



**TOWN OF MORRISTOWN SELECTBOARD
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM**

On Zoom and at 43 Portland St. Morrisville, VT 05661
6:00 PM Tuesday, February 21, 2023

This meeting will be held both remotely and in person. Available options to watch or join the meeting:

- WATCH: the meeting will be live streamed on the [Town GMATV YouTube Channel](#).
- JOIN ONLINE: [Join Zoom Meeting](#). See below for login information if using phone audio.
- JOIN BY PHONE: Join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#)
- PROVIDE FULL NAME: For minutes, please provide your full name whenever prompted.
- RAISE YOUR HAND: Click on the hand button to request to speak.
- MUTE YOUR MICROPHONE: When not speaking, please mute your microphone on your computer/phone.

I. CALL SELECTBOARD MEETING TO ORDER

II. AGENDA CHANGES/ADDITIONS

III. APPROVE MINUTES

1. Approve minutes 2-6-23

IV. NEW BUSINESS

1. Presentation Capstone Community Action - Yvonne Lory
2. Discuss canceling March 6th SB Meeting due to elections
3. Approve Summer Recreation Job Description
4. Approve Summer Camp Staff Manual
5. Review engineer's construction plan for Walton Rd. Bridge
6. Gordon Lane partial road name change (to Lower Gordon Lane)
7. Appoint members to housing committee
 - a. Steve Foster
 - Laura Streets
 - Yvette Mason
 - Robert Bortree
 - Judy Bickford
 - Donna Sherlaw
 - Joshua Goldstein
8. Discuss Rural Violent Crime Reduction Initiative Grant
9. Review draft warning for Special Town Meeting on April 18, 2023

V. OLD BUSINESS

VI. APPROVE WARRANTS

VII. TOWN ADMINISTRATOR'S REPORT

VIII. SELECTBOARD CONCERNS

IX. COMMUNITY CONCERNS

X. OTHER BUSINESS

1. Possible Executive Session

XI. ADJOURN



SELECTBOARD MEETING MINUTES OF FEBRUARY 6, 2023

Members: Bob Beeman, Judy Bickford, Brian Kellogg, Don McDowell, Jessica Graham**

Absent:

ADMINISTRATION and STAFF: Eric Dodge, Town Administrator; Judi Alberi, Administrator's Assistant; Todd Thomas, Planning/Zoning Administrator; Kevin Barrows, Highway Superintendent; Jason Luneau, Police Chief; Tina Sweet, Finance Director; Paula Beattie, Human Resources Director; Sara Haskins, Town Clerk/Treasurer; Bill Mapes*, EMS Chief; Mitzi Fleming* Assistant Town Clerk/Treasurer; Jason Kelley, Firefighter

PARTICIPANTS/GUESTS: Tom Cloutier, Gary Nolan, Donnie Blake, Martin Green, Kristin Marriott, Barry Russo, Tom & Christy Snipp, Sheila Tarbox, Tony Cote, Susan Sinnott, Alexis Maizel, Alex, Fodsecci, Dan BcLaughlin, Harper Phillips, Joe & Gayle Streeter, Lee Labier, John Mudgett*, Jill Mudgett*, Bonnie Dow*, Cathy Chaffee*, Josh Goldstein*, Etienne Hancock*, Tim Magee*, Mary Ann Wilson*, Zeph Bryant*, Ruth Rogers*

**participating via Zoom ** arrived late*

CALL SELECTBOARD MEETING TO ORDER

Bob Beeman called the Selectboard Meeting to order at 6:05PM at the Tegu Building.

AGENDA CHANGES/ADDITIONS

NONE

APPROVE MINUTES

1. Approve Minutes 1-17-23

Motion made by Don McDowell to approve the minutes of January 17, 2023. Motion seconded by Judy Bickford. Motion carried (4/0) with amendments.

Don McDowell attended the meeting on 1-17-23 by Zoom and left at 9:05pm

2. Approve Minutes 1-26-23

Motion made by Brian Kellogg to approve the minutes of January 25, 2023 Motion seconded by Judy Bickford. Motion carried (4/0)

3. Approve Minutes 1-30-23

Motion made by Don McDowell to approve the minutes of January 30, 2023. Motion seconded by Judy Bickford. Motion carried (4/0) with amendments.

The administration/staff and guests of the meeting should be updated to reflect the attendance

sheet.

NEW BUSINESS

1. Review FY 21/22 Audit with Auditors

Mudgett Jennett & Krogh-Wisner, P.C. Certified Public Accountants #425 - Town's auditors. John Mudgett and Bonnie Dow joined the meeting by Zoom. The auditors found the Town of Morristown to be well situated financially. Tina Sweet was well prepared for the auditors and did an excellent job. Bonnie enjoys working with Tina and appreciates that Tina reaches out when she has questions. All in all, auditors were very pleased with the audit and had no substantial findings.

2. Appoint either Christy Snipp or Donnie Blake to open DRB seat

Jess Graham arrived 6:18pm

Rules of procedure for jointly appointed subordinate boards detail how appointments are processed. Christy Snipp and Donnie Blake are the two alternates and one of them can be chosen to fill the vacated seat on the DRB. The Trustees for the Village chose Christy Snipp to fill the seat. Some concerns were brought forward surrounding family members serving on multiple boards and whether a conflict of interest would arise. The Selectboard felt confident that individuals would recuse themselves from a vote due to any perceived interest if necessary. Donnie Blake expressed to the Selectboard that he is happy to remain as an alternative should Christy be chosen as the member. This was a tough decision for the board.

Motion made by Don McDowell to appoint Christy Snipp to the DRB. Motion seconded by Jess Graham. Motion carried (5/0).

3. Appoint new Planning Council Member

Motion made by Judy Bickford to appoint Tim Magee to the Planning Council. Motion seconded by Brian Kellogg. Motion carried (5/0).

4. Discuss making Hutchins St. one-way to create new on-street parking

The parking committee met over the summer of 2022 and presented the Selectboard with a report of recommendations on an implementation plan. One of the items to be discussed is should Hutchins Street be a one-way road down the hill. There were some concerns from guests in the audience regarding sidewalks, stop signs and the bus stop. The Selectboard implied that feel a oneway road down hill sounds reasonable.

5. Discuss Brigham St parking lot as 2-hour parking

Another item from the Parking Committee implementation plan is turning Brigham Street parking lot into a 2-hr lot of parking. There are currently 12 parking slots in the middle of the parking lot and there is room for 2 more slots to be added on the side closest to Second Chance, which gives 14 slots. The parking spots on Brigham Street and on the right-hand side as you approach the parking lot area are going to remain parking all day. Some of the folks in attendance are concerned that there is no place for the employees of all of the surrounding businesses to park.

Motion made by Judy Bickford to convert the center of the parking lot into 2 hr parking spots. Motion seconded by Don McDowell. Motion carried (5/0).

6. Planning Council Short-Term Housing Letter

At the conclusion of the 2022 Zoning Bylaw approval process, the Selectboard directed the Planning Council to further study the newly expanded zoning restrictions on short-term housing. There is a

Planning Council meeting on February 14th and Julie Marks from Vermont's short-term Rental Alliance advocacy group will be in attendance discussing all aspects of short-term rentals in Vermont with the Planning Council. Some Selectboard members will try to attend this meeting.

7. Updated site assessment for Town-owned Noyes House Museum property

The Town of Morristown owns the Noyes House Museum and is responsible for the repair and maintenance of the property. The Historical Society has been steadily restoring the property both structurally and in terms of finish and furnishings to represent the two major 19th century times of ownership. The 2023 ballot contains an article that, if passed, would authorize raising taxes equal to 1/2 cent on the Grand List to be dedicated to the Noyes House Museum Repair and Maintenance. Currently, the repairs will cost more than funds are available. If the article does not pass, the town will have to budget for these repairs.

8. Discuss date for Special Town Meeting - petition to move all budget items to Australian ballot

The Town has received a petition asking for the budget to be voted by Australian ballot for future town meetings. The town must hold a Special Town Meeting to address this petition within 100 days of receipt of such petition. The school auditorium is available on April 18th for a 6pm meeting.

Motion made by Judy Bickford to hold the Special Town Meeting on April 18th at 6pm at the school auditorium. Motion seconded by Brian Kellogg. Motion carried (5/0).

OLD BUSINESS

1. Discuss Class 4 road policy

Eric Dodge obtained the Stowe VT class 4 road policy for the Selectboard to review. It is a good starting point for the completion of the class 4 road policy for Morristown.

It is clear the town cannot create a road policy that will encompass all scenarios presented to the Selectboard. The Selectboard will continue to work on this document.

There were several guests in attendance this evening that live on class 4 roads and have a vested interest in how this policy is developed. The Selectboard members heard all the concerns expressed this evening by the folks in attendance.

There appears to be a dispute amongst neighbors, Rooney/Maizel regarding Bull Moose Road. The Maizel family is concerned that their home is 125 years old, and the foundation cannot handle any major vibration caused by heavy equipment used to improve Bullmoose Rd. They want to ensure someone will take responsibility in the event damage should occur. The Rooney's are concerned with the timing of cutting down trees because of seasonal farming needs. Selina Rooney said she would take responsibility for any damage caused by the tree cutting and further improvements to Bull Moose Rd. by them.

Selina Rooney seeks permission to begin cutting trees immediately, in the right-of-way, to prepare for widening the road. Ken Grimes has been consulted by the Rooney's.

Motion made by Jess Graham that the Rooney's have permission to cut trees in the right-of-way of Bull Moose Rd and Rooney's take liability for any damage caused to the Maizel property. Motion seconded by Don McDowell. Motion carried (4/1). Judy Bickford opposed.

The Selectboard expressed their concern over the neighbor dispute and wishes there was another

solution.

APPROVE WARRANTS

Motion made by Don McDowell to approve the warrants. Motion seconded by Brian Kellogg. Motion carried (5/0)

TOWN ADMINISTRATOR'S REPORT

Eric met with representatives from Bernie Sanders office and brought two concerns:

1. Money for municipal structures are needed
2. Downtown transportation is needed.

Todd and Eric met with new director from RCT. There is going to be a new microtransit system for Morristown. Rides will be free.

SELECTBOARD CONCERNS

Don McDowell reflects on how hard the staff in the town work. Transparency has been mentioned frequently and Don reminded folks that the budget process begins in the fall and all meetings are open to the public. It is worth noting that only 2 citizens were present at all the budget meetings. There is an informational meeting on February 27th at 6pm and hopefully folks will attend. All other Selectboard members agreed with Don's comments.

Sara Haskins noted all ballots would be mailed by February 15th.

COMMUNITY CONCERNS

Several guests in attendance continue to voice their concern over the budget for the 23-24 fiscal year.

OTHER BUSINESS

1. Possible Executive Session

Motion made by Don McDowell to go into Executive Session because I find that premature general public knowledge would clearly place the public body, or a person involved, at a substantial disadvantage. Motion seconded by Judy Bickford . Motion carried. (5/0)

Motion made by Don McDowell to go into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee subject to T1 V.S.A. § 313 (a)(3). To include the Town Administrator, Eric Dodge. Motion seconded by Judy Bickford. Motion carried. (5/0)

Motion made by Don McDowell to come out of Executive Session. Motion seconded by Jess Graham. Motion carried. (5/0)

ADJOURN

Motion made by Don McDowell to adjourn. Motion seconded by Brian Kellogg. Motion carried. (5/0)

Meeting adjourned at 9:48PM

Submitted and filed this February 10, 2023

Judi Alberi, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.

Together, we succeed.

We believe everyone has potential. At Capstone Community Action, we work to strengthen families and individuals, and we help them take action to achieve their dreams.

If you're struggling with financial insecurity, we're here to help. Contact us and take your first step toward a brighter future of hope and opportunity.



We improve the lives of Vermonters in need

by providing opportunities, education, and vital assistance. By breaking down the barriers that prevent people from thriving, we offer the hope people need, the dignity everyone deserves, and a better community for all.

Our locations

WASHINGTON COUNTY
20 Gable Place, Barre, VT 05641-4128
PHONE: (802) 479-1053 | TOLL FREE: 1-800-639-1053
FAX: (802) 479-5353

LAMOILLE COUNTY
Integrated Services Center
250 Industrial Park Drive, Morrisville, VT 05661-4491
PHONE: (802) 888-7993 | TOLL FREE: 1-800-639-8710
FAX: (802) 888-7531

ORANGE COUNTY
12 Prince Street, Suite A
PO Box 284, Randolph, VT 05060-0284
PHONE: (802) 728-9506 | TOLL FREE: 1-800-846-9506
FAX: (802) 728-4962

22 Whistle Stop Way, PO Box 500, Bradford, VT 05033-0500
(By appointment only)
PHONE: (802) 222-5419

Hours of operation

Our offices are open from **8:00 am to 4:30 pm**, Monday through Friday. Calling ahead is strongly encouraged.

Capstone Community Action is an equal opportunity provider and employer.



CALL US
1-800-639-1053
VISIT US ONLINE
www.capstonevt.org



Programs & Services



**A brighter future is
within reach.**

Making ends meet

Food and Nutrition Programs

We help keep nutritious food on Vermonters’ tables by helping people connect with 3SquaresVT, Farm to Family Coupons, and Capstone’s Food Shelf, located at our office in Barre.

Home Heating and Utility Assistance

For those in danger of running out of home heating fuel, please call. We may be able to provide emergency assistance for fuel and utility disconnection based on your eligibility.

Housing Counseling and Homelessness Prevention

We offer counseling for people facing eviction and homelessness, and provide help for anyone seeking stable housing.

Building stronger families

Head Start & Early Head Start

Our programs for pregnant women and eligible families with children ages 0-5 include high-quality early childcare, parent education, home visiting, and center based care.

Child Care Food Program

For children in day care, we provide access to this government program that provides nutritious meals and snacks that meet the minimum daily meal requirements for children.

Family Literacy Center

As part of the Head Start program, we serve pregnant and parenting high school students under the age of 26 with academic supports to earn their diploma, as well as individual and group support.

Physical, Oral, and Emotional Wellness

Through our Head Start program, we help families access wellness visits, dental care, and mental health support.

Creating warm and healthy homes

Weatherization and Energy Efficiency Services

We provide a variety of energy services for Vermonters of all incomes to ensure their homes are operating at their best, including no-cost weatherization for income-eligible Vermonters. We also offer weatherization for building owners and landlords.

Energy Efficiency Education

We empower homeowners, renters and the community to improve their homes’ energy performance with educational trainings, workshops, and weatherization skillshops.

Opening doors to economic opportunity

Community Kitchen Academy

Our Barre location hosts an intensive workforce development & training program where participants gain skills and a path to a good job in the food service industry.

Micro Business Development

We support new and established entrepreneurs to start or expand their business with workshops, counseling, and financial education.

Savings & Credit Programs

We provide coaching and assistance with budgeting, debt reduction, credit building, and saving. We also offer programs to help people start saving earned income to build assets for their future.

Tax Preparation Program

Vermonters receive help with filing Federal and State income tax returns, as well as renters forms.

Workforce Development

We develop partnerships, advocate for policies that support job creation, and implement innovative programs to get Vermonters to work.

Transportation

We help people access affordable, reliable, and energy-efficient vehicles.



“They believed in me, so I had to believe in myself.”
– Capstone program participant



“Capstone helped me to gain some of the confidence I had lost through trauma. It has helped to further and strengthen my vision for my future endeavors.”
– Capstone program participant



JOB DESCRIPTION

Summer Recreation Counselor



Nature and Scope of Position

Summer Camp counselors are seasonal employees that are hired specifically to participate in the administration and activity coordination for the summer camp run by the Recreation Department for Morristown area youth ages 5-12. The job entails all of the duties associated with providing a positive recreational experience for each and every participant from a diverse population of the greater community. Each Counselor will report directly to a Recreation Coordinator of the program.

ESSENTIAL FUNCTIONS

The following duties, expectations and responsibilities are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

Duties and Responsibilities

- The counselor must agree to attend training sessions prior to the camps start date,
- The counselor must become certified in CPR and First Aid, training will be provided by the Recreation Department if necessary and any other certifications required by professional staff,
- The counselor must agree to background checks that may include finger printing,
- The counselor should have a background and experience in the kinds of activities associated with summer recreation (i.e. sports and games, arts and crafts, swimming) supervisory knowledge of different aged group children as well as instruction and teaching techniques,
- The counselor will be responsible for a certain age group activity and must assume all supervisory responsibilities associated as such,
- The health and wellbeing of the participants shall be the guiding principle for all activities and actions that take place,
- Counselor must be able to take attendance and conduct regular head counts of children in their charge,
- The counselor must have the skills to function within the larger group and keep the ideals of the entire program foremost in their mind,
- Counselors responsibilities will extend from the start of the day until the camp ends and include lunch time and any trips and expeditions that are scheduled by the Coordinator,
- Counselor must adhere to pre-set schedule implemented by the Coordinator,
- The conduct of all counselors must be of the highest level at all times and inappropriate behavior will be dealt with and possibly end with dismissal from the program for just cause,

- Disciplinary actions will not be your responsibility but need to be reported to the Coordinator, as does any sickness or injury to the participants,
- Specific rules and regulations for the daily conduct of camp activities will be provided to you in writing and be part of the mandatory training program,
- Assignments will include the care and maintenance of a safe and healthy facility at all times,
- There may also be the opportunity to assist in the monthly and annual recreation events as per request from the Coordinator,
- Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any speech or behaviors which are discriminatory or otherwise conveys disrespect to others,
- Perform other duties and responsibilities as assigned by the Recreation Coordinator,
- Counselors will be required to be a mandated reporter.
- Performs other duties as assigned by the Town Administrator. Consult with the Town Administrator to solve complex problems.

MINIMUM QUALIFICATIONS

Preference will be given to candidates that are 16 years of age and older, but the Coordinator reserves discretionary privilege in hiring someone who has not reached their 16th birthday. Specialized skills and experience in summer camp and recreational activities are desired, as are any technical skills. Each candidate must successfully apply for the position and complete an interview.

Current certifications in first aid, CPR, AED will be required and made available. Professional lifeguard training and other such certifications are a plus and may also be provided.

Hiring may be contingent on results from the following: Vermont Abuse & Neglect Registry Check, Vermont Crime Information Center, and Personal background check.

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of walking/hiking, climbing and balancing, stooping, kneeling and crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Tasks may involve extended periods of time in a vehicle.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description and understand the duties and expectations herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee signature

Date



SUMMER CAMP STAFF MANUAL

Morristown Recreation-PO Box 748 Morristown, VT 05661

802-888-6378 • www.morristownvt.org/rec • amccormick@morristownvt.org

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Welcome to the Morristown Summer Rec camp

As a staff member at Morristown Summer Rec, you are joining a group of people dedicated to providing a safe, fun-filled, and enriching experience for all our campers. Many of our staff, like many of our campers, return to Morristown Summer Rec each summer because they love working in a camp atmosphere where they help mentor children and act as extraordinary role models. If we have hired you to be part of our staff, we trust that you understand the important positive impact that you can have on the lives of children.

At Morristown Summer Rec we are a team, working together to help ensure that each camper has a wonderful, enriching camp experience. You should always feel comfortable asking for advice or help to reach that goal. Please do not hesitate to come to us with problems, concerns, ideas, or suggestions.

This staff manual provides necessary information that will help you do your job effectively and responsibly. Please read it carefully and return the last page that indicates that you have read it and understand the information provided to you.

For many years, Morristown Summer Rec Camp has been providing campers with an outstanding day camp experience. We have the opportunity to explore our beautiful community with endless outdoor recreation activities, numerous athletic fields and courts, exciting field trip options, etc. but the most critical ingredient of our program is our outstanding staff. Your energy, enthusiasm, compassion, and dedication create an atmosphere where campers feel included, supported, and nurtured.

Your contact with campers throughout their day and all during their summer at camp has the potential to tremendously impact their lives. Make each day count for each child. Use every opportunity to be a good role model. Encourage children to make good decisions, try new things, be good friends, and support each other. Recognize and applaud their accomplishments whether it is a hit in softball, a great art project, or a kindness they have shown to someone else.

At Morristown Summer Rec Camp innovative programming and nurturing leadership encourage the acquisition of skills, the development of friendships, and a heightened awareness of our natural and social environment, all-important elements in each child's growth.

Morristown Summer Rec Camp builds and enhances our campers' competence and confidence. Our camp community is supportive and welcoming – children thrive and grow stronger in many important ways. All our campers have the opportunity to experience and try new things. We help campers develop lasting friendships, work well in groups, and work toward attainable goals.

Morristown Recreation Mission Statement & Philosophy

Mission statement: The mission of the Morristown Recreation Department is to seek the development of a wide variety of recreation programs, park facilities and services to meet the total needs of the residents of the community.

Vision statements:

Organization vision statement- Promote sense of place, community, and healthy living by providing recreation opportunities through programs and activities and parks and facilities, serving all of Morristown including residents, and visitors.

Youth programs vision statement- To provide a safe environment where all children can experience nature, expand their learning creativity, create ever lasting friendships, and have fun in a beautiful setting.

Camp Expectations, Policies, and Procedures

Your role as a counselor-

- Children, as well as all people at camp, are to be treated with respect, fairness, and kindness.
- Children come first. Though we certainly realize our staff loves being at camp, providing a fun filled, safe, stimulating program for our campers is our #1 priority.
- Make an effort to reach out in a special way to each camper each day.
- Encourage all campers to participate in each activity. Create an environment where campers feel safe enough to take a risk and try something new or something they are not “good at”. Be a cheerleader for your group and encourage campers to do the same.
- Act all the time as though the parents of your campers were watching you.
- Enforce the rules and encourage good behavior tactfully (be sure to take the age of the participant into consideration).
- Be safe. Protect the physical and emotional wellbeing of your campers. You must intervene to protect campers from any physical harm and/or emotional bullying. Do not tolerate children being mean or abusive to each other.
- Children should never be humiliated or publicly embarrassed. Involve the unit leader in any disciplinary decision or action.
- As an employee of Morristown Summer Rec, you are also an employee of the Town of Morristown, you represent the camp when you are at camp and when you are out and about in the community. Always act appropriately.
- Unless on an approved break, staff must be with their group at all times and be aware of the location of all the campers in their charge.

-Staff are not permitted to use cell phones during the camp or on the bus unless it is for a camp purpose.

-Staff is responsible for the care and use of all camp program equipment.

-At Morristown Summer Rec, we work as a team. Staff may be asked to fill in for another staff member at any time during the camp season.

-Any direct contact with parents regarding camper issues is the responsibility of the administrative staff. Please direct parents to the Camp Director or Program Director.

-Any confidential information you have regarding campers MUST remain confidential. This includes any medical information.

-Staff are not allowed to have visitors at camp.

-The camp is not responsible for any personal items you bring to camp and in fact suggests you do not bring anything valuable to camp.

As a staff member at Morristown Summer Rec, you represent the camp. This means:

-How you behave is a reflection on both you and camp, especially when you are at camp or wearing anything with the camp logo or name appearing on it.

-The internet is a public space and as such is a place where the public can view you and make assessments as to your character.

What to Bring to Camp

Counselors need to be prepared for all the camp activities we encounter during the week. The list below is provided to help you know what you need to bring with you each day. Staff should be sure to wear comfortable, clean clothing and closed-toed shoes. *Be sure to read through our Dress Code for more information. *

- Backpack
- Change of clothes
- Raincoat and/or pants
- Swimsuit and towel
- Wristwatch
- Water bottles
 - It is always a good idea to have an extra reusable water bottle or two in case campers need water.
- Lunch and snacks
- Sunscreen and insect repellent
- Hat and sunglasses
- First Aid Kit
 - Provided by Morristown Summer Rec but you are always responsible to carry it with you.

What Not to Bring to Camp

You are responsible for any personal possessions that you bring to camp that are lost, damaged, or stolen.

Please do not bring to camp:

- Any substantial amount of money
- Electronics (hand-held gaming devices, iPods, etc.). Though you might have a cell phone at camp, we expect that you do not use it for personal use while you are on duty with campers.
- Expensive clothing, jewelry, or accessories.

Dress Code

It is important to remember that our campers are impressionable and look to you as a role model. All staff will be required to dress in a professional manner. You are expected to dress comfortably in a way that will allow you to participate in the various activities at Camp.

Staff shirts will be issued to all staff members and will be required to be worn for summer camp and events. No low-cut shirts, tank-tops, short shorts, or inappropriate logos/words/graphics. Sneakers with socks should be worn at all times. Open toed shoes are not recommended. Slip on shoes such as crocs and sport sandals may be worn for river/pool activities. Women's bathing suits must be one-piece or an appropriate two-piece (tankini). No bikinis permitted. The bottom of the bathing suit must cover adequately. Your appearance represents our department. Please dress accordingly.

Conduct

Be prompt, alert, and ready to work when you are scheduled to come in.

The following behaviors will constitute grounds for disciplinary action.

1. Tardiness
2. Failure to report to work without calling in
3. Unprofessional behavior/ poor attitude
4. Use of or under the influence of alcohol, tobacco, or drugs on duty
5. Not performing your assigned duties
6. Any behavior that goes against department policy
7. Being on your cell phone during work hours

All situations will be handled on an individual basis through the following 3-Strike course of action.

First offense: -Verbal warning by Supervisor

Second offense: -A written warning from Supervisor

Third offense: -A meeting with your Supervisor and the Recreation Coordinator to discuss conditions of further employment.

Immediate termination will be rendered if actions put imminent harm to the participants of our programs.

Staff Training and Meetings

All staff are required to attend staff training week. As well as additional trainings, including CPR/AED/First Aid, as necessary. Staff should plan to be on time for staff trainings and stay for the duration.

There will be staff meetings at predetermined dates and times. Meetings will last approximately an hour and 15 minutes. All staff will be required to attend. If you are unable to attend a meeting, please contact your supervisor. Alternative arrangements will be made to inform you about what was relayed at the meeting. Staff meetings may involve trainings, troubleshooting, programming, and planning.

Scheduling

The weekly schedule will be posted on the Connecteam app and Google Docs prior to the start of the work week. Please notify your supervisor immediately if there is a conflict with your schedule. Staff are expected to give at least a two week notice for requested days off.

Timesheets / Payroll

All staff will be required to sign in and out each day using Connecteam. Any missed entries will be required to be submitted by Friday. The Recreation Coordinator will approve all hours and submit them to the Finance Department.

Each staff member is required to sign up for direct deposits. Paystubs will be distributed every Thursday. If you have questions or concerns with your paycheck, please contact the Recreation Coordinator. If you have not completed and submitted the Direct Deposit form, please see the Recreation Coordinator.

Absences and Sick Days

The Camp operates for 34 days in the summer. We need and expect our staff to be there each day we are open. With that being said, we allow up to 2 days off per summer. Advance notices for the day off requests must be submitted to the Recreation Coordinator. Staff is not paid for any time, not at work.

It is your responsibility to Call/Text the Recreation Coordinator at 802-730-0853 as soon as possible if you are going to be out sick. Please be responsible with your after-work activities to ensure that you can come to work on time and be prepared to work from the start of your shift until the end. Keep in mind that alternative staffing arrangements will need to be made and more time given will allow us to have adequate staff for our programs.

Staff Break Periods

Our camp structure requires direct supervision of children all day. For that reason, staff breaks are not scheduled. While breaks are not scheduled, we do recognize the camp staff may need to step away from their group to take a breather. Camp staff is expected to communicate that need to the Camp Director and/or Recreation Coordinator and we will do what we can to accommodate those requests.

Opening and Closing Duties

Opening and closing duties will be assigned on a weekly basis. The appearance of the facilities will be the first impression of families, participants, and our community. It is vital to keep our facilities clean and

neat at all times. In general, staff should inspect the grounds and facilities daily for trash or safety hazards. If something is broken or needs attention, notify a supervisor immediately.

Transitioning Between Activities

There is no time scheduled for groups to get from one activity to the next, so counselors need to make sure that they get their group from one activity to the next in an efficient manner. Counselors need to make sure that they leave one activity area to get to the next activity taking into account how long it will take your group to transition from one place to another. The location of the activity as well as the age of the camp group will influence your schedule.

Lost and Found

At camp, all lost and found will be displayed by the check-in/check-out space. If any of your campers are missing something, after you check the spot where they might have left it, you should check these lost and found areas. In addition, if you find something lying around camp that does not have a clear owner, you should bring it to the lost and found table/bin.

Food Procedures

As a counselor, you must be conscious of all food allergies in your group. You need to make sure that campers with allergies avoid contact with their allergen. For serious cases, campers may need to sit at a separate table in order to ensure that they do not come in contact with their allergen.

Facility Usage

Children are not permitted in the arts/crafts cabinets, storage/equipment room, or staff room. All items in the Recreation Center and staff room, including food and cooking utensils, are property of Morristown Recreation and should not be taken without permission. Equipment used from the equipment room needs to be checked out. At the end of each activity, equipment should be immediately returned to the storage room, so it is available for other groups.

All areas need to be kept clean and organized daily. Morristown Summer Rec feels it is offering our campers the very best camp facility. The school maintenance team works hard each day to ensure the camp and school are pristine. We ask that all staff work together to help keep the camp clean and orderly. Take pride in camp and help us maintain these grounds and encourage our campers to do the same.

Lunch and afternoon snacks need particular close supervision with regard to garbage. Make sure you keep lunch areas and snack areas free of garbage, so we do not attract unwanted animals. Point out to your campers where garbage is to be put. Then before leaving the area, ask your campers to police the area for trash. Garbage cans are available throughout the camp. PLEASE USE THEM! Take special notice of the trash in the playground area. This space is a shared space between us, the school, and the wider Morristown and the school community. We need to make sure our groups are cleaning up after themselves each time we are using the playground.

Assign each camper a cubby or shelf for their personal belongings. Counselors should make sure campers place their belongings back into their cubbies after use. Campers should take their belongings home daily. It is the responsibility of the counselors to make sure that campers bring their clothes,

shoes, artwork, etc. home each day. Particularly our younger campers are likely to need help to do this. Bring any unclaimed articles to Lost and Found.

Cell Phone Usage

Please use your cell phones in a professional manner. With the implementation of our employee app, Connecteam, and daily schedule information on Google docs we recognize that we have given you a tool that requires you to use your cell phone. We are asking you to use this responsibly; limit the time you are on the app, check it during your breaks, use radios as your main mode of communication and Connecteam only as a backup.

*Taking cell phone photos of kids is discouraged, but we know you are doing cool activities with your groups throughout the day. If you capture special moments with your cell phone you must upload those photos to the Department's google drive** and immediately and permanently delete those photos. Employees should never post pictures of children on their media sites; disciplinary actions will be taken if this occurs.

The following uses are NOT permitted during working hours:

- Taking personal phone calls unless you have been given permission by your supervisor
- Social media usage
- Texting friends and family
- Taking pictures of kids with your cell phone*
- The use of Facebook, Pinterest, YouTube, or any other media sites is not permitted during work hours unless approved by a supervisor.

**To access Google drive, you will need to download the Google App. The Recreation Coordinator will send you an email invite to join the folder. From there you can upload photos from camp. Make sure you delete the photos after you upload them to our Google drive.

Communications Code of Conduct

We recognize that our staff has a private life outside the boundaries of the camp, and we expect that our staff conducts their private lives with integrity and decorum.

We expect our staff will:

- Never discuss personal aspects of any campers on blogs, social networking sites, or with any individuals who do not need to know personal camper information. Staff needs to be mindful and respectful of our camp community and never disclose or discuss confidential or proprietary information.
- Never use the internet as a vehicle for gossip, to spread rumors, or speak in a derogatory manner about Morristown Summer Rec and Recreation Department, campers, or staff members.
- Staff must never post, tag, or publish a picture of a camper on the internet or send pictures via cell phone, e-mail, or instant message.
- Never post pictures or videos that would be considered unprofessional or would in any way compromise your ability to be viewed as a positive role model for children.

- Never accept campers as ‘friends’ on internet sites. You should not be engaged in any online relationship with any campers.
- Any out of camp relationship between staff and campers needs to be initiated by and supervised by the parents of campers.

All communications between Morristown Summer Rec Camp and parents are the responsibility of the Directors. Any communications received by counselors are to be turned over immediately to the Directors. Counselors may not send home any letters, memos, etc. not authorized by the camp office.

Morristown Recreation encourages counselors to initiate positive communications with the home. If a camper has realized success in each area, as in finally placing his head underwater or successfully overcoming a particular athletic challenge, we encourage counselors to notify parents of the “good news.” Good public relations are good business.

Our Communications Code of Conduct is consistent with our values. We need for all our employees to read the above bullets carefully. It is our expectation that our entire staff will adhere to this code of conduct. Failure to do so may result in immediate termination of employment.

Performance Reviews and Evaluations

Supervisors will conduct assessments about your professionalism, responsibility, and fulfillment of your job requirements. They also serve as an opportunity to give you tips on strengthening and maintaining your skills throughout the year. For full-time year-round employees, these evaluations will be discussed once per year. For seasonal employees, there is a mid-season and end-of-season evaluation.

Tobacco and Substance

Possession, sale, or use of illegal substances on town property will not be tolerated and will result in immediate termination. The consumption of alcoholic beverages during a work shift or in any workspace is also prohibited and will be subject to disciplinary action up to and including termination.

How you spend your time off the clock is your personal business, but do not allow your actions to have a negative impact on your job performance or reflect negatively on the program. Use of drugs, alcohol, or other controlled substances is not permitted at any time while at work. If you have questions about this policy or issues related to drug and alcohol use in the workplace, please speak to your supervisor without fear of reprisal.

Sexual harassment policy

Sexual harassment is “unwelcome sexual advances, requests for sexual favors, slurs, jokes, and other verbal or physical conduct of a sexual nature.” Morristown Recreation has a no-tolerance policy regarding workplace violence and sexual harassment. Any work-related complaints should be filed with your supervisor. All reports of sexual harassment will be kept confidential and will be promptly investigated. Morristown Recreation will take appropriate disciplinary action against any employees who are found to have engaged in sexual harassment, up to and including discharge. We assure you that there will be no retaliatory action taken against an employee who makes a good-faith report of sexual harassment.

Camp Day Overview

A.M. Arrival

The morning shift counselors are expected to arrive at 7:30am and prepare for incoming campers. Free play activities such as play dough, fuse beads, board games, or Legos should be set up in designated group areas. Counselors should be welcoming and alert as campers arrive, ask the campers for their name if it is your first time meeting them and do not be afraid to ask them questions about their interests! The morning counselors are responsible for taking attendance and checking campers in as they arrive. The Camp Director will provide you with your daily rosters when you arrive. Each group should have a designated spot for these, so they are available for all counselors. Each counselor is expected to carry a roster for the whole day.

After all campers and counselors arrive each group will run a morning meeting. Morning meetings are an opportunity to tell the kids about the schedule for the day and what activities they will be doing so they know what to expect. Campers like to be in the know and like to expect what is coming next. Daily visual schedules are a great way to relay the schedule and post it in the room so campers can reference it as needed throughout the day. Make the morning meetings fun!! Play a game or sing a camp song before diving into the schedule. This also helps new campers feel welcome and get to know the group. Morning meetings are also a great time to make sure campers have all of their camp necessities- lunch, water bottle, swimsuits & towels.

P.M. Dismissal

Camper check-out occurs between 3:30-4:15pm. Towards the end of the day, counselors set aside time for campers to gather their belongings and prepare to leave for the day. Groups should be in their designated space unless you have communicated to the Camp Director that you're going to be in a different area (i.e. the Playground, stream, basketball court) so they know where you are. Pick-ups will be communicated over the radio.

After all, campers have left, counselors are expected to do a walkthrough of their areas to make sure they are clean and tidy. This is also a great time to put radios on the chargers and restock first aid kits. Rosters will have a designated folder and should be placed in this space in order to be shredded at the end of the day or week.

Daily Schedule

The Camp Director and/or Recreation Coordinator will provide a general schedule and activity descriptions each week. It is the responsibility of you, the counselors, to determine who leads each activity and that the activities are completed each week. The following schedule is what you can generally expect each day.

7:45-8:45	Participant drop off
8:45-9:20	Morning meeting
9:20-10	Snack & small group game/icebreakers
10-12	Activities
12-12:30	Lunch

12:30-2:45	Activities
2:45-3	Snack & pack up gear
3-3:15	Reflection activity
3:15-4:15	End of day activities & participant pick up

Lunch

Counselors are responsible for getting the lunch crates from the refrigerator and bringing them to the campers. They are also responsible for returning the crates to their proper location at the conclusion of the lunch period.

Counselors are responsible for supervision of lunch. Make sure all children have their lunch and are eating it. If a child forgot lunch, counselors must inform the Camp Director or Recreation Coordinator immediately. If a camper has lunch but is not eating it, determine the reason and make sure the Camp Director is informed and can call home to discuss the issue with the parent.

Because of food allergies, it is critical that campers not share or trade their lunch. Campers with peanut allergies should sit at the peanut free table.

Counselors are responsible for ensuring that campers clean up after lunch. Before leaving assigned lunch areas all garbage must be placed in garbage cans or recycle bins and lunch areas should be clean. Encouraging campers to clean up after themselves means less cleaning will be required by the counselors.

Planning & Implementation of Programs

Morristown Recreation prides itself on the quality of staff performance and programming. It has been a deliberate effort to provide organized and educational experiences where participants gain lifelong skills and knowledge. Seasonal staff are expected to implement planned program activities created by the Recreation Coordinator and/or Camp Director.

Rainy Days

Rainy days can put a damper on our planned activities, but they also provide an opportunity to have fun in unexpected ways! On rainy days counselors are asked to complete the planned activities if possible. If you cannot do the activities as planned, try adapting them. We also supply you with a Rainy Day resource on Connecteam. It is your responsibility to adapt the programming as necessary on rainy days. Whatever the plan is for a rainy day, staff should remain positive about the great time campers will have despite the weather.

Fields and Their Proper Use

When traveling with your group from one activity to another, make sure you lead your group around an activity in progress. **DO NOT CUT THROUGH THE CENTER OF THE FIELD.** Show courtesy toward other groups and refrain from any actions that would interfere with the activity in progress. The athletic fields at People's Academy and Oxbow Park are rented to outside organizations, if there is a group on the

fields and you were planning to do an activity on that field, please contact the Recreation Coordinator or Camp Director for further action.

No equipment used for a given activity is ever to be left on a field when your activity has ended (e.g., balls and bats are to be returned immediately to the equipment shed at the completion of a softball or kickball game).

Procedures for Health and Accident Emergencies

Risk Assessment

Safety is not an outcome; it is a process. It refers to the steps that one takes to minimize the chance of an accident occurring. Safety begins with evaluating potential hazards in an activity and follows with the design and implementation of strategies to counteract these potential hazards. Safety is built upon two assets, subjective (human factors) and objective (environmental) factors that lead to the accident potential. A leader must always be weighing the positive benefits of the activity with the potential hazards.

REMEMBER: MOST ACCIDENTS CAN BE PREVENTED. SAFETY SHOULD ALWAYS COME FIRST IN PLANNING AND CARRYING OUT ANY ACTIVITIES. BUT ACCIDENTS DO HAPPEN. IF YOU ENCOUNTER ONE, HERE'S WHAT TO DO...

Check for noticeable injuries and control bleeding. IF a camper is injured and registers a complaint involving his/her head, neck, back, or the slightest possibility of a broken bone, **DO NOT MOVE THE INJURED CAMPER**. Keep the camper calm and perfectly still while you send someone for the Directors.

Move other campers away from the injured camper and try to keep the situation as calm as possible. If a child is injured never leave him/her unattended.

Have someone who witnessed the accident available to give details to the Director. The Director will determine if emergency personnel need to be called. The main office will notify the parent(s). A complete accident report will be completed by the Directors and the counselors who provided care, which will contain the names and statements of witnesses.

The following are general first aid procedures:

1. **REMAIN Calm.** Act quickly but carefully.
2. **DETERMINE** – WHO is injured? WHAT part of the body is injured? HOW did it happen (e.g., fell down, bumped head, hurt arm, etc.)?
3. **SEND FOR HELP.** Send someone to the Rec office for the Director. Provide basic injury information so medical help will know what type of first aid equipment to bring and whether or not to call paramedics.
4. **BEGIN EMERGENCY CARE (First Aid) – TREAT ACCORDING TO PRIORITY!**
Whenever there is bleeding, put on rubber gloves and follow universal precautions.
→ **BREATHING:** Ensure individual has an open airway and give mouth to mouth or

mouth to nose artificial respiration. Use a breathing mask found in each first aid kit.

→ **BLEEDING:** Control severe bleeding by use of direct pressure on wound and or applying pressure to major pressure points. **ELEVATE INJURED AREA IF POSSIBLE.**

→ **SHOCK:** Keep injured person lying down if possible. Cover person if they feel cold or have chills. Elevate legs. Reassure person.

5. **KEEP SPECTATORS/GROUPS AWAY:** Send them to another area where supervision is available or seek assistance from another staff member.

Remember, your actions and emotions are communicated to your campers when a medical situation arises. It is important that you remain calm and reassure the child. A minor injury can become a major “catastrophe” if a counselor becomes “hysterical.” So, stay calm and seek medical assistance.

Dial 911 for all medical emergencies. If a guest or another employee requests an ambulance, please honor the request and call 911. Make every effort to give the best information you can when reporting an emergency, including:

- * Its nature
- * Its exact location
- * What assistance is needed?

Please stay on the scene and be prepared to assist. Employees are not to perform CPR or first aid beyond their training level. Notify your supervisor at the first opportunity. Complete an appropriate accident report form. Staff members should never transport an individual to the hospital in a personal or town vehicle. Always call an ambulance if one is needed.

Camper Injuries and Medication

If a camper complains of not feeling well or indicates any situation that could involve a medical problem, immediately bring the camper to the Rec office to be checked out by a Director. Please do not attempt to make a diagnosis. Always check out a medial situation no matter how minor it appears to you.

If the counselor receives a note from a parent involving a medical situation or medication, the information should immediately be turned over to the Directors. Any medication, whether prescribed or over the counter or medical treatment of any type must be administered by a Director. Likewise, if a camper in your group is receiving medication, please bring the camper to the Rec office at the time medication must be administered.

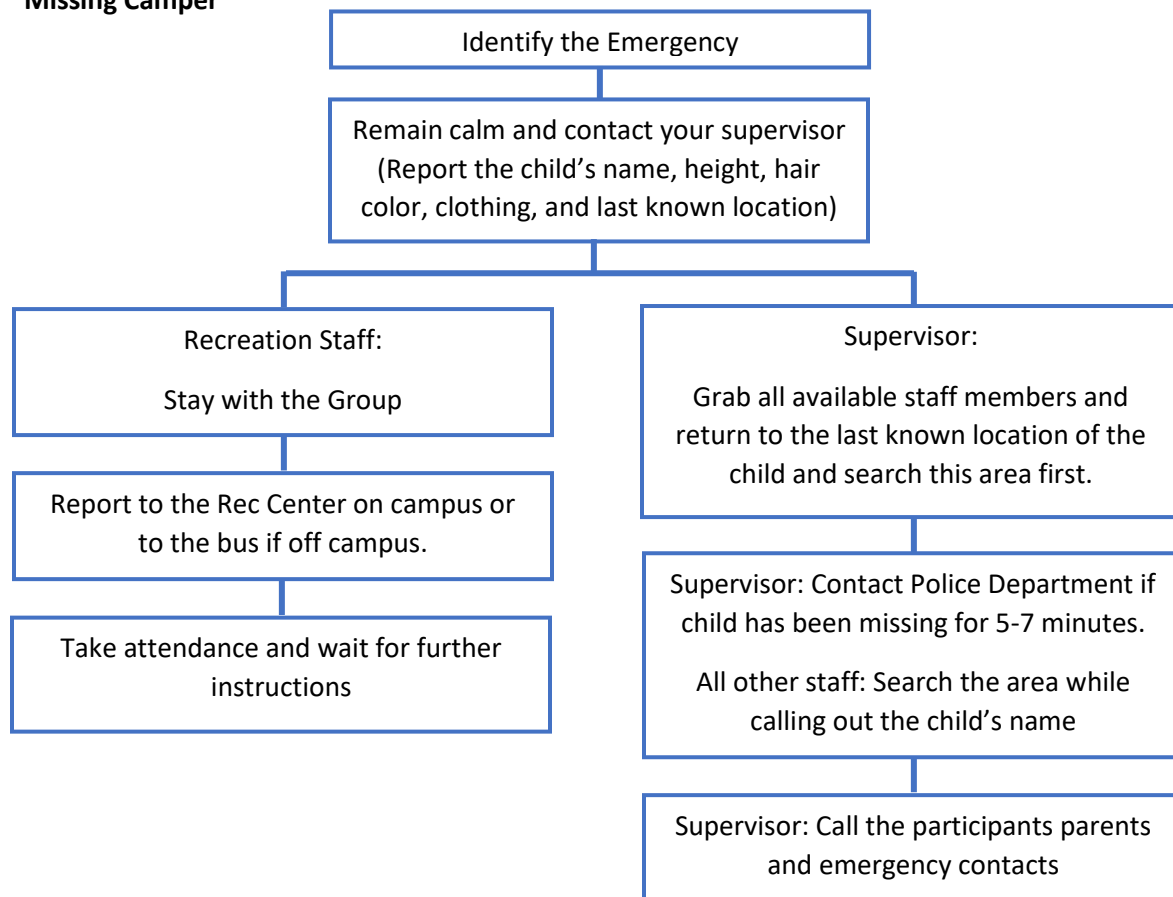
If a camper returns to camp from a medical situation and requires some modification to the camp program, we will provide these modifications (e.g., a camper returns to camp but cannot swim).

Never allow a camper with activity restrictions to just sit quietly by themselves or watch an activity. Rather, provide an appropriate activity that would take into account the camper’s restrictions. Consult the Directors for advice if needed.

As a general guideline, all staff should notice any change in a camper's physical being. Specifically:

- Skin rashes, poison ivy, etc.
- Lacerations
- Fatigue
- Itching of head
- Sunburn
- Redness or discharge from eyes
- Bruises
- Any unusual behavior
-

Missing Camper



Our camp is close to the village. If you are helping to search for a child and you encounter community members, remember to remain calm and introduce yourself as a Morristown Rec employee. Share information about what the child looks like, what they are wearing, and provide our office phone number.

Documentation

Documentation of physical, mental, emotional, or social incidents must be completed as company policy. Any time that an injury occurs, an Accident Report must be submitted. If the participant is a minor, guardians must be notified on the same day of the injury or incident.

A. Accident Reports

Accident reports must be filled out for all accidents or any time first aid is administered. They must be filled out completely and immediately by the end of the day. See Appendix for sample reports.

B. Participant Conduct Forms

These forms document the behavior exhibited by participants who endanger themselves or others. Participants will also be reported if they repeatedly break the rules of the program or do not conform to our behavior contract.

C. Employer First Report of Injury

- a. All near misses, injuries and incidents must be reported to the acting supervisor within **24 hours**, before leaving work for the day.
- b. Employees will fill out a **First Report of Injury Form** with their supervisor.
- c. Incident forms will be given to the Parks & Recreation Director.
- d. After the Parks & Recreation Directors reviews the forms, copies are to be made and given to the Executive Assistant/Clerk and the Stowe Selectboard, where they will be reviewed.
- e. Incidents may be forward by the Executive Assistant to the Vermont Leagues of Cities and towns for possible future claims.
- f. Original forms will be place in the Incident Reports binder.

Near Miss Reports-

A “Near Miss” is defined as an unintentional occurrence that could have caused an injury, a fatality, or property damage; or in other words, a ‘close call’. Near misses often do not get the respect that they deserve since compliance is confused with safety. Employees need to understand that the same conditions, unless addressed, are likely to result in future incidents and that the next time, someone could be seriously hurt.

It is important that we report incidents and follow up with a report, even if the problem no longer exists. We need this information for two reasons. First, there is a possibility that the situation could reoccur, and secondly, we need to have the data to identify trends.

Reports can be submitted anonymously. It is important that we have as much information as possible in investigating the report, but it is more important that the incident be reported. If you identify yourself, you will be informed of the action taken.

Reports can be submitted by filling out an accident report, clearly label it “Near Miss” and submit to your supervisor.

These forms should be filled out using the victim’s own words. For participant near miss reports look for witnesses to the accident and have them fill out a Witness Statement form.

Working with Campers

Leading and Participating in Activities

Campers love it when their counselors play with them and we encourage you to do so. When playing with campers, the idea is for the counselors to assist the campers in having fun, learning new skills, and developing good sportsmanship protocols. Do not seek to outrun, out score, and out play your campers. See yourself as the adult and make sure that your objective is the safety and wellbeing of the children in your care.

When you are at any activity in camp you need to be participating fully in said activity. For some activities, your co-counselors will be leading them, but it is your job to help that counselor maintain and engage the group. Leading activities should not fall on one counselor. We encourage you to lead activities which are outside of your comfort zone and try to familiarize yourself with them.

Supervision

- Counselors must be with their group at all times and be aware of where each camper is.
 - If you need to leave the group to set up for an activity, gather supplies, or talk to the Director about a situation. You must notify your co-counselors before separating from the group.
- While moving campers from activity to activity, one counselor should be towards the front and one at the rear to make sure the entire group stays together.
 - This also applies to Team LEAD campers on off-site adventures. Team LEAD counselors need to make sure their group stays together and don't get separated. Some campers pull ahead of the group, especially on hikes, which can be challenging. A good rule of thumb is to put a medium speed hiker in the front of your group to set the pace or take breaks as a group when needed.
- One counselor must stage themselves within changing rooms while campers are changing in and out of bathing suits while the second counselor oversees the children who are finished changing. Younger campers are likely to need assistance and counselors should be prepared to help if needed. Even in these situations you should be within eyesight of other adults, avoid being alone with campers. You can always ask a Director for assistance to make sure supervision is adequate.
- A head count should be taken for every transition to make certain no one is being left behind.

Playground Expectations

Playgrounds are another area of camp where the risk of camper injury is high. All staff members must recognize the unique challenge of a playground area. It is easy for a staff member to look upon playground use as a break period or at least a time to sit down and relax. **HOWEVER, PLAYGROUDNS REQUIRE INCREASED SUPERVISION.** It is imperative that counselors are on their feet, stationed throughout the playground area and employing the maximum in risk recognition and safety supervision. Playground equipment is to be used in accordance with its design and our playground rules are expected to be enforced.

We are asking all staff members to approach the playground areas as if you were a spotter in gymnastics. Place yourself under or near playground apparatus that appears to possess potential danger

for a camper. Be alert and prepared to protect the camper if an accident should occur. Approaching playground areas with the attitude that you are “spotting” children as in gymnastics is proper playground “risk recognition.”

We urge all staff to keep playground areas from becoming overcrowded. Only use the playground when you are scheduled for it or when you have been directed to use it. If there is a group already using the playground when your group arrives, seek out another activity. Finally, as in all areas of the camp, be another pair of eyes for us when in playground areas. If you see a piece of playground equipment that needs repair or appears potentially dangerous for campers, please bring it to the attention of the Directors.

Intentional Language

Intentional language is made up of three components: our word choices, tone, and body language. When working with children WHAT we say and HOW we say it matters. “It is estimated that the intent of our communication is influenced 10% by our words, 30% by our tone, and 60% by our body language.” (Noyes, 2003). The following are phrases are word choices that you should consider during your time as a counselor.

*The following examples are taken from Intentional Language by Scott Noyes

“Tell him you are sorry”

If the child is not remorseful. This teaches the child to use false words to “get out of trouble.” If the child is feeling sorry, then we could give her the words to use. When a child is not sorry for her actions, we may better help the situation by explaining choices for appropriate behavior. The best way to teach children manners may be by modeling good manners to them and encouraging an honest apology when it reflects sorrow for the behavior.

The unintended meaning of “Tell him you are sorry”, may be, “You need to lie convincingly about your feelings to get out of trouble.” Where will children learn to say sorry if they aren’t forced? Modeling and coaching. When we model a heartfelt apology, the child learns from our example. When we coach, not demand, an apology, children can attempt this difficult task. “Sometimes when I make a mistake, if it helpful to say, ‘I’m sorry.’ Would you like to try that?”

“You need to share”

True sharing always needs to be the choice of the owner. Forced sharing is actually relinquishment of ownership. Forcing children to share may teach children to dislike the concept. Sharing becomes more common as children become more social. As with saying “sorry,” children learn to share through modeling and coaching. Modeling: “I would like to share this with you. Do you want to play ball with me?” Coaching: “Justin would like to use the ball too. Would you like to share it or tell him he can use it next?” It is okay if the answer to this is no.

“That didn’t hurt”

Instead of “That didn’t hurt,” we could try, “That looked scary. Would you like a hug?” Growing up many of us were told, “not to hate,” “don’t be afraid,” “be brave and smile,” “act happy,” or “wipe away those tears. Unfortunately, hiding from negative feelings does not make them go away. The emotion gets driven underground only to resurface later, usually in stronger forms. Accepting all feelings can start with, “It looks as though...” “It sounds like you...” or “It seems that you are...”

“You guys...”

Gender specific nouns help reinforce stereotypical and possibly inferior sex roles. When addressing a mixed group it is helpful to use appropriate titles. “My group,” “Hey Explorers,” “you all,” “hey gang,” may be a better address for the whole group.

When rules are stated negatively, they are felt negatively. “No running.” “Stop throwing sand.” “It is not okay to hit your friends.” “Stop pushing.” This idea is similar to trying to teach children to be polite by being rude to them. Rather than telling children what they can’t do, it is more effective to tell them what they can do. Instead of, “No playing outside until this room is clean,” we can state it positively, “After this room is clean, you are welcome to play outside. Instead of, “No running,” it is more effective and respectful to say, “I need you to walk indoors.”

Child Abuse

As a camp counselor you are a mandated reporter. Child abuse encompasses mental, physical, and sexual victimization of children. If you suspect that a child assigned to you is a victim of child abuse you should report this to the Directors. We will help you file a report with the Department of Children and Families (DCF).

Some forms of abuse may not leave obvious physical evidence. There are, however, behavioral signs that may indicate victimization. You should be alert to these signs of abuse:

- Changes in behavior, extreme mood swings, withdrawal, fearfulness, and excessive crying.
- A sudden acting out of feelings or aggressive, rebellious behavior.
- Regression to infantile behavior.
- A fear of certain places, people, or activities, especially being alone with certain people. Children should not be forced to give affection to an adult if they do not want to. A desire to avoid this may indicate a problem or may indicate that parents have cautioned the child against such behavior.

What to do – what not to do

Follow the guidelines below if a child indicates that he or she may have been a victim of abuse:

- DON’T panic or overreact to the information disclosed by the child.
- DON’T criticize the child or claim that the child misunderstood what happened.
- DO respect the child’s privacy. Take the child to a place where they cannot be overheard by the other campers. It is important that you discuss the child’s situation only with the Camp Director

and Program Director. It should not become the topic of conversation in camp. The privacy of campers must be respected.

- DO encourage the camper to tell the Camp Director or Program Director. Make sure that the child feels that he or she is not to blame for what happened. Try to avoid repeated interviews about the incident; this can be very stressful for the child.

Precautions Against Accusation of Sexual Abuse or Exploitation

Child abuse is a serious criminal offense. As a camp counselor with the responsibility of caring for children, you may be placed in sensitive situations. It is important to take the following precautions to protect yourself against accusations:

- Have other staff members present when supervising changing into bathing suits or other circumstances in which the child may be dressing or undressing.
- Respect the privacy of the child. Do not become intrusive or curious more than is necessary to monitor the health and safety of the child.
- Do not ask the child for displays of affection. Avoid frontal hugs, carrying children, or allowing children to sit on you. Set a boundary around your personal space and other's personal spaces.
- Protect your own privacy. There will be natural curiosity about boyfriends, girlfriends, and personal relationships. You should use common sense in discussing sensitive subjects with your campers, and you should not go into the details of your private life. Do not contact campers by phone, mail, email, etc. outside of camp.

We all want the experience at summer camp to be a happy, carefree one for our children; one where boys and girls experience independent living, develop an appreciation for nature, and work on their social skills. In order for us to provide our campers with a positive, safe environment, we as adults must act responsibly and face the fact that child victimization and sexual abuse are harsh realities. A realistic approach to child safety is essential to protect those for whom we care for.

Behavior and Discipline Agreement

Our staff are trained to have a **Firm, Fair, and Consistent** philosophy on behavior management. Parents and/or Guardians are responsible for reviewing the Behavior Agreement with their child(ren) to establish clear understanding of behavioral expectations and the consequences of not meeting these expectations. The Behavior Agreement ensures that campers, parents/guardians, and staff have an established foundation of understanding before the start of our program. The Morristown Recreation Department reserves the right to send home any camper whose behavior is considered to be detrimental to the best interests, health, or safety of other campers, staff, themselves, or the camp. No refund is given for disciplinary dismissal.

Stages of Behavior	
*This is not an exclusive list. Additional behaviors may result in a write up.	
Stage 1	Unsafe play, rule breaking, not following instructions
Stage 2	Hands-on, inappropriate language, disrespectful/bullying/harassment
Stage 3	Threat on safety of self or others, physical inappropriate behavior, violence towards a camper or staff member

All behavior incidents will be documented.

Action to be taken upon write-ups (see Discipline Procedures following this agreement):

Step 1: Verbal Warning(s) and/or Time Out

Step 2: Activity Suspension

Step 3: Parental call from Leadership Staff

Step 4: Parental meeting with Leadership Staff

Step 5: Program Suspension

Step 6: Expulsion

The Department reserves the right to skip steps should the situation warrant.

Parent/Guardian Signature

Child's Signature

Discipline Procedures

In an effort to better acquaint the participants and parents of our discipline procedures, we are providing you with steps for dealing with disciplinary concerns. Prior to the start of the program our counselors will review camp values and the behavior agreement. We review these rules with all campers and ask them to acknowledge that they understand our rules and boundaries. We stress to each of our leaders to be fair to all parties involved, listen to all sides, make the discipline fit the offense, and do not pre-determine an individual's guilt based on previous behavior or other circumstances. Disciplinary actions will be taken in this order:

Step 1: Verbal Warning(s) and/or Time Out

We make the child aware that they have crossed a defined boundary. Verbal warning will be given first in an effort to redirect the behavior. Children may be requested to sit out of an activity for a brief period (2-5minutes) if behavior continues. We also remind them that continuation of such behavior may lead to suspension from future activities. Time outs will be documented.

Step 2: Activity Suspension

If the behavior persists, the Camp Director will be notified by counselors. The Camp Director will determine if the child is suspended from a daily activity. This may include activities such as swimming, sports, games, etc. In this case, the Camp Director will notify staff of the continued misbehavior and document the occurrence. We will review the Participant Conduct Form with the parent regarding the incident and the disciplinary steps taken.

Step 3: Parental call from Leadership Staff

The Recreation Coordinator and Camp Director will call the parents. Behavior issues will be discussed, and resolutions will be determined. In some situations, the parent may be asked to pick-up their camper.

Step 4: Parental meeting with Leadership Staff

The parents will be asked to meet with the Recreation Coordinator and Camp Director as well as another pertinent leading staff member. This meeting is a time for the parents and Leadership Staff to set up a behavior plan that will best accommodate the child moving forward.

Step 5: Program Suspension

If the behavior persists, the Morristown Recreation Department reserves the right to suspend the child for a period determined by the Leadership Staff. Refunds are not issued for disciplinary dismissals.

Step 6: Expulsion

The Morristown Recreation Department reserves the right to expel your child in the event of serious or persistent inappropriate behavior. Refunds are not issued for disciplinary dismissals.

The Department reserves the right to skip steps should the situation warrant.

Morristown Vermont Recreation Department

I, _____, have read and understand the Morristown Recreation Staff handbook. I understand that by not adhering to these policies and procedures that my position with Morristown Recreation can be terminated.

If you have any further questions or concerns with the policies and procedures that are outlined in this staff manual, please contact your supervisor.

Signature: _____ Date: _____



To: Tyler Mumley, P.E.
Mumley Engineering, Inc.

Date: February 3, 2023

Project #: 58904.00

Memorandum

From: Ryan Barnes, P.E. Senior Structural
Engineer

Re: Morristown Bridge #40, Walton Rd. (TH #23) over Kenfield Brook
Site Visit Summary and Alternatives

Background

Morristown Bridge #40 was inspected by VTrans in 2021 and the Town subsequently received a letter recommending temporary support for the deck due to a full-depth hole. After temporary repairs were made, plans were developed for the replacement of the deck and installation of new steel girders. Bids for the proposed rehabilitation were higher than the Town's budget for the project which prompted this consideration of alternatives. VHB gathered available existing information on the bridge, performed a site visit, reviewed the bid received for the superstructure (deck and steel beam) replacement as well as the bid documents (including plans), and considered other alternatives for this project. This memo summarizes this work.

Existing Information

Bridge #40 consists of a steel girder with concrete deck superstructure supported on concrete abutments and wingwalls, spanning 84-feet over Kenfield Brook. The bridge carries two lanes of traffic with Average Daily Traffic of 400vpd.

VHB has reviewed the existing information for Bridge #40 consisting of the following:

- Record drawings from a rehabilitation dated 1975
- 2022 VTrans Bridge Inspection Report

The VTrans Bridge Inspection Report indicates that the bridge was constructed in 1939 with the rehabilitation occurring in 1975, consistent with the record drawings. The rehabilitation in 1975 consisted of replacement of a large portion of the deck on the downstream side of the bridge, replacement of the bridge railing on that side of the bridge, re-painting the steel beams, and other incidental work. The VTrans Bridge Inspection Report indicates the deck, superstructure, and substructure have condition ratings of 4 (poor), 5 (fair), and 5 (fair), respectively. Due to the condition, the bridge is on a 12-month inspection frequency.

Summary of Site Visit

A site visit was performed on January 20, 2023 to view the condition of the bridge and other site information pertinent to this review. Photographs and key measurements of the bridge were taken. For the purposes of this memo the bridge is oriented from east to west with the East Abutment denoted "Abutment No. 1", West Abutment denoted "Abutment No. 2", and "Girder No. 1" through "Girder No. 5" progressing left to right facing the west. Photographs taken during the site visit are included as an attachment to this memo. The following are observations from the site visit:

40 IDX Drive
Building 100, Suite 200
South Burlington, VT 05
P 802.497.6100

- Deck

- There is an approx. 2'-6" dia. full-depth hole in the deck between Girder Nos. 1 and 2, immediately west of Abutment No. 1. Adjacent to the hole, there is an area of spalled concrete with exposed reinforcing on the underside of the deck, approximately 6'-0" long, between Girder Nos. 1 and 2. A steel plate has been installed over the hole as a temporary repair.
- There is a clear distinction between concrete placed at two different dates with a longitudinal line approximately along Girder No. 3 separating the two concretes. The evidence of the two different concrete is shown by the notable difference in condition, evidence of form lines (plywood vs. board forms), and drain tubes placed intermittently along the apparent joint between the two. The two concrete placements are consistent with the 1975 rehabilitation, except the rehabilitation plans indicate a longitudinal joint along Girder No. 2 instead of Girder No. 3.
- The deck between Girder No. 1 and Girder No. 3 is in poor condition with spalls, delaminations, cracking with efflorescence, and honeycombing. There is an area between Girder Nos. 2 and 3 immediately east of Abutment No. 2 with spalls and exposed reinforcing on the underside of the deck, similar but less severe and without the full depth hole as that between Girder Nos. 1 and 2 at Abutment No. 1.
- The roadway surface over the bridge shows numerous pavement delaminations and potholes in the eastbound lane, with significantly fewer in the westbound lane. Pavement condition is often indicative of the concrete deck condition underneath and is consistent with the underside condition of the deck.
- The curtain walls have several spalls near the girder encasements as well as cracking with efflorescence, primarily at the backwall joint with the deck.
- There is heavy spalling of the South Concrete Railing and Fascia. Examination of the VTrans Bridge Inspection Report reveals an area of heavy spalling with exposed reinforcing at the west end of the north curb, however was covered with snow at the time of the site visit.

- Girders

- Girder Nos. 2 and 3 have failure of the paint system and moderate corrosion with section loss up to 1/2" to the edge of flange at isolated locations and 1/8" section loss to the web. Girder No. 3 is in worse condition as compared to Girder No. 2, and the corrosion and section loss is likely attributed to the condition of the southern half of the deck, salt laden water intrusion through the deck at the longitudinal deck construction joint, and the superelevation of the bridge.
- Girder Nos. 1, 4, and 5 are in notably better condition than Girder Nos. 2 and 3, and exhibit paint system failure and light corrosion with negligible section loss.
- A slight sag was noted along Girder Nos. 1 and 2.

- Substructures
 - The abutments are in fair condition with light map cracking.
 - Along the Abutment No. 2 Bridge Seat, beneath Girder No. 5, there is a large spall with exposed reinforcing. This spall undermines the front of the Girder No. 5 bearing up to 3" deep.
 - The wingwalls typically have a concrete cap and/or facing that was installed at some point after the initial construction. There is often a separation between these two placements and the tops of wingwalls are below the required grade and shorter than required resulting in erosion around the ends, in particular Wingwall No. 4 (Northwest).

Review of Bid Proposal

VHB reviewed the bid documents and bid proposal submitted by CCS Constructors, Inc. dated September 2, 2022, and we offer the following observations:

- The bid documents state a contract completion time of 120 calendar days from when contract time commences, or September 2022, whichever is earlier. This time to complete the work is very tight considering the time required to fabricate structural steel and bearing components. It also would likely push the contractor into performing concrete work during winter months.
- A bid price of \$500,000.00 for the approx. 106,000lb of steel specified in the bid plans represents a unit cost of \$4.72/lb. While this cost is high by historic standards, VTrans bid prices seen in the past two years are in this price range.
- The bid price of \$175,000.00 for 70cy of new deck concrete represents a unit cost of \$2,500.00/cy. It's important to note that this unit price includes the epoxy coated reinforcing within that concrete, which is not typical of VTrans bid projects. The cost of reinforcing based on a project with a deck of similar dimensions is approximately \$60,000. Removing this cost from the bid price equates to a unit cost of \$1,643.00/cy. This unit cost is in the range experienced in the last 2 years.
- The bid price for the temporary bridge alternative is \$150,000.00. While this bid price seems appropriate, we understand that closing the bridge to traffic during construction and detouring on other roads is a viable option for the Town and represents a significant cost savings.
- In review of the bid plans, the bridge geometry is somewhat complex using straight girders with a curved deck and a superelevated roadway. Without specific information to establish this geometry as well as to establish the profile over the bridge and determine haunch heights, the contractor may have assumed that this was a requirement of the contractor and priced these as unknowns or included the cost in their bid. Additionally, there are several details for the deck thickness, deck reinforcing, bridge rail post spacing, diaphragm spacing, and bearings that may require the contractor to determine or design these items which could be cause for the contractor to raise their bid to cover this effort or for the unknowns associated with them.

Alternatives Considerations

Estimated project costs may be reduced from the bid price by the considerations below. These considerations address the existing structural concerns and provide estimated extension of the service life.

Repair to Substructures

The substructures are in fair condition without significant structural distress however, there is a significant spall under the Girder No. 5 Bearing at Abutment No. 2, and the wingwalls have secondary concrete repairs in poor condition with the heights and lengths shorter than required.

It is our opinion that the substructures could be retained as part of a superstructure replacement. As part of a superstructure replacement or rehabilitation, we recommend concrete repairs to the substructures, in particular the Abutment No. 2 bridge seat below Girder No. 5. In order to properly repair this area, Girder No. 5 would need to be jacked and shored (if the girder is being retained) to remove the load from the bearing area which the repair is being made to. The secondary concrete placements on the wingwalls should be inspected and removed and reconstructed as necessary to the proper elevations. This may require significant reconstruction of the wingwalls.

Estimated service life of substructures: 30 years.

Bridge Bearings

The existing bearings appear to be functioning, although have moderate corrosion, backed off anchor bolt nuts, and bent anchor bolts. If the steel girders are being retained (without reconfiguring girder locations) we recommend cleaning off the bridge seats and bearings and coating the bearings with grease. If new girders are used or the existing girders reconfigured, new bearings should be installed to allow the girders to expand and rotate as intended.

Estimated Service life of bearings varies based on approach to match steel girder service life.

Partial Replacement of Concrete Deck

From the longitudinal joint approximately following Girder No. 3 to the north fascia, the existing deck is in satisfactory condition. It is feasible to replace approximately half of the deck to the south of this longitudinal joint which is in poor condition. This would be less costly than a complete deck replacement, however would leave a section of deck in place that is nearly 50-years old and would still require some concrete repairs. It should also be noted that a partial deck replacement would be more challenging to construct, not allow composite construction, and not be proportionally less expensive compared to a complete deck replacement.

Estimated service life of partial replacement deck: 20 years.

Grease Coating Existing Steel Girders

To remain in place it is recommended that the corrosion of the steel beams be addressed by applying a protective coating. Re-painting existing steel girders is a very costly endeavor with a cost for surface preparation, containment and disposal of lead paint and field application of paint.

On past projects it has proven less costly for new steel girders to be fabricated and installed instead of re-painting existing girders.

An alternative to painting would be to coat the girders with a grease. It would eliminate much of the cost associated with the surface preparation and lead containment with painting, yet still provide corrosion protection to the girders. This option is the most appropriate for situations like this to extend the life of the steel. It is difficult to remove the grease in the future. The grease can be colored but is not aesthetically equivalent to paint. For this option a load rating of the bridge is recommended to ensure that section loss to the girders has not significantly reduced the live load carrying capacity.

Estimated Service life of grease coated existing steel: 30 years.

Re-Positioning Existing Steel Girders

Consideration could also be given to eliminating one girder line in the worst condition and changing the bridge to a four girder bridge. Although a decrease in capacity from the same bridge with five girders, preliminary analysis indicates that a four-girder bridge with shear studs installed for composite action may be feasible. The worst condition girder could be removed leaving the girders in better condition with a new concrete deck. A load rating for the newly configured bridge would need to be completed to determine if there is the necessary load capacity and with this option. This would require the fabrication and installation of new diaphragms between the girders also.

Estimated Service life of reconfigured grease coated existing steel: 30 years.

New Steel Girders with Design Modifications

This alternative considers modifications to the design of the project initially bid. We believe that the modifications would result in a lower bid price as summarized below.

- The steel girder design in the bid plans is (5) W36x245 painted girders which closely replicates what is currently in-place. Based on a preliminary design, (4) W36x210 new steel girders will be adequate for current HL-93 design live load. The fewer and smaller girder sizes are due to modern Grade 50 structural steel and a composite steel/concrete design. The existing beams are likely Grade 36 or less and employ non-composite construction. The difference between the two is approximately 33,000lb which at a unit bid price of \$4.72/lb equates to an approximate \$154,000 cost difference.
- Additionally, weathering steel could likely be used which eliminates the need and additional cost (construction and maintenance) of painting the girders. FHWA recommends that weathering steel not be used at sites with less than 8-feet of vertical clearance to running water. This would need to be confirmed during design, although based on available information the clearance appears to be adequate.
- Provide details of the deck design (including reinforcing), bridge rail spacing, bearing design, and means for the contractor to establish the deck geometry and roadway and beam profile. While performing these tasks during design will take more time and cost

upfront, it will reduce the uncertainty and risk taken by the contractor resulting in a decrease in bid cost.

- The bid plans indicate a 12" deck thickness, however the bid quantity (and likely the contractor's bid) appears to be based on an approximate 9" thickness. VTrans Standard deck thickness is 9" for a bare concrete deck and 8 ½" for a paved deck. It doesn't appear like there would be a cost savings related to the deck thickness, however bare concrete decks for a bridge such as this are common for new bridges in Vermont and would eliminate the cost of pavement and membrane on the bridge.
- The project should be bid early in the year (or late in the year for construction the following year) to allow adequate time for long lead-time items to be produced, and allow field construction to occur during favorable times of year. Additionally, a contract completion date (or bridge closure period if not using a temporary bridge) should be selected to allow the contractor flexibility and adequate time for construction. Selection of appropriate contract dates will increase competition and drive down bid prices.

Estimated service life of new weathering steel girders: 75 years.

Replacement of The Existing Steel Beams with New Prestressed Concrete Girders

Several different types of prestressed concrete girders are available in the span length of this bridge and have certain advantages/disadvantages associated with them. The existing drawings available for this bridge do not contain details of the substructures and the material that the substructures bear upon. Most concrete girder alternatives are going to have significantly greater dead load than the existing steel girder superstructure. Exploration and testing would be required to determine the composition and bearing strata of the existing substructures. The cost and time required for this exploration and testing is likely outside of the scope of this project.

There are certain prestressed concrete girders which in conjunction with lightweight concrete would have similar total superstructure weight as the existing steel girder superstructure. Reconstruction of the bridge seats would be required to accommodate these girders. There are also several other design and construction considerations with this option that needs to be evaluated further to determine if use of these girders is feasible. Due to the unknown substructures and modifications necessary to make this alternative feasible we don't recommend pursuing this option unless steel lead times prove incompatible with the schedule.

Estimated service life of new prestressed concrete girders: 75 years.

Summary and Recommendation

In consideration of the preceding sections of this memo, VHB recognizes three viable alternatives to consider further. The following alternatives are placed in order of expected increasing construction cost as well as expected additional service life. The following summarizes these alternatives.

Alternative No. 1

- Replace approximately half of the bridge deck, on the upstream side of the bridge
- Replace the bridge railing on upstream side of the bridge
- Grease the girders and bearings
- Perform concrete repairs to the substructures and remaining deck area
- Install membrane and pavement on the deck

With Alternative No. 1 we believe the expected service life would be 20-years until additional rehabilitation would be required based on the deck. This alternative should be done with a long-term plan in mind for structure replacement in the future.

Alternative No. 2

- Replace the entire bridge deck and both bridge railings
- Remove Girder No. 3 and re-configure to a 4-girder system
- Grease girders
- Replace the bridge bearings
- Perform concrete repairs to the substructures

Alternative No. 2 will have a greater construction cost as compared to Alternative No. 1 but, the condition of the remaining steel girders and substructures would have a similar remaining service life of 30 years. This alternative would achieve medium service life of the entire structure.

Alternative No. 3

- Replace the entire bridge deck and both bridge railings
- Replace all girders with new steel girders in a 4-girder system
- Replace the bridge bearings
- Perform concrete repairs to the substructures

Alternative No. 3 will have the greatest construction cost, although provide a new superstructure with and expected service life of 75 years. However, it should be anticipated that the substructure would need to be replaced or have another repair project due to the expected service life of 30 years.



Photo 1 - South Elevation of Bridge



Photo 2 - Abutment No. 1 Elevation and Underside. Note the difference in deck concrete left and right of Girder No. 3



Photo 3 - Abutment No. 2 Elevation



Photo 4 - Full depth hole and adjacent spalling with exposed reinforcing in deck between Girder Nos. 1 and 2, near Abutment No. 1



Photo 5 - Deck Underside Between Girder Nos. 2 and 3. Spalling, delaminations, and cracking with efflorescence.



Photo 6 - Typical deck underside condition between Girder Nos. 4 and 5.



Photo 7 - Typical top of bridge, facing east. Note heavy pavement delaminations and potholes in easbound lane.



Photo 8 - Typical Girder No. 2 and 3 corrosion and section loss. Top Flange is Similar.



Photo 9 - Girder Nos. 4 and 5, looking west



Photo 10 - Abutment No. 2 at Girder No. 5. Spalling to bridge seat and backwall, undermining the bearing.



Photo 11 - Erosion behind Wingwall No. 4.



Photo 12 - Typical wingwall repair



SELECTBOARD MEMORANDUM

To: Selectboard
From: Todd Thomas, Planning/Zoning Director
Date: February 21, 2023
Subject: Gordon Lane partial road name change (to Lower Gordon Lane)

Background:

As shown on the map, the one-way section of Gordon Lane will be changing to Lower Gordon Lane. The name for the two-way section of Gordon Lane will remain unchanged. This name change lets everyone easily distinguish the one-way section of road from Gordon Lane, which already exists as a two-way road. Most importantly, this change eliminates a lot of potential future confusion by having two identically named intersections of Gordon Lane and Jersey Heights within 500 feet of each other.

Attachments:

1. Gordan Lane partial name change 2.0 site plan 2.15.2023

= Gordon Lane = Lower Gordon Lane

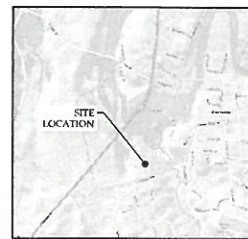
PARKING TABLE		
LOCATION	SPACES	DESCRIPTION
RESIDENT GARAGES	42 SPACES	PROPOSED
INVESTMENT VEHICLES	42 SPACES	PROPOSED
PARKING LOT	17 SPACES	PROPOSED
TOTAL PROPOSED PARKING	101 SPACES	

PURPOSE OF PLAN

- PROPOSED 126-UNIT RESIDENTIAL DEVELOPMENT TO INCLUDE:
- (1) PROPOSED 12-UNIT BUILDING WITH 31 CAR GARAGE SPACES
 - (2) PROPOSED 12-UNIT BUILDING WITH 31 CAR GARAGE SPACES
 - (3) EXISTING DUPLEX TO BE CONVERTED TO SINGLE RESIDENTIAL UNIT, SALE OF SURFACE AND VILLAGE CLUB HOUSE
 - (4) ALL ASSOCIATED PARKING, UNDISCLOSED UTILITIES, LANDSCAPING, STORMWATER MANAGEMENT AND ACCESS VIA GORDON LANE AND NEW ROADWAY CONNECTION TO JERSEY HEIGHTS

ZONING NOTES

DISTRICT: HIGH-DENSITY RESIDENTIAL (H1R)
 MINIMUM LOT WIDTH: 20 FT
 SETBACKS:
 FRONT - 0 FT
 REAR - 10 FT
 SIDE - 0 FT
 1) SIDELINE - 50 FT
 MAXIMUM DENSITY:
 7.28 ACRES / 1,000 SF UNIT = 158 UNITS



SITE LOCATION MAP
NOT TO SCALE

LEGEND

- 1" = 10' (NEW OR FORMERLY OWNED BY ELIN A. FRY BANCROFT)
- 1" = 10' (NEW OR FORMERLY OWNED BY ELIN A. FRY BANCROFT)
- 1" = 10' (EXISTING CATCH BASIN)
- 1" = 10' (EXISTING SOIL)
- 1" = 10' (PROPOSED SOIL)
- 1" = 10' (EXISTING UTILITY PIPES)
- 1" = 10' (EXISTING HYDRANT)
- 1" = 10' (EXISTING POWER MANHOLE)
- 1" = 10' (PROPOSED WATER MAIN/SEWER)
- 1" = 10' (EXISTING DRILLED WELL)
- 1" = 10' (EXISTING TIE)
- 1" = 10' (EXISTING PROPERTY LINE)
- 1" = 10' (EXISTING PROPERTY LINE)
- 1" = 10' (EXISTING BARRIERS FENCE)
- 1" = 10' (EXISTING STOCKADE FENCE)
- 1" = 10' (EXISTING TREE LINE)
- 1" = 10' (EXISTING HAY LINE)
- 1" = 10' (EXISTING GRAVITY SEWER LINE)
- 1" = 10' (EXISTING POTENTIAL DRAIN)
- 1" = 10' (EXISTING OVERHEAD WIRE)
- 1" = 10' (EXISTING CLOUTER)
- 1" = 10' (PROPOSED HAY LINE)
- 1" = 10' (PROPOSED GRAVITY SEWER LINE)
- 1" = 10' (PROPOSED TIE)
- 1" = 10' (PROPOSED STORMWATER DRAIN)

PLAN REFERENCES

- 1) TOPOGRAPHIC, PARCEL, AND ORTHOGRAPHIC INFORMATION TAKEN ELECTRONICALLY FROM THE VERMONT CENTER FOR GEOGRAPHIC INFORMATION ON 02-07-20
- 2) LIMITED EXISTING CONDITIONS INFORMATION WAS TAKEN FROM PLAN ENTITLED "SITE PLAN, AIR INVESTMENTS LP, GORDON LANE, MORRISVILLE VERMONT" PREPARED BY MUMLEY ENGINEERING, INC., DATED 01/21/21, LAST REVISION 02/11/21

NOTES

- 1) THIS DRAWING IS NOT A BOUNDARY SURVEY. BOUNDARY LINE INFORMATION SHOWN IS BASED ON PLAN REFERENCE #1. THE PROPERTY LINES, EASEMENTS AND OTHER REAL PROPERTY DISCREPANCIES PROVIDED ON THIS DRAWING ARE FOR ILLUSTRATION PURPOSES ONLY. THEY DO NOT DEFINE LEGAL RIGHTS OR MEET LEGAL REQUIREMENTS FOR A LAND SURVEY AS DESCRIBED IN V.S.A. TITLE 27, SECTION 149 AND SHALL NOT BE USED IN LIEU OF A SURVEY AS THE BASIS OF ANY LAND TRANSFER OR ESTABLISHMENT OF ANY PROPERTY RIGHT.
- 2) THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING AND DETERMINING THE LOCATION, SIZE, AND ELEVATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES OR UTILITIES FOUND INTERFERING WITH THE PROPOSED CONSTRUCTION. APPROPRIATE REMEDIAL ACTION SHALL BE TAKEN BEFORE PROCEEDING WITH THE WORK.
- 3) THIS TOPOGRAPHIC SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF "DIG SAFE" MARKINGS. UTILITY LOCATIONS SHOWN ARE APPROXIMATE AND ARE NOT WARRANTED TO BE EXACT OR COMPLETE. THE CONTRACTOR SHALL CONTACT "DIG SAFE" BEFORE COMMENCING ANY WORK AND SHALL PRESERVE ALL EXISTING UTILITIES NOT SPECIFIED TO BE REMOVED OR ABANDONED AS PART OF THE PROJECT.

OVERALL SITE PLAN
RIVERSIDE VILLAGE, LLC
GORDON LANE / JERSEY HEIGHTS
MORRISVILLE VERMONT

PROJECT NO. 10059
 DRAWN BY: WBE
 CHECKED BY: TRM
 SCALE: 1" = 40'
 DATE: 04/16/21

11 MOSS GLEN FALLS ROAD
 STOWING, VERMONT 05672
 WWW.MUMLEYENGINEERING.COM
 COPYRIGHT © 2021 MUMLEY ENGINEERING, INC.

SHEET NO.
C-1
 1 OF 2 SHEETS

Proposed Plant List

Tree	Quantity	Species	Scientific Name	Common Name	Size
1	20	As	Aster multiflorus	Sugar Maple	2-3" cal.
2	1	Qa	Quercus alba	White Oak	2-3" cal.
3	7	Bp	Betula papyrifera	Paper Birch	2-3.5" cal.
4	1	Fy	Fern glauca	White Spruce	3-6" tall

OVERALL SITE PLAN

SCALE 1" = 40'
 Graphic Scale

* Name change to differentiate one way road (new) from existing Gordon Lane

First Name	Last Name	How did you learn about this Board/Committee?	Have you attended any meetings of board/committee in the six months prior to your interest?	Do you provide any goods or services to the public related to this Board/Committee?	Briefly, what qualities, experience, training and/or skills will you bring to this board/committee?	Please share your ideas related to the Board/Committee and the topics they are responsible?	Have you appeared in front of this Board/Committee before advocating for a specific issue? If yes, explain.	Is there anything else you feel we should know about you?
Steve	Foster	I regularly attended town meetings	Yes	Yes	I have served locally as a planning counsel member, regionally as member of the RPC, and at the state level as a member of VAR's government affairs committee. Additionally in my professional life I've helped hundreds of people find homes	I believe one goal of the committee is to assist in quantifying the housing needs through a needs analysis	To many to list	I'm impassioned about housing at all levels
Laura	Streets	Serving on DRB- campaigned for the creation of this committee	Yes	No	Served on DRB and Planning for over 8 yr. Owned in Morrisville for 22yr. Have owned and rented in almost every state in the US resulting in extensive knowledge of housing throughout this country.	Creating a long term plan to create affordable housing options to accomodate diversified populations and sustainable growth to protect the quality of life for our current residents..	So many.	
Yvette	Mason	At a special Select Board meeting	Yes	No	I spent 4 years on zoning and planning and left when I was elected to Select Board	I think it is a complicated and necessary committee. I believe a special sub-group can work to help to help the Planning and Zoning committee w/ special functions.	Not as a citizen before the committee, no. I was on the committee	Yes, most folks on these committees own their homes. As an ex-home owner, and now a renter, I feel that I have a different perspective than most.
Robert	Bortree	at a planning council meeting	Yes	No	I am a good communicator, as well as listener, I'm a teacher, and Have owned and operated a business in Morrisville. I have considerable knowledge of building and construction. I built the home that my wife and I reside in , on Randolph Rd.	I would like to see more single family homes. while retaining our rural landscape. I would like these homes to be built for ownership, as I believe owners will be invested in the welfare of our community, helping Morrisville be a thriving , vibrant town.	I have appeared before the select board, and the planning commission to advocate for sustainable and responsible growth.	
Judy	Bickford	At the Selectboard Meeting	Yes	No	I am on the board for the local Habitat for Humanity Chapter where I have organized volunteers to help with our build and for volunteers to provide refreshments for the workers, I am attending the WCC(Working Community Challenge) meetings where the focus is on housing, I have attended Planning Council meetings to advocate for affordable housing ordinances, and am an advocate for LHP. I continue to be an advocate for affordable middle income housing and follow as much as possible the news/data about the lack of housing in our community as well as the state.	I am interested to see what & how our leaders in Montpelier are going to tackle the states lack of housing and then how we/Morristown are going to be able to benefit from their legislation. Our local Planning Council has worked hard over the past several years to tweak our zoning ordinances so that we have high density in our downtown. Given the work they have done, I'm interested to investigate what else can be done to promote housing in our community. One area that needs improvement is to get more information out to the public on the need for housing, whose providing it, how decisions are made, etc (better PR).	This is a new committee so no one has appeared before them. But as a member of the Selectboard, I have advocated for housing in our community.	I like to work toward a win-win solution to problems.

First Name	Last Name	How did you learn about this Board/Committee?	Have you attended any meetings of board/committee in the six months prior to your interest?	Do you provide any goods or services to the public related to this Board/Committee?	Briefly, what qualities, experience, training and/or skills will you bring to this board/committee?	Please share your ideas related to the Board/Committee and the topics they are responsible?	Have you appeared in front of this Board/Committee before advocating for a specific issue? If yes, explain.	Is there anything else you feel we should know about you?
Donna	Sherlaw	Front Porch Forum, Capstone Community Action Ex. Director, Select Board Packet and newspaper.	No	No	My experience includes: Current Capstone Community Action BOD-9+years, Current LCMH and NKHS Children's Standing Committee Member-17 years, Appointed by Governor to State Homeless Council (2-4 yrs), current LINT member-17plus yrs; and other committees. My qualities include being organized, attention to detail, read all documents and ask questions, willingness to learn and active listening; am an advocate who is honest and passionate about many human service needs especially housing and how it affects our community (town/village) . Finally, I have worked in the human service field which interface with education/mental health since the 80's for all ages (prenatal-death). Empolyeed at LCMH's ASAP and VFFCMH assisting others with resources and referrals, navigating the system of care. I also have lived experience of homelessness, and help be a voice for all and teach them to be a voice.	I hear many in the community say rent is too high, the budget is too high etc. I know people are leaving as they can not afford to live here. I also hear we are becoming Burlington and many don't want to live in Burlington. They want a quieter community, to know and care for each other and enjoy "country living" at a quiter less chaotic pace. As for my ideas I need time to formulate them while listening to others ideas. I do have a few on housing (development) which I am willing to share in person. I can honestly say we have a few problems and need to do something different as the same old is not working.	Back in 2015(?) Dawn A and I were slated to speak about needing showers in the community-UW came up with the Oxbow Park idea. I was present and she spoke.	I have resided in Lamoille County since 1984 when I came here to attend college. I moved to Morrisville in 1995 and raised my two sons here in this town. I chose to live here because of what it offered: the supportive caring people; an atmosphere of encouragement to participate in local government, sports, community events, etc. Also I loved the fact there was a small village and the town was "country" which provided a scence of calm, peace and less rushing/stress.The community members made it feel like home. I have experienced homelessness and am currently again in this situation as my landlord is renovating so they can double the rent to match what others are getting. Like many I will be forced to move from this town and community (my home) as I can not afford to live here even with three jobs. My desire to be on this committee is to be a voice for ALL, to be creative and come up with new and better solutions and have a town/community where people will want to stay and grow old.

First Name	Last Name	How did you learn about this Board/Committee?	Have you attended any meetings of board/committee in the six months prior to your interest?	Do you provide any goods or services to the public related to this Board/Committee?	Briefly, what qualities, experience, training and/or skills will you bring to this board/committee?	Please share your ideas related to the Board/Committee and the topics they are responsible?	Have you appeared in front of this Board/Committee before advocating for a specific issue? If yes, explain.	Is there anything else you feel we should know about you?
Joshua	Goldstein	MPC Member	Yes	No	I'm a current Planning Council member and have been in that appointed seat for seven years. I've been part of numerous zoning changes in Morrisville, and have done significant work in my volunteer time to research and craft those changes. I hold a bachelors degree from Goddard College with the overarching focus is on community improvement. I've lived in Lamoille County for over 20 years and have a personal interest in Morrisville's success as our county hub for living, working, and playing. I'm keenly aware of current markets for home purchase and sales, as well as rents, in and around the town and county. As a local construction company owner, I'm versed on costs and expense patterns on all levels of housing and associated town infrastructure. I take pride in analyzing and addressing the needs of Morrisville residents in a wholistic fashion as it pertains to the housing needs, demographics, types of housing, costs, aesthetics and specifications of that housing, and our anticipated or desired future of housing types. I recently served on the Parking Committee in which we worked efficiently and thoroughly to analyze prescribed challenges, offer realistic, feasible, and sensible solutions - both short-term and long-term - and, we presented in a professional and accessible report delivered on time. I am well versed in Vermont Housing Financing Agency's	I know the selectboard respects the importance of this committee and its findings, and will appoint members that can efficiently deliver valid information to help guide Morrisville on the critical issue of housing in our town and village . I believe selected qualified individuals from across a spectrum should consider housing based on ALL relevant factors. The committee will analyze the current housing stock and perform a housing needs assessment; investigate strengths, weaknesses, opportunities, and threats to the housing and zoning policies in place; look critically at demographics, affordability, market directions and trends, construction costs and patterns, statewide and local models for success with fulfilling housing needs, and sift through local community input to best meet the goals of the town and town plan.	No	I have abilities in organization and meeting structure that will aid the committee staying on task and maximizing efficiency and content. My strengths in project management will ensure the right information is delivered at the right time. I have an objective, unbiased approach to assessing and addressing the needs of the town. I will rely on strong networking skills in order to capture the most relevant data necessary to formulate findings and guidance.



SELECTBOARD MEMORANDUM

To: Selectboard
From:
Date: February 21, 2023
Subject: Discuss Rural Violent Crime Reduction Initiative Grant

Background:

This grant is for continued funding for an embedded Mental Health Specialist position at the Morrystown Police Department.

Budget Impact:

None

Attachments:

None



SELECTBOARD MEMORANDUM

To: Selectboard
From: Sara Haskins, Town Clerk
Date: February 21, 2023
Subject: Review draft warning for Special Town Meeting on April 18, 2023

Model Language to Vote Whether to use Australian ballot or to Change Date of Town Meeting

OFFICERS:

The Town already votes Selectboard members by Australian Ballot

Shall the Town of Morristown elect its town officers by Australian ballot pursuant to 17 V.S.A. § 2680(b)?

PUBLIC QUESTIONS:

Shall the Town of Morristown vote on all public questions by Australian ballot pursuant to 17 V.S.A. § 2680(d)?

CHANGE THE DATE OF TOWN MEETING:

The town may vote to start its annual meeting on any of the three days immediately preceding the first Tuesday in March as follows:

Shall the town change the date of its annual town meeting to the [insert "first" "second" or "third"] day preceding the first Tuesday in March pursuant to 17 V.S.A. § 2640(b)?

Sample remaining Floor Articles if all budget articles move to Australian Ballot

OFFICERS:

Article: To elect all Town Officers required by law:

Every Year	Every 3 Years
Town Moderator	Town Clerk
Lister	Town Treasurer
Trustee of Public Funds	
Library Trustees	

PUBLIC QUESTIONS:

Article: Shall the voters authorize payment of real and personal property taxes in two equal installments, with the due dates being November 15, 2023 and May 15, 2024 by physical delivery to the Town Treasurer before 4:00 pm on that date or delivery to the Municipal Office postmarked on or before that date?

Attachments:

1. Special Town Meeting Warning 04.18.2023

WARNING
TOWN OF MORRISTOWN, VERMONT SPECIAL MEETING
APRIL 18, 2023

The legal voters of the Town of Morristown are hereby warned and notified to meet in the auditorium of Peoples Academy High School, 202 Copley Ave in said Town on April 18, 2023, at 6:00 p.m. to transact the following business from the floor:

- ARTICLE 1: Shall the voters authorize the construction of sidewalks on Jersey Heights, any remaining balance should be used for sidewalk operating expenses in an amount not to exceed Two-Hundred Thousand Dollars (\$200,000) to be financed over a period not to exceed five years?
- ARTICLE 2: Shall the Town of Morristown adopt all budget articles by Australian ballot pursuant to 17 V.S.A. § 2680(c)?

Dated this 13th day of March 2023

By the Selectboard members of the Town of Morristown:

Bob Beeman

Judy Bickford

Jessica Graham

Brian Kellogg

Donald McDowell