

Wilmington Selectboard Agenda
May 3, 2022 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of April 19, 2022 (5 minutes)
3. Action Items (10 minutes)
 - *The Selectboard to possibly appoint Paul Lockyear to a two-year term as a DRB alternate.*
4. 1% Local Option Tax Fund Request (10 minutes)
 - *The Selectboard to possibly approve Wilmington Works' biennial funding request in the amount of \$30,000.*
5. Sewer Commission (15 minutes)
 - *The Sewer Commission to possibly approve final allocation for 6 restaurant seats and 2-bedroom apartment for a total of 460 gpd 103 W Main St LLC*
 - *The Sewer Commission to possibly approve final allocation for one two-bedroom and one one-bedroom residence for a total of 420 gpd for Bruce Fischer at 56 Winter Haven Dr.*
6. Liquor Commission (5 minutes)
 - *The Liquor Commission to possibly approve a Second-Class Liquor License for SuperGirl LLC dba C&S Beverage and Dairy at 157 VT RT 100N*
7. Other Business
8. Select Board Members Comments
9. Town Manager's Updates (10 minutes)
10. Executive Session
 - *The Selectboard to possibly enter into executive session to discuss a PV &R tax appeal case VIDA Holdings LLC v Town of Wilmington.*
 - *The Selectboard to possibly approve an appeal of PV &R's decision.*
 - *The Selectboard to possibly enter into executive session to discuss a revolving loan application.*
 - *The Selectboard to possibly approve the revolving loan application.*

Wilmington Selectboard Meeting Minutes
April 19, 2022

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

Others Present: Scott Tucker, Jessica DeFrancesco, Christine Richter, Sheldon Brassor, Steve Goldfarb, Therese Lounsbury, Phil Taylor, Janet Sherman, Cammie Swanson, Meg Streeter, Diane and Lenny Chapman, Gretchen Havreluk, Jim Wiesner, Jessica Lee Smith, TJ Sibilia

Meeting called to order at 6:02 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Add a First- and Third- Class and Outside Consumption Renewal for Jezebel's Eatery to #7.
2. Approve Minutes of April 5, 2022
 - Tribuno moved to approve the minutes of April 5, 2022, Rice second; all in favor.
3. Action Items
 - Tribuno moved to sign the approved Town Manager employment contract, Rice second; all in favor.
 - The Selectboard authorized a letter of support be sent to Windham Solid Waste as part of a funding application for the expansion of the food waste and composting program.
4. Highway Department
 - The East Dover culvert assembly was approved previously. This would be for helping with the excavation to move the project along faster. Fisher moved to approve the contractor bid for the East Dover Rd project in the amount of \$24,000, Rice second; all in favor.
 - Tribuno moved to approve the estimate from DM Furlon for roof construction at the transfer station at \$15,500, Rice second; all in favor.
 - The cost is good for one month. Each submission had a note regarding a cost influx. The plan is to do one smaller project before the end of the year with what's left in the budget. Rice moved to approve Pike Industries paving bid at \$84.12/ton, Fisher second; all in favor.
 - Rice moved to approve Mitchell Materials bid at \$20.85/yd for gravel, 1" ledge, and 1.5" ledge and \$23.60 for ditch stone, Fisher second; all in favor.
5. Budget Overview
 - 46 properties on tax sale list. \$271,000 in outstanding taxes. Land sales is high due to redeemed properties from last year's tax sale and properties the town has sold. Listers line is underspent but we are coming into their busy time. The state didn't end up charging dispatch fees this year, so that line is unspent. Health insurance premiums went down. The Water Merger loan, Look Rd Bridge, and garage bond are all paid off this year. Highway overtime was at 60%. Maintenance is high due to fixing their heating unit. Interest on delinquent water bills will take effect after July 1st. Sewer expenditures are where they should be; he has a little extra revenue.
 - Public Safety Facility Budget & Progress; Clerk of the Works believes there is a \$76,000 contingency left. A temporary certificate of occupancy may be coming soon, with a potential final COO May 13th. Personnel can move in with a final COO, furniture can be moved in on a temporary COO.
 - Fitzgerald moved that the Town of Wilmington make the one-time irrevocable decision to elect the "Standard Allowance" approach for our ARPA award in the amount of \$536,895.96,

the total amount to spend on the provision of government services throughout the period of performance of the grant, Rice second; all in favor.

6. 1% Local Option Tax Fund Request

- There is asbestos in the boiler room that will need to be removed, and the boiler system checked. W2D was the lowest bid at \$118,000. Jessica Smith asked about possible grants to help with the cost, looking at the public health aspect. Fitzgerald moved to approve a request from OSEC in the amount of \$118,351 for the replacement of their heating system, Rice second; all in favor.

Fitzgerald moved to enter into Liquor Commission at 7:09 pm, Rice second; all in favor.

7. Liquor Commission

- Tribuno moved to approve a First- and Third- Class and Outside Consumption Renewal for L&S Inc dba North Star Bowl and Jezebel's Eatery, Fisher second; all in favor.

Out of Liquor Commission at 7:10 pm.

8. Other Business

9. Select Board Members Comments

- Tribuno asked what the town can do about the graffiti on the foundation of the Cask & Kiln building along the river.
- Gannon finds it disturbing that someone who has never taken part in our informational sessions, is calling into question our voting process.

10. Town Manager's Updates

- Superintendent job interviews begin tomorrow. There are three candidates, the position is open until filled.
- Pre-town meeting informational meeting will be May 5th at 6 pm by zoom or in-person, followed by the special town meeting on May 10th from 7 am-7 pm by Australian ballot.
- Route 9 West blasting will resume soon, the blast window has been adjusted to 10 am-2 pm.
- Vida Holdings LLC went to the state board for findings. The hearing officer dropped the value and used a different CLA than what was agreed on in the hearing. We are waiting for the board of listers to meet and make a recommendation. The town attorney is reviewing it for possible appeal.

Meeting adjourned at 7:27 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

Request For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee

Wilmington Works & Southern Vermont Deerfield Valley Chamber of Commerce,
working with Town of Wilmington and Dover Economic Development Departments

Date of Request 4/29/2022

Contact person, phone numbers, mailing and email address

Allison Maynard and Diane Chapman, co-Chairs
(ally_m_smith@hotmail.com; medbury@hotmail.com)

Also: Meg Staloff, program coordinator, Wilmington Works:
wilmingtonworks@gmail.com; (802) 234-1433

Amount of Request and Date Funding Needed

\$30,000 in each year: fy 2022-3 and 2023-4, dispersed 3 times per
year (\$10,000 on 7/1, 11/1, and 3/1)

Describe in detail the purpose and specific use of the funding

This is operational funding for Wilmington Works, to help manage the downtown designation as required by the State of Vermont Downtown Program. Funding is used to support staffing and is supplemented by community fundraising via an annual appeal, which also covers operational expenses (insurance and office expenses).

Please provide a financial breakdown of your project/request.

Previous year budget attached.

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

Wilmington Works has been in operation since 2013 and since then has leveraged many times over the amount of municipal funding received. Wilmington Works adds

capacity to other town departments and committees (specifically the Economic Development Department, & Bi-Town Marketing and Housing committees) by serving on committees and assisting with grant writing and management. We also provide a force of volunteers who plan and execute a schedule of events in town throughout the year to support a vibrant downtown. Wilmington Works provides Technical Assistance to applicants for Downtown and Village Center Tax Credits, and acts as a liaison for Wilmington Downtown businesses with local economic development resources.

Signature of Applicant

A handwritten signature in blue ink, appearing to be "P. J. ...", enclosed in a blue oval.

Date

4/29/2022

APPLICATION FOR FINAL APPROVAL (To be completed and returned after you have received necessary state and federal permits.) DATE DUE: 5/2/2022

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: Christal Stolt
(Applicant)

Do Not Write Below This Line - Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application Date Paid 1/24/22 Initials JS

Bianchi Filing Fee: \$15.00 due at application Date Paid 1/24/22 Initials JS

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

ALLOCATION FEE TOTAL \$4600

Within 30 days of Preliminary 25% \$ 1150 Date Due: 3/3 Date Paid 3/3 Initials JS

See Timetable Page 3 75% \$ 3450 Date Due: _____ Date Paid _____ Initials _____

Conditions of Approval: _____

Final Approval Date _____

By: **Wilmington Board of Sewer Commissioners**

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): _____	

Copy After Final Approval: Date _____ Initial _____

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

Bianchi filed with Town Clerk: Date _____ Initial _____

APPLICATION FOR FINAL APPROVAL (To be completed and returned after you have received necessary state and federal permits.) **DATE DUE:** 5/1/2022

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 1/20 Initials JL
 Bianchi Filing Fee: \$10.00 due at application Date Paid 1/20 Initials JL
 Connection Permit Fee: \$80.00 due at connection application Date Paid _____ Initials _____

ALLOCATION FEE TOTAL \$ 4200

Within 30 days of Preliminary 25% \$ 1050 Date Due: 3/3/22 Date Paid _____ Initials _____
 See Timetable Page 3. 75% \$ 3150 Date Due: _____ Date Paid _____ Initials _____

Conditions of Approval: _____

Final Approval Date _____

By: **Wilmington Board of Sewer Commissioners**

Do not write in boxed area - For administrative use only

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

Copy After Final Approval: Date _____ Initial _____

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

Bianchi filed with Town Clerk: Date _____ Initial _____