

Wilmington Selectboard/Sewer Commission
June 3, 2015 at 6 pm
MINUTES

Present: Diane Chapman, Tom Fitzgerald, Susan Haughwout, Jacob White, John Gannon

Others Present: Town Manager Scott Murphy, Jessica DeFrancesco, Mike Eldred, Anna Drozdowski, Wayne Elliott, Jason Booth, John Lazelle, Bill Spirka, Gretchen Havreluk, Michelle & Dale Doucette, Jason Petrelli, Frank Sprague, Adele Mattern, Fire Chief Ken March, Jeremy White

1. Visitors, Public Comments, Possible Changes to Agenda

None

2. Approve Minutes of May 20, 2015

White moved to approve the minutes of May 20, 2015, Fitzgerald second; all in favor; Haughwout abstained due to absence.

3. Liquor and Tobacco Licenses

Fitzgerald moved to approve the Request to Cater Permit for Pipedream, LLC dba Anchor Seafood for August 8, 2015 at 8 South Main St for the Blueberry Block Party, White second; all in favor.

4. Action Items

None

5. (6) Wayne Elliott of Aldrich & Elliott

Wayne Elliott and Jason Booth discussed with the Board the upcoming steps in the Wastewater Treatment Plant Refurbishment Project; the Bid and Construction Phase. It is possible that the contractor will be able to work up until the end of December, and then the project will have to go into Winter Shutdown. Elliott is hoping to advertise the bid for the construction in the next couple of weeks, and be ready to award the bid by the beginning of August. There will be slight disruptions to the plant employees, but there should not be any disruptions to the users. The project, once completed, will have a warranty of one year, during which time Aldrich & Elliott will be responsible for dealing with any issues that may arise directly with the contractor. Haughwout moved to authorize Town Manager Scott Murphy to sign a contract with Aldrich & Elliott for Phase 3 construction for the Wastewater Treatment Plant Refurbishment Project, contingent on USDA loan approval, Chapman second; all in favor.

6. (5) Interview Applicant for Beautification Committee

Adele Mattern is a part time resident, here May-October and is very interested in being on the Beautification Committee. She has many years experience in gardening and has belonged to several gardening clubs in Florida. Fitzgerald moved to appoint Adele Mattern to the Beautification Committee, White second; all in favor.

7. Fire Department Location

Fire Chief Ken March addressed the Board stating the Fire Department is under a bit of a time constraint due to the agreement with the Hermitage to acquire a certain piece of apparatus that will not fit in the bays at the current fire station. He feels it is equally important to relocate the Police Department. Fitzgerald commented that adding on to a building rather than building a new one could be a huge incentive. March feels that building for tomorrow, not today, is important when making this decision. Many changes could be coming down the road and the

need for sleeping quarters, paid fire fighters, etc, may become a necessity. Forming a committee of 7 people (general public, Selectboard, Town Manager, Fire, Rescue, Police) would be a useful tool, and March hopes that such a committee would look at relocating both departments, not just fire. Michelle Doucette commented concerning the former Highway Garage as a possible green space for the town, and also regarding the timeline for the purchase of the ladder fire truck. When the Hermitage is 50% complete, the Town will need to have funds available to purchase this piece of aerial equipment.

8. Façade Grant

Gretchen Havreluk presented several Façade Grant applications to the Selectboard.

- a. **22 West Main St– Pickwell House:** Fitzgerald moved to table Pickwell’s application until the real estate taxes are current, Gannon second; all in favor.
- b. **19 South Main St – Pizza Palooza:** for siding, planter, window repairs. Discussed the Azek sheets in lieu of siding. Gannon moved to approve application for \$4,687.50 and Fitzgerald second; all in favor.
- c. **6 North Main St-Beyond Imagination-** This property has already been awarded funding for siding and therefore is not eligible. However, they have until June 30th to complete that project; otherwise the funds will be pulled. If that happens, this application could be looked at again, as long as the actual property owner submits the application.
- d. **661 Rt 100 N- River Valley Market-** for windows and woodwork on the greenhouse side of the building. Haughwout moved to approve the application for \$4,950.28 and Chapman second; all in favor.

9. Personnel Policy Changes

Haughwout recused herself as the discussion pertained to Department Head changes. Murphy presented the Board with several potential changes to the personnel policy. Changes include Police Officers On-Call, Exempt Employees, Department Heads-add Zoning Administrator and Treasurer, Holidays-Martin Luther King, Receipt of Gifts-increase from \$5-\$25. Murphy will do more research and bring recommendations to the next Board meeting.

10. Correspondence to/from Selectboard

Mike Eldred had approached the Board regarding the reasoning behind excluding single-family rental units from the Façade Program. Fitzgerald responded by stating that the Board felt it had to draw the line somewhere, and allowing single-family rentals would open the program up to all houses that are rented through the ski seasons. Taking that into consideration, the Board decided to exclude Single-Family buildings. Board members had numerous comments regarding their take on the policy. Eldred, A. Drozdowski, and Havreluk all had comments.

11. Other Business

None

12. (13) Town Manager’s Updates

Fire Rescue Truck purchase-The Rescue Fire Truck committee has reached a decision and recommended a Spartan Cab & Chassis. It will take about a year to get the truck built to the specifications we need. Haughwout asked for a list of the Rescue Truck Committee Members who participated so that a proper thank you can be sent.

Vigilant Guard exercise- The state will be conducting an Emergency Operation exercise next summer called Vigilant Guard. This is an important exercise to take part in as it can help the Town immensely when dealing with disasters; not just floods or ice storms, but even an overturned truck carrying hazardous material. Two members of the Selectboard have been

asked to join a planning committee meeting to be held June 18th in South Burlington. Gannon and Haughwout volunteered to attend.

13. (12.) Select Board Members Comments and Other Action Items

None

Fitzgerald moved to adjourn at 7:52 pm, Haughwout second; all in favor.

Respectfully submitted,

Jessica DeFrancesco, Administrative Assistant

Approved by Wilmington Selectboard:

Diane Chapman, Chair

Thomas J. Fitzgerald, Vice Chair

Susan Joy Haughwout, Clerk

Jacob White

John Gannon