

**Wilmington Selectboard Agenda  
March 18, 2025**

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of March 5 2025 (2 minutes)
3. Re-Appointments (10 minutes)
  - Energy Coordinator** ----- Bob Bois/1
  - Green Up Co-Chair**----- Kathryn Larsen/1
  - Anthony Martino/1
  - Windham County Solid Waste District Supervisor Board**----- Merrill Mundell/1
  - Windham Regional Commission Rep**----- Bob Bois/1
  - Ann Manwaring/1
  - Planning Commission** ----- Erik King/4
  - DRB** ----- Diane Abate/3
  - Chrystal Holt/3
  - Trails Committee** ----- Jeff Menges/4
  - Rec** ----- Sara Molina/4
  - DVFiber** ----- Ann Manwaring/1
  - Gretchen Havreluk/1
4. Action items (15 minutes)
  - *The Selectboard to possibly approve the quote from Renaud Bros for the Green Rd bridge replacement in the amount of \$101,000.*
  - *The Selectboard to possibly approve the expenditure for the old fire house roof repair from Walker Roof in the amount of \$43,540.*
5. 1% Local Option Tax Request (10 minutes)
  - *The Selectboard to possibly approve a request for the Greeter Program in the amount of \$3500*
6. Town Policies (20 minutes)
  - The Selectboard possibly approve the*
  - *Fraud Policy*
  - *Credit Card Policy*
  - *Purchasing Policy*
7. Sewer Commission (5 minutes)
  - *The Sewer Commission to possibly approve a preliminary application for Rob Marzelli at 35 West Main St for a 2-bedroom house at 240 gpd.*
8. Economic Development (10 minutes)
  - *The Selectboard to review new banner design recommendations*
9. Liquor Commission (5 minutes)
  - The Liquor Commission to possibly approve
  - *A Second-Class renewal for Ratu's Liquor & Market, Brockton Corp dba Shaws, and Walgreens Eastern Co Inc;*
  - *A First- and Third- Class renewal for The Dairy Bar Inc dba Dots Restaurant; and*
  - *A First- and Third- Class and Outside Consumption renewal for Tim Tom LLC dba Alpenglow, La Casita, Pipe Dream LLC dba the Anchor, WHVT Hotel LLC dba The White House, L&S Inc dba Northstar Bowl, and 19 South Main St Restaurant*
10. Other Business/Correspondence
  - *Regional Selectboard meeting update*
11. Select Board Members Comments

12. Town Manager's Updates (5 minutes)

## **Wilmington Selectboard Meeting Minutes March 5, 2025**

**Present:** Tom Fitzgerald, Vince Rice, Tony Tribuno, Charles Foster, John Lebron

**Others Present:** Scott Tucker, Jessica DeFrancesco, Marshall Dix, Sarah Kociela, Therese Lounsbury, Matt Murano, Eric St Denis, Joe Carcich, Elizabeth Goldsmith, Caitlin Towsley, Andrew Kirkman, Emily Carcich, Richard Levesque, Kaylie Cadorette, Dillon Driscoll, James Dassatti, Jessica Roberts,

### **Meeting called to order at**

#### **1. Swearing In Ceremony**

- John Lebron, Vince Rice, Charlie Foster sworn in to the Selectboard.
- Dillon Driscoll sworn in as a full-time police officer; promotion of Joseph Carcich to Police Corporal; promotion of Andrew Kirkman to Sergeant.

#### **2. Re-Organization**

- Tucker opened nominations for Chair; Tribuno nominated Fitzgerald. No other nominations, all in favor. Tribuno moved to elect Rice as Vice Chair, no other nominations; all in favor. Tribuno volunteered to be Clerk, no other nominations; all in favor.
- Other Actions and Appointments  
Fitzgerald- DRB and PC; Rice-Rec, Lebron-Trails, Tribuno-Beautification, Foster-BiTown
- Selectboard schedule, 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 6 pm; June-Aug 1 meeting a month on the 3<sup>rd</sup> Tuesday pending business; official newspaper- DVN,
- Rice moved to approve the Conflicts of Interest Policy, and Rules of Procedure, Tribuno second; all in favor.

#### **3. Visitors, Public Comments, Possible Changes to the Agenda**

- Add the Spring Road Postings under Other Business.
- Add Liquor Commission, after Cannabis Commission for a special event permit.

#### **4. Approve minutes of February 14 & 18, 2025, amend the minute of February 4, 2025 (2 minutes)**

- Tribuno moved to approve the minutes of February 18 and the amended minutes of February 4, 2025, Rice second; 4-0, Lebron abstained
- Fitzgerald moved to approve the minutes of February 14, 2025, Rice Tribuno second; 3-0, Lebron and Foster abstained

Fitzgerald moved to enter into Cannabis Commission at 8:58 pm

#### **5. Cannabis Commission**

- There are a lot of signs, the Board is questioning the validity. ZA Roberts states there are 28 violations. They are scheduled with the DRB to clean up the violations. Chief Murano has concerns as they have had a recent interaction with one of the applicants that led to a DUI arrest. There is not a conviction yet (case in court), but there is a question on the understanding of impaired driving (as a cannabis retail owner). Lebron moved to approve a renewal for S-000011254, Retailers Renewal, Matterhorn Apothecary LLC, Rice second; all in favor.

Out of Cannabis Commission at 9:10 am

Enter Liquor Commission at 9:11 am

6. Liquor Commission

- Foster moved to approve a Special Event Permit for Valley Craft Ales on 3/22 catered by Watson Wheeler Cider from 12–10 pm, Rice second; all in favor.

Out of Liquor Commission 9:13 am

7. 1% Local Option Tax Request

- Foster moved to approve a request from LHA for a mini demo series and a lawn display of \$8000, Rice second; all in favor.

8. Other Business/Correspondence

- Justice of the Peace Appointment of Matthew Moore
- Fitzgerald moved to approve the 2025 Spring Road Posting, Rice second; 4–0, Tribuno out of room.

9. Select Board Members Comments

10. Town Manager's Updates

- Transfer station certification renewal is due April 1<sup>st</sup> and the capped landfill certification has no expiration.
- Make it on Main St final round awarded to Butter Mountain Bakery, Local Loop and Cherry Press.

Meeting adjourned at 10:11 am

Respectfully submitted,  
Jessica DeFrancesco

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

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Vince Rice, Vice Chair

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Tony Tribuno, Clerk

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Charlie Foster

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John Lebron

## SELECTBOARD RE-APPOINTMENT LIST

Terms expire APRIL 1, 2025

The following have replied they are willing to be re-appointed

### POSITION

### INCUMBENT/Term yrs

Energy Coordinator -----	Bob Bois/1
Green Up Co-Chair-----	Kathryn Larsen/1
-----	Anthony Martino/1
Windham County Solid Waste District Supervisor Board-----	Merrill Mundell/1
Windham Regional Commission Rep-----	Bob Bois/1
	Ann Manwaring/1
Planning Commission -----	Erik King/4
DRB -----	Diane Abate/3
-----	Chrystal Holt/3
Trails Committee -----	Jeff Menges/4
Rec-----	Sara Molina/4
DVFiber -----	Ann Manwaring/1
-----	Gretchen Havreluk/1

The following do NOT wish to be re-appointed

Trails-----	Julie Koehler, unsure
DV Fiber -----	Alan Baker
Tree Warden -----	Doug Wheeler

# Green Road Wilmington Vt.

## BAZIN BROTHER'S

## Renaud Bros.

\$177,185 Install new bridge deck	\$101,000 Install New Bridge deck
\$2000 rubber membrane town supplied	\$2000 rubber membrane town supplied
	\$33,000 Paving Subcontracted
Total Cost \$179,185	\$10,000 Gravel town would haul and supply
	Total Cost \$146000

In both Quotes the Town will be responsible for disposal of old deck, traffic signs and notifying of road closure and any traffic control needed.

Bazin Brothers- in this quote, they are doing all the work and supplying all the materials.

Renaud Bros - The town crew would be doing all the dirt work and prep for paving.

Both proposals for bridge decking are made out of concrete; same length and width, built to same VT Bridge standards.



283 Fort Bridgman Road #2  
Vernon, VT 05354  
(802) 257-7383

## DATE \_\_\_\_\_

## REFERENCE

2048

Town of Wilmington  
P.O. Box 217  
Wilmington, VT 05363

		PROJECT	
DESCRIPTION		TOTAL	
Bridge Deck Replacement with Guardrails  Renaud Bros will supply: - Removal of existing deck - Install new precast deck - Crane set with crew - Install guardrail on bridge - Boxing glove style ends  Town of Wilmington will be responsible for: - Traffic Control - A place for disposal of old deck, waste material - Backfill material - Approach Rail (if requested)		100,000.00	
Temporary Pedestrian Bridge Set in place, for use during construction Removed after construction is complete		1,000.00	
		<b>TOTAL</b> \$101,000.00	

**BAZIN BROTHER'S TRUCKING, INC**  
**2425 Back Westminister Road**  
**Westminister, Vermont 05158**  
**Tel. 802-463-2077 • Fax. 802-463-2598**

**PROPOSAL**

SUBMITTED TO: Town of Wilmington  
ADDRESS: PO Box 217  
Wilmington, VT 05363

DATE: February 18, 2025  
JOB NAME: Green Road Bridge  
LOCATION: Green Road

1. Mobilization of men and equipment to and from site.
2. Remove existing guardrail.
3. Remove existing bridge superstructure.
4. Provide new precast concrete planks for bridge deck at a width of 16 feet.
5. Gravel approaches to meet new bridge deck height.
6. Provide waste blocks at each corner to match new bridge deck height.
7. Provide 125 lineal feet of guardrail across new bridge and four end anchors.
8. Provide bituminous concrete pavement to a compacted depth of 4 inches, in two courses, for a length of 550 lineal feet at an average width of 18 feet.
9. Erect and remove temporary pedestrian bridge.

***We Propose*** hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of: .....**\$177,185.00**

Payment to be made as follows:      Net 15 days

***Not included:*** Bonds; Soil Testing; Unsuitable excavation and/or replacement; Drilling and blasting; Removal of rocks and boulders greater than one cubic yard; Fine grading of existing gravel for paving; Removal of existing paved apron adjacent to Route 100; Shoulder gravel; Repairs and/or replacement of existing concrete abutments.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner shall carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: 

Date: 2/18/2025

***Acceptance of Proposal*** -The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: WE MAY WITHDRAW THIS PROPOSAL IF NOT ACCEPTED WITHIN 30 DAYS.



239 Old Ferry Rd • Brattleboro, VT 05301-9175 • Phone: (802) 257-8180

Jessica DeFrancesco Town of Wilmington  
Job Address:  
18 Beaver St  
Wilmington, VT

Print Date: 3-13-2025

Rubber Roof Estimate

Scope of Work

Items	Description
Remove existing 1 layer of TPO and Insulation and dispose of debris	
Install (1 inch) ISO insulation over existing truck bay	
Install custom faced drip edge around entire perimeter of roof	Drip edge will be hemmed with a 1/2" water kicker installed
Install .060 (TPO) Rubber membrane roofing	
Flash 1 chimney(s)	
Install 2 bathroom vent roof boot(s)	
Truck Bay Roof Estimate	

Total Price: \$43,540.00

## **Request For Funding Through the 1% Local Option Tax Fund**

### **Name of Person/Organization/Business/Committee**

Windham County Conservation District (NRCD)

**Date of Request:** February 26, 2025

### **Contact person, phone numbers, mailing and email address:**

Cory Ross, District Manager Windham NRCD  
28 Vernon Street Suite 332  
Brattleboro, VT 05031  
802-689-3024  
[Ross.wcnrcd@gmail.com](mailto:Ross.wcnrcd@gmail.com)

### **Amount of Request and Date Funding Needed:**

\$4,100.00, May of 2025 (\$3,500 cash plus the portable toilet at the boat launch)

### **Describe in detail the purpose and specific use of the funding:**

The funds would be used for the 2025 Lake Raponda Greeter Program. The program is in its 9<sup>th</sup> year and will run from late May until early September in coordination with the Lake Raponda Association, the Lake Raponda Environmental Foundation, the Town of Wilmington and the Windham NRCD. The purpose is to manage the program with paid greeters to educate and inspect boats for invasive species entering Lake Raponda. The greeters will also enter data collected from each day into the state's data management system.

### **Please provide a financial breakdown of your project/request:**

We anticipate the Vermont DEC will provide \$20,280. The Lake Raponda Environmental Foundation is willing to provide funding up to \$5,000. Wilmington's contribution of \$4,100 will include the portable toilet. The total proposed budget for the 2025 season is \$32,932.81, which includes \$4,152.81 in in-kind matching services. The full proposed budget and schedule are attached.

### **Briefly describe the need for the funding and any other information that can support the application:**

These funds will help prevent invasive species in Lake Raponda, which in turn, protects the properties around the lake. Continuing funding from the State of Vermont, the Lake Raponda Environmental Foundation and the Town of Wilmington will enable the program to provide coverage with paid greeters 5 days per week throughout the season. Preventing the introduction of a noxious invasive species such as Eurasian Watermilfoil is considerably cheaper than managing an infestation once introduced and established.

**Signature of Applicant**

**Date 2/28/2025**

A handwritten signature in black ink, appearing to be "C. M.", written on a light blue background.

<b>Item</b>	<b>Expenses</b>	<b>Volunteer/ Total</b>	
Administration (14 hours * \$65/hour)	910		910
Coordination (14 hours * \$65/hour paid) (10 hours * \$25/hour volunteer)	910	250	1160
Greeters (Paid Greeter Hours* \$20 hour) (Volunteer Greeter Hours x \$15/hou	24400	3,300	27700
Organizational			0
Hand Pullers			0
Searchers			0
Bookkeeping (8 hours * \$65/hour)	520		520
Total Personnel	26740	3550	30290
 Total Fringe Costs	 1866.6		 1866.6
FICA			
Mileage			0
 Equipment	 100	 602.81	 702.81
Portable Toilet		602.81	602.81
Printing and Materials	100		100
 Contractors			
 Miscellaneous			
  TOTAL Expense	  28706.6	  4152.81	  32859.41
Total Income	28780		
Balance	73.4		
 <b>Anticipated Income</b>			
VT DEC	20280		
Town of Wilmington	3500		
Lake Raponda Environmental Fund	5000		
<b>In-Kind Services</b>	4152.81		
In-Kind Services as a percentage of total budget	12.63811		
Total Match	12652.81		
Total Match as a percentage of total budget	38.5059		
Administrative costs as percentage of total budget	2.769374		
 Total Budget	 32932.81		

## FRAUD PREVENTION POLICY

### TOWN OF WILMINGTON

**PURPOSE.** The purpose of this policy is to provide a mechanism for employees and officers to bring to the attention of the Town Manager or Selectboard Chair any complaints regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports. Town employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of Town financial statements in accordance with this policy.

**REPORTS OF IRREGULARITY.** Any employee who has a complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports, or who observes any questionable accounting practices, should report such complaint first to the Town Manager. In the event the Town Manager is the subject of the complaint it shall be reported to the Selectboard Chair.

The report should include a description of the matter or irregularity, the period of time during which the employee observed the matter or irregularity, and any steps that the employee has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor's reaction. The report may include, at the employee's option, the employee's contact information if additional information is needed. However, a report shall not be deemed deficient because the employee did not include contact information, including the name of the employee

Examples of reportable actions include any indication of fraud, misappropriation of Town resources, substantial variation in the Town's financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Town financial records.

General questions related to the finances of the Town, and not related to any irregularity may be posed to the Finance Officer.

**INVESTIGATION.** Upon receiving such a report, *the Town Manager* shall investigate the issues identified in the report. The *Town Manager* shall consult with the Selectboard, Finance Officer, any other Town employee, officer, legal counsel, independent auditors, or any other person or entity as part of their investigation. At the conclusion of the investigation, the *Selectboard* shall prepare a written response to the report, which shall be a public document. In the event the Town Manager is the subject of the complaint it shall be filed with the Selectboard Chair, and the Selectboard shall determine the best course of action to initiate an investigation.

In accordance with 24 V.S.A. § 1686(c), any town officer who willfully refuses or neglects to submit their books, accounts, vouchers, or tax bills to the public accountant after five business days following their receipt by certified mail of a written request that is approved and signed by the legislative body, or to furnish all necessary information in relation thereto, shall be ineligible for reelection for the year ensuing and be subject to the penalties otherwise prescribed by law.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Wilmington, Vermont, this 18<sup>th</sup> day of March and is effective as of this date until amended or repealed.

*Selectboard Members*

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Thomas Fitzgerald

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Vince Rice

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Tony Tribuno

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Charlie Foster

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John Lebron

## CREDIT CARD POLICY

### TOWN OF WILMINGTON

**PURPOSE.** Credit cards provide a convenient method of obtaining goods and services for the Town. However, by their nature, credit cards provide an opportunity for unauthorized purchases and fraudulent activity. The purpose of this policy is to establish criteria for the proper use of credit cards when conducting Town business.

**CARD HOLDERS AND LIMITS.** The Town Manager and/or Finance Officer will determine which officers and employees of the Town will be authorized to use a Town credit card and will establish an appropriate credit limit for each card. Cards will be issued in the names of authorized officers and employees.

**CREDIT CARD USE.** Credit cards issued under this policy may only be used to conduct Town business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees may be subject to disciplinary action for misuse of a Town credit card, up to and including termination.

**SECURITY.** Authorized credit card users are responsible for the card's protection and custody, and shall immediately notify the Town Manager, Finance Officer, and credit card company or bank, if the credit card is lost or stolen. Credit cards are not to be shared without Department Head approval.

**DOCUMENTATION.** Each month, with submission of the credit card bill to the Finance Officer, authorized credit card users shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, documentation will include a copy of the receipt from the vendor.

**SEPARATION.** Prior to separation from the Town, the cardholder will surrender the credit card to the Department Head or Finance Officer.

The foregoing Policy is hereby adopted by the selectboard of the Town of Wilmington, Vermont, this 18<sup>th</sup> day of March and is effective as of this date until amended or repealed.

*Selectboard members*

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Thomas Fitzgerald

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Vince Rice

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Tony Tribuno

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Charlie Foster

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John Lebron

## **Purchasing Policy**

### **TOWN OF WILMINGTON**

**PURPOSE.** The purpose of this Purchasing Policy is to obtain the highest quality goods and services for the Town of Wilmington at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

**COMPETITIVE, INCLUSIVE, and LOCAL INVESTMENT.** Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other federal requirements outlined in the grant provisions must be followed. For purchases funded in whole or in part with federal funding the Town must include and consider bidders located outside the local geographic area.

**CODE OF CONDUCT.** Employees, officers and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: the employee, officer or agent, any member of their immediate family, their partner, or an organization which employs, or is about to employ, any of the above, has a financial or personal interest in the firm/vendor selected for award.

Refer to the Town of Wilmington Code of Ethics ordinance for additional guidance.

**DOCUMENTATION.** Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report, if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit, or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist and/or adopted by Wilmington Selectboard, October 17, 2023.

#### **PURCHASING AUTHORITY.**

**Purchasing Agents.** The following employees are designated to act as Purchasing Agents for the Town: Town Manager, Department Heads, Administrative Assistant, and Cemetery Commissioners. Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase, and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

**Incidental Purchases.** Employees who have been designated to act as Purchasing Agents may make purchases of up to \$5,000 without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town.

**Minor Purchases.** Employees who have been designated to act as Purchasing Agents may make purchases with a value between \$5,000 and \$10,000 with prior approval of the Town Manager or Finance Officer, and are limited to the amount of the budget authorized by the Town. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

**Major Purchases.** All purchases over \$10,000, or multi-year contracts, at least 3 years and totaling over \$10,000, require prior approval of the Selectboard. The Selectboard shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

For all major purchases with a value over \$10,000, price and rate quotes shall be obtained from at least two qualified vendors, following the COMPETITIVE, INCLUSIVE, and LOCAL INVESTMENT provision of this policy, and all provisions regarding fair and unrestricted competition. Vendors will be selected based on cost, the quality of the goods and services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town. State bid pricing, if available, may be preferable.

Purchases at or exceeding \$250,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) or construction projects of any value funded with federal grants must follow a sealed bid process as outlined below and follow any procurement guidance as outlined in any grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or a qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

**SEALED BID PROCESS.** The sealed bid process shall be initiated by the issuance of a Request for Proposal (RFP) or Request for Qualifications (RFQ) prepared by the Town Manager or its designee. Notice of the RFP or RFQ shall be made by letters to known providers soliciting bid responses, advertisements placed in a newspaper of general circulation in the region, and the town website.

**BID SPECIFICATIONS.** A list of bid specifications shall be prepared for each purchase over \$250,000 *funded with federal grants* and shall be available for inspection at the Town office [RFPs or RFQs may be prepared for purchases over \$10,000]. Bid specifications shall include:

- Bid name.
- Bid submission deadline.
- Date, location, and time of bid opening.
- Specifications for the project or services including quantity, design, and performance features.
- Bond and/or insurance requirements.
- Any special requirements unique to the project or purchase.
- Delivery or completion date.
- For construction projects, language that sets a requirement for a bid guarantee in the

amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis Bacon compliance, if that is a requirement of the federal agency providing the funding.

- For construction projects over \$2,000, a statement that contractors will be provided with a copy of the most current wage determination (from the DOL website at <http://www.wdol.gov/dba.aspx>) and must comply with the Davis Bacon Act.
- The Town (i.e., Selectboard, Town Manager) has the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest. The Town reserves the right to investigate the financial condition of any bidder to determine their ability to assure service throughout the term of the contract.

Once an RFP or RFQ has been issued, the specifications will be available for inspection at the Town office.

**BID SUBMISSION.** All RFPs or RFQs must be submitted in sealed envelopes, or electronic submission to a specific email, addressed to the Town Manager, and plainly marked with the name of the bid. RFPs or RFQs will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered.

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting an RFP or RFQ thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on their behalf without connection with or obligation to any undisclosed person or firm.

**BID OPENING.** Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Town Manager or designee. The bid opening will include the name and address of bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

**CRITERIA FOR BID SELECTION.** In evaluating bids, the Town Manager will consider the following criteria:

- Price.
- Bidder's ability to perform within the specified time limits.
- Bidder's experience and reputation, including past performance for the Town.
- Quality of the materials and services specified in the bid.
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- Bidder's financial responsibility.
- Bidder's availability to provide future service, maintenance, and support.
- Nature and size of bidder.

- Contract provisions that are acceptable to the Town.
- For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
- Any other factors that the Town Manager determines are relevant and appropriate in connection with a given project or service.

*In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:*

- There shall be no preference exercised for local contractors or suppliers.
- Minority and women-owned businesses must be included in the solicitation list for the request for proposal.
- The Town Manager will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

**CHANGE ORDERS.** If specification changes are made prior to the close of the bid process, the RFP or RFQ will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, a change order specifying the scope of the change will be prepared. Once approved, the contractor and an authorized agent of the Town must sign the change order.

**EXCEPTIONS.** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

**Competitive Proposals.** If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for Proposal (RFP) or Request for Qualification (RFQ) prepared by the Town Manager or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed.

If architectural or engineering services are being solicited, this process should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.

**Sole Source Purchases.** If the Selectboard determines that there is only one possible source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source.

**State Bid Pricing.** A state bid price is acceptable for the Selectboard to waive the bid process and authorize the purchase.

**Emergency Purchases.** The Selectboard or Town Manager may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

**Professional Services.** The bid process may not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, insurance, engineering and architectural services.

Federally funded non-competitive purchases for \$250,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Wilmington, Vermont, this 18<sup>th</sup> day of March and is effective as of this date until amended or repealed.

*Selectboard members:*

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Thomas Fitzgerald

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Vince Rice

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Tony Tribuno

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Charlie Foster

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John Lebron

# APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. <u>20-20-064</u>	Fee \$25.00+\$18.00 Recording	Date Received: <u>3/3/29</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>214</u>

Applicant: Robert Marzelli ☒ Owner ☐ Owner's Agent ☐ If Agent, letter of agency attached

(Print Name)

Property Location: 35 / 37 West Main Street Tax Map Number: 20-20-064

(911 Locatable address - Street or Road)

☒ Residence ☐ Commercial Building ☐ Other: (describe) \_\_\_\_\_

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

Establishment	Unit	Number	Gallons/Person/Day/Unit	Total Gallons/Day
<i>Example:</i>				
<u>Restuarant</u>	<u>Seat</u>	<u>10</u>	<u>30</u>	<u>300</u>
<u>Single Family House</u>	<u>Bedrooms</u>	<u>2</u>	<u>140</u>	<u>280</u>
<u>Apartment</u>	<u>Bedrooms</u>	<u>2</u>	<u>140</u>	<u>280</u>
<u>Retail space</u>	<u>Employees</u>	<u>3</u>	<u>15</u>	<u>45</u>

I hereby request an allocation permit as described for gallons per person per day TOTAL 590 605 gpd

Do not write in boxed area - For administrative use only

SIGNED: Robert Marzelli  
(Applicant)

P.O. Box 935

(Mailing Address of Applicant)

Wilmington, VT 05363

(City, State and Zip Code)

Credit existing unused gallonage: 365 gpd

Allocation to be purchased Total 225 240 gpd

## CONDITIONS:

1. Total Allocation Fee 240 gpd x \$10/gpd) \$ 2,400
2. 25% of the total Allocation fee (\$ 225) is due within 30 days: On or before \_\_\_\_\_, 20\_\_\_\_.
3. The remaining 75% (\$ 400) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
4. Other: \_\_\_\_\_

Preliminary Approval Granted: date \_\_\_\_\_

Preliminary Approval Expires: date \_\_\_\_\_ (3 months)

By: \_\_\_\_\_

Wilmington Board of Sewer Commissioners Agent

Extension of Preliminary Approval granted: date \_\_\_\_\_

Extension Preliminary Approval Expires: date \_\_\_\_\_

By: \_\_\_\_\_

Wilmington Board of Sewer Commissioners

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

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

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



Each town will have  
3 new banners that  
will be staggered  
throughout town,  
reminding visitors of  
each of the seasons  
of Southern  
Vermont regardless  
of when they visit.





In Dover the new banners will remain up year round throughout the town, while the existing seasonal banners will continue to rotate out with each season.





In Wilmington, the 3 new banner designs will stay up year round outside of downtown, while the existing seasonal designs will rotate in the downtown area. In Summer, these 6 different designs will be seen

