

**Wilmington Selectboard/Sewer Commission**  
**October 7, 2015 at 6:00 pm**  
**Minutes**

Present: Diane Chapman, Tom Fitzgerald, Susan Haughwout, Jake White, John Gannon  
Others Present: Town Manager Scott Murphy, Jessica DeFrancesco, Anna Drozdowski, Pat & Peter Morris, Peter Morris Jr, Glenn Herrin, Robin & John Howe, Mike Eldred, Gretchen Havreluk, Chuck Clerici, Meg Streeter, Ken March

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

-Pat Morris expressed concerns with the Lt. Mark Dooley Memorial and asked what had been done since the last meeting. Murphy commented that nothing had changed. The Town had asked them to reduce the size of the monument, but it is still planned to be placed on the Memorial Hall lawn. Chapman commented that two people have approached her regarding this issue; Arlene Palmiter was in support of the plaque and one who was opposed. Chapman feels it is a memorial to all those who were killed in action in Iraq.

Peter Morris also spoke to his disapproval on the subject. White commented that this memorial is a way to remember what has happened and is still happening. Fitzgerald commented that the group lobbying for this memorial asked for nothing more than some space on the lawn. The Town did not participate in the creation of this memorial nor did they give any money toward it.

-Murphy asked to remove item #5 from the agenda

**2. Approve Minutes of September 16, 2015**

Gannon moved to approve the minutes of September 16, 2015, White second; all in favor.

**3. Action Items**

None

**4. Glenn Herrin, RERP Planner & Training Coordinator**

Glenn Herrin discussed the Vermont Alert system and its benefits to the towns and users. There are numerous types of alerts, and many ways to alert people from those who have signed up, to using E911 phone numbers, to “pinging” off of cell towers. This is all based on what type of alert or emergency you have and what groups of people you need to reach. March asked how long it takes to process an alert, and Herrin stated that it can take as little as 5 or as many as 15 minutes to process and send out an alert. You can target certain areas of town, or the whole town. Robin Howe inquired how other towns let residents and citizens know that this system is out there. Press releases in the local paper, as well as putting it up on the website are great ways to make people aware.

**5. The Hermitage Club Baselodge Tax Stabilization Request**

Removed from agenda

**6. Police/Fire Dept Relocation Committee Update**

Chuck Clerici updated the Selectboard on the progress of the Police/Fire Relocation Committee. The committee had reviewed the Breadloaf study for possible sites and a few were looked at. The Fire Department feels they should be more central to town, whereas the Police Department is more amenable to being on the outskirts of town. The old garage site is on the top of the list, however the Committee was recently approached by Frank Sprague regarding his property on RT 100N. His building is large enough for the new piece of fire apparatus that will need to be purchased, and most of the current fire equipment. Gannon

asked if other sites were still being looked at. They are being looked at as the committee is made aware of them. Haughwout commented that there has been no capital planning on the part of the Selectboard which is absolutely necessary to get this project, and others that will be coming up, completed. Drozdowski asked if there was a priority list in terms of what the first step is; ie, co-relocation, cost, location, etc. Clerici stated that right now the focus is on a site. Chapman stated that funding is a concern and does need to be addressed.

#### **7. 1% Local Option Tax Fund Overview Discussion**

The Board received a detailed layout of the 1% Local Option Tax Fund, committed and expended funds, as well as annual commitments. Revenue to date is roughly \$811,707, and expenditures are near \$553,316. This means that more than half of what has been taken in has been expended or committed. Haughwout stated that these numbers surprised her and wants to be sure the entire Board is aware of where the 1% funds stand. A simplified spreadsheet laying out revenue, expenditures, and commitments as well as a “total funds available” was requested. There are projects coming up that may need funding that might not be covered by the property tax base. Fitzgerald feels that the 1% fund has been a good investment. Streeter commented that it was a floor vote back in 2013 that passed the creation of the 1% Local Option Tax Fund, and had it been a ballot vote the outcome may have been different. Less than 200 voters were at Town Meeting to participate in the floor vote. The point of the 1% Fund was to “jumpstart” the town after the flood, but it doesn’t necessarily have to continue. Haughwout acknowledged that the majority of the funds were spent on the downtown area, while the whole town contributes to the fund. She urged the Board to think about dispersing the money back into more than just the downtown, possibly via infrastructure. Gannon feels that the 1% fund was good for the town, however there are some large capital expenditures coming that need to be dealt with as they will all need funding at the same time.

#### **8. Vt Agency of Transportation, 2015 Transportation Alternatives Grant Application**

Gretchen Havreluk, the Town’s Economic Development Consultant, presented an application for sidewalk improvements to the North side of East Main St, which is similar in scope to the Bicycle & Pedestrian Grant that the Town previously applied for but did not receive. The project would start near the Windham Windsor Housing building and go to the bridge near Mobil. The cost of the project is \$396,055. The grant is for up to \$300,000 and the Town’s match would be \$96,000. These funds could come from the match grant line item over three or four years, similar to how the COPS grant was done, or the funds could come from the 1% fund. Havreluk asked the Board to sign a resolution for her to apply for this grant. Chapman moved to sign the resolution for the VTrans 2015 TA grant, Fitzgerald second; vote 4-1, Haughwout opposed. Haughwout explained that she is very much in favor of this project, but she cannot vote on something when it hasn’t been decided where the matching funds are going to come from.

#### **9. Façade Grant Application Cut-Off Date**

Havreluk updated the Board that the Façade Program has \$17,882.82 left available. This afternoon \$15,000 worth of applications had been received but they have not yet been scored and processed. Havreluk recommended a deadline of 12/31/2015 for applications to be received. Haughwout asked if she anticipated waiting until the deadline and scoring the remaining applications in a large group. Havreluk explained that since they had been doing them on a first come, first serve basis that she didn’t feel they should change that now. The program itself is time consuming but what causes the most anxiety is presenting applications to the Board in such a public forum. There was discussion on projects that had been started, and projects currently operating under an extension. The Board felt comfortable with

Havreluk's recommended deadline, and would like to discuss a final completion date for new projects at another time.

**10. Correspondence to/from Selectboard**

Reviewed a letter from the Brattleboro Development Credit Corporation and other correspondence

**11. Other Business**

The Board set October 28 and November 11, 2015 at 5 pm for budget work sessions. More dates to be set at a later time.

**12. Select Board Members Comments and Other Action Items**

Susie-Due to some comments she had made previously, some may think she is responsible for the Morris' showing up tonight and expressing their concerns; however she wants the Board aware that she had nothing to do with them coming tonight.

Tom & John handed the Board a couple of sample Town Manger Evaluation forms. The Board decided to meet at 5:30 pm on 10/21 to decide on a form, date, and process for the Town Manager evaluation.

Jake- curious as to the DRB's authority in the Hermitage case findings. He could get better answer from the zoning administrator. White suggested creating a line item for the West Main St parking lot maintenance and upkeep. One of Reardon's benches has been taken and is being used as part of Wurzbergers barricade. The parking lot will be part of the budget discussion. Fitzgerald stated that Wurzberger may no longer be interested in being part of the contract.

Gannon stated that he wants to make sure the removal of snow is looked at in this area as well. Parking spaces are lost, and with all the new businesses, the town needs those spaces. White commented that the fire up in the woods behind Harriman Reservoir is still burning underground.

Gannon wanted to let the Board know that while the road crew was working on a turn around on Hall Rd, they were very communicative and friendly. He also found that there may be a way for the Old School Committee to get around some of the permitting issues that were mentioned previously.

Haughwout called Allison with questions about a publicized event at the library. Allison explained how the event came to be happening at the library, answered all Haughwout's questions and was extremely gracious in doing so.

**13. Town Manager's Updates**

- The Town may be eligible for partial funding for an Old School RFP Consultant due to a remaining balance left from the Breadloaf study. Murphy will look into it.
- VOSHA visted the WWTP, Highway garage, and Fire Dept. There were a few minor infractions but nothing major. A report will be sent to the Town when it is complete.
- There is a large culvert on Coldbrook Rd that will need replacing next year, and the time to do it will be when Mt Snow is already digging up a portion of the road for their water project. Funding will be needed for this project.

Chapman moved to adjourn the meeting, Haughwout second; all in favor.

Respectfully Submitted,

Jessica DeFrancesco  
Administrative Assistant

**Approved by Wilmington Selectboard:**

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Diane Chapman, Chair

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Thomas J. Fitzgerald, Vice Chair

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Susan Joy Haughwout, Clerk

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Jacob White

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John Gannon