

CITY OF VERGENNES, VERMONT  
REGULAR MEETING of the CITY COUNCIL

May 23, 2023

5:30 p.m.

**AGENDA**

In person: Vergennes Fire Station, 50 Green Street, Vergennes, VT

Remote Meeting Via Zoom

Join by Computer: <https://zoom.us/j/561577976>

Join by Phone: Dial: 1 (312) 626-6799

Meeting ID: 561 577 976

Meeting Password: 1234

1. Microphone Check
2. Call to Order
3. Pledge of Allegiance
4. Amendments to Agenda
5. Visitors
6. Approval of Minutes (05/09/23) and Warrant\* (05/23/23)
7. Business
  - a) Request to close Park Street to vehicular traffic between Main and North Streets on Thursdays during the 2023 Vergennes Farmers Market.\*
  - b) Request to approve application for a 2023 Vtrans Bicycle and Pedestrian Grant for \$119,337 in additional funding for the Main Street Sidewalk Extension Project (Macdonough Drive to Otter Creek Bridge), previously funded in 2019 by Vtrans STP BP19(6). \*
  - c) Request to authorize the City of Vergennes Collector of Delinquent Taxes to engage Monaghan Safar PLLC to prepare for and conduct tax sales, until such authorization is rescinded. \* Kristen E. Shamis, Esq., Monaghan Safar PLLC. \*
  - d) Portage Project Update. \*\*\* Tim Cowan, Civil Engineering Associates, Inc.
  - e) Presentation of 2023 Vergennes Fire Station Facility Assessment. Nick Thiltgen, Dubois & King, Inc. and Megan Nedzinski, Vermont Integrated Architecture, P.C. \*\*\*
  - f) FY 24 Budget Discussion \*\*\*
    - i. Police Department, Chief Jason Ouellette.
    - ii. Public Works, Public Works Supervisor Jim Larrow
8. City Manager Report
9. Council Member Reports
10. Mayor's Report
11. Adjournment

\*Decision Item

\*\*Possible Decision Item

\*\*\*Discussion Item

**Vergennes City Council**

**Draft Meeting Minutes**

**Tuesday, May 9, 2023**

**COUNCIL MEMBERS/STAFF:** Mayor Christopher Bearor, Deputy Mayor Dickie Austin, Alderwoman Cheryl Brinkman, Alderman Ian Huizenga, City Manager Ron Redmond, City Clerk Penny Austin, Treasurer Angela Bolduc, Recreation Coordinator Martha DeGraaf.

1. **Microphone Check**
2. **Call to Order:** 5:32pm
3. **Pledge of Allegiance**
4. **Amendments to the Agenda:** None
5. **Visitors:** Mel Hawley (Zoom), David DiBiase and family, Jim Sestokas
6. **Approval of Minutes (4/25/2023 and 5/2/2023)** It was noted by Alderwoman Brinkman that the motion to approve the zoning changes from the public meeting was missing. Also, there were items to be revised brought up by Alderwoman Rakowski. Motion made to approve the minutes with the revisions above by Alderman Austin and seconded by Alderwoman Kaslow. Vote: 7-0 Approved.  
**Approval of Warrants (5/09/2023)** Alderman Austin moved to approve the warrants with a second by Alderwoman Rakowski. The vote was approved 6-0 with Mayor Bearor abstaining because there were invoices from his employer in the warrants.
7. **a. Request from the City Manager to approve appointment of David DiBiase as Chief, Vergennes Fire Department.** City Manager Redmond said he was pleased to recommend him as Chief. Motion to approve by Mayor Bearor with a second by Deputy Mayor Austin. Vote: 4-0 Approved.  
**b. Pavilion Project Update. \*\*\* Kathy Rossier, Robyn Newton.** Kathy and Robyn gave a PowerPoint presentation with the financial information listed in the meeting packet. They have received many grants and declined on a few. The City gave them \$30,000 for Phase 1 which was completed 11/21. In Phase 2, the City gave them another \$30,000 in addition to the \$20,000 they gave them to do the electrical upgrade. They spoke of all the Community Volunteers that have worked on this project which they are very thankful for. Next Steps—More Donations and Fundraising!  
**c. Welcome and discussion with Clark Hinsdale, Chair, Ferrisburgh Town Selectboard. \*\*\*** Clark Hinsdale and the Council discussed 1) Emergency Services including Fire Service Discussion and 2) Boundary Study: He said that Ferrisburgh is still interested in meeting with us to discuss these issues and come to agreements on solutions.  
**d. Request to approve appointments to the Addison County Regional Planning Commission (ACRPC) for a one-year term from July 1, 2023 through June 30, 2024 for Shannon Haggett, Delegate; Cheryl Brinkman, Delegate; Tim Cook, Alternate; and Don Ferris, Alternate. \*** Motion to approve made by Alderwoman Rakowski with a second by Alderwoman Murray-Killon. In discussion, Deputy Mayor Austin asked about conflict of interest. Alderwoman Brinkman said that there was no language in the charter preventing her appointment but would recuse herself

if needed. She is presently on the executive board of the ACRPC and is up for treasurer. Vote: 6-0 Approved. Alderwoman Brinkman abstained.

**e. Request to approve appointments to the Addison County Regional Planning Commission's Transportation Advisory Committee (TAC) for a one-year term from July 1, 2023 through June 30, 2024 for Brent Rakowski, Delegate and Shannon Haggett, Alternate.** \* Motion to appoint made by Deputy Mayor Austin with a second from Alderwoman Murray-Killon. Vote: 6-0 Approved. Alderwoman Rakowski abstained.

**f. Presentation of fund balances for Water Tower Fund and Watershed Fund. Angie Bolduc, Treasurer \*\*\*.** The fund balance for the Water Tower Fund is \$169,549.72. The fund balance for the Watershed Fund is \$34,349.58.

**g. Request to allocate up to \$3,000 from the Watershed Fund for the purchase of baskets, signage, and tee pads for Disc Golf at Falls Park.** \* Alderwoman Brinkman moved to allocate up to \$3,000 from the Watershed Fund for the Disc Golf at Falls Park with a second from Alderman Huizenga. Vote: 7-0 Approved.

**h. FY 24 Budget Discussion \*\*\*** City Manager Redmond and the Council discussed the council meeting calendar and the number of meetings remaining before budget approval and setting of tax rate at the June 27 meeting. The following meeting schedule was decided: May 23 meeting – Police and Recreation; an additional meeting to be warned on June 6, for Public Works and Administration budget review; June 20 meeting for Fire, Sewer and Pool. Other issues discussed:

- **Delinquent Tax Collection:** Redmond discussed efforts to lead those who are delinquent to the Vermont Homeowner Assistance Program. Those living in mobile homes with delinquent taxes have been invited to our offices and help has been offered to apply to the (VHAP) provides grants of up to \$30,000 to eligible homeowners who have financial problems because of COVID and are behind on expenses for the house they own and live in. The grants may help pay: mortgage payments. mobile home loans. Minimum income level is \$90,000. Deadline is 6/12/23. Redmond said he would be asking the council to approve Monaghan Safar assisting staff with tax collection.
- **Status of FY 22 Audit:** No firm completion date but projecting this summer. Alderwoman Rakowski asked if an estimated fund balance would be available, and Redmond said he could provide an estimate at the next meeting. Staff and RHR Smith are working on finishing the asset database and anticipate that FY 22 audit will include recognition of assets and recategorizing capital expenses.
- **50 Green Street Fire Station:** Redmond said for the 5/23 Council meeting, there will be a presentation by Dubois & King on the engineering analysis conducted for the 50 Green Street Fire Station.
- The council discussed the expert-driven study that would provide the city with an evaluation of opportunities for regional cooperation for fire protection and prevention service and EMS, to be funded by Vergennes and Ferrisburgh
- **Capital Plan** There was discussion about the timing of a capital plan, with the council focusing on it during budget discussions or afterward. Alderwoman Kaslow said that there

needs to be a balance between keeping Vergennes an affordable place to live and providing needy city services. Alderwoman Brinkman said waiting till after the budget is approved would be more tolerable. Alderman Huizinga asked for a capital plan at the next meeting that was 10,000-foot overview. Deputy Mayor Austin noted that in the past, the city should have set up capital budgets for building maintenance and vehicle purchases and without them the city will have to be constantly playing catch up, and that this practice needs to be started.

**8. City Manager's Report**

- a. Redmond discussed the encouragement expressed by Clark Hinsdale for progressing with codifying boundaries with neighboring municipalities. .
- b. Timing for funding and commencing the proposed Fire Study was discussed. Deputy Mayor noted the city has real data of what happens when the city does nothing. Mayor Bearor asked that is be brought to the council in July.

**9. Mayor's Report:** Saturday is Green-Up Day. He thanked Sierra and Lowell Bertrand for taking on the task of getting everyone involved with cleaning up our City. He also thanked the people that came and worked on the Pool Clean-Up Day on Saturday as well. He also announced that the Fire Department was having an open house this Saturday, May 13<sup>th</sup> looking for new people to join!

**10. City Council Reports:** Alderwoman Brinkman that she had visited Northland Job Corp and found that now the students are not allowed to the leave the grounds unless they are given a ride by the school. She visited the Weld Shop and was very impressed. The school is now a trade school and has many good classes.

**11. Adjournment:** Deputy Mayor Austin moved to adjourn the meeting at 8:00PM with a second from Alderwoman Murray-Killon. Vote: 7-0 Approved.



05/22/23  
10:43 am

City of Vergennes Accounts Payable  
Check Warrant Report # 61874 Current Prior Next FY Invoices  
All Invoices For Check Acct OF(General) 05/10/23 To 05/23/23

Page 1  
Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AAP	ADVANCE AUTO PARTS	2556 DPW -FUEL/OIL FILTERS	17.67	0.00			
AAP	ADVANCE AUTO PARTS	4707 DPW -AIR ELEMENT	26.59	0.00			
ADDISONIN	ADDISON COUNTY INDEPENDENT	STMT APR '23 PUBLIC HEARING NOTICES	261.00	0.00			
AQUARIUS	AQUARIUS LANDSCAPE SPRINKLERS	5577886 SPRING OPENING	245.00	0.00			
AQUARIUS	AQUARIUS LANDSCAPE SPRINKLERS	5577887 POPUP SPRINKLER	63.75	0.00			
BC/BS	BLUE CROSS BLUE SHIELD OF VERM	161509319 JUNE 2023 HEALTH INS PRE	28941.42	0.00			
BERGERON	BERGERON PROTECTIVE CLOTHING L	236918 FD-HELMET SHIELD	240.50	0.00			
BRISTOL	TOWN OF BRISTOL	DD-MAR 2023 MARCH 2023 DIST DRVG/GHS	377.05	0.00			
CASELLA	CASELLA WASTE SYSTEMS INC	833532 DPW-WEEKLY TRASH	705.04	0.00			
CHARRONK	KYLE CHARRON	FSGH DRBY 23 REIMB- FSHG DERBY PRIZES	2049.84	0.00			
DEGRFMAR	MARTHA DEGRAAF	REIMB-SKTPRK SUPPLIES - SKTPRK OPEN H	61.93	0.00			
ENDYNE	ENDYNE INC	447023 WW- MONTHLY SAMPLE	25.00	0.00			
FISHERAUT	FISHER AUTO PARTS	296-117231 DPW- AIR FILTER	11.67	0.00			
FRANKLINP	FRANKLIN PAINT CO INC	179070 DPW-5'S WHITE PREM WTRBRN	3480.00	0.00			
GMPC	GREEN MOUNTAIN POWER CORPORATI	APR23-SKTPK SKATEPARK APRIL 2023	24.40	0.00			
GMPC	GREEN MOUNTAIN POWER CORPORATI	GMPAPR/MAY23 GMP APR/MAY'23 ELECTRIC	3469.18	0.00			
GMPC	GREEN MOUNTAIN POWER CORPORATI	WWTP050523 WWTP-MAY 2023	1139.24	0.00			
GOVOS	GOVOS INC	1532 KOFILE MNTHLY SUBSCRPTIO	700.00	0.00			
GRNITFIRE	GRANITE STATE FIRE HELMETS, LL	INV0511:006 VFD - 2 LEATHER HELMETS	4080.00	0.00			
HOLLAND	HOLLAND COMPANY INC	20034 WW-CMRL LQD ALUMNUM SUL	6094.81	0.00			
HOYLE	HOYLE, TANNER & ASSOCIATES, IN	0068923 APR-MAY MCDNG PS&FM	3092.00	0.00			
HOYLE	HOYLE, TANNER & ASSOCIATES, IN	0068972 APR-MAY WWTF PER	210.00	0.00			
MADISON	MADISON NATIONAL LIFE INSURANC	1559908 LIFE/STD JUNE 2023 INS P	675.42	0.00			
MENARDNAN	NANCY MENARD	COINME-REFND REFUND - VPD CASE DISBRS	1026.45	0.00	1026.45	7473	05/16/23
MTE	MTE	02-363965 DPW-PIN & 1/4" X 1" BALL	31.72	0.00			
MULLISSCH	CHRIS MULLISS	AVIAN-050823 PUMP HOUSE CLEAN UP	6010.00	0.00			
MYREC	MYREC.COM	03216570S POOL - MEMBER CARDS	250.00	0.00			
NBM	NATIONAL BANK OF MIDDLEBURY	PR-05/10/23 Payroll Transfer	6137.40	0.00	6137.40	E3855739	05/10/23
NBM	NATIONAL BANK OF MIDDLEBURY	PR-05/17/23 Payroll Transfer	6184.72	0.00	6184.72	E5423105	05/17/23
NEPBA	NEPBA	PO-043023BAL Payroll Transfer Bal	20.85	0.00	20.85	7466	05/11/23
NEPBA HWT	NEPBA HEALTH & WELFARE TRUST	PR-04/30/23B Payroll Transfer Bal	56.16	0.00	56.16	7467	05/11/23
NEWEA	NEWEA	EUF0C6MY WW- AWARDS CEREMONY LNCH	85.00	0.00			
PETESTIRE	PETE'S TIRE BARNS INC	039134 DPW-CARLISLE LRB TURF MS	202.46	0.00			
RADIO	RADIO NORTH	24145171 VFD-MINITOR 5-CH/BELTCLP	965.00	0.00			
RADIO	RADIO NORTH	24145172 VFD-MINITOR 5-CH RADIO	459.00	0.00			
RKMILES	RK MILES INC	603637 003 POOL- PINE UNDERLAYMENT	52.22	0.00			
SPAIDCARO	CAROL ANN SPAID	1137-REC INSTRUCTION - SWING DANC	900.00	0.00			
SURPASS	SURPASS CHEMIICAL CO., INC.	376762 WW- SODIUM HYPOCHLORITE	2184.03	0.00			
SURPASS	SURPASS CHEMIICAL CO., INC.	376784 WW- SURFLOC B-1630	4710.40	0.00			
TAYLORREN	TAYLOR RENTAL SALES AND SERVIC	01-261964-01 DPW- TIRES	463.98	0.00			
TAYLORREN	TAYLOR RENTAL SALES AND SERVIC	01-262223-01 DPW- SAMBLADE	85.78	0.00			
VERIZON	VERIZON	9934676178 MAY 2023 CELL PHONES	642.49	0.00			
VTDV	VERMONT DEPT OF MOTOR VEHICLES	81473919 DMV REG - M HOTTE CSH PM	76.00	0.00	76.00	7474	05/19/23
WEMASON	W B MASON CO INC	238159387 CH -H2O COOLER RENTAL FE	5.99	0.00			
WITMER	WITMER PUBLIC SAFETY GROUP, IN	INV256678 VFD- TIES	127.73	0.00			
WITMER	WITMER PUBLIC SAFETY GROUP, IN	INV259132 VFD- BADGES	250.73	0.00			

05/22/2023

10:43 am

City of Vergennes Accounts Payable

Check Warrant Report # 61874 Current Prior Next FY Invoices  
All Invoices For Check Acct OF(General) 05/10/23 To 05/23/23

Treasurer

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			86,919.62	0.00	13,501.58		

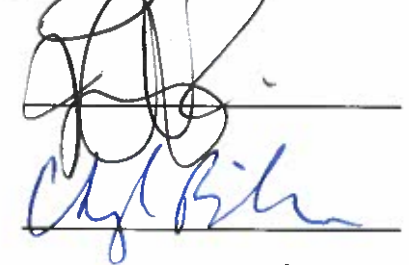
City Council

To the Treasurer of City of Vergennes, 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 \$ \*\*\*\*86,919.62.

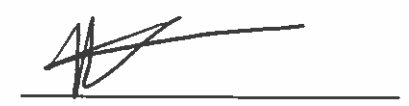
Let this be your order for the payments of these amounts.













# 2023 VTrans Bicycle and Pedestrian Grant Application - **Request for Additional Funds**

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1. Project Title:
2. Existing Project Name/Number
3. Applicant Name(s):
4. Project Contact Info:
  - a. Name:
  - b. Mailing Address:
  - c. Town:
  - d. Zip Code:
  - e. Email Address:
  - f. Phone Number:

5. Fiscal Information:

- a. Accounting System      Automated      Manual      Combination
- b. Unique Entity Identifier #
- c. Fiscal Year End Month

6. RPC(s)

7. Project Description:

Please give a brief description of the project (100 words or less.) Detailed information should be submitted as part of addressing the selection criteria. Be sure to include identifying streets or landmarks that the proposed project accesses.

8. **TOTAL ADDITIONAL FUNDING AMOUNT APPLIED FOR:**  
**(taken from the attached "*Additional Funding Worksheet*", including 20% local share)**

## 2023 VTrans Bicycle/Pedestrian Program – Additional Funding Criteria Template

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**Applicant Name:** City of Vergennes

**Existing Project Name and Number:** STP BP 19(6)

**Brief Project Description:** Vergennes will construct a five-foot sidewalk from the north end of the Otter Creek Falls Bridge to the VT22A/MacDonough Drive intersection. The southern end of the sidewalk would connect to a staircase to the Otter Creek Basin. The northern end would connect to an existing marked crosswalk at MacDonough Drive.

### Application Checklist

Make sure everything is included and pages numbered.

(1) Project Application Form (separate PDF file)

All other materials noted below to be provided in the same order as below.

(2) Project Evaluation Criteria Documentation for the project (completed BELOW)

(3) Copy of Right of Way clearance from VTrans and estimated schedule to complete contract plans and bid documents with estimated bid advertising date

(4) Project Map(s)

(5) Budget support information (e.g. detailed cost estimate)

(6) Additional Funds Calculator output (use VTrans provided Excel file)

(7) RPC review confirmation letter

(8) Current letter of support from the municipal governing body acknowledging their willingness to provide the local match and future maintenance responsibility

(9) Supporting Documentation (documentation of need for additional funds)

## REQUESTS FOR ADDITIONAL FUNDING

1. **Project Funding Need – 20 Points:** Describe the situation that led to the need to apply for additional funds.

Though the original grant application used a 4.7% inflation rate to estimate cost increases between the time of application and 2023, the actual inflation rate has been much higher. The inflation rate used in the original budget was consistent with rates for the seven years prior to the application. Engineering estimates of probable cost exceeded what was anticipated in the original grant by about \$20,000, and the actual construction bids exceeded engineering estimates by more than \$60,000. Overages in design engineering and construction inspection have been similar.

**11-20 Points** – Presents valid unforeseeable causes of budget increases – e.g. permitting requirements, changes to scope

**0-10 Points** – Poor management of the project or inadequate initial funding request as the reasons for additional funding need.

2. **Funding Documentation – 10 Points:** Provide any explanatory text regarding documentation of the project budget shortfall. Please attach the additional funding calculator (provided as Appendix G of the guide) and any other documentation to support project costs being presented.

Actual project costs are in hand. The project went out to bid and received two bids. Vergennes accepted the lower of the two bids. Vergennes has also contracted with a Construction Inspector. The bid analysis and construction inspector budget are included in the application.

Attachments:

Bid Opening Tabulation - comparison of bids received to design engineers estimate of costs

Construction inspection cost proposal - basis of estimate for construction inspection services

Appendix G additional funding calculator - documentation of funding shortfall

2023-03-30 Financial Summary - project budget status prior to construction

Budget from original grant application - basis of original funding

**6-10 Points** – Presents clear historical and future funding outline utilizing the provided worksheet.

**0-5 Points** – Presents historical and future funding outline in alternate format, or information presented is incomplete or unclear.



RIGHT OF WAY CERTIFICATE

DATE:

PROJECT:

PPMS #:

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This is to certify that the right of way has been or will be acquired in accordance with Vermont State Statute, the Uniform Relocation Assistance Real Property Acquisition Policies Act of 1970 as amended and Title 23 of the Code of Federal Regulations, Part 635 (when applicable) and the status of the right of way is as follows:

- No acquisitions of land or rights was necessary since all construction will be within the existing controlled right of way. Use of non-controlled right of ways will be allowed through executed agreements or approved permits.
- Pursuant to 23 CFR 635.309(c)(1) and/or (2), all the acquisitions of land and rights have been completed including legal and physical possession and/or the right to occupy and to use all rights of way required for the proper execution of the project has been acquired.
- Pursuant to 23 CFR 635.309(c)(3), all the necessary right of way has not been acquired, however, the acquisitions are being progressed and all legal and physical possession will be completed prior to award of the construction contract.

Comments:

APPROVED:

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Trey Polk, Right of Way Acquisitions Manager

Distribution

Nick Wark, Right of Way and Environmental Program Manager

Marvin D. Kingsbury, Programming Engineer, Planning

Craig Keller, Chief of Permits

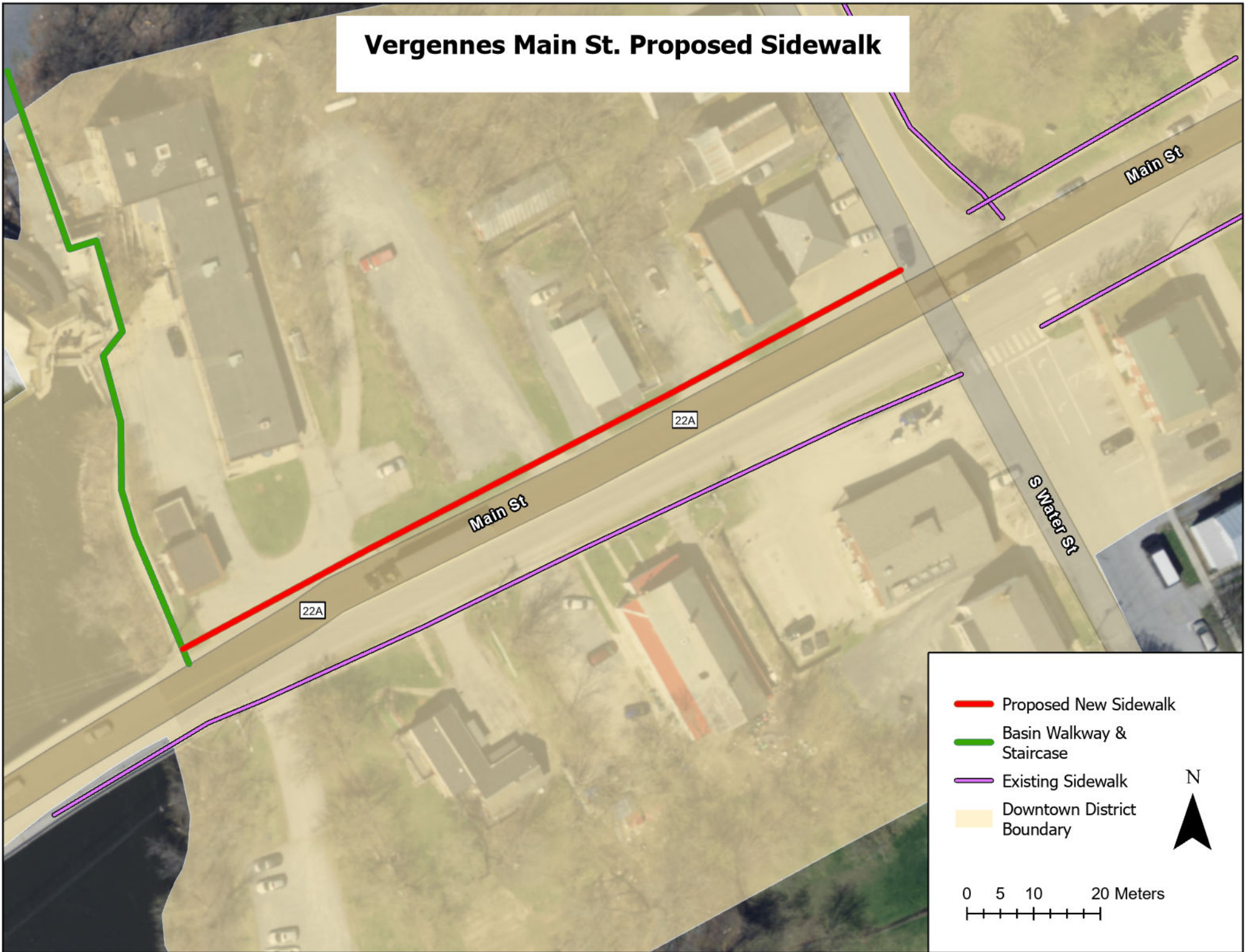
Anthony Davis, Finance & Administration

Meredith Asselin, Finance & Administration

Elizabeth Shipley, FHWA

ROW Admin for OnBase

# Vergennes Main St. Proposed Sidewalk







City of Vergennes  
Main Street Sidewalk Extension, Vergennes STP BP19(6)  
Construction Inspection Services  
February 24, 2023



Project Phases & Tasks	Labor Categories										
	Contract Manager	Construction Manager	Construction Inspector	Civil Engineer	Environ. Engineer/Planner	Survey Chief	Survey Tech	2-Person Survey Crew	Admin. Support	Total Hours	
<b>Task 1: Administration</b>											
1 Act as Primary Contact for All Project Parties		8	*							8	
2 Maintain Communications with MPM		8								8	
3 Project Coordination		4	*							4	
4 Review Contract Documents		2	2							4	
5 Attend Pre-Construction Mtg and Final Inspection		8	4					4		16	
6 Make Sure Contractor Calls Dig Safe			*							0	
7 Prepare Daily Reports w/ Quantities			*					2		2	
8 Maintain Photographic Record			*					2		2	
9 Accompany Project Representatives on Site Visits			*							0	
10 Participate in Bi-Weekly Construction Status Meetings (3)		12	*							12	
11 Report Unusual Occurrences and Accidents			*							0	
12 Calculation and Verification of Final Quantities			*							0	
13 Review Suggested Changes by the Contractor			*							0	
14 Receive and File Contractor Submitted Materials			*					2		2	
15 Review Contractor Payment Requests (assume 3 pay requests)		6	*					2		8	
16 Issue Substantial Completion Certificate		2	*					1		3	
17 Provide Certificate that Project Conforms to Requirements		1	*					1		2	
* Hours included in Task 2 below											
<b>Task 2: Construction Inspection</b>											
Item 1 through Item 16											
Assume:											
Active Construction Period, 6 weeks at 45 hours/wk			270							270	
<b>Task 3: Materials and Equipment Testing</b>											
Coordinate/Monitor Project Testing Requirement and Reporting (Items 1 through 4)			*								
* Included in hours for Task 2 above (see testing subconsultant budget allowance below and accompanying rate schedule)											
<b>Task 4: Oversee that the Contractor is in Compliance with EEO &amp; Labor Compliance Requirements</b>											
Item 1		12	*							12	
* Included in hours for Task 2 above											
<b>Total Hours:</b>											
	0	63	276	0	0	0	0	0	14	353	
<b>Billable Labor</b>											
Hourly Rate:	\$0.00	\$180.00	\$105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00		
Labor Cost:	\$0	\$11,340	\$28,980	\$0	\$0	\$0	\$0	\$0	\$1,050	\$41,370	
<b>Direct Expenses</b>											
<b>I. Subsistence</b>											
Transportation:	Vehicles	3,500	Miles @	\$0.655	/ Mile =	\$2,293					
			Travel-Air / Ground / Parking Allowance =	\$0							
Meals:	Partial Per Diem	0	Days @	\$6.00	/ Day =	\$0					
	Full Per Diem	0	Days @	\$25.00	/ Day =	\$0					
Rooms & Lodging:	Hotel	0	Days @	\$70.00	/ Day =	\$0					
										Subsistence Total =	\$2,293
<b>II. Support Expenses</b>											
										Telephone / Fax =	\$25
										Postage =	\$25
										Reproduction =	\$25
										Copying =	\$25
										Support Total =	\$100
<b>III. Subcontractors</b>											
										Testing Budget (SW Cole) =	\$3,000
										Subcontractor Total =	\$3,000
<b>IV. Miscellaneous Expenses</b>											
										Computer Charges =	\$0
										Plotting Charges =	\$0
										Internet Service =	\$0
										Miscellaneous =	\$37
										Miscellaneous Total =	\$37
										Total Direct Expenses =	\$5,430
										Administrative Fee =	\$0
										Total Cost =	\$5,430
<b>Summary of Engineering Fees</b>											
										Labor Fee =	\$41,370
										Reimbursable Expenses =	\$5,430
										<b>Total Fee =</b>	<b>\$46,800</b>

**NOTE:**  
A significant portion of this cost proposal is for the Construction Inspector's services on-site. Based on the schedule outlined in the proposal, we have established a budget for the Construction Inspector based on the following assumptions:  
- Active Construction: 6 weeks @ 45 hrs/wk  
- Total Hours for Construction Inspector On-Site = 270 hours  
If the Contractors schedule requires that additional Construction Inspector on-site time is necessary, we will coordinate with the MPM and provide additional coverage at a rate of \$105/hr. A \$3,000 BUDGET is provided for testing. If additional costs become required to comply with all testing requirements, we will bring this to the attention of the MPM and discuss how to proceed.

**Attachment G:  
2023 Additional Funding Worksheet**

**Applicant Name:** City of Vergennes

**Project Title:** STP BP19(6) Main St. Sidewalk Extension

**Determining Make Up Funding for an Existing Project**

Original Award (including Local share)	\$252,500
Engineering Expenses to Date	\$40,676
Project Management Expenses to Date	\$10,231
ROW expenses to Date	\$0

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**Amount Remaining from original award** **\$201,593**

Balance of Engineering contract to be billed	\$2,124
Balance of Project Management to end of project	\$7,493
Balance of ROW expenses anticipated	\$0
Estimated Construction Cost	\$264,513
Estimated Construction Inspection Cost	\$46,800

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**Total Cost to Complete Project** **\$320,930**

<b>Amount Remaining in Grant Award (or deficit)</b>	<b>(\$119,337)</b>
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Tel: 802.877.3637

120 Main Street, P.O. Box 35

www.vergennes.org

Fax: 802.877.1160

Vergennes, VT 054991

June 1, 2023

Mr. Peter Pochop  
VT Agency of Transportation  
219 North Main Street  
Barre, VT 05641

**Re: 2023 Vermont Bicycle and Pedestrian Grant Program - Vergennes Sidewalk STP BP19(6)**

Dear Peter:

The City of Vergennes is requesting additional funding through the 2023 Vermont Bicycle and Pedestrian Grant Program for the completion of the Main Street Sidewalk Extension, previously funded in 2019 by Vtrans STP BP19(6).

The sidewalk is part of the City's ongoing efforts to improve pedestrian connectivity, as identified in the 2015 Downtown Basin Master Plan and in the City's master plan. When the Main Street Sidewalk Extension project is completed, it will provide 400 feet of sidewalk linking two valuable recreational and historic assets - the Bixby Library (and our historic downtown) and the Basin Walkway and Staircase that leads down to Macdonough Park where private boats dock during the summer months. (The Basin Walkway & Staircase runs at the edge of the Otter Creek from Main St./Rt. 22A to a staircase that parallels the falls and terminates at a gravel path connecting to Macdonough Park.)

The current absence of pedestrian connectivity leaves the Basin Walkway & Staircase as a severely underutilized element in the overall pedestrian network for the city and hinders residents and visitors from accessing one of Vergennes most scenic areas. Locals use the Basin for fishing, picnicking and walking, and easier access to the Basin Staircase would greatly improve the appeal of the area.

The Covid-19 pandemic and resulting historic inflation has dramatically increased the overall project cost by 40% from \$268,524 in 2020 to \$376,837 in 2023. The 2019 grant application relied upon construction estimates from 2007 and was built upon an assumed inflation rate of 4.7% which was reasonable at the time. As a result of the actual inflation rate between the time of application and the time of construction, the city's match (project costs exceeding the grant that must be covered by the city) has increased 163% from \$66,524 in 2020 to \$174,837 in 2023.

Along with our enclosed application to the 2023 Vermont Bicycle and Pedestrian Grant Program, attached are photos to explain the project and show the important pedestrian connections it will create.

Sincerely,

*Ron Redmond*

Ron Redmond, City Manager









**Existing Pedestrian Wayfinding Signage at Entrance to Basin Walkway & Staircase**



**Basin Walkway & Staircase leading down to Macdonough Park**





Basin Walkway & Staircase  
leading down to  
Macdonough Park



Path to Macdonough Park and Boat Docks





**Bixby Memorial Free Library**

# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 • [www.acrpc.org](http://www.acrpc.org) • Phone: 802.388.3141

June 1, 2023

Peter Pochop  
VT Agency of Transportation  
219 North Main Street  
Barre, VT 05641

Re: 2023 Vermont Bicycle and Pedestrian Grant Program - Vergennes Sidewalk STP BP19(6)

Dear Peter,

ACRPC is aware that Vergennes is requesting additional funding for the completion of the Main Street Sidewalk Extension previously funded in 2019 by VTrans STP BP19(6). ACRPC has been serving as the Municipal Project Manager for this project. We fully support the City's efforts to improve their pedestrian infrastructure and better connect the downtown and the Otter Creek Basin.

The Otter Creek Basin is a critical amenity for life in Vergennes. The Basin offers residents a place to walk and picnic. Anglers are routinely observed along the shore, and the annual fishing derby draws a multitude of children. Vergennes has worked hard over the past few years to improve awareness of and access to the Basin for pedestrians. The City constructed an aesthetically impressive staircase along the Otter Creek falls that is currently under-utilized due to limited access from the top. The proposed project would alleviate that problem and increase use and access of the Basin by pedestrians.

Please do not hesitate to contact me if you have any questions regarding this letter or if I may offer you any further assistance. I can be reached at 802-578-9999 or [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org)

Sincerely,

Mike Winslow

Addison	Bridport	Bristol	Cornwall	Ferrisburgh	Goshen	Leicester
Lincoln	Middlebury	Monkton	New Haven	Orwell	Panton	Ripton
Salisbury	Shoreham	Starksboro	Vergennes	Waltham	Weybridge	Whiting





# City of Vergennes

Tel: 802-877-3637  
Tel: 802-877-2841

120 Main Street, P.O. Box 35  
Vergennes, VT 05491

Fax: 802-877-1160  
[www.vergennes.org](http://www.vergennes.org)

May 16, 2023

Peter Pochop  
VT Agency of Transportation  
219 North Main St  
Barre, VT 05641

Dear Mr. Pochop:

On behalf of the Planning Commission of the City of Vergennes, I wish to offer my support for the request for additional funding for the Vergennes Sidewalk Project - STP BP19(6)

The Vergennes Planning Commission is aware that the City of Vergennes is requesting additional funding for the completion of the Main Street Sidewalk Extension previously funded in 2019 by VTrans STP BP19(6). We fully support the City's efforts to improve our pedestrian infrastructure and better connect the downtown and the Otter Creek Basin.

This project has been specifically noted in our current Municipal Development Plan:

Section 5.2 "Our Historic and Scenic Resources" lists a number of capital improvement projects formally adopted by the Vergennes Partnership, including extending the Main Street Sidewalk from Macdonough Dr to the Riverwalk.

Section 6.3.11 "Policies and Recommended Actions" states, "Improve and expand the City's system of sidewalks, crosswalks, and recreational pedestrian/bike paths, including the provision of signage to facilitate its use. Encourage new development to implement "pedestrian-friendly" designs and to integrate into the City's existing pedestrian network."

The Planning Commission and our Plan stand ready to support the City of Vergennes in this endeavor. For all these reasons, I respectfully request the Vermont Agency of Transportation provide additional funding for this critical project that will help link our City's commercial and significant natural assets through enhanced pedestrian access, and thus helping us meet our planning goals.

Please let me know if you have any questions or need any additional information to proceed.

Best regards,



Shannon Haggett  
Chair, Planning Commission  
City of Vergennes



June 1, 2023

Peter Pochop  
VT Agency of Transportation  
219 North Main Street  
Barre, VT 05641

Re: 2023 Vermont Bicycle and Pedestrian Grant Program - Vergennes Sidewalk STP BP19(6)

Dear Peter,

I am writing in support of the City of Vergennes' application for additional funding for the Main Street Sidewalk Extension previously funded in 2019 by VTrans STP BP19(6).

My organization, the Addison County Community Trust (ACCT), is located along the stretch of Main St that will be served by the sidewalk. Currently, there is no pedestrian access to our building except by jaywalking. This creates a hardship and safety issue for our 25 staff members, as well as any of our residents (many of whom have disabilities) and partners who may need to access our offices.

The sidewalk will solve this critical access issue for an important countywide social services agency in addition to the many other economic development benefits it will bring to downtown Vergennes, which is home to over 200 of our low- and moderate-income tenants and owners. I strongly support the City's request for additional funds to complete the project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Elise Shanbacker". The signature is fluid and cursive.

Elise Shanbacker  
Executive Director



June 1, 2023

Mr. Peter Pochop  
Department of Transportation  
219 North Main St.  
Barre, VT 05641

Re: 2023 Vergennes Sidewalk STP BP19(6)

Dear Mr. Pochop,

It is my understanding that the City of Vergennes is requesting additional funding for the completion of the Main Street Sidewalk Extension project, STP19(6). As with many public works projects, recent increases in costs have jeopardized their completion. The Vergennes project has been on the books for years and is the culmination of the recreational linkage project as outlined in the City of Vergennes 2017 Master Plan.

This project will connect upper Main Street and the Bixby Memorial Free Library with the Otter Creek River Basin and MacDonough Park and Falls Park. Components of this plan have been completed over the past 15 years and it would be a shame to not see it to completion.

The City of Vergennes has come a remarkable way in the past 25 years and is a model of downtown and community revitalization. Please consider our request in full. We promise that this project will be a recreational asset for decades to come.

Sincerely,

A handwritten signature in black ink, appearing to read "W.D. Benton". The signature is fluid and cursive, with a large initial "W" and "D".

William D. Benton  
Former Mayor and City Councilor

**Vergennes BP19(6) Estimated  
Financial Summary 3-30-23**

Estimate

**Project Cost Summary:**

	Sub job	Description	Invoiced Expenditures to Date	Anticipated Expenditures	Total Anticipated Need	Notes
P.E.	100&300	Engineering	\$40,676	\$2,124	\$42,800	Dubois & King Contract (Includes Cons. Phase)
P.E.	100&300	MPM	\$10,231	\$7,493	\$17,724	ACRPC - MPM contract (Includes Cons. Phase)
ROW	200	Right of Way	\$0	\$5,000	\$5,000	Budget post ROW phase
CONS.	300	Construction	\$0	\$264,513	\$264,513	Current Apparent Low Bid with 5% contingency added
CONS.	300	Construction Inspection	\$0	\$46,800	\$46,800	D&K as contracted
			\$50,907	\$325,930	\$376,837	Total Project Cost

**Funding Summary:**

Amount	Description
\$376,837	City Project Cost from above
\$252,500	Grant Agreement MLA - Executed 12/19/19
\$50,500	Original Expected funding by City - 20% of MLA
\$124,337	Expected additional funding by City based on current estimate
\$202,000	Expected funding by Federal/State - 80% of grant MLA

\$174,837 = Anticipated Total City Project Costs  
\$10,181.40 = Funds already expended by city  
\$164,655.60 = Future funds to be expended by city to complete project

2019 Estimate of Vergennes Sidewalk Construction Costs

Sidewalk Extension Project Costs			
		w/greenbelt	w/out greenbelt
Stantec Est 2007		\$ 117,000	\$ 109,000
Adjusted Cost 2019		\$ 156,990	\$ 146,256
Est. Cost 2023		\$ 169,896	\$ 158,279
Engineering and Management	21%	\$ 36,018	\$ 33,555.12
Construction Inspection	14%	\$ 23,785	\$ 22,159.04
Right of Way	12%	\$ 20,387	\$ 18,993.47
<b>Total Est. Project Cost</b>		<b>\$ 250,086</b>	<b>\$ 232,987</b>
Fed. Share		\$ 200,069.16	\$ 186,389.21
Local Share		\$ 50,017.29	\$ 46,597.30

RSMeanJustification

End Year 2023  
 Start Year 2007  
 2007 Index 169.4  
 2019 Index 227.3

Source <https://www.rsmeansonline.com/references/unit/refpdf/hci.pdf>  
 Annual Increase 2019-2023 4.7  
 Justification Average annual increase from 2012 to 2019  
 2023 Index 246.0  
 Formula  $\text{Index 2023/Index 2007} \times \text{Cost 2007} = \text{Cost 2023}$

Retrieved 6/12/2019

# City of Vergennes

Tel: 802.877.3637

120 Main Street, P.O. Box 35

www.vergennes.org

Fax: 802.877.1160

Vergennes, VT 054991

May 23, 2023

Mr. Peter Pochop  
VT Agency of Transportation  
219 North Main Street  
Barre, VT 05641

**RE: Letter of Support from the Vergennes City Council for the 2023 VTrans Bicycle and Pedestrian Grant Application, requesting additional funds for the Main Street Sidewalk Extension Project.**

Ron Redmond, City Manager, is hereby designated as the Grant Administrator, the person with the overall administrative responsibility for the 2023 VTrans Bicycle and Pedestrian Grant activities related to the application, and any subsequent Grant Agreement provisions.

The City of Vergennes is committed to meeting its Grant Match obligation, as well as the ongoing maintenance of the project after completion. Passed this 23<sup>rd</sup> day of May, 2023.

VERGENNES CITY COUNCIL

\_\_\_\_\_  
Chris Bearor, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dickie Austin, Senior Alderman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cheryl Brinkman, Alderman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ian Huizenga, Alderman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoe Kaslow, Alderwoman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jill Murray-Killon, Alderwoman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan Rakowski, Alderwoman

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Penny Austin, City Clerk

\_\_\_\_\_  
Date

**RESOLUTION REGARDING COLLECTION OF DELINQUENT REAL  
PROPERTY TAXES**

WHEREAS, the City of Vergennes (“the City”) Collector of Delinquent Taxes is authorized to collect delinquent taxes through the tax sale process as outlined in 32 V.S.A. § 5252;

WHEREAS, pursuant to 32 V.S.A. § 5258, the Collector of Delinquent Taxes, with City Council authorization, may obtain legal assistance in the preparation for and conduct of a tax sale; and

NOW THEREFORE, the City Council of the City of Vergennes hereby authorizes the Collector of Delinquent Taxes to engage Monaghan Safar PLLC to prepare for and conduct tax sales, until such authorization is rescinded. Said law firm is hereby authorized to use the tax sale process, distraint, foreclosure, or an action at law, whichever is best suited to appropriately collect delinquent taxes.

BE IT FURTHER RESOLVED, that the law firm is hired on an hourly basis, said fees to be assessed against the delinquent taxpayer in an amount not to exceed 15% of the delinquent taxes, the City to pay the difference, if any, as part of the City’s regular tax collection efforts.

BE IT FURTHER RESOLVED, that \_\_\_\_\_, or other designated City official, be authorized to bid at the tax sale in an amount equal to all delinquent taxes, interest, penalties, and fees owed at the time of sale, as allowed by law.

RESOLVED this 23<sup>rd</sup> day of May, 2023.

VERGENNES CITY COUNCIL

\_\_\_\_\_  
Chris Bearor, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dickie Austin, Senior Alderman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cheryl Brinkman, Alderman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ian Huizenga, Alderman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoe Kaslow, Alderwoman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jill Murray-Killon, Alderwoman

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Susan Rakowski, Alderwoman

Date

ATTEST:

---

Penny Austin, City Clerk

---

Date



as of May 2023

Name	Parcel Address	Mailing Address	TAX Account	Tax Year	Payment 1	Payment 2	Payment 3	Payment 4	Interest	Penalty	Total
SINCLAIR MICHAEL J	5 THIRD STREET, MOBILE HOME	PO BOX 445, CHARLOTTE VT 05445	240103-69	2014	\$ -	\$ 273.29	\$ 273.29	\$ 273.29	\$ 996.27	\$ 65.58	\$ 1,881.72
				2015	\$ 283.47	\$ 283.47	\$ 283.47	\$ 283.47	\$ 1,198.46	\$ 90.72	\$ 2,423.06
				2016	\$ 290.56	\$ 290.56	\$ 290.56	\$ 290.56	\$ 1,030.45	\$ 92.96	\$ 2,285.65
				2017	\$ 298.54	\$ 298.54	\$ 298.54	\$ 298.54	\$ 851.24	\$ 95.52	\$ 2,140.92
				2018	\$ 304.76	\$ 304.76	\$ 304.76	\$ 304.76	\$ 668.78	\$ 97.52	\$ 1,985.34
				2019	\$ 320.77	\$ 320.77	\$ 320.77	\$ 320.77	\$ 492.26	\$ 102.64	\$ 1,877.98
				2020	\$ 334.25	\$ 334.25	\$ 334.25	\$ 334.25	\$ 260.52	\$ 106.96	\$ 1,704.48
				2021	\$ 340.42	\$ 340.42	\$ 340.42	\$ 340.42	\$ 103.87	\$ 108.92	\$ 1,574.47
				2022/2023	\$ 331.22	\$ 331.22	\$ 331.22	\$ 331.22	\$ 24.84	\$ -	\$ 1,349.72
					\$ 2,503.99	\$ 2,777.28	\$ 2,777.28	\$ 2,503.99	\$ 5,626.69	\$ 760.82	\$ 17,223.34

Name	Parcel Address	Mailing Address	TAX Account	Tax Year	Payment 1	Payment 2	Payment 3	Payment 4	Interest	Penalty	Total			
KADAR KENNETH M	7 MAPLE MANOR	7 MAPLE MANOR	300349-	2019	1103.83	1103.83	1103.83	1103.83	1694.64	353.24	\$ 6,463.20			
				2020	0	0	0	1365.19	136.5	109.22	\$ 1,610.91			
				2021	1390.40	1390.40	1390.40	1390.40	424.12	444.92	\$ 6,430.64			
				2022/2023	1352.80	1352.80	1352.80	1352.80	101.46	0	\$ 5,512.66			
									2494.23	2494.23	2494.23	3859.42	2255.26	907.38
											Plus Sewer	\$ 1,279.97	<b>TOTAL</b>	\$ 21,297.38

Name	Parcel Address	Mailing Address	TAX Account	Tax Year	Payment 1	Payment 2	Payment 3	Payment 4	Interest	Penalty	Total
MARTELL MARTIN AND	34 FIRST STREET, MOBILE	34 FIRST STREET	240103-33	2017	\$ 170.01	\$ 170.01	\$ 170.01	\$ 170.01	\$ 484.50	\$ 54.40	\$ 1,218.94
				2018	\$ 171.39	\$ 171.39	\$ 171.39	\$ 171.39	\$ 376.04	\$ 54.84	\$ 1,116.44
				2019	\$ 185.48	\$ 185.48	\$ 185.48	\$ 185.48	\$ 284.45	\$ 59.36	\$ 1,085.73
				2020	\$ 193.32	\$ 193.32	\$ 193.32	\$ 193.32	\$ 150.88	\$ 61.88	\$ 986.04
				2021	\$ 190.97	\$ 190.97	\$ 190.97	\$ 190.97	\$ 58.17	\$ 61.12	\$ 883.17
				2022/2023	\$ -	\$ 185.67	\$ 185.67	\$ 185.67	\$ 7.44	\$ -	\$ 564.45
									\$ 911.17	\$ 1,096.84	\$ 1,096.84

Name	Parcel Address	Mailing Address	TAX Account	Tax Year	Payment 1	Payment 2	Payment 3	Payment 4	Interest	Penalty	Total
FLYNN TIMOTHY AND ERICA	16 FIRST STREET, MOBILE HOME	16 FIRST STREET	240103-15	2018	\$ 225.28	\$ 225.28	\$ 225.28	\$ 225.28	\$ 166.65	\$ -	\$ 1,067.77
				2019	\$ 237.12	\$ 237.12	\$ 237.12	\$ 237.12	\$ 364.27	\$ 75.88	\$ 1,388.63
				2020	\$ 247.08	\$ 247.08	\$ 247.08	\$ 247.08	\$ 192.86	\$ 79.08	\$ 1,260.26
				2021	\$ 251.64	\$ 251.64	\$ 251.64	\$ 251.64	\$ 76.69	\$ 80.52	\$ 1,163.77
				2022/2023	\$ 244.84	\$ 244.84	\$ 244.84	\$ 244.84	\$ 18.36	\$ -	\$ 997.72
									\$ 1,205.96	\$ 1,205.96	\$ 1,205.96

Name	Parcel Address	Mailing Address	TAX Account	Tax Year	Payment 1	Payment 2	Payment 3	Payment 4	Interest	Penalty	Total
LAFOUNTAIN LINDA	2 FIRST STREET, MOBILE HOME	2 First Street	240103-01	2018	\$ -	\$ 143.82	\$ 191.04	\$ 191.04	\$ 31.60	\$ -	\$ 557.50
				2019	\$ 206.76	\$ 206.76	\$ 206.76	\$ 206.76	\$ 317.27	\$ 66.16	\$ 1,210.47
				2020	\$ 215.49	\$ 215.49	\$ 215.49	\$ 215.49	\$ 168.06	\$ 68.96	\$ 1,098.98
				2021	\$ -	\$ -	\$ 130.03	\$ 212.87	\$ 21.45	\$ 27.43	\$ 391.78
				2022/2023	\$ 206.97	\$ 206.97	\$ 206.97	\$ 206.97	\$ 15.51	\$ -	\$ 843.39
					\$ 629.22	\$ 773.04	\$ 950.29	\$ 1,033.13	\$ 553.89	\$ 162.55	\$ <b>4,102.12</b>

Delinquent Sewer over \$1,000									
Account	Name	Account		Current	Over 30	Over 60	Over 90	Over 120	Total
300360	AREL ABBY BARRATT	20 MAPLE MANOR - LOT 19	Sewer	\$ 173.36	\$ 35.36	\$ 150.00	\$ 27.51	\$ 2,925.50	\$ 3,311.73
260230	FLYNN ARLEN	282 MAIN STREET	Sewer	\$ 168.10	\$ 30.10	\$ 150.00	\$ 19.71	\$ 2,103.73	\$ 2,471.64
260561	MAPLE ZACHARIAH J	23 MOUNTAIN VIEW LANE	Sewer	\$ 163.25	\$ 25.25	\$ 150.00	\$ 13.20	\$ 1,414.48	\$ 1,766.18
260242	ANGIER JUSTIN P	19 SOUTH MAPLE STREET	Sewer	\$ 310.41	\$ 34.41	\$ 300.00	\$ 7.51	\$ 774.63	\$ 1,426.96
260503	TUCKER DARRELL AND VIC	55-57 MAIN STREET	Sewer	\$ 309.23	\$ 33.23	\$ 300.00	\$ 6.37	\$ 685.14	\$ 1,333.97
300349	KADAR KENNETH M	MAPLE MANOR - LOT 13	Sewer	\$ 159.64	\$ 21.64	\$ 150.00	\$ 8.76	\$ 939.93	\$ 1,279.97
220225	MORSE TIMOTHY	24 MEADOW LANE	Sewer	\$ 159.50	\$ 21.50	\$ 150.00	\$ 8.60	\$ 923.66	\$ 1,263.26
300207	AUSTIN DAVID C	126 SOUTH MAPLE STREET	Sewer	\$ 158.25	\$ 20.25	\$ 150.00	\$ 7.16	\$ 769.56	\$ 1,105.22

**From:** Tim Cowan <[tcowan@cea-vt.com](mailto:tcowan@cea-vt.com)>

**Sent: Thursday, May 18, 2023 8:53 AM**

**To:** Ron Redmond <[manager@vergenes.org](mailto:manager@vergenes.org)>

**Cc:** Penny Austin <[clerk@vergenes.org](mailto:clerk@vergenes.org)>; Peter Garon <[pgaron@vergenes.org](mailto:pgaron@vergenes.org)>

**Subject:** RE: Portage - ROW Review

Good morning Ron,

On Tuesday morning, my technician and I performed the fieldwork needed to determine the street line in front of the Portage housing project, according to the surveys by Koerner (1965) and Harris (1987). We found and surveyed 4 of the 5 corner markers of the property as described in the '65 and '87 surveys, and were able to determine that the nearest corner of Building A crosses the street line by 1.5' (18").

As mentioned before, it is evident that recent surveyors at the project found another iron pin or rod, of unknown provenance, closer to Main Street and assumed it was marking the street line. That pin's location and appearance are both inconsistent with either the controlling 1965 survey or the re-survey conducted in 1987. According to our data the mistaken mark lies 3.6' northwesterly of the record street line.

I expect to finish a simple plan by the end of the day today exhibiting the survey results, but thought it would be useful to know our results sooner.

We have NOT marked the record line in any way at this time, awaiting the outcome of any further discussions.

Yours,

Tim

Timothy R. Cowan, LS

**Civil Engineering Associates, Inc.**

10 Mansfield View Lane

South Burlington, VT 05403

(802) 864-2323 Extension 316

**From:** Tim Cowan <[tcowan@cea-vt.com](mailto:tcowan@cea-vt.com)>

**Sent: Wednesday, May 10, 2023 2:33 PM**

**To:** Ron Redmond <[manager@vergenes.org](mailto:manager@vergenes.org)>

**Subject:** Portage - ROW Review

Hi Ron –

Otter Creek Engineering sent me a copy of the AW Harris 1987 Site Plan yesterday, so I have been able to develop the following summary of events leading to the present confusion at the interface of the Portage Condo project and the ROW at W. Main Street. My opinions or conclusions are based solely on

the documents (drawings) mentioned. **I have not made any survey measurements at the site. Completion of an actual survey conducted for this purpose may change my current opinion.** I am **attaching a set of 4 PDFs** to illustrate my current opinion.

**1965 – F.C. Koerner** surveys a portion of the Shade Roller site and the city conveys to Coombs et al. based upon Koerner’s survey. Koerner did NOT set a corner marker at/near the northeastern-most corner, the corner nearest the bridge, but did set or find four corners. Three of his corner markers are still available for a re-survey, if needed. Koerner’s survey is recorded in the city’s land records.

**1987- A.W. Harris** prepares a site plan (not recorded) of the property for its owner Len Duffy. His survey not only depicted the topography at the site; he also retraced the Koerner survey and re-set 2 missing corners. Using Koerner’s survey measurements, he also set a capped iron pipe on line near the northeastern-most corner of the parcel. Harris’s property line dimensional data (bearings and distances) are all included on his plan.

**2020 – Otter Creek Engineering (OCE)** prepared a new site plan of the property for Mr. Duffy. In the course of their survey, it appears that they found 3 markers, and used the two they found on the West Main Street side to orient Harris’s property lines onto their site map. Unfortunately, it appears that the marker that OCE’s surveyors found near the northeast corner (nearest the bridge) was not in the location where Harris had set his corner 30 years before. Harris’s marker (a capped pipe) was either not found, or had been moved. The object they found was approximately 8’ too close to the northwest corner, and about 3’ too close to W. Main Street. OCE’s site plan depicts a conceptual building near the in question. It is set back 5’ from OCE’s believed street line.

**2022- GVV Architects** developed a site plan for the Portage project, based on OCE’s site plan. They utilized the street sideline as shown by OCE, but unfortunately located a corner of “Building A” at essentially a 0’ setback from the believed street line.

At the northwest corner of Building A, as shown on the GVV site plan, the difference between the Koerner-Harris street line and the OCE-GVV street line may be only between 2 and 3 feet, but, with a designed zero setback **Building A likely crosses the street line**. As mentioned above, we have not performed survey measurements on this site, so we also don’t know if Building A is constructed precisely as shown on the site plan.

The location of **several sewer manholes**, depicted on all four of the referenced plans, **corroborates the street line location** explained above. The first two surveys depict a street line lying just southeast of a manhole near the street line; the last two site plans place the street line northwest of that manhole.

A brief **site visit this morning** revealed the following:

The Harris line marker nearest the bridge, if it was still there, is likely lost due to the recent excavation. The nearby, but inaccurate line marker MAY have survived excavation, but would currently be buried under some recent fill.

I was able to find the northwest, southwest and southeast corner markers, all in good to fair shape. The first and last were as described by Koerner, the second was a corner re-set by Harris in 1987.

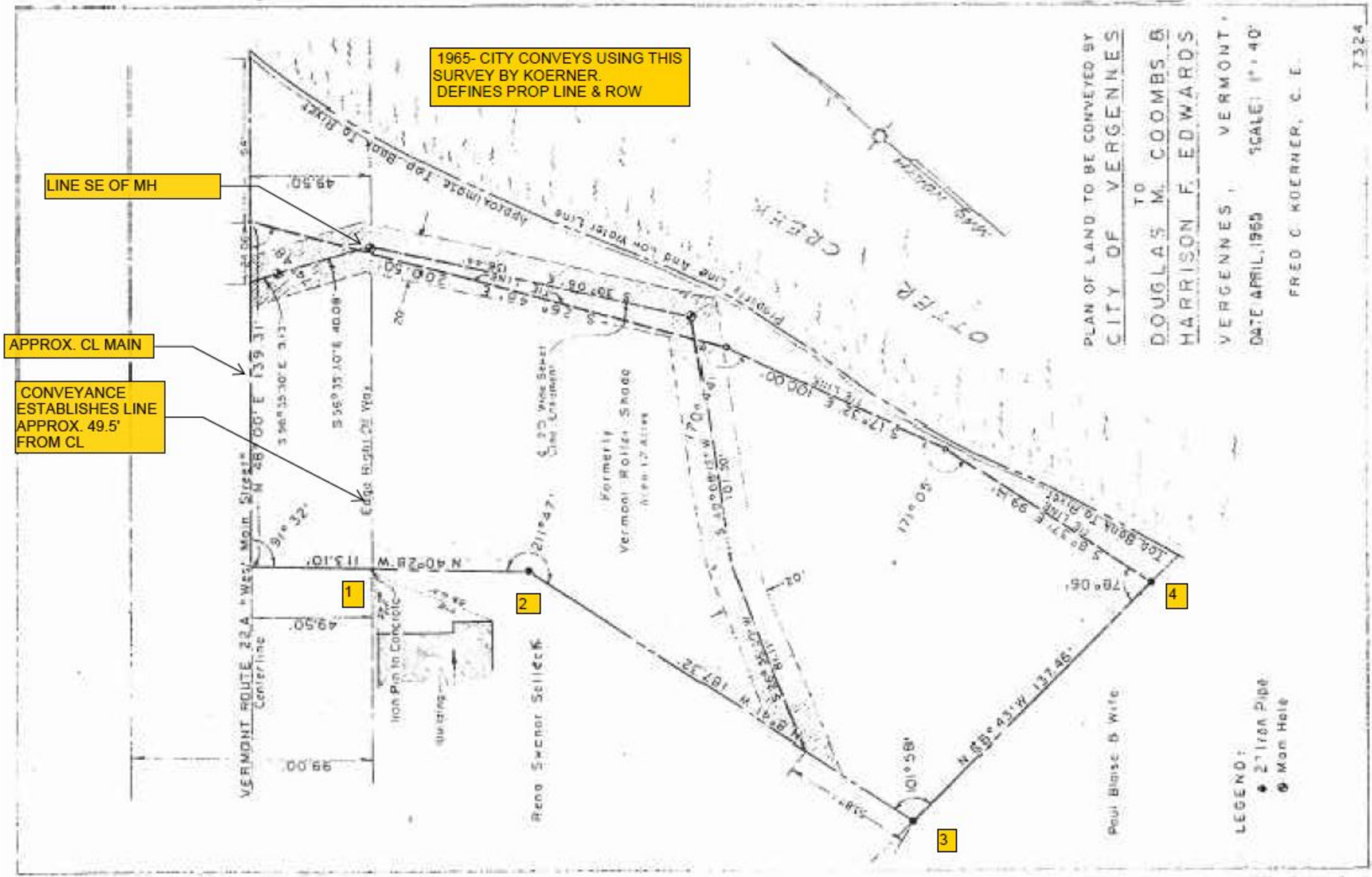
It remains my opinion that the correct method of retracing the street line of W. Main Street is to survey through the northwest, southwest and southeast corner markers and apply the Koerner-Harris angles and dimensions to determine the line’s location as described in the Koerner 1967 survey and referred to

in all subsequent deeds. This survey should also locate the foundation walls of Building A, so that all the spatial information is from one survey.

Please let me know if you have any questions. I've numbered the various corner numbers on my exhibit 1-5 and 5.1 to simplify communication about the corners and lines.

Thanks,  
Tim

Timothy R. Cowan, LS  
**Civil Engineering Associates, Inc.**  
10 Mansfield View Lane  
South Burlington, VT 05403  
(802) 864-2323 Extension 316



1965- CITY CONVEYS USING THIS SURVEY BY KOERNER. DEFINES PROP LINE & ROW

LINE SE OF MH

APPROX. CL MAIN

CONVEYANCE ESTABLISHES LINE APPROX. 49.5' FROM CL

PLAN OF LAND TO BE CONVEYED BY  
 CITY OF VERGENNES  
 TO  
 DOUGLAS M. COOMBS &  
 HARRISON F. EDWARDS  
 VERGENNES, VERMONT  
 DATE APRIL, 1965 SCALE: 1" = 40'  
 FRED C. KOERNER, C. E.

LEGEND:  
 ● 2" Iron Pipe  
 ⊙ Man Hole



HARRIS SETS PIPE (# 5) ON LINE PER KOERNER GEOMETRY

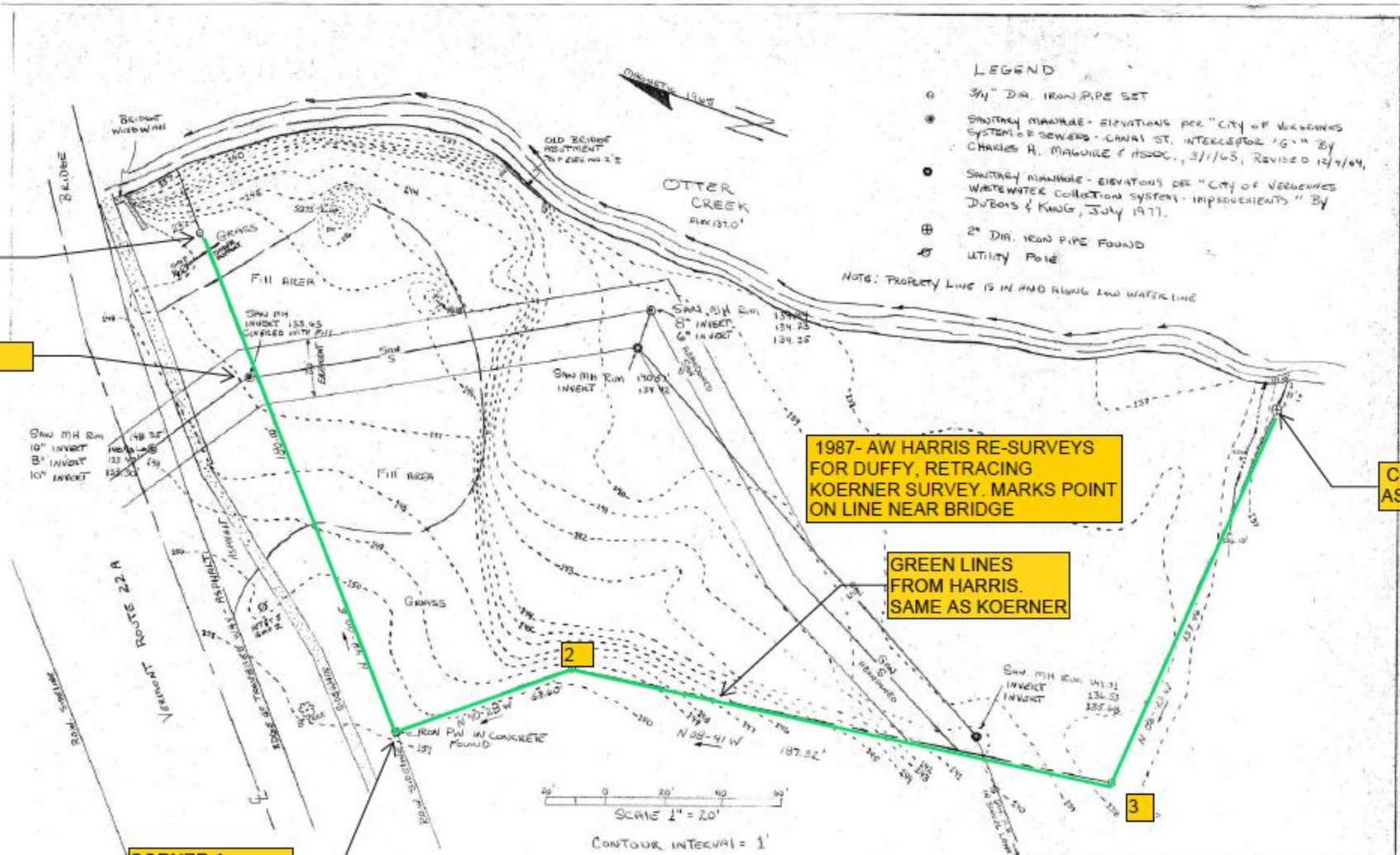
LINE SE OF MH

1987- AW HARRIS RE-SURVEYS FOR DUFFY, RETRACING KOERNER SURVEY. MARKS POINT ON LINE NEAR BRIDGE

GREEN LINES FROM HARRIS. SAME AS KOERNER

CORNER 4 SAME AS KOERNER

CORNER 1 SAME AS KOERNER



LEGEND

- 3/4" DIA. IRON PIPE SET
- SANITARY MANHOLE - ELEVATIONS PER "CITY OF VERGENNES SYSTEM OF SEWERS - CANAL ST. INTERCEPTOR 16" By CHARLES A. MAQUIE & ASSOC., 3/1/65, REVISED 12/4/64,
- SANITARY MANHOLE - ELEVATIONS PER "CITY OF VERGENNES WASTEWATER COLLECTION SYSTEM - IMPROVEMENTS" By DuBOIS & KING, July 1971.
- ⊕ 2" DIA. IRON PIPE FOUND
- ⊕ UTILITY POLE

NOTE: PROPERTY LINE IS IN AND ALONG LOW WATER LINE

SCALE 1" = 20'  
CONTOUR INTERVAL = 1'

NOTE: THE PROPERTY LINES ARE BASED UPON A SURVEY ENTITLED "PLAN OF LAND TO BE CONVEYED BY CITY OF VERGENNES TO DOUGLAS M. COOMBS AND HARRISON F. EDWARDS" DATED APRIL 1965 AND PREPARED BY FRED C. KOERNER, CE, AREA = 1.0 ACRES. ELEVATIONS ARE BASED ON U.S.C.F.G.S. DATUM, MEAN SEA LEVEL = 0.00'

Topographic Survey for Leonard Duffy Architects Rt. 22 A, Vergennes, Vt.			
A.W. HARRIS & ASSOCIATES Hinesburg, Vt.			
Surv. A.W.H.	Date	1 April 1987	
Dwn. J.G.S.	Fb	7, pp 45-55	Proj 8704
Chk. A.W.H.	Scale	1" = 20'	Sheet 2 of 2





1-in  
NGS disc on bridge abutment  
Elev. 147.13'

db  
rim 145.8'  
Inv. in 141.9' 12" edge  
Inv. out 141.5' 10" edge

PIPE USED BY OCE  
MAKING RED LINE  
DESIGNATE # 5.1

CORNER 5 NOT  
FOUND OR  
NOTICED (AT END  
GREEN LINE)

CONCEPTUAL BLD A  
PER OCE LEAVES  
ROOM AT ROW

2020- OTTER CREEK ENGINEERING  
PREPARES SITE PLAN. USES HARRIS  
SURVEY FOR PROP LINES.  
FINDS MARKER NEAR BRIDGE, BUT ITS  
LOC. NOT CONSISTENT WITH HARRIS.  
ABOUT 8' SHORT & POSSIBLY OFF LINE.

RED LINE NW OF MH

smh  
rim 147.8'  
Inv. in 132.8' 8"  
Inv. in 141.1' 10"

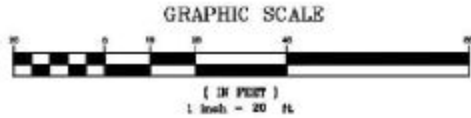
smh  
(power cwr)

Vermont Route 22A (Main Street)  
(bituminous concrete pavement)

GREEN LINES PER  
KOERNER & HARRIS

GREEN LINES PER  
KOERNER & HARRIS

PIPE # 4 FOUND BY  
OCE



STAMP AND SIGNATURE

DESIGN ENGINEER

THIS DRAWING SHALL NOT BE ALTERED IN ANY WAY WITHOUT THE WRITTEN APPROVAL OF THE ENGINEER. ANY REVISIONS SHALL BE MADE BY THE ENGINEER AND NOTED IN THE REVISION BLOCK. © 2021

OTTER CREEK ENGINEERING, INC.

LEONARD DUFFY  
PORTAGE SEWER RELOCATION  
VERGENNES, VERMONT

REVIEW

DATE ISSUED: 1/27/2021

REVISIONS

DRAWN BY: JH

CHECKED BY: BAW

SCALE: 1"=20'

PROJECT NO.: 06A-001

CLIENT: VERMONT

TITLE: SITE PLAN

DRAWING NO.:



Vergennes Fire Station  
50 Green St., Vergennes, VT 05491

# Facility Assessment

**April 17, 2023**

**DuBois  
& King** inc.

**Civil, Plumbing,  
Mechanical, Electrical**

**VIA**  
VERMONT INTEGRATED  
ARCHITECTURE, PC

**Architectural**

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# Introduction

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## Building Overview

The existing Vergennes Fire Station building was constructed in 1945 and used as the high school gym and vocational space until around 1960 when the new high school was built. The Fire Department took over occupancy at that time, and a renovation was completed in 1979 creating the roughly 8,500 sq. ft. multi-floor facility which currently exists. The building consists of a large equipment bay on the main level, a large meeting room, kitchen, restrooms, and storage on the basement level, and a small meeting room, office, and restrooms on the mezzanine level. There are no sleeping quarters in the building. The fire department currently includes 35 volunteer fire fighters. The building is the designated shelter for the City, it hosts frequent community meetings in the basement level meeting room, and hosts events where the kitchen is used approximately 20 times per year.

The existing facility has multiple items in need of repair or replacement – for example, shingle roof, doors, basement level water infiltration, and equipment bay floor. The facility does not meet the needs of the users in many cases. For example: ADA restrooms, kitchen capabilities, kitchen exhaust, equipment bay exhaust, equipment bay ventilation, meeting room cooling and ventilation, and emergency lighting.

## Assessment Overview

The intent of this assessment is to document and identify deficiencies which exist, estimate a cost to correct each, and compare the total cost to the cost of a new facility. An in-person site evaluation was completed on 01/03/23 and a building evaluation was completed on 01/24/23. This assessment is based on the site visits, in addition to the original renovation drawings from 1978 which were provided. An initial Building Code review was completed to identify key requirements. A follow up meeting was conducted on 02/16/23 with the consultant team, Town Manager, and Fire Chief, to allow review of initial findings and further discussion of needs and recommendations. The Program Plans were further revised and refined. From these plans, program areas were taken to assist in reviewing existing versus proposed SF areas, and also to help inform the opinions of probable cost as requested.

# Civil

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## Overview

The building site consists primarily of paved surfaces for vehicle driving and parking. Water drainage from the building and site is accommodated in a variety of ways. There are some paved areas for building occupant access.

## Area Definitions

See Figure 1 on following page.

1. Station Main Driveway
2. Alley Between Station and 48 Green Street
3. Driveway Behind Station
4. Area Along Short Street

## General Deficiencies Identified

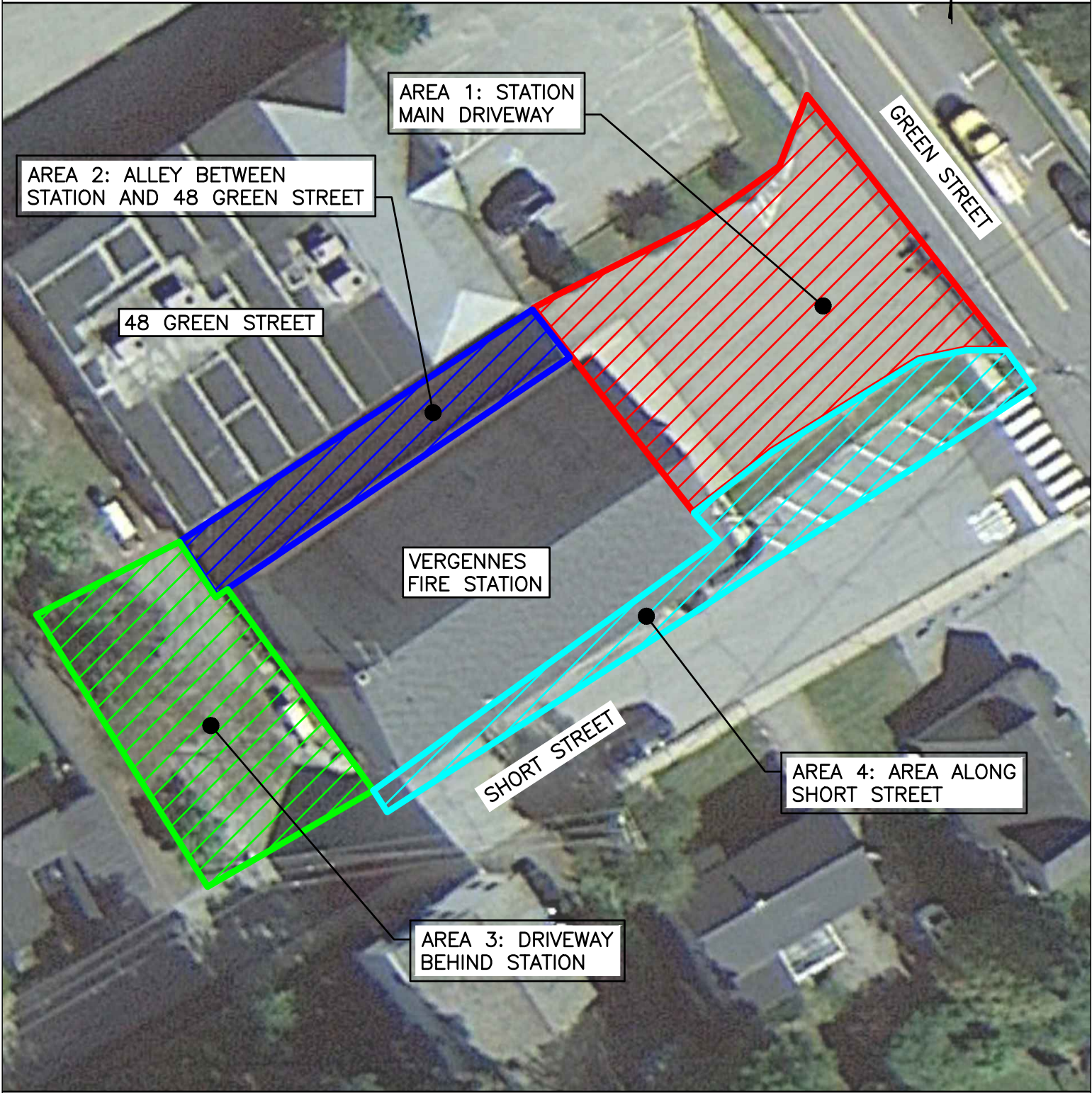
### Station Main Driveway (Figure 2)

- A. Minor longitudinal pavement cracking was observed throughout the driveway.
- B. There is some slight rutting in the asphalt pavement in front of the concrete pad at the overhead doors of the station.
- C. The concrete curb is cracked and breaking apart in two locations on the southern side of the driveway.
- D. There is soil erosion occurring below the southern curb, causing undermining.
- E. There is a slight misalignment of the curb on the north side of the driveway due to the curb starting to tip towards the driveway.
- F. There are signs of plow damage to the curb on the northern side of the driveway.

### Alley Between Station and 48 Green Street (Figure 3)

- A. The pavement has visible heaving and rutting, and slopes towards the Station.
- B. The pavement has longitudinal and lateral cracking throughout. Alligator cracking and potholes are beginning to form.
- C. There is an area adjacent to the south western corner of the building where the pavement has either been removed (possibly to prevent stormwater from running into the building), or has completely deteriorated resulting in grass growing and the gravel base being exposed and starting to erode.
- D. The building is not equipped with gutters, downspouts, or roof drains on this side of the building.
- E. There is an empty PVC conduit partially attached to the building, approximately 24" above the pavement surface. This pipe's purpose is unknown, but the pipe has started to break away from the brackets securing it the building.
- F. There is a gap between the southwestern concrete stairs and the building foundation where stormwater running along the building foundation could possibly enter. This corner of the foundation also has some visible erosion.





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AREA DEFINITIONS

FIGURE

1





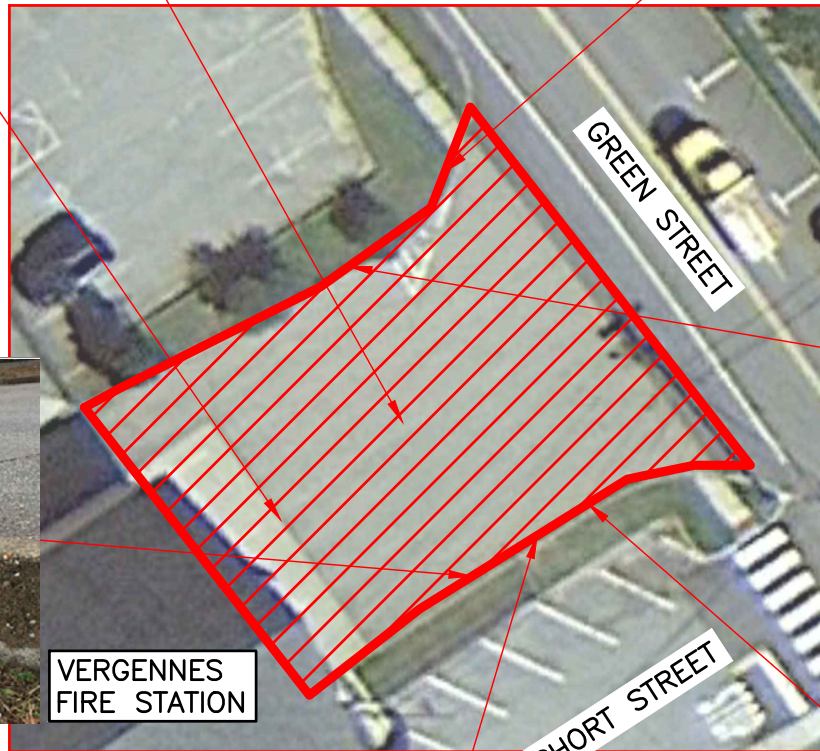
RUTTING



PAVEMENT CRACKING



CURB DAMAGE



CURB DAMAGE



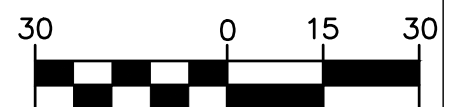
CURB MISALIGNMENT



UNDERMINING OF CURB



CURB DAMAGE



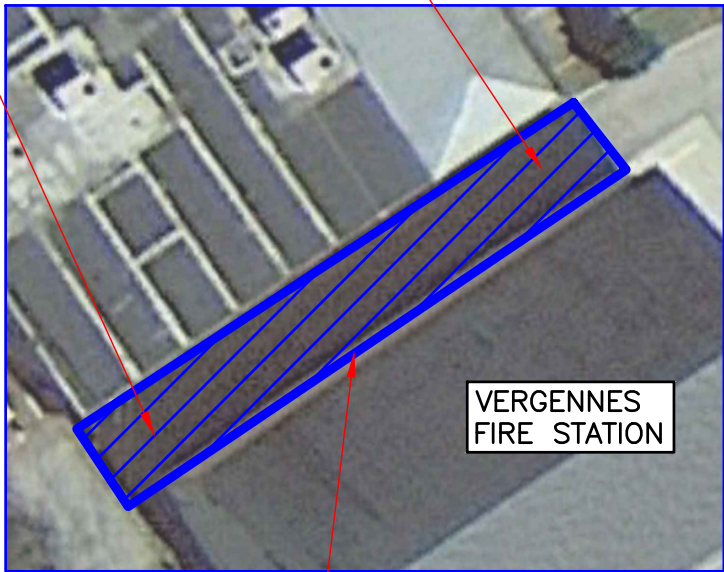
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AREA 1:  
STATION MAIN DRIVEWAY

FIGURE  
**2**



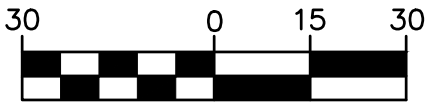
PAVEMENT UNEVEN AND DAMAGED



VERGENNES  
FIRE STATION



NO ROOF DRAIN, GUTTER, DOWNSPOUT



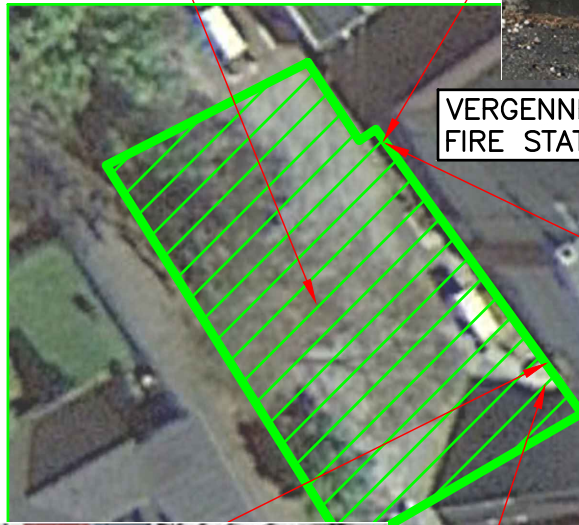




PAVEMENT DAMAGE



REAR STEPS



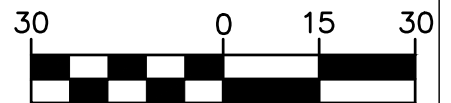
VERGENNES FIRE STATION



GENERATOR AND OPEN GRADED STONE



PAVEMENT DAMAGE AND MOVEMENT OF CONCRETE STEPS



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AREA 3:  
DRIVEWAY BEHIND STATION

FIGURE

4





CONCRETE CRACKING AT STAIRS



PLUGGED WEEP HOLES



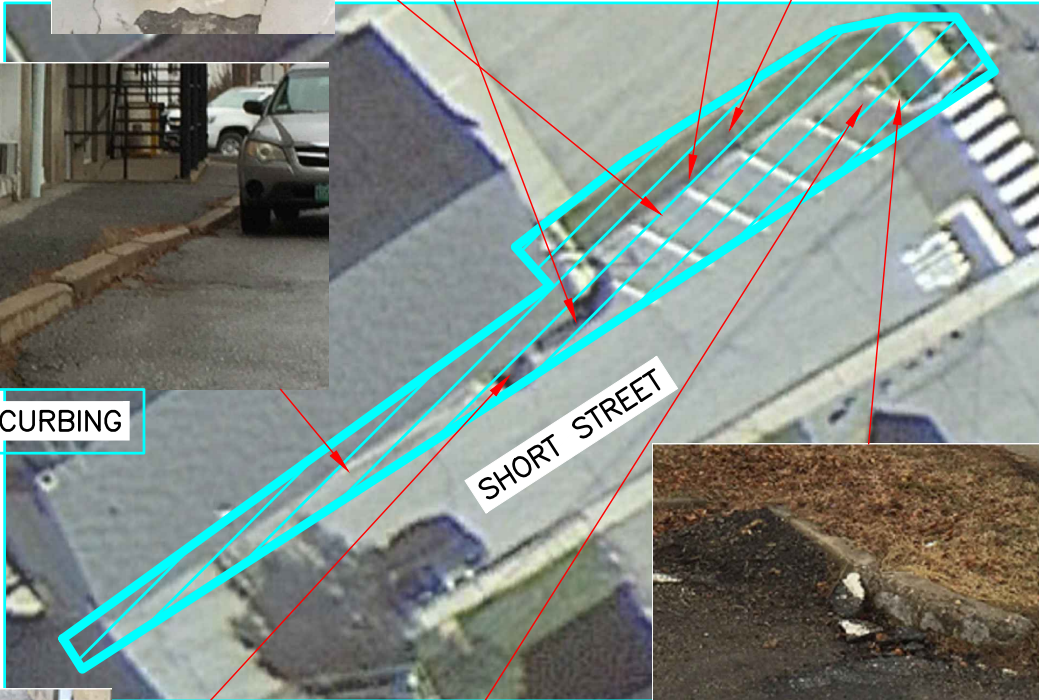
DAMAGED RR TIE SECTION



CONCRETE SURFACE "FLAKING"



VARYING CURBING



SHORT STREET



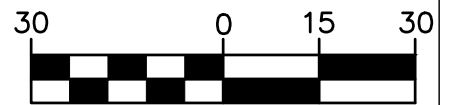
DAMAGED CURB



DRAIN FULL OF DEBRIS



DAMAGED PAVEMENT



### Driveway Behind Station (Figure 4)

- A. The pavement has visible heaving and rutting, and possibly drains partially towards the building in some areas.
- B. This pavement has been overlaid and patched in the past. The overlays and pavement under them contain severe alligator cracking and potholes.
- C. The concrete steps at the southeastern corner of the building are not flush against the building. The stairs appear to have too high of a step into the building.
- D. The roof drain downspout is too short and has its outlet blocked by a concrete deadman which protects the gas service. This downspout may drain to the stone area between the foundation and the paved driveway resulting in some infiltration into the ground at this location.
- E. The “No Parking, Fire Personnel Only” signs have faded to the point where they are barely readable.
- F. At the time of the site visit, the generator was not protected by bollards. At the time of this report, bollards have been added in conjunction with the new generator.
- G. There are two separate set of concrete stairs for the door at the southwestern corner of the building. The set of stairs that is at the level of the door elevation is in good condition and appears to be level with the only comment being that the railings for these stairs are rusty. The separate set of stairs in this location, accounting for the bottom two steps, appears to be settling on the side adjacent to the other set of stairs. This has resulted in a step that may be above the standard (or maximum) stair rise. This has also resulted in a uneven platform, and an uneven bottom stair.

### Area Along Short Street (Figure 5)

- A. There is longitudinal cracking in the parking area pavement most likely at the pavement joint. There is some transverse cracking in the parking area and there is a section on the eastern end of the parking area where the pavement has sheared off (slippage cracking).
- B. The curb in the northeastern corner is cracked in a couple of locations and is corroding in and around these cracks.
- C. The concrete retaining wall between the main driveway and Short Street has some cracking where the metal stairs are attached to it. There is surface “flaking” of the parge coat over the majority of the wall. The weep holes located at the bottom of the wall are full of sediment.
- D. The railroad tie retaining wall is rotting and starting to fall over.
- E. Drain at the bottom of the ramp appears to be clogged with debris
- F. Curbing along Short Street is slightly uneven and has varying heights, possibly from heaving and previous repaving of Short Street.
- G. There is a large (maybe 2”) lip going from the sidewalk ramp at the roadway to the ramp under the canopy. This does not meet ADA codes (if this is an ADA entrance).
- H. The concrete surrounding the northernmost canopy column is breaking apart.

## Recommended Repairs

### Station Main Driveway (Figure 2)

- A. While asphalt pavement crack sealing and concrete curb repair would be sufficient in the short-term, it would make sense to replace all paving and curbing as part of a larger project in conjunction with the other site improvements. Cost: \$40,000

- B. The concrete pad in front of the overhead doors is in acceptable condition, but again would make sense to replace as part of a complete project. Additionally, radiant slab heat is desired to be added to this area to reduce ice build-up. This could be accomplished through the building hot water heating system. Cost \$30,000
- C. Replace vegetation in area between the driveway and parking area with stone pavers to reduce soil erosion and reduce mowing maintenance. Cost: \$30,000

#### Alley Between Station and 48 Green Street (Figure 3)

- A. Replace full depth pavement and base. Regrade so stormwater drains towards the center of the alleyway. Add a storm inlet and conveyance system to help get stormwater away from the building faster. Pavement cost: \$12,000
- B. Add roof gutter on this side of the building to reduce site exposure to stormwater. Cost: \$1,000
- C. Stormwater should be directed away from the stairs at the southwestern corner of the building, and the gap between the building foundation and stairs should be filled with epoxy and/or joint filler. Cost: \$100
- D. Add foundation waterproofing and a foundation drain. Cost: \$18,000

#### Driveway Behind Station (Figure 4)

- A. Add a canopy over the two doors to direct stormwater away from the door openings and stairs, and reduce snow removal maintenance. Cost: \$3,000
- B. Extend the downspout discharge further away from the building. Cost: \$300
- C. Pave the area which currently contains open graded stone, and drain away from the building. Cost included in pavement repair.
- D. Replace full depth pavement and base. Regrade so stormwater drains away from the building. Cost: \$24,000
- E. Add foundation waterproofing and a foundation drain. Cost: \$12,000.
- F. Replace existing signs. Cost: \$200
- G. Replace the southeastern stairs and the set of uneven stairs on the southwestern exit. Cost: \$3,000

#### Area Along Short Street (Figure 5)

- A. While the asphalt pavement finish could simply be milled and replaced, a full replacement makes sense with a larger site improvement project. Cost: \$12,000
- B. While the concrete curb could be repaired as a short term solution, a full replacement makes sense with a larger site improvement project. Cost: \$10,000
- C. While adding a parge coat and painting the retaining wall could be a short term solution, a full replacement makes sense with a larger site improvement project. Cost: \$20,000
- D. The existing concrete ramp from road to ramp under canopy, and railroad tie retaining wall would be replaced with a building entry addition.

# Architecture

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## Whole Building, Envelope and Exterior

### Building Envelope

Recommendation: A blower door test of the building, including infrared camera imaging and a report is highly recommended to clearly identify and prioritize building envelope performance improvement needs and opportunities. This report will not only establish a baseline for air-infiltration that directly relates to both thermal and moisture migration in and out of the building, but it will also identify areas where insulation is lacking and should be supplemented. The report should provide recommendations for envelope upgrades including estimates of probable cost. Some envelope improvement needs are obvious without this process and are included in the items below. Note – the presence of vermiculite in the attic is a consideration for a blower door test, and appropriate precautions must be taken. See also associated attic insulation recommendations. Report Cost: \$2,000-3,000.

### Basement waterproofing and insulating

Water ingress has been observed at various locations along the north and west subgrade foundation walls. The exterior foundation walls at the Basement are exposed and uninsulated. Thermal and moisture migration through these walls is a concern as is seasonal condensation potential.

Recommendation: Refer to Civil for associated excavation and drainage work. Provide waterproofing at north and west foundation walls in area indicated on Program Plan. Waterproofing measures include application of waterproofing layer, with drainage board over prior to backfilling with free-draining material. Cost: \$25,000

While insulation could be provided at the interior of foundation walls, it would be difficult to achieve an uninterrupted layer due to piers and adjoining walls. With the waterproofing work proposed, this would be the time to insulate the exterior of the basement walls while they are exposed. Propose R-20 rigid insulation with protection board, from top of footing to base of existing siding in the area of work indicated.

Note: Commercial Building Energy Standards requires code level insulation to be provided at the walls where the waterproofing work is being carried out.

### Attic insulation

Existing attic insulation (approx. 1.5" vermiculite, with approx. 3" loose fiberglass over) is insufficient for energy efficiency and does not meet Commercial Building Energy Standards. There are large existing gable vents. Vermiculite may contain asbestos - a risk of this comes with disturbance of that layer.

Recommendation: Abate vermiculite (specialist service), air seal entire attic – eg 1" layer of spray foam, top up with loose fill cellulose insulation (R-60). This option is best and assumed for this assessment. Cost: \$20,000-30,000

Alternate Option: Existing insulation could remain in place, if undisturbed and other work or requirements make this possible. Top up with loose fill cellulose insulation (R-60). This option is included for reference purposes only. Cost: \$10,000-15,000



## Roof

Existing asphalt shingle roofing is understood to be in need of replacement. While not thoroughly inspected from beneath, limited inspection suggests the existing board sheathing is in reasonable condition.

Recommendation: Remove existing roofing. Inspect sheathing and patch repair as necessary. Provide new standing seam metal roofing. Standing seam metal roofing provides an excellent base for solar photovoltaic (PV) panels which can be installed with clips to the seams. It also makes good sense to replace the roofing prior to installing panels over the top, to avoid the need for removal in the near future. Cost: \$50,000-60,000

## Exterior Finishes

Existing wood gable vents and trim are in need of repainting. Complete replacement of the existing siding should be considered in the future; the extent of this requires further investigation.

Recommendation: Scrape and repaint vents. Will require scaffolding or lift. Cost: \$3,000-4,000

## Existing Canopies and Vestibule Addition

Existing canopy additions at north east corner (3) hold water, leak and have head height clearance issues. A vestibule is required, per Energy Standards, at entry doors for energy efficiency and weather protection. It is also a request of VFD to look at a combined vestibule and tower connecting the main and basement entry doors, including some storage space and possibly providing a tower area for rope training.

Recommendation: Remove canopies and associated structure. Construct a Vestibule/ Tower enclosure in the approximate footprint indicated on the Program Plans. Cost: \$220,000-250,000

## Exterior Doors

Existing (4) personnel doors are in generally poor condition showing wear and rust. The additional of a new exterior door on northwest wall of the first floor to the equipment bay would improve building access; the feasibility of this requires further investigation.

Recommendation: Replace with insulated exterior doors. Cost: \$4,000 each - \$16,000 total

## South Windows

VFD request to reinstate original windows on equipment bay south wall to provide natural light and improve aesthetics. Additionally, adding windows to the south stair would be beneficial in providing natural lighting; the feasibility of this requires further investigation.

Recommendation: Form wall opening in area of original equipment bay windows. Install new double glazed windows complete with air sealing and trim. Assumption at this stage is that existing framed opening and header are in place for reuse. Additional investigation is required to confirm. Provide new triple-glazed units. Cost: \$9,500 each - \$40,000 total

## Hazardous Materials

Recommendation: A survey of hazardous materials (i.e. lead paint, asbestos containing materials, radon, PCBs, etc.) including testing and assessment for on-site presence is highly recommended. This report should include not only identification of locations of these materials, but also an estimate of probable cost for their associated abatement and disposal. Evaluation and report only  
Cost: \$5,000



## Vertical Access

Accessibility Standards require a vertical access between the Basement and First Floor. The Mezzanine is excluded from the requirement due to its size (less than 3000 SF).

Recommendation: It is understood that this is not a high priority investment for VFD due to the high cost and limited utility gained and limited anticipated use. Additionally, the Meeting Room focused use of the Basement is largely separate from the Upper Levels which are dedicated to the Fire Department operations. In existing buildings, variances may be sought from the VT Access Board for an exception to the requirement when cost and space available are limiting factors. The cost of a 'LULA' (ie a Limited Use, Limited Access Elevator) is included here to allow conservative costing of the project at this stage. Cost: \$50,000-80,000

## Basement

For all sections below refer also to the Proposed Basement Program Plan.

### Public Meeting Room

Walls and flooring are in need of replacement / refinishing.

Recommendation: Remove existing flooring and replace with new resilient (linoleum) flooring. Repaint walls, steel posts, ramp railing. Existing display cases are presumed to remain in place. Cost: \$15,000

### Relocate Kitchen and reorganize Bathrooms and Support spaces.

Existing Kitchen is of impractical size for VFD and the location at front of Meeting Room is inconvenient particularly at clean-up for VFD uses. Existing Bathrooms are not accessible, and an additional toilet is required per Code. Corridor is narrow and difficult to navigate. Additional Storage is needed.

Recommendation: Refer to Proposed Program Plan for proposed (preliminary) layout of spaces. VFD proposed a new Kitchen location that would allow for a better size and relationship to the Meeting Room. Construct new Kitchen in location indicated. Install Owner's Convection Oven and Commercial Range. New appliances such as refrigerator and dishwasher are assumed at this stage.

WC 1 is close to ADA accessibility and is considered an acceptable existing condition. WC 2 could be enlarged to meet ADA and include a Janitor's Closet. Add new accessible WC 3. Provide water fountain/bottle station on this level (2 total required by code) Generally widened corridors and adjusted door swings to improve access. Provide new flooring throughout. New paint throughout. New drop ceilings throughout. Cost: \$300-400,000

### Doors - Basement

Existing doors are typically in average condition. New doors are required for reconfigured spaces. New fire door required at South Stair.

Recommendation: Replace all existing doors (except within Storage 0.2). Provide new doors as necessary for new layout. Cost: \$20,000

## First Floor

For all sections below refer also to the Proposed First Floor Program Plan.

### Equipment Bay and Storage Area Slab

The existing concrete slab has some cracking near SW corner. A structural engineer should be retained to further evaluate and determine if additional reinforcing is required. Additionally, the previous epoxy coating failed quickly; VFD has interest in new coating.

Recommendation 1: Retain a structural engineer to evaluate existing slab integrity and capacity. Reinforce slab as required. Cost: \$TBD

Recommendation 2: Older slabs with embedded oil and grease can be challenging to successfully coat. Recommend an assessment by product representative and/or a qualified contractor who can recommend a solution for repair and coating with a performance warranty. Cost: \$TBD

### Storage and Equipment Space

Apparatus parking space in the Equipment Bay is limited and currently requires some careful arrangement of the vehicles. Additional general Storage is also desired with proximity to the Equipment. Ideally, the aisle along the south wall in line with the main personnel door would be kept open for Turnout space and personnel access. Also, existing wall finishes have been compromised over time due to water.

Recommendation 1: The Equipment Bay space shortage is an issue with no easy solution. Adding to the building at the rear (west) does not help much here as the clearance under the Mezzanine blocks access for most vehicles. A satellite garage may be the answer to park some of the fleet. Storage space remains limited as currently proposed, but utility could be improved with appropriate storage racks or possibly partitioned spaces. The satellite garage option could assist with this issue: if vehicles are removed from the south wall additional storage area could be provided, in addition to a more defined Turnout space and general access. VFD has indicated that expanded Apparatus bay space should not be included as a part of this assessment, based on the above noted items.

Recommendation 2: To address compromised finished and allow for ease of maintenance, install new FRP wall covering at perimeter walls up to 10' from floor level. Cost: \$10,000.

### WC and Shower

The extractor (turnout gear washer) is currently located in the back corner of the Basement, meaning contaminated clothing is taken through several spaces to get washed. No washing or toilet facilities are located in the Equipment Bay other than a sink.

Recommendation: Construct new accessible shower and toilet room in the Storage Area under the Mezzanine. Relocate sink to wall outside and extractor beside. Move ice machine away from this area (for hygiene reasons). Provide water fountain/bottle station on this level (2 total required by code) Cost: \$30,000

### Painting

Recommendation: Paint all walls and ceilings on this level. Cost: \$20,000

## Doors – First Floor

Existing doors are typically in average condition. New doors are required for reconfigured spaces. New fire door at South Stair.

Recommendation: Replace all existing doors. Provide new doors as necessary for new layout. Cost: \$5,000

## Turnout Gear Racks

Older turnout gear racks (mounted on south wall) are unsatisfactory.

Recommendation: Provide new metal gear racks. Nominal 40 compartments, TBC (note – these are typically configured in racks of 3 -5 compartments). Cost: \$450 ea - \$18,000 total.

## Mezzanine

For all sections below refer also to the Proposed Mezzanine Program Plan.

### Mezzanine Reorganization

Storage is limited on the Mezzanine. While the Meeting Space is of sufficient size, additional workspaces would be valuable. The North Stair from the Mezzanine is not a required egress from that space. Access from the Equipment Bay on the main to the rear of the building is desirable.

Recommendation: Only one egress is required by Code (Storage Occupancy rules apply to this incidental Occupancy) so it is proposed to remove the Stair (creating access on First Floor as above) to add space to the Mezzanine - allocated to Storage. Remove North Stair. Create corridor from Equipment Bay to existing door on the Main level. The Meeting Room and Workspace can be enlarged by removing the Shower Room. While not required by Code fixture count (with other proposed WCs as above), it is proposed that the WC would remain on this level. Further expansion of the Meeting Space could be achieved with removal of the WC and opening up the Chief's Office, though that is not currently proposed. Paint walls and ceilings throughout. Provide new flooring throughout – resilient flooring at Stair, Storage and WC, Carpet tile elsewhere. Cost: \$360,000

## Doors - Mezzanine

Existing doors are typically in average condition. New doors are required for reconfigured spaces. New fire door is required at South Stair.

Recommendation: Replace all existing doors. Provide new doors as necessary for new layout. Cost: \$9,000

## Fire Suppression

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### General

The building currently has no fire suppression system. While the system is not required by Code for this building, it would provide value. Adding the system would require an increase in the size of the water service to the building. An estimate of the system cost was obtained previously from a local contractor.

Recommendation: Consider adding a fire suppression system. Cost: \$100,000.

# Plumbing

## Water & Waste Service

Water is provided to the building through a 2" service, entering at the southeast corner into a chase to the east of the basement level meeting room which contains the water meter. Waste leaves the building through a (2) 4" services located beneath the basement level floor - one in the southwest corner and one in the south-center of the building. There do not appear to be any issues with the current water or waste services, however the water service would need to be upgraded if a sprinkler system was added – see fire protection section.

No recommendation.

## Plumbing Fixtures

The building contains a variety of plumbing fixtures, all of which are in functionally moderate condition, but would be considered beyond their useful lives based on their age.

- Mezzanine Restroom – (1) Tank type, floor mounted toilet, (1) flush-valve urinal, (1) lavatory sink with dual handle faucet, (2) showers with single handle mixing valves and floor drain
- Equipment Bay – (1) Stainless steel service sink with dual handle faucet, (2) hose bibs, (2) floor drains
- Basement Level Restrooms – Tank type, floor-mounted toilets (2), flush-valve urinal (1), lavatory sinks with dual handle faucets (2)
- Basement Level Kitchen – (1) stainless steel, 2-bay kitchen sink with single lever faucet and hose sprayer
- Basement Level Mechanical Room – Floor Drain
- Basement Level Hose Tower – Floor Drain, hose bibs

Recommendation: Replace toilets, urinals, and sinks with new, high efficiency, ADA compliant models. Cost: 20,000



Figure 1 - Mezzanine Restroom Urinal



Figure 3 - Mezzanine Restroom Lavatory



Figure 2 - Mezzanine Restroom Toilet



Figure 6 - Equipment Bay Hose Bib



Figure 5 - Equipment Bay Service Sink & Ice Machine



Figure 4 - Lower Level Kitchen Sink

## Sump Pump

In a space below the building southwest stairs, accessed through the basement level restroom, there is a sump pit with (2) sump pumps. Water is discharged through tubing which passes through the building west wall. Equipment appears to be in good condition. Past issues of flooding have been reported due to exterior site piping freezing.

Recommendation: A high-level alarm should be added to alert personnel in the case of potential flooding.

## Water Heater

The building contains two water heaters: one 30 gallon indirect type served from the building hot water heating system, and one 30 gallon, 4.5 kW electric type. Each water heater has a mixing valve and expansion tank. The indirect water heater appears to be 12 years old and has an expected useful life of 20 years. The electric water heater appears to be 27 years old and beyond its useful life of 15 years. It's not clear a second water heater is valuable for this facility.

Recommendation: Confirm if second, electric water heater is needed, and if so, replace with new.  
Cost: \$2,000





Figure 7 - Electric Water Heater & Expansion Tank



Figure 8 - Indirect Water Heater, Expansion Tank, Mixing Valve

## Architectural Modifications

### Mezzanine Bathroom Demolition & Conference Room Expansion

The proposed reconfigurations of the spaces on the mezzanine level would require plumbing fixture and piping demolition. Cost: \$2,500

### Main Level Bathroom Addition

A new toilet, lavatory, and shower would be required for a new bathroom, plus relocation of piping for existing sink, ice machine, and extractor. Cost: \$20,000.

### Basement Level Reconfiguration

The proposed reconfigurations of the spaces on the basement level would require new plumbing fixtures for the new bathroom – toilet and lavatory, plus a new janitor's sink, water bottle fill station and a new sink for the kitchen. Cost: \$12,500.



# Mechanical

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## Existing System & Equipment Description

### Overview

The building is heated with a hot water system consisting of a boiler, numerous unit heaters and fin tube radiators, multiple circulation pumps, and accessories. Cooling is provided only to the mezzanine conference room and office spaces with a multi-split heat pump. Ventilation is provided by numerous relatively small capacity exhaust fans.

### Hot Water Boiler

A single gas-fired, high efficiency condensing type boiler provides hot water heating for the building. The boiler is approximately 12 years old and has an expected useful life of 20 years. The boiler is Triangle Tube brand, Prestige Solo model with a rated output of 380 MBh. The boiler includes a variable speed blower and a burner with the capability to modulate output from 25 to 100%. The boiler has a rated efficiency of 95%, but operational efficiency between 88 and 98% based on the hot water temperature – the lower the temperature, the higher the operational efficiency. The boiler was originally operated on propane gas, but converted to natural gas in approximately 2020. Previously, an oil-fired boiler served the building and utilized the chimney on the west side of the building. This chimney is no longer necessary as the current boiler is direct-vented through the sidewall. Original design documents indicate the system was designed for 200°F hot water supply (HWS) and 180°F hot water return (HWR) temperatures. At the time of the building visit, the outdoor air temperature (OAT) was approximately 35°F and the boiler appeared to be operating at 135°F HWS and 125°F HWR temperatures. Based on this observation the boiler is assumed to operate at a HWS setpoint which is reset based on the OAT. The maximum and minimum temperature setpoints could not be verified. No spaces with insufficient heating were identified by the Owner.

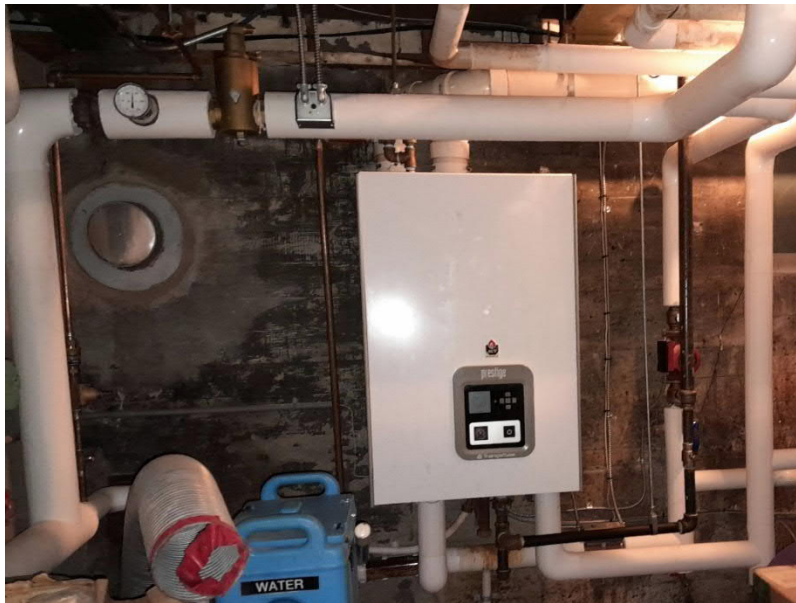


Figure 9 - Gas-Fired Hot Water Boiler

## Hot Water Circulation Pumps

The hot water distribution system is a primary/secondary type including a Grundfos primary boiler circulator and three Taco secondary circulators – one for each zone in the building. These circulators are single speed, fractional hp models with capacities from 5 to 40 gpm, and 8 to 12 ft. of head. The secondary circulators appear to be nearing or at the end of their useful lives.



Figure 10 - Secondary Circulation Pumps



Figure 11 - Primary Circulation Pump

## Hot Water Unit Heaters

Vertical and horizontal hot water unit heaters provide space heating primarily on the main level. There are seven heaters which vary output from 25 to 75 MBh. Each unit has a fractional hp fan motor. The unit heaters appear to be original to the 1979 renovation project and generally appear to be in good condition, but would be considered beyond their useful life simply based on age.



Figure 13 - Vertical Unit Heater



Figure 12 - Horizontal Unit Heater

## Hot Water Fin Tube Radiators

Wall mounted hot water fin tube radiators provide space heating primarily on the basement level and mezzanine. There are roughly 20 radiators which vary in length from two to seven ft, and output from 1.5 to 5.5 MBh. The fin tube radiators appear to be original to the 1979 renovation project.



Figure 15 - Fin Tube Radiator Exterior



Figure 14 - Fin Tube Radiator Interior

## Multi-Split Heat Pump

An electric multi-split Fujitsu heat pump system is installed, consisting of one 18 MBh outdoor unit, one 7 MBh wall-mounted indoor unit in the mezzanine meeting room, and one 7 MBh wall-mounted indoor unit in the mezzanine office. The system is capable of providing heat down to -15°F outdoor air temperature as well as cooling to these spaces. The system is relatively new and has an expected useful life of 15 years.



Figure 16 - Heat Pump Indoor Unit



Figure 17 - Heat Pump Outdoor Unit



## Exhaust Fans

A total of six manually-controlled ceiling mounted exhaust fan serve the building – one in each of the three restrooms, one in the shower room, one in the mezzanine meeting room, and one in the office. Exact specifications could not be verified but capacity is assumed to be in the 50 – 150 cfm range with relatively low power fan motors. The fans all appear to be original to the 1979 renovation project, are beyond their useful life, noisy, and likely not efficiency and effective. It's not clear if any of the fans or associated ductwork have backdraft dampers to limit undesirable outdoor air infiltration.



Figure 19 - Ceiling Mounted Exhaust Fan



Figure 18 - Ceiling Mounted Exhaust Fan

## Dehumidifier

A floor mounted, Ultra-Aire dehumidifier serves a portion of the basement level with a ducted inlet and outlet. The unit has a rated capacity of 100 pints per day. This unit is roughly 12 years old and would typically be nearing the end of its useful life, however is reported to have rarely been used. It isn't clear how the unit is controlled – a wall-mounted humidity sensor would typically be used.



Figure 21 - Ducted Dehumidifier

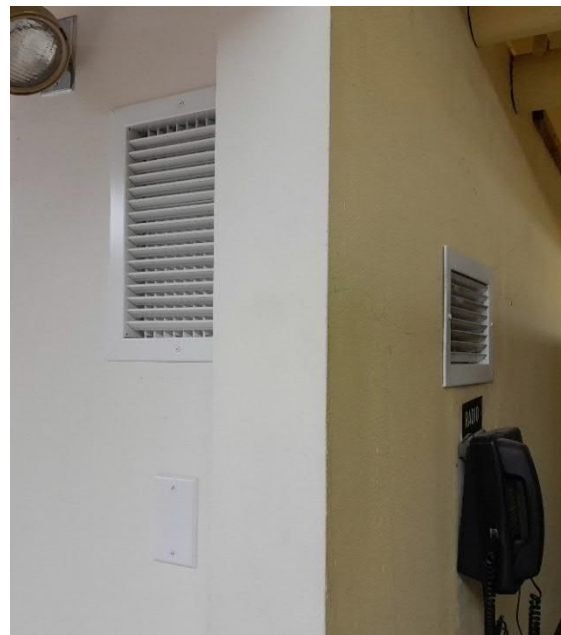


Figure 20 - Dehumidifier Inlet and Outlet Grilles

## Kitchen Ventilation

The kitchen includes an exhaust fan located on the wall behind the stove and ducted to the exterior of the building. Exact specifications could not be verified but capacity is assumed to be in the 50 – 150 cfm range with relatively low power fan motors. The fan appears to be original to the 1979 renovation project, is beyond its useful life, noisy, and likely not efficiency and effective.



Figure 23 - Kitchen Exhaust Fan



Figure 22 - Kitchen Exhaust Fan Ductwork

## Space Heating & Cooling Controls

Each of the three heating zones in the building – the basement level, Equipment bay, and mezzanine plus the space below the mezzanine - has a non-programmable wall-mounted thermostat. Each of the two spaces with a wall-mounted heat pump – the mezzanine meeting room and office - has a remote controller. The spaces are typically heated to 60°F and not cooled when the building isn't occupied.



Figure 24 - Heat Pump Remote Controller



Figure 25 - Space Heating Zone Thermostat

## System & Equipment Deficiencies

### Boiler Operational Efficiency & Energy Source

The existing hot water system was designed for 200°F HWS temperature which is appropriate for an oil-fired boiler, but not ideal for a high efficiency gas-fired boiler or possible with electric heat pumps. While the current gas-fired boiler does reset the supply temperature based on the outdoor air temperature to improve efficiency, the hot water temperature may be able to be reduced further, particularly with building enclosure air sealing and insulation improvements. This reduction would further improve efficiency and make it possible to utilize an electric air-to-water heat pump. The heat pump may not reduce annual energy costs, but would offset a portion of annual fossil fuel use, reducing the building's environmental impact. The heat pump could additionally provide cooling for the meeting room in lieu of a separate cooling system.

Recommendation 1: After building enclosure improvements are completed, review the boiler hot water reset schedule and adjust to the lowest temperature which meets the building loads.

Recommendation 2: Evaluate the potential for and sizing of an electric air-to-water heat pump to provide a portion of the annual heating and offset fossil fuel use.

### Hot Water Circulation Pumps

The existing secondary circulation pumps are nearing or at the end of their useful lives.

Recommendation: Replace existing pumps with new, high efficiency ones with capacities similar to the existing ones. Cost: \$3,000.

### Building Ventilation

Adequate exhaust air ventilation is provided for the restrooms by the exhaust fans, but they are all beyond their useful life. The exhaust fans for the mezzanine meeting room and office do provide adequate airflow, but are beyond their useful life, noisy, and would provide better air quality if a balanced ventilation/exhaust system was used rather than an exhaust-only. The building has no mechanical ventilation systems for the basement level meeting room or truck bay. The renovation drawings from 1978 do show a vertical air handling unit for the basement level meeting room, installed along the south wall adjacent to the ramp. While the designed outdoor air intake does exist for this unit, the unit itself was either never installed, or was removed at some point in time and not replaced.

Recommendation 1: Replace existing ceiling exhaust fans in bathrooms with new, high efficiency models with airflow capacities equal or greater than current codes/standards. Cost: \$2,500.

Recommendation 2: Replace existing ceiling exhaust fans in mezzanine office and meeting room with a balanced energy recovery ventilation system with an airflow capacity equal to or greater than current codes/standards – roughly 100 cfm. Cost: \$5,000

Recommendation 3: Install a new mechanical ventilation system for the basement level meeting room with an airflow capacity equal to or greater than current codes/standards – roughly 300 cfm. The simplest system would be integrated with a cooling system - see following cooling section.

Recommendation 4: Install a new mechanical ventilation system for the equipment bay with an airflow capacity equal to or greater than current codes/standards – roughly 2,500 cfm. This system



would consist of multiple wall intake louvers and dampers plus a single or multiple exhaust fans, controls and limited amount of ductwork. Cost: \$25,000

### Basement Level Meeting Room Cooling

The existing basement level meeting room has no mechanical cooling system besides a seasonal window air conditioning unit. The equipment has insufficient cooling capacity when the space is occupied and provides poor air distribution.

Recommendation: Install either a roughly 3.0 ton capacity packaged Dx-cooling, gas-heating unit which can provide ventilation on the exterior of the building adjacent to the meeting room and necessary distribution ductwork, or a split-type Dx-cooling, gas-heating unit which can provide ventilation on the interior of the building where the original unit was planned for / located and necessary distribution ductwork. Cost: \$20,000

### Kitchen Ventilation

The existing kitchen exhaust system has no hood, is sized for a single-family residential application, does not include a mechanical makeup air system, and the exhaust fan is beyond it's useful life. "Commercial" hoods and exhaust systems are required by Code when commercial appliances are used. For a residential appliance as installed here, a commercial hood and exhaust system is only required by Code if the appliance is used for commercial purposes. A fire station which prepares occasional meals may be considered "non-commercial" meaning a commercial exhaust system is not required. However, a commercial exhaust system would provide better indoor air quality and fire protection when cooking is done in the kitchen.

Recommendation: Assuming commercial cooking equipment will be used in the future, a new commercial ventilation system will be required to be added including exhaust hood, fan, and ductwork, plus a makeup air fan, gas-fired heater and ductwork. Cost: \$100,000.

### Equipment Bay Dehumidification

The equipment bay experiences periods of undesirable high humidity due to evaporated water from equipment washing. If a mechanical ventilation system is added, it can also provide dehumidification when the outdoor air is a lower humidity than the indoor air. A ducted dehumidifier – similar to the existing one on the basement level – could also be added to provide additional dehumidification capability.

Recommendation 1: Add a mechanical ventilation system which would also serve dehumidification purposes. Cost: See previous ventilation section.

Recommendation 2: Add a ducted dehumidifier. Cost: \$5,000

## Architectural Modifications

### Mezzanine Bathroom Demolition & Conference Room Expansion

The proposed reconfigurations of the spaces on the mezzanine level would not result in any required changes to the mechanical systems serving those spaces.

### Main Entry Vestibule and Tower Addition

A source of heating would be required for the addition. An electric heater could be used, and installed relatively inexpensively, but would be expensive to operate. A hot water cabinet unit heater served by

the central heating system would have a higher construction cost but be a better long-term solution. Cost: \$5,000.

#### Main Level Bathroom Addition

Similar to the existing bathrooms, exhaust ventilation would be required for a new one, consisting of a ceiling mounted exhaust fan, ductwork, and exterior wall hood. Cost: \$1,500.

#### Basement Level Reconfiguration

Aside from potentially the kitchen ventilation which is described previously, the proposed reconfigurations of the spaces on the basement level would only result in a new bathroom exhaust system needing to be added, consisting of a ceiling mounted exhaust fan, ductwork, and exterior wall hood. Cost: \$1,500.

# Electrical

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## Existing System & Equipment Description

### Overview

The building electrical system consists of a 200A, 120/240V, 1-phase service and panel, a 25kw diesel generator, fluorescent lighting, battery exit and emergency lighting, 20A convenience receptacles, EMT conduit and MC cable wiring methods, and CAT 5 data cabling. There is no fire alarm system present in the building.

### Electrical Service & Panels

There is an existing 200A, 120/240V, 1-phase overhead service from a Green Mountain Power pole mounted transformer located at the rear of the building that runs to a service mast mounted on the rear of the building. The 200A service feeds a 200A meter with main circuit breaker mounted on the exterior of the building. Adjacent to the meter is a 200A NEMA 3R Kohler automatic transfer switch. This transfer switch is configured to allow the entire building to be on generator power. From the transfer switch, the 200A service goes underslab to the electrical room, where it terminates in a 200A main breaker 30-circuit loadcenter. This 200A loadcenter also feeds a 60A sub-panel that is located adjacent to it and a 100A sub-panel located at the garage level. Both panels in the basement are fully loaded with circuits and are utilizing tandem mini-circuit breakers, otherwise all panels and service equipment are in good condition. There are some items stored in the electrical room space, currently the electrical panels have the proper clearances, but some consideration should be taken to remove storage from the electrical space and provide a dedicated electrical room.

Recommendation: Due to the age of the equipment and the current arrangement it is recommended to replace the existing main 200A loadcenter and 60A sub-panel with (1) 200A main circuit breaker, 84-circuit double tub panelboard. Refeed existing 100A sub-panel at garage level from this new panel. This arrangement will provide space for future circuits and will consolidate all circuits in one panel. The electrical panel may be required to move to a new location to allow for a basement reconfiguration, existing 200A feeder and branch circuits will be required to be extended to the new location. Cost: \$12,500

### Generator

At the time of the site visit, there was an existing 25kW 120/240V, 1-phase, diesel generator located at the rear of the building. The generator served the entire building and had a manufacture date of 2002. At the time of this report, the generator has been replaced with a new 50kW diesel model.

No recommendation.



Figure 1 – Main Distribution Panel

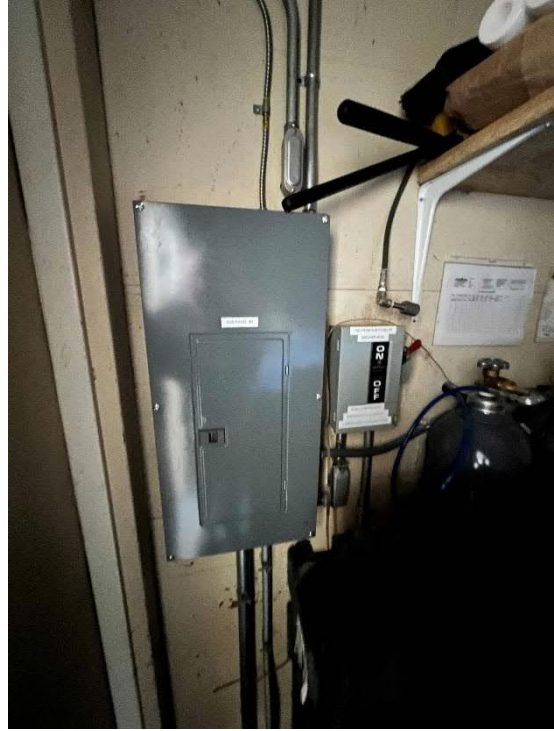


Figure 2 – Garage 100A Sub-Panel



Figure 3 – Service Meter & ATS



Figure 4 – Existing Generator



## Interior Lighting

The existing lighting consists of a variety of fluorescent T8 light fixtures, some utilizing LED T8 bulb replacements.

- Basement - Surface mounted troffer and wraparound fixtures
- First Floor Equipment Bay - Chain hung strip fixtures with reflectors
- Stairs - Surface mounted globe fixtures with CFL bulbs
- Mezzanine - Surface mounted wraparound fixtures

There is some exit and emergency lighting throughout the building, but most of it is not functional and the coverage is not adequate for the space. All the lighting controls throughout the building are manual switches; there don't appear to be any dimming controls or occupancy sensors.

## Exterior Lighting

The exterior lighting consist of some recessed cans under the entrance canopies with CFL bulbs and wallpack fixtures over the top of the rear exterior doors. One of the wallpacks is an LED fixture, this fixture can remain. There is a utility pole mounted light fixture located on the utility pole at the street in front of the building. The vehicle access ramp to the front of the building does not appear to be adequately lit.



Figure 5 – Existing Emergency Lighting

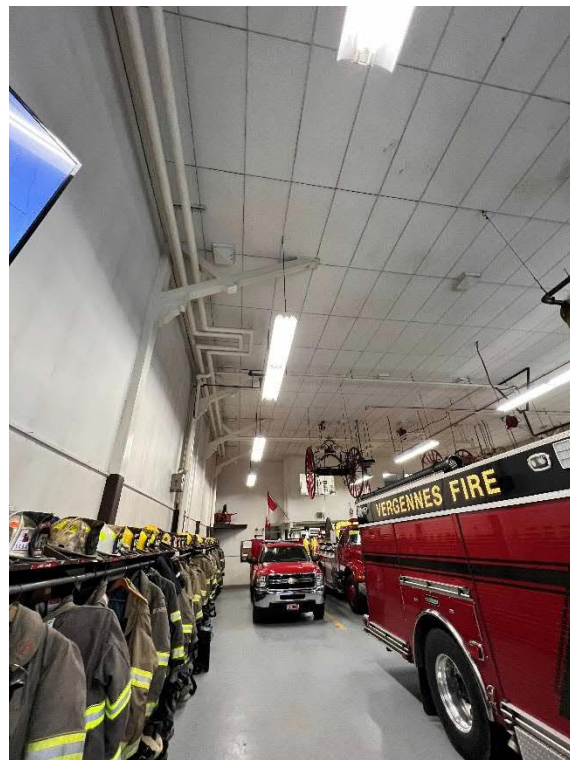


Figure 6 – Existing Garage Lighting

Recommendation 1: Due to the age of the existing fixtures, replace all existing with new LED fixtures, which will provide better illumination and energy efficiency.

- Basement - New LED surface mounted wraparound fixtures.
- First Floor Equipment Bay - New LED chain hung high-bay fixtures
- First Floor Work Space – New LED surface mounted wraparound fixtures



- Stairs – New surface mounted linear fixture with integral occupancy sensor and emergency battery.
- Mezzanine - New LED surface mounted wraparound fixtures.

Cost: \$17,500

Recommendation 2: Due to the age and condition of existing exit and emergency lighting, replace all with new LED fixtures, and provide additional fixtures for proper coverage. Most of the existing exit/emergency lighting is not functional. Cost: \$2,500

Recommendation 3: For increased energy efficiency and to meet the most recent energy code provide dimming and occupancy controls for the office and conference spaces on the second floor, provide occupancy controls for the bathrooms and storage spaces. For the first floor provide occupancy controls for the storage spaces. For the basement provide dimming and occupancy controls for the meeting space, provide occupancy controls for the bathrooms and storage spaces. Cost: \$2,500

Recommendation 4: Provide retrofit LED can fixtures for all exterior can lights, provide new LED wallpacks for the (1) existing exterior wallpack fixtures over the rear door that is not currently an LED fixture. Provide (1) new LED pole light located in the center of the vehicle ramp in the green space to adequately light the ramp. Provide new astronomical time clock to control all exterior lighting. Cost: \$5,000

## Receptacles

All existing convenience receptacles appear to be 20A rated and are generally in good condition. The garage space does have some new GFCI receptacles, but some receptacles appear to not be GFCI protected. The garage space also has ceiling mounted cord reels to serve each fire truck. The kitchen countertop receptacles are not all GFCI protected. The quantity of receptacles throughout the building is minimal and in some spaces extension cords or power strips were used.

Recommendation: Replace all non-GFCI Receptacles in the garage, bathrooms, mechanical room, and kitchen with GFCI Receptacles as this is a code requirement. Due to the lack of convenience receptacles in the garage and basement spaces, provide additional receptacles. Cost: \$3,500

## Systems

The existing tel/data system consist of a telephone/data demark located adjacent to the main distribution panel in the basement. From the demark location, CAT 5 cabling is distributed to a handful of locations for phone and data. Currently the existing radio system is distributed throughout the building with some PA speakers and wall mounted phones, some components of this system are no longer functional. There is no fire alarm system or card access system for the building.

Recommendation 1: To allow for additional tel/data ports and organize the existing tel/data wiring provide a 24-port wall mounted patch panel at tel/data demark location to terminate all existing cables, provide (3) new additional cat 6 tel/data locations on each floor. Provide (1) cat. 6 wifi location on each floor. Cost: \$10,000

Recommendation 2: Due to limited functionality of the existing radio system, provide new radio system distribution on each floor. Cost: \$100,000

Recommendation 3: Although not required by code, to provide additional building protection, install a new addressable fire alarm system with smoke and heat detection throughout the building. Cost: \$15,000

Recommendation 4: To allow for more convenient and secure member access provide a card access system for all exterior doors and some select interior doors off from the stair tower. Cost: \$12,000

## Architectural Modifications

### Mezzanine Bathroom Demolition & Conference Room Expansion

Demolish all existing electrical in existing bathroom. Provide new convenience receptacles, lighting and lighting controls, and tel/data in the new conference room expansion. Provide a floor box with convenience receptacle and tel/data in the center of the space. Cost: \$5,000

### Main Entry Vestibule and Tower Addition

Demolish all existing electrical at the existing building entrance. Provide new convenience receptacles, lighting and lighting controls in the new tower addition and storage room. Cost: \$3,500

### Main Level Bathroom Addition

Demolish all existing electrical in existing space to be renovated. Provide (1) new convenience receptacle in each bathroom and shower space. Provide new lighting and lighting controls in each renovated space. Relocate existing 100A sub-panel and extend existing feeder and circuits to new location. Cost: \$15,000

### Basement Level Reconfiguration

Demolish all existing electrical in existing space to be renovated. Provide (1) new convenience receptacle in each bathroom. Provide all required receptacles for new kitchen fitup. Provide new lighting and lighting controls in each renovated space. Relocate existing main distribution panel and extend existing feeder and circuits to new location. Cost: \$12,500

## On-Site Renewable Energy Generation

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### Solar PV

The existing south-east facing roof is roughly 2,700 sq. ft. which appears it could accommodate a roughly 30 kW solar pv system. This system is estimated to cost \$100,000, generate 33,000 kWh annually, equivalent to approximately \$5,000. After replacing the roofing is the best time to install a solar PV system, and standing seam metal roofing is particularly well suited for the system. The roof structure appears that it could support a solar PV system with relatively minor modifications, however a detailed structural engineering analysis would be required before pursuing the installation.

Recommendation: Evaluate the feasibility of the existing roof structure to support a solar PV system, and if confirmed, install after the existing roofing is replaced.

## Summary

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This evaluation generally concludes the building and site are currently in moderately good condition, but some deficiencies exist and various modifications are required to improve functionality, safety, occupant comfort, and to prevent deterioration. The existing structure is considered to be worth the investment to upgrade and keep in service.

### Civil

Some paving is in good condition and requires only minor repairs, while other paving is in poor condition and requires complete replacement. It would be cost effective to replace all paving as part of a larger site improvements project. Stormwater management could be improved with the addition of building gutters, grading, foundation waterproofing and drainage. Other minor improvements are recommended including new signage and landscaping.

### Architectural

Heat loss through the building enclosure could be reduced through air sealing and adding insulation to the basement walls and attic. The roof and exterior door are in need of replacement and some exterior painting is required. Reinstating the original-south facing windows would improve appearance and natural lighting. The addition of a vestibule at the main entrance would be beneficial, and the addition of an elevator should be considered. Finishes on all three levels should be updated. To improve functionality, multiple space reconfigurations are recommended: 1. the kitchen and restroom spaces in the basement should be reconfigured, 2. a restroom should be added and extractor relocated to the first floor, 3. the stairs and shower should be eliminated on the mezzanine level and storage and meeting/workspace area expanded.

### Fire Suppression

The existing building does not have a fire suppression system – the addition of this should be considered.

### Plumbing

Some existing fixtures are in satisfactory condition, while others are beyond their useful life and should be replaced. Renovations to reconfigure the mezzanine spaces, add a bathroom on the main level, and reconfigure the basement level spaces would require some demolition of and addition to the building plumbing systems.

### Mechanical

Improvement to the building's ventilation systems is recommended by replacing existing exhaust fans with new ones including a kitchen hood, and installing new systems for the truck bay and basement level meeting room. The equipment bay ventilation system could also provide necessary dehumidification. A permanent mechanical cooling system is recommended to be added to the basement level meeting room to improve occupant comfort. Energy cost and associated environmental impact could be reduced by optimizing boiler hot water temperature, and furthermore with the addition of an air-to-water heat pump. Architectural renovations to add a building vestibule, add a restroom on the main level, and to reconfigure the basement level spaces would require relatively minor new mechanical equipment. If the kitchen capability was expanded to a more "commercial" level, the addition of a more substantial ventilation system would be required.

## Electrical

The existing power distribution system is in good condition, but should be replaced due to its age and current state of full-loading. The existing general lighting is relatively efficient, but should be replaced due to its age and to improve energy efficiency. The addition of lighting controls could further improve efficiency. The existing emergency lighting is not functional and should be replaced. New GFCI receptacles should be installed to replaced standard ones in necessary spaces, and additional receptacles should be added where limited quantities currently exist. New tel/data and radio systems should be installed to improve functionality compared to existing systems. A new fire alarm system could be added to provide additional protection and a new building access system could be added to improve convenience and security.

## Total Costs

### Civil

Asphalt pavement replacement	\$90,000
Concrete replacement	\$40,000
Waterproofing & foundation drains	\$30,000
Canopy, gutters, downspouts	\$4,000
Site improvements (stone pavers, retaining wall)	\$50,000
<b>Total</b>	<b>\$215,000</b>

### Architectural

Blower Door & Infrared Testing	\$2,500
Add Basement Wall Waterproofing & Insulation	\$25,000
Add Attic Insulation	\$25,000
Replace Roofing	\$55,000
Paint Gable Vents	\$3,500
Add Vestibule	\$240,000
Replace Exterior Doors	\$16,000
New Windows	\$40,000
Hazardous Materials Survey	\$5,000
Add Elevator	\$75,000
New Basement Finishes	\$15,000
Basement Space Reconfiguration	\$350,000



Replace Basement Doors	\$20,000
New Equipment Bay Wall Covering	\$10,000
New First Floor Restroom	\$30,000
New First Floor Finishes	\$20,000
Replace First Floor Doors	\$5,000
New Gear Racks	\$18,000
Mezzanine Space Reconfiguration	\$360,000
Replace Mezzanine Doors	\$9,000
Total	\$1,325,000

### Fire Suppression

Add building fire suppression system	\$100,000
Total	\$100,000

### Plumbing

Replace plumbing fixtures	\$20,000
Add sump pump high level alarm	\$X
Replace electric water heater	\$2,000
Demolish fixtures and piping for mezzanine bathroom	\$2,500
New fixtures and piping for new main level bathroom	\$20,000
New fixtures and piping for basement level renovation	\$22,500
Total	\$70,000

### Mechanical

Replace existing hot water secondary circulator pumps	\$3,000
Replace existing bathroom exhaust fans	\$2,500
Install new mezzanine ventilation system	\$5,000
Install new equipment bay ventilation system	\$25,000
Install new basement meeting room HVAC system	\$20,000
Install new commercial kitchen exhaust hood, ductwork, fan	\$100,000

Install new equipment bay dehumidifier	\$5,000
Install new vestibule heating system	\$5,000
Install new main level bathroom ventilation	\$1,500
Install new basement bathroom ventilation	\$1,500
<b>Total</b>	<b>\$170,000</b>

### Electrical

Reconfigure Electrical Panels	\$12,500
Replace Interior Lighting Fixtures	\$17,500
Replace Exit & Emergency Lighting Fixtures	\$2,500
Add Lighting Controls	\$2,500
Replace/Add Exterior Lighting Fixtures	\$5,000
Replace / Add Receptacles	\$3,500
Replace / Add Tel/Data System	\$10,000
Replace / Add Radio System	\$100,000
Add Fire Alarm / Detection System	\$15,000
Add Card Access System	\$12,000
Add Power & Lighting for Mezzanine Renovation	\$5,000
Add Power & Lighting to Vestibule Addition	\$3,500
Add Power & Lighting to Bathroom Addition	\$15,000
Reconfigure Basement Power & Lighting	\$12,500
<b>TOTAL</b>	<b>\$215,000</b>

### On Site Renewable Energy Generation

Add Solar PV System	\$100,000
<b>Total</b>	<b>\$100,000</b>

### Total

Civil	\$215,000
Architectural	\$1,325,000

Fire Suppression	\$100,000
Plumbing	\$70,000
Mechanical	\$170,000
Electrical	\$215,000
Solar PV	\$100,000
<b>Grand Total</b>	<b>\$2,200,000</b>

Note - DuBois & King, Inc and Vermont Integrated Architecture, PC have no control over the cost of labor, material, and equipment, or over competitive bidding or market conditions. Therefore, we do not guarantee the accuracy of our project or construction cost estimates as compared to actual contractor bids or the actual cost to the Client. This is understood to be an opinion of a probable budget for construction costs. If a more accurate budget is required, we recommend enlisting the services of a professional estimating agency. This cost opinion is also based on current prices and will likely be different at any point in the future.

### Comparison to New Building

When comparing to the option of decommissioning this building and building new there are many considerations. While the site is limited for parking and expansion, VFD believes the location is well-suited for access and response operations. Building new on the existing site would not be practical without temporary premises being secured during construction for the uninterrupted provision of the Fire Service. Building on another site would add the cost of land procurement and new construction costs are considerable currently.

The construction of a new building of equal floor area (8,500 SF) could conservatively cost \$3,500,000 - \$5,500,000 today. This budget range is reasonable for planning purposes and does not necessarily include land acquisition and site development costs, or Owner's soft costs to address things like permitting, utility connections, testing during construction, furniture, equipment, etc., as well as Architectural and Engineering services. While considering a building of the same floor area is useful for comparative purposes, it is likely that for a new build, a larger facility would be pursued to address the shortage of space for some program currently - notably in the Equipment Bay where parking for Fire Apparatus is limited.

While the existing building has a number of deficiencies, making the investment to address them appears to be prudent and of good value. To address the shortage of equipment space, a dedicated equipment garage could be built on another site in the future to supplement this facility. Such a facility would likely be smaller and potentially more cost effective than an entirely new facility aimed at addressing all the function this current facility provides.

Design layouts and considerations of how the scopes of work identified in this assessment relate more deeply to one another has not been performed at this time. With the understanding that investing in this facility is prudent, proceeding next with a conceptual or schematic design phase of work would be best so that the full project scope can be further developed along with a construction budget.

# Impact of a Municipal Tax Increase on \$350,000 home

A 1 cent tax increase will impact a \$350,000 home by \$35.00.

The calculation is  $\$350,000 / \$100 \times 0.01 = \$35.00$ .

That is the assessed value divided by \$100 because tax rates in Vermont are expressed per \$100 of assessed value multiplied by the 1 cent.

Cent Increase	\$350,000 / \$100 x cent increase	Quarterly Increase	Monthly Increase
0.01	\$35.00	\$8.75	\$2.92
0.02	\$70.00	\$17.50	\$5.83
0.03	\$105.00	\$26.25	\$8.75
0.04	\$140.00	\$35.00	\$11.67
0.05	\$175.00	\$43.75	\$14.58
0.06	\$210.00	\$52.50	\$17.50
0.07	\$245.00	\$61.25	\$20.42
0.08	\$280.00	\$70.00	\$23.33
0.09	\$315.00	\$78.75	\$26.25
0.10	\$350.00	\$87.50	\$29.17
0.11	\$385.00	\$96.25	\$32.08
0.12	\$420.00	\$105.00	\$35.00
0.13	\$455.00	\$113.75	\$37.92
0.14	\$490.00	\$122.50	\$40.83
0.15	\$525.00	\$131.25	\$43.75
0.16	\$560.00	\$140.00	\$46.67
0.17	\$595.00	\$148.75	\$49.58
<b>0.18</b>	<b>\$630.00</b>	<b>\$157.50</b>	<b>\$52.50</b>
0.19	\$665.00	\$166.25	\$55.42
0.20	\$700.00	\$175.00	\$58.33
0.21	\$735.00	\$183.75	\$61.25
0.22	\$770.00	\$192.50	\$64.17
0.23	\$805.00	\$201.25	\$67.08
0.24	\$840.00	\$210.00	\$70.00
0.25	\$875.00	\$218.75	\$72.92



# Calculating revenue generated by a municipal tax increase

- The amount that 1 cent will generate for our general fund is calculated by taking our total projected grand list for FY 24, dividing by \$100 and multiplying that by \$0.01.

- $\$ 2,402,428.50 / 100 \times \$0.01 = \$24,024.29$  per 1 cent

FY 23 Grand List	\$ 2,365,179.00		
FY 23 Tax Rate	\$ 0.91		
FY 23 Taxes Collected	\$ 2,152,312.89		
<b>FY 24 Projected Grand List</b> as of 5/10/23	<b>\$ 2,402,428.50</b>		
Tax Rate	Cent Increase	Total Tax Revenue Generated	What each "cent" increase generates to City
\$0.91		\$ 2,186,209.94	
\$0.92	\$0.01	\$ 2,210,234.22	\$ 24,024.29
\$0.93	\$0.02	\$ 2,234,258.51	\$ 48,048.57
\$0.94	\$0.03	\$ 2,258,282.79	\$ 72,072.86
\$0.95	\$0.04	\$ 2,282,307.08	\$ 96,097.14
\$0.96	\$0.05	\$ 2,306,331.36	\$ 120,121.43
\$0.97	\$0.06	\$ 2,330,355.65	\$ 144,145.71
\$0.98	\$0.07	\$ 2,354,379.93	\$ 168,170.00
\$0.99	\$0.08	\$ 2,378,404.22	\$ 192,194.28
\$1.00	\$0.09	\$ 2,402,428.50	\$ 216,218.57
\$1.01	\$0.10	\$ 2,426,452.79	\$ 240,242.85
\$1.02	\$0.11	\$ 2,450,477.07	\$ 264,267.14
\$1.03	\$0.12	\$ 2,474,501.36	\$ 288,291.42
\$1.04	\$0.13	\$ 2,498,525.64	\$ 312,315.71
\$1.05	\$0.14	\$ 2,522,549.93	\$ 336,339.99
\$1.06	\$0.15	\$ 2,546,574.21	\$ 360,364.28
\$1.07	\$0.16	\$ 2,570,598.50	\$ 384,388.56
\$1.08	\$0.17	\$ 2,594,622.78	\$ 408,412.85
\$1.09	\$0.18	\$ 2,618,647.07	\$ 432,437.13
\$1.10	\$0.19	\$ 2,642,671.35	\$ 456,461.42
\$1.11	\$0.20	\$ 2,666,695.64	\$ 480,485.70
\$1.12	\$0.21	\$ 2,690,719.92	\$ 504,509.99
\$1.13	\$0.22	\$ 2,714,744.21	\$ 528,534.27
\$1.14	\$0.23	\$ 2,738,768.49	\$ 552,558.56
\$1.15	\$0.24	\$ 2,762,792.78	\$ 576,582.84
\$1.16	\$0.25	\$ 2,786,817.06	\$ 600,607.13



## Vergennes Police Department FY 24 Budget Discussion



## *WHO WE ARE*

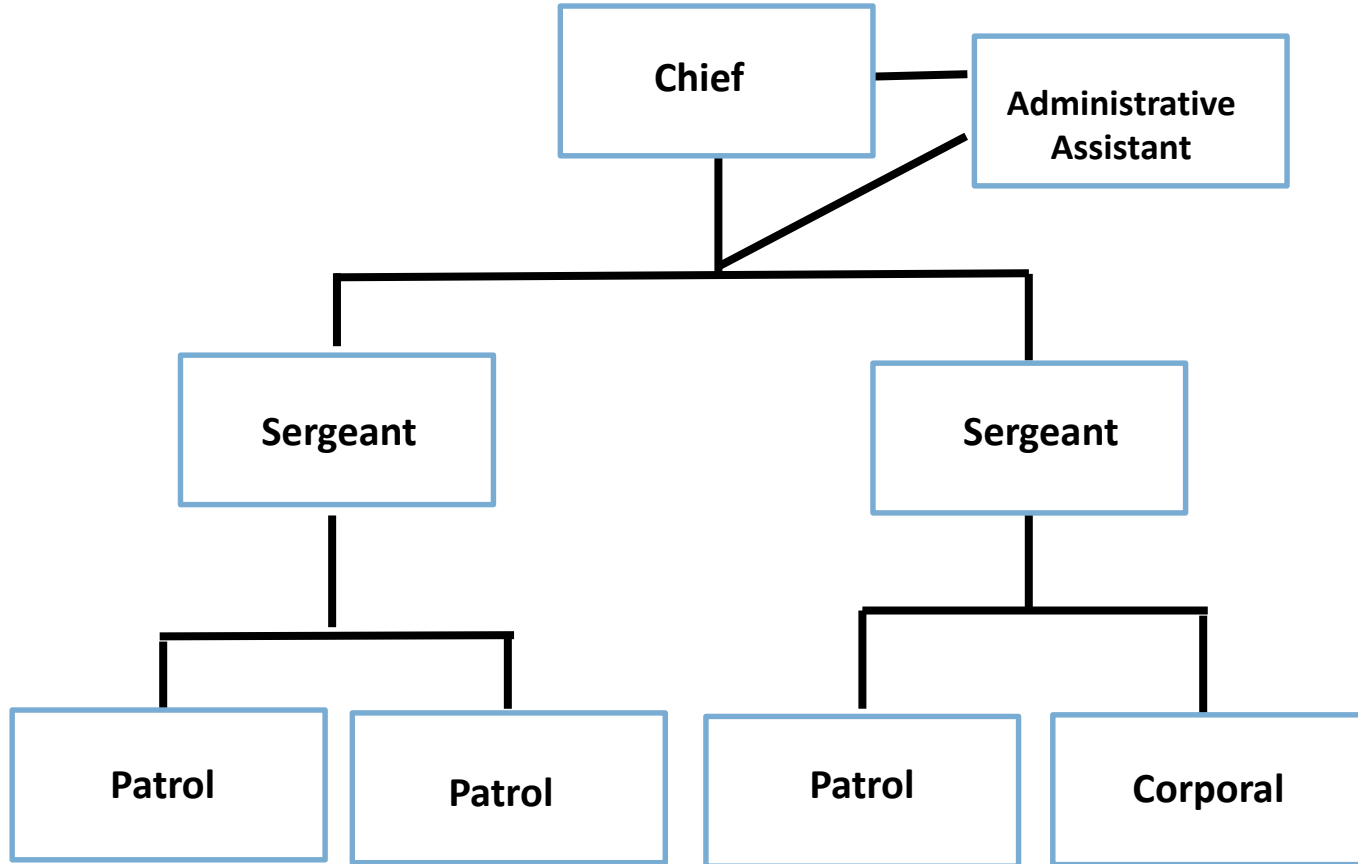
*A progressive police agency that is accountable, transparent and provides excellent service.*



# IACP Report Recommendations

<b>1</b>	Adjust schedule to cover <b>assets</b> and the most active times for police services based on data analysis of calls for service.	<b>8</b>	Create and share a weekly police report.
<b>2</b>	Increase interagency cooperation and develop formal MOUs.	<b>9</b>	Institutionalize Project Vision North by involving more officers.
<b>3</b>	Convert the vacant sworn position to an administrative one.	<b>10</b>	Review how CFS are currently categorized and develop a data-driven patrol plan for the community.
<b>4</b>	Implement a Volunteer Program. Grant Writer	<b>11</b>	Create a clear policy for bringing complaints and compliments forward and identify the steps of the process.
<b>5</b>	Develop mission and vision statements.	<b>12</b>	Collect and analyze more detailed information for out-of-jurisdiction CFS to better understand the nature of the calls.
<b>6</b>	Implement a strategic plan for the Vergennes Police Department.	<b>13</b>	Develop formal policies and directives on out-of-jurisdiction responses.
<b>7</b>	Create a community advisory board.	<b>14</b>	Make the Vergennes Police Department more accessible to the community.

# FY 24 Structure



# Staffing Explanation

- Establish two sergeant positions
  - Strengthens chain of command
  - Enhances decision making
  - Increases officer safety
  - Improves opportunities for professional development, mentoring
  - 360 degrees of accountability and review
- Strong chain of command protects the city from litigation
- FT civilian position to assume more administrative duties



01-7-20 POLICE DEPARTMENT	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 23 Actual as of 05 09 23	FY 24 Budget	NOTES
01-7-20-10.00 Salary-Chief	\$ 77,425.28	\$ 78,410.92	\$ 84,897.00	\$ 51,747.37	\$ 100,000.00	
01-7-20-10.01 Salaries-Straight Time	\$ 291,720.08	\$ 290,815.25	\$ 313,256.00	\$ 284,087.57	\$ 331,888.96	Includes NEBPA 9% wage increase, filling position vacated by Chief Ouellette per IACP report
01-7-20-10.02 Salaries-Overtime	\$ 39,351.42	\$ 40,676.49	\$ 40,000.00	\$ 57,075.48	\$ 50,000.00	
01-7-20-10.03 Salaries-Holiday Premium	\$ 12,416.10	\$ 12,393.80	\$ 15,265.00	\$ 11,767.41	\$ 16,000.00	
01-7-20-10.04 Dog Warden/Pound	\$ 1,260.00	\$ 795.00	\$ 1,300.00	\$ 600.00	\$ 800.00	
01-7-20-10.05 Administrative Assistant	\$ 4,124.36	\$ 3,675.58	\$ 40,919.00	\$ 8,507.44	\$ 47,840.00	Increase position to full time w/ benefits per IACP report
01-7-20-11.00 Social Security Tax	\$ 31,986.73	\$ 32,088.82	\$ 31,422.00	\$ 29,686.65	\$ 40,906.77	
01-7-20-13.00 VMERS Retirement Police	\$ 47,093.47	\$ 49,429.64	\$ 48,613.00	\$ 47,053.80	\$ 66,199.45	
01-7-20-15.00 Medical Insurance/HRA	\$ 144,070.14	\$ 137,787.03	\$ 140,881.00	\$ 121,303.20	\$ 174,466.04	
01-7-20-16.00 Disability/Life Ins	\$ 3,537.45	\$ 3,303.75	\$ 3,403.00	\$ 2,783.26	\$ 3,600.00	
01-7-20-17.00 Workers' Compensation	\$ 28,674.06	\$ 33,628.32	\$ 34,637.00	\$ 27,681.85	\$40,178.92	16% increase
01-7-20-18.00 Health & Welfare Trust	\$ 1,953.60	\$ 1,500.00	\$ 2,000.00	\$ 956.60	\$ 1,500.00	
01-7-20-20.00 Supplies/Equip/Postage P	\$ 8,252.30	\$ 6,016.33	\$ 6,300.00	\$ 5,021.45	\$ 6,500.00	
01-7-20-24.00 Uniforms and Accessories	\$ 7,323.41	\$ 16,432.33	\$ 13,000.00	\$ 6,471.99	\$ 13,000.00	
01-7-20-29.00 Training & Dues	\$ 2,197.22	\$ 4,014.19	\$ 4,000.00	\$ 6,649.51	\$ 5,000.00	
01-7-20-30.00 Electricity	\$ 8,047.28	\$ 10,021.70	\$ 9,738.00	\$ 7,792.98	\$ 10,500.00	
01-7-20-31.00 Telephone	\$ 8,288.81	\$ 9,471.95	\$ 9,400.00	\$ 7,745.41	\$ 10,500.00	
01-7-20-32.00 Heating Fuel	\$ 2,178.48	\$ 2,362.47	\$ 2,300.00	\$ 2,631.49	\$ 2,700.00	
01-7-20-33.00 Water	\$ 354.20	\$ 386.40	\$ 400.00	\$ 335.36	\$ 400.00	
01-7-20-48.00 Liability Insurance	\$ 13,972.56	\$ 14,099.54	\$ 14,395.00	\$ 10,725.76	\$ 17,174.82	3% increase
01-7-20-48.01 Vehicle Insurance	\$ 3,038.02	\$ 2,963.32	\$ 3,928.00	\$ 2,245.59	\$ 3,454.05	3% increase
01-7-20-48.02 Building Insurance	\$ 2,294.92	\$ 2,202.52	\$ 2,500.00	\$ 1,591.92	\$ 2,523.55	5% increase
01-7-20-50.00 Vehicle Maint/Repair	\$ 6,404.56	\$ 11,600.13	\$ 12,000.00	\$ 10,665.22	\$ 15,000.00	
01-7-20-51.00 Vehicle Fuel	\$ 13,560.34	\$ 16,334.22	\$ 20,000.00	\$ 12,880.63	\$ 15,000.00	
01-7-20-52.00 Radios/Radio Service	\$ 978.12	\$ 281.00	\$ 1,000.00	\$ 1,325.00	\$ 1,500.00	
01-7-20-52.01 Information Technology	\$ 18,874.47	\$ 20,201.84	\$ 20,000.00	\$ 23,988.93	\$ 20,000.00	
01-7-20-67.00 Building/Grounds Maint	\$ 6,337.14	\$ 4,173.47	\$ 2,000.00	\$ 5,498.00	\$ 2,000.00	
01-7-20-68.00 Custodial Expenses	\$ 6,508.47	\$ 3,903.95	\$ 4,160.00	\$ 4,220.00	\$ 5,000.00	
01-7-20-84.00 Capital Purchases	\$ 10,513.68	\$ 30,595.82	\$ 10,703.00	\$ 21,071.71	\$ 21,071.00	
01-7-20-90.00 VPD-Bonded Debt	\$ -	\$ 72,500.00	\$ -	\$ -	\$ 72,500.00	Building bond & interest put back budget in FY 24 budget
01-7-20-91.00 Bonded Debt Interest	\$ 33,576.29	\$ 31,342.39	\$ -	\$ 28,600.01	\$ 28,600.01	
01-7-20-98.00 Miscellaneous Expenses P	\$ 1,088.76	\$ 1,775.47	\$ -	\$ -	\$ -	
<b>TOTAL POLICE</b>	<b>\$ 837,401.72</b>	<b>\$ 945,183.64</b>	<b>\$ 892,417.00</b>	<b>\$ 802,711.59</b>	<b>\$ 1,125,803.55</b>	<b>W/o bond &amp; interest, total would be \$1,024,203</b>

# Wages & Benefits

01-7-20 POLICE DEPARTMENT	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 23 Actual as of 05 09 23	FY 24 Budget	NOTES
01-7-20-10.00 Salary-Chief	\$ 77,425.28	\$ 78,410.92	\$ 84,897.00	\$ 51,747.37	\$ 100,000.00	
01-7-20-10.01 Salaries-Straight Time	\$ 291,720.08	\$ 290,815.25	\$ 313,256.00	\$ 284,087.57	\$ 331,888.96	Includes NEBPA 9% wage increase, filling position vacated by Chief Ouellette per IACP report
01-7-20-10.02 Salaries-Overtime	\$ 39,351.42	\$ 40,676.49	\$ 40,000.00	\$ 57,075.48	\$ 50,000.00	
01-7-20-10.03 Salaries-Holiday Premium	\$ 12,416.10	\$ 12,393.80	\$ 15,265.00	\$ 11,767.41	\$ 16,000.00	
01-7-20-10.04 Dog Warden/Pound	\$ 1,260.00	\$ 795.00	\$ 1,300.00	\$ 600.00	\$ 800.00	
01-7-20-10.05 Administrative Assistant	\$ 4,124.36	\$ 3,675.58	\$ 40,919.00	\$ 8,507.44	\$ 47,840.00	Increase position to full time w/ benefits per IACP report
01-7-20-11.00 Social Security Tax	\$ 31,986.73	\$ 32,088.82	\$ 31,422.00	\$ 29,686.65	\$ 40,906.77	
01-7-20-13.00 VMERS Retirement Police	\$ 47,093.47	\$ 49,429.64	\$ 48,613.00	\$ 47,053.80	\$ 66,199.45	
01-7-20-15.00 Medical Insurance/HRA	\$ 144,070.14	\$ 137,787.03	\$ 140,881.00	\$ 121,303.20	\$ 174,466.04	
01-7-20-16.00 Disability/Life Ins	\$ 3,537.45	\$ 3,303.75	\$ 3,403.00	\$ 2,783.26	\$ 3,600.00	
01-7-20-17.00 Workers' Compensation	\$ 28,674.06	\$ 33,628.32	\$ 34,637.00	\$ 27,681.85	\$40,178.92	16% increase
01-7-20-18.00 Health & Welfare Trust	\$ 1,953.60	\$ 1,500.00	\$ 2,000.00	\$ 956.60	\$ 1,500.00	

## Fixed Costs, Materials, Supplies

01-7-20 POLICE DEPARTMENT	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 23 Actual as of 05 09 23	FY 24 Budget	NOTES
01-7-20-20.00 Supplies/Equip/Postage P	\$ 8,252.30	\$ 6,016.33	\$ 6,300.00	\$ 5,021.45	\$ 6,500.00	
01-7-20-24.00 Uniforms and Accessories	\$ 7,323.41	\$ 16,432.33	\$ 13,000.00	\$ 6,471.99	\$ 13,000.00	
01-7-20-29.00 Training & Dues	\$ 2,197.22	\$ 4,014.19	\$ 4,000.00	\$ 6,649.51	\$ 5,000.00	
01-7-20-30.00 Electricity	\$ 8,047.28	\$ 10,021.70	\$ 9,738.00	\$ 7,792.98	\$ 10,500.00	
01-7-20-31.00 Telephone	\$ 8,288.81	\$ 9,471.95	\$ 9,400.00	\$ 7,745.41	\$ 10,500.00	
01-7-20-32.00 Heating Fuel	\$ 2,178.48	\$ 2,362.47	\$ 2,300.00	\$ 2,631.49	\$ 2,700.00	
01-7-20-33.00 Water	\$ 354.20	\$ 386.40	\$ 400.00	\$ 335.36	\$ 400.00	
01-7-20-48.00 Liability Insurance	\$ 13,972.56	\$ 14,099.54	\$ 14,395.00	\$ 10,725.76	\$ 17,174.82	3% increase
01-7-20-48.01 Vehicle Insurance	\$ 3,038.02	\$ 2,963.32	\$ 3,928.00	\$ 2,245.59	\$ 3,454.05	3% increase
01-7-20-48.02 Building Insurance	\$ 2,294.92	\$ 2,202.52	\$ 2,500.00	\$ 1,591.92	\$ 2,523.55	5% increase
01-7-20-50.00 Vehicle Maint/Repair	\$ 6,404.56	\$ 11,600.13	\$ 12,000.00	\$ 10,665.22	\$ 15,000.00	
01-7-20-51.00 Vehicle Fuel	\$ 13,560.34	\$ 16,334.22	\$ 20,000.00	\$ 12,880.63	\$ 15,000.00	
01-7-20-52.00 Radios/Radio Service	\$ 978.12	\$ 281.00	\$ 1,000.00	\$ 1,325.00	\$ 1,500.00	
01-7-20-52.01 Information Technology	\$ 18,874.47	\$ 20,201.84	\$ 20,000.00	\$ 23,988.93	\$ 20,000.00	
01-7-20-67.00 Building/Grounds Maint	\$ 6,337.14	\$ 4,173.47	\$ 2,000.00	\$ 5,498.00	\$ 2,000.00	
01-7-20-68.00 Custodial Expenses	\$ 6,508.47	\$ 3,903.95	\$ 4,160.00	\$ 4,220.00	\$ 5,000.00	
01-7-20-84.00 Capital Purchases	\$ 10,513.68	\$ 30,595.82	\$ 10,703.00	\$ 21,071.71	\$ 21,071.00	
01-7-20-90.00 VPD-Bonded Debt	\$ -	\$ 72,500.00	\$ -	\$ -	\$ 72,500.00	Building bond & interest put back budget in
01-7-20-91.00 Bonded Debt Interest	\$ 33,576.29	\$ 31,342.39	\$ -	\$ 28,600.01	\$ 28,600.01	FY 24 budget
01-7-20-98.00 Miscellaneous Expenses P	\$ 1,088.76	\$ 1,775.47	\$ -	\$ -	\$ -	







# Paving

- FY 24 Macdonough Drive
- FY 25 South Water Street
- FY 26 West Street and part of Green Street



# Public Works Capital Projects

## NEW SALT SHED

City's Match: \$250,000



## PUBLIC WORKS FACILITY UPGRADE

Dubois & King estimate \$900K



01-7-30 PUBLIC WORKS DEPARTMENT	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	NOTES
01-7-30-10.00 Salary-Supervisor	\$ 78,208.71	\$ 77,700.92	\$ 84,897.00	\$ 75,100.98	\$ 89,141.60	5% increase
01-7-30-10.01 Salaries-Straight Time	\$ 183,001.06	\$ 188,754.88	\$ 206,714.00	\$ 182,946.74	\$ 217,045.92	5% increase
01-7-30-10.02 Salaries-Overtime	\$ 19,485.56	\$ 29,164.62	\$ 28,612.00	\$ 24,847.81	\$ 27,000.00	Snow removal season trending downward
01-7-30-11.00 Social Security Tax	\$ 21,433.31	\$ 22,643.69	\$ 24,497.00	\$ 21,661.81	\$ 25,641.85	Calculated at .0765
01-7-30-13.00 VMERS Public Works	\$ 31,771.77	\$ 35,593.28	\$ 39,500.00	\$ 35,118.80	\$ 41,496.21	VT Municipal Employees' Retirement calculated at .1238
01-7-30-15.00 Medical Insurance/HRA	\$ 103,121.05	\$ 109,571.04	\$ 104,369.00	\$ 104,239.35	\$ 118,829.34	
01-7-30-16.00 Disability/Life Ins	\$ 2,393.91	\$ 2,308.01	\$ 2,373.00	\$ 2,170.53	\$ 2,610.30	
01-7-30-17.00 Workers' Compensation	\$ 16,432.00	\$ 17,095.34	\$ 20,121.00	\$ 14,243.31	\$ 21,529.47	
01-7-30-20.00 Supplies/Equipment	\$ 11,928.08	\$ 12,033.75	\$ 15,000.00	\$ 8,173.59	\$ 15,000.00	
01-7-30-21.00 Equipment Maintenance	\$ 14,864.76	\$ 15,346.12	\$ 18,000.00	\$ 16,567.01	\$ 18,000.00	
01-7-30-24.00 Uniforms	\$ 1,690.30	\$ 2,255.58	\$ 2,500.00	\$ 1,684.98	\$ 2,500.00	
01-7-30-29.00 Training & Dues	\$ 703.86	\$ 135.00	\$ 1,500.00	\$ 765.00	\$ 1,500.00	
01-7-30-30.00 Traffic Lights	\$ 1,468.65	\$ 5,185.88	\$ 3,000.00	\$ 1,405.87	\$ 3,000.00	
01-7-30-30.01 Streetlights	\$ 26,634.44	\$ 33,677.61	\$ 32,000.00	\$ 24,122.10	\$ 34,000.00	
01-7-30-30.02 Electricity	\$ 1,843.69	\$ 2,061.64	\$ 2,100.00	\$ 1,637.66	\$ 2,100.00	
01-7-30-30.03 Electricity - Parks	\$ 3,631.27	\$ 4,144.76	\$ -	\$ 2,281.84	\$ 4,000.00	Covered by Watershed in FY 23. Timer to be installed at City Green to reduce costs of Holiday lights
01-7-30-31.00 Telephone	\$ 1,468.38	\$ 1,663.16	\$ 686.00	\$ 1,210.39	\$ 1,300.00	
01-7-30-32.00 Heating Fuel	\$ 1,843.11	\$ 3,441.40	\$ 3,958.00	\$ 2,992.63	\$ 4,200.00	
01-7-30-34.00 Trash Removal/Receptacles	\$ 6,868.88	\$ 7,135.62	\$ 6,869.00	\$ 6,287.93	\$ 7,200.00	
01-7-30-48.00 Liability Insurance	\$ 2,460.76	\$ 2,793.72	\$ 2,905.00	\$ 1,842.99	\$ 2,834.90	3% increase
01-7-30-48.01 Vehicle Insurance	\$ 3,636.04	\$ 2,753.54	\$ 2,950.00	\$ 2,244.58	\$ 3,544.38	
01-7-30-48.02 Building Insurance	\$ 1,684.54	\$ 1,770.40	\$ 1,854.00	\$ 1,563.20	\$ 2,785.95	5% increase
01-7-30-50.00 Vehicle Maint/Repair	\$ 9,208.47	\$ 5,750.52	\$ 9,000.00	\$ 7,217.95	\$ 9,000.00	
01-7-30-51.00 Vehicle Fuel	\$ 9,752.21	\$ 18,874.44	\$ 25,000.00	\$ 17,181.50	\$ 25,000.00	
01-7-30-52.01 Information Technology	\$ 1,569.39	\$ 2,076.77	\$ 2,200.00	\$ 1,986.75	\$ 2,500.00	
01-7-30-58.00 Winter Maint-Materials	\$ 33,963.79	\$ 43,038.24	\$ 60,000.00	\$ 45,658.32	\$ 60,000.00	
01-7-30-58.01 Winter Equipment Rental	\$ 1,680.00	\$ 1,765.00	\$ 2,500.00	\$ 1,675.00	\$ 2,500.00	
01-7-30-59.00 Street Signs	\$ 389.73	\$ 4,037.00	\$ 2,500.00	\$ 1,754.47	\$ 2,500.00	
01-7-30-59.01 Parking Lines	\$ 3,551.90	\$ 2,435.59	\$ 3,500.00	\$ 190.32	\$ 3,500.00	
01-7-30-67.00 Building Maint/Repair	\$ 2,613.19	\$ 5,988.12	\$ 6,000.00	\$ 2,314.26	\$ 6,000.00	
01-7-30-68.00 Parks Maintenance	\$ 12,964.27	\$ 15,249.61	\$ -	\$ 1,730.17	\$ 6,000.00	
01-7-30-68.01 Tree/Stump Removal	\$ 20,321.56	\$ 8,506.27	\$ 8,500.00	\$ 3,800.00	\$ 8,500.00	
01-7-30-69.00 Highway Improvements	\$ 119,658.42	\$ 5,449.52	\$ -	\$ 4,273.85	\$ 200,000.00	Increase to \$200K/yr going forward
01-7-30-69.01 Sidewalks	\$ 5,295.41	\$ 18,378.19	\$ -	\$ 1,955.50	\$ 50,000.00	Increase contractual work for sidewalk repair
01-7-30-69.02 Stormwater Management	\$ 52,445.35	\$ 37,957.56	\$ 50,000.00	\$ 44,004.88	\$ 50,000.00	
01-7-30-69.03 State Stormwater Fee	\$ 240.00	\$ 277.84	\$ 640.00	\$ 1,056.67	\$ 1,100.00	
01-7-30-84.00 Capital Outlay - Debt	\$ 34,991.60	\$ 28,841.95	\$ 32,000.00	\$ 28,841.95	\$ 28,841.95	
01-7-30-89.00 Vehicle Purchase		\$ -	\$ -	\$ 95,679.00		
01-7-30-98.00 Miscellaneous Expenses	\$ 134.80	\$ 498.00	\$ 1,000.00	\$ -		
01-7-30-99.00 Equipment Purchases	\$ -	\$ -	\$ 9,504.00	\$ -		
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 845,354.22</b>	<b>\$ 776,354.58</b>	<b>\$ 816,749.00</b>	<b>\$ 792,429.69</b>	<b>\$ 1,100,701.87</b>	

01-7-30 PUBLIC WORKS DEPARTMENT	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	NOTES
01-7-30-10.00 Salary-Supervisor	\$ 78,208.71	\$ 77,700.92	\$ 84,897.00	\$ 75,100.98	\$ 89,141.60	5% increase
01-7-30-10.01 Salaries-Straight Time	\$ 183,001.06	\$ 188,754.88	\$ 206,714.00	\$ 182,946.74	\$ 217,045.92	5% increase
01-7-30-10.02 Salaries-Overtime	\$ 19,485.56	\$ 29,164.62	\$ 28,612.00	\$ 24,847.81	\$ 27,000.00	Snow removal season trending downward
01-7-30-11.00 Social Security Tax	\$ 21,433.31	\$ 22,643.69	\$ 24,497.00	\$ 21,661.81	\$ 25,641.85	
01-7-30-13.00 VMERS Retirement	\$ 31,771.77	\$ 35,593.28	\$ 39,500.00	\$ 35,118.80	\$ 41,496.21	
01-7-30-15.00 Medical Insurance/HRA	\$ 103,121.05	\$ 109,571.04	\$ 104,369.00	\$ 104,239.35	\$ 118,829.34	
01-7-30-16.00 Disability/Life Ins	\$ 2,393.91	\$ 2,308.01	\$ 2,373.00	\$ 2,170.53	\$ 2,610.30	
01-7-30-17.00 Workers' Compensation	\$ 16,432.00	\$ 17,095.34	\$ 20,121.00	\$ 14,243.31	\$ 21,529.47	

01-7-30 PUBLIC WORKS DEPARTMENT	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	NOTES
01-7-30-20.00 Supplies/Equipment PW	\$ 11,928.08	\$ 12,033.75	\$ 15,000.00	\$ 8,173.59	\$ 15,000.00	
01-7-30-21.00 Equipment Maintenance	\$ 14,864.76	\$ 15,346.12	\$ 18,000.00	\$ 16,567.01	\$ 18,000.00	
01-7-30-24.00 Uniforms	\$ 1,690.30	\$ 2,255.58	\$ 2,500.00	\$ 1,684.98	\$ 2,500.00	
01-7-30-29.00 Training & Dues	\$ 703.86	\$ 135.00	\$ 1,500.00	\$ 765.00	\$ 1,500.00	
01-7-30-30.00 Traffic Lights	\$ 1,468.65	\$ 5,185.88	\$ 3,000.00	\$ 1,405.87	\$ 3,000.00	
01-7-30-30.01 Streetlights	\$ 26,634.44	\$ 33,677.61	\$ 32,000.00	\$ 24,122.10	\$ 34,000.00	
01-7-30-30.02 Electricity PW	\$ 1,843.69	\$ 2,061.64	\$ 2,100.00	\$ 1,637.66	\$ 2,100.00	
01-7-30-30.03 Electricity - Parks	\$ 3,631.27	\$ 4,144.76	\$ -	\$ 2,281.84	\$ 4,000.00	Covered by Watershed in FY 23. Timer to be installed at City Green to reduce costs of Holiday lights
01-7-30-31.00 Telephone	\$ 1,468.38	\$ 1,663.16	\$ 686.00	\$ 1,210.39	\$ 1,300.00	
01-7-30-32.00 Heating Fuel	\$ 1,843.11	\$ 3,441.40	\$ 3,958.00	\$ 2,992.63	\$ 4,200.00	
01-7-30-34.00 Trash Removal/Receptacles	\$ 6,868.88	\$ 7,135.62	\$ 6,869.00	\$ 6,287.93	\$ 7,200.00	
01-7-30-48.00 Liability Insurance	\$ 2,460.76	\$ 2,793.72	\$ 2,905.00	\$ 1,842.99	\$ 2,834.90	3% increase
01-7-30-48.01 Vehicle Insurance	\$ 3,636.04	\$ 2,753.54	\$ 2,950.00	\$ 2,244.58	\$ 3,544.38	
01-7-30-48.02 Building Insurance	\$ 1,684.54	\$ 1,770.40	\$ 1,854.00	\$ 1,563.20	\$ 2,785.95	5% increase
01-7-30-50.00 Vehicle Maint/Repair	\$ 9,208.47	\$ 5,750.52	\$ 9,000.00	\$ 7,217.95	\$ 9,000.00	
01-7-30-51.00 Vehicle Fuel	\$ 9,752.21	\$ 18,874.44	\$ 25,000.00	\$ 17,181.50	\$ 25,000.00	
01-7-30-52.01 Information Technology	\$ 1,569.39	\$ 2,076.77	\$ 2,200.00	\$ 1,986.75	\$ 2,500.00	
01-7-30-58.00 Winter Maint-Materials	\$ 33,963.79	\$ 43,038.24	\$ 60,000.00	\$ 45,658.32	\$ 60,000.00	
01-7-30-58.01 Winter Equipment Rental	\$ 1,680.00	\$ 1,765.00	\$ 2,500.00	\$ 1,675.00	\$ 2,500.00	
01-7-30-59.00 Street Signs	\$ 389.73	\$ 4,037.00	\$ 2,500.00	\$ 1,754.47	\$ 2,500.00	
01-7-30-59.01 Parking Lines	\$ 3,551.90	\$ 2,435.59	\$ 3,500.00	\$ 190.32	\$ 3,500.00	
01-7-30-67.00 Building Maint/Repair	\$ 2,613.19	\$ 5,988.12	\$ 6,000.00	\$ 2,314.26	\$ 6,000.00	
01-7-30-68.00 Parks Maintenance	\$ 12,964.27	\$ 15,249.61	\$ -	\$ 1,730.17	\$ 6,000.00	
01-7-30-68.01 Tree/Stump Removal	\$ 20,321.56	\$ 8,506.27	\$ 8,500.00	\$ 3,800.00	\$ 8,500.00	



01-7-30 PUBLIC WORKS DEPARTMENT	FY 21 Actual	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	NOTES
01-7-30-69.00 Highway Improvements	\$ 119,658.42	\$ 5,449.52	\$ -	\$ 4,273.85	\$ 200,000.00	Increase to \$200K/yr going forward
01-7-30-69.01 Sidewalks	\$ 5,295.41	\$ 18,378.19	\$ -	\$ 1,955.50	\$ 50,000.00	Increase contractual work for sidewalk repair
01-7-30-69.02 Stormwater Management	\$ 52,445.35	\$ 37,957.56	\$ 50,000.00	\$ 44,004.88	\$ 50,000.00	
01-7-30-69.03 State Stormwater Fee	\$ 240.00	\$ 277.84	\$ 640.00	\$ 1,056.67	\$ 1,100.00	
01-7-30-84.00 Capital Outlay - Debt	\$ 34,991.60	\$ 28,841.95	\$ 32,000.00	\$ 28,841.95	\$ 28,841.95	
01-7-30-89.00 Vehicle Purchase		\$ -	\$ -	\$ 95,679.00		
01-7-30-98.00 Miscellaneous Expenses PW	\$ 134.80	\$ 498.00	\$ 1,000.00	\$ -		
01-7-30-99.00 Equipment Purchases	\$ -	\$ -	\$ 9,504.00	\$ -		
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 845,354.22</b>	<b>\$ 776,354.58</b>	<b>\$ 816,749.00</b>	<b>\$ 792,429.69</b>	<b>\$ 1,100,701.87</b>	

Fund	Fund Name	Audited Fund Balance 6/30/2021	Revenue	Expenses	Liabilities	Assets	Fund Balance FY 2022
1	General Fund	\$ 256,518.51	\$ 3,017,417.36	\$ (3,213,299.15)	\$ (248,042.22)	\$ 308,678.94	\$ 60,636.72
2	Fire Fund	\$ 43,389.48	\$ 239,953.87	\$ (246,515.15)	\$ -	\$ 36,828.20	\$ 36,828.20
4	Sewer Fund	\$ (30,378.48)	\$ 836,759.61	\$ (814,482.77)	\$ (391,091.79)	\$ 382,990.15	\$ (8,101.64)
5	Swimming Pool	\$ 2,369.25	\$ 113,416.62	\$ (77,498.20)	\$ -	\$ 38,287.67	\$ 38,287.67
6	Community Development Fund	\$ 179,358.76	\$ 16,001.69		\$ (660,000.00)	\$ 855,360.45	\$ 195,360.45
7	GMP Co-op Agreement Fund	\$ 10,537.38			\$ (25,145.14)	\$ 35,682.52	\$ 10,537.38
8	Bio-Solids	\$ 266,014.10	\$ 40,000.00	\$ (197,583.30)		\$ 108,430.80	\$ 108,430.80
8	Sewer line Replacement	\$ 129,364.16	\$ 40,000.00			\$ 169,364.16	\$ 169,364.16
8	Sewer Capital Improvement	\$ 205,281.34	\$ 106,750.00			\$ 312,031.34	\$ 312,031.34
	<b>Total Fund 8</b>	<b>\$ 600,659.60</b>	<b>\$ 186,750.00</b>	<b>\$ (197,583.30)</b>	<b>\$ -</b>	<b>\$ 589,826.30</b>	<b>\$ 589,826.30</b>
10	ARPA		\$ 386,062.96	\$ (386,062.96)		\$ -	\$ -
11	John Donnelly Principal	\$ 5,000.00				\$ 5,000.00	\$ 5,000.00
11	John Donnelly Interest	\$ 27,009.51	\$ (3,663.97)			\$ 23,345.54	\$ 23,345.54
	<b>Total John Donnelly Account</b>	<b>\$ 32,009.51</b>	<b>\$ (3,663.97)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,345.54</b>	<b>\$ 28,345.54</b>
12	Reappraisal Reserve	\$ 106,521.95	\$ 8,602.00			\$ 115,123.95	\$ 115,123.95
13/40	West Main Improvements	\$ 58,871.61	\$ 6,567.62	\$ (8,705.71)		\$ 56,733.52	\$ 56,733.52
14	Pumphouse Restoration	\$ 362.16				\$ 362.16	\$ 362.16
15	Fishing Derby Reserve	\$ 4,649.19	\$ 4,175.00	\$ (4,989.00)		\$ 3,835.19	\$ 3,835.19
16	Lister Education Fund	\$ 3,086.10				\$ 3,086.10	\$ 3,086.10
17	Vergennes Recreation Events Fund	\$ 15,360.76	\$ 445.00	\$ (500.00)		\$ 15,305.76	\$ 15,305.76
18	Ray Davison Principal - Reserved	\$ 198,469.64				\$ 198,469.64	\$ 198,469.64
18	Ray Davison Growth - Unavailable	\$ 10,034.22	\$ (5,721.75)			\$ 4,312.47	\$ 4,312.47
18	Ray Davison Interest - Available	\$ 30,102.52	\$ (17,165.26)			\$ 12,937.26	\$ 12,937.26
	<b>Total Ray E Davison Account</b>	<b>\$ 238,606.38</b>	<b>\$ (22,887.01)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 215,719.37</b>	<b>\$ 215,719.37</b>
19	Watershed Principal - Reserved	\$ 350,000.00				\$ 350,000.00	\$ 350,000.00
19	Watershed Growth	\$ 78,681.57	\$ (26,847.08)	\$ (17,484.91)		\$ 34,349.58	\$ 34,349.58
	Subtotal Watershed Reserve Fund	\$ 428,681.57				\$ 384,349.58	\$ 384,349.58
	<b>Watershed Reserve Fund Balance</b>	<b>\$ 428,681.57</b>	<b>\$ (26,847.08)</b>	<b>\$ (17,484.91)</b>	<b>\$ -</b>	<b>\$ 384,349.58</b>	<b>\$ 384,349.58</b>
20	Records Restoration Fees	\$ 101,613.23	\$ 10,519.00	\$ (47,196.41)		\$ 64,935.82	\$ 64,935.82
21	Otter Creek Basin	\$ 9,780.74	\$ 517.00	\$ (7,936.00)		\$ 2,361.74	\$ 2,361.74
22	Comm Dev Grnt- Vergennes Art Corridor Exp	\$ -		\$ (3,382.29)		\$ (3,382.29)	\$ (3,382.29)
22	Comm Dev Grnt - Downtown Wayfinding	\$ -		\$ (1,913.75)		\$ (1,913.75)	\$ (1,913.75)
22	Comm Dev - City Green - Sales Tx Reallocation Proj	\$ -		\$ (4,330.50)		\$ (4,330.50)	\$ (4,330.50)
	<b>Community Development Balances</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,626.54)</b>	<b>\$ -</b>	<b>\$ (9,626.54)</b>	<b>\$ (9,626.54)</b>
23	Vergennes Burying Ground	\$ 6,808.85				\$ 6,808.85	\$ 6,808.85
24	Water Tower Reserve	\$ 220,830.58	\$ 92,822.49	\$ (30,606.68)	\$ (25,421.68)	\$ 478,307.35	\$ 283,046.39
24	Water Tower Continuation	\$ 233,153.51	\$ 30,940.83			\$ 264,094.34	\$ 264,094.34
24	Water Tower Loan - FVOH Furn	\$ 9,244.20	\$ 7,703.50			\$ 16,947.70	\$ 16,947.70
	<b>Water Tower Reserve Fund</b>	<b>\$ 463,228.29</b>	<b>\$ 131,466.82</b>	<b>\$ (30,606.68)</b>	<b>\$ (25,421.68)</b>	<b>\$ 589,510.11</b>	<b>\$ 564,088.43</b>
31	FD Homeland Sec Gr Exp	\$ -		\$ (54,253.92)		\$ (54,253.92)	\$ (54,253.92)
32	VPD OP Grants	\$ -				\$ -	\$ -
33	VPD DUI Grants	\$ -				\$ -	\$ -
34	VPD Hoel Family Foundation Grant	\$ -				\$ -	\$ -
37	Verg Rec Community School's Grant	\$ -	\$ 6,543.03	\$ (6,543.03)		\$ -	\$ -
39	Sidewalk Project	\$ 12,500.00	\$ 18,354.11	\$ (12,502.80)		\$ 18,351.31	\$ 18,351.31
41	Infrastructure Improvement Fund		\$ 386,062.96			\$ 386,062.96	\$ 386,062.96

Fund	Fund Name	NEMRC Fund Balance 6/30/2022	Revenue	Expenses	Liabilities	Assets	Fund Balance FY 2022
1	General Fund	\$ 60,636.72	\$ 2,787,284.65	\$ (2,538,484.00)	\$ (917,735.54)	\$ 1,227,172.91	\$ 309,437.37
2	Fire Fund	\$ 36,828.20	\$ 252,458.82	\$ (218,467.66)	\$ -	\$ 70,819.36	\$ 70,819.36
4	Sewer Fund	\$ (8,101.64)	\$ 969,826.37	\$ (1,029,915.59)	\$ (406,321.72)	\$ 338,130.86	\$ (68,190.86)
5	Swimming Pool	\$ 38,287.67	\$ 42,079.81	\$ (73,863.63)	\$ -	\$ 6,503.85	\$ 6,503.85
6	Community Development Fund	\$ 195,360.45			\$ (660,000.00)	\$ 855,360.45	\$ 195,360.45
7	GMP Co-op Agreement Fund	\$ 10,537.38		\$ (8,500.00)	\$ (25,384.08)	\$ 27,421.46	\$ 2,037.38
8	Bio-Solids	\$ 108,430.80	\$ 140,000.00			\$ 248,430.80	\$ 248,430.80
8	Sewer line Replacement	\$ 169,364.16	\$ 40,000.00	\$ (23,500.00)		\$ 185,864.16	\$ 185,864.16
8	Sewer Capital Improvement	\$ 312,031.34	\$ 105,410.00	\$ (83,591.50)		\$ 333,849.84	\$ 333,849.84
	<b>Total Fund 8</b>	<b>\$ 589,826.30</b>	<b>\$ 285,410.00</b>	<b>\$ (107,091.50)</b>	<b>\$ -</b>	<b>\$ 768,144.80</b>	<b>\$ 768,144.80</b>
10	ARPA	\$ -	\$ 386,245.01			\$ 386,245.01	\$ 386,245.01
11	John Donnelly Principal	\$ 5,000.00				\$ 5,000.00	\$ 5,000.00
11	John Donnelly Interest	\$ 23,345.54	\$ 701.17			\$ 24,046.71	\$ 24,046.71
	<b>Total John Donnelly Account</b>	<b>\$ 28,345.54</b>	<b>\$ 701.17</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,046.71</b>	<b>\$ 29,046.71</b>
12	Reappraisal Reserve	\$ 115,123.95	\$ 8,729.50			\$ 123,853.45	\$ 123,853.45
13/40	West Main Improvements	\$ 56,733.52	\$ 3,808.16	\$ (4,659.15)		\$ 55,882.53	\$ 55,882.53
14	Pumphouse Restoration	\$ 362.16				\$ 362.16	\$ 362.16
15	Fishing Derby Reserve	\$ 3,835.19	\$ 5,100.00	\$ (3,546.65)		\$ 5,388.54	\$ 5,388.54
16	Lister Education Fund	\$ 3,086.10				\$ 3,086.10	\$ 3,086.10
17	Vergennes Recreation Events Fund	\$ 15,305.76				\$ 15,305.76	\$ 15,305.76
18	Ray Davison Principal - Reserved	\$ 198,469.64				\$ 198,469.64	\$ 198,469.64
18	Ray Davison Growth - Unavailable	\$ 4,312.47	\$ 24,244.01			\$ 28,556.48	\$ 28,556.48
18	Ray Davison Interest - Available	\$ 12,937.26	\$ 8,081.34			\$ 21,018.60	\$ 21,018.60
	<b>Total Ray E Davison Account</b>	<b>\$ 215,719.37</b>	<b>\$ 32,325.35</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 248,044.72</b>	<b>\$ 248,044.72</b>
19	Watershed Principal - Reserved	\$ 350,000.00				\$ 350,000.00	\$ 350,000.00
19	Watershed Growth	\$ 34,349.58	\$ 2,431.91			\$ 36,781.49	\$ 36,781.49
	Subtotal Watershed Reserve Fund	\$ 384,349.58				\$ 386,781.49	\$ 386,781.49
	<b>Watershed Reserve Fund Balance</b>	<b>\$ 384,349.58</b>	<b>\$ 2,431.91</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 386,781.49</b>	<b>\$ 386,781.49</b>
20	Records Restoration Fees	\$ 64,935.82	\$ 5,454.00	\$ (10,696.00)		\$ 59,693.82	\$ 59,693.82
21	Otter Creek Basin	\$ 2,361.74				\$ 2,361.74	\$ 2,361.74
22	Comm Dev Grnt - Vergennes Art Corridor Exp	\$ (3,382.29)	\$ (1,122.31)	\$ (2,072.19)		\$ (6,576.79)	\$ (6,576.79)
22	Comm Dev Grnt - Downtown Wayfinding	\$ (1,913.75)		\$ (70,168.75)		\$ (72,082.50)	\$ (72,082.50)
22	Comm Dev Grnt - Basin Block Sidewalk			\$ (38,493.00)		\$ (38,493.00)	\$ (38,493.00)
22	Comm Dev Grnt - Connector Trail			\$ (34,983.80)		\$ (34,983.80)	\$ (34,983.80)
22	Comm Dev - City Green - Sales Tx Reallocation Pro	\$ (4,330.50)				\$ (4,330.50)	\$ (4,330.50)
	<b>Community Development Balances</b>	<b>\$ (9,626.54)</b>	<b>\$ (1,122.31)</b>	<b>\$ (145,717.74)</b>	<b>\$ -</b>	<b>\$ (156,466.59)</b>	<b>\$ (156,466.59)</b>
23	Vergennes Burying Ground	\$ 6,808.85				\$ 6,808.85	\$ 6,808.85
24	Water Tower Reserve	\$ 283,046.39	\$ 92,118.47	\$ (242,765.75)	\$ (25,421.68)	\$ 292,971.02	\$ 132,399.11
24	Water Tower Continuation	\$ 264,094.34	\$ 30,706.16			\$ 294,800.50	\$ 294,800.50
24	Water Tower Loan - FVOH Fund	\$ 16,947.70	\$ 6,162.80			\$ 23,110.50	\$ 23,110.50
	<b>Water Tower Reserve Fund</b>	<b>\$ 564,088.43</b>	<b>\$ 128,987.43</b>	<b>\$ (242,765.75)</b>	<b>\$ (25,421.68)</b>	<b>\$ 475,731.79</b>	<b>\$ 450,310.11</b>
31	VFD Homeland Sec Gr Exp	\$ (54,253.92)	\$ 54,254.00			\$ 0.08	\$ 0.08
31	VFD Homeland Sec Gr Exp		\$ 1,900.00	\$ (1,900.00)		\$ -	\$ -
31	VFD Modernization Grant			\$ (6,105.03)		\$ (6,105.03)	\$ (6,105.03)
31	VFD DPS EMPG20 Grant		\$ 13,645.00	\$ (13,645.00)		\$ -	\$ -
	<b>VFD Grants</b>	<b>\$ (54,253.92)</b>	<b>\$ 69,799.00</b>	<b>\$ (21,650.03)</b>	<b>\$ -</b>	<b>\$ (6,104.95)</b>	<b>\$ (6,104.95)</b>
32	VPD OP Grants	\$ -				\$ -	\$ -
33	VPD DUI Grants	\$ -				\$ -	\$ -
34	VPD Hoel Family Foundation Grant	\$ -	\$ 10,000.00	\$ (10,000.00)		\$ -	\$ -
37	Verg Rec Camp Comm-Comm Schls Grant	\$ -	\$ 8,051.50	\$ (6,980.98)		\$ 1,070.52	\$ 1,070.52
37	Verg Rec Comm Schools Grnt - Bolton	\$ -	\$ 6,310.00	\$ (3,625.00)		\$ 2,685.00	\$ 2,685.00
37	Skatepark/Rec Facilities Grant	\$ -	\$ 10,129.00	\$ (10,129.00)		\$ -	\$ -
37	Abercrombie & Fitch Grant	\$ -	\$ 6,000.00	\$ (4,435.26)		\$ 1,564.74	\$ 1,564.74
37	Contra Dance Grant	\$ -	\$ 500.00	\$ (700.00)		\$ (200.00)	\$ (200.00)
	<b>Recreation Grants</b>	<b>\$ -</b>	<b>\$ 30,990.50</b>	<b>\$ (25,870.24)</b>	<b>\$ -</b>	<b>\$ 5,120.26</b>	<b>\$ 5,120.26</b>
39	Sidewalk Project	\$ 18,351.31	\$ 3,897.15	\$ (17,568.22)		\$ 4,680.24	\$ 4,680.24
41	Infrastructure Improvement Fund	\$ 386,062.96		\$ (16,056.92)		\$ 370,006.04	\$ 370,006.04

# Fund Balance Update as of June 28, 2022 as of 5/19/23



## FY 23 (7/1/22 - 6/30/23)

Projected BEGINNING FY 23 Fund Balance

~~\$ 48,320~~ Estimated on  
6/28/23

**\$60,636.72**

**NEMRC fund balance as of  
5/19/23**

Less projected FY 23 operating deficit -

(41,606) Projected on  
6/28/22





**From:** Martha DeGraaf <recreation@vergennes.org>

**Sent:** Thursday, May 18, 2023 9:06 PM

**To:** Ron Redmond <manager@vergennes.org>

**Cc:** Chris Bearor <mayor@vergennes.org>

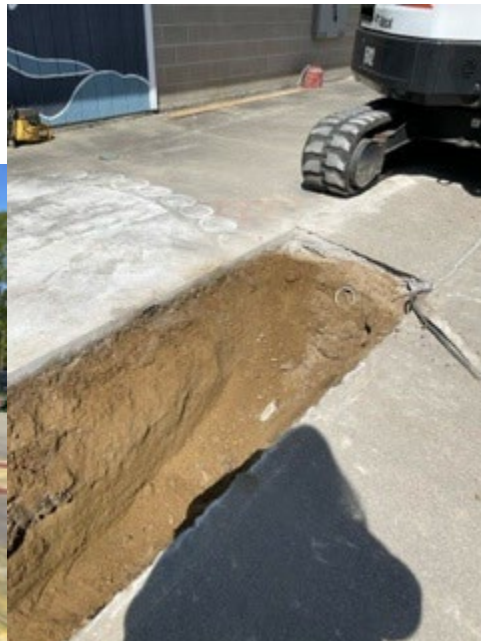
**Subject:** Pool Update

It was a busy day at the pool! I left before Jim and that wasn't too long ago, so I hope he has made it home! Chris LaPete came and replaced the drain that was not installed properly. Of course it took a bit more time because they weren't expecting that the pipe was literally on the surface. It down down a few feet and properly sloped. Chris suggested we go a different route than the original French drain plan, so we have changed that to more of a curtain drain and it will be more friendly (grass instead of rocks). Our main issue is that we want the water diverted, and this should take care of that.

The concrete people who do the forms came today and they will be taking care of setting up all the forms and pouring and finishing the concrete. The concrete cutters also came today, and they cut the concrete...along with a lot of rebar and some of the copper grounding wire...I was a little discouraged about that, but they didn't know what they were cutting into. It sounds like the rebar is an easy weld, and the grounding wire can be reconnected, it's just hard to find it as it's not all around the pool. The next step is to get all the concrete moved (tomorrow), set the block anchors and handicap chair anchors so they can be grounded and bonded. Brian is coming back on Tuesday, and I don't know how long it will take him. When that is all set, we call the concrete people back and they will schedule a time to come back, do the forms and set the concrete. It doesn't sound like that will be instant, we need to get on their job schedule. I expect delays, but that's what it takes to do it right.

Let me know if you have any questions.

Martha



-----Original Message-----

From: Martha DeGraaf <[recreation@vergennes.org](mailto:recreation@vergennes.org)>

**Sent: Tuesday, May 16, 2023 3:43 PM**

To: Sue Rakowski <[ssbrak@gmail.com](mailto:ssbrak@gmail.com)>; Robyn Newton <[rnewton@anwsd.org](mailto:rnewton@anwsd.org)>; Ben Hatch <[benjamin.c.hatch@gmail.com](mailto:benjamin.c.hatch@gmail.com)>; Sydney Adreon <[adreonsydney@gmail.com](mailto:adreonsydney@gmail.com)>

Cc: Ron Redmond <[manager@vergennes.org](mailto:manager@vergennes.org)>

Subject: Pool Update

The concrete cutters came today and it's going to be a 2 day job. They have discovered some area where the rebar is cut and it need to be repaired along with the wiring. They can't come back tomorrow, so I am hoping for Thursday! We will see. The electrician was here and got most of the wiring inside the pump house done. Chris Huestis put the pump in and attached all the plumbing and it fit. I saw Chris LaPete and he promised me he would be here next week. I have phone calls into different concrete companies to see who can be here the fastest once they are finished! That is all for now.

Martha

**From:** Martha DeGraaf <[recreation@vergennes.org](mailto:recreation@vergennes.org)>

**Sent: Wednesday, May 10, 2023 9:28 AM**

**To:** [ron@membraneconcepts.com](mailto:ron@membraneconcepts.com)

**Cc:** Ron Redmond <[manager@vergennes.org](mailto:manager@vergennes.org)>

**Subject:** Pool Liner Vergennes

Ron,

It was great speaking with you this morning. I have attached a copy of the as builds and some photos of our pool. This quote shall be directed to The City of Vergennes, 120 Main Street Vergennes VT 05491 The name of the pool is The Sam Fishman Memorial Pool. Feel free to reach out with any questions or concerns.

Best,

Martha





**From:** Martha DeGraaf <[recreation@vergennes.org](mailto:recreation@vergennes.org)>

**Sent:** Tuesday, May 2, 2023 9:02:31 AM

**To:** [suerakowski21@gmail.com](mailto:suerakowski21@gmail.com) <[suerakowski21@gmail.com](mailto:suerakowski21@gmail.com)>

**Cc:** Ron Redmond <[manager@vergennes.org](mailto:manager@vergennes.org)>; Chris Bearor <[mayor@vergennes.org](mailto:mayor@vergennes.org)>; Robyn Newton <[rnewton@anwsd.org](mailto:rnewton@anwsd.org)>; Ben Hatch <[benjamin.c.hatch@gmail.com](mailto:benjamin.c.hatch@gmail.com)>; Sydney Adreon <[sydney.adreon23@rmhsvt.org](mailto:sydney.adreon23@rmhsvt.org)>

**Subject:** Pool Update

I just wanted to give a pool update so everyone is aware of where we are at:

The electrical has been moved out of the pump house, all of the corroded pipe was replaced, and a new conduit to the power pole buried, and a pump house drain was put in, so it won't overflow again. We are waiting for GMP to come and run the wire up the pole through the new conduit, and Brian Fraser is waiting for a part to complete the inside. It will be here later this week.

We removed some cement around the lip of the pool and found that the rebar under the cement is grounded! That is great news, unfortunately the diving boards, some ladders, the swim blocks, and the handicap chair need to be grounded and they are not and were not. That means that we need to remove cement in that area and get them grounded to the rebar. Not as extensive as we had thought, but it requires some skilled cement workers. Vermont Concrete Cutting is coming to the pool today to remove some sections so that we can ground those items properly.

The perimeter drains and pipe replacement was pushed back, but will be completed by next Friday. When that is complete, a concrete company that the City of Vergennes contracts with will come and fill the spots where the grounding has been done, and where the pipe was replaced.

The motor and pump shipped on the 25<sup>th</sup> and the tracking number has it arriving on May 10th. Chris Huestis is prepared to install it once it arrives.

Paragon Aquatics (the swim block manufacture) did a very thorough study of our pool, the deck of the pool, the angles above the gutter and determined our pool is good fit for the blocks that we purchased from St. Albans. They sized us up with the proper anchors (more expensive than anticipated) and they are on their way. It was a lot of back and forth, photos, as builds, measurements, analysis and more for them to give us approval to be able to purchase the proper anchors. They were great to work with and I feel very good about this.

The main drain grate and covers have arrived and they will be installed before the pool is filled for the season.

Mark Koenig came in and cleaned and fixed the walls!

We are still planning on a workday on Saturday. The priorities are getting the office the emptied so we can install the new floor, sanding down and repainting the diving board bases, getting the tables moved out, diving boards washed, and bathrooms cleaned out, painting the door to the pump house, finish staining the benches that A & F didn't finish, and prepping for the season as best as we can. Once the drain and cement work are done, another day of getting the deck prepared will be needed.

We are all still aiming for a May 15<sup>th</sup> opening.

Let me know if you have any questions!

Thank you,

Martha

**Martha DeGraaf**

Recreation & Programming Coordinator | City of Vergennes  
P: 802-877-1011 | VergennesRec.org  
FB/Instagram: @VergennesRecreation

**From:** Martha DeGraaf <recreation@vergenes.org>

**Sent:** Tuesday, May 2, 2023 11:02 AM

**To:** Ron Redmond <manager@vergenes.org>; suerakowski21@gmail.com

**Subject:** Pool House Roof

I just talked to Tim Cook, he went to the pool house and secured some screws in the skylights that had become loose, and he thinks we are good to go. He did let me know that we really need to get a replacement plan for the pool house as the plywood is thin and the wood is starting to rot. I asked him if it was structurally safe and he said it was, we weren't there yet, but this building and the skate park building need a replacement plan in the near future.

**Martha DeGraaf**

Recreation & Programming Coordinator | City of Vergennes  
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**From:** Martha DeGraaf <[recreation@vergenes.org](mailto:recreation@vergenes.org)>

**Sent:** Monday, April 17, 2023 1:30 PM

**To:** Sue Rakowski <[suerakowski21@gmail.com](mailto:suerakowski21@gmail.com)>

**Cc:** Chris Bearor <[mayor@vergenes.org](mailto:mayor@vergenes.org)>; Ron Redmond <[manager@vergenes.org](mailto:manager@vergenes.org)>

**Subject:** Re: Pool Work Update

When speaking with the electrical inspector Brian was able to locate a grounding wire in the pumphouse! That saves us a lot of money. The installation isn't up to code, but Brian has added that to his list. Tomorrow, we meet with the EI at the pool, and he will determine the best route for the blocks and handicap chair. We will have to cut some concrete, but that is minor compared to what we were potentially facing.

Finally good news!

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**On Mon, Apr 17, 2023 at 9:05 AM** Martha DeGraaf <[recreation@vergenes.org](mailto:recreation@vergenes.org)> wrote:  
Sue & Ron,

I spoke with Brian Fraiser this am and the electrical work will begin this week. All power to the pool (including the bathhouse and office will be disconnected for a week or two. The electrical inspector should be coming this week for the grounding, and Ryan Sheehen is going to look for a grounding wire as well.

The pool pump and motor is scheduled to leave the warehouse in Texas on April 25th!

All good news for a change!

Martha

**Martha DeGraaf**

Recreation & Programming Coordinator | City of Vergennes  
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