

**Wilmington Selectboard Agenda**  
**February 20, 2024 at 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of January 18 and February 6, 2024 (5 minutes)
3. Liquor Commission (5 minutes)
  - *The Liquor Commission to possibly approve a First-Class renewal for L&W Hospitality dba The Nutmeg Inn, and*
  - *A Second-Class renewal for Walgreens Eastern Co*
4. Action Items (10 minutes)
  - *The Selectboard to possibly approve the Certificate of No Appeal for the 2023 Grand List.*
5. Flower Barrels (10 minutes)
  - *The Selectboard to possibly approve a one-year contract to Home Grown Properties, giving the Town Manager the authority to extend it two additional years at his discretion.*
  - *The Selectboard to possibly approve encumbering an additional \$78,552.25 for the flower barrel contract, up to three years.*
6. Route 9 Water and Sewer (15 minutes)
  - *The Selectboard to discuss the Route 9 water and sewer expansion project.*
7. Other Business/Correspondence
  - *Pre-town meeting informational*
8. Select Board Members Comments
9. Town Manager's Updates (5 minutes)

## Selectboard Special Meeting Minutes

January 18, 2024

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

**Others Present:** Scott Tucker, Jessica DeFrancesco, Gretchen Havreluk, Wayne Elliott,

Meeting called to order at 6:00 pm

1. Visitors, public comments, changes to agenda
2. Resolution of Necessity for Capital Construction Project
  - The Selectboard reviewed the Resolution of Necessity for Capital Construction Project that the public interest and necessity demand that for the purpose of making certain infrastructure improvements, namely, extending water and sewer infrastructure along Route 9 East, with new construction possibly to Ballou Hill and 100-feet beyond the Health Center on Route 100 South to be built on State right-of-way and Private owned lands with legal easements, and to pay related professional fees and project costs (the "Project") at an estimated capital cost of Three Million One Hundred Thousand Dollars (\$3,100,000).
  - Working on an informational mailing to voters.
  - Fitzgerald moved to approve the Resolution of Necessity for Capital Construction Project in the amount of \$3,100,000, Tribuno second; all in favor.
3. Other Business
  - Special meeting to approve the town meeting warning; January 25<sup>th</sup> at noon.

Meeting adjourned at 6:20 pm

Respectfully Submitted,  
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

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John Gannon, Vice Chair

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Vince Rice, Clerk

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Sarah Fisher

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Tony Tribuno

## **Wilmington Selectboard Meeting Minutes February 6, 2024**

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

**Others Present:** Scott Tucker, Jessica DeFrancesco, Cliff Duncan, Gretchen Havreluk, Sam Kondracki, Nicki Steel, Meg Streeter, Carol & Bob Bois, Therese Lounsbury, Marshall Dix, Tim Dolan, Joanne Yankura, Angela & Matthew Yakovleff, Merrill Mundell, Ralph Staib, Thomas Rafferty, Sara Molina, Bonnie Lorimer, Barker Willard, John Boyd, Cory Ross, Bob Brody, Jeff Menges, Karen Horn, Alicia DeWire, Ivy Kirby, Sharon Adams

### **Meeting called to order at 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
  - Under 1%, the Trails request should have been \$18,070.
2. Approve Minutes of January 16, 18, and 25, 2024
  - Tribuno moved to approve the minutes of January 16 and 25, 2024, Rice second; all in favor.
  - No quorum from the January 18<sup>th</sup> meeting.

Fitzgerald moved to enter into Cannabis Commission at 6:01 pm, Rice second; all in favor.

3. Cannabis Commission
  - Fitzgerald moved to approve a renewal for S-000006952, Retailers for Matterhorn Apothecary, LLC, Rice second; all in favor.

Out of Cannabis Commission at 6:03 pm

Rice moved to enter into Liquor Commission at 6:03 pm, Fitzgerald second; all in favor.

4. Liquor Commission
  - Tribuno moved to approve a Tasting Event Permit at 12 South Main St on 2/9/24 from 5-10 pm, catered by Golden Rule Brew, Rice second; all in favor.

Out of Liquor Commission at 6:04 pm

5. Action Items
  - Gannon approve the proposal from MSK Engineers in the amount of \$20,500 for the Lake Raponda Dam, Rice; all in favor.
  - Tribuno moved to approve the Rt 9 expansion flyer, Rice second; all in favor.
  - Gannon moved to appoint Samantha Kondracki to the Recreation Commission for the remainder of a 4-year term expiring in 2027, Rice second; all in favor.

6. Tennis/Pickleball Courts
  - The Selectboard discussed the update on sites for tennis/pickleball courts. It has been recommended that flood areas are the best areas for recreational use. The courts have never been reclaimed in the 51 years they have been there. Drainage in the parking area around the courts is suggested. Lisle Hill would require stormwater permits and annual fees. There isn't room to expand, and it would require going through the DRB; being in the residential area, this could make it difficult to get approval. Gannon thanked Havreluk for reaching out and explaining all of the issues with Lisle Hill. General consensus to keep courts where they are.

7. Bi-Town Signage Plan

- To keep things consistent, fonts should be similar and complimentary across all signs. Colors should remain consistent also. Three colors; green, white and black. The new banners between Wilmington and Dover are similar but different enough to keep individual identities. Fitzgerald moved to adopt the Bi-Town signage plan design for town owned signs, Gannon second; all in favor.

8. 1% Local Option Tax Request

- Willard asked what the Greeters would do if the state limits wake boards, etc.? That would be for the Game Warden to handle. Gannon moved to approve \$4,100 for the Greeter Program, Tribuno second; all in favor.
- The Trails Committee is asking for \$10,000 instead of \$18,070. Weston & Sampson is estimating needing just under \$7000 to finish permitting, but have \$14,000 budgeted. They would use this leftover plus the \$10,000 for Phase 2. Tribuno moved to approve up to \$10,000 for construction plans of the Hoot Toot and Whistle Trail project, Rice second; all in favor.

9. Town Meeting

- Duncan asked what the Board was doing regarding his initial recommendations from last year. He doesn't feel the Board is doing enough. Steel commented that childcare will be available and lunch will be better advertised this year. There will be an ad going in the paper advertising daycare and explaining the importance. Mail town reports???
- Duncan is interested in reinstating a budget committee; feels the committee lets people know more about how the money was spent. Requesting a survey asking voters if they would like to see the re-instatement of the Budget Committee.

10. Other Business/Correspondence

11. Select Board Members Comments

12. Town Manager's Updates

- Be back on the 12<sup>th</sup> and my thanks to Dept. Heads and Staff for taking care of business in my absence.

Meeting adjourned at 7:18 pm

Respectfully Submitted,  
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

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John Gannon, Vice Chair

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Vince Rice, Clerk

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Sarah Fisher

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Tony Tribuno



**Form PVR-4155**  
**CERTIFICATE - NO APPEAL OR SUIT PENDING**

We hereby certify that on this date there are not any appeals pending from action of the Assessor nor suits pending to recover taxes paid under protest relating to the April 1, \_\_\_\_\_ grand list of \_\_\_\_\_, Vermont.

Given under our hands at \_\_\_\_\_ in the County of \_\_\_\_\_, State of Vermont,  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Assessor**

*Russell E. Beathin*

**Selectboard**

Attested this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, Town Clerk

Attach to final grand list lodged with the town clerk.

**32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending**

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

**32 V.S.A. § 4156. After appeal and suit determined**

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

**32 V.S.A. § 4157. Effect of such certificate**

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

**Home Grown Property Management LLC**  
**408 Rt 100 Vermont**  
**Wilmington VT**  
**802-558-7256**

**2024-2026 Proposal for Town Beautification Flowers**

**Bid includes-**

Replacement of pre-molded coco fiber annually:

20-17" hanging liners

8-44" hayrack liners

2-80" Hayrack liners

4-40" haves

**Town:**

53 large wooden whiskey barrels SUN

- Each barrel will contain 12- 4 inch plants, 1-6 inch plant for a total of 14 plants

6 large wooden whiskey barrels SHADE

Each barrel will contain 12- 4 inch plants, 1-6 inch plant for a total of 14 plants

**RT 100 Barrels**

23 small barrels

Each barrel will contain 8-4 inch plants, 1-6 inch plant for a total of 9 plants

2 large wooden whiskey barrels

Each barrel will contain 12- 4 inch plants

**Town Of Building**

2 large wooden whiskey barrels

Each barrel will contain 12- 4 inch plants, 1 6 inch plant for a total of 14 plants

2 wooden ground level window boxes

Plants count to be determined

**Dots Bridge**

4 wooden window Boxes

Plant count to be determined

**Pergola Park/River Bank Park**

1 large wooden window box  
1 front planter  
2 small elevated planters  
Plant count to be determined

**Memorial Hall**

2 wooden window boxes  
Plant count to be determined

**Reardon Walking Bridge**

4-88 inch hayracks  
2-80 inch hayracks  
Plant count to be determined

**Welcome Sign**

3- 55 inch hayracks  
Plants count to be determined

**Pettee Memorial Library**

1 large barrels (13 plants)  
2 small barrels (9 plants)

**Hanging Baskets: Dots Bridge and Rt 9 East Bridge**

20-17 inch hanging baskets

**FLOWER & MATERIALS**

Flowers/Plants: combinations as specified in RFP + established 4 and 6 inch plants  
Pink whopper begonias, pink dragon wing begonias, plectranthus argentatus/silver shield, colocasia, yellow lantana, blue scavoela, sweet potato vine, purple heliotrope, white gaura, white alyssum, white sun patiens, white baby wing begonias, yellow thunbergia, verbena bonariensis, white petunias.

Hanging basket replacement liners, hayrack liners, pro mix and loam, fertilizer (timed release and water soluble) for the season, and soil amendment

**LABOR & MAINTENANCE**

Preparation, planting labor, watering (5-6 times a week), weekly maintenance of plants, final clean up for approximately 20 weeks – until Columbus Day or killer frost. Planting date to be determined based on weather and temperatures – Farmer almanac encourages planting the first week of June, waiting for above freezing temperatures. If the committee wants an earlier planting, ie Memorial Day, Home Grown Property Management and its team is not responsible for covering for frost protection should temperatures drop below freezing.



**2024 TOTAL BID: \$35,453.25**

Terms of Payment:

Deposit April 1st - \$6500.50

2nd payment June 1st - \$6500.50

4 additional equal payments \$5613.00 July 1st, August 1st, September 1st, October 21st

**2025 Extended – Multi Year Contract**

TOTAL BID (includes flowers, materials, labor and maintenance as outlined in 2024 RFP)

\$37226.00

**2026 Extended – Multi Year Contract**

TOTAL BID (includes flowers, materials, labor and maintenance as outlined in 2024 RFP)

\$39873.00

Home Grown Property Management success in this contractor will mean – Terms of payment for 2025 and 2026 Extended/Multi Year Contracts will be submitted each year and be similar to the terms of payment in the 2024 contract.

**Insurance:** Our bid is based on the requirements of a Certificate of Liability Insurance (\$1,000,000) and a waiver form (hold harmless agreement).

As in past years, the Beautification Committee will direct and oversee the barrel placement and leveling along with town personnel. The town will pick up barrels and hayracks at the end of the season.

**Supplier**

Home Grown Property Management will be working closely with Martin from Jamaica Green House to ensure the quality of plants remains the same as it has in the past. Martin has agreed to continue to be supportive during the transitional stages.

Home Grown Property Management is also willing to continue to donate the material for the Shafter Street bridge planters.

Should there be any questions, or if you need additional information, please call or email me at [Homegrownpropertymanagement@gmail.com](mailto:Homegrownpropertymanagement@gmail.com) or 802-558-7256

Thank you for considering Home Grown Property Management and its team to take over such a beautiful project. Mary will be greatly missed.

Stephanie Zumburski

## **Requests For Funding Through the 1% Local Option Tax Fund**

**Name of Person/Organization/Business/Committee**

**Date of Request** 2/16/24

**Contact person, phone numbers, mailing and email address**

[stucker@wilmingtonvt.us](mailto:stucker@wilmingtonvt.us)

**Amount of Request and Date Funding Needed**

\$78,553

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

Remaining amount of three-year flower barrel contract needed.

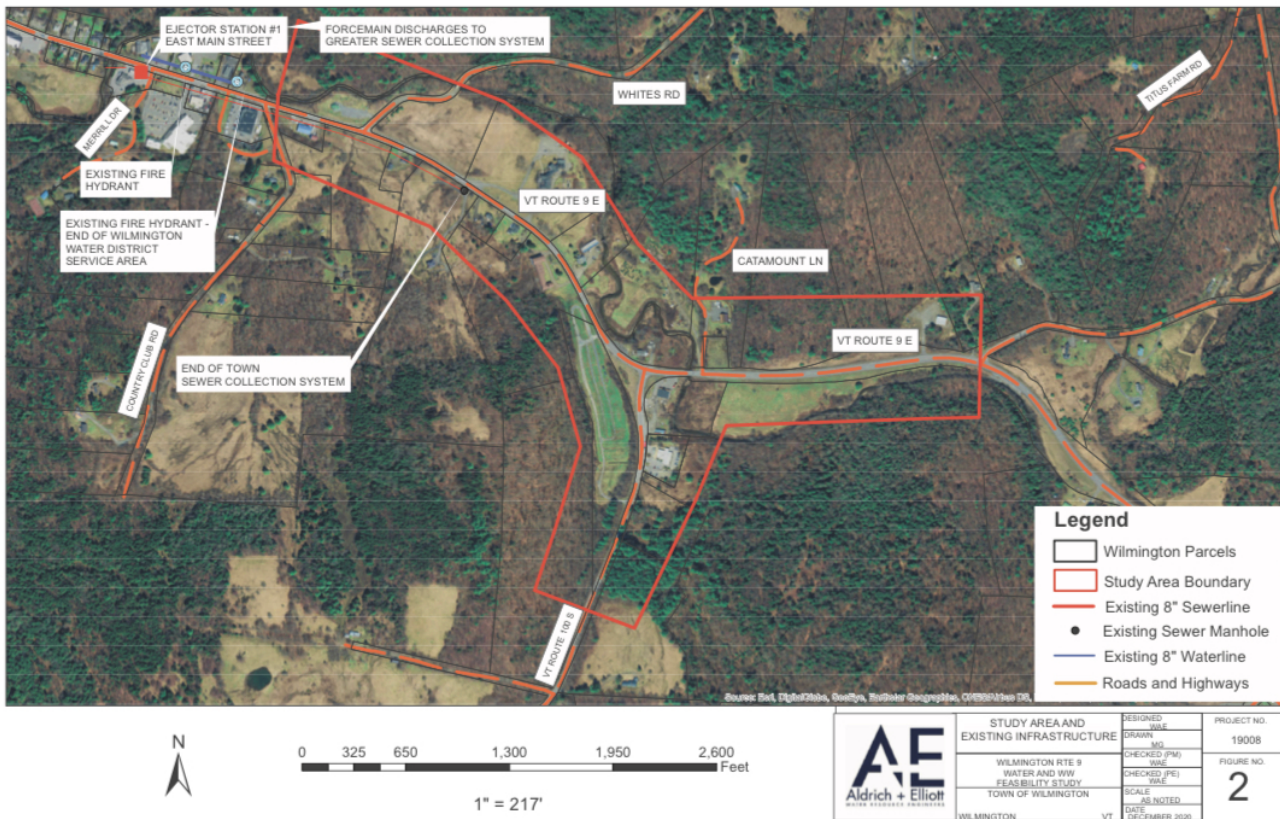
**Please provide a financial breakdown of your project/request.**

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

**Signature of Applicant**

**Date** 2/16/24

# Route 9 Infrastructure Expansion Project



**Informational Meeting** : Monday February 26, 2024  
6pm Wilmington Town all Meeting Room  
**Bond/Vote** : March 5, 2024  
by Australian Ballot  
Questions 2 & 3

## What is the Route 9 Infrastructure Expansion Project?

The Route 9 Infrastructure Expansion Project is to improve blight and underdeveloped properties by constructing 6,000 feet of water and wastewater service along Vermont Routes 9 East & 100 South. The water line will begin at #107 Vermont Route 9 East and the wastewater line will begin at #129 Vermont Route 9 East; both will continue to #324 Vermont Route 9 East, and 600 feet to #30 Vermont Route 100 South where the Southwestern Vermont Medical Center's (SVMC) Deerfield Valley Campus is located.

## What is the issue the Bond or Loan will resolve?

Due to inadequate infrastructure, this mixed commercial/residential area consists of 26 vacant, blighted, or underdeveloped properties. Five of the commercial properties have no wastewater systems and some have no water service; others have compromised wells and septic systems. Not building this infrastructure, the area is likely to continue to decline along with the corresponding grand list values. The \$2,128,406 received in grant funding for this project will need to be returned and may not be available in future years.

## Why are there Two Separate Questions on the Ballot, one for the Potential Bond and one for the Potential Loan?

Vermont Law requires that the authorization for a bond from the Vermont Bank and the loan from the U.S. Department of Agriculture be presented as two different questions. The Town only seeks to use one of these funding sources, but want the option of choosing the funding source with rate that will provide the greatest flexibility in choosing a rate most beneficial to the Wilmington taxpayers.

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| <b>Timeline :</b> <ul style="list-style-type: none"><li>● Bonding/Loan Approval- <a href="#">March 5, 2024</a></li><li>● Permitting &amp; Easements - <a href="#">March - December 2024</a></li><li>● Construction Begins - <a href="#">April 2025</a></li><li>● Construction Complete - <a href="#">May 2026</a></li></ul>  | <b>Project Cost : \$5,170,650</b><br><br>Grant Funding Secured : <ul style="list-style-type: none"><li>● Northern Borders Regional Commission <a href="#">\$1,000,000 expires 9/30/2026</a></li><li>● Community Recovery &amp; Revitalization Grant <a href="#">\$753,510 expires 12/31/2026</a></li><li>● American Rescue Plan Municipal Funds Remaining <a href="#">\$374,896 expires 12/31/2026</a></li></ul> |
| <b>Bond/Loan Information :</b> <ul style="list-style-type: none"><li>● Not to exceed <a href="#">\$3,100,000</a></li><li>● Vermont Bond Bank 20 or 30 year bond option</li><li>● Alternative to Vermont Bond Bank is to enter into a loan agreement with USDA that may have some forgiveness in the loan agreement</li></ul> | <b>Example of Tax Implication :</b> <ul style="list-style-type: none"><li>● If the full bond is used a house with an assessed value of \$200,000 would see an increase of \$62 in the first year</li></ul>   |

For more information Contact : Gretchen Havreluk, Economic Development Consultant  
ghavreluk@wilmingtonvt.us (802)464-8591 ext 117