

# Reports to The 2013 General Assembly



January 24, 2013

State of Vermont

Agency of Administration

Department of Buildings and General Services

Michael J. Obuchowski

Commissioner

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*Agency of Administration*

January 24, 2013

The Honorable Members of the  
2012 General Assembly  
State House  
115 State Street  
Montpelier, Vermont 05633

Dear Members:

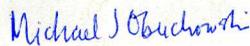
Enclosed is a compilation of reports due to the General Assembly from the Department of Buildings and General Services. We appreciate the extension of the date for submission of this report.

You will find a list of those reports in the Table of Contents, along with reference to the legislation requiring the reports. Some of these reports were prepared working in conjunction with other Departments.

Additionally, the index outlines other reports which will be available during presentations to legislative committees.

Should you have any questions concerning these reports, please do not hesitate to contact me at the 828-3519.

Sincerely,



Michael J. Obuchowski  
Commissioner

cc: Electronic Filing Legislative Council  
Department of Libraries



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### **Index of Reports Submitted Under Separate Cover**

- 1. Act 104 Sec. 37a** Sustainable Prisons
- 2. Act 104 Sec. 39** Information Technology Information Needs
- 3. 29 VSA Sec. 172** Capitol Complex Security Budget

## 2. FEE FOR SPACE

In accordance with the requirements of **2000 Act 152 Sec. 269 (a) (4) pertaining to the FACILITIES OPERATIONS REVOLVING FUND (Fee for Space)**, the BGS Commissioner’s annual report follows:

### **CONDITION OF THE FUND**

Fiscal year 2012 proved to be a better year for the Fee for Space program. The program ended the year with an Operating Loss of \$375,217 on a total program activity of just over \$27 million.

Due to the devastation of Tropical Storm Irene, the space in Waterbury continues to accrue expenditures and cannot be billed legitimately to departments or agencies. As such, these “stranded costs” are being covered through a direct transfer from the general fund. In FY 2012, \$2,974,383 was transferred into the Facilities Operations Revolving Fund to address these stranded, unbillable costs. For FY 2013, these stranded costs are estimated to be \$3,336,722 covering all 12 months.

Beyond Tropical Storm Irene, this program is always directly affected by the variability in weather patterns and heating fuel pricing from year to year. It can experience significant overruns as a result of these variances. FY 2012 was a year where fluctuating fuel prices negatively affected the financial status of the program, as we experienced a \$544,017 “Cash Basis” overrun in heating oil costs even with the reduction in occupied space in Waterbury. We also see significant overruns of the cost of repairs and maintenance expenditures for plumbing and heating as well as electrical systems due to the number and complexity of these repairs needed to keep buildings functioning correctly as the existing infrastructure continues to age. In FY 2012, the program experienced a \$250,711 “Cash Basis” overrun on all repairs and maintenance related expenditures in the program statewide due to a reduction in all repairs and maintenance related expenditures as a result of the closure in Waterbury.

Following final audit, at the beginning of FY 2012 Net Assets in this fund stood at (\$2,484,321) on an accrual basis. The audited FY 2012 Operating Loss of (\$375,217) increased that deficit leaving the audited condition of the fund at (\$2,859,538) on June 30, 2012.

### **FISCAL YEAR 2013 BUDGET ADJUSTMENT**

No budget adjustment is sought for FY 2013.

## **FY 2014 BUDGET DEVELOPMENT**

The program is requesting funding at \$25,344,627 of internal service fund billings. This funding request is a decrease of \$654,777 from the FY 2013 request, which is largely due to anticipated continued limited operations at the Waterbury facility. Due to the extensive damage done in Waterbury in FY 2012 as a result of Tropical Storm Irene and the process of dealing with the insurance carrier and FEMA, the occupancy of the Waterbury facility is expected to continue to be greatly reduced in FY 2014.

The total square footage of space in operation prior to Tropical Storm Irene was 591,864 square feet, but in FY 2013 as the result of Tropical Storm Irene, it is expected that only 67,474 square feet will be occupied. Although a large reduction in occupied space is anticipated, we do not expect to see a proportionate corresponding decrease in expenditures to run the facility, as economies of scale will be lost.

Stranded costs are expected to decrease in FY 2014 by approximately \$1,225,000 over anticipated stranded costs in FY 2013 as buildings will hopefully be demolished putting less strain on the budgetary needs to keep them minimally maintained.

3. RECEIPT GRANTS  
HEALTH & FORENSIC LABS

In accordance with the requirements of **2008 Act 200 Sec 30(b) related to Receipt of Grants and Other Funds** the BGS Commissioner's Annual Report follows:

The Department of Buildings and General Services received no Federal grants in 2012 in connection with the State Health and Forensic Laboratories.

4. RECEIPT GRANTS  
ENERGY CONSERVATION

In accordance with the requirements of **29 VSA Sec. 152 (a) (33) pertaining to the Receipt of Grants for Energy Conservation Measures or Improvements to State Buildings**, the BGS Commissioner's annual report follows:

The Department of Buildings and General Services received no Federal grants in 2012 for the Emergency Operations Center. Federal funds were received in 2010.

5. HIGH MILEAGE  
USERS

In accordance with the requirements of **2010 Act 156 Sec. E 114 (a) pertaining to the number of state employees, by department, that exceeded a \$14,000 mileage reimbursement amount for use of their private vehicle**, the BGS Commissioner’s annual report follows:

**Background**

As a part of the Fleet Management Services (FMS) program, BGS conducts a review of the mileage reimbursement records of all departments at the end of each fiscal year to identify high mileage drivers. A complete spreadsheet of mileage reimbursement detail for all State employees is provided at the end of each fiscal year by the Department of Human Resources. The following provides a summary of that spreadsheet.

Total Number of Drivers Reimbursed for Driving Personal Vehicle During Fiscal Year 2012	4507
Total Miles Driven	8,453,265
Total Cost to State	\$4,356,793
Number of Drivers Who Drove Over 14,000 Miles	47
Total Miles Driven by those 73 drivers	1,006,461
• Average Miles Driven per Driver	21,414
Total Cost to State	\$519,378
• Average Cost Per Driver	\$11,051

Following the review of high mileage drivers, departments are contacted to advise them of the potential savings available by using a FMS vehicle in place of reimbursed miles. Areas are identified where FMS believes the use of State vehicles would have a positive financial impact. Departments are strongly encouraged to provide fleet vehicles to the identified high mileage drivers. It is suggested that FMS could provide a cost comparison that, in most cases, would result in a significant savings to the department.

While that 2010 legislation asks for a report on those employees “...that exceeded a \$14,000 mileage reimbursement amount...” (and that information is found below), we believe the more accurate and germane data would be those state employees, who drove and were reimbursed for mileage in excess of 14,000 miles in their private vehicle. Therefore, that data is also provided below.

**Reimbursed in Excess of \$14,000.00**

The following chart demonstrates that only 8 drivers, in two different departments, received reimbursement in excess of \$14,000 during FY 2012.

<b>Department</b>	<b># of Drivers</b>	<b>Total Miles</b>	<b>Total Amt Reimbursed</b>
Agriculture	0	-	-
BISHCA	0	-	-
Corrections	0	-	-
Court Admin	0	-	-
DAIL	0	-	-
Defender Gen	0	-	-
DCF	0	-	-
Education	0	-	-
Health	0	-	-
Human Srvcs	0	-	-
Labor Dept	2	59,686	\$ 30,727.56
Liquor Control	0	-	-
Military	0	-	-
Senate Secrtry	0	-	-
Tax	0	-	-
VTrans	8	200,812	\$ 103,927.17
Total	9	281,637	\$ 134,654.73

**Reimbursed in Excess of 14,000 Miles**

The following chart demonstrates that 47 drivers, in 13 different departments drove (and were reimbursed for mileage) in excess of 14,000 miles.

<b>Department</b>	<b># of Drivers</b>	<b>Total Miles</b>	<b>Total Amt Reimbursed</b>
Agriculture	1	15,863	\$ 8,090.13
BISHCA	1	14,152	7,217.52
Court Admin	3	64,623	33,258.21
DAIL	6	103,866	53,460.88
Def General	1	15,467	7,996.80
DCF	3	53,332	27,535.55
Education	1	15,296	7,890.24
Forest, Parks	1	15,903	8,226.10
Human Srvcs	1	17,397	8,899.56
Labor Dept	4	96,664	49,725.58
Senate Secrtry	1	16,285	8,448.99
Tax	2	30,952	15,867.87
VTrans	22	546,661	282,760.78
Total	47	1,006,461	\$ 519,378.21

**Mileage Breakeven Point**

You will see in the attached document (Attachment A) the explanation of the breakeven point at which it becomes more cost effective to utilize a fleet vehicle vs. reimbursing an employee for driving their private vehicle. That breakeven point is 11,400 miles. This is a decrease from last year due to lowered fuel costs and an increase in the mileage reimbursement rate. For any mileage greater than 11,400 miles, driving an FMS vehicle is saving the State money. It should be noted that this analysis was based on using the most economical Model Year 2013 compact sedan (Toyota Corolla) from the State contract. There is no one-size-fits-all solution. The more expensive the vehicle, the more miles would need to be driven to realize any savings. This would be impacted by the increased price of the vehicle, an increase in the cost of fuel, or the miles per gallon (29 mpg is the current standard).

The following chart demonstrates that 85 drivers in 14 different departments drove in excess of the 11,400 mile breakeven point.

**Drivers Who Drove > 11,400 Miles (Breakeven Point)**

<b>Department</b>	<b># of Drivers</b>	<b>Total Miles</b>	<b>Total Amt Reimbursed</b>
Agriculture	3	40,619	\$ 20,856.54
BISHCA	3	39,746	20,270.46
ACCD	1	12,167	6,258.19
Corrections	1	12,371	6,353.67
Court Admin	7	116,537	59,897.34
DAIL	12	181,367	93,365.67
Def General	1	15,467	7,996.80
DCF	8	113,988	58,715.78
Education	1	15,296	7,890.24
Forest, Parks	2	29,048	15,019.71
Health	2	23,327	12,076.07
Human Svcs	2	30,780	15,786.45
Labor Dept	4	96,664	49,725.58
Libraries	1	11,608	5,948.52
Lt Gov Office	1	12,210	6,234.93
Health Access	1	11,857	6,113.27
Pub Safety	1	11,770	6,002.70
Senate Secrtry	1	16,285	8,448.99
Tax	4	54,119	27,812.61
VTrans	32	673,619	348,103.78
Total	88	1,518,845	\$ 782,877.30

The attached spreadsheet (Attachment B) provides the detail of this information. That spreadsheet was compiled using the 11,400 mile breakeven point.

**Note:** The Federal Reimbursement Rate (FRR) was adjusted as follows during FY 2012:

On January 1, 2011, the FRR increased to \$0.51/mile

On April 17, 2012, the FRR increased to \$0.555/mile

**The blended reimbursement rate for FY 2012: \$0.519**

On January 1, 2013, during FY 2013, the FRR increased to \$0.565/mile.

**Reimbursed Mileage Reduction Strategy (October 7, 2010 revision)**

While this report addresses the intent of the reporting requirements set forth in Act 156, it is important to note that the report fails to address some structural policy issues that if considered and adopted could enhance the presumed goal of reducing the cost burden of reimbursed miles on the State. Attached as a supplement to this report is the document titled Reimbursed Mileage Reduction Strategy (October 7, 2010 revision) that speaks to policy and rule changes that could be considered by the State in order to achieve not only a reduction in reimbursed miles but also a strategy for reducing the cost of travel in general.

Attachments:

- I. Explanation of Breakeven Point – 11,400 Miles
- II. Spreadsheet Detail – FY 2012 High Mileage Drivers
- III. Reimbursed Mileage Reduction Strategy Document

**Explanation of Breakeven Point – 11,400 Miles**

This cost comparison analysis is based upon using the most economical compact sedan (Toyota Corolla) from the State contract.

The breakeven point is 11,400 miles. When annual travel is less than 11,400 miles, the current GSA mileage reimbursement rate of \$0.565 per mile is more cost effective. When annual travel is at or above 11,400 miles, leasing the compact sedan from Fleet Management Services is more cost effective -- any mileage over 11,400 miles is saving money. This does not take into consideration employees sharing the Fleet vehicle; the Fleet vehicle needs to travel more than 11,400 miles in order to be more cost effective than mileage reimbursement – not necessarily the employee.

Data analysis detail:

Annual cost for base model compact sedan from FMS traveling 11,400 miles:

Annual Fleet Vehicle Cost (18,000 miles or less) -- \$5,060.28  
Estimated Fuel Cost (11,400/29 mpg \*\$3.60 per gallon) -- \$1,375.86  
Total Estimated Annual Cost \$6,436.14/11,400 miles = \$0.565/mile

Annual cost per mile for base model compact sedan from FMS traveling 14,000 miles

Note: The fuel cost increases with increase in the miles traveled.

\$6,798.21/14,000 miles = \$0.485/mile

Annual cost per mile for base model compact sedan from FMS traveling 18,000 miles

Note: The fuel cost increases with increase in the miles traveled.

\$7,294.76/18,000 miles = \$0.405/mile

Personal vehicle mileage reimbursement for X miles:

11,400 miles x \$0.565 = \$ 6,441  
14,000 miles x \$0.565 = \$ 7,910  
18,000 miles x \$0.565 = \$10,170

**Note:** This breakeven point was calculated using the \$0.565 reimbursement rate that went into effect January 1, 2013.

**Attachment II**

**Note:** The highlighted employees exceeded the break-even point of 11,400 miles, but did not exceed 14,000 miles

<b>Department</b>	<b>Emp ID</b>	<b>Miles SUM</b>	<b>Amount SUM</b>	<b>Location</b>
Agriculture, Food & Markets		11,879	\$6,127.32	So Pomfret
Agriculture, Food & Markets		12,877	\$6,639.09	Montpelier
Agriculture, Food & Markets		15,863	\$8,090.13	Springfield
<b>Agriculture, Food &amp; Markets Total</b>			\$20,856.54	
Banking, Insurance, Securities		12,314	\$6,280.14	Home Based
Banking, Insurance, Securities		13,280	\$6,772.80	Home Based
Banking, Insurance, Securities		14,152	\$7,217.52	Home Based
<b>Banking, Insurance, Securities Total</b>			\$20,270.46	
Commerce & Community Dev		12,167	\$6,258.19	Montpelier
<b>Commerce &amp; Community Dev Total</b>			\$6,258.19	
Corrections, Department of		12,371	\$6,353.67	Springfield
<b>Corrections, Department of Total</b>			\$6,353.67	
Court Administrator-Judicial		12,569	\$6,457.17	Montpelier
Court Administrator-Judicial		12,706	\$6,485.82	St Johnsbury
Court Administrator-Judicial		12,959	\$6,645.99	No Clarendon
Court Administrator-Judicial		13,680	\$7,050.15	Montpelier
Court Administrator-Judicial		21,088	\$10,895.37	Newport
Court Administrator-Judicial		21,463	\$11,093.43	Burlington
Court Administrator-Judicial		22,072	\$11,269.41	White River Jct
<b>Court Administrator-Judicial Total</b>			\$59,897.34	
DAIL		11,533	\$5,945.78	White River Jct
DAIL		12,440	\$6,400.02	Newport
DAIL		12,562	\$6,470.53	Rutland
DAIL		13,372	\$6,906.03	Burlington
DAIL		13,727	\$7,059.05	Middlebury
DAIL		13,867	\$7,123.38	St Albans
DAIL		15,334	\$7,828.44	Springfield
DAIL		15,459	\$7,967.21	Springfield
DAIL		15,634	\$8,090.03	Waterbury

DAIL		16,255	\$8,402.19	Rutland
DAIL		20,589	\$10,555.07	Newfane
DAIL		20,595	\$10,617.94	Hyde Park
<b>DAIL Total</b>			\$93,365.67	
Defender General		15,467	\$7,996.80	Montpelier
<b>Defender General Total</b>			\$7,996.80	
Dept for Children & Families		11,730	\$6,047.33	Rutland
Dept for Children & Families		11,891	\$6,064.41	Newport
Dept for Children & Families		12,226	\$6,279.36	Springfield
Dept for Children & Families		12,321	\$6,345.32	Burlington
Dept for Children & Families		12,488	\$6,443.81	St Albans
Dept for Children & Families		14,885	\$7,657.29	Charlotte
Dept for Children & Families		16,223	\$8,389.43	St Albans
Dept for Children & Families		22,224	\$11,488.83	St Albans
<b>Dept for Children &amp; Families Total</b>			\$58,715.78	
Education, Dept of		15,296	\$7,890.24	North Troy
<b>Education, Dept of Total</b>			\$7,890.24	
Forests, Parks & Recreation		13,145	\$6,793.61	Bennington
Forests, Parks & Recreation		15,903	\$8,226.10	Essex Jct
<b>Forests, Parks &amp; Recreation Total</b>			\$15,019.71	
Health		11,656	\$6,046.18	Burlington
Health		11,671	\$6,029.89	Rutland
<b>Health Total</b>			\$12,076.07	
Human Services, Agency of		13,383	\$6,886.89	Springfield
Human Services, Agency of		17,397	\$8,899.56	Springfield
<b>Human Services, Agency of Total</b>			\$15,786.45	
Labor, Dept of		16,526	\$8,544.73	Newport
Labor, Dept of		20,452	\$10,453.29	Wallingford
Labor, Dept of		29,266	\$15,052.16	Castleton
Labor, Dept of		30,420	\$15,675.40	Hinesburg
<b>Labor, Dept of Total</b>			\$49,725.58	
Libraries, Dept of		11,608	\$5,948.52	Burlington
<b>Libraries, Dept of Total</b>			\$5,948.52	
Lt Governor		12,210	\$6,234.93	Montpelier
<b>Lt Governor Total</b>			\$6,234.93	
Office of VT Health Access		11,857	\$6,113.27	St Johnsbury
<b>Office of VT Health Access Total</b>			\$6,113.27	
Public Safety, Dept of		11,770	\$6,002.70	Springfield
<b>Public Safety, Dept of Total</b>			\$6,002.70	
Secretary of the Senate		16,285	\$8,448.99	Montpelier
<b>Secretary of the Senate Total</b>			\$8,448.99	

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 TAB 5 – High Mileage Users  
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Taxes, Dept of		11,497	\$5,929.85	E Burke
Taxes, Dept of		11,670	\$6,014.89	Jeffersonville
Taxes, Dept of		14,592	\$7,508.70	St Johnsbury
Taxes, Dept of		16,360	\$8,359.17	Montpelier
<b>Taxes, Dept of Total</b>			\$27,812.61	
Transportation, Agency of		11,752	\$6,052.20	St Albans
Transportation, Agency of		11,902	\$6,123.89	Colchester
Transportation, Agency of		12,264	\$6,313.38	Montpelier
Transportation, Agency of		12,324	\$6,362.65	St Johnsbury
Transportation, Agency of		12,731	\$6,569.14	Colchester
Transportation, Agency of		12,787	\$6,585.68	Colchester
Transportation, Agency of		12,927	\$6,592.77	Montpelier
Transportation, Agency of		13,195	\$6,801.37	Montpelier
Transportation, Agency of		13,260	\$6,830.46	Montpelier
Transportation, Agency of		13,816	\$7,111.46	Montpelier
Transportation, Agency of		16,057	\$8,339.66	White River Jct
Transportation, Agency of		17,494	\$9,049.39	Montpelier
Transportation, Agency of		18,325	\$9,386.53	Montpelier
Transportation, Agency of		18,456	\$9,533.97	Montpelier
Transportation, Agency of		19,239	\$9,910.50	Montpelier
Transportation, Agency of		19,878	\$10,313.46	Montpelier
Transportation, Agency of		21,045	\$10,849.06	Montpelier
Transportation, Agency of		21,977	\$11,330.46	Colchester
Transportation, Agency of		22,159	\$11,460.04	Montpelier
Transportation, Agency of		22,361	\$11,540.20	Montpelier
Transportation, Agency of		22,404	\$11,593.26	Montpelier
Transportation, Agency of		22,964	\$11,935.20	Montpelier
Transportation, Agency of		25,395	\$13,106.25	Montpelier
Transportation, Agency of		25,725	\$13,348.35	Montpelier
Transportation, Agency of		26,025	\$13,471.20	Montpelier
Transportation, Agency of		26,345	\$13,666.08	Montpelier
Transportation, Agency of		30,308	\$15,777.95	Montpelier
Transportation, Agency of		32,868	\$16,930.77	Montpelier
Transportation, Agency of		33,164	\$17,109.40	Montpelier
Transportation, Agency of		33,324	\$17,345.66	Montpelier
Transportation, Agency of		34,470	\$17,791.29	Montpelier
Transportation, Agency of		36,678	\$18,972.10	Montpelier
<b>Transportation, Agency of Total</b>			\$348,103.78	
<b>Grand Total</b>			\$782,877.30	

## Attachment III

### Reimbursed Mileage Reduction Strategy

As requested, we have convened a team from within BGS's Government Business Services (GBS) to examine employee travel expenses and to propose strategies for reducing those expenses. While on the surface the task appears to be simple, it is influenced by administrative rules (Bulletin 2.3) and a culture that is accustomed to travel as a necessary component of doing business. Both culture and rules modification will play a major role in achieving the desired goal of reducing travel expenses.

### Recommendations

Below are some recommendations to consider that, if implemented, would reduce the cost of travel and provide a more accountable process for the justification of, or denial of, employee travel. It is clear in preparing this analysis that for these recommendations to be implemented and the savings realized, it must come from higher levels as a mandate in the form of an executive order, bulletin or administrative policy issued by the Governor or the Secretary of Administration. Our recommendations are as follows:

1. Reduce every agency and department's budget for mileage reimbursement.
2. Give each department a target for number of miles to be reduced and track compliance. Those departments that do not achieve the targeted reduction can expect a budget reduction equal to the miles over the target at current federal reimbursement rate. [Table A gives recommended target options based on miles driven in FY 2010.]
3. Mandate the use of Fleet Management Services (FMS) vehicles where cost effective. Administrative Bulletin 2.3 [Attachment B] provides that "official employee travel is to be accomplished through the use of state vehicles whenever such vehicles are available". Instruct management to withhold reimbursement for employees who opt to use their personal vehicle rather than an available FMS vehicle and who do not have a fleet regret statement to justify the use of a personal vehicle.
4. Require that supervisors better scrutinize in-state travel using an ABC test that utilizes approved definitions of travel categories. [See Attachment E]
5. Provide potential alternatives to travel. [Attachment F]
6. Assist departments to understand the benefits of using a FMS vehicle. [See Attachment C]
7. Mandate that high mileage users be provided with FMS lease vehicles. Attachment D reflects those individuals who drove 11,500 to 38,000 miles during FY 2010. As a general rule, placement of a lease vehicle is most cost effective when mileage is anticipated to be in excess of 11,500 miles per year. During FY 2010, 115 individuals drove in excess of 11,500 miles.

8. Reconsider adjustment to Administrative Bulletin 2.3 that would allow greater flexibility relative to passengers, ancillary use, and reimbursing personal miles. A large number of employees use personal vehicles because current rules are rigid and prohibit them from reasonable ancillary use of Fleet vehicles, i.e., dropping child off at day care, stopping at store or gym on the way to or from work.
  - a. Allow employees to transport dependents, within defined criteria
  - b. Allow reimbursement of personal miles driven, within defined criteria
  - c. The State’s insurance policy currently provides coverage for the casual transportation of employee dependents and limited personal miles; it is Administrative Bulletin 2.3 that prohibits this use.
9. Mandate carpooling be required for employees from the same agency or department travelling to the same meeting
10. The State currently reimburses State employees for mileage incurred in personal vehicles at the federal reimbursement rate established by the General Services Administration (GSA). That rate, while reviewed once a year, has historically been 20-25 percent higher than the FMS rate currently charged to State agencies for the use an FMS compact passenger vehicle.

It is recommended that the administration consider decoupling from the GSA-based federal reimbursement rate and negotiate with the VSEA to have the lower fleet rate adopted as the standard for employee mileage reimbursement. There is precedent for this decoupling by other state, municipal and private entities operating fleets.

#### Attachments

- A Mileage Reduction Target Options Chart –FY 2010 Data
- B Administrative Bulletin 2.3
- C Understanding the Benefits of Using a State Fleet Vehicle
- D High Mileage Users Chart –FY 2010 Data
- E Supervisor’s ABC Test
- F Alternatives to Travel
- G. Travel Request Form

**TARGET MILEAGE  
 REDUCTION**

	FY 2010 Amount Reimbursed	FY 2010 Miles Driven	Reduction Options (# of Miles)			
			10%	15%	20%	25%
Agency of Administration	5,694.60	10,624	1,062	1,594	2,125	2,656
Agriculture, Food & Markets	130,307.30	244,976	24,498	36,746	48,995	61,244
Attorney General	29,253.55	55,013	5,501	8,252	11,003	13,753
Auditor of Accounts	1,673.40	3,152	315	473	630	788
Banking, Insurance, Securities	169,781.05	320,594	32,059	48,089	64,119	80,149
Buildings & General Services	33,374.75	62,970	6,297	9,446	12,594	15,743
Clerk of the House	4,858.40	8,930	893	1,340	1,786	2,233
Commerce/Community Devlpmt	34,308.65	64,727	6,473	9,709	12,945	16,182
Department of Corrections	176,278.96	331,908	33,191	49,786	66,382	82,977
Court Administrator-Judicial	236,777.65	444,338	44,434	66,651	88,868	111,085
Criminal Justice Training Council	1,264.55	2,482	248	372	496	621
DAIL	564,483.30	1,064,151	106,415	159,623	212,830	266,038
Defender General	19,364.00	36,335	3,634	5,450	7,267	9,084
Department of Human Resources	5,217.90	9,854	985	1,478	1,971	2,464
Dept for Children & Families	673,808.87	1,265,932	126,593	189,890	253,186	316,483
Dept of Mental Health	24,718.70	45,881	4,588	6,882	9,176	11,470
Dept of Education	70,298.75	132,376	13,238	19,856	26,475	33,094
Environmental Conservation	50,382.75	94,606	9,461	14,191	18,921	23,652
Executive Office	649.00	1,206	121	181	241	302
Dept of Finance & Management	437.40	862	86	129	172	216
Dept of Fish & Wildlife	14,524.85	27,222	2,722	4,083	5,444	6,806
Forests, Parks & Recreation	48,293.00	90,722	9,072	13,608	18,144	22,681
Health	180,700.00	339,730	33,973	50,960	67,946	84,933
Human Rights Commission	4,066.35	7,700	770	1,155	1,540	1,925
Agency of Human Services	58,083.55	109,342	10,934	16,401	21,868	27,336
Information and Innovation	6,943.25	13,057	1,306	1,959	2,611	3,264
Joint Fiscal Committee	1,199.90	2,233	223	335	447	558
Labor Relations Board	311.00	622	62	93	124	156

**BGS Reports to the 2013 General Assembly**  
**TAB 5 – High Mileage Users**  
**Page 12 of 28**

Dept of Labor	255,301.20	480,360	48,036	72,054	96,072	120,090
Legislative Council	2,915.40	5,365	537	805	1,073	1,341
Dept of Libraries	15,134.75	28,674	2,867	4,301	5,735	7,169
Dept of Liquor Control	17,354.10	32,549	3,255	4,882	6,510	8,137
Lottery Commission	495.05	951	95	143	190	238
Dept of Military	18,752.85	35,066	3,507	5,260	7,013	8,767
Natural Resources Board	9,524.75	17,763	1,776	2,664	3,553	4,441
Agency of Natural Resources	4,147.25	7,831	783	1,175	1,566	1,958
Office of VT Health Access	47,000.70	88,188	8,819	13,228	17,638	22,047
Dept of Public Safety	82,510.75	154,849	15,485	23,227	30,970	38,712
Public Service Board	8,437.50	15,932	1,593	2,390	3,186	3,983
Dept of Public Service	7,197.45	13,527	1,353	2,029	2,705	3,382
Secretary of State	18,256.00	34,307	3,431	5,146	6,861	8,577
Secretary of the Senate	7,271.10	13,926	1,393	2,089	2,785	3,482
Sgt-At-Arms	474.00	880	88	132	176	220
State Treasurer	8,863.00	16,361	1,636	2,454	3,272	4,090
Dept of State's Attorneys	31,716.15	59,152	5,915	8,873	11,830	14,788
Dept of Taxes	84,869.60	160,319	16,032	24,048	32,064	40,080
Agency of Transportation	814,457.94	1,527,247	152,725	229,087	305,449	381,812
VT Commission on Women	1,899.30	3,548	355	532	710	887
Veteran's Home	6,784.70	12,778	1,278	1,917	2,556	3,195

<b>Total FY '10 Miles Driven</b>	<b>7,501,118</b>	<b>750,112</b>	<b>1,125,168</b>	<b>1,500,224</b>	<b>1,875,280</b>
<b>Total Dollars Reimbursed</b>	<b>3,990,418.97</b>				
<b>Target reduction miles reimbursed @ \$0.50 per mile</b>		<b>375,056</b>	<b>\$562,584</b>	<b>750,112</b>	<b>937,640</b>

**STATE OF VERMONT**

AGENCY OF ADMINISTRATION

BULLETIN NO. 2.3

TO: All Agency Secretaries and Department Heads

FROM: Michael Smith, Secretary of Administration

DATE: July 13, 2004

SUBJECT: State Vehicles (Purchase/Usage and Disposal)

**SUPERCESSION**

Agency of Administration Bulletin No. 2.3, dated September 21, 1987 is superceded and canceled.

**PURPOSE:**

This bulletin outlines state policy regarding the provision and use of state owned motor vehicles.

**POLICY:**

The basic policy governing the provision and use of motor vehicles is that official travel be performed safely and at the lowest cost to the state within the constraints of the law as reflected in 3 V.S.A. §217(a):

*“No state department or agency, board, or commission, except the governor, the commissioner of the department of buildings and general services, or the commissioners of the departments of fish and wildlife and public safety for use of employees who are sworn law enforcement officers, may maintain or provide passenger vehicles subject to such exceptions as may be made by the commissioner of buildings and general services in circumstances where there is documented evidence of necessity based upon the requirements or conditions of individual state programs.”*

State-owned vehicles are for **official use only** and will not be operated for personal business. Only state employees and state officials are authorized to operate state owned vehicles. Any passengers are to be on official state business. Official employee travel is to be accomplished through the use of state vehicles whenever such vehicles are available.

**Vehicle Purchases:**

The Commissioner of Buildings and General Services shall be responsible for all vehicles in conformance with Title 29 § 903 (a)

*“When any governmental agency is in need of any of the items mentioned in this chapter, the responsible officer thereof shall requisition therefore upon the commissioner of buildings and general services, and the commissioner of buildings and general services shall purchase the item by either advertising for bids or by letters of inquiry and the contract for those items shall be awarded to the person whose bid or quotation is in the best interest of the state.”*

Additional policy guidance exists through Executive Order #10-28. As part of this Executive Order:

*“All state agencies, offices, and departments, are directed to purchase vehicles that have the highest available fuel efficiency in each respective vehicle class (e.g. passenger cars, light duty trucks, etc.). In setting these performance specifications, the working group shall consider vehicles that not only meet high fuel economy standards but that also provides lower total overall emission of greenhouse gasses, criteria pollutants, and hazardous air contaminants.”*

The number of vehicles operated by an agency/department will not be increased without prior approval of the Secretary of Administration. Departments must request additions to their fleet through the department of Buildings and General Services. Leasing of vehicles must be requested through Buildings and General Services for approval by the Secretary of Administration and will be subject to the same guidelines as for purchased vehicles. All departments and agencies owning vehicles are responsible for recording their purchase in the State’s asset management system.

#### **Vehicle Use and Replacement:**

The need for departmental vehicles will be subject to continuing review. Departments are expected to continually analyze vehicle usage vs. program requirements to justify retention of vehicles. Any department/agency that owns and operates vehicles will maintain records of them including, at a minimum: The year, make, model, engine size, acquisition cost, in-service date, registration information, assignment and location of the vehicle, a daily mileage record and year to date operating /maintenance costs. Replacement of state vehicles will be based primarily on the general condition of the vehicle, its anticipated usage, and estimated maintenance/repair expenses. Replacement of state vehicles will be based on the lowest life-cycle costs whenever feasible within budgetary constraints.

#### **Title, Registration, and Identification**

Title: All state vehicles will be titled to the owning department with the first lien holder being Buildings and General Services. The titles will be retained by Buildings and General Services.

Registration: All state vehicles will be registered through the Department of Motor Vehicles. (This includes vehicles loaned for driver education purposes.) Registrations will be renewed every five years. All state-owned vehicles will have a “state” license plate. All requests for standard vanity or undercover license plates require written approval from the Secretary of Administration. The Department of Motor Vehicles will not register additional state vehicles unless proof that the Secretary of Administration has approved the additional vehicles(s) is provided. License plates will not be shifted between vehicles unless the registration is transferred concurrently.

Identification: The removal or covering of identifying decals requires the written approval of the Commissioner of Buildings and General Services.

#### **Disposal of State Vehicles**

Buildings and General Services shall be the sole agent for disposal off all state owned vehicles.

## **General Instructions for Operation of Vehicles**

Employees who drive state vehicles should complete the defensive driving course approved by the Risk Management Division at least once every ten years and within six months of their employment with the state. Additional information about this course is available from Risk Management. Operators will observe all federal and state laws at all times while operating a state vehicle.

Smoking and picking up hitchhikers is strictly prohibited in all state owned vehicles. All passengers will wear seat belts at all times when the vehicle is in operation. Departments permitted by statute to operate a state fleet shall develop and maintain policies and procedures for the operation of state vehicles to include proper care and maintenance guidelines. Each policy shall also prohibit negligent operation and shall include a notice to operators of vehicles that violations of the procedures could result in discipline action. Failure to properly care for and maintain a vehicle, including negligent operation whether or not it results in personal injury or property damage, or failure to comply with the policies and procedures will be grounds for disciplinary action.

## **IRS Regulation for Commuting Use**

Employees' use of an employer-provided vehicle for commuting is considered a fringe benefit income. Federal law requires employers, including the State of Vermont, to report all fringe benefit income to the IRS and the employee. Employer-provided vehicles include state-owned or leased vehicles or those provided to state employees by a contractor in connection with a state contract. The IRS provides exemptions for use of employer-provided vehicles it defines as "qualified non-personal use vehicles." Two specific exemptions include: A) Law enforcement and fire vehicles; and B) Vehicles unsuited for personal use. (Pick-up trucks and vans are NOT exempt). To calculate the value of the use of the employer-provided vehicle, the State of Vermont will determine the amount to be reported based on the then-current IRS publication.

## **Employee Commuting with State Owned Vehicles**

At the discretion of the Secretary of Administration through Buildings and General Services, the following individuals may be authorized to take assigned state vehicle home on a regular basis:

- \_ Employees whose official duty station is their home
- \_ Sworn law enforcement officers
- \_ Emergency response duty officers

Other individuals may take home a state-owned vehicle fewer than 30 days per year with the approval of their fleet manager. Taking a state vehicle home in excess of 30 days per year requires the written approval of the Secretary of Administration through the Commissioner of Buildings and General Services and will be recorded as a fringe benefit.

## **Fleet Management Operations**

The **Department of Buildings and General Services**, Division of Fleet Management Services will be responsible for the assignment, operation, insurance, disposal, and replacement of all state passenger vehicles and light duty trucks. Exceptions may be

granted by BGS on a case by case basis.

The **Agency of Transportation** will be responsible for highway maintenance vehicles (i.e. plow trucks, graders and loaders). The **Departments of Fish and Wildlife** and **Public Safety** will be responsible for vehicles used by sworn law enforcement officers within their respective departments.

Buildings and General Services, Division of Fleet Management Services in coordination with the Agency of Transportation and Department of Public Safety will maintain the official inventory of all state owned vehicles. All vehicles will be received by Buildings and General Services, Fleet Management Services and recorded in the fleet management database prior to pick-up by a state agency or department. This includes Fish and Wildlife vehicles and special design vehicles. The Department of Public Safety will be responsible for recording its own vehicles and the Agency of Transportation will be responsible for recording its highway maintenance vehicles.

### **Insurance Coverage and Accident Reporting**

An insurance identification card naming the current carrier will be kept in each state vehicle.

In the event of a motor vehicle accident involving damage **ONLY** to the state vehicle, the operator shall immediately report the accident to the owning department and to their supervisor (in the case of state police officers, to the shift commander).

If the damage to the vehicle exceeds \$500, **OR** if there is bodily injury to any person, **OR** if there is damage to any property other than the vehicle, the operator shall also report the accident to the nearest law enforcement officer and the vehicle should not be moved from the spot of the accident until authority is granted by the investigating officer. The operator shall also complete the Risk Management Division Automobile Accident or Loss Notice form and submit it through appropriate departmental channels to the Risk Management Division.

If a motor vehicle accident results in death, serious bodily injury, or serious property damage the accident should be reported immediately by phone to the Risk Management Division in addition to the notifications and reports required above. The Department of Motor Vehicles Report of a Motor Vehicle Accident form shall be completed and submitted whenever required by law. If an employee is involved in an accident while operating a vehicle for other than official or authorized use, the use of the vehicle(s) may constitute grounds for disciplinary action. The employee may also be sued by the state or its insurance carrier to recoup all costs incurred by the state and its carrier as a result of the accident.

Attachment C

**UNDERSTANDING THE BENEFITS OF USING A STATE FLEET VEHICLE**

Fleet Management Services (FMS) will assist departments to understand the financial benefits of using FMS vehicles.

1. FMS can assist any agency with a vehicle needs assessment. It may be cost effective to have high mileage users provided with a lease vehicle. A high mileage user is considered any employee who drives over 13,000 miles a year for business.
2. FMS offers Motor Pool opportunities at the following sites:
  - a. Rutland – in Bloomer Building/multi-modal garage
  - b. Waterbury – at the FMS main office
  - c. Montpelier
    - i. 134 State Street
    - ii. National Life
  - d. Burlington – at 108 Cherry Street
3. The FMS trip calculator is a user-friendly tool that assists customers to determine the most cost-effective travel option – the tool reports the trip cost by sedan option: state vehicle, Enterprise vehicle, mileage reimbursement.  
[http://www.bgs.state.vt.us/fleet/Trip\\_Calculator.xls](http://www.bgs.state.vt.us/fleet/Trip_Calculator.xls)

FY 2010 Mileage Reimbursement -- High Mileage Drivers (By Department)						
Department	Employee ID	Title	Miles SUM	Amount SUM	Location	
Agriculture, Food & Markets		Meat Safety Compl & Enfor Spec	11,709	\$ 6,228.90	Montpelier	
Agriculture, Food & Markets		Vector Management Specialist	12,191	\$ 6,580.40	So Pomfret	
Agriculture, Food & Markets		Agric Resource Management Spec	14,893	\$ 7,919.95	Moretown	
Agriculture, Food & Markets		Agric Resource Management Spec	15,395	\$ 8,209.50	Richmond	
Agriculture, Food & Markets		Agric Resource Management Spec	19,573	\$ 10,449.75	Newport	
Agriculture, Food & Markets		Agric Resource Management Spec	20,091	\$ 10,577.40	Orwell	
Agriculture, Food & Markets		Agric Resource Management Spec	20,510	\$ 10,998.70	Springfield	
Agriculture, Food & Markets		Agric Resource Management Spec	30,044	\$ 15,985.25	Brandon	
<b>Agriculture, Food &amp; Markets Total</b>				\$ 76,949.85		
Banking, Insurance, Securities		Insurance Examiner-in-Charge	12,736	\$ 6,767.95	Home Based	
Banking, Insurance, Securities		Insurance Examiner-in-Charge	13,203	\$ 6,983.25	Home Based	
Banking, Insurance, Securities		Financial Examiner II	14,728	\$ 7,804.30	Home Based	
Banking, Insurance, Securities		Financial Examiner III	14,907	\$ 7,903.45	Home Based	
Banking, Insurance, Securities		Insurance Examiner-in-Charge	16,155	\$ 8,562.25	Home Based	
Banking, Insurance, Securities		Snr Fin Exam AC:Fin Institut	17,212	\$ 9,107.50	Home Based	
Banking, Insurance, Securities		Insurance Examiner-in-	17,541	\$	Home Based	

					Charge				
Banking, Insurance, Securities					Administrative Insurance Exami	18,648	\$	9,303.85	Home Based
Banking, Insurance, Securities					Snr Fin Exam AC:Fin Institut	21,088	\$	11,195.35	Home Based
<b>Banking, Insurance, Securities Total</b>							\$	77,474.80	
Corrections, Department of					Correctnl Instr A/C:Spec Svcs	13,976	\$	7,396.55	Windsor
<b>Corrections, Department of Total</b>							\$	7,396.55	
Court Administrator-Judicial					Magistrate - Family Court	12,400	\$	6,573.65	Montpelier
Court Administrator-Judicial					Superior Judge	17,092	\$	9,209.20	St Johnsbury
Court Administrator-Judicial					Court Officer B	21,849	\$	11,470.35	Burlington
<b>Court Administrator-Judicial Total</b>							\$	27,253.20	
DAIL					Public Guardian	11,654	\$	6,175.50	Middlebury
DAIL					Quality Management Reviewer	11,676	\$	6,223.50	Perkinsville
DAIL					Nurse Surveyor	12,019	\$	6,422.15	Greensboro Bend
DAIL					Senior Public Guardians	12,064	\$	6,391.30	Rutland
DAIL					Nurse Surveyor	12,301	\$	6,510.25	Waterbury
DAIL					Nurse Surveyor	12,377	\$	6,581.60	Hinesburg
DAIL					Blind Servs Rehab Couns II	12,406	\$	6,572.70	Springfield
DAIL					Nurse Surveyor	12,595	\$	6,703.15	Rutland

DAIL					Nurse Surveyor	12,790	\$ 6,806.15	Waterbury
DAIL					Quality Management Reviewer	12,979	\$ 6,920.10	Perkinsville
DAIL					Nurse Surveyor	13,284	\$ 6,989.90	Waterbury
DAIL					Voc Rehab Benefits Counselor	13,403	\$ 6,991.90	St Johnsbury
DAIL					Voc Rehab Benefits Counselor	13,846	\$ 7,337.90	Newport
DAIL					VR Counselor I AC: Deaf & H	13,868	\$ 7,354.90	Rutland
DAIL					Voc Rehab Benefits Counselor	13,923	\$ 7,373.70	White River Jct
DAIL					Public Guardian	14,550	\$ 7,721.60	Rutland
DAIL					Employee Assistance Progr Spec	14,699	\$ 7,772.60	Springfield
DAIL					Voc Rehab Reg_Mgr	15,389	\$ 8,123.85	Rutland
DAIL					Pub Guardian Unit Sup	15,518	\$ 8,299.50	Newfane
DAIL					Public Guardian	15,964	\$ 8,524.80	Springfield
DAIL					Nurse Surveyor	16,113	\$ 8,588.50	Chelsea
DAIL					Public Guardian	16,783	\$ 8,943.05	Windsor
DAIL					Adult Protect Servs Soc Worker	16,849	\$ 8,947.15	Waterbury
DAIL					Public Guardian	17,361	\$ 9,207.70	Burlington
DAIL					Senior Public Guardians	19,383	\$ 10,256.30	Rutland
DAIL					Public Guardian	20,227	\$	Rutland





Secretary of the Senate				Assistant Secretary Of Senate	13,626	\$ 7,106.10	Montpelier
<b>Secretary of the Senate Total</b>						\$ 7,106.10	
Taxes, Dept of				Prop Valu Dist Advisor	11,921	\$ 6,291.45	E Burke
Taxes, Dept of				Prop Valu Dist Advisor	12,929	\$ 6,802.30	Newport Ctr
Taxes, Dept of				Prop Valu Dist Advisor	15,791	\$ 8,336.95	Bethel
<b>Taxes, Dept of Total</b>						\$ 21,430.70	
Transportation, Agency of				AOT Manager IV	11,750	\$ 6,247.00	Rutland
Transportation, Agency of				AOT Technician V	11,947	\$ 6,379.35	Montpelier
Transportation, Agency of				AOT Manager IV	12,076	\$ 6,423.50	St Johnsbury
Transportation, Agency of				AOT Technician VI	12,367	\$ 6,544.60	Montpelier
Transportation, Agency of				Motor Vehicle Field Supervisor	12,576	\$ 6,644.15	Springfield
Transportation, Agency of				AOT Technician V	13,077	\$ 7,056.95	Montpelier
Transportation, Agency of				Civil Engineer II	13,098	\$ 7,015.05	Montpelier
Transportation, Agency of				Bridge Maintenance Mech III	13,552	\$ 7,195.00	Windsor
Transportation, Agency of				AOT Technician IV	13,596	\$ 7,434.60	Montpelier
Transportation, Agency of				AOT Technician IV	15,563	\$ 8,295.60	Montpelier
Transportation, Agency of				AOT Technician VI	15,700	\$ 8,618.80	Montpelier

Transportation, Agency of				AOT Technician III	15,914	\$ 8,513.30	Montpelier
Transportation, Agency of				Civil Engineer III	16,104	\$ 8,632.60	Montpelier
Transportation, Agency of				Civil Engineer III	16,984	\$ 9,001.70	Montpelier
Transportation, Agency of				AOT Technician V	17,448	\$ 9,383.20	Montpelier
Transportation, Agency of				Civil Engineer V	17,530	\$ 9,450.75	Montpelier
Transportation, Agency of				AOT Technician VI	17,676	\$ 9,434.15	White River Jct
Transportation, Agency of				AOT Technician V	18,077	\$ 9,715.90	Montpelier
Transportation, Agency of				Civil Engineer III	18,235	\$ 9,468.80	Montpelier
Transportation, Agency of				Civil Engineer V	18,684	\$ 9,977.85	Montpelier
Transportation, Agency of				AOT Technician V	19,024	\$ 10,298.55	Montpelier
Transportation, Agency of				AOT Technician V	22,156	\$ 11,660.40	Montpelier
Transportation, Agency of				Civil Engineer II	22,525	\$ 12,173.10	Montpelier
Transportation, Agency of				AOT Manager IV	22,572	\$ 11,974.20	South-Burlington
Transportation, Agency of				AOT Technician IV	22,777	\$ 12,264.90	Montpelier
Transportation, Agency of				AOT Technician VI	23,105	\$ 12,471.00	Montpelier
Transportation, Agency of				AOT Manager IV	23,553	\$ 12,557.00	White River Jct
Transportation, Agency of				Civil Engineer III	23,614	\$ 12,547.75	Montpelier
Transportation, Agency of				AOT Technician V	24,019	\$	Montpelier



### Supervisors' A-B-C Test

The A-B-C Test allows supervisors to better scrutinize in-state travel using a tool that utilizes approved definitions of travel categories. Discretionary travel is the area where the most reduction should be realized. Have travel requests documented in writing by employee requesting to travel and supervisor approving travel (see attached Draft Travel Request form).

1. Critical Travel: Children/family services, public safety, legal or court-related
2. Essential Travel: Employee is part of work group and “has to go.” Work is in the field, e.g. Forest and Parks workers who must visit parks and/or forests, Fish & Wildlife workers who must be checking habitats.
3. Discretionary Travel: Meetings, site visits
  - a. For discretionary travel the following questions should be asked.
    - i. Is it necessary for a face to face meeting?
    - ii. Would a conference call suffice
    - iii. Would a web cam/Skype suffice?
    - iv. Has VIT been considered?
    - v. If travel must occur, has car pooling been considered and investigated?  
(Car pooling is mandatory if more than one person from the same office is traveling to the same meeting)
  - b. No reimbursement for personal car use will be approved unless employee can demonstrate that:
    - i. Supervisor has approved travel request in writing
    - ii. Regret statement for FMS daily car rental has been submitted

## ALTERNATIVES TO TRAVEL

### Telephone

### E-mail

### Skype

### CITRIX (Come to my meeting)

### Conference Call Service – Leader Phone

- **Leader Phone** offers audio conferencing; no contract (pay as you use); invoiced monthly; no reservation required; 800 Toll-free dial in; available 24 x 7 x 365. See <http://www.leader.com/leaderphone.htm>
- **Leader Dialog** offers basic Leader Phone services, but everyone pays their own charges. See <http://www.leader.com/leaderdialog.htm>
- **Leader Meeting** web conferencing allows you to share presentations and documents online in conjunction with Leader Phone. See <http://www.leader.com/leadermeeting.htm>

### Vermont Interactive Television (VIT)

VIT is a statewide videoconferencing system that can save you time and money. If you're tired of traveling to meetings and want to make the most of your valuable time then VIT may be just right for you. VIT has 15 studios statewide which provides you with a gateway to all of Vermont as well as the world. Since its inception in 1988, hundreds of Vermont businesses and organizations have discovered the advantages of VIT.

- Vermont Interactive Television (VIT) at <http://www.vitlink.org/>
- Map of VIT sites at <http://www.vitlink.org/HTML/Locations.htm>
- Contact information at <http://www.vitlink.org/HTML/ContactUS.php>

State of Vermont  
**TRAVEL REQUEST FORM**  
(To be completed by employee wishing to travel)

**Name of Employee**

**Employee ID#**

**Date of request:**

**Travel Dates:**

**Travel To:**

**Travel From:**

**Reason for travel (identify goals and reasons for travel):**

**Travel categories:**

- Is this considered Critical Travel? Yes or No (Circle One)
- Children/family services, public safety, legal, court related or other \_\_\_\_\_
- Is this considered Essential Travel? Yes or No (Circle One)  
Example: Employee is part of work group and “has to go.” Work is in the field, e.g. Forest and Parks workers who must visit parks and/or forests, Fish & Wildlife workers who must be checking habitats, other\_\_\_\_\_.
- Is this Discretionary Travel? Yes or No (circle One) Example: Meetings, site visits, other\_\_\_\_\_
- For discretionary travel the following questions must be answered.

**Is it necessary for a face-to-face meeting? Yes or No (Circle One)**

**Would a conference call suffice? Yes or No (Circle One)**

**Would a web cam suffice? Yes or No (Circle One)**

**Has a telephone conference or SKYPE been considered? Yes or No (Circle One)**

**If travel must occur, has car pooling been considered? (Car pooling is mandatory if more than one person from the same office is traveling to the same meeting.) Yes or No (Circle One)**

**No reimbursement for personal car use will be approved unless employee can demonstrate that:**

- Supervisor has approved travel request in writing
- Regret statement for FMS daily car rental has been provided

**Employee Signature:**

**Supervisor Signature:**

## 6. NAMING OF VHS

In accordance with the requirements of **2012 Act 104 Sec 3(9) (B) (ii) pertaining to Naming of the Vermont State Hospital**, the BGS Commissioner's Report follows:

These two suggestions for naming the new hospital are for your consideration. One recognizes the seminal research done over a 32-year period and rooted in Vermont, *The Vermont Longitudinal Study of Persons with Severe Mental Illness*, which helped to lay the groundwork for the recovery movement that fundamentally changed the course of the mental health system we have today and continue to build for the future. The other gives recognition to the first Commissioner of Mental Health, Jonathan P.A. Leopold, M.D., who served from 1965 to 1972. With support from the Board of Mental Health and Governor Hoff, Dr. Leopold set the future course of deinstitutionalization. During that period and under each succeeding governor, state and federal funds were used to create and build a statewide community mental health provider system with a state hospital serving those who need a quality inpatient program to enable them to return to their own community.

- (1) Courtenay M. Harding, Ph.D. –  
**Courtenay Harding Mental Health Hospital**

Naming the hospital for Courtenay Harding would capture the essence of where we are today, and will be even more so in the future, and Vermont's unique role in providing the seminal research that helped bring recognition to the fact that people with mental illness can and do get well. With the therapeutic environment and practices that will be in place at the new state hospital, this is what will happen. Courtenay Harding conducted the Vermont research over a 32-year period on participants who had been ill for an average of 16 years and were hospitalized in the back wards of the Vermont State Hospital for 6 years. This was a unique study that is internationally recognized in the literature—and it is *The Vermont Story*. Enclosed are several articles that document Courtenay Harding as a pre-eminent researcher and catalyst for change. Her name is well known and regarded among Vermont mental health advocates, psychiatric survivors, and mental health providers who play key roles in our system of care.

- (2) Jonathan P.A. Leopold, M.D. –  
**Jonathan Leopold Mental Health Hospital**

The newly created Department of Mental Health was activated on April 1, 1964. In an effort to coordinate all mental health services, Act 195 of 1963 transferred powers and functions across state government that were related to mental health to the new department. (The Superintendent of Vermont State Hospital, Dr. Rupert Chittick, served as acting commissioner until the appointment of Jonathan Leopold the following year. This is to document that Jonathan Leopold was the first mental health commissioner.)

Commissioner Leopold promoted the shift from institutional to community care, a goal of the state hospital's administration since the 1950's. Jonathan was a visionary leader who moved the system in the direction that we embrace today. It has taken a long time for his vision to evolve and, this year, to become formalized in Act 79. A small state hospital and a robust community system is what Jonathan wanted to see.

7. NAMING OF  
HEALTH LABORATORY

In accordance with the requirements of **2012 Act 104 Sec. 4 (2) pertaining to Naming of the Health Laboratory**, the BGS Commissioner's report follows:

To assist the Commissioner of Buildings and General Services with the above, the Commissioner of Health offers the following suggestions and brief biographies of four individuals who have shown leadership in improving the health status of Vermonters

### **Former Governors**

#### **Governor Madeleine May Kunin (Vermont Governor 1985-1991)**

Madeleine May Kunin was born in Zurich, Switzerland in 1933. She served as Governor of Vermont from 1985 until 1991, and was Vermont's first female governor as well as the first Jewish woman to be elected governor of a U.S. state. Previously, Kunin served as Lieutenant Governor of Vermont from 1979-1983, and, prior to that, as a three-term Representative in the Vermont House, serving both as Minority Whip and Chair of the Appropriations Committee.

Governor Kunin did her undergraduate work at the University of Massachusetts, Amherst, and earned masters degrees from both the Columbia University Graduate School of Journalism and the University of Vermont. She became U.S. Ambassador to Switzerland in 1996, and for four years beginning in 1993 served as Deputy Secretary for Education in the Clinton Administration. She has authored three books, including her most recent one published this year, *The New Feminist Agenda: Defining the Next Revolution for Women, Work and Family*.

Although widely recognized for her contributions to improving education, the environment and women's issues, Kunin initiated Vermont's Dr. Dynasaur Program, a program to provide health insurance for low-income children. That program set the stage for universal health care coverage for Vermont children as well as adults, thereby contributing to Vermont's ranking as one of the healthiest states in the country.

#### **Howard Dean, M.D. (Vermont Governor 1991-2003)**

Howard Dean, born in 1948, became Vermont's 79<sup>th</sup> Governor in 1991, after serving as Lieutenant Governor for two terms and, previously, as a state representative for three terms. Dean was a practicing primary care physician until he became Governor upon the sudden death of his predecessor Richard Snelling in 1991. He was then elected Governor five times. Howard Dean was a graduate of Yale University and the Albert Einstein College of Medicine.

Known widely an advocate for fiscal restraint, Dean was also recognized for being socially liberal. He was largely responsible for expanding Vermont's Dr. Dynasaur Program, a program started during former Governor Madeleine Kunin's administration, and saw this as a strategy to achieve universal health care access for all Vermont children. Dean was an advocate for universal access to health care for all.

### **Former Commissioners of Health**

#### **Roberta Coffin, M.D.**

Dr. Coffin served as Vermont's Health Commissioner from 1982-1989, and prior to that, as the Department's Medical Services Director (responsible for: maternal and child health, immunizations, children with special health needs, local health, etc) from 1973-1982. Her training as a pediatrician, and her 16-year tenure in public health leadership, enabled Dr. Coffin to recognize and emphasize the importance of health prevention, especially among children. Dr. Coffin served under Governors Snelling and Kunin, and was Commissioner when the Health Department's Medical Services Division was located in the current lab building on Colchester Avenue.

As a graduate of Case Western Reserve University School of Medicine and a Board Certified Pediatrician, Dr. Coffin witnessed the rampant spread and public health toll of vaccine-preventable diseases in children. Later, Dr. Coffin championed interventions such as childhood immunizations and efforts such as child fatality review to understand and improve the health of Vermont children. She was also led Vermont's public health work during the era when the dangers of environmental toxins were becoming more recognized and of concern to the public.

During her tenure, she recognized the value of the WIC program as a public health program, and transitioned it from a free-standing program to one integrated with other public health functions. This change welcomed in the era of public health clinics, where, in addition to nutrition, families of young children were screened for access to primary care and dental care. Because of these efforts, Vermont has and continues to have one of the highest WIC participation rates of families eligible for Medicaid in the country. Dr. Coffin also led the effort to hire public health nurses for all district offices by drawing down federal Medicaid matching funds to support local public health presence. She also championed the federal EPSDT Program, a mandate that all Medicaid-eligible children should have access to a wide range of medically-necessary services without limits on amount, scope or duration. Dr. Coffin is widely remembered for her passion for children's health and prevention.

## **Jan Kirk Carney, M.D., M.P.H.**

Dr. Carney served as Vermont Commissioner of Health from 1989 to 2004, serving under Governors Kunin, Snelling and Dean. Prior to that, Dr. Carney served as Deputy Commissioner of Health from 1988-1989. Dr. Carney is a graduate of Middlebury College, the University of Cincinnati College of Medicine and Harvard School of Public Health. A Board Certified Internist, Dr. Carney is currently Clinical Professor of Medicine and Associate Dean for Public Health at the UVM College of Medicine.

Dr. Carney brought to the Department a focus on adult health, and a continued emphasis on prevention. She was a key member of the state team that pursued the tobacco industry for promoting tobacco use among minors. During her tenure, the state pursued litigation of the tobacco industry, resulting in the Master Settlement Agreement between members of the tobacco industry and the State of Vermont. This led to the establishment of the Tobacco Trust Fund, a source of revenue to support a variety of public information and awareness campaigns against smoking. Vermont's landmark prohibition on smoking in public buildings was also enacted at this time, as was the Tobacco Evaluation Review Board. She was also commissioner during the beginning of the AIDS epidemic, and led some controversial yet effective public media campaigns addressing prevention.

Dr. Carney is also remembered for promoting a systems approach to addressing public health problems, a theoretical framework that seems obvious today but that was a new way of thinking about problems and solutions in the 1980's. She emphasized the use of data to understand problems, develop strategies for addressing problems, and evaluating results. Under her leadership, Vermont's relatively low statewide average birth weight was identified as a public health problem needing improvement, and an active campaign to emphasize access to and early entry into prenatal care was started.

Dr. Carney co-published many research papers on public health strategies for preventing disease. She is also remembered for planning and managing a major and thoughtful reorganization of the department's divisions that created mission alignment and consolidation of functional units.

When Dr. Carney stepped down as Commissioner, an editorial in the *Burlington Free Press* stated "If Jan Carney doesn't return to her old profession as a doctor of medicine, she is well qualified to become a doctor of government; Carney placed Vermont among the nation's leaders in public health and-Thanks partly to Carney's concerted campaigns against such health threats as breast cancer, AIDS and smoking, and by stressing the importance of early childhood preventative care, health indicators of almost every group of Vermonters have improved".

## 8. LEASING PROPERTIES

In accordance with the requirements of **2012 Act 104 Sec. 20a to evaluate and report whether and under what circumstances leasing property not owned by the state to accommodate space needs of an agency may be preferable to using state-owned property for the same purpose**, the BGS Commissioner’s report follows:

Effective in the beginning of fiscal year 2013, BGS leases 225,000 sq feet of office space all around the State. This space is used for a variety of programs across multiple agencies and departments delivering services to taxpayers.

The state portfolio represents about 3.9M sq feet of state owned space that is 80% occupied. The unoccupied space is made up of the Waterbury Complex consisting of 700,000 sq. ft and Building 617 in Essex which is 180K sq. ft.

Our experience has shown that we typically lease space for a variety of reasons:

**Location** – Aligning the space with the service or services that need to be delivered.

**Cost** – Purchasing commercial space is typically not something that happens quickly. Space search, condition, needs (ADA compliant) and location do not typically align and leasing is often the best solution to meet demand.

**Availability & Size** - Aligning space with program need is usually not the case with which we are dealing. New programs come up and space needs align with the delivery. Health Access is a good example in that 2 years ago the program space needs were not understood, but now we have a short term need for 35000 sq ft of space for IT developers developing applications that will be used to implement health care.

**Program Duration** - Leasing space is the primary method used to find, fit-up and occupy for “new” programs that will be of a short term nature. Short term would be anything inside of 10 years.

9. EMPLOYEE SERVICE

MEMORIAL

In accordance with the requirements of **2012 Act 104 Sec. 25(a)(b) pertaining to developing a plan to honor the services of past, present, and future Vermont state employees with an appropriate memorial**, the BGS Commissioner requests the follow:

The Committee constituted to propose the future location and estimated costs of a State of Vermont Employee Memorial request an extension of the January 15, 2013 due date to on or before January 15, 2014.

Members of the Committee include : Shelby Martin, VSEA; Tom Ball, DHR; Kate Duffy, Commissioner DHR; Wanda Minoli, Deputy Commissioner BGS; and Michael Obuchowski, Commissioner BGS.

10. PARKING  
CAPITAL COMPLEX

In accordance with the requirements of **2012 Act 104 Sec. 26 (a) (b) (c)** as well as **Act 103 to reduce parking pressures for state employees in Montpelier and to meet Vermont’s energy plan goals of reducing energy use in the transportation sector as well as 2012 Act 103 Sec. 7 to create an interim study of legislative parking**, the BGS Commissioner shall:

**(a) Create a parking management program subject to the collective bargaining rights of executive and judiciary employees;**

**(b) conduct an assessment of current legislative parking with proposals to terminate use of legislative parking by non-legislative personnel and to assure availability of up to 240 spaces; and**

**(c) Submit a parking management program by November 15, 2012 to include any associated capital requests or operating cost changes.**

The BGS Commissioner’s **Capitol Parking Management Plan and the Legislative Parking Study** follows:



**MEMORANDUM**

**TO:** Members of the General Assembly, Sergeant at Arms

**FROM:** Mike Obuchowski, Commissioner

**DATE:** November 27, 2012

**SUBJECT:** Parking Management Program; 2012 Acts and Resolves No. 104, Sec. 26

In accordance with the provisions of Act No. 104, Sec. 26 the Commissioner of Buildings and General Services shall review existing plans and reports, consult with the agency of transportation and the department of human resources, and create a parking management program subject to the collective bargaining rights of executive and judiciary employees.

This report was prepared in an effort to evaluate a parking management program as directed. There were three sections our committee addressed:

- a) To reduce parking pressures in Montpelier and to meet Vermont’s energy goals of reducing energy.
- b) To assess current legislative parking with proposals to terminate use of legislative parking by non-legislative personnel and to assure availability of up to 240 spaces.
- c) Submission of pilot parking management program to include any associated capital requests or operating cost changes from BGS Commissioner by November 15, 2012.

The committee included the Commissioners of Building and General Services, Human Resources, Finance and Management and personnel from the departments of building and general services, human resources, public service and the agency of transportation.

*Available Parking – Montpelier (non-legislative season)*

	Total Spaces	Reserved/ADA	Net Spaces
Capitol Complex <sup>i</sup>	1,365 <sup>ii</sup>	60	1,305
National Life	1,500	687 <sup>iii</sup>	813
	Total State Employees	Available Spaces	Net (Deficit) Spaces
Capitol Complex	1,595 <sup>iv</sup>	1,305	(290)
National Life	1,063	813	(250)

*Available Parking – Montpelier2013 (legislative season/non-legislative staff)*

	Total State Employees	Total Spaces <sup>v</sup>	Net (Deficit) Spaces
Capitol Complex	1,595 <sup>vi</sup>	992	(603)

Currently there are 1,365 (60 of which are ADA and 183 Reserved) usable parking spaces within the Capitol Complex of which there are 1,595 executive and judicial employees. During legislative session there are another 320 employees (total employee count of 1,915). Effective January 1, 2013 another 240 will be reserved for Legislators and Legislative staff. This data represents a shortage of 603 parking spaces for executive and judicial employees.

As of January 1, 2013 the National Life complex will have a total of 1,500 parking spaces with 813 of those being allocated for state employees. As you can see as of the first of the year we will be short 603 spaces (Capitol Complex only). Included in those numbers are the 73 parking spaces that we are temporarily losing to construction projects at 133 State Street (tunnel waterproofing) and the heat plant (behind 120 State St).

The Agency of Administration is reviewing and evaluating the following options for consideration of a pilot project, some of which may require negotiations with unions representing state employees. All initiatives (1. a-g) below that require expenditure would need to be considered in future budgets for Agency/Department. The Agency of Transportation has funds available through 2014 for proposed initiatives outlined (1.a-g).

#### Potential Parking Pilot Program

It is our intent and proposal if a pilot project is decided (utilizing options 1. a-g) that the pilot locale is Montpelier only for FY 2013. The pilot, if successful, could then be implemented state wide for FY 2014 if sufficient funding were available.

There are several proposed options to reduce parking pressures below which have been discussed (not in any order):

- 1) Institute a Capitol Mobility Pilot Program involving (some or all) of the following components:
  - a. **Initiative:** Develop a Go Vermont State worker toolkit providing overview of the efficient commuter options and related services available.  
**Cost:** \$50  
**Benefit/Incentive:** “One-call, one click” resource to efficient transportation options.
  - b. **Initiative:** Bus subsidy – 50% discount for all commuter route bus passes for State employees traveling to Montpelier.  
**Cost:** \$25,000 for FY13 (State funds); Assuming Vermont has 7,500 employees, 3% use public transportation, the highest monthly cost per passenger is \$75 each month for 12 months, the potential FY14 obligation for the state is \$202,500 if this were offered statewide to all state employees. This is a worst case scenario and actual costs are anticipated to be lower.  
**Benefit/Incentive:** \$20-\$75 per month, depending on commuter route.  
**Issues/Concerns:** Likely a taxable benefit and would require administration by the department of finance and management.

- c. **Initiative:** Institute the “Commuter Choice Benefit” pre-tax contribution for public transit and vanpool expenditures. This would be available to all employees in the state (where vanpools can work for most State workers).  
**Cost:** \$300 initial fee plus \$3.00 per person fee. The cost could be potentially offset by a net decrease in payroll tax paid by the State of Vermont.  
**Benefit/Incentive:** Employer share of payroll taxes reduced and Employee does not pay income tax on amounts deducted. (3.6%-8.5%, depending on wages).  
**Issues/Concerns:** Increase in administrative efforts by the Department of Human Resources.
  - d. **Initiative:** Increase preferential parking for carpools and vanpools at National Life and the Capitol complex.  
**Cost:** \$300 (signage)  
**Benefit/Incentive:** Close parking spaces near offices, state buildings.
  - e. **Initiative:** Carpool and/or vanpool commuters qualify for the Guaranteed Ride Home benefit  
**Cost:** \$1,000  
**Incentive:** In case of emergency, up to \$70 reimbursement for alternate way to or from work. Limit 2 times per month or up to 6 times per year.
  - f. **Initiative:** Acquire 2-3 bikes for employees to use to run errands and attend meetings. Locked and out of the elements, security desks will have keys. We can also offer bike commute classes run by Local Motion.  
**Cost:** \$1,000 (two bikes with commuter accoutrements, locks)  
**Benefit/Incentive:** Healthy alternative for running errands and attending meetings.  
**Issues/Concerns:** Liability assumed by the state.
  - g. **Initiative:** Plan an event where we can display options and discuss vanpool arrangements. Maybe during lunch like some other events we’ve seen at the NL building.  
**Cost:** \$150  
**Benefit/Incentive:** Direct promotion of efficient transportation options for any individual interested.
- 2) The Department of Buildings and General Services will continue to evaluate and review the City of Montpelier’s efforts to address parking and alternative transportation needs.
  - 3) Explore leasing parking space off site and provide a transportation system (internally or via GMTA) where we can pick up employees at strategic location points in Barre, Berlin, or Montpelier.
  - 4) Encourage Managers to explore options with employees regarding telecommuting opportunities. This option could cut down on emissions, would free up parking spaces, and would also allow the agency/department an opportunity to enhance their COOP.

According to statewide census data approximately 12% of the workforce car pools and 3% ride public transportation. The public transportation number tends to increase with employer subsidies and typically 50% employer subsidy will cause the number to increase. Implementing one (or some) of the initiatives above could reduce the shortage of parking spaces from 540 to 459 (or 603 to 512 during legislative session for capitol complex only).

The Commissioner of Buildings and General Services and staff was also asked to assess the current legislative parking situation with respect to ensuring availability of up to 240 spaces for legislative branch and staff. In accordance with 2012 Act No. 103 Sec. 7 the Commissioner of Buildings and General Services and the Chief of Security have designated 240 spaces and appropriate credentials will be provided to the Sergeant-at- Arms and the Chief of Legislative Council. This is an increase of 32 spaces over the last few years.

Attachment: 2013 parking map

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<sup>i</sup> Capitol Complex includes all parking lots in/around State Street, the lots on Green Mountain Drive, and Redstone.

<sup>ii</sup> Includes 120 spaces at the newly leased Carr Lot.

<sup>iii</sup> 687 is the number of spaces which will be reserved for National Life Employees.

<sup>iv</sup> Does not include legislative employees.

<sup>v</sup> Includes a reduction of 73 parking spaces due to construction projects at 120 State St and 133 State St.

<sup>vi</sup> Does not include legislative employees.





**MEMORANDUM**

To: Members of the General Assembly

From: Michael Obuchowski, Commissioner of Buildings and General Services;  
Janet Miller, Deputy Director, Operations, Legislative Council; and  
Francis Brooks, Sergeant at Arms

Date: October 12, 2012

Subject: Interim Study of and Proposed Plan for Legislative Parking; 2012 Acts  
and Resolves No. 103, Sec. 7

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*I. Introduction*

This memorandum is in response to the legislative parking study we were required to perform and the proposed plan we were required to create as directed by 2012 Acts and Resolves No. 103 (H.503), Sec. 7. The act required us to evaluate parking spaces within and around the Capitol Complex, particularly the spaces available for members of the General Assembly; survey members regarding whether there should be assigned parking spaces; and consider whether it is feasible to reserve 180 parking spaces for the exclusive use of members.

*II. Capitol Complex*

The Capitol Complex is generally defined in 29 V.S.A. § 182(1) as encompassing all of the property within a boundary beginning at the intersection of Taylor Street and the Winooski River; then proceeding northerly, crossing State Street, and continuing along Governor Davis Avenue to the intersection of Court Street; then running along the back boundary line of the State House to the intersection of Mather Terrace and Terrace Street;

then westerly along the southern side of Terrace Street to the intersection of Bailey Avenue; then southerly along Bailey Avenue and crossing State Street to the Winooski River; then easterly along the river to the point of beginning. The available legislative parking we assessed within the Capitol Complex also includes those legislative parking spaces within what is colloquially referred to as "the Pit," which is the parking lot to the east of Governor Davis Avenue.

### *III Background*

Overall, there are 942 parking spaces as of October 12, 2012 within the Capitol Complex and approximately 1,423 state employees and legislative employees working at the Complex on any given day. The parking within the Capitol Complex has become even more strained due to the fact that Tropical Storm Irene has brought approximately 100 more state employees to work in buildings within the Complex. Also, construction is planned for 133 State Street and there will be a renovation of the heat plant behind 120 State Street, both of which will further reduce the number of parking spaces available in the Complex.

Parking within the Capitol Complex is limited during legislative adjournment and even more so during the legislative session. The issue with parking specifically around the State House is that during session, 180 members and the approximately 89 legislative staff persons who support them descend upon the Complex. This is a total of approximately 269 people that potentially need parking spaces. However, we have identified only 240 spaces that are available to members and staff in the parking lots closest to the State House in the Capitol Complex. This is an increase from the 208 spaces that are currently reserved for legislative parking; we recommend the additional

32 spaces pursuant to 2012 Acts and Resolves No. 104 (H.785; the Capital Bill), Sec. 26 (parking in the Capitol Complex).

#### *IV. Survey*

The survey we sent to members in July 2012 was informative. Out of 180 legislators, we received 133 responses. The overwhelming majority of those who responded indicated that there should be parking spaces reserved exclusively for use by members of the General Assembly. While the results were mixed on whether these reserved spaces should be assigned to individual legislators, a majority of those responding indicated that there should *not* be specific parking assignments. When asked whether certain people should have parking spaces near the State House that are reserved exclusively for their use, the overwhelming majority indicated that members with an illness or disabling condition should. "Members of leadership" also received support for exclusively reserved parking spaces near the State House, with some members explaining they thought the Speaker of the House and President *Pro Tempore* of the Senate specifically should get these close spots. Moreover, a large majority of members responding answered that legislative staff should have parking spaces reserved exclusively for their use.

#### *V. Proposed Plan*

Based on the available parking spaces for members and staff and the responses in the survey, we have created the following proposed plan for legislative session parking that we intend to implement for the upcoming legislative session and thereafter, with leadership approval. Please see the map in Attachment A for reference.

Two hundred forty parking spaces will be reserved exclusively for legislators and staff

during session. Specifically, 180 spaces will be reserved exclusively for legislators, with the remaining 60 spaces for staff. Parking credentials such as a color-coded parking tag will be issued by the Sergeant at Arms and Legislative Council and will be required of members and legislative staff in order for them to occupy these reserved spaces. The number of credentials issued will equal the number of spaces reserved.

#### A. Plan Implementation

The Sergeant at Arms will have the discretion to make specific parking assignments as follows. Of the 180 spaces for members, his plan is to exclusively assign a certain number of spaces for members with a medically-documented disabling condition. Moreover, of the 180, he will assign spaces for the exclusive use of certain members based upon the recommendation of the Speaker of the House and the President *Pro Tempore* of the Senate. All other legislator parking spaces will be on a first-come, first-served basis.

Of the 60 staff parking spaces, the Sergeant at Arms will assign spaces for the exclusive use of any staff person who has a medically-documented disabling condition. He will also assign two spaces for the exclusive use of the House Clerk and the Senate Secretary, and three spaces for the exclusive use of the three Capitol Police officers. The remaining balance of staff parking credentials will be provided by Legislative Council to staff in a fair and equitable way, and those spaces will be on a first-come, first-served basis.

#### B. Enforcement

As is currently done, employees of Buildings and General Services (BGS) will enforce this proposed parking arrangement. BGS employees will do so by ensuring that the vehicles in parking spaces reserved for members and staff contain the required

credentials that are provided to members and staff by the Sergeant at Arms and Legislative Council. This plan will require the cooperation of the legislators and staff, as well as a stronger enforcement attitude on behalf of BGS.

#### C. Awareness

We recognize that this parking arrangement means that there will be legislative staff who will not be able to obtain a parking space within the 240 parking spaces allotted. To try to alleviate this parking shortage, after the session begins, the Sergeant at Arms will conduct an assessment of members who carpool or who do not park at the State House on certain days during session. Based on this assessment, the Sergeant at Arms may be able to coordinate with BGS employees to allow staff parking in legislative parking spaces if the Sergeant at Arms is certain that not all 180 members will need parking spaces on particular days. We encourage legislators and staff to carpool, rideshare, and make use of public transportation in order to help address this parking shortage.

#### D. Overflow

Moreover, we are aware of approximately 10 parking spaces that may be available to members and staff at the overflow parking lot at Redstone on Terrace Street. There is also the potential for members and staff to park within the 120 additional parking spaces at the "Carr Lot" on Taylor Street, which is behind the Capitol Plaza. Additionally, there are spaces available at the Department of Liquor Control and the Department of Labor lots, which are served by the shuttle.

#### E. Mondays

This parking plan would be effective January through the end of the session, Tuesday through Friday, unless the legislature is in session on a Monday. Overall, we have tried to address the need for adequate parking for legislators and staff that is near to the State

House amid a general parking shortage within the Capitol Complex. We hope that this proposed plan will work well for legislative members and the staff who support them.

#### *VI. Incentives*

Finally, it is recommended that legislative leadership consider some type of incentive to encourage members and staff to make use of public transportation, carpooling, and walking to work.

We thank Speaker of the House Shapleigh Smith; Senate President *Pro Tempore* John Campbell; Chief of Capitol Police Les Dimick; BGS Safety & Security Program Manager Keith Grochowik; BGS Principal Assistant Wanda Minoli; Chief Legislative Counsel Martland; and Legislative Counsel BetsyAnn Wrask for their help and input for this study.

Michael J Obuchowski 10/15/2012

Michael Obuchowski, Commissioner of Buildings and General Services

Janet Miller

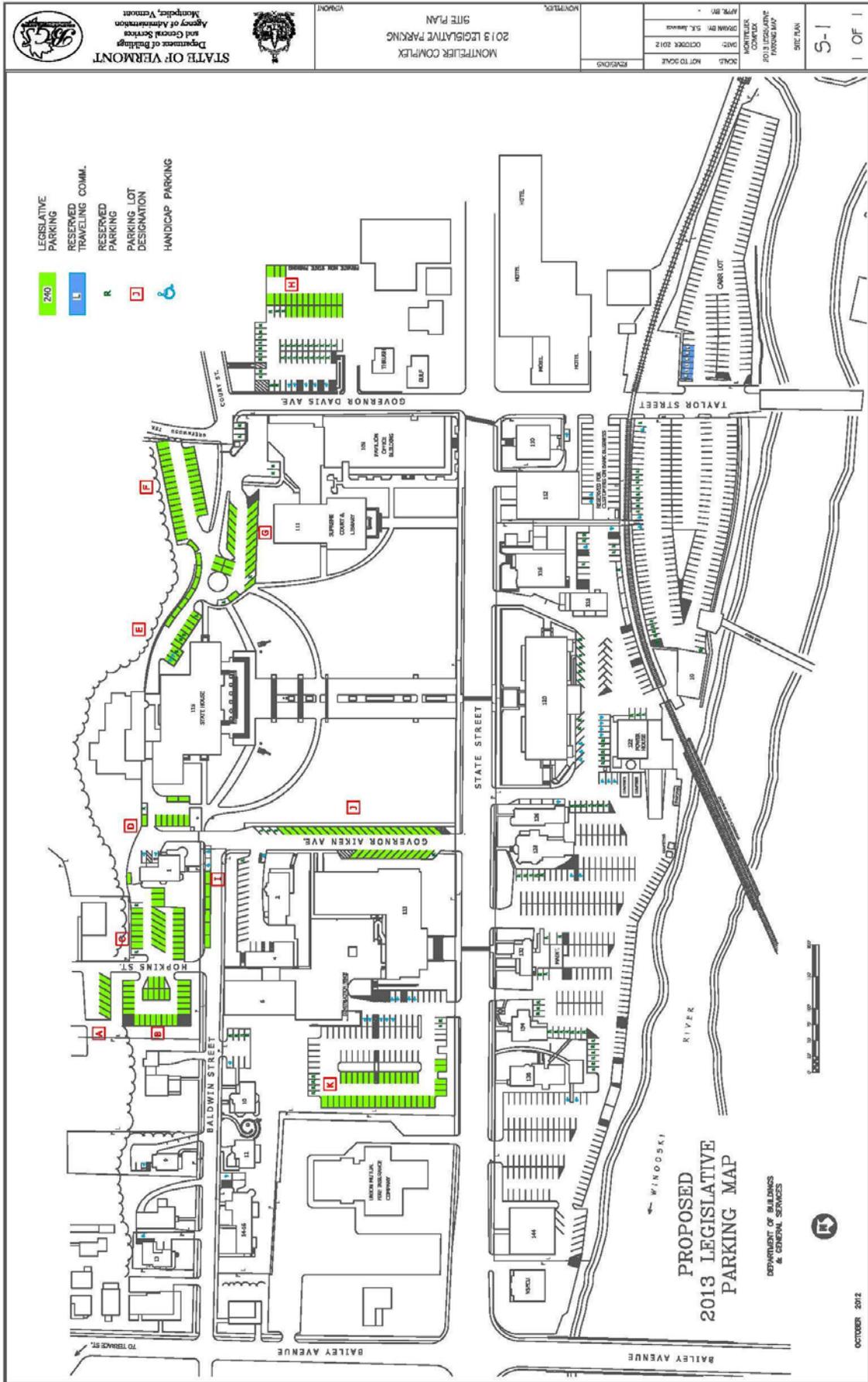
Janet Miller, Deputy Director, Operations, Legislative Council

Francis L. Brooks

Francis Brooks, Sergeant at Arms

Attachments:

- Attachment A: Proposed plan map



11. CIVIL WAR  
MONUMENT STUDY

In accordance with the requirements of **2012 Act 104 Sec. 26 (a) to study the feasibility of placing a Civil War monument at the Cedar Creek Battlefield in Middletown, Virginia in memory of the Vermont Brigade and of moving an existing Civil War monument in Winchester, Virginia to its original location in the Third Winchester Battlefield**, the BGS Commissioner's report of findings follow:

Based on recent communications between State Senator Joe Benning (Caledonia-Orange District); Howard Coffin, Civil War historian and author; Eric A. Campbell, NPS Park Ranger/Interpretation, Cedar Creek & Belle Grove National Historical Park; and Jim Brangan, Assistant Director, Lake Champlain Basin Program, progress to date is outlined below.

**Cedar Creek Battlefield Monument:** Representatives of the National Park Service (Cedar Creek & Belle Grove National Historical Park) support the effort to honor the Vermont Regiments and Vermont's proposal to erect an historical roadside marker (comparable to Vermont's historical sites roadside markers). According to the NPS the historical marker would be erected on private property and/or outside the park's legislated boundary and in cooperation with the Virginia Department of Transportation. The NPS will determine the best possible location(s) for the marker and submit proposals to Sen. Benning and BGS staff in 2013.

As this stage in the study cost estimates for the Cedar Creek Battlefield historical marker have not been determined.

**Moving Monument to Third Winchester Battlefield:** The NPS agrees with Vermont's proposal to repair and relocate the historic monolith to the 8<sup>th</sup> Vermont Regiment presently stationed in the Winchester Cemetery to its original location at the Third Winchester Battlefield. The Lake Champlain Basin Program (LCBP), in conjunction with the Vermont Civil War Sesquicentennial Commission and the Champlain Valley National Heritage Partnership, plans to work with the Winchester National Cemetery to relocate the monument to its original location on land owned by the Civil War Trust.

LCBP will determine the most feasibility method and cost for moving this existing monument.

12. HISTORIC PROPERTY

SPECIAL FUND

**Annual Report to the General Assembly**  
**on the**  
**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) as amended in 2012 Act. 104 Sec. 27**

**Michael Obuchowski**  
**Commissioner of the Department of Buildings and General Services**

**January 15, 2013**

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### Executive Summary

**Accomplishments in 2012:** The Hyde Log Cabin State Historic Site was successfully transferred to the Town of Grand Isle. Various activities occurred in 2012 to facilitate sale (or transfer) and re-use of the Arsenal and Fairbanks Buildings (Vergennes), Fuller Farmhouse (Hubbardton), and Bradley Law Office (Westminster) historic properties. The Westminster Historical Society is ready to accept the transfer of the Bradley Law Office in 2013. The Springfield Chamber of Commerce declined taking over the Eureka Schoolhouse but other alternatives are now being explored. The VT Department of Buildings and General Services, the VT Division for Historic Preservation, and the VT Advisory Council on Historic Preservation view this as an important pilot program with a lot of potential for enhancing stewardship of vacant or under-utilized state-owned historic properties.

**Fund expenditures in 2012:** None

**Purpose:** The Historic Property Stabilization and Rehabilitation Fund finances stabilization and rehabilitation of state-owned historic properties from the net proceeds realized from the sale and/or lease of other vacant or under-utilized historic properties owned by the state. The Fund fills a funding gap and provides a higher level of stewardship for state-owned historic resources. The Fund allows the state to form private sector partnerships to stabilize and rehabilitate underutilized properties. The Legislative Joint Fiscal Committee approved the proposal for implementing the Fund at its July 21, 2011, meeting. The Fund proposal is described in this report.

**Properties eligible for the Fund:** The Fund is a self-contained, funded program, revenue to expenditures. The Fund was seeded with a \$100,000 FY12 appropriation and possible net proceeds from the sale or lease of properties approved in ACT 40 of 2011. The annual November 15 balance is limited to \$250,000. Any unencumbered overage returns to the General Fund for reallocation.

The General Assembly approved fourteen (14) historic properties as eligible for this Fund at a cost of \$670,000. Estimated sale of the Farm House and Barn in St. Albans may produce \$ 100,000. Sale or lease of three (3) DHP-owned properties is not expected to yield significant monies since the properties will, in most instances, be transferred to municipalities or non-profit organizations. For the other properties, proposed income into the Fund has yet to be determined.

The following properties are currently in the Fund:

Property	Town	Dept	Proposed Action	Income into Fund?
Farm house and barn, Lower Newton Rd	St. Albans	BGS	Subdivide up to 10 acres & sell.	Yes
Arsenal and Fairbanks buildings	Vergennes	BGS	Subdivide & sell.	Yes
Fuller Farmhouse	Hubbardton	DHP	Sell or enter into a long-term lease with covenants.	Unknown
Hyde Log Cabin	Grand Isle	DHP	Donate property free of covenants to Grand Isle.	No
Eureka Schoolhouse	Springfield	DHP	Transfer with covenants to a local organization; or sell with covenants.	No
Bradley Law Office	Westminster	DHP	Transfer with covenants to a local organization.	No
Bishop Cabin	Orwell	DHP	Sell or enter into a long-term lease with covenants on the land.	Unknown

**Accomplishments in 2012:**

The Hyde Log Cabin State Historic Site was successfully transferred to the Town of Grand Isle. Various activities occurred in 2012 to facilitate sale (or transfer) and re-use of the Arsenal and Fairbanks Buildings (Vergennes), Fuller Farmhouse (Hubbardton), and Bradley Law Office (Westminster) historic properties. The Westminster Historical Society is ready to accept the transfer of the Bradley Law Office in 2013. The Springfield Chamber of Commerce declined taking over the Eureka Schoolhouse but other alternatives are now being explored. The VT Department of Buildings and General Services (BGS), the VT Division for Historic Preservation (DHP), and the VT Advisory Council on Historic Preservation (Advisory Council) view this as an important pilot program with a lot of potential for enhancing stewardship of vacant or under-utilized state-owned historic properties.

Activities carried out in 2012:

Property	Town	Dept	Activities in 2012	Income into Fund
Arsenal and Fairbanks buildings	Vergennes	BGS	Goal is to sell these important historic properties and bring them back into use as vital assets in Vergennes. Separating sewer and storm water systems to simplify management and disposition of these two buildings and the Vergennes property overall (formerly known as the Weeks School) may be a necessary step. <ol style="list-style-type: none"> <li>1) Initiated potential partnership with the Preservation Trust of VT to assist BGS in determining best uses for subdivision &amp; sale.</li> <li>2) Developed preliminary plan for architectural and structural assessment, prioritizing work, and developing costs estimates.</li> <li>3) Completed site survey; filed with the town - - establishes property boundaries.</li> </ol>	Yes
Fuller Farmhouse	Hubbardton	DHP	Goal is to sell or enter into a long-term lease with covenants. Identifying a suitable location for a septic system (to be installed by new owner or lease) is key to disposing this property - - entire area has historic-archaeological sensitivity. <ol style="list-style-type: none"> <li>1) Plans to survey the property got underway.</li> <li>2) Request for Proposal is being prepared for the necessary</li> </ol>	Unknown

			<p>archaeological study in this historically sensitive area.</p> <p>3) Are in discussion with the Town of Hubbardton: it wants a section of the property for a town cemetery; zoning variance is required to reduce the size of the parcel for sale (10 acres to 5).</p> <p>4) Hubbardton Historical Society has expressed interest in the Farmhouse and is exploring the idea of transfer from the state.</p> <p>5) Local property owner is interested in integrating some portion of the land into a local CSA in support of agricultural objectives.</p>	
Hyde Log Cabin	Grand Isle	DHP	Property was donated - - free of covenants - - to Town of Grand Isle.	No
Eureka Schoolhouse	Springfield	DHP	The Springfield Chamber of Commerce declined to accept the site. Thus, BGS/DHP will seek an interested buyer.	No
Bradley Law Office	Westminster	DHP	DHP secured an excellent example preservation restriction agreement and started work to transfer this historic property to the Westminster Historical Society.	No

**Legislative Changes in FY12:**

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 \$250,000.00 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 archeological 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.

**Proposed FY2013 Activities:**

In 2013, the Fund program will see action on a number of properties as authorized by the General Assembly:

<b>Property</b>	<b>Town</b>	<b>Dept</b>	<b>Proposed Action</b>	<b>Proposed Income into Fund</b>	<b>Estimated Expenditures</b>
Farm house and barn, Lower Newton Rd	St. Albans	BGS	Subdivide up to 10 acres & sell - survey and subdivision permitting.	Yes	\$7,000
Arsenal and Fairbanks buildings	Vergennes	BGS	<ol style="list-style-type: none"> <li>1) Overall site assessment (structural and architectural).</li> <li>2) Collaborate with Preservation Trust of Vermont to find best use of the properties.</li> <li>3) Evaluate financial feasibility of subdivision.</li> <li>4) Conduct archeological sensitivity mapping of the entire Vergennes complex.</li> </ol>	Yes	\$125,000
Fuller Farmhouse	Hubbardton	DHP	<ol style="list-style-type: none"> <li>1) Complete preliminary site assessment for septic system.</li> <li>2) Complete survey of property.</li> <li>3) Seek and obtain zoning variance to subdivide the property.</li> <li>4) Conduct archeological survey.</li> <li>5) Explore options of gift or lease with Hubbardton Historical Society.</li> <li>6) Explore CSA idea with local property owner.</li> </ol>	Unknown	\$25,000
Eureka Schoolhouse	Springfield	DHP	The Springfield Chamber of Commerce declined to accept the site. Thus, BGS/DHP will seek an interested buyer.	No	0
Bradley Law Office	Westminster	DHP	Transfer with covenants to the Westminster Historical Society	No	0

Bishop Cabin	Orwell	DHP	Conduct site visit and determine best option for this property: sell, long-term lease with covenants on the land	Unknown	\$1,000
					<b>TOTAL estimated expenditures in FY13:</b>  \$158,000

Of the funds appropriated in FY11, it is anticipated that \$158,000 will be spent in FY13.

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

In accordance with the Fund management process, approved by the Legislative Joint Fiscal Committee in July 2011, two meetings were held to discuss and review the status of the program. The annual review meeting between BGS and DHP was held on October 30, 2012, to discuss the draft of this report and project status. Both parties were please with the progress made and felt that 2013 would see further successes.

A draft of this report was distributed to the VT Advisory Council on Historic Preservation (Council) in early November and was discussed at their November 15 meeting. The Council unanimously moved to accept the draft 2012 report to the General Assembly with the understanding that its comments and recommendations be incorporated into the final report to the legislature.

The Advisory Council reiterates that this is an important program for state-owned historic properties; it requires BGS’ and DHP’s diligent attention to ensure implementation. The Council recommends that the program be integrated into BGS and DHP work plans to ensure steady progress each year. The Council emphasizes that finding a purpose, or re-purpose, for vacant or under-utilized historic state properties is an important aspect of the state’s stewardship responsibilities. The Council would like to see this model replicated by other state agencies.

See **Appendix I** for more detailed information on the status of these specific properties.

## **The Fund: Program Description and Process**

### **1. Purpose of the fund**

The Historic Property Stabilization and Rehabilitation Special Fund (Fund) was established by Act No.40 (“An act relating to capital construction and state bonding”) during the 2011 Legislative session. An innovative partnership between the Department of Buildings and General Services (BGS) and the Division for Historic Preservation (DHP), 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 DHP as designated by the General Assembly.

The Fund:

- Fills a funding gap and provides a higher level of stewardship for State-owned historic resources.
- Allows the state to comply with 22 VSA 14 which directs state agencies to develop plans for maintaining historic properties under their ownership and to institute procedures to assure that its plans and programs contribute to the preservation of historic properties in their portfolio, while avoiding unreasonable economic burden to the state.
- Through the use of historic preservation easements and covenants, properties sold or leased will retain historical integrity.
- Allows the state to form private sector partnerships in order to stabilize and rehabilitate underutilized properties.
- The Fund is a self-contained, funded program, revenue to expenditures.
- Whether to sell and/or lease a property is a decision the General Assembly will make each year based on Administration recommendations.

The chairs of the House and Senate Committees on Institutions, the Vermont Advisory Council on Historic Preservation, the DHP, the Department of Finance and Management, the Joint Fiscal Office, and BGS collaboratively developed and favorably reviewed the proposal for implementing this pilot program.

The Legislative Joint Fiscal Committee approved the proposal for implementing the Fund at its July 21, 2011, meeting.

### **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.)

### **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. Most are actively used for state programs and services and are very well preserved. Some, however, are vacant or underutilized, with little prospect for productive use. In times of tight budgets, they often lack maintenance and are edging toward “demolition by neglect.” The establishment of the Fund and program is an innovative response to this problem, one that prioritizes underutilized properties for stabilization and rehabilitation, provides a revenue stream to help fund needed repairs, and fosters the lease or sale of properties that would better serve non-state purposes. Included in the list of properties for possible lease or sale are some owned by

the DHP that are not related to the mission of the DHP's State-owned Historic Sites program. Several of these properties (Bishop 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-owned Historic Sites that are maintained by the DHP and open to the public. The State-owned Historic Sites that are open to the public will continue to be funded in the capital budget. However, three properties that are currently not officially open to the public - - Kent Tavern, the Theron Boyd House, and Forestdale Iron Furnace - - may use monies from the Fund to supplement capital budget appropriations for work necessary to stabilize and maintain them.

It is the intention of the State that historic properties that have received investments from the Historic Property Stabilization and Rehabilitation Special Fund 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 archeological study, or for any other necessary purpose PRIOR to sale, then use of the Fund is appropriate, and the historic property can be removed from the State's portfolio.

#### **4. Background**

22 VSA 14 directs State agencies to preserve the historic buildings and archeological resources in their portfolio, while avoiding unreasonable economic burden to the public.

The Vermont Advisory Council on Historic Preservation (Council) first conceptualized the idea of the Fund in response to reviewing requests from state agencies to demolish vacant or under-utilized historic buildings in their ownership. In 2010, the House Committee on Institutions and Corrections expressed interest in finding better ways for dealing with under-utilized state-owned properties, many of them historic. Responding to this, BGS worked with DHP, and the Council to propose such a program to the General Assembly in 2011. BGS and DHP developed details about how the program could work and inventoried their own buildings to identify ones for possible participation in the program and presented the information to the General Assembly in 2011. The Fund was established in Act No. 40 (the FY2012-13 Capital Bill). The Legislative Joint Fiscal Committee approved the proposal for implementing the Fund at its July 21, 2011, meeting.

The Fund is a pilot project for vacant, under-utilized, and out-of-mission historic properties owned by BGS and DHP. It may be expanded in the future to include vacant, under-utilized, and out-of-mission historic properties owned by other state agencies. Full statutory references are included in Appendix III.

#### **5. Management of the Fund**

The Fund is managed by and under the authority and control of the BGS Commissioner.

The BGS Commissioner manages 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 Economic, 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, will submit a Report to the Legislature by January 15 of each year, developed on the following timetable and outline:

- Annual Review meeting between BGS and DHP held by November 1 of each year

- Draft of Report circulated to DHP and Advisory Council on Historic Preservation by December 1 of each year
- The Report will include information on deposits, disbursements, properties sold and stabilized or rehabilitated, and BGS's and DHP's 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 will meet and request disbursements from the Fund as needed. Requests will be presented to the BGS Commissioner for his/her review and final approval.

## **6. Deposits into the Fund**

The Fund was capitalized with \$100,000 seed money in the FY 2012 capital bill.

The FY 2012 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 will deposit net revenues from the sale of underutilized state-owned historic properties into the Fund.

The Fund balance on November 15 of any year is capped at \$250,000. Unobligated monies in excess of that amount will be reallocated by the General Assembly for other purposes in the next enacted capital appropriations bill. The BGS Commissioner may seek additional appropriations for the Fund through the Capital Budget.

Historic properties transferred out of state ownership will be protected with a covenant and/or historic preservation easement that protects the exterior of the building, interior features if there are outstanding interior features, and, if warranted, associated property and landscape features, and/or archeological sites on the property. Covenants are recorded with the deed of a property and rely on voluntary compliance by the owner. They may include consultation with DHP. Easements are also recorded with the deed and are held by an organization that regularly monitors compliance. The Preservation Trust of Vermont runs Vermont's historic preservation easement program and will hold the easements generated through activities of the Fund. The DHP will recommend historic features that should be protected in each easement.

## **7. Disbursements from the Fund**

The Fund can be used for: 1) rehabilitation or stabilization of state-owned historic properties; 2) payment of costs of historic resource evaluations, archeological investigations, and/or building assessments related to potential sale or lease; 3) easement stewardship fees; and 4) other related expenses.

The Fund will be available for payment of easement stewardship fees which cover baseline documentation and annual stewardship monitoring.

## **8. Selection of buildings for the program**

BGS and DHP have completed inventories of vacant, underutilized, and/or out-of-mission historic properties for potential stabilization, rehabilitation, lease, transfer, or removal. Associated cost estimates are included in the assessments. The list may be modified and expanded in the future.

It is recommended that participating agencies consider use of vacant and underutilized buildings and historic properties for agency purposes before concluding that they should be transferred or leased.

De-accessioning historic buildings should be based on the following Criteria:

- a building is not suited to serve a mission-related purpose;
- it will better serve the public in non-state ownership and/or use; and,
- it will have a better opportunity for long-term preservation than if it remained in state ownership.

Prior to transferring a property to a municipal or non-profit entity, it will be important to ascertain its commitment and ability to sustain future operating and maintenance costs.

By November 1 of each year, BGS and DHP will hold an Annual Review meeting to review activities and accomplishments of the program during the previous year, select the priority projects that will be funded in the following calendar year, and ensure that no funds above \$250,000 remain unobligated.

If in the future, the program is expanded to include other state agencies and departments, a prerequisite for participation will be a completed inventory of the historic status of the properties that the agency or department administers, and a recommended list of properties for potential stabilization, rehabilitation, lease, transfer, or removal, along with associated cost estimates.

**Appendix I**

**Detailed description of historic properties in the Fund**

<b>Property/Address:</b>	<b>Dept:</b>	<b>Why is this property in the Fund? Proposed Action/ Status:</b>	<b>Deposits into Fund to date:</b>	<b>Proposed Income into Fund:</b>
<p><b>Farm house and barn            3469 Lower Newton Rd.            St. Albans</b></p> 	<p>BGS</p>	<p><u>Why is this property in the Fund?</u></p> <p>Property does not provide a useful function to the St. Albans Prison and is now vacant.</p> <p><u>Proposed Action:</u></p> <p>Subdivide up to 10 acres and sell.</p> <p><u>Status:</u></p> <p>Sub-division started to separate the farm house/barn from the correctional facility property.</p> <p>Survey of the property is complete so we understand how much can be packaged into this effort (approx 10 acres).</p>	<p>0</p>	<p>\$100,000</p>

Property/Address:	Dept:	Why is this property in the Fund? Proposed Action/ Status:	Deposits into Fund to date:	Proposed Income into Fund:
<p><b>Arsenal &amp; Fairbanks buildings Weeks School Vergennes</b></p>  <p><b>Arsenal Building</b></p>  <p><b>Fairbanks Building</b> <b>Vergennes</b></p>	<p>BGS</p>	<p><u>Why is this property in the Fund?</u></p> <p>Properties, part of the Weeks School historic complex, are now vacant.</p> <p><u>Proposed Action:</u></p> <p>Subdivide and sell and get these important historic properties back into use.</p> <p><u>Status:</u></p> <ol style="list-style-type: none"> <li>1) Sewer and storm water systems need to be separated to simplify management and disposition of these two buildings and the Vergennes property overall (formerly known as the Weeks School).</li> <li>2) Initiated potential partnership with the Preservation Trust of VT to assist BGS in determining best uses for subdivision &amp; sale.</li> <li>3) Developed preliminary plan for architectural and structural assessment, prioritizing work, and developing costs estimates.</li> <li>4) Site survey has been completed and filed with the town establishing the property boundaries.</li> </ol>	<p>0</p>	<p>Has not been determined.</p>

Property/Address:	Dept:	Why is this property in the Fund? Proposed Action/ Status:	Deposits into Fund to date:	Proposed Income into Fund:
<p><b>Fuller Farmhouse            441 Frog Hollow Rd            Hubbardton</b></p> 	<p>DHP</p>	<p><u>Why is this property in the Fund?</u></p> <p>The house is not associated with the history of the Hubbardton Battlefield; it is now vacant. However, the land around the house, has a high likelihood for containing archeological resources associated with the battle.</p> <p><u>Proposed Action:</u></p> <p>Sell or enter into a long-term lease with covenants.</p> <p><u>Status:</u></p> <p>Goal is to sell or enter into a long-term lease with covenants. Identifying a suitable location for a septic system (to be installed by new owner or lease) is key to disposing this property - - entire area has historic-archaeological sensitivity.</p> <ol style="list-style-type: none"> <li>1) Complete preliminary site assessment for septic system.</li> <li>2) Complete survey of property.</li> <li>3) Seek and obtain zoning variance to subdivide the property.</li> <li>4) Conduct archeological survey.</li> <li>5) Explore options of gift or lease with Hubbardton Historical Society.</li> <li>6) Explore CSA idea with local property owner.</li> </ol>	<p>0</p>	<p>Has not yet been determined.</p>

Property/Address:	Dept:	Why is this property in the Fund? Proposed Action/ Status:	Deposits into Fund to date:	Proposed Income into Fund:
<p><b>Hyde Log Cabin, 228 US Route 2 Grand Isle</b></p> 	DHP	<p><u>Why is this property in the Fund?</u></p> <p>The property does not contribute to the State Historic Sites' mission of interpreting Vermont's history. The cabin is a re-located and re-constructed early, 1-room log cabin with a public restroom in a detached building constructed in 1995.</p> <p><u>Proposed Action:</u></p> <p>Donate property free of covenants to Grand Isle; or donate the building to Hyde Park; or sell.</p> <p><u>Status:</u></p> <p>Property was donated - - free of covenants - - to Town of Grand Isle.</p>	0	0
<p><b>Property/Address:</b></p>	<p><b>Dept:</b></p>	<p><b>Why is this property in the Fund? Proposed Action/ Status:</b></p>	<p><b>Deposits into Fund to date:</b></p>	<p><b>Proposed Income into Fund:</b></p>
<p><b>Eureka Schoolhouse, 470 Charlestown Rd Springfield</b></p> 	DHP	<p><u>Why is this property in the Fund?</u></p> <p>The property does not contribute to the State Historic Sites' mission of interpreting Vermont's history. The schoolhouse is operated by the Springfield Chamber of Commerce as a tourist information center. Although the 1-room schoolhouse is an historic property, it serves as an information center and is not operated as a historic site.</p>	0	0

		<p><u>Proposed Action:</u></p> <p>Transfer with covenants to a local organization; or sell with covenants.</p> <p><u>Status:</u></p> <p>The Springfield Chamber of Commerce declined to accept the site. BGS and DHP will explore other ideas.</p>		
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<b>Property/Address:</b>	<b>Dept:</b>	<b>Why is this property in the Fund? Proposed Action/ Status:</b>	<b>Deposits into Fund to date:</b>	<b>Proposed Income into Fund:</b>
<p><b>Bishop Cabin</b></p> <p><b>Orwell</b></p> 		<p><u>Why is this property in the Fund?</u></p> <p>Only accessible by water, this small lot of land is part of the historic Revolutionary War site and is historically and archaeologically important. However, DHP has no use for this 2-bedroom cabin and it is now in need of maintenance.</p> <p><u>Proposed Action:</u></p> <p>Sell or enter into a long-term lease with covenants on the land.</p> <p><u>Status:</u></p> <p>Property needs to be evaluated in the spring when one can travel by boat to the site.</p>	<p>0</p>	<p>Has not yet been determined.</p>

Property/Address:	Dept:	Why is this property in the Fund? Proposed Action/ Status:	Deposits into Fund to date:	Proposed Income into Fund:
<p><b>Bradley Law Office,            3613 US RT 5            Westminster</b></p>  	DHP	<p><u>Why is this property in the Fund?</u></p> <p>Although the building is historic and a rare 2-room office building from the early 19<sup>th</sup> century, its location makes it difficult for DHP to staff and operate it as one of the State-owned Historic Sites. Thus, Westminster Historical Society operates it as one of the historic properties in that town.</p> <p><u>Proposed Action:</u>            Transfer with covenants to a local organization.</p> <p><u>Status:</u></p> <p>DHP secured an excellent example preservation restriction agreement. Property will be transferred in Winter 2013 to the Westminster Historical Society.</p>	0	0

## Appendix II

### **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.**

#### 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 archeological 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 III

### 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, archeology 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, archeological 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, archeological 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 archeological, aboriginal or other anthropological resources, the state, may, upon the recommendation of the state historic preservation officer, with the advice of the state archeologist, 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 archeologist, 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 archeologist 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 archeologist, 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 archeologist 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 archeological 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 archeological data, the agency shall notify the state archeologist 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 archeologist, upon notification or determination that scientific, historical, or archeological 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.)

13. STATE PUCHASING

APPAREL

In accordance with the requirements of **29 VSA, Chapter 49, § 924** pertaining to reporting on the degree of voluntary compliance with the state purchasing of apparel, footwear, or textiles, the BGS Commissioner's report follows:

**Title 29, VSA, Chapter 49, § 924 states:**

*The commissioner shall submit a report to the house and senate committees on government operations concerning the degree of voluntary compliance with this subchapter; the number of vendors who agreed to and the number that declined to comply with the provisions of this subchapter; the status of the commissioner's efforts to coordinate with other states with those jurisdictions' efforts to develop an effective strategy to monitor vendor compliance with the requirements of this subchapter or with similar requirements of those jurisdictions; a description of any exceptions approved pursuant to section 923 of this title; and any other information relevant to this subchapter.*

**Based on reporting requirements outlined in Title 29, VSA, Chapter 49, § 924 the following is provided:**

1. The number of vendors who agreed to and the number that declined to comply with the provisions of this subchapter. The following number represents any new contract or purchase order issued for apparel, footwear and textile issued and/or renewed after July 1, 2011 to June 30, 2012.

**Agreed: 7**

**Declined: 0**

2. A description of any exceptions approved pursuant to section 923 of this title; and any other information relevant to this subchapter.

**N/A; no exceptions have been requested and/or approved.**

**On-Going Efforts:**

- We have developed a written policy to support the actions already taken as well as to define what constitutes apparel, footwear, and textiles. This included developing documents to make requirements easier for vendors to get the documentation from their suppliers. This document has been drafted and the Office of Purchasing & Contracting intend to implement January 2013 (please see below).

Date: \_\_\_\_\_

Contract or PO# \_\_\_\_\_

**STATE OF VERMONT  
CERTIFICATION REQUIREMENT  
FOR SWEAT FREE APPAREL, FOOTWEAR, OR TEXTILES**

Vendor Name: \_\_\_\_\_

Contract Description: \_\_\_\_\_

Pursuant to 29 V.S.A. § 922, each bidder shall provide certification from each supplier used for the sale of apparel, footwear, or textiles that the supplier at the point of assembly of the goods:

- (1) Complies with all applicable wage, health, labor, environmental, and safety laws, legal guarantees of freedom of association, building and fire codes, and laws relating to discrimination in hiring, promotion, and compensation on the basis of race, disability, national origin, gender, sexual orientation, and affiliation with any political, nongovernmental, and civic group except when federal law precludes the state from attaching the procurement conditions provided in this subchapter, and
- (2) Complies with all human and labor rights treaty obligations that are shared by the United States and the country in which the goods are assembled, including obligations with regard to forced labor, indentured labor, slave labor, child labor, involuntary prison labor, physical and sexual abuse, and freedom of association.

Prior to the awarding of a contract, a bidder for the sale of apparel, footwear, or textiles shall submit a list of the names and addresses of suppliers at the point of assembly of goods subject to the bid process.

If, after complying with the filing requirements of this section, a bidder is awarded a contract, that bidder shall, during the term of the contract, promptly inform the Commissioner of Buildings, in writing, of any change in the information furnished to the Commissioner pursuant to the above referenced statute.

By signing this Certification Requirement Form, the Bidder's suppliers/subcontractors hereby certify they are compliant with the law as written above.

Bidder's Supplier(s)/Subcontractor(s)

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Fax Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

By: \_\_\_\_\_

Signature (Document Not Valid Unless Signed)

Name: \_\_\_\_\_

(Type or Print)

### **Bids for the sale of apparel, footwear, or textiles**

For any purchase of apparel, footwear, or textiles for the State of Vermont, the following protocol shall be followed:

1. When a requirement is received for apparel, footwear, or textiles and requires solicitation via an RFP or RFQ, the following language shall be incorporated into the solicitation document and a Certification Requirement for Sweat free apparel, footwear, or textiles form shall be attached.
  - (a) The anticipated awarded bidder shall provide certification from each supplier that the supplier at the point of assembly of the goods:
    - 1) Comply with all applicable wage, health, labor, environmental, and safety laws, legal guarantees of freedom of association, building and fire codes, and laws relating to discrimination in hiring, promotion, and compensation on the basis of race, disability, national origin, gender, sexual orientation, and affiliation with any political, nongovernmental, and civic group except when federal law precludes the state from attaching the procurement conditions provided in this subchapter; and
    - 2) Comply with all human and labor rights treaty obligations that are shared by the United States and the country in which the goods are assembled, including obligations with regard to forced labor, indentured labor, slave labor, child labor, involuntary prison labor, physical and sexual abuse, and freedom of association.
  - (b) Prior to the awarding of the contract, a bidder for the sale of apparel, footwear, or textiles shall submit a list of the names and addresses of suppliers at the point of assembly of good subject to the bid process.
  - (c) If, after complying with the filing requirements of this section, a bidder is awarded a contract that contractor shall, during the term of the contract, promptly inform the Commissioner of Buildings, in writing, of any change in the information furnished to the Commissioner pursuant to 29 VSA § 922.
2. Upon selection or intent to award, and prior to contract execution, Purchasing & Contracting shall research online at:  
[https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0BwH0nSyYMDxtYzY0ZGIzNzUtNGVjMS00YjY4LWFKYjgtZTA4Y2ZhNGQxNDQz&hl=en\\_US](https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0BwH0nSyYMDxtYzY0ZGIzNzUtNGVjMS00YjY4LWFKYjgtZTA4Y2ZhNGQxNDQz&hl=en_US) for any reference to the name of the selected bidder.
3. If a bidders name is found on this site, and considered to be non-compliant with 1) and 2) above, no contract will be awarded to the bidder unless there is substantial justification for a waiver to this provision.
4. If bidder is found compliant with the specifications above, the bidder shall complete and submit a Certification Requirement for Sweat free apparel, footwear, or textiles form for each supplier utilized under contract.

- All Certification Requirement forms shall be held in the contract file at the Office of Purchasing & Contracting for record.
  - All the steps above shall be followed for all requirements pertaining to the purchase of apparel, footwear, or textiles.
5. If a requirement is received and a contract is in place for that item, the PA will verify the item is under the current contract and the items required are certified.
  6. If a requirement is received and a contract is in place, but the item required is not under the current contract, or not currently certified under the current contract, the PA will determine if the required item can be added to the contract. If it is determined that the required item can be added to the contract, the PA will research online at [https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0BwH0nSyYMDxtYzY0ZGIzNzUtNGVjMS00YjY4LWFkYjgtZTA4Y2ZhNGQxNDQz&hl=en\\_US](https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0BwH0nSyYMDxtYzY0ZGIzNzUtNGVjMS00YjY4LWFkYjgtZTA4Y2ZhNGQxNDQz&hl=en_US) for any reference to the name of the suppliers and brand requested.
  7. If the supplier brand is found compliant pursuant to 29 VSA § 922, the PA will send the bidder a Certification Requirement for Sweat free apparel, footwear, or textiles form to be completed for the item added under the contract. This Certification will be signed by the bidder's subcontractor(s) prior to the contract change order being executed.
    - If the supplier's brand name is found on this site, and considered to be non-compliant with 1) and 2) above, no contract change order will be executed unless there is substantial justification for a waiver to this provision.

14. STATE AGENCY  
ENERGY PLAN

In accordance with the requirements of **3 VSA Sec. 2291 (f) pertaining to the implementation of the State Agency Energy Plan**, the BGS Commissioner’s report follows:

The intent of this report is to address the implementation of the State Agency Energy Plan (SAEP), Title 3 V.S.A. § 2291 - energy and environmental goals for all state government. The following outlines the goals of the SAEP:

- (1) To conserve resources, save energy, and reduce pollution. The plan shall devise strategies to identify to the greatest extent feasible, all opportunities for conservation of resources through environmentally and economically sound infrastructure development, purchasing, and fleet management, and investments in renewable energy and energy efficiency available to the state which are cost effective on a life cycle cost basis.
- (2) To consider state policies and operations that affect energy use.
- (3) To devise a strategy to implement or acquire all prudent opportunities and investments in as prompt and efficient a manner as possible.
- (4) To include appropriate provisions for monitoring resource and energy use and evaluating the impact of measures undertaken.
- (5) To identify education, management, and other relevant policy changes that are a part of the implementation strategy.
- (6) To devise a strategy to reduce greenhouse gas emissions. The plan shall include steps to encourage more efficient trip planning, to reduce the average fuel consumption of the state fleet, and to encourage alternatives to solo-commuting state employees for commuting and job-related travel.
- (7) To provide, where feasible, for the installation of renewable energy systems including solar energy systems, which shall include equipment or building design features, or both, designed to attain the optimal mix of minimizing solar gain in the summer and maximizing solar gain during the winter, as part of the new construction or major renovation of any state building. The cost of implementation and installation will be identified as part of the budget process presented to the general assembly.

The Department of Buildings and General Services (BGS) will effectively change the traditional way it conducts business through further efficient use of resources, improving energy efficiency, and reducing emissions to the environment. This plan will provide a way to educate the staff within the buildings and inform the general public of the resulting accomplishments. This approach will enable the state to ‘get the job done’ in a cost effective, technically-sound manner that will meet the objectives of the SAEP.

Feedback from agencies and research of various other government entities will develop the goals of this plan<sup>1</sup>. The use of the United States (U.S.) Environmental Protection Agency (EPA) Portfolio Manager and the U.S. Green Building Council program, Leadership in Energy and Environmental Design (LEED), will provide nationally- and internationally-accepted measurement tools and checklists to support the initiative and demonstrate the results.

A critical step will be the leadership support in the implementation of the tasks since the majority of the immediate payback and in-house level upgrades have already been accomplished. The assignment of one person per building to champion the implementation of the energy and environmental initiatives will also drive the level of success. Large tasks will require careful planning for implementation to include further engineering for feasibility in relation to lighting, mechanical, computer systems, and envelope improvements and their effects on safety, security, and historic preservation.

An increase in transparency and education through incorporating the energy and environmental impacts in future legislative processes and displaying the projects at a booth during the legislative session will increase the awareness of this process. The distribution of resources currently in use such as the BGS Energy Newsletter, brochures, and the Energy and Environmental Website will also provide a way to increase the awareness of the initiative.

## **Vision**

BGS will effectively change the traditional way it conducts business through further efficient use of resources, improving energy efficiency, reducing emissions to the environment, and continual awareness through education and availability of resources.

## **Mission Statement**

The State Government needs to accomplish the following goals:

- Add all state building data to the Portfolio Manager.
- Work toward the 75 points necessary to receive the ENERGY STAR<sup>®</sup> label.

## **Critical Success Factors**

The success of this plan will depend on the infrastructure, transportation, purchasing procedures, behavior changes, and awareness being addressed with equal priority. The additional challenges in transportation reduction, due to the rural nature of the state and scattered land use pattern, will be addressed with the assistance of the interagency group, the Climate Cabinet. A previous working group, the Climate Neutral Working Group, has been transitioned to gain support under

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<sup>1</sup> Based on the US EPA ENERGY STAR<sup>®</sup> website for Government, State and Local Legislation Leveraging ENERGY STAR, updated September 3, 2009, [http://www.ENERGYSTAR.gov/ia/business/government/State\\_Local\\_Govts\\_Leveraging\\_ES.pdf](http://www.ENERGYSTAR.gov/ia/business/government/State_Local_Govts_Leveraging_ES.pdf)

the Climate Cabinet and will become the State Operations Working Group. The following factors will be addressed:

- Achieve leadership support from the top-down within the department
- Maintain momentum in the identification of projects in the field
- Maintain oversight of construction project to ensure best product selection
- Increase continuous education opportunities for technical staff
- Enhance/establish policy that supports use of kitchenettes and limits individual appliance use
- Research and develop an example of energy and environmental initiative full implementation at the Statehouse
- Create energy projects with support of utilities for strong State Resource Management Revolving Fund (SRMRF) projects
- Enhance the Energy Projects line item in the Capital Bill to promote/raise awareness
- Enhance the tenant and public awareness of accomplishments achieved

## **Strategies & Actions for Objectives**

### **1) Opportunities to Conserve Resources, and Reduce Energy and Pollution**

#### **a) Conservation of resources**

##### **i) Continuous Improvements to State Workstation Size Standards**

- (1) BGS will continue to work on the standard for sizing workstations in new construction and a guideline in existing buildings. These standards and guidelines are dependent upon the job position assigned to the office to ensure efficient use of space. Consideration for the work done within the space is necessary to ensure a proper workspace, meeting space, and storage for the job position assigned to the workstation.
- (2) As moves occur and/or renewal negotiations of leased space occur, compliance to the sizing of the spaces are reviewed and adjusted to the standard with consideration to the architecture of the building. Agencies review the current inventory of space before inquiring about space moves. Use of existing, state owned infrastructure for space moves is the first consideration, with acquiring or leasing new space as a secondary consideration. If new space is unavoidable, preference is given to existing infrastructure in downtown districts with access to public transportation and services.

##### **ii) Standardization of Purchases**

- (1) Agencies will continue to work toward standardization of purchases through contracts to ensure that the products meet energy and environmental requirements developed by the state.

##### **iii) Re-use of Existing Products**

- (1) At the end of their use for state government activities, the products will be evaluated by BGS Surplus Property. If the product has not reached the end of its useful life, it is re-used in another agency, sold, or auctioned off at its fair market value to the public and the revenue is collected. This program ensures that the products are re-used instead of being sent to the landfill or abandoned by lack of

use. By making products available to other agencies, this program reduces the multiple purchases over time of similar products by different agencies.

**b) Saving Energy and Reducing Pollution**

**i) Reduce infrastructure energy consumption**

(1) Track energy use and report results

- (a) Review performance of buildings in Portfolio Manager and prioritize projects for funding. Conduct walk through of targeted buildings to identify potential projects.
- (b) Involve utilities in analysis of design and construction. Follow protocol for utility agreements to receive best incentive for projects.
- (c) Continue to design new construction with a goal of high performance; which is above the current energy code.
- (d) Install data collection equipment on existing renewable energy equipment to collect and display generation for purposes of reporting and education.
- (e) Add link on BGS Energy and Environment website that demonstrates renewable energy generation. Research what it takes to track and maintain data.
- (f) Record the source of all biomass fuel supplied to state buildings, the total tons purchased annually, and the moisture content of the fuel delivered.

**ii) Review of Fleet Selections**

- (1) BGS Fleet Management Program currently has hybrid and partial zero emission vehicles or PZEV as part of their inventory to help ensure that necessary business meeting travel is accomplished with minimal impact to the environment. BGS will monitor the benefits of fleet selection annually and adjust purchases based on the monitoring results and changes in vehicle technology.

**iii) Reduce Dependence on Fossil Fuels**

- (1) Agencies will look into the use of alternative fuel vehicles such as natural gas and plug-in hybrid electric vehicles (PHEVs) as well as the infrastructure needed to support the vehicles like Electric Vehicle Support Equipment (EVSE). BGS will monitor the first EVSE located in Montpelier with the plug-in electric fleet motor pool vehicle for usage, maintenance, and overall feedback. AOT will monitor the use of a similar vehicle in a leased property use for usage, maintenance, and overall feedback.
- (2) State government is participating in a Smart Metering program and reviewing the opportunities with the utilities that incorporate this technology into their infrastructure and general practice. State government will review, on a case-by-case basis, the feasibility of incorporating Smart Metering into facilities operations and the use of charging stations for PHEVs.

**2) State Policies and Operations**

**a) Enabling Statutes**

**i) Changes to plans, policies, standards, and guidelines**

- (1) Review current specification, design, construction, bid and contract process for applicability to Agency Energy Implementation Plan (AEIP) and BGS Design Guidelines. Ensure that they are current practice for the state needs and policies.
- (2) Review the implementation and drafting of new AEIP. Make notes of potential changes to process and send them to Property Management Division.
- (3) Review all contract terms to ensure standardization and applicability to state policy.
- (4) Highlight projects and progress through the BGS Energy Newsletter, the BGS Energy and Environment website, and with various case studies and brochures.

**b) Supporting Operations**

**i) Changes to staffing duties**

- (1) Designate at least one staff person per building to champion the energy reductions and behavior change within each building.

**c) Available Financing**

**i) SRMRF**

- (1) This revolving fund will continue to be implemented through BGS. The applications for this fund are received, reviewed, and monitored by BGS staff. These projects must show a payback that is acceptable for the given technology to the BGS staff. The projects will also need to show significant savings to re-pay the revolving fund after the completion of the project.

**3) Strategies to Implement Opportunities**

**a) Strategies for Savings**

**i) Implement Actions**

- (1) Enter into an agreement with the current solar vendor that provides group net-metered credits to the Montpelier Capital Complex electrical accounts.
- (2) Develop a daily preventative maintenance work order to occur between October and April to maintain renewable energy equipment to include removal of snow on all solar modules.
- (3) Count and record utility meters and sub-meters (electrical, fuel, condensate, water) in buildings. If one meter serves multiple buildings, be sure to note that.
- (4) Work toward the 75 points necessary (or any future updates to minimal points set by ENERGY STAR) to receive the ENERGY STAR label by maintaining all state building data to the Portfolio Manager (to accomplish the education, implementation, and reporting objectives).
- (5) Use Portfolio Manager as a way to compare buildings of similar uses; identify the top energy performers, identify the opportunities, and create future energy projects.
- (6) Identify all buildings that are incurring power factor penalties and take necessary steps to correct the power factor, working with the local utility company.
- (7) Identify opportunities to add lighting and mechanical controls and install with efficiency utility assistance.
- (8) Implement re-tuning initiative in all buildings that have automated controls. Use in-house staff trained for the review and changes. Bring in the controls company for re-programming as needed.

- (9) Identify opportunities for envelope improvements to include door and window penetrations as well as walls, roofs, and foundation structures with consideration to the original intent of the building design and sensitivity to historic preservation of the buildings in mind.
- (10) Install digital room thermostats in visible locations for tenant awareness and provide an awareness workshop to explain how to maintain a comfortable work environment.
- (11) Replace all mercury room thermostats with digital and properly dispose of the mercury thermostats.
- (12) Move towards automated buildings with automated data collection through web-connected software to be used for reporting.
- (13) Enter into a performance contract to complete energy improvements within correctional facilities.
- (14) Review opportunities to implement Smart Terminals into the central computer system for individual PC use.

**b) Potential Savings**

**i) Behavior Changes**

- (1) Turn off lights in office when leaving the office for a meeting or end of the day
- (2) Turn off lights when daylight is sufficient to conduct business (will also reduce heat in building)
- (3) Shut down computer at the end of the day (unless the Department of Information and Innovation (DII) has identified the computer as part of the Personal Computer (PC) Power Management Program, then re-start the computer at the end of the day)
- (4) Turn off monitor when leaving the office for a meeting or end of the day
- (5) Close window shades at the end of the day to conserve heat in the winter
- (6) Check appliances in kitchenette to make sure they are off when not in use
- (7) Check office equipment to make sure they are in sleep mode or off at the end of the day<sup>2</sup>
- (8) Make sure your section of the building has all lights off if you are the last person to leave at the end of the day
- (9) Make sure the office is clean so problems are identified quickly
- (10) Make sure heating units and thermostats are clear of clutter for proper distribution of heat

**c) Goals for Projects**

- i) Add all state building data to the U.S. EPA Portfolio Manager**
- ii) Work toward the 75 points necessary to receive the ENERGY STAR label**

**d) Comprehensive Approach**

- i) Achieve leadership support from the top-down within the department**
- ii) Maintain momentum in the identification of projects in the field**

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<sup>2</sup> Based on the First Biennial Report of the Climate Neutral Working Group, January 2005, Chapter V – Recommended Actions to Begin Reducing Carbon Dioxide Emissions from Vermont State Government Activities, Infrastructure Recommended Action #5, page 26.

- iii) **Maintain oversight of construction project to ensure best product selection**
- iv) **Increase continuous education opportunities for technical staff**
- v) **Enhance/establish policy that supports use of kitchenettes and limits individual appliance use**
- vi) **Research and develop an example of energy and environmental initiative full implementation at the Statehouse**
- vii) **Create energy projects with support of utilities for strong State Resource Management Revolving Fund (SRMRF) projects**
- viii) **Enhance the Energy Projects line item in the Capital Bill to promote/raise awareness**
- ix) **Enhance the tenant and public awareness of accomplishments achieved**
- e) **Process**
  - i) **Changes to process**
    - (1) Ensure that the products meet environmental and recycled requirements developed by the state. Standardize the purchases through statewide commodity contracts as well as one-time bid and buy opportunities.
    - (2) Mention when a construction project is part of the implementation of the SAEP in funding process.
    - (3) Mention when contracts and purchases are part of the implementation of the SAEP in bid process.
    - (4) Mention a lease is part of the implementation of the SAEP in funding process.
    - (5) Review and prioritize projects for funding. Support priority of projects for funding.
    - (6) Approve mileage reimbursement only with documentation (email or note from fleet employee/authorized sign out staff) stating no vehicle is available.
    - (7) Mention when a vehicle purchase is part of the implementation of the SAEP in funding process.
    - (8) Involve the BGS Environmental Engineer in review as necessary.
    - (9) Mention when a renewable energy lease is part of the implementation of the SAEP in funding process.
- 4) **Monitoring and Evaluating the Impact**
  - a) **Monitoring Resource and Energy Use**
    - i) **U.S. EPA Portfolio Manager**
  - b) **Evaluating the Impact**
    - i) **Climate Cabinet**
      - (1) The success of this plan will depend on the infrastructure, transportation, purchasing procedures, behavior changes, and awareness being addressed with equal priority. The additional challenges in transportation reduction, due to the rural nature of the state and scattered land use pattern, will be addressed with the assistance of the interagency group, the Climate Cabinet. A previous working group, the Climate Neutral Working Group, has been transitioned to gain support under the Climate Cabinet and will become the State Operations Working Group.
- 5) **Education, Management, and Relevant Policy Changes**
  - a) **Education**
    - i) **Increase awareness of implementation and progress**

- (1) Review the Leadership in Energy and Environmental Design Existing Buildings: Operations and Maintenance (LEED-EB: O&M) process for the Statehouse.
- ii) Increase awareness of implementation and progress**
  - (1) Use conferencing and fleet vehicles for applicable meetings.
- b) Management**
  - i) Maintain current data and resources**
    - (1) Record year that the leases are due for renewal. Review for changes in technology or policy requirements before renewal negotiations.
    - (2) Develop accurate list of all applicable contracts and purchases and record year that the contracts are due for renewal. Ensure you are aware of all state requirements to include current purchasing contracts.
  - ii) Maintain current data and resources**
    - (1) Develop a list of available conferencing options to include room set up for conferencing.
    - (2) Develop accurate list of all vehicles (year, make and model) with replacement year, annual miles driven, fuel type, and annual fuel use. Count and record alternative-fueled, flex-fueled, partial zero emission, low emission, and hybrid vehicles.
    - (3) Record year that the vehicles are due for replacement. Review for changes in technology or policy requirements before replacement.
    - (4) Provide the option to lease right-sized vehicles through Fleet to eliminate the need of signing out the vehicle with Fleet each time a staff person is required to travel. These leases include passenger and service vehicles. Travel to meetings in accordance to the policies to be set in place in regards to the BGS Fleet Management Program. This program provides right sized vehicles to sign out for travel to and from meetings.<sup>3</sup>
- c) Relevant Policy Changes**
  - i) Climate Neutral Working Group**
    - (1) A previous working group, the Climate Neutral Working Group, has been transitioned to gain support under the Climate Cabinet and will become the State Operations Working Group.
- 6) Strategy to Reduce Greenhouse Gas Emissions**
  - a) Efficient Trip Planning**
    - i) Implement Actions**
      - (1) Add a check box on the state fleet reservation asking if the person is willing to carpool during job related travel. When a person reserves a car with a box checked, check the existing list willing to carpool and match the person to the car already reserved instead of signing out another fleet car.
      - (2) Identify key areas for full conferencing technology within a conference room. Evaluate each district and identify key areas that will benefit most when set up for full video and audio conferencing. Rooms will be setup with screens, projectors, desktops, and all other video and audio equipment practical for a functioning video conferencing center. Fund the conference room set ups through SRMRF.

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<sup>3</sup> Based on the First Biennial Report of the CNWG, January 2005, Chapter V – Recommended Actions to Begin Reducing Carbon Dioxide Emissions from Vermont State Government Activities, Transportation Recommended Action #1, page 27.

Create a pilot project targeting Morrisville and Barre as target areas to reduce transportation for meetings.

- (3) Provide conference phones in various conference rooms at other locations to provide convenient dial-in participation at meetings.<sup>4</sup>

**b) Average Fuel Consumption of State Fleet**

**i) Annual Benefits Review**

- (1) BGS will monitor the benefits of fleet selection annually and adjust purchases based on the monitoring results and changes in vehicle technology.

**c) Alternatives for Commuting**

**i) Supervisor-approved Secondary Workstations**

- (1) The CNWG will investigate the feasibility of using empty offices for satellite offices to reduce commute trips.<sup>5</sup> If someone lives closer to the satellite office than their assigned work station, the staff can request permission from their supervisor to use the satellite office and thus reduce their commute. The office will be signed out in the same manner as a conference room. The staff will be required to work in their assigned workstation a set amount of days per month and will work at the satellite office or share an office with another staff member on the opposite schedule. An official numeric ‘code’ in the Department of Personnel Human Resource Management System will be established to indicate satellite office work activity for measurement purposes on level of participation, emission reductions, and future improvements.<sup>6</sup>
- (2) The CNWG will also investigate the feasibility of allowing staff that do not interact with the public to work in satellite offices with permission from their supervisor. The staff will be required to work in their assigned workstation a set amount of days per month and will use a satellite office on the opposite schedule.

**d) Alternatives for Job-related Travel**

**i) Reduce business travel energy consumption**

**(1) Track energy use and report results**

- (a) Set up access to at least one fleet vehicle for staff transportation.
- (b) Collaborate with AOT and transit providers to improve and expand bus/shuttle routes.

**(2) Alternatives to Mileage Reimbursement**

- (a) Agencies will continue to contract for use of web and video conferencing so that the meetings not requiring on-site participation can be held in the individuals’ offices, thereby eliminating the need to drive to the location. Conference phones are available in some conference rooms to provide convenient dial-in participation at meetings.<sup>7</sup> The CNWG will look into the use of web-based applications such as Go-Vermont to coordinate business travel ride share to meetings requiring on-site participation.

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<sup>4</sup> Based on the Third Biennial Report of the CNWG, May 2009, Chapter IV – Recommendations and Next Steps, sixth ‘globe’, page 23.

<sup>5</sup> Based on the Third Biennial Report of the Climate Neutral Working Group, May 2009, Chapter IV – Recommendations and Next Steps, fourth ‘globe’, page 23.

<sup>6</sup> Based on the First Biennial Report of the Climate Neutral Working Group, January 2005, Chapter V – Recommended Actions to Begin Reducing Carbon Dioxide Emissions from Vermont State Government Activities, Transportation – Employee Commuting Recommended Action #3, page 32.

<sup>7</sup> Based on the Third Biennial Report of the Climate Neutral Working Group, May 2009, Chapter IV – Recommendations and Next Steps, sixth ‘globe’, page 23.

(b) Agencies will travel to meetings in accordance to the policies set in place in regards to the BGS Fleet Management Program. This program provides right sized vehicles to sign out for travel to and from meetings.<sup>8</sup> Agencies also have the option to lease right sized vehicles for their mission through BGS to eliminate the need of signing out the vehicle each time an agency staff person is required to travel. These leases include passenger and non-passenger fleet.

## **7) Installation of Renewable Energy Systems**

### **a) Provide Support for Reviews**

#### **i) Identify Practical Applications within Project Designs**

(1) When an estimate for a project is being calculated, separate the renewable energy components to a separate line item so the general assembly will have the opportunity to identify the importance of the project environmentally and costs for the renewable energy within the project. Some examples of the components of the project that should be separated are solar, wind, geothermal, biomass, and biodiesel.

### **b) Passive Heating and Cooling**

#### **i) Major Renovations Design Consideration**

(1) For all new construction and major renovation projects, consider the shading opportunities on the south and west side of the building. The shading could be constructed or natural. Some types of constructed shading to consider are; awnings, light shelves, and screens. If natural, be sure that the trees are deciduous to maximize the solar gain in the winter.

#### **ii) New Construction Site Analysis**

(1) New construction projects also have the opportunity to orient the building in a way that provides shading through site location. Locate any large openings such as large bay doors or the main entryway away from the north side of the building to prevent the cold north wind from cooling the building in the winter. Enclosed breezeways and double doors should be considered if large openings cannot be moved from the north side of the building. Ensure that large areas of glazing located on the south side have proper shading and protection to prevent overheating in the summer and overcooling in the winter. If not possible, the necessity of large amounts of glazing should be reviewed and the opportunity to rotate the building so the glazing is not facing south should be a consideration.

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<sup>8</sup> Based on the First Biennial Report of the Climate Neutral Working Group, January 2005, Chapter V – Recommended Actions to Begin Reducing Carbon Dioxide Emissions from Vermont State Government Activities, Transportation Recommended Action #1, page 27.

## Prioritized Implementation Schedule

### On-going Progress for BGS:

- ✓ Review implementation of AEIP and draft new AEIP based on changes
- ✓ Mention link between projects and SAEP during legislative process for funding
- ✓ Continue to design new construction with a goal of high performance; which is above the current energy code.
- ✓ Use Portfolio Manager as a way to compare buildings of similar uses; identify the top energy performers, and create future energy projects.
- ✓ Highlight projects and progress through the BGS Energy Newsletter, the BGS Energy and Environment website, and with case studies and brochures.
- ✓ Addition of EVSE and PHEV to the inventory of the State.

### Major Milestones:

- ✓ June 30, 2013
  - Commissioner's Office
    - Approve mileage reimbursement only with documentation (email or note from fleet) stating no fleet vehicle is available
  - Property Management
    - Identify buildings with power factor penalties and work with utilities to correct where practical
  - Regions
    - Designate one person per building to serve as energy champion in initiatives
    - Complete review of Statehouse qualification in LEED-EM: O&M
    - Implement re-tuning initiative in buildings with automated systems
- ✓ December 30, 2013
  - Fleet Management
    - Setup at least one right-sized fleet vehicle to be readily available for staff transportation
    - Add check box to fleet reservation form for option to carpool
  - Property Management
    - Complete conference room list by conferencing options
    - Identify key conference room locations for video conferencing centers
    - Complete Portfolio Manager data verification
    - Update Portfolio Manager with new fiscal year data
  - Purchasing and Contract Admin
    - Update specifications, design, construction, contract process for applicability
- ✓ June 30, 2014
  - Regions

- Install room thermostats in visible locations for tenant awareness and provide an awareness workshop to explain how to maintain a comfortable work environment
- Enter into performance contract to further implement energy improvements at correctional facilities
- Begin improvements to conference rooms in Morrisville and Barre for video conferencing center pilot.

### **Benchmarking:**

✓ June 30, 2013

Property Management

- Review leases for changes in technology and requirements before negotiations

Purchasing and Contract Admin

- Review contracts and purchases for changes in state requirements

✓ December 30, 2013

Regions

- Collect location data for all utility meters and sub-meters
- Identify lighting and mechanical controls opportunities and work with utilities
- Identify envelope improvements, to include door and window penetrations as well as walls, roofs, and foundation structures, with consideration to the original intent of the building design and sensitivity to historic preservation of the buildings in mind.

✓ June 30, 2014

Purchasing and Contract Admin

- Complete list of contracts and purchases.

Regions

- Upgrade mechanical systems with web-connected automated systems for data collection.

15. EQUIPMENT

REVOLVING

LOAN FUND

In accordance with the requirements of **29 VSA Sec. 903 (c) pertaining to listing of equipment purchased through the Equipment Revolving Fund during the most recent calendar year**, the BGS Commissioner’s annual report follows.

The attached spreadsheet lists the status of the fund and a consolidated amortization schedule.



BUILDINGS & GENERAL SERVICES DEPARTMENT  
 EQUIPMENT REVOLVING FUND

Central Form  
 12/31/12

A. OPEN ACCOUNTS

AGENCY/DEPT	TYPE OF EQUIPMENT	APPROVED W/O ADM CHG	DATE FIRST INVOICE PAID	PURCHASED IN FINANCE SYS	PURCHASED INCL ADM CHG	PAYMENTS RECEIVED TO DATE	AMOUNT OWED TO DATE	AVAILABLE TO THE AGENCY
Agriculture (PARLAMTS)	PARLAMS Software Application	\$265,488.00	12/24/2009	\$0.00	\$0.00	\$0.00	\$0.00	\$265,488.00
Agriculture (WINWAM)	Consumer Protection Inspection Software	\$66,151.00	9/21/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$66,151.00
Agriculture (USA HERDS)	Dairy mobile for USA Herds (Laptops)	\$70,700.00	5/30/2012	\$0.00	\$0.00	\$0.00	\$0.00	\$70,700.00
AOT	Four Ruch Cuyers	\$66,141.00	5/18/2009	\$0.00	\$0.00	\$0.00	\$0.00	\$66,141.00
AOT	Wide Format Printer/copier	\$73,192.75	11/6/2009	\$0.00	\$0.00	\$0.00	\$0.00	\$73,192.75
AOT	CCE Wide Format AOT	\$72,064.00	7/20/2011	\$0.00	\$0.00	\$0.00	\$0.00	\$72,064.00
AOT	Rokh MPC4000 color digital system (copier)	\$12,064.00	5/17/2011	\$0.00	\$0.00	\$0.00	\$0.00	\$12,064.00
Corrections (VCI Print Shop)	Iken 450 color Production printer	\$66,119.00	10/20/08	\$0.00	\$0.00	\$0.00	\$0.00	\$66,119.00
Court Administrator	IT Equipment (NCASE)	\$176,000.00	7/22/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$176,000.00
Tax Department	Labelless SDS Scanner	\$84,390.00	2/24/2010	\$0.00	\$0.00	\$0.00	\$0.00	\$84,390.00
Tax Dept	Equipment Scanner	\$53,748.00	2/24/2011	\$0.00	\$0.00	\$0.00	\$0.00	\$53,748.00
<b>TOTAL</b>		<b>\$1,433,077.75</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,433,077.75</b>

B. PROPOSED BUT NOT YET APPROVED

AGENCY/DEPT	TYPE OF EQUIPMENT	PROPOSED W/O ADM CHG	DATE SENT
			Tom Sordetto

TOTAL

\$0.00

010000

C. COMPLETED ACCOUNTS

AGENCY/DEPT	TYPE OF EQUIPMENT	APPROVED W/O ADM CHG	DATE FIRST INVOICE PAID	PURCHASED (INVOICES IN FINANCE SYS)	PURCHASED INCL ADM CHG	PAYMENTS RECEIVED TO DATE	AMOUNT OWED TO DATE	AVAILABLE TO THE AGENCY
\$3.00 Health (Medical Care Ser)	2 A T & T Sprint phone systems	\$32,582.00	02/24/09	\$0.00	\$32,582.30	\$32,582.30	\$0.00	\$32,582.00
\$7.00 Gov Commission on Women	Telephone Systems	\$2,900.00	03/12/09	\$0.00	\$0.00	\$0.00	\$0.00	\$2,900.00
\$19.00 Mental Health	Computer Equipment	\$19,155.00	06/30/09	\$0.00	\$0.00	\$0.00	\$0.00	\$19,155.00
\$19.00 Health	Telephone System	\$23,791.11	03/12/00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,791.11
\$31.00 Aging & Disabilities	Computer	\$85,000.00	11/16/00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00
\$23.00 Forest & Parks	Loading Crab	\$65,000.00	03/29/00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00
\$28.00 Libraries	Books	\$80,000.00	10/30/00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,000.00
\$1.00 SRS (Division of Blind)	Vending Machines	\$68,089.00	12/27/88	\$0.00	\$0.00	\$0.00	\$0.00	\$68,089.00
\$22.00 St J Fire- AHS	St. Johnsbury's Fire	\$128,564.59	02/26/00	\$128,564.92	\$0.00	\$0.00	\$0.00	\$314.42
\$9.00 Natural Resources	Telephone System	\$13,215.00	03/10/89	\$0.00	\$0.00	\$0.00	\$0.00	\$13,215.00
\$29.00 Public Safety D/F/S/B	PC & Printer/Fax/Per	\$14,000.00	02/19/91	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00
Corrections	Telephone System	\$14,000.00	03/26/00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00
Coronial Justice TC	Telephone Network	\$7,814.00	08/06/89	\$0.00	\$0.00	\$0.00	\$0.00	\$7,814.00
\$27.00 Libraries	DEC Software & Equipment	\$5,300.00	03/03/91	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00
\$26.00 Public Safety (Vehicle)	Vehicle: 77	\$854,984.00	08/07/00	\$0.00	\$0.00	\$0.00	\$0.00	\$854,984.00
\$25.00 Secretary of State	Client Copiers (2)	\$22,000.00	04/29/02	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
\$13.00 PSD/F/S/B	Telephone System	\$1,300.00	06/26/00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00
\$5.00 Labor & Industry	Computer Network	\$5,272.00	09/12/89	\$0.00	\$0.00	\$0.00	\$0.00	\$5,272.00
\$15.00 Statey Attyr. & Sheriff	Telephone system	\$25,915.62	03/26/89	\$0.00	\$0.00	\$0.00	\$0.00	\$25,915.62
\$15.00 Statey Attyr. & Sheriff	Two Telephone Systems	\$5,919.62	09/12/89	\$0.00	\$0.00	\$0.00	\$0.00	\$5,919.62





16. TRANSFER  
UNEXPENDED  
BOND BALANCES

In accordance with the requirements of **29 VSA Sec. 24 (b)(3), Sec. 152 (23) and Sec. 152 (25) pertaining to the Transfer of Unexpended Bond Balances for Major Maintenance and for Emergency Projects**, the BGS Commissioner reports no funds were transferred and expended from unspent balances during 2012..

17. INDEX REPORTS  
UNDER SEPARATE  
COVER

## **Index of Reports Submitted Under Separate Cover**

- |                            |                                          |
|----------------------------|------------------------------------------|
| <b>1. Act 104 Sec. 37a</b> | Sustainable Prisons                      |
| <b>2. Act 104 Sec. 39</b>  | Information Technology Information Needs |
| <b>3. 29 VSA Sec. 172</b>  | Capitol Complex Security Budget          |