

Wilmington Selectboard Agenda
November 15, 2022 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of October 18 and 26, 2022 (5 minutes)
3. Action Items (5 minutes)
 - *The Selectboard to possibly accept the resignation of Melanie Lopez from the Beautification Committee.*
 - *The Selectboard to possibly approve the salt quote from Apalachee at \$91.25/ton.*
4. 1% Local Option Tax Request (10 minutes)
 - *The Selectboard to possibly approve a funding request for the 2023 Bi-Town Marketing Campaign in the amount of \$72,153.*
5. Windham Solid Waste Management (10 minutes)
 - *The WSWMD Rep, Merrill Mundell to give the Selectboard a brief update.*
6. Zoning Fees (10 minutes)
 - *The Selectboard to possibly approve the updated zoning fee schedule.*
7. Chamber of Commerce (10 minutes)
 - *Bethaney LeClair to update the Selectboard on the Chamber of Commerce.*
8. Police Department (20 minutes)
 - *The Selectboard to possibly approve an expenditure of \$15,000 for Cellebrite Digital Forensics equipment.*
9. Trails Update (10 minutes)
 - *The Trails Committee to give an update on the Hoot, Toot and Whistle Trail.*
10. Social Services
 - *Grace Cottage–New Request*
 - *Senior Solutions–Increase*
 - *Gathering Place*
 - *Kids in the Country–New Request*
11. Liquor License
 - *The Liquor Commission to possibly approve a First- and Third- Class Liquor Application for Roberts Roadhouse at 4 Old Ark Rd.*
12. Other Business
 - *Budget meeting December 13th at 8 am*
13. Select Board Members Comments
14. Town Manager's Updates (10 minutes)
15. Executive Session
 - *The Selectboard to enter into executive session to discuss a contract.*

Wilmington Selectboard Meeting Minutes
October 18, 2022

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

Others Present: Scott Tucker, Jessica DeFrancesco, Christine Richter, Gretchen Havreluk, Kathleen Comeau, Marshall Dix, Bob Bois, Bob Harnish, Al Wakefield, Carolyn Palmer, Heidi Taylor, Samantha Prince, Amelia Nick, Jessica Lee Smith, Therese Lounsbury, Betty Hillman

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - #5 moved to November meeting
 - Under action items add the resignation of Rebecca Sweeney from the Green Up Committee
2. Approve Minutes of September 20, 2022
 - Tribuno moved to approve the minutes of September 20, 2022, Fisher second; 4-0.
3. Action Items
 - Gannon moved to appoint Kathleen Comeau to the Beautification Committee for remainder of a 4-year term expiring 2023, Rice second; all in favor.
 - Fitzgerald moved to appoint Bob Bois as WRC representative for remainder of a 1-year term, Tribuno second; all in favor.
 - Gannon moved to accept the snow removal bid from Saladino Property Maintenance, Rice second; all in favor.
 - Gannon moved to approve the purchase of a skidsteer with additional equipment from the Highway Equipment Capital in the amount of \$30,000, Rice second; all in favor.
 - Fitzgerald moved to accept, with deep regret, the resignation of Rebecca Sweeney as Co-Chair for Green Up, Rice second; all in favor.
4. Inclusion Initiative
 - The Inclusion Initiative is an initiative asking towns to be a welcome and unbiased place. A total of 71 towns in Vermont have adopted the Declaration. Gannon moved approve the Declaration of Inclusion, Tribuno second; all in favor.
5. Trails
 - Moved to November meeting
6. Health Insurance
 - There is an increase this year, but there was a sizeable decrease in premiums last year. Comparing 2021 to 2023, there is about a 6% increase, which is standard. Gannon moved to approve the Health Plan for 2023, Rice second; all in favor.
7. ARPA Request
 - The request is being asked as ARPA or 1%. The Trustees are looking for the Town to give the Librarian \$5000 outside of the \$60,000 request. Jessica Lee Smith wanted to state her support for the library. Gannon moved to approve \$65,000 from Pettee Memorial Library, from the 1% Local Option Tax, Rice second; all in favor.

8. Social Services

- Deerfield Valley Rescue–appropriation increase of \$10,000; short on volunteers and have had to hire people to cover shifts at very high rates, increase in fuel and supply costs. Will probably come back for an increase next year as well. General consensus to accept the increase.
- Windham County Safe Place–New Request; started a local group for kids age 14–18 that have survived any type of trauma, they are asking all towns in Windham County for a portion of their budget. They are asking for \$750. This would apply to things that grants don't pay for like gas cards to help families commute to the location. Police, DCF, medical all go to SafePlace, rather than them sending people to these other services. They do forensic interviews for people of all ages. Kids are referred to SafePlace by DCF or a medical provider. Their environment isn't sterile, it is very inviting and comfortable. Jessica Lee Smith asked about the privacy of reporting. General consensus to warn the request.

9. Other Business

10. Select Board Members Comments

- Gannon asked about plans for renovating the first floors–paint, clean carpets
- Marlboro and Halifax are changing state highway districts to ours.

11. Town Manager's Updates

- Wilmington and Dover Selectboards will meet via zoom for a Bi-Town Campaign presentation
- Kathy Larsen may be looking for a new team to takeover Green Up
- Town attorney's fees will be increasing \$50/hr as of December 1st.
- Highway has hired Lorne Betit to fill the open space.
- Rec Committee has started the process of opening a youth center for after school at OSEC

12. Executive Session

- Fitzgerald moved to find that premature general public knowledge of the real estate would place the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session at 7:16pm, to include the Town Manager, to discuss the possible real estate sale, Rice second; all in favor.
Out of executive session at 7:25 pm
- Gannon moved to approve the sale of Parcel ID 005–01–016.00, known as Oxbow, Legal Notice and Authorizing Resolution, Rice second; all in favor.

Meeting adjourned at 7:35 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

**Wilmington Selectboard Meeting Minutes
Joint Meeting with Dover
October 26, 2022**

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

Dover Board: Vicki Capitani, Joe Mahon, Dan Baliotti, Sarah Shippee

Others: Jessica DeFrancesco, Gretchen Havreluk, Eric Durocher, Shannon Wheeler, Tim Dolan, Bethaney LaClair, Tim Shannon, Melissa Boyles, Ian Campbell, Mike Eldred, James Hamilton, Jessica Lee Smith, Scott Salway

Meeting called to order at 6:31 pm

- Bi-Town Marketing Campaign
 - o Tim Dolan presented the final 2022 Marketing Campaign. Primary campaign ran from May- October, targeting families and young adults. In mid-July the photos in the campaign were changed out from stock photos to photos taken at a photoshoot. The shoot had about 20 models, took two days, and was paid for by a state grant of \$11,000, donations of \$5,000, and about \$1,900 from the campaign. The YouTube test channel wasn't performing well, so it was discontinued in July. Budget was moved to TikTok since it was performing better. Google ads will continue through the end of March. A foliage tracker was added to the website. About 156,000 came to the website. Last year was about 50,000. Social media followers increased by 13% since starting the campaign. Banners in both Dover and Wilmington have been replaced with a design similar to the ad campaign. Dan Baliotti asked if there were plans to do anything in print. There are no plans right now because there isn't as much flexibility and you don't get real-time data like you do with digital campaigns. Tony Tribuno asked if there is any way to tell if there has been an economic impact. Businesses have seen more traffic but it's hard to tell if it is directly related to the campaign.

Meeting adjourned at 7:00 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

From: Mel Demock <mdemock12@yahoo.com>

Sent: Tuesday, November 8, 2022 4:03 PM

To: Scott Tucker <stucker@wilmingtonvt.us>

Cc: Cheryl LaFlamme <lafman3@icloud.com>

Subject: Mel's Resignation - BC Committee

Good Afternoon Scott,

After much thought and consideration, I have decided to resign from the Beautification Committee.

I have not been very active and am getting to busier with my business every day.

If there is anything else I need to do to resign, let me know.

Thank you,

Mel Lopez

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee Gretchen Havreluk BI-Town Marketing Committee

Date of Request November 3, 2022

Contact person, phone numbers, mailing and email address

Tim Dolan (802)681-6372 21 West Main St. Wilmington, VT 05363

Amount of Request and Date Funding Needed \$72,153 and is needed January 1, 2023. Our request is earlier this year to move to a calendar year and start in market advertising by April.

Describe in detail the purpose and specific use of the funding

Please see attached 2023 Marketing Plan

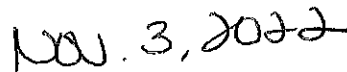
Please provide a financial breakdown of your project/request.

Please see attached 2023 Budget

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

Marketing The Deerfield Valley to visitors is vital to our economy. Our competition of Manchester, Burlington, Mad River Valley, Stowe, and Jay Peak are vying for the same visitors with their annual campaigns. Partnering with Dover and The Chamber saves us a tremendous amount of money. Our businesses were pleased with the uptick in visitors this summer; compared to pre-pandemic numbers.


Signature of Applicant


Date



SOUTHERN VERMONT
DEERFIELD VALLEY

2023 Marketing Plans

Ad Campaigns

- ☐ Continue "Vermont How You Want" campaign and build off of momentum from summer '22
- ☐ Evaluate budget allotment and reallocate based on '22 results
 - ☐ Spend more in TikTok, potentially test family demographic
 - ☐ Decrease programmatic display spending
 - ☐ Look at programmatic video - recommended in 5 year plan and by FiveFifty media buy team
 - ☐ Continue with SEM plan as modified in July '22
 - ☐ Evaluate potential of hiring influencers
- ☐ Begin campaigns earlier (early April)
- ☐ Look into broadening geographic area - test adding Philly & NJ to Meta

Website

- ☐ Create unique landing pages for campaigns instead of using homepage
- ☐ Update and expand our activities listings
- ☐ Create sample itineraries for first time visitors
- ☐ Create photo & video gallery to deliver true sense of the area
 - ☐ Research potential for live webcams
- ☐ Work with Chamber to develop wedding destination content

Content Creation

- ☐ Budget similar to FY '22 but without support of state grant
- ☐ Evaluate and identify holes in current content portfolio and plan small specific shoots next summer to address those needs (ie mountain biking, fall activities)

Social Media

- ☐ Continue with social media Content Creator position
- ☐ Evaluate feasibility of beginning TikTok organic channel

Email Marketing

- ☐ Break out existing Chamber list into sub categories (ie Events, Businesses, Visitors)
- ☐ Create and execute an email calendar focusing on travel guests
- ☐ Work with 10F to install place on website to enter email address

Brand Work

- ☐ Create ways for the entire community to embrace & become brand ambassadors
 - ☐ Business hype training video

FY2023 Bi-Town Marketing Proposed Budget

Account	BUDGET	FY22 CARRYOVER	ASK	NOTES
STAFFING	\$54,019	\$14,876	\$39,143	
<i>Marketing Director</i>	\$52,019	\$12,876	\$39,143	January through March budgeted for in FY22
<i>Travel</i>	\$2,000	\$2,000	\$0	
PROFESSIONAL FEES	\$24,538	\$2,408	\$22,130	
<i>Campaign Creative</i>	\$10,000		\$10,000	
<i>Website Redevelopment</i>	\$0		\$0	
<i>Website Maintenance</i>	\$1,188		\$1,188	
<i>Photography</i>	\$6,350	\$1,048	\$5,302	
<i>Videography</i>	\$5,000		\$5,000	
<i>Blog</i>	\$0	\$1,360	-\$1,360	Not continuing for FY23, can roll remaining FY22 budget to bottom line
<i>Chamber Admin</i>	\$2,000		\$2,000	
DIGITAL ADVERTISING	\$87,000	\$5,321	\$81,679	
<i>Media Buy</i>	\$70,000		\$70,000	
<i>Organic Social</i>	\$1,000	\$1,448	-\$448	Reducing total from FY22 and putting towards Influencers
<i>Influencers</i>	\$4,000		\$4,000	
<i>SEO</i>	\$12,000	\$3,873	\$8,127	January through March budgeted for in FY22
IT	\$1,968	\$212	\$1,756	
<i>AirDNA</i>	\$600		\$600	
<i>Adobe Suite</i>	\$636	\$212	\$424	January through March budgeted for in FY22
<i>Dropbox</i>	\$144		\$144	
<i>Hootsuite</i>	\$588		\$588	
PRINTING	\$2,000	\$2,402	-\$402	
<i>Banners</i>	\$0	\$2,402	-\$2,402	Can roll remaining FY22 budget to bottom line
<i>Stakeholder Materials</i>	\$2,000		\$2,000	
TOTAL	\$169,525	\$25,219	\$144,306	
		Per Town	\$72,153	

TOWN OF WILMINGTON PERMIT FEE SCHEDULE

The following permit fees are hereby enacted by the Wilmington Select Board and are effective on November 15, 2022, and as hereinafter amended. This document shall be filed and posted in the office of the Town Clerk.

FILING FEES – all permits and public hearings require an additional fee of \$18 for recording, (in compliance with 24 VSA § 4449) for the Town Clerk \$15 plus Administrative \$3

ZONING FEES

Residential, Additions/Accessory:	\$100 plus construction fee (see below)
Residential Change of Use:	\$50
Other Change of Use:	\$.02 per square foot of changed use
Industrial or Commercial:	\$.02 per square foot of construction
Subdivision:	\$150 per lot*
Line Adjustments and Mergers:	\$50 per lot*
Sign Permit:	\$50

CONSTRUCTION FEES – to calculate, use the gross floor area, including unfinished areas with a ceiling height over 4 feet, and include basement space that typically may be finished.

1-500 sq ft	\$50
501-750 sq ft	\$75
751-1,000 sq ft	\$100
1,001-2,000 sq ft	\$200 (every additional 1-1,000 sq ft of construction: add \$100)

WARNED HEARING FEE \$150

OTHER ZONING FEE INFORMATION

- All zoning permits may require a warned hearing, i.e.: Conditional Use, waivers, design review, etc. Ask the Zoning Administrator if your permit requires a hearing.
- A permit is required, but no zoning fee is charged for accessory structures such as decks or porches less than 200 square feet in area.
- Unless they are in a flood hazard area, no permit nor fee is required for fences under six feet in height, and small structures under 150 square feet and 10 feet in height.
- No permit nor fee is required for a Home Occupation Use, see §§ 421, 460-462.
- The fine for work begun without a permit is \$150, plus permit fees.

WASTEWATER FEES, including filing fee

Connection Permit:	\$98
Allocation Permit:	\$43
Allocation fees per gallon:	\$10

OTHER FEES*

Driveway and Road Crossing:	\$30
Second Driveway; Culvert Required:	\$400
Right of Way (lot w/o road frontage):	\$50
Zoning Permit (1 year) Renewal:	\$50

*may require additional filing fees or hearing fees

PHASED CONSTRUCTION PAYMENT SCHEDULE

A Phased Construction Payment Schedule (available to PUDS and PRD Cluster House Projects only) means these fees shall be due after approval is obtained from the Development Review Board (DRB):

1. Twenty-five percent (25%) of the total Construction Fee shall be payable prior to issuance of the Zoning Permit and is non-refundable.
2. Payment for each phase of construction shall be paid prior to the commencement of that phase of construction or on the one-year anniversary date of the issuance of the Zoning Permit, whichever occurs first.
3. Non-Refundable Deposit may be applied as a credit toward the payment of construction fees due.
4. Application of said credit does not defer the payment of any fee, or the balance of any fee, that is due and payable.
5. Failure of the developer to notify the Zoning Office of the commencement of any phase of construction shall result in an additional fee of \$150.00 for each offense.
6. Failure of developer to remit payment as outlined above may result in a Notice of Violation and fines.

TOWN OF WILMINGTON

PERMIT FEE SCHEDULE

The following permit fees are hereby enacted by the Wilmington Select Board and are effective on _____ and as hereinafter amended. This document shall be filed and posted in the office of the Town Clerk.

FILING FEES – all permits and public hearings require an additional fee of \$18 for recording, (in compliance with 24 VSA § 4449) for the Town Clerk \$15 plus Administrative \$3

ZONING FEES

Residential, Additions/Accessory:	\$100 plus construction fee (see below)	\$50 2007 fee (changes in red)
Residential Change of Use:	\$50	
Other Change of Use:	\$.02 per square foot of changed use	\$50 plus "construction" fee (below)
Industrial or Commercial:	\$.02 per square foot of construction	no fee listed in the old schedule
Subdivision:	\$150 per lot*	
Line Adjustments and Mergers:	\$50 per lot*	line adjustment not listed
Sign Permit:	\$50	\$43

CONSTRUCTION FEES – to calculate, use the gross floor area, including unfinished areas with a ceiling height over 4 feet, and include basement space that typically may be finished.

1-500 sq ft	\$50
501-750 sq ft	\$75
751-1,000 sq ft	\$100
1,001-2,000 sq ft	\$200 (every additional 1-1,000 sq ft of construction: add \$100)

WARNED HEARING FEE	\$150	\$88 (current costs closer to \$120)
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OTHER ZONING FEE INFORMATION

- All zoning permits may require a warned hearing, i.e.: Conditional Use, waivers, design review, etc. Ask the Zoning Administrator if your permit requires a hearing.
- A permit is required, but no zoning fee is charged for accessory structures such as decks or porches less than 200 square feet in area.
- Unless they are in a flood hazard area, no permit nor fee is required for fences under six feet in height, and small structures under 150 square feet and 10 feet in height.
- **No permit nor fee is required for a Home Occupation Use, see §§ 421, 460-462.**
- The fine for work begun without a permit is \$150, plus permit fees. **\$100 (raised to match pg. 2)**

WASTEWATER FEES*

Connection Permit:	\$80	
Allocation Permit:	\$5	
Allocation fees per gallon:	\$16 (20% credit given when low flow devices properly installed)	Edits 10.24.22
		According to John L. should be \$98 (\$80 plus \$18 Filing Fee)
		According to JL should be \$43 (\$25 plus \$18 Filing Fee)
		According to JL should be \$10 and no credit anymore

OTHER FEES*

Driveway and Road Crossing:	\$30
Second Driveway; Culvert Required:	\$400
Right of Way (lot w/o road frontage):	\$50
Zoning Permit (1 year) Renewal:	\$50

*may require additional filing fees or hearing fees

PHASED CONSTRUCTION PAYMENT SCHEDULE

A Phased Construction Payment Schedule (available to PUDS and PRD Cluster House Projects only) means these fees shall be due after approval is obtained from the Development Review Board (DRB):

1. Twenty-five percent (25%) of the total Construction Fee shall be payable prior to issuance of the Zoning Permit and is non-refundable.
2. Payment for each phase of construction shall be paid prior to the commencement of that phase of construction or on the one-year anniversary date of the issuance of the Zoning Permit, whichever occurs first.
3. Non-Refundable Deposit may be applied as a credit toward the payment of construction fees due.
4. Application of said credit does not defer the payment of any fee, or the balance of any fee, that is due and payable.
5. Failure of the developer to notify the Zoning Office of the commencement of any phase of construction shall result in an additional fee of \$150.00 for each offense.
6. Failure of developer to remit payment as outlined above may result in a Notice of Violation and fines.

		Zoning Fees of Like-sized Windham County Towns, (Population Data of 2021)										
Population	Updated	Special Hearing Fees	Residential Base Fee	Additions/Accessory	Industrial Base Fee	Commercial Base Fee	Comm. Change Use	Subdivision	Line Adjustment	Letter of Compliance	Sign Permit Fee	Exemptions
Wilmington 2291	2007	Add \$93	\$68 + \$50 1-500 sqft; \$75 501-750 sqft; \$100 751-1,000 sqft; every additional 1-1,000 sqft add \$100	\$50 (plus \$18 filing) + \$50 1-500 sqft; \$75 501-750 sqft; \$100 751-1,000 sqft; every additional 1-1,000 sqft add \$100	?	?	\$50 (plus \$18 filing) + \$50 1-500 sqft; \$75 501-750 sqft; \$100 751-1,000 sqft; every additional 1-1,000 sqft add \$100	All subdivisions have a basic fee of \$100 + \$63 for the first lot, and \$50 for each additional lot (includes filing fee)	Mergers of lots have a basic fee of \$63, (line adjustment not addressed) ?	?	\$43 plus \$88 hearing fee as needed	No fee: structures as decks/porches less than 200 sqft in area. Structures under 150 sqft may not require permits.
Dummerston 1891	2021	Add \$115, for PUDs add \$145	\$165	\$90 if addition includes living space, \$40 if decks/porches, \$65 for structures over 200 sqft		\$215	\$215	Minor subdivision is \$45 per lot, 5-9 lots is \$155 per lot, over 10 lots is \$265 per lot	\$45 per lot	\$15		Accessory structures under 200 sqft
Readsboro 703	2013	Change of Use \$175, Conditional Use \$250, Appeals \$200, Variance Waiver \$250	Building \$175, Addition \$125, Multi \$185	Non-residential Building, value up to \$2K \$60; \$2K-\$10K \$85; Over 10K \$120		Building value under 10K \$120, over 10K \$220; Alterations for those valued under 10K \$120, alterations for over 10K \$150		\$275		\$45	\$30 + \$6 sqft	Structures under 100 sqft require permits, at a discounted cost of \$20
Newfane 1773	2021	Add \$100	\$.25 per sqft using exterior dimensions	\$.15 per sqft using exterior dimensions		\$.25 per sqft using exterior dimensions		\$100 per lot, plus \$15 filing fee	\$100 per lot, plus \$15 filing fee		\$15	Addition: fences need a permit and cost \$15 per permit
Halifax 785	2017	Add \$100 Conditional Use; Add \$150 Appeal or Variance; Add \$200 Subdivisions, Commercial, Industrial or Multi	Under 2k sqft \$150; over 2K sqft \$200; Any addition: \$75; Multi \$100 per unit	100-400 sqft \$50; over 400 sqft \$75	Under 2k sqft \$250; over 2K sqft \$400	Under 2k sqft \$250; over 2K sqft \$400	Under 2k sqft \$250; over 2K sqft \$400 (Retail)	\$100 per lot	\$30		\$40	Hoop Buildings are exempt
Marlboro 1568	2019	Add \$165	\$315 for a new residence; \$80 for additions to existing residences	\$80 per structure		(see special hearing fees, no additional cost)	(see special hearing fees, no additional cost)	\$315 first two lots, \$150 for each additional lot (plus \$25 recording fee)	\$165 (plus \$25 recording fee)		\$80 per sign	Accessory structures under 200 sqft
Whitingham 1360	2021	Add \$150, or Add \$200 if Planning Commission attends	\$100.00 + \$.05 sqft; Duplex: \$200.00 + \$.05 sqft; Multi: \$150.00 per unit + \$.05 sqft	\$25.00 + \$.05 sqft	\$200.00 + \$.05 sqft	\$200.00 + \$.05 sqft		\$75 per new lot	\$75		\$25	
Putney 2560		Add \$75	\$25 under 250 sqft; \$50 under 500 sqft; 100 over 500 sqft (all plus \$15 filing per page)	\$25 under 250 sqft; \$50 under 500 sqft; 100 over 500 sqft (all plus \$15 filing per page)	\$2.00 every 100 sqft (ie: 10k sq ft = \$200, \$100 minimum, all plus \$15 filing per page)	\$2.00 every 100 sqft (ie: 10k sq ft = \$200, \$100 minimum, all plus \$15 filing per page)	\$25 (all plus \$15 filing per page)	PUD \$250, minor subdivision \$150, over four lots \$250, (all plus \$15 filing per page, \$25 per mylar or survey)	\$75, (all plus \$15 filing per page, \$25 per mylar or survey)		\$10	
Dover 1837	In Process	Add \$50	\$40 plus \$.05 per sqft			\$40 plus \$.10 per sqft				Will not issue	\$10 per side	Accessory structures under 100 sqft but only if it's the first accessory building on the lot

Cellebrite Inc.
7 Campus Drive
Suite 210
Parsippany New Jersey 07054
United States

Tel. +1 800 942 3415
Fax. +1 201 848 9982
Tax ID#: 22-3770059
DUNS: 033095568
CAGE: 4C9Q7
Company Website:
<http://www.cellebrite.com>



Cellebrite

Digital intelligence
for a safer world

Quote

Quote# Q-263019-1
Date: Aug 19, 2022

Billing Information
Wilmington Police Department
2 East Main Street
Wilmington, Vermont 05363
United States
Contact: Matthew Murano
Phone: 802-464-8594

Delivery Information
2 East Main Street
Wilmington, VT 05363
United States
Contact: Matthew Murano
Phone: 802-464-8594

End Customer: Wilmington Police Department

Click [here](#) to process with Credit Card payment
By clicking the link above and accepting this quote,
You are expressing your agreement and compliance to and with the terms contained on this quote.

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00194896	Sep 18, 2022	Net 30	USD	Greg Facciolo

Product Code	Product Name	Qty	Start Date	End Date	Serial Number	Net PriceUnit	Net Price
B-SLV-01-001	Silver Bundle	1	Aug 19, 2022	Aug 18, 2023		0.00	0.00
B-UFD-10-001	UFED 4PC Ultimate Subscription	1	Aug 19, 2022	Aug 18, 2023		4,270.00	4,270.00
F-KAS-00-001	UFED Dongle Kit	1				52.50	52.50
F-UFD-05-003	UFED 4PC HW Kit	1				420.00	420.00
U-TRN-03-037	OLT-OD Reader	1				209.30	209.30
B-TRN-03-004	OLT-OD CCO + CCPA - Cellebrite Certified Operator + Physical Analyst	1				0.00	0.00
U-TRN-03-006	OLT-OD CCPA - Cellebrite Certified Physical Analyst	1				1,396.50	1,396.50
U-TRN-03-026	OLT-OD - Cellebrite Certified Operator	1				906.50	906.50
B-PAAS-02-004	Premium as a Service Key package	1	Aug 19, 2022	Aug 18, 2023		0.00	0.00
U-AIS-02-134	Premium SaaS 35 Unlocks and Unlimited Extraction Annual Subscription	1	Aug 19, 2022	Aug 18, 2023		6,930.00	6,930.00
U-AIS-02-139	Premium SAAS End Point	1	Aug 19, 2022	Aug 18, 2023		0.00	0.00
U-AIS-02-105	Cellebrite Premium Adapter	1				700.00	700.00

SubTotal	USD 14,884.80
Shipping & Handling	USD 85.00
Sales Tax	USD 0.00
Total	USD 14,969.80

Comments:

Annex B
Prerequisites

1. **General**

- 1.1. The parties acknowledge and agree that the fulfillment of the prerequisites set forth in this Annex B to the License Agreement are conditions precedent for the receipt of license to use the Products and receipt of any services from Cellebrite under the License Agreement (the “**Prerequisites**”).

2. **Product Prerequisites**

- 2.1. The Licensee shall only use the Cellebrite Premium Product in a designated room that can be locked from the outside (the “**Designated Room**”).
- 2.2. Access to the Cellebrite Premium Product shall be restricted only to such personnel of the Licensee that was/were trained and certified by Cellebrite to operate and run the Cellebrite Premium product (“**Authorized Personnel**”). Only such personnel of the Licensee who have signed and delivered a confidentiality undertaking in the form approved by Cellebrite shall be recognized and regarded as Authorized personnel.
- 2.3. The Licensee shall ensure that up to three (3) of his personnel that will be pre-approved by Cellebrite in writing will be trained and certified as Authorized Personnel by Cellebrite to operate and run the Cellebrite Premium product.
- 2.4. The Designated Room is not video-taped and/or monitored in any manner except for entry/exit monitoring which is allowed and encouraged.
- 2.5. The process will not be observed, by anyone other than such personnel of the Licensee that was trained and certified. Process will not be recorded, documented or otherwise narrated by anyone and for any purpose.
- 2.6. The Licensee agrees not to engage in any deceptive, misleading, illegal or unethical practices that may be detrimental to Cellebrite or to any of Cellebrite’s products, including but not limited to the Cellebrite Premium product, and agrees to comply with all applicable laws, rules and regulations (including, without limitation, data protection, privacy, computer misuse, telecommunications interception, intellectual property, and import and export compliance laws and regulations) while using the Products.
- 2.7. The Licensee agrees to comply with the terms of the End User License Agreement set forth in <http://legal.cellebrite.com/End-User-License-Agreement.html>, as may be updated from time to time (“**EULA**”).

3. **CAS Services Prerequisites**

3.1. **General**

- 3.1.1. Licensee acknowledges that in the event that any of the CAS Services Prerequisites are not met, achieved or maintained throughout the Term of the Agreement by Licensee, Cellebrite will not be able to provide the CAS Services to Licensee and shall be entitled to terminate the Agreement forthwith.
- 3.1.2. Licensee further acknowledges that Cellebrite’s non-performance of the CAS Services which is due to a default of Licensee to meet the CAS Services Prerequisites will not be deemed as breach of the Agreement and Licensee will not be entitled to any refund of payments made to Cellebrite and Cellebrite will be entitled to charge any direct expenses it incurred in preparation and anticipation for the service provision.

3.2. Prerequisites for CAS Services performed at Cellebrite's premises or to Cellebrite's designated laboratory.

3.2.1. After submitting the fully executed 'Device Data' form to Cellebrite and prior to sending any Device(s) to Cellebrite, Licensee is to receive a written confirmation and consent from Cellebrite to sending the Devices. Cellebrite's approval or denial for sending the Device shall be based, among others, on Cellebrite's internal list of the then-current CAS Services supported devices.

3.3. Prerequisites for CAS Services performed at Licensee premises

3.3.1. After submitting the fully executed 'Device Data' form to Cellebrite, Licensee will work with Cellebrite's designated person to coordinate timeframe for arrival to perform the CAS Services.

3.3.2. Licensee shall provide written confirmation of Licensee's allocation of a designated room (the "Designated Room") to performance of the CAS Services. Until Successful Completion of the CAS Services, the access to such Designated Room should be restricted to Cellebrite's personnel only.

3.3.3. The Designated Room is to be suitable for 1-2 people conveniently working and be equipped with at least 4 power outlets.

3.3.4. Cellebrite shall have the right to inspect the Designated Room prior to the commencement of provision of the CAS Services. In the event that Cellebrite finds the Designated Room not suitable for the performance of the CAS Services, Licensee shall either make the room suitable or designate a different room.

3.3.5. Licensee shall assure and approve in writing that the Designated Room is not videotaped and/or monitored in any manner except for entry/exit monitoring which is allowed and encouraged.

3.3.6. Licensee shall provide written confirmation approving Cellebrite's personnel to carry into Licensee's premises and in the Designated Room, the required equipment in a sealed packaging and assure that the equipment will not be inspected before, during or after performance of the CAS Services.

3.3.7. Licensee shall obtain, at Licensee's expense, and provide to Cellebrite's personnel any documents, permit (including but not limited to visa), approvals or invitations which are required by Licensee or by the laws of the country in which Licensee and/or the Designated Room is located.

Terms and Conditions:

- Freight Terms: DAP
- Limited Warranty: Hardware: 12 Months; Software: 60 days; Touch Screen: 30 days
- Quote is subjected to regulation approval.
- General: Purchases of any products sold by Cellebrite are governed by <http://legal.cellebrite.com/us/index.html>
- EULA: Software is licensed by Cellebrite in accordance with an end user license agreement available at <https://legal.cellebrite.com/End-User-License-Agreement.html>
- Advanced Services (CAS): Purchases of Cellebrite Advanced Services are governed by <https://legal.cellebrite.com/CB-us-us/index.html>
- Premium: The following terms apply only to the following products: Cellebrite Premium <http://legal.cellebrite.com/intl/PremiumUS.htm>
- Pathfind
- er: <https://legal.cellebrite.com/PF-Addendum.htm>
- Training Services: Subject to the terms and conditions at <http://legal.cellebrite.com/intl/Training.htm>
- SaaS: <https://legal.cellebrite.com/Cellebrite-SaaS-Terms-of-Service-October-18-2021.htm>

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.

*SALES TAX DISCLAIMER: Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc. Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO
- CONTACT NAME & NUMBER of individual purchasing and bill to address
- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

I, the undersigned, hereby confirm that I am authorized to sign this Order on behalf the engaging company ("Company"), and I hereby approve that my signature is legally binding upon the Company. By signing this Order I hereby confirm and approve that the terms and conditions with respect to the services described in this Order are the only terms and conditions that apply in this regard, and no other documents and/or forms and/or other terms and conditions shall apply.

Signature & Stamp:	_____	Effective Date:	
Name (Print):	_____	Title:	_____

Please sign and email to Greg Facciolo at greg.facciolo@cellebrite.com



October 12, 2022

Jessica DeFrancesco, Administrative Assistant
Town of Wilmington
2 Main Street
Wilmington, VT 05363

Dear Jessica and Members of the Wilmington Selectboard,

On behalf of all Grace Cottage patients, including quite a few who are residents of Wilmington, we hope that you will please consider adding the following warning in your 2022 Annual Report, for consideration at Town Meeting in 2023:

“To see if the Town of Wilmington will vote to raise \$1,000 by taxation for Grace Cottage Family Health & Hospital.”

Grace Cottage Family Health & Hospital is a five-building healthcare facility offering a range of health-related services. Grace Cottage Hospital, a non-profit 501(c)3 independent organization, is comprised of a 19-bed inpatient hospital for acute and rehabilitative care; a 24-hour Emergency Department; a hospice care suite; a laboratory; and diagnostic imaging including CT scanner, X-ray, ultrasound, and bone density. With 15 physicians, nurse practitioners, and physician assistants, Grace Cottage Family Health Clinic offers physicals and wellness visits, chronic disease management, pediatrics, geriatrics, and mental health services. Grace Cottage's Community Health Team offers free services to area residents, including nutrition and lifestyle education, diabetes education, and help with applying for health insurance and connecting to community resources for food, fuel, and housing assistance. Grace Cottage's Rehabilitation Department offers exceptional care for hospital patients and outpatients, with 15 physical and occupational therapists on staff. Expanded services include lymphedema therapy, custom orthotics, women's health, and pelvic health therapy. Messenger Valley Pharmacy, a full retail pharmacy open to the public and owned by Grace Cottage, fills prescriptions from any provider, including veterinarians.

Services provided by Grace Cottage Family Health & Hospital during FY22 (Oct. 1, 2021-Sept. 30, 2022) included the following:

31,376: Patient visits to Grace Cottage Family Health Clinic

3,765: Patient days in Grace Cottage Hospital

3,477: Emergency Department visits

7,981: Outpatient Rehabilitation (physical and occupational therapy) visits

2,036: Diagnostic Imaging visits (CT Scan, X-ray, ultrasound, bone density)

2,958: Community Health Team visits

3,568: Covid-19 tests

Total number of patients served by Grace Cottage in FY22: 10,583

Number of patients who are Wilmington residents: 177

Grace Cottage Family Health
802-365-4331

Grace Cottage Hospital
802-365-7357

Grace Cottage Rehabilitation
802-365-3637

Messenger Valley Pharmacy
802-365-4117

All of our services are available for residents, second homeowners, and visitors to Wilmington. Grace Cottage Family Health & Hospital is a non-profit 501(c)3 corporation which depends on the generosity of supporters to keep it going, especially in view of cutbacks in Medicare/Medicaid and insurance reimbursements. Each year, Grace Cottage provides a substantial amount of free care for those in need; in FY2022, that amount was more than \$825,000. Fundraising also helps us fill this gap.

Grace Cottage has received appropriations from the following towns for many years: Brookline, Dover, Dummerston, Grafton, Jamaica, Londonderry, Marlboro, Newfane, Stratton, Townshend, Wardsboro, Windham, Winhall. This is our first request to Wilmington.

If you need any other information, please contact us at 802-365-9109 or info@gracecottage.org

Sincerely,



Andrea Seaton, Senior Director of Development, Marketing & Community Relations



November 10, 2022

Town of Wilmington
ATTN: Jessica DeFrancesco
PO Box 217
Wilmington, VT 05363-0217

Via email to: jdefrancesco@wilmingtonvt.us

Dear Jessica,

I am sending this request to you for submission to the Town of Wilmington Selectboard.

Senior Solutions requests \$800.00 from the Town of Wilmington to be appropriated at the 2023 Town Meeting. We appreciate the support of your residents, and this is an increase over last year's appropriation. A member of our staff will be available to answer any questions in person when the Selectboard meeting on November 15, 2022.

Please continue to appoint an interested representative to our Advisory Council every year. This helps us identify local needs and connect with those who will benefit from our services.

If you need further information, please do not hesitate to contact us at townoutreach@seniorsolutionsvt.org.

Sincerely,

A handwritten signature in black ink that reads 'Mark Boutwell'.

Mark Boutwell
Executive Director



October 20, 2022

Selectboard
Town of Wilmington
PO Box 217
Wilmington, VT 05363

Dear Select Board Members:

The Gathering Place would like to take this opportunity to thank you for your generous support in the past and your consideration of our request for a contribution in Fiscal Year 2024.

Requested Appropriation for 2023-2024: \$3000.00

The Gathering Place (TGP) is a 501c3 not-for-profit organization that has proudly served the elders and adults with disabilities residents of the Windham County region including bordering New Hampshire and Massachusetts communities since 1989. TGP is conveniently located on 30 Terrace Street in Brattleboro. Seniors and adult disabled individuals of a variety of ages, races, religions and socioeconomic status enjoy the benefits of the Center and its services. The Gathering Place is both a cost-effective way to minimize the stress of providing care at home and an affordable alternative to nursing facility placement. The center is open Monday through Friday from 7:45 AM to 4:45 PM.

TGP's myriad of services and activities are designed to bring health, fun, laughter and companionship to the lives of our participants and peace of mind to their families. Our services include:

- Nursing oversight
- Access to on-site counseling, and occupational and physical therapies
- Daily exercise program
- Recreation and social activities
- Nutritious meals and snacks
- Personal care (showers, podiatry, hairdressing)
- Outreach services
- Socializations
- Special events
- Access to transportation and coordination of medical appointments

There are many different ways that program participants may pay for their services.

- Private pay refers to those participants who pay The Gathering Place's stated fee.
- Vermont Medicaid
- Dementia and Respite Grants
- American Parkinson's Disease Association Grants
- TGP offers scholarships for those who exhibit financial need to help cover the cost of attendance. For those program participants whose income falls within TGP's Sliding Fee Scale range, an adjusted fee is calculated according to the scale.



In the Fiscal Year 2020, cut short by our COVID-19 closure in March 2020, we provided services to a total 92 families. We were able to open our doors to participants on June 7, 2021 after the Governor lifted the state of emergency for Adult Days. This reopening included social distancing and a reduction in hours of operation. This past year we served 37 families and are continuing to rebuild our program. We are currently fully staffed, open 9 hours a day Monday through Friday and are accepting new participants.

In the last Fiscal Year TGP provided services to **37** families, **2** of whom reside in **Wilmington**. The services included:

14,581 hours of service
11,652 hours of planned activities
6,991 breakfasts, lunches and snacks
5, 826 hours of exercise per year

The following represents an approximation of services provided to **Wilmington** residents:

788 hours of service
630 hours of planned activities
378 breakfasts, lunches and snacks
315 hours of exercise per year

As part of our fundraising program, we ask local towns for financial support so that we can continue to provide an excellent program and stand ready to meet the future demand for our services, including the ability to fund our income sensitive sliding fee scale for those folks that need our support. The Gathering Place is asking for your help and is requesting funding in the amount of **\$3000**.

Thank you for your consideration. We look forward to your response. If you have any questions or require additional information please contact me at your earliest convenience.

Sincerely,

Maggie Lewis
Executive Director

Kids in the Country Child Care and Preschool, Inc

22 Holland Road

East Dover, Vermont 05341

(802) 348-7476

kitcountry@yahoo.com

November 9, 2022

Kids in the Country Child Care and Preschool, Inc (KITC) is requesting \$7000 from the Town of Wilmington to help sustain our non-profit child care center.

Available and reliable child care is crucial for a strong economy and the well-being of local children and families. KITC currently provides care to forty-two families. Thirty eight percent (16) of these families reside in Wilmington and thirty percent (13) of our families that live outside of Wilmington are employed in Wilmington. Fifty percent of our employees reside in Wilmington.

Our programs currently include, before and after school care, a morning preschool program for children aged 3-5 with the option of extended hours for working families, an infant and toddler program, as well as, summer enrichment activities for all age groups. Our hours of operation are 7:15 am to 6:00 pm. All of our programs are staffed with qualified early childhood teachers responsible for planning developmentally appropriate activities while following state regulations. Our teachers provide many fun and educational activities both indoors and outdoors to foster growth, community and self.

Let's Grow Kids is a statewide public education campaign aiming at raising the understanding of the importance of the earliest years in the lives of Vermont's Children. "Children exposed to high-quality early experiences score higher in school readiness tests, have better social-emotional skills, and are 40% less likely to need special education. High quality early childhood experiences lay a foundation for lasting economic security. Increasingly, in Vermont and around the country, business leaders are drawing connections between early childhood, workforce development, and strong local economies. When we help our children grow to become productive adults, we support our current workforce of parents, strengthen our community, and invest in our state's prosperity now and in the future."

For more than fifty years KITC has played a crucial role in the economy and well-being of the local children and families which we are providing care for. Our existence is more crucial than ever to help the economic growth of the area continue by ensuring families have reliable child care so they can work. Independent child care centers have trouble remaining viable as tuition alone does not come close to meeting the full cost of running a center. There are currently a lot of grants and financial assistance for the startup costs for new programs, but no grants for existing programs to sustain themselves. Financial support from the community ensures that we can continue to provide our services.

Thank you for your consideration,

Andrea Sumner
Regina Werner
Linda Holland
Homer Sumner

