

# Wilmington Selectboard/Sewer Commission

May 18, 2016

## Meeting Minutes

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

**Others Present:** Town Manager Scott Murphy, Jessica DeFrancesco, Mike Eldred-Deerfield Valley News, Cheryl Rothman, Gretchen Havreeluk, Thad Quimby, Sharon Cunningham

Meeting called to order at 6:00 pm

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

Haughwout added an Executive Session at the end of the meeting to discuss a real estate transaction. Murphy added an interview with Cheryl Rothman for a Planning Commission position to be held during action items.

### 2. Approve Minutes of May 4, 2016

Chapman moved to approve the minutes of May 4, 2016, Rice second; vote: Rice-aye, Haughwout-aye, Fitzgerald-aye, Gannon-aye, and Chapman-abstained due to absence.

### 3. Action Items

There has been a request for a new road name for a road off of Gatehouse Trail, to be named "Powderhorn Lane". This road will be a private road and not maintained by the Town of Wilmington. Haughwout moved to approve the road name "Powderhorn Lane" that is located off of Gatehouse Trail, Chapman second; vote: Rice-aye, Haughwout-aye, Fitzgerald-aye, Chapman-aye, and Gannon-aye.

The Board interviewed Cheryl Rothman for a position on the Planning Commission. Rothman currently sits on the Beautification Committee and is very active within the town. The Board will possibly vote to appoint her at their next meeting.

Haughwout moved to enter into Liquor Commission at 6:07 pm, Rice second; vote: Rice-aye, Haughwout-aye, Fitzgerald-aye, Chapman-aye and Gannon-aye.

### 4. Liquor Commission: Liquor License

Haughwout moved to approve a Special Event Permit application for Licensee :Go America Go dba WhistlePig Whiskey for the event: South Main St Salsa Block Party for a 10' x 10' tent to be located on the premises of The Anchor Restaurant on South Main St on May 29, 2016. Also, possible approval of several Request to Cater applications from The Hermitage Club, LLC dba Hermitage Golf Club for events at 178 Rt 9 East (The White House) on 5/27-5/30, 5/31-6/03, 6/4-6/7, 6/8-6/11, 6/12-6/15 from 8AM-1AM, Rice second; vote: Rice-aye, Haughwout-aye, Fitzgerald-aye, Chapman-aye and Gannon-aye.

The Board came out of Liquor Commission at 6:09 pm

### 5. Proposed Zoning Changes

The Selectboard accepted the proposed changes to the Zoning Ordinances from the Planning Commission and set a date for a Public Hearing regarding said changes for July 6, 2016 at the beginning of their regularly scheduled meeting.

### 6. Town Attorney Search Results

The Selectboard reviewed the results from the Town Attorney Request for Qualifications (RFQ) search and decided that two members should do interviews and narrow the results down to the top two and then bring their recommendation back to the Board. Gannon and Haughwout volunteered to do the interviews. They hope to have their recommendation ready for the June 15, 2016 meeting.

## 7. 8. Former High School Building Update

John Gannon updated the full Board on the former high school building. The Twin Valley School Board put out a notice for a public informational meeting to take place on May 31<sup>st</sup>. There was some confusion as to whether it was an informational meeting or a hearing. The school board has put together a very tight time frame in regards to RFP's going out, reviewing the results, setting up a vote, etc. There were some questions that came up regarding the legality of pulling the vote should there be no Proposals submitted. Haughwout was corresponding with the school board chair, Phil Taylor, and hopefully some of these questions will get answered.

## 8. 7. Bi-Town Marketing Update

Gretchen Havreluk, Thad Quimby and Sharon Cunningham updated the Selectboard regarding the Bi-Town Marketing Program. They discussed their financials to date, current advertising and plans for future advertising, the graphics and design of the ads and blogs, and key word searches and how they work. They are still working on the survey for Restaurants, Retail and Lodging. The businesses will report in how many rooms/tables/transactions they had. This will help both current and future businesses. This date could also help draw in new businesses.

## 9. Correspondence to/from Selectboard

### 10. Other Business

- The Town has had a couple of inquiries regarding the Selectboard possibly lifting the moratorium on spending from the 1% Local Option Tax Fund. Haughwout stated that since there was a promise to fund the Fireworks, the Board will need to honor that and vote on it at their next meeting.
- The Selectboard needs to set a date to meet with the Fire Dept. Thursday, May 26<sup>th</sup> was decided on, and an agenda will need to be made for this meeting. Haughwout will work on the agenda.

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

Rice-After reviewing the Planning Commission goals as laid out in the town plan; he feels that the town should be using 100 year culverts rather than 25 year culverts. There was a short discussion about the budget and why it can't happen this year, but maybe a discussion with the road supervisor to see if it is feasible to start for next budget season.

### 12. Town Manager's Updates

- Town received their 1% Local Option Tax Fund payment for last quarter and it was \$109,000; compared to last May when the Town received \$89,000.
- The Town Manager reviewed certain aspects of the Open Meeting Law; not to discuss items that aren't properly warned when there is a quorum present, emailing individual members vs. the whole Board, Executive Session discussions should be kept in Executive Session and not discussed elsewhere.
- Review of the monthly Police Report-The police dept has a lot of information in their reports. If the Board feels other departments are lacking or missing important items, they should let him know.
- Discussed line striping that gets done each summer

Chapman moved to enter into Executive Session at 7:20 pm to include the Town Manager to discuss a real estate transaction, Haughwout second; Rice-aye, Haughwout-aye, Fitzgerald-aye, Chapman-aye, and Gannon-aye

The Board came out of Executive Session at 7:35, no action taken.

Chapman moved to adjourn at 7:35 pm, Haughwout second; Rice-aye, Haughwout-aye, Fitzgerald-aye, Chapman-aye, Gannon-aye.

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