

Windham NRCD
Board of Supervisors Meeting
October 8, 2026
Board Packet
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Windham County Natural Resources Conservation District

September Supervisor Meeting

6:30 PM, Thursday, October 8, 2026

Suite 130, Thomas Hall

Winston Prouty Campus

130 Austine Drive

Brattleboro, VT 05301

<https://us02web.zoom.us/j/84995378216>

Agenda

Land Acknowledgement

We respectfully acknowledge the traditional, ancestral, unceded territory of the Abenaki People, who have stewarded this land throughout the generations.

Review Agenda for Additions or Changes

New Business

1. NRCS Updates
2. FY26 Financial and Programmatic Reporting
3. Wilmington Town Beach Erosion Mitigation Project Construction Bid Review
4. Supervisor Elections Process
5. Private Fundraising

On-Going Items

1. NRCC and VACD Updates
2. Update from Personnel Committee
3. Annual Celebration Planning
4. Monthly Report on District Activities

Secretary's Report

Approve minutes from September 9, 2026

Review Upcoming Supervisor Meeting Dates:

Next meeting: November 4, 2026

Other Business

Executive Session

Future Agenda Items:

1. Quarterly Financial Report (July-September)

2. NRCS Civil Rights Briefing

FY 26 Financial Reports Summary

Summary

For fiscal year 2026 (FY26) WNCRCD budgeted an increase in net assets of \$5,661.71 and we ended FY26 with an increase in net assets of \$21,795.06. This strong financial performance was partially due to our efforts to secure several new grant agreements that weren't included in the original board-approved budget, along with our ability to manage operations within our board approved expense budget.

Despite our strong net asset performance, cash flow remained a challenge during certain high-expense periods of the year and relates to long delays in payments by key funders. Our cash reserve continues to be insufficient to allow us to weather these payment delays absent times of serious concern and uncertainty. For FY27, we plan to continue to proactively monitor cash and, whenever necessary, delay nonpersonnel expenses and be communicative with our vendors regarding why there may be payment delays while also trying to creatively find ways to improve cash reserves. Given the nature of our funding, building cash is a challenge and could be a good topic of a future board conversation. Getting more general operating support, either through grants of private sources could be very beneficial in developing sufficient cash reserves. While our FY26 financial performance should be celebrated, cash flow continues to be a material concern for WCNRC.

Income

Windham NRCD generated \$687,745.21 in income in FY26. This represents ~98% of our budgeted income and over a \$100,000 increase over the prior FY. Below are a few highlights about our FY26 income:

- We secured several new private grants that were not budgeted, including funding from the Vermont Community Foundation and Dartmouth College. These helped backfill a few unexpected income shortages as detailed below.
- Plant sale profits were impacted by the number of staff hours Plant Palooza consumed. We have to look at either raising prices or finding a more efficient staffing model moving forward.
- A few clean water projects were implemented more slowly than planned while others we budgeted to take on were not implemented at all due to unsuccessful grant applications and/or a lack of landowner interest.
- After several years of lagging performance on federal agreements (including the LISFF Watershed Planning Project, American Farmland Trust RCPP and the

Grassland Bird Project), we largely hit our targets on these agreements in FY26. The only federal agreement with a significant shortage was our invasive species agreement with the Department of the Interior and this was largely due to a subcontractor (Essex NRCD) not using most of their funds during this fiscal year. We expect to catch up on this agreement's invoicing in the first quarter of FY27.

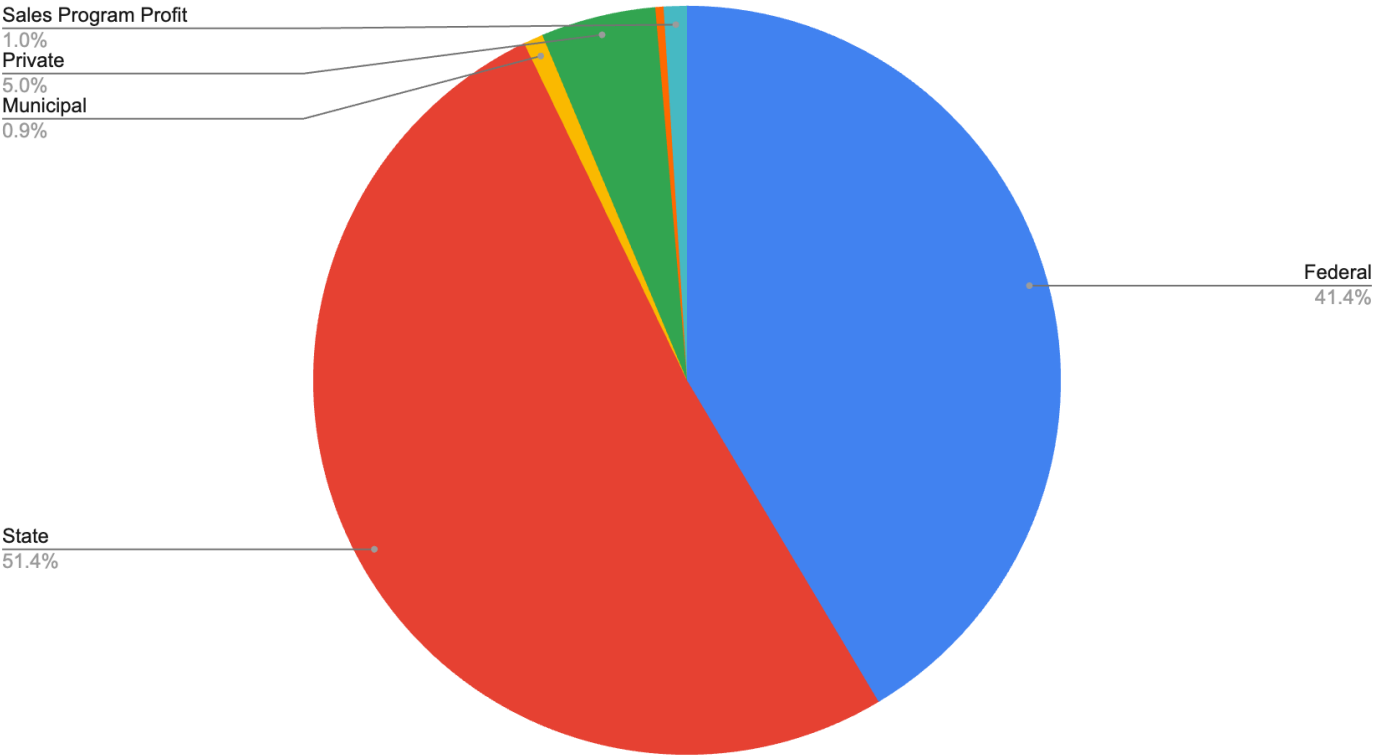
Expenses

Windham NRCD had \$665,950.15 in expenses during FY26. This represents 94% of projected costs. Key points in our FY26 expenses:

- Healthcare costs were only \$2,736. (\$52,768 budgeted). This was because most employees declined the district-provided health insurance and took the 20% cash-in-lieu payment instead. As a result, the majority of funds budgeted for healthcare are included in the salaries and wages line which ended the year \$55,351 over budget.
- Contractual expenses were less than half of what we budgeted (\$70,280 as opposed to \$145,352) and where possible we've shifted some of this funding to staff time. This variance was largely due to partners on the LISFF Watershed Planning Project under-utilizing the funding we had planned for them, as well as some clean water projects being designed and implemented more slowly than planned. Our FY27 budget accounts for these timeline shifts.
- We received a Workforce Capacity Grant awarded by the Vermont Community Foundation that supported purchasing new computers for new and existing staff, allowing us to spend more in this category than budgeted.
- We had \$7,000 in equipment expenses that was not budgeted for. This was for the new shed and was partially supported by funding from the workforce capacity development grant from Watersheds United Vermont.
- Project materials (\$15,722.14) were a little more than double what we budgeted for. This category covers a large range of expenses related to project implementation, including trees for planting projects, signage, tools and gravel for installing signs, kayaks, PFDs and paddles for water chestnut work, and equipment to support both the truck and shed.

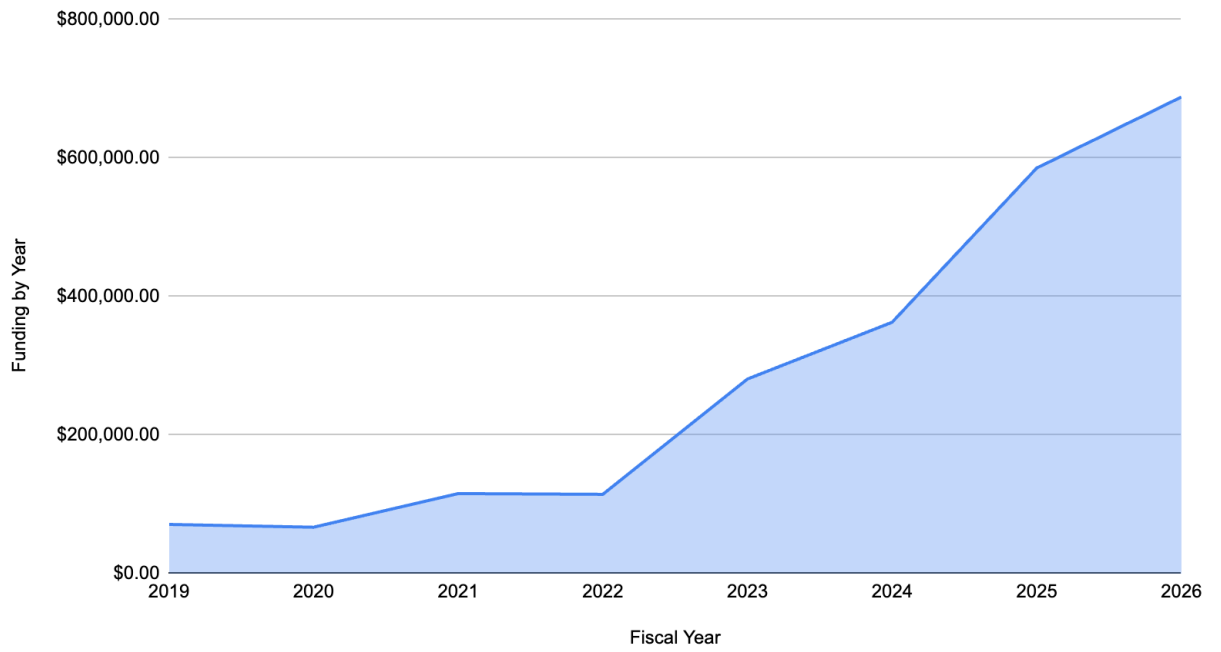
Funding Sources

Windham NRCD FY26 Funding by Source



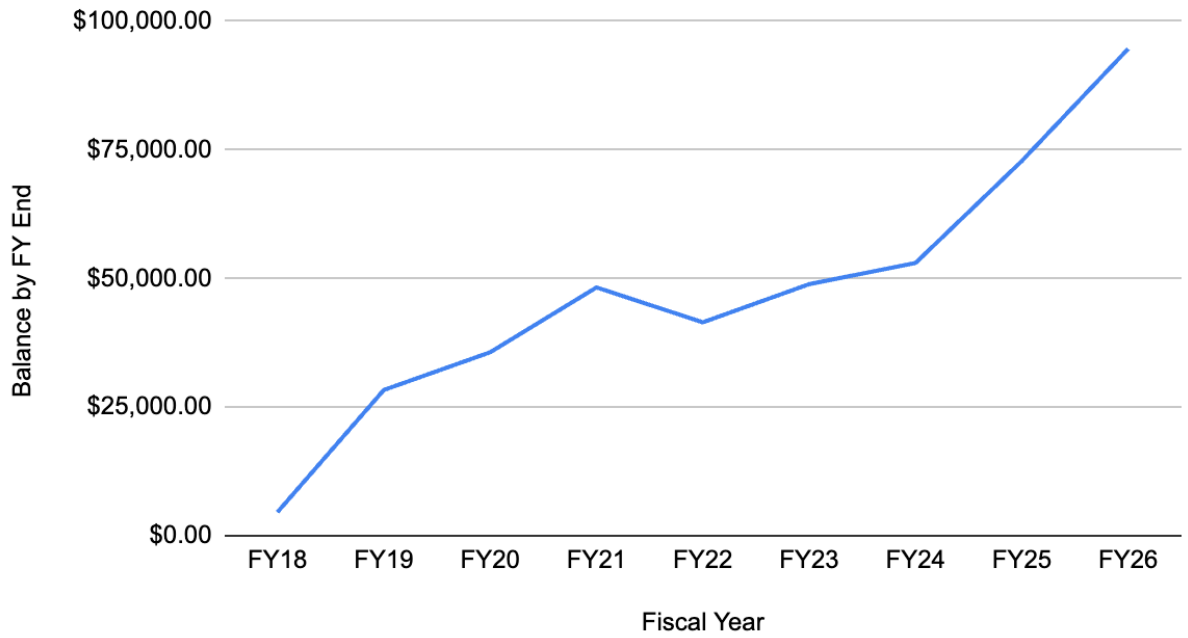
District Income Growth Over Time

Total Income by Fiscal Year

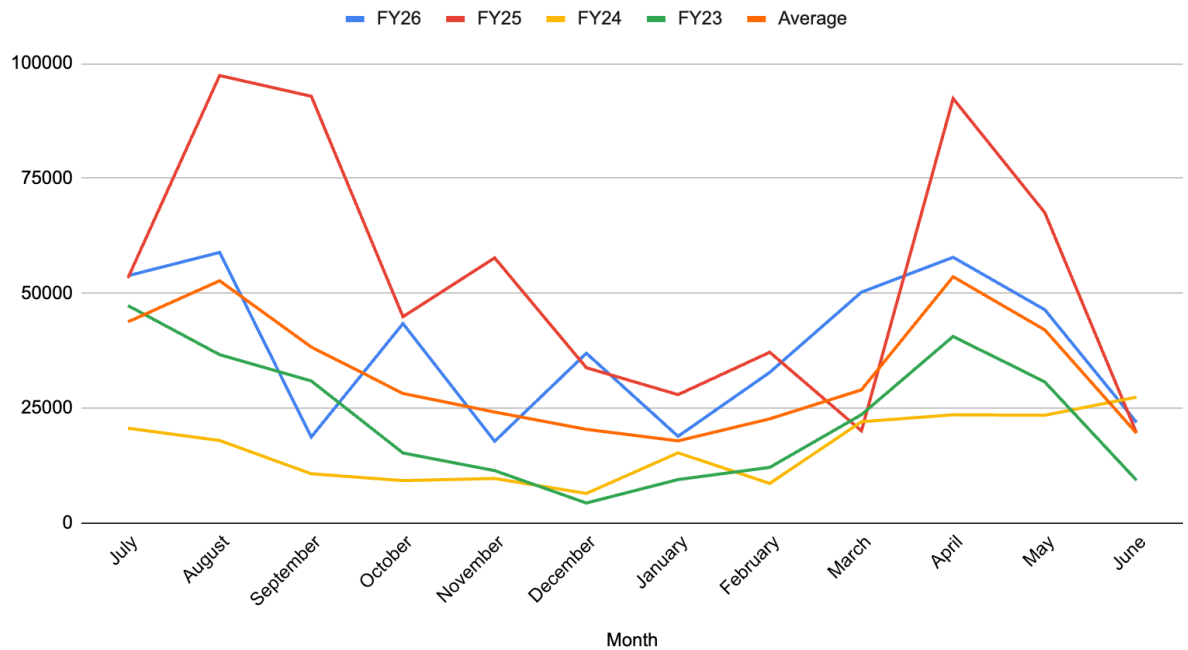


District Cash Balance over Time

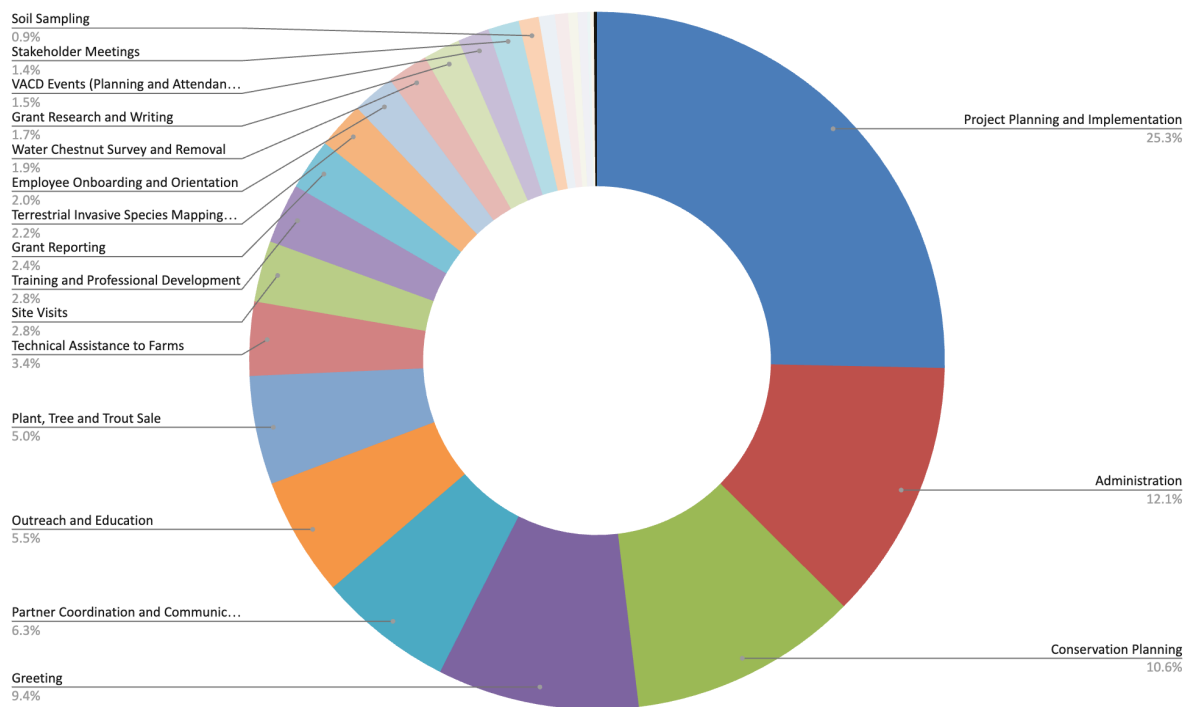
Fund Balance at Fiscal Year End



Cash Balance on First of Each Month by Fiscal Year



Staff Time by Class (Type of Work)



**note - this tracking system was only adopted in October of 2025 so not all FY26 time is recorded here*

Programmatic Accomplishments

33 Farms Assisted

50 On-site Farm Assistance Visits

45 Soil Samples

3 Nutrient Management Plans Created Supporting Improved Nutirent Management on 654 acres

340 Acres of Cover Cops Planted

1,248 Stems Planted

11 Towns Supported with Technical Assistance

24 Non-Ag Landowners Provided with Technical Assistance

1.73 Acres of Wetland Restored

17 New Projects Developed

501 Acres of Introduced Plants Managed

6,464 Stems Sold to 273 Customers at Annual Plant Sale

3 Lakewise Assessments

332.5 Hours Volunteered at District Events

19 Workshops Hosted with 224 Attendees

2 Town Meetings Presented At

4 Fairs/Public Events Tabled At

\$47,800 in Financial Assistance to Ag Producers

276.5 Acres Enrolled in Delayed Mow Through District Funding

38 Grassland Bird Nests Protected

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

Budget vs. Actuals: Budget_FY26_P&L_1 - FY26 P&L

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
Income		
Bank Interest	20.76	35.00
Donations	2,438.44	3,000.00
Grants		
Grants - Federal	284,933.03	304,472.07
Grants - Municipal	5,850.00	4,500.00
Grants - Private	34,186.95	12,500.00
Grants - State	353,426.75	377,700.14
Total Grants	678,396.73	699,172.21
Rental Income		100.00
Sales Income	47,119.14	45,000.00
Cost of Goods Sold	-40,229.86	-32,000.00
Total Sales Income	6,889.28	13,000.00
Total Income	\$687,745.21	\$715,307.21
Expenses		
Administration		
Bank Fees	131.15	25.00
Board Per Diems	800.00	3,000.00
Computer Supplies & Software	16,695.45	6,887.59
Dues and Subscriptions	6,897.68	3,925.00
Liability and Auto Insurance	6,858.93	7,000.00
Meeting Expenses	6,629.42	5,000.00
Office Supplies	1,050.94	2,100.00
Total Administration	39,063.57	27,937.59
Contractual	0.00	
Consulting/Engineering	30,311.23	87,000.00
Other Contractual	39,968.78	58,351.82
Total Contractual	70,280.01	145,351.82
Other Operating		
Advertising and Website	5,669.26	5,300.00
Americorps Cash Match	6,077.50	2,400.00
Equipment	7,000.00	
Financial Assistance to Producers	47,800.00	56,000.00
Lab Fees	702.00	566.00
Logo and Promotional Materials	3,501.74	1,200.00
Mileage / Travel	9,443.75	8,500.00
Printing & Reproduction	232.50	400.00
Project Materials	15,722.14	7,025.00
Vehicle Maintenance & Fuel	3,234.35	5,000.00
Total Other Operating	99,383.24	86,391.00
Personnel		
FICA/Medicare	18,267.79	

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

Budget vs. Actuals: Budget_FY26_P&L_1 - FY26 P&L

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
Fringe Benefits		
Disability Insurance	855.00	855.00
Healthcare	2,736.44	52,768.78
Retirement	5,107.64	7,915.32
Staff Professional Development	3,196.66	5,685.00
Workers Comp	7,669.58	4,800.00
Total Fringe Benefits	19,565.32	72,024.10
State Unemployment Insurance	1,497.77	400.00
Taxes	13,258.10	28,257.07
Wages	404,634.35	349,283.92
Total Personnel	457,223.33	449,965.09
Total Expenses	\$665,950.15	\$709,645.50
NET OPERATING INCOME	\$21,795.06	\$5,661.71
NET INCOME	\$21,795.06	\$5,661.71

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

Balance Sheet
As of Jun 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Department of Agriculture	0.00
WCD Brat S & L	35,820.84
Total for Bank Accounts	\$35,820.84
Accounts Receivable	
Accounts Receivable	182,473.81
Total for Accounts Receivable	\$182,473.81
Other Current Assets	
Payroll Corrections	0.00
QuickBooks Tax Holding Account	10,246.64
Undeposited Funds	0.00
Total for Other Current Assets	\$10,246.64
Total for Current Assets	\$228,541.29
Total for Assets	\$228,541.29
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	65,101.92
Total for Accounts Payable	\$65,101.92
Other Current Liabilities	
Deferred Revenue	42,638.33
Direct Deposit Payable	0.00
Payroll Liabilities	\$0.00
Accrued Vacation Liability	14,861.00
Employee ROTH	0.00
Employer Match ROTH	0.00
Federal Taxes (941/943/944)	5,368.72
Federal Withholding	0.00
Health Insurance (Employee)	0.00
Health Insurance (Employer)	0.00
Health Insurance (pre-tax)	1,039.09
MA Income Tax	0.00
Retirement	0.00
Roth 401k Emp.	0.00
VT Income Tax	4,877.91
VT Unemployment Tax	0.00
Total for Payroll Liabilities	\$26,146.72
Total for Other Current Liabilities	\$68,785.05
Total for Current Liabilities	\$133,886.97

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

Balance Sheet
As of Jun 30, 2026

	Total
Total for Liabilities	\$133,886.97
Equity	
Beginning Fund Balance	0.01
Pr Yr Cumulative Net Assets	72,859.25
Net Income	21,795.06
Total for Equity	\$94,654.32
Total for Liabilities and Equity	\$228,541.29

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

Profit and Loss
July, 2025-June, 2026

	Total
Income	
Bank Interest	20.76
Donations	2,438.44
Grants	
Grants - Federal	284,933.03
Grants - Municipal	5,850.00
Grants - Private	34,186.95
Grants - State	353,426.75
Total for Grants	\$678,396.73
Sales Income	\$47,119.14
Cost of Goods Sold	-40,229.86
Total for Sales Income	\$6,889.28
Total for Income	\$687,745.21
Gross Profit	\$687,745.21
Expenses	
Administration	
Bank Fees	131.15
Board Per Diems	800.00
Computer Supplies & Software	16,695.45
Cost of Goods Sold (old) (deleted)	0.00
Donations and Scholarships (deleted)	0.00
Dues and Subscriptions	6,897.68
Indirect Overhead	0.00
Liability and Auto Insurance	6,858.93
Meeting Expenses	6,629.42
Miscellaneous (deleted)	0.00
NACD (deleted)	0.00
Office Supplies	1,050.94
VACD (deleted)	0.00
Total for Administration	\$39,063.57
Contractual	\$0.00
Consulting/Engineering	30,311.23
Other Contractual	39,968.78
Total for Contractual	\$70,280.01
Other Operating	
Advertising and Website	5,669.26
Americorps Cash Match	6,077.50
Equipment	7,000.00
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Mileage / Travel	9,443.75
Printing & Reproduction	232.50

WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DIST

Profit and Loss
July, 2025-June, 2026

	Total
Project Materials	15,722.14
Vehicle Maintenance & Fuel	3,234.35
Total for Other Operating	\$99,383.24
Personnel	
FICA/Medicare	18,267.79
Fringe Benefits	
Disability Insurance	855.00
Health Insurance (deleted)	0.00
Healthcare	2,736.44
Indirect Fringe	0.00
Retirement	5,107.64
Staff Professional Development	3,196.66
Workers Comp	7,669.58
Total for Fringe Benefits	\$19,565.32
State Unemployment Insurance	1,497.77
Taxes	13,258.10
Wages	404,634.35
Total for Personnel	\$457,223.33
Reimbursements	0.00
Z - Unbilled Expenses (deleted)	
Project Supplies (deleted)	0.00
Supervisor Rep to NRCC (deleted)	0.00
VLCT PACIF Insurance (deleted)	0.00
Website (deleted)	0.00
Woodland Owners' Association (deleted)	0.00
Workers Comp (deleted)	0.00
Total for Z - Unbilled Expenses (deleted)	\$0.00
Total for Expenses	\$665,950.15
Net Operating Income	\$21,795.06
Net Income	\$21,795.06

September 29, 2026

Cory Ross

Windham Country Natural Resources Conservation District
209 Austine Drive, Thomas Hall Suite 112
Brattleboro, VT 05301

Re: Wilmington Town Beach Erosion Mitigation Project

Dear Mr. Ross,

We are pleased to submit our proposal and qualifications in response to the Wilmington Town Beach Erosion Mitigation Project Requests for Bids. Thank you for the opportunity to provide pricing and services for the project.

Our proposal is based on the plans, specifications, RFB documents, and information made available to us at the time of bidding. We have reviewed the project requirements and have included the labor, materials, equipment, and related services necessary to complete our scope of work in accordance with the contract documents.

Our proposal includes the proposed demolition of existing beach structures, and furnishing and installation of the proposed check dams, stone wall, steps, pavers, and other erosion prevention and mitigation infrastructure outlined in the design proposal.

Project management will be conducted by Taylor Craven, who has extensive experience in civil engineering inspection of municipal infrastructure improvement projects throughout Vermont. Many of his past projects have involved extensive erosion mitigation and sediment control plans or the installation of stormwater structures, including major infrastructure projects such as Brandon Segment 6, St. Johnsbury Infrastructure Improvement Project, and the stormwater project on Creek Road in Middlebury, VT.

We are committed to providing quality workmanship, reliable scheduling, and professional project coordination throughout the duration of the work. Every effort to complete the project prior to May 21, 2027 will be made, while also completing any in-lake work this fall. We appreciate the opportunity to be considered for this project and look forward to working with your team.

Please feel free to contact us with any questions regarding our proposal or scope of work.

Sincerely,

Taylor Craven

Craven's Home Services, LLC

6274 Route 116

Shelburne, VT 05482

CONTRACTOR QUALIFICATIONS STATEMENT

Project: Wilmington Town Beach Erosion Mitigation Project

Project Location: Wilmington, VT

Date: September 29, 2026

1. COMPANY INFORMATION

Company Name: Craven's Home Services, LLC

Address: 6274 Route 116, Shelburne, VT 05482

Phone: 802-338-5996

Email: tcravenbusiness@gmail.com

Website: cravenshomeservices.com

Primary Contact: Taylor Craven

Title: Principal

Year Established: 1996

State of Incorporation: Vermont

Business Structure: LLC

2. COMPANY OVERVIEW

Craven's Home Services, LLC is a company specializing in contracting, landscaping, and maintenance. Since 1996, we have maintained hundreds of properties throughout the Deerfield Valley, commercial and residential. The construction division has extensive site work experience in projects such as subdivisions, pond installations, masonry headwalls for culverts, and other civil infrastructure.

Our company is committed to providing quality workmanship, dependable project management, competitive pricing, and timely completion while maintaining a strong focus on safety, communication, and customer satisfaction. Our staff has a wide breadth of experience, including in civil engineering, and the execution and inspection of municipal infrastructure improvement projects throughout Vermont.

3. AREAS OF EXPERTISE

Our primary areas of expertise include:

- Renovations
- Site Work
- Property Management

- Project Management
- General Contracting

We are experienced in coordinating with owners, architects, general contractors, subcontractors, suppliers, and other project stakeholders to successfully execute projects from procurement through completion.

4. RELEVANT PROJECT EXPERIENCE

Project 1

Project Name: Eileen Derojas Boulder Headwall Reconstruction

Owner: Eileen Derojas

Location: Whitingham, VT

Contract Value: \$40,000

Completion Date: September, 2024

Scope of Work:

This project involved the installation of roadside culverts, ditching, driveway restoration and extension, and reconstruction of a boulder headwall damaged by flooding. Erosion prevention and control measures were installed prior to construction activity so that the headwall could be rebuilt with locally sourced quarry stone. Split rail fencing was installed along both sides of the culvert, and the driveway reinstalled and graded to prevent future erosion. The homeowner was ecstatic with the quality masonry work, as her family has out-of-state experience in the same industry.

Reference:

Eileen Derojas

201-783-4857

Project 2

Project Name: Capozzi Subdivision and Site Work

Owner: Joseph and Jeanine Capozzi

Location: Wilmington, VT

Contract Value: \$162,000

Completion Date: October, 2024

Scope of Work:

This project entailed full site work for a proposed four dwelling subdivision, located on two lots. Foundation preparation and excavation was completed for two buildings of the first phase of

the project. Waterline was installed between a community well and four proposed building sites, with two services left for future development and two services installed into the foundations for current construction. The designed community wastewater system was installed, with services to all four building sites through a community sewer main and pump system.

The entire site was graded and two separate retaining stone walls built at the lower ends of the buildings, which were built into the hillside. The access road was developed into a cul-de-sac formation with a community fire pit in the middle, landscaped with large boulders. A perimeter swale was installed to provide drainage to the site.

Reference:

Joseph Capozzi, Owner

516-313-1083

Project 3

Project Name: House Renovation, Barn and Garage Construction, Riding Ring, Retaining Walls

Owner: Allegra Cords

Location: Shelburne, VT

Contract Value: \$400,000

Completion Date: July, 2026

Scope of Work:

This project was phased, including the full renovation of the original home, new construction of a barn and garage, site work for the new buildings and utility services for both, as well as the installation of a new horse riding ring and multiple retaining stone walls and landscaped sections.

The home was a full renovation to the studs, with new doors, windows, and reframing of the home from a three bedroom into a one bedroom with and office and increased bathroom and bedroom space. Retrofitted radiant heat was installed to replace the existing forced hot air heating system. An upgraded electrical service was installed to the home to accommodate two new buildings on site.

Lavalley building supply was subcontracted for the frames of the new garage and barn. Site was for these buildings was excavated to provide full utilities to both (water, sewer, electrical), and extensive site drainage was installed to handle an enormous tributary area that frequently flooded the property from the surrounding fields.

A riding ring was installed, built into the hill side, with an 8-foot-deep catch basin redirecting drainage from the uphill side of the riding ring into a series of outlet pipes, swales, and retention pond.

Reference:

Allegra Cords

802-238-8852

5. KEY PERSONNEL

Project Manager/ Supervisor: Taylor Craven, EI

Years of Experience: 20 years

Relevant Experience: Bachelors of Science in Civil Engineering (see attached resume)

- Stannard Mountain Road, Bridge #9 Replacement, Stannard, Vermont

- Resident Project Representative responsible for on-site observation of the replacement of a bridge structure on Stannard Mountain Road, Town Highway 1 in Stannard, Vermont damaged as a result of Tropical Storm Irene. The project included demolition of the 84-year-old structure including deck and abutment and replacement with an arch bridge structure.

- Hydraulic modeling of the waterway and watershed for sizing of the new arch bridge structure.

- Center Road, Bridge #87 Replacement, Hardwick, Vermont

- Resident Project Representative responsible for on-site observation the replacement of the bridge structure on Center Road, Town Highway 3 in Hardwick, Vermont was damaged as a result of Tropical Storm Irene. The project included structure demolition, roadway reconstruction and a precast concrete box culvert installation.

- Infrastructure Improvements, St. Johnsbury, Vermont

- Resident Project Representative responsible for on-site inspection for the Westside Infrastructure, Southern Portion project. Project consisted of new water main, sewer main, and storm drain, related services for all three utilities and road, curb and sidewalk reconstruction.

- Infrastructure Improvements, City of Barre, Vermont

– Resident Project Representative for new 16-inch water main and 30-inch sanitary sewer on North Main Street. Utility upgrades are part of VTrans road reconstruction of Route 302 in the heavily travelled city downtown district.

- Route 5 Water Main Improvements, Windsor, Vermont

– Resident Project Representative responsible for on-site observation of paving, water main construction including water service replacement and hydrant installations.

- Cemetery Avenue Infrastructure Improvements, Manchester, Vermont

– Resident Project Representative responsible for on-site inspection of new 8-inch sanitary sewer, 6-inch storm drain, roadway and water main construction, including water and sanitary sewer services.

- Route 140W Bridge Restoration, Wallingford, Vermont

–Resident Project Representative responsible for on-site observation of the restoration of the steel bridge structure on Route 140W in Wallingford, Vermont. The project included lead paint abatement, steel inspection, sidewalk and shoulder construction, and the installation of new guardrail and storm drain. This construction was a VTrans Local Transportation Fund (LTF) project.

- Main Street Sidewalk Improvements, Manchester, Vermont

–Resident Project Representative responsible for on-site inspection of new sidewalk and granite curbing, including the installation of new bench pads and a water fountain.

- Cunningham Tank Restoration, Peterborough, New Hampshire

–Resident Project Representative responsible for on-site inspection of the restoration of the Cunningham Water Tank in Peterborough, New Hampshire. This work included the removal of the existing coating, repair of cracks, pressure cleaning, and application of a new tank coating.

- Brandon Segment 6, Brandon, Vermont

–Resident Project Representative responsible for on-site inspection of municipal infrastructure, quantity certification, and surveying of newly installed structures to create as-built final plans. The work included a three-year project along the Route 7 corridor through Brandon, VT to

improve landscaping and parks, install new water main, sewer, and drainage infrastructure, and rebuild the road with a full-depth road reconstruction.

- Creek Road, Middlebury, Vermont

–Resident Engineer responsible for holding bi-weekly meetings and inspecting, quantifying, and field engineering during the installation of new stormwater infrastructure and sedimentation ponds, sidewalks, limited water main and hydrant installation, as well as road reconstruction and paving.

Foreman: Allan Bisset

Years of Experience: 20 years

Relevant Experience:

- Capozzi Subdivision and Site Work, Wilmington, Vermont

– Foreman responsible for installation of utilities and supervision of crews during subdivision site work to prepare building sites for four new dwellings. Work included building access road to newly excavated foundation pads, complete with utility services to a shared community well and wastewater disposal system. Work was located to adjacent class 2 wetland, requiring close communication with the DEC and design engineering firm to avoid disturbance and accurately place new infrastructure.

- Cusimano Stone Retaining Wall and Terracing, Wilmington, Vermont

– Foreman responsible for the terracing of the new recreation area, with new Bocce Ball court installation complete with dry stack retaining walls, natural boulder bleachers, underdrain, and site grading.

- Holly Landscaping and Stone Retaining Walls, Dover, Vermont

– Project manager organizing the daily landscaping, masonry, and site work activities conducted by crews to improve the overall appearance and drainage of an existing residential property in Dover. New landscaped planters were installed around the driveway, patios, and front of the residence. Quarry stone walls were installed to raise the driveway level and promote positive drainage away from the building. Other drainage elements such as underdrain and downspout extensions were added to reduce ponding.

- Berk Underdrain and Swale Installation, East Dover, Vermont

– Operator/ foreman responsible for the installation of 1500-ft of perforated underdrain on the Berk estate. Work was performed to aid in improving conditions throughout the maintained property. A combination of solid and perforated pipes was used in tandem with swales and French drains to drop the groundwater table and promote access for the homeowner.

Lead Gardener: Cody Bardwell

Years of Experience: 8 years

Relevant Experience:

- Gardening Coordinator, Deerfield Valley, Vermont

– Cody is responsible for the ongoing gardening activities and coordination between all residential customers for Craven’s Home Services, LLC. He works with scheduling to notify crews of upcoming periodic landscaping and gardening needs for routine customers.

- Greenwood Pond and Gardens, Wilmington, Vermont

– Gardener responsible for installation of new plantings and landscaping elements at the Greenwood estate. This work includes any directed work around the property, and close coordination with the homeowners to implement new landscape designs. Seasonal maintenance of the new and existing landscaping and gardens in ongoing at the property.

- McSharry Gardens, Wilmington, VT

– Gardener responsible for seasonal maintenance, pruning, weeding, dead-heading, and other necessary work to keep the planters and bushes looking properly maintained. New mulch is added annually to well established gardens.

- Great River Hydroelectric Monroe Office, Monroe, Massachusetts

– Foreman responsible for the care and pruning at the Great River Hydroelectric Monroe office and Monroe Town Hall. This work includes the periodic hedge trimming of the sprawling hedges that line the walkways on site.

6. FINANCIAL CAPACITY

Annual Revenue – Previous Year: \$692,000

Annual Revenue – Current Year: \$600,000

Typical Project Size: Highly variable, from small routine customers with residential needs, to large scale commercial contracts.

Maximum Project Size: \$1,000,000

The company maintains sufficient financial resources and bonding capacity to support the successful completion of projects of the size and scope contemplated by this solicitation. A 40% deposit will be required for all projects to cover materials.

Bonding Company: At the time of contract award.

Surety: Craven & Emmons, LLC, Bright Future Properties, LLC

7. INSURANCE

General Liability: \$2,000,000

Automobile Liability: \$1,000,000

Workers' Compensation: Statutory / \$181,000

Certificates of insurance can be provided upon request.

8. SAFETY PROGRAM

Craven's Home Services, LLC maintains a comprehensive safety program designed to protect employees, subcontractors, owners, and the public.

Our safety program includes:

- Jobsite safety orientations
- Safety Trainings
- OSHA compliance
- Hazard communication
- Personal protective equipment requirements
- Job hazard analysis
- Incident reporting and investigation
- Site-specific safety procedures

9. QUALITY CONTROL

We maintain quality-control procedures throughout procurement, installation, and project closeout. Our team works closely with project management and design professionals to identify

potential issues early and ensure that work is completed in accordance with contract documents, manufacturer requirements, and applicable codes.

10. STAFFING AND PROJECT CAPACITY

Our current workforce consists of approximately 6 full-time employees, with an additional 3 part-time employees including project management, estimating, supervisory, administrative, and field personnel.

We have the manpower, equipment, supplier relationships, and management resources necessary to support the successful completion of the proposed work.

11. SUBCONTRACTORS AND SUPPLIERS

Primary Suppliers:

- WW Building Supply
- Rice Lumber
- LaValley Building Supply
- R.L. Fuller, Inc.
- Cersosimo Aggregate
- Dutton Farm
- Boyd family Farm

Typical Subcontractors:

- Southworth Electrical
- Caroll Concrete

All subcontractors and suppliers are selected based on qualifications, experience, availability, safety performance, quality, and ability to meet project requirements.

12. LITIGATION / CLAIMS

Within the past [5] years: One case of slip/fall at a commercial place of business during the winter.

Pending Litigation: None.

Mechanic's Liens or Bond Claims: None.

Terminated Contracts: None.

Liquidated Damages: None.

13. REFERENCES

Reference 1

Company: R.L. Fuller, Inc.

Contact: Robert Fuller

Phone: 802-254-0941

Reference 2

Company: Triple Tree Lodge

Contact: Nick Hahnan

Phone: 516-474-0883

Reference 3

Company: Casella Construction

Contact: Will Emmons

Phone: 802-359-3588

14. CERTIFICATION

The undersigned certifies that the information provided in this Contractor Qualifications Statement is true and accurate to the best of their knowledge and belief.

Company Name: Craven's Home Services, LLC

Authorized Representative: Taylor Craven

Title: Principal

Signature: Taylor Craven

Date: 9/29/2026

ATTACHMENTS

The following documents may be included with this qualifications statement:

- Taylor Craven- Resume

NOT-TO-EXCEED LUMP SUM COST PROPOSAL

Project: Wilmington Town Beach Erosion Mitigation Project

Location: Green Mountain Beach, Wilmington, Vermont

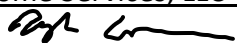
Project No.: 230341

Owner: Windham County Natural Resources Conservation District

Design Professional: DuBois & King, Inc.

Proposal Date: September 29, 2026

Contractor: Craven's Home Services, LLC

Contractor Signature: 

1. LUMP-SUM PROPOSAL

The undersigned Contractor hereby submits a **Not-to-Exceed Lump Sum Proposal of:**

\$189,500.00

One Hundred Eighty-Nine Thousand Five Hundred Dollars and Zero Cents

For furnishing all labor, materials, equipment, supervision, transportation, delivery, installation, restoration, testing, coordination, and incidental work necessary to complete the Wilmington Town Beach / Lake Raponda Shoreline Erosion Mitigation Project in accordance with the Request for Bids, technical specifications, drawings, and contract requirements.

The proposed price includes the work identified in the RFB, including grass pavers, infiltration steps, bioswale improvements, dry-stacked stone work, stone bridge, plunge pool, dry swale, check dam, benches, plantings, grading, erosion-control measures, and restoration.

The RFB identifies these practices as part of the project scope and requires all imported materials to be purchased, delivered, and installed by the Contractor.

2. ITEMIZED BID / UNIT COST BREAKDOWN

Item Description	Est. Qty.	Unit	Material Cost	Labor/Equipment Cost	Extended Cost
1 Mobilization, demobilization, site setup, temporary facilities and laydown restoration	1	LS	\$3,500	\$4,500	\$8,000
2 Erosion prevention & sediment control, silt fence, turbidity	1	LS	\$4,500	\$5,500	\$10,000

	controls, tree protection and maintenance						
3	Site preparation, clearing, demolition and disposal	1	LS	\$2,500	\$4,500		\$7,000
4	Excavation, grading, hauling, imported fill, aggregate and compaction	180	CY Allow.	\$6,000	\$7,500		\$13,500
5	Grass paver system including base, sand/soil infill, geotextile, cedar restraint timbers and reinforcing	600	SF Allow.	\$9,000	\$7,200		\$16,200
6	Infiltration steps including timber construction, crushed-stone backfill, geotextile and associated handrail work	1	LS	\$7,000	\$8,000		\$15,000
7	Bioswale retrofit including overflow riser, pipe connection, beehive grate, soil handling and restoration	1	LS	\$4,000	\$4,000		\$8,000
8	Plunge pool including excavation, geotextile, Type II riprap and connection to existing drainage	1	LS	\$3,500	\$3,500		\$7,000
9	Dry swale and check-dam construction including washed gravel, riprap and grading	1	LS	\$4,000	\$5,000		\$9,000
10	Dry-stacked stone walk/wall construction, including foundation, wall stone, hearting, through stones and cap stones	1	LS	\$15,000	\$15,000		\$30,000
11	Stone bridge construction including stone, bedding, excavation and installation	1	LS	\$5,000	\$5,000		\$10,000

12	Stone toe / shoreline stabilization including Type II riprap and placement	1	LS	\$4,000	\$4,000	\$8,000
13	Benches, relocated fence and miscellaneous site improvements	1	LS	\$2,500	\$1,500	\$4,000
14	Planting soil, topsoil, shrubs/perennials, mulch, seed and initial watering	1	LS	\$8,000	\$6,000	\$14,000
15	Plant establishment, watering, maintenance and warranty allowance	1	LS	\$1,500	\$2,500	\$4,000
16	Project administration, submittals, testing, coordination, as-builts and closeout	1	LS	\$1,000	\$3,000	\$4,000
DIRECT ESTIMATED COST				\$80,500	\$87,200	\$167,700
Contractor overhead, risk allowance and profit						\$21,800
NOT-TO-EXCEED LUMP SUM						\$189,500

3. MAJOR MATERIAL UNIT-COST BASIS

The following unit-cost allowances are included within the lump-sum estimate and are intended to demonstrate the basis of the material pricing.

Material	Unit	Allowance
Type II riprap, D50 = 12"	TON	\$85–\$110
3/4" washed crushed gravel	TON	\$55–\$75
ASTM #57 stone	TON	\$60–\$80
Crushed stone / dense graded aggregate	TON	\$50–\$70
Concrete sand	TON	\$50–\$70

Planting soil / engineered soil	CY	\$55–\$85
Imported topsoil	CY	\$45–\$65
Nonwoven geotextile	SF	\$0.45–\$0.75
Grass paver system	SF	\$8.00–\$12.00
Cedar timber restraint	LF	\$8.00–\$12.00
Rebar / timber anchoring	EA	\$8–\$15
Dry-stack wall stone	TON	\$175–\$250
Plant material	Allowance	\$5,000
Mulch / soil amendments	CY	\$45–\$75
Erosion-control matting	SY	\$2.00–\$4.00
Silt fence	LF	\$2.50–\$4.50
Temporary construction fencing	LF	\$5.00–\$8.00

4. LABOR & EQUIPMENT UNIT-COST BASIS

Labor / Equipment	Unit	Allowance
General laborer	HR	\$35–\$45
Skilled construction labor	HR	\$45–\$60
Equipment operator	HR	\$55–\$75
Foreman	HR	\$65–\$85
Excavator, 20–30 ton	HR	\$150–\$200
Compact excavator	HR	\$100–\$140
Skid steer / compact loader	HR	\$100–\$135
Dump truck / hauling	HR	\$110–\$150
Compaction equipment	HR	\$45–\$75

Certified dry-stone waller HR \$75–\$100

Landscape/planting crew HR \$45–\$65

5. INCLUDED GENERAL CONDITIONS

The proposal includes, without limitation:

- Mobilization and demobilization.
- Construction layout and field verification.
- Temporary construction fencing.
- Protection of existing vegetation and improvements.
- Erosion and sediment control.
- Turbidity-control measures associated with shoreline work.
- Temporary sanitary facilities.
- Material delivery and handling.
- Equipment necessary for the work.
- Excavation, grading and backfilling.
- Off-site disposal of unsuitable/excess material.
- Aggregate and stone installation.
- Restoration of disturbed areas.
- Planting and initial watering.
- Required project coordination and submittals.
- Construction documentation and closeout.
- Contractor's required insurance and administrative requirements.
- Normal cleanup and restoration of the construction/laydown area.

The specifications require the Contractor to protect existing structures and vegetation and to repair damage caused by its operations. They also require restoration of the laydown area to be included in mobilization.

6. SCHEDULE COMMITMENT

The Contractor acknowledges the Owner's required completion date of **May 21, 2027**, including completion of all aspects of the work.

The RFB identifies a tentative construction start of **November 9, 2026**, with in-lake work subject to the permitted seasonal window and the requirement that the beach be ready for public use by May 21, 2027.

The Contractor's pricing therefore includes reasonable allowance for winter conditions, sequencing, protection of partially completed work, and spring remobilization as necessary.

7. PRICING ASSUMPTIONS

This proposal is based upon the September 16, 2026 Request for Bids, August 13, 2026 technical specifications, and the 90% design/bid-set drawings supplied with the solicitation.

Because the supplied bid-sheet text does not contain owner-entered quantities, quantities identified above are estimating allowances for purposes of establishing the lump-sum proposal. Final quantities shall be verified against the issued-for-construction drawings and field conditions.

The proposal assumes:

1. Reasonable access to the project site for standard construction equipment and delivery vehicles.
2. Normal subsurface conditions consistent with the contract documents.
3. No unforeseen ledge excavation or blasting.
4. No hazardous-material remediation.
5. Existing utilities are located as represented or reasonably discoverable.
6. Required permits are obtainable without extraordinary conditions.
7. No major redesign of the 90% plans.
8. Work remains within the project limits and construction easements.
9. Owner-directed changes outside the described scope will be handled through the contract change-order process.
10. Material substitutions, if necessary, will be submitted for approval in accordance with the specifications.

8. IMPORTANT SCOPE CONDITIONS

The Contractor acknowledges that the specifications require imported materials to be purchased, delivered and installed by the Contractor.

The Contractor also acknowledges that the dry-stone wall work requires certified wallers and that certification documentation is required as part of the bid process.

Planting work includes substantial watering, maintenance and warranty obligations. The specifications require Contractor-provided water because there is no on-site water source, and plant warranties extend beyond initial installation.

9. LUMP-SUM CERTIFICATION

The undersigned certifies that the foregoing proposal represents the Contractor's complete **Not-to-Exceed Lump Sum Price of \$189,500.00** for the work described herein and that the Contractor has reviewed the available contract documents and acknowledges the required completion schedule.

TOTAL NOT-TO-EXCEED LUMP SUM:

\$189,500.00

Contractor: Craven's Home Services, LLC

Authorized Representative: Taylor Craven

Signature: 

Date: 9/29/2029

Phone: 802-338-5996

Email: tcravenbusiness@gmail.com

PROFESSIONAL EXPERIENCE

Dubois & King, Inc. , Brandon

Senior Field Engineer

2017 - 2020

Resident Engineer

2016 – 2017

Began as the Resident Engineer for the South Ridge Subdivision and Creek Road projects in Middlebury, VT, overseeing the civil site development of a new 5-lot subdivision, and the road and infrastructure improvements along Creek Road. Transitioned into Senior Field Engineer for the Brandon Segment 6 Municipal Infrastructure Improvement Project, the largest municipality-run infrastructure improvement project in state history, at over \$34 million.

- Water Supply permit requirements, including calculating water main and service pressure testing values, water system disinfection concentrations, sampling oversight, and result interpretation.
- Wastewater permit requirements, including construction inspection, oversight and calculations for vacuum testing sewer manholes and pressure testing sewer mains.
- GPS surveying and red-line record-keeping of all newly installed water and sewer mains and services, stormwater system components, electrical and utility duct bank, and any amendments to the design plan.
- Right-of-way and easement adherence
- Review of shop drawings and submittals by contractors
- Field design changes to address unforeseen circumstances, not accounted for in the design

Bright Future Properties, LLC, Shelburne, Principal

2018-2020

Formed Limited Liability Company with two other investors to begin investing and developing residential apartment buildings.

- Acting as Principal for silent-investors
- Identifying investment properties
- Responsible for re-zoning and developing property

Colchester Planning Commission, Colchester, Committee member

2015-2016

Recruiter by the Chairwoman, Pam Loranger, for civil engineering and contracting perspective on the committee.

- Worked on revisions to the Town Plan
- Provided vision to the West Lakeshore Drive initiative, suggesting potential lakefront shopping with a lakeside boardwalk, similar to Provincetown, MA or other ocean destinations
- Provided insight into the permit requirements for water and sewer systems, as well as stormwater

Grover Engineering, PC, Huntington, Civil Engineer, Surveyor, Designer

2012-2015

Began surveying and developing base maps for multiple Burlington School District stormwater projects, such as Edmunds School, Flynn School, and Champlain Elementary. Transitioned to design of residential wastewater systems and subdivisions. Work at this small firm allowed for diverse experience, from conception to inspection. Residential to commercial civil site projects focused on infrastructure and utilities, such as the solar array in Shelburne, to groundwater remediation and testing for New England Central Railroad (NECR) and Vermont Rail.

- Showed ability to successfully navigate a wide variety of engineering sub-fields
- Admired by owner for ability to work independently, and within budget
- Worked closely with clients to ensure their vision was developed appropriately
- Successfully executed difficult full-scale, all-encompassing safety and environmental audit for NECR's Saint Albans Locomotive Roundhouse and maintenance facility, including regulations issued by Genesee Wyoming, OSHA, NFPA, and applicable state and federal agencies.

Green Mountain Maintenance and Carpentry, Shelburne, Owner, Contractor

2013-2020

Opened contracting business to officially market side renovation and construction projects. Installed multiple site drainage systems, some with connection to existing stormwater systems. Since 2013, the company has completed 6 full renovations. Most recently, GMMC was the contractor for Bright Future Properties, LLC's renovation and re-zoning of a 3800-SF single family home, into a 4-unit apartment building.

- Lead EMP Certified
- Supervised up to 4 full-time employees, including full accounting and payroll
- Worked with advertisers to develop website, vehicle signs, and Google ad campaigns

Dufresne Group Consulting Engineers, Windsor, Field Engineer

2010-2012

Worked as Resident Project Representative for major infrastructure projects in Vermont, including Barre north Main St, Saint Johnsbury, and Manchester downtown. Issued daily reports outlining construction activities, materials quantities, and other pertinent information related to contract progress.

- Considered the best inspector at the company, tasked with the most difficult clients and contracts, including projects in litigation
- Commended by contractor's superintendent for taking immaculate and detailed notes, and issuing excellent daily reports

EDUCATION

- Certified Hot Mix Asphalt Inspector, Greenwich, CT 2018
- BS Civil Engineering, University of Vermont, College of Engineering and Mathematical Sciences 2010
- Twin Valley High School, Wilmington, VT (*Valedictorian*) 2005

Wilmington Town Beach (Lake Raponda) Erosion Mitigation Project
Green Mountain Beach, Lake Raponda
Wilmington, Vermont
September 16, 2026

REQUEST FOR BIDS

Windham County Natural Resources Conservation District (WCNRCD), with financial assistance provided by the Mount Ascutney Regional Commission Enhancement Design and Implementation Block Grant, requests bids from qualified contractors to implement water quality improvements at the Green Mountain Beach in Wilmington, VT.. Details of the project are provided on the following pages and in the attached construction drawings prepared by DuBois&King, Inc.. A project timeline is provided below. Instructions for submission of the bid sheet are provided below.

Bidders are required to submit bids via email to WCNRCD at the email address listed below. **Emailed bid submissions must be received by 5:00 PM on October 9th, 2026.** Late bids will not be considered. DBE businesses are encouraged to submit proposals.

Bids should be clearly marked and submitted via email to Cory Ross at: ross.wcnrcd@gmail.com

Project Schedule:

September 16, 2006	Issued Invitation to Bid
September 24, 2026	Mandatory Pre-Bid Walkthrough
October 2, 2026, at 5:00 PM	Bids Due
October 9, 2026	Awards Announced
November 9, 2026	Construction Begins(tentative pending permits)
May 21, 2027 or earlier	Project Completion Date

A mandatory pre-bid site visit is scheduled for Thursday, September 24 at 10 AM. Further details about the site work will be provided during the walk-through. **RSVP for walkthrough required** to Andrea Haynes (email below). Following the pre-bid meeting questions about the scope of work should be emailed to Andrea Haynes at ahaynes@dubois-king.com

Wilmington Town Beach Erosion Mitigation Project - Request for Bids

Summary of Work:

This project consists of a variety of practices at the Green Mountain Beach on Lake Raponda to reduce erosion and protect water quality. Practices include grass pavers, infiltration steps, a bioswale, a dry-stacked stone walk, stone bridge, plunge pool, dry swale, check dam, benches and plantings. Please review the attached bid set designs and full specs for project details.

Project Timeline

All project components requiring in-lake work must be completed in the fall of 2027. No in-lake work is allowed in the spring. Remaining project components may be completed in the spring of 2027 if necessary. Project must be completed and the beach ready for public use by May 21, 2027. Project start is anticipated to be November 9, 2026 pending all permits being in hand. Selected contractor will be notified as soon as required permits are in hand. Alternate proposals that plan for in-lake work in the fall of 2027 (after October 11) may be considered if no suitable proposals on the preferred timeline are received.

Breakdown of Responsibilities:

Please review the attached full spec for a full list of contractor responsibilities. A Contractor bid sheet is provided on the following page.

Note: All imported materials will be purchased, delivered, and installed by the Contractor.

Bid Proposal Requirements:

Bids shall be submitted to ross.wcnrcd@gmail.com. The bid proposals shall detail the following:

- Confirmation that all elements of the scope of work and schedule as described above, and shown on the plans, can be met.
- A list of personnel and explanation of prior experience. Provide up to two examples of work on projects similar to this scope of work, and two client references.
- A not-to-exceed lump sum cost proposal. The lump sum proposal shall be supported by an itemized and detailed list of unit costs for materials and labor using the attached bid sheet.

Wilmington Town Beach Erosion Mitigation Project - Request for Bids

BID SHEET

Proposal Dated 9/29/2026

Contractor Name Craven's Home Services, LLC

Contractor Signature* 

***Commitment to Schedule**

In providing this bid proposal, Contractor acknowledges the **required completion date of May 21, 2027 for all aspects. If Contractor cannot meet this schedule, please provide an alternate proposed schedule.** Selected Contractor will be required to provide certificates of liability insurance and workers compensation coverage prior to starting work. Contractor acknowledges all conditions of attached bid full specs and attachments C and D (attached). Insurance requirements are as follows:

- Workers Compensation as required by law
- Automobile Liability Insurance covering liability arising out of any auto used in the course of this contract and providing coverage for bodily injury and property damage. Minimum coverage of at least \$300,000 per accident is required.
- Commercial General Liability Insurance that covers liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including tort liability of another assumed in a business contract. Limits of liability must be not less than \$1,000,000 for an occurrence. "Claims made" policies are not acceptable.
- Owner as an Additional Insured: All insurance policies required under this agreement (except workers compensation) must name the owner, owner's agents and owner's employees as an additional insured. This coverage must be primary.
- Certificates of Insurance: Before commencing work, the contractor must file completed W-9's, and certificates of insurance for each required policy with the district. Each certificate must establish that the required insurance coverages are in force, and provide that the district will be given 30-days written notice of any material change in, cancellation of , or intent not to renew any policy.

SALADINO PROPERTY MAINTENANCE LLC

October 2, 2026

To: Windham County Natural Resources Conservation District
28 Vernon St., Suite 332
Brattleboro, Vermont 05301
Attn: Cory Ross, District Manager
Ross.wcnrcd@gmail.com

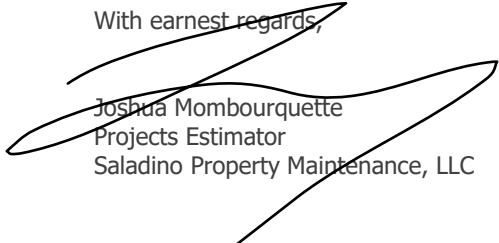
RE: Wilmington Town Beach (Lake Raponda) Erosion Mitigation Project
Green Mountain Beach, Lake Raponda
Lake Raponda Rd., Wilmington, VT
Request for Bids- Saladino Property Maintenance, LLC

To whom it May Concern,

On behalf of Saladino Property Maintenance, LLC, (herein SPM), please find attached herein, applicable documents in regards to the above referenced Request for Bid, entitled Wilmington Town Beach (Lake Raponda) Erosion Mitigation Project.

Saladino would be happy to review and discuss any questions or comments you may have. Should you have any questions, please do not hesitate to contact this office.

With earnest regards,


Joshua Mombourquette
Projects Estimator
Saladino Property Maintenance, LLC



P.O. Box 72
Jacksonville
Vermont, 05342
Windham

6 Railroad Yard Rd
Deerfield
Massachusetts, 01342
Franklin

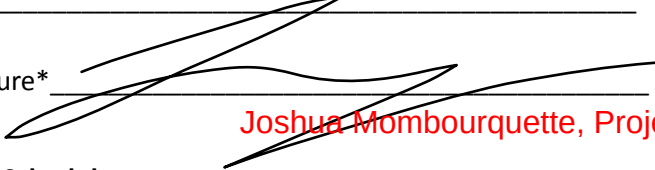
PHONE (413)523-2026
PAGER (802)490-4255
EMAIL Joseph@saladinoproperty.com
WEBSITE Saladinoproperty.com

Wilmington Town Beach Erosion Mitigation Project - Request for Bids

BID SHEET

Proposal Dated October 2, 2026

Contractor Name Saladino Property Maintenance, LLC

Contractor Signature* 

Joshua Mombourquette, Project Estimator

***Commitment to Schedule**

In providing this bid proposal, Contractor acknowledges the **required completion date of May 21, 2027 for all aspects. If Contractor cannot meet this schedule, please provide an alternate proposed schedule.** Selected Contractor will be required to provide certificates of liability insurance and workers compensation coverage prior to starting work. Contractor acknowledges all conditions of attached bid full specs and attachments C and D (attached). Insurance requirements are as follows:

- Workers Compensation as required by law
- Automobile Liability Insurance covering liability arising out of any auto used in the course of this contract and providing coverage for bodily injury and property damage. Minimum coverage of at least \$300,000 per accident is required.
- Commercial General Liability Insurance that covers liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including tort liability of another assumed in a business contract. Limits of liability must be not less than \$1,000,000 for an occurrence. "Claims made" policies are not acceptable.
- Owner as an Additional Insured: All insurance policies required under this agreement (except workers compensation) must name the owner, owner's agents and owner's employees as an additional insured. This coverage must be primary.
- Certificates of Insurance: Before commencing work, the contractor must file completed W-9's, and certificates of insurance for each required policy with the district. Each certificate must establish that the required insurance coverages are in force, and provide that the district will be given 30-days written notice of any material change in, cancellation of , or intent not to renew any policy.

SALADINO PROPERTY MAINTENANCE LLC

October 2, 2026

To: Windham County Natural Resources Conservation District
28 Vernon St., Suite 332
Brattleboro, Vermont 05301
Attn: Cory Ross, District Manager
Ross.wcnrcd@gmail.com

RE: Wilmington Town Beach (Lake Raponda) Erosion Mitigation Project
Green Mountain Beach, Lake Raponda
Lake Raponda Rd., Wilmington, VT
Request for Bids- Saladino Property Maintenance, LLC

To whom it May Concern,

On behalf of Saladino Property Maintenance, LLC, (herein SPM), please accept the below as our stated bid for the above-mentioned project. Additions and Alternatives are noted below. Additionally, Company Profile and References are provided herein for your use as you may see fit. Should you have any questions, please do not hesitate to contact my office.

Base Contract Bid:	Total:	\$105,750.00 \$105,750.00
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Schedule Acknowledgement: Saladino Property Maintenance, LLC hereby acknowledges the schedule below as noted within the RFB/RFP:

Administrative:

1. ~~September 16, 2026:~~	Invitation to Bid (Completed)
2. ~~September 24, 2026:~~	Mandatory Pre-Bid Walkthrough (Completed)
3. ~~October 2, 2026:~~	Bid Due (Completed)
4. October 9, 2026:	Awards Announced (Pending)

Construction:

1. November 9, 2026:	Construction Begins (Pending)
2. December 15, 2026:	Complete All-In Water Work (Tentative)
3. May 21, 2026:	Project Completion Date

Notes: SPM acknowledges the above schedule with the following notes/acknowledgements:

1. Construction Start Date is Pending both award and agreement with the WCNRC and the Town of Wilmington.
2. All in-water work shall be completed prior to Spring of 2027. The "In-Water" completion date of December 15, 2026 is noted as a schedule hold date pending award, construction start date, and approval of applicable submittals. This assumes final start date and in-water completion date shall be agreed upon by all parties.



P.O. Box 72
Jacksonville
Vermont, 05342
Windham

6 Railroad Yard Rd
Deerfield
Massachusetts, 01342
Franklin

PHONE (413)523-2026
PAGER (802)490-4255
EMAIL Joseph@saladinoproperty.com
WEBSITE Saladinoproperty.com

3. Unless project permits and approvals are delayed, SPM would anticipate completing all in-water work, namely Toe-Slope work during the Fall of 2026 and Winter of 26/27, ahead of the completion date.

Summary of Work Acknowledgment: The following summary of work is hereby acknowledged by SPM:

From the RFB: "This project consists of a variety of practices at the Green Mountain Beach on Lake Raponda to reduce erosion and protect water quality. Practices include grass pavers, infiltration steps, a bioswale, a dry-stacked stone walk (**wall**), stone bridge, plunge pool, dry swale, check dam, benches, and plantings.

Note: SPM acknowledges the above scope of work and has provided a more detailed breakdown herein.

Bid Proposal Requirements:

1. Confirmation that all elements of the scope of work and schedule as described above and shown on the plans can be met. **SPM Acknowledges except as noted herein.**
 2. A list of personnel and explanation of prior experience. Provide up to two examples of work on projects similar to this scope of work, and two-client references. **SPM acknowledges the requirements and has attached the requested information herein.**
-

Line Item Breakdown:

Base Contract Line Items:

1. Mobilization/Demobilization:	\$2,000.00
2. Installation of Erosion Controls:	\$2,000.00
3. Installation of Site Fence:	\$2,000.00
4. Site Demolition:	\$2,250.00
5. Grass Pave Detail:	\$5,000.00
5. Cedar Fence Relocation:	\$1,000.00
6. Field Stone Wall Installation:	\$40,000.00
7. Stone Toe:	\$6,000.00
8. Stone Edging:	\$2,500.00
9. Stone Bridge:	\$8,500.00
10. Infiltration Stairs w/ Railing:	\$12,500.00
11. Installation of Benches:	\$3,500.00
12. Swale Rebuild:	\$3,500.00
13. Plunge Pool:	\$3,500.00
14. Bio-Swale:	\$1,500.00
15. Installation of Plantings:	\$10,000.00
Total:	\$105,750.00

Project Add/Alts:

1. Removal of Hazard Trees:	\$500.00/EA
2. Installation of Wooden Bridge in-lieu of Stone Bridge:	-\$2,000.00 Credit

Potential Errors/Omissions/Concerns:

1. Stone Bridge:
 - a. Stone Bridge Width is noted as 24", considered less than a serviceable width.
 - b. Stone Bridge Height may be such that a hand rail should be installed for fall protection.
2. Hazard Trees:
 - a. (2) Existing hazard trees are present and may service as a potential safety concern. While these trees were noted in the Pre-Bid Questions as needing to remain, it may be prudent to remove while onsite and remove potential safety hazard.
3. Dewatering for Toe Slope:
 - a. While it was noted that a turbidity curtain would be required, no other means for construction of the toe slope were noted (i.e. dewatering, cofferdams, etc.). As such, all work is to be required in the wet, and to a depth of 24" below mean water level. This does not seem prudent either for constructability or quality control. SPM recommends installation of dewatering for this scope of work.

Project Inclusions/Exclusions/Assumptions:

1. Pricing Includes (1) Mobilization for completion of project scope, laydown for equipment and materials will be made available by the Owner.
 - a. Minimum 1-week notice ahead of mobilization.
 - b. All equipment utilized will be rubber tracked to prevent damage to existing asphalt surface.
2. Pricing excludes Permitting and Engineering, Permitting can be provided on a Cost-plus basis.
3. Pricing excludes rock, ledge, deleterious materials, or work around unidentified utilities.
4. Pricing excludes winter condition adjustments beyond contract scope (i.e. plowing/mainting access for 3rd Party Uses, Road Cleanup/Deicing, Parking lot Cleanup/deicing, etc).
5. This Contractor to provide all line and grade for this work.
6. Pricing excludes Third Party Inspection.
7. All Digsafe/811/or similar utility prenotifications by this Contractor.

If you wish to accept this proposal, please sign and return.

PO # _____ Date: _____

Name: _____

*Authorized customer signature _____

Attachments:

1. Personnel
2. Project References
3. Example COI

Attachments:

SALADINO PROPERTY MAINTENANCE LLC

PROJECT AND PERSONNEL INFORMATION:

Project: Wilmington Town Beach/Lake Raponda
Location: Lake Raponda Rd., Wilmington, VT 05342
Project Owner: Windham County Natural Resources Conservation District
28 Vernon St., Suite 332
Brattleboro, VT 05301
Contractor: Saladino Property Maintenance, LLC
2135 VT 100 (PO Box 72), Jacksonville, VT
Operating Office: Saladino-Deerfield
6 Railroad Yard Rd.
Deerfield, MA

Site Contacts/Notifications:

Owner: Joseph Saladino (413) 523-2026
Project Manager/Estimator: Joshua Mombourquette (401) 743-4047
Project Engineer: Deven Goshea (561) 343-0352
Project Superintendent: Kevin Jean (802) 490-9583
Project Foreman: Dylan Saladino (413) 800-2724

Client Reference List: See Attached



P.O. Box 72	6 Railroad Yard Rd
Jacksonville	Deerfield
Vermont, 05342	Massachusetts, 01342
Windham	Franklin

PHONE	(413)523-2026
PAGER	(802)490-4255
EMAIL	Joseph@saladinoproperty.com
WEBSITE	Saladinoproperty.com

REFERENCE FORM - SIMILAR PROJECTS

Project 1: Hoot, Toot, and Whistle

Project Address: 2 East Main St., Wilmington, VT 05363

Start Date: 04/01/2025

End Date: 11/30/2025

Final Cost: \$350,000.00

Original Cost: \$350,000.00

Cost Change Explanation:

Project Description: Reconstruction/New Construction of hiking path within old rail bed.

Awarding Authority/Owner

Prime Designer

Town of Wilmington, VT
 Gretchen Haverluck
 2 East Main St.
 Wilmington, VT 05363
 Office: 802-464-8591
 ghaverluck@wilmingtonvt.us

Weston & Sampson
 Dan Biggs
 55 Walkers Brook Drive, #100
 Reading, MA 01867
 Office: 518-417-3433
 biggsd@wesinc.com

Owner's Project Manager

General Contractor

Not Provided

I am the General Contractor for this project.

Project 2: Landscape Installation

Project Address: 739 Bernardston Rd, Greenfield, MA 01301

Start Date: 06/01/2023

End Date: 06/01/2024

Final Cost: \$125,000.00

Original Cost: \$125,000.00

Cost Change Explanation:

Project Description: Installation of new Landscape Construction in conjunction with new school construction.

Awarding Authority/Owner

Prime Designer

Greenfield Center School
 Charlie Spencer
 739 Bernardston Rd
 Greenfield, MA 01301
 Office: 413-695-9871
 charlie@centerschool.net

Berkshire Design Group
 Rachel Loeffler
 4 Allen Place
 Northampton, MA 01060
 Office: 857-891-8519
 rachel@berkshiredesign.com

Owner's Project Manager

General Contractor

OPM - None

I am the General Contractor for this project.

REFERENCE FORM - SIMILAR PROJECTS

Project 3: Manhan Meadows Sanctuary Conservation Area

Project Address: East St., Southampton, MA 01073

Start Date: 06/01/2022

End Date: 08/30/2022

Final Cost: \$60,000.00

Original Cost: \$60,000.00

Cost Change Explanation:

Project Description: Construction of Trails and Boardwalks in the Manhan Meadows Sanctuary Conservation Area, East St., Southampton, MA.

Awarding Authority/Owner

Prime Designer

Southampton Conservation Commission
 Art Lawrence
 210 College Highway, Building Department, Town
 of Southampton
 Southampton, MA 01073
 Office: 413-342-6764
 alawrence@townofsouthampton.org

Not Provided

Owner's Project Manager

General Contractor

OPM - None

I am the General Contractor for this project.

Project 4: Stream Bank Restoration

Project Address: 15 Bank Row, Greenfield, MA 01301

Start Date: 07/01/2024

End Date: 12/15/2024

Final Cost: \$280,000.00

Original Cost: \$280,000.00

Cost Change Explanation:

Project Description: Stream Bank Restoration and Dam Removal.

Awarding Authority/Owner

Prime Designer

Connecticut River Conservancy
 Ron Rhodes
 15 Bank Row
 Greenfield, MA 01301
 Office: 413-768-4994
 rrhodes@ctriver.org

Not Provided

Owner's Project Manager

General Contractor

OPM - None

I am the General Contractor for this project.

REFERENCE FORM - SIMILAR PROJECTS

Project 5: Wetland Replication and Restoration	
Project Address: 40 Commerce Way, Tewksbury, MA 01876	
Start Date: 08/01/2024 End Date: 11/01/2024	
Final Cost: \$175,000.00 Original Cost: \$175,000.00	
Cost Change Explanation:	
Project Description: Installation and Restoration of Landscape and Wetland plantings for new building construction.	
Awarding Authority/Owner	Prime Designer
Rhino Capital Not Provided	Not Provided
Owner's Project Manager	General Contractor
OPM - None	Arco Kyle Wood 1340 Centre St., #102 Newton Center, MA 02459 Office: 508-415-1783 kwood@arco1.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Digital Insurance LLC- Rutland, VT 98 Merchants Row Rutland, VT 05701	CONTACT NAME:	
	PHONE (A/C, No, Ext): (802) 775-2311	FAX (A/C, No): (802) 775-8246
INSURED Saladino Property Maintenance LLC	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Selective Ins Co of America	12572
	INSURER B : Selective Ins Co Of SC	19259
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	X	X	S 2673318	5/16/2026	5/16/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	X	X	S 2673318	5/16/2026	5/16/2027	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	X	X	S 2673318	5/16/2026	5/16/2027	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	X WC 9128827	5/16/2026	5/16/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment			S 2673318	5/16/2026	5/16/2027	Deductible 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Workers compensation statutory coverage applies in VT, NH, MA, ME, NY & RI.

Joseph Saladino III & Miranda Saladino are excluded officers.

RE: : To be issued upon award

the owner and all other parties as required by contract are named Additional Insured with respect to General Liability, for both ongoing & completed operations, Auto Liability and Umbrella Liability, on a primary and non-contributory basis, to the extent required in executed written contract. Waiver of Subrogation in favor of the above named Additional Insureds is included with respect to General Liability, Auto Liability, Umbrella Liability and Workers Compensation if required in executed written contract.

CERTIFICATE HOLDER

CANCELLATION

Example: To Be Issued Upon Award	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

State of Vermont
State Natural Resources Conservation Council
PO Box 231
Waitsfield, VT 05673
conservation.vermont.gov

MEMORANDUM

TO: District Managers
FROM: Clare Ireland, NRCC Administrator
DATE: October 5, 2026
SUBJECT: Supervisor Elections, Press Release and Public Warning Notice

The purpose of this memo is to outline election processes for the office of conservation district supervisor. Each conservation district shall post a legal notice announcing the availability of nominating petitions for the office of conservation district supervisor through an official warning in regional newspapers and at least one second location (website or public bulletin, for example). Enclosed is a nominating petition for the office of conservation district supervisor. Please copy as needed. Petitions should be made available at the conservation district office or may be mailed or emailed to anyone requesting a form. Conservation districts are encouraged to supplement the legal notice with a press release or other supervisor recruitment efforts.

One (1) supervisor for each district will be elected for a term of five (5) years, January 1, 2027 to December 31, 2031. This is to replace or re-elect the district supervisors last elected in November 2021, or appointed for the term of January 2022 to December 2026, or the successors appointed to fill their un-expired terms.

To have his/her name placed on the election ballot for the office of district supervisor, a person must have a minimum of twenty-five (25) signatures of landowners residing within the conservation district on nominating petitions. They need not all be on the same petition; two (2) or more petitions may be circulated – so long as signatures on all petitions total twenty-five (25) or more. Eligible supervisors are anyone residing within the legal boundaries of the conservation district.

NRCC is issuing a recommended timeline for election processes. Under this timeline, the deadline for submitting nominating petition forms is November 3, 2026. Please return all petitions to NRCC for ballots to be prepared and delivered to each district in time for the elections. If necessary, district elections will be held by the individual conservation districts offices on Monday, December 7, 2026.

Please note, if only one (1) candidate submits petition(s) with the required twenty-five (25) signatures by the established due date for any district, the petitioner may be installed as board supervisor without an election. If no petitions are submitted, the board of supervisors may make an appointment to the expiring term. It is recommended to make this appointment at your December 2026 board meeting to ensure there is no lapse in terms.



Supervisor Election Schedule 2026

October 5	Petitions sent to Districts with a list of Supervisors whose term of office expires December 31, 2025
October 19	Deadline for districts to send legal notice to newspaper announcing availability of petitions
November 3	Petitions due to district offices
November 6	Completed petitions (if any) due to NRCC Administrator
November 6	If more than one petition is submitted, legal notice of elections with hours and location sent to newspaper by district. Conservation district shall prepare ballots.
December 7	Election Day Official polling place must open for a minimum of four (4) hours. Mail in ballots must be received in the district office by 4 p.m.
December 15	Election results sent to newspaper by districts. Confirmation letter and oath sent to elected supervisors.
January 15, 2027	Updated Supervisor Directory, changing expiring term from 2026 to 2031, and sent to NRCC Administrator

Please note: The schedule above is designed to meet notice requirements for petitions and elections. If the conservation district does not make a notice deadline outlined above, the entire schedule must be shifted backwards to account for the discrepancy. The schedule above outlines minimum notice requirements. A conservation district may allow longer notice periods at its discretion. Please contact the NRCC Administrator with any questions about deadlines.





Conservation District Supervisor Term Expirations

Bennington	Brian Vargo
Caledonia	Ian Balcom
Essex	Chris von Alt
Franklin	Vacant
Grand Isle	Roger Rainville
Lamoille	Jim Pease
Orleans	Alyssa Conn
Ottauquechee	Vacant
Otter Creek	Josh Lucas
Poultney-Mettowee	Katy Crumley
Rutland	Vacant
White River	Alvina Harvey
Windham	Katie Morrison
Winooski	Russ Barrett





Windham County Natural Resources Conservation District
209 Austine Drive, Thomas Hall Suite 112, Brattleboro, VT 05301
www.windhamcountynrcd.org 802-689-3024

NOMINATING PETITION FOR THE OFFICE OF SUPERVISOR OF WINDHAM COUNTY NATURAL RESOURCES CONSERVATION DISTRICT. The undersigned landowner residing within the boundaries of the Windham County Natural Resources Conservation District of the State of Vermont do hereby nominate _____ who resides at _____, in the County of _____, as a candidate for the office of supervisor of the Windham County Natural Resources Conservation District at the Election to be held on December 7, 2026. ***Notice this petition must be received to the District office by November 3, 2026.***

NAME

ADDRESS

DATE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

NAME

ADDRESS

DATE

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

October 2026 Report on District Activities



Top Left: Attendees learn about the Putney School's Farming Operation at Birding on the Farm
Bottom Left: Noah Hoskins presents about his beef grazing operation at the rotational grazing workshop Emma planned.
Right: The Corse Family after receiving the Leopold Conservation Award on September 25.

- **This report covers district activities between September 5 and October 2*

- **Financials:**
- As of 10/1/26 we have a balance of \$39,392.52 of equities minus liabilities (on a cash basis). For comparison, we had:

\$67,952.82 on 9/1/2026 (last month)

\$18,723.41 on 10/1/25 (last year)

- We've received an agreement for core services finally and have submitted invoices #1 and #2. Invoice #1 has been paid.

General Updates

- **Advocacy**
 - Cory attended the advocacy planning event hosted by VACD and Action Circles in Montpelier on September 23. This event was focused on reviewing the possible sources of structural funding districts could seek as well as identifying factors that belong in a funding formula that would be used to determine funding levels for individual districts under a future structural funding arrangement.
- **AmeriCorps**
 - Abby tabled at the Brattleboro Area Farmers Market on 9/5, the Putney Farmers Market on 9/6, the Bellows Falls Farmers Market on 9/11, and at Wild Book Company's Nature and Conservation Resource Fair on 9/27
 - Abby and Madelyn facilitated the stream table at VMNH's Vermont Wildlife Festival on 9/20 and at Chesterfield Middle School Watershed Field Day on 9/23
 - The 2027 Conservation Assistant Position has been posted. We have received 7 applications so far and will begin scheduling interviews shortly.
- **Sales Programs:**
- **Ag-CWIP:**
 - Started promoting Annual Celebration
 - Attended Grazing workshop hosted by the amazing Emma Gregg
 - Attended birding on the farm at Putney School
 - Emma attended High Meadow farms soil and farm tour day and got to talk to vegetable farmers and TA providers on what services they need
- **AFT RCPP:**
 - We received payment on our August invoice.
- **NACD TA:**
 - Isabel has been working with Emma Keuster and Brenna on brush management certifications. She shadowed for three sites and is working to certify an additional location.
 - Our current agreement ended 9/30. Staff are working on completing reporting and an invoice for the past 3 months. We'll be without funding for this work until the new NACD grant agreements are issued (we're being told this will take place in November). We plan to use Ag-CWIP to cover this gap, but will also seek to minimize how much planning work we do during this gap.
 - Heather and Emma did RPP sampling on three farms this month.
 - Assisted Farmers make the NRCS application deadline.

- Emma assisted with CSP certifications
- Emma did NRCS planning site visits with farmers
- **Long Island Sound Futures Fund (LISFF) Watershed Planning:**
 - Emma organized a rotational grazing workshop at Bunker Farm with the Northeast Grassfed Beef Initiative.
 - August invoice submitted, awaiting payment on this.
 - NOFA NH hosted a couple of workshops and demonstration days. Invoices were submitted for this work and will be invoiced to NFWF on our September invoice.
- **NRCC: Tactical Basin Planning:**
 - Isabel attended a Dam Buster's training in Waltham, MA on 9/18 and cultural resources for clean water projects training on 9/15 and VTDEC's Watershed Planning Program Brown Bag: Hydrology and Hydraulics ("H&H") - Clean Water Project Edition on 9/23
 - Isabel, Madelyn, and Charlie attended a, "Recreating in our town forest" webinar on 9/10
 - Our FY26 final reporting has been submitted and approved. We anticipate payment on our final invoice soon.
 - Emma held a rotational grazing workshop at Bunker Farm
 - Emma worked on two other rotational grazing workshops for sheep and horses for October
- **Grant-in-aid:**
 - All water chestnut paddles have been completed for this year. Madelyn is working on the reporting for this grant
 - Isabel, Madelyn, and Charlie met with the Grafton Nature Museum about a water chestnut exhibit at the Fish Ladder in Bellows Falls. A second meeting to discuss more specific details is planned in mid-October.
 - Greeters programs are continuing at Harriman, Somerset and Raponda through October 12. We'll seek to finish reporting and invoicing by the end of October.
- **Trees For Streams:**
- **Project Development**
- **Vermont Community Foundation:**
 - Cory has continued to meet with VCF, WRC, and Camille Barchers (UMass professor) to plan an outreach and education initiative in the Green River Watershed focused on green infrastructure to address flooding concerns. Jason Girard from VCF has indicated there may be funding to support this work.
- **Stiltgrass:**
 - Charlie is working on grant reporting as the stiltgrass season winds down.
- **Watershed Grant:**

- Isabel, Charlie, and Madelyn have been working with the Garland school on the Winston Prouty campus to remove stiltgrass and bittersweet near the school's playards.
- Abby, Sam Pierce (AmeriCorps at VLT), Isabel, and Cory were joined by Linda Lembke at the Brattleboro Area Farmer's Market for a knotweed cutdown event on 9/16
- Abby and Sam are planning an invasive species removal volunteer event at Winston Prouty Campus on 10/3
- **SE VT Cisma:**
 - Cory is planning to present at a Statewide Cisma webinar on October 14 about how the district has supported the SE VT Cisma.
- **WUV Workforce Capacity Building Grant:**
 - Cory has continued to meet with Dave Dorre. Dave helped develop this year's financial reports. He also worked to address some tax reporting issues with our payroll service. Hopefully this will prevent future issues with W2s like we had last year.
- **NFWF Forest and Rivers Fund Grassland Bird Project:**
 - Verification is now complete on all sites. The last payment will be sent out this week.
 - Kate finished all the reporting for this year. Her work with the district ended September 12.
- **Whitingham WISPr**
 - The contractor completed invasives management at the Jacksonville Wastewater Treatment Plant and Municipal Parking Lot recently. This site will be treated one more time in 2027 before we plant natives in the fall of 27.
- **NRCC DM Representative**
 - Cory met with the new Otter Creek DM (Erica Harris) to help orient her to the role of the DM reps and how VACD and districts work together.
 - Cory is developing a proposal for a district manager retreat focused on administrative training. There may be funding available from VHCB to support something like this.
 - Cory submitted a work plan for FY27 to NRCC. We're waiting for an agreement from NRCC and will invoice for the last quarter as soon as we have one in place.
- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
 - The Lakeshore permit has been issued. We're now just waiting on the Army Corps Permit before we can begin work.

- RFB issued for construction companies. A mandatory site visit was held on 9/24. Bids are due 10/2. Submitted bids will be shared with DuBois&King to gather their input. We'll also seek board input into the process at the October meeting.
- **Vermont Agricultural Water Quality Partnership Coordination**
 - Emma a
- **MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant**
 - Agreement executed with DuBois & King for engineering services for this project.
 - A kick-off meeting was held on location on September 29 with Marie Caduto, Rebecca Chalmers (wetland ecologist), Emily Lewis and Chris Rivet from D&K and Vic Baisley from SEVCA.

Other:

Isabel, Madelyn, and Charlie spoke at the BUHS STEM academy on 9/10 to discuss how we got to our roles and what work in the conservation field is like.

**note: please see below for a summary of current grant agreements and an acronym list.*

Reference Materials *

**Not updated monthly, only as grants change status*

Current Grant Awards:

- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Final Design Grant**
 - Grant runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$44,586 to complete final designs for the set of water quality management practices identified last year during the preliminary design round. Since we worked with DuBois & King on the preliminary design round, our procurement policy allows us to execute an agreement with them for this round of design work without going to bid again.

- Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.
- Amendment executed on 8/3/26 to increase the total award to \$47,926 to support increased costs associated with the Army Corps of Engineers Permit.
- **MARC Enhancement Design and Implementation Block Grant Lake Raponda Shoreline Erosion Control Implementation Grant**
 - **Grants runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$98,612** for implementation of clean water block grant-eligible practices.
 - The Town of Wilmington appropriated an additional \$29,038 for the non-clean water block grant eligible items in this project.
 - Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.
- **MARC Enhancement Design and Implementation Block Grant SEVCA Stormwater and Wetland Restoration Preliminary Design Grant**
 - Grant runs until 12/31/27 with all work required to be completed by 10/31/27. Provides \$26,572 to complete initial site analysis, alternatives analysis and 30% designs for a preferred set of alternatives at the Southeast Vermont Community Alliance facility in Westminster, VT, near the Henwood Hill Marsh. We'll need to post a RFP for this project.
 - Cindy Ingersoll and Chris Yurek at MARC are the grant contacts.

WRC WISPr Funding

- This award utilizes funding from the Town of Whitingham up to 10% of the cost of the recently installed wastewater treatment facility (~\$300,000) for natural resources projects in the town. Windham NRCD is working with WRC, DEC and the town to identify projects to fund with these funds. Our current subagreement with WRC only supports a buffer planting and invasive species management project along VT-112 in Whitingham at the municipal lot and the Wastewater Treatment Facility.
- The current subaward is for \$25,192.71 and runs from 2/27/25 - 11/1/27.
- Most of these funds will flow to a licensed applicator performing three successive cutting and/or herbicide applications and a planting crew (likely Redstart who gave us a quote), but some funds are held for staff time managing the project.

- Future awards may be executed if suitable projects can be developed. Funds will support Final Design and Implementation, but not preliminary design.
- Margo Ghia at WRC is the contact for this agreement.

NRCC Project Development

- This is a block grant administered by NRCC. Lina Smith is the contact for this grant.
- We have an award of up to \$6,500 in staff time and mileage to complete project development activities for tree planting sites in the Saxtons River Watershed.
- This grant runs 1/1/26 to 12/31/26,
- Isabel will be taking the lead in completing these activities, which will include:
 - Outreach to landowners, typically by mailing
 - Site visits for interested landowners
 - Coordination with DEC staff to develop selected sites for applications for preliminary design funding.

Watersheds United Vermont Workforce Capacity Development Grant

- This is a 24 month agreement (1/1/26 to 12/31/28) that funds:
 - Our agreement with Structural Integrity (Dave Dore) to help us develop and implement efficient and accurate financial management practices.
 - A portion of the administrative assistant position
 - Lyn Munro and Erica Goldberg at WUV are the contacts for this grant.

· 90% of funds will be paid up front, with the remaining 10% upon completion of all grant activities. Agreement includes a claw-back provision if we fail to spend some of the money on eligible expenses.

NRCC: Core Agreement (FY27)

- This is a block grant administered by NRCC. Clare Ireland is the contact for this grant. All invoices should be submitted to clare.ireland@partner.vermont.gov with lina.smith@vacd.org cc'd.
- The deliverables on this grant are as follows:
 - A FY27 work plan and budget by September 15
 - FY26 Financial and Project Results Reporting by September 15, including:
 - FY26 Balance Sheet
 - FY26 Profit and Loss
 - Completed FY26 Project Results Spreadsheet
 - Completed FY26 Financial Reporting Spreadsheet
 - Supervisor Elections by January 15, 2027
 - Any report, data, or other relevant information resulting from the district's locally led process by no later than June 30, 2027
 - Certification of DM Performance Review conducted by NRCD Board of Supervisors by no later than June 30, 2027.
 - Supervisor reimbursement claims for per diem and expense incurred through June 30, 2027 by no later than July 15, 2027.
- The payment schedule for this grant is as follows:
 - Executed Agreement - Due July 1, 2026 - \$30,000
 - FY26 Project Results and Financial Reporting and FY27 Workplan and Budget - September 15, 2026 - \$10,000
 - Supervisor Elections Process - January 15, 2027 -\$6,000
 - Participation in the Locally-led Process - Anytime by June 30 - \$6,000
 - DM Performance Review - Anytime before June 30, 2027 - \$5,000
 - NRCC Supervisory Union Rep Reimbursement - anytime before July 15, 2026

NRCC: Basin Planning (FY27)

This is a block grant administered by NRCC. Timeline is August 1, 2026 – July 31, 2027. We do not have an executed agreement yet, but we have an approved workplan and an award amount of \$26, 235. The exact workplan can be viewed here: [FY 27 Workplan](#) but includes some of the following tasks:

- Attending annual meetings of the LRA, CRC, GRWA and conducting outreach to these and other watershed groups.
- Attend Monthly Regional Coordination Meetings with Partners and DEC Watershed Planner to promote coordination and collaboration between partners and the state around which projects we pursue and implement
- A wide variety of public outreach including tabling at festivals and public events and doing outreach to the lakeshore communities in our county about the Lakewise Program.
- Work with partners and landowners to implement targeted water quality efforts on Newton Brook in Vernon. Watershed Planner will assist district and other key partners (including CRC) on where additional testing is needed in order to inform outreach and project prioritization to address the region's only agriculturally impaired watershed.
- Continue to promote the Brattleboro "Adopt-a-drain" program to address stormwater runoff entering Kettle Pond and the Whetstone Brook
- Work with key partners to develop approximately 2 workshops or webinars on the benefits of riparian buffers, no-mow areas, beaver dam analogs, post assisted log structures, or watershed health
- Provide technical assistance to non-agricultural landowners to help them protect water quality, improve flood resilience and support littoral and riparian habitat through appropriate stewardship. This work will include fielding and responding to landowner questions about water quality and habitat-related issues affecting their land.
- Deliver additional targeted outreach to forestry landowners in the region in order to support adoption of agroforestry management practices and to promote use of the district's skidder bridge.
- The district will help to plan and host a VIP workshop to help train volunteers for aquatic invasive species surveys on the region's lakes.
- Other activities will include referring water quality concerns to appropriate staff at DEC and VAAFM, coordinating landowner support with partners and identifying project opportunities that can be referred to the district's project development programming. This work will take place in both basins 11 and 12. District staff will plan and implement community forums on flood resilience for the towns of Newfane and Williamsville, similar to what was held in Dover in 2025-2026. Assist

with implementation of storm water master plans in coordination with Windham Regional Commission and watershed planner.

- Plan and run a Nitrogen-reduction working group (this will pair with the LISFF project if funded)
- Technical Assistance to non-ag landowners in littoral and riparian settings.
- Support for the basin planning process in Basin 12 (Deerfield).
- ○

Southeast Vermont Cisma (these are grants that the district holds but that Cisma partners assist with implementation)

NRCC: Ag-CWIP

· This is a block grant managed by VACD. Emily Nummer is the primary contact. The two-year agreement runs from July 1, 2026-June 30, 2028. This grant funds:

§ Outreach and education efforts focused on clean water and healthy soils, including workshops for producers and the public.

Our total award is for \$221,500. We have an executed agreement for this award now: [Ag-CWIP Contract](#)

§ Technical Assistance to producers aimed at supporting practices that protect and restore water quality and soil health; includes on-farm visits by staff as well as coordinating farm teams meetings to develop broad support for producers with partner agencies and nonprofits.

§ Soil sampling assistance

American Farmland Trust RCPP

- American Farmland Trust has an RCPP agreement to implement regenerative soil health practices throughout New England. We have a contract with AFT for Windham NRCD to host a 0.5 FTE conservation planner position to complete work in Windham, Bennington and portions of Windsor counties.

- Invoices are due monthly for our costs.

- Total contract is for \$200,000 and runs through 9/30/2026.

We have been told we can continue to invoice under this agreement through 6/30/27. AFT has applied for a new 5-year award throughout the region and has included Windham NRCD in their proposal budget for \$225,000. This would likely end up funding about 0.5 FTE over 4 years and pair well with our NACD TA Funds.

Vermont DEC Grant in aid: Aquatic Invasive Species 2026

This funding source from the Vermont Department of Environmental Conservation supports greeter programs and aquatic invasive species survey and removal efforts. Kim Jensen is the primary contact at VT DEC for this work. Our award includes the following funding:

Water Chestnut Survey and Removal at four sites - \$35,098

Harriman Reservoir Greeter Program - \$18,477

Somerset Reservoir Greeter Program - \$6,534

Lake Raponda Greeter Program - \$18,129

South Pond Greeter Program - \$8,771

Additional funds are provided by local partners:

Great River Hydro: \$5,000 for Somerset

Raponda Foundation: \$5,000

Ames Hill Marlboro Community Center: \$4,0000

Town of Wilmington: \$3,500

Town of Marlboro: \$1,000

Marlboro Parks Department: \$1,000

In kind support is provided by the Lake Raponda Association, Connecticut River Conservancy and the Windham County Sheriff's Office/GRH (through their agreement for staffing at the boat launches on weekends on Harriman).

NRCC DM Rep

This small agreement with NRCC pays for Cory to act as District Manager Representative. Cory attends statewide coordination meetings, helps plan and facilitate district manager meetings and works to support better collaboration between district managers and with state and federal partners. The agreement runs from July 1, 2026 – June 30, 2027. Clare Ireland at NRCC is the contact for this grant.

National Fish and Wildlife Foundation – Long Island Sound Futures Fund

- We have an executed agreement with the National Fish and Wildlife Foundation for the below work:
- Working with Marie Caduto and Marli Rupe (DEC) on an application for a 3-year planning project to begin development of nitrogen reduction modeling for ag practices in the CT River Valley. Project would bring together state, federal and

district staff along with researchers from UVM, UNH and Dartmouth to identify practices for Nitrogen reduction on farms. Part of this project will include stakeholder meetings with producers to help build a framework for N reduction practices that are compatible with CT River Valley farms. This could potentially lead to a multi-year implementation project in the future. Proposal would provide \$32,000 for Windham NRCD to serve as the coordinator for the Vermont portion of the project.

- Award is for \$418,596. Much of this will be subcontracted to partners
 - We received a one year extension until 11/30/26. We also executed a no-cost budget amendment that moved much of the funding from contractual to personnel.

National Association of Conservation Districts Technical Assistance, Education and Outreach Grant

This grant funds Windham NRCD staff supporting NRCS's conservation planning work. Planners support farmers and applications through the 9-step process and help get funds out the door to implement conservation practices in the county through programs like EQIP and CSP. We applied through VACD for \$135,200 to support a full-time planner for one year. This application has been held up by OMB and we still don't know when/if it might be funded. VACD executed a 3-month agreement using other funds with us to allow for this work to continue from 7/1/26 to 9/30/26. We have an agreement to fund 0.5 FTE for these 3 months (\$16,900).

Pending Grant Awards:

- Staff developed a proposal to the National Fish and Wildlife Foundation's Long Island Sound Futures Fund Funding Round to fund an implementation phase of our current watershed planning project. We were able to coordinate with a wide variety of partners, including Essex, Caledonia and Ottauquechee NRCDs, the Connecticut River Watershed Farmers Alliance, Cheshire County Conservation District, and NOFA NH to develop a 3

year, \$1.46 million proposal for technical and financial assistance throughout the CT River Watershed in Vermont and New Hampshire. If funded, this will support development of farmer-to-farmer sharing and education about selected priority agricultural practices (with \$5,000 payments to producers who participate in this aspect of the program), financial assistance to new implementers and technical assistance provided by districts and other key partners. We expect a funding decision in November. This RFP required a 50% match, so our ability to develop a proposal of this size speaks to both the increased funding VT districts have available (larger Ag-CWIP and NRCC Core Services Awards, most notably) and our strong relationships with partners. VACD and NHACD provided letters of support, which is much appreciated.

Japanese Stilt Grass Early Detection Rapid Response

Submitted a proposal for additional funding to continue the mapping and removal efforts for stilt grass. The final proposal is for a 2-year, \$31,221.60 proposal that would support 200 hours per year for Isabel to serve as point person and coordinator on early detection rapid response efforts, 160 hours per year for a seasonal staff person to work on invasives mapping and removal, and funding for contractors to assist with mapping and removal and chemical applications where appropriate. Rachel Cliche at Silvia O Conte NWR is the contact person for this grant.

WCNRCD Board Meeting

September 9, 2026, 6:30 PM

209 Austine Driver, Thomas Hall, Suite, 112, Brattleboro, VT 05301 and over Zoom

Present: Cory Ross, District Manager; Linda Corse, and Katie Morrison, board supervisors; Heather Blunk and Emma Gregg, Ag Resource Specialist; Abby Reed, Conservation Assistant.

Zoom Participants: Pieter van Loon, board supervisor and Olivia Carlson, NRCS South Zone District Conservationist.

Land Acknowledgement: *We respectfully acknowledge the traditional, ancestral, unceded territory of the Abenaki People, who have stewarded this land throughout the generations.*

NRCS Updates:

- Local fund pool outreach can be started, just don't include dollar amounts yet.
- Programmatic updates: Sept 16 is the last day for regional conservation partnership program (RCPP).
- Last day of eligibility for FSA - Dec. (?).
- Start of October is the date if producers want to receive conservation stewardship payments.
- There are several trainings coming up.

VACD Updates:

- Annual meeting coming up November 17 - Lake Morey. It's a one day event and will include trainings.
- Cory and Linda attended the council meeting last Friday.
- Budget was approved for \$912K. Same as funding for last year, they will ask that this is the new base. There is talk about trying to work on a plan to find funding that is consistent, without having to ask each year (like license plate program, etc). Action Circles is facilitating a Hopes, Fears and Dreams discussion to collect ideas and plans for finding consistent funding.
- Personnel agreements were discussed: a contract between VACD and council for Claire's position and trying to formalize that.
- There was a presentation for an environmental justice discussion with Jennifer Burn from White River District.
- Act 250/ Act 181 appropriations agenda item turned into a 45 minute discussion. Discussion was about VACD and VCRD developing an outreach plan for these acts; end result was consensus that council needs to review this plan before it's submitted to the legislature.

- Cory and Linda were in Delaware for Northeast regional meeting. Spent most of the time in a management training session.
- Linda is looking to move on from being a council rep, would like to talk in January about someone else stepping into that role.

Personnel Committee Update:

- Worked through list of current personnel policies that are out of line with how we're currently operating. Developing a list of suggested policies, which they'll bring back to the board
- They are developing a position description for Cory's position. Issues with the current policy are related to the date when raises happen and when leave balances accrue. Would like to get everyone on the same calendar.

Annual Meeting Planning:

- Scott Farm Thursday November 5, 5-8pm.
- Catered by Dim Sum.
- Free event. Cory set up donations page and will reach out to area businesses.
- Will send a massive mailing advertising it.
- Nancy Winchip Milliken and Andrew Milliken are artists who are presenting.

Rest Stop Fundraiser

- Friday Oct 2nd.
- Donuts, apples, cider.
- Really need board help.
- Try to get 2 people there.
- Katie, Linda and Pieter not available on that date.
- Possibly Sam from VLT could help out, or maybe Meg or Geoff?

Monthly Report on District Activities:

- Heather had a blast going out with Isabel, pulling stiltgrass and then kayaking. Very well organized.
- Finally have AGCWIP agreement; 2 months late but done.
- As of yesterday we have a core services agreement, will share with the full board.

Deliverables include:

- A FY27 work plan and budget by September 15
- FY26 Financial and Project Results Reporting by September 15, including:
 - FY26 Balance Sheet
 - FY26 Profit and Loss
 - Completed FY26 Project Results Spreadsheet
 - Completed FY26 Financial Reporting Spreadsheet

- Supervisor Elections by January 15, 2027
- Any report, data, or other relevant information resulting from the district's locally led process by no later than June 30, 2027
- Certification of DM Performance Review conducted by NRCD Board of Supervisors by no later than June 30, 2027.
- Supervisor reimbursement claims for per diem and expense incurred through June 30, 2027 by no later than July 15, 2027.
- We were awarded an Americorps for another year.
- We've been operating under a 3 year agreement from NACD to do technical planning work. There won't be another agreement right after that, there will be a gap, but the longer term agreement is in the works.

Secretary's Report:

- a. Approve minutes from June 10, 2026
 - i. Linda moves to accept minutes
 - ii. Pieter seconds
 - iii. No discussion needed
 - iv. All in favor, none opposed
 - v. Geof and Meg abstain because they were not there
 - vi. Passed, minutes accepted 7:19PM

Social Justice Training:

- Thursday November 12, 5-8pm or 6-9pm, Heather will figure out the correct time.
- Hosted by Soulfire Farm
- We'll possibly won't do a regular board meeting that month.

Personnel Discussion (Executive Session).

- a. Approval of Heather's performance review and step increase.
 - i. Pieter moves to go into executive session
 - ii. Linda seconds.
 - iii. Brief discussion.
 - iv. All in favor, none opposed.
 - v. Geof and Meg abstain because they were not there
 - Vi. Passed, enter executive session 7:27 pm.
- b. Motion to leave executive session.
 - i. Pieter moves to go into executive session
 - ii. Linda seconds.
 - iii. No discussion.
 - iv. All in favor, none opposed.

- v. Geof and Meg abstain because they were not there
 - vi. Passed, exit executive session 7:39 pm.
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- c. Motion to acknowledging Heather's excellent performance, approve her performance review and recommend her step benefit increase.
 - i. Pieter moves to go into executive session
 - ii. Katie seconds.
 - iii. No discussion.
 - iv. All in favor, none opposed.
 - v. Geof and Meg abstain because they were not there
 - vi. Passed, motion approved 7:41 pm.

Next Board Meeting:

Thursday October 8, 6:30-9:30pm, NRCD Office, Winston Prouty, Brattleboro.

Other Upcoming Dates:

Annual Meeting, Thursday, November 5, 5-8pm, Scott Farm, Dummerston, VT.

Social Justice Training, Thursday, November 12, 6-9pm (or 5-8pm, Heather is confirming time), virtual.