Central Vermont Regional Planning Commission

EXECUTIVE COMMITTEE
Monday, February 6, 2017
4:00 p.m. at CVRPC's Office

Page		AGENDA
	4:00	**Adjustments to the Agenda**
	4:05	**Public Comment**
	4:10	**Consent Items** (enclosed)*
2		a) Meeting Minutes – January 10 & January 18, 2017
6		b) Executive Director Report
7	4:15	**Financial Report** (enclosed)*
20	4:35	**Contract/Agreement Authorization** (enclosed)*
23		*a) Watershed Consulting* - Stormwater Master Plan for Berlin
32		*b) Watershed Consulting* - Stormwater Master Plan for Barre City, Barre Town, and Plainfield
41		*c) The Johnson Company* - Phase 1 Environmental Site Assessment & Quality Assurance Project Plan for 16 Prospect Street, Barre City
49		d) *The Johnson Company* - Phase 1 Environmental Site Assessment Addendum & Quality Assurance Project Plan for 3652 VT Rt. 14, Woodbury
55		*e) Stone Environmental* – Corrective Action Feasibility Investigation & Corrective Action Plan for 12 Keith Avenue & 25 Pearl Street, Barre City
69		*f) Stone Environmental* - Phase 2 Environmental Site Assessment for 561 & 567 North Main Street, Barre City
83		*g) LE Environmental* - Supplementary Phase 2 Environmental Site Assessment for 75-79 South Main Street, Whiting
	4:45	**Personnel Policy Manual*** Consideration of attorney initial review.
97	4:55	**FY2017 Mid-Year Budget Adjustment** (enclosed)*
106	5:15	**Clean Water Report** (enclosed) Input on structuring a Commission discussion on Clean Water funding.
119	5:3 5	**Commission Meeting Agenda** (enclosed)*
	5:40	**Anticipated Executive Session – 1 V.S.A §313(3), Personnel**
	6:00	**Adjourn**

*Denotes anticipated action item

NEXT MEETING: Monday, March 6, 2017 at 4:00 p.m.

Approved:_____, 2017

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
January 10, 2017

Present:

☒	Byron Atwood	☒	David Strong	Called	Laura Hill-Eubanks
☒	Julie Potter	☒	Don La Haye	☒	Larry Hebert
☒	Tina Ruth				

Staff: B. Waninger

Guest: None.

Chair B. Atwood called the meeting to order at 6:30 pm.

Adjustments to the Agenda

B. Waninger requested that a finance update be added to the agenda.

Public Comment

None.

Consent Item

D. Strong moved to approve the consent agenda; D. La Haye seconded. Motion carried.

Contract/Agreement Authorization

FY17 Agency of Commerce and Community Development Amendment – T. Ruth noted that the words and numbers for the Paragraph 3, Maximum Amount did not match. CVRPC will strike out "One" and have the Chair initial the change prior to signing. *D. Strong moved to accept the amendment with the correction; T. Ruth seconded. Motion carried.*

FFY16 Emergency Management Performance Grant – *T. Ruth moved to accept the agreement; D. La Haye seconded. Motion carried.*

Act 174 Education and Technical Assistance – *T. Ruth moved to accept the agreement; L. Hebert seconded. Motion carried.*

Finance Update

B. Waninger updated the Committee on progress to complete the FY16 audit. Transitioning in new staff and extensive work to prepare for the audit has delayed its completion and has delayed contract billing. As discussed in previous meetings, staff has been monitoring cash flow due to the delay in billing and because of increased administrative costs related to the staff medical leave. Waninger advised the Committee that CVRPC may want to consider opening a line of credit leveraged against known

Approved:_____, 2017

receivables as a contingency plan. She said cash flow should recover 4-6 weeks after CVRPC catches up on billing.

B. Atwood asked the amount and status of receivables. Waninger said the amount was ~$190,000. Of this, $156,000 has been invoiced. Staff anticipates sending out the remaining $45,000 by the end of the week. Payment of the currently invoiced receivables, with the exception of the ACCD invoice for $63,000, is expected before the end of the month. The remaining $45,000 is expected to arrive by mid-February.

L. Hebert asked about financial staff performance. Waninger updated the Committee.

Waninger will keep the Committee appraised of billing progress and will research lines of credit. The Committee may hold a special meeting to discuss approval of the line of credit.

Consent Item

D. Strong moved to approve the consent agenda; D. La Haye seconded. Motion carried.

Adjourn

D. Strong moved to adjourn at 6:57 pm; J. Potter seconded. Motion carried.

Approved:_____, 2017

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT Minutes
January 18, 2017

Present:

☒	Byron Atwood	☒	David Strong	☒	Laura Hill-Eubanks
☐	Julie Potter	☐	Don La Haye	☒	Larry Hebert
☐	Tina Ruth				

Staff: B. Waninger
Guest: None.

Chair B. Atwood called the meeting to order at 4:07 pm.

Adjustments to the Agenda
None.

Public Comment
None.

Financial Update
The Committee reviewed the update provided in the meeting packet. L. Hebert asked about recovery from the current, negative net income. Staff anticipates CVRPC can end the year on balance or with a slight net income if an adjustment to the indirect rate is made to increase administrative cost recovery. Staff will complete a mid-year budget adjustment for the Committee's review and approval in February.

Line of Credit
B. Waninger provided a cash flow analysis through the end of February. Cash flow is anticipated to remain positive without using reserve funds or a line of credit. The analysis is based on anticipated payment dates for receivables. Waninger said an operating account minimum balance of $60,000 provides a comfortable cash flow. CVRPC may not achieve that as a consistent balance for some time.

Waninger update the Committee on her meeting with Peoples United Bank, which is the Commission's bank. It would take several weeks to put the Line of Credit in place. The Committee discussed what an appropriate term and amount should be for a Line of Credit.

D. Strong moved to pursue a 12-month, $50,000 Line of Credit; L. Hebert seconded. Motion carried.

Executive Session – 1 V.S.A §313(3), Personnel
L. Hill-Eubanks moved to enter Executive Session to discuss Personnel at 4:55pm; D. Strong seconded. Motion carried.

D. Strong moved to exit Executive Session at 5:25pm; L. Hebert seconded. Motion carried.

Approved:_____, 2017

No action was taken.

Adjourn

L. Hill-Eubanks moved to adjourn at 5:27pm;D. Strong seconded. Motion carried.

Executive Director's Report

January 30, 2017

Workforce Investment

Staff participated in two meetings about workforce development this month: the Central Vermont Workforce Partnership meeting and an Agency of Commerce focus group about whether moving the Department of Labor into the Agency would help or hinder workforce development efforts.

Why should CVRPC participate in workforce investment? CVRPC's mission is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues. Municipalities face the same workforce challenges as private business. Employers have stated that having a skilled, available workforce is the single greatest challenge facing Vermont.

Regional planning commissions work with partners to design and implement strategies that create stronger, more dynamic, and more resilient regional economies that are based on quality of place. Collaboration across sectors, jurisdictional boundaries, and levels of government helps assure investment priorities are strategic. It aligns resources to reduce unnecessary barriers that unwittingly prohibit good development and good governance.

RPCs continually work to modernize their services. Doing so means finding new paths to creating vibrant, lasting communities that offer safe, reliable, affordable transportation choices and access to affordable housing and high-wage jobs, so that young people don't want to leave and families can grow in place. Addressing the state and region's workforce challenges requires organizations, agencies, and businesses to collaborate.

Central Vermont Regional Planning Commission

MEMO

Date: February 1, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Finance Report

Summary

CVRPC has been correcting historic challenges with its financial statements for the past few months. It takes considerable research and sleuthing to understand challenges and whether they relate to other issues. At this time, staff recommends that the financial statements be reviewed monthly by the Committee, but not be used as the sole resources for understanding and tracking the organization's financial position. The FY17 budget adjustment more closely reflects where CVRPC's financial position is expected to be at the end of fiscal year.

Cash flow has improved due to payments on 9/30 and 12/31 invoices. A cash flow statement is enclosed. January invoicing will begin on 2/6. The next period of uncertainty will be late February.

Financial priorities are included at the end of this report.

12/31/16 Financial Statement Notes

Balance Sheet
Staff continues working to increase the robustness of the financial report content, as reflects in items depicted as "not available for report." The value shown for accumulated depreciation (acct. 12250) has remained unchanged on the financials since 2010 at minimum.

1100 – Receivables: Staff will complete 12/31/16 invoicing this week. Three contracts remain to be invoiced.

Outstanding receivables generally reflect the delayed invoicing reported to the Executive Committee in January. As shown below, payments on those invoices have begun to

arrive, improving cash flow. Clean up is needed for $5,913.70 in receivables. This balance includes amounts under $2 from previous year differences between invoices and payments; minimal amounts of historic bad debt for GIS services; match erroneously recorded as a receivable in FY16; and an incorrect journal entry for earned deferred revenue in FY16.

	As of 12/31/16	*As of 02/01/17*
0-30 days	$59,422.08	$30,126.03
31-60 days	($0.01)	($0.01)
61-90 days	$9,074.29	$9,074.29
>90 days	$55,772.69	$6,213.90
Total	**$124,269.05**	**$45,414.21**

1800 – Equipment: The balance increase from previous reports reflects updates for a GPS unit, two computers, and two traffic counters.

2100 & 2100: Negative liabilities are prepaid expenses. For example, expenses paid before a due date in the next month.

2111 – Direct Deposit Liabilities: CVRPC transitioned to direct payroll deposit for the final payroll in December. One staff member provided an incorrect account code, causing the payment into the account to be rejected. Quickbooks automatically entered the returned funds as a liability. A hard copy check was issued in January. The January financials should show the account balance as zero.

Profit & Loss

Resolving difficulties with the P&L statement is ongoing. Staff has confirmed that Net Income is not accurate. Income appears to be tracking correctly except that payroll pass through does not show as Income. Payroll pass through is set up similar to a Cost of Goods Sold, where invoices are written so the income cancels the liability. However, the expense is not set up this way. Corresponding Expense items show the entire expense. Staff will continue to pursue resolution of this historic challenge. The goal is to have both the income and expense visible on the P&L.

The following discussion is based on the estimated budget-to-actuals.

Income: Invoicing the final three contracts will increase 12/31/16 Income by $9,083.89. Expenses for those contracts are included on the statement.

Variability among the percent complete for contracts reflects both anticipated and unanticipated project flow. For instance, line 20, CDBG Washington Library, has two times the anticipated revenue. Washington modified the scope of work and asked CVRPC to serve as program manager in addition to providing administrative services. Line 44, DEMHS HMGP Mega, has considerably lower expenses owing to slower project progress. Also, work has just begun on several consultant-heavy contracts, which skews percent complete for their revenues.

Expenses: As expected, billable expenses are tracking low because staff shifted efforts to support Transportation Program deliverables. In anticipation of a budget deficit, staff has halted all non-essential activities to reduce expenses. An emergency computer purchase was required earlier in the year. Staff modified the equipment replacement plan to accommodate this. One planned computer purchase will not be made.

Financial Priorities

Fixing the financial statements is one of several financial priorities. Staff set the following priorities for finances:

1) *Complete the FY16 audit.* Audits are required to be completed within six months of fiscal year close, which was December 31 for CVRPC. As stated previously, ACCD is holding the 3rd quarter advance until audit is complete.

2) *Invoice contracts.* Maintaining cash flow depends on timely invoicing.

3) *Complete required financial reporting for contracts.* Invoices are not paid without these reports.

4) *Fix financial statements.* Until CVRPC fully understands its system problems, it cannot be assured something won't be missed in a system upgrade.

5) *Upgrade CVRPC's financial system.* The financial system needs modernized and moved into Quickbooks.

6) *Review and update internal controls.* Control practices have been strengthened. A comprehensive review of internal controls should be completed in association with the financial system upgrade. The new controls should be incorporated into CVRPC's Administrative and Financial Management Procedures.

Staff will continue to monitor cash flow and finances and keep the Committee updated on challenges and progress.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Cash Flow Projection 01/01/17 - 02/28/17
As of February 3, 2017

Cash balance as of January 1, 2017				**$44,736**
Cash in:	Receivables received	$0		
Cash out:	Payables due	$3,422		
	Payroll & associated liabilities	$20,740		
Cash balance as of January 8, 2017				**$20,574**
Cash in:	Receivables paid	$15,044		
Cash out:	Payables due	$2,693		
Cash balance as of January 15, 2017				**$32,925**
Cash in:	Receivables paid	$31,662		
	Reserve transfer	$10,000		
Cash out:	Payables due	$14,193		
	Payroll & associated liabilities	$21,859		
Cash balance as of January 22, 2017				**$38,534**
Cash in:	Receivables paid	$33,816		
Cash out:	Payables due	$12,562		
Cash balance as of January 29, 2017				**$59,788**
Cash in:	Receivables paid	$33,579		
Cash out:	Payables due	$6,670		
	Payroll & associated liabilities	$21,862		
Cash balance as of February 5, 2017				**$64,835**
Cash in:	Receivables anticipted	$6,801		
Cash out:	Payables due	$2,693		
Cash balance as of February 12, 2017				**$68,943**
Cash in:	Receivables anticipted	$0	None anticipated	
Cash out:	Payables due	$14,193		
	Payroll & associated liabilities	$21,862		
Cash balance as of February 19, 2017				**$32,888**
Cash in:	Receivables anticipted	$27,239		
Cash out:	Payables due	$12,562		
	Payroll & associated liabilities			

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02/01/17
Accrual Basis

Central Vermont Regional Planning Commission
Balance Sheet
As of December 31, 2016

	Current	Estimated When Complete	Anticipated Difference
	Dec 31, 16	Dec 31, 16	
ASSETS			
Current Assets			
Checking/Savings			
1000 · Checking	44,735.73	44,735.73	
1055 · CD People's United Bank	11,195.01	11,195.01	
1070 · Peoples - CDBG Disaster Recover	0.42	0.42	
Total Checking/Savings	55,931.16	55,931.16	
Accounts Receivable			
1100 · Accounts Receivable	124,269.05	133,352.94	9,083.89
Total Accounts Receivable	124,269.05	133,352.94	9,083.89
Total Current Assets	180,200.21	189,284.10	9,083.89
Fixed Assets			
12250 · Accumulated Depreciation	-34,057.00	-34,057.00	Not available for report
1800 · Equipment	63,407.25	63,407.25	
Total Fixed Assets	29,350.25	29,350.25	
Other Assets			
1700 · Deposits	4,415.00	4,415.00	
Total Other Assets	4,415.00	4,415.00	
TOTAL ASSETS	213,965.46	223,049.35	
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2001 · *Accounts Payable	892.80	892.80	
Total Accounts Payable	892.80	892.80	
Other Current Liabilities			
2040 · Accrued Wages & FICA	18,285.05	18,285.05	
2100 · FED/FICA withholding	-300.38	-300.38	
2110 · State withholding	-7.82	-7.82	
2111 · Direct Deposit Liabilities	2,062.34	0.00	-2,062.34
2140 · Accrued Vacation	19,090.10	17,682.88	-1,407.22
Contract Advances (estimated)		38,718	38,718.00
Total Other Current Liabilities	39,129.29	74,377.73	35,248.44
Total Current Liabilities	40,022.09	75,270.53	35,248.44
Total Liabilities	40,022.09	75,270.53	35,248.44
Equity			
3100 · Fund Balance	354,952.91	354,952.91	
3200 · Invested In cap	15,812.00	15,812.00	Not available for report
3900 · Retained Earnings	-203,568.61	-203,568.61	
Net Income	6,747.07	-19,417.46	-12,670.41
Total Equity	173,943.37	147,778.82	
TOTAL LIABILITIES & EQUITY	213,965.46	223,049.35	

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02/01/17
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss
July through December 2016

	Jul - Dec 16	Estimated When Complete Jul - Dec 16	Anticipated Difference
Income			
4050 · DCA Core	127,995.02	127,995.02	
4146 · MRVPD Admn	2,374.98	2,374.98	
4185 · WBRD Admn	2,600.00	2,600.00	
4202 · Town Dues FY 2017	71,537.40	71,537.40	
4220 · ECO Northfield SW	8,490.00	8,490.00	
4225 · ERP Northfld Village SW	61,500.00	61,500.00	
4226 · East Montpelier Master Plan	10,519.41	10,519.41	
4233 · LEPC SERC FY17	4,000.00	4,000.00	
4401 · BCRC -Regional Energy Plan	5,000.00	5,000.00	
4410 · Brownfields #2	13,147.87	13,147.87	
4600 · Miscellaneous Income	3,520.74	3,520.74	
4670 · HMGP MEGA	17,409.47	21,767.85	4,358.38
4670a · HMGP Mega Admin	300.38	1,215.37	914.99
4671 · EMPG CVRPC	6,959.60	10,770.12	3,810.52
4673 · Vigilant Guard (EMPG 14)	5,471.56	5,471.56	
4684 · CDBG - Washington AM	6,235.35	6,235.35	
4700 · Interest Income	4.67	4.67	
4725 · Plainfield CDBG	749.00	749.00	
4750 · GIS Project	698.00	698.00	
4810 · Water Quality	11,936.13	11,936.13	
4909 · Transportation	65,813.49	65,813.49	
4910.5 · Better Back Roads	10,111.89	10,111.89	
Total Income	436,374.96	445,458.85	9,083.89
Gross Profit	436,374.96	445,458.85	9,083.89
Expense			
5000 · Personnel	236,329.90	236,329.90	
5001 · Staff Relocation Expense	3,000.00	3,000.00	
6010 · Health Insurance	35,095.06	35,095.06	
6011 · Life Disability Insurance	2,009.82	2,009.82	
6012 · CVRPC FICA	17,755.93	17,755.93	
6015 · Workmen's comp	3,089.00	3,089.00	
6017 · Unemployment Comp	170.00	170.00	
6018 · Pension Plan	8,856.71	8,856.71	
6023 · Cleaning	910.00	910.00	
6040 · Rent	20,529.48	20,529.48	
6050 · Telephone	3,103.21	3,103.21	
6060 · Postage	1,024.82	1,024.82	
6070 · Dues/Pubs/Subs	3,367.77	3,367.77	
6080 · Staff Education	60.00	60.00	
6085a · ACCD - FY17 Core	6,422.68	6,422.68	
6086 · CCRPC DEC HMGP	11.88	11.88	

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02/01/17
Accrual Basis

Central Vermont Regional Planning Commission
Profit & Loss
July through December 2016

	Jul - Dec 16	Estimated When Complete Jul - Dec 16	Anticipated Difference
6087 · Vigilant Guard (EMPG 14) Exp.	54.38	54.38	
6088 · MEGA HMPG	361.74	361.74	
6089 · Barre Town man hole map	38.88	38.88	
6090 · Staff Travel	83.16	83.16	
6090.5 · Staff Travel - Admin	183.82	183.82	
6092 · EMPG travel etc	332.25	332.25	
6097 · LEPC direct expenses	240.05	240.05	
6100 · Office Supplies	4,866.22	4,866.22	
6115 · Copier Lease Payments	2,624.99	2,624.99	
6116 · Copier extra copies	374.31	374.31	
6120 · Commission Meetings	65.00	65.00	
6140 · Liability Insurance	1,509.00	1,509.00	
6160a · Meetings/Programs	249.00	249.00	
6170 · Miscellaneous	60.00	60.00	
6180 · NRPC PDM-C	21.71	21.71	
6181 · NRPC Energy Training	46.03	46.03	
6188-17 · Clean Water Act (CWA) 17 -	215.66	215.66	
6188 · Clean Water	44.82	44.82	
6190 · Northfield ECO SW	-853.29	-853.29	
6195 · Northfld Village SW ERP	48,126.46	48,126.46	
6330 · GIS Eqpt/Software	3,600.00	3,600.00	
6350 · GIS Supplies	573.46	573.46	
6400 · Regional Plan	201.37	201.37	
6450 · East Montpelier MPG	66.96	66.96	
6521 · Reimbursement - BRBC Energy Pla	84.43	84.43	
6683 · CDBG- Washington AM	215.73	215.73	
6825 · SafetyNet/server maintenance	2,978.00	2,978.00	
6850 · CVRPC Audit	6,180.00	6,180.00	
6855 · Legal Assistance	4,036.67	4,036.67	
6860 · Government Relations	1,681.06	1,681.06	
7000 · Transportation Direct	7,469.55	7,469.55	
7000a · Vtrans TPI Admin	1,738.48	1,738.48	
7002 · VTrans Better Roads FY 16	307.26	307.26	
7400 · Brownfields expense	93.52	93.52	
7401 · Brownfields Travel	20.95	20.95	
Total Expense	429,627.89	429,627.89	
Net Income *	6,747.07	15,830.96	9,083.89

*These statements were prepared prior to development of the budget to actuals. The statements have since been determined to have challenges that preclude their use for effectively monitoring the organization's financial status. Once signficant challenge is netting of payroll pass receivables without actually netting the associated expenses. The statements are being provided as a reference for discussion.

Central Vermont Regional Planning Commission
FY17 Estimated Budget to Actuals
As of 12/31/16

	05.24.16 FY 17 Budget	12.31.16 FY 17 Est. Actuals	12.31.16 Difference	Percent Complete	Notes
REVENUES	**1,500,759**	**436,375**	**-1,064,384**	**29.1%**	
Community Development	227,557	18,148	-209,409	8.0%	Brownfields contractors have not begun work.
GIS Fee For Service	6,000	698	-5,302	11.6%	
Interest	0	5	5	-	
Municipal Contracts	248,222	86,745	-161,477	34.9%	ERP contracts beginning now.
Natural Resources	59,119	11,936	-47,183	20.2%	Two contracts beginning now.
Other Income	182,206	8,496	-173,710	4.7%	Error. Reflects tracking issue with pass through payroll accounts.
Public Safety	180,674	34,141	-146,533	18.9%	Slower than anticipated progress on Local Haz Mit Plans
State Allocation (ACCD)	272,253	127,995	-144,258	47.0%	Retainage held on contract.
Town Appropriations	71,537	71,537	0	100.0%	
Transportation	253,191	76,674	-176,517	30.3%	Revenue reflects reclassification of equipment direct expenses to indirect.
Reserves	0	0	0	-	
	FY 17 Budget	**FY 17 Est. Actuals**	**12.31.16 Difference**	**Percent Complete**	**Notes**
EXPENSES	**1,494,402**	**513,284**	**-981,118**	**34.3%**	
Advertising	3,030	79	-2,951	2.6%	
Consultants	484,186	57,382	-426,804	11.9%	
Copy/Print	5,550	3,201	-2,349	57.7%	
Dues/Memberships	10,520	4,633	-5,887	44.0%	
Equipment	3,720	8,169	4,449	219.6%	Reflects transportation program purchases.
Equipment Repair/Srvc	1,220	488	-732	40.0%	
Fringe Benefits	223,401	84,618	-138,783	37.9%	
Insurance	1,517	1,509	-8	99.5%	
Interest	10	75	65	749.9%	
Meeting/Programs	13,833	1,021	-12,812	7.4%	
Office Rent/Util/Repair	42,859	21,439	-21,420	50.0%	
Other Expense	1,248	3,060	1,812	245.2%	Relocation expense anticipated for FY15 paid in FY16.
Payroll	590,794	291,748	-299,046	49.4%	
Postage	3,000	1,043	-1,957	34.8%	
Professional Services	47,930	13,582	-34,348	28.3%	Two services on hold.
Reserve Contribution	16,300	0	-16,300	0.0%	
Software / Licenses	6,080	4,836	-1,244	79.5%	GIS license paid.
Subscriptions / Publications	2,941	351	-2,591	11.9%	
Supplies - Office	5,350	2,857	-2,493	53.4%	
Supplies - Billable	3,109	855	-2,254	27.5%	
Telephone / Internet	6,480	3,103	-3,377	47.9%	
Travel	21,324	9,234	-12,090	43.3%	
BAL END**	**6,357**	**(76,909)**	**(83,266)**		

*Categorization is an estimate for purposes of comparison
**Severe negative balance reflects problem with payroll pass through recording.
Staff is working to resolve this.

Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

Line		FY17 Budget	12.31.16 Actuals	% Complete
	Total Revenue	**$1,500,759.21**	**$436,374.96**	**29%**
1	**Community Development**	**$227,557**	**$18,148**	8%
2	EPA Brownfields FFY15	$217,557	$13,148	6%
3	BCRC Regional Energy Planning	$10,000	$5,000	50%
4	S.230 Local Energy Planning	$0	$0	-
5				
6	**GIS Fee For Service**	**$6,000**	**$698**	12%
7	Municipal Parcel Mapping	$2,165	$0	0%
8	Municipal Other	$2,735	$645	24%
9	Non-Profit/Regional Partner	$1,000	$0	0%
10	Private	$100	$53	53%
11				
12	**Interest**	**$0**	**$5**	-
13				
14	**Municipal Contracts**	**$248,222**	**$86,745**	35%
15	FY17 ERP 3-Town Stormwater Masterplan	$95,641	$0	0%
16	FY16 ERP Northfield Village Green Stormwater	$99,450	$61,500	62%
17	East Montpelier Village Masterplan	$15,536	$10,519	68%
18	Barre Town Manhole	$5,000	$0	0%
19	Marshfield Bylaws	$3,750	$0	0%
20	CDBG Washington Library	$2,229	$6,235	280%
21	FY17 MPGs	$0	$0	-
22	FY17 ERP Berlin Stormwater Masterplan	$26,616	$0	0%
23	Northfield Stormwater		$8,490	-
24				
25	**Natural Resources**	**$59,119**	**$11,936**	20%
26	VANR 604B FFY17	$4,000	$0	0%
27	Clean Water Initiative FY16	$12,400	$5,135	41%
28	Clean Water Initiative FY17	$10,000	$6,801	68%
29	DEC HMGP River Corridors	$19,444	$0	0%
30	FY17 ERP Moretown Mad River Corridor Plan	$13,275	$0	0%
31				
32	**Other Income**	**$182,206**	**$8,496**	5%
33	Mad River Valley Planning District Bookkeeping	$4,750	$2,375	50%
34	Mad River Valley Planning District Pass-through*	155,823		0%
35	Wrightville Beach Recreation District Bookkeeping	$2,600	$2,600	100%
36	Cross Vermont Trail Pass-through*	$19,033		0%
37	Miscellaneous Income	$0	$3,521	-
38				
39	**Public Safety**	**$180,674**	**$34,141**	19%
40	DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 16	$31,261	$0	0%
41	DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 15	$0	$6,960	-
42	Local Emergency Planning Committee (LEPC)	$4,000	$4,000	100%
43	DEMHS Vigilant Guard Exercise	$6,888	$5,472	79%
44	DEMHS HMGP Mega	$70,000	$17,409	25%
45	DEMHS HMGP Mega Administration	$1,395	$300	22%
46	DEMHS HMGP Mega Town Contribution	$0	$0	-
47	ACCD CDBG 18 Elevation	$67,130	$0	0%
48				
49	**State Allocation (ACCD)**	**$272,253**	**$127,995**	47%
50				
51	**Town Appropriations**	**$71,537**	**$71,537**	100%
52				
53	**Transportation**	**$253,191**	**$76,674**	30%
54	VTrans Transportation Planning Initiative (TPI) FFY17	$169,787	$22,287	13%
55	VTrans Transportation Planning Initiative (TPI) FFY16	$67,404	$43,526	65%
56	VTrans Better Back Roads FY16	$8,000	$10,112	126%
57	VTrans Better Back Roads FY17	$8,000	$0	0%
58	Plainfield Bridge CDBG Match	$0	$749	-

*Revenue for these pass through accounts are not represented in the P&L. Staff is working to resolve this. They have been billed.

Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

Line		FY17 Budget	12.31.16 Actuals*	% Complete
	Total Expenses	**1,494,402**	**513,284**	**34%**
1	**Advertising**	**3,030**	**79**	3%
2	Administrative	300		0%
3	ACCD	300		0%
4	Community Development	550		0%
5	Municipal	0		-
6	Natural Resources	0	35	-
7	Public Safety	1,730		0%
8	Transportation	150	44	29%
9				
10	**Consultants**	**484,186**	**57,382**	12%
11	Admin	0		-
12	ACCD	10,000		0%
13	Brownfields	200,000		0%
14	CDBG 18 Elevation	60,000		0%
15	FY17 ERP 3-Town Stormwater Masterplan	85,000		0%
16	FY16 ERP Northfield Village Green	96,930	48,033	50%
17	FY17 ERP Berlin Stormwater Masterplan	23,529		0%
18	FY17 ERP Moretown Mad River Corridor Plan	8,727		0%
19	FY15 ERP Northfield Stormwater	0	9,349	-
20				
21	**Copy / Print**	**5,550**	**3,201**	58%
22	Lease	5,100	2,625	51%
23	Color Copies	325	576	177%
24	Property Tax	125		
25				
26	**Dues / Memberships / Sponsorships**	**10,520**	**4,633**	44%
27	VAPDA	6,050	2,667	44%
28	VT League of Cities & Towns	760	800	105%
29	Nat'l Assoc. of Development Orgs	2,000	667	33%
30	Assoc. of State Floodplain Managers	240		0%
31	VT Community Development Assoc.	50		0%
32	VT Planners Assoc.	150		0%
33	American Planning Association	270		0%
34	Conference/Workshop Sponsorships	1,000	500	50%
35				
36	**Equipment / Furniture**	**3,720**	**8,169**	220%
37	Capital: Non-Billable	2,000	2,029	101%
38	Capital: Billable	1,000	6,141	614%
39	Office Furniture	720		
40	Office Equipment	0		
41	Other	0		
42				

Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

		FY17 Budget	12.31.16 Actuals*	% Complete
43	**Equipment Repair & Service**	**1,220**	**488**	40%
44	Telephone System	300		0%
45	Repair & Service	920		0%
46	1-yr Server Warranty		488	-
47				
48	**Fringe Benefits**	**223,401**	**84,618**	38%
49	FICA	35,002	16,610	47%
50	Health Ins.	103,127	32,601	32%
51	Dental Ins.	7,764	3,906	50%
52	Vision Ins.	0		-
53	Retirement	22,877	8,471	37%
54	Disability Ins.	920	2,097	47%
55	Life Ins.	3,551	Included with Dis.	-
56	Unemployment Ins.	1,039	170	16%
57	Workers Comp Ins.	1,752	3,089	176%
58	MRVPD Staff Fringe	46,024	17,095	37%
59	Cross Vermont Trail Staff Fringe	1,346	580	43%
60				
61	**Insurance**	**1,517**	**1,509**	99%
62	General Liability (Property/Vehicle/Fire)	1,517	1,509	99%
63				
64	**Interest / Fees**	**10**	**75**	750%
65				
66	**Meeting / Programs**	**13,833**	**1,021**	7%
67	Admin	7,000	374	5%
68	ACCD	4,200	375	9%
69	Energy Planning	300		0%
70	Brownfields	450		0%
71	Municipal	0		-
72	Natural Resources	200		0%
73	Public Safety	533	240	45%
74	Transportation	1,150	32	3%
75				
76	**Office Rent / Utilities / Repairs**	**42,859**	**21,439**	50%
77	Rent	41,059	20,529	50%
78	Office Cleaning	1,680	910	54%
79	Repairs & Other Maintenance	120		0%
80				
81	**Other Expense**	**1,248**	**3,060**	245%
82	Miscellaneous	300	60	20%
83	LEPC storage rental	948	0	0%
84	Relocation Expense		3,000	-
85				

Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

		FY17 Budget	12.31.16 Actuals*	% Complete
86	**Payroll**	**590,794**	**291,748**	49%
87	Gross Pay	457,537	230,254	50%
88	Overtime	5,000		0%
89	MRVPD	109,799	53,899	49%
90	X VT Trail	17,600	7,577	43%
91	Dir Dept Fee	858	18	2%
92				
93	**Postage**	**3,000**	**1,043**	35%
94	Postage Machine	700	525	75%
95	Postage	2,300	518	23%
96				
97	**Professional Services**	**47,930**	**13,582**	28%
98	Audit	10,500	6,180	59%
99	Bookeeping	16,480		0%
100	Benefits Administration	250		0%
101	IT/Computer	5,500	2,490	45%
102	Legal	3,100	4,037	130%
103	Staff Training	10,000		0%
104	Videography	2,100	875	42%
105				
106	**Reserve Contribution**	**16,300**	**0**	0%
107	General	6,300	0	0%
108	Equipment/Capital	10,000	0	0%
109	Office Renovation	0	0	#DIV/0!
110				
111	**Software / Licences**	**6,080**	**4,836**	80%
112	ESRI GIS License	3,600	3,600	100%
113	Intuit Quickbooks Pro	519	565	109%
114	Microsoft Exchange 365	562	528	94%
115	Tech Soup	318		0%
116	Log Me In	349		0%
117	Community Remarks	280		0%
118	Network Solutions	352		0%
119	Domain Name	100	143	143%
120				
121	**Subscriptions**	**2,941**	**351**	12%
122	Times Argus	190		0%
123	Valley Reporter	22	22	100%
124	Front Porch Forum	2,160		0%
125	HRHero.com	329	329	100%
126	E-marketing	240		0%
127				
128				

Central Vermont Regional Planning Commission
FY17 Budget
As of 05/24/16

		FY17 Budget	12.31.16 Actuals*	% Complete
129	**Supplies - Office**	**5,350**	**2,857**	53%
130	General Office	3,500	1,988	57%
131	GIS	1,200	573	48%
132	Bottled Water	650	295	45%
133				
134	**Supplies - Billable**	**3,109**	**855**	28%
135	ACCD	1,740		0%
136	Municipal	15		0%
137	Economic Development	0		#DIV/0!
138	Public Safety	500		0%
139	Natural Resources	54		0%
140	Transportation	800	855	107%
141				
142	**Telephone / Internet**	**6,480**	**3,103**	48%
143	Telephone Lease	5,100	3,103	61%
144	Internet Service	1,380		0%
145				
146	**Travel**	**21,324**	**9,234**	43%
147	Administrative	5,000	267	5%
148	ACCD	4,540	5,072	112%
149	Community Development	2,100	114	5%
150	Municipal	581	322	55%
151	Natural Resources	719	364	51%
152	Public Safety	2,084	670	32%
153	Transportation	6,300	2,424	38%
154				

**Categorization is an estimate for purposes of comparison. 12.31.16 Actuals do not correspond to P&L Total Expense. Staff is working to verify numbers. Appears to relate to method for billing payroll & benefits to MRVPD and Cross VT Trail.

Central Vermont Regional Planning Commission

MEMO

Date: January 31, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract Approvals

CONTRACT APPROVALS REQUESTED

The following contracts support CVRPC's Water Quality and Transportation Programs.
CVRPC received two awards to complete Stormwater Master Plans from the VT DEC Ecosystem Restoration Program. After consultation with the involved municipalities, CVRPC issued a single request for proposals and awarded the two contracts to one contractor. CVRPC expects to achieve administrative efficiencies from this process.

CVRPC Staff: Dan Currier (and new GIS Senior Planner), Marian Wolz

Watershed Consulting, Berlin Stormwater Master Plan

Scope of Work: Complete a Stormwater Master Plan for the Town of Berlin, including identifying five (5) priority projects and completing 30% design plans for those projects.

Funding:
Contract Amount: $30,936
Funding Source: VT DEC Ecosystem Restoration Program

Performance Period: Upon signing through December 1, 2017

Watershed Consulting, Barre City, Barre Town, and Plainfield Stormwater Master Plan

Scope of Work: Complete a joint Stormwater Master Plan for the Towns of Plainfield, Barre Town, and Barre City, including identifying at least 15 priority projects and completing 30% design plans for those projects.

Funding:
Contract Amount: $92,809
Funding Source: VT DEC Ecosystem Restoration Program

Performance Period: Upon signing through December 1, 2017

The following contract addenda support properties enrolled in CVRPC's Brownfields Program. The Committee previously approved a master agreement with each contractor. These addenda assign contractors to specific properties and approve a scope of work. Subsequent addenda may authorize additional phases of work at a property and/or may assign a contractor to a new property and scope.

All Phase 1 Environmental Site Assessments (ESA) are conducted in accordance with the American Society for Testing and Materials' (ASTM) Standard Practice for Environmental Site Assessments E 1527-13 and in compliance with the federal regulations for environmental due diligence: 40 CFR Part 312, Standards and Practices for All Appropriate Inquiries.

A Quality Assurance Project Plan (QAPP) is a site specific work plan for field investigations. Field investigations (a.k.a. Phase 2 ESA) sample and test air, water, soil, and building materials as needed. The tests confirm whether contamination is present, and if so, to what degree and extent. Multiple (supplementary) field investigations may be required at a property.

A Corrective Action Feasibility Investigation considers alternative actions that may be taken to address contamination issues. A Corrective Action Plan documents the action that will be taken by the owner or prospective developer.

The reports and plans described above are reviewed by CVRPC, VT DEC, and US EPA. They are provided to the property owner and prospective developer for their review and comment.

CVRPC Staff: Gail Aloisio

The Johnson Company, Phase 1 ESA & QAPP for 16 Prospect Street, Barre City

Scope of Work: Complete a Phase 1 Environmental Site Assessment (ESA) and subsequent Quality Assurance Project Plan.

Funding:
Contract Amount: $10,529
Funding Source: US EPA Brownfields Program

Performance Period: Upon signing through July 8, 2017

The Johnson Company, Phase 1 ESA Addendum & QAPP for 3652 VT Rt. 14, Woodbury

Scope of Work: Complete an addendum to the Phase 1 Environmental Site Assessment (ESA) and a subsequent Quality Assurance Project Plan.

Funding:
Contract Amount: $10,322
Funding Source: US EPA Brownfields Program

Performance Period: Upon signing through June 30, 2017

Stone Environmental, CAFI & CAP for 12 Keith Avenue & 25 Pearl Street, Barre City

Scope of Work: Complete a Corrective Action Feasibility Investigation and a Corrective Action Plan.

Funding:
Contract Amount: $26,621
Funding Source: US EPA Brownfields Program

Performance Period: Upon signing through July 22, 2017

Stone Environmental, Phase 2 ESA for 561 & 567 North Main Street, Barre City

Scope of Work: Complete a Phase 2 Environmental Site Assessment.

Funding:
Contract Amount: $24,842
Funding Source: US EPA Brownfields Program

Performance Period: Upon signing through July 15, 2017

LE Environmental, Supplementary Phase 2 ESA for 75-79 South Main Street, Whiting

Scope of Work: Complete a Supplementary Phase 2 Environmental Site Assessment.

Funding:
Contract Amount: $10,800
Funding Source: US EPA Brownfields Program

Performance Period: Upon signing through April 30, 2017

Staff recommends approval of these contracts.

Contract #: 2017-01

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

STANDARD CONTRACT

Part 1 – Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION

Original ☒	Amendment ☐ #	
Contract Amount: $33,901.00	Contract Start Date: 02/07/2017	Contract End Date: 12/01/2017
Contractor Name: Watershed Consulting Associates, LLC		
Contractor Physical Address: 430 Shelburne Road		
City: Burlington	State: VT	Zip Code: 05406
Contractor Mailing Address: PO Box 4413		
City: Burlington	State: VT	Zip Code: 05406

Contract Type: Actual Cost/Maximum Limit ☐ Product Based ☒ % Complete ☐
Lump Sum ☐ Other ☐ (please specify)

If this action is an amendment, the following is amended:
Funding Amount ☐ Performance Period ☐ Scope of Work ☐
Other ☐ (please specify)

SECTION 2 – CONTRACTOR INFORMATION

Contractor Duns: None

DUNS Registered Name *(if different than Contractor Name above):*

SAM checked for DUNS Suspension and Debarment Exclusions
(https://www.sam.gov/portal/public/SAM/ Print Screen Must be Placed in Contract File)

Date: Initials: SAM Expiration Date:

State of Vermont checked for Debarment Exclusions
(http://bgs.vermont.gov/purchasing/debarment Print Screen Must be Placed in Contract File)

Date: Initials: Debarment Expiration Date:

Risk Assessment Completed (Sub-Recipients only. Completed Assessment Must be Placed in Contract File)

Date: Initials:

Federal Audit Clearinghouse for Single Audit Check
(Sub-Recipients Only. https://harvester.census.gov/facdissem/Main.aspx)

Date: Initials:

IRS Form 1099-MISC Required? Yes ☐ No ☐
(Contractor Documentation Must be Placed in Contract File)

Date: Initials:

SECTION 3 – FUNDING SOURCE

Funding Type:	☐ Federal	CFDA #:	Program Title:
	☒ State	Contract #: 2016-CWF-1-06	
	☐ Other	Source:	

Contract #: 2017-01

SECTION 4 – CONTACT INFORMATION	
CVRPC	**CONTRACTOR**
Project Manager Name: Dan Currier Title: Program Manager Work Phone: 802-229-0389 Email: currier@cvregion.com	Project Manager Name: Title: Work Phone: Cell Phone (if applicable): Email:
Finance/Billing Name: Bonnie MacBrien Title: Finance & Office Manager Work Phone: 802-229-0389 Email: macbrien@cvregion.com	Finance/Billing Name: Title: Work Phone: Cell Phone (if applicable): Email: Address if different than Section 1): Mailing: City/State/ZIP:

Part 2 – Contract Agreement

STANDARD CONTRACT FOR SERVICES

1. Parties. This is a contract for services between the Central Vermont Regional Planning Commission (hereafter called "CVRPC") and Watershed Consulting Associates, LLC with its principal place of business at 430 Shelburne Road, PO Box 4413, Burlington, VT 05406 (hereafter called "Contractor"). Contractor's form of business organization is _____ _____. It is the contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, the contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is services generally on the subject of stormwater masterplan for the Town of Berlin, VT. Detailed services to be provided by the contractor are described in Attachment A.

3. Maximum Amount. In consideration of the services to be performed by Contractor, the CVRPC agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed $33,901.00.

4. Contract Term. The period of contractor's performance shall begin on February 7, 2017 and end on December 1, 2017.

5. Prior Approvals. Approval by the Executive Director is required for all contracts. If approval by the CVRPC Executive Committee is required, ($10,000 and over), neither this contract nor any amendment to it is binding until it has been approved by the Committee.

- Approval by Executive Director _X_.
- Approval by the Executive Committee _X_ is / ___ is not required.

6. Amendment. This contract represents the entire contract between the parties. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the CVRPC and Contractor.

7. Cancellation. This contract may be canceled by either party by giving written notice at least 15 days in advance.

8. Attachments. This contract consists of _____ pages including the following attachments which are incorporated herein:

Attachment A - Scope of Work to be Performed
Attachment B - Payment Provisions
Attachment C – Standard Provisions for Contracts and Sub-Recipient Agreements (effective date 07/01/2016)
Attachment D - Other Provisions (if any)

9. Order of Precedence. Any ambiguity, conflict or inconsistency in the Contract Documents shall be resolved according to the following order of precedence:

1) Standard Contract
2) Attachment D (if applicable)
3) Attachment C (Standard Provisions for Contracts and Sub-Recipient Agreements)
4) Attachment A (Scope of Work to be Performed)
5) List other attachments in order of precedence
6) Attachment B (Payment Provisions)

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

For the CVRPC:		**For the Contractor:**	
Signature:	_____	Signature:	_____
Name:	Byron Atwood	Name:	_____
Title:	Chair	Title:	_____
Date:	02/06/2017	Date:	_____

Contract #: 2017-01

ATTACHMENT A

Scope of Work to be Performed

In accordance with State of Vermont Department of Environmental Conservation guidelines, the contractor shall work with project partners to develop a stormwater masterplan for the Town of Berlin, Vermont that, when implemented, will reduce sediment and nutrient pollution into the Winooski River. Work shall be performed as follows:

Task	Deliverables	Due Date
Task 1: Meetings and Data		
Participate in kickoff meetings with CVRPC and Town of Berlin.	Meeting minutes	03/17/2017
Collect and review existing plans and data	Digital data library and summary memo detailing data included origin, content and utility.	
Task 2: Problem Area Identification and Retrofit Options		
Complete desktop assessment and initial site identification	List of initial project sites to field investigate (a combination of sites provided by each municipality or CVRPC and sites identified with a desktop assessment) – approximately 50 sites per municipality Map of potential retrofit locations and problem areas for each municipality GIS data including all parcels with >3 acres of impervious cover	03/31/2017
Complete digital maps and app preparation.	Technical memo summarizing targeted methodology and next steps	
Task 3: Identify Areas of Greater Concern		
Collect field data	Interim memo with site visit progress	05/26/2017
Update project lists and maps	Updated table and maps of potential projects with those eliminated from further consideration removed and any new projects added.	

Task	Deliverables	Due Date
Task 4: Implementation Alternatives and Solution Matrix		
Complete initial project ranking	Map of potential retrofit sites (~50 sites) Preliminary field data sheets for each retrofit site Table with preliminary project ranking Memo describing initial ranking memo	
Complete final project prioritization	Map of refined list of retrofit sites (~20 sites) BMP summary data sheets for each retrofit site Table showing the secondary project ranking Memo detailing secondary prioritization methodology	07/14/2017
Task 5: Field Data and Problem Areas		
Conduct site visits for top five (5) projects	Memo confirming the final sites that will move into the design phase and describing observations and data from site visits Landowner list	08/31/2017
Complete final site surveys	Memo describing results of infiltrations testing for those project sites that require infiltration Existing conditions plans	
Task 6: Draft Stormwater Masterplan		
Prepare Draft Stormwater Masterplan	Draft 30% designs for 5 projects Meeting minutes Draft SWMPs	10/27/2017
Task 7: Final Report		
Submit final report	Final SWMP report Five 30% concept design plans with cost projections Site renderings (1) Story Maps (1)	12/01/2017

Contract #: 2017-01

ATTACHMENT B

Payment Provisions and Monitoring/Reporting Requirements

Payment Provisions

The Contractor or Sub-Recipient (Party) shall provide the services listed in Attachment A to CVRPC at the rates listed in the scope of work attached to this Agreement.

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Party will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

CVRPC agrees to compensate the Party for services performed as defined in the Scope of Work, up to the maximum amount, provided such services are within the scope of the Agreement and are authorized as provided for under the terms and conditions of this grant.

Work performed will be paid as follows:

FIXED PRICE/DELIVERABLES: Party shall submit invoices to the CVRPC in accordance with the following schedule:

Deliverable	Completed By	Invoice Amount
Task 1: Meetings and Data	March 17, 2017	$1,258.00
Task 2: Problem Area Identification and Retrofit Options	March 31, 2017	$2,465.00
Task 3: Identify Areas of Greater Concern	May 26, 2017	$5,735.00
Task 4: Implementation Alternatives and Solution Matrix	July 14, 2017	$2,965.00
Task 5: Field Data and Problem Areas	August 31, 2017	$8,013.00
Task 6: Draft Stormwater Masterplan	October 27, 2017	$7,406.00
Task 7: Final Report	December 1, 2017	$3,094.00

The CVRPC shall pay, or cause to be paid, to the Party progress payments as defined above. Requests for payment shall be accompanied by progress reports and be made directly to the CVRPC for all work.

The CVRPC shall pay for all approved services, expenses and materials accomplished or used during the period of this Agreement, and only that effort will be included on invoices under this Agreement. Invoices for costs should be itemized in accordance with section 1 of this contract.

The Party shall immediately notify CVRPC if costs for the performance of any task exceeds, or is expected to exceed, the written estimate. In the case of a time and material agreement, the Party will supply a new estimate for CVRPC approval. The Party will not be reimbursed for any services or expenses which have not been previously approved by CVRPC.

Sub-contractor rates shall be consistent with those provided in Party's scope of work. Markups for sub-contractors will not exceed 10%. Markups for equipment, regular site costs (such as utilities) and primary Party services (such as telephone calls, copying, mailing costs, meals, lodging) are not allowed under this Agreement.

The Party shall submit invoices to CVRPC as noted above. Charges will be separated by specific project task as designated by CVRPC in proposal or bid documents and include the estimated task amount and total charges billed to task to date. If Party is working under more than one Agreement with CVRPC, Party shall invoice each Agreement separately. Progress reports shall accompany all invoices describing work completed during the invoice period.

All invoices shall be sent to: Executive Director
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

The CVRPC will seek to make payments within forty-five (45) days of receipt of an invoice from the Party. If the work described in any invoice has not been completed to the satisfaction of CVRPC, as determined by the project manager, CVRPC reserves the right to withhold payment until the invoiced work has been satisfactorily completed. Overdue balances resulting from non-payment for unsatisfactory work will not be subject to interest or finance charges. The final payment will be paid upon final project completion and acceptance by the CVRPC.

Monitoring and Reporting

Reporting is **REQUIRED** under this contract.

_X_ Regular Progress Reporting submitted with invoices
_X_ Other Reports as may be required by the funding agency

CVRPC must submit regular reports to the Vermont Department of Environmental Conservation. It is imperative that the Party supply the CVRPC with the necessary information so that the CVRPC can provide these reports in a timely manner.

Periodic reports, certified by an authorized agent of the Party, shall be submitted as required. Failure to submit timely, accurate, and fully executed reports shall constitute an "Event of Default" and will result in a mandate to return the funds already disbursed under this agreement, and/or the withholding of current and future payments under this contract until the reporting irregularities are resolved to the CVRPC's satisfaction.

Regular Progress Reporting
Accompanying each invoice will be a succinct and specific report on the progress that has been achieved on the Party's Scope of Work with regard to milestones, deliverables, and schedule, and in relation to the expenditures the Party is invoicing for reimbursement.

Incident Report
The Party must report the following events by e-mail as soon as possible after they occur:

1) Developments that have a significant favorable impact on the project.
2) Problems, delays, or adverse conditions which materially impair the Party's ability to meet the objectives of the award.

MISSING NEW CONTRACT PROVISIONS

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

STANDARD CONTRACT

Part 1 – Contract Detail

SECTION 1 - GENERAL CONTRACT INFORMATION

Original ☒	Amendment ☐ #	
Contract Amount: $92,809.00	Contract Start Date: 02/07/2017	Contract End Date: 12/01/2017
Contractor Name: Watershed Consulting Associates, LLC		
Contractor Physical Address: 430 Shelburne Road		
City: Burlington	State: VT	Zip Code: 05406
Contractor Mailing Address: PO Box 4413		
City: Burlington	State: VT	Zip Code: 05406

Contract Type: Actual Cost/Maximum Limit ☐ Product Based ☒ % Complete ☐
Lump Sum ☐ Other ☐ (please specify)

If this action is an amendment, the following is amended:
Funding Amount ☐ Performance Period ☐ Scope of Work ☐
Other ☐ (please specify)

SECTION 2 – CONTRACTOR INFORMATION

Contractor Duns: None

DUNS Registered Name *(if different than Contractor Name above):*

SAM checked for DUNS Suspension and Debarment Exclusions
(https://www.sam.gov/portal/public/SAM/ Print Screen Must be Placed in Contract File)

Date: Initials: SAM Expiration Date:

State of Vermont checked for Debarment Exclusions
(http://bgs.vermont.gov/purchasing/debarment Print Screen Must be Placed in Contract File)

Date: Initials: Debarment Expiration Date:

Risk Assessment Completed (Sub-Recipients only. Completed Assessment Must be Placed in Contract File)

Date: Initials:

Federal Audit Clearinghouse for Single Audit Check
(Sub-Recipients Only. https://harvester.census.gov/facdissem/Main.aspx)

Date: Initials:

IRS Form 1099-MISC Required? Yes ☐ No ☐
(Contractor Documentation Must be Placed in Contract File)

Date: Initials:

SECTION 3 – FUNDING SOURCE

Funding Type:	☐ Federal	CFDA #:	Program Title:
	☒ State	Contract #: 2016-CWF-1-01	
	☐ Other	Source:	

Contract #: 2017-02

SECTION 4 – CONTACT INFORMATION	
CVRPC Project Manager Name: Dan Currier Title: Program Manager Work Phone: 802-229-0389 Email: currier@cvregion.com Finance/Billing Name: Bonnie MacBrien Title: Finance & Office Manager Work Phone: 802-229-0389 Email: macbrien@cvregion.com	**CONTRACTOR** Project Manager Name: Title: Work Phone: Cell Phone (if applicable): Email: Finance/Billing Name: Title: Work Phone: Cell Phone (if applicable): Email: Address if different than Section 1): Mailing: City/State/ZIP:

Part 2 – Contract Agreement

STANDARD CONTRACT FOR SERVICES

1. Parties. This is a contract for services between the Central Vermont Regional Planning Commission (hereafter called "CVRPC") and Watershed Consulting Associates, LLC with its principal place of business at 430 Shelburne Road, PO Box 4413, Burlington, VT 05406 (hereafter called "Contractor"). Contractor's form of business organization is _____ _____. It is the contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, the contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is services generally on the subject of stormwater master plan for the Towns of Plainfield, Barre Town, and Barre City, VT. Detailed services to be provided by the contractor are described in Attachment A.

3. Maximum Amount. In consideration of the services to be performed by Contractor, the CVRPC agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed $33,901.00.

4. Contract Term. The period of contractor's performance shall begin on February 7, 2017 and end on December 1, 2017.

5. Prior Approvals. Approval by the Executive Director is required for all contracts. If approval by the CVRPC Executive Committee is required, ($10,000 and over), neither this contract nor any amendment to it is binding until it has been approved by the Committee.

- Approval by Executive Director _X_.
- Approval by the Executive Committee _X_ is / ___ is not required.

6. Amendment. This contract represents the entire contract between the parties. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the CVRPC and Contractor.

7. Cancellation. This contract may be canceled by either party by giving written notice at least 15 days in advance.

8. Attachments. This contract consists of _____ pages including the following attachments which are incorporated herein:

Attachment A - Scope of Work to be Performed
Attachment B - Payment Provisions
Attachment C – Standard Provisions for Contracts and Sub-Recipient Agreements (effective date 07/01/2016)
Attachment D - Other Provisions (if any)

9. Order of Precedence. Any ambiguity, conflict or inconsistency in the Contract Documents shall be resolved according to the following order of precedence:

1) Standard Contract
2) Attachment D (if applicable)
3) Attachment C (Standard Provisions for Contracts and Sub-Recipient Agreements)
4) Attachment A (Scope of Work to be Performed)
5) List other attachments in order of precedence
6) Attachment B (Payment Provisions)

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

For the CVRPC:		**For the Contractor:**	
Signature:	_____	Signature:	_____
Name:	Byron Atwood	Name:	_____
Title:	Chair	Title:	_____
Date:	02/06/2017	Date:	_____

Contract #: 2017-02

ATTACHMENT A

Scope of Work to be Performed

In accordance with State of Vermont Department of Environmental Conservation guidelines, the contractor shall work with project partners to develop a stormwater masterplan for the Town of Berlin, Vermont that, when implemented, will reduce sediment and nutrient pollution into the Winooski River. Work shall be performed as follows:

Task	Deliverable	Due Date
Task 1: Meetings and Data		
Kickoff meetings with CVRPC and municipalities of Barre City, Barre Town and Plainfield.	Meeting minutes	3/17/2017
Collect and review existing plans and data	Digital data library and summary memo detailing data included origin, content and utility.	
Task 2: Problem Area Identification and Retrofit Options		
Desktop assessment and initial site identification	List of initial project sites to field investigate (a combination of sites provided by each municipality or CVRPC and sites identified with a desktop assessment) – approximately 50 sites per municipality (~150 total) Map of potential retrofit locations and problem areas for each municipality GIS data including all parcels with >3 acres of impervious cover	3/31/2017
Digital maps and app	Technical memo summarizing	
Task 3: Identify Areas of Greater Concern		
Field data collection	Interim memo with site visit progress	5/26/2017
Update project lists and maps	Updated table and maps of potential projects with those eliminated from further consideration removed and any new projects added.	

Task	Deliverable	Due Date
Task 4: Implementation Alternatives and Solution Matrix		
Initial project ranking	Map of potential retrofit sites (~50 sites per municipality) (~150 total) Preliminary field data sheets for each retrofit site Table with preliminary project ranking Memo describing initial ranking memo	7/14/2017
Final Project Prioritization	Map of refined list of retrofit sites (~20 site per municipality) (~60 total) BMP summary data sheets for each retrofit site Table showing the secondary project ranking Memo detailing secondary prioritization methodology	
Task 5: Field Data and Problem Areas		
Site visits for top 5 projects per municipality (15 total)	Memo confirming the final sites that will move into the design phase and describing observations and data from site visits Landowner list	8/31/2017
Final Site Surveys	Memo describing results of infiltrations testing for those project sites that require infiltration Existing conditions plans	
Task 6: Draft Stormwater Master Plan		
Prepare Draft Stormwater Master Plan for Barre City, Barre Town, Plainfield	Draft 30% designs for 15 projects (5 per municipality) Meeting minutes Draft SWMPs	10/27/2017
Task 7: Submit Final Report		
Submit Final Report	Final Stormwater Master Plan report Fifteen 30% concept design plans with cost projections Site renderings (3) Story Maps (3)	12/1/2017

Contract #: 2017-02

ATTACHMENT B

Payment Provisions and Monitoring/Reporting Requirements

Payment Provisions

The Contractor or Sub-Recipient (Party) shall provide the services listed in Attachment A to CVRPC at the rates listed in the scope of work attached to this Agreement.

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Party will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

CVRPC agrees to compensate the Party for services performed as defined in the Scope of Work, up to the maximum amount, provided such services are within the scope of the Agreement and are authorized as provided for under the terms and conditions of this grant.

Work performed will be paid as follows:

FIXED PRICE/DELIVERABLES: Party shall submit invoices to the CVRPC in accordance with the following schedule:

Deliverable	Completed By	Invoice Amount
Task 1: Meetings and Data	March 17, 2017	$3,774.00
Task 2: Problem Area Identification and Retrofit Options	March 31, 2017	$7,395.00
Task 3: Identify Areas of Greater Concern	May 26, 2017	$17,205.00
Task 4: Implementation Alternatives and Solution Matrix	July 14, 2017	$8,895.00
Task 5: Field Data and Problem Areas	August 31, 2017	$24,040.00
Task 6: Draft Stormwater Master Plan	October 27, 2017	$22,219.00
Task 7: Final Report	December 1, 2017	$9,281.00

The CVRPC shall pay, or cause to be paid, to the Party progress payments as defined above. Requests for payment shall be accompanied by progress reports and be made directly to the CVRPC for all work.

The CVRPC shall pay for all approved services, expenses and materials accomplished or used during the period of this Agreement, and only that effort will be included on invoices under this Agreement. Invoices for costs should be itemized in accordance with section 1 of this contract.

The Party shall immediately notify CVRPC if costs for the performance of any task exceeds, or is expected to exceed, the written estimate. In the case of a time and material agreement, the Party will supply a new estimate for CVRPC approval. The Party will not be reimbursed for any services or expenses which have not been previously approved by CVRPC.

Sub-contractor rates shall be consistent with those provided in Party's scope of work. Markups for sub-contractors will not exceed 10%. Markups for equipment, regular site costs (such as utilities) and primary Party services (such as telephone calls, copying, mailing costs, meals, lodging) are not allowed under this Agreement.

The Party shall submit invoices to CVRPC as noted above. Charges will be separated by specific project task as designated by CVRPC in proposal or bid documents and include the estimated task amount and total charges billed to task to date. If Party is working under more than one Agreement with CVRPC, Party shall invoice each Agreement separately. Progress reports shall accompany all invoices describing work completed during the invoice period.

All invoices shall be sent to: Executive Director
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

The CVRPC will seek to make payments within forty-five (45) days of receipt of an invoice from the Party. If the work described in any invoice has not been completed to the satisfaction of CVRPC, as determined by the project manager, CVRPC reserves the right to withhold payment until the invoiced work has been satisfactorily completed. Overdue balances resulting from non-payment for unsatisfactory work will not be subject to interest or finance charges. The final payment will be paid upon final project completion and acceptance by the CVRPC.

Monitoring and Reporting

Reporting is **REQUIRED** under this contract.

_X_ Regular Progress Reporting submitted with invoices
_X_ Other Reports as may be required by the funding agency

CVRPC must submit regular reports to the Vermont Department of Environmental Conservation. It is imperative that the Party supply the CVRPC with the necessary information so that the CVRPC can provide these reports in a timely manner.

Periodic reports, certified by an authorized agent of the Party, shall be submitted as required. Failure to submit timely, accurate, and fully executed reports shall constitute an "Event of Default" and will result in a mandate to return the funds already disbursed under this agreement, and/or the withholding of current and future payments under this contract until the reporting irregularities are resolved to the CVRPC's satisfaction.

Regular Progress Reporting
Accompanying each invoice will be a succinct and specific report on the progress that has been achieved on the Party's Scope of Work with regard to milestones, deliverables, and schedule, and in relation to the expenditures the Party is invoicing for reimbursement.

Incident Report
The Party must report the following events by e-mail as soon as possible after they occur:

1) Developments that have a significant favorable impact on the project.
2) Problems, delays, or adverse conditions which materially impair the Party's ability to meet the objectives of the award.

MISSING NEW CONTRACT PROVISIONS

Central Vermont Regional Planning Commission

February 6, 2017

Kurt Muller
Senior Engineer, Project Manager
The Johnson Company
100 State Street, Suite 600
Montpelier, VT 05602

RE: Scope of Work and Cost Estimate, Bonacorsi Property, 16 Prospect St., Barre City
Phase 1 ESA & Quality Assurance Project Plan

Dear Kurt,

The Central Vermont Regional Planning Commission (CVRPC) accepts your proposal for the Phase 1 ESA & Quality Assurance Project Plan for the Bonacorsi Property, dated January 27, 2017. The total cost estimate for this work is $10,529.

Under the terms of our Master Agreement, dated _____, this acceptance letter, your proposal, and the Master Agreement comprise the Environmental Site Assessment Contract (ESA Contract) for this project.

We look forward to working with you on this project.

Sincerely,

Byron Atwood, Chair
Central Vermont Regional Planning Commission

cc: Dominic Bonacorsi, *N & M Investments, LLC*
George Burnes, *Capital Candy Company, Inc.*

The Johnson Company
ENVIRONMENTAL SCIENCE AND ENGINEERING SOLUTIONS

phone (802) 229-4600
Fax (802) 229-5976
100 State Street, Suite 600
Montpelier, VT 05602
www.johnsonco.com

January 27, 2017

Gail Aloisio
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, Vermont 05602

Re: Scope of Work and Cost Estimate for the Preparation of a Phase I ESA and Quality Assurance Project Plan, Bonacorsi Property, 16 Prospect St, Barre, Vermont

Dear Gail,

JCO is pleased to provide the following Proposal for Phase I Environmental Site Assessment (ESA) services and Phase II ESA planning to the Central Vermont Regional Planning Commission (CVRPC). The following is our proposed scope of work and cost estimate for conducting a Phase I ESA and to prepare a site-specific Quality Assurance Project Plan (QAPP) for Bonacorsi Property located at 16 Prospect Street in Barre, Vermont (the Site). JCO understands that a Phase I ESA is required to support a possible property transaction.

1.0 SITE-SPECIFIC INFORMATION

Based on our brief review of Site related documents, we understand the following:

- The Site has been the subject of numerous investigations and cleanup actions related to petroleum and chlorinated solvent contamination
- The petroleum contamination has been remediated and the VTDEC is not requesting any additional investigation
- The chlorinated solvent contamination has been substantially reduced, but the potential for vapor intrusion into the on-Site buildings has not been addressed.

2.0 PROPOSED SCOPE OF WORK

2.1 CVRPC BROWNFIELDS TUTORIAL AND ON-SITE MEETING (COMPLETED)

On November 21, 2016, Kurt Muller performed a site visit to the Bonacorsi property as part of Brownfield tutorial that was requested by the CVRPC steering committee. The objective of this tutorial was to provide the committee with an overview of the brownfield investigation and remediation process and also provide a primer on the technical aspects of brownfields assessments and how to interpret subsequent data that they will be receiving.

2.2 PHASE I ESA PREPARATION

The primary objective of the Phase I ESA is to identify the presence of Recognized Environmental Conditions (RECs), historical recognized environmental conditions (HRECs), and controlled recognized environmental conditions (CRECs) in the form of hazardous waste, petroleum products and/or solid waste issues that are presently (and/or previously) associated with the Site. This

ESA will be conducted within the scope and limitations of the American Society for Testing and Materials' (ASTM) Standard Practice for Environmental Site Assessments E 1527-13 and in compliance with the federal regulations for environmental due diligence: 40 CFR Part 312, Standards and Practices for All Appropriate Inquiries.

The information gathered during the Phase I ESA will be used to form an opinion of the nature of the environmental conditions and will provide a basis from which a scope could be developed for Phase II ESA investigation, if warranted. The following tasks will be included in the Phase I ESA:

- Interviews with past and present owners, operators, and occupants (§ 312.23)
  - *Environmental Questionnaire.* A questionnaire concerning background information, solid and hazardous wastes, surface water/water quality, air pollution, spills, underground storage tanks, polychlorinated biphenyls (PCBs), and asbestos is provided to the person deemed to be the most knowledgeable about the site history.
  - *User Questionnaire.* A User questionnaire specific to the AAI standards provided by JCO for preparation by the CVRPC, or whoever will be considered the User of the ESA information.
  - *General Interviews.* Telephone and /or in-person interviews will be conducted, when possible, with current occupants, former occupants, neighboring property owners, the local fire chief, the local health officer, and other individuals who may be knowledgeable of the site and past emergency spill or environmental releases.
- Search for recorded environmental cleanup liens (§ 312.25)
  - JCO will perform a review of the City Land Records. If an environmental lien is identified that is associated with the site it will be identified in the Phase I report. In accordance with ASTM standards the lien search is a user responsibility and should be completed by a title professional.
- Review of federal, tribal, state, and local government records (§ 312.26)
  - *Regulatory file review.* JCO will check the site status with applicable regulatory authorities to determine if spills or other events of environmental concern have occurred on the site. We will determine if the site is currently on any hazardous sites lists with the state and federal governments.
- Visual inspections of the facility and of adjoining properties (§ 312.27)
  - *Site Reconnaissance.* We will perform a site reconnaissance to visually assess the site and note any evidence of potential releases of hazardous materials to the environment and any potential receptors in the area. The site reconnaissance will involve looking for products or wastes on the ground, surface soil staining, sheens or discoloration of surface water, areas of dead or stressed vegetation, and other site features such as UST fill and vent lines, and evidence of buried materials and drums, all of which may be indicators of existing contamination.
- A declaration by an Environmental Professional as to the presence of RECs and an opinion as to the significance of the environmental conditions identified. (§ 312.21(d)).
- JCO staff will prepare maps in GIS or CAD using available data, including GIS files provided by CVRPC, if available.

- A Site history will be gathered to establish the past uses of the property. This will consist of a review of available land records as necessary to determine the ownership history. If available, aerial photographs will be studied to help identify previous structures that might indicate any past disposal and storage practices. JCO will attempt, using a reasonable approach consistent with the AAI standard, to trace the site history back to its earliest developed use. We will conduct interviews with present and past (if possible) owners or operators of the site, or others familiar with the history of the area. We will also perform a review of land use records (as necessary), including a search for environmental liens, which is a specific requirement of the newly promulgated AAI standards. We will review available early United States Geological Survey (USGS) topographic maps and/or Sanborn Fire Insurance maps, which may provide us with a historical record of past use of the property dating back to the late 1800s.

- JCO will perform a review of available previous investigation reports (if available) to gain a better understanding of the environmental history of the site.

2.3 PHASE I REPORTING/PROJECT MANAGEMENT

The findings of the assessment and recommendations regarding further investigations will be presented in a written report that is in conformance with reporting requirements in ASTM E 1527-13 Part 12 and/or 40 CFR Parts 312.21 and 312.31 (AAI Final Rule). The report will include an overview of the scope of the Phase I ESA, a discussion of the methodologies and inquiries, and a results section discussing the physical setting, property background and history, regulatory status and conclusions. The report will include a summary of sensitive receptors and their locations, using as much information as may be available. Furthermore, for each identified environmental condition (REC, HREC, CREC, and non-scope), JCO will provide a narrative description of the condition, followed by a brief description of the Environmental Professional's opinion regarding the significance of each condition. In accordance with the ASTM 1527-13 standard, recommendations for further investigation will not be included in the Phase I ESA report unless specifically requested by CVRPC. A map utilizing icons or descriptive call out arrows will be included to show important Site features and any recognized environmental conditions and non-ASTM scope environmental conditions which may be identified. The Site plan or map will also illustrate information about environmental conditions characterized in whole or in part by previous Site investigations.

2.4 DOCUMENT REVIEW

As summarized in the CVRPC Brownfield Site Nomination Form, a substantial number of investigation and remediation reports have been generated over the past 15 years. In addition, the Site is located in downtown Barre and a number of other hazardous waste sites are located in the immediate vicinity. Records associated with neighboring contaminated properties which may have the potential to impact the Site also must be evaluated and an opinion generated regarding the likelihood of a potential impacts to the Site. Review of these documents for the Phase I ESA as required by the ASTM 1527-13 standard represents a substantial effort in excess of the scope of a typical Phase I ESA. During the document review, JCO will obtain available records for the Site and for neighboring contaminated properties of concern. These records will be reviewed and summarized in the Phase I ESA and any data gaps or un-investigated potential sources identified will be discussed and evaluated. The results of the document review will be incorporated seamlessly into the Phase I ESA report.

2.5 SITE-SPECIFIC QUALITY ASSURANCE PROJECT PLAN

Following completion of the Phase I ESA, document review, and investigation planning described above, JCO will prepare a site-specific QAPP that will describe the objectives and

methodologies of the proposed investigation. At a minimum, this investigation will include sufficient sampling to assess the potential for sub-slab vapor intrusion into indoor air. The scope of the investigation will be developed with consultation from VTDEC. If additional data gaps or RECs are identified during the Phase I ESA or document review, investigation of these items may also be included in the scope of the investigation after discussion with CVRPC and other appropriate stakeholders. The site-specific QAPP will be developed in accordance with the VTDEC April 5, 2012 Investigation and Remediation of Contaminated Properties document (IROCP) and in accordance with EPA 540-R-98-038, Quality Assurance Guidance for Conducting Brownfields Site Assessments. This QAPP will include detailed information pertaining to the sampling design and methods, including field and analytical procedures for the entire field investigation. Because this project will be partly funded through the Brownfield program, the QAPP will be submitted to EPA Region I for approval prior to any subsurface investigatory work. For cost saving purposes, we will request that the VTDEC and the EPA review the site-specific QAPP in lieu of a separate work plan.

Included with the site-specific QAPP submittal will be a detailed cost estimate that will itemize the anticipated costs associated with each proposed task. This cost estimate will be revised to reflect any revisions requested by EPA and VTDEC, and will be finalized once formal approval of the QAPP has been received.

3.0 PROJECT TIME TABLE

JCO anticipates completion of the building interior inspection, document review, and preparation of the Phase I ESA within 30 days of written notice to proceed. After review and approval by CVRPC, the Phase I ESA will be provided to VTDEC and EPA (if requested) for comment. JCO will issue the final Phase I ESA within 1-week of receiving regulatory comments (typically received within 30-days of draft submittal). A finalized electronic copy of the Phase I ESA will be provided to CVRPC (hardcopies of the report can be prepared upon request).

While the scope of the QAPP may be adjusted based on the results of the Phase I ESA, JCO does not consider this to be likely based on the degree of investigation which has been conducted to date. Therefore, JCO anticipates that delivery of a DRAFT QAPP for CVRPC review within 21 days of completion of the final Phase I ESA is reasonable. Following approval of the QAPP by CVRPC, the VTDEC and USEPA maintain a 30-day review period. Once regulator review is complete and all comments have been received, any necessary revisions will be made, and a final QAPP will be issued within one week of receipt of comment.

The following provides an overview of the proposed schedule, starting when a fully executed notice to proceed is received:

- Document Review & Draft Phase I ESA submitted for CVRPC review (30-days)
- CVRPC review, revisions made, submittal to VTDEC and EPA for review (1 week)
- Regulatory review Phase I ESA (30 days)
- JCO finalizes Phase I ESA (1 week)
- DRAFT QAPP submitted for CVRPC review (21-days)
- CVRPC review, revisions made, submittal to VTDEC and EPA for review (1 week)
- Regulatory review QAPP (30 days)
- JCO finalizes QAPP, preparation for field work (1 week)

Although JCO will strive to accelerate this schedule, JCO will not be responsible for delays caused by regulatory review or other factors that are outside the control of JCO staff.

4.0 ESTIMATED PROBABLE COST

We propose to conduct the necessary document review, perform the Phase I ESA, and to prepare the QAPP on an hourly rate basis, plus expenses, for a total estimated cost of **$10,529.** A detailed cost estimate spreadsheet for this work is attached. This cost assumes electronic delivery of documents to stakeholders; however, hard copies of documents can be produced upon request at additional cost. As discussed in Section 2.1 above, the pre-project planning meeting has already been completed. Should additional time and/or expenses be required to complete this project, a detailed description of the circumstances leading to any needed additional effort, along with a proposed revised budget, will be prepared and submitted to CVRPC for review and approval prior to proceeding with any additional work.

5.0 PROJECT TEAM AND EXPERIENCE

All JCO personnel planned for this project have experience with hazardous site investigations, are OSHA health and safety trained and have met the OSHA baseline medical monitoring requirements. The proposed team for this project will work under the direction of Guy Vaillancourt, P.E., Principal in Charge. Kurt Muller, P.E. will act as the lead Project Manager, Senior Technical Reviewer and the contact person for this project. Jeremy Matt, P.E. will act as the Environmental Professional tasked with preparing Phase I ESA, performing the document review, and developing the site-specific QAPP. Stephanie Hunt M.S., Steve Hilfiker M.S., and Tim Killian may also assist with investigation, report writing, and preparation of graphics as necessary. Combined, this group has over 75 years of experience performing environmental site assessments.

We appreciate the opportunity to perform this environmental site assessment for CVRPC. We hope that this proposal meets with your approval. Should you have any questions or comments, please contact me at (802) 229-4600.

Sincerely,

By:_____
Kurt Muller, P.E.
Senior Engineer/Project Manager

Attachment: Cost Estimate

Cost Estimate
Meeting Attendance, Document Review, Phase I ESA Preparation, and QAPP Preparation
Bonacorsi Property, Barre, Vermont

Description	Billing Rate/Unit	# Units	Units	Est. Cost	Notes
Pre-project planning meeting (Note: this task has been completed)					
JCO Labor					
Project Manager	$120 hr.	6	hrs.	$720	Preparation, Participation and Follow-up
Communications fee	each	1	each	$11	1.5% of JCO labor
Pre-Planning Meeting Subtotal				**$731**	
Phase I ESA Preparation					
JCO Labor					
Principal	$179 hr.	1	hrs.	$179	Principal-in-Charge Review
Project Manager	$120 hr.	8	hrs.	$960	Project Management, Review, Dicussion
Project Scientist/Engineer	$83 hr.	24	hrs.	$1,992	Phase I ESA Preparation
Field Technician	$72 hr.	4	hrs.	$288	DRAFT Phase I ESA prep and figure prep
Project Scientist/Engineer	$83 hr.	6	hrs.	$498	Travel to Site, Site Walkover, Town Record Review
EDR Report	$385 unit	1	unit	$385	environmental database report service
Communications fee	each	1	each	$59	1.5% of JCO labor
Mileage	$0.54 mile	16	miles	$9	
Phase I Sub-Total				**$4,370**	
Document Review					
JCO Labor					
Project Manager	$120 hr.	6	hrs.	$720	Project Management, Review, Dicussion
Project Scientist/Engineer	$83 hr.	10	hrs.	$830	Document review and summary
Document Review Subtotal				**$1,550**	

Cost Estimate
Meeting Attendance, Document Review, Phase I ESA Preparation, and QAPP Preparation
Bonacorsi Property, Barre, Vermont

Description	Billing Rate/Unit	# Units	Units	Est. Cost	Notes
Phase II ESA QAPP and Cost Estimate Preparation					
JCO Labor					
Principal	$179	1	hrs.	$179	Principal-in-Charge Review Project Management, Review, CVRPC, EPA, & VTDEC
Project Manager	$120 hr.	8	hrs.	$960	Discussion
Project Scientist/Engineer III	$83 hr.	20	hrs.	$1,660	QAPP/Cost Estimate Preparation & revision
GIS/CAD/Technician	$73 hr.	14	hrs.	$1,022	Figure preparation & DRAFT document preparation
Communications fee	each	1	each	$57	1.5% of JCO labor
QAPP and Cost Estimate Sub-Total				**$3,878**	
TOTAL				**$10,529**	

Central Vermont Regional Planning Commission

February 6, 2017

Kurt Muller
Senior Engineer, Project Manager
The Johnson Company
100 State Street, Suite 600
Montpelier, VT 05602

RE: Scope of Work and Cost Estimate, Woodbury Country Store, 3652 VT Rt. 14, Woodbury
Phase 1 ESA Addendum & Quality Assurance Project Plan

Dear Kurt,

The Central Vermont Regional Planning Commission (CVRPC) accepts your proposal for the Phase 1 ESA Addendum & Quality Assurance Project Plan for the Woodbury Country Store, dated January 27, 2017. The total cost estimate for this work is $10,322.

Under the terms of our Master Agreement, dated _____, this acceptance letter, your proposal, and the Master Agreement comprise the Environmental Site Assessment Contract (ESA Contract) for this project.

We look forward to working with you on this project.

Sincerely,

Byron Atwood, Chair
Central Vermont Regional Planning Commission

cc: Kirk Gallant, Property Owner
Kim Sample, Property Owner
Diana Peduzzi, Town of Woodbury

The Johnson Company
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January 27, 2017

Gail Aloisio
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, Vermont 05602

Re: Scope of Work and Cost Estimate for the Preparation of a Phase I ESA Addendum and Quality Assurance Project Plan, Former Woodbury Store, 3652 VT Route 14, Woodbury, Vermont

Dear Gail,

JCO is pleased to present the following Proposal for preparation of a Phase I Environmental Site Assessment (ESA) Addendum to the existing Ross Environmental Associates (REA) Phase I ESA dated March 11, 2016 and to provide Phase II ESA planning to the Central Vermont Regional Planning Commission (CVRPC). The following is our proposed scope of work and cost estimate for conducting a Phase I ESA and to prepare a site-specific Quality Assurance Project Plan (QAPP) for Former Woodbury Store located at 3652 VT Route 14 in Woodbury, Vermont (the Site). JCO understands that a Phase I ESA Addendum is required because the interior of the on-site structures could not be accessed and inspected for REA's March 11, 2016 ESA. JCO also understands that the Phase I ESA and the QAPP are intended to support a purchase of the property through a Federal Emergency Management Agency (FEMA) grant for flood mitigation. The broad scope of the project is to demolish the existing buildings and restore the streambank, but the particulars have yet to be determined.

1.0 SITE-SPECIFIC INFORMATION

Based on our brief review of Site related documents, we understand the following:

- The Site straddles Buck Lake Brook, which flows beneath one of the on-site buildings.
- Subsurface environmental media at the Site is contaminated with petroleum products as a result of releases from underground storage tanks and/or associated piping.
- The groundwater monitoring efforts in connection with the petroleum contamination at the Site are being conducted through the Petroleum Cleanup Fund and are not included in this scope of work.

2.0 PROPOSED SCOPE OF WORK

2.1 PHASE I ESA ADDENDUM PREPARATION

The primary objective of a Phase I ESA is to identify the presence of Recognized Environmental Conditions (RECs), historical recognized environmental conditions (HRECs), and controlled recognized environmental conditions (CRECs) in the form of hazardous waste, petroleum products and/or solid waste issues that are presently (and/or previously) associated with the Site. A discussion of any Data Gaps must be included in each Phase I ESA – the lack of inspection of the building interiors during the March 11, 2016 Phase I ESA walkover constitutes a significant Data Gap. To address this deficiency, JCO will

conduct an inspection of the building interiors in accordance with the most recent Phase I ESA regulation and will prepare an addendum describing the walkover findings and a discussion of any interior RECs identified during the walkover. For the purpose of this scope, the "Site" will be considered the building interiors only. The Phase I ESA Addendum will include a discussion of the opinion of the Environmental Professional (as defined by Phase I ESA requirements) as to the significance of any RECs identified within the buildings. As a stand-alone document, the Phase I ESA Addendum will not constitute a Phase I ESA as defined in the ASTM 1527-13 standard, but when reviewed in combination with the March 11, 2016 REA Phase I ESA should form the basis for planning additional investigations at the Site. JCO will conduct the work associated with the Phase I Addendum in accordance with the applicable portions of the ASTM 1527-13 standard. Note that this scope of work assumes that the buildings are structurally sound and are safe to enter. If this does not appear to be the case, CVRPC will be contacted and the conditions encountered will be discussed.

2.2 DOCUMENT REVIEW

In addition to the Site walkover, JCO will perform a document review to determine if pre-existing data can be used to direct subsequent investigatory work at the Site. This work will include a review of all files available from the VTDEC and efforts to resolve and assess the significance of inconsistencies and unanswered questions in the Phase I ESA. For example, Section 1.1 of the March 11, 2016 Phase I ESA states that contamination from the adjacent Shatney's Garage site is unlikely to have migrated to the Site. However, the October 12, 2015 Wheeler Environmental Services Groundwater Monitoring Report states that there appear to be two distinct plumes, one of which is attributable to Shatney's Garage (see the summary of this report in Section 3.9 of the March 11, 2016 ESA). In addition, no mention of the presence or absence of investigations into the potential presence of non-petroleum contamination has been conducted. Answering these types of questions will be integral to subsequent discussions and development of the scope for follow-up environmental investigations. A discussion of the findings of the document review will be included in the Phase I ESA Addendum.

2.3 INVESTIGATION PLANNING, PROJECT FACILITATION, & MEETINGS

While the outline of the project goals has been defined (demolish the on-site buildings, restore the stream bank, and replace the culvert beneath Route 14), the details of the work have not yet been defined. The primary purpose of performing additional environmental investigations at the Site is to obtain the necessary information regarding environmental contamination at the Site which may be encountered during demolition, bank restoration, and/or culvert repair with the intent of eliminating costly mid-construction surprises. Therefore, the scope of the environmental investigation will depend heavily on the scope of the soil disturbance and the need for offsite disposal of soil. Because the environmental and construction scopes are co-dependent, the process will be to some extent iterative and it is anticipated that substantial planning efforts will be required to coordinate between VTRANS, FEMA, the VTDEC, the stream restoration engineer, the Town of Woodbury, and CVRPC to develop an appropriate scope for the environmental investigation that supports the proposed project. In support of this planning phase, JCO engineers will facilitate communication between the various stakeholders and will attend up to two on-site meetings in Woodbury, in addition to the Phase I ESA site reconnaissance visit.

2.3 SITE-SPECIFIC QUALITY ASSURANCE PROJECT PLAN

Following completion of the Phase I ESA Addendum, document review, and investigation planning phase described above, JCO will prepare a site-specific QAPP that will describe the objectives and methodologies of the proposed investigation. The site-specific QAPP will be developed in accordance with the VTDEC April 5, 2012 Investigation and Remediation of Contaminated Properties (IROCP) document and in accordance with EPA 540-R-98-038, Quality Assurance Guidance for Conducting Brownfields Site Assessments. The QAPP will include detailed information pertaining to sampling design and methods, including field and analytical procedures, for the determined field investigation. Because this project will be partly funded through FEMA grants, the QAPP will be

submitted to EPA Region I for approval prior to any subsurface investigatory work. For cost saving purposes, we will request that the VTDEC and the EPA review the site-specific QAPP in lieu of a separate work plan.

Included with the site-specific QAPP will be a detailed cost estimate that will itemize the anticipated costs associated with each proposed task. This cost estimate will be revised to reflect any revisions requested by EPA and VTDEC, and will be finalized once formal approval of the QAPP has been received.

3.0 PROJECT TIME TABLE

JCO anticipates completion of the building interior inspection, document review, and preparation of the Phase I ESA Addendum within 30 days of written notice to proceed. After review and approval by CVRPC, the Phase I ESA Addendum will be provided to VTDEC and EPA (if requested) for comment. JCO will issue the final Phase I ESA Addendum within 1-week of receiving regulatory comments. A finalized electronic copy of the Phase I ESA will be provided to CVRPC (hardcopies of the report can be prepared upon request).

The schedule for QAPP development will depend strongly on the degree of discussion required during the investigation planning phase and on the availability of stakeholders to attend meetings, participate in conference calls, and/or respond to emails. However, JCO anticipates that delivery of a DRAFT QAPP for CVRPC review within 30 days of completion of the Phase I ESA Addendum is likely reasonable. Following approval of the QAPP by CVRPC, the VTDEC and USEPA maintain a 30-day review period. Once regulator review is complete and all comments have been received, any necessary changes will be addressed and a final QAPP will be issued within one week of receipt of comment.

The following provides an overview of the proposed schedule, starting when a fully executed notice to proceed is received:

- Document Review & Draft Phase I ESA Addendum submitted for CVRPC review (30-days)
- CVRPC review, revisions made, submittal to VTDEC and EPA for review (1 week)
- Regulatory review Phase I ESA Addendum – concurrently perform investigation planning and interagency communication (30 days)
- JCO finalizes Phase I ESA Addendum (1 week)
- DRAFT QAPP submitted for CVRPC review (30-days)
- CVRPC review, revisions made, submittal to VTDEC and EPA for review (1 week)
- Regulatory review QAPP (30 days)
- JCO finalizes QAPP, preparation for field work (1 week)

Although JCO will strive to accelerate this schedule, JCO will not be responsible for delays caused by regulatory review or other factors that are outside the control of JCO staff.

4.0 ESTIMATED PROBABLE COST

We propose to perform the necessary document review, carry out this Phase I ESA Addendum, coordinate the investigatory planning phase, and to prepare the QAPP on an hourly rate basis, plus expenses, for a total estimated cost of **$10,322.** A detailed cost estimate spreadsheet for this work is attached. The cost assumes electronic delivery of documents to stakeholders; however, hard copies of documents can be produced at additional cost upon request. Should additional time and/or expenses be required to complete this project, a detailed description of the circumstances leading to any needed additional effort, along with a proposed revised budget, will be prepared and submitted to CVRPC for review and approval prior to proceeding with any additional work.

5.0 PROJECT TEAM AND EXPERIENCE

All JCO personnel planned for this project have experience with hazardous site investigations, are OSHA health and safety trained and have met the OSHA baseline medical monitoring requirements. The proposed team for this project will work under the direction of Guy Vaillancourt, P.E., Principal-in-Charge. Kurt Muller, P.E. will act as the lead Project Manager, Senior Technical Reviewer and the contact person for this project. Jeremy Matt, P.E. will act as the Environmental Professional tasked with preparing Phase I ESA Addendum and site-specific QAPP. Either Mr. Muller or Mr. Matt will attend the on-site meetings and will be available for discussions related to development of the QAPP. Stephanie Hunt M.S., Steve Hilfiger M.S., and Tim Killian may also assist with investigation, report writing, and preparation of graphics as necessary. Combined, this group has over 75 years of experience performing environmental site assessments.

We appreciate the opportunity to perform this environmental site assessment for CVRPC. We hope that this proposal meets with your approval. Should you have any questions or comments, please contact me at (802) 229-4600.

Sincerely,

JCO, INC.

By:_____
Kurt Muller, P.E.
Senior Engineer/Project Manager

Attachment: Cost Estimate

Cost Estimate
Phase I ESA Addendum, Project Planning, and QAPP Preparation
Former Woodbury Store, Woodbury, Vermont

Description	Billing Rate/Unit	# Units	Units	Est. Cost	Notes
Document Review and Phase I ESA Addendum Preparation					
JCO Labor					
Principal	$179	hr.	1	hrs.	$179 Principal-in-Charge Review
Project Manager	$120	hr.	8	hrs.	$960 Project Management, Review, Dicussion
Project Scientist/Engineer	$83	hr.	16	hrs.	$1,328 Phase I ESA Addendum Preparation
Project Scientist/Engineer	$83	hr.	8	hrs.	$664 Document Review
Project Scientist/Engineer	$83	hr.	6	hrs.	$498 Travel to Site, Site Walkover
Communications fee		each	1	each	$54 1.5% of JCO labor
Mileage	$0.54	mile	40	miles	$22
Phase I Sub-Total					**$3,705**
Investigation Planning, Project Facilitation, and Meetings					
JCO Labor					
Project Manager	$120	hr.	12	hrs.	$1,440 Stakeholder Communication, meeting prep
Project Scientist/Engineer	$83	hr.	18	hrs.	$1,494 Stakeholder Communication, meeting prep
Field Technician	$73	hr.	4	hrs.	$292 Supporting Tasks, figures, tables, research
Communications fee		each	1	each	$48 1.5% of JCO labor
Mileage	$0.54	mile	80	miles	$44 up to two round-trips
Phase I Sub-Total					**$3,318**
Phase II ESA QAPP and Cost Estimate Preparation					
JCO Labor					
Principal	$179	hr.	1	hrs.	$179 Principal-in-Charge Review
Project Manager	$120	hr.	6	hrs.	$720 Project Management, Review
Project Scientist/Engineer III	$83	hr.	16	hrs.	$1,328 QAPP/Cost Estimate Preparation & revision
GIS/CAD/Technician	$73	hr.	14	hrs.	$1,022 Figure preparation & DRAFT document preparation
Communications fee		each	1	each	$49 1.5% of JCO labor
QAPP and Cost Estimate Sub-Total					**$3,298**
TOTAL					**$10,322**

Central Vermont Regional Planning Commission

February 6, 2017

Daniel Voisin
Director of Environmental Assessment & Remediation
Stone Environmental
535 Stone Cutters Way
Montpelier, VT 05602

RE: Scope of Work and Cost Estimate, 12 Keith Ave. & 25 Pearl Street, Barre City - Corrective Action Feasibility Investigation & Corrective Action Plan

Dear Daniel,

The Central Vermont Regional Planning Commission (CVRPC) accepts your proposal for the Corrective Action Feasibility Investigation & Corrective Action Plan for 12 Keith Ave. & 25 Pearl Street, dated January 31, 2017. The total cost estimate for this work is $26,621.

Under the terms of our Master Agreement, dated _____, this acceptance letter, your proposal, and the Master Agreement comprise the Environmental Site Assessment Contract (ESA Contract) for this project.

We look forward to working with you on this project.

Sincerely,

Byron Atwood, Chair
Central Vermont Regional Planning Commission

cc: Steve Mackenzie, City Manager, City of Barre

STONE ENVIRONMENTAL

535 Stone Cutters Way / Montpelier / VT / 05602 / USA
802.229.4541 / info@stone-env.com / www.stone-env.com

January 31, 2017
REVISED

Gail Aloisio
Assistant Planner
Central Vermont Regional Planning Commission
29 Main St., Suite 4
Montpelier, VT 05602

Stone Proposal No. 14-021
Subject: Proposal for Corrective Action Planning, Former Ormsby Properties, Keith Avenue, Barre VT, SMS #20144500

Dear Gail,

Stone Environmental Inc., (Stone) is pleased to present the following proposal to perform a Corrective Action Feasibility Investigation (CAFI) and correction action planning to support the redevelopment of the City of Barre-owned property located at 12 Keith Avenue and 25 Pearl Street in Barre City, Vermont (the Site). An environmental Site Investigation performed by Stone identified a release of chlorinated volatile organic compounds (CVOCs) and petroleum to soil at the Site and surrounding properties. This proposal was prepared in response to your request on January 24, 2017.

Our proposed CAFI is designed to address the recommendations presented in the March 2015 *Site Investigation Report* prepared by Stone. On June 1, 2015, the City, Stone and Lynda Provencher of the Vermont Department of Environmental Conservation (VTDEC) met to discuss the recommendations and developed the following CAFI objectives:

1. Further define the CVOCs "hot spot" to support remedial planning.
2. Define the nature and extent of petroleum non-aqueous phase liquid (NAPL) to support remedial planning.
3. Determine the waste characteristics of soils that will need to be removed during parking lot construction.
4. Establish a program to evaluate concentrations of VOCs in groundwater over time.
5. Assess the vapor intrusion (VI) pathway into the 143-151 North Main Street buildings, including differential pressure measurements. As discussed during the June 1, 2015 stakeholder meeting, we have included the VI assessment costs as a contingent line item, so that potential VI into the 143-151

N. Main Street buildings may be considered separately from the portions of the CAFI designed to directly support the Site development.

6. Evaluate CAFI results with the City, VTDEC, and CVRPC prior to proceeding with a Corrective Action Plan.

7. Prepare and submit a Corrective Action Plan (CAP) to VTDEC.

1. Scope of Services

1.1 Kickoff Meeting, SSQAPP, HASP and Digsafe

Stone will attend or host a kickoff meeting with CVRPC, the City, and VTDEC to discuss the status of development plans and the proposed CAFI scope and timeline. After this meeting, Stone will prepare a Site-*Specific Quality Assurance Project Plan* (SSQAPP) for the proposed CAFI. A final version of the SSQAPP will be submitted to Ms. Provencher (VTDEC Site Manager) and the EPA Project Officer for approval prior to performing field activities.

Stone personnel will coordinate field activities with the City, update our site-specific Health and Safety Plan (HASP), and coordinate an underground utility clearance through the DigSafe system. We have proposed sufficient staff time to pre-mark the Site for DigSafe and re-establish survey control for the hot spot location.

1.2 Low Flow Groundwater Sampling

Stone will collect groundwater samples from each of the four existing groundwater monitoring wells at the Site using low-flow methodology in accordance with Stone's Standard Operating Procedures (SOPs), which were developed in general accordance with EPA Region 1 low-flow/low-stress guidelines. We have budgeted to collect four groundwater samples, plus one duplicate sample and one trip blank for quality control purposes. All six samples will be analyzed by a National Environmental Laboratory Accreditation Program (NELAP)-accredited laboratory for VOC analysis by EPA Method 8260C.

We have also budgeted to collect a second round of water samples (4 samples) from the basement sumps of the P&S Furniture building at 159 North Main Street. As noted during the 2014 Site Investigation, the water collecting in the sumps is likely, in part, groundwater from the Site and, as such, represents a potential exposure pathway to indoor air which should be monitored along with Site groundwater quality.

Purge water generated by the groundwater sampling process will be contained on-Site in a 55-gallon drum. The drum will also be utilized to contain waste water generated from the steam-cleaning of drilling rods advanced through the petroleum NAPL. At the end of field activities, Stone will coordinate the disposal of the drum by a licensed hazardous waste contractor.

1.3 Soil Sampling

We anticipate advancing a total of 12 soil borings at the Site over one day of soil coring with a Geoprobe 7820DT or equivalent direct-push rig operated by Cascade Technical Services (CTS) of Montpelier, Vermont. The actual number of borings will be contingent upon Site conditions and findings.

We anticipate advancing six of the borings in the center and near the edges of the CVOC hot spot that was defined in 2014 using a Membrane Interface Probe. Soil cores will be recovered continuously to a maximum depth of 15 feet below ground surface (bgs). Recovered soil cores will be logged and field-screened for VOCs using a photoionization detector (PID) equipped with a 10.6eV lamp. Discrete soil samples will be collected from the interval within each borehole exhibiting the highest PID measurement at depths selected to evaluate the range of CVOC concentrations within the hot spot. For the purpose of this proposal, Stone assumes two samples will be collected from each boring for VOC analysis, for a total 14 samples including quality control samples (1 field duplicate and 1 trip blank). Samples will be transported under chain of custody procedures to a NELAP-accredited laboratory for VOC analysis by EPA Method 8260C.

We anticipate advancing six of the borings in the area of the Site impacted by petroleum NAPL. Soil cores will be recovered from locations and depths designed to further delineate and characterize the NAPL-impacted zone, as requested by Ms. Provencher. Based on our existing knowledge of the Site, we anticipate that soil cores will be recovered continuously to a maximum depth of 15 feet bgs in the NAPL area. Recovered soil cores will be logged by a Stone field geologist. Discrete soil samples will be field-screened with a PID at 1.0 foot intervals throughout each core, and zones exhibiting elevated PID readings will be tested for the presence of NAPL using a fat-soluble dye (Oil Red-O or similar).

Our detailed cost estimate (Attachment A) includes steam-cleaning the drilling rods. All wash water will be collected on a decontamination pad and placed in the same on-Site drum used to contain purge water from groundwater sampling.

1.4 Disposal Characterization Sampling

1.4.1 Hazardous Soils

Corrective actions at the Site are likely to include excavation and off-Site disposal of CVOC hot spot soils as F-listed hazardous waste. We have budgeted to collect three samples of soil from the CVOC hot spot to support an analysis of disposal options for these soils. Soil samples will be submitted to a NELAP-accredited laboratory for analysis of TCLP RCRA 8 metals. The anticipated number of soil samples is based on a sampling frequency of one sample per 200 tons of material.

1.4.2 Urban Fill (Non-Hazardous) Soils

As part of the planned construction of a parking lot at the Site, excess soils are likely to be generated from outside of the CVOC hotspot which may require off-Site disposal. It is assumed that a portion of the excess soils may be placed in the excavation grave created by removing the CVOC hot spot. Any excess soils generated for off-Site disposal from outside the CVOC hot spot will need to be pre-characterized for acceptance at an appropriately licensed receiving facility as solid waste soils or as landfill alternative daily cover. In order to determine an appropriate receiving facility for excess soils, Stone proposes to collect soil samples outside of the CVOC hot spot targeted for excavation, assumed to be the upper 18 inches of soil beneath the existing pavement. Based on these assumptions, we have tentatively estimated 890 tons of excess soil will be generated. Stone proposes to collect discrete soil samples from up to eight locations across the Site, outside of the CVOC hotspot, during the soil coring program.

Discrete soil samples will be combined in the field into five composite soil samples representing soils outside of the CVOC hotspot. The composite soil samples will be submitted to a NELAP-accredited laboratory for analysis of disposal characterization parameters as may be required by a solid waste landfill. Samples for VOC analysis, if required for disposal characterization, will not be composited. Discrete soil samples will be retained by the laboratory for potential analysis should the composite sample results indicate higher contaminant concentrations in certain portions of the Site.

Based on project experience, we have budgeted $650 per sample for disposal characterization of excess soils generated during parking lot construction. The actual costs will vary with the intended receiving facility.

1.5 Vapor Intrusion Assessment

Stone proposes to complete the vapor intrusion investigation proposed in the *Revised Site Investigation Work Plan* approved by VTDEC in September 2014. We understand that the performance of this investigation is pending the execution of an access agreement with the owners of the downgradient property. We have assumed that access will be coordinated by the City. If access is not granted in a timely manner, we will only perform the additional sump-water sampling proposed for the P&S Furniture building located at 159 North Main Street.

Stone will collect four samples of soil gas from adjacent the following buildings:

- 143 North Main Street – 1 sample
- 159 North Main Street – 3 samples

Stone field staff will collect samples of soil gas beneath the asphalt parking lot, within five horizontal feet of the buildings listed above, by using an electric rotary hammer drill to create a hole through the asphalt. An AMS stainless steel soil-gas sampling probe with retractable screen will be connected to fluorinated ethylene

propylene (FEP) tubing and inserted into the void space. The probe will then be driven to a depth of approximately five feet bgs with a slide hammer or electric hammer drill set to percussion only mode. Upon reaching the target depth, the sampling screen will be opened by retracting the upper portion of the probe. The borehole annulus will then be backfilled with silica sand and sealed at the surface with hydrated bentonite clay.

After vapor probe installation the following parameters will be measured at each vapor point:

- Total VOC using a handheld PID; and
- Oxygen, carbon dioxide, carbon monoxide, and combustible gases (calibrated to methane) using a handheld multi-gas meter.

Use of the PID and multi-gas meter to collect VOC and multi-gas data will serve to purge the sample train of ambient air prior to soil gas sample collection.

Following collection of field screening measurements, soil gas will be collected into a 6 Liter Summa canisters equipped with 30-minute flow control regulators. One field duplicate sample will be collected by inserting a T-fitting in-line with the sample tubing at one location, in order to split flow into two Summa canisters.

Samples will be transported to TestAmerica in South Burlington, Vermont, for analysis of VOCs by EPA Method TO-15. Soil-gas sample results will be compared to the VI Screening Values for shallow soil gas contained in Appendix C of the VTDEC *Investigation and Remediation of Contaminated Properties Procedure* (IROCP).

During the VI Assessment, Stone staff will visual inspect the basement of the 143 and 159 N. Main Street buildings to document the floor condition. Anecdotal evidence indicates that groundwater is present within the basement sumps of the 143 and 159 N. Main Street buildings. Stone will collect a water sample from each sump directly into 40 mL vials provided by the laboratory. Water samples will be submitted to a NELAP-accredited laboratory for VOC analysis by EPA Method 8260. We have budgeted for the collection of water samples from up to 4 sumps, plus one trip blank. QC requirements for duplicate samples (5% frequency) will be satisfied by the proposed groundwater investigation.

1.6 Corrective Action Plan

Assuming CAFI results are favorable, they will be incorporated into a Corrective Action Plan for the Site. The Corrective Action Plan will evaluate remedial alternatives based on the Site Investigation and CAFI results, select a preferred remedial approach, and include design elements needed to implement the selected remedial approach. Stone will coordinate with the City's design team so that the proposed corrective actions are incorporated into the Site design.

As part of the analysis of soil disposal alternatives, Stone will inquire with the VTDEC Hazardous Waste Management Program concerning the need for a "contained-in" determination for soils located outside of the CVOC hot spot. A "contained-in" determination may be needed to classify soils located outside of the CVOC hot spot as non-hazardous, and thereby allowing them to be transported to a solid waste landfill or soil recycling facility.

1.7 Project Coordination

We have budgeted six hours of project manager time (Steve Hubbs) to prepare CAFI status updates for CVRPC and the City, and for participation in one conference call to discuss the CAFI results.

2. Project Schedule

Stone is prepared to attend a kickoff meeting and begin the SSQAPP within one week of contracting, pending the availability of project stakeholders. A draft SSQAPP can be prepared within approximately two (2) weeks of this kickoff meeting. Implementation schedules for field work and subsequent tasks can be estimated once the SSQAPP is approved. For planning purposes, we can provide the following estimated timeline:

- SSQAPP preparation and submittal – 2 weeks
- VTDEC and EPA review period – 30 days
- Response to comments, final SSQAPP approved – 1 week
- Field work completed over 2-3 days total, following SSQAPP approval
- Receive analytical results – 2 weeks following sample receipt at laboratory
- Present CAFI results and preferred remedial strategy to CVRPC, VTDEC, and the City – 1 week
- Prepare and submit Corrective Action Plan – 4 weeks
- Revise and submit final Corrective Action Plan to VTDEC for approval – 1 week
- Public notice published in local newspaper, public comment period – 15 to 30 days
- Address public comments, receive approval of Corrective Action Plan – 2 weeks

Based on the above timeline, and assuming a contracting date of February 15, 2017 and timely EPA and VTDEC review of deliverables, we estimate submittal of a Corrective Action Plan to VTDEC in late May 2017.

3. Fee for Services

Costs for our proposed Scope of Services will be billed on a time-and-materials to a maximum basis; we will not exceed the proposed budget without your prior consent. A detailed cost estimate is attached, prepared in accordance with the labor and subcontractor rates provided in our Cost Proposal dated September 30, 2016. As directed by CVRPC, our detailed cost estimate (Attachment A) divides the estimated costs between the petroleum and hazardous materials assessment grants. Costs are summarized by task in Table 1, as follows:

Table 1. Proposed Budget for CAFI and Corrective Action Planning

Cost Summary					
Task	Professional Services	Subcontractor Services	Reimbursable Expenses	Total	Petrol./ Hazmat Grant %
Task 1 – Kickoff, SSQAPP, HASP, DigSafe	$3,178	$0	$21	$3,199	50 / 50
Task 2 – Soil Sampling	$1,400	$8,282	$470	$10,152	16 / 84
Task 3 – Groundwater Sampling	$750	$1,088	$648	$2,486	25 / 75
Task 4 – Vapor Intrusion Assessment	$1,320	$1,727	$605	$3,652	50 / 50
Task 5 – Corrective Action Plan	$6,520	$0	$12	$6,532	50 / 50
Task 6 – Project Coordination	$600	$0	$0	$600	50 / 50
TOTAL	*$13,768*	*$11,097*	*$1,756*	**$26,621**	

4. General Terms and Conditions

Our proposed Scope of Services will be performed upon issuance of an executed a task order from CVRPC, pursuant to the forthcoming Brownfields general services contract between CVRPC and Stone.

We look forward to continuing to work with you on this project. Please contact me if you have any questions.

Sincerely,

Steven A. Hubbs
Project Geologist
Direct Phone / 802.229.6434
E-Mail / shubbs@stone-env.com

Daniel T. Voisin
Director of Environmental Assessment & Remediation
Direct Phone / 802.229.1875
E-Mail / dvoisin@stone-env.com

Attachments: A – Detailed Cost Estimate

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Attachment A

DETAILED FEE AND SCOPE DETAILS
CAFI AND CORRECTIVE ACTION PLANNING, KEITH AVENUE DEVELOPMENT, BARRE VT

JANUARY 31, 2017

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal	Assessment Grant Funding Breakdown		Scope Details
						Petroleum	Hazardous	1) Prepare a Site-Specific Quality Assurance Project Plan (QAPP). Asssumes 1-set of revisions based on VTDEC/EPA comments.
Task 1.1 - Kickoff, SSQAPP, HASP, Digsafe								2) One meeting with CVRPC, City, VT DEC prior to developing the work plan (2 hours prep and 2 hours meeting attendance for S. Hubbs)
Professional Services						50%	50%	3) Pre-mark out investigation locations for DIGSAFE & accessibility
Senior Professional 1	K. Watson	$115.00 / hour	2	$230				4) Update site specific health and safety plan (HASP).
Senior Professional 1	D. Voisin	$115.00 / hour	2	$230				5) Coordinate with laboratory, field staff, City, abutting site owners.
Project Professional 1	S. Hubbs	$100.00 / hour	20	$2,000				
Staff Professional 1	K. Lanan	$70.00 / hour	8	$560				
Technician 2	D. Curran	$65.00 / hour	2	$130				
Accountant 1	S. Ralph	$55.00 / hour	0.5	$28				
Professional Services Summary			*34.5*		$3,178	$1,589	$1,589	
Expenses								
Mileage(Personal)		$0.54 / Mile	40	$22				
		Expense Summary			$22	$11	$11	
TASK SUBTOTAL					$3,199	$1,600	$1,600	

Attachment A

DETAILED FEE AND SCOPE DETAILS
CAFI AND CORRECTIVE ACTION PLANNING, KEITH AVENUE DEVELOPMENT, BARRE VT

JANUARY 31, 2017

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal	Assessment Grant Funding Breakdown		Scope Details
								OBJECTIVES
Task 1.2 - Soil Sampling						Petroleum	Hazardous	1) Evaluate the mass of CVOC that can be feasibly removed, and
Professional Services						16%	84%	for disposal characterization.
Project Professional 1	S. Hubbs	$100.00 / hour	14	$1,400				2) Evaluate potential disposal options for soil to be removed from
Professional Services Summary			*14*		*$1,400*	*$350*	$1,050	the Site during the planned construction of the parking lot.
								3) Further evaluate LNAPL extent.
*Sub-Contractor Services**								
Cascade Drilling - Geoprobe® 7822DT		$1,615 / day	1	$1,777		$444	$1,332	PROPOSED SCOPE OF WORK
Cascade Drilling - probe management fee		$85 / day	1	$94		$23.38	$70.13	1) Install up to 6 borings to max depth of 15 feet bgs over one-half
Cascade Drilling - mob/demob		$80 / lump sum	1	$88		$22	$66	day with Geoprobe®.
Cascade Drilling - soil boring consumables		$20 / boring	18	$396		$132	$264	
Cascade Drilling - steam cleaning fee		$80 / day	1	$88		$88		2) Collect soil samples for VOC 8260C analysis, up to 2 samples
Cascade Drilling - decon pad		$245 / day	1	$270		$270		per boring based on MIP and PID field-screening results. Assume
Cascade Drilling - drum		$72 / drum	1	$79		$19.80	$59.40	max of 12 soil samples plus QC samples (1 duplicate, 1 trip blank).
NRC - liquid disposal (F002 haz. waste)		$500 / drum	1	$550		$138	$413	
Soil samples - VOCs by EPA Method 8260		$96.25 / sample	14	$1,482			$1,482	3) Collect soil samples from CVOC hot-spot for disposal
Soils samples - % solids		$5.25 / sample	14	$81			$81	characterization as F-listed waste (TCLP RCRA 8 metals; 1 sample
Soil samples - TCLP RCRA 8 metals		$132 / sample	3	$435			$435	per 200 tons = 3 samples).
Soils samples - metals digestion		$6.25 / sample	3	$21			$21	
Soil samples - non-haz. disposal characterization		$650 / sample	4	$2,860			$2,860	4) Collect discrete or composited soil samples from near-surface
Soil samples - disposal fee		$2.70 / sample	21	$62			$62	soil across Site, for disposal characterization assuming Casella/ESMI
Consultant Summary					*$8,282*			disposal or recycling. Casella requires 2 samples for first 200 CY,
								then 1 sample per 200 CY = 4 samples total. Assumes maximum
Expenses								excavation depth of 1.5 feet across site.
Photoionization Detector (10.6 eV)		$90 / Day	1	$90		$23	$68	Volume estimate: 470 CY x 1.25 (25% slough factor) = 600 CY
Stone vehicle usage fee		$125 / day	1	$125		$31	$94	excess soil = 900 tons
Survey GPS Trimble Geo7X		$125 / Day	1	$125		$31	$94	
PPE - Site Contamination Consulting		$15 / each	2	$30		$8	$23	5) Install up to 6 borings over one-half-day with Geoprobe® to
Sample Shipping/Courier Fee		$100 / Package	1	$100			$100	delineate LNAPL in soil. PID, visual, and Red-O dye screening only.
Expense Summary					*$470*			Clean/decon drilling rods exposed to LNAPL into on-site purge
								water drum.
TASK SUBTOTAL					$10,152	$1,579	$8,573	

Attachment A

DETAILED FEE AND SCOPE DETAILS
CAFI AND CORRECTIVE ACTION PLANNING, KEITH AVENUE DEVELOPMENT, BARRE VT

JANUARY 31, 2017

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal	Assessment Grant Funding Breakdown		Scope Details
						Petroleum	Hazardous	
Task 1.3 - Groundwater Sampling						25%	75%	**OBJECTIVE**
Professional Services								Monitor groundwater quality to evaluate seasonal variations and long term trends of groundwater quality. Proposed CAFI includes first quarter of monitoring only.
Project Professional 1	S. Hubbs	$100.00 / hour	1	$100				
Technician 2	D. Curran	$65.00 / hour	10	$650				**PROPOSED SCOPE OF WORK**
Professional Services Summary			*11*		*$750*			1) Collect groundwater samples from up to four existing piezometer/montioring wells using low-flow techniques. Total of 4 groundwater samples plus QC samples (1 duplicate, 1 trip blank) for VOC 8260C analysis.
Sub-Contractor Services*								
Water Samples - VOC by Method 8260		$96.25 / sample	10	$1,059				2) Collect water samples from up to 4 basement sumps in Lauzon building (P&S Furniture) for analysis of VOC by EPA Method 8260C.
Water samples - disposal fee		$2.70 / sample	10	$30				
Consultant Summary					*$1,088*			3) Gauge LNAPL depth in piezometer PZ-1 with interface probe and/or bailer.
Expenses								
Stone Tacoma Usage Fee		$125 / day	1	$125				4) Manage purge water and steam cleaning wastewater in (1) 55-gallon drum (to be staged on-Site) for disposal as F-listed waste. Drum disposal cost included in Task 1.2.
Sample Shipping/Courier Fee		$50 / Package	1	$50				
Water/Oil Interface Probe		$55 / Day	1	$55				
Turbidity Meter		$30 / Day	1	$30				
Multi-Parameter Meter and Flow Through Cell		$125 / Day	1	$125				
Peristaltic Pump		$75 / Day	1	$75				
FEP Tubing		$2.16 / each	80	$173				
PPE - Site Contamination Consulting		$15 / each	1	$15				
Expense Summary					*$648*			
TASK SUBTOTAL					**$2,486**	**$622**	**$1,865**	

Attachment A

DETAILED FEE AND SCOPE DETAILS
CAFI AND CORRECTIVE ACTION PLANNING, KEITH AVENUE DEVELOPMENT, BARRE VT

JANUARY 31, 2017

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal	Assessment Grant Funding Breakdown		Scope Details
						Petroleum	Hazardous	
Task 1.4 - Vapor Intrusion Assessment						50%	50%	OBJECTIVES Complete the vapor intrusion pathway assessment of the 143-151 North Main Street (Jacobs/Lewinstein) buildings, as described in the September 2014 Work Plan.
Professional Services								
Project Professional 1	L. Rosberg	$100.00 / hour	8	$800				
Technician 2	D. Curran	$65.00 / hour	8	$520				
Professional Services Summary			*16*		*$1,320*			PROPOSED SCOPE OF WORK 1) Collect three near-slab soil gas samples into Summa canisters using AMS kit from 5 feet bgs from Jacobs/Lewinstein building, to be analyzed for VOCs by EPA Method TO-15. Assume total of 4 soil gas samples plus 1 field duplicate for QC purposes.
Sub-Contractor Services*								
TestAmerica - VOCs by TO-15 Routine Level		$215 / sample	5	$1,183				
Sump Water Samples - VOC by EPA Method 8260		$96.25 / sample	5	$529				
Water samples - disposal fee		$2.70 / sample	5	$15				
Consultant Summary					*$1,727*			2) Collect water samples from up to 4 basement sumps (plus 1 trip blank) in Jacobs/Lewinstein buildings for analysis of VOC by EPA Method 8260C.
Expenses								
Stone Tacoma Usage Fee		$125 / day	1	$125				
Photoionization Detector (10.6 eV)		$90 / Day	1	$90				3) Collect differential pressure measurements through northern foundation walls of P&S Furniture and Jacobs/Lewinstein buildings, using a digital manometer.
Bosch Hammer Drill		$50 / Day	1	$50				
AMS Soil Gas Kit		$100 / Day	1	$100				
Electrical Generator		$50 / Day	1	$50				Assumes off-site property access, including access agreements if needed, are coordinated by the City.
FEP Tubing		$2.16 / each	30	$65				
Shut-in Test Sample Train		$15 / ea	3	$45				
PPE - Site Contamination Consulting		$15 / each	1	$15				
Omniguard Differential Pressure Recorder		$65 / day	1	$65				
Sample Shipping/Courier Fee		$50 / Package	1	$50				
Expense Summary					*$605*			
TASK SUBTOTAL					$3,652	$1,826	$1,826	

Attachment A

DETAILED FEE AND SCOPE DETAILS
CAFI AND CORRECTIVE ACTION PLANNING, KEITH AVENUE DEVELOPMENT, BARRE VT

JANUARY 31, 2017

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal	Assessment Grant Funding Breakdown		Scope Details
Task 1.5 - Corrective Action Plan						**Petroleum**	**Hazardous**	Request "contained-in" determination from VT DEC to certify that soil located outside of the CVOC hot spot is non-hazardous and can be managed as solid waste soil. Assuming CAFI results are favorable, CAFI report will be prepared as a Corrective Action Plan (or Partial Corrective Action Plan, if required by VT DEC) to address CVOC hot spot, petroleum, vapor intrusion, and site-wide fill material.
Professional Services						50%	50%	
Senior Professional 3	B. Nowak, PE	$115.00 / hour	8	$920				
Senior Professional 1	D. Voisin	$115.00 / hour	4	$460				
Project Professional 1	S. Hubbs	$100.00 / hour	36	$3,600				
Staff Professional 1	Drafter	$70.00 / hour	22	$1,540				
Professional Services Summary			*70*		*$6,520*			
Expenses								
Mileage(Personal)		$0.54 / Mile	20	$12				
Expense Summary					*$12*			
TASK SUBTOTAL					$6,532	$3,266	$3,266	
Task 1.6 - Project Coordination						**Petroleum**	**Hazardous**	Project manger time for on-call meetings and consultations with CVRPC, City of Barre, and/or VT DEC (6 hours).
Professional Services						50%	50%	
Project Professional 1	S. Hubbs	$100.00 / hour	6	$600				
Professional Services Summary					*$600*			
TASK SUBTOTAL					$600	$300	$300	
TOTAL PROJECT ESTIMATE PER GRANT						$9,192	$17,429	
TOTAL PROJECT ESTIMATE						*$26,621*		

Central Vermont Regional Planning Commission

February 6, 2017

Daniel Voisin
Director of Environmental Assessment & Remediation
Stone Environmental
535 Stone Cutters Way
Montpelier, VT 05602

RE: Scope of Work and Cost Estimate, 561 & 567 N. Main St., Barre City
Phase 2 Environmental Site Assessment (ESA)

Dear Daniel,

The Central Vermont Regional Planning Commission (CVRPC) accepts your proposal for the Phase 2 ESA for 561 & 567 N. Main Street, dated January 27, 2017. The total cost estimate for this work is $24,842. The Correction Action Planning is not authorized through this Addendum.

Under the terms of our Master Agreement, dated _____, this acceptance letter, your proposal, and the Master Agreement comprise the Environmental Site Assessment Contract (ESA Contract) for this project.

We look forward to working with you on this project.

Sincerely,

Byron Atwood, Chair
Central Vermont Regional Planning Commission

cc: David Ayer, 561 & 567 North Main Street, LLC
Steven Atherton, Atherton Law PLC

STONE ENVIRONMENTAL

535 Stone Cutters Way / Montpelier / VT / 05602 / USA
802.229.4541 / info@stone-env.com / www.stone-env.com

January 27, 2017

Gail Aloisio
Assistant Planner
Central Vermont Regional Planning Commission
29 Main St., Suite 4
Montpelier, VT 05602

Stone Proposal No. 15-174
Subject: Proposal for Phase II ESA and Corrective Action Planning, 561 & 567 N. Main Street, Barre VT, SMS # 20164648

Dear Gail,

Stone Environmental Inc., (Stone) is pleased to present the following proposal to perform a Phase II Environmental Site Assessment (ESA) and Correction Action Planning to support the redevelopment of the property located at 561 and 567 North Main Street in Barre City, Vermont (the Site). The Site comprises two abutting tax parcels owned by 561-567 North Main Street, LLC.

1. Background

1.1 Phase I ESA, August 2016

A Phase I ESA performed by Stone in August 2016 identified the following Recognized Environmental Conditions (RECs) in connection with the Site:

- REC 1: Presence of an approximately 60 year old hydraulic lift.
- REC 2: Presence of multiple floor drains without an oil-water separator.
- REC 3: Potential release from historical Site automotive repair operations and off-Site dry cleaning operations.

1.2 Oil-Water Separator Installation

In November 2016 the new Site owners, 561-567 North Main Street LLC, installed an oil-water separator at the Site as required by their lender, North Country Federal Credit Union. The outlet pipe of the oil-water separator was connected to the municipal sewer under a modified VTDEC wastewater permit and the inlet pipe was stubbed off at the building foundation pending Site renovations. Stone observed, field screened, and tested the soils excavated during the oil-water separator installation, in accordance with a VTDEC approved Work Plan.

Prior to the oil-water separator install, the Site owner cleared the interior of the garage and removed the hydraulic lift equipment for recycling as scrap metal. During the oil-water separator install Stone collected a

sample of bulk oil that had been removed from the hydraulic lifts and placed into one 275-gallon used oil AST. The bulk oil sample was submitted to Con-Test Analytical Laboratory of East Longmeadow, Massachusetts (Con-Test) for analysis of polychlorinated biphenyl (PCB) Aroclors by EPA Method 8082. No PCB Aroclors were detected in the bulk oil sample and the oil was subsequently disposed as non-hazardous used oil.

During the oil-water separator install, Stone observed a sheen on groundwater entering the excavation from the west (off-Site). Stone reported the sheen immediately to VTDEC on behalf of the Site owner. In consultation with Kim Caldwell of VTDEC, it was decided to assess this reportable condition during the Phase II ESA. To this end, we propose installing a soil boring adjacent to the oil-water separator (Figure 1).

Field screening results collected using a photoionization detector (PID) and laboratory analysis of a composite (stockpile) sample collect from the soils excavated during the oil-water separator install did not identify a reportable condition. Our observations and laboratory results were provided to VTDEC and CVRPC *via* email on December 13, 2016. Given this information, and with the approval of VTDEC, the excavated soils (approx. 40 cubic yards) were stockpiled on-Site to the southeast of the garage building. The Site owner intends to re-use the soils to re-grade the Site parking lot after the Phase II ESA report and, if needed, Corrective Action Plan are received and approved by VTDEC.

2. Redevelopment Plans and Phase II Objectives

To redevelop the Site into a modern automotive service facility, the Site owner plans to remove the garage building slab, floor drains and associated piping, and the hydraulic lift pits. A new concrete slab will be installed with radiant heating and upgraded drainage. The exterior pavement will be repaired or replaced and general landscaping improvements will be made.

To support these redevelopment activities, our proposed Phase II ESA is designed to:

1. Assess whether the RECs identified in August 2016 Phase II ESA have resulted in a release of petroleum or hazardous materials to the environment;
2. further assess the groundwater condition observed during the oil-water separator installation;
3. determine if vapor intrusion mitigation system is needed to protect future Site users; and
4. provide sufficient data to prepare a Corrective Action Plan, if needed.

3. Scope of Services

3.1 Kickoff Meeting, SSQAPP, HASP and Digsafe

Stone will attend or host a kickoff meeting with CVRPC, Site owner, and VTDEC to discuss the status of development plans and the proposed Phase II scope and timeline. After this meeting, Stone will prepare a Site-*Specific Quality Assurance Project Plan* (SSQAPP) for the Phase II ESA. After receiving approval of the draft SSQAPP from CVRPC, a final version of the SSQAPP will be submitted to the VTDEC Site Manager (Kimberly Caldwell) and the EPA Project Officer for approval prior to performing field activities.

Stone personnel will coordinate field activities with the Site owner, update our site-specific Health and Safety Plan (HASP), and coordinate an underground utility clearance through the DigSafe system and City Department of Public Works.

3.2 Sub-Slab Vapor Sampling

To help evaluate the potential for a vapor intrusion pathway at the Site, Stone proposes to collect four samples of soil-gas from beneath the garage slab.

A Stone field scientist will use an electric rotary hammer drill to create a hole through the concrete slab. Depending on sub-slab conditions, either a vapor sampling pin or AMS vapor sampling probe will be installed. Sample locations will be screened for VOCs using a PID operating in part-per-billion (ppb) mode.

Following collection of field screening measurements, soil gas will be collected from each point into 6 Liter Summa canisters equipped with 30-minute flow control regulators. One field duplicate sample will be collected by inserting a T-fitting in-line with the sample tubing at one location, in order to split flow into two Summa canisters.

Samples will be transported to TestAmerica in South Burlington, Vermont, for analysis of VOC by EPA Method TO-15. Soil-gas sample results will be compared to the VI Screening Values for shallow soil gas contained in Appendix C of the VTDEC *Investigation and Remediation of Contaminated Properties Procedure* (IROCP, published April 2012).

3.3 Soil Sampling

3.3.1 Soil Boring Program

We anticipate advancing up to 13 soil borings at the Site over one day with a Geoprobe 7820DT or equivalent direct-push rig operated by Cascade Technical Services (CTS) of Montpelier, Vermont. The actual number of borings will be contingent upon Site conditions and findings. Proposed soil boring locations are depicted on Figure 1.

Soil cores will be recovered continuously to a maximum depth approximately five feet below the observed water table. For the purposes of this proposal and given the Site's physical setting, we have assumed a maximum boring depth of 15 feet below ground surface (bgs). Recovered soil cores will be logged and field-screened for volatile organic compounds (VOCs) using a PID equipped with a 10.6eV lamp.

Discrete soil samples will be collected from the interval within each borehole exhibiting the highest PID measurement. For the purpose of this proposal, Stone assumes a total of eight (8) soil samples will be collected for analysis of VOCs, plus one field duplicate and one trip blank for quality control (QC) purposes. In addition to VOC samples, Stone will collect six discrete soil samples from the 0-2 foot depth interval for analysis of metals and polycyclic aromatic hydrocarbons. If the field observations and PID screening results (>10 parts per million by volume [ppm]) indicate the presence of petroleum hydrocarbons, we will collect samples for analysis of Total Petroleum Hydrocarbons.

All samples will be transported under chain of custody procedures to a NELAP-accredited laboratory for analysis of the following:

- VOCs by EPA Method 8260C (10 samples - 8 primary, 1 duplicate, 1 trip blank)
- EPA Priority Pollutant (PP) 13 metals plus barium by EPA 6010 or 6020 (5 samples – 4 primary, 1 duplicate)
- PAH by EPA Method 8270-SIM (5 samples – 4 primary, 1 duplicate)
- TPH diesel-range organics or fingerprint by EPA Method 8015 (up to 3 samples – 2 primary, 1 duplicate)

Soil borings will be backfilled with bentonite grout or chips. Six of the soil borings will be completed as 1.5-inch diameter, polyvinyl chloride (PVC) monitoring wells with screens installed across the observed water table. Following installation, monitoring wells will be developed using submersible or peristaltic pumps, and surveyed using a total station. Purge water generated during well development will be placed in a 55-gallon drum that will remain on-Site pending laboratory analysis of the groundwater samples (see below). Soil cuttings will be used to backfill the boreholes. Any excess soil cuttings will be placed in a 5-gallon bucket and stored at the Site pending soil sample results.

3.3.2 Garage Interior

As discussed in Section 2, the Site owner intends to replace the concrete floor slab in the three-bay garage portion of the Site building. This will include removing the hydraulic lift pits (narrow pits lined with concrete block), as well as the floor drains and associated piping. Upon removal of the concrete and during the removal of the lift pits and floor drains, a Stone field scientist will be present to screen soils below and surrounding the pits and drains for VOC using a PID. We have budgeted to collect up to four soil samples

from soils exhibiting evidence of a release including staining, odors, or PID readings in excess of 5.0 ppmv. Samples will be biased towards the highest PID readings, with no more than four soil samples collected and submitted to Con-Test for analysis of:

- VOCs by EPA Method 8260C;
- PAH by EPA Method 8270-SIM;
- PP metals by EPA Method 6010/6020; and
- PCB Aroclors by EPA Method 8082.

3.4 Low Flow Groundwater Sampling

Stone will collect groundwater samples from each monitoring well at the Site using low-flow methodology in accordance with Stone's Standard Operating Procedures (SOPs), which were developed in general accordance with EPA Region 1 low-flow/low-stress guidelines. We have budgeted to collect six groundwater samples, plus one duplicate sample and one trip blank for QC purposes. All eight samples will be submitted to Con-Test for analysis of:

- VOCs by EPA Method 8260C; and
- PP metals by EPA Method 6010/6020.

Purge water generated by the groundwater sampling process will be contained on-Site in the 55-gallon drum. Upon receipt of the groundwater sample results, Stone will determine the appropriate disposal method for the purge water in consultation with VTDEC. For budgeting purposes, we have assumed the purge water will be disposed as hazardous waste by a licensed hauler.

3.5 Data Evaluation and Reporting

Following receipt of all laboratory analytical data, Stone will prepare a Phase II ESA Report in accordance with the VT DEC's *Investigation and Remediation of Contaminated Properties Procedure*. The report will document field activities, include a summary of all analytical results obtained, provide an evaluation of the data, present a conceptual site model and sensitive receptor survey, identify data gaps, and offer conclusions and recommendations. The report will include full laboratory reports, field notes, and appropriate tables and figures.

Stone will deliver a draft Phase II ESA Report to CVRPC for review and comment. Stone will deliver a final Phase II ESA Report to VTDEC after receiving approval of the draft report from CVRPC.

3.6 Corrective Action Plan

The Phase II ESA will identify whether or not a release of petroleum and/or hazardous materials to the environment has occurred at the Site, and will provide recommendations for corrective actions that may be necessary to mitigate risk to human health or the environment. Upon receiving approval of the Phase II ESA Report from VTDEC, and assuming the need for corrective action(s) is confirmed, Stone will evaluate remedial alternative (Corrective Action Feasibility Investigation; CAFI). After presenting the CAFI finding to project stakeholders, Stone will then prepare a Corrective Action Plan. The Corrective Action Plan will evaluate remedial alternatives based on the Phase II ESA results, select a preferred remedial approach, and include design elements needed to implement the selected remedial approach.

As the results of the Phase II ESA are critical to determining the scope of a Corrective Action Plan, and whether additional field work is needed to support a CAFI, we have proposed here a Corrective Action Plan scope and cost from our September 2016 Cost Proposal to CVRPC. We believe, based on professional experience, and barring the discovery of a large on-Site release requiring further field sampling and extensive remediation, that the Corrective Action Plan budget from our Cost Proposal accounts for the most likely corrective action scenario for a former automobile service station. The primary features of this Corrective Action Plan include:

- limited soil removal;
- soil capping;
- design and installation of a sub-slab depressurization system; and
- institutional control (deed restriction or Notice to Land Records) to maintain soil caps and vapor mitigation system.

3.7 Brownfields Steering Committee Meeting

We have budgeted 8 hours of project manager time (Steve Hubbs) to prepare for and attend, upon request, a meeting of the Brownfields Steering Committee to present the findings of the Phase II ESA (4 hours), and for phone calls and email correspondence (2 hours).

4. Project Schedule

Stone is prepared to attend a kickoff meeting and begin the SSQAPP within one week of contracting, pending the availability of project stakeholders. A draft SSQAPP can be prepared within approximately two (2) weeks of this kickoff meeting. Implementation schedules for field work and subsequent tasks can be estimated once the SSQAPP is approved. For planning purposes, we can provide the following estimated timeline:

- SSQAPP preparation and submittal – 2 weeks
- VTDEC and EPA review period – 30 days
- Response to comments, final SSQAPP approved – 1 week
- Field work completed over 2-3 days total, following SSQAPP approval
- Receive analytical results – 2 weeks following sample receipt at laboratory
- Phase II ESA Report – 3 weeks
- Present Phase II ESA findings with CVRPC, VTDEC, Site owner, prepare draft Corrective Action Plan – 4 weeks
- Revise and submit final Corrective Action Plan to VTDEC for approval – 1 week
- Public notice published in local newspaper, public comment period – 15 to 30 days
- Address public comments, receive approval of Corrective Action Plan – 2 weeks

Based on the above timeline, and assuming a contracting date of February 15, 2017 and timely EPA and VTDEC review of deliverables, we estimate submittal of a Phase II ESA Report to VTDEC late May 2017.

5. Fee for Services

Costs for our proposed Scope of Services will be billed on a time-and-materials to a maximum basis; we will not exceed the proposed budget without your prior consent. A detailed cost estimate is attached, prepared in accordance with the labor and subcontractor rates provided in our Cost Proposal dated September 30, 2016. Costs are summarized by task in Table 1, as follows:

Table 1. Proposed Budget for Phase II ESA and Corrective Action Planning

Cost Summary				
Task	Professional Services	Subcontractor Services	Reimbursable Expenses	Total
Task 1 - SSQAPP, DigSafe, update HASP	$2,580	$0	$6	$2,586
Task 2 – Sub-Slab Vapor Sampling	$740	$1,183	$577	$2,500
Task 3 - Soil Borings	$1,800	$8,346	$707	$10,853
Task 4 - Groundwater Sampling	$1,160	$2,456	$819	$4,435
Task 5 - Data Evaluation and Phase II ESA Report	$3,230	$0	$0	$3,230
Task 6 - Corrective Action Plan	$5,140	$0	$0	$5,140
Task 7 - Meetings and Regulatory Coordination	$1,150	$0	$88	$1,238
TOTAL	$15,800	$11,984	$2,198	$29,982

6. General Terms and Conditions

Our proposed Scope of Services will be performed upon issuance of an executed a task order from CVRPC, pursuant to the forthcoming Brownfields general services contract between CVRPC and Stone.

We look forward to continuing to work with you on this project. Please contact me if you have any questions.

Sincerely,

Steven A. Hubbs
Project Geologist
Direct Phone / 802.229.6434
E-Mail / shubbs@stone-env.com

Daniel T. Voisin
Director of Environmental Assessment & Remediation
Direct Phone / 802.229.1875
E-Mail / dvoisin@stone-env.com

Attachments: A – Detailed Cost Estimate
Figure 1: Proposed Investigation Locations

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ATTACHMENT A

DETAILED FEE & SCOPE DETAILS
PHASE II ESA AND CORRECTIVE ACTION PLANING, 561 & 567 N. MAIN STREET, BARRE VT

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal		Scope Details
Task 1 - SSQAPP, DigSafe, update HASP							Prepare a Site-Specific Quality Assurance Project Plan (SSQAPP). Asssumes 1-set of revisions based on VTDEC/EPA comments.
Professional Services							
Senior Professional 1		$ 115 / hour	2	$230			
Senior Professional 1		$ 115 / hour	2	$230			Update site specific health and safety plan (HASP).
Project Professional 1		$ 100 / hour	18	$1,800			
Staff Professional 2		$ 80 / hour	4	$320			Pre-mark investigation locations for DigSafe.
	Professional Services Summary		*26*		*$2,580*		
External Expenses*							
Mileage - Personal Vehicle		$0.535 / Mile	10	$6			
TASK SUBTOTAL						$2,586	
Task 2 - Sub-Slab Vapor Sampling							Collect sub-slab vapor samples from garage interior for TO-15 VOC analysis.
Professional Services							
Project Professional 1		$ 100 / hour	1	$100			
Staff Professional 3		$ 80 / hour	8	$640			Total of 4 primary and 1 duplicate sample collected in Summa canisters with 30-minute regulators.
	Professional Services Summary		*9*		*$740*		
Subcontractors*							
Soil Gas Samples - EPA TO-15		$215 / sample	5	$1,183			
	Consultant Summary				*$1,183*		
External Expenses*							
Shipping/Freight		$50 / package	1	$55			
Rental - helium detector		$80 / day	1	$88			
Stone Equipment							
EAR Tacoma Usage Fees		$125 / day	1	$125			
EAR AMS Soil Gas Sampling Kit		$100 / day	1	$100			
EAR Bosch Hammer Drill		$50 / day	1	$50			
EAR PID		$90 / day	1	$90			
Stone Consumables							
EAR 1/4" OD FEP Tubing SG		$2.16 / foot	25	$54.00			
EAR PPE		$15 / day	1	$15			
	Expense Summary				*$577*		
TASK SUBTOTAL						$2,500	

DETAILED FEE & SCOPE DETAILS
PHASE II ESA AND CORRECTIVE ACTION PLANING, 561 & 567 N. MAIN STREET, BARRE VT

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal	Scope Details
Task 3 - Soil Quality Investigation						EXTERIOR One day (12 hours) to advance up to 13 soil borings to 15 feet bgs. Complete 6 soil borings as 1.5-inch diameter monitoring wells, screened across the water table. Primary Soil Samples: 8 - VOCs 4 - PP13 Metals 4 - PAH 4 - PCB Aroclors 1 - TPH-DRO or TPH-fingerprint (contingent; based on field-screening) QC samples: 1 - field duplicate for VOCs, PP13, PAH, PCBs, TPH 1 - trip blank for VOC Develop monitoring wells. Survey monitoring wells using a total station, or autolevel and GPS. INTERIOR GARAGE 1 day (8 hours total) to observe, field screen, and sample sub-slab soils during concrete slab removal. Primary Soil Samples: 4 - VOCs 4 - PP13 Metals 4 - PAH 4 - PCB Aroclors 1 - TPH-DRO or TPH-fingerprint (contingent; based on field-screening) QC samples: 1 - trip blank for VOC
Professional Services						
Project Professional 1		$ 100 / hour	2	$200		
Staff Professional 3		$ 80 / hour	20	$1,600		
	Professional Services Summary		*22*		*$1,800*	
Subcontractors*						
Cascade - Geoprobe 7820DT - 10 hour day		$1,615 / day	1	$1,777		
Cascade - mob/demob		$80 / ls	1	$88		
Cascade - probe management fee		$85 / day	1	$94		
Cascade - soil boring consumables		$17 / boring	13	$250		
Cascade - monitoring well installation		$150 / well	6	$990		
Soil Samples - VOC by Method 8260		$96.25 / sample	14	$1,482		
Soil samples - PP13 metals plus barium		$141.50 / sample	9	$1,401		
Soils samples - metals digestion		$6.25 / sample	9	$62		
Soil samples - PAH by Method 8270		$104 / sample	9	$1,030		
Soil samples - PCB Aroclors w/ Soxhlet Ext.		$79.25 / sample	9	$785		
Soil samples - TPH by Method 8015		$74 / sample	3	$244		
Soil samples - % solids		$5 / sample	16	$88		
Soil samples - disposal fee		$2.70 / sample	19	$56		
	Consultant Summary				*$8,346*	
External Expenses						
Shipping/Freight		$100 / package	1	$110		
Stone Equipment						
EAR PID		$90 / day	2	$180		
EAR Tacoma Usage Fees		$125 / Day	1	$125		
EAR Water Level Indicator		$30 / day	1	$30		
EAR Total Station		$125 / day	1	$125		
EAR Well Development Pump		$40 / day	1	$40		
Stone Consumables						
EAR HDPE Syringes (35 cc)		$1 / sample	12	$12		
EAR PPE		$15 / day	2	$30		
EAR 3/8" OD LDPE Tubing		$0.56 / foot	90	$55.44		
	Expense Summary				*$707*	
TASK SUBTOTAL						$10,853

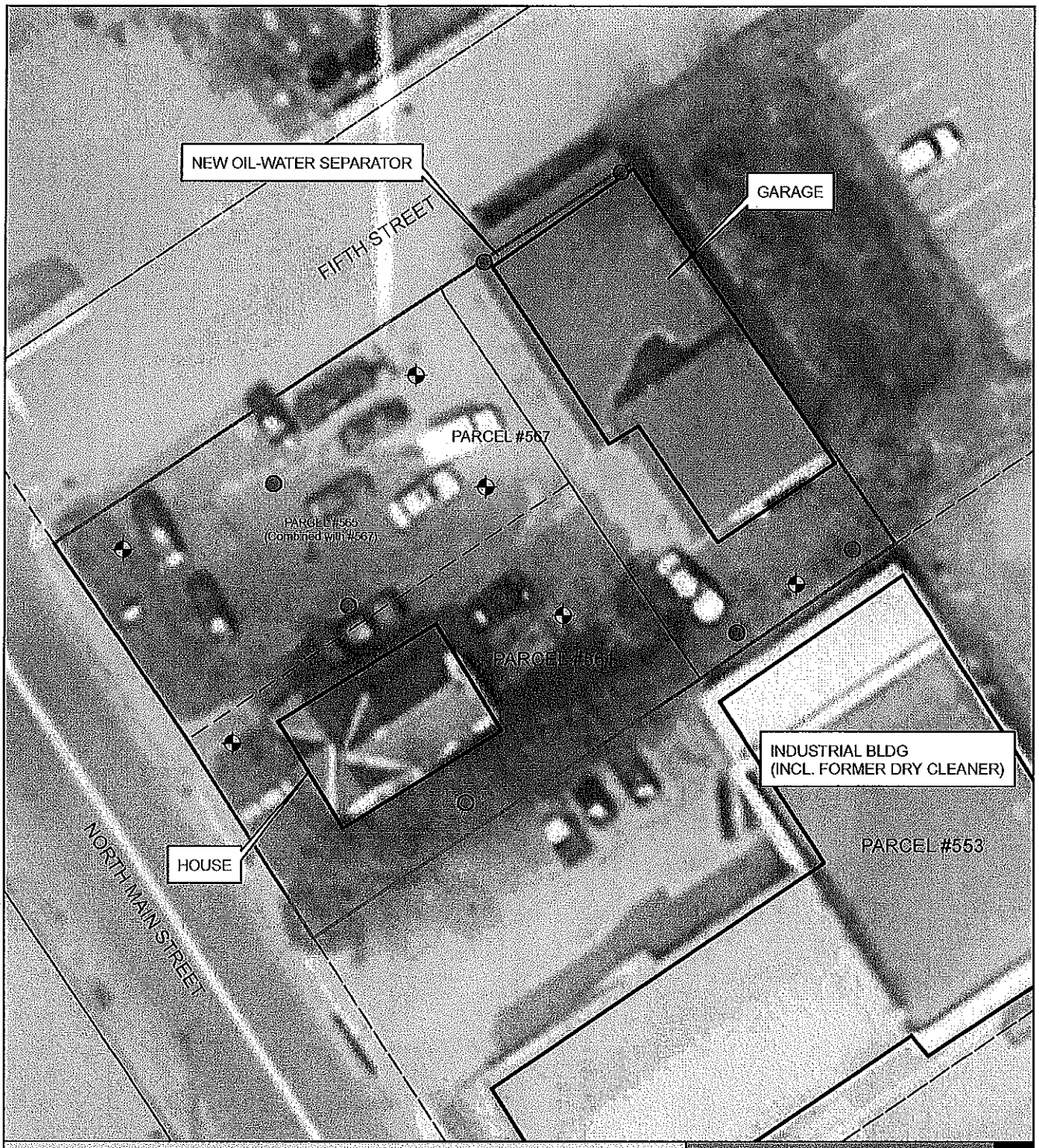
DETAILED FEE & SCOPE DETAILS
PHASE II ESA AND CORRECTIVE ACTION PLANING, 561 & 567 N. MAIN STREET, BARRE VT

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal		Scope Details
Task 4 - Groundwater Sampling							Collect groundwater samples from up to 6 monitoring wells using low-flow techniques.
Professional Services							
Project Professional 1		$ 100 / hour	2	$200			Manage purge water in a 55-gallon drum, pending results of groundwater analysis. Budget assumes that water samples contain chlorinated solvents related to drycleaning or degreasing (i.e. F002 listed hazardous waste).
Staff Professional 3		$ 80 / hour	12	$960			
	Professional Services Summary		*14*		*$1,160*		
Subcontractors*							
Water Samples - VOC by Method 8260		$96.25 / sample	8	$847			
Water Samples - PP13 metals		$131.75 / sample	7	$1,014			
Water samples - disposal fee		$2.70 / sample	15	$45			
Drum Disposal - F002 hazardous waste		$500 / drum	1	$550			
	Consultant Summary				*$2,456*		
External Expenses*							
Rental-Multi-meter, turbidity meter		$160 / day	1	$176			
Shipping/Freight		$75 / package	1	$83			
Stone Equipment							
EAR Peristaltic Pump		$75 / day	1	$75			
EAR Water Level Meter		$15 / day	1	$15			
EAR Tacoma Usage Fees		$125 / Day	1	$125			
Stone Consumables							
EAR 1/4" OD FEP Tubing SG		$2.16 / foot	120	$259.20			
EAR 55-Gallon Drum		$71.50 / drum	1	$71.50			
EAR PPE		$15 / day	1	$15			
	Expense Summary				*$819*		
TASK SUBTOTAL						$4,435	
Task 5 - Data Evaluation and Reporting							Prepare a Phase II Environmental Site Assessment Report. Provide a draft report to CVRPC for review and comment. Assumes 1 set of revisions, followed by submittal of the final report to VTDEC and EPA.
Professional Services							
Senior Professional 1		$ 115 / hour	2	$230			
Project Professional 1		$ 100 / hour	8	$800			
Staff Professional 3		$ 80 / hour	24	$1,920			
Staff Professional 1		$ 70 / hour	4	$280			
	Professional Services Summary		*38*		*$3,230*		
TASK SUBTOTAL						$3,230	

DETAILED FEE & SCOPE DETAILS
PHASE II ESA AND CORRECTIVE ACTION PLANING, 561 & 567 N. MAIN STREET, BARRE VT

Staff Type	Name	Rate Per Unit	Unit	Amount	Subtotal		Scope Details
Task 6 - Corrective Action Plan							Prepare a Corrective Action Plan. Assumes scope is limited to the following: 1) Present remedial options at a meeting with CVRPC, Owner/User, VTDEC, and other stakeholders, as appropriate, in Montpelier. 2) Engage disposal contractors for soil disposal options and pricing. 3) Remedial actions required at the Site are limited to targeted excavation, barriers, and a sub slab depressurization system.
Professional Services							
Senior Professional 1		$ 115 / hour	8	$920			
Senior Professional 1		$ 115 / hour	4	$460			
Project Professional 1		$ 100 / hour	10	$1,000			
Staff Professional 3		$ 80 / hour	24	$1,920			
Staff Professional 1		$ 70 / hour	12	$840			
	Professional Services Summary		*58*		*$5,140*		
TASK SUBTOTAL						$5,140	
Task 7 - Meetings and Regulatory Coordination							Project manger time for phone calls and email with CVRPC, Site owner, and VT DEC (6 hours). Asummes 0.5 hour per week from Phase II through Corrective Action Plan. Present CAFI findings to Brownfields Steering committee (2 hours prep; 2 hours attendance). Assumes meeting is in Montpelier.
Professional Services							
Senior Professional 1		$ 115 / hour	10	$1,150			
	Professional Services Summary		*10*		*$1,150*		
*External Expenses**							
Public notice publication fee		$80 / ls	1	$88			
	Expense Summary				*$88*		
TASK SUBTOTAL						$1,238	
PROJECT TOTAL						*$29,982*	

Stone Environmental's standard mark-up on all Consultant and reimbursable project expenses is 10%.


NEW OIL-WATER SEPARATOR
GARAGE
FIFTH STREET
PARCEL #567
PARCEL #555
(Combined with #567)
PARCEL #561
INDUSTRIAL BLDG
(INCL. FORMER DRY CLEANER)
PARCEL #553
HOUSE
NORTH MAIN STREET
N
0
25
50
Feet
Legend
Approximate Site Boundary
Parcel Boundaries
Building Footprint
Proposed Soil Boring
Proposed Monitoring Well
SOURCES
(1) City of Barre Tax Assesor's Parcel Boundaries, 2012, VCGI.
(2) 2013 Barre-Montpelier Area Orthoimages, VCGI
(3) Property walk-through by Stone Environmental, July 27, 2016
Proposed Investigation Locations
Figure 1
Phase II ESA
561 & 567 North Main Street
Barre, Vermont
Prepared for CVRPC
STONE ENVIRONMENTAL
O:\Proj-15\&R\15-174 D Ayer Enles Garage Phase I ESA\GIS\MapDocuments\Field Map.mxd; created on 1/26/17 by sah

Central Vermont Regional Planning Commission

February 6, 2017

Alan Liptak
Senior Geologist
LE Environmental
21 North Main Street
Waterbury, Vermont 05676

RE: Scope of Work and Cost Estimate, 75-79 South Main Street, Whiting, VT
Supplementary Phase 2 ESA

Dear Alan,

The Central Vermont Regional Planning Commission (CVRPC) accepts your proposal for Supplementary Phase 2 ESA at 75-79 South Main Street, Whiting, VT, dated January 27, 2017. The total cost estimate for this work is $10,800.

Under the terms of our Master Agreement, dated _____, this acceptance letter, your proposal, and the Master Agreement comprise the Environmental Site Assessment Contract (ESA Contract) for this project.

We look forward to working with you on this project.

Sincerely,

Byron Atwood, Chair
Central Vermont Regional Planning Commission

cc: Gayle Quinneville, Town of Whiting

29 Main Street Suite 4 Montpelier Vermont 05602
802-229-0389 E Mail: CVRPC@CVRegion.com

Brownfields Phase II Environmental Site Assessment Work Plan

Town of Whiting
Fire Station and Recycling Center
75 & 79 South Main Street
Whiting, Vermont 05778

January 27, 2017

Prepared for:

Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

LE·Environmental

21 North Main Street
Waterbury, Vermont 05676
(802) 917-2001
www.leenv.net

LEE #17-084

Contents

Appendices

Appendix A – Site Location Map
Appendix B –Proposed Soil Borings Map (from 2015 Proposal)

LE·Environmental

21 North Main Street • Waterbury, Vermont 05676
Phone: (802) 917-2001 • www.leenv.net

January 31, 2017

Ms. Gail Aloisio, Assistant Planner
Central Vermont Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

RE: Amended Price Proposal for Brownfields Phase II Environmental Site Assessment
Town of Whiting Fire Station and Recycling Center, Whiting, Vermont

Dear Ms. Aloisio:

LEE is pleased to present this price proposal and the attached work plan for a Brownfields Phase II Environmental Site Assessment (ESA) at the Whiting Fire Station and Recycling Center. The work plan describes the technical approach to addressing comment #3 of the Department of Environmental Conservation (DEC) review letter dated July 13, 2015. Matt Becker of the DEC provided LEE with a December 2015 work plan document addressing review comment #3 and informed LEE that his office approved this work plan. Therefore, we have adhered to the approved work scope as closely as possible in the attached Brownfields work plan.

The differences in work scope and cost between the attached work plan and the December 2015 document mostly reflect the additional requirements of the Brownfields assessment program (QAPP preparation, data validation, low flow sample collection). During preparation, Matt Becker also indicated that he does not recommend use of a geoprobe drill rig due to the site geology and the nature of the issue. Therefore, we have specified using a hollow stem auger drill rig instead due to its ability in difficult drilling situations and this added approximately $300 to the price.

Please look these materials over and let me know if there are any questions. To engage the work, please issue the Master Services Agreement and a task order for this work and we will get started as soon as possible.

Pricing

LEE will perform the Brownfields Phase II ESA on a fixed price basis, which includes all labor, equipment, and expenses for a total price of $10,800. This pricing is provided subject to the following assumptions:

- EPA/DEC approves the work scope as written.
- No snow removal included. Heavy snow removal will incur additional cost.

Ms. Gail Aloisio
Proposal for Brownfields Phase II ESA, Town of Whiting
January 31, 2017

- Off-site transport and disposal of drummed drill cuttings and free product petroleum is not included. A budgetary estimate for transport and disposal of drummed waste is $150 per drum plus at $150 fee for mobilization. A preliminary estimate of the amount of drummed waste is up to (4) 55-gallon drums so the total budgetary estimate for transport and disposal is $750. This pricing assumes that the soils and product are petroleum only and do not contain chlorinated solvents and /or PCBs. Once the investigation work is completed, we will be able to get a contractor quote for transport and disposal if drummed wastes are generated.
- Two hard copies of the final report will be prepared and the report will also be delivered electronically in PDF format. If no hard copies are needed, a deduction of $100 will be made.

A task table breakdown of the total fixed price is as follows:

Task	Number of Hours	Price/Subcontractors
QAPP Preparation	14	$1,260 (no subcontractors)
Soil Borings	18	$5,000 ($3,000 driller)
Groundwater Monitoring	18	$2,400 (Lab $500)
Report Preparation & Data Validation	21	$1,970 ($100 printing)
Meetings (1)	4	$ 170
Totals	75	$10,800

Plus Disposal of Drilling & Well Waste - $750 (see above) **$11,550**

Please call with any questions. Thank you. We look forward to working with you.

Sincerely,

Alan Liptak, CPG, EP
Senior Geologist

LEE# 17-084

1.0 INTRODUCTION AND BACKGROUND

LE Environmental (LEE) of Waterbury, Vermont prepared this work plan for a Brownfields Phase II Environmental Site Assessment (Phase II ESA) at Whiting Fire Station and Recycling Center, 75 & 79 South Main Street, Whiting, Vermont (site). This work plan was prepared for the Central Vermont Regional Planning Commission (CVRPC) following a request from CVRPC on January 20, 2017. A site location map is in Appendix A and a map showing the site layout is in Appendix B.

The site consists of Town of Whiting Tax Parcel ID#06-28, a 2.0-acre parcel occupied by the Whiting Fire Station and Recycling Center. The site is on the east side of Vermont Route 30. There are two buildings on the site. The larger building was constructed circa 1930 and was a creamery and later was converted to the fire station. The fire station building was added onto circa 2000. The second building is a two-bay garage. Its construction date is not known. The garage is currently used as a recycling center.

There have been several ESA documents prepared as well as a supplemental site investigation report. LEE was in possession of the following documents at the time this work plan was prepared:

- Phase I ESA report, April 2011.
- Supplemental Site Investigation Report review letter, July 2015.
- Fuel Oil Contamination Investigation Proposal, December 2015.

LEE is aware of several other reports pertaining to the property, and is attempting to acquire these.

Phase I ESA Findings

A Phase I ESA was completed for the Addison County Regional Planning Commission Brownfields Assessment Program in 2011. Historically, in addition to the two existing buildings, the site also hosted another building that was used as a store, gasoline filling station and vehicle service station. This building was located in the now-vacant part of the property just south of the gravel driveway along Vermont Route 30. The building was razed at an unknown time.

Two gasoline underground storage tanks (USTs) were reportedly abandoned in-place in the 1960's and were removed in 2010. A gasoline odor was reportedly noted during the UST removal. A formal UST closure inspection was not conducted at the time of UST removal.

The Phase I ESA identified six RECs as defined in the ASTM standard. A Phase II ESA was recommended to determine whether the identified RECs have resulted in contamination on the site.

Supplemental Site Investigation Review Letter

The Supplemental Site Investigation (SSI) review letter contained four DEC review comments pertaining to the SSI report. Comments #1 and #2 pertained to excavation and disposal of petroleum-contaminated soil in the former gasoline UST tank grave and semi-annual groundwater monitoring. Both these tasks (#1 and #2) were declared eligible for consideration via the Vermont Petroleum Cleanup Fund (PCF).

DEC's comment #3 requested a work plan for delineation of soil and groundwater fuel oil impacts identified in two on-site soil borings (SB-J and MW-5). DEC also requested that free product petroleum found in MW-5 be bailed to monitor product recharge. DEC's comment #4 pertained to soils north of the fire station that reportedly contain coal ash. These soils contain arsenic in excess of the DEC's industrial soil screening value. The DEC indicated that these soils could be excavated and disposed of, or noticed in the Town land records to ensure awareness of their presence and future management if disturbed. Both these tasks (#3 and #4) were declared to be ineligible for consideration via the PCF.

The 2015 work plan addressed performance of task #3, and Matt Becker of the DEC informed LEE that the 2015 work scope was approved. This Brownfields Phase II ESA work plan focuses on task #3 and also includes required Brownfields Quality Assurance tasks.

2.0 PROPOSED WORK SCOPE

LEE will perform a Phase II ESA on the site to address the RECs identified in the Phase I ESA report. The following work scope tasks will be performed.

1. Site-Specific Quality Assurance Project Plan Addendum (QAPP Addendum)
2. Soil boring advancement and possible installation of groundwater monitoring wells.
3. Sampling of groundwater monitoring wells (if installed) and testing for petroleum contamination in groundwater.
4. Data validation and preparation of a summary report
5. One project meeting in Montpelier.

2.1 Site Specific QAPP Addendum

LEE will prepare a site-specific QAPP addendum for approval by the DEC and the USEPA. The site-specific QAPP addendum will be based on the technical work scope in this work plan and will complement LEE's approved generic QAPP (#14113).

2.2 Pre-Excavation Activities

Prior to the initiation of subsurface activities, LEE will premark the proposed soil boring locations and obtain a Dig-Safe number. A site specific Health and Safety Plan will be developed and reviewed by field staff prior to exploratory work. The Town of Whiting will be contacted to discuss the work scope and any potential utility conflicts.

2.3 Soil Boring Investigation

LEE will advance seven soil borings around SB-J and MW-5 at the locations shown on the proposed soil boring map in Appendix B. A hollow stem auger drill rig will be utilized to advance the soil borings. Soil sampling will be conducted during soil boring advancement. Continuous soil sampling will be performed using a 2' split spoon sampler. Soil samples will be screened for volatile organic compounds (VOCs) using a calibrated photoionization device (PID). Soil cuttings exhibiting soil PID headspace readings of less than 10 parts per million (ppm) will be returned to the ground surface or to the boring, if possible. If this is not possible then the soil will be drummed for off-site disposal. Any soil cuttings exhibiting soil PID headspace readings above 10 ppm will be drummed for off-site disposal. If off-site disposal is required then a Town of Whiting representative will be required to sign disposal documents before the drums can be shipped.

2.4 Groundwater Monitoring Well Installation, Sampling and Testing

Up to three of the soil borings will be converted to monitoring wells if contamination is observed (soil PID readings >10 ppm and/or petroleum staining/odor). Depending on the levels of contamination encountered in the soils borings it is possible that no groundwater monitoring wells would be installed. A 2" diameter PVC groundwater monitoring well will be installed with a standard sand pack, bentonite seal, and schedule 40 PVC. The well(s) will have a 10' well screen spanning the water table. The well(s) will be finished with a flush-mounted steel roadbox. The well(s) will be developed following installation with a peristaltic pump. The locations and elevations of the monitoring well(s) will be measured/surveyed in relation to existing site features and incorporated into a site plan.

If monitoring wells are installed, approximately one week after well installation, LEE will collect groundwater samples using low-flow sampling techniques. Samples will be collected from up to three new wells and from one existing monitoring well (total of 4 wells). Prior to groundwater sample collection, depth to water and depth to product (if present) will be measured in from the top of casing reference point. These data will be used to calculate the water level elevations.

Groundwater samples will be collected from the monitoring well(s) using a peristaltic pump. Purge water will be disposed of on site unless it contains free product petroleum, in which case it will be drummed for off-site disposal. Purging will take place at 200 milliliters per minute or less until stabilization of pH, conductivity, turbidity and temperature have taken place, or one hour, whichever comes first. All samples will be analyzed for petroleum related VOCs via EPA Method 8021b. A duplicate sample and a trip blank will be collected and analyzed with the groundwater samples. Samples will be submitted to Eastern Analytical Laboratories of Concord, New Hampshire (EAI) for analysis.

While on site for groundwater monitoring, LEE will gauge existing monitoring well MW-5 for free product petroleum with an interface probe. If a measurable thickness of free product is present on the day of monitoring, it will be removed via bailing and product and water recharge back into the well will be monitored. The product will be stored in a RCRA approved container on site for future disposal. A Town of Whiting representative will be required to sign disposal documents before the container can be shipped.

2.5 Data Validation and Reporting

Following receipt of analytical data, LEE's quality assurance officer will validate the data according to the site-specific QAPP and LEE's generic QAPP procedures. A Brownfields Phase II ESA Report will be prepared for review and approval. A description of the methodologies and results will be included. Comparison with appropriate environmental and materials quality standards will be made. The report will also contain: a site map, sampling locations map, groundwater and contamination map, conceptual site model, laboratory analytical data, recommendations for additional work if necessary, conclusions, and other recommendations, as applicable.

2.6 Project Team Meeting

LEE will attend a project team meeting in Montpelier to brief the stakeholders on the status and findings of the work. This meeting can be held anytime during the work, at the convenience of the stakeholders.

3.0 ORGANIZATION AND STAFFING

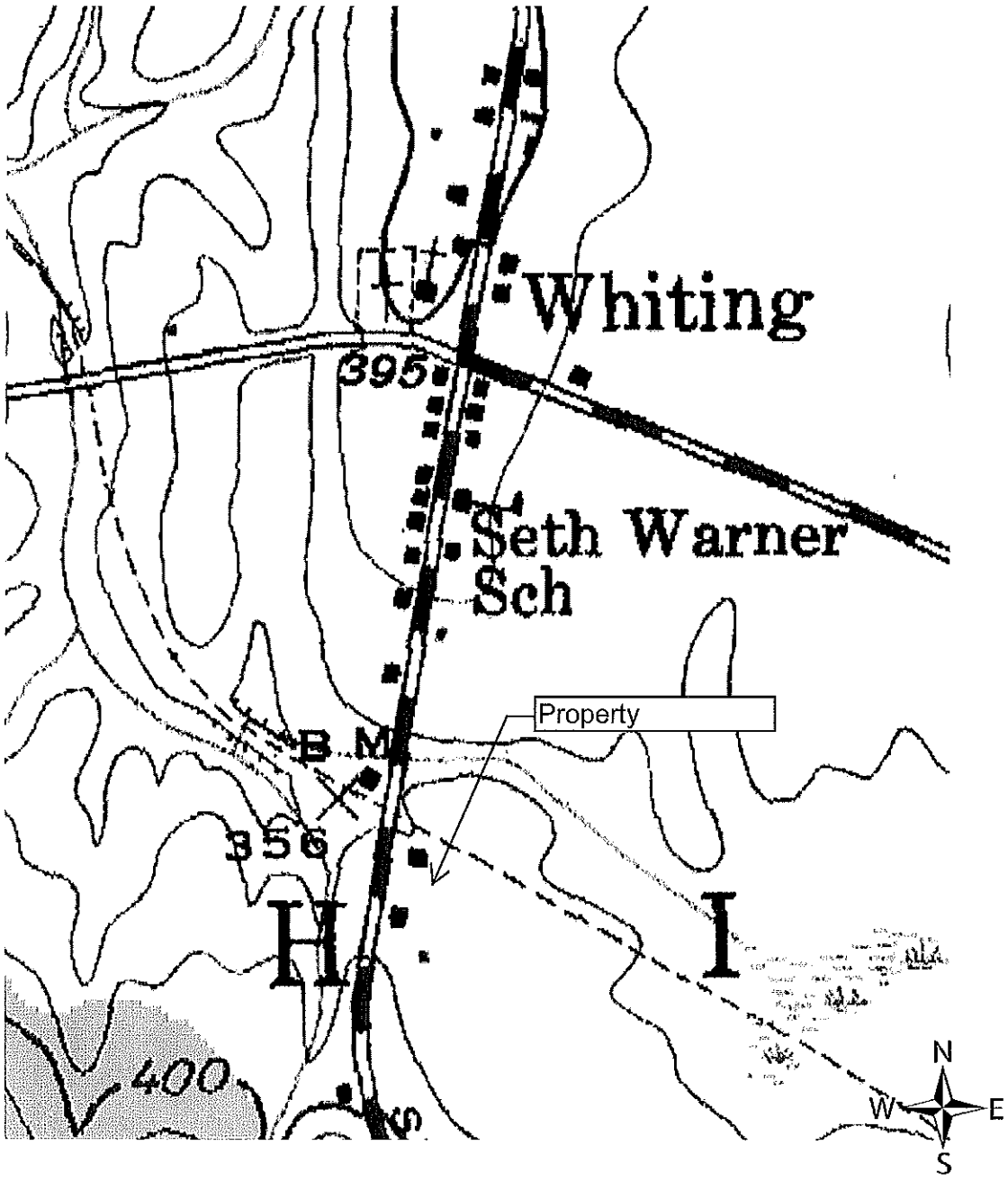
Alan Liptak of LEE will manage the project including coordination, communications, subcontractor services, and performance of scheduled tasks. Angela Emerson of LEE will serve as the project reviewer and quality assurance officer.

4.0 PROJECT SCHEDULE

The work can take place following approval of this work plan by CVRPC. Once underway, the work will take approximately 10 weeks to complete. This includes the required 4-week EPA QAPP approval period, four weeks to generate field and laboratory data, and two weeks for reporting and validation.

Appendix A

Site Location Map



Town of Whiting Fire Station/Recycling Center
75 & 79 South Main Street, Whiting, Vermont

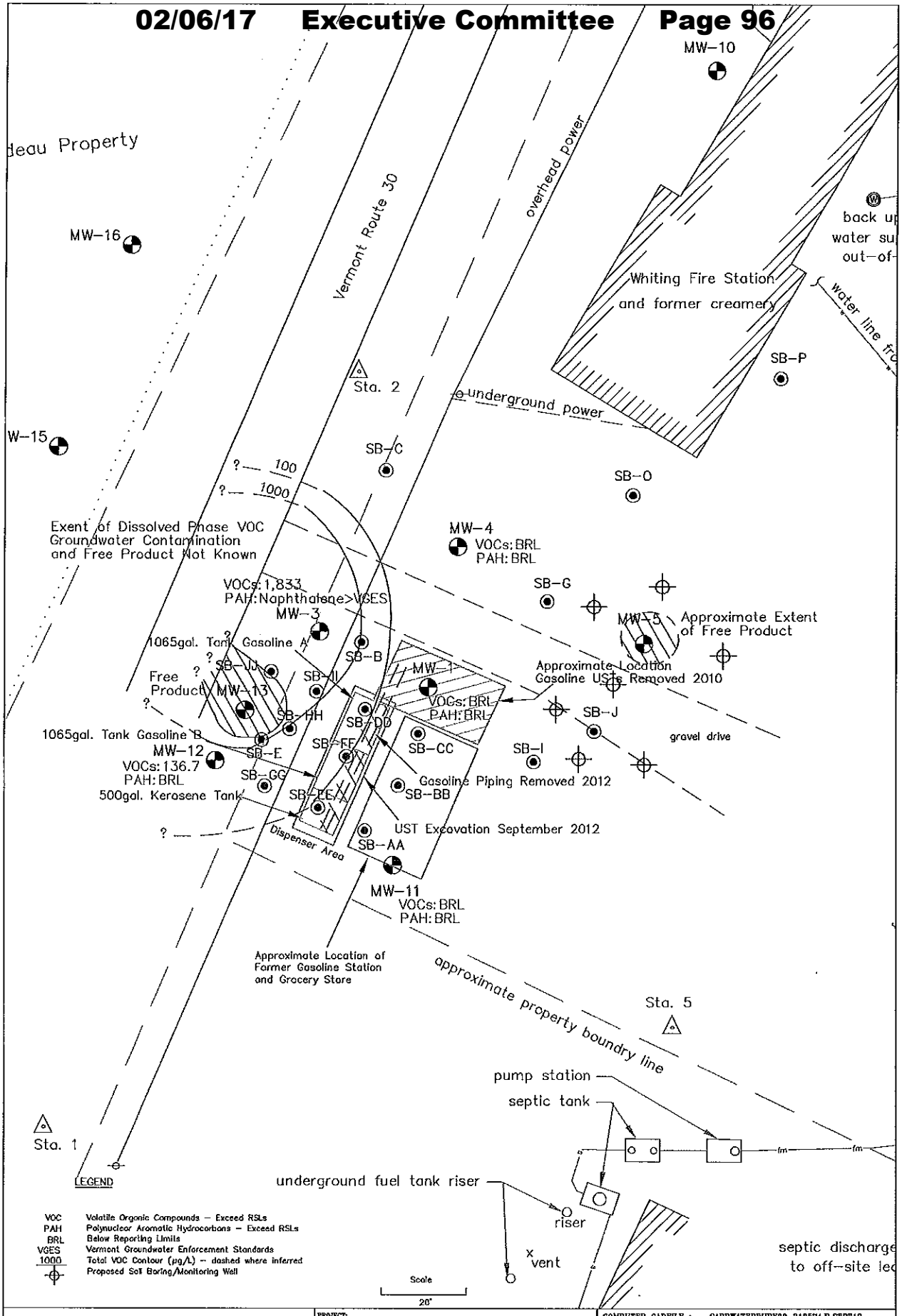
LE·Environmental

1972 USGS Map

LE #:17-084
Date: January 27, 2017
Source: Libremap

Appendix B

Proposed Soil Borings Map



ecs
1 Elm St., Suite 3, Waterbury, VT 05676
Phone: 802-241-4136, Fax: 802-244-6894
ecsconsult.com

PROJECT:
TOWN OF WHITING PROPERTY

TITLE:
PROPOSED SOIL BORINGS TO
INVESTIGATE FUEL OIL CONTAMINATION

COMPUTER CADFILE : CADDWATERBURY08-218574.R.SEPT12

DRAWN BY:	DESIGNED BY:	CHECKED BY:	APPROVED BY:
A.B.C.	O.C.E.	E.E.	E.E.
SCALE:	DATE:	JOB NO.:	FIGURE NO.:
1"=20'	12/14/15	08-218574.00	2

Central Vermont Regional Planning Commission

Date: February 3, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: FY17 Budget Adjustment

The FY17 Budget Adjustment projects a deficit budget, even with maximizing revenues and retraction of non-essential expenses. The Adjustment uses 12/31/17 revenues and expenses to project fiscal year end.

The adjustment is prepared on the modified accrual basis. Revenues are counted when received and expenses are counted when incurred. Modified accrual is a conservative form of budgeting. In addition to the impacts of CVRPC's staff leave and subsequent vacancy, product-based contracts affect the budget. The local and regional energy planning contracts are product based. Staff will complete roughly $19,000 in project work in FY17. This work cannot be billed until July 2018.

Revenues

- Revenues decreased in nearly every category to reflect slower than anticipated contract work. This was a result of staff needing to complete transportation program deliverables.
- Projects were adjusted out of Municipal Contracts and into Natural Resources to reflect that CVRPC does not contract directly with a municipality for certain projects.

Expenses

- Expenses decreased in nearly every category. This reflected the slower than anticipated contract work.
- Non-essential items were removed to address the negative budget. For instance, accounting assistance and editing services for the Regional Plan were removed from Professional Services. A two-day, intensive staff training on Impactful Presentations was removed.
- The summer transportation intern was removed from the budget.

Reserves:

- Reserve contributions were removed from the budget. However, the budget does not propose to use CVRPC's existing reserves to cover the deficit.

Summary
CVRPC faces a challenging end of fiscal year. With the budget projecting a deficit greater than CVRPC's reserve fund, it will be critical to secure the line of credit or to find strategies to increase revenues or further reduce expenses. Only the HMGP Mega grant could afford to move work forward. However, the grant needs a scope change for CVRPC to involve more communities in the program. All RPC's are included in this grant which makes it unlikely the state will request a scope change from FEMA based on one RPC. Staff will pursue this idea.

Using current contracts, the FY18 budget demonstrates a positive budget, including replacing the server and contributing $20,000 to general reserves. CVRPC's challenge, then, is to maintain cash flows through the end of the fiscal year and through early FY18.

I would appreciate hearing any ideas Executive Committee members may have.

Central Vermont Regional Planning Commission
FY17 Budget

Adopted by the Executive Committee ___ / ___ / ___

Byron Atwood, Chair

	04.04.16 FY 16 Budget*	06.06.16 FY 17 Budget	02.06.17 FY 17 Amended*	Difference	Percent Change	Budget Change Notes
REVENUES	**784,148**	**1,500,759**	**1,298,509**	**-135,312**	**-13.5%**	
Community Development	20,224	227,557	172,250	(55,307)	-24.3%	Contractor pass through expense reduced for project timing
GIS Fee For Service	6,000	6,000	1,400	(4,600)	-76.7%	Parcel mapping services now provided by State
Interest	0	0	10	10	-	
Municipal Contracts	16,769	248,222	24,849	(223,373)	-90.0%	Contracts moved to Natural Resources item
Natural Resources	28,552	59,119	265,335	206,216	348.8%	Contracts moved from Municipal Contracts item
Other Income	7,350	182,206	183,660	1,454	0.8%	
Public Safety	145,765	180,674	173,528	(7,146)	-4.0%	Reduced for slower than anticipated work on Haz Mit Plans
Regional Planning Funds (ACCD)	272,253	272,253	271,550	(703)	-0.3%	
Town Appropriations	71,537	71,537	4,598	0	0.0%	
Transportation	215,698	253,191	201,328	(51,863)	-20.5%	Reduced for vacancy and lost funds.
Reserves	0	0	0	0	-	
	FY 16 Budget	**FY 17 Budget**	**FY 17 Amended**	**Difference**	**Percent Change**	**Budget Change Notes**
EXPENSES	**774,139**	**1,494,402**	**1,318,484**	**-175,918**	**-11.8%**	
Advertising	0	3,030	1,215	(1,815)	-59.9%	
Consultants	81,066	484,186	389,848	(94,338)	-19.5%	Adjusted for project progress
Copy/Print	5,550	5,550	6,075	525	9.5%	
Dues/Memberships	7,810	10,520	10,017	(503)	-4.8%	
Equipment	3,600	3,720	0	(3,720)	-100.0%	Computer expenses moved to supplies per 2 CFR Part 200
Equipment Repair/Srvc	0	1,220	450	(770)	-63.1%	
Fringe Benefits	137,403	223,401	208,045	(15,356)	-6.9%	Reduced for vacancy
Insurance	1,576	1,517	1,517	0	0.0%	
Interest	0	10	10	0	0.0%	
Meeting/Programs	6,730	13,833	4,105	(9,728)	-70.3%	Removed professional development
Office Rent/Util/Repair	42,739	42,859	43,054	195	0.5%	
Other Expense	3,000	1,248	3,100	1,852	148.4%	
Payroll	420,885	590,794	577,405	(13,389)	-2.3%	Reduced for vacancy
Postage	2,530	3,000	1,900	(1,100)	-36.7%	
Professional Services	26,900	47,930	21,925	(26,005)	-54.3%	Removed accounting assistance & adjusted for audit actual cost
Reserve Contribution	10,000	16,300	0	(16,300)	-100.0%	
Software / Licenses	1,000	6,080	7,381	1,301	21.4%	
Subscriptions / Publications	0	2,941	541	(2,401)	-81.6%	Reduced to those paid
Supplies - Office	5,700	5,350	7,820	2,470	46.2%	Computer expenses moved from equipment per 2 CFR Part 200
Supplies - Billable	0	3,109	7,927	4,818	155.0%	Increase for transportation program
Telephone / Internet	5,650	6,480	6,509	29	0.4%	
Travel	12,000	21,324	19,641	(1,683)	-7.9%	Removed additional major conference
BAL END	**10,009**	**6,357**	**(19,975)**	**(26,332)**	**-414.2%**	

*Categorization is an estimate for purposes of comparison

Central Vermont Regional Planning Commission
FY17 Budget
02/06/17

Total Revenue		$1,298,509
Community Development		**$172,250**
EPA Brownfields FFY15	$149,350	Consultant decreased for project delay
BCRC Regional Energy Planning	$10,000	
S.230 Local Energy Planning	$12,900	New contract
GIS Fee For Service		**$1,400**
Municipal Parcel Mapping	$0	State now doing parcel mapping for towns
Municipal Planning Maps	$1,300	
Non-Profit/Regional Partner	$0	
Private	$100	
Interest		**$10**
Municipal Contracts		**$24,849**
Barre Town Manhole	$5,000	
East Montpelier Village Masterplan	$10,519	
Marshfield Bylaws	$986	
CDBG Washington Library ADA	$8,344	Administrative and program management services for accessibility modifications to the library
FY17 MPGs	$0	
Natural Resources		**$265,335**
604B FFY17	$1,800	VAPDA/DEC contract in progress
Clean Water Initiative FY16	$5,335	Reflects actual; reduced due to staffing
Clean Water Initiative FY17	$25,350	Reflects actual award
DEC HMGP River Corridors	$15,750	Mitigation project tables for Plainfield/Waterbury & river corridor maps for Waterbury
FY15 ERP Northfield Stormwater	$8,490	
FY16 ERP Northfield Village Green Stormwater	$50,522	FY16 ERP grant for bioretential area construction
FY16 ERP 3-Town Stormwater Masterplan	$34,076	Barre Town, Barre City & Plainfield
FY17 ERP Berlin Stormwater Masterplan	$17,723	
FY17 ERP Moretown Mad River Corridor Plan	$8,089	
FY17 ERP Northfield Water Street Stormwater	$45,200	Construction of stormwater improvement project
FY17 Mad-Kingbury Stormwater Masterplan	$53,000	Two plans: East Montpelier, Calais, Woodbury & Duxbury, Moretown, Fayston, Waitsfield, Warren
Other Income		**$183,660**
Mad River Valley Planning District Bookkeeping	$4,750	
Mad River Valley Planning District Pass-through	153,823	MVRPD staff are paid through CVRPC and billed back to the organization
Wrightville Beach Recreation District Bookkeeping	$2,600	
Cross Vermont Trail Pass-through	$19,033	Cross Vermont Trail staff are paid through CVRPC and billed back to the organization
Health Insurance Premium Reimbursement	2,767	
Workers Comp Insurance Refund	687	Adjustment for actual
Public Safety		**$173,528**
DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 16	$41,239	
DEMHS Emergency Mangmt Planning Grant (EMPG) FFY 15	$6,960	Reflects actual; reduced due to staffing
Local Emergency Planning Committee (LEPC)	$4,000	Administrative services, including expenses
DEMHS Vigilant Guard Exercise	$5,472	Reflects actual; reduced due to staffing
DEMHS HMGP Mega	$47,041	Hazard Mitigation Plans for 9 Towns
DEMHS HMGP Mega Administration	$1,687	
DEMHS HMGP Mega Town Contribution	$0	Town contributions to project
ACCD CDBG 18 Elevation	$67,130	Hydrologic analysis and develop flood inundation data and map
Regional Planning Funds (ACCD)		**$271,550**
Town Appropriations		**$4,598**
Transportation		**$201,328**
VTrans Transportation Planning Initiative (TPI) FFY17	$154,946	
VTrans Transportation Planning Initiative (TPI) FFY16	$29,342	Reflects actual; reduced due to staffing
Plainfield Bridge CDBG Match	$749	Town contribution for bridge study grant match
VTrans Better Roads FY16	$9,632	Road erosion assessments for 4 towns
VTrans Better Roads FY17 - Montpelier	$0	Road erosion & culvert inventory & transportation capital budget
VTrans Better Roads FY17 - Roxbury	$0	Road erosion inventory & transportation capital budget
VTrans Better Roads FY17 - Warren	$6,660	Road erosion inventory

Notes: Gray shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not

Central Vermont Regional Planning Commission
FY17 Budget
02/06/17

Total Expenses		$1,318,484
Advertising		**$1,215**
Administrative	0	
ACCD	0	
Community Development	0	
Municipal	0	
Natural Resources	35	
Public Safety	380	LEPC; Haz Mit Plans
Transportation	800	
Consultants		**$389,848**
Admin	0	
ACCD	0	Regional Plan editing services
Brownfields	133,000	Site assessments and corrective action planning
CDBG 18 Elevation	60,000	Flood model
FY16 ERP 3-Town Stormwater Masterplan	33,086	Barre City, Barre Town, Plainfield
FY15 ERP Northfield Stormwater	7,834	Stormwater installation
FY16 ERP Northfield Village Green	48,033	Stormwater installation
FY17 ERP Northfield Water Street Stormwater	39,317	Stormwater installation
FY16 ERP Berlin Stormwater Masterplan	16,606	
FY17 ERP Moretown Mad River Corridor Plan	1,000	
FY17 ERP Mad-Kingsbury Stormwater Masterplan	49,526	Warren, Waitsfield, Fayston, Duxbury, Moretown & East Montpelier, Calais, Woodbury
FFY17 Transportation Planning Initiative (TPI)	1,446	Plainfield Bridge ARA 1445.68
Copy / Print		**$6,075**
Lease	5,250	
Color Copies	700	
Property Tax	125	
Dues / Memberships / Sponsorships		**$10,017**
VAPDA	6,050	Annual Dues 4550; special project assessment 500; CVRPC participation in multi-RPC activities 1000
VT League of Cities & Towns	800	
Nat'l Assoc. of Development Orgs	2,667	$2000 annual plus pro-rated 2016; modified bylaws to CY dues
Assoc. of State Floodplain Managers	0	
VT Community Development Assoc.	0	
VT Planners Assoc.	0	
American Planning Association	0	
Conference/Workshop Sponsorships	500	VT Housing Conference
Equipment / Furniture		**$0**
Capital: Non-Billable	0	
Capital: Billable	0	
Office Furniture	0	
Office Equipment	0	
Other	0	
Equipment Repair & Service		**$450**
Telephone System	150	
Repair & Service	300	Traffic counter repair

Central Vermont Regional Planning Commission
FY17 Budget
02/06/17

Total Expenses		$1,318,484
Fringe Benefits		**$208,045**
FICA	34,000	Medicaid & Social Security taxes
Health Ins.	91,861	10% premium increase for CY17; modified for staff changes
Dental Ins.	7,830	Modified for staff changes
Vision Ins.	0	Not provided
Retirement	16,493	5% of salary
Disability Ins.	920	Add new staff
Life Ins.	4,972	Add new staff
Unemployment Ins.	1,510	VLCT notified policy holders of increase
Workers Comp Ins.	3,089	Given incorrect number for inital budget; also received refund
MRVPD Staff Fringe	46,024	FICA, retirement, health, dental, life, disability, workers comp ins, unemployment ins
Cross Vermont Trail Staff Fringe	1,346	FICA,workers comp ins, unemployment ins
Insurance		**$1,517**
General Liability (Property/Vehicle/Fire)	1,517	Policy includes Public Officials Liability
Interest		**$10**
Meeting / Programs		**$4,105**
Admin	200	Meetings
ACCD	2,525	300 educational workshops; 800 Commission mtgs; prof dev
Energy Planning	240	
Brownfields	0	
Municipal	0	
Natural Resources	260	
Public Safety	480	LEPC
Transportation	400	TAC & project mtgs, professional development
Office Rent / Utilities / Repairs		**$43,054**
Rent	41,059	Lease through 09/30/2020; 1-year notice
Office Cleaning	1,920	140/2 weeks; TP office carpet cleaning
Repairs & Other Maintenance	75	
Other Expense		**$3,100**
Miscellaneous	100	Gifts, non-billable fees, etc.
LEPC storage rental	0	Unit paid by LEPC using other funds
Relocation Stipend	3,000	
Payroll		**$577,405**
Gross Pay	444,445	8 FTE; no intern
Comp Time	6,820	Included in Personnel Policies
Overtime	150	Non-exempt employee
	107,799	MRVPD pass through
	17,600	Cross VT Trail pass through
	592	Payroll direct deposit fees
Postage		**$1,900**
Postage Machine	875	175/qtr meter lease
Machine Postage	1,000	
Billable Postage	25	

Central Vermont Regional Planning Commission
FY17 Budget
02/06/17

Total Expenses		$1,318,484
Professional Services		**$21,925**
Audit	8,000	Single Audit not required
Accounting	0	CPA training of and audit assistance to Finance/Office
Benefits Administration	0	Section 125 Cafeteria Plan
IT/Computer	5,000	
Legal	7,000	6000 Personnel & benefits; 500 CDBG contract review; 500 Tax review
Videography	1,925	175/mo for Commission meetings
Reserve Contribution		**$0**
General	0	
Equipment/Capital	0	
Office Renovation	0	
Software / Licences		**$7,381**
ESRI GIS License	3,600	1600 single; 1500 concurrent; 500 Spatial Analyst
Intuit Quickbooks Pro	1,084	Annual service plan ; payroll service 565
Microsoft Exchange 365	562	Remote access (email)
Tech Soup	318	Quickbooks license 1@50; Adobe Standard 4@55 each; Antivirus 12@4
Log Me In	349	Remote access
Symquest	488	1-year server warranty
AT&T	300	GPS symcard data service (GPS data accuracy corrections)
Community Remarks	280	Community outreach map for Regional Plan
Network Solutions	400	CVRPC & Plan Central VT websites
Subscriptions		**$541**
Times Argus	190	e-subscription
Valley Reporter	22	e-subscription
Front Porch Forum	0	Allows postings to 23 forums in the region (outreach tool)
HRHero.com	329	VT Employment Law newsletter
Eco-counter Data Service	0	Automatic data transmission from bike-ped counter
Supplies - Office		**$7,820**
General Office	4,000	
Digital	1,030	Computer & monitor 1@1030 (AP)
GIS	1,200	
Bottled Water	590	
Office Furniture	1,000	Financial & personnel file cabinets
Supplies - Billable		**$7,927**
ACCD	0	
Municipal	0	
Community Development	0	
Public Safety	0	
Natural Resources	0	
Transportation	7,927	Computer and monitor (TP) 980; Field laptop 2050; 2 Traffic counters 3117; Field supplies 1780
Telephone / Internet		**$6,509**
Telephone Lease	4,820	
Internet Service	1,389	
Tablet Data Plan	300	For GPS accuracy during field work

Central Vermont Regional Planning Commission
FY17 Budget
02/06/17

Total Expenses		$1,318,484
Travel		**$19,641**
Administrative	3,100	VAPDA & other mtgs
ACCD	5,072	Municipal & State meetings; professional development
Community Development	2,400	Brownfields trainings and site visits; energy outreach
Municipal	100	Municipal contract meetings
Natural Resources	1,016	
Public Safety	2,168	Site visits, meetings
Transportation	5,785	TPI 5325; BBR Rd Erosion 460

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Reserve Fund
As of 02/06/17

Reasons for Reserve Fund:
- to ensure the Commission can continue to provide a useful level of services in times of tight budget years;
- to provide for emergency funds, should they be needed;
- to ensure sufficient funding to close down, should that ever be the case.

Recommendation: 6 months minimum operating expenses*
$362,020.76

Current Reserves:	**$11,186**	
	$11,186	Unrestricted/Unassigned - general reserves
	$0	Unrestricted/Committed - emergency equipment purchases & other capital expenses
	$0	Unrestricted/Committed - accrued compensated absences (liability for Vacation and Sick time)
Balance (+/-):	**($350,835)**	

Minimum Monthly Expenses:

Total	**$60,337**
Equipment	$0
Fringe Benefits	$13,390
Insurance	$126
Office Rent/Utilitie	$3,588
Other Expense	$258
Payroll	$37,037
Postage	$158
Printing/Copies	$506
Prof Services	$1,827
Software (licenses)	$615
Supplies	$652
Telephone/Internet	$542
Travel	$1,637

Recommendations
During this year, maintain existing reserves if possible.

Central Vermont Regional Planning Commission

MEMO

Date: February 3, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Commission Input on Clean Water Discussions

Act 64 of 2015 directed the Treasurer's Office to develop a recommendation for financing water quality improvement programs. **Staff requests Executive Committee input on structuring a discussion for the Board of Commissioners** on the Clean Water funding discussion. It would be beneficial for CVRPC to weigh in on the larger concepts under discussion, rather than take a specific position on a specific financing mechanism.

Staff would appreciate Committee input on framing a discussion for the Board that leads to a Commission response to the following questions:

1) *Does CVRPC support a conceptual framework for financing water quality that includes:*
   a) **Statewide Approach**: Taking a statewide perspective to address water quality regardless of the financing mechanism used.
   b) **Biggest Bang for the Buck:** Focusing on investments that have the greatest cost-effectiveness in relation to phosphorus reductions.
   c) **Real Need:** Closing funding gaps for municipalities and other regulated entities to achieve compliance. Cost estimates in the Treasurer's Report are capital costs. They do not include project planning and development or ongoing operating and maintenance costs.
   d) **Raising Funds Statewide:** Raising revenues equitably through a statewide approach, rather than municipality by municipality.

e) **Administration Option:** Regardless of which option is chosen, providing funding and support for:
   - regional prioritization of projects (similar to our transportation planning program where a regional group ranks projects in addition to any state-level ranking);
   - a pool of project development, engineering, management/monitoring, and construction funds in each region (whether or not through the RPC);
   - a regional or municipal capital improvement plan approach to project selection, rather than competitive grants;
   - partnerships between municipalities, property owners, RPCs, conservation districts, and watershed associations; and
   - development of a long-term framework for ensuring proper maintenance, operations, and management of these new clean water assets.

2) *Is CVRPC supportive of an RPC role that includes not only the education and planning activities it currently performs, but also project development and implementation of clean water projects?*

Background

As required by the Legislature, the Treasurer's Clean Water Report includes:
- proposed revenue sources to replace the Property Transfer Tax surcharge;
- recommendations for rewarding or incentivizing best management practices;
- revenues estimates by source;
- an assessment of how each revenue source would be administered; collected, and enforced;
- recommendations on whether a bond should be issued; and
- a legislative proposal to implement each revenue source.

Treasurer Pierce recommended:
- establishing a long-term funding plan;
- establishing a two-year interim funding plan for high priority projects. A per-parcel fee is the current proposal; and
- to the extent possible, using existing resources. Several state agencies are realigning funding priorities to address this recommendation.

An Executive Summary of the Treasurer's Clean Water Report is enclosed. The full Report is available at http://www.vermonttreasurer.gov/content/reports.

CLEAN WATER REPORT

REQUIRED BY ACT 64 OF 2015

STATE OF VERMONT

OFFICE OF THE STATE TREASURER

January 15, 2017

ELIZABETH A. PEARCE
STATE TREASURER

RETIREMENT DIVISION
TEL: (802) 828-2305
FAX: (802) 828-5182

UNCLAIMED PROPERTY DIVISION
TEL: (802) 828-2407

ACCOUNTING DIVISION
TEL: (802) 828-2301
FAX: (802) 828-2884

STATE OF VERMONT
OFFICE OF THE STATE TREASURER

TO: House Committee on Appropriations
House Committee on Ways and Means
House Committee on Fish, Wildlife and Water Resources
House Committee on Agriculture and Forest Products
Senate Committee on Appropriations
Senate Committee on Finance
Senate Committee on Natural Resources and Energy
Senate Committee on Agriculture

FROM: Beth Pearce, Vermont State Treasurer

RE: Treasurer's Report on Clean Water, pursuant to Act 64 of 2015

DATE: January 15, 2017

It is my pleasure to present to you the Treasurer's Office report, pursuant to Act 64 of 2015 (An act relating to improving the quality of State waters) on funding and financing recommendations to the General Assembly to continue to fund the Clean Water Fund and support clean water initiatives across Vermont. While this report is submitted by the Treasurer's Office it has been completed though a collaborative effort with the Agency of Natural Resources, particularly the Department of Environmental Conservation (DEC), the Agency of Administration, the Department of Taxes, the Agency of Transportation, Agency of Commerce and Economic Development, and the Agency of Agriculture. It also incorporates ideas and dialogue with approximately 1,000 participants from more than 23 stakeholder meetings and public outreach events that took place from March to November 2016.

Over $2.5 billion is spent annually in the State of Vermont by visitors and vacation homeowners in tourism, much of that linked to the lakes and rivers throughout the state. Per a University of Vermont (UVM) study,[1] visitor spending contributed $318 million in tax and fee revenues in

[1]Jones, Kenneth – Vermont Agency of Commerce and Community Development, "Benchmark Study of the Impact of Visitor Spending on the Vermont Economy: 2013: Tourism is Vital to Vermont.";
Vermont Department of Tourism & Marketing, "The Vermont Travel & Tourism Industry – 2013."

2013 and supported an estimated 30,000 jobs for Vermonters. That $318 million contributed $115 million to the general fund, $188 million to the education fund and $15 million to the transportation fund. Data from several communities demonstrate the positive impact our natural resources have on Vermont's appeal and on the lives of its citizens. Our lakes and rivers are part of the state's assets. Not only must these assets be protected, but clean water should also be viewed as an investment in a healthier, more prosperous state for all Vermonters.

Like any investment, early, proactive and disciplined practices are the key to success. While progress has been made in the past, a comprehensive approach and funding plan is needed to create a sustainable track toward our clean water goals. Moreover, this is a shared responsibility between the private sector, municipalities, state and federal governments. It is also a shared gain. This report will outline funding and financing mechanisms to put Vermont on a track to reach its clean water goals. In making these recommendations, the Treasurer's Office noted that some of the technology and organizational structures needed to reach our clean water goals are not fully developed across the state. Thus, this report describes a two-phase approach, providing a two-year glide path to a long-term funding plan.

This does not mean deferring decisions and the resulting actions down the road for another two years. On the contrary, the attached report will recommend significant capital investment by the State over the next two years of $50 million or more. At the same time, we believe that this can be achieved without raising taxes or fees over the next two years while we develop a model that maximizes cost efficiency and incentivizes local and regional decision making and implementation, while providing adequate resources in the interim.

Extensive hours have been put into this effort by many agencies, departments, municipal officials and staff, and interested parties. I am grateful for all their technical expertise and shared commitment. I do want to specifically acknowledge a few key individuals. Special thanks to former DEC Commissioner Alyssa Schuren. Over the last several months she has been a full partner, educating me on environmental issues and vetting various funding and financing proposals. Special thanks to Rebecca Ellis and Kari Dolan, also from DEC. Thanks also to Andrew Stein, our senior economist from the Department of Taxes who spent many hours modeling the various revenue recommendations. Treasury staff, including Director of Financial Reporting Scott Baker and Policy Director Tim Lueders-Dumont, were also key contributors to this effort.

I look forward to working with the General Assembly and the Administration in reviewing bonding options in the interim plan, and in assisting and analyzing capital expenditures by departments. I also look forward to a continued dialogue as we work together to address our clean water needs across the state.

This is a very complex topic. I urge you to give due consideration to the issues, challenges and recommendations made in this report. My staff and I are available at your convenience to discuss this and answer any questions you may have.

Thank you for your consideration,

Beth Pearce

Beth Pearce
State Treasurer

Table of Contents

Executive Summary

Clean water is a shared resource, belonging to all Vermonters. We swim, fish, boat, drink and appreciate the beauty of our rivers, streams, lakes, ponds and wetlands. Clean waters are intrinsically linked to Vermont's economic future.[2] Vermont's exceptional natural features—open landscapes, plentiful waters, and rural, agrarian communities—have made the state a popular destination for travelers, new businesses, and Vermonters alike.

Act 64 of 2015[3] (referred to as the Vermont Clean Water Act or "the Act") strengthened statutory authorities aimed at reducing water pollution with a focus on reducing sediment and nutrient pollution. It also established a Clean Water Fund to help municipalities, farmers and others implement actions to reduce pollution washing into waterways and comply with clean water regulations. The Act provided initial funding (using a surcharge on the Property Transfer Tax) to support the Clean Water Fund for three years.

The Act directs the Office of the State Treasurer, in consultation with the Secretary of Administration, the Commissioner of Environmental Conservation, the Commissioner of Taxes as well as other agencies of jurisdiction, to prepare this legislative report. The intent of report is to make financing and funding recommendations to the General Assembly to continue to fund the Clean Water Fund and support clean water initiatives across the State. The Act directed the Treasurer's Office to include the following in the report:

(1) Proposed revenue sources;
(2) Recommendations for incentivizing Best Management Practices;
(3) The estimated amount of revenue to be generated by source;
(4) A summary of how each source will be administered, collected and enforced;
(5) An assessment of whether the State should use bonds to finance water quality improvements; and,
(6) Legislative proposals to implement each of the proposed revenue sources.

This report builds on two prior legislative reports on clean water improvement plans – the Water Quality Remediation, Implementation and Funding Report[4] (referred to as the Act 138 Report) and the Vermont's Clean Water Initiative (referred to as the Act 97 Report).[5]

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[2] Voigt, Brian, et. al., "An Assessment of the Economic Value of Clean Water in Lake Champlain."; Schiff, R., et. al., "Evaluating the Costs and Benefits of Floodplain Protection Activities in Waterbury, Vermont and Willsboro, New York, Lake Champlain Basin, U.S.A."
[3] Vermont General Assembly, "No. 64. An act relating to improving the quality of State waters."
[4] Vermont Agency of Natural Resources: Department of Environmental Conservation, "Water Quality Remediation, Implementation and Funding Report: Part I: Clean Water Needs, Financial Tools, and Administration: Part II: Lake Shoreland Protection and Restoration Management Options."
[5] Vermont Agency of Natural Resources: Department of Environmental Conservation, "Vermont's Clean Water Initiative."

The clean water funding and financing strategy contained in this report incorporates the following concepts:

(1) Reduce overlapping fee structures to minimize entities paying twice for the same service activity;
(2) Incentivize local and regional decision making and implementation;
(3) Incentivize public and private entities to make water quality improvements; and,
(4) Maximize on-going funding opportunities in the form of utility programs and revolving fund sources.

The proposed long-term model would incorporate the following elements:

(1) Incentivize the creation of additional local and regional stormwater utilities or similar models;
(2) Assist in expanding the capacity of existing local and regional stormwater utilities;
(3) Advance cost-effective policies and programs, such as integrated planning and permitting, a consistent application of current use, and/or a restructuring of State grant programs;
(4) Utilize the existing Clean Water State Revolving Loan Fund (CWSRF) to increase the amount of subsidized capital available to wastewater and stormwater utilities and other authorized borrowers;
(5) Support efforts to partner with utilities, municipalities and third party entities to fund and utilize new technologies, such as biodigesters (this could include use of private activity bond allocations);
(6) Allow the purchase of easements of high value properties to reduce non-point source pollution; and,
(7) Provide funding and loan forgiveness for agricultural entities to encourage improved agricultural practices.

As will be discussed in further detail later in the report, the long-term recommendations are dependent upon the timing of the development of local and regional stormwater utilities, which has a significant impact on both the interim (short-term) and long-term recommendations included in this report. The Treasurer's Office recommends that a similar report to this one be authored by the Agency of Administration with input from the Agency of Natural Resources, Department of Environmental Conservation, Agency of Transportation, Department of Taxes, Agency of Commerce and Community Development, and Agency of Agriculture and reviewed by the Treasurer's Office every five years during the 20-year clean water investment period to consider the evolving costs, revenues, accomplishments to date, and best management practices. After examination of models utilized in other states and structures already existing in some Vermont communities, there is a consensus among the clean water financing stakeholders that local decision making within the context of areas of concern identified through the tactical basin planning process[6] provides for the greatest efficiency in use of dollars in a cost-effective manner.

[6] Vermont Agency of Natural Resources: Department of Environmental Conservation, "Tactical Basin Planning."

One such model is a stormwater utility. As noted in a previous legislative report, "A stormwater utility is an organization that uses available revenue sources to better address and maintain stormwater runoff from existing development, and plan for mitigation of stormwater runoff from future development."[7] Stormwater management programs may be funded using a variety of methods including taxes, service charges, fees, exactions, and assessments."[8] While water quality improvements, including stormwater management programs, have been funded from sales tax, property taxes, general fund dollars and others, "the user fee method has emerged as a new, major method."[9] Fee versus tax is an important consideration; a tax-exempt organization may contest the requirement to pay if designed as a tax. Furthermore, properties such as parking lots do not pay wastewater charges, thus there is an opportunity to expand the base to include more properties that affect water quality.

For these reasons, we recommend that stormwater fees, to the extent fees[10] are required to be used, be tied to a "usage" concept that has a significant nexus to the problem. Some parcel fees get closer this nexus. Proposed parcel fee models have included flat fees based on a per parcel or acreage fee and can be tiered based on land use category and size. Other models are linked to the amount of impervious surface. It is the Treasurer's Office's opinion that impervious surface fees have a more direct linkage to nonpoint pollution, provide a strong nexus to the problem and are useful in promoting mitigation. On the other hand, impervious surface fee structures are more difficult to manage.

A parcel-based user fee provides several advantages:

(1) A reasonable nexus to stormwater runoff;
(2) Properties can be assessed in a manner proportional to the property's contribution to stormwater runoff;
(3) All properties contribute (including tax-exempt properties);
(4) Billing can often be included on existing utility bills;
(5) A dedicated funding source that is used for the purpose for which it is assessed; and,
(6) Reduced reliance on the local general fund.

Several communities in the Lake Champlain region currently use stormwater utilities or in the process of developing them (Burlington, Colchester (under consideration), South Burlington, Shelburne (as part of South Burlington's utility), Williston), although the current emphasis is on operation and maintenance and further development of an expanded utility model to support construction of new stormwater treatment projects would be needed.

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[7] Vermont Agency of Natural Resources: Department of Environmental Conservation, "Water Quality Remediation, Implementation and Funding Report: Part I: Clean Water Needs, Financial Tools, and Administration: Part II: Lake Shoreland Protection and Restoration Management Options," p. 39.
[8] Kea, Kandace Monique, "An Analysis of Trends in U.S. Stormwater Utility & Fee Systems," p. 5.
[9] Ibid.
[10] The Treasurer's Office, while recognizing that stormwater usage fees may be needed, also strongly encourages using continued efforts to identify reallocations within the existing appropriation and capital budgets.

Our review of utilities in other states indicate that it takes about one to two years to set up these utilities, if mapping has been done. While mapping has been completed in the communities within the Lake Champlain Basin, additional data, such digitized parcel mapping and impervious cover information, is needed across the state and is currently underway. For this reason, we believe that a utility model, applied locally and regionally, will take approximately two years to fully develop. This time frame can be condensed with additional financial investment.

Our discussions with existing local stormwater utility administrators point to a greater level of complexity with fees based on impervious surface. Multiple utility models may be needed, as well as potential other models (such as a block grant program or state aid/formula program). These are discussed in later sections of the report. These administration models vary in the amount of time and resources needed to be established. However, immediate action is also required.

In preparing this report, the Treasurer's Office recommends the following structure:

(1) Establish a long-term funding plan;
(2) Establish a two-year interim funding plan for high priority projects to facilitate water quality implementation efforts and allow for the long-term plan to be built; and,
(3) To the extent possible, use existing resources.

The 20-year total clean water compliance costs, as defined in the cost chapter of this report, are $2.3 billion. Revenues during that time period are projected at $1.06 billion, leaving a 20-year total gap of $1.25 billion. Annual compliance costs are estimated at $115.6 million, revenues at $53.2 million, leaving a gap of $62.4 million per year. Estimates encapsulate all public and private costs, including municipalities, farms, private residences and businesses, and the State. For a detailed breakdown of costs please see the chapter on the "Cost of Clean Water" and Appendix A.

Cost, revenue and gap projections have been broken into tiers. Tier 1 costs represent the regulatory cost of compliance with federal and state-required clean water plans, known as total maximum daily loads, or TMDLs,[11] compliance with Act 64 of 2015, and the 2016 Combined Sewer Overflow Policy.[12] Tier 1 costs are $82.2 million annually. After subtracting annual Tier 1 revenues ($33.7 million), a gap of $48.5 million remains. Tier 2 costs are not required for compliance with the new legal obligations facing Vermont, and represent the costs that support, enhance, catalyze and accelerate compliance, such as capital equipment assistance for agricultural and municipal stormwater runoff controls. Annual Tier 2 costs are $33.43 million.

[11] United States Environmental Protection Agency, "Implementing Clean Water Act Section 303(d): Impaired Waters and Total Maximum Daily Loads (TMDLs)."
[12] Vermont Agency of Natural Resources: Department of Environmental Conservation, "Environmental Protection Rule: Chapter 34: Combined Sewer Overflow Rule."

After subtracting annual Tier 2 revenues ($19.57 million), an annual "gap" of $13.86 million remains.

The restoration of our surface waters requires all pollutant source sectors – wastewater treatment, agricultural, developed lands and natural resources – increase implementation of pollution controls. Building on the "all-in" approach, the State has an opportunity to help the sectors with their implementation costs. If the State chooses not to subsidize any of these costs, the costs will be fully absorbed by municipalities and businesses. The State could prioritize its support by targeting its funding to help sectors reduce the cost burden related to the Tier 1 activities. There are substantial public benefits, such as economic, environmental and health benefits, in doing so.

The funding and financing plan laid out in this report strives to provide more than $25 million of additional funds in the first few years of a 20-year planning time frame with the opportunity to expand as needed and as the proposed long-term options and programs take effect.

The interim plan (years one and two of the 20-year plan) is to generate a minimum of $25 million per year of additional funding). During this period, the larger utility-based program is to be developed and implemented. The Treasurer's Office has undertaken a series of reviews and expects that this interim plan can be funded through existing resources. These include the following:

(1) Reallocate/Secure/Prioritize State capital money from general obligation bond program consistent with Capital Debt Affordability Advisory Committee (CDAAC) recommendations— $15 million annually;
(2) Reallocate transportation infrastructure bond fund capital money, either in the form of pay-go capital or future issue bond fund—$5 million annually;
(3) Extend property transfer tax collected for the Clean Water Fund to through State fiscal year 2019—$5 million annually; and
(4) Potentially use some dollars in the Municipal Equipment Loan Fund (limited).

Enactment of these proposals would provide for a number of authorized uses beneficial to the cleanup of our lakes and rivers:

Sources	Authorized Uses	Examples of Projects Eligible for Funding
State G.O. Bonds	Capital projects	Developed Land/Stormwater Treatment • Grants to municipalities or local and regional stormwater utilities • Additional contributions to CWSRF Agricultural • Purchase of water quality-based easements • Grants for livestock exclusion fencing and manure management systems (taxable) Natural Resources • Capital projects and grants for wetlands and floodplain restoration [13] Wastewater Treatment Facilities • Additional contributions to CWSRF • Grants to municipalities
TIBs Pay-go or Bonds	Limited by TIB Statute to: rehabilitation, reconstruction, or replacement of State and municipal bridges, culverts, roads highways. [14] Project must have a minimum remaining useful life of 10 years.	Developed Land/Stormwater Treatment • Grants to municipalities for qualified highway costs related to stormwater management • VTrans roads and highway related stormwater management efforts
Clean Water Surcharge	Most flexible use of funds: Planning, design costs, restoration, training, technical assistance, operating programs, capital projects, partner support	Funds available for costs authorized by Act 64, including training, technical assistance, operating programs, private financial assistance for non-capital items, partner support, etc. that would not available from other interim sources.

[13] Traditional tax-exempt financing may not be available for all projects due to private use issues. Taxable financing could be used or private activity financing may be available to be used based on specific project review.

[14] The statutory term "highway" includes rights-of-way, bridges, drainage structures, signs, guardrails, areas to accommodate utilities authorized by law to locate within highway limits, areas used to mitigate the environmental impacts of highway construction, vegetation, scenic enhancements, and structures. The term "highway" does not include State Forest highways, management roads, easements, or rights-of-way owned by or under the control of the Agency of Natural Resources, the Department of Forests, Parks and Recreation, the Department of Fish and Wildlife, or the Department of Environmental Conservation.

Central Vermont Regional Planning Commission

BOARD OF COMMISSIONERS

February 14, 2017 at 7:00 pm
Central VT Chamber of Commerce
Paine Turnpike South, Berlin

(Coming off the interstate at exit 7, turn left at the first light.
At the next crossroads, the Chamber is on your left. It is the light yellow building.)

AGENDA

Time	Description
7:00	**Adjustments to the Agenda** **Public Comments**
7:05	**Meeting Minutes – January 10, 2017** (enclosed)*
7:10	**Staff Reports** (enclosed) and any updates
7:15	**Executive Director's Report** (enclosed) and any updates
7:20	**Health Communities Initiatives**, *Dr. Harry Chen, Commissioner, Vermont Department of Health* Dr. Chen will discuss Vermont Health Department initiatives that intersect with local and regional planning work, such as the 3-4-50 Campaign, Health in All Policies, health-related climate change planning, and Partnerships for Prevention.
8:00	**Legislative Report**, Bonnie Waninger
8:20	**Act 64 Clean Water Report**, *Bonnie Waninger* Request for Commission input on a conceptual framework for financing water quality, and on the RPC's future role. Act 64 of 2015 directed the Treasurer's Office to develop a recommendation for financing water quality improvement programs.
9:00	**Adjournment**

* denotes anticipated action item