

Wilmington Selectboard Agenda
June 20, 2023 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of May 16 and 25, 2023 (5 minutes)
3. Action Items (10 minutes)
 - *The Selectboard to possibly approve the Town Hall Relocation Committee Resolution*
 - *The Selectboard to possibly approve the private road name, Dandelion Way.*
 - *The Selectboard to possibly accept the resignation of Chuck Clerici as Energy Coordinator.*
 - *The Selectboard to possibly approve the annual Certificate of Compliance for Town Roads & Bridge Standard for VTrans*
4. Bi-Town Committee Charge (10 minutes)
 - *The Selectboard to possibly approve the updated Bi-Town Committee charge.*
5. Tennis Courts (10 minutes)
 - *The Selectboard to discuss the tennis courts and options to fund having them re-built.*
6. Water Commission (10 minutes)
 - *The Water Commission to possibly approve the budget and set the usage rate for FY 24.*
 - *The Water Commission to discuss adjusting the billing cycle.*
 - *The Water Commission to discuss Water Dept Staffing*
7. 1% Local Option Tax Request (10 minutes)
 - *The Selectboard to possibly approve a 1% request from I Love Artspace in the amount of \$7300.*
8. Liquor Licenses (5 minutes)
 - *The Liquor Commission to possibly approve a Special Event permit for Cold Spring Spirits, LLC dba Mad River Distillers on July 25, 2023 at Haystack Golf Course from 12-6 pm.*
9. Other Business/Correspondence
10. Select Board Members Comments
11. Town Manager's Updates (10 minutes)
12. Executive Session
 - *The Selectboard to enter into executive session to discuss a contract and possible attorney-client communications.*

Wilmington Selectboard Meeting Minutes

May 16, 2023

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

Others Present: Scott Tucker, Jessica DeFrancesco, Christine Richter, Bethaney LaClair, Walter White, Eric Craven, Mike Linnehan, Therese Lounsbury, Elizabeth Goldsmith, Todd Stewart, Ann Manwaring, Joanne Yankura, Marshall Dix, Steve Love, Cliff Duncan, Nicki Steel, Bonnie Lorimer

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Under action items: To approve assessor's request for a 30-day extension under 32 VSA 4342 "grand list extension."
 - Add attorney-client communication to executive session.
 - Add a special event permit to liquor commission.
2. Approve Minutes of May 2, 2023
 - Gannon moved to approve the minutes of May 2, 2023, Rice second; 3-0, Fitzgerald and Tribuno abstained.
3. Action Items
 - Fitzgerald moved to appoint Elizabeth Goldsmith as E-911 Coordinator, Rice second; all in favor.
 - Gannon moved to appoint Trails Committee alternate Joanne Yankura as a regular member, Rice second; all in favor.
 - Fitzgerald moved to accept, with regret, the resignation of Alex Rioux from the Trails Committee, Rice second; all in favor.
 - Gannon moved to accept the Municipal Energy Resiliency Program Mini-Grant in the amount of \$4000, Fisher second; all in favor.
 - Gannon moved to approve the resolution for the Northern Borders Grant for the project known as the Route 9 Infrastructure Expansion Project, Rice second; all in favor.
 - The Selectboard to appoint a representative for tax sale on June 28th at noon – Tribuno will represent.
 - Gannon moved to approve the Assessor's request for a 30-day extension to file the grand list under 32 VSA 4342, Rice second; all in favor.

Fitzgerald moved to enter into water commission at 6:11 pm

4. Water Commission
 - Eligibility amount is \$55/connection, if we do the work ourselves, totaling \$14,355. This loan is forgiven once the project is completed. Fitzgerald moved to approve a loan application for the Vermont Drinking Water State Revolving Loan Fund up to \$34,564 in eligibility, Fisher second; all in favor.

Out of water commission at 6:14 pm

5. Audit
 - Steve Love from Love, Cody & Co gave a close-out presentation of the FY22 audit. No internal difficulties with management in terms of reporting and documentation. This is the first year of

the water dept being included in the audit. \$5.5 million increase to the assets due to the completion of the Public Safety Building.

6. 1% Local Option Tax Fund Event Request

- There is an increase in cost to fireworks this year. They have been doing fireworks for 16 years. Fisher moved to approve a 1% request from the Chamber of Commerce in the amount of \$9,000 for 4th of July fireworks, Rice second; all in favor.

7. Deerfield Valley Fiber

- The Town funds must come from ARPA funds. DV Fiber can't use tax payer money. The Vermont Community Broadband Board will match any money given. DV Fiber is not charging for installation. Some barriers are cost of installation, training/education, equipment such as iPads, assist in monthly charges for the service. Twenty-four towns are in the district and 10 towns have pledged funds so far. Wilmington is a Phase-2 town, so build-out will be end of 204/25. Build-out in Readsboro has already started. Duncan feels that Consolidated will follow this build around and build their own network off of it. He also thinks that money could be going toward a taxpaying business that provides this service. The ARPA funds had previously been delegated to the Rt 9 Infrastructure Project. DV Fiber's project is another goal of the Selectboard. DV Fiber's project is targeting un-served and under-served areas. Gannon moved to approve \$10,000 in ARPA funds for barriers to access for Wilmington residents, targeting overcome barriers to lower-income residents of Wilmington, Fisher second; 4-0, Tribuno abstained.

8. Veteran's Memorial Park

- Fitzgerald moved to approve the use of the green space at 40 Beaver St for the Veteran's Memorial Park, Rice second; all in favor.
- The Selectboard reviewed the preliminary design for the VMP and agreed on the design and the quote for initial design. Design cost \$12,000; the rough estimate to complete the park is around \$250,000. There may be some grants available.
- Gannon moved to establish a donation fund for the Veteran's Memorial Park, Rice second; all in favor.
- Gannon moved to approve a challenge donation in the amount of \$50,000 to the VMP from the 1% Local Option Tax Fund to kickstart the funding efforts, Rice second; all in favor.

9. Town Meeting

- A draft survey was created to measure voter interest in town meeting. The survey can be completed digitally or in paper form. Steel suggested: age ranges, "I don't think I make a difference" as an option for those who don't attend, "important tradition" as an option for those who do, finding a way to let people know about the survey, ideas for getting students involved. The Selectboard agreed on the proposed survey questions, with discussed changes, to measure voter interest in Town Meeting Day. Gannon will move forward.

10. Personnel Policy

- Some language was altered, taking into consideration our Declaration of Inclusion. Holidays have been updated to include those that the state has added over the last couple of years, and vacation time adjusted for employees to gain vacation time earlier, to help with hiring and retention. Gannon moved to approve the amended personnel policy, Rice second; all in favor.

Fitzgerald moved to enter into liquor commission at 7:39 pm, Rice second; all in favor.

11. Liquor Commission

- Gannon moved to approve an Outside Consumption Permit for Valley Craft Ales, and
- A Special Event Permit for an event at High Country Marine on July 2nd from 3–9 pm, catered by SC Distillation, Rice second; all in favor.

Out of liquor commission at 7:40 pm

12. Other Business/Correspondence

- The Selectboard set a summer schedule of the 3rd Tuesday in June, July and August.

13. Select Board Members Comments

- Tribuno suggested the Veteran's Memorial Group be asked if they would like to submit a report to the town report.
- Gannon attended his first DRB meeting last night. Cheryl has been doing great and they need more involvement from the members.

14. Town Manager's Updates

- John Lazelle was selected to serve as VP of VRWA.
- Rec Committee's middle school summer program is putting out their registration information.

15. Executive Session

- Fitzgerald moved to find that premature general public knowledge of the real estate purchases and attorney–client communications would place the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session at 7:56 pm, to include the town manager, to discuss possible real estate purchases and attorney–client communications, Fisher second; all in favor.

Executive Session ended at 8:46 p.m.; no action taken.

Meeting adjourned at 8:46 p.m.

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

May 25, 2023

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

Others Present: Scott Tucker, Jessica DeFrancesco, Jessica Roberts, Nicki Steel, Mary Towne, Deb and Gordon Boyd, John and Deb Boyd, Ralph Staib, Lauren Harkawik, Chris Mays, Mary Pike-Sprenger, John Lazelle, Rebecca Lazelle, Jonathan Lazelle, Carlotta Gladding, Therese Lounsbury, Lisa Sullivan, Mel Lopez, David Fontaine, Meg Streeter, Bonnie Lorimer, Donna Spiller, Sharon Adams, Sarah Adams, David Adams, Mary Ellen Pike

Meeting called to order at 8:15 am

1. Visitors, public comments, changes to agenda
2. Flood Lines on Town Hall
 - A number of complaints came in regarding the flood lines being removed from the Town Hall. Gannon supports keeping them on the building as it shows the resiliency of the town. Town buildings are under the oversight of the town manager. John Boyd commented that prior to the lines, there was a plaque marking the flood of 1938. At the suggestion of Chair Fitzgerald, the town manager will sit down with a couple of residents to revisit their concern. Everyone has the best interest of the town at heart. Tucker thinks he has a compromise, and he will take that up with a small group.
3. Local Health Board
 - The Town Health Officer gave an update on a case at 247 VT RT 100N in the downstairs apartment that is a rental. THO received a call from the state asking if the building had been condemned. The THO can not condemn a building, but the Health Board can. Fire Marshall then reported possible unsafe conditions and the THO accompanied him on the inspection. A report was given to all parties with items that needed to be corrected. The tenant sometimes does not allow the landlord access to manage repairs. After discussion, a re-inspection happened. Many items are still not fixed, and additional items were added to the list of repairs. Tenant is upset that the building was not being condemned, which affected a state voucher for housing. Mid-May, THO was notified by tenant of a court order in place preventing repairs. The tenants feel the house is uninhabitable. Tenants indicate that there is water seeping into the walls. They have numerous pets getting sick, and they are getting sick themselves. The tenants claim their court order is not to prevent repairs. It is unclear what order was issued, if any. There was mention of an eviction case in court. The town needs to follow state protocols. Fontaine commented that removal of contaminated materials without remediating it properly, could release more toxins into the air. The THO has a list of items fixed by the owner. Any further THO visits to the property will be escorted by law enforcement.

Fitzgerald moved to enter into liquor commission at 9:04 am, Gannon second; all in favor.

4. Liquor Commission
 - Gannon moved to approve an Open Container Exemption Permit and a Request to Cater Permit for the library's grand opening on June 23 from 3-7 pm, catered by Anchor Seafood, Fisher second; all in favor.

Out of liquor commission at 9:06 am

5. Other Business

Meeting adjourned at 9:09 am

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

Resolution of the Selectboard of the Town of Wilmington

Creating the Town of Wilmington Town Hall Relocation Committee

WHEREAS, under the authority granted to it pursuant to 24 V.S.A. Section 872, the Town of Wilmington Selectboard has authority to create supplemental committees, boards, or commissions.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Selectboard that there shall be established for the Town of Wilmington, effective July 1, 2023, a Town Hall Relocation Committee according to the following terms:

1. The Wilmington Town Hall Relocation Committee will be comprised of not more than seven (7) members appointed by the Selectboard of the Town of Wilmington. All members will be residents of the Town of Wilmington, with an exception made for employee members. The terms of committee members shall be for 3-years.

2. The purpose of the Wilmington Town Hall Relocation Committee shall be to:

A. Work closely with the Town Manager, as an ex-officio member.

B. Work with the town Economic Development Consultant to identify potential grants, expertise and funding sources in support of construction for a new Wilmington Town Hall.

C. Recommend to the Selectboard an architectural team with government facilities design/construction/budget experience via a competitive RFP process.

D. Recommend to the Selectboard the building site for a new Town Hall.

E. Develop and recommend to the Selectboard articles for Town Meeting promoting a financial instrument, such as a bond, and/or allocating funding in support of land acquisition and construction for a new Town Hall.

F. Recommend to the Selectboard a construction firm to build a new Town Hall with significant energy efficiencies, balancing 21st Century government needs with taxpayer's expectations for return on investment over 50-years, via a competitive RFP or Bid process.

G. Hold public meetings and report to the Town Manager and Selectboard, as required.

H. Enthusiastically promote and market the relocation of Town Hall out of the floodplain to a new Town Hall facility in partnership with the Selectboard.

3. Officers of the Wilmington Town Hall Relocation Committee will consist of a chairperson, vice-chairperson and a secretary either selected annually by a majority vote of the committee or appointed by the Selectboard at their discretion.

4. It will be the duty of the chairperson to preside at all meetings of the Wilmington Town Hall Relocation Committee and to call special meetings of the Committee when needed. The vice-

chairperson will perform the duties of the chairperson in the latter's absence. The secretary will keep an accurate record of the proceedings of the committee, take minutes at the meetings, and post the agenda and minutes of meetings through the Office of the Town Manager.

5. All meetings held by the Wilmington Town Hall Relocation Committee will be open to the public unless an issue arises that requires an executive session. Regular meetings will generally be held each month. The meeting times and locations will be posted through the Office of Town Manager, no later than a 48-hour notice. A quorum will not be less than a majority of the members of the Committee.

BE IT FURTHER RESOLVED that the following individuals are appointed to the Wilmington Town Hall Relocation Committee for the terms set forth herein:

<u>Name</u>	<u>Term Expires July</u>
John Gannon	2026
Sarah Fisher	2026
Christine Richter	2026
Therese Lounsbury	2026
Jessica Roberts	2026
_____	2026
_____	2026

6. Two additional volunteer committee members who are Town of Wilmington residents will be recommended by the Town Hall Relocation Committee to the Selectboard, through the Office of Town Manager.

Dated at Wilmington, Vermont this 20th day of June 2023.

Selectboard Signatures:

Tom Fitzgerald_____

John Gannon_____

Vince Rice_____

Sarah Fisher_____

Tony Tribuno_____

Memo

To: Town Manager & Board of Selectmen
From: Elizabeth Goldsmith and Fire Chief Scott Moore
Date: 6/16/2023
Re: New private road name – Dandelion Way

We have had a request for a new road name off Vt. Rte 9 W. I have included a map to show where the road begins. A zoning application has been approved by the Zoning Administrator, Jessica Roberts. I have spoken to the Fire Chief, Scott Moore concerning the new road name and he approves of the new name.

We are requesting that you approve Dandelion Way, which will be a private road, not maintained by the Town of Wilmington.

Thanks for your consideration,

Elizabeth Goldsmith

E 911 Coordinator.

Strassman Amendment

MM 2.37 LT Changed to
MM 2.41 LT Location

45081

2/9/2023

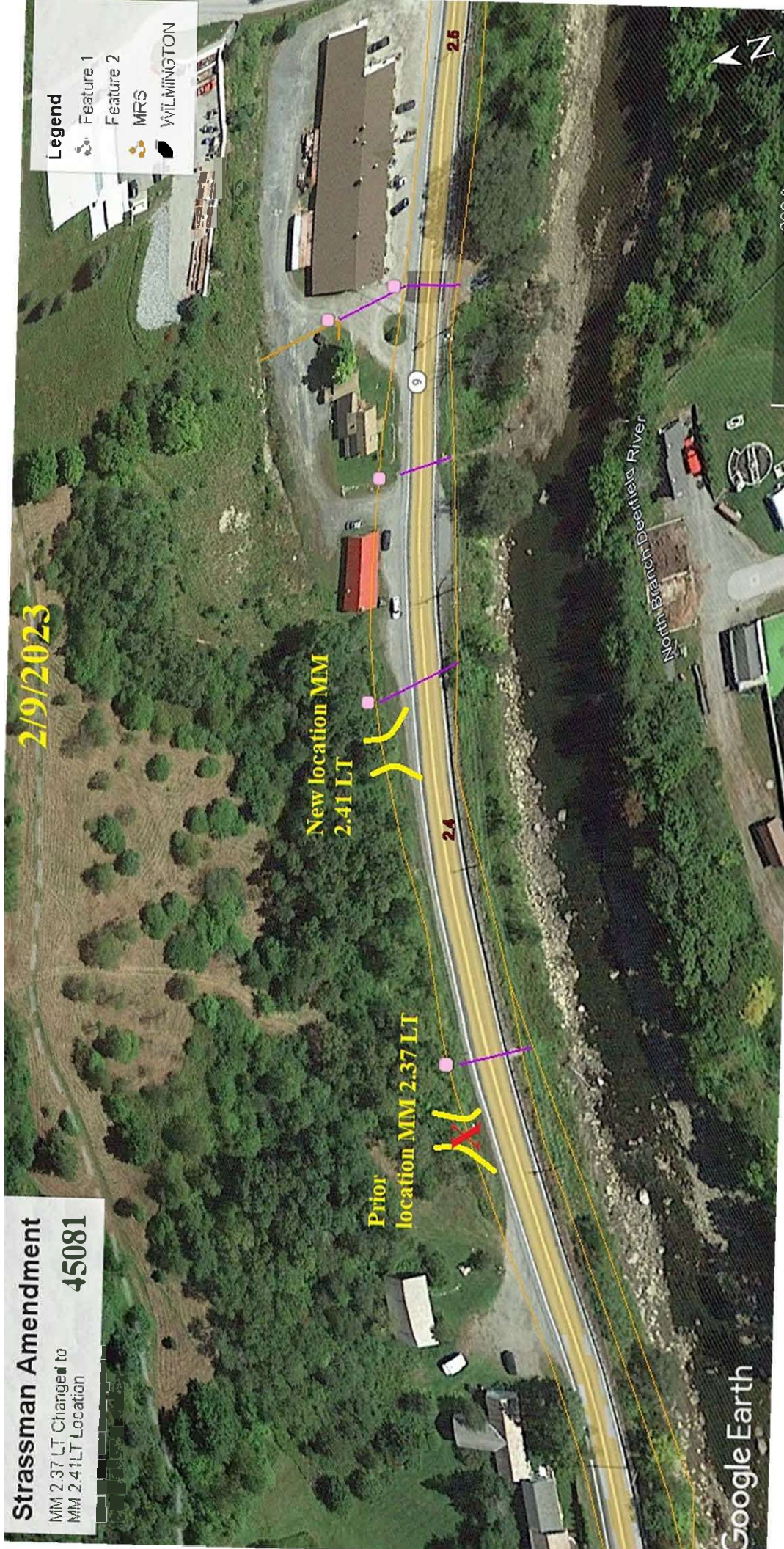
- Legend**
- Feature 1
 - Feature 2
 - MRS
 - WILMINGTON

**New location MM
2.41 LT**

**Prior
location MM 2.37 LT**

North Branch Des Moines River

Google Earth



Good Afternoon,

It has been my pleasure to serve the Town of Wilmington as energy coordinator since 2008 and to work with all of you and the selectboards and town managers going back to 2008. During these 14+ years I worked with many others in Town and at Efficiency Vermont to complete 12 projects in total. These projects save an estimated 119,478 kWh and 321 MMBTUs (equal to 3,504 gals of propane) per year. These projects also attracted \$42,960 in rebates and incentives from Efficiency Vermont. We have done good work together and I have enjoyed working with all of you. Effective today I am resigning from my appointment as Town energy coordinator. I wish you all well.

Respectfully,
Chuck Clerici

Project	Title	kWh	MMBtu	Payment	Completed
6013-JH90	Wilmington, Town Of - Dehumidifier	139	0	\$ 40	12/7/2021
6012-IU98	Town of Wilmington - TC Muni - Town Hall and Garage Upgrades	8,852	14	\$ 7,000	3/7/2022
6014-ID16	Wilmington, Town of - Public Safety Facility	58,716	115	\$ 19,400	6/8/2022
6012-T192	Wilmington Memorial Hall - Wilmington - BP	109	20	\$ 2,204	7/20/2016
6013-T101	Wilmington, Town of - Highway Garage - Rx Lighting 1	150	0	\$ 345	1/14/2013
6012-M934	Town Of Wilmington - Pettee Library - Newlight	1,733	-2	\$ 1,380	7/28/2011
6012-M654	Wilmington, Town Of - Town Office - ILED	608	-1	\$ 4,480	6/1/2011
6014-L751	Wilmington, Town Of - Highway Garage - New Construction	9,854	157	\$ 2,500	2/8/2012
6013-K885	Wilmington, Town Of - Town Hall - Rx HVAC URF 1	0	18	\$ 580	12/31/2010
6012-K129	Wilmington, Town Of - Municipal Streetlighting Initiative	37,633	0	\$ 4,966	1/6/2015
6013-C521	Town Of Wilmington - Rx Lighting 1	49	0	\$ 20	5/16/2008
6013-8477	Wilmington, Town Of - Rx Vending Miser	1,635	0	\$ 45	10/4/2007
		119,478	321	\$ 42,960	

TOWN ROAD AND BRIDGE STANDARDS

(June 5, 2019)

MUNICIPALITY OF Wilmington, VERMONT

The Legislative Body of the Municipality of Wilmington hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** _____

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	<u>YES</u> (Required by Act 64)	<u>YES</u> NO
Section 2 – Class 4 Road Standards	<u>YES</u> (Required by Act 64)	<u>YES</u> NO
Town wide		
Section 3 - Perennial stream- bridge and culvert standards	<u>YES</u> (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	YES	<u>NO</u>
Section 5 - Roadway construction standards	YES	<u>NO</u>
Section 6 - Guardrail standard	YES	<u>NO</u>
Section 7 - Driveway access standard	YES	<u>NO</u>

Road segments – ANR Resources Atlas includes a map layer of all of Vermont's municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the Vermont Better Roads Manual.
<https://vtrans.vermont.gov/sites/aot/files/highway/documents/ltf/Better%20Roads%20Manual%20Final%202019.pdf>

Road and Bridge Standards Sections**Section 1 – Municipal Road Standards** - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

"Perennial stream" means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard. For

River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

"Intermittent streams" are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 - Roadway construction standards – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have ____ inches* thick gravel sub-base, with an additional ____ inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have ____ inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 6 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 7 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference Vtrans Standard A-76 Standards for Town & Development Roads and B-71 Standards for Residential and Commercial Drives; the Vtrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of Wilmington, State of Vermont on June 20, 2023

Select board / City Council / Village Board of Trustees:

_____	_____
_____	_____
_____	_____

Bi-Town Economic Development Committee
Dover and Wilmington
Charge 2023

Primary Goals of Committee:

To assist in the implementation of local and regional economic development goals of strategic studies —such as the *Strategic Economic Development Plan for Dover and Wilmington*, ~~Vermont (Mullin) and SoVermont~~ Comprehensive Economic Development Strategies ~~(CEDS produced by SeVEDS and RED)~~ — assess goal achievement, initiate activities designed to support strategies, as well as continue to build ties and trust between the towns.

Roles of Committee

Assist in Implementation of Local and Regional Economic Development Goals

- Recommending ideas regarding strategies to achieve goals
- Reviewing strategies and implementation plans
- Serving as a liaison to Selectboards as to strategies
- If strategies are approved, assisting in the analysis and measurement of strategy achievement
- Evaluate most effective working relationships with other economic development entities working within the region

Project

- Reviewing and recommending projects based on overall strategies and studies, including ~~Mullin Report, SoVermont CEDS and FEMA Long Term Recovery Plan for Wilmington and Dover~~
- Participating in project implementation plan as appropriate
- ~~Marketing sub-committee plans and reporting for summer marketing campaign initiatives~~
- ~~Housing sub-committee for focus on senior and workforce housing initiatives~~

Short-Term Activities

- Identifying short-term activities to show immediate successes
- Assessing whether short-term activities strengthen bi-town ties
- Approving short-term activities for which there is budgeted revenue
- Suggesting current standing committees or other appropriate organization within towns to implement activities

Legislative/Political Activities

- Recommending to Selectboards positions towns may want to take regarding proposed legislation
- Planning out strategies as to how to influence legislation
- Implementing actions, such as forums, designed to give area influence with political leaders regarding economic development

Additional Activities

- Carry out other charges agreed upon by both Selectboards

Committee Membership (Total Maximum Members 10-12)

- One Selectboard member from each of the participating town— 2
- Executive Director, or designee of the Southern Vermont Deerfield Valley Chamber of Commerce — 1
- Executive Director, or designee of the Brattleboro Development Credit Corporation — 1
- One administrative staff member from each of the participating towns —2
- One representative from Mount Snow Resort (Dover) — 1
- One representative from ~~a Wilmington Business~~ ~~The Hermitage Club~~ — 1

- At least one and no more than two other residents from each of the participating towns — 2-4

A quorum shall constitute a majority of members (7). ~~If there is a vacancy in the membership, a quorum will constitute a majority of the non-vacant seats.~~

A seat is considered vacant if the member has not attended three (3) consecutive meetings, or does not attend 70% of meeting during a 12-month period.

Filling of open seats

The committee shall make recommendations for appointment to the committee. Potential candidates shall be invited to attend meetings. After a minimum three (3) month trial, the committee may nominate a candidate to the Selectboard of the town he/she is affiliated with for appointment to the committee. Voting rights are granted at the time of appointment.

Criteria for Membership on Bi-Town Economic Development Committee:

- Ability to attend at least 80% of all meetings a year
- Ability to focus on entire goal vs. on just one component or just one town
- No specific agenda
- Open-minded to others' ideas
- Ability to represent needs of total community, businesses, and the region
- Ability to identify problems and broad goals before determining solutions

Committee to meet every other month on the first Thursday at 8am starting in July (January, March, May, July, September, and November) and more often as needed.

Selectboards to review Committee Charge by June 30, 2023.

Adopted by the Wilmington Selectboard _____

Adopted by the Dover Selectboard _____

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee:

Earth Angels of Vermont
DBA I Love Art Space
12 South Main Street
Wilmington, VT 05363

Board: Jaime Alvarez: Director, Melissa Boyles: Secretary, Jeannette Eckert: Treasurer, Jane May Jones: Chair, Jenevieve Penk: Vice Chair

Date of Request Contact person, phone numbers, mailing and email address:

Jane May Jones
802-780-7994 (cell)
P.O. Box 83, Readsboro, VT 05350
iloveartspace22@gmail.com

Amount of Request and Date Funding Needed :

\$7300.00

By November 1, 2023

It is our plan to purchase these mesh panels back drops by November 1, 2023.

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

This funding will specifically be used to purchase the mesh panels backdrops to show artwork during our gallery shows. I Love Art Space will hold 3-4 Gallery shows every year. One of these shows will be similar in style to the original Art on the Mountain [\(See below\)](#). It is planned to have the first of these shows from November 24, 25 and 26, 2023.

I Love Art Space will be leasing a space from The ArtHouse located at 12 South Main Street, Wilmington, VT 05363. We will take possession of the upstairs space on August 1, 2023. The ArtHouse is a for profit organization and one of the owners. Jenevieve Penk, is on the I Love Art Space' board of directors. The two organizations are working independently for the most part. Grant funding secured by I Love Art Space will only be used to benefit our organization.

Although there will be times when The ArtHouse will allow I Love Art Space to use the main level of the old church for larger shows.

It is our goal to eventually have town wide art festivals with a combination of gallery style environments and tented outdoor spaces. We hope that existing local art galleries and other businesses will participate in these festivals.

Mission Statement: *I love art space connects the arts to communities through education, creative spaces and artistic opportunities. Our inclusivity offers creative cultural experiences for all.*

Focus Items (as discussed in our community meetings): Specialty Shows and Festivals, Workshop Space and Studio Space

Some Background:

Although this foundation has been in existence since 2010, I Love Art Space is a new venture. We are using the existing foundation but updating its activity with the IRS. The existing 501c3 was to reconnect the community with nature through art and exercise. Since the Pandemic this programming has been difficult and problematic so in November, 2022 it was decided to reinvent the organization and fill a need in our community and establish an art and creative space in Wilmington.

Community members wishing to participate in creative workshops must either travel more than 20 miles east to Brattleboro or west to Bennington and beyond. The River Gallery School has been visited by the board and the Director was excited to hear of our new venture and is interested in aiding us as we move forward.

In the summer of 2022 we held three community meetings. We publicized these meetings in the local newspaper and on social media. We had approximately 20 interested parties at the first two meetings and a little less at the third. During those meetings we asked the participants to help us put together a priority list of their wishes with regards to an art space in Wilmington. During that time it became clear that the community in attendance choose these top three areas:

1. Specialty Shows and Festivals
2. Gallery Style Shows
3. Studio Space

The feedback from the attendees was very exciting. Our goal is to help make Wilmington an artist and art lover's destination by offering an array of artistic and creative opportunities is non-existent.

The art space will be available for creative workshops organized by member artists and also by the organization. There will be free family creative days and other children's programming. We will eventually have teen art mentorships to help our local art students understand how to complete their art, prepare it and bring it to show and sell it. There will

be accessible programs for those in our community who are challenged, including senior programming. The organization will also host gallery type and speciality shows as well as town wide summer festivals.

The current Board of Directors has come together with a passion to create a space and organization in the Wilmington Area for the Arts.

The community meetings valuable input was gathered from both the general community and artists about what they would like to see happen in an art space. Their top three wishes were Specialty Shows (gallery shows, festivals, featured artists and more), Workshops and workshop space and studio space. After hearing the community's wishes we have created some projections including most of their requests. The organization plans to have enough income to help offer scholarships for the community, free programming for families, senior accessible programming, teen art business development and more.

In August of 2023 the organization will take possession of the space with the first two months free and thereafter \$1000 per month. The space will be available for rent for creative workshops, free family days and will have a certain amount of creative supplies available for participants. Artists will provide their own supplies for their workshops. The purpose of this grant will help us purchase the appropriate mesh backdrops. In September we will have a free open house to introduce ourselves and the space to the community. We will also be hosting creative fundraising events for all to enjoy.

The skills and capacity of current staff and board:

Currently our board consists of 5 members, although our optimum number of board members is seven: Jaime Alvarez, Melissa Boyles, Jeannette Eckert, Jane May Jones and Jenevieve Penk. These members bring the following skills and experience to our board:

Jaime Alvarez:

Jaime Alvarez is a published poet, sculptor, painter and avid collector of arts. Currently living in West Dover, VT with her daughter, Jaime has continued to participate in the arts and hopes to help contribute to the creation of an artist community. When in NJ, Jaime participated with the Dodge Poetry Foundation and Newark Arts Council to help connect artists and support the arts and culture within her community. Jaime opened up her studio space during Newark Open Studios and participated in the Newark garden competition winning most artistic garden in 2008. In October of 2006 Jaime participated in Jail House Revival Art Exhibition reading the featured poem "Jailed" and showing the painting "the Escape." In October 2005 Jaime participated in Archaeology reading the featured poem "The Star Spangled Brewery." Jaime's poems "Beauty" and "Pedro" have been published in Big Hammer and Anibellum. When in NJ, Jaime participated as a judge for the Norman Mailer Writing Awards of Fiction in 2011, 2012, 2013 and 2014 as well as a judge and Liaison for the NJCT High school

Melissa Boyles:

Melissa Boyles grew up in Alabama with, among other things, a love of digging through her mothers sewing box which, at the time, seemed like an endless supply of little treasures. This was her initiation into fiber arts and, since then, her admiration for cloth and thread has only expanded over the years.

Since graduating from the only Public Liberal Arts University in Alabama (the University of Montevallo), Melissa has traveled throughout America, Central America and Europe teaching yoga and meditation, creating and managing events, and regularly attending trainings that fuel her passions for fiber arts, women's health and the wild, natural world.

Melissa now regularly hosts summer workshops on natural dyeing, quilt making and wild foraging. When she is not hand quilting or stirring large pots of natural fibers you can find her teaching yoga, wild foraging in the woods with her two children and partner or working with women to recover from trauma and prepare for the natural birth of their dreams.

Jeannette Eckert:

Jeannette Eckert started her own photography business called Moments in Time Photographs back in 2013 and operates it on a part time basis while maintaining her full-time job with the Town of Dover as Assistant Town Clerk & Office Manager. She has a great working knowledge of the Deerfield Valley. She created a website and Facebook page to promote her images and participates in several arts & crafts fairs throughout the year as well as ongoing gallery exhibits.

In 2015, she helped organize the 1st Dover Holiday Craft Fair, held every December (except for 2020) and it has grown steadily since then. This year it will celebrate its 8th year. Jeannette has designed advertising and literature to promote this event annually. It is rewarding to gather our amazing local artists and crafters together and involve our community in celebrating all that our area has to offer. She also previously participated in Art on the Mountain gallery shows.

Jeannette is excited to be a board member for the I Love Art space endeavor! Our community has a wealth of creative artists and crafters as well as those who appreciate the arts, both young and old. Our vision to bring these two groups together is essential to its success. By offering workshops, gallery space & exhibits along with artist studio space, we hope to foster the love of arts throughout the Deerfield Valley.

Jane May Jones:

With 25+ years in business and 25+ years as an artist, Jones has an indispensable knowledge of running a business, accounting, marketing and more. Prior to owning and running her own business she was in corporate management as a program manager and

prior to that in office administration. Jones also has a wealth of knowledge and experience with technology and marketing.

Jenevieve Penk:

Jenevieve is a writer, actor and installation artist who has been designing, fabricating and installing interactive, experiential displays, mostly throughout New York City and Miami, for close to 20 years. Having graduated with a theatrical degree from New York University, she worked her way up to running production in high-end hospitality venues and built her company, Pimenta Productions Inc. from the ground up. Through Pimenta, she worked with major brands, such as Heineken, Bumble, Moxy Hotels, Dream Hotels, Pernod Ricard, Louis Vuitton Moët Hennessy, and Lacoste to name a few, to present their brands in unique and fun ways. In 2022, she was scouted and chosen from thousands of artists, to be a contestant on the series, Table Wars, hosted by Martha Stewart. On the show, which now streams on Discovery+, she showcased some of her artistic abilities through challenging tasks, and won second place, all while being six months pregnant. She and her partner, Vincent Yeo, are the founders of Arthouse, located at the “crooked steeple” church at 12 S Main St., Wilmington VT, a space dedicated to fostering artistic exploration through mediums, such as painting, spoken poetry and music.

Board structure (recruitment, member selection, terms, meeting frequency)

Recruitment: The current board is actively looking with an eye to recruiting new board members when attending functions, meetings and other events in our local area. When our website is up and running we will have a section devoted to this and other volunteer opportunities.

Member Selection: If a possible new board member has been presented, the current board members will act like a human resource department. There is a process to view the applicant’s resume, credentials, experience and interest in the mission of I Love Art Space. An interview will be held with all current board members in attendance. Then the current board members will discuss the applicant and/or vote on the applicant or raise other questions as appropriate.

Terms: Directors shall be elected for terms of one year. In the event of a vacancy on the Board of Directors, however caused, the remaining Directors shall select a new Director. In choosing an additional or successor Director, the Directors shall, to the extent possible, give due regard to a proposed successor’s business acumen, interest in the purposes of the Foundation and standing in his or her community.

Meeting Frequency: The Board of Directors will meet on a monthly basis (at a minimum) either via Zoom or in person. The January meeting will be regarded as the annual meeting of the Directors.

Financial management practices

The Board of Directors has established a Business Plan and that Business Plan contains budget projections for our first year. We have a designated checking account and all income and expenses are reported in a Quickbooks file.

The growth of the organization will be measured and tracked monthly using our profit and loss statements and income growth through our memberships, programming and fundraising.

The expenses will be watched carefully to ensure that as much of the income is held onto for the scholarship fund.

Development and fundraising strategies

I Love Art Space has a 5 year plan to grow and develop the business of this art space.

Initial goals for I Love Art Space include:

- 5 Artist members in month one
- 2 new artist members each month for the first year
- 27 Artist members by the end of the first year
- 2 new artist community members each month for the first year or
- By year end of a total of 24 4-hours booked for workshop time in a given month.
- Offer a maximum amount of scholarships to deserving members of our community.
- Serve a minimum of 120 workshop attendees in year one. Growing to 600 plus in year two.
- Offer a maximum of 5 workshop scholarships worth \$625 in year one.
- In the first year we will host at least one gallery style show, serving. This type of show will serve a minimum 200 community members in the first year and will grow to 500 plus each show in future events.
- Develop relationships with other local businesses such as galleries, shops, restaurants and inns.

We will develop the following business areas:

- Artist Membership: artists will have benefits such as four hours free use of reduced cost space every month, along with reduced rental rates for use after that, increased percentage of any sales in the shows and/or festivals, free attendance at workshops specific to artist business development, free family creative days. More benefits will be added as the organization develops.
- Senior programming: accessible senior, along with other challenged community members will be held on a monthly basis. These offerings will add a multitude of creative processes for these community members.
- Teen Art Mentorship: this program will be open to art students at high school level who wish to pursue a career in the arts. Artist members will mentor the students on the creative process, bringing work to show, selling work and marketing.
- Specific Artist Development Workshops: Once or twice a year 2-3 day artist development workshops will be scheduled to help the artist membership to develop

their work and understand the business of being an artist. Subjects will cover, but will not be limited to accounting, marketing, selling, presenting work, etc.

- Workshops and Workshop rental income: the space will be available to artists to run their own programming in any of the arts.
- Gallery style shows: these shows will be held 4-6 times per year eventually and will coincide with larger events in the area to ensure maximum attendance. For example: Sugaring time Open House in March, Blueberry Festival, Wine and Harvest Festival and the Holidays.
- Art Festivals: these will be held 1-2 per year and will include other venues in the town such as galleries, stores, etc. and possibly have tent space available to artists in fields as well as gallery space.

We will develop the following fundraising efforts:

- Fundraising mailings to the community annually and/or biannually.
- Business sponsorships
- Patrons: offer patrons an easy subscription type process where their card gets charged on a monthly basis. They will have benefits for these monthly donations.
- Fundraising events such as: Pet Photo Shoots with the addition of offering pet portraits in acrylic and watercolor, following the photo shoot the photos will be framed and will be presented in a gallery type show; 12x12 Benefit Auction to name a few
- marketing and communication efforts

I Love Art Space has an annual marketing plan with scheduled events (along with specific marketing for the event), fundraising efforts.

Initially our target market is any resident of Windham county. The population of Windham county in 2020 was about 46K. In the Deerfield Valley some of the towns have small populations, but they explode during the winter seasons with second home owners and seasonal rentals. These vacationers will be another part of our target market.

The marketing efforts will use the following communication channels:

- Publicity: Press Releases, advertising, etc.
- Social Media including Facebook and Instagram
- Web site: iloveartspace.com.
- Email marketing
- Emailed Newsletter
- Rack Cards, postcards and other items
- Event attendance
- direct mail pieces

Art on the Mountain

This show took its last 'breath' about 10 years ago or so. It was a sad day for the area. I Love Art Space will be holding this type of gallery style show 2-4 times per year.

- This show spanned a period of about 14 days (including 3 weekends) in the month of August.
- It attracted 1000's of visitors from near and far and, of course, a lot of the local community attended.
- There was an Opening Preview Party which was extremely well attended and was catered by a local catering coming.
- At that party the organization also engaged local musicians to play.
- The whole show brought in many \$1000s which contributed to local artist income as well as to help with the health and well being of the community.
- The economic impact of this event was widespread throughout the deerfield valley area. This impact helped: artists, inns, restaurants, caterers, musicians and many other services.

See attached Capital Budget.

It is our plan to purchase these mesh panels back drops by November 1, 2023.



We are also applying to the Deerfield Valley Rotary Club to fund the tables and chairs and will be applying to the Vermont Community Fund for the other items. At the same time as applying for these grant applications there will be appeal letters to residents, along with other fundraising events during the summer and fall of 2023.