

**Wilmington Selectboard/Sewer Commission**  
**October 2, 2018**  
**Meeting Minutes**

**Present:** Tom Fitzgerald, Vince Rice, Sarah Fisher, Ann Manwaring, John Gannon by phone

**Others Present:** Scott Tucker, Jessica DeFrancesco, Scott Moore, Craig Ohlson, Shannon Haaland, John Lazelle, Gretchen Havreluk, Meg Staloff

1. Town Plan Public Hearing opened at 6:00 pm
  - Community Facilities Map–remove Deerfield Valley Rescue since they are no longer there, remove XC Center from the White House and the Sitzmark; on page 57 change post–Irene to pre–Irene.

Rice moved to close the hearing at 6:02 pm, Manwaring second; all in favor.

2. Town Plan Approval
  - Rice moved to approve the town plan with the minor changes, Manwaring second; all in favor.

Regular meeting called to order at 6:03 pm

3. Visitors, Public Comments, Possible Changes to the Agenda
4. Approve Minutes of September 18, 2018

- Rice moved to approve the minutes of September 18, 2018, Fisher second; all in favor.

Fitzgerald moved to enter into Liquor Commission at 6:05, Rice second; all in favor.

5. Liquor Commission
  - Rice moved to approve an Open Container Exemption Permit and a Request to Cater Permit for an event at Memorial Hall on October 18, 2018 catered by Anchor Seafood, Manwaring second; all in favor. Rice moved to approve Request to Cater Permits for events at Memorial Hall on October 20 and November 3, 2018 catered by Jim's Bistro at the Roadhouse and an Open Container Exemption Permit for October 20, 2018, Fisher second; all in favor.
6. Fire Department Maintenance
  - David Briggs has been working on the fire trucks for many years, but has recently retired. He is willing to do yearly maintenance and other minor maintenance as a part time/ per diem employee. His cost would be \$35/hour and he wants to be covered by workers compensation. The town would buy the parts and he would work on them at the fire house. Rice moved to authorize the town manager to hire of David Briggs as a part–time mechanic for the fire trucks, Manwaring second; all in favor.
7. Action Items
  - Havreluk and Lazelle discussed an RFQ for the Wastewater Asset Management/Expansion project. A request for qualifications goes out, an engineer is chosen, and then a project cost is asked for. If the budget is too high, then the next engineer that is qualified for the project is considered. The plan and design would happen for the whole project at once, and then construction would happen in sections. Fitzgerald moved to authorize the town manager to issue an RFQ for the sewer and water asset management and expansion project, Fisher second; all in favor.
  - Rice moved to authorize the town manager to negotiate and approve multi–year lease agreements for office copiers, Manwaring second; all in favor.
  - Manwaring moved to approve a 25 % match for a Hazard Mitigation Assistance Application to aid in updating the local hazard mitigation plan, Rice second; all in favor.
8. Correspondence to/from Selectboard

9. Other Business

10. Select Board Members Comments and Other Action Items

- Manwaring commented that the recycling containers may not be road-worthy, which may be a budget issue.
- Rice asked about police budget and who is going to be working on that budget.

11. Town Manager's Updates

- Schedules are being set to discuss budgets with each department
- Country Club Road Association is working with Bill Hunt to spread material.
- Chief of Police is retiring October 31<sup>st</sup>. Looking to hire 3 full time officers.
- Wilmington and Wilmington Water District MOU has been reviewed by the town attorney and is out to both entities for comments.
- Police Chief hiring process: posted in-house first, one interested party. A committee has been created that will interview the candidate on October 10<sup>th</sup> at a closed meeting.
- Route 9 West is just about complete. The traffic light has been removed.

Rice move to adjourn at 7:16 pm, Fitzgerald second; all in favor.

Respectfully Submitted

Jessica DeFrancesco  
Administrative Assistant

Approved by the Wilmington Selectboard:

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Thomas Fitzgerald, Chair

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John Gannon, Vice Chair

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Vince Rice, Clerk

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Sarah Fisher

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Ann Manwaring