



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

On Zoom and at 43 Portland St. Morrisville, VT 05661  
**5:30 PM Monday, July 6, 2026**

[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 Morrystown's website:

<https://www.morrystownvt.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 of 6-15-26
2. Approve minutes of 6-22-26 Public Hearing
3. Approve minutes of 6-26-26 Joint Public Hearing

**V. 5:50PM - NEW BUSINESS**

1. Approve SP&F Attorneys, P.C. to conduct the Town's tax sale
2. Fireworks Permit approval - Kathy Demars private event 8-15-26
3. Act 162 of 2026 - Vermont Forest Fire Warden Law change - Chief Dennis Digregorio
4. Morrystown Police Department - 2026 Chevy Tahoe Review bids
5. MOSA Exhibit - Carol Lauber & Sayler Ruggles
6. Presentation and Discussion - Proposed Morrisville Arts Festival (Spring 2027) - Averill McDowell
7. Consider approval of Morrystown Bike & Ped Scoping Proposal - VHB Civil Engineering/Consulting
8. Noyes House Museum preservation project - Review proposal and award contract
9. Laporte Road Sidewalk Project - Contractor Selection
10. Recommendation to Transition Payroll and HR Information System (HRIS) Vendor to Paylocity

**VI. 7:10PM - OLD BUSINESS**

**VII. 7:11PM - APPROVE WARRANTS**

**VIII. 7:15PM - SCHEDULE**

1. Monday, July 20, 2026 - SB Meeting - 5:30PM  
Monday, August 3, 2026- SB Meeting - 5:30PM

**IX. 7:20PM - OTHER BUSINESS**

1. Executive Session - Labor Relations Agreement

**X. 7:45PM - ADJOURN**





**SELECTBOARD MEETING MINUTES  
OF JUNE 15, 2026**

Members: Richard Craig, George Cormier, Leah Hollenberger, Rose Belanger

Absent: Don McDowell

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

PARTICIPANTS/GUESTS: Kathy Chaffee, Bev Allen, Lori DeJoseph, Martin & Laura Green, Lisa Andres

*\*participating via Zoom*

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**5:30PM - CALL SELECTBOARD MEETING TO ORDER**

Richard Craig called the Selectboard Meeting to order at 5:32PM at the Tegu Building.

**5:31PM - AGENDA CHANGES/ADDITIONS**

An item has been added to New Business item#1 TCM Bank Business Officer Resolution Form and Other Business Executive Session Legal

**5:33PM - COMMUNITY COMMENTS**

One resident requested information regarding where to find the town plan and was directed to the website. Community members raised concerns about drug activity at a local building and traffic safety issues, with residents planning to document and report these incidents to authorities.

**5:47PM - APPROVE MINUTES**

**1. Approve minutes of 6-1-26**

*Motion made by Leah Hollenberger to approve the minutes of 6/1/26. Motion seconded by Rose Belanger. Motion carried. (4/0)*

**2. Approve minutes of 6-2-26 Public Hearing**

*Motion made by Leah Hollenberger to approve the minutes of 6/2/26. Motion seconded by Rose Belanger. Motion carried. (4/0)*

**3. Approve minutes of 6-8-26 SB Special Meeting**

*Motion made by Leah Hollenberger to approve the minutes of 6/8/26. Motion seconded by Rose Belanger. Motion carried. (4/0)*

**5:50PM - NEW BUSINESS**

**1. Consideration to approve TCM Bank Business Officer Resolution Form**

Brent informed the Selectboard that the policy for the use of town credit cards was being revised to ensure accountability by each approved employee who has access to cards. Previously, a single card number was used by the approved employees. The change will be a unique credit card for each of the employees authorized, thereby allowing administration to track card usage by the employee. George

requested that at a future meeting, the Selectboard review the administration's purchasing policies along with the credit card usage in the policy.

***Motion made by Leah Hollenberger to adopt the Business Officer Resolution Form authorizing Sara Haskins, Mitzi Fleming and /or Brent Raymond to make changes to the Town of Morristown business accounts at Union Bank and authorize the Vice Chair to sign the form on behalf of the Selectboard. Motion seconded by Rose Belanger. Motion carried (4/0).***

**2. Private Road Name - Apricity Lane**

***Motion made by Leah Hollenberger to approve the private road name 'Apricity Lane' as presented and authorize the Selectboard Vice Chair Richard Craig to sign the application on behalf of the Selectboard. Motion seconded by Rose Belanger. Motion carried (4/0).***

**3. Approve 2026 - 2027 Tax Anticipation Note**

Sara Haskins introduced the two options for the tax anticipation loan. She recommended option #1 from the Union Bank. George noted that the budgeted projection was on track.

***Motion made by Leah Hollenberger to approve Option #1 tax anticipation loan with reinvestment option from Union Bank for a total loan amount of \$2,320,450 with a loan rate of 3.80% and a reinvestment rate of 3.35% for FY 2026-2027. Motion seconded by Rose Belanger. Motion carried (4/0).***

**4. Sign Annual Financial Management Questionnaire**

Sara Haskins brought the annual financial management questionnaire she completes every year to the Selectboard for their review. Recently, she and Tina Sweet attended an informative class on this topic. She reported that there were no changes this year.

***Motion made by Leah Hollenberger to receive the annual financial management questionnaire as presented by Town Treasurer Sara Haskins and authorize the Vice Chair, Richard Craig to sign the form on behalf of the Selectboard. Motion seconded by Rose Belanger. Motion carried (4/0).***

**5. Ambulance write-off**

Tina Sweet presented the ambulance write-offs for this year, in keeping with the Selectboard's policies for ambulance payment collections. She noted that Medicare and Medicaid still reimburse at lower rates for ambulance services, and these were increased this year. One resident protested the Town's practice of writing off unpaid charges and suggested a sliding scale be considered. She proposed that everyone pay something. The town policies were reviewed, and Tina stated that she relentlessly pursues all unpaid debts. The Selectboard maintains fiscally minded, humane policies for ambulance services, which are often matters of life and death.

***Motion made by Leah Hollenberger to approve the write-off of \$39,276.13 for uncollectible ambulance accounts for the period of July 1, 2024, through June 30, 2025, as recommended by the Finance Director. Motion seconded by Rose Belanger. Motion carried (4/0).***

**6. Review, approve, and authorize the signing of the FY 2026/2027 dispatch services agreement with**

the Lamoille County Sheriff's Department in the amount of \$168,822.

***Motion made by Leah Hollenberger to approve and authorize the signing of the FY 2026/2027 dispatch services agreement with the Lamoille County Sheriff's Department in the amount of \$168,822. Motion seconded by Rose Belanger. Motion carried (4/0).***

**7. Continue participation and appoint Lamoille FiberNet CUD representatives**

Jane Campbell, the town representative for the Lamoille FiberNet Communications Union District, attended and brought the resolution for renewing participation to be approved, and requested that she remain as the appointed representative to the governing board for the Selectboard's approval. The Selectboard was pleased to renew its participation and approved Jane Campbell to remain as the town's representative. They thanked her for her efforts and those of the many volunteers involved in making this communications system possible.

***Motion made by Leah Hollenberger to adopt the resolution for continued participation in the Lamoille Fibernet Communications Union District and to amend the resolution to appoint Jane Campbell as the town's representative. Motion seconded by Rose Belanger. Motion carried (4/0).***

**6:20PM - OLD BUSINESS**

None

**6:20PM - APPROVE WARRANTS**

***Motion made by Leah Hollenberger to approve the warrants. Motion seconded by Rose Belanger. Motion carried. (4/0)***

**6:30PM - SCHEDULE**

1. **Monday, June 22, 2026- Site visit - 4:30PM Sand Ridge Road**  
**Monday, June 22, 2026 - Public Hearing - 5:30PM Sand Ridge Road**  
**Thursday, June 25, 2026 - Joint Public Hearing Proposed Zoning Bylaws - SB/Trustees - 5:30PM**  
**Monday, July 6, 2026 - SB Meeting - 5:30PM**  
**Monday, July 20, 2026- SB Meeting - 5:30PM**

**6:35PM - OTHER BUSINESS**

1. **Executive Session - Legal**

***Motion made by Leah Hollenberger to find that premature general public knowledge of the Town's pending or probable civil litigation matters would clearly place the Town at a substantial disadvantage because such disclosure would reveal the Town's position and negotiating strategy. Motion seconded by Rose Belanger. Motion carried (4/0).***

***Motion made by Leah Hollenberger to move that the Selectboard enter executive session at 6:35 PM to discuss pending or probable civil litigation, to which the Town may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E), and invite Brent Raymond and Judi Alberi. Motion seconded by Rose Belanger.***

***Motion carried (4/0).***

***Motion made by Leah Hollenberger to close the executive session at 7:06. Motion seconded by Rose Belanger. Motion carried (4/0).***

***Motion made by George Cormier to move the Selectboard to authorize the PVCA funds held in reserve at the Union Bank to be electronically transferred to the PVCA account at Edward Jones. Motion seconded by Rose Belanger. Motion carried (4/0).***

**6:40PM - ADJOURN**

***Motion made by Leah Hollenberger to adjourn. Motion seconded by Rose Belanger. Motion carried. (4/0)***

Meeting adjourned at 7:07 pm  
Submitted and filed this 6/16/26.  
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 JUNE 22, 2026**

Members: Richard Craig, George Cormier, Leah Hollenberger, Rose Belanger

Absent: Don McDowell

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Jordan St. Onge, Highway Superintendent

PARTICIPANTS/GUESTS: Town Attorney, David Rugh; Patrice Knapp, Brian Anderson, David Bernier, Calvin Nichols

*\*participating via Zoom*

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**FIELD INSPECTION (SITE VISIT)**

1. **4:30PM - Examination of Sand Ridge Road (Town Highway #78)**
  - a. **Meeting Location - Intersection of Sand Ridge Road (Town Highway #78) and Elmore Road (VT Route #12)**
  - b. **Scope - Inspection of the +/-0.08 miles long, fifty-foot (50') wide Class 3 town highway right-of-way for Sand Ridge Road (Town Highway #78)**

Richard Craig opened the site visit for consideration of discontinuance at 4:30 PM.

Those in attendance were Town Manager Brent Raymond; Executive Assistant Judi Alberi; Town Attorney David Rugh; Highway Superintendent Jordan St. Onge; Selectboard Members Craig, Cormier, Hollenberger, and Belanger; and residents Patrice Knapp, Brian Anderson, and Dave Bernier.

The Selectboard conducted a site inspection of Sand Ridge Road (Town Highway #78) and its intersection with Elmore Road (VT Route 12). The inspection included approximately 0.08 miles (+/- 424 feet) of a fifty-foot-wide (50 foot) Class 3 town highway right-of-way extending north from Route 12.

Highway Superintendent Jordan St. Onge measured the roadway and reported that the 0.08-mile Class III road does not meet town specifications. He explained that the road width varies from approximately 19 to 20 feet for the first 280 feet, narrowing to approximately 12 feet for the next 140 feet, terminating at the paved portion of the driveway for 50 Sand Ridge Road. An 18-inch culvert was observed on the right side of the "Y" in the road, where Private Ridges Road diverges to the left and the driveway for 50 Sand Ridge Road continues straight ahead.

**5:30PM - PUBLIC HEARING - SAND RIDGE ROAD**

1. **Call to Order and Introduction**

Richard Craig opened the public hearing at 5:30 PM at the Tegu Building. He introduced Town Attorney

David Rugh and Highway Superintendent Jordan St. Onge.

Those providing testimony were duly sworn in, including Town Attorney David Rugh; Highway Superintendent Jordan St. Onge; and residents Patrice Knapp, Dave Bernier, and Calvin Nichols. Resident Brian Anderson arrived shortly after the hearing began and was also sworn in.

**2. Evidence of Notice: Entry of exhibits into the record confirming 30 days advanced notice was provided to interested parties, the Department of Forest Parks and Recreation, and Planning Commission, newspaper publication**

Attorney David Rugh entered evidence into the record, which included:

1. Notice of site visit and hearings
2. Proof of Publication of notice in the newspaper
3. All certified mailings of notice of discontinuance
4. (Placeholder for Morristown Selectboard Meeting Minutes)
5. Morristown Tax Parcel Map
6. Total Station Survey and boundary survey of property at 50 Sand Ridge Road, Morristown, Vermont, by Gove Land Surveyors, Inc., dated April 24, 2019, recorded at Map Slide 362 (1834)
7. Letter from Vermont Department of Forests, Parks & Recreation dated June 4, 2026
8. Sand Ridge Road layout documents, September 1960 and February 1962

**3. Town Testimony: Presentation by the Town regarding the "public good, necessity, and convenience," including maintenance challenges or cost savings**

The Town held a public hearing to discuss the discontinuance of Sand Ridge Road, a 0.08-mile Class III road that does not meet Town specifications.

Town Attorney David Rugh and Highway Superintendent Jordan St. Onge presented testimony, along with supporting documentation, concerning the status and condition of Sand Ridge Road (Town Highway #78). Highway Superintendent St. Onge testified that Sand Ridge Road's width varies from 19 to 20 feet to 12 feet and that the estimated annual maintenance cost is \$3,000, primarily for plowing. An 18-inch culvert was observed on the right side of the "Y" in the road, where Private Ridges Road diverges to the left and the driveway for 50 Sand Ridge Road continues straight ahead.

In his review, Highway Superintendent St. Onge referenced applicable provisions of the Town of Morristown Road Policy, including Section B9 (Dead-End Roads), Section B11 (Downgrading Substandard Roads, which requires Selectboard review every five years), and Section C1 (Rural Road Specifications). Based on these standards and his professional assessment, he testified that Sand Ridge Road does not meet the public good standard.

He further explained that the roadway is too narrow to accommodate traffic safely, presents ongoing maintenance challenges, has no ditching, and lacks a turnaround. During the winter months, plowing is challenging, and snow is often pushed into the "Y" area. He estimated that it would cost approximately \$5,000 to bring the road up to standards.

Attorney Rugh stated that if the Selectboard decides to discontinue Sand Ridge Road, residents who access their property via Private Ridges Road would retain their access rights as governed by Vermont law, including 19 V.S.A. § 2702 regarding private road maintenance. He explained that when more than one person enjoys a common benefit from a private road, each person must contribute equitably to the cost of maintaining the road.

**4. Interested Party Testimony: Comments and evidence from abutting landowners or other interested**

**persons**

Residents raised concerns about maintaining safe access to nine homes on the road, and Brian Anderson noted prior accidents on the hill and questioned who would pay for necessary improvements if the road were discontinued. Brian stated that the Sand Ridge Road/Elmore Road intersection is a dangerous section of road in the winter and that it is difficult to see traffic. He further stated that safe access to his property is necessary.

Calvin also asked about right-of-way widths after discontinuation, and Town Attorney David Rugh explained that property owners would retain private access rights sufficient for safe travel. In response to Attorney Rugh's inquiries, Highway Superintendent Jordan St. Onge stated that he was not aware of any accidents at the intersection and did not know of any requirement to maintain the road. Attorney Rugh did note that VTrans does keep a record of high crash designations in the State and was not aware of this area being noted in that designation.

**5. Cross-Examination: Opportunity for parties to question witnesses**

Selectboard members asked for further clarification from Calvin Nichols regarding the location of Morrisville Water and Light's power lines to the road. According to Calvin Nichols the power lines run to the left of Sand Ridge Road. Attorney Rugh further defined a "public good."

**6:00PM - DELIBERATIVE SESSION**

The Select board opted to enter a private, closed, deliberative session with Town Attorney David Rugh, Town Manager Brent Raymond, and Executive Assistant Judi Alberi to discuss discontinuing the town highway right-of-way.

***Motion made by Leah Hollenberger to close the public hearing. Motion seconded by Rose Belanger. Motion carried (4/0).***

After deliberation, the meeting reconvened with no action taken, and the session ended at 6:38. The Selectboard's Return, containing its findings and conclusions, will be available no later than 60 days from the date of the public hearing and will be recorded in land records.

**6:40PM - ADJOURN**

***Motion made by Leah Hollenberger to adjourn. Motion seconded by Rose Belanger. Motion carried. (4/0)***

Meeting adjourned at 6:39 pm  
Submitted and filed this 6/23/26.  
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 JUNE 25, 2026**

Members: Richard Craig, George Cormier, Leah Hollenberger, Rose Belanger  
Don McDowell ABSENT  
Trustees: Carl Fortune, Bob Heanue, Brad Limoge, Tom Snipp  
Travis Knapp ABSENT

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Scott Johnstone, Village General Manager; Judi Alberi, Executive Assistant; Tyler Machia, Zoning/Planning Administrator; Kevin Petrochko, Lister

PARTICIPANTS/GUESTS: Jim Grover, Brent Labree, Kent Hedberg, Jerry Throne, Charles McArthur, Pauline McArthur, Wallace Reeve, Kathy Chaffee, Josh Goldstein\*

*\*participating via Zoom*

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**5:30PM -CALL MEETING TO ORDER**

Richard Craig called the Town of Morrystown Selectboard Public Hearing to order at 5:30 PM at the Tegu Building.

Carl Fortune called the Board of Trustees of the Village of Morrisville Public Hearing to order at 5:30 PM at the Tegu Building.

This joint Public Hearing was called to receive the public's comments on the proposed comprehensive amendments to the Morrystown/Morrisville Zoning and Subdivisions Bylaws.

**5:31PM - AGENDA CHANGES/ADDITIONS**

None

**5:33PM - COMMUNITY COMMENTS**

None

**5:40PM - JOINT PUBLIC HEARING**

- 1. 2026 Zoning/Subdivision Bylaw Amendments — Pursuant to 24 V.S.A. §§ 4441, 4442, and 4444, the Morrystown Selectboard and the Village of Morrisville Trustees will receive public comment on proposed comprehensive amendments to the Morrystown/Morrisville Zoning and Subdivision Bylaws.**

Richard Craig opened the hearing and explained the process. Both the Selectboard and Village Trustees have reviewed the proposed 2026 Zoning and Subdivision Bylaws. He noted that both bodies would hear public comment and could make minor amendments as appropriate.

Tyler Machia, Zoning and Planning Administrator, stated that following review by both boards, he made minor, non-substantive edits to the final draft, primarily for grammar and clarity.

## **Section 435**

Discussion began on proposed changes to Section 435, focusing on demolition versus repair of existing structures and when permits are required. The Boards considered whether property owners should be required to document maintenance work. Tyler explained that the goal was to balance flexibility for property owners with accountability.

Board members raised concerns about potential retroactive enforcement and the risk of overburdening homeowners with unnecessary documentation or notifications, particularly to the Listers' Office for minor work. Kevin Petrochko, speaking on behalf of the Listers/Assessors Office, clarified that the intent is to capture changes that may affect property value. Further discussion clarified the distinction between minor repairs and substantial demolition or reconstruction. Tyler emphasized that the primary concern is significant work that could impact property values without proper documentation.

The Boards agreed to the following amendments to Section 435:

- **Change the section title from “Maintenance” to “Demolition and Maintenance.”**
- **Move Section C to become Part 3 of Section A.**
- **Replace “should” with “shall” regarding documentation requirements.**
- **Replace “if requested” with “upon request.”**
- **Remove the second sentence in Section 435(B), beginning with “Storm water drainage” and ending with “notifications of their enlargement.”**

Stormwater drainage provisions were also discussed. The Boards considered limiting notification requirements to work involving existing permitted infrastructure rather than all drainage activities. Jerry Thorne raised concerns about how “stormwater drainage areas” may be interpreted in engineering contexts.

## **Camper and RV Storage**

The Boards reviewed proposed changes related to camper and RV storage. Current bylaws require campers to be parked in driveways; the proposed amendment would allow alternative storage locations with a \$15 permit. Tyler explained that enforcement is complaint-driven, and that permits would apply to RVs, campers, and certain containers stored outside designated driveways. Discussion included permit duration, fees, and enforcement procedures. Several residents spoke and expressed opposition to regulating where campers may be stored on private property. The Boards agreed to maintain a complaint-based enforcement approach, relying on the Zoning Administrator's discretion while balancing property owner flexibility with neighborhood standards.

The Selectboard and Trustees agreed to accept the 2026 Zoning and Subdivision Bylaws with the minor amendments outlined above. Joshua Goldstein, Planning Commission Chair, thanked both bodies for recognizing the Planning Commission's three years of work on the bylaws.

***Motion by Leah Hollenberger to close the Public Hearing. Motion seconded by Rose Belanger. Motion carried (4–0).***

***Motion by Bob Heanue to close the Public Hearing. Motion seconded by Brad Limoge. Motion carried (4–0).***

***Motion by Leah Hollenberger to adopt the 2026 Zoning Bylaws with the minor amendments to Section 435 as stated. Motion seconded by Rose Belanger. Motion carried (4–0).***

***Motion by Bob Heanue to adopt the 2026 Zoning Bylaws with the minor amendments to Section 435 as stated. Motion seconded by Tom Snipp. Motion carried (4–0).***

**Future Discussion: Data Centers**

Members of both bodies briefly discussed potential future regulation of data centers and their environmental and community impacts. Leah Hollenberger suggested the use of Interim Zoning Bylaws under 24 V.S.A. § 4415, which allows municipalities to adopt temporary regulations following public notice and hearing to protect public health, safety, and welfare while studying or updating bylaws. She suggested using Royalton’s definition of high-impact uses as a model. Tyler Machia raised concerns about feasibility, enforcement capacity, and the need for a more deliberate process.

The Selectboard agreed to place this topic on the July 6 or July 20 agenda for further discussion.

**6:30PM - ADJOURN**

***Motion made by Leah Hollenberger to adjourn the Selectboard Meeting. Motion seconded by Rose Belanger. Motion carried. (4/0)***

***Motion made by Bob Heanue to adjourn the Village Trustees Meeting. Motion seconded by Tom Snipp. Motion carried (4/0).***

Meeting adjourned at 7:37 pm  
Submitted and filed this 6/30/26.  
Bonnie McDermott, Scribe

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



Town of Morrystown  
PO Box 748  
Morrisville, VT 05661  
www.morrystownvt.org  
eallen@morrystownvt.org

### **FIREWORKS PERMIT APPLICATION**

Applicant Name Date Submitted

Physical/Mailing Address

Phone Email

Purpose of Fireworks Permit

Date of Fireworks Starting Time End Time Rain Date

Physical Location of Fireworks Location of Fireworks Storage

Type & Quantity of Fireworks:( Acceptable Measures of Quantity Pounds or Number of Pieces)  
1.3 (Class B/Display)

1.4 (Class C/Consumer)

Company or Individual Providing Display:

**If using 1.3 /Class B:**

BATFE License #

BATF License Type:

By Signing below I affirm that the Fireworks display will be conducted according to NFPA #1123 regulations regarding site selection, storage & performances; and the guidelines established by the Town of Morristown.

*Dianna Jean Montague*

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**For Office Use Only**

Approval of Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

Approval of Police Chief \_\_\_\_\_ Date \_\_\_\_\_

Approval of Selectboard \_\_\_\_\_ Date \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/10/2026

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 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).

<b>PRODUCER</b> Acisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 216-658-7100	<b>FAX (A/C, No):</b> 216-658-7101
	<b>E-MAIL ADDRESS:</b> info@brittongallagher.com	
<b>INSURED</b> Pyrotecnico Fireworks Inc., DBA Pyrotecnico P. O. Box 310 New Castle PA 16103	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A :</b> Continental Indemnity Company	<b>NAIC #</b> 28258
	<b>INSURER B :</b> Texas Insurance Company	16543
	<b>INSURER C :</b> Allianz Global Corporate & Specialty SE	7617
	<b>INSURER D :</b> HDI GLOBAL SPECIALTY SE	1340041
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**

CERTIFICATE NUMBER: 1623382511

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<b>GENERAL LIABILITY</b>	Y	Y	BESGLPTPA011501_171145_01	11/28/2025	11/28/2026	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b>	Y	Y	BESCRMNPA011501_171145_01	11/28/2025	11/28/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							\$
C	<b>UMBRELLA LIAB</b>	Y	Y	25ABEX0231	11/28/2025	11/28/2026	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>		Y	82-872096-04-45(MASTER)	10/14/2025	10/14/2026	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Excess Liability #2	Y	Y	18HX3645	11/28/2025	11/28/2026	Each Occ/ Aggregate	\$3,000,000
C	Excess Liability #3			25ABHX0050	11/28/2025	11/28/2026	Each Occ/Aggregate	\$1,000,000
D	Excess Liability #4			18HX3646	11/28/2025	11/28/2026	Each Occ/Aggregate	\$4,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Additional Insured extension of coverage is provided by above referenced policies where required by written agreement.

Auto Policy Numbers as Follows: BESCRMPCA011501\_171145\_01 (CA), BESCRMPLA011501\_171145\_01 (LA), BESCRMNPA011501\_171145\_01 (Main)

Display Date: 08/15/2026; Rain Date: N/A

Location: Open Field at 279 Earl Gray Rd., Morrisville, VT 05661

Kathy Demars, Rick and Jaimie Welcome (property owners) and Town of Morrisville

**CERTIFICATE HOLDER****CANCELLATION**

Kathy Demars  
 177 Demars Rd.  
 Morrisville VT 05661

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

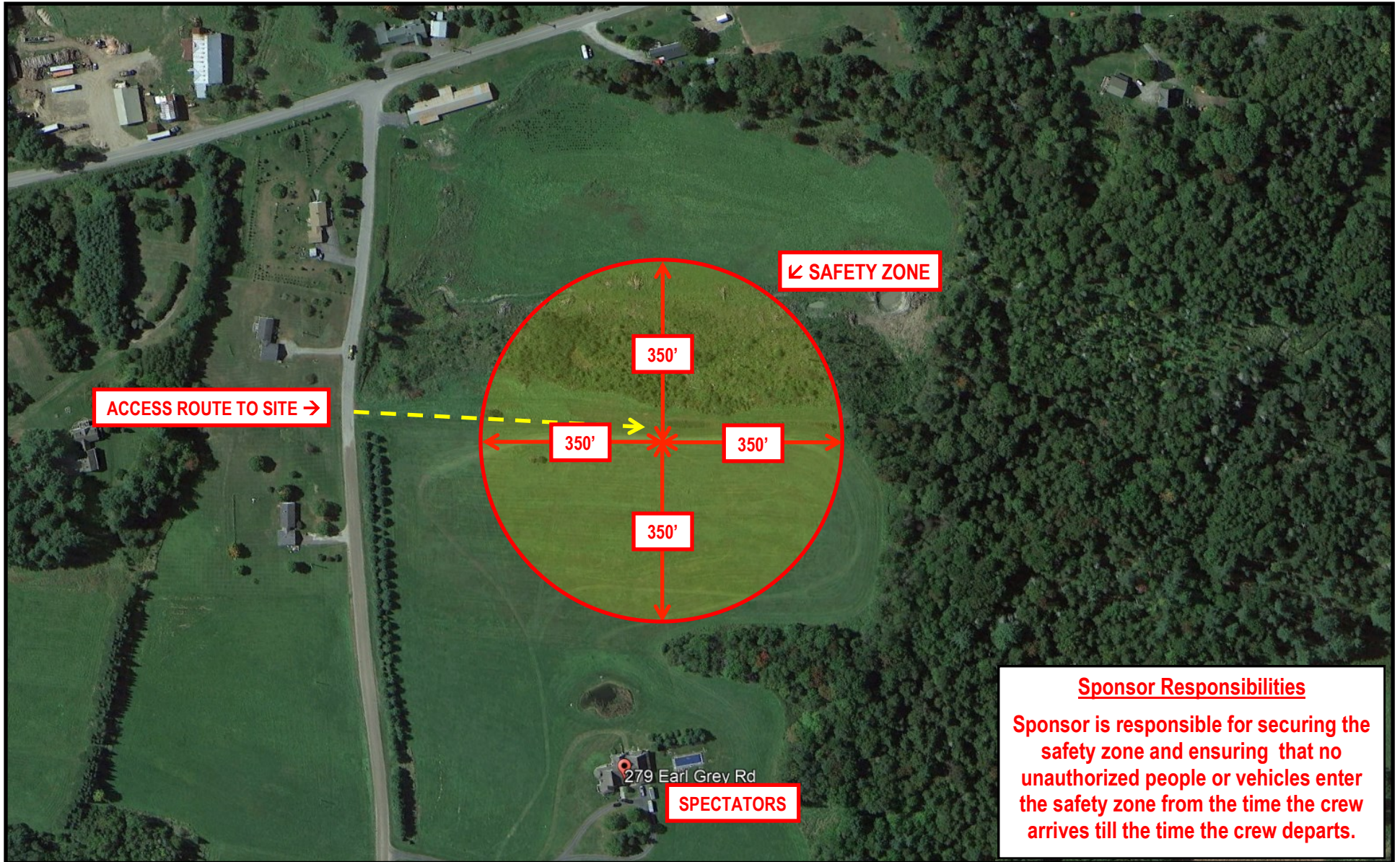
AUTHORIZED REPRESENTATIVE

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# Demars, Kathy

279 Earl Grey Rd., Morristown, VT

5" Maximum Shell Size ★ Shot Straight Up



In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF ATF - Chief, FELC  
Correspondence To 244 Needy Road  
Martinsburg, WV 25405-9431

License/Permit Number **8-PA-073-23-7J-12122**

Chief, Federal Explosives Licensing Center (FELC)

Expiration Date **September 01, 2027**

*Shawn Stevens*

Name  
PYROTECNICO

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**299 WILSON RD  
NEW CASTLE, PA 16101-**

Type of License or Permit

**23-IMPORTER OF EXPLOSIVES**

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

**PYROTECNICO FIREWORKS INC  
PYROTECNICO  
PO BOX 149  
NEW CASTLE, PA 16103-0149**

Licensee/Permittee Responsible Person Signature

*STEPHEN VITALE*

Printed Name

Position/Title

*CEO*  
*6/2/2025*

Date

Previous Edition is Obsolete PYROTECNICO FIREWORKS INC-299 WILSON RD-16101 8-PA-073-23-7J-12122-September 01, 2027-23-IMPORTER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I  
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **PYROTECNICO FIREWORKS INC**

Business Name: **PYROTECNICO**

License/Permit Number: **8-PA-073-23-7J-12122**

License/Permit Type: **23-IMPORTER OF EXPLOSIVES**

Expiration: **September 01, 2027**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

## WARNINGS

1. As provided in Title XI of the Organized Crime Control Act of 1970 (U.S.C. § 842(i)), it is unlawful for any person who (1) is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding 1 year, (2) is a fugitive from justice, (3) is an unlawful user of, or addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)), (4) has been adjudicated as a mental defective or has been committed to a mental institution, to ship, transport, or receive any explosive materials in interstate or foreign commerce, (5) is an alien, other than an alien who is lawfully admitted for permanent residence (as that term is defined in section 101(a)(20) of the Immigration and Naturalization Act), or meets any other exception under section 842(i)(5), (6) has been discharged from the armed forces under dishonorable conditions, or (7) having been a citizen of the United States, has renounced the citizenship of that person.
2. Federal Regulation 27 CFR 555.53 - Licensees and permits issued under this part are not transferable to another person. In the event of the lease, sale, or other transfer of the business or operations covered by the license or permit, the successor must obtain the license or permit required by this part before commencing business or operations.
3. Alteration or Changes to the License or Permit. Alterations or changes in the original license or permit or in duplications thereof violates 18 U.S.C. 1001, an offense punishable by imprisonment for not more than 5 years and/or a fine of not more than \$250,000.

## NOTICES

1. Any change in trade name or control of this business or operations MUST be reported within 30 days of the change to the Chief, Federal Explosives Licensing Center (FELC), 244 Needy Road, Martinsburg, WV 25405-9431. (27 CFR 555.56-555.57). A licensee or permittee who reports a Change of Control must, upon expiration of the license or permit, file an ATF Form 5400.13/5400.16.
2. Under § 555.46, Renewal of License/Permit, if a licensee or permittee intends to continue the business or operations described on a license or permit issued under this part during any portion of the ensuing year, the licensee or permittee shall, unless otherwise notified in writing by the Chief, FELC, execute and file with ATF prior to the expiration of the license or permit an application for a license or permit renewal, ATF Form 5400.14/5400.15 Part III, in accordance with the instructions on the form, and the required fee. In the event the licensee or permittee does not timely file an ATF Form 5400.14/5400.15 Part III, the licensee or permittee must file an ATF Form 5400.13/5400.16 as required by § 555.45, and obtain the required license or permit before continuing business or operations. A renewal application will automatically be mailed by ATF to the "mailing address" on the license or permit approximately 60 days prior to the expiration date of the license or permit. If the application is not received 30 days prior to the expiration date, the licensee or permittee should contact the FELC.  
Note: The user-limited permits are not renewable.
3. This license or permit is conditional upon compliance by you with the Clean Water Act (33 U.S.C. § 1341(a)).
4. THIS LICENSE OR PERMIT MUST BE POSTED AND KEPT AVAILABLE FOR INSPECTION (27 CFR 555.101).

ATF Form 5400.14/5400.15 Part I  
Revised October 2011

### Federal Explosives License (FEL) Customer Service Information (Continued from front)

**Discontinuance of Business (27 CFR 555.61)(27 CFR 555.128).** Where an explosives materials business or operations is succeeded by a new licensee or permittee, the records prescribed by this subpart shall appropriately reflect such facts and shall be delivered to the successor, or may be, within 30 days following business discontinuance, delivered to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located. Where discontinuance of the business is absolute, the records shall be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located.

Explosive materials must be stored in conformance with requirements set forth in 27 CFR, Part 55. It is unlawful for any person to store any explosive materials in a manner not in conformity with these regulations.

**TO REPORT LOST OR STOLEN EXPLOSIVES, YOU MUST IMMEDIATELY NOTIFY ATF:  
CALL TOLL FREE - (888) ATF-BOMB**

✂ Cut Here

Federal Explosives Licensing Center (FELC) Toll-free number: (877) 283-3352  
244 Needy Road Fax number: (304) 616-4401  
Martinsburg, WV 25405-9431 E-mail: FELC@atf.gov

#### ATF Hotline Numbers

Arson Hotline: 1-888-ATF-FIRE (1-888-283-3473)  
Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)  
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)  
Firearms Theft Hotline: 1-888-930-9275  
Report Stolen, Hijacked or Seized Cigarettes: 1-800-659-6242  
Other Criminal Activity: 1-888-ATF-TIPS (1-888-283-8477)



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Executive Assistant  
**Date:** July 6, 2026  
**Subject:** Act 162 of 2026 - Vermont Forest Fire Warden Law change - Chief Dennis Digregorio

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### **Background:**

The Vermont Department of Forests, Parks and Recreation has notified municipalities of significant changes to Vermont's forest fire laws under Act 162 of 2026, which takes effect on July 1, 2026. The law changes the method of designating town forest fire wardens, updates deputy warden authority, establishes a statewide campfire definition, shortens wildfire reporting timelines, and changes documentation requirements related to reimbursement for suppression costs on Agency of Natural Resources lands.

Under the new law, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within the municipality automatically serves as the town forest fire warden. In municipalities served by multiple fire departments or fire districts, one fire chief must be designated for this role. FPR has asked municipalities to review their current arrangements, confirm the proper warden designation, and ensure current contact information is on file.

The law also requires town forest fire wardens to notify FPR of all wildland fires within 24 hours of discovery and to submit fire reports within 48 hours after extinguishment. In addition, towns should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support any reimbursement request when applicable. FPR has advised municipalities to review the law with the Selectboard and fire department leadership and to share the information with the existing town forest fire warden and deputy warden.

### **Attachments:**

1. Fire Chief Letter
2. Fire Warden and Deputy Warden Letter

**State of Vermont**  
**Commissioner's Office**  
**Department of Forests, Parks & Recreation**  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

*Agency of Natural Resources*  
*Danielle Fitzko, Commissioner*

[phone] 802-828-1534  
[fax] 802-828-1399

June 24, 2026

Dear Fire Chief,

The Vermont Department of Forests, Parks, and Recreation (FPR) would like to thank you and your department for your continued partnership in protecting Vermont's communities. This letter is meant to serve as formal communication regarding recent legislative changes related to the Town Forest Fire Warden system. The recently enacted law (Act 162 of 2026), passed by the legislature and signed by the governor, updates Vermont's forest fire, fire prevention, and fire chief statutes (10 V.S.A. Chapter 83, Subchapter 4 and 20 V.S.A. § 2673) and the responsibilities and authorities related to the town forest fire warden, deputy town forest fire wardens, and fire chiefs.

Many of the legislative changes in Act 162 directly affect fire chiefs and their fire departments. We encourage you to review the information below and discuss any necessary implementation steps within your department and municipality.

#### **Town Forest Fire Warden Designation**

One of the most significant changes in Act 162 is the designation of the town forest fire warden. Previously, town forest fire wardens were appointed by the Commissioner of FPR with the approval of the selectboard. Town forest fire wardens have the authority for forest fire suppression in their town. Under the new law, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within the municipality will automatically serve as the town forest fire warden. This aligns the authority for forest fire suppression with the chief of the fire department. For municipalities served by multiple fire departments, the municipality must designate one fire chief to serve in this role. In some cases, this will mean that a fire chief is the town forest fire warden for multiple towns if their department has multi-town primary jurisdiction.

#### **Deputy Forest Fire Wardens**

Town forest fire wardens may appoint one or more deputy forest fire wardens to assist with issuing burn permits (Permits to Kindle Fire). Before the statute change, deputy town forest fire wardens were appointed by the Commissioner of FPR. Having deputy wardens who can assist with this responsibility helps ensure continuity during periods when the fire chief is unavailable and helps share the additional workload of issuing permits to kindle fire.

#### **Campfire Definition**

Act 162 now establishes a statewide definition of a campfire. A campfire is defined as a fire 36 inches in diameter or less that is built in stone arches, outdoor fireplaces, or existing fire rings, or fires 36 inches in diameter or less built in a location that is 200 feet or more from any forestland, or field containing dry grass or other flammable plant materials contiguous to forestland.

This definition clarifies which fires may be kindled without a permit and aims to help reduce confusion among residents regarding recreational fires. Per state statute, campfires do not require a Permit to Kindle Fire but may be banned by the FPR Commissioner during periods of elevated fire risk. Your town may have ordinances in place that further restrict campfires within your municipality. Clearly defining campfires allows the State to issue burn restrictions on debris burning and campfires during times of elevated fire danger or poor air quality.

### **Wildfire Reporting Requirements**

Act 162 updates reporting requirements to help strengthen communication between municipalities and FPR during wildfire incidents. Town forest fire wardens are now required to notify FPR of all wildland fires in their jurisdiction within 24 hours of discovery. The town forest fire warden must also submit fire reports within 48 hours after extinguishment. This is a significant change from the previous law that required a fire report within 2 weeks. Prompt notification and reporting to FPR is critical to help statewide situational awareness and resource coordination. Departments should ensure that personnel responsible for wildland fire incidents understand these reporting requirements and maintain accurate incident records.

### **Statewide Wildfire Coordination**

Act 162 clarifies the authority of the State Forest Fire Warden during wildfire incidents and strengthens coordination between local departments and FPR. During significant or extended incidents, FPR may provide technical assistance, specialized resources, incident management support, aviation resources, or assume incident command when necessary to protect life, property, or natural resources. These changes are intended to improve coordination and ensure that local departments have access to the resources and support needed to manage increasingly complex wildfire incidents.

### **Reimbursement and Documentation**

Act 162 modifies procedures related to reimbursement for suppression activities on Agency of Natural Resources lands. Should a wildland fire occur on ANR land within your municipality that requires fire suppression and incur expenses, there are now mandatory steps to take in order for the municipality to seek reimbursement. Notification must be made to FPR within an hour of discovery of fires on ANR owned land to be eligible for reimbursement. Fire departments and municipal officials should ensure that suppression costs, personnel records, equipment usage, and related documentation are maintained in sufficient detail to support reimbursement requests when applicable.

### **Implementation Assistance**

FPR recognizes that implementation of these changes will vary among municipalities, particularly in towns served by multiple fire departments or towns with no fire departments. To support a smooth transition, FPR will be sending training materials, offering online informational and question-and-answer sessions, and working directly with fire chiefs.

**Please reach out to your town(s) to inform them of any deputy town forest fire wardens that you have designated.**

If you have questions regarding these changes, please contact FPR's Wildland Fire Program by email [ANR.WildlandFire@Vermont.gov](mailto:ANR.WildlandFire@Vermont.gov) or the wildland fire staff for your area:

**CONTACT:**

Dan Dillner  
802-777-3079

Devin Healy  
802-917-2555

Kelsey Zaengle  
802-917-2241

**EMAIL:**

[Dan.Dillner@vermont.gov](mailto:Dan.Dillner@vermont.gov)

[Devin.Healy@vermont.gov](mailto:Devin.Healy@vermont.gov)

[Kelsey.Zaengle@vermont.gov](mailto:Kelsey.Zaengle@vermont.gov)

**COUNTIES:**

Addison, Chittenden, Franklin, Grand Isle

Caledonia, Essex, Lamoille, Orange, Orleans, Washington

Bennington, Rutland, Windsor, Windham

State of Vermont  
Commissioner's Office  
Department of Forests, Parks & Recreation  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

Agency of Natural Resources  
Danielle Fitzko, Commissioner

[phone] 802-828-1534  
[fax] 802-828-1399

June 24, 2026

Dear Town Forest Fire Wardens and Deputy Town Forest Fire Wardens,

The Vermont Department of Forests, Parks, and Recreation (FPR) would first like to thank you for your service in protecting Vermont's communities and forest resources. This letter is meant to serve as formal communication regarding recent legislative changes related to the Town Forest Fire Warden system. The recently enacted law ([Act 162](#) of 2026), passed by the legislature and signed by the Governor, updates Vermont's forest fire and fire prevention statutes (10 V.S.A. Chapter 83, Subchapter 4) and the responsibilities and authorities related to the town forest fire warden and deputy town forest fire wardens.

**Effective July 1, 2026, the chief of the fire department, fire district, or private fire department with primary responsibility for fire response within a municipality shall serve as the town forest fire warden.** In municipalities with multiple fire departments, the municipality shall designate a single fire chief to serve in this role. In some cases, a Fire chief may be the town forest fire warden for multiple towns if they have multi-town primary responsibility. If you are not currently the fire chief, you are no longer the town forest fire warden or deputy town forest fire warden appointed in your town.

The new statutes allow fire chiefs in the role of town forest fire wardens to designate one or more deputy town forest fire wardens. Deputy town forest fire wardens have the authority to issue permits to kindle a fire, much like a Key Person did before.

FPR recognizes that for some, this may be a significant change and difficult to hear. This change is not a reflection of the dedicated service of current town forest fire wardens and deputy town forest fire wardens. The previous forest fire statute, established in the early 1900s, identified a forest fire warden for each town and reflected the needs and realities of Vermont at that time, when communities were smaller and local fire protection systems were far less developed than they are today. Since that time, those statutes have remained largely unchanged while the current fire response systems have evolved around them. Fire chiefs have responsibility for fire suppression; however, the town forest fire wardens still had statutory authority for wildland fire suppression. Aligning the town forest fire warden with the fire chief role places fire suppression responsibilities with the fire chief, who oversees fire department resources. This change is intended to improve coordination, accountability, and the safe and effective management of wildfire incidents, while ensuring that those responsible for deploying local resources have an appropriate role in decisions that may affect costs and response capacity.

FPR encourages those whose role is changing to reach out to the fire chief for their respective town to explore opportunities to continue supporting their community as a deputy town forest fire warden. For those who already serve as both the fire chiefs and town forest fire wardens, further guidance will be provided by FPR's Wildland Fire Team as we work through this transition together.


The State of Vermont truly thanks you for your dedication and service to our communities.

Sincerely,



Danielle Fitzko, Commissioner  
Vermont Department of Forests, Parks and Recreation  
1 National Life Dr, Davis Bldg. | Montpelier, VT 05620  
[vtfpr.org](http://vtfpr.org)

**MORRISTOWN POLICE DEPARTMENT**



**P.O. Box 665 • 121 Lower Main Street • Morrisville, VT 05661**

Jason Luneau  
Chief Of Police

Tel: (802)888-4211  
Fax: (802)888-4044

**Memorandum**

**To:** Town Administration  
**From:** Chief Jason Luneau *JPL*  
**Date:** June 30, 2026  
**Subject:** Purchase of 2026 Chevrolet Tahoe Police Cruiser

The Police Department is requesting authorization to replace a 2020 Chevrolet Tahoe K9 Unit. The vehicle is six years old and currently has approximately 90,000 miles. Historically, the Police Department has sought to replace front-line patrol vehicles every five years to ensure they remain mechanically reliable and capable of responding safely to emergencies. Replacing vehicles on a scheduled cycle also helps reduce maintenance costs, minimize downtime, and maintain dependable service to the community.

The proposed replacement vehicle is a 2026 Chevrolet Tahoe PPV (Police Pursuit Vehicle). The quote was obtained from Loegmann Blasius Chevrolet, Inc. in Waterbury, Connecticut. We have previously purchased a police cruiser from this dealership and have had a positive experience.

In an effort to obtain competitive pricing, I also contacted two Vermont dealerships:

- Lamoille Valley Chevrolet was contacted on two separate occasions but was unable to provide a quote.
- Key Auto Group was contacted and advised that they do not have any 2026 Chevrolet Tahoe PPVs in stock. They indicated they could order a 2027 model; however, delivery would involve a significant wait time.

The costs associated with this purchase are as follows:

**2026 Chevrolet Tahoe PPV: \$59,364.00**

Cost of vehicle.

**Police Vehicle Outfitting: \$25,753.28**

Includes the installation of emergency warning lights, a center console, K9 kennel, K9 heat monitoring system, exterior graphics and decals, and all additional equipment necessary to place the vehicle into service. It should be noted that the current K9 kennel and K9 heat monitoring system have reached the end of their service life and must also be replaced.

**Motorola Mobile Radio: \$9,888.94**

Over the past four years, the Police Department has been replacing its 20-plus-year-old mobile radios as patrol vehicles are replaced. The radio included in this quote is a dual-band Motorola VHF/UHF mobile radio that provides interoperable communications with neighboring law enforcement agencies, as well as local fire and EMS agencies.

**Total Purchase Cost: \$95,006.22**

The FY 2026–2027 Police Department budget includes a budgeted annual vehicle payment of \$22,000. Historically, the department has financed patrol vehicles over a four-year term. Based on current estimates, financing \$95,006.22 over four years at an estimated interest rate of 4.5% would result in an annual payment of approximately \$26,000. While this exceeds the current budgeted amount, the additional annual cost of approximately \$4,000 is relatively modest given the significant increase in the cost of police vehicles and the specialized equipment required to place them into service.

Based on the quotes received, the immediate availability of the vehicle, and the lack of comparable options from Vermont dealerships, I recommend proceeding with the purchase of the 2026 Chevrolet Tahoe PPV from Loegmann Blasius Chevrolet, Inc. The quoted price is competitive, the vehicle is immediately available, and the dealership has previously provided the department with excellent service.

I respectfully request approval to proceed with the purchase and financing of this vehicle.



Sayler Ruggles  
Curator of MOSA project, working with MACC

To the select board of Morristown, Vermont,

This summer Morrisville Alliance for Culture and Commerce (MACC) is planning to host an outdoor sculpture show Morristown Outdoor Sculpture Art (MOSA) from July 15th to October 12th. Transforming everyday landscapes in the village of Morristown into sources of interaction, inclusion, and creating vibrant artistic showings. This event would be free to the public. MOSA would include an opening reception with a curator talk on the artwork and artists from myself, Sayler Ruggles, and invite viewers for question and answering on the works. MACC hopes to continue MOSA and make it a yearly tradition with this year, 2026, being a trial run with 3-5 artworks shown.

Our mission is to bring art to the people for free. We want to create a space where art meets the community in an outdoor setting. Morrisville has a historic village center, with 5 public sculptures on public land. Artists will be responsible for transportation and installation of their work for MOSA. For insurance on the artwork, artists have an artwork insurance policy, typically under fine art insurance or a general liability. Property owners do not need insurance for the works being put onto their land, nor would they have liability for the works. Any damages or vandalism to the artwork would be informed to Sayler Ruggles, and I would inform artists for them to fix or adjust their work. Any disturbances to the grounds would be fixed and repaired. All issues that arise will be resolved and handled by MACC.

There are numerous partners involved in this project; Vermont Studio Center is helping with show planning, as well as reaching out to VSC alumni to display artwork for the show. Other supporters include River Arts, the Town of Morristown, other neighboring towns along Route 15, a local supporter providing a seed donation, and other in-kind support. The framework for MOSA is thanks in part to North Bennington Outdoor Sculpture Show, which is celebrating its 29th year in 2026.

Morrisville has a multitude of easily accessible sites, either on town property or private that could easily be turned into a space for this MOSA. Our plan is to have an opening reception during the Morristown Summer Music Series, either before the bands play or during a set break. I, Sayler Ruggles, would give a curator talk about the work and the artists who created the work. The artist can also discuss their vision behind the work if they are present. Afterwards, there would be a walk-about through the village locations chosen to host these works. We will also be creating an online and in person map of both the artwork shown during MOSA as well as works already established in Morrisville on a map, similar to other cities' art

maps. We are collaborating to continue this cartography with surrounding towns along Route 15 with the goal to create a singular location with information and locations of free outdoor accessible artworks.

Public art as a whole is an important aspect of community. Morristown has never discussed public works and installations such as MOSA before, and as such its import to illustrate the importance and guidelines of a public installation with a community focus in mind. Public art, particularly sculpture, invites and encourages engagement and interaction with a community at large due to the fact that there are no barriers, walls, fences, or otherwise, to see and view the work to its fullest. Being so open to the public is very beneficial both for the artists, as their work is seen by many people, and the community by creating landmarks for Morrisville. However, with having such a visible interaction with the community the work should also follow community set guidelines and approval. These guidelines balance the freedom of the artists to express themselves with a proper subject matter that is appropriate for a general audience. Municipal arts programs and sculpture walks in towns across the United States frequently use standards such as “suitable for viewing by all ages in a public setting” or “consistent with community safety and accessibility” to guide selection committees while preserving viewpoint neutrality and respect for artistic diversity.

Being a community event, I don't wish to choose artworks that the community finds distasteful, or dislikes. As well, we do not wish to pick a location in the town that is unsatisfactory or unwelcoming of our showcase. With my due diligence as a VTSU graduate and friend of many of the community members in Morrisville, the artwork chosen will be an embodiment of our rural community. The choice of locations will be a collaborative discussion with the town and/or private land owners for their approval. This event we hope makes Morrisville locals ask questions, creates discourse, and harbors a safe outdoor public space. Members from MACC will make regular inspections of the pieces to ensure the integrity of the pieces are intact and contact myself, Saylor Ruggles the curator, if not. Also checking for any disturbances to the site and report out as appropriate.

In conclusion, myself and the MACC board are looking to create a public event welcoming great talents from Vermont to showcase outdoor sculptures. With other public events such as the Morrisville Summer Music Series, Rocktoberfest, an outdoor sculpture show in Morrisville would be an ideal pairing. Celebrating art and music, and enriching our community by showcasing it. I hope our vision excites the board. I'm excited to pick locations in the town that are both fitting and accepting of this work, and I can't wait to showcase beautiful art in Morristown.

Respectfully yours,  
Saylor Ruggles and the MACC Board



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Executive Assistant  
**Date:** July 6, 2026  
**Subject:** Presentation and Discussion - Proposed Morrisville Arts Festival (Spring 2027) - Averill McDowell

---

### Background:

**From:** Averill McDowell <[averill.mcdowell@lamoillesouth.org](mailto:averill.mcdowell@lamoillesouth.org)>  
**Sent:** Friday, June 12, 2026 10:39  
**To:** Brent Raymond <[braymond@morristownvt.gov](mailto:braymond@morristownvt.gov)>; Judith Alberi <[jalberi@morristownvt.org](mailto:jalberi@morristownvt.org)>  
**Subject:** Select Board: Morrisville Public Art Festival

Good morning,

I am hoping to be added to the next Select Board meeting in order to discuss an Arts Festival for next May-June, involving Peoples Academy students, local artists, professional street artists and our town.

I've included a little background about me and this project so this makes a bit more sense.

I am the high school art teacher at Peoples Academy HS. I'm finishing up my 15th year teaching. I teach everything from intro level art, to AP art/college level (drawing, 2D and 3D). My passion lies in public art, which has taken off in our community over the past 10 years. Every year we do some sort of mural or public art project, where the students design, and we, as a school, complete their designs. It's become something our students, town and community look forward to.

In February of this year I was selected as a [Rowland Fellow](#) for next school year, which means I will be a "teacher on special assignment". I will not be teaching, but instead will be traveling, researching, implementing and upleveling our current public art program here at Peoples Academy HS. My big project for next year revolves around organizing an Art Festival for the town of Morrisville. We hope to bring together local Morrisville artists, Vermont artists, professional street artists, our students and our community as we paint walls, and celebrate our town.

There are a handful of walls we have been asked to tackle. We hope to have anywhere from 4-6 professional artists directly collaborating with our art students at PA on designs and execution. All the while, our community will be completing their own community art at the Oxbow on numerous plywood panels. These panels will line the chain link fence parallel to the walkway onto the rail trail. We see this becoming an annual celebration.

I am extremely excited about what the next year holds. We hope to continue this Art Festival annually.

Looking forward to this!  
Averill

### Attachments:

1. A McDowell Arts



## **MEMO**

**To:** Brent Raymond, Town Manager and Morristown Selectboard

**From:** Adele Taplin, Economic and Community Development Director

**RE:** Morrisville LVRT Connectivity Improvement Study- Contract Award Recommendation

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### **Requested Selectboard Action**

1. Approve the award of the contract to VHB for the Morrisville LVRT Connectivity Improvement Study.
  2. Authorize the Town Manager to execute the contract.
  3. Approve an additional appropriation of \$14,877 from the Bridge, Sidewalk and Infrastructure Fund to complete the contract with VHB.
- 

### **Project Summary**

The Town of Morristown was awarded a VTrans Bicycle and Pedestrian Scoping Grant for the STP BP25(15) project, commonly referred to as the Morrisville LVRT Connectivity Improvement Study. The study will evaluate opportunities to improve bicycle and pedestrian connectivity between the Lamoille Valley Rail Trail (LVRT) and downtown Morristown, including the Portland Street and Pleasant Street trail crossings, key downtown intersections, and the Congress Street corridor. The study will identify conceptual alternatives, evaluate environmental and right-of-way considerations, estimate project costs, and develop recommendations for future implementation.

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### **Procurement Summary**

VHB was selected through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS) At-the-Ready Consultant Services Program. The At-the-Ready program prequalifies consulting firms based on qualifications and experience, allowing municipalities to procure consultant services without conducting a separate qualifications-based consultant selection. Following selection from the At-the-Ready roster, the Town issued a project-specific Request for Proposals (RFP) to VHB, and VHB submitted the attached technical and cost proposal.

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## Recommended Scope of Work

VHB's proposal includes:

- Project management and coordination.
- Existing conditions inventory and analysis.
- Three public meetings and public engagement.
- Development and evaluation of conceptual alternatives, including a required "No Build" alternative.
- Environmental, utility, right-of-way, historic, and archaeological assessments.
- Preliminary cost estimates.
- Project implementation timeline.
- Draft and final scoping reports.

The proposal demonstrates a thorough understanding of the project and the VTrans MAS scoping process.

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## Cost Comparison

<b>Project Component</b>	<b>Grant Application</b>	<b>VHB Proposal</b>
Consultant Services	\$45,455	\$64,877
Administration/Local Project Manager Costs	\$4,545*	N/A
Total Project Budget	\$50,000	\$64,877

*\*The grant application budget anticipated contracting for Administration/Local Project Manager services. These responsibilities will instead be performed by Town staff and are not included in the VHB proposal.*

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## Funding Summary

Funding Source	Amount
VTrans Bicycle & Pedestrian Scoping Grant	\$40,000
Previously Approved Town Match	\$10,000
Additional Town Funding Requested	\$14,877
Total Project Funding	\$64,877

**Note:** On June 16, 2025, the Selectboard approved the Town's required \$10,000 local match for this project, with funding to come from the Bridge, Sidewalk and Infrastructure Fund. Finance has confirmed that, after accounting for other approved projects, the fund is expected to retain an estimated balance of approximately \$205,000 after accounting for other approved projects. The requested additional appropriation of \$14,877 can be accommodated within the available balance.

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## Proposal Clarifications

Following review of the proposal, staff discussed several aspects of the scope with VHB to clarify assumptions and better understand the proposed level of effort.

- **Study Area:** Confirmed the study remains focused on LVRT-to-downtown connectivity, with a high-level evaluation of the Congress Street corridor toward Copley Hospital and Lamoille Health Partners.
  - **Walk/Bike Audit:** If awarded, Local Motion technical assistance would complement the scoping study.
  - **Public Engagement:** Three public meetings are considered sufficient, although additional engagement tools could be incorporated if desired.
  - **Historic and Archaeological Review:** Proposed level of effort is typical for a MAS scoping study and has already been streamlined where possible.
- 

## Project Timeline

Upon contract execution, work is anticipated to begin in Summer 2026, with completion expected within approximately one year. The study will include project kickoff, existing conditions analysis, public engagement, development and evaluation of alternatives,

preparation of draft and final reports, and presentation of the completed scoping study to the Selectboard.

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### **Recommendation**

Staff recommends awarding the contract to VHB because the proposal:

- Addresses the complete scope of work identified in the RFP.
- Demonstrates a thorough understanding of the project and the VTrans MAS scoping process.
- Provides the Town with an experienced consultant team selected through the VTrans At-the-Ready Consultant Services Program.
- Includes the technical expertise necessary to complete a comprehensive bicycle and pedestrian scoping study.

Staff further recommends authorizing the Town Manager to execute the contract and approving an additional appropriation of \$14,877 from the Bridge, Sidewalk and Infrastructure Fund to complete the contract with VHB.

## **Morrisville LVRT Connectivity Improvement Study (STP BP25(15)) Contract Award Recommendation**

### **Requested Selectboard Action**

1. Approve the award of the contract to VHB for the Morrisville LVRT Connectivity Improvement Study.
2. Authorize the Town Manager to execute the contract.
3. Approve the Town funding necessary to complete the contract with VHB.

### **Project Summary**

The Town of Morristown was awarded a VTrans Bicycle and Pedestrian Scoping Grant for the STP BP25(15) project, commonly referred to as the Morrisville LVRT Connectivity Improvement Study. The study will evaluate opportunities to improve bicycle and pedestrian connectivity between the Lamoille Valley Rail Trail (LVRT) and downtown Morrisville, including the Portland Street and Pleasant Street trail crossings, key downtown intersections, and the Congress Street corridor. The study will identify conceptual alternatives, evaluate environmental and right-of-way considerations, estimate project costs, and develop recommendations for future implementation.

### **Procurement Summary**

VHB was selected through the Vermont Agency of Transportation (VTrans) Municipal Assistance Section (MAS) At-the-Ready Consultant Services Program. The At-the-Ready program prequalifies consulting firms based on qualifications and experience, allowing municipalities to procure consultant services without conducting a separate qualifications-based consultant selection. Following selection from the At-the-Ready roster, the Town issued a project-specific Request for Proposals (RFP) to VHB, and VHB submitted the attached technical and cost proposal.

### **Recommended Scope of Work**

VHB's proposal includes:

- Project management and coordination.
- Existing conditions inventory and analysis.

- Three public meetings and public engagement.
- Development and evaluation of conceptual alternatives, including a required "No Build" alternative.
- Environmental, utility, right-of-way, historic, and archaeological assessments.
- Preliminary cost estimates.
- Project implementation timeline.
- Draft and final scoping reports.

The proposal demonstrates a thorough understanding of the project and the VTrans MAS scoping process.

### Cost Comparison

Project Component	Grant Application	VHB Proposal
Consultant Services	\$45,455	\$64,877
Administration/Local Project Manager Costs	\$4,545	Not Included
Total Project Budget	\$50,000	\$64,877*

\*The VHB proposal includes consultant services only and does not include Administration/Local Project Manager.

### Funding Summary

Funding Source	Amount
VTrans Bicycle & Pedestrian Scoping Grant	\$40,000
Town Contribution (Grant Application)	\$10,000
Additional Town Funding Required	\$14,877
Total Project Funding	\$64,877

## Proposal Clarifications

Following review of the proposal, staff discussed several aspects of the scope with VHB to clarify assumptions and better understand the proposed level of effort.

- **Study Area:** Confirmed the study remains focused on LVRT-to-downtown connectivity, with a high-level evaluation of the Congress Street corridor toward Copley Hospital and Lamoille Health Partners.
- **Walk/Bike Audit:** If awarded, Local Motion technical assistance would complement the scoping study.
- **Public Engagement:** Three public meetings are considered sufficient, although additional engagement tools could be incorporated if desired.
- **Historic and Archaeological Review:** Proposed level of effort is typical for a MAS scoping study and has already been streamlined where possible.

## Project Timeline

Upon contract execution, work is anticipated to begin in Summer 2026, with completion expected within approximately one year. The study will include project kickoff, existing conditions analysis, public engagement, development and evaluation of alternatives, preparation of draft and final reports, and presentation of the completed scoping study to the Selectboard.

## Recommendation

Staff recommends awarding the contract to VHB because the proposal:

- Addresses the complete scope of work identified in the RFP.
- Demonstrates a thorough understanding of the project and the VTrans MAS scoping process.
- Provides the Town with an experienced consultant team selected through the VTrans At-the-Ready Consultant Services Program.
- Includes the technical expertise necessary to complete a comprehensive bicycle and pedestrian scoping study.

Staff further recommends authorizing the Town Manager to execute the contract and approving the additional Town funding necessary to complete the study.

Technical/Cost Proposal

**Town of Morristown**

June 22, 2026



# Morristown STP BP25(15); Morrisville Connectivity Improvement Study





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June 22, 2026

Ms. Adele Taplin  
Economic & Community Development Director  
Town of Morristown

Re: Morrisville LVRT Connectivity Improvement Study

Dear Ms. Taplin:

The Lamoille Valley Rail Trail (LVRT) is a major regional asset, but in Morristown, the value of that asset depends on whether trail users can safely and intuitively reach downtown Morristown, Copley Hospital, Lamoille Health Partners, and several other of the community’s key destinations. The Town’s RFP appropriately frames this effort as more than a typical trail connection study: it requires evaluation of multiple corridors, key crossings, traffic calming and intersection improvements, and a feasibility analysis of realigning Congress Street at Portland Street/Main Street. VHB’s long history supporting the LVRT, including ongoing work with VTrans on trail planning, management, and wayfinding, positions our team to deliver a scoping study that is responsive to those project-specific challenges and ready to support future implementation.

VHB brings a thorough understanding of the LVRT and VTrans Municipal Assistance Section (MAS) process, offering:

- » **An Experienced Team.** Our Project Manager, **Drew Gingras**, Transportation Designer, **Madison Coombs**, and Project Advisor, **Branden Roberts**, know what it takes to build community support for multimodal improvements to constrained corridors from planning through implementation. The team’s project development experience, coupled with the lead role in development of the LVRT Management Plan and Wayfinding Guidance Development, provides extensive understanding of the goals for the trail and trail towns. The team is supported by other VHB staff who are active in supporting numerous communities along the LVRT with the development of Trailhead Facilities and Enhanced Community Connections. Our history with, and knowledge of, the LVRT is unparalleled and will allow VHB to hit the ground running on this assignment.
- » **A communicative, responsive team.** Having worked on many similar transportation scoping and engineering projects, we know that communication is the key to developing a vision for a successful project. This effort will require routine communication, via meetings or other means, to keep stakeholders aligned and the work on track.

Our proposed scope and fee reflect the level of effort required by the RFP. In particular, this assignment calls for development and evaluation of three build alternatives across a broad study area, along with scoping-level review of multiple crossings, corridor-level multimodal improvements, traffic calming, intersection modifications, and a feasibility assessment of realigning Congress Street. That is a broader and more analytical effort than a typical bike/ped scoping study, and we have structured our team and budget accordingly, so the Town receives a VTrans-compliant, implementation-ready product.

We are thrilled about the opportunity to collaborate with the Town to deliver active transportation connectivity solutions that fully realize the LVRT in the Town of Morristown / Village of Morrisville. Our experience across the state with scoping positions us extremely well to build consensus and make recommendations rooted in the realities that Vermont’s communities face. We look forward to strengthening our relationship with the Town of Morristown, and helping the Town leverage the VTrans bike/ped grant funding to produce a full scoping study that will identify effective connections between the trail and town that are ready to move into design and implementation. Should you need any further information or have any questions, please contact me at [dgingras@vhb.com](mailto:dgingras@vhb.com) or 802-391-5569.

Sincerely,

Drew Gingras, PE  
Project Manager  
[dgingras@vhb.com](mailto:dgingras@vhb.com)

Engineers | Scientists | Planners | Designers

20 Winooski Falls Way, Suite 400B, Winooski, Vermont 05404

P 802.497.6100 F 802.495.5130 [www.vhb.com](http://www.vhb.com)

## Project Understanding & Approach

Our team’s understanding and approach to this effort will be rooted in our 15 years of commitment to the LVRT’s success. As we have completed our efforts on construction support, management plan implementation, and guidance document creation for future infrastructure upgrades, we are now looking forward to turning our attention to helping communities take advantage of all the lessons learned from our wide-ranging portfolio. With our unparalleled experience and the efficiencies to be gained by being a multidisciplinary firm, VHB is ideally suited to successfully deliver this study.

### Project Understanding

Morrisville has a clear opportunity to turn the LVRT from a valued regional asset into a more functional part of the community’s everyday transportation network. The Town’s RFP is focused on the LVRT crossings at Portland Street and Pleasant Street and on the street network that links the trail to downtown Morrisville, Copley Hospital, Lamoille Health Partners, local businesses, employment centers, and other key destinations. In particular, the study area includes Portland Street, Pleasant Street, Railroad Street, Lower Main Street, Upper Main Street, Bridge Street, and Congress Street, and calls for focused attention to the Portland Street/Main Street/Congress Street intersection and the Bridge Street/Portland Street intersection. VHB understands that this scope extends beyond a typical VTrans Municipal Assistance Bike/Ped Grant project.

Our approach will be grounded in the workflow set forth by the MAS, and will be well-informed by our in-depth experience of collaborating with communities like Morristown on efforts just like this. This is how we have approached similar work elsewhere on the LVRT, including most recently in Johnson. VHB led a scoping study focused on creating a meaningful multimodal connection between downtown and the trail. That effort documented existing conditions, developed a public-informed purpose and need statement, assessed multiple on-road and off-road alternatives, and advanced a preferred alternative through a phased implementation strategy.

The Johnson study is relevant here not because Morrisville and Johnson are identical, but because the underlying challenge is similar: a community has a major regional trail asset nearby, but the value of that asset depends on whether users can reach downtown and other destinations through a connection that is direct, comfortable, and feasible to implement. In Johnson, that led to a phased strategy that prioritized immediate improvements along the most direct route while preserving longer-term options for broader network connectivity. Our team knows not just how to complete the steps in the scoping process, but how to do so in a way that produces alternatives that are technically credible, easy for the Town and public to understand, and realistic to advance.

For Morrisville, we would apply that same discipline to the Portland Street and Pleasant Street crossings, the Congress Street corridor, and the two aforementioned key intersections. At Portland Street/Main Street/Congress Street, the study should determine whether the existing multi-leg geometry can be improved through more targeted changes—such as crossing upgrades, traffic calming, curb adjustments, and clearer organization of movements—or whether a more substantial reconfiguration, including Congress Street realignment, is warranted. At Bridge Street/Portland Street and at the LVRT crossings (of Portland Street and Pleasant Street), the study should test which combination of crossing treatments, visibility improvements, bicycle accommodations, pedestrian facilities, and speed-management measures can produce a route that works not only on paper, but for the range of users expected to rely on it. We will evaluate alternatives in the context of ADA accessibility, state and federal



requirements, right-of-way limitations, utility conflicts, and the environmental and permitting considerations associated with the broader project area.

Just as important, VHB recognizes that the strongest scoping studies do not treat feasibility review as a separate exercise that happens after concepts are drawn. The RFP calls for early and well-documented consideration of drainage, stormwater, floodplain and river corridor issues, historic and archaeological resources, utility conflicts, work zone impacts, and coordination with VTrans where alternatives fall within state right-of-way. Those considerations should actively shape alternative development so that the Town can understand not just which option offers the greatest connectivity benefit, but which options are practical to permit, fund, phase, and construct. This is especially important if the preferred solution combines near-term safety improvements with longer-term geometric or corridor changes.

The result will be a scoping study that gives Morristown a clear basis for action: a well-supported purpose and need statement, a transparent alternatives analysis, realistic and future-sensitive cost estimates, an understanding of right-of-way and resource implications, and a practical implementation strategy for advancing the preferred alternative. VHB is well suited to deliver that outcome because our team understands the LVRT context, the MAS process, and the importance of translating high-level connectivity goals into corridor-specific, buildable recommendations that reflect how LVRT users—and Morristown residents alike—want to move through the area.

## Project Approach

Our team's approach follows the VTrans MAS Scoping Study process, structured to address the specific complexity of this study which includes multiple corridors, key intersections, corridor-level alternatives, and the feasibility of Congress Street realignment:

- » Introduce the project team to the stakeholders to develop a strong working relationship, review existing information, settle on project goals, and determine the appropriate project timeline to develop the vision of this study area.
- » Gather any additional data and resources required to refine the project team's thorough understanding of the current conditions; develop conceptual alternatives of effective multimodal corridors, asset connectivity, and roadway corridor safety improvements. As explained in detail below, the RFP includes traffic circulation and corridor safety as well as an additional alternative beyond the typical MAS scope of work.
- » Identify the preferred alternative and further refine the conceptual plan, anticipated construction costs, probable impacts, and further complications that should be considered when carrying the project forward into the development of construction documents.
- » Engage with project stakeholders and the local community at integral milestones within the scoping study process to ensure valuable public input is received and the project goals are met.
- » Develop a final report outlining the process and work completed during the study, as well as identifying next steps on the path to constructing the vision outlined as the preferred alternative.



## Scope of Work

VHB has developed the following scope of work to align with the Town of Morrystown’s RFP for the Morrisville LVRT Connectivity Improvement Study and the VTrans Municipal Assistance Section scoping process.

### Task A: Project Kickoff Meeting

VHB will prepare for and attend a project kickoff meeting with representatives from the Town of Morrystown and VTrans to initiate the exchange of information and establish communication protocols, near-term schedules, and action items. This meeting will also help establish a uniform understanding of project scope, relevant issues, and expectations. VHB proposes to follow the formal kickoff meeting with a site visit with the Project Team to discuss specific issues, potential concerns, and opportunities highlighted in the kickoff meeting from an “on-the-ground” perspective.



**Deliverables:** Kickoff Meeting Agenda and Meeting Notes

### Task B: Compile Base Map/Document Existing Conditions

VHB will compile a base map using available aerial mapping, GIS layers, tax parcel information, right-of-way information, utility mapping, traffic data, crash data, drainage information, ADA-related field observations, and other available resources relevant to the study area. Existing conditions documentation will include bicycle and pedestrian facilities, roadway geometry and characteristics, traffic volumes, parking, transit facilities, utilities, drainage infrastructure, and observed accessibility constraints.

The existing conditions assessment will specifically evaluate current bicycle and pedestrian connectivity between the Lamoille Valley Rail Trail (LVRT), downtown Morrisville, Copley Hospital, Lamoille Health Partners, local businesses, employment centers, and other key destinations. Attention will be given to the LVRT crossings at Portland Street and Pleasant Street, the Portland Street/Main Street/Congress Street intersection, and the Bridge Street/Portland Street intersection. Available trail user count data, trail user survey data, and other information provided by Rail Trail Program staff will be incorporated, as available.



**Deliverables:** Base Mapping and Existing Conditions Assessment Memorandum

### Task C: Local Concerns Meeting & Purpose and Need Statement

VHB will coordinate with the Town and VTrans to organize and moderate a Local Concerns Meeting with Town representatives, State officials, stakeholders, and the public to develop a clear understanding of project goals, opportunities, issues, and community concerns. Discussion topics will include bicycle and pedestrian safety, accessibility, connectivity, desired destinations, barriers to travel, maintenance considerations, and opportunities to improve connections between the LVRT, downtown Morrisville, healthcare facilities, businesses, and community destinations.

Based on input received during the kickoff process and Local Concerns Meeting, VHB will prepare a draft Project Purpose and Need Statement that clearly documents the transportation, safety, accessibility, and connectivity needs to be addressed by the study. Following review by the Town and VTrans, VHB will finalize the Purpose and Need Statement for use in screening and comparing alternatives.

VHB will work with the Town to prepare meeting materials and support meeting notification and outreach prior to the event.



**Deliverables:** Meeting Flyer, Presentation Materials, Draft and Final Purpose and Need Statement

### Task D: Identify Land Use Context

VHB will identify existing and planned land uses within the study area and document how residents, employees, visitors, and trail users currently travel between key destinations. The land use assessment will consider downtown Morrisville, healthcare facilities, businesses, employment centers, community destinations, and other activity generators that influence bicycle and pedestrian travel demand.



**Deliverable:** Land Use Context Assessment incorporated into Conceptual Designs and Final Report

### Task E: Development of Conceptual Alternatives

In coordination with Town staff and informed by existing conditions analysis, public engagement, and site visits, VHB will develop conceptual alternatives to improve bicycle and pedestrian safety, accessibility, and connectivity within the study area. Alternatives will evaluate bicycle facility types and configurations; pedestrian improvements; traffic calming measures; intersection improvements; and the feasibility of realigning Congress Street at its intersection with Portland Street and Main Street. The typical MAS bike/ped grant project focuses on bicycle and pedestrian safety and connectivity. VHB will include the additional roadway and intersection elements per the RFP.

Alternatives will address connections between the LVRT, downtown Morrisville, Copley Hospital, Lamoille Health Partners, local businesses, employment centers, and other community destinations. Specific consideration will be given to the LVRT crossings at Portland Street and Pleasant Street, the Portland Street/Main Street/Congress Street intersection, the Bridge Street/Portland Street intersection, and the Congress Street corridor. Each alternative will be assessed for ADA accessibility and for its ability to improve user comfort, safety, and circulation throughout the study area.

As outlined in the RFP, VHB will develop conceptual plans for up to three (3) conceptual alternatives that will include key design features, typical sections, resource and ROW impacts, utility conflicts, potential natural and historic resource impacts. To supplement each alternative, VHB will develop order of magnitude cost estimates (Task J). Like our work in other recent scoping studies, we will develop these concepts with an eye toward potential phasing for project implementation as well as work zone safety and mobility. Our team will prepare an evaluation matrix, following the template in the VTrans MAS Local Projects Guidebook for Locally Managed Projects to evaluate the three alternatives as well as a “No Build” alternative. This matrix will include measures for evaluating the various alternatives and will include, but not be limited to, construction costs, environmental and permitting impacts, compliance with the Purpose and Need Statement, and other measures pertinent to the project.

Conceptual alternatives will be shared with the Project Team for review and comment prior to the Alternatives Presentation meeting, and presentation materials will be coordinated with the Town in advance of that meeting.



**Deliverables:** Conceptual Designs and Alternatives Evaluation Matrix

## Task F: Identify Right-of-Way Issues

VHB will obtain right-of-way (ROW) and parcel information within the study area based on available VTrans ROW records. The ROW and parcel information will be overlaid onto our base mapping to identify public/private ownership. In addition to the review of property rights in relation to the identified alternatives, VHB will assess access management along potential access routes. In locations of excess drive widths that may interfere with an identified access route or trail user safety, suggested remediation alternatives will be identified within the conceptual alternatives. All identified potential ROW impacts will be summarized in the conceptual alternatives and scoping report.



**Deliverable:** ROW Summary incorporated into Conceptual Designs and Alternatives Evaluation Matrix

## Task G: Identify Utility Conflicts

VHB will identify observable public and private utilities within the study area through available mapping, coordination with utility owners and public agencies, and field review. Potential utility conflicts and likely relocation considerations will be identified for each conceptual alternative, including impacts associated with poles, drainage structures, manholes, valves, overhead or underground utility infrastructure, and other relevant features.



**Deliverable:** Utility impacts incorporated into Conceptual Designs and Alternatives Evaluation Matrix

## Task H: Identify Natural and Cultural Resource Constraints and Permitting Requirements

### Natural Resources

VHB will review publicly available natural resource mapping including wetlands, surface waters, floodplains, river corridors, rare, threatened, and endangered (RTE) species, habitat connectivity, natural communities, storm water facilities, hazardous/contaminated sites, historic and archaeological resources, hydric soils, and agricultural lands. Our team will complete this review using data from the Vermont Agency of Natural Resources’ (ANR) Natural Resources Atlas, BioFinder, and Vermont Center for Geographic Information (VCGI) GIS mapping. VHB will contact the Vermont Department of Environmental Conservation (DEC) Wetlands Program to acquire and review files pertaining to prior planning or permitting efforts, if any exist, to understand past assessments of the project corridor for state-regulated wetlands. Using this collective information, VHB will identify potential impacts on natural resources and the resulting permitting requirements.

This task is intended to support scoping-level evaluation and feasibility screening and does not include formal delineations or detailed field surveys unless otherwise authorized.

## Cultural Resources – Historic and Archaeological

To support the scoping study, VHB will complete an above-ground historic resources identification memorandum, which will aid in future planning efforts and alternatives discussions. VHB will establish a Study Area that reflects the likely Area of Potential Effect (APE) for the project location and includes potential direct and indirect effects on historic and archaeological resources. Based on the Study Area, VHB estimates 75 above-ground properties will be included in the study.

VHB has developed a streamlined approach to reviewing properties at a scoping level. A VHB Preservation Planner will identify the properties that are listed in the National Register of Historic Places (National Register), State Register of Historic Places (State Register), and the Vermont Historic Sites and Structures Survey (VHSSS). For those properties previously listed in the National Register, VHB will verify that the property remains and appears unchanged and remains eligible. The State Register and VHSSS date to 1982, and therefore these properties will need to be included in the updated scoping review.

For those unsurveyed or not listed, additional desktop survey will identify approximate construction dates. This desktop research will include resources such as the Vermont Division for Historic Preservation (VDHP) Online Resource Center (ORC) files, the University of Vermont Landscape Change Program, and other publicly available records including property records, aerial imagery, historic maps, and Street View. Those properties under 50 years old will be identified as ineligible due to age and not recommended for further study or discussion and will not be photographed. Properties that are over 50 years and severely altered will be identified and not recommended for further study due to their alterations resulting in loss of historic integrity. These properties will not be photographed.

Properties (not listed in the National Register) that are 50 years old and appear to retain historic integrity will be further reviewed. VHB will provide the Town with a list of required photos to review and document the historic integrity of these selected properties. The Town-provided site photographs will support the evaluation of historic integrity and significance. Those properties that are recommended for further review will be presented in a table that includes the following: E-911 address, photo #, date of construction, brief building description, prior State Register or National Register listings, integrity evaluation, and recommendation of eligibility for listing in the National Register. All properties will be keyed to a Study Area map.

VHB uses this streamlined approach to identify concerns and properties in the Study Area that would be subject to review under Section 106 of the National Historic Preservation Act and Section 4(f) of the Department of Transportation Act (1966), if applicable. The results of this study will be presented in a brief historic resources memo that summarizes the resource findings and includes considerations and recommendations for future permitting. The memo will include a map with properties mapped and photographs of those properties selected for further review. This scope of work does not include the preparation of Vermont Architectural Resource Inventory ("VARI") forms.

To support the scoping study, a VHB archaeologist will complete an Archaeological Resources Assessment ("ARA") within the area-of-potential-effect ("APE") developed for the Project in collaboration with the broader VHB Transportation Engineering Team.

VHB will first consult the Vermont Division for Historic Preservation's ("VDHP") Online Resource Center ("ORC") to identify previous archaeological studies or sites located within the APE, as this information may inform the archaeological sensitivity determinations for areas affected by future Project impacts.

VHB will then assess the APE using the VDHP's (2015) Environmental Predictive Model for Locating Pre-contact Archaeological Sites. Relevant sections of historic map resources will be georeferenced to identify potential mapped domestic structures or other historic archaeological concerns located within the APE. Additionally, available Vermont Center for Geographic Information ("VCGI") Light Detection and Ranging ("LiDAR") imagery will be analyzed to identify unmapped historic structures or anomalies of historic archaeological concern within the APE. VHB will also review available historic VCGI aerial imagery and other resources to characterize past land use in the APE, and to identify any areas of previous ground disturbance.

Following the completion of background research, a VHB archaeologist will conduct a thorough inspection of the APE to explore areas demarcated as archaeologically sensitive during desktop review, and to identify any landscape features which may have been omitted during the preliminary sensitivity analysis (e.g., microtopographic features, unmapped historic structures). Additionally, any landscape elements which would subtract from the original desktop sensitivity analysis will be recorded (e.g., hydric soils, excessive slope, disturbance). Archaeologically sensitive areas and areas of previous ground disturbance will be recorded using an Arrow +100 global positioning system (GPS) unit with sub-meter accuracy and real-time kinematic ("RTK") positioning for Project planning purposes.

Upon completion of background research and field investigations, a VHB archaeologist will complete a concluding ARA report memo that culminates in a recommendation of whether the Project could impact any areas of known archaeological resources and/or identified archaeologically sensitive areas, and provide recommendations for further investigations, if necessary (subsequent archaeological investigations not included in this scope of work). The ARA report will contain all required elements stipulated in the VDHP's (2017) Guidelines for Conducting Archaeology in Vermont.



**Deliverables:** Resources Mapping, Above-Ground Historic Resource Memo, and Archaeological Resources Assessment.

## Task I: Alternatives Presentation

VHB will provide an Alternatives Presentation to present conceptual alternatives, evaluation matrix, and preliminary cost estimates to the Town, stakeholders, and the public. Alternatives will be presented in a manner that clearly identifies benefits, constraints, anticipated impacts, order of magnitude costs, and how each option responds to the Purpose and Need Statement.

The meeting will solicit public feedback and support selection of a preferred alternative for further development. VHB will prepare presentation materials and coordinate with the Town regarding meeting notice, format, and documentation.



**Deliverables:** Meeting Flyer, Presentation Materials, Meeting Notes, and Preferred Alternative Recommendation

## Task J: Preliminary Cost Estimates

VHB will develop preliminary, order of magnitude, cost estimates for further planning, design, construction, and maintenance costs of the selected alternative. Construction cost estimates will be refined to order of magnitude pricing based on the development of the final alternatives. The cost estimates will include amounts for construction, engineering, municipal project management, and construction inspection.



**Deliverable:** Preliminary Cost Estimates

## Task K: Project Timeline

VHB will prepare a project development timeline that advances the preferred alternative through future design, permitting, right-of-way acquisition if required, and construction, assuming a combination of Federal and local funding. If implementation in phases is advisable, VHB will identify logical phasing steps and sequencing considerations.



**Deliverable:** Formalized Project Timeline and Implementation/Phasing Strategy

## Task L: Report Production

VHB will develop a Draft Scoping Report using information gathered from the tasks performed in the scope of work above. The draft report will include an existing conditions assessment, a summary of the public outreach process, the Purpose and Need Statement, an overview of the alternatives evaluation process, and a summary of the preferred alternative selected for the study area. We will submit the Draft Scoping Study in PDF format to the Town and VTrans for review and comment.

The Town will post a copy of the Draft Scoping Study on their website and advertise a final discussion to take place at a regularly scheduled Selectboard Meeting. VHB will virtually participate in the Selectboard Meeting to discuss the Draft Scoping Study, answer any remaining questions, and solicit approval from the Town Selectboard of the findings and recommended project path forward.

Based on the Town and VTrans comments, VHB will develop the Final Scoping Report. The Final Scoping Report will follow the format outlined by MAS guidelines. VHB will distribute the final report in PDF format to the Town and VTrans at the completion of the project.



**Deliverables:** Draft Report, Public Information Meeting Support, Final Scoping Report

## Project Schedule

VHB’s management approach is based on the quality of our personnel and our ability to manage projects to provide on-time, within budget completion of milestones. We know that frequent communication is essential to keeping projects moving forward through design and construction. In addition to frequent communication, we have learned through experience that a successful management plan must:

- » Define an organizational structure with direct lines of responsibility and communication
- » Base activities on a clear, agreed-upon understanding of the objectives of the client, the required products, the technical requirements, and the required external and internal relationships and coordination
- » Be flexible to meet constantly changing demands and circumstances
- » Assign the right leadership and staff who are committed to the project for its duration
- » Make effective use of technology to inform, assure, and communicate with stakeholders

If a Notice to Proceed is provided by July 10, 2026, and no unforeseen delays or obstacles are encountered during the course of the project, we anticipate things to proceed along the following schedule:

TASK	ANTICIPATED SCHEDULE
Project Kickoff Meeting	July 2026
Compile Base Map/Document Existing Conditions	July – August 2026
Local Concerns Meeting	September 2026
Develop Conceptual Alternatives	October – December 2026
Alternatives Presentation Meeting	January 2027
Draft Report Preparation	February – April 2027
Final Public Meeting	May 2027
Final Report Preparation and Submission	June 2027

## Key Personnel & Support Staff

Our team has an open-minded approach to projects, and we are committed to listening and truly understanding the Town's needs—we see the whole picture, not just one piece. We integrate the right people and resources from our four core service areas—transportation planning and design, land development, and environmental science—to help clients initiate and complete intricate, challenging, and significant projects.

Project success relies on more than technical capabilities and an understanding of project requirements. It requires people—their creativity, energy, and commitment to your goals. For this reason, we have taken great care in assembling our proposed team for this scoping study. Our team's strengths go beyond having the right combination of abilities and decades of experience—we offer local team leaders who have a long history working on multimodal connections and with the communities they serve.

### Key Personnel

#### **Drew Gingras, PE, Project Manager** | *15 years of professional experience*

Drew is a Project Manager in VHB's Winooski, VT office. While he is a lifetime Vermonter, Drew brings nationally recognized expertise in the field of bicycle and pedestrian planning and design. His career at VHB has focused on all levels of transportation project development from scoping and developing conceptual alternatives, through to final engineering design and construction inspection. He has served in the role of Project Manager on several MAS scoping studies like this one, and has consistently delivered well thought-out, effectively communicated, right-sized, implementable solutions to communities throughout Vermont. Drew's approach to project management is built on effective communication—with the client, key stakeholders, and community members—and an in-depth knowledge of the challenges and opportunities that can make the delivery of studies like this a success.

#### **Branden Roberts, PE, Project Advisor** | *12 years of professional experience*

The Vermont Director of Transportation Engineering at VHB, Branden has a wide-ranging portfolio that includes managing and supporting both the planning and design of roadway, bicycle, pedestrian facility, and stormwater design projects for the Vermont Agency of Transportation (VTrans) and municipal clients throughout Vermont, as well as field construction inspection experience. He manages a team composed of ten Vermont-based transportation project managers, engineers, and designers that focus on the successful delivery of projects not only in Vermont, but also for clients in Maine, New Hampshire, and upstate New York.

#### **Madison Coombs, Transportation Designer** | *2 years of professional experience*

Madison is a Transportation Designer with experience at all levels of scoping, including existing condition assessments, conceptual designs, cost estimating, and public engagement. She has recently worked on bicycle and pedestrian scoping efforts including Lower Webster Road in Shelburne (which recently received a VTrans TAP Grant for the implementation of phased improvements), Greensboro Breezy Ave Shared Use Path Scoping, the VT Route 127 Path Connections study in Burlington, and a safety action plan focused on ped/bike improvements along Route 121 in Rockingham.

### Support Staff

**Jenn Conley, PE, PTOE** – As Vermont's Director of Transportation for VHB, Jenn brings over 30 years of transportation planning and safety experience to the project team and will serve a Quality Control role for this project.

**Brad Ketterling** – Brad brings 28 years of environmental scientist expertise to the team and will provide an advisory role for Task H.

**Jesse Therrien** – With 18 years of experience as an Environmental Scientist and Senior GIS Analyst, Jesse supports the team with his Senior GIS Specialist technical capabilities.

**Kaitlin O’Shea** – Kaitlin brings over 15 years of transportation project review experience to the team, having worked for VHB for 10 years and VTrans 5 years prior. Kaitlin has supported VTrans and municipalities with Section 106 review and Section 4(f) evaluations for the LVRT projects and adjacent connections.

**Al Honsinger** – Al brings over 8 years of experience as a practicing archaeologist in New England. Al will serve as the principal investigator for the ARA effort.

## Cost Proposal

VHB's proposed fee reflects the level of effort required to complete the scope defined in the RFP and to prepare a scoping study that can credibly support future advancement into design and construction.

Several aspects of this assignment expand the effort beyond a typical bicycle and pedestrian scoping study:

- » The requirement to develop and evaluate three build alternatives plus a no-build alternative.
- » The breadth of the study area, which includes multiple corridors linking the LVRT to downtown, healthcare destinations, businesses, and other activity centers.
- » The need to study multiple crossing locations and key intersections, including Portland Street/Main Street/Congress Street and Bridge Street/Portland Street.
- » The inclusion of traffic calming, intersection improvements, and corridor-level multimodal alternatives, rather than only isolated sidewalk or bicycle facility improvements.
- » The requirement to assess the feasibility of Congress Street realignment.

For these reasons, the proposed fee—presented in detail on the following page—is intended to match the anticipated analytical and multidisciplinary effort needed to complete the study as requested and provide the Town with an actionable scoping study.



Morrisville LVRT Connectivity Improvement Study

<b>Town of Morristown</b> <b>Morrisville LVRT Connectivity Improvement Study</b> Labor Budget							
TASK DESCRIPTION	Project Advisor	Project Manager	Project Engineers / Planners	Natural & Cultural Resources	Project Planner / GIS	Total Hours	
<b>A Project Kick-Off Meeting &amp; Project Management</b>							
Prepare for, Attend, and Document Kick-Off meeting	1	2	4			7	\$ 353
Project Site Walk		4	6			10	\$ 493
Coordination Meetings and Project Administration	4	12	8			24	\$ 1,365
<b>B Compile Base Map/Document Existing Conditions</b>							
Coordinate and Obtain Data from Town and State		2	2		2	6	\$ 285
Develop Base Map Using Existing Information			4	4	12	20	\$ 815
Prepare Existing Conditions Assessment		2	8		4	14	\$ 593
<b>C Local Concerns Meeting &amp; Purpose and Need Statement</b>							
Prepare for, Attend, and Document Local Concerns Meeting (In Person)		8	12		4	24	\$ 1,140
Prepare Purpose and Need Statement		1	2			3	\$ 142
<b>D Identify Land Use Context</b>							
Identify Current and Future Land Uses			2		2	4	\$ 154
Identify Current Bicycle / Pedestrian Mobility Facilities			2		2	4	\$ 154
<b>E Develop Conceptual Alternatives</b>							
Identify and Develop Conceptual Bike/Ped Alternatives	2	8	48			58	\$ 2,504
Evaluate Portland/Congress Realignment Feasibility	2	4	16			22	\$ 1,012
Generate Evaluation Matrix		4	8			12	\$ 570
<b>F Identify Right of Way Issues</b>							
Incorporate R.O.W. Information into Base Mapping		1			4	5	\$ 220
<b>G Identify Utility Conflicts</b>							
Public and Private Utility Research			3		3	6	\$ 231
Incorporate Utilities into Base Mapping		1	3		3	7	\$ 297
<b>H Identify Resource Constraints &amp; Permitting Requirements</b>							
Natural Resources Assessment		1		10	4	15	\$ 715
Cultural Resources Assessment - Historic and Archaeological		1		56	6	63	\$ 3,067
Summarize Resource Issues/Identify Permitting Requirements				8		8	\$ 396
<b>I Alternatives Presentation Meeting</b>							
Prepare for, Attend, and Document Alternatives Meeting (In Person)	1	8	16		4	29	\$ 1,362
<b>J Preliminary Cost Estimates</b>							
Develop Conceptual Bike/Ped Alternatives Cost Estimates	1	4	16			21	\$ 945
Develop Conceptual Intersection Realignment Cost Estimates	1	2	12			15	\$ 660
<b>K Preliminary Project Timeline</b>							
Preliminary Project Timeline	1	2	4			7	\$ 353
<b>L Report Preparation and Public Meeting</b>							
Draft Report Preparation	2	8	40	4	8	62	\$ 2,704
Prepare for and Attend Final Public Meeting (Virtual)		4	4			8	\$ 416
Final Report Preparation	2	4	16			22	\$ 1,012
<b>Total Hours:</b>	<b>17</b>	<b>83</b>	<b>236</b>	<b>82</b>	<b>58</b>	<b>476</b>	
Direct Hourly Rate:	\$ 67.78	\$ 65.55	\$ 38.42	\$ 49.45	\$ 38.65		
Overhead Rate:	\$ 113.35	\$ 109.62	\$ 64.25	\$ 82.70	\$ 64.63		
Profit (10%):	\$ 18.11	\$ 17.52	\$ 10.27	\$ 13.22	\$ 10.33		
<b>Total Labor Cost:</b>	<b>\$ 3,387</b>	<b>\$ 15,993</b>	<b>\$ 26,654</b>	<b>\$ 11,920</b>	<b>\$ 6,589</b>		<b>\$ 64,543</b>
						<b>Total Labor Cost</b>	<b>\$ 64,543</b>
						<b>Direct Expenses (Meeting Mileage)</b>	<b>\$ 334</b>
						<b>Total Project Cost</b>	<b>\$ 64,877</b>

## MEMO

**To:** Brent Raymond, Town Manager and Morristown Selectboard

**From:** Adele Taplin, Economic & Community Development Director

**RE:** Noyes House Museum Preservation Project – Contract Award Recommendation

### **Building Communities Grant (BCG) – Human Services & Educational Facilities Program**

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#### **Requested Selectboard Action**

1. Approve the award of the construction contract to Ben Levitt Timber Frame Restoration for the Noyes House Museum Preservation Project.
  2. Authorize the Town Manager to execute the contract.
  3. Approve the Town's required financial contribution, including approximately \$8,000 **of in-kind services** (grading, drainage improvements, stonework, materials, equipment, and labor) to be completed by the Town Highway Department and volunteer Jerry Audy, along with an estimated cash contribution of approximately \$24,000 to complete the contract with Ben Levitt Timber Frame Restoration.
- 

#### **Project Summary**

The Town was awarded a \$14,000 Building Communities Grant (BCG) to complete preservation work at the Noyes House Museum.

Following issuance of the RFP, contractor Ben Levitt completed a limited exploratory investigation beneath the barn floor to determine whether the powder post beetle evidence previously observed in an antique wooden processor was also present in the building's structural framing. No evidence of powder post beetle activity was found in the framing that could be inspected. As a result, the anticipated work shifted from widespread insect mitigation to localized structural repairs and moisture remediation, while recognizing that concealed deterioration may still be encountered once construction begins.

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#### **Recommended Scope of Work**

Contractor (Ben Levitt Timber Frame Restoration)

- Barn sill repair and structural stabilization

- Repair of the barn floor from the stairway to the south wall and from the east wall to the first line of posts, including associated framing repairs
- Gutter and ell repairs to improve drainage and moisture management
- Powder post beetle treatment if evidence is encountered during construction

Town Highway Department / Volunteer Jerry Audy (In-Kind Contribution)

- Grading
- Drainage improvements
- Stonework and crushed stone placement
- Equipment, materials, and labor

Estimated value of Town in-kind contribution: \$8,000

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**Cost Comparison**

<b>Project Component</b>	<b>Grant Estimate</b>	<b>Ben Levitt Proposal</b>
Barn sill repair & structural repairs	\$25,000	\$25,508
Gutters & ell remediation	\$7,000	\$7,400
Base Contractor Work	\$32,000	\$32,908
Contract Work 15% Contingency		\$4,936
<b>Total Contractor Contract</b>	<b>\$32,000</b>	<b>\$37,844</b>
Town grading, drainage & stonework (in-kind)	\$8,000	\$8,000
<b>Estimated Total Project Cost</b>	<b>\$40,000</b>	<b>\$45,844</b>

**Note:** The contract amount includes a 15% contingency that the contractor incorporated into the fixed-price proposal to account for concealed conditions that may be encountered during construction.

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**Funding Summary**

Funding Source	Amount
Building Communities Grant	\$14,000

Estimated Town Contribution (In-Kind)	\$8,000
Estimated Town Contribution (Cash)	\$23,844
Estimated Total Funding	\$45,844

**Note:** At the time of this memo, Finance has confirmed sufficient funds are available for the Town contribution:

- Noyes House Museum Fund balance \$6,982
- Municipal Capital Buildings Fund balance \$825,000

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### **Project Timeline**

Upon contract execution, work is anticipated to begin during Summer 2026, with project completion expected by Summer 2027. The schedule will be coordinated among the Town, the Noyes House Museum, and the contractor to accommodate site access, museum operations, and the contractor's work schedule.

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### **Recommendation**

Two proposals were received in response to the RFP. Scratch Builders submitted a proposal of \$26,500; however, it did not include the full scope of work (gutters, ell remediation, and trim/siding repairs). We recommend awarding the contract to Ben Levitt Timber Frame Restoration.

The proposal:

- Addresses the **complete scope of work** identified in the RFP.
- Reflects findings from the pre-bid exploratory investigation.
- Includes a fixed-price contingency to address concealed conditions common in historic preservation projects.
- Provides the Town with an experienced contractor specializing in historic timber frame preservation and restoration.

**Noyes House Museum Preservation Project – Contract Award Recommendation**  
**Building Communities Grant (BCG) – Human Services & Educational Facilities Program**

**Requested Selectboard Action**

1. Approve the award of the construction contract to Ben Levitt Timber Frame Restoration for the Noyes House Museum Preservation Project.
2. Authorize the Town Manager to execute the contract.
3. Approve the Town's required financial contribution, including approximately \$8,000 of in-kind services (grading, drainage improvements, stonework, materials, equipment, and labor) to be completed by the Town Highway Department and volunteer Jerry Audy, along with the additional cash contribution necessary to complete the contract with Ben Levitt Timber Frame Restoration.

---

**Project Summary**

The Town was awarded a \$14,000 Building Communities Grant (BCG) to complete preservation work at the Noyes House Museum.

Following issuance of the RFP, contractor Ben Levitt completed a limited exploratory investigation beneath the barn floor. No evidence of powder post beetle activity was found in the structural framing that could be inspected. As a result, the anticipated work has shifted from widespread insect mitigation to localized structural repairs and moisture remediation while recognizing that concealed deterioration may still be encountered once construction begins.

---

**Recommended Scope of Work**

Contractor (Ben Levitt Timber Frame Restoration)

- Barn sill repair and structural stabilization
- Repair of the barn floor from the stairway to the south wall and from the east wall to the first line of posts, including associated framing repairs
- Gutter and ell repairs to improve drainage and moisture management
- Moisture management improvements
- Powder post beetle treatment if evidence is encountered during construction

Town Highway Department / Volunteer Jerry Audy (In-Kind Contribution)

- Grading
- Drainage improvements
- Stonework and crushed stone placement
- Equipment, materials, and labor

Estimated value of Town in-kind contribution: \$8,000

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**Cost Comparison**

Project Component	Grant Estimate	Ben Levitt Proposal
Barn sill repair & structural repairs	\$25,000	\$25,508
Gutters & ell remediation	\$7,000	\$7,400
Contractor Work	\$32,000	\$32,908
Contract Work 15% Contingency		\$4,936
Town grading, drainage & stonework (in-kind)	\$8,000	\$8,000
Estimated Total Project	\$40,000	\$45,844

**Note:** The contract amount includes a 15% contingency that the contractor incorporated into the fixed-price proposal to account for concealed conditions that may be encountered during construction.

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**Funding Summary**

Funding Source	Amount
Building Communities Grant	\$14,000
Estimated Town Contribution (In-Kind)	\$8,000
Estimated Town Contribution (Cash)	\$23,844
Estimated Total Funding	\$45,844

## **Project Timeline**

Upon contract execution, work is anticipated to begin during Summer 2026, with project completion expected by Summer 2027. The schedule will be coordinated among the Town, the Noyes House Museum, and the contractor to accommodate site access, museum operations, and the contractor's work schedule.

---

## **Recommendation**

Two proposals were received in response to the RFP. We recommend awarding the contract to Ben Levitt Timber Frame Restoration.

The proposal:

- Addresses the complete scope of work identified in the RFP.
- Reflects findings from the pre-bid exploratory investigation.
- Includes a fixed-price contingency to address concealed conditions common in historic preservation projects.
- Provides the Town with an experienced contractor specializing in historic timber frame preservation and restoration.

**NOYES HOUSE MUSEUM**  
Morrisville, Vermont  
Preservation Repairs and Structural Stabilization  
Site Visit: May 2026

## **Project Description**

Based on site observations and limited exploratory investigation, deterioration appears concentrated within portions of the barn floor framing system, localized sill areas, and moisture-affected conditions at the ell eave. Selective opening of the barn floor indicated that portions of the sill system are in better condition than originally anticipated, while several floor joists exhibit significant deterioration associated with long-term moisture exposure.

Preliminary investigation of the barn cornice and eave framing indicated that these assemblies appear generally sound and stable at this time. Further concealed investigation may reveal additional conditions requiring attention; however, current observations are generally consistent with the findings noted in the preservation assessment prepared by Jan Lewandowski.

The proposed work is intended as a preservation-oriented repair approach that prioritizes retention of existing historic material where feasible while improving structural stability and moisture management.

### ***Work Item 1 – Barn Floor Stabilization***

- Carefully remove and store existing floorboards within designated repair areas
- Replace deteriorated floor joists within designated repair areas
- Install new intermediate girder framing as required
- Reinstall salvaged flooring materials where feasible
- Treat exposed framing for powder post beetle activity as required

**Estimated Cost: \$5,566**

### ***Work Item 2 – Sill Replacement and Structural Stabilization***

- Selective demolition required for access
- Temporary cribbing and jacking of affected structure
- Replacement of approximately 24 linear feet of deteriorated sill
- Localized stone foundation repairs at bearing points
- Re-establish structural bearing and alignment
- Repair and reinstall siding, trim, and associated exterior finishes removed to facilitate repairs
- Restore affected work areas to a historically appropriate appearance consistent with adjacent existing conditions

**Estimated Cost: \$19,942**

### ***Work Item 3 – Ell Eave Moisture Remediation***

- Remove and replace roofing materials at affected ell eave locations
- Install new drip edge
- Install ice and water protection membrane
- Repair and replace flashing as required
- Replace shingles in affected work areas

**Estimated Cost: \$5,600**

#### ***Work Item 4 – Gutter Installation***

- Install approximately 60 linear feet of gutters and associated drainage improvements

**Estimated Cost: \$1,800**

**Subtotal: \$32,908**

**Contingency Allowance (15%): \$4,936**

**Total Estimated Project Cost: \$37,844**

#### **Project Closeout**

All debris, demolition materials, and construction-related waste generated by the Contractor shall be removed from the site. Work areas shall be cleaned and left in orderly condition upon completion of the project. Salvaged historic materials designated for retention by the Owner shall be protected and stored on site as directed.

**MEMO**

**TO:** Morristown Selectboard

**FROM:** Jordan St.Onge, Highway Superintendent

**DATE:** June 30, 2026,

**RE:** Laporte Rd Sidewalk Project- Contractor Selection

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**Project Overview:**

Install 680' of sidewalk and granite curb from Feline Loop to Gordon Lane, and Audy Ln to Jersey Heights. There is currently no sidewalk along these 2 stretches of road, but sidewalk in between and beyond them. By filling these gaps in our sidewalk network, we will connect around 250 housing units to Downtown Morrisville via sidewalk.

Estimated project cost - \$136,625

Downtown Transportation Fund Grant - \$109,300

Estimated project cost includes match in-kind by completing all demo, flagging, material hauling, backfilling, seeding, and patch paving in house.

Work to be completed this summer, late August to mid-September

RFP was publicly posted on the Town website and VLCT Classifieds

**Contractor Bid Results:**

EEC Excavating - \$81,700.00

- Expected start date: Early September 2026
- Expected time to complete: 2 weeks

N.A Manosh - \$92,401.00

- Expected start date: Summer 2026
- Expected time to complete: 2 weeks

Dale E. Percy Inc - \$134,038.00

- Expected start date: Summer 2026
- Expected time to complete: 2 weeks

**Summary:**

All proposals are technically equivalent with similar timelines. I recommend selecting the low bidder EEC Excavating. They are nearly finished with the Elmore St sidewalk project, are within schedule, have been a pleasure to work with, and delivered a very nice product.

**This project is made possible by a difficult, and highly competitive grant application done by Adele Taplin.** We also would not have been eligible for this grant if we had not regained Designated Downtown status.

Of the \$136,625 total project costs, \$85,000 is hard costs, the balance is in kind labor and equipment. **As a result, this project is planned to be completed at no additional cost to the taxpayer, and a surplus of roughly \$24,000 in grant funds to be applied to the general budget.**

# Memo

To: Brent Raymond, Town Manager

From: Tina Sweet, Finance Director *TS*

Date: June 26, 2026

Subject: Recommendation to Transition Payroll and Human Resource Information System (HRIS) Vendor to Paylocity

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## Executive Summary

For the past several months, our committee, consisting of:

- Cyndi, Abbie and me
- The Richards Group
- Outsail Consulting Group

has evaluated alternatives to our current payroll and Human Resource Information System (HRIS). Our current platform, Paychex, has proven unreliable, time-consuming, and incapable of managing our complex payroll structure (3 unions and non-union employees). Additionally, it lacks essential Human Resource (HRIS) software functionality. Due to these ongoing performance issues, Paychex has agreed to allow the Town to terminate our contract early, without penalty.

Following an extensive review process evaluating eight vendors in consultation with The Richards Group, we recommend transitioning to **Paylocity** to provide a unified payroll platform and automated HRIS solution.

## Current Challenges with Paychex

- **Complex Union Payroll Constraints:** Our payroll is exceptionally complex due to three distinct collective bargaining units. Paychex cannot reliably automate these rules, forcing staff to rely on constant manual interventions.
- **Administrative Burden:** Standard Paychex reporting is untrustworthy. Over the last two pay cycles, staff had to manually review every single police officer's timecard with the department to ensure accuracy, creating a massive administrative burden.

**Lack of HR Automation:** The Town currently lacks an automated HR system, leaving all personnel files entirely paper-based. To protect, secure, and preserve vital Town records, transitioning to a digital system is an urgent priority.

### Vendor Selection Process

With the assistance of our benefits broker, The Richards Group, and HR consultancy Outsail, we vetted eight potential payroll/HRIS vendors. We narrowed this list down to four finalists to evaluate against our unique union requirements:

- **Two Finalists:** Explicitly stated they could not accommodate our complex multi-union payroll requirements after in-depth discussions and a review of our union contracts.
- **One Finalist:** Non-responsive to repeated calls and emails.
- **Paylocity:** Confidently confirmed their software and ongoing support structure can successfully manage our intricate payroll rules while fully automating our HRIS needs.

### Reference Checks

I personally conducted reference checks for Paylocity and received exemplary feedback:

- **Town of Burlington, CT:** A municipality of comparable size with three union contracts. They verified that Paylocity effectively adapts to multiple union rules and highly praised their customer responsiveness.
- **Union Bank:** A client since 2016 utilizing Paylocity for payroll, electronic onboarding, personnel files, and employee evaluations. They highly recommended the platform.
- **Community National Bank:** Recently transitioned from ADP to Paylocity and reported high satisfaction with the platform's performance.

### Financial Impact & Budgeting

Funds for this transition were proactively allocated in the current fiscal year's budget.

Fee Type	Projected Cost (Paylocity)	Current Cost (Paychex FY 25/26)
Annual Subscription	\$16,781.70 <i>(Estimate)</i>	\$15,840.04
One-Time Implementation Fee	\$2,681.56	\$0.00
<b>Total Year 1 Commitment</b>	<b>\$19,463.26</b>	<b>\$15,840.04</b>

**Note on Pricing:** Paylocity's estimate is based on 60 bi-weekly and 30 monthly employees. Because our actual headcount is lower (approximately 55 regular bi-

weekly employees), we anticipate the final ongoing costs will be lower than quoted.

While Paylocity has a higher upfront cost, the \$941.66 annualized subscription difference is vastly outweighed by the internal labor savings achieved by eliminating the need to micromanage an inadequate system. Furthermore, this investment grants the Town a complete HRIS system, including electronic onboarding and benefits enrollment capabilities. We budgeted \$20,033 for payroll and HRIS software in FY 26/27. The cost of Paylocity's payroll and HRIS software is under the anticipated budget by approximately \$570.00.

### **Recommendation & Action Requested**

I request that the Selectboard authorize the approval and signing of a contract with Paylocity for payroll and HRIS software.

**Contract Safeguards:** The subscription term functions on a flexible month-to-month basis. Billing will not begin until the month we process our first live payroll, and the implementation fee is only charged once the project is underway. This structure protects the Town by allowing us to cancel the service at any time with a 30-day written notice.

# Investment Summary

June 26, 2026 | Quote # Q-323071 | Version # 33 | Quote valid for 30 days



**Client Company**  
 Town of Morristown  
 43 Portland Street  
 Morristown, VT 05661  
 (973) 796-1975

**Client Contact**  
 Cyndi Wiltshire  
 43 Portland Street  
 Morristown, VT 05661



**Total Employee Count**  
**90**



**Monthly Fee**  
**\$1,326.60**



**One-Time Fees**  
**\$2,681.56**



**Total Annual Investment<sup>1</sup>**  
**\$16,781.70**

Loc #	Group #	Company or Affiliate Name	Emp Count	Monthly <sup>3</sup>	Annual	Total Annual <sup>2</sup>	One-Time Fees
1	1	Town of Morristown	60	\$1,101.60	\$600.00	\$13,819.20	\$2,207.94
2	2	BCA, Fire Department, Select Board	30	\$225.00	\$262.50	\$2,962.50	\$473.62
<b>Total</b>			<b>90</b>	<b>\$1,326.60</b>	<b>\$862.50</b>	<b>\$16,781.70</b>	<b>\$2,681.56<sup>4</sup></b>

<sup>1</sup>Total Annual Investment includes estimated annual fees

<sup>2</sup>Annualized fees do not include usage based fees

<sup>3</sup>Monthly HCM fees based on # of Active Headcount as defined in the Additional Terms.

<sup>4</sup>Plus sales tax if applicable

See following pages for line item breakdown of services

This Investment Summary ("Investment Summary" or "Order") is governed by the Paylocity Subscription Agreement found [here](#), together with the Service Specific Terms found [here](#), and any additional terms specified below. Any terms and conditions referenced on a Client purchase order shall not apply to this Investment Summary.

By signing below, Client agrees to the terms and conditions of this Investment Summary and the SA which shall be effective as of the date of Client's signature below ("Order Effective Date").

<b>Paylocity Account Executive</b>	<b>Date</b>
Signature	

Scott Merrow

<b>Client Authorization</b>	<b>Date</b>
-----------------------------	-------------

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

# Investment Summary

June 26, 2026 | Quote # Q-323071 | Version # 33 | Quote valid for 30 days



Group(s): 1			
One-Time Fees	Qty	Rate	Price
HCM Bundle			\$807.94
Payroll Implementation	-	-	Included
General Ledger Implementation	-	-	Included
Time & Labor Implementation	-	-	Included
Human Resources Implementation	-	-	Included
Time Off Implementation	-	-	Included
Self-Service Portal Implementation	-	-	Included
Integration			
401K Integration Implementation	-	-	Included
Historical Data Conversion			
History Bundle Import - Check Detail, Department/Position, and Pay Rate	2	\$700.00	\$1,400.00
<b>One-Time Total</b>			<b>\$2,207.94</b>

Group(s): 2			
One-Time Fees	Qty	Rate	Price
HCM Bundle			\$473.62
Payroll Implementation	-	-	Included
General Ledger Implementation	-	-	Included
Human Resources Implementation	-	-	Included
Time Off Implementation	-	-	Included
Self-Service Portal Implementation	-	-	Included
Historical Data Conversion			
History Bundle Import - Check Detail, Department/Position, and Pay Rate	2	\$0.00	\$0.00
<b>One-Time Total</b>			<b>\$473.62</b>

Group(s): 1					
Monthly Fees	# of Controls	Base	Qty	Rate	Monthly
Complete HCM Solution	1	\$139.20	60	\$16.04	\$1,101.60
Payroll					
• Payroll Processing	-	-	-	-	Included
• Unlimited Payroll Runs	-	-	-	-	Included
• Prorated & Retro Pay	-	-	-	-	Included
• New Hire Reporting	-	-	-	-	Included
• Direct Deposit	-	-	-	-	Included
• On Demand Payment	-	-	-	-	Included
• Check Printing Service	-	-	-	-	Included
• Tax Filing & Payments	-	-	-	-	Included
• General Ledger	-	-	-	-	Included
Human Resources					
• Human Resources Management	-	-	-	-	Included

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• Workflows Process Automation	-	-	-	-	Included
• Centralized Document Library	-	-	-	-	Included
• State Compliance Form Library	-	-	-	-	Included
• Fillable Employee Forms	-	-	-	-	Included
• Unlimited Custom Fields	-	-	-	-	Included
• Time Off Management	-	-	-	-	Included
• Employee Self-Service	-	-	-	-	Included
• Position Management	-	-	-	-	Included
• Org Chart & Directory	-	-	-	-	Included
• Skills & Certifications Management	-	-	-	-	Included
• ACA Tracking & Reporting	-	-	-	-	Included
• Compliance Management	-	-	-	-	Included
• Employment Verification	-	-	-	-	Included
<b>Talent</b>					
• Onboarding	-	-	-	-	Included
<b>Employee Experience</b>					
• AI Assist	-	-	-	-	Included
• Community	-	-	-	-	Included
• Recognition	-	-	-	-	Included
• Mobile App	-	-	-	-	Included
<b>Insights &amp; Reporting</b>					
• Data Insights	-	-	-	-	Included
• Dynamic Reporting	-	-	-	-	Included
• Modern Workforce Index	-	-	-	-	Included
<b>Integrations</b>					
• Empower Integration	-	-	-	-	Included
<b>Customer Service</b>					
• Dedicated Account Management	-	-	-	-	Included
• On Demand Training (PEAK)	-	-	-	-	Included
• Unlimited Product Training	-	-	-	-	Included
<b>Time &amp; Labor</b>					
• Time & Attendance	-	-	-	-	Included
• Scheduling +	-	-	-	-	Included
• Time Collection	-	-	-	-	Included
<b>Monthly Total</b>					<b>\$1,101.60</b>

**Group(s): 2**

Monthly Fees	# of Controls	Base	Qty	Rate	Monthly
Complete HCM Solution	1	\$0.00	30	\$7.50	\$225.00
<b>Payroll</b>					
• Payroll Processing	-	-	-	-	Included
• Unlimited Payroll Runs	-	-	-	-	Included
• Prorated & Retro Pay	-	-	-	-	Included
• New Hire Reporting	-	-	-	-	Included
• Direct Deposit	-	-	-	-	Included

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• On Demand Payment	-	-	-	-	Included
• Check Printing Service	-	-	-	-	Included
• Tax Filing & Payments	-	-	-	-	Included
• General Ledger	-	-	-	-	Included
<b>Human Resources</b>					
• Human Resources Management	-	-	-	-	Included
• Workflows Process Automation	-	-	-	-	Included
• Centralized Document Library	-	-	-	-	Included
• State Compliance Form Library	-	-	-	-	Included
• Fillable Employee Forms	-	-	-	-	Included
• Unlimited Custom Fields	-	-	-	-	Included
• Time Off Management	-	-	-	-	Included
• Employee Self-Service	-	-	-	-	Included
• Position Management	-	-	-	-	Included
• Org Chart & Directory	-	-	-	-	Included
• Skills & Certifications Management	-	-	-	-	Included
• ACA Tracking & Reporting	-	-	-	-	Included
• Compliance Management	-	-	-	-	Included
• Employment Verification	-	-	-	-	Included
<b>Employee Experience</b>					
• AI Assist	-	-	-	-	Included
• Community	-	-	-	-	Included
• Recognition	-	-	-	-	Included
• Mobile App	-	-	-	-	Included
<b>Insights &amp; Reporting</b>					
• Data Insights	-	-	-	-	Included
• Dynamic Reporting	-	-	-	-	Included
• Modern Workforce Index	-	-	-	-	Included
<b>Customer Service</b>					
• Dedicated Account Management	-	-	-	-	Included
• On Demand Training (PEAK)	-	-	-	-	Included
• Unlimited Product Training	-	-	-	-	Included

**Monthly Total** **\$225.00**

<sup>5</sup>There is no fee to the company for On Demand Payment; however, employees will be charged \$1.25 per transaction.

<sup>6</sup>Billed based on number of Employee Records provisioned to use eligible Services

Annual Fees	Grp	# Ctrls	Base	Qty	Rate	Annual
W2 / 1099	1	1	\$50.00	60	\$7.00	\$470.00
1095 Forms	1	1	\$25.00	60	\$1.75	\$130.00
W2 / 1099	2	1	\$0.00	30	\$7.00	\$210.00
1095 Forms	2	1	\$0.00	30	\$1.75	\$52.50
<b>Annual Total</b>						<b>\$862.50</b>

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Usage-Based Fees - HCM Services	Base	Rate
Electronic Garnishments		\$1.90
Direct Agency Pay		\$3.05
Tax Registration		\$205.00
Delivery Next Day		\$22.00
Split Pack		\$6.00

The fees listed above are invoiced as incurred on per usage basis in accordance with the terms and conditions. Please note these fees are in addition to the ongoing fees stated in the Investment Summary section of the quote.

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## Additional Terms

The following additional terms and conditions apply to the Services described herein. Capitalized terms used herein and not otherwise defined have the meaning ascribed to such terms in the Paylocity Subscription Agreement.

### 1. Subscription Term

(a) **Initial Subscription Term:** The Initial Subscription Term commences on Service Start Date and continues for a period of one month. "Service Start Date" means (i) to the extent the Order does not cover any spend management or payroll Services, the Order Effective Date; or (ii) to the extent the Order contains spend management Services and not payroll Services, the point in time that the Client's product instance has been completed and usage data is available; or (iii) to the extent the Order contains payroll Services, on the date of First Payroll Processing. "First Payroll Processing" means any use of Paylocity's Services by or on behalf of Client to administer payroll.

(b) **Renewal Term:** Upon conclusion of the Initial Subscription Term, the Services automatically renew for a period of one month at a time.

### 2. Additional Pricing and Payment Terms

(a) Implementation Fees are non-cancellable and non-refundable as of the Order Effective Date.

(b) Implementation Fees are due by Client upon the Order Effective Date.

(c) Paylocity reserves the right to update the price for the Services at any time commencing one year after the Order Effective Date, ("Initial Pricing Term").

(d) Client agrees to allow Paylocity to debit from its account(s) on due date any and all fees due to Paylocity under this Agreement.

(e) **Termination Fee:** If Client terminates the Agreement with any less than 30 days prior written notice, Client shall pay a termination fee equal to the average monthly amount billed for the Services, over the prior 12 month period immediately preceding the termination (or if less than twelve (12) months has elapsed, the monthly average amount billed to Client over the months the Agreement was in effect prior to the termination date).

(f) **Service Fees** are based on the employee headcount as of the Order Effective Date, provided that the Client will be charged monthly for Service Fees based on the Client's (1) Active Employee Records that are not listed as a terminated status in the Employee Record within the Paylocity Services platform; or (2) number of Employee Records provisioned to use eligible Services. "Employee Record" means a unique employee identifier at each Client or Affiliate account, which includes all Authorized Users.

## National Awards and Recognition

