

**Wilmington Selectboard/Sewer Commission**  
**March 19, 2014 at 6:00pm**  
**MINUTES**

**Selectboard Members Present:** James Burke, Diane Chapman, Susan Haughwout, Jacob White, and Thomas Fitzgerald

**Others Present:** Scott Murphy, Mary Towne, Chris Mays of Brattleboro Reformer, Nicki Steel, Sherry Brissette, Heidi Taylor, Peter and Kathleen Wallace, and Andy Schindel by speaker phone.

1. **Minutes:** White moved and Haughwout seconded to approve minutes of March 5, 2014. Vote: All in favor
2. **Visitors and Public Comments:** None
3. **Liquor and Tobacco Licenses:**
  - a. Motion by Haughwout and second by Chapman to approve outside liquor consumption permits for Pipe Dream, LLC dba Anchor Seafood Restaurant and for Sitzmark Bar & Grill LLC. Vote: All in favor
  - b. Motion by Chapman and second by Haughwout to approve the following:
    - 2<sup>nd</sup> class liquor for Blue Mountain Produce, Inc
    - 1<sup>st</sup> class liquor for Jim's Bistro at the Roadhouse, Inc
    - 1<sup>st</sup> class liquor, outside consumption, & tobacco for Wilmington Village Pub, Inc
    - 1<sup>st</sup> class liquor, outside consumption, and tobacco for L & S Inc, dba North Star Bowl
    - 1<sup>st</sup> class liquor and outside consumption for Red Mill Ltd. dba Old Red MillVote: All in favor.
4. **Action Items:**
  - a. **Proclamation:** The Selectboard signed a joint resolution with the Town of Dover Selectboard proclaiming Saturday March 22, 2014 "Devin Logan Day". Burke will present the proclamation at the celebration.
  - b. **Deputy Health Officer:** Burke moved and White seconded to recommend the Town Manager as Deputy Health Officer to serve as backup to the Town's Health Officer. Vote: All in favor. The State makes the official appointment.
5. **Interviews:** The board interviewed the following applicants for appointments:
  - Andrew Schindel (via phone) for Development Review Board. There was also discussion with Schindel regarding:
    - How to recruit more DRB members and how to retain them.
    - Zoning Administrator
      - Praised for all the help she gives to the DRB.
      - Full or part-time position – Schindel believes should be full time and ZA attend all DRB and Planning Commission meetings.
    - Time served: Schindel has served for 9 years and still enjoys it and is eager to serve.
    - Time intensive position – requires writing Findings outside of hearings. Are there ways to have a secretary do a draft version using a template for the DRB to then review and revise as needed? Schindel said templates are used by the DRB now, but they don't always fit in and they are fortunate to have Nicki Steel on their board with all her knowledge.
  - Heidi Taylor for Bi-Town Economic Development Committee
  - Peter Wallace for Development Review Board
  - Kathleen Wallace for Memorial Hall Board

Haughwout resigned as Selectboard Representative to the Bi-Town Economic Development Committee. Haughwout moved and White seconded to appoint Burke to the position. Vote: All in favor.

6. **Set Date For Joint Meeting:** The board set Wednesday, April 23, 2014 at 6pm for a joint meeting of the Selectboard, Development Review Board, and Planning Commission to help facilitate a smoother process for the public through the various groups. Dave Larsen will be asked to facilitate the meeting.
7. **Replacement of the Recently Vacated Zoning Administrator Position:** Murphy said an ad will be in the Deerfield Valley News this week and he has done a revised job description. He gave a handout with a summary of zoning activity over the years from 2002 – 2014 and an analysis of a full time versus a part time position. There was discussion regarding full-time vs. part time and also getting an interim acting ZA to fill in until a new person can be hired. The consensus was that Murphy will receive the applications and screen them for viable candidates and then schedule interviews with a subcommittee which will include a couple of members each of the Selectboard, the Planning Commission, and the Development Review Board. Murphy will give copies of ALL the applications to the Selectboard and Planning Commission.
8. **Correspondence to/from Selectboard:** Reviewed correspondence – no action taken.
9. **Other Business - Select Board Members Comments and Other Action Items:**
- White: Comments on newspaper listings and website which will be corrected. Trail kiosks are being ordered – Murphy will check on funds available. Reported that Fire Department was out on a call for three lost hikers in their late 70's in a remote area by Somerset Dam. They were finally out at 10pm.
  - Chapman reported that she attended the meeting about use of the high school today and there was a good turnout. Haughwout and White also attended.
  - Haughwout reported that the Water District bond passed.
10. **Town Manager's Updates:**
- Murphy and Ken March will be meeting with Hermitage about the fire agreement.
  - Attorney Bob Fisher is researching Shafter Park and has asked for more information which has been sent to him.
  - The Irish Celebration and Dancers will be at Memorial Hall Saturday night.
  - Better Backroads Grant money has been received for the work on Look Road.
11. **Executive Session:** Burke moved and Haughwout seconded to go into executive session for the appointment of a public officer with the Town Manager present. Vote: All in favor and the board entered executive session at 7:45 pm. They came out of executive session at 7:53 pm and took the following actions:
- Chapman moved and White seconded to appoint Heidi Taylor to the Bi-Town Economic Development Committee for an unspecified term. Vote: All in favor.
  - Fitzgerald moved and Chapman seconded to appoint Peter Wallace to the Development Review Board for a three-year term. Vote: All in favor.
  - White moved and Burke seconded to appoint Kathleen Wallace to Memorial Hall Board for a one-year term.
  - Two Selectboard members will contact Schindel for some follow-up questions within one week. No action was taken on appointment.

The meeting adjourned.

Respectfully submitted,

Mary Towne, Administrative Assistant

**Approved by Wilmington Selectboard:**

James R. Burke, Chair

Diane Chapman, Vice Chair

Susan Joy Haughwout, Clerk

Jacob White

Thomas J. Fitzgerald