

Wilmington Selectboard Agenda
October 17, 2023 at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - *Add action item under #4; resolution for arts & cultural regional plan*
 - *Add approval of a GoFundMe account for the Veterans Memorial Park under action items*
 - *In sewer commission, the total gallons per day should be 1120.*
2. Approve Minutes of October 3, 2023 (5 minutes)
3. Record Retention (10 minutes)
 - *The Selectboard to possibly approve the proposed record retention schedule for the administrative offices.*
4. Sewer Commission (5 minutes)
 - *The Sewer Commission to possibly approve preliminary allocation at 143 West Main St for 1120 gpd.*
5. Action Items
 - *The Selectboard to possibly approve the municipal resolution for the arts & cultural regional plan*
 - *The Selectboard to possibly approve a GoFundMe account for the Veterans Memorial Park*
6. Other Business/Correspondence
7. Select Board Members Comments
8. Town Manager's Updates (10 minutes)
9. Executive Session

Wilmington Selectboard Meeting Minutes

October 3, 2023

Present: Tom Fitzgerald, John Gannon, Vince Rice, Sarah Fisher, Tony Tribuno (6:02 pm)

Others Present: Scott Tucker, Jessica DeFrancesco, Lenny Chapman, Marshall Dix, Andrea Silverman, Bonnie Lorimer, Therese Lounsbury

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Remove the sponsorship of Charlotte Verry to the BDCC program under action items
 - Remove the event permit at Adams Farm and add an event permit at Hermitage Club
2. Approve Minutes of September 8 and 19, 2023
 - Gannon moved to approve the minutes of September 8, 2023, Rice second; 3-0, Fisher abstained
 - Gannon moved to approve the minutes of September 19, 2023, Fisher second; all in favor.
3. Action Items
 - Fitzgerald moved to approve the amended Wilmington Town Hall Relocation Committee resolution and appoint additional members Alice Greenspan, Sheila Osler, Lenny Chapman and Bonnie Lorimer, Rice second; all in favor.
 - Fisher moved to approve the winter sand bid from Peckham at \$27.30/cy for stone and from Zaluzny at \$32.25/cy for sand, Rice second; all in favor.
 - Gannon moved to approve amending the dates on the land conveyance legal notice and authorizing resolution approved on September 19, 2023, Rice second; all in favor.

Fitzgerald moved to enter into Liquor Commission at 6:10 pm, Rice second; all in favor.

4. Liquor Licenses

Tribuno moved to approve

 - A Second-Class Renewal for Valley Craft Ales;
 - An Outside Consumption Permit for Roberts Roadhouse;
 - A Sampling Event Permit for Bearclaw Holdings dba River Valley Market for an event on October 8, 2023 from 2-5 pm; and
 - A Tasting Event Permit at the Hermitage Club on October 7, 2023 from 3:30-7:30 pm hosted by Mad River Distillers, Rice second; all in favor.

Out of Liquor Commission at 6:11 pm.

5. Other Business/Correspondence
6. Select Board Members Comments
7. Town Manager's Updates
 - Plan to review RFQ's for the Lake Raponda Dam maintenance program.
 - Dry hydrant on Sun and Ski Rd was replaced.
 - DRB, Hitt change-of-use permit, appeal was received and going to E-Court; an abutter to the property appealed. Notice of Appearance filed by the town attorney.

8. Executive Session

- Fitzgerald moved to find that premature general public knowledge regarding a contract would put the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session at 6:25 pm, to include the Town Manager, to discuss a contract.

Out of executive session at 6:35 pm.

- Fitzgerald moved to approve a General Release in the amount of \$17,943 to the Estate of Robert Grinold to be paid from the 1% fund, Tribuno second; all in favor

Meeting adjourned at 6:37 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

TOWN/CITY OF WILMINGTON RECORDS MANAGEMENT POLICY & RETENTION PLAN

I. PURPOSE

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Wilmington employees conform with and are aware of those mandates.

II. SCOPE

All Wilmington records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

III. POLICY STATEMENT

It is the policy of the Town of Wilmington to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”.) All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of town/city business, shall be managed in accordance with the Record Retention Schedule below.

IV. UNIFORM LAWS, STANDARDS, AND PROCEDURES

- a. 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
<https://legislature.vermont.gov/statutes/chapter/01/005>
- b. 3 V.S.A. § 117: Vermont State Archives and Records Administration
<http://legislature.vermont.gov/statutes/section/03/005/00117>
- c. 3 V.S.A. § 218: Agency/Department Records Management Program
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
- d. Archives and Records Management Standards and Best Practices
<https://sos.vermont.gov/vsara/manage/information-governance/standards/>

V. GENERAL RECORD SCHEDULES and DISPOSITION ORDERS

Vermont State Archives & Records Administration’s (hereafter referred to as VSARA) General Record Schedules (GRS) and Specific Retention Schedule (SRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances VSARA has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

VI. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in August 2024 and every August thereafter, the Town of Wilmington will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that:

1. The record has been authorized for destruction through a GR, SRS or DO; and
2. The minimum retention requirement for the record, as stated in the applicable GRS, SRS or DO, has been fully met.
3. Any additional retention requirement adopted by the town/city and included in this policy has been fully met.

Records not yet covered by a GRS, SRS or DO will not be destroyed, and will be retained by the Town of Wilmington.

VSARA has defined the term “permanent retention” as meaning until the State of Vermont no longer exists.

The term “audit” is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the Town of Wilmington to transfer files to future file formats.

To bring the Town of Wilmington into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in December 2023.

This Policy supplants any Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

The Town of Wilmington Selectboard reviewed and approved this procedure at their most recent meeting on October 17, 2023.

VII. REFERENCES

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of Administration, Public Record Division, State of Vermont General Record Schedule (GRS) and VSARA, and the Environmental Protection Agency.

- GRS-1000.1002 Accounting Records
https://sos.vermont.gov/media/lpsggisr/grs-10001002_accounting.pdf
- GRS-1009.1103 Payroll Management
https://sos.vermont.gov/media/20shnjyc/grs-10091103_payrollrecords.pdf
- GRS-1000.1000 Transitory Records
https://sos.vermont.gov/media/0mxm1ffr/grs-10001000_transitoryrecords.pdf
- GRS-1000.1102 Administrative Policy Records
https://sos.vermont.gov/media/rztj0udv/grs-10001102_administrating.pdf
- GRS-1000.1012 Budget Records
https://sos.vermont.gov/media/o2mb3bga/grs-10001012_budgetrecords.pdf
- GRS-1000.1007 Audit Records
https://sos.vermont.gov/media/x0losbrt/grs-10001007_auditing.pdf
- GRS-1304.1103 Personnel Files
https://sos.vermont.gov/media/zdka4izb/grs-13041103_managingemployees.pdf

Wilmington Retention Plan

Record Type	Location of Record	GRS Citation or DO #	minimum retention	Town of Wilmington Retention	Disposal Method
Payroll					
Authorizations (direct deposit, FSA, name changes, payroll deductions and similar	Finance Office	GRS-1009.1103.141	Audit complete plus 1 year	follow GRS	shred
W-4's	Finance Office	GRS-1009.1103.170	Superseded plus 4 years	follow GRS	shred
Correspondence	Finance Office	GRS 1348.1103.129	Obsolete	follow GRS	recycle
Declarations (delegation of authority)	Finance Office	GRS 1348.1103.55	Audit complete plus 1 year	follow GRS	shred
Registers (After Calc Report, PR Register)	Finance Office	GRS-1009.1103.81	Superseded	follow GRS	confirm*
Reports (time sheets, leave, expense reimbursements)	Finance Office	GRS 1009.1103.144	Audit complete plus 1 year	follow GRS	shred
G/L, A/P, Before Calc Reports, Direct Dep reports	Finance Office	GRS 1009.1103.144		audit complete plus 1 year	shred
Returns (W2)	Finance Office	GRS 1009.1103.151	Completed plus 4 years	follow GRS	shred
Accounting					
Audits	Finance Office	GRS 1000.1002.10	Superseded plus 3 years	follow GRS & make electronic copy	recycle
Bonds	Finance Office	GRS 1000.1002.14	Audit complete	until Closed	shred
Inventories (assets)	Finance Office	GRS 1000.1002.48	audit complete plus 1 year	follow GRS	recycle
Invoices	Storage Room	GRS 1000.1002.49	Audit complete	audit complete plus 7 years	recycle
Ledgers (detail transaction)	Storage Room	GRS 1000.1000.80	Until Obsolete	5 years	recycle
Receipts (deposit slips, bank statements, tax receipts)	Finance Office/Storage Room	GRS 1000.1002.77	Audit Complete	audit complete plus 1 year	recycle
Reports (expenditure reports, trial balance, del tax list)	Finance Office	GRS 1000.1002.144	Audit Complete	audit complete plus 2 years	recycle
Warrants	Finance Office/Storage Room	GRS-1000.1002.102	audit complete	audit complete + 2 years and create electronic	shred

Retain most current at all times- plus minimum retention

Wilmington Retention Plan

Record Type	Location of Record	GRS Citation or DO #	minimum retention	Town of Wilmington Retention	Disposal Method
Worksheets (spreadsheets, etc to track daily accting information for prelim calculations)	Finance Office	GRS 1000.1002.104	Audit Complete	follow GRS	recycle
Personnel					
Applications (employment)	Town Managers Office	GRS 1304.1103.8	Obsolete	follow GRS	shred
Authorizations	Town Managers Office	GRS 1304.1103.141	Superseded plus 3 years	follow GRS	Shred
Declarations (I-9's, etc)	Finance Office	GRS 1304.1103.32	expired plus 6 years	follow GRS	shred
Notices, Legal	Administrative	GRS 1304.1103.50	completed plus 1 year	follow GRS	recycle
OSHA 300 log	temporary files	29 CFR § 1904.33	end of calendar year plus 5 years	follow federal statute	recycle or shred if personal info
Reference Sources	Town Managers Office	GRS 1304.1103.80	Obsolete	follow GRS	recycle
Reports (evaluations-retain last six & use this for reports that have been superseded)	Town Managers Office	GRS 1304.1103.144	Superseded plus 6 years	follow GRS	shred
Audits					
Contracts	Finance Office/Administrative	GRS 1000.1007.26	Expired plus 3 years	follow GRS	recycle
Notices, Legal	Administrative	GRS 1000.1007.50	Audit complete plus 1 year	follow GRS	recycle
Reports	Finance Office	GRS 1000.1007.144	audit complete plus 3 years	follow GRS	recycle
Supporting material	Finance Office	GRS-1000.1007.36	audit complete plus 3 years	follow GRS	shred
Budget Records					
Budgets	Finance Office	GRS 1000.1012.17	Fiscal year ends plus 3 years	follow GRS	recycle
Notices, legal	Administrative	GRS 1000.1012.50	completed plus 1 year	follow GRS	recycle
Plans	Finance Office	GRS 1000.1012.69	completed plus 3 years	follow GRS	recycle
Reports	Finance Office/Town Managers Office	GRS 1000.1012.144	Fiscal year ends plus 3 years	follow GRS	recycle
Administrative					

Wilmington Retention Plan

Accounts (written narrative or recording of meetings required)	Administrative	GRS 1000.1102.138	completed plus 1 year	follow GRS	shred
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Record Type	Location of Record	GRS Citation or DO #	minimum retention	Town of Wilmington Retention	Disposal Method
Agendas (includes significant supporting material)	Administrative	GRS 1000.1102.4	calendar year ends plus 1 year	follow GRS	recycle
Agreements (interagency, memos)	Town Managers Office	GRS 1000.1102.5	expired plus 3 years	follow GRS	confirm*
Correspondence (significant value or documents policy development)	Town Managers Office	GRS 1000.1102.53	completed plus 3 years	follow GRS	archive
Grants	Town Managers Office	GRS 1000.1102.173	completed plus 3 years	follow GRS	recycle
Minutes	Administrative	GRS 1000.1102.59	Permanent	calendar year plus 3 years then archive	archive
Notices, legal	Administrative	GRS 1000.1102.50	completed plus 1 year	follow GRS	recycle
Plans (strategic plans, planning documents, town plan)	Vault	GRS 1000.1102.69	Permanent	Permanent	archives
Policies	Administrative	GRS 1000.1102.70	superseded plus 3 years	follow GRS	confirm
Press releases	Administrative	GRS 1000.1102.72	calendar year ends plus 1 year	follow GRS	shred
Procedures	Town Managers Office	GRS 1000.1102.73	superseded plus 3 years	follow GRS	confirm
Reports (annual reports)	Vault	GRS1000.1102.144	Permanent	follow GRS and create electronic	archives
Studies	Administrative	GRS 1000.1102.116	completed plus 3 years	follow GRS	archives
Waivers	Town Managers Office	GRS 1000.1102.150	expired plus 3 years	follow GRS	confirm*
Transitory					
Correspondence (routine, no legal requirements)	Administrative	GRS 1000.1000.28	obsolete	follow GRS	recycle
Draft Documents	Administrative	GRS 1000.1000.37	obsolete	follow GRS	recycle
Requests (requests for forms, records that do not require review or further action)	Administrative	GRS 1000.1000.139	obsolete	follow GRS	recycle
Tax Assessments					

Wilmington Retention Plan

Delinquent Tax Agreements/payment plans	Finance Office	GRS 1570.1170.5	expired plus 3 years	follow GRS	recycle
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Record Type	Location of Record	GRS Citation or DO #	minimum retention	Town of Wilmington Retention	Disposal Method
Reappraisal mailing (lister cards if part of reappraisal)	Lister Office	GRS 1570.1170.9	superseded plus 3 years	follow GRS	recycle
Tax Appeal Decisions	Lister Office	GRS 1570.1173.133	closed plus 3 years (but a copy is supposed to be in the grand list book)	follow GRS	recycle, but put a copy in the grand list book
Tax Appeal files	Lister Office	GRS 1570.1108.36	closed plus 3 years	follow GRS	recycle
Tax Appeal Notice of Hearing	Lister Office	GRS 1570.1173.50	closed plus one year	follow GRS	recycle
Tax Appeal Requests	Lister Office	GRS 1570.1108.67	closed plus 3 years	follow GRS	recycle
Tax bills	Finance Office	GRS 1000.1000.80	Obsolete	7 years	shred
Tax Books	Finance Office	GRS 1000.1000.80	Obsolete	2 years	shred

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

(Do not write in boxed area - for office use only)

Map No. <u>20-20-015</u>	Fee \$25.00+\$18.00 Recording	Date Received: <u>8/17/23</u>
PSC No. _____	\$43.00 Fee due at application <input type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: <u># 587</u>	

Applicant: Corrison-Reed Develop Group LLC ☒ Owner ☐ Owner's Agent ☐ If Agent, letter of agency attached
(Print Name)

Property Location: 143 West Main Street Tax Map Number: 20-20-015
(911 Locatable address - Street or Road)

☐ Residence ☒ Commercial Building ☐ Other: (describe) _____

I am applying for the following establishments listed to be connected to the building sewer ☒ or added to existing allocation ☐.

Establishment	Unit	Number	Gallons/Person/Day/Unit	Total Gallons/Day
<i>Example:</i>				
<u>Restuarant</u>	<u>Seat</u>	<u>10</u>	<u>30</u>	<u>300</u>
<u>Bedroom's</u>	<u>8</u>		<u>1410</u>	<u>1,120</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby request an allocation permit as described for gallons per person per day TOTAL _____ gpd

Do not write in boxed area - For administrative use only

SIGNED: [Signature]
(Applicant)

P.O. Box 1456
(Mailing Address of Applicant)

W. Dover VT. 05356
(City, State and Zip Code)

Credit existing unused gallonage: _____ gpd

Allocation to be purchased Total _____ gpd

CONDITIONS:

1. Total Allocation Fee (_____ gpd x \$10/gpd) \$ _____
2. 25% of the total Allocation fee (\$ _____) is due within 30 days: On or before _____, 20____.
3. The remaining 75% (\$ _____) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
4. Other: _____

Preliminary Approval Granted: date _____
Preliminary Approval Expires: date _____ (3 months)

By: _____
Wilmington Board of Sewer Commissioners Agent

Extension of Preliminary Approval granted: date _____
Extension Preliminary Approval Expires: date _____

By: _____
Wilmington Board of Sewer Commissioners

NOTE: Final Approval must be obtained by Preliminary Approval expiration date. To apply for Final Allocation, submit the application on page 2 of this form (on back) once all necessary state and federal permits have been issued and received.

If applicant is unable to obtain permits needed to apply for Final Approval by deadline, he must apply for an extension.

Sewer Commissioners will consider reason for extension (i.e. zoning appeal etc.) and may or may not grant an extension. If not granted, applicant can reapply for allocation.

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 2 of 3

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

By signing below, I confirm that I have received the necessary state and federal permits checked and further attest that, excepting local permits, no others are required for the project.

State: Act 250 ☐ Subdivision ☐ Water and Wastewater ☐ Other State ☐ _____

Federal: _____ ☐ Signed: _____
(Applicant)

Do Not Write Below This Line – Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application Date Paid _____ Initials _____

Bianchi Filing Fee: \$18.00 due at application Date Paid _____ Initials _____

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

ALLOCATION FEE TOTAL \$ _____

Within 30 days of Preliminary 25% \$ _____ Date Due: _____ Date Paid _____ Initials _____

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

Conditions of Approval: _____

Final Approval Date _____

By: Wilmington Board of Sewer Commissioners

Do not write in boxed area - For administrative use only

**FINAL
PERMIT**

Property # _____
Location _____
Sewer Allocation Permit # _____
Sewer Connection Permit # _____

NEW TOTAL ALLOCATION: **Gal per day**

TOTAL ALLOCATION _____

New Building:

Date Initiated Construction (within 1 year): _____

Date Completed Construction (within 3 yrs): _____

Copy After Final Approval: Date _____ Initial _____

John Lazelle, Chief Operator, WWTP

Christine Richter, Finance Officer

File

Bianchi filed with Town Clerk: Date _____ Initial _____

Scott Tucker

From: Gretchen Havreluk
Sent: Friday, October 13, 2023 4:45 PM
To: Scott Tucker
Cc: Jessica Roberts; jlebron wilmingtonvt.us; Jessica DeFrancesco
Subject: Arts & Cultural Regional Plan-Consortium MPG
Attachments: Wilmington Confirmed Planning Process.pdf; CPR-Grants-Good-Standing-Certification.pdf; Cultural Plan White Paper.docx; CPR-MPG-Resolution-Form.pdf

Hi Scott,

I spoke to you, the Planning Commission, and Jessica separately a while ago regarding the creation of an Arts & Culture Regional Plan. The Town of Brattleboro is the lead applicant for a Municipal Planning Grant with the Town of Rockingham and the Town of Wilmington being of consortium (this would not affect our application for other MPG's) to the application. The application is due on Nov 1st (I did not realize until this morning's meeting regarding the timeline).

I have attached an outline of a Cultural Plan for your review as well.

We need the following documents signed:

1. Certificate of Good Standing (Attached)
2. Resolution Form signed by John Lebron as Planning Commission Chairperson, Scott Tucker, Tom Fitzgerald, and the rest of the select board members. I hope that we would be able to get on the agenda for the meeting on Tuesday?

I am sorry for the late notice. Let me know if this is possible for you all.

Best,
Gretchen

Gretchen M Havreluk

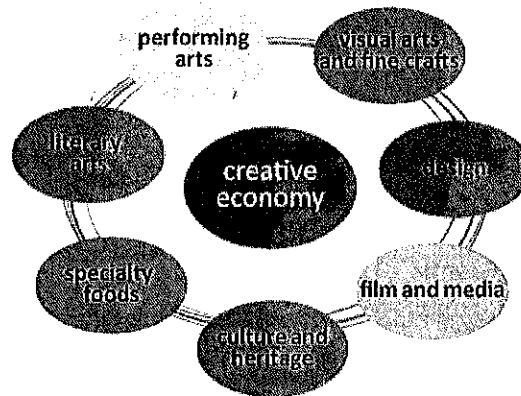
Town of Wilmington
Economic Development Consultant
P.O. Box 217
2 East Main Street
Wilmington, VT 05363
(802) 464-8591 Ext 117
(802) 779-2905 Cell

Proposal: Windham Region Cultural Plan

What

This project will develop a comprehensive, engaged creative sector plan for the Windham Region (Windham County plus Weston?).

What is Vermont's creative sector? As inclusively as possible, the Vermont Arts Council defines the creative sector as that portion of the Vermont economy driven by seven segments:



Bennington County developed its creative sector plan in 2019.

A plan of similar scope for the eastern portion of Southern Vermont could

- Identify current creative sector assets
- Collect and synthesize creative sector data
- Identify current and potential stakeholders
- Identify key cross-sector opportunities for engagement and advocacy
- Identify and prioritize key implementation strategies to advance the area's general economy

Why plan now?

To better understand the central role of Windham County's creative sector in the larger economic, social, educational context

- Statewide, the creative sector 9.3% of Vermont jobs

To align with regional plans

- Bennington County Cultural Plan

To align with plans across the state (Vermont Creative Network)

- CreateVT
- Northeast Kingdom
- East Central Vermont Creative Economy

To align with federal programs

- Comprehensive Economic Development Strategy | CEDS
 - A program of the U.S. Economic Development Administration, a bureau of the U.S. Department of Commerce

- A CEDS is a strategy-driven plan for regional economic development. A CEDS is the result of a regionally owned planning process designed to build capacity and guide the economic prosperity and resiliency of an area or region.

Who will develop the plan?

- Consultant—role: plan development, TBD
- Steering Team—role: project oversight, TBD
- Windham Regional Commission—role: guidance, partial administration

How will the plan be created?

Collaborative multi-town partnership

- Bellows Falls
- Brattleboro
- Wilmington

Applicant partners: three downtown organizations

Funding: Vermont Municipal Planning Grant.

Timeline for application

Application Schedule for FY2024 Grants:

- Online application (GEARS) opens for use: September 1, 2023
- RPC confirmation of municipal planning process (for eligibility): September 30, 2023
- Application Deadline: November 1, 2023, 6:00 p.m.,
- Award Decisions: November 2023
- Project completion: December 2025 (grant term is now 2 years)

Process for plan development

TBD

Resources

Consultant Services used in Vermont in the past decade

Julia Dixon, Creative Economy and Cultural Planning Consultant

<https://juliakimdixon.com/>

Mt. Auburn Associates

<https://www.mtauburnassociates.com/>

Community Workshop

<https://www.communityworkshopllc.com/>

Existing Creative Sector Plans/Documents

CreateVT (2021)

<https://www.vermontartscouncil.org/vermont-creative-network/action-plan/>

Bennington County Cultural Plan (2019)

<https://manchester-vt.gov/wp-content/uploads/2021/02/Cultural-Plan-1.pdf>

Building on a Legacy of Creativity | NEK (2018)

[https://ljfo.vermont.gov/assets/Uploads/998e2477c4/VT-Arts-Council-NEK executive summary FINAL 012919.pdf](https://ljfo.vermont.gov/assets/Uploads/998e2477c4/VT-Arts-Council-NEK_executive_summary_FINAL_012919.pdf)

ECV Creative Economy Report (2016)

<https://www.trorc.org/wp-content/uploads/2016/10/ECV-Creative-Economy-Report-2016.pdf>

Act 154 Good Standing Certification

Applicant Name _____

Address _____

As an authorized representative of the grant applicant and in accordance with Act 154 of 2016, Section 13*, I hereby certify on behalf of the Applicant that

(check one):

☐

The Applicant is currently in "good standing" with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets. The Applicant is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments and is in compliance with all federal and State water quality laws and regulations.

Further, the Applicant will notify the State agency or department administering this State-funded grant if no longer in good standing with the Agency of Natural Resources or the Agency of Agriculture, Food and Markets at any time prior to or during implementation of this State-funded award.

☐

I am not able to certify that the Applicant is in "good standing" with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets for the following reasons:

--

*A copy of Section 13 is on the opposite side of this Certificate or can be found at http://finance.vermont.gov/sites/finance/files/documents/Forms/Grant_Recipients/FIN-Act_154_Section_13.pdf. Any person should first review and understand applicable terms, instructions and potential consequences in Section 13, including the definition of "Applicant" for purposes of this Certificate.

Name	Title	
Signature		Date

This form must be completed and signed by an authorized official of the grant applicant organization.

Section 13 of Act 154 of 2016 – Certification for Grants

SECRETARY OF ADMINISTRATION; WATER QUALITY STANDARDS CERTIFICATION FOR STATE-FUNDED GRANTS; REPORT

- (a) As used in this section:
- (1) "Applicant" shall include all entities, including businesses in which the applicant has a greater than 10 percent interest, or land owned or controlled by the applicant.
- (2) "Good standing" means the applicant:
- (A) is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments; and
- (B) is in compliance with all federal and State water quality laws and regulations.
- (b) (1) The Secretary of Administration shall amend the Standard State Provisions for Contracts and Grants, referred to as Attachment C to Administrative Bulletin 5, to require an applicant for a State-funded grant to certify, under penalty of perjury, that the applicant is in good standing with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets.
- (2) The requirement under this subsection shall allow for an attachment or include space for an applicant who cannot certify under subdivision (1) of this subsection to explain the circumstances surrounding the applicant's inability to certify under subdivision (1) of this subsection.
- (3) At any time prior to the award of a State-funded grant or during implementation of a State-funded grant, an applicant shall notify the State agency or department administering the State-funded grant if the applicant is no longer in good standing with the Agency of Natural Resources or the Agency of Agriculture, Food and Markets.
- (c) A State agency or department may consider an applicant's certification or explanation under subsection (b) of this section in determining whether or not to award a State-funded grant to the applicant.
- (d) (1) If a State-funded grant applicant knowingly provides a false certification or explanation under subsection (b) of this section or fails to notify the State agency or department administering the State-funded grant if the applicant is no longer in good standing with the Agency of Natural Resources or the Agency of Agriculture, Food and Markets as required in subdivision (b)(3) of this section, the State or its agencies or departments may:
- (A) seek to recover the grant award; and
- (B) deny any future grant award to the applicant, based on the false certification or explanation or failure to notify, for up to five years.
- 2) In recovering a grant award under this section, the State or its agencies or departments shall be entitled to costs and expenses, including attorney's fees.
- (e) This section shall not apply to federally funded grants, contracts, or tax credits or federal or State loan programs.
- (f) On or before January 15, 2021, the Secretary of Administration shall submit a report to the House Committees on Fish, Wildlife and Water Resources and on Commerce and Economic Development and the Senate Committees on Natural Resources and Energy and on Economic Development, Housing and General Affairs regarding methods to require all economic development assistance applications to include a certification that the applicant is not in violation of the requirements of programs enforced by the Agency of Natural Resources under 10 V.S.A. § 8003(a). The report shall also include information regarding any enforcement action taken by the State or its agencies or departments under subsection (d) of this section.

FY24 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of Wilmington is applying for funding as provided for in the FY24 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
2. That the Municipal Planning Commission recommends applying for said Grant;

John Lebron

(Name of Planning Commission Chair)

(Signature)

- 3a. That (Name) Scott A. Tucker Title Wilmington Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That (Name) Thomas Fitzgerald Title Wilmington Selectboard Chairperson

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3c. That (Name) Gretchen M Havreluk Title Wilmington Economic Development Consultant

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

- ☒ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)

(signature)

Thomas Fitzgerald

John Gannon

Vincent Rice

Sarah Fisher

Tony Tribuno

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:

Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.



October 13, 2023

To Whom it May Concern,

This letter is to confirm that the 2018 Wilmington Town Plan has received approval from the Windham Regional Commission and the municipal planning process has been confirmed, pursuant to 24 V.S.A. § 4350. The Windham Regional Commission's Executive Board voted at its February 14, 2019 meeting to approve the 2018 Wilmington Town Plan and to confirm the Town's local planning process.

Please contact me if you have any questions.

Sincerely,

Matthew Bachler
Senior Planner