

Wilmington Selectboard Agenda
April 16, 2019 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of April 2, 2019 (5 minutes)
3. Action Items (10 minutes)
 - *The Selectboard to possibly appoint Trails Alternate Jake Roberts as a regular member, term expiring in 2023.*
 - *The Selectboard to possibly approve the annual LEMP.*
 - *The Selectboard to possibly accept a bid for the South Main St Sidewalk Project.*
4. Finance Update (20 minutes)
5. 1% Local Option Tax request (15 minutes)
 - *The Selectboard to possibly approve a request for \$2112 for the 2019 Greeter Program.*
6. Bi-Town Committee Charge (5 minutes)
 - *The Selectboard to possibly approve the amended Bi-Town Committee charge.*
7. Liquor Commission (5 minutes)
 - *The Selectboard to possibly approve a First Class and Outside Consumption Liquor License Renewal for The Village Roost LLC dba The Village Roost at 20 West Main St; First Class Liquor License Renewals for White House Inn, LLC Southern Vermont White House at 178 RT 9 E and Jim's Bistro at the Roadhouse Inc at 4 Old Ark Rd; and a Second Class Liquor License Renewal for Sunny's Cup & Saucer Inc dba C&S Beverage at 157 RT 100 N.*
8. Other Business/Correspondence
9. Select Board Members Comments
10. Executive Session (20 minutes)
 - *The Selectboard to possibly enter into executive session for the purpose of reviewing revolving loan application # 040219, and updates on current revolving loan contracts.*
11. Town Manager's Updates (10 minutes)

Municipality: Wilmington

Date Updated: _____

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Scott Moore	Jessica DeFrancesco

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Dispatch	Staffs phones and radio
William Spirka	Tracks and answers any Requests For Information (RFI)
William Spirka	Tracks and coordinates any Requests For Support (RFS)
Jessica DeFrancesco/ Scott Moore	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Matt Murano	Police Chief
Susan Luchsinger	Dispatch 8-5; 7 days/week
Eric St Denis	Dispatch 8-5; 7 days/week
William Spirka	Assistant Fire Chief
Jessica DeFrancesco	Admin
Bill Hunt	Wilmington Highway Department
Heidi Taylor	Deerfield Valley Rescue
John Lazelle	Waste Water Treatment Plant
Primary EOC Location	
Facility / Address:	Twin Valley Elementary School, 360 RT 100 N
Phone Numbers:	802-464-5177
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Deerfield Valley Rescue
Phone Numbers:	802-464-5557
Equipment/Notes:	

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Scott Moore, Matt Murano		
Emergency spending limits:		
Businesses with Standing Municipal Contracts		
Type of Contract	Name	Contact Info
Copiers	WB Mason	888-926-2766
Water	Berkshire Water	800-244-3212
Electrician	Swan Electric	802-464-2499
Other Local Resources		
Type of Resources/Skills	Name	Contact Info
Supplies	WW Building Supply	802-464-3022
Portable Toilets	All Out Waste	802-442-5064
Medical Personnel	SVMC –Deerfield campus	802-464-5177
Food and Supplies	Shaws	802-464-2161
Food	Dunkin Donuts	802-464-5761
Hydro Dam Controls	Great River Hydro	603-463-2323 603-498-4421 Matt
Electricity-Town Wide	Green Mountain Power	800-649-2877
Buses for evacuation	Moover	802-464-8487
Clubhouse, equipment	Chimney Hill	802-464-2181
Animals, pets	Tanya Sparano	802-464-7593 802-380-1437
Kennel services	Laylas Lodge	802-464-7400
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		

The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

National Incident Management System (NIMS) Typed Resources*

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team				N/A		Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation			1		
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper					
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted					
Snowmobile	N/A	N/A	N/A	N/A	3	Track Dozer				1	
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer				N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A			Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)						Trailer, Small Equipment	1		N/A	N/A	
Firefighting Crew Transport				N/A		Truck, On-Road Dump	2	3	3	1	
Aerial Fire Truck			N/A	N/A		Truck, Plow					
Foam Tender			N/A	N/A		Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer				N/A	
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe		1			
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor				1		Wheel Loader, Medium				1	
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	
Electronic Boards, Variable Message Signs						Wheel Loader, Telescopic Handler					
Floodlights				N/A		Wood Chipper	1	N/A	N/A	N/A	
Generator						Wood Tub Grinder					
Grader		1		N/A							

*Information about the NIMS Typed resources can be found at: <https://rllt.preptoolkit.fema.gov>

4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Wilmingtonvermont.us Wilmington Vermont police department Facebook Wilmington Vermont fire department Facebook
Local Newspaper, Radio, TV:	Deerfield Valley News, Brattleboro Reformer Duncan Cable TC
Public Notice locations:	Town Clerk's board at Town Office, Peoples United Bank, C&S Beverage-Rt 10 N
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
Name / Notes	Contact Info
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)

6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
Spontaneous Sheltering	
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 	
Regional Shelter	
Location / Address:	
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	
Primary Local Shelter	
Location / Address:	Twin Valley Elementary School, 360 RT 100 N
Facility Contact(s):	Rebecca Fillion; Stephanie Arsenault (open shelter)
Phone Numbers:	802-380-1782; 802-464-2077
Shelter Manager:	
Staff Requirements:	
Services:	<u>Warm/Cool</u> <u>Overnight</u> <u>Food Prep</u> Showers Healthcare
Notes:	Working on generator hook up.
	Capacity: Generator? Y / N Pets Allowed? Y / <u>N</u>
Alternate Local Shelter	
Location / Address:	Old School Enrichment Council, 1 School St
Facility Contact(s):	Meg Streeter, Janet Boyd
Phone Numbers:	
Shelter Manager:	
Staff Requirements:	
Services:	<u>Warm/Cool</u> <u>Overnight</u> <u>Food Prep</u> <u>Showers</u> Healthcare
Notes:	
	Capacity: Generator? <u>Y</u> / N Pets Allowed? <u>Y</u> / N

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Scott Moore	802-780-9452	802-464-8022	802-464	smoore@wilmingtonvt.us
EM Coordinator	Matthew Murano	802-384-8594	802-464-8593	802-464-	Matthew.murano@vermont.gov
Local Response Organization Contacts					
Fire Chief	Scott Moore				smoore@wilmingtonvt.us
Assistant/Deputy Fire Chief	William Spirka	802-681-8412			catswiss@isover.net
EMS Chief	Heidi Taylor	802-464-3022			heidi@dyrescue.com
Chief of Police	Matthew Murano	802-384-8594	802-464-8593		Matthew.murano@vermont.gov
State Police	Lt Anthony French	802-722-4600			
Local Dispatch Center	Keene Mutual Aid	603-352-1291			
Local Public Works Contacts					
Road Foreman	William Hunt	802-384-5515	802-464-5515		bhunt@wilmingtonvt.us
Road Commissioner	Scott Tucker	802-780-9451	802-345-5597		stucker@wilmingtonvt.us
Town Garage	Sheldon Brassor	802-780-8490		802-464-5728	
Drinking Water Utility	Chris Lavoy	802-258-7445			
Wastewater Utility	John Lazelle	802-380-4475	802-464-3862	802-464-7487	jlazelle@wilmingtonvt.us
Municipal Government Contacts					
Town Administrator					
Town/City Manager	Scott Tucker	802-780-9451	802-345-5597	802-464-8591	stucker@wilmingtonvt.us
Selectboard Chair	Tom Fitzgerald	802-345-0809			Tapacre195@gmail.com
Selectboard Alt	John Gannon	802-490-4327			John.gannon@me.com
Selectboard Alt					
Town Clerk	Susan Haughwout	802-380-0394	802-464-5836	802-464-5599	shaughwout@wilmingtonvt.us

Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Treasurer / Finance	Christine Richter	802-464-8591	802-464-5139		crichter@wilmingtonvt.us
Town Health Officer	Craig Ohlson	603-504-5290	802-464-8591		cohison@wilmingtonvt.us
Forest Fire Warden	Scott Moore	802-780-9452	802-464-8022		smoore@wilmingtonvt.us
Dog Officer	Debby Dorsett				
School Contact #1	Rebecca Fillion	802-380-1782	802-464-5177		rfillion@tves.k12.vt.us
School Contact #2	Stephanie Arsenaault	802-464-2077			sarsenaault@tves.k12.vt.us
School District Office		802-464-5177			
Other Contacts					

April 15, 2019

Gretchen Havreluk
Town of Wilmington
PO Box 217
Wilmington, VT 05363

Re: Recommendation to Award Contract; South Main Street Sidewalk Project
DG 7170023.1

Dear Gretchen,

We have reviewed the bids received by the Town of Wilmington on April 11, 2019 for the above referenced project. A bid tabulation is included for your reference. We reviewed the bid results and checked unit prices and item extensions for the confirmed bid amount. We did not investigate the qualifications of the low bidder as the low bidder was prequalified with VTrans for this type of work. As indicated on the bid tabulation, the low bidder is Herrmann Construction, Inc., of Manchester Center, Vermont with a bid of \$142,063.04.

We contacted Christina Henderson representing Kinney Pike Insurance, which is the agent for Aegis Security Insurance Company. Aegis Security Insurance Company is the surety company for Herrmann Construction and is listed on the current US Treasury Circular #570 (#33898). Ms. Henderson indicated that they have previously worked with Herrmann and have not had any past issues. Aegis Security Insurance Company will be providing both the performance and payment bonds for this project.

Based on these investigations, we find Herrmann Construction, Inc. to be the lowest responsive and responsible bidder and have no reason not to recommend award of the bid to this company. If award is approved by the Town of Wilmington, please have the Town Manager sign the attached Notice of Award and return it to our office. If you have any questions, please contact our office.

Sincerely,
DUFRESNE GROUP



Christina M. Haskins, PE
Vice President

Enclosure

SECTION 00510

NOTICE OF AWARD

TO: Herrmann Construction, Inc.
PO Box 604
Manchester Center, VT 05255

PROJECT Description:
South Main Street Sidewalk, Contract 2018-1

The OWNER has considered the BID submitted by you for the above described WORK in response to its ADVERTISEMENT FOR BIDS dated April 13, 2019, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$142,063.04.

You are required by the Information for Bidders to furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within fifteen (15) calendar days from the date of this NOTICE to you. After these documents are received and reviewed by the OWNER, an Agreement will be provided to you. The Agreement shall be executed within five (5) days of receipt.

If you fail to furnish said BONDS within fifteen (15) days from the date of this NOTICE and execute the Agreement within five (5) days from the date of receipt, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE TO AWARD to the OWNER.

Dated this _____ day of April, 2019.

Town of Wilmington
Owner

By _____
Title Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged
by Herrmann Construction, Inc.

this the _____ day of April, 2019.

By _____

Title _____

SOUTH MAIN STREET SIDEWALK, CONTRACT 2018-1
WILMINGTON, VERMONT

BD OPENING: April 11, 2019, 2:00 PM
ENGINEER'S OPINION OF CONSTRUCTION COST: \$165,000.00
I CERTIFY THIS IS A TRUE COPY OF THE BIDS RECEIVED

Charkina

ITEM NUMBER	DESCRIPTION	ESTIMATED QUANTITY	UNITS	ENGINEER'S ESTIMATE			TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE							
201.10	Clearing and Grubbing, Including Individual Trees and Stumps	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
406.25	Marshall Bituminous Concrete Pavement	30	TON	\$ 200.00	\$ 6,000.00	\$ 170.00	\$ 5,100.00	\$ 195.00	\$ 5,850.00	\$ 200.00	\$ 6,000.00	\$ 200.00	\$ 6,000.00
604.412	Rehab. Drop Inlets, Catch Basins, or Manholes, Class I	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ 1,200.00	\$ 4,000.00	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
618.30	Detectable Warning Surface	40	SF	\$ 50.00	\$ 2,000.00	\$ 37.50	\$ 1,500.00	\$ 70.00	\$ 2,800.00	\$ 50.00	\$ 2,000.00	\$ 50.00	\$ 2,000.00
650.15	Flaggers	300	HR	\$ 45.00	\$ 13,500.00	\$ 60.00	\$ 18,000.00	\$ 45.00	\$ 13,500.00	\$ 40.00	\$ 12,000.00	\$ 40.00	\$ 12,000.00
695.11	Mobilization/Demobilization	1	LS	\$ 22,632.50	\$ 22,632.50	\$ 17,000.00	\$ 17,000.00	\$ 15,000.00	\$ 15,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
841.10	Traffic Control	1	LF	\$ 10,000.00	\$ 10,000.00	\$ 1,800.00	\$ 1,800.00	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
846.402	Durable 4-inch White Line, Thermoplastic	210	LF	\$ 4.00	\$ 840.00	\$ 5.90	\$ 1,239.00	\$ 12.00	\$ 2,520.00	\$ 5.00	\$ 1,060.00	\$ 5.00	\$ 1,060.00
846.482	Durable 24-inch Stop Bar, Thermoplastic	10	LF	\$ 25.00	\$ 250.00	\$ 30.00	\$ 300.00	\$ 75.00	\$ 750.00	\$ 25.00	\$ 250.00	\$ 25.00	\$ 250.00
846.502	Durable Crosswalk Marking, Thermoplastic	58	LF	\$ 40.00	\$ 2,320.00	\$ 62.50	\$ 3,625.00	\$ 57.00	\$ 3,306.00	\$ 50.00	\$ 2,900.00	\$ 50.00	\$ 2,900.00
875.20	Traffic Signs, Type A	16.5	SF	\$ 35.00	\$ 577.50	\$ 18.50	\$ 305.25	\$ 45.00	\$ 742.50	\$ 20.00	\$ 330.00	\$ 20.00	\$ 330.00
875.341	Square Tube Sign Post and Anchor	11	LF	\$ 15.00	\$ 165.00	\$ 17.25	\$ 189.75	\$ 35.00	\$ 385.00	\$ 20.00	\$ 220.00	\$ 20.00	\$ 220.00
875.50	Removing Signs	6	EA	\$ 50.00	\$ 300.00	\$ 25.00	\$ 150.00	\$ 200.00	\$ 1,200.00	\$ 50.00	\$ 300.00	\$ 50.00	\$ 300.00
875.60	Re-setting Signs	6	EA	\$ 200.00	\$ 1,200.00	\$ 130.00	\$ 780.00	\$ 200.00	\$ 1,200.00	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00
900.620	Special Provision (Electrical Service Cabinet)	1	EA	\$ 15,000.00	\$ 15,000.00	\$ 10,500.00	\$ 10,500.00	\$ 9,890.00	\$ 9,890.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
900.620	Special Provision (Ornamental Light)	4	EA	\$ 5,100.00	\$ 20,400.00	\$ 5,981.25	\$ 23,925.00	\$ 4,500.00	\$ 18,000.00	\$ 4,000.00	\$ 16,000.00	\$ 4,000.00	\$ 16,000.00
900.620	Special Provision (Remove & Re-set LED Fixture)	1	EA	\$ 2,000.00	\$ 2,000.00	\$ 187.50	\$ 187.50	\$ 1,000.00	\$ 1,000.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
900.620	Special Provision (Rewire Monument Light)	1	EA	\$ 2,000.00	\$ 2,000.00	\$ 1,250.00	\$ 1,250.00	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
900.640	Special Provision (Electrical Conduit)	430	LF	\$ 40.00	\$ 17,200.00	\$ 36.66	\$ 15,772.40	\$ 39.95	\$ 17,178.50	\$ 60.00	\$ 25,800.00	\$ 60.00	\$ 25,800.00
900.640	Special Provision (Granite Curt)	300	LF	\$ 50.00	\$ 15,000.00	\$ 42.16	\$ 12,648.00	\$ 75.00	\$ 22,500.00	\$ 90.00	\$ 27,000.00	\$ 90.00	\$ 27,000.00
900.645	Electrical Allowance (N.A.B.I.)	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
900.645	Special Provision (Class A, Restoration of Growth)	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 600.00	\$ 600.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
900.645	Special Provision (Relocation of Monument)	1	LS	\$ 5,400.00	\$ 5,400.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
900.675	Special Provision (Portland Cement Concrete Sidewalk, 5 inch)	190	SY	\$ 85.00	\$ 16,150.00	\$ 93.68	\$ 17,799.20	\$ 100.00	\$ 19,000.00	\$ 80.00	\$ 15,200.00	\$ 80.00	\$ 15,200.00
900.675	Special Provision (Portland Cement Concrete Sidewalk, 8 inch)	27	SY	\$ 95.00	\$ 2,565.00	\$ 118.22	\$ 3,191.94	\$ 120.00	\$ 3,240.00	\$ 100.00	\$ 2,700.00	\$ 100.00	\$ 2,700.00
	TOTAL			\$ 165,000.00	\$ 165,000.00	\$ 142,063.04	\$ 142,063.04	\$ 157,062.00	\$ 157,062.00	\$ 197,650.00	\$ 197,650.00	\$ 197,650.00	\$ 197,650.00

Lake Raconda Greeter Program

VT Watershed Management Division

Lakes & Ponds Program 2019

To prevent invasive species in Lake Raconda. Working with the Lake Raconda Association. This is year three of a successful program.

Program: Hire 2 greeters for a total of 40 hours per week to educate the public and boaters of the dangers of invasive species. (Last year was 60 Hours per week). Program would begin on May 24th and end on September 2nd. Electronic data entry is required this year.

Budget:

2 Greeters Including Social Security and Workers Compensation	\$9,000.00
Porta-Potty	\$700.00
Tablet	\$250.00
Inspection Mirror	\$80.00
Miscellaneous (Ad for job openings and vinegar, sponges, etc.)	<u>\$70.00</u>
Total Grant Amount	\$10,100.00
Grant Awarded	\$5876.00
LRA Contribution	\$2112.00
Town 1% Local Option Tax Request	<u>\$2112.00</u>
Total of Funds	\$10,100.00

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

The Lake Raconda Association assist with additional volunteer greeters and other assistance; like staining the shed.

**Bi-Town Economic Development Committee
Dover and Wilmington
Charge 2019**

Primary Goals of Committee:

To assist in the implementation of local and regional economic development goals of strategic studies —such as the *Strategic Economic Development Plan for Dover and Wilmington, Vermont* (Mullin) and Comprehensive Economic Development Strategies (CEDS produced by SeVEDS and RED) — assess goal achievement, initiate activities designed to support strategies, as well as continue to build ties and trust between the towns.

Roles of Committee

Assist in Implementation of Local and Regional Economic Development Goals

- Recommending ideas regarding strategies to achieve goals
- Reviewing strategies and implementation plans
- Serving as a liaison to Selectboards as to strategies
- If strategies are approved, assisting in the analysis and measurement of strategy achievement
- Evaluate most effective working relationships with other economic development entities working within the region

Project

- Reviewing and recommending projects based on overall strategies and studies, including Mullin Report, CEDS and FEMA Long Term Recovery Plan for Wilmington and Dover
- Participating in project implementation plan as appropriate

Short-Term Activities

- Identifying short-term activities to show immediate successes
- Assessing whether short-term activities strengthen bi-town ties
- Approving short-term activities for which there is budgeted revenue
- Suggesting current standing committees or other appropriate organization within towns to implement activities

Legislative/Political Activities

- Recommending to Selectboards positions towns may want to take regarding proposed legislation
- Planning out strategies as to how to influence legislation
- Implementing actions, such as forums, designed to give area influence with political leaders regarding economic development

Additional Activities

- Carry out other charges agreed upon by both Selectboards

Committee Membership (Total Maximum Members 10-12)

- One Selectboard member from each of the participating town— 2
- Executive Director, or designee of the Southern Vermont Deerfield Valley Chamber of Commerce — 1
- Executive Director, or designee of the Brattleboro Development Credit Corporation — 1
- One administrative staff member from each of the participating towns —2
- One representative from Mount Snow Resort (Dover) — 1
- One representative from the Wilmington business community — 1
- At least one and no more than two other residents from each of the participating towns — 2-4

A quorum shall constitute a majority of members (7). If there is a vacancy in the membership, a quorum will constitute a majority of the non-vacant seats.

A seat is considered vacant if the member has not attended three (3) consecutive meetings, or does not attend 70% of meeting during a 12-month period.

Filling of open seats

The committee shall make recommendations for appointment to the committee. Potential candidates shall be invited to attend meetings. After a minimum three (3) month trial, the committee may nominate a candidate to the Selectboard of the town he/she is affiliated with for appointment to the committee. Voting rights are granted at the time of appointment.

Criteria for Membership on Bi-Town Economic Development Committee:

- Ability to attend at least 80% of all meetings a year
- Ability to focus on entire goal vs. on just one component or just one town
- No specific agenda
- Open-minded to others' ideas
- Ability to represent needs of total community, businesses, and the region
- Ability to identify problems and broad goals before determining solutions

Committee to meet at least once a month and more often as needed.

Selectboards to review Committee Charge by June 30, 2019.

Adopted by the Wilmington Selectboard _____

Adopted by the Dover Selectboard _____