

**Wilmington Selectboard Agenda**  
**July 21, 2020 at 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of July 7, 2020 (5 minutes)
3. Local Hazard Mitigation Plan (10 minutes)
  - *The Selectboard to possibly approve the resolution adopting the Wilmington Local Hazard Mitigation Plan.*
4. Action Items (5 minutes)
  - *The Selectboard to possibly appoint Geri Kogut to the Trails Committee as a regular member and Joanne Yankura as an alternate.*
  - *The Selectboard to possibly approve a 3-year contract with Casella for recycling disposal.*
5. Sewer Rate (10 minutes)
  - *The sewer commission to possibly approve the FY21 budget and set the FY21 ECU rate*
6. Other Business
7. Select Board Members Comments
8. Town Manager's Updates (10 minutes)

Town of

# Wilmington

(802) 464-8591 (Voice)  
(802) 464-8477 (FAX)  
[www.wilmingtonvermont.us](http://www.wilmingtonvermont.us)

**Initial 3-year Term: July 1, 2020 through June 30, 2023**

|                            | Price/Haul | Disposal Price/Ton                                 | Facility      |
|----------------------------|------------|--|---------------|
| Single Stream Recyclables: | \$218      | market   | TAM Recycling |
| Commingled Containers:     | \$218      | market-currently \$135/ton                         | TAM Recycling |
| Mixed Paper:               | \$218      | PPI low side mixed (5+)<br>\$40/ton processing fee | TAM Recycling |
| Cardboard:                 | \$218      | same   | TAM Recycling |

Rental fee for containers and compactor: \$90/month rental for roll off once WSW are no longer road worthy.

Specification for acceptable levels of contamination of recyclables, and associated fees:

No charge up to 5%, if excessive. Casella may charge waste rates for load.

Bidder: Casella Waste

Legal Address: 639 North Road Shaftsbury, VT 05262

Telephone: 802-447-1300 Email: trevor.mance@casella.com

Signature of Bidding Officer: [Signature] Date: 7/9/2020

Name of Bidding Officer: TREVOR MANCE

Title of Bidding Officer: General Manager

### Certificate of Non-Collusion

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

[Signature] TREVOR MANCE  
Name of Bidding Officer

\_\_\_\_\_  
Signature of Bidding Officer

**Wilmington Selectboard Meeting Minutes**  
**Wednesday, December 4, 2019**

**Present:** Tom Fitzgerald, John Gannon by phone, Sarah Fisher, Ann Manwaring, Vince Rice

**Others Present:** Scott Tucker, Jessica DeFrancesco, Christine Richter, Gretchen Havreluk, Jon Hoover, John Lazelle

Meeting called to order at 8:31 am

1. Visitors, public comments, changes to agenda

2. FY21 budget discussion

- Jon Hoover from Groundworks is requesting additional funding this year. It is a year-round homeless shelter, year-round day shelter, overflow shelter, food shelf and support services; housing case management. 33 Wilmington residents in 22 households received services either through the food shelf or shelters. \$15,000 was spent serving Wilmington residents.

Rice moved to enter into sewer commission, Fisher second; all in favor

- Sewer proposed is \$562 from \$466. Some of this is due to less surplus and capital account funding. The overall budget is pretty close to level funded at \$400,131.
- Sewer projects will affect the sewer capital line. The upcoming East Main 1 project of correcting sewer lines is estimated at \$85,000. Other projects over the next 10 years are East Main 2, West Main St, replacing treatment plant equipment, truck replacement, compost equipment replacement.
- East Main 1 is a priority at this point. There have been many issues with the private lines over the years. Some lines freeze, some are barely a foot deep. A revolving loan program was discussed to help homeowners pay for this. The town's portion could be taken out of the 1% fund and the capital account could be left to accrue funds for additional projects.

Out of sewer commission at 9:42 pm

- Cemetery asked for an additional \$4000 to finish cleaning up for Old Home Week.
- Grievance costs are increased for grievance and BCA hearings. The reappraisal legal line is also increased for state and court appeals.
- Groundworks Collaborative and Wings should be articles on the town meeting warning. SASH and Green Mountain RSVP will need to petition for additional funding that was requested.

3. Other Possible Items

Adjourned at 10:41 am

Respectfully Submitted,  
Jessica DeFrancesco, Administrative Assistant

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

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John Gannon, Vice Chair

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Vince Rice, Clerk

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Sarah Fisher

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Ann Manwaring

|    | A                         | B                 | C                 | D                 | E                 | F                     | G                 | H                | I                 |
|----|---------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|------------------|-------------------|
| 1  | <b>Wastewater Budget</b>  |                   |                   |                   |                   |                       |                   |                  |                   |
| 2  |                           |                   |                   |                   |                   |                       |                   |                  |                   |
| 3  |                           | <b>Actual</b>     | <b>Budget</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Actual to Date</b> | <b>Budget</b>     | <b>FY20/21</b>   | <b>Comments</b>   |
| 4  |                           | <b>FY18</b>       | <b>FY - 2019</b>  | <b>FY-2019</b>    | <b>FY - 2020</b>  | <b>FY-2020</b>        | <b>FY - 2021</b>  | <b>Change</b>    |                   |
| 5  | <b>Expenditures</b>       |                   |                   |                   |                   |                       |                   |                  |                   |
| 6  | Chief Operator            | 62,418.14         | 64,290.00         | 64,290.20         | 66,219.00         | 66,218.55             | 67,543.00         | 1,324.00         |                   |
| 7  | Overtime                  | 1,636.35          | 2,250.00          | 1,718.36          | 2,250.00          | 2,552.65              | 2,295.00          | 45.00            |                   |
| 8  | General Fund Administ.    | 4,750.00          | 4,750.00          | 4,750.00          | 4,750.00          | 4,750.00              | 4,750.00          | 0.00             |                   |
| 9  | Operator                  | 44,491.25         | 45,822.00         | 45,822.45         | 47,197.00         | 47,195.23             | 48,141.00         | 944.00           |                   |
| 10 | Social Security           | 8,203.09          | 8,424.00          | 8,501.58          | 8,848.00          | 8,776.30              | 9,024.96          | 176.96           |                   |
| 11 | Workers Comp.             | 5,909.86          | 5,500.00          | 5,938.82          | 6,000.00          | 6,116.36              | 6,000.00          | 0.00             |                   |
| 12 | Health Insurance          | 50,464.75         | 53,000.00         | 52,868.18         | 52,000.00         | 52,055.13             | 58,300.00         | 6,300.00         |                   |
| 13 | Retirement                | 5,970.16          | 6,194.00          | 6,290.34          | 6,650.00          | 6,668.05              | 6,783.00          | 133.00           |                   |
| 14 | Disability/Life Ins       | 618.20            | 800.00            | 616.64            | 800.00            | 545.66                | 800.00            | 0.00             |                   |
| 15 | Electricity/Heat          | 29,639.96         | 29,000.00         | 25,693.64         | 32,000.00         | 24,638.99             | 30,000.00         | -2,000.00        |                   |
| 16 | Office/ Cleaning Supplies | 947.47            | 1,000.00          | 1,069.17          | 1,250.00          | 1,059.54              | 1,250.00          | 0.00             |                   |
| 17 | Telephone/Pagers          | 5,840.79          | 6,000.00          | 6,853.02          | 6,000.00          | 6,625.50              | 6,000.00          | 0.00             |                   |
| 18 | Property/Vehicle Insuranc | 6,171.11          | 7,000.00          | 5,784.74          | 6,500.00          | 4,627.48              | 6,500.00          | 0.00             |                   |
| 19 | Water Rent                | 2,196.96          | 1,800.00          | 3,306.60          | 2,500.00          | 3,009.04              | 3,000.00          | 500.00           |                   |
| 20 | Building/Equip Maint      | 10,480.78         | 10,000.00         | 11,277.22         | 10,000.00         | 9,738.97              | 10,500.00         | 500.00           |                   |
| 21 | Safety Equipment          | 716.43            | 750.00            | 709.99            | 1,500.00          | 874.73                | 1,500.00          | 0.00             |                   |
| 22 | Engineering Consultant    | 0.00              | 1,000.00          | 0.00              | 1,000.00          | 0.00                  | 1,000.00          | 0.00             |                   |
| 23 | Chemicals                 | 3,836.79          | 4,000.00          | 3,896.13          | 4,500.00          | 4,081.82              | 4,500.00          | 0.00             |                   |
| 24 | Truck & Equip fuel        | 1,582.15          | 2,000.00          | 1,910.75          | 2,000.00          | 1,591.25              | 2,000.00          | 0.00             |                   |
| 25 | General Operating         | 1,519.01          | 1,750.00          | 1,306.68          | 1,750.00          | 1,649.15              | 1,750.00          | 0.00             |                   |
| 26 | Collection System Maint.  | 1,007.42          | 2,000.00          | 2,780.40          | 2,500.00          | 2,092.67              | 2,500.00          | 0.00             |                   |
| 27 | New/Replacement Equipment | 1,438.77          | 4,500.00          | 3,987.82          | 4,500.00          | 1,954.49              | 4,500.00          | 0.00             |                   |
| 28 | Sewer Testing             | 5,675.00          | 7,000.00          | 7,035.00          | 7,000.00          | 7,270.00              | 7,500.00          | 500.00           |                   |
| 29 | Training                  | 845.03            | 750.00            | 607.00            | 1,000.00          | 449.96                | 1,000.00          | 0.00             |                   |
| 30 | Truck/Tractor Maint       | 1,415.38          | 1,000.00          | 888.92            | 1,000.00          | 1,461.81              | 1,500.00          | 500.00           |                   |
| 31 | Compost/Bio Testing       | 1,195.49          | 1,500.00          | 941.44            | 1,500.00          | 908.19                | 1,500.00          | 0.00             |                   |
| 32 | Composting Expense        | 964.93            | 2,500.00          | 402.04            | 1,500.00          | 1,154.64              | 1,500.00          | 0.00             |                   |
| 33 | Sewer Bond Payment        | 73,494.00         | 73,494.00         | 73,494.00         | 73,494.00         | 73,494.00             | 73,494.00         | 0.00             | Retires June 2046 |
| 34 | Capital Account Funding   | 0.00              | 0.00              | 0.00              | 0.00              | 0.00                  | 35,000.00         | 35,000.00        | Rebuild balance   |
| 35 | <b>Total Expenditures</b> | <b>333,429.27</b> | <b>348,074.00</b> | <b>342,741.13</b> | <b>356,208.00</b> | <b>341,560.16</b>     | <b>400,130.96</b> | <b>43,922.96</b> |                   |
| 36 |                           |                   |                   |                   |                   |                       |                   |                  |                   |

|    | A                        | B                 | C                 | D                 | E                 | F                     | G                 | H                | I |
|----|--------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|------------------|---|
| 37 |                          |                   |                   |                   |                   |                       |                   |                  |   |
| 38 |                          | <b>Actual</b>     | <b>Budget</b>     | <b>Actual</b>     | <b>Budget</b>     | <b>Actual to Date</b> | <b>Budget</b>     | <b>FY20/21</b>   |   |
| 39 | <b>Revenues</b>          | <b>FY -2018</b>   | <b>FY - 2019</b>  | <b>FY-2019</b>    | <b>FY- 2020</b>   | <b>FY-2020</b>        | <b>FY - 2021</b>  | <b>Change</b>    |   |
| 40 | Sewer Rents Income       | 321,971.16        | 343,024.00        | 339,772.12        | 321,608.00        | 312,258.96            | 387,630.96        | 66,022.96        |   |
| 41 | Misc Income              | 36,747.00         | 0.00              | 0.00              | 0.00              | 50.00                 | 0.00              | 0.00             |   |
| 42 | Investment Interest      | 150.43            | 50.00             | 955.98            | 100.00            | 576.42                | 500.00            | 400.00           |   |
| 43 | Penalties                | 4,016.38          | 2,500.00          | 3,611.39          | 2,000.00          | 2,805.98              | 2,500.00          | 500.00           |   |
| 44 | Interest on Delinq. Rent | 4,743.47          | 2,500.00          | 4,543.64          | 2,500.00          | 2,983.29              | 3,500.00          | 1,000.00         |   |
| 45 | Surplus                  | 13,800.00         | 0.00              | 0.00              | 30,000.00         | 0.00                  | 6,000.00          | -24,000.00       |   |
| 46 | <b>Total Revenue</b>     | <b>381,428.44</b> | <b>348,074.00</b> | <b>348,883.13</b> | <b>356,208.00</b> | <b>318,674.65</b>     | <b>400,130.96</b> | <b>43,922.96</b> |   |
| 47 |                          |                   |                   |                   |                   |                       |                   |                  |   |
| 48 |                          |                   |                   |                   |                   |                       |                   |                  |   |
| 49 |                          |                   |                   |                   |                   |                       |                   |                  |   |
| 50 |                          |                   |                   |                   |                   |                       |                   |                  |   |
| 51 |                          |                   |                   |                   |                   |                       |                   |                  |   |
| 52 |                          |                   |                   |                   | <b>TOTAL ECUs</b> | <b>RATE PER ECU</b>   |                   |                  |   |
| 53 |                          |                   |                   | <b>FY21</b>       | <b>686</b>        | <b>566.00</b>         | <b>proposed</b>   |                  |   |
| 54 |                          |                   |                   | <b>FY20</b>       | <b>690</b>        | <b>466.00</b>         |                   |                  |   |
| 55 |                          |                   |                   | <b>FY19</b>       | <b>690.8</b>      | <b>496.56</b>         |                   |                  |   |
| 56 |                          |                   |                   | <b>FY18</b>       | <b>728</b>        | <b>445.50</b>         |                   |                  |   |
| 57 |                          |                   |                   | <b>FY17</b>       | <b>728</b>        | <b>410.80</b>         |                   |                  |   |
| 58 |                          |                   |                   | <b>FY16</b>       | <b>724</b>        | <b>354.64</b>         |                   |                  |   |

|    | A  | E           | F            | G           | H           | I           | J           | K           | L           | M           | N           | O           |
|----|--|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1  | <b>Wastewater Department</b>                       |             |              |             |             |             |             |             |             |             |             |             |
| 2  | <b>updated 7/20/20</b>                             | <b>FY19</b> | <b>FY 20</b> | <b>FY21</b> | <b>FY22</b> | <b>FY23</b> | <b>FY24</b> | <b>FY25</b> | <b>FY26</b> | <b>FY27</b> | <b>FY28</b> | <b>FY29</b> |
| 3  | <b>PE#3 REFURBISHMENT</b>                          | (37,027)    |              |             |             |             |             |             |             |             |             |             |
| 4  | <b>MANHOLE FRAME ADJUSTMENTS (RT 100)</b>          |             | (11,706)     |             |             |             |             |             |             |             |             |             |
| 5  | <b>SEWER LINE CAMERA UPGRADE</b>                   | (7,300)     |              |             |             |             |             |             |             |             |             |             |
| 6  | <b>SEWAGE GRINDER KNIVES (PS#1) 2011</b>           |             |              |             | (12,500)    |             |             |             |             |             |             |             |
| 7  | <b>SEWAGE GRINDER KNIVES (WWTP) 2010</b>           |             |              | (12,500)    |             |             |             |             |             |             |             |             |
| 8  | <b>TRUCK, BODY AND PLOW (2014)</b>                 |             |              |             |             |             | (55,000)    |             |             |             |             |             |
| 9  | <b>VHB ENGINEERING FOR EAST MAIN 1 (\$5413)</b>    |             | (4,090)      |             |             |             |             |             |             |             |             |             |
| 10 | <b>EAST MAIN 1 SEWER PROJECT</b>                   |             |              | (85,000)    |             |             |             |             |             |             |             |             |
| 11 | <b>EAST MAIN 2 SEWER PROJECT</b>                   |             |              |             |             | (15,000)    |             |             |             |             |             |             |
| 12 | <b>WEST MAIN SEWER PROJECT</b>                     |             |              |             |             |             |             | (73,000)    |             |             |             |             |
| 13 | <b>TRACTOR (1997)</b>                              |             |              |             |             |             |             |             | (35,000)    |             |             |             |
| 14 | <b>COMPOST CONVEYOR (2010)</b>                     |             |              |             |             |             |             |             |             |             |             | (15,000)    |
| 15 | <b>COMPOST MIXER (1996)</b>                        |             |              |             |             |             |             |             |             | (32,500)    |             |             |
| 16 | <b>COMPOST COMPTAINER (1996)</b>                   |             |              |             |             |             |             |             |             |             | (58,500)    |             |
| 17 |  |             |              |             |             |             |             |             |             |             |             |             |
| 18 |  |             |              |             |             |             |             |             |             |             |             |             |
| 19 |  |             |              |             |             |             |             |             |             |             |             |             |
| 20 |  |             |              |             |             |             |             |             |             |             |             |             |
| 21 |  |             |              |             |             |             |             |             |             |             |             |             |
| 22 |  |             |              |             |             |             |             |             |             |             |             |             |
| 23 |  |             |              |             |             |             |             |             |             |             |             |             |
| 24 |  |             |              |             |             |             |             |             |             |             |             |             |
| 25 | <b>TOTAL COST</b>                                  | (44,327)    | (15,796)     | (97,500)    | (12,500)    | (15,000)    | (55,000)    | (73,000)    | (35,000)    | (32,500)    | (58,500)    | (15,000)    |
| 26 |  |             |              |             |             |             |             |             |             |             |             |             |
| 27 | <b>Beginning Capital Balance</b>                   | 122,243     | 82,195       | 61,333      | (1,167)     | 21,333      | 41,333      | 21,333      | (16,667)    | (16,667)    | (14,167)    | (37,667)    |
| 28 | <b>Appropriation</b>                               |             |              | 35,000      | 35,000      | 35,000      | 35,000      | 35,000      | 35,000      | 35,000      | 35,000      | 35,000      |
| 29 | <b>Less purchases</b>                              | (44,327)    | (15,796)     | (97,500)    | (12,500)    | (15,000)    | (55,000)    | (73,000)    | (35,000)    | (32,500)    | (58,500)    | (15,000)    |
| 30 | <b>Ending Balance</b>                              | 77,916      | 61,333       | (1,167)     | 21,333      | 41,333      | 21,333      | (16,667)    | (16,667)    | (14,167)    | (37,667)    | (17,667)    |
| 31 |  |             |              |             |             |             |             |             |             |             |             |             |
| 32 | <b>*Balance confirmed with Christine 7/20/2020</b> |             |              |             |             |             |             |             |             |             |             |             |
| 33 |  |             |              |             |             |             |             |             |             |             |             |             |
| 34 |  |             |              |             |             |             |             |             |             |             |             |             |