

**Wilmington Selectboard/Sewer Commission**  
**December 16, 2015**  
**Meeting Minutes**

**Present:** Diane Chapman, Tom Fitzgerald, Susan Haughwout, Jake White, John Gannon  
**Others Present:** Town Manager Scott Murphy, Jessica DeFrancesco, Bill Spirka, Jim Barnes, Ken March, Tom Consolino, Adam Grinold, Anna Drozdowski, Lisa Sullivan, Gretchen Havreluk, Chuck Clerici, Sharon Cunningham, Bobby Maynard, Chris Mays-Brattleboro Reformer, Mike Eldred-Deerfield Valley News, RT Brown, Kristin Mahalick, Alex Beck

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

Consolino inquired about agenda postings

**2. Approve Minutes of December 2 and December 9, 2015**

Gannon moved to approve the minutes of December 2 and December 9, 2015, White second; all in favor.

**3. Action Items**

The Selectboard discussed possible dates to hold a Public Hearing for proposed zoning amendment changes, as requested by the Planning Commission. The Board agreed on February 3, 2016 at 6 pm.

The Board of Listers submitted their Errors and Omissions List. Haughwout moved to accept the Errors & Omissions, as presented by the Listers, to the 2015 Grand List, Chapman second; all in favor.

**4. Final Recommendation from Police/Fire Relocation Committee**

Chuck Clerici presented to the Selectboard the committee's report and final recommendations from the Relocation Committee. The Committee deduced that the former Highway garage site was the most appealing due to its size and because the Town already owns the lot. If the Board decides to take this recommendation, then once the design process begins it is possible that there might be enough room for Rescue as well. Other sites were looked at, but were not as attractive or feasible as this site. The Fire Dept prefers to be central in Town, whereas the Police Dept is more flexible to be on the outskirts of the center. With this in mind, should the Health Center become available, there is a possibility that that location could also work. The Highway site has two buildings on site that the Committee recommend be re-located. By possibly purchasing a small piece of the three abutting properties, it would help with ease of access to the building. Haughwout asked if the South side of this lot could be filled in and raised up as the Committee suggested, or would there be permitting issues seeing as it is in the Flood Plain. Gannon responded that he had asked that question to ANR Monday night during a Planning Commission meeting, and they said that just Town permits would be needed. Grinold commented that he hoped the Board would explore consolidating/sharing some of its services with Dover. Spirka inquired about next steps. The Board has to discuss the recommendations and really look at the feasibility of the project before they move forward. They still need to look at the Capital Expenditures to see where this project falls on the priority list. The Board thanked the Committee for all of their work on this study.

**5. 1% Local Option Tax Fund Request**

Southeast Vermont Economic Development Strategies (SeVEDS), a subdivision of Brattleboro Development Credit Corp (BDCC), is asking for a renewal of the Town's funding contribution in the amount of \$5,628. RT Brown from Windham County Economic Development Program explained that they are there to stimulate job creation through business start-up, expansion, etc. This program is funded through Vermont Economic Development Authority. Grinold introduced Kristin Mahalick and Alex Beck of SeVEDS. Beck explained SeVEDS has started up some new programs that focus on career awareness; which includes paid internships, touring different industries, and learning about meaningful employment with growth opportunities

within Windham County. Their intern program has a 20% hire-on rate, and Wilmington currently has 5 internship positions available. This program shows students what a good job looks like, and that there are good jobs in Windham County, and how you can prepare yourself while still in high school to work toward this positive outcome. Haughwout asked if there were any statistics that showed how many jobs have been retained due to SeVEDS involvement. Grinold stated that there were not enough that they could claim easily, although they are potentially associated with many. Fitzgerald moved to renew the Town's contribution to SeVEDS in the amount of \$5,629, White second; all in favor.

**6. 1% Local Option Tax Fund Request-Fitzgerald and Gannon recused**

Wilmington Works is asking for a renewal and increase of their funding to \$30,000. Lisa Sullivan explained that the reason for the increased request is due to the matching funds they had been receiving from Wilmington Fund is no longer available. They plan to increase fundraising efforts to help with this loss as well. Sullivan and Wilmington Works Executive Director Anna Drozdowski gave an overview of the events and projects that they have partaken in; Shop Local, Taking it to the Streets, Blueberry and Fiddlehead Festival block parties to name a few. Chapman commented that when Wilmington Works approached the Board for funding two years ago, that it was a start-up and that they would eventually become self-sustaining. Sullivan and Havreluk addressed the Board stating that they will always need some funding. As it is a "designated downtown" they think that the Town should contribute something. Havreluk stated that she can absolutely recall telling the Board that they would be back each year to ask for funding. Wilmington Works is also contemplating "Program Dues" rather than yearly dues. This way business can choose what they want to partake in and the financial contribution won't be a large once a year hit. Haughwout recalled Havreluk's comments from two years ago, and remembers telling them that the amount may be reduced if the came back year after year. She asked how they felt about a multi-year contribution, with the potential for that amount being reduced once the term is up, if more funding is still needed. Sullivan and Drozdowski both feel a multi-year contribution would be a tremendous help. Haughwout moved to approve Wilmington Works' request from the 1% Local Option Tax for \$30,000 per year for the next three Wilmington Works budget years (16-17, 17-18, 18-19) beginning July 1, 2016, White second; all in favor.

**7. Bi-Town Marketing Committee Update**

Havreluk and Cunningham, on behalf of the Bi-Town Marketing Committee, updated the Selectboard on the progress of their 3 year program. In July, the Committee received a commitment from the Town of \$87,826, to be funded over three years. They discussed the blogs on the Chamber website and the requirements to be a blogger on the site. They are beginning to hire certain vendors (lodges, retailers, etc) to take part in a reporting study that would touch on how many people (not how many reservations) stayed the night, the number of transactions at their business, etc. With that, they will do a comparison with the same date as the year before (should that information be available). They have hired a company to help with "key word searches" so that the Deerfield Valley stays on top of the search results to help draw more consumers and visitors.

**8. Proposed Drug and Alcohol Policy for Town CMV Operators**

Currently the Town does not have a Drug & Alcohol Policy and one needs to be in place. This policy stems from a template from VLCT and has been reviewed by Attorney Woolmington. Fitzgerald moved to adopt the proposed Drug and Alcohol Policy for CMV Operators, Haughwout second; 4-1, Gannon opposed. Fitzgerald moved add the Drug and Alcohol Policy to the Town's Personnel Policy in Section IX : Conduct of Employees" subsection H, Haughwout second; 4-1, Gannon opposed. Fitzgerald moved to add the recommended provision regarding conflicts of policies to the Personnel Policy immediately preceding the heading of the newly adopted Drug and Alcohol Policy for CMV Operators; the recommended provision being "In the event of any conflict between the Drug and Alcohol Policy and any other provision of the Town's Personnel

Policies, the Drug and Alcohol Policy shall take precedence”; Haughwout second; 4-1, Gannon opposed.

**9. Correspondence to/from Selectboard**

Reviewed mail and a letter from an individual that had rented Memorial Hall last week.

**10. Other Business**

Set next budget meeting for 12/30/2015 at 5 pm

Murphy reminded the Board that a Town Report dedication needed to be decided on.

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

White-the Fire Dept responded to a 2<sup>nd</sup> alarm structure fire on Monday. They had mutual aid from numerous towns.

Gannon-Took Stevens & Associates for a tour of the old high school. They will contact SVMC, the Health Center, and the Gathering Place to discuss needs and potential outcomes.

Haughwout-the BCA met last week regarding moving Town Meeting and the election primary since entry access at the old high school is not great. The Board voted to move the election site to the Twin Valley Elementary School.

**12. Town Manager’s Updates**

The Request for Qualifications for a new town attorney has been posted. The deadline is January 16<sup>th</sup> or until filled.

There is a resolution making its way around to a lot of towns to require the Public Service Board to allow Towns more input regarding the placement of solar panels within their towns.

Chapman moved to adjourn at 8:02 pm, Gannon second; all in favor.

Respectfully Submitted,

Jessica DeFrancesco  
Administrative Assistant

Approved by the Wilmington Selectboard:

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Diane Chapman, Chair

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Tom Fitzgerald, Vice Chair

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Jacob White

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Susan Joy Haughwout, Clerk

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John Gannon