



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

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, September 11, 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](#) when possible.
- JOIN ONLINE: [Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#)
- MUTE YOUR MICROPHONE: When not speaking, please mute your microphone on your computer/phone.
- RAISE YOUR HAND: Click on the hand button feature to request to speak.
- PROVIDE FULL NAME: Please provide your full name whenever prompted.

I. CALL SELECTBOARD MEETING TO ORDER

II. AGENDA CHANGES/ADDITIONS

III. APPROVE MINUTES

1. Approve Minutes 08-21-23
2. Approve Minutes 08-24-23

IV. NEW BUSINESS

1. Discuss and choose bid for Road Erosion Inventory
2. Presentation for Trees for Streams at Oxbow Park by Peter Danforth
3. Approve Errors and Omissions Certificate
4. Approve Job Descriptions:
 - A. Town Manager
 - B. Finance Director
 - C. Assistant Finance Director
5. Approve adding two volunteer firefighters to the MFD roster
 - A. Savannah Clark
 - B. Kassondra Bengston
6. Approve hiring full time Patrol Officer Derek Fadden
7. Accept resignation of EMS provider Derek Choate

V. OLD BUSINESS

VI. APPROVE WARRANTS

VII. DEPARTMENT HEAD REPORTS

VIII. TOWN ADMINISTRATOR'S REPORT

IX. SELECTBOARD COMMENTS

X. COMMUNITY COMMENTS

XI. OTHER BUSINESS

1. Possible Executive Session - Labor Relations, Personnel

XII. ADJOURN



**SELECTBOARD MEETING MINUTES
OF AUGUST 21, 2023**

Members: Don McDowell, Chris Palermo, Laura Streets

Absent: Judy Bickford

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Tina Sweet, Finance Director; Paula Beattie*, Human Resources Director; Bill Mapes, EMS Chief

PARTICIPANTS/GUESTS: Ron Stancliff, Uwanna Perras, Yon Perras, Kristin Marriott, Tom Cloutier, Richard Craig, Yvette Mason, Jerry & Evelyn Throne, Sheila Tarbox, Tony Cote, Marc Cote, Laura Green, Christy Snipp, Chris Clement*, Kathy Chaffee*

**participating via Zoom*

CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:31PM at the Tegu Building.
Judy Bickford is traveling until September.

AGENDA CHANGES/ADDITIONS

Add under new business:

Approve hiring Addison Schroeder as a part time EMT
Approve hiring Derek Choate as a part time EMT

APPROVE MINUTES

1. Approve minutes 8-7-23

***Motion made by Chris Palermo to approve the minutes of 8-7-23. Motion seconded by Laura Streets.
Motion carried (3/0) with amendments.***

New Business item 3:

Change the motion carried to 3/0/1

New Business item 7:

Add to remarks:

Don McDowell would like to encourage folks that are asking the town for money or to waive permit fees and such, that someone from that organization with the request send a spokesperson to the Selectboard meeting to answer questions that the Selectboard or citizens may have.

2. Approve minutes 8-14-23

Motion made by Chris Palermo to approve the minutes of 8-14-23. Motion seconded by Laura Streets. Motion carried. (3/0)

NEW BUSINESS

1. Change Selectboard Mtg 9-5-23 to 9-11-23

The Selectboard would like to change the date of the September 5th meeting to September 11th due to the fact that we will have a new member, possibly two new members, and the Chair, Judy Bickford and Co-Chair, Don McDowell, are both out of town for the September 5th meeting.

Motion made by Chris Palermo to move the September 5th meeting to September 11th and authorize Don McDowell to sign warrants the week of September 5th. Motion seconded by Laura Streets. Motion carried (3/0).

2. Discuss Walton Road bridge project

Marc Cote attended the meeting to discuss the need to move the Walton Road Bridge project to April 15, 2024. Due to lack of supplies and the huge demand for repairs due to the unfortunate flooding that occurred in Vermont. Marc feels the bridge is structurally sound and there is no reason it should fail. The project will take 120 days and going into winter working on the bridge is not advisable. Funds and grants are all set until late 2024. The Selectboard was in agreement that this would be a good idea.

3. Approve Pike Industries to pave Center Road, Morrisville Park & Ride, and Pleasant Street Parking Lot

In April of 2023 a bid was accepted for Pike Industries to pave Center Rd, Park and Ride on Bridge Street and the Pleasant Street parking lot. A formal motion needs to be done for auditing purposes.

Motion made by Chris Palermo to accept the bid from Pike Industries to pave Center Rd, Park and Ride, and Pleasant St parking lot for \$116,445. Motion seconded by Laura Streets. Motion carried 3/0).

4. Approve fireworks application from Northstar for Bishop Marshall school celebration 9-29-23

Northstar fireworks have submitted a permit to display fireworks at the Bishop Marshall School (now known as All Saints Catholic Academy).

Motion made by Chris Palermo to approve the fireworks permit for Bishop Marshall School submitted by Northstar and approve Don McDowell to sign the permit on behalf of the Selectboard. Motion seconded by Laura Streets. Motion carried (3/0).

5. Appoint Dan McLaughlin to Lamoille County Planning Commission (LCPC)

Dan McLaughlin indicated to the Selectboard a few weeks ago he would be interested in being appointed to the LCPC as a Morristown representative along side Judy Bickford. Dan took the opportunity to speak with LCPC and get a better understanding of what the board is looking for in its representatives and Dan is very interested in being a part of this board. Dan spoke to the Selectboard regarding his background as he was on the regional planning committee during the time he resided in Massachusetts, so he came with some experience.

Motion made by Chris Palermo to appoint Dan McLaughlin to the LCPC Board for a one year term. Motion seconded by Laura Streets. Motion carried (3/0).

6. Appoint Angela Cote to the Morristown Conservation Commission

Ron Stancliff appeared before the Selectboard to ask that they appoint Angela Cote to the Conservation Committee to take Kristen Connolly's place. Angela has attended Conservation Committee meetings and read the by-laws.

Motion made by Chris Palermo to appoint Angela Cote to the Conservation Committee with a term ending March 2024. Motion seconded by Laura Streets. Motion carried (3/0).

7. Approve the hiring of Jason Tallman as a fulltime EMS

Bill Mapes, Chief of EMS, presented some new hires for the Selectboard's approval. Jason Tallman has been part-time for 11 years and applied to backfill a full time slot. He is completed 50% of his testing for an AEMT. Would like to take him on full time on the condition that he finishes his testing and becomes National Registered in Vermont.

Motion made by Chris Palermo to approve hiring Jason Tallman as a fulltime EMT at \$20.92 with the condition that he will obtain his Nationally Registered, Vermont Licensed Advanced EMT within 12 months from the date of fulltime status with a start date of September 4, 2023. Motion seconded by Laura Streets. Motion carried. (3/0)

8. Approve the hiring of Addison Schroeder as a part time EMT

Motion made by Laura Streets to approve hiring Addison Schroeder as part time AEMT at a rate of \$19.42 per hour with a start date to be determined. Motion seconded by Chris Palermo. Motion carried (3/0).

9. Approve the hiring of Derek Choate as a part time EMT

Motion made by Chris Palermo to approve hiring Derek Choate as part time EMT/Paramedic at a rate of \$20.48 per hour with a start date of September 4, 2023. Motion seconded by Laura Streets. Motion carried (3/0).

10. Discuss Longevity Pay Plan

The Selectboard listened to the community over the last 6 months regarding the pay raises of town employees and the effect inflation has had on the cost of living increases. In order to compensate employees, maybe there is a way to have more certainty in the budgets for stability and employee security with some predictability each year. Paula Beattie, HR Director, has done a lot of research over many months to see how other towns compensate their employees. The Selectboard will continue to investigate options.

11. Human Resources Director Updates

Paula Beattie, HR Director, will be vacating her position soon and felt it was imperative that the Selectboard are updated on many projects that she has worked on that are important to the town and employees. Paula expressed the priority of looking into having more than one option for health insurance for employees. This could save the town a lot of money. Paula has worked hard on updating and creating many policies that were non-existent or were very old. Paula expressed the importance of moving the HR documents forward as she expressed how important and essential an HR position is for the town. Paula thanked the Selectboard for allowing her to serve as the HR Director.

OLD BUSINESS

None

APPROVE WARRANTS

Motion made by Chris Palermo to approve the warrants. Motion seconded by Laura Streets. Motion carried. (3/0)

DEPARTMENT HEAD REPORTS

Kevin Barrows, Highway Superintendent, reported that Percy was crushing gravel in our pit and was able to have gravel brought to Oxbow park due to the damage that was experienced this past July. FEMA will be reimbursing us a portion of the gravel and all the equipment used to fix the damage. The Oxbow will be seeded and mulched.

Chief Jason Luneau announced that the MPD will be hosting a community discussion due to the recent crimes in town. August 30th at 6pm at the Town office building the public is welcome to come and discuss crime and concerns and what the path going forward will look like.

TOWN ADMINISTRATOR'S REPORT

On Saturday August 26th please join volunteers for the Flood Recovery Clean Up at Oxbow Park. Please check out the website <http://www.greenupvermont.org> to find project detail needs.

SELECTBOARD COMMENTS

Laura Streets reminded the community that the Informational Meeting was Thursday August 24th at 5:30 so please consider being present.

Chris Palermo thanked Paula Beattie for all her hard work she has done in her position. Chris expressed his gratitude and appreciation for all the hard work by the staff and department heads.

Don McDowell agrees with Chris and will miss Paula. Voting is Tuesday August 29th.

COMMUNITY COMMENTS

A couple citizens expressed concerns over the executive sessions that the Selectboard has and wishes minutes could be taken like MA and NY currently do.

OTHER BUSINESS

1. Possible Executive Session

Motion made by Chris Palermo to enter Executive Session because I find that premature general public knowledge of labor relationships with employees to the body will clearly place the town at a substantial disadvantage. Motion seconded by Laura Streets. Motion carried. (3/0)

Motion made by Chris Palermo to enter Executive Session to discuss labor relations agreements with employees under the provisions of Title 1 section 313 (a) (1)(b) of the Vermont Statutes, to include Interim Town administrator Jason Luneau, Human Resources Director, Paula Beattie and Finance Director, Tina Sweet. Motion seconded by Laura Streets. Motion carried. (3/0)

Motion made by Chris Palermo to exit Executive Session at 7:42pm. Motion seconded by Laura Streets. Motion carried. (3/0)

ADJOURN

Motion made by Chris Palermo to adjourn. Motion seconded by Laura Streets. Motion carried. (3/0)

Meeting adjourned at 7:42pm

Submitted and filed this August 24, 2023

Judi Alberi, Scribe

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



SELECTBOARD MEETING MINUTES OF AUGUST 24, 2023

Members: Don McDowell, Laura Streets

Absent: Judy Bickford, Chris Palermo, Vacant

ADMINISTRATION and STAFF: Chief Jason Luneau, Interim Town Administrator; Judi Alberi, Administrator's Assistant; Kevin Barrows, Highway Superintendent; Tina Sweet, Finance Director; Paula Beattie, Human Resources Director; Sara Haskins, Town Clerk/Treasurer;

PARTICIPANTS/GUESTS: Paul Griswold, Uwanna Perras, Yon Perras, Tom Cloutier, Yvette Mason, Donald Balke, Sheila Tarbox, Barry Russo, Julie Blake, Christy Snipp, Kathy Chaffee*

**participating via Zoom*

CALL INFORMATIONAL MEETING TO ORDER

Moderator Shap Smith called the Informational Meeting to order at 5:30PM at the Tegu Building.

REVIEW AND DISCUSS ARTICLES

1. **ARTICLE 1: Shall the voters authorize total fund expenditures for operating expenses of \$9,199,707, of which \$7,365,520 shall be raised by taxes and \$1,834,187 by non-tax revenues?**

Don McDowell answered some questions regarding the wages of non-union staff and how he is in support of these wages. The town has lost services such as paving and personnel. The audience questioned whether there was a new union being formed, but the two members present, Don and Laura, were unable to answer any questions regarding union negotiations or contracts. Laura Streets made clear that she supports the Town Manager petition and played a large role in getting a valid petition submitted. Laura feels as SB members that members should not be writing articles on FPF supporting one side or the other.

There was some discussion from the audience that recent FPF posts were threatening in nature. Chief Luneau responded as the post was written by the Emergency services together, and he felt it was not threatening at all.

2. **ARTICLE 4: Shall the Town of Morristown adopt the town manager form of governance in accordance with the provisions of chapter 37 of Title 24 of the Vermont Statutes Annotated?**

On August 14th the Selectboard had an informational meeting about the Town Manager form of governance, which is article 4 for the upcoming election. The minutes were very detailed. Every question that was asked of each guest panelist was written in those minutes. The minutes are on the town website.

Sara Haskins, Town Clerk/Treasurer, clarified to the Selectboard and audience that if the Town Manager form of governance passes, the Selectboard MUST go forward and start looking at hiring a town manager following the 30 day appeal process.

ADJOURN

Meeting adjourned at 6:20pm

Submitted and filed this September 29th .

Judi Alberi, Scribe

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



August 25, 2023

Kevin Barrows, Town Highway Superintendent
Town of Morristown
43 Portland St.
Morristown, Vt. 05661

Re: Proposal for Road Erosion Inventory and Stormwater Master Planning

Dear Kevin:

Fitzgerald Environmental Associates (FEA) is pleased to present the enclosed proposal in response to the Town's Request for Proposals (RFP) for consulting services related to the Municipal Roads General Permit (MRGP). Our proposal outlines our proposed scope of work and fees based on our interpretation of the RFP and our understanding of the Town's MRGP requirements.

We ask the Town to consider the following reasons for selecting FEA's team for this project:

- FEA's team of professionals possess deep knowledge of Vermont's MRGP, having worked with over 25 municipalities across the state on road erosion inventories and permit compliance over the last 7 years. We have completed Road Erosion Inventories on approximately 400 miles of roads for Vermont municipalities and the State of Vermont.
- We understand that the Town needs to expend funds from a VTrans Better Roads Category A grant for MRGP-related work before the end of the 2023 calendar year. FEA is willing to work with the Town to perform an adequate portion of the work this fall to meet the Town's grant expenditure requirements.
- FEA has a long history of providing hydrology planning and design services to municipalities throughout the State, and we invite you to speak with the municipal client references we provided to learn more about the quality of our professional services.

If FEA is selected for this work, we understand there will likely be some discussions between FEA and the Town to adjust and finalize the scope of work prior to execution of a contract. We are willing to discuss our proposal with the Town and develop a contract for services that meets the needs of both parties. Please do not hesitate to contact me with questions regarding our submission.

Sincerely,

Evan P. Fitzgerald, CPESC, CFM
Principal Hydrologist/Geomorphologist



**Proposal to the Town of Morristown:
Municipal Roads General Permit: Road Stormwater Management Plan**

August 25, 2023

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Resumes for Project Team Personnel

Billing Rates

Section 1 –Project and Firm Overview

Project Understanding

The Town of Morristown is seeking to enter into a contract with a consultant to complete a Municipal Roads General Permit (MRGP) Road Stormwater Plan. The Town seeks proposals from qualified consultants to complete this work on all hydrologically connected municipal roads. The MRGP Plan represents the initiation of a road improvement process that will play out over the coming years.

Fitzgerald Environmental Associates, LLC (FEA) is pleased to present this proposal for *The MRGP Road Stormwater Management Plan* in response to the Request for Proposals issued by the Town. Our firm is ideally suited for this work given our prior and ongoing experience conducting Road Erosion Inventories, Road Erosion Mitigation Designs, MRGP Plans, Stormwater Master Plans, Forest Road Erosion Screening tools, and other related projects. As illustrated in the following pages, FEA's qualifications and experience with successfully completing road erosion assessment and management projects in the State of Vermont, along with our thorough understanding of how road erosion mitigation fits into the State of Vermont's obligations under the Lake Champlain TMDL, will allow us to provide high-quality services to the Town under this project.

The proposed scope of work can be broken down into several tasks. We encourage the Town to determine which of these tasks fit into the desired scope of work. These tasks are listed below.

Phase 1

Task 1: Road Erosion Inventory

Task 2: MRGP Outfall Inventory

Phase 2

Task 3: Implementation Table

Task 4: Cost Estimate for Road Compliance

Task 5: Site Specific Concept Design(s)

Firm Overview

FEA is a water resources consulting firm established in 2006 and based in Colchester, Vermont. FEA is a single member Limited Liability Company owned by Evan Fitzgerald, employing a staff of seven (7) full-time professionals; 4 of 7 staff hold advanced degrees related to water quality and hydrology. FEA's office location in Colchester is within an hour drive of Morristown. FEA's physical/mailling address and contact information is provided below:

Fitzgerald Environmental Associates, LLC

164 Main Street, Suite 2

Colchester, VT 05446

Telephone: 802.876.7778

Email: evan@fitzgeraldenvironmental.com

Web: www.fitzgeraldenvironmental.com



Relevant Skills and Services of Firm

FEA offers technical consulting services in the applied water and geospatial sciences; specializing in watershed and stream assessment and restoration, road erosion assessments and mitigation design, stormwater master planning, stormwater treatment system design and permitting, stormwater and streamflow monitoring and analysis, and geospatial mapping and modeling. FEA serves a diverse clientele of governmental, non-profit, and private sector entities; however, our primary focus since the company's inception has been watershed assessment and planning at the municipal and regional level.

FEA's relevant prior experience in Vermont includes:

- Completed Road Erosion Inventories in three (3) Vermont towns
- Completed Phase 1 of the Vermont Department of Forest, Parks, and Recreation Forest Road Erosion Inventory including survey of over 4,000 road segments (~270 miles of surveyed roads)
- Road Erosion Inventory follow-up work in each municipality (17) in Chittenden County, including development of mitigation design plans
- Forest Road Erosion Inventory and screening methodology in the Mettowee watershed
- Over 40 completed road erosion BMP/AMP designs
- 25 Stormwater Master Plans (16 completed, 9 in progress)
- 4 Phosphorus Control Plans

Project Team Organization and General Approach

A summary of the FEA staff proposed to work on this contract is provided below in Table 1. Evan Fitzgerald and Frank Piasecki will serve as the Project Managers and will ensure effective communication and coordination between FEA and the Town. Evan and Frank will oversee each project task and ensure sound data collection and high-quality and timely deliverables. We anticipate that either Evan or Frank will be present at all key meetings with the Town to discuss project concerns and review preliminary and final products resulting from the contract work. Additional key project staff will be present at meetings and site visits, as necessary.



Based on our extensive prior experience, we anticipate that the road assessments / data collection will require approximately five (5) weeks of fieldwork (including travel). The implementation table and cost estimation will require approximately two (2) weeks of work.

Table 1. FEA Project Team for Morristown MRGP

Person/Title	Project Team Role	Technical Expertise
Evan P. Fitzgerald, CPESC, CFM <i>Principal Hydrologist and Geomorphologist</i>	Project Co-Manager, Field Surveys, Data QA/QC	Applied Hydrology/Hydraulics, Fluvial Geomorphology, and Stormwater Management
Frank C. Piasecki <i>Watershed Scientist & GIS/CAD Specialist</i>	Project Co-Manager, Field Surveys and Data Collection, GIS Mapping, Data QA/QC, Reporting	Stormwater Planning, Road Erosion Inventories, GIS Mapping, Modeling, CAD Drafting
Joseph H. Bartlett, CFM <i>Senior Watershed Scientist</i>	Field Surveys and Data Collection, GIS Mapping	Stormwater Planning and Design, Water Quality Analysis, Applied Hydrology, and GIS Mapping
Jacob W. Campbell <i>Staff Scientist</i>	Field Surveys and Data Collection, GIS Mapping	Road Erosion Inventories, GIS Mapping

FEA Field Equipment Available for Use

Standard Survey Gear

- TruPulse 200 Laser Rangefinder (2)
- Microsoft Surface Pro Tablet
- BadElf GNSS Surveyor – GPS receiver for phone/tablet (sub-meter accuracy)
- NRL602 Rotary Laser – Rotating laser level
- CST/Berger 32x Autolevel and Stadia Rods

Advanced Survey Gear

- Nikon NPL322+ Total Station
- Trimble GEO7x Centimeter Grade Survey GPS with External Antenna
- Trimble GEO7x ½ Meter Grade Field GPS



Section 2 - Scope of Work, Schedule, and Estimated Fees

Contract Administration

If selected for this work, we will coordinate with the Town to execute a contract as quickly as possible so that the field work can be initiated. Evan Fitzgerald will be the point of contact for FEA for contract administration.

Phase 1: Road Erosion Inventory and Data Collection

Task 1: REI Data Collection

FEA will follow the REI data collection methodology outlined in the Municipal Roads General Permit. This will include an assessment of road segment hydrologic connectivity to verify and/or adjust the State's initial desktop assessment of hydrologically-connected segments. Data collection will be performed on a tablet and/or smartphone using a Survey 123 application. All data collected offline will be synced as soon as possible based on cell coverage or wifi availability. Surveys will be completed for all 768 hydrologically connected road segments within the Town.

Task 2: MRGP Outfall Inventory

FEA will follow the Outfall inventory methodology outlined in the MRGP. Data collection will be conducted using the same equipment as Task 1. All 115 mapped outfalls from Town roads will be surveyed.

Data QA/QC

In addition to Town QA/QC checks, we will perform our own data QA/QC check following our past work on MRGP REI projects. We will organize all completed REI data into a spreadsheet and perform quality assurance checks on the data fields. We will utilize a combination of manual screening of raw data (e.g., sort each column and look for outliers) and a spatial review of data patterns and accuracy based on road and surface water data in a GIS. All data for each parameter will be summarized using standard statistics (i.e., range, median, and probability distribution).

Phase 2: Implementation Table and Cost Estimation

Task 3: Implementation Table

We will provide the Town with the collected REI data after completion of all QA/QC checks. These data will be formatted to match the VTDEC implementation table.

Task 4: Cost Estimation

We will produce a report outlining the estimated cost to bring all non-compliant MRGP segments in the Town into compliance. The segments will be grouped into feasible yearly work areas to bring the Town into MRGP compliance by 2036. An example Town-wide cost estimate for the Town of Essex, prepared by FEA in 2022, can be found [here](#).

Task 5: Additional Designs

We provide additional services in producing concept designs for specific locations identified as problem areas during the road assessments. These design services will be outside of the scope of work for this



contract. Each project concept design is estimated to cost approximately \$3,000 per concept design based on the 2023 FEA rates. This estimate is subject to change based on the complexity of the specific concept design.

Proposed Fees and Schedule

Fitzgerald Environmental Associates, LLC Morristown MRGP Plan Budget and Schedule 8/25/2023			
	Task	Date of Deliverables	Estimated Fee
Task 1	Road Erosion Inventory	*June, 2024	\$ 14,544
Task 2	MRGP Outfall Inventory	*June, 2024	\$ 7,824
Task 3	Implementation Table	August, 2024	\$ 1,500
Task 4	Cost Estimation	October, 2024	\$ 4,940
Task 5	**Concept Design(s)	TBD	\$ 3,000

*We intend to complete approximately 40% of the work within Tasks 1 and 2 before the end of the 2023 calendar year in order to allow the town to expend funds from the VTrans Better Roads Category A grant.

**Estimated cost for one (1) concept design covering 2-3 road segments ([example link](#)).

Section 3 – Project Team Personnel, Qualifications, and Roles

Below are brief summaries of team personnel, qualifications, and their anticipated project roles under this contract. Resumes for each team member are provided in the Attachment.

Evan P. Fitzgerald, CPESC, CFM, Principal Hydrologist/Geomorphologist

Project Role: Project Management and Technical Oversight, Field Surveys, Data QA/QC, Reporting

Evan Fitzgerald is the founder of Fitzgerald Environmental. He is a Certified Professional in Erosion and Sediment Control (CPESC) and a Certified Floodplain Manager (CFM) with over 20 years of experience in applied hydrology and geomorphology, stormwater management, and GIS. Evan holds a Bachelor of Science Degree in Environmental Science from the University of New Hampshire and a Master of Science degree in Aquatic Ecology and Watershed Science from the University of Vermont. As Principal of FEA, Evan has managed numerous large-scale watershed assessment and restoration projects. FEA's project experience spans from site-scale stormwater management to watershed-scale restoration planning (see project summaries below). As FEA's work is driven by the need for high-quality data, each of our projects involves careful attention to detail in project design, field data collection, and data management and analysis. Evan has served as project manager for 4 completed Phosphorus Control Plans and 16 completed



Stormwater Master Plans (SWMPs) and is currently managing 3 active SWMP projects. Evan has worked on dozens of municipal road erosion mitigation projects for MRGP compliance. As project co-manager, Evan will directly supervise the data collection, data QA/QC, and reporting efforts to ensure high-quality deliverables.

Frank C. Piasecki, Watershed Scientist

Project Role: Project Management, Field Surveys, Data QA/QC, Reporting

Frank Piasecki holds a Bachelor of Science Degree in Environmental Science from the University of Vermont Honors College. Frank began working at Fitzgerald Environmental in the Summer of 2020. At FEA, Frank is involved in road erosion inventories, stormwater master plans, watershed action plans, geomorphic assessments, and river restoration projects. Frank is well versed with data analysis and mapping tasks which support road erosion mitigation designs, stormwater master planning, and flood resiliency work. Frank is working on nine (9) stormwater master plans currently in progress. As project co-manager, Frank will be involved in the supervision of field surveys, data collection, data QA/QC, and reporting.

Joseph H. Bartlett, CFM, Senior Watershed Scientist

Project Role: Field Surveys, Data QA/QC, Reporting

Joe Bartlett has worked for FEA since 2011. Joe received a Bachelor of Science Degree in Water Resources and a Master of Science Degree in Aquatic Ecology and Watershed Science from the University of Vermont Rubenstein School of Environment and Natural Resources. His research at UVM focused on the impacts of transportation infrastructure on water quality and stormwater in the Lake Champlain Basin. Through his research and other consulting projects with FEA, Joe has managed large field data collection efforts and resulting datasets, including the construction, instrumentation, and operation of over 30 stormwater monitoring stations throughout Vermont. Joe is also well versed in watershed planning and best management practice design, including GIS mapping and analysis, rainfall-runoff modeling, road erosion inventories and mitigations designs, and stormwater system design per VTANR standards. Joe has worked on dozens of municipal road erosion mitigation projects for MRGP compliance. He has worked on 4 Phosphorus Control Plans and 14 stormwater master plans to date. Joe will be involved in field assessments, data QA/QC, and reporting under this contract.

Jacob W. Campbell, Staff Scientist

Project Role: Field Surveys, Data Collection, GIS Mapping

Jacob Campbell holds a Bachelor of Science degree in Environmental Science with a focus on Environmental Analysis and Assessment and a minor in Geospatial Technologies from the University of Vermont. Jacob began working at Fitzgerald Environmental in the Summer of 2022. At FEA, Jacob focuses on field data collection and GIS mapping. Jacob has also been involved in road erosion inventories, stormwater master plans, watershed action plans, and geomorphic assessments. Jacob is well versed with data analysis and mapping tasks which support stormwater master planning. For this project Jacob will be involved in field data collection and GIS mapping.



Section 4 – Firm Project Experience

Overview of MRGP and Road Erosion Project Experience

FEA has been deeply involved in Road Erosion Inventories (REI) and other MRGP-related projects throughout the State of Vermont over the last 7 years (Figure 1 on following page). This has included REI assessments, development of REI data screening tools to prioritize road segments for water quality improvements, development of road erosion mitigation designs, and development of MRGP improvement plans with associated capital cost estimates. Through this work FEA staff are well-acquainted with the key concepts, methods, and tools required for REI data collection, including:

- Experience with Survey 123 and Tablet/Smartphone data collection
- Familiarity with criteria for assessing road segment hydrologic connectivity
- Familiarity with MRGP drainage, travel lane, structure, conveyance, and erosion parameters
- Familiarity with recommended roadway and drainage maintenance and practices on Municipal roads



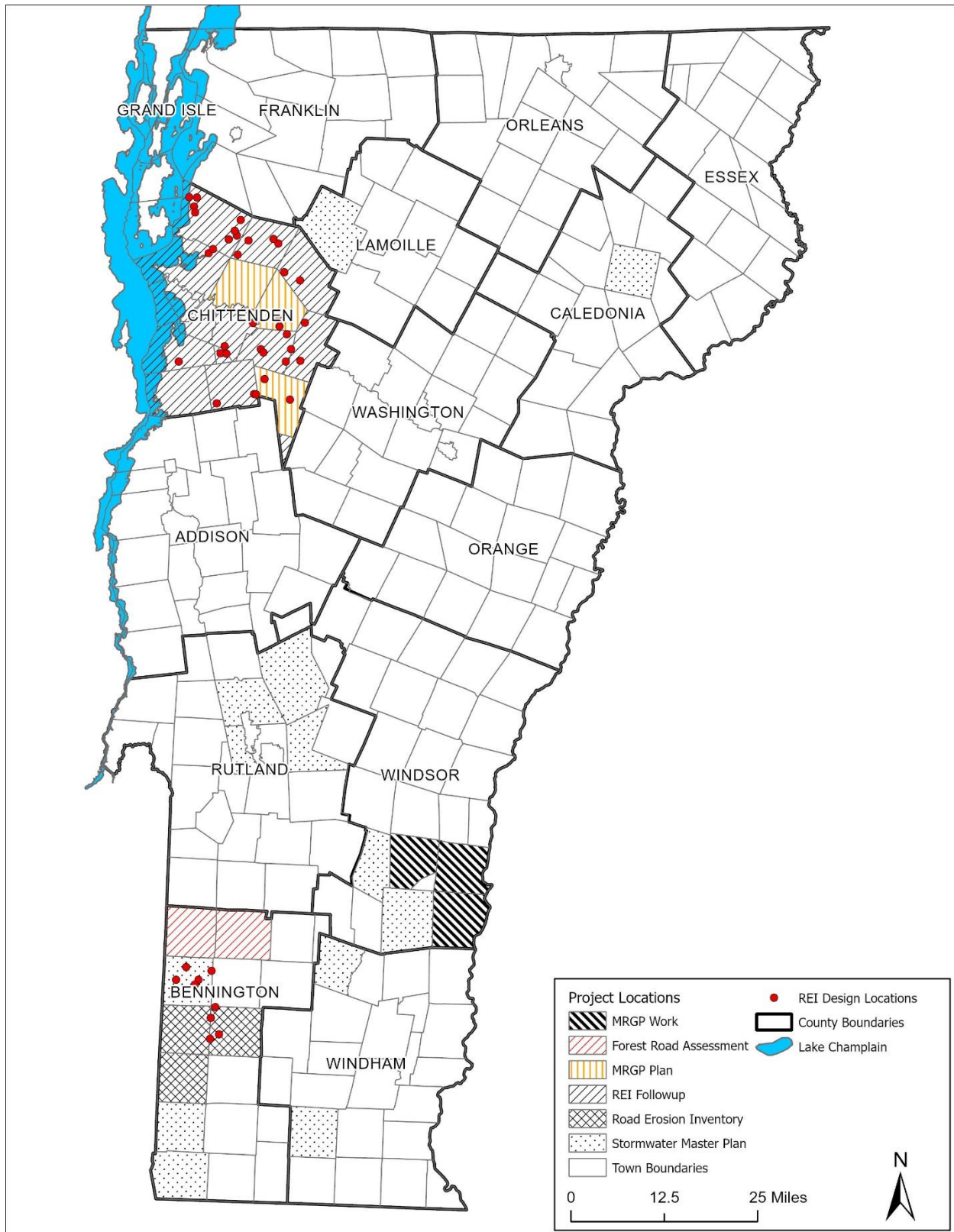


Figure 1: Map of related FEA work in the State of Vermont

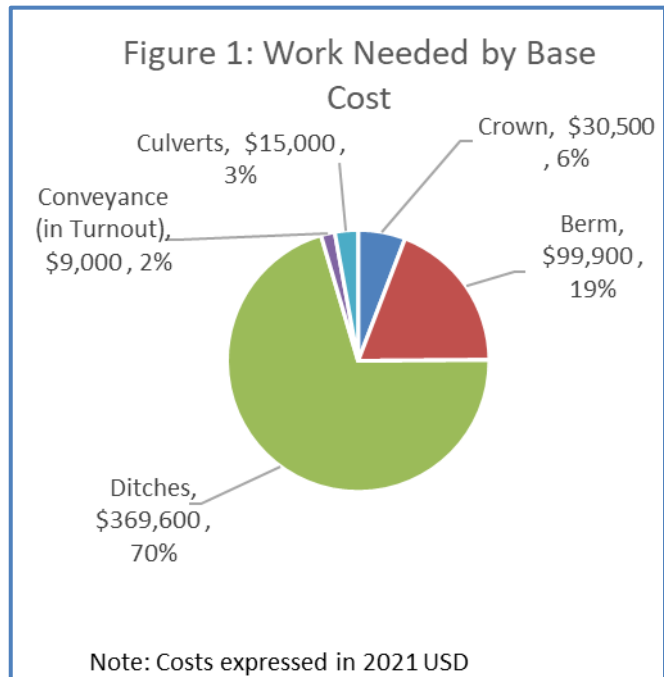
Project #1: Gravel Road Improvement Plan for the Town of Essex, 2021-2022

Client: Town of Essex, VT

The Town of Essex hired Fitzgerald Environmental Associates (FEA) in the winter of 2021 to formulate an implementation plan that will outline the steps needed to bring hydrologically connected segments in Essex into compliance per the MRGP. Completed in December 2021, the plan outlined how the Town of Essex could meet the MRGP within allocated funding over the next (5) years.

In 2022, FEA extended the plan to cover all gravel roads in the Town of Essex. FEA completed a Road Erosion Inventory (REI) of all non-hydrologically connected gravel roads that are not subject to the MRGP and applied unitized costs to estimate the total cost of the work. The updated plan included all gravel roads (MRGP and non-MRGP), organized into annual work plans over the next ten (10) years.

The final deliverables of this project are available via this [link](#).



Project #2: Forest Road Erosion Inventory, 2021-2022

Client: Vermont Department of Forests, Parks and Recreation

Fitzgerald Environmental Associates (FEA) was retained by the Vermont Agency of Natural Resources (ANR): Department of Forests, Parks, and Recreation (FPR) to conduct Road Erosion Inventory (REI) surveys for State Forest Roads, VAST Trails, and State Park Access Roads on ANR Lands. FPR provided a Web Mapping Application and survey form for the 4,394 segments (~300 miles) to be surveyed. FEA personnel attended an REI methodology training conducted by the State of Vermont Watershed Forestry Program.

The project team walked each segment and used the Survey 123 field app to assess compliance with FPR standards. FEA personnel also provided recommendations for bringing each segment into compliance. This included road and stream crossing practices as outlined in the Acceptable Management Practices (AMP) for Forest Roads. FEA completed over 4,000 surveys and provided recommended practices for all segments that did not meet standards. This work was completed in one field season (May-September 2022).



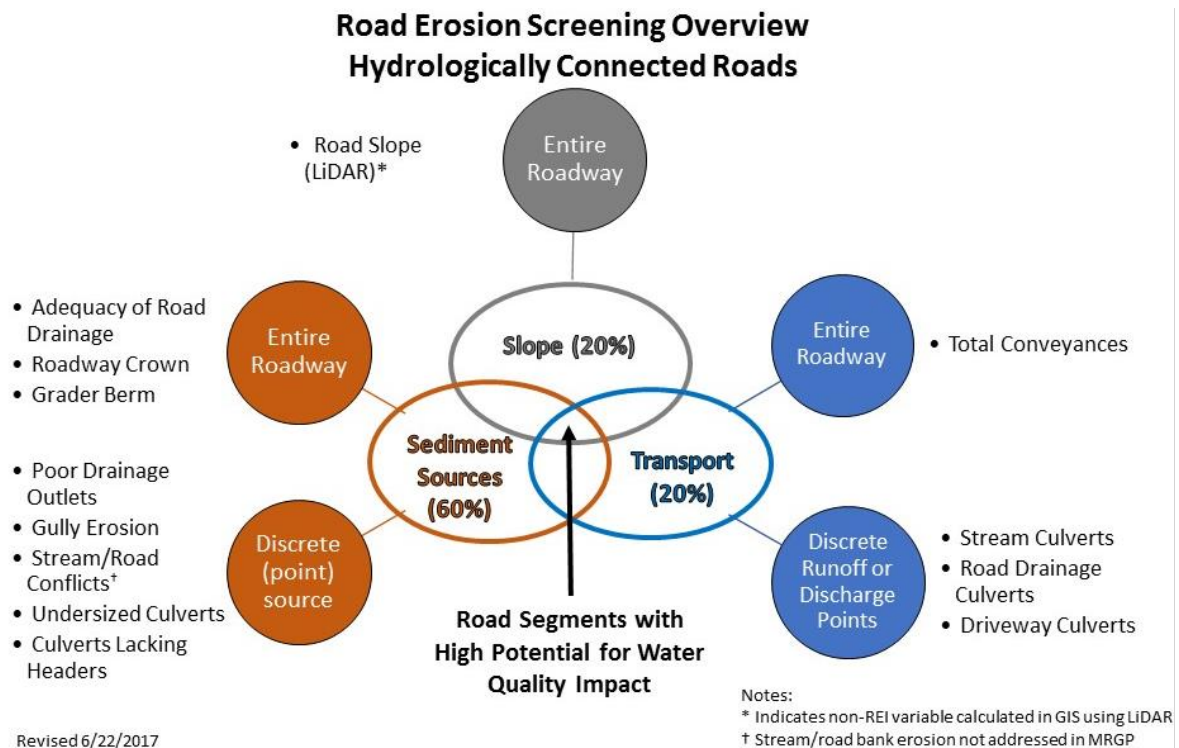
Project #3: Chittenden County Road Erosion Prioritization & Mitigation Designs, 2016 - 2021

Client: Chittenden County Regional Planning Commission

Fitzgerald Environmental Associates (FEA) was retained by Chittenden County Regional Planning Commission (CCRPC) in 2016 to develop a road erosion prioritization methodology using road erosion inventory (REI) data collected in 8 pilot towns. The project objective was to assist CCRPC and Towns in ranking road segments with the greatest impact on water quality to assist in meeting the requirements of the Municipal Roads General Permit (MRGP). FEA performed a quality control analysis of the REI data, met with the road foremen and other key



staff in each town, developed a prioritization method with REI variables and GIS-derived road slope (see figure below), and completed field review of over 100 road segments to calibrate the methods. The work has been ongoing through 2021 with additional field mapping and surveys to support development of conceptual erosion mitigation designs for an expanded list of Towns in the County. The designs are supporting VTrans Better Roads grant applications to fund erosion mitigation projects on high priority road segments.

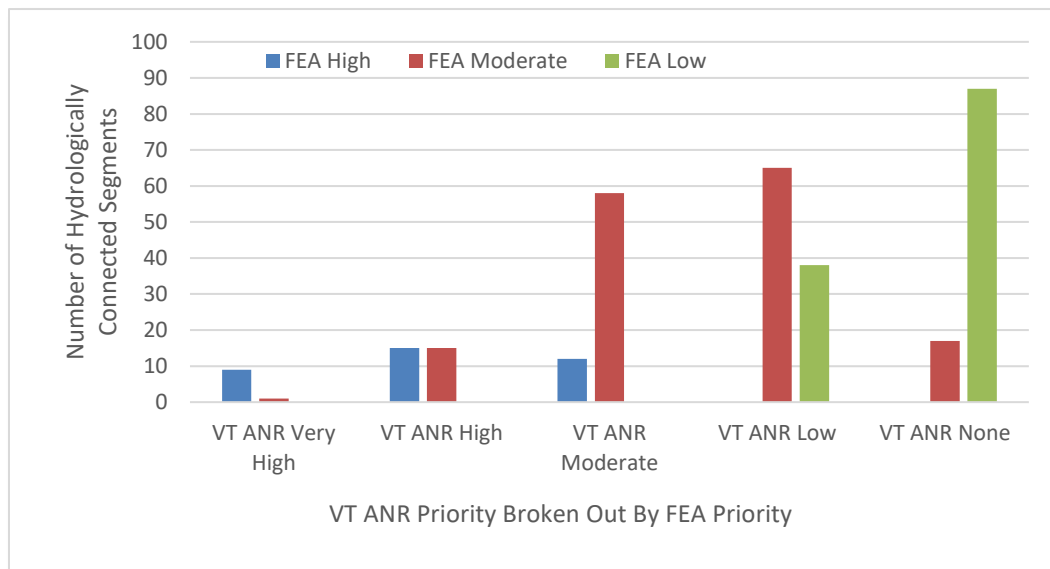


Project #4: Road Erosion Inventories, Arlington, Shaftsbury, and Sunderland, VT, 2018-19

Client: Bennington County Regional Commission

Fitzgerald Environmental Associates (FEA) was retained by the Bennington County Regional Commission (BCRC) in 2018 to complete Road Erosion Inventory (REI) assessments for the Towns of Arlington, Shaftsbury, and Sunderland. These REIs were completed on all hydrologically-connected municipal road segments (1,573 total). FEA also completed assessments on eighteen (18) stormwater outfalls within the Towns. The hydro-connectivity of all REI segments was assessed in the field and updated accordingly. Based on the MRGP guidance, 73 segments were reclassified as hydrologically-connected and 446 segments were reclassified as not hydrologically-connected.

FEA developed a new tool to screen REI data and improve prioritization based on potential water quality impacts (**See Project 1**). The screening tool provided valuable information for the segments that “partially meet” MRGP standards, which will help maximize water quality improvements as road segments are brought into compliance with MRGP standards.

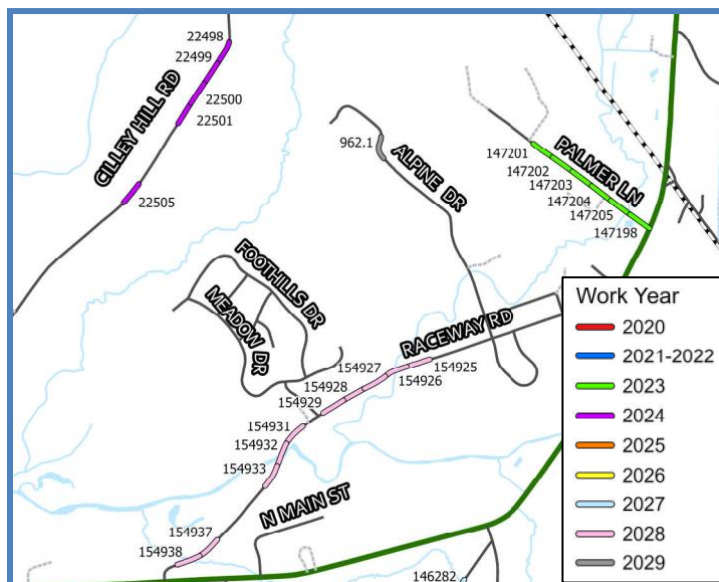
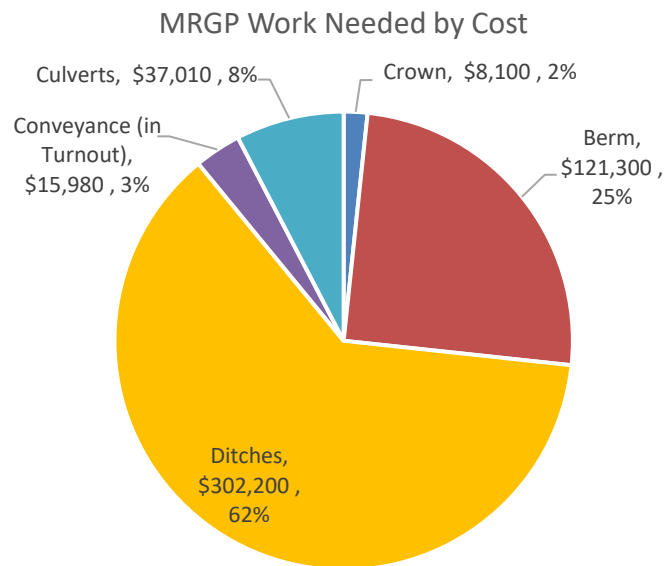


Project #5: MRGP Improvement Plan & Concept Designs, Jericho, VT, 2019 - 2020

Client: Chittenden County Regional Planning Commission, Town of Jericho

Fitzgerald Environmental Associates (FEA) was retained by Chittenden County Regional Planning Commission (CCRPC) and the Town of Jericho in 2019 to formulate a 10-year implementation plan that outlining the steps needed to bring hydrologically connected segments in Jericho into compliance per the VTDEC Municipal Roads General Permit (MRGP). The MRGP requires Towns to bring all hydrologically connected road segments up to standards by the end of 2036.

FEA translated the Road Erosion Inventory (REI) data into a scope of work for each road segment, including crown and drainage upgrades, grader berm removal, stabilization at culverts, and culvert replacements. FEA performed a field review of the REI data to refine the scope of work for segments requiring drainage upgrades. Drainage upgrade costs were found to have the largest effect on overall costs, so refinement of the extent and ditch treatment needed (i.e., grass or stone) improves the accuracy of the cost estimates.

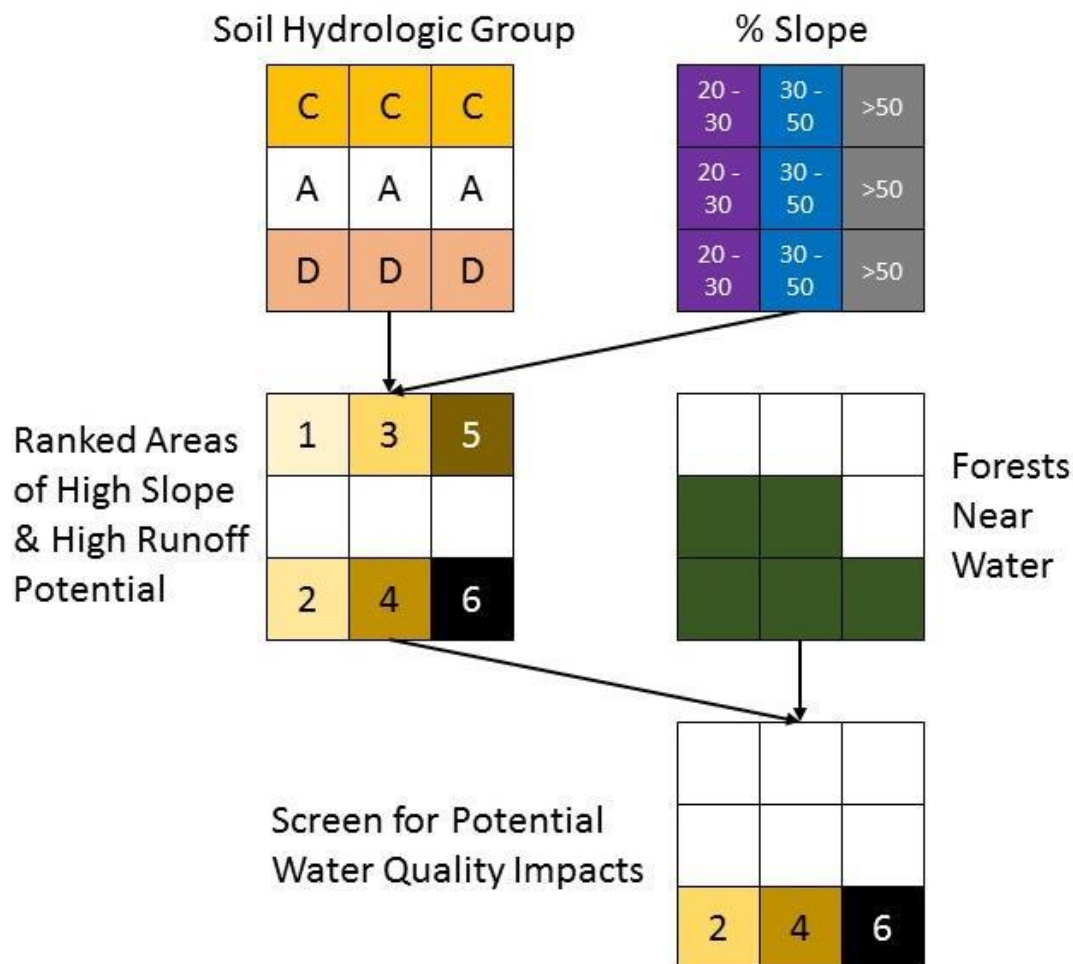


FEA met with the Town and CCRPC to refine unit cost estimates for road upgrades and ascertain the annual budget available for capital improvements. The plan developed by FEA addresses all segments in Jericho with upgrades required by the MRGP and incorporated Town priorities for road upgrades, as well as prioritizing upgrades on segments with the highest potential for water quality impacts for. This 10-year plan consists of a series of tables and maps including annual work plans detailing the scope of work and cost estimate for each road segment.

Project #6: Mettowee Forest Roads Initial Site Screening and Assessment

Client: Bennington County Conservation District

Fitzgerald Environmental Associates (FEA) was retained by the Bennington County Conservation District (BCCD) in 2017 to develop and test a method to screen forested parcels for field assessments of forest roads based on their potential to impact water quality and ecological functions within the Mettowee River watershed. The project was funded through the VTANR Ecosystem Restoration Program. The project tasks were to review available information on forested parcels in the study area, use the information to develop maps for prioritizing forested parcels for field assessments, visit a subset of the high priority sites identified and document erosion problem areas, and develop conceptual designs for five (5) high-priority projects. FEA refined a GIS-based screening method to highlight potential erosion hotspots based on slope, runoff potential, and proximity to surface water (see figure below). Potential hotspots were identified and mapped for review during site visits. FEA identified 33 erosion problem areas during field surveys and tours. The projects were listed in a spreadsheet and prioritized based on potential water quality impacts, project feasibility, and additional project benefits. Conceptual designs complied with Vermont's water quality standards as outlined in The Acceptable Management Practices (AMPs) for Maintaining Water Quality on Logging Jobs in Vermont.



Project #7: MS4 Outlet Assessments in Colchester, Milton, and South Burlington, VT, 2019

Client: Chittenden County Regional Planning Commission

Fitzgerald Environmental Associates (FEA) was retained by Chittenden County Regional Planning Commission (CCRPC) in late 2019 to conduct assessments on hydrologically connected outlets in Colchester, Milton, and South Burlington. The Municipal Roads General Permit (MRGP) requires all municipalities assess hydrologically connected roads and outlets for erosion.

FEA mobilized two staff within a week of the request at the tail end of the field season. FEA staff visited over 200 outlets and recorded the pipe diameter, erosion volume (if applicable), recommended treatment, and relevant notes via the VTANR road erosion inventory field form in Survey 123. Inventory data were automatically uploaded into the VT ANR MRGP Implementation Table. Outlets that could not be located or accessed were provided in shapefiles to CCRPC.



Section 5 – Client References

Ann Costandi, Water Quality Director
Town of Essex Department of Public Works
5 Jericho Road
Essex, VT 05452
802.878.1344
acostandi@essex.org

Chris Dubin, Senior Transportation Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
802.846.4490 ext. 12
cdubin@ccrpcvt.org

Amanda Clayton, Town Engineer
Town of Colchester Department of Public Works
781 Blakely Road
Colchester, VT 05446
802.264.5639
AClayton@colchestervt.gov

Jim Henderson, Environmental Program Manager
Bennington County Regional Commission
210 South Street, Suite 6
Bennington, VT 05201
802.442.0713
jhenderson@bcrctvt.org



ATTACHMENTS



EVAN FITZGERALD, CPESC, CFM
PRINCIPAL HYDROLOGIST
GEOMORPHOLOGIST

EDUCATION

M.S. Aquatic Ecology and Watershed Science,
2007, University of Vermont, Burlington, VT
Thesis Title: Linking Urbanization to Stream
Geomorphology and Biotic Integrity in the Lake
Champlain Basin, Vermont
Graduate Certificate of Ecological Economics,
2007, Gund Institute, Burlington, VT
B.S. Environmental Science, 1998, University of
New Hampshire, Durham, NH

REGISTRATIONS/CERTIFICATIONS

Certified Professional in Erosion and Sediment
Control
Certified Floodplain Manager
Association of State Floodplain Managers
American Water Resources Association
International Erosion Control Association

SELECTED PUBLICATIONS AND PRESENTED PAPERS

Fitzgerald, E.P., Bowden, W.B., Kline, M.J. and
Parker, S.P. (2012). Urban impacts on
streams are scale dependent with non-
linear influences on their physical and
biotic recovery in Vermont, U.S.A *Journal of
the American Water Resources Association*,
48(4): 679-697.
Fitzgerald, E.P., & Bowden, W.B. (2006).
Quantifying Increases in Stream Power and
Energy Using Flow Duration Curves for Potash
Brook, South Burlington, VT. *Stormwater*,
7(2): 88-94

SUMMARY OF EXPERIENCE

Evan is the founder of Fitzgerald Environmental and has a diverse professional background in water resources planning and design. Evan has over 20 years professional experience in applied hydrology, fluvial geomorphology, watershed science, and geospatial science. As Principal of FEA, Evan has managed numerous large-scale river, watershed, and stormwater planning and restoration projects throughout the Northeast.

Evan is a Certified Professional in Erosion and Sediment Control, and is intimately familiar with stormwater permitting regulations at the local, state, and federal level. He has managed 12 Stormwater Master Plans (SWMP) following VTANR's SWMP guidelines. He has been involved in the design and construction of numerous demonstration green infrastructure stormwater practices and Low Impact Development techniques throughout Vermont and New York. Evan's role in these projects ranges from hydrologic/hydraulic modeling to design layout to construction oversight.

Evan is currently engaged in numerous river assessment and restoration projects throughout the Northeast. This work includes river/road embankment restoration designs and construction oversight for VTrans at permanent repair sites throughout Vermont, and bank and floodplain restoration designs at various sites in VT and NY, and flood resiliency planning for State agencies.

Evan is also experienced performing wetland delineations throughout Vermont and the Northeast following Army Corps of Engineers protocols. He has performed delineations in a variety of settings, including challenging urban areas and abandoned agricultural fields.

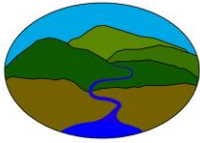
RELATED WORK EXPERIENCE

2006 to present, Principal Hydrologist/Geomorphologist, Fitzgerald Environmental Associates, LLC. Colchester, VT

Founder of environmental consulting firm specializing in applied fluvial geomorphology, watershed hydrologic/hydraulic analysis, ecological restoration planning, and applied geospatial sciences. Responsible for managing multi-disciplinary projects ranging from the site-scale to watershed-scale involving extensive field data collection and analysis. Specific areas of expertise and services include fluvial geomorphic assessments and restoration designs, stormwater and erosion control permitting, hydrologic/hydraulic modeling, GIS/GPS, remote sensing, wetland delineation/permitting, and expert witness services.

1999 to 2002; 2004, Hydrogeologist, Pioneer Environmental Associates, LLC. Vergennes, VT

Responsible for field work, data analysis, computer modeling, and report writing associated with studies in watershed management and GIS analysis throughout New England. Areas of focus included stormwater runoff modeling; stormwater treatment system evaluation and design; hydraulic modeling and flood analysis for river channels and bridges; streamflow withdrawal monitoring for snowmaking and bottled-water supply; and stream sampling for indirect wastewater discharge systems.



Fitzgerald Environmental Associates, LLC

Applied Watershed Science & Ecology



FRANK C. PIASECKI
WATERSHED SCIENTIST
GIS/CAD SPECIALIST

EDUCATION

B.S. Environmental Science
2020, University of Vermont, Burlington, VT

ADDITIONAL ADVANCED SKILLS

Proficient in ArcGIS Pro, QGIS, AutoCAD,
HydroCAD, HEC-RAS, Survey 123 Connect

Experience with field GPS data collection,
ArcCollector, Fulcrum, R, Python

SUMMARY OF EXPERIENCE

Frank began working at Fitzgerald Environmental in 2020. He has experience identifying and analyzing road improvement projects working with Vermont Regional Planning Commissions and the Vermont Agency of Transportation. He worked as a researcher during the initiation and implementation of the VTRANS and UVM study titled: *Quantifying Nutrient Pollution Reductions Achieved by Erosion Remediation Projects on Vermont's Roads*. He is experienced working with Stormwater Master Plans, Road Erosion Inventories and Vermont's Municipal Roads General Permit regulations.

At Fitzgerald Environmental, Frank is responsible for field surveys involving high-resolution GPS data collection and analysis of geospatial data. Frank is also involved in Stormwater Master Plans, Watershed Action Plans, Road Erosion Inventories, Geomorphic Assessments, and River Restoration projects. Frank has worked on several Road Erosion and water quality projects with FEA:

- Frank has done road and culvert assessments identifying stormwater treatment project sites and erosion and sediment sources for three Stormwater Master Plans and a Watershed Action Plan.
- Frank has completed over 100 miles of Road Erosion Inventory assessments of gravel roads on state lands and on municipal gravel roads.
- Frank has experience assessing gravel roads and culverts for road improvement designs to meet MRGP standards in Richmond, Hinesburg, Milton, Colchester, and Westford.
- Frank has done stream geomorphic assessment work, documenting stormwater inputs, degraded stream habitat, bank erosion, and other features impacting water quality.

RELATED WORK EXPERIENCE

2020 to present, Staff Scientist

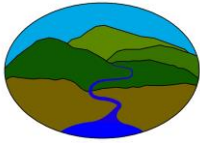
Fitzgerald Environmental Associates LLC, Colchester, VT

Areas of work include stormwater planning, road erosion mitigation, floodplain restoration, GIS/GPS, and geomorphic assessments per the Vermont DEC SGA protocols.

2019 to 2020, Research Assistant

University of Vermont Department of Geography, Burlington, VT

Researched erosion dynamics on Vermont's roads. Identified project locations in collaboration with LCPC, CVRPC, CCRPC, and VTRANS, conducted surveys with terrestrial LiDAR and GPS, analyzed samples in the UVM Agricultural and Environmental Testing Laboratory, used statewide datasets to conduct statistical analysis on geospatial factors driving gully erosion on roads.



JOSEPH H. BARTLETT, CFM
SENIOR WATERSHED SCIENTIST

EDUCATION

M.S. Aquatic Ecology and Watershed Science,
2016, University of Vermont, Burlington, VT

B.S. Environmental Science (Water Resources),
2004, University of Vermont, Burlington, VT

ADDITIONAL ADVANCED SKILLS

Proficient in ArcGIS 10.X, HEC-RAS, HydroCAD

Experience operating and maintaining numerous
types of field equipment: YSI, ISCO, ONSET,
Hydrolab, Hach, Campbell, Sontek ADCP, and
laser surveying equipment.

Certified Floodplain Manager (CFM)

Wetland Delineation Training (US Army Corps of
Engineers Method), Eagle Hill Institute, ME

SUMMARY OF EXPERIENCE

Joe Bartlett has over 15 years of experience working on stormwater monitoring, water quality project development and design, and mitigation project implementation and oversight in Vermont:

- Joe has extensive experience developing river and floodplain hydraulic models (i.e., HEC-RAS, Flo-2d) in support of flood mitigation projects.
- Joe has extensive experience with project development and scoping for conceptual design and final design. Many of these scoping projects required detailed site survey, hydrologic and hydraulic modeling, and site planning.
- Joe has completed several detailed dam surveys including bathymetry and sediment depth mapping.
- Joe has provided construction oversight for numerous river restoration project implementations.
- Joe has extensive experience with wetland delineation, mapping, and permitting.

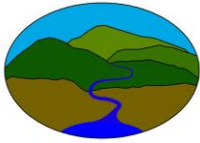
RELATED WORK EXPERIENCE

2011 to present, *Watershed Scientist*, Fitzgerald Environmental Associates, LLC, Colchester, VT

Specific areas of work include river restoration project development, construction oversight, field surveys, development of stormwater master plans, stormwater mitigation designs and implementation, stormwater monitoring, streamflow gaging, rating curve development, BMP modeling and design, watershed assessment and planning per the Vermont Agency of Natural Resources (ANR) Stream Geomorphic Assessment Protocols, water quality sampling, GIS/GPS and remote sensing.

2008 to 2011, *Graduate Research Assistant*, University of Vermont Rubenstein School, Burlington, VT

Researched impacts of transportation infrastructure on stormwater runoff and water quality on 6 streams in Chittenden County. Research duties included: Installation, operation and maintenance of continuous monitoring equipment, stormwater sampling, laboratory analysis, data management, macroinvertebrate sampling, and statistical analysis.



Fitzgerald Environmental Associates, LLC.

Applied Watershed Science & Ecology



JACOB W. CAMPBELL
STAFF SCIENTIST

EDUCATION

B.S. Environmental Science, 2022, University of Vermont, Burlington, VT

ADDITIONAL ADVANCED SKILLS

Proficient in ArcGIS Pro, R, and Python.

Experience with field GPS data collection, and ArcGIS Field Maps.

SUMMARY OF EXPERIENCE

Jake began working at Fitzgerald Environmental in 2022. At Fitzgerald Environmental, Jake is responsible for field data collection and surveys involving high-resolution GPS data collection and analysis of geospatial data. Jake has also been involved in stormwater master plans, watershed action plans, stream geomorphic assessments, and road erosion inventories. Jake is well versed with data analysis and mapping tasks which support stormwater master planning. Jake has worked on several road erosion and water quality projects with FEA:

- Jake has conducted 136 miles of Forest Road Erosion Inventories on state lands across Vermont.
- Jake has conducted approximately 100 outfall surveys in Colchester and Williston.
- Jake has experience mapping open and closed stormwater systems in the Town of Williston.
- Jake has assisted with stream geomorphic assessment work, documenting stormwater inputs, degraded stream habitat, bank erosion, and other features impacting water quality.

RELATED WORK EXPERIENCE

2022 to present, Staff Scientist, Fitzgerald Environmental Associates, LLC, Colchester, VT

Specific areas of work include stormwater planning, road erosion mitigation, GIS/GPS, and geomorphic assessments per the Vermont DEC SGA protocols.



2023 Hourly Billing Rates and Reimbursable Fees

Staff Title and Hourly Billing Rates	
Title	Hourly Rate
Principal Hydrologist/Geomorphologist	\$100.00
Water Resources Engineer	\$95.00
Environmental Engineer	\$85.00
Senior Watershed Scientist	\$85.00
Class B Licensed Wastewater Designer	\$80.00
Senior Wetland Scientist	\$80.00
Watershed Scientist	\$75.00
Wetland Scientist	\$70.00
GIS/CAD Specialist	\$70.00
Office Manager	\$60.00
Staff Scientist	\$60.00

Reimbursables	
Equipment Use and Travel	Rates
Centimeter-grade GPS rental	\$250/day or \$800/week (5 days)
Sub-meter GPS rental	\$150/day or \$450/week (5 days)
Total Station	\$200/day or \$600/week (5 days)
Automatic/Laser Level	\$50/day
YSI Pro1030 Sensor	\$50/day
Mileage Rates	prevailing IRS rates
Reproduction	
Half-size plan prints (11"x17")	\$2.50/page
Full-size plan prints (24"x36")	\$8.00/sheet



Municipal Roads General Permit Road Stormwater Management Planning in the Town of Morristown

RFP Response

SUBMITTED TO:

Town Administrator
P.O. Box 748 | 43 Portland St.
Morrisville, VT 05661
(802) 888-5147
www.morristownvt.org

SUBMITTED BY:

Andres Torizzo
Watershed Consulting Associates, LLC
208 Flynn Ave Suite 2H | PO Box 4413
Burlington, VT 05406
(802) 497-2367
www.watershedca.com





August 25, 2023



Town Administrator
P.O. Box 748 | 43 Portland St.
Morrisville, VT 05661
(802) 888-5147

RE: *Development of a Road Stormwater Management Plan for the Town of Morristown, Vermont*

Dear Town Administrator,

Watershed Consulting is pleased to submit this enclosed proposal for the development of a road stormwater management plan (RSWMP) for the Town of Morristown on behalf of the project team. Our team will include Lakeside Environmental Group (LEG) to provide engineering and drafting support for the preliminary design plans.

Our team will be an excellent partner in this project. Watershed Consulting is a leader in Road Stormwater Management Planning in Vermont, and we are specialists in Green Stormwater Infrastructure (GSI), outfall stabilization, rural road assessments, and cost-effective erosion solutions.

Watershed Consulting has completed many road stormwater management planning projects and concept designs for communities across Vermont. Examples of our work are provided in our attached proposal. Our team has also completed an eight-town SWMP in central Vermont that included constrained village centers and eroding rural roads. Our team's experience allows us to be efficient and focused when completing road assessments and our background and expertise in stormwater management allows us to quickly identify effective and cost-conscious solutions to identified problems.

Our qualifications, experience, and drive for protecting our water resources in creative and effective ways sets us apart from our competitors. I am certain that our team will provide superior deliverables, and that the Town of Morristown Highway Department will recognize the quality and usefulness of our final products. We would be privileged to have the opportunity to work with you to develop a road stormwater management plan for the Town of Morristown. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Andres Torizzo
Principal



Background and Approach

The Town of Morristown, located in central Lamoille County, is a thriving community with 5,434 residents as of 2020 (United States Census, 2020). Morristown is the largest town by population in Lamoille County, and the incorporated village of Morrisville in the northern part of the town serves as the region's center for commerce, services, and industries (Figure 1). Outside of the village, the land use is mainly forested, rural, and low-density residential. The Lamoille River flows along the northern border of Morrisville, through Lake Lamoille, and then eventually drains into Lake Champlain about ten miles north of Burlington.

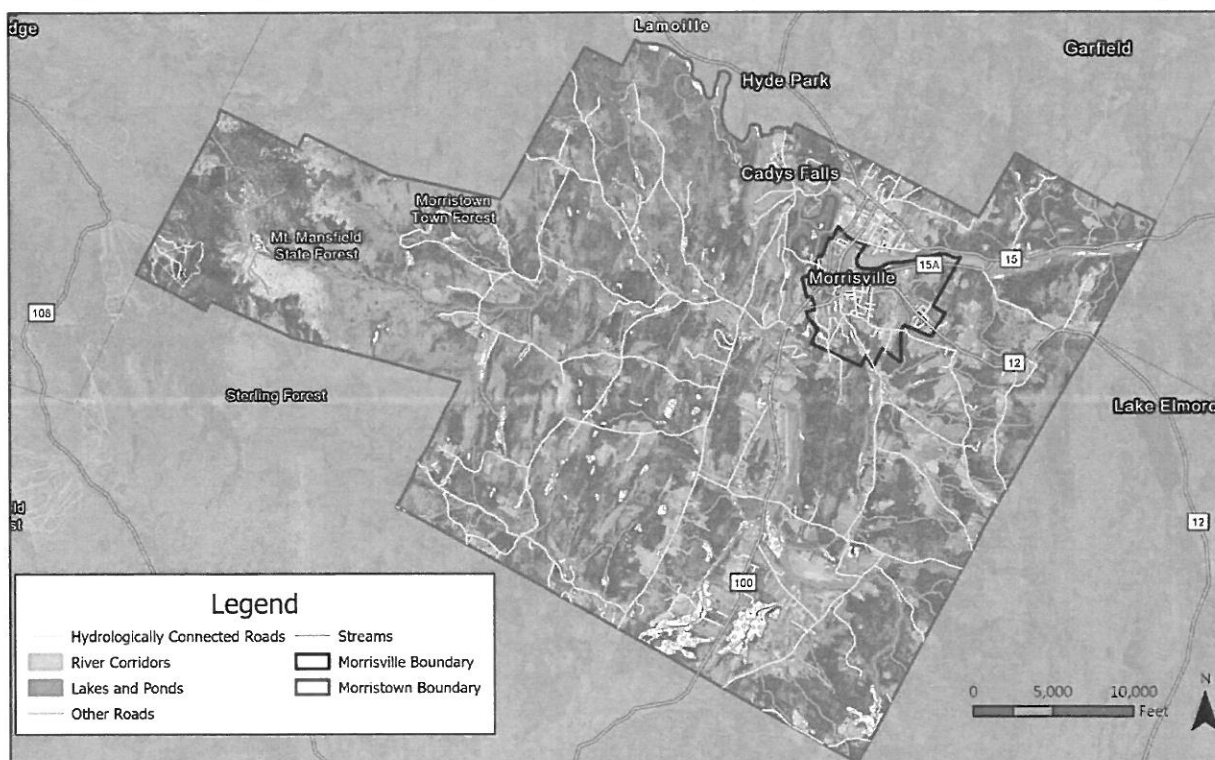


Figure 1. The Town of Morristown is located within Lamoille County and includes the Village of Morrisville. Hydrologically connected roads are shown in yellow.

The Town of Morristown has an area of 51.29 mi² and is located between the Green Mountain and Worcester Mountain ranges at an elevation of 675 feet above sea level. Morristown falls within the Middle Lamoille River Sub-Watershed, which is part of the larger Lamoille Sub-Basin of Lake Champlain. Lake Lamoille and the Lamoille River are the most prominent surface water features in Morristown. The Lamoille River enters Morristown at its northeast most boundary, then flows northwest into the town of Johnson. Several smaller water bodies located in Morristown include Joe's Pond and various smaller ponds throughout the town.

The Town of Morristown includes approximately 102 miles of town highway. Of that area, 3.05 miles are Class 1 roads, 15.41 miles are Class 2 roads, 73.75 miles are Class 3 roads, and 9.39 miles are Class 4 Roads. These 102 road miles must be assessed via a Road Erosion Inventory (REI) as a part of the Town's compliance with the Municipal Roads General Permit (MRGP). As such, the Town is now seeking a qualified consultant to complete this REI.

Watershed Consulting has completed many road assessments, both as a part of an REI or for compliance with the MRGP and as a part of other stormwater master planning assessments. We have completed many preliminary and final designs for retrofit of road segments and outfalls that were out of compliance with



MRGP standards. We are familiar with the DEC's REI app and have successfully utilized Survey 123 and Field Maps for a number of field data collection efforts. Our team is organized and efficient and will utilize our time and expertise to deliver high quality data to the Town and include recommendations for any segments or outfalls that do not meet the MRGP standards.

Watershed Consulting will also be including Lakeside Environmental as subconsultants for the preliminary design task.

Each of the individual tasks included in the scope of work is expanded upon below.

Scope of Work

Task 1. Road Erosion Inventory (REI) and Data Collection Phase

Task 1.1. Project Kickoff

A kickoff meeting will be held with representatives from the Town to review the scope of work, timeline, and expected deliverables. A map with the road segment data including each segment's hydrologic connectivity status will be provided by Watershed Consulting and reviewed during the meeting. Kickoff minutes will be provided.

Deliverable: Kickoff meeting minutes

Task 1.2. Road Erosion Inventory

Watershed Consulting will access each road segment and apply the VT DEC REI methodology to collect the data on the mapped segments including slope (using DEC's GIS generated slope and field determinations). This work includes the data collection and entry using the Survey 123 or Arc Field Maps App developed by the VT DEC. The app will be loaded with the relevant data for Morristown. Watershed Consulting will collect all required data for each segment. To assess all the segments efficiently and effectively, Watershed Consulting will deploy teams of two personnel who will be overseen by the project manager.

All personnel will have a fully charged smart phone or tablet with an extra battery pack to ensure that batteries do not limit assessments. All staff are accustomed to field work and comfortable working out of doors for extended periods of time.

Watershed Consulting will ensure frequent communication with the Town of Morristown to ensure that all stakeholders are aware of the progress made on the REI.

Deliverable: Summary of work completed, completed records for all applicable segments in the REI app

Task 2. Implementation Table and Cost Estimate Phase

Task 2.1. Implementation Table

An implementation table will be developed to ensure compliance with the MRGP. Per the MRGP document, the "completed Implementation Table shall be submitted as the municipality's RSWMP and shall identify planned road stormwater improvements and implementation." This will include the number of segments that are not in compliance with the MRGP standards.



Task 2.2. Cost Estimate

Watershed Consulting will develop a cost estimate to achieve MRGP compliance for all jurisdictional road segments within the Town. Estimates will also be developed for individual segments.

Deliverable:

- Implementation Table
- Cost Table

Task 3. Preliminary Designs

Watershed Consulting will develop preliminary designs for a number of specific locations selected in consultation with the town to be determined following completion of the previously listed tasks. A standard cost estimate per design is provided in the cost table below.

Deliverable:

- Preliminary Designs (# TBD)

Qualifications



Watershed Consulting

Watershed Consulting is a Burlington, Vermont-based environmental consulting firm specializing in stormwater management, practice design, geospatial planning, water quality investigations, and data analysis. Watershed Consulting consists of a team of hydrologists, GIS specialists, and aquatic scientists with demonstrated experience in watershed investigation, green stormwater retrofit evaluations, site design, advanced hydrologic & hydraulic/water quality modeling, permitting, and GIS mapping and analysis. Watershed Consulting has a proven track record of delivering complex, data intensive stormwater master plan analyses that provide our clients with a targeted approach to solving water quality problems that stays ahead of regulatory requirements. Watershed Consulting is known for out of the box solutions to address stormwater related challenges that cannot be solved by standard practices. Watershed Consulting has performed several road erosion inventories and determined compliance with MRGP standards and has significant experience developing designs to retrofit road segments and outfalls that are not in compliance with MRGP standards.

Watershed Consulting will be the sole consultant for this project. Watershed Consulting will also be including Lakeside Environmental as subconsultants for the preliminary design task. Andres Torizzo from Watershed Consulting will serve as main point of contact. He can be reached by email at andres@watershedca.com or by phone at 802-497-2367.

Andres Torizzo, CPESC, CPSWQ – Principal Hydrologist: Andres is the Principal and Co-Founder of Watershed Consulting. Andres has been modeling, designing, permitting, and inspecting stormwater project in Vermont for over 19 years in a range of environments and geographic locations across the State. His work has included partnering with municipalities and nonprofit groups on State and Federally funded water quality improvement projects and has consulted for a range of development owners on industrial, commercial, residential, and transportation-based sites. Andres holds a master's degree in Geography from



the University of Colorado at Boulder and a bachelor's degree in Geological Sciences from Tufts University. For this project, Andres will provide program oversight and serve as the overall project management lead as well as provide technical and data collection oversight.

Kerrie Garvey, MS, GISP – GIS Program Manager: Kerrie has extensive experience working with ArcGIS software, developing models and managing large datasets. She holds a Master of Science in Natural Resources from the University of Vermont where she focused on using spatial analysis methods to quantify erosion and deposition associated with stream channel migration. Kerrie has been actively managing single and multi-town SWMPs, has supported the design, both concept level and final design, of many stormwater BMPs, and completes stormwater-focused modeling with programs. For this project, Kerrie will provide project management, serve as the GIS and app management lead, and support field staff.

Anna Sherman- Water Resources Scientist: Anna has a background in stormwater treatment analysis, biogeochemistry, and Geographic Information Systems (GIS). She has a bachelor's degree from the University of Vermont in Environmental Science with a concentration in Ecological Design and a minor in Anthropology. Anna is involved with stormwater permitting, soils research, and mapping. For this project, Anna will perform field assessments and assist with data management and reporting.

Clare Girard- Water Resources Scientist: Clare has a background in water quality monitoring, watershed management, GPS field data collection, and Geographic Information Systems. She holds a bachelor's degree from the University of Minnesota with a concentration in Fisheries, Wildlife, and Conservation Biology and a minor in Environmental Science, Policy, and Management. For this project, Clare will perform field assessments and assist with data management and reporting.

Liviya Kovacevic – GIS Technician: Liviya has a strong background in Geographic Information Systems (GIS), cartographic design, remote sensing, and water quality. She earned her B.S. from the University of Vermont in Environmental Sciences with a concentration in Geology and minor in Geospatial Technologies. Liviya helps meet the geospatial needs of the team, which include cartography, precision GPS survey, and geospatial programming. For this project she will assist in GIS data management and cartography.

Lakeside Environmental Group

Lakeside Environmental Group (LEG) is a small Burlington, VT consulting firm that specializes in stormwater treatment design, wastewater and potable water supply design, complex grading designs, land use planning, project management and permitting, GPS and GIS mapping, topographic surveying and modeling, CAD drafting, environmental mediation, and related resource evaluations (aesthetics, agricultural soils, wetlands, etc.). LEG was formed in the spring of 2010 with partners who had worked together previously at Heindel & Noyes for over eight years. LEG frequently teams with other development consultants including Watershed Consulting.



Project Examples

St. Albans Road Erosion Inventory

ST. ALBANS, VT 2019-2020

Watershed Consulting conducted a Road Erosion Inventory (REI) for St. Albans City in partial fulfillment of the Vermont Department of Environmental Conservation (VT DEC) Municipal Roads General Permit (MRGP). Watershed Consulting assessed a total of 37 hydrologically-connected outfall across the City for signs of deterioration and erosion. The assessments were conducted using Survey 1,2,3 and ArcGIS



Collector apps and then uploaded to the VT DEC MRGP Implementation Table, where they established a record of the City's permit compliance. Two outfalls were identified as eroded and not meeting MRGP standards. Watershed Consulting provided recommendations to comply with permit requirements for these outfalls that were not in compliance.



Project Highlights

- Assessed outfalls for signs of deterioration, erosion, or other issues that would not be in compliance with the MRGP
- Identified two eroding outfalls and provided recommendations to comply with MRGP permit requirements

Charlotte Road Erosion Inventory

CHARLOTTE, VT 2019-2020

Watershed Consulting, under contract from the Chittenden County Regional Planning Commission (CCRPC), conducted an updated Road Erosion Inventory (REI) for the Town of Charlotte in partial fulfillment of the 2020 Vermont Department of Environmental Conservation (VT DEC) Municipal Roads General Permit (MRGP). Based on the initial assessment of the condition of the roadways in Charlotte subject to the MRGP and the comparison of previously mapped segments to the field based assessments, Watershed Consulting recommended a revised scope of work to the Town and the RPC to update the REI assessment for all mapped segments that were previously assessed as “partially meets” or “does not meet”.



Watershed Consulting recommended a revised scope of work to the Town and the RPC to update the REI assessment for all mapped segments that were previously assessed as “partially meets” or “does not meet”. This updated assessment was completed in the Fall of 2019 and delivered to the RPC. Watershed Consulting also developed concept designs for two identified sites to upgrade the segment status to “fully meets”.



Project Highlights

- Completed secondary REI for all “partially meets” and “does not meet” segments.
- Identified two eroding road segments and provided concept designs to meet MRGP standards.



Chaloux Ln and Lincoln Rd Stormwater Improvement

WILLISTON, VT 2020



The Chittenden County Regional Planning Commission (CCRPC) contracted Watershed Consulting to develop a conceptual design for repair of hydrologically connected road segments that do not meet Municipal Roads General Permit (MRGP) requirements. Watershed Consulting developed a conceptual erosion treatment plans for the stormwater improvement project on Lincoln Road and Chaloux Lane.

Project Highlights

- Determine appropriate design to bring road segment into compliance with the MRGP.
- Prepared application for Better Backroads Grant for the Town of Williston

This project was developed to address road erosion, widening of the intersection and sedimentation of the ditches along Lincoln Road at its intersection with Chaloux Lane. The proposed design would replace two existing culverts along Lincoln Road, creating a pretreatment sedimentation basin, a new stone swale, and a new guardrail on the east side of the intersection. A new level spreader will distribute flow diffusely along an existing drainage path before discharging to the stream. The design also recommends recrowning Lincoln Road, reshaping the swales along Chaloux Lane, and recrowning that road. Cost estimates were provided for the design.

Juniper Ridge Drive Outfall Stabilization

ESSEX JUNCTION, VT- 2017-2019



Watershed Consulting was hired by the Chittenden County Regional Planning Commission (CCRPC) to assist Essex Junction in completing a design for the stabilization of an actively eroding channel at Juniper Ridge Drive. This project involved the design of a retrofit for a large, eroded outfall. The outfall drains 1.77 acres of impervious cover and discharges directly to Indian Brook, a stormwater impaired watershed. This severe gully erosion has caused trees to fall into the eroded channel, further destabilizing the banks. This erosion has contributed a significant amount of sediment and phosphorus to the watershed. Following construction,

Project Highlights

- Designed an outfall stabilization concept to manage 1.77 acres of impervious cover
- Implementation prevents further erosion and sediment and phosphorus loading to Indian Brook



Actively eroding outfall (L) and newly stabilized channel (R).

the site will meet Municipal

Roads General Permit (MRGP) standards and mitigate stormwater pollution entering Indian Brook. The design includes dissipating stormwater velocity with stone and erosion stabilization at the outfall, providing infiltration, and protecting exposed soils to reduce sedimentation in this actively eroding channel.



Keari Lane and Quail Run Outfall Stabilization

SOUTH BURLINGTON, VT 2020

Chittenden County Regional Planning Commission (CCPRC) hired Watershed Consulting to complete 30% concept designs for the stabilization of two outfalls, one on Keari Lane and another on Quail Run. Both sites have significant erosion and were high priority sites for the City of South Burlington.



Watershed Consulting completed site survey and concept designs for both sites. The designs included a

natural stream with stone protection along the bottom of channels at key locations along the sides of the channel where erosion and scouring were observed in the field. The designs included stone energy dissipation and erosion control for both outfalls. In total, the Keari Ln project will prevent 2.2

lbs of Phosphorus from reaching receiving waters annually and the Quail Run project will prevent annual loading of 1 lb of Phosphorus.



Project Highlights

- Created preliminary designs for the stabilization of two eroding outfalls
- When constructed, these two practices will reduce Phosphorus loading by 3.2 lb/yr.

Elm Street Outfall Stabilization

WINOOSKI, VT 2020

Watershed Consulting, in partnership with Chenette Associates, was hired by the Chittenden County Regional Planning Commission (CCRPC) to complete preliminary and final design along with implementation oversight for the stabilization of an eroded outfall in Winooski. The eroded outfall, located on a steep slope to the west of Elm St, failed to meet municipal road general permit (MRGP) requirements. This site was



a priority outfall for repair for the City. Watershed Consulting initially

characterized the outfall and developed a concept plan for remediation. A final design for the outfall stabilization was then developed. Permitting, including erosion control, wetlands, and Act 250, was addressed. The project was constructed in late 2020 and will prevent future erosion from this stormwater outfall.



Project Highlights

- Created innovative regenerative stormwater conveyance design
- Design completed for implementation in rapid timeframe (less than one year)



References

City of St. Albans

Chip Sawyer, Director of Planning and Development

802-524-1500 ext. 259

100 N Main St, St Albans City, VT 05478

c.sawyer@stalbansvt.com

Chittenden County Regional Planning Commission

Dan Albrecht, CCRPC Senior Planner

(802) 846-4490 x*29

110 W Canal St #202, Winooski, VT 05404

dalbrecht@ccrpcvt.org

Rutland Natural Resources Conservation District

Nanci McGuire, District Manager

(802) 775-8034 x117

170 S Main St, Ste 4

Rutland, VT 05701

Nanci.mcguire@vt.nacdnet.net



Cost Proposal

The proposed budget for the proposed scope of work is detailed in the table below. Please note that costs for Task 3 (preliminary designs) are provided per design.

		Watershed Consulting										LEG			
Task #	Category & Task	Firm	A. Torizzo	K. Garvey	A. Sherman	C. Girard	L. Kovacevi	A. Stout	S. Smith	Mileage (\$0.655/ mi)	Total Estimate				
		Staff Title	Principal	GIS Manager	Water Resources Scientist	Water Resources Scientist	GIS Technician	Senior Planner	CAD / GIS Specialist						
1	Task 1.1 Project Kickoff Meeting	2	180	2	135	90	80	8		900					
2	Task 1.2 Road Erosion Inventory	4		8											
	Subtotal	6		10		90	80	8	0	\$589.50	\$22,720				
	Task 2.1 Implementation Table	1		1		10									
	Task 2.2 Cost Table	1		1		20									
3	Subtotal	2		2		30	0	0	0	\$0.00	\$3,930				
	Preliminary Design (per design)	4		2		4		4	4	0					
	Subtotal	4		2		4	0	4	4	\$0.00	\$2,780				
Total Hours by Staff Excluding Optional Task 3		8		14		124	80	12	4	6	--	\$2,780			
Total Hours by Staff including Optional Task 3		12		14		124	80	12	4	6	--	\$2,780			
Total for Optional Task 3 per Design		\$720		\$270		\$440	\$0	\$500	\$400	\$450	--	\$28,710			
Total Excluding Optional Task 3		\$1,440		\$1,890		\$13,640	\$8,800	\$1,500	\$400	\$450	\$590	\$29,430			
Total Including Optional Task 3		\$2,160		\$1,890		\$13,640	\$8,800	\$1,500	\$400	\$450	\$590	\$29,430			



Schedule

The proposed schedule for the project is provided. Watershed Consulting has the capacity to meet the proposed deadlines. Please note that if the preliminary design sites need additional field work performed and snow and ice limits the field work at that time, it will be requested that the timeline be extended into the spring of 2024.

Project Task		2023				2024	
		Sept.	Oct.	Nov.	Dec.	Jan	Feb
Task 1.	Task 1.1 Project Kickoff Meeting						
	Task 1.2 Road Erosion Inventory						
Task 2.	Task 2.1 Implementation Table						
	Task 2.2 Cost Table						
Task 3.	Preliminary Design (per design)						

Andres Torizzo

Principal, Hydrologist

Mr. Torizzo is Principal, Hydrologist, and co-founder of Watershed Consulting Associates, LLC., a firm specializing in stormwater management consulting services. Mr. Torizzo has worked for State agencies and numerous municipal and private entities on operational stormwater management and erosion-sediment control design and permitting issues, in a range of settings including linear transportation, commercial, industrial, residential, and agricultural.

Mr. Torizzo's specialties include stormwater mapping, inventory, and master planning, illicit discharge detection and elimination (IDDE), stormwater hydrologic & hydraulic modeling, stormwater pollutant load modeling, retrofit design, low-impact development design, and Total Maximum Daily Load implementation (TMDL) investigations.

KEY FIRM ROLES AND RESPONSIBILITIES

Project Management – Oversees project budgets, timelines, deliverables, quality control, and coordination with partners and clients.

SELECTED PROJECT EXPERIENCE

Public-Private Partnerships (P3) for Stormwater Management (2019-2021) – Provided oversight for all project operations including subcontractor management, task order tracking and deliverable development, retrofit design, modeling, stakeholder outreach and engagement, GIS analysis and visualization.

Northfield Infiltration Chamber Design (2019) – Developed design, and managed permitting for large-scale infiltration system for the Town of Northfield, Vermont. The chamber system manages a large area of residential development and is one of the largest chamber systems installed in the State. The project provides for water quality improvement and aids in flood reduction in the Dog River.

Central Vermont Stormwater Master Plans (2016–2019) – Led efforts to perform stormwater management master plans in twelve Vermont communities, generating over 150 priority sites for field investigation and assessment. Conducted modeling for retrofit designs for nearly all priority sites and generated modeling information for production of 60 30% concept designs.

Potash Brook Flow Restoration Plan (2014-2016) – Worked for the City of South Burlington, VT and the Vermont Agency of Transportation on a Flow Restoration Investigation for the stormwater-impaired Potash Brook watershed.

SELECTED PUBLICATIONS & PRESENTATIONS

Torizzo, A. and Garvey, K.M. 2017. Flow restoration planning in the stormwater impaired Potash Brook Watershed, South Burlington, VT. StormCon, August 29-31, Bellevue, WA.

Torizzo, A., Allen, D., Garvey, K., and Bruno, M. 2016. Monitoring and Tracking Chloride Trends. *Stormwater Magazine*, July/August 2016, p. 18-37.

EDUCATION

- M.A. 2002, Geography, University of Colorado at Boulder
B.A. 1998, Geological Sciences, Tufts University

PROFESSIONAL EXPERIENCE

- 2005-Present Watershed Consulting
2002-2005 Ross Environmental
2002 Pioneer Environmental
1998-2002 U.S. Geological Survey, Water Resources Division

PROFESSIONAL CERTIFICATIONS

- Certified Professional in Erosion and Sediment Control (CPESC) # 3318.
Certified Inspector of Sediment and Erosion Control (CISEC) # 48.
Certified Erosion, Sediment, and Stormwater Inspector (CESSWI) # 179.
Certified Professional in Stormwater Quality (CPSWQ) #119.
Recognized as proficient in Construction Site Stormwater Management by the IECA.

PROFESSIONAL AFFILIATIONS

- Center for Watershed Protection Association
International Erosion Control Association

Kerrie Garvey, GISP, M.Sc.

GIS Program Manager

Project management experience: 10 Years

Ms. Garvey is currently the GIS Manager at Watershed Consulting Associates, LLC, a Vermont-based firm specializing in stormwater management consulting services. Ms. Garvey holds a Master of Science in Natural Resources from the University of Vermont and a B.S. in Environmental Studies with a minor in Biology from Colby-Sawyer College.

Ms. Garvey has focused on utilizing GIS technology to study and improve real world water quality issues. Her past work has included quantifying stream erosion, mapping channel migration, and assessing hydrologic connectivity of impervious surfaces. During graduate school, she worked as a research assistant focusing on mapping stream channel migration and assessing impacts to water quality. After earning her M.S. degree, she was employed at the University of Vermont as a Research Specialist where her work revolved around understanding road-stream connectivity impacts to water quality and mapping and assessing hydrologically connected impervious surfaces.

EDUCATION

- M.Sc. 2012, Natural Resources,
University of Vermont
- B.S. 2006, Environmental Studies,
Colby-Sawyer College

PROFESSIONAL EXPERIENCE

- April 2014-Present
GIS Manager
Watershed Consulting
Associates, LLC
- April 2014-April 2015
Project Manager
Vermont EPSCoR CWDD
- June 2012-April 2014
Research Specialist
University of Vermont
- July 2009-June 2012
Research Assistant
University of Vermont

SELECTED PROJECT EXPERIENCE

Watershed Management Plans for 8 Watersheds on St. Thomas and St. Croix (2020-2022) – Provided technical support and project management support for the development of eight Watershed Management Plans for high priority watersheds in St. Thomas and St. Croix. Provided GIS and modeling support, served as reporting lead, completed field assessments, and evaluated issues of concern and developed solutions.

Public-Private Partnerships (P3) for Stormwater Management (2019-2021) – Co-manager of this project, which will serve as a pilot project for creating public-private partnerships to meet the 3-acre permit requirements. Created a prioritization to identify candidate properties and municipalities to ultimately select 10 sites with a wide range of physical properties as well as a wide geographic spread. These 10 sites were taken to the 30% design level.

Georgia Shore and Stormwater Erosion Assessment (2020-2021) – Watershed team lead and project manager for assessments along the Georgia, Vermont shoreline to identify, map, and rank structural BMPs and shoreline water quality issues. Outreach includes presenting information to the public in two open meetings. Support for the development of three 30% concept plans to address identified issues.

SELECTED PUBLICATIONS & PRESENTATIONS

- Garvey, K. and Gomez, K. 2020. Targeting and Prioritizing Stormwater Master Planning Projects in Vermont. New England Water Environment Association Conference, January 27, Boston, MA
- Garvey, K. and Torizzo, A. 2019. Targeting and Prioritizing Stormwater Master Planning Projects in Vermont. ESRI Water Conference, February 4-6, Nashville, TN
- Torizzo, A. and Garvey, K.M. 2017. Flow restoration planning in the stormwater impaired Potash Brook Watershed, South Burlington, VT. StormCon, August 29-31, Bellevue, WA.
- Torizzo, A., Allen, D., Garvey, K., and Bruno, M. 2016. Monitoring and Tracking Chloride Trends. Stormwater Magazine, July/August 2016, p. 18-37.
- Ishee, E.R., Ross, D.S., Garvey, K.M., Bourgault, R.R., and Ford, C.R. 2015. Phosphorus characterization and contribution from eroding streambank soils of Vermont's Lake Champlain Basin. Journal of Environmental Quality. vol. 44 no 6, p. 1745-1753.
- Pechenick, A.M., Rizzo, D.M., Morrissey, L.A., Garvey, K.M., Underwood, K.L., Wemple, B.C. 2014. A multi-scale statistical approach to assess the effects of connectivity of road and stream networks on geomorphic channel condition. Earth Surface Processes and Landforms. vol. 39, no 11, p. 1538-1549.



Stormwater Management | Green Infrastructure Design | Water Quality | Master Planning

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Anna Sherman

Water Resources Scientist

Anna is a Water Resources Scientist at Watershed Consulting. She has a background in ecological design, biogeochemistry and soils research, science communication, and Geographic Information Systems (GIS). In previous research assistantships, she has worked extensively with forest soils and soil carbon processes, and with drinking water treatment residuals for use in green stormwater infrastructure. At Watershed Consulting, Anna is involved with stormwater permitting and inspections, soils and site analysis, Best Management Practices (BMP) assessment, and GIS mapping and analysis.

SELECTED PROJECT EXPERIENCE

Stormwater Permitting and Inspections (2023 - Ongoing)

Conducts annual and quarterly inspections required by the state for permit compliance. This includes on-site assessment and monitoring of stormwater treatment practices, preparation of internal reports regarding maintenance needs for clients, and documentation and reporting provided to the state through electronic filing.

Stormwater Permit Applications and Renewals (2023 - Ongoing)

Supports preparation of application materials for new permits, replacement permits, and permit renewals. Materials prepared include flow and drainage area determinations, map preparation, and narrative components of site uses and conditions. Conducts soil characterization and infiltration tests to determine mapped vs. actual soil quality for determining best practices.

GIS Support (2023 - Ongoing)

Provides support for projects requiring GIS capabilities. Utilizes ArcGIS Pro for georeferencing engineering plans, digitizing land cover, delineating impervious area, and map layout preparation.

Characterizing P-Retention in Drinking Water Treatment Residuals (2021 – 2022)

Processed drinking water treatment residuals (DWTRs) for use as green stormwater infrastructure material. Characterized DWTR samples, analyzed DWTRs for arsenic leaching, and prepared batch isotherms for characterizing phosphorus sorption. Prepared data briefs and communications to grant funder.

EDUCATION

B.S. 2022, Environmental Science & Ecological Design, University of Vermont

PROFESSIONAL EXPERIENCE

2023 – Present Watershed Consulting, *Water Resources Scientist*

2022 – 2023 University of Vermont Spatial Analysis Lab, *GIS Technician*

2021 – 2022 Nutrient Cycling & Ecological Design Lab, *Research Assistant*

Summer 2021 Adair Terrestrial Biogeochemistry Lab, *Field and Lab Technician Intern*

Summer 2019 Bristol-Myers Squibb, *Global Environment, Health, Safety & Sustainability Intern*

PROFESSIONAL AFFILIATIONS

Member, Phi Beta Kappa Honor Society

CLARE GIRARD

Water Resources Scientist

Clare is a Water Resources Scientist at Watershed Consulting. She joined Watershed Consulting with a background in water quality monitoring, watershed management, GPS field data collection, and Geographic Information Systems. Clare earned her B.S. from the University of Minnesota with a concentration in Fisheries, Wildlife, and Conservation Biology and a minor in Environmental Science, Policy, and Management. At Watershed Consulting, Clare focuses on stormwater permitting, water quality monitoring sampling and research, Best Management Practices assessment, and Geographic Information System mapping and analysis.

SELECTED PROJECT EXPERIENCE

Stormwater Permitting and Inspections (2023 - Ongoing)

Conducts annual and quarterly inspections required by the state for permit compliance. This includes on-site assessment and monitoring of stormwater treatment practices, preparation of internal reports regarding maintenance needs for clients, and documentation and reporting provided to the state through electronic filing.

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Supports preparation of application materials for new permits, replacement permits, and permit renewals. Materials prepared include flow and drainage area determinations, map preparation, and narrative components of site uses and conditions. Conducts soil characterization and infiltration tests to determine mapped vs. actual soil quality for determining best practices.

GIS Support (2023 - Ongoing)

Provides support for projects requiring GIS capabilities. Utilizes ArcGIS Pro for georeferencing engineering plans, digitizing land cover, delineating impervious area, and map layout preparation.

Headwater Mapping (2020)

Designed and conducted a headwater mapping project to delineate all streams, seeps, and wetlands within the Alcove Reservoir Watershed. Mapped water sources with a GPS, input and digitized water sources into ArcGIS, and delineated drainage areas.

The Jefferson Project (2017, 2018)

Collected and processed water samples for long term water quality and environmental monitoring projects. Maintained, deployed, and calibrated high frequency data platforms and monitored tributary and weather stations.

EDUCATION

B.S. 2018, Fisheries, Wildlife, and Conservation Biology, University of Minnesota

PROFESSIONAL EXPERIENCE

2023 – Present Watershed Consulting, *Water Resources Scientist*
2020 Albany Department of Water and Water Supply, *Environmental Science Technician*
Summer 2018 Darrin Fresh Water Institute, *Field and Lab Research Assistant*
Summer 2017 Darrin Fresh Water Institute, *Chemistry and Microbiology Lab Research Assistant*

Liviya Kovacevic

GIS Technician

Liviya Kovacevic is a GIS Technician at Watershed Consulting with a background in Geographic Information Systems (GIS), remote sensing, cartographic design, and water quality. She also has experience using spatial data to assess and interpret water quality conditions through her internship with Vermont EPSCoR. She has focused on a project utilizing spatial analysis methods to understand differences in water quality of Vermont watersheds. She holds a Bachelor of Science in Environmental Science with a Geology concentration and minor in Geospatial Technologies from the University of Vermont.

SELECTED PROJECT EXPERIENCE

US Virgin Islands Watershed Management Project (2023 – Present)

Provided GIS and reporting support for a nine-watershed project on the islands of St. Thomas and St. Croix, USVI. Updated land cover dataset and created web and static maps to display and communicate spatial and water quality and flooding related data.

Allen Brook Stormwater Assessment (2023-Present)

Delineated drainage areas, created high resolution land cover dataset, and provided H&H modeling support for priority projects within the Allen Brook watershed in Milton, VT. Developed detailed concept maps for five selected design sites specifying the proposed practices and routing information.

Using Spatial Analysis to understand differences in the water quality of Vermont Watersheds (2021)

Responsible for researching, designing, and testing a spatial model to identify unique areas of watershed function using spatial datasets with the assistance of EPSCoR faculty and mentors. Results were related to BREE project research on water quality dynamics, specifically related to watershed zonation techniques.

Remote Sensing of Vermont Rivers (2021)

Assisted two UVM professors on a remote sensing project investigating whether satellite imagery from satellites including Landsat-8 and Sentinel-2 can be used to estimate factors including turbidity and total suspended solids in Vermont rivers in addition to monitoring water quality.

Hydroenforcing DEMs (2021)

Provided support for a UVM Research Assistant working on a floodplain mapping project. This included hydroenforcing DEMs in ArcGIS Pro and creating an ArcGIS Story Map documenting the process of hydroenforcing and why it is necessary when working with elevation and hydrologic data.

EDUCATION

B.S. 2022, Environmental Science,
Minor in Geospatial
Technologies, *University of
Vermont*

PROFESSIONAL EXPERIENCE

2023 – Present GIS Technician, *Watershed
Consulting*

2020 – 2023 GIS Team Lead, *UVM
Spatial Analysis Lab*

Fall 2021 Remote Sensing Research
Assistant, *UVM Geography
Department*

Summer 2021 Research Intern, *Vermont
EPSCoR*



Anthony T. Stout

Senior Planner & Principal

EMPLOYMENT

Senior Planner & Principal, Lakeside Environmental Group LLC, Burlington, Vermont. 2010 to present.

Senior Planner, Heindel & Noyes, Burlington, Vermont. 2002 to 2010.

Principal, A.T. Stout Land Use Consulting, Ferrisburgh, Vermont. 1993 to 2002.

District Coordinator, Vermont Environmental Board, Pittsford, Vermont. 1985 to 1993.

Resource Economist, The Wilderness Society, Washington, D.C. 1984 to 1985.

Research Assistant, Resources for the Future, Washington, D.C. 1981 to 1984.

Water Resource Fellowship, Silver Creek Watershed Study, Cleveland State University, Chardon, Ohio. 1973-1975.

EDUCATION

B.S., Forestry. 1979, University of Vermont, Burlington, Vermont

M.S.L., Environmental Law. 1980, Vermont Law School, So. Royalton, Vermont

Mediation Program. 1990, Woodbury College, Montpelier, Vermont. 60 hours.

Snelling Leadership Institute. 1998, University of Vermont, Burlington, Vermont.

OTHER SKILLS & EXPERIENCE

Standardized Patient, 2010-2017, University of Vermont College of Medicine

Vermont Environmental Court Mediator, 2007 to present.

Skills: Act 250; Vermont Planning & Zoning; Vermont Water Supply and Wastewater Disposal Rules; Vermont Stormwater Rules; Vermont Wetland Rules; Federal Wetland Rules; National Environmental Policy Act; Federal Flood Hazard Rules; CAD Drafting (especially complex grading and compact designs); GIS Analysis and Mapping (using Vermont's GIS data sets); Digital Photo Visualizations (technically accurate size and perspective); Land Title Research; Legal Research; Drafting Deed Covenants and Articles of Association; Construction Supervision

REFERENCES AVAILABLE ON REQUEST



Scott Smith

Principal / Senior CAD/GIS Specialist

EDUCATION

State University of New York (SUNY), Geneseo, NY

Bachelor of Arts Degree, with a Major in Geography and a Minor in Environmental Studies – May 1994

PROFESSIONAL LICENSE

Licensed Designer #521-B - Vermont Agency of Natural Resources (ANR), Department of Environmental Conservation (DEC), Wastewater Management Division. Licensed to evaluate and design potable water supply and wastewater disposal systems and permits for single-family residential development and subdivisions.

RECENT EMPLOYMENT HISTORY

May 2010 – Present

Lakeside Environmental Group, LLC. – South Burlington, VT

Principal – Senior CAD/GIS specialist

- Drafting and customized mapping development of design plans to meet local and State permit requirements.
- Topographic surveying for planning and development of small and large scale subdivisions, environmental and civil engineering plans and water supply and wastewater system design.
- GPS data collection and integration into design plans and maps.
- Complete site evaluation including test pit soil analysis, percolation testing, identifying potential environmental impacts, locating suitable sites for water supply sources and wastewater disposal systems.
- Full plan and profile creation of 3D surfaces used for slope analysis, grading, stormwater design and construction material quantification.
- Large scale area watershed/subwatershed mapping

February 1997 – May 2010

Heindel & Noyes, Inc. - South Burlington, VT

Senior CAD/GIS/GPS & Survey Technician

- Served as primary GPS and survey technician for field mapping, and topographic Land Surveying with use of Nikon Total Station for purposes of developing engineering designs, site analysis, and planning.
- Completed design plans meeting local and State permitting requirements while working with engineers and planners as the lead CAD/GIS technician.
- Worked closely with hydrogeologists and staff scientists to collect data and assist with hazardous soil and groundwater contamination plans, remediation system design and exhibit preparation.
- Assisted with the development of a digital database integrated into a customized GIS interface offering official flood determination services to lending institutions throughout the State.
- Completed GPS field mapping for numerous infrastructure inventories for municipalities and utility companies for use in a customized Asset GIS package.
- Produced municipal parcel mapping, deed research, and GIS database development.



Trees For Streams Oxbow Park, Morrisville, VT

Lamoille County Conservation District

Trees For Streams Program

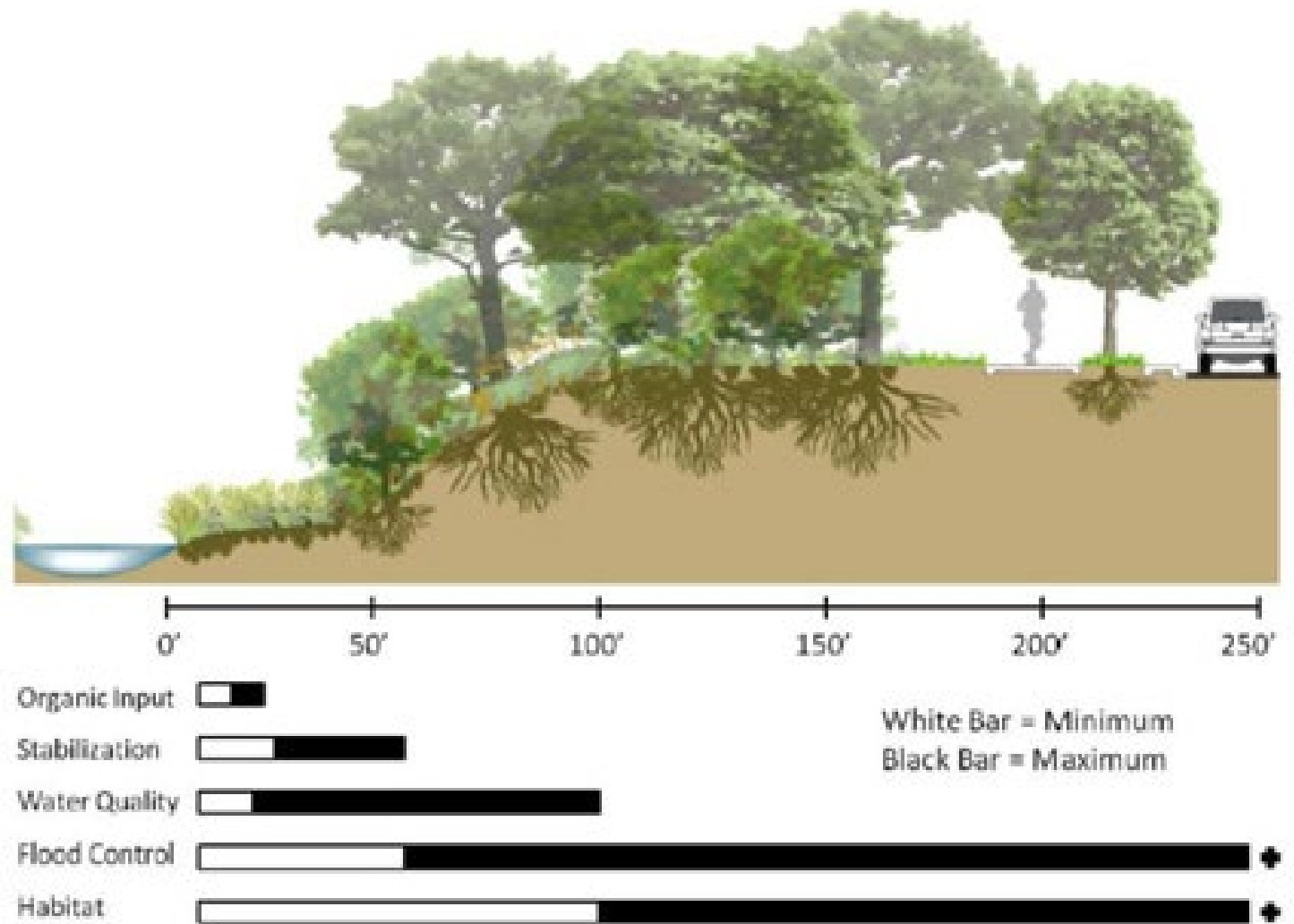
- Trees For Streams is a conservation program funded through multiple partners including the Vermont Department of Environmental Conservation (DEC), Lake Champlain Basin Program (LCBP), the National Fish and Wildlife Foundation (NFWF) and PUR Projet to implement Trees for Streams riparian buffer projects statewide.
- Each funding source has different deliverables and specifications dependent on whether the planting area is on public or private land.

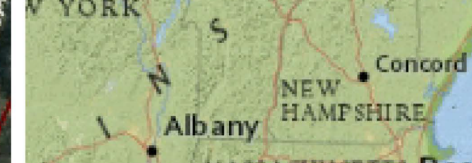


	DEC	LCBP	PUR Projet	NFWF
PLANTING REQUIREMENTS				
Planting standards	Set by DEC and VTFW	Set by DEC and VTFW	Agreed on by PUR & NRCC	Set by DEC and VTFW
Minimum buffer width	35' required (50' where possible)	35' required (50' where possible)	No requirement	35' required (50' where possible)
Stem density	300-400 stems/acre	300-400 stems/acre	No requirement	300-400 stems/acre
Property type	Public or private	Public or private	Private	Public or private
Geographic focus	Sites outside the Lake Champlain Basin are prioritized. Site location or strategy must be identified in Tactical Basin Plan or River Corridor Plan and must have a WPD ID.	Lake Champlain Basin required	Lake Champlain Basin prioritized	Sub-watersheds with patches of brook trout habitat prioritized (Batten Kill, Walloomsac, Hoosic; Connecticut [applicable sub-watersheds]; Lamoille; Memphremagog; Missisquoi; Poultney Mettowee; Otter Creek/Lewis Creek; Winooski]
ELIGIBLE EXPENSES				
Expenses incurred outside award duration; tools and/or equipment; office supplies; food/beverages	No	No	No	No
Personnel (incl. mileage); plant material, site supplies, planting crew	Yes	Yes	PUR awards are made per tree and are often combined with DEC or LCBP in order to cover other expenses.	Yes
Site monitoring	Required for one year <u>only</u> if enhanced survivorship funding is received. Otherwise, no.	No	Yes—required for two years	Yes—required for one year

Why Plant Buffer Areas?

- **Tree planting in riparian areas have many functions!**
- Roots stabilize the banks
- Nutrient loading .i.e., Phosphorus is mitigated.
- Aquatic and terrestrial Habitats are improved.
- Pollinators habitats are improved.
- Carbon sequestration.





LEGEND

Wetland - VSWI

- Class 1 Wetland
- Class 2 Wetland
- Wetland Buffer

- Wetlands Advisory Layer
- River Main Stem Waterbodies
- WBID Watersheds

Flood Hazard Areas (Only FEM)

- AE (1-percent annual chance flood)
- A (1-percent annual chance floodpl)
- AO (1-percent annual chance zone feet)
- 0.2-percent annual chance flood ha

River Corridors (Aug 27, 2019)

- .5 - 2 sqmi.
- .25-.5 sqmi.
- Soils - Hydric
- Parcels (standardized)
- ACT250 Permits
- Town Boundary

1: 2,435

August 28, 2022



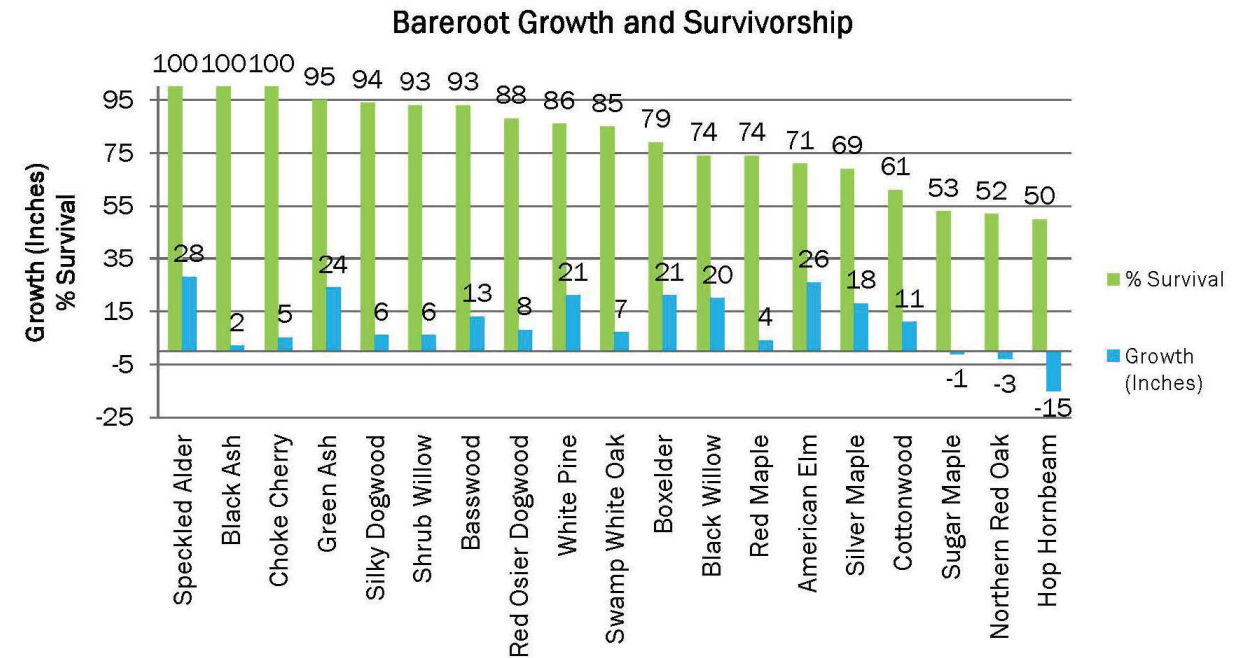
NOTES

Maintenance and Species Selection

- Morristown would sign an O&M Agreement
- Maintenance and species selection would be guided by scientists and resources from the VT DEC, the USFWS and LCCD.
- The USFWS could offer match and a denser planting of 800 stems per acre can be planted.

Riparian Monitoring – Species Selection –

Early successional species exhibit higher survival and growth.



*Note: only species present could be monitored. Some of our recent favorite species such as tamarack, balsam poplar, sycamore, paper birch were not included.



Community
volunteer
event!

Form PVR-4261-E

ERRORS AND OMISSIONS CERTIFICATE

The Board of Listers of the Town of MORRISTOWN are hereby supplying the following changes to the 2023 Grand List. Specifically:
(Year)

Owner RUBIN RICHARD & DEBBIE		SPAN 414-129-12049
Change From \$1,784,400	Change To \$1,572,700	Difference -\$211,700
Reason NEMRC DOUBLE SKETCHED A 1ST FLOOR (SECTION #2) MAKING THE GROSS LIVING AREA LARGER THAN IT ACTUALLY IS		
Owner PAINE BRUCE & GLORIA		SPAN 414-129-11846
Change From \$679,300	Change To \$593,600	Difference -\$85,700
Reason NEMRC DOUBLE SKETCHED THE 1ST FLOOR MAKING THE GROSS LIVING AREA LARGER THAN IT ACTUALLY IS		
Owner POSITANO THOMAS & PAULA		SPAN 414-129-11959
Change From \$509,600	Change To \$423,700	Difference -\$85,900
Reason NEMRC DOUBLE SKETCHED THE 1ST FLOOR MAKING THE GROSS LIVING AREA LARGER THAN IT ACTUALLY IS		
Owner GRAVES NEAL T & SARAH C		SPAN 414-129-11365
Change From \$346,700	Change To \$300,800	Difference -\$45,900
Reason NEMRC DID NOT REMOVE MOBILE HOME SKETCH (2ND SKETCH) WHICH WAS ADDING 860 S/F TO MAIN DWELLING'S GROSS LIVING AREA		
Owner SPARKS ALAN & KAY		SPAN 414-129-12209
Change From \$314,500	Change To \$251,700	Difference -\$62,800
Reason NEMRC DOUBLE SKETCHED THE 1ST FLOOR MAKING THE GROSS LIVING AREA LARGER THAN IT ACTUALLY IS		
Owner ALLEN RUSSELL E		SPAN 414-129-10043
Change From \$310,500	Change To \$240,700	Difference -\$69,800
Reason NEMRC DOUBLE SKETCHED THE 1ST FLOOR MAKING THE GROSS LIVING AREA LARGER THAN IT ACTUALLY IS		
Owner NICHOLS CALVIN K		SPAN 414-129-11802
Change From \$96,000	Change To \$0	Difference -\$96,000
Reason THIS ACCOUNTS ACREAGE IS ALREADY IS PART OF THE ABUTTING PARCEL, THEREFOR SHOULD HAVE BEEN INACTIVATE		
Owner		SPAN
Change From	Change To	Difference
Reason		

Form PVR-4261-E

Page 1 of 2

Rev. 02/20

Courtesy of the Vermont Department of Taxes

LISTERS/ASSESSOR AND SELECTBOARD

Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date
Signature of Lister/Assessor 	Date	Signature of Selectboard/Alderman 	Date

TOWN CLERK

I, _____, town clerk of _____, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of _____ for tax year _____.

Signature of Town Clerk 	Printed Name	Date
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32 V.S.A. § 4261. Correcting omission from grand list

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.



SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Administrative Assistant
Date: September 11, 2023
Subject: Approve Job Descriptions:
A. Town Manager
B. Finance Director
C. Assistant Finance Director

Suggested Motion:

Approve Finance Director and Assistant Finance Directors Job Descriptions

Attachments:

1. Finance Director 072123
2. Asst Finance Director 072123
3. Town Manager Job description

JOB DESCRIPTION FINANCE DIRECTOR



FLSA Designation: Non-Exempt

Nature and Scope of Position

This is a professional administrative position that oversees the maintenance of comprehensive accounting records for the Town. This position is responsible for developing and managing financial management systems and practices for all departments, assuring orderly flow of receipts and expenditures, monitoring cash flow, and processing payroll, insurance claims, ambulance billing systems, maintenance of all fixed asset records, and administration duties as required.

This position requires independent judgment in planning, organizing, and directing the Town's finances.

This position is under the general supervision of the Town Administrator and is ultimately accountable to the Selectboard or their designee.

Duties and Responsibilities:

- Maintain general ledger for all Town accounts.
- Supervision of the accounts payable process ensuring compliance with purchasing policies.
- Supervision of Town payroll system.
- Backup for the Human Resources Director
- Work with the Town Clerk/Treasurers office as needed.
- Perform monthly reconciliation of all Town accounts, including, but not limited to: checking, payroll, money market, arbitrage, investments, and special funds.
- Prepare monthly financial statements for the Town Administrator, Selectboard, and Department Heads and monitor expenditures and revenue balances.
- Manage the various audit procedures, scheduling, and correspondence with the auditor.
- Assist Town Administrator with developing annual budget, prepare budget documents and conduct budget review meetings.
- Prepare financial reports for the Town Report
- Supervision of Emergency Medical Services (EMS) billing system.
- Provide Town Administrator with tax rate calculation.
- Process liability insurance claims and handle correspondence with insurance company.
- Oversee processing of Town bills such as road signs, special tax district, alarm and other miscellaneous billing.
- Monthly reconciliation of Accounts Receivable system.
- Maintain all records associated with Town Fixed Assets system.
- Manage documentation required by various grants, including but not limited to: Water Quality, Agency of Transportation, FEMA, VCDP, etc.
- Participate in the Union negotiation process.
- Supervise Assistant Finance Director, conduct annual performance evaluations, and assign duties as necessary.
- Performs other duties as assigned by the Town Administrator. Consult with the Town Administrator to solve complex problems.

JOB DESCRIPTION FINANCE DIRECTOR



Requirements of Work

- Knowledge of municipal accounting and auditing practices and principles.
- Exceptional attention to detail and organizational skills.
- Ability to analyze and interpret financial documents and data and present findings to the Town Administrator and Selectboard.
- Must be able to organize and prioritize work to meet deadlines and operational needs.
- Must use judgment, discretion, diplomacy, and resourcefulness in solving financial problems/discrepancies with vendors, and contractors.
- Ability to communicate with the Town personnel and the public in a tactful, respectful manner.
- Considerable knowledge of the organization and operation of Town departments.
- Must be knowledgeable of auditing principles and practices.
- Knowledge of the legal requirements of municipal finance in Vermont.
- Must be able to accept and offer constructive criticism.

Education, Training and Experience

- Bachelor's degree in relevant discipline (accounting, finance, business administration) and/or extensive relevant experience and/or training.
- Five years experience in public finance or accounting.
- Previous experience in municipal government preferred but not required.

Physical Demands / Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. This position requires prolonged sitting in the performance of daily duties and frequent repetitive keyboarding motion for preparing reports and other documents. This position also requires walking and some standing, stooping, pushing, dragging, and light lifting of journals, printouts, or boxes. The employee may occasionally lift or move up to twenty-five pounds.

JOB DESCRIPTION

ASSISTANT FINANCE DIRECTOR



FLSA Designation: Non-Exempt
Pay Classification: 6

Nature and Scope of Position

This is a professional administrative position that assists with the maintenance of comprehensive accounting records for the Town. The Assistant Finance Director works with the Finance Director to develop and manage financial management systems and practices for all departments, assuring orderly flow of receipts and expenditures, monitoring cash flow, and processing payroll, insurance claims, ambulance billing, fixed asset records and human resources.

This position requires careful judgment in assisting with the planning, organizing, and directing of the Town's finances.

This position is under the general supervision of the Finance Director, and is ultimately accountable to the Selectboard or their designee.

Duties and Responsibilities

- Administer and process Town payroll systems.
- Maintain personnel records and coordinates employee benefits.
- Maintain accurate and up to date personnel files for human resources.
- Complete reporting requirements for insurance, workers compensation, employee benefits administration, IRS compliance, etc.
- Process Town invoices for Department Head approval and payment while insuring compliance with the Town Purchasing Policy.
- Obtain proof of liability and workers compensation insurance from vendors as applicable.
- Maintain accounting records for the Morristown Centennial Library, Pleasant View Cemetery and the Recreation Council to include: general ledger, accounts payable, payroll, account reconciliation and preparation of monthly financial statements.
- Manage completion of documentation required by VT Governor Highway Safety Program (GHSP) Grants.
- Process Emergency Medical Service (EMS) calls for billing.
- Communicate with patients, Medicare, Medicaid and other insurance agencies to resolve EMS billing issues and ensure prompt payment.
- Assist with preparing information and communicating with various auditors, including but not limited to: external financial auditors, workers compensation auditors, various grant auditors, and Town appointed auditors.
- Assist with developing budget books for creation of annual budget.
- Assist with the preparation of documents for the Town's annual report.
- Process insurance claims with insurance company, including, but not limited to: road signs, vehicle accidents, workers comp claims, hazmat spills.
- Oversee cleaning contractors and maintenance of the office building.
- Perform other duties and responsibilities as assigned by the Finance Director and/or Town Administrator.

JOB DESCRIPTION ASSISTANT FINANCE DIRECTOR



Requirements of Work

- Knowledge of municipal accounting and auditing practices and principles.
- Exceptional attention to detail and organizational skills.
- Ability to analyze and interpret financial documents and data for presentation to various Boards.
- Must be able to organize and prioritize work to meet deadlines and operational needs.
- Ability to deal with Town personnel and the public in a tactful, respectful manner.
- Ability to effectively communicate with outside vendors and agencies.
- Knowledge of the organization and operation of Town departments.
- Knowledge of the legal requirements of municipal finance in Vermont.
- Must be able to accept constructive criticism.
- Must be able to perform with increasing independence.

Education, Training and Experience

- Associate degree in relevant discipline (accounting, finance, business administration) or extensive relevant experience and/or training.
- Three years experience in finance or accounting.
- Previous experience in municipal government preferred but not required.

Physical Demands / Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. This position requires prolonged sitting in the performance of daily duties and frequent repetitive keyboarding motion for preparing reports and other documents. The position also requires walking and some standing, stooping, pushing, dragging, and light lifting of journals, printouts or boxes. The employee may occasionally lift or move up to 25 pounds.

JOB DESCRIPTION TOWN MANAGER



FLSA Designation: Exempt

Nature and Scope of Position

The Town Manager is the Chief Executive Officer of the Town of Morristown municipal corporation and the head of the administrative branch of the Town government. As such, performs highly complex managerial and administrative work by providing direction and oversight to the daily operations of Morristown government. Work involves advising the Selectboard; the implementation and execution of Selectboard policy decisions; directing all town departments through department heads; representing Morristown's interest with other levels and agencies of government, boards, business interests and the community at large; and to provide professional, effective, and efficient public service assistance to the general public.

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

Serves as a trusted leader, promoting a team environment, demonstrating active listening skills, coaching, and motivating employees. Responsible for the overseeing of human resources including the hiring, onboarding, training, evaluation process, corrective action, training, and termination of all municipal employees except the Town Assessor. Ensures fair and equal treatment of employees. Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any discriminatory speech or behaviors which convey disrespect to others.

Directly supervises department heads. As such coordinates work activities, prioritizes, assigns work; monitors status of work in progress and inspects completed work; confers with staff, and assist with complex problems/situations,

Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new technologies, methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

Ensures compliance with all applicable laws, policies, and procedures. Develops, recommends, updates to municipal policies and ordinances to the Selectboard. Develops and updates municipal procedures to support municipal policies and outline to employees how to implement them. Responsible for ensuring the fair and equal enforcement of all municipal policies, procedures, and ordinances.

Develops operating budgets and capital programs for the Selectboards consideration. Once adopted, oversees the implementation including serving as the purchasing agent for the Town. Keeps the Selectboard aware of year-to-date budget status and financial condition. Keeps the Selectboard abreast of the infrastructure, facility, public safety, financial, human resource, and other needs of the municipality.

Takes a lead role in labor and other contract negotiations, insurance mediation and settlements, and resolving complex legal matters.

JOB DESCRIPTION

TOWN MANAGER

Responds to questions from the press and public in a professional manner by being timely and transparent in accordance with the law. Responds to complaints from the public, including those that can't be resolved by department heads. Refers policy questions to the Selectboard.

Develops, reviews, and approves agenda items for the Selectboard meetings. Prepares Selectboard agenda in consultation with the Selectboard chair; attends Board meetings, participates in Board discussions, and advises them as appropriate. Provides follow-up and/or status reports as appropriate.

Represents the Town to local businesses, community organizations, citizen groups, and the general public.

Operates a personal computer, telephones, copiers, vehicle, and other general office equipment as necessary to complete essential functions, to include the use of word processing, email or other system software.

Education, Training and Experience

Bachelor's degree in business, public administration, or a related field; with a master's degree preferred. Supplemented by five years of progressively responsible experience managing governmental departments, programs, and operations. Considerable knowledge of municipal operations, particularly public works, and highway construction practices. Knowledge of public finance, personnel policies, and practices. Management experience in an office environment.

Physical Demands / Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift and or move up to 25 pounds. The employee may occasionally be required to perform moderate physical effort and must be comfortable on a construction site.

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director's capacity for a major organizational unit requiring significant internal and external interaction. As such must adapt communication style/vocabulary to a variety of audiences, be self-aware of one's own verbal and non-verbal cues, be an active listener, keep a professional demeanor, provide timely responses and information.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

JOB DESCRIPTION

TOWN MANAGER

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Leadership: Requires the ability to provide effective leadership at all levels of the organization and coordinate the activities of the County organization in an effective manner.

Customer Service: Requires the ability to respond to the most difficult and sensitive complaints and requests for information in an effective, efficient, and professional manner.

Financial Accountability: Requires the ability to prepare and submit accurate and timely periodic reports of financial activities which keep the Board advised of financial conditions, program progress and present and future financial needs of the town.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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