Minutes of the Vernon, VT
Selectboard Regular Meeting
Tuesday, November 4, 2026
DRAFT

This meeting was held in person and via zoom.

MEMBERS PRESENT:
Brandon Bucossi, Chair
Sandra Harris, Vice-Chair
Jean Carr, Clerk
Jim Pinkerton
Shelli Harvey

OTHERS PRESENT:
Shelly Banford, Town Administrator
Norma Manning, Conservation Commission
Daniel Dobie, North Woods Connections
Kathy Walker, Finance Director
David Walker, Road Commissioner
Melissa Allen, Cemetery Committee Chair
June Turner, Bookkeeper
Rita Mudd, Cemetery Committee
Heidi Johnson-Clement, Town Clerk
Joyce Goodnow, Cemetery Committee
Marylynn Scherlin, Delinquent Tax Collector
Paul Miller, Conservation Commission

Call to Order Selectboard Regular Meeting

Welcome / Pledge of Allegiance

Additions to the Agenda
An Executive Session for Contract negotiations was added.

Chair's Remarks
B. Bucossi thanked the Town Clerk, her crew and all the candidates for all their work and participation in the election yesterday. Condolences go out to Larry Shippee, Sr.'s family. Larry Shippee, Sr. was a Selectboard member in the past.

Town Clerk Quarterly Report
H. Johnson-Clement read her report. The Selectboard thanked her for her report and all her work on the elections.

Open Public Comment for Items not on the agenda (please limit comments to 3 minutes)
There were no public comments.

Approval of Minutes
J. Pinkerton motions to approve the Selectboard Regular Minutes of October 20, 2026. J. Carr seconds the motion. The motion carries 4-0, with 1 abstention. J. Pinkerton motions to accept the Selectboard Special Minutes of October 28, 2026 as written. S. Harvey seconds the motion. The motion carries 5-0.

WARRANT:
J. Carr motions to approve payment of the following warrant: 16-T Accounts Payable - $33,996.85, 17-T Accounts Payable - $6,138.26, 18-T Accounts Payable - $81,558.45, 42S Payroll - $11,394.40 and 43S Payroll - $11,787.06. S. Harris seconds the motion. The motion carries 5-0.

New Business
Northwoods Connections Wildlife Corridor Report
D. Dubie gave an engaging informational presentation on the Wildlife Corridor project he completed that covered 8,000 acres of undeveloped land in Vernon. D. Dubie detailed the five wildlife corridors blocks he identified and reported on. The comprehensive report included the wildlife documented at these locations and their movement across the road systems in Vernon. Board members thanked D. Dubie for his work on this project.

Cemetery- Sexton Position Article, Trash, Tree budget and Estimates for Cemetery work Article
M. Allen gave a brief presentation with photos of the needed Cemetery fence and shed repairs. There was discussion on the time and cost to measure and mark a grave site, hiring a Sexton, use of the Highway dumpster for Cemetery trash in the next budget, assistance from the Highway with tree removal and estimates for Cemetery repairs.

Fire Station Chimney Liner Replacement
S. Harris motions to pay $4,500.00 to Trevor Bernier Masonry from the Fire Dept. Building Repair & Maintenance line for the chimney liner replacement. B. Bucossi seconds the motion. The motion carries 5-0.

Municipal Solid Waste
This item was tabled.

MP-1 Municipal Policies and Codes- Vernon Green CDBG
S. Harris motions to approve the MP-1 Policies and Codes. B. Bucossi seconds the motion. The motion carries 5-0.

Town Hall Window Replacement Quotes
This was tabled.

Town Administrator Report
S. Banford gave her brief report.

Executive Session if Needed
S. Harris moves to find that premature general knowledge of a contract will clearly place Vernon at a substantial disadvantage by disclosing its negotiation strategy. J. Carr seconds the motion. The motion carries 5-0. S. Harris motions to enter into Executive Session at 8:23 PM with the Town Administrator under 1 V.S.A.§313(a)(1) relating to contract negotiations. J. Carr seconds the motion. The motion carries 5-0. Executive Session concluded at 8:59 PM and no action was taken.

Budgets
Highway Maintenance, Town Garage Operation Road Equipment Repair & Maintenance
D. Walker presented the Highway budgets. There was discussion on the part time Operator line, increases in plow cutting edge replacements, sand, salt and culvert increases. D. Walker noted Pond Road would be the next paving project. There were no changes made.

Town Van
There were no changes. Board members would like to add the Bus Pass Income to this budget.

Planning Commission
J. Pinkerton presented the Planning Commission budget. The only change was to increase the matching grant line to $3,000.00.

Treasurer
K. Walker presented her budget. Discussion followed regarding salary, Health & Dental insurances and Travel & Conference lines. K. Walker stated she would like to adjust the Travel & Conference line to $750.00. No other changes were made.

Adjournment
S. Harris motions to adjourn the meeting. J. Carr seconds the motion. The motion carries 5-0.

Respectfully Submitted
Shelly Banford

Minutes of the Vernon., VT Selectboard Special Meeting
Tuesday, November 10, 2026 - DRAFT

MEMBERS PRESENT:
Brandon Bucossi, Chair
Sandra Harris, Vice Chair was absent
Jean Carr, Clerk
Jim Pinkerton
Shelli Harvey

This meeting was held in person and via Zoom.
OTHERS PRESENT:
Shelly Banford, Town Administrator
Gloria Pinkerton, Seniors President
Chad Baldwin, Head Lister
Heidi Johnson-Clement- Town Clerk
Alex Dunklee, Fire Chief
Seth Deyo, Recreation Director
Kathy Walker, Finance Director/Treasurer
David Walker, Road Commissioner
Melissa Allen, Cemetery Chair
June Turner, Bookkeeper/Asst. Treasurer
Marylynn Scherlin, Delinquent Tax Collector

Call to Order Selectboard Special Meeting
B. Bucossi opens the meeting at 6:30 PM.

Department Head Discussion
Communication
There was much discussion on Town Administrator and Department Head roles and responsibilities. A conversation followed on the relating changes that will be made in the Personnel Policy.

Performance Reviews
The Selectboard had a dialog with Department Heads on who would be responsible to conduct Performance reviews for all Town employees. Board members were in agreement the Liaison for each Department will facilitate department Head performance reviews with input from the Town Administrator. Additional changes are slated to be made to the Personnel Policy relating to Performance reviews.

Town Website Design- Department Needs
Each Liaison for Town Departments will meet with Department Heads on needed changes to department website pages.

Budgets
Cemetery
Bucossi motions to add the $150.00 cost to burial plots or lots and earmark this money to cover the expense of their measuring and marking. S. Harvey seconds the motion. The motion carries 4-0.

M. Allen presented the Cemetery budget and no changes were made.

Recreation
S. Deyo presented the Recreation budget. No changes were made.

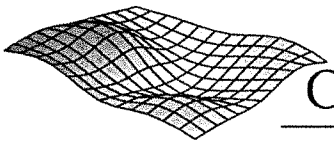
Seniors
G. Pinkerton presented a level funded budget for the Seniors. No changes were made.

Adjournment
B. Bucossi motions to adjourn the meeting at 8:44 PM. J. Pinkerton seconds the motion. The motion carries 4-0.

SELECTBOARD MEETING
December 17, 2026

WARRANT:

19-T	Accounts Payable- $46,452.60
44S	Payroll - $18,041.90
45S	Payroll - $12,652.64



Cartographic Technologies, Inc.

GIS • Tax Mapping • Programming

September 8, 2026

Town of Vernon
567 Governor Hunt Road
Vernon, VT 05354

Dear Listers,

Thank you for meeting with me last week. I have reviewed your current grand list and the surveys filed with the Town since 4/1/23. The following document describes the work to be done to update the GIS data and taxmaps, and provide a web based version of TownView. The total amount to bring the maps and data up to date and provide the online version of TownView is $3,116. The estimated annual costs after this year are $1,076.

We typically do not have an annual contract with our clients. We want you to be able to maintain the flexibility to update your products as needed. I'd be happy to provide a contract for this first year of services if desired.

As a reminder, you are able to use reappraisal funds to update/maintain the taxmaps and your GIS data as these products are essential tools directly tied to maintaining an accurate grand list and conducting fair property valuations. If you have any questions about this, I suggest contacting your district advisor for verification.

Sincerely,

Susan Boswell

Susan Boswell

PO Box 992 • Putney, VT • 05346
cartographic.technologies.inc@gmail.com

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Current GIS Data

A review of the surveys filed with the town since 4/1/23, the existing GIS data and the current grand list identified the following needed updates:

Entry of seven surveys filed with the town:

140a, 140b, 141a 145a, 300a, Vernon Estates sheet 2, "Fletcher"

Entry of two general property surveys filed on the VT Survey Library:

190400: https://files.vcgi.vermont.gov/other/land-survey-library/20250124-1202_20240606_Vernon_BradfordLackey.pdf

261000, 261100: https://files.vcgi.vermont.gov/other/land-survey-library/20230126-1431_20221219_Vernon_BradfordLackey.pdf

Enter information from four surveys or deeds to update the following properties:

060600: Tyler – There was a lot line adjustment or subdivision with lot 060500 that has not been mapped

131200: WE Holdings – this lot was subdivided and there is a new lot 131201

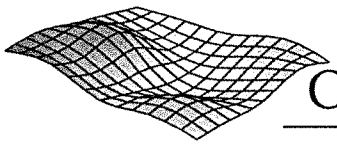
230100: Sacharczyk – this lot was subdivided and there is a new lot 230101

420100: River View Self-Storage – lot 410303 is a part of this record and has not been mapped

Grand List

There are a large number of discrepancies between the P_Prop & P_sub fields and the P_taxmap field. We would like to work with the listers to clean up the P_taxmap field to enable consistent use of this field, reducing the time needed to link the Grand List to the GIS data.

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GIS Software

We would replace the desktop version of TownView with a web version.

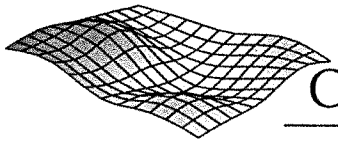
Compared with the State's Parcel Viewer, a custom web mapping app. offers several advantages:

- Ability to search by owner name
- Identify abutting property owners and export the information for documents or mailing labels
- View and query additional data layers such as:
  - New Owners since the April 1 grand list date vs any ownership changes since 2019
  - Flood hazard areas
  - Surface waters
  - Lidar Imagery
  - Buildings with address number and type
  - Roads with town highway number and classification
  - Topography

TownView Online can be accessed by a link on the Town's website. The platform also works on tablets and phones.

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Project Costs

Updates for 2023-2026

• Correct & update GIS parcel data to 4/1/2026 *(enter new surveys/deeds for lot lines changes, link new grand list to GIS data, send updated data to state)*	$ 2,200
• Print & ship 1 set of small paper taxmaps and 1 large wall map	$ 86
• TownView web app. (setup and 1 year subscription)	$ 830
Total :	$ 3,116

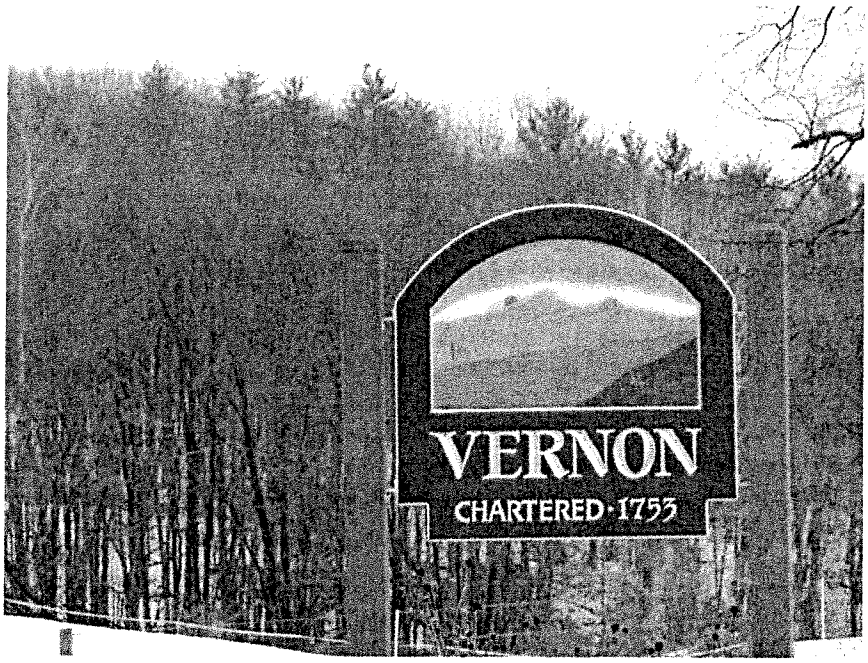
Annual Updates After the Initial Project

While some vendors require fixed-price annual contracts, we bill only for the time needed to complete each year's tasks, such as entering property line changes. Fixed contracts may not reflect actual workloads and are usually less favorable to clients. Our approach is fair for both parties, and clients find that the costs remain relatively stable year to year.

Estimated Costs for Annual Updates

• Enter new subdivisions and lot line changes – est. 4 *(only the time needed to make the changes would be billed)*	$ 380
• Link data to new grand list *(only time needed is billed)*	$ 95
• Provide updated data to state	$ 65
• Taxmaps (1 small set, 1 large wall map, shipping) (optional)	$ 86
• TownView web app.	$ 450
Est. Annual Total :	$1,076

PO Box 992 • Putney, VT • 05346
cartographic.technologies.inc@gmail.com



PROPOSAL FOR GIS PARCEL MAINTENANCE SERVICES FOR THE TOWN OF VERNON, VERMONT

Submitted October 20, 2026 by

CAI Technologies
Precision Mapping. Geospatial Solutions.

11 Pleasant Street, Littleton, NH 03561
P (603) 444-6768 / (800) 322-4540
cai-tech.com

Special Achievement in GIS
2020 Award Winner

State and Local Government Specialty

LETTER OF TRANSMITTAL

Cartographic Associates, Inc.
dba CAI Technologies
11 Pleasant Street, Littleton, NH 03561
Tel: 800-322-4540 Fax: 603-444-1366
cai-tech.com

CAI Technologies
Precision Mapping. Geospatial Solutions.

The undersigned proposer acknowledges and accepts that all the terms and conditions set forth in this proposal are mandatory and agrees that they will be included in their entirety in any contract resulting from this proposal.

CAI Technologies warrants and certifies that the individual signing this proposal is a bona fide employee of the firm and has authority to solicit and secure any agreement resulting from this proposal. The proposal has been arrived at independently, without collusion, consultation, or communication as to any other proposer or with any competitor. The proposal price was not disclosed by the proposer and was not knowingly discussed prior to the submission, directly or indirectly, to any other proposer or any other competitor. No attempt was made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

No elected official or appointed official or employee of the Town of Vernon, VT shall benefit financially or materially from any contract resulting from this proposal. This proposal shall remain in full force and effect for at least sixty (60) days from the date first shown herein.

PROPOSER:

BY: Franco Rossi

Franco Rossi, President
Contracting Officer

CAI BACKGROUND AND QUALIFICATIONS

COMPANY BACKGROUND

Cartographic Associates Inc., dba CAI Technologies (CAI), is a for-profit Corporation, subchapter S, incorporated in the State of New Hampshire in 1985, and registered to do business in the States of New Hampshire, Vermont, Connecticut, Maine, New York, New Jersey, Idaho, Illinois, Massachusetts, Rhode Island, Pennsylvania, Georgia, Mississippi, Virginia, Montana, Colorado, Texas, Alaska, and Washington. CAI's Federal Id is 02-0387285 and owners are Franco Rossi, Tim Fountain, and Sean Fairhurst.

Originally a mapping and survey company, CAI began its move into the GIS arena in 1988. CAI is a full-service mapping and GIS consulting firm that provides high-quality services to local, county, regional, and state governments and maintains an ongoing professional relationship with nearly 750 local and regional governments. The geography of our existing client base extends from Madawaska, ME down to Long County, GA and over to Sitka, AK, with hundreds of clients in between.

QUALIFICATIONS AND EXPERIENCE

CAI prides itself as an experienced ESRI Gold Tier Business and Cornerstone Partner with the State and Local Government Specialty designation. CAI offers full-service data development & management services, specializing in a multitude of geospatial implementation and solutions services. CAI's direct experience with the most current ESRI software includes the entire ArcGIS technology stack, including Desktop & PRO (at all license levels), ArcGIS Enterprise (at all license levels), SDE, ArcGIS Online, and SQL Server. In 2020, CAI and CRCOG received a Special Achievement in GIS (SAG) Award for ArcGIS Enterprise Implementation in recognition of outstanding work with GIS technology. CAI was one of the few selected for this award out of more than 100,000 applicants.

GIS DATA DEVELOPMENT AND MAINTENANCE

CAI is well versed in complete, municipal-wide parcel mapping projects as is evidenced by CAI's successful completion of nearly 200 such projects throughout New England, most of which included custom aerial photography. The majority of these have been remapping projects and were made necessary due to a lack of thorough record research and/or a horizontally controlled base map with the original project. CAI has employed strict standards, including thorough record research, for every municipal-wide parcel remapping project we have ever completed. We have a long track record of delivering projects on time, within budget, and to the highest standards.

CAI has a department within our firm dedicated solely to the ongoing annual maintenance of map/GIS data for More than 700 local governments. Tax Map maintenance services, ranging from monthly to once annually, include map edits in geodatabase or shapefile format using deeds/surveys. Mr. Franco Rossi, President of the firm, has more than forty years of experience providing and managing municipal mapping/GIS database development and maintenance services for the firm.

Under Mr. Rossi's direction, CAI also provides map data conversion services that typically result in the foundation for ongoing municipal GIS service development. Our raster to vector conversion services, which have been provided to nearly one hundred municipal communities, include the development and delivery of GIS database products that meet State and local standards. Utilizing the latest geospatial technologies available, CAI's staff of highly trained drafting personnel understand the importance of converting map data and structuring it in a manner that supports cost-effective maintenance practices and growth/development in the communities' information systems.

GIS IMPLEMENTATION AND PLANNING

For over three decades, CAI has been helping local governments harness the power of geospatial technologies through careful planning, information gathering, and intelligent implementation. Mr. Tim Fountain, GISP, with

nearly 30 years of experience in GIS and related technologies, manages the GIS Implementation projects for the firm.

The key to our success with GIS implementations is that CAI's focus is on the users' needs. We understand that every customer is a bit different. While the overall process for successful implementation may be the same, the user's needs are different and therefore the data, application, and methods used for implementation need to be catered to that customer.

Implementing an Enterprise GIS throughout the organization introduces challenges associated with data distribution, data editing, and database triggers that feed the spatial data warehouse, as well as supports an information flow back to existing database management systems within the organization. During all phases of consulting, planning, and GIS implementation, CAI stays focused on introducing geospatial technologies to support business practices and workflows in an organization or local government that are specifically based on user needs to increase productivity and efficiencies within the organization.

GIS APPLICATION DEVELOPMENT

Mr. Sean Fairhurst, Chief Technology Officer, brings over 30 years of experience in providing custom GIS applications. Mr. Fairhurst was the chief architect and programmer of CAI's highly successful AxisGIS (Software as a Service) webGIS platform. Further, he has extensive experience in providing custom applications for clients ranging from various municipal departments to some of the largest, solely underground water utilities in the United States. Mr. Fairhurst is responsible for overseeing all the technology used by all CAI staff and provided to our clients

Our Application services department has technical expertise that is focused around the Microsoft and ESRI blend of technologies. CAI has been designing and developing GIS applications for over 35 years. CAI has hundreds of successful installations and integrations of online GIS applications. Each of these applications provides our clients the ability to leverage leading GIS technologies to answer questions and increase productivity in their respective departments while capitalizing on the investments made in their GIS data.

WEB APPLICATION HOSTING

CAI offers a cloud-based Software as a Service (SaaS) webGIS application solution, developed using ESRI JavaScript 4.X API technology, called AxisGIS. AxisGIS is an Internet browser-based solution for communities and businesses that want to publish their GIS online. AxisGIS can be configured and implemented to leverage your ArcGIS Online (AGOL) organization, your ArcGIS Enterprise, or CAI's infrastructure as the authoritative GIS data source, providing a complete organization-wide solution. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public. By relieving most of the expense, AxisGIS enables the people behind the data to focus on why their GIS is on the Internet in the first place.

AxisGIS is contracted by nearly 600 local and regional governments in the northeastern United States as well as Alaska, Mississippi, Colorado, and Georgia. Below are a few site examples for your review:

https://www.axisgis.com/ThetfordVT
https://www.axisgis.com/BradfordVT
https://www.axisgis.com/GrotonVT
https://www.axisgis.com/BrattleboroVT
https://www.axisgis.com/DoverVT

SCOPE OF WORK /METHODOLOGY

GIS PARCEL MAINTENANCE

The project shall be a multi-year project update. The existing parcel data is current to April 1, 2023. This project will update the data to April 1, 2027.

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 calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
3. All data shall be incorporated and formatted in a manner consistent with the existing GIS data.
4. All work shall be reviewed and checked for errors prior to finalizing the annual service.

B. GIS

1. All digital files will be processed using Esri GIS software.
2. All data will be checked for topology errors and corrected.
3. CAI shall reconcile SPANs between the CLIENT's Grand List and the GIS parcel data to meet the Vermont GIS Standard guidelines.
3. GIS data will be delivered in Esri's shape file, geodatabase or other format, depending on the format of the existing data. As a service to the CLIENT and with CLIENT's authorization, CAI shall deliver a copy of the updated GIS data to the State of Vermont.
4. No Tax Map PDFs or hard copy prints are included as part of this project.

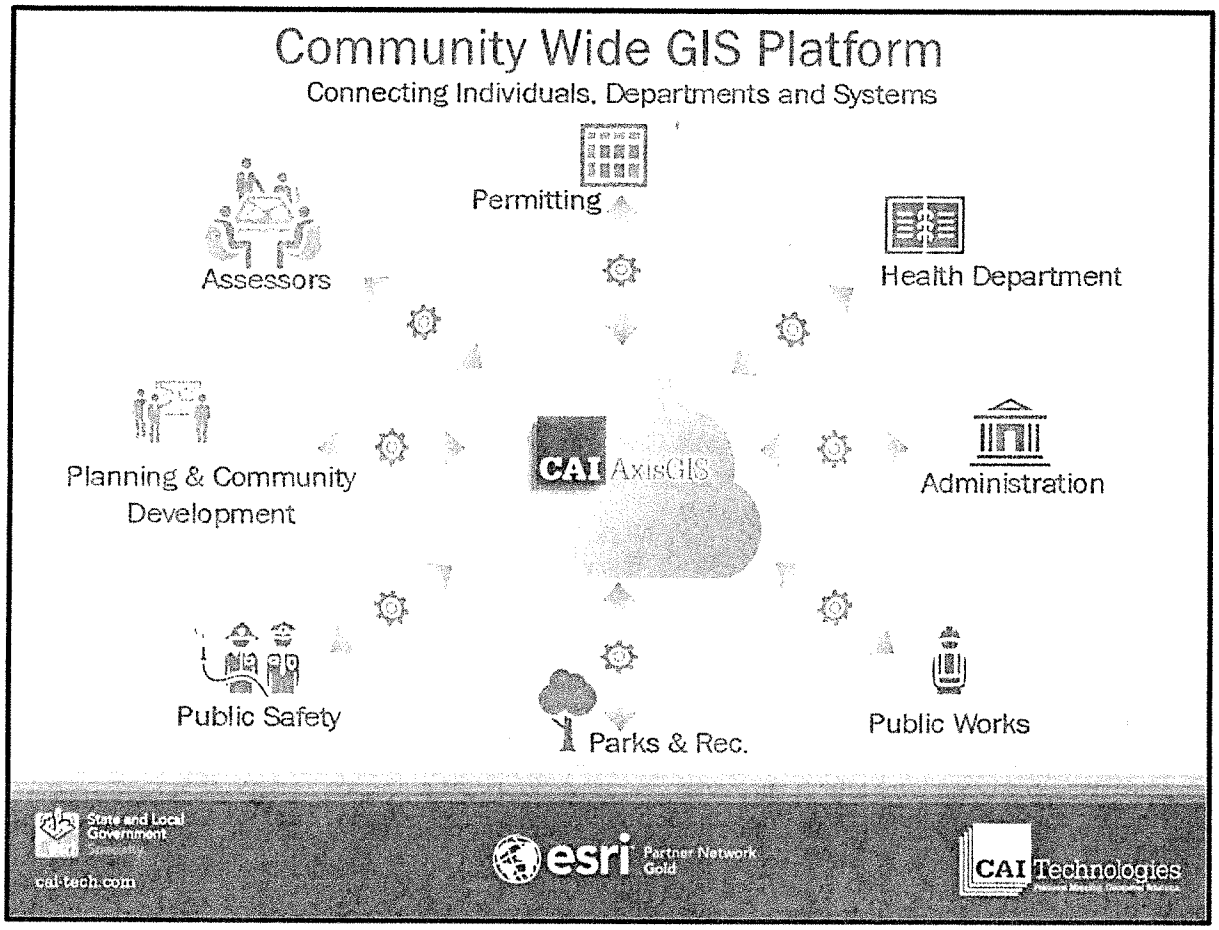
AXISGIS WEBGIS SERVICE

AxisGIS Product Overview:

AxisGIS is an Internet-based service for communities and businesses that want to publish their GIS online. AxisGIS is a cost-effective option to distribute GIS data and utility to multiple staff in multiple physical locations as well as to the general public. AxisGIS is developed using the ESRI JavaScript 4.X API technology which results in a responsive user interface that is cross-browser compatible and functional in a mobile environment.

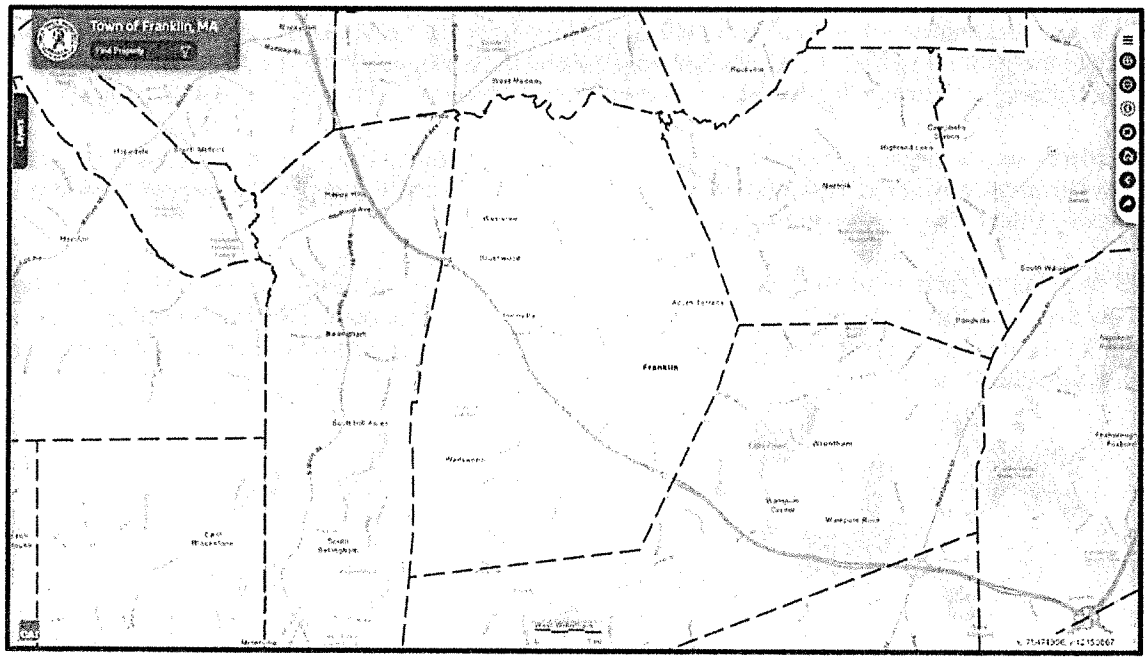
AxisGIS clients pay no software fees, no annual software maintenance fees and very low setup costs. AxisGIS even provides the web server. By relieving most of the expense, AxisGIS enables the people behind the data to focus on why their GIS is on the Internet in the first place.

AxisGIS is helping communities publish their parcel data online, enabling homeowners and real estate professionals to print maps from their own computers, supporting economic development projects, providing a platform for police and school collaboration and creating a connection between local government, businesses and communities.



Functionality Overview:

The image displays the typical interface that Internet users would initially see in their web browser. This interface provides easy access to all available tools and functions.



The CLIENT's AxisGIS website will include the following tools:

 **Zoom-In Tool** allows the user to focus on a specific, smaller area on the map.

 **Zoom-Out Tool** allows the user to focus on a larger area on the map.

 **Zoom to My Location Tool** zooms the map to the current location of the user.

 **Zoom to Full Extents Tool** allows the user to quickly reset the map view to the original map extent.

 **Zoom Next Tool** allows the user to quickly zoom to the next map extent.

 **Zoom Previous Tool** allows the user to quickly zoom to the previous map extent.

 **Street View Tool** allows the user to click on the map to see Street View for that location.

 **Bird's Eye Tool** allows the user to click on the map to see Bird's Eye view for that location.

 **Print Map Tool** allows the user to generate a printable PDF map and to include a map legend.

 **Drawing Tool** allows the user to draw points, lines, shapes and text on the map. When adding text, the user can add "Free Text" or "Label Parcel" with Owner Name, Address or CAMA ID. Once included on the map, the user can edit the graphics too.

 **Measure Tool** allows the user to click on the map to measure distance, area and coordinate locations.

 **Base Map Selector Tool** allows the user to browse and select from a variety of local, Esri and Google base maps.

 **Areas of Interest Tool** allows the user to quickly zoom to a predefined area of the map, including street intersections.

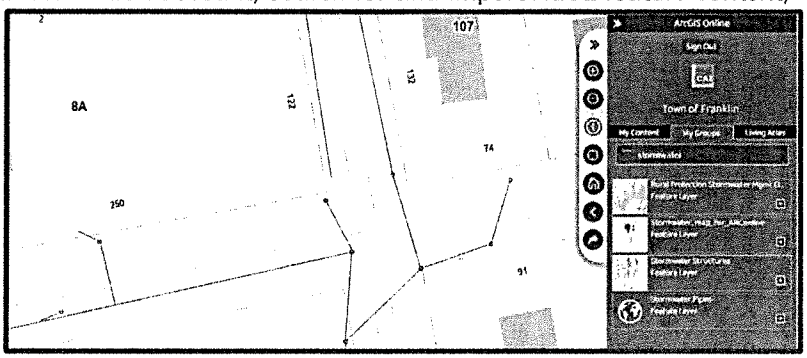
 **Share Map Tool** allows the user to copy a link to share a map.

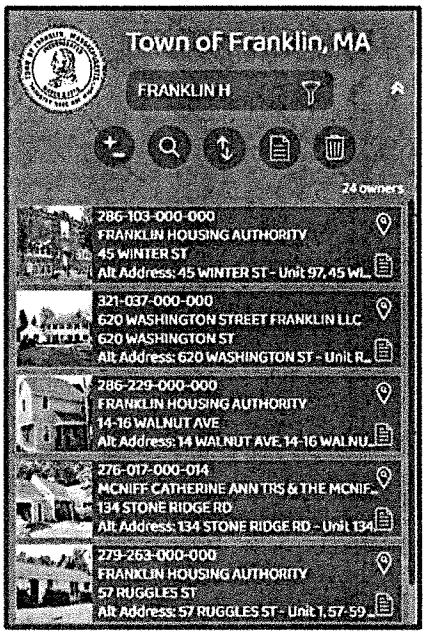
 **Identify Tool** allows the user to click on any GIS feature and receive the related attribute information. This tool is useful in receiving ownership information and documents linked to a parcel. The tool also allows the user to pan the map in any direction.

 **Clear Selection Tool** allows the user to clear the selected map features(s).

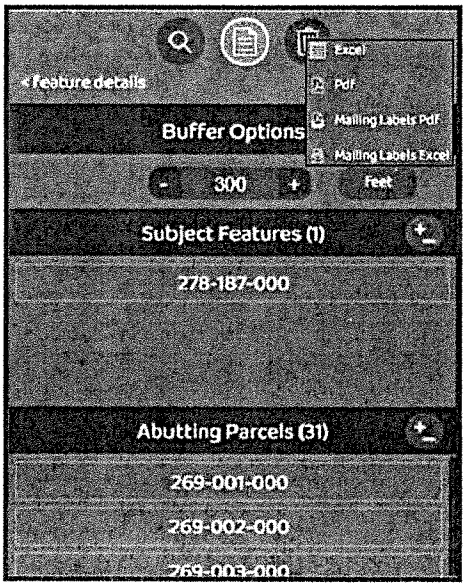
 **Draw to Search** allows the user to add multiple parcels to the search results list by simply drawing on the map.

ArcGIS Online Login - AxisGIS tightly integrates with the Municipality's ArcGIS Online (AGOL) account. Users have the ability to login to their AGOL account, search for and import AGOL feature content, including Web Maps and Feature Layers into their AxisGIS map session. Once imported, the data will be displayed in the AxisGIS Table of Contents for map visualization, analysis and a variety of AxisGIS user functionality.



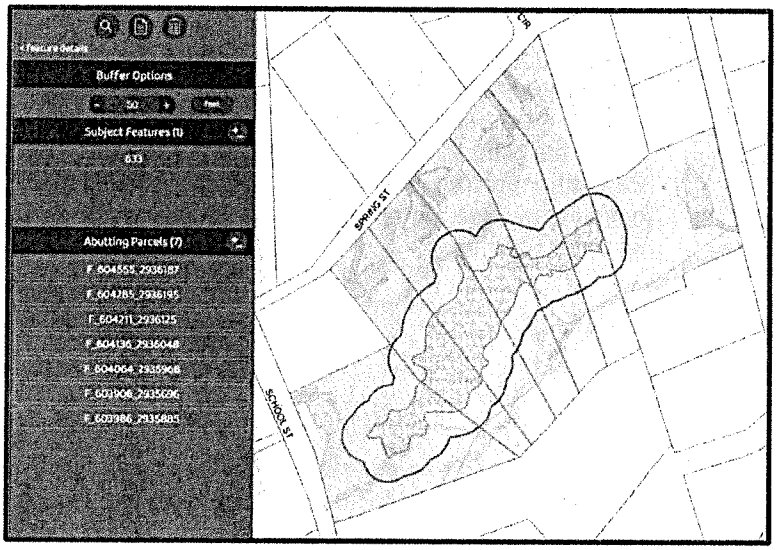


The **Search Function** enables the user to find properties by owner name, address or parcel identifier, depending on the data available. As the user types the information in the Search dialog, matching results begin to show. The search results list allows the users to view the property Building Image, Parcel #, Address, Owner and linked documents. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results or select and zoom to a particular property.

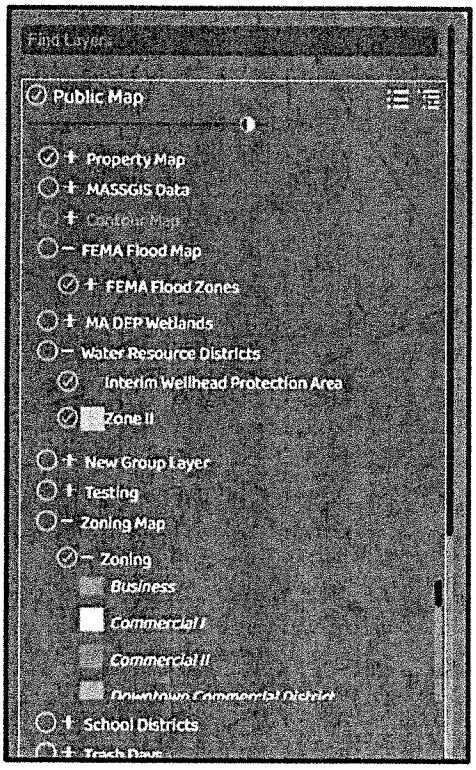


Parcel Abutters Function enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property and then enters the search distance. The search distance will be set to default at 200 feet. This distance remains "sticky" in the application and will be saved from the last buffer search distance performed in the interface. The map will automatically show the selected properties and the user can generate an Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to a PDF report or an Excel file by clicking the appropriate button.

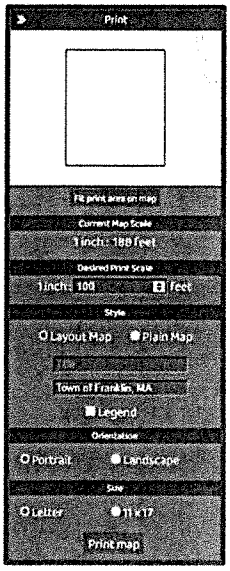
Feature Abutters Function operates similar to the Parcel Abutters Function, however it allows for selecting properties within a specific distance of a GIS feature other than a parcel. To perform the Feature Buffer search, the user selects an existing GIS feature (i.e. fire hydrant, water body, building, wetland, etc.) and then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate a PDF Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to an Excel file by clicking the appropriate button.



The map **Layers** tab allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off. The Layers tab also includes the ability to **"Find Layers"**. Layer groups within the legend can be moved up/down to change their drawing order and each group has a Transparency slider that allows the user to set the transparency for map layers to "see through" onto rich base map content. **"Collapse and Expand"** buttons allow the user to either quickly minimize the Table of Contents or expand it to display legend symbology.



There are several other notable features to AxisGIS. These include:

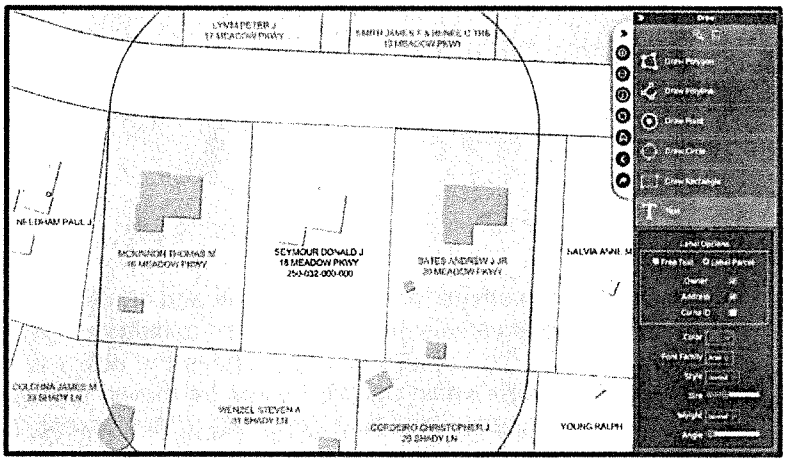


- Map Printing Utility: This utility allows the user to design and layout custom maps prior to generating a PDF to print, save or send via email. The user can enter a custom map title and define the printed map scale. The user has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation. This powerful utility also includes the option to include a map legend showing the symbology for the various map layers on the custom map.

- Help System: The help system is designed to provide assistance to users while accessing the AxisGIS website. The system includes an interactive PDF document that can be viewed in a web browser or downloaded and printed for future reference.

- Building Photos & Associated Documents: This function allows users the ability to access building photos and/or documents related to particular properties and/or features on the map. This functionality depends on the available data for the CLIENT, how it is stored and the data format. CAI can work with the CLIENT to determine if and how this functionality can be used within the AxisGIS application.

- Drawing and Labeling Tools: In addition to standard drawing tools, users can add free text or label parcels with Owner Name, Address and/or CAMA ID. Users have the ability to set the Color and Font size as well as create Bold, Italic or Underlined text.



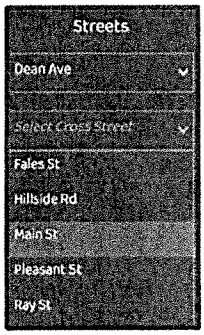
- Staff Login Access: This function allows for password-protected access to a specific set of geographic data layer(s) and/or attribute data within the community, as well as additional Staff Only functionality. The annual hosting fees associated with serving one (1) secure ArcGIS Server Map Service configured for access through encrypted username & password authentication are included with the base annual hosting fees for AxisGIS. Staff logins are administered by CAI. Initial setup and configuration fees for this functionality may apply.

- Google Street View and Bing Streetside: AxisGIS includes access to Google Street View and Bing Streetside which allows a user to click on the map to access the street view data for a particular area. This function is subject to Street View and Bing Streetside data being available within the community.

- Microsoft Bird's Eye: AxisGIS includes access to Microsoft Bird's Eye which allows a user to click on the map to access the Bird's Eye data for a particular area. This function is subject to Bird's Eye data being available within the community.

- Zoom to My Location: This function zooms the map to the current location of the user. This is particularly useful in the field and leverages the GPS technology in the user's mobile device.

- Zoom to Street Intersections; This function allows the user to quickly zoom to a specific street intersection. The user first selects a street name from the drop down list, then AxisGIS will provide a list of intersecting streets and allow the user to zoom directly to the desired intersection.



- Zoom to Coordinates: This function allows the user to enter geographic coordinates zoom to that location and place a pin on the map.



Publish the CLIENT's GIS to the Internet

CAI shall publish the CLIENT's GIS data to the Internet.

CAI shall notify the CLIENT of the Internet Address (URL) for AxisGIS. This address can be added to the CLIENT's web page.

After the CLIENT has been notified that the AxisGIS application is on-line, the CLIENT has thirty (30) days from the date of notification to examine the site and to request changes.

AxisGIS shall be accessible using the current versions of Microsoft's Edge, Chrome, Firefox or Safari web browsers over cable, DSL or T1 (or greater) internet connections.

GIS Data Update:

CAI shall refresh the GIS data on the AxisGIS website annually. Should the CLIENT be using CAI's annual GIS parcel maintenance services, this refresh of the GIS data shall be performed upon delivery of the annually update data. Additional GIS data refresh may be provided for $250 per event.

Attribute Data Update

CAI shall design and create a Data Processing Utility for the CLIENT to use for periodic uploading of an export file(s) from the CAMA system to an online database accessed by the AxisGIS website.

It is the CLIENT's responsibility to maintain the Tabular attribute data, including a database table for any records to be excluded, for use by the AxisGIS website.

General Conditions

CAI shall provide the AxisGIS service to the CLIENT with commercially reasonable access to an Internet-based mapping application service provider (ASP) environment through which the CLIENT can access the CLIENT data.

In order to provide the CLIENT with commercially reasonable access to the ASP environment, CAI shall periodically schedule the complete or partial shutdown of the ASP Environment for maintenance, bug fixes, updates or other reasons. CAI will make commercially reasonable efforts to perform Scheduled Maintenance during off-peak hours.

CLIENT Support

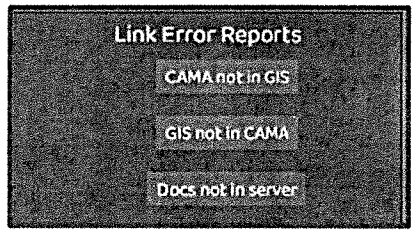
CAI shall provide telephone, fax and email support services concerning AxisGIS to the CLIENT. These services can be used to answer usage and technical questions.

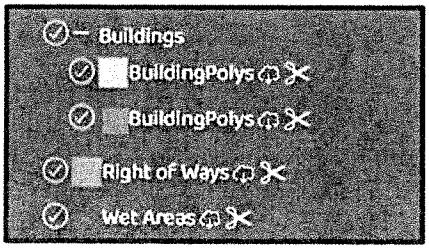
CAI shall respond to any CLIENT alerts concerning poor performance or lack of performance of the site and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

OPTIONAL AXISGIS STAFF SITE

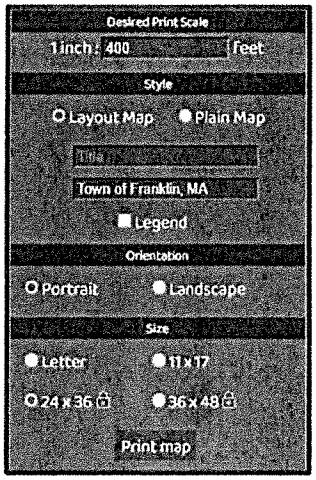
A. CAI shall incorporate "Staff Site" login functionality into the CLIENT's AxisGIS platform.
B. CAI shall provide the CLIENT with one secure ArcGIS Server Map Service configured for access through encrypted username & password authentication. Staff logins are administered by CAI. The Staff Site will provide:
   - Password-protected access to a specific set of geographic data layer(s), documents and/or attribute data within the community. GIS data development is not included in this service.
   - Access to a suite of additional functions and tools outlined below:

The **Link Error Reports** tool allows the user to create reports on demand that identify parcel/CAMA mismatches as well as missing documents. The reports are available in PDF format as well as downloadable in .CSV format. Running the "CAMA not in GIS" and "GIS not in CAMA" tools will compare the parcel layer being hosted to the most recent CAMA assessment file uploaded to the AxisGIS site. Two separate reports will be available to the user - one listing parcels that do not have a matching CAMA record and the second identifying CAMA records that do not link to a parcel. Users can also choose to display, on the map, those parcels that do not have a matching CAMA record. Running the "Documents not in Server" tool will produce a report that identifies existing documents (photos, sketches, etc.) that have not been uploaded to the AxisGIS server.

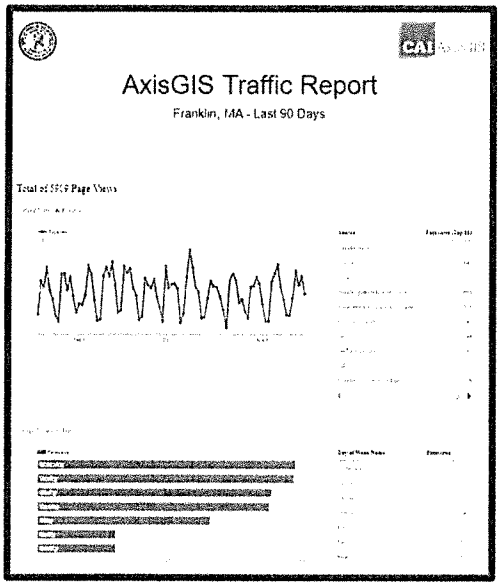




The **Download Shapefile** function allows the user to download the GIS layers within the AxisGIS application. Once logged in as a staff user, each data layer in the Table of Contents will show a download button and clip extent button at the end of the layer name. Simply click on the button and the data layer will be exported to shapefile format and made available for download.



Large Format Printing is made available to staff site users within the AxisGIS platform. When logged in, the user will have access to additional print options allowing for custom PDF's map plotting in Architectural D (24' x 36") and E (36" x 48") sizes in either Portrait or Landscape orientation.



AxisGIS staff users have the ability to generate a **Traffic Report** showing site traffic during the last 30, 60, 90 days or the last 12 months. The report shows the number of page views on AxisGIS as well as the origin of the traffic (e.g. Municipal Website, Google, etc.). The Report also includes further site analytics, such as a days of the week, device types (desktop, tablet or mobile) as well as which web browser was used. The Report also identifies which staff users have accessed the Staff Site and how often they have logged in during the specific time period.

OPTIONAL AXISGIS INDIVIDUAL DOCUMENT UPLOAD UTILITY

A. CAI shall provide the CLIENT with a Document Upload Tool, configured to function within a Staff AxisGIS Site. This tool shall allow the user the functionality to upload and relate PDF and/or TIF formatted files to specific parcels within the community.
B. The Document Upload tool shall provide the user the ability to assign a specific document category to the file(s) for upload.
C. The Document Upload tool shall provide the user the ability to assign public and/or staff view access to the specific document file for upload.

CLIENT RESPONSIBILITIES

The CLIENT shall appoint an individual to act as liaison for the initial project as well as future updates. Said liaison will be CAI's main contact during the course of the project and will be responsible for all CLIENT related obligations in the project

GIS PARCEL MAINTENANCE

1. The CLIENT shall provide a copy of each subdivision plan, boundary line adjustment plan and map to be incorporated, keyed to the correct parcel.
2. The CLIENT shall provide a current Grand List and CAMA extract.

AXISGIS WEBGIS SERVICE

1. The CLIENT shall provide CAI with an ASCII text or DBF formatted export file from the CLIENT's CAMA system containing the attribute information for inclusion into the site.
2. The CLIENT shall provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.
3. The CLIENT shall provide CAI with any custom GIS data layers for inclusion into the site.
4. After the CLIENT has been notified that the site is on-line, it must advise CAI of any changes, modification and enhancements to the data available within thirty (30) days.
5. The CLIENT shall maintain the tabular attribute data for the AxisGIS website.

SCHEDULE

GIS PARCEL MAINTENANCE

CAI shall complete and deliver updated parcel data on or before July 30, 2027 provided the CLIENT provide data to be incorprated and the required extracts on or before June 1, 2027.

AXISGIS WEBGIS SERVICE

A. CAI shall commence on the project upon receipt of a fully executed contract.

B. All setup work and initial publishing of data to the Internet, except the on-going support and Internet availability of the CLIENT's GIS data, shall be completed within ninety (90) days of receipt of a fully executed contract.

C. Internet access to the CLIENT's AxisGIS will begin within ninety (90) days of a fully executed contract and shall conclude on the last day of the twelfth month following.

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.

COST AND PAYMENT TERMS

GIS PARCEL MAINTENANCE

SERVICES	COST
GIS Parcel Maintenance	$ 2,600.00

Payment shall be made to CAI within thirty (30) days of invoicing. Said invoicing shall be done upon completion and delivery of updated data.

AXISGIS WEBGIS SERVICE

SERVICES	ONE TIME SETUP FEE	ANNUAL FEE
AXISGIS Setup & Implementation..... Annual Hosting/Support.....	$ 3,000.00	$ 3,450.00
OPTIONAL AXISGIS STAFF SITE (Standard $950 fee discounted) Setup & Implementation Annual Hosting/Support	$ 475.00	N/A
OPTIONAL DOCUMENT UPLOAD UTILITY (requires Staff Site) Setup & Implementation Annual Hosting/Support	N/A	$ 805.00

Additional GIS Data Uploads shall be invoiced $250.00 upon completion of each upload event.

Payment shall be made to CAI within 30 days of invoicing. Said invoicing to be done as follows:

- Set Up Fees shall be invoiced upon receipt of a fully executed contract.
- Annual Hosting/Support Fees shall be invoiced on the first full month of Internet availability.

Note: The Annual Hosting/Support will automatically renew at current CAI pricing (12) months after the service is made available. Said renewal can be canceled at any time with 30 days notification.

CHESHIRE Glass Company
COMMERCIAL • RESIDENTIAL

Manufacturing
ACKNOWLEDGEMENT

Cheshire Glass Company
43 Emerald Street
Keene, NH 03431
603-357-8889

Acknowledgement

BILL TO:
LANSING WHITE RIVER JCT VT
PO BOX 6649
RICHMOND, VA 23230-0000
Phone: (804) 266 - 8893 Fax: (804) 261 - 6743

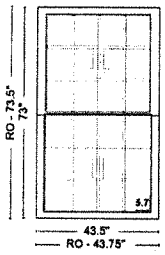
SHIP TO:
LANSING WHITE RIVER JCT VT
1354 N. HARTLAND RD
WHITE RIVER JUNCTION, VT 05001-9723
Phone: (802) 295 - 3700 Fax:

QUOTE NBR	CUST NBR	ORDERED BY	JOB NAME	STATUS
6631812	1141379		Town of Vernon - SH	None

CREATED	ORDERED	DEALER PO	CUSTOMER PO
11/10/2026	Quote Only		

CLERK	MESSAGE
mthuillier@cheshire-glass.com - Melissa Thuillier	

LINE #	DESCRIPTION	QTY
10000-1	Classic DH, Complete Unit, Unit Size 43.5 x 73, Overall Unit Size 43.5 x 73, RO 43.75 x 73.5, Replacement, Unit Color = White, Unit 1 Lower Glass: Glass Width = 38.1875, Unit 1 Upper Glass: Glass Width = 37.1875, Glass Height = 33.875, SunGain PLUS, Double Glazed, Double Low-E 180 RS, Argon Filled, Standard Strength, Glass Tint = Clear, Contour In-Glass , Match Frame , , Label Name = Harvey, Lock Option = Double, Match Frame, Sash Limit Devices = Night Latch, Pin Top Sash = Yes, Lift Rail Options = None/Standard, Half Extruded, Fiberglass Mesh, Design Pressure Rating = DP40, HII-M-48-05421-00002, E.Star Zone: North = Yes, E.Star Zone: North-Central = No, E.Star Zone: South = No, E.Star Zone: South-Central = No, Clear Opening Width = 38.5, Clear Opening Height = 31.375, Clear Opening Square Footage = 8.39, U-Factor = 0.25, SHGC = 0.43, Construction Method = Fully Welded	26



This quotation is based on our interpretation of the information provided. All quantities, sizes, extensions, grand totals, and specifications should be verified by the ordering party prior to bidding or ordering of materials. MW Manufacturers Inc. is responsible only for the items as quoted above. Any changes or addendums will be subject to a requote. We propose to supply the materials as described above, subject to the terms and conditions as required by our credit department. The prices are guaranteed for 30 days from the date of quotation unless otherwise noted. Delivery charges may apply and are not reflected on this quote. We appreciate the opportunity to quote this job.

CUSTOMER SIGNATURE_____DATE_____

Scan QR code for the Harvey installation Hub to view installation guides and best practices.

Scan QR code for the Thermo-Tech Resources page to view installation instructions.

Cheshire Glass Company
43 Emerald St
Keene, NH 03431 US
6033578889
info@cheshire-glass.com
www.cheshire-glass.com

Estimate

ADDRESS
Shelly Banford
Town of Vernon - Town Offices
567 Governor Hunt Rd
Vernon, VT 05354

SHIP TO
Shelly Banford
Town of Vernon - Town Offices
567 Governor Hunt Rd
Vernon, VT 05354

ESTIMATE # 7002
DATE 10/01/2026

SHIP VIA	P.O. NUMBER	REP
Cheshire Glass	Single-Hung w/Grids	Melissa

DESCRIPTION	DESCRIPTION	QTY
Installation	Replace 26 windows around the building. Includes removal & disposal of old windows & storms	1
Windows	Harvey Classic Vinyl Single-Hung Replacement Windows Unit Size: 43 1/2" x 73" Qty: 26 Glass: ENERGY STAR, Low E W/Argon Color: White Half Screen, Fiberglass Mesh Grid Pattern: 12 over 12 **See attached for full specs on the replacement windows**	26

We appreciate your business
No refunds or returns on custom material
Custom orders cannot be cancelled

Any order over $500 will require a 50% deposit prior to ordering material. IF YOU ARE PAYING THE DEPOSIT VIA CREDIT CARD THE CHARGE WILL SHOW AS CAMMAX ON YOUR STATEMENT

SUBTOTAL	40,407.00
TAX	0.00
TOTAL	**$40,407.00**

Accepted By

Accepted Date

Portland Glass
100 canal street
Brattleboro, VT 05301
Phone 802-257-4541

Portland Glass®

Date: November 12, 2026

Patrick Lawton
Estimator / Project Manager
Portland Glass
E-MAIL –
Patrick.lawton@portlandglass.com

Job Name	Job Scope		
Town of Vernon	Single hung replacement windows		Valid until 12/4/26

Qty	Scope of Work	Unit Price	Line Total
27	Harvey vinyl replacement windows, white interior and exterior, half screen, grids in-between glass, high-performance energy star glass		$40,945.00
INCLUSIONS	Removal and disposal of old windows, installation, interior and exterior caulking		
EXCLUSIONS	Touch up paint, Permits, after hr work		
		Subtotal	
		Sales Tax	exempt
		Total	

Quotation prepared by: _____

This is a quotation on the goods named, subject to standard contract conditions. Not responsible for non – delivery due to strikes, delays of carriers or other causes beyond our control.

To accept this quotation, sign here and return: _____

Thank you for the opportunity to earn your business.