Meeting Packet for Selectboard meeting

July 7, 2026

- Agenda
- Minutes from 6/16/2026
- Grant policy with changes
- Final Grant Policy
- Act 162
- H20 Contract
- Photos of storm drains on Danville Hill
- Bond Paperwork
- Dry Hydrant Information

SELECTBOARD MEETING AGENDA

Tuesday July 7, 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 6/16/2026

4. Public Comment

5. Highway update

   a. CVRPC grants program discussion/action
   b. other business

6. 4th of July update

7. Grant Policy/action

8. New Fire Department status, update, discussion

9. Act 162 update of Forest fire warden

10. Storm Drains discussion/action

11. H20 Contract discussion/action

12. Bond vote discussion/action

13. Dry Hydrant Bids discussion/action

14. Water and Wastewater
    a. Meter update
    b. Other business

15. Town Clerk's office
    c. Orders
    d. Other business

16. Other Business

17. Executive session x2: treasurer/assistant town clerk

18. Motion to Adjourn

Town of Cabot is inviting you to a scheduled Zoom meeting.
Topic: Selectboard Meeting, Time: Tuesday, July 7, 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
Tuesday June 16, 2026, 6:00P.M.

1. Call Meeting to Order- Jen called meeting to order at 6:00pm

2. Approve Agenda-motion to approve agenda Fred made motion mike 2nd all in favor

3. Minutes from June 2nd and 4 motion to approve by mike 2nd by skip. All are in favor.

4. Public Comment- Lori has a 4th of July update, July 3rd (Friday) there will be a magician and DJ as well as a community softball game and a 3 on 3 basketball tournament. On the 4th of July there will be a military flyover at 11ish. There are also prizes, substantial prizes for 1st, 2nd and 3rd. Fred suggests putting the word out on WDEV and WCAX. Lori says there is also some flyers around. Creamery is allowing the use of their lots on main street, but Lori needs a signature from the Selectboard Chair for the use of the land. The creamery is going to make sure that lots that are not supposed to be used are cordoned off. They are also in need of people to help park and there is a $10 voucher for lunch if you help parking. Peggy wants to know if the Consolidated building could be for handicap parking. Mike asks if parking will be sufficient, Lori hopes so. Richard Bushy is going to help with the Elm Street lot by the cemetery. Gary asks how many more volunteers are needed for parking help, she says at least 20-30 total. There will be 2 shuttles running before the parade and one after. Mike wants to know how we are going to deal with Danville Hill. Keeping people from parking at the triangle and have Greg move the wrecker so that cars cannot enter into the parade route when they are not supposed to. We also will have 2 sheriffs this year. Jen wants to know how we are diverting traffic near the end of the parade from elm, Thistle and Danville Hill. Lori hopes that communication will be better this year as opposed to last so that everyone knows when to open the roads back up. Jen asked if everyone has a way to move floats, Lori says that nobody so far needs help in bringing floats down the parade route. Do a VT alert Post to say that the road will be closed for 2 hours during the parade.

   Fred mentions that the storm drains are full and we need to have them cleaned out. This will be on the agenda for the 7th of July.

5. Ethics policy updated draft- discussion & action
   Motion to approve the Code of Ethics Policy by mike 2nd by skip. Jen mentions that we need to decide who will receive the reports. All approved.

6. Dog Ordinance discussion/action: The reason for the changes in the ordinance is because of an issue we had recently where we had to house dogs for a long amount of time, which accrued a lot of fees. The changes made were monetary. –reference changes made in Mikes E-mail. The changes were minor to deal with any future situations that may arise. The town has the authority to amend ordinances and this is in line with such. Skip asks who enforces this. The answer is the selectboard. Fred motions to approve the amendment Skip 2nd, no discussion, all are in favor.

7. Grant Policy updated draft- discussion & action
   The reason for this amendment was to take out the Planning Commission. The other area was to create a pass through for grants with no match and 15,000 or less. Mike believes the wording is too cumbersome and we should approve as changed without the section on pass throughs. The selectboard oversees all monies that come through. If there is a grant with a short turn around we can call a special meeting. Dean asks what happens if there is a short window? Answer- It still ahs to come through the selectboard and a special meeting will be called. Mike also wants to say that we need to do it this way due to audits. Brittany will put on the website
   All in favor for approving the Grant Policy.

8. Vermont Council on Rural Development - possible decision to participate in VCRD's Climate Economy Resilient Communities program: Lori- Cabot received the grant for the Resilience Hub. Nothing big will happen with this until after the 4th of July. Grant of 45,000 To research and study what went right during the last flood(s) and how and what we can do better. Jen asks to please include all relevant players. Mikes asks what the timeframe is for hiring a community coordinator. August 15th is the deadline. The time frame has changed from July 1-July 15 of next year. Lori says there may be changes to the budget as presented but they will be minor and not an issue to amend.

   Gary: Peg has been communicating with the Resilient program. In 2012 we had a hub that was multi-faceted, many of which were implemented. This is more about preparedness, not just floods. The task force felt that this would be a good project to pursue. No decision needed tonight. Laura Baily from VCRD is online.

   Laura: VCRD Helps Vermonters grow thriving communities at the local level. They work where they are invited. The program has become and transformed to what is needed in the communities. Community meals to share and collaborate with the community to bring all ideas for the future to the table. Plainfield had meetings recently –listen and elaborate. Hardwick has some consultants working with the LEMP and the groups worked together doing different roles but working together, in that an addendum was adopted on what was needed and policies and procedures across several groups in town. Depending on the request will determine when VCRD can be available to us. What is the role of the selectboard, supportive of the engagement and also creating a welcoming space for the convening. Also be supportive of the policies and procedures that come out of the brainstorming. Mike asks what towns, Weston, Johnson, Plainfield, Hardwick, Peacham and work with CVRPC. Laura says they always work with CVRPC to make sure all aligns with the town and regional plan. Mike asks how Plainfield's work is going. Laura says it is moving along there has been a lot of progress with Goddard Creative Campus. They have also worked with Barre City immediately after the flood, as well as Sharon a few years ago. Gary asks if these reports are accessible on-line. They are, she will email and attach the link in the chat. Peg says this would be a terrific opportunity to get VCRD's help for community facilitation. Peg Elmer Hough says that the task force has done a great job with the flood work but it is the other disasters that we may not be as prepared for as we would like. Jen would like copies of documents/link of the other projects so we can familiarize ourselves with it.

9. Flood Mitigation Updates- Brief update by Gary- Cabot Garage Relocation meeting on May 19th was not the complete report. It is now complete and we now have the opinion of cost for both potential sites. Gary will put those online. He was shocked by the cost. Either site is the 2,000,000 to relocate the building as well as 2,000,000 for the mitigation project, bridge on the south tributary. They are going to look into debris catchers upstream on town property. RD is taking the lead on that and all players will be invited when that meeting occurs.

   We can look for grant opportunities and there could be possible funding available through the state in the future. We now have that information to move forward or not on relocation and mitigation for the south tributary. Mike comments his appreciation to the task force on all their work they have done after the flood. We are not alone in our worries in the future for natural disasters.

10. Fire Department
    a. Truck cab/Chassis/radios
       Dean: Th CVFD submitted their 20 year ftimeline for the large expenses that are coming down the road soon. He wants to advise the selectboard of an option to save the town 30,000 the tanker is slated to be replaced it is overdue. The emissions are going to tighten up and it is going to be a huge increase in price due to the emission requirements. If the town could take the option to but our name on a new cab and chassis now to save costs down the road, that will allow the select

board to save approximately 30,000 in the future. He wants to mention that he is trying to make sure that we are not purchasing 2 new trucks at the same time. In 2029 the next vehicle will be 20 years old and need replacing, which would be the rescue. The FD is going to be relying on an apparatus that is almost 30 years old. Jen wants to know what monies are required to put our name on this. Cost is 150,000 and we have the 40,000-sinking fund. We also have 8,000 from this physical year of balance left over. Dean says that is due to the change in insurance.
Amy says that we are 2 weeks away from the end of the physical year what are they spending 30,000 on in the next 2 weeks. Portable pump needs to be upgraded, it is 39 years old and they want to get a gas meter because they only have one and the other is not fixable, also a positive pressure exhaust fan. Jen asks for costs on those items, Dean says 19,000. Point of clarification the email that she sent stated 36,000. Mike wants to go back to the beginning of the discussion of the tanker replacement. IF the town wants to put our name on it is any money due. Dean says money is not due to put our name on it. Is the insurance going to cover a tanker that old? Amy says they have never said they won't. Mike believes there is no question that we need a tanker in good working order. We can split the remaining portion of the money due over the next several town meetings. Jen wants to know definitely that we will not have to put any money down. Clarification it is a pumper tanker. Skip wants to know if they checked any other models other than Mack? Dean says they did and know from the research that they do not want anything to do with alliance. Dean says they have until the end of the year, but other towns are doing the same thing in order to beat emissions. Motion to confirm if there is no money down to put our name on it then it is approve, Skip made motion and mike 2nd. All are in favor.
2031 the engine will be 20 years old. IN the past we have applied for grants, mike encourages the FD to pursue any and all grants that could cover the cost of the tanker, engine, etc.

Radios: Amy- we need a path forward on the radios. The information from CCIF is they will do a loan that will need to have repaid starting January at 5%. We still have to option to move forward with the bond bank in December, but the money would not be available until February. CCIF has a meeting tomorrow night. It has not moved in CCIF because there was no repayment plan. Starting in July there will be 14,000 per year toward the radio. If we were to only pay that to CCIF every year it will take us a bit of time to pay that back. We need to figure out what direction we need to go in. There has also been a number of radios that have failed since we started this process. If radios are a priority they we take the 14, 000 and the remaining surplus and get radios that are needed. Peg put in a letter if intent for a grant through Motorola, they should be getting back to her. As long as we have not accepted money to pay for those we can still move forward as long as we have not accepted another grant or avenue forward. Mike says the bond bank is a good avenue, cumbersome but a good thing for the town to go though, he asks what the percentage is, 3% says Amy. We do not have any money budgeted for radios so there is no real option other than the bond bank. Asks if the prices for radios are going to change, he believes is until Jan. 1st. Jen says it is until 2028. Dean has a comment that the sinking fund was established for only apparatus. What does the budget need to be going forward for the bond bank. Amy is going to have to look into that. Will believes that the bond bank is the best option. Amy says the we have to retain bond council and there are only 5-6 attorneys that are approved for this. The board wants this on a September agenda to start the bond bank process. Amy is gong to find out what the average bond council costs. She will get that information.

b. Dry hydrant easements discussion/action

The board needs to be aware that we are going to need to go to bid to replace a dry hydrant on 215 north. Believes there is a crack somewhere in the pipe. He has some money earmarked under dry hydrants. The average cost is about 15,000. Mike wants to know if there are any others that have issues. Yes- The one on Westshore Road. The beavers are building the dam on the intake for the dry hydrant. It was condemned and inoperable. Someone that takes care of beavers can do it and gave a quote to just get the bever if Sid takes care of the dam and the other is for doing the whole thing. 50$ a beaver at a 500 ceiling. He works with Vermont fish and game and they relocate the beavers. The culvert under the road is being blocked and the water is backing up and causing damage to the tennis courts. The beavers need to go. Would baffles work ie beaver diverter? It could work, but it is not in the quote. The only cost could be to just remove the beavers and then do a baffle/defeater and culvert work at a later date. The debris need to be removed to the stump dump or anywhere but there. Mike suggest the road foreman deals with culvert and dam, the money comes out of dry hydrant. Jen wants to know what we do first. Dam goes first and then they will be active and he can capture them. The board says to move forward Jen will get with Sid and Dean will contact the person that will remove the beaver. Liz says there needs to be an easement in the land records. 2020 today the language is different. Dean and Brittany will look over dry hydrant information in order to put the easements into deeds.

11. North Tributary Bridge Replacement Project - Selection of engineering contractor Gary believes Tyler would be a good fit based on cost and familiarity with the town. Tyler also said we would be better off waiting to construct in 2028. Need memorandum of understanding from the 4 landowners that will be affected or could be affected with the project. Gary shared the memorandum with the board. He suggests whoever is selected that they meet with all landowners in person prior to starting the project. Mike made motion to accept East Engineering ($130,000 vs 210,000 SLR) as the contractor for the north Trib project., 2nd by Fred all are in favor. by Peg wants to know if there is any negative impact for the cut off dates for the funding by moving the date back. Gary says no we technically have 6 years. Gary will draft the contract as the next step.
    Stephen commented,

12. Knox box ordinance discussion/action- Liz comments on reasons for the amendments of this ordinance. There was a lot that was not included in the current version, there is also a difference between a box at the creamery vs residential. This ordinance was also 30 years old. Skip says that the boxes are small, are they going to be updated? Dean says the bottom line is technology has advanced far beyond the means of the current ordinance. The problem currently is that the FD does not know all of the structures in town that have hardwired alarms. There are currently 14 around town. The cost is approximately $350. Motion to approve the amended ordinance by skip and 2nd by Peggy. All are in favor.
13. Water and Wastewater
    a. Meter update- EJ Prescott is going to come in and help Amy with how we are going to do the billing. Fred says talk to him, he knows what should and should not be billed. Fred gave an update on all the ones that have been completed and the ones that we still need to do. There will be a meeting with the Water/wastewater ordinance and the Clerks office and Fred to go over all the hookups, etc. They are going to bring in someone to go through all the hydrants. Can he send dean the report when finished.
    b. Other business

14. Town Clerk's office
    c. Orders
    d. Other business Approve license for Burts special events permit- mike made motion fred 2nd all are in favor.

15. Other Business- school on next meeting in July and get some school board members to the meeting as well to begin the discussion. The board agrees and Brittany will contact the school board to see what meeting they want to come to.

    Bulk removal day cost: 4 dumpsters 2,800(2025), this year we had 4 and it is 3,100. Tires? What is the amount that the town is willing to expend to get rid of all the tires that are dumped all over town. Skip says that we should have the bulk day removal 2 times a year.

    Motion to enter executive session Mike, Fred 2nd. At 836.

16. Executive session x2: treasurer/assistant town clerk Came out of Executive session at 9:25pm Mike made motion, Skip 2nd, 4 yes Fred was not in attendance.

17. Motion to Adjourn Mike made motion to adjourn at 9:27 pm Peggy 2nd 4 yes Fred, not in attendance.

Zoom Summary:

Meeting summary

Quick recap

The Cabot Select Board meeting on June 16th, 2026 focused on several key topics including the upcoming Fourth of July celebrations, policy updates, and flood mitigation projects. Lori provided updates on Fourth of July activities, including new events on July 3rd and increased parade prizes up to $1,500 for first place. The board approved updates to the Code of Ethics Policy, dog ordinance amendments with increased penalties, and revisions to the grant policy. Gary presented updates on flood mitigation efforts, revealing that building relocation options would cost approximately $2 million, similar to the original mitigation project cost. The Fire Department discussed purchasing a cab and chassis for a tanker truck to avoid significant price increases due to new emissions regulations in 2027, with an estimated cost savings of $30,000. The meeting also included a presentation from Laura from Vermont Council on Rural Development about their Resilient Communities program, which could help with climate-related disaster preparedness and community resilience building.

Summary

4th of July Celebration Planning

The meeting focused on updates and decisions regarding the upcoming 4th of July celebrations, town policies, and community resilience initiatives. Lori provided detailed updates on parade plans, including increased prize money and new activities, and outlined parking and traffic management strategies with the help of volunteers and law enforcement. The board approved updates to the ethics policy, dog ordinance amendments, and the grant policy, with specific attention to ensuring transparency and efficient processes. Additionally, the town received approval for a $45,640 Resilience Hub grant to enhance community preparedness and infrastructure resilience, with plans to develop a work plan by August 15. The conversation ended with an introduction to a potential new climate and economic resilience program, with further discussion planned at a future meeting.

VCRD Resilient Communities Program Presentation

Laura from VCRD presented their Resilient Communities program, which provides free facilitation services to help Vermont towns address climate resilience through community engagement processes. She shared examples from previous work in Weston, Plainfield, Johnson, and Hardwick, demonstrating different approaches from single convenings to multi-phase community processes. The discussion revealed that VCRD would meet with Cabot's Land Access and Opportunity Board to discuss potential collaboration, with next steps including coordination with the Resilience Hub grant and other town entities within 6-12 months. Peg expressed enthusiasm about the opportunity to have full community conversations beyond just flood recovery, noting the importance of addressing extended power outages and extreme weather events.

Flood Mitigation and Equipment Updates

Gary provided an update on flood mitigation efforts, reporting that the task force evaluated seven sites and narrowed it down to two viable options for relocating the cabbage garage, with construction costs estimated at around $2 million per site. The team will explore debris management upstream and potential grant opportunities, including buyout funds from Vermont Emergency Management.

Fire Equipment Purchase Planning Meeting

They also addressed the need for new radios, considering a loan from CCIF with 5% interest starting in January or waiting for a bond bank option in December. The board noted that grant applications for large fire department assets should continue to be pursued, with Liz joining the department to help with grants.

Radio Replacement Funding Options

The board discussed funding options for replacing radios, with Brittany presenting two main choices: using the CCIF fund ($14,000 annually) or pursuing a bond through the Vermont Bond Bank (around 3% interest rate over 40 years). The group agreed to pursue the bond option, with plans to put this on a September agenda and begin the process of retaining bond counsel. Chief DC also reported that dry hydrant number 11 on Route 215 North needs replacement due to likely cracking, with estimated costs around $15,000, requiring the town to go through the bid process since it exceeds the $20,000 threshold.

Beaver Dam Removal Discussion

Dean reported that beavers have rebuilt a dam on top of the town's dry hydrant intake, rendering it non-operable and causing water backup damage to nearby structures including buckled tennis courts. The Select Board discussed removing both the beaver dam and addressing the culvert issue, with a contractor providing quotes for beaver removal at $50 per beaver with a $500 maximum, and dam removal at $450. The board agreed to have Sid handle the culvert and dam removal work, with funding to come from the dry hydrant maintenance budget. Elizabeth raised the issue of recording fees for landowner agreements related to dry hydrant grants, suggesting the town waive recording fees since these documents would benefit the town and need to be recorded in land records.

Board Meeting: Projects and Updates

The meeting covered several key topics. For the dry hydrant easement discussion, Dean explained the need to properly document easements in deeds rather than memorandums to protect future property owners, and noted ongoing challenges with getting responses from Mike regarding zoning regulations. The board unanimously approved hiring East Engineering for the North Tributary Bridge Replacement Project at $130,000, with Tyler Billings recommended due to cost savings and local experience, though construction would be delayed to 2028. The conversation ended with a discussion of updating the Knox Box ordinance to accommodate modern technology, with Elizabeth presenting a revised draft that includes swipe cards, passcodes, and encrypted digital records, affecting approximately 14 boxes across various premises in town.

Cabot Board Meeting Updates

The board approved an amended Knox box ordinance for the town of Cabot. The group discussed updates on water and wastewater meter installations, with Fred reporting progress on meter replacements and installations across various locations. They addressed billing concerns and the need for a comprehensive water ordinance to handle multi-unit buildings fairly. The board also approved a special events permit for Burt's Orchard and discussed the potential acquisition of the Peacham school property by the town. Finally, they considered implementing additional bulk waste removal days, including tire disposal, and discussed cell coverage issues in the area.

Draft

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 Selectboard ~~planning commission~~ with a grant proposal in writing and be prepared to make this proposal to the board ~~-commission~~ before any grant application is submitted. The proposal must detail the Purpose, Scope, Impact, Administration and an Implementation plan. An appropriate~~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 Selectboard 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:

1. ~~Planning Commission &~~ Selectboard ensures that the proposed grant funds will not be used to ~~supplant~~ replace State or local funding.
2. Selectboard signs the grant application and acceptance forms.
3. 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:

<u>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.</u>

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 purchased 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:

________________________Chair

________________________Vice Chair

____

____

________________________Secretary

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.~~

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Responsibilities:

1. The department applying for the grant must appear before Selectboard with a grant proposal in writing and be prepared to make this proposal to the board before any grant application is submitted. The proposal must detail the Purpose, Scope, Impact, Administration and an Implementation plan. An appropriate time frame must be allowed for the Selectboard to thoroughly research all aspects of the proposed project. The Selectboard will review the economic benefits or negative impacts it might create. The Selectboard will either approve or deny the application. If the grant proposal is deemed worthy, it will be presented at a regularly scheduled Selectboard meeting for discussion and final approval.
2. If approved, the department or organization is responsible for preparing reports of grant activity and submitting all documentation to the Selectboard 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:

1. Selectboard ensures that the proposed grant funds will not be used to replace State or local funding.
2. Selectboard signs the grant application and acceptance forms.
3. 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:

<u>***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.***</u>

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 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 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 agreemeht 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, 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.

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 purchased 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 and effective as of this date until amended or repealed.

Selectboard Signatures:

_________________________Chair

_________________________Vice Chair

____

____

_________________________Secretary

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: ______________________________

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.

This definition clarifies which fires may be kindled without a permit and aims to help reduce confusion among residents regarding recreational fires. Per statute, campfires are excluded from requiring a Permit to Kindle Fire but may be banned by the FPR Commissioner during periods of elevated fire risk. Your town may have additional ordinances in place that further restrict campfires within your municipality. Clearly defining campfires allows the State to issue burn restrictions on debris burning and campfires during times of elevated fire danger or poor air quality.

Wildfire Reporting and Coordination

This legislation updates reporting requirements to help strengthen communication between municipalities and FPR during wildfire incidents. Town forest fire wardens are now required to notify FPR of all wildland fires in their jurisdiction within 24 hours of discovery. The town forest fire warden must also submit fire reports within 48 hours after extinguishment. Prompt notification and reporting to FPR is critical to ensure statewide response, situational awareness, and resource coordination.

Reimbursement for Fire Suppression Costs

Act 162 modifies procedures related to reimbursement for suppression activities on Agency of Natural Resources lands. Should a wildland fire occur on ANR land within your municipality that requires fire suppression and incur expenses, there are now mandatory steps to take for the municipality to seek reimbursement.
Fire Departments and municipal officials should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support reimbursement requests when applicable.

Recommended Town Actions

To ensure compliance with the new law, municipalities should:

- Review Act 162 with the Selectboard and fire department leadership.
- Confirm the individual serving as the town forest fire warden under the revised statute.
- If the municipality is served by multiple fire departments or fire districts, designate one fire chief as the town forest fire warden for the municipality.
- Ensure FPR has current contact information for the town forest fire warden and any deputy town forest fire wardens designated by the fire chief.
- Ensure recordkeeping practices support wildfire reporting and reimbursement requirements.

The Department of Forests, Parks, and Recreation will provide additional guidance, updated forms, and implementation resources in the coming months. We appreciate your assistance in helping Vermont communities remain prepared for wildfire prevention and response.

If you have questions regarding these changes, please contact FPR's Wildland Fire Program by email **ANR.WildlandFire@Vermont.gov** or the wildland fire staff for your area:

CONTACT:	EMAIL:	COUNTIES:
Dan Dillner *802-777-3079*	**Dan.Dillner@vermont.gov**	Addison, Chittenden, Franklin, Grand Isle
Devin Healy *802-917-2555*	**Devin.Healy@vermont.gov**	Caledonia, Essex, Lamoille, Orange, Orleans, Washington
Kelsey Zaengle *802-917-2241*	**Kelsey.Zaengle@vermont.gov**	Bennington, Rutland, Windsor, Windham

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Kelsey Zaengle *802-917-2241*	**Kelsey.Zaengle@vermont.gov**	Bennington, Rutland, Windsor, Windham

AMENDMENT #2 TO THE AGREEMENT FOR THE PROFESSIONAL UTILITY MANAGEMENT SERVICES FOR TOWN OF CABOT

This amendment #2 to the Agreement for the Professional Utility Management Services for Town of Cabot, (the "**Amendment**") is made and entered into this 1st day of July 2026, by and between **TOWN OF CABOT** (the "**Owner**"), whose address for any formal notice is P.O. Box 36, Cabot, VT 05647, and **H_2O INNOVATION OPERATION & MAINTENANCE, LLC** (the "**Operator**"), a Georgia limited liability company, having a place of business at 7220 S. Cimarron Rd, Suite 110, Las Vegas, NV 89113, acting herein by and through its duly authorized officer.

WHEREAS the parties entered into an Agreement for professional utility management services on February 16, 2011, as amended from time to time (the "**Agreement**").

WHEREAS the parties wish to extend the term of the Agreement and to amend certain provisions of the Agreement.

NOW, THEREFORE, the parties hereto agree to amend the Agreement as follows:

1. The term of the Agreement is extended for five (5) years from July 1, 2026, to June 30, 2031.

2. The current annual compensation of $75,977.41 is modified as follows for the 5 years of the current term:

	Previous fee	**Increase**	**New fee**
July 1, 2026 – June 30, 2027	$75,977.41	5%	$79,776.28
July 1, 2027 – June 30, 2028	$79,776.28	5%	$83,765.09
July 1, 2028 – June 30, 2029	increase will be commensurate with the adjustments in the Consumer Price Index (CPI), using the Northeast Urban, Series ID: CUUR0100SA0 for the month of November and will not be less than 2% per year, nor greater than 5%		
July 1, 2029 – June 30, 2030	increase will be commensurate with the adjustments in the Consumer Price Index (CPI), using the Northeast Urban, Series ID: CUUR0100SA0 for the month of November and will not be less than 2% per year, nor greater than 5%		
July 1, 2030 – June 30, 2031	increase will be commensurate with the adjustments in the Consumer Price Index (CPI), using the Northeast Urban, Series ID: CUUR0100SA0 for the month of November and will not be less than 2% per year, nor greater than 5%		

3. Additional billing hours are amended as follows:

   a) labor at $42.98 per hour (Monday-Friday, 7:00a – 3:30p)
   b) $64.48 per hour for after hours, weekends and holidays. These hourly rates will increase annually, commensurate with the adjustments in the Consumer Price Index.

4. All the other terms and conditions of the Agreement remain unchanged and shall *mutatis mutandis* apply to this Amendment.

EXECUTED AND EFFECTIVE as of the 1st day of July 2026.

TOWN OF CABOT	**H_2O INNOVATION OPERATION & MAINTENANCE, LLC**
By: ______________________	By: Rodger Glenn Sheldon

WARNING

The legal voters of the Town of Cabot are hereby notified and warned to meet at the Town of Cabot Willey Building, 3084 Main Street, Cabot, Vermont on Tuesday, August 4, 2026, between the hours of seven o'clock (7:00) in the forenoon (a.m.), at which time the polls will open, and seven o'clock (7:00) in the afternoon (p.m.), at which time the polls will close, to vote by Australian ballot upon the following Article of business:

ARTICLE I

Shall general obligation bonds of the Town of Cabot in an amount not to exceed One Hundred Twenty-Five Thousand Dollars ($125,000), subject to reduction from the receipt of available state and federal grants-in-aid, be issued for the purpose of purchasing radio equipment for use by the Town's Fire Department to replace obsolete equipment?

The legal voters of the Town of Cabot are further notified that voter qualification, registration and absentee voting relative to said meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

The legal voters of the Town of Cabot are further notified that an informational meeting will be held on Tuesday, July 21, 2026 at Town of Cabot Willey Building in the Town of Cabot at five thirty (5:30) in the evening (p.m.), for the purpose of explaining the proposed improvements and the financing thereof.

Adopted and approved at a regular meeting of the Selectboard of the Town of Cabot duly called, noticed and held on July 7, 2026. Received for record and recorded in the records of the Town of Cabot on July 7, 2026.

ATTEST:

____
Brittany Butler
Town Clerk

____

____

____

____

____
All or a majority of the
Town of Cabot Selectboard

OFFICIAL BALLOT

TOWN OF CABOT

SPECIAL MEETING AUGUST 4, 2026

ARTICLE I

Shall general obligation bonds of the Town of Cabot in an amount not to exceed One Hundred Twenty-Five Thousand Dollars ($125,000), subject to reduction from the receipt of available state and federal grants-in-aid, be issued for the purpose of purchasing radio equipment for use by the Town's Fire Department to replace obsolete equipment?

If in favor of the bond issue, make a cross (x) in this square: ☐

If opposed to the bond issue, make a cross (x) in this square: ☐

CERTIFICATE OF POSTING

PUBLICATION AND VOTE

The undersigned, being the Town Clerk of the Town of Cabot, does certify that:

(1) The attached Resolution (Exhibit I) was duly adopted at a duly warned meeting of the Selectboard of the Town of Cabot held on July 7, 2026.

(2) The attached Warning (Exhibit II) was duly approved and adopted at a duly warned meeting of the Selectboard of the Town of Cabot held on July 7, 2026.

(3) The attached form of Ballot (Exhibit III) was duly approved and adopted at a duly warned meeting of the Selectboard of the Town of Cabot held on July 7, 2026 for use at the special meeting of the Town of Cabot held on August 4, 2026.

(4) The attached Warning (Exhibit II) was published in the *Times Argus*, a newspaper published in Montpelier, Vermont, and generally circulating in the County of Washington and in the Town of Cabot and said Warning appeared in said newspaper on July 16, 2026, July 23, 2026 and July 30, 2026.

(5) The attached Resolution (Exhibit I) and Warning (Exhibit II) were received for record and recorded on July 7, 2026, in the records of the Town of Cabot.

(6) The attached Warning (Exhibit II), Ballot (Exhibit III) and current voter checklist were posted in the following public places within the Town of Cabot from July 8 through August 4, 2026, the date of the annual meeting.

(a) Cabot Town Hall
(b) Cabot Post Office
(c) Cabot School
(d) Cabot Village Store
(e) Harry's Hardware

(7) The vote by Australian ballot (Exhibit III) on the propositions stated therein was:

ARTICLE I

IN FAVOR

OPPOSED

BLANK

SPOILED

TOTAL VOTES

(8) No petition has been filed seeking reconsideration or rescission of the action taken at said annual meeting nor is there any litigation pending or threatened in any state or federal court contesting or challenging either the proceedings set forth in Paragraphs (1) through (7) of this Certificate, the works of improvement so authorized or, the issuance of bonds of the Town of Cabot to finance the same.

DATED: September __, 2026

Brittany Butler
Town Clerk

DECLARATION OF OFFICIAL INTENT
TO REIMBURSE CERTAIN EXPENDITURES
FROM PROCEEDS OF INDEBTEDNESS

WHEREAS, the Town of Cabot (the "Issuer") intends to purchase radio equipment for use by the Town's Fire Department to replace obsolete equipment (the "Project"); and

WHEREAS, the Issuer expects to pay certain capital expenditures (the "Reimbursement Expenditures") in connection with the Project prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis;

WHEREAS, the Issuer reasonably expects that for that part of the Project consisting of design and construction costs, debt obligations in an amount not expected to exceed $125,000 will be issued and that certain of the proceeds of such debt obligationswill be used to reimburse the Reimbursement Expenditures; and

WHEREAS, the Issuer declares its reasonable official intent to reimburse prior expenditures for the above-described part of the Project with proceeds of a subsequent borrowing:

NOW THEREFORE, the Issuer declares:

Section 1. The Issuer finds and determines that the foregoing recitals are true and correct, and that all of the capital expenditures covered by this Resolution were or will be made not earlier than 60 days prior to the date of this Resolution.

Section 2. This declaration is made solely for the purposes of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations. This declaration does not bind the Issuer to make any expenditure, incur any indebtedness, or proceed with the Project.

Section 3. The Issuer hereby declares its official intent to use proceeds of indebtedness to reimburse itself for Reimbursement Expenditures, within 18 months of either the date of the first expenditure of funds by Issuer for such Project or the date that such Project is placed in service, whichever is later (but in no event more than three years after the date of the original expenditure of the Issuer's funds for such Project), and to allocate an amount not to exceed $125,000 of the proceeds thereof to reimburse itself for its expenditures in connection with the Project.

Section 4. The Issuer's debt obligations for the aforementioned purpose will not be "private activity bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986.

Section 5. All prior actions of the officials and agents of Issuer that are in conformity with the purpose and intent of this Resolution and in furtherance of the Project shall be and the same hereby are in all respects ratified, approved and confirmed.

Section 6. All other resolutions of the legislative body of the Issuer, or parts of resolutions, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Section 7. It is hereby found that all discussions and deliberations of the legislative body of the Issuer leading to the adoption of this Resolution occurred at one or more meetings of the legislative body conducted pursuant to public notice and open to public attendance.

Section 8. This declaration shall take effect from and after its adoption.

The undersigned, Town Clerk of the Issuer, hereby certifies that the foregoing is a full, true and correct copy of the declaration of the legislative body of said Issuer duly made at a meeting thereof held on the date, specified below, and that said declaration has not been amended, modified or revoked.

ATTEST:

______________________________ Date: July 7, 2026

Brittany Butler
Town Clerk

RESOLUTION CERTIFICATE

RESOLVED, at a regular meeting of the Selectboard of the Town of Cabot duly warned and noticed and held on July 7, 2026, it was determined that the public interest and necessity demand that the Town of Cabot (the "Town") undertake the purchase of certain equipment, namely radio equipment for use by the Town's Fire Department to replace obsolete equipment, at an aggregate estimated cost of One Hundred Twenty-Five Thousand Dollars ($125,000) subject to reduction from the receipt of available state and federal grants-in-aid; and

BE IT FURTHER RESOLVED, that the cost of completing the Town's purchase of such equipment, after application of available state and federal grants-in-aid, and the application of available reserves (if any), will be too great to be paid out of the annual revenue of the Town; and

BE IT FURTHER RESOLVED, that a proposal for the issuance of general obligation bonds of the Town in the aggregate amount not to exceed One Hundred Twenty-Five Thousand Dollars ($125,000) to pay for its cost of the same, subject to reduction through the receipt of any state or federal grants-in-aid and other financial assistance, should be submitted to the legal voters of the Town of Cabot for voting by Australian ballot at a special meeting of the Town to be duly called and held on August 4, 2026; and

BE IT FURTHER RESOLVED, that all acts relating to the proposition of incurring bonded indebtedness and the issuance of general obligation bonds of the Town of Cabot for the purpose of purchasing said equipment within and without the corporate limits of the Town be in accordance with the provisions of Chapter 53 of Title 24, Vermont Statutes Annotated; and

BE IT FURTHER RESOLVED, that the Town will hold a public informational hearing on the proposition of issuing bonds for the Project on Tuesday, July 21, 2026, commencing at five thirty o'clock (6:30) in the afternoon (p.m.) at the Town of Cabot Willey Building in the Town of Cabot (and by Zoom); and

BE IT FURTHER RESOLVED, that the attached Warning and form of Ballot be adopted for use in connection with consideration of the above-stated proposition of making said public improvements and incurring bonded indebtedness therefore.

Dated: July 7, 2026

ATTEST:

[SEAL]

Brittany Butler
Town Clerk

Cabot Volunteer Fire Department
P. O. Box 26
Cabot, Vermont 05647-0026

Invitation to Submit a Written Proposal
For the repair and upgrade of Dry Hydrant #11

June 23, 2026

Thank you for your interest in providing the Cabot Volunteer Fire Department with a written proposal for the repair and upgrade of Dry Hydrant #11 at 6500 VT Route 215.

Basics:

1. All proposals shall be submitted in written form, and received on or before 1600 hours on **July 7th, 2026**. For record keeping purposes, it is preferred that the proposals, and all accompanying documents be transmitted electronically via email with PDFs attached, and sent to both: Chief@cabotfirevt.us (and) Grants@cabotfirevt.us. Proposals which are not emailed shall be delivered by hand, in person, to the Cabot Town Clerk before the deadline above. Any proposals received after the deadline shall be considered untimely and will not be considered.

2. All proposals shall be accompanied by a Certificate of Insurance naming the Town of Cabot, The Cabot Volunteer Fire Department, and the following property owners; John T. Greaves, Gail L. Greaves, Seth A. Greaves and Brett C. Greaves as 'additional insured' for general liability, and include proof of Worker's Compensation Insurance coverage.

3. Each interested contractor will receive a printed packet at a joint site visit to review the site, and address any questions. The packet will contain all of the materials produced by Troy Dare, from the Rural Fire Protection Program. The site visit shall be scheduled to occur on Friday, June 27th, 2026 at 1800 hours at the project site for all interested contractors. Contractors may waive their presence at this joint site visit

by emailing: Chief@cabotfirevt.us (and) Grants@cabotfirevt.us and the engineering packet will be delivered by email.

4. In addition to your proposal to install the hydrant in accordance with the technical packet described in Paragraph #3 above, please also include in your proposal the following as separately identified line items within your total proposal:

   a. The installation of a pond overflow. Note: there is currently is an overflow which upon information and belief is metal, and appears to have collapsed under the access drive and is no longer functioning.

   b. Stabilization of the pond berm in a generally southerly direction between the new dry hydrant, and the public Right of Way of Vermont Route 215 to the include the repositioning of any boulders which are currently placed in this area. Disturbed areas are to be mulched and seeded to prevent erosion.

   c. Stabilization of the pond berm beginning at the dry hydrant and continuing in a generally northwesterly direction, approximately 10 feet from the dry hydrant, including the repositioning of the boulders which are currently placed at that location. Disturbed areas are to be mulched and seeded to prevent erosion.

5. The Cabot Volunteer Fire Department reserves the right to decline any proposal at its sole discretion.

6. The parties submitting proposals specifically acknowledge that once an acceptable proposal is identified, its acceptance and performance will be subject to (1) the specific approval of the Cabot Select Board which is necessary before it is subsequently submitted to the (2) Rural Fire Protection Board for consideration on July 22, 2026.

Thank you for your willingness to submit a proposal for this public interest project.

Sincerely,

Dean D. Deasy, Cabot Fire Chief

Rural Fire Protection Grant Completion Checklist

All project work will be completed by the agreed deadline, unless by special permission from **Troy Dare, Rural Fire Protection Program Manager**. **<u>The items below must be received in order to release project award.</u>**

Final Report which includes:

☐ **Expense Documentation Form.**
(Please submit the **signed original** form with report)

☐ Copies of **paid invoices** and **receipts**. (Please submit copies that correspond with expenses listed on the Expense Documentation Match Form)

☐ **Six or more** color photos of project before, during and after the project. (Please submit **high resolution, digital pictures**; either on a CD or emailed to **dryhydrantguy@yahoo.com)**

☐ **Press release** given to the media. We allow online, public, media to satisfy this grant requirement depending on the content of the post, but we still accept, and prefer, printed newspaper and town report publications. Please email complete URL links to the online media to **dryhydrantguy@yahoo.com** or mail the complete publication page including name, date, & page number to the RFP Office at the bottom of this form so we can use it in our yearly report; this report is used at fire service events across the state and VT Legislative functions.

<u>Once items listed above are received, a final site inspection will be conducted by Troy Dare, Task Force Engineering Technician to check the following:</u>

☐ Standpipe **painted**. (The paint helps reduce **ultra-violet ray breakdown** and identify dry-hydrant location)

☐ Hydrant protected by **guard posts**. (Guard posts need to be **placed in front of dry-hydrant riser** and be able to deflect vehicles or fire apparatus; 6x6's, large stones, concrete blocks etc. preferred)

☐ **Maximum Suction Lift** does not exceed 15 feet. (**Maximum Suction Lift** is the vertical measured distance from the surface of the estimated low water level to the eye of the pump)

☐ **Year round access** provided. (The access to the RFP system is adequate for fire apparatus and will be kept clear and plowed year-round)

☐ **Signage** - No Parking Fire Lane posted. (This can be a standard reflective dry-hydrant sign or a custom, more esthetically pleasing, sign; As long as it says, "No Parking - Fire Lane", it's adequate)

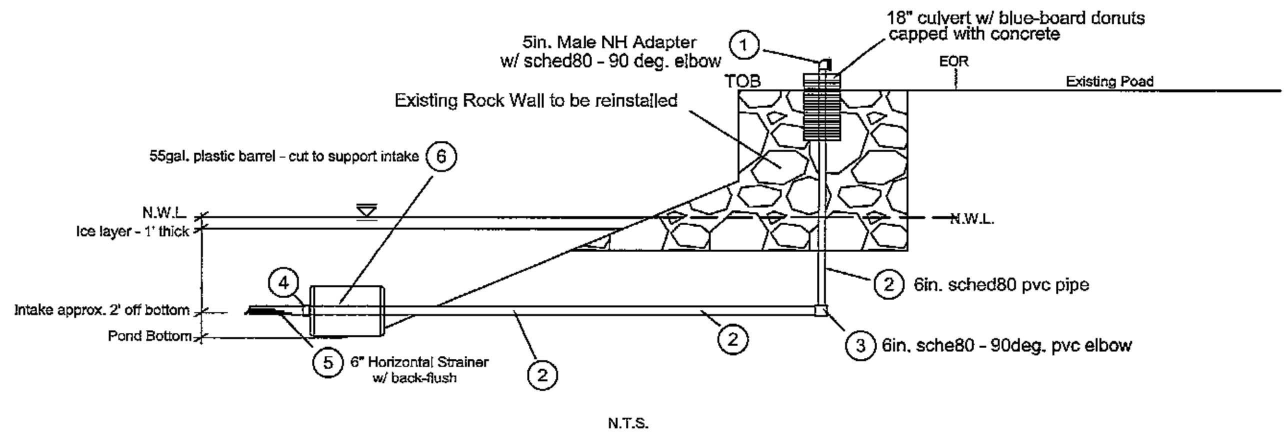
☐ **Maintenance Record** established with first back flush and pump test recorded. (Please **MAX flow test** the hydrant until pump reaches "cavitation"; this will provide the value of the system in all fire situations and help monitor the integrity of the system)

Please schedule your final inspection with **Troy Dare** when the items above have been completed. If you have any questions or desire additional information, please feel free to contact:

Troy Dare - Rural Fire Protection Program Manager/Engineering Technician

170 Lower Sumner Hill Road, Sumner, ME 04292

802-828-4582 – dryhydrantguy@yahoo.com



Bill of Materials					
#	Description	No.	Unit	Unit Cost	Total
1	6" Female NH Adapter w/ 90deg elbow	1	EA	$500	$500
2	6" dia. sched80 pvc pipe	20	LF	$20	$400
3	6" dia. sched80 pvc 90deg. elbow	1	EA	$120	$120
4	6" dia. sched80 pvc coupling	1	EA	$80	$80
5	6" Horizontal Strainer w/ backflush	1	EA	$200	$200
6	55gal. barrel for intake support	1	EA	$40	$40
	No Parking Fire Lane Sign & Post	1	EA	$40	$40
	Bollards, Guard Posts - Riser Protection	2	EA	$50	$100
	Materials - fill, 18" culvert, insulation etc.				$1,500
	Labor				$1,000
	Excavation/Dry Hydrant installation	8	HR	$300	$2,400
	Contingency				$1,000
				Total	$7,380

Notes:

Provided by RFP-TF (item 1)

Provided by RFP-TF (item 5)

Provided by RFP-TF (No Parking Fire Lane Sign & Post)

Cabot 2026-13 Replacement
John & Gail Greaves - 6503 VT Route 215N

Vermont Rural Fire Protection Task Force
170 Lower Sumner Hill Road
Sumner, ME 04292

Drawn by: Troy Dare

Reviewed by:

Date: 6/18/26

1/5

Rural Fire Protection (RFP) Water Supply Site Assessment Form

(Revised March 2023)

Date: 6/15/26 Town: Cabot County: Washington Fire Dept: Cabot VFD

Name: John & Gail Greaves Site ID: 2026-13 Replacement

Location: 6503 VT Route 215N Long: -72.272022 Lat: 44.440264

Property Owner/Address: John & Gail Greaves - 6503 VT Route 215N

Largest Fire Load - 1000ft: Res. Homes & Farms - 1.5mi: Res. Homes & Farms

Assessment Completed by: Troy Dare, Chief Deasy, Liz Wilkel & Landowners Project: 2026 RFP Program

Needed Fire Flow (NFF): 1000+ gpm Existing RWS Repair Yes Out of Service Date: 2025

Agreements: **Water Source:** Name: Greaves Pond

1 Grant Source Type: Pond

2 ______ Type of Recharge: Seep

3 ______ Rate of Recharge: Good

4 ______ Site Accessibility: Dirt

Notes: ______ Land-use: Private Residence

Rural Water Supply System Elevation: 1825 ft

Recommended System: Dry Hydrant

Depth of water where system intake will be located: 8 ft *Lift: 6 ft

Horizontal Distance: 20 ft Suction Hose Dia.: 6in

**Estimated Flow Rate: 1300 gpm Adapter Type: NH/NST

Adapter Sex: Female

Calculations for Fire Purposes (est.):

Ponds: Volume = Surface Area x (Intake Depth - 2ft over the strainer) x 7.5gcf x 0.67 side slopes

Surface Area: ______ ft x ______ ft = 7,000 sf

(measured using GIS software) Yes

Volume: 7,000 sf x Intake Depth 6 ft - 2ft x 7.5gcf x 0.67 ≈ 140,700 gal

***Volume in Winter Months 105,525 gal

Rivers/Streams: Flow (gpm) = Cross Sectional Area (sf) x Velocity (fps) x 60sec/min x 7.5gcf

Flow = ______ sf x ______ fps x (60sec/min) x 7.5gcf = ______ gpm

Permitting/Signoff Needed: State Permitting Information, Applications & Contact Information: dec.vermont.gov/watershed

State: 1 ______ Federal: ______ nae.usace.army.mil

2 ______

3 ______ nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Vermont-General-Permit

4 ______

Integrity: Disturbed (Disturbed, Intact or Unknown)

Landform Slope: 2%

State Fish & Wildlife Access - ______

NOTE: All RFP Systems in VT State F&W Accesses must have a signed Memorandum of Understanding MOU between the Town/Fire Dept. before construction; and the RFP Technician must be present to assist and insure the system is installed as agreed upon.

Field Notes: All sched80 system.

*Lift is the vertical, linear, distance from the surface of the water to the "eye", or center point, of the fire pump.

Estimated flow rate is calculated by entering design data in to the **New Hydrant flow calculation spreadsheet.

***If the average ice thickness for the area is unknown, assume 2ft, and deduct from the volume calculations.

Developed Water Supply for Rural Fire Protection
Landowner Agreement

To: Dean D. Deasy, Cabot Fire Chief
Town of Cabot
Cabot Fire Department

Date: May 28, 2026

From: John T. Greaves, Gail L. Greaves, Seth A. Greaves, Brett C. Greaves (Property Owners)

We hereby authorize the Town of Cabot (hereinafter referred to as Town) to develop a refill site at what is currently identified as #6500 Vermont Route 215, Cabot, VT for the purpose of providing water to extinguish fires in our community and for other uses with our permission.

We further give the Town permission to erect a dry hydrant or other developed rural water supply system at this location. We understand that the Town will install the rural water supply system and provide materials.

The Town will complete all excavation work so that the surrounding areas and the surface of the ground will be smooth, and present a pleasing appearance. Vegetation will be reestablished.

The Town may use, test, and maintain the dry hydrant or other rural water supply system at any time they deem necessary for continuity of hydrant operations.

The purpose, installation, operation and maintenance of the dry hydrant or other rural water supply system has been explained to us. We fully understand, and agree with the explanations provided as we currently have a dry hydrant in place at this location, identified as #11 in the Cabot Fire Department records.

Gail L Greaves Date: May 28, 2026

John T. Greaves Date: 5/28/26

Brett Greaves Date: 5/28/26

Seth A. G Date: 5/28/2026

I have fully advised the landowners of the purpose, installation, operation and maintenance of the dry hydrant or other rural water supply system.

Signature: Dean D. Deasy, Cabot Fire Chief

Date: 5/29/26 0842hrs

Note: the role and/or duties of the Town and Landowners in this agreement may be shared differently between the parties as necessary, and any modification shall be made in written form, signed by all parties.

Cabot Volunteer Fire Department
P. O. Box 26
Cabot, Vermont 05647-0026

Invitation to Submit a Written Proposal
For the repair and upgrade of Dry Hydrant #11

Addendum #1

July 1 2026

Addendum #1 serves to modify only the following items in the original Invitation to Submit a Written Proposal for Dry Hydrant #11. All other specifications remain as first published on June 23, 2026.

4a. Added: The Height of the overflow will be at current water level with a detachable debris catcher installed.

4c. Revised: 10 feet is hereby revised to be 15 feet.

5. Revised: The Cabot Volunteer Fire Department reserves the right to decline any and all proposals at its sole discretion. ('all' is added to the original language).

6. Added: Subject to final approval from the Chief of the Cabot Fire Department of the project and related bids.

7. Added: Contractor will be responsible for roadbank and stabilization (approximately 115ft in length), if so required, and for maintaining blacktop integrity on rt 215 north as it currently is.

8. Added: Removal of one 40 ft softwood tree. Wood, stump, and branches must be disposed of off-site.

9. Added: Driveway will be resurfaced with road-grade stone for a total distance of 85 ft. starting at the edge of road toward dry hydrant.

10. Added: one large stone, 35" min high by 4 ft min length x 20" min width, will be placed in front of the dry hydrant for vehicle protection. The exact location will be shown at the time of installation. Stone will not interfere with access to dry hydrant connection.

11. Delete : Two guard posts will be deleted,

12: Added: Dry Hydrant will be painted red.

Thank you for your willingness to submit a proposal for this public interest project.

Sincerely,

Dean D, Deasy

Dean D. Deasy, Cabot Fire Chief
June 26, 2026