

**VILLAGE OF WATERBURY**  
**REQUEST FOR PROPOSALS**  
**NATIONAL REGISTER NOMINATION UPDATE FOR**  
**THE WATERBURY VILLAGE HISTORIC DISTRICT,**  
**MAY 24, 2017**

**Contact: Stephen Lotspeich, Community Planner**  
**Town and Village of Waterbury**  
**28 N. Main St., Suite 1**  
**Waterbury, Vermont 05676**  
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**Issuance: May 24, 2017**

**Response Deadline: June 12, 2017**

The Village of Waterbury is pursuing an update to the existing National Register of Historic Places documentation for the Waterbury Village Historic District. This District was first listed on the National Register in 1976. The nomination had 187 listings with more than 200 individual buildings of which the vast majority were contributing resources. The District nomination has not been updated since 1976. There have been many changes in the District including the recent reconstruction of the Waterbury State Office Complex (the former Waterbury State Hospital) and reconstruction of the Waterbury Railroad Station in 2006. A small number of contributing historic and non-contributing structures in the District have been demolished and a few new buildings have been constructed.

In 2006, the downtown area of the Village of Waterbury became a Designated Downtown under the Vermont Downtown Program, encompassing a significant portion of the Historic District. A Downtown Design Review Overlay District that encompasses the Designated Downtown was also established in 2006 and economic revitalization of the downtown area has continued up to the present.

Funds for the nomination update have been included in the Village of Waterbury budget for FY2017 (calendar year). The description and map of the District from the 1976 Nomination are attached as Appendix 1. The .pdf file for the documentation of nomination is at this link:  
[http://orc.vermont.gov/Documents/Waterbury\\_NationalRegister\\_NominationForm\\_00000004.pdf](http://orc.vermont.gov/Documents/Waterbury_NationalRegister_NominationForm_00000004.pdf).

The two areas that are proposed for extensions of the Historic District area are also attached as Appendix 2.

### **About the Village of Waterbury**

The Village of Waterbury is located at the western edge of the Central Vermont Region and has a population of approximately 1,700 residents. The Village is part of the Town of Waterbury that has approximately 5,200 residents. There are four additional Historic Districts and numerous individually listed historic structures in the Town and Village of Waterbury that were all nominated and listed on the National Register in 1976. The Village of Waterbury was first chartered in 1773 and became a hub

of commerce that grew at the confluence of Thatcher Brook and the Winooski River. The railroad was opened through Waterbury in 1848, and the community continued to grow and thrive in the vicinity of

the railroad line and station. The Waterbury State Hospital was established in the 1890's and continued to operate in Waterbury until Tropical Storm flooded the entire complex in 2011. As the Waterbury State Hospital downsized during the 1970's and 1980's the state converted the majority of the buildings to state offices. After 2011 the historic core building in the complex was reconstructed and two more of the historic buildings are currently being permitted for historic rehabilitation.

### **National Register Nomination**

The focus of this Request for Proposals (RFP) is the preparation of an updated National Register of Historic Places nomination for the Waterbury Village Historic District shown in the map in Appendix 1. In addition, the scope of the RFP includes a survey of the buildings in two possible expansion areas for the District shown on the maps in Appendix 2.

### **Description of Area to be Nominated**

Currently, the Waterbury Village Historic District includes buildings that represent the urban architectural trends of the early to mid-nineteenth century through the first half of the twentieth century. Architectural styles include Italianate, Gothic, Queen Anne, Vernacular Stick, Greek Revival, Federal, and Victorian. Several new buildings have been constructed within the District and many have been renovated.

The preparation of this nomination will serve as the basis for an application to the State of Vermont and the U.S. Dept. of the Interior, National Park Service to have the State and National Register Listings updated. Many of the historic buildings in the current Village Historic District and the area proposed for the extension of the District are in the 100-year floodplain. Designation of additional structures in the 100-year floodplain as historic will provide the property owners with an exemption from many of the review criteria for buildings that are substantially damaged by flooding or are substantially improved, including an exemption from the requirement to elevate the building. For the historic buildings in the Downtown Design Review Overlay District, designation or re-designation of the structures as historic will provide the owners of income producing buildings with the option of seeking state and federal historic tax credits. An additional goal is to inform residents and property owners of the Downtown's historic value and help guide them in making decisions which will protect these historic resources.

### **Boundary of Area**

Attachment 1 shows the current boundary of the Waterbury Village Historic District. Attachment 2 shows the two areas to be surveyed in order to possibly apply for an expansion to the District.

### **Scope of Work:**

The consultant's scope of work will include all necessary field work and research to re-survey all buildings in the current Waterbury Village Historic District, and to survey all the buildings in the two areas for possible expansion of the District. Documentation provided in the National Register nomination must conform to the instructions in National Register Bulletin 16 A and its supplement,

other pertinent Bulletins, and guidance publications noted below, all of which are available on the National Park Service's National Register Program website: <http://www.nps.gov/nr/>.

All National Register nominations for properties in Vermont are now submitted to the National Park Service electronically. Please refer to the *Guidance on How to Submit a Nomination to the National Register of Historic Places on Disk Summary* (5/6/2013), available online here: [http://www.nps.gov/nr/publications/guidance/Submitting\\_nomination\\_on\\_disk\\_final\\_05\\_14\\_2013.pdf](http://www.nps.gov/nr/publications/guidance/Submitting_nomination_on_disk_final_05_14_2013.pdf)

Documentation for the final nomination package to be prepared by the consultant shall include:

1. A complete revised general description of the entire district, including a concise Summary Paragraph as outlined in Bulletin 16A.
2. A revised map to scale of the entire current and proposed Historic District identifying each building by number. The map should be in a GIS compatible format and include all District boundaries to correspond with the subject parcel boundaries where applicable.
2. A description of each building, structure, and cultural feature within the district, including historic landscape features, numbered to correspond to the district map. Descriptions must include historic/common and/or current names, dates of construction and major alterations, style(s), property type, massing and height, materials, architectural features and details, known alterations, and notable information about the history of the resource. Descriptions of Non-Contributing buildings may be brief, but must include an explanation of why they are Non-Contributing, i.e. due to age, alteration, or other cause. Consult the Division for inclusion of references to known prehistoric and/or historic archeological resources.
3. A description of and justification for the location of the boundary, written to conform to National Register standards.
5. A geographical map locating the property within the surrounding geographical area, and a detailed sketch map showing the boundaries of the property and contributing and non-contributing resources. All maps should be prepared following the *National Register Draft Electronic Map Policy Factsheet*, available online here: [http://www.nps.gov/nr/publications/bulletins/GIS\\_maps/GIS\\_Guidance\\_2013\\_05\\_15.pdf](http://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf).
6. Submit photographs representing the major building types and styles, pivotal buildings and structures, representative non-contributing resources, and any important topographical or spatial elements defining the character of the district. Streetscapes, landscapes, or aerial views are recommended. Views of individual buildings are not necessary, if streetscapes and other views clearly illustrate the significant historical and architectural qualities of the district. Key all photographs to the sketch map for the district. All photos will be prepared following the *National Register Photo Policy Factsheet* (5/15/2013), available online here: [http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo\\_Policy\\_update\\_2013\\_05\\_15.pdf](http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf)
7. A list containing the name and address of the owner(s) of each building within the district, numbered to correspond to building descriptions and the sketch map (items 2 and 5). The list must

be obtained from the Town Lister's Office within 30 days prior to the submission of the nomination.

8. Provide any and all other documentation, either written, photographic, or cartographic, as may be required by the National Register.
9. Products provided to the Division must be neatly entered on the current National Register nomination form, available from the Vermont Division for Historic Preservation or the National Park Service. Descriptions and all other written information shall be in MS Word format.

Documentation for the survey of the areas of possible district expansion will be prepared in consultation with the Division for Historic Preservation and will consist of individual survey forms for each property in the expansion areas, as well as a recommendation as to whether or not to pursue expanding the boundaries of the existing district to include one or both of the possible expansion areas.

### **Schedule of Performance**

6/12/17	Proposals Due
6/20/17	Interviews, if necessary
6/28/17	Consultant selection
7/5/17	Contract executed
7/18/17	Initial meeting with project steering committee
9/6/17	Community meeting
10/18/17	First draft nomination due to Village of Waterbury
10/25/17	Village Trustees & Steering Committee meet to review first draft
11/15/17	Second draft nomination due to Village of Waterbury
12/13/17	Village Trustees & Steering Committee meet with public to review second draft
1/15/18	Final draft Historic District Nomination submitted to the Village & State for review
2/14/18	Final Historic District Nomination due to Village and State

**Modifications to the schedule may be made by the consultant provided that the final project completion date does not change.**

### **Consultant Qualifications and Responsibilities**

The Consultant selected for this work must:

1. Be a 36CFR61-qualified historic preservation professional to prepare an update to the Waterbury Village National Register Historic District nomination.
2. Have knowledge of Vermont historic architecture and history and experience in preparing successful National Register nominations for Vermont properties.
3. Meet with Steering Committee, affected property owners, and the general public a minimum of three times total.
4. Complete and submit the nomination and all supporting documentation to the Vermont Division for Historic Preservation within the schedule noted above.

4. Comply with the provisions of 18 U.S.C. 1913.
5. Comply with Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975 prohibiting discrimination on the grounds of race, color or national origin, against people with handicaps, and on the basis of disability and age.
6. Comply with all the requirements of Title 21 V.S.A., Chapter 5, Subchapter 6 relating to fair employment practices to the extent applicable.
7. Comply with Federal requirements governing grants (Office of Management and Budget circulars A-87 or A-122, 43 CFR 12 or A-110, and A-128).
8. Hold the State of Vermont and the Village of Waterbury and its officers and employees harmless from any damages to persons or property arising from any act, omission or action relating to this project.
9. Furnish periodic reports, statements or other documents as necessary.
10. Promptly inform the Village of any significant problems, delays or adverse conditions.
11. Have the ability to obtain liability insurance

#### **Basis for Selection of Consultant**

The consultant will be selected based upon the following criteria:

1. Demonstrated ability to carry out the project; prior experience/record of performance:
  - a. resume;
  - b. specific experience working on historic district nominations to the National Register in Vermont;
2. Cost of proposal.
3. Availability/ability to work within time schedule.
4. Ability to clearly articulate the importance of historic preservation.
5. Ability to work with Village residents, municipal staff and Vermont Division of Historic Preservation staff.

#### **Proposal Instructions**

Proposals should address the "Scope of Work", "Consultant Qualifications and Responsibilities", and the "Basis for Selection" as specified in this RFP, and the method and procedure to be used to fulfill the requirements. The total budget for preparing the updated nomination and surveying the two areas of possible district expansion cannot exceed \$20,000. If the proposal exceeds \$20,000, the consultant shall identify areas to be eliminated from the scope of work. In addition to the proposal, the consultant shall submit an example historic district nomination prepared by the consultant along with three references.

## **Limitations of Liability**

The Village of Waterbury assumes no responsibility and no liability for costs incurred by proposer in responding to this Request for Proposal, or in responding to any further request for interviews, additional data, etc. prior to the issuance of a contract.

## **Insurance Requirement**

Prior to signing a contract with the Village of Waterbury, the consultant must show evidence that he/she has the following insurance coverage through the term of this agreement:

1. **Commercial General Liability:** Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of, at minimal, \$1,000,000 Combined Single Limit for each occurrence. The CONSULTANT must list the VILLAGE as Additional Insured's on its Commercial General Liability Policy.
2. **Workers' Compensation & Employers Liability :** Worker's Compensation Insurance and Employers Liability Insurance with limits of, at minimal \$500,000 for any one occurrence or a completed and signed Non-Employee Work Agreement and a Liability Hold Harmless Agreement.

## **Revisions to the Request for Proposals**

The Village of Waterbury reserves the right to modify any technical and submission requirements associated with this proposal and the scope of work.

## **Rejection of Proposals**

The Village of Waterbury reserves the right to reject any or all proposals or to award contracts in whole or in part if it is in the best interest of the Village.

## **Submission of Proposals**

**All proposals must be received no later than Monday, June 12, 2017 at 4:00 p.m. Proposals submitted after this time and date will not be accepted. Electronic proposals are preferred. It is recommended that you check off "Request a Delivery Receipt" through e-mail Options when sending. No facsimile-machine produced proposals will be accepted. Also submit 1 digital file or six copies of an example historic district nomination prepared by the consultant along with three references.**

ELECTRONIC COPY  
slotspeich@waterburyvt.com

or

PAPER COPIES (5 copies)  
Stephen Lotspeich, Community Planner  
Town & Village of Waterbury  
28 N. Main St., Suite 1  
Waterbury, VT 05676

Contact for more information  
on RFP and local information

Stephen Lotspeich, Community Planner  
Town & Village of Waterbury  
28 N. Main St., Suite 1  
Waterbury, VT 05676  
802-244-1012  
[slotspeich@waterburyvt.com](mailto:slotspeich@waterburyvt.com)

Contact for State Requirements

Devin Colman, State Architectural Historian  
Vermont Division for Historic Preservation  
1 National Life Dr., Davis Building, 6th Floor  
Montpelier, VT 05620-0201  
802-828-3043  
[Devin.Colman@vermont.gov](mailto:Devin.Colman@vermont.gov)

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

APPENDIX 1

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NATIONAL REGISTER OF HISTORIC PLACES  
INVENTORY -- NOMINATION FORM

SEE INSTRUCTIONS IN HOW TO COMPLETE NATIONAL REGISTER FORMS  
TYPE ALL ENTRIES -- COMPLETE APPLICABLE SECTIONS

1 NAME

HISTORIC

AND/OR COMMON

Waterbury Village Historic District

2 LOCATION

STREET & NUMBER Along North and South Main Streets, Winooski Street,  
Stowe Street, Union Street, Foundry Street, Randall Street,  
Elm Street, Elm Street, Park Row, Moody Court, Park Street

CITY, TOWN

--- NOT FOR PUBLICATION  
CONGRESSIONAL DISTRICT

STATE	Waterbury	--- VICINITY OF	Vermont
	Vermont	CODE	COUNTY
		50	Washington
			CODE
			023

3 CLASSIFICATION

CATEGORY	OWNERSHIP	STATUS	PRESENT USE
<input checked="" type="checkbox"/> DISTRICT	<input type="checkbox"/> PUBLIC	<input checked="" type="checkbox"/> OCCUPIED	<input type="checkbox"/> AGRICULTURE <input type="checkbox"/> MUSEUM
<input type="checkbox"/> BUILDING(S)	<input type="checkbox"/> PRIVATE	<input checked="" type="checkbox"/> UNOCCUPIED	<input checked="" type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> PARK
<input type="checkbox"/> STRUCTURE	<input checked="" type="checkbox"/> BOTH	<input type="checkbox"/> WORK IN PROGRESS	<input checked="" type="checkbox"/> EDUCATIONAL <input checked="" type="checkbox"/> PRIVATE RESIDENCE
<input type="checkbox"/> SITE	<b>PUBLIC ACQUISITION</b>	<b>ACCESSIBLE</b>	<input type="checkbox"/> ENTERTAINMENT <input checked="" type="checkbox"/> RELIGIOUS
<input type="checkbox"/> OBJECT	<input type="checkbox"/> IN PROCESS	<input type="checkbox"/> YES: RESTRICTED	<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> SCIENTIFIC
	<input type="checkbox"/> BEING CONSIDERED	<input checked="" type="checkbox"/> YES: UNRESTRICTED	<input checked="" type="checkbox"/> INDUSTRIAL <input checked="" type="checkbox"/> TRANSPORTATION
		<input type="checkbox"/> NO	<input type="checkbox"/> MILITARY <input type="checkbox"/> OTHER:

4 OWNER OF PROPERTY

NAME Multiple ownership-See Continuation Sheet 4-1

STREET & NUMBER

CITY, TOWN

STATE

--- VICINITY OF

5 LOCATION OF LEGAL DESCRIPTION

COURTHOUSE, REGISTRY OF DEEDS, ETC. Office of the Town Clerk of Waterbury

STREET & NUMBER

South Main Street

CITY, TOWN

STATE

Waterbury

Vermont

6 REPRESENTATION IN EXISTING SURVEYS

TITLE Vermont Historic Sites & Structures Survey

DATE

1976

--- FEDERAL  STATE --- COUNTY --- LOCAL

DEPOSITORY FOR SURVEY RECORDS

Vermont Division for Historic Preservation

CITY, TOWN

Montpelier

STATE

Vermont



# 7 DESCRIPTION

CONDITION		CHECK ONE	CHECK ONE
<input checked="" type="checkbox"/> EXCELLENT	<input type="checkbox"/> DETERIORATED	<input checked="" type="checkbox"/> UNALTERED	<input checked="" type="checkbox"/> ORIGINAL SITE
<input checked="" type="checkbox"/> GOOD	<input type="checkbox"/> RUINS	<input checked="" type="checkbox"/> ALTERED	<input checked="" type="checkbox"/> MOVED DATE _____
<input type="checkbox"/> FAIR	<input type="checkbox"/> UNEXPOSED		

## DESCRIBE THE PRESENT AND ORIGINAL (IF KNOWN) PHYSICAL APPEARANCE

The Waterbury Village Historic District is a primarily linear district located on two major axes, Main Street (Route 2), and Stowe Street, and on several secondary streets that join them. While residential architecture in the district is widely distributed, a tight cluster of commercial development surrounds the intersection of these principal streets. Vestiges of late-nineteenth century industrial development as well as several ongoing industries are concentrated along the Vermont Central Railroad spur that parallels South Main Street. The more than 200 structures that comprise the district represent a wide range of building types and nineteenth and twentieth century architectural styles. Only ten intrusions and twenty-five buildings which do not contribute to the district's architectural quality and historic character are present.

Progressing South on North Main Street from the northern edge of the district, two buildings stand out from their framework of 1 1/2 to 2 1/2-story vernacular residences: the large, Queen Anne Style Public Library (#4) and the Chase House (#5). These buildings introduce design elements that are found throughout the district, most notably, the use of granite lintels and sills, and the front porch of turned components, products of prominent, late nineteenth century industries. Progressing south along Main Street, one passes Winooski Street, characterized by tightly-spaced 1 1/2 to 2 1/2-story frame houses dating from the 1830's to c.1880. Some of the earliest extant residential development in the village is represented on this street.

The appearance of a cluster of important buildings and a change in grade mark the approach to the intersection of Main and Stowe Streets, the commercial heart of the village. The Old Stagecoach Inn (#30), a Federal period hotel altered in the late nineteenth century, the Victorianized Congregational Church (#34), and the Dillingham House (#36), a Federal/Greek Revival house accommodate a slight incline, known historically as "Bank Hill." At the crest of this rise and delineating the junction with Stowe Street are dramatically sited the oldest extant stores in the village, the Village Annex Steakhouse (#38), its smaller, near-replica, Vincents Pharmacy (#37), and the Gateway Restaurant (#74), all dating from the mid 1830's. Closure to this intersection has been lost through the unfortunate intrusion of a gas station and its asphalt lot on the northwest corner of Stowe and Main Streets.

The eastern extension of the commercial district along Stowe Street is characterized by a number of outstanding brick commercial blocks: the WDEV Block (#73), F. C. Luce Block (#72), the Winooski Lodge #49 (#71), Legion Hall (#40), and by the frame Knights of Columbus Block (#39). These buildings represent the development of the commercial district from the 1870's through the first decade of the twentieth century and share design elements such as bracketed and decoratively coursed cornices and cast-iron storefronts. Much of the signing in the business district is laudable for its underscaled size, modest projection and muted color.

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INVENTORY -- NOMINATION FORM

CONTINUATION SHEET

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As Stowe Street crosses a small railroad bridge and continues northward, it becomes residential and joins Union Street, whose rear lots abut the Vermont Central Railroad tracks. Dominated by gable-fronted, Greek Revival period houses, Union Street also exhibits examples of the vernacular Italianate and Stick Styles and hybrid, later nineteenth century styles. The same mixed architectural composition describes the continuation of Stowe Street as far as High Street, where it meets the Waterbury Elementary School (#64). Sited on a hill, this imposing complex of three large, brick buildings provides a strong visual terminus to the northern edge of the district. An institutional landmark, the school is also historically valuable as one of the town's few asylums during the flood of 1927.

Returning to the junction of Main and Stowe Streets, the district continues south on South Main Street down "Bank Hill" named for the Waterbury Savings Bank (#75), and Italianate Style brick structure. This section of the commercial district features a number of flat-roofed brick stores that date from around the turn of the century. Many of these buildings utilize a common ground floor storefront formula: a central entrance recessed into a splayed umbrage which is flanked by large display windows. (During the time this nomination was prepared one of these structures (#79) was razed to make way for a parking lot.)

The shift to a residential streetscape is marked by Foundry Street, a short cul-de-sac on which are sited vestiges of early industries, and a fine Queen Anne Style Methodist Church (#90). From this point southward, Main Street becomes tree-lined and exhibits a number of fine residences ranging from Federal to Queen Anne period expressions. Many of these houses were formerly occupied by prominent Waterbury legal figures, industrialists and merchants. The earliest documented house in the district, the Carpenter House (1816), (#94), appears in this section, as does the W.W. Wells House, a boldly detailed Greek Revival structure, which has since been expanded into a motel (#104).

Waterbury's secondary commercial district is introduced by a shopping plaza and gas station on the corner of Park Row and South Main Street, the site of the former Waterbury Inn. While the presence of this new development does not contribute to the architectural quality of the district, it does continue the tradition of commercial land use which was established on Park Row shortly after 1850. When followed in its northern direction, Park Row leads to what was formerly a cluster of independent industries, now Anderson Supply Company (#108), and the Victorian Italianate Railroad Depot (#109), while to the south of Main Street, it forms a U-shaped residential area with Randall and Elm Streets, the latter of which reemerges on Main Street at the foot of "Bank Hill." Randall Street, the major of these streets, running

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CONTINUATION SHEET

ITEM NUMBER 7

PAGE 2

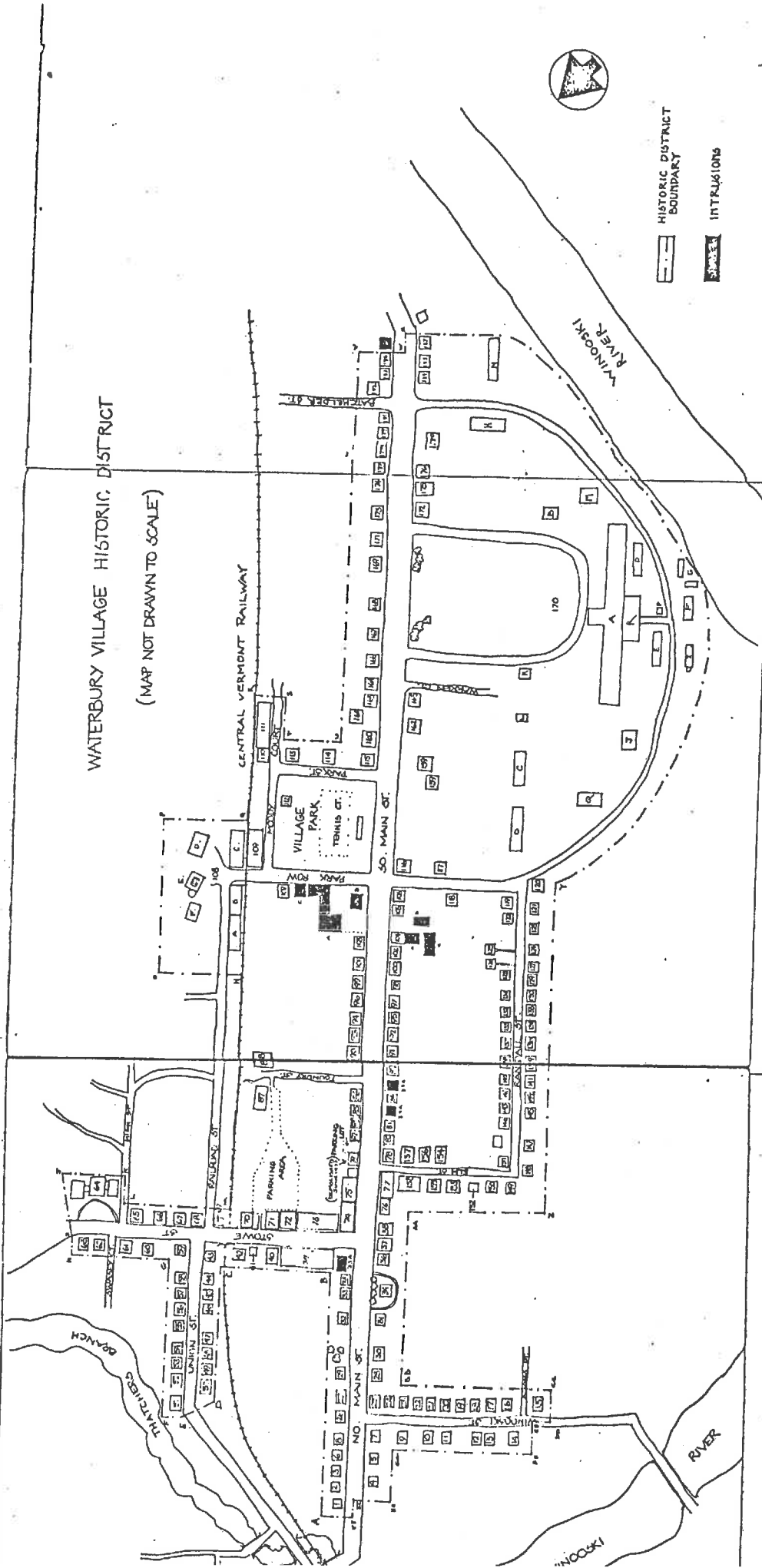
parallel to Main, is a secluded, tree-lined street of predominantly late nineteenth and early twentieth century houses. Two recurrent house types are present on this street. One is a 2 to 2 1/2-story, asymmetrically massed house, sheathed in clapboards and a variety of shingle designs, that calls attention to its roofline by the use of dormers, hipped gables, and often spires, capped polygonal turrets. Porches of lathe-turned spindles and balusters appear consistently on these houses. The second house type, dating from c. 1910, is a square, 2-story, hip-roofed duplex, with large roof dormers and is also fronted by a porch, though of a later vintage.

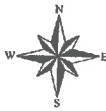
As the district continues east beyond the small village park, its linear quality is emphasized by the completely straight, flat axis of South Main Street. Sited here are a number of high style late nineteenth century mansions, as well as vernacular Greek Revival and Italianate structures that form a compatible backdrop to these more prominent buildings. The C.C. Warren House, with its period carriage barn (#159), and the Knight House (#160) bear the stamp of William Deal, the village's foremost Victorian-period builder, while the Vermont State Hospital complex, fronted by an expansive lawn, is an impressive statement of Queen Anne Style.

As the district nears its eastern extremity, South Main Street curves slightly and terminates at the Deal House (#187), an altered Italianate house. Beyond this point, the area experiences the highest percentage of intrusive development, evident in several gas stations, a car dealership, and contemporary prefabricated houses.

# WATERBURY VILLAGE HISTORIC DISTRICT

(MAP NOT DRAWN TO SCALE)





# APPENDIX 2

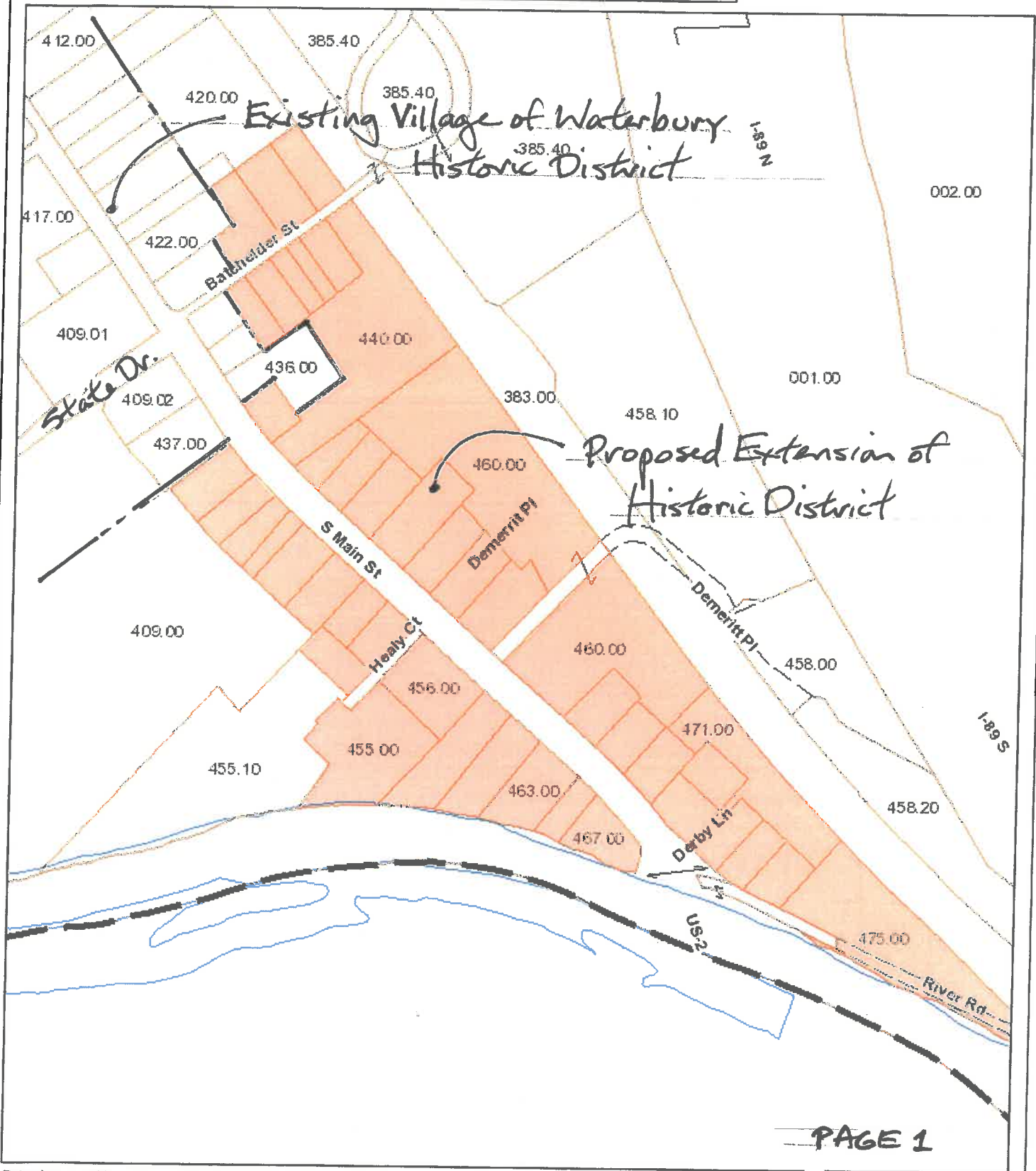
Waterbury, VT



November 28, 2016

1 inch = 268 Feet

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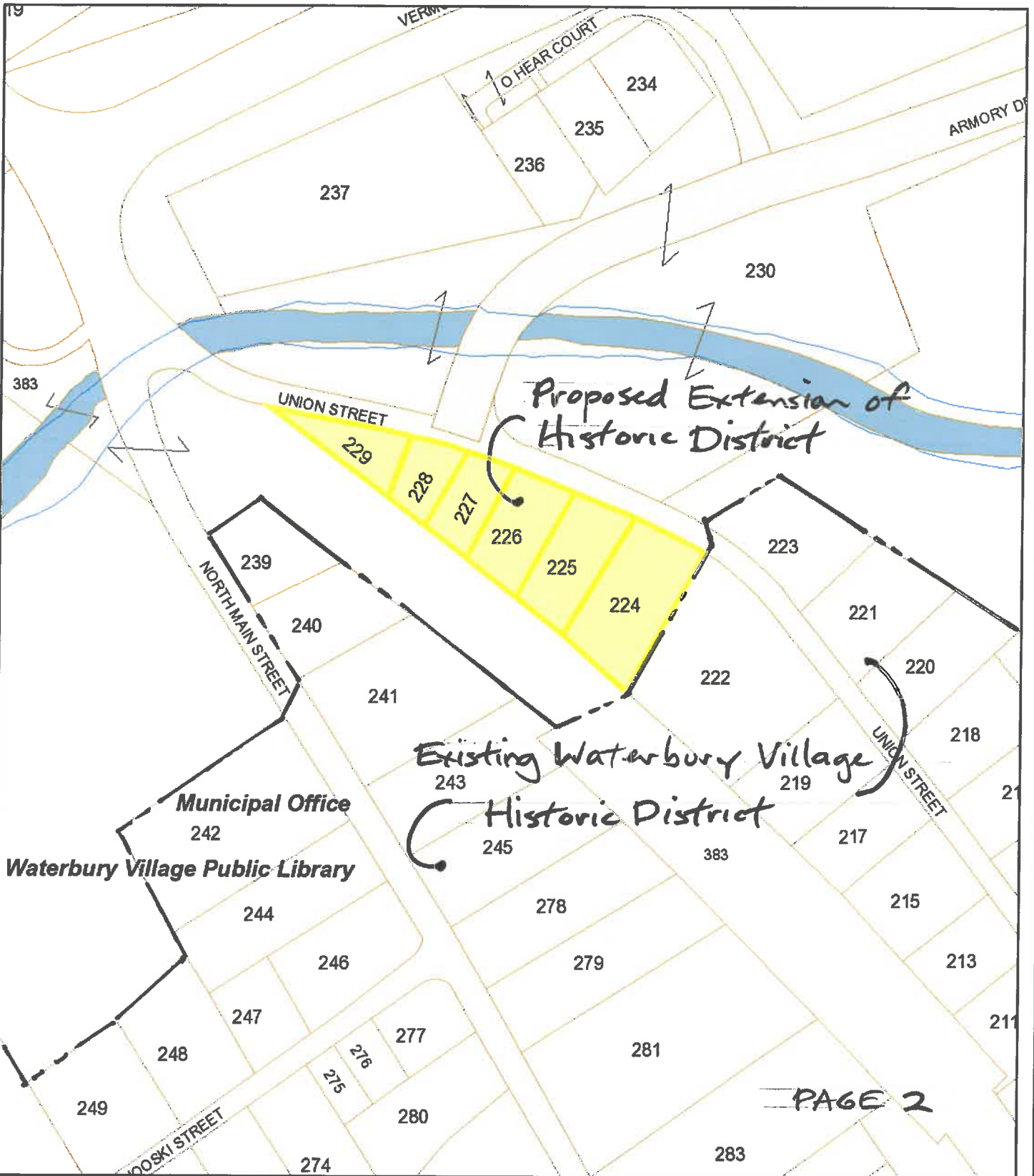




May 16, 2017

1 inch = 134 Feet

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