

**Wilmington Selectboard Agenda**  
**April 19, 2022 at 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of April 5, 2022 (5 minutes)
3. Action Items (10 minutes)
  - *The Selectboard to sign the approved Town Manager employment contract.*
  - *The Selectboard to authorize 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 (10 minutes)
  - *The Selectboard to possibly approve the contractor bid for the East Dover Rd project in the amount of \$24,000.*
  - *The Selectboard to possibly approve the roof repair at the transfer station.*
  - *The Selectboard to possibly approve Pike Industries paving bid at \$84.12/ton.*
  - *The Selectboard to possibly approve Mitchell Materials bid at \$20.85/yd for gravel, 1" ledge, and 1.5" ledge and \$23.60 for ditch stone.*
5. Budget Overview (20 minutes)
  - *FY 22 Budget*
  - *Public Safety Facility Budget & Progress*
  - *ARPA; The Selectboard to possibly approve general revenue less selection of standard allowance.*
6. 1% Local Option Tax Fund Request (10 minutes)
  - *The Selectboard to possibly approve a request from OSEC in the amount of \$100,000 for the replacement of their heating system.*
7. Liquor Commission (5 minutes)
  - *The Liquor Commission to possibly approve a First- and Third- Class and Outside Consumption Renewal for L&S Inc dba North Star Bowl*
8. Other Business
9. Select Board Members Comments
10. Town Manager's Updates (10 minutes)

## Wilmington Selectboard Meeting Minutes

April 5, 2022 at 6:00 pm

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

**Others Present:** Scott Tucker, Jessica DeFrancesco, Gretchen Havreluk, Hope Etheridge, Therese Lounsbury, Amelia Nick, John Lebron, Brian Holt, Jessica Lee Smith, Mike Eldred, Bonnie Lorimer, Laurie Boyd, Kit Cincotta 802-275-2720

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
  - Under #9, add a First and Third-Class and Outside Consumption renewal for 19 South Main
  - Under Other Business add approval of discharge and release to an amendment to license agreement with Great River Hydro dated March 8, 2022, and to possibly approve a first amendment to a license agreement with Great River Hydro
2. Approve Minutes of March 15, 2022
  - Tribuno moved to approve the minutes of March 15, 2022, Rice second; all in favor.
3. Action Items
  - Fitzgerald moved to re-appoint Ann Manwaring as representative and Gretchen Havreluk and Alan Baker as alternates to DVCUD, Tribuno second; all in favor.
4. Special Town Meeting
  - Fisher moved to approve the special town meeting warning and set the date for an informational meeting for May 5<sup>th</sup> at 6 pm, Rice second; all in favor.
5. 1% Local Option Tax Fund Request
  - The Community Garden is located on RT 100N; the expansion is to allow for more users, and to grow additional produce to contribute to food distribution programs. Some of the gardeners will be contributing funds as well. Fisher moved to approve a request from the Community Garden in the amount of \$1,370 for the planting of an orchard, Rice second; all in favor.
6. Local Emergency Management Plan
  - Fisher moved to approve the Local Emergency Management Plan, Rice second; all in favor.
7. Memorial Hall Flood Program
  - We are working to find a grant for flood proofing of Memorial Hall. This grant would require matching funds, and this letter gives authority for the Town Manager to submit such a letter. Fisher moved to approve a local match commitment letter for a Hazard Mitigation Assistance program for Memorial Hall flood proofing, Tribuno second; all in favor.
8. By-Law Modernization Grant Committee
  - The Selectboard received an update on the Planning Commission sub-committee members and grant. The steering committee is large, which is recommended, to accommodate for possible drop-out of members.

Fitzgerald moved to enter into Liquor Commission at 6:23 pm, Rice second; all in favor.

## 9. Liquor Commission

- Rice moved to approve a Second-Class License Renewal for Ratu's Liquor & Market;
- A First- and Third- Class and Outside Consumption Renewal for Wilmington Village Pub, VT Golf Hospitality dba The Stack Restaurant and 19 South Main;
- 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, Fisher second; all in favor.

Out of Liquor Commission at 6:25 pm

## 10. Other Business

- Fitzgerald moved to approve the discharge and release of an amendment to license agreement with Great River Hydro dated March 8, 2022, Rice second; all in favor.
- Fitzgerald moved to approve a first amendment to a license agreement with Great River Hydro formerly TransCanada, Rice second; all in favor.

## 11. Select Board Members Comments

## 12. Town Manager's Updates

- Heat Recovery Ventilation system at Highway is back up and running
- OSHA visited for three days last week. We corrected a couple of items quickly; some will take a little longer. We may receive some citations, though they didn't see major issues.
- PSF open house will be June 25<sup>th</sup>. Donations are being collected for scholarships. Donations will be deposited either with the town for the Wilmington Firefighters Association with distributions made to the different scholarship funds as approved by the Public Safety Facility Committee.
- Schlatka appeal has been continued; Lane is in deposition phase.

## 13. Executive Session

- Fitzgerald moved to find that premature general public knowledge of an employment contract would place the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session at 6:37 pm to discuss an employment contract, Rice second; all in favor.

Out of executive session at 6:57 pm

- Fitzgerald moved to renew the Town Manager's contract as outlined on March 22, 2022, effective August 28, 2022, Rice second; all in favor.

Meeting adjourned at 7:00 pm

Respectfully Submitted,  
Jessica DeFrancesco, Administrative Assistant

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

-----  
John Gannon, Vice Chair

-----  
Vince Rice, Clerk

-----  
Sarah Fisher

-----  
Tony Tribuno

Town of

*Wilmington*

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(802) 464-8591 (Voice)

(802) 464-8477 (FAX)

[www.wilmingtonvermont.us](http://www.wilmingtonvermont.us)

April 19, 2022

Windham Solid Waste Management District  
327 Old Ferry Rd  
Brattleboro, VT 05301

To Whom It May Concern:

The Wilmington Selectboard is in support of the Windham Solid Waste Management District expanding their food waste and composting program on Old Ferry Road.

This project would be beneficial to the surrounding towns that are members of the WSWMD as it will enable them to increase the amount of food waste they can accept, and they will no longer have to turn away sources.

On behalf of the Town of Wilmington, we hope you consider the Windham Solid Waste Management District for this funding program.

Sincerely,  
The Wilmington Selectboard

\_\_\_\_\_  
Tom Fitzgerald

\_\_\_\_\_  
John Gannon

\_\_\_\_\_  
Vince Rice

\_\_\_\_\_  
Sarah Fisher


\_\_\_\_\_  
Tony Tribuno

P.O. Box 1044  
1292 Parsons Rd  
Jacksonville, VT 05342

Date	Estimate #
2/12/2022	43

Name / Address
Wilmington Highway Department Wilmington, VT 05363

Project

Description	Total
Excavation for installation of a new box culvert on East Dover Rd Wilmington. Price is good for 2022	24,000.00
	
Please send us your e-mail address for our records.	
<b>Total</b>	\$24,000.00



## **ESTIMATE**

**3/28/22**

**P.O. Box 1349  
Wilmington, VT 05363  
E-Mail: [dmfurlon@gmail.com](mailto:dmfurlon@gmail.com)**

### **Customer Info:**

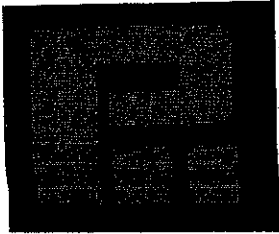
**Town of Wilmington**

**464-8591**

### **Job:**

**Building a roof with enclosed ceiling over compactor and building.**

<b>All building materials included – metal roof with an enclosed, completed ceiling.</b>	<b>\$8,000.00</b>
<b>Labor for job.</b>	<b>\$7,500.00</b>
<b>Total estimated cost for job:</b>	<b>\$15,500.00</b>



# PIKE INDUSTRIES, INC.

249 Granger Rd., Barre, VT 05641  
AN EQUAL OPPORTUNITY EMPLOYER.

Phone: 802/223-3002  
Fax: 802/223-3175

ESTABLISHED 1872

<b>To:</b>	Town Of Wilmington	<b>Contact:</b>	
<b>Address:</b>	PO Box 217 Wilmington, VT 05342	<b>Phone:</b>	
<b>Project Name:</b>	Town Of Wilmington	<b>Fax:</b>	
<b>Project Location:</b>		<b>Bid Number:</b>	
		<b>Bid Date:</b>	4/7/2022

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	Machine Pave	4,487.00	TON	\$84.12	\$377,446.44
	1. Boyd Hill Rd.-600' X 20'--Base 3" & Top 1"--303/ton				
	2. Higley Hill-7,373' X 22'--Shim 1" & Top 1"--2,044/ton				
	3. Coldbrook Rd.-7,075' X 24'--Shim 1" & Top 1"--2,140/ton				

**Total Bid Price: \$377,446.44**

#### Notes:

- AC Price Adjustment shall be paid in its entirety to Pike Industries, Inc. per the Construction Contract. Priced based on the April Liquid Asphalt Posting of \$655.00.
- Worldwide energy and petroleum markets continue to be volatile, consequently Pike Industries Inc. reserves the right to withdraw this quote if not accepted within 7 days. If we do not receive a response (acceptance subject to project award) to this quote in 7 days, it will become null and void.
- Pike Industries, Inc. reserves the right to adjust unit prices based on total revenues awarded.
- Price is valid through 2022 paving season.
- Price Includes all items incidental to paving.
- Pike Industries, Inc. is not responsible for liquidated damages, or any disincentives associated with the work as quoted.
- Hot Mix Asphalt (HMA) as quoted is free of Refined Engine Oil Bottoms (REOB's). For more information regarding REOB's, a listing of states that have currently banned their use and potential detriments to HMA please go the following website:  
<http://commonwealthmagazine.org/transportation/004-laying-it-down-testing-it-later/>

#### Payment Terms:

Net 30 Days

#### ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

**Buyer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of Acceptance:** \_\_\_\_\_

#### CONFIRMED:

**Pike Industries, Inc. VT**

**Authorized Signature:** *Michael Mullin*

**Estimator:** Mike Mullin

*4/5/2022*  
mmullin@pikeindustries.com

# Springfield Paving

10 Caajm Rd  
Claremont, NH 03743

# PROPOSAL

Proposal # 3472

jeremy@sunapeepaving.com

(603) 763-5300 (802) 886-3300

Proposal Submitted to:	Customer Phone	Date
Town of Wilmington 2 East Main St PO Box 217 Wilmington, VT 05363		4/6/2022
		Job #

We hereby submit specifications and estimates for:	Total
Boyd Hill Price pr ton will be \$87.43 calls for 302 tons	26,400.84
Higley Hill price per ton will be \$87.43 calls for 2044 tons.	178,706.92
Coldbrook Rd price per ton will be \$87.43 calls 2140 tons.	187,100.20
Price is based on the VTTRANS index of \$665.00 per ton and will be adjusted at the time of job.	

WE PROPOSE hereby to furnish material and labor, complete in accordance with above specifications, for the sum of: **\$392,207.96**

Payment to be made as follows: Due upon completion

All material is guaranteed to be as specified. All work to be completed in a substantial workman-like manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Jeremy Zullo

Note: This proposal may be withdrawn by us if not accepted within 30 days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified.

Payment will be made as outlined above.

Signature

Date of Acceptance

\_\_\_\_\_

\_\_\_\_\_



# BAZIN BROS.

## TRUCKING

EXCAVATING PAVING CRUSHING

2425 Back Westminster Road  
Westminster, VT 05158  
Phone: (802) 463-2077  
Fax: (802) 463-2598

Date: 4/6/2022

Quotation

<b>Project:</b> <u>2022 Paving</u>	<b>Location:</b> Wilmington, VT
<b>Customer:</b> Town of Wilmington PO Box 217 Wilmington, VT 05363	
<b>Phone:</b>	<b>Email</b>

Following is our price quote for the above referenced project.

Quantity	Description	Price	Extension
4500 TON	<u>Pave Shim and Overlay</u> - Mill start and stop joints and bridge joints. - Type IV for both shim and overlay. - Type II and Type III for Boyd Hill Road - PG58-28 liquid and no more than 10% RAP - Traffic control included - Tack applied at a rate of 0.03 gallons/SY - Rubber-tired roller for shim coats	\$ 93.90	\$ 422,550.00
Total			\$ 422,550.00

**Bazin Brothers Trucking, Inc.**

2425 Back Westminister Road

Westminister, VT 05158

Phone: (802) 463-2077

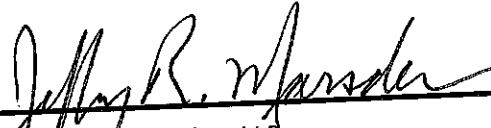
Fax: (802) 463-2598

Date: 4/6/2022

**Project:** 2022 Paving

1. Permits are by others.
2. Bazin Brothers will not be held responsible for puddles or areas slow to drain due to design issues creating areas with less than 2% slope.
3. Pricing for this project is based upon no retainage. If project is to have retainage, please contact us prior to award to discuss.
4. Price is based upon current liquid asphalt price of \$655/ton. Price to be adjusted to published liquid asphalt price at time of completion.
5. Traffic control included.
6. Shoulder gravel and/or loam at edges of new pavement by others.
7. Pavement markings by others.
8. One mobilization included in above price, \$4,000/each additional mobilization.
9. Compaction testing by others.
10. Customer acknowledges "Seasonal Weather Release" and that work performed after November 1st will not be guaranteed by Bazin Brothers. Work performed after November 1st will be at Customer's sole risk.
11. This quote is valid for 15 days.
12. Payment terms are 15 days.
13. Mill in all start and end joints at bridges included.
14. Sweeping included.

Authorized Signature: \_\_\_\_\_

  
Jeffrey R. Marsden, V.P.

Date: 4/6/2022

Printed name & title: \_\_\_\_\_

The above prices, terms and conditions are accepted.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name & title: \_\_\_\_\_



# All States Construction, Inc.

All States Materials Group®

PO Box 91  
Sunderland, MA 01035  
413-665-7021  
www.asmg.com

April 7, 2021

Jessica DeFrancesco  
Administrative Assistant  
Town of Wilmington  
2 East Main Street  
PO Box 217  
Wilmington, VT 05363

Dear Ms. DeFrancesco:

We are pleased to submit the following proposal for the Town of Wilmington's Bituminous Concrete Pavement Bid. All work is for year 2022.

<u>Item</u>	<u>Est. Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Vermont Type II in Place	<u>225</u> TON	<u>\$95.59</u> TON	<u>\$ 21,487.50</u>
Vermont Type III in Place	<u>75</u> TON	<u>\$95.59</u> TON	<u>\$ 7,162.50</u>
Vermont Type IV in Place	<u>4168</u> TON	<u>\$95.59</u> TON	<u>\$398,044.00</u>
			<u>Total: \$ 426,694.00</u>

\*Contractor shall supply flaggers and signage in accordance with MUTCD and State of Vermont regulations for traffic control.

\*Contractor shall supply sweeper.

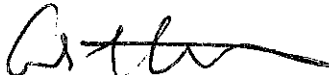
\*This proposal allows for price adjustments based on the period price of asphalt by the Vermont Agency of Transportation. The price adjustment will be based on the variance in price for the asphalt cement component only from the Base Price to the Period Price. Posted price for this proposal is \$624.00 per ton.

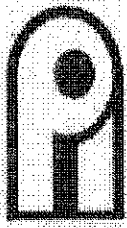
We guarantee that all materials supplied and work done shall comply with the State of Vermont Agency of Transportation Standard Specifications for Highways and Bridges, as well as those of the Town of Wilmington.

We hope the attached will permit our being of service to you.

Very Truly Yours,

ALL STATES CONSTRUCTION, INC.

  
Alan L. Chicoine  
Vice President



**PECKHAM  
ROAD CORP.**

438 Vaughn Road, Hudson Falls, NY 12839  
Tel: 518.792.3157 Fax: 518.792.3138  
www.peckham.com

<b>To:</b>	Town of Wilmington	<b>Contact:</b>	Jessica Defrancesco
<b>Address:</b>	Highway Department, PO Box 217 Wilmington, VT 5363	<b>Phone:</b>	
		<b>Fax:</b>	
<b>Project Name:</b>	6218 - Town Of Wilmington Paving	<b>Bid Number:</b>	6218
<b>Project Location:</b>	Various Roads, Wilmington, VT	<b>Bid Date:</b>	4/7/2022

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Paving Boyd Hill	295.00	TON	\$112.22	\$33,104.90
2	Paving Higley Hill	2,074.00	TON	\$100.43	\$208,291.82
3	Paving Coldbrook	2,170.00	TON	\$99.60	\$216,132.00

**Total Bid Price: \$457,528.72**

**Notes:**

- The above prices do not include Permits.
- NYSOGS Asphalt and Fuel Price Adjustments apply
- Quoted prices remain in effect for 30-days
- Customer to locate all Utilities, manholes, catch basins, water valves, etc...

**Payment Terms:**

Payment due within 30 days of date of invoice, regardless of when payment is made by Owner.

<b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.  <b>Buyer:</b> _____ <b>Signature:</b> _____ <b>Date of Acceptance:</b> _____	<b>CONFIRMED:</b> <b>Peckham Road Corporation</b>  <b>Authorized Signature:</b> _____ <b>Estimator:</b> Caleb Edelstein cedel@peckham.com
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Dawn Kuzokas  
Aggregate Sales

413 708 4502

Date \_\_\_\_\_

## ZALUZYNY EXCAVATING CORPORATION

230 Fort Bridgman Road  
VERNON, VERMONT 05354  
(802) 254-5758 • Fax (802) 254-0080

PROPOSAL SUBMITTED TO <b>Town of Wilmington</b>		PHONE fax <b>802-464-8477</b> <b>802-464-8591</b>	DATE <b>4/14/22</b>
STREET <b>PO Box 217</b>		JOB NAME <b>1" crushed ledge</b>	
CITY, STATE and ZIP CODE <b>Wilmington, VT 05363</b>		JOB LOCATION <b>21 Haystack Road, Town Garage</b>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

1" crushed ledge per cubic yard delivered \$27.00

Additional amounts of product delivered will remain at the same price until  
November 30, 2022

1" crushed ledge per cubic yard at pit \$18.00

1.5" crushed ledge per cubic yard delivered \$26.00

1.5" crushed ledge per cubic yard at pit \$17.00

Ditch stone per cubic yard at pit \$17.00

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_

## ZALUZY EXCAVATING CORPORATION

230 Fort Bridgman Road  
VERNON, VERMONT 05354  
(802) 254-5758 • Fax (802) 254-0080

PROPOSAL SUBMITTED TO <b>Town of Wilmington</b>		PHONE fax 802-464-8477 802-464-8591	DATE <b>4/14/22</b>
STREET <b>PO Box 217</b>		JOB NAME <b>1" crushed gravel</b>	
CITY, STATE and ZIP CODE <b>Wilmington, VT 05863</b>		JOB LOCATION <b>21 Haystack Road, Town Garage</b>	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

1" crushed gravel per cubic yard delivered	\$25.00
Additional amounts of product delivered will remain at the same price until November 30, 2022	
1" crushed gravel per cubic yard at pit	\$15.00

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be  
withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications  
and conditions are satisfactory and are hereby accepted. You are authorized to do the  
work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_



**Cersosimo Industries, Inc.**  
AGGREGATE - CONSTRUCTION

TELEPHONE (802) 254-4500

PO BOX 1800  
BRATTLEBORO, VERMONT 05302-1800

FAX (802) 251-8902

4/6/2022

Town of Wilmington  
PO Box 217  
Wilmington, VT 05363

RE: *Crushed Gravel/Ledge Bid*

Cersosimo Industries, Inc. offers to provide the following products to the Town of Wilmington as follows:

Bemis Pit, Vernon, VT

**1" Shoulder Material  
(3,000 CY +/-)**

**@ \$27.35 CY Delivered**

**@ \$18.00 CY FOB**

Bemis Pit, Vernon, VT

**1 ½" Quarry Stone  
(1,200 CY +/-)**

**@ \$26.85 CY Delivered**

**@ \$17.50 CY FOB**

*\*Additional yardage can be purchased at the same rate until the end of this quote\**

*\*1" Shoulder Material is in replacement of 1" Crushed Gravel\**

Please note that the measurement is per cubic yard, by truckload measure, at the pit. All quotes are subject to product availability. This quote is effective **until November 30, 2022.**

Thank you for the opportunity to present this price quote. If you have any questions, please don't hesitate to contact us. We look forward to working with you in the future.

Sincerely,

Todd Amato  
Cersosimo Industries, Inc.  
(802)254-4500



**Requests For Funding Through the 1% Local Option Tax Fund**

Name of Person/Organization/Business/Committee *Old School Enrichment Council, Inc.*

Date of Request *October 25, 2021*

Contact person, phone numbers, mailing and email address *Meg Streeter*  
*Megstreeter.realestate@gmail.com* *464-8100*  
*802 578-6428*

Amount of Request and Date Funding Needed

*\$100,000.<sup>00</sup>* *December 1, 2021*

Describe in detail the purpose and specific use of the funding

*see attached*

Please provide a financial breakdown of your project/request. *see attached*

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

Signature of Applicant

*Margaret L Streeter*

Date *10-25-21*

## **Request for Funding Through the 1% Local Option Tax Fund**

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

We are seeking funding for a new heating system for the entire 55,000 square foot building. All of the heated space is served by what is essentially a one-zone boiler with a back-up boiler of identical size and age. In spite of frequent repairs and new valves for many of the tenant-occupied rooms, the system is not reliable when winter arrives and we know that it is past the end of its useful life. We are especially concerned now that Beaver Brook Children's School will be opening in November and doubling the number of daily tenants who need to stay warm.

Both oil-fired boilers were last updated during the 1981 building renovation. When we first acquired the building in October, 2017 the annual usage was 17,000 gallons but our subsequent insulation projects have helped get the annual usage down to 14,000 gallons.

There are frequent outages which require a scramble by board members, volunteers and even tenants to restart the system. Lack of heat on a cold January day this year resulted in a plumbing leak in our meeting room that took months to repair.

We prepared an RFP in February, 2021 for an engineering firm to design the most energy efficient and economical system for our building. We selected Savoy Engineering at the cost of \$8,000 and we are in the process of putting an RFP out for bid. Our best estimate is that a new system (and removal of the existing boilers) will cost \$100,000 which will include asbestos abatement removal for the old boilers.

### **Describe the need for the funding and any other information:**

An Income and Expense statement for our fiscal year ended June 30, 2021 is attached.

While we have had success obtaining grants (including a recent one from Brattleboro Development Credit Corporation for \$8,000) and by fundraising (the Jeep raffle donation from the Anstatt family raised \$22,000 for us), we are dependent on rental income to keep operating. We are optimistic that we have enough cash on hand to continue smaller renovation projects that will help lower the oil usage but we need assistance with the big ticket item.

## Old School Enrichment Council, Inc.

## Profit &amp; Loss

08/25/21

July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
Direct Public Support	
Brick Campaign	200.00
Corporate Contributions	1,000.00
Grants	10,000.00
Individ, Business Contributions	6,762.00
Memorial Contributions	765.00
Total Direct Public Support	18,727.00
Rental Income	
802 Fitness	14,400.00
Beurremont, LLC	12,480.00
Bourbeau, Joanne	2,308.00
Bragg	350.00
Cronin Creations	4,200.00
DVCP	6,600.00
Green / Genella	1,200.00
Karina Morehead	462.00
LiveCloudTV	1,200.00
Miscellaneous	450.00
Schellenberg, Rebecca	1,584.00
Swanson Rental	4,200.00
TVHS Lease	5,000.00
Valley Youth Sports	2,500.00
Vermont Valley Tae Kwon Do	310.00
White Birch Fiber Arts	8,894.00
WSSU Lease	33,000.00
Total Rental Income	99,138.00
Total Income	117,865.00
Expense	
Advertising	123.75
Building Expenses	
Air Filtration System	495.00
Cleaning Services	9,310.50
Electrician Service	4,393.00
Electricity	21,830.73
Elevator Maint & Inspections	1,235.00
Fire Extinguisher Insp/Maint	378.54
Fuel Oil	29,489.64
Janitorial Supplies	1,417.44
Miscellaneous Building Expenses	1,037.65
Plumber Service	5,103.72
Property Tax	1,667.00
Sewer	5,858.10
Snow Removal	3,550.00
Sprinkler Inspection/Maintenanc	484.50
Trash Removal	990.00
Water	1,726.80
Window Maintenance	650.00
Building Expenses - Other	342.00
Total Building Expenses	89,959.62

10:02 AM

08/25/21

Accrual Basis

Old School Enrichment Council, Inc.

Profit & Loss

July 2020 through June 2021

	Jul '20 - Jun 21
Capital Improvements	
Bathroom partitions	3,290.00
Carpentry	2,494.95
Construction Materials	8,429.47
Electrical Upgrades	2,766.00
Flooring	1,995.00
Roofing Upgrades	18,262.50
Total Capital Improvements	37,237.92
Flood/ broken pipe expense	963.54
Operations	
Accounting	675.00
Insurance - Liability, D and O	12,248.35
Postage, Mailing Service	119.00
Supplies	51.54
Telephone, Telecommunications	1,589.03
Total Operations	14,682.92
Total Expense	142,967.75
Net Ordinary Income	-25,102.75
Net Income	-25,102.75

# ESTIMATE

**OSEC**

## **W2D Heating and Plumbing LLC**

853 Wilmington Cross Rds  
Whitingham, VT 05361

Phone: (802) 368-7684

Email: w2dph@yahoo.com

Estimate #

000359

Date

01/25/2022

### **Description**

**Total**

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4- Trio Commercial boiler and Riello burners, Expansion tanks, control to stage boilers with outdoor setback and warm weather shut down.	\$118,351.00
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**Subtotal**

\$118,351.00

**Total**

**\$118,351.00**

### **Notes:**

This is the quote to remove the old boilers and install the new boilers. The boiler will be installed with primary /secondary piping. This is the price the controls for staging boiler operation and outdoor setback with warm weather shut down. We will need to install the proper size expansion tanks that I need to do for a proper system to operate. Any additional work beyond what is specified will be at additional charged.

We will not be doing the electrical work you will need to have an electrical contractor to do the wiring.

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We require 1/2 down and the Balance within 30 day of completion.

For your convenience we accept all major credit cards.

Please call the office to schedule the job when deposit is ready to be sent.

This price is valid for 30 days. Quotes cannot be started until document is signed.

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OSEC

Phone: 802-464-2754  
Toll Free: 800-639-3021  
Fax: 802-464-5942  
Email: info@catenv.net



PO Box 160  
15 Catamount Lane  
Wilmington, VT  
05363

OSEC  
Po Box 204  
1 School Street  
Wilmington, VT

RE: Boiler Room Asbestos Abatement

The worst case scenario for the boiler room assuming the tank insulation, boiler exhaust insulation and both boilers would be 30 thousand dollars.

Realistically, with asbestos test verification ruling out tank and exhaust insulation, and just the boilers 15K.

The cost of the asbestos Inspection of the room for verification of the tank and exhaust insulation plus any additional NESHAPS asbestos inspection required before any demo or reno work is estimated \$300 -\$500.00

Respectfully,

A handwritten signature in blue ink, which appears to read "Donald L. Yanke". The signature is fluid and cursive, with a large initial "D".

Donald Yanke

President

Catamount Environmental, Inc



# **Old School Community Center Wilmington, VT Five Year Plan**

**Presented to the Wilmington Board of Selectmen  
April 19, 2022**

## **OSEC Board**

**Steve Goldfarb – Chair  
Meg Streeter – Vice Chair  
Diane Chapman – Secretary  
Cammie Swanson - Treasurer  
Cindy Hayford  
Janet Boyd  
TJ Sibilia  
Janet Sherman  
Phil Taylor**

**Old School Community Center  
One School Street  
Wilmington, VT 05363**

**Introduction**

OSEC purchased the building in October 2017 and the agreed upon value was \$150,000 which is what the town used as a tax assessment. At that time, we had one anchor tenant, Windham Southwest Supervisory Union, which is still there today and they have just renewed their lease. The following two large tenants came after the “Make it on Main Street” contest – 802 Fitness and Butter Mountain Bakery. Our newest anchor tenant is Beaver Brook Children’s School and is licensed to care for thirty children including infants, toddlers, and three to five year olds. We currently have eight full time businesses and six part time businesses for a total of thirty-six people in the Community Center on a daily basis. The gym and the meeting rooms are used daily with groups including Pickle Ball, Rec, basketball open gym, volleyball, and a SASH adult walking group. The Realtor’s Association hold meetings in the meeting room and the fire and police department recently held a fundraising basketball game with the proceeds going to the community center. In addition, the Town of Wilmington has begun using the community center as a polling place.

Renovations and repairs to date include roof repairs, renovation of the lobby, cafeteria (thanks to a grant from the Mark Dooley Foundation); and the meeting room (former school library). We have also installed new first floor hallway flooring, front brick walkway, refinished gym floor done by volunteers, and new gym LED lighting. We have replaced twenty windows and recently completed renovations of the first floor bathrooms.

Total expenditures: \$279,726.62.

**Five Year Plan**

**Fundraising**

To complete our renovations to date, we have received funding from the following sources:

1. Wilmington 1% fund to repair roof and insulate lobby and meeting room.
2. Mark Dooley Foundation to renovate cafeteria.
3. National Life Foundation Main Street Grant to renovate lobby.
4. United Way Grant to renovate lobby.
5. USDA Grant to renovate bathrooms.
6. Private donations.
7. Sold brick pavers to construct new walkway.
8. Donated jeep for raffle.
9. Farm to Table dinners every summer.
10. Local recreation program donations (i.e. Pickleball, Valley Youth Sports, etc.).

Future fundraising will include pursuing grants, Farm to Table dinner, selling commemorative bricks, local recreation programs and we are currently working on an appeal letter (which will become an annual appeal). We are mailing to homeowners in Wilmington, Dover, and Whitingham.



### **Future Renovations**

Our most pressing need at this time is a new heating system. Because of the cost, we plan to do this in two phases (please see bid) beginning this spring. Future renovations are listed below.

Description	Estimated Cost	Total	Notes:
Upgrade Heating System	\$190,000.00		Includes 4 new boilers, Breaching, Piping, Zone valve replacement, Thermostat replacement, Pump replacement
Window Replacement in 1900 Building	\$51,330.00		\$30,530.00 for Windows – 45 at 79", 7 at 72"; \$20,800.00 for labor
Slate Roof Repairs	\$30,500.00		Repair/replace slates; repair fascia on West side of 1900 building
Locker Room Bathrooms	\$22,000.00		Upgrade Fixtures & flooring
Paint Corridors	\$20,000.00		Includes patching and painting walls
Paving & Repair	\$55,000.00		Includes road and parking
Second & Third Floor Toilet Room Renovations	\$40,000.00		Change the Toilet Rooms to ADA compliant
Clean, Paint, Flooring for Vacant Rooms	\$88,200.00		Estimate \$1,500 for Painting and \$8.50/sf for Flooring and Labor per room; 8 rooms at an average of 700sf and 4 rooms at 500 sf
	Total:	\$307,030.00	
New Siding on Old Building	\$50,460.00		Includes replacing the T1-11; removing the existing siding; repairing the clapboards (\$30k), and painting (\$20k)
ADA Compliant Ramp at North Entrance	\$18,000.00		New ADA concrete ramp – Includes excavating, forms, railings
Roof Diverters	\$2,500.00		Over WSSU Entrance by new ADA Ramp
	Total:	\$70,960.00	
	Grand Total:	\$377,990.00	



