

Wilmington Selectboard Agenda
November 5, 2019 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of October 15 and 31, 2019 (5 minutes)
3. Action Items (10 minutes)
 - *The Selectboard to sign the annual Certificate of Compliance for Town Roads & Bridge Standard for VTrans.*
 - *The Selectboard to possibly authorize the acceptance of a gift to the Police Department.*
4. BDCC (20 minutes)
 - *The BDCC to give an update on their current programs and to request annual funding.*
5. Policies (20 minutes)
 - *The Selectboard to review and possibly approve the Wilmington Police Department Policies.*
 - *The Selectboard to possibly approve the Safety & Wellness Policy*
6. Liquor Commission (5 minutes)
 - *The Selectboard to possibly approve a Request to Cater Permit for an event at Memorial Hall on November 23, 2019 catered by Jim's Bistro.*
7. Project Updates (15 minutes)
 - *Water Merger Status*
 - *Pergola at River Bank Park*
 - *Town Hall Repairs*
8. Other Business/Correspondence
9. Select Board Members Comments
10. Town Manager's Updates (10 minutes)



June 28, 2019

Wilmington Selectboard
P.O. 217
Wilmington, VT 05363

Dear Wilmington Selectboard:

I would like to thank the voters and Selectboard from the Town of Wilmington for your ongoing support for Southeastern Vermont Economic Development Strategies (SeVEDS). Since 2007 SeVEDS has taken on economic challenges we face as a region. SeVEDS, founded as an affiliate of the Brattleboro Development Credit Corporation (BDCC), takes a proactive, long-term approach to economic development. Improving wages, attracting and keeping people, and fostering a healthy regional jobs base are all critical. But it is beyond the capacity of any single community to substantially affect these things. SeVEDS creates strategies, attracts resources, and helps us act together regionally in order to build a vibrant economy.

Since 2012, SeVEDS has requested funding from every municipality we serve to support long-term economic strategies for growth and prosperity. In 2019, thirteen communities funded SeVEDS, representing nearly 75% of Windham residents. Municipal investments, along with funding from the state and BDCC, have made possible innovative planning and programs, and additional staff capacity. SeVEDS and BDCC leverage municipal support to secure millions of new state and federal funding for the region. All of this work is guided by the region's Comprehensive Economic Development Strategy (CEDS), which municipal investments make possible. The newest five-year plan, the Southern Vermont CEDS, is the region's next step towards becoming an Economic Development District to better access federal support for economic development efforts. The draft plan is available on BDCC and SeVEDS web sites.

SeVEDS leads regional economic development with strategy and insight, which means:

- Southern Vermont Workforce Center of Excellence which includes the Southern Vermont Young Professionals, BDCC College Internship Program and a newly launched major high school career awareness and readiness initiative, the Pipelines and Pathways Program.
- Research-guided development of services for small businesses and startups through INSTIG8.
- Connecting extensive labor market research and local hiring needs assessments to build a workforce development and training system in the region that connects people with opportunities, and employers with people.
- SeVEDS special capacity-building efforts to serve communities, which include Southern Vermont Economy Project and Community Facilities Assistance Program, to support local organizations and town officials in their efforts to improve community vibrancy.

Information about BDCC & SeVEDS programs is available online at brattleborodevelopment.com and through a Town Bulletin mailed to each community on a regular basis. The BDCC staff who implement SeVEDS strategic priorities through programs and projects are out in communities working with partners and clients, hosting trainings and events, but also collaborating on everything from local business plan competitions and creative economy summits, to startup-workshops, childcare and diversity initiatives.

BDCC & SeVEDS work tirelessly to secure new public and private investment for the region, whether it's federal funding to develop the five year regional economic development plan (CEDS), or new dollars to help fund regional infrastructure projects and environmental cleanup. The capacity that municipal investment has helped to build by investing in SeVEDS makes it possible for this organization to invest in the individuals, non-profits, towns, and businesses of all sizes that power the economy.

In support of SeVEDS continued regional efforts, we again request municipal funding for the 2020-2021 fiscal year. We ask every town in the Windham Region to contribute towards regional economic development efforts at the rate of \$3.00 per person, based on town population. **We are asking the Town of Wilmington to appropriate \$5,628 (based on a population of 1,876) to support continued implementation of SeVEDS efforts.**

We will follow up to schedule a time for our staff to meet with the Selectboard to answer any questions regarding this request, and to provide updates on regional programs and projects.

Thank you for your consideration and I look forward to following up with the board.

Sincerely,



Adam Grinold
Executive Director
Brattleboro Development Credit Corporation

Town of Wilmington Safety & Wellness Policy

OBJECTIVE

The Town of Wilmington believes its employees are its most important assets. As such, management takes seriously its responsibility of providing a safe and healthful workplace for all employees. The town's safety & wellness program recognizes that the safe work behavior of each employee is also a key to our ultimate goal of a safe and accident-free work environment for our employees, townspeople and visitors.

Compliance with the following Safety & Wellness Policy and all items contained therein is mandatory for all employees of the Town of Wilmington. The authorization and responsibility for enforcement has been given primarily to the Department Heads. The Wilmington Safety & Wellness Committee and the Town Manager share in this responsibility as well. Our primary goals are: no accidents or injuries nor any violations of town, state or federal health and safety laws, rules and/or regulations.

Safety Committee

The name of the committee is the Town of Wilmington Safety & Wellness Committee.

Purpose

The purpose of the Safety & Wellness Committee is to promote, achieve and maintain a safe and healthy workplace and to minimize the frequency and severity of workplace incidents, injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Representatives

The Wilmington Safety & Wellness Committee will have a total of 5 members representing the following departments, Administration, Fire, Highway/Transfer Station, Police and Wastewater. It is recommended that each Department Head select an employee to represent them. The goal will be to try to get employees other than management to fill the positions on the committee. The Safety & Wellness Committee will have two officers: chair and clerk to be appointed by the Town Manager.

Duties of the chair

- Schedule regular committee meetings.
- Develop written agendas for conducting meeting.
- Conduct the committee meeting.
- Keep Town Manager informed on the committee's work.

Duties of the clerk

- Record and prepare minutes.

Meetings

The Safety & Wellness Committee will meet at the minimum quarterly. The Chair person may call a special meeting if he/she deems it necessary. The agenda will describe the order in which the Safety & Wellness Committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health/wellness concerns

- A status report of employee safety and health/wellness concerns under review
- A review of all workplace near misses, incidents, illness, or deaths occurring since the last committee meeting.
- Any other issues that may arise.

Minutes: Minutes will be recorded at each committee meeting and distributed by email to all departments.

The committee will submit a copy of the minutes to the Town Managers office; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

POLICY

It is the Town of Wilmington's policy that while all employees are expected to efficiently and cost-effectively achieve their job description responsibilities, they will do so in a manner most likely to prevent accidents. This includes the safety and well being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment. The Town will investigate ways to cost-effectively continuously improve so as to meet the primary objective.

APPLICABILITY

This Safety & Wellness Policy applies to all full time, part time or seasonal employees of the Town of Wilmington, regardless of position. The Safety Rules contained herein also apply to all subcontractors and anyone who is on a Town of Wilmington project site.

Every employee is expected to comply with the Safety & Wellness Policy, as well as VOSHA Health and Safety Standards.

ADMINISTRATION

The Safety & Wellness Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by the Town Manager as requested. Each supervisor will be responsible for meeting all of the requirements of the Safety & Wellness Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility.

BASIC SAFETY RULES

- A. Compliance with applicable federal, state and Town of Wilmington safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to the employee's supervisor and the Town Manager's Office immediately. An employee who fails to fill out and forward a "Employee Incident/Injury Review Report" (see attached) to the Town Manager's Office within 48 hours can be issued a safety violation notice and may be subject to discipline up to and including termination, in accordance with Town of Wilmington's Personnel Rules. In the event of an accident while on town duty and/or using town owned equipment involving personal injury or damage to property, an investigation, including any appropriate testing, may be conducted by the appropriate law enforcement agency.
- C. The proper clothing and personal protective equipment required for employees in each department shall be determined by the Department Head and it will be the employee's responsibility to be sure they are using the proper personal protective equipment. It will be the Department Head or his/her

designee's responsibility to ensure that the proper clothing and personal protective equipment is being used. Employees who refuse to comply with this section will be subject to discipline up to and including termination, in accordance with Town of Wilmington's Personnel Rules.

- D. When drugs that are prescribed by a physician could affect the performance or judgment of the employee, the Department Head must be informed.
- E. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- F. All tools must be in good working condition. Tools likely to cause an injury due to their poor condition will not be used. Examples of defective tools include chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
- G. All extension cords, drop cords, and electrical tools shall be checked and properly grounded with ground fault interrupters (GFI=s). Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- H. "Horseplay" on the jobsite is strictly prohibited.
- I. Report all unsafe conditions and near accidents to Department Head/Supervisor, (proceed with caution to complete assigned work tasks when conditions are inherently part of achieving job description). The Department Head should document the unsafe condition or near accident and either: respond to an immediate situation in which a job is being performed in a manner that is unsafe; report situation to Town Manager; or bring it to the next scheduled Safety Committee meeting so corrective action can be taken.
- J. All floor openings or excavations shall be barricaded on all sides to ensure employees are aware of the hazards. Floor holes shall be covered, with the covers secured and clearly marked.
- K. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
- L. Individual Departments may have more specific safety rules or policies related to the requirements of that Department including but not limited to what types of clothing can be worn when. Department-specific policies must always keep in mind this policy's primary goal and be approved by the Town Manager.

ENFORCEMENT OF SAFETY POLICY

Safety violation notice(s) shall be issued by the Department Head or Town Manager to any employee, subcontractor, or anyone on the jobsite violating the safety rules or regulations.

Town of Wilmington employees will be subject to disciplinary action as stated in the Town of Wilmington's Personnel Rules.

It is understood that the Town of Wilmington is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

Adopted on this 5th day of November, 2019.

WILMINGTON SELECTBOARD

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Ann Manwaring