

## Wilmington Selectboard Agenda

September 16, 2025

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of August 16 and September 4, 2025 (2 minutes)
3. Action Items (5 minutes)
  - *The Selectboard to possibly approve Errors & Omissions for the 2025 Grand List.*
  - *The Selectboard to possibly approve a voting delegate for the VLCT annual meeting on October 7, 2025.*
  - *The Selectboard to possibly approve the Letter of Attestation for the Downtown Vibrancy Fund.*
4. Water Asset Management Plan (30 minutes)
  - *Vermont DEC's final review for the Wilmington Water System's Asset Management Plan and close-out meeting with Selectboard and Water Operator.*
5. Local Hazard Mitigation Plan (20 minutes)
  - *Seam Solutions to review the Local Hazard Mitigation Plan*
6. 1% Local Option
  - *The Selectboard to possibly approve a request of \$50,000 from Wheelpad for roof work.*
7. Liquor Commission (5 minutes)  
*The Liquor Commission to possibly approve*
  - *A First- and Second- Class renewal for Valley Craft Ales, and*
  - *A Request to Cater permit for Black Ember Grill for an event at Brook Bound on 9/27 from 4:30-8:30 pm*
8. Other Business/Correspondence
  - *October 7<sup>th</sup> meeting*
  - *Zoning Ordinance Hearing Date*
9. Select Board Members Comments
10. Town Manager's Updates (5 minutes)

## Wilmington Selectboard Meeting Minutes

### August 19, 2025

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

**Others Present:** Scott Tucker, Jessica Archambault, Marshall Dix, Christine Richter, John Lazelle, Jason Dlubac, Senator Bongartz, Gretchen Havreluk, Matthew Moore, Cheryl LaFlamme, Rob Plunkett, Matt Horn, Chelsea Williams

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

1. Visitors, Public Comments, Possible Changes to the Agenda
  - Under action items; possibly approve the vicious dog bite hearing decision
  - Other business; special meetings
2. Approve minutes of July 15 and 21, 2025
  - Tribuno moved to approve the minutes of July 15, 2025, Rice second; all in favor.
  - Tribuno moved to approve the minutes of July 21, 2025, Rice second; 4-0, Foster abstained
3. Action Items
  - Fitzgerald moved to approve joining the Purdue National Opioids Settlement, Rice second; all in favor.
  - The oil and stone hasn't worked out on Shearer Hill. All State has agreed to pay for half of a base coat to be applied. Rice moved to approve a quote from All State to pave Shearer Hill Rd in the amount of \$42,975, Foster second; all in favor.
  - Tribuno moved to appoint Scott A Tucker as Health Officer, Foster second; all in favor.
  - Tribuno moved to approve the vicious dog bite hearing decision, Rice second; 4-0, Foster abstained.
4. Senator Seth Bongartz legislative discussion
  - Discussed the current portion of the education bill going through the legislature. This would reverse Act60. It also rewrites the Homestead portion.
  - Opportunity for smaller housing projects to get funding
  - Healthcare; took steps to help bring costs down. But hospitals are struggling financially and with staffing.
  - Looking at a substantial loss for paving funds in the next year or two.
  - Richter mentioned some issues with the new tax sale law.
5. Lake Raponda Dam Update
  - MSK Engineering gave an update on the Lake Raponda Dam project. Hairline cracks in the cement wall, erosion and irregular sloping. There is overtopping of the dam during a 1,000-year dam. Some suggestions are to repair the cracks, regrade the crest to uniform elevation, extend the concrete wall, and provide a low-level outlet. An emergency action plan will be required.
6. Planning Commission
  - Foster moved to accept the proposed zoning ordinance from the planning commission, Lebron second; all in favor.
  - The Planning Commission is recommending Jessica Roberts and Scott Tucker for acting Zoning Administrators. The Commission is hoping to have a new full-time recommendation

for the Board soon. Fitzgerald moved to appoint Jessica Roberts and Scott Tucker as acting Zoning Administrators, Foster second; all in favor.

#### 7. Memorial Hall

- We received one construction bid and one electrical bid for the floodproofing work at Memorial Hall. Lebron moved to accept a bid for the floodproofing from GPI Construction and electrical work from Monument Electric for work at Memorial Hall, Rice second; all in favor.

Fitzgerald moved to enter into water & sewer commission at 7:10 pm, Foster second; all in favor.

#### 8. Sewer & Water Commission

Tribuno moved to approve the following allocations, Rice second; all in favor;

- 85 West Main Street – Leinonen. Final allocation needed for 1 bedroom (140 gallons).
- Fairview Ave – Stay Mount Snow LLC (Buono). Final allocation for 6-bedroom (840 gallons) duplex house and a connection permit.
- 35/37 West Main Street – Marzelli. Final allocation for 2 bedroom (240 gallons) single family house and a connection permit.
- 29 Ray Hill Road – Heilmann. Final allocation needed for 3 bedroom (420 gallons) for two apartments.
- 24 West Main Street – Christo. Final allocation needed for 8 restaurant seats (240 gallons).
- 5 North Main Street – Suddell. Final allocation needed for additional 2 bedrooms (230 gallons) for short term rental building.
- Sewer was short in revenues at the end of FY25. The budget is up 3%; the number of ECU's are up to 727. This could lower the ECU rate to 612, but because we are working to build the capital account, we are suggesting leaving it at 625. The water budget is up 19% due to adding a second full-time employee with benefits. It is very similar to the sewer budget. We will need to raise the base rates; the first time since 2021. Rates attached to minutes for reference. Rice moved to approve the sewer and water rates for FY26, Lebron second; all in favor.

Out of water & sewer commission at 7:27 pm

Fitzgerald moved to enter into liquor commission at 7:27 pm

#### 9. Liquor Commission

- Fitzgerald moved to approve a Request to Cater for WI Foster for an event on 8/30 from 2–5:30 pm at Chimney Hill Clubhouse and on 9/6 from 4:30–10 pm at Brook Bound, Rice second; 4–0, Foster abstained.

Out of liquor commission at 7:29 pm

#### 10. Wilmington Revolving Loan Fund

- Fitzgerald moved to approve the amended Revolving Loan Policy establishing the loan amount of \$30,000, Rice second; all in favor.

#### 11. Other Business/Correspondence

- Cancel September 2<sup>nd</sup> meeting. Special meeting on September 4<sup>th</sup> at 9 am with WheelPad.

#### 12. Select Board Members Comments

- Lebron mentioned the animal control ordinance doesn't really mention dogs needing to be leashed. He would like to have it updated. He attended the 7/21 DRB Hearing. He feels there

is an issue with STR regulations. He is asking the Selectboard to review the STR's and facilitate an annual licensing program.

- Tribuno saw a letter to the editor in the Reformer from a person in Londonderry. It causes concern that someone unhappy chooses to boycott local businesses. He is hoping people realize that town employees are doing the best they can with the taxpayers' best interest at heart.
- Foster reports that some feel the Beautification Committee has been neglecting River Bank Park.
- Rice commented that the stonewall on Beaver St is getting worse.

#### 13. Town Manager's Updates

- Blueberry Splash, Picnic in the Park and "Rooted" at Memorial Hall were great successes.
- PD has several candidates and hopes to make a selection this week
- Planning is interviewing and hoping to make an appointment for Zoning.
- PVR Appeals; Caplan & Wilson were both continued

#### 14. Executive Session

- Fitzgerald moved to find that premature general public knowledge of the revolving loan application would place the town at a substantial disadvantage, Rice second; all in favor.
- Fitzgerald moved to enter into executive session at 8:03 pm to include the town manager and Gretchen Havreluk, to discuss a Revolving Loan Application, Rice second; all in favor.

Out of executive session at 8:15 pm

- Tribune moved to approve a Revolving Loan Application for Mill & Whistle LLC in the amount of \$30,000, Foster second; all in favor.

Meeting adjourned at 8:16 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

August 19, 2025  
Town of Wilmington Water District  
PO Box 217  
Wilmington VT 05363  
**Billing: 802-464-8591; Utility Servicing: 802-258-7445**  
**crichter@wilmingtonvt.us**

Dear Customer,

Effective July 1, 2025, rates will be adjusted as listed below to cover the operating costs of the water district. Billing is three times a year at this time.

Rate Code	2022	2023	2024	2025
<b>R1: Single-family Home</b>	\$ 97.50	\$ 130.00	\$ 130.00	\$ 170.00
<b>R2: Small Non-Profit</b>	\$ 49.92	\$ 66.56	\$ 66.56	\$ 87.50
<b>C2: Small Commercial</b>	\$ 195.00	\$ 260.00	\$ 260.00	\$ 340.00
<b>C3: Large Commercial</b>	\$ 330.33	\$ 440.44	\$ 440.44	\$ 575.00
<b>S1: Sprinklers</b>	\$ 2.86	\$ 2.86	\$ 2.86	\$ 3.00
<b>Usage</b>	\$ 8.65	\$ 8.65	\$ 8.65	\$ 10.00

The Water Commissioners hold meetings on the first and third Tuesday of each month at the Wilmington Town Hall. The rates were voted at their meeting on August.

Any further questions should be directed to the billing phone or email bolded above.  
Thank you kindly,

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Christine Richter, Finance Officer

**Rate Code Water Classifications**

**Single Family Home** – Residence for one family, no rental units or commercial use

**Small Non-Profit** – Churches, Food Pantry, Historical Society, Masonic Hall

**Small Commercial** – Single Family w/apart, Retail less than 2000 sq ft, Office w/ 6 or fewer employees, short-term rentals

**Large Commercial** – Retail over 2000 sq ft, residential w/3 units or more, restaurants, car wash, laundromats

**Wilmington Selectboard Meeting Minutes**  
**September 4, 2025**

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

**Others Present:** Scott Tucker, Jessica Archambault, Alex Miller, Julie Lineberger, Joseph Cincotta, Emily Carris Duncan, Gretchen Havreluk, Jay Dubac, Kendrick Waterman, Duane Farrell, Luella Strattner, Al Claussen, Pam Brocious Messina, Laurie Caplan

**Meeting called to order at 9:00 am**

1. Wheel Pad

- The Selectboard toured WheelPad and the SuitePads with Julie Lineberger and Joseph Cincotta. All Units are ADA accessible and made to help you age in place. WheelPads have a bed/bath; SuitePads have a bed/bath/kitchenette; BathPads are in the works.

2. Zoning

- The Planning Commission voted on 8/22/25 to recommend Alex Miller as Zoning Administrator. Tribuno moved to appoint Alex Miller as Zoning Administrator and Town Health Officer effective September 8, 2025, Foster second; all in favor.

Entered Liquor Commission at 9:59 am

3. Liquor Commission

- Tribuno moved to approve an Open Container Ordinance Exemption and a Request to Cater for WI Foster for the Wine and Soup Stroll on 9/19/25 from 4-7 pm, Lebron second; 3-0, Foster abstained.

Out of Liquor Commission at 10:00 am

Meeting adjourned at 10:01 am

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











# Form PVR-4261-E

## ERRORS AND OMISSIONS CERTIFICATE

The Assessors of the Town of Wilmington are hereby supplying the following changes to the 2025 Grand List.  
Specifically:


Owner	KEANE PATRICK M & SUSAN J		SPAN	11416	
Change From	\$947,700	Change To	\$360,000	Difference	-\$587,700
Reason	REMOVED HOUSE AT 50% COMPLETE				
Owner	SHANAHAN WILLIAM E & JACLYN C		SPAN	13969	
Change From	\$450,000	Change To	\$500,070	Difference	+\$50,070
Reason	ADDED DWELLING FOUNDATION				
Owner	HATHAWAY VT HOLDING LLC		SPAN	13967	
Change From	\$2,414,200	Change To	\$1,325,560	Difference	-\$1,088,640
Reason	COMPLETION % REDUCED				
Owner	THE NEST AT 27 STAGS LEAP LN LLC		SPAN	13970	
Change From	\$3,257,960	Change To	\$1,826,710	Difference	-\$1,431,250
Reason	COMPLETION % REDUCED				
Owner	SUPER GIRL LLC		SPAN	13001	
Change From	\$571,360	Change To	\$470,070	Difference	-\$101,290
Reason	CONVERSION FROM RETAIL TO APARTMENTS NOT COMPLETE				
Owner	ERHARD FAMILY TRUST		SPAN	11527	
Change From	\$442,730	Change To	\$420,920	Difference	-\$21,810
Reason	REMOVED DECK				
Owner	CRANE ALLISON		SPAN	12626	
Change From	\$369,930	Change To	\$352,790	Difference	-\$17,140
Reason	BASEMENT REDUCED TO 60% COMPLETE				
Owner	ABERNETHY SAMUEL P		SPAN	11976	
Change From	\$911,250	Change To	\$2,226,570	Difference	+\$1,315,320
Reason	COMPLETION % INCREASED				

**LISTERS/ASSESSOR AND SELECTBOARD**

 Signature of Lister/Assessor	Date	 Signature of Selectboard/Alderman	Date 9/16/25
 Signature of Lister/Assessor	Date	 Signature of Selectboard/Alderman	Date 9/16/25
 Signature of Lister/Assessor	Date	 Signature of Selectboard/Alderman	Date 9/16/25
 Signature of Lister/Assessor	Date	 Signature of Selectboard/Alderman	Date 9/16/25
 Signature of Lister/Assessor	Date	 Signature of Selectboard/Alderman	Date 9/16/25

**TOWN CLERK**

I, \_\_\_\_\_, town clerk of \_\_\_\_\_, certify receipt of these changes. This certificate will be attached to or recorded in the grand list of \_\_\_\_\_ for tax year \_\_\_\_\_.

 Signature of Town Clerk	Printed Name	Date
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**32 V.S.A. § 4261. Correcting omission from grand list**

When real or personal estate is omitted from the grand list by mistake, or an obvious error is found, the listers, with the approval of the Selectboard, before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the Selectboard.

MUST BE ATTACHED TO THE FINAL GRAND LIST FILED WITH THE TOWN CLERK.



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Select Board, Town of Wilmington % Scott Tucker, Town Manager  
2 East Main Street  
Wilmington, VT 05363

re: **Request for Funding through the 1% Local Option Tax Fund**

11 September 2025

WheelPad L3C (Low Profit Limited Liability Corporation) is requesting \$50,000 for the insulation of a new roof for the large masonry building (GEORGE) at **211 Route 9 West, Wilmington, VT 05363**

Currently WheelPad L3C is working with BDCC on a Sub3 Lease program through VEDA, which will transfer ownership to WheelPad in 7 years. Part of the agreement included replacing the roof of GEORGE. BDCC obtained a grant of \$67,000 for this project. However, the scope of their grant does not include adding insulation to meet current energy code standards. Moreover, now that the roof work is started, it is obvious that whatever insulation was once installed has completely disintegrated. We believe the original insulation was installed sometime in the mid 1960s. Installing insulation to meet current energy codes adds \$100,000 to the project.

WheelPad's Sub3 agreement also states we cannot take on any other loans. We are very fortunate to have found a donor who gave \$50,000 for the project. A second donor, most unfortunately, backed out. Thus, we are in urgent need of \$50,000 to pay for this most needed project.

Our goal regarding the entire project at 211 Route 9 West is to further upgrade the property poised on the west entry to Wilmington. As noted in the Select Board meeting September 4, 2025, the plan for GEORGE includes WheelPad Offices, a Maker Space, and the Joshua Druke Local Labor Program which will train people as assistants for Electricians, Plumbers, Carpenters, and Care Givers. Plans for the entire property include 6 units of WorkForce Housing, revitalizing and restocking the Trout Pond, EV Charging Stations.

WheelPad has been named in the Southern Vermont CEDS program, as well as named a State of Vermont Priority Project in 2024. Below are links to our Origin Story, as well as our YouTube Channel.

 **Wheel Pad: Keeping Families Together | Julie Lineberger | TEDxHobokenWomen**

[WheelPad YouTube Channel](#)

GEORGE Thermal Bridge Retrofit - Roof Edge Energy Payback (PDF Attached to email)

I look forward to your response regarding our request for a \$50,000 grant to cover the funding gap in our roof insulation project.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Julie Lineberger', is written in black ink.

CoFounder & CEO

14 Castle Hill, Wilmington, VT 05363  
802-464-3957 | [www.WheelPad.com](http://www.WheelPad.com)

# Thermal Bridge Retrofit at GEORGE - Roof Edge Energy Payback

## Summary

The projecting double-T roof structure currently conducts heat directly through the concrete nose at the roof edge, creating major thermal losses. Installing a continuous polyiso insulation board across the projecting double-T faces, backed with plywood and new metal flashing, would cut this heat loss by over 97%.

## Estimated Impact (765 ft perimeter)

- Annual Energy Savings: ~718 million BTUs
- Propane Savings: ~7,846 gallons per year
- Annual Cost Savings: ~\$19,600 (at \$2.50/gal propane)
- Payback Period: a few months (after which savings are pure gain)

## Recommended Solution

1. Install continuous polyiso board (1 to 1.5 in recommended) over the projecting double-T beam faces, creating a semi-conditioned cavity behind.
2. Overlay with plywood sheathing to provide fastening and rigidity.
3. Install continuous metal flashing to weather-protect the assembly.

## Benefits

- Eliminates thermal bridging at the roof perimeter.
- Saves nearly \$20,000 per year in propane.
- Improves interior comfort and reduces HVAC load.
- Straightforward construction with minimal disruption.

## Value Engineering - Polyiso Thickness

Polyiso Thickness	BTUs Saved / Year	Propane Saved (gal)	\$ Savings / Year	Simple Payback
1"	~709 million	~7,748	~\$19,370	0.2 yrs (~2-3 mo)
1.5"	~718 million	~7,846	~\$19,600	0.3 yrs (~3-4 mo)
2"	~723 million	~7,898	~\$19,745	0.3 yrs (~3-4 mo)

Conclusion: 1 in polyiso achieves over 98% of the thermal performance of 1.5 in and nearly 97% of 2 in, offering the best value. All options pay back within a single heating season.

## Appendix - Energy Savings Calculations (1 in Polyiso)

### Assumptions:

Perimeter length = 765 ft; Vertical face height = 18 in; Beam spacing = 4 ft on center; Heating season = 180 days; Inside-to-outside temperature difference (Delta T) = 40 F (approx 22 C). Concrete thermal conductivity  $k = 1.1 \text{ W/m}^2\text{-K}$ ; Polyiso  $k = 0.022 \text{ W/m}^2\text{-K}$ . Propane energy content = 91,500 BTU/gal; Price = \$2.50/gal. All calculations use plain SI where appropriate and convert to BTU/gal at the end.

### 1) Heat loss without insulation (per 4 ft section):

$$U_{\text{concrete}} = k_{\text{concrete}} / t_{\text{concrete}} = 1.1 / 0.05 = 22 \text{ W/m}^2\text{-K}$$

$$\text{Area } A = \text{width} * \text{height} = 1.2 \text{ m} * 0.45 \text{ m} = 0.54 \text{ m}^2$$

$$Q_{\text{no\_insulation}} = U_{\text{concrete}} * A * \text{DeltaT} = 22 * 0.54 * 22 = 261 \text{ W per 4 ft section}$$

### 2) Heat loss with 1 in polyiso (per 4 ft section):

$$R_{\text{concrete}} = t_{\text{concrete}} / k_{\text{concrete}} = 0.05 / 1.1 = 0.0455 \text{ m}^2\text{-K/W}$$

$$R_{\text{polyiso}(1 \text{ in})} = t / k = 0.0254 / 0.022 = 1.1545 \text{ m}^2\text{-K/W}$$

$$R_{\text{total}} = R_{\text{concrete}} + R_{\text{polyiso}} = 0.0455 + 1.1545 = 1.2000 \text{ m}^2\text{-K/W}$$

$$U_{\text{with\_1in}} = 1 / R_{\text{total}} = 0.833 \text{ W/m}^2\text{-K}$$

$$Q_{\text{with\_1in}} = U_{\text{with\_1in}} * A * \text{DeltaT} = 0.833 * 0.54 * 22 = 10 \text{ W per 4 ft section}$$

### 3) Percent reduction in heat loss:

$$\text{Reduction} = 1 - (Q_{\text{with\_1in}} / Q_{\text{no\_insulation}}) = 1 - (10 / 261) = 96.2\%$$

### 4) Seasonal energy savings (765 ft perimeter):

$$\text{Number of 4 ft sections} = 765 / 4 = 191.25$$

$$\text{BTU/hr saved per 4 ft} = (Q_{\text{no\_insulation}} - Q_{\text{with\_1in}}) * 3.412$$

$$\text{Total BTU saved per season} = \text{BTU/hr\_saved} * 24 \text{ hr/day} * 180 \text{ days} * 191.25 \text{ sections}$$

$$\text{Result: BTU\_saved\_per\_season} = 708,864,332 \text{ BTU}$$

### 5) Propane gallons and cost savings:

$$\text{Gallons\_saved} = \text{BTU\_saved\_per\_season} / 91,500$$

$$\text{Gallons\_saved} = 7,747 \text{ gal/year}$$

$$\text{Dollar\_saved} = \text{Gallons\_saved} * \$2.50/\text{gal}$$

$$\text{Dollar\_saved} = \$19,368/\text{year}$$

Conclusion: With 1 in polyiso, heat loss at the roof edge is reduced by approximately 96%, saving roughly 7,747 gallons of propane and \$19,368 per heating season (assuming 765 ft perimeter).