

**Wilmington Selectboard/Sewer Commission**  
**April 3, 2013 at 6:00pm**  
**MINUTES**

**Selectboard Members Present:** Margaret Streeter, James Burke, Diane Chapman, Susan Haughwout and Jacob White

**Others Present:** Scott Murphy, Mary Towne, Chris Mays of Brattleboro Reformer, Jack Deming of Deerfield Valley News, Renee Galle, Alan Greenspan, Bill Spirka, Ken March, Robin Howe, Jeanne MacDougall, Randy Knaggs, Stephanie Powers, John Lazelle, Wayne Elliott, Gretchen Havreluk, Bill Hunt

1. **Minutes:** Chapman moved and Burke seconded to approve minutes of March 20, 2013. Vote: Four in favor and Haughwout abstained.
2. **Visitors and Public Comments:** None
3. **Liquor and Tobacco Licenses:** Haughwout moved and White seconded to approve the following renewal applications for businesses; Jim's Bistro at the Roadhouse, Inc. (1<sup>st</sup> class restaurant), Lucas Enterprises, LTD dba River Valley Market @ Mt Snow (2<sup>nd</sup> class & tobacco), Small Dark & Handsome, LLC (White House - 1<sup>st</sup> class hotel). Vote: All in favor.
4. **Action Items:**
  - a. The Downtown Designation has been approved and Wilmington Works is now setting up its Board. The Selectboard can designate two representatives to the Board. Burke moved and White seconded to appoint Susan Haughwout and Diane Chapman as representatives to the Wilmington Works Board. Vote: All in favor.
  - b. Tractor: Murphy told the board that the Highway Department would like to purchase a tractor for roadside mowing. They tried out the proposed machine for a couple of weeks last fall and were happy with it. They would not have to contract roadside mowing as has been done previously and it would allow more flexibility with cutting times. This would save the road crew cutting grass and brush by hand at intersections where drivers' views can be obstructed. It will save money and make the roads safer. The FEMA reimbursement funding will more than cover the cost. Burke moved and Chapman seconded to authorize the Town Manager to purchase a Highway Department tractor for roadside mowing as presented using FEMA reimbursement funds. Vote: All in favor.
5. 6:15 Public Hearing for Community Development Block Grant – Disaster Recovery Grant Application for Feasibility Study for possible locations to co-relocate the Police and Fire Departments: Chair Meg Streeter called the Public Hearing to order at 6:15 pm.

Town Manager Scott Murphy gave a summary of the grant application. Flooding from Tropical Storm Irene flooded both the police station and fire station, putting them both out of service and causing major damage and loss of equipment. The study's goal is to find six possible locations away from the town's flood zone.

Public comments:

- a. Bill Spirka: Thinks it is a good idea and needs to get done. He asked what if it turns out that two separate locations would be better than a co-location? Murphy replied that the feasibility study will look at all options so we can determine what is best.



- a. **Memorial Hall:** Clerici discussed the recent Energy Audit Report at Memorial Hall. There are several recommendation to make the building more energy efficient. It is currently an extremely leaky building. The energy budget now is about \$9,300 which figures out to an average of \$25.00 per day. The hall needs a new boiler and Clerici recommends a propane one instead of oil. He recommends a coordinated master plan for repairs and offered to help with that. Air conditioning was also discussed and would cost about \$30,000 to \$40,000. Clerici said the analysis of savings was based on the hall having heating only. If air conditioning were installed the numbers would change. The board thanked Clerici and gratefully accepted his offer of help.
- b. **Town Garage:** Clerici explained the possibility of a solar installation at the Town Garage as part of an energy lease with a private investor. He gave the board a flyer and information sheet. If the proposal is implemented, the extra power generated could be used to power the Town Hall and Memorial Hall and possibly other town property. There are no upfront fees and the town receives a price break on power for ten years. The equipment is purchased after 10 years at fair market value at that time. Several towns in the state are already doing this. The board authorized Clerici and Murphy to proceed by sending out a simple RFP to see what other offers are available. The board thanked Clerici for his time and effort.

- 10. **Discuss and Possibly Approve Procedures for Future Uses of 1% Local Option Tax Funds:** The board reviewed a draft and made one change. The document was approved by consensus with the one change. (Copy attached to minutes.)
- 11. **Reaffirm (or not) Incumbents to Boards, Commissions, and Committees whose terms are expiring:** The board decided to eliminate the Green Mountain Beach Committee and instead turn it into an Advisory Group who will work with the Town Manager on the beach activities. The board was pleased that Joanne Fowler has volunteered for this group.

**Long Term Community Recovery Steering Committee:** Haughwout moved and Chapman seconded to appoint Felicity Ratte to the committee for a one-year term. Vote: All in favor. The terms of the other members Renee Galle, Sheila Osler, and Mary Wright will also be one year.

White moved and Burke seconded to reappoint the following:

<b>POSITION</b> -----	<b>APPOINTEE/TERM</b>
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 -----	William B. Adams /1
Fence Viewer -----	Nicki Steel /1
Weigher of Coal -----	Peter Morris/1
Surveyor of Wood & Shingles -----	William B. Adams/1
Development Review Board -----	Nicki Steel/3
Recreation Committee-----	Leitha Cipriano/4
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-----	Mark Haughwout/4
Memorial Hall Board-----	Scott Murphy/ 1
Memorial Hall Board-----	Carlotta Gladding/ 1
Memorial Hall Board-----	Robin Howe/ 1
Memorial Hall Board-----	Alan Greenspan/ 2

Memorial Hall Board----- Jeanne MacDougall/ 2  
 Memorial Hall Board----- Alice Greenspan/ 3  
 Memorial Hall Board----- Francis Alfieri/ 3  
 Windham County Solid Waste District Supervisor Board ----- Merrill Mundell/1  
 Alternate to WCSWD Board----- Thomas P. Consolino/1  
 Windham Regional Commissioner ----- Thomas Consolino /1

Vote: All in favor. The board would like to ask Nicki Steel to come in for an interview.

12. Correspondence to/from Selectboard:

- Review Act 250 log: None
- Other correspondence: A letter was received from Al Wurzberger.

13. Other Business - Selectboard Members Comments and Other Action Items:

- a. Burke updated the board on the town garage. The tanks will be removed at the old garage site this spring and the building may be demolished.
- b. Haughwout thanked White for attending the Planning Commission meeting. She reported that the Planning Commission is rallying.
- c. Streeter gave a legislative update regarding the House passing bill H.526 – Shore Land Protection Act, and to contact our representative about new permits being proposed if it passes the Senate. She also reminded the board that they need to set a date in April or May for a special goal-setting session.

14. Town Manager’s Updates:

- a. He is working on a Wings Proposal for Use of Memorial Hall to possibly use the hall during the day in the school season for ½ to 1 hour per day. He will update the board when more information is available.
- b. Quail Hollow/Mountain Ponds Sale was delayed but will be closed on soon.
- c. A design for the Bridge Plaque was shown to the board and they liked it.
- d. The audit report has come in and copies were passed out to the board.

Meeting adjourned at 8:18pm

Respectfully submitted,

Mary Towne, Administrative Assistant

**Approved by Wilmington Selectboard:**

Margaret L. Streeter, Chair

James R. Burke, Vice Chair

Diane Chapman, Clerk

Susan Joy Haughwout

Jacob White

Attachment to 4/3/13 minutes:

## **Procedure for Funding Requests of the 1% Local Option Tax Reserve Fund**

The following guidelines have been established for the use of the 1% Local Option Tax Reserve Fund:

- The Select Board is the statutorily approved decision making body authorized to determine the use of the Reserve Funds. All requests for funding must be approved by the Wilmington Select Board.
- Projects that require \$50,000 or more in funding must be approved by the Select Board **and** the Wilmington voters at a properly warned Special Meeting, held on a semi-annual basis (in March at the Town Meeting and in September, if needed). This \$50,000 limit is a cumulative total for projects that continue more than one year.
- Projects that request less than \$50,000 can be approved by the Select Board at the first regularly scheduled Select Board meeting of each quarter (January, April, July, October).
- The Select Board reserves the right to bring **any** project, regardless of cost, to the voters if they deem it in the best interest of the Town to do so.
- Since the amount of funds in the Reserve Account will fluctuate, the Select Board may choose not to fund a Project, or decide not to bring the request to the voters at the time of application, in order to maintain a specific balance in the Reserve Account.
- Applicants that are interested in applying for monies from the Reserve Fund will need to complete a short application form or submit a similar informational Business Plan.
- The Select Board will issue a decision on all applications within two weeks of the presentation of the application at a quarterly Select Board meeting. The semi-annual decisions that include the voters will be decided at the Special Meeting. Approved Projects will be able to access the funds with the signing of the next Town warrants (usually within one week).
- The above guidelines will also apply to any Select Board sponsored Projects.

**Approved by Wilmington Selectboard April 3, 2013**