

Joint Meeting of the Waterbury Select Board and Village Trustees
September 26, 2011
Thatcher Brook Primary School

Present: R. Ellis, Chair; J. Grenier and P. Clapp, Select Board; L. Sayah and N. Howell-Sherman, Trustees; W. Shepeluk, Municipal Manager; and C. Lawrence, Town Clerk.

Public: W. Yacavoni, Auditor.

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

W. Yacavoni reviewed the Town's audit report starting with Exhibit C - the balance sheet as of December 31, 2010. He reviewed the Statement of Revenue, Expenditures and Changes in Fund Balance for the General Fund, Highway Fund, and Library Fund. He then reviewed the audit report for the Village in the same areas as above. He discussed Exhibit H which is the statement of fund net assets for the Water and Sewer funds. He talked about overall accountability and controls, indicating that the record keeping at the Municipal Office is of high standards. In auditing payments to vendors, he noted where some payments were made based on a monthly statement and recommended that all invoices be attached to the monthly statement for documentation of the items purchased. In the Village, he noted that there were a number of customers with broken meters whose usage was estimated. He recommended that the meters be replaced to provide the proper charges based on actual usage.

J. Grenier made a motion to approve the December 31, 2010 audit report for the Town of Waterbury. The motion was seconded by P. Clapp and passed by those present. N. Howell-Sherman made a motion to approve the December 31, 2010 audit report for the Village of Waterbury. The motion was seconded by L. Sayah and passed by those present.

An informational meeting for prospective members of the Rebuild Waterbury steering committee was held on September 25th and information pertaining to that meeting was distributed. There are several names on the list, of which hopefully five or so will volunteer.

A letter was drafted in support of Vermont Community Fund grant application to be submitted by Revitalizing Waterbury for its ReBuild Waterbury program. P. Clapp made a motion to authorize the Chair to sign the letter of behalf of the Select Board. The motion was seconded by J. Grenier and passed by those present. N. Howell-Sherman made a motion to authorize L. Sayah to sign the letter on behalf of the Trustees. The motion was seconded by L. Sayah and passed by those present.

J. Kirby was present to discuss the Downtown Designation Renewal process. The Select Board and Trustees will need to sign a Community Reinvestment Agreement. The renewal needs to include the minutes authorizing the renewal. P. Clapp made a motion that the Select Board will continue its commitment to RW's effort for the downtown designation. The motion was seconded by J. Grenier and passed by those present. N. Howell-Sherman made a like motion. The motion was seconded by L. Sayah and passed by those present. J. Grenier made a motion to authorize R. Ellis to sign the Community Reinvestment Agreement on behalf of the Select Board. The motion was seconded by P. Clapp and passed by those present. N. Howell-Sherman made a motion to authorize L. Sayah to sign the Community Reinvestment Agreement on behalf of the Village Trustees. The motion was seconded by L. Sayah and passed by those present. The completed requirements need to be submitted by November 7th, however an extension may be requested. S. Lotspeich will be submitting an ad next month to the Waterbury Record for public notification that Waterbury is renewing its downtown designation.

The business flood relief fund has a deadline of Friday. RW has received 24 applications so far, and approximately \$85,000 to \$90,000 has been raised. Approximately 60 businesses in the Village experienced some level of flooding.

There will be a tremendous amount of permitting in the next several months due to the requirements of the flood plain regulations. The Boards met with the Planning Commission (in the Library). Zoning issues post Irene were discussed, as well as long term community planning. The status and future of the Municipal Building was discussed, and the Manager gave an update on the building. The office will move to the Main Street Fire station, and then there will be discussions about long term planning. The Town is still operating under the FEMA draft flood maps.

S. Lotspeich described the process by which properties owners will need zoning permits. If there are substantial improvements that are more than 50% of the value of the building, a permit will be required. He will report back after a meeting with FEMA, and will be doing a mailing to those affected by the flood.

The Planning Commission interviewed a candidate for the position of Zoning Administration. They had questions about the process. The Boards moved into Executive Session at 8:40p.m. The Boards came out of Executive Session at 8:55p.m. with no action taken. The Planning Commission recommended that Clare Rock be appointed Zoning Administrator for a term of 3 years.

P. Clapp made a motion to appoint Clare Rock as the Town Zoning Administrator for a term of 3 years. The motion was seconded by J. Grenier and passed by those present. N. Howell-Sherman made a motion to appoint Clare Rock as the Village Zoning Administrator for a three year term. The motion was seconded by L. Sayah and passed by those present.

Alison Friedkin of the Central Vermont Community Land Trust was present to discuss the future of the Whalley Trailer Park. The owner of the park has been in contact with the Village and Town Boards. He has asked that the Town purchase the property through a FEMA hazard mitigation grant. The grant would cover 75% of the cost and the Town would have to pay for 25% of the cost. The value of property is approximately \$200,000. The site is challenging and options are limited.

S. Lotspeich recommended that for all flooded properties, the zoning fee be reduced to 50% the normal fee plus a \$10 recording fee. The idea is to make accommodations for flood impacted people, but to bring in some fees for administrative costs. J. Grenier made a motion to accept the recommendation that the zoning fees for flood affected properties be reduced to 50% plus the \$10 recording fee. The motion was seconded by P. Clapp and passed by those present.

The Board will follow up on the hazard mitigation grant for Whalley Trailer Park.

The State Office Complex was discussed. A meeting was held last Wednesday with some Board members, Municipal staff and lawyers. It was discussed what the economic impact would be if the complex was not restored. It is important to know what the long term economic impact will be. It is under consideration to hire legal teams including KSE (communications plan), MMR (strategic plan) and the Economic Development Research Group (economic analysis).

R. Ellis suggested holding a public meeting and inviting the Shumlin Administration to enter into dialog about the future of the state complex.

P. Clapp made a motion to approve the KSE media plan. The motion was seconded by J. Grenier and passed by those present. P. Clapp made a motion to approve the Economic Development Research Group proposal contingent on being able to fulfill their requirements for information. The motion was seconded by J. Grenier and approved by those present. P. Clapp made a motion to approve the MMR Strategic Plan. The motion was seconded by J. Grenier and approved by those present.

N. Howell-Sherman made a like motion for the professional services name above. The motion was seconded by L. Sayah and passed by those present.

J. Grenier made a motion to approve the minutes of the September 19, 2011 and September 22, 2011 meetings. The motion was seconded by P. Clapp and approved by those present.

W. Shepeluk distributed budget reports. They included assumptions about costs of flood damages. He also distributed the Town and Village balance sheets. There are currently no cash flow issues.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on October 3, 2011