

**Joint Meeting of the Waterbury Select Board and Village Trustees
Municipal Office ~ June 6, 2011**

Present: Rebecca Ellis, Chair; Karen Miller, Pam Clapp, John Grenier, and Bob Butler, Select Board; P. Howard Flanders, Village President; Lawrence Sayah and Natalie Howell-Sherman, Trustees; Laura Marvin, Summer Recreation Director; Chris Preston, Waterbury Record; Jenna Pizzi, Times Argus; Anne Imhoff, ORCA Media; and Carla Lawrence, Town Clerk

Public: Everett Coffey and Jim Chalmers

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

W. Shepeluk introduced Laura Marvin, the Director of the summer recreation program, and both Boards introduced themselves. W. Shepeluk stated that the program in place is fun and is currently full. He suggested an orientation for parents of children in the program. There is an open house on June 10th from 6:30 to 7:30pm. and this time may be able to be used for the orientation.

POLICE SURVEY

The Joint Boards were asked by N. Howell-Sherman to take the draft police survey. A discussion followed about the survey questions and several edits were suggested. It was asked what the point of the survey is, and where it is going from here. It was decided to make the changes as discussed and move forward with the getting the survey distributed. Methods of distribution may include Survey Monkey and K. Miller gave the Boards an overview of this tool. The survey will be created on Survey Monkey and will be on line for two weeks. It is very expensive to put the survey as an insert in the Waterbury Record. Paper copies can be placed in business locations, and distributed around town. Email distribution lists were discussed. The survey will be built on Survey Monkey by June 15th, will be available from June 16th through June 30th, and results will be compiled by July 7th.

R. Ellis suggested reaching out to local business owners on the local option tax. Two meetings have been set up - one with RW on June 13th at New England Landmark realty at 7:45a.m., and a second with the Waterbury Tourism Council on June 29th at 11:30a.m. A Select Board member will attend with some information on the potential revenue, previously prepared by the Manager.

HEALTH CARE UPDATE

The Manager gave the Boards and update on health care. The VLCT is moving towards a market choice model to allow Towns to be able to meet their needs best. No action is necessary at this point. He indicated that there is no need to move significantly from where we are now, with a high deductible plan. It might be beneficial to have a VLCT representative come in and explain the options, possibly at the end of August.

RETIREMENT GIFT POLICY

The Boards discussed a retirement gift policy. The Manager suggested three ideas ó a no gift policy, establish a flat dollar amount to be spent on a gift or given in cash to anyone who leaves the service of the town after a minimum number of years of service; or establish a dollar amount per year to be given in cash to the employees leaving service after the prescribed minimum number of years. It was suggested that the Boards, including the Water Commissioners, research what other municipalities and businesses do and report back on June 20th.

MANAGER'S ITEMS

The Manager presented a Capital Improvement Refunding Note for the Select Board's approval. The note is for \$80,000 at 2.3% for a term of one year. P. Clapp made a motion to approve the CIP note of \$80,000 at 2.3% for a term of one year. The motion was seconded by J. Grenier and passed unanimously.

The Manager presented four notes for the Trustees approval: a sewer system improvement note for \$20,000 at 2.3% for a term of one year; a water system improvement note for \$54,000 at 2.3% for a term of one year; a municipal building improvement note for \$10,000 at 2.3% for a term of one year; and a note for a backhoe for the water department for \$35,600 at 2.3% for a term of one year. N. Howell-Sherman made a motion to approve the notes as the Municipal Manager recommended. The motion was seconded by L. Sayah and passed unanimously.

The Manager distributed a report on the status of the flood damage and the costs to repair Little River Road and Woodard Hill Road. A. Tuscany toured the damage with three contractors, Bill Atwood, Sundown Corp., and Chris Viens. The Manager reviewed information received from the contractors and recommended that the Board authorize him to hire Chris Viens to do the work with a \$70,000 limit. The Town may be eligible for some emergency money from FEMA. Necessary records will be kept to segregate the two jobs. B. Butler made a motion to authorize the Manager to hire Chris Viens for the repair and upgrade of Little River Road and Woodard Hill Road in an amount not to exceed \$70,000. The motion was seconded by J. Grenier and passed unanimously. A brief discussion was held as to which fund should be used to pay for the project.

The meeting of the Trustees was adjourned at 8:37p.m.

S. Lotspeich has requested that the Times Argus be appointed as an additional paper of record due to timing of DRB meetings and the need for a daily paper. J. Grenier made a motion to appoint the Times Argus as an additional paper of record. The motion was seconded by K. Miller and passed unanimously.

The enrollment in the Summer Recreation Program was discussed. The program is currently full and the Board reviewed enrollment figures and number of children attending each day. A discussion was held as to whether to hire another counselor. Questions have been asked as to why the program is closed. There is a waiting list and the Manager is working with the Director to see if some additional children can be accommodated. The Manager discussed the lottery system used in years past, however it would be difficult to use the lottery with all of the current enrollment options. Jessica Viens is still involved but phasing out, and Laura Marvin is also acting as the Recreation Administrator.

The Hope Davey Park site plan needs to be amended to incorporate the Skate Park. It will be reviewed at a June 16th DRB meeting. The structures have not yet been approved and zoning permits will have to be issued. Two signs will also be requested which will outline park rules.

The CVRPC Transportation Advisory Committee approved the Route 2/100 study at its May 31st meeting for which the Select Board sent in a letter of support.

A meeting room policy for the Main Street Fire Station is being developed and will be distributed at the next meeting. One concern is the equipment in the kitchen that the Fire Department purchased, and how to maintain/replace this equipment.

The Fire Department is tentatively planning open houses on Saturday June 25th. Before adjournment, the Board will visit the back of the Main Street station to see the light that was installed.

The Manager gave the Board an update on the budgets (see attached). He reviewed the revenue line items and indicated expenses are tracking well. A brief discussion followed.

Bill Yacavoni will start the 2010 audit tomorrow.

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TOWN CLERK'S ITEMS

P. Clapp made a motion to approve the minutes of the May 16, 2011 meeting. The motion was seconded by J. Grenier and passed unanimously.

Don Schneider and Tom Thurston have requested permission to run the Fourth Annual Green Mountain Mile race prior to the July 4th parade on July 2nd. J. Grenier made a motion to approve the request. The motion was seconded by B. Butler and passed unanimously.

There will be no meeting on Monday July 4th. The July meeting schedule will be determined at a later date.

The Board meeting was recessed at 9:20pm. and the Board left for a site visit at the Main Street fire station to inspect the rear lighting. The Board directed the Manager to have the contractor give a price to change the fixture from a box light to a recessed light.

There being no further business, the meeting was adjourned at 9:35p.m.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: June 20, 2011