

WATERBURY SELECT BOARD MEETING

April 4, 2011

Waterbury Municipal Office

Present: Rebecca Ellis, Chair; Karen Miller, John Grenier, Pam Clapp and Bob Butler, Select Board; Natalie Howell-Sherman and L. Sayah, Village Trustees; William Shepeluk, Municipal Manager; Anne Imhoff, ORCA Media; Jenna Pizzi, Times Argus; and Carla Lawrence, Town Clerk.

Public and Interviewees (at various points throughout the evening): Al Gardner, Bill Belanger, Joel Baker, Jeff Whalen, Rick Boyle, Martha Staskus, Jeff Larkin, David Rogers, David Frothingham, Chris Viens; and Bill Minter, Gordon Miller and Peg O'Neill from the Recreation Committee.

The meeting was called to order at 7:03p.m.

INTERVIEWS FOR EMERGENCY MANAGEMENT COORDINATOR

Al Gardner and Bill Belanger were present and expressed their interest in sharing the duties of the position of Emergency Management Coordinator (EMC). A. Gardner has been the EMC for three years. B. Belanger gave a brief outline of his qualifications and background. The emergency plan was written by a consultant about three years ago, and is updated annually by A. Gardner. B. Belanger will be the Deputy EMC reporting to A. Gardner. The Town will make arrangements to have the EMC's tour the fire stations when they are complete.

P. Clapp made a motion to reappoint A. Gardner and appoint B. Belanger as DEMC for a 1 year term ending April 30, 2012. The motion was seconded by K. Miller and approved by those present.

A. Gardner gave a description of courses available.

INTERVIEWS FOR DEVELOPMENT REVIEW BOARD AND PLANNING COMMISSION

Planning Commission members Jeff Whalen and Joel Baker were present and expressed their interest in being appointed to the Development Review Board (DRB). They explained why they preferred appointment to the DRB versus the Planning Commission. A brief question and answer session followed, including what information should be included in minutes and staff available to the Board.

Town ZBA members Martha Staskus and Rick Boyle were present and expressed interest in being appointed to the DRB or Planning Commission. M. Staskus gave a description of her background in the wind energy field and indicated that she may serve better from a technical standpoint on the DRB. R. Ellis reviewed some projects that the Planning Commission will be undertaking in the future. R. Boyle gave the Board a description of his background as an HR professional, and expressed his interest in continuing to serve the Town. He is drawn to serving on the DRB, but would like to be involved in some capacity and would be interested in the Planning Commission or WCDC.

Village ZBA members Jeff Larkin and David Rogers were present and expressed interest in serving on the DRB. R. Ellis explained the formation of the DRB, expressed interest in having two Village ZBA members on the DRB, and gave a brief description of the duties of the DRB.

D. Frothingham and C. Viens were present and expressed interest in serving on the DRB. D. Frothingham updated the Board on his background as a practicing engineer in Vermont. A brief question and answer session followed. C. Viens updated the Board on his background as a developer, and expressed the desire to keep development subtle in Waterbury. A question and answer session followed.

RECREATION

The recreation committee has been talking about prioritization of projects, and it might be most productive to meet with the Select Board after that process. The recreation committee is meeting on April 28th and will meet with the Select Board on May 2nd.

The Board discussed the summer refund policy. The recreation forms had a cancellation policy based on the type of enrollment. There is no policy for the full 8 week enrollment or the mini-camps. P. Clapp made the following proposal: that changes or cancellations be submitted in writing at least two weeks in advance to be eligible for a refund or credit, minus a \$10 administrative fee. W. Shepeluk indicated that in the past, there has been a no refund policy that was not always followed. It was proposed that the administrative fee be increased to \$25, and to remove the word credit.

P. Clapp made a motion adopt the proposed cancellation policy as amended. The motion was seconded by K. Miller and approved by all.

P. Clapp indicated that school will be starting on August 30th. The Board may want to consider a bonus week and the end of the session during the week of August 22nd. The pool will close on August 19th. It may be hard to cover depending on the school schedule of staff, but will explore during the hiring process.

Hiring for the recreation program was discussed. It was decided to focus first on hiring the summer director, and then work on hiring for the administrative position (10 hour per week). Some interviews for the summer director will be held Tuesday morning April 5th. Members of the Recreation Committee have been invited to attend. The committee would like to talk with Jessica Viens (interim administrator) to see if she has some available time this summer until a permanent person is hired. A discussion was held with regard to the duties of the administrative position.

The logistics of recreational fundraising was discussed. It may be prudent to create a 501(c)(3) umbrella for the funds. This would relieve the Town from the collection of donations. There is a concern that having the Town manage the accounting may become burdensome. R. Ellis suggested that the committee talk with Duncan McDougall of Waterbury LEAP about setting up the 501(c)(3). To date, \$2,035 has been received for the Skate Park.

W. Shepeluk has been thinking about how to use social media to get word out about Municipal activities and information. A facebook page was created for Waterbury recreation, and a concern was raised about pictures from previous summer's programs on the page. The facebook page was taken down. W. Shepeluk emailed other Municipalities and VLCT and suggested that there should be some policy with regard to posting photos. It was suggested that the facebook site be reinstated without pictures. A discussion followed about postings on facebook and how to limit comments to the site so that not a lot of time is spent monitoring the site. It was recommended to ask Jessica Viens to set it up so that incoming messages are private and outgoing message are public, and to remove photos. It was also suggested that the facebook page point people to the Waterbury website.

TOWN CLERK'S BUSINESS

A. Tuscany discussed the Annual Financial Plan for Town Highways and explained the plan to the Board. J. Grenier made a motion to approve the Annual Financial Plan for Town Highways for 2011 as presented. The motion was seconded by B. Butler and approved by all. This plan is a requirement to be considered for grant money for Stowe Street.

Another requirement to apply for grants is to follow Water Quality Best Management Practices under which Town road and bridge standards are developed. Any new road must be developed in accordance with the minimum standards. A. Tuscany stated that the Town already follows these standards. He recommended that the Board accept these standards to include whether or not the road is conveyed to the Town. There are currently no standards for someone building a private road. If this recommendation is not accepted, grant amounts would be reduced. B. Butler made a motion to approve the January 4, 2011 Town Road and Bridge Standards for the Town of Waterbury. The motion was seconded by J. Grenier and approved by all. There are now two sets of standards, one for roads that will be taken over by the Town and the second for developers building private roads.

B. Butler made a motion to approve the minutes of March 21st, March 28th, and March 30th, 2011 meetings. The motion was seconded by J. Grenier and approved by all.

B. Butler made a motion to approve the liquor licenses for Blush Hill Country Club, Cider House, Tanglewoods and Marsala Salsa; and the liquor and tobacco licenses for Crossroads Discount Beverage, Depot Beverage, and Emery's Village Store. The motion was seconded by K. Miller and approved by all.

GIBBS PROPERTY

The article for a special Town meeting to vote on purchasing the Gibb's property was discussed. The special Town meeting was scheduled for Monday May 9th and will be duly warned. B. Butler made a motion to warn a special Town meeting for Monday May 9, 2011 at 7:00p.m. at the TBPS cafeteria for the purpose of seeing if the voters will authorize the Town to purchase the Gibb's property, with the warning to be signed on April 6th. The motion was seconded by K. Miller and approved by all.

There being no further business, the meeting was adjourned at 9:50p.m.

Respectfully submitted,

Carla Lawrence
Town Clerk

Approved on: April 18, 2011