

**Wilmington Selectboard/Sewer Commission**  
**February 20, 2013 at 6:00pm**  
**MINUTES**

**Selectboard Members Present:** Thomas Consolino, Margaret Streeter, Susan Haughwout, James Burke, and Diane Chapman

**Others Present:** Scott Murphy, Mary Towne, Chris Mays, Jake White, Adam Grinold, Rebecca Morris, Miller Longbothom, Renee Galle, Alan and Alice Greenspan, Lisa Sullivan, Nicki Steel, and others.

1. **Minutes:** Chapman moved and Burke seconded to approve minutes of February 6, 2013. Vote: All in favor.
2. **Visitors and Public Comments:** None
3. **Liquor and Tobacco Licenses:** Streeter moved and Chapman seconded to approve the application for McBreairty's Market Place, Inc. dba Robinson's Liquor & Grocery for 2<sup>nd</sup> class liquor license and tobacco. Vote: All in favor.
4. **Action Items:**
  - The Selectboard signed loan documents from VT Department of Environmental Conservation for a \$7,500 loan for a Feasibility Study to evaluate and assess the Wilmington Water District.
  - The list of roads to be posted this spring was filed with the Selectboard.
5. **Interview:** The board interviewed Robin Howe, applicant for the Memorial Hall Board.
6. **Long Term Community Recovery Steering Committee (LTCRSC) Draft Charge:** The board was given a revised proposed charge for the committee. Haughwout moved that the Selectboard adopt the following charge: *"The Long Term Community Recovering (sic) Steering Committee will be a support and an entry point for recovery project volunteers to access town approval. Upon receipt of any new recovery projects the LTCRS shall apprise the Town Manager same day or by the next business day. The LTCRS shall hold publically (sic) warned meetings. The LTCRS Committee will communicate the progress of existing and future recovery projects and regularly post reports and meeting minutes. The LTCRS Committee will provide clear and functional ideas to assist our Town Manager and Select Board in the coordination of a cohesive recovery plan. The LTCRS Committee will also provide assistance as needed to our current volunteer efforts to deliver a solid starting point for professional planners."* Burke seconded the motion. Haughwout explained the changes she had made to the draft submitted. The consensus of the board was that they would like to study the revisions before acting on them. Haughwout withdrew her motion and Burke withdrew his second. The board will revisit the charge at a future meeting.
7. **Reaffirm (or not) Incumbents to Boards, Commissions, Committees, and offices whose terms are expiring:** The board was given a list of incumbents who wished to be reappointed. Streeter said that even though the board's policy says they will make the reappointments by the end of February, she would like to postpone acting on them to give the board a chance to update the policy. Besides just asking the person if they want to be reappointed, she would like to get feedback from the committee or board chairpersons regarding attendance and also meeting times. Some committees meet during the day which prohibits most working people from participating. She would like to know if the committees would be willing to hold their meetings outside of business hours and thus encourage more people to come forward to volunteer. Mary Towne was asked to contact the chairpersons for the information.

Haughwout moved and Burke seconded to extend all of the appointed terms that expire on Town Meeting Day until April 3, 2013. Nicki Steel said that this may cause a problem for the Development Review Board since they are short on members and need to coordinate cases so that there is a quorum to serve for the duration of a case. The board responded that they need time to revise the policy and extending the terms until April 3 means that the people are still appointed until then. Vote on motion: All in favor.

8. **Discuss the potential projects for the local 1% Option Tax Funds as defined by “economic development” and “community development” and work to develop a process to fund future projects:** There are three objectives:
- Create a list of projects on which to spend the FY2013 money in order to give voters the information at Town meeting.
  - Create a process to determine projects for the future.
  - Have a meeting in September when there will be a full year experience of the 1% funds on which to base future plans for FY2014 and beyond.
- A. **Fiscal Year 2013 projects:** Although we do not know the amount that will be available, about \$100,000 is projected. Suggested projects are:
- a. **A revolving loan fund** to help start new businesses or expand existing businesses to generate jobs. \$75,000 suggested to start the fund with a maximum \$25,000 per loan. Loans would be low interest and not be a primary source, but secondary after banks.
    - Change this to “UP TO” \$75,000
    - More funds could be added in FY2014 and also apply for CDBG funds when they are available. Then the fund would hopefully be self-sustaining.
    - Question what if loans are defaulted? Murphy said we have to be very careful and have collateral. In Bennington the default rate was low 1-2%.
    - Question what happens if people do not take the loans - would the money roll over. Answer yes.
    - Will need at least 24 months to see usage. If lightly used, might need to reconsider amounts, etc.
    - Criteria? Yes and we would get the word out and partner with banks that might not be able to provide the full amount needed, so we could act to fill the gap.
    - How long to set up the fund? Murphy said 4-5 weeks.
    - Adam Grinold said he is concerned that such a large amount of what we have would go to this fund that will take a long time to see if there is a need. He would rather encourage business expansion in other ways. For example the wastewater and water rates are astronomical. He also suggested a program like Dover’s “Do It” which grants money to commercial buildings on the main roads for work on building façade and appearance.
  - b. **Fund for lights** in the West Main Street parking lot: suggested \$10,000
    - The Chamber has received a grant for \$10,000 with an equal match from the Wilmington Vermont Fund for parking lot lighting and other downtown improvements.
    - Suggestion to take the \$10,000 from the General Fund line item for matching funds instead of using 1% money.
    - Maybe coordinate with Dover on lighting.
    - Conduits are in place in our right of way to place the lights.
  - c. **Recreational trail** connecting Dover and Wilmington: Suggested \$5,000

- Need money for signage, improvements, and trailheads.
  - Path has not been defined yet, but Bi-Town Economic Development Committee is working on this.
- d. **Event fund** for summer and fall events: Suggested \$5,000
- Need to put a limit on each event. Look at Dover parameters for ideas.
  - Raise amount to \$10,000
  - Events need to be planned way ahead, so need to set up as soon as possible.

**Final Amounts for FY2013 projects:**

- Revolving Loan: Up to \$75,000
- Trail: \$5,000
- Events: \$10,000
- Lighting for parking lot: \$0. (Amount to be taken out of General Fund grant matching.)

**B. Process to determine projects for the future:**

- a. Murphy suggested setting a cap amount and anything above that would be taken to voters.
- b. Going forward after a year, Streeter suggested that it be treated like any other budget item and the Selectboard would be responsible for explaining it to the voters.
- c. Have a separate budget page for the 1% funds
- d. Do not want to tie up completely in case a good opportunity comes up
- e. Suggest cap at \$50,000. Over that amount would go to voters for approval.
- f. It is really important to have transparency regarding the 1% funds. If it is an agenda item, it needs to be very clear and the draft agenda sent out well in advance – perhaps a week ahead.
- g. Multiple year projects: If total project becomes \$50,000 or over, then it would go to voters for the additional amount needed.
- h. Consensus: For projects below \$50,000 Selectboard would have the option to take to voters. For projects \$50,000 and over Selectboard would definitely go to voters.

9. **Correspondence to/from Selectboard:** Reviewed Act 250 log.

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

- A. Streeter mentioned an article in the *Opinions* Newsletter that towns cannot elect a budget committee unless they have a charter. However, the Selectboard may appoint a budget committee if they wish. (Wilmington has been electing one since it was voted in 1926, although the town does not have a charter.)
- B. Streeter reported that Southeastern Vermont Economic Development Strategies (SEVEDS) had a fantastic kickoff with about 60 people attending. They are going to emphasize getting more people involved. The next meeting will be at Memorial Hall in Wilmington on Wednesday, March 20, 2013 from 8:30 to 11:30 am and the public is urged to attend and learn about the Comprehensive Development Strategy (CEDS) Plan.
- C. Streeter said she and Nicki Steel have talked about recruiting more volunteers and suggest having a booth and handouts at town meeting.
- D. Chapman moved and Burke seconded to appoint Robin Howe to the Memorial Hall Board to fill the vacancy, with the term to expire April 3, 2013. Vote: All in favor.
- E. Consolino asked if Board is ok with the Pre-Town Informational meeting going first at 6 pm and the Meet the Candidates meeting, moderated by the Rotary Club to follow at 7pm or directly after the informational meeting on Wednesday, February 27, 2013. The board concurred.

- F. Consolino would like to see the town provide a plaque to go on the Riverwalk Bridge being donated by Barry Reardon. He estimates cost would be about \$700 and not exceed \$1000. The consensus was that it is a good idea and Consolino will continue research and get back to the board with costs.

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

- A. The Board assigned articles for individual Selectboard members to discuss at Town Meeting.

- 12. **Executive Session:** Haughwout moved and Burke seconded to go into executive session with the Town Manager present for discussion/consideration of documents excepted from the access to public records provisions of the Open Meeting Law. Vote: All in favor. The board entered executive session at 7:52 pm and came out of executive session at 8:05 pm. No action was taken and meeting adjourned.

Respectfully submitted,

Mary Towne, Administrative Assistant

**Approved by Wilmington Selectboard:**

Thomas P. Consolino, Chair

Margaret L. Streeter, Vice Chair

Diane Chapman, Clerk

Susan Joy Haughwout

James R. Burke