

**TOWN OF UNDERHILL
SELECTBOARD REGULAR MEETING MINUTES
Underhill Town Hall
Thursday, October 17, 2019, 6:00 p.m.**

Selectboard: Pat Sabalis and Bob Stone

Town Staff: Jennifer Silpe-Kata and Brian Bigelow

Public: Marie Thomas (MMCTV), David Demarest, Kurt Johnson, Connie van Eaghen, Mary Dolan, Sue Cromwell, Karen Clark, Alicia DiCocco, Stacey Turkos, Barb Mulhern, Susan Thomas, Karen McKnight, Steve Webster, Scott Tower

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Pat Sabalis. Adjustment to agenda made to add discussion about Water Quality Testing Consultant to New Business and to add Underhill Historical Society after Warrants and Minutes.

6:01 p.m. Public Comment. David Demarest stated that he believed that the email he received from the Chair of the Underhill Planning Commission a few months ago indicated that the Chair has a conflict of interest in connection with anything to do with Mr. Demarest's property. Demarest further stated he believed that the UPC Chair should recuse himself from the Natural Resources Mapping Project, which may affect his property.

6:02 p.m. Underhill Conservation Commission (UCC), Invasive Species Update. UCC Chair, Karen McKnight and Steve Webster (Underhill Energy Committee liaison to the UCC and member of the UCC Subcommittee on Invasive Species) presented a presentation entitled Invasive Species Update (attached). Presentation included a forest assessment at Crane Brook Conservation District, information on invasive species, efforts to date, lessons learned, next steps and recommendations. Questions taken from public and Selectboard. UCC will return with additional information and requests at a future meeting.

6:16 p.m. Underhill Highway Infrastructure and Equipment Committee (HIEC), Updates, HIEC Chair Kurt Johnson provided handouts (attached) and gave updates on: River Road Pavement Assessment and Bicyclist Feasibility Study., Irish Settlement Road Reconstruction Project, Intersection Safety and Capital Improvement Program (CIP).

Selectboard consensus to proceed with the Scope of Work of Vanasse Hangen Brustlin, Inc. (VHB) and Sanborn, Head & Associates, Inc. for the River Road Pavement Analysis and Bicyclist Feasibility Study.

Selectboard consensus to ask the Town Clerk to survey lending institutions for terms related to the Road Reconstruction the loan authorized by the passage of Article 8 at the 2019 Town Meeting.

David Demarest expressed concern about impacts of improved ditching above the culvert at the intersection of Irish Settlement and Fuller Roads. Barb Mulhern requested additional information regarding a proposed replacement of her driveway culvert. Town Administrator to discuss with both issues with Road Foreman.

6:58 p.m. New Business

Our Community Cares Camp (OCCC) FY 21 Budget Request. Connie van Eeghen, Alicia DiCocco and Karen Clark discussed with the Selectboard OCCC's request for a FY20-21 appropriation in the amount of \$3,126. Handouts provided specific to the request and to the program in general (attached).

OCCC to proceed under the Town's Social Appropriations Policy to include contacting the Town Clerk regarding the petition process.

Takeover of Local Tax Stabilization Agreements. Selectboard reviewed and discussed the proposed takeover of two contracts.

Pat Sabalis moved that Selectboard ratify the takeover of the Underhill Tax Stabilization Agreement for 436 Poker Hill Road (PH436) by Sara Franco and Tarken Chase terminating March 31, 2020. Bob Stone seconded and the motion passed by a vote of 2-0.

Pat Sabalis moved that Selectboard ratify the takeover of the Underhill Tax Stabilization Agreement for 128 River Road (RV128T) by Lisa Hoare, Gerald Stone and Brian Stone terminating March 31, 2024. Bob Stone seconded and the motion passed by a vote of 2-0.

2020 Insurance. Handouts distributed regarding options for 2020 employee health insurance. Staff to schedule a meeting with VLCT PACIF regarding health insurance. Consensus of Selectboard to explore obtaining Property, Vehicle, Liability and Worker's Compensation insurance from a private carrier. Staff to contact Hickok and Boardman.

Ross Environmental Associates (REA). Contract received from REA for 2020 Water Quality testing in the amount of \$8,330, a 5.24% increase from 2019. REA has performed the testing since 2009. Consensus of Selectboard is to solicit quotes from other vendors.

7:22 p.m. Old Business.

Lease (Glebe) Statute. 24 VSA §2409 reviewed by Selectboard. Options include allowing all fee simple title to perpetual lease lands to vest in the current lessee of record on the date established by statute (January 1, 2020) or to review on a case by case basis.

High Meadows Road residents Sue Cromwell and Mary Dolan in attendance. Consensus of Selectboard is to hold a public informational hearing prior to December 1, 2019.

Moore Park Leveling. After solicitation two quotes were received for the project: Terrain Tek (\$2,000) and All Phase Property Maintenance (\$3,000).

Bob Stone moved that Selectboard approve the quote of Terrain Tek in the amount of \$2,000 to level a portion of Moore Park as a site for the ice rink. Pat Sabalis seconded and the motion passed by a vote of 2-0.

7:32 p.m. Underhill Historical Society (UHS). UHS members Susan Thomas and Scott Tower in attendance to discuss the scheduled demolition of the former Underhill Academy building at 413 Vermont Route 15. Consensus of Selectboard recognizes that it is an unfortunate circumstance but see no way for the Town to acquire the property, and accept that the owner's determination that restoration is unrealistic and that he has arrived at the plan of action best suited for him.

8:25: p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the October 1, 2019 Regular Meeting of the Selectboard with correction on page two. Bob Stone seconded and the motion passed by a vote of 2-0.

8:27 p.m. Member Items, Correspondence, Announcements, Schedule:

Correspondence. Notice made of receipt of:

- Underhill Planning Commission (UPC) Notice of Public Hearing November 14, 2019 amendment to Underhill Unified Land Use and Development Regulations. Two Selectboard Public hearings will be required.
- October 3, 2019 letter from Angela Shambaugh, Aquatic Biologist (ANR/DEC) identifying presence of cyanobacteria in water sample taken from New Road Crane Brook Trail.
- Stacey Turkos' October 8, 2019 Letter of Resignation from the Underhill Planning Commission.
- Request of Stacey Turkos to attend VLCT Fall Planning & Zoning Forum. Consensus of Selectboard is to approve attendance and the \$60 registration fee.
- Abutter Notification from Zoning Administrator regarding a Development Review Board application for 15 Pleasant Valley Road (PV015)

8:04 p.m. Executive Sessions.

Pat Sabalis moved that the Selectboard find that premature general public knowledge of the review of proposed contract between the Town of Underhill and Green Lantern Group would clearly place the Town at a substantial disadvantage in negotiations. Bob Stone seconded and the motion passed by a vote of 2-0.

Pat Sabalis moved that the Selectboard enter Executive Session to discuss the proposed Solar Array contract with Green lantern Group under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. Bob Stone seconded and the motion passed by a vote of 2-0.

At 8:22 p.m. the Selectboard exited Executive Session. Chair to sign contract when finalized.

Pat Sabalis moved that the Selectboard enter Executive Session with staff under: 1 VSA §313 (a)(3) Appointment or employment or evaluation of a public officer or employee. Bob Stone seconded and the motion passed by a vote of 2-0.

At 9:00 p.m. the Selectboard exited Executive Session.

Selectboard will review VLCT information regarding finance officer salary and have additional discussion regarding the subject.

Medical insurance premium reimbursement to Town Administrator as agreed on June 16, 2019.

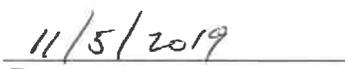
Selectboard will meet with Road Foreman

9:05 p.m. Adjournment: On a motion made by Pat Sabalis and seconded by Bob Sone the Selectboard voted 2-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Pat Sabalis, Chair


Date

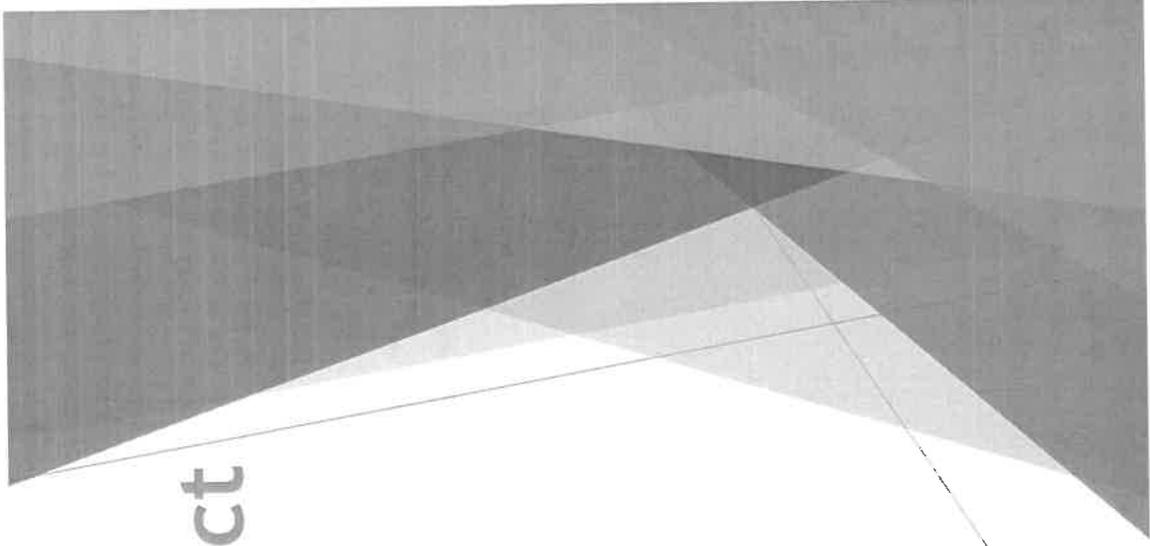
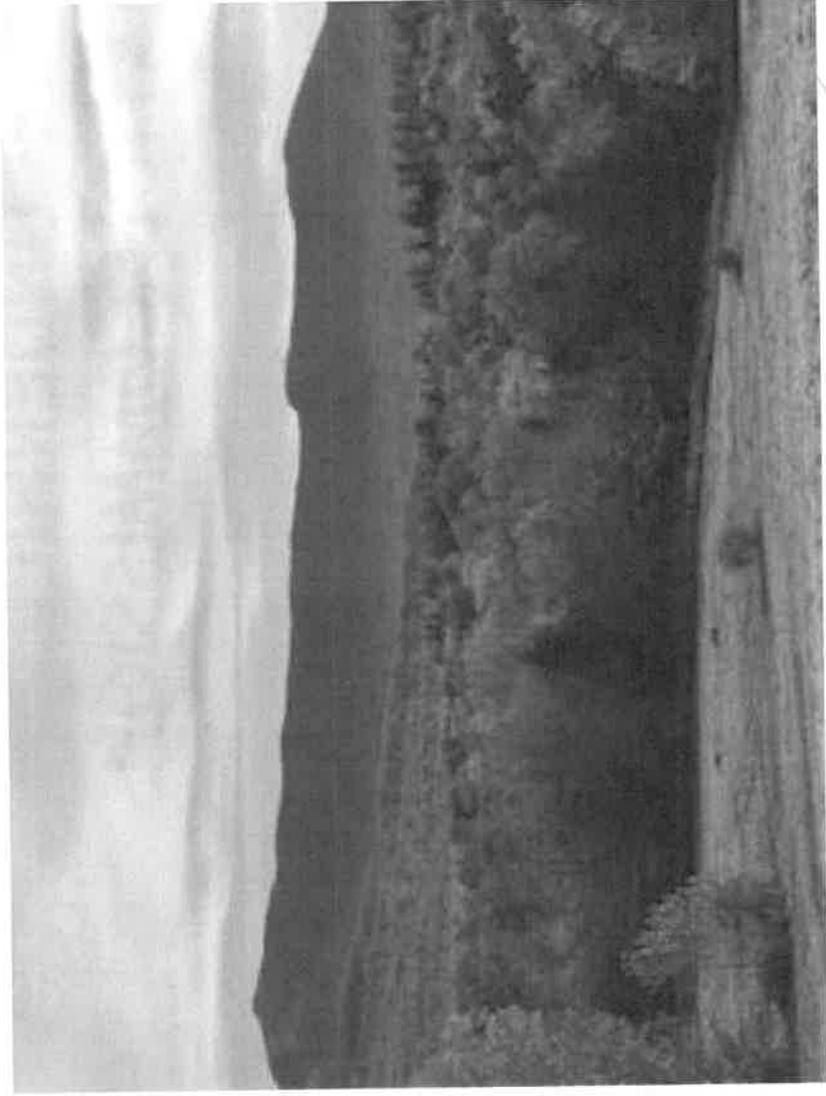


**TOWN OF UNDERHILL
CONSERVATION COMMISSION**

**INVASIVE SPECIES UPDATE
OCTOBER 17, 2019**



Crane Brook Conservation District



Forest Assessment at Crane Brook Conservation District

By **Ethan Tapper, Chittenden County Forester**
11/30/17

“The primary threat to the health of this area is the presence of invasive species. Japanese knotweed (*Fallopia japonica*) was noted in a patch on the eastern edge of the 4-acre former landfill and along New Road. This species is one of the most aggressive and persistent invasive exotic plants present in Vermont. The seriousness of this infestation is compounded by the presence of sensitive wetland and riparian areas along Crane Brook, all of which are prime knotweed habitat. Other invasive plants noted in this area include Japanese maple, common buckthorn, and shrub honeysuckle. The removal of these plants should occur as soon as possible, and be the main priority in the management of the CBCD.”

Ethan Tapper, Chittenden County Forester

What are Invasive Species?

- Plants or animals that are not native to Vermont or even North America
- Organisms that out-compete native species
- Organisms that harm the environment, the economy, and/or human health
- Organisms that are free from their natural predators

Invasive Plants:

- Tend to grow rapidly, produce seeds with high germination rates, and displace native vegetation
- Are often free from natural diseases & pests
- Are not choosy about the soils they invade
- Can spread via natural disturbances
- Often create monocultures, thus reducing biodiversity

Knotweed, Phragmites, Honeysuckle, Asian Bittersweet



Invasive Plant Species Found in Underhill

Species	Beartown Pit	Crane Brook	Moore Park	Town of Underhill
Japanese Knotweed	X	X	X	X
Bush Honeysuckle	X	X	X	X
Phragmites	X	X	X	X
Asian Bittersweet			X	X
Garlic Mustard			X	X
Wild Chervil			X	X
Wild Parsnip				X
Goutweed			X	X
Japanese Barberry		X	X	X
Buckthorn	X		X	X
Spotted Knapweed		X		X
Purple Loosestrife				X

How did invasives get here?

- Brought in on purpose for ornamental purposes (e.g., Japanese Knotweed)
- Transported by accident in air or by water, boats, hikers (e.g., purple loosestrife, garlic mustard, watermilfoil)
- Spread in gravel and fill (e.g., knotweed)

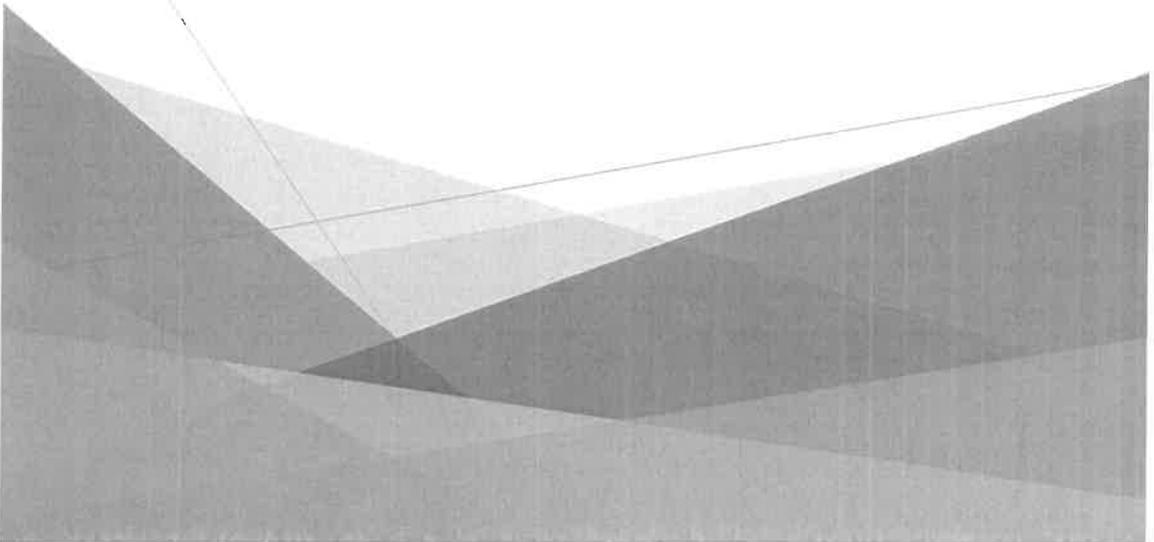
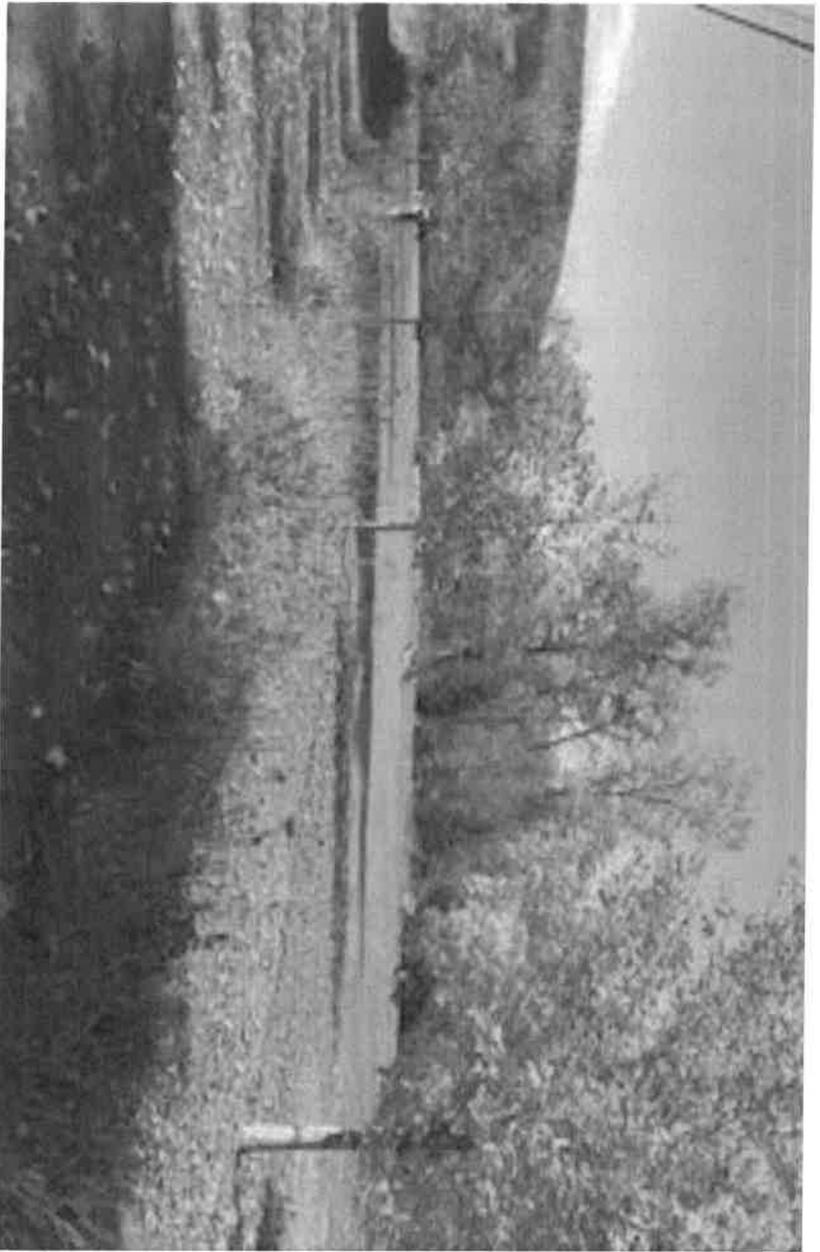
Why should we care? Invasives:

- Put riparian areas at risk by degrading wildlife habitat
- Crowd out native species
 - Impact all animals who feed on those native species (and the animals who feed on them...)
- Often reduce biological diversity
- In streams, brooks, etc., may increase soil erosion by decreasing root structures

Why should we care? (cont.)

- Can overrun agricultural lands and forests making crops less profitable
- May have low nutrient value for wildlife
 - E.g., buckthorn
- May be poisonous to animals or people
 - E.g., wild parsnip--chemical burns
- May provide refuge for disease hosts
 - E.g., barberry protects white-footed mice, a primary host for Lyme Disease

Moore Park



What can we do?

- Different species \Rightarrow different strategies
 - Mechanical removal (e.g., Honeysuckle, Purple Loosestrife)
 - Smothering (e.g., Goutweed, Japanese Knotweed)
 - Chemical treatment (e.g., Buckthorn, Japanese Knotweed)

What have we done?

- Uprooted Honeysuckle at Crane Brook
- Cut, dug, and smothered Japanese Knotweed at Crane Brook
- Cut, dug, and burned Japanese Knotweed; cut Asian Bittersweet; and pulled Garlic Mustard at Moore Park
- Cut knotweed at the Beartown Pit

What have we done? (cont.)

- Planted disease-resistant elms to shade invasives
- Hosted presentations by invasive species experts and held a hands-on workshop
- Enlisted the help of MMU students



Emerald Ash Borer (Insect!)

- Attended workshops to become more knowledgeable
- Wrote Mountain Gazette articles
- Catalogued ash trees on Town property and road rights of way
- Used smart phone app to map ash trees
- Set sampling traps to monitor for the presence of EAB
- Acted as consultants for Town citizens

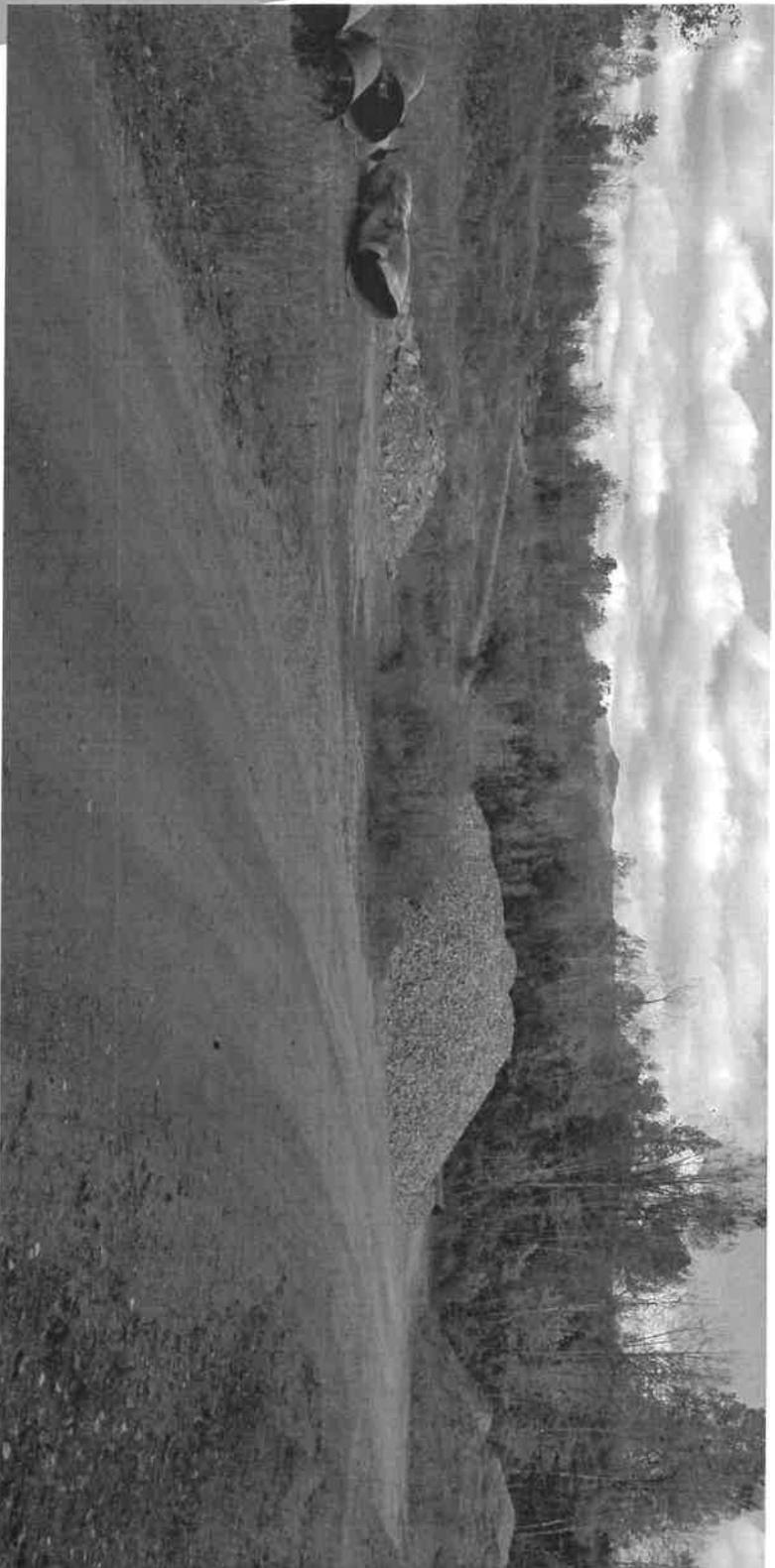
What have we learned?

- Uprooting Honeysuckle is effective
- Pulling Garlic Mustard is effective
- Cutting and digging Japanese Knotweed is very labor intensive
- Well-established knotweed patches require aggressive management
- We had difficulty finding volunteers

What have we learned? (cont.)

- Our first attempt to smother Japanese Knotweed was not successful (and we know why)
- Frequent cutting throughout the summer is required to limit knotweed growth
- Chemical treatment of Japanese Knotweed in ecologically sensitive areas is warranted

Beartown Road Gravel Pit



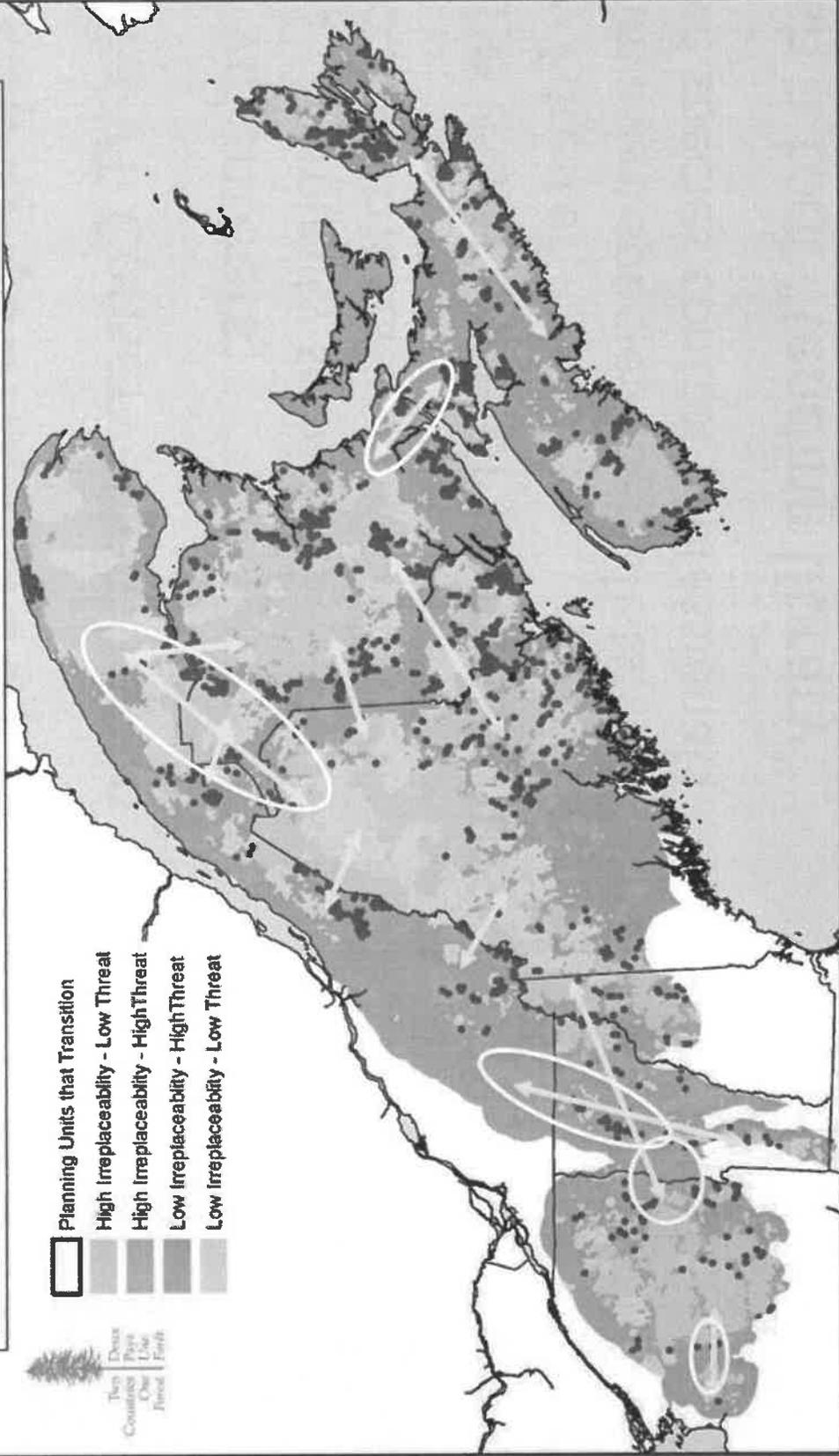
Next Steps:

- **Prioritize--Focus on:**
 - Riparian areas and other ecologically sensitive areas that are in jeopardy
 - Particularly noxious species
 - New, small patches of invasives
 - Sometimes control, sometimes eradication
- **Education (identification, control):**
 - Town Highway Department / consultants
 - Public
 - Workshops/field work sessions
 - Website of resources

Next Steps: (continued)

- Adhere to VT Conservation Design Objectives
 - Engage volunteers:
 - MMUHS community service
 - BRMS class projects
 - Enlist the assistance of professionals
 - County Forester
 - State invasive species specialists
 - Invasive species control professionals
- Establish a tool “lending library”

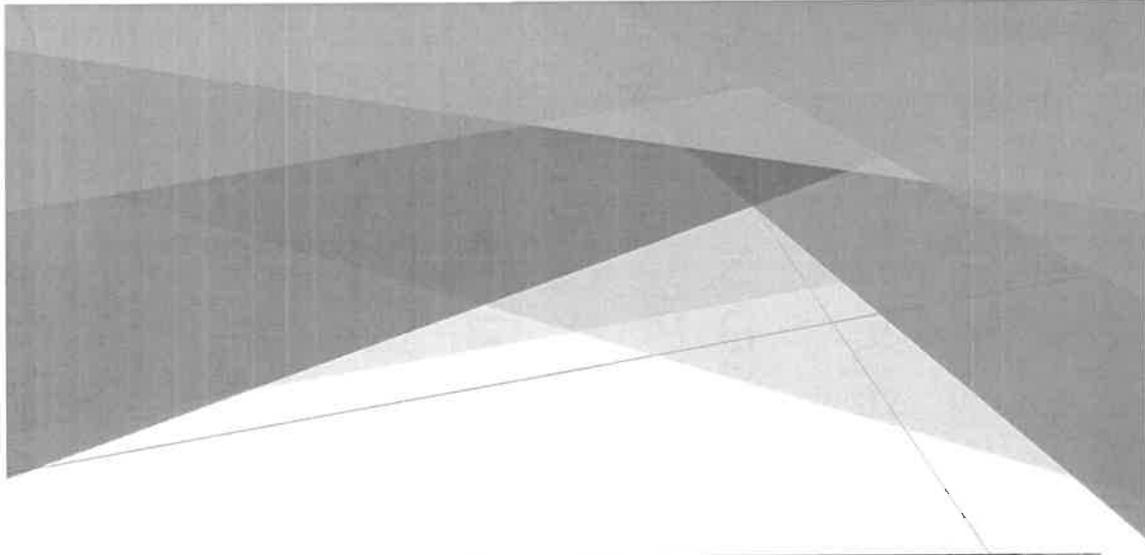
FIVE PRIORITY CONNECTIONS



Recommendations:

- Focus primarily on riparian areas
- Develop a policy for the Highway Dept re the management of knotweed, phragmites, and other invasive species
 - Use best practices to control & limit the spread of invasive species--especially knotweed & phragmites
- Include an invasive species management line item in the Town budget

Discussion or Questions





To: Marshall Distel, CCRPC

Date: October 10, 2019

Memorandum

Project #: TBD

From: Jennifer Conley, PE, PTOE
Daniel Peck, PE

Re: **Technical & Cost Proposal**
River Road Pavement Structure Analysis and Bicyclist Feasibility
Study Underhill, Vermont

This proposal outlines the background, proposed scope of work, and budget to prepare the pavement structure analysis and bicyclist accommodation feasibility Study for River Road and the roadway Safety Analysis of Pleasant Valley Road and Irish Settlement Road.

Project Overview

This project primarily seeks to evaluate the pavement condition along River Road. Because minimal shoulders are present and the pavement condition is poor with rutting at various locations and pavement cracking along the edge of lanes, bicyclists are forced to travel towards the center of the travel lane creating an unsafe interaction with vehicles along River Road. The Town would like an evaluation of the pavement condition in anticipation of future pavement rehabilitation and widening. The study area for the pavement structure analysis and bicyclist feasibility analysis extends on River Road from the Town line to the bridge over the Browns River near Range Road in Underhill Center.

The second focus of the study will be a roadway safety analysis of two roadways (Pleasant Valley Road and Irish Settlement Road) that extend from the east end of Underhill Center (where they intersect at the Underhill Central School) to the Town line to the north. This analysis will involve a review of safety and geometric constraints along these routes (sight lines, drop offs, steep climbs, other safety concerns). This information will be used by the Town for future bicycle route planning.

Scope of Work

Task 1 – Kick off Meeting and Existing Conditions Assessment

Under this task, VHB will complete the following:

- **Kick off Meeting:** On August 14, 2019, a kick off meeting was held to review the Town's Application to the CCRPC Unified Planning Work Program. Meeting notes are available.

Existing Conditions Assessment: VHB will review the existing pavement conditions through the project study area along River Road, including an assessment of the following items: existing physical infrastructure and natural and cultural resources, stormwater drainage issues within the study area. In addition, along River Road only, VHB's subconsultant (Sanborn Head) will conduct up to 12 geotechnical borings of the existing pavement. The borings will be spaced evenly along the projects limits and will be to a depth of approximately 6 feet each. The borings will be analyzed and tested to evaluate the engineering properties of the soils and their suitability for reuse. The results of the work including the testing methods will be provided in a geotechnical report, which will summarize the subsurface conditions encountered, including asphalt thickness, base and subbase thickness, subgrade soil type and groundwater depth (if encountered). If the findings are not consistent along the length of the project, additional borings may be

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South Burlington, VT 05403
P 802.497.6100

required, which can be completed as a supplemental service. Please see the attached Sanborn Head Scope of Services for additional information.

- **Corridor Base Map:** A base map of the study area roadways (River Road, Pleasant Valley Road and Irish Settlement Road), will be prepared by CCRPC using GIS resources to illustrate high-resolution orthophotography, LIDAR topography, parcel boundaries, mapped utilities, zoning district boundaries, public right-of-way boundaries, and natural resources. VHB will provide CCRPC with assistance identifying items to enhance the base map such as digitized curb lines, driveway aprons, pavement markings, intersecting streets, and related information.

Deliverables: Kick off Meeting Agenda and Notes, Existing Conditions Assessment narrative and figures, and Corridor Base Map, Geotechnical Engineering Report (by Others)

Task 2 – Identification of Issues and Project Team Meeting

VHB will review and evaluate the pavement and soil boring information collected as well as field observations and stormwater drainage pattern and provide the Town with information on potential causes of pavement deterioration and related improvements required in general to properly repair the roadway and in order to better accommodate bicyclists.

In the event that the boring information is inconsistent or additional data needs to be collected to draw conclusions on concepts moving forward, that information could be collected as a supplemental service.

Once pavement issues have been identified, VHB will prepare for and attend a meeting with the Project Team to present the constraints identified.

Deliverables: Memorandum providing assessment of pavement condition and recommended mitigation measures, Project Team meeting agenda and notes

Task 3 – Concept Plans and Cost Estimate

Based on findings from the Existing Conditions Assessment, VHB will complete the following:

- **Develop Conceptual Plans:** Develop a conceptual plan that may include up to four different approaches to develop a long-term plan to improve the pavement condition of the roadway. The design will generally include plan view, typical section graphics along with relevant notes (e.g. issues, constraints, private property impacts etc.) on each plan, and cross sections. In particular, plans will illustrate the pavement or subbase condition needs based on the findings of the borings.
- **Concept Evaluation:** The evaluation of the conceptual plan will include: strategic implementation plan identifying and prioritizing road segments for pavement structure improvements, conceptual cost estimate by segment, natural resource impacts, safety impacts, right-of-way impacts, and potential permit requirements.

Deliverables: Draft Concept plans

Task 4 –Roadway Safety Assessment

VHB will conduct a site visit along both Pleasant Valley Road and Irish Settlement Road documenting critical safety hazardous situations such as limited sight lines, drop offs, steep climbs, blind/hidden intersections and driveways and other safety concerns.

Deliverables: Plan with notations regarding critical infrastructure items

Task 5 – Project Team Meetings

VHB will prepare for and attend a Project Team meeting to review the Existing Conditions Assessment Concept Plans and cost estimate for River Road as well as the roadway safety assessment findings for Irish Settlement Road and Pleasant Valley Road.

Deliverables: Project Team meeting agenda and notes

Task 6 –Presentation at the Selectboard

VHB, in coordination with the Project Team, will organize a presentation of the project findings to the Selectboard. The meeting will include an overview of the project issues, Conceptual Plan and cost estimate for River Road, and a roadway safety analysis map for Irish Settlement Road and Pleasant Valley Road. VHB will compile and summarize comments from the meeting.

Deliverables: Selectboard meeting presentation, materials, and notes

Task 7 –Project Reports

Under this task, VHB will complete the following:

- **Draft Reports:** Prepare a draft of the River Road pavement structure analysis Report for review by the project team. The report will include a brief summary of existing conditions, an overview of the findings of the pavement analysis on River Road, and Concept Plans for rehabilitating and widening River Road. A separate draft Memorandum will be prepared outlining the findings of the roadway safety analysis study on Pleasant Valley Road and Irish Settlement Road.
- **Final Report:** Prepare final Report and Memorandum that addresses comments from the project team.

Deliverables: Draft River Road pavement structure analysis and bicyclist feasibility Report, Draft and final reports for the roadway safety analysis and bicyclist feasibility Study for River Road and roadway safety analysis Study for Pleasant Valley Road and Irish Settlement Road.

Schedule

Assuming a Notice to Proceed is issued by September 1, 2019, VHB anticipates the Project advancing according to the schedule outlined below:

- Existing Conditions Assessment: October – November 2019
- Identification of Constraints: October – November 2019
- Project Team Meeting November 2019
- Conceptual Plans and Cost Estimate: November 2019 - February 2020
- Roadway Safety Assessment: November 2019
- Project Team Meeting #2 February 2020
- Presentation to Selectboard: March 2020
- Draft Feasibility Report: April 2020
- Final Feasibility Report: May 2020

Budget

The table below provides a summary of estimated labor hours by task as well as the overall estimated Project budget to coincide with the Scope of Services presented above.

	Underhill Feasibility Study					
	COST SUMMARY					
	Project Manager	Senior Engineer	Planner / Engineer	Staff Engineer	Total Hours	Labor Costs
TASK DESCRIPTION	Jenn Conley	Dan Peck	Erica Quallen	Cierra Ford		
Task 1: Existing Conditions & Project Team Meeting						
Project Initiation	4				4	\$ 766
Existing Conditions Assessment	2	2	8	8	20	\$ 2,019
Corridor Base Map	2	2	8	4	16	\$ 1,697
Task 2: Identification of Constraints to Bicycle Lanes						
Review borings, field notes, pavement conditions	2	2	2	8	14	\$ 1,478
Prepare and Attend Team Meeting		4	6		10	\$ 1,082
					0	\$ -
Task 3: Conceptual Plans						
Develop Conceptual Plans	2	6	40	40	88	\$ 8,025
Concept Evaluation and Cost Estimate	2	6	8	12	28	\$ 2,881
Task 4: Infrastructure Assessment						
Site Visit Pleasant Valley and Irish Settlement Roads	2	2	12	12	28	\$ 2,703
Summary/mapping of issues/constraints	2	4	16	16	38	\$ 3,656
					0	\$ -
Task 5: Project Team Meeting						
Prepare and Attend Team Meeting		8	8		16	\$ 1,802
Task 6: Presentation to Selectboard						
Meeting Preparations	2	4	4		10	\$ 1,284
Presentation to Selectboard		6	6		12	\$ 1,351
Task 7: Reports						
Draft Report	2	4	24	8	38	\$ 3,734
Final Report	2	4	16		22	\$ 2,368
TOTAL HOURS:	24	54	158	108	344	
DIRECT HOURLY RATES :	\$ 66.35	\$ 46.74	\$ 31.28	\$ 27.89		
OVERHEAD (162.44) :	\$ 107.78	\$ 75.92	\$ 50.81	\$ 45.30		
FEE (10%) :	\$ 17.41	\$ 12.27	\$ 8.21	\$ 7.32		
TOTAL LABOR COSTS :	\$ 4,597	\$ 7,286	\$ 14,267	\$ 8,695		\$34,846

TOTAL LABOR COST: \$ 34,846
DIRECT EXPENSES (VHB): \$ 553
GEOTECHNICAL INVESTIGATION (SANBORN HEAD): \$ 6,650
TOTAL: **\$42,049**

Mr. Daniel Peck, P.E.
Vanasse Hangen Brustlin, Inc.
40 IDX Drive
Building 100, Suite 200
South Burlington, VT 05403

October 9, 2019

Re: Proposal for Geotechnical Engineering Services
River Road Bike Lanes
Underhill, VT

Dear Mr. Peck:

Sanborn, Head & Associates, Inc. (Sanborn Head) is pleased to submit this proposal to Vanasse Hangen Brustlin, Inc. (VHB) to provide geotechnical engineering services for the proposed addition of bike lanes (Project) along River Road in Underhill, Vermont (Site). This proposal is based on correspondence with you and Jennifer Conley during August and September of 2019.

BACKGROUND

The Project Site is located on River Road in Underhill Vermont, between its intersections with Range Road and VT Route 15. River Road is a two-lane, town-maintained asphalt roadway, typically with narrow shoulders. Based on our correspondence with you, the Project consists of a widening of the roadway in order to allow for the construction of bike lanes in both directions along the existing roadway alignment. In order to evaluate the condition of the existing roadway subgrade, and therefore make recommendations for the feasibility of the construction of the bike path, VHB has requested that Sanborn Head conduct a preliminary geotechnical exploration at the Project Site.

SCOPE OF SERVICES

Our scope of services includes the following objectives:

1. Obtain clearance for subsurface utilities within the Project area and plan the proposed subsurface exploration program;
2. Perform a subsurface exploration program at the Project Site including laboratory testing;
3. Prepare a geotechnical engineering report that will describe the subsurface exploration program, the subsurface conditions encountered, and our geotechnical engineering recommendations for the proposed replacement bridge; and

Each of these objectives is described in the following sections.

Objective 1 – Utility Clearance and Exploration Planning

Sanborn Head will pre-mark the proposed locations in the field, and will then obtain DigSafe utility clearance as required by State of Vermont regulations at least 48 hours prior to commencing the exploration work. Sanborn Head will also review any readily available drawings that are provided to us by VHB that may identify the locations of existing subsurface utilities in the area. We have provided the proposed exploration location plan for your review.

Objective 2 – Subsurface Exploration Program

Subsurface Exploration Program – Drilling

In accordance with the general scope of work you provided, Sanborn Head will drill up to 12 test borings spaced evenly along the length of the existing roadway. The test borings will be performed in alternating lanes of the roadway. Proposed test boring locations are shown on the attached Plan.

We propose to advance the borings to approximately 5 ft bgs using a direct-push drill rig with a 2 ¼” macro-core sampler. We have assumed the drilling and soil sampling work can be completed in approximately a day of time on Site. We propose to use Cascade Drilling, of Montpelier, VT as our drilling subcontractor. The borings will be backfilled with bentonite chips to the existing ground surface and topped with asphalt cold patch.

Sanborn Head will provide a staff engineer on a full-time basis to observe and log the subsurface conditions in the test borings, collect soil samples, and measure groundwater levels (if encountered) during drilling. Groundwater levels will be observed in open holes prior to backfilling. Should any changes to proposed test boring locations be required in the field, the Sanborn Head representative will make adjustments as necessary (i.e., off-set boring if shallow refusal is encountered) and we will inform VHB of the changes.

We have assumed that environmental services will not be needed for the Project; therefore, we have not included costs for these services or for the disposal of contaminated soils or for screening the soils with photoionization detection. Soil samples obtained during the subsurface exploration program will be disposed of following the completion of the Project, unless otherwise requested by VHB.

Geotechnical Laboratory Testing

Sanborn Head proposes to submit up to 6 soil samples from the subsurface exploration program for grain size analysis (ASTM D6913). The soil samples will be sent to a certified geotechnical laboratory for analysis. These samples will be used to evaluate the engineering properties of the soils and their suitability for reuse.

As mentioned previously, we have not included costs associated with encountering contaminated soils; therefore, no soil samples will be collected for environmental laboratory testing.

Objective 3 – Geotechnical Engineering Report

The results of our work will be provided in a geotechnical engineering report that summarizes the subsurface conditions encountered, including asphalt thicknesses, base and subbase thicknesses and composition, and subgrade soil type. The report will include typed boring logs, an exploration location plan and locus plan, and a summary of the laboratory testing results. We will also discuss the groundwater conditions at the Site.

We will provide the report as an electronic submittal in PDF format.

KEY ASSUMPTIONS

Our scope of services is based on the following assumptions:

- Costs associated with hazardous materials or environmental hazards encountered during the subsurface exploration program have not been included;
- Sanborn Head and its drilling subcontractor will be provided ready access to the site as necessary to conduct the work;
- The drilling subcontractor will provide safety cones around the work area; and,
- Traffic control (if needed) will be provided by the Town of Underhill.

BUDGET ESTIMATE AND BASIS OF BILLINGS

Our proposed budget for the services described above is shown in the following table:

Objective	Base Objective Descriptions	Basis of Billings	Estimated Budget Cost
1	Utility Clearance and Exploration Planning	Lump Sum	\$650
2	Subsurface Exploration Program	Lump Sum	\$4,500
3	Geotechnical Engineering Report	Lump Sum	\$1,500
Total			\$6,650

SCHEDULE

We are prepared to begin work immediately upon receipt of an executed agreement. We anticipate that the drilling work can be completed at the end of October/ beginning of November. Our geotechnical engineering report (Objective 3) can be issued within 15 business days following the completion of Objectives 1 and 2. If a more aggressive schedule is required, please let us know so we can modify our schedule and make every attempt to meet the project schedule.

TERMS OF ENGAGEMENT

The terms of engagement are described in the Mutual Services Agreement for Professional Services between Vanasse Hangen Brustlin, Inc. and Sanborn, Head & Associates, Inc.

ACCEPTANCE

Please signify your acceptance of this proposal by signing in the appropriate spaces below and returning a copy to Sanborn Head. This Contract for Services and the above-referenced Mutual Services Agreement shall constitute the entire agreement between VHB and Sanborn Head. This executed Contract for Services must be received by Sanborn Head prior to our initiation of the work described above.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Should you have any questions, please do not hesitate to call us.

Very truly yours,
SANBORN, HEAD & ASSOCIATES, INC.



Shawn P. Kelley, Ph.D, P.E.
Project Director



Ian P. Donovan, P.E.
Project Engineer

IPD/SPK: spk

- Attachments Schedule of Fees
- Mutual Services Agreement
- Proposed Exploration Location Plan

This proposal for services and the attached Mutual Services Agreement are hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he or she has full authority to act for, in the name, and on behalf of Vanasse Hangen Brustlin, Inc.

By: _____ Title: _____
for Vanasse Hangen Brustlin, Inc.

_____ Date: _____
Typed/Printed Name



**SANBORN, HEAD & ASSOCIATES, INC.
2019 Schedule of Fees**

Senior Vice President	\$208
Vice President	\$198
Project Director	\$186
Senior Project Manager	\$159
Project Manager	\$148
Senior Project Engineer/Geologist	\$130
Project Engineer/Geologist	\$122
Engineer/Geologist	\$111
Supervising Technician	\$99
Senior Engineering Technician	\$90
Engineering Technician	\$83
Support Staff	\$72
Subcontractors and Outside Services	Cost plus 10%
Other Direct Expenses	Cost plus 10%

Hourly rates will be charged for time worked on the project and for the time required for travel between the office and the meeting or project site. Local travel will be at IRS allowed rates.

Overtime hours will be charged using the hourly rates listed above.

Hourly rates for expert witness testimony, including preparation time, and other special services such as corporate acquisition due diligence studies that generally require a dedicated commitment of senior staff, will be provided upon request.

Sanborn, Head & Associates, Inc. reserves the right to revise this Schedule of Fees annually.

**MUTUAL SERVICES AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
VANASSE HANGEN BRUSTLIN, INC. AND SANBORN, HEAD & ASSOCIATES, INC.**

This Agreement, effective as of this 21st day of April 2014, is by and between Vanasse Hangen Brustlin, Inc. (VHB), whose corporate office is located at 101 Walnut Street, P.O. Box 9151, Watertown, Massachusetts, 02471, and Sanborn Head & Associates, Inc. (Sanborn Head), whose corporate office is located at 20 Foundry Street, Concord, New Hampshire, 03301. This Agreement is intended to apply to future projects where VHB and Sanborn Head provide professional services directly to each other. This Agreement is specifically intended to allow either party to act as Prime and the other as Subconsultant in accordance with the terms and conditions described below, and as may be amended based on the terms and conditions of Prime's contract with its client. As used herein, the Prime is the firm that has the contract with the Client.

1.0 SCOPE OF WORK

Subconsultant agrees to perform services for the Prime in accordance with the requirements outlined in this Agreement. The services to be performed will be described on a site and/or project specific basis in a Request for Proposal (RFP) and/or a written quotation, which is approved by Prime through a written authorization (Authorization). An Authorization, when accepted by both parties, shall be binding upon the parties and will incorporate by reference all the terms and conditions of this Agreement as well as detail the Scope of Services to be performed by the Subconsultant.

This Agreement incorporates, as if fully set forth herein, all of the terms and conditions contained in the Agreement between the Prime and the Client (Prime Agreement) that relate to the performance of the Subconsultant's Services, and each such term and condition of that Prime Agreement shall apply to the Subconsultant equally or in the same relation as such conditions apply to the Prime. If there are any requirements in the Prime Agreement between the Prime and the Client that are more stringent than terms in this Agreement, then the terms of the Prime Agreement between the Prime and the Client shall take precedence. In the event of conflict between Subconsultant's proposal/quote attached to any Authorization or incorporated by reference, and this Agreement, the terms of this Agreement shall prevail.

2.0 INVOICING AND PAYMENT

Subconsultant shall submit monthly progress invoices to Prime. A final invoice shall be submitted not later than four weeks following completion of subcontracted services for the Project. If Subconsultant's Services are provided on a lump-sum fee basis, Subconsultant's progress billing shall be on a percent-complete basis. If Subconsultant's Services are provided on a time-and-materials basis, the Subconsultant's invoice shall itemize actual hours worked, equipment, outside services and a brief description of the services provided; hourly rates shall be in accordance with the Authorization.

Prime shall pay the Subconsultant for services in accordance with unit rates specified in the Authorization to be provided by the Subconsultant, which will be subject to the approval and acceptance of Prime on a project-by-project basis. Prime will review such invoices and, upon approval, process them for payment. Payment to Subconsultant will be made within ten (10) days after receipt of payment to Prime from its Client.

3.0 PERIOD OF SERVICE

This Agreement is made at will and shall remain in effect until such time as either party terminates the Agreement in accordance with Article 17.0 of this Agreement.

The established completion time for each assignment shall be agreed to on a project-by-project basis and shall not be extended because of any delays attributable to Subconsultant, but may be extended by

Prime, in the event of a delay attributable to Prime, or because of unavoidable delays beyond the control of the Subconsultant.

4.0 RELATIONSHIP OF THE PARTIES

The relationship between the parties shall be limited to the performance of services as set forth in this Agreement and shall not constitute a joint venture, partnership or an employer-employee relationship. Neither party may obligate the other to any expense or liability outside of this Agreement except upon written consent of the other. Nothing contained in this Agreement will create any contractual relationship between Prime's Client and Subconsultant.

5.0 INSURANCE

Subconsultant shall procure and maintain, for the duration of the project, at its sole cost and expense, the following insurance. All policies shall be written on an "Occurrence" form except for Professional Liability and Contractor's Pollution Liability, which may be written on a "Claims Made" form. Coverage shall be Primary for all additional insured and there shall be no exclusion preventing one insured on the policy from bringing claim against another insured on the same policy. All lower tier subcontractors and subconsultants shall be required to have the same insurance. All insurers should have an AM Best rating of at least "A".

Insurance certificates evidencing the required coverage shall be issued to the Prime prior to commencement of work and at policy renewal.

- a) Worker's Compensation as prescribed by applicable law including the Longshoreman's and Harbor Workers' Act (if applicable) and Employers Liability with limits of not less than \$1,000,000/\$1,000,000/\$1,000,000.
- b) Commercial General Liability written on policy form ISO: CG 00 01 10 01 or a form that is as broad in coverage. There shall be no exclusions except those that are on the policy form itself. Prime and its officers, directors and employees shall be named as additional insureds and provided with a waiver of subrogation. Limits shall be as follows:
 - i) \$1,000,000 Each Occurrence
 - ii) \$1,000,000 Personal & Advertising
 - iii) \$2,000,000 Products/Completed Operations Aggregate
 - iv) \$2,000,000 General Aggregate
- c) Automobile Liability covering liability for all owned, hired and non-owned vehicles with a minimum combined single limit of \$1,000,000. Prime and its officers, directors and employees shall be named as additional insured and provided with a waiver of subrogation.
- d) Professional Liability covering negligent acts, errors and omissions with a limit of at least \$3,000,000 per claim and \$5,000,000 aggregate. Prime and its officers, directors and employees shall be provided a Waiver of Subrogation.
- e) When Subconsultant performs services that could result in the release or escape of hazardous substances or pollutants, then Subconsultant shall procure and maintain Contractor's Pollution Liability Insurance that provides coverage for personal injuries, property damages and regulatory clean-up costs arising out of or related to the presence, release, or threatened release of hazardous substance or pollutants with limits of no less than \$5,000,000.

Subconsultant shall maintain and shall require its lower tier subconsultants to maintain higher limits and coverages if, and to the extent specifically required by the Prime Agreement. Subconsultant shall provide Prime with satisfactory evidence of the above-stated coverages prior to commencement of the Services. However, Prime's failure to notice or object to non-conforming coverage shall not be a waiver

by Prime to insist on correct coverage. Failure to maintain such coverages is a material breach of this Agreement.

6.0 LIENS AND CLAIMS

Subconsultant shall indemnify and save harmless Prime from all liens, claims, demands, or suits of whatever nature brought by Subconsultant's laborers, subcontractors, materialmen, or other creditors to enforce a right of any kind made upon or against the work or real property where the work is performed. As a condition precedent to payment to Subconsultant, Prime may require complete waivers and releases of any and all claims of any person, firm or corporation.

7.0 COMPLIANCE WITH LAWS, REGULATIONS, PERMITTING AND LICENSING REQUIREMENTS

Subject to the generally accepted standards of professional skill and care, Subconsultant shall comply with all laws, regulations, codes, and ordinances that are applicable to Subconsultant's work to be performed under this Agreement. It is understood, however, that laws, codes and regulations are subject to varying and sometimes contradictory interpretation. Subconsultant shall procure and maintain at its own expense, all permits and licenses required by law, to perform the services authorized under this Agreement.

8.0 HEALTH AND SAFETY

Prime and Subconsultant shall only be responsible for the activities of their own employees and agents on the job site with respect to job site safety. Neither the professional activities nor the presence of the other party hereto or its employees and other subconsultants shall be understood to control the operations of others. Subconsultant will comply with any health and safety requirements of Prime's that are applicable to Subconsultant's Services.

Subconsultant shall comply with all health, safety, and training obligations required by law. Compliance with these health, safety, and training requirements is the sole responsibility of the Subconsultant. Prime is not in any way responsible for the health, safety, or training of Subconsultant's employees. By signing this Agreement, Subconsultant acknowledges its understanding regarding its health and safety responsibilities.

Subconsultant represents that all of its employees who are permitted to engage in hazardous waste operations that could expose them to hazardous substances, safety, or health hazards have obtained the necessary health and safety training and medical surveillance in compliance with 29 CFR 1910.120.

9.0 SITE ACCESS

Prime will request of its Client to make all provisions for Subconsultant to enter upon the work site as required for the Subconsultant to perform services under this Agreement.

10.0 DISPUTES

If a dispute arises concerning services performed or fees invoiced, Prime agrees to notify Subconsultant in writing within 14 days of the time Prime knew or should have known of the dispute. The invoice will be apportioned and fees for services not in question will be paid according to Section 2.0 of this Agreement. Resolution of disputes will be handled in the following manner:

- Prime's representative and Subconsultant's representative will seek a negotiated resolution.
- If direct negotiations fail within fourteen days, both parties agree to submit the issue to mediation or other alternative dispute resolution techniques as agreed to by both parties.

Participation of Prime and Subconsultant in this process shall be a condition precedent for either party to seek redress through any other means legally available.

11.0 OWNERSHIP AND RETENTION OF DOCUMENTS

All documents, including reports, electronic media, drawings and specifications, prepared or furnished by Subconsultant and its subsidiaries, independent professional associates, subconsultants and subcontractors pursuant to this Agreement are instruments of service in respect of a particular Authorization and the Subconsultant shall retain an ownership and property interest therein whether or not the Authorization is completed. Prime may make and retain copies of such documents for information and reference in connection with the Authorization; however, such documents are not intended or represented to be suitable for reuse by Prime or Client, including extensions of the Authorization or on any other Authorization, nor are they to be relied upon by anyone other than Prime and Client.

Subconsultant shall retain all pertinent records relating to services performed for a period of six years following submission of a report, during which period the records will be made available to Prime at all reasonable times.

12.0 ASSIGNMENT AND SUBCONTRACTING

Subconsultant shall not delegate any duties, nor assign any rights or claims under this Agreement nor subcontract any part of the work authorized without prior written consent of Prime. All firms retained to provide outside services to Subconsultant shall comply with the requirements set forth in this Agreement.

13.0 INDEMNIFICATION

Subconsultant Indemnifies Prime: Subconsultant shall indemnify and hold harmless Prime, its subsidiaries and affiliates, officers, directors, shareholders and employees from and against any and all claims, liabilities, damages, and costs (including reasonable attorney fees and costs of defense) to the extent caused by or resulting from the Subconsultant's negligent acts, errors or omissions in the performance of services under this Agreement.

Prime Indemnifies Subconsultant: Prime shall indemnify and hold harmless Subconsultant, its subsidiaries and affiliates, officers, directors, shareholders and employees from and against any and all claims, liabilities, damages, and costs (including reasonable attorney fees and costs of defense) to the extent caused by or resulting from the Prime's negligent acts, errors or omissions in the performance of its obligations under this Agreement or in connection with the Project.

Mutual Waiver of Consequential Damages: To the same extent and subject to the same conditions as contained in the Prime Agreement, the parties agree that neither party will be liable to the other for any special, indirect, incidental or consequential damages of any nature arising out of or related to the performance of this Agreement, whether founded in negligence, strict liability, warranty or breach of contract.

14.0 CHANGES IN WORK

Prime shall have the right to make change orders from time to time, and without notice to any sureties or assignees. Subconsultant shall immediately notify Prime of any increases or decreases in costs caused by such change orders and an equitable adjustment in prices or other terms hereof shall be agreed upon in a written amendment to the Authorization.

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to Subconsultant are revealed, to the extent that they affect the Scope of Services,

compensation, schedule, allocation of risks or other material terms of this Agreement, Subconsultant may call for renegotiation of appropriate portions of this Agreement. Subconsultant shall notify the Prime of the changed conditions necessitating renegotiation, and Subconsultant and the Prime shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions.

15.0 SUPPLEMENTARY INFORMATION

Any specifications, drawings, notes, instructions, engineering notices, or technical data referred to in this Agreement or attached hereto, shall be deemed to be incorporated herein by reference as if fully set forth. In case of any discrepancies or questions, Subconsultant shall immediately contact Prime for decision, interpretation, and instructions.

16.0 TITLE TO DRAWINGS AND SPECIFICATIONS

Prime shall at all times have title to all drawings and specifications furnished by Prime to Subconsultant and intended for use in connection with this Agreement. Subconsultant shall use such drawings and specifications only in connection with this Agreement, and shall not disclose such drawings and specifications to any person, firm, or corporation other than Prime's or Subconsultant's employees. Subconsultant shall, upon Prime's request or upon completion of this Agreement, promptly return all drawings and specifications to Prime.

17.0 TERMINATION

- a) Prime may terminate this Agreement by providing seven days written notice. In the event of termination, Subconsultant will be paid an equitable amount in proportion to the amount of work completed and will not be entitled to profits expected on services not performed.
- b) If Subconsultant fails to perform the services required for reasons that are not beyond Subconsultant's control, then it shall be deemed in default. In the event of such default, Prime may terminate this Agreement immediately and shall have no obligation to make any further payment to Subconsultant.
- c) Subconsultant may terminate the Agreement if the Prime materially breaches the terms of this Agreement.

18.0 FORCE MAJEURE

Neither party to this Agreement will be liable to the other party for delays in performing the services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable contemplation of either party.

19.0 SEVERABILITY AND SURVIVAL

If any element of this Agreement is held to violate a law, then the element shall be deemed void, and all the remaining provisions shall continue in force. However, Subconsultant and Prime will in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision. All terms and conditions allocating liability between Subconsultant and Prime shall survive the completion of the services hereunder and the termination of the Agreement.

20.0 CONFIDENTIALITY

- 20.1 In its performance of the Services, Subconsultant may come into contact with, or become aware of, information, data or communications of a proprietary nature to Prime ("Confidential

Information"). Subconsultant agrees to hold secret and protect the Confidential Information and use that degree of care that Subconsultant uses or would use with respect to its own proprietary and confidential information to keep the Confidential Information secret, to not make copies of the written versions thereof, and to not discuss with, or disclose to, any third party the Confidential Information without the prior written consent of Prime. Subconsultant further agrees to make its employees aware of Subconsultant's obligations hereunder and to cause said employees to execute agreements consistent with the terms hereof. Upon termination of this Agreement, Subconsultant shall return to Prime all Confidential Information within Subconsultant's possession. These obligations of confidentiality shall survive the termination of this Agreement.

20.2 Notwithstanding the foregoing, the obligations in this Article 20 shall not apply to Confidential Information which is:

- a. already in the public domain;
- b. disclosed to Subconsultant by a third party with the right to disclose it in good faith;
- c. specifically exempted in writing from the applicability of this Agreement; or
- d. previously known to Subconsultant and can be reasonably demonstrated as such.

20.3 Prime agrees that Subconsultant may, for purposes of establishing its capability and experience to do the kind of work required to perform the Services and presenting credentials to future clients, disclose the general nature of the Services, but Subconsultant agrees that specific information developed pursuant to this Agreement shall not be disclosed without the prior written consent of Prime.

21.0 GOVERNING LAW

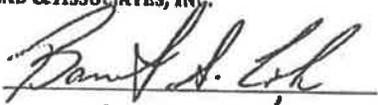
This Agreement, and the rights and obligations of Prime and Subconsultant hereunder, shall be governed by and interpreted and construed in accordance with the laws of the State in which the Prime's corporate office is located.

The parties have read the foregoing, understand and accept the terms and conditions and willingly enter into this Agreement.

SANBORN, HEAD & ASSOCIATES, INC.

VANASSE HANGEN BRUSTLIN, INC.

By:



By:



Position:

Sr. Vice President/Principal

Position:

MANAGING DIRECTOR

Date:

21 APRIL 2014

Date:

30 APRIL 2014

Capital Improvement Plan Summary

FISCAL YEAR	GRAND TOTAL	Equip Total	IS Capital Total	Paving Total	Grants	Reserve Adds	Reserve Used	Highway Reserve	Reserve purpose	Project	10 year loan saves
2019	203	93	40	100	Culvert=60	50	30	245	2011 body		
2020	310	93	292	90		165	165	245	ES & Br8		
2021	419	109	190	160	SW/Pave=490	50	40	255	SW		
2022	516	68	283	415	Bridge=175	50	250	55		NU/PH (195->30)	165
2023	539	72	317	150	Bridge/Pave=775	50		105		ES(175->25)	150
2024	429	72	327	130	Blke/Pave=700	50	100	55			
2025	444	72	307	115	Bridge=175	50	50	55			
2026	454	72	52	380		50	50	55			
2027	351	74	52	225		50		105			
2028	353	126	52	175	Pave=175	50		155			
2029	253	176	52	25	Pave=175	50		205			

Plow Trucks & Heavy Equipment (K dollars)

FISCAL YEAR	Equip Total	15 Loader	15 DT	18 DT	F350	11 DT	13 DT	Excavator	Grader
2019	93	26	34	33					
2020	93	26	34	33					
2021	109	26		33	50				
2022	68			33		35			
2023	72					35	37		
2024	72					35	37		
2025	72					35	37		
2026	72					35	37		
2027	74		37				37		
2028	126		37	39				50	
2029	176		37	39				50	50
Last payment		11/20	9/19	2/22					

Infrastructure Capital Projects (K dollars)

FISCAL YEAR	Project Total	Est Cost-> TG/TH	\$179 Br8 repair	\$250 CORBETT	\$270 *NU STATION	\$690 PV#7	\$330 MTN RD	\$770 RIVER RD	\$500 PH/IS RD	\$350 ES RD
2019	40	40								
2020	292	38	179							
2021	190	38								75
2022	283	36			95				135	
2023	317					90			135	
2024	327								35	175
2025	307							75	235	
2026	52						155		35	100
2027	52								35	
2028	52								35	
2029	52								35	
Last payment		12/20		2040					2040	
Grants ->					\$175	\$600	\$175	\$700	0	0

*\$101 budgeted

Paving Projects (K dollars)

FISCAL YEAR	Project Total	River Meadow Sugar	River Sugar	SW / Park PV 6,7	NU Park Green Krug TH Beartown SH	PV 3	Stevens.	Range.	Irish	Poker Mountain	PV 1,2,5	PV 4
2019	100	100										
2020	90		90									
2021	160			160								
2022	415				415							
2023	150					150						
2024	130						130					
2025	115							115				
2026	380								380			
2027	225									225		
2028	175										175	
2029	25											25
Grants ->				\$490 315/175		\$175					\$175	\$175

Underhill 2020 CIP

Rev : Oct 8 2019

*YEAR	TOTAL CAPITAL (\$K)	BRIDGE CONSTRUCTION		PAVING PROJECTS				GRAVEL ROAD PROJECTS		EQUIPMENT		Asphalt \$/Ton
		Description	Grant	Cost(\$K)	Description	Last	Grant	Cost(\$K)	Description	Cost(\$K)		
2019	140	Irish Settlement	30	10	River road shim	2007/10	no	100		2013 body replace	30	63
2020	345	Bridge 8 repair	no	180	Meadow/SH/River SOL	2006	no	90	English Settlement			70
2021	840	Corbett	no	270	PV (sect 6,7) SOL Park GOL Sidewalk	2007/10 2006	175 no	75 55	Irish Settlement 569-638	F350	50	75
2022	1030	NU Station	175	95	NU Station RC Green/Krug/TH GOL Beartown/Sand SOL	2008 2007 2007	no no no	260 50 105	Poker Hill 196-250, 562-570	2011 Tandem	170	75
2023	585	PV Bridge 7	550	90	PV (sect 3) RC	2007/10	175	150	English Settlement	2013 Tandem		80
2024	535	Mountain Rd	200	130	River Rd widen RC Stevensville Rd SOL	2018 2013	700 no	75 130	Irish Settlement 225-250			80
2025	215				Range SOL	2007	no	115	English Settlement			85
2026	680				Irish Settlement RC	2011	no	380	Gravel road rebuild	2015 Single	150	85
2027	375				Mountain Rd SOL Poker Hill	2008 2016	no no	65 160	Gravel road rebuild			90
2028	805				PV (sect 1,2,5) SOL	2014,15	175	175	Gravel road rebuild	Excavator Tandem	300 180	90
2029	525				PV (sect 4) SOL	2015	175	25		Grader	500	95

SOL = Shim & Overlay
RC = Reclaim
GOL = Grind & OL

* Fiscal Year

Road segment	Length (mi)	Length (ft)	Width (ft)	Last paved	2014 Condition	2019 Condition	Shim/Overlay Cost estimate	Reclaim Cost estimate
Park Street	0.40	2112	24	2006 RC	Good	Fair	\$52,800	\$116,395
T. H. 46		100	24		Good	Fair	\$2,500	\$5,511
Meadow Lane	0.30	1584	24	2006 OL 2019 SOL	Good	Excellent	\$39,600	\$87,296
Sugar Hill	0.30	1584	24	2006 RB 2019 SOL	Good	Excellent	\$39,600	\$87,296
N. UH Station Rd.	0.90	4752	24	2008 OL	Good	Fair-Poor	\$118,800	\$261,888
Poker Hill Road 1	0.50	2640	24	2001 RC 2016 SOL	Good	Excellent	\$66,000	\$145,493
Poker Hill Road 2	0.50	2640	24	2001 RB 2016 SOL	Fair	Excellent	\$66,000	\$145,493
River Road 1	1.20	6336	24	2007 POL 2018 OL	Good	*Excellent	\$158,400	\$349,184
River Road 2	1.10	5808	24	2010 OL 2018 OL	Good	*Excellent	\$145,200	\$320,085
Sand Hill Road	0.30	1584	24	2007 OL	Good	Fair - Good	\$39,600	\$87,296
Range Road	0.75	3960	24	2007 OL	Good	Fair - Good	\$99,000	\$218,240
Green Street	0.10	528	24		Good	Fair	\$13,200	\$29,099
PV Road 1 (95)	1.05	5544	24	2014 OL	Poor	Good-Exc	\$138,600	\$305,536
PV Road 2 (144)	0.45	2376	24	2013 RB	Excellent	Good-Exc	\$59,400	\$130,944
PV Road 3 (248)	1.05	5544	24		Poor	Fair-Good	\$138,600	\$305,536
PV Road 4 (375)	1.20	6336	24	2001 PRB 2015 SOL	Fair	Good-Exc	\$158,400	\$349,184
PV Road 5 (443)	0.70	3696	24	2004 OL 2016 RC	Good	Excellent	\$92,400	\$203,691
PV Road 6 (539)	0.95	5016	24	2004 RB 2009 OL	Good	Poor-Fair	\$125,400	\$276,437
PV Road 7 (Camb line)	0.95	5016	24	2004 RC 2009 OL	Good	Good	\$125,400	\$276,437
Mountain Road	0.40	2112	24	2008 OL	Good	Good	\$52,800	\$116,395
Stevensville Road	0.90	4752	24	1999 RC 2013 OL	Good	Good	\$118,800	\$261,888
Beartown Road	0.50	2640	24	2007 RC	Good	Good	\$66,000	\$145,493
I. Settlement Rd.	1.15	6072	24	1998 OL 2011 OL	Good	Good	\$151,800	\$334,635
							\$2,068,300	\$4,559,452

Must keep same height

Last reclaim?

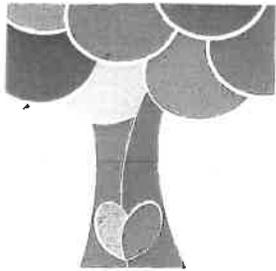
Must keep same height
Actual = .35m / 1600 ft

Last reclaim?

Last reclaim?

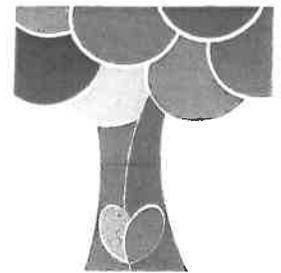
SOL = Shim & Overlay cost/ton x (2.25" Thk) x (Width(ft) x Length(ft)/9)/18
 RC = Reclaim cost/ton x (4" Thk) x (Width(ft) x Length(ft)/9)/18 + Area(ft2)/9 x \$4 per Sq Yd
 RB = Rebuild

2019 cost/ton = 70
 (Estimates are \$75/ton)



Our Community Cares Camp, Inc.

PO Box 503
Richmond, VT 05477
Email: occc@gmavt.net
802-434-6006



Board of Directors
Alicia DiCocco Linda Parent Michael Dooling Karen Clark Connie van Eeghen

What is Our Community Cares Camp?

OCCC is a free summer day camp with two nutritious meals per day, serving campers from ages 5 – 11. It also provides a Leadership Adventure Camp for 12 – 14 year old students to help them develop their interests and life skills.

OCCC is a food program, providing meals for students who do not attend camp but need a summer meal program, working with community partners to reach out to those in need. In total, OCCC supports at least 45% of our community kids eligible for free/reduced lunch by providing access to summer meals.

OCCC is an employment development program for young people, providing internships for 14 – 16 year olds, giving them a volunteer experience as junior counselors or culinary interns. It provides paid work opportunities for high school students ages 16 and older. It also provides summer bridge employment for staff at local schools and organizations. OCCC purchases the majority of its supplies and services from local community organizations.

Overall, OCCC is protective of kids and families, providing support, skills, and resources before crises occur and while they are in the process of making choices that affect their future. It gives its students opportunities to learn about themselves and to be ready to make good decisions about their health and social behaviors.

Our mission

Create a caring, nourishing community for Chittenden East children where every child can find success.

Our vision

Develop a rich culture of community that includes health, safety, happiness, gratitude, and citizenship that the campers carry with them throughout their lives.

Our Community Cares Camp, Inc. is a registered 501(c) (3) non-profit corporation.
www.ourcommunitycarescamp.org

Building a caring community – where every child can find success.

Dear Mr. [Name]:

I am writing to you regarding the [Topic].

The [Topic] is a matter of [Subject].

As you are aware, the [Topic] has been discussed in [Context].

It is my hope that this information will be helpful to you.

I am sure that you will find this information of interest.

I am sure that you will find this information of interest.

Sincerely,

[Name]

[Name]

I am sure that you will find this information of interest.

I am sure that you will find this information of interest.

I am sure that you will find this information of interest.



learned about who I am, and what kind of talents I have, and what I'm really good at. Before, that had all been kind of blocked and stuck inside of me, and it had just been waiting for the camp to be unleashed."

CAMPER



OCCC is a nonprofit serving under-resourced children between ages 5-16 from the towns of Richmond, Bolton, Huntington, Jericho, and Underhill.

More than half of our funding comes from individuals and civic organizations in our community.



**TO DONATE,
VOLUNTEER,
OR LEARN MORE**

802-434-6006

occcvermont@gmail.com

ourcommunitycarescamp.org

[facebook.com/OCCCVT](https://www.facebook.com/OCCCVT)

OCCC / PO Box 503 / Richmond, VT 05477

OUR COMMUNITY CARES CAMP

A Summer Food Program
and Enrichment Camp
in Richmond, Vermont



WE ADDRESS

- **FOOD INSECURITY**, experienced by up to one in four Chittenden East students
- **THE ACHIEVEMENT GAP**. Kids without access to summer enrichment programs fall behind their peers in school
- **THE OPPORTUNITY GAP**. Under-resourced kids are less likely to reach their potential in school, higher ed, job training, and the workforce

WE PROVIDE

- Two free, nutritious meals a day for a month during the summer
- Five food distribution sites throughout the district
- A free, month-long summer camp
- Free, door-to-door transportation
- Access to art, music, sports, nature, books, STEM, and other opportunities
- An accepting, safe, and caring environment
- A leadership ladder from camper to intern to counselor
- Job training for youth
- Partnerships with CESU, community businesses, and other organizations
- A stronger, more resilient community

OUR IMPACT

Every summer, we:

- Serve nearly 7,000 meals
- Feed nearly 400 children
- Reach half of district children eligible for free/reduced lunch
- Enroll more than 120 children in enrichment camps
- Provide job and leadership training to dozens of area youth as volunteer interns (ages 14-16) and paid staff (16+)
- Experience consistent program growth and reach

"Camp provided a place where my children felt welcomed. This program was a godsend for our family."

PARENT

"Camp is a place where I make a real difference to the community. It's where I can help kids have a summer experience that they wouldn't normally have. It gives kids a place to go where they can have fun and know who they are makes a difference in the community that they live in. That they aren't categorized, but can be anything that they want to be."

COUNSELOR



OUR IMPACT IN 2018



We served **7,028 meals** to campers and, with our partners, kids throughout the community



We enrolled **120 campers** in OCCC (grades k-6) and Leadership Adventure Camp (grades 7-8)



We hired **24 interns and 41 staff**, most of whom are MMU students and graduates



26 of MMU's graduating seniors, or **15% of the class**, attended or worked at OCCC

CAMPER SURVEY RESULTS

This summer, we surveyed our campers about their OCCC experiences. Here's what we learned:

21% tried a new food

58% learned a new game

65% tried a new activity

76% made a new friend

FAVORITE ACTIVITIES

- fort building
- puzzles
- music
- art
- cooking
- ball games
- field trips
- Legos
- rock climbing
- group games

I thought I knew what a summer camp was all about. Coming to OCCC, I was blown away by the support that staff showed one another. Counselors worked as a team and respected one another at all times.

Another significant difference was the approach in which counselors treated the campers, always making sure to speak calmly and remain positive. It was astonishing to see how that affected the campers, because it really did work and created positive behavior changes.

COUNSELOR



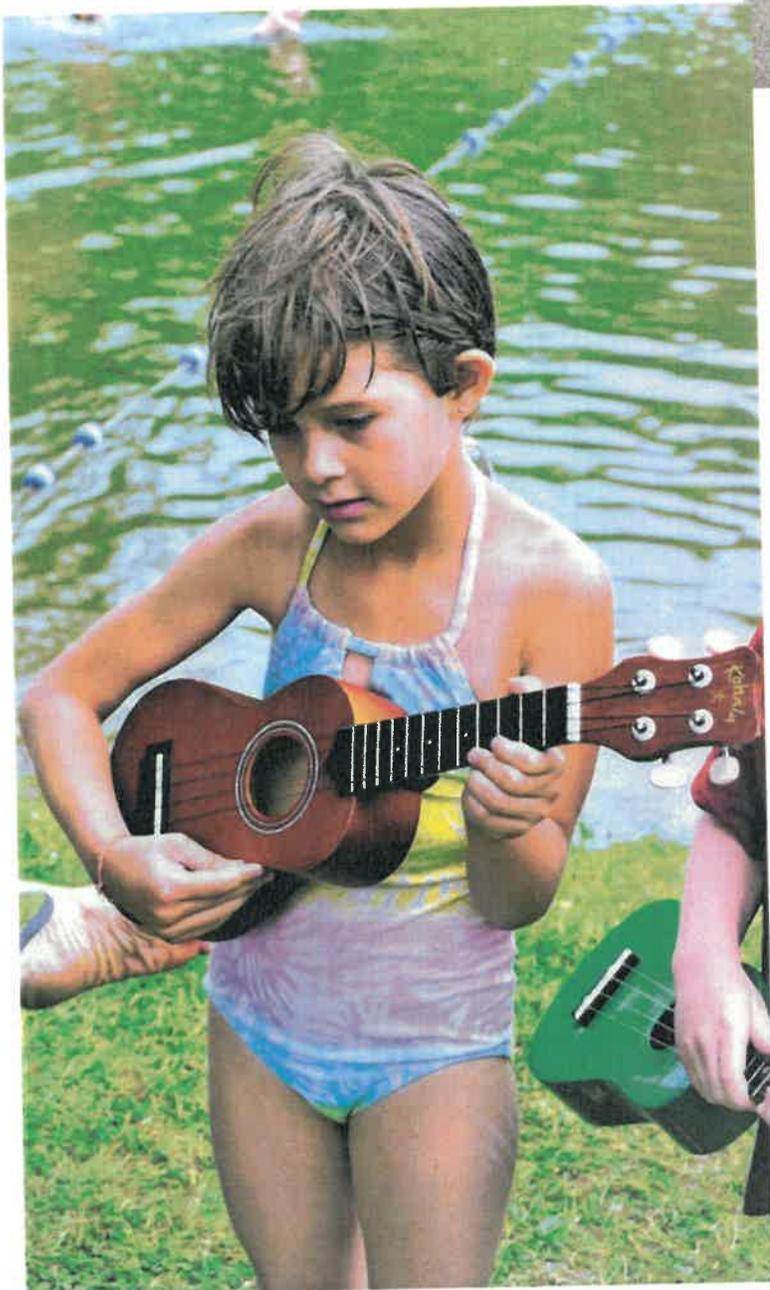
OUR VALUES

NUTRITION COMMUNITY OPPORTUNITY DISCOVERY ENCOURAGEMENT EMPOWERMENT

OCCC provides nutritious meals, fun, enrichment, and confidence to kids in Richmond, Bolton, Huntington, Jericho, and Underhill.

Our mission is to create a caring, nourishing community for Chittenden East children where every child can find success.

Our vision is to develop a rich culture of community that includes health, safety, happiness, gratitude, and citizenship that the campers carry with them throughout their lives.



OUR PROGRAMS

FREE SUMMER DAY CAMP WITH TWO NUTRITIOUS MEALS PER DAY

Our Community Cares Camp serves day campers ages 5-11.

Leadership Adventure Camp helps 12-14 year old campers dive deeper into interests and life skills.

INTERNSHIP AND COUNSELOR PROGRAMS PROVIDE JOBS AND JOB TRAINING

Our internship program gives 14-16 year olds a volunteer experience as junior counselors or culinary interns.

Paid counselors are ages 16 and older. Most of our staff and interns are students or graduates of Mount Mansfield Union School District.

FOOD PROGRAM REACHES KIDS THROUGHOUT THE COMMUNITY

Not all vulnerable children in our community attend camp. We work with community partners to bring summer meals to these kids, too.

Our partners include Chittenden East Supervisory Union, Jericho Rec, public libraries, and others.

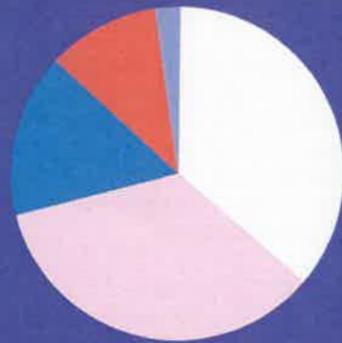
Between our camps and these partnerships, at least 45% of community kids eligible for free/reduced lunch have access to summer meals through OCCC.

OCCC LEADERSHIP

Marie Thomas, Executive Director
 Mark Carbone, President
 Mike Dooling, Vice President
 Connie van Eeghen, Secretary
 Linda Parent, Treasurer
 Karen Clark
 Alicia DiCocco
 Mary O'Neil



FUNDING
 \$131,959



Unrestricted gifts (36.13%)
 Donated goods & services (15.77%)
 Restricted gifts (10.92%)
 Other income (0.03%)

EXPENSES
 \$134,046



OCCC day camp (31.40%)
 Food program- Richmond .. (17.35%)
 Food program- Jericho (16.05%)
 LAC day camp (10.62%)
 Fundraising (4.19%)
 Administration (13.80%)
 Music & art (4.40%)
 Staff & intern training (2.19%)

PITCH IN!



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10 YEARS OF OUR COMMUNITY CARES CAMP



2018 ANNUAL REPORT

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HAPPY ANNIVERSARY OCCC: DIRECTOR'S LETTER



Our 10 year anniversary is a good opportunity to look both backwards and forwards. In 2009, I could not fathom the impact of OCCC on our campers' lives. Kids come back year after year, some saying camp is the best part of their lives. Our early campers grew up, becoming interns and counselors, supporting a new generation of campers. In 2018, 14 percent of MMU's graduating class had participated in OCCC.

As we grew, we gained a reputation as a trailblazing organization that provides a critical service to children in the summer. Everything we do is built on the evidence that quality time with caring adults is the best foundation we can give our children to build resilience and the tools for success in life.

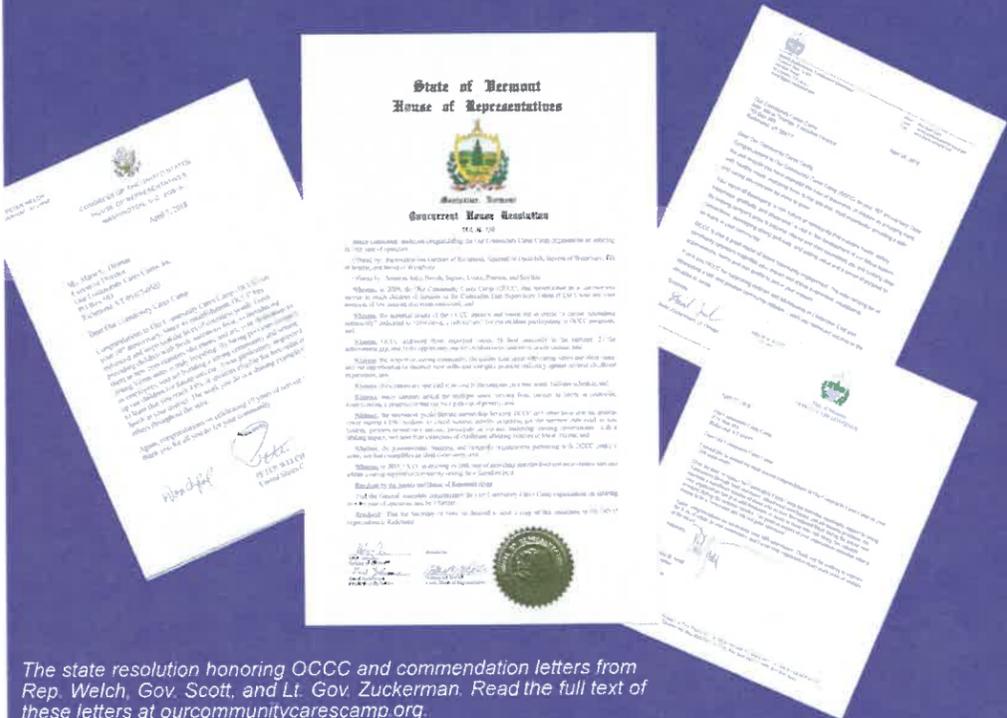
We're proud to partner with Chittenden East Supervisory Union (CESU) to reach as many children as possible with summer food and activities. As partners, we've seen kids improve their nutrition, behavior, and social skills in camp, school, and throughout the community.

This year, the state legislature passed a resolution congratulating OCCC on 10 years of feeding kids and closing the opportunity gap. We received letters of commendation from Gov. Phil Scott, Lt. Gov. David Zuckerman, and US Representative Peter Welch. One of our former counselors, Elizabeth Morris, is now on Peter's staff, working to help lift families out of poverty. Other former counselors are now doctors, nurses, and teachers. Still others have pledged to bring the spirit of a caring community to wherever their professional lives bring them. I am very proud of all of our former campers, interns, and counselors who know what it takes to be a member of a community.

I plan to retire as OCCC's director after the 2019 season. My priority now is on ensuring OCCC's sustainability and financial health. Over the years I've been awestruck and grateful for the generous support of our community members and foundations. I'd like to encourage our donors to become monthly donors: being able to count on regular contributions helps stabilize our finances, which allows our skilled staff to keep the focus on creating opportunities for kids.

When you give to OCCC, you see a return on your investment in the form of happier children who are effective and engaged citizens. Thank you to everyone who has supported OCCC in any and every way over our first decade. When we band together to care for our kids, we strengthen our community for all of us.

Marie Thomas
Executive Director



"From providing children with fresh, nutritious food, to introducing them to new opportunities like music and art, your dedication to young Vermonters is truly inspiring. By hiring previous campers as employees, you are building a strong community and setting up our children for future success. . . . The work you do is a shining example to others throughout the state."

Peter Welch
US Congress

The state resolution honoring OCCC and commendation letters from Rep. Welch, Gov. Scott, and Lt. Gov. Zuckerman. Read the full text of these letters at ourcommunitycarescamp.org.

A PORTRAIT OF THE OCCC COMMUNITY



STRESSES
OUR KIDS
FACE

HowardCenter tracked the family stressors faced by students served by school services clinicians within CESU. These kids are exactly the ones OCCC works to support.

Among HowardCenter's findings:

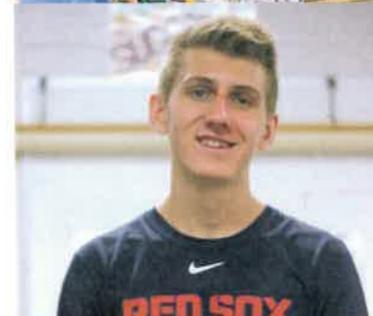
- 70% have experienced trauma
- 60% have families experiencing financial stress
- 35% are affected by substance use disorder
- 37% aren't being raised by their biological parents
- 33% are affected by family violence
- 25% are housing insecure
- 22% are food insecure



OUR
COUNSELORS:
RAISING
LEADERS

Max Eriksson (left), a beloved OCCC counselor now college-bound, wrote about his camp experience in his admission essay. An excerpt:

"At the end of the summer I was amazed by how much the kids had grown throughout the four weeks and the connection I had with each of them. Since that first summer with OCCC, my role at camp has changed and I have been given more responsibility. In addition to being a counselor, with my own campers, now I have the privilege of training the new interns."



OCCC has been monumental in my life . . . I have also gained valuable life skills and created connections that will last my whole life. OCCC has made me realize how important helping my community is to my identity."



CHITTENDEN
EAST: ONE OF
OUR AWESOME
PARTNERS

CESU provides OCCC with transportation and space at Camel's Hump Middle School. In exchange, OCCC supports summer school students with food and access to OCCC's resources.

"The OCCC and Chittenden East relationship is the type of non-profit/school partnership that is realizing success around the country," said CESU Superintendent John Alberghini, Vermont's 2018 Superintendent of the Year. "OCCC's summer opportunities have the potential to reduce or eliminate the achievement gap within the Chittenden East Supervisory Union."



10 YEARS OF
FOOD AND
CARE

In 2018, OCCC celebrated 10 years of camp, good food, fun, and care. We marched in the Richmond Fourth of July parade, held a family fun day at the end of camp, and hosted a storytelling anniversary event in September to celebrate.



As Lt. Gov. David Zuckerman said in his letter of congratulations, *"Over the last decade you have changed the lives of thousands of children by providing them with healthy meals, exposing them to the arts, and, most importantly, providing a safe and caring environment for them to grow."*