

Reports to the 2018 General Assembly



January 12, 2018
State of Vermont
Agency of Administration
Department of Buildings and General Services

Christopher Cole
Commissioner

Department of Buildings and General Services
Office of the Commissioner
2 Governor Aiken Avenue
Montpelier, VT 05633-5801

[phone] 802-828-3519
[fax] 802-828-3533

Agency of Administration

January 12, 2018

The Honorable Members of the
2018 General Assembly
State House
115 State Street
Montpelier, VT 05633

Dear Members:

A compilation of reports due to the General Assembly from the Department of Buildings and General Services can be found on our website under Commissioner's Office; Forms and Publications; Legislative Reports. You will find a list of those reports in the Table of Contents, along with reference to the legislation requiring the reports. Some of the reports were prepared working in conjunction with other Departments.

Should you have any questions concerning these reports, please feel free to contact me at the above number or by email: chris.cole@vermont.gov.

Sincerely,



Christopher Cole
Commissioner

cc: Electronic Filing – Legislative Council
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TAB 1 – Clean Water Projects; Signs
[Act 84 of 2017 35a]

September 5, 2017

Act 84 of 2017

Sec. 35a. CLEAN WATER PROJECTS; SIGNS.

“The Commissioner of Buildings and General Services, in collaboration with the Secretaries of Natural Resources and of Transportation, shall develop a plan for signage to identify any clean water projects funded by the State. The signage shall include uniform language and a logo to identify the projects. The signage shall be displayed in a location as visible to the public as possible for the duration of the construction phase of the project. Funds appropriated for water quality projects shall be used to pay the costs associated with the signage in accordance with the plan.”

Implementation Plan for the Use of Signage to Identify Clean Water Projects Funded by the State of Vermont.

DESIGN SPECIFICATIONS

An image of the sign design is attached. Proposed size is 12”x18”.

PURCHASING AND DISTRIBUTION

The Vermont Agency of Transportation (VTrans) will manufacture Clean Water Project signs and purchase posts from Vermont Correctional Industries (VCI), which will be distributed to Regional Planning Commissions. The Vermont Agency of Natural Resources (ANR), the Vermont Agency of Agriculture, Food and Markets (AAFV) will reimburse VTrans based on the percentage of the total signs each Agency needs, unless alternative funds become available for the agencies to cover the cost of these signs, such as unspent funds in the Clean Water Fund. The estimated cost for 300 signs is \$7,300, including \$3,600 for the signs and \$3,700 for 7-foot posts.

Grant recipients implementing State-funded Clean Water Projects that meet the threshold criteria will be responsible for picking up signs from the Regional Planning Commission in their area, posting the sign at the project site during the construction phase, and returning the sign to the Regional Planning Commission within two weeks of completing the project. Regional Planning Commissions will be responsible for storing and keeping track of the signs. VTrans District Offices may also assist in trafficking signs as needed.

THRESHOLD CRITERIA

Agency of Natural Resources

The Vermont Agency of Natural Resources (ANR) funds clean water projects through the Department of Environmental Conservation (DEC) Ecosystem Restoration Grants and the Clean Water State Revolving Fund, Department of Fish and Wildlife (DFW) Watershed Grants, the Department of Forests, Parks and Recreation (DFPR) Water Quality Assistance Program. In total, ANR anticipates that as many as 100 projects could meet the criteria outlined below and be under construction at one time. For all applicable projects, ANR would include language in Grant Agreements for eligible projects to specify requirements for displaying a sign in a location as visible to the public as possible for the duration of the construction phase of the project.



Eligibility: Any implementation project with public visibility, as indicated in the grant application, supported in whole or in part by the state clean water funding programs listed above, meets state qualifications for displaying a Clean Water Project sign, including Clean Water State Revolving Fund projects. Federal signage requirements apply to Clean Water State Revolving Fund projects, and the Clean Water Project sign will be added to the specifications of the federal signs. Recipients of the Clean Water State Revolving Fund work directly with a vendor to produce these signs.

Recipients that receive state clean water funding to implement projects that meet the following criteria will be required to display Clean Water Project signs during the duration of construction of the project.

- 1. Public Visibility**
 - a. The project is in a location that is publicly visible.
- 2. Duration of Construction**
 - a. The project construction phase is two or more weeks; or
 - b. The project construction phase is less than two weeks but the value of the project warrants signage, as determined by the Agency.
- 3. Other Special Considerations**
 - a. If posting the sign in the construction area causes undue interference with operations or any potential hazard to the traveling public, the sign will be posted at the construction office or staging area, as deemed appropriate by the resident engineer or other on-site authority.
- 4. Waiver Provision**
 - a. The Agency may waive the signage requirement if special circumstances that are unique to the project and its location make signage impractical, unworkable or unnecessary.

Agency of Transportation

The Vermont Agency of Transportation (VTrans) funds clean water projects through the Municipal Highway and Stormwater Mitigation Program, the Transportation Alternatives Program, and the Better Roads Program. In total, VTrans anticipates that as many as 100 projects could meet the criteria outlined below and be under construction at one time. For all applicable projects, VTrans would include language in Grant Agreements for projects funded after the date of this Implementation Plan to specify requirements for displaying a sign in a location as visible to the public as possible for the duration of the construction phase of the project.

Eligibility: Any project with public visibility, as indicated in the grant application, would be considered for Clean Water Project signage under this proposal.

Projects that meet the following criteria would be required to display Clean Water Project signs during the duration of construction of the project.

- 1. Public Visibility**
 - a. The project is in a location that is publicly visible.
- 2. Duration of Construction**
 - a. The project construction phase is two or more weeks; or
 - b. The project construction phase is less than two weeks but the value of the project warrants signage, as determined by the Agency.
- 3. Other Special Considerations**
 - a. If posting the sign in the construction area causes undue interference with operations or any potential hazard to the traveling public, the sign will be posted at the construction office or staging area, as deemed appropriate by the resident engineer or other on-site authority.
- 4. Waiver Provision**
 - a. The Agency may waive the signage requirement if special circumstances that are unique to the project and its location make signage impractical, unworkable or unnecessary.

Agency of Agriculture

The Vermont Agency of Agriculture, Food and Markets (AAFM) through our Best Management Practices (BMP) Program anticipates funding about 75 projects within a State Fiscal year, 50 of which would meet the threshold criteria outlined below to be required to have a sign displayed in an area visible to the public for the duration of the construction phase of the project. AAFM would include signage requirements for Best Management Practice (BMP) Agreements that are standalone BMP projects, as well as BMP Agreements which support USDA Natural Resources Conservation Service (NRCS) Environmental Quality Incentives Program (EQIP). It is estimated that 40 of these projects could be under construction and require a sign at the same time during the SFY 2018.

AAFM will include language in all BMP Grant Agreements that the Agency may require farms to display these signs in a location as visible to the public as possible for the duration of the construction phase of the project if the farm's location and characteristics trigger the threshold criteria outlined below.

Eligibility: Any BMP capital eligible practice or project would be considered for signage under this proposal

BMP Projects that meet the following criteria would be required to display Clean Water Project signs during the duration of construction of the project.

1. Public Visibility

- a. The project is in a location that is publicly visible.
- b. A project is in a location that has special agricultural significance.
- c. The project is in a location that is associated with direct sale of agricultural products to consumers.

2. Duration of Construction

- a. The project construction phase is two or more weeks; or
- b. The project construction phase is less than two weeks but the value of the project warrants signage, as determined by the Agency.

3. Waiver Provision

- a. The Agency may waive the signage requirement if special circumstances that are unique to the project and its location, make signage impractical, unworkable or unnecessary or additional conservation practices are necessary to fully address the clean water improvements on a farm.

CLEAN WATER PROJECT



TAB 2 – State Energy Management Program Annual Report
[Act 58 of 2015 E.112(d)]

Annual Report

State Energy Management Program

ACT 58 Sec. E.112 (d) On or before October 1 of each year commencing in 2016 and ending in 2019, the Department and EVT shall provide a joint report on the implementation of this section.

July 1, 2016 – June 30, 2017

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Executive Summary

In accordance with ACT 58 Sec. E.112 of 2015, the Vermont Department of Buildings and General Services (the Department) and Efficiency Vermont collaboratively developed and launched the State Energy Management Program (the Program) to accelerate, for State buildings and facilities, energy management measures, implementation of energy efficiency and conservation, and the use of renewable energy resources.

In the first year of the Program, the Department and Efficiency Vermont executed a Memorandum of Understanding, defining the relationship, roles, and responsibilities of each organization as it pertains to the Program. The Department, with support from Efficiency Vermont, recruited, hired, and trained its Program team effectively creating the Department's Energy Office.

In the second year of the program, the Department and Efficiency Vermont identified, developed, and implemented energy saving projects resulting in over \$150,000 of initial year savings for the State of Vermont, and over \$1.2 million in savings over the life of these measures.

In FY2018, project identification, development, and completion will accelerate as targeted efforts to address the worst performing buildings continue to be successful. The Program team is systematically executing energy evaluations on prioritized state-owned buildings in accordance with Section 24 Title 29: 157 VSA (a) (3). Completed evaluations have developed into successful energy savings projects while new evaluations are identifying opportunities for future energy savings projects. The Energy Office's project development process has become an integral part of the Department's standard operating procedures when evaluating overall building portfolio management needs resulting in a cohesive roadmap for continued Program success.

FY2017: Targets, Actions, Results

Targets:

In accordance with ACT 58 Sec. E.112 (b) (1) (B), the Department and Efficiency Vermont aimed to reduce the State's total energy usage and related costs by an amount not less than \$150,000 through measures implemented as part of the Program.

Actions:

- The Department and Efficiency Vermont are implementing the Program Process, including:
 - Project identification, development, management and completion procedures
 - Hand-off points during the execution of projects
 - Documentation, tracking and reporting schedule and protocols
- Program representatives from each organization continue to meet bi-weekly for collaborative project identification, development, and management. A whole team meeting occurs quarterly to communicate specific program and project needs and to evaluate program success.
- The Energy Star Portfolio Manager® ("ESPM") is serving as a functioning building energy accounting system that includes baseline and annual energy data. The Program Team utilizes ESPM to analyze building energy consumption data and develop prioritized building lists based on building performance metrics. Through coordinated efforts with the Agency of Administration Office of Finance the ESPM is now being updated on a monthly basis, allowing the Program Team access to the most current building energy data available.
- The Department, with support from Efficiency Vermont, secured the services of two consistent and professional energy auditing firms to perform ASHRAE Level 2 energy audits for state owned and operated buildings. The Department is mandated to audit 10% of its building square footage annually. In FY2017 the Program Team successfully audited over 475,000 square feet of building space equal to 13% of the Department's total space. The prioritized lists of buildings that have received energy audits and those buildings that are scheduled to receive energy audits are included in the Appendices.
- The Department and Efficiency Vermont, with support from Burlington Electric Department, identified, developed, and completed energy saving projects; as shown in the tables below.

FY2017 Results:

Site	Project Focus	KWH	MMBTU	First-year \$ Savings	Lifetime \$ Savings
Numerous locations	Efficiency VT Prescriptive Projects	122,000		\$42,636	\$343,719
Numerous locations	Solar Net Metering	5,381,942		\$54,167	
Randolph Information Center	LED Lighting Upgrades	11,691		\$2,395	\$35,919
133 State Street	DDC Controls	166,946	699	\$21,306	\$319,586
Radio Shop	Lighting Upgrade	2,220		\$573	\$11,460
109 State Street Pavilion	Advanced lighting, controls	17,301		\$2,249	\$56,228
Lyndon Rest Area	LED Lighting Upgrade	15,622		\$2,309	\$34,635
Springfield State Office Building	Hand Dryers			\$1,088	\$108,800
Northwest State Correctional Facility	Ozone Laundry Retrofit		683	\$6,634	\$99,505
Caledonia County Work Camp	Ozone Laundry Retrofit		561	\$5,653	\$84,800
Northeast Regional Correctional Facility	Ozone Laundry Retrofit		7,666	\$9,193	\$137,897
Northwest State Correctional Facility Wastewater Treatment Plant	Dissolved Oxygen aeration control system	29,804		\$2,980	\$44,703
		5,747,526	9,609	\$151,184	\$1,277,252

FY2018: Projected Savings, Strategies

Targets:

In accordance with ACT 58 Sec. E.112 (b) (1) (B), the Department and Efficiency Vermont aim to reduce the State's total energy usage and related costs in FY2018 by an amount not less than \$150,000 through measures implemented as part of the Program.

With the Program now in the beginning of its third year, the Department and Efficiency Vermont anticipate accelerated performance resulting in increased energy savings through project implementation.

Projected Savings:

Energy type	KWH	MMBTU	\$ savings
Electricity	1,123,049		\$181,944
Thermal Fuels		3,130	\$47,891
Solar Photovoltaic Net-Metering	5,515,000		\$56,875
	6,774,088	3,130	\$286,710

A detailed list of planned FY2018 activities can be found in the Appendices.

Strategies:

Collaborative and systematic project identification, development, and management is vital to the success of the Program. To ensure this process continues to be efficient and effective, the Department and Efficiency Vermont will evaluate the success of the following strategies and modify as necessary.

Consistent, Collaborative Communication

- The Program team shall adhere to the project identification, development, and management procedures defined in the MOU.
- The Program team, with representatives from each organization, shall continue to participate in bi-weekly meetings for ongoing collaborative project identification, development, and management and coordinate full Program Team meetings on a quarterly basis.

Adequate Staffing

- Efficiency Vermont shall dedicate staff resources totaling a minimum of one (1) Full Time Employee (FTE) to support collaboration and project completion with the Department for the duration of the Program.
- The Department shall maintain a staff team, supported by Efficiency Vermont, dedicated to Program implementation for Project Management and Program Support. These positions shall be in addition to the Department's State Energy Program Manager.

Collaborative Project Identification, Development, Management, and Completion:

- The Program team shall continue conducting energy audits on state-owned buildings in accordance with Section 24 Title 29: 157 VSA (a) (3), following the procedures developed by the Department with the support of Efficiency Vermont.
- With Technical Assistance from Efficiency Vermont as needed, the Department's Energy Project Managers finalize each project's scope of work and procure resources for implementation.
- Upon request, Efficiency Vermont assists the Department in assessing the need for commissioning or tuning of newly installed equipment.

Energy Tracking:

In accordance with ACT 58 Sec. E.112 (d) (3) the Department will continue to make improvements toward systems of measurement to achieve the goals of 2011 Acts and Resolves No. 40.

- Through the use of the Energy Star Portfolio Manager®, the Department will maintain an energy accounting system that includes baseline and annual data on energy consumption at properties owned or managed by the Department. The Department has requested that all state agencies who own and operate buildings utilize the ESPM for these purposes.
- With respect to transportation, Administrative Bulletin 2.3 Appendix B: Fuel Card Use – State Owned Vehicles, effective February 2, 2016, established the requirements of the statewide universal fuel card program to provide State agencies and departments with a vehicle and/or equipment fuel card that allows State employees to purchase fuel and other vehicle related supplies and services for State vehicles and/or State-owned fuel-powered equipment in order to conduct governmental business. The Department is now able to capture state employee fuel purchases through the WEX Fleet Purchase Card reporting system.

FY2019: Projected Savings, Strategies

Targets:

In accordance with ACT 58 Sec. E.112 (b) (1) (B), the Department and Efficiency Vermont aim to reduce the State's total energy usage and related costs of the Program by an amount not less than \$150,000 annually.

Projected Savings (annually):

Energy type	KWH	MMBTU	Dollar savings
Additional Projects resulting from Energy Audits	935,019	3,760	\$200,977
Renewable Generation	TBD		TBD
	935,019	3,760	\$200,977

Strategies:

Ongoing, collaborative, and systematic project identification, development, and management will remain critical to the long-term success of the Program. The Department and Efficiency Vermont will continue to execute the strategies as noted in the Memorandum of Understanding, making modifications and improvements as needed.

In accordance with ACT 58 Sec. E.112 (d) (3) the Department will continue to make improvements toward systems of measurement to achieve the goals of 2011 Acts and Resolves No. 40.

Observations & Recommendations

The Department and Efficiency Vermont, through the development, launch, and implementation of the State Energy Management Program, have successfully achieved \$150,000 of annual energy savings and \$1,277,252 of lifetime savings for projects implemented in FY2017. With a full staff onboard, our organizations are confident that the Program will continue to produce the required annual savings, and significant lifetime savings, for the State of Vermont.

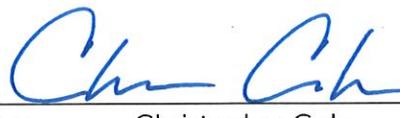
At the end of the four year preliminary period, we will undoubtedly ask that the Vermont State Legislature institutionalize this Program. Until then, it is our job to demonstrate that the State Energy Management Program can continue to successfully save taxpayer dollars through energy efficiency and renewable energy investments.

We ask for your continued support as we move the Program forward and fully realize its potential, demonstrating that state government leads by example.

Efficiency Vermont

By: 
Name: Karen Glitman
Title: Director

State of Vermont
Department of Buildings and General
Services

By: 
Name: Christopher Cole
Title: Commissioner

Appendices

FY2018 Detailed Project List:

Existing Buildings

Site	Project Focus	kWh	MMBTU	Dollars savings
ANR Vermont Fish Culture, various locations		226,500	62	\$36,080.95
Sharon Information Center				
Vietnam Memorial	Lighting Upgrades	38,888		\$5,712.00
ANR Essex Forest Parks & Recreation	Solar PV	42,780		\$8,000.00
AOT Park & Rides, 9 locations	LED Upgrades to Light Poles	20,794		\$3,119.10
Williston Info Center SB	Smart pump replacement, insulation/air-sealing	35,149	443	\$11,699.52
10 & 12 Baldwin	Insulation & Air-sealing	1,022	207	\$3,624.96
Hebard SOB Parking Lot	Parking Lot Lighting Retrofit	8,936		\$1,340.40
Middlesex Central Services		7,852	2,036	\$33,449.36
Burlington Zampieri Office Building	Lighting & Controls Upgrade	372,845		\$57,753.69
Springfield State Office Building	HVAC/Lighting	285,021		\$50,847.75
Derby Public Safety Building	Energy Retrofit	83,262	381	\$18,207.92
		1,123,049	3,130	\$229,835.64

FY2019 Projects Under Development from Completed Energy Audits:

Existing Buildings

Site	Project Focus	kWh	MMBTU	Dollars savings
Rutland Courthouse	Efficiency improvements developed by Energy Audits	187,920	399	\$34,501.00
Brattleboro District Courthouse	Efficiency improvements developed by Energy Audits	14,430	268	\$25,979.00
Burlington 50 Cherry St.	Efficiency improvements developed by Energy Audits	83,033	1006	\$18,378.00
St. Johnsbury Caledonia Courthouse	Efficiency improvements developed by Energy Audits	95,990	1118	\$44,908.00
Hebard State Office Building	Efficiency improvements developed by Energy Audits	497,325	706	\$66,422.00
Bennington Office Building	Efficiency improvements developed by Energy Audits	26,080	211	\$5,820.00
Bennington Welcome Center	Efficiency improvements developed by Energy Audits	30,241	52	\$4,969.00
Totals		935,019	3,760	\$200,977

Future Projects in Development with Scheduled Energy Audits:

Site	Current Energy Cost Intensity (\$/ft ²)	Site EUI (kBtu/ft ²)	GFA (ft ²)	Potential Dollar savings with improved EUI
Barre District Court/Office	2.14	40.47	42,863	\$9,869.70
Bennington Office Building	1.57	47.37	22,625	\$5,521.25
Bennington District Court/Office	1.17	24.23	67,729	\$9,242.93
Bennington Welcome Center	139.55	4,617.37	6,861	\$7,475.42
Brattleboro State Office Building	1.41	86.67	21,036	\$9,660.76
Fair Haven Welcome Center	4.25	149.47	2,345	\$9,974.07
Guilford Maintenance Barn (9735)	102.15	2,798.63	99	\$10,112.52
Guilford Southeast Welcome Center	5.40	158.20	7,130	\$8,478.23
Lyndon Welcome Center	7.93	272.40	1,300	\$10,313.33
Middlebury Mahady Courthouse	1.87	128.30	40,130	\$7,909.33
New Haven Public Safety - CAMPUS	2.73	74.13	12,443	\$6,017.96
Pittsford Admin Building	1.24	41.27	7,536	\$9,344.64
Pittsford Firehouse	3.82	125.40	6,160	\$3,510.67
Pittsford Warehouse	1.26	82.97	1,431	\$1,807.83
Rockingham Troop HQ - CAMPUS	2.02	89.37	7,690	\$10,559.43
Royalton Troop HQ - CAMPUS	2.19	62.80	12,250	\$5,775.84
Rutland Asa Bloomer Building	0.00	18.53	124,268	\$0.00
Rutland McKinley Ave - COMPLEX	2.43	58.90	14,094	\$10,524.56
Rutland Motor Vehicles	3.25	117.50	3,030	\$9,837.40
St. Albans District Courthouse	1.60	67.07	35,435	\$6,814.12
St. Johnsbury State Office Building	2.45	113.23	9,122	\$3,723.72
Williston Information Center North	6.10	214.77	4,600	\$8,060.00

The Department, with support from Efficiency Vermont, developed this prioritized-buildings list using two primary criteria; Energy Cost Intensity (ECI, measured in \$/ft²) and Site Energy Use Intensity (EUI, measured in kBtu/ft²). ECI shows how much the Department spends in electricity and fuel per building per ft². Site EUI measures how much electricity and fuel a building consumes per ft².

For each Fiscal Year, 2014, 2015, 2016 and 2017, the Program team ranked buildings by each primary criteria independently, from best to worst performing building. The team then averaged the two criteria-based lists for each year. The final step in creating the prioritized list above was to average the years together to determine the best and worst performing buildings over the past four years.

The final column shows the potential dollar savings should the building's performance, as measured by Site EUI, improve to the 75th percentile of energy performance for buildings of that type (office building, courthouse, etc.), according to Energy Star Portfolio Manager.

TAB 3 – Buildings and General Services – Fleet Management Services – High Mileage Users
[Act 179 of 2014 E.118 (a)]

FY 2017 HIGH MILEAGE USERS REPORT

Section E. 118 (a) of Act 179 of the Acts of 2014 requires that “The Commissioner of Buildings and General Services shall submit a report to the House and Senate Committees on Appropriations by January 15th of each year detailing the number of State employees, by department, that during the previous fiscal year exceeded the “mileage breakeven point,” the point at which employee mileage reimbursement becomes more expensive than use of State-owned or -leased vehicles, as calculated as part of this report.”

Background

As a part of the Fleet Management Services (FMS) program, the Department of Buildings & General Services (BGS) conducts a review of the mileage reimbursement records of all departments at the end of each fiscal year to identify high mileage drivers. The following is a summary of the FY 2017 review:

Number of Employees Reimbursed for Mileage at the Full Rate	3,507
Total Miles Reimbursed at Full Rate	5,274,338
Total Cost to State	\$2,839,477
Number of Employees Reimbursed More Than 10,000 Miles at Full Rate (High Mileage Users)	83
Total Miles Reimbursed by the 83 Employees	1,193,151
• Average Miles Driven per Employee	14,375
Total Cost to State	\$644,485
• Average Reimbursement Per Employee	\$7,765

Following this review, departments are contacted to inform them of their high mileage drivers, and to advise them of potential savings which may be available by shifting employees with high mileage reimbursements to an FMS vehicle.

Mileage Breakeven Point

The mileage breakeven is the point at which it becomes more cost effective to utilize a fleet vehicle versus reimbursing an employee for driving their private vehicle at the full mileage reimbursement rate. The breakeven point in FY 2017 was 10,000 miles. For travel greater than 10,000 miles, driving a fleet vehicle saves the State money. It should be noted that the cost analysis is based on using the most economical current model compact sedan available through State contract and current fuel prices.

State Employees Exceeding the 10,000 Miles Breakeven Point – FY 2017

The following chart details the number of State employees, by department, that during fiscal year 2017 exceeded the 10,000-mile breakeven point:

State Employees Reimbursed > 10,000 Miles (Breakeven Point)

Department	Number of Employees	Total Miles	Total Amount Reimbursed
Transportation Agency	28	448,211	\$ 241,419
Judiciary	13	196,219	\$ 105,468
Financial Regulation	11	147,057	\$ 79,064
Disabilities, Aging Ind. Living	11	141,350	\$ 78,502
Labor	6	100,337	\$ 53,977
Tax	4	46,214	\$ 24,849
Children and Families	3	31,550	\$ 16,973
Public Safety	2	23,228	\$ 12,486
Education Agency	2	22,899	\$ 12,310
Agriculture, Food & Markets	1	13,754	\$ 7,427
Agency of Digital Services	1	12,207	\$ 6,564
Forest, Parks & Recreation	1	10,125	\$ 5,446
Total	83	1,193,151	\$ 644,485

Mileage Reimbursement History

Full-Rate Mileage Reimbursements by Fiscal Year	Miles	Cost
FY2017	5,274,338	\$2,839,477
FY2016	5,995,580	\$3,363,566
FY2015	7,238,704	\$3,998,988
FY2014	8,979,161	\$5,056,228
FY2013	9,532,836	\$5,327,112
FY2012	9,337,519	\$4,812,554

Agency of Administration Bulletin 3.4, Employee Travel & Expense Policy

http://aoa.vermont.gov/sites/aoa/files/Bulletins/AOA-Bulletin3_4-June2014_rev2.pdf

Privately-Owned Vehicle (POV) Mileage Reimbursement - Employees are allowed mileage reimbursement for the use of their privately-owned vehicle for authorized business travel in the performance of official duties. Employees are reimbursed at a “rate per mile” established in accordance with collective bargaining agreements. Presently, the reimbursement rates (“full” or “reduced”) are established by the U.S. General Services Administration (GSA) and encompasses all expenses (gasoline, maintenance, insurance, supplies, repairs, etc.) associated with operating a privately-owned vehicle. The established rate shall be the same for all vehicle types, except for an enhanced rate for lift-equipped adapted vans.

Employee mileage reimbursement claims for the use of a privately-owned vehicle (POV) in the performance of official duties shall be made in accordance with the following rates and criteria:

- **Full GSA Rate:** Use for mileage reimbursement claims when a POV is the most cost-effective option **or** when a State vehicle (re: Department, FMS Motor Pool or Rental vehicle) is the most cost-effective option but a State vehicle is not reasonably available **or** when the department head has authorized use of a POV for a justifiable business reason (re: “best interest of the State”).
- **Reduced GSA Rate:** Use for mileage reimbursement claims when a POV is **not** the most cost-effective option **and** a State vehicle is reasonably available.

TAB 4 – Capitol Construction Act Funds
[29 V.S.A. § 152(a) (23)]

**TRANSFER OF UNEXPENDED BOND BALANCES FOR MAJOR MAINTENANCE
29 V.S.A. 152(a)(23)**

On or before January 15 of each year, the Commissioner shall report to the House Committee on Corrections and Institutions and the Senate Committee on Institutions regarding all transfer and expenditures made pursuant to this subdivision (23).

In accordance with the requirements of 29 V.S.A. 152(a)(23) pertaining to the Transfer of Unexpended Bond Balances for Major Maintenance, the Commissioner of Buildings and General Services reports no funds were transferred and expended from unspent balances during FY2017.

**TAB 5 – Historic Property Stabilization and Rehabilitation Special Fund
[29 V.S.A. § 155(c)]**

Historic Property Stabilization and Rehabilitation Special Fund

2017 Annual Report





Fuller Farmhouse, Hubbardton, Vermont

2017 Annual Report

Historic Property Stabilization and Rehabilitation Special Fund

**Submitted to the House Committee on Corrections and Institutions
and the Senate Committee on Institutions
in accordance with 29 V.S.A. §155(c)**

**Laura V. Trieschmann
State Historic Preservation Officer
Vermont Division for Historic Preservation**

**Katie Buckley
Commissioner of the Department of Housing and Community Development
Agency of Commerce and Community Development**

**Chris Cole
Commissioner of the Department of Buildings and General Services
Agency of Administration**

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Executive Summary

The Historic Property Stabilization and Rehabilitation Fund (Fund) finances stabilization and rehabilitation of state-owned historic properties. The Fund was intended to provide net proceeds realized from the sale and/or lease of other vacant or underutilized historic properties owned by the state. This pilot program was to fill a funding gap and provide a higher level of stewardship for state-owned historic resources by allowing private sector partnerships to stabilize and rehabilitate underutilized properties. Sale or lease of any of the eligible properties was not to yield much money, because transfers and leases were coordinated with local municipality and/or non-profit organization with a preservation and history focus.

The Legislative Joint Fiscal Committee approved the proposal for implementing the Fund at its July 21, 2011, meeting. The Vermont Department of Buildings and General Services (BGS), Vermont Division for Historic Preservation (VDHP), and the Vermont Advisory Council on Historic Preservation have worked diligently to transfer, sell, or deaccession properties approved for inclusion in the Fund.

In 2011, the General Assembly approved fourteen historic properties as eligible for this Fund. In 2015, eight properties remained on the list, two of which were added in 2014. In 2016, two properties remained on the list, both pending demolition by July 2017.

Reducing the monies to \$50,000, the General Assembly repealed the Fund in 2016 (H. 878) and Governor Shumlin signed this on July 2, 2016.

Accomplishments in 2017

The appropriated funding amount of \$100,000 was reduced to \$50,000, with those funds to be allocated to the demolition of the Fuller Farmhouse and the Bishop's Cabin.

Farmhouse, St. Albans: Removed from List (H. 878, 2016)

Arsenal and Fairbanks Buildings, Vergennes: Removed from List (H. 878, 2016)

Fuller Farmhouse, Hubbardton: Archaeological and historical studies completed by VDHP staff have aided in recording the archaeological significance of the land associated with the Fuller Farmhouse at the Hubbardton Battlefield, leading to a determination that the property should not be deaccessioned or leased. Removal of any acreage associated with the Revolutionary War battlefield (July 7, 1777) in Hubbardton because of the proposed sale of Fuller Farmhouse would compromise the historical integrity of the site. In 2015, VDHP received a grant from the National Park Services' American Battlefield Protection Program to study the boundaries and national significance of the battlefield, which includes the site where the farmhouse is located. Accordingly, these sensitive archaeological sites must be protected. The 1920s house is non-contributing resource to the battlefield.

VDHP consulted with the Town of Hubbardton Select board and Hubbardton Historical Society, which sought to obtain use of the building as a museum. Funding for the needed renovations to the building and the establishment of a museum was not secured by the town or historical society; VDHP was informed on April 16, 2016 of their desire not to pursue this plan. VDHP, in coordination with BGS, oversaw the demolish of the building in July 2017. The foundation was capped to preserve any potential archaeological sites. The barn shall be retained. The General Assembly approved this action. (H. 878, 2016)

Eureka Schoolhouse and Baltimore Covered Bridge, Springfield: Removed from List (H. 878, 2016)

Bishop’s Cabin, Orwell: Demolished and materials removed in 2016; the General Assembly approved this action. (H. 878, 2016)

Burtch-Udall House, Quechee: Removed from List (H. 878, 2016)

Kent Tavern Museum, Calais: Removed from List (H. 878, 2016)

Property	Town	Dept	Proposed Action	2017 Finding/Action	Income to Fund
Farmhouse and barn, 3469 Lower Newton Rd	St. Albans	BGS	Subdivide and sell the house, barn, and up to 10 acres	Removed from List (H. 878)	\$0
Arsenal & Fairbanks buildings	Vergennes	BGS		Removed from List (H. 878)	\$0
Fuller Farmhouse	Hubbardton	VDHP	Demolish house and cap foundation	Building demolished and foundation capped (Barn retained)	\$0
Eureka Schoolhouse and Baltimore Covered Bridge	Springfield	VDHP	Continue use as state historic site open to public	Removed from List (H. 878)	\$0
Bishop’s Cabin	Orwell	VDHP	Demolish cabin and preserve archaeological site	Building demolished Removed from List (H. 878)	\$0
Burtch-Udall (Theron Boyd House)	Quechee	VDHP	Identify opportunities for leasing, partnering, or otherwise enhancing use of property	Tours by appointment. Outreach to three interested neighbor for leases of land; two lease agreements signed and one pending. Removed from List (H. 878)	\$0
Kent Tavern Museum	Calais	VDHP	Identify opportunities for leasing, partnering, or otherwise enhancing property	Tours by appointment. Removed from List (H. 878)	\$0

The lack of revenue from this pilot program has suggested it is not overwhelmingly successful. Therefore, during the 2016 session, the General Assembly repealed the Fund. The remaining activities included:

- Funds reduction from \$100,000 to \$50,000 in July 2016 (FY17)
 - The fund covered the costs for razing Bishop’s Cabin and removal of the materials in winter 2016 (FY16). Total costs \$17,083.
 - The fund was to cover the cost for razing Fuller Farmhouse, removal of the materials, and capping of the foundation in July 2017 (contract was executed June 2017). Total cost \$18,100.
 - The funds to cover this \$18,100 expenditure were recaptured by the legislature in July 2017. Although the expense had already been incurred, the funds were not encumbered in the Vision system. To address this issue, VDHP paid the contractor’s bill out of its Major Maintenance funding from the Capital Construction Bill. To allow VDHP and BGS to properly close out this program and all related accounts, \$18,100 of the recaptured funds (out of the \$32,917 total recapture) should be reinstated so that they can be credited back to the Major Maintenance funding for State Historic Sites.
- Fund was terminated in July 2017 (end of FY17).
- Because the Fund’s operations have been completed, this will be the final report for this Fund.

Annual Review of the Fund by BGS and the Vermont Advisory Council on Historic Preservation:

The Fund is a self-contained, funded program, revenue to expenditures. The Fund was seeded with a \$100,000 appropriation and possible net proceeds from the sale or lease of properties approved in ACT 40 of 2011. The annual balance is limited to \$250,000. Any unencumbered overage returns to the General Fund for reallocation.

In accordance with the Fund management process, approved by the Legislative Joint Fiscal Committee in July 2011, meetings were held to discuss and review the status of the program. The annual review meeting between BGS and VDHP was held on September 17, 2017, to discuss the status and sunset of the Fund per recent legislation.

A draft of this report was distributed to the Vermont Advisory Council on Historic Preservation (Council) in and was discussed at their November 2017, meeting. The Council unanimously made the following motion:

The Council has reviewed and concurs with the Draft 2017 Annual Report to the General Assembly on the Historic Property Stabilization & Rehabilitation Special Fund.

The Fund: Program Description and Process

1. Purpose of the fund

Act No. 40 (“An act relating to capital construction and state bonding”) established the Historic Property Stabilization and Rehabilitation Special Fund (Fund) during the 2011 Legislative session. An innovative partnership between the BGS and VDHP, the Fund finances stabilization and rehabilitation of state-owned historic properties from the net proceeds realized from the sale and/or lease of other under-utilized historic properties owned by the state. The Fund is a pilot program at this time; it only includes historic properties owned by BGS and VDHP as designated by the General Assembly.

The Fund:

- Fills a funding gap and provides a higher level of stewardship for state-owned historic resources.
- allowed the state to comply with 22 V.S.A. §14, which directs state agencies to develop plans for maintaining historic properties under their ownership and to institute procedures to assure plans and programs contribute to the preservation of historic properties in their portfolio, while avoiding unreasonable economic burden to the state.
- ensured the historic integrity of properties sold or leased with historic preservation easements or covenants.
- allowed the state to form private-sector partnerships in order to stabilize and rehabilitate underutilized properties.
- was a self-contained special fund program.

2. Statutory Authority

The Fund was established by Act No. 40 during the 2011 Legislative session by amending 29 V.S.A. §155. Act No. 41 during the 2012 Legislative session amended the law. The Fund is managed by and under the authority and control of the Commissioner of BGS. (See Appendix II for the full text.)

During the 2012 legislative session, the General Assembly amended 29 V.S.A. §155 to:

- 1) Include net revenue from “lease” of properties, along with sale, into the Fund.
- 2) Clarified that, if the Fund balance exceeds \$250,000 as of November 15 in any year, then the general assembly shall reallocate “funds not subject to encumbrances for other purposes.”

- 3) Clarified the purposes of the Fund to state that “rehabilitation and stabilization” include “payment of costs of historic resource evaluations and archaeological investigations, for building assessments related to a potential sale, or lease, for one-time fees for easement stewardship and monitoring, and for related one-time expenses.”
- 4) Clarified that “lease” of historic properties are included in the Fund.

The Legislative Joint Fiscal Committee approved the proposal for implementing the Fund at its July 21, 2011, meeting. The Fund was repealed by the committee in 2016.

3. Summary

All state agencies own and manage historic properties and there are not enough monies to maintain and manage all of them. BGS owns and/or administers over 150 buildings that have been identified as historic. VDHP owns and maintains 83 buildings, structures, and sites. Most are actively used for state programs and services under a stable preservation maintenance program. Several of those owned by VDHP are open to the public. Some, however, are vacant or underutilized, with little prospect for productive use. In times of tight budgets, maintenance is often lacking and many of the buildings considered neglected. The establishment of the Fund was an innovative response to this problem, one that prioritized underutilized properties for stabilization and rehabilitation, provided a revenue stream to help fund needed repairs, and fostered the lease or sale of properties that would better serve non-state purposes. Included in the list of properties for possible lease or sale were some owned by VDHP that were not related to the mission of the state historic sites program. Several of these properties (such as Bishop’s Cabin, in Orwell, and Fuller Farmhouse, in Hubbardton) are not open to the public.

The Fund is not meant as a substitute for capital budget support for the state historic sites that are maintained by VDHP and open to the public. Maintenance and operation of the state-owned historic sites regularly open to the public continue to be funded in the capital budget. Two properties currently not officially open to the public -- Kent Tavern Museum and the Theron Boyd House – were added to the Fund to supplement capital budget appropriations for work necessary to stabilize and maintain them. They have since been removed from the Fund.

It was the intention of the State that historic properties be kept by the State in its portfolio. However, if the Commissioner of BGS determines, based upon a recommendation from the Fund Advisory Group, that an investment from the Fund is necessary to secure a building from further deterioration, or to conduct an archaeological study, or for any other necessary purpose PRIOR to transfer or sale, then use of the Fund was appropriate, and the historic property could be removed from the State’s portfolio.

Deaccessioning, transfer or sale of historic buildings was based on the following criteria:

- a building was not suited to serve a mission-related purpose;
- a building would better serve the public in non-state ownership and/or use; and/or
- there was better opportunity for long-term preservation than if the building remained in state ownership.

Prior to transferring a property to a municipal or non-profit entity, it was important to ascertain that entity’s commitment and ability to sustain future operating and maintenance costs.

Each year, BGS and VDHP held an Annual Review meeting to review activities and accomplishments of the program during the previous year, selected the priority projects that will be funded in the following calendar year, and ensured that no funds above \$250,000 remain unobligated.

4. Management of the Fund

The BGS Commissioner managed the program associated with the Fund with a dedicated Fund Advisory Group consisting of a BGS Commissioner designee; the State Curator and Assistant State Curator; the State Historic

Preservation Officer or designee, and State Historic Sites Chief or designee; and the Commissioner of the Department of Housing and Community Development or designee. The Advisory Group makes recommendations to the BGS Commissioner on the operations of the Fund.

The BGS Commissioner, working with the Fund Advisory Group, submitted a Report to the Legislature by January 15 of each year, developed on the following timetable and outline:

- Annual Review meeting between BGS and VDHP held each year
- Draft of Report circulated to Advisory Council on Historic Preservation each year
- The Report included information on deposits, disbursements, properties sold and stabilized or rehabilitated, and plans for future property transfers, leases and stabilization or rehabilitation of state-owned properties, and recommendations for changes and improvements in the program.

The Advisory Group meet and requested disbursements from the Fund as needed. Requests were presented to the BGS Commissioner for his/her review and final approval.

5. Deposits into the Fund

The Fund received \$100,000 in the FY12 capital bill. This was reduced to \$50,000 in the FY17 capital bill.

The FY12 capital bill authorized the deposit of net revenues from:

- the sale of 3469 Lower Newton Road, St. Albans
- the sale or lease of the Fuller Farmhouse at the Hubbardton Battlefield, Hubbardton
- from the donation of the Hyde Log Cabin, Grand Isle
- from the sale or lease of the Bishop Cabin at Mount Independence
- from the donation of the Bradley Law Office, Westminster
- from the donation or sale of the Eureka Schoolhouse, Springfield

BGS Commissioner was to deposit net revenues into the Fund. The Fund balance on November 15 of any year was capped at \$250,000. Unobligated monies in excess of that amount were to be reallocated by the General Assembly for other purposes in the next enacted capital appropriations bill. BGS Commissioner was authorized to seek needed appropriations through the Capital Budget.

Historic properties transferred out of state ownership were protected with a covenant and/or historic preservation easement as VDHP deemed necessary. The intent was to protect the exterior of the building, any outstanding interior features and/or associated collections, and, if warranted, associated property and landscape features, and/or archaeological sites. VDHP recommended historic features that should be protected, and required that the property owner obtain VDHP's prior written approval before undertaking any construction, alteration, rehabilitation, or other activity that might affect the protected features of the historic property.

6. Disbursements from the Fund

The Fund was to be used for: 1) rehabilitation or stabilization of state-owned historic properties; 2) payment of costs of historic resource evaluations, archaeological investigations, and/or building assessments related to potential sale, transfer, or lease; 3) easement stewardship fees; and 4) other related expenses. The Fund was available for payment of easement stewardship fees that cover baseline documentation and annual stewardship monitoring.

Appendix I

Act No. 40 An act relating to capital construction and state bonding. (H. 446). Approved May 20, 2011. 29 V.S.A. §155 was amended during the 2012 legislative session.

REPEALED H. 878 (2016 legislative session)

Sec. 25. PROPERTY TRANSACTIONS; MISCELLANEOUS

(f) Following consultation with the state advisory council on historic preservation as required by 22 V.S.A. §742(7) and pursuant to 29 V.S.A. §166, the commissioner of buildings and general services is authorized to subdivide and sell the house, barn, and up to 10 acres of land at 3469 Lower Newton Road in St. Albans. Net proceeds of the sale shall be deposited in the historic property stabilization and rehabilitation fund established in Sec. 30 of this act.

Sec. 26. PROPERTY TRANSACTIONS; MISCELLANEOUS

(b) The commissioner of buildings and general services on behalf of the division for historic preservation is authorized to enter into the agreements specified for the following properties, the proceeds of which shall be dedicated to the fund created by Sec. 30 of this act:

- (1) Fuller farmhouse at the Hubbardton Battlefield state historic site, authority to sell or enter into a long-term lease with covenants.
- (2) Hyde log cabin in Grand Isle, authority to donate property free of covenants to Grand Isle or, in the alternative, to donate the building to Hyde Park, or in the alternative to sell the property.
- (3) Bishop Cabin at Mount Independence State Historic Site in Orwell, authority to sell or enter into a long-term lease with covenants on the land.
- (4) Eureka Schoolhouse in Springfield, authority to transfer with covenants to a local organization or, in the alternative, to sell the property.
- (5) Bradley Law Office in Westminster, authority to transfer with covenants to a local organization.

Sec. 30. 29 V.S.A. §155 is added to read:

§155. HISTORIC PROPERTY STABILIZATION AND REHABILITATION SPECIAL FUND

(a) There is established a special fund managed by and under the authority and control of the commissioner, comprising net revenue from the sale or lease of underutilized state-owned historic property to be used for the purposes set forth in this section. Any remaining balance at the end of the fiscal year shall be carried forward in the fund; provided, however, that if the fund balance exceeds \$250,000.00 as of November 15 in any year, then the general assembly shall reallocate the funds not subject to encumbrances for other purposes in the next enacted capital appropriations bill.

(b) Monies in the fund shall be available to the department for the rehabilitation or stabilization of state-owned historic properties that are authorized by the general assembly to be in the fund program, for payment of costs of historic resource evaluations and archaeological investigations, for building assessments related to a potential sale or lease, for one-time fees for easement stewardship and monitoring, and for related one-time expenses.

(c) On or before January 15 of each year, the department shall report to the house committee on corrections and institutions and the senate committee on institutions concerning deposits into and disbursements from the fund

occurring in the previous calendar year, the properties sold, leased, and stabilized or rehabilitated during that period, and the department's plans for future stabilization or rehabilitation of state-owned historic properties.

(d) Annually, the list presented to the general assembly of state-owned property the commissioner seeks approval to sell pursuant to section 166 of this title shall identify those properties the commissioner has identified as underutilized state-owned historic property pursuant to subsection (b) of this section.

(e) For purposes of this section, "historic property" has the same meaning as defined in 22 V.S.A. §701.

Sec. 31. TRANSITION; FUNDING

(a) On or before July 15, 2011, the department of buildings and general services and the division for historic preservation shall develop a proposal for the program required in Sec. 30, 29 V.S.A. §155(b), of this act and shall present the proposal to the chairs of the house committee on corrections and institutions and the senate committee on institutions. The chairs shall review the proposal and recommend to the joint fiscal committee whether or not to approve the proposal. After review of the proposal and the chairs' recommendations, the joint fiscal committee shall approve the proposal, disapprove the proposal, or direct the departments to amend and resubmit the proposal to the chairs by a date certain.

(b) Of the funds appropriated in Sec. 6(a)(3) of this act, the sum of \$100,000 is allocated in fiscal year 2012 to the historic property stabilization and rehabilitation special fund created in Sec. 30 of this act.

Appendix II

Title 22: Libraries, History, and Information Technology

Chapter 14: HISTORIC PRESERVATION

22 V.S.A. §701. Definitions

(6) "Historic property" or "resource" means any building, structure, object, district, area or site that is significant in the history, architecture, archaeology or culture of this state, its communities or the nation.

22 V.S.A. §743. Cooperation of agencies

An agency, department, division or commission shall:

(1) Consult the Vermont advisory council on historic preservation before demolishing, altering or transferring any property that is potentially of historical, architectural, archaeological or cultural significance, including any property listed on the state register. An agency, department, division or commission shall submit its annual capital improvement plan to the council.

(2) Initiate measures and procedures to provide for the maintenance, through preservation, rehabilitation or restoration, of properties under its ownership that are listed on the state or National Register; the measures and procedures shall comply with applicable standards prescribed by the state historic preservation division.

(3) Develop plans for the maintenance, through preservation, rehabilitation or restoration, of historic properties under their ownership in a manner compatible with preservation objectives and which does not result in an unreasonable economic burden to public interest.

(4) Institute procedures to assure that its plans, programs, codes and regulations contribute to the preservation and enhancement of sites, structures and objects of historical, architectural, archaeological or cultural significance. (Added 1975, No. 109, § 4.)

22 V.S.A. §742. Duties and powers of the council

(7) Provide an advisory and coordinative mechanism by which state undertakings of every kind which are potentially deleterious to historic preservation may be discussed, and, where possible, resolved, giving due consideration to the competing public interests which may be involved. The head of any state agency or department having direct or indirect jurisdiction over a proposed state or state-assisted undertaking, or independent agency having authority to build, construct, license, permit, authorize or approve any undertaking, shall prior to the approval of the state funds for the undertaking, or prior to any approval, license, permit or authorization as the case may be, take into account the effect of the undertaking on any historic property that is included in the state register of historic places. Where, in the judgment of the council such undertaking will have an adverse effect upon any listed district, area, site, building, structure or object, the head of the state agency or department shall afford the council reasonable opportunity to comment with regard to the undertaking.

(8) Advise on any participation in the review of federal, federally assisted, and federally licensed undertakings that may affect historic properties and sites and approve any participation in the review of nonfederal undertakings, including, but not limited to proceedings under the state land use and development act (10 V.S.A. chapter 151).

22 V.S.A. §765. Transfer of state property

When transferring real property under its jurisdiction that contains significant archaeological, aboriginal or other anthropological resources, the state, may, upon the recommendation of the state historic preservation officer, with the advice of the state archaeologist, condition the transfer upon such covenants, deed restrictions or other

contractual arrangements as will limit the future use of the property in such a way as will protect those resources. (Added 1975, No. 109, §4; amended 1995, No. 46, §47.)

22 V.S.A. §766. Reservation of lands to be sold

Upon written notice to the head of a state agency administering state lands, given by the state historic preservation officer, with the advice of the state archaeologist, the agency head shall reserve from sale any state lands, including lands forfeited to the state for nonpayment of taxes, on which sites or artifacts are located or may be found, as designated by the state archaeologist under section 763 of this title, provided, however, that the reservation of the lands from sale may be confined to the actual location of the site or artifacts. When the sites or artifacts have been explored, excavated or otherwise examined to the extent desired by the state archaeologist, he or she shall then file with the agency head a statement releasing the lands and permitting their sale. (Added 1975, No. 109, § 4; amended 1995, No. 46, § 48.)

22 V.S.A. §767. Cooperation between agencies

All state agencies, departments, institutions and commissions, as well as all municipalities, shall cooperate fully with the state archaeologist in the preservation, protection, excavation, and evaluation of specimens and sites; and to that end:

- (1) When any state, regional or municipal agency finds or is made aware by an appropriate historical or archaeological authority that its operation in connection with any state, state assisted, state licensed, or contracted project, activity, or program adversely affects or may adversely affect scientific, historical, or archaeological data, the agency shall notify the state archaeologist and shall provide him or her with information concerning the project, program, or activity. The provisions of this chapter shall be made known to contractors by the state agencies doing the contracting.
- (2) The state archaeologist, upon notification or determination that scientific, historical, or archaeological data including specimens, is or may be adversely affected, shall, after reasonable notice to the responsible agency, conduct or cause to be conducted a survey and other investigations to recover and preserve or otherwise protect such data, including analysis and publication, which in its opinion should be recovered in the public interest.
- (3) The division shall initiate actions within 60 days of notification under subdivision (1) of this subsection and within such time as agreed upon in other cases. The responsible agency is authorized and directed to expend agency funds for the purpose of recovering the data, including analysis and publications, and the costs shall be included as part of the contractor's costs if the adverse effect is caused by work being done under contract to a state agency. (Added 1975, No. 109, §4.)

TAB 6 – Property Management Revolving Funds
[29 V.S.A. § 160(e)]

PROPERTY MANAGEMENT REVOLVING FUND – 29 V.S.A. § 160 (e)

(e) The Commissioner of Buildings and General Services shall supervise the receipt and expenditure of monies comprising the Property Management Revolving Fund, subject to the provisions in this section. He or she shall maintain accurate and complete records of all such receipts and expenditures and shall make an annual report on the condition of the Fund to the House Committee on Corrections and Institutions and the Senate Committee on Institutions. All balances remaining at the end of a fiscal year shall be carried over to the following year.

Fund Overview – Property Management

The Property Management program began FY2017 with a negative fund balance of \$24.2M.

We have identified several expenses that will be recovered to decrease that balance by the end of FY2017. National Life rent recovery is in arrears by \$500K, due to a miss in chargebacks for rent expense on common area at the building. This recovery of expense will be distributed to tenants, and the Department of Finance is working on BAA to support that effort. Our “lease outs” of State Owned space continue to be less than market value, (which we equate to the Fee for Space rates) and increased the negative fund balance by upwards of \$160K during FY2017. These leases are currently being addressed, and we continue to make headway in increasing the rent recovery to market value, which will then eliminate this variance.

Calendar year 2017 brings an end to the Principal and Interest payments being paid for the “Property Management Treasurer Buildings”. Effective January 1, 2018 the Asa Bloomer building in Rutland will be 100% owned by the State of Vermont, and in FY2017 we made the final Principal and Interest payment. 108 Cherry Street in Burlington was completely paid off at the end of FY2010 and the Houghton Street facility was sold in 2015. The negative fund balance associated with these three buildings will now begin to be eliminated, which will be a positive impact on the Property Management program.

The Fund Balance at the end of FY2017 was **(\$24.9M)** based on the following revenues and expenses.

Revenues	\$20,779,518
Cost of Goods Sold	(\$12,273,911)
Operating Expenses	(\$3,810,718)
Total Mortgage Payments	(\$336,000)
Net Income	(\$644,839)
Fund Balance 6/30/2016	(\$24,226,542)
Fund Balance 6/30/2017	(\$24,871,401)

TAB 7 – State Energy Management Program; Revolving Funds (SRMRF)
[29 V.S.A. § 168(f)]

Title: Report to the Senate Committee on Institutions and the House Committee on Corrections and Institutions on the expenditure of funds from the State Energy Management Program revolving funds.

Date: January 15, 2018

In accordance with Act 178 of 2014, Section 41. 29 V.S.A. § 168, State Energy Management Program; Revolving Funds, (f) Beginning on or before January 15, 2015 and annually thereafter, the Department of Buildings and General Services shall report to the Senate Committee on Institutions and the House Committee on Corrections and Institutions on the expenditure of funds from the State Resource Management Revolving Fund for resource conservation measures and the State Energy Revolving Fund for energy efficiency improvements and the use of renewable resources. For each fiscal year, the report shall include a summary of each project receiving funding and the State's expected savings.

State Resource Management Revolving Fund (SRMRF) Project Summary

In total, forty-three projects have received funding through the SRMRF. Thirty-six projects have been complete, fifteen projects have been paid back in full and twenty-eight projects have an outstanding balance. There were thirteen projects approved for funding in 2017.

2017 Projects:

- The Department of Buildings and General Services and The Agency of Transportation worked together at the Randolph Information Center to replace 20 streetlight heads with new LED fixture and 39 interior T8 bulbs with 14W LED bulbs as well as a seven-day daylight savings programmable timer that will allow for street lights for the rear parking area to be shut off during winter months.

This project is estimated to cost \$15,820 and will save an estimated \$2,394 annually in electricity and maintenance costs, 40 MMBTU's annually, and 5.8 Metric Tons of equivalent Carbon Dioxide emissions (MTCO_{2e}) annually.

- The Department of Fish and Wildlife in partnership with the Department of Buildings and General Services is implementing lighting and pump upgrades to ANR's Salisbury and Ed Weed Fish Hatcheries.

This project is estimated to cost \$91,411 and will save an estimated \$36,081 annually in electricity and maintenance costs, 828 MMBTU's annually, and 115.4 MTCO_{2E} annually.

- The Department of Buildings and General Services in partnership with the Department of Corrections installed three Ozone retrofits to the washers at three different facilities; the Northeast Regional Correctional Facility, the Northwest State Correctional Facility and the Caledonia County Work Camp. The Ozone method of sanitizing laundry that does not require hot water, reduces washing and drying times, and makes the use of laundry chemicals unnecessary.

Combined, these projects cost \$13,500 and will save an estimated \$22,066 annually in electricity costs, 2,010 MBTUs annually, and 670.7 MTCO₂e annually.

- The Department of Forest Parks and Recreation in Partnership with the Department of Buildings and General Services installed a 39.44 kW solar photovoltaic system on the roofs of two buildings at their Essex, VT offices.

This project cost \$75,487 and will save an estimated \$8,000 annually in electricity costs, 146 MMBTU's annually, and 21.1 MTCO₂e annually.

- The Department of Buildings and General Services upgraded all interior and exterior lighting to high efficiency LED lighting at the Sharon Welcome Center.

This project cost \$28,775 and will save an estimated \$5,712 annually in electricity costs, 133 MMBTU's annually, and 19.1 MTCO₂e annually.

- The Agency of Transportation in partnership with the Department of Buildings and General Services updated all existing mercury vapor and high pressure sodium parking lot lighting to high efficiency LED lighting at eight (8) park and ride locations throughout the State of Vermont.

This project cost \$35,218 and will save an estimated \$6,719 annually in electricity and maintenance costs, 71 MMBTU's annually, and 10.2 MTCO₂E annually.

- The Department of Building and General Services implemented a series of efficiency measures at the Williston Information Center Southbound facility including but not limited to; insulation and air-sealing, replaced circulating pumps with high efficiency smart pumps, damper upgrades and upgrades to the building automated control system.

This project cost \$60,169 and will save an estimated \$11,700 in fuel and operating costs annually, 513 MMBTU's annually, and 45 MTCO₂e annually.

- The Department of Buildings and General Services is in the process of implementing several energy savings measures at the Middlesex Central Services building including upgrading the old oil fired boiler system that was at its end of life to a new pellet boiler system. Other efficiency measures include upgrading the existing steam distribution system to a high efficiency hot water system and insulation and air-sealing measures to the buildings envelope. The new pellet boiler system came online in October of 2017.

This project is estimated to cost \$835,975 and save and estimated \$33,448 annually in fuel and operating costs, 2,020 MMBTU's annually, and 151.8 MTCO_{2e} annually.

State government has invested \$916,124 from the fund in energy projects that have resulted in over \$1,732,586 in avoided energy costs to the State. The SRMRF currently has \$88,729 available for funding future resource conservation projects.

These projects have helped to conserve over 99,749 MMBTU of energy and roughly 8,825 metric tons of carbon dioxide equivalent emissions.

State Energy Revolving Fund (SERF) Project Summary

Two projects have been completed and two more have been approved and are in progress.

- At the Springfield State Office Building, The Department of Buildings and General Services will replace existing fluorescent lighting with an energy efficient LED lighting and controls system. The LED controls package will be seamlessly incorporated onto the existing building energy management controls system to provide additional energy saving features. The controls upgrade will also implement demand control ventilation and automated dehumidification modifications to the chiller including floating head pressure and the addition of variable speed drives on the main chiller pumps.

This project is estimated to cost \$380,000 and will save an estimated \$56,048 annually in electricity, maintenance and heating/cooling costs, 973 MMBTU's annually, and 140.3 MTCO_{2e} annually.

- At the State Police Barracks in Derby, the Department of Buildings and General Services will add insulation and air sealing to the building envelope to reduce heat loss, replace lighting with high efficiency LED lighting, add VFD's to the AHU fans and the boiler pumps, and replace the exhaust and return fans with newer high efficiency motors. The buildings automated control system will also be updated for improved efficiency in the mechanical equipment.

This project is estimated to cost \$149,000 and will save an estimated \$18,208 annually in electricity, maintenance and heating/cooling costs, 657 MMBTU's annually, and 68.6 MTCO_{2e} annually.

State government has invested \$1,419,433 from the fund in energy projects that have resulted in over \$100,727 in avoided energy costs to the State. The SERF currently has \$6,304,194 available for funding future resource conservation projects.

These projects have helped to conserve over 2,658 MMBTU of energy and roughly 344 metric tons of carbon dioxide equivalent emissions (MTCO_{2e}).

TAB 8 – Capital Construction Bill
[32 V.S.A. § 701a (c)(d)]

Capital Construction Bill 32 V.S.A. § 701a (c)(d)

(c) The spending authority authorized by a capital construction act shall carry forward until expended, unless otherwise provided. All unexpended funds remaining for projects authorized by capital construction acts enacted in a legislative session that was two or more years prior to the current legislative session shall be reported to the General Assembly and may be reallocated in future capital construction acts.

(d) On or before January 15, each entity to which spending authority has been authorized by a capital construction act enacted in a legislative session that was two or more years prior to the current legislative session shall submit to the House Committee on Corrections and Institutions and the Senate Committee on Institutions a report on the current fund balances of each authorized project with unexpended funds.

PROJECT	APPROPRIATION PER ACT	PROJECT BUDGET	AMOUNT EXPENDED	ENCUMBRANCE AMOUNT	PROJECT BALANCE	COMMENTS
ACTS OF 2008						
FSTC Land Sale - Robert H Wood Jr. - Casella	\$0.00	\$20,000.00	\$12,000.00	\$0.00	\$8,000.00	Reallocation (this was an excess receipt request)
ACTS OF 2009						
Property Transactions/Marketing Expenses	\$0.00	\$43,364.00	\$33,960.49	\$0.00	\$9,403.51	This is being used for Marketing Expenses - 26 Terrace St
ACTS OF 2011						
Perform repairs and upgrades to county courthouses to comply with ADA	\$200,000.00	\$197,710.00	\$195,630.91	\$0.00	\$2,079.09	In discussion with Pat Gable to decide if this funding will be used.
ACTS OF 2012						
Vermont Veterans' Home Mold Phase II	\$0.00	\$354,439.00	\$319,570.28	\$34,686.72	\$0.00	These funds are encumbered and will be used in the Spring 2018 as here continues to be mold removal and renovations done in the building
Perform repairs and upgrades to county courthouses to comply with ADA	\$200,000.00	\$198,281.00	\$179,592.30	\$0.00	\$18,688.70	In discussion with Pat Gable to decide if this funding will be used.
ACTS OF 2013						
Statewide Building Reuse and Planning Sec 27 Act 178 - Cap Plan	\$75,000.00	\$75,000.00	\$60,727.43	\$5,552.00	\$8,720.57	Funds being used to update 10 Baldwin
Statewide Contingency	\$100,000.00	\$55,302.00	\$46,549.60	\$8,753.20	\$0.00	This is a 10% match for the DPS Flood Project
NWSCF Roof and Soffitt Replacement, A, B, C Wings	\$425,000.00	\$425,000.00	\$349,538.40	\$75,461.60	\$0.00	Project is being worked on now and will be completed by July 2018.
Renovation and replacement of Vermont State Hospital, related projects	\$8,700,000.00	\$8,700,000.00	\$7,507,902.48	\$4,335.50	\$1,187,762.02	Outstanding Expenditures associated with land purchase, site work and maintenance garage. Work should be in Spring 2018
Statewide Major Maintenance		\$3,659,907.36	\$3,444,276.84	\$215,630.52	\$0.00	BGS Commissioner to determine spending
Bennington Monument Structural Repairs & ADA	\$175,000.00	\$156,958.00	\$15,733.49	\$0.00	\$1,224.51	Requesting language change to allow the remaining funds to be spent on Historic Markers

PROJECT	APPROPRIATION PER ACT	PROJECT BUDGET	AMOUNT EXPENDED	ENCUMBRANCE AMOUNT	PROJECT BALANCE	COMMENTS
Vermont Exposition Center/ Building (Excess Receipts)		\$234,997.00	\$205,768.20	\$13,665.80	\$15,563.00	Under Construction
ACTS OF 2014						
Statewide Major Maintenance	\$8,369,994.00	\$5,585,584.71	\$5,326,726.87	\$258,857.84	\$0.00	All Fund are encumbered on ongoing projects
Infrastructure Improvements at 120 State St		\$100,000.00	\$279.09	\$0.00	\$99,720.91	Project will begin in Spring 2018
Agency of Agriculture and ANR lab development/site location	\$300,000.00	\$300,000.00	\$290,903.65	\$9,096.35	\$0.00	
Secure Residential facility, siting & Design	\$50,000.00	\$50,000.00	\$2,423.50	\$0.00	\$47,576.50	This money is in a holding pattern pending DHM deciding on the exact bed needs at this time.
Health Lab, Continue co-location of DOH with UVM		\$5,980,448.00	\$5,980,064.10	\$0.00	\$383.90	reallocate funds
Major Maintenance at Historic Sites Statewide	\$200,000.00	\$199,348.00	\$194,848.00	\$4,500.00	\$0.00	These funds are encumbered and will be used prior to April 2018.
Veterans' Home Kitchen Remodel-Federal Fund Match	\$435,000.00	\$433,582.00	\$298,220.87	\$13,095.54	\$122,265.59	Project in Process
ACTS OF 2015						
Asbestos	\$50,000.00	\$50,000.00	\$47,701.03	\$2,298.97	\$0.00	These funds are encumbered and will be spent on ongoing projects
Statewide Major Maintenance	\$8,210,287.00	\$798,210.39	\$556,846.13	\$241,364.26	\$0.00	These funds are encumbered and will be spent on ongoing projects
Infrastructure Improvements at 120 State St	\$300,000.00	\$300,000.00	\$88,109.49	\$131,023.58	\$80,866.93	Project will begin in Spring 2018
SSCF Steamline Replacement Phase 1 & design/cost Phase 2	\$1,200,000.00	\$1,200,000.00	\$1,054,704.58	\$145,295.42	\$0.00	These funds are encumbered and will be spent on ongoing projects
Southern State Correction copper waterline replacement	\$1,829,086.00	\$1,829,086.00	\$1,779,159.00	\$49,927.00	\$0.00	These funds are encumbered and will be spent on ongoing projects
Waterbury State Office Complex restoration & project costs	\$19,151,826.00	\$19,151,826.00	\$19,135,588.12	\$16,237.88	\$0.00	These funds are encumbered and will be spent on ongoing projects
Agency of Agriculture and ANR design construction documents/permitting	\$2,500,000.00	\$2,500,000.00	\$1,179,625.63	\$1,320,374.37	\$0.00	These funds are encumbered and will be spent on ongoing projects

PROJECT	APPROPRIATION PER ACT	PROJECT BUDGET	AMOUNT EXPENDED	ENCUMBRANCE AMOUNT	PROJECT BALANCE	COMMENTS
Middlesex State Archives Renovations	\$660,000.00	\$660,000.00	\$483,559.30	\$4,309.00	\$172,131.70	This projects is stil ongoing and hoping to completed in early Spring 2018
WRJ, Windsor Court design/planning/mechanical/security/energy upgrades	\$300,000.00	\$30,000.00	\$4,191.03	\$267,735.96	\$28,073.01	
Woodside design/planning & repairs/improvements	\$200,000.00	\$20,000.00	\$144,124.18	\$0.00	\$55,875.82	
WSOC Insurance Funds		\$15,733,460.22	\$15,632,506.01	\$100,954.21	\$0.00	These funds are encumbered and will be spent on ongoing projects
Corrections, Security Upgrades		\$99,496.67	\$90,996.67	\$8,500.00	\$0.00	
Corrections, Perimeter Intrusion		\$99,496.66	\$85,800.61	\$13,696.05	\$0.00	
Perform repairs and upgrades to county courthouses to comply with ADA		\$179,094.00	\$21,700.00	\$0.00	\$157,394.00	In discussion with Pat Gable to decide if this funding will be used.
Bennington Monument Elevator, Roof Repairs		\$117,405.90	\$107,296.17	\$0.00	\$1,997.73	Requesting language change to allow the remaning funds to be spent on Historic Markers
Vermont Fire Academy Burn Build		\$298,490.00	\$286,665.18	\$11,817.62	\$7.20	
ACTS OF 2016						
Asbestos	\$5,000.00	\$50,000.00	\$0.00	\$49,701.03	\$298.97	These funds are encumbered and will be spent on ongoing projects. The funds that remain in a project balance they will be used on smaller projects Spring 2018
Statewide Major Maintenance	\$8,300,000.00	\$4,465,077.18	\$3,199,943.96	\$1,252,112.32	\$0.00	These funds are encumbered and will be spent on ongoing projects.
Engineering Design for State House Generator		\$150,000.00	\$21,982.69	\$67,256.31	\$60,761.00	Requesting additional funding to complete project
Facility and Energy Assessments		\$76,660.33	\$0.00	\$76,660.33	\$0.00	

PROJECT	APPROPRIATION PER ACT	PROJECT BUDGET	AMOUNT EXPENDED	ENCUMBRANCE AMOUNT	PROJECT BALANCE	COMMENTS
Statewide Contingency	\$100,000.00	\$100,000.00	\$12,365.00	\$87,635.00	\$0.00	These funds are encumbered and will be spent on ongoing projects.
Curitorial State House		\$25,000.00	\$18,191.40	\$97.42	\$0.00	These funds are encumbered and will be spent on ongoing projects.
Lifesafety Infrastructure Improvements at 120 State St	\$1,500,000.00	\$1,500,000.00	\$0.00	\$0.00	\$1,500,000.00	Project will begin in Spring 2018
Statewide physical security enhancements	\$1,000,000.00	\$1,000,000.00	\$466,421.03	\$0.00	\$533,578.97	
SSCF Steamline Replacement Phase 1 & design/cost Phase 2	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	\$0.00	Project will begin in Spring 2018
Southern State Correction copper waterline replacement	\$1,100,000.00	\$1,100,000.00	\$225,570.52	\$781,454.58	\$92,974.90	Project will begin in Spring 2018
Waterbury State Office Complex restoration & project costs	\$2,000,000.00	\$2,000,000.00	\$286,239.42	\$207,272.30	\$1,506,488.28	
Statewide Elevator Reapirs/Replacement	\$100,000.00	\$100,000.00	\$40,202.50	\$0.00	\$59,797.50	
108 Cherry St Garage & Structural Audit	\$300,000.00	\$300,000.00	\$20,683.31	\$0.00	\$279,316.69	
Pittsford Training Center Electrical Upgrades	\$500,000.00	\$250,000.00	\$29,366.76	\$0.00	\$220,633.24	
Statewide ADA Projects	\$74,000.00	\$74,000.00	\$5,652.70	\$0.00	\$68,347.30	
11 & 13 Green Mountain Drive Planning and siting for DLC	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00	
Statewide, Statagic building realignments	\$250,000.00	\$250,000.00	\$243,671.27	\$0.00	\$6,328.73	
Randolph, AGR, Food and Market & ANR Collaborative Lab/Site Construction	\$14,048,174.00	\$14,048,174.00	\$0.00	\$14,048,174.00		These funds are encumbered and will be spent on ongoing projects.
Corrections, Security Upgrades	\$100,000.00	\$99,089.50	\$88,465.79	\$0.00	\$10,623.71	
Corrections, Perimeter Intrusion	\$100,000.00	\$99,089.50	\$0.00	\$30,257.95	\$68,831.55	
Barre St Courthouse and Office, inrastructure eval and design	\$40,000.00	\$39,636.00	\$13,227.25	\$26,408.75	\$0.00	These funds are encumbered and will be spent on ongoing projects.
Historic Sites Major Maintenance	\$200,000.00	\$198,178.40	\$182,469.37	\$8,200.00	\$7,509.03	

PROJECT	APPROPRIATION PER ACT	PROJECT BUDGET	AMOUNT EXPENDED	ENCUMBRANCE AMOUNT	PROJECT BALANCE	COMMENTS
Bennington Monument, elevator and roof repairs	\$50,000.00	\$49,554.60	\$43,075.00	\$0.00	\$6,469.60	Requesting language change to allow the remaining funds to be spent on Historic Markers
Educational Facilities Grant	\$100,000.00	\$100,000.00	\$99,620.78	\$0.00	\$379.22	
Williston State Police Barracks, 911 Ctr Accoustical desing, reno and furnishings	\$250,000.00	\$247,723.00	\$69,751.73	\$0.00	\$177,971.27	
Westminster, DPS Facility project cost adjustment for site conditions	\$400,000.00	\$396,357.00	\$262,668.26	\$8,800.00	\$124,888.74	
WSOC Blood Analysis Laboratory Renovations	\$530,000.00	\$525,173.00	\$239,683.65	\$33,404.00	\$252,085.35	
Roxbury Fish Hatchery reconstruction Project	\$2,230,000.00	\$2,209,692.00	\$160,271.80	\$2,027,984.16	\$21,436.04	
ACTS OF 2017						
Statewide, planning, use and contingency	\$500,000.00	\$482,796.92	\$7,393.54	\$16,890.00	\$458,513.38	
Statewide Major Maintenance	\$6,000,000.00	\$5,823,437.00	\$93,089.54	\$392,522.84	\$5,337,824.29	
Statewide, BGS engineering and architectural project costs	\$3,537,525.00	\$812,504.00	\$0.00	\$0.00	\$812,504.00	
Statewide, physical security enhancements	\$270,000.00	\$270,000.00	\$0.00	\$0.00	\$270,000.00	
Montpelier State house, Dome, Drum & Ceres, design, permitting, construction, restoration, renovation and lighting	\$300,000.00	\$300,000.00	\$397.72	\$299,602.28	\$0.00	These funds are encumbered and will be spent on ongoing projects.
Randolph, Agency of Agriculture, Food and Markets and of Natural Resources, collaborative laboratory, construction	\$4,500,000.00	\$4,500,000.00	\$0.00	\$4,500,000.00	\$0.00	These funds are encumbered and will be spent on ongoing projects.
Springfield SSCF completion of the steamline replacement	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	
WSOC site work for the Hanks/Weeks buildings and renovation of the Weeks Building	\$4,000,000.00	\$4,000,000.00	\$0.00	\$0.00	\$4,000,000.00	
Newport NSCF, door control replacement	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00	

PROJECT	APPROPRIATION PER ACT	PROJECT BUDGET	AMOUNT EXPENDED	ENCUMBRANCE AMOUNT	PROJECT BALANCE	COMMENTS
Newport NSCF parking expansion	\$350,000.00	\$350,000.00	\$350,000.00	\$0.00	\$0.00	
Montpelier, 109 and 111 State Street Design	\$600,000.00	\$590,000.00	\$0.00	\$0.00	\$590,000.00	
Dept. of Libraries, centralized facility, renovation	\$1,500,000.00	\$1,500,000.00	\$0.00	\$0.00	\$1,500,000.00	
Burlington, 108 Cherry St, parking garage, repairs	\$500,000.00	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00	
AHS Cameras, Locks, Perimeter Intrusion at correctional facilities and renovations to SSCF for up to 50 beds	\$300,000.00	\$296,115.00	\$0.00	\$0.00	\$296,115.00	
Major Maintenance at Historic Sites Statewide	\$200,000.00	\$197,410.00	\$0.00	\$0.00	\$197,410.00	
Stannard House: Upgrades	\$30,000.00	\$29,612.00	\$0.00	\$0.00	\$29,612.00	
Schooner Lois McClure, repairs & upgrades	\$50,000.00	\$49,353.00	\$0.00	\$0.00	\$49,353.00	
Recreational Facilities Grant Program	\$200,000.00	\$200,000.00	\$97,478.00	\$0.00	\$102,522.00	
Human Services Grant Program	\$100,000.00	\$100,000.00	\$95,379.22	\$0.00	\$4,620.78	
Education Grant Program	\$100,000.00	\$100,000.00	\$41,379.22	\$0.00	\$58,620.78	
Regional Development Grant Program	\$200,000.00	\$200,000.00	\$180,000.00	\$0.00	\$20,000.00	
Construction of Roxbury Fish Hatchery	\$2,720,000.00	\$2,684,779.00	\$0.00	\$2,684,779.00	\$0.00	These funds are encumbered and will be spent on ongoing projects.
Williston Public Safety Field Station site acquisition, design, permitting & construction documents	\$1,927,000.00	\$1,902,047.00	\$1,508,670.35	\$0.00	\$393,376.65	
Vermont Veteran's Home kitchen renovations and mold remediation	\$300,000.00	\$296,115.00	\$1.99	\$66,972.11	\$229,140.90	