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

1. Visitors, Public Comments, Possible Changes to the Agenda
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 140 gpd.*
5. Other Business/Correspondence
6. Select Board Members Comments
7. Town Manager's Updates (10 minutes)
8. 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

| 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

| 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** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Accounts (written narrative or recording of meetings required) | Administrative | GRS 1000.1102.138 | completed plus 1 year | **follow GRS** | shred |

| **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** | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Delinquent Tax Agreements/payment plans | Finance Office | GRS 1570.1170.5 | expired plus 3 years | **follow GRS** | recycle |

| **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. 20-20-015 Fee$25.00+$18.00Recording Date Received: 8/17/23

PSC No. _____ **$43.00** Fee due at application ☐ paid ☒ check ☐ cash

SA No. _____ Signature: _____ # 587

Applicant: Corriston-Reed Develp 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** |
|---|---|---|---|---|
| *Example: Restuarant* | *Seat* | *10* | *30* | *300* |
| Bedrooms | 8 | | 140 | 1,120 |
| | | | | |
| | | | | |

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

SIGNED: _____
*(Applicant)*

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

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

**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.

***Do not write in boxed area - For administrative use only***

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

**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**

_____

_____

_____

_____

_____

Copy After Final Approval: *Date*_____ *Initial* _____
John Lazelle, Chief Operator, WWTP
Christine Richter, Finance Officer
File
Bianchi filed with Town Clerk: *Date*_____ *Initial* _____

***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): _____