

## Report to the Select Board re. Siting a new town office

Given that the selected site should be on currently town owned property there are two parcels that were reviewed, the first being the current site on the south side of Rt 2, and the site the red fire station occupies on the north side of Rt 2. In order to make a well considered choice between the two parcels the following list of pros and cons has been compiled.

### NORTH SIDE

### SOUTH SIDE

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|------------------|---|---|
| Parking.         | More than adequate with some concerns about competition from the adjacent restaurant and the as-yet-undetermined use of the White Meeting House. Staggered parking needs by current and future users would be controlled by signage and assigned employee spaces and by taking advantage of the 86 parking spaces in the rec park for overflow. | More than adequate utilizing the additional space created by removal of the Craft shop.   |
| Septic           | Deeded access by forced main across rec park to an engineered mound system on private land. Town would share construction cost and be responsible for a portion of yearly inspection costs, as well as any repairs and failures as might occur.   | Existing system is adequate and likely to be grandfathered. Could be upgraded at a later date if needed.  |
| Site suitability | Removal of red fire house building creates adequate room for construction without disruption of current use. This minimizes construction delays which are projected to take a year.   | Removal of Craft shop would be necessary for siting of new building. Construction activity would eliminate employee parking and severely limit customer access. |
| Water.           | Town water  | Town water  |

After due consideration and weighing the pros and cons as presented by the Feasibly study and outlined above the Select Board has decided that the more suitable site is on the North side of Rt2. This reflects a slight economic advantage, but a strong factor in this decision is to highlight and showcase the day to day business of the town and pair it with the new rec park to create a vital hub for the village.

## Letter of Intent to Donate Land to the Town of South Hero

To: Town of South Hero Selectboard  
From: Hayward 310 US Route 2 LLC  
Date: December 13, 2023  
Subject: Letter of Intent to Donate Land for Town Park

Dear Selectboard Members,

Hayward 310 US Route 2 LLC is pleased to express our strong interest in partnering with the Town of South Hero to create a new public park for residents and visitors. We hereby express our intention to donate a portion of our property located at 310 US Route 2 in South Hero, VT 05486, to the Town for this purpose.

The proposed donation encompasses approximately 1.88 acres of land, as outlined in the attached draft map, and would be conveyed via a boundary line adjustment. We understand that this donation requires collaboration and approvals, and we are committed to working closely with the Selectboard, Recreation Commission, and community throughout the process.

### Our Commitment:

- **Donation:** We are committed to donating the land free and clear of any liens or encumbrances.
- **Permits and Approvals:** Prior to the conveyance, we will work collaboratively with the Town to obtain all necessary permits and approvals to facilitate the boundary line adjustment and secure the first phase of permitting for the proposed town park.
- **Design Approval:** While we are enthusiastic about this project, we recognize the importance of community input. As such, Hayward shall retain design approval for the park to ensure it aligns with the Town's vision and serves the needs of its residents.

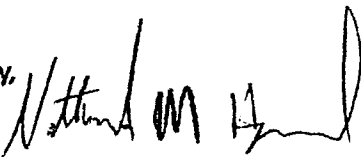
### Non-Binding Agreement:

This letter of intent is not intended to be a binding contract. It represents our sincere desire to partner with the Town in creating a valuable public asset. We believe this donation will enhance the quality of life for residents and contribute to the overall growth and vibrancy of South Hero.

We are confident that this collaboration will create a beautiful and well-utilized park for the community. We look forward to open communication and productive discussions with the Selectboard, Recreation Commission, and the broader South Hero community to bring this vision to life.

Thank you for your time and consideration.

Sincerely,



Hayward 310 US Route 2 LLC  
By: Nathaniel Hayward, Member

Attachment: Draft Map of Proposed Park Boundary

**Date:** Sun, 11 Feb 2024 02:13:44 PM EST  
**From:** "DAVID CARTER" <dcarter@usa.net>  
**To:** David Carter <dcarter@usa.net>  
**Subject:** Re: Town Hall project

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Subject: Re: Town Hall project

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- >> The idea for a new town hall will require substantial advance planning and organization. The project will need to be done with phases over several years and each phase may require attention to detail and may require they be completed before additional steps are taken. Certain phases will overlap meaning some new phases may begin but will be dependent on the completion of prior phases.
- > This is the time for the staff and committee to investigate and explore what the new building will need to do and what features need to be included. The building will interact with the new park and will have to have meeting rooms, a vault, offices, research rooms and customer service areas.
- >> Looking at similar town offices and talking with other town officials will help them understand what is needed and what's not. Conceptual ideas are needed and can help develop the best possible plan.
- >> Phase one
- >>
- >> The premise of this project is that the new town hall will be built partially on land that is to be donated by Nate Hayward. The first step will involve a contract or agreement for the deed which will include easements for waste water and possibly involve conditions that impact development. Until this contract is complete a proposal is premature for public comment and discussion.
- >>
- >> Phase two
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- >> Once a contract has been finalized and the land conveyed to the town then there can be a discussion of what can be built, where and how it impacts others.
- >> The site of the building will require addressing the Grannies, terminating their use of the old fire station, deciding time lines, and demolition of the existing building.. The cost of demolition will probably run \$20,000-\$30,000 depending on how it's done. This has to be budgeted for the next fiscal year.
- > Once the town owns the park property the parking area should be built so it may serve as a staging area for future construction. This will provide space and parking for the park and contractors.
- > Financing discussions should begin with the Vermont Bond Bank and the attorney. An estimate for the demolition of the red fire station should be included with the estimate for the new building. The attorney will outline the timeline for the project which will require two hearings and a vote before the bank goes out to sell the bonds. Funds don't usually become available for four months after the vote.
- > Preliminary plans are necessary to get bond approval then architectural drawings are needed then construction plans. These will need funding and be included in the town budget. The soonest this can be included in the budget is next year.

> The plan will require DRB approval which can occur after plans are finalized. A Clerk of the Works should be hired (and budgeted for).

>

>Phase Three

#### Construction

An RFP will have to be issued for soliciting contractor(s) The contractors will have to use the parking lot which has been built for the new town park. Furnishings will have to be chosen and ordered. A Clerk of the Works has presumably made regular reports to the select board on progress. The Old Town Office is cleared of unneeded items, sorted, packed and readied for a move. Equipment replacement is considered.

Plans for demolition of the old town office should be made; salvage of usable parts, estimates for demolition, site clearing, and plans for replacement structure-if any. Timeline for a replacement and costs- Bond or other financing. Should all demolition and replacement buildings be done in one bond which requires a more comprehensive study of costs.

#### Phase Four.

Move into new Town Office, Clean up park, parking lot and pavilion. Remove old town office and equipment.

#### Phase Five

Build a replacement on old town office site. Design and cost TBD.

#### Time Line

2024. Convey park to town.

2025 Budget for 25-26 Architect and construction docs. Contact Bond Bank and attorney for vote 3/26

2026 Bond vote 3/26 funds available 7/26 construction begins 9/26-8/27.

2027 Town office completed 9/27. Demolition of old town office (Or renovate?).

2028? Replacement building on Old town office site. This can be postponed depending on funding, decision on what the site should be used for.

This out line is for a starting place for discussion. Nothing is firm as decided nor should it be considered even close to sufficient for a 5 year plan. This just suggests there a lot of issues and decisions to be made and many more steps will have to be added for the fulfillment of the project.

## Naomi King

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**From:** ross brown <forestcitybuilders@gmail.com>  
**Sent:** Monday, February 26, 2024 4:09 PM  
**To:** Naomi King  
**Subject:** Fwd: Next steps for land donation.

----- Forwarded message -----

**From:** **Nate Hayward** <nate@haywarddesignbuild.com>  
**Date:** Mon, Feb 26, 2024, 11:07 AM  
**Subject:** Next steps for land donation.  
**To:** ross brown <forestcitybuilders@gmail.com>

Hi Ross,

You asked me to forward my thoughts on next steps required to transfer the property for the town park.

If we are primarily concerned with deeding the land asap then we would not deal with the permitting for the town office. However, if the Selectboard chooses to move forward with the town office now, then it might be most efficient to get the wastewater for a town office approved now, and include the required easements on the boundary line adjustment plat. Either way, I need to apply for a state wastewater permit prior to being able to convey the land to the town. This is because anytime you are deeding off part of a parcel you need to prove that you can permit a system for what presently exists of the parcel. In this case, the old Fifield house which has an antiquated system requires an identified replacement area. This has been engineered, but not permitted yet. I would also try to approve any other future uses I am considering.

### 1) State wastewater permit described above

**2) Boundary Line Adjustment.** This would include a survey plat showing the existing and proposed acreage and boundaries of the two parcels (the current and expanded town parcel, and the current and reduced parcel at 310 US Route 2). The "boundary line adjustment plat" gets recorded in the land records and would include any easements.

After the wastewater permit is approved, and the BLA is approved (and all appeal periods have expired) I can deed the land to the town. The town will then require additional permits prior to building park infrastructure. Those might include:

- DRB Site plan review for Town Park (the park does not require conditional use).
- Vtrans highway access permit.
- Other (I will ask Jay).

I hope this helps. Good luck at tonight's meeting!

**Nate Hayward - cell: 802-578-3078**

*Hayward Design Build*

*38 Community Lane*

*South Hero, VT 05486*

**nate@haywarddesignbuild.com**