

**Policy Regarding Conflicts of Interest and Ethical Conduct**  
**For the Town of Wilmington**  
March 7, 2018

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**Article 1. Authority.** Under the authority granted in 24 V.S.A. § 2291(20), the Town of Wilmington hereby adopts the following policy concerning conflicts of interest and ethical conduct.

**Article 2. Purpose.** The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in its officers will be preserved. It is also the intent of this policy to ensure that all decisions made by public officers are based on the best interests of the municipality.

**Article 3. Application.** This policy applies to all individuals elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions of the Town of Wilmington.

**Article 4. Definitions.** For the purposes of this policy, the following definitions shall apply:

**A. Conflict of interest** means any of the following:

1. A real or seeming incompatibility between a public officer's private interests and his or her public or fiduciary interests to the municipality he or she serves. A conflict of interest arises when there is a direct or indirect personal or financial interest of a public officer or a person or group closely tied with the officer including his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of an official act or action, or any other matter pending before the officer or before the public body in which the public officer holds office. A conflict of interest may take any of the four following forms:
  - a. A direct financial conflict of interest arises when a public officer acts on a matter that has a direct financial impact on that officer.
  - b. An indirect financial conflict of interest arises when a public officer acts on a matter that has a financial impact on a person or group closely tied to the officer.
  - c. A direct personal conflict of interest arises when a public officer acts on a matter that has a direct impact on the officer in a non-financial way but is of significant importance to the officer.
  - d. An indirect personal conflict of interest arises when a public officer acts on a matter in which the officer's judgment may be affected because of a familial or personal relationship or membership in some organization and a desire to help that person or organization further its own interests.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue.
3. A situation where a public officer has not disclosed ex parte communication(s) related to a quasi-judicial proceeding that is before the body to which that officer belongs.

A "conflict of interest" does not arise in the case of an official act or action in which the public officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision.

**B. Emergency** means an imminent threat or peril to the public health, safety, or welfare.

- C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.
- D. **Official act or action** means any legislative, administrative or quasi-judicial act performed by any public officer while acting on behalf of the municipality. This term does not apply to ministerial acts or actions wherein no discretionary judgment is exercised.
- E. **Public body** means any board, council, commission, or committee of the municipality.
- F. **Public interest** means an interest of the municipality, conferred generally upon all residents of the municipality.
- G. **Public officer** means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the municipality. This term does not include municipal employees.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

#### **Article 5. Prohibited Conduct.**

- A. A public officer shall not participate in any official act or action if he or she has a conflict of interest, whether real or perceived, in the matter under consideration.
- B. A public officer shall not personally – or through any member of his or her household, business associate, employer or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization that has an interest in an official act or action pending before the public body in which the public officer holds office.
- C. A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general.
- D. A public officer will not request or accept any reward, gift, or favor for taking an official act or action or advocating for or against an official act or action.
- E. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.
- F. A public officer who is a member of a public body shall not give the impression that he or she has the authority to make decisions or take actions on behalf of that body.

**Article 6. Disclosure.** A public officer who, while serving on a public body, may have a conflict of interest, whether real or perceived, in a matter under consideration by that public body shall, prior to taking an official act or action or participating in any official act or action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that

another public officer recuse him or herself from a matter due to a conflict of interest, whether real or perceived.<sup>1</sup>

**Article 7. Consideration of Recusal.** Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the municipality, the public body shall take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

#### **Article 8. Recusal.**

- A. **Recusal of Appointed and Elected Officers.** After taking the actions listed in Articles 6 and 7, a public officer, whether appointed or elected, shall declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.<sup>2</sup> Otherwise, the public officer shall recuse him or herself from the matter under consideration. A public officer that recuses him or herself may, but not must, explain the basis for that decision.
- B. **Recusal of Appointed Officers.** The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest, whether real or perceived, may be grounds for discipline or removal from office.<sup>3</sup>

**Article 9. Recording.** The minutes of the meeting or the written decision / minutes from the meeting / hearing shall document the actions taken in Articles 6 through 8.

#### **Article 10. Post-Recusal Procedure.**

- A. A public officer who has recused himself or herself from participating in an official act or action by a public body shall not sit with the public body, deliberate with the public body, or participate in the discussions about that official act or action in any manner in his or her capacity as a public officer, though such member may still participate as a member of the public or private party, if applicable.
- B. The public body may adjourn the proceedings to a time, date, and place certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

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<sup>1</sup> Such request shall not be considered an order for the officer to recuse him or herself.

<sup>2</sup> Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

<sup>3</sup> Certain appointed public officers such as a Zoning Administrator and members of the Zoning Board of Adjustment or Development Review Board may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

## Article 11. Enforcement.

### A. Enforcement Against Elected Officers; Consequences for Failure to Follow the Conflict of Interest Procedures.

In cases in which an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 10, the Town of Wilmington Selectboard may, in its discretion, take any of the following disciplinary actions against such elected officer as it deems appropriate:

1. The chair of the Selectboard may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body.
2. The Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Selectboard may admonish the offending public officer in private.
3. The Selectboard may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Selectboard may request (but not order) that the offending public officer resign from his or her office.

**B. Enforcement Against Appointed Officers.** The Selectboard may choose to follow any of the steps articulated in Article 11A. In addition to or in lieu of any of those steps, the Selectboard may choose to remove an appointed officer from office, subject to state law.

**Article 12. Exception.** The recusal provisions of Article 8 shall not apply if the Selectboard determines that an emergency exists or that actions of a quasi-judicial public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall only be required to disclose such conflict as provided in Article 6.

**Article 13. Effective Date.** This policy shall become effective immediately upon its adoption by the Town of Wilmington Selectboard.

Signatures:

\_\_\_\_\_  
Thomas Fitzgerald

\_\_\_\_\_  
Sarah Fisher

\_\_\_\_\_  
John Gannon

\_\_\_\_\_  
Ann Manwaring

\_\_\_\_\_  
Vince Rice

Date:

\_\_\_\_\_



## WILMINGTON SELECTBOARD RULES OF PROCEDURE

- A. PURPOSE.** The selectboard of the Town of Wilmington is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law; 1 V.S.A. §§ 310-314. Meetings of the selectboard of the Town of Wilmington must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard; 1 V.S.A. § 312(h). All attendees, Selectboard and the public, are expected to exhibit courteous and respectful behavior.
- B. APPLICATION.** This policy setting forth rules of procedure for selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Wilmington selectboard except as noted below.
- C. PROCEDURES.**
1. The chair of the selectboard, or in the chair's absence, the vice-chair, shall chair all selectboard meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
  2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
  3. A majority of the members of the selectboard shall constitute a quorum. If a quorum of the members of the selectboard is not present at a meeting, the only action that may be considered by the selectboard is a motion to recess or adjourn the meeting.
  4. At the beginning of each regular selectboard meeting, there shall be time afforded for open public comment on any issue. By majority vote, the selectboard may adjust the agenda items and times accordingly.
  5. Public comment on agenda items, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair.
  6. Each selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the selectboard. Those who wish to be added to the meeting agenda shall contact the town manager by 12:00 pm on the Friday preceding a meeting to request inclusion on the agenda. If the town manager disagrees with a request to add an item, the Selectboard chair will make the final determination. No matters shall be discussed and decided by the Board other than as they may appear on the agenda with the exception of emergency or routine business.
  7. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the selectboard, the order of items to be considered and/or the time allotted may be modified.
  8. The chair of the selectboard may make motions and may vote on all questions before the board.
  9. There is no limit to the number of times a selectboard member can speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
  10. Any selectboard member may request a roll call vote.
  11. Meetings may be recessed to a time and place certain.
  12. These rules shall be made available at all meetings.
  13. Selectboard members will meet the requirements of its "Conflict of Interest Policy"
  14. These rules may be amended by majority vote of the selectboard, and must be readopted annually at the organizational meeting.

**READOPTED 03/07/2018 by WILMINGTON SELECTBOARD**

\_\_\_\_\_  
Thomas Fitzgerald

\_\_\_\_\_  
John Gannon

\_\_\_\_\_  
Vince Rice

\_\_\_\_\_  
Sarah Fisher

\_\_\_\_\_  
Ann Manwaring

## TOWN OF WILMINGTON    ROADS TO BE POSTED    SPRING 2018

Road Name (Town Highway #)

BALLOU HILL ROAD (TH 26):	FROM ROUTE 9 TO LAKE RAPONDA RD.
BOYD HILL ROAD (TH 34):	FROM CASTLE HILL RD TO RT 100 SOUTH FROM RT 100 SOUTH TO CASTLE HILL RD
CASTLE HILL ROAD (TH 33 S):	FROM END OF PAVED PORTION TO END OF RD
CHIMNEY HILL ROADS:	FROM RT 9 TO ALL CHIMNEY HILL RDS.
FAIRVIEW AVENUE (TH 32):	FROM END OF PAVED PORTION TO END OF RD
LAKE RAPONDA ROAD (TH 4):	FROM RT 9 TO HIGLEY HILL RD. FROM HIGLEY HILL RD. TO RT 9
LOOK ROAD (TH 6):	ALL
NEW ENGLAND POWER RD (TH 31):	ALL
OLD ARK ROAD (TH 14):	ALL
OLD STAGE ROAD (TH 25N):	ALL
SHEARER HILL ROAD (TH 40):	FROM RT 9 TO WHITINGHAM & MARLBORO TOWN LINES FROM MARLBORO TOWN LINE TO RT 9 FROM WHITINGHAM TOWN LINE TO RT 9
SMITH ROAD (TH 15):, OLD TOWN ROAD (TH 75):, HAYNES ROAD (TH 17):	FROM EAST DOVER RD. TO HIGLEY HILL RD. FROM HIGLEY HILL RD. TO EAST DOVER RD.
SUN AND SKI ROAD (TH 68-67): AND HALL ROAD (TH 27):	ALL
WEST LAKE ROAD (TH 71):	ALL
WHITE'S ROAD (TH 23):	FROM RT 9 TO STOWE HILL RD. FROM STOWE HILL RD. TO RT 9
WOFFENDEN ROAD (TH 24):	ALL
WOODS ROAD (TH 30):	ALL

In accordance with Title 19, Vermont Statutes Annotated, Sections 1109-1110, and the rule made and promulgated by the State Transportation Board and administered by the Agency of Transportation, in accordance with Section 12 of Act No. 246 of 1990, the attached Road Posting notice was filed with the Wilmington Selectboard on March 7, 2018 and posted on March 8, 2018 at: Town Office Bulletin Board, Police Department, C & S Beverage and Dairy Store.

Attest: \_\_\_\_\_  
Jessica DeFrancesco, Administrative Assistant

cc:    Wilmington Police Department  
      William Hunt, Road Supervisor

**Certification of Compliance  
for  
Town Road and Bridge Standards  
and  
Network Inventory**

We, the Legislative Body of the Municipality of Wilmington certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on February 5, 2014.

We further certify that our adopted standards ☒do ☐do not meet or exceed the minimum requirements included in the January 23, 2013 VTrans template.

We further certify that we ☒do ☐do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

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\_\_\_\_\_  
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\_\_\_\_\_  
(Duly Authorized Administrator)

Date: \_\_\_\_\_

For a summary of your community's road and bridge information  
please visit: [tinyurl.com/rdsinfo](http://tinyurl.com/rdsinfo)

## RESOLUTION FOR DOWNTOWN TRANSPORTATION GRANT

**WHEREAS**, the Municipality of Wilmington, Vermont is applying for funding as provided for in the State of Vermont FY 2018 Budget Act and may receive an award of funds under said provisions; and

**WHEREAS**, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

**WHEREAS**, the municipality has voted at an annual or special meeting to provide local funds for a downtown transportation grant.

### Now, **THEREFORE, BE IT RESOLVED**

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 50% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

Cheryl LaFlamme

*Chairperson Wilmington Planning Commission*

*(Signature)*

Passed this 7th day of March, 2018.

### LEGISLATIVE BODY\*

*(name)*

*(signature)*

Thomas Fitzgerald, Chairperson

John Gannon, Vice Chairperson

Vincent Rice

Sarah Fisher

Ann Manwaring



**South Main Street Sidewalk Project  
Downtown Transportation Grant  
Additional Funding Request \$30,850  
March 7, 2018**

Streetscape redesign of the east side of South Main Street from the center of town to Beaver Street. 358 Linear Feet.

Project to include: New concrete sidewalk, granite curbing, pedestrian lighting, and possible moving of the fountain.

Awarded 2017 Funding from Downtown Transportation Grant of \$79,850 with a 50% match from the Town of Wilmington.

Design Engineering Contract (Dufresne Group)	\$28,800
Construction Cost	\$188,000
Construction Management	<u>\$24,600</u>
<b>Total new project cost</b>	<b>\$241,400</b>
<b>Minus 2017 Funding Received</b>	<b><u>\$159,700</u></b>
<b>Total for 2018 Grant Application</b>	<b>\$81,700</b>
<b>Grant Award</b>	<b>\$40,850</b>
<b>Town of Wilmington Match</b>	<b>\$30,850</b>
<b>Wilmington Works Fundraiser*</b>	<b>\$10,000</b>
<b>Total for both Grants Wilmington Match</b>	<b>\$120,700</b>

\*Wilmington Works Design Committee is working on a light fixture fundraiser that will net \$10,000

Application Deadline: March 19,2018

Award Decisions: After April 23,2018

Respectfully Submitted by: Gretchen M Havreluk

CONSTRUCTION COST ESTIMATE  
SOUTH MAIN STREET SIDEWALK  
WILMINGTON, VERMONT  
February 27, 2018

Item Number	Item Description	Unit	Quantity	Unit Price	Total Price
201.10	Clearing and Grubbing	LS	1	\$ 3,000.00	\$ 3,000.00
203.16	Solid Rock Excavation	CY	5	\$ 100.00	\$ 500.00
203.30	Earth Borrow	CY	5	\$ 30.00	\$ 150.00
406.25	Bituminous Concrete Pavement	TON	20	\$ 200.00	\$ 4,000.00
604.412	Rehab. Drop Inlets, Catch Basins, or Manholes, Class I	EA	1	\$ 1,500.00	\$ 1,500.00
618.30	Detectable Warning Surface	SF	30	\$ 50.00	\$ 1,500.00
630.15	Flaggers	HR	300	\$ 45.00	\$ 13,500.00
635.11	Mobilization/Demobilization	LS	1	\$ 20,972.50	\$ 20,972.50
641.10	Traffic Control	LS	1	\$ 10,000.00	\$ 10,000.00
646.48	Durable 24-inch Stop Bar	LF	10	\$ 25.00	\$ 250.00
646.500	Durable Crosswalk Marking	LF	58	\$ 40.00	\$ 2,320.00
675.20	Traffic Signs, Type A	SF	16.5	\$ 35.00	\$ 577.50
675.341	Square Tube Post and Anchor	LF	11	\$ 15.00	\$ 165.00
675.50	Removing Signs	EA	6	\$ 50.00	\$ 300.00
675.60	Erecting Salvaged Signs	EA	6	\$ 200.00	\$ 1,200.00
679.21	Light Pole Base	EA	4	\$ 1,600.00	\$ 6,400.00
900.620	Special Provision (Electrical Service Cabinet)	EA	1	\$ 15,000.00	\$ 15,000.00
900.620	Special Provision (Ornamental Light)	EA	4	\$ 3,500.00	\$ 14,000.00
900.620	Special Provision (Rewiring Existing Monument Light)	EA	1	\$ 2,000.00	\$ 2,000.00
900.640	Special Provision (Electrical Conduit)	LF	430	\$ 40.00	\$ 17,200.00
900.640	Special Provision (Granite Curb)	LF	300	\$ 50.00	\$ 15,000.00
900.645	Electrical Allowance (N.A.B.I.)	LS	1	\$ 7,500.00	\$ 7,500.00
900.645	Special Provision (Class A Restoration of Growth)	LS	1	\$ 4,000.00	\$ 4,000.00
900.645	Special Provision (Relocation of Monument)	LS	1	\$ 5,400.00	\$ 5,400.00
900.675	Special Provision (Portland Cement Concrete Sidewalk, 5 inch)	SY	180	\$ 85.00	\$ 15,300.00
900.675	Special Provision (Portland Cement Concrete Sidewalk, 8 inch)	SY	27	\$ 95.00	\$ 2,565.00
	SubTotal Construction Cost				\$ 164,300.00
	Contingencies (15%)				\$ 24,000.00
	<b>Total Construction Cost</b>				<b>\$ 188,000.00</b>
	Design Engineering				\$ 28,800.00
	Construction Engineering				\$ 24,600.00
	<b>Total Project Cost</b>				<b>\$ 241,400.00</b>

Notes: The construction cost estimate is based on final design plans dated February 27, 2018.