

Wilmington Selectboard Agenda
April 5, 2022 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of March 15, 2022 (5 minutes)
3. Action Items (10 minutes)
 - *The Selectboard to possibly re-appoint Ann Manwaring as representative and Gretchen Havreluk and Alan Baker as alternates to DVCUD.*
4. Special Town Meeting (10 minutes)
 - *The Selectboard to possibly approve the special town meeting warning and set a date for an informational meeting.*
5. 1% Local Option Tax Fund Request (10 minutes)
 - *The Selectboard to possibly approve a request from the Community Garden in the amount of \$1,370 for the planting of an orchard.*
6. Local Emergency Management Plan (5 minutes)
 - *The Selectboard to possibly approve the Local Emergency Management Plan*
7. Memorial Hall Flood Program (10 minutes)
 - *The Selectboard to possibly approve a local match commitment letter for a Hazard Mitigation assistance program for Memorial Hall flood proofing.*
8. By-Law Modernization Grant Committee (10 minutes)
 - *The Selectboard to receive an update on the Planning Commission sub-committee members and grant.*
9. Liquor Commission (5 minutes)
 - *The Liquor Commission to possibly approve a Second-Class License Renewal for Ratu's Liquor & Market;*
 - *A First- and Third- Class and Outside Consumption Renewal for Wilmington Village Pub, and VT Golf Hospitality dba The Stack Restaurant;*
 - *A First- and Third- Class Renewal for Cask & Kiln Kitchen;*
 - *A First, Second and Third-Class and Outside Consumption Renewal for HMC Hospitality dba Hermitage Club*
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 an employment contract.*

Wilmington Selectboard Meeting Minutes March 15, 2022

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

Others Present: Scott Tucker, Jessica DeFrancesco, Sheldon Brasseur, Therese Lounsbury, Amelia Nick, Joanne Yankura, Jessica Lee Smith, Stacey Skwirut, Connor Sprague

Meeting called to order at 6:01 pm

1. Re-Organization

- Rice nominated Tom Fitzgerald as Chair; all in favor; Rice nominated John Gannon for Vice Chairperson; all in favor, Tribuno nominated Vince Rice for Clerk; all in favor.
- Other Actions and Appointments
Deerfield Valley News as official paper.
Ex-Officios; Planning–Sarah Fisher, DRB–Tom Fitzgerald, Bi-Town– Tom Fitzgerald, Trails–John Gannon
Fitzgerald moved to adopt the Conflicts of Interest Policy, and Rules of Procedure, Tribuno second; all in favor.

2. Visitors, Public Comments, Possible Changes to the Agenda

- Under action items– possibly approve expenditure for bridge repair
- Three additional liquor license renewals

3. Approve Minutes of February 15, 16 and 23, 2022

- Rice moved to approve the minutes of February 15 and 16, 2022, Fisher second; all in favor.
- Fitzgerald moved to approve the minutes of February 23, 2022, Fisher second; 4–0, Rice abstained.

4. Action Items

- Fitzgerald moved to approve the road posting for spring 2022, Rice second; all in favor.
- Fitzgerald moved to approve the annual highway financial plan for FY23, Rice second; all in favor.
- Fitzgerald moved to approve the amended agreement with Great River Hydro for the Hoot, Toot and Whistle Trail, Rice second; all in favor.
- Bridge 14 on Higley Hill is rapidly deteriorating. The rebar is exposed and concrete is falling into the river. Next year another nearby structure will need to be repaired as well. Tribuno moved to approve the quote from Cold River Bridges in the amount of \$98,755 for repairing a bridge on Higley Hill Rd, Rice second; all in favor.

5. 1% Local Option Tax Fund Request

- Three bids were received; one didn't follow the instructions so it was not considered. After Trails Committee reviewed the other two, one company stood out. Rice moved to approve the bid from Weston & Sampson for design and engineering improvements of the Hoot, Toot and Whistle trail in the amount of \$16,000, Tribuno second; 4–0, Fisher abstained.

6. Equalization Study

- Fitzgerald moved to join PVR of the Tax Dept. in stipulating that the Equalized Education Property Value, CLA and COD has been determined and accept the results as of April 1, 2021 and will not pursue any further appeals and/or seek any further changes in stated values, Tribuno second; all in favor.

7. Appointments

- Tribuno moved and Fitzgerald second to appoint the follow members for listed terms:

Tree Warden	----- Fred Skwirut/1
Energy Coordinator	----- Chuck Clerici/1
Surveyor of Wood & Shingles	----- Fred Skwirut/1
Green Up Co-Chair	----- Kathryn Larsen/1
Green Up Co-Chair	----- Rebecca Sweeney/1
Windham County Solid Waste District Supervisor Board	Merrill Mundell/1
Windham Regional Commission Rep	----- Mike Tuller/1
	Ann Manwaring/1
Planning Commission	----- Brian Holt/4
DRB	----- Diane Abate/3
	----- Chrystal Holt/3
Trails Committee	----- Alan Baker/4

Fitzgerald moved to enter into Liquor Commission at 6:34 pm, Rice second; all in favor.

8. Liquor Commission

- Fitzgerald moved to approve a Second-Class License Renewal for Vermont Staples Good Co, Inc dba River Bend Farm Market (Wilmington), Brockton Corp dba Shaw's Beer & Wine, Walgreens Eastern Co Inc dba Walgreens #17379 and Red Fox Shop LLC
- A First- and Third- Class and Outside Consumption Renewal for the La Casita LLC, WI Foster LLC dba Wilmington Inn, Tim Tom LLC dba Alpenglow and WHVT LLC dba White House Inn.
- A First- and Third- Class Renewal for Maple Leaf Tavern
- A First-Class and Outside Consumption Renewal for Folly Eats
- An Open Container Exemption Permit for the Beer and Chili Stroll on April 1, 2022 at Memorial Hall, Ratus, Bartleby's Books, Incurable Romantic, 1836 Country Store, and Chapman's Antiques, Rice second; all in favor.

Out of Liquor Commission at 6:40 pm

9. Other Business

10. Select Board Members Comments

11. Town Manager's Updates

- Battle of the Badges is Sunday at noon at OSEC.
- Tax sale and water shut off notices are going out.
- Voter-backed petition asking for a revote is out for signatures regarding the retail cannabis article that was passed at town meeting.
- Highway HVAC system is not working properly; a tech has looked it over and we are waiting for a follow-up.
- Rec Committee is working on a 100% reimbursable grant for after-school and summer programs.

12. Executive Session

- Fitzgerald moved to find that premature general public knowledge of the potential sale of town owned property would place the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session at 6:50, to include the Town Manager, to discuss the possible sale of town owned property, Rice second; all in favor.

Out of executive session at 7:02 pm

Meeting adjourned at 7:02 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

Warning
Town of Wilmington, Vermont
Special Town Meeting

The legal voters of the Town of Wilmington are hereby notified and warned to meet at the Old School Community Center (OSEC) in said Wilmington, Vermont, from 7:00 A.M. until 7:00 P.M., on Tuesday, May 10, 2022, to vote by Australian Ballot the following article:

Article 1: Shall the Town authorize cannabis retailers in town pursuant to 7 V.S.A. § 863?

Dated at Wilmington, Vermont this 5th day of April 2022.

Selectboard of the Town of Wilmington

Thomas Fitzgerald, Chair
John Gannon, Vice Chair
Vincent Rice
Sarah Fisher
Tony Tribuno

In response to the cannabis revote article in the banner:

From my experience in all legal states, the introduction of cannabis into townships has little effect on safety, or appearance of the cities layout.

In the western states, many of the officers I've spoke with extensively, have all informed me police see cannabis as a non issue as far as driving and safety are concerned. It is well understood the impaired abilities of cannabis use on motor skills only comes after excessive use or exhaustion. Police will hardly ever ticket users with the substance in the cab.

The East coast has this notoriously hard edged approach that will soon diminish after the normalization of cannabis.

Users are already well stoned behind the wheel, and the introduction of retail shops will greatly diminish the traffic of black market thugs coming through town with potentially laced product, along with greatly reducing the drive for harder narcotics and legal pain killers that are a much greater threat to public safety.

Making cannabis readily available will bring a huge boom of tourists of all ages, but like all things, its just a short lived rush and you'll soon find the cannabis shops hardly have any effect on health or wellbeing, blend in well, and attract many more tourists out for a drive on many more days of the week.

Cannabis topicals, tinctures are a great way to reduce pain, gain healthy sleep, relax, and wake up refreshed unlike alcohol that only harms and impedes wellness.

Cannabis and ski towns go hand in hand and blend in well to the scenery, I hope you'll all keep an open mind and understand and welcome the normalization of a great healing substance that has long been accused of being harmful, only for the gain of the "gold standardization" put in place by the evil Rockefellers who sought to profit through petroleum based pharmaceuticals!

Sincerely,
Anonymous



TOWN OF WILMINGTON
OFFICE OF THE TOWN CLERK

To: Thomas Fitzgerald, Chair of Wilmington Selectboard
Scott Tucker, Town Manager

From: Therese Lounsbury, Town Clerk

Date: March 30, 2022

A voter backed petition for a re-vote on Article 20 from Town Meeting Day has been received in the Town Clerk's Office with an appropriate number of signatures.

Vermont Statute requires that the legislative body shall provide for a vote by the municipality in accordance with the petition within 60 days of the submission at an annual or special meeting duly warned for that purpose. With that in mind, I would recommend the following timeline:

May 10, 2022 – Polling station open for re-vote on Article 20

May 3, 2022 – Informational Meeting (must fall within 10 days of the vote) 4/30 - 5/1

April 22, 2022 – Last day to warn the Informational Meeting (10 days prior)

April 20, 2022 – Ballots available for absentee (20 days prior to the vote)

April 10, 2022 – Last day to warn the vote for May 10, 2022 (30 days prior)

Please let me know if I can be of further assistance.

We the undersigned legal voters of the Town of Wilmington hereby request that the Selectboard call a special meeting to have the voters reconsider the following article(s): "Article 20. Shall the Town of Wilmington authorize cannabis retailers in town pursuant to 7 V.S.A. § 863?"

(17)

Wilmington Registered Voter

Print Name	Signature	Address
✓ Charlotte Verny	Charlotte Verny	42 Ray Hill Rd
✓ Cliff Duncan	Cliff Duncan	48 Sunny Knoll
✓ CHRIS BROWN	Chris Brown	18 Ruth Way
✓ Bruce B. Olsen	Bruce B. Olsen	7 Shearer Hill
✓ Daniel Brown	Daniel Brown	98 Fairview Ave
✓ Maria Gosselin ^{possession} _{not Regs}	Maria Gosselin	168A E MAIN ST
✓ Neville Hernandez	Neville Hernandez	6 Beaver St.
✓ Michelle O'Neil	Michelle O'Neil	321 White Rd
✓ Denise Spieriecke	Denise Spieriecke	59 E. Main
✓ MONIQUE B. WHITE	Monique B. White	370 Whites Rd, Wil
✓ MICHAEL LOZITO	Michael Lozito	133 LAKE RAPIDA ROAD
✓ MARYANN LOZITO	Maryann Lozito	" " " "
✓ JOHN GERDING	John Gerding	12 NEW ENGLAND BLVD RD.
✓ Jen Violette	Jen Violette	12 New England Power
✓ Mark Moore	Mark Moore	5 PRIMROSE LAKE
✓ Nancy E. Baker	Nancy E. Baker	West Main
✓ Marie C. Paige	Marie C. Paige	Wickham 79 Fairview
✓ KAREN AUSTIN	Karen Austin	463 RTE 9 WEST MAIN

WILMINGTON, VERMONT Town Clerk
Received for Record 03-30-2022 11:40am
Therese Lounsbury, Clerk

82 signatures required
90 signatures confirmed

We the undersigned legal voters of the Town of Wilmington hereby request that the Selectboard call a special meeting to have the voters reconsider the following article(s): "Article 20. Shall the Town of Wilmington authorize cannabis retailers in town pursuant to 7 V.S.A. § 863?"

Wilmington Registered Voter

Print Name	Signature	Address
LINDA BERNARD	Linda Bernard	332 RAY HILL ROAD
ARNOLD BERNARD	Arnold Bernard	332 RAY HILL RD.
Stephanie Bartlett	Stephanie Bartlett	71 Ray Hill Rd
Justin Bartlett	Justin Bartlett	71 Ray Hill Rd
Patricie Johnson	Patricie Johnson	71 E. Main St
Diana Duncan	Diana Duncan	48 Sunnyknoll Dr.
Deborah Boyd	Deborah Boyd	111 Fairview Ave.
Gordon Boyd	Gordon Boyd	111 Fairview Ave
Sheila Oster	Sheila Oster	7 Shearer Hill
Merrill Mowdell	Merrill Mowdell	20 Gallup Pkch
Goodell, Craig	Craig Goodell	73 Fairview Ave
Goodell Catherine	Catherine Goodell	" " "
Diane Olanysk	Diane Olanysk	263 Fairview Ave
EUGENE OLANYSK	Eugene Olanysk	263 Fairview Ave
Donna Spiller	Donna Spiller	Shearer Hill Rd
Carol Lackey	Carol Lackey	PO Box 1677 4 Shafter St Apt 1D
Bret Brown	Bret Brown	253 Haynes Rd
Jackie Kane	Jackie Kane	Jagers way Can't read
HARROET MAYNARD	Harriet Maynard	23 Maynard Rd
Heidi S Taylor	Heidi Taylor	174 Coldbrook Rd.
Ann Brown	Ann Brown	253 Haynes Rd.
SYLVIA CROSS	Sylvia Cross	RT 100 N
STANLEY CROSS	Stanley Cross	770 RT 100 N.
Karen Wheeler	Karen Wheeler	89 H. Hill Rd.

WILMINGTON, VERMONT Town Clerk
Received for Record 03-30-2022 11:40am
Therese Lounsbury, Clerk

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Received for Record 03-30-2022 11:40 am
Therese Lounsbury, Clerk

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WILMINGTON, VERMONT Town Clerk
Received for Record 03-30-2022 11:40am
Therese Lounsbury, Clerk

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WILMINGTON, VERMONT Town Clerk
Received for Record 63-30-2022 1/400m
Therese Lounsbury, Clerk

(2)

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WILMINGTON, VERMONT Town Clerk
Received for Record 03-30-2022 11:40am
Therese Lounsbury, Clerk

We the undersigned legal voters of the Town of Wilmington hereby request that the Selectboard call a special meeting to have the voters reconsider the following article(s): "Article 20. Shall the Town of Wilmington authorize cannabis retailers in town pursuant to 7 V.S.A. § 863?"

(20)

Wilmington Registered Voter

Print Name	Signature	Address
✓ Margaret L. Streeter	Margaret Streeter	46 Ray Hill Road
✓ Philip Hoffman	Philip Hoffman	46 Ray Hill Rd
✓ Melane Lopez		175 Rte 9 E
✓ Lisette Place	Lisette Place	92 FAIRVIEW AVE
✓ Kay Little	K. Little	173 Ray Hill Rd.
✓ Therese Lounsbury	Therese Lounsbury	4 Castle Hill Rd
✓ W. J. Smith	W. J. Smith	20 CATTIN DR.
✓ Ryan O'Neil	Ryan O'Neil	321 Whites Rd.
✓ Sharon Adams	Sharon Adams	15 Higley Hill
✓ Diana Brown	Diana Brown	120 Lisle Hill
✓ Alan A. Smith	Alan A. Smith	HAND W SPIESICK VIKING HOTEL
✓ Mary Gendron	Mary Gendron	4 Castle Hill Rd
✓ Doug Baker	Doug Baker	97 West Main
✓ Montague Johnson	Montague Johnson	18 Happy Haven
✓ Brian T. Johnson	Brian T. Johnson	" " "
✓ John Boyd	John Boyd	58 Rte 11
✓ Kathryn Larsen	Kathryn Larsen	59 Ray Hill
✓ David Larsen	David C. Larsen	59 Ray Hill Rd
✓ Megan Quinn	Megan Quinn	303 Whitney Ln
✓ William Hazell	William Hazell	105 Ray Hill Rd.
✓ Ethne Eldred	Ethne Eldred	17 N Main Street
✓ Carolyn Palmer	Carolyn Palmer	121 Boyd Hill St
✓ Carol Ferreri	Carol Ferreri	118 Boyd Hill
✓ Emily Beeman	Emily Beeman	43 Castle Hill

WILMINGTON, VERMONT Town Clerk
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Therese Lounsbury, Clerk

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WILMINGTON, VERMONT Town Clerk
Received for Record 03-30-2022 11:40 am
Therese Lounsbury, Clerk

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Requests For Funding Through the 1% Local Option Tax Fund Amended 3/31/22

Name of Person/Organization/Business/Committee:

Community Garden at Howe Farm

Date of Request: *March 21, 2022*

Contact person, phone numbers, mailing and email address:

Karen Horton

41 Woods Road

Wilmington, VT 05363

802-258-8232

howecommunitygarden@gmail.com

Amount of Request and Date Funding Needed: *\$1370 by 1 May, 2022*

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

In 2021 the Community Garden at Howe Farm allocated a portion of its produce for donation to programs serving those in the local community experiencing food insecurity. Over \$1,100 (retail value) of organically-grown produce was donated to St. Mary's Church food program, Deerfield Valley Summer Food Program, and for direct donation at the Wilmington Pettee Memorial Library and at the Twice Blessed thrift store.



In 2022, we will continue making donations of produce to the above programs still providing such service, and we also hope to be able to do direct distribution outside the Deerfield Valley Food Pantry on the days when it is open to the public.

This spring, the Community garden is planting an orchard to supplement its produce with fresh, organically grown apples, peaches, pears, blueberries and raspberries. This request is to help defray the costs associated with the planting of the orchard.

Please provide a financial breakdown of your project/request.

*Bare root apple (5), peach (2) and pear (2) trees appropriate for this climate: \$750
Protective fencing including tposts, mesh, wire, chicken wire, stakes and zipties:
\$1,500*

Lowbush blueberry plants (4): \$75

All other needed items, including digging of holes, soil improvement, raspberry canes and labor are being donated.

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

The Community Garden at Howe Farm generates no income, and relies on its members' donated time and labor to maintain and improve the garden. As much as possible, we ask that supplies be donated, but for an expansion of this size, some items (listed above) need to be purchased. Funding would support the purchase of these needed items.

Signature of Applicant:



Date:

3/31/22

From: [Howe Community Garden](#)
To: [Jessica DeFrancesco](#)
Subject: Fwd: Garden Expansion
Date: Wednesday, March 30, 2022 9:50:45 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Jessica,

I am forwarding this to you so that you can consider this information with our application for town funding for the garden.

My hope is that if and when this affordable housing project was to happen, that the garden could be included in the plans for the project. It would be a great partnership.

Thanks for you help.

Karen

Begin forwarded message:

From: Tracy Bartels <TBartels@vailresorts.com>
Subject: Garden Expansion
Date: March 30, 2022 at 9:35:38 AM EDT
To: Howe Community Garden <howecommunitygarden@gmail.com>
Cc: Daniel Thoemke <DThoemke@vailresorts.com>

Thank you for reaching out about the expansion of the garden at Howe Farm. I have enjoyed being a part of the garden and appreciate the great work to help support the local foodbank.

Mount Snow would support the expansion of the garden to include some fruit trees and berries. It would be great to have some stakes or other markings placed where the expansion would end in the field. The only long term issue would that the Mount Snow master plan has the property designated as affordable housing. If in the future, the development were to start to get planned and permitted, the garden would need to be relocated. At this time – no formal plans or permitting process are in process for the development.

Daniel Thoemke is copied on this email. He will be your contact moving forward.

Thank you

Tracy Bartels

VP/GM Mount Snow

Office 802-464-4169



mount snow.
VERMONT



| mountsnow.com

The information contained in this message is confidential and intended only for the use of the individual or entity named above, and may be privileged. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please reply to the sender immediately, stating that you have received the message in error, then please delete this e-mail. Thank you.

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.

Municipality	Wilmington
LEMP Adoption Date	4/5/2022
NIMS Adoption Date	10/1/2014
EMD Name	Scott Moore
Position	EMD
Primary Phone	802-780-9452
Alternate Phone	802-464-8022
Email	smoore@wilmingtonvt.us
POC 2 Name	Matthew Murano
Position	Police Chief
Primary Phone	802-384-8594
Alternate Phone	802-464-8593
Email	matthew.murano@vermont.gov
POC 3 Name	Scott Tucker
Position	Town Manager
Primary Phone	802-780-9451
Alternate Phone	802-345-5597
Email	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
Preferred EOC Positions and Duties	
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
Potential EOC Staff Members	
<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
Primary EOC Location	
Facility / Address:	Twin Valley Elementary School, 360 RT 100 N
Phone Numbers:	802-464-5177
Equipment/Notes:	Starting July 2022 EOC moved to new Public Safety Facility at 40 Beaver St; 802-464-8022
Alternate EOC Location	
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	A Lady Electrician-Jaime Howe	802-258-8711
	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">• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)• Vermont Urban Search and Rescue (USAR, VT-TF1)• Vermont State Police and Special Teams• Community Emergency Response Teams (CERTs)• Swiftwater Rescue Teams• Regional Shelter Support• State government agency expertise / services• Federal response agency expertise		
State support the municipality will normally eventually have to pay for:		
<ul style="list-style-type: none">• Supplies and equipment (including sandbags)• VTrans Equipment and Personnel• Vermont National Guard Support		

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.

National Incident Management System (NIMS) Typed Resources*											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
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&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>	
Spontaneous Sheltering	
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 	
Regional Shelter	
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:	
Primary Local Shelter	
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
Alternate Local Shelter	
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 Pets Allowed? 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	smoore@wilmingtonvt.us
EM Coordinator	Matthew Murano	802-384-8594	802-464-8593	802-464-	Matthew.murano@vermont.gov
Local Response Organization Contacts					
Fire Chief	Scott Moore				smoore@wilmingtonvt.us
Assistant/Deputy Fire Chief	William Spirka	802-681-8412			catswiss@sover.net
EMS Chief	Heidi Taylor	802-464-3022			heidi@dvrescue.com
Chief of Police	Matthew Murano	802-384-8594	802-464-8593		Matthew.murano@vermont.gov
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		sbrasseur@wilmingtonvt.us
Road Commissioner	Scott Tucker	802-780-9451	802-345-5597		stucker@wilmingtonvt.us
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	jlazelle@wilmingtonvt.us
Municipal Government Contacts					
Town Administrator					
Town/City Manager	Scott Tucker	802-780-9451	802-345-5597	802-464-8591	stucker@wilmingtonvt.us
Selectboard Chair	Tom Fitzgerald	802-345-0809			Tapacre195@gmail.com
Selectboard Alt	John Gannon	802-490-4327			John.gannon@me.com
Selectboard Alt					
Town Clerk	Therese Lounsbury	413-262-9798	802-464-5836	802-464-0790	tlounsbury@wilmingtonvt.us

Contact Information

[illegible]

LOCAL MATCH COMMITMENT LETTER

March 28, 2022

Town of Wilmington
P.O. Box 217
2 East Main Street
Wilmington, VT 05363

Hazard Mitigation Assistance (HMA) Sub-application Local Match Commitment Letter – Memorial Hall Flood Proofing Project

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Assistance Program process, a local match funding commitment is required. This letter serves as Town of Wilmington's commitment to meet the local match fund requirements for this grant.

**Source of Local Match
Commitment Funds:**

Local
Agency
Funding
☒

Other
Agency
Funding
☐

Private
Nonprofit
Funding
☐

State
Agency
Funding
☐

**Name of Local Match
Commitment Funding Source:**

Financial Match Source(s): Memorial Hall Capital Fund
In-Kind Match Source(s): n/a

Total Project Cost:

\$110,000

**Requested Federal Share
(75%):**

\$82,500

**Local Match Commitment
(25%):**

\$27,500

We understand that in order for match to be accepted, it must be allowable, reasonable, allocable, consistently applied, and included in the approved budget. We are aware that appropriate documentation is required to record

the cost match being provided. The records of all cash and in-kind contributions, including volunteer time will be documented.

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or currently being utilized as a cost match toward another federal grant.

Please contact Scott A. Tucker, Town Manager with questions.

Sincerely,

Scott A. Tucker
Town Manager
(802) 464-8591
stucker@wilmingtonvt.us

Wilmington Bylaw Modernization Grant

Project Steering Committee

- Role of the Steering Committee:
 - Provide input and direction to WRC staff on overall project goals, schedule, planning for public meetings, and draft bylaw revisions.
 - Help communicate to residents, businesses, and property owners the goals of the project.
 - Provide recommendations to the Planning Commission.
- Steering Committee Composition
 - Recommend between 5 – 10 members
 - Aim for a diverse representation from the community:
 - Planning Commission members
 - Development Review Board members
 - Selectboard members
 - Municipal staff
 - Business owners and/or property owners
 - Realtors
 - Resort representatives

Wilmington Bylaw Modernization Grant

Preliminary Project Schedule

- Spring 2022 (March – May)
 - Steering Committee Kick Off Meeting
 - WRC reviews past planning efforts and existing regulations and presents to Steering Committee on findings
- Summer 2022 (June – August)
 - 1st Public Meeting: project overview, gathering public input
 - Additional outreach efforts at community events
 - WRC researches possible solutions to issues identified and presents findings to Steering Committee
- Fall 2022 (September – November)
 - WRC drafts bylaw revisions and presents to Steering Committee
 - 2nd Public Meeting: present draft bylaw revisions
- Winter 2022/2023 (December – February)
 - WRC revises draft bylaws and presents final recommendations to Steering Committee
 - 3rd Public Meeting: present final recommendations for bylaw revisions
- Spring 2023 (March - May)
 - Steering Committee makes recommendation to Planning Commission
 - WRC available to attend public hearings at the Planning Commission as requested

Planning Commission By-law Mitigation Grant Committee

Tim Hall

Todd Gareiss

Brian Holt (PC)

Tony Tribuno (SB)

Diane Chapman

Nicki Steel

Gretchen Havreluk

Carmino Santomaro, Hermitage Club

DRB Member TBD following their 4/4 meeting