

**Wilmington Selectboard/Sewer Commission**  
**July 8, 2015 at 6:00 pm**  
**Minutes**

Present: Diane Chapman, Tom Fitzgerald, Jake White, John Gannon

Others Present: Town Manager Scott Murphy, Jessica DeFrancesco, Mike Eldred, Seth Boyd, Gary DeBarba, Anna Drozdowski, Carol & Bill Herbert, Joe Levy, John Howe, Adam Grinold, Jennifer Royce, Alice Greenspan, Steve Goldfarb, Bettina Krumpetz, Mike Chase, Ken Black, Gretchen Havreluk, Tom Consolino, Therese Lounsbury, Jeanne MacDougall, Allison Maynard

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

-Murphy stated that item 9, Historic District Discussion, has been taken off the agenda, and item 4 requested amount should be \$2,000.

**2. Approve Minutes of June 17, 2015 and June 24, 2015**

-White moved to approve the minutes of June 17, 2015, Fitzgerald second; all in favor  
-White moved to approve the minutes of June 24, 2015, Fitzgerald second; all in favor

**3. Action Items**

-The Selectboard to sign the Acknowledgement of Arbitration supplement included in the engagement letter from auditors Love, Cody & Co, CPA's. Murphy recently discovered that the Town Manager has authority to sign this so there is no need for the Selectboard to sign the Acknowledgement.

**4. 1% Local Option Tax Fund Requests**

The Selectboard to consider four requests for funding through the Local Option Tax Fund:

- **Bi-Town Marketing Plan with Dover-Mike Chase**

\*Discussed a three-year advertising, digital advertising and marketing campaign, and ways to boost ads to draw more people to the valley. The cost is to be split evenly with Dover. The Board can pull out if it looks like it is not working. Dover met last night and they approved their half of the funds, contingent on both Wilmington's participation and the continued existence of the Local Option Tax. Gannon moved to approve \$87,826 for the Bi-Town Marketing Plan to be extended over three years, contingent that the 1% Fund continues, Fitzgerald second; all in favor.

- **Friends of Memorial Hall- Jeanne McDougall**

\*The goal for FOMH is to raise funds to go back into the hall for repairs. This year's goal is to raise enough money to replace the windows. The funding request is to help cover start-up costs which include a website, hi-speed internet, brochures. Gannon informed FOMH that Wilmington Works recently received a \$10,000 grant from Wilmington VT Fund to assist in fundraising efforts for Memorial Hall. There is an immediate need for 3 storm windows that are missing, and having them replaced before cold weather is critical. White moved to approve \$6,000 from the 1% Local Option Tax Fund to Friends of Memorial Hall, Fitzgerald second; all in favor.

- **Friends of Pettee Memorial Library-Therese Lounsbury**

\*Requesting funds for marketing and advertising library services. They are hoping to run ads in the Deerfield Valley News weekly, potentially having custom bags made for use at their book sales, and a sandwich board to advertise daily events. Anna Drozdowski asked if this would eventually become part of the budget or would it become a yearly 1% request? It could go to the Pettee Memorial Library Trustees at budget time. However, Allison Maynard, Librarian, stated that they have no line item for

advertising now. Gannon moved to approve \$8,390 from the 1% Local Option Tax Fund to the library for marketing and advertising, White second; all in favor.

- **Old School Enrichment Committee (OSEC)-John Howe**

\*Requesting funds for initial costs; incorporation filing, change of use filing, rental of PO Box, checking account, and legal expenses for negotiations. SVMC still seems very interested in the site, as does the Gathering Place and Jessica's Closet. WSSU is already renting space in the building, and the Summer Rec program is using it as well. The committee is hoping to take ownership of the building this fall. White moved to approve \$2,000 from the 1% Local Option Tax Fund to the Old School Enrichment Committee, Fitzgerald second; all in favor.

**5. Former High School Building Use**

-Chapman stated that if the old portion of the school is torn down, a new kitchen will be a necessity as the building is currently the Town's Emergency Response Shelter. John Howe and Steve Goldfarb explained that the school will still need access to the fields and gym for sports activities, but they will not be able to if the school district is still the owner of the building. Grinold commented that the user fees should be looked at. It could become a potential issue. Seth Boyd commented that the Old School Enrichment Committee has done a great job of keeping this project moving. The Gathering Place has gotten the most public support. Discussed renovating the old portion verses knocking it down. Havreluk had met with a member of the Historic Preservation Committee and it was determined that the school had little to no historic character left. There are some windows and some wainscoting that could be re-purposed, but that's all.

**6. Facade Grant Applications**

Gretchen Havreluk presented several Façade Grant applications to the Selectboard.

- a. **5 W Main St-Dots:** for retaining wall work, covering with stone. The total project cost is \$4,850, they are requesting \$3,637.50.
- b. **25 Coldbrook Rd-Dr. Ruhl/Dr. Beaudette:** for a new sign as the two businesses have merged. The total cost is \$2,600, they are requesting \$1,950.
- c. **22 West Main St- Pickwell House-** The taxes and other fees are now current. They are looking for siding repairs, and to repair the porch around the whole building. The total cost is \$6,337, they are requesting \$4,752.75.

Fitzgerald moved to approve Dot's application for \$3,637.50, Chapman second; all in favor.

Chapman moved to approve Dr Ruhl/Dr Beaudette's application for \$1,950, White second; all in favor.

Gannon moved to approve Judy Kline's application for \$4,752.75, White second; all in favor.

**7. East Main St Sidewalk Grant Application**

-Gretchen Havreluk presented a preliminary application for VTrans Bike/Ped Grant for streetscape improvements to East Main St sidewalk to the Selectboard. This grant is a 90/10 split and is federally funded. This would cover the North side of East Main St; retaining wall work, new sidewalks, lighting, telephone pole movement. The first step is hiring an engineer to do the design work. It will take 2-3 years for this one project to be completed. Gannon moved to accept and sign the resolution for the application under Vermont Transportation Bicycle and Pedestrian Program, Fitzgerald second; all in favor.

**8. Revolving Loan Fund Limit**

-The Selectboard to consider possibly amending the \$20,000 limitation on Revolving Loan applications for specific, macro socio-community development projects. The Selectboard decided to table this discussion until Selectboard Member Haughwout could be present, as she

is the one who requested this item. Havreluk informed the Board that there are currently three revolving loans; totaling \$47,000. The total lending limit is currently capped at \$75,000 maximum. Murphy mentioned that the program currently is limited to “for profit” entities and non-profits are ineligible.

#### **9. Historic District Discussion**

-Removed from agenda

#### **10. Correspondence to/from Selectboard**

-Reviewed Act250 log

-Discussed e-mail received from Meg Streeter regarding tax rates. Selectboard decided to have State Representatives come to a public meeting to explain the tax rate and strategize ways to control it.

#### **11. Other Business**

- The rescinding of former Memorial Hall Board Guidelines

\*Memorial Hall Board was not re-appointed this spring. The charge expired in 2012 and guidelines were put in place. The Board agreed to rescind the Memorial Hall Board guidelines.

- The Selectboard to possibly accept the proposed 2015 Town Plan from the Planning Commission and possibly set a date for a Public Hearing

\*The Selectboard accepted the proposed Town Plan and heard comments from Adam Grinold regarding the flood zone and changes that were happening that would affect landowners without their knowledge. The Board decided to hold a public hearing to hear comments on the Town Plan for August 19<sup>th</sup>. The Board reviewed the approval and amending process.

#### **12. Select Board Members Comments and Other Action Items**

-White & Gannon will be hiking tomorrow morning with Rebecca Chalmers from the Wetlands Agency.

#### **13. Town Manager's Updates**

-The Police/Fire Committee has been formed. Being led by Chuck Clerici, the members will be Fire Chief March, Police Chief Szarejko, Heidi Taylor from Rescue, SB member White, Jim Burke and Dennis Heberlein.

- The Pre-bid meeting for the WWTP Refurbishment project was well attended with about 10 contractors.

-Coldbrook Rd culvert is completed. It will be about two weeks until it is paved, as the road needs time to settle. White commented that the signage for that construction didn't work out. It was hard to tell which part of the road was closed at which times.

-The culvert inventory from Windham Regional Commission has been completed. The Town has 861 culverts, not including driveway culverts.

Meeting was adjourned at 8:10 pm.

Respectfully Submitted,

Jessica DeFrancesco  
Administrative Assistant

**Approved by Wilmington Selectboard:**

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Diane Chapman, Chair

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Thomas J. Fitzgerald, Vice Chair

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Susan Joy Haughwout, Clerk

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Jacob White

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John Gannon