Wilmington Selectboard Agenda September 5, 2023 at 6:00 pm

- 1. Visitors, Public Comments, Possible Changes to the Agenda
- 2. Approve Minutes of August 15, 2023 (5 minutes)
- 3. Action Items (10 minutes)
 - The Selectboard to possibly name the Town Manager as the authorized official for the Town of Wilmington Northern Border Regional Commission 2023 Catalyst Grant Award for the Route 9
 East Infrastructure (Water/Sewer) Expansion Project
 - The Selectboard to possibly appoint Sarah Kociela as the E-911 Coordinator.
 - The Selectboard to accept the resignation of Jessica Roberts from the Town Hall Re-location Committee.
- 4. Heating/Air Units (15 minutes)
 - The Selectboard to approve the recommendation to accept a bid for mini-split heating/air units for the OFH and Highway garage.
- 5. Bridge #31 (15 minutes)
 - The Selectboard to review a questionnaire from the state regarding the replacement of Bridge #31.
- 6. Liquor Licenses (5 minutes)

The Liquor Commission to possibly approve:

- An <u>Open Container Ordinance Exemption and Request to Cater Permits</u> for Valley Craft Ales for events at Memorial Hall on September 30 and October 28, 2023 from 6pm-midnight; and
- An <u>Open Container Ordinance Exemption and Request to Cater Permit</u> for WI Foster LLC dba Wilmington Inn for the Wine & Soup Stroll on September 22nd.
- An <u>Open Container Ordinance Exemption and Request to Cater Permit</u> for Pipedream LLC dba Anchor Seafood for a private event at Memorial Hall on September 29th.
- 7. Other Business/Correspondence
- 8. Select Board Members Comments
- 9. Town Manager's Updates (10 minutes)
- 10. Executive Session
 - The Selectboard to enter into executive session for confidential attorney-client communications.

Wilmington Selectboard Meeting Minutes August 15, 2023

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

Others Present: Scott Tucker, Jessica DeFrancesco, Andrea Silverman, Christine Richter, Dario & Diane Lussardi, Cindy Hayford, Sheri Louis, Barbara Barrett, Doris & Doug Mantz, Louis & Wendy Clark, Jack Widness, Joanne Yankura, Tim Dolan, Ilene Wax, Karen Molina, Gretchen Havreluk, Scott Salway, Therese Lounsbury, Shannon Wheeler, Bethaney LeClair, Marcia Konrad, Samantha Kondracki, John Boyd, John Redd, Meg Streeter, Marshall Dix, John Lazelle, Joel & Andrea Berg, Charlie Foster, Paul Croutwurst, Trip Morse, Ilene & James Stern

Meeting called to order at 6:00 pm

- 1. Visitors, Public Comments, Possible Changes to the Agenda
 - Under #9, change the Second-Class license to a Third-Class.
- 2. Approve Minutes of June 23, July 18 and 31, 2023
 - Fitzgerald moved to approve the minutes of June 23 and July 18, 2023, Tribuno second; all in favor.
 - Gannon moved to approve the minutes of July 31, 2023, Tribuno second; 3-0; Rice and Fisher abstained.

3. Action Items

- Gannon moved to approve the Trails Committee Resolution, Fisher second; all in favor.
- Fitzgerald moved to appoint the Town Manager as voting delegate at VLCT's annual business meeting, Rice second; all in favor.

4. Reappraisal

- The state is asking the town to do a statistical reappraisal. We would need to inspect 2% of the town's property at random. Then all of the outstanding zoning permits and any new sales would be appraised as well by 2024. Tribuno moved to approve the Notification for Reappraisal, Fisher second; all in favor.

5. FY 23 Budget Review

General Fund

- We did not use up the \$500,000 surplus; very little uncollected taxes, sold a few town-owned properties, and interest accumulation on funds was higher than anticipated.
- Increased costs seen in police Investigation equipment, maintenance lines for most buildings (electricity upgrades, roof repairs), and tennis courts repair of cracks; while healthcare was under-budget.

Highway

- We did not use up the surplus. Grant income is not always consistent, so it was not included previously; but will now be included in the budget.
- Snow removal was over budget with a new contractor; fuel (a locked-in rate was not available last year).

Fitzgerald moved to enter into Sewer Commission at 6:30 pm, Rice second; all in favor.

6. Sewer Commission

- Gannon moved final approval for 140 gallons of allocation for the addition of an apartment at 10 Whitney Lane, Rice second; all in favor.
- Gannon moved final approval for 765 gallons of allocation for 6 bedrooms and retail space employees at 1 Easts Main St, Rice second; all in favor.
- Gannon moved final approval for 560 gallons of allocation for 4 bedrooms at 37 West Main St, Rice second; all in favor.

Out of Sewer Commission at 6:34 pm.

7. Pickleball

The Pickleball group was excited to hear the Selectboard's interest in fixing the tennis courts. Pickleball has high participation in Wilmington; many days there are people waiting for a chance to play. The group is wondering how they get involved, can 1% be designated to it? Being in a flood plain area, the town is constantly repairing the courts. Re-building them to a new location is being discussed. A number of people volunteered to help find a location and build new courts.

8. Bi-Town Marketing

Through savings in other areas of the project, Tim Dolan was able to put an additional \$7500 into digital marketing. There have been over 14 million impressions (views) and 35,000 clicks.
 There is a rack card at the Guilford Welcome Center. Overall website visitors are 30% higher than last year.

Fitzgerald moved to enter into Liquor Commission at 7:21 pm, Rice second; all in favor.

9. Liquor Licenses

Tribuno moved to approve:

- A <u>Second-Class Permit</u> for Family Dollar Stores of Vermont LLC dba Family Dollar #28524
- A <u>First- and Third-Class Permit and an Outside Consumption Permit</u> for HMC Hospitality at the mid-mountain, Rice second; all in favor.

Out of Liquor Commission at 7:22 pm.

10. Other Business/Correspondence

11. Select Board Members Comments

Gannon commented on the Hall Rd bridge, and how nice it is now that it is almost complete.

12. Town Manager's Updates

- Memorial Hall FEMA grant application is still active.
- Friends of Memorial Hall has replaced the entry carpet at MH.
- Town Hall exterior painting and windows are complete.
- N. Main Sidewalk engineering is in works;
- E. Main Sidewalk project telephone poles should be moved this fall.
- Lake Raponda Dam maintenance RFP is out.
- August 21st we will welcome Sarah Kociela to the Assessor's Office.
- Dispatchers St. Denis, Officer Carcich, Dispatchers Luchsinger and Goldsmith all received letters accommodations for their exemplary work and level of service.

13. Executive session

- Fitzgerald moved to find that premature general public knowledge regarding contracts would place the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session at 7:43 pm, to include the Town Manager, to discuss contracts being proposed, Rice second; all in favor.

Out of executive session at 7:48 pm.

- Gannon moved to approve Sullivan, Powers & Co., audit letter of terms agreement, Rice second; all in favor
- Rice moved to approve the contract for Statistical Reappraisal Services by Appraisal Resource Group, Tribuno second; all in favor

Meeting adjourned at 7:50 pm.

Respectfully Submitted, Jessica DeFrancesco, Administrative Assistant							
Approved by the Wilmington Se	lectboard:						
Thomas Fitzgerald, Chair	John Gannon, Vice Chair	Vince Rice, Clerk					
 Sarah Fisher	 Tony Tribuno						

August 23, 2023

Scott Tucker P.O. Box 217 Wilmington, Vermont 05363

RE: Town of Wilmington NBRC 2023 Catalyst Grant Award

Dear Scott Tucker,

On behalf of Governor Phil Scott and the Northern Border Regional Commission (NBRC), we congratulate you and your organization for receiving a 2023 Catalyst grant award! Your project was awarded \$1,000,000.00.

The NBRC received 187 applications this year for the Catalyst grant cycle, requesting over \$150 million in total funding. Across the four states only 66 applications were selected, so we congratulate you on this achievement!

Please note that while you have been awarded a grant, additional information is needed before you can move forward with your project or incur any expenses to be paid for by this award. Please review the following items carefully and return all requested materials by September 8, 2023.

You may not move forward on your project or expend any grant or matching funds until you receive a **Notice to Proceed** (NTP) or **Partial Notice to Proceed** (PNTP) from NBRC. NBRC and/or match/cost share funds expended prior to the issuance of the Notice to Proceed are not eligible for reimbursement and may not be counted as match. **Expenditures of grant and matching funds prior to receiving a NTP or PNTP could result in NBRC reducing or rescinding your award. For additional information regarding the issuance of the Notice to Proceed, please refer to NBRC's Grant Administration and Compliance Manual on the <u>Grant Administration</u> page of our website.**

In order to expedite the NTP or PNTP process, all grantees must complete the following steps:

1. Attend a mandatory new grantee training session.

Please see the details below for the required new grantee training. The training will be held via Zoom and is intended to provide you with information on the life cycle of the award, including a review of NEPA, fulfillment of the Build America Buy America (BABA) and procurement requirements, the reimbursement process, and reporting requirements for grant compliance. NBRC will host one training session per State and registration is required.

Date: September 28th, 12:30pm-3:00pm

Registration Link: https://us02web.zoom.us/meeting/register/tZEpdemqrTMiH9azeCoEBbHKJF6V811AeyGX

2. Execute documentation necessary for NBRC to issue a Grant Agreement.

Following the completion of the training session, you will receive an email from NBRC staff with the Grant Agreement and all the requirements necessary for us to obligate federal funds for this project and for you to successfully implement your NBRC grant award. Please read those materials as soon as you receive them, and follow the instructions outlined. To get you started, we have enclosed the SF 3880 – ACH form which must be completed and returned to NBRC.

3. Complete the required environmental review process (NEPA).

NBRC's NEPA process is undertaken in compliance with federal requirements and in partnership with our contractor, the Clark Group. The NEPA process must be finalized before a full NTP is issued. If your project needs access to some NBRC funds to complete NEPA, we will work with you to issue PNTP to cover these costs.

Please complete the updated NEPA Intake Form and return it to NBRC at your earliest convenience. As soon as this document is returned, the NEPA process can begin and NBRC will provide additional guidance on NEPA once this documentation has been reviewed.

4. Contact your Local Development District (LDD) unless you have a previously approved waiver.

LDDs have received specialized training to assist you with completing NBRC grant requirements. Depending on your capacity and expertise, you may wish to negotiate with the LDD for additional paid services, however LDDs are not obligated to fulfill services above and beyond grant administration. If these services are needed, such as project management, those will need to be negotiated separately with the LDD and only eligible for reimbursement if those costs are reflected in the budget on file for this project. Once the funds for your project have been obligated, we encourage grantees to execute a contract with their LDD so you can immediately utilize their expertise to assist you with your project. A Sample LDD Contract can be found on our website. A signed copy of your contract must be sent to NBRC.

Please return the following documents by September 8, 2023, so NBRC can request an obligation of federal funds:

- Executed acknowledgment of award letter by the project's authorized official
- Executed SF-3881 ACH form

agrinold@brattleborodevelopment.com,

We are excited to begin the grant process with you! To assist us with providing you with the best customer service possible, moving forward, all correspondence with NBRC will be through our admin@nbrc.gov email address, with your Project Name and your NBRC grant number (NBRC23GBVT03) in the subject line of every email communication.

We wish you great success with your project and look forward to working with you,

Chris Saunders, Federal Co-Chair, NBRC

Cc: Brattleboro Development Credit Corporation,

I,	am the Authorized Official for
the above-referenced project	
and acknowledge the requirements of the NE	BRC award as identified above.
Signature of Authorized Official	Date
Printed Name of Authorized Official	

From: Jessica Roberts < <u>iroberts@wilmingtonvt.us</u>>

Sent: Monday, August 28, 2023 3:54 PM **To:** Scott Tucker < stucker@wilmingtonvt.us>

Subject: Town Hall Relocation Cmte.

8.28.23

Dear Town of Wilmington,

I appreciate but regretfully decline the opportunity to serve on the Townhall Relocation Committee due to time constraints. I am happy to provide information like the email I sent last week on the bylaws regarding zoning and municipal facilities and the list of Town-owned properties should a need arise.

Best Regards, Jessica Roberts



The CarPlumbTrician

5 William Mundell Road South Newfane VT 05351 201-921-6648 thecarplumbtrician@gmail.com ESTIMATE EST0067

DATE 07/19/2023

TOTAL USD \$21,980.86

TO

Town of Wilmington

jdefrancesco@wilmingtonvt.us

DESCRIPTION	RATE	QTY	AMOUNT
Town Garage - mini splits	\$9,761.76	1	\$9,761.76

Install a 2 zone - panasonic mini split system for town garage offices.

9k btu head for smaller office 12k btu head for bigger office 18k btu condenser

Installation includes:

Permit

Mounting of heads inside the 2 offices

Drill through exterior walls for linesets

Mount condenser on outside wall

Run linesets from indoor heads to outdoor condenser

Install line-hide to cover line sets

Install disconnect for system

Run conduit and wire from electrical room to condenser

Install new breaker and surge protection

Pressure test system

Vacuum system

Charge system

DESCRIPTION	RATE	QTY	AMOUNT
PRICE IS FOR TURN KEY SYSTEM Everything from the mini splits to the electrical is complete other contractor needed.	ed by me, no		
Old Fire House - mini splits Install a 2 zone - panasonic mini split system for old Fire H	\$12,219.10 ouse.	1	\$12,219.10
9k btu head for office 24k btu head for main area 24k btu condenser			
Installation includes:			
Permit			
Mounting of heads inside the office and main area			
Drill through block walls in main area and office area			
Drill through exterior walls for linesets			
Mount condenser on outside wall			
Run linesets from indoor heads to outdoor condenser			
Install line-hide to cover line sets			
Install disconnect for system			
Run conduit and wire from electrical room to condenser			
Install new breaker and surge protection			
Pressure test system			
Vacuum system			
Charge system			
PRICE IS FOR TURN KEY SYSTEM Everything from the mini splits to the electrical is complete other contractor needed.	ed by me, no		
SUI	BTOTAL		\$21,980.86
TAX	(\$0.00

TOTAL

USD \$21,980.86

Total Price includes full completion of work for work stated.

Total price includes all material and labor to complete the job.

60% of total cost is due up front for material.

Remainder of total cost is due at time of total completion.

TOTAL AMOUNT IS GUARANTEED based on work discussed with Marshall. Additional work will come with additional cost.

Change Order work may alter total Cost.

as requested by Marshall, btu's have been increased from original calculation to match what others were quoting.

Guy E. Nido Inc.

PO Box 727 193 Route 100 North Wilmington VT 05363 PH 802-464-8830 FAX 802-464-2190

WILMINGTON MINI-SPLIT PROPOSAL

August 4, 2023

Town of Wilmington PO Box 217 Wilmington, VT 05363

RE: Installing mini-split

Location: 18 Beaver Street (old firehouse)

Dear Town of Wilmington;

The following quote is for the installation of mini-split heat pump units installed at 18 Beaver Street. This would include a Haier 24,000 BTU indoor unit in the meeting room, a Haier 9,000 BTU unit in the office, with a single outdoor unit mounted out back as discussed. We will run the linesets through the closet area as discussed.

We would install this with all labor and material necessary to complete, for the sum not to exceed \$12,250.00. This does not include the electric portion, as the customer is responsible for hiring an electrician of their choosing, at their own expense, to complete the electrical components of the job.

These quotes are valid for thirty (30) days from the date of this quotation. If you have questions I can be reached at (802) 464-8830, Monday through Friday from 8 am to 4 pm.

Sincerely,

Andy Noyes

AN/lg

Project Summary

This project, BF 010-1(58), focuses on bridge 31 on VT Route 9 in Wilmington, Vermont. The bridge is deteriorating and needs either a major maintenance action or replacement. Potential options being considered for this project include targeted repairs, deck replacement, superstructure replacement, and replacement with a new bridge. It is possible that VTrans will recommend a road closure and detour traffic away from the project site for the duration of the work. Efforts will be made to limit the detour to State roads.

Community Considerations

- 1. Are there regularly scheduled public events in the community that will generate increased traffic (e.g. vehicular, bicycles and/or pedestrians), or may be difficult to stage if the bridge is closed during construction? Examples include annual bike races, festivals, parades, cultural events, weekly farmers market, concerts, etc. that could be impacted? If yes, please provide approximate date, location and event organizers' contact info.
 - A. There are block parties that happen on South Main St during the summer, as well as summer strolls that this would greatly impact. These happen all summer from May-September. In addition to many local events held in the village this bridge is vital for emergency response to the west side of Wilmington additional local events include-Memorial Day Parade, Blueberry Fest, Antique Rolling car show, July 4th fireworks...
- 2. Is there a "slow season" or period of time from May through October where traffic is less or no events are scheduled?
 - A. No. Wilmington is a tourist destination in the Deerfield Valley; April to mid-June may be best.
- 3. Please describe the location of the Town garage, emergency responders (fire, police, ambulance) and emergency response routes that might be affected by the closure of the bridge, one-way traffic, or lane closures and provide contact information (names, address, email addresses, and phone numbers.
 - A. Route 9 is the east-west corridor between Brattleboro and Bennington, and intersects with Route 100 north at this major intersection with the only traffic light in town.
 - B. Highway Dept. is to the west of the bridge; Police and Fire are to the east; and Deerfield Valley Rescue (ambulance services) are to the north of the intersection.
- 4. Are there businesses (including agricultural operations and industrial parks) or delivery services (fuel or goods) that would be adversely impacted either by a detour or due to work zone proximity?
 - A. All the above, since this is the center of town.

- B. Nido's (fuel, propane, heating oil) to the west; Suburban Propane to the south.
- C. The downtown relies on tourism, which is through traffic along these major (RT 9 and RT 100) routes; retail, restaurants, Town Hall, OSEC (community center), etc.
- D. Delivery trucks, UPS, Post Office, etc.
- E. Dots Restaurant sits right at the end of the bridge.
- 5. Are there important public buildings (town hall, community center, senior center, library) or community facilities (recreational fields, town green, etc.) close to the project?
 - A. All the above. Town Hall sits right at this intersection.
- 6. What other municipal operations could be adversely affected by a road/bridge closure or detour?
 - A. The entire town will be affected, since Bridge 31 is at the center of the downtown.
- 7. Are there any town highways that might be adversely impacted by traffic bypassing the construction on other local roads? Please indicate which roads may be affected and their condition (paved/unpaved, narrow, weight-limited bridges, etc), including those that may be or go into other towns.
 - A. Route 100 south, paved.
 - B. Route 8 south, paved.
 - C. Interior town roads, both paved and unpaved; Whites Rd, Lake Raponda Rd, Haystack Rd, Coldbrook Rd
 - D. Ray Hill will be inaccessible from the center of town if this bridge is closed off
- 8. Is there a local business association, chamber of commerce, regional development corporation, or another downtown group that we should be working with? If known, please provide name, organization, email, and phone number.
 - A. Deerfield Valley Chamber of Commerce
 - B. Wilmington Works
- 9. Are there any public transit services or stops that use the bridge or transit routes in the vicinity that may be affected if they become the detour route?
 - A. The MOOver Southeast Vermont Transit

Schools

Where are the schools in your community and what are their yearly schedules

- A. Wilmington Twin Valley Elementary School, last week in August to mid-June
- **B.** Dover Elementary School
- 2. Is this project on specific routes that school buses or students use to walk to and from school?
 - A. Yes. Kids walk to a bus stop over this bridge. School buses have to cross the bridge as well.
 - B. This is the main east-west traffic corridor in southern Vermont and as such is also used extensively by local traffic including Twin Valley School District buses.
 - C. This is the main route for East-West (Wilmington-Bennington) public transportation (Moover).
- 3. Are there recreational facilities associated with the schools nearby (other than at the school)?
 - A. There are tennis courts and trails

Pedestrians and Bicyclists

- 1. What is the current level of bicycle and pedestrian use on the bridge?
 - A. High pedestrian and downtown parking use retail, restaurants, etc.
- 2. Are the current lane and shoulder widths adequate for pedestrian and bicycle use?
 - A. Yes, for pedestrians, less room for bicycles, and no room to spare.
 - B. No for bicycles, oversize loads and large vehicles have difficulty.
- 3. Does the community feel there is a need for a sidewalk or bike lane on the bridge?
 - A. Yes, but will likely be difficult to accomplish. Road width with sidewalks are restricted with location of buildings abutting.
- 4. Is pedestrian and bicycle traffic heavy enough that it should be accommodated during construction?
 - A. Yes
 - B. Municipal free parking is located along west side of bridge and access to east side of town would be necessary.
- 5. Does the Town have plans to construct either pedestrian or bicycle facilities leading up to the bridge? Please provide any planning documents demonstrating this (scoping study, master plan, corridor study, town or regional plan).
 - A. No.

- 6. In the vicinity of the bridge, is there a land use pattern, existing generators of pedestrian and/or bicycle traffic, or zoning that will support development that is likely to lead to significant levels of walking and bicycling?
 - A. Yes.

Design Considerations

- 1. Are there any concerns with the alignment of the existing bridge? For example, if the bridge is located on a curve, has this created any problems that we should be aware of?
 - A. The biggest concern is flooding.
- 2. Are there any concerns with the width of the existing bridge?
 - A. The bridge is narrow, but generally adequate with respect to roadway width.
- 3. Are there any special aesthetic considerations we should be aware of?
 - A. The bridge is located in a historic downtown district.
- 4. Does the location have a history of flooding? If yes, please explain.
 - A. Yes. It is in a flood plain, and 2011 Irene is the most recent major destruction. The latest flood event in July 2023 saw the flood level lap the bottom of the bridge, with minor damage locally.
- 5. Are there any known Hazardous Material Sites near the project site?
 - A. No.
- 6. Are there any known historic, archeological and/or other environmental resource issues near the project site?
 - A. No.
- 7. Are there any utilities (water, sewer, communications, power) attached to the existing bridge? Please provide any available documentation.
 - A. Water and sewer
- 8. Are there any existing, pending, or planned municipal utility projects (communications, lighting, drainage, water, wastewater, etc.) near the project that should be considered?
 - A. No.
- 9. Are there any other issues that are important for us to understand and consider?

- A. Rerouting traffic will have a dramatic economic impact on businesses located in the downtown, and elsewhere in town.
- B. Re-routing state highway traffic along the town roadways that would be involved in the detour will cause damage to the roadways and cause safety issues.
- C. Wilmington would like to mount a river monitor on the new bridge. This will not require anything special in the design but is a critical piece of public safety equipment that Wilmington is seeking to purchase / install in the near future.

Land Use & Zoning

- 1. Please provide a copy of your existing and future land use map or zoning map, if applicable.
 - A. Check...
- 2. Are there any existing, pending or planned development proposals that would impact future transportation patterns near the bridge? If so, please explain.
 - A. There is a Route 9 East Infrastructure (sewer/water) Extension nearing final design and will be in the construction bidding process this fall, with a projected start date of spring/summer 2024-2025.
- 3. Is there any planned expansion of public transit or intercity transit service in the project area? Please provide the name and contact information for the relevant public transit provider.
 - A. MOOver Southeast Vermont Transit; Randy Schoonmaker, 802-463-2474, randys@moover.com, 45 Mill St., Wilmington, VT 05363

Communications

- Please identify any local communication outlets that are available for us to use in communicating with the local population. Include weekly or daily newspapers, blogs, radio, public access TV, Facebook, Front Page Forum, etc. Also include any unconventional means such as local low-power FM.
 - A. Radio The PEAK, Peter Case, 802-380-1077, PCase@greateasternradio.com
 - B. Deerfield Valley News (weekly), Randy Capitani, 802-464-3388, randy@vermontmedia.com
 - C. Wilmington Police Department, Chief Matthew Murano, 802-464-8593, matthew.murano@vermont.gov
 - D. Wilmington Fire Department, Chief Scott Moore, 802-464-8022, smoore@wilmingtonvt.us
 - E. Wilmington Works, Samantha Kondraki, wilmingtonworks@gmail.com, 802-234-1433
 - F. Deerfield Valley Chamber of Commerce, Bethany LaClair, 802-464-8092, info@visitvermont.com

- G. Wilmington Town Hall, Jessica DeFrancesco, <u>idefrancesco@wilmingtonvt.us</u> 802-464-8591, x-123, 2 East Main St., Wilmington, VT 05363
- H. Wilmington Town Manager, Scott Tucker, stucker@wilmingtonvt.us 802-464-8591, x-111
- I. The Brattleboro Reformer, 802-254-2311, x-215
- J. The Bennington Banner, 802-447-7567
- 2. Other than people/organizations already referenced in this questionnaire, are there any others who should be kept in the loop as the project moves forward?
 - A. Selectboard Chair Tom Fitzgerald, tapacre195@gmail.com