

South Hero New Town Hall Building Committee Meeting Minutes

Meeting Date: Tuesday, June 11, 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 Members Absent:

- None

Members of the Public Present:

Cindy Spence (via Zoom), Karen Browning (via Zoom), Christine Mack, Naomi King, David Roy, Joan Falcao, Bob Fireovid, Kim Julow, Amy Kittiver, Steve Robinson.

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 28, 2024)

The committee reviewed and approved the minutes from May 28, 2024.

IV. Owner's Project Requirements (OPR) Update:

- Jill Lowrey discussed her interviews with town office staff and the surveys. Those are attached to these minutes as [Exhibit 1](#).
- Jill Lowrey said she plans on visiting the town offices in Charlotte and Fairfax next week with Naomi King.
 - Phil Scott asked if they would please take lots of photos.
 - Nate Hayward asked if they would review the zoning files and get copies of the building plans to share with the committee. Jill said that she would do that.

- Nate Hayward said he found copies of the Waitsfield Town Office plans. They are attached here as [Exhibit 2](#)
- Joan Falcoa inquired about the vault space growth requirements. Naomi King discussed vault construction requirements and added size possibilities and shelving options. Naomi said that even with the digitizing of records we are mandated to maintain physical copies in a vault.
- Anne Zolotas suggested people visit our existing vault.
- Nate Hayward shared the RFP that the Town of Waitsfield used for their new town office. He shared that their process was very similar to what ours will be. The committee may be able to use this as a template to put together our RFP. The Waitsfield RFP is attached as [Exhibit 3](#).
- Naomi King provided additional insights about office space layout and numbers of employees, and vault requirements.
- Naomi King and Matt Reed discussed planning for potential future growth. How might the town office grow in the future? Should that potential growth be incorporated in the initial building design, or planned as potential future building expansion? Naomi discussed that if the town office remains on the South side of RT 2 additional land could be purchased from Billy Lawrence for the area to accommodate a future “L shaped” addition. Matt Reed said that it would be prudent to get the rights to the land now, and not assume that could be negotiated in the future. Matt Reed offered to put together a site plan showing possible expansion options.
- Jill Lowrey said it might be a good idea to take measurements of the existing town office building to have a better idea of exact building size and space requirements.
- Matt Reed said he would distill the office space survey into a consolidated document that can be included in the request for proposal (RFP) for Architectural and Engineering Services.

V. Focus on Final Two Potential Sites:

- The committee reviewed the site attributes list, which included additional attributes provided by community and committee members. 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 Attached [Exhibit 4](#)
- Naomi King stated that the new town office should be located on the parcel immediately East of the existing town office. She elaborated that she felt:
 - The existing building is unhealthy and unfit for continued occupancy.
 - The new town office should not be a part of the new town park.
 - A new town office could be completed faster if built adjacent to the existing town office.
 - Ongoing construction projects at the White Meeting House would create congestion.
- Steve Robinson asked about where stormwater from a potential town office would go. Stormwater treatment has not been designed or permitted yet to determine this for either site.
- Nate Hayward offered to ask Jay Buermann if there is any grandfather wastewater capacity associated with the former rescue building that could be added to the grandfathered capacity of the town office to result in some greater aggregate capacity.
- Joan Falcao inquired about what the current use ramifications might be of running a wastewater force main across land that is enlisted in current use. No one present knew the answer, or what the current use status of the Lawrence parcel is.
- Amy Kittiver asked about the actual dollar amount of cost differences identified between the 2 sites. Nate and Matt stated that it is difficult to nail down price differences before plans are

developed. Matt Reed said we could reach out to a company that does job estimating. The committee would need to articulate the list of cost differences prior to engaging someone to estimate costs. This would also be an approximate price range since plans are not prepared.

- Kim Julow discussed the ARPA timing and contracts. She said that ideally contracts would be in place for spending the ARPA funds before the end of the year. If not, the Selectboard would put that money into the reserve fund before the deadline at which point the money is no longer considered ARPA funds and it becomes surplus. It can still then be allocated to the park. Expenditures from the reserve fund would need to be voted on by the taxpayers.
- Ross Brown discussed the savings associated with the ARPA funds as well as the savings associated with the town's road crew doing most of the work.
- Anne Zolotas said that since the plan Leslie Carter provided for the North location showed the town hall building well behind the Old Red Fire station that perhaps the Grannies could continue to use it for an extra year.
- Anne Zolotas stated that the landscape plans for the North side of the road need to be changed so that the plans for access and parking on the neighboring parcel, Pan's / Arbor Farm, stay as they are presently configured.
- Anne Zolotas expressed concern about eliminating a viable business in town if the Island Craft Shop needs to be demolished.
- Matt Reed offered to put together a site plan for the existing location showing potential building expansion.
- Anne Zolotas and Ross Brown discussed the regional planning grant, and how those monies may be used. Ross or Anne can bring a copy of this to the next meeting so the committee may review the grant documents.
- The committee and public present spent a great deal of time discussing the two sites.
- These minutes are not intended to serve as a verbatim transcript of the meeting and everything said. The meeting was recorded on Zoom and may be viewed in its entirety on the town's website.

VI. Next Steps:

- **Summary:** The committee briefly summarized the key takeaways from the meeting.
- **Action Items:**
 - The next meeting on June 25th will be the last informational meeting to present the site attributes of the two sites under consideration.
 - The committee members can then individually provide ratings on the site attributes list.
 - The committee member site attribute ratings can be aggregated and summarized resulting in a site recommendation to the Selectboard.
 - Matt Reed will put together a site plan for the South side of the road showing how it might be configured to allow for future expansion within the existing parcel.
 - Matt Reed will distill the office space survey into a consolidated draft document that may be included in the request for proposal (RFP) for Architectural and Engineering Services.
 - Matt Reed will inquire with a cost estimation company to see how much they might charge to provide some estimate of values for the cost differences between the 2 sites.
 - Nate Hayward will reach out to Leslie Carter to see if she can amend the plan for the North side of the road to show the Pan's parcel as it is presently configured. Nate will also see if Leslie is available to present again at the next meeting.
 - Nate Hayward will reach out to Jay Buermann to get his opinion on whether there is any

- grandfathered wastewater capacity associated with the Island Craft Shop building.
- Jill Lowrey will be visiting the Fairfax and Charlotte town offices with Naomi King. Jill will share photos and floorplans at the next meeting.

VII. Adjournment

The meeting adjourned at 8:32 PM.

Prepared by: Nate Hayward, Secretary

Programming Questionnaire

Name of Person/Space: Naouï King

Department: Town Clerk

Existing Room/Space #: 675 S. Feet
(if applicable)

Space Requirements

Width: _____ Ft Depth: _____ Ft Area: 752 S.F.

Ceiling Height: 8ft 9ft 10ft Custom: _____

Function

Frequency Space is used: Rarely 1-3 times a day 4+ times a day ALL DAY

Duration Space is used: Briefly 30-60 mins 1-3 hours 4-8 hours 24/7

When the space is used: All-Day Daytime Evening Nighttime

How do you use the space: NOT Enough desk space - likes current set up but wants a few feet wider.

Equipment Needed for space to function (Electronics, Furniture, Special lighting, A/V, HVAC/Filtration)

- More electrical outlets, 1 Large format machine, 1 Large copier, 1 Fax, 1 typewriter, shredder, paper cutter

Rate 0 (Not needed) to 10 (Very Important)

Acoustical Privacy: 0 1 2 3 4 5 6 7 8 9 10

Visual Privacy: 0 1 2 3 4 5 6 7 8 9 10

Adjacencies

Adjacencies to: vault / town records Priority: (Immediate) (Nearby) (Away From)

Adjacencies to: copier etc. Priority: (Immediate) (Nearby) (Away From)

Adjacencies to: Sam + Candy Priority: (Immediate) (Nearby) (Away From)

Adjacencies to: Folks using vault material Priority: (Immediate) (Nearby) (Away From)

* Need Larger vault - 12x15 current
12x28 - proposed.

* Thinks there should be a greater gathering area to be able to have more privacy when talking to resident(s).

* wants larger desk surfaces (same as).

Listers/Admin.

~~Exhibit B~~

Programming Questionnaire

Name of Person/Space: _____

Department: Listers/Admin.

Existing Room/Space #: 14 x 14 1/2
(if applicable)

Sue Arguin
Cindy Gokney
Russell Stratton

Space Requirements

Width: _____ Ft Depth: _____ Ft Area: _____ S.F.

Ceiling Height: 8ft 9ft 10ft Custom: _____

Function

Frequency Space is used: Rarely 1-3 times a day 4+ times a day
Duration Space is used: Briefly 30-60 mins 1-3 hours 4-8 hours 24/7
When the space is used: All-Day Daytime Evening Nighttime

How do you use the space: Very cramped w/ 3 desks - more space

Equipment Needed for space to function (Electronics, Furniture, Special lighting, A/V, HVAC/Filtration)

2 Copiers - one Black - one color, Fax, lots of wall space to hang town maps, lots of outlets and a window.

Rate 0 (Not needed) to 10 (Very Important)

Acoustical Privacy: 0 1 2 3 ~~4~~ 5 6 7 8 9 10

Visual Privacy: 0 1 2 3 4 5 6 7 8 9 10

Adjacencies

Adjacencies to: Zoning Admin Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: Meeting room Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)

* need area to sit and have conversations with state officials, meetings, residents with questions.
* A table would be nice & chairs

Programming Questionnaire

Name of Person/Space: Martha Varney

Department: Zoning Admin.

Existing Room/Space #: Furnace room - 12x10
(if applicable)

Space Requirements

Width: _____ Ft Depth: _____ Ft Area: 11x17 S.F.
would like

Ceiling Height: 8ft 9ft 10ft Custom: _____

Function

Frequency Space is used: Rarely 1-3 times a day 4+ times a day
Duration Space is used: Briefly 30-60 mins 1-3 hours 4-8 hours 24/7
When the space is used: All-Day Daytime Evening Nighttime

How do you use the space: 2 desks + a table make up 3 walls + she has 6 large file cabinets (4 drawers each) - almost full - one window + some wall space for maps.

Equipment Needed for space to function (Electronics, Furniture, Special lighting, A/V, HVAC/Filtration)

Copier/Fax, cabinets 5 to 6, Lots of outlets, + need quiet meeting space w/a couple chairs + a table + bulletin boards.

Rate 0 (Not needed) to 10 (Very Important)

Acoustical Privacy:
0 1 2 3 4 5 6 7 8 9 10

Visual Privacy
0 1 2 3 4 5 6 7 8 9 10

Adjacencies

Adjacencies to: Listers Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: Quiet area Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)

- * Martha needs to be in close range of the file cabinets - on a daily basis she is always in them.
- * wants to be in a quiet area w/ little traffic
- * likes the heat pump / A/C + heat.

Programming Questionnaire

Name of Person/Space: Kim Julow

Department: Treasurer

Existing Room/Space #: 8 x 8 approx.
(if applicable)

Space Requirements

Width: _____ Ft Depth: _____ Ft Area: _____ S.F.

Ceiling Height: 8ft 9ft 10ft Custom: _____

Function

Frequency Space is used: Rarely 1-3 times a day 4+ times a day

Duration Space is used: Briefly 30-60 mins 1-3 hours 4-8 hours 24/7

When the space is used: All-Day Daytime Evening Nighttime

How do you use the space: at her desk most of the day -
needs more security + need large filing cabinet.
helps her to keep info locked up.

Equipment Needed for space to function (Electronics, Furniture, Special lighting, A/V, HVAC/Filtration)

desk, lots of outlets, large filing cabinet, a window,
* would like to be in a quieter area/less traffic - more security.

Rate 0 (Not needed) to 10 (Very Important)

Acoustical Privacy:

0 1 2 3 4 5 6 7 8 9 10

Visual Privacy

0 1 2 3 4 5 6 7 8 9 10

Adjacencies

Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)
Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)

* Many concerns of current config. that anyone could just come into her office.
* Likes the basics + quiet to get work done.

The Vault:

- Land Records - not a lot of space left
- Town Records - can be digital but need to keep paper anyways.
- Survey Cabinet
- Selectboard minutes
- card section.
- Maps.
- uses 1-2 books a year to store records currently.

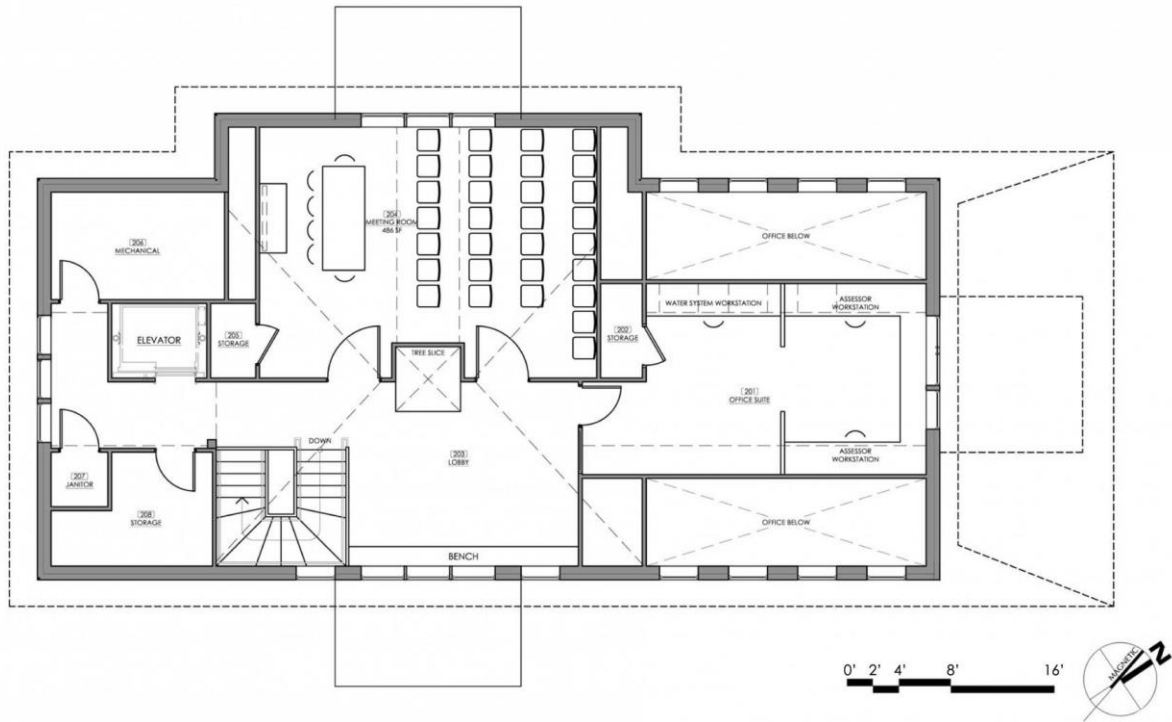
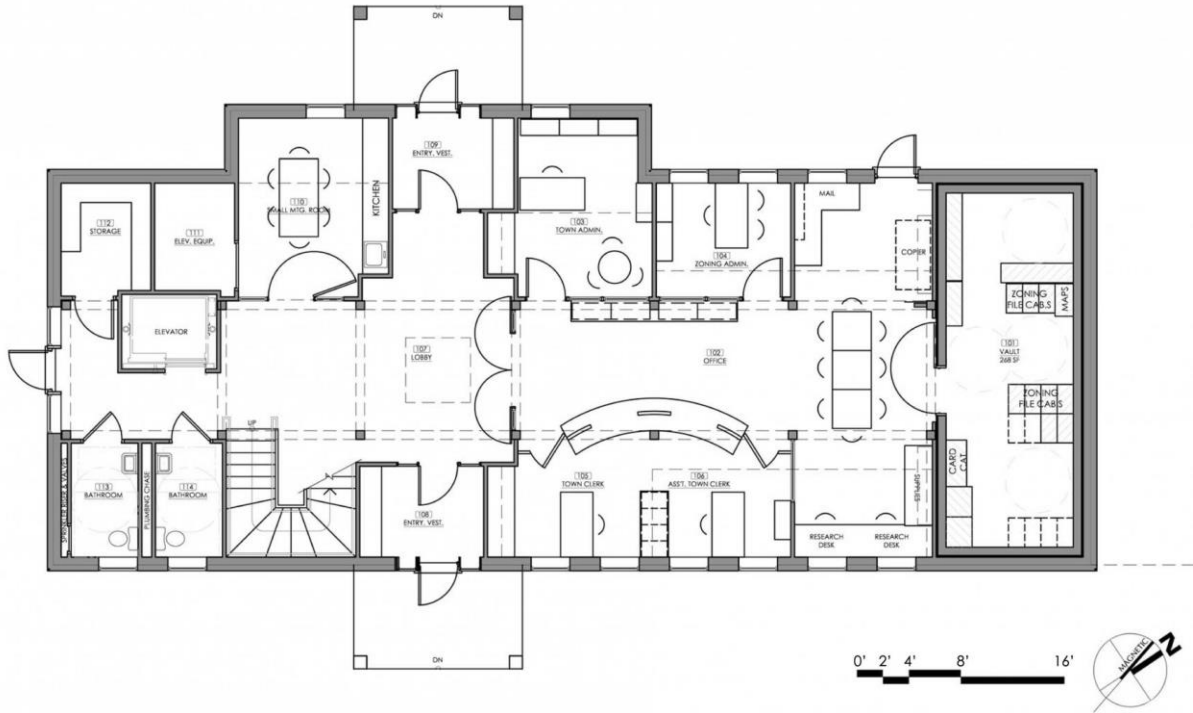
Small Kitchen - some way to have a way to see through for serving coffee etc.

Storage - voting booths, chairs, cleaning supplies etc.

Meeting Room - A wider room than current one so can put the selectboard in front w/ large table(s).

- Likes idea to visit other Town offices + see how they display their work areas.
- Need to keep folks using info from vault w/in eyes view.

Exhibit 2



TOWN OF WAITSFIELD

REQUEST FOR PROPOSALS NEW TOWN OFFICE BUILDING

September 12, 2011

The Town of Waitsfield is seeking proposals from qualified firms for all architectural and engineering services necessary for the design, bidding and construction administration for a new Town Office Building on a parcel of land located within the Waitsfield Historic Village District.

I. PROJECT BACKGROUND

The Waitsfield Town Office currently occupies approx. 1,780 sq. ft. in the lower level of the Joslin Memorial Library at the corner of Main and Bridge Streets in Waitsfield Village. There has been a need for increased storage, office, and meeting space within the Town Office for many years. In 2010 the town formed a Town Office Task Force (TOTF) to define the needs, examine options, solicit public input, contract for professional services, and make recommendations to the Select Board on whether they should either build a new Town Office or renovate and expand the existing Town Office space.

The Task Force recently completed a comprehensive feasibility study which concluded that a new Town Office should be created on an available lot located within the Waitsfield Historic Village District. The selected location for the new Town Office is labeled "Site E" on the attached site plan.

The TOTF is now seeking proposals from qualified firms for all architectural and engineering services necessary for the design, bidding and construction administration for a new Town Office Building. These services would be provided in two (2) separate phases and as described below.

II. SCOPE OF SERVICES

Phase I Services (Schematic Design, Cost Estimating and Materials Required for a Bond Vote in March of 2013):

- A. Meet with the Town Office Task Force and Town Office Staff to reach a thorough understanding of the project.
- B. Provide schematic design alternatives and present to the TOTF a complete schematic design from selected alternative. Prepare presentation materials to assist the TOFT in building public support for the project and securing the bonding needed to complete the project. Provide an independent, detailed cost estimate to determine the level of funds needed to complete the project. Provide colored renderings of design mounted for presentation for public outreach meetings. Provide a separate price for a model of the project if it is decided that this would be beneficial.

Phase II Services (Design Development, Bid Documents, Bidding and Construction Administration Services):

- A. Prepare design development, construction drawings, and contract documents based on the program and approved schematic design.
- B. Meet as often as needed with TOTF and Town staff. Prepare project plans, manuals, and bid specifications for construction.
- C. Provide support to the Town in securing bonding for project (materials, meetings, presentations).
- D. Assist board in selecting list of qualified bidders for the general construction of project.
- E. Issue bid documents and solicit bids for general contractors, assist board in selecting general contractor for project.
- F. Support construction of project by providing construction administrative services during construction
- G. Coordinate with Contractor(s) in observation of the construction work, preparing change orders, and reviewing applications for payment.
- H. Provide direction and clarification as needed to general contractor (RFI'S).
- I. Review and approve submittals.
- J. Visit the site periodically for review of the work and to meet with owner and contractor.
- K. Prepare the necessary punch list and project closeout documents.
- L. Monitor and facilitate corrective actions by those responsible on project warranty items.

The scope of the services outlined above shall generally be as described in the standard forms of AIA contracts, most current editions, including:

Form B101 – Standard Form of Agreement Between Owner and Architect
Form AIA Document A101- Standard Form of Agreement Between Owner and Contractor
Form A201 – General Conditions of The Contract for Construction

The following clarifications are included:

1. It is anticipated that project coordination meetings will be held with all parties through all design stages an average of once every 2 weeks, at the town office. The architect shall prepare and issue meeting minutes of all design phase meetings.

2. It is anticipated that project coordination meetings will be held with all parties through the full construction phase an average of once every two weeks at the project site. The construction General Contractor shall prepare and issue meeting minutes of all construction phase meetings.
3. The Architect shall provide guidance and assistance to the owner with all required state and local permitting processes, presentations and applications.
4. The Architect shall be responsible to coordinate all design disciplines through all phases of the project.
5. Mechanical design shall evaluate multiple alternative systems to determine which system or combination of systems provides the best combination of performance, energy efficiency and low maintenance. The Owner wished to evaluate the cost to air condition some or all portions of the building.
6. The following guiding principles, relating to the new Town Office space, were identified by the TOTF and presented at the February 10 public forum:
 - a) New town offices should meet the Town's long term needs (e.g., serve the town for 50+ years) either through initial construction or a potential for future expansion.
 - b) The Town Office should enhance Waitsfield's built environment and sense of civic pride through quality design and construction, and should serve as a model for energy efficiency.
 - c) The decision to relocate the Town Office should be based on a realistic understanding of the Town's fiscal outlook and the impact on taxpayers.
 - d) The decision to relocate the Town Office is ultimately a decision of the voters, and any proposals made by the Town Office Task Force should be the result of an inclusive public outreach effort that provides meaningful opportunities for Waitsfield's citizens to weigh in.
7. Although a desired TOTF goal for the new Town Office is that it "serve as a model for energy efficiency", LEED certification will not be required.

III. Future Town Office Space Program

Preliminary calculations suggest new Town Office space should be about 4,330 square feet comprised of the following: office space (1,250), vault (500), meeting area (600), bathrooms (320), utilities (150), storage (550), counter, files (300), entry, hallways (660). Other considerations: break room, public notice area, 100+ year plan with expansion potential, energy efficiency, and extra space for potential rental revenue.

The selected Architect will work with the TOTF to further develop and confirm the space requirements for the building's program elements. The TOTF wants to evaluate whether the new Town Office could be designed to have less space initially then identified in the program outlined above if unfinished or expansion space were planned into the design of the facility.

IV. PROPOSED SCHEDULE

- RFP advertised on September 13, 2012
- Site visit at proposed new Town Office location at 10:00 am, Wednesday, Sept.19, 2012
- Proposals due at the Town Office by 12:00 pm on Friday, September 28, 2012
- TOTF may schedule interviews on October 4, 2012 between 6:00 pm and 8:00 pm
- Consultant team selection by October 5, 2012

- Initiate design services by October 12, 2012
- Prepare conceptual design alternatives for presentation to TOTF by November 2, 2012
- Present selected conceptual designs at public outreach meeting in Mid-November
- Present schematic design of preferred concept option to TOTF on, or before, Dec. 7, 2012
- Complete schematic design by December 21st
- Complete schematic cost estimate of construction and soft costs by January 18, 2013
- Prepare presentation materials for public outreach meetings between late January 2013 and mid-February 2013
- Bond vote for project's Phase II funding on Town Meeting Day, 2013
- Phase II services would begin in Mid-March 2013; if the Town approves funding for project
- Complete Design Development Services by July 31, 2013
- Complete preparation of Bid Documents by November 30, 2013
- Pre-qualify Bidders in December, 2013
- Bids for construction between mid-January and February 14, 2014
- Execute contract for construction by mid-March, 2014
- General Contractor to prepare shop drawings, coordination drawings and submittal for Owner/Architect review in late march and April of 2014
- General Contractor to mobilize and start construction at earliest feasible date in late-April or early May, 2014
- Construction to be substantially complete by May 31, 2015

IV. REQUIRED ELEMENTS OF PROPOSAL

Technical Proposal. Six (6) copies of the proposal should be submitted which, at a minimum, includes the following information:

- A short statement of interest and demonstration of the Consultant's understanding of the scope and objectives of the project.
- Detailed scope of services and methodology, including specific activities and tasks to be performed, individual(s) to be involved, and an estimate of hours associated with each.
- Proposed timetable for project tasks, including estimated hours associated with each.
- Qualifications of the individual(s) who will be involved in the project, including relevant past experience.
- Summaries of three or more relevant projects, including the names and telephone numbers of references.

The proposal should be printed on double-sided paper to the extent possible and bound in such a way to allow for recycling. In addition please submit an electronic copy of all materials submitted.

Cost of Services. In a separate sealed envelope from the technical proposal, please provide information about the costs associated with the proposed schedule of services, including anticipated costs of delivery, phone, travel, photocopies, etc. Include the hourly rates of involved personnel in the event that further services beyond, or adjustments to, the final project scope of work is desired.

The Architectural Team is to include all consulting disciplines necessary for completion of the project, except as noted otherwise. This is to include the following as a minimum, with proposed fees broken down per the following matrix:

	Phase I Services	Phase II Services			
Design Service	Schematic Design	Design Development	Construction Documentation	Bidding	Construction Administration
Architectural Design					
Site Engineering					
Landscape Design					
Structural Engineering					
Mechanical Engineering					
Electrical Engineering					
Independent Cost Estimating					

V. ADDITIONAL INFORMATION

Members of the Town Office Task Force will review the submissions. The TOTF may elect to interview any respondents or none. The technical proposals will be reviewed first. The cost proposal will be opened after review of the technical proposals is complete. The recommendation for award of the contract will be based upon the following considerations:

1. Responsiveness to the Request for Proposals;
2. Qualifications of the consultant or team;
3. The proposed schedule for completion.
4. Assurance that the consultant can perform the contract within the time specified;
5. Experience working with citizen committees;
6. The content of the cost proposal, including the approach taken to develop the overall estimate of both costs and person-hours; and
7. In accordance with the Waitsfield Procurement Policy.

The Town reserves the right to reject any or all proposals and to award the contract as determined to be in the best interests of the Town. All proposals become the property of the Town of Waitsfield upon submission. Waitsfield is an equal opportunity employer.

For more information, contact Jennifer Peterson, Town Clerk, at (802) 496-2218 or waitsfld@madriver.com.

Proposals will be accepted at the address below until **12:00 pm, Friday, September 28, 2012**. Responses should be clearly labeled “New Town Office - Proposal for A/E Services” and be delivered to:

Jennifer Peterson, Town Clerk
 Waitsfield Town Office
 9 Bridge Street
 Waitsfield, Vermont 05673

Exhibit 4

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)				
	Location A - East of the existing Town Hall located at 329-333 US Route 2 (The Existing Town office and Island Craft Shop Parcels).	Rating (0-5)	Location B - North of The Old White Meeting House located at 318-320 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).	Rating (0-5)
Land Area: <i>Exhibit A:</i>				
	0.8 acres. See attached documents		2.44 acres. See attached documents	
Septic: <i>Exhibit B:</i>				
	<p>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.</p> <p>A best fix system may limit potential future growth unless additional off-site wastewater is permitted.</p>		<p>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.</p>	
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 for existing town office use during construction. This would then need to be removed and turned back into grass.		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 would NOT require demolition of this structure		Locating the New Town Hall on this parcel would require demolition of this structure	

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)			
	Location A - East of the existing Town Hall located at 329-333 US Route 2 (The Existing Town office and Island Craft Shop Parcels).	Rating (0-5)	Location B - North of The Old White Meeting House located at 318-320 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).
Disposition of Old White Rescue Building (currently utilized seasonally by The Island Craft Shop).			
	Locating the New Town Hall on this parcel would require demolition of this structure		Locating the New Town Hall on this parcel would NOT require demolition of this structure
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.
	There is no question of "what will become of the old Town office site" because it will remain a town office and parking.		If the new town office is built on this site it is unknown what the long term disposition is of the existing town office site. It could be sold, it could be returned to green space and retained by the town for future use.
			Possibilities: The existing town office foundation could be built on and be used for the 3 season farmers market.
			Possibilities: The existing town office foundation could be built on and be used for a new location for Granny's Attic thrift shop.
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 are may be greater than 1/2 acre.		This site may require a Vermont Stormwater Permit #3-9050 since the new/redeveloped inpervious surface are 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.

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)				
	Location A - East of the existing Town Hall located at 329-333 US Route 2 (The Existing Town office and Island Craft Shop Parcels).	Rating (0-5)	Location B - North of The Old White Meeting House located at 318-320 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).	Rating (0-5)
Required cooperation:				
	Building on this site would require cooperation for adjacent property owner to provide parking for continued town office operations during construction. Parking for the existing town office would be in front of the existing town office and on the lawrence parcel if Mr. Lawrence agrees.		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.	
	Not applicable		Future renovations of the old white meeting house could be a disturbance	
Expandability: If we need to grow beyond the anticipated footprint in the future what is the expansion potential for each site? Whether that is an expansion of the meeting room, adding additional staff to Planning and zoning, office space for a recreation dept director or Town highway supervisor, or something else we can't predict that comes up in 10, 20, 30 years down the road. See Exhibit F				
	Very limited options for potential expansion		More options for potential expansion	
Synergies:				
	Dedicated facilities that don't need to share with other uses		shared parking with the white meeting house and future park, possibility to serve the park with bathrooms/water fountains/ shelter/ etc. these can reduce/share costs across all projects by not duplicating amenities.	
Historical location: The Town Hall has been located on the parcel at 333 US Route 2 for 60+ years (estimated).				
	If we build on this site the building would be closer to the current location.		Locating the building in this location would be across Route 2, and further away from the current location.	
Creation of a Town Center:				
	Locating the building in this location would be a stand alone building and a single use location.		Locating the building here would contribute to creating a town center when you consider the relation to the White Meeting House, the proposed Town Park, and the resulting possible civic green and events lawn.	

Site attributes comparison Rating 0 - 5 (0 = low site rating - 5 = high site rating)				
	Location A - East of the existing Town Hall located at 329-333 US Route 2 (The Existing Town office and Island Craft Shop Parcels).	Rating (0-5)	Location B - North of The Old White Meeting House located at 318-320 US Route 2 (Old White Meeting House parcel, old Red Fire Station Parcel, and adjacent future park land).	Rating (0-5)
Building positioning relative to overall lot:				
	Since the plan is to keep the existing town office in operation so that temporary facilities are not required the new town office can not be centered on the property. It will need to be pushed to the East as shown on the skematic site plan provided by the landscape architect. Centering the building on the lot would create the best presentation of the building.		This site is larger and allows more freedom of design in terms of building location.	

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>
Parcel Size: 0.8 acres -There does not appear to be a survey on file for the town office parcel.	Parcel Size: 2.44 acres -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:
Exhibit A - Property lines over drone orthophoto. Boundaries are based on surveys and site plans of adjacent properties and should be considered approximate.	Exhibit B - Draft survey and boundary line adjustment plat (zoomed in) over drone orthophoto. Exhibit C - 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"

A portion of
323 US
Route 2
Bellinghri
0.059 Acres

58' 3"

64' 6"

147' 6"

42'

335 US
Route 2
Lawrence

323 US
Route 2
Bellinghri

146'

51' 6"

27'

170' 1"

337 US
Route 2
Jolley
Assoc. LLC

192' 11"

34' 5"

129' 9"

325 US
Route 2
Harris
0.091 Acres

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

55'

46.5"

46' 2" 119' 9 3/4"

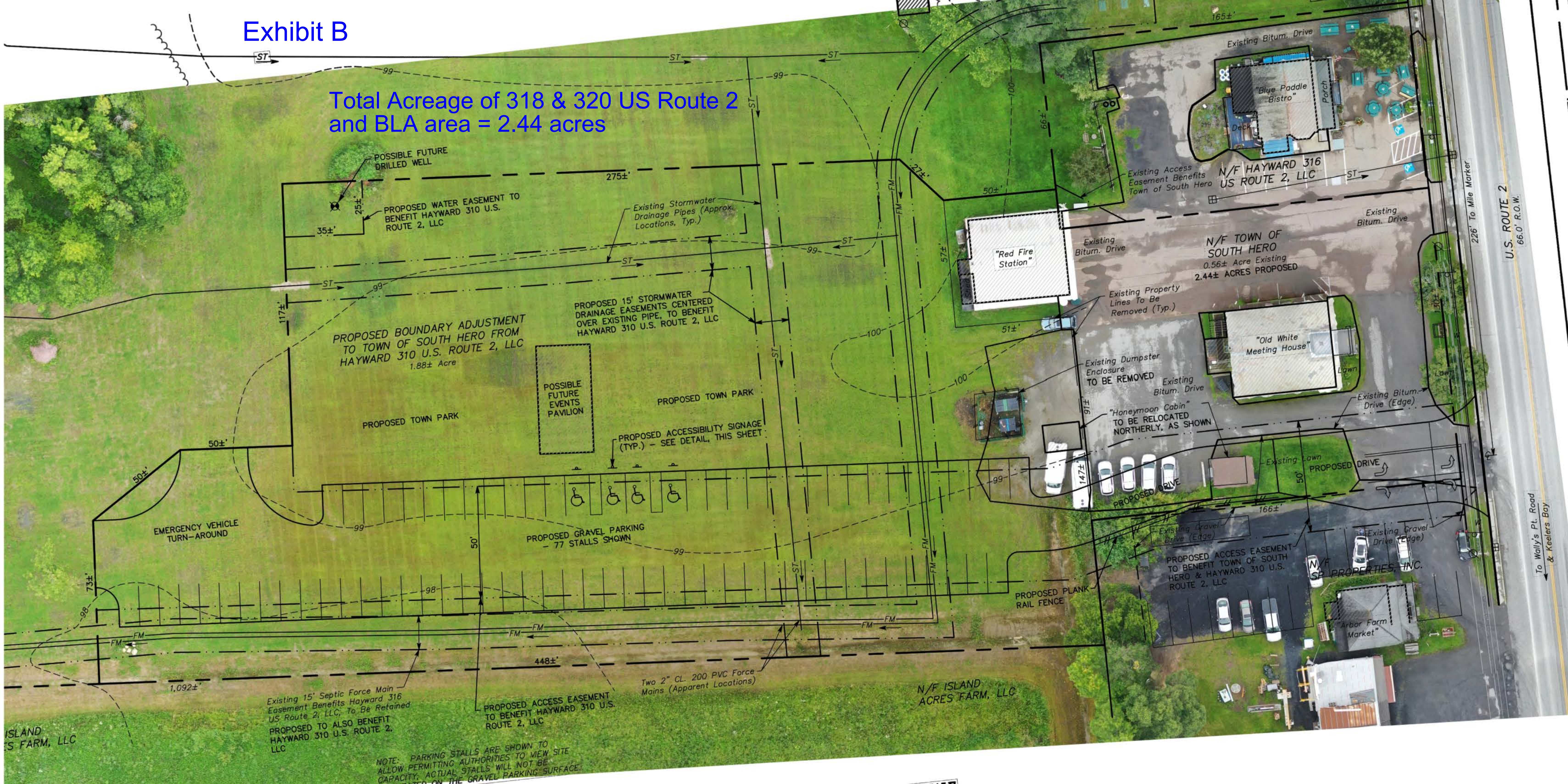
102' 9"

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



POSSIBLE FUTURE DRILLED WELL
PROPOSED WATER EASEMENT TO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

Existing Stormwater Drainage Pipes (Approx. Locations, Typ.)

PROPOSED BOUNDARY ADJUSTMENT TO TOWN OF SOUTH HERO FROM HAYWARD 310 U.S. ROUTE 2, LLC
1.88± Acre

PROPOSED 15' STORMWATER DRAINAGE EASEMENTS CENTERED OVER EXISTING PIPE, TO BENEFIT HAYWARD 310 U.S. ROUTE 2, LLC

POSSIBLE FUTURE EVENTS PAVILION

PROPOSED TOWN PARK

PROPOSED ACCESSIBILITY SIGNAGE (TYP.) - SEE DETAIL, THIS SHEET

EMERGENCY VEHICLE TURN-AROUND

PROPOSED GRAVEL PARKING - 77 STALLS SHOWN

PROPOSED PLANK RAIL FENCE

PROPOSED ACCESS EASEMENT TO BENEFIT TOWN OF SOUTH HERO & HAYWARD 310 U.S. ROUTE 2, LLC

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

Two 2" CL. 200 PVC Force Mains (Apparent Locations)

N/F ISLAND ACRES FARM, LLC

N/F SP PROPERTIES, INC.

"Arbor Farm Market"

"Old White Meeting House"

"Red Fire Station"

N/F TOWN OF SOUTH HERO
0.56± Acre Existing
2.44± ACRES PROPOSED

"Blue Paddle Bistro"

N/F HAYWARD 316 US ROUTE 2, LLC

226' To Mile Marker

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

To Wally's Pt. Road & Keelers Bay

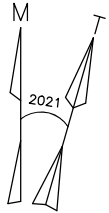
NOTE: PARKING STALLS ARE SHOWN TO ALLOW PERMITTING AUTHORITIES TO VIEW SITE CAPACITY. ACTUAL STALLS WILL NOT BE LAYOUT ON THE GRAVEL PARKING SURFACE.

Exhibit C

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



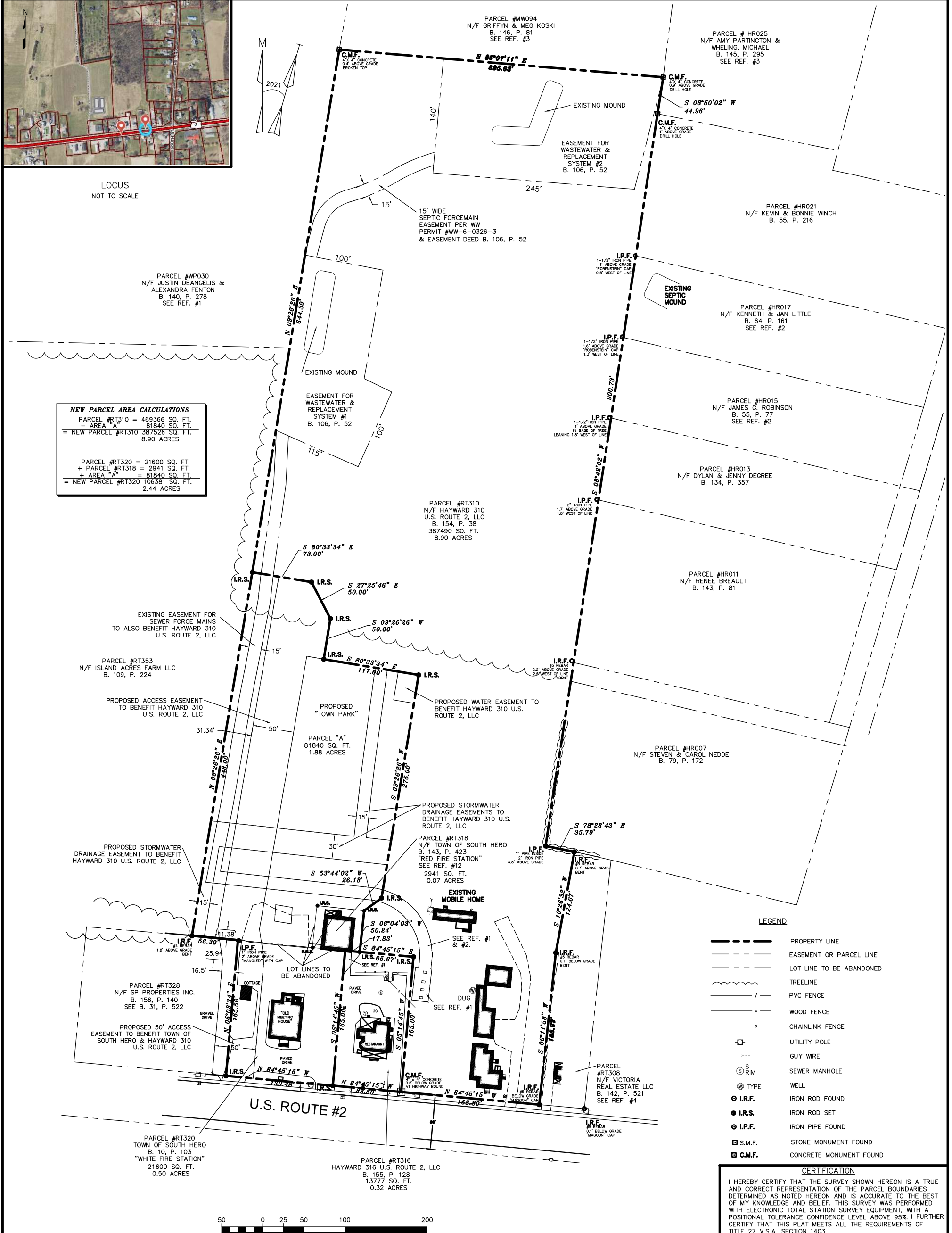
LOCUS
NOT TO SCALE



NEW PARCEL AREA CALCULATIONS

PARCEL #RT310 = 469366 SQ. FT.
= AREA "A" = 81840 SQ. FT.
= NEW PARCEL #RT1310 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.

- 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 FIELD 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.

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

LOT LINE REVISION, LANDS OF TOWN OF SOUTH HERO & HAYWARD #RT310, U.S. ROUTE 2, LLC U.S. ROUTE 2 SOUTH HERO, VERMONT

SHEET 1 OF 1 DWG. # S-1542

STATE OF VERMONT
RICHARD W. BELL
NO. 638
LICENSED LAND SURVEYOR

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

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

- Clean slate** (a) 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.

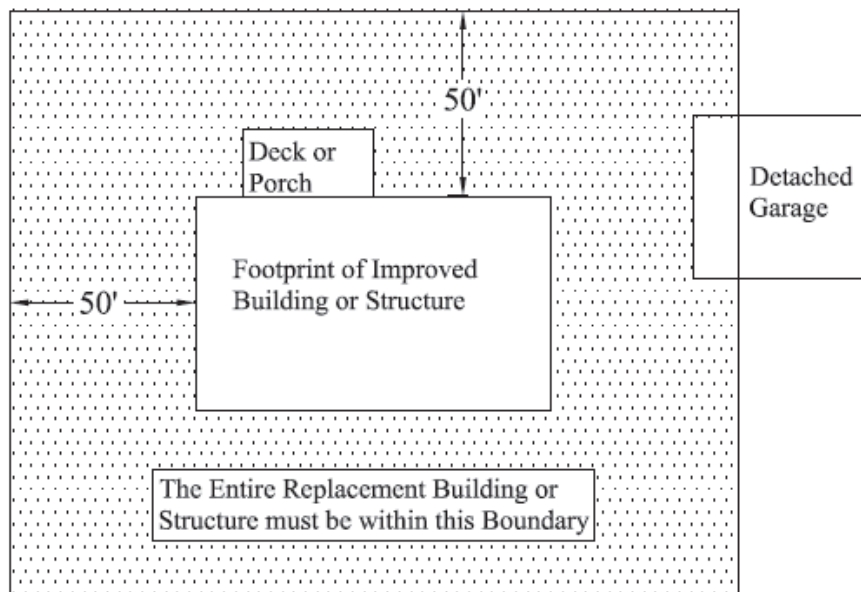
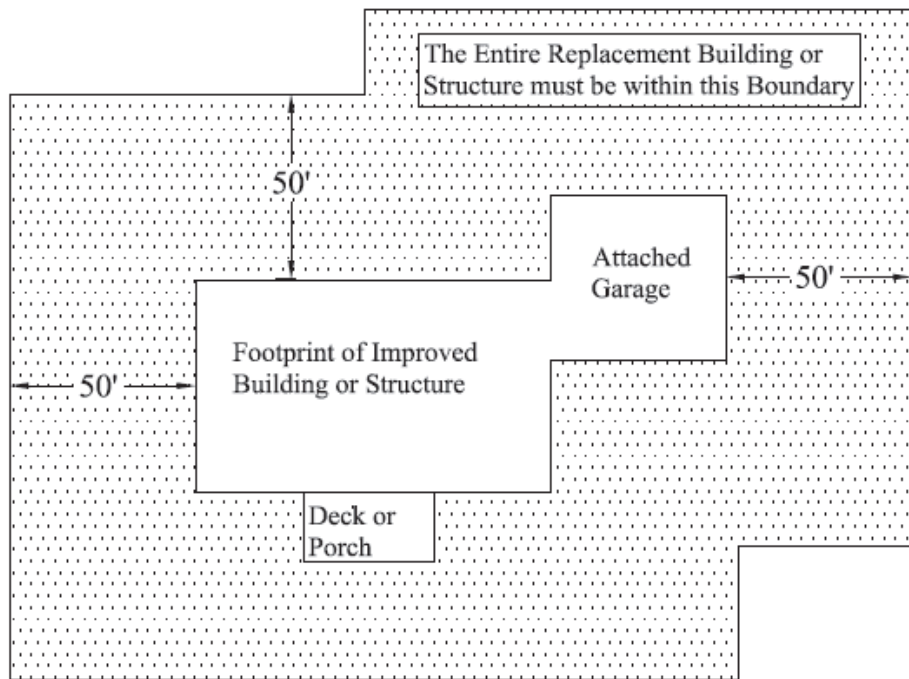
§ 1-304 Permit Exemptions

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

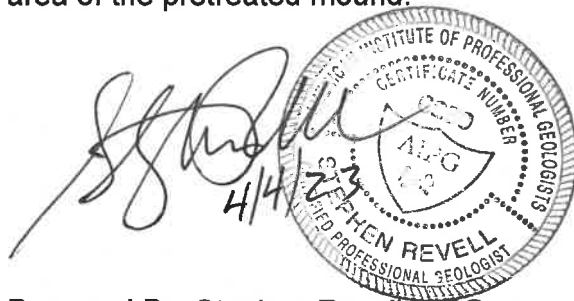
In order to support the proposed pretreated performance-based mound type disposal system design and show that the soils can accommodate the 2600 gpd design flow associated with commercial and residential uses, a site specific hydrogeologic analysis using Darcy's Law was conducted. The following formula 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);
 $i = \text{Gradient} = 4.0\% = 0.040 \text{ ft./ft.}$;
 $h = \text{Effluent mound height in feet} = 0.72'$
 $l = 400'$

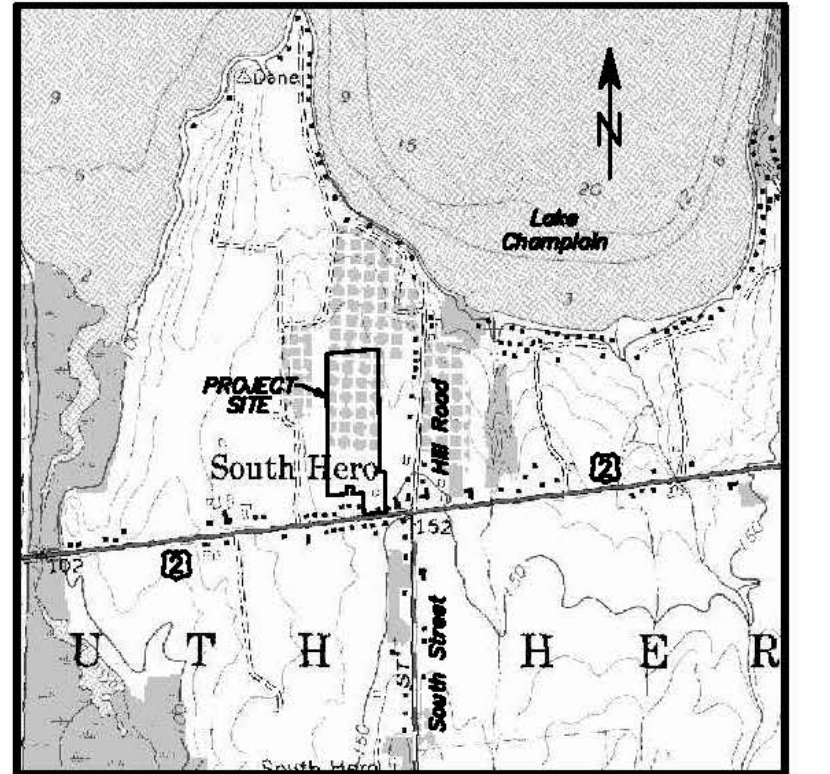
When solving this equation for h , a mound length of 400' was utilized to generate an effluent mound of 0.72'. Since evidence of a worst-case seasonal high groundwater system was identified at 19" or 1.58', with an induced mound of 0.72', 0.86' of unsaturated soil will remain. To maintain the required 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.



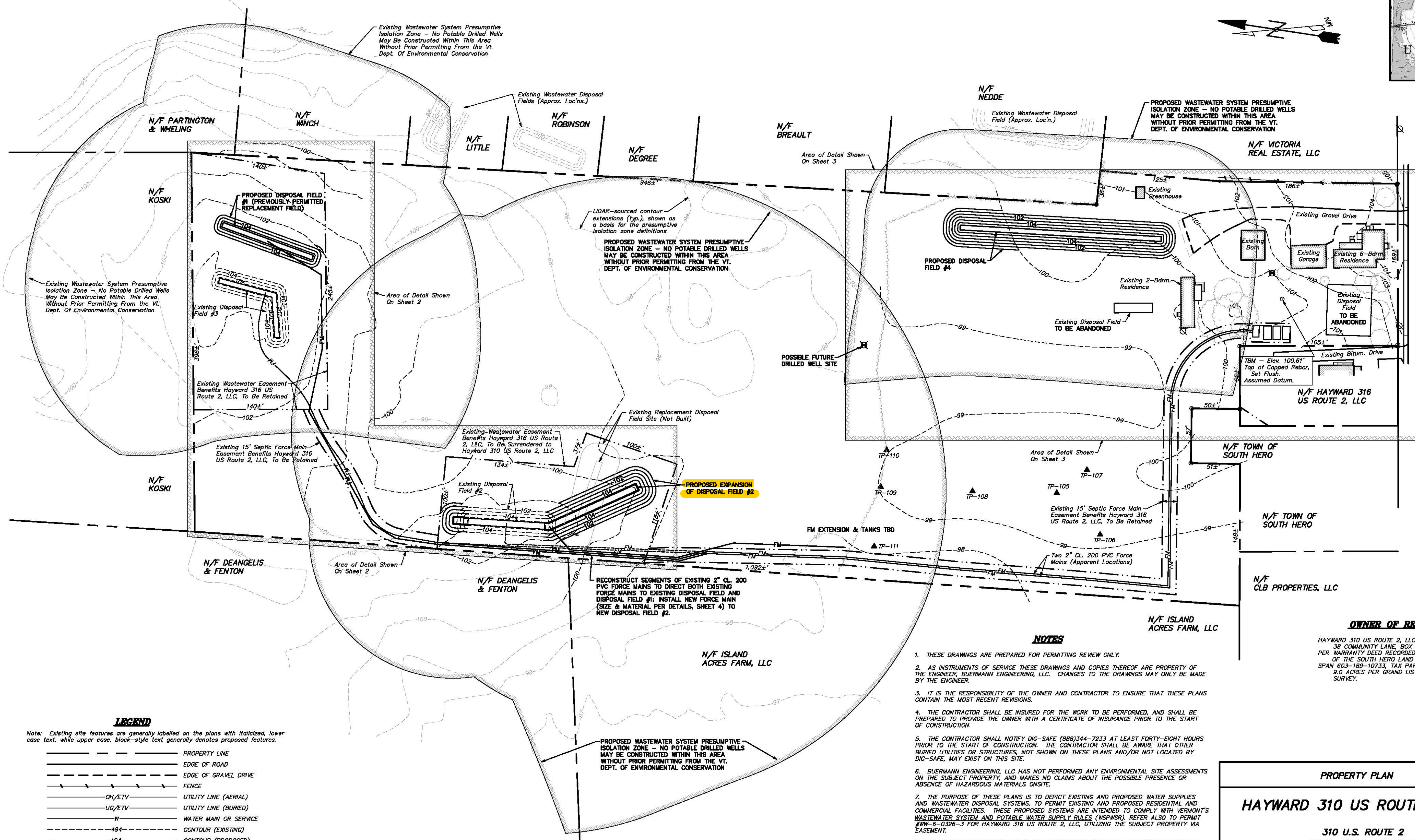
Prepared By: Stephen Revell, CPG
Qualified Hydrogeologist

F:\CLIENTS\2022\23005\Hayward #2 Mounding.doc





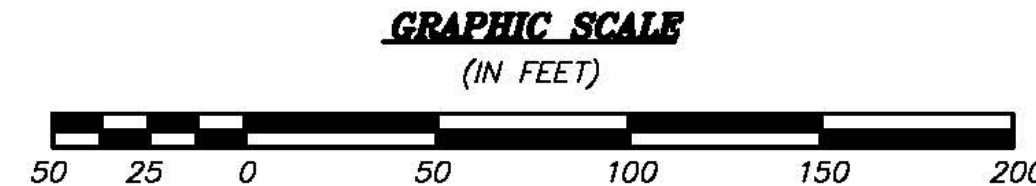
LOCATION MAP
N.T.S.



Note: Existing site features are generally labelled 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-B	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-6-0326-3 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-6-0326-3 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.

PROPERTY PLAN		Date 12/23/2022
HAYWARD 310 US ROUTE 2, LLC		Project Number 974
310 U.S. ROUTE 2 SOUTH HERO, VERMONT		Plan Scale 1" = 50'
 BUERMANN ENGINEERING, LLC 7 Sanderson Road, Milton, Vermont 05488		Sheet 1 of 7
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

Ammenity / Activity	Description	Phase I	
Soft Costs:			
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	
Infrastructure required to support park amenities:			
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	
Landscaping			
New trees		\$10,200	
Split rail fencing		\$4,800	
Harley rake and seed park area grass		\$3,000	
Park amenities:			
Performance pavillion		\$35,000	
Additional park amenities and features in future phases		\$0	
	TOTAL:	\$134,600	<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.

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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:

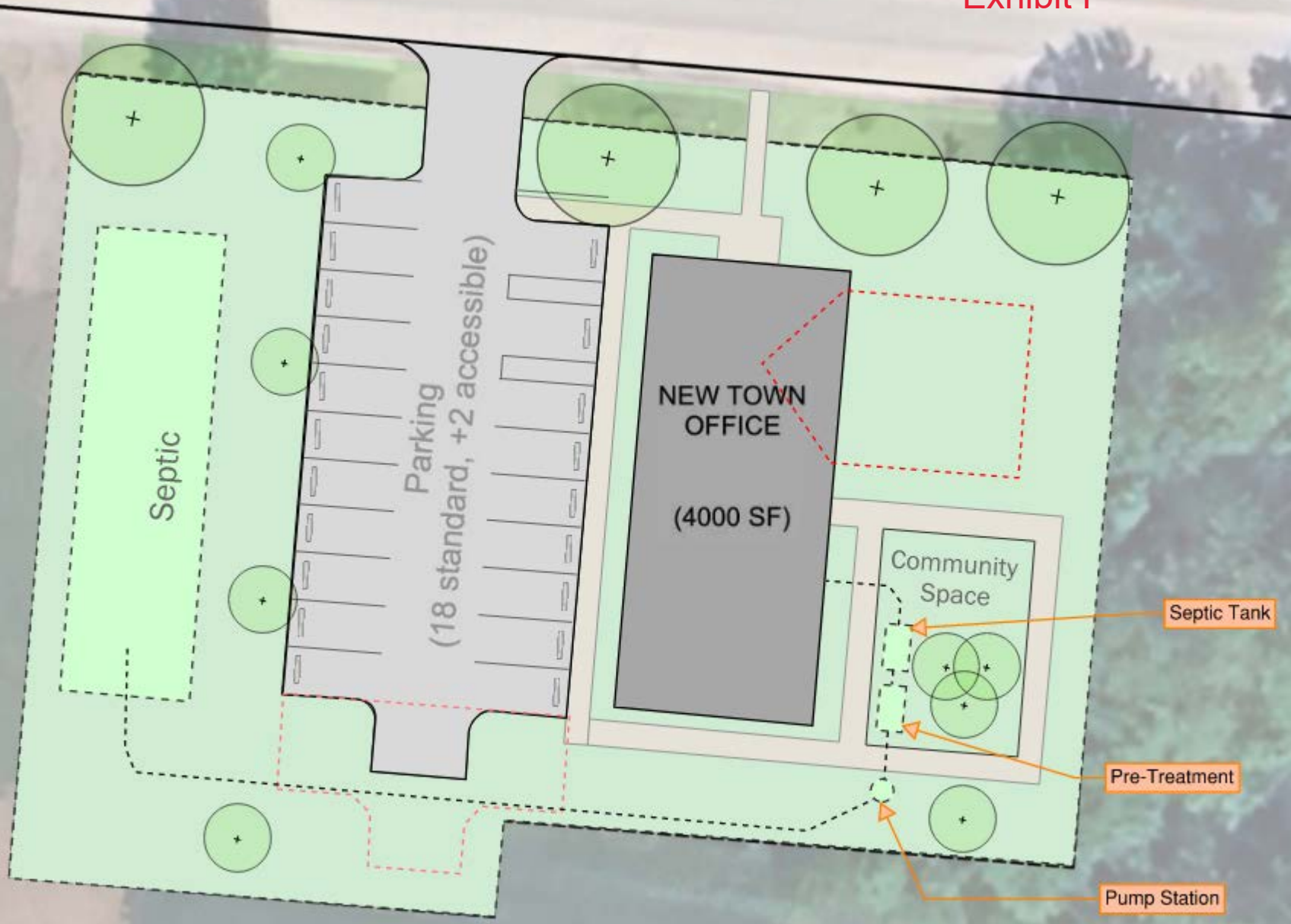
Anticipate that VTrans will strive, on either site, to refine and better restrict the US2 accesses. On either site, if wastewater disposal is not economically feasible, then holding tanks may be a viable option.

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.**
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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.**



NEW TOWN
OFFICE

(4000 SF)

Parking
(18 standard, +2 accessible)

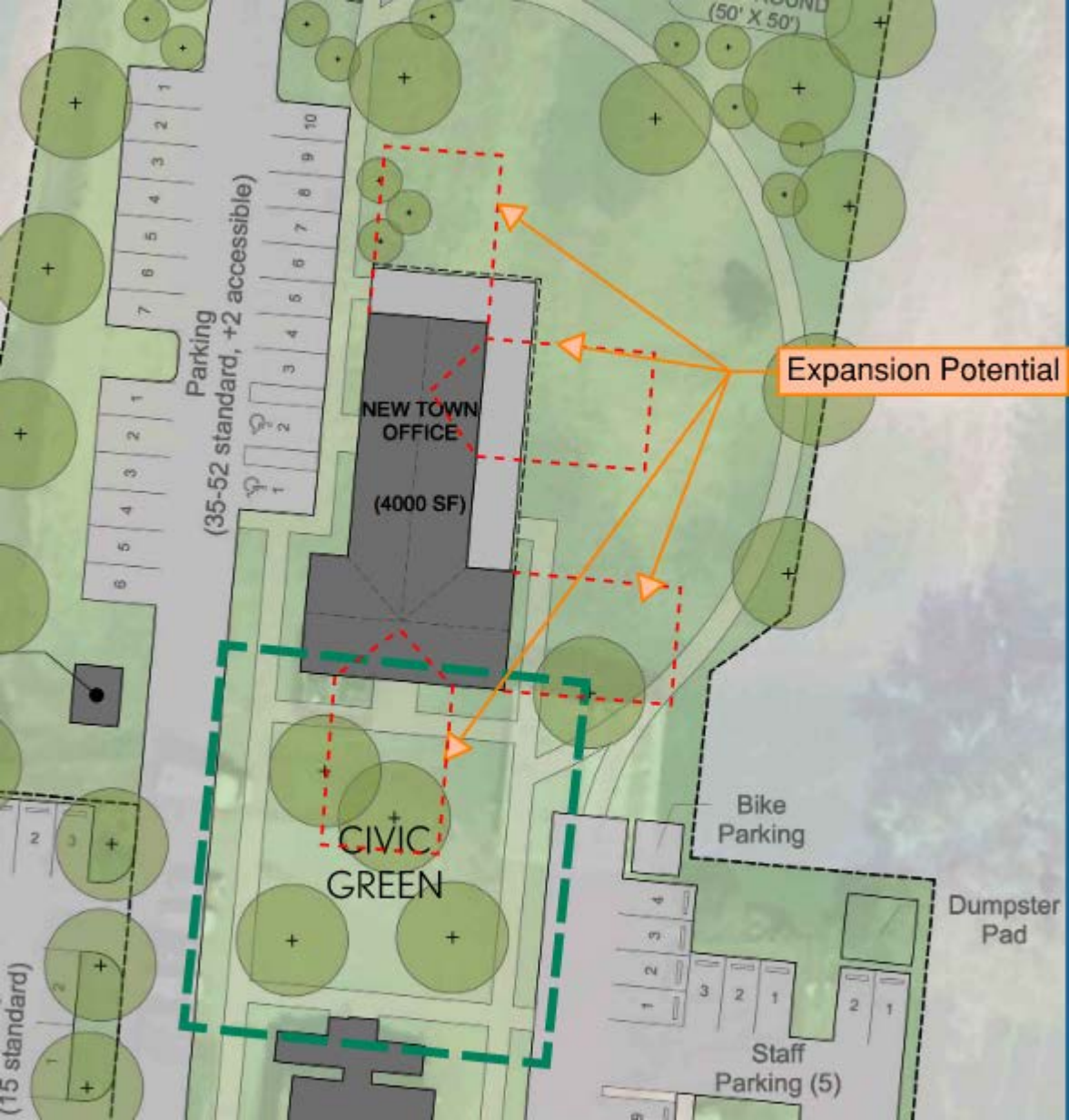
Septic

Community
Space

Septic Tank

Pre-Treatment

Pump Station



Expansion Potential

Parking
(35-52 standard, +2 accessible)

NEW TOWN OFFICE
(4000 SF)

CIVIC GREEN

Bike Parking

Dumpster Pad

Staff Parking (5)

50' X 50'

(15 standard)