

Wilmington Selectboard Agenda
February 1, 2022 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of January 18, 2022 (5 minutes)
3. Action Items
 - *The Selectboard to possibly vote to make all legislative and public meetings electronic*
 - *Set date for Australian ballot informational meeting.*
4. Sewer Commission (15 minutes)
 - *The Sewer Commissioners to possibly approve a final allocation request for Karen Molina at 69 Ray Hill Rd for an additional 560 gpd.*
 - *The Sewer Commissioners to possibly approve a final allocation request for 1a Coffee at 123 West Main St for an additional 6 seats at 180 gpd.*
 - *The Sewer Commissioners to possibly approve a preliminary allocation request for Chrystal Holt at 103 West Main St to add 6 restaurant seats at 180 gpd and a two-bedroom apartment at 280 gpd.*
 - *The Sewer Commissioners to possibly approve a preliminary allocation request for Bruce Fischer at 56 Winter Haven Dr for a two-bedroom residence and one-bedroom cottage at 420 gpd.*
5. Route 9 East Sewer/Water Expansion (20 minutes)
 - *The Selectboard to possibly approve a request to apply for grants related to the proposed Rt 9 East sewer and water expansion project.*
6. Liquor Commission (5 minutes)
 - *The Liquor Commissioners to possibly approve Second-Class License Renewals for Jolley Associates LLC dba #147 Wilmington Jolley and Sonny's Cup & Saucer Inc dba C&S Beverage;*
 - *First-and Third-Class License Renewal The Dairy Bar Inc dba Dots Restaurant;*
 - *First-Class and Outside Consumption Renewal for L&W Hospitality Inc d/b/a Nutmeg Inn*
 - *First and Third-Class and Outside Consumption Renewal for Pipe Dream LLC d/b/a Anchor Seafood restaurant.*
7. Other Business/Correspondence
8. Select Board Members Comments
9. Town Manager's Updates (10 minutes)

Wilmington Selectboard Meeting Minutes January 18, 2022

Present: Tom Fitzgerald, John Gannon (by phone), Vince Rice, Sarah Fisher, Tony Tribuno

Others Present: Scott Tucker, Jessica DeFrancesco, Deb Kingsley, Jerry Osler, Christine Richter, Ryan Todd, Matt Murano, Andrew Kirkman, Therese Lounsbury, Amelia Nick–DVN, Jessica Lee Smith

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of January 4, 2022
 - Tribuno moved to approve the minutes of January 4, 2022, Fisher second; all in favor.
3. Action Items
 - Fisher moved to approve the Annual Certificate of Highway Mileage, Rice second; all in favor.
4. Equalization Study
 - Every year the listers receive a list; this year the list had 364 sales. This is a 3–year comparison; 2018–2021. There were 205 sales between the spring of 2020 and spring of 2021. The district advisor reviewed the list and made some changes, and there are four properties the listers would like to have adjusted as well. Fisher moved to approve the Listers request to appeal the equalization study results on four properties, Fitzgerald second; all in favor.
5. Town Meeting
 - Tribuno moved to approve the Town Meeting Warning for March 1, 2022, Fisher second; all in favor.
 - Gannon moved to approve going to Australian Ballot for the 2022 Town Meeting, Tribuno second; all in favor.
6. VSP PSAP Staffing Contingency Plan
 - The Police Chief discussed the VSP PSAP staffing and how it will affect the Wilmington Police Dept. Received notice that if VSP goes into crisis mode, they will only be staffing emergency dispatching services for Wilmington. This will put a lot more call screening to the duty–officer at night. Besides responding to local calls, officers may be contacting other agencies needed (i.e.: fire, mental health, etc). Chief is working on a plan to help mitigate some of these issues. Regional dispatch has been discussed, too.
 - Traffic stops and race data; Gannon commented about the increase in stops between 2019 and 2020 shown in a paper (written by Dr. Seguino, et. al., Did COVID–Induced Reductions in Vermont Traffic Stops Lower Racial Disparities?) presented to him in his legislative role on Gov Ops. Chief Murano cautioned calling the paper a study, as Gannon referred to it. The Chief’s discussion follows: Demographics by population needs to have a baseline; VT is probably the second whitest state, but is not a vacuum – 9000 vehicles is the average daily driver count along Route 9; About 70% of the traffic stops conducted in Wilmington are out–of–state vehicles; This literature implies there is a vacuum and possibly some bias about travelers; Wilmington officers undergo fair and impartial training every two–years; In 2019 – 1.3% of traffic stops were black drivers and in 2020 it went to 3%; The number of out–of–state

travelers is also increasing; Speeding, citizen complaints, and incidents sometimes dictates where officers go to perform highway safety/traffic stops.

7. Face Coverings in Town

- Tribuno moved to approve a 30-day extension to the resolution requiring masks be worn in all public buildings and town owned buildings, Rice second; all in favor.

8. Other Business/Correspondence

9. Selectboard Members Comments

- Rice commented on the great job highway did during the storm.

10. Town Manager's Updates

- Cannabis Control Commission; no guidance at the local level at this time, other than following the Liquor Control Commission rules, found in Title 7.
- AOT responded to our requests to extend the 25MPH on West Main St, and will conduct a speed study along Route 9 West.
- In deposition stage of the Josh Lane appeal in Superior Court.

11. Executive Session

- Fitzgerald moved to find that premature general public knowledge of a contract amendment and attorney/client communications would put the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter executive session at 7:29 pm, to include the Town Manager, for the purpose of discussing a contract amendment and to discuss attorney client communication pertaining to Superior Court tax appeal case Neuner v Town of Wilmington, Rice second; all in favor.
- Out of executive session at 7:53 pm.
- Tribuno moved to approve Neuner v. Town Stipulated Judgement Order, Rice seconded; all in favor.
- Gannon moved to approve Addendum to AIA Document A201-2017 General Conditions of the Contract for Construction in the amount of \$77,575.55, Tribuno seconded; all in favor. Addendum refers to BreadLoaf Construction.

Meeting adjourned at 7:56 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

No. 78. An act relating to authorizing temporary Open Meeting Law procedures in response to COVID-19.

(S.222)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. LEGISLATIVE INTENT; COVID-19 RESPONSE AND OPEN
MEETINGS

It is the intent of the General Assembly that during the continued spread of coronavirus disease 2019 (COVID-19) in the State of Vermont, public bodies should organize and hold open meetings in a manner that will protect the health and welfare of the public while providing access to the operations of government. Accordingly, this act sets forth temporary Open Meeting Law procedures in response to COVID-19.

Sec. 2. OPEN MEETING LAW; TEMPORARY SUSPENSION OF
DESIGNATED PHYSICAL MEETING LOCATION
REQUIREMENTS

(a) Notwithstanding 1 V.S.A. § 312(a), until January 15, 2023:

(1) a quorum or more of the members of a public body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location;

(2) the public body shall not be required to designate a physical meeting location where the public may attend; and

(3) the members and staff of the public body shall not be required to be physically present at a designated meeting location.

(b) When the public body meets electronically under subsection (a) of this section, the public body shall:

(1) use technology that permits the attendance of the public through electronic or other means;

(2) allow the public to access the meeting by telephone; and

(3) post information that enables the public to directly access and participate in meetings electronically and include this information in the published agenda for each meeting.

(c) Unless unusual circumstances make it impossible for them to do so, the legislative body of each municipality and each school board shall record its meetings held pursuant to this section.

(d) Until January 15, 2023, in the event of a staffing shortage due to COVID-19, a public body may extend the time limit for the posting of minutes prescribed in 1 V.S.A. § 312(b)(2) to not more than 10 days from the date of the meeting.

(e) Notwithstanding 1 V.S.A. § 312(c)(2) and (d)(1)(B), until January 15, 2023, a municipal public body may post any meeting agenda or notice of a special meeting in two designated electronic locations in lieu of the two designated public places in the municipality or in a combination of a designated electronic location and a designated public place. A municipal public body shall post the notice or agenda in or near the municipal clerk's

office and shall provide a copy of each notice or agenda to the newspapers of general circulation for the municipality.

Sec. 3. EXPIRATION OF TEMPORARY AUTHORITY

The authority granted by this act shall expire on January 15, 2023.

Sec. 4. EFFECTIVE DATE

This act shall take effect on passage.

Date Governor signed bill: January 18, 2022

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

Map No. <u>26-20-030</u>	Fee \$25.00+\$11.00Recording	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 Fozzelle</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 9/17, 2021.
- 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 8/17/21
 Preliminary Approval Expires: date 11/17/21 (3 months)

By: Thomas J. Jerald
 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:** 11/17/21

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: *Karen Rye Molina*
(Applicant)

Do Not Write Below This Line - Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application Date Paid 8/3 Initials GL

Bianchi Filing Fee: \$10.00 due at application Date Paid 8/3 Initials GL

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

ALLOCATION FEE TOTAL \$5,600.00

Within 30 days of Preliminary 25% \$ 1400 Date Due: 9/17 Date Paid 9/10/21 Initials GL

See Timetable Page 3 75% \$ _____ Date Due: _____ Date Paid _____ Initials _____

Conditions of Approval: _____

Final Approval Date _____

By: **Wilmington Board of Sewer Commissioners**

Copy After Final Approval: Date _____ Initial _____

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

Bianchi filed with Town Clerk: Date _____ Initial _____

Do not write in boxed area - For administrative use only

FINAL PERMIT	Property # _____
	Location _____
	Sewer Allocation Permit # _____
	Sewer Connection Permit # _____
	NEW TOTAL ALLOCATION: _____
	Gal per day
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL ALLOCATION _____	
New Building:	
Date Initiated Construction (within 1 year): _____	
Date Completed Construction (within 3 yrs): _____	

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. <u>20-20-037</u>	Fee \$25.00+\$11.00 Recording	Date Received: <u>9/2/21</u>
PSC No. _____	\$36.00 Fee due at application <input type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: <u>John Jozelle</u>	

Applicant: 123 W Main - 2019, LLC Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: 123 W Main Street, Wilmington Tax Map Number: 2020037
 (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> Restaurant	Seat	10	30	300
Restaurant	seat	6	30	180
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby request an allocation permit as described for gallons per person per day TOTAL 180 gpd
 Do not write in boxed area - For administrative use only

SIGNED: [Signature]
 (Applicant)

123 W Main St
 (Mailing Address of Applicant)

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

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.

Credit existing unused gallonage: _____ gpd
Allocation to be purchased Total <u>180</u> gpd
CONDITIONS:
1. Total Allocation Fee (<u>180</u> gpd x \$10/gpd) \$ <u>1800</u>
2. 25% of the total Allocation fee (\$ <u>450</u>) is due within 30 days: On or before <u>11/8</u> , 20 <u>21</u> .
3. The remaining 75% (\$ <u>1350</u>) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
4. Other: _____
Preliminary Approval Granted: date <u>10/7/21</u>
Preliminary Approval Expires: date <u>1/7/22</u> (3 months)
By: _____ Wilmington Board of Sewer Commissioners Agent
Extension of Preliminary Approval granted: date _____
Extension Preliminary Approval Expires: date _____
By: <u>[Signature]</u> Wilmington Board of Sewer Commissioners

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

DATE DUE: 1/7/22

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: [Signature]
(Applicant)

Do Not Write Below This Line - Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application Date Paid 9/2 Initials JL

Bianchi Filing Fee: \$10.00 due at application Date Paid 9/2 Initials JL

Connection Permit Fee: \$80.00 due at connection application Date Paid 7/9 Initials _____

ALLOCATION FEE TOTAL \$ 1800

Within 30 days of Preliminary 25% \$ 450 Date Due: 11/8/21 Date Paid _____ Initials _____

See Timetable Page 3 75% \$ 1350 Date Due: _____ Date Paid _____ Initials _____

Conditions of Approval: _____

Final Approval Date _____

By: **Wilmington Board of Sewer Commissioners**

Copy After Final Approval: Date _____ Initial _____

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

Bianchi filed with Town Clerk: Date _____ Initial _____

Do not write in boxed area - For administrative use only

FINAL PERMIT	Property # _____
	Location _____
	Sewer Allocation Permit # _____
	Sewer Connection Permit # _____
NEW TOTAL ALLOCATION:	Gal per day
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL ALLOCATION	
New Building:	
Date Initiated Construction (within 1 year): _____	
Date Completed Construction (within 3 yrs): _____	

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. <u>20-20-041</u>	Fee \$25.00+\$11.00Recording	Date Received: <u>1/24/22</u>
PSC No. _____	\$36.00 Fee due at application <input type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: <u>John Fogelin</u>	\$40.00

Applicant: 103 W Main - 2022 LLC Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: 103 W. Main Street Tax Map Number: 2020041
 (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> Restaurant	Seat	10	30	300
restaurant	seat	6	30	180
dwelling	bedroom	2	140	280

I hereby request an allocation permit as described for gallons per person per day TOTAL 460 gpd
 Do not write in boxed area - For administrative use only

SIGNED: Crystal Fletch
 (Applicant)

123 W. Main Street
 (Mailing Address of Applicant)

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

Credit existing unused gallonage: _____ gpd
 Allocation to be purchased Total 460 gpd

CONDITIONS:

- Total Allocation Fee (460 gpd x \$10/gpd) \$ 4600
- 25% of the total Allocation fee (\$ 1150) is due within 30 days: On or before _____, 20____.
- The remaining 75% (\$ 3450) 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.

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. 21-21-013 Fee \$25.00+\$15.00 Recording Date Received: 1/20/22
 PSC No. _____ \$40.00 Fee due at application paid check cash
 SA No. _____ Signature: #879740

Applicant: Bruce Fischer Owner Owner's Agent if Agent, letter of agency attached

Property Location: Winter Haven Drive Tax Map Number: 21-21-013.000
 (If 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> Restaurant	Seat	10	30	300
Single Family Residence	Bdrm.	2	140	280
Apartment	Bdrm.	1	140	140

I hereby request an allocation permit as described for gallons per person per day TOTAL 420 gpd
 Do not write in boxed area - For administrative use only

SIGNED: 
 (Applicant)

P.O. Box 19
 (Mailing Address of Applicant)

Laurens, NY 10983
 (City, State and Zip Code)

Credit existing unused gallonage: 0 gpd

Allocation to be purchased Total 420 gpd

CONDITIONS:

- Total Allocation Fee (420 gpd x \$10/gpd) \$4200
- 25% of the total Allocation fee (\$1050) is due within 30 days: On or before _____, 20__.
- The remaining 75% (\$3150) 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.

1. EXECUTIVE SUMMARY

At the Town of Wilmington's request, this study evaluates the feasibility of expanding the existing water and sewer infrastructure along Route 100 and Route 9 from approximately The White House Inn to Ballou Hill Road and approximately 600 feet south on Route 100 from the Route 9 intersection. The purpose of this expansion is to promote development along the sizable properties located in this new service area.

Currently the Town of Wilmington owns and operates the wastewater utilities, however, drinking water utilities are owned and operated by the Wilmington Water District. The Town and District voted on November 3rd, 2020 to transition ownership of the drinking water utility to the Town. It is anticipated that this acquisition will be approved by the State Legislature, so by July 2021, the Wilmington Water District can be dissolved.

It is recommended that the proposed project is approached in multiple phases rather than one large construction project. Expansion projects such as this typically face funding challenges in the initial years due to a limited user base and fees. By phasing the project, the debt service can be spread over time allowing development and user fees to increase to close the funding gap.

For the drinking water utility expansion, a new 8" waterline would be extended approximately 3,200' from the edge of the Wilmington Water District to the area of VT Route 9 and Route 100 as shown on Figure 8 in Appendix A.

For the wastewater utility expansion, a new sewer collection system will be constructed in the area of VT Route 9 and Route 100 as shown on Figure 8 in Appendix A. Approximately 3,900' of new 8" PVC gravity sewer will be constructed in the Town Right-of-Way. Additionally, a new wastewater pump station, approximately 1,600' of new forcemain, and upgrades to the existing East Main Street ejector station #1 will be required.

Cost estimates put the total project cost at \$2,900,000. Two funding alternatives were evaluated and estimate the total annual debt service to be between \$48,000 and \$62,000 annually paid for through property taxes and/or user fees. If the Town wishes to pursue this project, the following steps are recommended 1) further evaluate the potential funding sources and eligibility, 2) further evaluate potential development opportunities along the proposed service area, 3) obtain ownership of the Wilmington Water District's drinking water utility.

**Table 8.2
Total Project Cost Summary**

Item Description	Water Estimated Cost	Sewer Estimated Cost	Total Estimated Cost
Construction			
Water Extension ⁽¹⁾	\$1,050,000	\$0	\$1,050,000
Sewer Extension ⁽¹⁾	\$0	\$1,100,000	\$1,100,000
Subtotal	\$1,050,000	\$1,100,000	\$2,150,000
Construction Contingency			
10% Construction Contingency	\$105,000	\$110,000	\$215,000
Subtotal	\$105,000	\$110,000	\$215,000
Step I – Preliminary Engineering			
Preliminary Engineering ⁽²⁾	\$9,500	\$13,400	\$22,900
Environmental Report	\$1,200	\$1,200	\$2,400
Bond Vote Assistance	\$1,500	\$1,500	\$3,000
Subtotal	\$12,200	\$16,100	\$28,300
Steps II – Final Design⁽³⁾			
Final Design Allowance	\$55,000	\$60,000	\$115,000
Special Services – Permitting	\$15,000	\$15,000	\$30,000
Subtotal	\$70,000	\$75,000	\$145,000
Step III – Construction Phase Engineering⁽³⁾			
Construction Phase Services Allowance	\$134,000	\$144,000	\$278,000
Subtotal	\$134,000	\$144,000	\$278,000
Other Costs			
Administration/Permit Fees	\$2,500	\$2,500	\$5,000
Easements	\$2,500	\$15,000	\$17,500
Legal and Fiscal	\$5,000	\$5,000	\$10,000
Short Term Interest	\$10,000	\$10,000	\$20,000
Subtotal	\$20,000	\$32,500	\$52,500
Estimated Total Project Cost	\$1,391,200	\$1,477,600	\$2,868,000
Use	\$1,400,000	\$1,500,000	\$2,900,000

Notes:

1. ENR 12230 = July 2022
2. Fees are based on the current engineering agreement.
3. Based on State curve allowance.

a Northern Borders grants (which require a non-federal 20% match), the remaining project cost could be funded via a USDA Rural Development Program loan with a grant of up to 25%.

Table 8.3
Funding Alternatives Comparison – Proposed Water & Sewer Project

Funding Alternative No. 1		Funding Alternative No. 2	
Funding Source	Estimated Funding	Funding Source	Estimated Funding
Economic Development Authority Grant	\$1,450,000	Economic Development Authority Grant	\$1,450,000
Northern Borders Regional Commission Grant (up to 25% of total project costs; requires 20% non-federal match; \$1,000,000 limit)	\$ 500,000	Northern Borders Regional Commission Grant (up to 25% of total project costs; requires 20% non-federal match; \$1,000,000 limit)	\$0
Local Share		Local Share	
VMBB Loan 20-year Loan Term @ 2.5% \$61,140 Annual Payment	\$ 950,000	USDA Rural Development 30-year Loan Term @ 1.875% Interest; 25% Grant Annual Payment \$47,900	\$1,087,500 \$362,500
Total Estimated Funding	\$2,900,000		\$2,900,000

8.9 Projected User Rates

Under the funding alternatives evaluated above, approximately \$48,000 or \$62,000 in debt service will be necessary each year. Two potential revenue sources to support this debt are described below.

Town of Wilmington General Fund / Property Taxes

A portion of the project's debt service could be paid using Town-wide property taxes. This approach would require a town-wide assessment of Wilmington's grand-list and a determination of tax on the assessed value sufficient to cover the annual debt service.

User Fees

For most water and sewer infrastructure projects a substantial portion of the project's debt service and operation and maintenance costs are paid via user fees. Since it is assumed that operation and maintenance costs would be covered as part of the Town water and sewer user fees, additional user fees would be needed to cover debt service.

To maintain affordability, annual user fees should generally not exceed approximately \$1,000 each for sewer and water service for a three-bedroom single-family residence if possible. A user of the proposed water and sewer infrastructure would have to pay some additional amount to cover debt service associated with the project. As part of the preliminary engineering phase, more detailed impacts to user fees can be determined based on final project scope and phasing.

8.10 Project Schedule

A preliminary schedule for implementing the proposed water and sewer projects is shown in Table 8.4, below.

**Table 8.4
Project Schedule – Proposed Water and Sewer Projects**

	2020				2021				2022				2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Finalize Feasibility Study				X												
Submit Funding Applications																
Bond Vote (November)								X								
Final Design and Permitting																
Bid Advertisement										X						
Construction																