

**Wilmington Selectboard/Sewer Commission**  
**May 7, 2014 at 6 pm**  
**MINUTES**

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

**Selectboard Member Absent:** Diane Chapman,

**Others Present:** Scott Murphy, Mary Towne, Chris Mays of Brattleboro Reformer, Jack Deming of Deerfield Valley News, Steve Love, Christine Richter, Tim Hunt

1. **Minutes:** White moved and Fitzgerald seconded to approve minutes of April 16, 2014, and April 30, 2014. Vote: All in favor
2. **Visitors and Public Comments:** None
3. **Action Items:**
  - a. **Rader Road – Road Closure Request for Route 100 S Culvert Project:** The State will be replacing a culvert on Route 100 South this summer. Route 100 will be closed from July 11 -14 (tentative dates). They have requested the Town to close a portion of Rader Road from June 23 until 30 days after completion of the work. The consensus of the board was to allow the temporary closing.
  - b. **Resignations:** The Board received a resignation from the Beautification Committee by Lenny Chapman and a resignation as an alternate to the Trail Committee from Mark Haughwout. Haughwout moved and White seconded to accept with regret. Vote: All in favor.
4. **Liquor and Outside Consumption Licenses:** Haughwout moved and White seconded to approve 6 Catering Permits for the Wilmington Village Pub, Inc for the Jazz Series being held at Memorial Hall on 5/24, 6/21, 7/19, 8/23, 9/20, 10/11. Vote: All in favor
5. **Audit:** Steve Love, CPA from Love, Cody, & Company gave a brief overview of the audit findings from this past fiscal year and the Town's overall financial position following the recently completed F/Y 2013 audit. The Town is in good financial standing. There was discussion of the rainy day fund that did not pass at Town Meeting due mainly to the wording. Love had suggested establishing such a fund last year and will send his suggestion for the name and description of such a proposed fund. The Board thanked him for coming in.
6. **Interview:** The Board interviewed Tim Hunt for an Alternate on the Trail Committee and thanked him for volunteering.
7. **Memorial Day Special Traffic Regulations:** Fitzgerald moved and White seconded to approve Special Traffic Regulations for the Memorial Day Parade on May 26<sup>th</sup>. Vote: All in favor. Haughwout said that this is the last year that she and Wendy Pratt will be coordinating the Memorial Day service and parade.
8. **Streamlined Zoning Permit Application:** The Selectboard were given drafts of the proposed streamlined zoning permit applications as prepared by Interim Zoning Administrator Diane Chapman. They will take them home to review and make any comments. Once they are approved they will be posted on the website in a format that can be electronically filled in and submitted. The town is setting up an account where people will be able to pay the fees on line as well.

9. **Correspondence to/from Selectboard:** Reviewed Act 250 log & other correspondence and no action taken.

10. **Other Business - Select Board Members Comments and Other Action Items:**

- a. Fitzgerald: Wilmington Works is looking for homes for the giant chairs that will be placed around the village. He asked if one could go on Memorial Hall Lawn from July 4 - September. Murphy will look into it.
- b. White:
  - Asked if the Town View Program is being updated. Yes.
  - Asked about exit interviews for recent resignations from the DRB. Haughwout volunteered to do them.
  - Asked that thank you letters be sent to Lenny Chapman and Mark Haughwout.
  - The opening celebration of the Valley Trail will be June 7 at 10am at Hermitage Gatehouse. More information to follow.
- c. Burke: Said he will place the inside flags at Memorial Hall for Memorial Day.

11. **Town Manager's Updates:**

- a. Zoning Administrator Search: Four candidates have been interviewed so far. With most hires the private information only goes to the Town Manager, but in this case, the Planning Commission makes the hiring recommendation so they will also receive the information.
- b. A Route 100 No-Parking Zone has been extended near Twin Valley Elementary School and signs will be placed by the state.
- c. Murphy said that Paul Tonon had been appointed as an Alternate DRB member on an "as needed" basis but he would like to be a regular alternate member. Haughwout moved and White seconded to remove any restrictive language from his term as an alternate member of the Development Review Board ending in 2015. Vote: All in favor.

12. **Executive Session:** Burke moved and White seconded to go into executive session with the Town Manager present to discuss appointment of a public official. Vote: All in favor and they entered executive session at 7:15 pm. They came out of executive session at 7:30pm.

Haughwout moved and White seconded to appoint Tim Hunt as an Alternate on the Trail Committee for the remainder of a four year term that ends in 2017. Vote: All in favor.

Meeting adjourned at 7:33pm.

Respectfully submitted,

Mary Towne  
Administrative Assistant

**Approved by Wilmington Selectboard:**

James R. Burke, Chair	<i>absent</i> Diane Chapman, Vice Chair	Susan Joy Haughwout, Clerk
Jacob White	Thomas J. Fitzgerald	