

**Waterbury Select Board Meeting
July 18, 2011
Municipal Office**

Present: John Grenier, Acting Chair; Rebecca Ellis, Pam Clapp, and Bob Butler, Select Board Members; William Shepeluk, Municipal Manager; Steve Lotspeich, Community Planner; Alec Tuscany, Public Works Director; Anne Imhoff, ORCA Media; Chris Preston, Waterbury Record; Jenna Pizzi, Times Argus; and Carla Lawrence, Town Clerk.

The meeting was called to order at 7:00p.m.

MANAGER'S ITEMS

The Manager discussed staffing priorities and had no specific recommendations but addressed general concerns with the Board in terms of whether there is appropriate number of staff in appropriate places. He mentioned office staffing and highway/summer recreation maintenance. He indicated staffing in the highway department has turned over the past few years, and discussed the placement and duties of highway personnel. An excavator has been rented to prepare for some paving and perform some roadside mowing. It may have been better to contract out the roadside mowing. The municipality was trying to reign in on expenses and how some of these projects are done may be reassessed for next year. Concern was expressed that some things are not getting done that should be done. The Manager was not necessarily recommending hiring an additional person, other than to replace the position vacated when Kenny Sargent retired.

There continue to be large projects on the horizon (phosphorus upgrade, round-about, paving, etc.). The second staffing issue involves staff at the Municipal office, and a possible solution might be to create an officer manager type position. Several employees perform their own administrative work (e.g. public works director, community planner). It was asked if it had been considered to hire a financial manager type person. This suggestion may be worth exploring, however the staff is constrained by space. A question was asked about hiring an Assistant Town Manager. There needs to be consideration about the cost to the taxpayers.

SALVAGE YARD PERMIT

S. Lotspeich was present to discuss the findings of a site review of Despault's junkyard. He distributed the conditions from the last approval. A hearing has been warned for August 1, 2011 to take testimony and formalize the process. The warning has been mailed to the Despaults. The issues that need to be addressed are tires that need to get into the stockpile, solid waste that needs to be cleaned up, and concern with vehicles visible to Route 2 (conditions 2, 3 and 5). S. Lotspeich will draft up some proposed conditions of approval and will ask the Despaults to come to the August 1st meeting. There is an auction on August 15th. It was asked if the State would be taking care of the stockpile of tires. Only a certain amount can be disposed of periodically.

S. Lotspeich informed the Board that there is a public hearing scheduled for the Moretown Landfill on August 3rd at the Best Western.

The Town received a draft recertification for the Waterbury RTR center (Depot Beverage recycling).

HIGHWAY DEPARTMENT

A. Tuscany was present to give an update on the 2011 paving plans. An assumption has been made in the past for a two inch overlay for repaving. This is no longer applicable due to the condition of the roads. The new estimate for all road repairs is \$5 million. He and the Highway Supervisor are exploring alternative solutions, techniques and processes. Two different 5 year plans have been proposed based on \$200,000 or \$400,000 being spent per year. The Public Works Directors emphasized to not back off projects if/when paving grants are received. It is assumed that the grant for Stowe Street will be received. One premise is to not let roads deteriorate too far, so that an overlay may be a solution.

He described some of the recommended projects over the next couple of years under each scenario. Parking lots are in rough shape, and are not included on the list. It was asked if this amount will be sufficient to improve and maintain the roads, or would it be possible to bond for money to accomplish more projects. The Manager suggested that the Board consider reconstructing High Street and Guild Hill Road (\$500K) and could consider a bond for these two projects. More discussion was held with regard to bonding or some sort of financing to catch up on paving projects.

This year projects include paving the Crossroad, Ripley Road, Prospect Street, an overlay on parts of Stowe Street, and paving the approach to the railroad crossing on Demeritt Place.

The piers that hold up I89 on Stowe Street are deteriorating. Chunks of concrete fell onto Stowe Street recently. The State has recognized the fact that something needs to be done, and has been looking at various means to rehab the piers. The State has dealt with the issue at the moment, and Stantec was hired by VTRANS to explore solutions. A. Tuscany gave a description of a proposed solution which involves north and south bound lanes, and the northbound off ramp. The proposed completion date is 2014.

A. Tuscany gave an update on Stowe Street projects. The culvert by East Street will be replaced before school starts. The entrance to the school was discussed and whether or not the School District can make this safer for the children to cross, and how this would fit in with the Stowe Street sidewalk project. A. Tuscany briefly described the bidding process for projects, and whether or not bids are required. The recommendation for the culvert project is to allow staff to negotiate with the contractor that has been involved in the project to date, as there is no requirement for a bid. The Board supported this request.

The Demeritt place connector road was built by Kingsbury Construction for GMCR. The railroad crossing needs to be widened to two lanes. A. Tuscany gave a description of the project. Kingsbury has done the work associated with the project to date so it was suggested that Kingsbury do the work on the crossing. VTRAN's has agreed to have Kingsbury do the work.

SELECT BOARD ITEMS

R. Ellis made a motion to approve the minutes of the July 5, 2011 meeting. The motion was seconded by P. Clapp and approved by those present.

The priority matrix that had previously been distributed was discussed. The goal is to make sure that discussions that need to occur are scheduled and prioritized. A general discussion was held with regard to the creation of the agendas and how to track items that need discussing. It was suggested that the Board meet with Department heads once per year other than budget time.

The first meeting in September will be on Wednesday September 7th.

The Board briefly discussed the Manager's 360 review. Results will be available after July 22nd and will most likely be discussed in Executive Session.

The Board reviewed the minutes of their April 4th meeting and discussed the recreation refund policy. A policy was formed pertaining to the 8 week day camp and minicamp enrollment. A person signed their children up for a field trip that was not enrolled in the day camp or minicamps. Relatives visited and she wanted to withdraw her children from the trip and receive a \$50 refund. The Board was in agreement to send a refund. The Manager would like to get a more comprehensive policy in place relatively soon. It was suggested that there should be more clarification between pool and staff on swim lessons, and the need to let the public know what is available.

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There was a brief discussion about the playground at the Recreation building. In years past, the practice has been to close that playground during the recreation program hours of operation because of its very close proximity to the building. If the Board wished to change this policy, the Manager asked that they change it after this season. He also suggested that the Board have a debriefing with the program director after the season is finished. A majority of the Board was in favor of following the policy and putting up a sign at the playground.

R. Ellis made a motion to move into Executive Session at 9:10p.m to discuss a personnel issue. The motion was seconded by B. Butler and approved by those present. The Board came out of Executive Session at 9:29p.m. with no action taken.

There being no further business, the meeting was adjourned at 9:30p.m.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: August 15, 2011