

## South Hero New Town Hall Building Committee Meeting Minutes

**Meeting Date:** Tuesday, May 28th, 2024

**Meeting Time:** 6:00 PM

**Location:** Town Office Conference Room, 333 US Route 2, South Hero, VT  
OR Zoom Meeting ID: 814 1959 0978, Passcode: 660440

### **Committee Members Present:**

- Kathleen Swanson, Chair
- Phil Scott, Vice Chair
- Nate Hayward, Secretary
- Anne Zolotas
- Ross Brown
- Jill Lowrey
- Matt Reed

### **Committee Member Absent:**

- None

### **Members of the Public Present:**

- Barb Carter, David Carter, Sandy Gregg, Peter Gregg, Ron Phelps, David Roy, Leslie Carter (via zoom), and Cindy Spence (via zoom).

**I. Introductions** The meeting began with introductions of all committee members and public present.

**II. Review and Approval of Agenda** The agenda was reviewed and approved without any changes.

**III. Review and Approval of Prior Meeting Minutes (May 14, 2024)** The committee reviewed and approved the minutes from May 14, 2024.

### **IV. Deep Dive into Final Two Potential Sites**

- **Presentation by Leslie Carter:** Leslie Carter, landscape architect with Reed Hilderbrand, LLC, presented conceptual landscape plans for both the 329-333 US Route 2 and 318-320 US Route 2 sites. See Attached [Exhibit 1](#)
- **Discussion of site attributes:**
  - The committee reviewed the previously identified attributes from the May 14th meeting minutes. This included revisiting all of the exhibits associated with the site attributes for those members of the public that were attending for the first time. See the attached [Exhibit 2](#) for the site attributes list and associated exhibits.
  - No additional considerations or attributes were added.
  - Phil Scott discussed the site attribute rating concept.

- It was agreed that at the next meeting we would start with discussions about the Owner's Project Requirements to allow more time for that discussion.
- The committee agreed to continue to encourage more community involvement. The meeting scheduled for June 25th will focus on the final two sites, presenting the options to the public, adding any additional attributes to the list. The committee could then utilize the site attributes sheet to assign ratings to the two sites and make a recommendation to the Selectboard.

#### **V. Owner's Project Requirements (OPR) Update**

- This agenda item was postponed to the next meeting.
- Jill Lowrey briefly touched on her meetings with town office staff.

#### **VI. Next Steps**

- The committee briefly summarized the key takeaways from the meeting.
- The committee set a date and time for the next meeting: June 11, 2024 at 6PM.

#### **VII. Public Comment**

The public was encouraged to provide comments on the proposed Town Hall project. Ron Phelps stated that he felt that the Town Office should stay on the south side of the road because that is where it has been for a long time. Peter Gregg stated that the committee should focus on determining cost differences between building and permitting costs on either side of the road. Sandy Gregg shared the timeline for the Old White Meeting House project.

**VIII. Adjournment** The meeting adjourned at 8:25PM.

#### **Additional Notes:**

- Committee members are encouraged to continue considering any additional pros and cons that may be included in the site comparison.
- The Secretary will post the meeting minutes and agenda on Front Porch Forum.
- The committee will continue to encourage community involvement and participation in the process.

**Prepared by:** Nate Hayward, Secretary

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)				
	<b>Location A - East of the existing Town Hall located at 318-320 US Route 2 (The Existing Town office and Island Craft Shop Parcels).</b>	<b>Rating (0-5)</b>	<b>Location B - North of The Old White Meeting House located at 329-333 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).</b>	<b>Rating (0-5)</b>
Land Area. <i>Exhibit A:</i>				
	0.8 acres. See attached documents		2.44 acres. See attached documents	
Septic. <i>Exhibit B:</i>				
	This site, the existing Town Hall site, has a grandfathered wastewater system. There is a septic tank, but the leach field location and design are unknown. Exhibit 2 includes sections of the Wastewater System and Potable Water Supply Rules that Jay Buermann shared. The highlighted sections describe the permit exemptions for reconstruction, "clean slate permit exemption", voluntary demolitions, and the 50' calculation for reconstruction. Based on this information it would appear that a new town hall may not be built East of the existing town hall utilizing the existing septic system without permitting (unless it could meet the 50' calculation for reconstruction which appears difficult without first removing the existing town office). A "best fix" septic system, or a replacement field, would need to be located and permitted. The placement of this system would need to be determined before siting a new building and parking.		Septic for this site would be in a mound system. The engineering and hydrostudy have been completed. The capacity of the proposed mound is 2,600 gallons per day. A Town Hall may use roughly 350-400 gallons per day.	
Costs:				
	Constrained building envelope may result in increased contractor costs for offsite building materials storage and parking.		More open land area allowing for ample space for efficient construction.	
	Building on this site would entail additional costs to build temporary parking on an adjacent parcel during construction.		The Selectboard allocated \$135,000 from the Federal ARPA funds for the development of town park infrastructure. That includes funds for the access off of US Route 2, parking, installation of the septic force main to serve the Town Hall. <i>Exhibit C</i>	
			Possible savings from economies of scale (i.e. single electrical transformer, access drive, parking, sidewalks, etc., could serve multiple uses on the property).	
Disposition of Old Red Fire Station Building (currently utilized seasonally by Granny's Attic).				
	Locating the New Town Hall on this parcel <b>would NOT require demolition of this structure</b>		Locating the New Town Hall on this parcel <b>would require demolition of this structure</b>	
Disposition of Old White Rescue Building (currently utilized seasonally by The Island Craft Shop).				
	Locating the New Town Hall on this parcel <b>would require demolition of this structure</b>		Locating the New Town Hall on this parcel <b>would NOT require demolition of this structure</b>	

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)				
	<b>Location A - East of the existing Town Hall located at 318-320 US Route 2 (The Existing Town office and Island Craft Shop Parcels).</b>	<b>Rating (0-5)</b>	<b>Location B - North of The Old White Meeting House located at 329-333 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).</b>	<b>Rating (0-5)</b>
Building setback from US Route 2:				
	Building distance to US Route 2 between 40' - 75'		Building distance to US Route 2 over 200'	
	Better visibility for drive-by traffic on US Route 2.		Less visibility for drive-by traffic on US Route 2.	
	More road noise		Less road noise	
Open land / Green Space				
	Less open land for green area and landscaping		More open land for green area and landscaping	
Maintaining viable foundation and buildable footprint of the existing town office. <i>Exhibit D</i>				
	Locating the New Town Hall on this parcel would require utilizing this area for parking.		Locating the New Town Hall on this parcel would allow this to be utilized for other purposes in the future.	
Required permitting see attached <i>Exhibit E</i> describing "likely required" local, state, and federal permits				
	This site likely won't require a Vermont Stormwater Permit #3-9050 since the new/redeveloped impervious surface area may be greater than 1/2 acre.		This site may require a Vermont Stormwater Permit #3-9050 since the new/redeveloped impervious surface area may be greater than 1/2 acre.	
	This site would require engineering and permitting a "best fix" or replacement wastewater system. Off site septic could also be explored on the Lawrence parcel, or potentially at the Congregational Church via a force main easement across the Lawrence Parcel.		Initial engineering has been completed for the septic mound wastewater disposal system. It will still need to be permitted.	
Required cooperation:				
	Building on this site would require cooperation for adjacent property owner to provide parking for continued town office operations during construction.		Building on this site would NOT require cooperation for adjacent property owner to provide parking for continued town office operations during construction.	
Disruption to everyday business during construction:				
	Building in immediate proximity to the town office may add challenges to daily town office operations during construction.		Not applicable.	

329-333 US Route 2	318-320 US Route 2
<i>Existing Town office and Island Craft Shop Parcel</i>	<i>Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land</i>
<b>Parcel Size: 0.8 acres</b> -There does not appear to be a survey on file for the town office parcel.	<b>Parcel Size: 2.44 acres</b> -Survey and Draft Boundary Line Adjustment plat attached as Exhibit ____.
The Craft Shop parcel (329 US Route 2) appears to be 17,690 SF or 0.406 acres. Approx. 119.8' wide, and 146' deep	The Old White Meeting House parcel (320 US Route 2) is 21,600 SF or 0.496 acres. Approx. 130.48' wide, and 165' deep
The Town office parcel (333 US Route 2) appears to be 17,375 SF or 0.399 acres. Approx. 102.8' wide, and 170' deep	The Old Red Fire Station parcel (318 US Route 2) is 2,941 SF or 0.067 acres
The total RT 2 frontage of both parcels is about 222.6'	The Boundary Line Adjustment area (to be donated is 81,840 SF or 1.88 acres
The total size of the combined land is 0.8 acres	The total RT 2 frontage of both parcels is 130.48'
Adjacent parcels: The Harris parcel east of the craft shop is 0.0911 acres. 45.23' wide, and 87.77' deep. The dimensions are from a 2002 survey	The total size of the combined land is 2.44 acres
Adjacent parcels: The portion of the Lawrence parcel west of the Town Office is 46.44' wide, and part of a 26+ acre parcel. Dimensions from Jolley zoning file	Adjacent parcels: The Boundary adjustment area is presently a part of the former Fifield House parcel (310 US Route 2). The remaining parcel after the BLA at 310 US Route is 8.90 Acres. There may be opportunities to expand the town parcel in the future if needed to extend the park or parking.
Attachments:	Attachments:
<b>Exhibit A</b> - Property lines over drone orthophoto. Boundaries are based on surveys and site plans of adjacent properties and should be considered approximate.	<b>Exhibit B</b> - Draft survey and boundary line adjustment plat (zoomed in) over drone orthophoto. <b>Exhibit C</b> - Draft boundary line adjustment plat over drone orthophoto

335 US  
Route 2  
Lawrence

335 US  
Route 2  
Lawrence

335 US  
Route 2  
Lawrence

44' 7" 121' 20' 5"

102' 7"

192' 4"

29' 11"

40' 4" 50'

A portion of  
323 US  
Route 2  
Bellinghri  
0.059 Acres

58' 3" 64' 6" 147' 6"

335 US  
Route 2  
Lawrence

337 US  
Route 2  
Jolley  
Assoc. LLC

323 US  
Route 2  
Bellinghri

146' 192' 11" 51' 6" 27'

170' 1"

325 US  
Route 2  
Harris  
0.091 Acres

34' 5" 87' 9" 41' 11" 329 US Route 2  
Town of South Hero  
0.406 Acres

333 US Route 2  
Town of South Hero  
0.399 Acres

46' 2" 119' 9 3/4"

102' 9"

129' 9"

46.5"

Total Acreage of 329 & 333 US Route 2  
Both town owned parcels = 0.8 acres

Approximate property dimensions  
based on surveys and site plans of  
adjacent properties

# Exhibit B

Total Acreage of 318 & 320 US Route 2 and BLA area = 2.44 acres



Existing 15' Septic Force Main Easement Benefits Hayward 316 US Route 2, LLC, To Be Retained PROPOSED TO ALSO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

PROPOSED ACCESS EASEMENT TO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

NOTE: PARKING STALLS ARE SHOWN TO ALLOW PERMITTING AUTHORITIES TO VIEW SITE CAPACITY. ACTUAL STALLS WILL NOT BE LAYED OUT ON THE GRAVEL PARKING SURFACE.

U.S. ROUTE 2  
66.0' R.O.W.

To Wally's Pt. Road & Keelers Bay

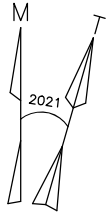
226' To Mile Marker

# Exhibit C

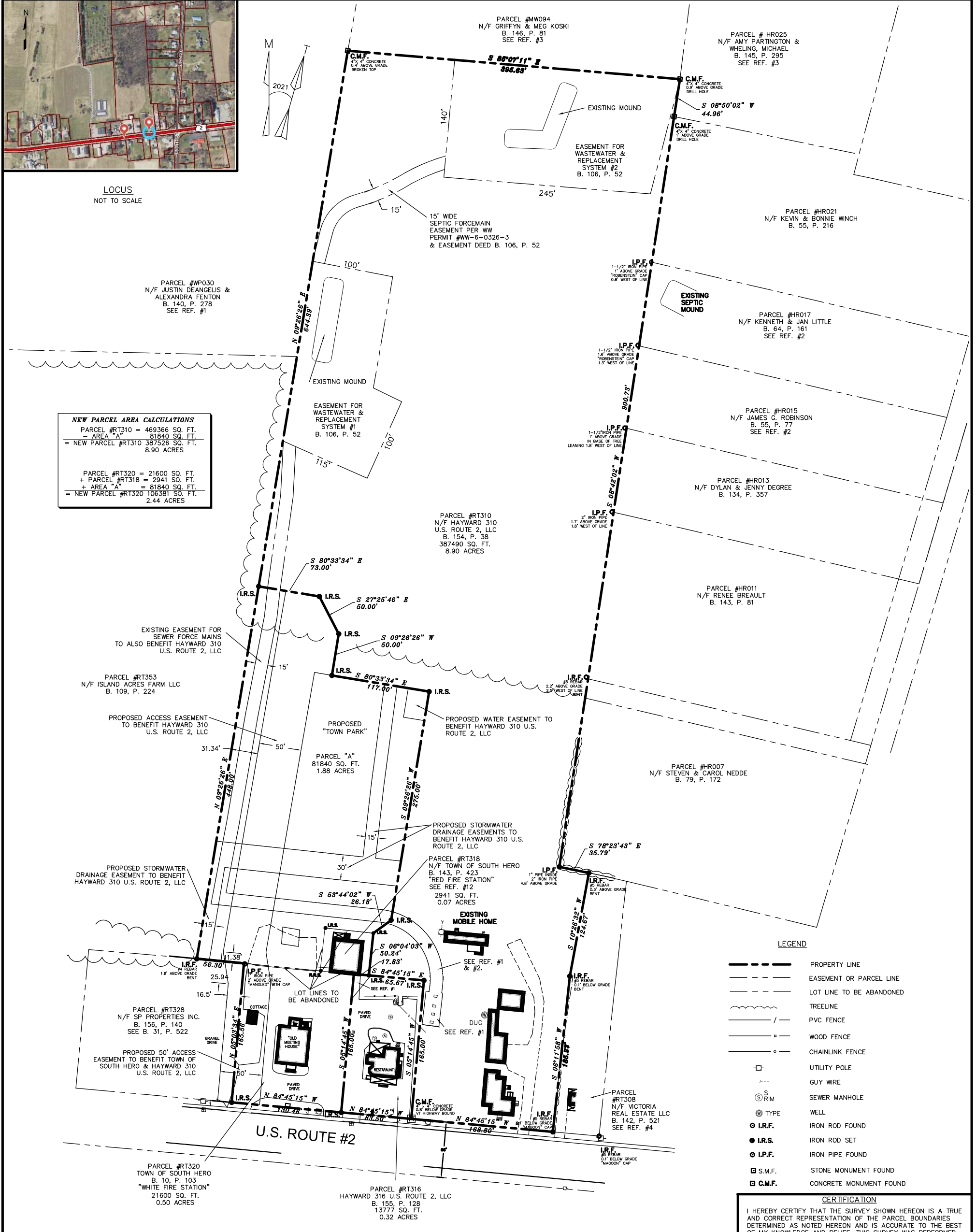
I CERTIFY THAT THIS PLAT IS AN ORIGINAL INK ON MYLAR DRAWING. RICHARD W. BELL L.S.



LOCUS  
NOT TO SCALE



**NEW PARCEL AREA CALCULATIONS**  
 PARCEL #RT310 = 469366 SQ. FT.  
 - AREA "A" = 81840 SQ. FT.  
 = NEW PARCEL #RT310 387526 SQ. FT.  
 8.90 ACRES  
  
 PARCEL #RT320 = 21600 SQ. FT.  
 + PARCEL #RT318 = 2941 SQ. FT.  
 + AREA "A" = 81840 SQ. FT.  
 = NEW PARCEL #RT320 106381 SQ. FT.  
 2.44 ACRES



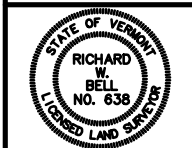
**LEGEND**

	PROPERTY LINE
	EASEMENT OR PARCEL LINE
	LOT LINE TO BE ABANDONED
	TREELINE
	PVC FENCE
	WOOD FENCE
	CHAINLINK FENCE
	UTILITY POLE
	GUY WIRE
	SEWER MANHOLE
	WELL
	IRON ROD FOUND
	IRON ROD SET
	IRON PIPE FOUND
	STONE MONUMENT FOUND
	CONCRETE MONUMENT FOUND

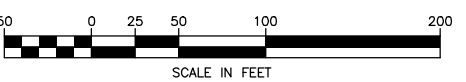
**CERTIFICATION**  
 I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON IS A TRUE AND CORRECT REPRESENTATION OF THE PARCEL BOUNDARIES DETERMINED AS NOTED HEREON AND IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS SURVEY WAS PERFORMED WITH ELECTRONIC TOTAL STATION SURVEY EQUIPMENT, WITH A POSITIONAL TOLERANCE CONFIDENCE LEVEL ABOVE 95%. I FURTHER CERTIFY THAT THIS PLAT MEETS ALL THE REQUIREMENTS OF TITLE 27 V.S.A. SECTION 1403.

DATED \_\_\_\_\_ RICHARD W. BELL L.S. #638 VT.

PROJ. #231542  
 DATE: MARCH 2024  
 SCALE: 1"=50'  
 SURV. BY: RWB/MLC/TWW  
 SHEET 1 OF 1



**RICHARD W. BELL, LAND SURVEYING, INC.**  
 297 SOUTH MAIN ST.  
 BARRE, VERMONT 05641  
 802-478-9282 C 802-783-5037



- NOTES**
- BEARINGS ARE BASED ON MAGNETIC OBSERVATIONS TAKEN AT THE TIME OF THIS SURVEY.
  - ENCROACHMENTS ARE AS DEPICTED AND NOTED HEREON.
  - OTHER EASEMENTS RECORDED OR UNRECORDED MAY EXIST.
  - THE UTILITIES SHOWN ARE FROM SURFACE OBSERVATIONS ONLY. NO SUBSURFACE UTILITIES WERE IDENTIFIED OR SHOWN HEREON.
  - THE PROPERTY IS BENEFITTED BY A RIGHT-OF-WAY FOR INGRESS AND EGRESS IN COMMON OVER A 30' X 20' TRIANGULAR PARCEL B. 32, P. 507.
  - AREA "A" (1.95 ACRES) TO BE CONVEYED TO TOWN OF SOUTH HERO, PLUS EXISTING "MEETING HOUSE" LOT (0.50 ACRES) AND "RED FIRE HOUSE" LOT (0.07 ACRES) FOR A TOTAL OF 2.52 ACRES. THE REMAINING PORTION OF PARCEL #RT310 EQUALS 8.90 ACRES.

- REFERENCES**
- PLAN ENTITLED "PLAT OF LANDS OF WILLIS FIELDS TRUST, 310 U.S. ROUTE 2, SOUTH HERO, VERMONT," DATED APRIL 2021 BY RICHARD W. BELL LAND SURVEYING, INC. OF BARRE, AND TO BE RECORDED IN THE TOWN OF SOUTH HERO LAND RECORDS.
  - PLAN ENTITLED "PLAT OF LANDS OF TOWN OF SOUTH HERO AND HAYWARD 316 U.S. ROUTE 2, LLC, U.S. ROUTE 2, SOUTH HERO, VERMONT," DATED JUNE 2023 BY RICHARD W. BELL LAND SURVEYING, INC. OF BARRE, AND TO BE RECORDED IN THE TOWN OF SOUTH HERO LAND RECORDS.
  - PLAN ENTITLED "TOWN PARK ACCESS SITE PLAN, SOUTH HERO RECREATION COMMISSION, 318-322 U.S. ROUTE 2, SOUTH HERO, VERMONT," DATED DECEMBER 1, 2023 BY BUERMANN ENGINEERING, LLC OF MILTON, AND PROVIDED BY SAME.



# Vermont Wastewater Rules that apply to Location A as it relates to "reconstruction".

State of Vermont  
Agency of Natural Resources  
Department of Environmental Conservation  
Drinking Water and Groundwater Protection Division

Environmental Protection Rules

Chapter 1

Wastewater System and Potable Water Supply Rules

Effective: November 6, 2023

- (1) Wastewater or waste prohibited from discharge to an injection well pursuant to the prohibition in the Underground Injection Control Regulations against Class I, II, and III, and all but a limited number of Class IV, injection wells.
  - (2) Wastewater or waste prohibited from discharge to a Class V injection well pursuant to the Underground Injection Control Regulations.
  - (3) Wastewater or waste requiring an UIC permit from the Secretary prior to their discharge to a Class V injection well pursuant to the Underground Injection Control Regulations.
  - (4) Any wastewater or waste determined by the Secretary to adversely affect the biological action within a septic tank or leachfield which will not receive pretreatment prior to discharge to the septic tank or leachfield to prevent adverse effects. The Secretary, in making this determination, shall consider pH, dissolved oxygen, alkalinity, temperature, and chemical constituents of the wastewater or waste.
- (f) For the purpose of determining, pursuant to Subsection (a), whether an action will result in an increase in design flow of any component of a wastewater system or potable water supply, the proposed design flow shall be calculated pursuant to § 1-803 and the baseline design flow from which a potential increase is measured shall be calculated pursuant to § 1-806.
- (g) The following actions are presumed to not increase the design flow of any component of the potable water supply or wastewater system or modify other operational requirements of a potable water supply or wastewater system:
- (1) The addition of a home occupation to a living unit.
  - (2) The construction of a new building or structure used solely for a home occupation conducted by the occupants of a living unit that is located on the same lot.
  - (3) The addition of plumbing fixtures in a single-family residence.
  - (4) The addition of a water storage tank for a single-family residence that is served by a potable water source that serves no other buildings or structures and no campground.
  - (5) The addition of one or more bedrooms to a single-family residence with 3 or more bedrooms, that is served by a water service line that serves no other buildings or structures, or campgrounds, and that is served by a sanitary sewer service line that serves no other buildings or structures, or campgrounds, that discharges to a municipal sanitary sewer collection line that conveys wastewater to a wastewater treatment facility.
  - (6) The installation of a composting toilet or incinerator toilet to a single-family residence.

### **§ 1-302 Permit Exemption for Reconstruction**

- (a) **Clean slate** A building or structure that is exempt from the permitting requirements of this Subchapter under § 1-303, or that has an associated potable water supply or wastewater system which was permitted by the Secretary on or after January 1, 2007, that has been voluntarily removed or destroyed by fire, flooding, or other force majeure may be reconstructed without obtaining a permit or permit amendment provided all of the following are met:

- (1) The replacement building or structure is in compliance with all conditions of permits issued under these Rules on or after January 1, 2007.
  - (2) If the building or structure is exempt pursuant to § 1-303, it shall be reconstructed within 4 years of its removal or destruction. On a case by case basis, this period may be extended for 1 year by the Secretary if:
    - (A) the request for the extension is submitted in writing before the end of the 4-year period; and
    - (B) the Secretary determines there is good cause for the extension, such as delays in reconstruction due to difficulties resolving insurance claims, insufficient financing, or unresolved municipal permitting issues.
  - (3) The replacement building or structure connects to the existing water service line or water service pipe and existing sanitary sewer service line that were connected to the previously existing building or structure.
  - (4) The replacement building or structure does not increase design flow or modify other operational requirements of the existing potable water supply or wastewater system.
  - (5) The entire footprint of the replacement building or structure, except for that portion of a building or structure that is a deck or porch, is constructed within 50 feet of any outside wall of the previously existing building or structure that is being replaced.
  - (6) No other actions are taken or caused to be taken that under these Rules requires the issuance of a permit or permit amendment.
- (b) For the purposes of this Section, a building or structure is “destroyed” if the building or structure is in ruins, the roof has collapsed, the walls or foundation have collapsed or are collapsing, or the building or structure is condemned by a municipality or the State.

Note: Appendix C, Figure C-1, depicts an example for calculating the 50 feet from an outside wall for reconstruction.

### § 1-303 “Clean Slate” Permit Exemption

- (a) The following are exempt from the permitting requirements of this Subchapter:
  - (1) All buildings or structures, campgrounds, and their associated potable water supplies and waste water systems that were substantially completed before January 1, 2007 and all improved and unimproved lots that were in existence before January 1, 2007. This exemption shall remain in effect provided:
    - (A) No action for which a permit is required under these Rules is taken or caused to be taken on or after January 1, 2007, unless such action is exempt under one of the other permitting exemptions listed in § 1-302 or § 1-304.
    - (B) If a permit has been issued under these Rules before January 1, 2007 that contained conditions that required actions to be taken on or after January 1, 2007, including conditions concerning operation and maintenance and transfer of ownership, the permittee shall continue to comply with those permit conditions.
  - (2) An owner of a single-family residence that qualified on January 1, 2007 for this exemption shall not be subject to administrative or civil penalties under 10 V.S.A.

chapters 201 and 211 for a violation of these Rules when the owner believes the supply or system meets the definition of a failed water supply or failed system provided the owner:

- (A) conducts or contracts for an inspection of the supply or system;
  - (B) notifies the Secretary of the results of the inspection; and
  - (C) has not taken or caused to be taken any other action on or after January 1, 2007 for which a permit would be required under these Rules.
- (3) A holding and pump out tank for food processing waste installed on or prior to July 1, 2020 pursuant to an Indirect Discharge Permit or authorized by the Vermont Agency of Agriculture provided no action requiring a permit is taken on or after July 1, 2020.
- (b) The use of a single-family residence served by a wastewater system or potable water supply for which the exemption in Subsection (a) is in effect shall be considered year-round unless the single-family residence was occupied for fewer than 180 days in each calendar year between and including December 31, 1986 and December 31, 2006.

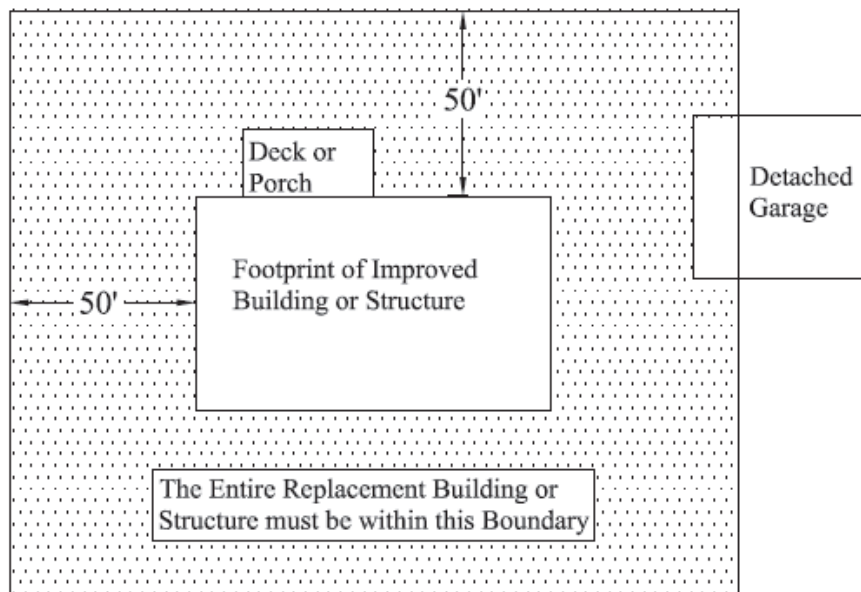
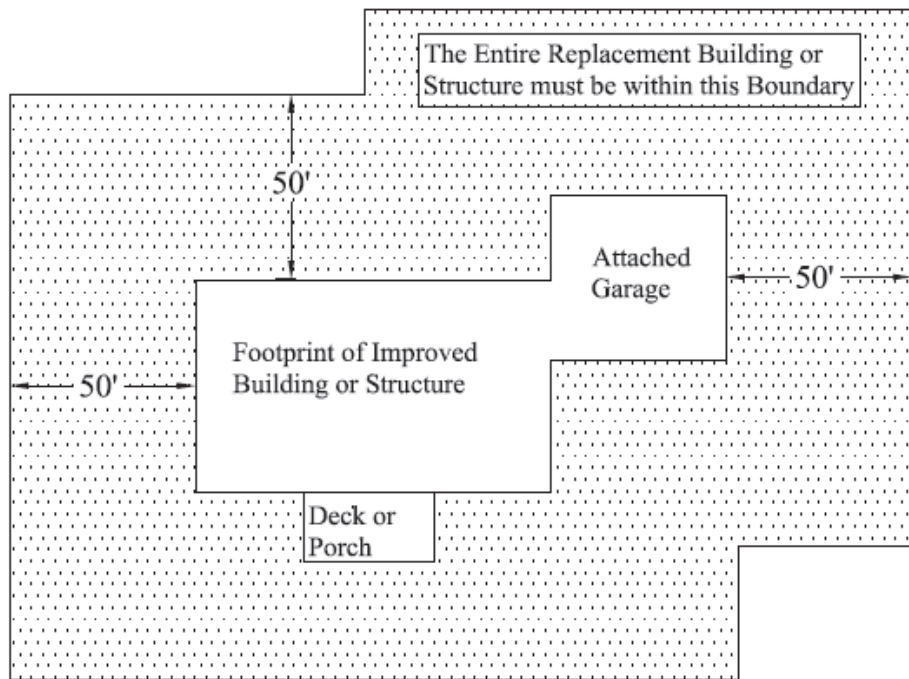
### **§ 1-304 Permit Exemptions**

The following actions are exempt from the permitting requirements of this Subchapter, provided no other action is taken or caused to be taken that under these Rules requires the issuance of a permit or permit amendment:

- (1) The modification, completed between January 1, 2007 and July 1, 2007, of an existing single-family residence.
- (2) The construction, substantially completed between January 1, 2007 and July 1, 2007, of a single-family residence and its associated potable water supply or wastewater system, provided:
  - (A) the only building or structure on the lot is the single-family residence;
  - (B) the potable water supply and wastewater system complies with the technical standards in Subchapters 8, 9, 10, 11, and 12, except for the requirement to identify a replacement area;
  - (C) a designer completes a design certification for the potable water supply or wastewater system that complies with § 1-306;
  - (D) a designer or, when allowed by these Rules, an installer completes an installation certification for the potable water supply or wastewater system that complies with § 1-311; and
  - (E) copies of the design and installation certifications required pursuant to Subsections (C) and (D) are submitted to the Secretary and recorded and indexed in the land records for the municipality where the building or structure, and, if different, where the wastewater system and potable water supply is located.
- (3) The construction of a primitive camp, provided:
  - (A) the primitive camp is on a lot with no other buildings or structures and with no campground; or

Appendix C – Typical Details and Examples

Figure C-1 Example of 50-foot Calculation for Reconstruction



Site A - showing 50' reconstruction area highlighted



# SITE B septic information

Hydrostudy of proposed septic mound disposal field. This supports a 2,600 gallon per day septic system in "Field 2". See attached site plan location.

## Site Specific Effluent Mounding Analysis Hayward Disposal Field #2 310 US Route 2, South Hero, VT

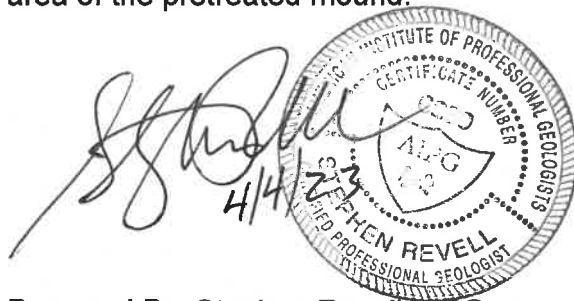
In order to support the proposed pretreated performance-based mound type disposal system design and show that the soils can accommodate the 2600 gpd design flow associated with commercial and residential uses, a site specific hydrogeologic analysis using Darcy's Law was conducted. The following formula was used to determine the ability of the soil to accept the proposed amount of wastewater and determine its impact on the shallow seasonal groundwater system at the downhill edges of the 6.5' x 200' mound. It is noted that the proposed pretreated mound sits on a local drainage divide with 2-way effluent flow to the east and west. Because of 2-way effluent flow, the flow path length of effluent flow increases to 400'.

Using the equation:

$$Q = k \cdot i \cdot h \cdot l$$

Where:  $Q = \text{Volume} = 2600 \text{ gallons/day} = 347.6 \text{ ft}^3/\text{day}$ ;  
 $k = \text{Hydraulic Conductivity} = 30 \text{ ft./day}$  (approved  $k$  value for fine sandy loam which is the limiting soil type);  
 $i = \text{Gradient} = 4.0\% = 0.040 \text{ ft./ft.}$ ;  
 $h = \text{Effluent mound height in feet} = 0.72'$   
 $l = 400'$

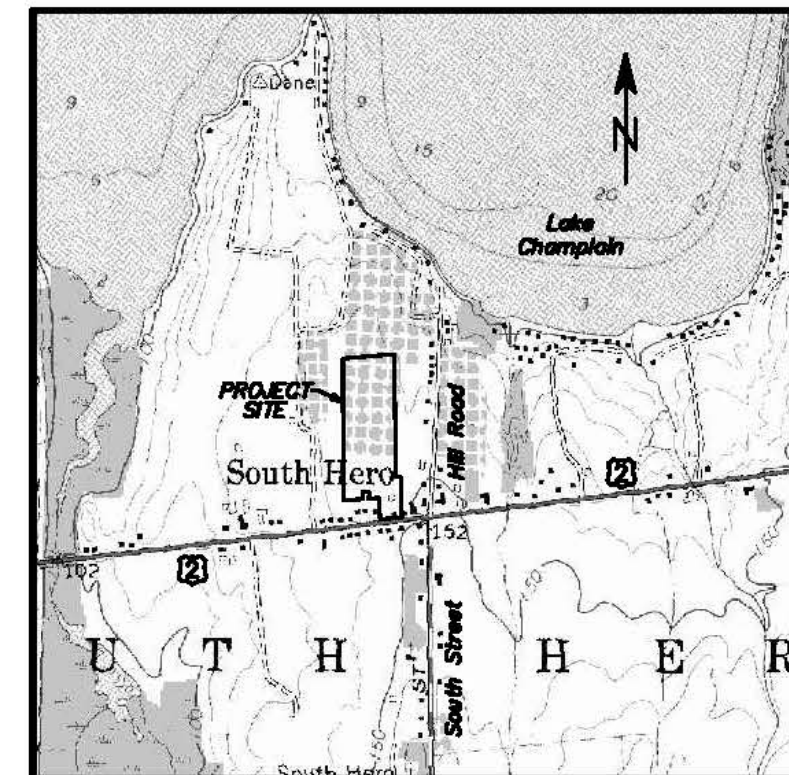
When solving this equation for  $h$ , a mound length of 400' was utilized to generate an effluent mound of 0.72'. Since evidence of a worst-case seasonal high groundwater system was identified at 19" or 1.58', with an induced mound of 0.72', 0.86' of unsaturated soil will remain. To maintain the required 2' separation to the induced pretreated effluent mound, 2' - 0.86' or 1.14' of state approved mound sand is required beneath the 6.5' x 200' application area of the pretreated mound.



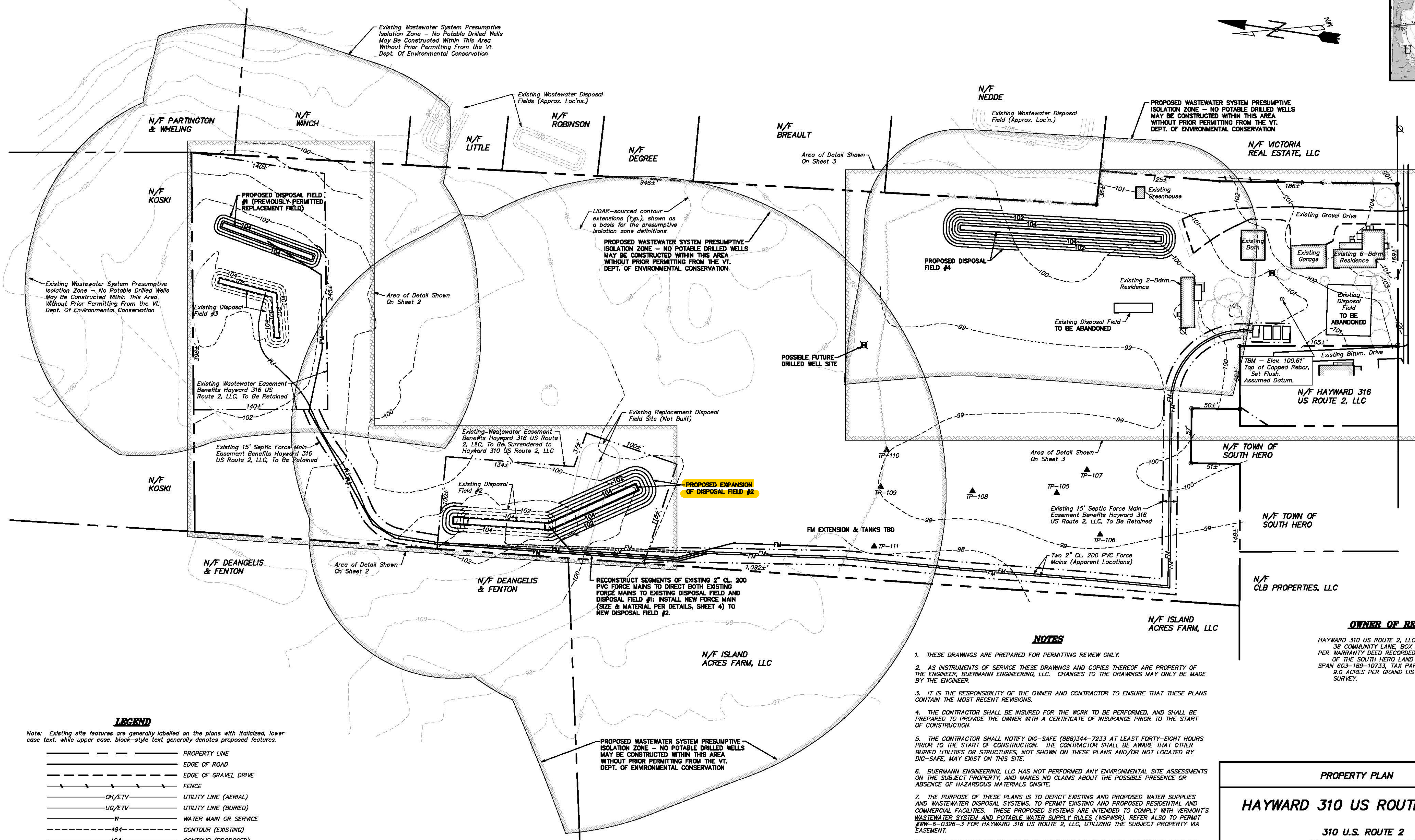
Prepared By: Stephen Revell, CPG  
Qualified Hydrogeologist

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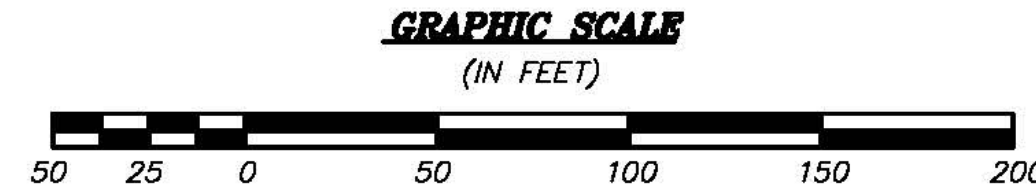
**LOCATION MAP**  
N.T.S.



Note: Existing site features are generally labeled on the plans with italicized, lower case text, while upper case, black-style text generally denotes proposed features.

**LEGEND**

---	PROPERTY LINE
---	EDGE OF ROAD
---	EDGE OF GRAVEL DRIVE
---	FENCE
---/ETV	UTILITY LINE (AERIAL)
UG/ETV	UTILITY LINE (BURIED)
W	WATER MAIN OR SERVICE
---	CONTOUR (EXISTING)
---	CONTOUR (PROPOSED)
---	DITCH OR SWALE
▲ TP-8	TEST PIT
⊕	WATER WELL
⊕	UTILITY POLE
⊕	CONCRETE MONUMENT
⊕	IRON PIPE
⊕	IRON REBAR
⊕	CURB STOP VALVE
503.8	SPOT ELEVATION



- NOTES**
1. THESE DRAWINGS ARE PREPARED FOR PERMITTING REVIEW ONLY.
  2. AS INSTRUMENTS OF SERVICE THESE DRAWINGS AND COPIES THEREOF ARE PROPERTY OF THE ENGINEER, BUERMANN ENGINEERING, LLC. CHANGES TO THE DRAWINGS MAY ONLY BE MADE BY THE ENGINEER.
  3. IT IS THE RESPONSIBILITY OF THE OWNER AND CONTRACTOR TO ENSURE THAT THESE PLANS CONTAIN THE MOST RECENT REVISIONS.
  4. THE CONTRACTOR SHALL BE INSURED FOR THE WORK TO BE PERFORMED, AND SHALL BE PREPARED TO PROVIDE THE OWNER WITH A CERTIFICATE OF INSURANCE PRIOR TO THE START OF CONSTRUCTION.
  5. THE CONTRACTOR SHALL NOTIFY DIG-SAFE (888)344-7233 AT LEAST FORTY-EIGHT HOURS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE AWARE THAT OTHER BURIED UTILITIES OR STRUCTURES, NOT SHOWN ON THESE PLANS AND/OR NOT LOCATED BY DIG-SAFE, MAY EXIST ON THIS SITE.
  6. BUERMANN ENGINEERING, LLC HAS NOT PERFORMED ANY ENVIRONMENTAL SITE ASSESSMENTS ON THE SUBJECT PROPERTY, AND MAKES NO CLAIMS ABOUT THE POSSIBLE PRESENCE OR ABSENCE OF HAZARDOUS MATERIALS ON-SITE.
  7. THE PURPOSE OF THESE PLANS IS TO DEPICT EXISTING AND PROPOSED WATER SUPPLIES AND WASTEWATER DISPOSAL SYSTEMS, TO PERMIT EXISTING AND PROPOSED RESIDENTIAL AND COMMERCIAL FACILITIES. THESE PROPOSED SYSTEMS ARE INTENDED TO COMPLY WITH VERMONT'S WASTEWATER SYSTEM AND POTABLE WATER SUPPLY RULES (WSPWSR). REFER ALSO TO PERMIT #WW-8-0326-3 FOR HAYWARD 316 US ROUTE 2, LLC, UTILIZING THE SUBJECT PROPERTY VIA EASEMENT.
  8. THE COUNT OF EXISTING RESIDENTIAL BEDROOMS IS BASED UPON INFORMATION FROM THE SOUTH HERO TOWN LISTERS AND THE LANDOWNER.
  9. BOUNDARY INFORMATION SHOWN IS APPROXIMATE, BASED UPON INFORMATION FROM THE OWNER, FIELD EVIDENCE FOUND, A "PLAT OF LANDS OF WILLIS FIELD TRUST" (DATED APRIL, 2021 BY RICHARD W. BELL LAND SURVEYING, INC.), AND SOUTH HERO TAX MAPS. TOPOGRAPHY SHOWN WAS OBTAINED BY BUERMANN ENGINEERING, LLC ON MAY 13, 2021. ADDITIONAL WASTEWATER SYSTEM INFORMATION IS FROM VERMONT WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT #WW-8-0326-3 AND PLANS BY KREBS AND LANSING CONSULTING ENGINEERS, INC., APPROVED BY THIS PERMIT. CONTOURS AND ELEVATIONS REFERENCED THEREIN HAVE BEEN ADJUSTED TO THE ASSUMED DATUM SHOWN HERE. THE PROPERTY LINES, EASEMENTS, AND OTHER REAL PROPERTY DESCRIPTIONS PROVIDED ON THESE PLANS AND IN RELATED PERMIT APPLICATIONS ARE FOR THE USE OF THE PERMITTING AUTHORITIES ONLY. THEY DO NOT DEFINE LEGAL RIGHTS OR MEET LEGAL REQUIREMENTS FOR A LAND SURVEY AS DESCRIBED IN 26 V.S.A. SECTION 2902(4), AND SHALL NOT BE USED IN LIEU OF A SURVEY AS THE BASIS OF ANY LAND TRANSFER OR ESTABLISHMENT OF ANY PROPERTY RIGHT.
  10. REFER TO SHEET 6 FOR RESULTS OF SOILS INVESTIGATIONS.

**OWNER OF RECORD**  
HAYWARD 310 US ROUTE 2, LLC  
38 COMMUNITY LANE, BOX 2, SOUTH HERO, VT 05486  
PER WARRANTY DEED RECORDED AT VOLUME 154, PG. 38-40  
OF THE SOUTH HERO LAND RECORDS.  
SPAN 603-189-10733, TAX PARCEL ID NO. RT310,  
9.0 ACRES PER GRAND LIST, 10.78 ACRES PER REFERENCED SURVEY.

<b>PROPERTY PLAN</b>	Date <b>12/23/2022</b>
<b>HAYWARD 310 US ROUTE 2, LLC</b>	Project Number <b>974</b>
<b>310 U.S. ROUTE 2 SOUTH HERO, VERMONT</b>	Plan Scale <b>1" = 50'</b>
<b>BUERMANN ENGINEERING, LLC</b> 7 Sanderson Road, Milton, Vermont 05488	Sheet <b>1 of 7</b>
Tel.: (802) 893-1308      www.belvt.com	S11R00



## ARPA Funds 6/2023

New Town Park Infrastructure and Pavilion	\$	135,000.00
Salt Shed	\$	150,000.00
South Hero Meeting House	\$	100,000.00
White's Beach Improvements	\$	15,500.00
Weekend in the Islands	\$	500.00
Town Office Technology Upgrades	\$	3,400.00
South Hero Recreation Park Boardwalk Improvements	\$	12,000.00
Total	\$	416,400.00

**Budget Estimate for Phase 1 of new Town Park**

<b>Ammenity / Activity</b>	<b>Description</b>	<b>Phase I</b>	
<b>Soft Costs:</b>			
Civil Engineering professional fees	Engineer to prepare conceptual plans and preliminary construction details	\$2,000	<i>in additional to money previously budgetted by Rec. Commission</i>
Permitting	VTRANS highway access permit	\$250	<i>paid to State of Vermont</i>
Local Site plan permit		\$0	<i>if fee is waived by selectboard</i>
Local Boundary line adjustment permitting		\$0	<i>if fee is waived by selectboard</i>
Survey (of town parcel for BLA plat)		\$1,500	
<b>Infrastructure required to support park amenities:</b>			
Parking Areas	Road surface and parking area as shown in site plan - to be installed by Town Highway Department, starting from US Route 2.		<i>estimate supplied by Town of South Hero road dept. Work to be completed by Town. Estimate adjusted for parking depth and area</i>
Stone	Pervious drive at 20" thick (\$125/SF x 33,271 sf)	\$41,580	
Road Fabric		\$4,720	
Diesel Fuel		\$550	
Electrical conduit to transformer		\$4,000	
Force main (for potential future use)		\$1,000	
Swale and culvert		\$5,000	
Paved apron off US Route 2		\$6,000	
Pull stations and transformers (Vermont Electric Coop)		\$15,000	
<b>Landscaping</b>			
New trees		\$10,200	
Split rail fencing		\$4,800	
Harley rake and seed park area grass		\$3,000	
<b>Park amenities:</b>			
Performance pavillion		\$35,000	
Additional park amenities and features in future phases		\$0	
	<b>TOTAL:</b>	<b>\$134,600</b>	<i>Total request for ARPA funding or fundraising for Phase 1. Must be committed prior to Land Donation.</i>

November 8, 2023

Page | 3

The dormer section is a stable configuration similar to the south section, but the shallower pitch of the roof negates the sliding snow effect, and this area would need to meet 40 psf requirements.

#### First Floor Framing:

The first floor framing/crawlspace is accessible from a trap door in the electrical closet at the north-east corner of the building and a small door near the south end of the building adjacent to the vault under the raised office.

The following was observed:

- The floor joists at both access locations are 2x8 joists @ 16" oc
- At the north access, a 4-2x8 beam was measured about 8 feet from the north wall. In this area, the 8 foot span joists have a reasonable capacity but the beams have about 30 psf live load capacity.
- At the south access, the joists span about 14 feet and have a capacity of about 30 psf.
- There is a pattern of sagging along the length of the meeting room that suggests beams are spaced at varying dimensions from about 10 feet to 15 feet apart with a joist capacity of about 30 to 70 psf live load. The varying floor elevations suggest deflection or deterioration of the framing, or both.
- The crawlspace is extremely damp with a soil floor less than 2 feet below the first floor. There is no vapor barrier on the crawlspace floor. This lack of moisture control has contributed to the high moisture content in the crawlspace.
- Access was limited so the condition of much of the framing could not be directly observed. However, the high moisture content and past presence of mold indicate that deterioration (rot) of portions of the framing is likely. Several access holes would need to be opened to assess more of the framing.

#### Foundations:

The foundations are cast in place concrete and appear in generally good condition. Exploratory test pits should be dug to determine the depth of the footings for frost protection. If there is not 5 feet of soil cover, insulation can be added below grade to provide protection.

#### Attic/second Floor Framing:

The attic floor supports only insulation and is supported off the rafters and by a center bearing wall between the offices and meeting room.

# List of state and federal permits that may be required by location

Prepared by Jay Buermann, Civil Engineer

## **BUERMANN ENGINEERING, LLC**

7 Sanderson Road, Milton, VT 05468

Tel: (802) 893-1308

www.belvt.com

email: jay@belvt.com

### PRELIMINARY PROJECT REVIEW SCREENING

Project: South Hero Town Offices

Date: May 28, 2024

Permit	Generally Required For	Likely Required?	
		318-320 (North Side)	329-333 (South Side)
Vt. Stormwater Permit #3-9050	New/redeveloped impervious surface is > 1/2 acre, OR expanding impervious > 5,000 sf to bring site total over 1.0 acre.	Yes	No (0.68 ac. site total)
Vt. Stormwater Permit #3-9020	Total construction impact greater than 1.0 acre	No	No
US Army Corps Permit	Impact to a significant wetland, or impact below/beyond shoreline (elevation 98.0 on Lake Champlain)	No	No (but mapped hydric)
Vt. Wetland Permit	Impact to a significant wetland or buffer zone (usually 50 ft. adjacent to wetland)	No	No
Vt. Highway Access Permit	New access, or increased traffic for existing access, or any local Site Plan Review, at State highway	Yes	Yes
Vt. Water Supply Permits	New water services/mains more than 500 ft. long, or serving 10+ residences or 25+ occupants; or new public water supplies	No	No
Vt. Wastewater System & Potable Water Supply Permit	New or increased demand on water supplies or wastewater systems, or revising building use or property lines, or new exterior water/sewer pipes	Yes	Yes
Vt. Act 250 (a.k.a. "Land Use") Permit	Creation of 10+ residential lots within 5 years (or 5+ lots in Towns without Subdivision & Zoning regulations), or a non-residential development on 10+ acres (or on 1+ acre in Towns without Subdivision & Zoning regulations, such as Isle La Motte or Alburgh)	No	No
VT Historic Preservation	Review might be triggered, depending upon funding source; both sites have history, but might not be deemed "significant" for further investigations or preservation	Unknown	Unknown
US Fish and Wildlife	Review might be triggered, depending upon funding source; no significant impacts expected (esp. bat habitat)	Unknown	Unknown
Hazardous Waste Sites	Nearest mapped hazardous waste (low risk sites, no direct permitting impact expected)	Adjacent	Approx. 50 feet

*The above summary of work requiring specific permits is generalized and does not reflect all the details of what work may trigger the need for a permit. The "likely required" is based upon the Engineer's preliminary understanding of the project scope as defined by the Client, and/or the Engineer's preliminary review of the project site from State database imagery. This Preliminary Project Review Screening is intended to provide the Client with an initial guide of potential permit requirements; subsequent project planning and investigations may alter the need for these permits, and/or additional permits (not listed here) may prove necessary. The Client remains solely responsible for obtaining ALL necessary permits prior to construction.*

**Notes:**

Anticipate that VTrans will strive, on either site, to refine and better restrict the US2 accesses. On either site, if wastewater disposal is not economically feasible, then holding tanks may be a viable option.

**Sequence of required approvals for the proposed town office, if across the street**

----

- 1. Boundary adjustment – approved by administrative review (zoning administrator) if not part of a proposed project requiring DRB review. A boundary adjustment needs a full survey and to meet the requirements of Table 4.1. ZA’s approval has 30-day appeal period before the BA becomes effective.**
  - 2. Town Park needs a site plan review by the DRB, requiring an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**
  - 3. The proposed Town Office will require a Conditional Use and Site Plan review by the DRB, requiring a narrative and an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**
- 

**Sequence of required approvals for the proposed town office, if next to current Town Office ----**

- 1. Boundary adjustment – approved by administrative review (zoning administrator) if not part of a proposed project requiring DRB review. A boundary adjustment needs a full survey and to meet the requirements of Table 4.1. ZA’s approval has 30-day appeal period before the BA becomes effective.**
- 2. The proposed Town Office will require a Conditional Use and Site Plan review by the DRB, requiring a narrative and an engineered site plan meeting the requirements of Table 3.2. Initial submittal of a complete application to final decision takes approx. 3 months, plus an additional 30-day appeal period.**



# SOUTH HERO TOWN OFFICE

MAY 28, 2024

Prepared by Leslie Carter, ASLA, PLA

MAIN STREET, SOUTH HERO, VERMONT



INTRODUCTIONS  
HISTORIC CONTEXT  
SITE COMPARISON  
DESIGN OPPORTUNITIES

MAIN STREET, SOUTH HERO, VERMONT





SOUTH HERO VILLAGE  
HISTORIC CONDITIONS



SOUTH HERO VILLAGE  
HISTORIC CONDITIONS



SOUTH HERO VILLAGE  
HISTORIC CONDITIONS



SOUTH HERO VILLAGE  
HISTORIC CONDITIONS



C 1970s

**SOUTH HERO VILLAGE**  
EXISTING CONDITIONS



2013



2013

**SOUTH HERO VILLAGE**  
EXISTING CONDITIONS



**SOUTH HERO VILLAGE**  
EXISTING CONDITIONS



**DESIGN OBJECTIVES**

REPLANT STREET TREE CANOPY

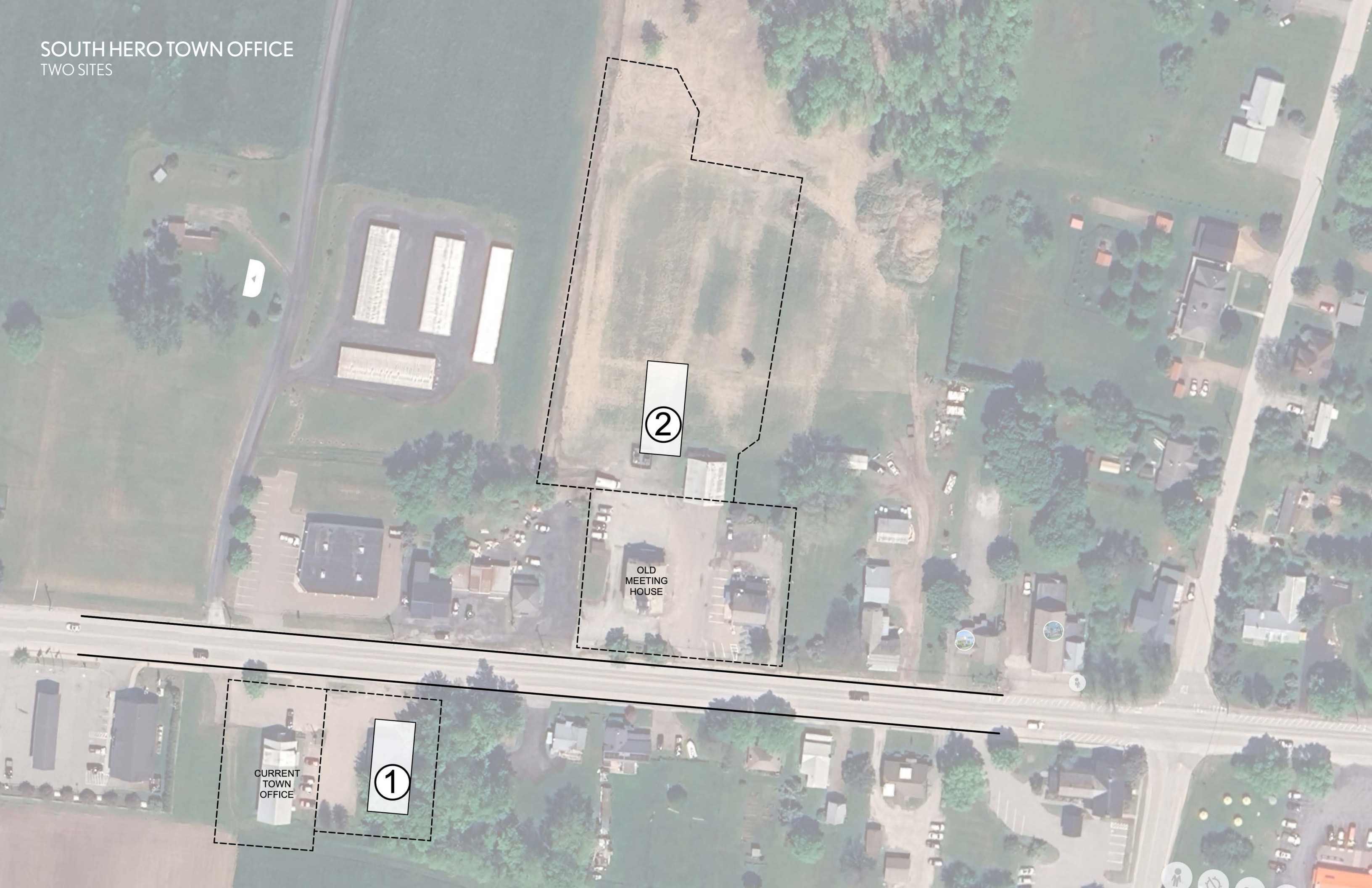
IMPROVE EFFICIENCY OF PAVING

REGREEN FRONTAGE ZONE

MAIN STREET, SOUTH HERO VILLAGE, VERMONT



SOUTH HERO TOWN OFFICE  
TWO SITES



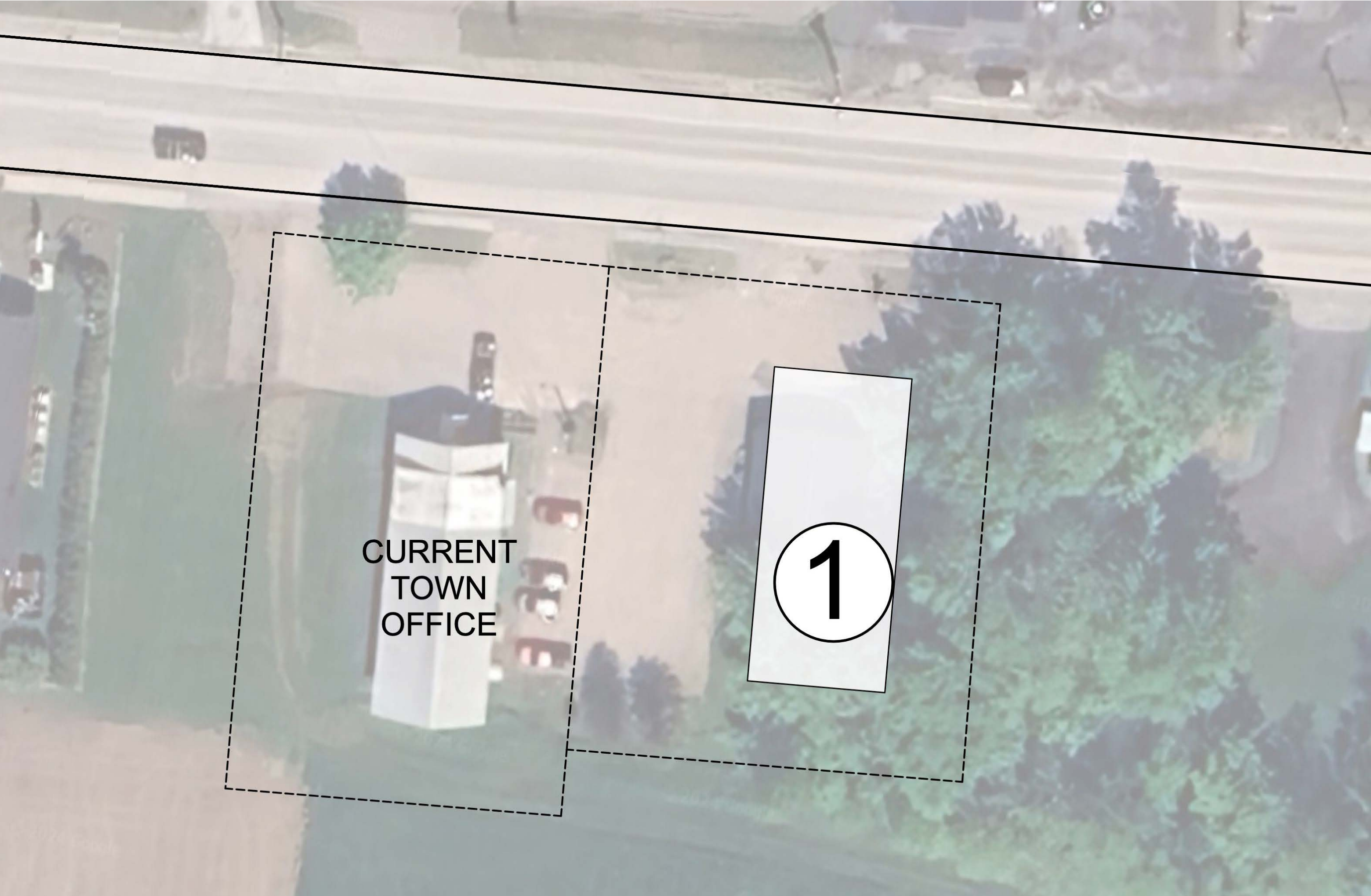
2

OLD  
MEETING  
HOUSE

CURRENT  
TOWN  
OFFICE

1

SOUTH HERO TOWN OFFICE  
SITE ONE



CURRENT  
TOWN  
OFFICE

1

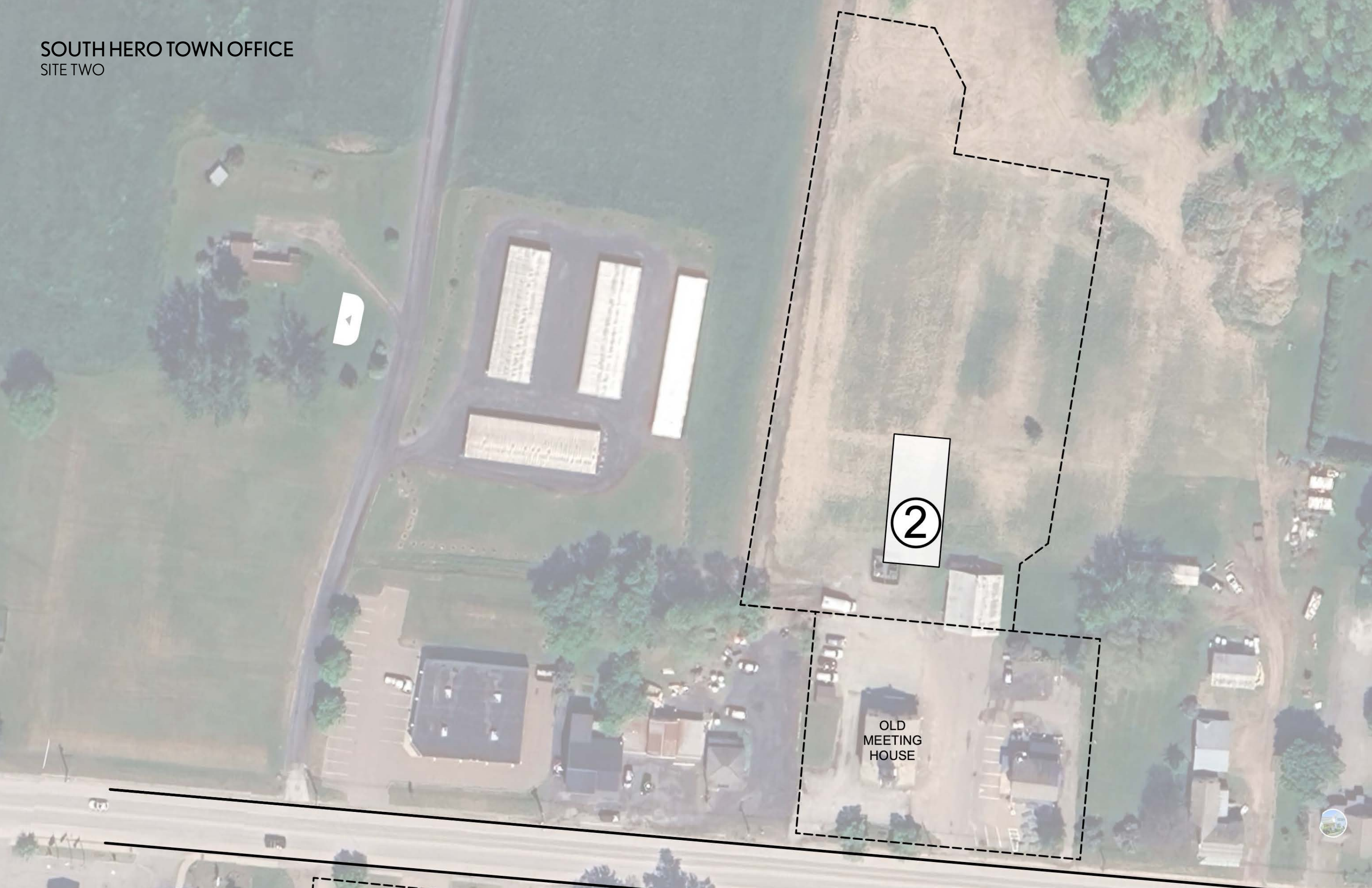
SOUTH HERO TOWN OFFICE  
SITE ONE



SOUTH HERO TOWN OFFICE  
SITE ONE



SOUTH HERO TOWN OFFICE  
SITE TWO



2

OLD  
MEETING  
HOUSE

SOUTH HERO TOWN OFFICE  
SITE TWO



2

OLD  
MEETING  
HOUSE

**SOUTH HERO TOWN OFFICE**  
SITE TWO | DESIGN OPPORTUNITIES



SOUTH HERO TOWN OFFICE  
SITE TWO | DESIGN OPPORTUNITIES

CIVIC GREEN





SOUTH HERO TOWN OFFICE  
SITE TWO | DESIGN OPPORTUNITIES

EVENT LAWN



TANGLEWOOD | LENOX, MA

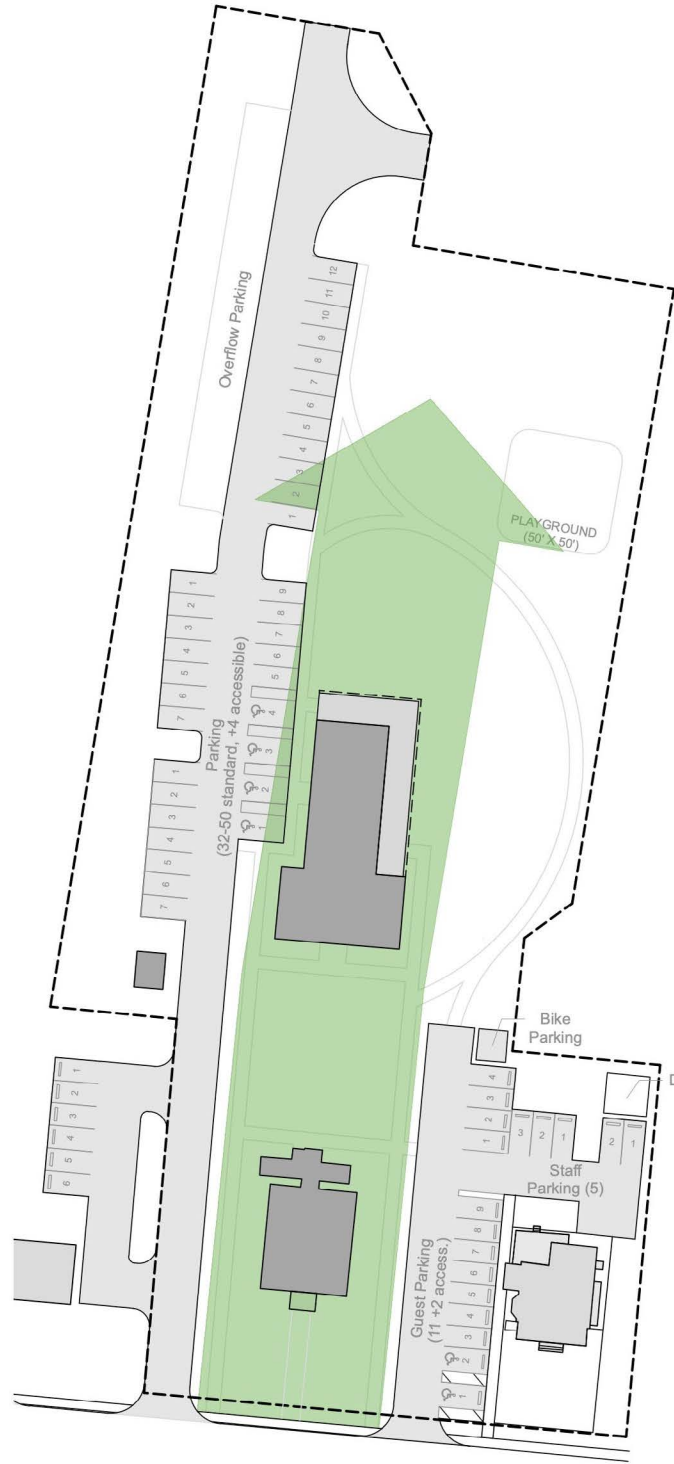


BESTHOFF SCULPTURE GARDEN | NEW ORLEANS, LA



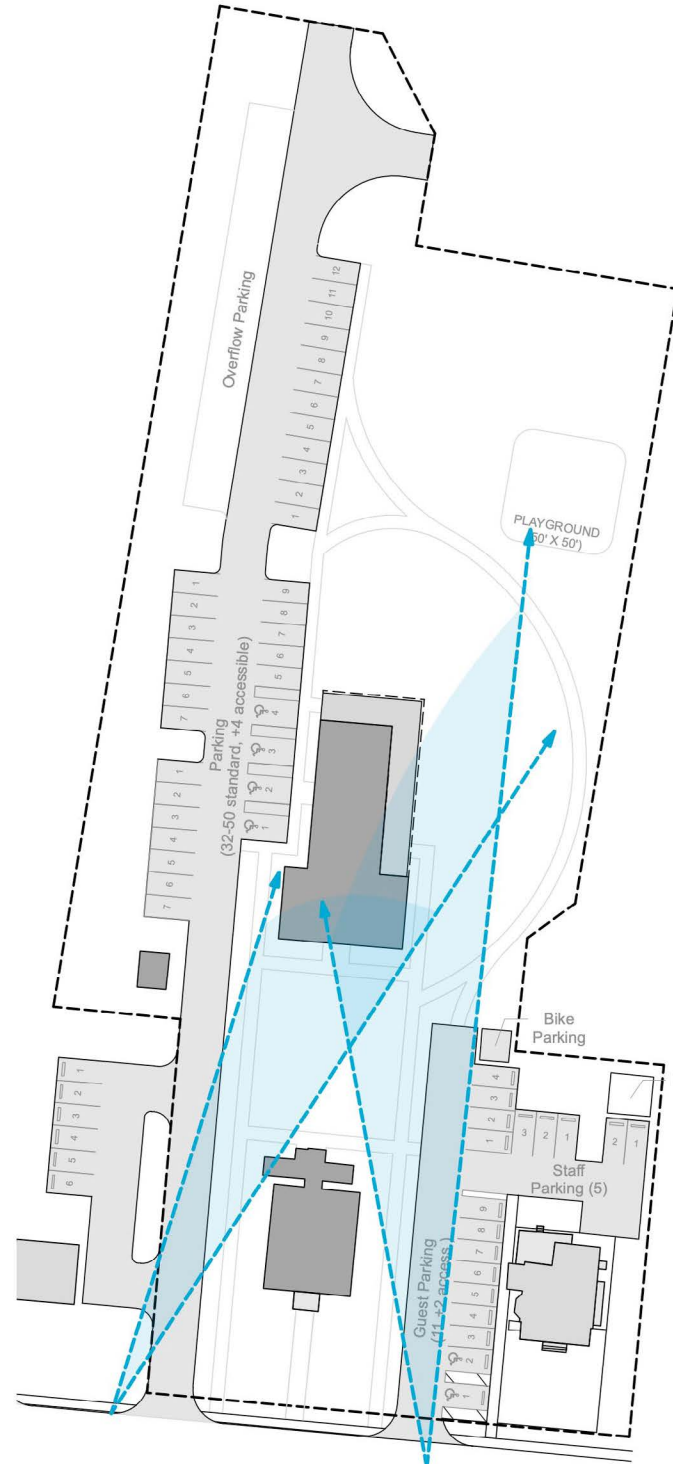
# SOUTH HERO TOWN OFFICE

## SITE TWO | DESIGN PRINCIPLES



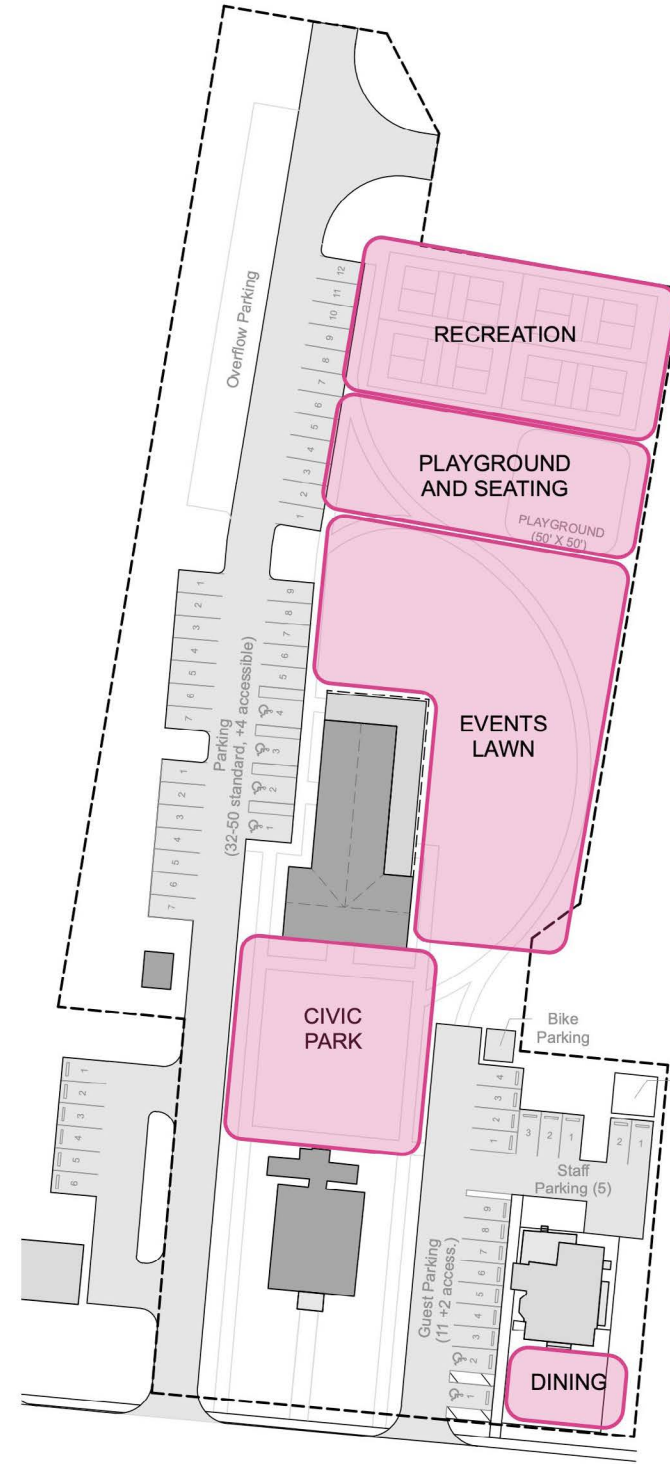
### 1 CONNECT WITH LAWN

Surround Old Meeting House in lawn, and use lawn to connect all public areas to bring coherence to the park. Reduce paving and simplify vehicular circulation.



### 2 ESTABLISH SIGHTLINES

Provide unobstructed views into the park from Route 2. Orient buildings and parking areas north/south to promote long views.



### 3 ORGANIZE PROGRAM

Provide zones of program areas with logical adjacencies and relationships.



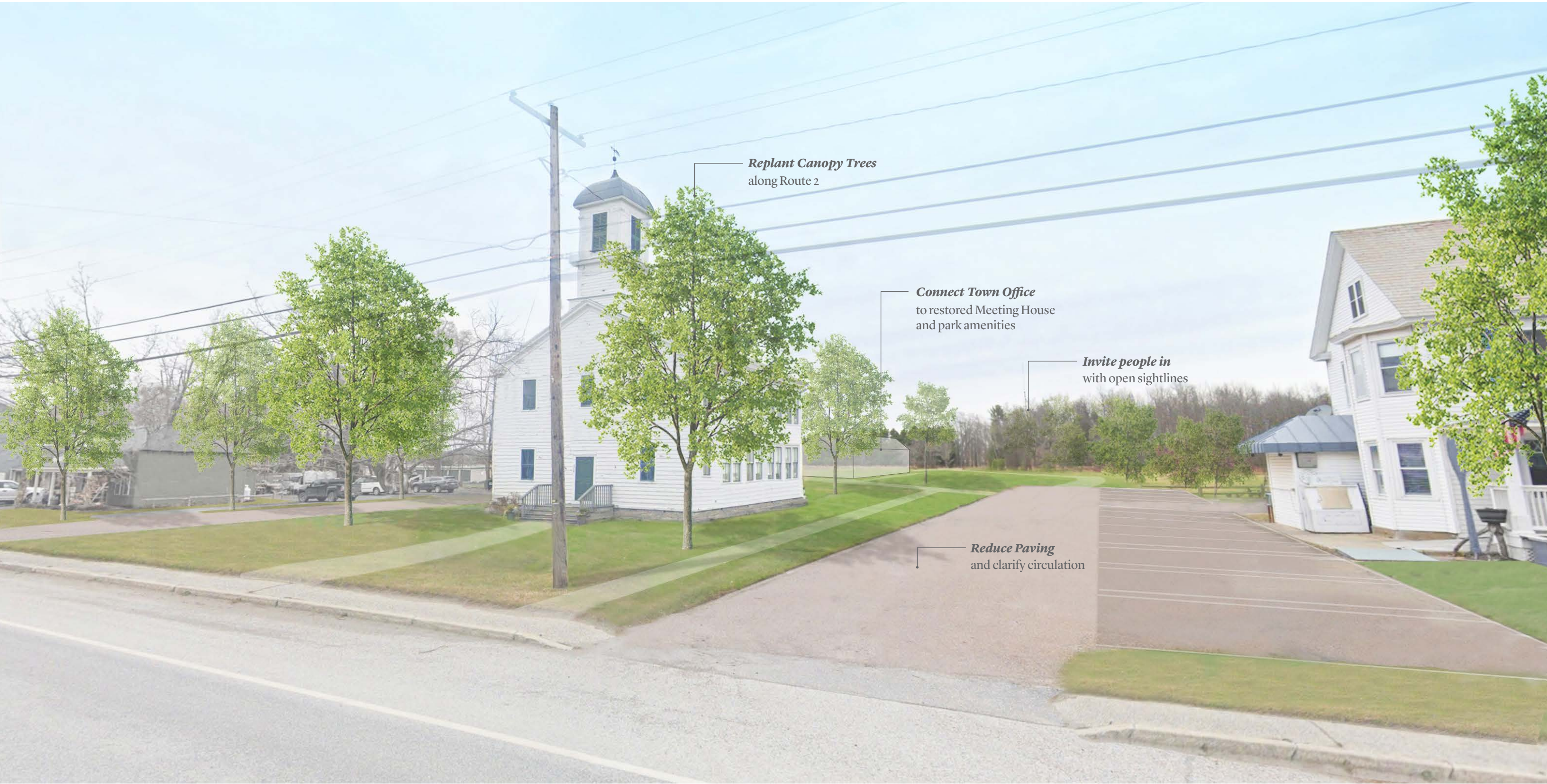
### 4 PLANT CANOPY TREES

Use trees to bring scale and cohesion to street and parking area. Plant trees clear of overhead power lines.

**VISUALIZATION**  
EXISTING VIEW - FROM EAST



**VISUALIZATION**  
PROPOSED VIEW - FROM EAST



*Replant Canopy Trees*  
along Route 2

*Connect Town Office*  
to restored Meeting House  
and park amenities

*Invite people in*  
with open sightlines

*Reduce Paving*  
and clarify circulation

**VISUALIZATION**  
EXISTING VIEW - FROM WEST



**VISUALIZATION**  
PROPOSED VIEW - WEST



*Connect Town Office*  
to restored Meeting House  
and park amenities

*Invite people in*  
with open sightlines

*Reduce Paving*  
and clarify circulation

*Replant Canopy Trees*  
along Route 2

**SOUTH HERO TOWN PARK**  
CONCEPT PLAN



- Recreational amenities, TBD
- New parking area, parking counts to be determined
- Event lawn
- Path network
- Town Office building, to be designed by architect
- Connecting lawn
- Reduced paving on adjacent parcel
- Rehabilitated Meeting House
- Shared access drive
- Street tree planting



DISCUSSION

MAIN STREET, SOUTH HERO, VERMONT