

## Wilmington Selectboard Agenda

June 17, 2025

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of May 20, 2025 (2 minutes)
3. Action Items (10 minutes)
  - *The Selectboard to possibly appoint Carol Sewall to the Beautification Committee.*
  - *The Selectboard to possibly approve the scope of work for FY25 audit from Sullivan, Powers & Co.*
  - *The Selectboard to possibly authorize the Town Manager to sign the Agreement with Windham Regional Commission for the Town Plan Update.*
  - *The Selectboard to possibly appoint DRB Alternate John Gannon as a regular member, term expiring 2026.*
4. Emergency Management Plan (5 minutes)
  - *The Selectboard to possibly approve the 2025 Local Emergency Management Plan.*
5. Highway Superintendent Updates (15 minutes)
  - *The Selectboard to review ANR's site visit to the transfer station.*
  - *Buzzy Towne Park flood resilience work*
6. Sewer Commission (10 minutes)

*The Sewer Commission to possibly approve*

  - *A connection permit for a one-bedroom cottage at 58 Winter Haven Dr*
  - *A connection permit for a four-bedroom house at 69 Ray Hill Rd*
  - *An allocation application for two-bedroom STR at 5 North Main St at 230 gpd.*
  - *An allocation application for 8 restaurant seats at 8 West Main St at 240 gpd.*
7. 1% Local Option Tax Request (10 minutes)
  - *The Selectboard to possibly approve a 1% request from the Vermont 250<sup>th</sup> Anniversary Committee in the amount of \$30,000 for celebration events and memorabilia.*
8. Liquor Commission (5 minutes)

The Liquor Commission to possibly approve

  - *A Request to Cater Permit for WI Foster for an event at Chimney Hill Club House on 7/5/25 from 2-5:30 pm.*
  - *A Special Event Permit for VT Distillers for an event at the Wilmington Inn on 6/30/25 from 5-9 pm*
  - *A Special Event Permit for VT Distillers at the Blueberry Block Party on 8/2/25 from 4-9 pm*
  - *A Second-Class renewal for Starfire Bakery*
  - *A First- and Third-Class renewal for Maple Leaf Tavern*
9. Other Business/Correspondence
10. Select Board Members Comments
11. Town Manager's Updates (5 minutes)

**Wilmington Selectboard Meeting Minutes**  
**May 20, 2025**

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

**Others Present:** Scott Tucker, Jessica Archambault, Marshall Dix, Christine Richter, Bob Bois, Sam Kondracki, Therese Lounsbury

**Meeting called to order 6:00 pm**

1. Visitors, Public Comments, Possible Changes to the Agenda
  - Under #8 add a request to cater on June 12<sup>th</sup> at Quail Run from 5–8 pm catered by La Casita
2. Approve minutes of May 6, 2025
  - Tribuno moved to approved the minutes of May 6, 2025, Foster second; all in favor.
3. Action Items
  - The Selectboard appointed Tribuno as representative for tax sale on June 23<sup>rd</sup> at noon.
  - Foster moved to approve the gravel bid from John Cerreta Excavation, Rice second; all in favor.
  - Tribuno moved to approve the Assessor's request for a 30-day extension to file the grand list under 32 VSA 4342, Rice second; all in favor.
  - Tribuno moved to nominate Samantha Kondracki for a free admission to attend the VT Community Leadership Summit, Rice second; all in favor.
4. 1% request
  - Tribuno moved the approve a 1% request from the Energy Committee for a window dresser program in the amount of \$2700, Lebron second; all in favor.

Fitzgerald moved to enter Water and Sewer Commission at 6:23 pm, Rice second; all in favor.

5. Water Budget
  - The bills are being sent out three times a year. The final bill is due in June. Water Dept should be finishing the year with a small surplus.
  - The FY26 budget will include two phones since there will be two operators. The only changes are in personnel and benefits, with the transition of a part-time operator to full-time, and plans to move to a Public Utility Department. The rates may have an increase this year. Foster moved to approve the FY26 water budget in the amount of \$431,564, Tribuno second; all in favor.
6. Sewer Commission
  - Final bill is due in June. The second half of their USDA loan is due in June. They will probably end the year with a small surplus.
  - The FY26 budget isn't affected by the personnel changes between water and sewer. They have added a few ECU's which will help keep the rate down. Tribuno moved to approve the FY26 sewer budget in the amount of \$483,590, Foster second; all in favor.

Out of Sewer and Water Commission at 6:35 pm

7. FY25 Budget

- HW FY25; the budget now has a line item for grants on both expenditure and income sides. They are on track to end the year with a small surplus.
- General Fund; "misc. grants" is the opioid money and LHMP. "Misc income" includes a surprise refund from our healthcare program. We are looking to end the year with a small surplus barring any unforeseen expenses.

Fitzgerald moved to enter into Liquor Commission at 6:44 pm, Rice second; all in favor.

#### 8. Liquor Commission

The Liquor Commission to possibly approve

- Tribuno moved to approve a Request to Cater Permit for an event at Quail Inn on June 21, 2025 from 4-10 pm, catered by WI Foster, Rice second; 4-0 approved; Foster abstained.
- Rice moved to approve 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, and
- A Request to Cater on June 12<sup>th</sup> at Quail Run from 5-8 pm catered by La Casita, all in favor.

Out of Liquor Commission at 6:48 pm

#### 9. Other Business/Correspondence

- Dix gave an update on Green Road Bridge and showed some pictures.

#### 10. Select Board Members Comments

- New Chamber Director will be starting soon; MaryAnn Montano.

#### 11. Town Manager's Updates

- Waiting for an update on the scoping report for Bridge #31.
- No dates on the PVR appeals, yet.
- Buzzy Towne Park will be undergoing some flood mitigation this season, with a sloping bank at the river and some plantings.
- Energy Committee is interested in placing solar on the PSF. The cost estimate is \$305,366, and a Tax credit of \$112,985.

Meeting adjourned at 7:16 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

May13, 2025

Selectmen of Wilmington Vermont,

This letter is to indicate my interest in joining the Wilmington Beautification Committee. My family arrived for a summer holiday eleven years ago and fell in love with the area and the beautiful flower arrangements in town. We enjoyed our stay so much, we bought a home in Chimney Hill the following year.

I have enjoyed gardening since I was a young child. I was introduced to gardening by my father who created beautiful gardens in Northern Michigan. Following in his footsteps, I completed my Master Gardener's certification through Michigan State University.

For the past three years I have been the chair of Chimney Hill's Landscape Committee. In addition to maintaining the directional kiosks on the mountain, the committee has provided educational opportunities through workshops and written articles for gardening published in the weekly CHOA E-Blast to the community.

I appreciate your consideration. I can be reached through email and phone.  
[crsewall@gmail.com](mailto:crsewall@gmail.com). 239-398-2921

Respectfully,

Carol Sewall



**AGREEMENT BETWEEN  
WINDHAM REGIONAL COMMISSION  
AND  
TOWN OF WILMINGTON**

This Agreement describes conditions under which the Windham Regional Commission (hereafter the WRC) will provide the Town of Wilmington, Vermont (hereafter the Town) with professional planning support for the Wilmington Town Plan Update Project. This Agreement covers the period from May 1, 2025 to April 30, 2027.

This Agreement may be amended or terminated at any time by mutual consent of the parties or by unilateral written notification of intent to so terminate, provided that such written notice shall be delivered to the usual place of business of the parties at least 15 days prior to the date of intended termination.

The WRC agrees that WRC staff will work with the Wilmington Planning Commission on the tasks as outlined in the Work Plan and Budget Summary (Attachment A). WRC staff will be accountable to the Town and the Wilmington Planning Commission.

Further, the WRC agrees to:

1. Take responsibility for the delivery of products outlined in Attachment A in a timely manner.
2. Take responsibility for matters relative to assigned staff's employment such as salary, withholding, insurance, reimbursement for travel, etc. Primary staff involved in the project will be Susan Westa, Associate Director, Matt Bachler, Senior Planner, and Jeff Nugent, GIS Senior Planner.
3. Submit billings on a quarterly schedule showing time spent by individual staff, their established billing rate that includes all fringe and overhead expenses, and an outline summary of work accomplished.

The Town agrees to:

1. Assist the WRC in providing access to information required to prepare work tasks as detailed in Attachment A.

2. Review and revise any drafts in a timely manner and return them to WRC staff with comments, as required.
3. Reimburse the WRC an amount not to exceed \$23,800 to be paid upon receipt of billings.
4. Assume the costs of printing copies of the Wilmington Town Plan not covered by the contract amount and posting required legal notices associated with the project.

For the Windham Regional Commission:

For the Town of Wilmington:

\_\_\_\_\_  
L. Christopher Campany, Executive Director

\_\_\_\_\_  
Scott Tucker, Town Manager

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

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

Attachment A: Workplan and Budget Summary

SEE NEXT PAGE

# Work Plan and Budget

Task Name	Description of Task	Paid Personnel	If Other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
Complete Community Assessment	WRC will review data from the U.S. Census Bureau and develop a community profile to help inform the the town plan update process	Regional Planning Staff		8	\$100.00	\$800		\$	\$800
Community Survey	WRC will design a community survey and analyze results to help inform the community visioning and goal setting process. Survey will be made available online and paper copies will be at the town office for those who do not have internet access	Regional Planning Staff		20	\$100.00	\$2,000			\$2,000
Hold Public Planning Workshops and Charette	WRC and WPC will host a series of public workshops and charette on different topic areas at the beginning of the planning process. Creative engagement activities will be provided to help develop vision and goals for the plan.	Regional Planning Staff		40	\$100.00	\$4,000	Postcard mailing for public meetings and miscellaneous expenses for public meeting (refreshments, printing, etc)	\$1,400	\$5,400
Update Town Plan Content	WRC and WPC will work on updating all elements of the plan	Regional Planning Staff		120	\$100.00	\$12,000			\$12,000
Update Town Plan Maps	WRC and WPC will work together to update the maps in the town plan	Regional Planning Staff		20	\$100.00	\$2,000			\$2,000
Host Public Meeting to Present Draft Plan	WRC and WPC will host a public meeting to present the draft Town Plan update and gather community feedback and make any final revisions if needed	Regional Planning Staff		10	\$100.00	\$1,000	Miscellaneous expenses for public meeting (refreshments, printing, etc)	\$100	\$1,100
Support Selectboard Public Hearing and Approval Process	WRC will attend the Selectboard public hearing on the draft Town Plan and complete any final revisions by the Selectboard before adoption	Regional Planning Staff		5	\$100.00	\$500			\$500
						\$22,300		\$1,500	\$23,800

After entering the amount of STATE GRANT FUNDS being requested, click SAVE - all other fields will automatically calculate based on the information entered into the table above.

Total Project Cost:

\$23,800

State Grant Funds (Grant Amount Requested):

\$21,420.00 \*

The required 10% match is based off the Total Project Cost.

Total Match Funds:	\$2,380.00
Minimum Required Cash Match Funds: (10% of Total Project Cost)	\$2,380
Additional Cash Match Funds: (Optional)	\$0

**BUDGET DOCUMENTATION**

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Describe source(s) of match funds: \*

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.

*Town general fund*

Explain how you developed a realistic work plan and budget. \*

*A draft project budget and work plan was developed by the Windham Regional Commission and presented to the Town for review before submitting the application. The Windham Regional Commission has extensive experience working on town plan updates and putting together realistic budgets and timelines for these types of projects.*

Upload or mail supporting documents that show the work plan and budget is based on realistic information. Please provide a letter or other documentation from a consultant with cost estimates for tasks, including hourly rate.

Upload Budget Documents

☐ Mailed to DHCD

**ACCOUNTING**

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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



## Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

☐ Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

REMC Representatives	
REMC Emergency Services Appointee	
Email	
EMD REMC Representative	
Email	

Municipality	WILMINGTON
LEMP Adoption Date	6/17/25
NIMS Adoption Date	10/1/2014
EMD Name	SCOTT MOORE
Position	EMD
Primary Phone	802-780-9452
Alternate Phone	802-464-8022
Email	<a href="mailto:SMOORE@WILMINGTONVT.US">SMOORE@WILMINGTONVT.US</a>
Public contact information	
POC 2 Name	MATTHEW MURANO
Position	POLICE CHIEF
Primary Phone	802-384-8594
Alternate Phone	802-464-8594
Email	<a href="mailto:MATTHEW.MURANO@VERMONT.GOV">MATTHEW.MURANO@VERMONT.GOV</a>
POC 3 Name	SCOTT TUCKER
Position	TOWN MANAGER
Primary Phone	802-780-9451
Alternate Phone	802-345-5597
Email	<a href="mailto:STUCKER@WILMINGTONVT.US">STUCKER@WILMINGTONVT.US</a>

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* \_\_\_\_\_ Printed Name: THOMAS FITZGERALD  
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed\* \_\_\_\_\_ Printed Name: THOMAS FITZGERALD  
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

**Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.**

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



## Required Elements

Municipal Adoption		
<input checked="" type="checkbox"/>	Completed Municipal Adoption Form	
<input type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
LEMP Required Elements		Page # (if not using a template)
<input type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
<input type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
<input type="checkbox"/>	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)	
	Note that the public can call Vermont 2-1-1 for resources.	
<input type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
<input type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
<input type="checkbox"/>	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

**Local Emergency Management Plan****1. Emergency management planners**

*These are the people who wrote and maintain this plan. This must include the EMD.*

SCOTT MOORE, MATTHEW MURANO, JESSICA ARCHAMBAULT

**2. Municipal emergency operations center (EOC)**

*The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.*

Which municipal position(s) can activate the EOC? FIRE CHIEF, SCOTT MOORE

<b><i>Preferred EOC positions and duties</i></b>	
<b><i>Position title</i></b>	<b><i>Duties associated with that position</i></b>
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Dispatch	Staffs phones and radio
William Spirka	Tracks and answers any Requests For Information (RFI)
William Spirka	Tracks and coordinates any Requests For Support (RFS)
Jessica Archambault/ Scott Moore	Produces and posts public information and press releases

<b><i>Potential EOC staff members</i></b>	
<b><i>Name</i></b>	<b><i>Qualified position(s) and notes</i></b>
Matt Murano	Police Chief
Elizabeth Goldsmith	Dispatch 8-5; 7 days/week
Eric St Denis	Dispatch 8-5; 7 days/week
William Spirka	Assistant Fire Chief
Jessica Archambault	Admin
Marshall Dix	Wilmington Highway Department
Heidi Taylor	Deerfield Valley Rescue
John Lazelle	Waste Water Treatment Plant

<b><i>Primary EOC location</i></b>	
Facility address:	Public Safety Facility
Phone numbers:	802-464-8593

Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep
<b>Alternate EOC location (if applicable)</b>	
Facility address:	Deerfield Valley Rescue
Phone numbers:	802-464-5557
Equipment notes:	<input type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input type="checkbox"/> food prep

### 3. Resources

**Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.**

Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

Scott Moore, Matthew Murano, Christine Richter, Jessica Archambault- No limit has been set

*Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.*

#### **Town or city owned resources (if applicable)**

Type of resource	Name	Contact information
Copiers	WB Mason	888-926-2766
Water	WB Mason	508-436-1468
Electrician	A Lady Electrician-Jaime Howe	802-258-8711
	Monument Electric	802-241-1163

#### **Businesses with standing municipal contracts (if applicable)**

Type of resource	Name	Contact information
Supplies	WW Building Supply	802-464-3022
Portable Toilets	All Out Waste	802-442-5064

Food and Supplies	Shaws	802-464-2161
Food	Dunkin Donuts	802-464-5761
Medical Personnel	SVMC –Deerfield campus	802-464-5177
<b>Other local resources (if applicable)</b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Hydro Dam Controls	Great River Hydro	603-463-2323 603-498-4421 Matt
Electricity-Town Wide	Green Mountain Power	800-649-2877
Buses for evacuation	Moover	802-464-8487
Clubhouse, equipment	Chimney Hill	802-464-2181
Animals, pets	Tanya Sparano	802-464-7593 802-380-1437
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police Special Teams</li> <li>• Swiftwater rescue teams (both local and VT-TF1)</li> <li>• Regional shelter support</li> <li>• Subject matter expertise from state government agency or federal response agency</li> </ul> <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> <li>• Supplies and equipment</li> <li>• VTrans equipment and personnel</li> <li>• Vermont National Guard support</li> </ul> <p><i>The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

\*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List:  
<https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

*During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.*

*Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.*

*Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.*

*Please consider what those needs may be, and how those needs can be met.*

Local VT-Alert managers and managers of other notification systems (if applicable):	Vermont Emergency Management: 800-347-0488
Important local websites or social media channels (if applicable):	<a href="http://www.Wilmingtonvermont.us">www.Wilmingtonvermont.us</a> Wilmington Vermont Police Department Facebook Wilmington Vermont Fire Department Facebook
Local newspaper, radio, TV (if applicable):	Deerfield Valley News, Brattleboro Reformer Duncan Cable
Public notice locations: These are physical locations that you are required to post meeting notices per <a href="#">17 V.S.A. § 2641</a> . Two must be in town and the third must be in or near the town clerk's office.	Town Clerk's board at Town Office, OSEC, River Valley Market
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.</i>	

## 5. Organizations and communities requiring additional coordination

*This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.*

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)	
Visiting Nurses	888-300-8853	
Gathering Place	802-254-6559	
Senior Solutions	802-885-2655	
SASH		
Twin Valley Elementary	802-464-5177	



## 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.*

### **Spontaneous sheltering**

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

### **Primary local shelter**

This must be a location that your city or town has the authority to open

Location and address:	Old School Enrichment Council, 1 School St	
Facility contact(s):	Meg Streeter, Janet Boyd	
Shelter manager:	802-464-2040-Meg	
Staff requirements:		
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:		
Overnight capacity: (if applicable)		
Notes:		

### **Alternate local shelter (if applicable)**

Location and address:	Twin Valley Elementary School	
Facility contact(s):	Rebecca Fillion	
Shelter manager:	802-380-1782; 802-368-2381	
Staff requirements:		
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:		
Overnight capacity:		
Notes:		

**Annexes (Optional, create and letter as needed)**


See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

## Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Scott Moore	802-780-9452	802-464-8022		<a href="mailto:smoore@wilmingtonvt.us">smoore@wilmingtonvt.us</a>
EM coordinator	Matthew Murano	802-384-8594	802-464-8593		<a href="mailto:Matthew.murano@vermont.gov">Matthew.murano@vermont.gov</a>
EOC staff					
EOC staff					
EOC staff					
EOC staff					
Local response organization contacts					
Fire chief	Scott Moore				<a href="mailto:smoore@wilmingtonvt.us">smoore@wilmingtonvt.us</a>
Assistant or deputy fire chief	William Spirka	802-681-8412			<a href="mailto:catswiss@sover.net">catswiss@sover.net</a>
EMS chief	Heidi Taylor	802-464-3022			<a href="mailto:heidi@dvrescue.com">heidi@dvrescue.com</a>
Chief of police or constable	Matthew Murano	802-384-8594	802-464-8593		<a href="mailto:Matthew.murano@vermont.gov">Matthew.murano@vermont.gov</a>
State police or county sheriff	Lt Anthony French	802-722-4600			
Local dispatch center	Keene Mutual Aid	603-352-1291			
Local public works contacts					
Road foreman	Marshall Dix	802-753-6185	802-464-5515		<a href="mailto:mdix@wilmingtonvt.us">mdix@wilmingtonvt.us</a>
Road commissioner	Scott Tucker	802-780-9451	802-345-5597		<a href="mailto:stucker@wilmingtonvt.us">stucker@wilmingtonvt.us</a>
Town garage	Bret Brown	802-464-2264		802-464-5728	
Drinking water utility	Chris Lavoy	802-258-7445			
Wastewater utility	John Lazelle	802-380-4475	802-464-3862	802-464-7487	<a href="mailto:jlazelle@wilmingtonvt.us">jlazelle@wilmingtonvt.us</a>
Municipal government contacts					
Town Manager	Scott Tucker	802-780-9451	802-345-5597	802-464-8591	<a href="mailto:stucker@wilmingtonvt.us">stucker@wilmingtonvt.us</a>
Admin Assistant	Jessica Archambault	802-490-9721	802-464-8591	802-490-9721	<a href="mailto:jarchambault@wilmingtonvt.us">jarchambault@wilmingtonvt.us</a>

## Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Selectboard chair	Tom Fitzgerald	802-345-0809			<a href="mailto:Tapacre195@gmail.com">Tapacre195@gmail.com</a>
Selectboard alt	Vince Rice	802-681-3628			<a href="mailto:Freedomryder44@yahoo.com">Freedomryder44@yahoo.com</a>
Selectboard alt	Tony Tribuno	802-380-5569			<a href="mailto:ttribuno@wilmingtonvt.us">ttribuno@wilmingtonvt.us</a>
Town clerk	Threse Lounsbury	413-262-9798			<a href="mailto:tlounsbury@wilmingtonvt.us">tlounsbury@wilmingtonvt.us</a>
Town treasurer or finance	Christine Richter	802-464-5139			<a href="mailto:crichter@wilmingtonvt.us">crichter@wilmingtonvt.us</a>
Town health officer	Jessica Roberts	770-712-7782	802-464-8591		<a href="mailto:jroberts@wilmingtonvt.us">jroberts@wilmingtonvt.us</a>
Forest fire warden	Scott Moore	802-780-9452	802-464-8022		<a href="mailto:smoore@wilmingtonvt.us">smoore@wilmingtonvt.us</a>
Animal control officer					
School contact #1	Rebecca Fillion	802-380-1782	802-464-5177		<a href="mailto:rfillion@tves.k12.vt.us">rfillion@tves.k12.vt.us</a>
School contact #2					
School district office		802-464-1300			
<b>Other contacts (including neighboring EMDs)</b>					

## Jessica Archambault

---

**From:** Jessica Archambault  
**Sent:** Thursday, May 29, 2025 2:49 PM  
**To:** Barb.Schwendtner@vermont.gov  
**Cc:** Scott Tucker; 'Marshall Dix (mdix@wilmingtonvt.us)'  
**Subject:** RE: Wilmington transfer station and landfill inspection  
**Attachments:** NRRRA.pdf; Dumpster-burn pile.jpg; Burn pile clean out.jpg; Gas vent.jpg

Barb,

Please see our corrections in red below, and the attached supporting pictures.  
Please let me know if you need anything more.

- ☐ Maintain a copy of the facility certification and the approved facility management plan on site. Staff training should include a review of the documents and their requirements. **We are waiting for the final draft of our 2025 certification and facility management plan to be sent to us.**
- ☐ Keep prohibited items out of the burn pile, including painted wood, treated wood, and manufactured wood such as plywood, chipboard, etc. Provide signage to improve customer compliance and training for attendants. **Wood has been removed and put in dumpsters (pictures attached).**
- ☐ Place lead-acid batteries on an impervious surface, such as a mortar tray. **Trays have been purchased.**
- ☐ Update the town website to not direct household batteries to be disposed of in the trash. Battery collection locations are listed at <https://www.call2recycle.org/vermont-> **This has been updated.**  
<https://wilmingtonvermont.us/departments/wilmington-transfer-station/batteries/>
- ☐ Handle refrigerant-containing appliances with care to avoid damaging the lines. Please also provide a copy of the most recent invoice for refrigerant removal from discarded appliances. **Invoice attached. They are due to come back the week of 6/2.**
- ☐ Properly replace the leaning gas vent on the old landfill. **This has been repaired (picture attached).**

*Jessica Archambault*  
Administrative Assistant  
Town of Wilmington  
PO Box 217  
Wilmington, VT 05363  
Phone (802) 464-8591  
Fax (802) 464-8477

"This message and any replies to it are subject to Vermont's Public Record Act."

**From:** Scott Tucker <stucker@wilmingtonvt.us>  
**Sent:** Tuesday, May 27, 2025 2:05 PM  
**To:** Jessica Archambault <jarchambault@wilmingtonvt.us>  
**Subject:** FW: Wilmington transfer station and landfill inspection

Jess,

There are a couple items with which you may be able to help.

**SCHEDULE C**

**Town of Wilmington**

**Application for CONNECTION to the Municipal Sewer System**

**NOTE:** If your property is in the Wilmington Water District, Please check with them to see if a permit is required.

*(Boxed areas for office use only)*

Date Received: <u>5/29/25</u>	Application Fee (\$80.00)
Time: _____	PAID:\$ _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
TAX MAP #: _____	Bianchi Fee: <u>\$15.00</u>
PSC #: _____	PAID:\$ _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
Initials: <u>DL</u>	Received by (Signature): _____

**APPLICATION FOR CONSTRUCTION OF A PUBLIC SEWER CONNECTION**

**INSTRUCTIONS:** (Town Ordinance sections 501, 502) Complete Application and submit the original to the Wilmington Town Manager, PO Box 217, Wilmington, VT 05363, along with a check made payable to Town of Wilmington for the fee.

- Application Fee: \$80.00
- Bianchi Fee: \$15.00 Disregard if already paid for allocation permit **being processed at same time.**)

**TO:** Town of Wilmington – Board of Sewer Commissioners.

The Undersigned, being the owner of the property located at 58 Winter Haven Drive  
(Locatable address # and street)

does hereby request a permit to install a ☐ public sewer connection and/or a ☐ sanitary sewer system within a development or subdivision to serve 2 of building(s) consisting of 2 Single Family Residence(s), \_\_\_\_\_ Apartment(s), \_\_\_\_\_ Commercial Building(s), \_\_\_\_\_ Industrial Facilities and/or \_\_\_\_\_ at said location.

(503) Will work require excavation in a ☐ Town or ☐ State highway right of way? ☐ Yes ☒ No. If work will be done within a State or Town highway right of way, permits must be attached.

(506) Will any portion of any existing outside piping be utilized in making the public sewer connections? ☒ Yes ☐ No. If yes, has piping been approved for use by the Commissioners? ☒ Yes ☐ No.

(507) Building Sewer Size? 4" (4" min.) slope 1/4"/ft (1/4"/ft.) desired.

(520) Building Sewer Material 4" SCH 40 PVC

(509) Depth of cover over pipe? Varies from 4' to \_\_\_\_\_ ft. (4' min.)

(511, 511A) Will any connections be made from roof drains, foundation drains or other sources of surface runoff or groundwater to building sewer? ☐ Yes ☒ No. If yes, explain why.

(516) Building sewer to be connected to public sewer by a ☐ Town provided house connection ☒ Town provided wye connection, ☐ new tap provided by owner, ☐ other \_\_\_\_\_.

(518) Length from structure to public sewer, as measured along proposed route of building sewer? \_\_\_\_\_ ft.  
Is the alignment ☐ straight, or are there ☒ bends? Number of cleanouts to be provided? \_\_\_\_\_ / \_\_\_\_\_.

(521) Name, address and telephone number of plumber to perform the work:  
\_\_\_\_\_.

(526) Is work to be done on public property or within a highway right-of-way? ☒ Yes ☐ No. If Yes, have the required insurance policies and performance bonds been filed with the Commissioners? ☐ Yes ☐ No.

Those persons applying for a permit relative to sanitary sewers or public sewer connections for developments or subdivisions shall submit herewith, a complete set of design notes, plans, specifications, State approval and all other information required or necessary to completely identify the work proposed.

In consideration of granting a permit, the undersigned certifies that the information provided herein is true and correct and agrees to the following:

1. To accept and abide by all provisions of the "Ordinance Regulating the Use and Allocation of Reserve Capacity of Public and the Use of Private Sanitary Sewerage Systems, Wilmington, Vermont", (ORDINANCE) and of all other pertinent ordinances or regulations that may be adopted in the future.

2. To construct the proposed facilities in accordance with the information provided herein, the ORDINANCE and all other provisions which may be included on the Permit.

3. To install, operate and maintain the proposed facilities in a sanitary manner at all times, at no expense to the Town.

4. To Notify the Commissioners or the WWTP Chief Operator at least 48 hours in advance of any work and before covering any work in order that they may supervise and inspect such work (517).

5. To allow the Commissioners, or their authorized representatives, to enter upon said property to witness tests and construction or for any other purposes required to determine compliance.

6. To pay for all costs and to furnish all necessary tools, labor, materials and assistance for making required tests and for removing, replacing or repairing defective work or materials, at no expense to the Town.

Signed  \_\_\_\_\_

Print Name Bruce Fischer

Mailing Address Box 119  
Tappan, NY 10983

Tel. No. 646-752-6097

Tel. No. Local \_\_\_\_\_

Date 5/29/05

\* Do not write below this line \*

Received on 5/29, 2025 By John Lazelle

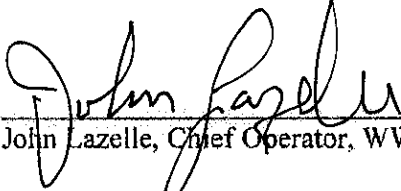
Received by John Lazelle, Chief Operator on 5/29/25

Est. GPD 140 (SFD 250; public buildings per State Flow Quantities. 1 Bedroom

User Classification: Single Family House ECU 1.0

Application is: ☐ Approved ☒ Approved as Noted ☐ Disapproved

1. Need check in the amount of \$80.00
2. Need to know who the plumber is.
3. Zoning department verification (permits).
4. Tow Highway right of way permit.

  
John Lazelle, Chief Operator, WWTP

Zoning, Design Control Permits Required? ☐ YES ☐ NO

If yes, date issued and permit No. \_\_\_\_\_

Road opening permit required? ☐ Yes ☐ No. If yes, has it been Issued? ☐ Yes ☐ No.

Sewer Permit issued on \_\_\_\_\_, 20\_\_\_\_ and expires

on \_\_\_\_\_, 20\_\_\_\_ (6 Months.)

\_\_\_\_\_  
Chairman, Board of Sewer Commissioners  
(or authorized representative)



## SCHEDULE C

### Town of Wilmington

### Application for CONNECTION to the Municipal Sewer System

**NOTE:** If your property is in the Wilmington Water District, Please check with them to see if a permit is required.

(Boxed areas for office use only)

<p>Date Received: <u>5/30/25</u></p> <p>Time: _____</p> <p>TAX MAP #: <u>20-20-030</u></p> <p>PSC #: _____</p> <p>Initials: <u>GL</u></p>	<p>Application Fee (\$80.00)</p> <p>PAID: \$ <u>80.00</u> <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash</p> <p style="text-align: center;"><u>5/30/25</u></p> <p>Bianchi Fee <u>\$15.00</u></p> <p>PAID: \$ <u>N/A</u> <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash</p> <p>Received by (Signature): <u>[Signature]</u> <u>5/30/25</u></p>
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### APPLICATION FOR CONSTRUCTION OF A PUBLIC SEWER CONNECTION

**INSTRUCTIONS:** (Town Ordinance sections 501, 502) Complete Application and submit the original to the Wilmington Town Manager, PO Box 217, Wilmington, VT 05363, along with a check made payable to Town of Wilmington for the fee.

- ♦ Application Fee: \$80.00
- ♦ Bianchi Fee: \$15.00 Disregard if already paid for allocation permit **being processed at same time.**)

**TO:** Town of Wilmington – Board of Sewer Commissioners.

The Undersigned, being the owner of the property located at 69 Ray Hill Road  
(Locatable address # and street)

does hereby request a permit to install a ☒ public sewer connection and/or a ☐ sanitary sewer system within a development or subdivision to serve \_\_\_\_\_ of building(s) consisting of 1 Single Family Residence(s), 1 Apartment(s), \_\_\_\_\_ Commercial Building(s), \_\_\_\_\_ Industrial Facilities and/or \_\_\_\_\_ at said location.

(503) Will work require excavation in a ☒ Town or ☐ State highway right of way? ☐ Yes ☐ No. If work will be done within a State or Town highway right of way, permits must be attached.

(506) Will any portion of any existing outside piping be utilized in making the public sewer connections? ☒ Yes ☐ No. If yes, has piping been approved for use by the Commissioners? ☒ Yes ☐ No.

(507) Building Sewer Size? 2" & 4" (4" min.) slope 1/4" / ft (1/4"/ft.) desired.

(520) Building Sewer Material PVC SCH. 40

(509) Depth of cover over pipe? Varies from 4' to 5.5' ft. (4' min.)

(511, 511A) Will any connections be made from roof drains, foundation drains or other sources of surface runoff or groundwater to building sewer? ☐ Yes ☒ No. If yes, explain why.

(516) Building sewer to be connected to public sewer by a ☐ Town provided house connection ☐ Town provided wye connection, ☒ new tap provided by owner, ☐ other \_\_\_\_\_.

(518) Length from structure to public sewer, as measured along proposed route of building sewer? 450' ft.  
Is the alignment ☐ straight, or are there ☒ bends? Number of cleanouts to be provided? 1-2.

(521) Name, address and telephone number of plumber to perform the work:

Barkus Excavating / Lane Plumbing & Heating

(526) Is work to be done on public property or within a highway right-of-way? ☒ Yes ☐ No. If Yes, have the required insurance policies and performance bonds been filed with the Commissioners? ☒ Yes ☐ No.

Those persons applying for a permit relative to sanitary sewers or public sewer connections for developments or subdivisions shall submit herewith, a complete set of design notes, plans, specifications, State approval and all other information required or necessary to completely identify the work proposed.

In consideration of granting a permit, the undersigned certifies that the information provided herein is true and correct and agrees to the following:

1. To accept and abide by all provisions of the "Ordinance Regulating the Use and Allocation of Reserve Capacity of Public and the Use of Private Sanitary Sewerage Systems, Wilmington, Vermont", (ORDINANCE) and of all other pertinent ordinances or regulations that may be adopted in the future.

2. To construct the proposed facilities in accordance with the information provided herein, the ORDINANCE and all other provisions which may be included on the Permit.

3. To install, operate and maintain the proposed facilities in a sanitary manner at all times, at no expense to the Town.

4. To Notify the Commissioners or the WWTP Chief Operator at least 48 hours in advance of any work and before covering any work in order that they may supervise and inspect such work (517).

5. To allow the Commissioners, or their authorized representatives, to enter upon said property to witness tests and construction or for any other purposes required to determine compliance.

6. To pay for all costs and to furnish all necessary tools, labor, materials and assistance for making required tests and for removing, replacing or repairing defective work or materials, at no expense to the Town.

Signed

Karen Lynn Molina

Print Name

Karen Molina

Mailing Address

P.O. Box 772

Tel. No.

802 829 7260

Tel. No. Local

\_\_\_\_\_

Wilmington, VT 05363

Date

May 15, 2025

\* Do not write below this line \*

Received on 5/28, 2029 By John Lazelle

Received by John Lazelle, Chief Operator on 5/28/25

Est. GPD 560 (SFD 250; public buildings per State Flow Quantities. 4 Bedroom

User Classification: Single Family House ECU 1.0

Application is: ☐ Approved ☐ Approved as Noted ☐ Disapproved

Septic tank must be pumped, crushed and filled with clean fill.

Town staff will need to inspect all piping before being covered.

Force main must be pressure tested as noted on drawings.

An excavation trench box is required where the depth of the trench is 5 foot or deeper.

Verification that zoning permits are current and  
Town Highway right of way permit  
John Lazelle  
John Lazelle, Chief Operator, W/WTP

Zoning, Design Control Permits Required? ☐ YES ☐ NO

If yes, date issued and permit No. \_\_\_\_\_

Road opening permit required? ☐ Yes ☐ No. If yes, has it been Issued? ☐ Yes ☐ No.

Sewer Permit issued on \_\_\_\_\_, 20\_\_\_\_ and expires

on \_\_\_\_\_, 20\_\_\_\_ (6 Months.)

\_\_\_\_\_  
Chairman, Board of Sewer Commissioners  
(or authorized representative)

# APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. <u>21-21-031</u>	Fee \$25.00+\$18.00 Recording	Date Received: <u>5/29/25</u>
PSC No. _____	\$43.00 Fee due at application <input checked="" type="checkbox"/> paid <input checked="" type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: <u>[Signature]</u> #1774	

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

Property Location: 5 North Main Street Tax Map Number: 21-21-031  
(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
Bedrooms	each	2	140	280

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

Do not write in boxed area - For administrative use only

SIGNED: [Signature]  
(Applicant)  
224 Laurel Ave  
(Mailing Address of Applicant)  
Northport, NY 11768  
(City, State and Zip Code)

Credit existing unused gallonage:	<u>50</u> gpd
Allocation to be purchased Total	<u>230</u> gpd
<b>CONDITIONS:</b>	
1. Total Allocation Fee ( <u>230</u> gpd x \$10/gpd) \$ <u>2,300.00</u>	
2. 25% of the total Allocation fee (\$ <u>575.00</u> ) is due within 30 days: On or before _____, 20____.	
3. The remaining 75% (\$ <u>1,725.00</u> ) 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.**

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

Map No. <u>20-20-078</u>	Fee \$25.00 + \$18.00 Recording	Date Received: _____
PSC No. _____	\$43.00 Fee due at application <input type="checkbox"/> paid <input type="checkbox"/> check <input type="checkbox"/> cash	
SA No. _____	Signature: _____	

Applicant: \_\_\_\_\_ ☒ Owner ☐ Owner's Agent ☐ If Agent, letter of agency attached*(Print Name)*Property Location: 24 West Main Street Tax Map Number: 20-20-078*(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 ☐.

<u>Establishment</u>	<u>Unit</u>	<u>Number</u>	<u>Gallons/Person/Day/Unit</u>	<u>Total Gallons/Day</u>
<i>Example:</i>				
<u>Restuarant</u>	<u>Seat</u>	<u>10</u>	<u>30</u>	<u>300</u>
<u>Restaurant / Cafe</u>	<u>Seat</u>	<u>8</u>	<u>30</u>	<u>240</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby request an allocation permit as described for gallons per person per day TOTAL 240 gpd*Do not write in boxed area - For administrative use only*SIGNED: \_\_\_\_\_  
*(Applicant)*\_\_\_\_\_  
*(Mailing Address of Applicant)*\_\_\_\_\_  
*(City, State and Zip Code)*

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

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

**CONDITIONS:**

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

**APPLICATION FOR FINAL APPROVAL** (To be completed and returned after you have received necessary state and federal permits.) **DATE DUE:** \_\_\_\_\_

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 application Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

Bianchi Filing Fee: \$18.00 due at application Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

Connection Permit Fee: \$80.00 due at connection application Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

**ALLOCATION FEE TOTAL** \$ \_\_\_\_\_

Within 30 days of Preliminary 25% \$ \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Paid \_\_\_\_\_ Initials \_\_\_\_\_

See Timetable Page 3 75% \$ \_\_\_\_\_ 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 \_\_\_\_\_

*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): \_\_\_\_\_

# **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.

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

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

Vermont 250<sup>th</sup> – Wilmington

**Date of Request:**

June 11, 2025

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

Therese Lounsbury, 802-464-5836, x115, POB 217, Wilmington, VT 05363

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

\$30,000 / August 1, 2025

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

The Vermont 250<sup>th</sup> Wilmington Committee is planning an ambitious 76-day concentration of events, displays & programs running from April to July 2026 to celebrate our nation's semi-quincentennial, as well as Vermont and Wilmington history. Funding will be used for banner and artifact displays, history authors/speakers, music events, commemorative coins, Wilmington Then & Now photo books and paid advertising to promote it all.

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

Please see attached: Budget Draft – Vermont 250

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

Governor Scott's Vermont 250<sup>th</sup> Anniversary Resolution was signed by the Wilmington Selectboard on December 5, 2023. The Resolution was created to encourage observances and activities in commemoration of the historic events associated with the 250<sup>th</sup> anniversary of the 1776 signing of the Declaration of Independence, the Revolutionary War, the founding of Vermont and the creation of the political foundations of the United States of America. Our Wilmington Committee is striving to educate, excite, and celebrate all those things – and to highlight Wilmington's rich history to foster a sense of unity and pride among residents and visitors alike. Many activities will align with the annual traditions of Village Strolls, the Blueberry Block Party, the Blueberry Festival Parade, and the July 4<sup>th</sup> Fireworks Extravaganza.

**Signature of Applicant**



**Date**

6/11/2025



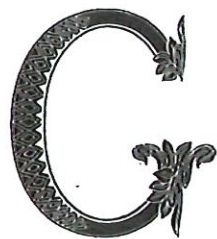






## HISTORY TAKES A ROAD TRIP WITH AMERICAN REVOLUTION EXPERIENCE

*DAR co-sponsored traveling exhibit begins its nationwide journey in January*



ET READY for the American Battlefield Trust to arrive in your community! Our award-winning American Revolution Experience website, created in partnership with the Daughters of the American Revolution, is hitting the road as a traveling exhibit in 2024, counting down to the 250th anniversary

of the war for independence by visiting 45 different locations through April 2025.

This multimedia exhibition captures the spirit of both our organizations by showcasing lasting connections to the people and places indelibly linked to that conflict. Coupling DAR's incredible archive of documents and artifacts with the Trust's industry-leading digital content, we created an award-winning interactive online exhibit that shares the experiences of ordinary people who witnessed the dawn of a new nation.

Thanks to federal matching funds from the inaugural cohort of awards by the American Battlefield Protection Program Interpretation Grants and an incredibly generous gift from NSDAR's America 250! Program,

three copies of the American Revolution Experience exhibit will hit the road in January.

The exhibit consists of 12 panels, designed to be arranged in pairs that cover thematic topics raised by the individuals featured in the exhibition. Examples include "Choosing Sides," "On the Front Lines" and "Help from Abroad." Three touchscreen displays augment the panels — one focused on the featured individuals, one highlighting places connected to those stories that can still be visited and one that includes Trust-produced animated maps that offer a deeper context with the Revolutionary War itself, as battles unfolded across the continent. Handouts providing Spanish language translation of the panel text will help make the exhibit accessible to a greater number of viewers.

The exhibit is proving extremely popular, with many DAR chapters booking engagements to coordinate with events in their communities. However, a limited number of booking windows remain, and Trust-allied organizations are invited to register their interest in hosting at [www.battlefields.org/ontour](http://www.battlefields.org/ontour)

In the interim, explore the American Revolution Experience digitally through its website at <https://american-revolution-experience.battlefields.org>★

Check out  
the American  
Revolution  
Experience  
Online!





# 1980



## O WILMINGTON

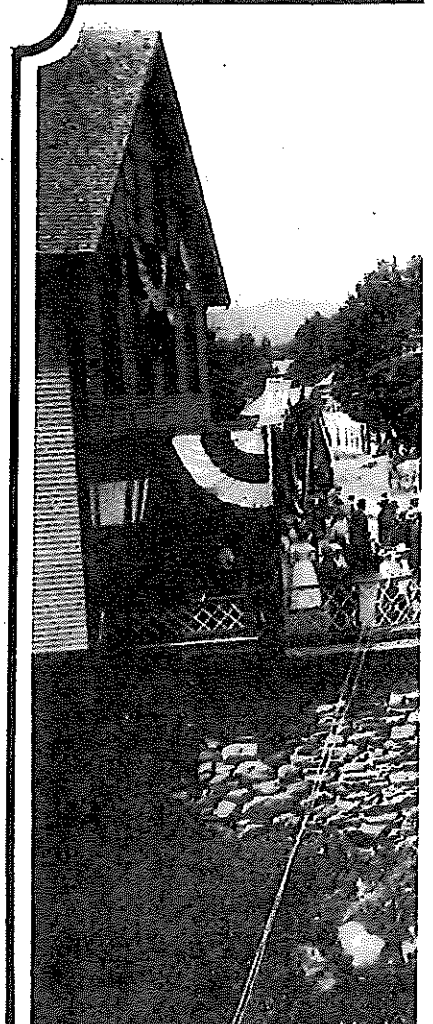
Written by J.M. Washburn  
and sung at the reunion in 1890  
(May be sung to the tune of  
"My Maryland, My Maryland")

It thrills my heart to sing to thee,  
O Wilmington; O Wilmington;  
For very dear thou art to me,  
O Wilmington; O Wilmington;  
About thee clusters mem'ries sweet,  
As in reunion now we meet,  
With pleasures great each other greet,  
O Wilmington; O Wilmington;

To childhood's scenes our mem'ries go,  
O Wilmington; O Wilmington;  
And happier days we ne'er shall know,  
O Wilmington; O Wilmington;  
Than when to yonder school we went,  
Oft more on fun than learning bent,  
Those were the days of sweet content,  
O Wilmington; O Wilmington;

We used to fish in Beaver Brook,  
O Wilmington; O Wilmington;  
And "speckled beauties" there did hook,  
O Wilmington; O Wilmington;  
On Village Pond we skated most,  
On Robinson Hill we went to coast,  
Of greater sport no one could boast,  
O Wilmington; O Wilmington;

As in reunion now we meet,  
O Wilmington; O Wilmington;  
With pleasures great each other greet,  
O Wilmington; O Wilmington;  
Oh, let us drop a silent tear,  
For those who've gone, the near and dear,  
They'd praise thee too if they were here,  
O Wilmington; O Wilmington;



John H. Flagg



(1843-1911)

Vermont, Washington, D.C., New York

"Mr. Flagg was born in Wilmington, Vt., July 11, 1843. He was educated at Wilbraham Academy, and at Albany (N.Y.) Law School; was admitted to the bar in 1864; practiced at Wilmington and Bennington, Vt., for five years; and was Clerk of the Vermont House of Representatives (1864-8). In 1869, his health being bad, he moved to Washington, D.C., where he served as Clerk of the U.S. Senate for eight years. He then resumed his law practice, specializing in commercial cases. Moving to New York, he became counsel for The Standard Oil Company. His prose and verse appeared in many magazines. In 1900 he was severely injured in a street accident, and was confined to his room thereafter. He died May 1, 1911."

[Walter John Coates (ed.), *A Bibliography of Vermont Poetry and Gazetteer of Vermont Poets* 144 (Montpelier: Vermont Historical Society, 1942)] [Vol. 1] [Vol. 2, apparently, was never published] [Used with permission of the Vermont Historical Society]

Home

Plantha is 1849-1911

Poem - Ode To Vermont



## 76 Days of Celebration

As the United States of America prepares to celebrate its Semiquincentennial—the 250th anniversary of the signing of the Declaration of Independence on July 4, 1776—towns and cities nationwide are gearing up for this historic milestone. Wilmington, Vermont, is no exception, with plans well underway to honor this significant occasion in grand style.

In March 2024, Wilmington's Town Meeting approved a resolution to form a local planning committee, and shortly thereafter, Town Clerk Therese Lounsbury assembled a team of enthusiastic members. Joining her are James Dassatti, Todd Stewart, and Kathleen Banks Nutter, all of whom bring a deep appreciation for both local and national history. The committee is actively seeking additional members and ideas to make this celebration truly unforgettable.

The Vermont 250 Wilmington Town Committee is planning an ambitious 76-day program of events running from April to July 2026. Many activities will align with beloved annual traditions like the Village Strolls, Blueberry Block Party, and July 4th Fireworks Extravaganza. These events will highlight Wilmington's rich history and foster a sense of unity and pride among residents and visitors alike.

### Signature Events

Wilmington's celebrations will feature a variety of exciting activities and events, including:

**Red, White & BLUE Parade:** A spectacular procession through the heart of Dover – the traditional Blueberry Festival Parade gets an injection of red and white, showcasing floats, costumes, and displays honoring the town's history and American Independence.

**Fife & Drum Performances:** Step back in time with stirring performances by Fife & Drum corps, evoking the Revolutionary War era.

**Road to the Revolution:** A series of talks, reenactments, and walking tours exploring Wilmington's role and connections to the Revolutionary War plus the consequences of Vermont and national insurrection.

**Town Criers:** Traditional town criers will add a historical flair by delivering announcements and proclamations throughout the festivities.

**Commemorative Coins:** Limited-edition coins will be minted to mark this historic occasion, serving as cherished keepsakes for participants and collectors.

**Historical Artifacts and Colonial Flags:** Exhibits showcasing artifacts from Wilmington's past, including colonial flags and items from the Revolutionary War period, will be displayed at key locations.

**5K Colored Run:** A vibrant and family-friendly event where participants can celebrate by running through bursts of rainbow colors.

### Honoring Wilmington's Legacy

Wilmington's history will take center stage with special exhibits and events highlighting: **Wilmington's Charters:** Original documents that established the town will be displayed, offering a glimpse into its founding.

**Wilmington's Founding Families:** Stories of the town's earliest settlers will be shared, connecting today's residents with their roots.

**The Vermont Presidents:** Learn about Vermont-born presidents and their contributions to the nation.

**Molly Stark:** Celebrate the legacy of this Revolutionary War heroine, whose story is interwoven with Vermont's history.

**The Continental Congress:** Delve into the role and significance of the Continental Congress in shaping American independence.

### Community Collaboration

The committee is partnering with local organizations, including the Chamber of Commerce, Wilmington Works, the Historical Society of Wilmington, Pettee Memorial Library, and Twin Valley Schools' summer WINGS program. These collaborations aim to engage the entire community, ensuring everyone has an opportunity to participate in the festivities.

### Get Involved!

The Vermont 250 Wilmington Town Committee invites all residents to join the planning and celebration efforts. Whether you're interested in volunteering, contributing ideas, or simply staying informed, your participation is welcome. For more information, contact the Town Clerk's Office at (802) 464-5836, ext. 115, or email [tlounsbury@wilmingtonvt.us](mailto:tlounsbury@wilmingtonvt.us).

Let's come together to make Wilmington's celebration of America's 250th birthday a memorable tribute to our shared history and community spirit!

