

Wilmington Selectboard/Sewer Commission
June 19, 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, Jack Deming of Deerfield Valley News, Tom Consolino, Bill Hunt, and Bob Fisher.

1. **Minutes:** On a motion duly made and seconded, the board voted to accept the minutes of June 12 2013 as written. Vote: three in favor and Streeter and Haughwout abstained since they were absent.

Haughwout moved and White seconded to approve minutes of May 21, 2013, May 23, 2013, and June 5, 2013, as corrected. Corrections to June 5, 2013: In Item #11: Change “on behalf of Three **Days**, LLC” to “on behalf of Three **Dogs**, LLC”. Vote: all in favor except Streeter abstained from May 21, 2013 since she was absent.

2. **Visitors and Public Comments:** None

3. **Action Items:**

- a. **Whites Road Bridge:** Murphy told the board that Alpine Construction, LLC. was the lowest responsible bidder for \$153,270 to repair the Whites Road Bridge. The FEMA Project Worksheet is for less money, but they are amending that and say it will probably go through so we will get the full amount. However we need to repair the bridge this summer whether or not we get the full amount back. The consensus of the Selectboard was to authorize Murphy to sign a contract with Alpine Construction for the low bid.
- b. **Basic Emergency Operations Plan:** Murphy told the board that the town needs to approve an updated Basic Emergency Operations Plan (BEOP) and then file it with the State by July 1, 2013. This is a requirement that will help the town receive a higher share of disaster emergency funds if needed in the future. It was noted that although contact information was updated from the previous plan, there is still additional information that could be added. Chapman moved and Burke seconded to adopt the BEOP as presented and then work to revise it more in the future. Vote: All in favor.

4. **The Status of Town Roads:** Road Supervisor Bill Hunt came in to update the board on the current roads and the future need for capital repairs. He shared his concerns that the paving budget has not kept up with costs and we are falling behind in the paving schedule. We should do 3 miles a year, but are only doing about 1 mile. This year’s budget is \$175,000. He has contracted to reclaim and then pave about 1 mile of Stowe Hill Road and then next year he will need to do an overlay. Other work contracted for is to tack and shim a 1 inch overlay on a section of Castle Hill Road. Current costs are about \$86,000 per mile for shim and overlay and \$123,000 for reclaiming and paving. In the 1990’s we did a lot more and are now only doing about half of what we should be doing. He asked the board to consider including more money in next year’s budget for paving.

Hunt said Mann Road and Ray Hill are now a good bypass for west-bound traffic to avoid the center of town intersection. Lake Raponda Road and Higley Hill are being used for an east-bound traffic bypass and it would be a good idea to possibly upgrade Lake Raponda Road. He suggested considering paving the section from Route 9 to Ballou Hill Road/Mountain View Road. There would probably be opposition from residents on the road but the section is very high-maintenance and costly to maintain as

a gravel road. White recalled that there was opposition to paving Shearer Hill Road too, but it doesn't seem to be a problem now that people are used to it. Hunt answered other questions from the board and they thanked him for his work and for coming in. They agreed to look at increasing the paving budget next year.

5. **Tax Sale:** The Selectboard needs to choose an Agent to represent the Town at the June 21st Tax Sale. Streeter volunteered and was appointed to represent the Town and bid on tax delinquent properties if there are no other bidders.

6. **Citizen Review Committee Discussion (formerly the Budget Committee):** The Selectboard had previously discussed the re-purposing of the former Budget Committee. Several members of the former committee responded to the board's request for feedback. Discussion included:

- Have the current group that was elected establish a Citizen Review Committee on their own to participate in the budget process.
- The board does not want duplication of efforts. Such a group should attend the Selectboard's budget meetings. In the past, everything has had to be repeated to the Budget Committee and information is missed in this way. They could be given all the same information documents that the Selectboard receives.
- Discussed whether the Selectboard should appoint a review committee or they should form by themselves independently. Appointment by the Selectboard could be misinterpreted that people were selected to rubberstamp the board's budget.
- Other independent citizen groups such as Wilmington Works and DVTA have formed on their own.
- Discussion of guidelines on forming a Citizen Review Committee. Murphy will see if he can get information on this.
- The Selectboard is willing to continue to print the budget review committee's report in the Town Report.
- The idea and goal is to get more people involved in the budget formation process.
- Tom Consolino suggested an alternative of keeping the budget committee going for 3 years and publicize to see if more people would come forward to act as an independent group to get involved in the budget.
- The Selectboard affirmed that they already decided at a previous meeting that they are not going to continue the budget committee as it has been.

Consensus of the Selectboard:

- Support the group formation of an independent Citizen Review Committee
- Provide all budget information materials to them
- Invite them to attend Selectboard meetings while the budget is being created
- Advertise the budget process more when it is closer to that time.

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

- Act 250 log: Reviewed and no action taken
- Other correspondence reviewed.

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

- Jake White:
 - Valley Trail moving forward – signage being ordered
 - Hoot, Toot, and Whistle Trail – have authority to work on trail except in wetlands. Wetlands permit applied for.
 - Footbridge – someone suggested solar lights for the bridge.

- Moving Wall – well done and thanked Susie for her efforts
- Planning Commission – he attended meeting this week
- Jim Burke:
 - The moving wall was awesome. Thanked Susie.
- Susan Haughwout:
 - State Liquor Catering permits are usually brought to board even though Town Clerk has authority to sign them, but due to time constraint the permits for the Jazz Series at Memorial Hall were signed by her and submitted. Rest of board are OK with this.
 - Employees received post cards from VMERS regarding the increase in their contribution to retirement funds. Another time, it would be nice for VMERS to announce this while town budgets are being prepared.
- Meg Streeter:
 - Missed the last Bi-Town meeting so no report.
 - Attended recent kick-off meeting with Atlas marketing group.
 - Library has hired a new librarian – Allison Smith will start work July 1st

9. **Town Manager’s Updates:**

- Capital Plan Update: Working with Christine Richter to update the plans for equipment replacement for Highway, Fire, and Wastewater Departments and will add Police Department.
- Pergola Post Repairs: Estimate was high at \$5,000 so looking for other ideas.
- Dixon Lot: Paved today. Beautification Committee will be adding flowers and bushes. Working to add a bus shelter also.
- Working on employee annual performance reviews

10. **Executive Session:** Burke moved and Chapman seconded to go into executive session with Murphy present to discuss a Real Estate Contract and another possible contract. All were in favor and they entered executive session at 7:14 pm. They came out of executive session at 7:55pm and took the following actions:

- Authorized the Town Manager to work with the engineer on the next steps regarding the Wilmington Water District.
- Authorized the Town Manager to continue negotiations with Hermitage Real Estate Holding Company.

Motion to adjourn – so voted – adjourned at 8:00 pm.

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