

TOWN OF UNDERHILL
Regular Selectboard Meeting
Underhill Town Hall - 12 Pleasant Valley Road
In-person and remote access meeting (see below)
Thursday, April 11, 2024, 6:00 p.m.

- 6:00 p.m.** Call meeting to order/adjustments to the agenda
- 6:00 p.m.** Opening Public Comment
- 6:05 p.m.** Follow-up of the Harvest Crossing Public Hearing held on April 5, 2024 - Consider authorizing a Vermont Community Development Program Resolution for an Implementation Grant Application for the Harvest Crossing Affordable Housing initiative
- 6:10 p.m.** Committee appointments
- 6:15 p.m.** Adopt 2024 Local Emergency Management Plan
- 6:20 p.m.** Authorize SFY25 Grants-in-Aid letter of intent
- 6:25 p.m.** Review & consider tree removal quotes
- 6:30 p.m.** Closing Public Comment Period
- 6:35 p.m.** Warrants & Minutes: Review/Approve warrants, review/approve the minutes from March 21, 2024 & March 27, 2024
- 6:40 p.m.** Member items, correspondence, announcements, schedule.
- 6:45 p.m.** Adjourn Selectboard meeting (tentative)

Underhill Selectboard Regular Meeting April 11, 2024
Apr 11, 2024, 6:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/862680229>

You can also dial in using your phone.

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United States: [+1 \(571\) 317-3122](tel:+15713173122)

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PUBLIC HEARING NOTICE

Notice of Public Hearing

The Town of Underhill is considering making application to the State of Vermont for an Implementation Grant under the Vermont Community Development Program. An in-person and remote option public hearing will be held on Friday, April 5, 2024 at: 6:00 PM at the Underhill Town Hall, 12 Pleasant Valley Road, Underhill, VT to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds. The proposal is to apply for \$500,000 in VCDP Funds which will be used to accomplish the following activities: Build a road and establish the infrastructure to create a group of affordable homes; any remaining funds will be applied to the home construction.

Copies of the proposed application and link to the hearing website are available at www.underhillvt.gov Should you require a printed copy of the proposed application or any special accommodations, please contact Brad Holden at 802-899-4434 ext. 7 or bholden@underhillvt.gov to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) # 1-800-253-0191.

Legislative Body for the Town of Underhill (Selectboard)

Copy submitted by: Brad Holden, Town Administrator Phone: 802-899-4434 ext. 7

Brad Holden, bholden@underhillvt.gov

Underhill Selectboard Meeting 4-5-2024

Apr 5, 2024, 6:00 PM (EST)

Please join our meeting from your computer, tablet or smartphone.

<https://meet.goto.com/756266301>

You may also dial in using your phone.

Access Code: 756-266-301

United States: [+1 \(408\) 650-3123](tel:+14086503123)

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Application Target Dates Board Meeting Dates

September 12, 2023	November 9, 2023
February 6, 2024	April 4, 2024
April 9, 2024	June 6, 2024

What Board Meeting is your project targeting? 6/6/2024

1. **PUBLIC HEARING:** Every applicant must hold a public hearing before the application can be submitted. Please see the Boards and Meetings VCDP website and be certain to get the public hearing notice published as required. Also if the application is a consortium one, keep in mind that more than one public hearing may be required. The public hearing notice form is part of the on-line application, so be sure to complete the form as one of the first steps in completing this application. For further information, contact your CD Specialist.
2. **MUNICIPAL PLAN:** All applicant communities, including consortium member communities, must have an adopted and still current (municipal plans expire 5 years after adoption) Municipal Plan under 24 V.S.A. Chapter 117, Subchapter 5. For further information, contact your CD Specialist.
3. **ENVIRONMENTAL REVIEW:** Every project is required to complete an Environmental Review. For further guidance on Environmental Review please refer to our Environmental Review Webpage or contact the Department's Environmental Officer.
4. **HISTORIC PRESERVATION:** Every project is subject to review under Section 106 of the National Historic Preservation Act, please complete the Section 106 Preliminary Review Form and submit it to the email listed on the form. The Department's Environmental Officer. can assist you with completing the form, and staff from the Division for Historic Preservation will assist you with the Section 106 Process.

NOTE: Any application that is not submitted to Agency in time to be reviewed by the June Community Development Board meeting will need to start a new application for the next fiscal year which starts July 1.

- ✓ I certify that I have read and understand this page, and if I am not an employee of the applicant municipality, I have made the applicant municipality aware of the requirements on this page.

VCDP Implementation Grant 2023
Organization: Town of Underhill
Program Area Selection

07110-IG-2023-Underhill-08

- ✓ Housing
- Economic Development
- Public Facilities
- Public Services

Working Title for Project: Harvest Crossing
Affordable Housing

Applicant Municipality (or lead applicant if applying as a consortium): Town of Underhill

Is this project requesting Recovery Housing Program (RHP) funding?

Yes
Yes

Is this a consortium project?

Yes
✓ No

If Yes, please select the participating municipalities. *

Participating Municipalities:

Chief Executive Officer (of lead applicant if consortium application): Bradford Holden

Contact Person (of lead applicant if consortium Application): David Clift

Person who prepared this application: David Clift

Municipal DUNS#: 028795763

✓ I certify the Municipalities UEI# above is current and valid, if blank please enter the Municipalities UEI# on the "Organizations" page.

Is the municipality up to date with submission of their Subrecipient Annual Report (SAR) for the past three years to the Department of Finance and Management? ✓ Yes No NA

Upload the most recent SAR submitted to Department of Finance and Management:

https://egrants.vermont.gov/_Upload/292866_8120459-UnderhillSubrecipientAnnualReport.pdf

Is the Municipality up to date with submission of a Single Audit (SA) Report with State of Vermont Department of Finance and Management and the Federal Audit Clearinghouse for the past three years? If no SA was required for the last 3 years select NA. ✓ Yes No NA

If Yes, was there any findings or concerns? Yes ✓ No

Please List findings or concerns raised how they were resolved.

If No, please provide the status of the Single Audit:

Single Audit has been submitted August 9, 2023

Estimated Project Funding:

CDBG Request	\$500,000
Municipal Funds	\$0
All Other Funds	\$2,047,802
Total (Municipal & Other)	\$2,047,802
Total Project Funding	\$2,547,802

Please select all that apply: *

Applicant intends to: keep ☒ subgrant : loan the CDBG Funds.

Enter legal name and complete address (city, state, zip) of Subgrantee.*

United Church of Underhill, 7 Park Str. P.O. Box 265 Underhill, Vermont 05489 N/A
UEI# MT49GAW5SZP7 Federal ID# 03-0266880

Enter legal name and complete address (city, state,zip) of Borrower*

Town of Underhill,
P.O. Box 120
Underhill, Vermont 05489 N/A
UEI# JXNLMQ5KULV6 Federal ID# 03-6000718

Enter legal name and complete address (city, state, zip) of who will be doing grant administration for this project. If only the municipality will be the grant administrator select N/A. *

(General administration responsibilities include activities relating to setting up and maintaining financial management records, completing progress reports, ensuring that the terms and conditions grant are carried out, assisting with subrecipient monitoring, and for eligible costs of audit.)

United Church of Underhill,
Harvest Crossing Team
7 Park Str. P.O. Box 265 Underhill, Vermont 05489 N/A
UEI# MT49GAW5SZP7 Federal ID# 03-0266880

Enter legal name and complete address (city, state, zip) of who will be doing program management for this project. If only the municipality will be the program manager select N/A. *

(Program Management responsibilities include activities relating to securing release of funds under the environmental regulations, securing compliance with labor standards (including Davis-Bacon wage rates), permit assistance, procurement standards, contracts management, construction oversight and coordination, and legal services.)

United Church of Underhill,
Harvest Crossing Team
7 Park Str. P.O. Box 265 Underhill, Vermont 05489 N/A
UEI# MT49GAW5SZP7 Federal ID# 03-0266880

State Objective*

✓ Housing

Economic Development

The loan will be to: For-Profit Borrower Non-Profit Borrower

Public Facility

Public Service

National Objective *

✓ LMI

Slums & Blight

Urgent Need

For Slums & Blight and Urgent Need Only - provide the following:

Slum and Blight Applications – Upload the pre-qualification request submitted to the Agency Urgent Need Applications
 – Upload the signed "Urgent Need Certification Form", found on the Agency's website [Forms and Sample Document Page](#).

For LMI Only

For specific information about National Objectives refer to the [VCDP Implementation Grant Application Instructions](#) and [Program Guide](#) or contact your CD Specialist. For Information on median income consult the [HUD Income Limits](#)

NOTE:

For housing projects count the number of households and persons as beneficiaries. For economic development, public facilities, and public services projects count the number of persons as beneficiaries. For any Counseling Advocacy Services (Including Housing Counseling) enter the number of persons served under Public Service. If unclear how to fill out beneficiary data, please contact your CD Specialist.

	Housing (households)	Housing (persons)	Econ. Devel. (persons)	Public Facility (persons)	Public Service (persons)	Total
Number of beneficiaries less than 30% of median income	0	0				0
Number of beneficiaries between 30% and 50% of median income	0	0				0
Number of beneficiaries between 50% and 80% of median income	8	26				34
Sub-total of LMI beneficiaries	8	26	0	0	0	34
Number of beneficiaries over 80% of median income	0	0				0
Total beneficiaries	8	26	0	0	0	34
Percentage of LMI beneficiaries	100%	100	0%	0%	0%	100%

Basis of LMI determination *

L/M Area Benefit

Income Certification Survey

Area-Wide Communities and Census Tract greater than 51% LMI, Contact CD Specialist

✓ L/M Limited Clientele

Income Certification Survey

Presumed LMI

✓ Pre-Qualified LMI Through Other Program

Other-Contact CD Specialist

L/M Housing

Income Certification Survey

L/M Jobs

Income Certification Survey

Grantee Roles and Capacity

ROLE/TASK TO BE PERFORMED	NAME OF RESPONSIBLE PERSON	TITLE OF RESPONSIBLE PERSON	Do you anticipate this service being paid for with VCDP funds?
1. Project Application Management/Preparer	David Clift	United Church of Underhill, Project Manager	Yes ✓ No Unsure N/A
2. Environmental Review Preparer	JEREMY P. ROBERTS, P.G.	KAS Environmental Science and Engineering	Yes No Unsure ✓ N/A
3. Architect	TBD	TBD	Yes ✓ No Unsure N/A
4. Engineer	George N. McCain Jr., P.E.	McCain Consulting, Inc, owner	✓ Yes No Unsure

Grantee Roles and Capacity

5. Project Manager (Contact for project progress during implementation, start to finish)	David Clift	United Church of Underhill, Project Manager	e N/A Yes ✓ No Unsur
a. Preparation of Progress Reports	David Clift	United Church of Underhill, Project Manager	e N/A Yes ✓ No Unsur
b. Review/submission of Progress Reports	Brad Holden	Town Administrator, Town of Underhill Vermont	e N/A Yes No ✓ Unsur
6. Historic Preservation Consultant(s)	Brant W. Venables, Ph.D..	Hartgen Archeological Associates, Inc	e N/A Yes No Unsur
7. Financial Management at the Municipal Level			e ✓ N/A
a. Reviews/approves invoices	Jennifer Silpe-Katz	Finance Officer, Town of Underhill	Yes ✓ No Unsur
b. Submits requisitions for disbursement of grant funds	Brad Holden	Administrator, Town of Underhill	e N/A Yes ✓ No Unsur
c. Approves payments	Underhill Select Board	Town of Underhill	e N/A Yes ✓ No Unsur
d. Prepares checks for payment of	Jennifer Silpe-Katz	Finance Officer, Town of	e N/A Yes ✓

Grantee Roles and Capacity

invoices		Underhill	No Unsure N/A
e. Signs checks	Sherri Morin	Treasurer, Town of Underhill	Yes ✓ No Unsure N/A
f. Maintains and controls accounting records, including ledgers	Jennifer Silpe-Katz	Finance Officer, Town of Underhill	Yes ✓ No Unsure N/A
g. Reconciliation of bank statements	Jennifer Silpe-Katz	Finance Officer, Town of Underhill	Yes ✓ No Unsure N/A
h. Preparation/submission of Subrecipient Annual Report/Single Audit	Jennifer Silpe-Katz	Finance Officer, Town of Underhill	Yes ✓ No Unsure N/A
i. Reports financial status of grant to Municipal Governing Body	Jennifer Silpe-Katz	Finance Officer, Town of Underhill	Yes ✓ No Unsure N/A
8. Financial Person at the Subrecipient/Borrower Level	Allen Simard	United Church of Underhill, Trustee	Yes ✓ No Unsure N/A
9. Compliance Management			
a. Preparation of Request for Proposals/Qualifications for construction	Allen Simard	United Church of Underhill, Trustee	Yes ✓ No Unsure N/A
b. Responsible for oversight of bid	Allen Simard	United Church of Underhill,	Yes ✓

Grantee Roles and Capacity

solicitation/procurement of contractors		Trustee	No Unsur e N/A
c. Review/execution of contracts for construction	Allen Simard	United Church of Underhill, Trustee	Yes ✓ No Unsur e N/A
d. Review/submission of certified payrolls (only applies to projects that are subject to Davis Bacon)	Allen Simard	United Church of Underhill, Trustee	Yes ✓ No Unsur e N/A
e. Clerk of the Works	Allen Simard	United Church of Underhill, Trustee	Yes ✓ No Unsur e N/A
f. Inspection of work prior to release of payment	Dan Manz	United Church of Underhill, Project Manager	Yes ✓ No Unsur e N/A
Other	Dan Manz	United Church of Underhill, Project Manager	Yes ✓ No Unsur e N/A
For Economic Development Projects, if project is not an Economic Development project, select N/A:	N/A		
ROLE/TASK TO BE PERFORMED	NAME OF RESPONSIBLE PERSON	TITLE OF RESPONSIBLE PERSON	
1. Responsible for Job Creation/Retention Requirements	Dan Manz	United Church of Underhill, Project Manager	

Grantee Roles and Capacity

For Scattered Sites Projects, if project is not a Scattered Sites project, select N/A:

N/A

ROLE/TASK TO BE PERFORMED**NAME OF RESPONSIBLE PERSON****TITLE OF RESPONSIBLE PERSON**

1. Outreach/Marketing

Sandy Wilmot

United Church of Underhill,
Outreach manager

2. Intake/Application review

Allen Simard

United Church of Underhill,
Trustee

3. Verification of application information/Underwriter

Allen Simard

United Church of Underhill,
Trustee

4. Housing rehab inspections

n/a

n/a

5. Tier II Environmental Reviews

n/a

n/a

6. Manager of Escrow Accounts

Allen Simard

United Church of Underhill,
Trustee

7. Loan Servicer

Allen Simard

United Church of Underhill,
Trustee

8. Delinquent Accounts Collector

Allen Simard

United Church of Underhill,
Trustee

Provide a description of the project. Be sure to include the following:

a) Provide a detailed project description.

The United Church of Underhill (UCU) in conjunction with Green Mountain Habitat for Humanity (GMHfH) is a sub-grantee with the Town of Underhill on an affordable housing project on an 8.6 acre parcel of property purchased by UCU in 2023. The parcel is a meadow located in the village center with public water, electricity, natural gas, telephone and cable/internet access points adjacent to this parcel. Support from the Vermont Community Development Program (VCDP) Planning Grant allowed this project to complete many fundamental assessments needed prior to putting shovels in the ground: an environmental review by the State, a wetland delineation, engineering for a site design, Sketch Plan and Preliminary Development Review Board hearings, and several public hearings.

Early in this project UCU began working with GMHfH, who has vast experience in developing affordable housing for working families. They bring many important elements to the project:

1. Expertise in this type of development in similar settings;
2. A system to keep property and homes perpetually affordable;
3. Income parameters established for homeowner eligibility for purchasing and maintaining the homes;
4. Sensitivity for the design and architecture of homes they build, which allows for a desirable fit with the surrounding neighborhood as well as attention to energy efficiency details; and
5. A building model that calls for community volunteers to work with the future families in the actual construction of homes, establishing an early connection between families and neighbors.

The land purchase was completed using a combination Housing and Urban Development (HUD) funds and private donations. The UCU team will support site permitting and site infrastructure using the Implementation Grant funds and then transfer the improved housing lots on to GMHfH to construct homes, work with the new families, and conduct all the real estate exchanges that allow perpetual affordability. The current plan is to construct affordable homes for 8 families: 6 of the structures would be single family units and 1 would be a duplex. Homes will be clustered allowing shared open space. The Church will retain 1-2 acres of the property, depending on the final site design, for orchards, community gardens, recreation and to host a fall community event called Harvest Market.

On February 22, 2024 representatives from the UCU met with the Underhill Select board to present an overview of the project and ask for their cooperation in applying for this grant. The Select board voted in favor of supporting this Implementation Grant application and filling the role as the fiscal agent if funding is awarded. A public hearing was held on April 5th, 2024 where the Select Board passed a resolution to support applying for this Implementation Grant.

If awarded, this Implementation Grant will provide funding to support construction of the site infrastructure; engineering and architectural fees; State and Town permits and public hearings supporting the site design; and other reports and documents deemed important to prepare the site for Habitat to begin housing construction.

b) Provide the address or location of the project. Be sure to include street address, city and zip+4.

The parcel lies between 2 roads addressed as 16 Harvest Run, Underhill, Vermont, 05489 and at 422 VT Rte 15 Underhill, Vermont, 05489

- c) **The service area for this project if it serves beyond the municipality applying. (If not applicable enter N/A)**
N/A
- d) **Attach a location map and site plans.**
https://egrants.vermont.gov/_Upload/292899_8118972-UnderhillHarvestCrossingProjctSite.pdf
N/A
- e) **For construction/rehabilitation projects, attach floor plans of the proposed building(s).**

✓ N/A
- f) **You may also submit photographs.**
https://egrants.vermont.gov/_Upload/292899_8118976-Sitepictures.pdf
N/A
- g) **Is any part of the project located in a flood plain?**
Yes
✓ No
If only part of the project is located in a flood plain, please clarify what part is in the flood plain.
- h) **Is the project located in a designated downtown or designated village center as determined by the Downtown Development Board?**
Yes
✓ No
If no, is it located in a downtown?
Yes
✓ No
If only part of the project is located in a designated downtown, designated village center or simply in the downtown, please clarify what part.
The project location is adjacent to a designated village center called Underhill Flats.
- i) **If your project is a housing project and you have completed a Common Housing Application for VHCB or VHFA please attach your Common Housing Application.**
Note: If you feel you have fully addressed any of the VCDP application questions in your Common Housing Application, please cite where (page & question number) in the Common Application the answer can be found for each question.

✓ N/A
- j) **Please provide the Environmental Review Identifier Number and status of the Environmental Review for this project. Please Note: Completion of the Environmental Review is not required before submitting an application, but it is critical that you have a handle on what environmental review components may impact your project's timeline/budget in order to properly represent the budget and timeline in the project's application .**

ENV-2022-Underhill-042

The Environmental Review process has been completed and signed off by Grace Vinson , State of Vermont Environmental Officer

k) Is your project requesting over \$2,000 in CDBG funds for new construction or rehabilitation activities?

☒ Yes

No

NA

l) Does this project anticipate having more than \$200,000 in HUD Funding in it (CDBG, HOME, ESG, EDI, Lead Hazard Control Grants etc.) for activities such as the construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.?

☒ Yes

No

NA

m) Does your project have the potential to displace any people or business(es) temporarily or permanently?

Yes

☒ No

If yes, have you distributed General Information Notices (GIN) to those people or business(es) impacted.

Yes

No

Please explain the displacement involved and when notices were or will be sent.

n) Does the project involve infrastructure construction that will include the purchase of steel and iron and include \$250,000 or more in federal funds?

☒ Yes

No

If yes, the Build America Buy America Act (BABA) will apply.

Covered infrastructure includes buildings and real property, including housing, utilities, wastewater and water systems, electrical transmission facilities, broadband and transportation.

For more information go to https://www.hud.gov/program_offices/general_counsel/BABA.

VCDP Implementation Grant 2023

Organization: Town of Underhill

07110-IG-2023-Underhill-08

Project Budget: Housing: IG-General Administration

Activity	IG-General Administration
CDBG Amount Requested	\$0
Activity Total	\$76,991

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

Activity Details and Basis for Estimates*

To establish the in-kind rates for General Administration we used the following source for our calculations :

US Bureau of labor and statistics website for the State of Vermont
https://www.bls.gov/oes/current/oes_vt.htm#11-0000

The attached sheet is filtered out by administration category

https://egrants.vermont.gov/_Upload/293781_8120123-GranteeRolesestimatedexpenses.xlsx

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page .

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Alread Upload
Other	Cash-In-Kind	\$71,405	Volunteer time grant/project	Private	Committed		✓
Other	Cash-In-Kind	\$5,586	Underhill contributed time	State/Local	Committed		✓
Total		\$76,991					

Project Budget: Housing: IG-New Construction

Activity	IG-New Construction
CDBG Amount Requested	\$500,000
Activity Total	\$2,449,925

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

Activity Details and Basis for Estimates*

This is a Draft of the expected expenses for the United Church of Underhill/Harvest Crossing team (UCU) and Green Mountain Habitat For Humanity (GMHfH) budgets

It is expected that these expenses will change as the project goes through the Underhill DRB review and actual costs are provided by construction companies through the bidding process. Our Engineer is preparing a more definitive engineering plan which will give us better information for soliciting bids.

To offset project costs, United Church of Underhill, Harvest Crossing Committee through the Town of Underhill is requesting a \$500,000.00 Implementation Grant from VCDP. This grant will propel us towards the next steps of the project which is the actual building of the homes by GMHfH. Once the infrastructure build of the property is completed, and the sub-division of the property is approved by the Town of Underhill and the State of Vermont through the permitting processes, the United Church of Underhill will transfer the lots to GMHfH who has committed to building the affordable homes.

Other sources of revenue are outlined below and assigned associated costs in the attached spreadsheet budget. The Harvest Crossing team's goal is to utilize all funding so no funding remains at the end of the project.

The sources of funding for the implementation phase of the project are as follows:

\$100,000.00 ARPA funds by the Town of Underhill was awarded to UCU for the purpose of developing the land in preparation of the housing builds

\$50,000.00 is what remains of a \$200,000.00 of a congressional earmark through Senator Sanders' office. \$150,000.00 was used to purchase the land by UCU.

\$29,925.00 are funds remaining from private donations to the project through UCU.

\$340,000.00 Equity Line of Credit has been awarded to us to help us keep cash flow going once construction cost from the implementation phase has been starts. These funds will need to be repaid prior to the closing of the project.

\$110,000.00 zero interest loans have been provided by members of the community. These funds will need to be repaid prior to the closing of the project.

\$120,000.00 has been promised by the Vermont Housing and Conservation Board \$15,000.00 to each of the families sponsored by GMHfH as a down payment towards the mortgage.

\$1,200,000.00 will be acquired from the sale of the properties to the new owners at an estimated cost of \$150,000.00 for each of the 8 homes. These funds will come from the mortgages of the new home owners.

United Church of Underhill, Harvest Crossing team thanks the review committee for this opportunity.

https://egrants.vermont.gov/_Upload/292900_8120123-HarvestCrossingBudget2024_VCDPImplementationGrant-Final.pdf

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page.

Organization: Town of Underhill

Project Budget: Housing: IG-New Construction

04/03/2024

Activity	IG-Program Management
CDBG Amount Requested	\$0
Activity Total	\$20,886

Project need is well-documented (e.g. studies, updated data, etc).

1. Describe the need for this project.*

The Town of Underhill identified the need for increased housing stock, especially affordable homes in the 2021 Town Plan. Since then, the need has become critical. Due to the pandemic, there has been an influx of transplants from affluent areas outside the state moving to Underhill and Jericho, causing inflated prices of existing housing stock. The median income for Vermont is \$63,477 and for Chittenden County is \$76,316. In 2023, the median single family home price in Chittenden County was \$385,000. Underhill homes typically sell for \$441,860, a 9.7% increase from 2022. Affordability is out of the question for most residents. Even a house at \$350,000 would require an income of about \$115,000, a down payment of around \$17,500, and cash at closing of \$29,000. But there are few homes on the market, especially affordable homes.

There are many reports providing support for housing needs, especially affordable housing:

from the Vermont Housing Authority -

<https://www.vhfa.org/news/blog/vermont-home-prices-continue-increasing-first-half-2023>

VT Digger reports:

<https://vtdigger.org/2023/02/16/a-vermont-perfect-storm-statewide-data-shows-record-spike-in-housing-prices/>

https://egrants.vermont.gov/_Upload/292932_8119588-HarvestCrossing-TownofUnderhillhousingstatisticsprojectneed.pdf

2. Describe the manner in which the need was determined (cite relevant data and attach any studies or information to support this need).*

The Town of Underhill has identified a need as described in #1. The State of Vermont has also supplied multiple statistics in support of the need.

The Vermont Legislative Joint fiscal Office reports on the need for Affordable Housing:

https://ljfo.vermont.gov/assets/Publications/Issue-Briefs/3191854ff6/Housing_Issue_Brief-v2.pdf

The State of Vermont Housing Needs Assessment:

https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/Housing/Housing-Needs-Assessment/VT-HNA-FEB-20.pdf

There is not a more appropriate solution than the one presented.

3. a. Describe why this is the best approach to meet the need described in #1 above, and how your proposal will meet this need. *

We believe our proposed project is the best approach for adding affordable homes that is consistent with the characteristics of the existing neighborhood housing, which are single family homes located adjacent to a town center called Underhill Flats. Single family homes have been identified by Green Mountain Habitat for Humanity as the most desirable housing based on their experience.

This is the only remaining site in Underhill available that can support affordable housing initiative .

b. Identify other approaches that were considered and explain why they were not pursued.*

No other location was identified since this property was for sale and available for the Church to purchase. While more housing units might have been theoretically possible on the property, there were limitations due to wetland area and septic constraints. While we might have pursued duplex and triplex units, or apartment complex, single family homes are more in keeping with the character of the village, and Habitat for Humanity has found the best outcome for families with the single family occupancy options.

These are the reasons:

- This Property was offered for sale to us from the owner at a reasonable price
- There are very low environmental impacts as the land is a relatively flat open field, so do not need to cut down trees or do much excavating.
- The location has easy access to Vermont Route 15
- It is an ideal location as it is close to the Jericho Underhill Fire Department for fire protection, walking distance to the Underhill Post Office, 2 grocery stores, a bank, the Middle School, several churches, and a bus line to Burlington.
- The Town of Underhill elected officials are supportive of this location
- The property is located in a down town center designated area
- The property has sidewalk access along Route 15

4. If your project involves workforce education and training, describe the extent to which other state and/or federal training funds are being utilized. If project is ineligible for such funds, please explain and provide documentation. If not applicable select N/A.*

✓ N/A

All appropriate funding sources have been sought.

5. Describe the effort to obtain other funding and, why particular funding sources were considered but not pursued.*

We have applied for and received several funding sources outlined in the budget .

Funding sources that compete with Green Mountain Habitat for Humanity funding sources have not been pursued.

6. Explain the level of municipal government support.*

The Town of Underhill Select Board, Town Administrator and Town Finance representative have all supported this effort through sponsoring the VCDP Planning Grant and now the VCDP Implementation Grant. The Select Board has sponsored several public hearings and supported applications for grant funding for this project.

Underhill Town ARPA Committee also has supported this project by granting us \$100,000.00 of ARPA funding.

How well the project meets a Consolidated Plan goal.

For specific information about the Consolidated Plan refer to the [VCDP Application Instructions](#) and [Program Guide](#) or contact your CD Specialist.

7. Describe how the project meets the goals of the Consolidated Plan and identify the strategies that will be employed to meet those goals. *

The HUD Consolidated Plan developed by the State of Vermont determined 4 high priority goals: 1. Safe, Decent, Accessible, and Inclusive Affordable Housing; 2. Individuals and Families Experiencing Homeless; 3. Economic Opportunity; and 4. Strong Communities. The plan establishes 4 strategies to address the housing and community development priorities: 1. Increase the supply and quality of affordable housing; 2. Decrease the number of people experiencing homelessness; 3. Create and retain jobs; and 4. Strengthen communities and improve the quality of life of Vermonters. For Chittenden County, the target number of new affordable homes is currently 510.

The Harvest Crossing proposal addresses each of these high priority goals by building perpetually affordable homes, adjacent to the village center of a rural town, and identifying low and middle income working families to purchase these homes. Affordable homes, where the family pays no more than 30% of their income, improves the likelihood that these adults and children will not experience homelessness. Further, GMHfH has a long history of improving economic opportunities for families through home ownership and building of equity in a home they own. GMHfH also uses community volunteers to work side by side with new families in building the homes, strengthening the connections between people in the community. New families bring new employees for businesses, new students for schools, and a better quality of life for 8 families. For this small town, 8 new homes is significant, and 8 new affordable homes will help diversify the community while contributing to the State goal of increasing affordable housing.

Is the project consistent with the local Municipal Plan?

8. Please provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.*

Is the project consistent with the Regional Plan?

9. Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed. *
https://egrants.vermont.gov/_Upload/292932_8119573-HarvestCrossing_Underhill_VCDP_20240327.pdf
10. If this project is being carried out on behalf of the municipalities within your county or region, the

application must include documentation of regional support. Please describe the regional support. If not applicable select N/A.*

✓ N/A

11. Is this project on the Regional Development Corporation priority list?*

✓

Degree of health/safety risks to beneficiaries

12. If applicable, describe how this project directly addresses a health or safety issue for the intended beneficiaries. If not applicable select N/A.*

The stress that parents experience due to living in poor conditions can translate into emotional and behavioral problems in their children. Children whose families are forced to move frequently in search of better, more affordable living situations often struggle.

Studies indicate that ...

- Poor housing is associated with depression, anxiety and aggression from elementary school through young adulthood.

- Rentals are more likely to have asthma triggers and children in rentals are more likely to develop asthma

- Switching schools is associated with lower reading achievement

- Living in poor quality housing and disadvantaged neighborhoods is associated with lower kindergarten readiness.

- Children living in crowded households are less likely to graduate from high school

- Children's housing stability can shape their future economic well-being.

Surveys of families with safe, stable and affordable housing show fewer health problems, improved school performance, less psychological stress and more self-assured parents.

N/A

Timing Pressures

13. Please describe, if applicable, any particular issues that make funding of this project time sensitive. If not applicable select N/A.*

✓ N/A

Project Outcomes

14. These numbers will automatically populate from the data entered in the National and State Objectives section.

Number of beneficiaries less than 30% of median income	0
Number of beneficiaries between 30% and 50% of median income	0
Number of beneficiaries between 50% and 80% of median income	28
Sub-total of LMI beneficiaries	28
Number of beneficiaries over 80% of median income	0
Total beneficiaries	28

NOTE: If your project is funded there will be additional outcome information required.

15. Explain how benefit numbers were determined/projected? (Must be filled out if LMI was selected as a National Objective)*
Green Mountain Habitat for Humanity used their current model for determining the benefit numbers. They expect that beneficiaries will continue to follow the current trends.

The longevity of the benefit.

16. Describe how long the project and benefit can be sustained and provide the basis for this determination.
*

The project benefits will continue into perpetuity. Green Mountain Habitat for Humanity will be managing the sale of the homes. Their model requires the new owners to sell the homes back to GMHfH through their shared equity home ownership with the Champlain Housing Trust. All new owners must agree to this approach. More information at <https://www.getahome.org/homes/>

17. Please provide the plan to establish capital and operating reserves, and also address the ability to meet all loan payments. If there is no need to have a capital or operating reserve, please explain. If there will be no loans, please note this.*

The United Church of Underhill has qualified for an equity line of credit with the Vermont Community Loan Fund for up to \$340,000. This will be used to manage cash flow between cash on hand and grant funds being called in. Once a loan is executed, VCLF will require interest only payments until funds are acquired through fundraising events. Current cash reserves will be maintained so as to be able to offset the payments of the loan.

https://egrants.vermont.gov/_Upload/292943_8119592-VCLFsignedloandocs23Aug2023.pdf
N/A

Level of beneficiary involvement in the development of the project, as appropriate

18. Describe how persons of low- and moderate- income were involved in the development of this project.
How have they shown support?*

To date we have gotten statements of support from persons of low and moderate income . But at this time

no one has been part of the initiative.

Once an applicant has been approved for a Green Mountain Habitat for Humanity home at Harvest Crossing, they will be required to do the following: A single head of household must complete 200 hours of sweat equity, with at least 75 of those hours helping to build their home or the homes of others. Two heads of household must complete 400 hours of sweat equity with at least 150 hours at the home build site.

How well the project indirectly impacts the community and/or additional LMI people.

19. Describe the indirect impact to the community and other LMI beneficiaries that may be indirectly served by the project.*

Habitat homes, like any new home construction, frequently can increase the values of the existing stock of homes and property. These homes are not given away, but are sold at cost to qualified households. The market or appraised value of these homes, just like any new home, is based on comparable new homes in the area.

The new families will add vitality to the area by having children in the school district, patronizing the local grocery stores, bus line, bank, post office and church, which are all within walking distances from the new homes.

20. Describe the organization's plans and tools to achieve and/or maintain the State's goal of making available at least 15% of the units in your portfolio to those who are homeless.*

✓ N/A

Readiness to start within six months of the award.

21. Are there any deed restrictions on the use of the property or impediments to clear title?*
- No. The United Church of Underhill currently owns this property. There are no deed restrictions, mortgages or other barrier to use of the land.
22. If the project depends upon easements or rights-of-ways, please submit documentation that these have been secured or will be secured within six months. If not applicable select N/A.*
- ✓ N/A
23. If control of the site involves voter approval, please explain how and when you expect to obtain that approval? If not applicable select N/A.*
- ✓ N/A
24. Please identify the federal, state and local permits which will be required for your project and when you expect such permits to be issued. Attach a completed Project Permit Navigator Result form from the Department of Environmental Conservation (DEC) by using their Permit Navigator tool on DEC's website <https://permitnavigator.my.vermont.gov/s/>. If not applicable select N/A.*
- See attached Project Permit Navigator Result.
https://egrants.vermont.gov/_Upload/292944_8119623-ProjectNavigatorresultsforHarvestCrossing.pdf
N/A
25. Please identify the status of commitments from each of the other funding sources; please explain when commitments are expected from each funding source. If not applicable select N/A.*
- All other grant, ARPA and loan funding sources are in hand or immediately available to us. Green Mountain Habitat for Humanity has committed to covering the construction costs of the homes which will likely total about \$1,200,000. That money will be raised through mortgages from the sale of the homes over the next few years. Additional fundraising will continue within the United Church of Underhill to keep the cost of the homes as low as possible to the purchaser families.
- N/A

Benefit/Timeframe Feasibility

For specific information about Benefit or Timeframe refer to the [VCDP Application Instructions](#) and [Program Guide](#).

26. If there is need for a marketing plan to advise potential users of the services that would be provided through the grant, provide a summary and attach a copy of this plan. If not applicable select N/A.*
- ✓ N/A
- 27.
- (a) Provide a project time line. Include dates for the Environmental Release, permits in hand, 100% funding commitments, design completion, construction completion, etc. as well as for procurement steps including hiring, execution of contracts, drawing VCDP funds, achieving benefit, and any other key dates

for actions to carry out this project. *

See attached

https://egrants.vermont.gov/_Upload/292944_8119644-HarvestCrossingprojecttimeline.pdf

(b) How was this time table determined?*

One member of the Harvest Crossing planning team has done a private development project in adjacent Jericho. The Harvest Crossing planning team also includes an engineer and persons with prior project management experience. GMHfH has done many affordable home construction projects throughout the area. We are supported in this effort by George McCain of McCain Engineering in Waterbury. All of the expertise of this group has been combined to assist in projecting the timetable for this project.

28. What experience has the project developers had that is similar to this project?*

One member of the Harvest Crossing planning team has done a private development project in adjacent Jericho. The Harvest Crossing planning team also includes an engineer and persons with prior project management experience. GMHfH has done many affordable home construction projects throughout the area. We are supported in this effort by George McCain of McCain Engineering in Waterbury.

Cost estimates are reasonably supported

29. Attach the following financial documents:

(a) Financial Statements (Balance Sheet and Operating Income/Expenses) for most recent 3 years. If audits exist, submit them. If no audits, submit federal tax returns. *

✓ N/A

(b) Operating pro forma projected at least five years (three years for economic development projects) beyond the grant completion date. For housing projects with debt as part of financing package be sure the pro forma is projected for at least the term of the loan(s). *

✓ N/A

(c) Submit supporting documentation and/or assumptions to support the costs shown on the Application Budget Forms. If supporting documentation was uploaded to the budget forms, select N/A. *

✓ N/A

(d) Submit supporting documentation and assumptions to support the operating pro-forma.*

✓ N/A

30. Despite best efforts and built in contingencies, cost overruns sometimes occur. Please explain how cost overruns will be covered. *

A 10% cost overrun figure has been built into the project budget.

Sustainability/Energy Efficiency

31. What sustainable practices and energy efficiency measures are being incorporated in your project? Will these measures result in the project achieving any green building designations or energy efficiency certifications (such as LEED or Green Communities Standards).*

Green Mountain Habitat for Humanity is committed to building very high quality energy efficient homes which carry long term benefits to the homeowners in terms of annual energy costs. They are able to do this in part through the use of volunteers who construct the houses and are able to spend more time on insulating and sealing against air infiltration than commercial builders are able to do. The homes have high quality windows and doors. They use energy efficient appliances and heat pumps.

32. If your project involves site acquisition include all appraisals completed within the last six months that pertain to the property.*

✓ N/A

✓ N/A

If your project involves assistance to a for-profit or non-profit entity creating or retaining jobs, this form must be completed. If not applicable, select N/A above. If you are not certain this applies to your project please contact your Community Development Specialist.

For detailed information consult the [Business Analysis Instructions](#)

Exhibit 1 - Summary Page * Provide the name of the business, address, phone contact information, Federal ID number (Tax Identification Number - TIN) and Unique Entity Identifier (UEI) number. Summarize the overall project, total project costs, and sources of project funding. Give an overview of the available collateral in addition to project assets. To acquire a Unique Entity Identifier (UEI) number go online at [Sam.gov](#).

N/A

Exhibit 2 & 3 - Names of Principals and Resumes * Provide the names of the principals, contact information, and percent of ownership. Provide the name of the primary contact for DHCD.

N/A

Exhibit 4 - Business History * Provide a narrative of business or corporate history.

N/A

Exhibit 5 - Project Description. * Provide a full narrative description of what is to be purchased or built with funds awarded through CDBG. Include: a legal description of the land and building(s), type of machinery, equipment, and working capital to be used. Upload various appraisals, purchase and sales agreements (must be an option agreement if the project does not have Environmental Release), leases, quotes, invoices, or other project supporting documentation.

N/A

Exhibit 6 - Business Plan. * Provide a standard business plan which includes, but is not limited to: the business market area, competition analysis, customers, competitive edge, marketing plan, production plan, key personnel, management structure, expertise, labor pool, and suppliers.

N/A

Exhibit 7 - Financial Plan. * Provide three years of historical financial statements and current year-to-date financial statements including profit and loss statements, balance sheets, and sources and uses of funds. Provide three years of historical financial statements current year-to-date financial statements of parent company, subsidiary, or affiliate business financial statements if applicable. Provide a month-to-month projected financial statements for three years going forward with year-end totals and all related assumptions. Provide a schedule of current and future debt with interest rates and maturities. Supply a list of collateral items. Provide current personal financial statements for all owners with 20% of more ownership.

N/A

Exhibit 8 - Project Timetable. * Provide the timetable for the project through the completion of the project and benefit.

N/A

Exhibit 9 - Compensation Scale. * Provide gross payroll for each of the last three years, current number of hourly and salaried employees, and hourly and salary range/rate. Please note any change in the number of employees along with an explanation.

N/A

Exhibit 10 - Benefits to Local Area. * Provide the amount of local property tax and Vermont income tax paid prior to the project and expected upon project completion. Provide the number and type of local suppliers, contractors and others who the project and business will work with. List any other expected local benefits as a result of the project.

N/A

Exhibit 11 - Current Loan Information. * Provide contact information for all existing and future creditors and lenders. Include the contact person and description of the financing for reference.

N/A

Exhibit 12 - Letter of Good Standing. * Provide a Certificate of Good Standing from the Vermont Secretary of State.

N/A

Exhibit 13 - Letter of Certification. * Provide a certification of good standing with all local, state, and federal taxes due. Get a letter from the Vermont Department of Taxes for state taxes. The CEO or CFO of the business can certify all local and federal taxes are current.

N/A

Exhibit 14 - Disclosure of Bankruptcy. * Provide the details of any bankruptcy and/or criminal charges, any pending litigation or criminal convictions to date against the company, officers, or principal owners.

N/A

Exhibit 15 - Lender Commitments. * Provide all letters of commitments. Include copies of any corporate resolutions to borrow.

N/A

Exhibit 16 - Certificate of Authority to do Business in VT. * If the business to be assisted is an out of state business provide a Certificate of Authority to do business in the State of Vermont from the Vermont Secretary of State.

N/A

Exhibit 17 - Proposed Loan Terms. * Provide all the terms of the proposed debt, including conditions to be met, interest rates, collateral, and maturities.

N/A

Exhibit 18 - Third Party Business Analysis. * If available, provide any third party lender analysis of the proposed project. N/A

Employment Plan

✓ N/A
Employer
Grantee

Employment Category	Description/Qualifications	Job Title	Wage/Salary Range From - To	# FTE Jobs to be Created Retained	Present # FTE Employees
Managerial					
Professional					
Technical					
Sales					
Clerical					
Craftsman (Skilled)					
Operatives (semi-skilled)					
Laborers (unskilled)					
Service Workers/Others					
TOTALS				0	0

If any part time jobs will be created or retained please provide the following information for each part time person. If there is more than one part time job with the same title, provide the average number of hours worked in a week for each.

Information to provide: The Employment Category or Job Title with the average number of hours worked in a week .

N/A

Community Town of Underhill

1. **Does your community have a valid Municipal Development Plan in Accordance with 24 V.S.A. Chapter 117?***

✓ Yes

No

Date adopted 3/3/2020

Date expired 3/3/2028

2. **Please select the appropriate Resolution for VCDP Grant Application Authority from below and have the Legislative body execute the resolution and upload.**

For Non-Municipal Resolutions have the Board of Directors execute the resolution and upload. The appropriate Resolution for VCDP Grant Application Authority has been executed and uploaded or mailed to DHCD.

Resolution Uploaded:*

3. **Does your community currently regulate development within the floodplain? ***

✓ Yes

No

Uploaded copy of your Flood Hazard Area Regulations.

https://egrants.vermont.gov/_Upload/293250_8118519-ArticleVIUnderhillFloodHazardAreaRegulations.pdf

4. **Has a current designee from the municipality attended a Fair Housing Training by DHCD or a training approved by DHCD within the past three years? *** If Yes, please verify information has been entered on the "Municipal Policies, Plans and Insurance" page. If no, please see upcoming trainings on our Departments website at: <http://accd.vermont.gov/housing/events>

✓ Yes

No

Please have your municipal zoning administrator complete and sign the Municipal Fair Housing Certification form below and upload.

For publication on or before 3/12/2024
Tear Sheet Requested.

Notice of Public Hearing

The Town of Underhill is/are considering making application to the State of Vermont for a VCDP Implementation Grant 2023 under the Vermont Community Development Program. A public hearing will be held at 06.00 pm on 4/5/2024 at 12 Pleasant Valley Road Underhill, VT 05489 to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

The proposal is to apply for \$500,000 in CDBG funds which will be used to accomplish the following activities: Implementation Grant for Harvest Crossing Project. Build a road and establish the infrastructure to create a group of affordable homes; any remaining funds will be applied to the home construction.

Copies of the proposed application are available at 12 Pleasant Valley Road Underhill, VT 05489 and may be viewed during the hours of Monday Thru Friday 8am to 5pm. Should you require any special accommodations, please contact Brad Holden at 802-899-4434 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Underhill
Copy submitted by: Brad Holden
Phone: 802-899-4434

Send tear sheet to: Send tear sheet to: Brad Holden, bholden@underhillvt.gov

Description

7 days Newspaper Public Hearing notification - 4-5-2024

https://egrants.vermont.gov/_Upload/293543_8118531-legals2-032024.pdf

Description

Does the municipality currently have a revolving loan fund funded by previous CDBG or HUD-directed grants?*

Yes

☒ No

Does the sub-grantee currently have a revolving loan fund funded by previous CDBG or HUD-directed grants?

IF yes, click ADD button and complete a form for the sub-grantee's revolving loan fund.*

Yes

☒ No

Note: If no to both questions, then completing remainder of the form is not required.

***Please note that communities with inactive (as defined by Agency Procedures) CDBG/HUD funded RLF's, must commit at least 20% of the RLF balance on hand when applying for any CDBG Grants. Committed funds may be in the form of a loan or grant to the project. For Planning Grants only, communities with inactive revolving loan funds will be required to commit 20% of the loan funds on hand or \$6,000 (10% of the maximum \$60,000 PG,) whichever is less.**

Municipality

Reporting Date

Check appropriate box

Applicant

Lead Applicant (consortium)

Participating Applicant (consortium)

NCDO/RLF Name :

Income/Revenue Generated From CDBG or HUD Funded Grants

Schedule 1 Establishment of the Current Cash Balance

	Third Previous Fiscal Year	Second Previous Fiscal Year	First Previous Fiscal Year	Current Fiscal Year
Opening balance		\$0	\$0	\$0
Plus total receipts during fiscal year				
Less total outlay during fiscal year				
Ending balance	\$0	\$0	\$0	
Current balance as of				\$0

Schedule 2 Establishment of the amount of Current Cash Balance that is Obligated (A legally committed liability to a third party through a purchase order, executed contract or a loan commitment letter; but not funds reserved or designated for a specific purpose)

Explanation of Obligation

Amount Obligated

Determination of what should be considered for use in this application

Current balance from Schedule 1	\$0
Less total of all Obligation from Schedule 2	\$0
Equals the amount potentially available	\$0
Amount of this that is committed to the proposed project	

Describe how the funds were used during the past three years. Give the purpose including verification of eligible activity and amounts for each loan or grant.

Describe the process used to "Obligate" in Schedule 1 from the amounts listed in Schedule 2. Include a copy of loan policies that govern the expenditure of revolving loan funds.

Explain what loan payments are expected during the term of the proposed project(s), whether there will be balloon payments or other receipts of funds.

Indicate whether or not there has been any consideration given to selling the loan portfolio on the secondary market. If so, when would that happen?

Provide an explanation of any portion of the amount potentially available that is not being committed to the proposed project(s).

VCDP Implementation Grant 2023
Organization: Town of Underhill
Application Attachments

07110-IG-2023-Underhill-08

Local Bond Support* ✓ N/A

Public Service documentation* ✓ N/A

One for One Replacement Plan* ✓ N/A

Market Study* ✓ N/A
https://egrants.vermont.gov/_Upload/293083_8119238-MarketStudyexemption.pdf

Option Agreement/Other evidence of site control* N/A
https://egrants.vermont.gov/_Upload/293083_8119240-transactiondocuments20Jul2023.pdf

Proposed/Executed Lease* ✓ N/A

Document Name
Corporate Resolution for signatures
https://egrants.vermont.gov/_Upload/293083_8119231-UCU_Corp_Res_2023-06-27-1.pdf

Document Name

Document Name

Document Name

Document Name

✓ N/A

The project will serve, choose all that apply:

- Project Serves Men Only
- Project Serves Women Only
- Project Serves Men and Women
- Project Serves Women Only, with Children
- Project Serves Men Only with Children
- Project Serves Women or Men with Children

1. Please provide the nearest service HUB for the project location.*
2. Please provide locations of existing recovery residences and number of beds in the community and/or county. If recovery residences exist please describe how the area is underserved.*
3. Please provide details and policies for the safe, healthy and sober living environment.*
4. Describe the holistic, wrap around recovery services and provide how those services will be paid.*
5. Describe the community support for recovery housing. Please provide evidence of outreach and the resulting level of support by abutting and surrounding homeowners, and the municipality.*
6. Describe coordination efforts with state, local and regional service providers. *
7. Please provide how the data collection to meet Outcome Measures below will be managed.*

Outcome Measures

**Proposed
#'s
to be
served**

Number of Transitional Housing Units
Created

Number of Transitional Housing Units
Rehabilitated

Number of Beds Existing

Number of Beds Created

Number of individuals assisted with
transitional housing.

Number of individuals assisted with
transitional housing able to transition to
permanent housing.

Number of individuals with children
assisted with transitional housing.

Number of individuals with children
assisted with transitional housing able to
transition to permanent housing.

8. Is or will the project be certified by Vermont Alliance for Recovery Residences (VTARR)? Please upload certification documentation. (Preliminary)*
9. Does the project meet Agency of Human Services (AHS) recovery programs standards? If yes, please provide letter support from AHS for this project.*
10. Please provide staffing details that may include trained recovery housing staff, peer to peer support etc.*

Model Documents and Policy and Procedures

Owners and operators of projects assisted will need to develop and provide model documents for their marketing materials, financial management process for operations, recovery services provided and recovery plans. Also, policies and procedures for medication treatment, fair housing, financial management, residential agreements, resident's household responsibilities, drug screening, relapse plans, confidentiality laws, and staffing/leadership plans should be developed and provided to residents. House rules are typically established by the residents, once established a copy should be provided to each resident.

Document Name:

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the _____ of _____ (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program _____; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan _____ (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that _____ is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) _____ Title _____ who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal Authorizing Official (MAO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of CDBG funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that CDBG funds may be used to fund only a limited portion of the audit cost.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the ____ day of _____, _____, and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this ____ day of _____, _____.

Clerk

Signature



Town of Underhill

P.O Box 120, Underhill, VT 05489

www.underhillvt.gov

Phone: (802) 899-4434

Fax: (802) 899-2137

Memorandum

To: Underhill Selectboard & Brad Holden, Town Administrator
From: Brian Tijan, Underhill Planning Commission Chair
Date: March 21, 2024
Re: Planning Commission Candidate

At its meeting on the evening of March 21, 2024, the Underhill Planning Commission unanimously voted to recommend to the Underhill Selectboard that it appoint Geoff Markowski to the open position on the Underhill Planning Commission.

Please find attached to this Memorandum:

- ☐ Geoff Markowski's cover letter.
- ☐ Geoff Markowski's resume.

I would be happy to provide any additional information.

Thank you.

Geoff Markowski
38 Upper Eng. Sett. Rd.
Underhill, VT 05489

March 12, 2024

Town of Underhill
Planning Commission
12 Pleasant Valley Road
Underhill, VT 05489

RE: Planning Commission Seat

To Whom It May Concern:

Thank you for this opportunity to introduce myself. I am a Town resident that has had interest in volunteering for the Planning Commission (PC) for some time now. The family and I moved here about 16-months ago in October of 2022. My background is in Civil Engineering and Land Development so I feel that my background and experience will be an asset to the PC. I look forward to donating my time and expertise to the Town and more importantly, the PC. Should you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Markowski', with a stylized, cursive script.

Geoff Markowski

PROFESSIONAL OCCUPATIONAL SUMMARY

Geoffrey A. Markowski, P.E.

PO Box 2042, Litchfield Park, AZ 85340

Cell 602 524 7877

BACKGROUND SUMMARY:

- Principal Engineer performing tasks – marketing, business planning, fee proposals, client relationships, improvement plan generation, City submittals and meetings, Construction Administration and management;
- Field inspection for forensic rehabilitation and remediation projects involving structural and civil - water proofing from water damage, reinforcing and epoxy inspection, investigation of cause of flooding and damages, site visitation and coordination with soils contractor for earthwork balancing;
- Project Manager overseeing the production of architectural and civil construction documents for residential, industrial and commercial/retail clients such as Bridgestone/Firestone, McDonalds, Jack in the Box, Sports Authority; due diligence studies, planning and zoning research for municipalities in 10+ states throughout the nation;
- Field experience in surveying – boundary and topographic, traversing, layout & construction staking and as-builts using Topcon total station and Trimble robotic instruments as well as standard, simple instruments.
- Geotechnical Field Technician performing concrete tests for construction companies, Standard Proctor testing, Atterberg Limit testing on soil samples, wild cat and split spoon sampling for various job sites.

REGISTRATIONS:

- Registered Professional Engineer in Arizona since September, 2007: #46858
- Registered Professional Engineer in Vermont since December, 2022: #018.0135477
- Registered Engineer in Training in Saskatchewan, CA since September, 2020: #53499

PROFESSIONAL EXPERIENCE:

G-mar Engineering Consultants, Litchfield Park, AZ April, 2009 – December, 2010 and Present

Principal Civil Engineer – April, 2009 to December, 2010 and June, 2012 to Present:

- *Principal Engineer – Civil engineering consulting services for residential, commercial/retail and industrial clients. Tasks include: Project and construction management, marketing, client relationships, topographic surveys, engineering design task such as: hydraulic analysis, floodplain analysis, grading & drainage plans, utility plans, fee proposals, site inspections and investigations, forensic reports and studies, variance hearings and testimony, sub-consultant and developer coordination, plan submittal and entitlement processing;*

EFI Global, Phoenix, AZ

October, 2012 – 2018

Contract Civil Engineer – October, 2012 to 2018:

- *Forensic Civil Engineer – Performing site investigations and preparing forensic inspection reports including engineering calculations, conclusions and opinions of engineering judgment relating to insurance claims for damages due to flooding, water infiltration and structural foundation failures for residential and commercial properties within the Phoenix Metropolitan area; field surveyed 50 miles of overhead infrastructure in Spokane, Washington for installation of new 4G network fiber-optic lines.*

GPD Group, Phoenix, AZ

December, 2010 – June, 2012

Project Coordinator – December, 2010 to Present:

- *Project management and coordination of architectural and civil construction documents for major retail clients such as Bridgestone/Firestone, Jack in the Box, McDonalds, Pet-Smart, etc., project task delegation, plan preparation and coordination for retail site development nationwide, client relationships, site due diligence studies, planning and zoning research, budgets and fee proposals, project scheduling; construction management, RFI's, field revisions/modifications;*

Gervasio & Associates, Inc., Phoenix, AZ

May, 2003 – October, 2009

Acting Civil Department Director – May, 2009 to October, 2009:

- *Employee management, preparing Engineering Service Quotations for civil design and survey, fee proposals, contracts, project management, project delegation, project scheduling, owner/client coordination, civil consulting services;*

Project Manager – May, 2006 to May, 2009:

- *Project management for commercial and industrial site improvement projects, owner/client coordination, sub-consultant coordination, project budgets, fee proposals, cost estimating, project scheduling, civil design, water/waste water design, land development;*

Civil Engineer – July, 2003 to April, 2006:

- *Grading & drainage design, water and waste water pump design, septic, nitrogen diffusion, pipe/culvert design, retention design, paving, infrastructure layout/design, traffic signalization, signage & striping, topographic and boundary surveying, forensic investigations, hypothetical design solutions for forensic investigations.*

David Evans & Associates, Inc., Phoenix, AZ
Civil Designer – March, 2005 - August, 2005:

March, 2005 – August, 2005

- *Engineering design for Land Development projects for master planned mixed use communities. Such tasks include: roadway design, mass rough grading design and infrastructure/utility design layout for master planned communities such as Cortessa, Waddell, AZ, and Tartesso, Buckeye, AZ;*

EDUCATION:

- University of Akron, Akron, OH – 2001-2003
 - B.S., Civil Engineering,
- Kent State University – 1998-2000
 - Architecture

SPECIAL SKILLS / QUALIFICATIONS:

- Self Certification Program with the City of Phoenix and City of Surprise, Arizona;
- Registered Civil Engineer in the state of Arizona, No. 46858;

HISTORIC JOB TASK LIST PROVIDED UPON REQUEST AND PER SEPARATE DOCUMENT

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Brad Holden, Town Administrator	Robert Stone, EOC Director Selectboard, Chair

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Director or Coordinator
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC Coordinator	Assists EOC Director with all activities; Tracks and coordinates any Requests For Support (RFS) for non-municipal resources
EOC Call Taker	Staffs phones and radio. Tracks and answers any Requests For Information (RFI)
EOC Public Information Officer	Produces and posts public information and press releases; Tracks and answers any Requests For Information (RFI) from media. Oversee any Rumor Control.
EOC Safety/Security Officer	Tracks staffs and volunteers responding to emergency; ensures safety of EOC and controls access of EOC staff, volunteers & visitors to EOC
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Robert Stone	EOC Director / Selectboard Chair 802-881-1906 (Cell) 802-899-3301 (Home)
Dan Steinbauer	????
Sherri Morin	EOC Call Taker / Town Clerk 802-825-6604 (Cell)
Brad Holden	EOC Safety/Security Officer / Town Administrator 802-578-7401 (Cell)
Mat Champlin	Underhill Jericho Fire Chief 802-233-0656(C) 802-899-1221(H)
Primary EOC Location	
Facility / Address:	Underhill Town Hall 12 Pleasant Valley Road, Underhill
Phone Numbers:	802-899-4434
Equipment / Notes:	Landlines, radio base station, Standard office capabilities (Computers, internet, wifi, fax, copiers), bathrooms and kitchen
Alternate EOC Location	
Facility / Address:	UJFD Fire Station, 420 Vermont Route 15 Underhill
Phone Numbers:	802-899-4025
Equipment /Notes:	Generator, Landlines, radio base station, Standard office capabilities (Computers, internet, wifi, fax, copiers), bathrooms, showers and kitchen

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: EOC Director, EOC Coordinator, Town Administrator, Town Clerk/Treasurer		
Emergency spending limits: None		
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Trash Hauling, Recycling	Gauthier Trucking Co.	802-879-4020
Propane – Town buildings	Jack F. Corse	802-644-2749
Computer IT	Tech Group	802-862-1197
Diesel Fuel / Heating Fuel	Clarence Brown, Inc.	802-524-2400
Traffic Enforcement	Chittenden County Sheriff	802-863-4341
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Jerihill Ace Hardware	Hardware Store - Jericho	802-899-1277
Tree Removal	On a Limb Tree Service	802-782-2678
Fresh Water Haulers	Steve Owen	802-658-2223
Port o Lets, pumping	P&P Septic Service, Inc.	802-658-6243
State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i>		

National Incident Management System (NIMS) Typed Resources*											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	1
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A	1	Road Sweeper	N/A	N/A	N/A	N/A	
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	
Snowmobile	N/A	N/A	N/A	N/A	1	Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	1
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)					3	Trailer, Small Equipment	N/A	N/A	N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	5
Aerial Apparatus, Fire						Truck, Plow	N/A	N/A	N/A	N/A	5
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering					
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)					1	Water Pump, Water Distribution					
Fire Boat				N/A		Water Pump, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A	1	Wheel Loader, Medium	N/A	N/A	N/A	N/A	1
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A	1
Generator	N/A	N/A	N/A	N/A	5	Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A	1						

*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List:
<https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 1-800-347-0488 Or 802-244-8721
Important Local Websites / Social Media channels:	Town of Underhill webpage - www.underhillvt.gov/ Front Porch Forum Facebook Page: Underhill Residents
Local Newspaper, Radio, TV:	Seven Days 802-865-1020 Mt. Mansfield Community Television 802-434-2550 Hall Communications: 802-658-1230 (WJOY-AM; Kool105; WIZN; 99.9 the Buzz; WOKO)
Public Notice locations:	Underhill Town Office; Food Sharing Shed - Moore Park; Jacobs IGA – Park Street
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or 802-652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	Supporting PSAP: VSP 911 / 802-878-7111
Underhill Central School, 6 Irish Settlement Road	John Alberghini (W) 802-434-2128 (C) 802-793-6231
Poker Hill School, 209 Poker Hill Road	Grace Marek 802-899-3716
Dee Dee's Daycare, 4 Vermont Farmhouse Road	Jeanine Wixson 802-355-6427
'Y' School Age Program @ Underhill Central School, 6 Irish Settlement Road	Kaitlyn Irwin 802-652-8153

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6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

Regional Shelter

Location / Address:	
Opening Contact:	State EOC: 800-347-0488 American Red Cross: 833-583-3111
Phone Numbers:	

Primary Local Shelter

Location / Address:	Underhill Town Hall, 12 Pleasant Valley Road, Underhill
Facility Contact(s):	Robert Stone: 802-881-1906(C) Sherri Morin 802-825-6604(C)
Phone Numbers:	802-899-4434 Ext 1
Shelter Manager:	Sherri Morin
Staff Requirements:	
Services:	Warm Overnight Food Prep
Notes:	
	Capacity: 75/37 Generator? N Pets Allowed? N

Alternate Local Shelter

Location / Address:	Browns River Middle School, 20 River Road, Jericho
Facility Contact(s):	Richard Streeter: 802-782-7153(C) John Alberghini: 802-793-6231(C) Kevin Hamilton: 802-899-3711(Office)
Phone Numbers:	802-434-2128 Ext 204
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers
Notes:	
	Capacity: 240/120 Generator? N Pets Allowed? Y

Annexes (Optional, create and letter as needed)

Forms
Maps

Contact Information

Position	Name	Phone numbers			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EM Director	Robert Stone	802-881-1906	802-899-3301		rstone@underhillvt.gov
EM Coordinator	?????				
Local Response Organization Contacts					
Fire Chief	Mat Champlin	802-233-0656	802-899-1221		mjchamp1996@gmail.com
Assistant/Deputy Fire Chief	Robert Stone	802-881-1906	802-899-4025		rstone@underhillvt.gov
EMS Chief (UJFD)					
EMS Rescue	Essex Rescue	802-878-4859			cnesto@essexrescue.org
State Police	VSP Williston	802-878-7111			
Local Dispatch Center	Shelburne Dispatch	802-985-8051			
County Sheriff	Chittenden County	802-863-4341			
Local Public Works Contacts					
Highway Supervisor	Russ Clark	802-899-9959	802-316-9188	802-578-7401	rclark@underhillvt.gov
Road Commissioner	N/A				
Town Garage	Russ Clark	802-899-9959	802-316-9188		
Drinking Water Utility- JUWD	Lucas Dimauro, Chief Operator Jericho-Underhill Water District		802-238-1433		lucas@champlinassociates.com
Drinking Water Utility - JUWD	Joseph O'Brien (President)	802-363-8898	802-899-3297		
Wastewater Utility	N/A				
Municipal Government Contacts					
Town Administrator	Brad Holden	802-578-7401	802-899-4434		bholden@underhillvt.gov
Selectboard, Chair	Robert Stone	802-881-1906	802-899-3301		rstone@underhillvt.gov
Selectboard, Vice Chair	Patricia Richards	802-922-7095			prichards@underhillvt.gov

Contact Information

Position	Name	Phone numbers			E-mail
		Primary	Alternate	Alternate	
Selectboard	Dan Steinbauer	802-363-3718	802-899-3525		dsteinbauer@underhillvt.gov
Town Clerk /Treasurer	Sherri Morin	802-899-4434	802-825-6604		smorin@underhillvt.gov
Finance Officer	Jennifer Silpe-Katz	802-373-0893	802-899-4434		jsilpe-katz@underhillvt.gov
Town Health Officer	Deborah Moore	802-373-3744			deb_moore_rn@yahoo.com
Forest Fire Warden	Parker Ripley	802-734-7114	802-899-3753		pripley@allegiancetrucks.com
Animal Control Officer	Jennifer Silpe-Katz	802-373-0893	802-899-4434		underhillaco@comcast.net
Tree Warden	Don Tobi	802-373-4022			dtobi@uvm.edu
		School			
Underhill Central School Principal	Jennifer Cote	802-318-1587	802-858-6333		jennifer.cote@cesuvt.org
CESU Superintendent	John Alberghini	802-793-6231	802-434-2128		john.alberghini@cesuvt.org
Public Utility Contacts					
Power Company	VELCO	802-773-9161			
Power Company	VT Electric COOP	800-832-2667	802-635-2331		
Power Company	Green Mountain Power	888-835-4672			
Fuel Distribution	VT Gas	800-639-2112			
Phone, Internet Provider	Consolidated Communications	866-984-2001	844-968-7224		
CERT	Community Emergency Response Team	800-347-0488			
Cable TV, Phone & Internet	Comcast	800-266-2278			



**LETTER OF INTENT TO PARTICIPATE IN THE
SFY25 MUNICIPAL ROADS GRANTS-IN-AID
PROGRAM**

We, the Legislative Body of the Municipality of Underhill certify that
the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2025.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2025 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

Date: April 5, 2024

(Duly Authorized Representatives)

Municipality: Underhill

Primary Contact Name: Brad Holden

Address: PO Box 120 Underhill 05489
Street Address Town Zip

Email: bholden@underhillvt.gov Phone: 802.899.4434 Ext 7

Town Clerk (2nd contact): Sherri Morin Email: smorin@underhillvt.gov

Unique Entity Identifier (SAM #) #: JXNLMQ5KULV6 Fiscal Year End Month (MM): 06

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact must be Town Clerk.

This form must be submitted via email by May 10th, 2024 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.

SFY25

SFY 2025 Municipal Roads Grants-in-Aid Program initial Offer Based on 100% participation
Based on estimated hydrologically connected road miles, subject to available funding

Municipality Name	State Estimate: Connected road mile by range	SFY25 VTrans Initial Base Offer	20% Local Match (Cash or in-kind)	Total
Addison	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Albany	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Alburgh	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Andover	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Arlington	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Athens	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Bakersfield	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Baltimore	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Barnard	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Barnet	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Barre City	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Barre Town	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Barton Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Barton Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Belvidere	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Bennington	<50-55	\$24,000.00	\$6,000.00	\$30,000.00
Benson	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Berkshire	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Berlin	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Bethel	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Bloomfield	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Bolton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Bradford Town	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Braintree	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Brandon	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Brattleboro	<55-60	\$26,250.00	\$6,562.50	\$32,812.50
Bridgewater	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Bridport	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Brighton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Bristol Town	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Brookfield	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Brookline	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Brownington	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Burke	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Burlington	<50-55	\$24,000.00	\$6,000.00	\$30,000.00
Cabot	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Calais	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Cambridge	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Canaan	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Castleton	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Cavendish	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Charleston	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Charlotte	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Chelsea	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Chester	<50-55	\$24,000.00	\$6,000.00	\$30,000.00
Chittenden	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Clarendon	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Colchester	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Concord	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Corinth	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Cornwall	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Coventry	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Craftsbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Danby	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Danville	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Derby Line Village	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Derby Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Dorset	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Dover	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Dummerston	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Duxbury	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
East Haven	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
East Montpelier	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Eden	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Elmore	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Enosburg Falls Village	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Enosburg Town	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Essex Junction City	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Essex Town	<65-70	\$30,500.00	\$7,625.00	\$38,125.00
Fair Haven	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Fairfax	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Fairfield	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Fairlee	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Fayston	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Ferrisburgh	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Fletcher	<25-30	\$12,200.00	\$3,050.00	\$15,250.00

Franklin	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Georgia	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Glover	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Goshen	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Grafton	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Granby	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Grand Isle	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Granville	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Greensboro	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Groton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Guildhall	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Guilford	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Halifax	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Hancock	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Hardwick Town	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Hartford	<60-65	\$28,500.00	\$7,125.00	\$35,625.00
Hartland	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Highgate	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Hinesburg	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Holland	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Hubbardton	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Huntington	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Hyde Park	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Ira	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Irasburg	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Isle La Motte	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Jamaica	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Jay	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Jericho	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Johnson	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Killington	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Kirby	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Landgrove	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Leicester	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Lemington	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Lincoln	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Londonderry	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Lowell	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Ludlow Town	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Ludlow Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Lunenburg	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Lyndon	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Lyndonville	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Maldstone	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Manchester Town	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Manchester Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Marlboro	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Marshfield	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Mendon	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Middlebury	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Middlesex	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Middletown Springs	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Milton	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Monkton	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Montgomery	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Montpelier	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Moretown	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Morgan	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Morristown	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Mount Holly	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Mount Tabor	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
New Haven	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Newark	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Newbury	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Newfane	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Newport City	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Newport Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
North Bennington	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
North Hero	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
North Troy	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Northfield	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Norton	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Norwich	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Old Bennington	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
Orange	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Orleans	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Orwell	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Panton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Pawlet	<20-25	\$10,100.00	\$2,525.00	\$12,625.00

Peacham	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Peru	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Pittsfield	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Pittsford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Plainfield	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Plymouth	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Pomfret	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Poultney Town	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Poultney Village	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Pownal	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Proctor	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Putney	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Randolph	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Reading	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Readsboro	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Richford Town	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Richmond Town	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Ripton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Rochester	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Rockingham	<55-60	\$26,250.00	\$6,562.50	\$32,812.50
Roxbury	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Royalton	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Rupert	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Rutland City	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Rutland Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Ryegate	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Salisbury	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Sandgate	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Searsburg	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Shaftsbury	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Sharon	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Sheffield	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Shelburne	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Sheldon	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Shoreham	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Shrewsbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
South Burlington	<65-70	\$30,500.00	\$7,625.00	\$38,125.00
South Hero	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Springfield	<60-65	\$28,500.00	\$7,125.00	\$35,625.00
St Albans City	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
St Albans Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
St George	<00-03	\$4,500.00	\$1,125.00	\$5,625.00
St Johnsbury	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Stamford	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Stannard	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Starksboro	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Stockbridge	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Stowe	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Strafford	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Stratton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Sudbury	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Sunderland	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Sutton	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Swanton Town	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Swanton Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Thetford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Tinmouth	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Topsham	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Townshend	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Troy	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Tunbridge	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Underhill	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Vergennes	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Vernon	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Vershire	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Victory	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Waitsfield	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Walden	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Wallingford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Waltham	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Wardsboro	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Warren	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Washington	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Waterbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Waterford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Waterville	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Weathersfield	<35-40	\$17,000.00	\$4,250.00	\$21,250.00
Wells	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Wells River	<00-03	\$4,500.00	\$1,125.00	\$5,625.00

West Fairlee	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
West Haven	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
West Rutland	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
West Windsor	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Westfield	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Westford	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Westminster	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Westmore	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Weston	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Weybridge	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Wheelock	<10-15	\$6,000.00	\$1,500.00	\$7,500.00
Whiting	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Whitingham	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Williamstown	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Williston	<40-45	\$19,300.00	\$4,825.00	\$24,125.00
Wilmington	<30-35	\$14,750.00	\$3,687.50	\$18,437.50
Windham	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Windsor	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Winhall	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Winooski	<15-20	\$8,000.00	\$2,000.00	\$10,000.00
Wolcott	<20-25	\$10,100.00	\$2,525.00	\$12,625.00
Woodbury	<25-30	\$12,200.00	\$3,050.00	\$15,250.00
Woodford	<03-05	\$5,000.00	\$1,250.00	\$6,250.00
Woodstock Town	<45-50	\$21,750.00	\$5,437.50	\$27,187.50
Woodstock Village	<05-10	\$5,500.00	\$1,375.00	\$6,875.00
Worcester	<10-15	\$6,000.00	\$1,500.00	\$7,500.00

\$3,000,050.00

Proposal



810 U.S. Route 7
P.O. Box 55
Pittsford, Vermont 05763-0055



DAVEY company

Tel. (802) 773-3215
Fax: (802) 773-5685
1-800-660-2343



PROPOSAL SUBMITTED TO: <u>Town of Underhill</u>		PHONE <u>802-316-9188</u>	DATE <u>4/2/24</u>
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ATTN: <u>Russ Clark</u>	DATE OF PLANS	CELL PHONE	

We hereby submit specifications and estimates for:

157 Stevensville Rd - Take down 2 large maples remove all debris, grind stumps below the surface. Use debris to fill void, remove excess debris. - Remove large lead off maple, remove all debris, - Remove 8" lead from another large maple and removed dead lead, remove all debris, - Remove dead lead from center of another large maple, remove all debris. - Take down and remove all debris from 12" Ash and 14" Ash.

Lower English Settlement/River Rd - Take down 1-10"-12" Cherry, 1 broken maple and 1-7" boxed elder. leave good wood log length, remove all other debris.

Upper English Settlement Rd - Take down 1-18" uprooted pine, 1-12" broken poplar, and 1-6" Ash, Remove all debris.

14 Daudelin Rd - Take down large split Cottonwood, Remove all debris.

If work requires driving inside curbs and yards, customer assumes all risks of damage to walks, driveways and lawns. We do not determine ownership of trees, plants, brush, etc., boundary lines, boundary trees, nor do we seek authorization from others to complete the work that has been authorized and directed by you. You agree to hold us harmless, defend and indemnify us from any and all losses, damages, expenses, including attorneys' fees, from any and all actions, suits, inquiries, disputes, etc., whether we are witnesses, parties or otherwise.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of:

\$225 per hour, not to exceed — dollars (\$ 7,200.00).

Payment to be made as follows:

Upon completion of work or net 30 days. If payment not made as specified, you will be liable for interest at 1-1/2% per month and any costs of collection including reasonable attorney fees. If work is an insurance claim, we do not bill insurance companies. Your invoice is due net 30 days from our billing date.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

[Signature]

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

— The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

ON A LIME TREE SERVICE LLC

P.O. BOX 774
 ENFISBURG FALLS, VERMONT 05450
 HOME: (802) 983-2376
 CELL: (802) 782-2678

1 of 2

(Russ)

CUSTOMER'S ORDER NO.		PHONE		DATE	
		316-9188		3/25/24	
NAME					
Underhill Town					
ADDRESS					
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	PAID OUT
QTY.	DESCRIPTION			PRICE	AMOUNT
#1	Cut and remove 2 small trees on English Settlement Rd.				
#2	Trim dead out of Maples and anything over road				
#3	Cut & remove 2 Ash and 2 Maple trees				
#4	Cut and remove 2 small trees				
#5	Stump Grinding for (2) trees				
RECEIVED BY				TAX	
				TOTAL	4450

All claims and returned goods MUST be accompanied by this bill.

3000

Thank You

~~STILL WAITING ON OTHER QUOTES~~
~~WHICH WILL BE READY BY 4/5/24~~

TOTAL = \$8,950

Proposal For

Town of Underhill

Attn: Town Clerk
PO Box 120
Underhill, VT 05489

main: 802-899-4434 x 100
mobile: Sherri Morin
smorin@underhillvt.gov

Location

75 New Rd
Underhill, VT 05489

TOTAL = \$ 10,750

Town of Underhill Tree Removals

ACCEPT	ITEM DESCRIPTION	AMOUNT
✓	1) Tree Removal <i>Included</i> Removal of 1 cherry tree, 1 broken maple tree, and a couple smaller ash trees that are leaning towards the roadway. Work location is at the intersection of River Rd and Lower English Settlement Rd. Our price includes clean up and removal of all tree brush and leaving all the firewood on the back lawn of the landowner adjacent to the trees.	\$ 800.00
✓	2) Tree Removal <i>Included</i> Removal of 2 large maple trees on the right side of Stevensville Rd. Removal of 2 ash trees on the left side of Stevensville Rd next to Maple Leaf Rd. Our price includes clean up and removal of all tree debris.	\$ 2,450.00
✓	3) Stump Removal <i>Included</i> Grinding of 2 maple tree stumps on the right side of Stevensville Rd. Our price includes clean up and removal of all stump grindings.	\$ 600.00
<input type="checkbox"/>	4) Tree Removal <i>Optional</i> Removal of 1 maple tree on the left side of the driveway to 157 Stevensville Rd. Our price includes clean up and removal of all tree debris.	\$ 1,000.00
<input checked="" type="checkbox"/>	5) Tree Trimming <i>Optional</i> Trimming of one maple tree on the left side of the driveway to 157 Stevensville Rd. Trimming includes removing the one big lead that overhangs the road. Our price includes clean up and removal of all tree debris.	\$ 1,000.00

65 Colchester Pond Rd
Colchester, VT 05446



6) Tree Trimming Included

\$ 650.00

Trimming of 2 maple trees on the left side of Stevensville Rd in front of house #157.

Trimming includes removing a portion of dead wood from each tree and limbs that overhang the roadway as outlined in photos.

Our price includes clean up and removal of all tree debris.



7) Tree Removal Included

\$ 3,900.00

Removal of 1 large poplar tree on Daudlin Rd.

Our price includes clean up and removal of all tree debris.



8) Tree Removal Included

\$ 1,350.00

Removal of an uprooted pine tree along with any other broken trees that were damaged on Upper English Settlement Rd.

Our price includes clean up and removal of all tree debris.

Please use the checkbox to mark items as accepted.

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

Signature

x

Date:

Please sign here to accept the terms and conditions

Contacts

Russ Clark
802-899-9959 or 802-316-9188
rclark@underhillvt.gov

Estimator

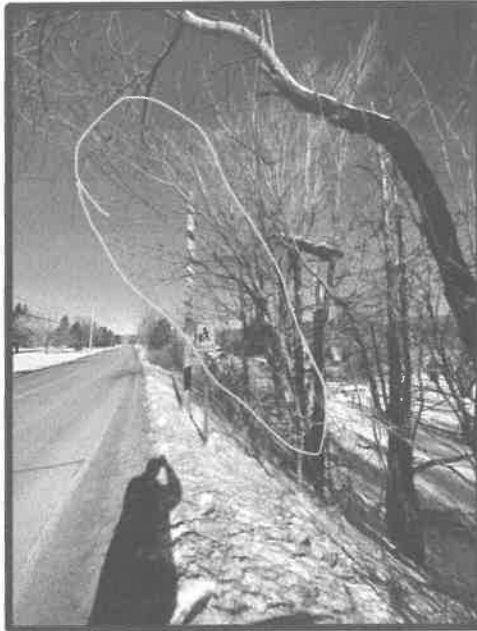
Troy LaBombard
Office: 802-655-0264
troy@djstree.com

Photos

1) Tree Removal



1) Tree Removal



1) Tree Removal



1) Tree Removal



65 Colchester Pond Rd
Colchester, VT 05446

2) Tree Removal



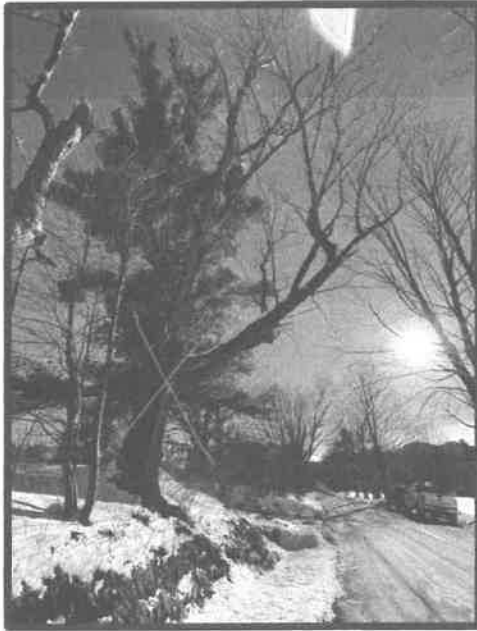
2) Tree Removal



2) Tree Removal

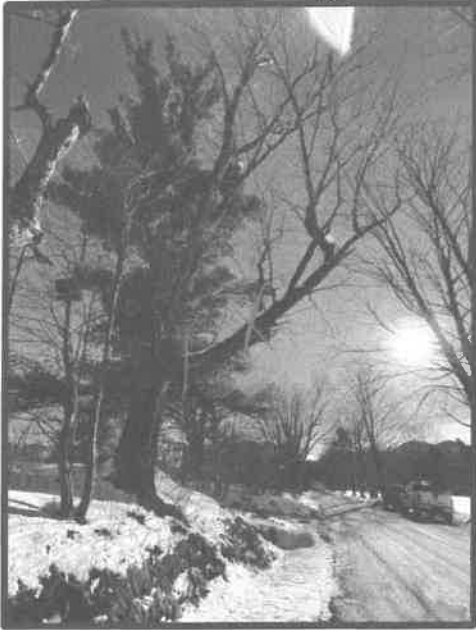


4) Tree Removal



65 Colchester Pond Rd
Colchester, VT 05446

5) Tree Trimming



6) Tree Trimming



6) Tree Trimming



7) Tree Removal



65 Colchester Pond Rd
Colchester, VT 05446

7) Tree Removal



8) Tree Removal



03/25/24
11:10 am

Town of Underhill Payroll
Check Warrant Report #19189
Check date 03/28/24 to 03/28/24

Page 1 of 1
JSilpe-Katz

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BLOK	BLODGETT, KENNETH W.	E	4004	03/28/24	0.00	2405.90
BOS01	BOSLEY, AMANDA B.	E	4005	03/28/24	0.00	1806.43
BR2	BRADFORD, NANCY C.	E	4006	03/28/24	0.00	347.69
HO1	HOLDEN, BRADFORD L.	E	4008	03/28/24	0.00	2262.65
MO1	MORIN, SHERRI	E	4010	03/28/24	0.00	1962.58
NO1	NORWAY, DWAYNE T.	E	4011	03/28/24	0.00	1971.66
RWC	CLARK, RUSSELL W.	E	4007	03/28/24	0.00	3175.11
SI2	SILPE-KATZ, JENNIFER	E	4012	03/28/24	0.00	1916.12
SK1	KILPECK, SCOTT A.	E	4009	03/28/24	0.00	2483.32
					0.00	18331.46
					=====	=====

To the Treasurer of Town of Underhill
we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
there are good and sufficient vouchers supporting the payments
aggregating \$ **18,331.46
Let this be your order for the payments of these amounts.

Selectboard

Dan Steinbauer

Robert Stone

Patricia Richards

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BASIC	BASIC	3046761 COBRA	138.66	0.00	138.66	A 31124	03/11/24
		Both Annual and monthly cost increases					
BCBSMEDI	BCBSVT	178855757 April Medical	8684.47	0.00	8684.47	A 32724	03/27/24
CCPP	CREDIT CARD PAYMENT PROCESSING	0301 PZ-Survey Monkey Renewal	192.00	0.00	192.00	A 3524	03/05/24
		Was put on auto. cancelled. disputing charges. post against PZA					
IRS	INTERNAL REVENUE SERVICE	PR-03/14/24 Payroll Transfer	6159.56	0.00	6159.56	E 314242	03/14/24
IRS	INTERNAL REVENUE SERVICE	PR-03/28/24 Payroll Transfer	6915.23	0.00	6915.23	E 328241	03/28/24
NDI	NORTHEAST DELTA DENTAL INS CO	MAR2024 March 2024	982.22	0.00	982.22	A 3624	03/06/24
NEL	QUADIENT FINANCE	022524-2797 postage	600.00	0.00	600.00	A 32524	03/25/24
TCM	TCM BANK NA	030124-6135 See Details	1032.59	0.00	1032.59	A 32224	03/22/24
VST	VERMONT DEPT OF TAXES	PR-03/14/24 Payroll Transfer	816.74	0.00	816.74	E 314241	03/14/24
VST	VERMONT DEPT OF TAXES	PR-03/28/24 Payroll Transfer	926.41	0.00	926.41	E 328242	03/28/24
VSP	VISION SERVICE PLAN	819909225 March Vision	224.85	0.00	224.85	A 3424	03/04/24
Report Total			26,672.73	0.00	26,672.73		

Selectboard

To the Treasurer of Town of Underhill, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****26,672.73
Let this be your order for the payments of these amounts.

Robert Stone, Chair

Patricia Richards

Daniel Steinbauer

Vacant

Vacant

04/01/24

09:51 am

Town of Underhill Accounts Payable
 Check Warrant Report # Current Prior Next FY Invoices
 For checks For Check Acct 01(General) 04/05/24 To 04/05/24

Page 1

JSilpe-Katz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BMRX	BLUE MEDICARE RX	MAY24 May	38.95	0.00	38.95	23579	04/05/24
BCS	BURLINGTON COMMUNICATIONS SERV BCS14669	Excavator - Radio/Instal Motorolla Radio, Kenwood UHF/Digital Radio/antenna and installation	2457.50	0.00	2457.50	23580	04/05/24
CCR	CCR SALES & SERVICE	75528 Capital Purchases Ripper Tooth CS145 and High Inertia Mulching Head (MT9FS105M14-27C). Mulching Head is separate piece of equipment. must be on schedule of equip. JSK	19910.00	0.00	19910.00	23581	04/05/24
CRH	CHARLEBOIS RIGGING & HARDWARE	30895 Excavator parts	67.00	0.00	67.00	23582	04/05/24
CCSH	CHITTENDEN COUNTY SHERIFF'S	U0224-FEB February Sheriff	2502.00	0.00	2502.00	23583	04/05/24
CB001	CLARENCE BROWN	417445 Diesel (3.2011/G)	1603.74	0.00	1603.74	23584	04/05/24
FWW	FRANK W. WHITCOMB CONSTRUCTION	90023-19740 Stone mud season 13.50/ton mud season stone. Crushed concrete stone	3243.24	0.00	3243.24	23585	04/05/24
GWT	G W TATRO CONSTRUCTION INC	18298 Gravel (14.25/TN) Poker Hill Rd.	545.35	0.00	545.35	23586	04/05/24
HICK	HICKOK & BOARDMAN HRI	30933 HR Management Fee	770.00	0.00	770.00	23587	04/05/24
JHH	JERI-HILL ACE HARDWARE	244437 supplies-LE Job	14.57	0.00	14.57	23588	04/05/24
JFR	JOHN G. FRENCH & SONS TRUCKING	9370 Haul Gravel - 120.00 hou	2340.00	0.00	2340.00	23589	04/05/24
JHR	JOHNSON HARDWARE & RENTAL	101320 D.Griffiths Birthday	50.00	0.00	50.00	23590	04/05/24
LE4	LEHOUILIER JOAN I	MAY24 May 2024	43.68	0.00	43.68	23591	04/05/24
LHS	LHS ASSOCIATES	80212 Prs Primary/Annual Ballo	1095.00	0.00	1095.00	23592	04/05/24
MNL	MADISON NATIONAL LIFE INSURANC	1614161 April-June 2024	667.32	0.00	667.32	23593	04/05/24
SSV	SAFETY SYSTEMS OF VERMONT,LLC	24815 TH-Fire Alarm Annual Insprction/Test	381.96	0.00	381.96	23594	04/05/24
SEV	SEVEN DAYS NEWSPAPER	236907 Notice-Grant Hearing	121.68	0.00	121.68	23595	04/05/24
SHRED	SHRED-EX, LLC	26728 Shredding	25.00	0.00	25.00	23596	04/05/24
TCL	T CLARK ENTERPRISES	1938 Hauling for mud season 120.00/hr. same as J. French & Sons	2520.00	0.00	2520.00	23597	04/05/24
UNF	UNIFIRST U1ST	1080201745 HWY-supplies	66.53	0.00	66.53	23598	04/05/24
UHIC	UNITED HEALTH CARE INSURANCE C	MAY24 May 2024	64.19	0.00	64.19	23599	04/05/24

04/01/24

09:51 am

Town of Underhill Accounts Payable
 Check Warrant Report # Current Prior Next FY Invoices
 For checks For Check Acct 01 (General) 04/05/24 To 04/05/24

Page 2

JSilpe-Katz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
VMR	VMERS DB	PR-03/14/24 Payroll Transfer	4776.04	0.00	4776.04	23600	04/05/24
VMR	VMERS DB	PR-03/28/24 Payroll Transfer	5324.00	0.00	5324.00	23600	04/05/24

					Check Total	10100.04	
WEM	W. B. MASON CO. INC.	245241087 Supplies/TH&HWY	224.93	0.00	224.93	23601	04/05/24
Report Total			-----	-----	-----		
			48,852.68	0.00	48,852.68		
			=====	=====	=====		

Selectboard

To the Treasurer of Town of Underhill, We Hereby certify
 that there is due to the several persons whose names are
 listed hereon the sum against each name and that there
 are good and sufficient vouchers supporting the payments
 aggregating \$ ****48,852.68
 Let this be your order for the payments of these amounts.

Robert Stone, Chair_____
Patricia Richards_____
Daniel Steinbauer_____
Vacant_____
Vacant

04/03/2024

10:31 am

Town of Underhill Accounts Payable

Page 1 of 3

Check Warrant Report # Current Prior Next FY Invoices

JSilpe-Katz

For checks For Check Acct 01(General) 04/05/2024 To 04/05/2024

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
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UNF	UNIFIRST U1ST	1080201745 HWY-supplies	66.53	0.00	66.53	23598	04/05/24
UHIC	UNITED HEALTH CARE INSURANCE C	MAY24 May 2024	64.19	0.00	64.19	23599	04/05/24

04/03/24

10:31 am

Town of Underhill Accounts Payable
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Page 2
 JSilpe-Katz

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VMR	VMERS DB	PR-03/14/24 Payroll Transfer	4776.04	0.00	4776.04	23600	04/05/24
VMR	VMERS DB	PR-03/28/24 Payroll Transfer	5324.00	0.00	5324.00	23600	04/05/24
					Check Total	10100.04	
WBM	W. B. MASON CO. INC.	245241087 Supplies/TH&HWY	224.93	0.00	224.93	23601	04/05/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	R122003925 2018 Truck front axle repair, brake repair	492.82	0.00	492.82	23602	04/05/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	X122028586 2018 Truck Hubcap	52.05	0.00	52.05	23602	04/05/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	X122028612 DEF	233.75	0.00	233.75	23602	04/05/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	X122028702 Rubber Gloves	47.74	0.00	47.74	23602	04/05/24
					Check Total	826.36	
CB001	CLARENCE BROWN	418212 Diesel (3.2411/GA)	1011.55	0.00	1011.55	23603	04/05/24
CB001	CLARENCE BROWN	418983 Diesel (3.1011/GA)	1970.13	0.00	1970.13	23603	04/05/24
					Check Total	2981.68	
CC	CONSOLIDATED COMMUNICATIONS	032724-4434 TH Phone	408.90	0.00	408.90	23604	04/05/24
CC	CONSOLIDATED COMMUNICATIONS	032724-9959 HWY-telephone	264.34	0.00	264.34	23604	04/05/24
					Check Total	673.24	
CRW	CRYSTAL ROCK	032624-8772 water	43.30	0.00	43.30	23605	04/05/24
FAST	FASTENAL COMPANY	VTBUR327504 Supplies	70.43	0.00	70.43	23606	04/05/24
GAUTHIER	GAUTHIER TRUCKING CO, INC.	1785448 HWY-Waste	102.20	0.00	102.20	23607	04/05/24
GAUTHIER	GAUTHIER TRUCKING CO, INC.	1785449 TH - March Waste	62.67	0.00	62.67	23607	04/05/24
					Check Total	164.87	
GMP	GREEN MOUNTAIN POWER	032224TH TH - Electricity	99.21	0.00	99.21	23608	04/05/24
IRO MFG	IROQUOIS MANUFACTURING COMPANY	169519 2021 Truck Tool box	615.15	0.00	615.15	23609	04/05/24
JHH	JERI-HILL ACE HARDWARE	244505 LES-line of site	112.85	0.00	112.85	23610	04/05/24
JHH	JERI-HILL ACE HARDWARE	244511 LES Return wood	-14.97	0.00	-14.97	23610	04/05/24
JHH	JERI-HILL ACE HARDWARE	244520 paint for plows/wings	65.12	0.00	65.12	23610	04/05/24
JHH	JERI-HILL ACE HARDWARE	244529 Excavator-storage bins	22.99	0.00	22.99	23610	04/05/24
					Check Total	185.99	
LPI	LAWSON PRODUCTS INC (NEWARK NJ	9856606 supplies	209.10	0.00	209.10	23611	04/05/24
MITM	MI-T-M EQUIPMENT SALES & SERVI	039074 Pressure washer part	50.35	0.00	50.35	23612	04/05/24

04/03/24
10:31 am

Town of Underhill Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
For checks For Check Acct 01 (General) 04/05/2024 To 04/05/2024

Page 3
JSilpe-Katz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
MILT	MILTON MCMULLEN RD SOLAR, LLC 777	TH - Electric	155.24	0.00	155.24	23613	04/05/24
MO1	MORIN SHERRI 03312024-2RE	Reimbursements	90.39	0.00	90.39	23614	04/05/24
MO1	MORIN SHERRI 033124RE	B.Holden/J.Silpe-Katz BD	63.91	0.00	63.91	23614	04/05/24
Check Total					154.30		
OPS	OP SOLAR LLC 103	2/15-3/15/24	129.88	0.00	129.88	23615	04/05/24
SSV	SAFETY SYSTEMS OF VERMONT, LLC 24821	HWY-Fire Alarm Inspectio	322.50	0.00	322.50	23616	04/05/24
TCL	T CLARK ENTERPRISES 3188	Contract March/April	1565.40	0.00	1565.40	23617	04/05/24
TEC	TECH GROUP, INC. 204734	April Contract	1098.30	0.00	1098.30	23618	04/05/24
VEC	VERMONT ELECTRIC COOPERATIVE 032124-1201	HWY Electric	280.25	0.00	280.25	23619	04/05/24
WBM	W. B. MASON CO. INC. 245458331	Office supplies	334.59	0.00	334.59	23620	04/05/24
Report Total			58,812.82	0.00	58,812.82		

Selectboard

To the Treasurer of Town of Underhill, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ ****58,812.82
Let this be your order for the payments of these amounts.

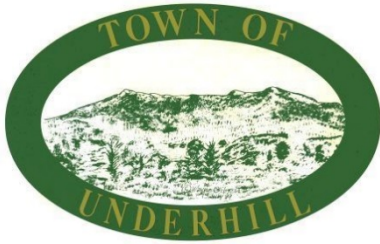
Robert Stone, Chair

Patricia Richards

Daniel Steinbauer

Vacant

Vacant



Town of Underhill
P.O Box 120, Underhill, VT 05489
underhillvt.gov
Phone: (802) 899-4434
Fax: (802) 899-2137

SELECTBOARD MEETING MINUTES
Thursday, March 21, 2024, 6:00 P.M.
Underhill Town Hall

Present:

Selectboard Members: Dan Steinbauer, Bob Stone, Patricia Richards

Town Staff: Brad Holden, Jennifer Silpe-Katz (remote), Amanda Bosley (remote), Parker Ripley (remote)

Others: David Weaver (remote), Livy Strong, Kim Spaulding, Peter Davis

Note: All votes taken are unanimous unless otherwise noted.

1. *Call Meeting to Order / Adjustments to Agenda*

Dan called the meeting to order at 6:00. No changes to the agenda were needed.

2. *Opening Public Comment (6:00)*

No members of the public wished to comment.

3. *Consider Fire Permit Software (6:01)*

Underhill fire warden Parker Ripley said he learned from other fire wardens about a web-based platform called BurnPermits.com. Residents enter their information on the site once and then any time they want to burn there is a number they can call to activate a burn permit. The fire warden, assistant fire warden or anyone with administrative access can set the burn risk for the day. Permits can be automatically or manually approved based on conditions. He would get an email notifying him that a resident is burning at a certain address. This would benefit the fire department as it gives a map every day of who is burning and where. The software is completely customizable. We can put in Vermont state laws. He can shut it down and say no permits are being issued due to weather conditions. If there is someone who can't use the online system any administrator can fill out their information online and then all the resident has to do is call the number and it activates the permit. He believes this would be a time saver for him. There is a cost. He issues roughly 350 permits per year. We would have to buy 5000 credits initially. That would equal about 500 permits. Any not used this year roll over to next year. The state is looking to develop their own software but that could be several years down the road. He recommends moving to this platform for issuing burn permits.

Bob moved and Dan seconded to authorize using BurnPermits.com and spending \$500 to get 5000 credits on the site.

Bob suggested paying for this from the contingency fund. Patty asked if someone pays a fee when they apply for a permit. Parker said not at this time. Patty asked how Parker would get the word out that the software is available. Parker said he would use Front Porch Forum and the town website and put a message on his voicemail. He will still take phone calls. He can walk people through the process or do it for them if necessary. Patty asked if the software is state-based or independent. Parker said it is independent. Patty asked if there are any other fees in addition to the annual payment. Parker said no. And if we don't use all our credits they roll over. It is only when we run out of credits that we have to pay. Another benefit is that if weather conditions change in the course of the day, for instance if winds come up, he can send a message to people with permits using the method they choose to tell them that their permit is voided due to weather conditions.

The motion was passed.

4. *Committee, Board and Town Officials' Appointments (6:14)*

Bob moved to reappoint Jennifer Silpe-Katz as animal control officer with a term to expire March 2025, Dan seconded and the motion was passed.

Bob moved to reappoint Don Tobi as Underhill tree warden with a term expiring March 2025, Dan seconded and the motion was passed.

Bob moved to make the following reappointments to the Development Review Board:

Charlie Van Winkle, term expiring March 2027

Dan Lee, term expiring March 2027

Penny Miller – alternate, 1 year term

Meg Armstrong – alternate, 1 year term

Mark Hamelin – alternate, 1 year term

Bob noted that Mark Green will be stepping down from the DRB.

Patty seconded and the motion was passed.

Bob moved to appoint Brian Tijan to the Planning Commission with a term expiring March 2028, Patty seconded and the motion was passed.

Bob moved to appoint Steve Webster to the Energy Committee with a term expiring March 2027, Patty seconded and the motion was passed.

Bob moved to make the following appointments to the Recreation Committee:

Anton Kelsey, term expiring March 2027

Isabel Tuck, term expiring March 2027

Bob noted that Seth Friedman will be stepping down from the Recreation Committee.

Dan seconded and the motion was passed.

Patty thanked everyone on all committees for stepping up and doing the work they do. Bob asked Brad to send letters to Seth and Mark thanking them for their years of service.

5. *Authorize Signature for FEMA Grant Reimbursement, Town Incurred Expenses for 12 Dumas Rd. (6:18)*

Brad said the town incurred some costs for an archeological/historical assessment/report and an appraisal. We need to sign a document to get reimbursed \$1626.44 from the state for those two things. The appraisal came in quite a bit higher than we estimated when we started this process. We are working with state Emergency Management to try to figure out a path to keep this moving. It may be through a state program rather than FEMA. Either way the procedure will be the same. There will be no match from the resident or town, but if we wanted to do in-kind work it would be greatly appreciated. We haven't committed to anything.

Bob moved to authorize the chair to sign the authorization for FEMA reimbursement for expenditures to date (\$1626.44) for 12 Dumas Road, Patty seconded and the motion was passed.

6. April 8, 2024 Solar Eclipse (6:25)

Brad said he talked to a state representative from Forests, Parks and Recreation, who sent a link to the state's website. The parks in Underhill are not being promoted for eclipse viewing. Trail Finder shows Mountain Road and Stevensville Road as closed. He will see if the state plans to put up any signage. Someone from the sheriff's department can be here any hours we want.

Bob said he would like the officer to get here by mid-morning and be done by 5:00. He should largely just make himself available if something should arise. Dan said he wonders if it would be more important to have him here in the morning when people are more likely to think they could access the mountain. Patty said she thinks he should check Stevensville and Mountain Roads and keep an eye on activity and traffic there. If people are parking at Casey's Hill and clogging Mountain Road he can ask them not to. Jennifer said it is good for everyone to know the cost of having an officer here. Brad said we already contract for 10 hours a week and he will just use most of the hours for that week on that day. Bob said he will not just focus on speeding as usual but will make sure there is access to roads and be available if an event arises. Brad said Richmond Rescue heard we would be closing roads and wanted to make sure they would be able to use the roads if their services were required for a mountain rescue. He told them they would. He is planning to do a series of Front Porch Forum posts to let people know where to go for information, that trails are closed, and what the town is planning to do with Mountain Road and Stevensville Road.

7. Underhill Animal Control Issues (6:34)

Jennifer said she has gotten multiple calls about dogs running off their owners' properties into the road. There has been one confirmed bite of a person on a bicycle. She followed up with all the dog owners and the bite victim. She created a public service announcement poster and sent it to neighboring towns with links to their ordinances and also sent it to the Mountain Gazette and they published it.

There was an incident last Thursday on Krug Road. Property owners had given permission for a dog walking service to walk 5 dogs, including their dog, off leash on their property. A neighbor and his dog wandered onto the property as they often do, not knowing the dog walking pack was there, and his dog was brutally attacked and nearly died. The dog is now healing and doing well. Jennifer feels we may want to talk at some point about whether we should have any regulations in place for commercial dog walkers. She knows at least 2 other dog walking companies come to Underhill.

Jennifer said she also wanted to know if we should establish a fee for her services when she consults or goes on a call for a neighboring town. She went on several calls to Jericho last month and she is acting in a consulting capacity for their new animal control person. They give her a stipend. It seems like the town should be able to bill other towns at a set rate.

Bob said he thinks we should talk about it. He is concerned about other municipalities using our resources. He thinks there should be some balance when it comes to that. We can put it on a future agenda. He is also concerned that we don't know who the owner of the dog was that attacked but he has faith that Jennifer will deal with it. Dan asked, we don't know who the owner of the violent dog is? Jennifer said it was a pack of dogs. The dog that allegedly was the aggressor was not an Underhill resident. It is her understanding that the dog is vaccinated and will not be coming to Underhill any more for walks with that person. But she has more legwork to do on that. Dan said he thinks the owner bears financial responsibility for vet bills. Jennifer said the dog walking company is fully insured. She thinks the company is responsible but she needs to do more research. Bob said he is also concerned if this is a problem with other municipalities or if the dog has a history of incidents like this in other communities. He welcomes Jennifer's investigation into this.

8. Mills Riverside Park Dog Issues (6:43)

Kim Spaulding said she and Livy Strong are both members of the Jericho Underhill Park District board of trustees. There are dog issues at the park. There are pack walkers who use the park, mostly with dogs on

leash. There have been dog bites and aggressive dogs. They are interested in having Jennifer on call if they need to have her come for an incident at the park.

Bob said it is his understanding that the park is largely in Jericho. He thinks Jericho also needs to work with us and answer some of the calls. Kim said two other members of the Jericho Underhill Park District board of trustees are talking to the Jericho selectboard tonight with the same request.

Dan said since the Park District is paying for this out of its budget, he doesn't think the selectboard needs to be involved in the decision. The park board can contract with people. We don't need to approve the expense because we have already approved the park district budget.

Livy said there would not be many calls to Jennifer. But there are a few people who have been spoken to repeatedly and are still causing issues. The Park District board thought an animal control officer might have more impact with those people. They thought about creating their own ordinance but it seemed cumbersome for multiple reasons. None of their board members want to confront dog owners and give them tickets. So they thought of using animal control officers.

Bob said he thinks representatives from the Underhill selectboard, the Jericho selectboard and the Park District should get together to talk about this. It is not uncommon for park districts to have a park service officer or ranger. Maybe that is something the Park District needs to consider. There may be other issues besides animal control.

Brad asked if Jennifer has jurisdiction as an animal control officer in Jericho. Jennifer said her authority has never been questioned wherever she went in the state as long as she was enforcing the ordinance that existed in that municipality.

Bob said hopefully Jericho will agree to the idea of a task force and then Underhill can choose someone to be on it. Jennifer said she would be happy to be on the task force as well.

9. 2024 Crack Sealing Estimate (6:58)

Russ said this is the third year of a 3-year contract with Freshcoat out of Barre. Their price is going up by \$1000. Brad said we will pay \$4700/day for 5 days for them to do whatever they can get done in that time. **Bob moved to approve paying \$23,500 to Freshcoat for crack sealing in 2024, Patty seconded and the motion was passed.**

10. Mud Season Update

Russ said we have had quite a bit of mud and rough roads. We still have some rough roads. The highway crew used all the stone they had in inventory at the garage and the Beartown pit and they started hauling first from Nadeau's in Johnson and then from Whitcomb's in Colchester. They hauled 59 loads of stone to 14 different town roads. He feels they did a great job. They got to any complaints quickly. Right now, other than potholes and washboard in some places, things are pretty good.

Dan asked roughly when grading can start. Russ said any places they tried to grade during the winter didn't work out. The frost needs to come out of the ground and it needs to dry out. Brad said he thinks the key is that future good weather is needed after grading. Russ agreed. Bob said he thinks a good rule of thumb is that they might be able to start grading when sugaring is done and trees are budding.

Russ said 2 culverts on Cilley Hill Road failed during mud season. Those were replaced with inventory that was on hand at the garage.

Patty asked how plowing was with the roads softening. Russ said it was very difficult. It is still a little difficult. The sides of the roads are still a little soft. There was some damage to his plow where the shoes dug in and broke off the plow. That has been repaired. Patty said we should move forward with the new blades for soft conditions if there is money in the budget at the end of the year.

Russ said a lot of the stone budget has been used. Brad said we will be doing grant-funded work that uses ditch stone. We will need to purchase the stone and get reimbursed. He recommends eking out the stone we have until July when the new budget starts.

11. Grader Shed, Damage from Wind Storm

Russ said a wind storm took a side wall off the building called the “grader shed” because it was a grader shed on the old town garage. It is now used for storage of various items. The highway crew would like to get two dumpsters – one for metal and one for non-metal – and start cleaning it up. Then they will need to figure out what to do for storage. One thing stored in the shed is the old town hall shutters.

Bob suggested coming back with an estimated cost for debris removal and where the cost will come from. If a new shed is needed. Russ should come back with an estimated cost for that. Bob suggested maybe use of dumpsters for cleanup could be combined with use of dumpsters for Green Up Day.

Russ said there will probably be no net cost for metal cleanup because the money we get for the metal will offset the cost of the dumpster.

Patty asked if we filed an insurance claim. Brad said he thinks the deductible is too high.

Brad said he will see what from the town hall is in the damaged shed. He can ask the Historical Society if the shutters are historic.

Bob said he would rather wait and see if the same dumpsters can be used for Green Up Day. Brad said last time we got dumpsters for Green Up Day we were reimbursed from the Chittenden Solid Waste fund. We are not supposed to mix other trash with Green Up trash from roadsides, but if we got a metal dumpster for Green Up Day that could include metal from all sources.

Russ said he thought this would be a good time of year to work on the debris cleanup because the crew is often not too busy between storms. He doesn't think there was much metal last year on Green Up Day. He would prefer to start on collecting metal from the damaged shed. The money we get for it will probably cover the cost of the dumpster and trucking.

Bob moved to authorize getting a dumpster to remove metal from the old grader shed, Patty seconded and the motion was passed.

12. Discuss Excavator Mulch Head

Russ asked if the loan amount for the excavator and trailer has been adjusted to meet actual cost. Brad said we got a loan for the full amount the voters approved. The cost was less than that so the extra was applied to the principal.

Russ said we purchased the mulch head for the excavator. It works well but there are a couple of issues. One is that operating it requires holding down a thumb control on a joystick. It is hard to do that all day. Another is that the mulch head and the excavator compete for hydraulic fluid if the excavator needs to move. We discussed with the dealer adding a priority valve that ensures hydraulic fluid goes to the excavator, which is the highest priority, over the attachment. But we didn't it because it would cost \$24,025. The priority valve takes away the need to constantly hold the thumb control. To make the crew's efficiency as high as possible

a priority valve would be a good investment. It could also be used with other hydraulic items we may add to the excavator. His thought was that if we had extra loan money we could use it to get a priority valve. If not, we should budget for a priority valve in the future.

13. Closing Public Comment Period (7:26)

Peter Davis said he is here to comment on animal control issues. He feels dog owners feel very entitled and do not respect non dog owner rights. On October 2 he was bitten on the leg while running on Pleasant Valley Road by an unleashed dog. The owner was present and witnessed it. It was reported to Jennifer, who responded appropriately. It is a public health issue. He thinks it is unappreciated that dog owners are not respectful of other people. Some let unleashed dogs loose at Tomasi Meadow. This is not a benign problem. It is fairly widespread and growing.

14. Warrants and Minutes (7:30)

Bob moved and Patty seconded to approve the warrants for March 21, 2024. Patty said some warrants still did not have double signatures. Bob asked if we will just approve the ones with double signatures. Dan said he is not sure we want to hold vendors hostage for our issue. Patty agreed we should not hold up payment but she will keep bringing it up until we are in compliance with town policy.

Russ said he will be more aware of it and verify that someone else will sign bills before he drops them off. He asked if it would be better for someone else in his department who is more knowledgeable about what he is purchasing should provide the second signature. Brad said the auditors would never approve having someone in the same department do it.

The motion was passed.

Bob moved to approve the minutes of March 14, 2024, Patty seconded and the motion was passed.

15. Member Items, Correspondence, Announcement, Schedule (7:37)

The next meeting will be at 6:00 pm on Friday, April 5. It will include a public hearing on the Harvest Crossing implementation grant.

Brad included correspondence on a road concern in the packet. That could be put on a future agenda.

Brad said in order for the selectboard to have a legal meeting all 3 members need to be here. There was a conflict on March 28 so the meeting was rescheduled to April 5. After April 5 Dan will be gone for a while. If an emergency meeting is needed it would probably be around noon and would be short. He believes the chair can authorize signature for the warrants. He will get more information on that.

Bob asked if anyone wants to serve on the task force on the dog issue. Patty said she will. Bob asked Brad to let Jericho town administrator John Abbott know we want a task force. He has no objection to staff members being on it.

16. Executive Session (7:41)

Bob moved to go into executive session under 1 V.S.A. Section 313(a)(3) for the appointment or employment or evaluation of a public officer or employee, Patty seconded and the motion was passed at 7:42. Bob moved to come out of executive session at 8:44, Patty seconded and the motion was passed.

Bob said during the executive session the board discussed a personnel matter.

17. Adjourn (8:03)

Bob moved to adjourn, Patty seconded and the motion was passed at 8:44.

Read and approved as submitted/amended:

Dan Steinbauer, Chair

Date Signed

Date Approved

TOWN OF UNDERHILL
SPECIAL SELECTBOARD MEETING MINUTES
In Person & Remote - Underhill Town Hall
Wednesday, March 27, 2024, 5:00 p.m.

Selectboard: Robert Stone (Bob) remote, Chair; Patricia Richards (Patty) remote, Vice Chair; Dan Steinbauer, Member

Town Staff: Brad Holden

5:00 p.m. Bob called the special meeting of the Selectboard to order.

Public comment: No public present.

5:01 p.m. Bob moves authorize Stitzel, Page and Fletcher, PC to enter an appearance on behalf of the Town in Environmental Court - Docket # 24-ENV-00018 (459 Pleasant Valley Road) and allow Brad Holden to coordinate with the Town's attorney on next steps, Patty seconds. Motion passed 3-0.

5:03 p.m. Bob moves to authorize Russ Clark to contract with At Your Disposal to obtain a metal Dumpster for the clean up of the grader shed which sustained damage in the January windstorm. Patty seconds. Dan asked if the sale of the metal was included in the cost? Bob understands the sale of the metal will offset the cost of the dumpster. Motion passed 3-0.

5:10 p.m. Upgrading the excavator mulch head: Dan moves to differ this discussion to a later Selectboard meeting, Bob seconds. Motion passed 3-0.

5:12 p.m. Dumpsters: Brad looked into last meetings minutes, he explained that Russ had requested two dumpsters, one for metal and one for non-metal items. Dan moved to authorize the contract of another dumpster for non-metal items as depicted in Russ's email to the Board, Bob seconds and the motion passed 3-0.

5:17 p.m. Bob wanted to address a request regarding the closing of Town Hall at 12:00 noon and to pay non-exempt staff up to three hours in order for them to be off the roads and enjoy the solar eclipse from home. Patty moves to allow all town employees to leave at noon on Monday April 8th this time allotted will be paid time off, Dan seconds and the motion passed 3-0.

5:22p.m. Bob moves to adjourn, Dan seconds and the motion passed 3-0.

Submitted by Brad Holden, Town Administrator.

Read and approved as submitted/amended

Robert Stone, Chair

Date



Town of Underhill

P.O Box 120, Underhill, VT 05489

www.underhillvt.gov

Phone: (802) 899-4434

Fax: (802) 899-2137

Anton & Amy Kelsey
200 Pleasant Valley Rd.
Underhill, VT 05489

4/1/2024

Dear Anton & Amy:

I received two calls from a neighbor of yours across Pleasant Valley Rd. complaining about your dogs; both of them, in their yard. While it is totally acceptable for you to have your dogs on your property unleashed, if and when they leave your yard, entering a neighbor's property or enter the roadway, they are required to be under your direct supervision and voice control or leash if warranted. Permitting your dog to run into the roadway is not acceptable. If they were across the street, that means they are running across a busy road, putting drivers and cyclists and your dog in imminent danger. Your neighbor also stated that on one occasion he felt scared and threatened by your dog and that on another occasion his wife and their grandchild were scared into a vehicle by your dog or dogs. This unsupervised behavior is creating a nuisance to neighbors and putting your dog's lives in danger.

The Town of Underhill has a Domestic Pet Ordinance that can be found on our website www.underhillvt.gov that specifically addresses the issue of dogs running at large and not in direct control of their owner or keeper. There are several options for you to remedy this situation and we know that you will take this letter seriously and address the concerns of your neighbors and the Town. Please consider this letter a written warning to attend to this matter immediately.

Also, as a reminder, it is Vermont Statute that all domestic dogs be registered in the Town that they are kept, by April 1 each year. Please stop into town hall to register your dog or feel free to mail in payment. Details can be found on our website.

Feel free to reach out to me to discuss options for containment or if you would like me to send you a copy of the ordinance.

Thank you,

Jennifer

Jennifer Silpe-Katz
Animal Control Officer, Town of Underhill
animalcontrol@underhillvt.gov
802-373-0893

cc: Selectboard



Town of Underhill

P.O Box 120, Underhill, VT 05489

www.underhillvt.gov

Phone: (802) 899-4434

Fax: (802) 899-2137

Jessica & Steven Nelson
4 Harvest Run
Underhill, VT 05489

3/29/2024

Dear Steven & Jessica:

I have received several complaints about your brown labrador dog and witnessed its behavior first hand. The dog is running at large in the post office parking lot, on Park Street, in the cemetery and lunging, barking and scaring people. S/he even backed a postal worker into the building at the Underhill Post Office; luckily the employee and dog were uninjured. While it is totally acceptable for you to have your dogs on your property unleashed, if and when they leave your yard, entering a neighbor's property or enter the roadway, they are required to be under your direct supervision and voice control or leash if warranted. Permitting your dog to run into the roadway is not acceptable and it is scary and dangerous for the passerby when a dog runs into the road barking, growling and startling people or pets. This unsupervised behavior is creating a nuisance to neighbors and putting your dog's life in danger.

The Town of Underhill has a Domestic Pet Ordinance that can be found on our website www.underhillvt.gov that specifically addresses the issue of dogs running at large and not in direct control of their owner or keeper. There are several options for you to remedy this situation and we know that you will take this letter seriously and address the concerns of your neighbors and the Town. Please consider this letter a written warning to attend to this matter immediately.

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Feel free to reach out to me to discuss options for containment or if you would like me to send you a copy of the ordinance.

Thank you,

Jennifer

Jennifer Silpe-Katz
Animal Control Officer, Town of Underhill
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cc: Selectboard