

**Wilmington Selectboard Agenda**  
**January 8, 2019 at 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of December 18 and 21, 2018 (5 minutes)
3. Action Items (10 minutes)
  - *The Selectboard to verify the Certification of Highway Mileage form to be sent in annually to the Vt Agency of Transportation. There have been no changes in the past year.*
  - *The Selectboard to possibly approve and sign a resolution for the Greeter Program for the upcoming year.*
4. 1% Local Option Tax Request (15 minutes)
  - *The Selectboard to possibly approve \$5400 to fund the additional engineering costs for the East Main St Sewer Expansion.*
5. FY 20 Budget (45 minutes)
  - *The Selectboard to possibly amend a previous vote on employee wages for FY20 from 2.5% to 3%.*
  - *The Selectboard to possibly approve the FY20 proposed budget.*
6. Other business
7. Select Board Members Comments
8. Town Manager's Updates (10 minutes)

# Lake Raconda Greeter Program VT Watershed Management Division Lakes & Ponds Program 2019

January 8, 2019

To prevent invasive species in Lake Raconda. Working with the Lake Raconda Association.

Program: Hire 2 greeters 10 hours per day to educate the public and boaters of the dangers of invasive species. Program to run May 24<sup>th</sup>-September 8<sup>th</sup>, Friday, Saturday and Sunday for May, June and September plus Memorial Day and Labor Day. July-August would be every day. Rainy days will not be monitored.

## Budget:

2 Greeters Including Social Security and Workers Compensation	\$11,760.00
Porta-Potty	\$700.00
Equipment- Mirrors, Tablet, Misc. items	\$300.00
In-Kind Personnel (Grant writer, Town Manager, Treasurer & E D, LRA staffing & Coordinator)	\$4800.00
Miscellaneous (Travel and other incidentals)	<u>\$100.00</u>
<b>Total Grant Amount</b>	<b>\$17660.00</b>

Pamphlets, Greeter t-shirts and signage are provided by the Vermont Watershed Management Division.

Grant match can be in-kind. Lake Raconda Association is committed to help fund the program.

**ATTACHMENT A**

**TOWN OF WILMINGTON EAST MAIN STREET SIDEWALK PROJECT  
DESIGN AND ENGINEERING SERVICES**

**Sanitary Sewer Design**

**VHB SCOPE, SCHEDULE AND BUDGET**

**January 4, 2019**

## Overview

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The project involves the reconstruction and modification to the existing sidewalk in the Town of Wilmington along the north side of East Main Street between Beaver Street and its current terminus just east of the bridge over Beaver Brook (a length of approximately 1,450 feet). The sidewalk improvements were envisioned in the *Downtown Wilmington Streetscape Scoping Report* prepared for the Town in 2015, and were subsequently endorsed by the Town and VTrans.

This amendment to the original, approved scope of work is provided to complete the final design of sanitary sewer facilities and include the design into the Contract Plans for the project. A concept for this sanitary gravity sewer main is shown as the *East Main Street 1* plan contained in the *Clean Water Infrastructure Asset Management Plan* prepared by Aldrich + Elliott dated August 16, 2018. The sanitary work is to include the installation of approximately 520 LF of 8" diameter PVC gravity sewer main and 4" lateral connections to seven properties, including one lateral on the south side of East Main Street.

## Scope of Work

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The Scope of Work includes the design of a gravity sewerline extension west along East Main Street to connect existing properties, that are currently connected to a 4" diameter private gravity sewer line, to a new 8" diameter municipal sewer main. The plans for the proposed sewer facilities will be incorporated into the design of the sidewalk project being undertaken by VHB. Because the funding for the sewer work will be separate from the design of the sidewalk, VHB will track the costs separately and prepare separate invoices for each of the projects.

The design of the sewer facilities will include:

- Plan Sheets
- Profiles for the sewer main, including sewer laterals
- Typical sewer line construction details

The new sewer main will connect to an existing manhole located on the north side of Main Street, across from Family Dollar. It is expected that two new manholes will need to be added as part of the new 8" sewer main.

Because the new sewer lateral connections will extend well into the yards of the adjacent properties, the draft Right of Way Plans previously prepared by VHB will have to be updated to show additional construction easements.

*Deliverables: Sewer Plans, Profiles and Details, updated ROW Plans*

## Fee Estimate

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Our proposed budget to complete the scope of work is \$5,413.00

## Assumptions

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For the foregoing scope of work and schedule, VHB has made the following assumptions:

1. The Town will provide a rim to invert depth measurement for the existing sewer manhole that this project is connecting to, if VHB does not have this information already.
2. The Town will provide the location of the existing sewer laterals and all available information regarding sewer tie in locations and elevations for each of the serviced properties.
3. The new sewer main will replace an existing private sewerline that is connected to the municipal sewer system. No new sewer system connections are planned as part of this project; therefore, no State wastewater permitting will be required.
4. The existing water main that potentially conflicts with the location of the new sewer main can be relocated by the Town, or the new sewer main can be designed to go around/under the water main.

## COST PROPOSAL - VHB LABOR SUMMARY



**Town of Wilmington**  
**East Main Street Sidewalk Sewer Design**  
**LABOR BUDGET**

TASK DESCRIPTION	Project Manager	Senior Project Engineer	Project Engineer	Environmental Scientist	Surveyor	Administrative Support	Total Hours	Total Labor Costs
<b>PHASE A: Project Definition</b>								
<b>1.0 Sanitary Sewer Design</b>								
Coordination with Town and A&E	2						2	\$ 403
Add sewer to Final Plans (x-sections)	4	1	2				7	\$ 1,082
Update R.O.W. Plans to show easements	4	1	8				13	\$ 1,578
Sewer in Contract Plans								
- Utility Plan Sheet	1	2	4				7	\$ 753
- Utility Profile Sheet	1	2	4				7	\$ 753
- Sewer Construction Details	1	1	2				4	\$ 477
Cost Estimation	1		2				3	\$ 367
<b>TOTAL HOURS:</b>	14	7	22	0	0	0	43	
DIRECT HOURLY RATES:	\$ 70.18	\$ 38.50	\$ 28.85					
OVERHEAD:	\$ 112.88	\$ 61.92	\$ 46.40	\$ -	\$ -	\$ -		
PROFIT (10%):	\$ 18.31	\$ 10.04	\$ 7.53	\$ -	\$ -	\$ -		
<b>TOTAL LABOR COSTS :</b>	<b>\$ 2,819</b>	<b>\$ 773</b>	<b>\$ 1,821</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 5,413</b>

**TOTAL LABOR COSTS: \$ 5,413**

*Direct Expenses (VHB): \$0*

**TOTAL EXPENSES: \$ -**

**PROJECT TOTAL: \$ 5,413**