

Wilmington Selectboard/Sewer Commission
August 21, 2013 at 6:00pm
MINUTES

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

Selectboard Member Absent: Diane Chapman

Others Present: Scott Murphy, Mary Towne, Jack Deming of Deerfield Valley News, Chris Mays of Brattleboro Reformer, Tom Consolino, Christine Richter, John Gannon, Lisa Sullivan, Gretchen Havreluk, Tim Simard, Karina Martin, and Merrill Mundell

1. **Minutes:** Burke moved and White seconded to approve minutes of August 7, 2013. Vote: All in favor.
2. **Visitors and Public Comments:** None
3. **Action Items:** Streeter recused herself and left the room. The board interviewed Karina Martin for the Pettee Memorial Library Board of Trustees to fill the vacancy caused by the passing of Franklin Reeve. The library trustees had recommended her. Haughwout moved and White seconded to appoint Martin to the Library Trustees until March 2013 at which time the remaining 3 years of the term will be up for election. Vote: 3 in favor and Streeter recused.
4. **Sewer Commission Meeting:** Haughwout moved and Burke seconded to recess the Selectboard meeting and open a Sewer Commission meeting. Vote: All in favor. Sewer Commission meeting opened at 6:12pm. Haughwout moved and White seconded to grant final approval of a Sewer Allocation for Peter Wallace at 33 West Main St for 100 gallons per day. Vote: All in favor. The Sewer Commission meeting adjourned at 6:14 pm and the Selectboard meeting reconvened.
5. **Insurance BC/BS:** Tim Simard, Blue Cross Blue Shield Representative gave an overview of the upcoming Health Insurance changes from a vendor's standpoint and answered questions from the board.
6. **Town of Wilmington's Health Insurance Coverage for 2014:** Murphy passed out an information packet with comparisons between current health insurance plans and ones that will be available through the Vermont Health Connect Exchange starting October 1st. He and Finance Officer Christine Richter answered questions from the board. Murphy recommended Option 2 that will cost approximately \$33,000 less than the current plan and offer better coverage. The Selectboard opted to hold off on making a decision until more information is available.
7. **Wilmington Works Update:** Co-Chairs Lisa Sullivan and John Gannon updated the board on the progress made to date by the recently organized downtown organization, Wilmington Works. They have selected a logo, established a Facebook page, and are working on a website. The Historic Downtown Walking Tour Map is progressing and a consultant is coming out to help local businesses with business plans. They have several committees working on different topics: design, promotion, economic restructuring, and governance. There are two upcoming meetings about creating a master plan for downtown with consultant Arnett and Muldrow Associates. The public is encouraged to attend the meetings at Memorial Hall on September 11 at 5pm and September 13 at noon. Economic Development Specialist Gretchen Havreluk praised the WW board for the great job they are doing and the Selectboard agreed.
8. **End of Fiscal Year 2013 Review:** Murphy and Richter went over a summary of the past year's fiscal results. They will have final figures after the auditors come in September. The General Fund ended the year with a surplus. Several line items were under spent and Murphy said he is proud of the town staff efforts to keep expenses down. Also more revenue was received than was budgeted.
9. **Unexpended Irene Funds:** Murphy and Richter went over a spreadsheet of Tropical Storm Irene funds. The Town has completed all but one project relating to T.S. Irene – Whites Road Bridge.

Some insurance money and FEMA reimbursement funds will be redistributed to several departments' capitol funds. Murphy and the board thanked Richter for her work.

10. **Town Fees charged as Recording Fees:** Town Clerk Susan Haughwout asked the board to increase recording fees from \$3 per page to \$4 per page, as allowed by State Statute. The current fee is \$10.00 per page and \$7.00 of the fee goes into the General Fund and \$3.00 goes into the Town Clerk's Municipal Records Fund. If the request is granted the fee would remain at \$10.00 per page as State Statute specifies, but \$6,00 would go to the General Fund and \$4.00 to the Town Clerk's Municipal Records Fund. The Selectboard decided to table this until we find out if the CDBG-DR digitization grant is approved, as it would fund a lot of the cost to digitize the vital records.

11. **Correspondence to/from Selectboard:**

- Act 250 log was reviewed and no action taken.
- Other correspondence: Resignation by Kit Cincotta from Beautification Committee and Carlotta Gladding from Beautification Committee and Memorial Hall Board.

12. **Other Business - Selectboard Members Comments and Other Action Items:**

- White reported he has ordered additional signs for the Valley Trail and they are deciding on a style of kiosk.
- Fair: Murphy is arranging a meeting with himself, Fair officials, Police Chief, and Fire Chief to go over the safety concerns for next year's Fair as well as discussing ways the Town can better assist the Fair. Haughwout said it is important for the town to support events like Fourth of July, Blueberry Festival and the Fair and work with the events to make them happen.
- Burke said he spoke to fair officials and thanked them for putting barriers up to protect the pitching mounds on the field.
- Streeter asked for information on how zoning applies to town projects. Murphy has been researching that and has asked the VLCT to weigh in on our zoning ordinance.

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

- Wilmington Water District Acquisition meeting 8/28 @ 6:00: The date may be changed.
- Memorial Hall RFP Response Results: Two bids were received for mechanical work but none for a general contractor.
- Brissette's Property at 3 Shafter Street: The town now owns the property. We have liability insurance on it and will be fencing it off until demolition can occur. A request for proposals will be going out for the demolition work.

14. **Executive Session:** Streeter moved and Haughwout seconded to go into executive session with Murphy present to discuss a contract and for evaluation of a public officer. Vote: All in favor and the Board entered executive session at 8:03pm.

The board came out of executive session at 8:45pm. No action was taken and the meeting adjourned.

Respectfully submitted,

Mary Towne, Administrative Assistant

Approved by Wilmington Selectboard:

Margaret L. Streeter, Chair

James R. Burke, Vice Chair

absent

Diane Chapman, Clerk

Susan Joy Haughwout

Jacob White