



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

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, November 17, 2025

[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. 5:33PM - COMMUNITY COMMENTS

IV. 5:47PM - APPROVE MINUTES

1. Approve minutes 11-3-25
2. Approve minutes 11-10-25

V. 5:50PM - NEW BUSINESS

1. Recreation and wellness discussion
2. Best Street private sewer line
3. Update Dog Park Rules
4. Laura Streets & Leah Hollenberger lead and provide a summary of VLCT short-term rental policy retreat
5. Approve RFP for Architectural Services with Scott & Partners
6. Request for reconsideration of conditions for ROW access permit 265 Cottage Street - Chris & Melissa Leblanc
 - a. Possible deliberative session

VI. 7:10PM - OLD BUSINESS

1. Motion to convey land to Green Mountain Habitat for Humanity

VII. 7:20PM - APPROVE WARRANTS

VIII. 7:25PM - SCHEDULE

1. Monday, December 1, 2025 - SB Meeting - 5:30PM
Monday, December 15, 2025 - SB Meeting - 5:30PM

IX. 7:30PM - OTHER BUSINESS

X. 7:32PM - ADJOURN



SELECTBOARD MEETING MINUTES OF NOVEMBER 3, 2025

Members: Don McDowell, Laura Streets, George Cormier, Leah Hollenberger

Absent: Richard Craig

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Sara Haskins, Town Clerk/Treasurer; Jordan St. Onge, Highway Superintendent; Adele Taplin, ECDD

PARTICIPANTS/GUESTS: Dennis Smith, Jamie Jaret, Martin Green, Ed Loewenton, Carol Lauber, Jerry Throne, Sheila Tarbox, Tony Cote, Kathy Chaffee*, Maggie Cleary,

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:30 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

None

5:33PM - COMMUNITY COMMENTS

Maggie Cleary (Morristown Resident/Library Staff) announced the launch of the **Morristown Civic Project**. This civic engagement initiative is a partnership between the library and MACC (Morristown Alliance of Culture and Commerce). The project aims to boost communication and civic engagement, stemming from a June visit concerning Vermont's first civic health index. The index measures metrics like volunteerism, political engagement, cultural access, and government trust. The kickoff event will feature **Susan Clark**, a local democracy expert and author of *Slow Democracy*, on **Wednesday, November 19th, 5:30 PM to 7:00 PM at the library**.

Ed Loewenton questioned the legality, constitutionality, and other issues surrounding the Selectboard's right to reverse a DRB decision. Kathy Chaffee has spoken with Administration and Zoning regarding a concern with rats in the village area.

5:47PM - APPROVE MINUTES

1. Approve minutes of 10-20-25

Motion made by Laura Streets to approve the minutes of 10/20/25. Motion seconded by Leah Hollenberger. Motion carried. (4/0)

5:50PM - NEW BUSINESS

1. Highway Summer work recap and grants- Jordan St. Onge

Jordan St. Onge, Highway Department Supervisor, reported on the department's accomplishments and long-lasting improvements in several areas completed by his crew in addition to their usual work assignments throughout last Summer. These included work on the following problem areas: gravel

road repairs, focusing on ride quality and flood resilience (drainage, shape, compaction), and sidewalk repairs, which raised the quality to meet ADA standards and are capable of year-round maintenance. Many paving projects were addressed with the focus on ride quality, flood resilience, and salt reduction. Repainting of the crosswalks was also completed. With the focus of maximizing and supplementing the current budget, Jordan has secured several funding opportunities, including grants for many of the projects. This amounted to half a million dollars of grant funds. He ended his report by stating that, even with the summer accomplishments, there is still much work to be done to address the remaining deficiencies. This is estimated to take another five years. Don and the Selectboard thanked Jordan for his impressive financial and resource management of the department.

2. Economic & Community Dev Director update and grants - Adele Taplin

Adele Taplin, Economic & Community Development Director, reported on the summer's successful events. The town's social events, including July 4th, the Summer Music Series at the Oxbow, and Rocktoberfest. All events were well attended, and both participants and the vendors responded positively. All event sponsorship for 2025 totaled \$26,950; an increase of \$13,575 from 2024. A broader marketing approach was taken, including press releases, print, and radio. Work with Radio Vermont was undertaken with the in-kind sponsorship of all 2026 events. It was noted that Morristown's Downtown Designation status received praise from vendors and the public. Several grants were awarded for diverse areas, including the rec trail, summer camp, stormwater in Jersey Heights, and the VTrans Bicycle & Pedestrian Scoping Grant – LVRT Connectivity Improvement Study. A total of \$571,638 was received. The Selectboard praised Adele's work, and her superior efforts were recognized. Brent thanked Adele, Carol of the MACC, and the LCPC for Morristown's Downtown Designation status.

3. Noyes House - Belonging Community Grants Application Letter of Support - Adele Taplin

Adele Taplin informed the Selectboard that the Town of Morristown's application to the Building Communities Grants (BCG) Programs: Human Services and Educational Facilities Grant to address critical preservation needs at the Noyes House Museum, now requires a Selectboard motion to continue the process.

Motion made by Laura Steets to the Town of Morristown's application to the Building Communities Grants (BCG) Programs: Human Services and Educational Facilities Grant to address critical preservation needs at the Noyes House Museum. Motion seconded by George Cormier. Motion carried (4/0).

4. Report on the Morristown Cemetery Association — Dennis Smith

Dennis Smith, of the Morristown Cemetery Association, reported that at the Fall meeting on October 28th, 2025, the members voted to dissolve the association. The increase in state regulations has become too complicated for a volunteer group. He noted that Sexton, Mike Bucannon, has done a great job. However, the group feels that an additional Sexton should be hired due to the amount of work involved. Don agreed that all 7 cemeteries are important to the town. Brent thanked Dennis and the Cemetery Association for all their work and for leaving the finances in great shape. He offered them his respect. The Morristown Cemeteries will be discussed at a future time.

5. On-the-Spot Award - Jason Tallman and Evan Gaskill

Two employees, Jason Tallman and Evan Gaskill, received the On-The-Spot Award for their impromptu performance of EMS duties at the highest standards when delivering a baby outside the hospital.

Motion made by Laura Streets to approve the presentation of the On-the-Spot Award to Jason Tallman and Evan Gaskill in recognition of their service and authorize Selectboard Chair to sign.

Motion seconded by Lesh Hollenberger. Motion carried (4/0).

6. Options discussion for Cady's Falls Bridge

A lengthy discussion regarding the options for the Cady's Falls Bridge repairs ensued. There are 4 options with the focus on the 3 action items. Doing nothing is the option not discussed. The 3 action items are listed below.

Alternative 1 – Truss Repair

Alternative 2 – Full Bridge Replacement with New Pratt thru truss with or without road closure and detour

Alternative 3 – Full Bridge Replacement with Steel Beam Bridge with or without road closure and detour.

Options 2&3 meet the 11' lane/3' shoulder standard and accommodate bicycle and pedestrian traffic. These 2 possibilities would also involve state funding. The discussion also included the upkeep issue of painting over steel. Brent Raymond will seek clarification from the state on the material (galvanized vs. metallized steel) and whether a green finish is required. He will also investigate installing temporary traffic lights on Needle Eye Road during the closure.

Motion made by Laura Streets to identify alternative #2 as the Town's preferred alternative for the Cady's Falls Bridge project (BF 0239(3)) with road closure/detour. Motion seconded by George Cormier. Motion carried (4/0).

7. Discussion on LOT - Rooms

The first discussion of the local option tax (LOT) concerned a Room tax on motels, hotels, and short-term rentals in our area. These venues affect people who want housing while in the town, thus not our residents. Several residents thought that this was a good start. The Selectboard agreed that the best way to start the LOT process in town was through a room tax.

6:50PM - OLD BUSINESS

1. Motion to convey land to Green Mountain Habitat for Humanity

This agenda item has been tabled due to Robin Pierce's inability to attend this evening.

7:00PM - APPROVE WARRANTS

Motion made by George Cormier to approve the warrants. Motion seconded by Laura Streets. Motion carried. (4/0)

7:05PM - SCHEDULE

- 1. Monday, November 17, 2025 - SB Meeting - 5:30PM**
Monday, December 1, 2025 - SB Meeting - 5:30PM

7:08PM - OTHER BUSINESS

1. Executive Session - Legal

Motion made by Laura Streets to enter into Executive Session and find that premature general public knowledge regarding legal matters would clearly place the town at a substantial disadvantage by disclosing information related to probable litigation. Motion seconded by Leah Hollenberger. Motion carried (4/0).

Motion made by Laura Streets to enter into executive session to discuss legal matters under the

provisions of Title 1, Section 313(a)(1)(E) of the Vermont Statutes to include Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; and Adele Taplin, Economic & Comm. Dev. Director. Motion seconded by George Cormier. Motion carried (4/0).

7:45PM - ADJOURN

Motion made by George Cormier to adjourn the Executive Session with no action. Motion seconded by Leah Hollenberger. Motion carried. (4/0)

Motion made by George Cormier to adjourn the Selectboard meeting. Motion seconded by Laura Streets. Motion carried. (4/0)

Meeting adjourned at 9:27 pm

Submitted and filed this 11/5/2025.

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 NOVEMBER 10, 2025**

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

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Tina Sweet, Finance Director; Cyndi Wiltshire, HR Director

PARTICIPANTS/GUESTS:

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:30PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

None

5:33PM - COMMUNITY COMMENTS

None

5:40PM - NEW BUSINESS

1. Executive Session — Contracts and negotiations

Motion made by Richard Craig to enter into Executive Session and find that premature general public knowledge regarding contracts & negotiation matters would clearly place the town at a substantial disadvantage. Motion seconded by Laura Streets. Motion carried (5/0)

Motion made by Richard Craig to enter into executive session to discuss contract & negotiation matters under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes to include Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Tina Sweet, Finance Director; and Cyndi Wiltshire, Human Resources Director. Motion seconded by Laura Streets. Motion carried (5/0)

Motion made by Richard Craig to come out of executive session with no action taken. Motion seconded by George Cormier. Motion carried (5/0)

6:30PM - ADJOURN

Motion made by Richard Craig to adjourn. Motion seconded by Laura Streets. Motion carried. (5/0)

Meeting adjourned at 6:41pm

Submitted and filed this November 13, 2025.

Judi Alberi, Scribe

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

November 17, 2025

Morristown Select Board Meeting

Created by Maggie Cleary & Cara Hancy, Residents

In partnership and with the help of many residents

Establish Common Ground

Social infrastructure: the spaces and institutions that shape how people interact

- Essential for building strong, resilient, and equitable communities.
- Our social infrastructure is as important to a healthy, functioning, and financially stable society as our physical infrastructure.
- When our social infrastructure is maintained and invested in, it fosters trust, cooperation, and social ties among diverse groups of people in a community, and actually makes those communities more resilient in crisis.
- Investment in social infrastructure can help to heal polarization, strengthen democracy and rebuild trust in institutions and in one another.
- Public investment in social infrastructure is key to a functioning society.

So what makes up our social infrastructure here in Morrisville? Whose job is it to think about this, nurture this, build connections to strengthen this?

We believe that **municipal recreation** is a key piece of the puzzle when it comes to building and maintaining a strong and robust social infrastructure in our town.

Ways that municipal recreation contributes to a stronger, more connected, and resilient society:

1. Builds Social Connections

- Public recreation brings people together across age, class, and cultural lines.
- Shared activities create opportunities for **casual interactions and friendships**, which strengthen **social trust** and **cooperation**.
- These bonds form the “social glue” that helps communities thrive and respond collectively to challenges.

2. Promotes Health and Well-Being

- Access to affordable recreation improves **physical and mental health**, reducing healthcare costs and boosting overall community vitality.

- Recreation programs also provide **safe, structured outlets** for young people, supporting positive development and preventing social problems like isolation, disengagement and negative behaviors
- Morrisville/Morristown Town Plan 2022-2030, page 58-60, Wellness Chapter: 13
<https://www.morristownvt.gov/media/5081>

3. Fosters Inclusion and Equity

- Public recreation spaces are among the few places where **everyone has equal access**, regardless of income or background.
- When towns invest in recreation for all, they help **bridge socioeconomic and generational divides** and promote **a sense of belonging** among residents.

4. Strengthens Local Identity and Pride

- Community events and shared public spaces foster **civic pride** and **a sense of ownership** over one's community.
- People who feel connected to their community are more likely to **volunteer, vote, and participate** in local governance. So how do we get them connected? Who works on strengthening the connections between the town government and the people?

5. Boosts Economic Health

- Quality recreational amenities can attract residents and businesses, supporting local economies. Potential of rail trail, other walking, skiing and biking trails, etc.
- A strong municipal recreation program attracts younger people and families and supports them in staying here.
- Summer rec provides vital, affordable and accessible summer child care for school aged children so that their parents can go to work.

6. Builds Resilience in Times of Crisis

- During emergencies (like natural disasters), recreation infrastructure often becomes a crucial **community hub** for relief and coordination.
- Strong social networks formed in these spaces help people **look out for one another** and **recover faster**.

7. Generates Long-Term Returns on Civic Trust

- Investment in public recreation builds **trust in local government** — residents see their tax dollars producing tangible, accessible benefits.
- This civic engagement can make communities more cooperative and efficient in tackling future challenges.

In summary

Supporting municipal recreation is not just about fun or fitness — it's a long-term investment in **community strength, equity, and democracy**.

By creating accessible spaces where people can connect, learn, and belong, we lay the groundwork for a **healthier, more cohesive, and more resilient society**.

Municipal recreation is not just a cost — it's a **high-return public investment** that:

- Boosts property values and tax revenue
- Lowers healthcare and social costs
- Strengthens the local economy
- Improves quality of life and community resilience

Make It Happen for Morristown:

History:

First Morristown Parks and Rec Commission originally formed in 1949

Summer Rec has been around since 1957!

- Ran by parent volunteers for many years
- By Mid 20teens, it was becoming clear that a staff person was needed to lead this program

In 2018, an ad hoc recreation committee was formed. Put out a pretty comprehensive rec survey (215 replies, 42 people saying they wanted to get involved in rec development efforts). These survey results still exist!

By 2019, a formal recreation committee was (re)formed- all volunteer with connection to town government through former Community Development Director.

- Established an online rec management software, worked on compiling info for a recreation website, maintained town ice rink, secured RiseVT Grant for snowshoes at library, events like Health + Wellness Day w/ CCV, Bike Day, games and fun at Wednesday Night Live.
- Advocated for a rec position that would lead the recreation efforts and lead summer rec
- Full time rec position secured in 2023? Rec committee disbanded.

- Rec director led summer rec in 2024- 120 kids participated
- Position cut in 2025- summer rec pulled together by various staff members in town office- 30 kids participated. Less weeks, less flexibility, considerably more expensive.

Current Recreation:

- Web based recreation software for registration, donations, communication, management
- Morristown 4th Annual Thanksgiving Day Turkey Trot
- Summer Recreation Youth Camp
- Community Ice Skating Rink at the Oxbow
- Community Gardens
- VOLUNTEER ENERGY

Neighboring Community Examples:

- Johnson - part time Recreation Director - offering youth Skiing, Basketball, Soccer, Swim Lessons, Adult programming, has town fields but uses local facility spaces owned by other entities, VSU-Johnson and more
- Stowe - Camps, summer & vacation, has outdoor courts & dedicated small building, adjacent to Elem. playground, Rec path & surrounding green spaces
- Waterbury - established a full time position several years ago, and added assistant a year ago, and a rec committee in support, town has a municipal library and recreation budgeted
- St. Johnsbury - successfully re-established full-time position this past year with town budget
- Wolcott - Commitment to recreation in access to 735 acer community town forest with trails and connection to Lamoille Valley Rail Trail, "increased tourism and economic growth as well as create a space for locals to enjoy the outdoors on high-quality trails" VTCNC Oct 16, 2025
- Hyde Park - Community Youth Sports Committee, K- 6 school
- St. Albans - while not a neighbor, an example of Recreation as a destination, funded through option tax - that is an economic driver and attracts neighbors to their community where they recreate and visit local businesses. More can be learned at the recording of the Morristown Special Select Board meeting 10/7/25

All of our neighbors have a theme of community connection & commitment to social infrastructure - above and beyond schools, individual sports boards, and non-profits. This connection and partnership is essential for the success of the community and health of our residents.

Potential Morristown Municipal Recreation Partners:

- Conservation Commission
- Morristown Economic and Community Development
- Morristown Centennial Library
- River Arts
- Morristown Elementary, PA Middle School, PA High School
- Local businesses

- Planning Commission, Lamoille County Conservation District
- Morristown Police, Fire, & EMS
- North Country Animal League
- Vermont Department of Forest, Park, & Recreation
- Lamoille Health Partners
- Area Child Care Business
- Morrisville Coop
- Vermont State Parks (Elmore, Green River Reservoir)
- MACC (Morristown Alliance of Culture and Commerce)

Quote from Carol Lauber, MACC Board Chair

1. VT economy is growing in outdoor recreation, Morrisville sits in the middle of the LVRT, Morrisville has the most LVRT visitor interactions than any other section and a rec person can bring more economic prosperity to the town, activity to this asset and Morristown.
2. Recreation has the ability to make town events robust/energetic with more activities, more vibrant.

Who do you want to see connecting and partnering with Morristown Municipal Recreation?

Future Adaptability:

- Municipal recreation offers opportunity for civic engagement of all ages & demographics and the ability and goal to adapt for an older aging population of our county
- Municipal recreation is also a destination potential, and a reason for new residents to choose Morristown to raise a family
- Future changes in school systems on the state level will create changes in our student body and community, a point person in municipal government focused on recreation can help the town navigate this transition and stay connected to administration, teachers, parents, & students

Community quotes for an active survey: <https://forms.gle/vcYQ8k3NmLuYS5DT7>

Every person said they are ready to volunteer, talk to neighbors, and help!

Do you value the historical Morristown Summer Recreation Program?

“Yes, we are building a community. We need to have resources available for all ages. The summer rec program was vital for many of our working families.” - Parent

What does Municipal Recreation mean to you?

“A way for the community to collectively share the support for and also benefit from healthy activities within our town. Ideally, there would be activities that appeal to a range of ages.” - Resident, Parent

What ideas do you have?

“I think this could also be a chance to build a collaborative recreation network, involving the library, schools, and nonprofits, so that no one organization carries the full weight. I’ve seen similar models work beautifully in other towns where recreation programs were community-led and supported

through partnerships rather than a single department.” - Executive Director of North Country Animal League

What is your future vision for Morristown Municipal Recreation?

“Recreation should be part of the town plan and have a fully funded department or position.” - Resident

What else do you wish to share?

“This town needs to start investing in its residents.”

Our Ask:

- The select board recommends to the Town Government to include a funded position to do the work of Municipal Recreation in Morristown
- That staff person, Morristown Recreation Director, is supported by a volunteer board, The Recreation Board - to create connection & continuity
- That staff person is a year round position to support a thriving and successful summer recreation camp, to include hiring, training, and connections for summer staffing, and study the needs of the community, create community partnership, build programming
- That staff person will support the current administrative town employees by being an essential partner on the team to do this important work for the humans of our community, executing the work of supporting our social infrastructure.

Resources for Further Reading

“Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life” by Eric Klinenberg

Also:

1. Trust for Public Land (TPL) — *“Park Investment and Economic Vitality”* (2024)
 - This report shows how cities that invest in parks and open spaces see stronger economic vitality (jobs, growth, attraction of skilled workforce). [Trust for Public Land+1](#)
 - Includes case-studies of five U.S. cities (including Minneapolis) illustrating the correlation between park investment and economic outcomes. [Trust for Public Land](#)
2. TPL — *“The Economic Benefits of Plano Parks, Trails, and Recreation Facilities”*

- A deep dive into one city's park & recreation system: shows how parks increased home values, tax revenues, healthcare savings, and tourism benefits. [Trust for Public Land](#)
3. National Recreation and Park Association (NRPA) — *“Economic Impact of Local Parks”* (2018 summary)
 - Shows that local park & recreation agencies in the U.S. supported over 1 million jobs and generated hundreds of billions in economic activity. [National Recreation and Park Association+1](#)
 4. Study of Maricopa County (Arizona) Parks & Recreation
 - Found taxpayers received over **\$4.85 return** for every dollar invested in operation of regional parks. [ASU News](#)
 5. Case of Colorado Springs Parks & Recreation
 - Data on how parks yielded medical-cost savings, increased property values, and local tax revenue. [parks.coloradosprings.gov+1](#)
 6. Journal article: *“The Social Benefits of a City Whitewater Park”*
 - Qualitative case-study showing how recreation infrastructure builds social capital, community connection. [Sagamore Venture Journals](#)
 7. Academia: *“Greening Schoolyards and Urban Property Values: A Systematic Review...”*
 - Review of how green/recreation-oriented infrastructure affects property values and equity issues. [arXiv](#)
 8. Planning/Design Journal: *“The Challenges of Social Infrastructure for Urban Planning”*
 - Addresses how to plan, fund & site social infrastructure—very relevant for recreation departments or municipal planners. (I don't have full metadata here but found relevant via search)



Dog Park Rules

General Park Usage

- ❖ The park is open from sunrise to sunset, weather permitting.
- ❖ Use of the park is at your own risk; owners are responsible for any injury or damage caused by their dog(s) to people, other dogs, or property.
- ❖ Report any rule violations, aggressive behavior, or maintenance issues to the Town of Morristown at (802) 888-5147 or Animal Control Officer at (802) 888-4211.

Dog Requirements

- ❖ All dogs must be currently licensed, vaccinated (including rabies as required by Vermont law), and always wearing their license tags on a collar or harness.
- ❖ Dogs over 6 months must be spayed or neutered.
- ❖ Sick, contagious, or dogs with a history of biting or violence are prohibited.
- ❖ Dogs must be up to date on flea, tick, and heartworm prevention.
- ❖ No animals other than dogs are allowed in the park.

Owner Responsibilities

- ❖ Limit of 3 dogs per adult handler.
- ❖ Owners must maintain constant supervision and control over their dog(s); do not leave dogs unattended.
- ❖ Clean up after your dog immediately using provided bags or your own; dispose of waste in designated trash receptacles (not compost bins).
- ❖ Remove your dog immediately if it shows signs of aggression, excessive roughness, or intimidation toward other dogs or people.
- ❖ Children under 12 must be closely supervised by an adult and are not recommended in the park; no small children are allowed if dogs are rambunctious.

Leash and Entry/Exit Protocols

- ❖ Keep dogs on a leash when entering or exiting the park and outside the off-leash area; have one leash per dog available at all times.
- ❖ Use the double-gate system: secure gates behind you to prevent escapes.
- ❖ Remove leashes, harnesses, and prohibited collars (e.g., prong, choke, shock, or spiked) once inside the off-leash area.



Prohibited Items and Activities

- ❖ No food, treats, bones, or chew toys allowed with multiple dogs in the park to prevent resource guarding or allergies. Use your best judgement.
- ❖ No glass containers, smoking, alcohol, bikes, or skateboards.
- ❖ The dog park is for personal recreational use only. Commercial use of the dog park is prohibited unless prior written authorization is obtained from the Town of Morristown.

Additional Recommendations

- ❖ If possible, separate small and large dogs to enhance safety.
- ❖ Bring your own water, bowl, and first-aid supplies; monitor your dog for signs of fatigue or stress and leave before issues arise.
- ❖ Encourage community involvement, such as volunteer maintenance or partnerships with local animal shelters for events.

October 14, 2025

Town of Morristown
Administration Office
PO Box 748
Morrisville, VT 05661

**RE: Architectural Services Proposal for
CAD Drawings, Roof Repairs, and Expansion Planning**

Dear Town Administrator,

We are pleased to submit the attached proposal in connection with the RFP for Architectural Services for the Tegu Building. We value the trust you will place in a prospective partner and are enthusiastic about the possibility of contributing to your community's ongoing growth and success.

Our in-house team is fully qualified and brings extensive experience and dedication to every project we undertake. We are confident that our skills, technical ability, and commitment to quality make us an excellent fit for your needs on this project.

Thank you for considering our proposal. We look forward to the possibility of working together and are available at your convenience for any questions or further information you may require.

Sincerely,



Scott + Partners, Inc.

John B. Alden, AIA

Principal

Encl.

Architectural Services Proposal for

TEGU BUILDING – CAD DRAWINGS, ROOF REPAIRS, AND EXPANSION PLANNING PROJECT

PREPARED FOR:

The Town of Morristown

October 14, 2025

PREPARED BY:

John B. Alden, AIA, Principal

Scott + Partners, Inc

7 Carmichael St.

Essex Junction, VT 05452

802-879-5153

john@scottpartners.com



Scott + Partners, Inc. is a full service Architectural firm. We are pleased to submit this RFP response. We are able to deliver the requested project services with *in-house expertise*. We have extensive experience in historic buildings, town offices and renovation work. We are doing several projects in Morristown now and can start right away.

The Design Team

Staff	Expertise
John B. Alden, AIA, Principal Vt. License #003.0002230	Project management, municipal buildings, historic buildings, public speaking, estimating, roofing
Jocelyn Noyes, AIA, Partner Vt. License #003.0134567	Architectural Design, plan layouts, detailing, code research, staff interviews
Travis Nutting/Erich Kaspric	CAD Drafting, Technical Detailing, roof detailing

John Alden, AIA, Principal will be your primary point of contact and participate in all meetings with the Town and public. John is currently completing several summer roofing jobs in Essex, and a full renovation of the historic Lincoln Hall Municipal Offices for Essex Junction.

The following bullet points describe Scott + Partners' background and core values.

- Scott + Partners has provided architectural design services for a variety of building types throughout the Northeast since 1987. We have 9 designers and architects including three principals. We typically work on projects in the \$400,000 – multi-million-dollar range.
- We maintain a diverse practice that includes health care, laboratory, municipal, educational, religious, commercial/office, and multi-family residential projects.
- We do not integrate any one design style into our work, but instead, we carefully create buildings and spaces of enduring value for our clients
- We believe an engaged, collaborative design process brings out innovative and successful design solutions.
- Our experience gives us the ability to integrate issues of client program, context, environment, sustainability, aesthetics and budget.

Value and Benefit

Scott + Partners provides skilled assessment services, familiarity with older buildings, and a special understanding of modern building science applied to older buildings. Special considerations must be taken into account before tightening up the envelope of older buildings that are used to more air, thermal, and vapor movement than our current codes allow. If the science is not accounted for, then more problems can occur. The benefit you will receive is an improved interior environment while avoiding further damage to your building. You will also have our assistance and our experience resolving complex issues, most of which we have seen before. We value how our work helps people realize change for the better.

Experience and Similar Projects

The scope of work described in the RFP is common for older buildings in Vermont. Reuse of our local and regional historic resources is culturally important and shows valuable leadership in sustainability while preserving the community fabric and patterns. See the examples below and the attached list of projects for our qualifications. VT license numbers are shown in the Team List.

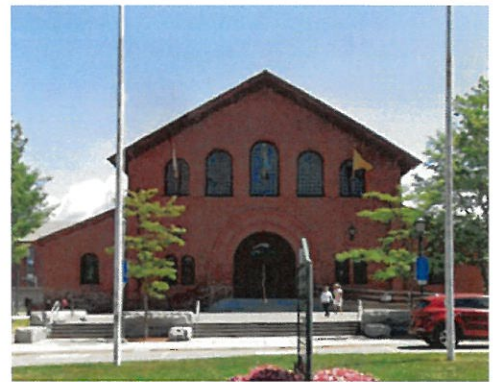
Recent Examples/references:

Lincoln Hall- Essex Junction Municipal Offices: This historic building on Rt. 15/5 Corners in Essex Junction serves as the Municipal Offices. Projects have included a full exterior restoration including brick repair and repointing, chimney rebuilding, window repair, painting and reroofing. Most recently, a full interior renovation was completed including a new elevator, public/staff circulation, bathrooms, office space, electrical and HVAC modernization, and a new entry. Contact City Manager, Regina Mahony, 802-878-6944. John Alden, AIA, Principal-in-Charge.



Lincoln Hall, Essex Junction

Royal Tyler Theater-UVM: Scott + Partners recently completed a feasibility study for The University of Vermont for the Royall Tyler Theater where we transformed a list of functional problems into 15 conceptual projects that met the owner's goals for improving the use of the building and resolving some HVAC and lighting issues. Projects, including renovations to the main lobby and front entry, were prioritized for funding. Some are underway now. Contact: Kelley.DiDio@uvm.edu (802) 656-5783. Kevin Trout, AIA, Principal-in-Charge.



Royal Tyler Theater, UVM

Essex Town Municipal Offices: This renovation and expansion made significant improvements to staff office space and increased the size of the vault and public meeting room while addressing major building envelope concerns. Exterior walls, windows and roofing were replaced as well as the HVAC system. The building, originally a gas station, continues to serve the community with renewed vitality. Contact Town Manager, Greg Duggan, 802-878-1341. John Alden, AIA, Principal-in-Charge.

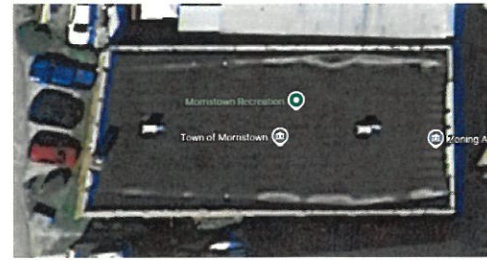


Essex Town Municipal Offices

Project Approach and Timeline

The schedule requested in the RFP indicates “ASAP”. We are able to start this project within one week of a notice to proceed. We estimate the following timeline for completion of the various tasks.

- Week 1:** Site visit to collect existing building documentation and confirm existing conditions. Review the roof issues, walk the roof (no snow yet we hope). Visit the attic. Review previous energy audit and insulation recommendations. Determine need for structural analysis.
- Week 1-2:** Team on site to measure/confirm dimensions and take notes on finishes, features for “as-built” CAD drawings. Begin CAD drawings of existing conditions.
- Week 2:** Present findings and recommendations for the roof. Obtain direction for repair/replacement. Begin final design/detail package for bidding roof work.
- Week 3:** Finalize existing conditions drawings, and draft the initial repair list. Meet with Town staff to review preliminary findings. Begin space use and programming interviews to confirm expansion needs.
- Week 4-5:** Prepare Feasibility Analysis outlining Town space needs, existing limitations, proposed concepts and layouts for Town review.
- Week 6:** Review findings with Town and receive direction for further study. Consider having first public meeting here- to get public input only- no expansion solutions yet.
- Week 7-8:** Refine concepts and provide updated plans with preliminary estimates of probable construction cost and project costs for each option. Review with Town. Begin developing package for public presentation(s) of Town preferred option(s).
- Week 9-10:** With Town guidance, fine-tune final option or options for presentation to the public. Develop 3D drawings (Renderings) for the Town to use to share the project with the public. Attend public meeting. Present with Town and answer technical questions.



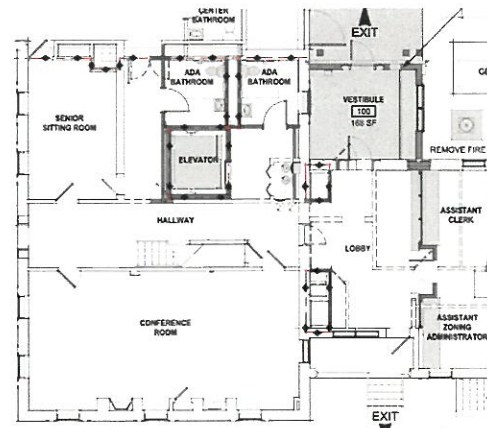
Building Plans, Roof Plan

By: [Name] Town: [Name]

Town Offices Program and Space Allocation

Space Category	Space Number	Description/Requirements	Existing Area	Current Area	2025 Program (Square Ft.)	2025 Program (Square Ft.)
Office Space	1	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	2	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	3	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	4	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	5	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	6	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	7	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	8	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	9	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	10	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	11	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	12	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	13	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	14	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	15	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	16	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	17	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	18	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	19	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	20	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	21	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	22	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	23	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	24	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	25	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	26	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	27	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	28	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	29	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	30	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	31	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	32	Office Space (1000 sq ft)	1000	1000	1000	1000
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Office Space	37	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	38	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	39	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	40	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	41	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	42	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	43	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	44	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	45	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	46	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	47	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	48	Office Space (1000 sq ft)	1000	1000	1000	1000
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Office Space	62	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	63	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	64	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	65	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	66	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	67	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	68	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	69	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	70	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	71	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	72	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	73	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	74	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	75	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	76	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	77	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	78	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	79	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	80	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	81	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	82	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	83	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	84	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	85	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	86	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	87	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	88	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	89	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	90	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	91	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	92	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	93	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	94	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	95	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	96	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	97	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	98	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	99	Office Space (1000 sq ft)	1000	1000	1000	1000
Office Space	100	Office Space (1000 sq ft)	1000	1000	1000	1000

Space / Use Matrix → Program



As-Built / Existing Conditions Drawings, to scale, including fire-rated partitions and life-safety code information.

From our years of work in the municipal sector, including town offices and K-12 schools, highway garages and so on, we recommend a strong outreach and open dialogue with the community. They want to be informed and will provide help, comment and support if properly engaged.

Fee Schedule:

The following fee schedule includes work shown in the RFP. Reference the task list in the previous section for details on deliverables within each task. The fees shown are estimated lump sums. The RFP appears to be based on hourly work. We are happy to work either way based on the final agreed upon scope of work and deliverables.

Review available documentation. Perform on-site surveys, measure building	\$3,500
Create CAD drawings/files of Existing Conditions. Revit and CAD files standards	\$4,500
Review of existing roof, recommendations to repair, technical drawings/specs	\$9,500
4 Meetings with staff to establish a detailed program, develop expansion options	\$12,000
Feasibility Analysis including cost estimates for each option.....	\$1,500/option Say \$4,500
<u>Develop renderings and other materials for presentation to the public</u>	<u>\$4,500</u>
Total Estimated Cost =	\$38,500

Clarifications

- All our work will comply with applicable State and Federal codes including the VT Energy Code (CBES) and Accessibility (ADA).
- Drawings and specifications for the reroofing component assume that the work will be bid.
- S+P will not identify, handle, or provide design services for asbestos, PCBs or other hazardous materials. If we encounter suspect hazardous materials, we will alert the Town and suggest certified consultant.
- The roofing work does not include a structural engineer. If review of the attic or roof suggests that an analysis of structural capacity needs to be performed, we can retain a qualified structural engineer or work with one provided by the Town. Estimated fee is in the \$5,000 to \$7,500 range.
- Travel time is included in our estimated fees, but mileage is not. See our Standard Hourly rates and reimbursables list below.
- All estimated fees above may be further discussed and finalized prior to the beginning of the Work.

Finally

We look forward to answering any questions you have about this project and our proposal. I am available for an interview if that is helpful. Do not hesitate to contact me. We appreciate this opportunity to work on another municipal project.

Sincerely,



Scott + Partners, Inc.

John B. Alden, AIA
Principal



Staff Hourly Rates:

Principal	\$170/hr.
Partner	\$130/hr.
Senior Architect	\$115/hr.
Architect	\$100/hr.
Senior Technical Staff	\$95/hr.
Project Designer	\$95/hr.
Technical Staff	\$85/hr.
Intern (when available)	\$60/hr.
Administrative/Clerical	\$70/hr.

Standard Reimbursable Expenses:

Mileage - Outside Chittenden County will be billed at the current Govt/IRS rate (*0.70/mile*).

Printing by Others - At Cost

Plotting in House - \$2.75/sheet

Mass Photocopying in House - \$0.05/pg.

Overnight Delivery - At Cost

Toll Calls - No Charge



JOHN ALDEN, A.I.A.

PRINCIPAL

John B. Alden has been a licensed architect since 1993 and has experience in all areas of architecture and project management. He has worked on many institutional and municipal projects in Vermont, New Hampshire and other New England states ranging in size from \$100,000 to \$20 million dollars. John's primary responsibilities have been in facility evaluations, project development, programming, design, code compliance, budget tracking, public meetings, bond vote strategy, and team management.

EDUCATION

1988 – University at Buffalo, Master of Architecture
1982 – University of Vermont, B.A. Classical Civilizations, Political Science

CERTIFICATIONS

Registered Architect, States of VT, NH, NY + MA
Center for Building Renovation Preservation – Rouen, France
Architectural Conservation Workshop – University of VT

MEMBERSHIP/ VOLUNTEER

The American Institute of Architects
National Council of Architectural Registration Boards (NCARB)
Essex Junction Planning Commission / DRB 2010-Present

EMPLOYMENT

1999 – present; Scott + Partners, Inc. (Principal 2004)
1994 – 1999; Dore & Whittier, Inc., S. Burlington, VT
1989 – 1994; Quinlivan, Pierik and Krause Architects, Syracuse, NY

SELECTED PROJECTS

City of Essex Junction Municipal Offices Renovation, Essex Junction, VT
Brownell Library Expansion and Renovation, Essex Junction, VT
Proposed Bus/Rail Transportation Center (Study) with RSG, Essex Jct, VT
Essex Town Municipal Offices, 81 Main St., Essex Junction, VT
Municipal Facilities Analysis, Town of Lebanon, NH
Jericho Town Hall, Facility Analysis and full Renovation, Jericho, VT
Town of Georgia Municipal Offices Renovation, Georgia, VT
Town of St. Albans Municipal Offices Feasibility Study, St. Albans, VT
Hiawatha School New Entry, Essex Junction, VT
Essex Town Schools Facilities Analysis, Essex, VT
Essex Town Schools Central Administration Office, Essex, VT
Stannard House Rehabilitation – Burlington, VT (Pres. Award winner)
Thatcher Brook Primary School, Complete renovation, Waterbury, VT
University of Vermont Medical Center – 118 and 192 Tilley Dr, S. Burlington, VT
North Country Federal Credit Union – Space use study, Burlington, VT
Amtrak Station Improvements, Bus Canopy, Essex Junction, VT
400 Car Parking Garage, State of New Hampshire, Concord, NH
NH-DAS Steam Conversion – 17 Buildings, Concord, NH (with D&K)
Milton School District – Facilities Analysis and Capital Plan, Milton, VT



7 CARMICHAEL ST. ESSEX JUNCTION, VT 05452 | (802) 879-5153 | SCOTTPARTNERS.COM



JOCELYN NOYES, A.I.A. PARTNER

Jocelyn Noyes joined Scott + Partners in May of 2017 as an intern. She then joined the firm full time in the Spring of 2018. Since then she has worked on a wide range of Healthcare, Education and Commercial projects through all phases of design and construction as well as Master Planning. Her Primary role has included Schematic Design, Design Development, and Construction Management.

EDUCATION

2017 – Norwich University, Bachelor of Science
2018 – Norwich University, Master of Architecture

CERTIFICATIONS

Registered Architect, State of Vermont

MEMBERSHIP

The American Institute of Architects

EMPLOYMENT

May 2018 – Present; Scott + Partners, Inc.
May 2017 – May 2018; Intern at Scott + Partners, Inc.

SELECTED PROJECTS

Porter Hospital, Pond Lane Musculoskeletal Clinic, Middlebury, VT
UVMMC 350 Tilley Drive Dermatology Clinic, S. Burlington, VT
UVMMC 350 Tilley Drive Ophthalmology Clinic, S. Burlington, VT
UVMMC Infusion Clinic, S. Burlington, VT
UVMMC Stem Cell Lab, Burlington, VT
Copley Hospital Employee Entry, Morrisville, VT
Copley Hospital Master Plan, Morrisville, VT
Copley Hospital, MRI Addition, Morrisville, VT
Copley Hospital, Finance Office Renovations, Morrisville, VT
Copley Hospital, Mansfield Orthopedics Waterbury Clinic, Waterbury VT
Notch Health Care Enosburg, Enosburg, VT
Timberlane Dental North Ave, Burlington, VT
UVMMC Stem Cell Lab, Burlington, VT
EWSD District Inventory and Social Distancing Study, Essex, VT
Essex Elementary School – Window replacement 1957 wing
Coventry Elementary School, Coventry, VT
Milton Event Barn, Milton, VT

Essex Junction City Offices, Lincoln Hall Renovations and Addition
Essex Junction, VT

St. Albans Town Municipal Bldg. Study
St. Albans, VT

Georgia Municipal Buildings Study
Georgia, VT

Georgia Municipal Office Building & Fire Station
Georgia, VT

Essex Town Fire Department, Expansion of Sand Hill Road Fire Station
Essex, VT

Essex Junction Fire Station Renovations
Essex Junction, VT

Randolph Municipal Office Building, Study and Expansion
Randolph, VT

East Montpelier Emergency Services Building
East Montpelier, VT

South Burlington Fire Station Expansion – Design-Build Competition Winners
South Burlington, VT

Barre Public Safety Building Design Competition, Finalist
Barre, VT

Essex Police Department, 81 Main St. Analysis
Essex Junction, VT

Essex Police Department, Storage Garage
Essex, VT

Essex Public Works/Recreation Office, Relocation Plan (2002)
Essex, VT

Jericho Municipal Building, Feasibility Study and Renovations
Jericho, VT

45 Kingman St., State Office Building, Building Analysis
St. Albans, VT

Brownell Library Addition & Renovation

Essex Junction, VT

Proposed Bus/Rail Transportation Center (Study) with VHB

Essex Junction, VT

Amtrak Station, Interior/Exterior Renovations/Bus Canopy

Essex Junction, VT

East Montpelier Emergency Services Bldg.

Montpelier, VT

Enosburg Falls – Generator Bldg.

So. Burlington, VT

Essex Town Offices 81 Main St. Renovation

Essex, VT

Essex Town Sand Hill Pool Bldg. Accessibility Improvements

Essex Junction, VT

Lincoln Hall Exterior Renovations

Essex Junction, VT

Maple St. Park Master Plan

Essex Junction, VT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/9/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd, Suite 230 Lafayette CA 94549 License#: 6003745 5276	CONTACT NAME: Jim Ledbetter	
	PHONE (A/C, No, Ext): 360-626-2019 FAX (A/C, No): 360-626-2019 E-MAIL ADDRESS: jim.ledbetter@assuredpartners.com	
INSURED Scott + Partners, Inc. 7 Carmichael Street Suite 102 Essex Junction VT 05452	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Westfield Specialty Insurance Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:** 954258579**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						PER STATUTE ☐ OTH-ER ☐	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liab: Claims Made			ADP0000333	1/20/2025	1/20/2026	Per Claim Aggregate	\$2,000,000 \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Information Only
Scott + Partners, Inc.
7 Carmichael Street, Suite 102
7 CARMICHAEL ST, Suite 102
ESSEX JUNCTION
ESSEX JUNCTION VT 05452
United States

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International New England 2 Railroad Str Essex Junction, VT 05452	CONTACT NAME: Susan Mongeon		
	PHONE (A/C, No, Ext): (802) 876-1316	FAX (A/C, No):	
	E-MAIL ADDRESS: susan.mongeon@hubinternational.com		
INSURED Scott And Partners, Inc. 7 Carmichael Street Suite 102 Essex Junction, VT 05452	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Cincinnati Insurance Company		10677
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			ECP 0439463	5/18/2025	5/18/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			ECP 0439463	5/18/2025	5/18/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			ECP 0439463	5/18/2025	5/18/2026	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Informational Use

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Chris & Melissa LeBlanc
265 Cottage Street
Morristown, Vermont 05661
November 12, 2025

Morristown Selectboard
43 Portland Street
Morristown, Vermont 05661

Subject: Request for Revision – Conditions of Approval, LeBlanc ROW Permit (265 Cottage Street)

Dear Members of the Selectboard,

Thank you for your time and for granting our appeal regarding the right-of-way access permit for 265 Cottage Street. We appreciate the Board's efforts in reviewing our appeal and approving our application.

After reviewing the final written decision, we have identified two conditions that require attention in order to make the project technically feasible and consistent with the law. We respectfully request that the Selectboard consider the following revisions, and that this matter be placed on the agenda for the November 17th Selectboard meeting:

Condition 6 – Alignment of Sewer Line

Current Language:

"The sewer force main shall run along the easterly side of the Cottage Street right-of-way maintaining said +/-10-foot separation distance from the traveled way, and not diagonally as proposed, until it reaches a point opposite MWL's sewer manhole #9. At that point, the line shall then turn westerly at a roughly 90-degree angle and cross the traveled way for Cottage Street perpendicularly to reach said manhole."

Requested Revision:

We request that the condition be revised to reflect the physical limitations of directional boring equipment and the spatial constraints of the right-of-way. The bore cannot make a hard 90-degree turn, and with a minimum bend radius of approximately 125 feet, the line will not be able to reach the manhole perpendicularly within a 50-foot right-of-way. Instead, the bore will run along the easterly side of Cottage Street and then make a smooth sweeping curve toward the west, terminating at the manhole.

Proposed Alternative Language:

"The sewer force main shall run along the easterly side of the Cottage Street right-of-way maintaining a +/-10-foot separation from the traveled way until a point at which it will start a sweeping turn towards the west ending at MWL Manhole #9 in a manner consistent with the operating limitations of the directional boring equipment."

Condition 10 – Building Restrictions

Current Language:

“Appellants shall restrict the use of the sewer line so it serves only one three-bedroom dwelling on their proposed new lot at 265 Cottage Street, and they shall implement a deed restriction or other similar covenant prohibiting further subdivision of the lot served by this private sewer line. Subject to Condition #12, below, this private sewer connection shall be allowed in perpetuity.

a. Construction/boring for this sewer line shall not commence until the Appellants have entered into a License Agreement with the Town and have demonstrated that the deed restriction or covenant has been recorded.”

Requested Revision:

The condition limiting our property to “one three-bedroom dwelling” was never discussed and is entirely outside the scope of a right-of-way permit. The Selectboard has no authority to dictate what we can or cannot build on our property through this permit process. Those matters are handled by zoning and wastewater regulations — not by the Selectboard. The ROW permit should address only the work taking place within the public right-of-way, not land use or development decisions on private property. Attempting to impose such a restriction on our property is an overreach of authority and needs to be corrected.

Additionally, the deed restriction included in this condition is not lawful or applicable within the context of a right-of-way permit. While we had originally suggested a deed restriction in good faith as a means to expedite the process, it has become clear that such a condition falls outside the Selectboards legal authority to impose. Both the building restriction and the deed restriction must be removed for this permit to comply with the law.

Vermont is a Dillon Rule state, which means municipalities possess only those powers expressly granted to them by the Vermont Legislature. Under Title 24 of the Vermont Statutes Annotated, the Selectboard’s authority is limited to the management of public highways and rights-of-way, public works, and other duties explicitly outlined by statute. There is no statutory authority granting the Selectboard the power to regulate building use, dwelling size, or impose deed restrictions on private property through a right-of-way permit. Accordingly, the conditions as written exceed the lawful scope of the Selectboard’s authority and should be removed.

Sincerely,

Chris & Melissa LeBlanc
265 Cottage Street
Morristown, Vermont



SELECTBOARD MEMORANDUM

To: Selectboard
From:
Date: November 17, 2025
Subject: Motion to convey land to Green Mountain Habitat for Humanity

Attachments:

1. Letter to purchase Green Mountain Habitat
2. Map of lot Green Mountain Habitat
3. Green Mountain Habitat for Humanity



We build strength, stability, self-reliance and shelter.

Morristown Select Board
c/o Morristown Town Offices
43 Portland Street
Morristown, VT 05661

October 22 2025

Re: Proposal to Purchase a Portion of the Library Park and Ride Lot for Construction of a Single-Family Affordable Home.

Dear Members of the Morristown Select Board:

Green Mountain Habitat for Humanity ("Habitat") respectfully submits this proposal to purchase a portion of the Library Park and Ride Lot in Morristown, Vermont, which is on the northern end of the Lot and bounded to the west by Richmond Street, for the purpose of constructing one single-family perpetually affordable owner-occupied home.

Habitat proposes to pay the Town of Morristown Fifty Thousand Dollars (\$50,000) for ownership of the parcel within the Park and Ride Lot that is sufficient in size to accommodate a single-family home and driveway, as well as any required setbacks or easements. The parcel in question includes the area that formerly housed a mobile home.

As part of this proposal, Habitat will also reconfigure the existing Park and Ride Lot to maximize available parking and stripe the parking area at Habitat's expense, not to exceed a cost of \$10,000) ensuring continued functionality and convenience for public users.

This proposal is predicated upon a successful application for an affordable home on the designated subdivided lot and the active backing of the Town of Morristown, as property owners, to sign and support any necessary development and zoning applications, municipal and state, required to obtain all approvals necessary for the construction of one single-family perpetually affordable owner occupied home on the designated portion of the property. See addendum 1.

Payment of the \$50,000 purchase price will be made by Habitat to the Town of Morristown prior to the commencement of construction work on the subdivided, affordable housing, lot.

We appreciate the Town's consideration of this partnership, which will create an additional permanently affordable home within the community while maintaining valuable public parking infrastructure. We look forward to working collaboratively with the Town to make this project a success.

Sincerely,

A blue ink signature of David Mullin, written in a cursive style.

David Mullin

CEO

Green Mountain Habitat for Humanity

TAG STREET
MAP
RICHMOND



LOT 9
(0.30 acres)

237-
SPACES

JP 11/6/2025

3 ac

193

2.4 ac

195

0.28 ac

196

0.24 ac(s)

ST.

197

0.2 ac

198

0.2 ac

202

0.3 ac

201

0.2 ac

200

0.3 ac

199

0.1 ac

RICHMOND

192

0.44 ac(s)

191

0.51 ac

190

0.33
ac(s)

MAIN

10

0.21 ac

9

0.1 ac

8

0.2 ac

7

0.2 ac

6

0.3 ac

Morristown Fire
Department

5

0.1 ac

COURT ST.