

**Wilmington Selectboard/Sewer Commission**  
**October 2, 2013 at 6:00pm**  
**MINUTES**

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

**Selectboard Member Absent:** Margaret Streater

**Others Present:** Scott Murphy, Mary Towne, Jack Deming of Deerfield Valley News, Chris Mays of Brattleboro Reformer, Gretchen Havreluk, John Lazelle, Tom Consolino

1. **Minutes:** Motion by Haughwout and second by White to approve Minutes of September 18 and September 24, 2013 Work Session. Vote: All in favor.
2. **Visitors and Public Comments:** Cliff Duncan expressed concerns about renovations at Memorial Hall, permit issues, and property abutters. He requested that item #10 be moved up on the agenda and the board agreed.

**10 b. Memorial Hall Construction update**

Murphy told the board the design was done, the Development Review Board approved, and work had started. The furnace had died and the oil tanks were removed. The heat will switch to propane and a propane tank will be buried underground in front of the building. He said in the meantime, two abutting property owners have appealed the DRB decision and out attorney is moving to dismiss the appeal. The outside work at Memorial Hall has been put on hold, but the internal work is progressing. Murphy said he has been meeting with the two property owners and trying to work things out but has not been successful yet. He is hoping to get supplemental heat for a temporary fix so that scheduled events can go on.

Duncan said he wants the Board to be aware that a change in the footprint of a building has been denied for other buildings by the DRB and urged the board to look into the DRB decision. He disputed ownership of the property behind Memorial Hall. He said that there was no communication with abutting property owners prior to the start of construction and trucks came and parked on one person's property and blocked her access. He was sad that local property owners had to sue the town.

Haughwout said in the future abutting property owners should be notified in advance when equipment is needed at Memorial Hall. She also said that the Selectboard has no authority to overrule the DRB.

Tom Consolino commented as a former DRB member that abutters are notified by letter prior to hearings and notices are published in the newspaper. It is incumbent upon them to attend the hearing. Burke suggested that perhaps future notices could be sent by registered mail. Murphy said that could be considered but is not required by statute.

3. **Action Items:**
  - a. **Planning Grant Application:** Haughwout moved and White seconded to ratify the action taken at the September 24<sup>th</sup> work session to approve a Municipal Planning Grant Application. Vote: All in favor.
  - b. **Easement Deed Request:** Request for State Garage on Haystack Road to tie in to Town Garage sewer line. Both Road Supervisor Bill Hunt and WWTP Chief Operator John Lazelle have looked at and approved. Haughwout moved and White seconded to authorize the Town Manager to sign the easement as the town's duly authorized agent. Vote: All in favor.

4. **New Town Website Upgrade:** Webmaster Mary Towne explained that the town is redesigning the website with the help of a grant from the Vermont Digital Economy Project and The Snelling Center. A website Strategic Plan has been developed and the Privacy Statement revised. She asked that the board approve the two documents. Haughwout moved and White seconded to approve both the Strategic Plan and the Privacy Statement. Vote: All in favor. The new website is scheduled to launch by November 1<sup>st</sup>.
5. **Possible Sewer Ordinance Changes:** The Selectboard meeting recessed and a Sewer Commission meeting convened. Chief Operator John Lazelle presented the Sewer Ordinance in which he had incorporated all the changes discussed at a previous meeting. Haughwout moved and White seconded to adopt the Town of Wilmington Ordinance Regulating the Use of the Public Sanitary Sewer System. Haughwout commended Lazelle on a great job and especially including the appendix. Vote: All in favor. The ordinance will now be posted and become effective in 60 days if no petition is filed.
6. **Flood Condition Call Out List:** Murphy handed out an updated Town of Wilmington Flood Fan Out Sheet which will be distributed to town officials and the public. Items were found missing from the list and it was determined that it should have been printed on legal size paper. Murphy will get a correct copy. This list is only for water levels and Murphy asked the board if they want to also have a plan for additional Emergency Notification Process. There was discussion of various notification systems. Murphy will check with the school and the Chamber of Commerce and get back to the board.
7. **Resolution of Support for Transportation Alternatives Planning Grant Application:** Gretchen Havreluk, the Town's Economic Development Specialist, presented a Planning Grant application for the development of improved sidewalk, curbing, and pedestrian amenities for the Town through the AOT Transportation Alternatives Program. Wilmington Works has been helping with the application. This grant is for planning requiring a 50% match of \$25,000 and after that, the town will apply for an implementation grant which will only need a 10% match. Money is available in the budget for matching funds. This grant is looking for the Selectboard to be committed to implement the improvements once they are planned. No actual money amount is being committed. Chapman moved and White seconded to approve the resolution with the word "grant" added. Vote: All in favor.
8. **Correspondence to/from Selectboard:**
  - a. Act 250 log reviewed and no action taken.
  - b. Robin Howe resignation from Memorial Hall Board accepted with regret.
  - c. Doug Wheeler attended a recent training class on Hazardous Waste Management and Fuel Storage.
9. **Other Business - Selectboard Members Comments and Other Action Items:**
  - a. White updated the board on trails. Three bridges were built on the Hoot, Toot, and Whistle Trail.
  - b. The West Main Street parking lot has been graveled and the path completed.
  - c. Haughwout: John Bennett of WRC has been working on the Planning Grant Application. Wilmington Works is working on recommending projects like the sidewalks.
  - d. Lights for the West Main Street Parking Lot will be delivered tomorrow. And installed soon.
  - e. Chapman commented on the success of the Doggie Palooza that it was nice to see so many people around the downtown.

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

- a. Sprague Property Closing is set for October 16<sup>th</sup>.
- b. Municipal Planning Grant to aid Planning Commission is submitted and is very competitive. Planning Commission Chair Wendy Manners did a lot of work on the application and did a great job.
- c. There will have to be another Public Hearing on the grant application for the Laterre House by the Windham/Windsor Housing Trust because something was left out of the notice. The new hearing will be October 22 at 5pm.
- d. Whites Road Bridge is open!

A motion was made by Chapman and seconded by Haughwout to adjourn. Meeting adjourned at 7:20pm.

Respectfully submitted,

Mary Towne  
Administrative Assistant

**Approved by Wilmington Selectboard:**

*absent*

Margaret L. Streeter, Chair

James R. Burke, Vice Chair

Diane Chapman, Clerk

Susan Joy Haughwout

Jacob White