

**Wilmington Selectboard/Sewer Commission**  
**January 4, 2017**  
**Meeting Minutes**

**Present:** Tom Fitzgerald, Diane Chapman, Susan Haughwout, Vince Rice, John Gannon–by phone

**Others Present:** Town Manager Scott Murphy, Jessica DeFrancesco, Angela & Matthew Yakovleff, Adam Grinold, Kristin Mehalick, Alex Beck, RT Brown, Mike Eldred–Deerfield Valley News

Meeting called to order at 6:00 pm

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

Add a Stump Jumpers request to Item #3

Add Executive Session at the end of the meeting

Item #7 has the incorrect parcel number

**2. Approve Minutes of December 21, December 28, 2016**

Haughwout moved to approve the minutes of December 21 & 28, 2016, Rice second; Vote: Rice–aye, Haughwout–aye, Fitzgerald–aye, Gannon–aye, Chapman–abstained due to absence.

**3. Action Items**

–Haughwout moved to authorize Police Dispatcher Susan Luchsinger to write municipal tickets for alarms, Rice second; all in favor.

–The Selectboard interviewed Angela Yakovleff for possible appointment to the Planning Commission. Angela had been approached by a couple of people and asked if she would be interested. She has attended three meetings to get acquainted with the process and other members. Haughwout moved to appoint Angela Yakovleff to the Planning Commission for the remainder of a three–year term that expires in March 2019, Rice second; all in favor.

–Stump Jumpers are requesting use of Haystack Road from Mowing Way to Hassey Bend. Both the Police Chief and Road Supervisor are ok with this addition. There have been issues with riders going off trails and the club feels this may help correct that. Haughwout moved to approve the Stump Jumpers request to use Haystack Rd from Mowing Way to Hassey Bend, Chapman second; all in favor.

Fitzgerald moved to enter into Liquor Commission at 6:12 pm, Haughwout second; all in favor.

**4. Liquor Commission**

The Wilmington Inn is currently under contract for sale. The closing date is set for February 21<sup>st</sup>. The Inn will run under the Pilcher Hospitality license until the sale is final, but once ownership changes a new liquor license needs to be on file.

Haughwout moved to approve a first class liquor license application for W I Foster, LLC. Db a Wilmington Inn, Rice second; all in favor.

Rice moved to exit Liquor Commission at 6:14 pm, Haughwout second; all in favor.

**5. SeVEDS Request for Funding**

Adam Grinold, Kristin Mehalick, Alex Beck and RT Brown presented their annual request for funding of \$5,628 through the 1% Local Option Tax Fund for ongoing regional economic development. Beck updated the Board on the High School Career Awareness program. Twin Valley is the most engaged school in the program at this point. All sophomores and Juniors are signed up for the program at this point. Field trips to local businesses have started. The program pays for buses to take students on these field trips. Beck also updated the Board on the internship program and the in–depth process to matching employee to intern. Brown gave a brief summary of his Instigate project, which organizes events to encourage and support entrepreneurship.

## **6. Personnel Policy Changes**

The Selectboard reviewed the proposed changes to the Town's Personnel Policy, as recommended by Town Attorney Ed Adrian (and previously reviewed by the Selectboard). Comments were made on the following sections:

- Section 6– Resignation
- Section 7–Dismissal: Employees Actions and Inactions
- Section 9–Excessive Absenteeism
  - Employee Availability
  - Drivers Licenses
- Section 15–Health and Safety
- Section 19–Employee Use of Mobile Devices
  - Where Can I Get a Copy of this Policy?

## **7. Possible Sale of Town Owned Land to Coldbrook Fire District**

The Parcel ID # on the documents and the property description are incorrect, so this item will be discussed at another meeting.

## **8. Correspondence to/from Selectboard**

Reviewed a letter from Mr. Wurzberger regarding a cement block previously meant for a lamp post.

## **9. Other Business**

## **10. Select Board Members Comments and Other Action Items**

Chapman was concerned that two executive sessions were held while she was away. She felt that the item discussed could have and should have waited one week until she returned.

## **11. Town Manager's Report**

The Fire Officers meeting on Tuesday was cancelled due to weather so there is no updated on Knox box keys.

Haughwout moved to enter into Executive Session at 7:16 pm for the purpose of reviewing the performance of an employee, Rice second; all in favor.

The Board exited Executive Session at 7:39 pm, no action taken.

Fitzgerald moved to adjourn, Haughwout second; all in favor.

Respectfully Submitted,

Jessica DeFrancesco  
Administrative Assistant

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

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Diane Chapman

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Vince Rice, Clerk

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Susan Joy Haughwout

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John Gannon, Vice Chair