

Wilmington Selectboard Agenda
July 16, 2024 at 6 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. State Rep Candidate
 - *State Rep Candidate Emily Carris Duncan to introduce herself*
3. Approve Minutes of June 4, 13 and 27, 2024 (2 minutes)
4. Action Items (10 minutes)
 - *The Selectboard to possibly accept the resignation of Alice Greenspan from the Beautification Committee*
 - *The Selectboard to possibly accept the resignation of Matt Danzico from the Trails Committee*
 - *The Selectboard to possibly appoint Gary Carver to the Energy Committee*
 - *The Selectboard to possibly approve granting Voices of Hope a National Opioids Settlement distribution through their fiduciary in the amount of \$5466.28 to help abate the effects of the opioid epidemic on our community.*
 - *The Selectboard to possibly approve the bid from Seam Solutions in the amount of \$12,125 for Local Hazard Mitigation Planning Services.*
5. *Town Hall Re-Location Committee (15 minutes)*
 - *The Re-location Committee to update the Board on their research of possible site for Town Hall.*
6. Route 9 Water Sewer Expansion Project (15 minutes)
 - *The Selectboard to possibly approve the water quality recommendations as laid out in the Memorandum.*
7. Sewer Commission (15 minutes)

The Sewer Commission to possibly approve:

 - *Final allocation for Heather Thomson, 27 East Main Street, 638 gallons for hair salon*
8. 1% Local Option tax Request (10 minutes)
 - *The Selectboard to possibly approve funding for appeal letters for the Veteran's Memorial Park in the amount of \$4000.*
 - *The Selectboard to possibly approve funding the ADU Pilot Program from the 1% local option tax fund for \$50,000.*
9. Tax Stabilization (10 minutes)
 - *The Selectboard to possibly approve the tax stabilization request for Cozy Vt Properties at 874 Vt Rt 100.*
10. Liquor Commission (5 minutes)

The Selectboard to possibly approve:

 - *An Outside Consumption Permit for La Casita, One time Occasion permit for Pipe Dream LLC and a Special Event Permit for VT Distillers for the Blueberry block party on August 3rd from 4:30-9 pm*
 - *A Request to Cater and Outside Consumption for WI Foster for events at Adams Farm on 8/16, 9/13, and 10/19 from 5-9 pm.*
 - *A Request to Cater and Outside Consumption for Blonde N Boozy for events at Adams Farm on 8/19, 8/2, 8/30, 9/27, 10/11 from 5-10 pm.*

- *A Second-Class Renewal for Family Dollar Stores of VT.*
- *An Open Container Exemption Permit for the Blueberry Block Party.*

11. Other Business/Correspondence

12. Select Board Members Comments

13. Town Manager's Updates (5 minutes)

Wilmington Selectboard Meeting Minutes June 4, 2024

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

Others Present: Scott Tucker, Jessica DeFrancesco, Christine Richter, John Lazelle, Samantha Kondracki, Karen Wheeler, Marshall Dix, Matthew Murano, Liliias Hart, Mark Sprague, Bonnie Lorimer, Ann Manwaring, Therese Lounsbury, Patty Reagan, Ivy Kirby, Marianne Almeda, Lenny and Diane Chapman, Charlie Foster, Adam Grinold, Gretchen Havreluk, Joseph Garra, Jessica Roberts, Lisa Sullivan, Laura Stone (Vtrans), Jonathan Griffin (Vtrans), Nina Truslow (VHB), Wayne Symonds (VHB), Jamie Roy (VHB), Melanie Lopez, Phil Savoy,

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Diane Chapman thanked everyone for the work being done at Riverview Cemetery.
2. Approve Minutes of May 21, 2024
 - Tribuno moved to approve the minutes of May 21, 2024, Rice second; all in favor.
3. Action Items
 - Gannon moved to re-appoint Scott Moore as Fire Warden, Rice second; all in favor.
 - Gannon moved to re-appoint Michael Mannhaupt as Deputy Fire Warden, Rice second; all in favor.
 - Gannon moved to approve the Internal Financial Controls Checklist, Rice second; all in favor.
 - Gannon moved to approve the bid from Vt Recreational for the reconstruction of the tennis courts in the amount of \$101,000, Fisher second; all in favor.
4. Vtrans Bridge #31
 - Vtrans discussed the replacement of Bridge #31 in the center of town. The bridge has constricted passage creating flood probabilities; there is congestion at the intersection which is a concern; the concrete, deck and t-beams have severe deterioration, with previous repairs. With the critical condition, Vtrans will be out to do another temporary repair in the next month. Alternatives; no action (is not a viable option and will not be entertained), bridge rehab, new bridge on new alignment, new bridge on existing alignment. Keeping the downtown open and mobility as easy as possible is a priority.
 - Proposed detours: through West Main parking lot and over the bridge, connecting on South Main St; crossing the river and detouring by the MOOver onto Shafter St and South Main St.
 - Lenny asked about putting sidewalks on the outside of the bridge.
 - Foster; one lane bridge from Crafts Inn through the park. Keep in mind the delivery trucks for the restaurants and businesses.
 - Kondracki and Lounsbury noted concern with routing through West Main parking lot and losing that parking lot and the large rise from West Main to South Main.
 - Sprague questioned the bridge in Readsboro, since it may be a by-pass
 - Grinold is encouraging an accelerated construction schedule/timeline.
 - Town has a participating cost in the relocation of the water line.

Fitzgerald moved to enter into Sewer Commission at 6:58 pm, Tribuno second; all in favor.

5. Sewer Commission

The Sewer Commission to possibly approve:

- Tribuno moved to approve preliminary application for Heather Thomson, 27 East Main Street, 638 gallons for hair salon, Rice second; all in favor.
- Fitzgerald moved to approve a 3-month extension of preliminary approval for Cliff Leinonen, 85 West Main Street, 140 gallons for a one-bedroom apartment, Tribuno second; all in favor.
- Tribuno moved to approve a 3-month extension of preliminary approval for Andrew Kotsaftis, Fairview Avenue, Lot 1 and Lot 2, two new 3-bedroom houses, Rice second; all in favor.
- Rice moved to approve final approval for Melissa Nebelski (Super Girl LLC), 157 Rt 100 North, 325 gallons for change of use from store to apartments, Fisher second; all in favor.
- Rice moved to approve final approval for Corriston - Reed, 143 West Main Street, 1120 gallons for new apartments, Tribuno second; all in favor.
- Rice moved to approve final approval for VT211 LLC, 211 RT 9 East, 3360 gallons for apartments, Fisher second; all in favor.
- Fitzgerald moved to approve a connection Permit for VT 211 LLC, 211 Rt 9 East to connect to Lopez Sewer which is connected to Town Sewer, Tribuno second; all in favor.

Out of Sewer Commission at 7:10 pm.

Fitzgerald moved to enter into Liquor Commission at 7:10 pm, Tribuno second; all in favor.

6. Liquor Commission

Gannon moved to approve and Fisher second; all in favor.

- 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.

Out of Liquor Commission at 7:12 pm.

7. Other Business/Correspondence

8. Select Board Members Comments

- Gannon - 88 Mann Road is building pickleball courts, and dropping their application for a helipad. Today's presentation from the state/VHB was very helpful and informative.

9. Town Manager's Updates

- We anticipate a structures grant for the East Brook bridge and a paving grant for East Dover Road.
- Town Hall, second floor, has some staffing shortages for July 5th, so the office will be closed, while the Town Clerk's Office will be open.
- S.55; goes into effect July 1st. Selectboard meetings and other authoritative Boards will be required to record meetings and hold hybrid meetings; if the Board must be remote, a physical location must be designated for participation. "Advisory committees" do not need to record and can be fully remote.
- A reminder for the June 13th meeting: Route 9 short-term recommendations discussion.
- The groundwater study is underway.
- Vt Geeks is upgrading the router and server at Town Hall
- Still working on quotes for a website rebuild.

Meeting adjourned at 7:25 pm
Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

Wilmington Selectboard Meeting Minutes June 13, 2024

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

Others Present: Scott Tucker, Jessica DeFrancesco, Marshall Dix, Matthew Murano, Jeff Longe, John Lazelle, Wayne Elliott, Jim Carroll, Samantha Kondracki, Bethaney LaClair, Charlie Foster, Chris Lavoy, Gretchen Havreluk, Therese Lounsbury, Chris Mays

Meeting called to order at 8:15 am

1. Visitors, Public Comment, Changes to agenda
 - Economic Development Consultant Renewal
2. The Selectboard to discuss the Route 9 Water/Sewer Expansion Project
 - Short-term recommendations: collect samples over the summer to simulate the low demand conditions and determine if other measures may be needed; experiment with operating one vs two cells in the current storage reservoir; reduce pipe size from Rt 100 to Ballou Hill with a flushing hydrant; initiate a study to identify potential groundwater sources. Current sampling is happening at the reservoir each day and bacteria sampling is monthly from different access points in town. Lavoy thinks that once there is development on the new connections, a new water source will be needed and the water rents will not cover the costs. He feels drilling a well is a better alternative. Lazelle commented that the Fire Dept is hoping to see the pipe size remain large enough for fire protection. Gannon would like to see a joint memo from all departments showing a mutual agreement and stating the difference of opinions.
3. 1% Local Option Tax Fund
 - The request is for an additional message board sign to alert traffic during higher pedestrian times; block parties, strolls, etc. This would be in addition to the one that Highway already owns and use during these times. Highway would also be able to use it during big construction projects. Tribuno moved to approve the purchase of a message board sign in the amount of \$17,580 from the 1% fund, Fisher second; all in favor.

Entered Sewer Commission at 9:07 am

4. Wastewater Truck
 - Gannon moved to approve the purchase of a 2024 Dodge 3500 from Keene Chrysler in the amount of \$84,400, Tribuno second; all in favor.

Out of Sewer Commission at 9:10 am

Entered Liquor Commission at 9:11 am

5. Liquor Commission
 - Fitzgerald moved to approve a Manufacturer Special Event Permit for Golden Rule Brew for an event at ArtHouse on June 28th from 4-7 pm, Tribuno second; all in favor.

Out of Liquor Commission at 9:12 am

6. Highway
 - Peckham was awarded the Shearer Hill project last year, but is unable to perform the work for various reasons. The paving project is an oil and stone mix, not true pavement. Tribuno moved to approve an additional \$27,653.62 to improve Shearer Hill with All State Construction, Gannon second; 3-0, Fisher abstained.

- Highway truck rebuild project is changing the vendor to Reed Truck Services for the mechanical work. Rose Ledge lost some of their work force and is unable to do the entire job, but will still do the body work; general consent.

7. Other business

- General consent to authorize the town manager to execute the Economic Development Consultant's contract renewal.

8. Executive Session

- Fitzgerald moved to find that premature general public knowledge of the discussions with the Town's counsel involving confidential attorney client communications concerning pending litigation involving the Town and to consider a settlement agreement in the matter of Teitlebaum v Town of Wilmington, et al would clearly place the Town at a substantial disadvantage, Tribuno second; all in favor
- Fitzgerald moved to enter into executive session at 9:29 a.m. under 1 VSA 313 (a)(1)(E) and (F), to discuss a settlement agreement with Attorney Carroll and Town Manager Tucker, Tribuno second; all in favor.

Out of executive session at 10:02 am

- Fitzgerald moved that the Selectboard hereby ratify and approve the Comprehensive Settlement Terms dated June 11, 2024 reached through Early Neutral Evaluation (an alternate dispute resolution) in the Teitelbaum v Town of Wilmington, Case No: 2:23-CV-88, US District Court for the District of Vermont, subject to final approval of all settlement documents by the Town's appointed counsel and that the Town appoint James Carroll, Esq as agent for the town to take all steps necessary to effectuate the settlement as stated in the Settlement Terms, Tribuno second; all in favor.

Meeting adjourned at 10:03 am

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

Wilmington Selectboard Special Meeting Thursday, June 27

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

Others Present: Scott Tucker, Jessica DeFrancesco, Sam Kondracki, Gretchen Havreluk, Chris Walling, Rebecca Fillion, Jeff Hoffer, Wayne Elliott, Lisa Sullivan, Therese Lounsbury, Bethaney LaClair, John Lazelle, Marshall Dix, Melanie Lopez

Meeting called to order at 8:16 am

1. Visitors, Public Comment, Changes to agenda
 - Outside consumption renewal for L&W Hospitality
 - Sign the auditor's letter to begin work
2. The Selectboard to discuss the Route 9 Water/Sewer Expansion Project
 - HCI assessed the possibility of developing a Town well in the vicinity of the proposed water-line expansion. They analyzed existing well log data and geologic maps to assess well yields in the study area and reviewed environmental data to identify any current or potential sources of groundwater contamination that could restrict the siting and permitting of a municipal well. The local bedrock aquifer can sustain a municipal well or wells with a safe yield of 20 to 40 gallons per minute, which would provide 14,400 to 28,800 gallons per day. Elliott commented that this is a secondary source so a phased approach with the existing water supply puts the town in a good place. Discussion on whether or not to pursue this now or wait until further down the road occurred. It will continue to be discussed as the project moves. This discussion will also continue in conjunction with the possible relocation of town hall.
3. 1% Local Option Tax Fund
 - Gannon moved to approve the request from the Town up to \$20,000 for a website redesign through Breezy Hill Marketing, Tribuno second; all in favor.
 - TVES playground was built in 1994; pressure treated wood, falling apart, not ADA compliant. Many visitors use the playground when they are in town, birthday parties and weddings happen on the field. The playground is coming down this summer. Gannon asked if there could be something on the record of the school board that the grounds remain open to the public. Tribuno moved to approve the 1% request from Twin Valley Elementary School in the amount of \$48,200 for a new playground, Fisher second. Gannon moved to add a contingency. Gannon moved to approve the 1% request from Twin Valley Elementary School in the amount of \$48,200 for a youth playground contingent on the school board permitting public use on non-school hours, Rice second; all in favor.
 - Fitzgerald and Gannon are on the Wilmington Works Board, so they are not going to recuse from conversation, but will not vote. Havreluk is excited to see a façade program return. Similar to the previous program, however all businesses on a main road will be eligible; not just downtown. Applicants will be required to pay a 25% match. It will include curb appeal and signage as well. The criteria are still in draft and there are

things that still need to be discussed. Gannon feels that businesses that had not received a facade grant in the past should be prioritized. Fisher thinks this should be a yearly program. Tribuno moved to approve the 1% request from Wilmington Works in the amount of \$125,000 for a façade program, Rice second; 3-0; Gannon and Fitzgerald abstain.

4. Howe Field

- The school field isn't available for the next year due to the maintenance. Ryan Holton and Karina Martin are requesting Howe Field be brought back to usable condition. It takes about 5-hours to mow. Rec will absorb the porta-potty cost. Fisher is concerned about the condition of the field. The Selectboard agreed that the Town Manager continue looking into the use and availability for mowing.

5. Other business

- Sullivan and Powers Auditors letter is signed to begin work on the FY-24 audit.

Entered into Liquor Commission at 9:19 am

6. Liquor Commission

- Tribuno moved to approve an Outside Consumption Renewal for L&W Hospitality dba The Nutmeg Inn, Fisher second; all in favor.

Out of Liquor Commission at 9:20 am

Meeting adjourned at 9:20 a.m.

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

to whom it may concern,
Please accept my
resignation from the
Beautification committee.
I will be moving in the
near future.

I will miss everyone
involved!

Gratefully,
Alicia Greenspan

Hi Jessica,

I hope you're doing well.

I regret to inform you that I must resign from my position on the Wilmington Trail Committee due to unforeseen circumstances. I've greatly enjoyed my time on the committee and have appreciated the opportunity to work with such dedicated individuals. Unfortunately, my work commitments have kept me away from Vermont for the past two years.

I hope to have the chance to rejoin in the future when I'm back in Vermont more consistently.

Thank you for the opportunity and please let me know if you have any questions.

Best regards,
Matt Danzico

From: Robert Bois <bbois131@gmail.com>

Date: July 9, 2024 at 11:16:43 AM EDT

To: Scott Tucker <stucker@wilmingtonvt.us>

Cc: Jessica Roberts <jroberts@wilmingtonvt.us>, Jessica DeFrancesco <jdefrancesco@wilmingtonvt.us>

Subject: The Wilmington Energy Committee recommendation to the Wilmington Selectboard to appoint Gary Carver to the Wilmington Energy Committee

Dear Honorable Selectboard Members,

The Wilmington Energy Committee at its June 18, 2024 meeting voted unanimously to recommend to the Wilmington Selectboard that it appoint Gary Carver who resides at 89 Old Mill Lane in the town of Wilmington Vermont to the Wilmington Energy Committee.

Mr. Carver attended our June 18th meeting and we had an opportunity to hear his impressive science and educational background in addition to hear his own personal experience in completing several home energy renewable projects.

His appointment to our Committee will be of great benefit. Thank you for your consideration.

Bob Bois, Wilmington Energy Committee, Chair



#12,125

Stephanie Magnan
166 Mitchell Rd
Barre, VT 05641
(802) 793-3484

steph.magnan@seamsolutionsvermont.com

June 28, 2024

Greetings,

Attached you will find SEAM Solutions' proposal for the Town of Wilmington's Local Hazard Mitigation Plan update along with the project schedule and resume for your consideration.

My name is Stephanie Magnan, President and owner of SEAM Solutions, a Vermont based, certified woman owned business enterprise (DBE). SEAM Solutions specializes in Safety, Emergency Management, and Asset Management that can offer customizable, economical solutions to meet your organization's emergency planning and infrastructure needs.

I have a degree in Civil Engineering and have more than 25 years of experience within state government, most of which at the Vermont Agency of Transportation (VTTrans). I was truly fortunate to have had the opportunity to diversify my skill sets while with VTTrans, which included: bridge and culvert design, building and utilizing GIS and asset management systems. I became especially interested in emergency management during Tropical Storm Irene response and recovery efforts where I gained extensive experience in the field of emergency management along with the year's following as VTTrans' lead representative and liaison to Vermont Emergency Management (VEM) and the State Emergency Operations Center (SEOC). As the State Support Function (SSF) for Transportation I was given the authority to make decisions for the Agency during activations along with planning activities to prepare for emergencies.

For 5 years, I worked with VEM updating the State Hazard Mitigation Plan along with the State Emergency Operations Plan, Continuity of Operations, Community Points of Distribution, and developed VTTrans' own Emergency Operations Plan. Since starting SEAM Solutions, I have worked with numerous Towns throughout Vermont to update their local hazard mitigation plans. Identifying hazards and their risk, extent, probability and potential damage impact to life, infrastructure, and economy within the community. Identifying capabilities and vulnerabilities to then assess the most effective mitigation actions that will aid in making their community more resilient to the next natural disaster. Towns include Hancock, Morristown, Middlebury, West Windsor, Landgrove, Walden and Topsham.

While I understand you have many consulting options when it comes to hazard mitigation planning services, please know that SEAM Solutions has the knowledge and expertise to produce the highest quality FEMA approved plan for your community.

Best Regards,

A handwritten signature in black ink, appearing to read "Stephanie Magnan", written over a horizontal line.



Stephanie Magnan

166 Mitchell Rd

Barre, VT 05641

(802) 793-3484

steph.magnan@seamsolutionsvermont.com

Step 9 Submit revised plan to VEM, revise as necessary to meet the 44 CFR 201 requirements and adopt plan

Consultant Responsibilities

- Provide guidance on any FEMA required revisions
- Make any FEMA required revisions based on Town's feedback
- Submit final version of Mitigation to VEM
- Provide guidance and paperwork for local plan adoption

Wilmington Responsibilities, including optional additional responsibilities

- Coordinate plan adoption by the Town
- Submits adoption certificate and final APA plan to VEM

Step 9 Deliverables

- Incorporate any changes base on VEM review
- Plan approved by FEMA
- Digital version of approved plan to be delivered to the Town
- Copy will be provided to RPC upon request

Anticipated Completion Date: April 30, 2025
(assuming start date of August 1, 2024)

Consultant Hours: 15	Rate: \$75	Direct Expenses: \$0	Cost of Step 9: \$1,125
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PROJECT COST :	\$12,125
ADDITIONAL POTENTIAL COST OF TRAVEL AS NEEDED (includes 2 hour meeting time)	\$500 per round trip

Town of

Wilmington

(802) 464-8591 (Voice)

(802) 464-8477 (FAX)

www.wilmingtonvermont.us

TO: Selectboard Members

FROM: Scott A. Tucker, Town Manager

DATE: July 11, 2024

RE: Route 9 Water & Sewer Ext. / Water Quality & Capacity Recommendations

At the behest of the Selectboard, AE Wayne Elliott presented a memo dated May 17, 2024, to address concerns regarding water quality and capacity with respect to the Route 9 Water & Sewer Extension project (A+E Project # 22028). Topics covered included Water Quality with respect to Sampling and Modeling, Existing Storage Tank, Pipe Size, Flushing, Pipe Isolation, and Booster Disinfection Facility. Next, the Water Supply Capacity was explained, followed by Recommendations (short-term).

These short-term recommendations were made by A+E prior to other long-term operating and structural measures being evaluated:

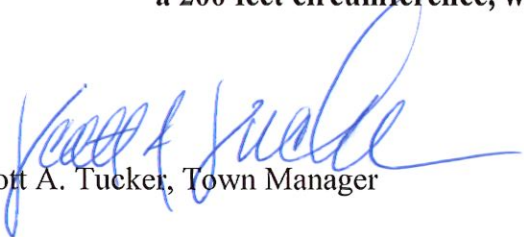
1. Collect the sampling data over the summer (2024) so that the model can be used to simulate the initial low demand conditions and determine if other measures may need to be implemented to maintain the chlorine residual.
 - a. **Chris Lavoy is working with Wayne Elliott and started three to four weeks ago submitting data on agreed upon locations. These samples will be taken until mid-September. These measures will provide data on residuals for modeling to the extensions east on Route 9 and south on Route 100.**
2. For the existing storage reservoir, experiment with operating one vs. two cells to reduce the water age. This operating mode will need to be checked to confirm adequate contact time is provided.
 - a. Wayne has expressed his opinion that “managing water age starts at the existing water storage tank, which has 2 cells and a combined total volume of 810,000 gallons.” [See May 17, 2024 as a reference to a more complete description].
 - b. The state (Sille Larson, Engineering and Water Resources Program Manager) reviewed Wayne’s assessment of using one cell instead of two, and agree that:
 - storage size is sufficient to meet ADD (average daily demand) and fire flow,
 - PHF (peak hourly flow) of 250 gpm is reasonable per review of monthly reports, and is a better measure than a theoretical multiplier of 5,
 - sufficient contact time is achieved with 1 cell.

They then asked a couple questions 1) will the baffling factor change by reducing the tank from two to one cell, and 2) will there be any DS pressure changes with the new tank configuration. Further, they stated that “Until the area served by the proposed line has been developed, reducing the storage tank capacity is a good step towards achieving the needed chlorine residual at the end of the line. The Water System should monitor the residual at the end of the line and make further adjustments, if needed.”

- c. At this point, this recommendation will be considered as part of the Water Department’s operational tool box, available to the Town after the water extension installation, when further analysis will take place.**
3. For the new pipe section on Route 9 from Route 100 to Ballou Hill Road, reduce the pipe size from 8” diameter to 4” diameter with a flushing hydrant at the end to supply only domestic demands and reduce the water age.

 - a. While the goal to reduce water age is important and a 4” diameter pipe is less costly, Fire Chief Scott Moore feels strongly that it is important to maintain the 8” diameter for fire suppression; meeting building codes, fire safety standards, operational efficiency, and future growth to accommodate additional fire suppression systems. The recommendation is to install the 8” pipe.**
4. Regarding the water supply concerns, initiate a study to identify potential groundwater sources in the Route 9 and 100 service area. The Town has already approved this proposal with Hoffer Consulting, so this study is in progress. **It has been completed.**

 - a. The Hoffer report identified six potential sites in the geographic area of the Route 9 Water & Sewer Extension Project to investigate further. The recommendation is to investigate potential sites and meet with land owners to determine viability of one or more sites. A site must be able to meet the source water protection area of a 200 feet circumference, which is about 3-acres at a minimum.**



Scott A. Tucker, Town Manager

(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>5/4/24</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 7/5, 2024.
 - 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 6/4/24
 Preliminary Approval Expires: date 9/4/24 (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 FINAL APPROVAL (To be completed and returned after you have received necessary state and federal permits.)

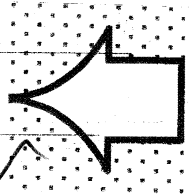
DATE DUE: 9/4/24

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: [Signature]
(Applicant)



**SIGN
HERE**

Do Not Write Below This Line – Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application Date Paid 5/6/24 Initials JL

Bianchi Filing Fee: \$18.00 due at application Date Paid 5/6/24 Initials JL

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

ALLOCATION FEE TOTAL \$6,380

Within 30 days of Preliminary 25% \$ 1,595 Date Due: 7/5/24 Date Paid 6/6/24 Initials JL

See Timetable Page 3 75% \$ 4,785 Date Due: n/a Date Paid 6/6/24 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**

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 _____

Town of Wilmington

Wastewater Allocation Fee Timetable

1. Application Permit Fee \$25.00 due at Application (non-refundable).
2. Bianchi Recording fee \$18.00 due at Application (non-refundable).
3. * Preliminary Approval granted by Board of Sewer Commissioners
4. Must pay 25% of the allocation fee – within thirty (30) days of Preliminary Approval (The one-time Allocation Fee is \$10.00 per gallon per day) The applicant will have a 90 grace period to withdraw the application and receive a full refund of the allocation fee.
5. Must get Final Approval – within three (3) months of Preliminary Approval (You may apply for Final Approval once you have obtained the necessary state and federal permits and further attest that, excepting local permits, no others are required for the project.)
6. Must pay remaining 75% of the allocation fee – whichever comes first of:
 - A. Within six (6) months of Final Approval or,
 - B. Prior to:
 - a. Use-if adding to an already existing connection or,
 - b. Before connection permit is issued for new connections
7. Begin paying sewer rent – whichever comes first of:
 - A. Within six (6) months of Final Approval or
 - B. Prior to:
 - a. Use-if adding to an already existing connection or,
 - b. When Connection Permit is issued for new connections
8. Must initiate construction – within one (1) year of Final Approval (or allocation reverts to the Town)
9. Must complete construction – within three (3) years of Final Approval (or allocation reverts to the Town)
10. Must also apply for and receive Connection Permit (\$80.00 fee) before connection.

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee Veterans Memorial Park

Date of Request July 11, 2024

Contact person, phone numbers, mailing and email address

Christine Richter 802-464-8591 PO Box 217 Wilmington VT

crichter@wilmingtonvt.us

Amount of Request and Date Funding Needed

\$4,000 for July 22, 2024

Describe in detail the purpose and specific use of the funding

Printing and mailing of appeal letter for the Veterans Memorial Park

Please provide a financial breakdown of your project/request.

\$2,800 for printing \$1,200 for mailing

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

This will help to raise funds to build the Park

Signature of Applicant



Date

7/11/24

Bi-Town Housing Committee

June 2024

Long-Term Rental Housing Incentive

The Deerfield Valley is in a workforce housing crisis and the need for housing is immediate. We need to increase our housing supply for the local workforce, in turn will grow our local economy. Businesses are having to forego a meal service or closing midweek due to the lack of workers. The Bi-Town Housing Committee has been meeting since 2018 and The Deerfield Valley Housing Analysis was completed at the end of 2019. This report outlined strategies for the committee to develop; one was to “incentivize year-round housing.” The below program has been proven successful in other communities around the state and nation.

The Program would be managed separately in Dover and Wilmington; reaching a total of 10 new housing rentals and potentially house between 10-20 employees.

Accessory Dwelling Unit Pilot Program

Five New Accessory Dwelling Units

Program total cost \$50,000 + Legal Review Fees

Priority is based on time of a complete application submitted

This program is for five owner occupied properties to construct an accessory dwelling on your property; either attached to your home or detached for a long-term rental unit. The grant award amount is \$10,000; \$5,000 will be immediately available for permitting and design and the remaining \$5,000 will be paid when construction begins.

- Must be a long-term rental unit for a period of 5 years which can be 1-year leases.
- A legal agreement would be made between the Town and the Property Owner.
- The Property must be permitted for lease, current on all taxes and fees owed to the town, and not for sale within the time period of the program.
- Property owner selects tenant
- The tenant must use as their primary residence and work 30 hours per week in the Deerfield Valley
- Rent cannot exceed \$1,000 for studio apt, \$1500 for 1 bedroom, \$500 per bedroom after.
- If no long-term lease is executed the award must be returned to the town.

Requests For Funding Through the 1% Local Option Tax Fund Name

Name of Person/Organization/Business/Committee Bi-Town Housing Committee

Date of Request July 16,2024

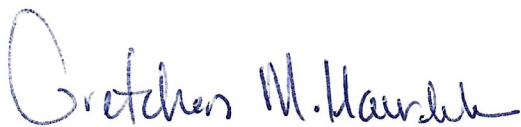
Contact person, phone numbers, mailing and email address Gretchen Havreluk,

Economic & Community Development Consultant (802)464-8591 ext 117 P.O. Box 217

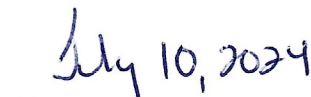
Wilmington, VT 05363 ghavreluk@wilmingtonvt.us

Amount of Request and Date Funding Needed \$50,000

Describe in detail the purpose and specific use of the funding Long-Term Rental Housing Incentive Program The Deerfield Valley is in a workforce housing crisis and the need for housing is immediate. We need to increase our housing supply for the local workforce, in turn will grow our local economy. Businesses are having to forego a meal service or closing midweek due to the lack of workers. The Bi-Town Housing Committee has been meeting since 2018 and The Deerfield Valley Housing Analysis was completed at the end of 2019. This report outlined strategies for the committee to develop; one was to "incentivize year-round housing." The below program has been proven successful in other communities around the state and nation. The Program would be managed separately in Dover and Wilmington; reaching a total of 10 new housing rentals and potentially house between 10-20 employees. Please see attached for full details of the program



Signature of Applicant



Date

Tax Stabilization Request
Cozy Vermont Properties 874 Route 100 North
Parcel ID: 00301030.000

Request Date: July 16, 2024
2023 Value: \$234,710
2023 Tax: \$5,602.76 Municipal Tax \$1,436.42
New Valuation: \$255,980
Effective Date: Reappraisal Date (TBD)

The applicant is in the process of the permitting with the Wilmington Development Review Board. The applicant plans to renovate the building to create a golf simulator business, office space, and commercial rental storage space. The previous use was a garage and storage space that was rented out by the previous owner.

The Town of Wilmington has the Welcome to Wilmington sign on the property.

The business would not affect the town in a negative way. The business would contribute to our economic growth by contributing to our 1% Local Option Tax, and over time increase the tax base for Wilmington.

The applicant is current with all town taxes and fees.

Respectfully Submitted by,

Gretchen M Havreluk

Gretchen M. Havreluk
Economic Development Consultant

Tax Stabilization Request for **874 Route 100, Wilmington, VT 05363**

May 7, 2024

Request submitted by:
Cozy VT Properties, LLC % Chris Brown
PO Box 1261
Wilmington, VT 05363
(802)338-1624
cozyvtproperties@gmail.com

***Renovation of a current building**

Project: Renovation of old Speed Shop: Turning into three commercial garage bays and two commercial office spaces.

The building will have two 900 sq ft garage bays, a 400 sq ft garage bay, a 500 sq ft office space and a 400 sq ft office space. There will be a water source added after years of not having a water source on site. The exterior of the building will be fully repaired after years of neglected maintenance and the driveway will be updated with new pavement.

Timeline: The project is scheduled to be completed by the fall of 2024.

Growth: This project will help grow the economy in several ways. In addition to providing local businesses with a home base, the run down building will be revitalized on the outside. There will be five spaces that will be utilized by local businesses. These businesses will include local contractors using the space for storage and a home base, as well as a new business endeavor in the form of a virtual golf simulator.

Town Plan: This project located in the Commercial/Residential District takes an underutilized building and expands the use and contributes to the Deerfield Valley economy.

This project is consistent with the Wilmington Town Plan in the following goals:

Goal 3: Promote social cohesiveness and a sense of “place”; who we are, an identity and a town culture of what we value and a commitment to mutual support and kindness to those of the community. Policy 1: Provide community activities and gathering spaces for the community to come together.

Goal 6: Offer a wide range of local community recreation services to address the needs of all age groups, ability levels, and interests.

Goal 8: Provide the necessary infrastructure to support future economic development

Policy 5: Attract and retain younger population for an expanded workforce pool of employable residents.

APPLICATION FOR WILMINGTON OPEN CONTAINER ORDINANCE EXEMPTION PERMIT

Organization: WF Foster Agent Name: Charlie Foster Phone: 802-864-3768

Mailing Address: 41 W Main St, Wilmington

Date(s) and Hours of Activity: 8/16, 9/13 5pm-9pm + 10/19 3pm-8pm

Location/Building: Adams Farm Number of Participants: 200-250

Name and contact information of the Vermont Licensed and Permitted Liquor Caterer (see #2 below) who will be serving the alcohol: WF Foster, LLC

Description of Activity: Adams Farm music series alcohol to be served in fenced in area - signs on exit

08/01/14
Date of Application

[Signature]
Signature of Applicant

Please do not write below this line.

WILMINGTON BOARD OF LIQUOR CONTROL/SELECTBOARD ACTION ON EXEMPTION PERMIT

Date of Action: _____

Restrictions, if any:

1. The legal capacity as determined by the State Fire Marshall, shall not be exceeded.
2. **The alcohol caterer must have a Catering Designation from the VT Department of Liquor Control (DLC) and must also obtain either an Alcohol Catering Permit for the event OR a Special Event Permit, whichever is required by the state.** (An application for the alcohol-catering permit from the DLC must be submitted to the Town Clerk's Office – please allow sufficient time for the process.) **The Town of Wilmington must receive a copy of the approved DLC Catering Permit or Special Event Permit no later than two weeks prior to the event!** More information on liquor licensing and state application forms: <http://liquorcontrol.vermont.gov/>
3. The holder of the liquor license shall conform to all provisions in the catering permit as well as to all state alcohol laws.
4. Alcohol shall only be served in a closed area. If in a building, you shall post a reminder on exterior doors that no alcohol may be taken outside the building. If an outside area, it must be roped off and signs posted.
5. Due to large outdoor service area and crowd size, additional staff will be required to monitor the area. Area is to be roped off and clearly posted with "No Alcohol Beyond This Point". Legal drinkers with proper proof of age will be
6. required to wear/display visible item indicating 21 yrs of age or older (bracelets, stamp or similar)

Approved:

Disapproved:

APPLICATION FOR WILMINGTON OPEN CONTAINER ORDINANCE EXEMPTION PERMIT

Organization: A barn owl production/ Blonde N Boozy Agent Name: Kayla Royce Phone: 802-259-0529

Mailing Address: 2301 West Hill Drive Readsboro Vt 05350 Email: Blondenboozy7@gmail.com

Date(s) and Hours of Activity: 7/19/24, 8/2/24, 8/30/24, 9/27/24, 10/11/24 5pm-10pm

Location/Building: 15 Higley Hill Wilmington, VT Number of Participants: 250 roughly

Name and contact information of the Vermont Licensed and Permitted Liquor Caterer (see #2 below) who will be serving the alcohol: Blonde N Boozy Kayla Royce 802-258-0529

Description of Activity: A Concert produce by A Barn Owl Production, Blonde N Boozy will be providing the Alcohol for Customers

7/9/24 
Date of Application Signature of Applicant

Please do not write below this line.

WILMINGTON BOARD OF LIQUOR CONTROL/SELECTBOARD ACTION ON EXEMPTION PERMIT

Date of Action: _____

Restrictions, if any:

1. The legal capacity as determined by the State Fire Marshall, shall not be exceeded.
2. **The alcohol caterer must have a Catering Designation from the VT Department of Liquor Control (DLC) and must also obtain either an Alcohol Catering Permit for the event OR a Special Event Permit, whichever is required by the state.** (An application for the alcohol-catering permit from the DLC must be submitted to the Town Clerk’s Office – please allow sufficient time for the process.) **The Town of Wilmington must receive a copy of the approved DLC Catering Permit or Special Event Permit no later than two weeks prior to the event!** More information on liquor licensing and state application forms: <http://liquorcontrol.vermont.gov/>
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6. _____

Approved:

Disapproved:

WILMINGTON OPEN CONTAINER ORDINANCE EXEMPTION PERMIT- EVENT

Event: Blueberry Block Party **Event Date:** 8/3/24

Location: South Main St; from the intersection of Route 9 to Beaver St

Hours of Event: 4:30 - 9 pm

Caterers: La Casita, Anchor Seafood (Pipe Dream LLC), VT Distillers

Approved on _____
