

**Meeting of the Waterbury Select Board
November 17, 2014
Main Street Fire Station**

Present: C. Nordle, Chair; K. Miller and D. Schneider, Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; B. Farr, Long Term Community Recovery Director; M. Mientka, Waterbury Record; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Al Lewis, Everett Coffey, Theresa Wood, Jane Brown, Jack Carter, Karen Maurice.

The meeting of Board was called to order at 7:00pm.

APPROVE AGENDA

K. Miller made a motion to approve the agenda as presented. The motion was seconded by D. Schneider and passed by those present.

CONSENT AGENDA ITEMS

K. Miller made a motion to approve the consent agenda item (minutes of November 3rd meeting). The motion was seconded by D. Schneider and passed by those present.

PUBLIC

E. Coffey asked permission to speak on any agenda items.

ROTARY SIGN POSTS

A. Lewis was present and gave the Board an update on the banner posts that were installed over the summer. He requested that some protocol be established for hanging banners and taking them down, and had previously distributed a memo with recommendations. The protocols also contain height and width requirements for the banners. He recommended that a calendar be established, and that the protocols be given to each person that asks to hang a banner. The Rotary Club will maintain the structure. It was suggested that someone from the Town be in charge of managing the scheduling of the structure. If the Town approves, plaques containing the instructions and the protocol will be hung on the banner posts. D. Schneider suggested that something be posted in the paper that the Rotary Club is transferring ownership and management to the Town, and that the companies that make the banners be notified of the size requirements. C. Nordle suggested adding language that extra ropes and tie downs cannot be used. Any minor expenses related to the posts will go through the Municipal Manager. D. Schneider made a motion to approve the protocols as amended. The motion was seconded by K. Miller and passed by those present.

T. Wood stated that the Rotary Club has been having discussions about Waterbury NQID. The club has been informed that their insurance carrier will no longer cover insurance for fireworks. They generally sign a contract for the fireworks in January so as to receive a 10% bonus. The Rotary Club is currently fundraising for the event, and allocates \$5,000 towards the fireworks; however the total cost is \$10,000. If the Town wishes to continue with fireworks, it will have to come under the Town's liability insurance. The Town usually pays \$3,000 towards the event plus the costs of security. W. Shepeluk will look into the insurance issue prior to the next meeting.

WATERBURY TREE BOARD

J. Brown was present to discuss the formation of a Waterbury Tree Board and distributed the goal, mission statement, coordination and action items. The plan would be to meet 6 to 8 times per year, and there are opportunities to coordinate with Town groups such as public works, parks and recreation, the town planner and cemetery commission. Action items

include applying for grants, tree inventories, monitoring invasive species, education, creating a vegetation management plan and outreach.

D. Schneider asked how much public input would occur if some projects affect private property owners. The group would be an advisory committee working with other Town Departments. The tree board appointments should be advertised with the Select Board to make the appointments. There was a brief discussion about whether the group will be called a board or committee. J. Carter expressed the importance of establishing this type of group and encouraged its formation. C. Nordle stated that Chris Viens should be informed, as he has been concerned about invasive species.

K. Miller made a motion to form the Waterbury Tree Committee with up to 5 positions with the Tree Warden as an ex-officio member, with the committee to act in an advisory committee to municipal staff as outlined in the proposal. The motion was seconded by D. Schneider and passed by those present.

MUNICIPAL BUILDING ITEMS

B. Farr presented the final version of the \$1 million CDBG-DR implementation grant for approval and signature. The grant timeline is March 31, 2016. The project is scheduled for completion on December 15, 2015 so that should allow plenty of time for wrap up.

D. Schneider made a motion that the legislative body of Waterbury accept and agree to the terms and conditions of the CDBG-DR Grant Agreement and designate the Municipal Manager as the person with overall administrative responsibility for the CDBG-DR activities related the grant agreement, and designate the Municipal Manager as the authorizing official to execute the grant agreement and other such documents as may be necessary to secure these funds. The motion was seconded by K. Miller and passed by those present.

B. Farr suggested waiting on the ReArch contract, as edits are being made. ReArch suggested there may be opportunity to switch to a stipulated sum proposal versus guaranteed maximum price. This is under discussion, and it has been suggested that the Town will be better served with the guaranteed maximum price, however it may be possible to convert at a later point in time. C. Nordle gave a more detailed description of the various pricing structures. Staff will have to decide if there is some advantage to the stipulated sum scenario. ReArch will attend the December 15th meeting to present a total budget.

The Act 250 recess memo was discussed. Staff has been directed to proceed with the Act 250 process and will respond to specific questions that were raised.

MANAGER'S ITEMS

The Manager distributed the 2013 audit report and stated it is best practice for the Board to meet with the auditor to discuss the report. B. Yacavoni will be invited to attend a joint meeting on December 1st to review the reports for the Town and Village.

The Manager distributed the revenues and expenses year to date and touched on a few of the highlights. Projected revenues are slightly below budgeted revenues. Expenses were reviewed and discussed. The expected ending fund balance may be zero or even a positive balance. The highway and library funds are also expected to have a positive fund balance. Chris Nordle suggested that the material be reviewed and any questions be covered at a future meeting.

The Manager distributed a balance sheet and budget status report for the tax stabilization fund. Year to date, the fund has earned just over \$16,000 in interest, and almost \$29,000 in unrealized gains. The starting fund balance was \$928, 049, and the current fund balance is

\$973,064. The 2014 budget called for a \$55,000 transfer to the general fund by the end of the year. The fund threshold of \$644,000 was discussed as well as possible ways to transfer money from the fund. Budget strategies were discussed to give the Manager direction in preparing the 2015 budget.

AMENDED SELECT BOARD RULES OF PROCEDURE

The Board signed the amended Select Board Rules of Procedure.

There being no further business, the meeting was adjourned at 9:03pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: December 1, 2014