

Wilmington Selectboard/Sewer Commission
May 3, 2017
Meeting Minutes

Present: Tom Fitzgerald, Vince Rice, Ann Manwaring, Sarah Fisher @ 6:25 pm

Others Present: Gretchen Havreluk, Jessica DeFrancesco, Paul Lockyear, John Lazelle, Tom Consolino, Anna Drozdowski, Aaron Paul-Mitchell, Kat Matos, Kathy Larsen, Dennis Richter, Adam Grinold, Janna Ewart, Chris Mays, Mike Eldred

Meeting called to order at 6:00 pm

1. Visitors, Public Comments, Possible Changes to the Agenda

Havreluk added the acceptance of a resignation from a member of the Beautification Committee to action items.

2. Approve Minutes of April 19, 2017

Rice moved to approve the minutes of April 19, 2017, Manwaring second; all in favor.

Fitzgerald moved to enter into Sewer Commission at 6:01 pm, Rice second; all in favor.

3. Sewer Commission

Lazelle explained to the Sewer Commission that Gary Smith is looking for an extension for final allocation for his property on Country Club Rd. His preliminary request was approved on August 17, 2016. His total allocation fee has been paid, but he has yet to apply for local permits. Rice moved to approve an extension for the application on Country Club Road to September 1, 2017, Manwaring second; all in favor.

The Sewer Commission discussed the request from Nutmeg Inn owner, Paul Lockyear, to waive the \$6,600 allocation fee for the restaurant at this location. Kat Matos explained that they would be using the Nutmeg kitchen for a pop-up business just through the summer, and was hoping for a deferment of the allocation fees since they would be there short term. There is currently no precedent or wording for this type of situation in the current Sewer Ordinance. Fitzgerald explained that waiving the fee has never been done before. He suggested they look into a payment plan or the revolving loan fund to help with the cost. With the revolving loan fund you can pay back the balance over a longer period of time than a payment plan, making the payments more manageable. Part of the issue for the pop up business is that they would be paying the allocation fee, but the Nutmeg owners would then have that allocation forever when they weren't the ones who paid for it. There was discussion on serving only Inn guests since the Inn is allocated to serve a continental breakfast to their guests. Lazelle said that would be a very grey area and isn't comfortable with that arrangement. They will weigh all the options discussed tonight and may come back to the Board.

Sarah Arrived

4. Wastewater Pump Station Upgrade

Wastewater Chief Operator John Lazelle discussed the upgrade needed to pump #4 located at 4 Woffenden Rd. The pumps and controls are over 28 years old and there have been many issues with them. Lazelle collected 3 quotes from companies who have experience with pump stations. Lazelle is recommending Pump Systems Inc. Their bid was the highest but it included more equipment upgrades than the other 2 quotes. Drozdowski asked if there was any more planned maintenance scheduled. Lazelle answered that he has a mapped out strategic plan. Rice moved to approve replace pump station #4 at Woffenden Road for an amount not to exceed \$21,025 from the Sewer Capital Account.

5. Reardon Bridge

Havreluk is requesting the Board reserve no more than \$45,000 from the 1% Local Option Tax Fund to fund the ramp and railing on Reardon's Bridge. This will have to go out to RFP before final costs are available. This project went through the DRB where they specified this must be a metal railing with pressure treated wood decking. Consolino was surprised that a handicap ramp is costing 25% of what the entire bridge had cost to build. Manwaring moved to reserve up to \$45,000 from the 1% Local Option Tax Fund for the purpose of building a handicap ramp to Reardon's Bridge, Fisher second; all in favor.

6. Action Items

Landowners have requested that Pam St be renamed Stoni Woods Lane. This is a private road off of Old Stage Road. Rice moved to approve to rename Pam St to Stoni Woods Lane, Manwaring second; all in favor.

Katy Little of the Beautification Committee has submitted her resignation. The Board accepts her resignation with regret and thanks her for her many years of service.

7. 1% Local Option Tax Fund Request

Rice moved to approve funding the Fourth of July fireworks from the So Vt Deerfield Valley Chamber of Commerce for \$6,500 from the 1% Local Option Tax Fund, Fisher second; all in favor.

Liquor Commission at 6:40 pm

8. Liquor Commission

Rice moved to approve a Request To Cater Permit application for several events to be held at 441 Coldbrook Rd by The Hermitage Club, LLC dba The Hermitage Golf Club on 5/26-5/29/17, 6/9-6/12/17, 6/17-6/19/17, 6/23-6/26/17, 6/30-7/1/17, 7/8-7/10/17, 7/14-7/17/17, 7/21-7/24/17, 7/28-7/31/17, and 8/04-8/7/17, all from 9AM-10PM, Manwaring second; all in favor.

9. Correspondence to/from Selectboard

10. Other Business

11. Select Board Members Comments and Other Action Items

Fitzgerald will be talking with Abby Friedman of VLCT on Thursday to go over the next steps in receiving applications for the Town Manager position. So far 34 applications have been received and they will be receiving applications until Friday.

12. Interim Town Manager Updates

- Town Plan-the Planning Commission would like to delay turning the Town Plan back over to the Selectboard due to Act 174 coming through the works which deals with solar energy.
- Zoning Ordinance and Village Design Review hearing set for July 19th.
- South Main St-We have received the Downtown Transportation Grant through ACCD and AOT. This will be for the East side of South Main St. This is a 50/50 match that the Selectboard had approved previously.
- West Main St sidewalk project is moving along. The retaining wall will be going up over the next week.
- West Lake Project-Coldbrook Rd is closed day and night this week so that they can install the town culvert. The culvert is very large and closing the road was the best option for getting it installed.
- Composting- recommending that the Town use TAM. They bid in at \$90/haul and they will supply wheeled containers that will be taken in at night. Windham Solid Waste's recommendation was Triple T but their costs were a lot more than TAM's. Staff and any members of the public can still receive the training on what is compostable.

- Received an email from Hans Hussy. He was the attorney that worked with Wilmington several years ago on the education tax issue.
- The budget will most likely be overspent. The department heads are aware to be cautious of their spending. Currently working with Finance Officer on collection of revenues, including delinquent taxes.

13. Executive Session

Rice moved to enter into executive session, to include Wilmington School Board members Adam Grinold, Dennis Richter, Kathy Larsen, Janna Ewart and Interim Town Manager Gretchen Havreluk at 7:00 pm, for the purpose of negotiating or securing of real estate purchase or lease options, Fisher second; all in favor.

Came out of executive session at 8:30 pm; no action taken.

Next Joint Executive Session will be on 5/17/17 at 7:00pm

Rice moved to adjourn at 8:30 pm, Anne Manwaring second; all in favor.

Respectfully Submitted,

Jessica DeFrancesco
Administrative Assistant

Approved by the Wilmington Selectboard:

Thomas Fitzgerald, Chair

John Gannon, Vice Chair

Vince Rice, Clerk

Sarah Fisher

Ann Manwaring