

**Wilmington Selectboard Agenda**  
**August 20, 2024 at 6 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
  - *Under action items; to possibly accept the resignation from Matt Cole from the Energy Committee*
  - *Under action items; to possibly approve a letter of intent for the Road Erosion Inventory grant*
  - *Under the Opioid Settlement, the amount should be \$5282.04*
2. Approve Minutes of July 16 and August 9, 2024 (2 minutes)
3. Action Items (5 minutes)
  - *The Selectboard to possibly approve the Wilmington Works Letter of Attestation.*
  - *The Selectboard to possibly appoint Elynn LeBron to a 4-year term on the Trail Committee expiring 2028.*
  - *The Selectboard to possibly approve granting Voices of Hope a National Opioids Settlement distribution through their fiduciary, Twice Blessed, in the amount of \$5282.04 to help abate the effects of the opioid epidemic on our community.*
  - *The Selectboard to possibly appoint the Town Manager as the voting delegate at VLCT's annual meeting.*
  - *The Selectboard to possibly accept the resignation from Matt Cole from the Energy Committee.*
  - *The Selectboard to possibly approve the letter of intent for the Road Erosion Inventory grant.*
4. Hoot Toot and Whistle (10 minutes)
  - *The Selectboard to possibly approve the bid from Saladino Property Management for the Hoot Toot and Whistle Trail Improvement Project in the amount of \$276,479.15.*
5. HUD Grant Opportunity (15 minutes)
  - *Kate Kirkwood, a lead and healthy homes program manager, to discuss a regional HUD grant opportunity to mediate lead or homes and rental properties.*
6. Tax Stabilization (10 minutes)
  - *The Selectboard to possibly approve a tax stabilization request for The Vermont Lodge at 85 West Main St.*
7. Police Dept (30 minutes)
  - *The Selectboard to discuss and possibly approve new pay rates.*
8. Liquor Commission (5 minutes)
  - *The Liquor Commission to possibly approve a Request to Cater Permit for a private event on 9/7/24, catered by Coridon Bratton Catering.*
  - *An Open Container Ordinance Exemption and Request to Cater Permit for WI Foster LLC dba Wilmington Inn for the Wine & Soup Stroll on September 20, 2024.*
9. Other Business/Correspondence
10. Select Board Members Comments
11. Town Manager's Updates (5 minutes)

## Wilmington Selectboard Meeting Minutes July 16, 2024

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

**Others Present:** Scott Tucker, Jessica DeFrancesco, Emily Carris Duncan, John Lazelle, Sam Kondracki, Christine Richter, Gretchen Havreluk, Bev Butler, Tanya Powling, Marshall Dix, Bonnie Lorimer, Lenny & Diane Chapman, Chris Brown, Liliias Hart, Alice Greenspan, Bob Bois, Therese Lounsbury, Ivy Kirby, Gary Carver, Kathy Quigley, Jake Moore, Cliff Leinonen, Kathleen Comeau, Anne Saracino

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

1. Visitors, Public Comments, Possible Changes to the Agenda
  - Under Action Items, add \$1,000 to the bid amount for LHMP Planning Services making the total \$13,125.
2. State Rep Candidate
  - State Rep Candidate Emily Carris Duncan introduced herself; lives in Whitingham and running for the Windham-6 seat. She grew up in Rutland and is happy to be home and excited. She is curious about voter concerns. She has worked with zoning and beautification in her travels to different states. Her dad was a Rutland County Senator whom she interned for.  
[www.ecarrisduncan.com](http://www.ecarrisduncan.com) for more information about her candidacy.
3. Approve Minutes of June 4, 13 and 27, 2024
  - Tribuno moved to approve the minutes of June 4 and 27; Fisher second; all favor
  - Tribuno moved to approve the minutes of June 13; Fisher second; 4-0, Rice abstained
4. Action Items
  - Gannon moved to accept the resignation of Alice Greenspan, with a lot of regret, from the Beautification Committee, Fisher second; all in favor.
  - Tribuno moved to accept the resignation of Matt Danzico, with regret, from the Trail Committee, Rice second; all in favor.
  - Tribuno moved to appoint Gary Carver to the Energy Committee, Rice second; all in favor.
  - Tribuno moved to approve granting Voices of Hope a National Opioids Settlement distribution through their fiduciary in the amount of \$5,466.28 to help abate the effects of the opioid epidemic on our community, Rice second; all in favor.
  - The Town's LHMP expires in 2025. The run for five years. Seam Solutions is a VT Women-Owned business. The owner has worked with Vtrans and was on the ground during Irene. Gannon moved to approve the bid from Seam Solutions in the amount of \$13,125 for Local Hazard Mitigation Planning Services, Fisher second; all in favor.
5. Town Hall Re-Location Committee
  - The Re-location Committee updated the Board on their research of possible sites for Town Hall. OSEC, Mill St, Flea Market and old WW building were the four (4) locations researched. With the Route 9 expansion project, would it make sense for the committee to broaden their search to include properties that were in the hydrology report? The Selectboard was in agreement that the committee should include those other properties.

6. Route 9 Water Sewer Expansion Project

- Fisher moved to approve the water quality recommendations as laid out in the Memorandum, Rice second; all in favor. (Memorandum attached; Route 9 water & Sewer Ext/Water Quality & Capacity Recommendations).

Enter Sewer Commission at 6:31 pm

7. Sewer Commission

- Rice moved to approve final allocation for Heather Thomson, 27 East Main Street, 638 gallons for a hair salon, Fisher second; all in favor.

Out of Sewer Commission at 6:32 pm

8. 1% Local Option Tax Request

- Fitzgerald moved to approve funding for appeal letters for the Veteran's Memorial Park in the amount of \$4,000, Rice second; all in favor.
- The ADU Program is an Accessory Dwelling Unit pilot program that came out of a housing study in 2019. This program would be for five residents; they must live on the premises and they could build an attached or detached accessory dwelling unit. The Board would like to see Commercial properties included in the program. Gannon moved to approve funding the ADU Pilot Program from the 1% local option tax fund for \$50,000 plus legal review fees, Tribuno second; all in favor

9. Tax Stabilization

- The property will be four (4) garage bays and second floor space for offices. Gannon moved to approve the tax stabilization request for Cozy Vt Properties at 874 Vt Rt 100, Rice second; all in favor.

Enter Liquor Commission at 6:48 pm

10. Liquor Commission

Rice moved and Tribuno second to approve; all in favor.

- 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 3<sup>rd</sup> 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.
- An Open Container Exemption Permit for the Blueberry Block Party.
- Tribuno moved to approve and Fisher second; A Second-Class Renewal for Family Dollar Stores of VT, all in favor.

Out of Liquor Commission at 6:50 pm

11. Other Business/Correspondence

12. Select Board Members Comments

- Fisher felt after a meeting with state officials and others interested in flood resiliency for the town, that this ought to be a Selectboard and town priority, identifying properties in the floodplain along Route 100 and E. Dover Road, since monies are available for this work.

### 13. Town Manager's Updates

- Major roof repairs at Town Hall and Memorial Hall to replace damaged roof hatches. We are still down A/C in the Meeting Room and an aging unit for the rest of town hall.
- Wilmington Works just had a successful summer stroll at the end of June with many shops staying open and events happening throughout downtown.
- Police Dept. have three openings for sworn patrol officers – one went to DMV, one is transferring to SRO, and another one is departing in August.
- WWTP had a minor permit violation last month for effluent suspended solids.
- US District Court, Teitlebaum v. O'Neil, et. al. Docket No. 2:23-cv-88; a Stipulated Dismissal with Prejudice ordered by the Court on July 11<sup>th</sup>, 2024, bringing this matter to a conclusion, with a fully signed General Release; final settlement on behalf of the town and officer is \$59,500; Vermont League of Cities and Towns is the insurer for the town.

Meeting adjourned at 7:11 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

Town of



(802) 464-8591 (Voice)

(802) 464-8477 (FAX)

[www.wilmingtonvermont.us](http://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:

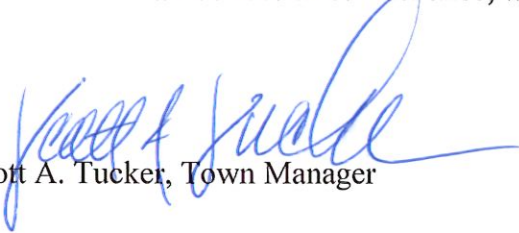
1. Collect the sampling data over the summer (2024) so that the model can be used to simulate the initial low demand conditions and determine if other measures may need to be implemented to maintain the chlorine residual.
  - a. **Chris Lavoy is working with Wayne Elliott and started three to four weeks 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

## Wilmington Selectboard Special Meeting Friday, August 9, 2024

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

**Others Present:** Scott Tucker, Christine Richter, John Lazelle, Chris Lavoy, Sam Kondracki, Therese Lounsbury, one on Zoom.

Meeting called to order at 8:15 am

### 1. Visitors, Public Comment, Changes to agenda

### 2. Tax rate and Due Date

- Discussion of proposed tax rate of 0.4803 based on voters' approved budget for FY-25. Fitzgerald moved to set the tax rate for 2024 at 0.4803, Tribuno second; all in favor.

Fitzgerald moved to enter Sewer Commission at 8:22 a.m., Rice second; all in favor.

### 3. Sewer Commission

- Discussion of proposed Wastewater Budget in the amount of \$468,528, which Selectboard previously reviewed. One question was why there was a change in surplus, and it is believed that a healthcare savings from 2022 contributed. Gannon moved to approve the FY-25 Wastewater Budget in the amount of \$468,528, Fitzgerald second; all in favor.
- Discussion of FY-25 ECU rates with short-term rental (STR) classification change and impact. Fitzgerald moved to set the FY-25 ECU rate at \$625 (1-ECU = \$625) and adding STR to Room Rental, Non-Apt, Sleep Spaces Classification, Gannon second; all in favor.

Out of Sewer Commission at 8:33 a.m.

Fitzgerald moved to enter Water Commission at 8:34 a.m., Rice second; all in favor.

### 4. Water Commission

- Discussion of proposed Sewer Budget in the amount of \$372,670, which Selectboard previously reviewed. Fitzgerald moved to approve the FY-25 Water Budget in the amount of \$372,670, Tribuno second; all in favor.
- Discussion of 2024 Base Rates, with no changes recommended from the 2023 Rate Code, and adding STR within the Small Commercial Classification. Fitzgerald moved to approve the 2024 Base Rates as presented and adding STR to the Small Commercial Classification, Gannon second; all in favor.

Out of Water Commission at 8:38 a.m.

### 5. 1% Local Option Tax Fund

- Kondracki gave an overview of the Façade Program with 17 applicants, and Wilmington Work's applicant review amounts to \$150,000. On their initial request, the Selectboard awarded \$125,000 for the Façade Program. Kondracki requested an additional \$25,000 to meet their anticipated grant awards. Fitzgerald and Gannon disclosed a conflict of interest serving on the Wilmington Works Board; other Selectboard members did not

object to their vote on this question to reach a decision with one member short. Tribuno moved to approve the 1% request from Wilmington Works in the amount of \$25,000 for the Façade Program, Rice second; all in favor.

6. Other business

7. Executive Session

- Fitzgerald moved to find that premature public knowledge of a real estate purchase could put the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into Executive Session at 8:48 a.m. to include the town manager, to discuss a possible real estate purchase, Rice second; all in favor.

Out of Executive Session at 9:53 a.m.

Meeting adjourned at 9:53 a.m.

Respectfully Submitted,  
Scott A Tucker

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



August 9, 2024  
Town of Wilmington Water District  
PO Box 217  
Wilmington VT 05363  
**Billing: 802-464-8591; Utility Servicing : 802-258-7445**  
**crichter@wilmingtonvt.us**

Dear Customer,

Effective July 1, 2024, rates will be adjusted as listed below to cover the operating costs of the water district. Billing will be changed to three times a year at this time.

Rate Code	2021	2022	2023	2024
<b>R1: Single-family Home</b>	\$ 97.50	\$ 97.50	\$ 130.00	130
<b>R2: Small Non-Profit</b>	\$ 49.92	\$ 49.92	\$ 66.56	66.56
<b>C2: Small Commercial</b>	\$ 146.64	\$ 195.00	\$ 260.00	260
<b>C3: Large Commercial</b>	\$ 330.33	\$ 330.33	\$ 440.44	440.44
<b>S1: Sprinklers</b>	\$ 2.86	\$ 2.86	\$ 2.86	2.86
<b>Usage</b>	\$ 8.65	\$ 8.65	\$ 8.65	8.65

The Water Commissioners hold meetings on the first and third Tuesday of each month at the Wilmington Town Hall. The rates were voted at their meeting on August.

Any further questions should be directed to the billing phone or email bolded above.  
Thank you kindly,

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Christine Richter, Finance Officer

**Rate Code Water Classifications - New**

**Single Family Home** – Residence for one family, no rental units or commercial use

**Small Non-Profit** – Churches, Food Pantry, Historical Society, Masonic Hall

**Small Commercial** – Single Family w/apart, Retail less than 2000 sq ft, Office w/ 6 or fewer employees, short-term rentals

**Large Commercial** – Retail over 2000 sq ft, residential w/3 units or more, restaurants, car wash, laundromats

[illegible]

My name is Elynn Lebron. I have been a homeowner in Wilmington since 2008 and a full time resident since early 2020.

I am an avid snowboarder, runner, kayaker, gardener and hiker. Being outdoors, no matter what the season is part of who I am.

For over 10 years I have volunteered as a snowboard coach at Riding on Insulin, a charitable organization which provides the opportunity for children with Type 1 diabetes to ski at resorts across the US. I am also the current Secretary for the Mountain View Homeowners Association here in Wilmington where I live.

For my professional background, I am a Director in the Relationship Management group at a large technology firm serving major financial institutions across the country.

Having the opportunity to be on and contribute to the Wilmington Trails committee is something I feel is important not only for the town but also for what my lifestyle is. With both my professional and volunteer background I feel I would be a great asset to the Wilmington Trails Committee.

Thank you for your consideration.

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# **SALADINO PROPERTY MAINTENANCE INC.**

## **About Us**

Saladino Property Maintenance Inc. is experienced, reliable and capable of performing a variety of tasks within the construction, excavation, skilled carpentry craft and landscaping field.

We take great pride in each and every project we are awarded, small or large, and enjoy working closely with our client towards achieving the goal of providing a quality, lasting finished product that meets our client's satisfaction and is held to our professional standards.

Over the last several years we have worked closely with Wilmington Municipal assisting in putting out/taking in holiday décor, garden installation and maintenance at the new municipal building, the Hall Road dam project, sidewalk snow removal, intermittent road repairs, and baseball field repairs, among other things.

We have experience with the Town of Southampton, MA on an incredibly similar project and have included a letter of recommendation from a member of the Conservation Commission at that time attesting to our capability to correctly and completely perform all necessary work related to the project.

We would be honored to have the opportunity to not only improve another beautiful and well used part of the community we all share, but also to continue to network and build relationships with our local neighbors.



P.O Box 72  
Jacksonville  
Vermont, 05342  
Windham

PHONE (413)523-2026  
PAGER (802)490-4255  
EMAIL [Joseph@saladinoproperty.com](mailto:Joseph@saladinoproperty.com)  
WEBSITE [Saladinoproperty.com](http://Saladinoproperty.com)

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### **Material Details**

- Wood and lumber to be used will consist of natural hemlock. Sourced locally.
- Fasteners will be screw type timber lock hardware
- Tommy Dock/ Helical piles will be used at bridge crossing to help with elevation changes
- Aggregate material to be sourced from local suppliers
- Temp fencing to be used for material security
- Job Signage to be used
- SPM to use proposed parking area for staging

### **Timeframe**

Proposed start date of October, 2024 with a base bid completion date of December 31<sup>st</sup>, 2024. If conditions do not allow for this, any remaining base bid contract work will be completed in the winter months of 2025 if conditions allow, or otherwise spring of 2025.

SPM will require any necessary segments of trail to be closed while under construction to ensure public safety.

### **Exclusions**

Any surveying and/or permitting of any kind, State or local, shall be obtained by others prior to start date of construction.

Rock or ledge drilling is excluded.

Any applicable damage to unmarked/non located underground utilities are excluded.

Compaction testing is excluded.

The handling and or disposal of any sort of hazardous material is excluded.

P.O Box 72  
Jacksonville  
Vermont, 05342  
Windham

PHONE (413)523-2026  
FAX (802)490-4255  
EMAIL [Joseph@saladinoproperty.com](mailto:Joseph@saladinoproperty.com)  
WEBSITE [Saladinoproperty.com](http://Saladinoproperty.com)

To Whom This May Concern,

Saladino Property Maintenance, Inc won the bid to construct trails and boardwalks in our Manhan Meadows Sanctuary Conservation Area, East St Southampton, MA 01073. As a Member/Treasurer of the Southampton Conservation Commission, I oversaw this project. The project was done on-time and within budget. Old boardwalk material was disposed of and the new boardwalk constructed, all in a professional manner. The project was under a State NOI (Notice of Intent) Permit and all NOI, Order of Conditions, were fully adhered too.

The Southampton Conservation Commission looks forward to working with Saladino Property Maintenance Company in any future projects. Please do not hesitate contacting me with any questions you may have concerning the Manhan Meadows Sanctuary project.

Best Regards,

Art Lawrence  
Volunteer  
Town of Southampton, MA  
Building Department  
210 College Highway  
Southampton, MA 01073  
413-342-6764  
[alawrence@townofsouthampton.org](mailto:alawrence@townofsouthampton.org)  
(Former Member of the Southampton Conservation Commission)

## SECTION 00 41 13

## BID FORM

## TOWN OF WILMINGTON

WINDHAM COUNTY

VERMONT

**HOOT, TOOT & WHISTLE TRAIL IMPROVEMENT PROJECT – BASE BID**

Bidder agrees to perform all of the work described in the specifications and shown on the plans consisting of installation of all items in the Contract Documents including but not limited to clearing, demolishing and preparing the site for construction, regrading of sections of trail, installation of aggregate fill, clearing, grubbing & leveling of areas for new trail, construction of timber boardwalks, bridges & steps, and associated site improvements as indicated on the plans for Trail Segments 3, 4, & 6.

ITEM NO.	DESCRIPTION	QTY.	UNITS	UNIT PRICE	TOTAL ITEM PRICE
1	DEMOLITION/ SITE PREPARATION/ EROSION & SEDIMENT CONTROL MEASURES	1	L.S		4100
2	TRAIL REMEDIATION – TRAIL LEVELING	340	L.F.	20.19	6864.60
3	TRAIL REMEDIATION – AGGREGATE FILL	1646	S.F.	5.74	9460
4	TRAIL CONSTRUCTION - BOARDWALKS	535	L.F.	180.28	96,454.55
5	TRAIL CONSTRUCTION – BRIDGE, 25' SPAN	1	EA	31,000	31,000
6	TRAIL CONSTRUCTION – BRIDGE, 35' SPAN	2	EA	32,000	64,500
7	TRAIL CONSTRUCTION – TIMBER STEPS	120	L.F.	505	60,600
8	TRAIL CONSTRUCTION – NEW TRAIL (CLEARING & GRUBBING, GRADING, EARTHWORK)	155	L.F.	22.58	3500

**TOTAL AMOUNT OF BASE BID (ITEM 1 TO 8)**

two hundred seventy six thousand five hundred twenty nine dollars Dollars

and 15/100 Cents Lump Sum (\$ 276,479.15 )

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

**HOOT, TOOT & WHISTLE TRAIL IMPROVEMENT PROJECT**  
**ADD. ALTERNATE #1: SEGMENT 1**

Bidder agrees to perform all of the work described in the specifications and shown on the plans consisting of installation of all items in the Contract Documents including but not limited to clearing, demolishing and preparing the site for construction, pruning & removal of exposed roots within the trail corridor, regrading of sections of trail, installation of aggregate fill, installation of drainage culverts & associated piping, installation of timber / log retainers, and construction of timber boardwalks & bridges.

ITEM NO.	DESCRIPTION	QTY.	UNITS	UNIT PRICE	TOTAL ITEM PRICE
1	DEMOLITION/ SITE PREPARATION/ EROSION & SEDIMENT CONTROL MEASURES	1	L.S		3700
2	TRAIL REMEDIATION – ROOT REMOVAL & PRUNING	625	L.F.	6.56	4100
3	TRAIL REMEDIATION – TRAIL LEVELING	355	L.F.	20.19	7167.45
4	TRAIL REMEDIATION – AGGREGATE FILL	7,490	S.F.	5.74	42992.60
5	TRAIL CONSTRUCTION - BOARDWALKS	220	L.F.	180.28	39661.60
6	TRAIL CONSTRUCTION – BRIDGE, 30' SPAN	1	EA	31.800	31.800
7	TRAIL CONSTRUCTION – TIMBER RETAINERS	4	EA	790	3160
8	TRAIL CONSTRUCTION – DRAINAGE CULVERT	2	EA	3700	7400

**TOTAL AMOUNT OF ADD. ALTERNATE #1 (ITEM 1 TO 8)**

One hundred thirty nine thousand nine hundred eighty one dollars ————— Dollars  
and 114 Cents                      Lump Sum (\$ 139,981.60 )

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)



**HOOT, TOOT & WHISTLE TRAIL IMPROVEMENT PROJECT**  
**ADD. ALTERNATE #2: SEGMENT 5**

Bidder agrees to perform all of the work described in the specifications and shown on the plans consisting of installation of all items in the Contract Documents including but not limited to clearing, demolishing and preparing the site for construction, regrading of sections of trail and construction of timber boardwalks & bridges.

ITEM NO.	DESCRIPTION	QTY.	UNITS	UNIT PRICE	TOTAL ITEM PRICE
1	DEMOLITION/ SITE PREPARATION/ EROSION & SEDIMENT CONTROL MEASURES	1	L.S		1500
2	TRAIL REMEDIATION – TRAIL LEVELING	275	L.F.	20.14	5552.25
3	TRAIL REMEDIATION – AGGREGATE FILL	200	S.F.	5.74	1148
4	TRAIL CONSTRUCTION - BOARDWALKS	65	L.F.	180.28	11718.20

**TOTAL AMOUNT OF ADD. ALTERNATE #2 (ITEM 1 TO 4)**

Nineteen thousand nine hundred, eighteen dollars - — Dollars

and forty five Cents Lump Sum (\$ 19,918.45 )

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

**HOOT, TOOT & WHISTLE TRAIL IMPROVEMENT PROJECT**  
**ADD. ALTERNATE #3: SEGMENT 7**

Bidder agrees to perform all of the work described in the specifications and shown on the plans consisting of installation of all items in the Contract Documents including but not limited to clearing, demolishing and preparing the site for construction and construction of a new stone dust path.

ITEM NO.	DESCRIPTION	QTY.	UNITS	UNIT PRICE	TOTAL ITEM PRICE
1	DEMOLITION/ SITE PREPARATION/ EROSION & SEDIMENT CONTROL MEASURES	1	L.S		400
2	TRAIL REMEDIATION – STONE DUST PATH	505	L.F.		3100

**TOTAL AMOUNT OF ADD. ALTERNATE #3 (ITEM 1 TO 2)**

thirty five hundred dollars Dollars  
and NO Cents                      Lump Sum (\$ 3,500 )

*(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)*

**A CORPORATION**

By Saladino Property Maintenance Inc  
(Corporation Name) (SEAL)

Vermont  
(State of Incorporation)

By Joseph Saladino III  
(Name of Person Authorized to Sign)  Signature

owner  
(Title) (Corporate Seal)

Attest \_\_\_\_\_  
(Secretary)

Business address: 2135 RT 100 Jacksonville VT 05342

Phone Number: 413-523-2026/CL  
802 368 7581 ext 101



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Encharter-MA Encharter Insurance LLC 25 University Drive Amherst MA 01002		<b>CONTACT NAME:</b> Linda Eichstaedt <b>PHONE (A/C, No, Ext):</b> (800) 675-6695 <b>E-MAIL ADDRESS:</b> leichstaedt@encharter.com <b>FAX (A/C, No):</b> (800) 754-1602															
<b>INSURED</b> Safadino Property Maintenance Inc PO Box 72 Jacksonville VT 05342		<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Evanston Insurance Company</td><td></td></tr><tr><td>INSURER B: Nationwide Mutual Insurance Company</td><td>23787</td></tr><tr><td>INSURER C: A.I.M Mutual Ins Company</td><td>AIM01</td></tr><tr><td>INSURER D: CRC-Westchester</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Evanston Insurance Company		INSURER B: Nationwide Mutual Insurance Company	23787	INSURER C: A.I.M Mutual Ins Company	AIM01	INSURER D: CRC-Westchester		INSURER E:		INSURER F:	
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INSURER F:																	

**COVERAGES** **CERTIFICATE NUMBER:** Master exp 8-2024 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Per project \$5M GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3AA702199	08/23/2023	08/23/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Market Contractors \$
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			ACP BA013200490106	09/13/2023	09/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ included Uninsured motorist BI \$ 1,000,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EZXS3126999	08/23/2023	08/23/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCC-500-5027259-2024A	06/20/2024	06/20/2025	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Contractor's Pollution			G7352393A002	08/23/2023	08/23/2024	Per Occurrence 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Wilmington is listed as additional insured as per the terms and conditions of the policies.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Wilmington	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Wilmington VT 05363	AUTHORIZED REPRESENTATIVE 

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## APPENDIX A

STATE OF VERMONT  
AGENCY OF TRANSPORTATION

November, 1985  
CA-109

### CONTRACTOR'S EEO CERTIFICATION FORM

Certification with regard to the Performance of Previous Contracts of Subcontracts subject to the Equal Opportunity Clause and the filing of Required Reports.

The bidder \_\_\_\_\_, proposed subcontractor \_\_\_\_\_, hereby certifies that he/she has \_\_\_\_\_, has not \_\_\_\_\_, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246 as amended, and that he/she has \_\_\_\_\_, has not \_\_\_\_\_, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

<u>Selema Property Maintenance Inc.</u>	<u>Joseph Salgado</u>	<u>Owner</u>
Company	By	Title

NOTE: The above certification is required by the Equal Employment Opportunity regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$10,000 or under are exempt.) Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7 (b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration, or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.



1. The following documents are attached to and made a condition of this Bid:

- (a) Required Bid Security in the form of Bid Bond to be sent *When Project Awarded 10%*
- (b) Required Bidder's Qualifications of Bidders statement with supporting data.
- (c) Required Certification by Bidder regarding Employment Opportunity.

2. Communications concerning this Bid shall be addressed to:

The address of Bidder is indicated below.

3. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

SUBMITTED on July 26<sup>th</sup>, 2024.

## Overview of Kate Kirkwood's presentation to Wilmington Select Board

### Southern VT Lead Hazard Control and Healthy Homes Program

**Who:** I am a Lead Abatement Contractor, Program Manager with 20 years' experience managing abatement programs in NH...most recently manager of Sullivan County NH, Lead Hazard Control and Healthy Homes Program. <https://www.sullivancountynh.gov/1236/Lead-Paint-Abatement-Healthy-Homes-Progr> President of LEHA (lead and environmental hazards association) [www.leha.us](http://www.leha.us) Certified in VT, NH and federally through EPA to teach Lead Abatement and Lead Safe Renovation Courses. Grant Writer \$5,000 - \$7,00,000 projects. Author, Tedx speaker [www.leadpaintclearandsimple.com](http://www.leadpaintclearandsimple.com) See resume attached

**Why?** After 20 years of writing grants, funding and managing programs in New Hampshire (for Manchester, Nashua, New Hampshire Housing and Sullivan County) I have moved to Vermont. After living in Marlboro for 2 years, I see the age of the housing stock in the area, and I know there is a lot of lead paint here. I know from experience that these programs work. These HUD grants make properties safe for kids. In 2022 over 1500 children were lead poisoned in Vermont – around 18% of the kids tested. <https://www.healthvermont.gov/environment/tracking/childhood-lead-poisoning> These programs also create jobs for program staff and contractors, they improve property values for homeowners and the tax base for communities. For every \$1 spent on lead hazard control programs, there is a return of \$17 to \$221. <https://www.hud.gov/sites/documents/pms17.pdf>

**How?** HUD gives us funding to cover 90% of the cost of what most of us would call renovation. Replacing doors and windows, replacing trim, re-siding buildings, repairing roofs, getting rid of mold, radon and asbestos, upgrading electrical systems, installing or replacing smoke and CO detectors. The remaining 10% is paid by the property owner, or other federal funding such as CDBG, ARPA, or Dept of Energy funding, or sometimes by state or local funds such as tax credit money, or community development funds. HUD also covers administrative and development costs for training contractors and staff, development of outreach and educational materials, marketing etc.

**Why Now?** Hud just announced a “Lead Hazard Reduction Capacity Building” grant. [https://www.hud.gov/program\\_offices/cfo/gmomgmt/grantsinfo/fundingopps/LHRCB](https://www.hud.gov/program_offices/cfo/gmomgmt/grantsinfo/fundingopps/LHRCB) We can write an application now that will allow us to hire and train program staff, do outreach to property owners to explain the program and get the finance structure in place; train and certify contractors AND there is NO requirement to actually start work and “meet benchmarks” until these systems are in place. We can request between \$500,000 and \$2,000,000 to build the program and THEN write the grant to actually do the work – in 12-24 months when we are ready. It's perfect timing. I will donate my time to write the grant application, and if funded I will be one of the staff paid for by the grant funds. We will hire 2 more people and start the job of building the program.

**What do we need to do?** Write and sign a support letter to go with the grant application – sample attached. I will need to know ASAP which communities will be writing letters, and I need the letter by Sept 1, 2024. We can make this community safer for your children and grandchildren! Thanks for your time. Let me know if you have questions [kate@kkirkwood.com](mailto:kate@kkirkwood.com) 603-781-4304

[Letter Head]

[Date]

Kate Kirkwood  
Southern VT Lead Hazard Control and Healthy Homes Initiative  
867 Whitaker Farm Rd  
Marlboro, VT 05301

Dear Ms. Kirkwood

On behalf of the Town of XXXXXXXXX, we are pleased to issue this letter of support for the Lead Hazard Control Capacity Building Grant, which includes our Town.

The Town of XXXXXXXXXX contains over XXXX housing units. With XXX of these units constructed prior to 1940, we know that up to 90% of our older housing could contain lead paint hazards

XXXXXXX is dedicated to preventing childhood lead poisoning in our community and is pleased to partner with HUD in this endeavor.

We will work with the program manager to develop capacity in our town to remediate lead and other health issues using the HUD funding. We will devote resources such as staff time and physical space required to work with the HUD grant program manager to provide intake and training in the town of XXXXXX. We will help to get the word out to attract, train, and maintain a list of Lead Abatement Contractors in our community and to inform and encourage property owners in our town to participate in the OHHLHC grant program.

We are excited by this partnership and looking forward to making our community safer in the coming years through the HUD OHHLHC funding.

Sincerely,



7/17/24

Town of Wilmington  
The Office of Town Manager  
2 East Main St  
Wilmington, VT 05363

To Whom It May Concern:

RE: LETTER OF INTENT FOR TAX STABILIZATION

We request tax stabilization under the Tax Stabilization Policy for a project at 85 W Main St in Wilmington. We have received a grant through the VHIP program. We have also received a zoning permit through the zoning administrator to convert the single-family at 85 W Main St into a 2-family dwelling. The units will be rented to long-term tenants. The rent will be held at affordable housing levels. These types of rentals are very hard to come by and are in high demand all over the state. We hope to be able to provide some much-needed housing to the local community.

Affordable housing helps support local businesses and the Deerfield Valley economy. This project is consistent with the Wilmington Town Plan Goal 7 Housing: Ensure the Availability of Housing for all Residents of Wilmington. Policy 1: Provide housing at varied prices, sizes, and locations to meet the needs of all residents including low to moderate-income and elderly. Embrace a diverse community.

This project has recently started and will be completed and rented by the end of October 2025. We request the 2023 assessment be used as the current value. We ask you to grant this request.

Respectfully submitted,

Cliff Leinonen, Manager  
The Vermont Lodge, LLC  
P.O.B. 318  
E. Brookfield, MA 01515  
508-450-8850  
[CliffL007@hotmail.com](mailto:CliffL007@hotmail.com)

Tax Stabilization Request  
The Vermont Lodge, LLC 85 West Main Street

Request Date: July 17, 2024  
Current Value: \$231,580  
Current Tax: \$4,258.06 Municipal Tax \$1,115.29  
Effective Date: Reappraisal Date (TBD)

The applicant has obtained a Wilmington permit for a two-family dwelling at 85 West Main Street. The applicant plans to create two long-term affordable rental units; a one bedroom and a three bedroom. The building currently has no value and has been vacant for many years.

The business would not affect the town in a negative way. The business would contribute to our economic growth by housing local workforce 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

TO: Wilmington Selectboard Members

FROM: Scott A. Tucker, Town Manager 

DATE: August 15, 2024

RE: Police Department Pay Scale Recommendation

I have been in discussions with Chief Matt Murano, who has been working on hiring for two police officer positions, since March (6-months), and now a third position, based mainly on employees moving to other jobs in the region. While we are an equal opportunity employer encouraging diversity in our ranks, the main age groups targeted are 20- to 59-year-olds. The Police Dept. advertises to fill sworn police officer positions on state specific job boards, such as the Vermont Police Academy and Vermont League of Cities and Towns; nationwide job boards, such as Indeed.com; social media, such as Facebook and Instagram; job and career fair(s); the town website (first page, with a hiring packet); and internship(s). Our last hires several years ago were found locally and through Indeed.

While the Police Department has received a number of applicants (90+), their candidacy falls apart at the testing phase [general knowledge, physical fitness, and MMPI (assessing mental health)] or during a preliminary or "soft" background test. The fallout occurs prior to taking a polygraph, and going to a full background investigation. It is challenging to find qualified candidates in the current environment, with a very low unemployment rate at 2.3% in Vermont and 2.6% in Windham County, reflecting a tight labor market with a large number of police officer vacancies throughout the state.

Wilmington is an attractive location to live and work, offering a new Public Safety Facility, very good health care, with on-call time, overtime & shift differential pay, and a state pension (with early retirement possible at age 50). Where we have fallen behind - Indeed says by 17% - is in our pay scales which we believe hampers our ability to attract qualified candidates in our quest to hire our next police officers willing to serve the Wilmington community.

While inflation appears to be stabilizing, workers are impacted by high housing costs, home maintenance and utilities, childcare and elder care, grocery prices, dining out, credit card and loan interest, insurance premiums, retirement and savings, and gasoline costs. Our employees and prospective employees are affected by these persistent financial pressures to run their household. One interesting number as of July 2024, is that the median price to purchase a home in Wilmington is about \$535,000, a 2.9% increase from the previous month. While there are available homes on the market, it will be challenging for our police officers to purchase. A requirement of the Police Department is that police officers must live within a certain distance of the town line for on-call response - within 7-miles.

As you know, the job of a law enforcement professional is demanding work, requiring courage, empathy, physical fitness, and mental sharpness. The stress and demands of the job have increased over the years, along with political and public scrutiny. Chief Murano provides public safety services 24/7/365 requiring officers to remain on-call 4.5 hours per day, at the end of each nighttime shift. Under the current conditions with our staffing shortage, we are concerned with fatigue and "burn out".



Our police officer pay range is currently \$27.97 – 29.83 per hour, with 4-5 years of experience each; our starting wage to hire a new police officer with no or limited experience is \$24.00 per hour. As advertised, area police agencies hiring with no experience are offering from \$24.32 - \$34.36 per hour [VSP \$34.36, Winhall \$33.24, Springfield \$30.72, Stowe \$30.05, DMV \$28.16 - 35.35 (3-years min. exp.), Bennington \$27, Dover \$26, Brattleboro \$24.42].

#### *Recommendations for Pay Increases*

Chief Murano and I recommend starting at an hourly rate of \$28 for new applicants with no police experience, to be more competitive. A representative from Indeed.com called to offer their services and explained that our police officer wage being offered is 17% less than the average.

In our effort to improve our recruiting competence for new police officers, Chief Murano and I recommend a corresponding increase in Patrol Officer pay rate range from \$28 - \$37 per hour. We believe this will assist in our efforts to retain well trained, competent police officers. If the Selectboard agrees, new pay rates would go into effect October 1<sup>st</sup>, 2024, for existing patrol officers.

Chief Murano has been unable to recruit a qualified police sergeant. A sergeant is integral to running a professional police department of this size, providing additional mentorship and sharing supervisory responsibilities. Recently, Chief Murano was recruiting a potential sergeant candidate from a central Vermont department, when the discussion turned to salary. Our offer of \$38.34 per hour was deemed too low to convince the officer to accept the position. If the Selectboard agrees, a new Sergeant pay rate range from \$43-\$45 per hour would be effective immediately, upon finding a qualified candidate.

Finally, in my opinion, we cannot increase pay rates below the rank of Police Chief, without my recommendation for a corresponding salary increase for this important leadership position. If the Selectboard agrees, my proposal is to increase the Chief's salary from \$94,077 (equal to \$45.22 per hour, 40-hour work week) to \$104,000 (equal to \$50 per hour), starting January 1, 2025. The Chief of Police is always on-call, available for backup at all hours, attends evening meetings, and as a "working" police chief picks up all of the loose ends, both by taking calls-for-service and handling an administrative workload.

I expect that these proposed pay rate recommendations will be absorbed within the current Police Dept. budget, anticipating an estimated hiring timeline for police officers to take a minimum of about 6-months (see attached worksheet).

Thank you for your consideration.



Scott A. Tucker  
Wilmington Town Manager

Cc: Chief Matthew Murano  
Finance Officer Christine Richter

<b>Police Changes</b>						
				<b>Total</b>		
<b>Vacant positions</b>		<b>Monthly Salary</b>	<b>Insurance</b>	<b>Savings</b>		
Patrol Officer 1	32.41	5,613.41	1,815.85	7,429.26		
Patrol Officer 2	30.47	5,277.40	997.74	6,275.14		
		10,890.82		13,704.41		
<b>Savings per month</b>						
July		5,613.00		7,429.00		
August		5,613.00		7,429.00		
September		10,890.00		13,704.00		
October		10,890.00		13,704.00		
November		10,890.00		13,704.00		
December		10,890.00		13,704.00		
<b>Total Savings</b>		<b>54,786.00</b>		<b>69,674.00</b>		
	<b>Old rate</b>	<b>New rate</b>	<b>Difference</b>	<b>Monthly Difference</b>	<b>Oct- June</b>	
Ryan Oneil	27.97	32.72	4.75	823.55	7,411.94	
Andrew Kirkman	28.54	33.39	4.85	840.33	7,562.99	
Joe Carcich	29.83	34.90	5.07	878.31	7,904.83	
<b>Subtotal Patrol Officer</b>					<b>22,879.75</b>	
Matt Murano Start Jan 25	94,077.00	104,000.00	4,961.50			
Sergeant	77,414.00	90,574.38	6,580.19			
<b>Total Salary Increase FY</b>					<b>34,421.44</b>	
	<b>Hourly</b>			<b>Monthly</b>	<b>Total Jan - June</b>	
New Hire Start	28.00			4,849.60	29,098.00	
SRO Budget FY25 -\$27,000						

# APPLICATION FOR WILMINGTON OPEN CONTAINER ORDINANCE EXEMPTION PERMIT

Organization: SVDV Chamber of Commerce Agent Name: Bethaney LaClair Phone: 802-464-8092\_

Mailing Address: \_21 West Main Street, Wilmington, VT 05363\_ Email: \_execdir@visitvermont.com\_

Date(s) and Hours of Activity: \_Friday, 9/20, 4 pm to 7:30 pm\_ Location/Building: See attached list.

Number of Participants: \_650\_

Name and contact information of the Vermont Licensed and Permitted Liquor Caterer (see #2 below) who will be serving the alcohol: \_Charlie Foster, The Wilmington Inn\_

Description of Activity: \_Wine & /Soup Stroll - Tasting stations located at businesses throughout Downtown Wilmington. Wine tastings are paired with soups for attendees to sample. All tasting stations will be roped off and clearly marked with signage explaining "no drinks past this point". We will also have attendees at each station checking glasses before people leave each tasting area.

Date of Application  
8/14/2024

Signature of Applicant

Bethaney LaClair

*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. \_\_\_\_\_
6. \_\_\_\_\_

Approved:

Disapproved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hi Jessica,

Please find attached the open container permit application for the Wine & Soup Stroll on September 20th. I've included a list below of the tasting locations. Please let me know if you have any questions or need any additional information.

2024 Wine & Soup Tasting Stations	
Business Name	Notes
Ratu's	Porch and side parking lot
Pickwell's	Side lawn facing Village Roost
Village Roost	Lawn between Village Roost & Incurable Romantic
Memorial Hall	Lawn & inside
Bartleby's Books	Side driveway
Incurable Romantic	Side lawn facing Memorial Hall
Green Mountain Squeeze	Inside and back patio
Dot's	Porch and side driveway
Pettee Memorial Library	Lawn
Matterhorn Apothecary	Porch and side yard where fire pit is
Chapman's Antiques	Porch/side lawn

Thank you,

Bethaney