

**Wilmington Selectboard Agenda**  
**May 4, 2021 at 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of April 20, 2021 (5 minutes)
3. Action Items (5 minutes)
  - *The Selectboard to possibly Alex Rioux and Julie Koehler to the Trails Committee for terms expiring April 2024 and April 2025.*
4. Transfer Station (15 minutes)
  - *The Selectboard to discuss and possibly approve changes to the transfer station fee schedule.*
5. Tax Sale (10 minutes)
  - *The Selectboard to appoint a member as voting agent for the town tax sale on June 24<sup>th</sup> at noon.*
6. 1% Local Option Tax Fund Request (10 minutes)
  - *The Selectboard to possibly approve Wilmington Works' biennial funding request in the amount of \$30,000.*
7. Route 9 Feasibility Study (30 minutes)
  - *Aldrich & Elliott to present the Rt 9 feasibility study for the Water/Sewer expansion.*
  - *The Selectboard to possibly authorize the Town Manager to submit an application for federal earmark.*
8. Local Emergency Management Plan (5 minutes)
  - *The Selectboard to possibly approve the Local Emergency Management Plan*
9. Liquor Commission (5 minutes)
  - *The Liquor Commission to possibly approve a First-Class Liquor License for Folly Eats LLC dba Folly at 33 West Main St.*
10. Other Business
11. Select Board Members Comments
12. Town Manager's Updates (10 minutes)
13. Executive Session
  - *The Selectboard to enter into executive session to discuss a contract with the Hermitage Member Club and Fire Dept.*

## Wilmington Selectboard Meeting Minutes

April 20, 2021

**Present:** Tom Fitzgerald, John Gannon, Sarah Fisher, Tony Tribuno, Vince Rice at 6:33 pm

**Others Present:** Scott Tucker, Jessica DeFrancesco, Christine Richter, Carlotta Gladding, Sheldon Brasseur, Therese Lounsbury, Amelia Nick, Jessica Lee Smith

Meeting called to order at 6:04 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
  - Addition: A First- and Third-Class and Outside Consumption Renewal for Jezebel's Restaurant & Catering dba Jezebel's Eatery at 26 West Main St.
2. Approve Minutes of April 6, 2021
  - Gannon moved to approve the minutes of April 6, 2021, Tribuno second; all in favor.
3. Action Items
  - Gannon moved to accept the resignations of Alex Struzinski and Brian Hammill from the Trails Committee with regret, Tribuno second; all in favor.
  - Fitzgerald moved to appoint Carlotta Gladding to the Trails Committee for the remainder of a 4-year term expiring April 2022, Tribuno second; all in favor.
4. Twin Valley Unified Union School District Vacancy
  - The school district clerk, Therese Lounsbury, consulted with the Selectboard on the appointment of Jason Hartnett to the TVUUSD board. The TVUUSD interviewed and appointed Hartnett at their last meeting, pending this consultation. The consultation statute is temporary, and expires in 2022. The board agreed with the appointment (general consent).
5. Paving Bids
  - Gannon moved to approve the paving bid (about 50% pending state grant) from Springfield Paving in the amount of \$410,458.60, Tribuno second; all in favor.
6. South Main St Bridge
  - The cement rail on the bridge along the sidewalk at Shafter Street needs to be repaired, as rebar is showing. Gannon moved to approve the quote from Cold River Bridges to repair the South Main St bridge in the amount of \$29,770, Tribuno second; all in favor.
7. Public Safety Facility Bond
  - Fitzgerald moved to approve the state auditor's checklist required for the bond application and bond, Tribuno second; all in favor.
  - Gannon moved to authorize the town manager to sign the bond application and submit to the Vermont Bond Bank, Fisher second; all in favor.

Fitzgerald moved to enter into Liquor Commission at 6:29 pm, Tribuno second; all in favor.

8. Liquor Commission
  - Gannon moved to approve a First- and Third-Class License and Outside Consumption Application for TimTom LLC dba Alpenglow at 9 West Main St.

- A First- and Third-Class and Outside Consumption Renewal for Jezebel's Restaurant & Catering dba Jezebel's Eatery at 26 West Main St, Tribuno second; all in favor.

Out of Liquor Commission at 6:32 pm

9. Other Business

10. Select Board Members Comments

- The water district merger bill was introduced to Gov Ops (House Committee) today.

11. Town Manager's Updates

- Governor is pushing for summer recreation. Advertisements have gone out for the MS program. There is some grant funding available for current program expansion. CDC guidelines and universal guidance must be followed.
- Town buildings should be open after July 4<sup>th</sup>.

12. Executive session

- Fitzgerald moved to find that premature general public knowledge of the Bread Loaf contract and bond anticipation note may put the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session, to include the town manager and finance officer, at 6:39 p.m. to review the Bread Loaf contract and discuss borrowing in advance of a bond note, Rice second; all in favor.

Out of executive session at 7:0 pm

- Gannon moved to authorize the town manager to execute any documents related to the Bread Loaf contract for the public safety building, Rice second; all in favor.
- Gannon moved to authorize the finance officer and the Selectboard Chair to sign a Bank Anticipation Loan with Community Bank for \$1.8M, Rice second; all in favor.

Meeting adjourned at 7:04 pm.

Respectfully Submitted,  
Jessica DeFrancesco, Administrative Assistant

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

-----  
John Gannon, Vice Chair

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Vince Rice, Clerk

-----  
Sarah Fisher

-----  
Tony Tribuno

**From:** Julie Koehler <[jkoehler192@gmail.com](mailto:jkoehler192@gmail.com)>  
**Sent:** Thursday, April 29, 2021 10:41 AM  
**To:** Jessica DeFrancesco <[jdefrancesco@wilmingtonvt.us](mailto:jdefrancesco@wilmingtonvt.us)>  
**Subject:** Re: Potential New Trail Committee Members

Hi Jessica,

I apologize for the late response, Alex and I have been on vacation for the past ten days. Here is our statement of interest:

Alex Rioux and Julie Koehler, residents of Wilmington VT, are writing to share interest in joining the Wilmington Trails Committee. Alex and Julie are active users and familiar with the town's trails, and would like to participate on the committee. Alex and Julie are interested and able to assist with committee administration, grant writing, in-person participation, and trail maintenance. Alex and Julie recently purchased a home in Wilmington and are able to commit to an extended term on the committee if it was offered.

## WILMINGTON TRANSFER STATION FEE SCHEDULE (revised 4-19-21)

The following user fee schedule was adopted by the Wilmington Selectboard. (Effective 7/1/21)

No.	DESCRIPTION	TIPPING FEE
1.	Bags of general tipping material.----- <i>(A thirty (30) gallon container shall be the standard for determining the fee for household garbage waste.)</i>	\$3.50 each
2.	Construction Size bags of general tipping material -----	\$5.00 each
3.	General tipping fee ----- Minimum fee (for cubic yard trash) -----	\$50.00/cubic yard \$10.00
4.	Demolition material ----- Minimum fee (for demolition material) -----	\$50.00/cubic yard \$10.00
	Asphalt Shingles -----	\$75.00/cubic yard
	Minimum fee (for asphalt shingles) -----	\$15.00
	Concrete and Brick ----- Minimum fee (for concrete and brick) -----	\$100.00/cubic yard \$25.00
5.	Metals ----- Minimum fee (for metals) ----- (NO Propane tanks are accepted)	\$20.00/cubic yard \$ 5.00
6.	Burning pit ----- Additional: -----	\$20.00 for the first cubic yard \$ 5.00 each add. cubic yard
7.	Bicycles. -----	\$ 5.00 each
8.	Tires: 16.5 or smaller (no rims) ----- 16.5 or smaller (with rims) ----- Up to 1100 x 22 (no rims) ----- Tires larger than 1100 x 22 NOT accepted. (May be taken to WSWMD in Brattleboro.)	\$ 5.00 each \$ 7.00 each \$17.00 each
9.	Appliances: With refrigerants. ----- Without refrigerants -----	\$15.00 each \$12.00 each
10.	Lawn Mower ----- Riding Mower -----	\$ 6.00 each \$10.00 each
11.	Furniture: Small frame chairs, coffee, end tables ----- Sleeper sofas ----- Large stuffed chairs, sofas and loveseats -----	\$ 5.00 each \$17.50 each \$12.50 each
12.	Queen or Larger Mattresses ----- Box springs or Small Mattresses -----	\$15.00 each \$12.50 each
13.	Batteries: Household D or smaller – accepted for recycling. ----- Lead Acid (i.e.: car). ----- Lantern Type ----- Larger than Lantern (i.e.: Electric Fence) -----	Free \$ 3.00 each \$ 1.00 each \$ 2.00 each
14.	Annual Permits: Wilmington Residents and Taxpayers: ----- -----	\$15.00 \$10.00 Seniors
15.	Commercial Permit -----	\$30.00 annually
16.	Commercial One-time User Fee -----	\$20.00

***Vehicles without permits -\$5.00 surcharge per visit***

**Hours of Operation:**      **Tuesday: Noon – 3:30 pm**

**Friday and Sunday: 8:00 am - 3:30 pm**

**Note:** Senior citizen households shall pay a \$10.00 annual permit fee and \$2.50 user fee on one (1) thirty (30) gallon bag of household waste each week. This exemption is fixed at one bag per week.

**RECYCLING BINS:** available at the transfer station. Please see the acceptable items for each container on the other side of this sheet. **A PERMIT IS REQUIRED FOR RECYCLING**

**Transfer Station Operator Brandon Brassor    Phone: 464-5666**

# **TOWN OF WILMINGTON TRANSFER STATION**

## **REGULATIONS GOVERNING USE OF THE TRANSFER STATION**

1. Please be aware that at all times, you enter the transfer station **at your own risk.**
2. Only non-hazardous household waste may be brought to the transfer station. **Hazardous household wastes** (\*see below) **MAY NOT** go into the transfer station. If you have any questions about a material, call the town office at 464-8591. A free Hazardous Waste Collection is held annually.
3. Fifty-five gallon drums may be brought to the transfer station and deposited in appropriate place if **both ends of the drum are cut out.**
4. No one may go through the scrap metal pile. If you want **ONE** scrap metal item ask attendant who will retrieve it for you when time permits.
5. **Payment:** Payment for disposal of solid waste at the transfer station may be by cash or check made out to Town of Wilmington (with identification).

**\* Examples of Household Hazardous Wastes That Should NOT be brought To the Transfer Station: (save them for the free hazardous waste collection!)**

**FLAMMABLE LIQUIDS:** turpentine, furniture strippers, spot removers, wood preservatives

**HOUSEHOLD PRODUCTS:** drain cleaners, toilet bowl cleaners, oven cleaners, furniture polish, air fresheners, out dated medicines, old chemistry sets, photographic chemicals, pool chemicals, laundry bleach

**PESTICIDES:** moth balls and flakes, insecticides, herbicides, fungicides

**AUTOMOBILE PRODUCTS:** anti-freeze, brake fluid, waste oil

**There are on-going collection facilities at the Windham County Solid Waste District on Ferry Road in Brattleboro. Call 257-0272 for more information:** Waste oil, Large tires, Oil Paint, Fluorescent light bulbs, Computers, Oil tanks cut in half

## **TOWN OF WILMINGTON RECYCLING FACILITY RULES !**

**Please don't contaminate the recycling load! It then has to be landfilled and raises costs for everyone!**

***IF IN DOUBT-LEAVE IT OUT!*** Questions? Call 464-8591 or 464-5666

CONTAINER	YES = ALLOWED	NO = NOT ALLOWED
<b>CARDBOARD</b>	Corrugated cardboard, clean, dry, and flattened, Brown paper bags, Boxboard (e.g. cereal boxes, pasta boxes, shoe boxes)	Waxed cardboard
<b>MIXED PAPER</b>	Newspapers (inserts too), Junk mail (remove plastic wrap & plastic pieces), Mixed office paper, Magazines, Books <u>without</u> hard covers, Envelopes (windows okay), Phone books	Aseptic boxes (e.g. drink boxes, soymilk, boxed wine), Milk cartons, Tissues, Tyvek (non-tearing) envelopes
<b>CO-MINGLED CONTAINERS</b>	Glass bottles and jars, Aluminum cans, Steel (Tin) cans, Plastic bottles, lids, tubs (all #s), <b><i>Please rinse.</i></b>	Waxed cardboard, Plastic bags (can be recycled at Shaw's), Styrofoam, Light bulbs, Window glass, Ceramics, Pyrex, Kitchenware

**NOTICE: THIS SITE IS BEING MONITORED! Violators WILL be prosecuted!**

## **Requests For Funding Through the 1% Local Option Tax Fund**

**Name of Person/Organization/Business/Committee**     Wilmington Works

**Date of Request**   04/13/2021

**Contact person, phone numbers, mailing and email address**

Meg Staloff, Program Coordinator

(802) 234-1433; wilmingtonworks@gmail.com

**Amount of Request and Date Funding Needed**

Renew annual funding at \$30,000. Requesting for next two fiscal years. (2021-2/2022-3  
Payable in 3 installments of \$10,000 (July, November, March)

**Describe in detail the purpose and specific use of the funding**

Municipal funding supplements Wilmington Works' annual fundraising appeal and allows us to fund our operating budget and continue programming to support the downtown and our Town's Downtown Designation through the State Downtown Program. Participation in this program gives Wilmington priority consideration and scoring for many grant programs, as well as providing access to tax credits for downtown building owners.

Wilmington Works has been able to bring thousands of dollars of grant funding to Wilmington over the past year. We also help the Town Economic Development department with programs and grant applications, and are a direct contact with businesses in the village center.

The capacity that we add through staff, board, and other volunteers is of great value to the town.

**Please provide a financial breakdown of your project/request.**

A draft of our annual operating budget for the upcoming fiscal year, with past two years included for comparison, is attached.

Also included is the budget for the Beaver Street Art Project which will be completed in 2021.

**Briefly describe the need for the funding and any other information that can support the application.**

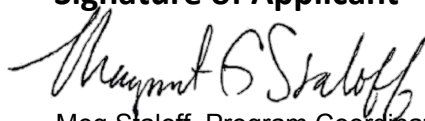
While we are able to raise a portion of our funding through an annual appeal and obtain program funding through grant funding, the municipal support we receive provides a steady base of support to cover our operational costs, including office expenses and staffing.

During the COVID-19 crisis we were able to continue operating and provide extremely valuable resources and information to downtown businesses.

As we move into recovery, Wilmington Works can continue to play a vital role in supporting new business recruitment as well as ongoing resilience for our current businesses, while working to return events and visitors to the downtown.

**Signature of Applicant**

**Date** 4/15/2021

  
Meg Staloff, Program Coordinator



Allison Maynard, Co-Chair

<b>OPERATING INCOME</b>	<b>Budget FY19-20</b>	<b>Actual 19/20</b>	<b>Budget FY20/21</b>	<b>YTD Actual as of 4/1/2020</b>	<b>Budget FY21-22</b>
TOW 1% Grant	\$30,000.00	\$ 30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
General Donations		\$ 750.00		\$602.67	\$500.00
Annual Appeal	\$17,500.00	\$ 13,160.13	\$10,000.00	\$21,780.09	\$17,500.00
Town(s) Event Funding	\$9,000.00	\$ 7,803.50	\$17,000.00	\$17,000.00	\$10,000.00
Events revenue	\$500.00	\$ 1,246.82			\$500.00
advertising payin/refunds		\$ 212.97			
PPP SBA program,		\$ 6,600.00			
Transfer from retained revenue	\$3,000.00				\$3,500.00
<b>TOTAL Operating Income</b>	<b>\$60,000.00</b>	<b>\$ 59,773.42</b>	<b>\$57,000.00</b>	<b>\$69,382.76</b>	<b>\$62,000.00</b>
<b>Additional grant/program funding Detail 2019-2021</b>					
Towns for Covid programs		\$ 2,000.00	\$2,000.00	\$2,000.00	
Grant Funding: AARP Winter			\$3,000.00	\$3,000.00	
Grant funding: Restart VT			\$10,000.00	\$11,520.00	
Grant Funding: Everyone Eats			\$214,000.00	\$169,741.00	
<b>Total Program Grant funding</b>			<b>\$227,000.00</b>	<b>\$184,261.00</b>	
<b>TOTAL INCOME</b>		<b>\$ 61,773.42</b>	<b>\$284,000.00</b>	<b>\$255,643.76</b>	
<b>OPERATING EXPENSES</b>					
Program Coordinator	\$36,000.00	\$ 37,180.46	\$36,000.00	\$30,047.16	\$36,000.00
Website	\$500.00	\$ 178.90	\$200.00	\$336.15	\$400.00
Bank Fees		\$ 6.00	\$50.00	\$48.84	\$0.00
Annual Appeal Expenses	\$2,000.00	\$ 1,892.02	\$1,500.00	\$1,931.62	\$1,800.00
General Liability Insurance	\$800.00	\$ 753.00	\$750.00	\$753.00	\$750.00
D&O insurance	\$900.00	\$ 851.32	\$850.00	\$851.32	\$850.00
Workers Comp insurance	\$400.00	\$ 318.00	\$350.00	\$57.00	\$325.00
Art project insurance					\$1,500.00
Events expenses	\$10,000.00	\$ 12,565.16	\$17,000.00	\$18,603.53	\$15,000.00
Event Reimbursement		\$ 360.00			
General Office Expenses/Quickbooks	\$1,000.00	\$ 734.88	\$1,000.00	\$1,166.24	\$1,000.00
Postage and delivery (non-appeal)		\$ 115.25	\$150.00	\$178.02	\$200.00
Marketing	\$5,500.00	\$ 2,184.57	\$2,000.00	\$128.57	\$2,000.00
Share banner labor with town					\$750.00
Walking tour maps	\$1,584.00	\$ 1,584.00	\$0.00		
Training/ Prof Development	\$500.00	\$ 122.00	\$200.00		\$250.00
Travel (for training/prof)					
Legal/Professional	\$450.00	\$ 315.00	\$300.00	\$185.00	\$300.00
Dues/Subscriptions	\$330.00	\$ 514.47	\$550.00	\$396.00	\$500.00
Committee misc					\$325.00
<b>Total Operating</b>	<b>\$59,964.00</b>	<b>\$ 59,675.03</b>	<b>\$60,900.00</b>	<b>\$54,682.45</b>	<b>\$61,950.00</b>
<b>Programs and events Expenses DETAIL 2021-2</b>					
Eat Sleep Shop Local Summer			\$10,000.00	\$10,254.66	
Art tour			\$1,200.00	\$1,119.78	
Eat Sleep Shop Local Winter			\$11,000.00	\$7,229.09	
<b>TOTAL EVENTS</b>			<b>\$22,200.00</b>	<b>\$18,603.53</b>	
Programs (Covid recovery programs)			\$2,550.00	\$1,200.00	
Programs (Everyone Eats)			\$214,000.00	\$148,887.48	
Programs (Stay and Play)			\$10,000.00	\$11,388.89	
Programs (AARP)			\$3,000.00	\$2,614.75	
<b>TOTAL PROGRAMS</b>			<b>\$229,550.00</b>	<b>\$164,091.12</b>	
<b>TOTAL BUDGET EXPENSES</b>			<b>\$290,450.00</b>	<b>\$218,773.57</b>	




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## 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.

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

<b>Municipality</b>	Wilmington
<b>LEMP Adoption Date</b>	5/4/2021
<b>NIMS Adoption Date</b>	10/1/2014
<b>EMD Name</b>	Scott Moore
<b>Position</b>	EMD
<b>Primary Phone</b>	802-780-9452
<b>Alternate Phone</b>	802-464-8022
<b>Email</b>	smoore@wilmingtonvt.us
<b>POC 2 Name</b>	Matthew Murano
<b>Position</b>	Police Chief
<b>Primary Phone</b>	802-384-8594
<b>Alternate Phone</b>	802-464-8593
<b>Email</b>	matthew.murano@vermont.gov
<b>POC 3 Name</b>	Scott Tucker
<b>Position</b>	Town Manager
<b>Primary Phone</b>	802-780-9451
<b>Alternate Phone</b>	802-345-5597
<b>Email</b>	stucker@wilmingtonvt.us

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

Signed\* \_\_\_\_\_

Thomas Fitzgerald

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\* \_\_\_\_\_

Thomas Fitzgerald

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>

# 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
<b>Preferred EOC Positions and Duties</b>	
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
<b>Potential EOC Staff Members</b>	
<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
<b>Primary EOC Location</b>	
Facility / Address:	Twin Valley Elementary School, 360 RT 100 N
Phone Numbers:	802-464-5177
Equipment/Notes:	
<b>Alternate EOC Location</b>	
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		
Type of Contract	Name	Contact Info
Copiers	WB Mason	888-926-2766
Water	Berkshire Water	800-244-3212
Electrician	Swan Electric	802-464-2499
Other Local Resources		
Type of Resources/Skills	Name	Contact Info
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
State support that is usually at no cost to the municipality:		
<ul style="list-style-type: none"><li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li><li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li><li>• Vermont State Police and Special Teams</li><li>• Community Emergency Response Teams (CERTs)</li><li>• Swiftwater Rescue Teams</li><li>• Regional Shelter Support</li><li>• State government agency expertise / services</li><li>• Federal response agency expertise</li></ul>		
State support the municipality will normally eventually have to pay for:		
<ul style="list-style-type: none"><li>• Supplies and equipment (including sandbags)</li><li>• VTrans Equipment and Personnel</li><li>• Vermont National Guard Support</li></ul>		

*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.*

<b>National Incident Management System (NIMS) Typed Resources*</b>											
<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>	<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>
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							

\*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

#### 4. Public Information and Warning

<p><i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i></p>	
<p>VT-Alert message - State: Other VT-Alert managers:</p>	<p>Vermont Emergency Management: 800-347-0488</p>
<p>Important Local Websites / Social Media channels:</p>	<p>Wilmingtonvermont.us Wilmington Vermont police department Facebook Wilmington Vermont fire department Facebook</p>
<p>Local Newspaper, Radio, TV:</p>	<p>Deerfield Valley News, Brattleboro Reformer Duncan Cable TC</p>
<p>Public Notice locations:</p>	<p>Town Clerk's board at Town Office, Peoples United Bank, C&amp;S Beverage-Rt 10 N</p>
<p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i></p>	
<p>To provide information for 2-1-1</p>	<p>Dial 211 or (802) 652-4636</p>

## 5. Vulnerable Populations

[illegible]



## 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>	
<b>Spontaneous Sheltering</b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b>Regional Shelter</b>	
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:	
<b>Primary Local Shelter</b>	
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
<b>Alternate Local Shelter</b>	
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	<a href="mailto:smoore@wilmingtonvt.us">smoore@wilmingtonvt.us</a>
EM Coordinator	Matthew Murano	802-384-8594	802-464-8593	802-464-	<a href="mailto:Matthew.murano@vermont.gov">Matthew.murano@vermont.gov</a>
Local Response Organization Contacts					
Fire Chief	Scott Moore				<a href="mailto:smoore@wilmingtonvt.us">smoore@wilmingtonvt.us</a>
Assistant/Deputy Fire Chief	William Spirka	802-681-8412			<a href="mailto:catswiss@sover.net">catswiss@sover.net</a>
EMS Chief	Heidi Taylor	802-464-3022			<a href="mailto:heidi@dvrescue.com">heidi@dvrescue.com</a>
Chief of Police	Matthew Murano	802-384-8594	802-464-8593		<a href="mailto:Matthew.murano@vermont.gov">Matthew.murano@vermont.gov</a>
State Police	Lt Anthony French	802-722-4600			
Local Dispatch Center	Keene Mutual Aid	603-352-1291			
Local Public Works Contacts					
Road Foreman	Sheldon Brasseur	802-780-8490	802-464-5515		<a href="mailto:sbrasseur@wilmingtonvt.us">sbrasseur@wilmingtonvt.us</a>
Road Commissioner	Scott Tucker	802-780-9451	802-345-5597		<a href="mailto:stucker@wilmingtonvt.us">stucker@wilmingtonvt.us</a>
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	<a href="mailto:jlazelle@wilmingtonvt.us">jlazelle@wilmingtonvt.us</a>
Municipal Government Contacts					
Town Administrator					
Town/City Manager	Scott Tucker	802-780-9451	802-345-5597	802-464-8591	<a href="mailto:stucker@wilmingtonvt.us">stucker@wilmingtonvt.us</a>
Selectboard Chair	Tom Fitzgerald	802-345-0809			<a href="mailto:Tapacre195@gmail.com">Tapacre195@gmail.com</a>
Selectboard Alt	John Gannon	802-490-4327			<a href="mailto:John.gannon@me.com">John.gannon@me.com</a>
Selectboard Alt					
Town Clerk	Therese Lounsbury	802-380-0394	802-464-5836	802-464-5599	<a href="mailto:tlounsbury@wilmingtonvt.us">tlounsbury@wilmingtonvt.us</a>

## Contact Information

[illegible]