

Joint Meeting of the Waterbury Select Board and Village Trustees
Monday October 17, 2011
Thatcher Brook Primary School Conference Room

Present: R. Ellis, Chair; B. Butler, P. Clapp and K. Miller, Select Board; P. H. Flanders, Village President; N. Howell-Sherman and L. Sayah, Trustees; R. McMahan, ORCA Media; L. McCormack, Waterbury Record; J. Pizzi, Times Argus; A. Gardner, Emergency Management Coordinator; S. Lotspeich, Community Planner; W. Shepeluk, Municipal Manager; and C. Lawrence, Town Clerk.

Public: K. Grace, F. Balco, J. Kirby, C. Nordle and E. Coffey.

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

PUBLIC COMMENT

F. Balco was present to comment on the agenda item proposing to move the police department budget from the Village to the Town and asked on what basis this can be done. W. Shepeluk stated that this is a new agenda item that has not yet been discussed. He indicated that he could write a budget to include the police department and the idea would be to put something before the voters in March. There is nothing that says there needs to be a merger before this can happen. F. Balco indicated that he is dead set against this concept.

He clarified that the information shared by Pinnacle Ridge with regard to their road was not a request, it was an inquiry. Any action would need to be approved by the Pinnacle Ridge Homeowners.

K. Grace thanked everyone for their help during the flood. She expressed frustration with the zoning regulations and holes in the zoning process. She specifically described the Pilgrim Partnership project whereby fill was placed behind her house. She wants to be sure zoning regulations are being applied evenly.

The Town received a request to go to a Local Emergency Planning Committee, After Action Review. A. Gardner will be attending meeting on October 24, 2011. A survey was submitted which will be forwarded to the Board members for their comments. He recommended doing an After Action Review for the Town in the near future.

ZONING UPDATE

S. Lotspeich put an article in the Record last week about the DRB's role in the permitting process in the flood plain. Two projects that were previously reviewed under the flood hazard regulations were the Forensics Lab and the Fire Station and they fared relatively well during the flood. T. Vickery performed a damage estimate and letters were sent to those people whose damage was estimated at 50% or more of the value of their home. It was suggested that people bring in their own estimates. If people do not follow proper procedures, there may be issues with clear title to their homes at the point they sell. A lot of work has been done without permitting, and those people are encouraged to get an 'after the fact' permit. Each situation will have to be looked at on a case by case basis, as people are in the process of rebuilding. The Boards want to apply the regulations in a reasonable manner and encourage people to comply. S. Lotspeich will consult with local attorneys about the interpretation of the regulations. It was suggested to send homeowners a letter and a checklist to help them complete the appropriate paperwork. The fee structure that was previously approved was discussed, and will be revisited at a future meeting.

REBUILD WATERBURY

A CDBG Loan Agreement was previously approved to give up to \$100,000 to ReBuild Waterbury. W. Shepeluk drafted a Memorandum of Understanding and described its contents.

Clean up day for the State is on October 22nd and it was discussed whether Waterbury will participate. It was asked if the dumpster at the Town Offices could be used. In Waterbury, every Saturday has been a work day coordinated by volunteers. It will be passed verbally that the dumpster can be used, but it will not be in the newsletter.

The distribution center (clothing on Route 100) may be closing by the end of October. The volunteers working the local housing desk at the fire station will be ending their presence soon. FEMA has taken up more of this responsibility, however housing is limited.

K. Miller made a motion to approve the Memorandum of Understanding between the Town of Waterbury and RW regarding the CDBG loan for up to \$100,000. The motion was seconded by P. Clapp and passed those present.

LONG TERM COMMUNITY PLANNING

Affordable housing: several people met with CVCLT last week. CVCLT will look back at properties previously researched and explore other properties to potentially do another project. They also discussed doing a visioning process for the downtown block of Waterbury, and actively bring in the owners of these parcels. S. Lotspeich updated the Boards on a municipal planning grant application to update Town Plan. The plan needs to be updated by fall of 2013, including the statistical information in the plan. He proposed applying for \$11,000 in grant funds. The total project is \$12,500, therefore the local cash match would be \$1,500. B. Butler made a motion to authorize the Manager to submit the Municipal Planning Grant and commit to placing \$1,500 in the Planning Department budget for FY2012. The motion was seconded by P. Clapp and passed by those present.

Municipal Office Building: The process of moving some items from the building to the Fire Station has begun. It appears FEMA will be there until November 4th. The needs of the Municipality should be explored in determining a future location. There are some architects offering pro bono work for this service. W. Shepeluk will contact S. Roy to see if he is interested in offering services, looking at the location of the current building. The Trustees ultimately need to make the decision but will work with the Select Board. It might be helpful to get an estimate of how much it would cost to put the building back to the way it was, and also get an estimate taking into consideration the long term needs.

State Office Complex: The scope of the work that KSE provided has expired, and MMR expires at the end of October. Do the Boards want to continue to hire consultants to help with media outreach? Consultants could also work with a small consortium of businesses in Waterbury. Future work might include more media outreach - online petition, social media, etc. A firm has also been hired to review the economic impact of losing the employees at the complex. The Board will explore with KSE using a non-profit to get donations to help fund some of their work. There is a walk through of the State Office Complex on Friday at 10:00a.m.

There is an invitation from the Administration to appoint a local delegate to a State Task Force on the Waterbury Complex. It makes sense to have a Board member attend. A decision as to who will be appointed will be made at a later date.

BUDGET

Tax Abatement: W. Shepeluk expressed concern that the process is being started too early. The State Administration is going to recommend to the Legislature a process by which education taxes may be abated. The Board of Abatement meets on Wednesday October 26, 2011 and will discuss the issues.

A discussion was held with regard to moving the police department budget to town budget half way through the year. Voters would need to vote on this at Town Meeting. This issue needs to be discussed, as well as whether or not there should be town wide police department.

Dumpsters: Several property owners have requested reimbursement for dumpsters used during the clean up. B. Butler explained that the dumpsters that were placed in the public right of way were free. Those that ordered their own were responsible for payment but could petition. Discussion followed as to who should be responsible for payment. This may open up the Town for several more requests for reimbursement. It was suggested that the Good Neighbor fund might be able to pay for these. B. Butler made a motion to approve the requested expenditure of \$4,654.98 to pay for dumpsters that were contracted for prior to September 1, 2011 and not covered by flood insurance. The motion was seconded by P. Clapp and passed by those present.

W. Shpeluk updated the Board on the Capital Equipment refunding note. K. Miller made a motion to approve the note of \$168,000 at an interest rate of 2.1% for one year. The motion was seconded by B. Butler and passed by those present.

B. Butler made a motion to approve the minutes of the August 15th and October 3rd meetings. The motion was seconded by P. Clapp and passed by those present.

The Board reviewed an Errors and Omissions letter from T. Vickery dated October 17, 2011. B. Butler made a motion to approve the letter. The motion was seconded by K. Miller and passed by those present.

A request was made from Timberline Events to use the Hope Davey Pavilion on June 23, 2012 from 11:15a.m. to 4:20p.m. for the Green Mountain Relay. P. Clapp made a motion to approve the request. The motion was seconded by K. Miller and passed by those present.

Alchemy Canning has submitted an Application for Special Event permit for a party at 35 Crossroad on October 30, 2011 from 5:00p.m. to 8:00p.m. B. Butler made a motion to approve the application. The motion was seconded by P. Clapp and passed by those present.

Waterbury Grocery submitted second class liquor license and tobacco license. B. Butler made a motion to approve both licenses. The motion was seconded by K. Miller and passed by those present.

The next meeting of the Trustees is tentatively scheduled for Monday October 24th at 2:30p.m.

There being no further business, the meeting of both Boards was adjourned 9:55p.m.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved: November 6, 2011