

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

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

**Absent:** Susan Haughwout

**Others Present:** Scott Murphy, Mary Towne, Chris Mays of Brattleboro Reformer, Jack Deming of Deerfield Valley News, Miller Longbotham, Kathryn Longbotham, Renee Galle, Alice Greenspan, Lee Schindel, Frank Sprague, Sheila Osler, Alice Herrick, Nicki Steel

1. **Minutes:** Burke moved and Chapman seconded to accept the minutes of March 6, 2013. Vote: All in favor.
2. **Visitors and Public Comments:** None
3. **Liquor and Tobacco Licenses:** Motion by Burke and second by White to approve renewal applications for the following businesses: HCCC, LLC (Haystack Golf Clubhouse, 1st class restaurant & tobacco), Sitzmark Bar & Grill (1st class restaurant), Pilcher Hospitality Group LLC (Wilmington Inn, 1st class restaurant), Horizon East (1st class restaurant), Pipe Dream, LLC dba Anchor Seafood Restaurant (1st class restaurant). Vote: All in favor.
4. **Action Items:** The Board signed the Annual Financial Plan, Town Highway, FY 2014.
5. **Interviews:** The Board interviewed Frank Sprague and Sheila Osler, applicants for the Development Review Board, and thanked them for volunteering.
6. **Review Safety & Wellness Policy and Bylaws:** John Lazelle, Chair of the Safety and Wellness Committee explained the proposed changes in the Town's Safety & Wellness Policy, Safety & Wellness Committee Bylaws, and Safety & Wellness Committee Guidelines and Functions. Burke moved and White seconded to adopt the Town's Safety & Wellness Policy, Safety & Wellness Committee Bylaws, and Safety & Wellness Committee Guidelines and Functions as amended. Vote: All in favor.

Chapman moved and Burke seconded to recess the Selectboard meeting and open a Sewer Commission meeting. It was so voted and the Sewer Commission meeting opened at 6:30 pm.

7. **The Sewer Commission to begin review of possible changes to the Sewer Ordinance:** Chief Operator John Lazelle went over some proposed changes to the Sewer Ordinance. The Selectboard will read over the draft and send comments to Lazelle.

The Sewer Commission meeting adjourned and the Selectboard meeting reconvened.

8. **Beautification Committee Presentation on the Gateway Garden:** Lee Schindel and Alice Greenspan gave the board an update on the Beautification Committee's plans for 2013 including phase 2 of the Gateway Garden at the corner of Route 9 and Rt 100 South. Mary Ann McLeod helped with the design and the committee also consulted with Joe Eck. The garden will be enlarged with a lot of shrubs added. They want to make the garden even more of a focal point to make a good first impression to visitors coming into town. The cost of the expansion will come

out of their budget and they have also applied for a grant from the Rotary Club. They will also be doing landscaping in front of the tennis courts on Beaver Street. The board thanked them for their efforts.

9. **Discuss the proposed Procedures for Future Uses of 1% Local Option Tax Funds:** Murphy went over the proposal to date and discussion included:
- Projects of \$50,000 or more would need voter approval, probably at March Town meeting and a Special Town Meeting in October.
  - Projects under \$50,000 would go to the Selectboard at their first meetings in January, April, July, and October. The Selectboard reserve the right to take any projects to the voters if they feel it is in the best interest of the town.
  - Application form: A fact sheet/application would be prepared for smaller projects, while larger projects would require more information.
  - The public should be informed of even the smaller projects so they can give input if they wish, but Selectboard would make final decision.
  - The Selectboard may also propose projects themselves.
  - Timeframe: What will be the time from receipt of a request to issuing a decision? The Selectboard have the right to delay their decision if they feel it is appropriate.

Murphy will revise and clarify the draft and bring it to the next Selectboard meeting for approval.

10. **Review Town Policies:**

- a. "Appointments to Boards": After discussion, Burke moved and Chapman seconded to approve the draft policy with 2 changes. Vote: All in favor.
- b. "Select Board Meeting Expectations": Burke moved and White seconded to approve the draft policy as written. Vote: All in favor.
- c. "Welcome to our Meeting": Burke moved and Chapman seconded to approve the draft policy. Vote: All in favor.

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

- Act 250 log was reviewed and no action taken.
- Other correspondence: A letter was received from Ann Coleman. Murphy was asked to get more background information and put on the next agenda.

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

- Chapman moved and Burke seconded to appoint Frank Sprague to the Development Review Board for the remainder of a three-year term that expires March 2015. Vote: All in favor.
- Chapman moved and Burke seconded to appoint Sheila Osler to the Development Review Board for a three-year term that begins April 3, 2013 and expires March 2016. Vote: All in favor.
- Chapman reported on the recent Recreation Committee meeting she attended. The committee has some great new ideas. The Summer Recreation program for elementary age children cannot be held at DVES this summer because of construction so it will be held at the high school.
- Burke updated the board on the town garage.
- White commended the Town Clerk's office and Fire Department for the dog clinic recently held. It was quite busy and a good clinic.
- White reported on the Trail Committee. A subcommittee is working on the connector trail between Wilmington and the Dover Valley Trail. Jeff Nugent of WRC is preparing maps for

the committee so they can get permissions from landowners. It will be a walk and bike – non-motorized trail. They also hope to get started on the Hoot, Toot, and Whistle trail as soon as they get a permit from Trans Canada. The committee hopes that the bridge in downtown Wilmington will be in place by Memorial Day.

- Streeter was asked by a local business owner that the town publicize when there are opportunities to bid on a work project.

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

- Designated Downtown Application Status: The application is in and it will be considered on the agenda on Monday so we should know by Monday afternoon if it is accepted.
- Wilmington Water District Annual Meeting and Future Plans: The Water District was waiting for a report from their engineer and it is coming out this week. The report will list three options for the district to meet state regulations. Streeter urged people to attend the Water District meetings to stay updated. Meetings are the second Tuesdays at the Wilmington Firehouse. The Water District is operating on a temporary permit now, and if things are not fixed by September 2014, the state has said they will not be able to issue another extension. There was discussion of what would happen if they do not have a permit. The Town is looking into a possible merger.
- The Events Funding Program is established. Guidelines and an application form are on the website now and applications will be accepted starting April 1<sup>st</sup>.

Burke moved and White seconded to adjourn. All in favor and meeting adjourned at 7:50 pm.

Respectfully submitted,

Mary Towne, Administrative Assistant

### **Approved by Wilmington Selectboard:**

Margaret L. Streeter, Chair

James R. Burke, Vice Chair

Diane Chapman, Clerk

*absent*

Susan Joy Haughwout

Jacob White