Wilmington Select Board/ Sewer Commission

Meeting Minutes

November 6, 2013

Present: Meg Streeter, Jim Burke, Diane Chapman, Jake White, Susie Haughwout, Scott Murphy, Jessica DeFrancesco

Others Present: Doug Wheeler, Adam Grinold, Cliff Duncan, Tom Consolino, Fred Houston, Elizabeth McEwen

Meeting called to order at 6:00 pm.

1. Approve minutes of October 16 and 23, 2013. Streeter Moved to approve the minutes of October 16, and October 23, 2013. Burke second. All in favor.
2. Public Comments-none
3. Liquor and Tobacco Licenses- Dot’s has to re-apply for their 1st class liquor license. Chapman moved to approve the liquor license pending police approval. White second. All in favor.
4. Action Items
	1. AOT Replacement of culvert on RT 100S- Grinold, representing the Chamber of Commerce, distributed a letter regarding the replacement of the existing culvert. There are concerns of closing the road during a busy weekend over the summer. The Blueberry Festival is in progress through two of the weekends in the time frame given by the AOT. The AOT needs to close down RT 100S for one weekend between July 11 and August 22, 2014. The town has the chance to designate a weekend that is not acceptable. The detour for this closure would send travelers through Readsboro and over to Searsburg. The Board inquired if they could designate two weekends. Murphy said that they have until Friday to respond. The Board agreed that their request for a weekend should include both weekends that the Blueberry Festival is scheduled.
	2. Letter of Request from Stump Jumpers- Stump Jumpers are requesting permission to use some town land for their trails again this year. Wheeler stated that there is a lack of patrol in the Chimney Hill area. Haughwout has also noticed on Brown Rd that snowmobilers are using the roadway more than is necessary. White asked if Ken Spicer could be contacted and have him give notice to the homeowners in Chimney Hill about the rules of the trails/road usage. Maybe some extra signage in regards to safety could be put up by the Stump Jumpers. Board agreed to send a letter to Ken.
5. FY 2015 Budget Discussions- The Select Board had a general budget discussion which included the following items:
	1. Recap-
		1. Lister’s estimated Grand List growth will stay about the same. Once the Hermitage Base Lodge is completed the potential growth for the following year is likely.
		2. The initial budget increase is proposed at 1.4% as of right now.
		3. Salary increases are proposed at 3% across the board.
		4. The total expenses for FY 14 after the Town Meeting voting was $4,036,660
		5. An increase/decrease column in the spreadsheet would be more helpful.
		6. Billy Hunt (Highway), Joe Szarejko (Police Dept), and Ken March (Fire Dept) will be in on the 12th to meet with the Board.
		7. There are three Social Service Organizations asking for increases in their funding this year. Two of them will be at the meeting on the 12th. The other will be at the 19th meeting.
		8. The Select Board wanted clarification on how the 1% is accounted for.
	2. Duncan-When the Budget Committee existed, they had a clear understanding of the town employees and what their function within the town was. Is it possible to look at the departments and see what the administrative duties are now and who’s doing them? Duncan inquired if the capital fund will be discussed as a whole or by department. Haughwout replied that it happens both ways, depending on circumstances, so there’s no way to tell when certain ones will be discussed.
	3. Town Officers, Town Clerk
		1. Moderators-Haughwout stated that the requested budget may be shy given that it is an election year.
		2. The Town Clerk Asst is an hourly position at 35 hours/week, with no overtime. The Town Clerk is salary.
		3. Training for the Clerk’s office is close by, so the costs are minimal.
	4. Treasurer/Finance Officer-
		1. These two positions are covered by one staff member
	5. Lister-
		1. Lister Salary- decreased to $10,000.
		2. Grand List Maintenance-Burke inquired if we need $10,000. Haughwout replied with a reminder that we are only 4 months into the fiscal year, so it’s too early to say if we will or won’t use the full $10k.
		3. Lister Asst-Duncan asked if Debbie was still the asst, if there was anyone working under her and if anyone knows what their load looks like. Yes she is, and no there is no one working under her. They’ve been reappraising certain neighborhoods. Duncan asked if the Board was comfortable with a full time employee in that position. Murphy replied-all jobs are hard to define. Debbie did the leg work and paperwork for both the Brissette and Sprague HMGP closings. She is not boxed in as the lister’s asst, but she wears multiple hats. Burke made the comment that customer service is done by all town employees and it is irresponsible to go around looking for little reasons to cut someone’s position who’s been a town employee for years, and do their job well.

Streeter added that revenue is looked at when going over budgets and positions, and the Board is not opposed to discussing what needs to be done to help save the town some money and keeps costs lower. Haughwout stated that Duncan’s question is good practice for what may come at Town Meeting.

* 1. Town Manager-
		1. Expenses and Mileage Reimbursement used to be one category, now it’s two to help differentiate what is being spent.
		2. Computer support/Equipment-Murphy said he still needs to look over it and see what the numbers may actually look like.
		3. Houston asked how many properties were up for tax sale. Murphy responded not many. The list starts out big, and then goes down to about a dozen. In the week leading up to the sale, the numbers dwindle down to single digits.
		4. Zoning Admin-this position was made full time back when there were 40 or so new construction permits. Around 2008 that dropped to about 8 or 10. The Board is looking at this position to see if it can be made part-time again. Murphy said that he isn’t prepared to talk about it tonight, and it will be added to the agenda for the 19th.
		5. Cemetery-they are meeting next week to discuss level funding their request.
	2. Police- Joe will be in on the 12th to discuss his budget.
		1. Wheeler asked if the PD was full force now. No it’s not. We are short the grant officer position. The money has been set aside for this; we just need to find the right person to fill it. Houston asked if we could use an officer already on staff to fill the position. Murphy-no we can’t. It has to be a new-hire.
	3. Fire-
		1. The only big change is for Air packs. Ken has been trying to spread out the purchase for new composite bottles over the years. But they are getting ready to expire, so he has to replace a large amount this year.
	4. Health Care-
		1. There is a 10% increase in the second six months of next year. This is because the town is unsure what it is actually going to cost.
	5. Transfer Station-
		1. WCSW assessment bounces all over, looking back the last few years. Wheeler said that the maintenance fund needed to be larger, as the bottom of the compactor is falling out.
	6. Legal-
		1. Burke inquired about the Roads/Engineering items. Board agrees that since it is a minimal amount of money that isn’t being used, we should drop both lines.
	7. Library-
		1. They are meeting Tuesday to discuss their budget. Roof repairs are coming out of capital fund.
	8. Memorial Hall-
		1. Burke-Why is the heat increasing when it is being replaced this year? Murphy stated it could be due to A/C use, as they haven’t had A/C before. Haughwout stated that she feels it is ok compared to previous years.
		2. Marketing-Haughwout proposed level funding at $1500 and donations will be recorded as revenue.

* 1. Planning Commission-no changes
		1. Consolino asked for an explanation as to why we pay for a planner to come from WRC to work with the PC. Murphy stated that it is part of the Municipal Planning Grant. Discussed the Zoning Admin doing it instead of paying John Bennett. The WRC provides more experience, accurate information, and knowledge.
	2. Recreation Commission-
		1. Streeter stated that the summer rec program was a great success this past summer. There were some new, exciting programs introduced. Duncan asked if the Rec Comm had sources for other funding. Streeter pointed out that they charge tuition for their programs. Murphy will bring revenue reports to next meeting.
		2. Drama-this has been eliminated.
	3. Beautification Committee-
		1. Why is there such an increase? Mary Pike Springer’s contract is increasing due to her taking over Reardon’s Bridge and a few others. Murphy will get a list of what she is taking care of. Haughwout pointed out that the B.C hasn’t suffered cuts like the rest of the departments. Murphy state that they asked for a larger sum than this but it was reduced. Murphy suggested a new line item for services; the board agreed that would be a good idea. Duncan stated that Mary’s efforts are phenomenal and he feels it is marketing how proud our town is. He suggested putting this new line item under marketing rather than beautification.
	4. Street Lights
		1. LED lights were installed to help reduce the cost of the additional light that were put in
	5. Capital
		1. Memorial Hall is hoping to put more funds back into their capital fund
		2. Library-voters had raised the amount to $12k from the proposed $8k. The $8k proposal is just a place holder right now, as the roof is estimated at $6600.
	6. Rainy Day Fund-
		1. When the auditors were here, they recommended setting up some sort of “rainy day fund”. It would be a capital fund.
		2. Haughwout wanted to make the Board aware that Cartographics is using the town of Wilmington town view as a test town online. Houston asked if Fire and Police had access to town view. At this point they do not, but it could be a helpful tool for them.
1. Correspondence-
	1. Act 250
		1. Looked over the Hermitage Storm Water Permit
		2. The Hermitage land use permit-they have been logging the wrong book and page.
		3. The Hermitage has been issued a permit for Town land that they are leasing. Murphy will check the lease to see if this is legitimate or if the Town has to be the one to apply for the permit.
2. Other Business-
	1. White commented on the lack of police presence at the parade for the soccer team. Murphy will follow-up with Szarejko on that.
	2. Chapman commented that Halloween in the village was great, and thanked the police for their help.
	3. Town Manager Evaluation Process- The Board is unhappy with the form they are using. Murphy distributed the form he and the department heads use for their evaluations of employees. Wheeler stated that no employees are asked for their opinion of the Town Manager, and it should be a two-way street. Employees should be given the chance to state how they feel the manager is doing.
3. Town Manager Updates-
	1. WiFi- it is up and running as part of the Vt Digital Economy Program. The connection time varies depending on the type/age of computer you are using.
	2. The former Brissette/Sprague properties-they only have 90 days to get the work done as part of the FEMA requirements. The RFP for demolition of the Brissette property is due on November 22, and the Sprague RFP is due November 27th. Haughwout wants to be sure that people know it is the Board’s decision as to the laying out of the parks at these properties. Murphy commented that the town needs FEMA approval before they can do anything.
	3. Haystack Association Termination Request-
		1. Steve Michaels fells that since the town owns property in Haystack that we are entitled to votes. Michaels wants to vote to dissolve the Haystack Association and is looking for 80% votes. The town has a fair amount of votes. Streeter inquired if the ability to vote is hindered at all by not paying dues, as the town does not. According to Michaels it does not. The Association’s annual meeting is next week. Chapman feels the town shouldn’t vote at this time. The rest of the Board agrees to do nothing at this point.

Next meeting will be Tuesday November 12, 2013 at 5:30 pm.

Burke motioned to adjourn the meeting at 8:35, Chapman second. All in favor.

Respectfully Submitted,

Jessica DeFrancesco

Administrative Assistant

Approved by Wilmington Selectboard:

Margaret L. Streeter, Chair James R. Burke, Vice Chair Diane Chapman, Clerk

Susan Joy Haughwout Jacob White