

**Joint Meeting of the Waterbury Select Board and Village Trustees  
December 15, 2014  
Main Street Fire Station**

Present: K. Miller, Vice Chair; J. Grenier, C. Viens and D. Schneider, Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; W. Shepeluk, Municipal Manager; C. Ummel, Recreation Director; M. Mientka, Waterbury Record; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Gordon Miller, Dan DeSanto, Bill Minter, Mary Kasamatsu, Fauna Hurley, Harriet Grenier.

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

**REVIEW AGENDA**

W. Shepeluk asked to discuss the Long Term Economic Recovery Director position. The reason for adding this topic is that it is a time sensitive issue to extend the contract with Armada into 2015. P. H. Flanders asked to have a discussion requesting that employees that work for both the Town and Village record their hours. W. Shepeluk stated that there has been a recreation grant awarded, and this should be moved by the Board. The reason for adding this item is for administrative purposes. C. Viens made a motion to approve the agenda as amended. The motion was seconded by D. Schneider and passed by those present. N. Howell-Sherman made a like motion on behalf of the Village Trustees. The motion was seconded by L. Sayah and passed unanimously.

**CONSENT AGENDA ITEMS**

C. Viens made a motion to approve the consent agenda item (minutes of December 1<sup>st</sup> and December 8<sup>th</sup> meetings). The motion was seconded by D. Schneider and passed by those present.

**PUBLIC**

No public comment

**RECREATION ITEMS**

C. Ummel joined the meeting and reviewed the August 2014 Recreation Director report (attached). Highlights included the Wicked Waterbury Halloween event and the River of Light Parade. There are several other events that are occurring at the recreation building. Looking ahead, the Winterfest will take place at the end of January. Parent's night out and adult activities are on-going.

C. Ummel presented a proposal to change the summer day camp's location to Thatcher Brook Primary School. This would provide more room and space during inclement weather. The largest change would be that more campers will be able to enroll, and additional counselors might be needed. G. Miller stated that moving the camp could lead into a year round program at the school. C. Ummel is also hoping to keep the summer food program afloat, with open access at Anderson Field. W. Shepeluk stated that the goal is that the program can pay for itself, with hopefully the generation of some revenue. D. Schneider commended C. Ummel for the proposal, as it will help with children that are also being tutored since they will be at the same location. The school is open to the idea. The recreation building will still serve as the primary headquarters, while the bulk of the program will be at the school.

C. Viens asked if the roundabout would be complete at the start of next summer's program. The scheduled completion may run into August. C. Ummel explained how pedestrians might cross through that area.

D. Schneider made a motion to approve the move of the Waterbury recreation day camp to TBPS starting the summer of 2015 with the recreation building continuing to be the hub. The motion was seconded by J. Grenier and passed by those present.

C. Ummel asked the Board to consider approving an online fundraising campaign to raise money for the dog park. He explained the Kickstarter program and fees (attached), and stated that the goal is \$1,500. He suggested that the Town set up a designated account to receive the funds. W. Shepeluk expressed unease at having Kickstarter have access to the Town general fund, and had a discussion with the Town auditor. In this case, the auditor preferred the use of a separate and distinct account. The ultimate decision lies with the Treasurer. W. Shepeluk asked if a list of donors would be provided, with name and amount of donation. He also expressed concern about the service fee of 7%. C. Ummel stated that Kickstarter would provide a full accounting of the contributors. If the goal is not reached, there will be no monies exchanged. W. Shepeluk explained that it is not practical to have separate accounts for each recreational activity, and suggested that this new account be under the Friends of Waterbury recreation. J. Grenier suggested that projects be approved prior to fundraising, so that the funds are used as intended. P. H. Flanders stated that the Trustees are very much in favor of construction of a dog park.

C. Viens asked if the objective was to reimburse the Town for the costs incurred to date. C. Ummel responded in the affirmative, and stated that the next step would be to purchase new materials needed for the park. C. Viens stated that the public is getting concerned with the costs being added to the budget. K. Miller stated that there is a maintenance and funding plan with the people that run the disc golf course and asked if there would be something similar for the dog park. The committee plans to make a presentation to the Trustees at some point in the future.

The Treasurer stated that she had no objection to opening a separate account under the general guise of recreation, strictly for the purpose of receiving funds from the Kickstarter campaign. All other donations would continue to be received through the municipal office. D. Schneider made a motion to approve the Kickstarter online fundraising campaign for the dog park. The motion was seconded by J. Grenier and passed by those present.

G. Miller stated that the recreation committee has been thrilled with C. Ummel's work and hope that at some point during budget discussions, the committee could discuss increasing the position to three quarters or full time.

C. Ummel stated that a Vermont Recreations Facilities Buildings and Services grant has been approved and will be awarded tomorrow in the amount of \$2,400. J. Grenier made a motion to authorize the grant to be submitted, and authorize the manager to execute any associated paper work. The motion was seconded by D. Schneider and passed by those present.

C. Ummel stated that a Vermont Community Foundations Small and Inspiring Project Grant for \$2,500 was informally awarded today. In addition, he has applied for a grant from the Lintilac Foundation for up to \$10,000. C. Ummel was reminded to bring any grant opportunities before the Select Board prior to submission.

J. Grenier made a motion to approve the submission of the two aforementioned grant applications and if awarded, authorize the Municipal Manager to sign the associated paperwork. The motion was seconded by D. Schneider and passed by those present.

#### **PERSONNEL POLICY**

The Boards reviewed the employment section. The section on progressive discipline was discussed and how it relates to 'at will' termination. W. Shepeluk suggested that if the Board

were in favor of progressive discipline, that attorney Scott Cameron review the policy. K. Miller explained how a progressive discipline policy operates.

P. H. Flanders stated that he favors progressive discipline because it provides a road map for employees and supervisors so that they know what is expected. He also mentioned that when he worked for the State, there was a 6 month probation period. Discussion continued about the appropriate route to take on discipline. P. H. Flanders expressed concern that some supervisors may not be trained. W. Shepeluk explained the hiring process and indicated that no employee would be terminated without his knowledge. K. Miller asked if the attorney could provide some insight as to what would be most appropriate for a Municipality. W. Shepeluk responded that the attorney would be willing to do this, but would like to see the policy in its entirety. K. Miller stated that there is a difference between performance and discipline and asked the Manager to review this with the attorney.

#### **ECONOMIC DEVELOPMENT DIRECTOR**

W. Shepeluk sent out information yesterday afternoon. The Waterbury Area Development Committee (WADC) provided a list of people on the committee. There is a desire from the business community and WADC to continue with the committee. It was kicked around whether they should be a separate entity. The model they are asking for is that WADC remains in existence, and that committee members be formally appointed by the Select Board and Trustees. The hope is to appoint the existing eleven members with two year terms, to start with staggered terms. The committee would then be involved in the recruitment process for an economic development director, and the Select Board and Trustees would have a role in reviewing the applicants. The WADC would then make a recommendation. W. Shepeluk recommended at \$56,000 budget (\$30,000 from Town and \$26,000 from Village UDAG) for 2015 for a ¾ or full time contracted position. There are currently several people working with Darren Winham, which can be offered on an as needed basis. He recommended continuing with D. Winham hourly as needed until a new director is hired. This would be covered under the proposed budget. One of the challenges of the position is how transparent it can be, as there needs to be some ability for the director to work on confidential projects.

The purpose of the committee and the director position was discussed. K. Miller suggested reviewing this budget item in the context of the entire budget. C. Viens asked what the goal of the committee is and whether it was to reduce property taxes. He also asked about the relationship between development and taxes. W. Shepeluk stated that development would enhance employment opportunities and increased income for some. The Trustees have a need to restore the grand list after the hit it took due to Irene. J. Grenier stated that people who want to start a business in Waterbury need an advocate. F. Hurley suggested that the committee is the local ears and eyes to determine what opportunities are best for the community. K. Miller stated that the economic development director needs to be in the community, and reiterated the need to look at the entire budget.

W. Shepeluk explained that a decision was made in the past that the position is needed, and it has been funded for 2 years. He recommended advertising for the position, and then decide later if it will fit into the budget. He also advocated to keep D. Winham on board on an hourly basis, and to put together an RFP for the position.

J. Grenier made a motion to authorize staff and WADC to formulate and distribute an RFP for a future economic development director. The motion was seconded by C. Viens. C. Viens asked if applicants would be told that the spending for this position has not been approved. D. Schneider suggested advertising the position as a contracted position without necessarily advertising as a full time position with a specific amount of money. The motion was passed by the Select Board. On behalf of the Trustees, N. Howell-Sherman made a like motion. The motion was seconded by L. Sayah and passed unanimously.

The suggestion was made to pay D. Winham \$50 per hour for continued work in 2015. J. Grenier asked if there would be a cap. W. Shepeluk stated that a couple of people still might need his assistance. A majority of the projects have been in the Village, so the Trustees are willing to share in this cost. It was decided to keep same Town/Village ratio as in the previous payments.

J. Grenier made a motion to hire D. Winham as needed through January 31<sup>st</sup>, 2015 at \$50 per hour pro-rated at the current Town ratio. The motion was seconded by D. Schneider and passed by those present. N. Howell-Sherman made a like motion on behalf of the Trustees with the payment pro-rated at the current Village ratio. The motion was seconded by L. Sayah and passed unanimously.

P. H. Flanders distributed a draft agreement between the Select Board and Trustees relating to Village employees that perform work for the Town, and vice versa. It suggests that employees track their time, and the costs be squared between municipalities.

The meeting of the Village Trustees adjourned at 9:13pm.

### **MANAGER'S ITEMS**

The library commissioners and staff have been researching how to house the library services once they need to vacate the building. Pilgrim Partnership has available space on Bidwell Lane that is large enough to provide storage of all materials and furniture and to continue to offer library services. The rent will be \$4,000 a month for a complete lease package from March 1<sup>st</sup>, 2015 to January 31<sup>st</sup>, 2016 with rent waived for January and February 2015. H. Grenier stated it is a good offer, as the move can commence during January or February.

K. Miller noticed that the commissioners removed the part time help line and decreased the new book line item, and that the Manager has put them back in the budget. The Manager stated that he miscalculated the rent line by \$6,100, so this amount will have to be removed from budget in some other way. The library would like to keep the part time line in so they have flexibility. The book line item can be decreased to \$11,000. The Municipal Manager recommended \$250,000 of taxes representing a 2% increase in the budget over last year, and asked the Board to allow the commissioners to develop a budget on that basis. The Select Board agreed.

The Town has had a contract with Armada since 2013 for the Long Term Community Recovery Director. B. Farr is still working on projects outside of scope of the municipal building, but the majority of work is on municipal building complex. The 2014 contract was for 1,200 hours at \$85.82 per hour. Armada has asked for a price increase of 5.9% or a 2015 rate of \$90.94 per hour. The value of the contract for 2015, including expenses, is approximately \$110,000 and the current contract expires on December 31<sup>st</sup>. Another option is to make B. Farr an employee. The future of the position was discussed.

J. Grenier made a motion to authorize the Municipal Manager to sign the contract with Armada for 1,200 hours for B. Farr's time at the rate of \$90.94 specified in the contract. The motion was seconded by D. Schneider and passed by those present.

W. Shepeluk brought the Board's attention to a grant anticipation note (line of credit) for the roundabout project in the amount of \$1.5 million. He recommended renewing the line of credit for \$1.5M from now through June 15, 2015 at 1.2%. D. Schneider made a motion to renew the line of credit for \$1.5 million at 1.2% interest. The motion was seconded by C. Viens and passed by those present.

W. Shepeluk stated that Main Street in bad shape since the reconstruction project keeps getting delayed, and it is costing the Town money to maintain roads. Patch paving was done earlier in the year on Stowe and Main Streets at a cost of \$56,489. VTrans has agreed to cover some of the costs in the amount of \$40,000. J. Grenier made a motion to authorize the Municipal Manager to accept and sign the paving grant from VTrans for \$40,000. The motion was seconded by C. Viens and passed by those present.

**PARKING UPDATE**

D. Schneider stated that there will be a presentation of parking committee recommendations at the January 19<sup>th</sup> meeting.

W. Shepeluk will be sending budget information to the Board during December. The Board will ask John Malter to attend a meeting in January to discuss changes to legislation with regard to recycling receptacles.

There being no further business, the meeting was adjourned at 10:05pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 5, 2015