

Wilmington Selectboard Agenda

October 7, 2025

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of September 16, 2025 and amend minutes of September 4, 2025 (2 minutes)
3. Action Items (10 minutes)
 - *The Selectboard to possibly accept an American Fire Grant in the amount of \$161,904.76.*
 - *The Selectboard to possibly appoint Claudia Hay to the Recreation Commission for the remainder of a 4-year term expiring April 2026.*
 - *The Selectboard to discuss and possibly approve the transfer of National Opioids Settlement distributions previously allocated to Voices of Hope to Divided Sky Foundation*
4. Sewer Commission (5 minutes)
 - *The Sewer Commission to possibly approve preliminary allocation at 211 VT RT 9E for 45 seats at 30 gpd.*
5. PSF Solar (15 minutes)
 - *The Selectboard to hear a proposal for putting solar on the Public Safety Facility*
6. Tax Stabilization (10 minutes)
 - *The Selectboard to possibly approve the tax stabilization request for Wheelpad L3C*
7. 1% Request (10 minutes)
 - *The Selectboard to possibly approve a request from the Deerfield Valley Farmers Day Fair and the TVMHS Booster Club for the staining of the Booster Booth in the amount of \$14,000*
8. MERP (10 minutes)
 - *The Selectboard to possibly accept the bid from Adam Grimes for the refurbishment of the windows at Memorial Hall and the bid from Saladino Property Maintenance for window and door replacement at the Highway Garage.*
9. Liquor Commission (5 minutes)

The Liquor Commission to possibly approve

 - *A First- and Third- Class application for TTS Kitchen and Catering LLC,*
 - *A Request to Cater permit for WI Foster for an event on Shearer Hill Rd on 10/25 from 5-11 pm*
10. Other Business/Correspondence
 - *Open Meeting Law Complaint regarding the September 16th minutes not being posted within 5 days.*
11. Select Board Members Comments

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. SuitePads have a bed/bath; StudioPads 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:

Thomas Fitzgerald, Chair

Vince Rice, Vice Chair

Tony Tribuno, Clerk

Charlie Foster

John Lebron

Wilmington Selectboard Meeting Minutes

September 16, 2025

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

Others Present: Scott Tucker, Jessica Archambault, Russ Beaudoin, Stephanie Magnan, Carmen Zwack, Julie Lineberger, Jason Dubac, Chris Lavoy, Scott Moore, John Lazelle, Cearra O'Hern, Samantha Kondracki, Megan Young, Marshall Dix, Gretchen Havreluk, Hope Etheridge, Jessica Lee Smith

Meeting called to order at 5:59 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Jason Dubac commented on his treatment by the Zoning Office.
 - Change date of minutes to August 19th.
 - Request to Cater for Valley Craft Ales on 9/30/25 from 3–7 pm at Brook Bound Inn
 - Letter of support for a grant written by NRCD for water treatment @ Veterans Park
2. Approve minutes of August 19 and September 4, 2025
 - Tribuno moved to approve the minutes of August 19, 2025, Lebron second; all in favor.
 - Fitzgerald moved to approve the minutes of September 4, 2025, Tribuno second; all in favor.
3. Action Items
 - Fitzgerald asked about the large reduction on two properties. Beaudoin didn't track new construction as well as he should have and he negotiated with the property owners a new percentage complete. Tribuno moved to approve Errors & Omissions for the 2025 Grand List, Rice second; all in favor.
 - Fitzgerald moved to approve the Town Manager as voting delegate for the VLCT annual meeting on October 7, 2025, Tribuno second; all in favor.
 - Tribuno moved to approve the Letter of Attestation for the Downtown Vibrancy Fund, Lebron second; all in favor.
4. Water Asset Management Plan
 - Vermont DEC's did a final review of the Wilmington Water System's Asset Management Plan to get feedback on the process. The Board found the report an interesting read with a lot of data to look in to. They discussed some of the larger cost items that may need replacing in the future (page 31).
5. Local Hazard Mitigation Plan
 - Seam Solutions reviewed the draft Local Hazard Mitigation Plan. This plan needs to be updated every 5 years. The table of actions still needs to be finalized. Each hazard gives historical data.
6. 1% Local Option
 - WheelPad is taking on investors to help grow the business. A local labor program is part of this whole project, which would keep kids in the valley. They are a low-profit limited liability corporation. Their goal is to have this location and every subsequent location be cooperatively-owned or employee-owned. Foster and Lebron questioned giving 1% funds to a business. Havreluk mentioned that another business was denied a 1% request previously.

Fitzgerald moved to approve a request of \$50,000 from WheelPad to add to their capital improvement fund, Tribuno second; 4-1, Foster opposed.

Entered Liquor Commission at 7:09 pm

7. Liquor Commission

Rice moved to approve, Foster second; all in favor

- A First- and Second- Class renewal for Valley Craft Ales,
- A Request to Cater permit for Black Ember Grill for an event at Brook Bound on 9/27 from 4:30-8:30 pm and
- Request to Cater for Valley Craft Ales on 9/30/25 from 3-7 pm at Brook Bound Inn

Out of Liquor Commission at 7:10 pm

8. Other Business/Correspondence

- October 7th meeting; Scott and John will be out of town. The Board will still plan to meet.
- Zoning Ordinance Hearing Date; 11 /4 at 5:30 pm with regular meeting to follow.
- The Board gave general consent for a Letter of support for a grant written by NRCD for water treatment @ Veterans Park.

9. Select Board Members Comments

- Lebron would like to have the animal control ordinance on the next agenda. He spoke with Bob Bois about the solar panels on the PSF. Scott had reservations about it. There is a deadline to apply.
- Foster; Bi-Town is looking for a Selectboard member from Wilmington and Dover. He will take it with Board general consent.
- Fitzgerald commented that the OSEC board was very happy to have the assistance of Highway with removing some pianos.

10. Town Manager's Updates

- GMP is looking to bury lines on Minor Rd. Marshall has submitted his comments after some research and a contract was drafted with the town attorney. We are waiting to hear back from them.
- Hiring for Police; one officer is about to graduate from part-time academy and will be attending full-time academy in the winter. Working on Highway Heavy Equipment Operator/Mechanic.
- RMON IT onboarding has begun.
- Buzzy Park work has begun. Trees will be planted once the state has given their final sign off on the river sloping.
- NRCD applied for a grant for an infiltration and erosion stabilization design at GMB. We have been approved for final design.
- Sgt Kirkman received a thank you letter from a thankful visitor who had been stranded with a flat tire.

Meeting adjourned at 7:39 pm

Respectfully submitted,
Jessica Archambault

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

Vince Rice, Vice Chair

Tony Tribuno, Clerk

Charlie Foster

John Lebron

From: Claudia Hay <claudiamhay@yahoo.com>

Sent: Friday, September 26, 2025 12:56 PM

To: Scott Tucker <stucker@wilmingtonvt.us>

Cc: Sara Molina <sgmolina1@gmail.com>

Subject: Rec Commission

Mr. Tucker:

I grew up in New York but spent most of my winters skiing at Mount Snow, enjoying the surroundings of Dover and Wilmington and having family dinners at TCs and The Last Chair, and it has always been my dream to live in the area (and open a frozen yogurt stand).

We made the move to Wilmington four years ago, as soon as Covid pandemic allowed us to work from home, and while I love it, adjusting to small town living and finding my footing has been challenging. It is now my goal to provide an easier transition for future Wilmingtoners.

As the VP of Hospitality for my HOA at Spruce Lake, I provide a PowerPoint with a list of experienced helpers (contractors, housekeepers, painters, etc.), restaurants, and things to do in the area – which includes my favorites (pickleball, yoga, swimming and trivia) as well links to helpful Facebook and Instagram accounts, and emails to sign up for, including the one from Jessica Archambault.

Prior to June of this year, I was the Senior Director of Research and Analytics for Paramount Media Networks (Comedy Central, MTV, Paramount+, etc.) where I analyzed viewing and consumer behaviors that informed linear, digital and subscription programming, marketing, and sales decisions.

I believe my love for this town and its residents and my eagerness to grow the community, as well as my extensive experience in quantitative and qualitative research, proficiency Microsoft Office, and love for activities and party planning, makes me good fit to join your team as I can create and analyze survey results, help with budgets and aid in marketing to hopefully increase event awareness and attendance, while my newfound free time provides me ample opportunities to volunteer.

I loved the meeting I attended last night and was in awe of the many ideas that were introduced and enthusiasm with which they were expressed. In addition, I am forever grateful to Sara and her team for introducing me to pickleball and providing me with my first lesson (I am now obsessed and play several times a week), and I would love to provide a similar experience for Vermonters of all ages, and it is because of that, I believe I would be a good addition to the rec commission.

Thank you for your time and consideration.

Best,
Claudia Hay

ARTS

Phish raises millions of dollars to benefit Vermont-based addiction-recovery organization



Brent Hallenbeck

Burlington Free Press

Oct. 31, 2024, 5:12 a.m. ET

The Burlington-born jam-rock group [Phish](#) raised more than \$4 million last weekend at a trio of concerts to benefit the Vermont-based addiction-recovery organization founded by the band's guitarist, Trey Anastasio.

The [Oct. 25-27 concerts](#) at the MVP Arena in Albany, New York raised money to kick off a \$10 million fundraising campaign for the [Divided Sky Residential Recovery Program](#) in Ludlow. The money will help pay for capital improvements, property acquisition, staffing increases and a scholarship fund. Anastasio, who has been frank about [his own experience with addiction](#), opened Divided Sky last year with co-founder Melanie Gulde.

“It’s hard to put into words how grateful we are to Phish and their fans for this generosity,” Gulde, who serves as Divided Sky’s program director, said in a news release announcing the fundraising result. “But this isn’t about words – it’s about action. And because of these concerts, we will be able to help many more people take charge of their lives and to recover from addictions.”

Money was raised at the concerts through ticket and merchandise sales and a pay-per-view livestream. According to the news release, 100% of net proceeds will support the Divided Sky Foundation.

The Divided Sky Residential Recovery Program focuses on helping people build life tools to maintain sobriety while staying active and involved in the outdoors and pursuing their personal passions, according to the news release. Nearly a dozen alumni who have completed the 30-day program were at the Albany concerts. More than 300 tickets were given to people who work in recovery or a related mental-health field.

Looking for a free mini puzzle? [Play the USA TODAY Quick Cross now.](#)

This is the second straight year that the band that started at the University of Vermont in 1983 has raised money to benefit the state where Phish began. Last year, Phish played two benefit concerts at the Saratoga Performing Arts Center in New York that raised more than \$3.5 million for flood-recovery efforts in Vermont and upstate New York, according to the news release.

Contact Brent Hallenbeck at bhallenbeck@freepressmedia.com.

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT Page 1 of 3

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

Map No. <u>21-22-063</u>	Fee \$25.00+\$18.00 Recording	Date Received: <u>9/17/25</u>
PSC No. _____	\$43.00 Fee due at application ☐ paid ☒ check ☐ cash	<u>#1189</u> <u>DL</u>
SA No. _____	Signature: _____	

Applicant: VT 211 LLC ☒ Owner ☐ Owner's Agent ☐ If Agent, letter of agency attached

(Print Name)

Property Location: 211 Route 9 East Tax Map Number: 21-22-063

(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
Restaurant	Seats	45	30	1350

I hereby request an allocation permit as described for gallons per person per day TOTAL 1350 gpd

Do not write in boxed area - For administrative use only

SIGNED: _____

(Applicant)

PO Box 295

(Mailing Address of Applicant)

New Fairfield, CT 06812

(City, State and Zip Code)

Credit existing unused gallonage: _____ gpd

Allocation to be purchased Total 1350 gpd**CONDITIONS:**

1. Total Allocation Fee (1350 gpd x \$10/gpd) \$ 13,500.00
2. 25% of the total Allocation fee (\$ 3,375) is due within 30 days: On or before _____, 20____.
3. The remaining 75% (\$ 10,125) 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 9/17/25 Initials GL
Bianchi Filing Fee: \$18.00 due at application Date Paid 9/17/25 Initials GL
Connection Permit Fee: \$80.00 due at connection application Date Paid n/a Initials _____

ALLOCATION FEE TOTAL \$13,520

Within 30 days of Preliminary 25% \$ 3,375 Date Due: _____ Date Paid _____ Initials _____
See Timetable Page 3 75% \$ 10,125 Date Due: _____ Date Paid _____ Initials _____

Conditions of Approval: _____

Final Approval Date _____

By: Wilmington Board of Sewer Commissioners

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): _____

Copy After Final Approval: Date _____ Initial _____

John Lazelle, Chief Operator, WWTP

Christine Richter, Finance Officer

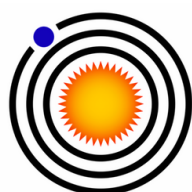
File

Bianchi filed with Town Clerk: Date _____ Initial _____

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.



SOUTHERN VERMONT
SOLAR
Local Clean Energy Solutions

Solar Estimate

Wilmington Public Safety Building

40 Beaver St, Wilmington, VT

May 14, 2025

andrew@svtsolar.com

Cell (802) 451-6557

System Size

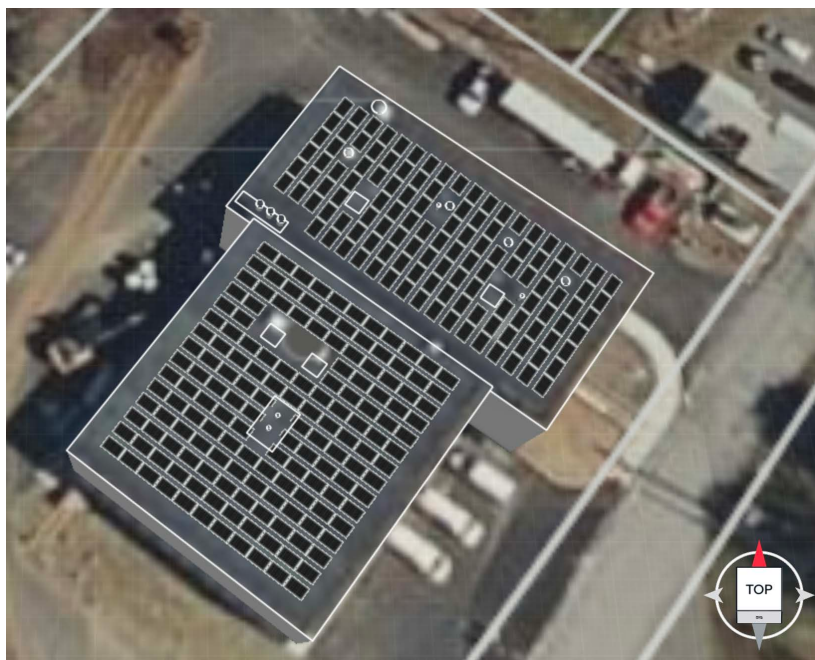
120.56 kW DC / 104.12 kW AC

Solar Panels

(274) Silfab Solar

Inverters

(274) Enphase Energy Inc.



Annual Production: 148 MWh

Monthly Savings: \$2,366

Energy Offset*: 101%

Upfront System Cost: \$305,366

Federal Tax Credit: -\$112,985

Net Cost: \$192,381

*Subject to change based on actual conditions



Enphase
Silver
Installer

"After interviewing 3 companies, I chose Southern Vermont Solar for a variety of reasons. Simon and Victoria and their team did an amazing job from the first contact to the walk through and wrap up."

The bar is pretty high to meet my expectations of how a contracted project should flow, and SVT surpassed my expectations every step of the way."

— C. MOORE, SAXTONS RIVER, VT

Estimate Details

Customer Electrical Usage

Current annual electrical use: 145.19 MWh

Annual electric bill Pre-Solar: \$29,038.40

Electrical consumption covered in Year One: 101.94%

Photovoltaic System Information

Panel Model: SIL-440 QD

Number of Panels: 274

Panel Wattage (DC): 440.00 W

Inverter Model: IQ8H-3P-72-E-US (208V)

Number of Inverters: 274

Inverter Wattage (AC): 380.00 W

Racking System: Unirac EVO RM10 Ballasted

Solar System Cost Details

Total installed cost: \$305,366

Payback in years: 6.3 years

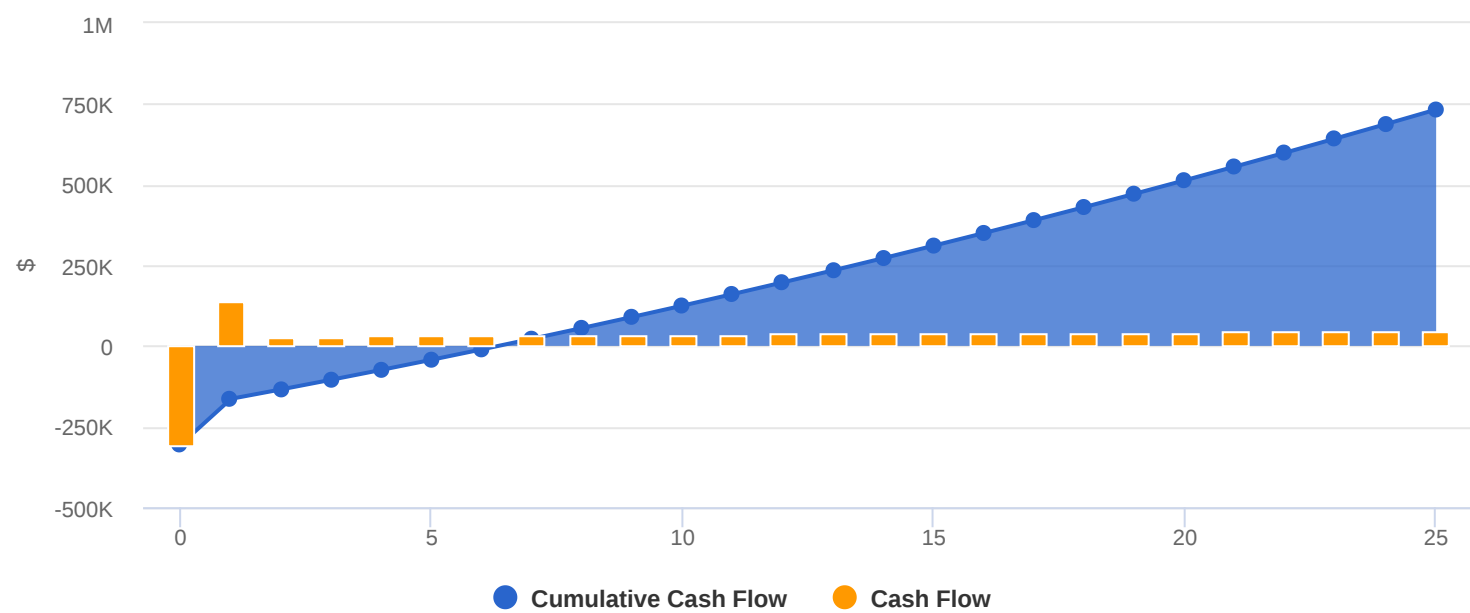
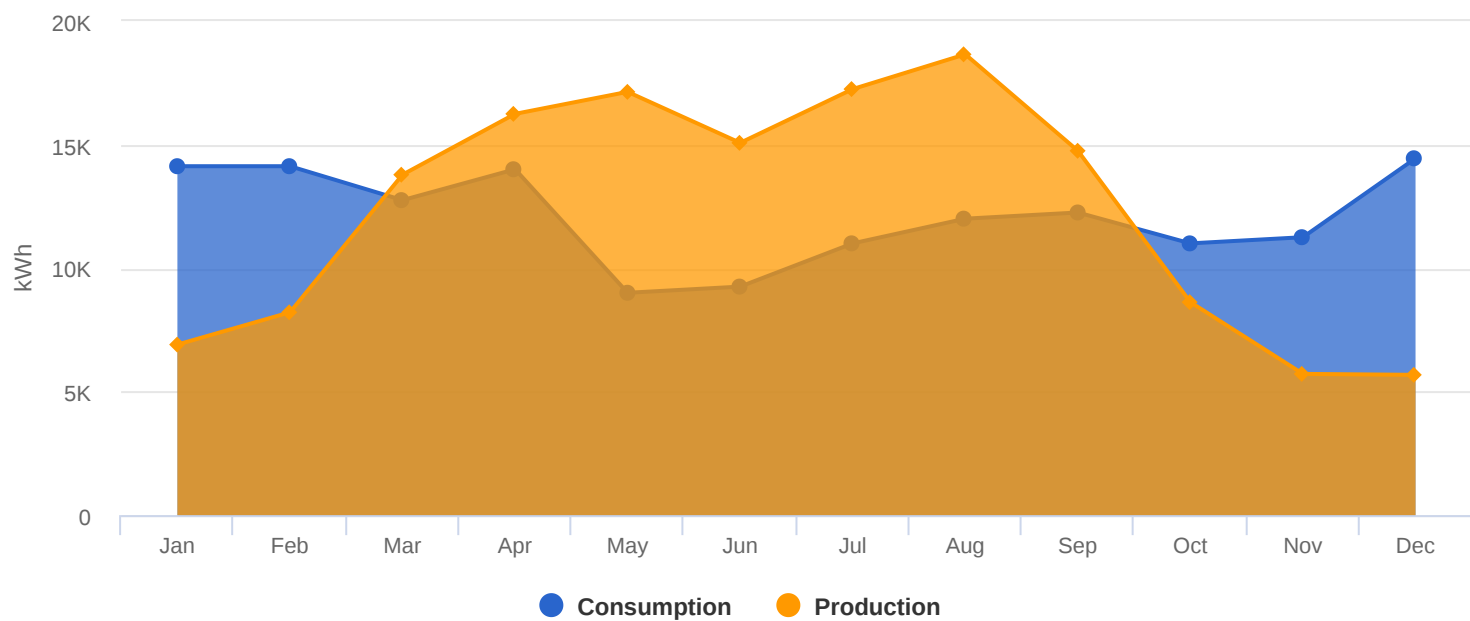
System lifetime: 25.0 years

Net Savings over system lifetime: \$924,765.72

Internal Rate of Return (IRR): 15.29%

Return on Investment (ROI): 239.84%

Average Lifetime Cost of Energy: \$0.27/kWh



TO: Selectboard Members

FROM: Scott A. Tucker, Town Manager

DATE: October 3, 2025

RE: Highlights and Goals – Cost Considerations

The Town continues to manage a wide range of infrastructure and community projects. Current commitments total about **\$8M+**, with approximately **\$3.8 million in grants secured**. Please see a summary of the highlights and goals under way or under consideration with related cost estimates.

Highways, Bridges & Stormwater

- **Castle Hill Bridge** – seeking repair estimates.
- **Old Ark** – three culverts need upgrading to box culverts; possible grant eligibility once hydrologic study is complete.
- **Shearer Hill** – chip seal pilot not performing as expected; drainage improvements made; contractor revising plan to install a skim coat this fall.
- **Stormwater Master Plan** – five priority sites identified, with **Veterans Park** ranked #1 and possible additions for permeable sidewalks and rain gardens.
- **Bridge #31** – construction expected in 2029. Scoping report and discussion due fall 2025. Timeline will affect water line relocation; state considering single-season vs. two-season approach.

Floodplain Mitigation & Conservation

- Major opportunities exist to conserve and restore floodplain properties along the North Branch of the Deerfield River, including the **Wheeler Farm** (93 acres floodplain, 160 acres total, priced at \$3.35M).
- Multiple partners are engaged, including Vermont River Conservancy, The Conservation Fund, USDA NRCS, VHCBC (\$10,000 feasibility grant), and state/federal agencies.

Water & Sewer

- **Capital Projects:** budgeting for water meters, hydrant upgrades, and water line replacements. Cost \$ _____
- **Utility Structure:** plan to merge Water & Sewer into one **Public Utility Department** in 2026.
- **Route 9 East Extension:** \$5.1M project includes design, permitting, and 15 easements. Supported by a \$1M NBRC grant and CRRP funding; \$3.1M bond or USDA loan.
- **Groundwater Study:** identified potential well sites (HCI Report \$4,150) east of town to secure a new water source for the future.

Sidewalks & Streets

- **East Main Street** – sewer upgrades and new connections for six homes; easement process complete in 2025.
- **North Main Street** – sidewalk project, both sides of the street, progressing (\$312,000 estimate, with federal/local match).

Town Facilities & Energy

- **Memorial Hall** – floodproofing funded by \$127K FEMA/VEM grant;
- **Memorial Hall** – replace cedar shakes and make underlying repairs (\$350K estimate).
- **Energy Committee** – \$313K MERP grant supports ADA improvements and energy efficiency: HVAC upgrades & replacing doors at Town Hall, window preservation and ADA ramp at Memorial Hall, and window/door replacement & ADA parking space at the Highway Garage.

Recreation & Natural Resources

- **Hoot, Toot, Whistle Trail** – refurbishment summer 2025 with grants and donations.
- **Green Mountain Beach** – shoreline erosion preliminary design complete (30%); half of construction costs grant-eligible, remainder requires town match.
- **Lake Raponda Dam** – repairs estimated at \$325K; MSK Engineering (\$22,450K+), state inspections, insurance coverage continues with ongoing maintenance and progress.

Planning & Policy

- **Town Plan** – under revision by Planning Commission, expires 2026, supported by WRC.
- **TH #59** – under consideration as an alternate route during future Bridge #31 work and/or redesignation as a trail.

Projects in Progress:

- Route 9 East Sewer & Water Extension (\$5.1M, with multiple grants).
- Energy efficiency & ADA upgrades (\$313K).
- Memorial Hall floodproofing (\$127K).
- Veterans Park design and bid preparation (\$287K combined donations and 1% Fund).
- East Main Street sidewalk (\$836,755) and sewer (\$202,937).
- North Main Street sidewalk, both sides (\$312,000 – 2023 estimate)
- Hoot, Toot, Whistle Trail (\$370,700 for this segment).
- Green Mountain Beach erosion control (\$114K).
- Bi-Town Marketing Digital Ad Campaign (\$115,000) – Summer 2026 \$_____.
- Floodplain resiliency/conservation/land purchase (\$3.35M); feasibility phase (\$20K).

(continued --)

Future Projects:

- Memorial Hall – replace cedar shake siding (\$350K estimate).
- New water source acquisition. Cost \$_____.
- Highway - Major bridge replacements (costs range up to \$1M, each).
- Recreation – Buzzy Towne Park revitalization project \$_____.
- Beaver Street Scoping Study for Sidewalk and Replacing the Beaver Street Retaining Wall. Cost \$_____.
- Energy Committee - Public Safety Facility solar array (~\$305K, federal incentives possible).

Tax Stabilization Request

WheelPad, L3C

Building Owner: Brattleboro Development Credit Corporation (BDCC)

Request Date: September 24, 2025

Current Value: \$737,710

Current Tax: \$13,941.98 Municipal Tax \$3,993.96

Effective Date: Reappraisal Date (TBD)

Please see attached complete letter of request.

The applicant was permitted on December 9, 2024 for manufacturing of personal accessory dwellings, housing development, and a trades apprentice program.

The business would not adversely affect the town as they practice sustainability. The project adds to our economy by providing much needed livable wage jobs, housing, and apprenticeship construction trades program for here in the Deerfield Valley.

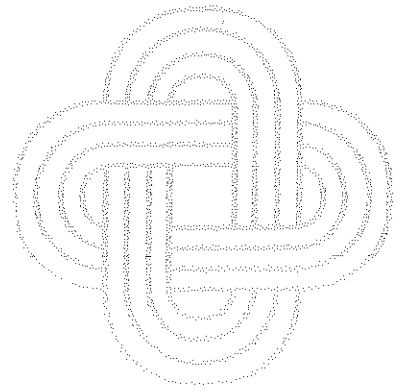
The applicant is current with all town taxes and fees.

Respectfully Submitted by,

Gretchen M Havreluk

Gretchen M. Havreluk

Economic Development Consultant



Letter of Intent and Request for Tax Stabilization

September 24, 2025

To:

Scott Tucker, Town Manager
Town of Wilmington
2 East Main Street / P.O. Box 217
Wilmington, VT 05363

1. Taxes

All taxes on this property are current.

2. Applicant and Property

The Brattleboro Development Credit Corporation (BDCC), as landlord and owner of the property located at 211 Route 9 West, Wilmington, VT 05363, hereby submits this Letter of Intent for consideration under the Town of Wilmington's Tax Stabilization Policy (2019). This request is submitted on behalf of WheelPad L3C, the current tenant and operator of the property.

3. Project Description

WheelPad L3C is the current tenant of the property. In 2024, the business was noted as a Vital Project in southern Vermont CEDS, and as a Priority Project by the State of Vermont. The Select Board recently toured the project on September 4, 2025, during which the full project scope was presented and discussed.

4. Project Timeline

- 2025: Complete water source to PETE; bring radiant heating system online.
- 2026: Complete PETE renovations (accessible bathrooms, greenhouse, etc.).
- 2027: Complete renovations in GEORGE (offices, classrooms/meeting space & maker space); site beautification; plan Joshua Druke Local Labor Program.
- 2028: Workforce housing site evaluation and design.
- 2029: Construction of workforce housing; launch Joshua Druke Local Labor Program.

5. Economic Development Impact

The attached excerpt from the 2025 CEDS Application by WheelPad L3C demonstrates how this project will grow the Deerfield Valley economy by:

- Providing year-round, living-wage jobs.
- Offering inventor/incubator space.
- Collaborating with existing programs to expand workforce education and training opportunities.

6. Consistency with Town Plan

This project is consistent with the Wilmington Town Plan, supporting the renovation of unused buildings, creation of year-round manufacturing jobs, and the development of worker housing.

7. Stabilization Terms

In accordance with the Tax Stabilization Policy (2019):

- Projects cannot begin prior to submission of this Letter of Intent.
- Stabilization shall begin on April 1st following the official date of project completion.

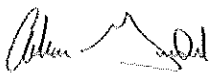
8. Select Board Authority

We understand and acknowledge that the Select Board may waive or mandate criteria if deemed in the best interest of the Town.

Attachments:

- Excerpt from 2025 CEDS Application: Alignment with CEDS Objectives

Respectfully submitted,



Adam Grinold
Executive Director
Brattleboro Development Credit Corporation
agrinold@brattleborodevelopment.com

Alignment with CEDS Objectives

Check all boxes that apply to your project and provide a brief explanation.

CEDS Objective #1: Address Critical Population Needs for the Future^{*}(required)

- ☒ 1A. Invest in community assets that are attractive to young people (values-based work, stable tech-proof career, etc)
- ☒ 1B. Create programs to train, retain, and attract people with needed skills
- ☐ 1C. Foster population growth that supports regional workforce and economic alignment
- ☒ 1D. Continue to support policies that improve and strengthen the care and education system
- ☐ Other (My project addresses the objective but does not fall under a strategy listed)
- ☐ Not Applicable

How does your project meet the CEDS objective and strategies? ^{*}(required)

Briefly describe how your project meets this CEDS objective and strategies

WheelPad invests in values-based, living-wage jobs. With support from VMEC, we will develop a registered apprenticeship program, and will create the Josh Druke Local Labor program for carpenters, plumbers, electricians, and, importantly caregivers via partnering with existing programs. WheelPad remains a strong advocate of policies that strengthen and improve the education system, and actively participates in job fairs, shadow days, and other education opportunities.

CEDS Objective #2: Empower Businesses to Thrive Long-Term^{*}(required)

- ☐ 2A. Enhance business potential for growth (project aims to enhances our own) also subs and key material suppliers
- ☒ 2B. Strengthen the Southern Vermont entrepreneurial and innovation ecosystem

- ☒ 2C. Establish a collaborative regional workforce development system
- ☒ 2D. Increase access to industrial and commercial space
- ☐ Other (My project addresses the objective but does not fall under a strategy listed)
- ☐ Not Applicable

How does your project meet the CEDS objective and strategies? *(required)

Briefly describe how your project meets this CEDS objective and strategies

WheelPad's team is dedicated to innovation and collaboration, and regularly seeks out opportunities to partner on proposals and provide mentorship, while participating in local workforce development programs. Understanding that it takes a collaborative effort to empower businesses to thrive long term, WheelPad is committed to fostering this culture of collaboration in Vermont.

Our maker lab along with the local labor program will help support entrepreneurs in the skilled labor space to improve their skills, test their ideas, and have access to incubator manufacturing space.

CEDS Objective #3: Foster Resilient, Adaptable Communities*(required)

- ☒ 3A. Invest in infrastructure and system upgrades to adapt to environmental impacts (climate ready, water awareness, green building practices, increased insulation for energy savings, etc)
- ☒ 3B. Increase housing options for all (what our business does)
- ☒ 3C. Improve civic and community engagement (in the future)

- ☒ 3D. Reinforce Southern Vermont's recreation and cultural opportunities (eventually when trout pond is rehabbed and restocked, also adding accessible sTR available on site (our models)
- ☒ Other (My project addresses the objective but does not fall under a strategy listed)
- ☐ Not Applicable

How does your project meet the CEDS objective and strategies? *(required)

Briefly describe how your project meets this CEDS objective and strategies

We completed Climate Ready VT in 2025, invest in upgrades such as insulation and solar, and are committed to green building practices. Our business is designed to increase housing options for all - especially those with mobility issues who have increased difficulty finding suitable housing. Benefits include paid time off for voting and town meeting day to support civic and community engagement. The site development plan includes rehabilitating and restocking the trout pond for recreational fishing, and WheelPad looks forward to the day when we can sponsor community events and programs.

CEDS Objective #4: Promote Greater Regional Economic Development Alignment*(required)

- ☐ 4A. Create and strengthen structures to support CEDS implementation
- ☐ 4B. Work regionally to address critical economic development issues
- ☒ Other (My project addresses the objective but does not fall under a strategy listed) - participation in CEDS, partnership with BDCC, paying people well, prioritizing local suppliers/vendors
- ☐ Not Applicable

Through participating in CEDS each year, in our continued partnership with the BDCC and other state economic development organizations, by prioritizing paying our employees well, and by choosing local suppliers and vendors for the materials that we use to manufacture our products, we are promoting greater regional economic development.

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee

Tony Kilbride + Jenn Derby / DVFDA

Erin Lackey / TVMHS Booster Club

Date of Request

9/4/25

Contact person, phone numbers, mailing and email address

DVFDA
PO Box 577
Wilmington

Tony Kilbride - 802-558-6365

Erin Lackey - 802-236-37

Jenn Derby - 802-689-0396 dvfda.treasurer@gmail.com

twinvalleywilcatsboosters@gmail.com

Amount of Request and Date Funding Needed

\$14,000.00

As soon as possible

PO Box 28

Wilmington, VT 0536

Describe in detail the purpose and specific use of the funding

- Home base for the Deerfield Valley Farmer's Day, as well as the DVFDA.

- Booster Booth for soccer games and storage for TVMHS soccer teams.

Please provide a financial breakdown of your project/request.

\$14,000.00 covers lead paint removal, powerwashing the decks, one coat of stain on the decks and primer and two coats of stain on all structures. Roof repairs are also included.

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

The Booster Booth is run by the Booster Club and they are a non-profit organization with limited funds. The DVFDA has limited funds as well due to the decline of the fair in recent years.

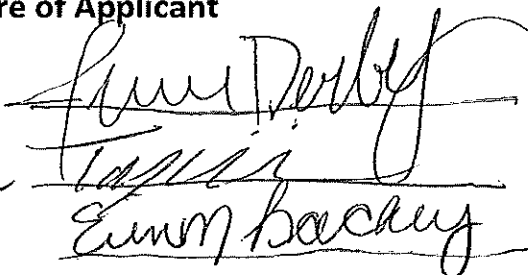
Signature of Applicant

Date 9/4/25

Jenn Derby

Tony Kilbride

Erin Lackey



Adam Grimes Window Restoration

Adam Grimes LLC
50 Harris Place
Brattleboro, VT 05301

812-374-6705
adamgwindows@gmail.com

Estimate

October 2, 2025

Memorial Hall
14 West Main Street
Wilmington, VT 05363

Job Description:

Restoration of 39 historic windows

- 15 six light vertical
- 3 six over six double hung
- 6 six over one double hung
- 10 eight over twelve double hung with arched-top fan lights
- 5 one light square

Order and installation of new storm windows

Item 1: Remove sashes

- Remove sashes (where possible) and board up openings with plywood
- Take sashes off-site to shop in Brattleboro

Item 2: Stripping sashes

- Remove all existing hardware
- Remove glazing compound using a combination of steam and IR heat gun
- Remove all interior and exterior paint to refusal using IR heat gun
- Remove glass, careful to salvage any existing glass
- Remove all glazing compound and paint from rabbets until clean

Item 3: Wood repairs

- Use Abatron Liquid Wood system epoxy where needed to stabilize and harden existing wood
- Dutchman repairs using same wood species where needed, including on interior where “lock bite” has damaged interior muntin profile
- Use Abatron Wood Epox system to fill in where wood has been checked and weathered

Item 4: Glazing and Paint

- Sand sashes where needed to smooth finish, careful to maintain all profiles
- Prime sashes using Benjamin Moore oil primer
- Reglaze sashes using Sarco Type M oil based glazing compound and original glass where possible
- Two coats of exterior Benjamin Moore latex finish paint on exterior
- One coat of exterior Benjamin Moore latex finish paint on interior

Item 5: Reinstallation and weatherstripping

- Remove plywood
- Scrape excessive paint on jambs and stops where it may be impeding operability of windows
- Install minimally invasive traditional spring bronze weatherstripping on window jambs on both sides of lower sash and sill where the bottom rail sits
- Install compressible silicone bulb weatherstripping at meeting rail
- Reinstall sashes with proper fit, working sash locks, and clean glass

Item 6: Work on-site

- Some sashes have been blocked off from the inside, so work on site is expected
- Stripping and reglazing where needed can all be performed from ladder or lift

Item 7: Storm windows

- Measure all window openings where new storms are wanted
- Match trim and sash color (white) for new storm windows
- Place order through QuantaPanel or comparable storm window company
- Uninstall existing storms
- Install new storms

Total Cost:

Cost for completion of above items 1 -6 per window including materials:

15 six light vertical	\$450.00
3 six over six double hung	\$900.00
6 six over one double hung	\$750.00
10 eight over twelve double hung with arched-top fan lights	\$2000.00
5 one light square	\$250.00

Any on-site work to be billed using hourly rate of \$60/hr.

\$35,200.00

Cost for measuring, uninstall, and install new storm windows

Storm windows (see attached Quanta quote)	\$11,706.06
Labor	\$4,800
Lift rental from United Rentals	\$2,000
	\$18,506.06

Total estimate: \$53,706.06

Pricing & Timeline

Site 1: Highway Garage: \$ 19,716.65

Site 2: Memorial Hall: \$ _____

Site 3: Town Hall: \$ _____

Total: \$ 19,716.65

Proposed Start Date: _____ T B D

Proposed Completion Date: _____ T B D

Subcontractors to be Used:

Bidding Company Name: Saladino Property Man.

Contact: Kevin Jean

Business Address: 610 VT 100 Jacksonville VT 05342

Phone: (802) 490-9583 Email: Kjeans@saladino-property.com

Attachment A: Bid Submission Checklist

- Executive Summary (1-page max)
- Company Background & Key Personnel
- Experience with similar municipal or historic projects
- Site-by-site methodology and materials
- Project timeline per site
- Cost proposal by site
- Insurance certificate and bonding information: General Liability Insurance, Builder's Risk Insurance; Performance Bond (100% of contract value) and Labor & Material Payment Bond (100% of contract value).
- Three references (preferably Vermont municipalities)
- PDF or hard copy submission before deadline
- All documents properly labeled
- Pre-bid walkthrough acknowledged (optional)

SALADINO PROPERTY MAINTENANCE INC.

PROPOSAL

Town of Wilmington, VT
Highway Garage
Window and Door Replacement Project

08/20/2025
2025-149

Scope of work to include removing and replacing three windows (35W x 60H), as well as four exterior doors (36W x 80H).

- Windows will be replaced with Marvin Ultimate double hung G2 windows. (new construction style). All new exterior window flanges will be taped and sealed as well trimmed out with 1x4 AZEK composite material. Interior trim will be replaced with existing style trim and painted to match.
- Exterior doors will be replaced with four unfinished exterior doors with composite casing and A.D.A sills. (All doors will meet A.D.A Standards).
- Each door will have a Keyless entry lock installed.

Total Project Price \$19,716.65



P.O Box 72
Jacksonville
Vermont, 05342
Windham

PHONE (413) 523-2026
PAGER (802) 490-4255
EMAIL Joseph@saladinoproperty.com
WEBSITE Saladinoproperty.com

If you wish to accept this proposal, please sign and return.

Date accepted _____

Printed name _____

*Authorized customer signature _____

Please sign and email back to Po@saladinoproperty.com SPM, Inc cannot start without approval.

Sincerely,
Kevin L Jean
Project Manager / Estimator
Saladino Property Maintenance Inc.
Saladinoproperty.com
(802) 490-9583 Cell
(802)368-7581 Office EXT #140

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