

Wilmington Selectboard Agenda

April 21, 2020 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of April 7 and 16, 2020 (5 minutes).
3. Action Items (5 minutes)
 - *The Selectboard to possibly appoint Alex Struzinski to the Trails Committee.*
 - *The Selectboard to possibly approve the 2020 Local Emergency Management Plan.*
 - *The Selectboard to possibly vote to waive the penalties imposed for missing dog licensing deadlines until July 1, 2020*
4. Sewer Commission (10 minutes)
 - *The Sewer Commission to possibly approve a sewer allocation for an additional 42 gpd at 155 VT RT 100 N*
5. Emergency Management During COVID-19 (20 minutes)
 - *The emergency management director to give an update on emergency preparedness and response.*
6. Liquor Commission (5 minutes)
7. Other Business
8. Select Board Members Comments
9. Town Manager's Updates (10 minutes)
10. Executive Session
 - *The Selectboard to possibly enter into executive session for the purpose of reviewing the recommendation for Town Clerk.*
 - *The Selectboard to possibly appoint a Town Clerk.*

Jessica DeFrancesco

From: Jake Roberts <jake@ppsnewengland.com>
Sent: Monday, April 13, 2020 9:35 AM
To: Jessica DeFrancesco
Subject: Fwd: FW: RE: Trail committee alternate member.

----- Forwarded message -----

From: alex <alex@theoriginalwhatsonmyroof.com>
Date: Mon, Apr 13, 2020 at 9:34 AM
Subject: FW: RE: Trail committee alternate member.
To: <jake@ppsnewengland.com>

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: alex <alex@theoriginalwhatsonmyroof.com>
Date: 2/4/20 15:20 (GMT-05:00)
To: Jake Roberts <jake@ppsnewengland.com>
Subject: RE: Trail committee alternate member.

Hi Jessica and Jake!

I would love to do my due diligence to our great town, and I thought that joining the trail committee would be a great start. My family and I walk the trails weekly in the warmer months, and we love what you have done so far. I understand that in order for these trails to exist that you rely on motivated volunteers to take interest, and take action. I would love for you to consider myself as an alternate, as I feel that I could be an asset to both the trails, and the committee. Thank you for entertaining the idea of me joining!

Sincerely,

Alex Struzinski

Sent from my Verizon, Samsung Galaxy smartphone

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Jake Roberts
Founder/Owner
802 266 2244
jake@ppsnewengland.com
www.ppsnewengland.com

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

(Do not write in boxed area - for office use only)

Map No. _____	Fee \$25.00+\$11.00Recording	Date Received: <u>3/18/2020</u>
PSC No. _____	\$36.00 Fee due at application <input type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: <u>John Fogler</u>	

Applicant: Eugene Gates Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: 155 VT ROUTE 100 N Tax Map Number: MAP 21 / LOT 45.000
 (911 Locatable address - Street or Road)

Residence Commercial Building Other: (describe) 2 Bedroom Residence w/ 1 sect hair salon

I am applying for the following establishments listed to be connected to the building sewer or added to existing allocation :

Establishment	Unit	Number	Gallons/Person/Day/Unit	Total Gallons/Day
<i>Example:</i> Restaurant	Seat	10	30	300
Single Family Residence	Bedroom	2	140	280
Hair Salon	Stylist/operator	1	32	32
Hair Washing	Chair	1	150	150

I hereby request an allocation permit as described for gallons per person per day TOTAL 462 gpd
 Do not write in boxed area - For administrative use only

SIGNED: E. Gates
 (Applicant)

P.O. Box 463
 (Mailing Address of Applicant)

Wilmington, VT 05363
 (City, State and Zip Code)

Credit existing unused gallonage: <u>420</u> gpd
Allocation to be purchased Total <u>42</u> gpd
CONDITIONS:
1. Total Allocation Fee (<u>42</u> gpd x \$10/gpd) \$ <u>420.00</u>
2. 25% of the total Allocation fee (\$ <u>105.00</u>) is due within 30 days: On or before _____, 20____.
3. The remaining 75% (\$ <u>315.00</u>) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
4. Other: _____
Preliminary Approval Granted: date _____
Preliminary Approval Expires: date _____ (3 months)
By: _____
Wilmington Board of Sewer Commissioners Agent
Extension of Preliminary Approval granted: date _____
Extension Preliminary Approval Expires: date _____
By: _____
Wilmington Board of Sewer Commissioners

NOTE: Final Approval must be obtained by Preliminary Approval expiration date. To apply for Final Allocation, submit the application on page 2 of this form (on back) once all necessary state and federal permits have been issued and received.

If applicant is unable to obtain permits needed to apply for Final Approval by deadline, he must apply for an extension. Sewer Commissioners will consider reason for extension (i.e. zoning appeal etc.) and may or may not grant an extension. If not granted, applicant can reapply for allocation.

Local Emergency Management Plan Municipal Adoption Form

Town/City of Wilmington
 2 East Main St, PO Box 217
 Wilmington, **VT** 05363

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Municipality	Wilmington
LEMP Adoption Date	4/21/20
NIMS Adoption Date	10/1/2014
EMD Name	Scott Moore
Position	EMD
Primary Phone	802-780-9452
Alternate Phone	802-464-8022
Email	smoore@wilmingtonvt.us
POC 2 Name	Matthew Murano
Position	Police Chief
Primary Phone	802-384-8594
Alternate Phone	802-464-8593
Email	matthew.murano@vermont.gov
POC 3 Name	Scott Tucker
Position	Town Manager
Primary Phone	802-780-9451
Alternate Phone	802-345-5597
Email	stucker@wilmingtonvt.us

Mark this block if a readopted plan has no changes since the previous year.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____

 Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* _____

 Printed Name, Selectboard / council member

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Local Emergency Management Plan (LEMP)

Required Elements

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.

Municipal Adoption		
<input checked="" type="checkbox"/>	Municipal Adoption Form	
	Municipal adoption of National Incident Management System (NIMS)	<input checked="" type="checkbox"/>
	Contact information for local authorities during an emergency	<input checked="" type="checkbox"/>
	Certification that LEMP meets Vermont NIMS / Implementation Guidance	<input checked="" type="checkbox"/>
	LEMP adoption by local selectboard / city council (annual)	<input checked="" type="checkbox"/>
LEMP Required Elements		Page
<input checked="" type="checkbox"/>	Planners	
	List of people who wrote / maintain the LEMP	
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	Activation authority	
	EOC staff positions and duties (minimum 1)	
	List of potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1)	
<input checked="" type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits (if any)	
	List of municipal contracts that can be used during an emergency (if any)	
	List of other local resources that could be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List	
<input checked="" type="checkbox"/>	Public Information and Warning	
	VT-Alert contact information	
	Local website / social media information (if any)	
	List of local media outlets (if any)	
	Public notice sites for non-phone/Internet information	
	Vermont 2-1-1 contact information	
<input checked="" type="checkbox"/>	Vulnerable Populations	
	List of organizations/facilities that serve local vulnerable populations	
	Identification and monitoring process	
<input checked="" type="checkbox"/>	Shelters	
	Spontaneous and regional shelter information	
	Opening information for local shelters (if any)	
	Service information for local shelters (if any)	
<input checked="" type="checkbox"/>	Contact Information	
	Emergency Management personnel	
	Response organizations	
	Municipal officials / public works	
	State, region, and adjacent municipality contacts	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

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?	Fire Chief
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
Sheldon Brassor	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:	No limit has been set	
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Copiers	WB Mason	888-926-2766
Water	Berkshire Water	800-244-3212
Electrician	Swan Electric	802-464-2499
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
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					
Aerial Fire Truck			N/A	N/A		Truck, Plow	2	3	3	1	
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							

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:	Brattleboro Union High School, 131 Fairground Rd, Brattleboro 05301
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; Lia Kingsley (open shelter)
Phone Numbers:	802-380-1782; 802-368-2381
Shelter Manager:	
Staff Requirements:	
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: Generator? Y / N Pets Allowed? Y / N
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:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	
	Capacity: Generator? Y / N Pets Allowed? Y / 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@sover.net
EMS Chief	Heidi Taylor	802-464-3022			heidi@dvrescue.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	Sheldon Brassor	802-780-8490	802-464-5515		sbrassor@wilmingtonvt.us
Road Commissioner	Scott Tucker	802-780-9451	802-345-5597		stucker@wilmingtonvt.us
Town Garage	Bret Brown	802-464-2264		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	802464-8591	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

