

Wilmington Selectboard/Sewer Commission
January 20, 2016
Meeting Minutes

Present: Diane Chapman, Tom Fitzgerald, Susan Haughwout, Jake White, John Gannon
Others Present: Town Manager Scott Murphy, Jessica DeFrancesco, Anna Drozdowski, Connie Snow-WWHT, Mike Eldred-Deerfield Valley News, Gretchen Havreduk, Tom Consolino

1. Visitors, Public Comments, Possible Changes to SB Agenda

No visitors or public comments

Murphy added 4 Liquor event permits to item #5 and removed item #8 from the agenda.

2. Approve Minutes of January 6 and January 8, 2016

Fitzgerald moved to approve the minutes of January 6 and January 8, 2016, White second; all in favor.

3. 6:00 PM Public Hearing for Laterre House Project- open at 6:05 pm

Connie Snow from Windham Windsor Housing Trust -This is a Final Public Hearing for the recently completed Laterre House renovation project. This Hearing is required because the Town, in conjunction with the Windsor & Windham Housing Trust, Inc, received funds of \$271,000 through the Vt Community Development Program to refurbish the seven unit building for affordable housing. ADA accessibility and energy efficiency were a major goal in this project. Kitchens and bathrooms were updated, and due to the renovations they were able to make some of the apartments more affordable. Current residents, who had to move out during renovations, always have the choice to move back before units are rented out. WWHT also runs Butterfield Commons in Dover, and has a building in Whitingham. White commented that taxpayers should be made aware that this did not come from the tax base, that it was a grant project. Consolino commented that he has been in a number of the WWHT project buildings and they do a terrific job.

Haughwout moved to close the public hearing 6:12 pm, Chapman second; all in favor.

4. Action Items

Each year the Selectboard signs a Certificate of Highway Mileage. This year, the state has subtracted Oxbow Loop, which they took back from the Town. There was also an addition to Class 4 roads due to the Town taking over a section of Haystack Rd. Haughwout moved to approve the Certificate of Highway Mileage for the year ending February 10, 2016, White second; all in favor.

Chapman moved to enter into Liquor Commission at 6:15 pm, Haughwout second; all in favor.

5. Liquor Commission: Liquor License

Haughwout moved to approve an application for a Open Container Ordinance Exemption Permit for Twice Blessed at Memorial Hall served under the license of the Wilmington Village Pub on 5/28, 6/25, 7/16, 8/20, 9/24, 10/8 from 6PM to 11PM, Chapman second; all in favor

The Hermitage Club has submitted four Liquor Event Permits for 178 RT 9E (the White House), catered by Hermitage Golf Club, that run from January 24-February 8, 2016. They are applying for event permits until their state license is approved. These applications came in late Tuesday.

Haughwout moved to approve the four event permits for 178 RT 9E, to be accompanied by a letter stating that last minute applications will not be accommodated in the future, White second; all in favor.

6. Selectboard to Possibly Adopt Town Policy for Use of 1% Fund for Matching Grant Applications

The Selectboard reviewed a possible Town Policy for using the 1% Local Option Tax Fund when applying for grants that require matching funds. The matching grant line item was removed from the budget with the stipulation that a percentage of the 1% funds would be set aside for matching grants. The Board discussed the process of grants and making funds available for matching grants. The Board was in consensus that they do not feel it warrants its own policy, but rather a short addition to the 1% policy. Consolino asked if the Board was going to set an annual budget for matching grants.

Haughwout stated that it should be discussed during the 1% guideline review that they are hoping to have at the February 3, 2016 meeting. The Board agreed that a maximum amount should be written into the policy while reserving the right to add more funds if such a grant should benefit the Town. Drozdowski inquired about the projects over \$50,000 needing voter approval.

Fitzgerald moved to authorize the use of 1% funds to be used for Matching Grants, Gannon second; all in favor.

7. Selectboard to Possibly Adopt Town Policy and Policy Changes for Existing Policies.

Police On-Call Pay-wording was discussed. Murphy will review the language and get a legal opinion before bringing it back to the Board.

Exempt Employee-more conflicting wording. Murphy will rewrite.

Salaried Dept Heads- Murphy would like to add the Zoning Administrator and Finance Officer. Dept Heads receive one full day of sick time per month instead of half a day. There is some question about the disability insurance program and who now qualifies. Murphy will look into it.

Employee Receipt of Gift- Murphy asked that the amount be changed from \$5 to \$25. Gannon feels that gift from a vendor, potential vendor or anyone doing business with the Town should not be acceptable. He suggested "In no instance shall any gift be accepted if its value is over \$25.00".

8. Review Town Attorney Responses and Possibly Select new Town Attorney

Removed from agenda

9. Correspondence to/from Selectboard

Reviewed list of expenses from Aging in Place. The Board would like Aging in Place to come in and discuss their 1% request that had been tabled after Town Meeting.

10. Other Business

Haughwout informed the Board that the School may approach the Selectboard in the future to request that the school meeting go before the Town at Town Meeting permanently, rather than rotate as they do now.

11. Select Board Members Comments and Other Action Items

Gannon discussed the Vigilant Guard meeting that took place Tuesday in Guilford. The Town Manager, Police Chief, Fire Chief, Road Supervisor, Deerfield Valley Rescue, Coldbrook Fire District and the Cert team were all in attendance. Haughwout commented that she was proud of the Wilmington representation at the meeting.

12. Town Manager's Updates

The recertification of Transfer Station has been completed. We will not need to recertify again until 2025.

Look Road bridge estimates- \$275,000 to replace the bridge as it is now, \$300,000 to replace it with a "superstructure" deck.

Dunkin Donuts should be starting construction in April, and plan to be open by the end of May.

Respectfully Submitted,

Jessica DeFrancesco
Administrative Assistant

Approved by the Wilmington Selectboard:

Diane Chapman, Chair

Tom Fitzgerald, Vice Chair

Jacob White

Susan Joy Haughwout, Clerk

John Gannon