared and submitted. A regulator site visit has been included to accommodate requests from regulators.

Two rounds of edits to address combined regulator comments is included.

Task 5 – Construction Administration and Observation. Prior to construction starting a pre-construction meeting will be held with the project team, Contractor, Town, regulators, and engineer to meet onsite and review the project requirements. SLR will provide part-time construction oversight to be onsite to review critical stages of work. Visits will be documented and reports sent to the regulators and project team to keep all parties informed of the construction progress. Following construction completion, SLR will perform permit closeout assistance, document the final project with a redline markup of the project plan, and a certificate of compliance.

Our Scope of Work, which details tasks, follows. Deliverables are underlined. We are happy to meet with you to refine tasks and the budget.

Scope of Work

Our Scope of Work follows. Deliverables are underlined.

Task 1.0 – Preliminary Design

- 1.1 Attend up to three (3) meetings with the project team, including a kickoff meeting to review and refine the scope of work, methods, deliverables, project timeline, and budget. It is assumed that two (2) SLR team members will attend these meetings. Two (2) of the meetings will allow the project team to reach concurrence on the preliminary design and cost. The kickoff and one additional meeting will be in person. The third meeting will be virtual. Share a scan of meeting notes with the project team.
- 1.2 Review existing information, including concept design, bridge information, and hydraulic modeling.
- 1.3 Collect data to support design. A survey will be completed by Button Professional Land Surveyors, PC, to locate the bridge, road approaches, adjacent stream channel, and nearby infrastructure. The survey area is approximately 3 acres along 470 feet of Main Street. Survey data will be presented on the CAD existing conditions plan.
- 1.4 Conduct a subsurface exploration program at the bridge crossing to establish subgrade conditions. The objective is to provide soils data necessary for substructure design including soil type and consistency, compaction, frost susceptibility characteristics, bedrock location, and groundwater depth.

The boring program will include two (2) Type B drilled borings at the bridge abutments. Coordination of the services of the boring subcontractor to execute the



program. Collection of continuous split-spoon samples from the borings, extending to bedrock or firm grade three (3) times the depth below the bottom of footing. Boring logs will be developed. Laboratory testing of the samples for grain size in order to establish frost susceptibility. If bedrock is encountered, coring to a depth of 10 feet and establishing rock quality designation (RQD). Geotechnical analyses and recommendations for bridge foundation and subgrade drainage. Preparation of a geotechnical report summarizing the results of the subsurface exploration, lab testing, and design recommendations for bridge.

- 1.5 Conduct a rapid channel geomorphology assessment to confirm bankfull dimensions required for bridge sizing as well as make predictions on sediment and large wood loading that should be used in structure sizing in this setting per the geomorphic-engineering approach (Schiff et al., 2014). Perform a pebble count (Wolman, 1954) upstream of the bridge to determine the particle size distribution required for assessing scour and building a natural channel.
- 1.6 Review peak flow estimates from previous flood study and compare to updated regional regression equations.
- 1.7 Update the existing HEC-RAS 2-dimensional hydraulic model developed by SLR during the 2024 Cabot Flood Study with new survey and GPS data.
- 1.8 Perform a HEC-18 scour analysis using guidance from Chapter 7 of the VTRANS Hydraulics Manual (2015). Controlling channel velocities and depths will be extracted from the hydraulic model for the hydraulic design (50-year) flood, the scour design (100-year) flood, and the scour check (200-year) flood. We will predict channel downcutting at the bridge based on collected bed particle sizes.
- 1.9 Prepare a bridge-type study that will evaluate two (2) bridge structure alternatives. Prepare a memorandum and table summarizing the alternatives, impacts, and costs. The study will include a schematic plan, elevation, and typical section for each alternative, including railing and parapet treatments. Construction cost opinions for each alternative.

The bridge type study will include a summary of project requirements and impacts for each alternative to address construction cost, constructability, impacts to utilities/necessary relocations, ROW needs, maintenance requirements, regulatory permit requirements, the need for staged construction, and public concerns.

Recommend a preferred alternative based on considerations of existing conditions, hydraulic assessment, construction feasibility, benefits and impacts, and input from project stakeholders.

- 1.10 Design a sewer relocation to accommodate the selected bridge structure. Provide the Town with a proposed sewer layout with structure detail, including pipe invert



elevations. The sewer relocation design is assumed to be limited to the manholes and piping at the new bridge crossing.

- 1.11 Based on the bridge type study, prepare a preliminary design that will increase flood capacity and resiliency in this setting. The design will be prepared in AutoCAD and include the following plan sheets.
- Title sheet
 - Beginning and end of project and project limit lines
 - Existing conditions, including titles of adjacent roadways and watercourses; location of utilities, drainage facilities, and associated appurtenances; designated wetlands; and property lines and related information compiled from existing maps and records
 - Plan view and longitudinal profile of existing channel and crossings in the project area
 - Proposed improvements, including plan view and longitudinal profile of proposed channel in the project area as well as construction control points
 - Proposed grading
 - Proposed plan, cross section, and elevation of the bridge
 - Proposed staging and maintenance and protection of traffic plan (Detour Plan)
 - Sewer relocations
 - Typical cross sections
 - Proposed planting/restoration plans
 - Proposed water control during construction
 - Standard design details
 - Special design details
 - Proposed soil erosion and sedimentation controls
 - Sequence of construction
 - The plans will include reference to state standard specifications (VTrans 2024)
- 1.12 Prepare an engineer's opinion of probable construction cost based on the preliminary design and prepare a list of required easements, if applicable
- 1.13 A detour analysis memorandum will be drafted summarizing traffic impacts and costs of a temporary road closure and detour, one-lane passage, or a temporary bypass bridge during construction.
- 1.14 Attend a public meeting to review the preliminary design and receive input on the preliminary design. It is assumed that two (2) SLR team members will attend this in-person meeting and the meeting duration will be three (3) hours. Compile meeting



notes. Feedback on the plans will be incorporated into the final design if the project team agrees to move forward. Plan revisions are not included in this task.

Task 2.0 – Final Design

Tasks 2 and 3 will only proceed following completion of Task 1 and approval by the project team.

- 2.1 Based upon the approved preliminary design and agreed revisions, incorporate the review comments and prepare final design plans that will include the following sheets.
 - Roadway plan and profile indicating drainage improvements and roadside barriers and utility plans indicating municipal relocation, construction details, and details for treatment of affected properties within the work areas. Incorporate utility relocation plans prepared by private utilities.
 - Signage plans
 - Detour Plan
 - Sedimentation and erosion control plans
 - Structure plans for the bridge, including structure layout plan, elevation, typical cross section, foundation plans, and structure details
 - Boring logs
 - Details for stream bank/channel restoration and scour countermeasure
 - Title Sheet and Miscellaneous Details
- 2.2 Prepare structural calculations. Update the engineer's opinion of probable construction cost.
- 2.3 Conduct a review of permits and prepare a list of required permits for construction.
- 2.4 Submit the final design and cost opinion to the project team for review. One (1) round of edits will be made with up to 24 hours allocated for revisions. The plans will be re-submitted to the project team for final approval. Once approved, the plans will be stamped and sealed by a Vermont Professional Engineer.

Task 3.0 – Bid Preparation and Management

- 3.1 Prepare a bid announcement and a bid sheet to advertise the project. Note that a formal project manual is not anticipated for this project. The bid sheet will be set up based on VTrans unit cost items. Lump sums will be used for unique items.
- 3.2 Participate in a pre-bid site walk. Record notes.
- 3.3 Receive bidder questions via email. Issue addenda to all bidders to document answers to questions. Prepare a bid tabulation to assist with review of the bids. Check bidder references to assist with contractor selection.



Task 4.0 – Permitting

- 4.1 Prepare and submit a US Army Corps Permit application. This will include a site visit. Submission will be made using the new RSS online portal.
- 4.2 Prepare and submit a Vermont Stream Alteration Permit. This will include a pre-application site visit. Submission will be made using the ANR online portal.
- 4.3 Prepare and submit an application for a Vermont Construction General Permit if the disturbance is over 1 acre of upland. Submission will be made using the ANR online portal.
- 4.4 Prepare and submit a VTrans 1111 State Highway Access and Work Permit, if necessary.
- 4.5 Seek a clearance for wetlands from VTDEC and, if needed, prepare a permit application and respond to comments.
- 4.6 Prepare and submit a local zoning/floodplain permit, as needed. This will include a site visit and hearing.
- 4.7 Visit the site with regulators to review permit submission.
- 4.8 Two (2) rounds of plan edits with one day of drafting is assumed following receipt of comments on permit applications from the regulators to complete the bid-ready 100% design plans.

Task 5.0 – Construction Administration and Observation

- 5.1 Participate in a pre-construction site walk to review design plans with the Contractor and issue the notice to proceed.
- 5.2 Review and comment on submittals such as construction sequence, construction access method, water control plan, structural details, and safety plan.
- 5.3 Observe construction work to track progress, review construction work for general compliance with the contract documents, record any observed deviations from the materials specified and the methods of construction authorized, recommend rejection of defective work, and observe and comment on compliance with regulatory permit conditions. This proposal includes no more than twenty (20) visits over an assumed construction period of two months. A member of our team will typically be on site two times a week, with a third visit for four weeks of the construction. Visits will average 4 hours. Six (6) visits will be attended by two engineers to accomplish joint oversight tasks. The remaining fourteen (14) visits will be attended by a single SLR engineer.

Note: Site observations performed SLR will keep the Town informed of the progress and quality of the work and shall endeavor to guard the Town against defects and deficiencies in the work and confirm that the work is proceeding in accordance with the contract documents. It is understood that SLR shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures or have safety precautions and programs in connection with the work since these are the Contractor's responsibility.

- 5.4 Prepare a construction observation report and email to the project team within 24 hours of each site visit. The report will summarize the day's activity and include photographs.



- 5.5 Participate in a post-construction site walk. Review punch list items to ensure the project is complete.
- 5.6 Provide permit closeout information.
- 5.7 Prepare a Global Positioning System (GPS)-based redline post-construction plan to document where changes to the design occurred during construction based on location information collected with sub-meter GPS and notes on as-built elevations collected from the construction contractor. Provide a letter of completion. Complete post-construction photo documentation and summarize compared to existing photos.

Exclusions and Limitations

The following services are not included in this scope of work.

1. Boundary, right-of-way, or easement surveys
2. Natural resource assessments, including wetland delineation
3. Biological assessments, environmental impact studies, or hazardous waste assessments
4. Cultural resource assessments
5. Obtain landowner approvals or signatures for access or maintenance agreements
6. Fill site assessment, approvals, or design
7. Payment of permit application fees
8. Design of electric utility relocations
9. Design of water main relocations
10. FEMA map revisions (LOMR or CLOMR)
11. Responses to VTRANS comments outside of the VTrans 1111 State Highway Access and Work Permit
12. Design of a temporary bridge

Should the above items or any additional services be required, they will be provided on an hourly basis or for an agreed-upon fee only after agreement with the Town.



Fee Proposal

The tasks above can be completed for a budget of \$213,620 that includes direct expenses of \$30,210 for survey and geotechnical assessment and \$1,650 for mileage. This fee is a little higher than initial project estimates based on increased staff rates and increased fees for survey and borings. If selected for this project, we are happy to discuss this budget and the task list at the kickoff meeting to see if adjustments are possible.

	Principal	Associate Engineer	Total Hours	SLR Personnel	Travel	Printing/Survey/Borings	Fee
	\$260	\$190					
1.0 Preliminary Design							
1.1 Project kickoff meeting and additional meetings	12	12	24	\$5,400	\$100		\$5,500
1.2 Review existing information		2	2	\$380			\$380
1.3 Field Data Collection and Survey	4	8	12	\$2,560	\$50	\$11,200	\$13,810
1.4 Geotechnical assessment and borings	2	10	12	\$2,420	\$50	\$19,000	\$21,470
1.5 Rapid channel geomorphology assessment	2	2	4	\$900			\$900
1.6 Review peak flow estimates		2	2	\$380			\$380
1.7 HEC-RAS Hydraulic Modeling Updates	4	16	20	\$4,080			\$4,080
1.8 Scour analysis	2	8	10	\$2,040			\$2,040
1.9 Structure Type Study	8	16	24	\$5,120			\$5,120
1.10 Sewer relocation design	8	32	40	\$8,160			\$8,160
1.11 Preliminary design plans	36	100	136	\$28,360		\$10	\$28,370
1.12 Cost opinion, long-term maintenance plan	10	16	26	\$5,640			\$5,640
1.13 Detour analysis	2	8	10	\$2,040			\$2,040
1.14 Public meeting	6	8	14	\$3,080	\$50		\$3,130
Sub-Total >	96	240	336	\$ 70,560	\$ 250	\$ 30,210	\$101,020
2.0 Final Design							
2.1 Prepare Final Design Plans	30	120	150	\$30,600			\$30,600
2.2 Structural details and update cost opinion	8	8	16	\$3,600			\$3,600
2.3 Permitting evaluation	2	4	6	\$1,280			\$1,280
2.4 Review plans with project team and 1 round of edits	8	16	24	\$5,120	\$50		\$5,170
Sub-Total >	48	148	196	\$40,600	\$50	\$0	\$40,650
3.0 Bid Preparation and Management							
3.1 Prepare request for construction bids and bid sheet	2	6	8	\$1,660			\$1,660
3.2 Pre-Bid Site Visit	6	8	14	\$3,080	\$50		\$3,130
3.3 Bid Management	4	8	12	\$2,560			\$2,560
Sub-Total >	12	22	34	\$7,300	\$50	\$0	\$7,350
4.0 Permitting							
4.1 US ACOE permit		10	10	\$1,900			\$1,900
4.2 Stream Alteration		6	6	\$1,140			\$1,140
4.3 VT construction general permit		8	8	\$1,520			\$1,520
4.4 Vtrans ROW Permit		8	8	\$1,520			\$1,520
4.5 VT Wetlands		8	8	\$1,520			\$1,520
4.6 Local permit, includes 1 meeting	6	6	12	\$2,700			\$2,700
4.7 Regulator site visit	6	6	12	\$2,700	\$50		\$2,750
4.8 Adjust plans to include regulator comments	2	8	10	\$2,040			\$2,040
Sub-Total >	14	60	74	\$ 15,040	\$ 50	\$0	\$15,090
5.0 Construction Administration and Observation							
5.1 Pre Construction	6	6	12	\$2,700	\$50		\$2,750
5.2 Reviews Submittals	8	16	24	\$5,120			\$5,120
5.3 Site Visits (20)	40	90	130	\$27,500	\$1,200		\$28,700
5.4 Documentation	4	16	20	\$4,080			\$4,080
5.5 Post Construction Site Meeting and Photos	6	6	12	\$2,700			\$2,700
5.6 Permit Closeout	4	8	12	\$2,560			\$2,560
5.7 Documentation - photos, GPS as-built plans, certificate of compliance	8	8	16	\$3,600			\$3,600
Sub-Total >	76	150	226	\$ 48,260	\$ 1,250	\$ -	\$49,510
TOTAL	246	620	866	\$181,760	\$1,650	\$30,210	\$213,620



Project Schedule

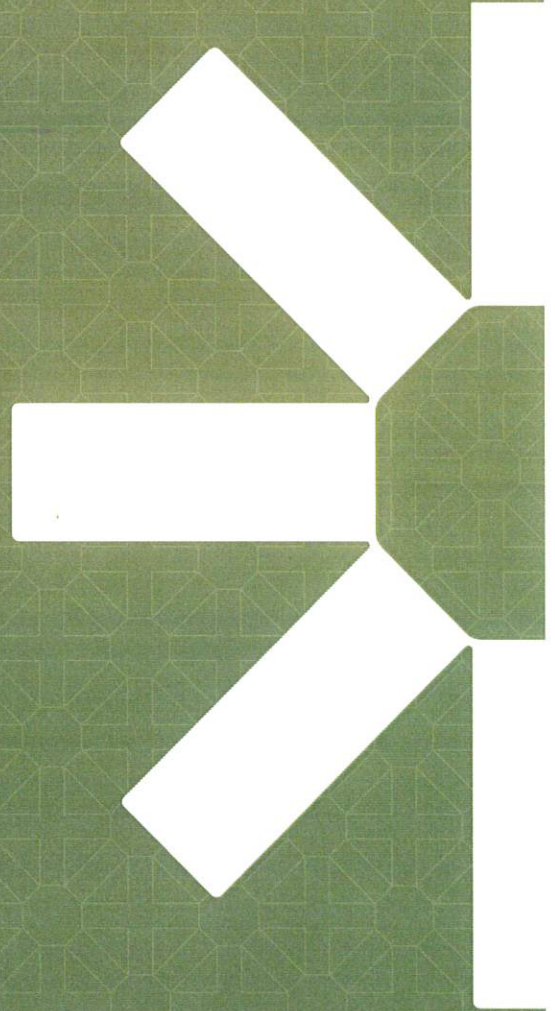
The following schedule is set up for construction in 2027 as stated in the RFP. This schedule is aggressive based on a typical small bridge project in Vermont. To make this timeline work, permitting and bidding would likely have to happen at the same time that could lead to some design changes after the bid based on regulator feedback. If grant funding allows, the Town may want to consider pushing the construction to 2028. If selected for this project we would discuss this schedule at the kickoff meeting and our team will attempt to meet the schedule that the Town desires.

	2026						2027											
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1.0 Preliminary Design																		
1.1 Project kickoff meeting and additional meetings																		
1.2 Review existing information																		
1.3 Field Data Collection and Survey																		
1.4 Geotechnical assessment and borings																		
1.5 Rapid channel geomorphology assessment																		
1.6 Review peak flow estimates																		
1.7 HEC-RAS Hydraulic Modeling Updates																		
1.8 Scour analysis																		
1.9 Preliminary design plans																		
1.10 Cost opinion, long-term maintenance plan																		
1.11 Detour analysis																		
1.12 Public meeting																		
2.0 Final Design																		
2.1 Prepare Final Design Plans																		
2.2 Update cost opinion and long-term maintenance plan																		
2.3 Permitting evaluation																		
2.4 Review plans with project team and 1 round of edits																		
2.5 Final temporary crossing design																		
3.0 Bid Preparation and Management																		
3.1 Prepare bid announcement and bid sheet																		
3.2 Pre-Bid Site Visit																		
3.3 Bid Management																		
4.0 Permitting																		
4.1 US ACOE permit																		
4.2 Stream Alteration																		
4.3 VT construction general permit																		
4.4 Vtrans ROW Permit																		
4.5 VT Wetlands																		
4.6 Local permit, includes 1 meeting																		
4.7 Regulator site visit																		
4.8 Adjust plans to include regulator comments																		
5.0 Construction Administration and Observation																		
5.1 Pre Construction																		
5.2 Reviews Submittals																		
5.3 Site Visits (20)																		
5.4 Documentation																		
5.5 Post Construction Site Meeting and Photos																		
5.6 Permit Closeout																		
5.7 Documentation - photos, GPS as-built plans, certificate of compliance																		





Appendix



Making Sustainability Happen

Key Technical Service Areas

- Civil & Structural Engineering
- Community Planning
- Construction Engineering
- Environmental Management & Planning
- Hazardous Material Management
- Highways & Transportation Planning
- Hydrology & Hydrogeology
- Geotechnical Engineering
- Landscape Architecture
- Land Quality / Remediation
- NEPA Assessment & Documentation
- Resiliency Planning
- Site Assessment, Remediation, & Restoration
- Transportation Engineering
- Utility Coordination & Design
- Water Resources Engineering

About SLR | Working With Vermont Communities

In the U.S., SLR has 650 employees located in 25+ offices that are strategically located to best serve our clients. Our team represents a diverse range of technical consulting services including engineering, planning, landscape design, permitting, environmental assessment, and resiliency services. We support our communities through all project stages - from the design concept to permitting to construction. SLR's work will be managed from our Waterbury, VT office; roadway & complete streets design, bridge & culvert design, NEPA documentation.

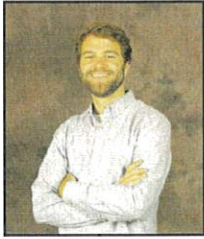
Our northeast team provides niche expertise in the areas of planning, natural resources management, landscape architecture, environmental science, and transportation planning. We work with communities to provide successful, creative, and sustainable solutions.



SLRCONSULTING.COM

Making Sustainability Happen





Douglas Osborne is responsible for supporting all aspects of Water Resources Engineering projects, particularly floodplain restorations, stormwater treatments, and flood analyses. His experience includes preparing site plans using AutoCAD and AutoCAD Civil 3D for a variety of projects, including water main replacements, culvert replacements and dredging projects; utilizing ArcGIS to create site maps and evaluate land use, surficial geology, and topography surrounding pumping well sites; and supervising construction of water main replacement projects, keeping field book records of completed work and maintaining daily logs of construction progress.

Years of Experience

8 years with the firm | 1 year with other firms

Professional Registrations

- Professional Engineer - VT

Education

- MS, Civil Engineering, University of New Hampshire
- BS, Civil Engineering and International Affairs, University of New Hampshire

Project Experience

Cabot Floody Study, Cabot, VT

Led data collection, modeling, and concept design. Attended public meetings and led the project presentations. Served as the primary point of contact. Assisted with project scoping.

VT 15 Overflow Flood Culverts, Jeffersonville, VT

Assisted with culvert design to reduce flood and erosion hazards including alternatives analysis, design review, permitting, and construction oversight.

Beecher Hill Brook Flood Study, Hinesburg, VT

Created a hydraulic model to evaluate alternatives to reconnect an unstable reach of Beecher Hill Brook to its floodplain. Evaluated alternatives for their ability to reduce risk to a downstream culvert, reduce local bank erosion and provide a floodplain deposition zone.

North Wolcott Floodplain Restoration, Wolcott, VT

Completed field data collection, hydraulic modeling, and design of a floodplain restoration on the Wild Branch along the frequently flooded and impacted North Wolcott Road. Assisted in design and construction oversight of an engineered log jam bank stabilization.

Johnson Flood Study, Johnson, VT

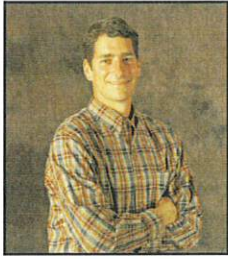
Updated an existing HEC-RAS hydraulic model using survey and collected field data. Evaluated floodplain restoration opportunities in the flood prone community of Johnson. Presented results to the town select board and planning commission.

Lamoille River Model Update, Lamoille County, VT

Organized and georeferenced an existing HEC-RAS hydraulic model extending more than 11 river miles of the mainstem Lamoille River. Model updates allow for automated flood mapping for Lamoille County communities routinely affected by flooding.

Dorothy Smith Floodplain Restoration, Jeffersonville, VT

Evaluated floodplain restoration alternatives at a Fish & Wildlife access area using an existing hydraulic model of the Lamoille River. Assisted in design and permitting of floodplain restoration area and parking and access.



Roy Schiff specializes in river and floodplain restoration, geomorphic and habitat assessment, flood mitigation, hydrology and hydraulics, transportation resilience, and sediment transport analysis. In addition to applied restoration work such as channel creation, bank stabilization, and dam / levee removal, he has been involved in several research projects across Vermont and the region evaluating the economic impacts of living in floodplains, drafting best engineering practices to reduce future flood risks, improving protocols for habitat assessment, and creating guidelines for channel restoration. Other experience includes dam removal, dam failure analysis, culvert design, bridge scour analysis, floodplain management, and biomonitoring.

Years of Experience

20 years with the firm | 2 years with other firms

Professional Registrations

- Professional Engineer - VT
- Certified Soil Evaluator, University of Massachusetts

Education

- PhD, Stream Restoration & Aquatic Ecosystems, Yale School of Forestry & Environmental Studies
- MS, Environmental Science & Engineering, University of Washington
- BS, Engineering, University of Rochester

Project Experience

Cabot Floody Study, Cabot, VT

Assisted with data collection, modeling, and concept design. Attended public meetings and assisted with project scoping.

Clark Saw Mill Dam Removal Feasibility Assessment, Cabot, VT

Led feasibility study for the removal of the Clark Saw Mill Dam on the Winooski River. The study evaluated the condition of the dam, the anticipated change to the channel and floodplain if the dam is removed, and sediment management.

VT 15 Overflow Flood Culverts, Jeffersonville, VT

Assisted with culvert design to reduce flood and erosion hazards. Performed alternatives analysis, design review, permitting, and construction oversight.

Cambridge Greenway Bridge Replacement, Jeffersonville, VT

Assisted with bridge design to reduce flood and erosion hazards. Performed alternatives analysis, design review, permitting, and construction oversight.

Brook Road Bridge Replacement, Plainfield, VT

Collaborated on bridge replacement design. Performed geomorphic measurements, assisted with hydraulic modeling, reviewed design, performed permitting, and assisted with the FEMA benefit-cost analysis.

Great Brook Bridges Alternatives Analysis, Plainfield, VT

Managed all aspects of the project including data collection, hydraulic study, and bridge alternatives analysis. Performed field work and reporting. Collaborated with University of Vermont on a woody debris study.

Memberships and Associations

- American Rivers
- American Society of Civil Engineers (ASCE)
- American Water Resources Association (AWRA)
- Trout Unlimited (TU) MadDog Chapter



Jessica Louisos is a Principal Water Resources Engineer specializing in geomorphological and bio-engineering designs for riverine systems and watersheds. She has designed numerous river restoration, dam removal, stormwater mitigation and green infrastructure, flood mitigation and recovery, bank and gully stabilization, culvert, bridge scour, and aquatic organism passage projects. She has managed projects and performed tasks at all project stages including project scoping, field data collection, modeling, design, permitting, cost estimating, and construction oversight for many projects. Jessica has broad field experience in geomorphic and habitat assessment, stormwater master

planning, and construction observation. She has advanced river and watershed modeling experience including multiple hydrology models and one- and two-dimensional hydraulic modeling to inform flood mitigation, bridge scour and design, and restoration projects.

Years of Experience

19 years with the firm

Professional Registrations

- Professional Engineer - VT, MA, NH, NY
- FEMA Benefit-Cost Analysis Certification
- Vermont Natural Shoreland Erosion Control Certification
- Vermont Rivers & Roads Training

Education

- MS, Environmental Engineering, University of Vermont
- BS, Civil & Environmental Engineering, University of Vermont

Project Experience

Clark Saw Mill Dam Removal Feasibility Assessment, Cabot, VT

Jessica performed field assessment, data analysis, and alternatives analysis for the post-failure assessment of Clark Saw Mill Dam.

Cambridge Greenway Trail / Railroad Bridge Replacement, Jeffersonville, VT

Identified a flood constriction during flood mitigation planning and designed a bridge replacement and floodplain restoration project to reduce backwatering in the Village. Completed hydraulic modeling, design plans, cost estimating, bid assistance, and construction oversight of this award-winning project.

Vermont 15 Bypass Culverts, Jeffersonville, VT

Completed advanced hydraulic modeling to verify a concept design for culverts under Vermont Route 15 to allow floodwaters trapped on one side of the highway embankment to recede from the Village to the Lamoille River. Completed hydraulic modeling for a series of flow conditions, alternatives analysis to determine maximum flood reduction, concept design, and cost opinions. Completed final design, permitting, benefit-cost analysis, bid assistance, and construction oversight.

Maple Hill Road and Abbott Brook Aquatic Organism Passage, Strafford, VT

Conducted field investigation, survey, evaluated alternatives, and determined a replacement culvert was necessary to adequately pass target fish species. Evaluated hydrology and geomorphic compatibility in design, completed site layout and design plans, coordinated with structural engineer, and facilitated bidding.

Memberships and Associations

- American Society of Civil Engineers, Vermont Section, Past-President and Government Relations Chair
- American Society of Ecological Engineering
- South Burlington Planning Commission, Chair
- University of Vermont, School of Engineering, Board of Advisors
- Women's Transportation Seminar (WTS) International, Vermont Treasurer



As US Manager of Structural Engineering, Kishor Patel has a very diverse and impactful role in structural engineering. His work on bridges, retaining walls, greenhouses, fish ladders, and small dams requires a lot of expertise and attention to detail. Conducting structural analysis and inspections for various projects including retaining walls, foundations, bridges abutments, dams, and buildings shows his extensive knowledge and experience in the field. Kishor routinely conducts NBIS-inspections for former railroad bridges and culverts for greenway and trail projects also highlight his commitment to safety and sustainability.

Years of Experience

26 years with the firm

Professional Registrations

- Professional Engineer (PE) - AL, CT, CO, FL, ID, MA, MD, ME, MI, NH, NJ, NY, OR, RI, SC, TN, TX, UT, VT, WA
- Professional Engineer (P.Eng.) - AB, BC, ON

Education

- BS, Civil Engineering, Concordia University

Project Experience

Vermont Route 15 Bypass Culverts, Jeffersonville, VT

Completed structural engineering of culvert to support flood mitigation project and supported traffic management and detour.

Aquatic Organism Passage Restoration on Crossett Brook, Duxbury, VT

Completed structural engineering of open-bottom arch founded on bedrock to restore fish passage and restore geomorphic compatibility. This stream connectivity project will open up many miles of river for fish.

Baker Bridge on Lincoln Road Bridge Inspection, Ripton, VT

Performed a bridge safety inspection of the Baker Bridge on Lincoln Road over the North Branch of the Middlebury River in the Town of Ripton, Vermont. Responsible for inspecting the concrete slab, concrete abutments, wingwalls, and scour. The assignment included a study of the bridge and river crossing alignment, as the bridge is located at the skewed intersection of two roads, presenting geometric and sightline safety issues. Services included bridge inspection, alternatives analysis, hydrology and hydraulics, and roadway realignment study.

West Main Street Bridge over Moyer Creek, Frankfort, NY

Structural Engineer for the design of a replacement bridge over Moyer Creek. The current bridge was in poor condition structurally and hydraulically undersized. The hydraulic modeling analysis was complicated by the presence of a dam located downstream of the bridge, which had an influence on the hydraulic performance of the proposed replacement bridge. Bridge replacement scenarios were analyzed with and without the removal of the downstream dam.

Saxon Wood Road Bridge over West Branch Mamaroneck River, Scarsdale, NY

Structural Engineer for the replacement of an existing deficient bridge providing access to a development parcel. The new bridge was designed to span the existing bridge for ease of water handling during construction and to minimize disturbance to the existing abutments.

Additional Training

- FHWA-Safety Inspection of In-Service Bridges
- 2012 Domestic Scan on ABC Connections Findings & Recommendations
- Contech Engineered Solutions ABC Bridge Concepts



Monika Quinn is an Associate Structural Engineer based out of our Waterbury, Vermont office. She is a Civil Structural Engineer with over 7 years of experience and a diverse skill set including structural condition assessments, structural design, bridge design, site design, feasibility studies, and the preparation of project plans, specifications, and estimates. Monika utilizes her strong field investigation and hands-on assessment skills to assist with the completion of projects. In addition, she has experience using a variety of software programs including Revit, Enercalc, Mathcad, ET Culvert, and AutoCAD.

Years of Experience

2 years with the firm | 7 years with other firms

Professional Registrations

- Professional Engineer - VT

Education

- BS, Civil Engineering, Virginia Polytechnic Institute and State University

Project Experience

Culvert Replacement Design Services on Tributary to Wells River at Little Italy Road, Groton, VT

Designing and detailing steel girder bridge with timber deck for a rail trail. Designing parameters for precast concrete arch bridge. Designing cast in place concrete abutments and wingwalls for both traffic plan and staged constructions, as well as associated site work including coordination with H&H tasks.

Morton Park Road Culverts, Plymouth, MA

Structural Engineer assisting with substructure design and detailing and producing calculation package for Chapter 85 review in Massachusetts.

Gulf Road Bridge Replacement & Floodplain Restoration, Wolcott, VT

Structural Engineer assisting with 30% design and drafting including site visits, stakeholder meetings, data collection and alternatives analysis for the Gulf Road Bridge Replacement and Floodplain Restoration in Wolcott.

Baptist Street Culvert Replacement, Williamstown, VT

Conducted field work and prepared design plans and structural calculations.

Route 15 Bypass Culverts, Phase II, Jeffersonville, VT

Conducted field work and responsible for concept design plans, outreach, and FEMA application.

Northam Road Culvert Replacement, Shrewsbury, VT

Responsible for design plans and structural calculations.

Dubois & King, Inc., South Burlington, VT**

Monika worked in two separate roles during her time at Dubois & King, first as a Bridge Engineer (2016-2018) and then as a Structural Engineer (2019-2024). While working as a Structural Engineer, Monika was responsible for executing design and detailing for reinforced concrete, timber, masonry, and steel projects as well as preparing the stamped drawings and calculations. In addition, she performed field investigations, structural assessments, and subsequent design alternatives for commercial, industrial, municipal, and residential applications. As a Bridge Engineer, Monika was involved in superstructure and substructure design. She also prepared plans, project specifications, and estimates.

**Denotes experience completed at another firm

BUTTON

PROFESSIONAL LAND SURVEYORS, PC

KEY PERSONNEL BIOGRAPHIES

Christopher A. Haggerty, L.S. Vermont: Vice President of Button Professional Land Surveyors, P.C. Chris graduated from South Burlington High School in 1994 and then attended the University of Vermont for Environmental Studies with extensive coursework in Geography and Forestry, graduating with a B.S. degree in 1999. While at the University of Vermont Chris worked summers for O'Leary-Burke Civil Associates, P.L.C. as a land surveyor technician. After graduating from the University of Vermont he joined O'Leary-Burke full-time and, over the course of four years, worked on design, permitting and surveying of residential and commercial development and numerous municipal construction projects. In 2003 Chris joined Button Professional Land Surveyors where his responsibilities include project management on a number of diverse land surveying projects, writing specifications and proposals, and extensive AutoCAD civil survey work. He was licensed in 2007 and became a partner in 2008. Chris' role in municipal projects such as this will be estimating, coordination of field survey and drafting base plans and ultimate completion of deliverables. Chris volunteers for Richmond Rescue, Inc. as an EMT and Colchester Technical Rescue as a Technician and is Vice President of the Vermont Society of Land Surveyors.

John E. Tomasi, Survey Crew Chief, joined Button Professional's team in November 2007. John came to Button Professional Land Surveyors from Lamoureux & Dickinson Consulting Engineers working as a Survey Crew Chief for eight years. John has extensive experience in the world of surveying, both in the field using survey equipment and in the office using drafting software. John enjoys historical research and excels in the Autocad software environment.

Gilbert E. Knorr, Survey Crew Chief, graduated from Green Mountain College with a B.S. in Environmental Science, and a minor in geology in 2004. Gil joined our team at Button Professional from college in 2004 and has mastered both our state-of-the-art survey equipment and our AutoCAD software. Gil has been involved with a huge variety of projects, from start to finish, ranging from 400-acre boundary retracement surveys to high accuracy construction stakeout. Gil typically manages workflow from field to finish, including the previous stormwater sites in South Burlington in 2022. Gil remains our resident GPS expert and anticipates applying for Land Surveyor licensure in 2026.

Joel Pfanstiel, Surveyor-In-Training, joined Button Professional Land Surveyors, PC in 2013 as a part-time field technician. In 2015, Joel joined our team full-time, as a Surveyor-in-training. Joel is an avid outdoorsman, and this translates well with his days in the field. Joel graduated from the University of Vermont in 2012 and specializes in performing topographical and boundary surveys in the field. Joel also performs land records research for boundary surveys.

E:\2026 BPLS Resumes-Rates-Promotional\BPLS Staff Bios\BPLS Staff Bios 2026.docx

Providing Earth-Related Services for More Than 45 Years

Established in 1979 in Bangor, Maine, S. W. Cole Engineering, Inc. (S.W.COLE) is a **geotechnical engineering, construction materials testing and special inspections** firm serving private and public sector clientele from offices in New Hampshire, Maine, Massachusetts, Rhode Island and Vermont with a team of more than 140 employees, providing services on over 3,000 projects each year. Our drilling company, Seaboard Drilling, LLC, provides geotechnical and environmental **test boring services**.

Our 45 years of experience and nine regional offices have allowed us to work with a wide variety of complex geologic and subsurface conditions encountered on projects throughout New England. Our engineers and construction materials technicians take a hands-on approach and understand the impact of subsurface conditions on construction budgets and schedules. We have a proven track record of aiding the owner, design team and construction team in completing successful projects.

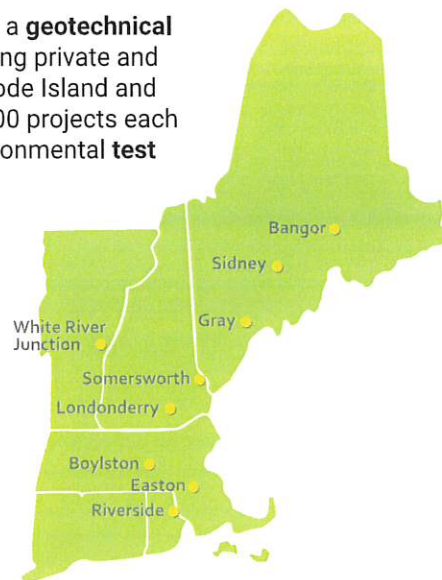
We have consistently been selected to support projects of various size throughout New England because of the capabilities and experience of our firm and personnel, our ability to accommodate scheduling needs, and the quality of our reports and deliverables.

PROJECT MANAGER

Tyler Demers, P.E. will serve as the primary S. W. Cole contact for geotechnical engineering services. Tyler joined the firm in 2011, beginning as a laboratory and field technician before earning his master's degree from the University of New Hampshire and transitioning into a full-time geotechnical engineering role.

Now a Senior Geotechnical Engineer, Tyler is a licensed Professional Engineer in New Hampshire, Maine, and Vermont. His responsibilities include project management, client service, coordination of subcontractors and subconsultants, oversight of field exploration programs, and supervision of geotechnical engineering staff. Tyler also prepares geotechnical reports, exploration logs, and design calculations for foundations, retaining walls, and other structures.

His project experience includes state and municipal bridges, residential and mixed-use developments, airports, water and wastewater treatment facilities, and commercial developments throughout New England.



SELECT EXPERIENCE:

- Bridge Replacement, Old County Road N over Collins Brook, Franconstown, NH
- Rob Brook Bridge, Albany, NH
- Bod Dam 4 Bridge Replacement, Randolph, NH
- Bridge Replacement, Black Cat Island Road Over Lake Winnepesaukee, Moultonborough, NH
- Bridge Replacement, Dettman Drive Over Whetstone Brook, Brattleboro, VT
- Bridge Replacement, Winding Hill Road Over Halladay Brook, Brattleboro, VT
- Bridge Replacement, Wilkinson Swamp Road Over Wilkinson Brook, Effingham, NH

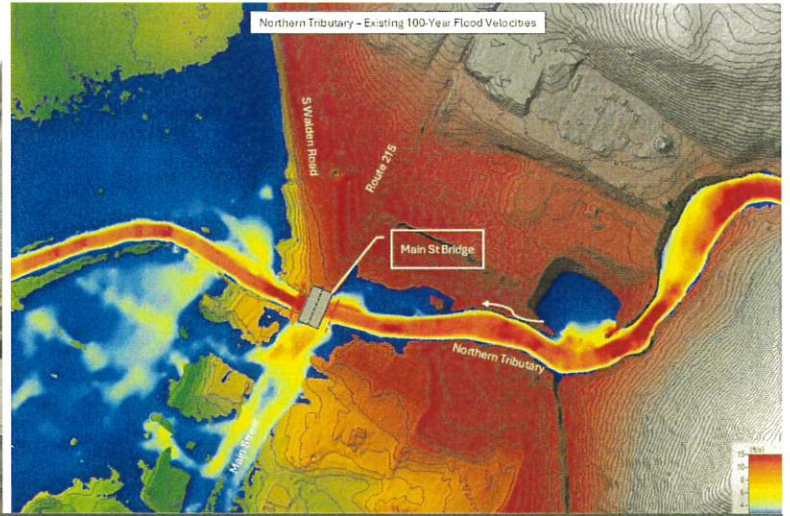


www.swcole.com | 1-800-999-5714 | info@swcole.com

Serving all of New England with offices in Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

Cabot Flood Study

CABOT, VT



CLIENT

Town of Cabot, VT

SERVICES

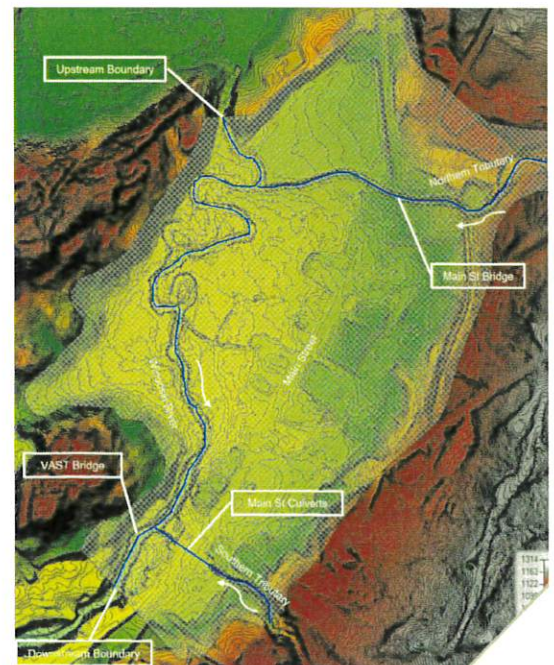
- Hydrologic Analysis
- Hydraulic Modeling
- Alternatives Analysis
- Flood Mitigation Planning & Design
- Sediment Management

SLR assisted the Town of Cabot with a flood mitigation study to reduce flood and erosion hazards in the village center. Two tributaries pass under Main Street before flowing into the Winooski River. In July 2023, both tributaries clogged crossing structures with debris and flooded homes and businesses, causing catastrophic damage. Minor flooding occurred again in December 2023 and July 2024. The goal of the project was to identify flood reduction alternatives and to create conceptual designs to apply for Hazard Mitigation Grant Program (HMGP) funding.

Stream walks of the tributaries and survey of the crossing structures were conducted. A hydrology model using the SCS curve number method was developed and an analysis of similar Vermont gaged streams was performed. Results were compared

to regional regression equations to establish flows for model input. A 2-dimensional HEC-RAS hydraulic model was created to evaluate flow patterns through the village. The hydraulic model had an area of 60 acres and included 2,770 feet of the Winooski River, 1,330 feet of the Northern Tributary, and 600 feet of the Southern Tributary.

A host of alternatives were evaluated using the hydraulic model to reduce flooding and improve debris passage through the village. The preferred alternatives included two structure replacements, removal of the frequently flooded village garage, construction of stacked boulder walls to protect two businesses, and sediment and debris removal. Concept designs and cost estimates are in development to support the town's HMGP application.



SLRCONSULTING.COM

Making Sustainability Happen



Culvert Replacement on Tributary of Wells River at Little Italy Road

GROTON, VT

CLIENT

**Caledonia County Natural
Resources Conservation District**

SERVICES

- Hydraulic Modeling
- Bridge Structural Design
- Aquatic Organism Passage
- Geomorphic Assessment & Design
- Permitting



Two culvert crossings inhibit aquatic organism passage and sediment transport on Keenan Brook near the confluence of the Wells River. SLR assisted Caledonia County Natural Resources Conservation District in understanding replacement options and design and permitting of new structures. The project design required the disciplines of river science, hydraulic engineering, structural engineering, geotechnical engineering, landscape architecture, and traffic engineering. Concrete twin culverts under the rail trail and a failing corrugated pipe under local dead end Little Italy Road were included in the design. This project contemplated replacements at both crossings and the alternative of combining the structures into one. Renderings were completed to help the community understand options for future structures.

Geomorphic assessment of the channel informed structure width, appropriate channel bed substrate, and an understanding of the channel profile.

Aquatic organism passage was realized at both structures by spanning 1.2 times the bankfull channel width with an open channel bottom structure. Cost savings were included in the design by use of existing town owned steel beams that were incorporated into the design of the trail bridge. The trail bridge was designed to blend with the aesthetic of the trail. An arch structure was selected for the road bridge and designed to retain the narrow road width, which reduces cost and works for the town and residents. Deep foundations were designed for both structures to counteract potential geomorphic change and scour.

Alternatives needed to consider access to the properties beyond the structure on Little Italy Road and settled on using a temporary detour over the rail trail during construction on the road and rerouting the trail users over Little Italy Road during construction of the rail trail bridge.



Route 15 Flood Bypass Culverts

JEFFERSONVILLE, VT

CLIENT

Lamoille County Planning
Commission

SERVICES

- Flood Mitigation
- Hydraulic Modeling & Hydrologic Analysis
- Culvert Structural Design
- Permitting
- FEMA Benefit-Cost Analysis
- Bid & Construction Phase Services



SLR completed engineering design for flood bypass culverts. A 20-foot-wide, 4-foot-tall, 54-foot-long pre-cast concrete flood bypass culvert was installed under Route 15 to allow flood waters to more rapidly reach the Lamoille River reducing flooding in the Village.

This flood mitigation project is the second of four recommended alternatives identified in a 2014 Flood Hazard Engineering Study and a 2017 Flood Mitigation Master Plan. SLR led collaboration with interested stakeholders to investigate the flood patterns in the Village, select preferred alternatives, and explore implementation. Artistic renderings were created to assist the community in visualizing projects and to support grant funding applications.

The project design required the disciplines of river science, hydraulic engineering, structural engineering, geotechnical engineering, water supply engineering, and traffic engineering. A FEMA Benefit-Cost Analysis was completed for the project and illustrated that the project benefits (i.e., reduced flood damages) outweighed the project costs for design and implementation. The main project benefits are the increase in public safety and reduced risk to infrastructure and private property in the Village. Project co-benefits included improvements to the local drainage swales leading to the Lamoille River; increased traffic safety due to guiderails along the highway and parking area; better local habitat and stormwater filtering due to revegetation; more appealing aesthetics due to revegetation; and upgrades to the local water system due to installation of shutoff valves when a section of the water main was moved.



Cambridge Greenway Trail / Railroad Bridge Replacement

JEFFERSONVILLE, VT

SLR was engaged by the Lamoille County Planning Commission to design the replacement of the Cambridge Greenway Trail/Railroad Bridge over the Brewster River in Jeffersonville, VT.

CLIENT

**Lamoille County Planning
Commission**

SERVICES

- Hydraulic Modeling
- Bridge Structural Design
- Permitting
- Bid & Construction Phase Services

Jeffersonville regularly experiences flood damage to infrastructure and private property. The most recent damaging flood took place in spring 2011 where water hit the side of the former bridge; overtopped Routes 15 and 108; and damaged residences and businesses.

This flood mitigation project is the first of four strategies identified in a previous flood hazard engineering alternatives analysis and flood hazard mitigation planning. Project benefits include reducing flooding in the Village, improved aquatic habitat, increased wildlife passage and enhanced community recreation. The project included design, permitting, bid phase services, and construction oversight.



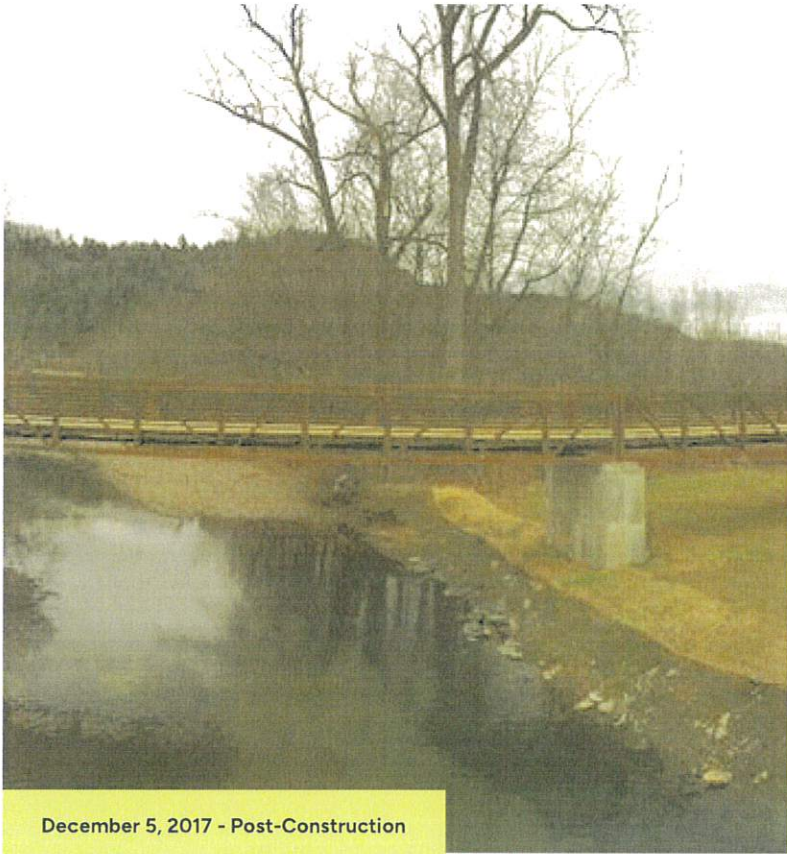
April 15, 2014 - Pre-Construction Flooding



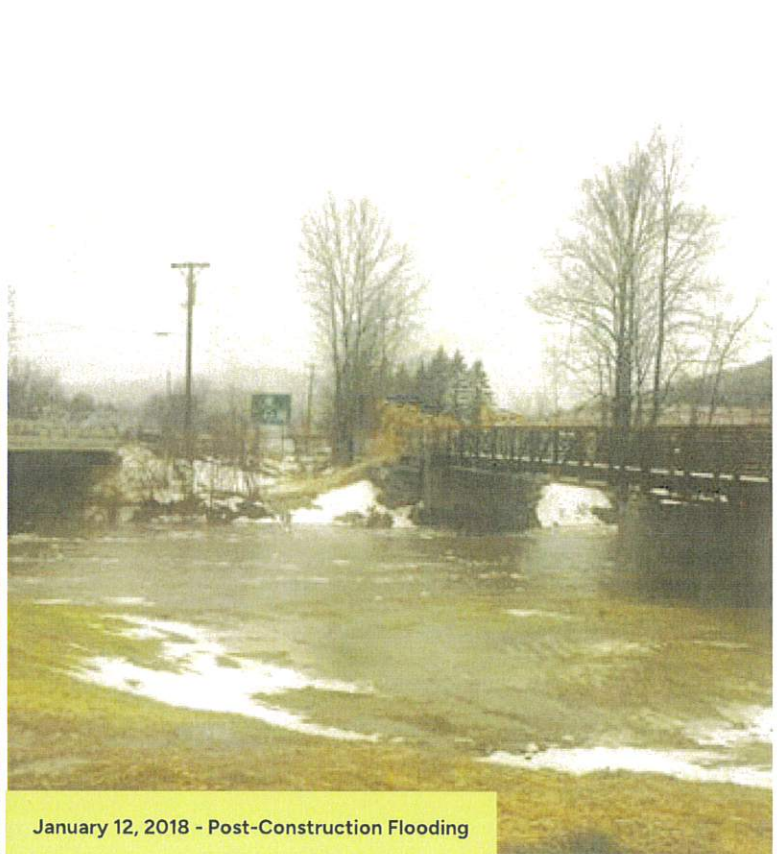
August 23, 2017 - Start of Construction

PROJECT PROFILE

Cambridge Greenway Trail / Railroad Bridge Replacement Jeffersonville, VT



December 5, 2017 - Post-Construction



January 12, 2018 - Post-Construction Flooding

Gulf Road Bridge Replacement & Floodplain Restoration

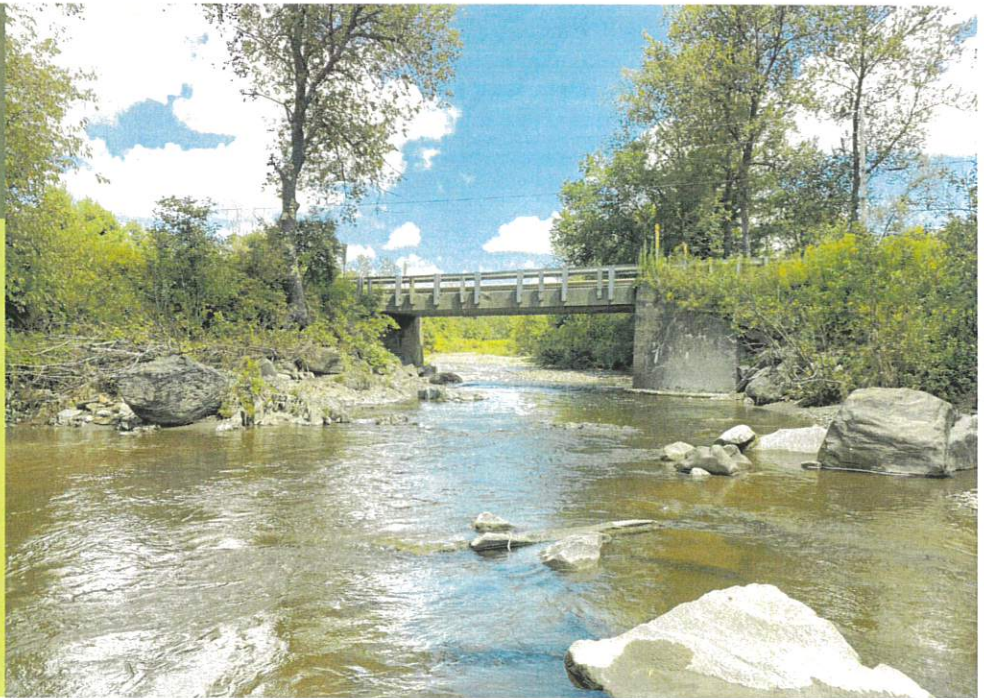
WOLCOTT, VT

CLIENT

**Lamoille County Planning
Commission (LCPC)**

SERVICES

- Data Collection
- Geomorphic Assessment
- Hydraulic Modeling
- Scour Analysis
- Structural Design
- Cost Estimating
- Permitting Advice
- Benefit-Cost Analysis



SLR assisted in selection of potential project sites for floodplain reconnection with Lamoille County Planning Commission in May of 2022.

In spring of 2024, SLR was selected to progress the design of the replacement of the Gulf Road bridge to 30% plans. Gulf Road crosses the Wild Branch in Wolcott, VT and the existing bridge is undersized and does not fit the channel's geomorphology. In addition, it has sustained damage due to flood events and is scour-critical.

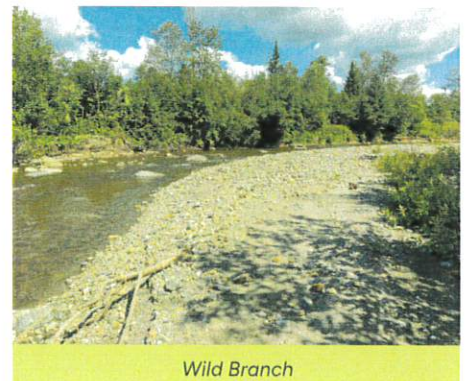
The project includes field data collection and assessment of existing conditions, meeting with project stakeholders, hydraulic modeling of the Wild Branch, scour analysis, and preliminary structural design of

the replacement bridge. Project deliverables include a preliminary design report, 30% design plans, permitting guidance, a preliminary cost estimate, and performing a FEMA Benefit-Cost Analysis.

This project is located in a rural setting and is currently a one-lane bridge. Gulf Road is used as an artery for gravel trucks as well as local vehicle and pedestrian traffic, thus the town of Wolcott requested that the bridge be upgraded to two lanes. To achieve a crossing of 1.2 times the bankfull width of the channel and a 75–100-year lifespan, the proposed bridge will have a 70-foot span and scour protected substructure. The natural transport of sediment and debris downstream will benefit from the project and make the site more flood resilient in this active section of river.



Gulf Road Bridge during flooding



Wild Branch

SLRCONSULTING.COM

Making Sustainability Happen



Lincoln Gap Road over Hanks Brook Culvert Replacement

WARREN, VT

CLIENT

Friends of the Mad River

SERVICES

- Fish Passage Design
- Water Resources Engineering
- Geomorphic Assessment
- Hydraulic Analysis
- Structural Design



SLR was retained by the Friends of the Mad River to provide assessment and design services to restore aquatic organism passage (AOP) at the Hanks Brook Culvert under Lincoln Gap Road. The condition of the existing culvert is deteriorating and in need of replacement. The culvert currently acts as a barrier to fish passage due to shallow flow depths and high velocities through the culvert, as well as a perched outlet.

The assessment, design approaches, and fish passage criteria followed the Guidelines for the Design of Stream/Road Crossings for

Passage of Aquatic Organisms in Vermont (Bates and Kirn, 2009). Hydraulic analysis was conducted using FishXing to evaluate existing conditions, analyze alternatives, and refine the design of the preferred alternative. An open bottomed arch culvert was selected as the preferred alternative to allow use of natural material as the channel bed through the culvert. Final design plans included structural design and details of the footings and wingwalls, as well as the design of a low flow channel to improve fish passage over the design flows while maintaining adequate flood capacity of the replacement structure.



AN ORDINANCE TO REQUIRE KEY BOXES

The Selectboard of the Town of Cabot, authorized by VSA Title 24, Section 2291, subsection 14, hereby adopt the following ordinance relating to key boxes.

Section 1: KEY BOX REQUIREMENT

All properties within the Town and/or Village of Cabot having an automatic fire alarm system or sprinkler system shall be equipped with an approved key box. No properties with automatic fire alarm systems or sprinkler systems shall be exempt.

Section 2: KEY BOX TYPE

The key box shall be UL type manufactured by Knox and approved by the Cabot Fire Department. The key box shall be located in a location on the building approved by the Cabot Fire Department. Installation and cost of key box plus shipping will be paid for by the owners of such properties. Keys must be supplied and maintained by owners of such properties.

Section 3: KEY BOX CONTENTS

The box shall contain one or more of the following:

- 1) keys to locked points of egress, whether on the interior or exterior of the building;
- 2) keys to locked equipment rooms;
- 3) keys to locked mechanical rooms;
- 4) keys to locked electrical rooms
- 5) keys to locked elevator/lift controls;
- 6) keys to other areas, at the direction of the Chief of the Cabot Fire Department;
- 7) keys to the main fire alarm panel.

Section 4: TIME FOR COMPLIANCE

All existing building that fall under the category described in Section 1 shall be in compliance within six (6) months from effective date of this ordinance. All newly constructed buildings not yet occupied or buildings under construction shall comply immediately.

Section 5: PENALTIES

Violations of this ordinance shall be a civil matter enforced in accordance with the provisions of 24 VSA section 1974a and section 1977 et.seq. A civil penalty of not more than \$200 may be imposed for a violation of this civil ordinance, and the waiver fee shall be set at \$100. Every thirty days of non-compliance after the issuance of a ticket shall constitute a new violation.

Section 6: REPEALER

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed.

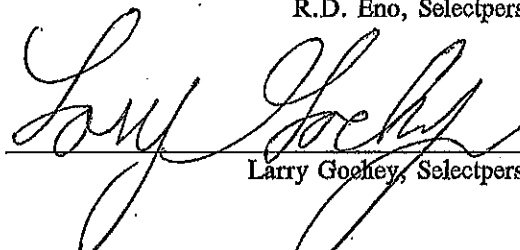
Section 7: EFFECTIVE DATE

This ordinance shall take effect 60 days after adoption by the Selectboard.

Adopted this 14th day of May, 1996



R.D. Eno, Selectperson



Larry Goehy, Selectperson



Glenn Goodrich, Selectperson

AN ORDINANCE REQUIRING KEY BOXES/KNOX® BOXES

Pursuant to 24 V.S.A. § 2291(14), the Cabot Selectboard adopts this ordinance governing Knox® Boxes. This ordinance replaces the Key Box Ordinance dated May 14, 1996, in full.

Section 1: KNOX® BOX REQUIREMENT

Any developed property in the Town or Village of Cabot—residential, seasonal, commercial, or mixed-use—with an alarm system that automatically transmits signals** from the premises panel to a UL® Central Station monitoring company must have a Knox® Box installed.

Owners shall notify the Town Clerk of a new alarm installation within 72 hours of it being put into service.

****Automatic signal types include:** fire, carbon monoxide, smoke, heat, and sprinkler activation.

Note - Properties with alarms for burglary only, low temperature only, or similar systems that notify only occupants or law enforcement, and do not automatically connect to a UL® Central Station for fire department response, are not subject to this ordinance.

Section 2: Knox® BOX TYPE

The Knox® Box must be a UL®-approved container manufactured by Knox® Inc. and approved by the Cabot Fire Department. Any other type of “key box” is not allowed. The Knox® Box must be installed on the Structure having the alarm system and be visible from the traveled part of the public highway or, on a private drive and not altered in any way, (i.e. painted, covered, obstructed, etc.) The property owner is solely responsible for the cost, upkeep and its installation.

Section 3: Knox® Box CONTENTS

The Knox® Box must always contain an updated Cabot Fire Department form for the property type, completed by the owner and secured inside the Knox® Box by the Cabot Fire Department. The owner must promptly notify the Cabot Fire Department within 72 hrs of any changes to access locks, or premises ownership. At a minimum, the box must include:

1. Keys, keypad codes, or swipe cards for all exterior doors to the alarmed premises;
2. Names and contact information of three (3) key holders: (i.e. owners, property managers, or lessees);
3. Special hazards (i.e. location of flammable gases such as oxygen tanks >100 cubic feet, commercial chemical storage) if applicable,
4. Instructions about pets and primary Vet contact information if applicable
5. The location of the main electrical panel,
6. The emergency shut-off location of any solar array on the premise if applicable,
7. Keys, swipe cards, or keypad codes for locked areas needing special access, including equipment, electrical, boiler, elevator/lift control rooms, and the main fire alarm panel; **ALL KEYS MUST BE IDENTIFIED.**
8. Sprinkler shut-off location and access if applicable
9. Propane shut off location if applicable
10. Any other information the Cabot Fire Chief or designee deems relevant.

Section 4: TIME FOR COMPLIANCE

Structures already subject to the May 14, 1996 ordinance must update their existing Knox® Box contents to comply within 90 days of this ordinance’s effective date.

Cabot Fire Department representatives will help property owners locate and update Key Box contents and answer compliance questions.

Section 5: PENALTIES

Violations are civil matters enforced under 24 V.S.A. §§ 1974a and 1977 et seq. A violation may result in a civil penalty of up to \$400, with a waiver fee of \$200 for each 30-day period of noncompliance after the initial ticket payable to the Cabot Town Clerks Office. Each additional 30-day period of noncompliance after the first ticket is a separate violation.

Section 6: REPEALER

All ordinances or parts of ordinances inconsistent with this ordinance are repealed.

Section 7: EFFECTIVE DATE

This ordinance takes effect 60 days after adoption by the Cabot Selectboard.

Adopted this ____ day of June, 2026

Chair, Select Board

Member, Select Board

Member, Select Board

Member, Select Board

Member, Select Board



Application ID: DLL - Application - 78889
Application for: Special Events Permit (Manufacturer)
Category of Business: Manufacturer

Business/ Entity Information

Business/ Entity Name: West Hill Cider, LLC	Business ID: 0366401
Business Address: ,	Entity Type: Limited Liability Corporation
Phone: 8025951935	Management Type if LLC:
Email: cedar@wildbranchcider.com	

Foundational License (if applicable)

License Type: Manufacturer	License Number: LP-022152
Licensee Name: West Hill Cider (4th)	License Status: License issued-new application
Licensee Address: 1163 West Hill Road , Craftsbury, Vermont 05826	License Start Date: 2026-07-01
	License End Date: 2027-06-30

Event Contact/s

Person:
Cedrus Hannan

Business Role:

Business Address:
1163 West Hill Road,
Craftsbury, Vermont, 05826

Phone:

Email:
cedrus@email.com

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Event Details

Start date of event:

Sat Jul 11 15:00:00 GMT 2026

End date of event:

Sat Jul 11 21:00:00 GMT 2026

Physical Location Street 1

238 Cabot Plains Road

Physical Location Name:

Burt's Orchard

Physical Location Street 2/Unit/Suite:

Physical Location State:

Vermont

Town Clerk/ Municipal Jurisdiction:

Cabot

Outside Side Consumption End time:

Physical Location City/Town:

Cabot

Landlord Name:

Landlord Email:

Do you Lease the Premises:

Business Location:

Lease Expiration Date:

Approximate Number of Persons Expected:

350

Outside Side Consumption Start time:

Outside Side Consumption Hours Requested:

Outside Side Consumption Days Requested:

Physical Location Zip:

05647

Describe the type of event/ OCP Area:

10x10 tent adjacent to retail shop next to orchard.

Location:

LN-038042

Days or specific bingo date(s):

Documents Attached

Name	Document Type	Assosicated With
D-05699	Other	West Hill Cider, LLC
D-05701	Other	West Hill Cider, LLC
D-05703	Other	West Hill Cider, LLC
D-05704	Other	West Hill Cider, LLC
D-06056	TTB Permit	West Hill Cider, LLC
D-06057	TTB Permit	West Hill Cider, LLC
D-06103	Map/Area Sketch	West Hill Cider, LLC
D-10071	Other	West Hill Cider, LLC
D-10072	Other	West Hill Cider, LLC
D-10073	Other	West Hill Cider, LLC
D-12495	Other	West Hill Cider, LLC
D-16286	Other	West Hill Cider, LLC
D-16289	Other	West Hill Cider, LLC
D-16290	Other	West Hill Cider, LLC

D-16291	Other	West Hill Cider, LLC
D-16292	Other	West Hill Cider, LLC
D-16470	Other	West Hill Cider, LLC
D-16471	Other	West Hill Cider, LLC
D-18324	Other	West Hill Cider, LLC
D-27637	Other	West Hill Cider, LLC
D-27686	Other	West Hill Cider, LLC
D-27687	Other	West Hill Cider, LLC
D-27688	Other	West Hill Cider, LLC
D-27812	Other	West Hill Cider, LLC
D-27813	Other	West Hill Cider, LLC
D-33774	Other	West Hill Cider, LLC
D-33873	Other	West Hill Cider, LLC
D-33874	Other	West Hill Cider, LLC
D-01085	Other	West Hill Cider, LLC
D-01086	Other	West Hill Cider, LLC
D-01223	Other	West Hill Cider, LLC
D-01224	Other	West Hill Cider, LLC

Payment and Acknowledgement

Signed by:
Cedrus Hannan

State of Vermont / DLL Application Fee:
35.00

Date and time of Submission:
2026-06-15 13:51:38

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false