

Wilmington Selectboard Agenda
June 4, 2024 at 6 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of May 21, 2024 (2 minutes)
3. Action Items (5 minutes)
 - *The Selectboard to possibly re-appoint Scott Moore as Fire Warden.*
 - *The Selectboard to possibly re-appoint Michael Mannhaupt as Deputy Fire Warden.*
 - *The Selectboard to possibly approve the Internal Financial Controls Checklist*
 - *The Selectboard to possibly approve the bid from Vt Recreational for the reconstruction of the tennis courts in the amount of \$101,000.*
4. Vtrans Bridge #31 (60 minutes)
 - *Vtrans to discuss and collect feedback regarding the replacement of Bridge #31 in the center of town.*
5. Sewer Commission (10 minutes)

The Sewer Commission to possibly approve:

 - *Preliminary application for Heather Thomson, 27 East Main Street, 638 gallons for hair salon*
 - *3-month extension of preliminary approval for Cliff Leinonen, 85 West Main Street, 140 gallons for a one-bedroom apartment.*
 - *3-month extension of preliminary approval for Andrew Kotsaftis, Fairview Avenue, Lot 1 and Lot 2, two new 3-bedroom houses,*
 - *Final approval for Melissa Nebelski (Super Girl LLC), 157 Rt 100 North, 325 gallons for change of use from store to apartments.*
 - *Final approval for Corriston - Reed, 143 West Main Street, 1120 gallons for new apartments.*
 - *Final approval for VT211 LLC, 211 RT 9 East, 3360 gallons for apartments.*
 - *Connection Permit approval for VT 211 LLC, 211 Rt 9 East to connect to Lopez Sewer which is connected to Town Sewer.*
6. Liquor Commission (5 minutes)

The Selectboard to possibly approve;

 - *A Request to Cater and Outside Consumption Permit for WI Foster for an event at VT House on July 15 from 4-6:30 pm,*
 - *A Request to Cater and Outside Consumption for WI Foster for events at Ratu's on 6/15, 8/2, 9/1, 9/27, and 10/13 from 2-6 pm, and 7/5 from 1-4 pm.*
7. Other Business/Correspondence
8. Select Board Members Comments
9. Town Manager's Updates (5 minutes)

Wilmington Selectboard Minutes May 21, 2024

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

Others Present: Scott Tucker, Jessica DeFrancesco, Marshall Dix, Christine Richter, Bev Butler, Tanya Powling, Rick Brigham, Elaine Ahnell, Anne Saracino, Matthew Moore, Ivy Kirby, Bethaney LeClair, Lisa Sullivan, Therese Lounsbury

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of May 7, 2024
 - Gannon moved to approve the minutes of May 7, 2024, Rice second; all in favor.
3. Action Items
 - Fitzgerald moved to appoint Tanya Powling to the Beautification Committee for the remainder of a 4-year term expiring 2027, Rice second; all in favor.
 - Tribuno moved to appoint Cheryl LaFlamme to the Planning Commission for the remainder of a 4-year term expiring in 2028, Rice second; all in favor.
 - Tribuno moved to approve the Assessor's request for a 30-day extension to file the grand list under 32 VSA 4342, Fisher second; all in favor.
 - The dealer that was approved to purchase a truck in November went out of business. The Highway truck was not in line for assembly so Dix found a new dealership with a price about \$4,000 less. It is one package less than the previous one; a couple items not included on the proposed purchase is heated seats and aluminum wheels. Tribuno moved to approve a vendor change to Ford of Greenfield for the purchase of the 2024 F600 highway truck, Fisher second; all in favor.
4. FY23 Audit
 - Rick Brigham from Sullivan and Powers gave an update on the FY23 audit. The transfer station is an area where the auditors cannot verify the completeness of the cash transactions. The library should be included in the town audit. There was some unbudgeted revenue from grants and land sales. Deficiencies: Transfer station revenues, bond proceeds. Recommendations; fraud risk assessment, documentation of internal control system, accounting procedures manual, procurement and conflict of interest policies.
 - Gannon asked what the response is for the transfer station weakness? Tucker recommends that we offer a receipt with each transaction, and that moving to a coupon book does not seem to make sense right now; it still requires taking cash and we take cash for other things, as well. Fisher: what about the library? Richter talked with the library treasurer and they are on board with turning over their books for audit. Gannon; bond proceeds? They were being treated differently, as in the past, and was not recorded correctly. That will not be the case going forward; new bonds will be put into NEMRC. The recommended policies and procedures will be improved upon, but it will be a process.
5. 1% Local Option Tax
 - Tribuno moved to approve a 1% request from the Chamber for 4th of July fireworks in the amount of \$12,000, Rice second; 4-0; Fisher abstained

Fitzgerald moved to enter into Liquor Commission at 6:41 pm, Rice second; all in favor.

6. Liquor Commission

Rice moved to approve;

- A First and Third-Class Renewal for Maple Leaf Tavern,
- A First and Third-Class and Outside Consumption Renewal for 19 South Main Restaurant,
- An Outside Consumption Renewal for Valley Craft Ales,
- A Second-Class Renewal for Starfire Bakery, and
- A First-, Second, and Third-Class and Outside Consumption Renewal for Hermitage Club, Tribuno second; all in favor.

Out of Liquor Commission at 6:42 pm

7. Other Business/Correspondence

- Tax Sale Rep; Tribuno volunteered and general consent.

8. Select Board Members Comments

- Gannon; DRB will be having a hearing on a helipad on Mann Rd., and interest in Memorial Hall repairs and increasing its use.

9. Town Manager's Updates

- Bridge #31 meeting on June 4th at 6 pm
- Follow-up with FEMA this week
- Public Notice was issued this week for the flood-proofing of Memorial Hall.

Meeting adjourned at 7:05 pm

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

Vermont Town Forest Fire Warden

Reappointment Form



Mail to: Kelsey Zaengle
Agency of Natural Resources
VT Dept. of Forests, Parks, and Recreation
271 North Main Street, Suite 215
Rutland, VT 05701

I hereby accept the reappointment to the position of TOWN FOREST FIRE WARDEN for the town of Wilmington, Vermont in Windham County for a term to commence on July 1, 2024, and terminate on June 30, 2029, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed:

Wilmington Town Forest Fire Warden

Scott Moore

Printed Full Name of Warden

PO Box 212

Mailing Address

Wilmington, VT 05363

Mailing Town / State / Zip

Physical Address

Wilmington, VT 05363

Physical Town / State / Zip

Approved:

Chair - Selectboard

Member - Selectboard

Town Forest Fire Warden

Commissioner of Dept. of Forests, Parks and Recreation or Designee

--

Home Phone

802-780-9452

Cell Phone

802-464-8022

Work Phone

Cell

Which Is Your Primary Phone?

smoore@wilmingtonvt.us

Email Address

Member - Selectboard

Member - Selectboard

Member - Selectboard

Date

Date

Date

Vermont Deputy Town Forest Fire Warden

Reappointment Form



Mail to: Kelsey Zaengle
Agency of Natural Resources
VT Dept. of Forests, Parks, and Recreation
271 North Main Street, Suite 215
Rutland, VT 05701

I hereby accept the reappointment to the position of TOWN DEPUTY FOREST FIRE WARDEN for the town of Wilmington, Vermont in Windham County for a term to commence on July 1, 2024, and terminate on June 30, 2029, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed:

Wilmington Deputy Town Forest Fire Warden

Michael Mannhaupt

Printed Full Name of Warden

--

Home Phone

PO Box 992

Mailing Address

--

Cell Phone

Wilmington, VT 05363

Mailing Town / State / Zip

774-487-4882

Work Phone

Physical Address

Work

Which Is Your Primary Phone?

Wilmington, VT 05363

Physical Town / State / Zip

privatedevin@gmail.com

Email Address

Approved:

Chair - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Date

Town Forest Fire Warden

Date

Commissioner of Dept. of Forests, Parks and Recreation or Designee

Date

Internal Financial Controls Checklist for Municipalities – Cities and Towns

Document referenced in 24 V.S.A. § 1571(d)

| | Yes | No | Don't know | By whom |
|---|-----|----|------------|---|
| Are all town account records currently maintained by one individual? | X | | | CHRISTINE RICHTER |
| Do you reconcile bank and ledger balances monthly? | X | | | |
| Are checks always written to specified payees and not to cash? | X | | | |
| Does the same individual open the mail and deposit checks? | | X | | |
| Are pre-numbered checks used for all bank accounts? | X | | | |
| Are unopened bank statements delivered directly to the treasurer as received? | | X | | |
| Do you always provide a numbered receipt for any cash payment made to the town? | | X | | RECEIPT IS PROVIDED BUT NOT PRENUMBERED |
| Have select board members attended financial trainings? | | | X | |
| Are bank statements reconciled on a regular basis? | X | | | CHRISTINE RICHTER/KAREN WHEELER |
| Does someone other than the treasurer review bank reconciliations? | X | | | KAREN WHEELER |
| Have you deposited town monies anywhere other than a town account? | | X | | |
| Have you deposited any non-town monies into a town account? | | X | | |
| Is interest in town accounts apportioned to each account? | X | | | |
| Have there been any changes in authorized signatures during the fiscal year? | | X | | |
| Has a signature stamp ever been used for any town account | X | | | OVER 10 YEARS AGO |
| Has there ever been a theft, or unauthorized use of town funds or equipment? | | X | | |
| Are financial records maintained in a computerized system? | X | | | |
| Does the town have written policies and procedures for financial operations? | X | | | |
| Does each town official have copies of these policies and procedures? | | | X | |
| Have you attended trainings on recordkeeping? | X | | | |
| Are checks written by the same individual who approves payments? | | X | | |
| Are you a participant in any business which does business with the town? | | X | | |
| Do you maintain separate pages, columns or running balances for each fund? | X | | | |
| Do elected town auditors attend financial trainings? | | X | | NO ELECTED AUDITORS |
| Are bank accounts and fund balances reconciled on a monthly basis? | X | | | |
| Does the town loan money to town employees? | | X | | |

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: WILMINGTON, Vermont.

Preparer: (signature) Christine Richter (printed name): CHRISTINE RICHTER Title: FINANCE OFFICER

Received by Select Board (signature): _____ on (date): _____



PROPOSAL

Vermont Recreational Surfacing & Fencing, Inc.
PO Box 147
Barnet, VT 05821
www.vt-recreational.com

Toll Free: (800) 639-8071
Phone: (603) 638-2738
Fax: (603) 638-4458
Email: vtreneh@gmail.com

Date: 4/23/2024

Submitted to: Jessica DeFrancesco

Town of Wilmington
PO Box 217
Wilmington, VT 05363

Direct: (802) 464-8591
Cell:
Email: jdefrancesco@wilmingtonvt.us

Job: Charles Trebb, Jr. park
Wilmington, VT

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Court Construction - Two (2) Tennis Courts - 100' x 110'

- > Lazer grade to a slope of 1% from side to side
- > Compact with vibratory roller after grading
- > Pave entire tennis court area with 1-1/2" of 3/4 mix asphalt

- > Supply and install approximately 420LF of 10' high galvanized chain link fence.
- > 3" terminal, 2-1/2" line posts with 1-5/8" top and bottom rail
- > 1-3/4" x 9GA aluminized wire
- > SS40 grade Posts
- > Braced at Corners and Ends
- > One (1) - 4' x 7' high Walk Gate
- > Fence posts set in concrete

- > Supply and install two (2) sets of Edwards net posts, net, center straps, and anchors
- > Pave entire tennis court area with 1-1/2" mix of 3/8 mix of asphalt

- > Clean total surface
- > Total area to receive one (1) coat of acrylic resurfacer
- > Total area to receive two (2) coats of color Plexipave material (Red and Green)
*Plexipave material manufactured by California Products Corp., Cambridge, MA 02139
Textured coat to contain the proper amount of sand to provide a tough wearing base
Top coat to contain proper amount of pigment to provide a long lasting attractive surface
- > Supply and install two (2) complete sets of white textured tennis court lines
- > Supply and install four (4) complete sets of yellow textured pickleball court lines
- > All coating projects require adequate water access, supplied by the customer.

PRICE: \$86,200.00

OPTION

- > Install curtain drain around entire perimeter
ADDITIONAL PRICE: \$12,700.00

OPTION

- > Construct 5' wide ADA asphalt walk to court
ADDITIONAL PRICE: \$400.00

OPTION

- > Supply Portable Pickleball Nets
ADDITIONAL PRICE: \$225.00 Per Set
\$900.00 For 4 Sets

OPTION

- > Add Mid-rail for the backboard location
ADDITIONAL PRICE: \$200.00

OPTION


- > Supply and install additional 4' x 7' walk gate
ADDITIONAL PRICE: \$600.00

TOTAL PRICE WITH ALL OPTIONS: \$101,000.00

Note(s):

1. Loam and seed by others
2. Priced based on liquid asphalt price of \$604.00 as of 04/05/2024
3. Vermont does not require a contractor license for town projects
4. Price does not include any permitting fees

NO RETAINAGE
PRICES ARE GOOD FOR TEN (10) DAYS FROM THE DATE OF THIS PROPOSAL

Respectfully Submitted: 

 Stephen Shattuck

*The above prices, specifications and conditions are hereby accepted.
 You are authorized to do the work as specified.
 Acceptance of Proposal*

Signature: _____ Date: _____

**Payments must be made within 30 days from invoice date.
 **An annual finance charge of 18% will be charged on all invoices over 30 days.
 ***You will also be responsible for any collection fees that may occur should the account become delinquent, including but not limited to court filings, experts, consultants, service of process, and attorney fees*

SALADINO PROPERTY MAINTENANCE INC.

Wilmington Tennis Court
Attn Scott Tucker

4/19/2024
2024-048

Scope of Services-

- Assist the town with the demolition and removal of the existing tennis surface and infrastructure. Grade to be dug out 2' by town when demo and repairs to sewer main are being performed.
- Grade and level the site to accommodate the new court.
- Implement drainage to mitigate flood risks and prevent water accumulation on the court surface. Material to include approx. 410CY of 1.5" quarry stone, and approx. 410CY 1" crushed gravel, with woven fabric.
- Design and construct a combination of 2 tennis and 4 pickleball courts in the current footprint of 11,000.00SF (100x110)
- Paving to be performed in two lifts- first lift 1.5" thick binder, top coat 1.5" thick asphalt.
- Install 10' fencing around the court perimeter for safety and security.
- Install tennis court and pickleball netting and equipment. Material such as acrylic color coating, new footings for nets, and line painting to be applied by Premier Sealcoating and Line Striping, Inc. Color to be chosen by owner.
- Install asphalt path from access gate to dirt driveway.
- Install new sign on fence with sign allowance of \$1,400.00 design to be made by others.
- Three references to attest to Saladino Property Maintenance Inc's ability to perform work in a floodplain area/and or recreational facility.

- Andrew Thibault; Environmental Scientist 508.557.8764
- Rachel Loeffler; Landscape Architect 857.891.8519
- Kevin Campbell; Education Specialist 802.380.6104



P.O Box 72
Jacksonville
Vermont, 05342
Windham

PHONE (413)523-2026
PAGER (802)490-4255
EMAIL Joseph@saladinoproperty.com
WEBSITE Saladinoproperty.com

Not covered under this SOW

- Compaction testing.
- Hazardous material removal or disposal
- State or local permits
- Site lighting
- Prevailing wages

Total project price- **\$169,951.75**

Project price with discount if the Town of Wilmington supplies gravel/stone and related trucking- **\$146,551.75**

If you wish to accept this proposal, please sign and return.

PO # _____

Date accepted _____

Printed name _____

*Authorized customer signature _____

Please sign and return back to sending party. Work cannot be started or materials ordered without approval.

Payment terms Net 30.

P.O Box 72
Jacksonville
Vermont, 05342
Windham

PHONE (413)523-2026
FAX (802)490-4255
EMAIL Joseph@saladinoproperty.com
WEBSITE Saladinoproperty.com

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

| | | |
|--------------------------|--|------------------------------|
| Map No. <u>21-22-027</u> | Fee \$25.00+\$18.00 Recording | Date Received: <u>5/1/24</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># 1029</u> | |

Applicant: Heather Thomson Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: 27 East Main St Tax Map Number: 21-22-027
 (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> Restuarant | Seat | 10 | 30 | 300 |
| hair salon | Station | 4 | 150 | 600 |
| hair salon | Stylist | 4 | 32 | 128 |
| Office Employees | Each | 3 | 15 | 45 |

I hereby request an allocation permit as described for gallons per person per day TOTAL 773 gpd

Do not write in boxed area - For administrative use only

SIGNED: [Signature]
 (Applicant)

POB 475
 (Mailing Address of Applicant)

Jacksonville, VT 05342
 (City, State and Zip Cbde)

Credit existing unused gallonage: 135 gpd
 Allocation to be purchased Total 638 gpd

CONDITIONS:

- Total Allocation Fee (638 gpd x \$10/gpd) \$ 6,380
- 25% of the total Allocation fee (\$1,595) is due within 30 days: On or before _____, 20____.
- The remaining 75% (\$4,785) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
- 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 1 of 3

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

| | | |
|--------------------------|---|--------------------------------|
| Map No. <u>20-20-036</u> | Fee \$25.00+\$18.00 Recording | Date Received: <u>12/18/23</u> |
| PSC No. _____ | \$43.00 Fee due at application <input type="checkbox"/> paid <input type="checkbox"/> check <input type="checkbox"/> cash | |
| SA No. _____ | Signature: _____ | |

Applicant: Cliff Leinoen Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)
 Property Location: 85 W. Main St. Wilmington Tax Map Number: 20-20-036
 (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> Restuarant | Seat | 10 | 30 | 300 |
| Apartment | Bedroom | 1 | 140 | 140 |
| | | | | |
| | | | | |

I hereby request an allocation permit as described for gallons per person per day TOTAL 140 gpd

Do not write in boxed area - For administrative use only

SIGNED: [Signature]
 (Applicant)
184 Higley Hill Rd.
 (Mailing Address of Applicant)
Wilmington, VT 05363
 (City, State and Zip Code)

Credit existing ~~unused~~ gallonage: 420 gpd
 Allocation to be purchased Total 140 gpd

CONDITIONS:
 1. Total Allocation Fee (140 gpd x \$10/gpd) \$ 1,400
 2. 25% of the total Allocation fee (\$ 350) is due within 30 days: On or before April 6, 2024.
 3. The remaining 75% (\$ 1,050) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
 4. Other: _____

Preliminary Approval Granted: date 3/6/24
 Preliminary Approval Expires: date 6/6/24 (3 months)

By: [Signature]
 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 1 of 3

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

| | | |
|--------------------------------|--|-------------------------------|
| Map No. <u>20-21-025 Lot 1</u> | Fee \$25.00+\$18.00 Recording | Date Received: <u>2/28/24</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>#1312</u> | |

Applicant: Andrew Kotsaftis Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: Fairview Avenue (Proposed Lot 1) Tax Map Number: Map 20 / Lot 25
 (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> Restuarant | Seat | 10 | 30 | 300 |
| Single Family House | Bedroom | 3 | 140 | 420 |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

I hereby request an allocation permit as described for gallons per person per day TOTAL 420 gpd

Do not write in boxed area - For administrative use only

SIGNED: [Signature]
 (Applicant)
 170 Caruso Drive
 (Mailing Address of Applicant)
 Watertown, CT 06795
 (City, State and Zip Code)

| |
|--|
| Credit existing unused gallonage: <u>0</u> gpd |
| Allocation to be purchased Total <u>420</u> gpd |
| CONDITIONS: |
| 1. Total Allocation Fee (<u>420</u> gpd x \$10/gpd) \$ <u>4,200</u> |
| 2. 25% of the total Allocation fee (\$ <u>1,050</u>) is due within 30 days: On or before <u>4/6</u> , 20 <u>24</u> . |
| 3. The remaining 75% (\$ <u>3,150</u>) is due before connection or use or within 6 months of Final Allocation, whichever comes first. |
| 4. Other: _____ |
| Preliminary Approval Granted: date <u>3/6/24</u> |
| Preliminary Approval Expires: date <u>6/6/24</u> (3 months) |
| By: <u>[Signature]</u> Wilmington Board of Sewer Commissioners Agent |
| Extension of Preliminary Approval granted: date _____ |
| Extension Preliminary Approval Expires: date _____ |
| By: _____ Wilmington Board of Sewer Commissioners |

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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 office use only)

| | | |
|--------------------------------|--|-------------------------------|
| Map No. <u>20-21-025 Lot 2</u> | Fee \$25.00+\$18.00 Recording | Date Received: <u>2/28/24</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># 1313</u> | |

Applicant: Andrew Kotsaftis Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: Fairview Avenue (Proposed Lot 2) Tax Map Number: Map 20 / Lot 25
 (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> Restuarant | Seat | 10 | 30 | 300 |
| Single Family House | Bedroom | 3 | 140 | 420 |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

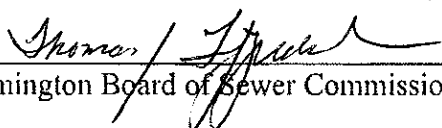
I hereby request an allocation permit as described for gallons per person per day TOTAL 420 gpd

Do not write in boxed area - For administrative use only

SIGNED: 
 (Applicant)

170 Caruso Drive
 (Mailing Address of Applicant)

Watertown, CT 06795
 (City, State and Zip Code)

| |
|--|
| Credit existing unused gallonage: <u>0</u> gpd |
| Allocation to be purchased Total <u>420</u> gpd |
| CONDITIONS: |
| 1. Total Allocation Fee (<u>420</u> gpd x \$10/gpd) \$ <u>4,200</u> |
| 2. 25% of the total Allocation fee (\$ <u>1,050</u>) is due within 30 days: On or before <u>4/6</u> , 20 <u>24</u> . |
| 3. The remaining 75% (\$ <u>3,150</u>) is due before connection or use or within 6 months of Final Allocation, whichever comes first. |
| 4. Other: _____ |
| Preliminary Approval Granted: date <u>3/6/24</u> |
| Preliminary Approval Expires: date <u>6/6/24</u> (3 months) |
| By: <u></u> Wilmington Board of Sewer Commissioners Agent |
| Extension of Preliminary Approval granted: date _____ |
| Extension Preliminary Approval Expires: date _____ |
| By: _____ Wilmington Board of Sewer Commissioners |

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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 office use only)

| | | |
|----------------------------|--|-------------------------------|
| Map No. <u>21-20-009.1</u> | Fee \$25.00+\$18.00 Recording | Date Received: <u>2/28/24</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: _____ | |

Applicant: Melissa Nebelski - Super Girl LLC Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: 157 Route 100 North Tax Map Number: 21-20-009.1
 (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> Restuarant | Seat | 10 | 30 | 300 |
| Apartment | Bedrooms | 4 | 140 | 560 |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

I hereby request an allocation permit as described for gallons per person per day TOTAL 560 gpd
 Do not write in boxed area - For administrative use only

SIGNED: _____
 (Applicant)

Po Box 1071
 (Mailing Address of Applicant)
Wilmington, VT 05363
 (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.

| | |
|---|----------------|
| Credit existing unused gallonage: | <u>235</u> gpd |
| Allocation to be purchased Total | <u>325</u> gpd |
| CONDITIONS: | |
| 1. Total Allocation Fee (<u>325</u> gpd x \$10/gpd) \$ <u>3,250</u> | |
| 2. 25% of the total Allocation fee (\$ <u>812.50</u>) is due within 30 days: On or before <u>April 6</u> , 20 <u>24</u> . | |
| 3. The remaining 75% (\$ <u>2,437.50</u>) is due before connection or use or within 6 months of Final Allocation, whichever comes first. | |
| 4. Other: _____ | |
| Preliminary Approval Granted: date <u>3/6/24</u> | |
| Preliminary Approval Expires: date <u>6/6/24</u> (3 months) | |
| By: <u>Sharon Steward</u> 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: 6/6/24

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: email confirmation [Signature] (Applicant)

Do Not Write Below This Line - Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application Date Paid 2/28/24 Initials JL

Bianchi Filing Fee: \$18.00 due at application Date Paid 2/28/24 Initials JL

Connection Permit Fee: \$80.00 due at connection application Date Paid N/A Initials

ALLOCATION FEE TOTAL \$3,250

Within 30 days of Preliminary 25% \$812.50 Date Due: 4/6/24 Date Paid 5/23/24 Initials JL

See Timetable Page 3 75% \$2,437.50 Date Due: Date Paid 5/23/24 Initials JL

Conditions of Approval:

Final Approval Date

By: Wilmington Board of Sewer Commissioners

Do not write in boxed area - For administrative use only

FINAL PERMIT box containing: 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)

Blank lines for signature and date.

Copy After Final Approval: Date Initial

John Lazelle, Chief Operator, WWTP
Christine Richter, Finance Officer
File

Bianchi filed with Town Clerk: Date Initial

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> Restuarant | Seat | 10 | 30 | 300 |
| <u>Belroom's</u> | <u>8</u> | _____ | <u>140</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: | <u>840</u> gpd |
| Allocation to be purchased Total | <u>1,120</u> gpd |
| CONDITIONS: | |
| 1. Total Allocation Fee (<u>1,120</u> gpd x \$10/gpd) | \$ <u>11,200</u> |
| 2. 25% of the total Allocation fee (\$ <u>2,800</u>) is due within 30 days: On or before <u>11/17</u> , 20 <u>23</u> . | |
| 3. The remaining 75% (\$ <u>8,400</u>) is due before connection or use or within 6 months of Final Allocation, whichever comes first. | |
| 4. Other: _____ | |
| Preliminary Approval Granted: date <u>10/17/23</u> | |
| Preliminary Approval Expires: date <u>1/17/24</u> (3 months) | |
| By: <u>[Signature]</u> | |
| Wilmington Board of Sewer Commissioners Agent | |
| Extension of Preliminary Approval granted: date <u>3/6/24</u> | |
| Extension Preliminary Approval Expires: date <u>6/6/24</u> | |
| By: <u>[Signature]</u> | |
| 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 FINAL APPROVAL (To be completed and returned after you have received necessary state and federal permits.) DATE DUE: ~~1/17/24~~ 6/6/24

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: email confirmation (JL) (Applicant)

Do Not Write Below This Line - Administrative Use Only

FEES DUE:

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

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

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

ALLOCATION FEE TOTAL \$11,200

Within 30 days of Preliminary 25% \$2,800 Date Due: 11/17/23 Date Paid 1/25/24 Initials JL

See Timetable Page 3 75% \$8,400 Date Due: _____ Date Paid _____ Initials _____

Conditions of Approval: Permit is approved pending the State Water/Wastewater permit.

Final Approval Date _____

Do not write in boxed area - For administrative use only

By: Wilmington Board of Sewer Commissioners

FINAL PERMIT

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

NEW TOTAL ALLOCATION: Gal per day

Table with 2 columns: NEW TOTAL ALLOCATION and Gal per day. Multiple rows for data entry.

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 _____

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

| | | |
|--------------------------|---|-------------------------------|
| Map No. <u>21-22-063</u> | Fee: \$25.00 + \$11.00 ^{15.00} Recording | Date Received: <u>9/13/22</u> |
| PSC No. _____ | \$36.00 Fee due at application <input type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash | |
| SA No. _____ | Signature: <u>John Zelle</u> | #1017 |

Applicant: Steve Chila Owner Owner's Agent If Agent, letter of agency attached
 (Print Name)

Property Location: 711 RT 9 Wilmington VT Tax Map Number: 02/22 063.000
 (If 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> Restaurant | Seat | 10 | 30 | 300 |
| <u>10 APTS</u> | | <u>24 Bedrooms</u> | <u>140 GPD/BR</u> | <u>3360</u> |

I hereby request an allocation permit as described for gallons per person per day TOTAL 3360 gpd.
 Do not write in boxed area - For administrative use only

SIGNED: [Signature]
 (Applicant)
 PO. BOX 245
 (Mailing Address of Applicant)

NEW FAIRFIELD CT 06812
 (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.

Credit existing unused gallonage: _____ gpd

Allocation to be purchased Total 3360 gpd

CONDITIONS:

- Total Allocation Fee (3360 gpd x \$10/gpd) \$ 33,600
- 25% of the total Allocation fee (\$ 8,400) is due within 30 days: On or before 10/20, 2022.
- The remaining 75% (\$ 25,200) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
- Other: _____

Preliminary Approval Granted: date 9/20/22
 Preliminary Approval Expires: date 12/20/22 (3 months)

By: [Signature]
 Wilmington Board of Sewer Commissioners Agent

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

By: _____
 Wilmington Board of Sewer Commissioners

SCHEDULE C

Town of Wilmington

Application for CONNECTION to the Municipal Sewer System

NOTE: If your property is in the Wilmington Water District, Please check with them to see if a permit is required.

(Boxed areas for office use only)

| | |
|------------------------------|---|
| Date Received: <u>5/7/24</u> | Application Fee (\$80.00) <u>5/7/24</u> |
| Time: _____ | PAID: \$ <u>80.00</u> <input checked="" type="checkbox"/> Check # <u>1040</u> <input type="checkbox"/> Cash |
| TAX MAP #: <u>21-22-063</u> | Bianchi Fee: \$15.00 |
| PSC #: _____ | PAID: \$ _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash |
| Initials: <u>GL</u> | Received by (Signature): _____ |

APPLICATION FOR CONSTRUCTION OF A PUBLIC SEWER CONNECTION

INSTRUCTIONS: (Town Ordinance sections 501, 502) Complete Application and submit the original to the Wilmington Town Manager, PO Box 217, Wilmington, VT 05363, along with a check made payable to Town of Wilmington for the fee.

- ♦ Application Fee: \$80.00
- ♦ Bianchi Fee: \$15.00 Disregard if already paid for allocation permit **being processed at same time.**)

TO: Town of Wilmington – Board of Sewer Commissioners.

The Undersigned, being the owner of the property located at 211 RT 9E
(Locatable address # and street)

does hereby request a permit to install a public sewer connection and/or a sanitary sewer system within a development or subdivision to serve _____ of building(s) consisting of _____ Single Family Residence(s), _____ Apartment(s), _____ Commercial Building(s), _____ Industrial Facilities and/or _____ at said location.

(503) Will work require excavation in a Town or State highway right of way? Yes No. If work will be done within a State or Town highway right of way, permits must be attached.

(506) Will any portion of any existing outside piping be utilized in making the public sewer connections? Yes No. If yes, has piping been approved for use by the Commissioners? Yes No.

(507) Building Sewer Size? 2-8 (4" min.) slope 1/4 (1/4"/ft.) desired.

(520) Building Sewer Material PLASTIC Sdn 35 min.

(509) Depth of cover over pipe? Varies from 48 to 52 ft. (4' min.)

(511, 511A) Will any connections be made from roof drains, foundation drains or other sources of surface runoff or groundwater to building sewer? Yes No. If yes, explain why.

(516) Building sewer to be connected to public sewer by a Town provided house connection Town provided wye connection, new tap provided by owner, other private connection.

(518) Length from structure to public sewer, as measured along proposed route of building sewer? 700⁺ ft. Is the alignment straight, or are there bends? Number of cleanouts to be provided? 3.

(521) Name, address and telephone number of plumber to perform the work:

phil savoy - De Lamp

(526) Is work to be done on public property or within a highway right-of-way? Yes No. If Yes, have the required insurance policies and performance bonds been filed with the Commissioners? Yes No.

Those persons applying for a permit relative to sanitary sewers or public sewer connections for developments or subdivisions shall submit herewith, a complete set of design notes, plans, specifications, State approval and all other information required or necessary to completely identify the work proposed.

In consideration of granting a permit, the undersigned certifies that the information provided herein is true and correct and agrees to the following:

1. To accept and abide by all provisions of the "Ordinance Regulating the Use and Allocation of Reserve Capacity of Public and the Use of Private Sanitary Sewerage Systems, Wilmington, Vermont", (ORDINANCE) and of all other pertinent ordinances or regulations that may be adopted in the future.

2. To construct the proposed facilities in accordance with the information provided herein, the ORDINANCE and all other provisions which may be included on the Permit.

3. To install, operate and maintain the proposed facilities in a sanitary manner at all times, at no expense to the Town.

4. To Notify the Commissioners or the WWTP Chief Operator at least 48 hours in advance of any work and before covering any work in order that they may supervise and inspect such work (517).

5. To allow the Commissioners, or their authorized representatives, to enter upon said property to witness tests and construction or for any other purposes required to determine compliance.

6. To pay for all costs and to furnish all necessary tools, labor, materials and assistance for making required tests and for removing, replacing or repairing defective work or materials, at no expense to the Town.

Signed  _____

Print Name STEVEN CHILA

Mailing Address P.O. BOX 295

Tel. No. 203-561-6547

NEW FAIRFIELD, CT 06812

Tel. No. Local _____

Date 5/7/24

* Do not write below this line *

Received on May 7, 2024 By John Lazelle

Received by John Lazelle, Chief Operator on 5/7/24

Est. GPD 3,360 (SFD 250; public buildings per State Flow Quantities.

User Classification: Apartment ECU 7.5

Application is: Approved Approved as Noted Disapproved

John Lazelle must be notified 5 days before construction begins. A site visit with both property owners, plumbing and excavating contractors and engineer is required before any construction begins. The engineer must certify in writing that all work satisfies VT plumbing code and that all requirements of the State Water/Wastewater permit and engineers specifications are met.

John Lazelle
John Lazelle, Chief Operator, WWTP

Zoning, Design Control Permits Required? YES NO

If yes, date issued and permit No. 8/4/22 2022-057

Road opening permit required? Yes No. If yes, has it been Issued? Yes No.

Sewer Permit issued on _____, 20____ and expires

on _____, 20____ (6 Months.)

Chairman, Board of Sewer Commissioners
(or authorized representative)