

**Wilmington Selectboard Agenda**  
**August 17, 2021 at 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of August 3, 2021 (5 minutes)
3. Action Item(s):
  - *The Selectboard to possibly appoint Smriti Keshari and Matt Danzico as alternates to the Trails Committee for 4-year terms expiring April 2025 and 2022.*
4. Sewer Commission (20 minutes)
  - *The Sewer Commission to possibly approve the final sewer allocation for the Public Safety Facility at 40 Beaver St.*
  - *The Sewer Commission to possibly approve a preliminary sewer application from Karen Molina at 69 Ray Hill Rd for a new connection.*
  - *The Sewer Commissioners to possibly approve an expenditure of \$16,000 from the capital account for a belt shaft and auger shaft.*
5. BDCC Update (15 minutes)
  - *The Selectboard to receive an update from BDCC and possibly approve their annual funding request of \$5628.*
6. Liquor License (5 minutes)
  - *The Liquor Commission to possibly approve a First and Third-Class Application and Outside Consumption for WHVT Hotel LLC dba White House Inn at 178 VT RT 9 E.*
7. Other Business
8. Select Board Members Comments
9. Town Manager's Updates (5 minutes)

Matt Danzico is a lover of forests, oceans, and animals. He's also a journalist, designer, and filmmaker. He's worked at BBC News and NBC News in the UK and US as a head of innovation and documentaries but now splits his time between Barcelona, Spain and Wilmington, Vermont. He and his wife, Smriti Keshari, found themselves in Wilmington through a mixture of luck and serendipity. Here, they hope to volunteer to empower others to get out and see the beauty of Southern Vermont.

Smriti Keshari is an Indian-American filmmaker and artist, who has produced a recent film on agriculture and farming in America. She is an artist-in-residence at Brooklyn Academy of Music and the National Theatre in London. But in her free time, she can be found clearing paths and trails around Wilmington, Vermont, for her dog, Lorca, and others in the community. She hopes to share her love of Wilmington by helping others to experience the natural joy of the area.

You can send an email to all Trail Committee members by addressing it to [Trails@sjpc.org](mailto:Trails@sjpc.org)

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

Map No. <u>20-20-030</u>	Fee \$25.00+\$11.00 Recording	Date Received: <u>8/3/21</u>
PSC No. _____	\$36.00 Fee due at application <input checked="" type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: <u>John Fozdar</u>	# <u>3358</u>

Applicant: Karen K. Molina  Owner  Owner's Agent  If Agent, letter of agency attached  
 (Print Name)

Property Location: 69 Ray Hill Road Tax Map Number: 0202.0030.000  
 (911 Locatable address - Street or Road)

Residence  Commercial Building  Other: (describe) \_\_\_\_\_

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> Restuarant	Seat	10	30	300
Residence	Bedrooms	4	140	560

I hereby request an allocation permit as described for gallons per person per day TOTAL 560 gpd  
 Do not write in boxed area - For administrative use only

SIGNED: Karen K. Molina  
 (Applicant)

P.O. Box 772  
 (Mailing Address of Applicant)

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

Credit existing unused gallonage: \_\_\_\_\_ gpd

Allocation to be purchased Total 560 gpd

**CONDITIONS:**

- Total Allocation Fee (560 gpd x \$10/gpd) \$5,600.00
- 25% of the total Allocation fee (\$1,400) is due within 30 days: On or before \_\_\_\_\_, 20\_\_\_\_.
- The remaining 75% (\$4,200) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
- Other: \_\_\_\_\_

Preliminary Approval Granted: date \_\_\_\_\_  
 Preliminary Approval Expires: date \_\_\_\_\_ (3 months)

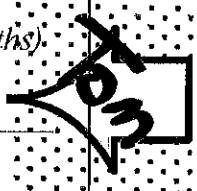
By: \_\_\_\_\_  
 Wilmington Board of Sewer Commissioners Agent

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.





December 4, 2020

Chris Lavoy, Commissioner/Operator  
Wilmington Water District  
PO BOX 1927  
Wilmington VT 05363

Wilmington Board of Sewer Commissioners  
c/o Town of Wilmington  
Post Office Box 217  
Wilmington, Vermont 05363

Reference: **Wilmington Public Safety Building, 40 Beaver Street**

This letter is written to request water and sewer allocation for the above mentioned project for use in the State permitting process. The parcel may have existing allocation due to the former Town garage on the site. The proposed uses of the building are public safety operations (police, fire, and EMS).

**Potable Water and Wastewater Wastewater Design Flow (Design Flow)**

DeWolfe Engineering Associates has calculated design flows based on the State of Vermont Environmental Protection Rules, Chapter 1, Wastewater System and Potable Water Supply Rules.

**Proposed total water and wastewater design flow:**

10 employees (with showers) \* 20 gpd + 3 bunk rooms \* 140 gpd + 1 bunk room \* 70 gpd + 48 seat conference room (no food service) \* 4 gpd = **882 gallons per day**

If you have any questions, please do not hesitate to contact me.

Sincerely,

Brian Lahe-Karnas, PE

Cc: Scott Tucker, Chuck Clerici, Town of Wilmington  
Ralph Nimtz, Casey Gecha, NBF Architects

- Surveying
- Permitting
- Site Design
- Subdivisions
- Timber Design
- Expert Testimony
- Site Development
- Act 250 Permitting
- Forensic Engineering
- Environmental Permitting
- Transportation Engineering
- Structural Inspection Services
- Commercial Building Design
- Construction Oversight
- Building Assessment
- Pedestrian Bridges
- Stream Alterations
- Sewer Design
- Water Supply
- Storm Water
- Hydrology
- Grading

317 River Street  
P.O. Box 1576  
Montpelier, VT  
05601-1576  
phone: 802.223.4727  
fax: 802.223.4740  
www.dirtsteel.com

**APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT** Page 1 of 3

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

Map No. <u>21-22-022</u>	Fee \$25.00+\$11.00Recording	Date Received: <u>1/14/2021</u>
PSC No. _____	\$36.00 Fee due at application <input checked="" type="checkbox"/> paid <input type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: _____	

Applicant: Town of Wilmington  Owner  Owner's Agent  If Agent, letter of agency attached  
*(Print Name)*

Property Location: 40 Beaver Street, Wilmington, VT Tax Map Number: 21-22-022  
*(911 Locatable address - Street or Road)*

Residence  Commercial Building  Other: (describe) Municipal

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

<u>Establishment</u>	<u>Unit</u>	<u>Number</u>	<u>Gallons/Person/Day/Unit</u>	<u>Total Gallons/Day</u>
<i>Example:</i> <u>Restuarant</u>	<u>Seat</u>	<u>10</u>	<u>30</u>	<u>300</u>
<u>See attached letter</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby request an allocation permit as described for gallons per person per day TOTAL 882 gpd

*Do not write in boxed area - For administrative use only*

SIGNED: \_\_\_\_\_  
*(Applicant)*

POB 217  
*(Mailing Address of Applicant)*

WILMINGTON, VT 05363  
*(City, State and Zip Code)*

Credit existing unused gallonage: <u>0</u> gpd
Allocation to be purchased Total <u>882</u> gpd
<b>CONDITIONS:</b>
1. Total Allocation Fee ( <u>882</u> gpd x \$10/gpd) \$ <u>8,820</u>
2. 25% of the total Allocation fee (\$ <u>2,205</u> ) is due within 30 days: On or before _____, 20____.
3. The remaining 75% (\$ <u>6,615</u> ) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
4. Other: <u>Voter Approval; Pmts begin after 7/1/2021</u>
Preliminary Approval Granted: date <u>1/5/2021</u>
Preliminary Approval Expires: date <u>4/2/2021 (3 months)</u>
By: <u>Thomas J. Fitzgerald</u> Chair-Tom Fitzgerald 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.

APPLICATION FOR FINAL APPROVAL (To be completed and returned after you have received necessary state and federal permits.) DATE DUE: \_\_\_\_\_

By signing below, I confirm that I have received the necessary state and federal permits checked and further attest that, excepting local permits, no others are required for the project.

State: Act 250  Subdivision  Water and Wastewater  Other State  \_\_\_\_\_

Federal: \_\_\_\_\_  Signed: \_\_\_\_\_ (Applicant)



Do Not Write Below This Line - Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

Bianchi Filing Fee: \$10.00 due at application Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

Connection Permit Fee: \$80.00 due at connection application Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

ALLOCATION FEE TOTAL \$ \_\_\_\_\_

Within 30 days of Preliminary 25% \$ 2,205 Date Due: \_\_\_\_\_ Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

See Timetable Page 3 75% \$ 6,615 Date Due: \_\_\_\_\_ Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

Final Approval Date \_\_\_\_\_

Do not write in boxed area - For administrative use only

By: Wilmington Board of Sewer Commissioners



<b>FINAL PERMIT</b>	Property # <u>21-22-022</u>
	Location <u>40 Beaver Street</u>
	Sewer Allocation Permit # _____
	Sewer Connection Permit # _____
<b>NEW TOTAL ALLOCATION:</b>	<b>Gal per day</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL ALLOCATION</b>	
_____	
New Building:	
Date Initiated Construction (within 1 year): _____	
Date Completed Construction (within 3 yrs): _____	

Copy After Final Approval: Date \_\_\_\_\_ Initial \_\_\_\_\_

John Lazelle, Chief Operator, WWTP  
Christine Richter, Finance Officer  
File

Bianchi filed with Town Clerk: Date \_\_\_\_\_ Initial \_\_\_\_\_

**From:** John Lazelle <[jlazelle@wilmingtonvt.us](mailto:jlazelle@wilmingtonvt.us)>

**Sent:** Wednesday, August 11, 2021 2:34 PM

**To:** Scott Tucker <[stucker@wilmingtonvt.us](mailto:stucker@wilmingtonvt.us)>; Jessica DeFrancesco <[jdefrancesco@wilmingtonvt.us](mailto:jdefrancesco@wilmingtonvt.us)>

**Subject:** EcoMat parts / Capital Account

Scott,

Back in mid-July we had some bearings go bad in our EcoMat Rotating Belt Filter. We had spare parts in stock from the upgrade to replace them with. It has taken me till today to get a quote for the replacement bearings so we have a set in stock.

While doing the bearings we discovered that both the belt shaft and the auger shaft are showing sign of wear and we do not have them in stock.

I have attached a quote for the bearings and the two shafts.

I can pay for the bearings (\$2426) out of our maintenance line item, and would like to ask the board for the ok to get the two shafts (\$16,000) from our capital account.

This was unplanned and we thought we would get many more years of use out of the shafts, but now we don't think so. If the shaft fails and we don't have one in stock, the unit could be out of service for 6-7 weeks, which means we would not be providing primary treatment for that amount of time.

In a worst case scenario, without primary treatment for that amount of time, we could potentially violate our discharge permit with the State.



# QUOTE

Quote No. 2021-022-01

Date 8/11/2021

**BILL TO:**

John Lazelle  
PO Box 217  
Wilmington, VT 05363  
802-464-3862

[jlazelle@wilmingtonvt.us](mailto:jlazelle@wilmingtonvt.us)

**SHIP TO:**

Town of Wilmington Wastewater  
59 Fairview Avenue  
Wilmington, VT 05363  
John Lazelle  
802-464-3862

SALES PERSON	CUSTOMER PO NO.	SHIPPING METHOD	ESTIMATED LEAD TIME	PAYMENT TERMS	DUE DATE
TH		Ground	6 - 7 weeks	Due upon receipt	

NE PART #	DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
	Item #1- Belt (2) replacement bearings, bearing caps, and (2)	1	\$ 2,426.00	\$ 2,426.00
	Item #2- Replacement EB-3 belt drive shaft.	1	\$ 3,700.00	\$ 3,700.00
	Item #3- Replacement EB-3 sludge auger (replacement auger)	1	\$ 12,300.00	\$ 12,300.00
	Currency listed in USD			
	Shipping and Handling Extra Plus Applicable Taxes			TBD

<b>SUBTOTAL:</b>	\$ 18,426.00
Taxes	\$ -
	\$ -
<b>TOTAL QUOTE:</b>	<b>\$ 18,426.00</b>

Pricing valid for 30 days

Thank you for the opportunity to quote your request!





July 12, 2021

Wilmington Selectboard  
P.O. Box 217  
Wilmington, VT, 05363

Dear Wilmington Selectboard:

Our communities navigated the COVID-19 crisis with grace and grit. We came together to support people, as we Vermonters always do. Now it's time to look forward.

Brattleboro Development Credit Corporation (BDCC) is planning for the future. During the pandemic we worked with hundreds of businesses and non-profits, towns and agencies. But Southeastern Vermont Economic Development Strategies (SeVEDS), at its heart, has always been about vision. The Southern Vermont Comprehensive Economic Development Strategy (CEDS), the regional economic plan that SeVEDS helped to create, is updated annually through CEDS Project submissions in order to include and highlight important local initiatives.

SeVEDS' CEDS-based strategies are designed to achieve long-term objectives. BDCC's role is to attract resources and build programs with regional partners to achieve those objectives and build a more vibrant, resilient economy.

Since 2007, SeVEDS has taken a proactive, long-term regional approach to encouraging the development of better wages, retaining and attracting young people, keeping people employed, and fostering a quality jobs base – these are critical to the sustainability of our communities. It is beyond the capacity of any single community to address these key economic indicators at any scale. Municipal investment in SeVEDS has made it possible to launch internships, welcoming new Vermonter initiatives, and high school career education programs. Town investment has also launched programs that help communities directly - our USDA-funded, Southern Vermont Economy Project (SVEP) and the Community Facilities Technical Assistance Program (TAP). We provide one-on-one help, webinars and trainings, project grants, and assistance with accessing bigger funding resources. This work is responsive, with staffers adapting to your evolving needs.

A pro-active, long-term approach to growing the region's economy requires action on many fronts. It's different from the reactive work that dominated the past year and a half, during which we helped over 500 businesses and non-profits access relief, make hard choices, find resources, and weather the pandemic. Now, for instance, we are building a small business program with substantially more financing and technical assistance based on the needs of those small businesses. During COVID we played the role of regional convener to ensure that everyone – towns, businesses, non-profits – had a chance to connect with the right state officials, experts, and legislators via Zoom. This information flow not only helped answer questions, it ensured that our challenges here in southeastern Vermont were heard and responded to. The pandemic made this advocacy role urgent and critical, but it is always part of our work to ensure that southeastern Vermont receives our fair share of resources.



As we look ahead, we are reminded of the slow and incomplete recoveries from past disasters, which SeVEDS was born out of: Tropical Storm Irene and the closure of Vermont Yankee. The work we have done to restore jobs and rebuild businesses has been nationally acclaimed. Our programs today translate recovery experience into action.

Since 2012 SeVEDS has asked every town we serve to support long-term economic strategies for growth and prosperity through municipal funding. In 2021, eighteen communities funded SeVEDS, representing over 80% of Windham residents. SeVEDS and BDCC leverage municipal support making our innovative planning and programs possible and helping bring new state and federal funding to the region – sometimes for BDCC programs and projects, but often for programs and projects for other organizations and towns.

In support of SeVEDS continued and expanded regional efforts, we are requesting municipal funding for the 2021-2022 fiscal year. We ask every town in the Windham Region to contribute towards regional economic development efforts at the rate of \$3.00 per person, based on town population. **We are asking the Town of Wilmington to place SeVEDS in the 2022 general fund budget to appropriate \$5628 (based on a population of 1876) to support continued implementation of SeVEDS efforts.**

We will follow up to schedule time to meet with your Selectboard to answer questions regarding this funding request, and to provide updates on regional programs and projects.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Grinold", is written over a light blue horizontal line.

Adam Grinold  
Executive Director  
Brattleboro Development Credit Corporation

### Selectboard Visit Overview

- Our staff attends at least one Selectboard meeting (or more!) a year in your town. We are always happy to come back or visit other committees to talk about specific programs, projects or services.
- The Annual Report is a succinct way to learn about what we've worked on the past year. Once the FY21 Annual Report is ready in October you'll receive one in the mail. In the meantime, you can view past annual reports here: <https://brattleborodevelopment.com/bdcc-seveds-annual-reports/>
- All Selectboard Chairs are Ex Officio Members of BDCC and invited to participate in the fall Annual Meeting.
- We'll each town with a new data report on the regional economy which we will send out later in the fall.

### Programs and Services – Recent Updates

- **Business Assistance Program** provides technical assistance and lending to businesses at all stages – startups to growth to owner successions. Learn about the newly expanded team: <https://brattleborodevelopment.com/reblog-brattleboro-development-credit-corporation-expands-small-business-assistance-program/>
- **Business Resiliency Programming** helps businesses in the region navigate disasters ranging from the pandemic to flooding. Read about the impact of BDCC's ReVTA program: <https://brattleborodevelopment.com/looking-back-at-the-restart-vermont-technical-assistance-program-revta/>
- The **Pipelines and Pathways Program (P3)** connects students in Windham County high schools with career awareness and preparedness opportunities to help every senior graduate with a solid plan for success, whether college or workforce-bound. Read about P3 Graduates: <https://brattleborodevelopment.com/pipelines-and-pathways-program-helps-area-students-chart-a-path-to-success/>
- **Workforce Training and Development:** Read about the Windham Summer Internship program and the Windham Work Ready Bootcamp: <https://brattleborodevelopment.com/windham-internships-press/>
- **Recruitment and Retention** - to welcome people to the region we recently launched the Southern Vermont Welcome Wagon chapter which helps new and returning Vermonters connect to their communities. Read more about the Welcome Wagon here: <https://brattleborodevelopment.com/brattleboro-reformer-welcome-wagon-improves-local-life-for-newcomers/>
- **Southern Vermont Young Professionals** helps young adults advance their careers and deepen their connections in the region. Read about SoVTYP professional development grant awardees here: <https://brattleborodevelopment.com/let-us-help-you-help-yourself-awardees-announced-for-the-first-ever-round-of-sovtyps-professional-development-grant-program/>
- **Community Facilities Technical Assistance Program** is designed to help qualified projects and applicants with project development and management, and with becoming successful applicants to the USDA Community Facilities Direct Loan & Grant Programs. Watch the most recent webinar on resources for childcare facilities here: <https://bit.ly/3yF2c57>
- **Southern Vermont Economy Project** helps towns and non-profits improve community vibrancy through local projects. Since 2017 SVEP has provided 100+ trainings with over 2,000 participants, plus 43 online webinars to help solve problems and find resources. Experience the annual Summit here <https://brattleborodevelopment.com/southern-vermont-economy-summit-reconnecting-the-region/> and learn about upcoming trainings <https://brattleborodevelopment.com/svep/>
- **Welcoming Communities:** BDCC has partnered with community development and social service organizations to build an inclusive regional system that supports a broad range of foreign-born community members. As part of our efforts to increase the size and quality of the workforce, BDCC is helping the Ethiopian Community Development Council establish a presence in Brattleboro. You can read more on that program here: <https://brattleborodevelopment.com/reblog-proposed-refugee-pilot-program-welcomed-in-brattleboro/>