



# VMCTA *News*

NEWSLETTER OF THE VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION

**CELEBRATING**  
over  
**75 YEARS!**  
1936-2014

## **In this Issue:**

**page 2**

- President's Message

**page 3**

- Congratulations
- Tip Top Tips

**page 4**

- Rememberings

**page 5**

- Legislative Update

**page 6**

- Grant Path

**page 6**

- Local Highlight

## **VMCTA Newsletter Committee**

Deb Beckett, Williston (Chair)  
beckettd@willistontown.com

Tim Corcoran, Bennington  
cbarbeau@benningtonvt.org

Joanne McDonnell, Rochester  
rochestertown@comcast.net

Heidi Racht, Huntington  
huntingtonclerk@gmavt.net

## **VMCTA Conference & Training**

Vermont Clerks and Treasurers can expect learning, fun and collegiality at the VMCTA Annual Conference's educational sessions.

Starting with an energetic "beyond your seat" group activity with Leslie Screiber, participants can then move on to technical workshops:

- How to Avoid Headaches with Your Cemeteries
- How to Procure Banking Services
- Safety and Security in the Workplace
- Retention Schedules
- Abatement Procedure and New Requirements
- Election Day - What to Do from Start to Finish

- Defensive Cash Management
- Supporting Voters with Disabilities
- Creating a Common Language for Communication

Open government, record keeping and communication are just some of the areas that will be addressed in this attractive selection of workshops.

The workshops will also cover topics needed by Clerks and Treasurers contemplating certification or recertification. To download the applications, visit the VMCTA website.

Don't wait! The summer will soon be over and the registration deadline is September 3.

## **2014 VMCTA Annual Meeting**

Submitted by Donna Kinville

I am personally inviting each and every town clerk and treasurer in the State to attend your association's annual meeting and training sessions. The Killington Grand Hotel will once again be our host on September 15th and 16th. The Education Committee has been working very hard to bring you excellent educational classes.

Don't miss our opening speaker, Leslie Schreiber who will be presenting "The Grand Opening for VMCTA" a session that will incorporate problem solving and humor into our work day. Leslie will be presenting a second session entitled "What are your true colors" and how we interact with each other in our daily communications.

What color will you be???

The required courses this year for Clerks are Vital Records and Elections. The Vital Records session will deal with Cemeteries and the head of the Vermont Cemetery Association will be facilitating the session. I promise a "lively" conversation will be held at this session. The Elections workshop will be a very informative session as we transform the conference room into a polling place as we demonstrate and explain all the steps from opening the polls through reporting your town's results.

The required courses this year for Treasurers are Cash management and Principles of Banking. The Cash management session is designed to help each treasurer look

at how they handle cash and ways to protect yourself and your municipality. After all, none of us wants to be a news story. The Principles of Banking's session will be a conversation on why every town should go out and do a competitive bid on for their banking needs. Topics will then center on writing an RFP through the evaluation of the responses. This bidding process alone could save your municipality money and/or improve your banking services.

In the general sessions we will be having training on the BCA and Board of Abatement and take you through all the steps from receiving the request through writing the Board's decision. How many times

*continue to page 3*



## Executive Committee

### PRESIDENT

Tammy Legacy, Roxbury Town Clerk  
(802) 485-7840; Fax (802) 485-9160

### PAST PRESIDENT

Sandra Pinsonault, Dorset Town Clerk  
(802) 362-1178, Ext. 2; Fax (802) 362-5156

### FIRST VICE PRESIDENT

Lucrecia Wonsor  
Killington Town Clerk & Treasurer  
(802) 422-3243; Fax (802) 422-3030

### SECOND VICE PRESIDENT

Donna Kinville  
South Burlington City Clerk  
(802) 846-4105

### SECRETARY

Georgette Wolf-Ludwig, Fairlee Town Clerk  
(802) 333-4363; Fax (802) 333-9214

### TREASURER

Patti Lewis, Fayston Town Clerk & Treasurer  
(802) 496-2454, Ext. 23; Fax (802) 496-9850

### AUDITOR

Donna Kelty, Barre Town Clerk & Treasurer  
(802) 479-9391; Fax (802) 479-9332

### MEMBERS AT LARGE\*

Priscilla Aldrich  
Burke Town Clerk & Treasurer  
(802) 467-3717; Fax (802) 467-8623

Bobbie Brimblecombe  
Marshfield Town Clerk & Treasurer  
(802) 426-3305

Tracy Borst  
Thetford Town Clerk  
(802) 785-2922, Ext. 10; Fax (802) 785-2031

Karen Richard  
Colchester Town Clerk & Treasurer  
(802) 264-5500

\*Term until 2014

# President's Message

## A message from VMCTA President Tammy Legacy

In May, I attended the International Institute of Municipal Clerks (IIMC) Conference in Milwaukee, Wisconsin. This was my fifth IIMC conference and one of the most memorable for me.

I flew out of Boston with my travel buddies, Karen Richard, Colchester Town Clerk and



*Tammy Legacy with the State of Vermont flag at the IIMC Conference in May in Milwaukee.*

Treasurer and Donna Kinville, South Burlington Town Clerk. I arrived on Saturday morning and spent the day sightseeing with my New England friends.

On Sunday morning I participated in an Athenian Dialogue. Two of my classmates were my roommates and fellow Vermont Clerks, Sandy Pinsonault, Dorset Town Clerk, and Linda Spence, Manchester Town Clerk. The dialogue was on JACK KENNEDY ELUSIVE HERO. I didn't know it at the time but this would be my last Athenian Dialogue I would take with Linda. She always enjoyed these classes and had a lot to say. After the dialogue I participated in the Presidents Round Table. There were State Presidents from all over the United States and other countries. It was interesting to hear what others had to say about what was going on in their State/homeland.

Monday morning was the Opening Ceremony. Every time I attend the conference, I am in awe of this ceremony. Flags from many countries were presented to us while their national anthem played and a video of their country was on view for all to see. Every state in America was presented with our national anthem playing. I had

the honor of carrying Vermont's flag and I mean honor. It was an honor to carry our wonderful flag; I am proud of Vermont and Vermont Clerks and Treasurers. During the ceremony, awards were given out. Our very own Sandy Pinsonault and Linda Spence received their Athenian Leadership Society Dialogue Fellowship (they participated in ten dialogues and I am sure enjoyed everyone). After the ceremony, classes started. Each day we had a general session and many concurrent sessions. The days were filled with some great educational classes.

On Monday evening, there was a Presidential Reception. Tuesday evening was a free night. On Wednesday night, there was an All-Conference Event at the Harley Davidson Museum. Anyone who likes motorcycles would have loved this event. On Thursday night, the annual banquet was held. The banquet was very special. Everyone is dressed in their finest clothes, the dinner was delicious and later on there was a live band with dancing for all to enjoy. At this time, I slipped away and spent some quite time

with my good friend Bernice Dixon, Vernon, Connecticut Town Clerk. Bernice and I graduated from NEMCI&A together in 2006 and have stayed close ever since.

Friday morning I said goodbye to all my new and old friends. I enjoyed breakfast with my roommates, Sandy, Linda and Pattie McCoy, Poultney Town Clerk and Treasurer, along with our friend and Region I Director, Shawn Cullinane. I met Donna and Karen in the lobby and headed to the airport. Also flying home on our flight was Priscilla Aldrich, Burke Town Clerk and Treasurer, and Lucrecia Wonsor, Killington Town Clerk and Treasurer. It was a busy flight, there were other New England Clerks on board, too.

*(That Friday morning was the last time I saw Linda Spence. I enjoyed being one of her roommates. She had a love for life and enjoyed her time in Milwaukee. Conferences will not be the same - Linda was always an active participant in and out of class. On Tuesday afternoon, Sandy, Linda, Priscilla, Lucrecia and I joined some New England Clerks on a special tour of Milwaukee. It was a delightful tour, everyone had a great time. I think she must have smiled the whole time.)*

# Congratulations



*Manchester Town Clerk Linda Spence, Dorset Town Clerk Sandy Pinsonault and Poultney Town Clerk and Treasurer Pattie McCoy received their Athenian Dialogue Fellow designation at the International Institute of Municipal Clerks (IIMC) Conference in Milwaukee, Wisconsin in May.*



*In July, Jericho Town Clerk Jessica Alexander and Montpelier City Clerk John Odum graduated from NEMCI (New England Municipal Clerks' Institute and Academy), held at Plymouth State University in Plymouth, New Hampshire. An intensive three-year program of continuing professional education, its purpose is to assist Clerks in developing and maintaining the high level of administrative expertise needed for the successful operation of increasingly complex municipal governments. Over 500 cities and towns have sent Clerks to the New England Municipal Clerks' Institute and Academy. Photo: Heidi Racht*

# Invitation

continued from page 1

have we seen on the listserv people talking about the retention schedules. This will be our second general session in which we are attempting to advocate for ourselves on what we think the appropriate retention schedule should be. We will break into smaller groups and tackle sections of the retention schedule and this data will be brought forth to our Legislative Committee and the Secretary of State's Archival Division. The last general session will be a continuation of last year's safety discussion with a review of last year's presentation (who still has scissors on their front counter??) and then the Rutland Police Department will share with us a few self-defense moves.

The annual meeting packets were mailed in the beginning of August.

If you don't have the money in your budget to attend there are ways to decrease the cost such as sharing a room with fellow clerks and treasurers or apply for a scholarship through the VMCTA.

## Tip Top Tips

To clear the static cling from the inside of mylar envelopes when inserting a survey, wipe a dry "Bounce" sheet on the inside of the envelope. Doesn't hurt a thing & makes it easier to inset the large maps.

—Linda M Parent, CVC  
Richmond Town Clerk

- Marriage licenses must be issued by the clerk of the town where either party resides, or if neither applicant is a resident of Vermont by any town clerk in the state. If the applicants to a marriage apply for a license and neither live in your town, please send them to the town/city clerk where they reside to obtain their marriage license.

- Marriage licenses need to have the true copy line signed in black ink and embossed and have the confidential section attached before submission to Vital Records.

- VR accepts marriage certificates solemnized by persons ordained by online churches/ministries. VR does not provide legal guidance regarding the determination on whether out of state residents who are ordained through online churches have to petition the Vermont probate courts for special authorization per 18 V.S.A. 5144.

—Leah I. Korce, State Registrar

# Clerks Community Mourns Linda Spence

Linda L. Spence, Manchester's Town clerk since Oct. 1, 1996, passed away during her sleep on June 8, 2014. She was 59 years old.

Spence was widely respected by colleagues and other town officials she worked with over the years.

represented in Manchester. He and Spence had worked together as co-chairs of the town's 250th anniversary celebration in 2011, he said.

"Linda was an icon in Manchester," he said during an interview Monday. "She was very genuine. If she had something to say, she'd surely tell you. She was constructive and positive. It's just tragic."

State Representative Jeff Wilson was Manchester's Town Manager when Spence was hired as Assistant Town Clerk, and recalled her devotion to her work.

"She took the job extraordinarily seriously and was very dedicated, not only to the folks in Manchester, but also participated in the state association and the international association of town clerks," he said. "She was devoted to the job and devoted to the taxpayers and voters of Manchester."



*Linda Spence (left) performing one of many duties of a Vermont Town Clerk - swearing in local officials. Photo, courtesy of the Town of Manchester.*

Linda began working for the Town of Manchester in 1983, a career that followed as Assistant Town Clerk in August of 1987 and subsequently appointed interim Town Clerk in October of 1996. She then was elected Town Clerk in March of 1997. She succeeded Barbara Cross, who had been the town clerk since 1979.

Linda graduated from NEMCI&A in August 1984. She received her CMC in February 1995, her CVC in September 1995 and her MMC in August 2009 and received her Athenian Fellow in May 2014.

Linda served as President of the Vermont Municipal Clerks and Treasurers Association from 2000-2002 and received Town Clerk of the Year designation from her Vermont peers in 2003.

She remained actively involved in the state's clerks' and treasurers' association, as well as the New England Association of City and Town Clerks and the International Institute of Municipal Clerks. She lived in Manchester with her husband, Terrel. The couple had three children and four grandchildren. She was a graduate of Burr and Burton Seminary, as the school was then known, in 1973.

"I think the town clerk profession has lost an amazing town clerk and mentor -- she was a very important and integral part of our organization on both the state and New England region (levels) as well as our international association," said Sandra Pinsonault, town clerk of Dorset. "She really fought for her beliefs in our profession and she certainly will be missed by all of us."

Anita Sheldon, Manchester's Assistant Town Clerk, was appointed by the Selectboard, after serving as interim Clerk. Spence's three-year term would have expired in March, so an election for Town Clerk will be held then.

The Selectboard released a statement on Monday, noting Spence's contributions to the town.

"The Selectboard and all of Town government is deeply saddened by the sudden loss of our Town Clerk Linda Spence," the statement read. "Her enthusiasm, dedication and passion for public service was unmatched. She will be forever remembered for her sense of humor, devotion to her family and pets and love of life."

Selectboard member Steve Nichols recalled the long term roots in the community that Spence and her parents, Norman and Mabel Thompson,

## Joseph Marotti

After serving the Town and County Clerks of Vermont and New England for over 50 years Joseph Marotti died on August 1, 2014. He started the Joseph J. Marotti Co. in 1962. His company specialized in serving the towns and municipalities in Vermont and New England with municipal supplies and the historic preservation of municipal records. Many clerks recall his kind and helpful manner. Said Fairlee Town Clerk Georgette Wolf-Ludwig, "This is very sad news. Mr. Marotti started helping me with land record restoration back in 1991. In those days, he came personally to my office and picked up my books. We always had a great visit and a few laughs. He truly loved and respected his Town Clerk customers and was always available to help with any supplies you needed. I am lucky to have known him. He will be missed."

Mr. Marotti served in the Army Air Corps WWII in the Pacific and was one of the few remaining members of The Greatest Generation. He was 92 years old and remained active in the family business until age 89.

*—Heidi Racht, written from information provided in several publications.*

# Recap on Montpelier

## 2013-2014 Legislative Biennial

Submitted by Carol Dawes

Here is a brief recap of some of the bills considered by the Vermont Legislature during the 2013-2014 biennium. The members of the VMCTA Legislative Committee and our lobbyist followed these bills – as well as a number of others - and frequently attended committee hearings or contacted committee members to ensure the interests of the Association were being heard. You can read all the bills and acts on the legislative website: [www.leg.state.vt.us](http://www.leg.state.vt.us).

The following bills passed and were signed into law.

- S.86 (Act 161) – This 110+ page bill contained numerous revisions to Title 17 Elections. Many were housekeeping – standardizing references to tabulators, capitalizing the names of political offices, etc. Some of the more significant changes included:
  - Moving primary elections from the fourth Tuesday to the second Tuesday in August (effective 2016).
  - Towns with at least 1,000 voters on their checklist are required to use tabulators for Primary and General Elections (effective 2016).
  - The Secretary of State's office will help cover the expenses associated with programming the memory cards for tabulators (effective 2016).
  - Clerk's offices must be open on the 46th day before Primary and General Elections to ensure that absentee ballots requested by military & oversees voters are sent out by the 45-day federal deadline.
  - Unofficial results must be reported to the SOS on election night via their web portal, phone, fax or email.
  - Petitions for ballot questions must be submitted at least 45 days before a local election – that's five days earlier than previous language.

## Legislative Committee

Karen Richard, Colchester (Chair)  
Deb Beckett, Williston  
Tim Corcoran, Bennington  
Carol Dawes, Barre

• Consent of candidate forms are now due the same day as nominating petitions.

• Beginning with 2016 elections, requests for absentee voter lists will go through the SOS office rather than the local clerk, so all absentee voter data must be entered into the absentee voter portal.

There are many other changes. A more comprehensive review was sent around on the VMCTA listserve in early summer. To receive that document again, email Carol Dawes at [cdawes@barrecity.org](mailto:cdawes@barrecity.org).

• H.884 (Act 174) – This is the miscellaneous tax bill and includes a broad range of tax-related language. The one item the Legislative Committee followed was with regards to the handling of rebate/prebate payments. The new language clarifies what penalties can be charged for late filing a homestead declaration, how to apply a rebate/prebate, and the application of any rebate/prebate credit against delinquent or previous year's taxes before the issuance of a refund.

The following bills did not pass, but give you an idea of the types of things that are considered in any given year:

- S.134 – The bill would eliminate the delinquent tax penalty and is presented each biennium, however, there is rarely any action taken. This year the Senate Government Operations Committee held a day of testimony on the bill, but never moved it forward.
- H.586 – The bill related to improving the state's waterways, and originally included the imposition of a state fee, which was proposed to be collected through inclusion on the property tax bills. After a significant testimony from the VMCTA Leg Committee, the language was removed. This bill passed the house, but not the Senate.
- H.818 – This bill would have deferred education property taxes for those who are 65 years old or older until their property is sold. The VMCTA Leg Committee reached out to the House Ways and Means Operations Committee members to voice our concerns, and the bill never made it out of committee.

There were a number of other bills that the Leg Committee was watching throughout the biennium, ready to reach out to a committee member or attend a hearing. The Committee looks forward to the beginning of the next biennium

in January 2015, when a new batch of bills will begin their trek through the statehouse.

For more information, contact a VMCTA Legislative Committee member: Karen Richards, chair (Colchester), Deb Beckett (Williston), Tim Corcoran (Bennington, and Carol Dawes (Barre City).



## History Highlight

### World War II Artifact Found in Town Office

As part of our ongoing effort to clean out and reorganize the vault at the Town Clerk's Office, we discovered an old framed lithograph of LA RUE DES CANARDS by Emile Couneau. On the back of the picture is a notation from the Musee de La Rochelle and a notation saying "Gift received from Merci Train from France after World War II." A Google search about Merci Train led us to the Vermont Veteran's Military Museum website where we discovered that no known artifacts from the Merci Train are believed to still exist in Vermont. We are exploring donating this picture to the Veteran's Museum.

An excerpt from the Merci Train website below gives a little history of this interesting project:

"The Merci Train was a train of 49 French railroad box cars filled with tens of thousands of gifts of gratitude from at least that many individual French citizens. They were showing their appreciation for the more than 700 American box cars of relief goods sent to them by (primarily) individual Americans in 1948. The Merci Train arrived in New York harbor on February 3rd, 1949 and each of the 48 American states at that time received one of the gift laden box cars. The 49th box car was shared by Washington D.C. and the Territory of Hawaii. Parades and ceremonies of welcome were conducted in the state capitols and major cities of almost all the states. The largest and most attended was in New York City where more than 200,000 people turned out to welcome that state's assigned box car."

—Kathie Felch, Orange Town Clerk/Treasurer

# The Circuitous Grant Path

Submitted by Susie Haughwaut

The Town of Wilmington has been awarded a Community Development Block Grant – Disaster Relief in the amount of up to \$157,500 for the purposes of safeguarding permanent Town Records through digitization and off-site storage. It's important to keep in context that this grant is the first of its kind ever awarded to a Town Clerk's office in Vermont, and came about because of the devastating flooding in Wilmington Town Hall during Tropical Storm Irene. The application process was a collaboration of the Town Manager, a hired grant writer, and me. After the successful application and award of the grant, I was very fortunate to work together with the town's Economic Development Consultant who took the lead through the RFP process and everything that followed. The path to acquiring this grant for digitization is definitely a winding one, and it's nearly impossible for anyone to chase a grant of this level single handedly.

**Step 1 – Letter of Intent (LOI) and Long-Term Community Recovery Program (LTCR)** After the flood in late 2011, we filed a Disaster Relief Letter of Intent (LOI) for a recovery project to digitize at risk documents in the Town Clerk's office. Wilmington was then one of two towns in Vermont which participated in FEMA's Long-Term Community Recovery (LTCR) program. The digitization project was then identified as an official LTCR project which gave us a pathway

to a Disaster Relief Community Development Block Grant (CDBG-DR).

**Step 2 – Community Development Block Grant-Disaster Recovery grant application (CDBG-DR)** Once identified as a potential CDBG-DR project, the Town hired an experienced grant writer to put together the Digitization CDBG-DR grant application. The use of a grant writer was important as there are key words and phrases that better position your application for potential success. I assessed the amount of permanent records to be processed in the Town Clerk's vault which then became the "project scope." Next, I solicited estimates from two vendors to give me the estimated cost for the potential project. I forwarded the project scope, estimated project cost, and narrative of the disaster event to the grant writer. The grant writer inserted the information I compiled into the appropriate sections of the application. I reviewed the draft application and edited as needed. The final draft was approved by the Town Manager and me, and then submitted to the Selectboard for approval. A public hearing was held. The final application was sent on to the CDBG-DR board for consideration in August 2013.

**Step 3 – CDBG-DR Application Approved** News came in September 2013 that the Digitization CDBG-DR application had been approved. Then the task of drafting a Request For Proposals (RFP) began. Typically an RFP is designed to solicit bids from vendors to start a new project, but in this case I already had a vendor in

place since May 2013. The Town's Economic Development Consultant (EDC) then took the lead and together we solicited direction from the CDBG-DR Procurement Officer (PO) as to whether this grant could be directly awarded to an existing source, or if it had to go public through advertising and mailing to known similar vendors. Through numerous emails and phone calls we described the scope of the project in detail, explained the duties of the Town Clerk's office with regard to land records and other permanent records, and explained the process cur-

rently used to index and image records. The PO came back with the answer that due to the Federal funds involved the project had to go public, not directly to one vendor. However, the PO said that the current vendor could also receive the RFP. This made things pretty tricky as any vendor other than the one I currently contract with had to be able to import and synchronize the indexing data and record images into the system I already use.

**Step 4 – Request For Proposals (RFP)** I found drafting the RFP very challenging as I don't have the technical knowledge necessary to write the specifications required of the winning vendor in order to import the data/images into my current system. Writing an RFP to solicit a vendor who would install a new system and then make record images and create the new index would not have been as difficult. The PO forwarded a sample RFP from a Vermont State government records project, which had no similarity to a Town Clerk land record project. I searched and found some RFP samples from a couple similar projects in other states, and began attempting to adapt the language to my project.

The RFP went out on December 9, 2013 to eight known vendors and was advertised in local newspapers. A ninth vendor requested the RFP after seeing the advertisement. I received proposals from four vendors by the January 13 deadline.

**Step 5 – RFP Review Committee** The EDC and I organized an RFP Review Committee to meet and review the bids, which consisted of (6) members - Brattleboro Town Clerk Annette Cappy, Dover Town Clerk Andy McLean, Newfane Town Clerk Gloria Cristelli, Deerfield Valley Transit Assn-Special Programs Manager Jan Terk, Wilmington Economic Development Consultant Gretchen Havreluk and Wilmington Town Clerk Susie Haughwaut.

The Committee met on January 14 and scored the four bids based on a matrix we developed which used a 0-5 scale with 5 being the best. The matrix compared responses to "Proposal Format" and "Selection Criteria" found in the RFP. The Committee then ranked the four bids in order of their combined score.

Only one of the four responding vendors provided a total project cost. The other three vendors provided only "a la carte" pricing. The committee's decision was based on how thoroughly the bidders met qualifications required by the RFP, and their experience with similar projects.

Each committee member reviewed each bid and  
*continued to next page*

## Treasurer of the Year



Jane Pixley of Cavendish, 2013 Vermont Treasurer of the Year with VMCTA Past President Sandra Pinsonault at the 2013 Conference in Killington.

# Local Highlight

## Browns River Bridge

The Browns River Bridge in Westford is a testimonial to the efforts of a community working together.

Westford covered bridge is one of about 100 left in Vermont. It is one of two that were located in the town center. The “sister” bridge burned during a fire that started in a nearby creamery around 1910. An iron bridge was then built, that was taken out in the Flood of 1927. This wooden bridge survived the great flood!



*Now restored, Westford's Browns River Bridge in place.*

The bridge is a multiple kingpost truss with Burr arch, built 1837/8, it is 20' x 97' and weighs 40 tons. The Browns River bridge is the second oldest in the state of this arch type.

On November 22, 1836, Westford voters resolved to build “....a single arch bridge where the old one stands near Halbert's Store (now

the Westford Market), calculated to be fourteen feet wide and built on the old abutments.” This new bridge was originally to be constructed by July 1, 1837, at the cost not exceeding \$600.

The covered bridge was used until 1965 when a steel and concrete bridge was built along side it. By 1975, the then 137-year-old bridge had been greatly neglected. The first Westford Historical Society was formed in July 1975 and, along with help and supervision of the US Navy Seabees from the Reserve Mobil Construction Battalion 09-27 in Burlington, the necessary repair work was done.

By 1987, the bridge was once again in need of major restoration work. Westford residents called a special meeting to save the bridge. The Westford

Historical Society was regrouped that year. The Society contracted with Milton Graton to do the restoration work. In October of that year, the bridge was moved up the hill to the Town Garage property, awaiting its restoration work. Work also needed to be done on the broken wing wall of the east abutment.

Years of applying for grants and holding fundraisers went by. In 1991, federal grant money became available (Intermodal Surface Transportation Efficiency Act of 1991 ISTEA). A grant was received in 1995, the needed permits obtained and work began on the restoration.

The bridge was finally return to a by-passed section in 2001 after being rebuilt.

*—Compiled from various sources by Heidi Racht*



*Westford bridge moving down the road to its new location.*

## Grant Path

continued from previous page

completed the scoring matrix for each submittal. The committee then discussed the scoring and qualifications of the vendors and made a recommendation based on the proposal which defined in fullest detail the technical approach to the project, exhibited the most comprehensive understanding of the scope of the project, clearly priced the project within the parameters of the grant award amount, and indicated substantial experience with projects of this size and nature. The committee asked me to check references for their first and second choices, which I did and kept notes on those phone interviews.

### Step 6 – Final Choice sent to CDBG-DR Board

The choice of vendor was communicated to the CDBG-DR Board. The Board then asked that three of the four vendors provide a “Total Project Cost” amount in addition to the al a carte pricing they submitted. The three vendors were

contacted and given until February 3, 2014 to provide the information. All three vendors submitted additional information to their original bids including a Total Project Cost amount.

We reported these results to the Procurement Officer (PO). There were concerns that the original RFP had not defined a project completion date, among other parameters. After speaking with the PO in mid-February, he and I agreed that due to items not included, the first RFP should be withdrawn and a new RFP issued. It was also agreed that the new RFP would only go to the four responding vendors and not out to the larger list. Emails were sent February 21, 2014, to the four vendors explaining that the first RFP had been cancelled and a new one would be forthcoming.

**Step 7 – New RFP issued** The new RFP was sent on March 11, 2014. New information in the RFP was highlighted for ease of reading. The new RFP had a closing date of March 24, 2014. The RFP asked vendors to contact the current vendor

with questions regarding process and pricing to import/migrate images and data into the current system. All four original vendors responded to the new RFP.

### Step 8 – All Proposals sent to CDBG-DR Board for review

This time all four Proposals were sent to the CDBG-DR Board for their review along with minutes and comparative spreadsheets from the two bid opening meetings, minutes and scoring matrices from the Review Committee meeting, a narrative of the entire process, copies of all emails and other correspondence regarding the project, the first and second RFPs, the first round of proposals received and the second round of proposals received – a package totaling nearly 500 pages.

### Step 9 – Wait for a decision from the CDBG-DR Board

The CDBG-DR Board is now reviewing the material. The Economic Development Consultant and I have been scheduled for a meeting with the Board in Montpelier next week. Hopefully we will know the results very soon.