

Wilmington Selectboard Agenda
June 15, 2021 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of June 1, 2021 (5 minutes)
3. Action Item(s):
 - *The Selectboard to possibly appoint the town manager as its authorized representative to request ARPA funding and certify that the community will follow the "U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions."*
4. Financial Review (20 minutes)
 - *The finance officer to give a current review of FY21 finances.*
 - *The Selectboard to review the tax sale list.*
5. East Main St Sewer Expansion (15 minutes)
 - *The sewer commission to discuss the East Main St sewer project and to possibly approve additional funding for the design plan with VHB in the amount of \$5,052.*
6. Other Business
7. Select Board Members Comments
8. Town Manager's Updates (5 minutes)
9. Executive Session
 - *The Selectboard to enter into executive session to discuss the economic development consultant's contract, the Lane BCA appeal in Superior Court, GMP easement & agreement.*
 - *The Selectboard to possibly authorize the town manager to execute the economic development consultant's contract for FY-2022.*
 - *The Selectboard to possibly authorize the town manager to execute the easement and agreement with GMP at 40 Beaver Street.*



Published on *Vermont League of Cities and Towns* (<https://www.vlct.org>)

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Local Governments May Now Request ARPA Funding From State

The State of Vermont Department of Finance and Management has opened a web portal where Vermont municipalities may request their share of \$58,788,245 in American Rescue Plan Local Fiscal Recovery Funding. **Every city and town in Vermont, and many villages, must take action in the next 30 days to ensure their community receives this funding.**

The portal **does not** include \$121,202,550 in County Funding destined for Vermont. **Municipalities may need to take additional steps in the near future to access their share of the county funding, should it become available.**

ARPA included language that directed states without general units of county government to distribute this \$121,202,550 to municipalities using the same formula used to distribute the Non-Entitlement Unit of Government funding. However, the Treasury Department unexpectedly ruled that Vermont does have general units of county government, and currently intends to distribute the county funding to Vermont's county governments (judicial and law enforcement). We anticipate many if not all Vermont counties will return most of this funding to the state. However, during the 2021 Legislative session, the Vermont Legislature included a provision in the budget that requires the Legislature to determine how to spend any county ARPA funding returned to the state. The U.S. Treasury Department's determination that Vermont has county government and the Legislature's action may delay the final disposition of the \$121,202,550 that had been expected by Vermont's municipalities.

VLCT, Vermont's Congressional Delegation and Governor Scott's Administration have petitioned Treasury to change their determination that Vermont has general units of county government.

Municipalities are encouraged to consult the Resources and Information section of the VLCT ARPA website at vlct.org/arpa [1] for more information. This section includes a checklist provided by the Treasury Department that will help communities prepare to use the State of Vermont portal, the federal rules and regulations a community must agree to when requesting the funding, and more.

[Access the Web Portal](#) [2]

[View the Allocation Table](#) [3]



Links

[1] <https://www.vlct.org/node/16127>

[2] https://forms.office.com/Pages/ResponsePage.aspx?id=O5O0IK26PEOcAnDtzHVZxqgsvo1_xrhKjXIGZ78CjBdUQIVQNEFSTFIHMDRHMjjMQjlaSzhTQzBEQiQIQCN0PWcu

[3] https://finance.vermont.gov/sites/finance/files/documents/Train_Support/VISION_JA_OG/COVID-19_ARPA%20NEU%20Estimated%20Payment%20Amounts.xlsx



LETTER OF INTENT TO PARTICIPATE IN THE MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of _____, certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2022.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically-connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, conduct a required site visit with VTrans (or its designated agents) and verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

Date: _____

(Duly Authorized Representatives)

Town/Organization: _____

Primary Contact Name: _____

Address: _____
Street Address Town Zip

Email: _____ Phone: _____

DUNS #: _____ Fiscal Year End Month (MM): _____

This form must be submitted via email by June 25th, 2021 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov



Client Authorization

40 IDX Drive, Building 100
Suite 200
South Burlington, VT 05403

802.497.6100
Fax 802.495.5130

☐ New Contract

☒ Amendment# 3

Date May 11, 2021

Project No. 57923.00

Client: Town of Wilmington, VT

Project Name: East Main Street Sidewalk Project
Sanitary Sewer Design

To: Ms. Gretchen Havreluk, LPM
Wilmington Town Office
P.O. Box 217, VT Route 9
Wilmington, VT 05363

Amendment Amount

\$6,911.00

Previous Contract Total	\$55,967.00
Amendment 2 Total	\$6,911.00
Revised Contract Total	\$62,878.00

As Requested By:
Gretchen
Havreluk

☐ Fixed Fee

☐ Time & Expenses

☒ Cost + Fixed Fee

☐ Other

Date of request:
April 2021

Estimated Date of Completion:
December 2022

Scope of Services:

Vanasse Hangen Brustlin, Inc. ("VHB") has prepared this amendment to incorporate the design of sanitary sewer laterals and a main line into the East Main Street Sidewalk project. Services are outlined in the attached scope of work and fee estimate dated May 11, 2021.

This contract consists of Part I, and Part II. Part I is this client authorization. Part II is the Scope of Work and Fee Estimate.



Client Authorization

AUTHORIZATION

Prepared By: Evan Detrick, PE

Department Approval: David Saladino, PE, AICP

Please execute this Client Authorization for Vanasse Hangen Brustlin, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated November 29, 2016

Vanasse Hangen Brustlin, Inc. Authorization

Client Authorization (Please sign both original copies, and return)

By David Saladino, PE, AICP

Print Name

By _____

Print Name

Signature

Title Managing Director

Date _____

Signature

Title _____

Date _____

ATTACHMENT A

**TOWN OF WILMINGTON EAST MAIN STREET SIDEWALK PROJECT
DESIGN AND ENGINEERING SERVICES**

Additional Design

VHB SCOPE, SCHEDULE AND BUDGET

May 11, 2021

Overview

The project involves the reconstruction and modification to the existing sidewalk in the Town of Wilmington along the north side of East Main Street between Beaver Street and its current terminus just east of the bridge over Beaver Brook (a length of approximately 1,450 feet). The sidewalk improvements were envisioned in the *Downtown Wilmington Streetscape Scoping Report* prepared for the Town in 2015 and were subsequently endorsed by the Town and VTrans.

This amendment to the original, approved scope of work is provided to develop the additional design of sanitary sewer facilities and include the design into the Contract Plans for the project.

VHB's earlier amendment for sewer work anticipated that the concept for this sanitary gravity sewermain was shown as the *East Main Street 1* plan contained in the *Clean Water Infrastructure Asset Management Plan* prepared by Aldrich + Elliott dated August 16, 2018. However, the Town and Vtrans has asked for alterations to that conceptual design including picking up two parcels on the south side of the road, extending a sewer main along the south side of the road, crossing East Main Street with the sewer line, and extending the line to the south down the driveway that runs along the west side of the Family Dollar store.

Scope of Work

The Scope of Work includes the design of a gravity sewerline extension along East Main Street to connect existing properties, that are currently connected to a 4" diameter private gravity sewerline, to a new 8" diameter municipal sewermain. The plans for the proposed sewer facilities will be incorporated into the design of the sidewalk project being undertaken by VHB. Because the funding for the sewer work will be separate from the design of the sidewalk, VHB will track the costs separately and prepare separate invoices for each of the projects.

The design of the sewer facilities will include:

- Plan Sheets
- Profiles for the sewermain, including sewer laterals
- Typical sewerline construction details

The new sewermain will connect to an existing manhole located down the driveway that parallels the west side of the Family Dollar. Because VHB does not presently have field survey of the driveway and existing sewer line, VHB will deploy a survey crew to the site to collect additional topographic survey information for incorporating into our base plans and sewer design.

Because the new sewer lateral connections will extend onto private properties, the draft Right of Way Plans previously prepared by VHB will have to be updated to show additional construction easements.

Deliverables: Sewer Plans, Profiles and Details, updated ROW Plans

Fee Estimate


Our proposed budget to complete the scope of work is \$6,911.00

Assumptions

For the foregoing scope of work and schedule, VHB has made the following assumptions:

1. The new sewermain will replace an existing private sewerline that is connected to the municipal sewer system. No new sewer system connections are planned as part of this project; therefore, no State wastewater permitting will be required.

COST PROPOSAL - VHB LABOR SUMMARY

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> Town of Wilmington East Main Street Sidewalk Additional Design LABOR BUDGET </div> </div>								
TASK DESCRIPTION	Project Manager	Survey Chief	Project Engineer	Environmental Scientist	Surveyor	Administrative Support	Total Hours	Total Labor Costs
PHASE B: Project Design								
1.0 Sanitary Sewer Design								
Coordination with Town			8				8	\$ 677
Field Survey of sewer line extension (2 person crew)		2			26		28	\$ 2,193
Add sewer extension to Final Plans								
- Utility Plan Sheet	2		4				6	\$ 752
- Utility Profile Sheet	2		4				6	\$ 752
- Sewer Construction Details	1		2				3	\$ 376
Update R.O.W. Plans to show easements south of Main Street	1		4				5	\$ 545
Sewer in Contract Plans	2		8				10	\$ 1,090
Cost Estimation	1		2				3	\$ 376
TOTAL HOURS:	9	2	32	0	26	0	69	
DIRECT HOURLY RATES:	\$ 72.00	\$ 48.10	\$ 29.50		\$ 26.00			
OVERHEAD:	\$ 115.80	\$ 77.36	\$ 47.45	\$ -	\$ 41.04	\$ -		
PROFIT (10%):	\$ 18.78	\$ 12.55	\$ 7.70	\$ -	\$ 6.70	\$ -		
TOTAL LABOR COSTS :	\$ 1,859	\$ 276	\$ 2,709	\$ -	\$ 1,917	\$ -		\$ 6,761

TOTAL LABOR COSTS: \$ 6,761

Direct Expenses (mileage): \$150

TOTAL EXPENSES: \$ 150

PROJECT TOTAL: \$ 6,911

Estimate Wilmington Sewer

Estimated Cost:\$207,615.91

Contingency: 5.00%

Estimated Total: \$217,996.71

Base Date: 05/13/21

Spec Year: 18

Unit System: E

Work Type: CURB & SIDEWALK

Highway Type: MINOR ARTERIAL

Urban/Rural Type: RURAL

Season: CONSTRUCTION (APRIL 15th - OCTOBER 15th)

County: WILMINGTON

Latitude of Midpoint: 425201

Longitude of Midpoint: -725206

District: SE

Federal Project Number: TAP TA 16(4) - STP BP17(13)

State Project Number:

Estimate Type: SEWER BREAKOUT

Prepared by C.K.FORD on 05/13/21

Checked by E.P.DETRICK

Approved by E.P.DETRICK

<u>Line #</u>	<u>Item Number</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Extension</u>
<u>Description</u>					
<u>Supplemental Description</u>					

Group 1000: SEWER MAIN WORK

0005	203.30	150.000	CY	\$15.08448	\$2,262.67
EARTH BORROW					
0006	203.31	204.000	CY	\$42.51587	\$8,673.24
SAND BORROW					
0007	203.32	240.000	CY	\$30.37387	\$7,289.73
GRANULAR BORROW					
0008	204.20	934.000	CY	\$34.24732	\$31,987.00
TRENCH EXCAVATION OF EARTH					
0009	204.21	90.000	CY	\$106.96081	\$9,626.47
TRENCH EXCAVATION OF ROCK					
0010	204.22	1.000	CY	\$75.00000	\$75.00
TRENCH EXCAVATION OF EARTH, EXPLORATORY (N.A.B.I.)					
0011	301.35	75.000	CY	\$58.31124	\$4,373.34
SUBBASE OF DENSE GRADED CRUSHED STONE					
0012	404.65	2.000	CWT	\$195.45285	\$390.91
EMULSIFIED ASPHALT					
0013	604.22	6.000	EACH	\$3,800.00000	\$22,800.00
SANITARY SEWER MANHOLE					
0014	625.10	35.000	LF	\$667.92043	\$23,377.22
SLEEVES FOR UTILITIES (10")(SCH. 80 PVC)					
0015	625.10	41.000	LF	\$667.92043	\$27,384.74
SLEEVES FOR UTILITIES (12")(SCH. 80 PVC)					
0016	628.35	40.000	LF	\$38.00000	\$1,520.00
PVC SEWER PIPE (4")					
0017	628.35	655.000	LF	\$45.00000	\$29,475.00
PVC SEWER PIPE (8")					
0018	628.42	1.000	LS	\$7,050.00000	\$7,050.00
TRANSFER TO NEW SYSTEM, SANITARY SEWER					
0019	900.680	70.000	TON	\$100.00000	\$7,000.00
SPECIAL PROVISION (BITUMINOUS CONCRETE PAVEMENT, SMALL QUANTITY)					

Total for Group 1000:\$183,285.32

Group 1001: BOYD SEWER LATERAL

0020	203.30	10.000	CY	\$15.08448	\$150.84
EARTH BORROW					
0026	203.31	6.000	CY	\$42.51587	\$255.10
SAND BORROW					
0032	204.20	25.000	CY	\$34.24732	\$856.18
TRENCH EXCAVATION OF EARTH					
0038	628.35	23.000	LF	\$38.00000	\$874.00
PVC SEWER PIPE (4")					

<u>Line #</u>	<u>Item Number</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Extension</u>
<u>Description</u>					
<u>Supplemental Description</u>					
0044	900.645	1.000	LS	\$2,000.00000	\$2,000.00
SPECIAL PROVISION (REBUILD WOODEN HANDICAP RAMP)					

Total for Group 1001:\$4,136.12

Group 1002: FAMILIES FIRST IN SOUTHERN VT SEWER LATERAL

0021	203.30	10.000	CY	\$15.08448	\$150.84
EARTH BORROW					
0027	203.31	6.000	CY	\$42.51587	\$255.10
SAND BORROW					
0033	204.20	25.000	CY	\$34.24732	\$856.18
TRENCH EXCAVATION OF EARTH					
0039	628.35	24.000	LF	\$38.00000	\$912.00
PVC SEWER PIPE (4")					

Total for Group 1002:\$2,174.12

Group 1003: SULLIVAN SEWER LATERAL

0022	203.30	15.000	CY	\$15.08448	\$226.27
EARTH BORROW					
0028	203.31	8.000	CY	\$42.51587	\$340.13
SAND BORROW					
0034	204.20	35.000	CY	\$34.24732	\$1,198.66
TRENCH EXCAVATION OF EARTH					
0040	628.35	33.000	LF	\$38.00000	\$1,254.00
PVC SEWER PIPE (4")					

Total for Group 1003:\$3,019.06

Group 1004: LOUDERBACK SEWER LATERAL

0023	203.30	10.000	CY	\$15.08448	\$150.84
EARTH BORROW					
0029	203.31	6.000	CY	\$42.51587	\$255.10
SAND BORROW					
0035	204.20	25.000	CY	\$34.24732	\$856.18
TRENCH EXCAVATION OF EARTH					
0041	628.35	23.000	LF	\$38.00000	\$874.00
PVC SEWER PIPE (4")					
0045	900.645	1.000	LS	\$2,000.00000	\$2,000.00
SPECIAL PROVISION (REBUILD STONE WALKWAY)					

Total for Group 1004:\$4,136.12

Group 1005: GRINOLD SEWER LATERAL

0024	203.30	10.000	CY	\$15.08448	\$150.84
EARTH BORROW					

<u>Line #</u>	<u>Item Number</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Extension</u>
<u>Description</u>					
<u>Supplemental Description</u>					
0030	203.31	6.000	CY	\$42.51587	\$255.10
SAND BORROW					
0036	204.20	24.000	CY	\$34.24732	\$821.94
TRENCH EXCAVATION OF EARTH					
0042	628.35	23.000	LF	\$38.00000	\$874.00
PVC SEWER PIPE (4")					
Total for Group 1005:\$2,101.88					

Group 1006: SHEA FUNERAL HOMES SEWER LATERAL

0025	203.30	15.000	CY	\$15.08448	\$226.27
EARTH BORROW					
0031	203.31	6.000	CY	\$42.51587	\$255.10
SAND BORROW					
0037	204.20	27.000	CY	\$34.24732	\$924.68
TRENCH EXCAVATION OF EARTH					
0043	628.35	25.000	LF	\$38.00000	\$950.00
PVC SEWER PIPE (4")					
Total for Group 1006:\$2,356.05					

Group 1007: ROBERTS SEWER LATERAL

0046	203.30	20.000	CY	\$15.08448	\$301.69
EARTH BORROW					
0047	203.31	38.000	CY	\$43.02247	\$1,634.85
SAND BORROW					
0048	203.32	10.000	CY	\$30.37387	\$303.74
GRANULAR BORROW					
0049	204.20	55.000	CY	\$33.96998	\$1,868.35
TRENCH EXCAVATION OF EARTH					
0050	301.35	5.000	CY	\$58.11227	\$290.56
SUBBASE OF DENSE GRADED CRUSHED STONE					
0051	406.38	5.000	SY	\$21.61000	\$108.05
HAND-PLACED BITUMINOUS CONCRETE MATERIAL, DRIVES					
0052	628.35	50.000	LF	\$38.00000	\$1,900.00
PVC SEWER PIPE (4")					
Total for Group 1007:\$6,407.24					