

**Wilmington Selectboard/Sewer Commission
March 15, 2017
Meeting Minutes**

Present: Tom Fitzgerald, Ann Manwaring, Vince Rice, John Gannon–by phone

Others Present: Town Manager Scott Murphy, Nicki Steel, Mike Eldred–Deerfield Valley News, Abby Friedman–VLCT by phone

Meeting called to order at 6:01 pm

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

–Steel–congratulates and thanks Manwaring and Fisher for their new positions on the board
There is no crosswalk sign for the crosswalk at Memorial Hall for West bound traffic. Murphy commented that construction on the sidewalks on that street is starting soon, so he will mention it to VTrans. Steel asked about having two newspapers as official papers. Steel asked for the Conflict of Interest Policy be put on the website.

–Remove item #5; this will be added to the April 19th agenda

–Add a discussion with Abby Friedman of VLCT regarding the Town Manager search

2. Approve Minutes of March 8, 2017

Manwaring moved to approve the minutes of March 8, 2017, Gannon second; all in favor.

3. Action Items

– Actions and Appointments:

Rice moved to eliminate Kathleen Brochin from the DRB, Fitzgerald second. Gannon commented that the motion should be in the positive. Rice withdrew his original motion and moved to reappoint Kathleen Brochin to the DRB, Fitzgerald; all no

Fitzgerald moved and Rice second to reappoint the following incumbents for the upcoming year:

<u>POSITION</u>	<u>INCUMBENT/Term yrs</u>
Tree Warden -----	Fred Skwirut/1
Energy Coordinator -----	Chuck Clerici/1
Senior Solutions/Council on Aging Rep -----	Jennifer Fitzgerald/1
Town Service Officer -----	Joseph Szarejko /1
Fence Viewer -----	Thomas Fitzgerald /1
Fence Viewer -----	Nicki Steel /1
Weigher of Coal -----	Peter Morris/1
Surveyor of Wood & Shingles -----	Fred Skwirut/1
Green Up Co–Chair -----	Kathryn Larsen/1
Green Up Co–Chair -----	Rebecca Sweeney/1
Trail Committee -----	Spencer Crispe/4
Trail Committee -----	Joe Arnold/4
Trail Committee Alternate -----	Spencer Crispe/4
Windham County Solid Waste District Supervisor Board --	Merrill Mundell/1
Alternate to WCSWD Board -----	Thomas Consolino/1
Windham Regional Commissioner -----	Thomas Consolino/1
DRB Alternate -----	Peter Wallace/2

–Rice moved to reappoint Craig Ohlson as Town Health Officer, Manwaring second; all in favor.

-Rice moved to sign the annual Certificate of Compliance for Town Roads & Bridge Standard for VTrans, Manwaring second; all in favor.

The Selectboard assigned Ex-Officio assignments:

Ex-officio – Planning Commission –Ann Manwaring

Ex-officio – Recreation Committee –Vince Rice

Ex-officio– Development Review Board– Tom Fitzgerald

Rep– Trail Committee –John Gannon

Rep– Bi-Town Economic Development – Tom Fitzgerald

Fitzgerald moved to enter into Liquor Commission, Rice second; all in favor.

4. Liquor Commission: Liquor License

Rice moved to approve a First Class Liquor License and Outdoor Consumption renewal for L&W Hospitality, Inc dba **Nutmeg Inn**, 153 West Main St; also the Wilmington Village Pub, Inc dba **The Wilmington Village Pub**, 7 South Main St, Manwaring second; all in favor.

Came out of Liquor Commission

5. Joint Meeting with the Planning Commission

Removed from agenda

6.10. Town Manager Search Discussion with VLCT

The Selectboard discussed the procedure for hiring a new town manager with Abby Friedman from VLCT. The process starts by finalizing the ad and job description, then put together a rough timeline. After the deadline for application, VLCT takes a week to process them, then they provide the town with copies of applications. An interview process will need to be made, possibly by committee for example; Selectboard-only committee, community members and a Selectboard member committee, etc. First round interviews are chosen. These are screening interviews which will last about 30 minutes by phone or Skype. VLCT usually asks the town to choose about 10 candidates and prioritize them. This is because some may drop out, some may not be qualified, and then you are still left with a number of candidates. Second round interviews, which are longer and may include candidates coming to town and doing a face-to-face., are then scheduled. From there the town should have your top 3 choices and then background checks occur. Employment contract and job offering needs to happen in open meeting. To maintain confidentiality up to the offering, VLCT assigns applicants a number and refer to them as that number during discussions. VLCT will do all of the communication. So during the first round, if there are applicants who aren't qualified, VLCT will be the ones to notify them. The Board and Friedman discussed advertising and online publications. The Board would like a print ad in the Deerfield Valley News and the Brattleboro Reformer. Fitzgerald would like the other Board members to send their advertising area requests to him and then he will send a collated list to VLCT. The Board is hoping to have someone in office between Memorial Day and July 1st.

Gannon suggests the committee be the Selectboard and one or two town employees to keep the process smooth. Bill Hunt was suggested as a possibility. Eldred asked if an interim town manager had been selected. One has not been selected or discussed at this time.

7. 6. Correspondence to/from Selectboard

8. 7. Other Business

The Selectboard discussed the comments made at Town Meeting regarding funding the Look Rd Bridge. The board will discuss at another meeting the option to pay the interest from the 1% Local Option Tax Fund. Fitzgerald moved to authorize the Town loan from People's Bank for funding the remaining costs associated with the Look Road bridge construction, as approved by the voters at Town Meeting Day,

Rice second; all in favor. Manwaring commented that a “not to exceed amount” should be in the motion. Fitzgerald withdrew his motion. Fitzgerald moved to authorize the Town loan from People’s Bank for an amount not exceeding \$444,000, for funding the remaining costs associated with the Look Road Bridge construction, as approved by the voters at Town Meeting Day, Rice second; all in favor.

9.8. Select Board Members Comments and Other Action Items

Rice mentioned the VTDigger article regarding Mt Snow.

Fitzgerald mentioned the conference happening in Burlington regarding Flood Mitigation Funding. In order to receive funds from this, the town would need to bring in a neighboring town as well. The Zoning Administrator tried to get a neighboring town to join but was not successful. Fitzgerald also reminded the Board of the joint meeting in Whitingham next week.

10. 9. Town Manager’s Updates

Rice moved to adjourn at 7:30 pm, Manwaring second; all in favor.

Respectfully Submitted,

Jessica DeFrancesco
Administrative Assistant

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Ann Manwaring