

Wilmington Selectboard Agenda
June 1, 2021 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of May 18, 2021 (5 minutes)
3. Action Items (5 minutes)
 - *The Selectboard to possibly accept the resignation of Tom Consolino from the Planning Commission.*
4. Old Home Week (10 minutes)
 - *The Old Home Week Committee to give an update on their upcoming event.*
5. 1% Local Option Tax Fund Request (15 minutes)
 - *The Selectboard to possibly approve the request of \$40,000 from Beaver Brook Children's School, Inc. for renovations and construction at OSEC.*
6. COVID Guidelines (15 minutes)
 - *The Selectboard to discuss and possibly rescind or amend their May 2020 resolution; COVID-19 Emergency Order-Wearing Face Coverings in Town Owned Buildings and Businesses Open to the Public Within the Town of Wilmington.*
7. Liquor Commission (5 minutes)
 - *The Liquor Commissioners to possibly approve an Outside Consumption Permit for 19 South Main St Restaurant LLC dba 19 South Main St; and*
 - *a First and Third- Class and Outside Consumption application for The Sitz BBQ dba Sitz BBQ at 54 East Dover Rd.*
8. Other Business
9. Select Board Members Comments
10. Town Manager's Updates (10 minutes)
11. Executive Session
 - *The Selectboard to enter into executive session to discuss a Police Dept. employment contract, a revolving loan application, and Superior Court tax appeal case Schlatka v. Town of Wilmington.*
 - *The Selectboard to possibly authorize the town manager to approve the employment contract.*
 - *The Selectboard to possibly approve the revolving loan application.*

Wilmington Selectboard Meeting Minutes May 18, 2021

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

Others Present: Scott Tucker, Jessica DeFrancesco, Matt Murano, Bobby Maynard, John Lazelle, Christine Richter, Gretchen Havreluk, Therese Lounsbury, Amelia Nick-DVN, Scott Moore, Nicki Steel, Leigh Thomson, Jessica Lee Smith, Meg Staloff

Meeting called to order at 6:03 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of May 4, 2021, amend the minutes of April 6, 2021
 - Fitzgerald moved to approve the minutes of May 4, 2021, Rice second; all in favor.
 - Rice moved to amend the minutes of April 6, 2021 to correct the typo of South Main St to North Main St, Tribuno second; all in favor.
3. Fire Department
 - The fire department needs to replace their turnout gear by September when it hits its ten-year mark by NFPA standards. The intent is to purchase gear over three years: 15 sets this year, and 6-7 each successive year. The quotes work out to be around \$49,000. They are asking for a "not to exceed" amount of \$50,000. They will start with those who go inside buildings and work their way out. Fisher moved to approve an expenditure for not more than \$50,000 from the Fire Department Capital account for the purchase of turnout gear, Rice second; all in favor.
4. Police Department Policy Review
 - The police department has recently purchased body worn cameras, and must maintain a policy for their use. The cameras are a great asset but can cause some privacy issues. There are severe privacy issues with recording juveniles, so cameras wouldn't be on when at a school. Officers and staff will be trained on reviewing, labeling, storing video. This policy is a model policy set by the Law Enforcement Advisory Board based on Act 166 as state law, so the town cannot amend. The policy received a legal review by the town attorney. Fitzgerald moved to approve the Police Department's policy for body worn cameras as presented to the Selectboard on May 18, 2021, Rice second; all in favor.
5. Town Clerk
 - Updates from the Town Clerk's Office; the town clerk is now a notary. Patrons are embracing the digital process of accessing records. The assistant town clerk is retiring at the end of June. Another assistant has been hired to train with Pat and Therese for a smooth transition. Eithne Eldred was hired as the new assistant clerk and she started this week. The hope is to be open 9-5, remaining open through the lunch hour. The Selectboard congratulated Therese on a great first year!

Fitzgerald moved to enter into sewer commission at 6:37 pm, Fisher second; all in favor.

6. Wastewater
 - The overall expenditures are increasing 5% for salaries and benefits. Total expenditures are \$420,441; a \$6,000 surplus will be used on this budget. There is \$407,941 that needs to be

raised. The ECU rate would increase from \$566 to \$595. Gannon moved to approve the FY22 wastewater budget, Fisher second; all in favor.

- Muffin monsters are two columns of knives that grind the solids that come into the plant. The current ones have lasted about 10 years. Gannon moved to approve an expenditure from the Wastewater capital account for muffin monster knives for an amount not to exceed \$25,000, Rice second; all in favor.

Out of sewer commission at 6:46 pm

7. COVID Guidelines

- Tucker suggested the question before the Selectboard is whether the resolution (COVID-19 Emergency Order – Wearing Face Coverings in Town Owned Buildings and Businesses Open to the Public within the Town of Wilmington) issued in May 2020 should be rescinded. He suggested that Town Hall remain closed until July 4th. He said that some other town buildings have less public traffic. Gannon feels we should ask business owners their thoughts first. Staloff stated that reactions were mixed (for and against) from business owners regarding masks. Steel feels it can be confusing for some people because some towns have lifted the mandate and some have not. Steel feels committees should be allowed to meet in-person if they want to. The Selectboard will discuss this again in June. If businesses are urging the mandate be lifted, keeping it in place seems best for now.

Fitzgerald moved to enter liquor commission at 7:10 pm, Rice second; all in favor.

8. Liquor Commission

- Tribuno moved to approve an Outside Consumption Permit for Folly Eats LLC dba Folly at 33 West Main St, Rice second; all in favor.

Out of liquor commission at 7:12 pm

9. Other Business

10. Select Board Members Comments

- Tribuno asked if anything would be doing anything for Pat's retirement. Therese will do something for her.

11. Town Manager's Updates

- Waiting for a commitment letter for the bond bank application in June.
- Woodford ledge stabilization is underway along Rt. 9.
- Catch basins behind Grinold property are being replaced as part of the public safety project.
- The Larsen's sent a thank you for the work on Ray Hill to help make it safer.
- We have many volunteer positions available on town committees.
- The Police Dept has recently conducted hiring panel interviews for his open full-time position and part-time position. A conditional offer is being prepared for later this week; the candidate will attend the part-time academy, then work full-time as a part-time certified officer awaiting a full-time academy slot later in the year.
- Appeals from the BCA: Lane is in Superior Court, with a trial date set for mid-October; Schlatka is in Superior Court; Schriberg is in PVR, with an initial appeal by the Town on timeliness, scheduled for May 27th; and Flynn is in PVR.

12. Executive Session

- Fitzgerald moved to find that premature general public knowledge of the revolving loan application would put the town at a substantial disadvantage, Rice second; all in favor.

- Fitzgerald moved to enter into executive session at 7:29 pm, to include the town manager and economic development coordinator, to discuss loan applications for businesses in the Wilmington community, Rice second; all in favor.

Out of executive session at 7:45 pm

- Tribuno moved to approve the \$12,000 revolving loan application to Manny's Dogs and Moore, Rice second; all in favor.

Meeting adjourned at 7:49 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

From: Thomas Consolino <tconsolino@myfairpoint.net>

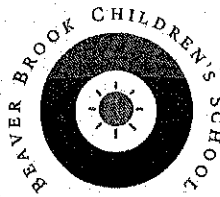
Subject: Planning Commission

Date: May 21, 2021 at 6:41:53 PM EDT

To: Meg Staloff <meg@staloff.org>

I'm writing you to submit my resignation, effective immediately, from the Planning Commission. I am moving to Geneva, Illinois in June.

Tom



Beaver Brook Children's School, Inc

1 School Street, Wilmington VT 05363

Julie Koehler, M.Ed. (518) 526-5434

beaverbrookscool@gmail.com

www.beaverbrookscool.com

Vision and Mission: The Beaver Brook Children's School vision is to provide affordable, high-quality childcare and early education services to Wilmington and nearby towns with the goal of promoting enrichment and social development for families and children in the community. The Beaver Brook Children's School will realize its vision by creating a licensed childcare and Universal Prekindergarten Program under Vermont Act 166 that will provide full time care and education for approximately 30 children ages birth through five years in a safe and healthy environment.

Organization and Management: The Beaver Brook Children's School (BBCS) will be incorporated as a 501(c)(3) tax exempt nonprofit. The board will consist of at least three directors, specific persons to be named by June 15, 2021. Julie Koehler, M.Ed. will serve as the Executive Director and Prekindergarten Teacher on the Vermont Center Based Childcare and Prekindergarten Program license, and on the Act 166 Universal Prekindergarten partnership agreement.

Timeline:

May 2021: Incorporation of business, IRS 501(c)(3) filing, connect with stakeholders, meet with contractors

June 2021: Request of award from Wilmington Fund, begin renovations, advertise jobs, market to families

July 2021: Application for Building Communities Grant (VT) and Make Way for Kids Grant (Let's Grow Kids), continue renovations

August 2021: Purchase furniture and materials, hire staff, enroll families, finalize childcare license and Act 166 partnership agreement

September 2021: Program opening

Startup Estimates:

Renovations and Construction, Prekindergarten Class: \$40,000

Renovations and Construction, Infant/Toddler Class: \$20,000

Furniture, Materials, and Supplies, Prekindergarten Class: \$20,000

Furniture, Materials, and Supplies, Infant/Toddler Class: \$20,000

Current Stakeholders:

Gretchen Havreluk, Economic Development Consultant, Wilmington VT

Old School Enrichment Council, Wilmington VT

Sharron Harrington, Let's Grow Kids, Burlington VT

Tate Erickson, Director of Special Education, Windham Southeast Supervisory Union VT

Kathy Rapp, Special Education Coordinator, Windham Southeast Supervisory Union VT

Sarah Croiser, Licensing Field Specialist, Department for Children and Families VT

Katrina Morgan, Childcare Referral Specialist, Winston Prouty Center, Brattleboro VT

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee

Beaver Brook Children's School, Inc - 501(c)(3)
Julie Koehler, M.Ed.

Date of Request

May 27th, 2021

Contact person, phone numbers, mailing and email address

Julie Koehler
(518) 526-5434, beaverbrookscool@gmail.com
PO Box 1241 Wilmington VT 05363

Amount of Request and Date Funding Needed

\$40,000, needed by June 20th, 2021 or as soon as possible

Describe in detail the purpose and specific use of the funding

The Beaver Brook Children's School, Inc (BBCS) is a new, non-profit childcare and prekindergarten program partnering with the Old School Enrichment Council to bring accessible and affordable childcare to Wilmington and surrounding towns. BBCS will be located in the Old School Community Center, in the old science lab. BBCS will include two classrooms: a prekindergarten room and an infant/toddler room. The space is in need of renovations and improvements to create a safe, high-quality learning and play space for children ages 0-5.

This request will be used to cover renovations for the prekindergarten (3-5 year) classroom. Funds will be used for plumbing, electric, and structural improvements including add a children's bathroom and handwashing area, adding a kitchenette, updating existing walls, adding a wall to divide the space into two usable classrooms, and adding windows to increase natural light and aid in ventilation.

Please provide a financial breakdown of your project/request.

Structural improvements, including walls and windows: \$20,000

Addition of office, bathroom and kitchenette, including addition of 2 toilets, 3 sinks, countertops and cabinets: \$20,000.

Requests For Funding Through the 1% Local Option Tax Fund (con't)

Name of Person/Organization/Business/Committee

Beaver Brook Children's School, Inc - 501(c)(3)
Julie Koehler, M.Ed.

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

- This funding will be used for the above improvements in the Old School Community Center, specifically for the prekindergarten classroom, one half of the total project.
- BBCS will also apply for the Building Communities grant through the VT Agency of Administration: Buildings and General Services Department (<https://bgs.vermont.gov/commissioner/building-communities-grants>). The Building Communities grant is a matching grant of up to \$25,000. This grant will be used to cover the costs of renovations in the infant/toddler classroom including structural, electrical, and plumbing improvements.
- BBCS is also pursuing the Make Way for Kids grant, through Let's Grow Kids, a Vermont Non-Profit (<https://www.letsgrowkids.org/make-way-for-kids>). This is a grant that funds new childcares or childcare expansions in Vermont to create more affordable, accessible spaces for families. This grant will be used to cover the cost of high-quality curricular materials and classroom furniture for both rooms as we prepare for a September, 2021 opening to coincide with the school year.
- Funding from the 1% Fund would be extremely helpful in completing leasehold improvements that cannot be covered by the Old School Enrichment Council or BBCS alone. These renovations and improvements will be lasting impacts on the building and help to create a sustainable anchor for OSEC as they continue to grow.

Signature of Applicant



Date 5/27/21

COVID-19 Emergency Order – Wearing Face Coverings in Town Owned Buildings and Businesses Open to the Public within the Town of Wilmington

WHEREAS, Consistent with Governor Scott’s *Stay Home, Stay Safe* Executive Order related to social distancing as well as the health care measures recommended by the Vermont Department of Health and the Center for Disease Control and Prevention, the Selectboard desires to enact and encourage measures that promote the public health, safety and welfare of its citizens and visitors to further the goal of slowing the spread of COVID-19, and

WHEREAS, the Vermont Department of Health “recommends that all Vermonters wear cloth face coverings when outside the home to help slow the spread of COVID-19,” and

WHEREAS, Governor Scott issued Addendum 14 to his Executive Order on May 15, 2020, which includes in paragraph 3, the following authorization for municipalities: “The legislative body of each municipality may enact more strict local requirements regarding mask use than those set forth herein”, and

WHEREAS, Section 16 of the Vermont Emergency Management statute, 20 VSA § 16, authorizes the towns of the State to make orders, rules and regulations that may be necessary for emergency management purposes so long as they are not inconsistent with any orders, rules or regulations promulgated by the governor or any state agency.

NOW THEREFORE, BE IT RESOLVED that the Selectboard issues the following COVID-19 Emergency Order:

1. Requirement to Wear Face Coverings. Starting May 22, 2020, any member of the public entering a Town-owned building or business located in the Town of Wilmington that will be open to the public must wear a face covering over their mouth and nose that is consistent with the Vermont Department of Health’s guidance on face coverings.
2. Exceptions. The Vermont Department of Health advises that face coverings should never be worn by children under the age of two, anyone who has trouble breathing or anyone unable to remove a mask without assistance.
3. Posting Requirement. Each covered establishment must post signage at the entrance and at other appropriate locations stating that members of the public are required to wear face coverings by order of the Wilmington Selectboard.

Dated at Wilmington, Vermont this 21st day of May, 2020.