TOWN OF MORRISTOWN SELECTBOARD
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM
On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, October 7, 2024

Join Zoom Meeting or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: 810 342 4528 | Passcode 05661
The meeting will be live streamed on the Town of Morristown's website: https://www.morristownvt.gov/community/page/meetings-agendas-minutes and on Town GMATV YouTube Channel when possible

I. 5:30PM - CALL SELECTBOARD MEETING TO ORDER

II. 5:31PM - AGENDA CHANGES/ADDITIONS

III. 5:32PM - APPROVE MINUTES

1. Approve minutes of 9-16-24
2. Approve minutes of 9-23-24 Public Hearing
3. Approve minutes of 9-30-24 Public Hearing
4. Approve minutes of 9-30-24 Special Meeting

IV. 5:35PM - NEW BUSINESS

1. Recognition Awards
2. Consider canceling November 4, 2024 Meeting due to election November 5, 2024
3. Discuss Planning Council letter to the Selectboard
4. Mason Kemmerer - Ideas for one-way town square and safety improvements
5. Discuss the Morristown Development Fund proposed changes

V. 5:55PM - OLD BUSINESS

VI. 5:56PM - APPROVE WARRANTS

VII. 6:00PM - COMMUNITY COMMENTS

VIII. 6:10PM - SCHEDULE

1. Upcoming schedule
   a. Wednesday, October 9, 2024 - SB Special Meeting - 6pm The Wing Center TBD
   b. Tuesday, October 15, 2024 - SB Special Meeting - 6pm The Wing Center TBD
   b. Monday, October 21, 2024 - SB Meeting - 5:30pm
   c. Monday, October 28, 2024 - Informational Meeting - 5:30pm
   d. Monday, November 18, 2024 - SB Meeting - 5:30pm

IX. 6:15PM - OTHER BUSINESS

X. 6:30PM - ADJOURN

State of Vermont — Chartered in 1781

MORRISTOWN

SELECTBOARD MEETING MINUTES
OF SEPTEMBER 16, 2024

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF:Jason Luneau, Chief of Police; Judi Alberi, Executive Assistant

PARTICIPANTS/GUESTS: Martin Green, Laura Green, Tom Cloutier, Jerry Throne, Evelyn Throne, Sheila Tarbox, Tony Cote, Julie Nepveu, Dave Nepveu, Denis Nepveu*, David Ring

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER
Don McDowell called the Selectboard Meeting to order at 5:34 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS
Add new item #1 Recognition to New Business.

5:32PM - APPROVE MINUTES

1. **Approve minutes of Public Hearing 9-3-24**
   Motion made by Chris Palermo to approve the minutes of Public Hearing 9/3/2024. Motion seconded by Richard Craig. Motion carried. (5/0)
2. **Approve SB minutes of 9-3-24**
   Motion made by Chris Palermo to approve the minutes of the select board meeting on 9/3/2024. Motion seconded by George Cormier. Motion carried. (5/0)

5:35PM - NEW BUSINESS
1. Don McDowell gave recognition to Elizabeth Chase and Mitzi Fleming of the Town Clerk/Treasurers Office for their accomplishments earning certificates at the professional development training at the State Election Summit and the Vermont Clerks and Treasurerrs Association conference.

1. **Recognition of Town Staff**
   Congratulations to Mitzi Fleming and Elizabeth Chase being presented with their Vermont certified treasurer and Vermont certified Clerk designation at the Vermont Clerks and Treasurer’s association annual conference banquet.
2. **Decision on Amendment Town Plan**

Motion made by Chris Palermo to adopt an amendment to the 2022-2030 municipal development plan (a/k/a Town Plan) Chapter 3: Transportation as presented. Motion seconded by Richard Craig. Motion carried (5/0).

3. **Approve MERP Implementation Grant**

   Motion made by Chris Palermo to Motion to approve MERP Implementation grant and proceed with priority projects as presented, totaling $137,214 for energy conservation measures and $9,010 for ADA improvements, and any other contingency cost for improvements with zero match from the town and authorize Brent Raymond to sign the agreement. Motion seconded by Richard Craig. Motion carried (5/0).

4. **Halloween Road Closure for 2024**

   Motion made by Chris Palermo to approve the closing of the following streets in the Village for trick-or-treating on Thursday, October 31, 2024, from 5:00 PM – 7:30 PM: Maple St, Cherry Ave, Harrison Ave, Union St (easterly), Summer St, Court St. Motion seconded by George Cormier. Motion carried (5/0).

   Jerry Throne expressed concern for the tricker-treaters on Congress Street. Duly noted by Chief Luneau.

5. **Assign the Town Manager as the voting delegate for:**

   a. Election of VLCT Directors

   b. Election of PACIF Directors Property and Casualty Intermunicipal Fund, Inc.

   c. Election of VERB Directors - Employment Resource and Benefits Trust, Inc.

   d. Adoption of the VLCT Municipal Policy

   e. Other VLCT Business

   Motion made by Chris Palmero to assign the Town Manager as the voting delegate for the Election of VLCT Directors, Election of PACIF Directors Property and Casualty Intermunicipal Fund, Inc., Election of VERB Directors - Employment Resource and Benefits Trust, Inc., Adoption of the VLCT Municipal Policy, and Other VLCT Business. Motion seconded by Richard Craig. Motion carried (5/0).

6. **Approve Standard ARPA Grant Agreement, public-private stormwater partnership, with the State of Vermont, Department of Environmental Conservation for the Morristown Jersey Way stormwater project**

   Motion made by Chris Palermo to approve and authorize Brent Raymond, Town Manager, to sign the Standard ARPA Grant Agreement, public-private stormwater partnership, with the State of Vermont, Department of Environmental Conservation for the Morristown Jersey Way stormwater project as presented. Motion seconded by George Cormier. Motion carried (5/0).

7. **82 Portland Street proposed parking waiver and discussion of letter dated April 8, 2022**

   Returning to the Selectboard from 2022 is the issue of converting the Nepveu building at 82 Portland St. into 18 small apartments with parking spaces that must be available to the tenants to meet the required regulations. Julie Nepveu, owner of the building, does not intend to sell the building. She would like to provide smaller apartments to meet the public's needs. Discussion followed regarding the available parking in town. Todd Thomas stated that there are enough parking spaces in town, and thinks the select board should support the DRB. This project would improve the building's appearance downtown. Laura Streets pointed out that the parking does not have to be allocated for the apartments, they only need to be available on a first-come basis. Chris Palermo and George Cormier were concerned about the availability of parking spaces for the town. As the committee members did not form a consensus about the parking issues, the decision was made not to pursue any action on this topic.

5:55PM - OLD BUSINESS

None

5:56PM - APPROVE WARRANTS

Motion made by Chris Palermo to approve the warrants. Motion seconded by Richard Craig . Motion carried. (5/0)

6:00PM - COMMUNITY COMMENTS

Julie Nepveu informed the selectboard about the imminent deadline for the HUD Section 108 legendary grant. Tony Cote told the committee that he paid $500 to fix the ditch that has been flooding for years.

6:10PM - SCHEDULE

1. **Upcoming schedule:**
   a. Monday, September 23, 2024 - SB Charter Public Hearing 5:30PM
   b. Monday, September 30, 2024 - SB Special Meeting Sign resolution and warning for local election 5:30PM
   c. Monday, September 30, 2024 - SB Charter Public Hearing 5:35PM
   d. Thursday, October 3, 2024 - SB Special Meeting - 6:00PM - The Wing Center
   e. Monday, October 7, 2024 - SB Meeting 5:30PM
   f. Wednesday, October 9, 2024 - SB Special Meeting - 6:00PM - The Wing Center

6:15PM - OTHER BUSINESS

None

6:30PM - ADJOURN

Motion made by Chris Palermo to adjourn. Motion seconded by Richard Craig. Motion carried. (5/0)

Meeting adjourned at 6:53 pm
Submitted and filed this 9/16/2024.
Bonnie McDermott, Scribe

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

SELECTBOARD MEETING MINUTES
OF SEPTEMBER 23, 2024

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant

PARTICIPANTS/GUESTS: Shap Smith, Moderator; Brian Yeaton

**participating via Zoom*

5:30PM - OPEN PUBLIC HEARING
Shap Smith opened the meeting at 5:30pm.
Shap went over some expectations and rules.

5:35PM - PROPOSED TOWN CHARTER

1. **§ 1. Corporate existence retained**

   The inhabitants of the Town of Morristown, within the corporate limits now established, shall continue to be a municipal corporation by the name of the Town of Morristown.
   No questions.

2. **§ 2. General law; application**

   Except when changed or modified by this charter, or by any lawful regulation or ordinance of the Town of Morristown, all of the statutes of the State relating to municipalities shall apply to the Town of Morristown.
   No questions.

3. **§ 3. Town Manager**

   1. **The Town Manager shall be the chief executive officer and the head of the administrative branch of the Town government and shall be responsible to the Selectboard for the efficient administration of the municipal affairs of the Town.**
   2. **The Town Manager shall have authority to hire, appoint, discipline, and remove all Town employees, subject to the provisions of personnel rules approved by the Selectboard. The Town Manager may authorize a department head to hire, appoint, discipline, or remove an employee, subject to the Manager's discretion and supervision.**

   No questions.

6:30PM - ADJOURN

Shap Smith closed the hearing at 5:36PM.

Meeting adjourned at 5:36pm
Submitted and filed this 9-24-24.
Judi Alberi, Scribe

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

State of Vermont Chartered in 1781
MORRISTOWN

SELECTBOARD MEETING MINUTES
OF SEPTEMBER 30, 2024

Members: Don McDowell, Laura Streets, Richard Craig, George Cormier

Absent: Christopher Palermo

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Sara Haskins, Town Clerk/Treasurer

PARTICIPANTS/GUESTS: None

**participating via Zoom*

5:30PM - OPEN PUBLIC HEARING
Don McDowell opened the public hearing at 5:30PM at the Tegu Building.

5:31PM - PROPOSED TOWN CHARTER

1. **§ 1. Corporate existence retained**

   The inhabitants of the Town of Morristown, within the corporate limits now established, shall continue to be a municipal corporation by the name of the Town of Morristown.
   No questions

2. **§ 2. General law; application**

   Except when changed or modified by this charter, or by any lawful regulation or ordinance of the Town of Morristown, all of the statutes of the State relating to municipalities shall apply to the Town of Morristown.
   No questions

3. **§ 3. Town Manager**

   1. **The Town Manager shall be the chief executive officer and the head of the administrative branch of the Town government and shall be responsible to the Selectboard for the efficient administration of the municipal affairs of the Town.**
   2. **The Town Manager shall have authority to hire, appoint, discipline, and remove all Town employees, subject to the provisions of personnel rules approved by the Selectboard. The Town Manager may authorize a department head to hire, appoint, discipline, or remove an employee, subject to the Manager's discretion and supervision.**

   Laura Streets created clarity by identifying Section 3 Town Manager, Items 1 and 2 are identified on the proposed town charter as a & b. No questions

6:30PM - ADJOURN

Motion made by George Cormier to adjourn. Motion seconded by Richard Craig. Motion carried. (4/0)

Meeting adjourned at 5:34 pm
Submitted and filed this 10-2-24.
Judi Alberi, Scribe

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State of Vermont Chartered in 1781
MORRISTOWN

SELECTBOARD MEETING MINUTES
OF SEPTEMBER 30, 2024

Members: Don McDowell, Laura Streets, Richard Craig, George Cormier

Absent: Christopher Palermo

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Sara Haskins, Town Clerk/Treasurer

PARTICIPANTS/GUESTS: None

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER
Don McDowell called the Selectboard Special Meeting to order at 5:35PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS
None

5:32PM - NEW BUSINESS

1. **Necessity Resolution for state-required stormwater infrastructure improvements**
   There were no questions by the Selectboard members after reviewing the Necessity Resolution.

   Motion made by Richard Craig to approve and sign the necessity resolution for the state required stormwater infrastructure improvements as presented. Motion seconded by George Cormier. Motion carried (4/0).

2. **Approve & sign Town Warning for 11-5-24**
   Don McDowell read the articles for the warning for the Special Town Meeting on November 5, 2024. George Cormier asked for clarity regarding the assessment of the percentages. Brent Raymond consulted legal counsel and explained to the Selectboard that Tyler Mumley did an assessment of the impermeable surface of each resident within the described development. The town roads and sidewalks are 34% and the development is 66% and has been broken out among the 64 parcels. A list of the parcel obligations can be found at the Town Clerk's office. The range is a few at .5%, a few at 2-3% and most of them at 1%. George Cormier wanted to know if this could be appealed. Brent explained that, yes, anything can be appealed. Educating the voters on the specifics of the articles is very important. Educational materials will be posted on the town website and made available to citizens.

   Motion made by Richard Craig. Motion seconded by George Cormier. Motion carried (4/0).

5:40PM - ADJOURN

Motion made by Richard Craig to adjourn. Motion seconded by George Cormier. Motion carried. (4/0)

Meeting adjourned at 5:55pm
Submitted and filed this 10-2-2024.
Judi Alberi, Scribe

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SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: October 7, 2024
Subject: Recognition Awards

Background:

Jerry Throne, Evelyn Throne, Robert Clark

We sincerely appreciate Jerry Throne, Evelyn Throne, and Robert Clark for their exceptional commitment to Morristown and community service, demonstrated through their leadership of the EMS kitchen renovation project. Their project management, construction expertise, and seamless coordination transformed the space into a functional, welcoming area that supports our first responders. Their meticulous attention to detail and adherence to time and budget constraints ensured the project's success. Thanks to their hard work and dedication, our EMS team now has a revitalized kitchen that enhances their ability to serve our community. We are truly grateful for their outstanding contributions to Morristown.

Scott Nelson

We are pleased to present an On-the-Spot Award to Scott Nelson for his exceptional dedication to training and mentoring new highway department employees. As an experienced Tech III, Scott ensures that newly hired technicians understand the technical aspects of their roles while feeling welcomed and supported. His willingness to share knowledge, provide guidance, and offer encouragement has significantly boosted new employees' confidence and skill development. Through this exemplary teamwork, Scott has contributed to the Highway department's success and fostered a positive, collaborative work environment. Thank you, Scott, for going the extra mile and exemplifying our team's values—your efforts truly make a difference!

Caleb Holmes and Shane Blaisdell

We are thrilled to recognize two members of our Highway Department, Caleb Holmes and Shane Blaisdell, with an On-the-Spot Award for their outstanding dedication and teamwork in volunteering at the 2024 Rocktoberfest event. Their willingness to step up on a Saturday exemplifies the spirit of community service and commitment to making Morristown a better place. From coordinating set-up and teardown logistics with Gail Beck to ensuring everything was safely in place, their hard work and positive attitudes were instrumental in creating a welcoming and celebratory atmosphere for all attendees. Thank you, Caleb and Shane, for your incredible efforts and for going the extra mile! Your contributions not only enhance our community but also inspire others to get involved. We truly appreciate your dedication!

Attachments:

None

State of Vermont — Chartered in 1781

MORRISTOWN

Planning Council
PO Box 748
Morrisville, VT 05661

(802) 888-6373
Fax: (802) 851-7251

28 August 2024

Re: Creating new on-street parking & other improvements on and around Pleasant Street

Dear Selectboard Members,

The Planning Council held a well-attended public meeting in July regarding the public parking on Pleasant Street. A broad array of people with interest and investment in Pleasant Street attended this meeting, including property owners, business owners, developers, and residents. The main takeaways from the meeting, some as enhanced via the notes on the enclosed parking map, were as follows:

1. As shown via the blue letters on the enclosed map, the prior removal of the bus stop on Pleasant Street, coupled with the wide pavement on its north end, allows the Selectboard to direct the Road Crew to create 6 new public parking spaces immediately with simple line-striping.
2. The Town should immediately stripe and sign a formal loading zone in front of MoCo.
3. The Selectboard should immediately ask the Highway Superintendent to raise the catch basin at the intersection of Pleasant St. & Hutchins St, by 5+/- inches so it matches the pavement height.
4. The post office parking lot should be physically separated from the Copley Municipal Parking Lot to stop the cut through-traffic that dangerously speeds through the municipal parking lot and turns south on Pleasant Street to avoid traffic at the main 4-way stop intersection downtown. The Selectboard should work with the Post Office on a trial separation of the two parking lots using haybales or jersey-barriers, and then receive corresponding public feedback.
5. Wee Explorers Preschool, Little Saplings Preschool & Daycare (registered for a total of 40 children) should be allowed to create private and restricted parking along the north gable of their "education building" if the property owner agrees to first replace the landscaping that sits adjacent to this building with compliant sidewalk. This would allow their 10 parking spaces to use the existing private property pavement and keep parked cars outside the Town right-of-way.
6. The Selectboard should engage a consultant to propose traffic calming features like bump-outs and other streetscape improvements that make Hutchins Street, Lower Main Street, Pleasant Street, Portland Street, Railroad Street, and the Route 100 Section of Bridge Street both safer and more appealing to pedestrians. Proposed improvements to the function and safety of the key intersection of Bridge Street and Portland Street should also be requested of the consultant.
7. The consultant should also comment on Mason Kemerer's proposal to restrict Pleasant Street to one-way northbound traffic to make way for new angled parking along the existing sidewalk (west side of the street), and a bike lane between the parking and the curb.
8. The Selectboard is highly encouraged to allow this consultant to evaluate broader design traffic pattern changes within our downtown, such one-way traffic flows on Pleasant, Portland, and Hutchins Streets, and the short section of Upper Main Street between Portland & Pleasant Streets. This change would create a true town square function and feel for our downtown, while also eliminating the need for all the existing contested left hand turns and future traffic lights.

Sincerely,

Etienne Hancock, Chair

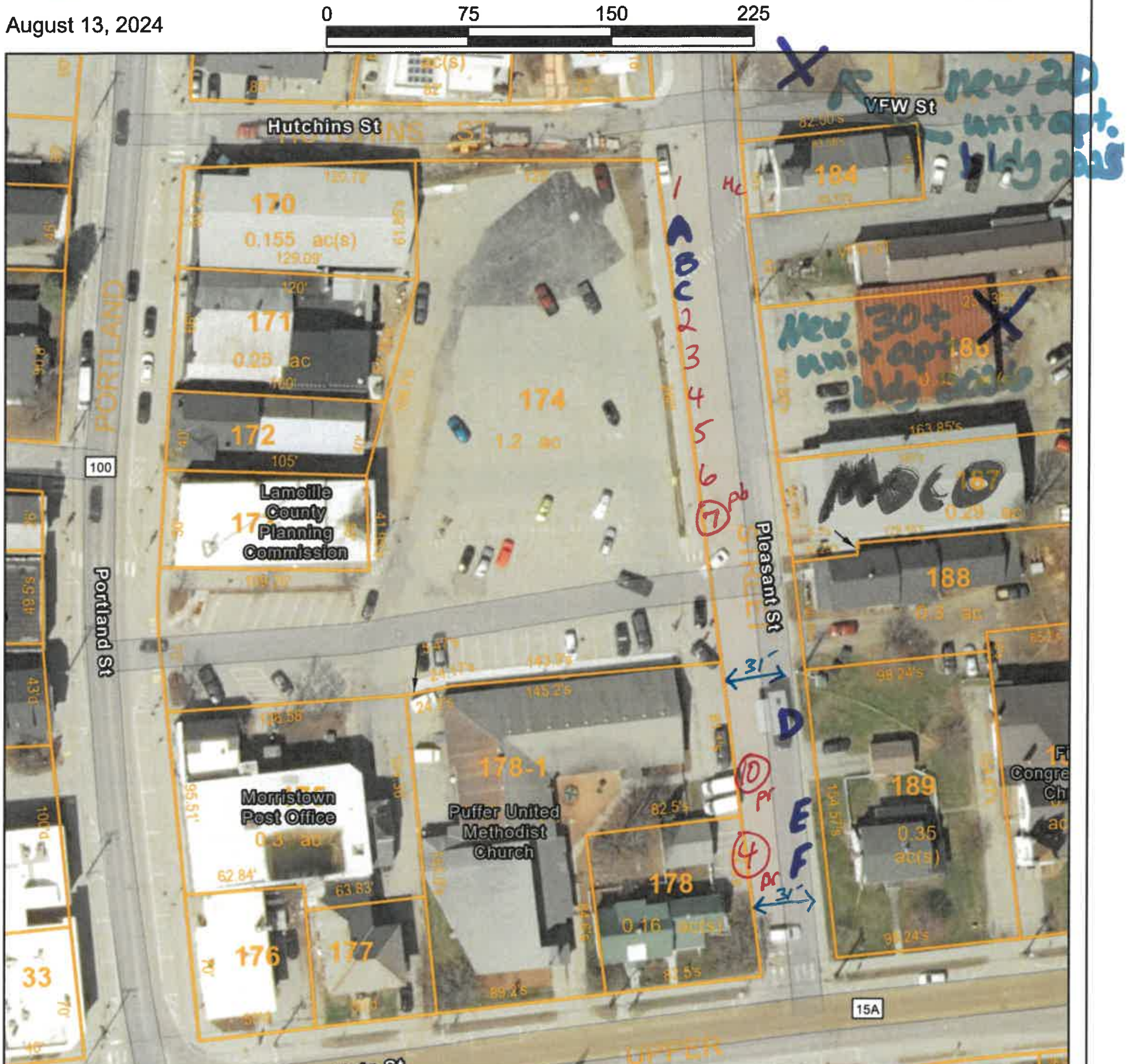
Pleasant Street parking map

Town of Morristown, VT

1 inch = 75 Feet

August 13, 2024

www.cai-tech.com



7 public spaces on Pleasant, 1 handicapped, 14 private parking spots

Letters = new parking spaces

Numbers = existing parking spaces

pb = public parking pr = private parking

Property Line	
Public Road	
Property TIC	

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Idea for Downtown Traffic Reconfiguration and Bike/Pedestrian Safety Improvements

Presented by Mason Kemerer, E.I.

I am a Traffic Design Engineer with the Vermont Agency of Transportation. I design intersection improvement projects such as traffic signal upgrades and roundabouts, but I am particularly interested and passionate about multimodal accessibility and safety. Before my current position, I worked at a Municipal Planning Organization as a Transportation Planner/Engineer.

Recently, I have worked on designing a Road Diet in St. Albans to improve bike access to one of the town's main shopping centers, a Protected Intersection in Colchester to improve vehicle capacity and multimodal safety and helped finalize plans for the Diverging Diamond Interchange at Exit 16 in Colchester.


Bridge St.
Railroad St.
Moog's
Hutchins St.
Portland St.
Pleasant St.
River Arts
Co-Op
Moss
Lower Main St.
Union Bank
Green Dragon
Grassy Corner
Congress St.
Upper Main St.
THESE ARE CONCEPTUAL PLANS NOT APPROVED BY THE MORRISVILLE SELECT BOARD.
THESE PLANS ARE NOT APPROVED TO BE USED FOR CONSTRUCTION OR PROJECT COMPLETION.
SCALE IN FEET
0 60 120
PROJECT NAME: MOVILLE ONE-WAY TOWN SQUARE
PROJECT NUMBER:
FILE NAME:
PROJECT LEADER: M.KEMERER
DESIGNED BY: M.KEMERER
DRAWN BY: M.KEMERER
CHECKED BY:
SHEET

ONE-WAY TOWN SQUARE

Why is this something Morrisville would want? What's the point?

The Objective:

- To create streets that are safer for everyone to use
- To reduce traffic congestion
- To bring people into town from the Lamoille Valley Rail Trail to visit our town and spend money at our local businesses and restaurants
- To give members of the community safe transportation alternatives to driving
- To maintain the historic small-town charm of Morrisville by mitigating the need for traffic signals in the village center

Improvements

Intersection - Portland St. & Main St.

- Reduce conflicting movements from 12 to 6, which will improve safety for vehicles and improve traffic flow
- Improved safety for people walking due to shorter crossing distances and less conflict zones with cars
- Less likely to need a traffic signal, where the current configuration could warrant one in the future

Intersection - Portland St. & Bridge St.

- Roundabout style yield to enter improves traffic flow
- Less confusion of "Do I Stop? Do I Let Them Go? Whose turn is it?"
- No blind spot conflicts when making the turn from Bridge St. to Portland St. around the Bijou

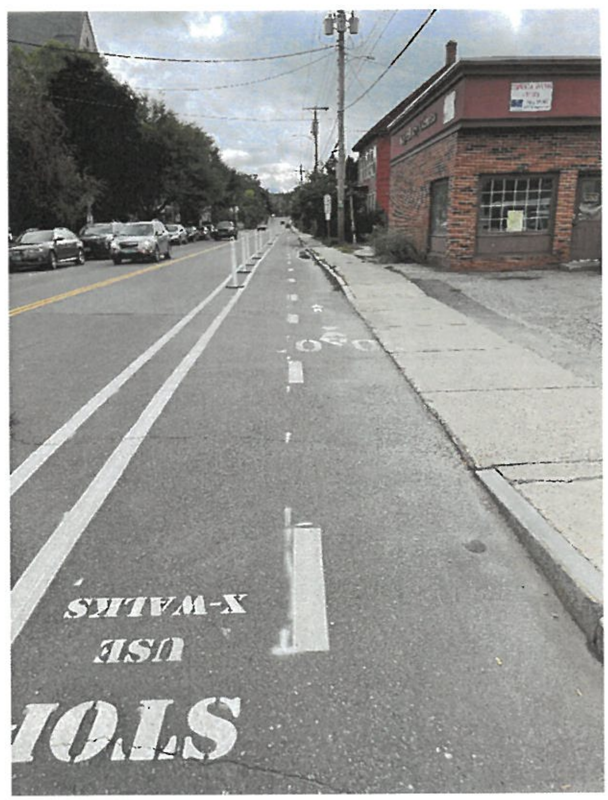
General

- More parking spaces on Main St. and Pleasant St., a total of 1 lost spot in the whole reconfiguration
- Shorter crossing distances for pedestrians
- Safe and convenient for bikes - ride one direction with car traffic or the other direction in contraflow bike lanes
- Makes the rail trail more accessible
- Inviting streetscape in front of restaurants and businesses

Additional Info

- Increase in traffic by 70% from 2018 to 2023. Volumes increased from 4,186 to 7,060 on Portland St.
- VTrans awarded $7.19 million this past year for bike ped improvements
- 42 reported crashes within the area shown below on the left in the past 6 years (some dots include multiple incidents, not all crashes get reported)
- New 2-way bike lane installed on Barre St. in Montpelier to connect sections of the bike path (image below on the right). This is the same concept for Portland St.
- Montpelier, VT: Main St. & Barre St. Bicycle & Pedestrian Upgrades

  https://montpelier-vt.civilspace.io/en/projects/main-st-barre-st-bicycle-pedestrian-upgrades#:~:text=The%20Main%20&%20Barre%20Street%20intersection%20is%20one%20of%20the



Things to consider if this plan were pursued:

- Funding – This idea is only pavement markings and signs. Relatively speaking, it would not be very costly to complete this project.
    - There are small scale grants through VTrans that are 50% state/50% municipal split and could be utilized to assist on this project.
    - There is also the Bike/Ped grant program that is for larger scale projects with 80/20 split but requires a scoping study first. The scoping study can be completed using this funding as well and could include a larger area that could encompass the intersections near the library and school entrance (area of high concern).
    - Potential for other grants after regaining Downtown Designation.
- Logistics
    - It is ideal to repaint on new, unmarked pavement. However, Main Street and Portland Street are not scheduled for repaving for 12 more years.
    - Low cost paint could be used initially with the option of more durable options with future paving projects.
    - Markings can be removed but can sometimes cause confusion due to the etching left by removal. Fortunately, the angled parking on Portland and Main Street meet where the centerline would be removed, and turning movement arrows at intersections will be out of the proposed travel way.
- Future
    - Annual marking maintenance would be required. Bike markings would likely need maintenance every few years.
    - If the design was widely accepted, more permanent infrastructure could be considered such as curbs to create vertical separation between bike lanes and traffic and mitigate some annual marking maintenance.

Public outreach comments from Rocktoberfest

Benefits:

- Might reduce unnecessary trips through town. Encourage more use of the Truck Route.
- Benefit to downtown businesses.
- Encourage outdoor seating and sidewalk merchandise.
- Bridge Street to Portland is "Wonky".
- I live on upper main street and would walk downtown more often.
- Help to keep bikes off the sidewalk as they can be challenging for pedestrians.
- Visitors coming into town get confused with the Bridge & Portland Street intersection.
- Help to alleviate the congestion at Bridge & Portland street.
- Aware of some towns using one-way traffic patterns and they work well.
- Visitors will appreciate clearer directions to the LVRT
- Mitigate the need for a traffic light at Portland and Main Streets
- Would feel safer for children to bike around town/ get to and from school
- Safer for the children walking and biking.
- Blind spots when leaving Hutchins streets are reduced by getting rid of adjacent parking.

Obstacles/Concerns:

- School Traffic can be tricky.
- The library and graded building intersection traffic pattern is a problem and this plan would not address it.
- Traffic congestion at the library needs attention. It's dangerous for kids crossing and yielding to traffic. The school no longer buses students that live in the downtown.
- How do bike lanes work? Don't feel they are efficient or needed.
- The vacant building across the Bijou is a problem.
- Streets are noisy
- Anticipate an adjustment period.
- Concerned about people cutting through Hutchins Street.
- One-way is inconvenient to drivers.
- Concern for higher taxes for the process.

Public comments cont.

Solutions:

- Hutchins St could be changed to just walk/bike/role.
- Use the 3 bike racks currently in storge. Maybe at River Arts, MOCO, the Gazebo across from Black Cap. MACC
- Need more trees – plant using the preferred method of using a steel grate and drainage,
- Would prefer no through traffic on Hutchins.
- Would love to see a pocket park in the downtown, near the Village Apartments would be great.
- Children near the Village Apartments need safe places to play.
- Would like to see more seating and benches along the streets.
- Welcome seating a block or two from my home. This would encourage me to get out more.
- Add a sidewalk the length of Hutchins.
- Would like to see mixed use in the vacant building, apartments on top and commercial property on the ground level.
- Need a traffic count
- Use of grant funding. There could be more grants available once Morristown gets it's Downtown Designation back.

Morrisville's Ad-Hoc Wellness Committee was kind enough to share their tent at Rocktoberfest to help gain input from the community on this idea.

become an important cut-through route that alleviates pressure on the already busy intersection of Center Road and VT Route 15 East. When warranted, and as shown on the illustration at the beginning of this paragraph, **this plan supports VTrans scoping and developing either a traffic light or a roundabout (if feasible) where Route 15 and Upper and Munson Ave meet. This plan also supports adding a crosswalk across Route 15 at this intersection, or as shown on the below map at the top of Brooklyn Street, which is a location that was approved via a letter sent to the Town by VTrans dated 2 February 2018.** *This plan also recommends that the Selectboard allocate funding to update the Circulation Study so it contains post Truck Route traffic data.* The Circulation Study has proven valuable enough to warrant an update, especially in light of how variable the post Truck Route traffic count projections have proven to be. It would be a loss for the town's planning process if the Circulation Study were to become obsolete due to the traffic data therein becoming too old. *The Selectboard should also entertain if a similar study should be undertaken for the roads in downtown Morrisville given the recent growth in housing units therein.*

In the uptown commercial core that the Circulation Study focuses on, as well as in downtown Morrisville, Level of Service F & E is an acceptable wait time at traffic lights. Allowing longer wait times will help encourage denser development patterns in our commercial core, and improve pedestrian and bicycle access and safety therein. Especially in downtown Morrisville, the need to efficiently move cars from Point A to Point B, must take a backseat to the needs of pedestrians. A Walk & Bike Safety Action Plan was recently developed with the help of Local Motion for downtown Morrisville. **Some of the ideas in the Walk & Bike Safety Action Plan should be explored and implemented, such as sidewalk bump-outs where parking in the downtown is striped-off, and other similar pedestrian-friendly traffic calming solutions.** It is important to remember that the Truck Route was built to remove heavy truck traffic from downtown Morrisville, and **the Selectboard and Planning Council should continue to try to recreate a more pedestrian-friendly version of downtown now that large trucks have another way around.**

On the edge of the downtown, **this plan supports moving forward with the improvements proposed to the intersection of Routes 12, 15A, and Park Street in the RSG Inc. study of that intersection published in 2005. Reinstituting crossing guards to help school-age children navigate this intersection should be considered. Strong consideration should also be given to eliminating all of the 1970s era "slip-lanes" that we still exist, both in the village and the rural areas, (with the slip-lane allowing westbound traffic on Washington Highway to turn onto Maple Street without stopping as an example). This plan also supports the continued efforts to upgrade the existing sidewalk infrastructure both in the town and village.** Sidewalk extensions are currently needed in the village on Cherry Avenue (to connect to Congress Street), along Washington Highway (from Congress Street to Randolph Road), Munson Ave (behind Northgate Plaza and north to Morrisville Plaza), and along Jersey Heights (from Feline Loop out to the Bishop Marshall pedestrian underpass). It is anticipated that land development will be the main driver of sidewalk extensions over the next decade, especially along Jersey Heights. **All sidewalk extensions shall meet the construction requirements contained in the Morristown Sidewalk Policy. Crosswalk and sidewalk infrastructure is also highly desired and supported by this plan at the Truck Route roundabout. This plan also supports efforts to make both uptown and downtown Morrisville safer and more accessible to bicycle traffic, including places to store and lock bikes, both outside and inside (where feasible).**

Outside the village, the town's roads are mainly Class 3 gravel roads. **New roads, unless covenanted to be private, shall meet the construction requirements of the Morristown Road Policy. New roads, where feasible, shall add to the connectivity of the existing street network, and the creation of new dead-end roads is discouraged. This plan supports making new road connections whenever possible when intervening properties are developed.** Class 4 Roads located in the town should not see the development that is considered acceptable on Class 3 Roads. **Class 4 roads and legal trails should generally be reserved and protected for recreational uses. In more remote areas, development on Class 4 roads that puts a strain on municipal services located in the village should be discouraged. However, said policy shall not be used to stop developers from upgrading Class 4 Roads to Class 3 Roads when said roads can serve as important connector roads** (ex. Darling Road: which could connect Rte. 12 & Rte. 15A, Rooney Road: which could connect Mud City Loop to Walton Rd, and Gallup Road: which could connect Stagecoach to Cole Hill Road). *The Selectboard, with assistance with the Planning Council, should also work with the School Board and nearby property owners to open up a new access driveway to the school that obviates the need for all the traffic that comes down Elmore and Upper Main Streets from cycling around the fire station to reverse direction up Copley Avenue.*

Contrary to popular belief, there is a way to get around town other than by car. **This plan supports the continued operation of the Route 100 Commuter Bus Route that runs between Morrisville and Waterbury.** This bus, with stops in downtown Stowe, connects residents, via the park and ride in Waterbury, to the larger bus service that runs frequently on the interstate between Montpelier and Burlington. This plan supports the continuation of the shopping loop bus route that is predominantly used by seniors that no can longer drive to access uptown grocery shopping. **This plan also supports the use of car-sharing, car-pooling, and other means to minimize the amount of cars needed for village, and especially downtown, residents. All road improvement projects, including those mentioned above, should be planned with measures to increase safety and accessibility for bicycle riders and pedestrians, with due consideration given for budgetary concerns, as approved by Town Meeting.**

Area residents also now have the ability to fly out of town to the New York City area thanks to the air passenger service that Stowe Aviation recently brought to our airport. The Morrisville-Stowe airport, which is owned by VTrans, is the region's only airport. Its location less than 2 miles south of the village on LaPorte Road ties the economic well-being of the airport to the operation of Copley Hospital. With the State exercising greater regulatory control over hospitals in recent years, small independent hospitals like Copley have been forced to accept no rate increases, while simultaneously spending down days of cash on hand. This is not a sustainable trajectory for our community hospital – a community hospital built largely by charitable gifts and local fundraising. **Efforts by the State or the Green Mountain Care Board to move critical hospital operations like Mansfield Orthopedics out of Morrisville to places like Burlington or Dartmouth shall be strenuously opposed. This plan also vehemently opposes regulatory efforts that undermine the fiscal stability of the hospital, such as additional years with no approved rate increases, or efforts to force the hospital to make less revenue.** *If these issues surface again in the future, the Selectboard shall exercise all the political avenues available to ensure the continued existence of the hospital, with the hospital offering future health care services that are at least on par with current levels.*

The Lamoille Valley Rail Trail, a new local recreational amenity, is it still often overlooked in terms of its economic development potential. The fact that our community is the only town to have the rail trail so prominently cut through its downtown provides the businesses in the village with a tremendous opportunity. **The Planning Council should strategize on how to help the town, especially the downtown, can capitalize on the growing traffic on the rail trail.** Efforts to finish the rail trail throughout our community, and to strengthen it physical and visual connections to Portland and Pleasant Streets in the downtown, is an obvious starting point. Adding more public access points to the rail trail within the community, especially within the village, is strongly supported by this plan. Opportunities to create additional public access points to the rail trail include the village section of Park Street (especially as properties thereon are redeveloped), off Gallery Lane, and by Dunkin Donuts. *The Planning Council should also study if there are creative ways to encourage the creation of ecologically friendly car-free housing that could be built along both the rail trail and the adjacent banks of Lake Lamoille.* **In relation to the rail trail or not, this plan also supports any effort aimed to increase the vitality of downtown Morrisville**, as a community without an economically healthy downtown will not be prosperous long-term.

Infrastructure. Wastewater capacity is critically essential to support existing and new economic development activities through the year 2030. **This plan supports a municipal sewer system with a transparent and competitive rate structure, and management of the plant asset that is adaptable and flexible enough to work with existing businesses, and any new business wishing to locate in our town. It is an unassailable goal of this plan that sewer capacity, or the cost thereof, should never be a limiting factor for locating new residential or commercial development in our community.** While conservation of a resource should always be the first priority, should flow, phosphorous, or BOD levels become problematic at the sewer plant, **this plan supports funding and constructing any needed additional capacity.**

Chapter 13: Wellness

Access to Healthy Foods and Choices

- Encourage local agricultural, and forest based, product production from local sources.
- Show support for local agribusinesses, and agricultural land-use.
- Show support for the farmers' market, local farm stands, and community gardens.
- Encourage and support community led health campaigns that increase consumer awareness of healthy lifestyles.

Bicycle, multi-modal, and pedestrian-friendly community

- Support efforts aimed to improve the wellness of the community, including using this plan as a resource for grant writing opportunities.
- *Draft zoning bylaw changes that require major development and redevelopment projects in the core of the village to provide pedestrian and bicycle amenities, such as sidewalks, bike lanes, bicycle parking, and/or other streetscape improvements.*
- Encourage the addition of more pedestrian amenities in the village (such as benches, seats, water fountains, shade/street trees) that enhance the pedestrian experience, especially in the downtown.
- Ensure that adequate and appropriate lighting exists for streets, parks, recreation facilities, sidewalks, bike paths, and bike lanes to promote their use during non-daylight hours, especially during the short winter days.
- Plan for the routine maintenance of municipally designated bike lanes/routes (to the extent permitted by town & village funding).
- Fund health and wellness related infrastructure improvements equally with both private funding and municipal funding, when feasible, including ongoing maintenance.
- Provide key design concepts to building a healthy community, offer policy suggestions for improving and supporting the health of residents.
- Support the conservation or protection of commonly-used cross country ski-trails, such as the Catamount Trail, VAST Trails, the trails around Bliss Hill, and the trails on private land abutting the school property.
- Support the Rail Trail as an important pedestrian, transportation, and wellness amenity.
- Increase access to park and recreation opportunities for all.
- Highlight the important, but often overlooked, link between the built environment and health by requiring a health impact assessment be conducted before any decision is made about the purchase or disposition of public land, and the relocation of public buildings.
- Create spaces that are accessible for anyone, including people with disabilities, in order to create a healthier community, and instill a sense of belonging for all in the community.
- Abide by the principals of the Americans with Disabilities Act to ensure that all residents have access to healthy activities, wellness opportunities, and can thrive.

Community Wellness Committee

- Support the Selectboard creating a creating a sub-committee of the Parks and Recreation Committee, or an independent committee, charged with creating a community vision for health and wellness, and to support the implementation of that vision through measurable goals, and achievable objectives, that includes representation from the entire community.

- Identify a vision for community wellness, and create a wellness and healthy community expanded document that focuses on increasing protective factors, and decreasing risk factors for all.

Environmental Quality

- Evaluate the additional cost associated with building and maintaining safe, pleasant streets for walking and biking, paying particular attention to high traffic areas by schools. Pedestrian and bike oriented transportation options provide residents with the option to walk/bike rather than drive, lessening traffic congestion, and improving our air quality.
- Encourage the remediation of noise impacts from new development on properties located directly on the boundary of residential zones and Industrial Zones 1-5.
- Plant street trees in the core of the village, particularly in the Central Business Zone (Pleasant St., Portland St., Main St. & Bridge St.).
- Investigate and encourage environmentally conscious municipal practices.
- Prioritize protection and use of municipally owned recreational and natural spaces, including the Town Forest, Oxbow Riverfront Park, and the portions of the Clark property that can be safely accessed by the public (in relation to the active hydro facility, and the sensitive ecological integrity of this area).
- *Improve and expand the existing trail system that accesses Oxbow Riverfront Park, including formalizing the footpath that connects the park to the terminus of Foundry St.*
- *Add an access point, or footpath, connecting Foundry Street to the Rail Trail, which would formalize Rail Trail access at each side of the Oxbow park peninsula, and also create a small walking loop through Oxbow Park that is accessed from the Rail Trail.*
- Encourage the purchase of natural areas for recreational purposes and wildlife corridors.
- Incorporate healthy homes principals into all public housing development (www.healthvermont.gov/environment/home).
- Explore signing on as a partner with the Vermont Department of Health as a 3-4-50 Healthy Community. The Vermont Department of Health 3-4-50 Campaign identifies 3 behaviors (lack of physical activity, poor nutrition and tobacco use) that lead to four chronic diseases (cancer, heart disease and stroke, type 2 diabetes, and lung disease) which cause the deaths of over half of Vermonters. Promoting healthy activities through the built environment supports overall good health.

Mixed Use Development

- Evaluate additional opportunities in the zoning bylaws for mixed-use development allowances in the village, and within the commercialized areas of the town.
- *Incentivize infill mixed use development and additional density in downtown Morrisville.*

Rescue

- Support a 24/7 staffed community located, patient centered, Emergency Medical Service.

SELECTBOARD MEMORANDUM

To: Selectboard
From: Judi Alberi, Executive Assistant
Date: October 7, 2024
Subject: Discuss the Morristown Development Fund proposed changes

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Background:

For the past 2 years, the MDF board has been discussing the restructuring of their existing by-laws.MDF is a non-profit corporation, using the town's EIN #. Per its professional audit, all monies are held by the town. In order to be in compliance with state statutes, the MDF should be dissolved, and a new committee should be created with new by-laws giving the Selectboard complete control of the fund's operations. The Selectboard will appoint members of an advisory committee. The new committee will receive and review applications to the fund and make recommendations to the Selectboard. Atty James Barlow has presented multiple drafts of all necessary documents, and the board has provided its feedback. The MDF board is in agreement with the completed documents, and are ready to submit to the Selectboard. Once MDF Inc is dissolved, its responsibilities will be transferred to the Town of Morristown via an Asset Transfer Agreement.

Attachments:

1. Town - MDF Inc Asset Transfer Agreement 10.3.24
2. MDF Inc. Resolution 10.3.24
3. Proposed MDF Guidelines 10.3.24
4. Town Resolution 10.3.24
5. Proposed RFP for Loan Services 10.3.24

MORRISTOWN DEVELOPMENT FUND
ASSET TRANSFER AGREEMENT

THIS AGREEMENT (the “Agreement”) is entered into by and between the Town of Morristown, a municipal corporation in the County of Lamoille and State of Vermont (the “Town”) and Morristown Development Fund, Inc., a Vermont non-profit with its principal place of business at 43 Portland Street, Morristown, Vermont (“MDF Inc.”)

WHEREAS, MDF Inc. was incorporated on November 11, 1987 for the purpose of administering a revolving loan fund capitalized with funds received by the Town from the Vermont Community Development Program; (the “Morristown Development Fund”); and

WHEREAS, the purpose of the Morristown Development Fund has been to improve, stimulate, and maintain the economic and physical environment of Morristown by creating and retaining employment with its principal focus to benefit persons who ar of low and moderate income; and

WHEREAS, the MDF Inc. Board of Directors conducted a meeting on __________, 2024 at which there was considered and approved a resolution to dissolve the MDF Inc. and to transfer the Morristown Development Fund and all assets and liabilities held or owned by MDF, Inc. to the Town; and

WHEREAS, the MDF Inc. Board of Directors and the Morristown Selectboard have concluded certain discussions and understandings with respect to the transfer of the Fund and other assets held or owned by MDF Inc. to the Town and intend by these presents to memorialize such agreements and understandings.

NOW, THEREFORE, intending to be bound hereby, MDF Inc. and the Town mutually agree as follows:

(1) Simultaneously with the execution of this Agreement and subject to the terms and conditions set forth herein, MDF Inc. shall assign, transfer, convey and deliver to the Town, and the Town shall accept from the MDF Inc., all of MDF Inc.’s right, title and interest in the assets of MDF Inc. (the “Assets”). The Assets include, without limitation, the following:

(a) The Morristown Development Fund, being comprised of the following:

1. Edward Jones investment account no. ______________________, having a principal balance, as of the date of this Agreement of $________________.

2. Money Market account no. _________________________, having a principal balance, as of the date of this Agreement of $________________.

3. ____

(b) All other funds, moneys, and assets held or owned by MDF Inc.

(c) All books and records of MDF Inc.

(2) The Morristown Development Fund and other assets transferred hereunder shall be used by the Town as a revolving loan fund. The objectives of the Morristown Development Fund shall be to improve, stimulate, and maintain Morristown's economic and physical environment by creating and retaining employment with its principal focus to benefit persons of low to moderate income. The Morristown Development Fund will assist in stabilizing the local tax base by stimulating new private investment in

the Town's small and medium-sized business sector by offering to local growing businesses otherwise unavailable financing.

(3) The closing of the transactions contemplated by this Agreement (the "Closing") shall take place simultaneously with the execution of this Agreement at the Morristown Town Office on __________, 2024, or at such other time and/or place as shall be mutually agreed upon by the Town and the MDF Inc. At the Closing, the MDF Inc. shall deliver the Assets to the Town and shall execute all such documents as are necessary to assign and transfer the Assets to the Town.

(4) MDF Inc. represents and warrants to the Town that the statements set forth below are true and correct as of the date hereof:

(a) MDF Inc. has full corporate power and authority to enter into this Agreement, to carry out its obligations hereunder and to consummate the transactions contemplated hereby.

(b) The execution, delivery and performance by MDF Inc. of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all requisite corporate action on the part of MDF Inc.

(c) No consent, approval, waiver or authorization is required to be obtained by MDF Inc. from any person or entity (including any governmental authority) in connection with the execution, delivery and performance by MDF Inc. and the consummation of the transactions contemplated hereby.

(d) There are no claims, demands, litigation, or governmental investigations pending, or to MDF Inc.'s knowledge threatened against MDF Inc.

(5) If any term or provision of this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement.

(6) This Agreement and the documents to be delivered hereunder constitute the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersede all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements in the body of this Agreement and the documents to be delivered hereunder, the statements in the body of this Agreement will control.

(7) This Agreement may be amended, modified or supplemented, and any provision hereof shall be waived, only by an agreement in writing signed by each party hereto. No delay in exercising any right or remedy hereunder shall be construed as a waiver thereof.

(8) This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont, without giving effect to such jurisdiction's principles of conflict of laws.

(9) The parties agree that this Agreement was jointly drafted, and that they both had opportunity to negotiate terms and to obtain assistance of counsel in reviewing terms prior to execution. This Agreement shall be construed neither against nor in favor of either party but shall be construed in a neutral manner.

(10) The terms of this Agreement shall be binding upon and inure to the benefit of the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF, the parties have caused these presents to be executed by their respective duly authorized officers on the dates set forth opposite their respective signatures.

Town of Morristown

By:_________________________________

Donald McDowell, Selectboard Chair and Duly Authorized Agent

Morristown Development Fund, Inc.

By:_________________________________

Steven Leach, Chair and Duly Authorized Agent

MORRISTOWN DEVELOPMENT FUND INC.
CORPORATE RESOLUTION

We the undersigned, being the Directors of Morristown Development Fund Inc., consent and agree that Morristown Development Fund Inc. shall be dissolved in accordance with the provisions of Title 11B, Chapter 14, of the Vermont Statutes Annotated, and the President be duly authorized to take all such actions as may be required to accomplish the same, including without limitation, executing such documents as may be required or appropriate to effectuate the transfer of all assets of Morristown Development Fund Inc. to the Town of Morristown, Vermont.

Director Signature	Printed Name	Date
Director Signature	Printed Name	Date
Director Signature	Printed Name	Date
Director Signature	Printed Name	Date
Director Signature	Printed Name	Date

MORRISTOWN DEVELOPMENT FUND
LOAN PROGRAM GUIDELINES

1. Introduction

The Morristown Development Fund (MDF) was established in 1986 with revenue received by the Town of Morristown from the Vermont Community Development Program. In __________, 2024, responsibility for the Morristown Development Fund was transferred from Morristown Development Fund Inc. to the Town of Morristown.

The Morristown Selectboard serves as the governing board of the Morristown Development Fund. The Selectboard has established an MDF Loan Advisory Committee to assist it in reviewing loan requests and assessing ongoing borrower financial strength and will retain a Loan Servicer as defined below to assist it in the administration and servicing of all loans. The Selectboard retains full authority and responsibility for all decisions related to the granting, future modification, and collection of all loans made by the MDF.

2. MDF Loan Advisory Committee

A. Committee Membership. The MDF Loan Advisory Committee is comprised of one Morristown Selectboard member and four at-large members appointed by the Selectboard for their competence and interest in economic development activities. MDF Loan Advisory Committee members are Morristown residents with business and financial knowledge and experience, though they need not have commercial lending experience.

B. Terms. The Selectboard member of the MDF Loan Advisory Committee is appointed annually. The at-large members have been initially appointed on the following schedule: one for one year, one for two years, one for three years, and one for four years. Thereafter, at-large members shall be appointed for three-year terms. If a member cannot serve a full term, the Selectboard appoints a person to complete the unexpired portion of that term.

C. Quorum. The MDF Loan Advisory Committee's quorum shall be three (3) members. Applications for loans shall be recommended for approval by at least three (3) affirmative votes. Votes of the MDF Loan Advisory Committee shall be recorded and reported to the Selectboard

D. Officers and Staff. The MDF Loan Advisory Committee shall annually elect a Chair and Vice Chair. The Morristown Town Manager and Treasurer shall serve as staff to the Loan Advisory Committee.

E. Responsibilities and Authority. The MDF Loan Advisory Committee shall review each loan application to determine whether the proposed loan meets the lending parameters of the MDF and to assess borrower creditworthiness. Once a loan is made the MDF Loan Advisory Committee will review financial information periodically provided by the borrower to assess the borrower's ongoing financial strength and to make recommendations to the Selectboard as necessary. While the MDF Loan Advisory Committee will have the authority to reject any application pursuant to Section 7 B below, initial loan applications and any future modification requests or loan collection decisions may only be approved by the Selectboard.

E. Liability: Members of the MDF Loan Advisory Committee serve on a part-time volunteer basis and absent their own gross negligence or willful misconduct, shall have no liability for any loan made by the MDF and will be fully indemnified by the Town against any claims or costs arising as a result of the services they provide.

3. Loan Servicer

The Selectboard shall retain a local lending institution (the "Loan Servicer") to advise the MDF Loan Advisory Committee regarding the creditworthiness of applicants and perform loan closing, servicing, monitoring, collection, and consultation services in exchange for a fee to be negotiated. The Loan Servicer will perform its duties with the same standard of care it employs in the conduct of its own lending activities.

4. The Loan Fund

A. Objectives. The MDF is operated as a revolving loan fund. The objectives of the MDF are to improve, stimulate, and maintain Morristown's economic and physical environment by creating and retaining employment with its principal focus to benefit persons of low to moderate income. The MDF also assists in stabilizing the local tax base by stimulating new private investment in the Town's small and medium-sized business sector by offering to local growing businesses otherwise unavailable financing.

B. Borrower Eligibility. The applicant must demonstrate to the MDF Loan Advisory Committee's satisfaction a commitment, intent, and ability to repay the loan. The borrower must operate a business in Morristown and propose to use the borrowed funds for the portion of the business in Morristown, or the borrower must show that Morristown residents will be the primary beneficiaries of the loan. The borrower must be current on Morristown taxes and have a satisfactory credit history.

C. Eligible Activities. The MDF will be used for any legitimate business need that meets the Fund objectives described above.

D. Security. The MDF Loan Advisory Committee will recommend loan terms including required loan collateral and/or guarantees on a case-by-case basis. Typically, all available business assets of the applicant will secure loans made using MDF funds. Where necessary and desirable loans may be secured or partially secured by junior liens on assets pledged to other lenders. Guarantees and personal assets or assets of any related affiliate of the borrower may be utilized if the applicant's business assets are inadequate or unverifiable or if the failure to include as collateral the personal assets or assets of the affiliate would create an unnecessary or unacceptable risk of collection or enforcement. Need for co-signers and other specific security arrangements may be made as a condition of recommending loan approval by the MDF Loan Advisory Committee. At a minimum, a personal guarantee of loans shall be required by all business owners having 20% or greater interest in the business.

E. Types of Loans. The MDF Loan Advisory Committee shall consider, but not be limited to, fully amortizing loans with fixed interest rates. Generally, loan terms will be for no more than five to ten years. This may be modified for real estate secured loans, where longer terms may be considered.

F. Funding Limits. Generally, loans shall be limited to ten percent of the total balance of the MDF funds. However, at its discretion, the MDF Loan Advisory Committee may recommend funding above the amount requested.

5. Loan Application Procedures

All loan requests must be accompanied by the MDF application form and the items below. The form will require the applicant to provide a personal financial statement and authorize a review of the applicant's credit standing. In addition, a credit report will be obtained. The application must include the following items:

A. Project Description. The applicant must describe the purposes for which the loan will be used, the total project cost, other funding sources, and the amount requested.

B. Business Plan. The application must describe the short and long-term goals of the business, including the business environment, size and character of the market, major competitors, significant customers, uniqueness of product or service, particular skill of borrower, general marketing and production plan, location, key personnel, and management plan.

C. Financial Information. The applicant must provide financial statements for three years past and projections for at least two years forward.

D. Tax Returns: Tax returns for the borrower and any guarantors must be provided for the most recent three tax years. Exceptions may be made for borrowers in business for less than three tax years.

E. Equipment. When applicable, the application must include the land, buildings, equipment, and other items to be purchased.

F. Number of Jobs. The application must indicate the number of jobs to be created or retained and a statement of the benefit to the Town.

G. Application Fee. An application fee will be payable to the Town of Morristown at the time of application submission. The fee is non-refundable and covers the cost of the credit report and processing.

6. Insurance

The following types of insurance may be required from the borrowers, depending on the Town's insurable interest:

A. Homeowner's or Property/Casualty Insurance sufficient to cover the amount of all mortgages and liens, including the Morristown Development Fund loan.

B. Flood Hazard Insurance for all loans made for improvements of properties existing within the standard, intermediate flood plain (100-year flood plain), at least in the amount of the Morristown Development Fund loan.

C. Business Liability Insurance may be required by any recipient of loan funds.

D. Key person life insurance may be required on the principals in the loan amount naming the Town of Morristown as beneficiary and assignee.

For all insurance on the property, notification shall be sent to the insurance carrier to add the Town of Morristown as a loss payee. Subsequent yearly notification of continued coverage must be sent to the Town.

7. Loan Application Decisions

A. All applications will be reviewed by the MDF Loan Advisory Committee on a case-by-case basis.

B. An application may be recommended to the Selectboard for approval, subject to the MDF Loan Advisory Committee's terms and conditions. The MDF Loan Advisory Committee may decline an application for any reason or reasons which represent a reasonable determination that the approval of the application would not meet the MDF objectives and/or would not represent an appropriate or prudent use of MDF funds. In such instances, the applicant will be notified in writing of the reason(s) for disapproval.

8. Loan Closing, Service, and Documentation

A. The Town shall provide the Loan Servicer with a copy of the approved application and a detailed term sheet which includes all relevant loan terms including the approved loan amount, required collateral, and all other terms and conditions as well as the name(s) of the attorneys and any other professionals involved in the loan closing. The loan servicer will coordinate all aspects of the loan closing including the receipt and filing of all required documents.

B. All closing costs, including but not limited to prepaid interest, title search, appraisal, recording, uniform commercial code (UCC) preparation and filing, legal opinions, security documents, and other miscellaneous costs, will be the financial responsibility of the applicant and may be included in the loan amount. Regardless of the final disposition of the request for funds, the applicant will pay the non-reimbursable application fee.

C. Loan payments will be made to the Loan Servicer for the account of the Town of Morristown according to the loan terms.

9. Financial Reporting: Copies of all required reporting documents will be provided to the MDF Loan Advisory Committee, the Loan Servicer and the Town of Morristown.

A. Financial Statements: Borrowers must provide quarterly internally-prepared financial statements and when required by the loan terms, annual accountant-prepared financial statements.

B. Tax Returns: Borrowers and any guarantors will provide copies of their annual tax returns

10. Loan Refinancing and Restructuring

Refinancing, restructuring, and recasting of loans may be considered when the borrower's financial situation has changed since the closing of the loan. The decision regarding any loan restructuring must be approved by the Morristown Selectboard upon recommendation of the MDF Loan Advisory Committee.

11. Non-Discrimination

The Town of Morristown Selectboard and the MDF Loan Advisory Committee shall not discriminate based on race, color, religion, sex, national origin, age, marital status, sexual orientation, or disability in their lending practices.

12. Confidentiality

To the extent authorized by law, all information from an applicant shall be held in strict confidence by the MDF Loan Advisory Committee, the Morristown Selectboard, and the Town of Morristown staff. At no time shall an applicant's information be disclosed to anyone outside these groups without the applicant's consent.

13. Conflicts of Interest

A. Conflicts and the appearance of conflicts of interest shall be avoided to assure public confidence in the operation of the Morristown Development Fund.

B. No MDF Loan Advisory Committee member, Morristown Selectboard member, or Town of Morristown staff person shall participate in any decision concerning matters in which he or she, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee has a direct or indirect financial interest.

14. Amendments

Amendments to these Loan Program Guidelines may be proposed at any time by the MDF Loan Advisory Committee and approved by the Morristown Selectboard.

Dated at Morristown, Vermont this ___ day of ___________, 2024.

_______________________________	_______________________________
Donald McDowell, Chair	Christopher Palermo, Vice Chair
_______________________________	_______________________________
Laura Streets	Richard Craig
_______________________________	
George Cormier	

<u>TOWN OF MORRISTOWN</u>
<u>SELECTBOARD RESOLUTION</u>
<u>REGARDING THE ESTABLISHMENT OF THE</u>
<u>MORRISTOWN DEVELOPMENT FUND LOAN ADVISORY COMMITTEE</u>

WHEREAS, the Town of Morristown operates the Morristown Development Fund, a revolving loan fund; and

WHEREAS, the objectives of the Morristown Development Fund are to improve, stimulate, and maintain Morristown's economic and physical environment by creating and retaining employment, with its principal focus to benefit persons of low to moderate income, and

WHEREAS, the Morristown Selectboard serves as the governing board of the Morristown Development Fund; and

WHEREAS, the Selectboard desires to establish a Loan Advisory Committee to oversee all loan applications submitted to the Morristown Development Fund and assist and make recommendations to the Morristown Selectboard on loan applications.

NOW THEREFORE BE IT RESOLVED:

A. Committee Membership. The Morristown Development Fund (MDF) Loan Advisory Committee shall be comprised of one Morristown Selectboard member and four at-large members appointed by the Selectboard for their competence and interest in economic development activities. MDF Loan Advisory Committee members shall be Morristown residents with business and financial knowledge and experience, though they need not have commercial lending experience.

B. Terms. The Selectboard member of the MDF Loan Advisory Committee shall be appointed annually. The four at-large members shall be initially appointed to the following terms: one for one year, one for two years, one for three years, and one for four years. Thereafter, at-large members shall be appointed for three-year terms. If a member cannot serve a full term, the Selectboard shall appoint a person to complete the unexpired portion of that term. The initial at-large members shall be:

____________________	Four Year Term
____________________	Three Year Term
____________________	Two Year Term
____________________	One Year Term

C. Officers and Staff. The MDF Loan Advisory Committee shall annually elect a Chair and Vice Chair. In addition, the Morristown Town Manager and Treasurer shall serve as staff to the MDF Loan Advisory Committee.

D. Authority. The MDF Loan Advisory Committee shall have the authority, as outlined in the Morristown Development Fund Revolving Loan Program Guidelines, to act on all loan applications and carry out those additional responsibilities assigned to the Committee in the Revolving Loan Program Guidelines.

E. Quorum. The MDF Loan Advisory Committee's quorum shall be three (3) members. Applications for loans shall be recommended for approval by at least three (3) affirmative votes. Votes of the MDF Loan Advisory Committee shall be recorded and reported to the Selectboard.

Dated at Morristown, Vermont this ___ day of ___________, 2024.

______________________________	______________________________
Donald McDowell, Chair	Christopher Palermo, Vice Chair
______________________________	______________________________
Laura Streets	Richard Craig
______________________________	
George Cormier	

State of Vermont — Chartered in 1781

MORRISTOWN

REQUEST FOR PROPOSALS

LOAN SERVICES – MORRISTOWN DEVELOPMENT FUND ____ __, 2024

The Town of Morristown requests written proposals from qualified lenders in the Lamoille County, Vermont area, to provide services to the Town for loans made by the Morristown Development Fund (MDF), as set forth below.

Background

The Morristown Development Fund is a revolving loan fund established in 1986 with revenue received from the Vermont Community Development Program. In __________, 2024, responsibility for the Morristown Development Fund was transferred from Morristown Development Fund Inc. to the Town of Morristown. The balance of the Morristown Development Funds is approximately $______________. Historically, loans made by the Morristown Development Fund have ranged from $_____________ to $______________.

The Morristown Selectboard serves as the governing board of the Morristown Development Fund. In addition, the Selectboard has established an MDF Loan Advisory Committee to assist it in reviewing loan requests and assessing ongoing borrower financial strength.

The objectives of the Morristown Development Fund are to improve, stimulate, and maintain Morristown's economic and physical environment by creating and retaining employment, with its principal focus on benefiting persons of low to moderate income.

Proposed Scope of Services

The Town is requesting written proposals from qualified lenders to provide services in conjunction with service loans made by the Morristown Development Fund. The successful candidate will assume all responsibilities required under an agreement for servicing these loans, including but not limited to the following:

- Loan Closing. Once the Selectboard has approved an MDF loan, the servicer will manage the closing of the loan, including: (1) coordinating with the Selectboard, borrower, attorneys, and other interested parties, (2) ensuring that all necessary documents are signed and filed as required, and (3) obtaining and disbursing funds as required by the loan terms.

- Loan Servicing. The servicer shall set up each MDF loan on its system and will be responsible for: (1) tracking accrued interest and required principal payments, (2) billing and receiving payments, and (3) providing regular loan statements to the borrower, the MDF Loan Advisory Committee and the Town.

- Loan Monitoring: The servicer will ensure that all financial and other reporting to be provided by the borrower is received in a timely manner and will promptly notify the MDF Loan Advisory Committee and the Town of any failure by the borrower to provide such information.

- Loan Collection. The servicer will promptly notify the MDF Loan Advisory Committee and the Town in the event of a default the servicer learns of in providing services to the Town. Once a course of action is determined by the Selectboard, the servicer will work with the Selectboard and the Selectboard's attorneys and other advisors to implement the agreed course of action, which may include such things as the sending of default notices or demand letters, the commencement of legal proceedings and coordinating the closing of any settlement agreements.

- Consultation. On an as-requested basis, the servicer will advise the MDF Loan Advisory Committee regarding the creditworthiness of applicants and consult with the MDF Loan Advisory Committee and the Selectboard regarding all matters relating to making, administering, monitoring, and collecting each loan.

Evaluation Criteria

Candidates will generally be considered based on their response to this RFP, additional written information as requested by the Town, and interviews, if any, and will be evaluated against the following criteria:

- Reputation and experience.
- Responsiveness to the Town's needs.
- Experience with other community revolving loan funds.
- Competitiveness of proposed cost.

Requested Information

Each respondent to the RFP must provide the following information:

- A brief description of your company and its experience providing the loan closing, servicing, monitoring, collection, and consultation services requested by the Town.
- Provide a fixed or flat rate fee based on the services described in this RFP. Please provide an alternative fee structure if your company would like to suggest one.
- Describe any material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions, or law enforcement activities (including those by federal, state, or local authorities or self-regulatory organizations) relating to your company.
- Describe whether you foresee any potential conflicts of interest arising from providing loan services to the Town of Morristown. If so, describe how you would address potential conflicts of interest.
- Furnish evidence of the company's applicable liability insurance to provide the services described in this RFP, including an errors and omissions policy and an adequate blanket fidelity bond on all employees handling borrower/investor funds, monies, documents, and papers. In addition, provide current documentation regarding your firm's general liability, workers' compensation, umbrella liability, and professional liability insurance.

Your company may be requested to present to the Morristown Selectboard and the MDF Loan Advisory Committee as part of this RFP.

Submission of Responses

The following requirements must be observed in the preparation and submission of a proposal:

- All inquiries should be directed to Brent Raymond, Morristown Town Manager, braymond@morristownvt.gov no later than _________________, 2024.
- Submissions must be sent electronically to braymond@morristownvt.gov no later than _________________, 2024.
- Responses must include a cover letter signed by an individual authorized to enter into an agreement with the Town of Morristown on behalf of the company, which must specify that your firm is submitting a response to this RFP for loan services.

Reservations

The Town of Morristown reserves the right to:

- Reject any and all proposals received in response to this request.
- Negotiate the fees contained in any proposal.
- Waive or modify any irregularities in proposals received.
- Award contracts in any manner necessary to serve the best interest of the Town of Morristown and the Morristown Development Fund without obligation to accept a proposal based upon the lowest fee.
- Request additional information as determined necessary or request some or all firms responding to make oral presentations.

The approved firm will execute a contract satisfactory to the Town and agree that it will comply with the provisions of Vermont Statutes Annotated applicable to contracts with the Town.