

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Tuesday, May 30th, 2023
6:30 P.M.

Please see note below for access

I. Call to Order: 6:30 P.M.

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Wastewater Planning Project Update and Discussion (60 +/- min)
3. Review and approve Authorized Official Resolution for Northern Borders Regional Commission Grant Application (15 +/- min)
4. Consent Agenda:
 - a. Consider approving the Minutes of 5/8/23
 - b. Bills Payable and Treasurer's Warrants
 - c. Consider approving Conservation Commission's Flood Resilient Communities Grant application

III. Other Business.

1. Correspondence/reports received.

IV. Adjourn.

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, please use the following link:**

<https://us02web.zoom.us/j/82056117089>

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

Anyone wishing to speak can do so during the designated times, as indicated by the chair.

ALL TIMES ARE APPROXIMATE

Waitsfield Town Administrator's Report

May 30, 2023

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II. REGULAR BUSINESS.

Item II.3 Wastewater Planning Project Update and Discussion

Members of the Wastewater Planning Project teams will present an update to the Selectboard on the wastewater project to date, including initial information included in the draft Preliminary Engineering Report (PER) which was received by the team on May 23rd but is still being reviewed and finalized. The draft PER will be available for full review before the June 5th meeting, at which point the Selectboard will need to decide if they accept the recommendations included in the PER. After the presentation, there will be an opportunity for discussion and to ask questions. A PDF of the presentation slides will be available on the Town website and by request after the meeting on Tuesday, May 30th.

Additionally, the Project Coordination Team has provided Project Update #3, which is enclosed in this packet.

Recommendation:

No action anticipated at this meeting, just discussion.

Item II.4. Review and approve Authorized Official Resolution for Northern Borders Regional Commission Grant Application

The Wastewater Funding Team has been working on pursuing multiple funding opportunities, including the Northern Borders Regional Commission's Catalyst Program Grant. The team submitted a Letter of Intent to the program on April 21st and were notified on May 5th that the Town has been invited to submit a full application. The application portal opened on May 15th and is due by 5pm on Friday, June 2nd. Enclosed is the original Letter of Intent submitted on 4/21. The Funding Team is requesting that the Board review the LOI and let the team know if there are any questions about the application process as they prepare to submit the complete application by Friday, June 2nd. The potential award is a maximum of \$3 million, with a required local match of 50% (\$1.5 million).

The application requires that the Selectboard authorize an agent to apply for the grant on the Town's behalf by passing a Resolution. The draft Resolution is enclosed, authorizing Annie to submit the application on behalf of the Town. The team is asking that the Board review, adopt, and sign the Resolution which is required for a complete application.

Recommendation:

Consider a motion to adopt the enclosed Authorized Official Resolution, authorizing the Town Administrator, Annie Decker-Dell'Isola, to apply for the Northern Borders Regional Commission Catalyst Program Grant and to sign any related documents.

51 Item II.5. Consent Agenda

52

53 *Any member of the Selectboard may request that an item be removed from the consent agenda for any*
54 *reason and the Chair will decide where on the regular agenda the item will be placed for further*
55 *discussion and potential action, otherwise a single motion is all that's needed to approve the identified*
56 *consent agenda items.*

57

58 a. Consider Approving the Minutes of 5/8/23

59 The minutes are enclosed for review.

60

61 b. Bills Payable and Treasurer's Warrants

62 Warrants will be emailed before the meeting and available for review in person at the
63 meeting.

64

65 c. Consider approving Conservation Commission's Flood Resilient Communities Grant
66 application

67 The Conservation Commission recommends that the Selectboard approve the submission
68 of a grant proposal - "A Watershed Model for Invasive Species Management and
69 Ecosystem Restoration" - to the Flood Resilient Communities Fund, operated by Vermont
70 Emergency Management. Officials from Vermont Emergency Management, aware of the
71 work we have been doing on knotweed management and riparian restoration in the Mad
72 River Valley, strongly encouraged us to apply for funding. The fund has \$14,750,000 for
73 distribution in 2023. This grant proposal is for \$90,660.00 for the two-year period
74 beginning July 1, 2023.

75

76 It would support a dramatic expansion of the invasive species management and riparian
77 planting initiative in the Mad River Valley, and a new collaboration with the Town of
78 Northfield.

79

80 Leaders from the Warren, Fayston and Waitsfield conservation commissions and Friends
81 of the Mad River developed the proposal. In addition to managing additional Japanese
82 knotweed infestations and planting of over 1,200 trees and shrubs in four locations on town
83 properties in Warren (Quayl Bend and Riverside Park) and Waitsfield (Tardy Parcel and
84 Lareau Park), the grant would support the implementation of a scientifically-grounded
85 system to monitor the impact invasive species management methods being employed,
86 completion of a GIS map of knotweed infestations in the Valley, an initial assessment of
87 the locations and prevalence of other plant invasive species, and testing of methods for
88 gravel decontamination in Warren.

89

90 Recently, residents of Northfield and faculty from Norwich University learned about this
91 MRV initiative. They have requested help in launching a similar effort in Northfield.
92 Leaders from the Valley conservation commissions welcome this interest and have offered
93 to provide technical assistance and allocate some UVM intern time to assist Northfield.

94 With the encouragement of Vermont Emergency Management, \$8,450 has been added to
95 the proposal to cover the intern time.

96
97 The draft application, including a project budget, are enclosed.

98

99 **III. OTHER BUSINESS**

100 Item III.1. Correspondence/Documents/Reports received

101 a. None received to date

To: Waitsfield Selectboard
From: Joshua Schwartz, MRV Planning District
CC: Waitsfield Wastewater Planning Project Team Members
Annie Decker-Dell'Isola, Waitsfield Town Admin.
JB Weir, Waitsfield Planning & Zoning Admin.
Randy Brittingham, Waitsfield Town Treasurer/Grant Admin.
Bob Cook, Waitsfield Planning Commissioner
Chach Curtis, Waitsfield Selectboard Member
Robin Morris, Waitsfield Water Commissioner
Jon Ashley, DuBois & King
Date: May 26, 2023
Re: Waitsfield Wastewater Planning Project Update #3

This serves as the third regular update on the Waitsfield Wastewater Planning Project, a task I'm carrying out in my role as Planning Coordination Team Lead (as articulated in the *Memorandum of Understanding between the Town of Waitsfield and the Mad River Valley Planning District for the Waitsfield Wastewater Planning Project*). The purpose of these updates is to ensure the Waitsfield Selectboard and Waitsfield Wastewater Planning Project Team Members are abreast of project status and developments, summarizing activities over the preceding weeks. This update follows Update #1 (4.14.23) and Update #2 (5.5.23)

Recent Activities

Project Coordination Team (PCT)

- Meetings: 5.8, 5.15, 5.22 (upcoming: 5.30, 6.6)
- Activities:
 - The intended 5.22 Selectboard Meeting was postponed to 5.30, but will still include an overall project update and preliminary overview of the draft PER recommendations and findings to be presented at the 6.5 Selectboard meeting.
 - JB reached out to Tom Brown re: income eligibility threshold request, who responded by saying that it was still in process – definitive response forthcoming.
 - Clarifying funding and timing strategy for Final Design stage with DEC. In order to meet the 6.30 CWSRF funding application deadline, it will need VT DEC certification, ESA agreement, project scope, etc. for Selectboard review at its 6.26 Meeting.

Engineering/Technical Team (ETT)

- Meetings: 5.11, 5.17, 5.25 (upcoming 6.1)
- Activities:
 - Explored elements of the PER analysis work, discussing various elements, identifying project priorities, and drafting potential recommendations.
 - Jon Ashley provided a summary of wastewater treatment alternatives, group explored collection system options, and undertook an analysis of wastewater flows.
 - Explored funding avenues for potential future water connections.
 - D&K submitted a draft PER on 5.23. The ETT met on 5.25 to review the preliminary PER draft with D&K. Requested edits to the draft are being submitted to the engineer by 5.31 and will include any relevant feedback received at the 5.30 meeting as well.

- The Finding of Now Significant Impact (FNSI) Hearing, a requirement of the PER effort and originally proposed to take place in late May, has been postponed as we are still awaiting feedback from VT Division of Historic Preservation.
- Recently, Joshua identified discrepancies between the VT Downtown Board Approved Map for Waitsfield Village Center and the digital layers on the Planning Atlas and the Geodata Portal map. Highlighted these discrepancies to ACCD staff, who worked quickly to and amend the incorrect data layers on 5.25.

Funding Team (FT)

- Meetings: 5.5, 5.10, 5.11
- Activities:
 - Draft 2023 Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP)
 - The draft 2023 CWSRF IUP, and its included Priority List (PList), is anticipated to be released in late May 2023 (and posted at the link below). To date, the draft has yet to be released. Once available, it will be open for public comment for at least 30 days and include a public hearing June 2023. DEC staff recommend Waitsfield review and participate in the draft CWSRF IUP review process. The Final CWSRF IUP will likely be adopted in July 2023.
 - <https://dec.vermont.gov/water-investment/water-financing/srf/intended-use-plans>
 - Step 2 Funding: CWSRF - Final Design
 - 6.30 deadline
 - Have application to SB by 6.26, which requires Jon Ashley to create an ESA, project cost summary, DEC certification, funding application, and scope in advance.
 - Northern Borders Regional Commission's (NBRC) Catalyst Program | Deadline: 6.2
 - Town of Waitsfield's Wastewater Infrastructure Letter of Interest (LOI) for \$3,000,000 was one of three LOIs that were invited to the full application stage (out of 14 LOIs from Washington County).
 - The infrastructure project was deemed as demonstrating the program's "multi-jurisdictional" eligibility criteria, allowing it to be considered for an award up to \$3,000,000 (otherwise the project would only be eligible for an award up to \$1,000,000).
 - The Funding Team has been hard at work developing a full Catalyst Program application (due 6.2). <https://www.nbrc.gov/content/Catalyst>
 - Community Recovery and Revitalization Grant Program (CRRP)
 - Joshua & JB met with Angie Farrington, VEPC Program Manager, on 5.5 to explore funding options, and had a follow-up meeting on 5.10. They were informed that the program was unlikely to be a good fit for the project's Final Design phase, which was the initial request, as they prefer to focus on capital expenses. As an alternative, additional water connections are being explored as a potential fit. A follow-up meeting is being scheduled for 5.30.
 - CRRP awards up to \$1,000,000 or 20% of total eligible project costs.
 - <https://accd.vermont.gov/economic-development/funding-incentives/community-recovery-and-revitalization-program>
 - Central Vermont Economic Development Corporation (CVEDC)
 - Joshua has been coordinating with Melissa Bouny, CVEDC's new Executive Director, in regards to various project funding avenues.
 - Final Design Costs
 - Updated project costs, including Final Design costs, will be shared as part of the 5.30 presentation.
 - Due to availability of funding and timing, it's anticipated that subsidized funding is likely to cover only a portion of Final Design costs (resulting in the balance to be covered through CWSRF loans, requiring a municipal bond vote) and the FT is actively exploring all funding options. The 5.30 presentation will include some initial ideas for how to approach funding the Design phase.

Public Outreach Team (POT)

- Meetings: 5.8, 5.22
- Activity:
 - Website Update

- Annie is taking the lead on creating a new Wastewater Planning Project page, to include a narrative, project timeline, key meeting dates, etc.
- Valley Reporter Interview
 - Annie & Joshua were interviewed by Lisa Loomis on 5.22 about the Waitsfield Wastewater Planning Project status and next steps. The resultant article ran in the most recent Valley Reporter (Vol. 52, No. 6)
 - "What to expect at next week's wastewater hearing." The Valley Reporter, 5.25.23, p.1.
- 5.30 Selectboard Meeting
 - This will primarily be the Waitsfield Wastewater Planning Project Community Update Meeting. Timing of this meeting is to ensure broad project understanding in advance of the subsequent Final PER delivery and ETT Recommendation to the Selectboard at its meeting of 6.5.
 - Annie & Joshua are preparing outreach materials and a project update presentation.

Updated Timeline of Near-Term Activities

- 5.30 - SB Mtg, Project update including time for questions and discussion
- 6.2 - NBRC Application Deadline
- 6.5 - Latest PER draft and board action on ETT recommendation,
- 6.9 - Final PER Released
- 6.26 - SB Mtg, CWSRF Final Design application material review
- 6.30 - CWSRF funding request submission for Final Design
- TBD - Finding of No Significant Impact (FNSI) Hearing (*a component of the required environmental review of the project*)

Feel free to reach out with any questions, thoughts, and/or ideas.



CATALYST PROGRAM
2023 LETTER OF INTEREST

Name of Applicant Entity:

Town of Waitsfield, Vermont

Applicants will be required to be registered in SAM.gov and have a Unique Entity ID (UEI) number at time of application.

Type of Entity: (Select one)

Local Government



Applicant Details: (Check all that apply)

- 1st time applicant
Serving rural community (population less than 5,000)
Serving community of color
Serving tribal community

Location of project: (include Municipality, County and State)

Waitsfield, Vermont, Washington County

Project Contact:

Name: J.B. Weir

Title: Planning & Zoning Administrator

Phone: 802-363-2485 x 4

E-Mail: pza@gmavt.net

Is there a Co-Applicant

Yes No

Name of Co-Applicant:

Type of Entity: (Select one)

Select one from list

Co-Applicant Details: (Check all that apply)

- 1st time applicant
Serving rural community (population less than 5,000)
Serving community of color
Serving tribal community

Is the Applicant required to request a Significant Benefit Waiver?

Yes No

If the entity submitting a LOI is also required to provide documentation to support a significant benefit waiver request (entity located in an Attainment County and not located in an Isolated Area of Distress), they must submit the executed significant benefit waiver affidavit, together with documentation that supports the project's ability to bring significant economic benefits to NBRC Distressed or Transitional counties, together with the required LOI documentation, prior to the deadline of April 21, 2023.

Is the applicant and/or co-applicant a prior NBRC award recipient who is not 75% expended as of April 15, 2023, and therefore requesting a waiver of the 75% expenditure requirement? Yes No

If the entity submitting a LOI is a prior SEID recipient and has not met the 75% expenditure (NBRC award and match) requirement of the prior award(s) prior to April 15, 2023, the entity must submit an executed 75% Expenditure Waiver together with the required LOI documentation prior to the LOI deadline of April 21, 2023. The 75% expenditure waiver must be approved for the project to be considered eligible to be invited to application submission.

The applicant acknowledges NBRC requires all projects to complete a NEPA environmental review process and that this may add to the overall project timeline. Yes No

The National Environmental Policy Act (NEPA) requires that prior to funding, authorizing, or implementing an action, federal agencies consider the effects that their proposed action may have on the environment. The NBRC has developed a NEPA intake form for all project to evaluate the level of NEPA environmental review required for each project. Include NEPA environmental review process in relevant supporting materials such as project timeline, budget, budget narrative, and qualifications.

Project Category: Categories are described in 2023 CATALYST PROGRAM Application Manual under Eligible Purpose. Applicants should self-identify the category that is most appropriate for the proposed project. The project narrative should align with the project category. The applicant should self-identify if multiple categories apply to the proposed project.

Construction in support of Infrastructure categories: Transportation Renewable Energy
 Telecommunications Basic Public – Core Basic Public – Critical Basic Public - Community

Non-Infrastructure categories: Business Development Workforce Development
 Basic Health Care Conservation, Tourism, Recreation

Project Budget Summary:

NBRC CATALYST PROGRAM Request Amount	3,000,000
Match/Cost Share Amount	10,433,653
Total Project Amount	13,433,653

If a project uses funds from multiple federal sources (including the NBRC), no more than 80% of a total project cost* can be comprised of federal funds. It is equally important for applicants to check with other federal sources, as each federal agency may have its own restrictions. See 40 USC §15506(e).

Letter of Interest Complete Package:

- **LOI form (fully executed PDF)**
- **Project Narrative (PDF format)**

For the narrative portion of the LOI, please include a letter (no more than 3 pages) that clearly articulates the following:

1. **Project Summary (3-4 paragraphs):** Describe the project including how it aligns with the agency investment priorities, eligible purposes and scoring criteria as referenced in the 2023 Catalyst Program Application Manual. Describe how the project aligns with agency investment priorities:

- Projects that provide benefits to or demonstrate meaningful engagement with LOI Page 2 of 3 communities who have been under-represented in past NBRC investments.

Underinvested communities include rural communities (population less than 5,000), communities of color, and tribal communities.

- Projects that address multiple needs and cross multiple investment categories.
- Projects that adapt to changing climate conditions and extreme weather events.

- 2. Statement of need** (1-2 paragraphs): Describe the project need including the challenge the project seeks to address. Describe why this project matters to the community and the opportunity gained by funding the project now.
- 3. Higher maximum for an infrastructure project** (1-2 paragraphs): Describe the need to include multiple infrastructure categories or multiple jurisdictions in one project. What is the benefit of setting the project up to include multiple infrastructure categories or serve multiple jurisdictions?
- 4. Outcomes** (1-2 paragraphs): State the expected outcomes and associated measures of success for the project. Outcomes should be clearly identified in narrative and measurable to be reported on throughout the course of the project as well as three years after closeout.
- 5. Partners and qualifications** (1-2 paragraphs): Provide a list and brief description of the collaborating partners in the project, and their respective roles.

- **Budget and Budget Narrative (PDF)**
SF424cbw

Budget narrative to include:

1. Expenses over \$5,000 with brief justification for each.
 2. Matching funds detail, to include Source, amount, date of commitment (and if not yet committed or pending, include anticipated date of commitment)
- *If requesting the higher maximum for an infrastructure project, describe how the requested funds will be allocated across infrastructure categories.*

Please submit the LOI template together with the required Project Narrative, Budget (SF424cbw) and Budget Narrative as one PDF to loi@nbr.gov, by the LOI deadline of April 21, 2023, at 5:00 p.m. EST. If your project is required to submit a waiver and documentation in support of a Significant Benefit Waiver request and/or a 75% Prior NBRC SEID Award Expenditure waiver, please submit that information as a separate PDF from the LOI but attached to the same email as the LOI submission. Please see the 2023 Catalyst Application Manual for additional information. Incomplete LOIs will not be eligible to be reviewed or invited to application phase.

The required submission requirements of the Letter of Interest must be submitted in PDF form and not be corrupt. NBRC will attempt to open the document but will not take any additional measures in the event of problems with opening.

I, Annie Decker-Dellisola **verify that the facts set forth in the Letter of Interest materials are true and correct to the best of my knowledge, information, and belief.**

Annie Decker-Dellisola

4/21/23

Signature of Authorized Official

Date

Annie Decker-Dellisola

Printed Name of Authorized Official

April 18, 2023

Re: Letter of Interest for 2023 Catalyst Program | Waitsfield Wastewater Project

To whom it may concern:

Please see the Project Narrative below.

1. **Project Summary:** Construction of municipal wastewater infrastructure to serve Waitsfield's two villages, focused on leveraging community economic development, addressing the housing crisis, and promoting clean water. The construction of municipal wastewater infrastructure will provide opportunities for businesses in the Village areas that encourage investors and entrepreneurs, attract people to move to and reside in Waitsfield, to invest in residential development, and encourage infill and compact development. In addition, the Town desires to address the protection of defined wetlands and critical habitats to ensure a healthy watershed with clean water, and to address the growing climate crisis. The funds will be utilized for the design and construction of municipal wastewater infrastructure from the Town-owned Munn Field to Waitsfield's twin villages of Waitsfield & Irasville.

2. **Statement of Need:** Waitsfield is the largest unsewered village in the State of Vermont. For decades, Waitsfield has struggled with the goal of creating infrastructure to achieve its long-time planning and community development goals of fostering a settlement pattern of a compact village center surrounded by farm and forest land and well-planned residential development. Through land use regulations and past investments in infrastructure (e.g., municipal water, sidewalks) we have made some success, but the lack of wastewater capacity has been a significant barrier. Water and wastewater infrastructure is essential for potential housing in our municipally identified "Growth Area," will support businesses, and will clean up aging and failing septic systems. The community's priority needs include: (1) Provide replacement wastewater options for lots with aging leachfields and spatial limitations for replacing their existing wastewater system when they fail. Without an affordable option to replace aging septic systems, existing lots with "grandfathered" systems that don't comply with current septic system standards are likely to be challenged to put in a replacement system, representing a threat to existing residential stock; (2) Remove current conflicts between well shields for existing potable water supplies and existing on-site leachfields for protection of human health; (3) Protect water quality of the Mad River (a key recreational resource for the community) and area wetlands, both of which are important natural resources; and (4) Provide infrastructure to support the development of affordable residential and general residential demand in the community; and (5) facilitate growth within the community's planned growth area, alleviating economic

distress and positioning the town and broader Mad River Valley for economic growth.

3. Higher Maximum for an infrastructure project: The Town of Waitsfield serves as the commercial center for the entire Mad River Valley – including the Town of Waitsfield, Town of Fayston, Town of Warren, and Town of Moretown. Wastewater infrastructure will allow for more diverse commercial activities for all Valley residents, and will also allow for the creation of more housing within and adjacent to the walkable commercial center. Staff of the Mad River Valley Planning District has been brought on board as Project Manager as the project in essence is meant to serve all Valley towns.

4. Outcomes: The project proposes municipal wastewater infrastructure in Waitsfield's main villages, supporting the historic settlement pattern of vibrant villages surrounded by rural countryside. The main beneficiaries of the wastewater infrastructure will be present and future commercial entities and the low and middle-income residents of the villages. Metrics for success: number of new commercial establishments, number of commercial establishments expanded, number of new housing units, number of housing developers engaged in projects, reduction in number of failed individual wastewater systems, reduction in well head/wastewater contamination/conflict, and quantity of infill that supports the historic settlement pattern. The Town is undergoing a housing crisis of great magnitude, examined and articulated in the “2020 Mad River Valley Housing Demand & Market Analysis.” The first phase of the Waitsfield Wastewater Planning Project was completed in December 2022, “Wastewater & Water Feasibility Study.” Currently, the Town is working with DuBois & King to further define the preferred solutions’ feasibility and costs via a Preliminary Engineering Report (PER) and related Environmental Information Documents (EID), set to be completed by June of 2023. The Town desires to begin construction in 2025. The Town is also undertaking a bylaw revision process to allow for increased density and infill within its villages which, in conjunction with the wastewater project, will open the door for the creation of more residential and commercial development opportunities.

5. Partners and qualifications: The Town is party to a Memorandum of Understanding with the Mad River Valley Planning District for MRVDP’s staff (Joshua Schwartz, Executive Director) to serve as Project Coordinator for the project. The Town is under contract with Dubois & King for preliminary engineering (as well as for a feasibility study which was completed in 2022). The Town will be seeking to amend that contract for the design phase of the project this summer.

Please see the Budget Narrative below.

Budget: See attached

Budget Narrative:

A project budget is enclosed provided by the contracted engineer, Dubois & King, that outlines the Preliminary Opinion of Probable Project Cost for the proposed wastewater system as currently being explored in Preliminary Engineering. The scenario being explored includes two disposal sites, one south of the village areas (the town owned Munn site) and exploring options for a second disposal site if additional capacity is needed. It is likely that the project will ultimately be phased with the Munn site and associated construction/disposal being put toward that site first. The attached budget includes a breakdown of anticipated project costs moving forward, including \$314,000 estimated for preliminary design (the next step in the project) and potentially \$628,000 in the following final design. The total final design cost will depend on the recommendation for design which will be completed in the Preliminary Engineering Report, to be completed by early June 2023, and may be less than those initial estimates. Construction estimates at this time are approximately \$7,300,000 for the collection site, \$3,800,000 for treatment and disposal, and at least \$1,000,000 for engineering construction. Again, final costs will all depend on the final direction the Town chooses to go, and how the Town plans to phase this project, which is anticipated to come into focus in the near future (with the completion of the Preliminary Engineering phase).

The Town has to date secured funding for the project's planning stages, which includes the Feasibility Study and Preliminary Engineering Report, through the Clean Water State Revolving Fund (CWSRF). Both components have received subsidies to date, totalling \$199,000 in forgivable loan funding. The Town has applied for \$10 million in Congressional Discretionary Spending funding through Senator Sanders office and have received positive feedback to date but no final word yet. The Town is also exploring funding opportunities through Senator Welch's office and have been advised to apply for CDS funding through their program next fiscal year, assuming it's funded. Additionally, the Town is in contact with USDA Rural Development and poised to pursue opportunities for grant funding through their income survey process, and anticipate pursuing loan funding for construction through their program. The Town of Waitsfield still has \$200,000 remaining of SLFRF (ARPA) funding.

Please call (802) 496-2218, ext. 4, or email pza@gmavt.net with any questions.



PROJECT NO.: 227947
 CALCULATED BY: ZM
 CHECKED BY: JBA

DATE: 9-13-22
 DATE: 12-20-2022

SCENARIO 5A: CLUSTERED DISPOSAL SITES

NOTE: In providing opinions of probable construction costs, the Client understands that DuBois & King, Inc. has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's methods of pricing, and that our Opinion of Probable Construction Costs are made on the basis of our professional judgment and experience. DuBois & King, Inc. makes no warranty, expressed or implied, that the bids or the negotiated costs of the Work will not vary from the Opinion of Probable Construction Cost provided herein.

Project Cost Summary

PRELIMINARY OPINION OF PROBABLE PROJECT COST		
Description	Amount	Notes
Preliminary OPCC - Collection	\$ 7,308,510	
Preliminary OPCC - Treatment and Disposal	\$ 3,879,714	
Engineering Preliminary Design Phase Cost	\$ 314,000	Based on CWSRF Fee Allowance
Engineering Final Design Phase Cost	\$ 628,000	Based on CWSRF Fee Allowance
Engineering Construction Phase Cost	\$ 1,151,400	Based on CWSRF Fee Allowance
Legal/Fiscal Cost	\$ 111,900	1% of Construction costs
Land/Easement Acquisition	\$ 150,000	Assumed Allowance
Sub-Total	\$ 13,543,524	
Total Project Capital Cost		\$ 13,543,524

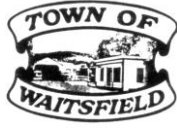
General Notes:

1. All estimated project cost amounts are rounded to the nearest dollar
2. Total project capital cost is rounded up to the nearest thousands

POTENTIAL FUNDING TERMS & PROJECTED ERU COST		
Description	Amount	Notes
Assumed Grant	\$ 500,000	
Village WW Planning Loan Forgiveness	\$ 204,000	
Balance for Loan Repayment	\$ 12,839,600	
Total Repayment on 30-year loan	\$ 17,199,000	
Annual Repayment on 30-year loan	\$ 573,300	
Loan Payment Cost per ERU	\$ 1,037	
Annualized Operation & Maintenance	\$ 153,798	
Total Annual Cost per ERU	\$ 1,315	

General Notes:

1. All project costs associated with loan terms and projected ERU cost amounts and totals are rounded up to the nearest dollar



TOWN OF WAITSFIELD

Authorized Official Resolution

A Resolution authorizing that Annie Decker-Dell’Isola, who is the Waitsfield Town Administrator, is empowered to act on behalf of The Town of Waitsfield as the Authorized Official for the Northern Borders Regional Commission Catalyst Grant Application.

WHEREAS, the Town of Waitsfield intends to apply for funding for a proposed wastewater system through the Northern Borders Regional Commission’s Catalyst Program; and

WHEREAS, the Northern Borders Regional Commission (NBRC) requires that an Authorized Official be identified to sign the Town’s application to the Catalyst Program and sign all NBRC investment documents that bind the Town as an applicant;

NOW, THEREFORE BE IT RESOLVED that Annie Decker-Dell’Isola is hereby authorized to sign the Town of Waitsfield’s application to the Northern Borders Regional Commission and is additionally granted permission to sign all Northern Borders Regional Commission investment documents that bind the Town of Waitsfield.

Dated at Waitsfield, Vermont, this 30th day of May, 2023:

SELECTBOARD:

Christine Sullivan, Chair

Brian Shupe, Vice Chair

Chach Curtis

Fred Messer

Jordan Gonda

Annie Decker-Dell’Isola, Town Administrator

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, May 8, 2023**

4 **Draft**

5
6 **I. Call to Order:** The meeting was called to order at 6:31 pm by Christine Sullivan. The meeting
7 was held in person at the Waitsfield Town Offices and remotely via Zoom.

8 Members Present: Chach Curtis, Jordan Gonda, Fred Messer, Brian Shupe, Christine Sullivan

9 Staff Present: Annie Decker-Dell’Isola, Town Administrator; JB Weir, Zoning Administrator

10 Others Present: Kevin Anderson (Planning Commission), Phil Huffman (Conservation
11 Commission), Anthony Italiano (MRVTV), Robin Morris (Water Commission), Alice Peal
12 (Planning Commission), Courtney Spaulding, Ed Spaulding, Brian Voigt (Planning Commission),
13 Liza Walker (Vermont Land Trust)

14
15 **II. Regular Business.**

16
17 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

18 Two items were removed from the Consent Agenda, to be considered separately.

19
20 **2. Public Forum.**

21 Nobody present requested time to address the Board.

22
23 **3. Consider Liquor License application for Mad River Inn.**

24 No representative was available, so this item was postponed until after the Public Hearing item.

25
26 **4. Public Hearing on the proposed Waitsfield Town Plan update.**

27 Ms. Sullivan opened the Public Hearing for the proposed Town Plan update; several people
28 participated.

29
30 Robin Morris provided comments regarding the population growth section of the Plan. He also
31 spoke of the goals and tasks being overwhelming. Phil Huffman spoke of the positive
32 experience of collaboration between the Conservation Commission (CC) and Planning
33 Commission (PC) related to the Act 171 work related to forest blocks and wildlife habitat.
34 Courtney Spaulding asked about protections for existing residents, particularly those with
35 agricultural endeavors, from the impacts of growth.

36
37 Mr. Shupe asked for an explanation of the ‘moderate development’ designation; Mr. Anderson
38 explained that the PC members believe these are areas that can support some more
39 concentrated development.

40
41 Ms. Sullivan closed the hearing.

42
43 Discussion took place regarding the tasks outlined in the Plan, as this section was not included
44 in the portions addressed for this revision. The possibility of creating a summary outline of
45 important tasks was brought forward, to be a separate document outside of the Plan, yet based
46 upon the priority tasks outlined in Chapter 13. There was more support expressed for holding

47 off on adopting this revision and amending Chapter 13's list within the Plan before adoption. It
48 was explained that this should be accomplished in a suitable timeframe to retain the
49 permission granted by the Regional Planning Commission for approval of the Energy Chapter
50 with the current revisions than needing a further update to include some more recently
51 mandated requirements.

52

53 **3. (continued) Consider Liquor License application for Mad River Inn.**

54 Susannah Naylor was present; there were no concerns raised regarding the Mad River Inn's
55 liquor license.

56

57 **MOTION:** *A motion to approve the renewal of a 1st Class Liquor License and Outside*
58 *Consumption Permit for Mad River Inn was made by Mr. Curtis. The motion was seconded by*
59 *Mr. Shupe. All voted in favor.*

60

61 **5. Review & approve final MOU with Vermont Land Trust for Farley Riverside Park fund.**

62 Mr. Huffman provided some information regarding the management of privately held trust
63 funds for the Farley Riverside Park established at the Tardy parcel, noting that some edits have
64 been made to the related documentation to reflect updated information. He explained that,
65 although the MOU does not specifically mention a plan, the CC has completed a preliminary
66 draft of a Management Plan for the parcel; a public forum will be held before the final version is
67 prepared and presented to the Selectboard, likely in June. Ms. Walker indicated that this
68 undertaking follows the same financial structure as has been used for prior private fundraising.

69

70 Mr. Huffman noted that the \$60K goal was not quite attained, and so the group will be looking
71 at cost efficiencies and seeking some sources of pro bono assistance to accomplish the work
72 that has been planned. There may also be some ongoing maintenance fundraising undertaken.

73

74 **MOTION:** *A motion to adopt the final draft MOU between Vermont Land Trust and the Town of*
75 *Waitsfield enclosed and authorize the Town Administrator to sign on behalf of the Town and to*
76 *authorize the Town Treasurer to create a new fund for the receipt of the referenced Farley*
77 *Riverside Park project funds was made by Mr. Curtis. The motion was seconded by Mr. Messer.*
78 *All voted in favor.*

79

80 **6. Wastewater Planning Project Update from Project Coordination Team.**

81 Ms. Decker-Dell'Isola highlighted some of the items included in the Update which had been
82 provided by Joshua Schwartz, and noted that the Board will be addressing the finalization of the
83 Preliminary Engineering Report (PER) over the next couple of meetings.

84

85 **MOTION:** *A motion to explore applying for DHCD Neighborhood Designation Area status for*
86 *Irasville, to be undertaken once the zoning bylaw update work is closer to completion, was*
87 *made by Mr. Shupe. The motion was seconded by Ms. Gonda. All voted in favor.*

88

89 **7. Consent Agenda.**

90

91 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*
92 *unanimously.*

93
94
95
96
97
98
99

- Bills Payable and Treasurer’s Warrants
- Approve liquor license renewals
- Approve Village Meeting House zoning fee waiver request
- Approve VTrans TA-60 Annual Financial Report
- Approve MOU with Vermont Land Trust for Farley Riverside Park fund

7A. Minutes

The minutes of April 24, 2023 were amended and approved.

7B. Approve sand hauling bid for 2023 (FY24) to Barret

Ms. Decker-Dell’Isola explained that the standard bidding process had been followed, and only one bid was received. Although the bid received was higher than anticipated, both the Road Commissioner and Foreman advised that a second bid request would likely not bring in any better options to consider. It was agreed that the associated memo from Mr. Brittingham should not refer to a sole source acquisition, but reflect that the full bid process had been followed.

MOTION: *A motion to accept the bid for Winter Sand from Barrett Trucking Company, for 3000 cubic yards at a total cost of \$26,940, and to update the associated memo to reflect that the full bid process was undertaken with only this one bid received, was made by Mr. Curtis. The motion was seconded by Mr. Messer. All voted in favor.*

8. Selectboard Roundtable.

Ms. Sullivan reported that the Village benches are in place for the summer.

Mr. Messer explained that the authority for overseeing rental housing is moving from the Department of Health to the Fire Marshall; this will not affect the responsibilities of the Town Health Officer, only with whom they coordinate.

9. Town Administrator’s Updates.

Ms. Decker-Dell’Isola highlighted some items from her written report.

There was some discussion regarding how to move forward with roof repair at the Wait House, as the Bruhn Grant was not received. This will be discussed at an upcoming meeting.

Ms. Decker-Dell’Isola noted that there is further consideration needed regarding dissemination of the remaining ARPA funds.

III. Executive Session.

MOTION: *A motion to find that premature general knowledge of confidential attorney-client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage passed unanimously.*

132 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate], 1*
133 *V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client*
134 *communications], inviting JB Weir to participate, passed unanimously.*

135

136 The meeting entered Executive Session at 8:10 pm and returned to open session at 9:30 pm.

137

138 **MOTION:** *A motion to approve the statement of findings drafted in response to questions raised*
139 *during public comment at a previous selectboard meeting was made by Mr. Shupe. The motion*
140 *was seconded by Mr. Messer. All voted in favor.*

141

142 **IV. Other Business**

143 **1. Correspondence/reports received** were reviewed.

144 **IV. Adjourn**

145 The meeting adjourned at 9:31 pm.

146 Respectfully submitted,

147 Carol Chamberlin, Recording Secretary



FY 2023 Flood Resilient Communities Fund (FRCF) Application Form:

Applications will be accepted in two rounds, due **Friday, October 29, 2022**, and **Friday, March 31, 2023**. Applications should be submitted via email to: DPS.HazardMitigation@vermont.gov with the subject: Application – Flood Resilient Communities Fund. [Click here to review the Program Overview](#), referenced below.

Overview of the American Rescue Plan Act (ARPA) Funding for the State of Vermont: Vermont was awarded \$1.05 billion in Coronavirus State and Local Fiscal Recovery Funds (Recovery Funding) as part of the federal American Rescue Plan Act of 2021. The Governor’s Recovery Plan is focused on transparent investments in key infrastructure needs including housing, broadband, wastewater and sewer systems, climate change prevention and mitigation, and economic development. The explicit objective of this Plan is to provide long term economic recovery opportunities to communities statewide, with a focus on those regions or counties struggling the most with job losses and declines in demographics and income levels.

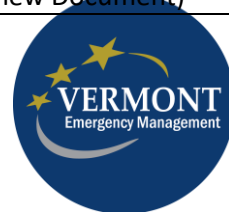
The explicit objective of the ARPA funding through the Flood Resilient Communities Fund (FRCF) is to improving landscape and community resilience and reducing the future public safety and water quality impacts of climate-related flood hazards in Vermont, focusing on buyouts of flood-vulnerable properties and floodplain restoration.

Applicant:
(Entity managing the project and financials)

Primary Contact: wclindberg@gmail.com, 609-647-9832"/>
(Name, Email, Phone)

Project Type:
See: (D) Eligible Project Types in Program Overview

- Developed Property Buyout
- Vacant At-Risk Parcel Buyout
- Vacant Headwater Storage Parcel Buyout
- X Floodplain Restoration Project
- Dam Removal and Restoration Project
- Project Scoping
- X Planning/Education and Outreach
- X Other (explain in detail under “Project Objective” how this project meets the requirements as outlined in the FRCF Program Overview Document)



**Project Address/
Location:**

Towns of Warren, Waitsfield, Fayston, and Northfield

The four primary goals of this initiative – A Watershed Model for Invasive Species Management and Ecosystem Restoration – are to:

- 1) Accelerate the development of a comprehensive and scientifically-grounded watershed approach to invasive species management and riparian restoration in the Mad River Valley;
- 2) Improve flood resilience, water quality, and natural habitat in the Mad River Valley;
- 3) Collaborate with Northfield to help the town successfully launch an invasive species initiative;
- 4) Share the Watershed Model, lessons learned and outcomes with other communities throughout Vermont and the Vermont Agency for Natural Resources.

Concerned about the threat of invasive species to the health and functioning of ecosystems and water quality, the three conservation commissions in the Mad River Valley (Waitsfield, Fayston and Warren), along with community partners, have been working for four years, with some notable success, to address the negative impacts of infestations of Itadori knotweed (*Reynoutria japonica*) in the valley. A concentrated effort has been made to halt its spread along upper elevation roadways and waterways, manage high-risk sites along the Mad River, and to restore floodplain forests along the Mad River. Experts from U.S. Fish & Wildlife and leading conservation organizations in Vermont have noted that this initiative represents some of the best regional work on knotweed in the state.

Community support for this work has been significant. Last year Warren and Waitsfield earmarked \$22,000 for Knotweed management and riparian plantings. This figure will rise to \$26,700 in 2023/2024. Friends of Mad River, Mad River Path Association, U.S. Forest Service, and U.S. Fish & Wildlife Service provided expert guidance and in some cases volunteers. Twenty-five area residents provided more than 700 hours of volunteer time managing Knotweed and planting native trees and shrubs in 2022. The Warren, Waitsfield and Fayston Conservation Commissions desire to expand and improve on this multi-year effort by dramatically expanding the scope of invasive species management and riparian plantings, developing a system to monitor the impact of knotweed management methods, completing a GIS map of knotweed infestations in the valley and an initial assessment of the locations and prevalence of other plant invasive species, testing of methods for gravel decontamination, and growing community engagement.

This expanded program will be directed by leaders from the three conservation commissions and carried out by trained community volunteers, summer interns from the University of Vermont’s Rubenstein School of Environment and Natural Resources, and a masters student from University of Vermont’s Field Naturalist Program. Professional consulting advice will be secured to guide the GIS mapping

**Project
Description:**

and monitoring initiatives.

Based on interest among residents of Northfield and a recent public forum on strategies employed to manage knotweed in the Mad River Valley, a network of individuals and the Dog River Conservancy of Norwich University have joined forces to launch an invasive species control initiative in Northfield. The Conservation Commissions in the Mad River Valley wish to support this new effort in Northfield by sharing knowledge and intern resources. It's believed that an expanded regional initiative will be of value to all the players and increase efficiencies.

**Population or
Community
Served:**

The Mad River Valley towns of Warren, Waitsfield and Fayston and the Dog River Valley town of Northfield

- Specific objectives for this watershed initiative are:
- Increase the number of knotweed infestations being actively managed from 145 in 2022 to 250 in 2023/2024 (among the active management methods being employed are cutting new growth every 2-3 weeks during the growing season, smothering, and mowing where knotweed crowns and rhizomes have been dug up). Sites being and to be managed are on the Mad River and Dog River and in higher elevation tributaries and locations along roadways, ditches, and culverts.
 - Plant 1,272 bare root native trees and shrubs in four high priority locations on town properties along the Mad River where knotweed is being managed and there is evidence of significant bank erosion (Riverside Park and Quayl Bend in Warren and the Tardy Property and Lareau Park in Waitsfield).
 - Develop and implement a scientifically-grounded monitoring program to gauge the effectiveness of the knotweed management methods being employed and inform improvements to management methods.
 - Develop and implement an easy-to-use GIS mapping system for knotweed infestations that contains data on location of plots, size of plots, status of plots (untreated, under management, eradicated), scale of health, and re-vegetative status.
 - Conduct an initial assessment of the locations and prevalence of other plant invasive species in the three Mad River Valley towns to help inform the next phase of invasive species management work.
 - Test mechanical methods for decontaminating knotweed-infested gravel that has been collected by the Warren road crew and stored in the town gravel pit. Evaluate three methods for decontamination of gravel. Effective decontamination is critical to long-term knotweed management since distribution of contaminated gravel is one of the primary modes of spread of knotweed. Knotweed contaminated gravel moves uphill in trucks and then spreads downhill in the water.
 - Double, to 50, the number of community volunteers involved in knotweed

Project

Objective:

*See: (B) Program Purpose
(C) Eligibility Requirements in Program Overview*

management and riparian plantings.

- Launch a knotweed management and invasive species control initiative in Northfield and a collaboration between Northfield and the three Mad River Valley towns.
- Share strategies, lessons learned and outcomes with Vermont conservation commissions, interested Vermont communities, the Vermont Agency of Natural Resources, and Mad River Valley and Northfield residents.

Total Timeline for

July 1, 2023 through June 30, 2025

Implementation:

Estimated Total Project Budget:

\$139,360

Funding

Request:

(Identify other funding sources, if applicable)

\$90,660 – from Flood Resilient Communities Fund
\$48,700 – from Towns of Warren, Waitsfield, Fayston

How will this project reduce flood risk and enhance water quality?

By reducing the presence of knotweed on the landscape of the Mad River Valley and Northfield and revegetating high priority riparian sites along the Mad River, several linked outcomes can be achieved. The reduction of this plant on the landscape will reduce its spread, which happens via flooding and roadwork. Risks reduced include: the likelihood and number of sudden bank failures or erosive events along river/roads/streams/culverts during flooding; and the loss of riparian vegetation and habitats that serve as green infrastructure, both during floods as well as in between floods. The reduction in erosion resulting from knotweed management and riparian plantings will enhance water quality. The dual strategy of knotweed management and riparian plantings will improve landscape resiliency and water quality in the Mad River Valley.

An additional benefit of controlling this invasive species and planting of native trees and shrubs is the cause of biodiversity. E.O. Wilson, one of the world’s preeminent biologists and conservationists, has written that invasive species are the second leading cause of biodiversity loss. The Vermont Agency for

Natural Resources has confirmed this finding.. A major 2017 review article on the impact of knotweed species (Lavoie, *Biological Invasives* (2017) 19:2319-2337) made the connection to riparian ecosystems and native plant restoration: "It is thus reasonable to conclude that knotweeds are a threat to biodiversity and ecological integrity of riparian ecosystems. The magnitude of this threat (or impact) can be classified as major...since knotweeds cause the local extinction of native species and lead to changes in the structure of communities and the abiotic and biotic composition of ecosystems. However, these changes are probably reversible—the system may recover its original state—since native plant restoration projects have been successfully conducted (emphasis added)."

Are there past damages associated with this site? Explain and list specifics if known.

The four proposed riparian planting locations are identified in the “Upper Mad River Corridor Plan” (prepared for Friends of the Mad River by Fitzgerald Environmental Associates and Lisa C. Godfrey, consulting geomorphologist) as high priorities for corridor protection. Recent photos of two of the proposed riparian planting sites (Riverside Park, Tardy Property) which document evidence of bank erosion are shown below.





List any project partners and their roles:

E.g., a housing organization to assist with property owner relocation for buyout projects; the organization which will own the property and/or easement if different than the applicant.

- Warren, Waitsfield, and Fayston Conservation Commissions – program leadership, organization and training of UVM summer interns and community volunteers, oversight of knotweed management, gravel decontamination (Warren), and selection and oversight of consultants and UVM Field Naturalist masters student
- Town of Waitsfield – grant administration
- Friends of the Mad River – planning and oversight of riparian plantings, assistance with volunteer recruitment
- Mad River Path Association – management of knotweed on the Austin property in Waitsfield, assistance with volunteer recruitment
- Norwich University’s Dog River Conservancy and community volunteers from Northfield – organize launch of invasive species management initiative, develop and present educational program for town residents on invasives and their management, and creation of web platform to make educational materials and invasive species mapping widely available
- University of Vermont Field Naturalist Program – provide a masters student to conduct a program assessment
- Community volunteers from Warren, Waitsfield, Fayston, and Northfield – knotweed management and riparian plantings

How does this project support a community or homeowner with economic need and/or mitigate repetitive loss among low-income and marginalized portions of the population?

In the Mad River Valley, properties that are vulnerable to flooding and erosion have become less desirable and therefore, more affordable for those with lower incomes. Unfortunately, this means that much of the housing stock available to lower income and marginalized portions of the population comes with hidden expense and increased vulnerability over time. Removing erosion-causing invasive species along waterways, enlarging riparian buffers, and restoring floodplain forests upstream may reduce vulnerability on these marginalized properties downstream.

In addition, officials from the three town conservation commissions will willingly share the model for invasive species management and ecosystem restoration developed in the Mad River Valley, as well as lessons learned, with under-resourced communities throughout the state.

Are there other ARPA-funded infrastructure projects currently in development or in implementation within the same jurisdiction that could be coordinated with this effort?

No

ATTACHMENTS:

- For all Property Buyout applications, attach:
 - [Statement of Voluntary Participation form](#)
 - Lister card for each property from the town
 - [Budget and Timeline \(Buyout Template\)](#)
 - Photos of the structure and site

- For Natural Resource projects, attach:
 - Relevant designs plans and engineering
 - [Detailed Budget and Timeline](#)
 - Narrative Scope of Work
 - Photos and map of the project location

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified programmatic requirements.

Name of Authorized Agent

Signature

Date Signed



Project Timeline and Budget

Applicant Name and Project Name :	Town of Waitsfield, A Watershed Model for Invasive Species Management and Ecosystem Restoration
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Primary Contact Information

Name:	Curt Lindberg		
Title:	Chair		
Organization:	Waitsfield Conservation Commission		
Mailing Address:	4144 Main Street, Waitsfield, VT 05673		
Work Phone Number:	609-647-9832		
Email	wclindberg@gmail.com		

Project Timeline

Task Description <small>(Describe the individual tasks that will be completed)</small>	Months to Complete	
UVM Summer Interns Invasive Species Initiatives in 2023 and 2024	6	Months
Gravel Decontamination	6	Months
Bare Root Planting	1	Months
Technical Assistance	4	Months
Share Watershed Model, Lessons Learned and Outcomes	1	Months
		Months
		Months
Total Time Planned for Completion of Project	18	Months

Project Costs

Item	Unit Qty.	Unit Measurement	Unit Cost	Cost Estimate
UVM Summer Interns - 2023	1190	hours	17	\$20,230.00
UVM Summer Interns - 2024	1290	hours	18	\$23,220.00
Supplies and Equipment - 2023			Various	\$4,000.00

Bare Root Planting Material - 2023	1018		8.46	\$8,610.00
Bare Root Planting Material - 2024	254		8.46	\$2,150.00
Contract Planting Team - 2023	4	planting team days	1600	\$6,400.00
Gravel Decontamination - 2023 and 2024				\$7,800.00
Technical Assistance* (GIS, monitoring, planting plans and oversight) 2023 and UVM masters project** - 2024/2025	125	hours	90*	\$18,250.00
Total Project Cost				\$90,660.00
Comments				
* unit quantity, hours and unit cost relate to technical assistance. ** cost to support UVM Field Naturalist masters project is \$7,000				