

**Wilmington Selectboard/Sewer Commission**  
**November 16, 2016**  
**Meeting Minutes**

**Present:** Diane Chapman, John Gannon, Susan Haughwout, Vince Rice **Absent:** Tom Fitzgerald  
**Others Present:** Town Manager Scott Murphy, Jessica DeFrancesco, Craig Ohlson, Wendy Manners, Bill Hunt, Cammie Swanson, Gretchen Havreluk, Cindy Hayford, Lauren Harkowik-Deerfield Valley News

Meeting called to order at 6:01 pm

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

Haughwout thanked the road crew for their help on Election Day.  
Minutes of November 11<sup>th</sup> need to be removed-no quorum to vote

**2. Approve Minutes of November 2, November 9, and November 11, 2016**

Chapman moved to approve the minutes of November 2 and 9, 2016, Rice second; all in favor.  
Approval of November 11 minutes tabled until next meeting

Haughwout moved to enter Sewer Commission at 6:03 pm, Rice second; all in favor.

**3. Action Items**

Gary Smith is requesting an extension on his Preliminary Wastewater Allocation approval for his property located on Country Club Road, which is set to expire on November 17<sup>th</sup>. The preliminary 25% fee has been paid. Haughwout moved to approve the request for extension on a Preliminary Wastewater Allocation for Gary Smith's property located on Country Club Road, Chapman second; all in favor.

Chapman moved to exit sewer commission at 6:05 pm, Haughwout second; all in favor.

**4. Selectboard to Review the Town's Culvert/Bridges Capital Project List**

Highway Supervisor Bill Hunt put together a long-term project list of large culverts and bridges that will need repair and/or replacement in the upcoming years and presented it to the Board. There are many large structures that need to be replaced, and all structures are checked each spring. Some deteriorate quicker than others. Some qualify for grants and some are a combination of grants and municipal funds. There are some challenges that come with a few of the structures. For example: Old Ark Rd only has one entry/exit, so to replace that bridge it would need to be done in one day or a temporary entry/exit would need to be put in. Old Town Rd should be a project for next year and is a candidate for the Better Roads grant. Depending on the status of the Look Rd Bridge project, we could apply for a grant for this project. Manners commented on 100 year culverts, which the Planning Commission is trying to build into the Town Plan. Hunt replied that the newer culverts have been enlarged to reduce washout and do a similar job that a 100 year culvert would.

**5. Selectboard to Review the Large Capital Priority List**

*1) Look Road Bridge*

Needs to be done next year; borrowing or raising amounts incrementally still to be decided; possibility of a VTrans Highway Structures grant next year to partially fund.

*2) Large bridge and culvert projects*

Old Town Rd and Look Rd are at the top of the to-do list

Potential fund amounts should be drafted for town meeting warning

If awarded grants, they can be used to decrease the amount needed to appropriate at the following town meeting

Out-bound years projects will be looked at after budget season.

- 3) *Sidewalks (work in progress)*

West Main St will be done by June 30, 2017-there will be no more extensions on this so it has to be done by this date

East Main St- a design engineer has been awarded -North side of East Main St from Beaver St to the Mobil bridge-construction in 2018. Town portion is coming out of 1% funds.

South Main St-Havreluk will be applying for a Downtown Transportation Grant, which is a 50/50 grant; Application due in March, with construction in 2018. The remainder of the sidewalks needs to be prioritized.
- 4) *Recreational trail improvement (work in progress)*

Trails committee is struggling with Act 250 issues regarding the Valley Trail, but it is still ongoing. Potential expansion to hook Valley Trail to the Haystack trail.

It was suggested that the Trail Committee come to the Board with a budget request, otherwise they may not get any additional funds this fiscal year.

Valley Trail is on Google maps. Could hire someone to put the town trails on Google as well; could save money on printing maps. There has been discussion about a donation jar at the Chamber to also help offset some of the printing costs.
- 5) *Improve broadband and cell service*

Shearer Hill /Parsons Rd and Route 100S side of Boyd Hill are the only major areas that are underserved.

USDA has some grant funds available.

Fiber has been a popular choice but comes with a very expensive monthly payment.

A unified downtown Wi-Fi is being worked on. All businesses would pay some type of monthly payment to utilize this.

Cell service-mini towers have been put up all around: main roads and back roads, to boost service.
- 6) *Expand Memorial Hall Services (Memorial Hall could serve as a community center)*

Wings utilizes the Hall frequently and would like to use the hall year round.

Some Board members feel it is not the Town's responsibility to bring in renters, but to make sure the hall is maintained and available.

A list of projects with costs and a potential timeline should be created to keep track of what needs to be done
- 7) *Relocation of Fire, Police & Town Offices*

This is such a large topic, it will be discussed in depth at the next budget meeting
- 8) *Expand Library services*

The Board would like to see the Strategic Plan before moving forward with this.

It should be ready by the end of November
- 9) *Sewer/Water District merger*

Much more information is needed. Fitzgerald had previously offered to talk with Chris Lavoy.

Haughwout suggested speaking with John Goodell as he has been managing their current project, and Ashley Luct from the State which is who the Water District reports their progress to. A proposal has been submitted to SEVEDS. The district can't expand under their current permit. In order to expand, the district needs to finish their current upgrade.
- 10) *Community Center*

Memorial Hall could be utilized as a community space, though it doesn't have a kitchen.

Old School-Cindy Hayford and Cammie Swanson commented on this possibility. The community space would be a kitchen and the former library. Would the Town be willing to help support a space like this? The Board suggested they come back with a proposal once the building ownership/transfer is final.
- 11) *Emergency shelter (including assessing portable showers for TVES)*

If the Old School becomes unavailable, Twin valley Elementary School could be an option, with portable showers.

12) *Fire truck*

Manners commented that with the development of the proposed hotel stalled; this should be a very low priority, if it ever becomes necessary.

The Town is under contractual agreement with the Hermitage. Once the hotel is 50% completed, the truck needs to have been purchased. Their project is stalled due to Act 250 permits. Once their Master Plan is approved, then they apply for an Act 250 building permit. Once the permit is issued, the Town needs to get a plan in place for funding the truck.

13) *Business Recovery & Resource Center (inc. business succession planning)-On radar waiting for plans*

Sustaining a position like this is challenging. Havreluk has been trying to devise a plan, and has been meeting with individuals who would possibly be interested in this. There is a possibility of being able to move away from the restaurant/retail business and bring in other types of higher paying employment.

14) *Diversified housing options*

There was a study done by Windham Regional Commission. Havreluk will find it so the Board can have more information.

15) *Improve Job & Tax Base*

Could be combined with #13

## 6. Review of Possible Changes to the Municipal Personnel Policy

Haughwout-

cost effective regarding extra holidays- It would be approximately \$1560 for highway, should they get called out due to a storm on a holiday.

Agrees that all employees should accrue the same amount of sick time; 1 sick day accumulated per month worked.

Dept Heads-Unless you have an employee answering directly to you, you should not be titled a Dept Head.

Accumulative sick time cap of 150 days agreed on by all Board members.

Memo Agreement referenced on page 3 does not exist

Page 6-In regards to Compensatory time, everyone works different amounts of hours, so for everyone to have to work over 45 hours seems discriminatory.

Time sheets should be mentioned earlier in document

Leaving early should be treated the same as excessive tardiness.

John-

all benefits offered to employees should be listed out.

Media relations policy-who can speak to the press

Computer and cell phone use policy

Library issues need to be addressed as "library employees" are referenced in policy

Appeal process should be 15 days to accommodate the Selectboard meeting schedule

Grievances- Dept Head with a grievance and grievance regarding a dept head need to be addressed

Town should have every employee's home and cell numbers

Under Usage-there is a repetitive section

Bereavement-references A & B but there is no A or B attachment.

## 7. Selectboard to Possibly Set Limit of Events Fund Spending

The Events Fund criteria were recently amended but the allocation amount to fund the Program was not changed to accommodate the larger award amount. The previous limit was \$10,000 per year and

was funded through the 1% Local Option Tax Fund. Chapman moved to raise the Event Fund allocation amount to \$20,000 per year, Haughwout second; all in favor.

**8. Correspondence to/from Selectboard**

**9. Other Business**

The Town Manager to update the Selectboard on the Look Road Bridge Replacement Project.

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

Rice- Suggested getting an estimate for the cost of purchasing iPads for the Selectboard and possibly DRB and Planning Commission and brought to the Board.

**11. Town Manager's Report**

Chapman moved to adjourn at 8:17 pm, Haughwout second; all in favor.

Respectfully Submitted by:

Jessica DeFrancesco  
Administrative Assistant

**Approved by Wilmington Selectboard:**

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Thomas Fitzgerald, Chair

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John Gannon, Vice Chair

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Diane Chapman

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Susan Joy Haughwout

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Vincent Rice, Clerk