Wilmington Selectboard/Sewer Commission

April 16, 2014

Meeting Minutes

Present: Chris Mays, Jack Demming, Tom Consolino, Kathryn Longbotham, Mary Towne, Fred Houston, Lee Schindel, Alan & Alice Greenspan, Meg Streeter, Carl Boyd, Dennis Richter, Deb Dorsett, Richard Sugarman, Mike Eldred

Others Present: Jim Burke, Jake White, Susie Haughwout, Tom Fitzgerald, Scott Murphy, Jessica DeFrancesco-Diane Chapman @ 6:10pm

1. **Minutes of April 2, 2014**- White moved to approve minutes from April 2, 2014, Haughwout second. All in favor.
2. **Visitors and Public Comments-** Carl Boyd read a letter from Carolyn Palmer and submitted a petition to dismiss resignations of three DRB members. Consolino expressed concerns regarding the actions of the Select board and the DRB, as did Longbotham and Sugarman.
3. **Action Items**
   1. Selectboard signed off on two re-appointments omitted from last meeting-Fire Warden and the Town Service Officer
   2. VTrans Bridge Inspection Summary Report- there are 1 or 2 bridges that need to be monitored. Burke inquired which bridges those were. Hunt wants to meet with the State regarding these bridges, as they did an inspection without notifying him and he would like to be present when they look at these bridges. The Selectboard signed off on receiving the report.
   3. There are two new private roads that the Hermitage development would like to name; Stags Leap Lane and Haystack Mtn Lane. Haughwout moved to accept the two names as part of the Hermitage development, Chapman second. All in favor.
4. **Liquor and tobacco licenses-**
   1. Pizza Palooza-the State wanted to make sure the Board was aware that the liquor license for Pizza Palooza approved at a previous meeting was effective until midnight, 2 hours before legal closing. The select board is aware of it. Haughwout will respond to the state.
   2. 1st class liquor license for Deer Mtn, LLC (Mapleleaf), Jezebels Eatery, and Pilcher Hospitality (Wilmington Inn), as well as a 2nd class liquor license for Ratu’s Liquor & Market- Police Chief has no comments on these licenses. White moved to approve all four liquor licenses, Haughwout second. All in favor.
5. **Interview Applicants for DRB**- the Board interviewed Wendy Manners (via telephone), and Tom Manton for DRB, and Fred Houston and Deb Dorsett for DRB alternates.
6. **Sewer Commission-** Haughwout moved to enter Sewer Commission, Chapman second. Red Hen/Grey Goose LLC is asking for an extension as well as their final allocation to allow them to complete renovations. John Lazelle realized they were close to deadline and mentioned it to them. Haughwout stated that thanks should be sent to Lazelle for being proactive. Fitzgerald moved to accept the extension for The Red Hen/Grey Goose LLC, Haughwout second. All in favor.

Haughwout moved to come out of Sewer Commission, White second.

1. **Distribution of Town’s Annual Financial Statements**

Murphy stated that the auditors’ report stated that they “did not identify any deficiencies in internal control” and that all our State and Federal grant paperwork is in compliance. The auditors will be at the next Board meeting to discuss the report.

1. **Re-appointment Policy**-

White mentioned the DRB-if they are in the middle of a case when re-appointment time comes, how will that work? Will time be allotted to finish on going cases? Murphy stated that he believes that in the past they have been able to finish up cases in time. Haughwout moved to accept the new re-appointment policy, Fitzgerald second. Eldred asked what the changes were. Murphy said that they were minimal changes; changed the month that the Selectboard reaffirms or does not reappointment incumbents from March to February; Also that the Board will vote on new appointments no more than 2 weeks after the interview, instead of 1 week after. They also revised the last sentence to remove “1 week”. All in favor of accepting the new policy.

1. **Local Option Tax Fund Request-**

Streeter and Richter approached the Board for help funding the Twin Valley Alumni Committee’s event. This is the last graduation that the High School will have, and the committee would like to celebrate the closing of the facility. The event will be for everyone, not just alumni. The School District is donating toward the cost of the event. Haughwout stated that usually this type of request would be handled through the Event Fund. However, the Event Fund is currently out of funds, so the request is being made using 1% Local Option Tax Fund funds. White moved to accept the request and Haughwout second. All in favor.

1. **Possible Revision to Transfer Station Fee Schedule-**

Cost of disposing demolition material (brick and concrete) has an average rate of $85-$100/cubic yard. The Town of Wilmington is currently at $40/cubic yard. Murphy proposed raising the rate to $115/cu yd. The state has been asked to approve a concrete/brick station at the landfill, in which the material could be “recycled” if someone had the need for such materials. Haughwout asked if separating the material when you dropped it at the station would be required. Murphy replied that it would not be necessary. White stated that he felt $100/cu yd would be more appropriate for the time being, seeing as it is already such a large increase.

Haughwout asked to put the discussion on hold so the Board could speak with Cub Scout Pack 461, who joined the meeting for a few minutes.

Fitzgerald moved to accept the increase in demolition material from $40/cu yd to $100/ cu yd, White second. All in favor.

1. **Correspondence-**Selectboard reviewed their mail.
2. **Other Business-**
   1. White mentioned that the Valley Trail Grand Opening may be June 7th. White inquired about the kiosk installation and Murphy said that he was working with Bill Hunt (Highway Supervisor) on this. White also commented that the Fire Dept went to the new Hermitage Base Lodge for training. They had about 20 members show up for this.
   2. Chapman mentioned that she was looking to streamline the zoning application process by creating a more universal application instead of having so many different types of applications out there. Fitzgerald asked if people had the ability to fill out applications online? Chapman stated that not as of right now, but it would be a good idea. Chapman handed out a new draft zoning application to look over.
   3. Haughwout stated that she attended a CERT meeting and they are very grateful for the 1% funds they received for the new CERT Trailer. Haughwout is also working with Gretchen Havreluk to expand the broadband into unserved areas.
   4. Should the meeting scheduled for April 23, 2014 with the Select Board, Planning Commission and DRB be rescheduled? Board agrees it could be rescheduled. Members will be e-mailed to get a consensus as to when they would be available.
3. **Town Manager’s Updates-**
   1. Reardon’s Bridge- Murphy explained to the Board that in order to get the bridge out of the flood zone, it would have to be raised up. The State is not requiring a permit and it would not necessitate the need for heavy equipment. Haughwout asked is the Board would get a full report from the State regarding this bridge? Murphy stated that it is not complete yet, but the Board would be receiving a copy.
   2. Town Office Chimney-Murphy informed the Board that there are bricks falling off the chimney and it will need to be completely re-done. The whole project will take about a month and they should be starting in 3-4 weeks.
   3. Murphy reminded the Board of the Public Hearing scheduled on April 28, 2014 at 7pm to discuss Zoning Ordinance Changes.

Burke moved to enter Executive Session to include the Town Manager to discuss Town Officials Appointments. Greenspan asked Haughwout if she would be recusing herself when it came time for the Board to discuss and vote on her brother, Tom Manton’s appointment. Haughwout stated that she would be recusing herself. Chapman second the motion, all in favor. The Board entered Executive Session at 7:35 pm.

The Board came out of Executive Session at 8:10 pm.

The Select Board agreed to accept the resignations, with regret, of DRB Members Sheila Osler, Nicki Steel, and Sherrie Brissette. They would like a thank you letter sent to them on behalf of the Town.

Fitzgerald moved to appoint Wendy Manners to the full time DRB seat that expires in 2016, Chapman second. All in favor.

Chapman moved to appoint Deb Dorsett to the DRB seat expiring in 2015, Fitzgerald second. All in favor.

Fitzgerald moved to appoint Fred Houston as an alternate to the DRB, White second. All in favor.

Haughwout recused herself during discussion of Tom Manton.

White moved to appoint Tom Manton to full time seat on the DRB, Chapman second. No one in favor, motion failed.

Meeting was adjourned at 8:20 pm

Respectfully submitted,

Jessica DeFrancesco

Administrative Assistant

**Approved by Wilmington Selectboard:**

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James R. Burke, Chair Diane Chapman, Vice Chair Susan Joy Haughwout, Clerk

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Jacob White Tom Fitzgerald