

Wilmington Selectboard Agenda
June 18, 2019 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of June 4, 2019 (5 minutes)
3. Action Items (15 minutes)
 - *The Selectboard to appoint a representative for tax sale.*
 - *The Selectboard to possibly appoint Scott Moore to a 5-year term as Wilmington Fire Warden, and Michael Mannhaupt as Deputy Fire Warden to a 5-year term.*
 - *The Selectboard to possibly accept the financial management questionnaire.*
 - *The Selectboard to possibly appoint Diane Abate to the DRB to a term expiring 2022.*
4. Planning Commission (15 minutes)
 - *The Selectboard to possibly accept the Flood Hazard Regulations and amended Zoning Articles IV and VII from the Planning Commission and set public hearing dates.*
5. Sewer Commission (15 minutes)
 - *The Selectboard to possibly authorize Wastewater Chief Operator John Lazelle to represent the wastewater system on the Vermont Rural Water Association Board.*
6. Liquor Commission (5 minutes)
 - *The Liquor Commission to possibly approve a Request to Cater Permit and an Outside Consumption Permit Exemption for an event being held at Memorial Hall on August 10, 2019, catered by Pipedream, LLC dba Anchor Seafood.*
7. Financial Review (20 minutes)
 - *Finance Officer to review current financials.*
8. Other Business/Correspondence
9. Select Board Members Comments
10. Town Manager's Updates (10 minutes)
11. Executive Session
 - *The Selectboard to possibly enter into executive session to discuss a municipal contract and an employee contract.*

Resume Update

August 2016 to present

May 20, 2019

Diane Abate

Project Manager

Stevens and Associates PE, 95 Main Street,
Brattleboro, Vermont

Three years ago, I decided to relocate to southern Vermont, Wilmington specifically, to move closer to family and to challenge myself professionally. I was fortunate that Steven's and Associates was looking for a Project Manager during this same time frame. Steven's and Associates core values resonated with my own. S&A has built a reputation for smart design for livable communities and is an integrated and award-winning Architecture, Civil & Structural Engineering, and Landscape Architecture consulting firm specializing in livable communities, historic building preservation and campus design. They believe in projects that embrace the fabric of New England cities and towns through adaptive reuse of old buildings, sensitive design of new buildings, and the creation of pedestrian friendly downtowns.

Since joining Stevens & Associates in August of 2016, I've had the opportunity to work on renovations and new construction that honor these beliefs that look for beauty and practicality of traditional design with durability, utility, and style. Each project has provided me with an opportunity to grow as a design professional especially in the areas of historic preservation, downtown communities and housing.

The following is a list of some projects I've been directly involved in since joining the firm;

Riggs Distier; Jacksonville, Vermont

New Construction

Commercial Office Building

Role: Project Manager

ACT 250 Project

The Broad Brook Grange; Guilford, Vermont

Historic Renovation for the BBCC a non-profit community organization

Role: Project Manager

Downtown and Village Center Tax Credit Program

Putnam Block Redevelopment Project; Bennington, Vermont

Mixed Use Residential

Historic Renovation and Adaptive Re-use of the Putnam Hotel, Winslow Building and Courthouse (AKA Penney Saver)

Role: Project Manager

Historic Tax Credits – (Secretary of Interior's Standards for Treatment of Historic Properties)

Central Square Terrace, Keene NH

6 story 90-unit Mixed Use – Senior Housing

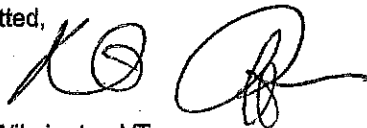
Historic Downtown of Keene, NH

Role: Project Manger

HUD, CDBG NHHFA funded

I'd like put my architectural experience and my commitment to help the town that has been a unique part of my story and my families story for many years, by offering my services to the Development Review Board.

Respectfully submitted,



Diane Abate

41 Whitney Lane, Wilmington VT

DIANE ABATE

41 Whitney Lane, Wilmington VT 05363 | (C) 718 578 1371 | dabate9780@aol.com

Professional Summary

Versatile and energetic Architect accomplished in the design and construction of multiple building types of varying scale with an expertise in educational and community facilities. Practical and hands-on project team player adept at successfully and effectively interacting with clients, consultants and contractors. Skilled Architect with more than ten years in construction. Readily adapts to new technology and building typologies. Thrives in fast-paced environments in which deadlines are the priority and multi-tasking is the norm.

Skills

- NY Registered Architect
- Building codes knowledge
- Time management
- Organized
- Strong verbal and written communicator
- Material application knowledge
- Specifications
- Permitting and administration knowledge
- Bidding Process
- Educational and civic architecture
- AutoCAD
- Freehand sketching
- SketchUp Pro
- Photoshop

Work History

Associate Architect

05/2001 to 2016

Peter Gisolfi Associates – Hastings Hudson, NY

- Supervised preparation of technical drawings by architectural technicians.
- Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.
- Met with municipal building department and other governing agency officials to coordinate approvals.
- Recommended minor adaptations and modifications to complete working drawing sets.
- Verified that construction detail documentation conformed to quality assurance and best practice standards.
- Kept the project on schedule and within budget while serving as project leader.
- Mentored less experienced architects and trained architectural personnel.
- Created, printed and modified drawings in AutoCAD.
- Managed and led a multi-disciplinary team throughout development and contract document phases.
- Devised overall strategy for documentation and identified the sheets planned for each stage of the work.
- Consulted with clients to determine functional and spatial requirements of the new structure.
- Coordinated with clients, consultants and contractors during construction bidding.
- Communicated with all other vendors and contractors and incorporated their input into project designs.

Production Team Manager/Project Supervisor

09/1995 to 09/2001

City University of New York Database Project – New York City, NY

- Managed and led over thirty student interns in the development and completion of a pilot program that became the basis for using an integrated space planning database with AutoCAD. It involved the survey and recording of every building within the nineteen CUNY campus, over ten million square feet of space.
- Created, printed and modified drawings in AutoCAD.
- Mentored less experienced interns and trained personnel in drafting, database and surveying techniques.
- Attended all team meetings to resolve technical and project issues, coordinate with team members and review project schedules.

Interior Design and Architectural Drafting

10/1993 to 09/1994

Eliseo Bostwick and Purcell Architects – Port Chester, NY

- Specified proper products and materials for each project.
- Facilitated requests regarding product information, installation methods and product upgrade options.
- Prepared construction documents and details to implement design concepts.
- Consulted with clients to determine architectural preference to meet overall design goals.

Education

Fine Arts

Undergraduate Studies

School of Visual Arts - New York City, NY

- Fine Arts coursework

Bachelor of Science: Architecture

1999

CUNY School of Architecture - New York City, NY

- Awarded Excellence in Design 3rd and 4th year
- Teaching Assistant - taught perspective and freehand drawing to other architecture students

BBA: Architecture

2001

CUNY School of Architecture - New York City, NY

Graduated Cum Laude

Awarded Best Thesis Project

APPLICATION FOR WILMINGTON OPEN CONTAINER ORDINANCE EXEMPTION PERMIT

Organization: Antolik-Hagen Wedding Agent Name: Heather Antolik Phone: 570-262-2246
Mailing Address: 139 Summer St. #3, Lowell, MA 01852 Email: heather.antolik@gmail.com

Date(s) and Hours of Activity: Saturday August 10 from 3 pm to 12 midnight

Location/Building: 14 W. Main St., Wilmington, VT 05363 Number of Participants: 175

Name and contact information of the Vermont Licensed and Permitted Liquor Caterer (see #2 below) who will be serving the alcohol: Anchor Seafood, 8 S. Main St, Wilmington VT, 802-464-

Description of Activity: Wedding reception for approximately 175 people

June 4, 2019
Date of Application

Heather Antolik
Signature of Applicant

Please do not write below this line.

WILMINGTON BOARD OF LIQUOR CONTROL/SELECTBOARD ACTION ON EXEMPTION PERMIT

Date of Action:

Restrictions, if any:

- 1. The legal capacity as determined by the State Fire Marshall, shall not be exceeded.
2. The alcohol caterer must have a Catering Designation from the VT Department of Liquor Control (DLC) and must also obtain either an Alcohol Catering Permit for the event OR a Special Event Permit, whichever is required by the state.
3. The holder of the liquor license shall conform to all provisions in the catering permit as well as to all state alcohol laws.
4. Alcohol shall only be served in a closed area.
5.
6.

Approved:

Disapproved:



Request to Cater Malt, Vinous and/or Spirituous Liquors

\$20.00 Application Fee (must be included)

License Number: 5152-002-Catr-001

Licensee Name: Pipe Dream LLC

Doing Business as: Anchor Seafood

Street: 8 South Main Town/City Wilmington

Contact Name & Phone: Susan Lawrence 802-464-2112

Email or Fax: anchor@sover.net

BE SURE TO READ INSTRUCTIONS BELOW, BEFORE COMPLETING APPLICATION

- 1) Describe type of event: Wedding
2) Location of event: Historic Memorial Hall, West Main St Wilmington
3) Date of event: Aug. 10 2019
4) Hours of operation from beginning to end: 6pm - 12am
5) Approximate number of persons expected: 140

Signed: Susan Lawrence Date: 6-3-19

Each catered event must have approval from the Town/City before submitting this application to Liquor Control.

Please check one: [] Approved [] Disapproved

Town/City Clerks Signature (Catered location) Town/City

Date

SUBMIT THIS APPLICATION TO DLC AT LEAST 5 DAYS PRIOR TO EVENT

DIRECTIONS:

- 1) Submit to Town/City clerk for approval (Town/City Clerk will send to DLC).
2) Follow all liquor control laws and regulations (what applies to a first or first and third class license also applies to the caterer's license).
3) Must have a defined area for serving and consumption of alcohol with designated barriers.
4) Must have separate toilet and lavatory facilities available for both men and woman.
5) Provide sufficient number of employees for control purposes.
6) No personal checks will be accepted.

Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?	X			Christine Richter
Do you reconcile bank and ledger balances monthly?	X			
Are checks always written to specified payees and not to cash?	X			
Does the same individual open the mail and deposit checks?		X		
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?		X		
Do you always provide a numbered receipt for any cash payment made to the town?		X		
Have select board members attended financial trainings?			X	
Are bank statements reconciled on a regular basis?	X			
Does someone other than the treasurer review bank reconciliations?	X			
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?	X			
Have there been any changes in authorized signatures during the fiscal year?		X		
Has a signature stamp ever been used for any town account	X			
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?	X			
Does each town official have copies of these policies and procedures?			X	
Have you attended trainings on recordkeeping?	X			
Are checks written by the same individual who approves payments?		X		
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?	No elected auditors			
Are bank accounts and fund balances reconciled on a monthly basis?	X			
Does the town loan money to town employees?		X		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of Williamston, Vermont.

Preparer: (signature) Christine Richter (printed name): Christine Richter Title: Finance officer

Received by Select Board (signature): _____ on (date): _____