Wilmington Selectboard Agenda
November 4, 2026

1. Visitors, Public Comments, Possible Changes to the Agenda
2. Approve minutes of October 6, 2026 (2 minutes)
3. Action Items (10 minutes)
   - *The Selectboard to possibly accept the Friends of Memorial Hall's donation of chairs to Memorial Hall.*
   - *The Selectboard to possibly appoint Geri Kogut as Senior Solutions Rep for the remainder of a 1-year term*
4. Health Insurance (20 minutes)
   - *The Selectboard to possibly approve a health insurance plan for 2027*
5. Water/Sewer Commission (15 minutes)
   - *The Sewer Commission to possibly approve an allocation permit for Corriston-Reed at 143 West Main St for 3 additional bedrooms at 420 gpd*
   - *The Sewer Commission to possibly approve a 3-month extension for Brian and Danielle Dunn at 117 West Main Street.*
   - *The Water/Sewer Commission to possibly approve an allocation incentive for 210 VT RT 9 East.*
6. Liquor Commission (5 minutes)
   The Liquor Commission to possibly approve
   - *A Request to Cater for Valley Craft Ales an event at Memorial Hall on 12/4/26 from 6-10 pm*
   - *A Second-Class renewal for Farmhouse Market*
   - *A First- and Third-Class renewal for Down Hill Holdings (19 South Main)*
   - *A First- and Third-Class and Outside Consumption application for The Wilmington Village Pub*
7. Other Business/Correspondence
8. Select Board Members Comments
9. Town Manager's Updates (5 minutes)

Wilmington Selectboard Meeting Minutes
October 6, 2026

Present: Tom Fitzgerald, Tony Tribuno, Charlie Foster, John Lebron
Others Present: Jessica Archambault, Marshall Dix, Jason Dubac, Janet Boyd, Sam Kondracki, Diane & Lenny Chapman, Jon Hurdle, Jim Dassatti, Janet Sherman, John Lazelle, Jessica Greene, Meg Streeter, Therese Lounsbury, Sara Molina, Doug & Cammie Swanson, Gretchen Havreluk

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda
   - Update Jessica Greene's names under Recreation appointment
   - Under action items, OSEC letter of support for the Northern Border Catalyst Program
   - Remove 8/19 minutes; they have already been approved
2. Approve minutes of September 15 and 29, 2026
   - Tribuno moved to approve the minutes of September 15 and 29, 2026, Foster second; 3-0, Lebron abstained.
3. Action Items
   - Tribuno moved to approve the winter salt bid from Eastern Salt at $103.62/ton, Lebron second; all in favor.
   - Tribuno moved to appoint an official designee to cast the PACIF mail-in ballot, Foster second; all in favor.
   - Fitgerald moved to appoint Jessica Greene to the Recreation Commission for a 4-year term expiring in 2030, Tribuno second; all in favor.
   - Tribuno will be tax sale representative
   - OSEC is applying for $700,000 in funding. They will be asking for a portion of the required match from the town. Lebron moved to approve a letter of support to OSEC for the Northern Border Regional Commission Catalyst Program, Tribuno second; all in favor
4. 1% Local Option Tax
   - The Marketing & Technical Assistance Grant Program is a way to help businesses with growth coming out of a tough summer season; digital marketing, social media consulting, POS upgrades, bookkeeping, and more. The hope is to alternate years between façade grants and the Technical Assistance Program. Lebron moved to approve a request from Wilmington Works in the amount of $50,000 for a Marketing and Technical Assistance Grant Program, Foster second; all in favor.
   - Tribuno moved to approve a request from the Living History Association in the amount of $2655 for the Timeline event that took place on October 2-4, 2026, Fitzgerald second; 3-1, Foster opposed.

Entered the Water/Sewer commission at 6:26 pm.

5. Water/Sewer Commission
   - The Water Dept would like to do a hydraulic study to see if upgrading the Castle Hill water line to 8" and create a loop, rather than do a temporary line during the bridge construction in 2029. Once construction is done, the line would be replaced on the bridge.

Out of Water/Sewer Commission at 6:33 pm

6. Other Business/Correspondence
   - NIMS training October 22 from noon-4 pm
   - Planning Commission Town Plan Hearing on 10/13 at 5:30 pm
7. Select Board Members Comments

- Fitzgerald has contacted Bill Frazier at VLCT about helping with the Town Manager hiring

8. Town Manager's Updates
    - Congratulations to Therese for obtaining Certified Vermont Clerk Advanced Level 1 and Eithne for reaching Certified Vermont Clerk certifications.
    - 3-9 E Main St, appealed DRB decision and has now given voluntary dismissal, which was granted.
    - 21 Aldrich Rd, Zahringer appeal was denied
    - 220 Lake Raponda Rd appeal of DRB decision and notice of violation. Presently being discussed between attorneys. Hearings scheduled for 10/19 and 11/15
    - VT211 zoning permit violation; pending requirements with attorneys and zoning administrator
    - Thank you to John Lazelle for hosting an open house at the wastewater treatment plant.
    - MERP RFP for the Memorial Hall ramp and Town Hall doors was awarded to Vantage Peak for $171,260
    - Green Mtn Beach erosion control project site visit turned out several prospective bidders. Expected to be awarded on 10/9
    - E Main sidewalk and sewer main project had a walk through on 10/5 for substantial completion. The contractor has a short punch list to complete.
    - Sgt Kirkman is applying for a Municipal Support Grant, seeking $23,681.08 to purchase supplies and bedding to create a 40-bed temporary shelter during extreme cold weather alerts.
    - Budget season is here. Department heads will submit budgets by 10/14 to begin the review process.

Meeting adjourned at 6:46 pm

Respectfully submitted,
Jessica Archambault

Approved by the Wilmington Selectboard:

_____	_____	_____
Thomas Fitzgerald, Chair	Vince Rice, Vice Chair	Tony Tribuno, Clerk
_____	_____	
Charlie Foster	John Lebron	

Letter of Donation: Chairs for Memorial Hall

October 9, 2026

Wilmington Selectboard
Town of Wilmington
PO Box 217
Wilmington, VT 05363

Dear Members of the Selectboard,

Friends of Historic Memorial Hall would like to donate eight chairs to the Town of Wilmington for use at Memorial Hall, and we respectfully ask the Selectboard to accept them.

The chairs were set pieces in our 2026 production of *1776* at The Hall. They are wooden high back chairs, in good, usable condition, and they are already in the building. Now that the show has closed, we'd love for them to stay where the community can put them to use.

The details of the gift:

- **Items:** Eight (8) chairs, as described above
- **Estimated value:** approximately $300 total
- **Location:** Memorial Hall, 14 West Main Street, Wilmington
- **Intended use:** Furnishings for Memorial Hall, at the Town's discretion
- **Conditions:** None

This is an outright, unconditional gift. Once the Selectboard accepts it, the chairs belong to the Town, to use, move, or dispose of as it sees fit. Friends asks for nothing in return, and the gift carries no cost or obligation for the Town.

Thank you for considering this gift, and for the Town's partnership in keeping Memorial Hall a welcoming, well-used home for our community.

Sincerely,

Ian Campbell
Executive Director
Friends of Historic Memorial Hall, Inc.
PO Box 1464, Wilmington, VT 05363
friends@friendsofthehallvt.org



Geri Kogut

14 East Main St., Apt. A / PO Box 1439, Wilmington, VT 05363

H 802-464-0284 / C 203-859-0163 / kogut1@outlook.com

October 1, 2026

Wilmington Select Board

2 East Main Street, PO Box 217

Wilmington, Vermont 05363

Dear Wilmington Selectboard,

I am requesting my return as the town Representative for the Advisory Council of Senior Solutions.

I was the past representative before I moved to another state about 2 years ago but have returned as of this July as a resident once again. I checked with the Senior Solutions office and there is no town representative for Wilmington at this time. As I took more leadership roles on the Advisory Council previously, I attended the Senior Solutions Board meetings and eventually became the Board Chair under ED Mark Boutwell, who is now retired.

I also plan to work with & support Joann Erenhouse of Senior Solutions on the third Thursday of each month at Beaver Street for the Memory Café events.

Please contact me with any questions or if you need further information. Thank you for your time.

Kind regards,

Geri (Geralyn) Kogut

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT **Page 1 of 3**

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

Map No. 20-20-015 Fee$25.00+$18.00Recording Date Received: 10/21/26

PSC No. _____ **$43.00** Fee due at application ☐ paid ☑ check ☐ cash

SA No. _____ Signature: _____ #1169

Applicant: Corriston-Reed Deuel Grp ☑ Owner ☐ Owner's Agent ☐ If Agent, letter of agency attached
(Print Name)

Property Location: 143 Rt 9 West Tax Map Number: 20-20-015
(911 Locatable address - Street or Road)

☐ Residence ☑ Commercial Building ☐ Other: (describe) _____

I am applying for the following establishments listed to be connected to the building sewer ☐, or added to existing allocation ☑:

Establishment	**Unit**	**Number**	**Gallons/Person/Day/Unit**	**Total Gallons/Day**
Example: Restuarant	*Seat*	*10*	*30*	*300*
Bedrooms	BR	3	140	420

I hereby request an allocation permit as described for gallons per person per day TOTAL 420 gpd

Do not write in boxed area - For administrative use only

SIGNED: _____
(Applicant)

1201 Merrifield Rd
(Mailing Address of Applicant)

Whitefield NH 03598
(City, State and Zip Code)

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.

Credit existing unused gallonage: _____ gpd

Allocation to be purchased Total _____ gpd

CONDITIONS:

1. Total Allocation Fee (420 gpd x $10/gpd) $4,200
2. 25% of the total Allocation fee ($1,050) is due within 30 days: On or before _____, 20____.
3. The remaining 75% ($3,150) 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

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

By signing below, I confirm that I have received the necessary state and federal permits checked and further attest that, excepting local permits, no others are required for the project.

State: Act 250 ☐ Subdivision ☐ Water and Wastewater ☐ Other State ☐ _____

Federal: _____ ☐ Signed: _____
(Applicant)

Do Not Write Below This Line – Administrative Use Only

FEES DUE:

Permit Application Fee: **$25.00** **due at application** Date Paid _____ Initials_____

Bianchi Filing Fee: **$18.00** **due at application** Date Paid _____ Initials_____

Connection Permit Fee: **$80.00** **due at connection application** Date Paid _____ Initials_____

ALLOCATION FEE TOTAL **$**_____

Within 30 days of Preliminary **25% $**_____ Date Due: _____ Date Paid _____ Initials_____

See Timetable Page 3 **75% $**_____ Date Due: _____ Date Paid _____ Initials_____

Conditions of Approval: _____

_____

Final Approval Date_____

Do not write in boxed area - For administrative use only

By: Wilmington Board of Sewer Commissioners

_____

_____

_____

_____

_____

Copy After Final Approval: *Date*_____ *Initial* _____
John Lazelle, Chief Operator, WWTP
Christine Richter, Finance Officer
File
Bianchi filed with Town Clerk: *Date*_____ *Initial* _____

FINAL PERMIT

Property #_____
Location _____
Sewer Allocation Permit # _____
Sewer Connection Permit #_____

NEW TOTAL ALLOCATION: **Gal per day**

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

TOTAL ALLOCATION _____

New Building:
Date Initiated Construction (within 1 year): _____

Date Completed Construction (within 3 yrs): _____

Town of Wilmington
Wastewater Allocation Fee Timetable

1. Application Permit Fee $25.00 due at Application (non-refundable).

2. Bianchi Recording fee $18.00 due at Application (non-refundable).

3. * Preliminary Approval granted by Board of Sewer Commissioners

4. Must pay 25% of the allocation fee – within thirty (30) days of Preliminary Approval (The one-time Allocation Fee is $10.00 per gallon per day) The applicant will have a 90 grace period to withdraw the application and recieve 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.

APPLICATION FOR WASTEWATER TREATMENT ALLOCATION PERMIT

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

Map No. 20-20-038 Fee$25.00+$18.00Recording Date Received: 7/16/26

PSC No. _____ **$43.00** Fee due at application ☐ paid ☑ check ☐ cash

SA No. _____ Signature: John Fagelie

Applicant: Bryan & Danielle Dunn ☐ Owner ☑ Owner's Agent ☐ If Agent, letter of agency attached

(Print Name)

Property Location: 117 West Main Street Tax Map Number: 20-20-038

(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*
Apartment	BR	1	140	140
Car Wash	Vehicles	35	13	455

I hereby request an allocation permit as described for gallons per person per day TOTAL 595 gpd

SIGNED: Danielle Dunn

(Applicant)

36 New England Power Rd

(Mailing Address of Applicant)

Wilmington Vt 05363

(City, State and Zip Code)

NOTE: Final Approval must be obtained by Preliminary Approval expiration date. To apply for Final Allocation, submit the application on page 2 of this form (on back) once all necessary state and federal permits have been issued and received.

If applicant is unable to obtain permits needed to apply for Final Approval by deadline, he must apply for an extension. **Sewer Commissioners will consider reason for extension (i.e. zoning appeal etc.) and may or may not grant an extension.** If not granted, applicant can reapply for allocation.

Do not write in boxed area - For administrative use only

Credit existing unused gallonage: 90 gpd

Allocation to be purchased Total 505 gpd

CONDITIONS:

1. Total Allocation Fee (_____gpd x $10/gpd) $_____
2. 25% of the total Allocation fee ($_____) is due within 30 days: On or before _____, 20____.
3. The remaining 75% ($_____) is due before connection or use or within 6 months of Final Allocation, whichever comes first.
4. Other: _____

Preliminary Approval Granted: *date* _____

Preliminary Approval Expires: *date* _____ *(3 months)*

By: _____

Wilmington Board of Sewer Commissioners Agent

Extension of Preliminary Approval granted: *date* _____

Extension Preliminary Approval Expires: *date* _____

By: _____

Wilmington Board of Sewer Commissioners

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

By signing below, I confirm that I have received the necessary state and federal permits checked and further attest that, excepting local permits, no others are required for the project.

State: Act 250 ☐ Subdivision ☐ Water and Wastewater ☐ Other State ☐ _____

Federal: _____ ☐ Signed: _____
(Applicant)

Do Not Write Below This Line – Administrative Use Only

FEES DUE:

Permit Application Fee: **$25.00** **due at application** Date Paid _____ Initials_____

Bianchi Filing Fee: **$18.00** **due at application** Date Paid _____ Initials_____

Connection Permit Fee: **$80.00** **due at connection application** Date Paid _____ Initials_____

ALLOCATION FEE TOTAL **$**_____

Within 30 days of Preliminary **25% $**_____ Date Due: _____ Date Paid _____ Initials_____

See Timetable Page 3 **75% $**_____ Date Due: _____ Date Paid _____ Initials_____

Conditions of Approval: _____

_____

Final Approval Date_____

By: Wilmington Board of Sewer Commissioners

_____

_____

_____

_____

_____

_____

Copy After Final Approval: *Date*_____ *Initial* _____

John Lazelle, Chief Operator, WWTP
Christine Richter, Finance Officer
File

Bianchi filed with Town Clerk: *Date*_____ *Initial* _____

Do not write in boxed area - For administrative use only

FINAL PERMIT

Property #_____
Location _____
Sewer Allocation Permit # _____
Sewer Connection Permit #_____

NEW TOTAL ALLOCATION: **Gal per day**

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

TOTAL ALLOCATION _____

New Building:
Date Initiated Construction (within 1 year): _____

Date Completed Construction (within 3 yrs): _____

Town of Wilmington
Wastewater Allocation Fee Timetable

1. Application Permit Fee $25.00 due at Application (non-refundable).

2. Bianchi Recording fee $18.00 due at Application (non-refundable).

3. * Preliminary Approval granted by Board of Sewer Commissioners

4. Must pay 25% of the allocation fee – within thirty (30) days of Preliminary Approval (The one-time Allocation Fee is $10.00 per gallon per day) The applicant will have a 90 grace period to withdraw the application and recieve 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.

Wilmington Public Utilites

P.O. Box 217 Wilmington, VT 05363

Phone:(802) 464-3862 Fax:(802) 464-8348 e-mail jlazelle@wilmingtonvt.us

October 30, 2026

Wilmington Water & Sewer Commissioners

Re: 210 Rt 9 East Allocation

Dear Commissioners,

As you know, we have been working on the final steps to getting the Route 9 Water and Sewer extensions project ready to go out to bid. A major part of this is to get easements from property owners. All easements are done with the exception of 210 Rt 9 East which is owned by Joe Corrisston and Ray Reed. They have been reluctnent to sign the easement because they would like more allocation than what we have offered in the Incentive Policy you approved 4/7/2026 which grants each property who commits to connecting 560 gallons. With the additional allocation they will be able to build 7 one-bedroom low to moderate income apartments for the Valley workforce. Ray and Joe would like an additional 465 gallons for 3 additional bedrooms (420 gallons) and for 3 employees (45 gallons). The 465 gallons equates to $4,650 of allocation fees, $10 per gallon.

This commit would include connection to both water and sewer.

At today's water and sewer rates, the Town would receive $6,120.50 annually in revenue (see attached).

In our current sewer ordinance, section 603 – Allocation Priorities, the Town specifies that affordable housing shall be entitled to first priority in receiving allocaton. "Residential, affordable housing, commercial, institutional and industrial facilities existing within the sewer service area as defined in Section 403 of the Municipal Sewer Ordinance, or by virtue of existing pollution from the facilities to waters of the State, shall be entitled to first priority in allocation of uncommitted reserve allocation."

My recommendation would be for the Commissioners to waive the $4,650 allocation fees, Ray and Joe must commit to connecting to both water and sewer and must sign the easement for the project.

Sincerely,

John Lazelle

John Lazelle
Town of Wilmington Public Utilities Superintendent

Accepted by: Wilmington Water & Sewer Commissioners

Thomas Fitzgerald, Chairman: _____

Accepted by: Ray Reed_____ Joe Corriston_____

Wilmington Public Utilites

P.O. Box 217 Wilmington, VT 05363

Phone:(802) 464-3862 Fax:(802) 464-8348 e-mail jlazelle@wilmingtonvt.us

210 Rt 9 East Allocation.

Corriston and Reed would like to have allocation for 7 bedrooms (980 gallons) and for a commercial space with 3 employees (45 gallons) for a total of 1025 gallons per day.

Our current incentive is giving each property who commits to hooking up, 560 gallons.

That leaves a balance of 465 gallons of allocation needed. That's a dollar amount of $4,650.

If they were to connect and have 7 apartments and one commercial space, at current sewer rates the sewer bill would be $521.25 per apartment ($3,648.75) and $695 for the commercial space for an annual sewer bill of $4,343.75.

If they were to also connect to the Water System, that would be an additional $1,776.75 plus usage annually for water.

Sewer = $4,343.75

Water = $1,776.75

Total annual water and sewer bill $6,120.50

TOWN OF WILMINGTON, VERMONT

SELECTBOARD PROPOSAL

Special Water and Wastewater Allocation Fee Incentive

Property: 210 VT Route 9 East

Applicant: Corriston-Reed Development Group, LLC

Purpose

The purpose of this proposal is to consider a property-specific increase to the Water and Wastewater Allocation Incentive previously approved by the Selectboard on April 7, 2026, under the Route 9 East Water and Sewer Infrastructure Extension Policy.

The proposal is intended to encourage the timely connection of 210 VT Route 9 East to both municipal water and wastewater services, facilitate execution of the necessary project easement, and support the proposed development of seven one-bedroom apartments intended to provide housing opportunities for the local workforce, together with an associated commercial space.

Background and Request

The Town's previously approved incentive policy provides a waiver of wastewater allocation fees for up to 560 gallons per day (GPD) per eligible parcel, subject to the requirements and deadlines established in the policy.

The Public Utilities Superintendent, in his October 30, 2026, letter to the Wilmington Water and Sewer Commissioners, has recommended consideration of a waiver of the fees for an additional 465 GPD of wastewater allocation for this property.

The requested allocation is calculated as follows:

- Seven one-bedroom apartments: 980 GPD.
- Commercial space with three employees: 45 GPD.

- Total requested allocation: 1,025 GPD.
- Allocation eligible for fee waiver under existing policy: up to 560 GPD.
- Additional allocation requested: 465 GPD.

At the current allocation fee of $10 per gallon, the additional 465 GPD represents $4,650 in allocation fees. Combined with the existing 560 GPD incentive valued at $5,600, the total proposed allocation fee waiver would be up to $10,250, representing 1,025 GPD.

The Superintendent has also identified that the proposed development, at current municipal rates, would generate approximately $6,120.50 annually in water and wastewater revenue, excluding water usage charges.

Additionally, the Superintendent has referenced Section 603 of the Town's Sewer Ordinance, which gives first priority to qualifying existing facilities, including affordable housing, and second priority to new construction within the sewer service area in the allocation of uncommitted reserve wastewater capacity. Section 603 does not authorize allocation fee waivers.

Proposed Selectboard Action

It is proposed that the Selectboard, acting in its capacity as Sewer Commissioners and Water Commissioners, consider authorizing a property-specific incentive for Corriston-Reed Development Group, LLC, for 210 VT Route 9 East, as follows:

1. **Allocation Fee Waiver:** Authorize a wastewater allocation fee waiver of up to $10,250, representing up to 1,025 GPD of final approved design flow, inclusive of the existing 560 GPD incentive under the April 7, 2026, policy and the additional 465 GPD requested by the applicant. The waiver shall not exceed the allocation fees otherwise payable.

2. **Water and Wastewater Connection:** The applicant must commit in writing to connecting the property to both the Town's municipal water and wastewater systems and complete both connections within the applicable construction-completion deadline below, but not before the Town authorizes physical connection.
3. **Project Easement:** The applicant and all record owners must execute and deliver the necessary easement documents, in recordable form approved by the Town, to the Town for the Route 9 East Water and Sewer Infrastructure Extension Project. The fee waiver is conditioned upon acceptance and recording of the easement.
4. **Commitment Deadline:** The applicant must satisfy the written commitment requirement within the ninety (90)-day commitment period established by the previously approved policy, measured from the official Project Kickoff Date.
5. **Construction and Completion:** The applicant must obtain all required Town and State approvals and comply with the construction commencement and completion requirements established by the policy and applicable ordinances. Unless otherwise extended in writing by the appropriate commissioners as permitted by the Sewer Ordinance, construction must commence within one (1) year and be completed within three (3) years following final wastewater allocation approval.
6. **Conditions and Limitations:** This incentive is limited to wastewater allocation fees and does not waive any other applicable connection fees (except as otherwise waived under the April 7, 2026, policy), water charges, construction expenses, engineering costs, permits, inspections, or other requirements imposed

by Town ordinance or State law. Final wastewater allocation remains subject to available capacity, approved design flow, and all applicable Town and State requirements. This authorization does not itself grant or reserve wastewater capacity or authorize connection.

7. **Property-Specific Authorization:** This authorization shall apply solely to 210 VT Route 9 East and Corriston-Reed Development Group, LLC. Pursuant to Sewer Ordinance § 1106, it shall constitute a limited amendment to the general Route 9 East Water and Wastewater Allocation Incentive Policy solely to authorize the additional 465 GPD fee waiver for this property and shall not establish an additional incentive entitlement for other properties. All other policy requirements remain in effect, including completion of any required fee-schedule or ordinance adoption procedures.

Recommendation

Based on the proposed development, the anticipated annual municipal utility revenues, the additional wastewater allocation requested, and the importance of securing the outstanding easement necessary to advance the Route 9 East infrastructure project, the Public Utilities Superintendent's recommendation is presented for Selectboard consideration.

Approval would provide a total allocation fee incentive of up to $10,250, contingent upon the applicant's commitment to connect to both municipal systems, execution and recording of the required easement, and compliance with the previously established incentive policy and all applicable ordinances.

Proposed Motion for Selectboard Acting as Sewer/Water Commissioners

I move to authorize a property-specific wastewater allocation fee waiver of up to $10,250 for Corriston-Reed Development Group, LLC, for the property located at 210 VT Route 9 East, representing up to 1,025 gallons per day of final approved wastewater design flow, inclusive of the existing 560-gallon-per-day incentive under the April 7, 2026, Route 9 East Water and Wastewater Allocation Incentive Policy.

This authorization shall be contingent upon the applicant's timely written commitment to connect to both municipal water and wastewater services, execution and recording of the required project easement, and compliance with all other applicable provisions of the previously approved policy, Town ordinances, and State requirements. All conditions and limitations above are incorporated into this motion. This authorization is property-specific and amends the existing incentive policy solely to permit the additional 465 GPD fee waiver; all other policy requirements remain in effect.

Dated at Wilmington, Vermont this _____ day of _____, 20__.

Selectboard Signatures:

Tom Fitzgerald _____

Vince Rice _____

Tony Tribuno _____

Charlie Foster _____

John Lebron _____

Town of Wilmington, Vermont

Route 9 East Water & Sewer Infrastructure Extension

Water and Wastewater Allocation Incentive Policy

Purpose

To promote early connection to the Town of Wilmington's newly extended Route 9 East water and wastewater infrastructure, the Selectboard, acting as the Sewer Commissioners and Water Commissioners as applicable, proposes a limited-time fee incentive for property owners in the newly serviced areas along the project alignment. This Policy is intended to create a temporary fee incentive only and does not, by itself, allocate wastewater capacity, approve any connection, expand any service area, or waive any requirement of state law or Town ordinance.

- From the existing municipal water and wastewater systems east along Route 9 to Ballou Hill Road, and south along Route 100 to the Deerfield Valley Health Center, but only to the extent the final constructed mains actually extend to and are accepted for service in that area. For wastewater service, eligibility remains subject to the sewer service-area and connection criteria in Sewer Ordinance § 403 or its successor.

Caveat: If construction does not extend the full distance along either alignment, the incentive shall apply only to properties that are served by and capable of connecting to the newly constructed infrastructure.

Authority

This incentive is proposed pursuant to the Town's authority under its Water and Wastewater Ordinance and applicable Vermont statutes governing municipal utility systems. The Selectboard is authorized to establish connection deadlines and administer allocation incentives consistent with this policy.

Overview of the Allocation Incentive

To encourage timely connections and maximize the public benefit of the Route 9 East Infrastructure Expansion Project:

- Wastewater Allocation Incentive: Waiver of wastewater allocation fees for up to the lesser of 560 gallons per day per eligible parcel or the parcel's final approved design flow, provided the property owner timely submits a written commitment and thereafter obtains all required Town and State approvals. Any approved design flow in excess of 560 gallons per day shall remain subject to the then-current allocation fee schedule.
- Water Connection Fee Incentive: Waiver of any otherwise applicable initial Town water connection or hook-up fee, if such a fee has been established by the

Selectboard acting as water commissioners, for one first connection from the newly constructed main to an eligible parcel within the defined timeframe. This waiver does not include the cost of the service line, meter, curb stop, excavation, plumbing, engineering, restoration, or inspection, all of which remain the owner's responsibility unless separately waived in writing.

These incentives are intended to reduce upfront costs, encourage coordinated utility connections, and maximize the public return on the Town's infrastructure investment.

Incentive Details

- Eligible Properties: Any existing lot of record in the Route 9 East extension area may qualify—but only if the property will be served by the new construction and is lawfully eligible for the requested utility service under the Town's ordinances and applicable State permits. A reference list is provided in Appendix A, but property owners are responsible for confirming that their property will be served before submitting a commitment. A parcel created by subdivision after the Project Kickoff Date shall not receive an additional base incentive unless specifically approved in writing by the Selectboard.
- Program Kickoff and Commitment Period: The Selectboard shall establish and publicly announce an official Project Kickoff Date, which shall mark the start of the incentive program. To qualify, property owners must submit a written commitment to connect to municipal water and/or wastewater within ninety (90) days of the Project Kickoff Date. Failure to submit a commitment within this period will result in forfeiture of the incentive. A written commitment preserves only incentive eligibility; it does not reserve wastewater capacity, constitute preliminary or final allocation approval, or authorize physical connection.
- Project Start and Completion: The owner must apply for and obtain all required written consents, wastewater allocation approvals, connection permits, state permits, and inspections. For wastewater allocations, the timing for preliminary approval, final approval, payment, initiation of construction, completion of construction, and reversion of unused capacity shall remain governed by Sewer Ordinance §§ 604-607 and Appendix C. Unless otherwise extended in writing by the appropriate commissioners, any project receiving wastewater allocation must initiate construction within one (1) year and complete construction within three (3) years after final allocation approval, consistent with the Sewer Ordinance and 24 V.S.A. § 3625(b)-(c).
- Allocation Reversion: Any wastewater allocation not timely finalized, initiated, or completed shall revert to the Town and may be reassigned under the Town's governing ordinances. Any unused fee incentive shall expire without cash refund or credit unless the Sewer Ordinance expressly provides otherwise. No transfer shall be permitted except as expressly allowed by Sewer Ordinance §§ 605-606 and Appendix C.
- Required Permits, Construction Standards, and Inspections: Nothing in this Policy waives compliance with 10 V.S.A. § 1973; Sewer Ordinance §§ 501-527 and 601-607; Water Ordinance (1987) §§ 501-502; or Water Ordinance (1999) §§ 2-10.

Financing Support

- Loan Structure: Subject to separate Selectboard authorization, available appropriations or grant funds, enterprise-fund requirements, and review by the Town's finance officer and counsel, the Town may establish a revolving loan or similar assistance program on a case-by-case basis to assist eligible property owners with connection-related costs. Eligibility for the fee incentive does not create any entitlement to financing. Any financing offered by the Town shall be documented by a promissory note and such mortgage, security, or repayment documents as the Town may require.
- Maximum Loan Amount: $10,000 per property.
- Interest Rate: ½ of the current prime rate plus 2%, not to exceed 6%.
- Repayment Term: The loan shall be amortized over a period of ten (10) years, with monthly installments of principal and interest. Payments shall begin no later than one year from loan approval or upon connection to the system, whichever occurs first.
- Fees: Borrowers are responsible for all Town-related administrative and attorney fees associated with the loan and promissory note, and with any mortgage or other security instrument required by the Town, not to exceed $1,000 unless otherwise approved by the Selectboard.
- Acceleration: Full repayment is due upon sale, transfer, or refinancing of the property.
- Conditions: Final loan terms, collateral, underwriting, and eligibility are subject to Selectboard approval, available funding, and compliance with all ordinances and program requirements. Nothing in this Policy obligates the Town to make any loan absent separate authorization and executed loan documents.

Implementation and Notification

- The Selectboard shall publicly announce the Project Kickoff Date, which marks the beginning of the ninety (90)-day commitment period for incentive eligibility.
- Upon completion of construction and confirmation that the system is ready for service, the Selectboard shall publicly announce the Connection Eligibility Date, which is the date on which properties may begin physically connecting to the system.
- All eligible property owners shall be notified in writing and via the Town website, including information on the connection process, deadlines, and available financial assistance.

Note: The ninety (90)-day commitment period runs from the Project Kickoff Date, not from the Connection Eligibility Date. Property owners may apply for incentives prior to system completion but may not connect to the system until the Connection Eligibility Date has been announced.

Rationale and Benefits

- Reduces financial barriers for existing property owners to connect to municipal water and wastewater service.
- Encourages early utilization of newly constructed infrastructure, improving the return on public investment.
- Supports environmental and public health objectives by reducing reliance on private septic systems.
- Advances long-term Town planning goals and orderly utility service expansion.
- Supports economic growth by increasing property values, generating additional revenue, and expanding housing opportunities.

Reference and Governing Law

This Policy shall be construed together with Act M-4 (H.443), 24 V.S.A. §§ 1972-1973, 3311, 3313, 3315, 3602, 3603, 3616, 3618, and 3625, 10 V.S.A. §§ 1973 and 1978, the 1987 and 1999 Water Ordinances, and the 2013 Sewer Ordinance. In the event of a conflict, applicable state law and the Town's duly adopted ordinances shall control. To the extent any provision of this Policy is construed as amending an ordinance or fee schedule that requires formal municipal action, the Town shall complete any required adoption procedure before implementing that provision.

Adoption and Severability: This Policy shall become effective upon adoption by the Selectboard, except that any provision requiring ordinance adoption or amendment shall become effective only after compliance with 24 V.S.A. §§ 1972-1973 and any other applicable law. If any provision of this Policy is held invalid, the remaining provisions shall continue in effect to the fullest extent permitted by law.

Dated at Wilmington, Vermont this 7th day of April 2026.

Selectboard Signatures:

Tom Fitzgerald _____

Vince Rice _____

Tony Tribuno _____

Charlie Foster _____

John Lebron _____

Appendix A- Water and Wastewater Allocation Incentive Policy

0.TAX MAP	NAME	911	STREET
2122043	Wild Blue, LLC	129	VT RTE 9 E
2121095	New England Holdings, LLC	2	WHITES RD
2122044	Rousseau Peter & Khin Z	0	LAND
2121095.1	Arbor Realty Holdings LLC	0	LAND
02122045.B 00	Mears Marty	155	VT RTE 9 E
2122059	Lopez Shane & Melanie	175	VT RTE 9 E
2121096	Wilmington Realty Holdings, LLC	178	VT RTE 9 E
2122061	Arbor Realty Holdings LLC	179	VT RTE 9 E
2122062	Stevenson Christopher & Michelle	193	VT RTE 9 E
2122063	VT 211 LLC	211	VT RTE 9 E
2121098	Corriston Reed Development Group, LLC	210	VT RTE 9 E
2121099	Cutpow Properties, LLC	4	CATAMOUNT LN
2122065	Follett James P	236	VT RTE 9 E
2122064	Gore Sally L Trust	225	VT RTE 9 E
2122071	K & K Sugarhouse LLC	247	VT RTE 9 E
902001	Putnam Memorial Health Corp	30	VT RTE 100 S
902004	Bezmalinovic, Peter J & Christine	0	LAND
2122066	Mack William R & Lalysbel	15	CATAMOUNT LN/HOUSE 49 CATAMOUNT
2122068	Mack Willam R & Lalysbel	0	LAND
2122069	Black Slope, LLC	0	LAND
701056	Ralph Genella & Roberta Green	312	VT RTE 9 E
701057	Nimtz Philip ET AL	324	VT RTE 9 E
701059	Wurzberger Albert II	22	BALLOU HILL RD
701065.1	Park Peter & Michelle	27	BALLOU HILL RD