

## Zoning Permit Application # \_\_\_\_\_

(To be assigned by Zoning Administrative Officer)

- Property Tax Map # 100032-2 Acres 5.6
- Locatable 9-1-1 address 1300 OLD CHENEY ROAD
- Applicant: JOHN JANNELL / NATE SEARS  
Address PO BOX 801 W. CHATHAM MA 02669  
Phone # 508 360 3053
- Owner's Name (If different from Applicant) ZACH HOLMES  
Address 295 GRASSY BROOK RD BROOKLINE VT 05345  
Phone # 802 380 1679
- Permit requested for: (ex: house, garage, deck, addition, pond, fences, etc.)  
• 16x20 CAMP with 6x20 PORCH, 10x16 SHED, 4x4 outhouse  
• 12x20 DECK TO EXISTING CAMP
- Description of proposed improvement or change: ADD 3 NEW  
STRUCTURES TO LOT. ADD DECK TO EXISTING CAMP.  
DRIVEWAY EXTENSION. ONE FLOOR STRUCTURES.

(If a structure, # of stories, foundation, gross living area, building height, etc.)

- If appropriate, use for residence ☒ vacation rental
- Attach a sketch of the property on a separate sheet that shows the dimensions of the property, the location of any structure (existing or proposed) on the property. The distance between such structures and property lines (setbacks). Location of driveways and parking areas. Location and size of septic systems and water source. Indicate location and names of waterways, ponds, & roads. Sketch of improvements & floor plans.

## CERTIFICATION OF APPLICANT

The undersigned applicant hereby certifies that all information submitted on this application is true and accurate and that the information provided is complete. The applicant understands that a permit issued by the Town of Windham does not include any other governmental permits that may be necessary.

12/28/2018

Date

Applicant's signature AS

## CERTIFICATION/AUTHORIZATION OF PROPERTY OWNER

The undersigned property owner hereby certifies that the information submitted in this application regarding the property is true, accurate and complete. The applicant has full authority to request approval for the proposed use of the property and any proposed improvements. This authorization allows Town Officials access to the property for the purpose of reviewing all aspects of this application. The owner understands that a permit issued by the Town of Windham does not include any other governmental permits that may be necessary.

12/28/18

Date

Owner's signature Zachary Holmes

\*\*\*If upon inspection of the site, any of the above information is found to be incorrect, the APPLICANT will be held solely responsible. The OWNER must obtain a CERTIFICATE OF CONFORMANCE before using or occupying any building.\*\*\*

\*\*\*\*\*

## \*\*\*\* FOR COMPLETION BY ZONING ADMINISTRATIVE OFFICER

Date received 1/2/19 Fee Paid \$101.60 Recording Fee\*\*Payment of \$10.00 ✓ pd 1/2/19 EMAction by Zoning Administrative Officer: 1/2/19 EM to 'Town of Windham' \*\*

Approved: Date - \_\_\_\_\_ Approval effective after: Date - \_\_\_\_\_

or Denied pending Conditional Use Approval: Date - \_\_\_\_\_

or date Denied and reason for denial \_\_\_\_\_

SIGNATURE OF ZONING ADMINISTRATIVE OFFICER. \_\_\_\_\_

Any decision of the Zoning Administrative Officer may be appealed to the Zoning Board of Adjustment by filing a written notice of appeal with the clerk of the Zoning Board of Adjustment within Fifteen (15) days of the date of the Zoning Administrative Officer's decision.

Posted Windham, VT Town Clerk Office on \_\_\_\_\_

WINDHAM, VT TOWN CLERK'S OFFICE

RECEIVED FOR RECORD

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD 20  
AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ MINUTES \_\_\_\_\_ M AND  
RECORDED IN WINDHAM LAND RECORDS  
BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
TOWN CLERK

• CAMP PROPOSED AS A  
16x20 ONE FLOOR ON  
A GRAVEL PAD. ROOF  
HEIGHT IS APROX ~16'

• SHED TO BE SET ON  
GRAVEL PAD. HEIGHT IS  
APPOX 8-10'.

• outhouse STANDARD HEIGHT

• DECK PROPOSED FOR  
EXISTING CAMP TO BE  
AT GRADE ON CONCRETE  
BLOCK & GRAVEL AS NEEDED

Town of Windham, VT

JAN 02 2019

Received

# FEE SCHEDULE

## TOWN OF WINDHAM - ZONING APPLICATION FEES

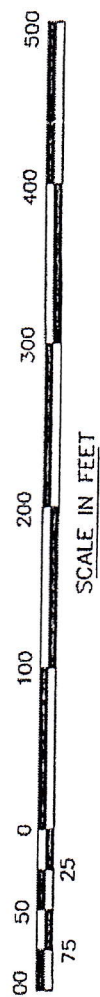
TOWN OF WINDHAM - ZONING APPLICATION FEES			
Accessory Building	10 cents per square foot (minimum \$10)	4x4 OUTHOUSE 10x16 SHED	\$ 1.60 \$ 16.00
Barn/Garage	10 cents per square foot of footprint (minimum \$25)		
New Housing Structure	20 cents per square foot of living space (minimum \$25)	CAMP 16x20	\$ 64.00
Manufactured homes	20 cents per square foot of living space (minimum \$25)		
ADDITONS	Any expansion to any structure as described above, that is, that the footprint of the structure is being enlarged, will require the same fee and application as described above.		
MODIFICATIONS or RESTORATIONS - no fee - EXCEPT - when changing existing storage or unfinished areas to living space within the footprint of the existing building - 10 cents per square foot (minimum \$10)			
Repairs, maintenance, replacements - no fee			
Deck, Porches	\$10	PORCH 6x20 / DECK 12x20	\$ 20.00
Mobile Home	\$50.00	CHECK	\$101.60
Ponds	\$25		
Trailers	no fee	CHECK	\$10.00
RECORDING FEE - \$10 per page payable to 'Town of Windham' Application fee is payable to 'Town of Windham'			

recording fees revised 04/20/16  
fee schedule revised 04/15/2008

ALISON,  
THANKS FOR THE HELP ON  
THE PHONE & DON'T HESITATE  
TO CALL EITHER ZACH OR  
MYSELF WITH ANY  
QUESTIONS.

John





- The purpose of this sketch plan is to obtain a zoning permit for 3 new structures and a new driveway.
- Existing and proposed structures are seasonal camps (non residence)
- Sketch plan uses: 2006 M. Moore, PLS plan of land drawn for Zachary T Holmes
- Land located in Windham Zoning District: Rural Residential (RR).

Date: 12/28/2018

Zoning Permit Application # 643

(To be assigned by Zoning Administrative Officer)

1. Property Tax Map # 765-243-10572 Acres 7.11
2. Locatable 9-1-1 address 652 Woodburn Road Windham
3. Applicant: Jerry & Betty Lower  
Address 652 Woodburn Road Windham, VT 05359  
Phone # 203 915-9143
4. Owner's Name (If different from Applicant)  
Address Full time Address: 41 Team Drive, Oxford, CT 06478  
Phone # .
5. Permit requested for: (ex: house, garage, deck, addition, pond, fences, etc.)  
Shed for accessories
6. Description of proposed improvement or change: 10 x 14 Shed  
on concrete pad

(If a structure, # of stories, foundation, gross living area, building height, etc.)

7. If appropriate, use for residence vacation rental
8. Attach a sketch of the property on a separate sheet that shows the dimensions of the property, the location of any structure (existing or proposed) on the property. The distance between such structures and property lines (setbacks). Location of driveways and parking areas. Location and size of septic systems and water source. Indicate location and names of waterways, ponds, & roads. Sketch of improvements & floor plans.

## CERTIFICATION OF APPLICANT

The undersigned applicant hereby certifies that all information submitted on this application is true and accurate and that the information provided is complete. The applicant understands that a permit issued by the Town of Windham does not include any other governmental permits that may be necessary.

11/5/18

Date

Jerry Lower  
Applicant's signature

## CERTIFICATION/AUTHORIZATION OF PROPERTY OWNER

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11/5/18

Date

Jerry Lower  
Owner's signature

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\*\*\*\*\*

## \*\*\*\* FOR COMPLETION BY ZONING ADMINISTRATIVE OFFICER

Date received 11/19/2018 Fee Paid \$14.00 Recording Fee\*\* Payment of \$10.00Action by Zoning Administrative Officer: to 'Town of Windham' \*\*Approved: Date - 11/21/18 Approval effective after: Date - 12/5/18or Denied pending Conditional Use Approval: Date - .or date Denied and reason for denial .SIGNATURE OF ZONING ADMINISTRATIVE OFFICER. Alison Cummings

Any decision of the Zoning Administrative Officer may be appealed to the Zoning Board of Adjustment by filing a written notice of appeal with the clerk of the Zoning Board of Adjustment within Fifteen (15) days of the date of the Zoning Administrative Officer's decision.

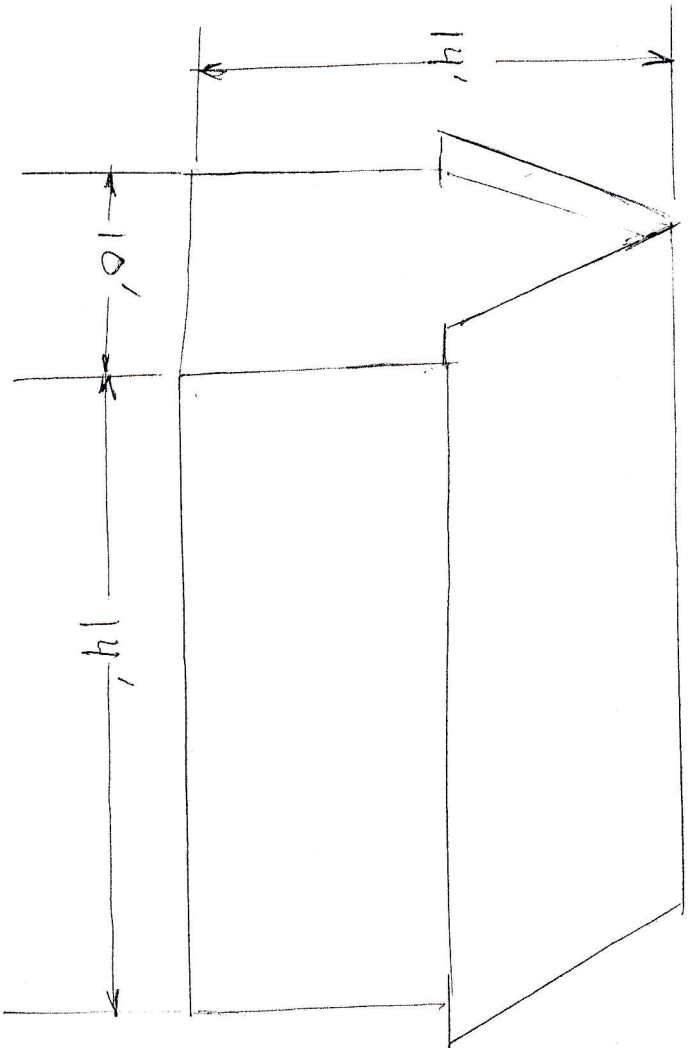
Posted Windham, VT Town Clerk Office on 11/21/18

WINDHAM, VT TOWN CLERK'S OFFICE

RECEIVED FOR RECORD  
THIS 26th DAY OF November AD 2018  
AT 2 O'CLOCK 00 MINUTES PM AND  
RECORDED IN WINDHAM LAND RECORDS  
BOOK 56 PAGE 231

ATTEST:

Ellen J. McDuffie TOWN CLERK  
assistant



APPROX. 50' From Property Line



## WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT

### LAWS/REGULATIONS INVOLVED

10 V.S.A. Chapter 64, Potable Water Supply and Wastewater System Permit  
Wastewater System and Potable Water Supply Rules, Effective September 29, 2007  
Chapter 21, Water Supply Rules, Effective December 1, 2010

**Landowner(s): Antje Ruppert**  
**1683 Old Cheney Road**  
**Windham VT 05359**

**Permit Number: WW-2-4561-1**

This permit affects the following properties in Windham, Vermont:

<i>Lot</i>	<i>Parcel</i>	<i>SPAN</i>	<i>Acres</i>	<i>Book(s)/Page(s)#</i>
<b>1</b>	<b>100031.12</b>	<b>765-243-10547</b>	<b>8.43</b>	<b>Book:28 Page(s):500-501</b>

This project, a replacement Advanced Enviro-Septic® wastewater disposal system for an existing 4-bedroom home, located on Old Cheney Road in Windham, Vermont, is hereby approved under the requirements of the regulations named above subject to the following conditions.

### 1. GENERAL

- 1.1 The project shall be completed as shown on the plans and/or documents prepared by Michael A. Marquise, with the stamped plans listed as follows:

<i>Title</i>	<i>Sheet</i>	<i>Plan Date</i>
<b><i>Water Supply and Septic System Site Plan Design and Notes for Antje Ruppert</i></b>	<b><i>1 of 2</i></b>	<b><i>10/18/2018</i></b>
<b><i>Water Supply and Wastewater Details and Notes for Antje Ruppert</i></b>	<b><i>2 of 2</i></b>	<b><i>10/18/2018</i></b>

- 1.2 This permit does not relieve the landowner from obtaining all other approvals and permits PRIOR to construction including, but not limited to, those that may be required from the Act 250 Environmental Commission; the Drinking Water and Groundwater Protection Division; the Watershed Management Division; the Division of Fire Safety; the Vermont Department of Health; the Family Services Division; or other State departments and local officials.
- 1.3 The conditions of this permit shall run with the land and will be binding upon and enforceable against the landowner and all assigns and successors in interest. The landowner shall record and index this permit in the Windham Land Records within thirty (30) days of issuance of this permit and prior to the conveyance of any lot subject to the jurisdiction of this permit.
- 1.4 The landowner shall record and index all required installation certifications and other documents that are required to be filed under these Rules or under a specific permit condition in the Windham Land Records and ensure that copies of all certifications are sent to the Secretary.
- 1.5 No permit issued by the Secretary shall be valid for a substantially completed wastewater system until the Secretary receives a signed and dated certification from a qualified Vermont Licensed Designer that states: *"I hereby certify that, in the exercise of my reasonable professional judgment, the installation-related information submitted is true and correct and wastewater system was installed in accordance with the permitted design and all the permit conditions, was inspected, was properly tested, and has successfully met those performance tests"*, or which otherwise satisfies the requirements of §1-308 and §1-911 of the referenced rules.
- 1.6 This project is approved with the existing four (4) bedroom single family residence for maximum seven (7) person occupancy. No alterations to the existing building that would change or affect the water supply or wastewater disposal shall be allowed without prior approval by the Drinking Water and Groundwater Protection Division. Construction of additional nonexempt buildings including commercial and residential buildings is not allowed without prior permitting by the Drinking Water and Groundwater Protection Division and such permit may not be granted unless the proposal conforms to the applicable laws and regulations.
- 1.7 Each purchaser of any portion of the project shall be shown a copy of the Wastewater System and Potable Water Supply Permit, the **Innovative/Alternative System Approval letter #2004-02 R4 (2017 Renewal for Advanced Enviro-Septic (AES), Enviro-Septic® (ES), and Simple Septic® (SS) Pipe Leaching System)** and the stamped plan(s), if applicable, prior to conveyance of any portion of the project to that purchaser.
- 1.8 All previous permits and/or Certifications of Compliance issued by Drinking Water and Groundwater Protection Division for this property shall remain in full effect except where specifically modified or amended herein.





- 1.9 By acceptance of this permit, the landowner agrees to allow representatives of the State of Vermont access to the property covered by the permit, at reasonable times, for the purpose of ascertaining compliance with the Vermont environmental and health statutes and regulations, and permit conditions.
- 1.10 Any person aggrieved by this permit may appeal to the Environmental Court within 30 days of issuance of this permit in accordance with 10 V.S.A. Chapter 220 and the Vermont Rules of Environmental Court Proceedings.
- 1.11 This permit authorizes the landowner to construct a new wastewater disposal system required to abate a health hazard created by the failure of the existing wastewater disposal system serving the structure/residence. The landowner is required to continue measures to prevent wastewater from surfacing on top of the ground, entering surface waters of the State, or backing up into the existing residence until such time as the approved wastewater system is constructed, activated, and all the conditions of this permit are satisfied.
- 1.12 The landowner shall complete construction of the **wastewater system** approved by this permit **no later than 07/31/2019**. The landowner may request an extension of this deadline, provided the landowner makes the request in writing prior to the specified date, and shows good cause why construction was not complete by the stated date. If construction is not completed by the required deadline, this permit shall no longer remain valid for the purposes of authorizing the construction of the **wastewater system**.

## 2. WATER SUPPLY

- 2.1 No changes shall be made to the existing water system unless prior approval is obtained from the Drinking Water and Groundwater Protection Division, unless otherwise exempt. No other means of obtaining potable water shall be allowed without prior review and approval by the Drinking Water and Groundwater Protection Division, unless otherwise exempt. The landowner shall immediately notify the Division if the water supply system fails to function properly and becomes a "failed supply".

## 3. WASTEWATER DISPOSAL

- 3.1 This project is approved for the disposal of wastewater in accordance with the design depicted on the stamped plan(s) for 490 gallons of wastewater per day. The system(s) shall be operated at all times in a manner that will not permit the discharge of effluent onto the surface of the ground or into the waters of the State. Should the system fail and not qualify for the minor repair or replacement exemption, the current landowner shall engage a qualified Vermont Licensed Designer to evaluate the cause of the failure and to submit an application to this office and receive written approval prior to correcting the failure.
- 3.2 The components of the sanitary wastewater system herein approved shall be routinely and reliably inspected during construction by a Vermont Licensed Designer (or where allowed, the installer) who shall, upon completion report in writing to the Drinking Water and Groundwater Protection Division that the installation was accomplished in accordance with the referenced plans and permit conditions, as specifically directed in Condition #1.5 herein.
- 3.3 The corners of the proposed replacement wastewater disposal system shall be accurately staked out and flagged prior to construction with the flagging/staking being maintained until construction is complete.
- 3.4 The wastewater system for this project is approved for domestic type wastewater only except as allowed for water treatment discharges. No discharge of other type process wastewater is permitted unless prior written approval is obtained from the Drinking Water and Groundwater Protection Division.
- 3.5 No buildings, roads, water lines, earthwork, re-grading, excavation or other construction that might interfere with the installation or operation of the wastewater disposal systems are allowed on or near the site-specific wastewater disposal system or replacement area depicted on the stamped plans. All isolation distances that are set forth in the Wastewater System and Potable Water Supply Rules shall be adhered to and will be incorporated into the construction and installation of the wastewater disposal field.

Emily Boedecker, Commissioner, Department of Environmental Conservation

By 

Dated November 9, 2018

Jeff Svec, Assistant Regional Engineer, Springfield Regional Office, Drinking Water and Groundwater Protection Division

Enclosures: **Innovative/Alternative System Approval letter #2004-02 R4 (2017 Renewal for Advanced Enviro-Septic (AES), Enviro-Septic® (ES), and Simple Septic® (SS) Pipe Leaching System)**

cc: Michael A. Marquise  
Windham Planning Commission  
Innovative/Alternative Manufacturer – Presby Environmental, Inc.





State of Vermont  
Department of Taxes  
133 State Street  
Montpelier, VT 05633-1401

Phone: (802) 828-5860  
Fax: (802) 828-2239

Agency of Administration

December 24, 2018

Town Clerk  
Town of Windham  
5976 Windham Hill Road  
Windham, VT 05359

### 2018 Equalization Study Results

This letter serves as notification of the results of Property Valuation and Review (PVR)'s 2018 equalization study. Every year we are required to certify the equalized education property value (EEPV or EEGL) and coefficient of dispersion (COD) for each Vermont town. 32 V.S.A § 5406. This letter also communicates the Common Level of Appraisal (CLA) for your town and explains how it will impact your homestead and nonresidential education tax rates.

Education Grand List (from 411):	\$98,149,100
Equalized Education Grand List (EEGL):	\$93,769,536
<b>Common Level of Appraisal (CLA):</b>	<b>104.67 % or 1.0467</b>
Coefficient of Dispersion (COD):	19.57 %

For a copy of your town final computation sheet and certified sales report, please see:

**[tax.vermont.gov/research-and-reports/reports/equalization-study](http://tax.vermont.gov/research-and-reports/reports/equalization-study)**

The **education grand list** listed here is what was reported by your town to the state on the 411 form with your town's cable (if applicable) and tax increment financing (TIF) amounts (if any) included. This number represents the town's total property value that is subject to the education property tax (from the most recent grand list available) and serves as the numerator in the computation of the CLA. Please note: tax revenue from any TIF property value is subject to allocation. 32 V.S.A. § 5404a.

The **equalized education grand list (EEGL)** represents PVR's statutorily-mandated estimate of total fair market value of the education grand list in your town and serves as the denominator in the computation of the CLA. To find out more about how the equalization study is conducted, how to read the certified sales report, and additional instructions on how to appeal your results, please see the "Introduction to Vermont's Equalization Study" document at:

**[tax.vermont.gov/research-and-reports/reports/equalization-study](http://tax.vermont.gov/research-and-reports/reports/equalization-study)**

The **common level of appraisal (CLA)** is determined by dividing the education grand list by the equalized education grand list. 32 V.S.A. § 5401. A number over 100% indicates that property in your town is generally listed for more than its fair market value. A number less than 100% indicates that





property is generally listed for less than its fair market value. A CLA below 80% necessitates a reappraisal. 32 V.S.A § 4041a. The homestead and nonresidential tax rates in your town will be adjusted by your town's CLA. 32 V.S.A § 5402. The nonresidential rate in your town will be the statewide nonresidential rate divided by your CLA. The homestead rate will be the town homestead rate (which is determined by the per-pupil spending of any school district(s) to which your town belongs) divided by the CLA. A CLA greater than 100% will result in a downward adjustment of tax rates, and a CLA less than 100% will result in upward adjustment.

To get answers to many common questions about tax rates and how they are determined and to see how the current year property tax rates for your town were calculated, please see the department's education tax resources at:

**<http://tax.vermont.gov/property-owners/understanding-property-taxes/education-tax-rate>**

The **coefficient of dispersion (COD)** is a measure of how fairly distributed the property tax is within your town. It is calculated as the average of the (absolute) difference of each sales ratio (list price divided by sales price) in the study from the median ratio. That result is then divided by the median ratio to get the COD, which is expressed as a percent. 32 V.S.A. § 5401. A high COD means that within your town many taxpayers are paying more than their fair share and many are paying less than their fair share. A COD over 20% necessitates a reappraisal. 32 V.S.A. § 4041a.

**Appeals:** A municipality may petition the director of Property Valuation and Review for a redetermination of its EEPV and/or COD. 32 V.S.A § 5408. All petitions must be in writing and signed by the chair of the municipality's legislative body. Petitions should contain a plain statement of matters being appealed and a statement of the remedy being sought. **Petitions must be received by PVR by the close of business on the 35th day after mailing of this letter.** Additional instructions on appeals can be found in the "Introduction to Vermont's Equalization Study" document at:

**[tax.vermont.gov/research-and-reports/reports/equalization-study](http://tax.vermont.gov/research-and-reports/reports/equalization-study)**

If you have any questions, please contact your **district advisor** or call 802-828-5860.

Sincerely,

Jill Remick, Director  
Property Valuation and Review

cc: Chair, Board of Listers  
Chair, School Board  
Chair, Select Board  
Superintendent of Schools



Town of Windham, VT

DEC 17 2018

Received

DATE: December 11, 2018  
TO: VLCT PACIF Member  
FROM: VLCT PACIF Underwriting Division  
RE: 2018 Renewal Certificates of Insurance

Enclosed are the Certificates of Coverage that may be provided as Evidence of Coverage and also for Grants with the State of Vermont.

Any renewal certificates for leasing companies and mortgage companies will be mailed directly to them.

If you have any questions or need to make changes or additions, please contact Denise Ricker at [Dricker@vlct.org](mailto:Dricker@vlct.org). Please note that you can request Certificates of Coverage on our website at [www.vlct.org](http://www.vlct.org). On the green tab, hover over 'Insurance' and select 'I need a...', then select 'Certificate of Coverage'.

Thank you and we hope you have a safe holiday.

VLCT PACIF

*Sponsor of:*

VLCT Employment  
Resource and Benefits  
Trust, Inc.

VLCT Municipal  
Assistance Center

VLCT Property and  
Casualty Intermunicipal  
Fund, Inc.



# VERMONT LEAGUE OF CITIES & TOWNS



Issue Date: 01/01/2019

Policy Number: P8502019

## CERTIFICATE OF COVERAGE

### Named Member

Town of Windham  
Attn: Michael McLaine  
5976 Windham Hill Road  
Windham, VT 05359

### Company Affording Coverage

VLCT Property & Casualty Intermunicipal Fund, Inc.  
89 Main Street Suite 4  
Montpelier, VT 05602

Type of Coverage	Term	Limits of Liability
<b>Commercial General Liability</b> Coverage Includes: Premises/Operations Products/Completed Operations Personal Injury Contractual Independent Contractors Broad Form Property Damage	01/01/2019 - 01/01/2020	\$10,000,000 Per Occurrence
<b>Automobile Liability</b> Any Auto Hired Autos Non-Owned Autos Comprehensive/Collision	01/01/2019 - 01/01/2020	\$10,000,000 Per Occurrence  ACV
<b>Workers Compensation</b> And Employers Liability	01/01/2019 - 01/01/2020	Statutory  \$5,000,000 Per Occurrence and in the Aggregate
<b>Property</b>	01/01/2019 - 01/01/2020	\$10,000,000 Per Occurrence
<b>Other:</b>		
<b>Certificate Holder:</b> Evidence of Coverage	<p>This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies above.</p> <p>Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.</p>	

Authorized Representative: \_\_\_\_\_



## WINDHAM COUNTY SHERIFF'S OFFICE

Keith D. Clark, Sheriff  
PO Box 266, Newfane VT 05345  
Tel: (802) 365-4942  
Fax: (802) 365-4945



Town of Windham  
Attn: Selectboard  
5976 Windham Hill Rd,  
Windham, VT 05349

October 23, 2018

To whom it may concern:

We are writing to inform you that the Windham County Sheriff's Office rates for policing services for FY2020 will be approximately the following:

- \$40.65 per hour for contracts of at least 2,000 hours, per annum
- \$51.00 per hour for anything less than 2,000 hours, per annum

Please accept these rates as being developed off of the general services we normally provide. They include the cost of a deputy, vehicle, supervision and supplies. The final cost may differ based upon contract negotiations. If you have any questions or would like to discuss this further, please don't hesitate to contact me.

Professionally yours,

A handwritten signature in black ink, appearing to read "Keith D. Clark".

Sheriff Keith D. Clark  
Windham County Sheriff's Office