

**Waterbury Select Board Meeting
January 20, 2014
Main Street Fire Station**

Present: J. Grenier, Chair; C. Viens, K. Miller, R. Ellis, and C. Nordle (part of the meeting by phone), Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; B. Farr, Long Term Economic Recovery Director; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Tom Kinley, David & Margaret Luce, Chris Palermo, Linda Parks, Harriet Grenier, and Lefty Sayah.

The meeting was called to order at 5:35pm.

PUBLIC – No items.

REVIEW AGENDA

There were no changes to the agenda.

MUNICIPAL BUILDING ITEMS

At the public meeting last week, there was a request to price out option A to show a cost breakout of each building and provide a 3-D drawing. Based on public input, options B and C are being explored. K. Miller thought it might be a good idea, but asked how the architects are doing on the timing. B. Farr responded that they are interested in what will be presented for a bond vote. They have estimated costs for all three options, but not for the separate buildings in option A. K. Miller stated that the need is to determine the bond amount and a general site plan. C. Viens expected to hear at last week's meeting as to what option the public preferred, and was disappointed that this did not happen. He is interested in seeing what the cost is to build the Library first, move them, and then build the municipal offices. R. Ellis stated that the neighbors did not like option A, and the users preferred options B or C. B. Farr indicated that an estimate could be given for option A building costs, broken out by square footage. K. Miller said that it will be important to have cost sharing by function for the next public meeting. It was decided not to spend additional money or time to price out option A (no 3-D drawings), and B. Farr will ask the architect to price out each option by square footage and function.

H. Grenier addressed the concerns about the library's contribution to the project. She stated there would be fund raising for the project. The Library Commissioners met this morning and voted to contribute \$500,000 from the library trust fund to go towards the construction of the Municipal Complex: \$300,000 committed from the fund up front, plus \$200,000 to bridge capital campaign pledges. The many sources of revenue to the project were outlined by B. Farr and discussed, the total being \$1,862,000. L. Parks asked about money needed to furnish the library. The library will have additional money for furnishings. J. Grenier suggested that the Board be a little conservative about money on hand and perhaps have a slightly higher bond vote.

W. Shepeluk explained there is a municipal complex fund that was created a year ago. He gave an explanations of money already spent on the project and indicated that \$61,100 has been spent on the project through 2013. It also needs to be determined how much has been spent this year to date. More discussion was held with regard to the functional logistics when the buildings are being constructed.

B. Farr stated the Architects are willing to come next Monday to meet with the Municipal Building Committee. The Board indicated their desire to have VIA attend the meeting on Monday January 27th at 6:00pm. It is hopeful there will be a budget on the table by this date. More discussion continued on how to split costs between the functions, and whether this is appropriate.

B. Farr discussed the need for the Phase I Environmental Review. An RFP was put out and 10 different firms submitted bids. F. Hurley of Revitalizing Waterbury has indicated there may be a grant source for the environmental review. The lowest bidder, in comparing apples to apples, was Weston & Sampson. K. Miller made a motion authorizing the Municipal Manager to enter into negotiations and sign a contract with Weston & Sampson for the Phase I Environmental Review and a lead, asbestos and radon assessment. The motion was seconded by R. Ellis and passed unanimously.

TOWN CLERK'S ITEMS

K. Miller made a motion to approve the minutes of the January 13, 2014 meeting. The motion was seconded by C. Viens and passed unanimously.

R. Ellis made a motion to approve RW's request to close Stowe Street from Main Street to Union and Railroad Streets, and to close Bidwell Lane to Foundry Street from 10:00am Friday July 11th to 5:30pm July 12th. The motion was seconded by K. Miller and passed unanimously.

BUDGETS

W. Shepeluk had previously distributed budget information and a memo dated January 19, 2014 entitled '2014 General Fund Budget'. It appears that the general fund balance as of December 31, 2013 is \$57,715. Approving the general fund, highway, and library budgets as presented would require a 40.5 cent tax rate using the 2013 grand list, which is an 8 percent increase. He stated that there are ways to drop this rate that might require some borrowing. C. Nordle asked if the budget would be finalized this evening, as he cannot pick up the conversation well and does not have updated numbers. W. Shepeluk stated that a meeting will be required next week to hopefully fine tune the budget.

W. Shepeluk reviewed the general fund budget starting with the revenue line items. Expected revenue for PILOT payments is down significantly. Town Clerk fees were down during 2013 however this was offset by an increase in planning fees. This budget shows no revenue from WASI. It also shows a transfer from the reappraisal fund of \$73,100 for the town-wide reappraisal that will occur this year. The budget shows a transfer from the Tax Stabilization fund of \$55,000.

He then reviewed the General Fund budget, which is similar to that of last year. The LTCR projects line item was discussed. It includes an amount of \$65,000 for the contract with Armada to extend Barb Farr's services through December of 2014. It includes funding for the Economic Development Director (Darren Winham) in the amount of \$104,000 with a proposal to keep him through the end of the year. The Village has also committed funds for these positions; however the budget proposes that the Town pay for these positions in 2014. Both Armada and Darwin Dynamic Solutions will keep the same prices if the programs are extended to the end of the year.

K. Miller feels obligated to fulfill the current contract for the Economic Development Director, but believes the Village should pay the amount they committed. Her willingness to continue the contract is low. She feels the Armada contract for the LTRC Director should be extended to the end of the year. W. Shepeluk believes that the work that D. Winham is doing should be extended as he needs more time. C. Viens would like to see what he has accomplished to date and what is in the works. R. Ellis suggested that D. Winham come to a meeting and give the Board an update and she would like to hear from his Board. She suggested paying for 20 hours per week from July to December, to be split with the Village. The Town could pay for the Armada position by including it in the bond amount.

The professional services line item includes \$14,000 for the VISTA member, plus \$2,000 of other services.

The Public Safety budget is a little less than last year. The main increase in the Fire budget is an increase in the new equipment line. The income from the Duxbury contract for fire services is budgeted at \$102,600. K. Miller asked if the new equipment line item includes a motor for the pontoon boat. R. Ellis indicated that the line item does not include the motor and W. Shepeluk will follow up with the Chief.

The remaining budgets in the General Fund were discussed. The parks budget shows pay for highway employees that work on the parks, shifting costs from the highway budget to the recreation budget.

In the Planning Department, it is proposed that the Zoning Administrator have an increase in hours from 20 hours per week to 30 hours per week. There are also some special projects including a proposal to organize zoning files, and additional money that was requested by RW for the branding.

A discussion was held about \$700 that is transferred each year to the Conservation Fund to run programs.

The Special Article amounts were discussed. Funding was added for the America Red Cross and Crime Stoppers (\$2,000 and \$250 respectively).

W. Shepeluk stated that a lot of money has been spent since 2011 as a result of Tropical Storm Irene, and all costs have been paid in cash. At 2012 annual meeting, the voters authorized the Town to borrow up to \$310,000 for storm clean up. He is checking with Paul Giuliani to determine if the authority remains and suggested that the Board consider borrowing for flood related expenses to lower the tax rate. If the Town borrows \$300,000, there will be no tax increase in 2014, and in 2015 there would be \$67,500 in debt service which is less than a penny. He believes this is a legitimate way to think about financing these costs.

At last week's meeting, there was discussion about using the Tax Stabilization fund to balance the CIP's. The use of the Tax Stabilization fund was discussed. R. Ellis stated she does not prefer borrowing to reduce the tax rate, and that a few budget line items could be cut. She does not like to see big spikes in the general fund. There was a big spike in 2013 due to the long term recovery line item, and this line item is in the 2014 budget so far.

Page 4
January 20, 2014

There was more discussion about borrowing to stabilize the tax rate versus cutting the budget to recover from expenses incurred due to Tropical Storm Irene.

There being no further business, the meeting was adjourned at 8:50pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 27, 2014