

Wilmington Selectboard Agenda
April 6, 2021 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of March 16 and 23, 2021 (5 minutes)
3. Action Items (5 minutes)
 - *The Selectboard to possibly re-appoint Ann Manwaring as representatives to DV Fiber, and Alan Baker, and Gretchen Havreluk as alternates.*
 - *The Selectboard to possibly appoint Chrystal Holt to the DRB.*
 - *The Selectboard to accept the resignation of Randy Knaggs from the Recreation Committee.*
4. Windham Solid Waste District Recycling Containers (5 minutes)
 - *The Selectboard to possibly approve an MOU and bill of sale accepting ownership recycling containers previously loaned to the Town.*
5. Sidewalks (25 minutes)
 - *The Selectboard to receive a recommendation for design of the North Main St sidewalk. The Selectboard to possibly authorize the town manager to enter into and sign a contract with Dufresne Group.*
 - *The Selectboard to receive an update on the E Main St sidewalk project.*
6. Electric Vehicle Charging Stations (20 minutes)
 - *The Selectboard to possibly approve the design of the BLINK EVC stations at the park & ride and to authorize the Town Manager to sign a contract pending a DRB hearing and permitting.*
7. Memorial Hall (10 minutes)
 - *The Selectboard to discuss the re-opening of Memorial Hall*
8. Liquor Commission (5 minutes)
 - *The Liquor Commission to possibly approve a First- and Third-Class License Renewal for Cask & Kiln Kitchen at 4 N Main St.*
9. Other Business
10. Select Board Members Comments
11. Town Manager's Updates (10 minutes)

Wilmington Selectboard Meeting Minutes

March 16, 2021

Present: Tom Fitzgerald, John Gannon, Vince Rice, Tony Tribuno **Absent:** Sarah Fisher

Others Present: Scott Tucker, Jessica DeFrancesco, Meg Staloff, Chuck Clerici, Gretchen Havreluk, Jessica Lee Smith, Angela Yakovleff, Therese Lounsbury, Ethan Schoonmaker, Mike Tuller, Matt Murano, Amelia Nick-DVN, Dennis Richter, Scott Moore, Christine Richter

1. Public Hearing for Zoning Ordinance Changes

The public hearing was opened at 6:03 pm

Staloff reviewed the changes that had been made. In the introduction to Article IV, the Village Design Review District should be listed. It should also state that there are 3 overlays, not 2. These are not big changes; they were just omitted previously. Article VIII has a change to window signage, allowing maximum displays potential. The window display size was moved from section 823 K so a business can have 30% of its windows covered by signage rather than the previous 6 sq feet per side. Tuller feels this could be a disadvantage for some, but an advantage for others.

Hearing closed at 6:18 pm

2. Visitors, Public Comments, Possible Changes to the Agenda

- Jessica Lee Smith inquired how the auctioneer could be helped. Why does he have to leave so that the lot could be used for a green space, when there is a park across the street. Moore commented that the trucks need line of sight coming and going.
- After item #4, add a Financial Update
- Under other business, recommend a special meeting next Tuesday at 8 am

3. Approve Minutes of March 9, 2021

- Gannon moved to approve the minutes of March 9, 2021, Rice second; all in favor.

4. Zoning Ordinance Approval

- Gannon moved to approve the proposed changes to zoning articles IV and VIII as presented, with the one addition presented tonight, Rice second; all in favor.

5. Public Safety Facility

- VIS is recommended for Clerk of the Works. The rate is slightly lower, and they have quite a bit of experience with projects of this magnitude. Gannon moved to approve the Public Safety Facility Committee's recommendation for Clerk of the Works, and give the Town Manager authority to execute the contract, Tribuno second; all in favor.
- Gannon moved to approve a letter of authorization to BreadLoaf to move the project forward pending the AIA contract legal review, Rice second; all in favor.

6. Financial Update

- The general fund revenues are at about 70%. Town Clerk fees are up as are transfer station fees.
- The general fund expenditures are at 65%, which is on target. Fire Dept looks high, but they have more, such as volunteer stipends that they pay out earlier in the year.

7. Bi-Town Marketing Funding

- Bi-Town Marketing gave an overview on how they are utilizing the Charette plan that was presented previously. Fitzgerald questioned the results we are seeing from the funds already given. Gannon is concerned about the amount of money to re-build the website. Smith commented that a website of a certain platform is inexpensive and simple, and shouldn't cost that much money. Fitzgerald moved to approve funding for Bi-Town Marketing in the amount of \$48,250, contingent on Dover Selectboard approving the same amount, Gannon second; vote 3-1.

Fitzgerald moved to enter into liquor commission at 6:59 pm, Rice second; all in favor.

8. Liquor Commission

- Rice moved to approve a First-Class License and Outside Consumption Renewal for L&W Hospitality dba The Vermont House at 15 W Main St and dba the Nutmeg Inn at 153 W Main St; A First- and Third- Class and Outside Consumption Renewal for Jim's Bistro at the Roadhouse at 4 Old Ark Rd, second; all in favor, Tribuno second; all in favor.

Out of liquor commission at 7:01 pm

9. Other Business

- Special meeting Tuesday, March 23rd at 8 am

10. Select Board Members Comments

- Tribuno saw the article in the DVN regarding the recent Police Dept incident. He is happy when there is action against crime.

11. Town Manager's Updates

- Working on contracts for the Public Safety Facility project.

Meeting adjourned at 7:08 pm

Respectfully Submitted,
Jessica DeFrancesco, Administrative Assistant

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

Wilmington Selectboard Minutes
March 23, 2021

Present: Tom Fitzgerald, John Gannon, Vince Rice, Sarah Fisher, Tony Tribuno

Others Present: Scott Tucker, Jessica DeFrancesco, Gretchen Havreduk

Meeting called to order at 8:00 am

1. Visitors, public comments, changes to agenda
 - Add a Third-Class renewal for the Maple Leaf Tavern

Entered Liquor Commission at 8:01 am

2. Liquor Licenses
 - Rice moved to approve, second by Tribuno; all in favor;
 - Second-Class license renewals for Sonny's Cup & Saucer Inc dba C&S Beverage at 157 Rt 100 N and Ratu's Liquor & Market at 34 W Main St;
 - A First- and Third- Class license renewal for The Maple Leaf Tavern at 3 N Main St;
 - First- and Third-Class and Outside Consumption renewals for VT Golf Hospitality LLC dba The Stack Restaurant at 70 Spyglass Dr, L&S Inc dba North Star Bowl at 179 Rt 100 N, La Casita LLC at 14 S Main St, WI Foster LLC dba The Wilmington Inn at 41 W Main St; and
 - First- Class and Outside Consumption renewal for The Village Roost at 20 W Main St.

Out of Liquor Commission at 8:03 am.

3. Property Assessment Appeal
 - Gannon moved to approve a letter of appeal to PVR regarding the Ronald and Lauren Shriberg v Town of Wilmington property assessment appeal, Rice second; all in favor.
4. Other Business
5. Executive Session
 - Fitzgerald moved to find that premature general public knowledge of the revolving loan application would place the town at a substantial disadvantage, Rice second; all in favor.
 - Fitzgerald moved to enter into executive session at 8:07 am, to include the town manager and economic development coordinator, to discuss a revolving loan application, all in favor.

Out of executive session at 8:33 am

- Gannon moved to approve the revolving loan to White Wolf Auction for 5 years at 3.62 % with monthly payments of \$364.91 beginning October 1, 2021, Tribuno second; all in favor.

Meeting adjourned at 8:38 am

Respectfully Submitted,
Jessica DeFrancesco, Administrative Assistant

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno



empowering our connection to the future



A RESOLUTION APPOINTING A REPRESENTATIVE TO THE GOVERNING BOARD OF THE DEERFIELD VALLEY COMMUNICATIONS UNION DISTRICT

WHEREAS, as provided in V.S.A. Title 30, Chapter 82, section 3059, the legislative body of each member town shall appoint annually on or before the last Monday in April a Representative and one or more Alternates to the Governing Board of the Communications Union District (District) of which it is a member, each for a one-year term to begin at the District’s Annual Organizational meeting on the second Tuesday in May,

NOW, THEREFORE, BE IT RESOLVED THAT:

The Selectboard of the Town of Wilmington hereby appoints the following representative and one or more alternates to the Governing Board of the Deerfield Valley Communications Union District (DV Fiber) for terms of one year each:

Representative: Ann Manwaring

Alternates: Alan Baker

Alternates: Gretchen Havreduk

Adopted at a regular meeting of the Selectboard of the Town of Wilmington duly held on the 6th day of April, 2021.

ATTEST: _____
Selectboard Chair

April 6, 2021
Date

Instructions

The Selectboard must appoint the Representative and Alternates not later than April 26, 2021.

*The Chair must sign and date this form and deliver it by postal mail to: David Jones, Clerk
DV Fiber
PO Box 131
Halifax, VT 05358*

The appointments shall be effective on May 11, 2021 or when the form is received, whichever is later.

The previously appointed Representative and Alternates shall continue to serve until this form is received.

From: Chrystal Holt <chrystal@1acoffee.com>
Sent: Monday, March 8, 2021 11:25 AM
To: Scott Tucker <stucker@wilmingtonvt.us>
Subject: Re: DRB Position

Happy Monday Scott,
Below is a quick bio as requested. Let me know if you need more information or have any questions.

Chrystal G. Holt

Born in Boise, Idaho to a military family. Grew up in several places, but spent most of my early life in Alabama. Completed Bachelor of Science at University of Alabama Birmingham, then followed up with a Masters in Clinical Psychology at Auburn University. Married back into the military life- this time as a spouse. Lived several places to include Las Vegas, NV; Montgomery, AL; Helsinki, Finland and most recently, Washington DC before coming to Vermont. Professional background spans a variety of industries to include child psychology, retail, real estate property management, government contracting (program support and management) and now am a small business owner. I enjoy reading fiction and children's books, interior decorating, cooking and baking, organizing, hospitality, hiking, coffee, and gardening. I am a mother to two children and currently we are enjoying our first year of homeschooling. I enjoy contributing to something bigger than myself, and am a type 2 on the Enneagram scale.

Phone: 334-414-1696
Email: chrystal@1acoffee.com

Kindly,
Chrystal

To whom it may concern,

As my residence will so be in Westmore Vermont, I must tender my resignation from the Recreation committee.

Regrets
Randy Knaggs



WINDHAM SOLID WASTE MANAGEMENT DISTRICT
327 OLD FERRY ROAD, BRATTLEBORO, VT 05301
(802) 257-0272 FAX (802) 257-5122
www.windhamsolidwaste.org

BILL OF SALE

KNOW ALL PERSONS BY THESE PRESENTS, THAT Windham Solid Waste Management District, a Vermont Municipal Corporation located in the County of Windham and State of Vermont with a principal place of business in Brattleboro, Vermont, in consideration of one dollar and other good and valuable consideration paid to it by and **Town of Wilmington**, a Vermont Municipal Corporation located in County of Windham, and State of Vermont, by these presents does grant, sell, transfer and convey to **Town of Wilmington** those assets identified as 7 roll-off recycling container(s), which are currently under the control of **Town of Wilmington** and located within its boundaries in a location or locations known to the **Town of Wilmington**.

TO HAVE AND TO HOLD the said roll-off recycling container(s) unto **Town of Wilmington**, its successors and assigns, for their own use and behoof forever. The roll-off recycling container(s) are conveyed in "AS IS, WHERE IS, AND WITH ALL FAULTS" condition and without any warranty of merchantability, or fitness for any purpose.

IN WITNESS WHEREOF, the undersigned, **Robert Spencer**, as duly authorized agent of **Windham Solid Waste Management District** hereunto sets his hand and seal this ____ day of April 2021.

Witness

By: _____
Robert Spencer, Individually and as duly authorized agent of Windham Solid Waste Management District

Witness

By: _____
Thomas Fitzgerald,
Wilmington Selectboard Chair

Brattleboro Brookline Dover Dummerston Guilford Halifax Jamaica Marlboro Newfane
Readsboro Somerset Stratton Townshend Vernon Wardsboro Westminster Wilmington



WINDHAM SOLID WASTE MANAGEMENT DISTRICT
327 OLD FERRY ROAD, BRATTLEBORO, VT 05301
(802) 257-0272 FAX (802) 257-5122
www.windhamsolidwaste.org

TERMINATION OF THE MEMORANDUM OF UNDERSTANDING

TO: Member Towns with Loaned WSWMD Recycling Roll-Off Containers:

Brookline, Halifax, Jamaica, Marlboro, Readsboro, Townshend, Wardsboro, and Wilmington

FROM: Bob Spencer, Executive Director

DATE: March 29, 2021

RE: Termination of the Memorandum of Understanding

Background

On November 28, 2017, Windham Solid Waste Management District (“WSWMD”) and eight member towns entered into the attached Memorandum of Understanding (“MOU”) for WSWMD to loan roll-off recycling containers to each of the eight member towns who agreed to accept them. In accordance with this 2017 MOU, WSWMD loaned, without charge, a total of 26 recycling roll-off containers for use by each of the town’s recycling programs at transfer stations, as well as “24-7” sites.

The MOU recognized that the containers would be used by the town’s recycling hauler, that WSWMD would provide insurance for the containers, that the towns were individually responsible for maintenance of the containers, and that the MOU would “be effective until terminated.”

Terms and Conditions of Termination

At its March 11, 2021 meeting, the District Board of Supervisors voted to terminate the MOUs with the towns, and to transfer ownership of the containers to the towns under the following conditions:

1. The transfer of ownership will occur on June 30, 2021, unless a town exercises its option to return the containers at their own expense.

Brattleboro Brookline Dover Dummerston Guilford Halifax Jamaica Marlboro Newfane
Readsboro Somerset Stratton Townshend Vernon Wardsboro Westminster Wilmington

The containers shall be transferred AS IS, WHERE IS, AND WITH ALL FAULTS. The transfer of the containers is without any warranty or representations as to condition, title, usefulness, or any other warranty under Vermont law or any rights in equity.

2. WSWMD shall maintain insurance coverage of the containers through June 30, 2021, at which time any such policy will terminate or expire and shall not be renewed. After June 30, 2021, it will be incumbent on the towns to maintain insurance coverage, as each municipality may determine.
3. The Towns have the option to return the containers to WSWMD at their own expense.
4. When the useful life of a container has been reached, the town shall be entitled to keep the scrap metal value of the container.
5. All ownership shall transfer to the Town via the attached bill of sale, or similar document.

WSWMD Board of Supervisors recommends that the Selectboard of each town review and approve the terms of this memorandum, and sign below to accept the terms for either 1) accepting ownership of the containers, or 2) returning the containers at the town's expense.

1. On behalf of the Town of Wilmington, we, the Selectboard, agree to accept the recycling roll-off containers previously loaned to the Town, and which are currently located with the Town, under the terms and conditions offered in this Termination of the Memorandum of Understanding. We further represent that this acceptance has been duly warned, approved, and authorized by the Selectboard.

Town: Wilmington
Selectboard Chair: _____
Date: April 6, 2021

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