

Wilmington Selectboard Agenda
Tuesday, January 7, 2025 at 6 pm
Town Hall Meeting Room

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Add the possible purchase of a new truck radio to #8.
2. Approve Minutes of December 17 and 19, 2024 (2 minutes)
3. Action Items (5 minutes)
 - *The Selectboard to possibly appoint a liaison to the Ethics Commission.*
4. Trail Committee (10 minutes)
 - *The Selectboard to possibly authorize Gretchen Havreluk and the Trail Committee's to submit the full Recreational Trail Program grant application for additional HT&W project funding on behalf of the Town.*
5. 1% Local Option Tax Request (10 minutes)
 - *The Selectboard to possibly approve the Windham County Arts & Cultural Plan Development's request in the amount of \$1,666.66 for a Municipal Planning Grant Match.*
6. Town Meeting Articles (15 minutes)
 - *The Selectboard to discuss articles for the town meeting warning*
 - *Shall the Town vote to rescind the operation of licensed cannabis retailers and integrated licensees, except for those licensed cannabis retailers and integrated licensees, operating at the time of any rescission, pursuant to 7 V.S.A. § 863(a)(2).*
 - *Shall the Town vote to appoint a moderator for the town meeting.*
7. FY26 Budget (10 minutes)
 - The Selectboard to possibly approve the FY26 budget
8. Sewer Commission
 - The Sewer Commission to possibly approve the purchase of a new truck radio from Procom in the amount of \$6445.27 out of Wastewater Capital.
 - Wastewater Update (15 minutes)
 - *John Lazelle to update the Selectboard on the treatment plant's state inspection conducted in September.*
 - *Preliminary Allocation Extensions*
 - *The Sewer Commission to possibly approve preliminary allocation extensions to Clifford Leinonen (Vermont Lodge) 85 West Main Street and Andrew Kotsaftis, Fairview Avenue*
9. Other Business/Correspondence
10. Selectboard Members Comments
11. Town Manager's Updates (5 minutes)
12. Executive Session
 - *The Selectboard to enter into executive session to discuss a possible real estate purchase.*
 - *Possible action from executive session*

Wilmington Selectboard Meeting Minutes
Tuesday, December 17, 2024

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

Others Present: Scott Tucker, Jessica DeFrancesco, Sarah Kociela, Gretchen Havreluk, Marshall Dix, Bobby Maynard, Joanne Yankura, Sam Kondracki, Therese Lounsbury, Ivy Kirby, Carol Bois, Scott Moore, Bob Fisher

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Liquor Commission; first- and second-class renewal for Valley Craft Ales, first-class for Art House
 - Remove LHA, item #4 and replace with Liquor Commission
2. Approve Minutes of November 19 and December 3, 2024
 - Tribuno moved to approve the minutes of November 19, 2024 and December 3, 2024, Foster second; all in favor.
3. Action Items
 - Tribuno moved to approve the 2024 Errors & Omissions from the Assessor's Office, Foster second; all in favor.

Fitzgerald moved to enter into Liquor Commission at 6:05 pm, Tribuno second; all in favor.

4. Liquor Commission
 - Fitzgerald moved to approve, Tribuno second; all in favor.
 - A First- and Second- Class renewal for Valley Craft Ales, and
 - A First-Class renewal for Art House

Out of Liquor Commission at 6:07 pm

5. Fire Dept
 - Fire radios are 18-25 years old; some aren't working. The new radios will be dual-band and mobile. They will be able to communicate with the Police Dept this way. They have tried applying for grants and have not been approved for any, yet. Tribuno moved to approve the purchase of new radios for the Fire Dept from the Equipment Capital Fund in the amount of \$129,064.29.
6. East Main St Sidewalk 1% Request
 - Old line poles should be removed once the utilities move their lines to the new poles; hopefully through the winter. This spring is the projected start date. Fitzgerald moved to approve \$53,300 in grant match funds for the East Main St Sidewalk Project from the 1% local option tax fund, Gannon second; all in favor.

7. Trail Committee 1% Request

- This request will be for mowing, sign purchases/ map printing and fundraising. Tribuno moved to approve the Trail Committee's request for \$15,000 for trail maintenance and other items from the 1% local option tax fund, Foster second; all in favor.

8. Other Business/Correspondence

- Town report dedication discussion

9. Selectboard Members Comments

10. Town Manager's Updates

- New police officer was appointed yesterday; Richard Levesque.
- Final report from WWTP inspection was received. Lazelle will come to a later meeting to discuss the report.
- Marshall Dix completed supervisory training in October.
- We are submitting a grant for the Green Rd bridge repair. Castle Hill bridge is under inspection. Old Ark Rd culvert need to be changed to a box culvert. Medburyville bridge does not belong to the town, it belongs to the state.
- BCA completed their inspections in December. There are 2 PVR appeals.
- Working to bring violations into compliance in the Zoning Office. Letters of violation have been sent out due to lack of response to other communications.
- Landfill certification renewal agreement was signed with KAS.
- 2 BCA appeals are going to superior court, maybe three.

11. Executive Session

- Fitzgerald moved to find that premature general public knowledge would place the town at a substantial disadvantage, Foster second; all in favor
- Fitzgerald moved to enter executive session at 6:50 pm, to include the town manager and town attorney, Sally Manikian, Hannah Epstein & Hayley Kolding for real estate discussions and attorney-client communications, Foster second; all in favor.

Out of Executive Session at 8:09 p.m.

- Fitzgerald moved to assign Town Manager as agent for the Selectboard to pursue grant(s) to possibly acquire the M. R. Perry Properties, LLC, subject to a town match, second Tribuno; all in favor 4-0.
- Tribuno moved to approve the Authorizing Resolution and Consent and Legal Notice of Terms of Conveyance of parcels to Lupin Mountain, LLC in exchange for \$182,500 by quitclaim deed and/or purchase and sales agreement, second Foster; all in favor 4-0.

Meeting adjourned at 8:12 p.m.

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Tony Tribuno

Charlie Foster

Selectboard Budget Meeting Minutes
Thursday, December 19, 2024

Present: Tom Fitzgerald, John Gannon, Tony Tribuno, Charlie Foster, Vince Rice @ 9:44

Others Present: Scott Tucker, Jessica DeFrancesco, Christine Richter, Matt Murano, Scott Moore, Marshall Dix, Chris Lavoy, Therese Lounsbury, John Lazelle, Jessica Roberts, Louis Clark, Samantha Kondracki

Meeting called to order at 8:20 am

FY26 Budget Review with Dept Heads

- **Wages;** Gannon doesn't feel taxpayers are seeing a 5% increase in their wages, so it doesn't seem right to increase employee salaries by that much. Fitzgerald commented that with so many towns struggling to keep staff, and with retirements coming for us, a competitive salary is important. Foster agrees with the 5% increase given the cost of housing in the area.
- **General Fund;** total expenditures are up just over 10% and revenues are down so looking at 16% increase in the amount to be raised. This is based on the current grand list, and there may be an increase in the grand list which would adjust the tax rate.
 - o **Town Clerk;** no major needs coming up. Recording supplies are up and "temp help."
 - o **Assessor;** the state is looking to re-vamp how appraisal work is done. There are a lot of moving pieces that they are still working on, hoping to finalize during this next legislative session. Funding for specialty property reappraisals needs to be considered. There is money in the reappraisal capital fund.
 - o **Town Manager;** Discussion about the hiring of a new firm to help with keeping computers secure and compliant
 - o **Cemeteries;** they (Cemetery Commission) have some projects to do- removing old decaying trees and crack sealing older pavement.
 - o **Zoning;** training increase is for AICP certification, the Town Plan is being re-written, and the Zoning Ordinance is getting a few updates.
 - o **Police;** Chief Murano gave an overview of the challenges with respect to turnover, recruitment and retention as it relates to the high cost of living in the area, to include the cost of purchasing a house with the market average over \$700,000. There is still one police officer opening to fill. Competing state agencies starting salary is \$71,000; Wilmington starts a patrol officer at \$58,250. The lack of and extreme cost of housing makes it difficult to find applicants. The SRO (school resource officer) position has begun and is being shared between the Police Dept. and schools. State Police is no longer sharing some resources for investigations; they had been licensing their own technology called Cellebrite, which is cut from the budget this year; once a new detective has been identified, the chief will put it back in the budget.

- **Fire;** truck maintenance is increasing now because they will have to start sending trucks out for repair. “Code and compliance” increased due to new regulations on some of the equipment.
- **Lake Raponda Dam;** engineering for a maintenance plan and capital fund increase in Lands & Fences to offset future construction on the dam.
- **Social Services;** board consensus to remove VNH, they can petition if they want funding.
- **Transfer Station;** recycling is now single-stream, trucking costs are higher. Foster asked about a drive-on scale and if it would be beneficial.
- **Recreation;** summer program changing to a 3-week program and adding training, swimming lessons, & other programs; certifying counselors in CPR and first-aid.
- **Town Hall Maintenance;** roof maintenance.
- **Town Reports;** we will be mailing out town meeting and school meeting warning to registered households.
- **Library;** requesting 14% increase; they started offering benefits to the full-time librarian. They need a shed to store things that are currently overcrowding the library. They would like to hire a bookkeeper and develop the website.
- **Capital Funds**
 - **Town hall;** air conditioning, ADA compliance
 - **MH;** siding
 - **Police equipment;** radios
 - **OFH;** second half of roof needs replacement
- **Highway**
 - Gravel is being used more with the multiple mud seasons each year.
 - Paving; trying to pave the steeper portions of dirt roads that intersect with paved roads.
 - Equipment; in 2027 possible refurbishment of truck #12 pending its evaluation and possibly a new mower.
- **Revenue**
 - Highway revenue down 33%
 - Town revenue down 10%
- **Wastewater**
 - Overall 3.2% increase
 - Sewer testing will be increasing once the new permit is issued, probably double the current amount.
 - ECU rate will be set in June
 - E Main 1; increase to \$173,000

– **Water**

- Chemicals and filters increased; weather related. More rain events mean more filter replacements.

Meeting adjourned at 10:57 am

Respectfully Submitted,
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Tony Tribuno

Charlie Foster

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee

Windham County Arts & Cultural Plan Development

Date of Request January 7th, 2025

Contact person, phone numbers, mailing and email address

Gretchen Havreluk (802)464-8591 ext 117

Sue Fillion Planning Director Town of Brattleboro 230 Main St. Suite 111 Brattleboro, VT 05301
(802)251-8154

Amount of Request and Date Funding Needed

\$1,666.66 Needed in January 2025

Describe in detail the purpose and specific use of the funding

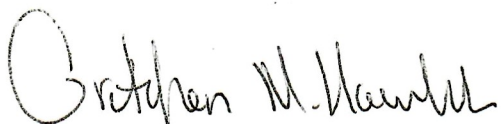
In October of 2023 the Wilmington Select Board approved being part of a consortium Municipal Planning Grant along with the Town of Brattleboro and the Town of Rockingham. See attached Resolution. The Town of Brattleboro is the lead organization for the grant. Windham Regional Commission is also assisting with the plan. We were successful in the application and through an RFQ process we hired Cultural Planning Group and created a Steering Committee. We are about half way through the process of creating the plan.

Please provide a financial breakdown of your project/request.

Administration- RFQ creation, hiring, project management, reporting	\$2,250
Consultant	<u>\$47,750</u>
Total Project cost	\$50,000
 MPG Award	 \$45,000
Town's Match (\$1,666.66 each town)	<u>\$5,000</u>
Total Funding	\$50,000

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

The Windham County Cultural Plan will develop a comprehensive, engaged creative sector plan for the Windham Region's economy. The creative sector includes performing arts, visual arts & crafts, film & media, culture & heritage, literary arts, specialty foods, and design. The plan identifies assets, collects and synthesizes data, identifies stakeholders, identifies cross sector opportunities, and identifies and prioritizes key implementation strategies to improve our region's economy.



Signature of Applicant

Dec 20, 2024

Date

Municipal Planning Application FY24

Organization: Town of Brattleboro

07110-MP-2024-Brattleboro-30

Work Plan and Budget

Attachment A

Task Name	Description of Task	Paid Personnel	If other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
Agent Project Management	RFQ creation, hiring, monitoring progress, reporting	Regional Planning Staff		25	\$90.00	\$2,250			\$2,250
Consultant Project Management	Facilitate Steering Committee meetings at key points in the process; create reporting schedule; schedule all planning activities and meetings	Consultant		45	\$100.00	\$4,500			\$4,500
Information gathering and Research	Research other cultural plans and relevant local documents; Cultural asset mapping, align objectives with community goals as well as with appropriate federal and state goals	Consultant		100	\$100.00	\$10,000			\$10,000
Assessment and Analysis	Identify opportunities, trends, and issues from collected data; develop goals and objectives	Consultant		100	\$100.00	\$10,000			\$10,000
Public Engagement and Civic Dialogue	Design inclusive engagement opportunities, secure sector experts as key participants create content for social media and plan website	Consultant		132.5	\$100.00	\$13,250			\$13,250
Draft Plan	Using key findings, engagement input, and data rising from the planning process, draft a plan; recommendations, and develop an implementation plan	Consultant		50	\$100.00	\$5,000			\$5,000
Finalize and Launch	Collect and analyze responses to the draft plan ; present a final version of the plan to the Advisory Committee	Consultant		50	\$100.00	\$5,000			\$5,000
						\$50,000		\$0	\$50,000

Municipal Planning Application FY24

Organization: Town of Brattleboro

07110-MP-2024-Brattleboro-30

Work Plan and Budget

Total Project Cost:	\$50,000
State Grant Funds (Grant Amount Requested):	\$45,000
Total Match Funds:	\$5,000
Minimum Required Cash Match Funds: (10% of Total Project Cost)	\$5,000
Additional Cash Match Funds: (Optional)	\$0

Work Plan and Budget

BUDGET DOCUMENTATION

Describe source(s) of match funds (if required): Contribution of municipal staff or volunteer's time cannot be offered as a match. Other contributions, while not required, may be documented here as well.

The Towns of Brattleboro, Wilmington, and Rockingham are providing the match. It will be divided equally amongst the three towns.

Explain how you developed a realistic work plan and budget.

The work plan was developed using guidance on cultural planning. The budget is based on a similar project done in Bennington County in 2018-2019 that had a budget of \$45,000. It is also based on other planning studies that the Town of Brattleboro has completed with consultants .

ACCOUNTING

Responses to the following questions are used for administrative purposes only and will not impact the competitiveness of your application. Please remember that state funds cannot be awarded to municipalities who are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required).

What type of accounting system does your municipality use?

- ✓ automated
- manual
- combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

- ✓ Yes
- No

FY24 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of Wilmington is applying for funding as provided for in the FY24 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

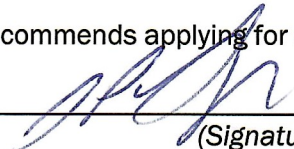
Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.

2. That the Municipal Planning Commission recommends applying for said Grant;

John Lebron

(Name of Planning Commission Chair)


(Signature)

3a. That (Name) Scott A. Tucker Title Wilmington Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That (Name) Thomas Fitzgerald Title Wilmington Selectboard Chairperson

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) Gretchen M Havreluk Title Wilmington Economic Development Consultant

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 17th day of October, 2023.

- ☒ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)

(signature)

Thomas Fitzgerald

John Gannon

Vincent Rice

Sarah Fisher

Tony Tribuno

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:
- Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

Act 154 Good Standing Certification

Applicant Name Town of Wilmington
Address 2 East Main Street
PO Box 217
Wilmington, Vermont 05363

As an authorized representative of the grant applicant and in accordance with Act 154 of 2016, Section 13*, I hereby certify on behalf of the Applicant that

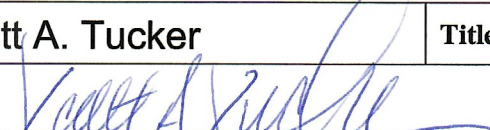
(check one):

- ☒ The Applicant is currently in "good standing" with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets. The Applicant is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments and is in compliance with all federal and State water quality laws and regulations.

Further, the Applicant will notify the State agency or department administering this State-funded grant if no longer in good standing with the Agency of Natural Resources or the Agency of Agriculture, Food and Markets at any time prior to or during implementation of this State-funded award.

- ☐ I am not able to certify that the Applicant is in "good standing" with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets for the following reasons:

*A copy of Section 13 is on the opposite side of this Certificate or can be found at http://finance.vermont.gov/sites/finance/files/documents/Forms/Grant_Recipients/FIN-Act_154_Section_13.pdf. Any person should first review and understand applicable terms, instructions and potential consequences in Section 13, including the definition of "Applicant" for purposes of this Certificate.

Name Scott A. Tucker	Title Town Manager
Signature 	Date 10/17/2023

This form must be completed and signed by an authorized official of the grant applicant organization.



Vermont Department of Environmental Conservation
Watershed Management Division
Wastewater Program
1 National Life Drive, Davis Building, 3rd Floor
Montpelier, VT 05620-3522

Facility Inspection Report					
Permittee Name:	Town of Wilmington				
Facility Name:	Wilmington				
Facility Location:	59 Fairview Avenue, Wilmington				
Inspection Type:	Compliance Evaluation Inspection (CEI) and Collection (Sanitary) Sewer Inspection (SSI)			Date Announced:	2 Aug 2024
Inspection Date:	24 September 2024	Time In:	1015 hrs	Time Out:	1515 hrs
NPDES Permit Number:	VT0100706				
State Permit Number:	3-1281				
Permit Type:	Municipal Discharge				
Permit Expiration Date:	30 September 2023. Timely renewal application received; permit extended under Title 3, Section 814, on 31 March 2023.				
Facility Grade/Class:	NPDES Direct Discharge – Grade II Domestic			SIUs in system?	No
Receiving POTW/ Waterbody:	North Branch of the Deerfield River (SN 001: N 42°52'15" W 72°52'53")				
Onsite Representative/Title:	John Lazelle, operator (802-380-4475; jlazelle@wilmingtonvt.us)				
Responsible Official/Title:	Scott Tucker, town manager		Contacted:	Yes	
Official Email:	stucker@wilmingtonvt.us		Phone:	O: 802-464-8591	
INSPECTION RATINGS:	CEI (WWTF): acceptable		SSI (Collection System): acceptable		
Guidelines for wastewater treatment facility and pretreatment facility inspection ratings: http://dec.vermont.gov/sites/dec/files/wsm/wastewater/docs/Inspection.PDF					
Sherri Kasten Direct Discharge Analyst 802-490-6182 sherri.kasten@vermont.gov		Vermont ANR/DEC/Watershed Management Division Phone: 802-828-1115		Date: 10/25	

Areas Evaluated:					
X	Permit	X	Compliance Schedules	X	Stormwater
X	Records/Reports	X	Laboratory		Combined Sewers Overflows
X	Facility Site Review	X	Operations & Maintenance	X	Sanitary Sewer Overflows
X	Effluent/Receiving Waters	X	Sludge Handling/Disposal		MS4
X	Flow Measurement		Pretreatment		
X	Self-Monitoring Program		Pollution Prevention		

Inspection Attendees / Facility Contacts:

Name	Title	Grade	Participated in Inspection?
John Lazelle (JL)	WW Operator (~37 years) & on the VRWA Board of Directors & Fire District Volunteer	Domestic V	Yes
Jeff Longe (Jeff)	WW Operator (~21 years) & Fire District Volunteer	Domestic II	Yes
Scott Tucker (ST)	Wilmington Town Manager	N/A	Yes (just SSI)
Sherri Kasten	VT DEC Environmental Analyst	N/A	Yes
Jamie Bates	VT DEC Environmental Analyst	N/A	Yes

Corrective Actions:

Required (note that no written response to the VT DEC is required; however, Wilmington must address the following compliance deficiencies regarding its permit):

1. **Condition I.B.3** regarding Nitrogen Removal Optimization Evaluation Planning responsibilities: if no optimization or efficiencies are required to meet the baseline annual average of 15 lbs/day, this must be stated on your Discharge Monitoring Report (DMR) form WR-43-TN each December (on the bottom, where the form states "Summary of nitrogen removal optimization efforts and efficiencies achieved over the current calendar year:").
2. **Condition II.A.2** regarding Noncompliance Notification: if the effluent does not meet permit-specified limits, notify the program within 24 hours of becoming aware of the noncompliance and submit a detailed written report within five days.
3. **Condition II.A.4** regarding calibration of "all monitoring and analytical instrumentation at regular intervals" (refer also to the [Combined PDF Version](#) of the VT DEC Laboratory Manual):
 - a) RE: thermometers – a National Institute of Standards and Technology (NIST) traceable thermometer (or thermometer that is checked against a NIST traceable thermometer during annual equipment calibration) should be in the sample fridge to ensure samples are kept at the proper temperature for analysis per methods in 40 CFR 136.
 - b) RE: pH meters – the pH meter must be standardized prior to use using three buffer solutions, and a duplicate pH sample must be collected at least once per week that samples are collected, as outlined in the Laboratory Manual. Bench sheet information must include at a minimum the time/date of sample collection and analysis, name of the analyst, calibration & buffer information (from three buffers), and Q/C results. (An example pH bench sheet could be provided if that would be helpful.)

Recommended:

- All backflow preventers should be inspected in a timely manner. (Note: the four at the WWTF were last inspected in 2016 and are overdue)
- It is not clear that the Town is compliant with **condition II.A.3.b** regarding maintaining adequate operating staff. It does not seem sustainable for only two individuals to be responsible for the WWTF and collection system. Wilmington should look into succession planning for its operators, and also use the calculator provided in the New England Interstate Water Pollution Control Commission (NEIWPCC) publication "The Northeast Guide for Estimating Staffing at Publicly and Privately-Owned Wastewater Treatment Plants" to ensure adequate coverage, especially when

operators are on leave. This document is also referenced in the recently updated Operator Rules:

[https://dec.vermont.gov/sites/dec/files/documents/wsmd_Ch-](https://dec.vermont.gov/sites/dec/files/documents/wsmd_Ch-4_PollutionAbatementFacilityOperatorRule_Effective_2021-08-02.pdf)

[4_PollutionAbatementFacilityOperatorRule_Effective_2021-08-02.pdf](https://dec.vermont.gov/sites/dec/files/documents/wsmd_Ch-4_PollutionAbatementFacilityOperatorRule_Effective_2021-08-02.pdf). Please also note that a

minimum of two operators is recommended if the assessment result is one operator (because operators are expected to do so many tasks in addition to operating the WWTF).

- You might consider storing your belt filter sludge/residue under cover, so the water content doesn't increase while it's awaiting shipment off-site.
- Replace the missing access port cover to RBC #1.
- Evaluate and post signage of confined spaces as necessary per OSHA requirements
- [Cybersecurity information and guidance](#) are now available to wastewater and water entities to protect against the mounting cybersecurity threat. The Wastewater Management Program encourages all Permittees and Operators to review and adopt the recommended mitigations provided by the EPA and the national Water Information Sharing and Analysis Center. Additional information regarding Risk & Resilience Assessments and Emergency Response Plans for very small drinking and wastewater systems may be found at [RRA and ERP Primer for Very Small Drinking Water and Wastewater Systems \(pdf\)](#)

Inspection Findings

As noted above, both inspections resulted in "acceptable" ratings. Accordingly, there is no obligation to respond to the above corrective actions; however, you may feel free to respond to sherri.kasten@vermont.gov if you would like.

Self-Monitoring Data Review Period

CEI: 1 Aug 2023 – 31 Jul 2024 // SSI: 1 Aug 2019 – 31 Jul 2024

For the CEI, the effluent water quality data was reviewed for the months shown above and the following self-reported violations were observed:

- Jun 2024: 35.00 mg/L average TSS (only 3 Jun sample) – Permit **Condition I.A.1** specifies 30 mg/L; no reason was provided. During the inspection JL said he didn't know why TSS was high, but the flow was a bit higher than usual and there was a greenish tint to the effluent; he guessed perhaps there was algae. *(NOTE: aerated lagoons can have >1 TSS violation and still be "acceptable" if due to algae bloom)*
- Mar 2024: only 84.4% TSS removal (90 mg/L -> 14 mg/L; not 85+% per **condition I.A.4**), with the notation "... the Influent TSS was abnormally low 90 mg/l, causing the % removal to be low."
- Dec 2023: 62.88 lb/day average TSS (only 18 Dec sample) – **condition I.A.1** specifies 34 lbs/day monthly average). During the inspection JL said this was probably due to high flow.

As a reminder, **you must notify the program within 24 hours of becoming aware of a non-compliance event** (per **cond. II.A.2 Noncompliance Notification**) and submit a written report within five days explaining: (1) cause of non-compliance, (2) description of non-complying discharge including its impact on the receiving water, (3) anticipated or known duration of non-compliance, (4) steps taken to reduce or eliminate non-complying discharge, and (5) steps taken to prevent reoccurrence.

The facility is part of the Long Island Sound TMDL and the baseline Total Nitrogen annual average is expected to be ~15 lbs/day. The 2023 annual average was below that at 14.20 lbs/day. As a reminder, as part of the TMDL reporting requirements in **cond. I.B.3**, the December Total Nitrogen reporting form needs to summarize nitrogen removal optimization and efficiencies each year. **If no optimization and efficiencies are necessary to meet the baseline annual average, this needs to be stated on the WR43-TN form each December.**

Overview of collection system and WWTF:

The collection system includes ~40,000 feet of gravity sewer, ~2,900' of force main, 233 manholes, seven pump stations (including at the WWTF), and two 6-inch under-river siphons. The WWTF consists of a muffin monster, primary treatment rotary belt filter, two rotating biological contactors (RBCs), two facultative aerated lagoons, and chlorination/dechlorination.

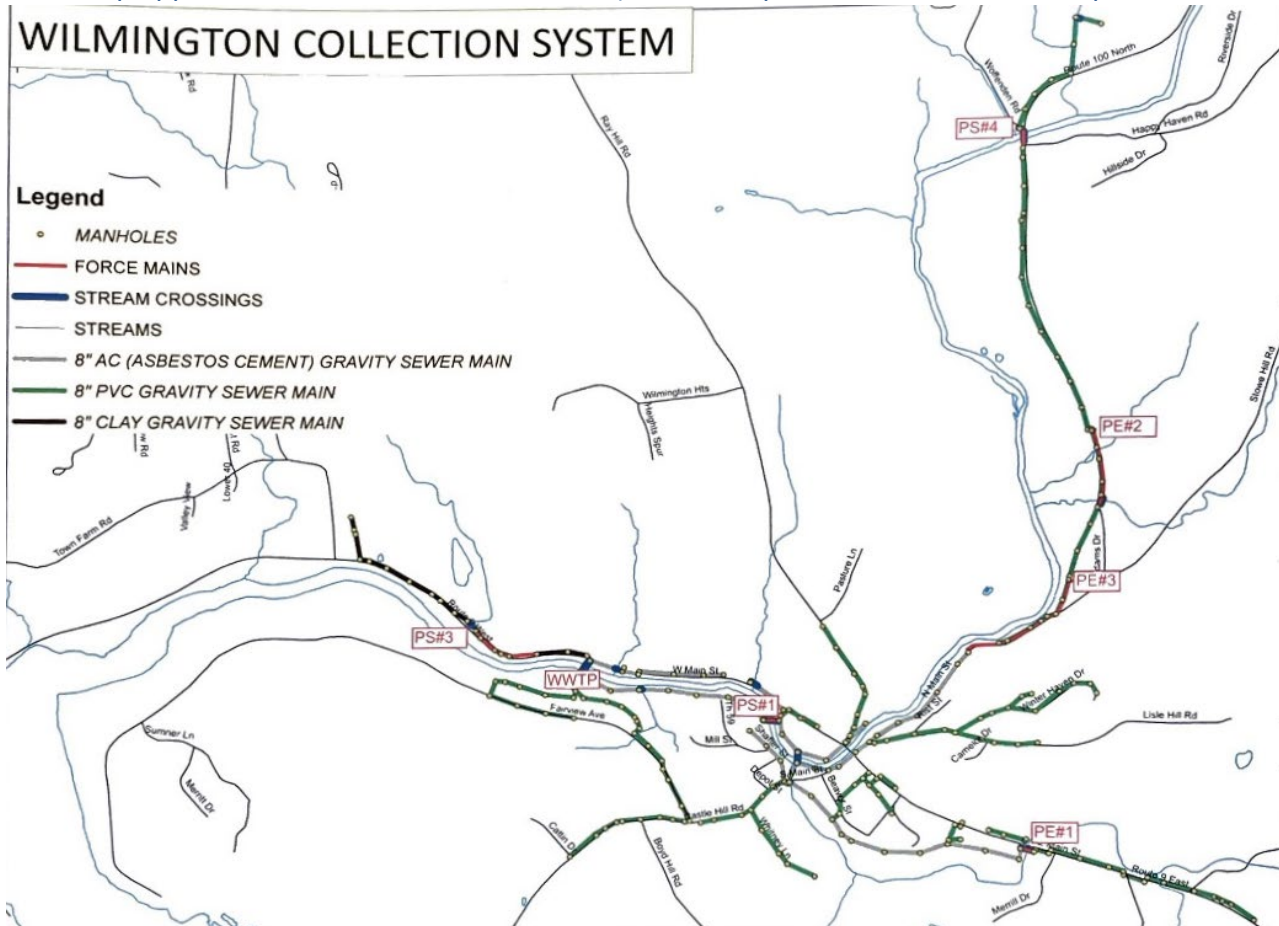
An Administrative Order issued on 27 Sep 1988 pursuant to 10 VSA §1272 required Wilmington to eliminate all untreated combined sanitary/stormwater discharges within the year. There are currently no authorized wet weather Sanitary Sewer Overflows (SSOs) or Combined Sewer Overflows (CSOs).

Collection System:

JL submitted a Collection System Performance Indicator Data Collection Form (CS form) on 16 Sept (included in the VT DEC inspection file) specified the collection system service area covers ~five square miles (out of the entire town's ~41.3 sq miles) and serves ~500 residents out of Wilmington's total population of ~2275, per the last census (some of the town is served by the Cold Brook Fire District WWTF). The municipality currently owns/maintains all sewer lines. Manholes and all gravity and force lines are visually inspected at surface annually. JL said every part of the collection system is cleaned/flushed (via hydraulic jet) and visually inspected at least once every three years.

Mapping:

There are hard copies of collection system maps available on-site, and JL said he also maintains electronic copies. JL keeps track of changes to the collection system. JL provided the following sketch of the collection system during inspection, with pump stations (PS) and pneumatic air ejector pump stations (ES) identified (the base map appears to be from the 2010 OMERP); other maps/sketches are in the inspection file:



Pipe Descriptions (size, age, material, condition)

JL's CS form specified gravity sewers are comprised of the following materials: 0.49 miles of vitrified clay pipe, 4.5 miles of plastic pipe, and 2.0 miles of "other" pipe. The distribution of force mains by material are 450 feet of polyvinyl chloride (PVC), 2,800 feet of ductile iron, and 100 feet of cast iron pipe. Five pump stations, 2,767 feet of force mains, and 29,564' of gravity sewer are 26-50 years old; the remaining pump stations and pipes are 51-75 years old. All ~7.5 miles of gravity sewer pipes and ~0.55 miles of force mains are ≤8-inches in size. JL said ~95% of the collection system is comprised of 8-inch lines that gravity-feed sewage to the WWTF; the remaining ~5% are two 6" siphon lines across the river.

Knowledge of Collection System / Users

JL said there are no industrial users. The elementary school (~280 students and staff) has a grease trap in their kitchen. JL said some fats/oils/grease (FOG) comes to the WWTF but there's less than when he started his career and is not a concern. JL told us wipes are of concern; the town included information in their bills several years ago about FOG and to inform people not to discard wipes down the drain. JL also said he manages the WWTF's website and uses social media for education and outreach or for notifying the public. JL's CS form specified 283 service connections, with lateral responsibility from the main line to each building:

- 155 residential
- 128 commercial. JL said only a handful of these contribute high-strength wastes to the WWTF (including Shaws grocery store deli and 10-12 restaurants); however, he said none require pre-treatment permits. JL said the last farm/dairy closed 1-2 years ago, and there are currently no breweries (though Valley Ales may be interested in starting a brewery at the Red Mill Inn)

Maintenance: The two operators are in charge of collection system maintenance and repairs.

Pump Stations:

JL said the town's seven pump stations (PSs) are monitored twice daily using the facility's Supervisory Control and Data Acquisition (SCADA) system, and operators inspect each pump station weekly. Three pump stations are pneumatic ejector stations (PE), whose pumps are ~15-feet below grade. JL and Jeff said they can tell from flow records at the pump stations if there are blockages or more flow than expected, and the operators can quickly address problem areas. Details regarding the pump stations are as follows:

- PS#1 was built in 1964 and upgraded in 1987/1988. Some equipment was replaced in 2011, after Hurricane Irene;
- PS#2: built in 1964, upgraded in 1987/1988, and refurbished in 2015-2016;
- PS#3: built in 1980; upgraded in 2009;
- PS#4: built in 1989; upgraded in 2017;
- PE#1 and PE#2: built in 1989; upgraded after Irene in 2011; and,
- PE#3: built in 1989; upgraded in 2018.

Stream Crossings/Siphons:

According to the 2010 OMERP, all stream crossings are visually inspected at least twice/year (spring and fall) using a "color 325' self-leveling push cable camera".

On 16 Nov, JL told me *"Here is what we have for River / Stream Crossings. I have also attached a drawing. North:*

TVES/DVES Crossing – 8" PVC under a very small stream, not sure if it actually qualifies as a stream crossing.

PS#4 Crossing – 4” force main ductile iron pipe which hangs from the bridge and is insulated.

PE#2 Crossing – 4” force main under the brook just north of Adams drive.

PE#3 Crossing (not on drawing but just south of PE#2 crossing) – 8” PVC gravity line under a very small stream just north of PE#3.

East:

PE#1 Crossing – 4” force main ductile iron pipe under Beaver Brook.

South:

Krampetz Crossing – 8” gravity cast iron pipe under the Deerfield River.

Park Crossing – 8” gravity under the Beaver Brook, not sure if it is cast iron or maybe AC encased in concrete??

West:

PS#1 Crossing – 4” force main cast iron under the Deerfield River

Andersons Crossing – 8” gravity AC under the small brook just West of the “Wilmington Inn”.

Barnboard / Moover Crossing – 8” gravity cast iron visible over small stream just West of the Moover facility.

Mcleods Crossing – 8” gravity cast iron visible over very small stream near Mcleods woodworking facility.

WWTP – PS#2 Crossing – Two 6” siphon lines cast iron under the Deerfield River.

PS#3 Crossing – 8” gravity ductile iron under the Binney Brook near PS#3.

Visual Observation of Effluent Quality:	The effluent was clear at the time of this inspection.
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Facility Tour / WWTF Equipment Condition and Operational Status:	
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The Treatment Plant was originally built in 1964 as a primary treatment facility. In 1980 the collection system was extended to the west to Haystack Rd and Pump Station #3 was installed. In 1987-88 the plant was upgraded to a secondary treatment facility. In 1989-90 the collection system was extended to the current configuration which included the installation of 4 additional pumping stations. The current collection system includes about 220 manholes, seven miles of sewer main and seven pumping stations.

The most recent direct discharge inspection was a reconnaissance in Jan 2015, before the WWTF was upgraded to its current configuration (including a new office/lab building). The Mar 2023 renewal application stated average flow was ~80,000 gpd; JL said it went down during the pandemic and has been rising now that the high percentage of second-homeowners are again coming to town. JL also said annual precipitation is increasing over time (with climate change), and rivers have been climbing faster than before during rain/melt events.

JL said the detention time at the WWTF is ~eight days. The two operators walked us through the facility, starting at the wet well – which JL said is effectively the WWTF’s headworks. He said high flow tends to keep the wet well clear, but it’s cleaned by staff ~twice/year. Two pumps and a SCADA-controlled transducer are located in the basement. JL said the belt filter was installed in 2016 because there wasn’t sufficient space at the WWTF for a clarifier, and that the unit is rated for 300,000 gpd. The belt filter removes ~30% BOD & ~60% solids from the influent, and generates ~one wheel-barrow of solids/day. Operators put down wood chips to control odors and flies.

Wastewater then flows from here via gravity until discharge. Wastewater passes through a splitter box (installed in 1987) to one of the two RBCs (covers installed in 1987; media in 2016). The motors use synthetic oil that is changed every two years; bearings are greased quarterly. JL said the RBCs haven’t had any upsets. Amperage is recorded weekly to monitor that they are operating well; amperage goes up in colder weather. **One of the access port covers to RBC #1 was missing (along the south side, nearest the**

western end) and it is recommended it be replaced. JL said lack of this cover has affected neither the operation of the RBC nor the quality of wastewater treatment.

Effluent from the RBCs is joined and flows first to Lagoon #1 (entering ~8-inches off the bottom) then to Lagoon #2. There are no baffles or curtains in the lagoons. JL said the lagoons hold ~1.2 million gallons. Both lagoons were well aerated; JL said they haven't had to replace an air line since ~1992/1993. Vegetation was growing on the aerator floaters in Lagoon #1; JL said this wouldn't affect the lagoon's operational ability. Duckweed was present only on part of Lagoon #2. JL said they monitor sludge depth using a manual sludge judge around the edge of the lagoons every Apr and Sept. JL said he'll remove sludge from the lagoons when TSS and BOD values in the effluent climb. There's a curtain drain outside the 12-inch thick concrete lagoon walls, and there are two stand pipes outside the walls so operators can tell if there's a release from the lagoons. JL said the curtain drain is periodically jetted.

Sodium hypochlorite and sodium bisulfite are stored in 275-gallon tanks with secondary containment. There are pump feed alarms for the chemicals. JL said the WWTF gets deliveries 3-4 times/year and double-check the chemicals before they're put into the tanks. JL said they use ~one gal/day (at a cost of ~\$4/gallon) of each chemical. Bags of soda ash (stored off the floor) are in the same room in case pH adjustment is required. Chlorinated wastewater passes through a 3' x 60' underground Chlorine Contact Chamber (CCC) made of ductal iron pipe, goes back into the same building to be dechlorinated, out via a pipe through a manhole for level measurement, and over the weir to final discharge via a 12-inch line, ~175-feet to the river. JL said the operators aim for chlorine residuals ~0.5 ppm. Operators drain/draw down liquid, flush, and refill the contact "tank" ~monthly to keep it relatively clean.

JL said chlorine residuals are taken from the slop sink on the first floor of the chlorine building instead of climbing down the stairs to where the effluent leaves the building, as it's safer. Operators use auto-samplers for their monthly composites. Sample tubing is replaced annually. Flow checks are performed weekly.

Effluent flow during the inspection was 52.5 gpm (for a daily totalized 44,030 gallons). JL said low flow is ~39-40 gpm; if it drops to ~35 gpm, the low-flow alarm sounds. Jeff said each morning they compare influent and effluent flows to the previous day's flows.

Per **Condition I.B.1**, JL stated they could recirculate partially treated wastewater through the lagoons again with a portable pump if they need additional nitrogen removal.

Maintenance Program:

Equipment maintenance is performed on a rotating and as-needed basis. I asked about backflow preventers – JL said there are four at the WWTF that were last inspected in 2016 (by a company in Richmond NH) and are overdue to be checked. **It is recommended that all backflow preventers be inspected in a timely manner.** JL said he's in the process of getting estimates to have them inspected again. The belt filter is cleaned weekly and the auger was replaced 2-3 years ago. The WWTF purchased a jetter in 2002 to avoid needing to hire someone to clean sewer lines. They have a push camera and can attach a camera to the jetter to check pipe condition for 300-400 feet.

JL said they have spare shafts and other parts for the belt filter as well as a spare blower, extra pumps, piping, a muffin monster, automatic samplers, and a SCADA in stock if needed. The WWTF's 90 kW generator, fueled by an on-site diesel tank, is tested for 60-90 minutes/month under load. A portable 40 kW generator, stored under cover at the WWTF for use at any of the pump stations, is exercised every other week and tested every other month under load. Log sheets are maintained to track these routine checks.

Collection System Planning:

JL showed me documentation showing he is tracking Wilmington's reserve sewer capacity.

Asset Management

JL said the town has ~\$200,000 in capital reserves for the WWTP, and they have upgraded all of their pump stations (including three this year). He said the last major unexpected expenses were from damage caused to their infrastructure and pump stations by Hurricane Irene in 2011 (with no damage either in 2023 or so far in 2024). Floodwaters in 2011 touched the fence around the WWTF but caused no damage there. The town borrowed pump trucks in 2011, and afterward installed a flood-proof door and moved the vents higher at pump station (PS) #1. JL said floodwater was above the hatch in 2011, which is 8-feet above grade. JL said they most recently completed an Asset Management survey in Aug 2018.

Planned Upgrades/Projects

JL said PS #1 is most prone to flooding, as it handles ~90% of the system's flow (located downtown, by the river). JL said the town may move ES #1 above-grade to avoid flooding issues. He said flow over time is decreasing, as they have been addressing Inflow and infiltration (I/I) and their clients install newer low-flow fixtures. The operators mentioned they check for I/I daily, and JL also compares the previous three years to assess flow changes during rain events. If I/I is detected in the field (during a routine inspection or cleaning), it's repaired upon discovery. A recurring I/I location is at the ball field, which floods when they get high rain events and where their flow increases in that part of town. JL said they camera the line when it's wet to try to identify specifically where the I/I occurs. They've sealed some manholes, including one in a brook, and can still access the manholes when necessary.

JL told us the pandemic brought in a "huge influx" of new residents. They have bond approval to extend the sewer ~one mile along Route 100 to Route 9, which would connect ~26 properties.

He also said there are three private line sections in the planning process (East Main and West Main), as follows:

- EM1: to connect ~12 houses, ~500-feet long sewer (with two manholes). This may be put out to bid next construction season;
- EM2 (4-5 houses) and WM (commercial and ~6 apartments): in the five-year capital planning process

A \$300,000 grant was acquired for a portion of this project where the sidewalk and the sewer lines below will be replaced. This is expected to go to bid within the year.

Ordinances

The Town has a Sewer Ordinance dated 2 Oct 2013 that is available online. JL said the water and sewer departments merged 2-3 years ago (water used to be managed by the village), so they're drafting a joint water/sewer ordinance that should be final within ~a year. This was done to streamline the billing and regulations for water and sewer utilities. During the inspection JL verified that the conditions detailed in section **I.K Sewer Ordinance** of their permit are addressed in the current ordinance. He further said the ordinance requires pH to be >5.5 and <9.0 s.u. (though **I.K.1.c** says it just needs to address pH <5.0), **condition I.K.1.d** is addressed by saying garbage is acceptable if it is shredded, and **condition I.K.1.e** is moot (as there are no industrial clients). JL also explained that if a client wishes to increase their wastewater flow, they need to request a change in allocation, submit verification by a professional engineer, and pay an extra \$10/gallon.

Overflows, Violations Orders/NOAV's Specific to Collection System:**Overflows**

Three incidents were reported in the past five years pursuant to the Procedure for Public Notice of Untreated Discharges and Unpermitted Discharges to Vermont's Surface Waters and are summarized in the following table (two of the blockages, in 2020 and 2022, resulted in releases to Beaver Brook):

Date	Location of Incident	Cause of discharge	Corrective action taken
2020-01-18	Manhole #16; sewage leaking into Beaver Brook	Obstruction/Blockage caused by grease/wipes	septic cleaning business cleared the blockage
2022-05-23	Manhole #16; sewage leaking into Beaver Brook	Obstruction caused by wipes	Town used sewer jetter
2022-08-15	main sewer line just upstream of Pump Station #1	Obstruction caused by wipes	Town used sewer jetter; obstruction cleared in ~1 hr

Budget:

The operators manage their own budget.

Bonding: JL said they have bond approval to extend the sewer lines by ~one mile, out to Route 100 along Route 9, to include an additional 26 properties. The town may go out to bid in 2025. JL said they have ~\$2 million in grant money plus USDA funding

Rate structure & fixed operating costs: for FY2023, JL reported total annual wastewater revenue was ~\$419,200 compared to their annual O&M expenditure of ~\$200,000, and annual repair/replacement/rehabilitation expenditure of ~\$35,000.

Onsite Data Review:

Copies of the permit and all emergency plans were available on-site; both operators seemed familiar with these documents. The OMERP on-site was dated June 2010, though **condition I.1.2** states "The Permittee shall implement the Operation, Management, and Emergency Response Plan for the sewage collection system as approved by the Secretary on November 9, 2010. The Permittee shall revise these plans ... to reflect equipment or operational changes". Note that the Nov 2010 plan contained a hand-written notation on the cover page "revised 11/1/2010 (maps)". **It is recommended that the OMERP be revisited to ensure it is up-to-date.**

The Power Failure Plan was dated Dec 2018; JL said the longest power outage in the last year at the WWTF lasted only ~one hour. He said they have had almost no issues since Green Mountain Power re-routed power lines across the river.

Per **condition II.A.7**, discharge monitoring reports were available for three years and contained no errors or discrepancies for the months reviewed during this inspection.

Sludge/ Solids / High Strength Waste Management:

Per **condition II.A.8**, collected screenings/sludges removed from the belt filter are stored on-site in an uncovered concrete sludge pad prior to shipment off-site in accordance with 10 VSA chapter 159. **It is recommended that the sludge be stored under cover, so the water content doesn't increase before being shipped off-site for disposal.** JL said they stopped composting the sludge in 2022 due to PFAS concerns. He said the rotating belt filter is the only one in the state and that ~54 tons of sludge waste are trucked annually to RMI (in NH).

Wilmington doesn't accept septage wastes; JL said they refer RVs to the Molly Stark State Park (on Route 9 to the east of town) and other haulers to the Brattleboro WWTF.

Buildings and Grounds:

The operators are responsible for ground maintenance. The WWTF showed its age in some places (rust around a motor leading to the sludge press, cracks with vegetation growing through gaps in the concrete in the sludge pad, moss and broken concrete above the flow splitter before the RBCs, the missing access port cover to RBC #1, etc.); however, the facility mostly appeared to be well-maintained.

Laboratory and Analytical Procedures:

Monthly influent and effluent composite and grab samples are sent to Endyne via courier on Tuesdays for BOD, Nitrate/Nitrite, TKN, TN, TP, and TSS analyses. I was told Endyne has occasionally exceeded sample hold times prior to analysis, causing the operators to need to collect additional samples. JL said influent is sampled prior to the rotating belt filter because their headworks is underground and installation of a separate influent wet well wouldn't work based on footprint and design. There is a low flow effluent alarm to detect potential overflows in the treatment system.

Both operators conduct on-site testing for influent and effluent pH, temperature, suspended solids (SS), and effluent chlorine residual. pH samples appear to be routinely tested within five minutes of sample collection; however, bench sheets only document a single daily pH calibration check with a 7.00 standard. JL told us he retains bench sheets "forever" (i.e., since the late 1980s). He said they run calibration on their pH meter monthly, replace the pH electrode annually, use new buffers each time they test for pH, and order new buffers every four months. During the inspection, pH buffers for 4.00, 7.00, and 7.00 provided by a different company had all been opened on 18 Sep 2024, marked with expiry dates of Jul and Aug 2026.

Bench sheets must include all pH-related information outlined in the Laboratory Manual, including the time/date of sample collection and analysis, name of the analyst, calibration & buffer information (from three buffers), and QA/QC results (e.g., RE: duplicate pH sample collected at least once per week that samples are collected).

The lab is provided with new equipment as needed, and extra tubing was on-site for the composite sampler(s). The sample refrigerator showed the internal temperature on the door (4.1 °C); however, JL said this is never calibrated. Chlorine residual was checked using a Hach DR300 chlorine reader (color standard), expiry July 2026 with a hand-written notation Sept 2024.

WR43s, Bench Sheets, and Lab Reports were reviewed for Oct 2023 and Feb & Jul 2024; no transcription errors or discrepancies were found, with the exception that pH calibration and QA/QC records were incomplete.

Condition II.A.4 specifies "The permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at regular intervals to ensure accuracy of measurements, or shall ensure that both activities will be conducted...". Their pH meter was last calibrated by Advanced Analytical Solutions on 8 Jan 2024, Northern Safety & Industrial last calibrated both pH and chlorine meters on 23 Jul 2024, and JL said their flow meter is calibrated weekly; however, calibration is not being conducted on thermometer(s). **Wilmington must calibrate its thermometer(s) to ensure samples are kept at the proper temperature for analysis per methods in 40 CFR 136.**

If you have questions about laboratory/analytical procedures, we have information posted on our webpage at <https://dec.vermont.gov/watershed/wastewater/wastewater-laboratory-assistance>.

NOTE: Page 6 of the VT Wastewater Program Lab Manual (Section #7 of the laboratory manual – posted at https://dec.vermont.gov/sites/dec/files/wsm/wastewater/docs/Section%207_pH.pdf) specifies the following with regard to the use of buffers while taking pH readings of effluent samples:

- “4) Immerse the electrode(s) in a buffer no more than one or two pH units from the expected sample pH. pH 7 is usually a good choice to set the response point. Be sure to immerse the probe so that both the glass tip and the reference junction are submerged, turn the magnetic stirrer on low or swirl the buffer. Record the pH of the buffer after the meter stabilizes.
- “5) Remove the electrode from the buffer, rinse down with distilled water and blot dry.
- “6) Immerse the electrode in a second buffer which should be (at least) three (3) units from the first, usually pH buffer 4 or 10. If your samples are on the acid side of pH 7, use a pH 4 buffer; if on the basic side, use a pH 10 buffer. Record pH reading after the meter stabilizes.
- “7) Check the value of a third buffer. The third buffer should be between the standardization buffer values. If you calibrated with pH 4 and 7, it is recommended to check the calibration with a buffer between 4.5 – 6.5. If you calibrated with pH 7 and 10, it is recommended to check the calibration with a buffer between 7.5 – 9.5. Checking a two-point calibration with another pH 7 buffer does not test the slope of the line, and therefore the calibration, of the pH meter.
 - “a. If the electrode(s) and meter are operating well the value shown on the meter should be less than 0.1 pH units from the stated buffer value...”

Page 8 of Section #7 specifies “... Take a duplicate pH sample (in other words, collect samples in two (2) bottles at one of your sampling stations) at least once per week to be sure that the data is reproducible...”.

In a renewed permit there will be requirements for proficiency testing. Proficiency testing is conducted in order to confirm the accuracy of reported results, and must be conducted annually for parameter analyzed on-site (pH and settleable solids). Samples may be obtained from a variety of commercial sources. Please contact Michele Kolb if you have any questions about this at michelle.kolb@vermont.gov or 802-490-6165.

Operator Certification and Staffing:

JL and Jeff are Wilmington’s only certified wastewater operators. JL said he lives ~1/2 mile from the WWTF, and is also the drinking water operator for the elementary school. Both of their certifications were posted in the office. JL and Jeff are responsible for properly operating and maintaining the WWTF, pump stations, and collection system. JL and Jeff explained they rotate being on-call each weekend, and otherwise cover for each other when one is away (including if one makes a grocery run in the evening). JL said he brings his phone and laptop with him when he’s away on vacation, so he can respond in the event of wastewater-related emergency. JL, ST, and Jeff said they all may be retiring within 5-10 years. JL said he has begun writing SOPs for succession planning.

Although these two operators have made this work over the past couple of decades, this situation does not appear to be sustainable (especially given the increase of emergency situations concurrent with climate change, and with the current operators nearing retirement). Accordingly, it is not clear that the Town is compliant with **condition II.A.3.b**, which specifies “The Permittee shall provide an adequate operating staff which is duly qualified to carry out the operation, maintenance, and testing functions required to ensure compliance with the conditions of this permit”. The two operators are duly qualified; however, it does not seem sustainable for only two individuals to be responsible for the WWTF and collection system at all times. **It is recommended that Wilmington look into succession planning and determine, via NEIWPCC’s calculator, that there is sufficient operator coverage (including when staff are on leave).**

Scheduled Items:

I.A.6: “Annually... the Permittee shall measure the sludge depth throughout the treatment lagoons. The results of the sludge measurements and a copy of a plan depicting the grid location of the measurements shall be submitted with the December Discharge Monitoring Report ...” The most recent information submitted was from Sept 2023, showing average depth in Lagoon 1 was 17.2” and in Lagoon 2, 31.6”.

Collection System Tour:

In the afternoon, JL gave us a tour of two of the collection system pump stations – PS #1 and PE #1. JL said all pump stations connect to the SCADA’s alert/alarm system and are equipped with float switches and sensors to detect if an overflow is occurring. JL said all are checked in person daily.

PS #1 (32 West Main St):

- SCADA is connected to the battery and surge protector here
- The 5 HP centrifugal pump requires submersion to operate.
- High-level alarms are in the wet well and manhole. The longest power outage in the last several years here was ~two hours, and the high-level alarm wasn’t tripped
- Installed a water-proof door after the flooding caused by hurricane Irene
- When we arrived, the hatch cover to the wet well (outside the locked pump station building) was unlocked and open; JL immediately locked it and told us that Jeff had inspected the pump station that morning and must have forgotten to lock it before he left

PE #1 (87 East Main St):

- JL said operators can bypass this pump station if needed (can push flow from the manhole by the road to a pit with a hose connection to connect to the force main
- Installed in ~1989-1990; flooded in Irene, after which all electricals were replaced
- Pumped by air compressors (not submerged)
- Two pots here can be re-set electronically
- Have high-level alarms here

Cyber Security:

JL explained alarms are automatically sent to his and Jeff’s phones, and they can re-boot some operations from a distance; however, their SCADA is primarily used to monitor WWTF operations and to sound alarms if there are problems. JL said the SCADA is not currently connected to the town’s cloud server (though this may change at some time); he backs up the data on a portable hard drive every month or so.

The village is updating the phones so the WWTF will receive new phones that work with the municipal server.

It is recommended that Wilmington evaluate its cybersecurity risk and adopt any recommended mitigations provided by the EPA and the national Water Information Sharing and Analysis Center.

Safety Program

Safety Data Sheets are in identified binders in the WWTF office. JL said they check the eyewash station weekly and that the station by the chlorine is connected to their SCADA system. Fire extinguishers are checked monthly and inspected annually. JL said VOSHA inspected the WWTF in 2022. The operators are trained in confined space entry and said they have all the required equipment and a lock-out/tag-out program was in place. However, there was no confined space signage at the ladder/entrance to the 8’-10’ pit at PE#1, though JL said there are huge blowers at the bottom to ensure adequate air. **It is recommended that confined spaces be evaluated, and signs posted, as required by VOSHA regulations.**

While general questions about safety may have been asked during the inspection, this was not a comprehensive safety inspection.

As a reminder, the facility should always follow safe operating procedures. Employees must be trained in emergency shut-down, fire control, and spill response procedures, as well as in the use of safety equipment, safe sampling techniques, and safe handling of chemicals and wastes. Employees should not enter confined spaces unless properly trained and equipped. Managers must be aware of the Occupational Safety and Health Administration (OSHA) Right-to-Know laws regarding potentially dangerous chemicals in the workplace. This law specifically requires a written hazard communication program, labeling of chemicals, and the availability of material safety data sheets to employees upon request.

Workplace safety laws may be found here: <https://labor.vermont.gov/vermont-occupational-safety-and-health-administration-vosha/rules-publications/rules-regulations>

The Vermont Occupational Safety and Health Agency (VOSHA) can assist facilities in creating safe workplaces. VOSHA Compliance Assistance Specialists can provide general information about VOSHA standards and compliance assistance resources. <https://labor.vermont.gov/vermont-occupational-safety-and-health-administration-vosha/meet-vosha-requirements>

Clifford Leinonen (Vermont Lodge) 85 West Main Street. The board already extended it once to 9/4/24. I would like to extend the preliminary approval to 6/1/25. They were hoping to get it done in the fall but that did not happen.

This is only for 140 gallons. I won't need another signature, just want verbal approval please.

Andrew Kotsaftis, Fairview Avenue for two new three-bedroom houses. Same deal, they were granted an extension to 9/24 but are having issues with permitting so I would like verbal approval to extend to 6/1/2025.

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

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

Applicant: Cliff Leinochen ☒ Owner ☐ Owner's Agent ☐ If Agent, letter of agency attached
 (Print Name)
 Property Location: 85 W. Main St. Wilmington Tax Map Number: 20-20-036
 (911 Locatable address - Street or Road)
☒ Residence ☐ Commercial Building ☐ Other: (describe) _____

I am applying for the following establishments listed to be connected to the building sewer ☐ or added to existing allocation ☒:

Establishment	Unit	Number	Gallons/Person/Day/Unit	Total Gallons/Day
Example: Restuarant	Seat	10	30	300
Apartment	Bedroom	1	140	140

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

Do not write in boxed area - For administrative use only

SIGNED: [Signature]
 (Applicant)

184 Higley Hill Rd.
 (Mailing Address of Applicant)

Wilmington VT 05363
 (City, State and Zip Code)

Credit existing ~~unused~~ gallonage: 420 gpd

Allocation to be purchased Total 140 gpd

CONDITIONS:

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

Preliminary Approval Granted: date 3/6/24

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

By: [Signature]
 Wilmington Board of Sewer Commissioners Agent

Extension of Preliminary Approval granted: date 6/4/24

Extension Preliminary Approval Expires: date 9/4/24

By: [Signature]
 Wilmington Board of Sewer Commissioners

NOTE: Final Approval must be obtained by Preliminary Approval expiration date. To apply for Final Allocation, submit the application on page 2 of this form (on back) once all necessary state and federal permits have been issued and received.

If applicant is unable to obtain permits needed to apply for Final Approval by deadline, he must apply for an extension.

Sewer Commissioners will consider reason for extension (i.e. zoning appeal etc.) and may or may not grant an extension. If not granted, applicant can reapply for allocation.

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 2 of 3

APPLICATION FOR FINAL APPROVAL (To be completed and returned after you have received necessary state and federal permits.)

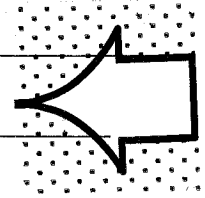
DATE DUE: ~~6/6/24~~ 9/4/24

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: _____
(Applicant)



**SIGN
HERE**

Do Not Write Below This Line – Administrative Use Only

FEES DUE:

Permit Application Fee: \$25.00 due at application

Date Paid 12/18/23 Initials GL

Bianchi Filing Fee: \$18.00 due at application

Date Paid 12/18/23 Initials GL

Connection Permit Fee: \$80.00 due at connection application

Date Paid n/a Initials _____

ALLOCATION FEE TOTAL \$1,400

Within 30 days of Preliminary 25% \$ 350 Date Due: 4/6/24

Date Paid 4/22/24 Initials GL

See Timetable Page 3 75% \$ 1,050 Date Due: _____

Date Paid _____ Initials _____

Conditions of Approval: _____

Final Approval Date _____

Do not write in boxed area - For administrative use only

By: **Wilmington Board of Sewer Commissioners**

**FINAL
PERMIT**

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

NEW TOTAL ALLOCATION:

Gal per day

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. <u>20-21-025 Lot 1</u>	Fee \$25.00+\$18.00 Recording	Date Received: <u>2/28/24</u>
PSC No. _____	\$43.00 Fee due at application <input type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: <u>#1312</u>	

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

Property Location: Fairview Avenue (Proposed Lot 1) Tax Map Number: Map 20 / Lot 25
(911 Locatable address - Street or Road)

☒ Residence ☐ Commercial Building ☐ Other: (describe) _____

I am applying for the following establishments listed to be connected to the building sewer ☐ or added to existing allocation ☐.

Establishment	Unit	Number	Gallons/Person/Day/Unit	Total Gallons/Day
Example: Restuarant	Seat	10	30	300
Single Family Home	Bedroom	3	140	420

I hereby request an allocation permit as described for gallons per person per day TOTAL 420 gpd
Do not write in boxed area - For administrative use only

SIGNED: _____

(Applicant)

170 Caruso Drive

(Mailing Address of Applicant)

Watertown, CT 06795

(City, State and Zip Code)

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.

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Sewer Commissioners will consider reason for extension (i.e. zoning appeal etc.) and may or may not grant an extension. If not granted, applicant can reapply for allocation.

Credit existing unused gallonage: 0 gpdAllocation to be purchased Total 420 gpd**CONDITIONS:**

1. Total Allocation Fee (420 gpd x \$10/gpd) \$ 4,200
2. 25% of the total Allocation fee (\$ 1,050) is due within 30 days: On or before 4/6, 2024.
3. The remaining 75% (\$ 3,150) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
4. Other: _____

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

By: _____

Wilmington Board of Sewer Commissioners Agent

Extension of Preliminary Approval granted: date 6/4/24Extension Preliminary Approval Expires: date 9/4/24

By: _____

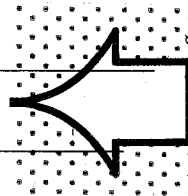
Wilmington Board of Sewer Commissioners

APPLICATION FOR FINAL APPROVAL (To be completed and returned after you have received necessary state and federal permits.)

DATE DUE: 6/6/24 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: _____
(Applicant)

Do Not Write Below This Line – Administrative Use Only

FEES DUE:Permit Application Fee: \$25.00 due at applicationDate Paid 2/28/24 Initials GLBianchi Filing Fee: \$18.00 due at applicationDate Paid 2/24/24 Initials GLConnection Permit Fee: \$80.00 due at connection application

Date Paid _____ Initials _____

ALLOCATION FEE TOTAL \$4,200Within 30 days of Preliminary 25% \$1,050 Date Due: 4/6/24 Date Paid _____ Initials _____See Timetable Page 3 75% \$3,150 Date Due: _____ Date Paid _____ Initials _____

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

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APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. 20-21-025 Lot 2 Fee \$25.00+\$18.00 Recording Date Received: 2/28/21
 PSC No. _____ \$43.00 Fee due at application ☐ paid ☒ check ☐ cash
 SA No. _____ Signature: # 1313

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

Property Location: Fairview Avenue (Proposed Lot 2) Tax Map Number: Map 20 / Lot 25
 (911 Locatable address - Street or Road)

☒ Residence ☐ Commercial Building ☐ Other: (describe) _____

I am applying for the following establishments listed to be connected to the building sewer ☐ or added to existing allocation ☐.

Establishment	Unit	Number	Gallons/Person/Day/Unit	Total Gallons/Day
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Single Family House	Bedroom	3	140	420
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 (Mailing Address of Applicant)

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 (City, State and Zip Code)

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 Wilmington Board of Sewer Commissioners Agent

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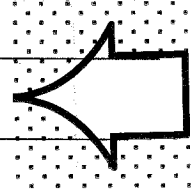
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Date Paid 2/28/24 Initials GL

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Date Paid 2/28/24 Initials GL

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Date Paid _____ Initials _____

ALLOCATION FEE TOTAL \$4,200

Within 30 days of Preliminary 25% \$1,050 Date Due: 4/6/24

Date Paid _____ Initials _____

See Timetable Page 3 75% \$3,150

Date Due: _____ Date Paid _____ Initials _____

Conditions of Approval: _____

Final Approval Date _____

By: **Wilmington Board of Sewer Commissioners**

Copy After Final Approval: Date _____ Initial _____

John Lazelle, Chief Operator, WWTP

Christine Richter, Finance Officer

File

Bianchi filed with Town Clerk: Date _____ Initial _____

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**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): _____

Town of Wilmington

Wastewater Allocation Fee Timetable

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