

Northern Vermont Parcel Data Project

Town of Eden - Progress Report #1

Date range covered by this report: January 29, 2014 to July 30, 2014
Project Contact Name: Tracey Morin – sbadmin@edenvt.org
Mapping Contractor: Franco Rossi/CAI Technologies
Sub Contractor: David Peatman/Peatman Surveying

Activity begun and completed:

<u>January 29, 2014</u>	Lister-Bruce Shields, Selectboard member-Leslie White and Selectboard Assistant-Patty Coon attended LCPC workshop for information on the project and how to apply for the grant.
<u>February 7, 2014</u>	Patty Coon conversed with Eden's tax mapper David Peatman and CAI Technologies.
<u>February 12, 2014</u>	Eden Selectboard discussed the grant opportunity, heard from the Listers Department of the values of the project and voted to apply for the grant.
<u>February 18, 2014</u>	Grant application completed and submitted.
<u>March 26, 2014</u>	Grant approved.
<u>April 4-11, 2014</u>	Worked with LCPC on draft Request for Proposal (RFP), RFP's prepared and mailed.
<u>April 22 - May 14, 2014</u>	Bids received from: Peatman Surveying, CAI Technologies, Bear Creek Environmental and Ross Environmental Associates. Overview prepared for Selectboard review on May 28, 2014.
<u>May 28, 2014</u>	Project awarded to CAI Technologies with David Peatman working as a sub-contractor.
<u>June 11, 2014</u>	GIS grant signed by Selectboard. Contract with CAI Technologies signed by Selectboard.
<u>June 12 – July 30, 2014</u>	David Peatman was responsible for initial digitizing of the current paper maps of parcel data. The conversion was completed and David has sent the digital AutoCAD format data to CAI Technologies to begin the GIS development portion of the project. A pdf outline of town parcels has been provided to Eden by David.
<u>July 9, 2014</u>	Franco Rossi/CAI Technologies met with the Selectboard to give an update of the project and discuss if the town wished to proceed with Query Manager Online.
<u>July 23, 2014</u>	After review of information from the Lister's Department the Selectboard decided not to proceed with Query Manager Online at this time.

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In-Kind Activity:

Prior to grant being awarded:

Eden personnel:

Attended a workshop on the parcel data project presented by Lamoille County Planning Commission. Information gathered at this workshop supported value to town and ultimately gained approval of the Selectboard to apply for this project. The workshop also assisted in the preparation of the application.

David Peatman hired and paid by the Town of Eden:

David Peatman, as Eden's annual tax mapper, has in previous years, digitized a lot of Eden's data onto another program. Annually, as he updated Eden's records, he also updated this program. The data on this program was preliminary work for this project. At the time he was hired as sub-contractor for CAI Technologies, his job was 1/3 complete due to his foresight.

After grant was awarded:

Eden personnel:

1. Worked with Lamoille County Planning Commission on drafting the RFP. Prepared, mailed, documented RFP's. Compiled an overview of RFP's received for presentation to Selectboard. Corresponded with awardee and subcontractor.
2. Compile grant support documentation, maintain grant file.

Problems Encountered:

At this point in the project we are not aware of any problems encountered.

Support Documentation:

Attachment #1	Request for Proposal, Overview and Contract
Attachment #2	Copies of Selectboard minutes where this project was discussed: February 12, 2014 May 28, 2014 March 26, 2014 June 11, 2014 April 9, 2014 July 9, 2014 May 14, 2014 July 23, 2014
Attachment #3	CAI Technologies Invoices: June 12, 2014 July 31, 2014
Attachment #4	In-Kind Personnel Special Projects Spreadsheet as of July 31, 2014.

Planned Activity – August & September, 2014:

CAI Technologies will complete the GIS development of parcel data and provide the file for use by the town. The Listers department will learn how to make best use of these files. Once completed, final documentation and request for payment will be sent to VCGI. David Peatman will continue to update Eden's parcel data, as in the past, and submit the information to VCGI on an annual basis.

REQUEST FOR PROPOSALS

INVITATION TO BID for Property Mapping

Town of Eden, Vermont

This is a Sealed Bid Response

RFP Issuance Date: 4/11/2014

RFP Questions Due by: ~~5/5/2014~~

Proposal Due Date: ~~5/14/2014~~

One (1) original version (clearly labeled as, "ORIGINAL"), and two (2) copies are required for the submission and must be received by in printed form and delivered to:

Patricia Coon, Grant Administrator
Town of Eden Selectboard
71 Old Schoolhouse Rd
Eden Mills, VT 05653

RFP Contact Person: Patricia Coon, Grant Administrator, Town of Eden, 71 Old Schoolhouse Rd, Eden Mills, VT 05653.

Ph: (802) 635-2528. Email: sbclerk@edenvt.org.

All Bidders are hereby notified that sealed bids must be at the address above by the bid due date and time. Bidders are cautioned that it is their responsibility to originate the sending of bids in sufficient time to ensure receipt by on or before the bid due date. Hand carried bids shall be delivered to a representative of the Town of Eden on or before the bid due date. Bids not in possession of the Town by the due date and time will not be considered.

FAXED BIDS: FAXED bids will NOT be accepted.

ELECTRONIC BIDS: ELECTRONIC Bids will NOT be accepted.

Overview

The Town of Eden (the Town) is seeking bids for the property mapping of all parcels within the Town. Enclosed find proposed "Property Mapping Specifications" upon which all bids must be based. Bid proposals must be received at the Town Office on or before May 14, 2014 at 4:00 PM.

The Town will review all proposals on the basis of execution methodology (plan of performance), firm qualifications, facilities, personnel, and other factors, and will choose the firm which the Town believes will provide the best job for the best value. The chosen firm may or may not be the low bidder, and the Town reserves the right to accept or reject any proposal at its sole discretion.

Prior to the submission of a bid proposal, representatives from each firm must visit the Town and review the existing Town records sufficiently to ascertain the status of the Town records to be used and to understand the magnitude of the job being bid. Upon said visit, the Town shall assume that each firm clearly understands the problems, inconsistencies, and overall conditions associated with Eden's land records, maps, etc., and that the bid proposal will take these problems into consideration when submitting a price to do a complete, accurate, and thorough job of property tax mapping for Eden.

Proposal Submission Procedures and Requirements

Requirements - each bid proposal must contain a written detailed explanation of:

1. The methods the firm intends to utilize (plan of performance) in deed examinations, plotting, etc. to address the specifications as set forth by the Town in the **Property Mapping Specifications** below.
2. A timeline for executing the project's phases including proposed start and completion dates.
3. A schedule for the delivery of the identified products and deliverables.
4. A proposed payment schedule tied to the completion of work components and/or the delivery of products. The Town requires a hold back of 10% pending the Town's acceptance of the final products and deliverables.
5. The bid proposal shall break out the costs for the following items:
 - a. Creation of digital Parcel Data (including improvement to result in match to grand list as specified in Property Mapping Specifications).
 - b. Creation of paper Tax Map and copies.
6. Bid proposal shall also include a **total** for all costs for work being proposed.
7. The bid proposal may also contain as an addendum individual cost increases or decreases for any options the contractor wishes to offer, such as online services or desktop software, as well as a brief written description explaining work which would be done and the product which would be delivered for each option.
8. Only firm, fixed price proposals will be considered.
9. Proposed costs for labor, materials, services, and deliverables should be all-inclusive.
10. A statement of the qualifications and experience of the Bidder including a list of its municipal clients with contact information in New England and the nature of the mapping projects completed for those clients within the last five (5) years.
11. A list of employees with brief resumes for those expected to work on this project.
12. A brief description of the Bidder's production facilities and equipment.

13. The Bidder's most recent financial statement, or if none is available, such other information relating to the financial condition of the Bidder as will enable the Town to determine the Bidder's financial ability to complete the Tax Mapping Project.

Submission Procedures:

Format

An original and two (2) copies of the technical proposal, and an original and two (2) copies of the separate cost proposal must be received no later than May 14, 2014 at 4:00 PM. Responses should be addressed as follows (mail or express delivery):

Patricia Coon, Grant Administrator
Town of Eden Selectboard
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Proposals may be either mailed or hand delivered; proposals transmitted by FAX machine or other electronic means will not be accepted. If the proposal is sent by mail, the Bidder will be responsible for actual delivery to the Town Office before the deadline. Any proposals received after the deadline will be returned unopened.

All quotation materials submitted will automatically become the property of the Town of Eden, which reserves the right in its sole discretion to use without limitation any and all information, concepts, and data contained therein. The content of all proposals will be held confidential until an award is made.

Packaging

Each quotation must be sealed to provide confidentiality of the information before the submission date and time. Proposals and presentations should be prepared simply and economically and give a straightforward and concise description of the Bidder's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, etc., are not necessary. Emphasis should be placed on completeness and clarity of content.

Requests for More Information

Any Bidder requiring clarification of any section of this proposal or wishing to comment or take exception to any requirements or other portion of the RFP must submit specific questions in writing no later than May 5, 2014. Questions may be e-mailed to sbclerk@edenvt.org.

Any objection to the RFP, or to any provision of the RFP, that is not raised in writing on or before the last day of the question period is waived. At the close of the question period, a copy of all questions or comments and responses will be posted on the VCGI web site at http://vcgi.vermont.gov/about_us/projects/nvpdp. VCGI will post questions and answers as soon as possible after receipt, contingent on the number and complexity of questions. The interested Bidder is

advised to check the VCGI website for responses to questions at any time during the period the RFP is open.

Duly Authorized Signature

The quotation must contain as the first element of the proposal, a cover letter with the signature of a duly authorized officer or agent of the Bidder's company empowered with the right to bind the Bidder. The Bidder shall be fully responsible for all quotation development and submission costs. The Town assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a quotation by a Bidder, the evaluation of an accepted quotation, or the selection of finalists.

Proposals shall be binding upon the Bidder for sixty (60) calendar days from the quotation due date. A Bidder may withdraw or modify his/her quotation any time before the due date by a written request, signed in the same manner and by the same person who signed the quotation.

Provisions of this RFP and the contents of the successful response are considered available for inclusion in final contractual obligations. The Town retains the option of canceling the award if the successful Bidder fails to accept such obligations.

Price Proposals

Unless Bidder specifically takes exception, prices quoted for work to be performed will be considered firm. In case of error in the extension of prices in the quotation, the unit prices shall govern.

Rights Reserved to the Town

The Town reserves the right to:

1. Amend the RFP as necessary and provide revisions to all prospective Bidders.
2. Waive or modify minor irregularities in proposals received, after prior notification to the Bidder.
3. Reject any proposal which is incomplete, does not demonstrate the Bidder's ability to provide the required services, or which is not responsive to this RFP.
4. Accept the proposal that is, in the sole judgment of the Town most advantageous to the Town, even though it may not be the lowest priced proposal.
5. Negotiate with any Bidder after proposals are opened, if such action is deemed in the best interest of the Town.
6. Negotiate a contract with another qualified Bidder in the event that a contract is not successfully and expeditiously executed by the Bidder initially selected for contract award.
7. Reject any or all proposals received in response to this RFP.

Terms and Conditions for Proposals

1. Incurred Costs - The Town is not liable for any costs incurred by Bidders in preparing their proposals, nor for any costs of Bidder's participation in any pre-contract award activity.

2. Acceptance of Conditions - Submission of a proposal indicates full acceptance by the Bidder of the conditions contained in the RFP and its attachments, unless clearly and specifically noted in the submittal.
3. Notification of Award - After evaluation and selection of the successful Bidder, all Bidders will be notified in writing of the Town's decision. The name of the selected Bidder will be made available to the public. No press releases pertaining to this project shall be issued without prior written approval by the Town.
4. Complete Services/Products - The winning Bidder shall be required to: (a) furnish all tools, equipment, supplies, supervision, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) execute and complete all specified work with due diligence, in accordance with good technical practice and the requirements, stipulations, provisions, and conditions of this RFP and the resultant contract.

PROPERTY MAPPING SPECIFICATIONS

The Town of Eden comprised of 40,895 acres of land, divided into 910 parcels shall be mapped as follows.

SCOPE OF SERVICES

Contractor will prepare and furnish to Town property maps of the entire Town as well as associated GIS data and reports identified below. The property maps will be accurate as of July 1, 2014.

TIME FOR PERFORMANCE

Work shall commence on or about May 15, 2014, and shall be completed on or before November 30, 2014, unless extended by mutual written agreement of the parties.

OWNERSHIP OF MAPS, DIGITAL DATA, AND RELATED DOCUMENTS

The original property maps, the digital data, and all documents and materials from which they were produced, or which established the accuracy thereof, including, but not limited to manuscripts, shall be delivered to and become the property of the Town. The Contractor may retain copies thereof for its files for future reference, but in no event shall copies be sold to third parties except upon the express written consent of the Town.

RIGHT OF INSPECTION

The Town, through its Board of Listers, shall, at its discretion, make periodic inspections of the work accomplished by the Contractor, and the Contractor shall make available all maps, documents, manuscripts, and related material at all reasonable times and places.

PAYMENT VOUCHERS

All vouchers requesting payment, along with monthly progress reports, in accordance with the Payment Schedule shall be presented to and approved by the Listers before payment shall be required by the Town.

INSURANCE

Contractor agrees that it shall, at its sole expense, procure and maintain workers compensation and general liability insurance in an amount of not less than ONE MILLION DOLLARS (\$1,000,000.00), and shall, upon request, deliver to the Town certificates evidencing said insurance.

AVAILABILITY OF TOWN'S RECORDS AND DATA

The Town will permit the Contractor to use, free of charge, in the performance of the work under this contract, the current and all available past Grand List books, all other applicable data from the Board of Listers, and all deeds and surveys presently of record. All said materials shall be available to the Contractor during normal business hours at the respective offices where they are usually kept.

NON-ASSIGNMENT

The Contractor agrees not to transfer, assign, encumber, sell, or otherwise dispose of its rights under this Agreement.

DELIVERABLES

The Contractor shall deliver to the Town the following materials and services as specified in these technical specifications or other contract documents or both. These materials, and any products used to generate or to verify tax maps, become the property of the Town as soon as they have been prepared.

1. Identification and resolution of Parcel Identification Numbering (Parcel ID) inconsistencies in Microsoft Excel format.
2. Master List of "Discrepancies/Problem Parcels List" and efforts taken to resolve in Microsoft Excel format, including those parcels with areas having a percent of divergence where the tolerance is exceeded.
3. Digital GIS tax map data files delivered in ESRI shapefile format, and in compliance with the GIS parcel data requirements (and additional requirements) listed below.
4. FGDC compliant metadata (Text and HTML formats).
5. All files used to create tax map hardcopy print-outs including all scripts, configuration files, project files (eg: ArcGIS MXDs), data files, and associated GIS basemap files.
6. Two (2) sets of prints made from the property map overlays, one of which shall be composite print (orthophoto overprinted with property lines). Town requires two sets of both the parcel maps and overprinted orthophotos. These hard copies will be at a scale of 1:5000. The area of the image on each sheet shall be approximately 31 inches by 31 inches and have a margin of about 2-1/2 inches for an overall size of approximately 36 inches by 36 inches.
7. Index map to scale of 1:20,000 or with a maximum size of 36" x 36" showing all map sheets with Town and roads.
8. Public viewing advertisement, support personnel, and correction of documented errors found as a result of the viewing.
9. All materials (e.g., surveys) purchased by contractor, used in deed research and/or tax map preparation.
10. All source materials and information located during contract filed by reference number (on appropriate parcel cards/data file).
11. All digital files and macros generated as part of the project. All digital/soft copy files shall be delivered on CD-ROM or DVD.

TECHNICAL SPECIFICATIONS

1. Tax Map Printouts

Cartographic Standards for Printed Maps:

Printed tax maps shall adhere to these specifications:

1. The property tax maps shall contain standard margin data, such as scale and a legend/key to any symbols, colorations, or markings used.
2. The Corner Tics must be clearly and precisely placed and labeled using Vermont State Plane Coordinates (meters NAD83). Additionally, the boundary of the maps shall have tic marks every 1000 meters. No internal tics are required.
3. Consistent and generally accepted standard point/line symbology shall be used on all property maps.
4. Show all land parcel property lines. Common ownership visually joined with a symbol or repetitive printing of the parcel number.
5. Show all Parcel IDs for each parcel (SPAN will not be shown on the printed maps, but will be included as an attribute in the GIS database).
6. Show all parcel acreage for all parcels. Acreage shall be based on the acreage information in the Grand List. The calculated area (from GIS file) will be used for those that do have acreage information in the Grand List.
7. Show public streets, roads, and highway rights-of-way, and private roads (excluding driveways). Town and State highway numbers and road names are to be shown. Contractors should use VTrans' official road centerline data (GIS data) for all public right-of-ways, and E911 road centerline data for all private roads (GIS data). These can be downloaded from VCGI's website.
8. Show public utility rights-of-way with their designations.
9. Surface water features should be based on the Vermont Hydrography Dataset available from the Vermont Center of Geographic Information. Where a surface water feature dissects a parcel, its multiple portions will be visually joined with a symbol or repetitive printing of the parcel number. Rivers, streams, ponds, and swamps along with their names shall be marked.
10. "Official" names of all wholly tax-exempt property must also be shown on the map.
11. Include a North Arrow.
12. Show adjacent map sheet numbers.
13. Show lot numbers of recorded sub-divisions.

Disclaimer:

Each map will contain the following disclaimer, printed with a character height of 0.1 inches or higher:

"This map is for assessment and planning purposes only. It is not to be used for description, conveyance, or determination of legal title."

Printing:

Every effort should be made to try and place an entire parcel on one map sheet. In the situation(s) where a given parcel falls on more than one sheet, the parcel and its match lines shall be clearly labeled on each map sheet, together with notes as to where the remainder of the parcel appears. The parcel number

and parcel area shall appear on each map sheet containing the parcel.

2. GIS Parcel Data Standard Requirements

Minimum Deliverables:

GIS data and metadata having the characteristics described below.

Coordinate System and Datum:

Vermont State Plane Meters, NAD 83 (National Spatial Reference System (NSRS) or most current).

Characteristics, Features, and Format:

- Deliverables shall consist of at least one shapefile containing all landed property polygons as well as roads, legal trails, and surface waters as described below.
- Unlanded, taxed condominiums, mobile homes, and other buildings shall be represented in a separate point shapefile.
- Shapefiles shall follow a naming convention:
 - VTPARCEL_TOWNNAMEYEAR_POLY
 - VTPARCEL_TOWNNAMEYEAR_PTS
- Naming convention example:
 - VTPARCEL_MONTPELIER2012_POLY.SHP
 - VTPARCEL_WATERBURY2012_PTS.SHP
- Polygon depiction of closed parcels shall have clean topology – no gaps or slivers.
- All public roads and legal trails identified on the VTrans General Highway Maps (also known as Town Highway Maps) shall be represented as polygons.
- All surface waters that serve as property boundaries shall be represented as polygons.
- All polygons shall be closed at the Town boundary.
- Discrepancies between the Town's Grand List and the Parcel database shall be resolved so that for communities with more than 1,000 property ownership polygons on the parcel map, at least 99% of the polygons must link to a corresponding Grand List record and vice-versa. For communities with fewer than 1,000 such polygons, the linking rate between the map and the data and vice-versa need only be at least 98%. All parcels should be assigned SPAN numbers, including tax-exempt properties.
- Parcel data shall include VTrans Right of Way (ROW) polygons for State highways. Map makers can contact the VTrans ROW Division to determine whether the ROW information for the Town is available in GIS format, CAD format, or scanned map format (PDF).
- All parcel polygons that border roads shall be defined as ending at the road ROW (not the centerline).
- Multipart features and land hooks shall be included where necessary.

Attributes:

All polygon or point features shall have the following attributes at a minimum. Values refer to the actual number, code, or characters that will appear in the attribute table for each feature. *Please note* that “unlanded” will be the value for all **point** features in the PROPTYPE field and should not be the value in that field for any polygon features.

Field Name	Values	Description	Character/Integer	Number of places
SPAN	Unique number assigned by VT Dept. of Taxes	Unique number assigned by VT Dept. of Taxes	Character	13
MAPID	Unique identification assigned by the Town	Unique identification assigned by the Town	Character	50
PROPTYPE			Character	10
	PARCEL	Taxed parcel (<i>Please note that this value will only appear in the polygon shapefile</i>)		
	ROAD	Public roads and legal trails as defined on the VTrans General Highway Maps (<i>Please note that this value will only appear in the polygon shapefile</i>)		
	WATER	Polygonal water body that serves as a parcel boundary (<i>Please note that this value will only appear in the polygon shapefile</i>)		
	UNLANDED	Condominium, mobile home, camp, or other unlanded structure not represented in polygon data (<i>Please note that this value will only appear in the points shapefile</i>)		

FIPS8	Unique Federal code issued by the American National Standards Institute (ANSI)	First two digits indicate State, next three indicate County, final three indicate Town or Village. See VGIS Data Standards, Geographic Area Codes (vcgi.vermont.gov)	Integer	8
YEAR	Year (see VT GIS Parcel Mapping Guideline)	Year that mapping data represents (or 9999 if unknown)	Integer	4

Here is an example of what the attribute table might look like for one property:

SPAN	MAPID	PROPTYPE	FIPS8	YEAR
020-255-10006	10-23-45	PARCEL	50009005	2013

Metadata (please note that this is the only CHANGE from the VT GIS Parcel Data Standard v. 1.1):

The Content Standard for Digital Geospatial Metadata (CSDGM):

<http://www.fgdc.gov/metadata/geospatial-metadata-standards#csdgm> to be provided in digital format.

**GIS MAPPING GRANT
BID COMPARISONS**

										Optional Services		
	BID	D Peatman Costs	David Peatman costs included	Responsibilities	Delivery to Town	Future Updates	Public Review**	VTrans ROW	Online Query Manager			
Peatman Surveying, David Peatman (802) 635-7720	\$4,550	\$5.00 per parcel/910 parcels		Initial conversion of existing maps to AutoCAD format	AutoCAD Data							
CAI Technologies, Franco Rossi (603) 444-6788	\$10,800		Yes, \$4,550 included	Creation of digital parcel data (GIS) \$10,000; Creation of paper tax maps and copies \$800	AutoCAD data as well as GIS data	AutoCAD data by Peatman, conversion to GIS by CAI	\$960 - may be reduced based on D Peatman availability	\$2,500	\$1,800 - annual hosting fee			
Bear Creek Environmental, LLC, Pam DeAndrea (802) 223-5140	\$4,345		No, add \$4,550	Create digital parcel data (GIS) \$2,175; Create paper tax maps and copies \$794	GIS data	Not indicated	\$432 - included in full bid price; assumed 6 maps will need corrections and reprinting.					
Ross Environmental Associates, Inc., Chris Koenig (802) 253-4280	\$38,638		No	(Start from scratch) creation of digital parcel data \$23,525	GIS data	Not indicated	\$11,600 - included in full bid price					

****The public viewing of the interim maps is part of the process before the town agrees to the final version of the maps. The cost of the advertisement of that public meeting, and corrections to the maps if necessary.**

**DIGITAL PARCEL MAP DEVELOPMENT CONTRACT
TOWN OF EDEN, VT**

May 29, 2014

This is a contract between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Eden, a municipal corporation located at 71 Old Schoolhouse Road, Eden Mills, VT 05653, acting through its duly elected Board of Selectmen, hereinafter called the TOWN, for digital parcel map development services according to the specifications, terms, and conditions below written:

Witnesseth that:

1. Contract Documents

The document entitled Technical Proposal To Prepare Digital Parcel Maps for the Town of Eden, Vermont, and its accompanying Price Proposal dated May 14, 2014, the terms of which are hereby incorporated by reference, together with this agreement, form this contract with the following clarifications:

Price Proposal-Digital Parcel Maps entire cost shall be changed to \$10,000.00.

The TOWN chooses not to proceed any Optional Services at this time.

2. Time of Commencement and Completion

CAI shall commence the project on the first suitable day after execution of this contract and all work shall be completed on or before November 30, 2014.

3. Compensation

The TOWN shall pay a total amount of \$10,000.00 under this contract.

Payment shall be due within thirty (30) days of invoicing. Said invoicing shall be done as follows:

Ten percent (10%) upon receipt of a duly executed contract.

Monthly payments based upon work completed and reported to the TOWN.

This contract shall be construed under the laws of the State of Vermont. The parties hereto have executed this Contract by their duly authorized officers.

Town of Eden
Board of Selectmen





CAI Technologies



Franco Rossi
President

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular Selectboard Meeting
February 12, 2014

The Eden Selectboard met at the Town Office on February 12, 2014. Present at the meeting were: Ricky Morin, Leslie White, Harold Morse, Bruce Shields, Ron Bushnell, David Peatman, Franco Rossi, Candy Vear, and Patty Coon.

1. Ricky opened the meeting at 6:00 pm.
2. Ricky made the motion to approve the minutes of January 22, 2014, as written. Approved.
3. Citizen Input – none.
4. Tree Farm Road bridge email
 - Ron Bushnell expressed his concerns that the road is not designed for trucks that are running in excess of the posted weight limit and those running in excess of their overweight permits. The Selectboard explained the conversations they have had about having the bridge photographed, videotaped, inspected, and certified by an engineer, but it is not something that can be done now. Most Town bridges are posted at 24,000 lbs, but Tree Farm Road is 16,000 lbs. The Selectboard will check with the Town of Johnson and VTrans on posting the road at both ends temporarily, and Ricky will contact the logger to let him know about it, too.
5. GIS parcel Data – Grant Opportunity
 - According to the Listers, there are approx. 910 parcels in Town that would be affected by the GIS parcel mapping. The information is currently on paper and has been kept up to date by hand over the years by David Peatman. Franco Rossi, President of CAI Technologies, whose company maintains the Morrystown and Johnson GIS data online, explained his company's approach to the process. Parcel data from the Grand List assessments and NEMRC data would also be linked. Additional layers in the GIS data could include flood hazards, utilities, roads, wetlands, topographical data, abutters, and more, with just a point and click. David Peatman can take the hand work to CAD for approx. \$5/parcel. Costs were discussed as: conversion, GIS development, web set-up, and hosting for one year. Between the costs for David Peatman to transform the paper maps into a CAD format for CAI Technologies to access and transform into GIS, it appears to be approx. \$11,000, which would create the Online Query website and hosting for one year. Additional years would be in the range of \$1,800 annually for the hosting fee. The grant is a 50-50 matching grant, but the in-kind services and dollars may be available through the Listers budget. The Listers feel this process would have value in reducing the costs of a reappraisal by approx. 10%. Leslie made the motion to apply for the Northern Vermont Parcel Data Grant not to exceed \$11,000. Approved.

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular Selectboard Meeting
March 26, 2014

The Eden Selectboard met at the Town Office on March 26, 2014. Present at the meeting were: Ricky Morin, Jubal Durivage, H. Bruce Burnor, Candy Vear, Donna Whitcomb, and Patty Coon.

1. Ricky opened the meeting at 6:02 pm
2. Jubal made the motion to approve the minutes of March 12, 2014, as written. Approved.
3. Citizens Input – None
4. Selectboard Letter of Interest
 - a. The Selectboard reviewed the letter of interest from Dale Tatro. Bruce would be willing to run for one year and expressed his concerns since he felt so strongly about having someone who has experience with Town business and serving on public boards. Ricky made the motion to appoint Dale Tatro to serve on the Selectboard for one-year term until Town Meeting to fill Leslie White's position. Approved.
 - b. Bruce wanted to remind the Selectboard that when the Town Report is ready for next year, the Moderator meetings he has attended recommended that the Moderator review the Warning before the Town Report is printed. It would be helpful if the Moderator understands the Warning prior to Town Meeting. David Whitcomb of the School Board would like to be part of that meeting.
5. Lister Letter of Interest
 - a. The Selectboard reviewed the letter of interest for the vacant Lister position. Jubal made the motion to appoint Shelly Faxvog. Approved.
6. Animal Control Officer Update.
 - a. The Animal Control Office was not present to provide an update. The Rabies Clinic was held last weekend, and 36 dogs were vaccinated. It seems that every 3rd year there are more dogs, so there may be more next year. Bert will do the canvassing.
7. Health Officer Update
 - a. The Health Officer was not present to provide an update.

8. Beach Update
 - a. Letters of Interest/Résumés received – the Selectboard reviewed two resumes received and set interview appointments for April 2 at 4:00 pm and 4:30 pm at a special Selectboard meeting.
 - b. Hyde Park Elementary request – the Selectboard reviewed the letter of request from the Hyde Park Elementary School to have a group of 259 students on June 11 (rain date June 12), with two lifeguards provided. Candy will contact them since the Town has not hired a Beach Manager yet and hiring Lifeguards is also a function of the Beach Manager's job. The Town can't commit to having such a large group there for the day yet.
 - c. Beach Committee resignation – Ricky made the motion to accept the resignation of Craig Kneeland from the Beach Committee. Approved. Candy will post the vacancy in the local stores, and Leslie can post on the signboard.
 - d. Beach Manager's Job Description/LERA Rules & Regs – the Job Description has been updated as requested at the last Selectboard meeting. The Selectboard discussed options if no one is hired to fill the Beach Manager position before the beginning of the 2014 season. No decisions were made.
 - e. 2014 LERA Rates – the rates were reviewed and rates will be updated on other documents that list the rates.

9. John Vear request to purchase copier/ink cartridge
 - a. The Selectboard set the price of \$50.00 for the copier/ink cartridge.

10. Eden Planning Commission Update re dry hydrant mapping
 - a. Hyde Park came to the last Planning Commission meeting. They have been awarded a grant for dry hydrant mapping. There will be no cost to the Town of Eden for this grant.

11. VT parcel Data Grant Application approved
 - a. The Town has been approved for the GIS tax mapping grant. It's a 50/50 grant, and was approved at \$8,200. The request for proposals process and the in-kind services were discussed.

12. Emergency Operations/FEMA
 - a. ERAF (Emergency Relief & Assistance Fund) Guidelines – the Selectboard reviewed the four guidelines for increased Emergency Relief, which include flood hazard bylaws, flood insurance, and hazard mitigation plans. The Town has the updated road and bridge standards.
 - b. FEMA update on open disasters – the Selectboard reviewed the two FEMA disasters from 2013, including the open December Ice Storm.

13. Road Commissioner's Report
 - a. December Ice Storm kick-off meeting with FEMA reps - Ricky provided an overview of the meeting with FEMA reps on March 26. They will

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular Selectboard Meeting
April 9, 2014

The Eden Selectboard met at the Town Office on April 9, 2014. Present at the meeting were: Ricky Morin, Jubal Durivage, Dale Tatro, Candy Vear, and Patty Coon. Jim Smith arrived at 7:30 pm.

1. Ricky opened the meeting at 6:22 pm.
2. Reorganize the Selectboard - Dale made the motion that Ricky Morin be the Chair. Approved.
 - a. Committee appointments:
 - i. Transportation Advisory Committee – Ricky Morin
 - ii. Ambulance Oversight Board – None. Representatives from Newport Ambulance Service come to the Town at least once or twice a year to present their budget and update the Town on their services.
 - iii. Sheriff's Advisory Board – Dale Tatro and Jubal Durivage. Candy will find out the details of the committee meetings and times.
3. Approve Regular Meeting Minutes of March 26, 2014; approve Special Meeting Minutes of April 2, 2014
 - a. Dale made the motion to approve the minutes of the regular and special meetings as written. Approved.
4. Citizens Input - None
5. Beach Update
 - a. Beach Manager Applicant – the applicant who was interviewed at the special meeting called to say he is not interested in being the Beach Manager. The campers will be moving in May 15. The Selectboard will see if Bob and Jeanne would be willing to be the Managers until the Town hires someone else for the season or hires someone on an hourly basis; and if not, the Town will send a letter to all the seasonal campers to see if someone who might be interested in overseeing the campers.
 - The Selectboard discussed several options for the beach property. (1) keep it going as is; (2) contract it out - put it out to bid for someone to commercially lease the property, and the Town would collect a yearly fee from them; or (3) sell it outright - with the stipulation that the beach remain a public beach for Town residents, and this option would generate property taxes for the Town. The history and financial aspects of the beach were discussed. These three options may become a Town Meeting item for 2015.
 - b. Request for Beach Pass for Raffle – A resident season pass is \$40.00; a non-resident season pass is \$65.00. Dale made the motion to give a season pass for the 6th grade class raffle. The pass will be for either a resident or non-resident. Approved.

- c. Water Operators-Seasonal Start-Up Procedures/sign report – Ricky made the motion for Patty to be the Water Operator, same as last year. Approved and signed.
 - Candy notified the Selectboard that two people have come in to pick up the application for the remaining two camping sites. The Lottery will be held at the next Selectboard meeting, April 23.
 - d. Invitation to Bid-Service & Maintain Water System (start-up, one test in June, and shut-down). Dale made the motion to use Plumbing Solutions for the start-up, testing, and shut-down for the 2014 season. Approved.
6. Animal Control Officer Update
- a. Warrant for Unlicensed Dogs – Dale made the motion to sign the warrant. Approved and signed.
 - b. Vanguard Claims Admin Letter-Dog Issue 2013 – The Town received a copy of the letter from the insurance company for a claim that was filed by the owner of the deceased dog against the owner of the attacking dog. The claim was denied. The owner of the attacking dog had said he would pay for the vet bills of the deceased dog, as it is not the Town's responsibility to do so. The Selectboard will send a letter to the dog owners.
7. Health Officer Update - none
8. Whitney Lane Bridge Project Update
- a. This was put aside until Jim Smith arrives. Ricky introduced Jim Smith when he arrived at 7:30 pm. The Selectboard and Jim discussed the original bids, the road relocation, and the alternate bridge options. Ricky talked with Chris Brunelle, of the State's Water Resources, about using the culvert, relocating it, moving it downstream, and using it as the temporary access. Chris will make sure the permits are in place. The original engineering is still good. The Selectboard needs to decide which option is best, to describe the project for an RFP, perhaps having value engineering added and requesting any alternates that might save the Town money, and then Jim Cota and Pam Thurber can review the final proposed project. Ricky will talk to some of the contractors to see what, in their experience, might be a good scenario for this project, in advance of having Jim Smith prepare an RFP/Scope of Work. Ricky is leaning toward having the Town purchase a 3-sided, open-bottom, precast structure to be delivered to Whitney Lane, and having the successful bidder install it onto integral abutments. The RFP/Bid needs to go out in a timely manner so the project can be completed this summer.
9. Grants
- a. RFP/correspondence for GIS Mapping Grant – The State has agreed that the Town does not have to put this project out to bid; however, the RFP will be sent to David Peatman and to CAI Technologies, so the State and the Town have the correct paperwork for the grant.
 - i. Résumé received – there is no position available with the Town for a GIS qualified person.
 - b. VT Rural Fire Protection Task Force-2014 dry hydrant grants program – There is no place in Eden to put another dry hydrant, so the Town will not apply for this grant. Hyde Park is doing a joint grant with Eden for mapping the dry hydrants, according to the Eden Planning Commission.

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular Selectboard Meeting
May 14, 2014

The Eden Selectboard met at the Town Office on May 14, 2014. Present at the meeting were: Ricky Morin, Jubal Durivage, Dale Tatro, Roxanne Lamphere, Trevor Bidwell, Bruce Shields, Linda Young, Kim Komer, Craig Kneeland, Bob Spaulding, Alicia & Travis Lowell, Leslie Pelch, Donna Whitcomb, Candy Vear, and Patty Coon.

1. Ricky opened the meeting at 6:0 pm.
2. On line 2 under 4(a), move the sentence "Bert also indicated an interest" to the end of the following sentence. Dale made the motion to approve the minutes of April 23, 2014 with the one correction. Approved.
3. Citizens Input
 - a. Roxanne Lamphere spoke about the ongoing dog issues with her neighbor. The second dog is still continuing to get loose, and she has asked Noi several times to keep the dog home. Noi has been tying his second dog to her birch tree. She has contacted the Animal Control Officer once. The Selectboard suggested that the Animal Control Officer(s) issue a written warning to Noi to keep the dog on his own property and if it's caught off again, it will be taken to the pound. It has been a year since the last incident with the first dog, and the second dog is doing the same thing. She has two new dogs. The Selectboard suggested Roxanne document as much as she can, to keep taking pictures every time the dog is loose, and to call either or both of the Officers.
 - b. It was brought to the Selectboard's attention that the use of "sbclerk" in Patty's email address is improper, and Ricky noted that, by State Statute, one of the Selectboard members may be designated as the Clerk, not Patty who is appointed as the Selectboard Assistant. Her email address will be changed, and Ricky made the motion to appoint Dale as the Selectboard Clerk. Approved.
4. Kim Komer – Lamoille County Conservation District
 - a. Kim has been working with Amanda at the Lamoille County Planning Commission, looking at bridges and culverts for river concerns, flooding. Funds through the Fish & Wildlife Dept are geared toward flood resiliency and brook trout habitats. For the past year she has focused on aquatic organism passageways (AOP). She has funds to install a bridge if the Town needs to, but for AOP only. She presented maps and reports to the Selectboard for prioritizing AOP projects. She looked at 15 bridges that flooded to the top – Mary Deuso bridge; two on Square Road, which are ranked medium for geomorphic (flood resiliency) and high and medium by

AOP biologists. Fish & Wildlife estimated the costs for replacing the bridge at Mary Deuso with a modular bridge. The Town of Eden has road and bridge standards which won't allow that kind of bridge. Kim has design money for an engineer to look at those kinds of issues. She can then write a grant to construct the bridge. The Town's percentage would be in-kind costs – material, labor. The hydrologic study may have already been done for Mary Deuso Rd. Kim asked for a letter of intent or note in the minutes to agree to move forward with the project if approved by the US Fish & Wildlife for design and to move forward with construction if the plan served the Town well. The Selectboard stipulated with the right to make sure it's the proper bridge and proper funding. The Selectboard asked for a copy of the big map and also asked about an update to the culvert inventory. Dale indicated the Selectboard would be interested in Kim's proposal.

5. Craig Kneeland – Energy

- a. Craig attended a meeting in Morrisville about residential building energy standards by the Lamoille County Planning Commission – Lamoille County Energy Forum, Municipal Opportunities and Requirements of the VT Energy Code and Above Code Programs. He urged the Selectboard to consider forming an Energy Committee to keep track of what's happening in the energy field. There was a presentation by Efficiency Vermont which dealt with Code 89 as it pertains to municipal requirements, new residential buildings or commercial structures. There is money available to upgrade older homes to the new code requirements. Craig feels it would be good for someone from Eden to be following energy opportunities/production – wind, solar, water, etc. – and to keep an ear out for grants. Hyde Park has recently created an energy committee, which could be used as a model for the formation of an Eden committee. The Selectboard agreed to put a notice up and publicize that if anyone is interested in being on such a committee to contact Craig or the Selectboard.

6. Northern VT Parcel Data Grant – open bids

- a. Leslie Pelch from the VT Center for Geographic Information spoke about the Federal GIS mapping grant for towns. Eden received a grant for \$8,200, and it's a 50/50 matching grant. The Listers do have money in their budget for the Town's share. The Town has paper maps, and David Peatman has surveyed the parcels in Town and put them into CAD files. The grant would take those maps/files and update to the digital GIS/shapefile formats. The Selectboard received three bids from its Request For Proposals. The new members on the Board are not familiar with this grant, and the three bids were not “apples to apples”; so Leslie, Bruce Shields, and Patty will review the bids and make a presentation to the Selectboard at its next meeting. The Selectboard will not make a decision tonight.

7. Beach Update

- a. Seasonal Site Available-Lottery Rules – One of the campers who chose a site during the Spring lottery has decided not to take the site. Bob rented the site to someone else already.

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular May 28, 2014

The Eden Selectboard met at the Town Office on May 28, 2014. Present at the meeting were: Ricky Morin, Jubal Durivage, Dale Tatro, Leslie Pelch, David Peatman, Candy Vear, and Patty Coon.

1. Ricky opened the meeting at 6:00 pm.
2. Dale made the motion to approve the minutes of May 14, 2014. Approved.
3. Citizens Input – None.
4. Northern VT Parcel Data Grant
 - a. The Selectboard reviewed the bids in more detail after receiving the background information on the grant and a chart of the bids to compare “apples to apples”. Leslie Pelch, from the VT Geographic Information Systems (coordinator for the grant), and David Peatman, of Peatman Surveying who already works with the Town on the Eden tax maps, provided input into the process of how the conversion of paper maps to CAD data to GIS shapefiles would work. The Selectboard also viewed municipal websites that are an option at the end of this grant, and which are customized for each Town’s usage. The Selectboard questioned having GPS readings on the data and having the highway rights-of-way shown. The Selectboard stressed that the Town still needs a paper trail and the big map in the Lister’s Office. This grant would not replace either; it’s just bringing all the pieces together for quick and efficient citizen access and usage by the Listers. Dale questioned the \$800 cost for printing the maps on one bid. Leslie clarified that the cost is for composing the maps, not just printing. Dale made the motion to offer CAI Technologies \$10,000 even, even though they were not the lowest bid. The Listers will get copies of everything. Approved.
5. Animal Control Officer Update
 - a. There have been a couple of dog issues. The Selectboard questioned whether Bert had issued a citation or warning for one. Bert and Gary may have to double-up in the enforcement issues. Ricky restated the vicious dog procedures. The Selectboard requested the Animal Control Officers focus on cleaning up the dog issues.
6. Health Officer Update
 - a. The Health Officer was not present to provide an update.
7. Beach Update
 - a. The pay schedule for the Assistant Beach Manager was discussed. The Beach Manager is paid weekly; in lieu of paying the Assistant in advance for the whole season as requested, she can be paid quarterly, weekly, or once a month. She will not be paid in advance.
 - b. Site #18 is open, and Candy sent back their deposit. The Selectboard reiterated that any future revisions to the Lottery procedures include a provision that the deposit is non-refundable. Copies of the Lottery procedures

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular Meeting, June 11, 2014

The Eden Selectboard met at the Town Office on June 11, 2014. Present at the meeting were: Ricky Morin, Jubal Durivage, Mike Paradis, Bert Manning, Bob Spaulding, Candy Vear, Donna Whitcomb, and Patty Coon.

1. Ricky opened the meeting at 6:04 pm.
2. The Chair postponed review of the minutes until later.
3. Citizens Input – None
4. Newport Ambulance Service
 - a. Mike Paradis of NAS spoke to the Selectboard regarding the 2014-2015 contract. The amount is the same as approved at Town Meeting. Ricky made the motion to sign the contract with Newport Ambulance Service as put in the Town Report. Approved and signed.
5. Animal Control Officer Update
 - a. The Selectboard questioned if Bert had given a written citation for the dog that has been going off property. Bert has talked to the son who owns the dog, and he did register the dog and update the rabies vaccination. They have put in an electric fence, but a dead battery allows the dog to get out. Because of the ongoing issues with the dog and the property owner, the Selectboard directed Bert to send a written warning to the property owner and the owner of the dog; and if the dog goes off property again, then he is to pick it up and take it to the pound.
6. Health Officer Update
 - a. The Health Officer provided a written report to the Selectboard updating them on several properties. One property owner is in the process of cleaning up his property; she can't reach the owner of another property; and the third is a tenant/landlord dispute over the water, which will require a follow-up in 30 days.
7. Beach Update
 - a. The drinking water sample taken on June 3 did not pass, so four repeat samples were taken today.
 - b. Bob has been unable to find anyone to give swimming lessons this summer.
 - c. Bob is unable to find certified lifeguards. The Selectboard indicated that the "No lifeguard on duty, swim at your own risk" signs need to be put up if there are no lifeguards.
 - d. Site #18 will continue to be rented as an overnight/weekly site.
8. Letter re: Eden Youth Sports Committee
 - a. After reviewing the letter from a concerned parent, the Selectboard directed Candy to forward it to the Eden Youth Sports Committee for them to look into.

9. Attorney Letter re: Pierre Lachance property
 - a. The Selectboard discussed this property that the Town purchased at a tax sale in December 2012, and which was not redeemed by December 2013. The Selectboard checked the Town map for the camp, the acreage, the pond, and the access. The attorney was asking if the Town wanted a quitclaim deed, since he was under the impression the Town said it didn't want the camp. Bruce Shields has started researching the deeds in response to the attorney's letter. Jubal made the motion to write a letter to the attorney to have him prepare a tax collector's deed. Approved.
10. VT Mapping Unit – Deadline for Mapping Town Highways
 - a. The Town maps are up to date at this point; but if there are requirements and deadlines as indicated in the letter, the Selectboard will require more information.
11. Road Commissioner's Report
 - a. Whitney Lane Update-Jim Cota letter: There has been no response to the certified letter sent to Jim Cota.
 - b. Minutes re: Tree Farm Road, Structure Inspection Report: Chris Loomis is requesting to run in excess of his overweight permit, and the Selectboard reviewed the chain of minutes and the State inspection report where this has been discussed. Ricky will contact Chris to attend the next meeting on June 25.
 - c. North Road Paving Invitation to Bid: These will be sent out to five contractors.
 - d. Other
 - i. The Selectboard reviewed the policy regarding digging across Town highways.
 - ii. Ricky has one more week of cutting brush from the FEMA declared disaster, the Ice Storm. The deadline is June 20.
12. VT Parcel Data Grant-signature
 - a. Jubal made the motion to sign the GIS Grant. Approved and signed.
 - b. Cartographic Associates Contract-signature: Jubal made the motion to sign the contract. Approved and signed.
13. FEMA Ice Storm Grant-signature
 - a. Jubal made the motion to sign the FEMA grant. Approved and signed
14. LEA Greeter Program Grant-signature
 - a. Jubal made the motion to sign the Greeter Program grant. Approved and signed.
15. VT Local Opinion Leader Survey re: Tobacco Use
 - a. Ricky indicated he had taken the survey by phone today.
16. FYI
 - a. Governor Shumlin letter to the EPA – filed.
 - b. Public Computer – the hard drive was replaced.
 - c. Budget Status Report – These reports were reviewed.
17. Any other business
 - a. The Health Officer called to say that the landlord who is involved in the tenant dispute over water just contacted her and wants her to just condemn the property. The Selectboard would like her to follow up in 30-days as previously indicated and to see if the VT Health Dept might provide some

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular Meeting, July 9, 2014

The Eden Selectboard met at the Town Office on July 9, 2014. Present at the meeting were: Jubal Durivage, Dale Tatro, Franco Rossi, Sandie Rossi, Amanda Jones, Bruce Shields, Bob Spaulding, Alicia Lowell, Virginia McLean, Linda Young, Candy Vear, Donna Whitcomb, Tracey Morin, and Patty Coon. Ricky Morin arrived at 6:20 pm

1. Dale opened the meeting at 6:11 pm.
2. Additions and Deletions to the Agenda
 - a. Add: Pay Raises
 - b. Add: Green Crow/Tree Farm Rd Update
 - i. Patty explained this is one portion of the new Open Meeting Laws and indicates additions or deletions to an agenda that has been posted 48 hours in advance of a meeting.
3. Approve the Minutes of June 25, 2014
 - a. Jubal made the motion to approve the minutes of June 25, 2014. Approved.
4. Approve the Special Meeting Minutes of July 2, 2014
 - a. Jubal made the motion to approve the special meeting minutes of July 2, 2014. Approved.
5. Citizens Input
 - a. As part of the Planning Commission, Tracey Morin will be attending next week's meeting on the Lakeshore Protection Legislation. There is some conflicting information between the newspapers and the legislation. Contractors need to be certified if they will be building something on the lake.
 - b. Tracey has been periodically cleaning the downstairs vault and that project is almost complete. There are documents that need to be shredded and the list is prepared of what is being shredded. Bruce commended Tracey on how nice the vault looks now.
6. Cartographic Associates – update on GIS Mapping/Online Query
 - a. Franco Rossi spoke on the status update of the conversion of the GIS data mapping project with David Peatman. They are shooting for the end of July to put the maps into AutoCad, then CAI will move on to the GIS format that the State requires. The second half of the discussion was to demonstrate and answer questions on the web solutions offered by CAI to take advantage of the GIS technology. CAI offers a Query Manager Online to access the data with no setup fee and only the annual hosting fee if the project is continued now. There was some confusion as to what had been authorized. The original grant and contract was limited to the conversion of the data only. The Selectboard would like to see the data accessible by Town staff only in the Town office. The data can be password protected; data is hosted independently. Bruce pointed out that towns that made use of the data find it extremely helpful. From the Lister's perspective, they would be able to use this data online. And, for someone who selling a property in Eden, a buyer

can view this data remotely. Dale tried to compare this to Google and Trulia, but the layers of data, the overlays, through CAI's Query Manager go way beyond that. The question is: How does this benefit the town by signing up for long-term hosting fees? As Franco explained, data from lakeshore setbacks and flood plains can be accessed at a moment's notice, as an example. It's an internal tool. There are 160 towns online right that that are finding this data valuable, many similar to Eden. Another example is a request for a list of abutters that has taken two days to research and compile could now be done in a matter of seconds with a click of a mouse. Linda asked if she wanted a list of abutters, could she come into the office and get that off this system? Ricky affirmed that, yes, it would be on the computer, just here in the office. She could not do that from her home. Franco clarified that if the Town wants to use the data he and David Peatman are formatting from the paper maps, the Town will need the software program to view the data. Dale moved to do more research before the Town acts on this. Franco proceeded with a demonstration of one of the towns already online that is similar to Eden. The data can be exported right from ProVal through an email. The big tax map and all paper maps would remain in the Town as before, as well as being able to take advantage of the new technology. It's a better reappraisal tool; and a couple of VT appraisers indicated that towns could anticipate a 10%-15% reduction in reappraisal costs by having this GIS data. Because this hosting fee will be coming out of the Lister's budget, the Selectboard felt that all the Listers should come before the Selectboard to request this (as a unanimous or majority vote). It should be viewed as a town-wide solution. The goal is to make the information available as effectively as possible in order to make informed decisions, for more efficient regular, daily functions, and to disseminate this information as effectively as possible. The one-time set up fee of \$2500 will be waived if the Town decides by August 14 to go forward with this project now and the annual \$1800 hosting fee. Bruce has discussed this with the other Listers and with Russ who maintains the ProVal program. Virginia felt that all the Listers should be on board, not just Bruce. When the most recent deeds are processed, they can be scanned into a .pdf. Dale felt that it might take years for everyone in Town to get familiar with this – it's long-term. Franco mentioned that the Town of Pawlet saw immediate benefits from this. Bruce mentioned that until someone starts extracting the data from the information the Town has, it just sits there. This could be a tremendous tool for various departments, town-wide, to make better decisions. The Selectboard requested that Listers attend the next Selectboard meeting to give a presentation saying they are interested and talk about how useful this program will be for them. Ricky restated Dale's motion: to do more research before the Town acts on this. Dale's motion was approved. Upon further discussion later in the meeting, the Selectboard would like to have a letter from the Listers stating they wish to proceed with this \$1800. Bruce would like to have more discussion with Russ on setting this up. Candy wanted to know if it would benefit anything if the Town didn't do anything. Over time, it will be helpful for customers, real estate professionals, etc.

7. Animal Control Officer Update

- a. The Animal Control Officer was not present to provide an update.

Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Minutes of Regular Meeting, July 23, 2014

The Eden Selectboard met at the Town Office on July 23, 2014. Present at the meeting were: Jubal Durivage, Dale Tatro, Ricky Morin, Leslie White, Patty Coon, Candy Vear and Tracey Morin.

1. Ricky opened the meeting at 6:15 pm.
2. Additions and Deletions to the Agenda will be discussed under Road Commissioner Report and Beach Update.
3. Citizen Input – Leslie White inquired if the Selectboard wished her to proceed with repairs to the storage building at LERA. There was discussion on the cost to repair the building; whether it was feasible to do so; time frame to do the work; cost of repair vs. new building for storage; for the building to be moved, the floor needs to be shored up. The Selectboard will let Leslie know after they look at the building.
4. Selectboard Assistant – Patty submitted a letter of resignation to each member of the Selectboard. Dale made the motion to accept the letter of resignation effective July 31, 2014. Dale made the motion to appoint Tracey Morin to fill the position as Selectboard Assistant, allowing time with Patty for training on the web site, as needed. Approved.
5. Approve the Minutes of July 9, 2014 - Jubal made the motion to approve the minutes of July 9, 2014 as written. Approved.
6. Listers Update re: GIS Data Grant – The Selectboard reviewed a letter from the Lister’s office regarding adding the “Query Manage Online Service” as optional additional services offered with the grant proposal. The Lister’s feel this service would be valuable for Eden to offer residents and clients seeking access to information stored at the town office, but they did not wish the annual maintenance fee to come from their budget as most functions will be accessible through their existing data retrieval tools. If, in the future the town allows the enhanced access the Listers would cooperate in any way possible. The Selectboard tabled this item.
7. Town Office cellar renovations – Two contractors were contacted to provide quotes. One quote has been received from George Langlois, Jr. The Selectboard asked Candy to solicit more estimates for comparison before making a decision on this project.
8. Animal Control Officer Update – Bert Manning was not present to provide an update. Ricky inquired if the canvas of unregistered dogs was complete. Candy was not sure, but did provide the Selectboard with the number of dogs registered to date which is low.
9. Health Officer Update – Amanda Jones was not present to provide an update.
10. Beach Update
 - a. Drinking Water – recent testing has failed. Tracey, Ricky and Bob met with Roland Luxenburg on Wed, July 16th. Roland did an inspection on the system



Attachment #3

11 Pleasant Street, Littleton NH 03561
 P (603) 444-6768 / (800) 322-4540
 F (603) 444-1366
 cai-tech.com

6-25-2014 00

BOARD OF SELECTMEN
 TOWN OF EDEN
 71 OLD SCHOOLHOUSE ROAD
 EDEN MILLS, VT 05653

PAID
 JUL 10 2014
 TOWN OF EDEN

DATE: 6/12/2014

CK# 20465

INVOICE # 27093 - 1

TERMS: AMOUNT DUE NET 30 DAYS FROM DATE OF INVOICE. OVERDUE ACCOUNTS WILL BE CHARGED INTEREST AT 1.5% PER MONTH (18% APR) PLUS A \$5.00 REBILLING FEE. DEBTOR AGREES TO PAY REASONABLE COLLECTION FEES. ANY CHECK RETURNED DUE TO INSUFFICIENT FUNDS WILL BE SUBJECT TO A \$20.00 SERVICE FEE.

FOR PROFESSIONAL SERVICES

PROJECT: EDEN, VT - 2014 GIS

CONTRACT AMOUNT	\$10,000.00	
AMOUNT PREVIOUSLY BILLED	\$0.00	
AMOUNT THIS INVOICE	\$1,000.00	\$1,000.00
AMOUNT LEFT TO BILL	\$9,000.00	
AMOUNT DUE		\$1,000.00

IN ORDER TO INSURE PROPER
 CREDIT TO YOUR ACCOUNT,
 PLEASE REFERENCE INVOICE
 NUMBER WITH YOUR PAYMENT.
 THANK YOU!



CAI Technologies
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F (603) 444-1366
cai-tech.com

BOARD OF SELECTMEN
TOWN OF EDEN
71 OLD SCHOOLHOUSE ROAD
EDEN MILLS, VT 05653

PAID
AUG 13 2014
TOWN OF EDEN

DATE: 7/31/2014

CK# 20587

INVOICE # 27403 - 1

TERMS: AMOUNT DUE NET 30 DAYS FROM DATE OF INVOICE. OVERDUE ACCOUNTS WILL BE CHARGED INTEREST AT 1.5% PER MONTH (18% APR) PLUS A \$5.00 REBILLING FEE. DEBTOR AGREES TO PAY REASONABLE COLLECTION FEES. ANY CHECK RETURNED DUE TO INSUFFICIENT FUNDS WILL BE SUBJECT TO A \$20.00 SERVICE FEE.

FOR PROFESSIONAL SERVICES

PROJECT: EDEN, VT - 2014 GIS

6-7-552-02-00

CONTRACT AMOUNT	\$10,000.00	
AMOUNT PREVIOUSLY BILLED	\$1,000.00	
AMOUNT THIS INVOICE	\$4,950.00	\$4,950.00
AMOUNT LEFT TO BILL	\$4,050.00	
AMOUNT DUE		\$4,950.00

IN ORDER TO INSURE PROPER
CREDIT TO YOUR ACCOUNT,
PLEASE REFERENCE INVOICE
NUMBER WITH YOUR PAYMENT.
THANK YOU!



11 Phoenix Street, Lindbergh, VT 05741
Phone: 414-8763 / 800-332-4743
Fax: 414-1360
www.gai.com

July 30, 2014

Board of Selectmen
Town of Eden
71 Old Schoolhouse Rd
Eden Mills, VT 05653

Dear Board Members:

Enclosed please find our partial invoice for the map/GIS development project. Please process it for payment at your earliest convenience.

I have spoken with Mr. David Peatman who is responsible for the initial digitizing of the parcel data. He has informed me that the conversion is complete and he intends to send us the digital AutoCad format data by the end of this week. Once we have received those data, we will be able to begin the GIS development component of the project. At this point everything appears to be on schedule for timely delivery of the project.

If you have any questions or would like to discuss this further, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads 'Franco Rossi'.

Franco Rossi
President

FDR/slr
Enclosures

SPECIAL PROJECTS WORKSHEET

Attachment # 7

GSI Mapping Grant All Empl Date:	Labor Hours	Town Equip Hours	Hired Equip Hours	Mileage	Material			
					Type	Quantity	Cost	
29-Jan-14			Attend initial workshop @ LCPC in Morrisville					
Bruce Shields	1.5			25				
Leslie White	1.5			25				
Patty Coon	2			25				
7-Feb-14			Conversations w/David Peatman & CAI Technologies					
Patty Coon	2							
18-Feb-14								
Patty Coon	0.5		Complete grant application					
7-Apr-14			RFP copies/e-mails/copying					
Patty Coon	2							
8-Apr-14			Setting up files					
Patty Coon	0.75							
22-Apr-14			Correspondence from potential bidders; calling D. Peatman					
Patty Coon	1.5							

