

## Wilmington Selectboard Agenda

May 20, 2025

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of May 6, 2025 (2 minutes)
3. Action Items (5 minutes)
  - *The Selectboard to appoint a representative for tax sale*
  - *The Selectboard to possibly approve the gravel bid.*
  - *The Selectboard to possibly approve the Assessor's request for a 30-day extension to file the grand list under 32 VSA 4342*
  - *The Selectboard to possibly nominate Samantha Kondracki for a free admission to attend the VT Community Leadership Summit*
4. 1% request (5 minutes)
  - *The Selectboard to possibly approve a 1% request from the Energy Committee for a window dresser program in the amount of \$2700.*
5. Water Budget (10 minutes)
  - *The Water Commission to possibly approve the FY26 water budget*
6. Sewer Commission (10 minutes)
  - *The Sewer Commission to possibly approve the FY26 sewer budget*
7. FY25 Budget (15 minutes)
  - *The Selectboard to review the current FY25 budget*
8. Liquor Commission (5 minutes)

The Liquor Commission to possibly approve

  - *A Request to Cater Permit for an event at Quail Inn on June 21, 2025 from 4-10 pm, catered by WI Foster;*
  - *A Second-Class renewal for Family Dollar Stores of VT*
  - *A First- and Second-Class and Outside Consumption renewal for Hermitage Club at 183 Gatehouse Trail*
9. Other Business/Correspondence
10. Select Board Members Comments
11. Town Manager's Updates (5 minutes)

## Wilmington Selectboard Meeting Minutes

May 6, 2025

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

**Others Present:** Scott Tucker, Jessica Archambault, Marshall Dix, John Lazelle, Therese Lounsbury, Jessica Lee Smith, Barker Willard, Meg Staloff

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

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of April 15, 2025
  - Tribuno moved to approve the minutes of April 15, 2025, Rice second; 4-0, Lebron abstained.
3. Action Items
  - The Selectboard agreed to appoint John Lebron as liaison to the Ethics Commission.
4. Highway Dept
  - Rice moved to accept the paving bid from Springfield Paving for 2025, Tribuno second; all in favor.
  - Rice moved to approve the quote from Viking Cives in the amount of \$66,950 for truck equipment, Tribuno second; all in favor.
5. Transfer Station
  - Our current attendant will be leaving the end of May. The job will become full-time again, combining it with buildings & grounds maintenance. To give the employee two days off in a row, we are looking to move the Friday hours to Thursday. By moving the day, it will make it easier to get the compactors emptied before the weekend. This will allow us to fit more in the compactors before they are emptied. This would start in June and will be on a trial basis. If it doesn't work it may go back to Fridays. Rice moved to approve the change of days at the transfer station to Tuesday, Thursday and Sunday, Tribuno second; all in favor.
6. SEVEDs
  - Fitzgerald moved to approve the annual funding request from SEVEDs in the amount of \$6,765 from the 1% Local Option Tax Fund, Tribuno second; all in favor.

Entered into Sewer Commission at 6:35 pm.

### Sewer Commission

- Rice moved to approve preliminary approval for a tri-plex multi-family building with 6 bedrooms at 840 gpd on Fairview Ave, Tribuno second; all in favor.

Out of Sewer Commission at 6:38 pm.

7. Other Business/Correspondence
8. Select Board Members Comment
  - John Lebron asked if the board wanted to take up a missive that was emailed.
9. Town Manager's Updates

- The old Sprague property on Route 100 behind Farmhouse Market; town acquired it through FEMA after Irene. It could be used for recreation, but not much else. GMP is looking for an easement request for the abutting property owner. Waiting to hear back from VEM.
- Fearless Futures Fair at TVMHS; BDCC extends gratitude for those able to attend.
- Fire Dept put their 1996 pumper truck up for sale; minimum bid is \$40,000.
- Planning Commission received their municipal planning grant.
- Trails Committee will work with Christine on setting up a donation app (Donorbox).
- LaCombe appeal; no resolution as of yet.

#### 10. Executive Session

- Fitzgerald moved to find that premature general public knowledge of employee situation would place the town at a substantial disadvantage, all in favor.
- Fitzgerald move to enter executive session at 6:54 pm, to include the town manager, for the purpose of discussing employment; all in favor

Out of executive session at 7:07 pm

Meeting adjourned at 7:07 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

**Town of Wilmington – Gravel Bids May 15, 2025**

<b>Company</b>	<b>gravel delivered per CY</b>	<b>gravel at pit per CY</b>	<b>4-8" ditch stone delivered</b>	<b>4-8" ditch stone @ pit</b>	<b>2" crushed stone delivered</b>	<b>2" crushed stone @ pit</b>
Cersosimo			\$34.50	\$23.00	\$32.50	\$21.00
Zaluzny	\$32.45	\$19.00	\$31.45	\$24.00	\$31.24	\$24.00
Mitchell	\$33.75		\$47.25		\$43.50	
Adams	\$50.00	\$18.00	\$50.00	\$18.00	\$20.00	\$52.00
Bazin	\$31.75		\$32.75		\$32.75	
Cerreta	\$30.50	\$19.00	\$31.50			
Pike	\$37.12					

no pick-up

3.4"

**Form PVR-4342**  
**GRAND LIST EXTENSION REQUEST**

Name of Town WILMINGTON			Name of Contact Person SARAH KOCIELA	
Mailing Address PO BOX 217			Phone Number 802-464-8591 X113	
City WILMINGTON	State VT	ZIP Code 05363	Email Address SKOCIELA@WILMINGTONVT.US	

**TO:** Director of Property Valuation & Review  
Vermont Department of Taxes  
133 State Street  
Montpelier, VT 05633-1401

Dear Director,

The listers of the Town of WILMINGTON request a 30 day extension under 32 V.S.A, section 4342.

Sincerely,

THOMAS FITZGERALD

\_\_\_\_\_  
PRINT Name of Chair of Selectboard/Alderman

\_\_\_\_\_  
Signature of Chair of Selectboard/Alderman

5/20/2025

\_\_\_\_\_  
Date

Email completed form to **tax.pvr@vermont.gov** or mail to the address above.

**32 V.S.A. § 4342. Extensions by the Director**

On written application therefor made by the listers or assessors of any town, with the approval of the selectboard of the town or mayor of the city, the several dates fixed by law and extended by section 4341 of this title or the charter of any municipal corporation, on or before which certain acts must be done relating to duties of listers and assessors, may be further extended by the Director and such extensions shall be in writing.

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

**Name of Person/Organization/Business/Committee** - Town of Wilmington  
Energy Committee (WEC)

**Date of Request** – May 9, 2025

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

- Bob Bois, WEC Chair, 508-877-7876 (cell); 23 Stearns Ave, Wilmington, VT 05363 ([bbois131@gmail.com](mailto:bbois131@gmail.com))

**Amount of Request and Date Funding Needed**

- Total amount requested: \$2,700

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

The WEC is partnering with the Rotary Club of Deerfield Valley for a 2025 pilot program to improve home insulation and reduce home energy costs by constructing and installing low-cost window inserts to local residences. This is a local program targeting low-income homes, and is being done in conjunction with the “WindowDresser” regional program. WindowDresser is a 501(c)3 charitable nonprofit organization that has conducted these window insert programs throughout Vermont, Maine and New Hampshire for the past 10 years.

The 1% funding requested will cover our cost for marketing and outreach for this pilot program and also will cover the cost of window inserts for the low-income homes that participate. The goal for this year’s initial program is to measure, construct and install window inserts for approximately 10 low-income households, or about 50 inserts. These window inserts will help homeowners by reducing their home fuel costs.

**Please provide a financial breakdown of your project/request.**

Marketing and Outreach cost	\$ 200
Total cost for low-income homes (50@ \$50/insert)	<u>\$ 2,500</u>
	\$ 2,700

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

The WindowDresser program will provide the majority of the cost of the inserts, but they ask each Town to cover the estimated costs related to providing no-cost inserts for those low-income households participating in the program. Therefore, the Energy Committee's proposed budget covers the Energy Committee's marketing/advertising costs and also these window inserts for low-income residents.

Both the Energy Committee and the Rotary Club of Deerfield Valley are providing volunteers to organize this effort, measure, construct, and install the window inserts to local area homes. In addition, the Energy Committee has approached the Town of Bennington, as they have had several years of experience running these WindowDresser programs. They have offered to assist us with our one-year pilot project and to host the assembly/construction phase of the project, planned for this coming fall 2025.

**Signature of Applicant**

**Date** May 9, 2025

A handwritten signature in black ink that reads "Robert B. Bois". The signature is written in a cursive, flowing style.

Bob Bois, Chair, WEC

WindowDresser Coordinator for Town of Wilmington



	A	B	C	D	E	F	G	H
1	Wastewater	Budget FY24	Actual FY24 Actual	Budget FY25	Actual FY25 May to date	Budget FY26	FY25 to FY26 % Change	FY25 to FY26 Change
2								
3	Revenues							
4	Sewer Rents Income	419,256.00	436,518.19	442,428.00	303,236.82	444,590.00	0.49%	2,162.00
5	Misc Income	0.00	21.00	0.00	0.00	0.00	#DIV/0!	0.00
6	Investment Interest	100.00	4,299.48	100.00	350.33	1,000.00	900.00%	900.00
7	Penalties	3,000.00	3,180.45	3,000.00	447.11	0.00	-100.00%	(3,000.00)
8	Interest on Delinq. Rent	5,000.00	3,193.85	3,000.00	1,259.07	3,000.00	0.00%	0.00
9	Surplus	61,500.00	0.00	20,000.00	0.00	35,000.00	75.00%	15,000.00
10	Total Revenues	488,856.00	447,212.97	468,528.00	305,293.33	483,590.00	3.21%	15,062.00
11								
12								
13	Expenditures							
14	Chief Operator	76,314.00	76,314.17	80,130.00	70,884.16	84,136.00	5.00%	4,006.00
15	Overtime	2,295.00	1,709.20	2,295.00	940.18	2,295.00	0.00%	0.00
16	General Fund Administ.	5,190.00	5,190.00	5,450.00	0.00	5,625.00	3.21%	175.00
17	Operator	56,430.00	56,430.45	59,252.00	52,421.61	62,215.00	5.00%	2,963.00
18	Employee Benefits							
19	Social Security	10,191.00	9,968.06	10,700.00	9,196.04	11,390.00	6.45%	690.00
20	Workers Comp.	7,500.00	7,427.50	8,612.00	8,189.38	9,045.00	5.03%	433.00
21	Health Insurance	70,000.00	64,493.61	77,000.00	71,848.75	84,390.00	9.60%	7,390.00
22	Retirement	8,992.00	9,165.56	9,925.00	8,813.90	10,795.00	8.77%	870.00
23	Disability/Life Ins	550.00	558.51	550.00	469.50	550.00	0.00%	0.00
24	Child Care Tax	0.00	0.00	650.00	476.79	655.00	0.77%	5.00
25	UTILITIES							
26	Electricity/Heat	30,000.00	27,627.93	30,000.00	27,478.03	30,000.00	0.00%	0.00
27	Office/ Cleaning Supplies	1,300.00	1,146.26	1,300.00	1,031.28	1,400.00	7.69%	100.00
28	Telephone/Pagers	5,500.00	6,260.59	5,750.00	4,819.30	6,500.00	13.04%	750.00
29	Property/Vehicle Insuranc	7,100.00	7,879.06	8,670.00	8,677.98	9,100.00	4.96%	430.00
30	Water Rent	3,750.00	4,827.57	4,000.00	3,530.28	5,000.00	25.00%	1,000.00
31	Building/Equip Maint	11,000.00	7,819.46	11,000.00	8,938.07	11,000.00	0.00%	0.00
32	Safety Equipment	1,500.00	745.21	1,500.00	946.27	1,500.00	0.00%	0.00
33	Operation & Maint.							
34	Engineering Consultant	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00%	0.00
35	Chemicals	5,000.00	6,242.16	6,000.00	5,701.33	6,500.00	8.33%	500.00
36	Truck & Equip fuel	2,000.00	1,699.50	2,750.00	1,567.19	2,500.00	-9.09%	(250.00)
37	General Operating	1,750.00	1,293.91	2,000.00	1,197.74	2,000.00	0.00%	0.00
38	Collection System Maint.	3,000.00	423.22	3,000.00	2,006.62	3,000.00	0.00%	0.00
39	New/Replacement Equipment	5,000.00	4,743.12	5,000.00	1,184.72	5,000.00	0.00%	0.00

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1	Wastewater	Budget FY24	Actual FY24 Actual	Budget FY25	Actual FY25 May to date	Budget FY26	FY25 to FY26 % Change	FY25 to FY26 Change
40	Sewer Testing	7,500.00	5,415.00	10,000.00	4,390.00	7,500.00	-25.00%	(2,500.00)
41	Training	1,000.00	554.03	1,000.00	797.01	1,000.00	0.00%	0.00
42	Truck/Tractor Maint	3,000.00	2,768.80	3,000.00	3,224.64	3,000.00	0.00%	0.00
43	<b>BIOSOLIDS MANAGEMENT</b>							
44	Compost/Bio Testing	2,000.00	950.00	2,000.00	1,175.00	2,000.00	0.00%	0.00
45	Composting Expense	7,500.00	5,171.00	7,500.00	5,134.50	6,000.00	-20.00%	(1,500.00)
46	Capital Reserve Account	79,000.00	79,000.00	35,000.00	0.00	35,000.00	0.00%	0.00
47	Sewer Bond Payment	73,494.00	73,494.00	73,494.00	36,747.00	73,494.00	0.00%	0.00
48	<b>Total Expenses</b>	<b>488,856.00</b>	<b>469,317.88</b>	<b>468,528.00</b>	<b>341,787.27</b>	<b>483,590.00</b>	<b>3.21%</b>	<b>15,062.00</b>

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47	Sewer Bond Payment	73,494.00	73,494.00	73,494.00	36,747.00	73,494.00	0.00%	0.00
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