

**London, Sarah**

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Monday, February 06, 2012 4:39 PM  
**To:** Duchac, Bill  
**Cc:** Minns, Brian; Chase, William H; Thomas, Peter  
**Subject:** FW: Floodplain information  
**Attachments:** FIRM\_500122 0001C.docx; FM5001220001C[1].pdf

Bill,

The shaded Zone X is in the 500 year floodplain and the un-shaded Zone X is not so, there are no areas outside of the 500 year floodplain within the campus of the WSOC. I would say the Boiler House is bordering the floodway if not actually in it...

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Duchac, Bill [mailto:bill.duchac@state.vt.us]  
**Sent:** Monday, February 06, 2012 2:05 PM  
**To:** Brunette, Timothy  
**Subject:** Re: Floodplain information

And where does the 100 & 500 year floodplains extend in Waterbury?

Thanks!

Bill Duchac

[REDACTED] Direct

[REDACTED] Mobile

Sent from my iPhone

On Feb 6, 2012, at 1:49 PM, "Brunette, Timothy" <Timothy.Brunette@associates.fema.dhs.gov> wrote:

Bill,

For your reference, please see below for an overview of the rules (Executive Order 11988)re: floodplain requirements and the 8 Step Process as taken from the PA Guide on page 135.

**EO 11988 - Floodplain Management and EO 11990 - Protection of Wetlands**

EOs 11988 and 11990 require Federal agencies to minimize or avoid activity that adversely affects floodplains and wetlands. Because many PA projects are located in these areas, FEMA must review proposed projects for compliance with the requirements of these orders. Through this review, FEMA seeks to:

- avoid, to the extent possible, the long- and short-term adverse impacts associated with the occupancy and modification of floodplains;
- avoid direct and indirect support of floodplain development wherever there is a practicable alternative; and
- minimize the destruction, loss, or degradation of wetlands.

FEMA's regulations for applying EOs 11988 and 11990 are outlined in 44 CFR Part 9. These regulations describe a specific, 8-step process for conducting floodplain management and wetland reviews before approval of funding. The process includes the following steps:

1. Determine the location and potential of the proposed action to affect or be affected by a wetland or the 100-year floodplain.
2. Notify the public of the proposed action within or affecting a wetland or floodplain.
3. Identify and evaluate practicable alternatives, including alternative sites or actions outside the floodplain or wetland.
4. Identify the potential direct and indirect impacts associated with the proposed action.
5. Minimize potential adverse impacts of the proposed action.
6. Re-evaluate the proposed action and other practical alternatives based on steps 3, 4, and 5.
7. Inform the public of the final decision.
8. Implement the action.

This review process is not required for most projects where eligible damage is less than \$5,000. In addition, the review is not required for Category A and B projects (emergency work), except for projects involving disposal of debris in Special Flood Hazard Areas or wetlands.

For all other projects located within Special Flood Hazard Areas or wetlands, FEMA must perform the 8-step process to determine if it is practicable to avoid restoration in the floodplain or wetland. If avoiding the floodplain or wetland is not practicable, FEMA must identify all effects to the floodplain or wetland as well as to the facility, and seek to minimize the adverse effects through mitigation (such as relocation or redesign).

Consideration of alternative sites is not required for projects over \$5,000 but less than \$25,000 that are located in Special Flood Hazard Areas or wetlands. However, mitigation measures must be considered.

FEMA must perform floodplain management reviews for critical facilities located in any floodplain up to and including the 500-year floodplain. A facility is considered to be critical if flooding of that structure would present an immediate threat to life, public health, and safety. Critical facilities are those that serve as emergency shelters; contain occupants who are not sufficiently mobile to avoid death or injury, such as hospitals; house emergency operation or data storage that may become lost or inoperative; are generating plants and principal points of utility lines; or that produce, use, or store volatile, flammable, explosive, toxic, or water reactive materials. FEMA may require mitigation of the hazard or relocation of a critical facility before agreeing to provide funding for restoration of the facility.

Timothy J Brunette (CTR)  
FEMA-4022-DR-VT  
Public Assistance, Project Specialist  
10 Baldwin St. Rm 301  
Montpelier, VT 05602  
Cell [REDACTED]  
[Timothy.Brunette@associates.fema.dhs.gov](mailto:Timothy.Brunette@associates.fema.dhs.gov)

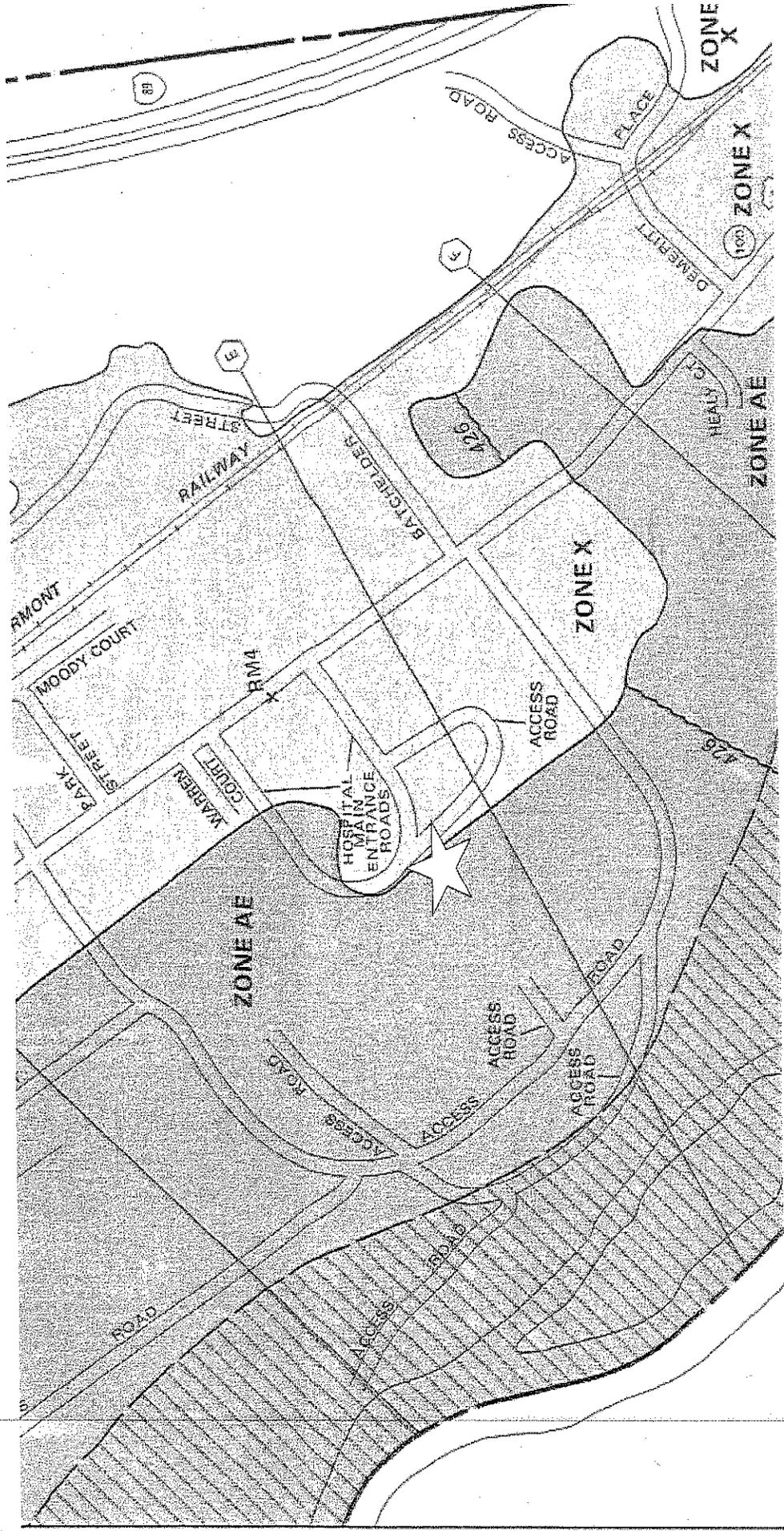
**COMMUNITY-PANEL NUMBER**

**500122 0001 C**

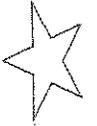
**MAP REVISED:**

**APRIL 6, 1998**

**VILLAGE OF  
WATERBURY,  
VERMONT  
WASHINGTON COUNTY**



Vermont State Hospital





APPROXIMATE SCALE



NATIONAL FLOOD INSURANCE PROGRAM

**FIRM**  
FLOOD INSURANCE RATE MAP

VILLAGE OF  
WATERBURY,  
VERMONT  
WASHINGTON COUNTY

ONLY PANEL PRINTED

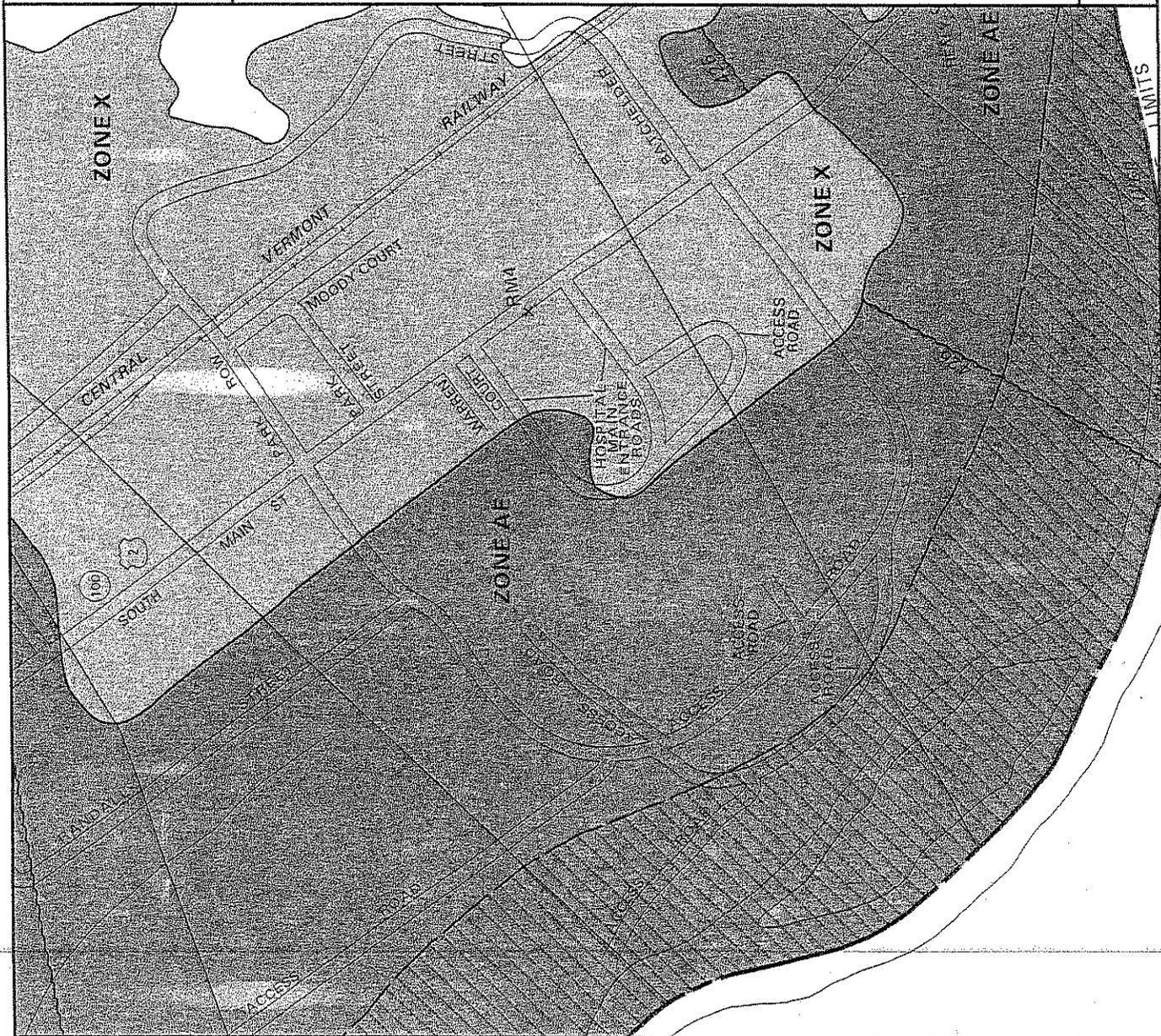
COMMUNITY PANEL NUMBER  
500122 0001 C

MAP REVISED:  
APRIL 6, 1998



Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.nisc.fema.gov](http://www.nisc.fema.gov)



London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Monday, February 06, 2012 11:07 AM  
**To:** Kuhn, Mike  
**Cc:** Duchac, Bill  
**Subject:** FW: Items of potential interest  
**Attachments:** WATERBURY COMPLEX-REGULATORY CONSIDERATIONS.docx

Mike,

Here is the document Bill referenced re: permitting.

Timothy J Brunette (CTR)

Cell [REDACTED]

## ***WATERBURY COMPLEX: REGULATORY CONSIDERATION***

### **Basic Requirements of FEMA Funding:**

FEMA funding is predicated on the fact that the applicant complies with all federal, state and local laws and regulations. As the lead federal agency, FEMA must also implement the review processes required by three federal laws before obligating funds for specific projects. If federal funding is not requested, these laws do not apply.

### **Identified Federal Laws and Executive Orders Requiring Consideration:**

- *National Environmental Policy Act (NEPA)*
- *National Historic Preservation Act (NHPA)*
- *Executive Order 11988 (E.O. 11988)*

### ***National Environmental Policy Act (NEPA), 1970***

**Intent:** The National Environmental Policy Act (NEPA) [42 U.S.C. 4321 et seq.] establishes national environmental policy and goals for the protection, maintenance, and enhancement of the environment and provides a process for implementing these goals within the federal agencies. Title I of NEPA contains a Declaration of National Environmental Policy which requires the federal government to use all practicable means to create and maintain conditions under which man and nature can exist in productive harmony. Section 102 requires federal agencies to incorporate environmental considerations in their planning and decision-making through a systematic interdisciplinary approach. Specifically, all federal agencies are to prepare detailed statements assessing the environmental impact of and alternatives to major federal actions significantly affecting the environment.

**Implementing Regulations:** In 1978, the Council for Environmental Quality promulgated regulations [40 CFR Parts 1500-15081] implementing NEPA which are binding on all federal agencies. The regulations address the procedural provisions of NEPA and the administration of the NEPA process.

#### **Process:**

The NEPA process consists of an evaluation of the environmental effects of a federal undertaking including its alternatives. There are three levels of analysis: 1) categorical exclusion determination; 2) preparation of an environmental assessment/finding of no significant impact (EA/FONSI); and 3) preparation of an environmental impact statement (EIS).

- **Categorical Exclusion:** At the first level, an undertaking may be categorically excluded from a detailed environmental analysis if it meets certain criteria which a federal agency has previously determined as having no significant environmental impact. [Initial clean-up and

repairs of the Waterbury Complex are categorically excluded from environmental evaluation under FEMA's NEPA regulations].

- **EA/FONSI:** At the second level of analysis, a federal agency prepares a written environmental assessment (EA) to determine whether or not a federal undertaking would significantly affect the environment. If the answer is no, the agency issues a finding of no significant impact (FONSI). The FONSI may address measures which an agency will take to mitigate potentially significant impacts.
- **EIS:** If the EA determines that the environmental consequences of a proposed federal undertaking may be significant, an EIS is prepared. An EIS is a more detailed evaluation of the proposed action and alternatives. The public, other federal agencies and outside parties may provide input into the preparation of an EIS and then comment on the draft EIS when it is completed.

Given the complexity of the issues and potential outcomes, FEMA may be required to complete an EA as part of the review process, particularly if the State proposes improved or alternate projects as part of the proposed solution for the Waterbury Complex. An EA is described in Section 1508.9 of the CEQ NEPA regulations. Generally, a draft and final EA includes brief discussions of the following:

- The need for the proposal;
- Alternatives (when there is an unresolved conflict concerning alternative uses of available resources);
- The environmental impacts of the proposed action and alternatives; and
- A listing of agencies and persons consulted.

The public has an important role in the NEPA process, particularly during scoping, in providing input on what issues should be addressed in the EA/EIS and in commenting on the findings in an agency's NEPA documents. The public can participate in the NEPA process by attending NEPA-related hearings or public meetings and by submitting comments directly to the lead agency. FEMA, as the lead agency, must take into consideration all comments received from the public and other parties on NEPA documents during the comment period.

**Note:** The National Environmental Policy Act can be found at <http://ceq.hss.doe.gov/nepa/regs/nepa/nepaeqia.htm>

### *National Historic Preservation Act (NHPA), 1966*

**Intent:** Per Section 106 of NHPA, the head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally-assisted undertaking in any State ... shall, prior

to the approval of the expenditure of any Federal funds on the undertaking ... take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register. The head of any such Federal agency shall afford the Advisory Council on Historic Preservation a reasonable opportunity to comment with regard to such undertaking.

**Implementing Regulations:** Regulations issued by the Advisory Council for Historic Preservation (ACHP) spell out the Section 106 review process, specifying actions federal agencies must take to meet their legal obligations. The regulations are published in the Code of Federal Regulations at 36 CFR Part 800, "Protection of Historic Properties." Section 106 applies only if a federal agency is carrying out the project, approving it, or funding it.

**Process:** Federal agencies are responsible for initiating Section 106 review, most of which takes place between the agency and state. Appointed by the governor, the State Historic Preservation Officer (SHPO) coordinates the state's historic preservation program and consults with agencies during Section 106 review. Where adverse effects are identified, a public component of the consultation process is typically required. A *Programmatic Agreement among the Federal Emergency Management Agency, Vermont State Historic Preservation Officer, Vermont Emergency Management Division of the Department of Public Safety, and the Advisory Council for Historic Preservation* (executed 05/09/2011) guides the Section 106 review process in Vermont.

**To successfully complete Section 106 review, federal agencies must do the following:**

- determine which properties in the area that may be affected by the project are listed, or are eligible for listing, in the National Register of Historic Places (referred to as "historic properties") [The Waterbury complex is a listed National Register Historic District.];
- determine how those historic properties might be affected;
- explore measures to avoid or reduce harm ("adverse effect") to historic properties; and
- reach agreement with the SHPO (and the ACHP in some cases) on such measures to resolve any adverse effects or, failing that, obtain advisory comments from the ACHP, which are sent to the head of the agency.

When historic properties may be harmed, Section 106 review usually ends with a legally binding agreement that establishes how the federal agency will avoid, minimize, or mitigate the adverse effects. In the very few cases where this does not occur, the ACHP issues advisory comments to the head of the agency who must then consider these comments in making a final decision about whether the project will proceed.

Section 106 review ensures that federal agencies fully consider historic preservation issues and the views of the public during project planning. Section 106 reviews do not mandate the approval or denial of projects.

**Note:** 36 CFR Part 800, "Protection of Historic Properties," can be found in its entirety on the ACHP's Web site at [www.achp.gov](http://www.achp.gov).

## ***Executive Order 11988 (E.O. 11988), Floodplain Management, 1977***

**Intent:** Executive Order 11988 requires federal agencies to avoid to the extent possible the long and short-term adverse impacts associated with the occupancy and modification of flood plains and to avoid direct and indirect support of floodplain development wherever there is a practicable alternative. In accomplishing this objective, "each agency shall provide leadership and shall take action to reduce the risk of flood loss, to minimize the impact of floods on human safety, health, and welfare, and to restore and preserve the natural and beneficial values served by flood plains in carrying out its responsibilities." For FEMA, this would include providing funds for the repair, construction and/or improvements of facilities.

**Implementing Regulations:** 44 CFR (Code of Federal Regulations), Part 9.

**Process:** The guidelines address an eight-step process that agencies should carry out as part of their decision-making on projects that have potential impacts to or within the floodplain. The eight steps, which are summarized below, reflect the decision-making process required in Section 2(a) of the Order.

1. Determine if a proposed action is in the base floodplain (that area which has a one percent or greater chance of flooding in any given year).
2. Conduct early public review, including public notice.
3. Identify and evaluate practicable alternatives to locating in the base floodplain, including alternative sites outside of the floodplain.
4. Identify impacts of the proposed action.
5. If impacts cannot be avoided, develop measures to minimize the impacts and restore and preserve the floodplain, as appropriate.
6. Reevaluate alternatives.
7. Present the findings and a public explanation.
8. Implement the action.

Further guidance that clarifies the EO with respect to development in flood plains emphasizes the requirement for agencies to select alternative sites for projects outside the flood plains, *if practicable*, and to develop measures to mitigate unavoidable impacts.

### **EO 11988 § 9.17 Instructions to applicants.**

(a) *Purpose.* In accordance with Executive Orders 11988 and 11990, the Federal executive agencies must respond to a number of floodplain management and wetland protection responsibilities before carrying out any of their activities, including the provision of Federal financial and technical assistance. The purpose of this section is to put applicants for Agency assistance on notice concerning both the criteria that it is required to follow under the Orders, and applicants' responsibilities under this regulation.

(b) *Responsibilities of Applicants.* Based upon the guidance provided by the Agency under § 9.16, that guidance included in the U.S. Water Resources Council's *Guidance for Implementing*

*E.O. 11988*, and based upon the provisions of the Orders and this regulation, applicants for Agency assistance shall recognize and reflect in their application:

- (1) The Agency's policy on floodplain management and wetlands protection as set out in § 9.2;
- (2) The decision-making process to be used by the Agency in making the determination of whether to provide the requested assistance as set out in § 9.6;
- (3) The nature of the Orders' practicability analysis as set out in § 9.9;
- (4) The nature of the Orders' mitigation responsibilities as set out in § 9.11;
- (5) The nature of the Orders' public and involvement process as set out in §§ 9.8 and 9.12; and
- (6) The supplemental requirements for application for the lease or other disposal of Agency-owned properties, as set out in § 9.13.

*(c) Provision of supporting information.*

Applicants for Agency assistance may be called upon to provide supporting information relative to the various responsibilities set out in paragraph (b) of this section as a prerequisite to the approval of their applications.

*(d) Approval of applications.* Applications for Agency assistance shall be reviewed for the recognition and reflection of the provisions of this regulation in addition to the Agency's existing approval criteria.

**Note:** Title 44--Emergency Management and Assistance, CHAPTER I--FEDERAL EMERGENCY MANAGEMENT AGENCY, DEPARTMENT OF HOMELAND SECURITY, PART 9--FLOODPLAIN MANAGEMENT AND PROTECTION OF WETLANDS, Sections 9.1-9.18 can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/44cfr9\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/44cfr9_03.html).

London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Monday, February 06, 2012 10:47 AM  
**To:** Duchac, Bill  
**Subject:** FW: WSOC question

FYI

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Thomas, Peter  
**Sent:** Monday, February 06, 2012 9:43 AM  
**To:** Brunette, Timothy  
**Cc:** Chase, William H  
**Subject:** RE: WSOC question

This is just a guess. The consultants have developed a concept to revitalize the historic core, take down a number of buildings, and build a new central core, elevated, office structure behind the old complex. Wanda may be thinking that if they take the money that would have been available to repair and/or mitigate the structures they are taking down that funds could be applied towards an improved or alternate project (i.e., the new building). I keep hearing that their insurance isn't going to cover everything, hence the intent is to come to FEMA. It is evident in my mind that the discussions we identified on Saturday really need to happen to reel in or clarify expectations. Sorry I can't put my finger on specifics.

Pete

---

**From:** Brunette, Timothy  
**Sent:** Monday, February 06, 2012 09:32  
**To:** Thomas, Peter  
**Subject:** WSOC question

Pete,

I've been told that Wanda with BGS is expecting FEMA to participate in funding a new office building at WSOC. Do you know if this is so, and if so, where did she get that idea from? Bill is going into a meeting this morning and would like to have a little background if possible. Thx, tjb

Timothy J Brunette (CTR)

FEMA-4022-DR-VT

Public Assistance, Project Specialist

10 Baldwin St. Rm 301

Montpelier, VT 05602

Cell [REDACTED]

[Timothy.Brunette@associates.fema.dhs.gov](mailto:Timothy.Brunette@associates.fema.dhs.gov)

London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Saturday, February 04, 2012 12:36 PM  
**To:** Duchac, Bill  
**Subject:** FW: Waterbury Minutes- Week 5 - Some additional thoughts about floodplains requirements; \*500yr\* floodplain threshold for boiler plant

Bill,

I thought I'd pass this along as a FYI as it relates to the Boiler House issues.

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Jesse Robbins [mailto:jrobbins@fffinc.com]  
**Sent:** Friday, February 03, 2012 5:53 PM  
**To:** Thomas, Peter; Jesse Beck; Steve Mosman; A1205.00 Waterbury Office Complex  
**Cc:** 'Wanda.Minoli@state.vt.us'; 'john.ostrum@state.vt.us'; 'jean.carroon@goodyclancy.com'; Graf, Kathy; Brunette, Timothy; Chase, William H; Sullivan, Jack; 'lydia.kachadoorian@dhs.gov'; McLane, Lauren; 'mhansen@vhb.com'; 'Paul Boisvert'; 'davidb@engineeringventures.com'; 'Kevin Worden'; 'Greg Sellers'; 'cshumway@rfsengineering.com'; 'pcarter@rfsengineering.com'; 'ttempka@rfsengineering.com'; 'Abyam@rfsengineering.com'  
**Subject:** RE: Waterbury Minutes- Week 5 - Some additional thoughts about floodplains requirements; \*500yr\* floodplain threshold for boiler plant

Peter,

Thanks for the contacts and the info. I'm passing this on to the team members most involved in floodplain analysis. When you do get any enhanced information on floodplain and pass it along, I'll again make sure that it gets sent on to all of the appropriate members of our team.

Thanks again, and enjoy your weekend,

Jesse Robbins, AIA, LEED AP+

---

**Freeman French Freeman, Inc.**  
81 Maple Street, Burlington, VT 05401  
[REDACTED] [WWW.FFFINC.COM](http://WWW.FFFINC.COM)

---

**From:** Thomas, Peter [mailto:Peter.Thomas2@fema.dhs.gov]  
**Sent:** Friday, February 03, 2012 11:03 AM  
**To:** Jesse Robbins  
**Cc:** 'Wanda.Minoli@state.vt.us'; 'john.ostrum@state.vt.us'; 'jean.carroon@goodyclancy.com'; Graf, Kathy; Brunette, Timothy; Chase, William H; Sullivan, Jack; 'lydia.kachadoorian@dhs.gov'; McLane, Lauren  
**Subject:** RE: Waterbury Minutes- Week 5 - Some additional thoughts about floodplains requirements

Thanks, Jesse. No changes in the minutes from me. The contact information you asked for: [Kathy.Graf@fema.dhs.gov](mailto:Kathy.Graf@fema.dhs.gov) and [Dewana.Davis@fema.dhs.gov](mailto:Dewana.Davis@fema.dhs.gov).

I participated in a meeting yesterday with John Ostrum and others about the Public Safety Building and Forensic Lab. Somehow we got sidetracked and had some discussions about the Ag Lab and its possible replacement by a new boiler plant for the Waterbury Complex. It was fairly evident that the participants had integrated the notion of a 100-year floodplain into their planning framework. There is a second variable that I have mentioned, but which needs to be

reiterated. In the floodplain regulations related to EO 11988, there is an important distinction between an "Action" and a "Critical Action". It is important to recognize that the repair of several facilities within the Waterbury Complex would fall under the rubric of "critical action". Specifically, both generating plants (boiler house) and emergency operation centers are individually identified under the definition of "Critical Action" (44 CFR Part 9.4."Critical Action" (c) & (d). Critical actions require enhanced caution. Hence, consideration under a 500-year floodplain parameter needs to be incorporated into any alternatives and mitigation analysis for these two facilities, if this has not already been done.

With respect to the Waterbury Complex build-out, the functional part of a relocated generating facility will need to be elevated above the 500 year floodplain if FEMA funds are involved. As this generating plant would supply the heat to most of the campus, it is linked to the campus revitalization where requests for FEMA funding is very likely. In addition, repair and mitigation "in place" of the current boiler house must consider the same factors. Please have a look at 44 CFR Part 9.9-9.11 and 9.17. It would be advantageous to discuss these constraints when conducting your alternatives analysis for the complex.

I have asked the Mitigation Section to transfer the floodway, 100-year floodplain and 500-year floodplain layout onto a Google Earth aerial for advisory purposes. In this format, the boundaries may not be absolutely accurate and should not be used for "official" purposes, but it should facilitate planning needs. I hope to have this for you by early next week, perhaps earlier. Should you have any questions, please let me know.

Pete

---

**From:** Jesse Robbins [<mailto:jrobbins@fffinc.com>]

**Sent:** Thursday, February 02, 2012 18:17

**To:** Jesse Robbins; 'jean.carroon@goodyclancy.com'; 'priya.jain@goodyclancy.com'; Jesse Beck; Steve Mosman; 'lisa.howe@goodyclancy.com'; 'andrea.brue@goodyclancy.com'; 'matthew.pitzer@goodyclancy.com'; 'davidb@engineeringventures.com'; 'Bob Neeld'; 'cshumway@rfsengineering.com'; 'dkennedy@dougkennedyadvisors.com'; 'mhansen@vhb.com'; 'Kevin Worden'; 'mkane@seggroup.com'; 'jmason@rjagroup.com'; 'jvermeulen@vermeulens.com'; 'cchiarelli@vermeulens.com'; 'pcarter@rfsengineering.com'; 'judith.ehrlich@state.vt.us'; 'Paul Boisvert'; 'Greg Sellers'; Thomas, Peter; 'devin.colman@state.vt.us'; 'Tracy.Martin@state.vt.us'; 'David.Schutz@state.vt.us'; 'john.ostrum@state.vt.us'; 'Jennison, David'; 'teigh.southworth@state.vt.us'; 'andrew.metayer@state.vt.us'; 'kevin.rogers@state.vt.us'; 'mike.mcardle@state.vt.us'; 'ttempka@rfsengineering.com'; 'abryan@rfsengineering.com'; 'Wanda.Minoli@state.vt.us'

**Cc:** A1205.00 Waterbury Office Complex

**Subject:** RE: Waterbury Minutes- Week 5

All,

Please review these minutes and let me know if I need to make any corrections. I should have just about everyone on the distribution list, let me know if I'm missing anyone. The exception is that I don't have email addresses for Kathy or Dewana from FEMA- Peter, can you forward to them and cc me so that I can get their email addresses?

Thanks,

Jesse Robbins, AIA, LEED AP+  
President, [Vermont Green Building Network](#)  
A Chapter of the US Green Building Council

---

**Freeman French Freeman, Inc.**  
81 Maple Street, Burlington, VT 05401

[WWW.FFFINC.COM](http://WWW.FFFINC.COM)

*"Men and Nature must work hand in hand: the throwing out of balance of the resources of nature throws out of balance also the lives of men"- FDR, 1931*

---

Jesse Robbins; 'jean.carroon@goodyclancy.com'; 'priya.jain@goodyclancy.com'; Jesse Beck; Steve Mosman; 'lisa.howe@goodyclancy.com';  
'andrea.brue@goodyclancy.com'; 'matthew.pitzer@goodyclancy.com'; 'davidb@engineeringventures.com'; 'Bob Needl'; 'cshumway@rfsengineering.com';  
'dkennedy@dougkennedyadvisors.com'; 'mhansen@vhb.com'; 'Kevin Worden'; 'mkane@segroun.com'; 'jmason@rjagroup.com'; 'jvermeulen@vermeulens.com';  
'cchiarelli@vermeulens.com'; 'pcarter@rfsengineering.com'; 'judith.ehrlich@state.vt.us'; 'Paul Boisvert'; 'Greg Sellers'; 'peter.thomas2@fema.dhs.gov';  
'devin.colman@state.vt.us'; 'Tracy.Martin@state.vt.us'; 'David.Schutz@state.vt.us'; 'John.ostrum@state.vt.us'; 'Jennison, David'; 'teigh.southworth@state.vt.us';  
'andrew.metayer@state.vt.us'; 'kevin.rogers@state.vt.us'; 'mike.mcardle@state.vt.us'; ttempka@rfsengineering.com; abryan@rfsengineering.com

London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Saturday, February 04, 2012 11:40 AM  
**To:** Duchac, Bill  
**Subject:** FW: Waterbury Minutes- Week 5

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Thomas, Peter  
**Sent:** Saturday, February 04, 2012 11:36 AM  
**To:** Brunette, Timothy  
**Cc:** Minns, Brian; Chase, William H; Barnett, Tim; Russo, James N; Lauren.McLane@dhs.gov; Sullivan, Jack; lydia.kachadoorian@dhs.gov  
**Subject:** RE: Waterbury Minutes- Week 5

Tim,

I agree with your recommendation to elevate the level of awareness above our level. Because there are both program issues, as well as political considerations, I am copying both Tim and Nick. It seems pretty evident from my interaction with the BGS planning group meetings over the past few weeks and from PA's discussions with BGS the other day about the Public Safety and Forensic Lab that there is a strong expectation of reoccupying some of the Waterbury complex. One consultant proposal includes both demolition of a number of the more heavily damaged structures, while building new office space to collectively accommodate 800-1000 staff. Although little seems firm at the moment, discussing whether the agency is conceptually in tune with expectations seems appropriate.

Pete

---

**From:** Brunette, Timothy  
**Sent:** Saturday, February 04, 2012 11:15  
**To:** Thomas, Peter  
**Cc:** Minns, Brian; Chase, William H; Duchac, Bill  
**Subject:** FW: Waterbury Minutes- Week 5

Thanks for passing this along Pete. I do think we need to make sure the FCO is aware of what is being discussed. Also, the State needs and has been asking to get some answers so they know where they stand re: FEMA participation. I have been told that Russo and Barnett told the State that FEMA would not participate in funding at the WSOC because of it being in the SFHA. Something in writing re: what/how FEMA will participate in the restoration of the WSOC would be helpful to the planning process. I think a meeting to get FEMA, the State and their consultants on the same page would be worthwhile and is long overdue. If you are able to set up such a meeting, I would ask that the following questions be addressed:

Because the VSH is a *critical action* and located in the SFHA, has the RA considered funding the permanent relocation of the VSH out of the SFHA in accordance with FEMA Fact Sheet 9580.102?

What was meant by Russo and Barnett saying FEMA will not fund projects at the WSOC because of it being in the SFHA?  
(if this is what was said)

BGS has identified possible HMP measures at the WSOC; should we move forward with the formulation of the HMPs, i.e. will they be *potentially* eligible for FEMA funding in light of the FCOs comments?

The time extension for the temporary relocation of the VSH has been approved. The Brattleboro Retreat (BR) and the Rutland Regional Medical Center (RRMC) are in the process of retrofitting their facilities to temporarily house the displaced VSH patients properly. Will FEMA expect to recoup any funding from BR & RRMC once the facilities are no longer needed for the temporary relocation of patients from the VSH?

What will FEMA's position be *if* the retrofitted elements of BR and RRMC become part of the permanent solution to restoring the function and capacity of the VSH system?

All of the buildings at the WSOC are dependent on heat from the Boiler House (*critical action*) which is in the SFHA next to, if not in the Floodway. Can permanent relocation of the Boiler House be considered in accordance with FEMA Fact Sheet 9580.102?

Because the Boiler House is a *critical action* and located in the SFHA, what is FEMA's position on funding mitigation to the Boiler House in its current location?

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Thomas, Peter  
**Sent:** Friday, February 03, 2012 12:24 PM  
**To:** Brunette, Timothy  
**Subject:** FW: Waterbury Minutes- Week 5

Tim,

Here are the notes from Wednesday's meeting. Concepts are moving forward.

See item 14.e.ii. What I was suggesting is something along the line of our meeting yesterday about the Public Safety building. Do you think such a meeting would be worthwhile or premature?

Pete

---

**From:** Jesse Robbins [<mailto:jrobbins@ffinc.com>]  
**Sent:** Thursday, February 02, 2012 18:17  
**To:** Jesse Robbins; 'jean.carroon@goodyclancy.com'; 'priya.jain@goodyclancy.com'; Jesse Beck; Steve Mosman; 'lisa.howe@goodyclancy.com'; 'andrea.brue@goodyclancy.com'; 'matthew.pitzer@goodyclancy.com'; 'davidb@engineeringventures.com'; 'Bob Neeld'; 'cshumway@rfsengineering.com'; 'dkennedy@dougkennedyadvisors.com'; 'mhansen@vhb.com'; 'Kevin Worden'; 'mkane@segroup.com'; 'jmason@rjagroup.com'; 'jvermeulen@vermeulens.com'; 'cchiarelli@vermeulens.com'; 'pcarter@rfsengineering.com'; 'judith.ehrlich@state.vt.us'; 'Paul Boisvert'; 'Greg Sellers'; Thomas, Peter; 'devin.colman@state.vt.us'; 'Tracy.Martin@state.vt.us'; 'David.Schutz@state.vt.us'; 'john.ostrum@state.vt.us'; 'Jennison, David'; 'teigh.southworth@state.vt.us'; 'andrew.metayer@state.vt.us'; 'kevin.rogers@state.vt.us'; 'mike.mcardle@state.vt.us'; 'tiempka@rfsengineering.com'; 'abryan@rfsengineering.com'; 'Wanda.Minoli@state.vt.us'  
**Cc:** A1205.00 Waterbury Office Complex  
**Subject:** RE: Waterbury Minutes- Week 5

All,

Please review these minutes and let me know if I need to make any corrections. I should have just about everyone on the distribution list, let me know if I'm missing anyone. The exception is that I don't have email addresses for Kathy or Dewana from FEMA- Peter, can you forward to them and cc me so that I can get their email addresses?

Thanks,

Jessè Robbins, AIA, LEED AP+  
President, [Vermont Green Building Network](#)  
A Chapter of the US Green Building Council

---

**Freeman French Freeman, Inc.**

81 Maple Street, Burlington, VT 05401

[WWW.FFFINC.COM](#)

*"Men and Nature must work hand in hand: the throwing out of balance of the resources of nature throws out of balance also the lives of men"- FDR, 1931*

Jesse Robbins; 'jean.carroon@goodyclancy.com'; 'priya.jain@goodyclancy.com'; Jesse Beck; Steve Mosman; 'lisa.howe@goodyclancy.com'; 'andrea.brue@goodyclancy.com'; 'matthew.pitzer@goodyclancy.com'; 'davidb@engineeringventures.com'; 'Bob Need'; 'cshumway@rfsengineering.com'; 'dkennedy@dougkennedyadvisors.com'; 'mhansen@vhb.com'; 'Kevin Worden'; 'mkane@segroun.com'; 'jmason@rjagroup.com'; 'jvermeulen@vermeulens.com'; 'cchiarelli@vermeulens.com'; 'pcarter@rfsengineering.com'; 'judith.ehrlich@state.vt.us'; 'Paul Boisvert'; 'Greg Sellers'; 'peter.thomas2@fema.dhs.gov'; 'devin.colman@state.vt.us'; 'Tracy.Martin@state.vt.us'; 'David.Schutz@state.vt.us'; 'john.ostrum@state.vt.us'; 'Jennison, David'; 'teigh.southworth@state.vt.us'; 'andrew.metayer@state.vt.us'; 'kevin.rogers@state.vt.us'; 'mike.mcardle@state.vt.us'; 'ttempka@rfsengineering.com'; 'abryan@rfsengineering.com'

London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Saturday, February 04, 2012 11:15 AM  
**To:** Thomas, Peter  
**Cc:** Minns, Brian; Chase, William H; Duchac, Bill  
**Subject:** FW: Waterbury Minutes- Week 5  
**Attachments:** MM 120201- Waterbury Complex 5.pdf

Thanks for passing this along Pete. I do think we need to make sure the FCO is aware of what is being discussed. Also, the State needs and has been asking to get some answers so they know where they stand re: FEMA participation. I have been told that Russo and Barnett told the State that FEMA would not participate in funding at the WSOC because of it being in the SFHA. Something in writing re: what/how FEMA will participate in the restoration of the WSOC would be helpful to the planning process. I think a meeting to get FEMA, the State and their consultants on the same page would be worthwhile and is long overdue. If you are able to set up such a meeting, I would ask that the following questions be addressed:

Because the VSH is a *critical action* and located in the SFHA, has the RA considered funding the permanent relocation of the VSH out of the SFHA in accordance with FEMA Fact Sheet 9580.102?

What was meant by Russo and Barnett saying FEMA will not fund projects at the WSOC because of it being in the SFHA? (if this is what was said)

BGS has identified possible HMP measures at the WSOC; should we move forward with the formulation of the HMPs, i.e. will they be *potentially* eligible for FEMA funding in light of the FCOs comments?

The time extension for the temporary relocation of the VSH has been approved. The Brattleboro Retreat (BR) and the Rutland Regional Medical Center (RRMC) are in the process of retrofitting their facilities to temporarily house the displaced VSH patients properly. Will FEMA expect to recoup any funding from BR & RRMC once the facilities are no longer needed for the temporary relocation of patients from the VSH?

What will FEMA's position be *if* the retrofitted elements of BR and RRMC become part of the permanent solution to restoring the function and capacity of the VSH system?

All of the buildings at the WSOC are dependent on heat from the Boiler House (*critical action*) which is in the SFHA next to, if not in the Floodway. Can permanent relocation of the Boiler House be considered in accordance with FEMA Fact Sheet 9580.102?

Because the Boiler House is a *critical action* and located in the SFHA, what is FEMA's position on funding mitigation to the Boiler House in its current location?

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Thomas, Peter  
**Sent:** Friday, February 03, 2012 12:24 PM  
**To:** Brunette, Timothy  
**Subject:** FW: Waterbury Minutes- Week 5

---

Tim,

Here are the notes from Wednesday's meeting. Concepts are moving forward.

See item 14.e.ii. What I was suggesting is something along the line of our meeting yesterday about the Public Safety building. Do you think such a meeting would be worthwhile or premature?

Pete

---

**From:** Jesse Robbins [mailto:jrobbins@fffinc.com]

**Sent:** Thursday, February 02, 2012 18:17

**To:** Jesse Robbins; 'jean.carroon@goodyclancy.com'; 'priya.jain@goodyclancy.com'; Jesse Beck; Steve Mosman; 'lisa.howe@goodyclancy.com'; 'andrea.brue@goodyclancy.com'; 'matthew.pitzer@goodyclancy.com'; 'davidb@engineeringventures.com'; 'Bob Neeld'; 'cshumway@rfsengineering.com'; 'dkennedy@dougkennedyadvisors.com'; 'mhansen@vhb.com'; 'Kevin Worden'; 'mkane@segroup.com'; 'jmason@rjagroup.com'; 'jvermeulen@vermeulens.com'; 'cchiarelli@vermeulens.com'; 'pcarter@rfsengineering.com'; 'judith.ehrlich@state.vt.us'; 'Paul Boisvert'; 'Greg Sellers'; Thomas, Peter; 'devin.colman@state.vt.us'; 'Tracy.Martin@state.vt.us'; 'David.Schutz@state.vt.us'; 'john.ostrum@state.vt.us'; 'Jennison, David'; 'teigh.southworth@state.vt.us'; 'andrew.metayer@state.vt.us'; 'kevin.rogers@state.vt.us'; 'mike.mcardle@state.vt.us'; 'ttempka@rfsengineering.com'; 'abryan@rfsengineering.com'; 'Wanda.Minoli@state.vt.us'

**Cc:** A1205.00 Waterbury Office Complex

**Subject:** RE: Waterbury Minutes- Week 5

All,

Please review these minutes and let me know if I need to make any corrections. I should have just about everyone on the distribution list, let me know if I'm missing anyone. The exception is that I don't have email addresses for Kathy or Dewana from FEMA- Peter, can you forward to them and cc me so that I can get their email addresses?

Thanks,

Jesse Robbins, AIA, LEED AP+  
President, Vermont Green Building Network  
A Chapter of the US Green Building Council

---

**Freeman French Freeman, Inc.**

81 Maple Street, Burlington, VT 05401

[WWW.FFFINC.COM](http://WWW.FFFINC.COM)

*"Men and Nature must work hand in hand: the throwing out of balance of the resources of nature throws out of balance also the lives of men"- FDR, 1931*

Jesse Robbins; 'jean.carroon@goodyclancy.com'; 'priya.jain@goodyclancy.com'; Jesse Beck; Steve Mosman; 'lisa.howe@goodyclancy.com'; 'andrea.brue@goodyclancy.com'; 'matthew.pitzer@goodyclancy.com'; 'davidb@engineeringventures.com'; 'Bob Neeld'; 'cshumway@rfsengineering.com'; 'dkennedy@dougkennedyadvisors.com'; 'mhansen@vhb.com'; 'Kevin Worden'; 'mkane@segroup.com'; 'jmason@rjagroup.com'; 'jvermeulen@vermeulens.com'; 'cchiarelli@vermeulens.com'; 'pcarter@rfsengineering.com'; 'judith.ehrlich@state.vt.us'; 'Paul Boisvert'; 'Greg Sellers'; 'peter.thomas2@fema.dhs.gov'; 'devin.colman@state.vt.us'; 'Tracy.Martin@state.vt.us'; 'David.Schutz@state.vt.us'; 'john.ostrum@state.vt.us'; 'Jennison, David'; 'teigh.southworth@state.vt.us'; 'andrew.metayer@state.vt.us'; 'kevin.rogers@state.vt.us'; 'mike.mcardle@state.vt.us'; [ttempka@rfsengineering.com](mailto:ttempka@rfsengineering.com); [abryan@rfsengineering.com](mailto:abryan@rfsengineering.com)



**DRAFT- Not for Distribution**

**Attendance:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Teigh Southworth, BGS | <input type="checkbox"/> Doug Kennedy, DKA              | <input type="checkbox"/> David Boehm, EV                 |
| <input checked="" type="checkbox"/> Wanda Minoli, BGS     | <input checked="" type="checkbox"/> Jean Carroon, GC    | <input checked="" type="checkbox"/> Andrew Metayer, BGS  |
| <input checked="" type="checkbox"/> John Ostrum, BGS      | <input type="checkbox"/> Lisa Howe, GC                  | <input checked="" type="checkbox"/> Michael McArdle, BGS |
| <input type="checkbox"/> Jeb Spaulding, Admin             | <input checked="" type="checkbox"/> Priya Jain, GC      | <input checked="" type="checkbox"/> Tracy Martin, BGS    |
| <input type="checkbox"/> Michael Clasen, Admin            | <input checked="" type="checkbox"/> Jesse Beck, FFF     | <input checked="" type="checkbox"/> David Schütz, BGS    |
| <input type="checkbox"/> Larry Cassidy, Admin             | <input checked="" type="checkbox"/> Steve Mosman, FFF   | <input type="checkbox"/> David Burley, BGS               |
| <input type="checkbox"/> Michael Obuchowski, BGS          | <input checked="" type="checkbox"/> Jesse Robbins, FFF  | <input checked="" type="checkbox"/> Devin Colman, DHP    |
| <input checked="" type="checkbox"/> Dave Jennison, BGS    | <input checked="" type="checkbox"/> Judith Ehrlich, DHP | <input checked="" type="checkbox"/> Peter Thomas, FEMA   |
| <input checked="" type="checkbox"/> Dewana Davis, FEMA    | <input checked="" type="checkbox"/> Kathy Graf, FEMA    | <input type="checkbox"/> Ted Lempka, RFS                 |
| <input checked="" type="checkbox"/> Michael Hansen, VHB   | <input type="checkbox"/> Mary Jane Poynter, Eff Vt      | <input type="checkbox"/> Bill Laferriere, BGS            |

**General:**

The focus of this meeting was to present scenarios for partial reuse of the Waterbury site, including demolition of marginal and heavily damaged buildings, and properties that could potentially be sold for private development. This is "Scenario B" of the 4 scenarios being evaluated by the team. Our intent with this scenario is a bold vision for reuse of the Waterbury site. The four options being reviewed are:

- A) Full Reuse/ Return to Waterbury
- B) **Part Reuse of Waterbury Site with Private Mix and New Construction**
- C) New Building on a new site. Currently looking at two state owned sites not in Waterbury.
- D) Hybrid (Mix of B and C)

Options C and D will be reviewed at the next full team meeting on 2/15/12.

**Discussion**

1. Using a 3D model, Priya reviewed history of campus development and then went into our team's current recommendations for selective demolition of buildings (based on factors described below)
2. Rating of condition of the buildings were rated based on structural condition, integrity of walls and roof, construction type, and cost to restore to prime condition.
  - a. Masonry veneer on wood frame buildings had problems in the past (Sewing, Stanley, others)
  - b. B/Brooks has had bearing walls removed and replaced with steel that shows corrosion
3. Buildings have also been reviewed with respect to their historic value and the potential for effective reuse including the following factors and others (see discussion of decision making matrix from Week 3):
  - a. Buildings that were part of the original architectural scheme for the State Hospital
  - b. Buildings able to be part of a connected campus, with a focus on buildings that are connected on upper levels that will be occupiable following flood mitigation.
  - c. Buildings closer to the core campus due to the flood mitigation potential of lowering the site in the area of some existing outlying buildings.
4. Analysis of reuse includes an examination of what space is ACTUALLY usable. GC past experience has been 55% utilization.
5. Assuming 150sf/ person, how many people could be placed on the site: About 1,000 staff. The design team has excluded the Ag Lab, Public Safety, and Forensics buildings.
6. About 550k Gross Square Feet, excluding ground floor spaces. Outlying buildings that are one story (power plant, laundry, etc.) contribute only about 45,000 square feet of the total.
7. Wanda: Governor's plan is to move 900-1200 people back to the site.

8. What parts are salable/ potentially attractive to private developers?
  - a. Portions closer to Main St. and downtown (NE quadrant) most usable to developers for residential, commercial, or municipal uses. Doug Kennedy's analysis is that the most viable use for developers is housing. Continuity to existing neighborhoods and downtown is important.
  - b. Some houses in vicinity of Wasson/Stanley may possibly be removed to densify the site.
  - c. Weeks, Ladd, Hanks also viable for housing uses.
  - d. Note that our team's charge is to recommend areas for potential sale to developers. While guidelines for their use may be recommended by BGS, we are not proposing ideas for reconfiguration of those blocks.
9. How does the salvageable portion of the balance of the site best utilized?
  - a. 1962 "Core building" construction was largely 1 story. Removal of this and non connected or marginal condition buildings removes 156,300 GSF.
  - b. Osgood, Dale, A building are not connected but are in good condition. Possibility to mothball these buildings and hold on to them for later, better use is fairly strong. These buildings represent about 155,000 GSF.
  - c. Change in scale/# of stories between buildings and the fact that connections are sometimes at ground level impacts usability of the campus
  - d. Range of demo- 156,000gsf- 360,000gsf
10. Summary of Option B Scenario (Maintain "best" existing buildings and construct an addition to most effectively house state workers):
  - a. Create a 2-sided; engage the rural landscape across the river. Maintain/ enhance historic front at the lawn & create new buildings at rear.
  - b. Maintain all buildings constructed before 1899 plus 10 South. Osgood, Dale and A building also shown as remaining, see 9b above.
  - c. Construct a new infill building with a 55,000gsf floorplate was shown in schematic, block form. Looking at mix of 2-3 floors. Each 55,000 floorplate yields 300 staff; current proposal yields 800 people in the new construction, 1000 total (see #5 above). Infill building is in same general area as existing 1962 construction.
  - d. Adjustments can be made to accommodate all of the Agency of Human Services staff who were projected to return to the site in the Governor's scheme.
  - e. The design team recommends that additions are sympathetic to the view and the existing buildings; connectors behind Center building should be transparent/ glazed to emphasize the rooflines and profile of the original buildings; a postcard image from ca. 1900 was shown illustrating the hills of Duxbury which were clearly visible behind the complex at that time.
  - f. This scenario pulls the outer loop road away from the river, adding land for flood mitigation.
  - g. Discussion of Wasson/Stanley and a couple new buildings across the existing parking lot as a possible location for Village/Town of Waterbury offices, performing arts space, library, etc.
  - h. Parking: the scheme maintains the current parking count and appears to add 10 spaces.
  - i. Our summary of this scenario will include floodproofing recommendations. We are currently running the numbers on flood mitigation. Dry floodproof the 1890- 1930 construction and wet floodproof the 1950's & later buildings.
11. New construction recommendations: Highly durable and repairable materials.
  - a. Possibly terra cotta rainscreen instead of brick veneer.
  - b. Concrete frame precast or cast in place concrete construction for flood resistance.
  - c. Our team would not advocate for historicist aesthetic; respect the historic campus, though.
12. Power Plant in new construction scenario:
  - a. In the 3D model, Priya and Jane showed 3 size and location scenarios.
  - b. The footprint and height were based on a biomass powered steam or hot water plant with chilled water production but without cogeneration, sized to serve the area presented in the
  - c. 2 outside loop road: near exist. 5 Park Row; at Ag building footprint

- i. Ag Building location is preferred by design team for truck access, campus integrity, and other reasons.

d. 1 inside loop road: at Brooks/ State Hospital

13. Timeframe:

- a. We are at the ½ way point and have another month to incorporate recommendations
- b. BGS has added scope and is continuing to do so.

14. Reactions:

- a. John O: Has reservations about keeping 6,7/ 8,9. They have the basement spaces below ground level. Doesn't it give more opportunity for more new construction?
  - i. Jean: the basement spaces and ground floors can be mitigated to seal off moisture issues from levels 1 and above that will be occupied.
- b. Ag Lab: Expensive building to repair; program can be downsized. State Environmental Lab is currently in rented space and they need to move out of that space soon.
  - i. Possibly use level 2 only of ag until a new home can be found?
  - ii. Possibly add Ag lab to Health Lab project currently under design.
- c. DHP: Judith. Very positive reaction to the master planning process so far.
  - i. DHP reactions are to treatment of historic buildings and
  - ii. Very concerned about 1899; OK with loss of some post-1899 buildings; these are considered adverse affects with mitigation required
  - iii. Appreciate the idea of a campus that will be easier to use and accessible from all sides
  - iv. Heating plant consensus: best outside of the ring, on North or South side; it's out of context with the other buildings
  - v. Buildings for sale: Would want to see preservation deed restrictions (Ladd, Weeks)
  - vi. Wasson/Stanley. These are national register buildings. In normal conditions, deed restrictions would be required. Given the goal of preserving the 1899 campus and creating a vibrant site, DHP is more open minded, especially in the context of town or business use. DHP would want to review designs of new construction.
    - 1. Jean: Note also that these 2 buildings shape an outdoor space bounded on the west by the original construction.
  - vii. New addition. Consensus among DHP that containing additions to the back was a good idea. This is completely acceptable to Interior Secretary's standards.
  - viii. Minimal visibility from front of campus is a strong concern. Connecting the four levels just behind the Center Building is important for functionality and needs to be very carefully considered.
  - ix. Important for new building to be "of its time", parking underneath is OK
  - x. Stack is an important icon. VSH lettering in the brick, visible from interstate.
    - 1. Happens to be very near main axis of property.
    - 2. There was already a contract to repair a crack in this. Is inspected annually.
    - 3. Possible focal point; pavilion for lunches built around it.
- d. Project review will be required under 22VSA and ACT 250; also section 106 if FEMA involvement; it's almost a certainty that there will be FEMA money involved and therefore Section 106 review.
- e. DHP would like to have FEMA participation outlined for each scenario.
  - i. Wanda: Do we need this for all 4 (or more) options from the consulting team, or only once an option is selected.
  - ii. Peter is pretty sure that FEMA can provide eligibility generalizations/summaries for each of the 4 options (A, B, C, D outlined at top of minutes). Dollar amounts much more complex; Federal assistance is based on actual damage and mitigation costs.
  - iii. FEMA traditionally 75% of repair costs; heading towards 90/10.
  - iv. Some buildings may not receive any FEMA repair funds due to large insurance policy held by the state, but possibly mitigation money.
  - v. Wanda: The funding sources will be a primary concern of the legislature for each of these schemes.

- f. DHP would do one review citing all standards; this is woven into ACT 250 review. DHP will help vet language in consulting team's report.
  - g. Demo of buildings on National Register requires mitigation.
    - i. Judith & DHP team suggested repair, restoration, and mitigation of existing buildings in 1899 complex.
    - ii. It was noted that the rendering of the scheme showed restoration of coupolas and chimneys to the Center complex.
  - h. Peter sees the potential for significant enhancement of the site and "make the buildings sing again".
15. Mike M: If power plant is to provide district service, can it be possibly offsite entirely (at Green Mountain Coffee?)

Minutes By: Jesse Robbins, written on February 1, 2012.

*This summary of the meeting will become part of the project record and is the basis upon which we will proceed. We would appreciate your prompt response if you have any corrections to or comments on the information in these notes.*

CC:

Design Team	File A1205.00	attendees	

DRAFT. Not for Distribution

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Friday, February 03, 2012 5:02 PM  
**To:** Duchac, Bill  
**Subject:** FW: relocation PW's

FYI

It would be great if your SOL reflected ineligible extra expense – see the 2<sup>nd</sup> bullet...

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Brunette, Timothy  
**Sent:** Friday, February 03, 2012 4:59 PM  
**To:** Minns, Brian  
**Cc:** Chase, William H  
**Subject:** RE: relocation PW's

No worries Brian, I'm all over it like a bum on a ham sandwich...

The folks from Rutland and Brattleboro have just provided me information today which I plan on using to help develop my SOW for both PWs.

As a heads up, the \$5M in insurance proceeds is still in question as to how the \$5M will be applied to the temp relo PWs (eligible) and the other temp relo (extra expense/ineligible) costs the State has incurred (\$17M +/-)...

I suggest using *anticipated* insurance proceeds and prorating (applying) the proceeds per the guidance in FEMA Fact Sheet 9580.3

1. **Where eligible and ineligible damage is insured in one policy, how will the insurance settlement proceeds be apportioned?**
  - o If the Applicant's insurance policy specifies the amount of coverage for each type of loss, the proceeds will be apportioned according to the policy limits.
  - o If the insurer provides a Statement of Loss that specifies the amount of proceeds per type of loss, that will be used to determine the proceeds for eligible damage.
  - o If the Applicant's insurance covers eligible and ineligible damage (for example, property damage and business interruption losses respectively) without specifying limits for each type of loss, the proceeds will be apportioned based on the ratio of the Applicant's eligible to ineligible damage. For example, if the Applicant's total losses are 60 percent property damage and 40 percent business interruption, then 60 percent of the insurance proceeds would be applied to offset the eligible damage, since business interruption losses are not eligible for reimbursement under the PA Program.

Timothy J Brunette (CTR)

Cell [REDACTED]

**From:** Minns, Brian  
**Sent:** Friday, February 03, 2012 4:42 PM  
**To:** Brunette, Timothy  
**Subject:** relocation PW's

Timothy,

The big push is on I have been instructed by Tim to whip you , beat you , throw eggs at you, and insult you, if I have to ! I have to make sure that the two big cat B relocation projects you have for the State Hospital get in the system.

Thanks

*Brian J Minns*  
*Public Assistance Task Force Leader*  
*JFO*  
*DR-1995-VT/DR-4001-VT/DR-4022-VT/DR-4043-VT*  
*30 Allen Martin Drive*  
*Essex VT*



**FEMA**

London, Sarah

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Friday, February 03, 2012 11:22 AM  
**To:** Duchac, Bill  
**Subject:** RE: Special Costs in Waterbury

Bill,

As to the 2<sup>nd</sup> item, it would be a Cat A PW for debris removal and FEMA eligible in my opinion (406 mitigation does not apply to emergency work). We need to get a time extension request in for this if the work won't be completed by the end of the month (6 month time limit). Also, Dave was to provide a hydrology study to identify the debris as a hazard to help justify the actions, i.e. pulling debris out of a forested (unimproved) area.

As to the 3<sup>rd</sup> item, we need cost and quantities to put it back to pre-disaster conditions under a Cat G PW (permanent work). Showing BGS is legally responsible for the repairs to the riverbank will be needed. If there are ideas to make it stronger and more disaster resistant, document those measures and costs separately.

I've been trying to escape the JFO and hope to get to Montpelier soon so we can chat...

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Duchac, Bill [mailto:bill.duchac@state.vt.us]  
**Sent:** Friday, February 03, 2012 10:44 AM  
**To:** Burley, Dave  
**Cc:** Brunette, Timothy; Rousseau, Paul; Clasen, Michael; Minter, Sue  
**Subject:** Special Costs in Waterbury

Dave, I just remembered that I needed to send these questions over to you.

What is the cost for the grounds clean up. There is no coverage under insurance but we might be able to recover from FEMA.

A second but related question is the cost for the riverbank clean up. Similarly, there is no cost under insurance but FEMA 406 mitigation steps in here.

And third, the projected cost for the rip rap work in the spring. Same drill as under the second question.

Thanks for digging into these.

Bill Duchac  
Manager Office of Risk Management BGS Financial Operations  
10 Baldwin Street Montpelier, VT 05633-2005  
[REDACTED] Direct 802 828-1269 Facsimile [REDACTED] Mobile [bill.duchac@state.vt.us](mailto:bill.duchac@state.vt.us)

**PLEASE NOTE:** This communication is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is confidential, proprietary, privileged or otherwise exempt from disclosure. If you are not the named addressee or have otherwise received this communication in error, you are NOT authorized to read, print, forward, retain, copy, or disseminate this communication, its attachments or any part of them. If you have received this communication in error, please notify the sender immediately by reply e-mail and delete this communication from all computers without forwarding or retaining a copy

 Please consider the environment before printing this e-mail

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Friday, February 03, 2012 10:45 AM  
**To:** McArdle, Mike; john.olstrum@state.vt.us  
**Cc:** Duchac, Bill  
**Subject:** FW: VSH Draft Project Worksheet (PW)  
**Attachments:** VSH\_Temp Relo PW\_tjb\_draft.docx

John and Mike,

Here's what I've started re: the PW for the temporary relocation of the VSH as an example draft PW. The link to the FEMA Fact sheet should give you a broad overview of the PW format. I will organize your documentation into the PW and have you review it before I submit anything so think of this exercise as a process more so than filling out a form. The Hazard Mitigation Proposal (HMP) will document the additional measures and costs separately and be a companion document and a part of the PW. I hope this helps and please don't hesitate to contact me if you have any questions or if I can be of assistance. Thx, tjb

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Brunette, Timothy  
**Sent:** Thursday, January 26, 2012 1:20 PM  
**To:** [Heidi.Hall@state.vt.us](mailto:Heidi.Hall@state.vt.us)  
**Cc:** Duchac, Bill; Chase, William H; Minns, Brian  
**Subject:** VSH Draft Project Worksheet (PW)

Heidi,

Attached please find my rough draft PW for your review and input. The scope of work (SOW) is the most important part of the PW and where I need the information as to the who, what, where, when & why. I will copy and paste the verbiage from the Damage Description and SOW into the PW so providing the information in a Word document will work best.

The Narrative will be a companion document to help tell the story so as to keep the SOW as concise as possible, i.e. the SOW will identify just the eligible work and the Narrative will fill in the blanks as to the decision process used to determine how and why the work is eligible.

The costs can be presented in an Excel document and drawings in pdf format which can then be attached to the PW.

A FEMA Fact Sheet re: the PW can be found at [http://www.fema.gov/government/grant/pa/9580\\_5.shtm](http://www.fema.gov/government/grant/pa/9580_5.shtm) and may help with understanding the PW formulation process.

Force Account Labor - You don't need to worry about using the FEMA forms but I'll need to work with you and Shannon to make sure you're capturing the Force Account information properly. See Appendix F-15 and F-20 of the Public Assistance Applicant Handbook for the Force Account Labor form and Fringe Benefits Calculation Worksheet as examples. At some point I'll need a copy of your OT policy or contract that explains the OT and comp time rules.

The various FEMA policies can be found at <http://www.fema.gov/government/grant/pa/9500toc.shtm>

~~Please pass this on to whomever you think will benefit and/or provide input and let them know they can contact me with any questions or comments. Thx, tjb~~

Timothy J Brunette (CTR)

FEMA-4022-DR-VT

Public Assistance, Project Specialist

10 Baldwin St. Rm 301

Montpelier, VT 05602

Cell [REDACTED]

[Timothy.Brunette@associates.fema.dhs.gov](mailto:Timothy.Brunette@associates.fema.dhs.gov)

## Damage Description

On August 28-29, 2011, heavy rains from Tropical Storm (TS) Irene caused the Winooski River to overtop its banks and inundate the Waterbury State Office Complex (WSOC) to a maximum depth of 6' 9". The Vermont State Hospital (VSH) was built in 1896 as a mental hospital and became a part of the WSOC which is comprised of a 117 acre campus located in the 100 year floodplain. The VSH was originally designed to accommodate 400 patients and over the years, additional buildings have been added to the WSOC. Prior to the disaster, the VSH had reduced its population/capacity to 54 beds and reconfigured the VSH in order to share the campus and former hospital buildings with other State agencies from various departments. The VSH currently consists of interconnected buildings that house the patients, kitchen, dining room, laundry, support services and staff. All hospital buildings are served by a series of corridors. The central heating plant (Boiler House) provides steam for heat and domestic hot water to all buildings at the WSOC via a series of tunnels. The Brooks Building, constructed in 1938, was inundated to a depth of 6' 8" and was being used to house 52 patients at the time of the flood. The Old Storehouse building, constructed in 1919, was inundated to a depth of 6' 6" and was occupied by the Administration and Operations staff. The Kitchen and Dining Room buildings were inundated to a depth of 5' 8" and 4' 9" respectively. Flooding caused damages to the tunnels, the equipment in the Boiler House and pad mounted transformers throughout the WSOC which in turn caused a loss of steam and electricity to all buildings on campus.

The VSH was evacuated in order to protect the health and safety of the patients and staff as a direct result of TS Irene. Section 403 (a)(3)(D) of the Stafford Act allows for the provision of temporary facilities for essential community services when it is related to public health and safety, therefore, the VSH qualifies for temporary relocation expense as further defined in FEMA Recovery Policy 9525.3 *Provision of Temporary Relocation Facilities*.

## Scope of Work

### Work Complete:

Provide for the evacuation and relocation of 52 mentally ill patients. No single source (hospital or treatment center) was available to house all 52 patients which in turn required them to be relocated at various locations throughout the State. Where available, it has proven difficult and costly to secure adequate space for the displaced mentally ill patients because of the specialized nature of the facilities required to provide for the safety and care of the patients while ensuring the safety of the staff. A comprehensive search determined the scarcity of adequate facilities for the displaced mentally ill patients extends beyond the borders of the State of Vermont.

### EVACUATION:

The evacuation was accomplished by a combination of Force Account labor and equipment in combination with ???

FACILITY:

The Brattleboro Retreat is a not-for-profit, regional specialty mental health and addictions treatment center that provides a full range of diagnostic, therapeutic and rehabilitation services for individuals of all ages. The Brattleboro Retreat is located approximately 115 miles south of the VSH and the staff was contacted to determine if displaced patients from the VSH could be temporarily housed in their facility. Temporary space for 14 patients was arranged and negotiations began to determine what modifications to the facility will be required in order to provide for the care of patients with acute mental illness. This involved retrofitting xxx square feet of space to conform to industry standards per (? Codes ?)

Because of the excessive commuting distance from the State Hospital to the Brattleboro Retreat, temporary housing accommodations were provided for xx staff members which consisted of ?? hotel rooms from xx/xx/2011 and then a house from xx/xx/2011.

Of the 37 remaining patients, xx were housed here, xx were housed there and xx were housed somewhere.

Work to be completed:

Retrofitting the Brattleboro Retreat to accommodate the special needs of acute mentally ill patients was done in accordance with (explain codes or standards used)

Transport ?? patients to the new facilities.

Narrative

Psychiatric hospitals, also known as mental hospitals, are hospitals specializing in the treatment of serious mental disorders. Psychiatric hospitals vary widely in their size and grading. Some hospitals may specialize only in short-term or outpatient therapy for low-risk patients. Other types specialize in the temporary or permanent care of residents who, as a result of a psychological disorder, require routine assistance, treatment, or a specialized and controlled environment. Patients are often admitted on a voluntary basis, but involuntary commitment is practiced when an individual may pose a significant danger to himself or others. Because patients displaced from the VSH have been placed in facilities that have not been designed to house psychiatric patients, assaults on patients and staff were greater in the two months following TS Irene than in the two years prior to TS Irene.

Finding suitable facilities to safely accommodate the patients continues to be a challenge given the special needs involved with treating psychiatric patients. Through negotiations with the Brattleboro Center, a portion of their psychiatric facility was retrofitted to properly house a maximum of 15 of the 52 patients displaced from the WSOC. The remaining patients have been relocated to various locations that are not all ideally suited to the special needs and care required to effectively treat psychiatric patients. Hospital staff is diligently working on identifying facilities and workable solutions to relocate the functions of the VSH to

accommodate the remaining displaced patients. These efforts continue to be a daunting challenge given the limited existing resources available for the treatment of psychiatric patients.

In addition to the lack of suitable psychiatric care facilities; the costs for retrofitting temporary facilities, when available, have been astronomical.

DRAFT

London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Friday, February 03, 2012 8:12 AM  
**To:** Duchac, Bill; Rousseau, Paul  
**Subject:** RE: AHS Relocations and FEMA

Thanks Bill you are correct. Sorry for the confusion but let me see if I can explain this as well... Eligible relocation costs/departments have been identified, how they are captured/documented on PWs is still being discussed as to the best methodology, i.e. what's the most efficient way to present them to FEMA for reimbursement.

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** Duchac, Bill [mailto:bill.duchac@state.vt.us]  
**Sent:** Friday, February 03, 2012 8:07 AM  
**To:** Rousseau, Paul; Brunette, Timothy  
**Subject:** RE: AHS Relocations and FEMA

BGS is making the payments on behalf of the eligible departments (all that stuff going through prop man) so AHS will have to develop the worksheets to encompass the entire scope and be the official grantee and then share with BGS.

Bill Duchac  
bill.duchac@state.vt.us  
[REDACTED] Direct 802 828-1269 Facsimile [REDACTED] Mobile

**PLEASE NOTE:** This communication is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is confidential, proprietary, privileged or otherwise exempt from disclosure. If you are not the named addressee or have otherwise received this communication in error, you are NOT authorized to read, print, forward, retain, copy, or disseminate this communication, its attachments or any part of them. If you have received this communication in error, please notify the sender immediately by reply e-mail and delete this communication from all computers without forwarding or retaining a copy

 Please consider the environment before printing this e-mail

---

**From:** Rousseau, Paul  
**Sent:** Friday, February 03, 2012 6:09 AM  
**To:** Duchac, Bill; 'Brunette, Timothy'  
**Subject:** FW: AHS Relocations and FEMA

Hey guys,

What is he talking about? BGS is not an eligible applicant for BGS, if we had a temporary relocation and associated fit up costs for BGS but we CAN'T file on behalf of all those eligible departments that we are paying for?

---

**From:** Giffin, Jim  
**Sent:** Thursday, February 02, 2012 2:21 PM  
**To:** Rousseau, Paul  
**Cc:** Reardon, Jim; Pope, Aimee; Riven, Matt; Donahey, Richard; Duchac, Bill; Hall, Heidi; Thompson, Shannon  
**Subject:** AHS Relocations and FEMA

---

This is what I learned yesterday in a discussion with Tim (FEMA) and Bill.

BGS is not a eligible FEMA applicant for all the cost you have collected on relocation of AHS offices not counting VSH. (Temporary rents, fit up, moving, IT overtime, cubicles, wiring, etc).

Either each AHS department would need to establish a project worksheet for FEMA or AHS could do as a whole for all of AHS. The latter seems to make the most sense.

So sometime soon I will need from you a generic listing of all they types of items you have been paying for so that I can establish a broad enough project worksheet to cover all the items.

Then as I understand the process, I will need to give Tim the actual expenses to date and an estimate for the entire project.

I think we can deal with the FEMA reimbursement easy enough. When FEMA pays AOT, either I tell AOT to pay you or if AOT has to pay AHSCO, I'll just turn around and give the receipts to you.

---

We have a similar issue with the relocation costs you have been covering for the VSH staff. DMH is going to have to establish a project worksheet with FEMA.

We can handle a similar way as described for the AHS relocation costs.

Bill – shout if I got something wrong.

Call with questions

To be continued.....

Jim Giffin  
AHS CFO



**London, Sarah**

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Wednesday, February 01, 2012 10:45 AM  
**To:** Duchac, Bill  
**Cc:** Minns, Brian; Chase, William H; Portalupi, Alec; Rousseau, Paul  
**Subject:** FW: Waterbury Complex Extensions

Bill,

I thought I'd pass this along so you may share it with those folks who will need to get their letters drafted and passed on to Jeb. Let me know what I can do to help out. Thx, tjb

Timothy J Brunette (CTR)

Cell [REDACTED]

---

**From:** McLane, Lauren  
**Sent:** Wednesday, February 01, 2012 10:13 AM  
**To:** Barnett, Tim; Brunette, Timothy; Chase, William H; Costello, Frederick; Stewart, Charlotte; Smith, Scott; Whitton, Kelli; Collins, Darlene  
**Cc:** Russo, James N; Rennert, Peter; Hall, James J  
**Subject:** Waterbury Complex Extensions

Good morning,

This morning we discussed the specifics needed to proceed on the additional Waterbury Complex building/Agency requests for extension. Here are the results of this discussion:

- Assuming the PWs have not yet been developed, the letters should be developed by the Applicant requesting to extend the time in the scope of work for the initial PW from 6 months to 12 months (September 1, 2011 to September 1, 2012)
- Separate letters should be developed by PW or by Applicant (RPA), not grouped together into one letter
- These letters should be addressed from the GAR (Jeb) through Nick to Don

PA peeps, I assume one of you will communicate this to the Applicant(s). If I've misspoken, I trust Smitty or Charlotte will correct me.

Thanks,  
Lauren

-----Original Message-----

**From:** Stewart, Charlotte  
**Sent:** Tuesday, January 31, 2012 3:20 PM  
**To:** McLane, Lauren  
**Cc:** Russo, James N  
**Subject:** FW: Vermont Hospital - 6 Months Extension

Charlotte L. Stewart  
Deployable Field Counsel  
Office of Chief Counsel  
Essex Junction JFO  
30 Allen Martin Drive

---

[REDACTED] Office

[REDACTED] cell

[REDACTED] per cell

[Charlotte.Stewart@fema.dhs.gov](mailto:Charlotte.Stewart@fema.dhs.gov)

This communication, along with any attachments, is covered by federal and state law governing electronic communications and may contain confidential and legally privileged information. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, use or copying of this message is strictly prohibited. If you have received this in error, please reply immediately to the sender and delete this message.

-----Original Message-----

From: Smith, Scott

Sent: Monday, January 23, 2012 2:59 PM

To: Russo, James N; Boyce, Don

Cc: McLane, Lauren; Stewart, Charlotte; 'peter.rennert@DHS.gov'; 'tim.barnett@dhs.gov'; Ford, Paul

Subject: Vermont Hospital - 6 Months Extension

Folks,

I spoke to one of my colleagues about the temporary relocation of the Vermont hospital and the authority of the Grantee to extend the 6 month time period for completion.

The short of it is that the RA (and not the GAR) has to approve a time period of more than six months. There is a long explanation to this (which I just provided to Lauren), and I can fill you both in when I talk to you next.

I will finish the draft letter back to the GAR and sent it out for review by all.

Very respectfully,

Scott Smith

Regional Counsel

FEMA Region I

Department of Homeland Security

[REDACTED] (Office)

[REDACTED] (RRCC - when activated)

[REDACTED] (BB)

[scott.smith6@fema.dhs.gov](mailto:scott.smith6@fema.dhs.gov)

This e-mail and any attachments were prepared by the DHS/FEMA Office of the Chief Counsel and are covered by federal and state law governing electronic communications. It may contain confidential, pre-decisional, and/or sensitive attorney client privileged, attorney work-product and/or U.S. Government information, and is not for release, review, retransmission, dissemination or use by anyone other than the intended recipient. Please consult OCC before disclosing any information contained in this e-mail or its attachments.

-----Original Message-----

From: McLane, Lauren

Sent: Monday, January 23, 2012 1:07 PM

To: Smith, Scott; Stewart, Charlotte; Russo, James N; 'peter.rennert@DHS.gov';

'tim.barnett@dhs.gov'

Hi Smitty,

Last we talked (if I recall correctly), you had a question out to HQ on whether the GAR can extend the relocations costs for 6 months. Just checking in to see if you had heard back on that question so we know how to proceed and advise the GAR on how to process the expected additional relocation cost letters.

Thanks!

Lauren

London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Wednesday, February 01, 2012 8:36 AM  
**To:** Duchac, Bill; Rousseau, Paul  
**Subject:** PA Org chart  
**Attachments:** PA Org Chart 02.02.12.docx

Timothy J Brunette (CTR)

FEMA-4022-DR-VT

Public Assistance, Project Specialist

10 Baldwin St. Rm 301

Montpelier, VT 05602

Cell [REDACTED]

[Timothy.Brunette@associates.fema.dhs.gov](mailto:Timothy.Brunette@associates.fema.dhs.gov)

Job Spaulding  
Governors' Authorized  
Representative (GAR)

Sue Minter  
Irene Recovery

Ross Nagy  
State Coordinating Officer (SCO)

Alec Portalupi  
State PAO

Gary Shelley  
Deputy SCO

Nick Russo  
Federal Coordinating Officer (FCO)  
PFT

Peter Rennert  
Deputy FCO  
PFT

Tim Barnett  
Public Assistance Officer (PAO)  
Permanent Full Time (PFT)

Fred Costello  
Deputy PAO  
DAE

Brian Minns  
Public Assistance Coordinator (PAC)  
DAE

Bil Chase  
Squad Leader  
Disaster Assistance Employee (DAE)

Timothy J Brunette  
Project Specialist  
Technical Assistance Contractor (TAC)

Lauren McLane  
Planning Branch Chief  
PFT

External Affairs  
Congressional Affairs

Charlotte Stewart  
FEMA Attorney  
DAE

