

**Wilmington Selectboard/Sewer Commission**  
**August 19, 2015 at 6:00 pm**  
**Meeting Minutes**

**Present:** Diane Chapman, Tom Fitzgerald, Susie Haughwout, Jake White, John Gannon

**Others Present:** Town Manager Scott Murphy, Jessica DeFrancesco, Chris Mays, Mike Eldred, John Bennett, Craig Ohlson, Anna Drozdowski, Laura Steele, Ryan Bartlett, Adam Grinold, Nicki Steel, Lisa Granfors, Peter Wallace, David Towler, Gary Austin, Gretchen Havreluk

Meeting and public hearing called to order at 6:00 pm

1. 6:00 Public Hearing for Proposed Changes to the Town Plan

-John Bennett from Windham Regional Commission (WRC) started off by explaining that the current Town Plan is set to expire on September 15, 2015, and it is a 5 year plan. The Town has acquired a Municipal Planning Grant for a full Town Plan re-write that is good until May 2016. There is a Flood Resiliency element that, as of 2014, is required in all Town Plans. Grinold commented that there are portions of the flood resiliency, specifically the River Corridor, that he feels need to be looked at. There is no understanding of this corridor or its implications, yet it is in the Town Plan. The river corridor has no real impact until it is put into one of the Zoning Ordinances, and Grinold urges the Planning Commission to consider not adding it.

Bartlett commented that he is in favor of expanding the Historic District and not in favor of introducing large public chain stores.

L. Steele offered her opinion that maybe language pertaining to necessary chains, like a grocery store, verses unnecessary chains, like Dunkin Donuts, could be added into these documents as well.

Drozdowski commented that there were Downtown Designation omissions, the mission statement in particular, and as director of Wilmington Works she is willing to help correct these.

There was discussion regarding the timeline and process for adopting the Town Plan. The plan can be updated any time, and the Town can adopt a new plan any time. When a plan is adopted, not re-adopted, the 5 year term restarts.

N. Steel commented that more detailed Planning Commission minutes would be helpful since right now there is no record within the minutes of changes made to the Plan, just that changes were made.

Fitzgerald moved to close the public hearing at 6:27 pm, White second; all in favor.

2. Visitors, Public Comments, Possible Changes to SB Agenda

-Murphy added the possible adoption of the proposed Town Plan to item number 4, action items

3. White moved to approve the minutes of August 5, August 6, and August 10, 2015, Fitzgerald second; Chapman, White, Fitzgerald, Gannon in favor; Haughwout abstained due to absence.

4. Action Items

- Haughwout moved to approve an application for an Open Container Ordinance Exemption Permit and a Request to Cater Permit for two dates at Memorial Hall (8/29/15 & 9/12/15) for shows sponsored by The Friends of Memorial Hall and served by Jim's Bistro @ The Roadhouse, Chapman second; all in favor.
- Haughwout moved to approve the proposed Town Plan, excluding the Flood Resiliency pages 82-85, White second. There was discussion regarding the ramifications if the plan

was not re-adopted by 9/15/15. John Bennett of WRC commented that the Town would not be eligible for CDBG grants or planning grants, to name a couple. Gannon commented that he had concerns about re-adopting the proposed plan. White said he is happy with the town plan with the exception of the flood resiliency portion. Fitzgerald reminded that Board that if a substantial change were to happen, another public hearing would need to be warned, which requires 30 days, and that would put us out of compliance. Grinold commented that although he has issues with the flood resiliency portion, he would not want to see the Town Plan default; the flood resiliency has many good portions. Haughwout withdrew her motion. Fitzgerald moved to approve the town plan as presented, Haughwout second; Chapman, Fitzgerald, White, Haughwout in favor; Gannon opposed. Motion passed 4-1. Haughwout commented that the comments made tonight will not be overlooked. There is record of the comments and they will be passed on.

5. Selectboard to Possibly Amend Existing Selectboard Policy Regarding the Signing of Off-week Orders

-A former Selectboard passed a policy that 2 members could sign orders on weeks that the board did not meet. VLCT did not agree with that procedure, as they feel the Treasurer should know who is coming in to sign the orders. Murphy stated the town council feels the town is in compliance based on the statute, although our council did not have VLCT's response. Gannon commented that the signed orders are suppose to come back to the board on off weeks. Copies of orders will be given to the board at each meeting. Fitzgerald stated that VLCT's opinion on the statute, paragraph 2, be sought. Tabled until next meeting.

6. Police Chief Joseph Szarejko to Update Selectboard on Police Dept Policies

-Chief Szarejko addressed the recent article in the Deerfield Valley News stating that it had a devastating effect on the department. The department is short staffed; however Buzzy Towne Park is being patrolled. Foot patrols could be considered if it becomes a necessity. Many individuals that had been the cause of issues in the park have been arrested and are no longer in the area. Haughwout stated that she feels that the board may have been given misinformation. Chief also commented on the implication that the police department has a lack of drug involvement. Drug cases can take months to investigate before an arrest can be made. Two major arrests were made recently after months of investigation and undercover work. Last year 110+ bags of heroin were confiscated during a traffic stop. An officer was recently hired, already part-time certified. He is looking to be full time. The department has had over 950 incidents this year. There have been numerous assists to fire and rescue calls; plus traffic stops and walk-ins. If someone receives a complaint or suggestion regarding the department it is imperative that they inform the Chief so he can address it. He can't fix problems that aren't brought to him. Haughwout feels that perhaps the public perception of "community policing" is part of the issue. There was some discussion on the break-ins last year and what was done to inform business owners. Murphy informed the Board that there is a business owner who has agreed to be the contact person for such situations to disseminate information. Chief has spoken with landlords about creating a "Landlord Association" which would alleviate some problems as well. Landlords would communicate to each other regarding "undesirable" tenants and issues they had encountered. They discussed Community Policing Initiatives, and also the possibility of a "universal trespass notice procedure" for the downtown businesses. The Chief feels that the business owners should be able to decide whether or not an individual is allowed in their place of business. This would not be the case if they utilized a universal trespass notice. Gannon asked about merging the police department with another town. The Chief is opposed to the idea, and stated that he did not come prepared to answer that. White asked if acquiring more speed boxes would help. The Chief was open to

possibly getting more speed boxes. He could not give a definitive answer as to whether or not it would help, but placement of speed boxes requires permits from the state that can be difficult to acquire. The traffic enforcement perception has been blown way out of proportion on social media, etc. Chapman stated that she understands personally the sacrifice that officers make in regards to their families, and she appreciates what the department does. Drozdowski stated that she had great interaction with the officers at the block party a couple of weeks ago. Chief informed the board that long-time dispatcher Cathy Goodell has decided to retire and they will be looking to hire a dispatcher for a 30 hour position. Wallace commented that when he first moved to West Main St he had a positive experience when an officer stopped in, informed him of “undesirable” people living next door, and gave him his contact information should any problems arise.

7. Façade Grant Applications

- a. **425 E Dover Rd-Boyd Family Farm:** for sign, siding on office, market area. The total project cost is \$7,175, they are requesting \$5,000. The only portion eligible is the sign, as the rest has already been started, which makes it ineligible. Sign cost is \$1,675, \$1,256.25 is eligible. Haughwout moved to approve the application pursuant to the sign portion only, White second; all in favor.
- b. **11 W Main St-Quaigh Design:** for roof replacement. The total cost is \$4,050, they are requesting \$3,037.50. Gannon commented that he doesn't feel a roof should be considered. The Board approved a roof across the street last year. Haughwout moved to approve the application, Chapman second; 4 in favor, Gannon opposed. Motion passed 4-1.
- c. **88 E Main St-Viking Motel:** for new sign, landscaping along rock wall. The total cost is \$6,208.52, they are requesting \$4,656.39. Haughwout moved to approve the application, Fitzgerald second; all in favor.
- d. **30 W Main St-Norton House:** for “Corn Crib” building and landscaping parking lot. The total project cost is \$9,470, they are requesting \$5,000. Haughwout moved to approve the application, no second, motion withdrawn. Discussed visibility, and how it conforms to the criteria. The landscaping is for the back near the parking lot. Although it is visible to those entering and exiting parking lot, it is not visible from the roadway, which is a requirement. Fitzgerald moved to approve the landscaping portion of the application, Haughwout second; Haughwout, Fitzgerald for; Chapman, Gannon, White opposed. Motion failed 2-3.

8. Correspondence to/from Selectboard

-Fitzgerald stated that a resident would like to enter into a contract with the Town for plowing his portion of the West Main St parking lot even though he refused to enter into this contract previously. The Board decided to table this until the next meeting.

9. Other Business

-The Selectboard reviewed different formats for financial reports available. Gannon stated that layout #3 is what he was looking for. These reports will be distributed at each meeting.

10. Select Board Members Comments and Other Action Items

-Fitzgerald and Gannon attended the “Old School Working Committee” meeting where they reviewed financials and discussed renovations. The School Boards will probably be requesting 1% funds to hire a project manager. After looking at renovation costs and other parts of the project, Fitzgerald and Gannon feel the Town should hire an independent consultant for a renovation estimate to get a better financial picture in case the Town takes title of the building in the future. Haughwout asked where the school stands on this? Will they

be contributing in any way to this project? Fitzgerald didn't feel that the school will be contributing much. Haughwout feels the school is "dumping" the building into the Town's lap. Grinold commented that he didn't feel that was the case. He feels that the OSEC has taken this as far as they can, and the Town has access to more funding resources than the school, so the financial burden on tax payers would be less if the Town took ownership.

11. Town Manager's Updates

- Rt 9 Bridge work started this week. A sleeve will be inserted to alleviate the issues with the stone cistern.
- Memorial Hall roof repairs are completed and the painters are working on the ceiling now. A grant was received in the amount of \$30,000 for insulation, weather proofing, electrical assessment, etc. New storm windows will be installed soon.

Gannon moved to adjourn at 8:27 pm, White second; all in favor

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