

**JOINT MEETING OF THE SELECT BOARD & VILLAGE TRUSTEES**  
**March 7, 2011**  
**Municipal Office**

Present: Rebecca Ellis, Chair; John Grenier, Pam Clapp, and Bob Butler, Select Board; P. H. Flanders, Village President; Lawrence Sayah and Natalie Howell-Sherman, Trustees; William Shepeluk, Municipal Manager; and Anne Imhoff, ORCA Media.

The meeting of the Select Board and the Board of Trustees was called to order at 7:00p.m.

The meeting with Pam Dever to discuss speeding on Little River Road was re-scheduled.

The Boards discussed scheduling meetings to discuss merger and for the employee appreciation breakfast. The Boards will meet at 6:30p.m. on March 28th to begin discussion of merger. The employee appreciation breakfast will be Friday April 29<sup>th</sup> at 7:30a.m.

Regarding merger, the Boards asked the Manager to get more information about local option taxes.

The Boards considered the memorandum of agreement concerning inter-municipal payments. P. Clapp made a motion to approve the memorandum of agreement with the understanding that inflation factor increases would be determined at the end of the year. The motion was seconded by B. Butler and approved by those present. N. Howell-Sherman made a like motion for the Trustees. The motion was seconded by L. Sayah and approved by all.

Steve Lotspeich, Community Planner, and Joel Baker and Jeff Whalen of the Planning Commission joined the meeting at 7:35p.m. to discuss the Development Review Board and the Flood Hazard Regulations. R. Ellis reminded the Boards of the process for adopting the documents. They would review changes tonight and then formalize the document to present at the Joint Public Hearing to be held on March 30<sup>th</sup>.

S. Lotspeich gave an overview of the Flood Hazard Zoning By-Law Amendments. Ned Swanberg of the State of Vermont reviewed the document and has inserted language as necessary. The Boards reviewed the language on pages 5, 7, and 8. J. Baker suggested that the language on page 7 Section 606 #4 should not increase base flood elevation by more than 1 foot. There was a lengthy discussion by J. Baker and S. Lotspeich about the merits of that suggestion.

The Boards considered the draft regulations to establish a Development Review Board. S. Lotspeich reported that the Planning Commission had made no changes to the draft. B. Butler made a motion to warn a public hearing on the Development Review Board regulations draft #3 for March 30<sup>th</sup> at 7:00p.m. at the Thatcher Brook Primary School cafeteria. The motion was seconded by J. Grenier and approved by those present. L. Sayah made a like motion. The motion was seconded by N. Howell-Sherman and approved by all.

B. Butler made a motion to warn a public hearing on draft #3 of the Flood Hazard regulations, changing Section 606 #4 to read 0.25 feet, on March 30<sup>th</sup> at 7:30p.m. at the Thatcher Brook Primary School cafeteria. The motion was seconded by P. Clapp and approved by those present. N. Howell-Sherman made a like motion. The motion was seconded by L. Sayah and approved by all.

R. Ellis reported on the issue concerning signs on the two fire stations. The station architect will develop a sign to meet the current regulations and the Board will review it. An amendment to the by-laws will also be considered. B. Butler expressed his concern about making changes to the by-laws with regard to treating municipal structures different from other applicant's structures.

The Trustees left the joint meeting and reconvened in the upstairs conference room at 8:20p.m.

Following the closing of the joint meeting of the Select Board and Trustees, the Trustees continued discussion in the upstairs conference room.

L. Sayah made a motion that Trustee meeting times be changed from 7:30 to 7:00 p.m. on the second and fourth Wednesdays each month. The motion was seconded by N. Howell-Sherman and passed with all Trustees voting in the affirmative.

The Trustees then reviewed a draft agenda prepared by P. H. Flanders. Following discussion and subject to agreement with the Village Manager, the Village President will prepare a draft agenda for Trustees meetings in consultation with the Manager about the Manager's items and it will be available on Monday before the Wednesday meeting. This will allow Trustees time to review and prepare, if necessary, for any discussion at the meeting.

There was agreement that discussion with the police department and the Trustees about the actions at Village meeting were important and should be addressed as soon as possible.

All three trustees expressed a desire to work with the Manager, the Police Department, and the Select Board on the issues facing Waterbury and find solutions in the best interest of the citizens.

There being no further business, the meeting of the Trustees adjourned at 9:50 pm.

The Select Board held their organizational meeting. P. Clapp made a motion to elect R. Ellis as Chair, J. Grenier as Vice Chair, and B. Butler as Secretary. J. Grenier seconded the motion. B. Butler moved to amend the motion substituting K. Miller's name as Secretary. The motion was seconded by J. Grenier. The motion was split by a vote of 2 to 2, and the amendment failed. The main motion was then approved by a vote of 3 to 1.

P. Clapp made a motion to approve the Rules of Procedure as presented. The motion was seconded by J. Grenier and approved by those present.

B. Butler made a motion to adopt the Conflict of Interest Policy as presented. The motion was seconded by P. Clapp and approved by those present.

B. Butler made a motion that the Waterbury Record be the paper of record for 2011. The motion was seconded by J. Grenier and approved by those present.

The Board discussed Town Meeting to make suggestions for next year. W. Shepeluk reported that he made a mistake in the highway budget. The diesel fuel line item should have been \$68,000 and the budget carried \$0. B. Butler suggested including all of the Senior Center appropriations in the budget or as an article, but not both. P. Clapp wondered whether we could make the process more efficient for getting special articles on the floor for debate. J. Grenier suggested obtaining more information from organization about their financial status. P. Clapp would like ensure that the representative from the Mad River Resource Management Alliance is reported in

the list of appointed officials. P. Clapp suggested changing the business portion of Town Meeting to Saturday or Monday night. A survey will be put on the website or otherwise distributed around the community.

It was decided to advertise for Town officers and include the Development Review Board. The deadline will be March 31<sup>st</sup> and interviews will be April 4<sup>th</sup> and April 18<sup>th</sup>, and another meeting if needed. B. Butler made a motion to appoint Peter Plagge as the Town Service Officer from April 15, 2011 to April 14, 2012. The motion was seconded by J. Grenier and approved by those present.

With regard to distributing cash in Fund 30 to the other CIP funds, the Board agreed to wait until later in the year to move it, depending on the need.

A discussion about the website was held. The Board agreed more information was needed on the filterable recreation calendar, online payments, and the business directory. B. Butler or K. Miller will have discussions with RW, WCDC, and Waterbury Tourism Council about the business directory. The cost is a concern. The Board agreed the Town should move forward with the employee portal. P. Clapp and K. Miller, along with staff, will explore e-newsletter opportunities.

The Board discussed the Community Development Block Grant fund and strategies to get the money circulating in the community. They will discuss this issue with the Trustees.

The Board discussed paving and would like the five year paving plan updated. They requested two plans; with and without the grant for Stowe Street, and would like the plans by July 4<sup>th</sup>.

B. Butler made a motion to approve the minutes of the January 27<sup>th</sup>, February 7<sup>th</sup>, February 23<sup>rd</sup>, and February 27, 2011 meetings. The motion was seconded by J. Grenier and approved by those present.

P. Clapp made a motion to approve the minutes of the March 1, 2011 Annual Meeting of the Town of Waterbury. The motion was seconded by B. Butler and approved by those present.

B. Butler made a motion to approve the liquor and tobacco licenses for Shaws, Champlain Farms and Fastop, and liquor licenses for Cabot Foods, Jimmz Pizza, and The Reservoir. The motion was seconded by P. Clapp and approved by those present.

B. Butler made a motion to move into Executive Session at 9:40p.m. to discuss real estate items, and wages and benefits. The motion was seconded by P. Clapp and approved by those present.

The Board came out of Executive Session at 10:06p.m. P. Clapp made a motion to authorize the Manager to sign and option agreement with T. Gibbs. The motion was seconded by B. Butler and approved by those present.

There being no further business, the meeting was adjourned at 10:08p.m.

Respectfully Submitted,

William Shepeluk

Approved at a meeting held on: March 21, 2011