

Wilmington Selectboard Agenda
Tuesday, January 20, 2026 at 6 pm
Town Hall Meeting Room

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of January 6, 2026 (2 minutes)
3. Action Items (20 minutes)
 - *The Selectboard to possibly approve the annual Highway Certificate of Mileage*
 - *The Selectboard to possibly approve the Assessor's appeal of the 2025 Equalization Study Results.*
 - *The Selectboard to possibly approve the purchase of a 2026 F600 in the amount of \$84,110 and radio install in the amount of \$1600 from the Highway Equipment Capital Account*
 - *The Selectboard to possibly approve the quote for refurbishing truck #12 in the amount of \$61,800.*
 - *The Selectboard to possibly appoint Bonnie Bohan as Green-Up Day Co-Chair.*
 - *The Selectboard to possibly accept the resignation of Jason Hartnett from the Recreation Commission.*
4. 1% Local Option Tax Request (5 minutes)
 - *The Selectboard to possibly approve the Chamber's request for \$20,000 for the 2026 Fireworks.*
5. 2026 Town Meeting Warning (15 minutes)
 - *The Selectboard to possibly approve the 2026 Town Meeting Warning*
6. Water/Sewer Commission (15 minutes)
 - *The Commission to possibly approve a loan amendment for a line of funding for lead-related projects as an addendum to the Service Line Inventory loan RF3-515-1.0 and contracting MSK Engineering.*
7. Liquor Commission (5 minutes)
 - *The Liquor Commission to possibly approve a Third-Class renewal for L&W Hospitality dba Nutmeg Inn*
8. Other Business/Correspondence
9. Selectboard Members Comments
10. Town Manager's Updates (5 minutes)
11. Executive Session
 - *The Selectboard to possibly enter executive session to discuss a possible real estate purchase.*

Wilmington Selectboard Meeting Minutes
Tuesday, January 6, 2026

Present: Tom Fitzgerald, Vince Rice, Tony Tribuno, Charlie Foster, John Lebron (6:04 pm)

Others Present: Scott Tucker, Jessica Archambault, Christine Richter, Bob and Carol Bois, Dennis Heberlein, Samantha Kondracki, Jason Dubac, Jack and Michaelanne Widness, Bruce Humenik, Joanne Yankura, Barker Willard, Marshall Dix, Therese Lounsbury, Jon Hurdle

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve Minutes of December 16 and 19, 2025
 - Tribuno moved to approve the minutes of December 16 and 19, 2025, Rice second; all in favor

Fitzgerald moved to enter sewer commission at 6:01 pm, Tribuno second; all in favor.

3. Sewer Commission
 - Tribuno moved to approve a preliminary allocation extension for VT211 LLC, Rice second; all in favor.

Out of sewer commission at 6:02 pm

4. FY27 Budget (Lebron arrived)
 - The Selectboard reviewed the budget on 12/19/25. The only change was the update to the WCSWMD assessment. Lebron moved to approve the FY27 Budget in the amount (to be raised) of \$6,629,935, Tribuno second; all in favor.

5. Energy Committee
 - Bob Bois, representing the Energy Committee, is asking the Selectboard to add a town meeting article for the installation of a solar array system on the roof of the Public Safety Facility. This would bring clean energy and save the town money. The cost is about \$350,000. The rebate is \$113,000. The town would pay the \$350,000 up front and complete it by the 2027 deadline to receive the \$113,000. The payback rate would be about 7 years. Fitzgerald stated that although it is a great project, the town has a lot of projects on their plate that require funds currently. Annual maintenance cost \$500. Dennis Heberlein-thinks it is an excellent project. Tucker commented that it is a good project, but with all the other projects already in motion, he feels it just needs to wait a little longer to happen. Lebron moved to create an article for the installation of a solar array system on the roof of the Public Safety Facility, Foster second; approved 3-2.

6. Other Business/Correspondence

- Pre-town meeting informational meeting 2/3 at 5:30 pm

7. Selectboard Members Comments

8. Town Manager's Updates

- Police Department is taking applications for police officer position;
- Rick Koproski was hired for transfer station/building and grounds;
- PVR appeals; Caplan was decided at \$118,000. Wilson was decided at \$607,700;
- LaCombe appeal is awaiting a court decision – motion for summary judgement;
- Zyskowski appeal is scheduled for trial on January 27th in Superior Court;
- Silverstein DRB appeal for 3-5 East Main, was granted an extension by town attorney to file statement of questions.

Meeting adjourned at 6:32 pm

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

Special Meeting 1/13/26

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

Others Present: Scott Tucker, Jessica Archambault, Christine Richter, Jon Hurdle, Sarah Kociela, Eithne Eldred

Meeting called to order at 11 am

1. Visitors, public comment, changes to agenda
2. The Selectboard to discuss and possibly approve a pathway to finance the Public Safety Facility Solar Project
 - a. An article with a vote from the floor
 - b. Two ballot questions for either a loan or a bond (Australian Ballot)
 - Loan is at 4.648% for 5 years.
 - Bond is at 2% for 10 years. There are federal tax incentives for this project. This is a 10-year program that runs through 2033, called IRS Elective Pay (Direct Pay). The Vermont Bond Bank identified a consultant with elective pay credit experience, for a fixed fee of approximately \$12,000. This consultant would hopefully help with the RFP process. One factor for receiving the credit is where the materials for the project are made. Tucker is recommending going with the bond approach. We would need to hold two special meetings prior to town meeting. Tribuno moved to approve the Australian ballot bond question, shall general obligation bonds of the Town of Wilmington be issued in an amount not to exceed Three Hundred Fifty Thousand Dollars (\$350,000) for the purpose of constructing a solar array on the rooftop of the Public Safety Building, Foster second; all in favor.
3. Other Business

Meeting adjourned at 11:20 am

Respectfully submitted,
Jessica Archambault

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

Vince Rice, Vice Chair

Tony Tribuno, Clerk

Charlie Foster

John Lebron

District 1
Certcode 1322-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2026**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2026 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of WILMINGTON in WINDHAM County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 2	13.360			13.36	0.000
Class 3	54.02	.02	.03	54.01	0.000
State Highway	14.462			14.462	0.000
Total	81.842			81.832	0.000
* Class 1 Lane	0.000				
* Class 4	7.14			7.14	0.000
* Legal Trail	0.00				

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. **NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".

2. **DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).

3. **RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).

+0.02 mi CL2 TH-3 (Higley Hill Rd) added previously unmapped approach and remeasured
-0.03 mi CL3 TH-76 (Top of Hill Rd) remeasured to end Town owned ROW at turn around

4. **SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees:

Signature of T/C/V Clerk: _____ *Date Filed:* _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: *Signed copy will be returned to T/C/V Clerk.*

APPROVED:

Representative, Agency of Transportation

DATE:

2026 W A R N I N G

ANNUAL TOWN MEETING

Wilmington, Vermont Tuesday, March 3, 2026

The legal voters of the Town of Wilmington are hereby notified and warned to meet at the Old School Community Center (OSEC) in said Wilmington, Vermont, at 10 A.M. on Tuesday, March 3, 2026, to consider and act on the following articles not involving voting by Australian Ballot. (Voting for all Australian Ballot articles will be held at the OSEC in said Wilmington, Vermont, on March 3, 2026, from 7:00 am to 7:00 pm.)

- Article 1: To elect all Town and Town School District Officers required by law AND to authorize the Town to obtain a general obligation bond, for the purpose of building a solar array on the Public Safety Facility rooftop (Australian Ballot - Polls open 7:00 A.M. until 7:00 P.M.)
- Article 2: To see if the Town will vote to accept the Town Report.
- Article 3: Shall the Town vote to raise and appropriate the sum of \$3,528,001 to care for the expenses and liabilities of the General Fund for fiscal year 2027 (7/1/26 to 6/30/2027)?
- Article 4: Shall the Town vote to raise and appropriate the sum of \$2,051,172 to care for the expenses and liabilities of the Town Road Budget for fiscal year 2027 (7/1/26 to 6/30/2027)?
- Article 5: Shall the Town vote to establish a PSF (Public Safety Facility) Capital Fund for the purpose of building maintenance.
- Article 6: Shall the Town vote to raise and appropriate an additional \$10,000 for a total of \$40,000 to Deerfield Valley Rescue, whose purpose is to provide prehospital emergency medical care to residents in the Towns of Wilmington, Dover (East and West), Searsburg, Somerset and parts of Marlboro and Stratton?
- Article 7: Shall the Town vote to raise and appropriate an additional \$400 for a total of \$1,000 to the VT Bar Foundation, whose purpose is to provide legal services community, is laser-focused on increasing access to justice for Vermonters who are low-income, underserved, or marginalized?
- Article 8: Shall the Town vote to raise and appropriate an additional \$1,400 for a total of \$2,400 to Windham County SafePlace whose purpose is to help children and their families begin the process of healing after a child has been a victim of sexual abuse or egregious physical abuse; conduct quality investigations; reduce stress and trauma to the victim; and protect the victim in the community?
- Article 9: Shall the Town vote to allocate the State per parcel payment estimated to be \$26,962 to the Reappraisal Reserve Fund?
- Article 10: Shall the Town vote to raise and appropriate \$200,000 to fund the Highway Town Road Equipment Capital Fund?
- Article 11: Shall the Town vote to raise and appropriate \$160,000 to fund the Bridge Capital Fund?
- Article 12: Shall the Town vote to raise and appropriate \$20,000 to fund Highway Building Capital Fund?
- Article 13: Shall the Town vote to raise and appropriate \$220,000 to fund the Fire Department Equipment Capital Fund?
- Article 14: Shall the Town vote to raise and appropriate \$65,000 to fund the Police Equipment Capital Fund?
- Article 15: Shall the Town vote to raise and appropriate \$5,000 to fund the Old Fire House Capital Fund?
- Article 16: Shall the Town vote to raise and appropriate \$100,000 to fund the Memorial Hall Capital Fund?
- Article 17: Shall the Town vote to raise and appropriate \$12,000 to fund the Library Capital Reserve Fund?
- Article 18: Shall the Town vote to raise and appropriate \$75,000 to fund the Town Hall Capital Fund?
- Article 19: Shall the Town vote to raise and appropriate \$5,000 to fund the Transfer Station Capital Fund?
- Article 20: Shall the Town vote to raise and appropriate \$150,000 to fund the Public Lands Fences Capital Fund and for the purpose of construction and maintenance on Lake Raponda Dam?
- Article 21: Shall the voters authorize payment of real property taxes in two installments, with the due dates being August 28, 2026 and February 26, 2027, by delivery to Town Hall by 4:30 p.m. on the due date or postmarked on or before the due date?
- Article 22: To transact any non-binding business.

Dated at Wilmington, Vermont this 20th day of January 2026.

Selectboard of the Town of Wilmington

Tom Fitzgerald, Chairman _____

Vince Rice, Vice Chair _____

Tony Tribuno, Secretary _____

Charlie Foster _____

John Lebron _____



Preview Order M999 - F6L 4x4 Reg Chas Cab DRW: Order Summary Time of Preview: 01/06/2026 12:48:03 Receipt: NA

Dealership Name: Ford of Greenfield

Sales Code: F11434

Dealer Rep.	MARK CALOON	Type	Stock	Vehicle Line	Superduty	Order Code	M999
Customer Name		Priority Code	80	Model Year	2026	Price Level	635

DESCRIPTION	MSRP	INVOICE	DESCRIPTION	MSRP	INVOICE
F600 4X4 CHASSIS CAB DRW/145	\$64210	\$60999	.REMOTE START SYSTEM	\$0	\$0
145 INCH WHEELBASE	\$0	\$0	.8-WAY POWER SEAT-DRIVER	\$0	\$0
ARGON BLUE METALLIC	\$200	\$182	PLATFORM RUNNING BOARDS	\$320	\$291
40/20/40 CLOTH SEAT	\$0	\$0	22000# GVWR PACKAGE	\$0	\$0
MEDIUM DARK SLATE	\$0	\$0	ENGINE BLOCK HEATER	\$250	\$228
PREFERRED EQUIPMENT PKG.683A	\$0	\$0	50 STATE EMISSIONS	\$0	\$0
.XLT TRIM	\$0	\$0	PRO POWER ONBOARD - 2KW	\$985	\$897
.AM/FM STEREO MP3/CLK	\$0	\$0	SNOW PLOW PREP PACKAGE	\$350	\$319
6.7L POWER STROKE V8 DIESEL	\$10995	\$10006	POWERSCOPE TRAILER TOW MIRROR	\$280	\$255
10-SPEED AUTO TORQSHIFT	\$0	\$0	WHEEL WELL LINERS - FRONT	\$180	\$164
245/70R19.5G TRACTION 6 TIRES	\$215	\$195	POLISHED FORGED ALUM 19.5" WHL	\$1095	\$997
4.30 RATIO LIMITED SLIP AXLE	\$0	\$0	EXTERIOR BACKUP ALARM	\$230	\$210
RAPID HEAT SUPPLEMENTAL HEATER	\$350	\$319	REAR VIEW CAMERA & PREP KIT	\$515	\$468
CV LOT MANAGEMENT	\$0	\$10	CONN PKG: 1 YR INCL W/FORD APP	\$0	\$0
XLT VALUE PACKAGE	\$1900	\$1729	FUEL CHARGE	\$0	\$156.80
.BACKGLASS DEFROST	\$0	\$0	PRICED DORA	\$0	\$0
.POWER ADJUSTABLE PEDALS	\$0	\$0	DESTINATION & DELIVERY	\$2595	\$2595

TOTAL BASE AND OPTIONS
DISCOUNTS
TOTAL

80,021 →
125 → Vent shades MSRP \$84670
3285 → Premium Care INVOICE \$80020.80
549 → 6-Yrs 75,000 miles NA
Doc Fee \$84670
80,021 → Total \$80020.80

Customer Name:
Customer Address:

83,980
+ 130 All Weather mats
Customer Email:

Customer Phone:

\$ 84,110 → Total

Customer Signature

Date

This order has not been submitted to the order bank.

KEENE CHRYSLER DODGE JEEP

410 WINCHESTER ST

KEENE, NH 034313912

Configuration Preview

Date Printed:	2026-01-13 3:19 PM	VIN:	Quantity:	1
Estimated Ship Date:		VON:	Status:	BA - Pending order
			FAN 1:	01M6F Town of Wilmington Highway
			FAN 2:	
			Client Code:	
			Bid Number:	TB6095
			PO Number:	
Sold to:		Ship to:		
KEENE CHRYSLER DODGE JEEP (65146)		KEENE CHRYSLER DODGE JEEP (65146)		
410 WINCHESTER ST		410 WINCHESTER ST		
KEENE, NH 034313912		KEENE, NH 034313912		
Vehicle:	2026 5500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in) (DP0L63)			
Sales Code	Description		MSRP(USD)	
Model:	DP0L63	5500 REG CAB CHASSIS 4X4 (144.5 in WB - CA of 60 in)	58,310	
Package:	25Z	Customer Preferred Package 25Z	2,995	
	ETN	6.7L I6 Cummins Turbo Diesel Engine	9,495	
	DFM	8-Spd TorqueFlite HD Auto Trans	1,000	
Paint/Seat/Trim:	PCG	Forged Blue Metallic	295	
	APA	Monotone Paint	0	
	*AP	Leather Trim 40/20/40 Bench Seat	1,750	
	-X9	Black	0	
Options:	MDA	Front License Plate Bracket	0	
	MKM	Splash Guards/Mud Flaps Front	75	
	MML	Body Color Fender Flares	100	
	MRT	Chrome Tubular Side Steps	665	
	LPE	Cargo and CHMSL Lamp	95	
	WP4	19.5X6.0 Forged Alum Polished Wheels	1,195	
	4DH	Prepaid Holdback	0	
	TSJ	225/70R19.5G Off Road Tires	995	
	4ES	Delivery Allowance Credit	0	
	AHQ	Max Tow Package	595	
	MAF	Fleet Purchase Incentive	0	
	AZB	Heavy Duty Front Suspension Group	0	
	AHD	Heavy Duty Snow Plow Prep Group	295	
	5N6	Easy Order	0	
	4FM	Fleet Option Editor	0	
	4FT	Fleet Sales Order	0	
	132	Zone 32-New York	0	
	4EA	Sold Vehicle	0	
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0	
Bid Number:	TB6095	Government Incentives	0	
Discounts:	YG4	5.5 Additional Gallons of Diesel	0	
	NAS	50 State Emissions	0	
Destination Fees:			Total Price:	<u>79,955 .</u>
Order Type:	Fleet	PSP Month/Week:		
Scheduling Priority:	1-Sold Order	Build Priority:	99	

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Salesperson:

Customer Name:

Customer Address:

USA

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Procom Services
26 Overlook Terrace
Adams MA 01220

Estimate

Date	Estimate #
1/13/2026	4707

Name / Address
Wilmington Highway Department 21 Haystack rd Wilmington, VT 05363

Ship To
Wilmington Highway Department 21 Haystack rd Wilmington, VT 05363

	P.O. No.	Terms	Rep	Project
		30 Days		
Item	Description	Qty	Rate	Total
NX-1700HAVK	NX-1700HAVK 136-174 MHz VHF 50W, 260 Ch / 128 Zones	1	850.00	850.00T
Install Kit Radio	Mobile Radio Installation Kit, Coax, Antenna, Connector and simple mount		250.00	250.00T
PRO INSTALLA...	Pro Installation of Electronic equipment & or Programming Service		500.00	500.00T

Thank you for your Consideration	Subtotal \$1,600.00
	Sales Tax (0.00) \$0.00
	Total \$1,600.00

Price Quotation is valid for 60 Days		
Phone #	E-mail	Web Site
413-743-8100	accounting@pcsradios.com	www.pcsradios.com



Viking-Cives of Vermont

74 Armand Lane

Williston, VT 05495

Phone: (802) 660-9991

Fax: (802) 660-9992

www.vikingcives.com

QUOTATION

Error! Reference

Quote ID: **source not found.**

Page 1 of 2

Customer: Town of Wilmington
2 East Main Street
Wilmington, VT 05363

Quote Number: **Wilmington**
Quote Date: 12/30/25
Quote valid until: 03/30/26

Contact: Marshall Dix
Phone: 802-464-5515

Salesperson: Mike Murray

Part Number	Description	Quantity	Unit Price	Amount
	OW2654HS One Way Moldboard	1	\$8,900.00	\$8,900.00
	Slotted Compression Spring Trip Drive Frame	1		
	Quick Lock Push Lug Swivel	1		
	HD Sabre Blades	1		
	Nose Shoe	1		
	Moldboard Shoes (Pair)	1		
	GC5 Frame Shoes (Pair)	1		
	Rubber Deflector	1		
	PLSD10' Side Dump Body w/Remote Lubrication Kit	1	\$52,900.00	\$52,900.00
	1/4" AR450 Floor w/I-Beam Long Members and Cross Members	1		
	AR450 Driver's Side Wall and Corten Safety/Support Wall	1		
	Six Panel Tailgate w/Air Release and Barn Door	1		
	1/2 Cab Shield	1		
	Utilize Existing Telescopic Hoist	1		
	3 Point Ladder, Gearbox Step, and Inner Body Step	1		
	Shovel Holder	1		
	Camera System w/Triple Feeds	1		
	Electric Actuated Chute Vibrator	1		
	Electric Actuated Body Vibrator	1		
	Electric Cover w/30 Deg Alum Arms, Mesh Tarp, Tensioner	1		
	Steel Sideboards w/Rooftop	1		
	Front and Rear Mud Flaps w/Front Mount Anti-Sails	1		
	Shot Blasted, Zinc and Epoxy Primed, High Temp Baked	1		
	Painted Dupont Imron Black and High Temp Baked	1		
	Linex Package	1		
	LED Heated Shield and Corner (2 Heat/2 TIR Side) Strobes	1		
	LED Heated Stop/Tail/Turns and Back Ups and LED Markers	1		
	LED Heated Spot Lights	7		

Quote Total: **\$61,800.00**

Trade:

Total Due: **\$61,800.00**

The following items may be added:

Part Number	Description	Quantity	Unit Price	Amount



Viking-Cives of Vermont

74 Armand Lane

Williston, VT 05495

Phone: (802) 660-9991

Fax: (802) 660-9992

www.vikingcives.com

QUOTATION

Error! Reference

Quote ID: **source not found.**

Page 2 of 2

Customer must fill out the information below before the order can be processed...

<i>Accepted by:</i>
<i>Date:</i>
<i>P.O. number:</i>

1. The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material, and all other causes beyond our control. Prices are based on cost and conditions existing on the date of quotation and are subject to change by the seller before final inspection.
2. Typographical and stenographic errors are subject to correction.
3. Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on purchaser's final order will not be binding on the seller.
4. Terms are due upon receipt unless prior credit has been established or established accounts are set up with Net 30-day terms.
5. Quoted price does not include any applicable taxes and is subject to state and local tax, as well as Federal excise tax unless proper forms are submitted and established when applicable.
6. All orders are FOB Viking facility unless noted otherwise.

Notes:

I live in Wilmington with my husband, Anthony, and our two rescue dogs, Miles & Honey. I was born in White River Junction and raised as a Vermont/Mass hybrid. I work full-time as a designer and run Vermont Print Shop on nights and weekends. Other than printmaking, I spend most of my free time hiking, gardening, and snowboarding.

Please let me know if you need anything else.

Thanks again! - Bonnie

----- Forwarded message -----

From: **Jason Hartnett** <jasonhartnett@hotmail.com>

Date: Thu, Dec 18, 2025 at 8:03 PM

Subject: Rec Comission

To: Sara Molina <sgmolina1@gmail.com>, Samantha Kondracki <samanthakondracki802@gmail.com>, Emily Beeman <ebeeman@tvhs.k12.vt.us>, Claudia Hay <claudiamhay@yahoo.com>

Hello Rec Team,

I write this email to officially resign from my position on the Wilmington Recreation Comission. I have sincerely enjoyed working with all of you, but find myself with shifting priorities, at overcapacity, and an overcrowded schedule.

I thank you for the camaraderie and partnership.

Thank you,

Jason Hartnett

802-258-1350

JasonHartnett@hotmail.com

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee :

Southern Vermont Deerfield Valley Chamber of Commerce

Date of Request: 1/13/2026

Contact person, phone numbers, mailing and email address:

Pam Greene, 802-464-8092, execdir@visitvermont.com

PO Box 291 Wilmington VT 05363

Amount of Request and Date Funding Needed: \$20,000 Feb 15, 2026 (if possible)

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

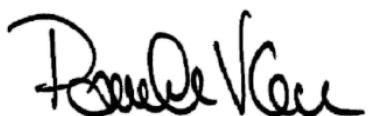
The funds will be used to cover the cost of the fireworks and event expenses for the annual Independence Day Celebration scheduled for July 2nd, 2026 at Hayford Field with a rain date of July 10th, 2026

Please provide a financial breakdown of your project/request:

See attached

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

See attached.



January 6, 2026

Signature of Applicant

Date

BUDGET		2026 BUDGET
REVENUE		
5500 EVENT REVENUE		
5502 Merchandise Sales		\$3,500.00
5505 Sponsorships		\$3,000.00
Town Of Wilmington		\$18,750.00
Town of Dover		\$8,000.00
TOTAL EVENT REVENUE		\$33,250.00
 EXPENDITURES		
7100 EVENT EXPENSE		
7101 Event Marketing & Promotion		
Meta	\$750.00	
Deerfield Valley News	\$350.00	
Radio Advertising (in-kind)	\$2,000.00	
7102 Event Printing & Graphics (posters/yard signs)	\$150.00	
Total for marketing & Promotion		\$3,250.00
7105 Entertainment- Northstar Fireworks		\$20,000.00
7120 Incidental Labor- Wilmington Police Dep		\$1,200.00
7125 Rentals		
DBC Rentals Plus - Bounce Houses	\$1,700.00	
802 Restrooms- Porta potties	\$1,000.00	
Sound System Rental- Alex Hutchinson	\$300.00	
Total for rentals		\$3,000.00
7135 Supplies		\$500.00
Payroll- 5 employees		\$1,600.00
Volunteers- 15 people		\$1,500.00
Bank card fees		\$10.00
Trash Removal		\$250.00
TOTAL EXPENSES		\$31,310.00



SOUTHERN VERMONT
DEERFIELD VALLEY
CHAMBER OF COMMERCE

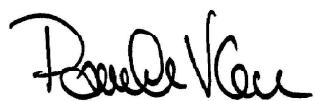
Description of Annual Independence Day Fireworks Celebration

The Chamber of Commerce hosts the Valley's Annual Fireworks Celebration at Hayford Field in Wilmington. This event has been a staple of the holiday weekend in the Deerfield Valley for over 18 years, and the Chamber is proud to have overseen the organization and production of this event over that span. Over 2,500 people annually travel to the Valley to celebrate Independence Day, and the Chamber hopes to grow this number in the coming years to further support the economic activity in the Valley over this holiday period.

We are excited to continue the tradition of hosting activities and the fireworks display at Hayford Field in 2026. This year, we will again be partnering with local restaurants to offer a variety of food options for patrons to enjoy alongside the music and family friendly activities that have been offered in the past. Additionally, we will continue to work closely with regional fire, police, and transportation officials to ensure that attendees have a fun & safe Independence Day celebration in the heart of Wilmington, Vermont. The Chamber promotes this event in print & digital publications and on all their social media platforms.

In the past, the towns of Dover and Wilmington have consistently and graciously provided funding for the fireworks at Hayford Field. The Chamber and its Board of Directors thank the voters and decision-makers in both towns for their funding for this annual tradition, enjoyed by visitors and locals alike.

Warm Regards,



Pam Greene
Executive Director
Southern Vermont Deerfield Valley Chamber of Commerce

Southern Vermont Deerfield Valley Chamber of Commerce

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January 12, 2026

Scott Tucker
Town Manager
Town of Wilmington, VT

RE: Proposal for Engineering Services, Service Line Identification, Nonlead Service Line Validation, and Service Line Replacement, Wilmington Water District

Dear Scott,

MSK Engineers (MSK) has prepared this letter proposal for engineering services to identify unknown service line materials, validate nonlead service lines, and replace galvanized requiring replacement service lines throughout the Wilmington Water District's service area, as required by federal drinking water regulations. USEPA's Lead and Copper Rule Improvements ([LCRI, USEPA, 2024](#)) require water systems to identify unknown service line pipe materials, replace galvanized requiring replacement (GRR) service lines under their control, replace lead service lines (LSLs), and validate nonlead service line categorizations by 2034. This proposal presents our recommended approach to utilizing sequential profile sampling (SPS) and test digs to identify unknown service line materials throughout the water system.

MSK has reviewed the Wilmington Water District's service line inventory, which includes:

- 258 Service lines in the water system's service area.
- 63 Service lines with at least one segment of unknown pipe materials:
 - 63 Service lines with unknown pipe materials on the water system side segment (the pipe segment from the distribution main to the curb stop).
 - 0 service lines with unknown materials only on the customer side segment (the segment from the curb stop to foundation wall).
- 3 Service lines categorized as galvanized requiring replacement (GRR).
- 194 service lines categorized as nonlead materials.
 - 138 service line categorized as nonlead based on the year of construction being after July 1, 1989 (VTDEC's effective date when the use of lead pipe for drinking water was banned in Vermont) or based on visual observation of both water system side and customer side segments.

This initial service line inventory was prepared in accordance with the requirements of USEPA's Lead and Copper Rule Revisions (LCRR), which required the service line inventory to be prepared by October 2024. In October 2024, USEPA published Lead and Copper Rule Improvements (LCRI), which established additional requirements for service line identification, validation, and replacement, including:

1. Water systems must identify all service line segments categorized as unknown materials in their service line inventory by December 2034.
2. Water systems must replace galvanized requiring replacement service lines and lead service lines that are under their control by December 2037.
3. Water systems must conduct validation of service line segments categorized as nonlead materials by November 2034.

The following scope of services and proposed project budget have been prepared based on the initial service line inventory and USEPA's LCRI requirements.

SCOPE OF SERVICES

Phase 1 – Service Line Material Identification - Sequential Profile Sampling

We recommend and propose employing sequential profile sampling (SPS) to identify unknown service line materials. SPS involves collecting a series of water quality samples from a kitchen or bathroom faucet, analyzing the samples for lead concentrations, and identifying service line materials as lead, nonlead, or unknown based on these laboratory data. We developed and implemented this approach during the Town of Bennington's Lead Service Line Replacement Project, where found SPS was 93% accurate at identifying lead service lines and 83% accurate at identifying nonlead service lines¹. We are currently engaged in service line identification projects based on SPS throughout Vermont under a technical assistance contract with VTDEC's public drinking water program. Our experience has shown SPS is accurate; reliable; non-intrusive; does not impact operating conditions or water quality; and provides significant cost savings compared to using test digs alone to identify pipe materials. SPS requires customer engagement in the project to allow access to their homes for sizing SPS kits, and to collect samples. Our proposed project approach includes developing an initial plan that outlines customer engagement strategies and tactics for the project; sampling procedures; and our planned approach to data analysis. The plan will also include intended outreach approaches and draft sample letters for your review as well as an estimated overall timeline for the identification of the unknown service lines. We will provide draft plans for your review, meet to address any questions or comments, and submit the final plan to VTDEC for review and approval.

¹ Smart, 2023. Patrick Smart, Liam McRae, Casey Formal, Darren A. Lytle, Development and optimization of a systematic approach to identifying lead service lines: One community's success, Water Research, Volume 246, 2023, 120725, ISSN 0043-1354. [available via this link](#)

Upon approval of the sampling plan we will conduct outreach activities (letters, email, website, door-to-door canvassing) to educate customers about this project and encourage their participation. We anticipate that this outreach will focus on discussing the distinctions between water system side and customer side service line segments, VTDEC's policies on service line material categorizations, and our sequential profile sampling approach. Similar to our service line inventory project, the outreach materials will provide phone numbers, email addresses, and QR codes that customers can use to schedule site visits for observing service line materials and arranging the delivery of SPS kits. During these appointments, MSK will conduct a site visit to observe and document their customer side service line material and to size and deliver SPS kits during these appointments.

We will size SPS kits based on the pipe materials, diameters, and estimated lengths from the plumbing fixture used for sample collection to the service line's connection with the distribution main. Details about SPS kit sizes will be documented in the Outreach and Sampling Plan, but we anticipate that each kit will generally include 10 to 17 sample bottles, each bottle representing a portion of piping from the faucet to the distribution main. MSK's field staff will deliver empty SPS kit bottles and instructions to each customer. These instructions will include directions for customers to notify MSK when sample bottles are filled and ready for pickup. MSK's field staff will complete field forms during each appointment to document the observed pipe materials, diameters, lengths, and SPS kit sizing details for each address. These forms will be scanned into our project database and organized by service line address.

We will collect completed SPS kits from water system customers and will deliver these samples to Endyne Laboratories for analysis of lead concentrations via EPA Method 200.8. Chain-of-custody and laboratory sample intake forms will be organized to ensure that separate laboratory reports are prepared for each service line address. We will review each laboratory report and provide customers with a copy of the report along with a brief letter explaining the data. All correspondence will be logged in our project database and organized by service line address.

At the conclusion of this phase we will prepare a report to document project activities and findings and will prepare an updated service line inventory for submission to VTDEC.

Phase 2 -Test Digs

We propose to conduct test digs to observe the customer side and water system side portions of service lines where SPS data are inconclusive with respect to service line materials; and to conduct nonlead service line validation as required by LCRI. Based on our experiences and the assumption that all of the water system's service lines are comprised of nonlead pipe, we have estimated that test digs will be appropriate or recommended for 30% of the service lines with unknown materials due to either SPS being impractical at a location or SPS being inconclusive from a given location (19 test digs).

Additionally, USEPA's LCRI requires validation of service lines categorized as nonlead based on any information other than observation of the service line at 2 locations, replacement of a LSL, or evidence

that a service line was constructed after the ban on the use of lead pipe for drinking water. LCRI requires that 20% of the nonlead service lines in a validation pool be selected at random and have service line materials verified by direct observation of pipe materials, which will require additional test digs. LCRI requires that these validation activities be completed November 1, 2034. Based on our review of the existing service line material categorizations for this system, we anticipate the validation pool will include 98 service lines, and that approximately 19 test digs will be required for validation. A total of 39 test digs are anticipated for this project (20 to identify unknown materials, 19 for nonlead validation).

Our proposed approach to conducting these test digs is to first develop a map of locations where test digs will be required, develop standards and specifications for performing these test digs, mark out test dig locations, solicit proposals from subcontractors, and then retain a subcontractor to perform the test dig. Once a subcontractor has been retained and a schedule has been established, MSK will coordinate with property owners to notify them of the planned test dig schedule and request they sign a construction agreement form authorizing the test dig to be performed on their property. MSK will provide field observation of test dig activities, including documentation of existing conditions prior to the test dig, observation and documentation of service line materials encountered, and documentation of conditions following completion of the test dig. At the conclusion of this phase we will prepare a report to document project activities and findings and will prepare an updated service line inventory for submission to VTDEC.

Phase 3 – Service Line Replacement

LCRI requires water systems to replace all lead service lines and galvanized requiring replacement service lines under their control by December 2037. LCRI defines control of a service line as ownership of the service line or established agreements where the utility has operational control of and responsibility for the service line segment. Our understanding is that the customer side portions of service lines (service line segment from the curb stop to the building foundation) are owned by individual customers and therefore are not under the control of the water district. While LCRI does not imposed a regulatory mandate for the water district to replace these privately owned service lines segments, GRR service lines are likely near the end of their useful lives. Service line replacements are DWSRF eligible project costs, regardless of ownership of the service line segments. We have developed a budget for design, permitting, and replacement of the three GRR service lines included in the system's service line inventory.

BUDGET

Our proposed project budget is detailed in the enclosed table. Budgets for each phase of this project include:

- Service Line Material Identification (SPS): \$77,882
- Test Digs: \$119,700. This budget is based on a unit price of \$1,750 per test dig, based on our experience with the Bennington Lead Service Line Replacement.
- Service Line Replacement: \$20,653 for design, permitting, construction administration, \$30,000 estimated construction costs for 3 GRR replacements.

Our proposed project budget was developed based on current labor rates, this proposal budget is valid for 90 days from the date of this letter. If this proposal is accepted after this period, the labor rates and budgets may need to be adjusted.

FUNDING

The Vermont DWSRF Program has established a loan funding program specifically for service line identification and replacement projects. Service line identification projects are funded through DWSRF Planning Loans, available on a first-come, first-served basis. DWSRF staff have confirmed that test digs and sequential profile sampling are both eligible for funding under this program. DWSRF staff have indicated it may be possible to amend the existing service line inventory planning loan to include service line identification and nonlead validation activities. DWSRF Construction loans are required to fund service line replacements through the DWSRF program. We are prepared and happy to assist you with preparing a loan application and other documentation that might be required.

TERMS AND CONDITIONS

We propose to complete this project on a time and expenses basis and are happy to prepare an Engineering Services Agreement for your review and signature following your acceptance of this proposal.

SCHEDULE

Upon your approval of this proposal and receiving your notice to proceed with this project, we will meet with you to develop an appropriate project schedule, including a timeline for outreach/sampling activities and milestone dates for project deliverables. Generally, we expect sequential profile sampling will require about 3-4 months of field time to meet with residents and size, deliver, and retrieve SPS kits.

We appreciate this opportunity and are excited to work with you. Please do not hesitate to contact us if you have any questions regarding this proposal. I am available and happy to meet with you to discuss this proposal and project approach that will best meet your system's needs.

Sincerely,



Patrick Smart, PE

Senior Engineer

psmart@mskeng.com (802) 613-7445

Wilmington Water Department
Service Line Material Identification, Validation, and Replacement

Proposed Project Budget

Tasks	Licensed Engineer IV	Licensed Engineer II	Technician VI	Technician III	Engineer II	Technician III	Engineer II	Outreach - Mailing, Printing, Etc.	Outreach - Mailing, Printing, Etc.	Database Software	Subcontractor Test Digs	Contractor - SL Replacement ¹	Subcontractor Archaeological Assessment	Total Budget
1 Sequential Profile Sampling and Analysis								10	16					\$77,882
Outreach and Sampling Plan Development	6							4	8					\$10,150
Letter press and mailing, email, website posting	1							60	5471					\$2,120
Appointments, Consultations, SPS Kit Sourcing and Delivery								25	1					\$17,895
Resident coordination														\$3,275
SPS Kit pickup, processing, transport, lab analysis								16	5453					\$24,465
Lab data review, resident notification	1							2	21					\$3,510
Reporting, SL Inventory Update	2							10	24					\$5,390
Project management, coordination, data mgmt	8							20	10					\$11,085
2 Test Digs														\$139,700
Planning, Subcontractor RFP development	2							20	4					\$5,360
Soliciting proposals, contracting, scheduling	2							8	8					\$3,900
Resident/property owner coordination	2							8	8					\$2,770
Test digs - field observation								10	132					\$73,710
Reporting, and SL Inventory Update	2							8	12					\$3,340
Project management, coordination, data mgmt	4							10	10					\$6,580
3 Service Line Replacement														\$20,653
Permitting (NEPA, WW)	1							1	1					\$1,785
DWSRF Small purchase - soliciting / awarding contractor	1							4	4					\$4,575
Construction observation, administration	2							4	36					\$11,130
Reporting, and SL Inventory Update	1								12					\$5,814
Project management, coordination, data mgmt	2							5	10					\$2,070
Contingency														\$3,401
Total Hours	36							48	29	205	125	148	137	
Labor Rate	\$270							\$215	\$205	\$150	\$140	\$140		

Notes:

¹Service line Replacement budget includes replacement of GRBs included in service line inventory, and assumption that 3 additional GRBs will be encountered during service line identification. Service line replacement costs are a budgetary estimate prepared to support evaluation of total project costs and funding application preparation. Final budget should be prepared following completion of ten digs for SL identification and validation. This budget item includes a 10% contingency to account to uncertainty in the number and locations of service line replacements. The service line replacement contractor costs are based on an assumed cost of \$10,000 per service line, based on project experience. If funded through the DWSRF program, service line replacement must be funded through a Step III loan and separate procurement process. The service line replacement budget of \$19,553 does not include construction costs (estimated at \$20,000).

Test dig budget item is based on a unit cost of \$1,750 per test dig, based on experience with similar projects. Actual project costs may be lower depending on location of test digs and associated restoration activities required (asphalt and concrete patching will be more expensive than backfilling and regrading).