

TRANSMITTAL MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF
RE: MATERIALS FOR SPECIAL MEETING ON JUNE 18
DA: JUNE 11, 2026

=====

Greetings, all. The BWQC's next meeting is a special meeting that will be held on June 18th. Materials for the meeting are attached.

Introductions/Meeting protocols/Conflict of interest disclosures, if any

As reminder, this is a standing agenda item that provides BWQC members and others opportunity to note possible conflicts of interest that could arise later in the meeting.

Approval of Minutes

Minutes are included in the meeting packet. Please let us know if you spot any parts of the minutes that need to be corrected.

Seating of New BWQC Representative

This is a standing agenda item. After Dave Allerton (former St. Albans Town Public Works Director(retired last year, he continued to work part time for the Town. Consequently, the official roster for the Basin Council has continued to list him as an Alternate. I am happy to report that July Medina-Triana of St. Albans Town (Stormwater Coordinator) has expressed interest in taking over the Alternate spot and will be recognized on June 18.

Budget Adjustments

It doesn't appear staff will have any approved budget adjustments to report at the meeting. However, BWQC action will be required as part of a request that exceeds the amount that can be authorized administratively. The current budget totals \$14,471.60. FCNRCD's request is to increase the budget by \$3,850, or 26 percent.

Application Review

New Projects: Three new- project applications were submitted in response to the 11th Call for Applications issued in the Missisquoi Basin. One was acted upon during the meeting on June 3. The two applications requiring action propose Final Design phase work. The total amount of funding requested for the upcoming phase of work is \$244,720 while full (eventual) implementation costs are estimated to cost approximately \$496,000. The crude cost effectiveness of the projects ranges from approximately \$10,334 per kilogram to \$31,946 per kilogram.

Adoption: Project adoption is the process by which a CWSP assumes the long-term Operation and Maintenance (O&M) and verification responsibilities for a previously implemented clean water project in exchange for the associated phosphorus reduction credits. An application seeking CWSP adoption of a project has been filed by FCNRCD and is presented to the BWQC for consideration. (BWQC approval of an adoption is required before a CWSP can fund O&M and claim a phosphorus reduction credit.) The project in question is a riparian buffer planning project located in Enosburgh. The project is associated with a phosphorus reduction estimate of 2.58 KG per year. Estimated annual maintenance costs (based on a three year budget) are approximately \$8,800 per year and \$3,400 per KG.

Staggering of Member Terms

As noted previously, a member of the BWQC has suggested that membership terms run and renew on a staggered basis. Time has been included on the agenda for discussion of this topic. DEC guidance requires two-year terms for all BWQC members and alternates. It would appear the Council has the authority to use its bylaws to establish specific procedures for how members are cycled. Staggering could prevent a "clean sweep" where all nine members could potentially leave at once (however unlikely that might be). Administratively, it could have both pros and cons.

Updates/Conclusion/Adjourn

The next meeting after the June 18 session is the BWQC's annual meeting. The planned date is August 5. It will be a hybrid session most likely in Enosburgh. The next funding round will open on August 19, with a deadline of September 23. BWQC review of applications is expected on October 7.

Please let us know if you have ideas for future meeting topics. Thanks to all who participate.

AGENDA

Missisquoi Basin Water Quality Council (BWQC)

SPECIAL MEETING

Thursday, June 18, 2026

12:00 PM -2:00 PM

Zoom meeting

(Zoom details below)

1. Welcome and introductions
2. Meeting protocols
3. Conflict of interest declarations (standing item)
4. Review/adjust and approve agenda
5. Approval of minutes
6. Public comment not related to items on agenda
7. **Seating of members/alternates**
8. Report on budget adjustments/ **Budget Adjustment Request**
9. **Application review**
 - **Design projects**
 - **Adoption project**
10. **Staggering of member terms**
11. Updates/In brief
12. Future Meeting topics /Conclusion

Please Note: The schedule for the upcoming application round in MISSISQUOI Basin is as follows:

Round #	Open	Deadline
12	August 19, 2026	September 23, 2026

Join Zoom Meeting

<https://us02web.zoom.us/j/81332571725?pwd=UktCekQ5R2ZSbVNtMXlUcUlpYnVl3UT09>

Meeting ID: 813 3257 1725

Passcode: 103651

One tap mobile

+13052241968,,81332571725# US

+13092053325,,81332571725# US

Dial by your location

+1 309 205 3325 US

+1 646 558 8656 US (New York)

Staffing provided by Northwest Regional Planning Commission (NRPC), the Basin 6 Clean Water Service Provider. NRPC's physical / mailing address is 75 Fairfield Street, St. Albans, Vermont 05478.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or aadams@nrpcvt.com, no later than 2 business days prior to the meeting for which services are requested.

Welcome and introductions

Meeting protocols

Conflict of interest declarations (standing item)

Zoom Norms and Inclusive Language

- Introductions of all participants at each meeting
- As possible, BWQC members should have in their Zoom Name/Title the following: Name, Organization, “Voting” or “Alternate”, and pronouns (if desired)
- BWQC members are expected to have cameras turned on during entirety of meeting, as technically possible.
- BWQC members are expected to stay focused / avoid multi-tasking and follow the guidance of: “if you wouldn’t do something in an in-person meeting don’t do it in a virtual meeting”
- BWQC members will use the “raise hand” function on Zoom to indicate a request to speak / come off mute – this is in an effort to make sure all are heard in turn.
- All members will stay muted until called upon; if needed, CWSP staff may mute participants to avoid background noise
- Any comments made in the chat will be read aloud at the appropriate time by the CWSP staff in full for the public record / record.

Inclusive Language

<https://pronouns.org/what-and-why>

Review/adjust and approve agenda

AGENDA

Missisquoi Basin Water Quality Council (BWQC)

SPECIAL MEETING

Thursday, June 18, 2026

12:00 PM -2:00 PM

Zoom meeting

(Zoom details below)

1. Welcome and introductions
2. Meeting protocols
3. Conflict of interest declarations (standing item)
4. Review/adjust and approve agenda
5. Approval of minutes
6. Public comment not related to items on agenda
7. **Seating of members/alternates**
8. Report on budget adjustments/ **Budget Adjustment Request**
9. **Application review**
 - **Design projects**
 - **Adoption project**
10. **Staggering of member terms**
11. Updates/In brief
12. Future Meeting topics /Conclusion

Please Note: The schedule for the upcoming application round in MISSISQUOI Basin is as follows:

Round #	Open	Deadline
12	August 19, 2026	September 23, 2026

Join Zoom Meeting

<https://us02web.zoom.us/j/81332571725?pwd=UktCekQ5R2ZSbVNtMXlUcUlpYnVl3UT09>

Meeting ID: 813 3257 1725

Passcode: 103651

One tap mobile

+13052241968,,81332571725# US

+13092053325,,81332571725# US

Dial by your location

+1 309 205 3325 US

+1 646 558 8656 US (New York)

Staffing provided by Northwest Regional Planning Commission (NRPC), the Basin 6 Clean Water Service Provider. NRPC's physical / mailing address is 75 Fairfield Street, St. Albans, Vermont 05478.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, and Vermont's Open Meeting Law, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, designation of a physical meeting location, electronic access to a meeting, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802- 524-5958 or aadams@nrpcvt.com, no later than 2 business days prior to the meeting for which services are requested.

Approval of minutes

Missisquoi Basin Water Quality Council (BWQC)

Wednesday, June 3, 2026

11:00 AM to 1:00 PM

Virtual Meeting

Meeting video posted at <https://youtu.be/mZSUpPiBGW0>

A VIDEO RECORDING OF THE MEETING IS AVAILABLE THROUGH THE NRPC YOUTUBE CHANNEL (Link above).

THE WRITTEN MINUTES ARE A SYNOPSIS OF THE DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED. MINUTES WILL BE SUBJECT TO CORRECTION BY THE COUNCIL. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COUNCIL

Council Members: Sarah Downes (Q), Lauren Weston (Q), Heidi Britch-Valenta (Q), Beth Torpey (Q), Allaire Diamond (Q), Ted Sedell (Q), Dan Seeley (Q), Ellen Fox (Q), Mel Auffredou (q)

Q= towards quorum q= towards quorum when representative has recused

Staff: Nora Brown

Others present: Kerry Brosnan & Sadie Preece (FCNRCD), Jim Pease, Chris Rottler (DEC), (Redstart)

1. Welcome and introductions

Since neither the Chair nor the Vice Chair were present, a decision was made to shorten the meeting and have Lauren Weston chair.

Lauren opened the meeting at 11:05am.

2. Meeting protocols

This agenda item was skipped.

3. Conflict of interest declarations, if any

Allaire Diamond noted that Vermont Land Trust has an application before the BWQC for review, so she will be recusing herself from that discussion.

4. Review/adjust and approve agenda

Lauren Weston requested a motion to amend the agenda to only include review of Vermont Land Trust's application, deferring all other agenda items to a special meeting.

Beth Torpey made the motion. Sarah Downes seconded. Motion carried unanimously.

5. Application Review

Allaire Diamond presented the Stone J&M dam removal implementation project application on behalf of Vermont Land Trust. The project will involve removal of a small dam created by old railroad embankment through area of wetland in Missisquoi floodplain. This project is on a VLT-owned parcel. VLT also owns the parcel to west and is doing lots of restoration there. Preliminary and final design were funded through a Watersheds United Vermont enhancement grant.

The total project cost for implementation is \$227,771.26, resulting in phosphorus reduction benefits of 13.7 kg/yr, plus a one-time 25.07 kg benefit. The project's cost effectiveness is \$27,000/kg, not counting the one-time P credit.

Ellen Fox shared that the North Troy community is supportive of this project.

Ted Sedell joined the meeting at 11:15, during Allaire's presentation.

Beth Torpey motioned to approve the project. Sarah Downes seconded. Allaire Diamond abstained. Motion carried unanimously.

6. Future Meeting topics/Conclusion

Beth Torpey motioned to adjourn. Sarah Downes seconded. Motion carried. Meeting adjourned at 11:21 am.

Public comment not related to items on agenda

Seating of members/alternates

MEMORANDUM

TO: Missisquoi Basin Water Quality Council members

FR: CWSP Staff

RE: Seating of New Representatives / Alternates

DA: June 11, 2026

For several years, Dave Allerton of St. Albans Town (former Public Works Director) served as an Alternate to one of the two Municipal sector Representatives in Basin 6 (Sarah Downes). After Dave retired last year, he continued to work part time for the Town. Consequently, the official roster for the Basin Council has continued to list him as an Alternate.

Dave discontinued his work for the Town in March. Since then, the CWSP has been looking for someone to step into the Alternate role. I am happy to report that July Medina-Triana of St. Albans Town (Stormwater Coordinator) has expressed interest in taking over the Alternate spot and will be recognized and seated on June 18.

Report on budget adjustments/ **Budget Adjustment Request**

MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)
FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF
RE: BUDGET ADJUSTMENTS
DA: JUNE 11, 2026

=====

Reports on budget adjustments are provided in accordance with the Basin Council’s adopted policy regarding administrative approval of modest changes in project costs. As of this writing, staff will not have any previously-made budget adjustments to report at the meeting.

However, as noted on the agenda, there has been a request for a budget adjustment that cannot be addressed administratively (more than 20 % of original grant) and requires consideration by the BWQC. The request was made by FCNRCD in connection with project 12355.

Project 12355 proposes “to further develop flood resilience projects in the Town of Montgomery through landowner outreach, feasibility determinations, and communication with regulators and other stakeholders. Projects were identified via the Franklin County NRCD and SLR’s Montgomery Flood Resilience Study through flood modeling and participatory outreach with Montgomery residents.”

The current budget totals \$14,471.60. FCNRCD’s request is to increase the budget by \$3,850, or 26 percent. See details attached.

Dean Pierce (NRPC)

From: Lauren Weston <lauren@franklincountynrcd.org>
Sent: Monday, June 1, 2026 11:06 AM
To: Dean Pierce (NRPC)
Cc: Kerry Brosnan; Nora Brown
Subject: Re: 12355 - Request for Budget Amendment

Gotcha, yes - that would be my request.
Thank you!

On Mon, Jun 1, 2026 at 10:51 AM Dean Pierce (NRPC) <dpierce@nrpcvt.com> wrote:

Hi Lauren. With the meeting coming up on Wednesday, were you looking for this to be covered under the report on budget adjustments? Since it isn't quite the same as what usually happens (reports rather than request for action when change is > 20%), what needs to happen is an adjustment to the agenda at the start of the meeting. Basically, you'd be asking for a new item (call it "8A Request for budget adjustment for project 12355"). Make sense? Dean

Dean Pierce
Senior Planner



Address: 75 Fairfield Street, St. Albans, VT 05478

Website: www.nrpcvt.com

Office: 802.524.5958 (x 124)

Direct: 802.582.3087

This email may constitute a public record.

From: Lauren Weston <lauren@franklincountynrcd.org>
Sent: Friday, May 29, 2026 1:46 PM
To: Dean Pierce (NRPC) <dpierce@nrpcvt.com>; Kerry Brosnan <kerry@franklincountynrcd.org>; Nora Brown <NBrown@nrpcvt.com>
Subject: 12355 - Request for Budget Amendment

Hi Dean,

Hope you're having a good day off!

Kerry and I are working on wrapping up the Montgomery Project Development Grant. We're wondering if we can submit a budget request for a 26% increase in the budget (\$3850) to account for the additional work we are doing beyond our existing budget allowances.

Thanks for considering!

--

Lauren Weston (*she/her*)

District Manager

Franklin County Natural Resources Conservation District (FCNRCD)

Mailing: 50 South Main St., Suite B-20, St. Albans, VT 05478

Physical: 431 Franklin Park West, Suite 100A, St. Albans, VT 05478

802-582-3133

CWSP Project Budget

Montgomery Flood Resilience Project Development - Amendment 1 Request - 2026 05 29

CURRENT

REQUESTED

Personnel (Name, Title)	Tasks/Responsibilities	Hours	Hourly Rate	Salary Expense	Amendment 1 Hours Request	Amendment 1 Total	Total Combined Expense
Lauren Weston, District Manager	Grant management, staff oversight, field visits, design review and oversight	30.00	\$75.00	\$2,250.00			\$2,250.00
Mel Auffredou, Natural Resources Planner	Procurement process, coordination with contractor and landowners, field visits, review contractor's produced materials	170.00	\$70.00	\$11,900.00	55.00	\$3,850.00	\$15,750.00
Personnel Subtotal				\$14,150.00			\$18,000.00

Anticipated Travel	Purpose	Miles	Mileage Rate	Travel Expense	Travel Expense
Travel to Montgomery, VT	8 visits with Montgomery landowners	480.00	\$0.67	\$321.60	\$321.60
Travel Subtotal				\$321.60	\$321.60

Total Project Cost: **\$14,471.60**

\$18,321.60

Percentage increase Request 26.60%

Excerpts from Original Application

Basic Eligibility	Yes
Applicant Name	Lauren Weston
Applicant Organization	Franklin County Natural Resources Conservation District
Applicant Email	lauren@franklincountynrcd.org
Applicant telephone	+1 (802) 582-3133
Project ID from WPD	12355
Description of Project	This project proposes to further develop flood resilience projects in the Town of Montgomery through landowner outreach, feasibility determinations, and communication with regulators and other stakeholders. Projects were identified via the Franklin County NRCD and SLR's Montgomery Flood Resilience Study through flood modeling and participatory outreach with Montgomery residents.
Project Latitude	44.87773
Project Longitude	-72.60890
Project Phase	Assessment ID or Development
Annual P Reduction KG	
Any one time P reduction KG	
Total Cost of Proposed Phase	14471.6
Amount of Funding Requested (Proposed Phase)	\$14,471.60
Non DEC Funding as part of Total Project Costs (a)	\$0.00
Total Project Costs (All Phases)	N/A
Number of Co-benefit Areas	
DEC Screening Form Uploaded	Yes
Map of Project Area Uploaded	Yes
Project Budget Uploaded	Yes
Project Schedule Uploaded	Yes
Landowner Support uploaded	No (project is for ID/Development, so not required)
Phosphorus Calculator Tool uploaded	No (Project is for ID/Assessment or Development)
Created	01/20/25 9:58 AM
ID/Development app pollution criterion	Yes
ID/Development app cost effectiveness 1	Yes
ID/Development app cost effectiveness 2	4824
ID/Development app design life criterion	Yes
ID/Development app O&M criterion	Yes
ID/Development app TBP criterion	Yes
ID/Development app cobenefits criterion	Environmental Justice, Clean Water and Sanitation, Ecosystem Services and Climate Resiliency
ID/Development app cobenefits number	3
Using_As_Match	No
Cultural Resource Review	No

Missisquoi Basin CWSP/BWQC Project Budget Adjustment Policy

Adopted by BWQC: 2/7/24 Adopted by CWSP:

Policy

It shall be the policy of the Missisquoi basin CWSP and BWQC to allow for modest adjustments to previously approved project budgets using a simplified process as described below.

Previously approved project budgets (eg., those approved as part previous funding rounds) shall be eligible for adjustment retroactively. Project budgets approved as part of future funding rounds will be approved with the understanding they are modifiable according this policy.

When a project sponsor proposes an amendment to a project budget for a good and valid reasons, the budget amendment may be authorized on an expedited basis as follows:

For Assessment/Identification/Development Projects

- Changes of up to 10% of the project budget and with an absolute value of \$10,000 or less, may be approved at the discretion of CWSP staff;
- Changes of more than 10% but less than 20% of the project budget and with an absolute value of \$20,000 or less, may be approved at the discretion of CWSP staff with concurrence of the BWQC Chair and Vice Chair (or in the event the Chair and/or Vice Chair have a conflict, with the concurrence at least two BWQC members without conflicts of interest);
- Changes of more than 20% of the project budget or with an absolute value of more than \$20,000, may be approved only by a vote of the BWQC and will be scheduled as expeditiously as schedules allow.

For Design/Implementation Projects with estimated total project costs of less than \$150,000.

- Changes of up to 10% of the project budget and with an absolute value of \$20,000 or less, may be approved at the discretion of CWSP staff;
- Changes of more than 10% but less than 20% of the project budget and with an absolute value of \$40,000 or less, may be approved at the discretion of CWSP staff with concurrence of the BWQC Chair and Vice Chair (or in the event the Chair and/or Vice Chair have a conflict, with the concurrence at least two BWQC members without conflicts of interest);
- Changes of more than 20% of the project budget or with an absolute value of more than \$40,000, may be approved only by a vote of the BWQC and will be scheduled as expeditiously as schedules allow.

For Design/Implementation Projects with estimated total project costs of \$150,000 or more.

- Changes of up to 10% of the project budget and with an absolute value of \$30,000 or less, may be approved at the discretion of CWSP staff;
- Changes of more than 10% but less than 20% of the project budget and with an absolute value of \$60,000 or less, may be approved at the discretion of CWSP staff with concurrence of the BWQC Chair and Vice Chair (or in the event the Chair and/or Vice Chair have a conflict, with the concurrence at least two BWQC members without conflicts of interest);
- Changes of more than 20% of the project budget or with an absolute value of more than \$60,000, may be approved only by a vote of the BWQC and will be scheduled as expeditiously as schedules allow.

Any budget changes approved by CWSP staff and/or the Chair and Vice Chair shall be listed as information items on the meeting agenda subsequent to any approval.

Amendment

This policy may be amended by vote of the BWQC as deemed appropriate by the CWSP and BWQC.

Adoption

Adopted at _____ meeting of Missisquoi Basin Water Quality Council

Application review

Design projects

Adoption project

DESIGN APPLICATIONS

MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)
 FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF
 RE: ROUND 11 APPLICATIONS FOR NEW PROJECTS
 DA: JUNE 11, 2026

Three new- project applications were submitted in response to the 11th Call for Applications issued in the Missisquoi Basin. One was acted upon during the meeting on June 3. The material being provided to you includes summary tables of phosphorus reduction estimates, cost effectiveness, and scheduling, along with the full copies of the two applications not yet acted upon.

The two applications requiring action propose Final Design phase work, one in the Forestry category and the other in the Floodplain/ Stream Restoration. **The total amount of funding requested for the upcoming phase of work is \$244,720 while full (eventual) implementation costs are estimated to cost approximately \$496,000.**

WPD ID	Project	Funding request (next project stage)	Estimated Total cost (all project stages) per applicant-Low
14750	West Hill SWA	\$ 13,450	\$ 65,000
14714	Trout River Floodplain Restoration	\$ 231,270	\$ 431,270
Totals		\$ 244,720	\$496,270

The amount of annual phosphorus reduction represented in the applications is just under 20 kilograms. The Trout River Floodplain Restoration project is estimated to reduce Phosphorus loading by 13.5 kg annually. The West Hill SWA would yield an estimated annual phosphorus reduction of 6.3 kg. The **crude cost effectiveness** of the projects **ranges from approximately \$10,334 per kilogram** (West Hill SWA), which is well within the cost effectiveness threshold set in CWSP policy, **to \$31,946 per kilogram**, which is slightly outside that threshold.

WPD ID	Project	Annual p reduction kg	Full cost per kg annual P reduction fully loaded based on high
14750	West Hill SWA	6.29	\$ 10,334
14714	Trout River Floodplain Restoration	13.5	\$ 31,946
		19.79 (total)	\$21,140 \$ (average)

I encourage Council members to review the summary data and applications to prioritize the projects that best align with clean water goals.

CWSP staff may provide additional data regarding the applications at or before the meeting.

Project Type	
Step/Phase	Final Design
Basic Eligibility	Yes
Applicant Name	Lauren Weston
Applicant Organization	Franklin County NRCD
Applicant Email	lauren@franklincountynrcd.org
Applicant telephone	+1 (802) 582-3133
Project ID from WPD	14714
Description of Project	This project proposes to restore floodplain access along the Trout River in Montgomery Center, where homes are some of the most floodprone. This will include floodplain lowering of an estimated 2.1 - 6.1 acres of floodplain to reduce the velocity of high flows and increase flood resilience in Montgomery, VT. Disturbed areas will be replanted with native woody trees and shrubs.
Project Latitude	44.88036
Project Longitude	-72.61407
Project Phase	Final Design
Annual P Reduction KG	13.5
Any one time P reduction KG	0
Total Cost of Proposed Phase	231270.00
Amount of Funding Requested (Proposed Phase)	\$231,270.00
Non DEC Funding as part of Total Project Costs (a)	\$0.00
Total Project Costs (All Phases)	\$431,270.00
Design Life	10
Estimated Annual O&M cost total	\$5,000.00
Conformance with Tactical Basin Plan TBP	10
Number of Co-benefit Areas	3
DEC Screening Form Uploaded	Yes
Map of Project Area Uploaded	Yes
Project Budget Uploaded	Yes
Project Schedule Uploaded	Yes
Landowner Support uploaded	Yes
Phosphorus Calculator Tool uploaded	Yes
Using_As_Match	No
Cultural Resource Review	Yes
O&M Interest	Yes
continued project	No
earlier P estimate	

Project Details	
WPD ID	14714
Status	Proposed
Project Name	Trout River Floodplain Restoration - Final Design - Montgomery Center
Project Type	Floodplain/Stream Restoration - Final Design
Sector	River
Lat/Long	44.88036, -72.61407
Estimated Cost of Project Implementation (\$)	
Estimated Phosphorous Reduction (kg/year) (estimated prior to project implementation)	
Stream Segment	04150407000024
Technical Project Manager	
Description	This project proposes to restore floodplain access along the Trout River in Montgomery Center, where homes are some of the most floodprone. This will include floodplain lowering of an estimated 2.1 - 6.1 acres of floodplain to reduce the velocity of high flows and increase flood resilience in Montgomery, VT. Disturbed areas will be replanted with native woody trees and shrubs.
Development Notes	
Submission Number	HQM-F8ZC-K7SYT

Town/County/Region	Basin/Sub Basin	Potential Partners	Potential Funding Source
Montgomery	Trout River		Clean Water Fund

Event Date	Event Type	State Amount	Match	Grant Total	Funding Source	Grant Num	Funded Partner
4/2/2026	Project Created in Database						

Performance Measure	Value	Status

Related Projects				
	Relationship	WPD ID	Project Name	Status
View	Parent	12355	Montgomery Flood Resilience Project Development	Funded

Records			
	Date	Record Type	Record Title

APPENDIX A. CLEAN WATER INITIATIVE PROGRAM - PROJECT ELIGIBILITY SCREENING FORM

This fillable PDF form is designed to assist with project review by systematically walking through all eligibility criteria. It should be completed for all projects seeking funding for 30% + design or implementation work. It may be applied to projects seeking funding for assessment or development if helpful for determining their alignment with eligibility criteria 2, 3, 6, and 8.

Step 1: Conduct Eligibility Criteria #1 Screening: Project Purpose

Table 1A: Project Purpose	
From the drop-down list to the right, please select which of the four objectives of Vermont's Surface Water Management Strategy this project addresses. If multiple, please list below:	

a final design will have a different WPD-ID from a preliminary design even if for the same project). If the project, or the specific phase, is not yet in the Watershed Project Database, follow directions provided in the CWIP Funding Policy to secure a WPD-ID. Please see [CWIP Funding Policy](#) for more information on the WPD-ID.

Table 3A. WPD-ID	
Watershed Project Database ID number assigned	
Watershed Project Database Project Name	

Step 4: Conduct Eligibility Criteria #4 Screening: Natural Resource Impacts³

Agency of Natural Resources (ANR) permit screening for natural resource impacts includes 1) an initial desktop review to identify which ANR permitting programs should be contacted, 2) a review by the relevant ANR permitting staff, and 3) a response summary from the project proponent addressing any permitting staff concerns. ⁴

- 1) **Table 4. Natural Resource Impacts** facilitates a high-level desktop review of the most likely ANR permits to apply to clean water projects. Project proponents should answer all the questions to identify likely permit needs. ⁵ Please note that “project site” may include both the active restoration location as well as any additional impact footprint related to staging, site access, or storage of waste or disposed materials.
- 2) If responses to the **Table 4. Natural Resource Impacts** desktop review trigger a permitting staff consultation, **Table 4** provides appropriate contact information.
 - a. Proponents should send the identified permitting staff the following:
 - i. The watersheds project database identification number (WPD-ID) (if available),
 - ii. Project location (GPS coordinates)
 - iii. Summary of proposed scope of work, and
 - iv. Any other relevant information they request that will be utilized in their review.
 - b. **Proponents should clarify they are seeking permitting staff input on potential permitting needs, permit-ability of proposed scope of work, and other design considerations but they are NOT seeking a formal permit determination.**
 - c. Project proponents must attempt to communicate with the permitting staff and provide them with at least thirty days to review the project and provide a

³ Easements and Riparian Buffer Plantings are excluded from this eligibility requirement/step.

⁴ In cases where this screening may have already occurred in a prior project phase, project proponents may supply attachments or links to relevant permit needs assessment documents in place of completing Table 4.

⁵ Entities selected for funding are expected to perform due diligence to ensure all applicable permits (including non-ANR state, local, and federal permits) are discovered and secured prior to implementation. The [ANR Permit Navigator](#) and an Environmental Compliance Division Community Assistance Specialist can help confirm ANR permitting needs for any projects once selected for funding.

response. Project proponents are encouraged to perform this screening during a project development phase as opposed to during a project solicitation round to allow for more time for feedback. Permitting feedback may be up to one year old.

- 3) Proponents should summarize permitting staff feedback and how the proposed scope of work will address this at the bottom of **Table 4**. Specifically, please include:
 - a. Which permits or permit amendment are needed or might be needed?⁶
 - b. What type might be needed? (e.g., a general or individual permit⁷)?
 - c. What concerns were voiced by permitting staff?
 - d. How will the proposed scope of work address these concerns?⁸

Table 4A: Natural Resource Impacts		
I. Act 250 Permits		
1. Have any Act 250 (Vermont’s Land Use and Development Control Law) Permits been issued in the project site’s parcel location?⁹	Yes	No
If yes , please provide the permit number and list any water resource issues or natural resource issues found ¹⁰ :		
PermitNumber:		
ResourceIssues: _____		
If yes , use the Water Quality Project Screening Tool to identify the appropriate regulatory contact for an Act 250 consultation.		
Regulatory Point of Contact Name/Position:		
II. Lake and Shoreland		
1. Is the project site located within 250 feet of the mean water	Yes	No

⁶ Occasionally permit staff may indicate they need a field visit or to see more completed designs prior to making a permit need determination.

⁷ Design phase projects that require an individual wetlands permit must have the permit in hand at the close of the final design phase. Implementation phase projects must have the individual permit in hand to be eligible for funding.

⁸ Examples could include planned design changes or inviting permitting staff to stakeholder meetings.

⁹ An Act 250 Permit is required for certain categories of development, such as subdivisions of 10 lots or more, commercial projects on more than one acre or ten acres (depending on whether the town has permanent zoning and subdivision regulations), and any development above the elevation of 2,500 feet. The [ANR Atlas Clean Water Initiative Program Grant Screening tool](#) can help answer this yes/no question. Follow the instructions on the link above to identify whether your project is located on an Act 250 parcel. Note that the layer to activate in ANR Atlas is now named “Clean Water Initiative Program Grant Screening.”

¹⁰Note that Act 250 permit amendments may require more extensive review of project impacts to natural resources including wildlife habitat, significant natural communities, and riparian zones. Please consult with the Act 250 District Coordinator regarding the nature and scope of that review and what bearing it may have on your project design.

level (shoreline) of a lake or pond? ¹¹			
<p>If yes, you might need either a Shoreland Protection Act Permit or a Lake Encroachment Permit. Use the Water Quality Project Screening Tool to find the Lakes and Ponds Program contact for your project's region.</p> <p>Regulatory Point of Contact Name/Position:</p>			
III. Rivers, River Corridors, and Flood Hazard Areas			
<p>1. Is there any portion of the project site located within 100' of a river corridor and/or mapped Federal Emergency Management Agency (FEMA) flood hazard area¹²? (e.g. a stormwater pond's pipe draining into a river corridor area)? Any permanent excavation/filling or construction within a flood hazard area or river corridor may trigger regulatory requirements through municipal bylaws or through state authorities.</p>		Yes	No
<p>If yes, you will need to speak with a Floodplain Manager. Use the Water Quality Project Screening Tool to find the Floodplain Manager for your project's region.</p> <p>Regulatory Point of Contact Name/Position:</p>			
<p>2. Is any portion of the project site within a perennial river or stream channel?</p> <p>¹³</p>		Yes	No
<p>If yes, you will need to speak with a Stream Alteration Engineer. Use the Water Quality Project Screening Tool to find the Stream Alteration Engineer for your project's region.</p> <p>Regulatory Point of Contact Name/Position:</p>			
IV. Wetland			

¹¹ The [ANR Atlas Clean Water Initiative Program Grant Screening tool](#) can help answer this yes/no question. Follow the instructions on the link above to identify whether your project is located in the jurisdictional zone to trigger a Lakeshore permit. Note that the layer to activate in ANR Atlas is now named "Clean Water Initiative Program Grant Screening."

¹² FEMA mapped Flood Hazard Areas are not available statewide on the ANR Natural Resources Atlas. For projects located in Grand Isle, Franklin, Lamoille, Addison, Essex, Orleans, Caledonia, and Orange Counties, maps are available via the FEMA Flood Map Service Center: <https://msc.fema.gov/portal/home>. ANR Floodplain Managers are available to provide technical assistance if needed.

¹³ Stream Alteration Permits regulate all activities that take place within perennial river and stream channels. Examples of regulated activities include streambank stabilization, dam removal, road improvements that encroach on streams, and bridge/culvert construction or repair. The [ANR Atlas Clean Water Initiative Program Grant Screening tool](#) can help answer this yes/no question. Follow the instructions on the link above to identify whether your project is located in the jurisdictional zone to trigger a Stream Alteration permit. Note that the layer to activate in ANR Atlas is now named "Clean Water Initiative Program Grant Screening."

<p>1. Does the Wetland Screening Tool¹⁴ provide a result of wetlands likely, very likely, or present at the project site?</p>	<p style="text-align: center;">Yes No</p>
<p>2. Does your project site involve land that is in or near an area that has <u>any</u> of the following characteristics:</p> <ul style="list-style-type: none"> o Water is present – ponds, streams, springs, seeps, water filled depressions, soggy ground under foot, trees with shallow roots or water marks? o Wetland plants, such as cattails, ferns, sphagnum moss, willows, red maple, trees with roots growing along the ground surface, swollen trunk bases, or flat root bases when tipped over? o Wetland Soils – soil is dark over gray, gray/blue/green? Is there presence of rusty/red/dark streaks? Soil smells like rotten eggs, feels greasy, mushy or wet? Water fills holes within a few minutes of digging? (See Landowners Guide to Wetlands for additional information on identifying wetlands onsite.) 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p style="text-align: center;">Not Sure</p>
<p>If you answered yes or not sure to <u>either</u> of the above questions, you will need to contact your District Wetlands Ecologist using the Wetland Inquiry Form. The District Wetlands Ecologist can help determine the approximate locations of wetlands and whether you need to hire a Wetland Consultant to conduct a wetland delineation. Alternatively, if you answered yes or not sure to <u>either</u> of the above questions, you can simply budget for a Wetland Consultant in the proposed scope of work. Any activity within a Class I or II wetland or wetland buffer zone (minimum of 100 feet and 50 feet respectively) which is not exempt or considered an “allowed use” under the Vermont Wetland Rules requires a permit. All permits must go through review and public notice process, which takes at minimum 6 weeks for a General Permit and 5 months for an Individual Permit.</p> <p>Regulatory Point of Contact Name/Position:</p>	
<p>1. Is your project a Wetland Restoration project type?</p>	<p style="text-align: center;">Yes No</p>
<p>If you answered yes, under the Vermont Wetland Rules you will need an “allowed use” determination from the DEC Wetlands Program. Contact your District Wetlands Ecologist using the Wetland Inquiry Form.</p> <p>Regulatory Point of Contact Name/Position:</p>	
<p>V. Fish and Wildlife</p>	
<p>State law protects endangered and threatened species. No person may take or possess such species without a Threatened & Endangered Species Takings permit.</p> <p>1. Does your project involve cutting down trees larger than 5 inches in diameter in any of the following towns? Addison, Arlington, Benson, Brandon, Bridport, Bristol, Charlotte, Cornwall, Danby, Dorset, Fair Haven, Ferrisburgh, Hinesburg, Manchester, Middlebury, Monkton, New Haven, Orwell, Panton, Pawlet, Pittsford, Rupert, Salisbury, Sandgate, Shoreham, Starksboro, St. George, Sudbury, Sunderland, Vergennes, Waltham, West Haven, Weybridge, Whiting</p>	<p style="text-align: center;">Yes No</p>

¹⁴ To view the Wetland Screening Tool introduction video, see <https://youtu.be/6lv5en0AB1o>

2. Is the project site within 1 mile of a mapped¹⁵ Significant Natural Community or Rare, Threatened, or Endangered Species?	Yes	No
<p>If yes to either of the above questions, connect with the VT Fish and Wildlife department (everett.marshall@vermont.gov 802-371-7333) to discuss your project and any necessary permitting.</p> <p>Regulatory Point of Contact Name/Position:</p>		
VI. Stormwater		
1. Will the project disturb more than an acre of land during construction, add or redevelop impervious surface, create new development or otherwise require a Stormwater permit?	Yes	No
<p>If yes, forward to the appropriate Stormwater specialist to ensure necessary permitting. Use the Water Quality Project Screening Tool to find the Stormwater specialist for your project's region.</p> <p>Regulatory Point of Contact Name/Position:</p>		
VII. Solid Waste		
2. Will you be creating any debris (including construction and demolition waste, stumps, brush, untreated wood, concrete, masonry, and mortar) with your project that you intend to bury on site? ¹⁶	Yes	No
<p>If yes, connect with the Waste Management & Prevention Division (dennis.fekert@vermont.gov 802-522-0195) to discuss your project and any necessary permitting.</p> <p>Regulatory Point of Contact Name/Position:</p>		
<p>Provide below or attach a narrative summary of Table 4 findings. Please include:</p> <ol style="list-style-type: none"> Which permits or permit amendment are needed or might be needed? What type might be needed? (e.g. a general or individual permit)? What concerns were voiced by permitting staff? How will the proposed scope of work address these concerns? 		
Is the project, as proposed, reasonably considered permit-able by all applicable	Yes	No

¹⁵ Find both of these layers on the ANR Atlas under Atlas Layers/Fish and Wildlife. Use the Measurement tool to 1) Plot Coordinates for your project 2) select the coordinates from the left panel 3) select the Radius Tool 4) click on your project location 5) Indicate 1 mile distance 6) look for overlap with either of these mapped layers.

¹⁶ If your project will result in the transfer and disposal of debris (including construction and demolition waste, stumps, brush, untreated wood, concrete, masonry and mortar), you do not need a permit from this office as long as you hire a [licensed solid waste hauler](#) and bring the material to a certified facility.

<p>determine if it is a jurisdictional farm operation, and any case that requires consultation with AAFM will occur via the farm determination process. Please note this form must be submitted by the farm operation/landowner seeking the determination.</p>	<p>No¹⁸ - There is no additional requirements related to agricultural review for these projects.</p>
<p>2. Is the proposed project an agricultural project?</p> <p>Examples of agricultural projects include but are not limited to Production Area Practices – (e.g. Waste Storage Facilities, Heavy Use Area, Diversion) Fence, Livestock Exclusion, Filter Strip, Cover Crop, Reduced Tillage, Manure Injection, Rotational Grazing. Please note this is not an exhaustive list of all agricultural practices.</p>	<p>Yes - Agricultural Projects on jurisdictional farms are not an eligible project type. You can provide a referral to an applicable state or federal agricultural assistance program, or a local organization.</p> <p>No- The natural resource, innovative, or other project type will require an agricultural project review and approval from the Vermont Agency of Agriculture, Food and Markets (VAAFAM) to ensure a consistent approach on farms statewide that follows rules, regulations, and laws in place. Please follow Steps 1 & 2 below.</p> <p>Step 1- Please submit a detailed description of the project, project site, project details, landowner, farm operation, and any other relevant information to VAAFAM at AGR.WaterQuality@Vermont.gov .</p> <p>Step 2- Once you complete this Agricultural Project Review, please allow 30 days for a response. Once that response has been received, please include a summary of the response in the next section.</p>
<p>Agricultural Project Review Status & Summary:</p>	
<p>Check as Applicable</p>	<p>Status</p>
	<p>Submitted/ Pending</p>
	<p>Approved</p>
	<p>Denied</p>

¹⁸ Note CWIP’s Agricultural Pollution Prevention project type eligibility is limited to land where owner or operator is not a jurisdictional farm (i.e., not required to meet the Required Agricultural Practices (RAPs)). As such, projects that meet the definition of the Agricultural Pollution Prevention project type in the Appendix B. Project Types Table are not subject to review by VAAFAM.

Please include a summary of the response here:

Please note that it is expected that all projects with the status “submitted/pending” will be “approved” prior to a project approval for funding.

Franklin County Natural Resources Conservation District

Project ID - 14714

Trout River Floodplain Restoration - Final Design - Montgomery Center

Budget Category	Budget Narrative	Amount Allocated
Staff expenses (i.e., salary and fringe benefits or ad hoc employees)	FCNRCD staff will perform grant management, procurement, field visits, coordination with landowners and contractors, and design review and oversight (366 hours at \$75/hr)	\$ 27,450.00
Total mileage charges	20 site visits with contractors and landowner (60 miles round trip at \$0.725/mile)	\$ 870.00
Engineering/Design Services expense	Engineering contractor will perform site visits, data collection, 60% design, permitting, Final Design Report and Cost Opinions, and Bid Phase Services (\$160,000)*. Cultural resources contractor will perform Archaeological Resources Assessment and additional cultural resources investigations as needed (\$40,000)*.	\$ 200,000.00
Other eligible costs (see 2023 CWIP Funding Policy)	Relevant permitting fees: stream alteration individual permit (\$350), flood hazard and river corridor permit (\$350), wetland individual permit (\$240 + \$2,000), USACOE individual permit (\$10.00)	\$ 2,950.00
Indirect Expenses	N/A	\$ -
TOTAL		\$ 231,270.00

* Consultant fees assume all potential project sites will have worthwhile project benefits, be cost effective, and have landowner support. If this is not the case, overall project budget will be reduced based on level of effort required.

Trout River Floodplain Restoration – Final Design Schedule
Franklin County Natural Resources Conservation District



Property Owners & Current Level of Support

- Marsha Phillips, 44.88253, -72.61761 (received landowner approval)
- Hoyt Hurtubise, 44.88439, -72.61781 (playing phone tag)
- Town of Montgomery, 44.88061, -72.61412 (received landowner approval)

- Therese Begnoche, 44.87912, -72.61327 (in contact with landowner, more information necessary)
- Wedel Trust (Brad Quintin and Karie Quintin), 44.87991, -72.61295 (interested landowner, more information necessary)

Typical Tasks	Typical Task Description
Data Collection, Hydraulic Analysis, Alternatives, & Concept Designs	The engineering consultant, in coordination with Montgomery and FCNRCD, will review existing data and site history, review survey data, and refine hydrologic and hydraulic modeling. Data Collection Tasks will include: Site Survey and basemap, review of natural resources, floodplain documentation, and river geomorphic data as well as wetland delineation and soil quality testing, pending landowner approval.
60% Design	<p>The engineering consultant will refine 30% design based on landowner approval, survey, H&H data, and site investigations. Note: after 60% design is complete, there will be additional investigations and public outreach, before proceeding to 100% design.</p> <p>Engineer consultant will develop materials to submit a No Adverse Impact Report, including Designs, Specs, Engineering Analysis; Statement of no negative impacts up/downstream of project; H&H report/model data; and Pre- and Post-Project Inundation maps.</p> <p>Engineering consultant will consult with regulators to confirm project feasibility.</p> <p>A cultural resources/Archaeological resources consultant will be hired to complete an Archaeological Resources Assessment or other assessment if required by VDHP following review.</p>
Permitting	The Engineering consultant will perform permitting analysis, submit permitting applications, and coordinate with regulatory entities.
Final Design Report & Cost Opinions	The engineering consultant will create a Final Design Report, including: a summary of existing site conditions; updated 100% final design sheets showing typical cross-section(s) and longitudinal profile; and feasibility summary, including stakeholder and regulator feedback and site-specific constraints. The engineering consultant will also create a 10-year access license or easement plan and 10-year operation and maintenance plan in coordination with FCNRCD. They will also complete an initial engineer's opinion of probable cost for permitting, construction, construction oversight, and long-term maintenance and operation.

Reporting	FCNRCD will complete reporting for CWSP funding requirements. Deliverables will include DEC Programmatic staff comments on design, signed VDHP Project Review Form, Final Design Report, 10-year O&M Plan, 10-year access licenses or easement documentation, relevant permit materials, Media Announcement, Final Performance Report or ANR Online Clean Water Project – Project Closeout Form (once available) and/or Batch Import File or ANR Online Clean Water Project – New Project Form.
-----------	---

ALTERNATIVE 10

Corridor unit	Acres	Notes
57_M03C_1_C00	1.28	No increase in buffer or storage
57_M03C_2_C00	5.68	No increase in storage, small increase in buffer - 0.19 acres in 50-foot, 1.3 acres within rc outside of 50-foot
Total	6.96	

FFI RESULTS

Estimated Floodplain and Stream Connectivity Benefits and Phosphorus Credits
SubUnit(s) IDs: 57_M03C_2_C00, 57_M03C_1_C00
Town: MONTGOMERY
Rivers Projects Included: Create Flood Bench
Streams Projects Included:
Stream Names:
Project Area (acres): 6.96

Stream Stability and Storage Credit Summary	
Annual Credit (kg/yr)	
Floodplain Connectivity (Lateral - Vertical)	
Stream Stability	4.7
Storage	0.0
Stream Connectivity (Longitudinal - Temporal)	
Stream Stability	0.0
TOTAL	4.7

ALTERNATIVE 12

Corridor unit	Acres	Notes
57_T4.01-1_C00	0.19	No increase in buffer or storage
57_M04-2_C00	5.33	No increase in buffer or storage
57_M04-1_C00	0.43	No increase in buffer or storage
Total	5.95	

FFI RESULTS

Estimated Floodplain and Stream Connectivity Benefits and Phosphorus Credits
SubUnit(s) IDs: 57_M04_1_C00, 57_M04_2_C00, 57_T4.01_1_C00
Town: MONTGOMERY
Rivers Projects Included: Lower Floodplain
Streams Projects Included:
Stream Names: Trout River
Project Area (acres): 5.95

Stream Stability and Storage Credit Summary	
Annual Credit (kg/yr)	
Floodplain Connectivity (Lateral - Vertical)	
Stream Stability	7.3
Storage	0.0
Stream Connectivity (Longitudinal - Temporal)	
Stream Stability	0.0
TOTAL	7.3

ALTERNATIVE 12 - ADDITIONAL

Corridor unit	Acres	Notes
57_M03C_2_C00	1.6	0.5 acres west of river, 1.1 acres east of river; 0.5 acres planted buffer within 50-foot zone

FFI RESULTS

Estimated Floodplain and Stream Connectivity Benefits and Phosphorus Credits
SubUnit(s) IDs: 57_M03C_2_C00
Town: MONTGOMERY
Rivers Projects Included: Create Flood Bench
Streams Projects Included:
Stream Names:
Project Area (acres): 1.6

Stream Stability and Storage Credit Summary	
Annual Credit (kg/yr)	
Floodplain Connectivity (Lateral - Vertical)	
Stream Stability	1.5
Storage	0.0
Stream Connectivity (Longitudinal - Temporal)	
Stream Stability	0.0
TOTAL	1.5

Vermont Division for Historic Preservation
Project Review Form

This form is to be used for both the Preliminary and Final Project Review for clean water projects funded by the Department of Environmental Conservation (DEC) Clean Water Initiative Program (CWIP). See applicable sections below.

Preliminary Project Review Section

To start the VDHP review process for CWIP-funded Clean Water Projects, please complete this form and submit it to the Vermont Division for Historic Preservation (VDHP) at ACCD.projectreview@vermont.gov with the information requested below. This Preliminary Project Review form, once completed and signed by VDHP, should be submitted as a project deliverable.

This is for non-exempt CWIP project types or conditionally exempt that have failed to meet the project qualifications. Exempt project types should NOT submit this form. Please refer to the CWIP Funding Policy for a listing of exempt and conditionally exempt project types. The CWIP Funding Policy can be found here: <https://dec.vermont.gov/water-investment/cwi/grants#policy>

For questions on architectural resources, archaeology, and below-ground resources, please contact Scott Dillon at (802) 272-7358 or scott.dillon@vermont.gov.

1. **Contact information:**

- a. Contact name: Kerry Brosnan
- b. Email address: kerry@franklincountynrcd.org
- c. Phone number: (802) 309-2081

2. **WPD Project Title:** Trout River Floodplain Restoration - Final Design - Montgomer

3. **WPD – ID:** 14714

4. **Project site map:** Please attach a project site map. An annotated Google map or [ANR Atlas](#) map will suffice but professional design plans are also welcome. An example image is provided below. Site map should outline:

- a. Project Area of Potential Effects¹ with clearly marked GPS coordinates for project boundaries.

¹ The project APE or “area of potential effects” means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The

§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

- b. Proposed ground disturbance locations. Note that stream bank regrading is considered ground disturbance.



5. Project information:

- a. Select CWIP project type from drop down (if not listed, it's categorically exempt)
 - i. Floodplain/Stream Restoration - Final Engineering Design

- a. Please provide a short description of the project's proposed scope of work (CWIP Preliminary Design Report is acceptable instead)

This project proposes to restore floodplain access along the Trout River in Montgomery Center, where homes are some of the most floodprone. This will include floodplain lowering the floodplain to reduce the velocity of high flows and increase flood resilience

- b. Are there other Agencies or funding partners involved?: Yes No

- i. If yes, who?

- c. Does the project involves ground disturbance?: Yes No

- i. If yes, please describe type and extent of ground disturbance.

Specifically,

1. Whether disturbance will be performed by hand or heavy machinery,
2. The estimated total acreage and maximum depth of disturbance, and

APE is influenced by the scale and nature of an undertaking and may be different from different kinds of effects caused by the undertaking [36 C.F.R. § 800.16(d)]. When determining a project's APE remember to consider/include extent of restoration footprint; new, upgraded or existing access or haul roads; staging, storage, and stockpile areas; disposal sites or waste areas; borrow areas and other source locations for fill material; and areas impacted by drainage diversions or mechanical tree clearing and similar landscape alterations.

§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

3. The history of prior naturally-caused or man-made ground disturbance to the site (if known):

The disturbance will be performed by heavy machinery, in order to remove sediment and lower the floodplain. Some trees may need to cut with heavy machinery as well.

- d. Will the project cause direct or indirect impact or disturbance to any man-made building or structure more than 50 years old (including dams, culverts, and bridges) or to any federally listed historic building or structure?

Yes No Unknown

- i. **If yes or unknown**, provide any known details on the buildings or structure(s) location/condition and extent of proposed impact or disturbance. Please include whether the structure is listed in the National Register of Historic Places if known:

- e. Is the project APE located within, intersect with, or adjacent to a state- or federally listed historic district, Designated Downtown or Village Center?

Yes No Unknown

Email this form and supporting materials to ACCD.ProjectReview@vermont.gov

Please copy scott.dillon@vermont.gov

TO BE COMPLETED BY VDHP:

Historic Properties/Sites Affected

- Potential for Architectural Historic Properties to be affected – A Qualified Architectural Historian or Historian Consultant* is required (*please see [pre-approved list of consultants](#))

Determination of Eligibility required

Comments:

- Potential for Archaeological Historic Properties to be affected – a Qualified Archaeological Consultant* is required (*please see [pre-approved list of consultants](#))

Archaeological Resource Assessment (ARA) required

Phase 1 archaeological investigation required

Comments: The ARA will need to include a stratigraphic analysis that identifies the full depth range of archaeologically sensitive soil strata.


§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

- No Historic Properties/Sites Affected/No Effect
- No Historic Resource Present in Area of Potential Effect
- Work will have No Effect on Historic Resource

Comments:

Vermont State Historic Preservation Office Concurrence and Date:

X: R. Scott
Dillon  Digitally signed by R.
Scott Dillon
Date: 2026.05.20
11:08:39 -04'00'

§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

Final Project Review Section

To complete Final Project Review, re-submit this VDHP Project Review Form with the following additional elements included. Note that this should be added to the VDHP-signed version of the Preliminary Review Form so VDHP can reference their prior guidance on this project. This Final Project Review Form, once completed and signed by VDHP, should be submitted as a CWIP project deliverable.

1. Please provide a short description of any changes to the project’s proposed scope of work since the Preliminary Project Review:

2. Please attach:
 - a. Final (100%) Design Plans
 - b. Project narrative description of scope of work (CWIP Final Design Report will suffice)
 - c. Any historical resource assessments, or determination of eligibility forms
 - d. Any archaeological resource assessments, other archaeological reports, or end-of-field documents
 - e. Any Treatment Plans

Email this form and supporting materials to ACCD.ProjectReview@vermont.gov

Please copy scott.dillon@vermont.gov

TO BE COMPLETED BY VDHP:

- No Historic Properties/Sites Affected/No Effect
 - No Historic Resource Present in Area of Potential Effect
 - Work will have No Effect on Historic Resource

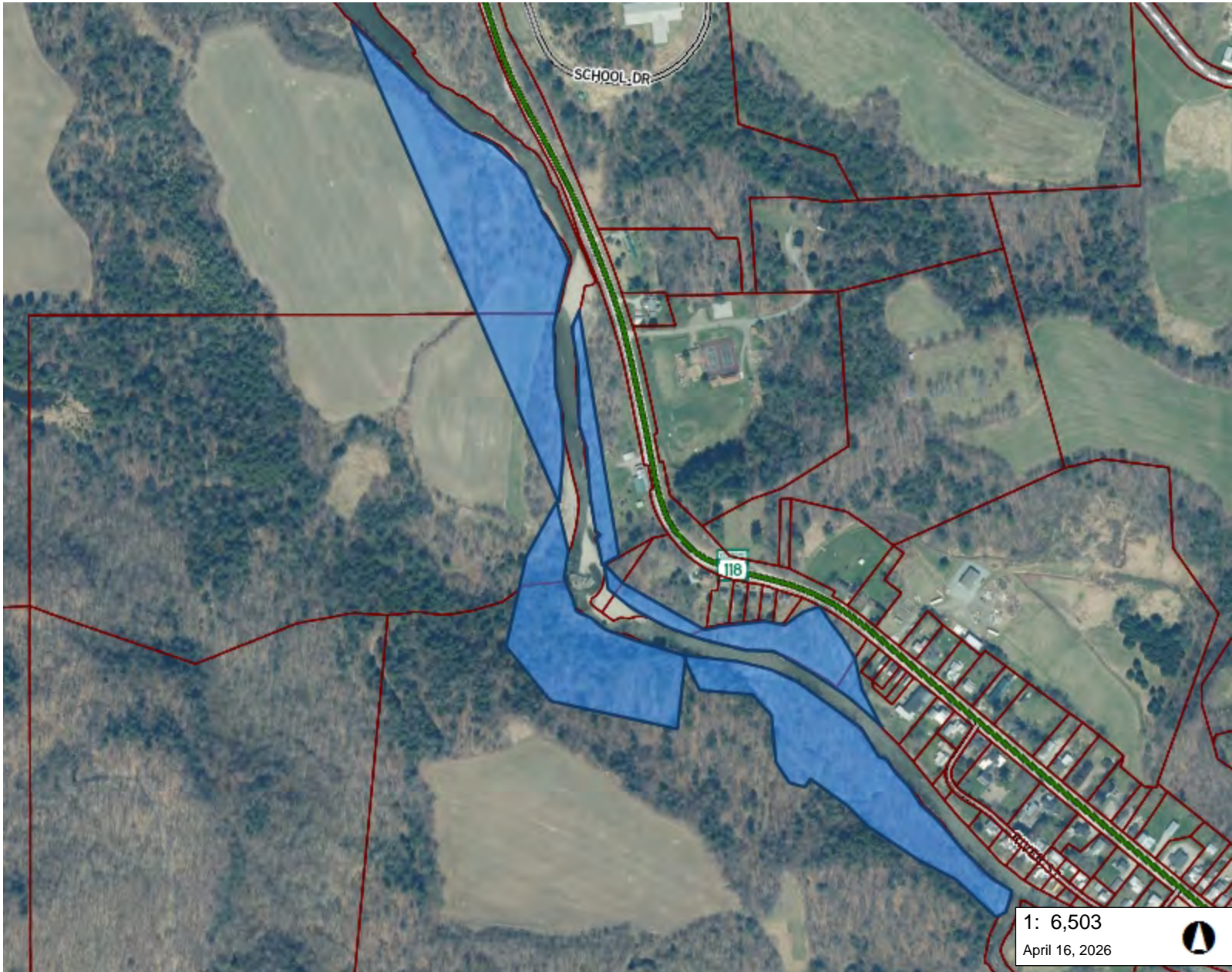
Comments:

- No Adverse Effect
- Adverse Effect
 - Project Treatment Plan or other agreement documents executed



Other:

Vermont State Historic Preservation Office Concurrence and Date:


X: _____



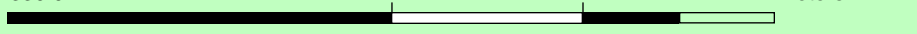
LEGEND

-  Parcels (standardized)
- Roads**
-  Interstate
-  US Highway; 1
-  State Highway
-  Town Highway (Class 1)
-  Town Highway (Class 2,3)
-  Town Highway (Class 4)
-  State Forest Trail
-  National Forest Trail
-  Legal Trail
-  Private Road/Driveway
-  Proposed Roads
-  Town Boundary

1: 6,503
April 16, 2026



330.0 0 165.00 330.0 Meters



WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 542 Ft. 1cm = 65 Meters
© Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

NOTES

Map created using ANR's Natural Resources Atlas

April 6, 2025

Franklin County Natural Resources Conservation District
50 S. Main St. Ste B20
St. Albans, VT 05478



To whom it may concern,

The Town of Montgomery Selectboard writes this letter in support of an application for funding for final design for the Montgomery Center Trout River Floodplain Restoration in Montgomery, VT. The land is owned by the Town of Montgomery and thus this project falls under the purview of the Selectboard.

The Selectboard has heard from the Franklin County Natural Resources Conservation District previously regarding this project which came out of a yearlong flood resilience and hazard mitigation study that was led by the Conservation District with SLR Consulting as a subcontracted consultant. Past presentations highlighted the potential ecological, public safety, and flood resilience benefits of floodplain restoration at this parcel, as well as other opportunities throughout Montgomery. The community, through a series of public events and meetings, has prioritized this project because of its flood resilience and hazard mitigation benefits on land with an interested and willing landowner.

We are supportive of continued project progress through final design for this project. We understand that the Conservation District is submitting an application for funds to support the final design of this project. We would like to continue to be updated on the progress of this project and meet with project managers and engineers at relevant stages of this process.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Charlie Hancock', is written over the word 'Sincerely,'.

Charlie Hancock
Chair, Montgomery Selectboard

Project Type	
Step/Phase	Final Design
Basic Eligibility	Yes
Applicant Name	Lauren Weston
Applicant Organization	Franklin County NRCD
Applicant Email	lauren@franklincountynrkd.org
Applicant telephone	+1 (802) 582-3133
Project ID from WPD	14750
Description of Project	This project will design roughly 60 course wood structures along forested streams in Montgomery VT. The targeted streams are a collection of 1st, 2nd, and 3rd order streams in the Trout River Outlet subbasin. This design will build upon previous preliminary work to further narrow in the scope and improve understanding of the fluvial systems at work.
Project Latitude	44.81126
Project Longitude	-72.65488
Project Phase	Final Design
Annual P Reduction KG	6.29
Any one time P reduction KG	4.202
Total Cost of Proposed Phase	13450.00
Amount of Funding Requested (Proposed Phase)	\$13,450.00
Non DEC Funding as part of Total Project Costs (a)	\$0.00
Total Project Costs (All Phases)	\$65,000.00
Design Life	10
Estimated Annual O&M cost total	\$1,600.00
Conformance with Tactical Basin Plan TBP	10
Number of Co-benefit Areas	2
DEC Screening Form Uploaded	Yes
Map of Project Area Uploaded	Yes
Project Budget Uploaded	Yes
Project Schedule Uploaded	Yes
Landowner Support uploaded	Yes
Phosphorus Calculator Tool uploaded	Yes
Using_As_Match	No
Cultural Resource Review	Yes
O&M Interest	Not sure
continued project	Yes
earlier P estimate	4.808

Project Details	
WPD ID	14750
Status	Proposed
Project Name	West Hill Brook - Strategic Wood Additions - Final Design
Project Type	Floodplain/Stream Restoration - Final Design
Sector	River
Lat/Long	,
Estimated Cost of Project Implementation (\$)	
Estimated Phosphorous Reduction (kg/year) (estimated prior to project implementation)	
Stream Segment	
Technical Project Manager	
Description	This project will design roughly 60 course wood structures along forested streams in Montgomery VT. The targeted streams are a collection of 1st, 2nd, and 3rd order streams in the Trout River Outlet subbasin. This design will build upon previous preliminary work to further narrow in the scope and improve understanding of the fluvial systems at work.
Development Notes	
Submission Number	HQN-7GHS-WZSP3

Town/County/Region Montgomery	Basin/Sub Basin Trout River	Potential Partners Franklin County Natural Resources Conservation District	Potential Funding Source
---	---------------------------------------	--	---------------------------------

Event Date	Event Type	State Amount	Match	Grant Total	Funding Source	Grant Num	Funded Partner
5/11/2026	Project Created in Database						

Performance Measure	Value	Status

Related Projects				
Relationship	WPD ID	Project Name	Status	

Records			
Date	Record Type	Record Title	

APPENDIX A. CLEAN WATER INITIATIVE PROGRAM - PROJECT ELIGIBILITY SCREENING FORM

This fillable PDF form is designed to assist with project review by systematically walking through all eligibility criteria. It should be completed for all projects seeking funding for 30% + design or implementation work. It may be applied to projects seeking funding for assessment or development if helpful for determining their alignment with eligibility criteria 2, 3, 6, and 8.

Step 1: Conduct Eligibility Criteria #1 Screening: Project Purpose

Table 1A: Project Purpose	
From the drop-down list to the right, please select which of the four objectives of Vermont's Surface Water Management Strategy this project addresses. If multiple, please list below:	

a final design will have a different WPD-ID from a preliminary design even if for the same project). If the project, or the specific phase, is not yet in the Watershed Project Database, follow directions provided in the CWIP Funding Policy to secure a WPD-ID. Please see [CWIP Funding Policy](#) for more information on the WPD-ID.

Table 3A. WPD-ID	
Watershed Project Database ID number assigned	
Watershed Project Database Project Name	

Step 4: Conduct Eligibility Criteria #4 Screening: Natural Resource Impacts³

Agency of Natural Resources (ANR) permit screening for natural resource impacts includes 1) an initial desktop review to identify which ANR permitting programs should be contacted, 2) a review by the relevant ANR permitting staff, and 3) a response summary from the project proponent addressing any permitting staff concerns. ⁴

- 1) **Table 4. Natural Resource Impacts** facilitates a high-level desktop review of the most likely ANR permits to apply to clean water projects. Project proponents should answer all the questions to identify likely permit needs. ⁵ Please note that “project site” may include both the active restoration location as well as any additional impact footprint related to staging, site access, or storage of waste or disposed materials.
- 2) If responses to the **Table 4. Natural Resource Impacts** desktop review trigger a permitting staff consultation, **Table 4** provides appropriate contact information.
 - a. Proponents should send the identified permitting staff the following:
 - i. The watersheds project database identification number (WPD-ID) (if available),
 - ii. Project location (GPS coordinates)
 - iii. Summary of proposed scope of work, and
 - iv. Any other relevant information they request that will be utilized in their review.
 - b. **Proponents should clarify they are seeking permitting staff input on potential permitting needs, permit-ability of proposed scope of work, and other design considerations but they are NOT seeking a formal permit determination.**
 - c. Project proponents must attempt to communicate with the permitting staff and provide them with at least thirty days to review the project and provide a

³ Easements and Riparian Buffer Plantings are excluded from this eligibility requirement/step.

⁴ In cases where this screening may have already occurred in a prior project phase, project proponents may supply attachments or links to relevant permit needs assessment documents in place of completing Table 4.

⁵ Entities selected for funding are expected to perform due diligence to ensure all applicable permits (including non-ANR state, local, and federal permits) are discovered and secured prior to implementation. The [ANR Permit Navigator](#) and an Environmental Compliance Division Community Assistance Specialist can help confirm ANR permitting needs for any projects once selected for funding.

response. Project proponents are encouraged to perform this screening during a project development phase as opposed to during a project solicitation round to allow for more time for feedback. Permitting feedback may be up to one year old.

- 3) Proponents should summarize permitting staff feedback and how the proposed scope of work will address this at the bottom of **Table 4**. Specifically, please include:
 - a. Which permits or permit amendment are needed or might be needed?⁶
 - b. What type might be needed? (e.g., a general or individual permit⁷)?
 - c. What concerns were voiced by permitting staff?
 - d. How will the proposed scope of work address these concerns?⁸

Table 4A: Natural Resource Impacts		
I. Act 250 Permits		
1. Have any Act 250 (Vermont’s Land Use and Development Control Law) Permits been issued in the project site’s parcel location?⁹	Yes	No
If yes , please provide the permit number and list any water resource issues or natural resource issues found ¹⁰ :		
PermitNumber: _____		
ResourceIssues: _____		
If yes , use the Water Quality Project Screening Tool to identify the appropriate regulatory contact for an Act 250 consultation.		
Regulatory Point of Contact Name/Position: _____		
II. Lake and Shoreland		
1. Is the project site located within 250 feet of the mean water	Yes	No

⁶ Occasionally permit staff may indicate they need a field visit or to see more completed designs prior to making a permit need determination.

⁷ Design phase projects that require an individual wetlands permit must have the permit in hand at the close of the final design phase. Implementation phase projects must have the individual permit in hand to be eligible for funding.

⁸ Examples could include planned design changes or inviting permitting staff to stakeholder meetings.

⁹ An Act 250 Permit is required for certain categories of development, such as subdivisions of 10 lots or more, commercial projects on more than one acre or ten acres (depending on whether the town has permanent zoning and subdivision regulations), and any development above the elevation of 2,500 feet. The [ANR Atlas Clean Water Initiative Program Grant Screening tool](#) can help answer this yes/no question. Follow the instructions on the link above to identify whether your project is located on an Act 250 parcel. Note that the layer to activate in ANR Atlas is now named “Clean Water Initiative Program Grant Screening.”

¹⁰Note that Act 250 permit amendments may require more extensive review of project impacts to natural resources including wildlife habitat, significant natural communities, and riparian zones. Please consult with the Act 250 District Coordinator regarding the nature and scope of that review and what bearing it may have on your project design.

level (shoreline) of a lake or pond? ¹¹			
<p>If yes, you might need either a Shoreland Protection Act Permit or a Lake Encroachment Permit. Use the Water Quality Project Screening Tool to find the Lakes and Ponds Program contact for your project’s region.</p> <p>Regulatory Point of Contact Name/Position:</p>			
III. Rivers, River Corridors, and Flood Hazard Areas			
<p>1. Is there any portion of the project site located within 100’ of a river corridor and/or mapped Federal Emergency Management Agency (FEMA) flood hazard area¹²? (e.g. a stormwater pond’s pipe draining into a river corridor area)? Any permanent excavation/filling or construction within a flood hazard area or river corridor may trigger regulatory requirements through municipal bylaws or through state authorities.</p>		Yes	No
<p>If yes, you will need to speak with a Floodplain Manager. Use the Water Quality Project Screening Tool to find the Floodplain Manager for your project’s region.</p> <p>Regulatory Point of Contact Name/Position:</p>			
<p>2. Is any portion of the project site within a perennial river or stream channel?</p> <p>¹³</p>		Yes	No
<p>If yes, you will need to speak with a Stream Alteration Engineer. Use the Water Quality Project Screening Tool to find the Stream Alteration Engineer for your project’s region.</p> <p>Regulatory Point of Contact Name/Position:</p>			
IV. Wetland			

¹¹ The [ANR Atlas Clean Water Initiative Program Grant Screening tool](#) can help answer this yes/no question. Follow the instructions on the link above to identify whether your project is located in the jurisdictional zone to trigger a Lakeshore permit. Note that the layer to activate in ANR Atlas is now named “Clean Water Initiative Program Grant Screening.”

¹² FEMA mapped Flood Hazard Areas are not available statewide on the ANR Natural Resources Atlas. For projects located in Grand Isle, Franklin, Lamoille, Addison, Essex, Orleans, Caledonia, and Orange Counties, maps are available via the FEMA Flood Map Service Center: <https://msc.fema.gov/portal/home>. ANR Floodplain Managers are available to provide technical assistance if needed.

¹³ Stream Alteration Permits regulate all activities that take place within perennial river and stream channels. Examples of regulated activities include streambank stabilization, dam removal, road improvements that encroach on streams, and bridge/culvert construction or repair. The [ANR Atlas Clean Water Initiative Program Grant Screening tool](#) can help answer this yes/no question. Follow the instructions on the link above to identify whether your project is located in the jurisdictional zone to trigger a Stream Alteration permit. Note that the layer to activate in ANR Atlas is now named “Clean Water Initiative Program Grant Screening.”

<p>1. Does the Wetland Screening Tool¹⁴ provide a result of wetlands likely, very likely, or present at the project site?</p>	<p style="text-align: center;">Yes No</p>
<p>2. Does your project site involve land that is in or near an area that has <u>any</u> of the following characteristics:</p> <ul style="list-style-type: none"> o Water is present – ponds, streams, springs, seeps, water filled depressions, soggy ground under foot, trees with shallow roots or water marks? o Wetland plants, such as cattails, ferns, sphagnum moss, willows, red maple, trees with roots growing along the ground surface, swollen trunk bases, or flat root bases when tipped over? o Wetland Soils – soil is dark over gray, gray/blue/green? Is there presence of rusty/red/dark streaks? Soil smells like rotten eggs, feels greasy, mushy or wet? Water fills holes within a few minutes of digging? (See Landowners Guide to Wetlands for additional information on identifying wetlands onsite.) 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p> <p style="text-align: center;">Not Sure</p>
<p>If you answered yes or not sure to <u>either</u> of the above questions, you will need to contact your District Wetlands Ecologist using the Wetland Inquiry Form. The District Wetlands Ecologist can help determine the approximate locations of wetlands and whether you need to hire a Wetland Consultant to conduct a wetland delineation. Alternatively, if you answered yes or not sure to <u>either</u> of the above questions, you can simply budget for a Wetland Consultant in the proposed scope of work. Any activity within a Class I or II wetland or wetland buffer zone (minimum of 100 feet and 50 feet respectively) which is not exempt or considered an “allowed use” under the Vermont Wetland Rules requires a permit. All permits must go through review and public notice process, which takes at minimum 6 weeks for a General Permit and 5 months for an Individual Permit.</p> <p>Regulatory Point of Contact Name/Position:</p>	
<p>1. Is your project a Wetland Restoration project type?</p>	<p style="text-align: center;">Yes No</p>
<p>If you answered yes, under the Vermont Wetland Rules you will need an “allowed use” determination from the DEC Wetlands Program. Contact your District Wetlands Ecologist using the Wetland Inquiry Form.</p> <p>Regulatory Point of Contact Name/Position:</p>	
<p>V. Fish and Wildlife</p>	
<p>State law protects endangered and threatened species. No person may take or possess such species without a Threatened & Endangered Species Takings permit.</p> <p>1. Does your project involve cutting down trees larger than 5 inches in diameter in any of the following towns? Addison, Arlington, Benson, Brandon, Bridport, Bristol, Charlotte, Cornwall, Danby, Dorset, Fair Haven, Ferrisburgh, Hinesburg, Manchester, Middlebury, Monkton, New Haven, Orwell, Panton, Pawlet, Pittsford, Rupert, Salisbury, Sandgate, Shoreham, Starksboro, St. George, Sudbury, Sunderland, Vergennes, Waltham, West Haven, Weybridge, Whiting</p>	<p style="text-align: center;">Yes No</p>

¹⁴ To view the Wetland Screening Tool introduction video, see <https://youtu.be/6lv5en0AB1o>

2. Is the project site within 1 mile of a mapped¹⁵ Significant Natural Community or Rare, Threatened, or Endangered Species?	Yes	No
<p>If yes to either of the above questions, connect with the VT Fish and Wildlife department (everett.marshall@vermont.gov 802-371-7333) to discuss your project and any necessary permitting.</p> <p>Regulatory Point of Contact Name/Position:</p>		
VI. Stormwater		
1. Will the project disturb more than an acre of land during construction, add or redevelop impervious surface, create new development or otherwise require a Stormwater permit?	Yes	No
<p>If yes, forward to the appropriate Stormwater specialist to ensure necessary permitting. Use the Water Quality Project Screening Tool to find the Stormwater specialist for your project's region.</p> <p>Regulatory Point of Contact Name/Position:</p>		
VII. Solid Waste		
2. Will you be creating any debris (including construction and demolition waste, stumps, brush, untreated wood, concrete, masonry, and mortar) with your project that you intend to bury on site? ¹⁶	Yes	No
<p>If yes, connect with the Waste Management & Prevention Division (dennis.fekert@vermont.gov 802-522-0195) to discuss your project and any necessary permitting.</p> <p>Regulatory Point of Contact Name/Position:</p>		
<p>Provide below or attach a narrative summary of Table 4 findings. Please include:</p> <ol style="list-style-type: none"> Which permits or permit amendment are needed or might be needed? What type might be needed? (e.g. a general or individual permit)? What concerns were voiced by permitting staff? How will the proposed scope of work address these concerns? 		
Is the project, as proposed, reasonably considered permit-able by all applicable	Yes	No

¹⁵ Find both of these layers on the ANR Atlas under Atlas Layers/Fish and Wildlife. Use the Measurement tool to 1) Plot Coordinates for your project 2) select the coordinates from the left panel 3) select the Radius Tool 4) click on your project location 5) Indicate 1 mile distance 6) look for overlap with either of these mapped layers.

¹⁶ If your project will result in the transfer and disposal of debris (including construction and demolition waste, stumps, brush, untreated wood, concrete, masonry and mortar), you do not need a permit from this office as long as you hire a [licensed solid waste hauler](#) and bring the material to a certified facility.

ANR permitting programs? (Answer must be Yes to continue)	
--	--

Step 5: Conduct Eligibility Criteria #5-8 Screenings

Table 5A. Eligibility Criteria 5-8		
Landowner and Operation and Maintenance Responsible Party Support. Project identifies and demonstrates commitment from a qualified and willing operation and maintenance responsible party. Project demonstrates landowner support for the proposed project phase. (Answer must be YES to proceed)	Yes	No
Budget. Project budget includes ineligible expenses. (Answer must be NO to proceed)	Yes	No
Leveraging. Proposed leveraging meets required leveraging levels (if applicable), meets the definition of leveraging, and comes from eligible sources (Answer must be YES or N/A to proceed)	Yes	No N/A
Funding Program Specific Eligibility. Project meets additional funding program eligibility requirements*. Please list applicable funding program below: (Answer must be YES to proceed) *If Water Quality Restoration Formula Grant, complete Step 6 below	Yes	No

Step 6: Screening Projects on Agricultural Lands (Water Quality Restoration Formula Grants Only)

For Water Quality Restoration Formula Grant projects, please complete the following information as part of your Funding Program Specific Eligibility Screening (Criteria 8). Please note this must be completed for all projects located on agricultural lands regardless of project type. See [CWIP Project Types Table](#) for eligible project types.

Table 6A. Screening Projects on Agricultural Lands	
1. Is the proposed project located on a jurisdictional farm operation ¹⁷ ? Complete a preliminary review to	Yes - Proceed to next question below.

¹⁷ Jurisdictional farm operations are required to meet Vermont’s Required Agricultural Practices (RAPs).

<p>determine if it is a jurisdictional farm operation, and any case that requires consultation with AAFM will occur via the farm determination process. Please note this form must be submitted by the farm operation/landowner seeking the determination.</p>	<p>No¹⁸ - There is no additional requirements related to agricultural review for these projects.</p>
<p>2. Is the proposed project an agricultural project?</p> <p>Examples of agricultural projects include but are not limited to Production Area Practices – (e.g. Waste Storage Facilities, Heavy Use Area, Diversion) Fence, Livestock Exclusion, Filter Strip, Cover Crop, Reduced Tillage, Manure Injection, Rotational Grazing. Please note this is not an exhaustive list of all agricultural practices.</p>	<p>Yes - Agricultural Projects on jurisdictional farms are not an eligible project type. You can provide a referral to an applicable state or federal agricultural assistance program, or a local organization.</p> <p>No- The natural resource, innovative, or other project type will require an agricultural project review and approval from the Vermont Agency of Agriculture, Food and Markets (VAAFM) to ensure a consistent approach on farms statewide that follows rules, regulations, and laws in place. Please follow Steps 1 & 2 below.</p> <p>Step 1- Please submit a detailed description of the project, project site, project details, landowner, farm operation, and any other relevant information to VAAFM at AGR.WaterQuality@Vermont.gov .</p> <p>Step 2- Once you complete this Agricultural Project Review, please allow 30 days for a response. Once that response has been received, please include a summary of the response in the next section.</p>
<p>Agricultural Project Review Status & Summary:</p>	
<p>Check as Applicable</p>	<p>Status</p>
	<p>Submitted/ Pending</p>
	<p>Approved</p>
	<p>Denied</p>

¹⁸ Note CWIP’s Agricultural Pollution Prevention project type eligibility is limited to land where owner or operator is not a jurisdictional farm (i.e., not required to meet the Required Agricultural Practices (RAPs)). As such, projects that meet the definition of the Agricultural Pollution Prevention project type in the [Appendix B. Project Types Table](#) are not subject to review by VAAFM.

Please include a summary of the response here:

Please note that it is expected that all projects with the status “submitted/pending” will be “approved” prior to a project approval for funding.

WPD ID

14750

Staff Expenses	\$75/hr for 30 hours	\$ 2,250.00
Contractor	Redstart - see budget table	\$ 11,200.00
Total		\$ 13,450.00

*VDHP review indicates Cultural Resources Contractor not required.

<u>Activity</u>	<u>Person Days</u>
West Hill Brook field work to measure streams (roughly 2.5 miles of stream)	5
Data review and processing	3
Project Permitting	3
Correspondence with landowner, DEC, project partners, or other required parties	3
<u>Total:</u>	<u>14 person days</u> 140 hours

West Hill Brook Strategic Wood Additions – Final Design Project Schedule

Deliverable	Anticipated Completion Date
Final Design level documentation of stream incisions and opportunities for floodplain engagement	July 2026
Draft 10-year (minimum) DEC Operation and Maintenance (O&M) Plan and documentation of support/commitment from O&M responsible party and landowner	August 2026
Draft 10-year (minimum) access license or easement and documentation of project support/commitment from landowner	August 2026
Draft permit application materials (including associated assessment reports or plans if applicable), wetlands individual permit (if applicable)	August 2026
DEC programmatic staff comments on design	August 2026
Signed VDHP Project Review Form	August 2026
Final Design Report	August 2026
Media announcement	August 2026
Final Performance Report or ANR Online Clean Water Project - Project Closeout Form (once available)	August 2026
Batch Import File or ANR Online Clean Water Project - New Project Form (once available)	September 2026

Vermont Division for Historic Preservation
Project Review Form

This form is to be used for both the Preliminary and Final Project Review for clean water projects funded by the Department of Environmental Conservation (DEC) Clean Water Initiative Program (CWIP). See applicable sections below.

Preliminary Project Review Section

To start the VDHP review process for CWIP-funded Clean Water Projects, please complete this form and submit it to the Vermont Division for Historic Preservation (VDHP) at ACCD.projectreview@vermont.gov with the information requested below. This Preliminary Project Review form, once completed and signed by VDHP, should be submitted as a project deliverable.

This is for non-exempt CWIP project types or conditionally exempt that have failed to meet the project qualifications. Exempt project types should NOT submit this form. Please refer to the CWIP Funding Policy for a listing of exempt and conditionally exempt project types. The CWIP Funding Policy can be found here: <https://dec.vermont.gov/water-investment/cwi/grants#policy>

For questions on architectural resources, archaeology, and below-ground resources, please contact Scott Dillon at (802) 272-7358 or scott.dillon@vermont.gov.

1. Contact information:

- a. Contact name: Lauren Weston
- b. Email address: lauren@franklincountynrcd.org
- c. Phone number: 8025823133

2. WPD Project Title: West Hill Brook - Strategic Wood Additions Preliminary Design

3. WPD – ID: 12909

4. Project site map: Please attach a project site map. An annotated Google map or [ANR Atlas](#) map will suffice but professional design plans are also welcome. An example image is provided below. Site map should outline:

- a. Project Area of Potential Effects¹ with clearly marked GPS coordinates for project boundaries.

¹ The project APE or “area of potential effects” means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The

§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

- b. Proposed ground disturbance locations. Note that stream bank regrading is considered ground disturbance.



5. Project information:

- a. Select CWIP project type from drop down (if not listed, it's categorically exempt)
 - i. Floodplain/Stream Restoration - Preliminary Engineering Design

- a. Please provide a short description of the project's proposed scope of work (CWIP Preliminary Design Report is acceptable instead)

This project is located along a series of 1st, 2nd and 3rd order segments of West Hill Brook and surrounding tributaries. The primary goal of this project implementation is to improve river water quality by reducing the export of inorganic nutrients and sediments

- b. Are there other Agencies or funding partners involved?: Yes No
 - i. If yes, who? DEC, USACE, NRPC

- c. Does the project involves ground disturbance?: Yes No
 - i. If yes, please describe type and extent of ground disturbance.

Specifically,

1. Whether disturbance will be performed by hand or heavy machinery,
2. The estimated total acreage and maximum depth of disturbance, and

APE is influenced by the scale and nature of an undertaking and may be different from different kinds of effects caused by the undertaking [36 C.F.R. § 800.16(d)]. When determining a project's APE remember to consider/include extent of restoration footprint; new, upgraded or existing access or haul roads; staging, storage, and stockpile areas; disposal sites or waste areas; borrow areas and other source locations for fill material; and areas impacted by drainage diversions or mechanical tree clearing and similar landscape alterations.

§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

3. The history of prior naturally-caused or man-made ground disturbance to the site (if known):

By hand, see attached Inventory Sheet

d. Will the project cause direct or indirect impact or disturbance to any man-made building or structure more than 50 years old (including dams, culverts, and bridges) or to any federally listed historic building or structure?

Yes No Unknown

i. If yes or unknown, provide any known details on the buildings or structure(s) location/condition and extent of proposed impact or disturbance. Please include whether the structure is listed in the National Register of Historic Places if known:

e. Is the project APE located within, intersect with, or adjacent to a state- or federally listed historic district, Designated Downtown or Village Center?

Yes No Unknown

Email this form and supporting materials to ACCD.ProjectReview@vermont.gov

Please copy scott.dillon@vermont.gov

TO BE COMPLETED BY VDHP:

Historic Properties/Sites Affected

Potential for Architectural Historic Properties to be affected – A Qualified Architectural Historian or Historian Consultant* is required (*please see [pre-approved list of consultants](#))

Determination of Eligibility required

Comments:

Potential for Archaeological Historic Properties to be affected – a Qualified Archaeological Consultant* is required (*please see [pre-approved list of consultants](#))

Archaeological Resource Assessment (ARA) required

Phase 1 archaeological investigation required

Comments:

Vermont Division for Historic Preservation

Updated: 11/29/2022 5:04:00 PM

§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

- No Historic Properties/Sites Affected/No Effect
- No Historic Resource Present in Area of Potential Effect
- Work will have No Effect on Historic Resource

Comments:

Vermont State Historic Preservation Office Concurrence and Date:

X:  Signed by:
R. Scott Dillon
B920F8A4E1B1464... 1/27/2026

Vermont Division for Historic Preservation

Updated: 11/29/2022 5:04:00 PM

§106 Project Review Form

For Clean Water Projects funded by the DEC Clean Water Initiative Program

Final Project Review Section

To complete Final Project Review, re-submit this VDHP Project Review Form with the following additional elements included. Note that this should be added to the VDHP-signed version of the Preliminary Review Form so VDHP can reference their prior guidance on this project. This Final Project Review Form, once completed and signed by VDHP, should be submitted as a CWIP project deliverable.

1. Please provide a short description of any changes to the project’s proposed scope of work since the Preliminary Project Review:

2. Please attach:
 - a. Final (100%) Design Plans
 - b. Project narrative description of scope of work (CWIP Final Design Report will suffice)
 - c. Any historical resource assessments, or determination of eligibility forms
 - d. Any archaeological resource assessments, other archaeological reports, or end-of-field documents
 - e. Any Treatment Plans

Email this form and supporting materials to ACCD.ProjectReview@vermont.gov

Please copy scott.dillon@vermont.gov

TO BE COMPLETED BY VDHP:

- No Historic Properties/Sites Affected/No Effect
 - No Historic Resource Present in Area of Potential Effect
 - Work will have No Effect on Historic Resource

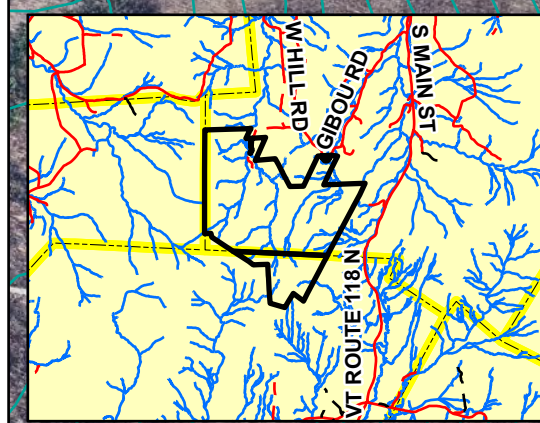
Comments:

- No Adverse Effect
- Adverse Effect
 - Project Treatment Plan or other agreement documents executed

Other:

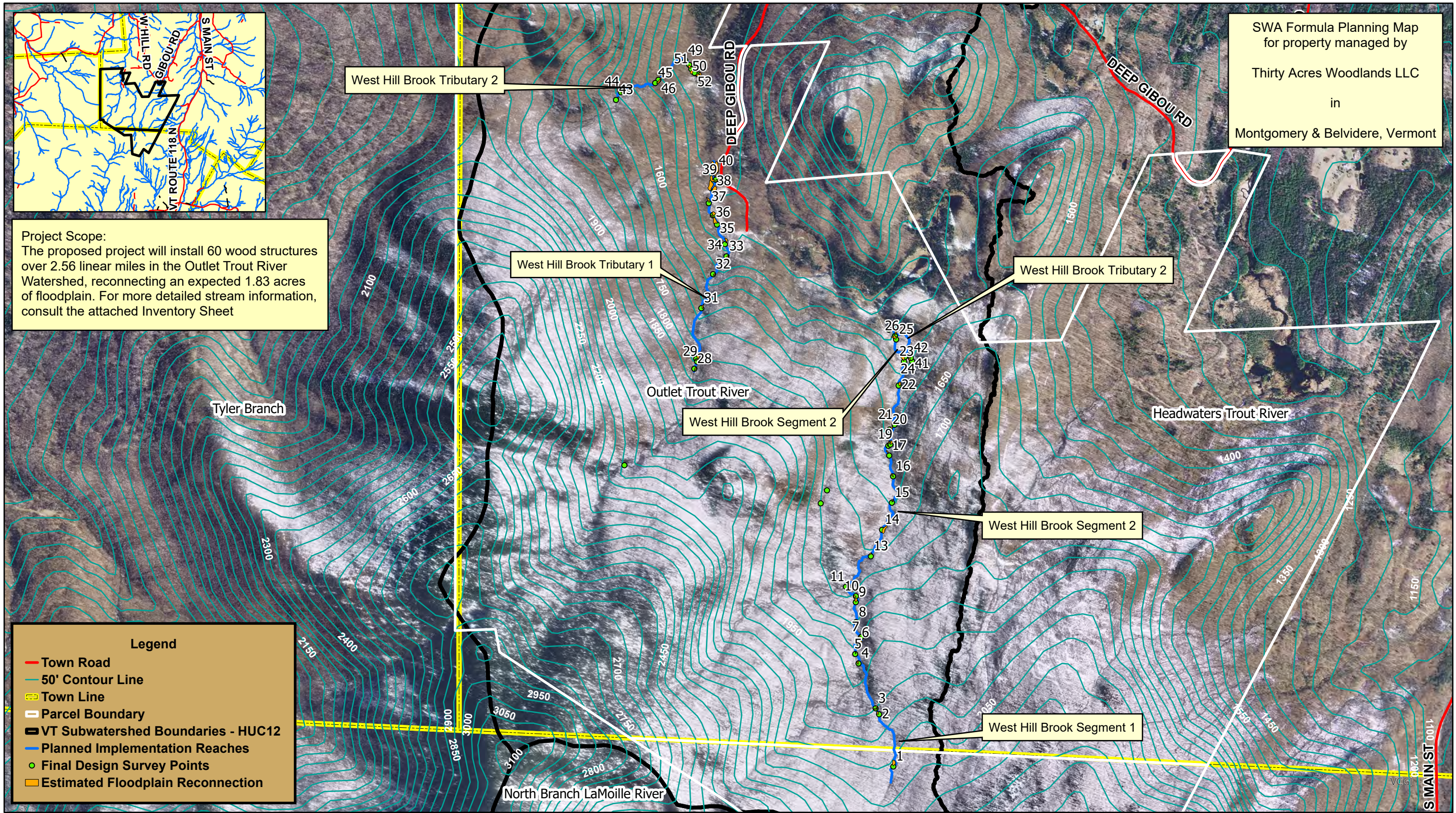
Vermont State Historic Preservation Office Concurrence and Date:

X: _____



Project Scope:
 The proposed project will install 60 wood structures over 2.56 linear miles in the Outlet Trout River Watershed, reconnecting an expected 1.83 acres of floodplain. For more detailed stream information, consult the attached Inventory Sheet

SWA Formula Planning Map
 for property managed by
 Thirty Acres Woodlands LLC
 in
 Montgomery & Belvidere, Vermont



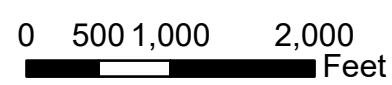
Legend

- Town Road
- 50' Contour Line
- Town Line
- Parcel Boundary
- VT Subwatershed Boundaries - HUC12
- Planned Implementation Reaches
- Final Design Survey Points
- Estimated Floodplain Reconnection

Coordinate System: NAD 1983 StatePlane Vermont FIPS 4400
 This map was created from the Town tax maps, handheld GPS points, and on the ground observations.
 THIS IS NOT A SURVEY



1:16,000



Map Created By: Redstart
 DATE: 12/2025





Ben Machin <ben@redstartconsulting.com>

30-Acre Woodlands stream restoration

3 messages

Ben Machin <ben@redstartconsulting.com>

Wed, May 14, 2025 at 5:34 AM

To: Rick Morrill <rick.morrill.nfcs@gmail.com>, Ethan Dreissigacker <edreissigacker@gmail.com>

Cc: Dana Hazen <dana@redstartconsulting.com>

Hi Ethan and Rick,

I hope you are both doing well!

The State of Vermont is ramping up efforts to clean up Lake Champlain, particularly targeting the Phosphorus issues. Because the stream restoration approach we use (see attached for a refresher on Strategic Wood Addition, or "SWA") keeps Phosphorus out of the larger streams and the Lake, they are encouraging organizations to partner with landowners and apply for funding. We have been working with Franklin County Natural Resources Conservation District on numerous tree and shrub plantings along rivers and wetlands, and now on SWA projects. Assuming you're amenable, we'll work with them to submit an application to do some of the necessary further study and modeling of Phosphorus impacts of restoring the streams at 30-acre woodlands. There is an application deadline coming soon, and the work would occur over the next few months.

How does all this sound? Are we OK to proceed with an application?

Thanks, Ben

--

Redstart<http://www.redstartconsulting.com/>

 **Redstart SWA intro.pdf**
3063K**Ethan Dreissigacker** <edreissigacker@gmail.com>

Wed, May 14, 2025 at 8:05 AM

To: Ben Machin <ben@redstartconsulting.com>

Cc: Rick Morrill <rick.morrill.nfcs@gmail.com>, Dana Hazen <dana@redstartconsulting.com>

Ben,

I had been thinking the federal funding on this was probably not going to happen, but it's great that there are local options that might help facilitate this work. I think this sounds great. Please go ahead and proceed with the application!

Thanks,

Ethan

[Quoted text hidden]

ADOPTION APPLICATION

MEMO

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)
 FR: MISSISQUOI BASIN CLEAN WATER SERVICE PROVIDER (CWSP) STAFF
 RE: APPLICATION FOR PROJECT ADOPTION
 DA: JUNE 11, 2026

Project adoption is the process by which a CWSP assumes the long-term Operation and Maintenance (O&M) and verification responsibilities for a previously implemented clean water project in exchange for the associated phosphorus reduction credits. By authorizing the adoption of projects, DEC aims to provide a cost-effective method for meeting phosphorus reduction targets while ensuring that established water quality projects continue to function effectively throughout their intended design life.

To be eligible for adoption, a candidate project must satisfy the numerous criteria.¹ In general, if determined to be eligible applications proposing an adoption will be evaluated based on the following: phosphorus reduction Cost Effectiveness, Current condition, maintenance complexity, and co-benefits. However, the BWQC and CWSP have not yet discussed the specifics of a scoring system using these criteria. BWQC approval of an adoption is required before a CWSP can fund O&M and claim a phosphorus reduction credit.

Viewed like projects that seek funding for design and implementation, the candidate “adoptee” project being considered has cost effectiveness well within an acceptable range. The magnitude of phosphorus reduction is modest, however. And, future O&M costs may need to be adjusted upwards if conditions on the site (prone to deer browse and other factors increasing mortality) require frequent replanting.

WPD ID	Project	Annual p reduction kg	Design life remaining (life minus age = remaining)	Estimated annual maintenance costs	Estimated Annual cost of O&M per KG	Estimated Lifetime maintenance cost high	Estimated Lifetime maintenance cost low-med
11730	Riparian buffer adoption	2.58	18 (20 is life for project type)	\$8,773.95	\$3,401	\$157,931	\$109,181

CWSP staff or the applicant may provide additional data regarding the application at or before the meeting.

¹ Eligibility is determined as follows:

- Non-Regulatory Status: The project must be a voluntary "Clean Water Project" not compelled by any federal or state permit.
- Database Record: The project must have a preexisting implementation-phase record in the Watershed Projects Database (WPD).
- Funding Source Restrictions: The project cannot have been funded using a Water Quality Restoration Formula Grant. Eligible original funding sources include Capital Funds, Clean Water Funds, or WISPr Funds.
- Historical ERP Projects: Projects implemented via the Ecosystem Restoration Program (ERP) between 2011 and 2014 are eligible to be added to the WPD for adoption purposes.
- Functional Condition: The project must be in a condition that allows for cost-effective maintenance or requires only reasonable upfront repairs to restore its function.
- Verification Capability: Adoption is currently limited to project types for which DEC has established a certified verification checklist.

Dean Pierce (NRPC)

From: Smartsheet Automation <automation@app.smartsheet.com>
Sent: Tuesday, June 2, 2026 9:00 AM
To: Dean Pierce (NRPC)
Subject: Changes to prototype application 1: notification of application for adoption



Changes to prototype application 1: notification of application for adoption

prototype application 1

Details

Changes since 6/2/26, 8:58 AM

1 row added
5 attachments added


1 row added or updated (shown in yellow)

[Row 964](#)

Project Type	
Applicant Name	Lauren Weston
Applicant Organization	Franklin County NRCD
Applicant Email	info@franklincountynrkd.org
Applicant telephone	8025823133
Landowner Liaison	Franklin County NRCD
Project ID from WPD	11730
Original Project Name	Scott Property Tree Planting
Original Implementer	Franklin County NRCD
Original Funding Source	Clean Water Funds
Funding Program	Formula, Enhancement (State) LCBP
Original Implementation Date	04/15/25
Description of Project	Riparian buffer planting and riparian restoration implemented from 2024 to 2025 along tributary to Cold Hollow Brook in Enosburg, VT. Restoration included bare root plantings and live stakes. Tree tubes were added to the site in 2025 due to intense deer browse. Funded via PUR Projeet and Trees for Streams
TypeList	Riparian Buffer Planting
Project Latitude	
Project Longitude	
Basic Eligibility	Yes


MS4 /TS4 Status	Not included in a PCP/FRP
Farm Status	Not a jurisdictional farm
Prior Crediting	No
Current Condition Score	Compromised
Upfront Repair needs	Yes (if yes, describe)
Repair needs explained	Due to heavy winds and snow over the previous winter, some of the tree tubes in the project area have tipped over and caused trees to bend or uproot. FCNRCD estimates that one day of upfront maintenance is required to reinstall tree tubes. Sledge hammers will be used to increase stake stability and resilience.
Maintenance complexity	Medium
Special Equipment	Hand tools only
Annual P Reduction KG	2.58
Calculation Method	Interim P-Calculator
Original Design Life	20
Remaining Operating Period	20
Current Maintainer Amenability	Yes
Landowner Support	Supportive/Letter of Intent
Agreement Type	Site Access License
Conformance with Tactical Basin Plan TBP	High
Number of Co-benefit Areas	Clean Water/Sanitation Ecosystem Services
Upfront Repair Estimate	3036.98
Estimated Annual O&M cost total	\$26,321.85
Initial Verification Uploaded	No
Map of Project Area Uploaded	Yes
Draft Site Access and Landowner Support uploaded	Yes
Phosphorus Calculator Tool uploaded	Yes
Created	06/02/26, 8:58 AM


Changes made by web-form@smartsheet.com

 5 attachments added

 O&M Budget Scott Planting.pdf (62k) added by web-form@smartsheet.com on Row 964

 11730 Interim Phosphorus Reduction Calc Tool_V1.2.pdf (84k) added by web-form@smartsheet.com on Row 964

 FINAL_Cover page and Site Access License version update 10.25 (2).docx (75k) added by web-form@smartsheet.com on Row 964

 11730 Project & Site Access Map.pdf (400k) added by web-form@smartsheet.com on Row 964

 Scott - Landowner LOS.pdf (17k) added by web-form@smartsheet.com on Row 964

You are receiving this email because you are subscribed to a workflow "notification of application for adoption" (ID# 3629113131984772) on sheet [prototype application 1](#)
[Exclude your changes from all notifications](#) | [Unsubscribe](#)
Powered by Smartsheet Inc. | [Privacy Policy](#) | [Report Abuse/Spam](#)

O&M Visit/Task	Staff hours	Mileage
Upfront Repairs	40	51
Summer 2026	32	51
Reporting 2026	6	
Spring 2027	32	51
Summer 2027	32	51
Reporting 2027	6	
Spring 2028	32	51
Summer 2028	32	51
Reporting 2028	6	

Replanting Rate of 30% to account for tree losses due to wind
Trees for Replanting 390

Task	Personnel	Travel	Total
Upfront Repairs V	\$ 3,000.00	\$ 36.98	\$ 3,036.98
Summer 2026 O&	\$ 2,400.00	\$ 36.98	\$ 2,436.98
Reporting 2026	\$ 450.00	\$ -	\$ 450.00
Spring 2027 O&M	\$ 2,400.00	\$ 36.98	\$ 2,436.98
Summer 2027 O&	\$ 2,400.00	\$ 36.98	\$ 2,436.98
Reporting 2027	\$ 450.00	\$ -	\$ 450.00
Spring 2028 O&M	\$ 2,400.00	\$ 36.98	\$ 2,436.98
Summer 2028 O&	\$ 2,400.00	\$ 36.98	\$ 2,436.98
Reporting 2028	\$ 450.00	\$ -	\$ 450.00
Total	\$ 16,350.00	\$ 221.85	\$ 16,571.85

Task	Budget cat	2026	2027	2028	Total
O&M	Personnel	\$ 5,400.00	\$ 4,800.00	\$ 4,800.00	\$ 15,000.00
	Travel	\$ 73.95	\$ 73.95	\$ 73.95	\$ 221.85
	Other eligi	\$ -	\$ -	\$ -	\$ -
Replanting	Personnel				
	Travel	\$ -	\$ 9,750.00	\$ -	\$ 9,750.00
	Other eligi				
Reporting	Personnel	\$ 450.00	\$ 450.00	\$ 450.00	\$ 1,350.00
	Travel	\$ -	\$ -	\$ -	\$ -
	Other eligi	\$ -	\$ -	\$ -	\$ -
	Total	\$ 5,923.95	\$ 15,073.95	\$ 5,323.95	\$ 26,321.85

Riparian Buffer Planting Estimated Phosphorus Reduction Calculator

buffers are typically reported with 1 - 3 drainage area land uses, to enter additional land uses of the drainage area, click '+' to expand

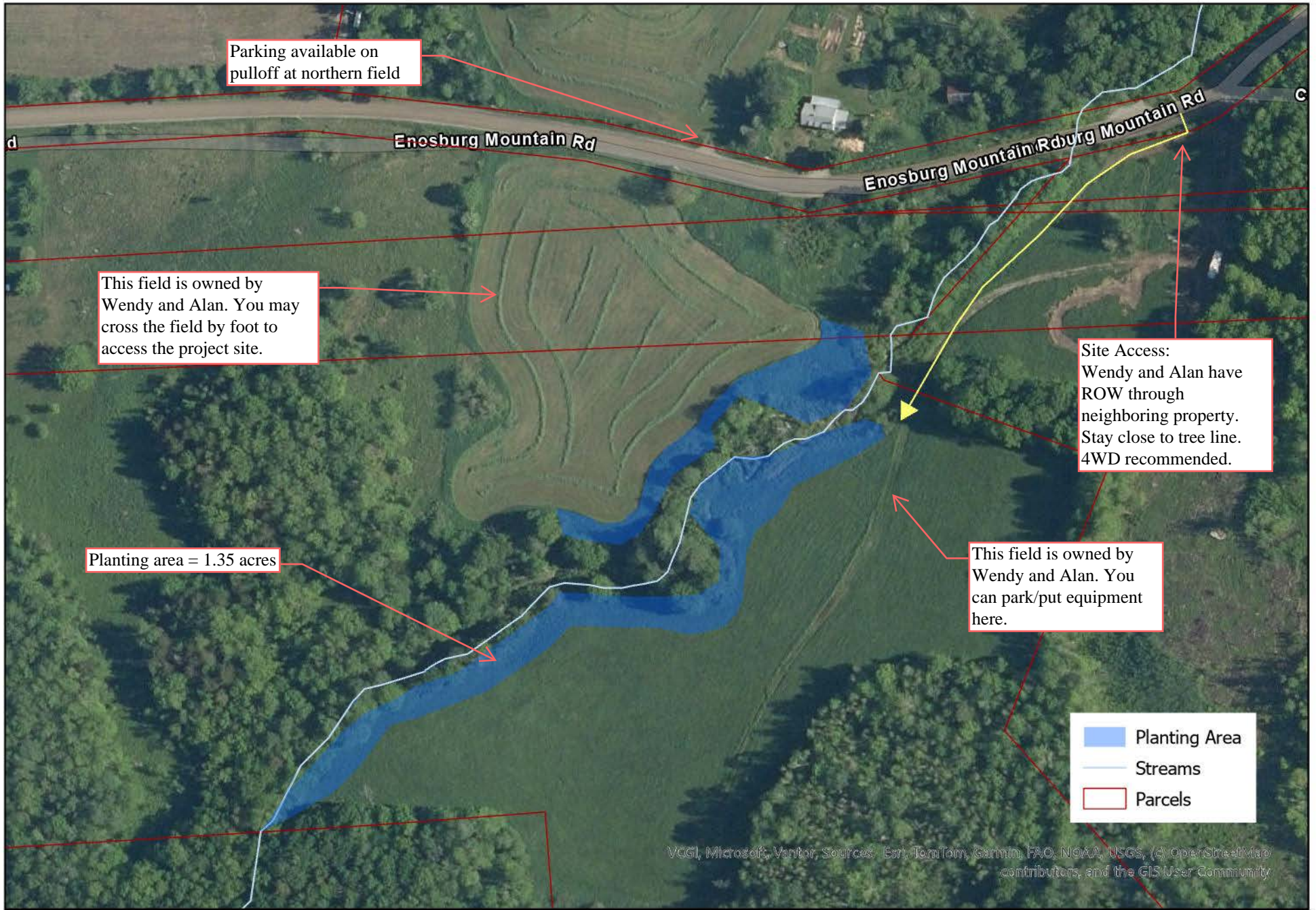
Total Phosphorus Reduction = buffer area land use change P reduction + drainage area overlaid flow P reduction
 Buffer area land use change P reduction = (TMDL Drainage Area land use loading rate for prior land use (kg/acre)* acres of buffer restored) - (TMDL Drainage Area land use loading rate for forest land (kg/acre)* acres of buffer restored)
 Drainage area overlaid flow P reduction = (TMDL Drainage Area land use loading rate (kg/acre) * drainage area acres * 40% (P reduction efficiency))

Variable	Value	Unit	Land Use Definitions:	Notes:
Buffer drainage area	5	times the planted buffer area	Developed Pervious = lawns, turfgrass, unmowed meadow with no agricultural use Developed Impervious = paved and unpaved roads, driveways, parking lots Pasture = hayfield with manure application, livestock grazing area Cropland = cultivated land with corn, row crops, specialty crops Mixed Forest = deciduous, coniferous and mixed forest land	P developed impervious land use in the buffer drainage area drains to a storm drain, exclude it from the calculation of drainage area. A forested riparian buffer planted with a minimum width of 50 feet may also calculate an estimated phosphorus reduction for added stream stability - see Point-Source Riparian Area in the P Calculator Directory.
Phosphorus reduction efficiency	40%	percent of load		For more detail on the accounting methods and metrics, please see Standard Operating Procedures for Tracking & Accounting of Natural Resources Restoration Projects, available on the VT DEC website.

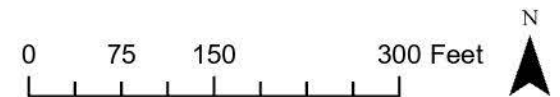
To add a new project calculation, enter new a project identifier in the row directly below the last row of data. The project identifier will automatically populate in the new row.

[Find the TMDL Drainage Area for a project site.](#)
[Use the Riparian Buffer Calculator to estimate the acres of planted area.](#)
[Enter the acres of planted area.](#)
[Select the land use of the planted area prior to planting. See above for land use definitions and select the most representative.](#)
[The buffer drainage area is defined for the purposes of estimating phosphorus reduction as 3 times the buffer planting area, directly adjacent to the buffer opposite the riparian edge. Measurement tools are available in the ARII Atlas to estimate the buffer drainage area and the proportion of the drainage area occupied by each land use. Drainage area may have only one land use, or up to five land uses, depending on the site.](#)
[Land use percentages must add to 100%. If the value isn't 100%, please revisit the land use percentages entered in previous cells.](#)
[Calculated buffer drainage area based on buffer planting area.](#)

Input*	Dropdown*	Input value*	Dropdown*	Dropdown*	Input percent*	Dropdown	Input percent	Dropdown	Input percent	Input error check	Output value	Output value	
Project Identifier	Project Location	TMDL Drainage Area (Acres)	Riparian Buffer Area Planted	Prior Land Use of Buffer Planting Area	Buffer Drainage Area Land Use 1	Land Use 1 Percent of Drainage Area	Buffer Drainage Area Land Use 2	Land Use 2 Percent of Drainage Area	Buffer Drainage Area Land Use 3	Land Use 3 Percent of Drainage Area	Total Percent Drainage Area (must equal 100%)	Total Buffer Drainage Area	Estimated P Reduction (kg/yr)
Example Riparian Buffer 1	Barton River-headwaters to Roaring Brook	2.00	Developed Pervious	Developed Impervious	20%	Developed Pervious	30%	Mixed Forest	50%	100%	10	1.47	
Riparian Buffer Planting	Missisquoi River	1.35	Cropland	Cropland	50%	Mixed Forest	45%	Developed Impervious	5%	100%	6.75	2.58	



Scott Property Riparian Buffer Planting - Cold Hollow Brook Tributary
 Enosburg Falls



May 21, 2026

Northwest Regional Planning Commission
Missisquoi Bay Basin Clean Water Service Provider
75 Fairfield St #102
St Albans City, VT 05478

To whom it may concern,

I am writing this letter in support of the Franklin County Natural Resources Conservation District (FCNRCD)'s application for project adoption for the riparian buffer planting on my land along the Cold Hollow Brook Tributary in Enosburg Falls, VT.

I understand the FCNRCD is applying to the Missisquoi Bay Basin Clean Water Service Provider for funds to support this work. Thank you for your consideration.

Sincerely,

D. Wendy Scott

D. Wendy Scott

Installing and Maintaining your Clean Water Project

Dear **Wendy Scott and Alan Stirt**,

Thank you for partnering with us to host a voluntary clean water project on your property. This project is intended to protect the quality of Vermont's rivers, lakes, streams, and wetlands. Your participation is a valuable contribution to Vermont's water quality goals. This cover letter provides an overview of the attached Site Access License and Operation and Maintenance Plan and highlights some key aspects of how we will work together to help the project succeed. **Please read the attached Agreement carefully for the complete agreement terms.**

What is this agreement saying?

Introduction and Project Description

Page one into page two describes the agreement start date, the parties to the agreement and their contact information as well as project details including location and expected "design life" (the number of years we expect that the project will protect water quality).

The Project Description provides the type of project and the expected maintenance activities, and frequency of those activities needed in order to keep the project in good condition.

Terms of Agreement

After the project description topics, the document lists the terms of the Agreement—what the parties agree to, how long you're agreeing to it, and other expectations for both parties.

The Agreement allows the **Clean Water Service Provider (CWSP), Franklin County Natural Resources Conservation District (FCNRCD)**, and staff from the Vermont Department of Environmental Conservation to access the project on your property for planned visits with necessary equipment for the following purposes: 1) to install the project, 2) to regularly inspect the project to ensure proper function, and 3) to conduct routine maintenance activities that include **weed whacking, adjusting tree tubes, and replanting as needed** to keep the project working properly. We may also request to visit your property if damage is suspected (such as after a large storm) to inspect and possibly perform repairs. If you have concerns about damage to a project or if there is something you feel is not working properly, please contact us to request a site visit. All visits will be scheduled by **the Franklin County NRCD** via email with at least 48 hours' notice. Refer to the Operation and Maintenance Plan in the Agreement for more details.

Agreement Duration

The Site Access **License** Agreement will initially last for **20** years. This is the "design life" of the project, or the number of years we expect that the project will protect water

quality, if properly maintained. At the end of the initial term, the license will automatically renew for consecutive 20-year terms. You or the Clean Water Service Provider (CWSP) can choose to cancel this agreement at any time following certain notice requirements. If you have concerns, the agreement requires you to inform the CWSP of these concerns at least 60 days before sending a termination notice. You can send the notice of concerns through your landowner liaison if preferred. The CWSP will work to address concerns where feasible. If you still wish to cancel, you can do so by sending written notice by Certified or Registered US Mail. This Site Access License Agreement will end within 180 days after the termination notice is sent.

If you decide to transfer the property, please communicate this landowner change to the CWSP at least 30 days before the transfer and inform the new landowner about the clean water project and the terms of this site access agreement. In the event that the Department of Environmental Conservation reassigns the CWSP role to a different entity, you will be notified.

A note about maintenance activities

We share a common goal of taking care of the land to ensure the project's success. As part of this agreement, please periodically check the planting area and contact FCNRCD if there are any issues with tree survivorship, tree tubes, or other challenges. Please do not mow within the planting area. We will implement the maintenance activities outlined in the Operation and Maintenance Plan and will minimize or restore (as reasonably practicable) any impacts that accessing the project site has on the rest of your property.

If you have any questions or concerns about site visits, maintenance activities, or the project itself, please contact FCNRCD and we will work with you. We appreciate your willingness to be a good steward of your property and working with us to carry out this project. This voluntary project on your land will help us all work towards clean water and healthy watersheds in Vermont. Thank you!

Please indicate a single entity who will serve as the landowner liaison. This organization will communicate with the landowner to schedule verification and maintenance site visits, and address landowner's concerns and questions.

Landowner Liaison Organization: Franklin County NRCD
Contact Person: Lauren Weston_
Phone: 802-582-3133 Email: info@franklincountynrcd.org

Clean Water Project Location: 1267 Enosburg Mountain Rd, Enosburg Falls, VT 05450
Landowner Name: Wendy Scott and Alan Stirt
Phone: 802-752-9785
Email: dwscott23@gmail.com

Clean Water Service Provider: _____

Vermont Department of Environmental Conservation Clean Water Initiative Program
Form Version 2 Updated: 6/2/2026 3:47:00 PM
Project WPD ID:

Contact Person for Clean Water Service Provider: _____
Phone: _____ Email: _____

SITE ACCESS LICENSE AGREEMENT
FOR A CLEAN WATER PROJECT

1. **Site Access License Start Date:** _____
2. **Parties and Contact Information.** The Landowner and Clean Water Service Provider (the Parties) and their contact information are:

Landowner:

Landowner Name	Wendy Scott & Alan Stirt
Landowner Phone:	(802) 752-9785
Landowner Email:	dwscott23@gmail.com
Landowner Mailing Address	1267 Enosburg Mountain Rd, Enosburg Falls, VT 05450

Clean Water Service Provider (CWSP):

CWSP	Northwest Regional Planning Commission
CWSP Phone:	802-524-5958 ext. 124
CWSP Email:	dpierce@nrpcvt.com
CWSP Mailing Address	75 Fairfield St, St Albans City, VT 05478

Parties shall provide updated contact information in writing, communicated to all other parties, for communication regarding this Agreement.

3. **Project Location.** The Project is located at: 1267 Enosburg Mountain Rd, Enosburg Falls, VT 05450 (the Property). Refer to Exhibit B: As-built plan or final site plan with details of what was installed/constructed.

Project Latitude Longitude (center point in Decimal Degrees):	44.83741 °N , 72.70773 °W
---	---------------------------

4. **Project Description.** The Project and operation and maintenance will consist of the following:

Project Type:	Riparian Buffer Planting
Practice Type:	Riparian Buffer Tree Planting
Watershed Projects Database ID:	11730
Project Title:	Scott Property Tree Planting
Project Implementation Completion Date:	4/15/2025
Project Design Life *:	20 years
Special Equipment Required, if any*: (e.g., Vactor truck, anything other than hand tools)	N/A

Operation and Maintenance (O&M) Plan

Operation and maintenance will include the following activities (such as weeding, mowing, sediment and debris removal, inlet and/or outlet cleaning, and equipment maintenance) and project repairs on an as-needed basis within the reasonable discretion of the CWSP*.	Frequency (e.g., quarterly, annually, or as needed)
Weed whacking in 4 ft diameter around planted trees to reduce risk of smothering from grasses and other vegetation such as Goldenrod, Reed Canary Grass, and vines.	Annually/As needed during early years of establishment
Hand pulling vines such as Bindweed, Clematis, or Groundnut which may overtop and smother trees and shrubs that have been planted.	Annually/As needed during early years of establishment
Protecting against animal browse (e.g., deer, voles) by maintaining tree tubes, ensuring they remain upright and functional, and replacing if necessary	Annually/As needed during early years of establishment
Removing tree tubes to prevent girdling after trees have grown to a sufficient height	Once after trees have grown above deer browse line

*The DEC O&M manual contains guidance on equipment required, frequency of inspections, and O&M activities.

5. **Grant of Site Access License.** Landowner grants the CWSP and its agents, contractors, successors, and assigns, a license and the right to access the Property, with workers and equipment, for undertaking the Project and all reasonably related activities, including operation, maintenance, repair, and replacement. This grant also allows Property access by a duly authorized representative of the Vermont Department of Environmental Conservation (DEC) following 48 hours' notice to Landowner at the last phone number and email provided to the CWSP.
6. **License Period:** **Date of Signing 2026** to **Date of Signing, 2046** (20 years), consistent with the Project Design Life (Initial Term), unless terminated earlier by either party). This license will terminate within 180 days after either party sends written notice by Certified or Registered US Mail, with or without cause.

At least 60 days prior to any written notice of termination by the Landowner, the Landowner will inform the CWSP in writing of any reasonable concerns regarding the site access and the CWSP will attempt to reconcile or reasonably respond to landowner's concerns within 60 days.

After the Initial Term, the license will automatically renew for successive 20-year terms, until terminated within 180 days after either party sends written notice by Certified or Registered US Mail, with or without cause.

7. **Notice of Property Conveyance or CWSP Role.** Landowner will inform the CWSP in writing 30 days prior to conveying the Property to a subsequent owner. Landowner will be notified if a different entity is assigned to the CWSP role.
8. **Landowner Use Limitation in Project Area.** This license is not exclusive. The Landowner shall have the right to use, or allow others to use, any part of the licensed Property provided that such use does not interfere with the installation and maintenance of the Project. Landowner will not undertake any activity or make any modifications that materially change the final Project design or intended usefulness without obtaining prior written CWSP approval.
9. **CWSP Restoration of Property Disturbance Outside Project Area; Project Area Release.** The CWSP or its agents, contractors, successors, or assigns, will restore any portion of the Property outside the Project Area disturbed or affected by the exercise of their access rights as near as reasonably practicable to the condition prior to such exercise at the sole cost of the CWSP or its agents, contractors, successors, or assigns and within a reasonable time. Landowner releases CWSP from any obligation to restore the Project Area or reclaim any changes to the Property contemplated within the Project Description.

The Parties have caused this Agreement to be executed as of the date of final signature below.

Party Name:

Date

Party Name:

Date

Party Name:

Date

Party Name:

Date

[Exhibit A – Access description]

[Exhibit B – Site plan with details of Project Area]

[Exhibit C – Supplemental provisions following [Guidance Chapter 7](#), if applicable]

Staggering of member terms

MEMORANDUM

TO: MISSISQUOI BASIN WATER QUALITY COUNCIL (BWQC)
FR: CWSP STAFF
RE: POSSIBLE STAGGERING OF MEMBER TERMS
DA: MAY 27, 2026 REDISTRIBUTED 6/11

=====

A member of the BWQC has suggested that membership terms run on a staggered basis. CWSP staff are not aware of any other BWQCs currently doing so. But, we believe the topic merits discussion and time has been included on the agenda for this purpose.

To help prepare for the discussion, we offer the following:

Technical Considerations

- **Term Length Requirements:** Department of Environmental Conservation (DEC) guidance mandates **two-year terms** for all BWQC members and alternates. Any staggering plan must eventually return to this two-year cycle to remain in compliance.
- **Bylaw Authority:** The Council has the legal authority to use its bylaws to establish specific procedures for how members are cycled.
- **Officer Terms:** Staggering general membership does not change the statutory requirement that the Chair and Vice-Chair serve one-year terms.
- **Notification Deadlines:** Members must still notify the CWSP and statutory partners of their interest in reappointment at least four months before their term expires.

Practical Considerations

- **Institutional Continuity:** Staggering prevents a "clean sweep" where all nine members could potentially leave at once, thereby preserving institutional knowledge.
- **Partner Coordination:** The CWSP would need to coordinate closely with partners and statewide coordinating groups (e.g., WUV) to ensure they know which of the seats in their sector is up for renewal in a given year.
- **Administrative Distribution:** Staggering could distribute the administrative burden of conducting "open processes" for vacancies across different years. (It could also increase administrative burdens owing to less "scale.")

Potential Path Forward

If the Council wishes to implement this change, the most practical approach would be an amendment to the bylaws, which requires an affirmative two-thirds vote of the members present and voting.

Such an amendment would need to clearly define which specific seats would serve a one-time modified term length to launch the alternating cycle."

Updates/In brief

Future Meeting topics /Conclusion