

Town of Underhill

ARPA Funds Use Proposal – PHASE 1

Committee/Group/Individual Requesting Funding: Town of Underhill

Contact Name: Jennifer Silpe-Katz

Phone Number: 802-899-4434

Email: jsilpe-katz@underhillvt.gov

Date: 1/23/2023

Proposal Name/Brief Description: Town Hall Improvements

The Town Hall is the face of our community. It is where people gather, come to vote, register their dogs, research properties, file zoning requests, and so much more. It is also where the dedicated, hardworking staff spend a majority of their time and it is run down and in need of T.L.C. The Great Room renovations are desperately in need. The floor is almost unsafe. The space is rented out for special events and used by committees and staff for meetings on a regular basis. Additionally, community groups use the space for gatherings (example: tai chi 2x/week). With the now regular “go to/zoom” option for regular and special meetings, the great room also requires modifications to make it more efficient for this use. The town has grown and the staff needs additional meeting space that is quiet and safe; the kitchen is used on a regular basis for private meetings such as human resource or executive sessions and this is not sufficient. The walls in Town Hall need repair and repainting, the carpet and vinyl floors are stained and an embarrassment. Town staff and volunteers spend their time and in some cases, money, to keep the outside of the building and the yard looking presentable. It is a unique, historic building, that even attracts residents to pose in front of it for photographs. It is OUR Town Hall. We have put these necessary projects on the back burner year after year and now we have an opportunity to use ARPA funds to accomplish a majority of the required and requested items and not have to address them for another twenty years. It is no small task or cost to the town or the employees who will have to be temporarily displaced and assist in moving heavy file cabinets and office equipment to assist in accomplishing this project effectively and efficiently. This is partially why we have not done it. It is best to do it all at once since it requires a lot of coordination.

Please note: These are not budgetary items. We have those too: We are replacing front door and locks, using reserves or budget to replace windows in need, adding some exterior lights and cameras, adding office partitions using budget. We recognize budgetary items versus one-time meaningful investment in Town Infrastructure that benefits everyone.

Estimated Cost/Description of Estimate Process (use the space here and attach additional pages and any supporting documents):

Town of Underhill

ARPA Funds Use Proposal – PHASE 1

\$100,000 see support documents and quotes.

Please Answer the following questions by marking the answer in the space provided.

Benefit to Town of Underhill

Does this proposal	YES	NO	Not Sure
Invest in the town without creating a need for additional or ongoing revenue or expenses? Is this a one-time expense?	X		
Benefit a population that was disproportionately impacted by the pandemic?			X
Benefit a population underserved prior to the pandemic?			X
Mitigate and/or help the Town adapt to the effects of climate change?		X	
Improve or create infrastructure for Underhill? Ex. Natural resources, pedestrian access, transportation but not limited to	X		
Align with or impact the goals and priorities of the Town Plan? LINK	X		

Comments:

Feasibility of Project

Can this proposal	YES	NO	Not Sure
Be fully planned, estimated and obligated to the Town by December 31, 2024?	X		
Be fully completed and paid for by the end of 2026?	X		
Be used to leverage or match other grants, funds or projects?			X

Please attach estimates, quotes, drawings, or supporting documents or elaborate in any way you would like. Please note that the ARPA Advisory Committee only recommends projects to the Selectboard and the Selectboard has the ultimate authority to allocate the funds. [17 V.S.A. § 2664](#)

Underhill Town Hall Renovations	Budget Estimate		Mat.		1.17.23	page 1
Description	quant.	\$/unit	total	Labor M/Hrs	Subcontract	
Removal of existing step, rails, framing, etc @ South end of meeting room				-		
Removal of flooring throughout meeting room				45.00		
Removal of existing subfloor				30.00		
Removal of existing subfloor				60.00		
Electrical Allowance (wires in floor frame)						\$3,500.00
Heating Allowance (relo pipes into floor frame)						\$5,000.00
Misc. demo				30.00		
Additional/misc. framing @ floor joists			\$300.00	15.00		
Installation of new 3/4" Advantech subfloor	68 ea	\$48.50	\$3,298.00	36.00		
Infill door opg. @ Financial Office			\$200.00	23.00		
New landing/step @ South Exit			\$1,000.00	30.00		
Modifications to Balcony access, new stairs, rails, etc.			\$7,500.00	144.00		
Installation of new wood flooring; sanded/finished						not inc.
Installation of new baseboard/misc trim @ floor			\$1,000.00	45.00		
Painting Allowance						\$7,500.00
Drywall/Plaster work			\$500.00			\$2,500.00
Insulation (?)			\$100.00	7.00		
Subcontractor supervision/coordination				38.00		
Site protection			\$200.00	8.00		
Staging and set-up				12.00		
Fasteners, hardware, misc sundries			\$1,500.00			
Clean-up				22.00		
Debris removal/load container(s)				8.00		\$1,000.00
Subtotals			\$15,600.00	553 man hrs.		\$19,500.00
Material handling and sales tax (15% + 6%)			\$ 3,276.00			
Labor @ \$60.00/man-hour				\$ 33,180.00		
<i>Unforeseen conditions:</i>						
Subcontractor Contingency						\$ 3,500.00
Material Contingency			\$ 5,000.00			
Labor Contingency (10%)				\$ 3,318.00		
New totals			\$ 23,876.00	\$ 36,498.00		\$ 23,000.00
Grand total			\$ 83,374.00			

Esmay Painting

Estimate

11 Covey Rd.
Underhill, VT 05489
(802) 899-2628

DATE: November 21, 2022
Estimate 100
FOR: *Town Hall Interior
Painting*

Bill To:

Town of Underhill
Town Hall
PO BOX 120
Underhill, VT 05489
(802) 899-4434

DESCRIPTION	AMOUNT
Labor:	
Upstair's Office	\$ 400.00
Kitchen	\$ 400.00
2nd Floor Bathroom	\$ 400.00
Stairs area	\$ 800.00
Downstairs Hallway	\$ 400.00
Assessors Office	\$ 400.00
Town Clerk Main Office	\$ 800.00
Foyer with Bathrooms	\$ 400.00
Back stairwell incl. ceiling	\$ 800.00
Materials	\$ 1,500.00
TOTAL	\$ 6,300.00

Approved by: _____ Date: _____

770566

Purchase Order

TO <u>Town of Underhill</u>		SHIP TO <u>Elegant Wood Floors</u>	
ADDRESS		ADDRESS <u>61 Lazybrook Ln</u>	
CITY, STATE, ZIP <u>Underhill, CT 07081</u>		CITY, STATE, ZIP <u>Jeffersonville, VT</u>	
DATE <u>7/6/22</u>	DATE REQUIRED	TERMS	HOW SHIPPED
			REQ. NO. OR DEPT.
			FOR <u>05464</u>

QUANTITY ORDERED	QUANTITY RECEIVED	PLEASE SUPPLY LISTED ITEMS BELOW	PRICE	UNIT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Purchase of 2 1/4 TO
3" wide oak, maple

or birch, Installed
Sanded + Finished
with 3 coats of
Polyurethane.

1400 sq FT at \$15.00 sq FT

\$21,000.00
TOTAL

IMPORTANT

Purchase Order Number must appear on all invoices - packaging, etc.

Please notify us immediately if you are unable to complete the order by date specified.

Please send _____ copies of your INVOICE with ORIGINAL BILL OF LADING.

PURCHASING AGENT

Order

Page 1



Essex Paint and Carpet
27 Park Street
Essex Jct, VT 05452
802-878-7685

Order #: 24933
SaleDate: 8/3/2022
Sales Rep: Jackie Hathaway

SOLD TO:

Town of Underhill
PO Box 120
Underhill VT 05489
899-4434

Jennifer

SHIPPED TO

Town of Underhill
PO Box 120
Underhill VT 05489
899-4434

MATERIALS		COMMENTS	QUANTITY	PRICE	TOTAL
Patcraft Change In Attitude J0111	Shape Up 12317	Main Floor throughout & Second Floor Hall	209 SqYrd	\$36.00	\$7,524.00
Shaw 5000 Adhesive		Adhesive	3 Each	\$140.00	\$420.00
Patcraft Change In Attitude J0111	Shape Up 12317	(2) Sets of Stairs	27 SqYrd	\$36.00	\$972.00
Beauflor Xtreme 13'2" Wide	662M Havana Oak	2nd Floor Bathroom	48 SqYrd	\$30.00	\$1,440.00
Beauflor Xtreme 13'2" Width	662M Havana Oak	Break Room	19 SqYrd	\$30.00	\$570.00
Adhesive	BEAUFLO 4N1 ADHESIVE		1 Each	\$75.00	\$75.00

LABOR		COMMENTS	QUANTITY	PRICE	TOTAL
Carpet Install		Main Floor throughout & Second Floor Hall	1 Each	\$2,299.00	\$2,299.00
Ripout-Carpet & Disposal			1 Each	\$1,165.00	\$1,165.00
Carpet Install		(2) Sets of Stairs	1 Each	\$475.00	\$475.00
Ultraply Installation		Break Room	1 Each	\$390.00	\$390.00
Embossing		Vinyl Prep - Go over Existing VCT	1 Each	\$256.00	\$256.00
Vinyl -Install		Bathroom & Breakroom	1 Each	\$1,188.00	\$1,188.00
Toilet Pull & Reset			1 Each	\$125.00	\$125.00

8/4/2022 12:05:06 PM

Order

Page 2

Appliance Moving		2	Each	\$40.00	\$80.00
Cove Base Install	Bathroom & Breakroom Trim	1	Each	\$120.00	\$120.00
Labor	Step down to Safe, transitions to doorways (Materials & Labor)	1	Each	\$150.00	\$150.00

MOVING FURNITURE, FILE CABINETS AND ELECTRONICS - NOT INCLUDED

SubTotal:	\$17,249.00
Sales Tax:	\$660.06
Total:	\$17,909.06
Payments:	\$0.00
Balance:	\$17,909.06

Signature

Quote 107152

QUOTE - DETAIL

08/04/2022

120 - WILLISTON COMMERCIAL
 GORDON'S WINDOW DECOR, INC.
 8 LEROY ROAD
 WILLISTON, VT 05495
 Phone: (802) 655-7777
 Fax: (802) 655-6166

Date Quoted: 08/04/2022

Salesperson: MCHENRY, FRANK

Client PO: TBD

Sidemark: UNDERHILL/50693

Ship Via: INSTALL

Terms:

Entered By: McHenry, Frank

Placed By: FM

SOLD TO: 50693

TOWN OF UNDERHILL
 12 PLEASANT VALLEY RD
 UNDERHILL, VT 05489-9723
 Phone: (802) 899-4434
 Fax:

SHIP TO:

TOWN OF UNDERHILL
 Contact: BRAD HOLDEN
 12 PLEASANT VALLEY RD
 UNDERHILL, VT 05489-9723
 Phone: (802) 899-4434
 Fax:

Item	Qty	UM	Description	Base	Options	Discount	Misc	Unit	Extended
1	1	EACH	MANUAL SKYLINE ROLLER SHADE 502 SKYLINE CLUTCH ROLLER Color: IC WHT OPQ (IC WHITE OPAQUE 12 OZ) Width 44 3/8 Height 89 Mount FABRIC WIDTH Shade Placement OUTSIDE MOUNT Bracket Type Override (see help ?) 1.5" NARROW - WHITE - WHITE Hardware Color HARDWARE - WHITE - WHITE Hem Type WELDED Bracket Cover / End YES Cap Control/Chain Side LEFT Roll Type STANDARD (REGULAR) Chain Color CHAIN - Stainless Steel - SILVER Room MEETING ROOM Window 1	237.00	0.00	47.40	0.00	189.60	189.60
2	1	EACH	MANUAL SKYLINE ROLLER SHADE 502 SKYLINE CLUTCH ROLLER Color: IC WHT OPQ (IC WHITE OPAQUE 12 OZ) Width 44 1/4 Height 89 Mount FABRIC WIDTH Shade Placement OUTSIDE MOUNT Bracket Type Override (see help ?) 1.5" NARROW - WHITE - WHITE Hardware Color HARDWARE - WHITE - WHITE Hem Type WELDED Bracket Cover / End YES Cap Control/Chain Side LEFT Roll Type STANDARD (REGULAR) Chain Color CHAIN - Stainless Steel - SILVER Room MEETING ROOM Window 2	237.00	0.00	47.40	0.00	189.60	189.60
3	1	EACH	MANUAL SKYLINE ROLLER SHADE 502 SKYLINE CLUTCH ROLLER Color: IC WHT OPQ (IC WHITE OPAQUE 12 OZ) Width 44 1/16 Height 89	237.00	0.00	47.40	0.00	189.60	189.60

Quote 107152

QUOTE - DETAIL

08/04/2022

			Mount	FABRIC WIDTH								
			Shade Placement	OUTSIDE MOUNT								
			Bracket Type									
			Override (see help ?)	1.5" NARROW - WHITE - WHITE								
			Hardware Color	HARDWARE - WHITE - WHITE								
			Hem Type	WELDED								
			Bracket Cover / End Cap	YES								
			Control/Chain Side	LEFT								
			Roll Type	STANDARD (REGULAR)								
			Chain Color	CHAIN - Stainless Steel - SILVER								
			Room	MEETING ROOM								
			Window	3								
4	1	EACH	MANUAL SKYLINE ROLLER SHADE 502		237.00	0.00	47.40	0.00	189.60		189.60	
			SKYLINE CLUTCH ROLLER									
			Color: IC WHT OPQ (IC WHITE OPAQUE 12 OZ)									
			Width	44 7/16								
			Height	89								
			Mount	FABRIC WIDTH								
			Shade Placement	OUTSIDE MOUNT								
			Bracket Type									
			Override (see help ?)	1.5" NARROW - WHITE - WHITE								
			Hardware Color	HARDWARE - WHITE - WHITE								
			Hem Type	WELDED								
			Bracket Cover / End Cap	YES								
			Control/Chain Side	LEFT								
			Roll Type	STANDARD (REGULAR)								
			Chain Color	CHAIN - Stainless Steel - SILVER								
			Room	MEETING ROOM								
			Window	4								
5	1	EACH	MANUAL SKYLINE ROLLER SHADE 502		237.00	0.00	47.40	0.00	189.60		189.60	
			SKYLINE CLUTCH ROLLER									
			Color: IC WHT OPQ (IC WHITE OPAQUE 12 OZ)									
			Width	44 1/4								
			Height	89								
			Mount	FABRIC WIDTH								
			Shade Placement	OUTSIDE MOUNT								
			Bracket Type									
			Override (see help ?)	1.5" NARROW - WHITE - WHITE								
			Hardware Color	HARDWARE - WHITE - WHITE								
			Hem Type	WELDED								
			Bracket Cover / End Cap	YES								
			Control/Chain Side	LEFT								
			Roll Type	STANDARD (REGULAR)								
			Chain Color	CHAIN - Stainless Steel - SILVER								
			Room	MEETING ROOM								
			Window	5								
6	1	EACH	MANUAL SKYLINE ROLLER SHADE 502		174.00	0.00	34.80	0.00	139.20		139.20	
			SKYLINE CLUTCH ROLLER									
			Color: IC WHT OPQ (IC WHITE OPAQUE 12 OZ)									
			Width	33 1/8								
			Height	60								
			Mount	FABRIC WIDTH								
			Shade Placement	OUTSIDE MOUNT								
			Bracket Type									
			Override (see help ?)	1.5" NARROW - WHITE - WHITE								
			Hardware Color	HARDWARE - WHITE - WHITE								
			Hem Type	WELDED								

Quote 107152

QUOTE - DETAIL

08/04/2022

			Bracket Cover / End	YES									
			Cap										
			Control/Chain Side	LEFT									
			Roll Type	STANDARD (REGULAR)									
			Chain Color	CHAIN - Stainless Steel - SILVER									
			Room	MEETING ROOM									
			Window	6-BALCONY									
7	1	EACH	MANUAL SKYLINE ROLLER SHADE 502		174.00	0.00	34.80	0.00	139.20		139.20		
			SKYLINE CLUTCH ROLLER										
			Color: IC WHT OPQ (IC WHITE OPAQUE 12 OZ)										
			Width	33 1/4									
			Height	60									
			Mount	FABRIC WIDTH									
			Shade Placement	OUTSIDE MOUNT									
			Bracket Type										
			Override (see help ?)	1.5" NARROW - WHITE - WHITE									
			Hardware Color	HARDWARE - WHITE - WHITE									
			Hem Type	WELDED									
			Bracket Cover / End	YES									
			Cap										
			Control/Chain Side	LEFT									
			Roll Type	STANDARD (REGULAR)									
			Chain Color	CHAIN - Stainless Steel - SILVER									
			Room	MEETING ROOM									
			Window	7-BALCONY									
8	1	EACH	INSTALLATION CHARGES		268.00	0.00	0.00	0.00	268.00		268.00		
			INSTALLATION (WITH NOTES)										
			Types of Product & Number of Each	7 ESRs.									
			Height from floor to top of treatment (for 10 FT ladder)										
			Is there a take down?	NO									
			Install Address differs from above	NO									
			Parking/Access Instructions	PARKING AVAILABLE AT TOWN HALL. CONTACT IS BRAD HOLDEN 802-899-4434 OPTION 7									
			Install Bin										
			Special Install Instructions	NO									

All sales are final. Changes cannot be made to this order once it is placed in production.

SUB-TOTAL	1,494.40
TOTAL	1,494.40
Payments	0.00
Balance	1,494.40

Accepted By : _____

Date : _____

Brad Holden

From: Tina's Home Designs <tinashomedesigns@aol.com>
Sent: Friday, April 22, 2022 8:12 AM
To: Brad Holden
Subject: window shade proposal

Hi Brad , it was nice to meet with you. As discussed, here is the sale pricing for the window shades:

Great Room: 8 Hunter Douglas Designer Screen shades/ 3% Black/ off white Aluminum Fascias/
Chain Drive \$3696.00

Installation: No Charge

Total: \$3696.00

Quote Valid till July 15,2022

Tax Exempt

Just let me know if you would like to proceed. Best, Chris Gregoire

Tina's Home Designs

21 Church Street

Burlington, VT 05401

(802) 862 - 6701

tinashomedesigns@aol.com