

**Wilmington Selectboard/Sewer Commission**  
**June 5, 2013 at 6:00 pm**  
**Minutes**

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

**Others Present:** Scott Murphy, Dawn Baxter, Gretchen Havreluk, Jack Deming (DVN), Chris Mays (Brattleboro Reformer), Doris Horton, Alice Greenspan, Robin Howe, Jeanne MacDougall, Isaak Wagner and Connie Snow

The Meeting was called to order by Streeter at 6:00 p.m.

1. **Approve Minutes of May 15, 2013:** Haughwout moved and Burke seconded to approve the minutes of May 15, 2013's meeting. Vote: All in favor with Chapman abstaining due to her being absent from that meeting.
2. Visitors and Public Comments:
3. **Action Items** - Request for Waiver of 45-Day Notice Requirement by National Grid for the pumping station on New England Power Rd. where minor modifications were made to the interior of the structure. Burke moved and Chapman seconded to waive the required 45 day notice. Vote: All in favor.
4. **Legislative Summary and Unemployment Insurance Presentation** State Representative Ann Manwaring was on hand to update the Selectboard on the time-sensitive application for reduced Unemployment Insurance ratings for local businesses affected by the flood. The deadline is June 10<sup>th</sup> and the application must be made via the internet. She asked that the information go out to business owners that laid off employees due to flood related issues. A credit will be issued for up to 8 weeks of unemployment insurance. Representative Manwaring then gave a brief summary of the recently concluded Legislative Session.
5. **Representatives from Windham and Windsor Housing Trust to discuss Laterre House Project:** Isaak Wagner and Connie Snow from Windham & Windsor Housing Trust were on hand to discuss the Town's sponsoring their application for a regular cycle Community Development Block Grant for improvements to the Laterre House at 24 East Main St. The WWHT purchased The Laterre House in 1997 and last renovated it at that time. The project will not change the outside of the building, but rather will make updates to the seven rental units. These updates will include new kitchens, bathrooms, flooring, windows and roof. There will also be energy efficiency improvements to the building. The Laterre House is currently rented to capacity, and the WWHT will relocate the tenants at its expense. They are currently seeking apartments in the area. The Town will have no financial obligation, and the WWHT will cover any additional costs to the Town's audit. An announcement will be placed in the June 13<sup>th</sup> issue of the Deerfield Valley News of a public hearing that will occur at the next Selectboard meeting on July 3<sup>rd</sup>.

This public hearing will be followed by a 15-day public comment period. The WWHT hopes for a resolution by the Selectboard at its July 17<sup>th</sup> meeting. The Board thanked Mr. Wagner and Ms. Snow and expressed their enthusiasm for the project.

6. **Friends of Historic Memorial Hall, Inc. discussed their Application for Non-Profit status:**  
Jeanne MacDougall was on hand to discuss Friends of Historic Memorial Hall, Inc.'s 501(c)3 application. The Memorial Hall Board would remain in place and act as a guide while "Friends" would sponsor fundraising events as a tenant, thereby creating a mechanism to return funds back to the Town for repairs and also for booking performances. The Town Manager expressed that this is a viable solution, as it would dissolve the line item in the budget for Memorial Hall events and possibly eliminate the need for the Memorial Hall Board and be a benefit to the Town. The Board requested to be kept apprised of the status of the application.
7. **Commercial Building Assessment Tool:** Economic Development Coordinator Gretchen Havreluk was on hand to discuss the expansion of the CEDs process to include an inventory of vacant buildings in Town and help to determine how these buildings can be redeveloped. An inventory of these buildings is currently underway and will include information such as square footage and appropriate uses. The consensus of the Board is that this is a good idea and that it would be very useful information for investors searching for properties. The deadline to have the inventory complete is June 15<sup>th</sup>, and Gretchen will e-mail the list to Board for their input.
8. **Fiscal Year Financial Update-** Scott Murphy updated the Board on the Town's financial status as we near the end of the fiscal year. Overall, the Town is in good shape. Revenue is at 95% of target. A larger than expected TransCanada payment was received, Land Use has increased, the P.D. has seen a slight decrease in their revenue and the Town Clerk has seen an increase of 30%. As for expenditures, the General Fund is at 89%, Highway at 91%, Sewer at 85%. F.D. is on track. The P.D. is expecting a large equipment grant, but it is unclear whether or not it will arrive in the current fiscal year. Tax revenue is on track with approximately the same number of properties as last year being taken to tax sale.
9. **Correspondence to/from Selectboard:**
  - Review Act 250 log
  - Letter from VTRANS notifying of Closure of Route 100 South for construction - Town Manger to reply requesting that it not be closed during foliage or holiday weekends.
10. **Other Business**

Jake White : RFP went out for replacement of slate roof on Pettee Memorial Library. It has been difficult to find a company that is willing to travel here for this job.

Jim Burke- commented on how great the bridge opening ceremony went and also congratulated Susan Haughwout for planning a remarkable Memorial Day service.

Diane Chapman- attended meeting with consulting firm experienced in rebuilding after major floods. They specialize in assessment and implementation. Conway School meeting plans are due in before end of June.

Susan Haughwout- Thanked Board Members and Town Manager for helping to take care of details for Memorial Day and for The Moving Wall, which will be arriving on June 12th and will be assembled the following day.

**Town Manager's Updates:**

- Hired Part Time Officer Chris Russell. Chris started at the Part Time Academy on Monday and will ride with other officers until he goes off to the Full Time Academy in August.
- CDBG-DR School Application was modified to reflect impact from Irene and was resubmitted today
- Auditing Contract Awarded – Love, Cody and Company in Bennington will save the Town \$8,000 on the audit.
- Linesync Architecture was awarded the Memorial Hall Contract

11. Burke motioned for the Board to go into executive session to include both the Town Manager and the Economic Development Coordinator in order to discuss a contract. Haughwout seconded. All were in favor and the Board entered into executive session at 7:40 p.m. The Board exited Executive Session at 7:52 p.m. A motion was made by Haughwout and seconded by Burke to approve the revolving loan application as submitted by Gretchen on behalf of Three Days, LLC with a change to the term requested to one hundred twenty days and at an interest rate of one half of the prime rate plus two percent.

12. White motioned to adjourn which was seconded by Haughwout. All were in favor and the meeting adjourned at 7:58 p.m.

Possible items for next meeting:

-Sewer Ordinance Changes, John Lazelle

Respectfully Submitted,

Dawn Baxter, Administrative Assistant

Approved by Wilmington Selectboard:

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Margaret L. Streeter, Chair

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James Burke, Vice Chair

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Diane Chapman, Clerk

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Susan Joy Haughwout

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Jacob White