

Town of Johnson
Selectboard Meeting
Municipal Building
Monday, April 20, 2026; 6:30 pm

6:30 p.m. Call to order and Standing Items

1. 6:30-6:35pm Consider Additions or Adjustments
2. 6:35pm Review Invoices and Orders
3. 6:35-6:40pm Public Comment and Public Announcements
4. 6:40-6:45pm Selectboard Updates and/or Concerns
5. 6:45-6:50pm Consent Agenda
 - a. Consider Approving Minutes of April 6, 2026
 - b. Accept the resignation of Michael Mignone from the Planning Commission
 - c. Appoint E9-1-1 Coordinator | Review and Consider Vote

6:50 p.m. Clerk and Treasurer's Report: warrants, licenses and any action items

7:00 p.m. Work Session

6. 6:50-7:10pm Julian Scott House Update | Discussion and Consider Options
7. 7:10-7:20pm Skate Park Follow Up | Discussion and Consider Options Going Forward
8. 7:20-7:30pm Vermont Early Childhood Grant Request | Review and Consider Vote
9. 7:30- 7:45pm Holcomb House Repairs | Review and Consider Vote
10. 7:45-7:50pm Holcomb House Tenant Lease Agreement | Review and Consider Vote
11. 7:50-8:00pm Summer Facilities Mowing RFP | Review and Consider Vote
12. 8:00-8:10pm MERP Grant for Public Works Garage Insulation | Review and Consider Vote
13. 8:10-8:15pm Summer Cemetery Maintenance Plan | Review and Consider Vote
14. 8:15-8:25pm Renew Agreement with CAI Technologies for Tax Maps Maintenance | Discussion and Consider Vote
15. 8:25-8:35pm Asset Inventory and Capital Improvement Plan Presented by Stone Shore | Review and Consider Vote
16. 8:35-8:45pm Form Based Code Administrator | Review and Consider Vote
17. 8:45-8:50pm Library Project Update | Information Only.
18. 8:50-8:55pm Discussion for Selectboard Planning Meeting | Discussion Only
19. Old Business: Capital Budget and Plan, Joint Properties, Scribner Bridge Grants, Buyout Property Planning/Old Library location, Gravel Pit, Speed and Stop Sign Ordinance, Speeding, Discussion on creating revenue for the Town,

Executive Session 1 V.S.A. § 313 Section 3 Personnel Matters

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Adjourn

Option to join by Zoom*: <https://us02web.zoom.us/j/3446522544?pwd=VkNZZE5tMW5PaEhidVpnUjRxSkxGdz09>
+1 646 558 8656 US (New York)

Meeting ID: 344 652 2544
Passcode: 15531

JOHNSON SELECTBOARD MEETING MINUTES
JOHNSON MUNICIPAL BUILDING
MONDAY, APRIL 6, 2026

Present: Selectboard members: Mike Dunham, Peter Hammond, Adrienne Parker, Eben Patch, Paul Warden

Others: John Sutherland, Rosemary Audibert, Eric Schultz, Scott Griswold, Doug Molde, Susan Tinker, Lydia Putvain, Howard Romero, Casey Romero, Gene Richards (remote), Erin Desautels (remote) Mary Lou Kopas, Jan Gearhart, Adrian Schmidt, Steve Hatfield, one other person

Note: All votes taken are unanimous unless otherwise noted.

1. *Call Meeting to Order*

Paul called the meeting to order at 6:30.

2. *Consider Additions or Adjustments to the Agenda*

No changes to the agenda were needed.

3. *Public Comment and Public Announcement*

No members of the public wished to comment.

4. *Selectboard Updates and/or Concerns*

Adrienne said we get the sheriff's department reports emailed to us. It would be nice to see a breakdown of hours per town so we can determine if Johnson is a hotspot or just better covered. The board agreed to reach out to the sheriff's department and ask if they can provide that information.

Eben said he would like to make sure we do not lose sight of purchasing salt for next year. He believes we will try to purchase it out of this year's budget. Peter asked if there is any chance we can buy it under the state contract.

Eben asked if we can estimate the industrial park bond amount for setting the tax rate or if we have to have the funds. Rosemary said we don't have to have the money; we can do a projection. She asked when we expect to need the money. Eben said he assumes sometime in the next fiscal year.

John said he will see if we can buy salt under the state contract.

5. *Consent Agenda*

The consent agenda consisted of the minutes of March 19 and March 26, 2026. **Adrienne moved to approve the consent agenda, Eben seconded and the motion was passed.**

6. *Clerk/Treasurer's Report: Warrants, Licenses and Any Action Items*

Rosemary said to date expenditures are at almost 60% of budget. Revenues are at 92% of budget. The state will be sending a true up on school tax payments in April, so at the next meeting she will have a better figure for current taxes, which should be closer to 100%. Payment for the grand list from the state should be coming shortly. We got the first payment on the library construction invoice. We should get a second one this week. We got USDA money for the Lendway Lane project. We are still waiting for money for the VEC stormwater project. She emailed Mumley last week and has not heard back. The board agreed that John should contact Mumley. Eben asked, we don't have any reimbursements for Holmes Meadow yet? Rosemary said they are all up to date except the most recent one. We now own the old town hall. Blackjack Properties paid off their loan on April 2, after they sold their building. Now we have \$30,000 more to lend

7. *Town Clerk and Town Treasurer's Job Descriptions*

The board reviewed the latest town clerk and town treasurer job descriptions, which incorporate feedback from Rosemary, the selectboard and Lydia and Susan. John noted that he got quite a bit of

feedback from Paul. Peter noted some misspellings of “assessor.” Eben noted some places that refer to deputy clerk or treasurer instead of assistant clerk or treasurer.

Eben said the job descriptions set up the clerk to be subordinate to the treasurer and the treasurer to be subordinate to the clerk because they are each other's assistants. Are we handling that with policies? Paul said he thinks that is a valid concern. That is part of what he was trying to get at with one of his suggested edits. They both report to John. Rosemary asked if it is being changed so that they report to the town administrator instead of the selectboard. Adrienne said that is not the structure we approved. Eben suggested maybe we could add a line stating how any disputes between the town treasurer and town clerk are to be settled (by the selectboard or by the town administrator.)

Adrienne asked if board members think that the clerk and treasurer should both report to the selectboard. Eben said that will cost us more because then both will need to come to selectboard meetings. Lydia said she thinks the town treasurer should go to selectboard meetings and if the town treasurer is also the assistant clerk, the treasurer can report on clerk matters like liquor licenses. She and Susan both agree that the treasurer should attend meetings. She thinks if conflicts arise between the clerk and treasurer there are enough resources to handle that. The town administrator can be a mediator or they can come to the selectboard. Paul said he agrees but the job descriptions should say who each person reports to and they don't.

Adrienne said she is fine with both roles reporting to the selectboard. Peter and Mike both said they think the town administrator should be the supervisor for the positions. Adrienne said she thinks that could lead to a bottleneck. If both report to the town administrator, they wouldn't be able to communicate with the selectboard enough. Eben said they all need to work together. He sees no harm in having the treasurer report to the board. Paul said he doesn't think the board should be supervising. That is not our job. Our job is setting policy and having the town administrator implement. He thinks the clerk should report to the town administrator. He does think the board should hear directly from the treasurer, though. The board's duty is to make sure we know what is going on financially. He would have the treasurer supervised by the board.

Eben said he would be happy if a line could be added stating how it will be handled if there is an adversarial situation between the two employees. He doesn't know if this needs to be in the town treasurer job description or not, but it might be helpful to have a policy that orders are closed on Thursday and are sent out with the meeting packet. He also suggested that ordering and maintaining purchase orders should be part of the treasurer's job description. Rosemary said we don't have purchase orders. Eben said we have talked about implementing a purchase order system. Maybe this is the time to do it. Rosemary said Jason would have to be on board with it.

John suggested we could say that in the event of a conflict, the clerk and treasurer should report to him and if they are not satisfied with the result then they could report to the board. Eben said he doesn't mind that recommendation. Lydia suggested that maybe John could be the office mediator or HR person – the starting point if there is an issue.

Eben said Rosemary's last day is June 30, so it would be best to have people hired and have cross-training start by June 1. That means holding interviews in May. John said he feels we have two qualified internal candidates. His recommendation is to fill the positions with internal candidates. He reached out to VLCT and they said it would be up to the board whether to post externally. The board agreed to post the positions internally.

Eben moved to approve the town clerk/assistant town treasurer and town treasurer/assistant town clerk job descriptions with the edits made tonight and to have the board chair and vice chair review the changes before posting the positions. Adrienne seconded and the motion was passed.

8. *Review Invoices and Orders*

Mike said at the last meeting we talked about holding some payment back from a vendor. There is another charge in these director's orders for the same vendor. He approved the other orders with a "no" by the vendor in question and he requests that the rest of the board do the same.

9. *Application for Gene Richards, d/b/a Gihon River Spirits, LLC*

Gene Richards said he is planning on having a restaurant with up to 100 seats, with a bar and kitchen. They don't have a menu yet. They are hoping to have affordable food.

Eben asked if the outside consumption area will be fenced in. Gene said the area will be defined in some way. Eben asked if the plan is to serve alcohol outside until closing and if so, what the closing hours are. The town has a noise ordinance that does not allow loud noises after 10:00 p.m. Gene said they are not anticipating that the restaurant will be loud. Their hope is to have regular hours that will conform to the rest of the town. They don't have hours yet. But he doesn't anticipate it being a late venue.

John said Gene gave him and Rosemary a tour. It is beautiful what he has done. Mike agreed that it will be an asset to the community. Gene encouraged anyone who hasn't seen it to come over. He would love to show it to anyone who would like to see it. He has tried hard to make it a spot where people will be able to celebrate Johnson and the Gihon. He has had Airbnbs open for about 2 weeks now. He wants to build back what Johnson has lost so people have a reason to come here and people in Johnson have something to do without driving to another community. Paul said the board is appreciative of what he has done.

Eben moved to approve the application from Gihon River Spirits, LLC for first class and third class liquor licenses with outdoor consumption. Mike seconded and the motion was passed.

10. *Grand List Signature Page*

The board signed the grand list signature page (Certificate of No Appeals or Suits Pending.)

11. *Ambulance Contract*

Scott Griswold said he is here to have the board sign the 2026-2027 contract with Newport Ambulance Services that was approved by all five ambulance contract towns. They started service here July 1, 2003. It was agreed that costs would be divided among the five towns on a per capita basis, based on the 10-year census. There has been an average 3.5% increase in costs per year since then. This year the increase is 3.1%. The Johnson station was the second one that Newport Ambulance built. Since then they have added two more locations. One reason they can keep their costs down is that they have a CEO and CFO for the business as a whole. Eben said they are able to provide their own mutual aid to some extent because of their size, which has also kept costs down. Scott said they currently charge \$50.03 per capita now. That compares to services around that are slightly over \$125 per capita. The cost per capita for Newport is less, but there are more calls there.

Eben said last year Scott had said that Newport Ambulance was trying to work with the state to get Medicare billing repaired. Scott said they are always lobbying for Medicare and Medicaid increases. This year there is a 2.5% Medicare increase in Vermont. Newport Ambulance bought new software a year and a half ago that enables them to find secondary insurances more easily. People in their billing

department have gone to classes and they are making sure they are filling out the paperwork correctly, which makes it more likely that they will get paid.

Eben moved and Peter seconded to approve the Ambulance Services Agreement with Newport Ambulance Services, Inc. in the amount of \$174,654.73 as presented tonight, authorizing the chair to sign on behalf of the town.

Peter asked if their ability to find personnel is improving. Scott said they are fully staffed in Johnson. They are down one paramedic in Newport. They are interviewing to have additional AEMT employees so they can pay less overtime.

Peter asked if personnel compensation is competitive these days. Scott said they change their compensation annually. They are lucky to have some very good, dedicated employees. One reason they stay is that this is one of the busiest services in the state.

The motion was passed.

12. Johnson Rail Trail Committee Update

Adrian Schmidt said the rail trail committee has selected benches and a bike rack that they would like to purchase. John said information and pictures were included in the meeting packet. Mary Lou Kopas said the proposal is to get benches and bike racks made of recycled plastic, which are very durable. They found an online vendor but because they preferred to use a local vendor, they went to Lamoille Woodcraft and talked him down on his price. The large bike racks are \$900 each from Lamoille Woodcraft. The other vendor, located in Tennessee, is asking \$800. Lamoille Woodcraft is able to deliver the racks already assembled. Mary Lou said the money to pay for these is coming from a Vermont Community Fund grant.

Eben asked about the locations. Mary Lou said there will be one bike rack at the Cold Spring, where the village will make a cement platform. There will be two at Jenna's Coffee House, between the Studio Center Building and the café. There will be one at the General Store and one in the green area between the Masonic temple and Butternut Farms. All the property owners are okay with having the bike racks there.

Mike asked if the racks will be secured. Mary Lou said they could be, but she doesn't think they need to be. They weigh about 500 lbs. Mike said he thinks they should be secured. Mary Lou said she thinks others on the rail trail committee also felt that they should be. Adrian said the concrete pad needs to be able to be removed for snow removal purposes.

Mike moved to authorize expenditure of \$5,154 for bike racks and benches, Adrienne seconded and the motion was passed.

Adrian said there was a scoping study on connecting the rail trail to the village. Some starting steps were identified that could be done in the short term to attract people to the village. The rail trail committee discussed them. They support putting sharrows on the road (white markings showing a bicycle and arrows.) Those markings would invite people from the rail trail. Eben said sharrows already exist on the road. They probably need to be repainted. John said Jason plans to repaint them as part of spring maintenance.

Mike said Doug Molde's memo to the board says that we accepted the scoping study. He doesn't remember that. He remembers discussing it. Paul said the selectboard voted to accept the report as a work product. That does not mean we are going to implement everything in the report. Doug said the selectboard minutes do say that the board accepted it. It was mentioned in the minutes that there are some big problems with the recommendations. Some have to do with cooperation with the village. He suggests that the selectboard, in conjunction with Jason, look at what can be done to patch or raise the area around the drains to make the road safer for bikes. We also need to look for alternative routes. The board could consider using buyout properties in conjunction with an easement.

Mary Lou asked, wasn't a sidewalk curb another simple thing recommended? Doug said it was recommended to have sidewalk in front of what used to be the Parker and Stearns property. That would very much help to direct people and close the gap in the existing sidewalk. Paul said, as he recalls, that was step one in the report. Doug said the rail trail committee would like the selectboard to move ahead with step one.

Mike said village infrastructure needs to be replaced. It will be a big job and it needs to be done right. We can't do band-aid fixes.

Doug said we need to encourage people to come into the village as much as possible. Jan said our town is in a perfect location for people who are riding the rail trail to stop for food and lodging. Adrian said it is midway on the trail. Most people complete the trail in 3 days and Johnson is on their second day, no matter which way they are heading. Mary Lou said that is the day they have the most time.

Adrienne asked if putting in sidewalk in front of the old Parker and Stearns parking lot would involve repaving the street first. Eben suggested perhaps John could talk to Jenna's Promise and see if they would let us paint a pathway in front of their parking lot.

John said he has talked to Jason about potentially repaving Railroad Street. Jason's big concern is the condition of the storm drains. John talked to Erik Bailey. The village is looking at some grant funding to redo infrastructure under Railroad Street. John suggested to Erik that the town and village could go together on a grant to pave the street and fix the infrastructure underneath it, but that won't happen this year.

Eben said last year we talked about repairs to one area of Railroad Street with a lot of potholes. Perhaps that could be done in June. That and painting a path could be two things that could be done quickly.

Doug said he thinks Eben's idea is wonderful. He mentioned that Jackie Cassino wants to visit Johnson in late April or early May. VTrans is planning to do more signage.

Adrienne asked what the rail trail committee thought of the scoping study. Doug said he thought they missed the boat. He told them at the beginning that they needed to talk to the village. He thinks they misread the community. The purpose of this is to get traffic into the village. Connecting to the skatepark area is not what the community wanted. Adrian said plan 3B, involving a route around the outside of Old Mill Park and onto River Road, seems to have the most favor among committee members due to practicality. Jan said also because of safety.

Adrienne said Doug has done some research into the possibility of a trail on the buyout properties. Is that still a viable option? Doug said using buyout properties we can get a path as far as Seth

Manchester's. Something would have to be worked out with property owners to continue back to Railroad Street. We also talked about a bridge across the river from Holmes Meadow. We don't own and control all the land that would be needed for these options.

Eben moved to appoint Daniel Langevin to the rail trail committee, Peter seconded and the motion was passed.

13. *Open Bids for the Skatepark*

John opened and read the bids. Catamount Skateparks bid \$228,155 with an additional \$4,000 for hydroseeding. Ramage, LLC bid \$232,000.

Eben asked how we will make up the gap between the amount of money available and these costs.

John said there is \$10,176 in the skatepark reserve. The budget has \$3,750 for maintenance and \$5K for capital. That would give us an additional \$18,926.61 to add to the \$160K we have. Casey said the skatepark committee is still looking for grant funds. We would need to talk about a construction loan. No one has talked to Carl Rogers yet about potential grants. Fundraising will help.

Eben said the funding gap is \$45,000 based on that information.

John asked, the Tony Hawk foundation has money available? Casey said that is one potential grant source. We should talk to Carl about potential sources. John said one option would be to go back to whichever contractor is selected and ask what can be done to save money.

Mike asked, haven't we had constant problems with vandalism at the skatepark? Howard and Casey said not with concrete features.

Casey said the skatepark committee knows a lot about Catamount but nothing about Ramage. Paul said he thinks we need to read the bids in detail and check references. And we don't have the money yet. He suggests not awarding a contract now.

Casey said there is a firm June 30 deadline for total completion. One estimate she has seen for how long the work will take is 5 to 7 weeks. John said we are still working on the Act 250 permit.

Eben said he thinks we should reject both bids and ask the contractors what they can cut to get the cost down to \$160K. Casey said the FEMA budget was built by FEMA in 2024. It was \$29 per square foot, which is not realistic. The current price per square foot is more like \$45. Contractors are not going to be able to do the work for an unrealistically low price. She thinks we need to talk to Carl and find out about other grant sources, but we can't dawdle. Paul said we can't wait for grants because of the June 30 deadline. Casey said that was why she brought up the idea of a construction loan.

Eben moved and Mike seconded not to select a bidder tonight.

Casey said the deadline for finishing construction is June 30. If we don't meet the deadline we risk losing all the FEMA money. It seemed to her that the approval for the extension we have already gotten came from the State of Vermont. The original deadline was December 31, 2025. Board members suggested asking if we can get another extension. John said since we are still working on the Act 250 permit, we could talk to FEMA about how that will delay the project.

The motion was passed.

14. RFP for Legion Field

John said he worked with Howard to develop an RFP for Legion Field. The scope of work includes building a stone base for the bandstand to rest on, moving the bandstand, doing repairs to the bandstand, installing the storage container, establishing a gravel pad, installing electricity to the site (including bandstand, community oven and two locations for Tuesday Night Live vendors) and grading and rolling the skating rink area. Contractors are required to maintain general liability insurance, workers compensation insurance and business equipment insurance.

Mike asked if Howard wants to be clerk of the works on part of the project or the overall project. Howard said he could go either way. He would like to use Mike Lamphere to move the bandstand. He proposes that moving the bandstand not be in this contract. He and Mike would deal with that separately and he would get clearance for the expenditure from the selectboard. John asked if Howard wants Mike to move the container as well. Howard said anyone can do that. Paul said Howard needs to bid on this if he wants to do the work. We can't be discussing who will do the work now.

Eben suggested taking out the conduit for the light poles and making it an add alternate in case we don't have the money for it. Adrienne suggested including some other add alternates for things from our priority list that it would be nice to have. She thinks we should also include the drawing we approved. John said we could award a contract and then make decisions with the contractor on adding or subtracting items. Howard said that is what he would suggest.

Eben moved to approve the RFP for the Legion Field work as written except with installation of electrical conduit to locations other than the bandstand changed to add alternates, Adrienne seconded and the motion was passed.

15. Highway Grant in Aid Application

Eben moved and Mike seconded to approve the highway Grant in Aid application as presented.

John said we are applying for \$200K. Jason would like to pave part of Wilson Road to the bridge and then expand the paved surface to the Johnson / Hyde Park. He is working with Pike on getting a quote. The application is due April 15. Eben said the amount included on the application needs to be only for paving Wilson Road, not Spitzer Hill, because Spitzer Hill is a Class 3 road.

The motion was passed.

16. Letter of Intent FY2027 Road Grant in Aid Program

John said there is a Grant in Aid program for up to \$15K with a 25% match. The match can be town equipment or manpower. The purpose is for projects that will increase water drainage and make our community more weather resilient. The grant period is from July 1, 2026 to September 2027. Jason has some ditching and other work he would like to do with the grant.

Mike moved and Eben seconded to approve the Letter of Intent to Participate in the SFY27 Municipal Roads Grants-in-Aid Program. The motion was passed.

17. LNMUU School District Director

Rosemary said the school board has already appointed two people to the board – Scott Meyer and Elizabeth Aloisio.

18. RFP for Gravel Processing

John said Jason told him that 10,165 yards of material have been moved from the gravel pit. He would like to get the material processed to yield a product that is ¾" minus. The material will be crushed and

stored in a pile. He would like to have the work done around June 1. He talked about getting salt at the same time so that it could be mixed in.

Eben brought up MSHA requirements. The contractor needs to have a license to run a crusher. Paul suggested adding a line stating that the contractor must have all appropriate licenses.

Peter moved to approve the request for proposals for gravel processing with the addition of a requirement for the contractor to have necessary licenses, Adrienne seconded and the motion was passed.

Eben asked John to have Jason verify the amount of material moved from the gravel pit and get the information to Rosemary so we can purchase the material.

19. Adjourn

Adrienne moved to adjourn, Peter seconded and the motion was passed at 8:28.

Minutes submitted by Donna Griffiths

From: Jesse Whitworth <jessecwhitworth@gmail.com>

Sent: Friday, April 10, 2026 9:03 AM

To: Paul Warden <PWarden@analyticalservices.com>; Adrienne Parker <adiestevson@gmail.com>; Eben Patch <epatch@townofjohnson.com>; Peter Hammond <phammond@townofjohnson.com>; Michael Dunham <mdunham@townofjohnson.com>

Subject: Update on the Resignation of a Planning Commission Member

Hi all,

Mike Mignone tendered his resignation from the planning commission yesterday. We voted last night to accept it and the motion passed. It is unfortunate, but he was overwhelmed and unable to commit any more time to the commission.

Let me know if you have any questions.

Cheers,

Jesse Whitworth

978-257-1697

TOJ Administrator

From: Duncan Hastings <d Hastings1954@gmail.com>
Sent: Thursday, April 16, 2026 11:04 AM
To: Paul Warden; Adrienne Parker; Eben Patch; Michael Dunham; Peter Hammond; TOJ Administrator
Cc: Dick Simays; Lois Frey; mary-jean smith; Linda jones; Alice whiting
Subject: Julian Scott house

Dear Selectboard,

I see that Lois Frey sent you a link to the Seven Days article on the Julian Scott house. After reading the article, which I thought was well written, it certainly appears that the Vermont Division of Historic Preservation dropped the ball on this one. Probably lots of reasons and probably lots of blame to go around, so I'm not pointing fingers.

I do, however, really think it is a shame that this building will be demolished. I firmly believe that if the parties had been aware and had more time, that a fundraising campaign could have raised the money to buy out the Draper's, without having to put the property in the FEMA buyout program.

I believe that this site would be entirely appropriate for the State of Vermont to own and maintain as a State Historic Site. It is not terribly dissimilar to the Chester Arthur birthplace in Fairfield, Vermont.

I used to live just down the road from that site and happen to know that the building on site is not the actual building where Chester Arthur was born and no one actually knows for sure where the original Homestead was. The property was donated to the State of Vermont by Consuelo Northrop, Bailey, a Fairfield resident and the first woman Lieutenant Governor of Vermont. The building was moved from down the road (it was actually in Enosburg).

It is probably too late to do anything about this now, but I wonder if the select board would be willing to consider writing a letter on behalf of the Town to the Governor, the Division of Historic Preservation, and our three elected representatives asking them to consider acquiring the property as a state historic site and removing it from the FEMA buyout process. If the select board decides that such a letter would be appropriate, I wonder if the historical Society would be willing to be a cosignatory?

I honestly have no idea how this could be accomplished, but as they say, where there is a will, there is a way and nothing ventured, nothing gained.

Julian Scott was a very significant civil war artist. His historical significance goes well beyond Johnson. He is a significant Vermont and National historic figure and I find it very sad indeed that his birthplace will be demolished. It may well be true that there is little of historic significance left of the structure.

Using the Chester Arthur birthplace historic site as an example, the state has put together educational and pictorial panels in the building, describing Chester Arthur's life and career. No reason the same couldn't be done for Julian Scott. I suspect the college might have an interest in this approach as well.

As I have said before, I do not want to see the Draper's harmed financially by this, nor do I think it should (or could) be a town borne cost. Having said that I feel reasonably confident that money could be raised to pay the costs, which might be needed for the state to acquire the property.

Anyway, thanks for your consideration
Duncan

John,

Once we have everything lined up, we will coordinate and communicate with you to ensure that VEM and Johnson are well aware of our schedule. You can then further communicate with any folks that you feel are necessary if any material is salvaged.

I see this happening with one final site visit just prior to demo to ensure we all understand the sequence of events from start to finish.

If you have any questions along the way, please reach out to us.

Thanks,



Steve DeVries
Project Manager



✉ stevedv@researchconstruction.com

☎ 802-881-8234



Improving Lives Through the Built Environment

*With offices in
VT & NH*



From: Josh Boisse <joshb@researchconstruction.com>
Sent: Thursday, April 16, 2026 11:15 AM
To: TOJ Administrator <tojadministrator@townofjohnson.com>
Cc: Steve DeVries <stevedv@researchconstruction.com>
Subject: RE: Message from KM_C450i

Received, thank you. The asbestos testing company found a possible coating on the roof that will require abatement, we're just waiting on results and design so we can get that scheduled, if necessary. A conservative estimate would be that demolition would take place in mid-May.



Section 1: Organization Profile

Organization Name

Johnson Eats Committee

Organization Federal EIN

(Insert Town of Johnson EIN here)

Mailing Address

293 Lower Main West

P.O. Box 383

Johnson, VT 05656

Website

<https://townofjohnson.com/community-oven-committee/>

Organization Description (≤300 words)

The Johnson Eats Committee is a municipal committee within the Town of Johnson, Vermont. Its mission is to strengthen community connection, food access, and public health through shared food experiences, education, and local partnerships. The committee manages and maintains Johnson's community wood-fired oven and organizes free community meals, bake days, and educational workshops that bring residents together across generations and income levels.

Johnson Eats serves residents of Johnson and surrounding rural communities in Lamoille County, including families experiencing food insecurity and limited access to nutritious foods. Through its programming, the committee promotes equitable access to healthy food, supports local food systems, and fosters social cohesion.

In addition to community meals and events, Johnson Eats collaborates with local and state partners—including the Vermont Department of Health, local farms, and food access organizations—to improve food infrastructure and reduce barriers to nutrition. The committee plays an active role in broader community initiatives such as Reimagine Johnson, which focuses on long-term recovery and resilience following the 2023 floods.

Key programs include:

- Free community meals and wood-fired oven events
- Food access and equity initiatives
- Nutrition education and community partnerships

Through these efforts, Johnson Eats works to ensure that all residents—especially families with young children—have access to nutritious food and opportunities for community connection.

Type of Organization

☒ Municipality

Fiscal Agent

No

Primary Contact

Mike Mignone

Email: mm.management.services.llc@gmail.com

Phone: (802) 730-6141

Role: Project Lead / Johnson General Store Owner

Organization Leader (if different)

(Optional: Town Administrator if required)

Section 2: Project Information

Project Title

Expanding Local Access to WIC Nutrition Benefits Through POS Integration at Johnson General Store

Amount Requested

\$25,000

Serves Prenatal–Age 8

Yes

County

☒ Lamoille

Project Description (adapted for Early Childhood Strategic Plan)

This project will fund the installation of an integrated point-of-sale (POS) system at Johnson General Store to enable participation in the Vermont WIC (Women, Infants, and Children) Nutrition Program. The goal is to improve access to nutritious food for low-income families with young children in Johnson and surrounding rural communities. Following the closure of the Sterling Market after the July 2023 floods, Johnson experienced a significant disruption in local food access. A 2024 community assessment found that 76–86% of respondents identified food access and food equity as top concerns. While Johnson General Store opened in 2025, it currently lacks the technology required to process WIC transactions. As a result, WIC participants must travel 10–16 miles to redeem benefits—creating barriers for families with young children, particularly those facing transportation, financial, or time constraints.

This project directly supports **Goal 1 of Vermont’s Early Childhood Strategic Plan: All Children and Families Have Their Basic Needs Met** by improving access to healthy food during critical developmental years. It also supports:

- **Goal 2 (Safe, Healthy Environments):** Increased access to nutritious foods improves maternal and child health outcomes.
- **Goal 3 (Child Development):** WIC participation is linked to improved cognitive development, nutrition, and early childhood health.
- **Goal 5 (Coordinated Systems):** The project strengthens coordination between public health programs, local food systems, and community infrastructure.

The Vermont WIC program provides essential nutrition support, health screenings, breastfeeding support, and referrals to health services. Enabling local access will reduce barriers, increase participation, and improve health outcomes such as reduced low birth weight, improved nutrition, and increased healthcare engagement.

The project will be completed within approximately three months, including installation, staff training, and WIC vendor authorization. Once implemented, families will be able to redeem benefits locally, improving convenience, dignity, and consistency in accessing nutritious food.

Systems-Level Change (≤1000 words)

This project represents a systems-level improvement by integrating public health nutrition programs directly into local food retail infrastructure.

Currently, a disconnect exists between WIC program eligibility and local access. While many Johnson-area families qualify for WIC, the absence of a nearby authorized retailer limits participation and benefit utilization. By equipping Johnson General Store with an integrated POS system, this project removes a structural barrier and creates a more efficient, accessible, and user-friendly system for both participants and retailers.

Key systems-level impacts include:

- **Improved program delivery:** Streamlined WIC transactions reduce stigma and administrative burden.
- **Expanded reach:** Local access increases participation among eligible families.
- **Stronger food system integration:** Aligns local retail with public health nutrition programs.
- **Data-driven improvements:** Enables tracking of redemption rates, participation, and food purchasing trends.

This project creates lasting infrastructure that will continue serving families beyond the grant period.

Equity, Belonging, and Justice (≤1000 words)

This project directly addresses inequities faced by rural, low-income families—particularly pregnant individuals, infants, and young children.

Johnson and surrounding towns have been identified as “high-poverty, low food access” areas. Many families experience barriers including:

- Limited transportation
- Long travel distances to WIC retailers
- Financial constraints
- Stigma during benefit redemption

By enabling WIC access locally, this project reduces these barriers and promotes equitable access to essential nutrition resources.

The project prioritizes families furthest from opportunity by:

- Serving WIC-eligible households
- Supporting Medicaid and SNAP participants
- Reducing geographic isolation
- Improving dignity and inclusivity in food access

Additionally, increased availability of nutritious foods benefits the entire community, strengthening overall health equity.

Additional Information (optional)

This project builds on strong partnerships with:

- Town of Johnson
- Vermont Department of Health (Morrisville District Office)
- Vermont WIC Central Office
- Johnson General Store

Evaluation will include:

- WIC redemption rates
- Participation rates by zip code
- Store sales of nutritious foods
- Number of WIC transactions

These metrics will demonstrate both immediate and long-term impact on food access and child health outcomes.

Acknowledgment

Mike Mignone

Section 3: Budget (Template Version)

Expenses

Wages & Benefits

0

N/A

Purchased / Contracted Services

3150

Professional services for POS installation, setup, and training

Supplies & Materials

21305

POS system hardware and software including terminals, handheld device, printer, and cables

Other

565

Shipping and handling

TOTAL EXPENSES

25,000

Sources of Funding

VECF Request

25,000

Other Sources (Received)

N/A

0

Other Sources (Pending)

N/A

0

TOTAL SOURCES

25,000

Lease Agreement – 188 Lower Main Street East, Apartment #2

This agreement entered into this 1st day of July 2026, between Donald Garrett, hereinafter referred to as “Tenant” and the Town of Johnson, and its assigns, hereinafter referred to as “Landlord.”

In consideration of the terms and conditions hereinafter contained, the parties agree as follows:

General Terms and Conditions

Premises:

Landlord hereby leases to Tenant apartment #2, located at: 188 Lower Main Street East, Johnson, VT. The premises shall be used as a personal residence only. The lease includes two off-street parking spaces for the use of the tenant.

Occupants:

Only the persons who have executed this lease as Tenants shall be considered as tenants hereunder. No other persons may reside at the premises. Occupancy by guests staying over fourteen (14) days shall be considered in violation of this provision. If tenants would like to secure an additional tenant, such additional tenant must be approved by landlord and must sign a lease addendum agreeing to the terms of such addendum and this lease before occupying the premises.

Term:

This lease commences on July 1st, 2026 and unless renewed, terminates on June 30th 2027.

Rent:

Tenant shall pay to Landlord as rent the amount of \$800/month for each month thereafter for the term of the lease. The tenant has agreed to pay rent due on the first of the month. Tenant are hereby put on notice that there may be construction improvements taking place in the building and in the apartment during the term of this lease. Tenant agrees to make the apartment available to construction personnel and to move furniture and belongings as needed to accommodate construction in the apartment, with no reduction in rent.

Please make checks payable to: Town of Johnson.

Payment may be mailed to: Town of Johnson, P.O. Box 383, Johnson, VT 05656 or delivered in person to the Johnson Municipal Offices at 293 Lower Main Street West. The full amount of rent due shall be delivered as described above, in one payment and on the same day. Partial payments will not be accepted. It shall be up to the Tenant to collect among themselves the full rent due and remit it to Landlord in full, on or before the due date.

Rent is Due and Payable Without Demand or Notice:

In the event that any payment is not received by Landlord, within seven (7) days of the due date, Tenant agrees to pay a fee of \$5.00 per each day that rent is late, stating on the eighth (8) day after due date. Tenant further agrees to pay \$20.00 for each dishonored check.

Termination of Tenancy for No Cause:

Landlord or Tenant may terminate this lease for no cause, or for any reason. The party seeking to terminate the lease shall provide a minimum of 30 days notice to the other party of their intent to terminate. In no case shall said notice be less than 30 days prior to the rent due date.

Security Deposit:

The landlord is not holding a security deposit from the tenant. On termination of the lease, the landlord may require the tenant, to pay costs including but not limited to: 1) early termination of the lease, 2) nonpayment of rent, 3) damage to the property of Landlord, 4) nonpayment of utility or other charges which Tenant is required to pay directly to Landlord or to a utility, and 5) expenses required to remove articles from the premises abandoned by Tenant.

Holding Over:

If Tenant should hold over and remain in possession of the leased premises after the expiration of this Lease, without Landlord's prior written consent, it shall not be deemed or construed to be a renewal or extension of this Lease, but shall only operate to create a tenancy at will. Tenant acknowledges that execution of this lease is receipt of written notice that this lease terminates for no cause upon the expiration of the initial term unless otherwise renewed or extended in writing by the landlord. No additional notice shall be required. If tenant wishes to renew the lease for an additional term, Tenant must notify Landlord of such desire, in writing, not later than two months prior to the expiration of this lease. Such notification does not secure the lease for an additional term. Landlord must agree in writing to renew any lease for any extended term.

Assignment and Sub-Leasing:

Tenant shall not assign or sublet the whole or part of the premises without Landlord's prior written consent by means of a sub-let agreement signed by Landlord, tenants, and sub-letter. Prior to accepting a sub-letter, sub-letter must be approved by Landlord's normal approval process. Tenant shall not allow sub-letters to take occupancy until approved by Landlord. Landlord's acceptance of the sub-tenant shall not be unreasonably withheld. However, Landlord may deny sub-tenancy under Landlord's normal criteria for tenant acceptance.

Acceptance and Surrender of Premises:

Tenant has inspected the lease premises and Tenant's acceptance of possession of the leased premises is conclusive evidence of receipt of them in good order and repair, and upon the termination of the lease, Tenant shall thoroughly clean the premises and shall surrender the premises and the improvement therein in the same condition as at the commencement of this Lease, reasonable wear and tear expected.

Accord and Satisfaction:

Payment by Tenant or receipt by Landlord of a lesser amount than the monthly rent herein provided shall not be deemed to be other than on account of the earliest due rent, and no endorsement or statement on any check, or letter accompanying any check, shall be deemed an accord and satisfaction. Landlord may accept any check or payment without prejudice to Landlord's right to recover the balance of the rent or pursue any other remedy in this Lease.

Access:

Tenant shall permit Landlord or his/her agents to enter the premises at reasonable times and upon reasonable notice for the purpose of inspecting same or showing same to prospective tenants, purchasers, mortgagees, workers or contractors, or for making necessary or agreed repairs. Landlord may only enter the apartment without consent or notice when Landlord has a reasonable belief that there is imminent danger to any person or to property. Tenant is hereby put on notice that there may be construction improvements taking place in the building and in the apartment during the term of this lease. Tenants agree to make the apartment available to construction personnel and to move furniture and belongings as needed to accommodate construction in the apartment.

Hold Harmless:

Landlord shall not be liable to and Tenant shall hold Landlord harmless and indemnify Landlord from injury or damage to persons or property occurring in or about the leased premises, unless cause by or resulting from the negligence of Landlord.

Tenant's Personal Property:

Tenant shall protect his/her own personal property with adequate personal property insurance. Landlord is not responsible for loss of or damage to Tenant's personal property. Landlord shall have no liability to Tenant and Tenant shall indemnify and hold Landlord harmless from and against any and all claims arising from Landlord's handling and/or disposal of any personal property remaining on the premises after Tenant has vacated. It is agreed that any personal property remaining on the premises after Tenant has vacated shall be deemed abandoned by Tenant.

Insurance:

Tenant shall keep the demised premises in clean and in healthy condition and will not do or permit anything to be done in or on the demised premises which will in any way cause suspension, cancellation, or an increase in the premiums paid by Landlord with respect to any insurance carried by Landlord with respect to the demised premises, or which will constitute a public or private nuisance, and shall not use, or occupy, or permit the demised premises to be used or occupied in any manner which will violate any present or future law, or regulation of any government authority. It is the intention of this Lease that Landlord shall insure Landlord's property only and Tenant shall solely insure and be responsible for all loss of damage of Tenant's personal property.

Quiet Enjoyment:

Provided that Tenant is not in default of the terms and conditions contained Herein, Tenant shall peaceably and quietly hold and enjoy the demised premises during the initial term of this lease and any

renewals or extensions thereof. Tenant will neither engage in nor permit noisy or disorderly conduct or any conduct annoying or disturbing to the neighbors of the premises at any time. Tenant's conduct shall be lawful. No highly flammable or hazardous or illegal material of any kind shall be kept in or about the demised premises.

Joint and Several Liabilities:

All tenants hereunder are jointly and severally liable for the performance of all the obligations hereunder. Furthermore, this agreement shall be binding upon the heirs, assigns, and legal representatives of Landlord and Tenant hereunder.

Utilities:

Landlord shall pay for electricity, heat, water, sewer, plowing, and rubbish removal. Tenants acknowledge that Landlord is going to be making capital improvements to the building, which may entail installation of separate electric meters. If that occurs during the term of this lease, Landlord reserves the right to re-negotiate the rent as well as the responsibility for payment of utilities, currently included in the rent. Landlord will provide kitchen stove, refrigerator, washing machine and dryer appliances only.

Repairs and Maintenance:

Landlord shall be responsible for all repairs and maintenance with respect to the premises except such repairs and maintenance as are caused by the negligent or deliberate act or omission of Tenant or Tenant's guests. Those repairs and maintenance, which are the responsibility of Tenant, shall be performed by Tenant immediately upon demand of Landlord. Whether such repairs and maintenance are performed by Tenant or Landlord, the cost of such repairs and maintenance shall be paid by Tenant forthwith as additional rent on the next rent payment date.

Time is of the Essence:

It is understood that time and strict performance of all terms herein, by Tenant, to be performed and reserved, shall be of the essence.

Partial Invalidity:

If any term or provision of this lease is held invalid or unenforceable, any invalidity shall not affect the remainder of this lease, which shall remain valid and enforceable to the fullest extent.

Use of Terms & Governing Law:

Headings contained herein are for convenience only, and shall not be construed as substantive provisions of this Lease. Word and terms of gender shall be construed to include any other gender, and words and terms in the singular shall be construed to include the plural, unless context otherwise dictates. The law of the State of Vermont shall govern the interpretation, construction, and enforcement of this Lease.

Default:

Any failure by Tenant to pay rent when due, or perform any term hereof, including but not limited to conformance with the Lease Agreement, shall, at the option of Landlord, terminate all rights of the

Tenant hereunder and shall permit Landlord to sue for uncollected amounts, or re-enter the said premises or resort to any other legal remedies. Tenant agrees to pay Landlord on demand that amount of all costs, loss and damage which the landlord may suffer or incur by reason of such termination or default, whether through inability to re-let premises on satisfactory terms or otherwise, including but not limited to reasonable attorney fees and court costs incurred by landlord in enforcing this Lease. A waiver by Landlord of any default on the part of Tenant shall not be considered or treated as a waiver of any subsequent other default.

Conditions:

It is agreed by and between Landlord and Tenant that each and all of the provisions/terms of this lease and any and all attachments hereto, to be observed and performed by Tenant, are conditions subsequent to be faithfully observed and fully performed by Tenant to entitle it to the use and possession of the premises.

Additional Tenant Obligations and Conditions:

Animals:

NO animals or pets shall be permitted on the premises. Any pet found on the premises will be treated as a stray.

Smoking:

Smoking is not allowed inside the apartment. Outside smoking: cigarette butts to be picked up and disposed of properly.

Alterations:

Tenant shall make no alterations, additions, or improvements, including painting, to the premises, without the express written permission of the landlord.

Common areas:

The sidewalk, entrance, hall, passages, stairway, and other common areas shall not be obstructed by Tenant or used by Tenant for any other purpose than ingress or egress from the premises.

Refuse:

Tenant shall promptly and regularly dispose of trash and recycling. Rubbish shall not be left in basements, closets, on porches, decks, sidewalks, stairways, driveways, alleys, or yards. It is Tenant's responsibility to take all discarded furniture, large items, and tires to an official refuse transfer station. These items are not to be left on premises or next to the dumpster at any time.

Occupancy for Residential Purposes Only:

Occupancy is for the residential use and enjoyment of Tenant only. The property shall not be used for any commercial or business purposes involving access to or use by members of the public.

- Tenant shall not create or contribute to the non-compliance of the apartment with applicable provisions of building, housing, and health regulations.
- Tenant shall not host gatherings at this property, which the number of guests exceeds three times the number of occupants signed on this lease.
- Tenant shall not install additional or different locks or gates on any doors or windows without the written permission of Landlord. If Landlord approves Tenant's request to install such locks, Tenant agrees to provide Landlord with keys to each lock.
- Tenant shall keep off all roofs or porch tops at all times and shall not store any items in these areas.
- Tenant shall not place un-presentable couches or any other type of furniture on any porch or deck.
- Tenant shall not store any belongings in the common areas, hallways, stairways, or basements. Any items left in these areas will be removed.
- Tenant shall not place barbecue grills on or near any porch or the structure itself. All barbecue grills shall be on gravel or grass areas.
- Tenant shall not use portable heaters of any kind in the leased premises.
- Tenant shall not use beer kegs on the premises.
- Tenant shall not disable smoke or CO2 detectors that are installed on the premises.
- Tenant shall not himself or herself, or permit others to conduct themselves in any activity, which is illegal.
- Tenant shall not deliberately or negligently destroy, deface, damage, or remove any part of the premises or its fixtures, mechanical systems, or furnishings or deliberately or negligently permit any person to do so.
- If Tenant acts in violation of this Lease Agreement, and it is necessary for Landlord to retain an attorney to secure Landlord's rights and remedies, Landlord shall be entitled to recover from Tenant reasonable attorney's fees incurred, together with any damages, costs, and expenses, and furthermore, said violation shall be grounds for termination of the Lease and commencement of an action for ejection.
- Tenant shall set thermostat no lower than 55 degrees during the winter months. Tenant will be liable for frozen pipes caused by thermostats set too low or windows or doors left open and any damage resulting from such preventable freeze-ups.
- Tenant shall report any interruptions in heat operation immediately to the Town Administrator. Brian Story (802-793-8480).
- All vehicles at the site must be parked in an approved area or parking space. No vehicles are allowed on the grass or landscaped areas. All vehicles at the site must be registered and in working order. No unlicensed, unregistered, or inoperable motor vehicles can be parked or stored on the premises.
- To make winter snow plowing possible, Tenant's vehicles may be required to be moved when yard plowing takes place. Please be prepared or arrange to have someone move said vehicles when required.

- When hanging pictures use thumb tacks or the special small hooks made for hanging pictures. Do not use tape, self-adhesive hooks, poster goo, nails, or screws. These items damage walls, which is costly to repair.
- Tenant shall immediately report any leaking plumbing fixtures to Landlord as soon as discovered and may receive a \$10 reward for so doing. Leaking fixtures are wasteful and expensive.
- The third floor shall not at any time be used for residential occupancy of any kind and is not part of the space leased to Tenant. Tenant may be allowed to store small amounts of personal belongings on the third floor, but not without the express written consent of Landlord.

Entire Agreement & Amendment:

The forgoing constitutes the entire Agreement between Landlord and Tenant and may be modified only in writing signed by both parties.

Landlord Signature:

John Sutherland, Town of Johnson Administrator

Tenant Signatures:

Donald Garrett

Utility Phone Numbers:

Water, Sewer and Electric: Johnson Village Electric Department: 802-635-2611

Cable TV, Internet, Phone: Comcast or Fairpoint

Landlord information:

Town of Johnson

P.O. Box 383

293 Lower Main St West

Johnson, Vt. 05656

Contact 1:

John Sutherland, Town Administrator

Municipal Offices 802-635-2611 After hours: 802-793-8480

Email: tojadministrator@townofjohnson.com

Any emergency issues or absence of Don Garrett.

Contact 2:

Tom Camey, Historical Society

802-635-7037

Any emergency issues or absence of Don Garrett.

Contact 3:

Rosemary Audibert, Town Clerk/Treasurer

Municipal Offices 802-635-2611

Payment of rent. Emergency issues where others are not available.

Request for Proposals Groundskeeping Services for Town of Johnson

The Town of Johnson requests proposals from qualified mowing and landscaping contractors to provide mowing and groundskeeping services for the Town of Johnson.

Contractors submitting a proposal will be expected to be able to:

- Mow and trim all listed sites on a regular fixed schedule to the standard of approval by the Town.
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and furnish proof of such policies to the Town of Johnson;

Current Municipal sites:

Municipal Offices

Johnson Public Works Facilities

Mill House

Old Mill Park

Johnson Public Library

Legion Field

Johnson Arboretum (Duba Field)

Beard Park Recreation

Skatepark

Evergreen Ledge Cemetery

Whiting-Hill Cemetery

Plot Cemetery

Grow Cemetery

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this contract and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

Please contact the Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or by calling 802-635-2611 with any questions regarding the Request for Proposal.

Please bring all questions regarding the work to be performed to the Site Visit on Monday, April 27, 2026 at 1:00pm at the Municipal Building

Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or 802-635-2611.

Complete proposals must be received at the Johnson Town Office no later than Thursday, April 30, 2026 at 2pm and delivered by email or in person to:

John Sutherland
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

Responses must be marked “Lawn Mowing and Landscaping Services”

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work proposed.

Site Visit

Contractors are encouraged to attend a site visit to understand the work proposed by the Town of Johnson. The site visit is not mandatory, however strongly encouraged.

**The Town Administrator will be hosting a site visit on:
Monday, April 27, 2026 at 1:00pm beginning at the Municipal Building
Please bring your own vehicle and be prepared to travel to each site.**

Alternate visits may be possible by scheduling with the Town Administrator, it is strongly encouraged to attend the scheduled visit above.

Scope of Work

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a. Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of sites, as specified herein. It is the intent of the Town that these sites be maintained in a resource-efficient, sustainable, and cost-effective manner.
- b. Maintenance shall consist of spring turf clean-up, pruning, mowing, weed-control, and any other procedures consistent with good mowing landscaping practice necessary to ensure normal, vigorous, and healthy growth of turf and plantings.
- c. All turf shall be mowed with professional quality turf-mowing equipment.
- d. Contractor shall visually inspect all landscape areas monthly from April through September to identify potential area problems, including pests, rot, re-seeding, and mulching and will provide a record to the Town of any site management recommendations.

2. MATERIALS AND EXECUTION – TURF MAINTENANCE

- a. All turf will be mowed with professional quality turf mower equipment. Pricing assumes that the reasonable removal of clippings and debris is included in the bid estimate.
- b. Prior to each mowing, remove all litter and debris, from lawn areas. Formal turf areas shall be mowed per the schedule agreed upon with contract acceptance.
- c. Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping.
- d. The Town and the Contractor will evaluate and determine any areas that require excessive removal of clippings or debris on a regular year-round basis.

e. Contractor is responsible for any damage incurred as a result of mower damage to trees and shrubs and must repair or replace any such damage at no cost to the Town.

f. Athletic Fields shall be mowed weekly and all damage, scuffs and scalps shall be repaired immediately.

3. TURF EDGING AND TRIMMING

a. Mechanically trim all landscape edges as needed. Edges include all fencing perimeters, stone walls, cemetery stones, and tree wells in lawn areas.

b. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-turf landscape areas, remove larger debris.

c. Contractor is responsible for any damage incurred as a result of trimmer or edger damage to trees and shrubs and must repair or replace any such damage at no cost to the Town.

Cemetery Planning, Rough Draft

Background:

- Current Budget \$10k annually
- Staff – none, historically volunteer only, Duncan, Highway Crew
- All Cemeteries behind on maintenance, roughly 25-30years
- 2025, an RFP was awarded for maintenance to Hill House Estates
- 2025, Hillhouse met with Town Administrator on site for several hours to create this plan within the restrictions of the current budget.
- 2025, Plot was straightened, repaired
- Maintenance includes cleaning.
- The cemeteries have all been neglected. It will take time to catch up but getting caught up is in sight without increasing the budget, and in fact, by following the plan below, the budget will lower over time.
- Rosemary has contact for Joseph Mangan of Hillhouse Estates.

Goal:

- To get to a place of maintenance only, where all four cemeteries are cared for on autopilot with a trusted contractor to work with a not-to-exceed amount.

2025: Plot brought back, straightened and repaired. Budget \$10,000

2026: Evergreen straightened and repaired, brush cut on all four sides, smaller trees removed. Budget \$10,000

2027: Grow and Whitehill straightened and repaired, smaller trees removed. Budget \$10,000

2028: Survey of Evergreen with all occupied and available lots listed and identified for future sale. Est \$5000. Annual Maintenance and Repair of all cemeteries \$5000. Budget \$10,000

2029: Annual Maintenance and Repair of all cemeteries \$5000. Larger trees removed at all cemeteries, priority by risk to stones \$5000. Budget \$10,000

2030 and subsequent years: Budget \$5000 for trees maintenance and repair.

It should be understood that if a cemetery is completed under budget, the contractor will accelerate the plan to the next year until the annual amount of \$10,000 is reached.

Request for Proposals

Monument Maintenance Services for Town of Johnson Cemeteries

The Town of Johnson requests proposals from qualified Cemetery and Monument contractors to provide Monument Maintenance services for the Town of Johnson.

Contractors submitting a proposal will be expected to be able to:

- Repair and upright monuments that are broken, fallen, or tipped
- Repair bases of monuments that have broken, deteriorated, or sunken.
- Clean monuments with a town approved product to ensure the safety of all stone materials.
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and furnish proof of such policies to the Town of Johnson;

The Town owns and maintains four cemeteries:

Whiting-Hill Cemetery, Corner of 100C and Main Street

Evergreen Ledge Cemetery, Route 15 opposite the Long Trail parking access.

Plot Cemetery, Cemetery Road

Grow Cemetery

Immediate Priorities are Maintenance and Cleaning at White-Hill Cemetery. Evergreen Cemetery will need maintenance only at this time.

We are currently working with the Vermont Old Cemetery Association to schedule a workday for Whiting-Hill Cemetery, so the other cemeteries will initially take precedence. (Approximately half of the stones in Whiting -Hill cemetery have been repaired and all have been cleaned with two applications of a product called Wet and Forget). The stones in Plot cemetery have also been treated and are not currently in need of cleaning.

Any contract awarded will be for straightening, repairing and re-setting, and repairs to broken stones. The majority of stones are marble and therefore any repairs to broken stones must use a polymer epoxy (no cement or cement based epoxies) suited to gravestone repairs.

Highest priority for repairs shall be given to: broken stones, stones already lying on the ground and stones most in danger of further damage or falling on the ground.

Repairs to stones shall be equal to or better than the three methods of repair and resetting approaches listed below. Deviations from these approaches shall be identified and described in the proposal.

1. Simple “slab stone” repair. Slab stones do not have bases and are freestanding stones set in the ground. Leaning or fallen stones shall have existing soil around the stone excavated and replaced with drainable pea-stone below the base elevation of the stone, a minimum of 6” on any side of the stone, and to app. 3” below finish grade. The final 3” filled and compacted with topsoil from the cemetery and seeded. Each stone will be set plumb.

THE USE OF PEASTONE BELOW AND AROUND THE STONE IS A CRITICAL COMPONENT OF PROPER REPAIR. SLAB STONES SHALL NOT BE SET IN A CONCRETE BASE.

2. Stones with a base. Some stones will be set in a slot in the base (1) and some are “keyed” or pinned into one or more bases (2). This requires different repairs. In both cases the stone and base shall be removed and set aside. A hole shall be over excavated to a minimum of 6” on any side of the base and 6” below the bottom surface of the base. Pea-stone shall be installed and compacted to a minimum depth of 6” below the bottom surface of the base and on each side of the base, with the final 3” of topsoil from the excavation and seeded.

Each base shall be set so that the stone can be set plumb.

- a. If the stone fits in a slot in the base and is broken, it may be epoxied and braced, if there is sufficient stone protruding from the base to make this possible. If not, the broken portion remaining in the base shall be removed, the stone cut square and re set with epoxy in the base.
 - b. If the stone is keyed or pinned to a base and the stone is “loose” on the base, it should be separated, and new non-ferrous pins installed and epoxied in place both in the stone and on the base. Epoxy may also be applied between the stone and the base as needed. If the stone and base are solid and secure but not plumb, it may be possible to excavate around and under the based and replace the soil with pea-stone so as to level and plumb the stone.
3. Broken stones. Basic practices as outlined above for slab stones or stones with bases shall be followed. Broken stones will be repaired using a special gravestone epoxy NEVER CEMENT. In some cases, braces may be needed, especially if the stone had previously been repaired and broken again. Any brackets, pins or through bolts used to support broken stones must be either stainless steel or aluminum. STEEL OR FERRIS MATERIALS SHALL NOT BE USED. Care shall be given in the placement of brackets and epoxy not to obscure important features of the stone.

4. Waste material from excavating around stones may be placed in low areas or depressions, but must be raked smooth, mulched and seeded, so as to establish new grass. Alternatively, waste material may be disposed in areas approved by the Town.
5. Any repairs to stones not fitting the above conditions and or deviating from the above methods, may be allowed at the sole discretion of the Town's representative.

Proposals may be based on a flat rate per stone as above minimum methods, hourly rate, or flat fee for the repair of all remaining stones in the cemetery. The Town has limited funds and any proposal will need to meet budget requirements and available funds. A proposal might require multiple years to meet budget requirements.

Proposals may include costs and details of methods of cleaning (including products used to clean). Cost proposals for cleaning shall be separately identified and may be based on cost per stone, an hourly rate, or by a flat rate for all stones in a cemetery. As noted, Whiting-Hill and Plot cemeteries are not in need of cleaning at this time.

The Town can provide pea-stone for the project.

The Town will assign a person to coordinate and oversee the work and will provide appropriate contact information.

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this request for proposal and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

Please contact the Town Administrator, John Sutherland, at: tojadministrator@townofjohnson.com or by calling 802-635-2611 with any questions regarding the Request for Proposal, please bring all questions regarding the work to be performed to the Site Visit on Thursday, May 14, 2026 at 1:00pm starting at the Municipal Building and driving in order to: Grow, Whiting-Hill, Plot and finishing at Evergreen.

Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or 802-635-2611.

Completed proposals must be received no later than Friday, May 28, 2026, at 12pm and delivered by email or in person to:

John Sutherland
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

Responses must be marked "Cemetery Monument Services"

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work proposed.

Site Visit

Contractors are encouraged to attend a site visit to understand the work proposed by the Town of Johnson. The site visit is not mandatory, however strongly encouraged.

The Town Administrator will be hosting a site visit on:

May 14, 2026, at 1:00pm beginning at the Municipal Building

Please bring your own vehicle and be prepared to travel to each site.

Alternate visits may be possible by scheduling with the Town Administrator, it is strongly encouraged to attend the scheduled visit above.

Hill House Estates, LLC

1086 Thistle Hill Road
Marshfield VT 05658
(802)426-3121

Invoice

Date	Invoice #
9/30/2025	2520

Bill To
Town of Johnson 293 Lower Main W Johnson, VT 05656

Terms
Due on Completion of ...

Description	Quantity	Rate	Amount
Work Completed in Plot Cemetery:			
Four (4) Stones Repaired	4	80.00	320.00
Two Hundred Forty-Two (242) Stones Straightened	242	40.00	9,680.00
Thank you for your business!		Total	\$10,000.00

TAX MAP MAINTENANCE PROPOSAL FOR THE TOWN OF JOHNSON, VT

For processing data recorded 04/01/2026 through 03/31/2027

January 16, 2026

Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Johnson, VT, hereinafter called the CLIENT, to provide professional mapping services according to the specifications, terms, and conditions below written:

SCOPE OF SERVICES

A. Compilation

1. CAI shall review and incorporate all subdivisions, boundary line adjustments and surveys and make any required property line, area, and/or frontage changes.
2. CAI shall review all title conveyance deeds and make any required changes. - N/A*
3. CAI shall calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
4. If copies of the property record cards for parcels with new or changed buildings, including the building sketches, are provided, CAI shall use the most recent available orthoimagery to accurately place building footprints.
5. CAI shall review information from the previous tax year, regarding problem areas and shall attempt to resolve any discrepancies or problems in a fair and equitable manner for tax assessment purposes.
6. As all the above referenced data are compiled throughout the year, CAI shall mark each document confirming the intent stated therein. If the intent is not a direct conveyance, CAI shall label the document appropriately with the new parcel number and area.
7. All data shall be incorporated and formatted in a manner consistent with the existing map/GIS data.
8. All work shall be reviewed and checked for errors and preliminary PDFs shall be provided for review prior to finalizing the annual service.

B. Computer Map Index Services - N/A*

1. CAI shall maintain an index of property records that corresponds to the the property maps.
2. All index changes shall be coded in the change field as follows:

M1 - Name/Book and Page	A - Add New Lot
M2 - Area	D - Delete Lot
M3 - Parcel Id Number (i.e. Map and/or Lot number	
M4 - Multiple of M1, M2, M3	
M5 - Other (such as plan name or plan lot number)	
3. CAI shall provide computer index printouts to the CLIENT sorted as follows:
 - a. Numerical by map and lot number
 - b. Alphabetical by owner's name
 - c. Change list by change code with secondary sorting by map and lot
 - d. Other index printouts will be available upon request, at current CAI prices

C. GIS

1. All digital files will be processed using Esri GIS software.
2. All data will be checked for topology errors and corrected.
3. GIS data will be delivered in Esri's shape file, geodatabase, or other format, depending on the format of the existing data.

D. Responsibilities of the CLIENT

1. The CLIENT shall provide a copy of each deed, keyed to the correct map and lot. - N/A*
2. The CLIENT shall provide a print of each subdivision plan, boundary adjustment plan, and map to be incorporated, keyed to the correct map & lot.
3. The CLIENT shall acquire as much information as possible about any questions and/or problems.
4. If buildings are to be added or changed, the CLIENT shall provide a copy of the appropriate Property Record Card, including the building sketch.
5. The CLIENT shall notify CAI of approval of preliminary PDFs or edits to be made within thirty days of receipt of said preliminary PDFs.

ADMINISTRATIVE

A. Documenting Progress

1. An officer of CAI shall be responsible for monitoring and documenting the progress of the maintenance process.
2. Flow charts shall be maintained, monitoring the progress of the maintenance procedure; the purpose of which is to be able to inform the CLIENT of exactly where the project stands at any given time. The charts shall include the following:

a. receipt date of data to be processed	e. completion date of second draft
b. completion date of compilation	f. date printed
c. completion date of first draft	g. date shipped
d. completion date of checking	

TIMING

CAI shall complete and deliver the work described within 45 days of the receipt of the final information to be incorporated as defined in this proposal.

COST

Map/GIS Maintenance Service	\$2,400.00
Building Footprints (if building sketches are provided as described above)	\$20.00/building added or changed

DELIVERABLES

Deliverables shall include one (1) complete set 24"x24" Tax Map prints, PDFs, digital data

PAYMENT

Payment shall be made to CAI within thirty (30) days of invoicing, per terms of the invoice. Said invoicing shall be done on a quarterly basis throughout the project cycle, unless other payment arrangements have been made.

GUARANTEE

CAI shall guarantee all data generated against any errors or omissions for one (1) full year from the date of delivery. This guarantee does not include any changes due to data not made available under the terms of this proposal or any new information that is made available subsequent to the delivery date.

TAX MAP MAINTENANCE CONTRACT FOR THE TOWN OF JOHNSON, VT

For processing data recorded 04/01/2026 through 03/31/2027

This is a contract made this 16 day of January, 2026, between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Johnson, VT, hereinafter called the CLIENT, to provide professional mapping services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

1. All work shall be done according to the Tax Map Maintenance Proposal, dated January 16, 2026, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The CLIENT shall pay \$2,400.00 for the map/GIS maintenance services under this contract. If Property Record cards, including building sketches are provided, the CLIENT shall pay an additional \$20.00/building added or changed. There will be no additional charge if Property Record cards are not provided.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the CLIENT and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the CLIENT.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the State of Vermont.

The parties hereto have executed this agreement by their duly authorized officers.

Town of Johnson, VT

CAI Technologies

BY: _____
TITLE: _____



Franco D. Rossi
President

BY: _____
TITLE: _____

BY: _____
TITLE: _____

BY: _____
TITLE: _____

BY: _____
TITLE: _____



March 28, 2026

Brent Raymond, Town Manager

Town of Morristown, VT | 43 Portland Street, PO Box 748, Morrisville, VT 05661

John Sutherland, Town Administrator

Town of Johnson, VT | 293 Lower Main Street, PO Box 383, Johnson, VT 05656

RE: Asset Inventory & Capital Improvement Plans — MPG Grant #07110-MP-2026-Morristown-31

Dear Mr. Raymond and Mr. Sutherland,

Stone Shore Municipal Consulting, LLC is pleased to submit this proposal for the Towns of Morristown and Johnson under Municipal Planning Grant Agreement #07110-MP-2026-Morristown-31. The Town of Morristown serves as the lead municipality for this consortium project, and Stone Shore will contract directly with Morristown to deliver services to both towns.

Our team brings exactly what these projects require. Ron Rodjenski of Stone Shore has worked directly with Morristown on its Downtown Designation Capital Improvement Plan and with the Johnson Town Administrator on FEMA disaster grant field work following the July 2023 Flood — which means no learning curve on Johnson or Morristown's operational structure, asset base, budget structure, or Selectboard priorities. Kerrie Garvey of Watershed Consulting Associates brings 19 years of Vermont municipal asset data collection experience, leading field work in Fulcrum with GPS-located asset mapping. Trafton Crandall, P.E. of Trafton Engineering Associates validates cost estimates and life cycles for roads, structures, and stormwater. All three firms know each other and have worked together — this is a team, not a collection of subcontractors.

We deliver five concrete products to each town: a complete All-Assets Inventory (\$10,000 or greater), a CIP-Eligible Asset List (a subset of the All-Assets list) with agreed-upon thresholds and life cycles, a 6-year Capital Budget and Program per state statute (24 V.S.A. § 4430), an adoption-ready Capital Improvement Plan (CIP) document for public hearing, and staff training so annual updates become a routine task, not a project. We do it using the Vermont Asset Collector — a no-subscription, open-source tool built for exactly this kind of work — which keeps software license costs at zero for both towns, with only basic cloud hosting (\$500 per town) needed so each town has its own standalone version of the app under its own accounts. This reduces town staff time to update the CIP with the planning commission

or an assigned capital budget committee, so it is ready for adoption prior to the start of work on the annual development of the operating budget.

Our total proposed Stone Shore contract is \$35,350. LCPC will contract separately for public engagement coordination for \$4,760, total consortium project cost of \$40,110. The required 10% local match is \$4,011 split 60/40 between Morristown and Johnson based on their respective populations — \$2,407 and \$1,604 respectively.

Project costs are funded through the MPG consortium grant award of \$36,397; the Town will draw \$36,099 (90%) in state funds with this proposal, leaving approximately \$298 of the grant award as contingency if needed. If awarded this project, Stone Shore and the Town of Morristown will execute a CIP Services Agreement consistent with the ACCD/DHCD MPG consultant contract template, responding to RFP issued by the Town of Morristown dated March 4, 2026. LCPC will contract separately with Morristown. All work will meet grant requirements, including GPS/GIS data standards set by the Vermont Center for Geographic Information.

Thank you for this opportunity. We are ready to get to work, and confident both towns will appreciate having Capital Improvement Plans that are informative to the public — and their staff can maintain every year without coming back to a consultant.

Sincerely,

Ron Rodjenski, Project Manager

Stone Shore Municipal Consulting, LLC

ron@stoneshoremc.com | 802.316.6921 | www.stoneshoremc.com

Submitted with: Asset Inventory & Capital Improvement Plans — Joint Proposal (March 28, 2026)

TABLE OF CONTENTS

Asset Inventory & Capital Improvement Plans — Morristown & Johnson Consortium
MPG Grant #07110-MP-2026-Morristown-31 | March 28, 2026

COVER LETTER 1–2

Letter of Interest & Team Qualifications Summary	1
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PROPOSAL 3–14

Table of Contents	3
Deliverables — What Each Town Receives	4
Firm & Team Information	4–5
Scope of Work — Tasks 1 through 8	5–9
Proposed Schedule	10
Project Budget	11–13
Project Experience and References	14
Organizational Staffing Chart	14

PROJECT KICK-OFF MEMO 15–20

Purpose and Why the Town Is Doing This	15
What Happens at Kick-Off Meetings	16
Documents and Information to Collect	17–19
Financial Policy Review	19–20
What Comes Next After Kick-Off	20

CONTRACT FOR PERSONAL SERVICES 21–28

Contract Body (Sections 1–11)	21–23
Attachment A — Specifications of Work to be Performed	24–26
Attachment B — Payment Provisions	27
Attachment C — State of Vermont Standard Provisions (placeholder)	28

Morristown and Johnson CIP — MPG Grant #07110-MP-2026-Morristown-31 | Submitted March 28, 2026



PROPOSAL

Asset Inventory & Capital Improvement Plans

Town of Morristown & Town of Johnson — Consortium Project

MPG Grant #07110-MP-2026-Morristown-31 | March 28, 2026

DELIVERABLES — WHAT EACH TOWN RECEIVES	
All-Assets Inventory	Complete inventory of all town-owned capital assets valued at \$10,000 or greater — documented, photographed, and stored in an updatable CSV/Excel dataset.
CIP-Eligible Asset List	A Selectboard-approved subset of All Assets with agreed-upon thresholds and asset-specific replacement cycles.
6-Year Capital Plan	Capital Budget Year (FY2027) plus 5 consecutive Capital Program Years, per 24 V.S.A. § 4430 — Excel and Word formats.
Adoption-Ready Word Document	A fully formatted Capital Improvement Plan document ready for public hearing and Selectboard adoption, with grant funding acknowledgment included as required by DHCD.
Staff Training	Hands-on training for designated staff: Capital Asset Request Form, July–October annual update cycle, and Vermont Asset Collector / Excel workflow. Financial Policies reviews as requested by town.

Firm & Team Information

Stone Shore Municipal Consulting, LLC — Lead Consultant

246 Hinesburg Road, Richmond, VT 05477 | ron@stoneshoremc.com | 802.316.6921 | www.stoneshoremc.com

Established: 2023 | Work performed from: Richmond, VT | Staff assigned: Ron Rodjenski (Project Manager) and Melanie Rodjenski (Accounting and Financial Review)

Stone Shore works with smaller Vermont municipalities on capital planning, grants management, financial review, and interim operations. Stone Shore is currently engaged with the Town of Morristown under a Services Agreement and recently completed the Downtown Capital Improvement Plan that supported Morristown's Vermont Downtown Designation application. Ron Rodjenski has served as a Town Administrator in northern Vermont for over 30 years and has hands-on experience with highway, police, fire, and EMS services; annual operating and capital budgets; FEMA and VTrans grants; and Vermont Municipal Planning Grants. Melanie Rodjenski provides financial oversight with experience in municipal finance, payroll, and grant compliance.

Watershed Consulting Associates — Data Collection Subconsultant

208 Flynn Avenue, Suite 2H, Burlington, VT 05406 | www.watershedca.com | 802.497.2367

Established: 2005 | Key staff: Andrés Torizzo, Principal, Hydrologist (CPESC, CISEC, CESSWI, CPSWQ), Kerrie Garvey, GIS Program Manager (GISP) and Liviya Kovacevic, GIS Specialist

Watershed Consulting Associates is a Burlington-based, woman-owned small business specializing in stormwater management, green infrastructure, water quality, and municipal asset inventory. Andrés Torizzo co-founded the firm and has led GPS/GIS-based municipal asset data collection and stormwater master planning across Vermont for 19 years. Kerrie Garvey is a certified GIS professional with deep experience in Fulcrum field data collection, spatial data management, and Vermont data standards — including GIS data submissions to the Vermont Center for Geographic Information (VCGI), which is required for MPG-funded projects that create new map layers. Liviya Kovacevic is a GIS Technician who will lead the bulk of field data collection for this project; she completed the Road Erosion Inventory for the Town of Morristown in 2023 and brings direct familiarity with Morristown's road network and field conditions. Trafton Crandall, P.E. provides engineering cost estimate review and life cycle validation as a sub-to-Watershed; his invoice flows through Watershed to Stone Shore. Watershed and Stone Shore have worked together on multiple Vermont municipal projects.

Trafton Engineering Associates, LLC — Engineering Review Subconsultant

Vermont | Key staff: Trafton Crandall, P.E. (Owner and Principal Engineer)

Trafton Engineering Associates is led by Trafton Crandall, a Vermont-licensed P.E. with extensive experience in stormwater BMP design, road and structure cost estimation, and engineering review for municipal capital projects. Trafton has partnered with Watershed Consulting on numerous Vermont stormwater and infrastructure projects, most recently the Falls Road Trail Stormwater Improvements for the Town of Georgia (2024). His work on this project focuses on validating life cycles and cost benchmarks so the CIP reflects what things actually cost — not catalog prices.

Proposed Scope of Work

Both municipalities receive parallel, independent deliverables under a single contract between Stone Shore and the Town of Morristown as the grant's lead municipality. Tasks are described together where the approach is shared; any differences between Morristown and Johnson are noted. Village-owned infrastructure (Morrisville Water and Light; Village of Johnson) is excluded, except where a shared boundary or cost-sharing situation involves a town capital asset.

A note on GIS: this project will create new GPS-located asset map layers in Fulcrum and the Vermont Asset Collector. As a condition of the MPG grant, Watershed Consulting will submit those data layers to the Vermont Center for Geographic Information (vcgi.vermont.gov) using the VCGI GIS Data Submission Online Intake Form upon project completion. This is part of our standard workflow for grant-funded work in Vermont and is built into our project closeout at no additional cost.

Task 1 — Stakeholder Interviews and Kick-Off

Stone Shore will meet separately with each town's Selectboard to kick things off — walking through the process, confirming the capital threshold, identifying existing documents to build from (Town Plans, Hazard Mitigation Plans), and making sure everyone on staff and relevant boards knows the project is underway and what will be asked of them. It's recommended that the Selectboard consider reviewing existing town financial policies early in the project, including several model policies available through VLCT, like a Capital Program and Budget Policy and other guiding documents for development of the CIP and long-term maintenance of the CIP. VLCT released a new suite of capital planning tools in February 2026 — including a Gantt-style CIP Development Timeline, a CIP Development Checklist, a Capital Project Submission Form (FY27–FY32), and CIP/Equipment Replacement Plan templates — which Stone Shore will use as the starting framework for each town's CIP development process, customizing templates to each town's structure and needs. These tools are available at no cost to VLCT member municipalities (vlct.org/resource/tools-tips-capital-budgeting). Stone Shore will assist assigned staff member(s) with the review of policies with initial recommendations assessed by the town manager or town administrator.

A note on thresholds: We start the All-Assets Inventory at \$10,000 and minimum one-year useful life. This threshold aligns with a new governmental accounting standard (2 CFR 200.439 and generally accepted accounting principles, or GAAP). However, towns retain the ability to set thresholds in the local CIP for assets not controlled by federal regulations. For consistency, it is recommended to use \$10,000 threshold and then expense acquisitions under \$10,000 (and not include in the All Assets list). GASB Statement 104, effective for most Vermont municipalities in FY2026) requires governments to separately disclose certain asset categories in annual audit notes — including lease assets, IT subscription assets, and assets the town has decided to sell. The inventory we build will be structured so each town's auditor can pull those disclosures directly from the same dataset, rather than rebuilding the work at audit time. Capital Leases for highway equipment should be incorporated into the CIP. We recommend each town's outside auditor be brought into the threshold conversation early — their guidance on the town's capitalization policy keeps the CIP and the financial records in sync and avoids surprises at audit time. Not everything on the All-Assets list automatically goes into the CIP. Trafton Engineering will work with each town to set asset-specific thresholds for CIP inclusion. A capital budget policy can address variations in thresholds, like a building may carry a CIP threshold well above \$10,000 to allow routine maintenance work that doesn't require capitalization or CIP management. A stormwater system component, like a swirl separator, might have a threshold of \$25,000 or more. Getting those numbers right, with its life cycle, at the start is important for later decision making and CIP project scheduling.

Stone Shore will then meet separately with each department and board in both towns: Town Clerk, Highway, Police and Dispatch (Morristown), Fire (Morristown), Planning and Zoning, Parks and Recreation, Conservation Commission, and Economic Development. Village officials in Morrisville and Johnson will be contacted to confirm town-owned assets, shared assets and village-owned. The Lamoille County Planning Commission will assist the Consultant and both towns with organization of public meetings (total for both towns: 4 public meetings plus 2 public hearings), including drafting notices required by statute, and will assist with grant administration and reporting. Stone Shore will work directly with each town's staff on meeting content and logistics.

Task 2 — Facilities & Equipment Inventory

Kerrie Garvey of Watershed Consulting will lead field data collection, visiting each facility and meeting with department staff. Every capital asset worth \$10,000 or more will be inventoried, photographed, and GPS-located using Fulcrum. Data exports to a CSV file that feeds directly into both the Excel CIP spreadsheets and the Vermont Asset Collector app — no manual re-entry, no proprietary software, and a clean data backup that each town keeps forever regardless of what tools they use in the future.

Purchase history, cost, and vendor information will be pulled from town records. Staff will be asked about replacement cycles and what maintenance the town handles in-house versus outsources. All town-owned land parcels, significant easements, and partnership agreements tied to capital assets will be documented. Existing town documents, like Johnson's 2024 Plan Implementation Recommendations will be considered for town priorities and future capital projects.

Task 3 — Roads, Structures, Life Cycles, and Cost Estimates

Trafton Crandall, P.E. will review the inventory data and apply engineering benchmarks to validate cost estimates and useful life assumptions — the two numbers that matter most in a CIP. Trafton's primary focus is earthworks, culverts, stormwater infrastructure, and final review of cost and life cycle numbers across all asset categories. For bridges and large structures, the existing inventory at VTCulverts.org — maintained with LCPC assistance — provides the baseline for structures larger than 36 inches. For Morristown's paved roads, GPI's October 2024 Pavement Condition and Network Level Analysis Report will be used as the starting point rather than duplicating that work. Roads will be categorized by usage and traffic load information from available traffic studies and assumptions, and life cycle assumptions will be presented to each Selectboard for approval before being locked into the plan.

Stormwater infrastructure in road rights-of-way will be categorized alongside road assets. The Vermont Capital Program Climate Guide — which Morristown already has permission to use — will be applied to document how climate and resiliency considerations shaped the prioritization of road, drainage, and facility assets. Our team will utilize the latest State resilience frameworks—including the **Transportation Resilience Planning Tool (TRPT)** and **Vermont Municipal Climate Toolkit**—to score capital projects. This ensures that infrastructure investments in flood-prone areas or river corridors are prioritized for 'Right-Sized' engineering rather than simple like-for-like replacement. Vermont's Flood Ready program (floodready.vermont.gov) is also a strong reference resource for capital planning and resiliency and will inform how road and drainage assets are evaluated for climate risk. This matters practically, not just for compliance: future construction grant funds from state and federal partners are increasingly contingent on resiliency-based designs — not simple same-size replacements — so documenting how resiliency considerations informed this CIP positions both towns to compete for those funds. Vermont Flood Ready has capital plan resources available which staff and elected officials can review during the CIP work:

https://floodready.vermont.gov/update_plans/municipal_plan/capital_program#Capital%20Priorities%20for%20Flood%20Resilient%20Communities

Stone Shore will prepare and circulate notes after each department and board meeting. Those notes are the asset record for each department.

Task 4 — Prioritization Meeting with Each Selectboard

Stone Shore will bring a draft asset list and estimated costs to each Selectboard for a prioritization review. Life cycle assumptions, funding options, and what makes the CIP cut versus what stays in the operating budget will all be confirmed at this meeting. Each Selectboard makes its own final calls on priorities — that's the point of having two separate plans.

Task 5 — Preliminary CIP Document

Stone Shore will compile everything into a preliminary CIP organized by department: facilities, equipment, vehicles, roads, and structures. For each asset, the CIP will show what it is, what it costs to replace, how old it is, when it's due, and how much the town should be setting aside each year if reserves are the funding strategy. The Vermont Asset Collector app will generate a formatted Word document directly from the CSV — so the preliminary CIP looks like a finished plan from day one, not a spreadsheet printout.

A funding sources section will match each project category to the most relevant grant and financing programs, drawing from the Vermont Climate Infrastructure and Resilience Federal Funding Program Matrix and DHCD guidance. Programs flagged will include VTrans Better Roads, VTrans Structures Grants, FEMA Hazard Mitigation, USDA Community Facilities grants and loans, the Vermont Municipal Bond Bank, the Municipal Energy Resilience Program, and PROTECT Program funds where applicable. Each entry will include current eligibility basics and contact information so town staff can act on it. Our team will also assess proposed projects in relation to FEMA design guidelines, like "upsized by one" strategy as a **"Pre-Approved Resilience Standard,"** which is or should be a standard practice on most town road cross culverts as "first alternative", that costs slightly more but makes advantage of allowed streamlined state and federal standards to ensure maximum FEMA reimbursement with resiliency benefits.

All final CIP documents will include the required acknowledgment that the project was funded in part by a Municipal Planning Grant administered by the Vermont Department of Housing and Community Development.

Task 6 — Public Forum

Stone Shore will work with each Selectboard to host a separate public forum — one in Morristown, one in Johnson — presenting the draft CIP and giving residents a chance to weigh in on priorities prior to the formal adoption hearing. LCPC will assist with scheduling and statutory notice drafting for forums in both towns. Notes from each forum will be provided to each Selectboard before final edits begin.

Task 7 — Final CIP and Adoption

After the public forums, Stone Shore will prepare final revisions and a short summary document each Selectboard can use for outreach before the adoption hearing. The adoption process for each town follows the statutory requirements for public hearing notice and Selectboard vote. Each adopted CIP will be delivered in PDF and editable Word/Excel format for each town's website.

Task 8 — Staff Training

Stone Shore will train whoever each town designates to own the annual CIP update — walking through the Capital Asset Request Form, the July-to-October update cycle, and the VT Asset Collector / Excel workflow, using VLCT's February 2026 capital planning templates as the operational framework. This task includes delivery of a CIP Annual Review & Audit Checklist with a schedule for annual departmental review of assets, replacement cycles, and emerging capital needs — so each department knows what to submit and when. The goal is that the person who takes this on can run next year's update without calling a consultant. VLCT also offers ongoing free support through its Municipal Assistance Center for towns that need guidance between annual updates. Annual updates should take a few hours, not a project.

Technology: Vermont Asset Collector and CSV Workflow

Stone Shore built the Vermont Asset Collector application specifically for Vermont municipal asset inventory. The application itself has no license fee and generates a formatted Word CIP document from a CSV file with one action. Each town will receive its own hosted instance (Supabase database and Netlify web deployment), with the first year of hosting costs covered by this project at \$500 per town. Both towns will leave this project with a CSV dataset they own, an app hosted under their own accounts, and staff trained to maintain it. A plain Excel backup is always available independent of the app.

If awarded, Stone Shore and the Town of Morristown will execute a CIP Services Agreement consistent with the ACCD/DHCD MPG consultant contract template, including all required State Standard Provisions. Watershed Consulting and Trafton Engineering Associates will be engaged as subconsultants under that agreement.

Proposed Schedule

The schedule below meets the RFP's April 30, 2026 start requirement and July 30, 2027 completion deadline prior to the DHCD grant term ending December 31, 2027.

Task	Morristown Target	Johnson Target	Notes
Contract executed / notice to proceed — May 2026 (Morristown & Johnson) <i>After April 10 selection</i>			
Task 1 Stakeholder Interviews & Kick-Off — Selectboard, dept. heads, Planning Commission	May–Jun 2026	May–Jun 2026	<i>In-person; LCPC assists Johnson with scheduling and grant reporting</i>
Task 2 Facilities & Equipment Inventory — GPS/GIS field data collection (Watershed/Fulcrum)	Jun–Jul 2026	Jun–Jul 2026	<i>Site visits; photos; GPS-located assets; CSV export; VTCulverts.org for culverts ≥36"</i>
Task 3 Roads, Structures, Life Cycles & Cost Estimates — highway, culvert/bridge inventory; purchase history & life cycle research	Jun–Sep 2026	Jun–Sep 2026	<i>Trafton leads cost/lifecycle review; town records; invoices; GIS/land records; climate & resiliency documented per VT Capital Program Climate Guide</i>
Task 4 Prioritization Meeting with Each Selectboard — draft asset list reviewed; CIP eligibility confirmed	Sep 2026	Sep 2026	<i>Draft asset list and costs presented; life cycle assumptions and funding options confirmed; each Selectboard makes final priority calls</i>
Task 5 Preliminary CIP Document — CIP compiled by dept.; Planning Commission worksession; Selectboard review	Oct–Nov 2026	Oct–Nov 2026	<i>Mid-project report & 2nd requisition due by Dec. 31, 2026; funding sources section drafted; comments incorporated</i>
Task 6 Public Forum — separate forum in Morristown and Johnson with statutory notice	Nov–Dec 2026	Nov–Dec 2026	<i>Can be on SB regular agenda or special meeting; LCPC assists; forum notes provided to each SB before final edits</i>
Task 7 Final CIP and Adoption — final revisions; adoption hearing; CIP delivered in PDF and Word/Excel	Jan–Mar 2027	Jan–Mar 2027	<i>Per 24 V.S.A. § 4443; each adopted CIP delivered in PDF and editable Word/Excel format</i>
Task 8 Staff Training & CIP Annual Review Checklist — Capital Asset Request Form; annual July–October update cycle; VT Asset Collector / Excel workflow; CIP Annual Review & Audit Checklist	Mar–Apr 2027	Mar–Apr 2027	<i>Goal: designated staff can run next year's update independently</i>
Project Close-Out Final adopted CIPs delivered; GIS data submitted to VCGI	By Jul 2027	By Jul 2027	<i>Final report to DHCD by Jan 31, 2028</i>

Project Budget

All costs are shown by municipality where applicable. Overhead is included in hourly rates — no additional markup is applied. Fulcrum field collection software costs are \$0. Vermont Asset Collector hosting costs (\$500 per town) are included in direct costs. Adjustments to estimated hours may occur but no change to deliverables or total costs without town prior approval.

Task #	Consultant / Task Description	Morristown hrs	Johnson hrs	Total hrs	Rate	Amount
Stone Shore Municipal Consulting, LLC — Ron Rodjenski, PM \$75/hr						
1	Stakeholder Interviews & Kick-Off: Selectboard meetings, dept. interviews, capital threshold confirmation, LCPC coordination for Johnson	23	17	40	\$75	\$3,000
2	Facilities & Equipment Inventory: asset capitalization policy, capital reserve framework, LOT use guidance; coordinate with outside auditor on threshold	23	15	38	\$75	\$2,850
3	Roads, Structures, Life Cycles & Cost Estimates: research purchase history, life cycles, vendor verification; climate/resiliency integration (VT Capital Program Climate Guide)	16	11	27	\$75	\$2,025
4	Prioritization Meeting with Each Selectboard: project management, grant compliance, team coordination throughout	8	6	14	\$75	\$1,050
5	Preliminary CIP Document: CSV assembly, VT Asset Collector deployment, Planning Commission worksession, Selectboard review	20	16	36	\$75	\$2,700
6	Public Forum: forum coordination, statutory notice, Selectboard prep, LCPC coordination with Stone Shore	7	5	12	\$75	\$900
7	Final CIP and Adoption: final revisions, adoption hearing support, CIP delivery in PDF and Word/Excel to both towns	7	5	12	\$75	\$900
8	Staff Training & CIP Annual Review Checklist: Capital Asset Request Form, annual July–October update cycle, VT Asset Collector / Excel workflow; CIP Annual Review & Audit Checklist with departmental review schedule	4	3	7	\$75	\$525
	Stone Shore subtotal	108	78	186		\$13,950
Watershed Consulting Associates — Subconsultant (includes Trafton Engineering as sub-to-Watershed) Single invoice to Stone Shore						
2	A. Torizzo, Principal — field inventory oversight, quality review	3	3	6	\$200	\$1,200
2	K. Garvey, GIS Program Manager — GPS/GIS data management, VCGI submission	6	6	12	\$150	\$1,800
2	L. Kovacevic, GIS Technician — field data collection (Fulcrum/VT Asset Collector); completed Road Erosion Inventory for Morristown (2023)	40	40	80	\$130	\$10,400

3	T. Crandall, P.E. — cost estimate review, life cycle validation, road/structure/stormwater benchmarking	20	20	40	\$150	\$6,000
	Watershed subtotal (all staff)	69	69	138		\$19,400
Direct Costs						
	Mileage, printing, CIP public hearing notices, public meeting handouts, other advertising	—	—	—	—	\$1,000
	VT Asset Collector town-hosted deployment (Supabase, Netlify, service accounts) — \$500/town × 2	—	—	—	—	\$1,000
	UTCulverts.org — existing LCPC culvert inventory (no new fieldwork)	—	—	—	—	\$0
	Direct costs subtotal					\$2,000
Stone Shore total contract (labor + subconsultant + direct costs)						\$35,350
Lamoille County Planning Commission (LCPC) — Public Engagement Separate invoice to Morristown						
	Assist Consultant and Towns with organization of public meetings (4 public meetings plus 2 public hearings), including drafting notices required by statute. Assist with grant administration and reporting.	—	—	—	—	\$4,760
	LCPC subtotal		—			\$4,760
Total consulting costs (Stone Shore contract + LCPC)						\$40,110
Morristown local cash match — 60% of aggregate (based on population: ~5,000 / ~3,500)						\$2,407
Johnson local cash match — 40% of aggregate (based on population)						\$1,604
Total local match (10% of \$40,110 total project cost)						\$4,011
<i>MPG grant funds applied (90% of total project cost)</i>						<i>\$36,099</i>
Note on invoicing: Stone Shore invoices upon 100% completion of each task. Tasks 1 and 2 are fully independent and may be invoiced as soon as field inventory and all kick-off meetings are complete. Tasks 3–8 follow sequentially. Adjustments to estimated hours may occur but no change to deliverables or total costs without prior town approval.						

Note on match: The MPG program requires a minimum 10% cash match for consortium projects. Applied to the \$40,110 total project cost, the required match is \$4,011, split by towns on population provided in the RFP. The Town will draw \$36,099 in MPG grant funds (90% of total project cost), leaving approximately \$298 of the \$36,397 maximum grant award as contingency if needed.

Note on LCPC costs: The Lamoille County Planning Commission has a confirmed cost of \$4,760 covering public meeting coordination (4 public meetings plus 2 public hearings), statutory notice drafting, and grant administration and reporting. LCPC invoices the Town of Morristown separately; both the Stone Shore contract and the LCPC invoice are funded through the same MPG grant award. The two invoicing streams are shown above as the complete picture of total project costs.

Comparable Vermont CIP projects funded through MPG: The budget for this consortium project is well-supported by recent Vermont precedents. Brattleboro's CIP (awarded May 2025) had a total project cost of \$33,000 with \$29,700 in MPG funds. Hartford's CIP came in at approximately \$33,410 with a \$30,000 award. Lyndon's CIP was funded at \$27,000. The Morristown-Johnson consortium scope is broader than any of these single-town projects — two parallel plans, GPS/GIS data collection, engineering cost validation, town policy reviews, and two separate public forum and adoption processes, to show the efficiencies created in consortium efforts.

Note on contingency: The original MPG application included a 10% task contingency at a blended \$70/hr rate. This proposal absorbs that contingency into the detailed task budget by engaging licensed engineering (Trafton Crandall, P.E.) and certified GIS professionals (Watershed Consulting, GISP) at their actual rates, which elevates the quality of cost estimates and asset data beyond the original application's blended-rate estimate. AI-assisted project management further reduces Stone Shore's staff hours while maintaining full deliverable scope.

Project Experience and References

Stone Shore Municipal Consulting, LLC

Town of Berlin, VT — Asset Inventory and Capital Improvement Plan

Complete asset inventory and CIP for the Town of Berlin, covering rolling stock, facilities, highway infrastructure, and capital reserve policy. Direct analog to the Morristown-Johnson scope.

Reference: Vince Conti, Town Administrator | Berlin, VT

Town of Hyde Park, VT — Grants Management and Project Management

Project management, grants tracking, capital and equipment replacement plans, vendor coordination, and administrative policy review during a transition in Town Administrator.

Reference: Alex Goddard, Town Administrator | Town of Hyde Park

Watershed Consulting Associates — Subconsultant

208 Flynn Avenue, Suite 2H, Burlington, VT 05406 | www.watershedca.com | 802.497.2367

Established: 2005 | Key staff assigned: Andrés Torizzo, Principal; Kerrie Garvey, GIS Program Manager (GISP); Liviya Kovacevic, GIS Technician

Town of Barre, VT — Municipal/Private Stormwater System Analysis, Design, Permitting

Assessed and designed multiple 3-acre public/private partnership stormwater projects, scoped to match local funding and O&M capacity while meeting permit requirements, water quality objectives, and construction oversight and grant reporting needs.

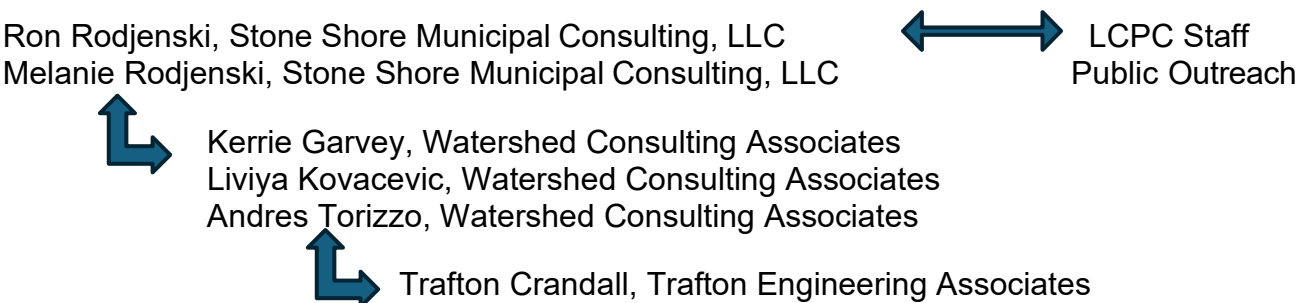
Reference: Chris Violette, Town Manager | Town of Barre

Village of Swanton, VT — Municipal/Private Stormwater System Analysis, Design, Permitting

Assessed and designed a 3-acre public/private partnership stormwater project, scoped to match local funding and O&M capacity while meeting permit requirements, water quality objectives, and construction oversight and grant reporting needs.

Reference: Heidi Britch-Valenta, Grant Specialist/Program Coordinator | Village of Swanton

Organizational Staffing Chart





PROJECT KICK-OFF MEMO

Asset Inventory & Capital Improvement Plans

Town of Morristown & Town of Johnson

MPG Grant #07110-MP-2026-Morristown-31 | March 2026

Prepared by Stone Shore Municipal Consulting, LLC

Purpose of This Memo

This memo is intended for town administrators, town managers, department heads, and Selectboard members. Its purpose is to explain what the Capital Improvement Plan (CIP) project involves, why it matters, and — most practically — what documents and information the consulting team will need at the start of the project to hit the ground running.

Please don't let the list below cause concern. Every item on it is something Stone Shore has helped municipalities locate before, and if something isn't readily available, we'll work through it together. The goal here is simply to show the information that will be requested during the project and start that conversation in advance of the kick-off (who has the information, what is missing and needs to be researched, and to collect local knowledge that might not yet be captured to best inform the capital plan projections, like long-deferred projects that one person remembers).

Why Is the Town Doing This?

Both Morristown and Johnson were awarded a Municipal Planning Grant (MPG – Consortium Grant) from the Vermont Department of Housing and Community Development to develop Asset Inventories and Capital Improvement Plans. The grant pays 90% of the project cost; each town contributes the remaining cost as local match.

A Capital Improvement Plan is simply a tool that helps a town answer three questions that come up every budget season:

- What major purchases or projects are coming up next?
- How much will they cost, and when?
- How do we pay for them — reserves, grants, borrowing, or a combination?

Without a CIP, these decisions tend to come as surprises or there are no in-place mechanisms to clearly address and resolve — a truck fails unexpectedly, a roof leaks from deferred maintenance, a culvert washes out and is replaced “same size” without review — and the town ends up either borrowing on short notice, not addressing resiliency or deferring work that gets more expensive every year. A good CIP doesn't prevent every surprise, but it dramatically reduces them by proactively planning to stay ahead of emergency replacements (maintenance allows planned replacements to be completed on schedule) and provide sufficient reserves through thoughtful appropriations to be ready to address emergencies. Public engagement is

a key component of the final drafting and adoption process to confirm community priorities and appetite for aggressive investments or go-slow approach. In the end, a CIP provides the Selectboard with pre-agreed capital acquisitions to use in development of the annual operating budget (ex. capital appropriations are included in the town budget or a component of the tax rate for funding reserves, loan interest can be in the operating fund to preserve capital reserves for acquisition costs only, etc.). A CIP confirms for voters at Town Meeting that the Town has a comprehensive plan, and is not seeking funding approvals out of context but in consideration of the town as a whole and, most importantly, how the timing and costs of capital projects impact the taxpayer and avoid spikes in tax rate from capital needs of the community.

Each town will receive its own standalone CIP — Morristown's and Johnson's plans will be developed in parallel under one contract, but each Selectboard adopts its own plan.

A Note on the Grant

The MPG grant that funds this project runs from December 1, 2025 through December 31, 2027, with a final report due January 31, 2028. This proposal begins work after the contract is executed (anticipated May 2026) with both adopted CIPs proposed to be due by July 2027 (ahead of the fall FY2029 budget season work). Note: Some preliminary information may be available for Selectboard use in Fall 2026 for FY2028 budget discussions. The Town of Morristown serves as the lead municipality under the grant; Stone Shore contracts directly with Morristown and coordinates the parallel work in Johnson with the support of the Lamoille County Planning Commission (LCPC), which will assist with public meetings and grant administration for both towns.

All final CIP documents will carry an acknowledgment that the project was funded in part by a Municipal Planning Grant administered by the Vermont Department of Housing and Community Development.

What Happens at the Kick-Off Meetings?

Stone Shore will schedule separate kick-off meetings with each town — ideally with the Selectboard representative, Town Administrator or Manager, and key department heads (Highway, Police, Fire where applicable, Planning and Zoning). These meetings are not presentations — they are working conversations to:

- Walk through what the CIP project entails and what each department will be asked to do
- Begin the confirmation of the capital threshold amounts for inclusion in the CIP — what dollar amount and useful life makes something a "CIP capital asset" versus:
 - An operating expense purchased with annual budget allocations (ex. a town laptop is below \$10,000 and paid from the town annual budget)
 - A capital asset valued at more than \$10,000, but not added to the CIP (ex. a police department may replace one vehicle per year, and not significantly impact the operating budget or need to be programmed for replacement in the CIP)
- Identify which existing documents and data sources are already available
- Introduce the Vermont Asset Collector tool that will be used for field inventory
- Establish a point of contact for day-to-day coordination in each department

The Lamoille County Planning Commission will assist with scheduling and coordination for public meetings and hearings, including drafting statutory notices, and will assist with grant administration and reporting.

Documents and Information to Collect — Start When You Can

The table below lists the documents and information that will be most useful at the start of the project. Not all of it needs to be in hand at the kick-off meeting — bring what you have (or email when available), and Stone Shore will help track down anything that isn't readily available. Items marked with an asterisk (*) are especially helpful to have early, as they directly shape the scope and organization of the All-Assets Inventory.

#	Document or Information	What it is and why we need it
1	* Depreciation schedule / capital asset workpapers from outside auditor	The auditor's working copy of the town's capital asset schedule — showing each asset, its original cost, date acquired, useful life, and accumulated depreciation. This is the starting point for the All-Assets Inventory and ensures the CIP aligns with what's already on the books. A new GASB standard (Statement 104) effective FY2026 requires new subcategories in this schedule; building from the auditor's current version avoids duplication and keeps both documents in sync.
2	Loan documents and amortization schedules	Current loan agreements and payment schedules for any outstanding municipal debt — bonds, notes, equipment loans, or lease-purchase agreements. Needed to identify assets that are still being financed, understand remaining debt obligations, and ensure the CIP doesn't create conflicting debt service timelines. Includes any bridge loan or bond anticipation notes.
3	Capital reserve accounts — list and current balances	A list of all active capital reserve funds (highway equipment, buildings, vehicles, etc.) with current balances, the authority that established each reserve (Town Meeting vote or Selectboard), and any restrictions on their use. These balances are a direct funding source for CIP projects and change how projects are prioritized and phased. NEMRC reports should be sufficient.
4	Current lease agreements	Any agreements in which the town leases property, equipment, or facilities from another party — including lease-purchase arrangements for vehicles or machinery. Under GASB Statement 87 and now GASB 104, certain leases are treated as capital assets on the town's books and must be separately disclosed in the annual audit. Knowing which leases exist ensures they appear in the correct category in the inventory.
5	* VLCT vehicle and equipment insurance schedule	The town's current coverage schedule from VLCT (Vermont League of Cities and Towns) Property & Casualty, listing all insured vehicles and equipment with stated values, and the town's property schedule for insurance purposes. Available from the town office or directly from VLCT. Provides a cross-check on vehicle inventory and current replacement values. If not kept on file, Stone Shore can assist in obtaining it.

6	Budget and tax rate appropriations for capital projects	The current-year and prior-year town budget showing all capital appropriations — amounts voted at Town Meeting for specific capital items, equipment reserves, and debt service. Also the current tax rate sheet showing how much of the municipal rate is dedicated to capital versus operations. This context shapes what the CIP should realistically plan for in years one and two. NEMRC reports and town meeting minutes if not online will help get started.
7	Active grants — list with project descriptions and remaining balances	A list of all currently active grants, including the grantor, grant number, project description, total award, amount spent to date, and project completion deadline. Needed to identify capital projects already funded (so they aren't double-counted in the CIP) and to flag any grant compliance requirements that affect asset disposition or replacement timelines. The federal annual SF425 is good to start with and a town summary with current awards & next steps.
8	* Upcoming bond votes, pending loans, or major purchases in progress	Any capital items the Selectboard is currently discussing, planning to bond for, or has put out for bid — even if not yet formally voted. The CIP should reflect these in the first year or note them as pending. Early awareness prevents the CIP from appearing to conflict with work already underway.
9	* Condition assessment reports or engineering studies	Any recent professional assessments of building conditions, roof surveys, pavement condition reports, culvert inspections, or similar technical evaluations. Morristown's GPI Pavement Condition and Network Level Analysis Report (October 2024) is a good example. These reports replace the need for fieldwork in areas already studied and improve the accuracy of cost estimates and replacement timelines.
10	Manufacturer recommended replacement cycles / maintenance records	Estimated life cycle from Owner's manuals, manufacturer specifications, and any “remaining life” estimates based on service issues, or planned replacements in next 5 years, and any documented replacement intervals (or voted agreements on life cycles — like plow trucks every 7 years to coincide with termination of extended warranty). Highway department maintenance logs are especially useful for trucks, loaders, and graders. This information, combined with Trafton Engineering's review, is what sets the life cycle assumptions in the CIP specific to the town's equipment, impacted by level of use and maintenance investments — the numbers that drive when projects appear in the 6-year plan.
11	Existing capital improvement or capital asset policies	Any written (or unwritten) policies to define what qualifies as a capital item, like one or several threshold amounts, how reserves are funded, or when & why equipment is replaced versus maintained. These may exist in budget notes, financial policies adopted by the Selectboard, or the auditor's management letter. If the town has not yet established a formal capitalization policy, that conversation is one of the first items on the kick-off agenda.

12	Town Plan — relevant goals and implementation actions	The current adopted Town Plan, particularly any sections identifying capital facility needs, infrastructure priorities, or community goals that a Capital Improvement Plan should implement. The CIP is a tool for carrying out Town Plan goals in a funded, scheduled way. For Morristown, the following Town Plan Goals have been previously identified as relevant: Goal 6 (school/traffic access), Goal 10 (municipal parking), Goal 33 (building energy costs), Goal 44 (Oxbow trails), and Goal 45 (Foundry St. trail access).
13	Designated Growth Areas	Any assets (permanent structures, not rolling stock) within Village Centers, Downtowns, etc. need to be identified easily in the CIP – sidewalks could be one category generally but in a downtown area named similar to “Downtown Sidewalk, East Main St Section 3”
14	Hazard Mitigation Plan	A list of the town’s high, medium and low priority projects that will be included in the 6-yr CIP window. The most recently adopted Local Hazard Mitigation Plan (LHMP). The CIP prioritization process will consider climate and flood risk, and the Hazard Mitigation Plan documents the town's identified vulnerabilities and mitigation strategies. Vermont grant programs — including FEMA Hazard Mitigation and Flood Ready VT — require an approved LHMP as a condition of funding, so any CIP project targeting those sources needs the plan to be current.

If any of these items are not available, don't worry — just note it and let us know. Stone Shore has helped towns reconstruct depreciation schedules, locate insurance records, and identify reserve account histories before. We will note what wasn't available, what we used instead, and what the town may want to establish going forward as part of the annual CIP process itself.

Financial Policy Review (Needs Assessment)

VLCT offers several recently updated model policies that should be considered by the town if existing policies do not exist or need a fresh look. In February 2026, VLCT released a new suite of capital planning tools — including a Gantt-style CIP Development Timeline, a CIP Development Checklist, a Capital Project Submission Form (FY27–FY32), and CIP/Equipment Replacement Plan templates — which Stone Shore will use as the starting framework for desired town financial policies, or during review of existing town policy, and for relationship to CIP development, customizing to each town’s structure and needs. These tools are available at no cost to VLCT member municipalities (vlct.org/resource/tools-tips-capital-budgeting). Stone Shore will assist an assigned staff person in that review of policy early in the work, and bring recommendations to the town administrator or town manager to determine next steps. For ongoing support beyond this project, VLCT provides free guidance through its Municipal Assistance Center, including Government Finance Specialist Marguerite Ladd (mladd@vlct.org) and Municipal Operations Specialist Kathleen Ramsay (kramsay@vlct.org).

Here is an example of policies that impact capital planning and collectively work to inform staff on best practices, enabling elected officials to adopt policies that are useful to their leadership role and clarify responsibilities for important town financial management objectives.

- Model Accounting, Auditing & Financial Reporting Policy
- Model Debt Management Policy
- Model Balanced Budget Policy
- Model Reserve Fund Policy
- Model Capital Program and Budget Policy
- Model Fund Balance Policy
- Model Procurement Policy
- Internal Financial Controls Checklist (23 VSA 1571(d))

**VLCT tools are to be used for informational and general guidance purposes only. It is your responsibility to verify the results, adapt the tool(s) to your specific circumstances, and ensure that any data entered is accurate and appropriate for your intended use. By using VLCT tools, you acknowledge and agree that any reliance you place on their functionality or outputs is strictly at your own risk. Use at your own discretion.*

What Comes Next After Kick-Off?

Once the kick-off meetings are complete and initial documents are collected, the project moves into field inventory — Kerrie Garvey of Watershed Consulting Associates will visit each facility and department to photograph, GPS-locate, and record every capital asset in Fulcrum. That data feeds directly into the CIP spreadsheets and the Vermont Asset Collector app.

Trafton Crandall, P.E. of Trafton Engineering Associates will then review the inventory data and apply engineering benchmarks to validate cost estimates and useful life assumptions — working in coordination with town staff and, where appropriate, the town's outside auditor on capitalization thresholds.

The full project schedule runs through July 2027, with a preliminary CIP information to each Selectboard in fall 2026, public forums in late 2026, and final adoption hearing date anticipated no later than July 2027. Staff training on the annual update process is included before project close-out.

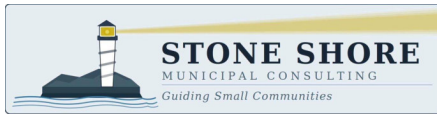
Questions before the kick-off meeting? Contact Stone Shore anytime.

Ron Rodjenski, Project Manager

Stone Shore Municipal Consulting, LLC

ron@stoneshoremc.com | 802.316.6921 | www.stoneshoremc.com

This project was funded in part by a Municipal Planning Grant administered by the Vermont Department of Housing and Community Development.



VERMONT MUNICIPAL PLANNING GRANT PROGRAM

Grant #07110-MP-2026-Morristown-31

CONTRACT FOR PROFESSIONAL SERVICES

1. **Parties**

This is a contract for professional services between the Town of Morristown, Vermont (Town), a Vermont municipality with offices at 43 Portland Street, PO Box 748, Morrisville, VT 05661, and Stone Shore Municipal Consulting, LLC (Contractor), with its principal place of business at 246 Hinesburg Road, Richmond, VT 05477. Contractor is a for-profit limited liability company.

2. **Subject Matter**

The subject matter of this contract is professional consulting services for the development of separate Asset Inventories and Capital Improvement Plans for the Town of Morristown and the Town of Johnson (as a consortium partner), funded in part by Municipal Planning Grant #07110-MP-2026-Morristown-31 administered by the Vermont Department of Housing and Community Development. Detailed services are described in Attachment A.

3. **Maximum Amount**

In consideration of the services to be performed by Contractor, Town agrees to pay Contractor, in accordance with the payment provisions in Attachment B, a sum not to exceed \$35,350. Note: LCPC will be invoicing for \$4,000 in services separately and also charged to MPG.

4. **Contract Term**

The period of Contractor's performance shall begin on May 1, 2026 and end on November 30, 2027, consistent with the MPG grant term. No costs may be incurred before contract execution.

5. **Amendment**

No changes, modifications, or amendments to this contract shall be effective unless reduced to writing, numbered, signed, and dated by duly authorized representatives of both parties.

6. Cancellation

This contract may be canceled by either party by providing written notice at least 15 days in advance. Upon cancellation, Contractor shall be compensated for all work satisfactorily completed prior to the cancellation date.

7. Grant Compliance

This contract is funded in part by a Municipal Planning Grant awarded to the Town of Morristown by the Vermont Department of Housing and Community Development. The Town of Morristown is the Grantee and fiscal agent for this grant; Stone Shore Municipal Consulting, LLC is a contractor providing professional services funded through this grant. Contractor shall maintain records, meet deliverable requirements, and cooperate with Town's grant reporting obligations as described in Attachment A. All press releases, public communications, and final work products related to this project must include the following acknowledgment: "This project was funded in part by a Municipal Planning Grant administered by the Vermont Department of Housing and Community Development."

8. Subcontracts

Contractor intends to engage the following subconsultants, whose roles are described in Attachment A and whose engagement is disclosed in the proposal submitted March 28, 2026:

- Watershed Consulting Associates, LLC — Kerry Garvey, GIS Program Manager (field data collection, GPS/GIS asset mapping)
- Trafton Engineering Associates, LLC — Trafton Crandall, P.E. (cost estimate review, life cycle validation)

Contractor remains responsible and liable to the Town for all acts or omissions of subconsultants. Contractor shall include the provisions of Attachment C in all subconsultant agreements for work performed under this contract.

9. Attachments

This contract consists of the following Attachments, which are incorporated herein:

- Stone Shore Proposal March 28, 2026
- Attachment A — Specifications of Work to be Performed (Scope of Services and GIS Requirements)

- Attachment B — Payment Provisions (Budget and Invoice Procedure)
- Attachment C — State of Vermont Standard Provisions for Contracts and Grants
(revised October 1, 2024)

10. Interpretation

This contract shall be interpreted according to the laws of the State of Vermont.

11. Counterparts

This contract shall be executed in two counterparts, with each party retaining a fully executed original.

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

BY: TOWN OF MORRISTOWN

**BY: STONE SHORE MUNICIPAL CONSULTING,
LLC**

Signature

Signature

Name and Title

Ron Rodjenski, Project Manager

Date and Place of Execution

Date and Place of Execution

ATTACHMENT A

Specifications of Work to be Performed

Project Overview

Stone Shore Municipal Consulting, LLC shall provide consulting services for the development of separate Asset Inventories and Capital Improvement Plans for the Town of Morristown and the Town of Johnson, as a consortium project funded under MPG Grant #07110-MP-2026-Morristown-31. Both municipalities will receive parallel, independent deliverables under this single contract. The Town of Johnson participates as a consortium partner; the Town of Morristown is the sole contracting party.

Scope of Services — Tasks

Task 1 — Stakeholder Interviews and Kick-Off: Separate introductory meetings with each Selectboard; department meetings with Highway, Police and Dispatch (Morristown), Fire (Morristown), Planning and Zoning, Parks and Recreation, Conservation Commission, Economic Development, and Town Clerk/administrative staff in both towns. Capital threshold confirmed at \$10,000 and minimum one-year useful life. Village officials contacted to confirm asset boundaries only. LCPC assists with Johnson public meeting scheduling.

Task 2 — Facilities and Equipment Inventory: Kerry Garvey of Watershed Consulting leads field data collection using Fulcrum, with all capital assets photographed and GPS-located. Data exported to CSV for VT Asset Collector and Excel. Purchase history, replacement cycles, and maintenance information collected from town records and staff.

Task 3 — Roads, Structures, Life Cycles, and Cost Estimates: Trafton Crandall, P.E. reviews inventory and validates cost estimates and life cycle assumptions. Morristown's GPI Pavement Condition Report (October 2024) integrated directly. Culverts and bridges baselined from VTCulverts.org (structures larger than 36 inches). Climate and resiliency considerations documented per the Vermont Capital Program Climate Guide.

Task 4 — Prioritization Meeting with Each Selectboard: Draft asset list and costs presented to each Selectboard for prioritization review and CIP eligibility confirmation.

Task 5 — Preliminary CIP Document: Complete CIP compiled by department, generated via Vermont Asset Collector into a formatted Word document. Funding Sources section included, drawing from Vermont Climate Infrastructure and Resilience Federal Funding Program Matrix and current DHCD guidance. Grant funding acknowledgment included in all final documents. Town Planning Commission worksession on preliminary CIP, invite town departments.

Task 6 — Public Forum: Separate public forum hosted in Morristown and Johnson with statutory notice. LCPC assists with Johnson's forum logistics. Can be on Selectboard regular meeting agenda or a special meeting, with comments informing the final CIP draft.

Task 7 — Final CIP and Adoption: Final revisions following public input; adoption hearing support per state statute. Final CIP delivered in PDF and editable Word/Excel formats to both towns.

Task 8 — Staff Training: Training provided to designated staff in each town on the Capital Asset Request Form, the annual July–October update cycle, and the Vermont Asset Collector / Excel workflow.

Deliverables

- All-Assets Inventory (each town, separate) — assets valued at \$10,000 or greater, GPS-located, CSV-exportable
- CIP-Eligible Asset List (each town, separate) — Selectboard-approved subset with thresholds and replacement cycles
- 6-Year Capital Plan (each town, separate) — FY2027 Capital Budget Year plus five Capital Program Years
- Adoption-Ready Capital Improvement Plan, compliant with 24 VSA 4430 in Word Document format (each town, separate) — ready for public hearing with grant funding acknowledgment
- Staff Training — annual update cycle and VT Asset Collector / Excel workflow
- Meeting notes from all stakeholder and department meetings

Required Provision I — Final Documents

All paper and electronic documents, plans, data, materials, and work products produced with State funding are public records. The parties may utilize the information for their own purposes but shall not copyright these materials. No proprietary products may be produced without authorization in writing by the Department of Housing and Community Development. All electronic documents must meet Federal and State of Vermont Accessibility Standards.

Required Provision II — GIS Work

This project will create new GPS/GIS asset location data layers in Fulcrum and the Vermont Asset Collector application. Contractor shall ensure that Watershed Consulting Associates, as the subconsultant responsible for GIS data creation, completes the VCGI GIS Data Submission Online Intake Form (vcgi.vermont.gov/data-and-programs/share-map-data) for each new data layer created under this contract. Digital GIS data shall be submitted as a single .zip file in Vermont State Plane coordinates in .shp, .dwg, or .dxf format with VGIS-standard metadata, consistent with Vermont law requiring geospatial data created with public funds to meet existing data standards. Digital copies of all GIS data produced under this contract that are not already available in the Vermont Open Geodata Portal shall be submitted with the Intake Form.

ATTACHMENT B

Payment Provisions

1. See Budget by Task – Tasks Invoiced when each at 100% complete.

Note on match: The MPG program requires a 10% minimum cash match for consortium projects. Applied to the \$40,110 total consulting cost, the total match is \$4,011, split 60% Morristown and 40% Johnson based on respective town populations per the RFP (~5,000 / ~3,500). The MPG grant award of \$36,397 covers 90% of the total project cost. The Lamoille County Planning Commission has a separate cost component of approximately \$4,760 invoiced directly to Morristown for public engagement coordination.

2. Invoice Procedure

Contractor shall submit invoices to the Morristown Town Manager (or designee) on a monthly basis, or upon completion of defined project milestones, whichever aligns with the Town's grant requisition schedule. Invoices shall reference the contract number, MPG Grant #07110-MP-2026-Morristown-31, the billing period, tasks completed, hours by staff member, and cumulative amount billed to date.

The Town will process payment within 30 days of receipt of a complete invoice. The Town's grant requisition schedule from DHCD is as follows, for reference:

- First Requisition — 40% advance, available once grant agreement is executed
- Second Requisition — 30% advance, due with progress report by December 1, 2026
- Final Requisition — 30% reimbursement, submitted with closeout documentation; all invoices must be dated within the grant period and paid by the Town before final reimbursement is released

Unused funds or funds applied to ineligible or undocumented costs must be returned to the Town for remittance to DHCD. Contractor shall maintain financial records and supporting documentation for all grant-related expenditures throughout the project.

ATTACHMENT C

STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS

Revised October 1, 2024

REQUIRED PROVISIONS FOR CONTRACTS USING STATE FUNDS

This contract is being made using funds of the State of Vermont. The following provisions must be included in all sub-agreements made using State funds.

To be added in full in final contract.