

**Wilmington Selectboard Agenda
September 17, 2024 at 6 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of August 20, 2024 (2 minutes)
3. Action Items (10 minutes)
 - *The Selectboard to possibly approve a 10% match fund of the Memorial Hall Flood Mitigation grant in the amount of \$13,915.50 from the Memorial Hall Capital Fund.*
 - *The Selectboard to approve the submission of the MERP Grant and authorize the Town Manager to execute.*
4. Bi-Town (30 minutes)
 - *The Selectboard to receive an update from Tim Dolan on the Bi-Town Marketing Plan.*
 - *The Selectboard to possibly approve a 1% request from the Bi-Town Housing Committee for housing support in the Deerfield Valley, in the amount of \$5,000.*
5. ARPA Fund (10 minutes)
 - *The Selectboard to possibly approve a Resolution for American Rescue Plan Act Allocation, and recommendation to transfer remaining ARPA funding to the General Fund.*
6. Other Business/Correspondence
7. Select Board Members Comments
8. Town Manager's Updates (5 minutes)
9. Executive Session
 - *The Selectboard to possibly enter executive session for the purpose of discussing a possible real estate purchase.*
 - *Possible action on executive session discussion.*

Wilmington Selectboard Meeting Minutes August 20, 2024

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

Others Present: Scott Tucker, Jessica DeFrancesco, Gretchen Havreluk, Joanne Yankura, Elynn LeBron, Matt Murano, Kate Kirkwood, Sam Kondracki, Carol Bois, Marshall Dix, Jason Dubac, Ivy Kirby, Jessica Roberts, Dawn Lowe, Christine Richter, Lori Higgins, Cliff Leinonen

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Public Comment: Jason Dubac (Woodshed); received a call from the Zoning Administrator (about signage with no permit) and found her to be on a power trip. He feels the per day fine is unfair since the previous ZA didn't keep a record of their previous interaction stating the wood barrier with carvings was allowed. He feels it is selective enforcement.
 - 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
 - Fisher moved to approve the minutes of July 16, 2024, Tribuno second; all in favor.
 - Fitzgerald moved to approve the minutes of August 9, 2024, Tribuno second; 4-0, Fisher abstained
3. Action Items
 - Tribuno moved to approve the Wilmington Works Letter of Attestation, Rice second; 3-0; Fitzgerald and Gannon abstained.
 - Fitzgerald moved to appoint Elynn LeBron to a 4-year term on the Trail Committee expiring 2028, Tribuno second; all in favor.
 - Tribuno moved to 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, Rice second; all in favor.
 - Tribuno moved to appoint the Town Manager as the voting delegate at VLCT's annual meeting, Fitzgerald second; all in favor.
 - Fitzgerald Fisher second; all in favor.
 - Fisher moved to approve the letter of intent for the Road Erosion Inventory grant, Rice second; all in favor.
4. Hoot Toot and Whistle
 - One bid was received; the Trail Committee approved it to bring to the Selectboard. Gannon moved to approve the bid from Saladino Property Management for the Hoot Toot and Whistle Trail Improvement Project in the amount of \$276,479.15, Fisher second; all in favor.
5. HUD Grant Opportunity
 - Kate Kirkwood, a lead and healthy homes program manager, discussed a regional HUD grant opportunity to mediate lead in homes and rental properties. She is looking for a letter of support for this opportunity. Gannon moved to approve a letter of support for a HUD application to Kate Kirkwood, Tribuno second; all in favor.

6. Tax Stabilization

- Gannon moved to approve a tax stabilization request for The Vermont Lodge at 85 West Main St, Rice second; all in favor.

7. Police Dept

- One officer was appointed to the SRO position, one officer resigned for another local job in early August, and one officer resigned to join another law enforcement agency earlier in the year. Initial on-line advertisements solicited feedback that the pay-rate for police officers needed to increase 17-21% to be competitive. The new pay rate recommendation will help the Police Dept. retain current staff and draw interest for hiring new officers. Gannon moved to approve new pay rates for the Wilmington police officers, Tribuno second; all in favor

Fitzgerald moved to enter into Liquor Commission at 7:13 pm, Fisher second; all in favor.

8. Liquor Commission

- Gannon moved to approve a Request to Cater Permit for a private event on 9/7/24, catered by Coridon Bratton Catering, and
- 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, Rice second; all in favor.

Out of Liquor Commission at 7:17 pm.

9. Other Business/Correspondence

10. Select Board Members Comments

- Gannon commented on how nice the new signs on Town Hall look.

11. Town Manager's Updates

- Tucker thanked the Board for supporting the Zoning Administrator tonight.
- Wastewater has a visit with DEC for a permit renewal on September 24th.
- WCNRCDC is working on a design at Green Mtn Beach for installation of stormwater practices.
- FEMA work from last July's flooding is nearing completion- some reimbursements have been received.
- Floodproofing of Memorial Hall; Jessica D and Ham will attend a site visit on 9/18.
- Water service line inventory has been submitted.
- There is interest in some property on Route 100 that could be purchased perhaps with some state/federal funds, to help with flood mitigation.

Meeting adjourned at 7:40 pm

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Tony Tribuno

LOCAL MATCH COMMITMENT LETTER

1/24/23

Town of Wilmington
2 E. Main Street
Wilmington, VT 05363

Hazard Mitigation Assistance (HMA) Sub-application Local Match Commitment Letter – Floodproofing of Memorial Hall

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Assistance Program process, a local match funding commitment is required. This letter serves as Town of Wilmington's commitment to meet the local match fund requirements for this grant.

Source of Local Match Commitment Funds:	Local Agency Funding <input checked="" type="checkbox"/>	Other Agency Funding <input type="checkbox"/>	Private Nonprofit Funding <input type="checkbox"/>	State Agency Funding <input type="checkbox"/>
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Name of Local Match
Commitment Funding Source:

Financial Match Source(s): Town of Wilmington
In-Kind Match Source(s): Click or tap here to enter text.

Fund Availability:

Date Funds will be Available: 1/24/2023

If more than one funding source, list all entities
and include amount for each. Example:

- Applicant's Name: \$10,000
- Property Owner Name: \$4,500

Total Project Cost:

\$139,155.00

Requested Federal Share
(90%):

\$125,239.50

Local Match Commitment
(10%):

\$13,915.50

We understand that in order for match to be accepted, it must be allowable, reasonable, allocable, consistently applied, and included in the approved budget. We are aware that appropriate documentation is required to record the cost match being provided. The records of all cash and in-kind contributions, including volunteer time will be documented.

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or currently being utilized as a cost match toward another federal grant.

Please contact Scott A. Tucker at stucker@wilmingtonvt.us with questions.

Sincerely,

Scott A. Tucker
Town Manager
802-464-8591
stucker@wilmingtonvt.us

4. Project Budget

Please fill in the table below with each buildings project budget to get full project budget.

16. Project Budget Breakdown

	Costs
Building One Total Budget	111154.56
Building Two Total Budget	128832
Building Three Total Budget	53255.40
Building Four Total Budget	110202.84
Building Five Total Budget	71305.08

Total Project Budget:

474749.88

17. Please include a copy of your energy assessment for each building you are requesting funds for. Also add any other documents you think BGS will need.



Browse Files

Drag and drop files here

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Southern Vermont Deerfield Valley Bi-Town Marketing Summer Update

September 5, 2024

Google Ads

- **Allocated higher budget this year +\$4,057**
 - \$1606 was added during budgeting processing
 - Added another \$2451 in July thanks to savings in other areas
 - Allows us to be at \$80/day from mid-July through Columbus Day vs \$40/day last year

TOP SEARCHES



Phase 2 Family Meta Ads



Tagline Performance through mid-June



Phase 3 Family Vertical Carousel Ads



Phase 3 Young Adult Vertical Ads



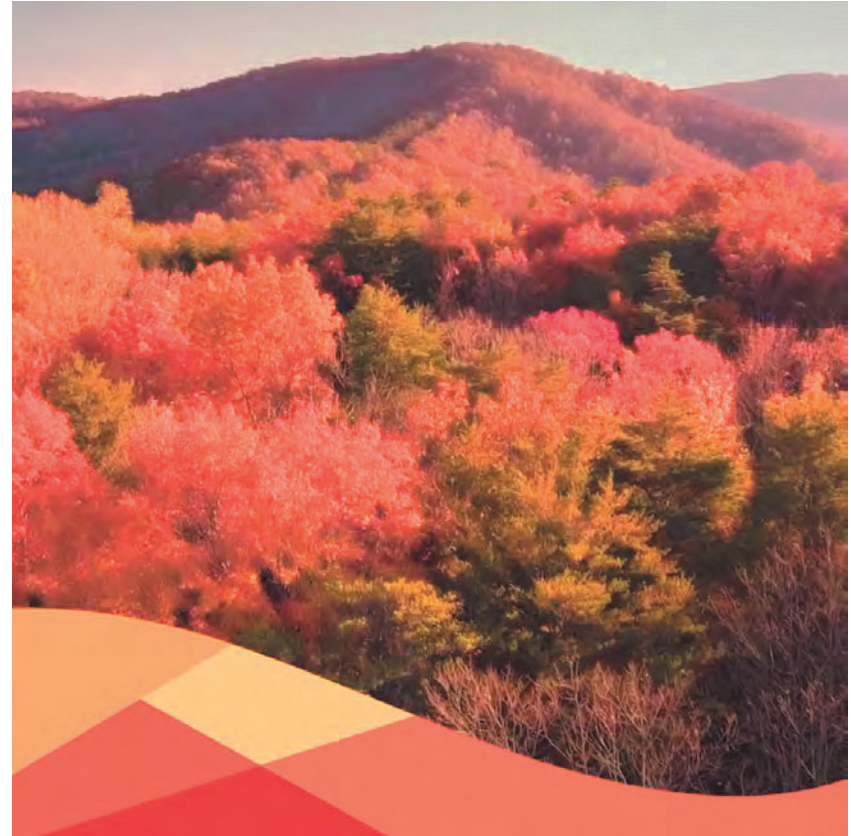
Phase 4 Family Vertical Ads



TikTok & Instagram Reels Ads

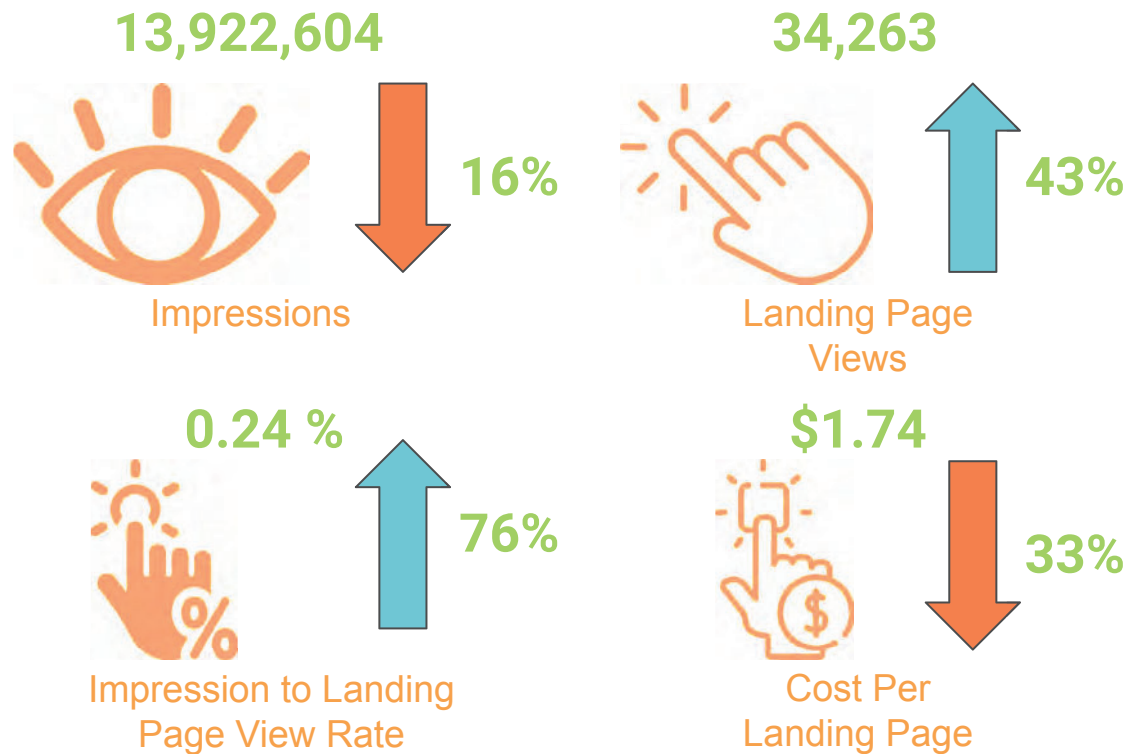


Phase 3



Phase 4

Media Ad Campaign Results through August 12



What Does This Tell Us?

While not quite as many people are seeing our ads, more of the **right** people are seeing them and we are more efficient getting them to the website.

June Photoshoot

- Condensed into one LONG day due to weather
 - Dover
 - Horace Hill - Hiking & Disc Golf
 - Valley Trail
 - Wilmington
 - Downtown
 - Wilmington Inn outdoor dining
 - Lake - Kayaking, paddleboarding, boating, tubing, floating mat
 - Gives us great photos & video for the next 2 years of campaigns
 - Big thanks to Island Jet Ski & Wilmington Inn for their support!
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June Photoshoot



June Photoshoot



Quick Update on Other Projects

- Hired part time social media content creator
- New tri-folds in Visitor Center & Guilford
- Hosted first new resident mixer in June
- Webcams - Coming Soon!
- Collecting email addresses on landing page
- New video for employees, focusing on GROW program and social media



Requests For Funding Through the 1% Local Option Tax Fund

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

Date of Request August 20, 2024

Contact person, phone numbers, mailing and email address

Gretchen Havreluk (802)464-8591 ext 117 P.O. Box 217 Wilmington, VT 05363
ghavreluk@wilmingtonvt.us

Amount of Request and Date Funding Needed

\$5,000 Fall 2024

Describe in detail the purpose and specific use of the funding

The Bi-Town Housing Committee has been working since 2020 on the Action Plan developed by the Housing Analysis & Master Plan completed by Camoin Associate in November 2019. We have developed a website for renters and landlords that includes listings of renter needs and available apartments. Promoting and educating our landlords, residents, workforce, and senior citizens is important to improve the housing stock in the Deerfield Valley. The purpose of the funding is to use for a landlord support group, website hosting and maintenance, paid advertising to promote website, senior housing group, intice private developers to build workforce and senior housing, educational materials.

Please provide a financial breakdown of your project/request.

The Town of Dover has allocated \$5,000. The \$10,000 budget would provide food for Group meetings, website, advertising, and materials to support housing in the Deerfield Valley.

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

As we all well aware of the housing crisis here in the Valley; which is challenging for our restaurants, retailers, recreation businesses, etc to hire employees. The Bi-Town Housing Committee is working diligently to help imporve the housing crisis.


Signature of Applicant

Sept. 10, 2024
Date

**RESOLUTION OF THE SELECTBOARD OF THE TOWN OF
WILMINGTON**

**RESOLUTION FOR AMERICAN RESCUE PLAN ACT (ARPA)
ALLOCATION**

WHEREAS, on March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the public health and economic impacts of the COVID-19 public health emergency; and

WHEREAS, ARPA created the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) that provided direct funding to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency; and

WHEREAS, the Town of Wilmington has accepted an allocation of SLFRF in the amount of \$539,133.09; and

WHEREAS, SLFRF provides needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency; and

WHEREAS, Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.”; and

WHEREAS, Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance; and

WHEREAS, All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula provided by the U.S. Department of the Treasury, including those with total allocations of \$10 million or less; and

WHEREAS, the Town of Wilmington has the need to fund government services while in the recovery phase of the COVID-19 pandemic.

NOW, THEREFORE IT BE RESOLVED, the Selectboard of the Town of Wilmington, Vermont, authorize the following:

Section 1. The following allocation of SLFRF funding to fund government services under the replacing lost public sector revenue spending category as follows:

Expend SLFRF funds in an amount up to \$411,451.40 for the purpose of municipal workforce retention to pay for payroll expenses for the period (TBD) XX/XX/XXXX through XX/XX/XXXX.

Passed and Adopted by the Selectboard of the Town of Wilmington, Vermont on the 17th day of September, 2024.

ATTEST:

_____ **Tom Fitzgerald, Chair**

_____ **John Gannon, Vice Chair**

_____ **Vince Rice**

_____ **Sarah Fisher**

_____ **Tony Tribuno**