

## Wilmington Selectboard Agenda

April 15, 2025

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of April 1, 2025 (2 minutes)
3. Action Items (3 minutes)
  - *The Selectboard to possibly rescind the 2007 Contracts & Grants Policy.*
  - *The Selectboard to possibly approve the Fiscal Year 26 Grants in Aid Letter of Intent*
4. Sewer Commission (5 minutes)
  - *The Sewer Commission to possibly approve a preliminary allocation request to 44 East Main St at 295 gpd for an assembly hall with 50 seats and 3 employees.*
5. Town Hall Roof (10 minutes)
  - *The Selectboard to possibly approve a quote for roof repairs to town hall.*
6. Liquor Commission (5 minutes)

The Liquor Commission to possibly approve

  - *A First- and Third-Class and Outside Consumption renewal for VT Golf dba The Stack,*
  - *A First- and Third-Class renewal for Cask & Kiln Kitchen,*
  - *An Outside Consumption renewal for Valley Craft Ales*
  - *A Request to Cater at Brook Bound Inn on May 14, 2025 from 4-9:30 pm, catered by WI Foster.*
7. Other Business/Correspondence
8. Select Board Members Comments
9. Town Manager's Updates (5 minutes)
10. Executive Session
  - *The Selectboard to possibly enter executive session for the purpose of discussing employment*

## Wilmington Selectboard Meeting Minutes

April 1, 2025

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

**Others Present:** Scott Tucker, Jessica Archambault, Gretchen Havreluk, John Lazelle, Kristy Corey, Jessica Roberts, John Haeckel, Chad Bullock

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

1. Visitors, Public Comments, Possible Changes to the Agenda
  - Move # 6 to just after minutes
  - There are amendments to the minutes
2. Approve minutes of March 18 and 28, 2025
  - Tribuno moved to approve the minutes of March 18, 2025, Rice second; all in favor
  - Amend minutes of March 28<sup>th</sup> by adding Selectboard member names and “meeting called to order”. Tribuno Moved to approve the minutes of March 28, 2025 as amended, Rice second; 3-0, Lebron abstained
3. School Board Vacancy
  - The Selectboard consulted with the Twin Valley Unified Union School Board, regarding the appointment of John Haeckel. Tribuno moved to approve the appointment of John Haeckel to the school board for the remainder of the term, recommended by the school board, Rice second; all in favor.
4. Municipal Ordinance
  - This ordinance replaces the “Town Owned Lands Guidelines” previously approved by the Selectboard. Rice moved to approve the proposed Municipal Property Policy, Lebron second; all in favor.

Fitzgerald moved to enter into Sewer Commission at 6:10 pm, Rice second; all in favor.

5. Sewer Commission
  - Fitzgerald moved to approve preliminary allocation for 3-bedrooms at 420 gpd at 29 Ray Hill Rd, Rice second; all in favor.

Out of Sewer Commission at 6:11 pm

6. Tax Stabilization
  - Melissa Nebelski (Super Girl, LLC) is requesting tax stabilization for what was formerly the C&S Store. Havreluk informed the Board that the state is working on a tax stabilization for housing projects which would give owners a break on the education portion of their tax bill. This parcel has two buildings on it; this application is only for the old store. Although these applications are typically done prior to any construction, there has been no revaluation on this property since construction started. It has been gutted and reframed. There are no facilities, flooring or anything else. Lebron moved to approve a tax stabilization application for Super Girl LLC at 157 Route 100 N, Rice second; all in favor.

Fitzgerald moved to enter into Cannabis Commission at 6:32 pm.

7. Cannabis Commission

- Fitzgerald moved to approve a renewal for S-000011793, Outdoor Cultivator Tier 1 Small Cultivator for Owl Forest LLC, Rice second; all in favor.

Out of Cannabis Commission at 6:35 pm.

Fitzgerald moved to enter into Liquor Commission at 6:35 pm, Rice second; all in favor.

8. Liquor Commission

- Tribuno moved to approve a First- Class and Outside Consumption renewal for The Village Roost, Rice second; all in favor.

Out of Liquor Commission at 6:35 pm

9. Other Business/Correspondence

10. Select Board Members Comments

- Lebron is glad to see the push on incentives for long-term housing such as tax stabilization. He would like to see the Selectboard possibly spend some funds on promoting the growth of residents, even if it means taking funds away from marketing.

11. Town Manager's Updates

- Another pot hole appeared on Bridge #31 that has been patched. We should have a scoping report soon and another visit from the state is expected.
- East Main St sidewalk; utility companies are starting to move their lines off the old poles
- Town Hall has damage on two roofs; over the main doors and on the east side second floor porch area.
- Lake Raponda Dam; received an initial estimate of \$300,000 +/- to improve the dam classification from "poor" to "good."
- Transfer station recertification has been submitted.
- Lacombe property appeal is with the court.

12. Executive Session

- Fitzgerald moved to find that premature general public knowledge of the land purchase would place the town at a substantial disadvantage, all in favor.
- Fitzgerald moved to enter into executive session at 6:54 pm, to include the Town Manager, for a possible land purchase or lease agreement, Rice second; all in favor.

Out of executive session at 7:05 pm

Meeting adjourned at 7:05 pm

Respectfully submitted,  
Jessica Archambault

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



## LETTER OF INTENT TO PARTICIPATE IN THE SFY26 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of \_\_\_\_\_, certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2026.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for **hydrologically connected** municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2026 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

\_\_\_\_\_ Date: \_\_\_\_\_

(Duly Authorized Representatives)

Municipality: \_\_\_\_\_

Primary Contact Name and Title: \_\_\_\_\_ (Selectboard Chair or Council)

Note: **Primary Contact is responsible for grant execution** on Town's behalf, Secondary Contact **must** be Town Clerk.

Address: \_\_\_\_\_  
*Street Address Town Zip*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Town Clerk (2<sup>nd</sup> contact): \_\_\_\_\_ Email: \_\_\_\_\_

Unique Entity Identifier (SAM #): \_\_\_\_\_ Fiscal Year End Month (MM): \_\_\_\_\_

**This form must be submitted via email by May 23rd, 2025 to indicate participation.**

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: [Grantsinaid@vermont.gov](mailto:Grantsinaid@vermont.gov)

**This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.**

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

Map No. 21-21-080 Fee \$25.00+\$18.00 Recording Date Received: \_\_\_\_\_  
 PSC No. \_\_\_\_\_ \$43.00 Fee due at application ☐ paid ☐ check ☐ cash  
 SA No. \_\_\_\_\_ Signature: \_\_\_\_\_

Applicant: Laurtney LLC ☒ Owner ☐ Owner's Agent ☐ If Agent, letter of agency attached

(Print Name)

Property Location: 44 East Main Street Tax Map Number: 21-21-080

(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>Assembly Hall</u>	<u>seat</u>	<u>50</u>	<u>5</u>	<u>250</u>
<u>Employees</u>	<u>each</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 295 gpd

Do not write in boxed area - For administrative use only

SIGNED: \_\_\_\_\_

(Applicant)

P.O. Box 215  
 (Mailing Address of Applicant)

Wilmington NC 28563  
 (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.**

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.**

Credit existing unused gallonage: \_\_\_\_\_ gpd

Allocation to be purchased Total \_\_\_\_\_ gpd

**CONDITIONS:**

1. Total Allocation Fee (n/a gpd x \$10/gpd) \$ n/a
2. 25% of the total Allocation fee (\$ n/a) is due within 30 days: On or before \_\_\_\_\_, 20\_\_\_\_.
3. The remaining 75% (\$ n/a) 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



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

Jessica DeFrancesco Town of Wilmington  
18 Beaver St  
Wilmington, VT

Job Address:  
Wilmington Town Hall-2 Main St  
Wilmington, VT 05363

**Print Date:** 4-10-2025

## Porch Roof Rt 9 Side

### Scope of Work

Items
Remove existing 1 Layer EPDM insulation and tin and dispose of debris
Install (1 inch) ISO insulation board
Install custom faced drip edge around entire perimeter of roof
Install .060 (TPO) Rubber membrane roofing
Total Estimate

**Total Price: \$5,250.00**



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Jessica DeFrancesco Town of Wilmington

Job Address:

18 Beaver St

Wilmington, VT

Print Date: 4-10-2025

## Walker Industries, Inc Contract Terms and Conditions

Items	Description	Unit Price
Ceiling Repair	Replace ceiling with LP SmartSide composite and paint to match	\$9,800.00
Side Deck	Structural Repair to side deck. Not to exceed \$3,500	\$3,500.00
Railings	Railing to match the historical picture. We will provide spec sheet for approval. Budgetary number not to exceed \$5,200	\$5,200.00
Rot Repair	Rot repair will be billed at Time and Material. Foreman \$72/hr Laborer \$65/hr Materials +15%	\$0.00





H.T. BARBER & SON.