

Wilmington Selectboard Agenda
April 21, 2026

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of April 7, 2026 (2 minutes)
3. Action Items (5 minutes)
 - *The Selectboard to possibly accept the Step into Swim grant in the amount of \$5000.*
4. 1% Local Option Tax (15 minutes)
 - *The Selectboard to possibly approve the Energy Committee's 1% request for the Window Dresser Program in the amount of \$1700.*
 - *The Selectboard to possibly approve the funding request for the East Main St Sidewalk project in the amount of \$18,000 and approve the project manager contract with Dubois & King*
5. Paving (30 minutes)
 - *The Selectboard to possibly approve the paving bid from All State in the amount of \$94.65/ton.*
 - *The Highway Superintendent to review the paving plan with the Selectboard.*
6. Act 181 Discussion (15 minutes)
7. Other Business/Correspondence
 - *Summer Schedule*
8. Select Board Members Comments
9. Town Manager's Updates (5 minutes)

Wilmington Selectboard Meeting Minutes

April 7, 2026

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

Others Present: Scott Tucker, Jessica Archambault, Ted Brady, Christine Richter, Marshall Dix, Matt Murano, John Lazelle, Don Mills, Joe Saladino, Deven Goshea, Jon Hurdle, Therese Lounsbury, Gretchen Havreluk, Barker Willard, Carol Weston, Kristin Carlson, Bruce Humenik

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
 - Under action items, remove Dubois & King contract and add supportive work request for FY26 Grants in Aid
2. Approve minutes of March 17, 2026
 - Tribuno moved to approve the minutes of March 17, 2026, Foster second; all in favor.
3. VLCT–Ted Brady
 - Ted Brady, Executive Director of VLCT brought some updates and overviews to the Selectboard. VLCT is the town’s insurer, and they also lobby for towns’ interests in the legislature. Last year they fought to increase the amount of 1% local option tax town’s get returned to them from 70 to 75%. They offer technical assistance, advocacy, and shared services (PACIF).
4. Action Items
 - Rice moved to approve the 2026 Local Emergency Management Plan, Tribuno second; all in favor.
 - Rice moved to approve CB Painting’s bid for painting at Memorial Hall in the amount of \$24,100, Foster second; all in favor.
 - Tribuno moved to approve the WRC Supportive Work Request for FY26 Grants in Aid, Rice second; all in favor.
5. Green Mountain Power
 - GMP would like to add underground lines to Ballou Hill. They will still be working with Saladino to make sure culverts are installed appropriately. All work on all roads will be completed by September 30th. Foster moved to approve the updated GMP line work for 2026, Rice second; all in favor.
6. Budget Updates
 - Water; on target for the year; will have a payroll payout with Chris retiring.
 - Sewer; currently on target for the year.
 - General; revenues are at 84%, and looking at a tax sale this year. Police Dept. is at 65%, partially due to being down an officer this year. Fire Dept. assessments are over budget–KMA changed the way they are billing. County court assessment came in less than budgeted. General fund is at 75%, which is where we want to be at this time of year.
 - Highway; salaries are okay, materials use are at 99%; salt, sand and snow removal lines are over budget. The little storms cost as much as big storms, and we had a lot of little storms this winter season. The contractor came out over 30–times to clear sidewalks this year. Last year, we were not able to stock the sand and salt sheds at the end of the fiscal year, so we started with no material. That condition will be the case again this year. To save some money for the rest of the fiscal year,

Highway will skip rebuilding the Lake Raponda Road section this year (three remaining sections to rebuild). Highway's total budget is at 87%.

Fitzgerald moved to enter water/sewer commission at 7:00 pm.

7. Water/Sewer

- Fitzgerald moved to approve the purchase of a 2026 Dodge Ram crew cab in the amount \$48,884, Rice second; all in favor.
- Tribuno moved to approve a replacement Scada system in the amount of \$11,600, Rice second; all in favor.
- Fitzgerald moved to approve the RT 9 Extension Incentive Program Policy, Rice second; all in favor.

Out of water/sewer commission 7:26 pm

Fitzgerald moved to enter liquor commission at 7:26 pm

8. Liquor Commission

Rice moved to approve, Foster second; all in favor.

- Second-Class renewal for Brockton Corp dba Shaws
- A Request to Cater Permit for Blonde N Boozy for a wedding on 8/8/26 from 4-11 pm
- A First- and Third-Class and Outside Consumption renewal for La Casita and Pipedream LLC dba The Anchor

Out of liquor commission 7:28 pm

9. Other Business/Correspondence

10. Select Board Members Comments

11. Town Manager's Updates

Meeting adjourned at 7:30 pm

Respectfully submitted,
Jessica Archambault

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

Vince Rice, Vice Chair

Tony Tribuno, Clerk

Charlie Foster

John Lebron

Fw: 2025 Step Into Swim Grant Application Approved 2026-0000000315

From Wilmington Recreation <wilmingtonrec@wilmingtonvt.us>

Date Fri 4/10/2026 16:26

To Jessica Archambault <jarchambault@wilmingtonvt.us>

From: noreply@mail.smapply.net <noreply@mail.smapply.net>

Sent: Wednesday, April 1, 2026 3:34 PM

To: Wilmington Recreation <wilmingtonrec@wilmingtonvt.us>

Subject: 2025 Step Into Swim Grant Application Approved 2026-0000000315

Step Into Swim



Dear Sara,

We are pleased to inform you that your 2026 Step Into Swim grant, application ID 2026-0000000315 has been approved by the review committee. Congratulations! You are being awarded \$5,000.

Your application has successfully progressed to the funding stage, which involves the initial payment process. At this stage, we will be disbursing 80% of the above amount approved by the committee. This payment will serve as a significant step forward in supporting your swimming program. You will receive a email notice from us when your initial disbursement is heading your way.

We appreciate the time and effort you have dedicated to this application, as well as the positive impact your initiative will have on your community. Your commitment to promoting swimming and water safety is commendable and we are looking forward to hearing about the success of your program.

If you have any questions or require further information regarding the payment process or any other aspect of the grant, please don't hesitate to reach out to our team. We are here to assist you throughout the process.

We need help from your team! Support our cause by sharing STEP INTO SWIM in all of the following ways:

1. Social Media Channel Posting
2. Email to currently enrolled students in your program.
3. Placing our logo on your website.

You can find sample copy and STEP INTO SWIM Graphics here for your use: [Step Into Swim Grant Recipient Toolkit](#)

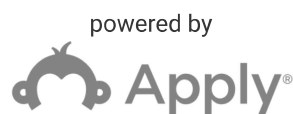
Once again, congratulations and we look forward to witnessing the success of your swimming program.

Feel free to reach out to Jillian Wilkins at Jwilkins@phta.org if you have any questions regarding your grant or funding.

Kind Regards,
Step into Swim

You are receiving this email from [Step Into Swim](#).

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Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee

Town of Wilmington Energy Committee (WEC)

Date of Request

April 6, 2026

Contact person, phone numbers, mailing and email address

Gary Carver, WEC member, 802-464-0280, PO Box 1952, Wilmington, VT 05363
(gary.carver@gmail.com)

Amount of Request and Date Funding Needed

\$1700 by late spring, early summer

Describe in detail the purpose and specific use of the funding

The purpose of this request is to continue supporting the installation of low-cost window inserts in local homes. These inserts are light weight wood frames wrapped with olefin and produced by Window Dressers of Rockland Maine – a 501c3 nonprofit (www.windowdressers.org). The inserts cost from \$37 to \$92 per window depending on size and finish. Commercial products typically range from \$400 to \$700 per window.

This effort was initiated in 2025 by the WEC, which will perform outreach for Window Dressers in 2026. Insulation is the first step in reducing energy costs – consistent with WEC’s efforts with the Windham Regional Commission. This is especially true for older homes with single pane windows. Volunteers from the Rotary Club of the Deerfield Valley will measure windows in customer’s homes using laser distance gauges and software from Window Dressers. The data is sent to Window Dressers along with reduced or no-cost recommendations for low-income homes. Window Dressers invoices customers who can pay, and would invoice the town office under this proposal for low-income customers. Window Dressers prepares parts for each insert and then ships kits to Bennington. The Bennington team has experience doing these builds, and welcomes orders from the Deerfield Valley. Customers are expected to participate during the builds, and to bring their inserts home after assembly.

Last year's pilot program was successful (8 customers obtained 49 inserts). This year's program appears larger (12 customers requesting 74 inserts). This includes two returning customers – one published a very supportive letter in the Deerfield Valley News. If the effort continues growing next year and becomes too big for the Bennington build, Wilmington could consider a build here in the Valley.

Please provide a financial breakdown of your project/request.

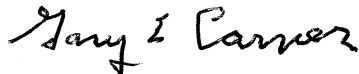
Outreach	\$200
Cost for Low-Income Customers	\$1500

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

The board approved \$2700 for this effort in 2025, but only about \$1000 was spent. This included an invoice for \$870 from Window Dressers to support 3 low-income homes, and moderate expenses for outreach. Assuming a similar percentage of low-income customers in 2026, about \$1500 would be needed for low-income customers and \$200 for outreach including food for volunteers during the build. Outreach has been focused on Wilmington (including tabling and materials distributed at the Blueberry Festival, Deerfield Valley Community Cares, Senior Solutions, the Food Pantry, and Twice Blessed), while customers are welcomed from across the Deerfield Valley.

Signature of Applicant

Date April 6, 2026



Gary Carver
WEC Member

Requests For Funding Through the 1% Local Option Tax Fund

Name of Person/Organization/Business/Committee

Gretchen Havreluk, Town of Wilmington, East Main

Street Sidewalk Project

Date of Request April 21,2026

Contact person, phone numbers, mailing and email address Gretchen Havreluk
(802)464-8591 ext 117 P.O. Box 217 Wilmington, VT 05363
ghavreluk@wilmingtonvt.us

Amount of Request and Date Funding Needed \$18,000.00

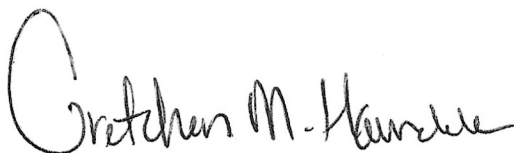
Describe in detail the purpose and specific use of the funding

The project is over budget. The last contract we need to sign is for the Project Manager with a total cost of \$127,445. With grant funding and previous matches, we are short by about \$18,000. Any unspent funding at the completion of the project will be returned to the 1% Local Option Tax.

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.

The East Main Street Sidewalk Project has been in development for eight years. Waters Excavation has been selected as the contractor for the project. As a requirement of the federal grant funding, a Project Manager must be retained to oversee construction.



Signature of Applicant



Date

DuBois& King Proposal

April 21,2026

The Town of Wilmington, Vermont, has requested construction phase support services from DuBois & King during construction of approximately 1,300 feet of 5-foot wide concrete sidewalk. The project begins at a point on VT Route 9 across from the intersection with Beaver Street and extends easterly along VT Route 9 until reaching the western approach of the bridge over Beaver Brook. The work includes replacing the concrete sidewalk, new granite curb, drive improvements, installing a new sewer line, streetscape enhancement that include landscaping and a flagstone retaining wall, signing and striping for crosswalks, and other incidental items. Based on input from the Municipal Project Manager, an initial review of the contract documents, and experience on other Municipal Assistance Bureau MAB projects, D&K has developed the following scope of work to accomplish the requested services in accordance with MAB procedures.

Scope of Work includes the following:

Administration- Primary contact for the Town of Wilmington with the contractor and property owners, Coordinates scheduling, field reports, take photos, coordinate meetings, review contractor payment request, issues certificates of substantial and final completion, etc.

Construction Observation- Presence on project site when contractor is, observe material sourcing and waste, erosion control monitoring, safety requirements are being met, verify traffic control activities,

Materials Testing- Verify all materials and equipment are fabricated and tested in accordance with the contract, review test reports and certificates related to Level 2 VTrans Quality Assurance Program, work with testing subcontractor S.W. Cole Engineering for required testing.

Verify Compliance with EEO/Contractor and Labor Compliance- Certify payrolls, conduct interviews with contractor and subcontractor employees, and coordinate with VTrans as necessary.

Cost \$127,445 for 16 Weeks (Contractor is expecting a 14 ½ week construction period) 640 hours and includes Testing Subcontractor S.W. Cole Engineering.

\$650,489.50	Waters Excavation, Inc
\$6,054.00	VHB
<u>\$127,445.00</u>	DuBois & King
\$783,988.50	Total

\$674,404.00	Grant Funds
<u>\$165,700.00</u>	Match Funds
\$840,104.00	Total

\$68,850.99 **Spent funds**

\$12,735.49 **Funding Needed**

\$18,000 **1% Local Option Tax Request any funds not spent will go back to the 1% LOT.**

Submitted by:

Gretchen M Havreluk

Paving Bid Opening April 17, 2026

		Tons	Per Ton Price	Total Cost
All State	Type IV Overlay	2916	\$94.65	\$275,999.40
	Type II Base	630	\$94.00	\$59,220.00
				\$335,219.40
Springfield	Tons	3546	\$106.63	\$378,109.98
Bazin	Tons	3010	\$104.50	\$314,545.00
VT Roadworks	Tons	150	\$173.00	\$25,950.00
	HW lot only			
Pike	Tons	3546	\$118.28	\$419,420.88
Fuller	Tons	2865	\$106.00	\$303,690.00
Peckham	Tons	3546	\$123-\$162	\$462,758.00

Paving

Summer Of Date	Whats Being Done	Distance	Estimate Tons	Landmarks	Cost At \$95 A Ton
2026					
Miller Rd	Top	20*1500	375	Cover Black top Millings	35625
Shearer Hill	Top	21*5400	1420	Top the black top that was done	134900
Haystack Rd	Top	20*3700	925	Top the black top that was done	87875
Townfarm + North Rd	Top	20*1650	413	top the black top that was done	39235
Gallup Pitch	New Pavement	20*950	475	From Existing To end	45125
					342760
Total					
2027					
Ray Hill	Mill and Fill	23*3441	950	RT 9 to Wilmington Heights	90250
				Milling	17600
Aldrich Rd	New	20*900	450	To the end	42750
Wilmington Hgts	New	20*2000	1000	All Of town rd	95000
Whitney Lane	full depth Reclaim	20*1050	525	To end of Road	49875
				Reclaiming	7000
Boyd Hill	Shim And overlay	20*2500	1100	All of the existing Black top	104500
					406975
Total					
2028					
Lisle Hill	New and Old	20*3490	1453	The whole rd	138035
				Milling	5200
Higley Hill	Overlay	22*9000	2475	Townline to Lake reponda	235125
					378360
2029					
Haynes rd	New Black top	20*2400	1200	Haynes Rd to Brown rd	114000
Cold Brook Rd	Overlay	24*8450	2535	Pump House to town line	240825
Smith Rd	Base only	20*1400	525	Black top to Brown rd	49875
					404700
2030					
Sewer Plant	fulll depth reclaim	18*600	270	whole driveway	25650
				Reclaiming	7000
Shearer Hill	Overlay	22*8448	2325	From Rt 9 To Parson Rd	220875
Parson Rd	New	20*1810	905	Shearer Hill to Double B	85975
					339500