

**Waterbury Select Board and Village Trustees Joint Meeting
Monday March 19, 2012
Main Street Fire Station**

Present: R. Ellis, J. Grenier, C. Nordle, C. Viens and K. Miller, Select Board; P. H. Flanders, Village President; N. Howell-Sherman and L. Sayah, Trustees; W. Shepeluk, Municipal Manager; A. Tuscany, Public Works Director; S. Lotspeich, Community Planner; J. Pizzi, Times Argus; K. Fountain, Waterbury Record; Anne Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Margaret & David Luce; Justine Barup; and Robert & Kathy Grace.

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

R. Ellis nominated John Grenier to be Chair for the ensuing year. The nomination was seconded by K. Miller. R. Ellis stated she has enjoyed being chair over the past four years, but will step down and let someone else have the experience. She will remain active in long term community recovery efforts. The nomination was unanimous.

K. Miller nominated R. Ellis for Vice-Chair for the ensuing year. The nomination was seconded by J. Grenier and passed unanimously.

R. Ellis nominated C. Nordle for Secretary for the ensuing year. The nomination was seconded by K. Miller and passed unanimously.

S. Lotspeich briefed the Board on an accessibility project he has been working on with Jeanne Kirby of RW. He described a fund to improve ADA accessibility to repair sidewalks and crosswalks to improve deficiencies within the downtown. The project is 100% funded by the State. They are looking to improve curbing and sidewalks in the Bidwell Lane area of the Village. The application deadline is March 26th. A. Tuscany gave a timeline of the project, with construction starting in May of 2013 if approved. The Town will have comment on the design.

R. Ellis made a motion to apply for the funding and authorize the Manager or Public Works Director the sign the application for the project on Bidwell Lane. The motion was seconded by K. Miller and passed unanimously.

A. Tuscany explained a grant that is available to replace curbing and sidewalks on Stowe Street. This grant could be coupled with Stowe Street class 2 paving grant. He recommended that Board authorize the Manager to sign the agreement. The total project cost is \$256,200 with a local share of \$51,250.

K. Miller made a motion to authorize the Manager to sign the Stowe Street grant application. The motion was seconded by C. Viens and passed unanimously.

W. Shepeluk gave an update on the status of the State Complex, after the Freeman French Freeman presentation last Friday. He explained Option B: Partial Reuse and New Construction. The proposal would be to tear down some of the buildings in the back of the complex and build a new addition. This proposal would bring back 1,024 employees. The power plant would be relocated. Some buildings would be used for private development. The cost of this project is \$134,291,000. Operating costs on an annual basis are \$2.3 million. The Governor announced last Thursday that these projects are too expensive and he will be proposing a hybrid Option B, building a smaller facility, to return around 700 employees to Waterbury (not including employees that are currently working at the complex). Employees would not be able to return until 2015.

R. Ellis talked about the May 3rd community partners meeting. FEMA is helping the Town invite representatives from agencies and foundations, who may provide potential funding. The champions will be meeting every two weeks until the May 3rd meeting. A budget needs to be developed for the meeting for lunches and other expenses for the participants and attendees. The cost will be approximately \$3,000 which can be split between the Town and Village. Lunches will be purchased from local restaurants.

K. Miller made a motion to spend up to \$1,500 for the May 3rd Partners meeting. The motion was seconded by R. Ellis, and passed unanimously. L. Sayah made a like motion on behalf of the Village. The motion was seconded by N. Howell-Sherman and passed unanimously.

A list of the Long Term Community Recovery projects was distributed. The list was reviewed to determine which projects should be sponsored by the Town, the Village, or both. K. Miller asked if these projects would be prioritized, as the projects will be competing for funds.

The Trustees asked for a proposal from Steve Roy of Wiemann Lamphere to look at 51 South Main Street and Stanley Hall. At Village meeting, the Trustees amended their budget by \$15,000 to cover the cost of the study. The Manager called Steve Roy to see if his firm could explore the option of tearing down Stanley Hall and rebuilding on that location. This option can be included in the current proposal. S. Roy suggested a meeting with the Manager, Public Works Director and a member of each of the Boards to redevelop the scope. R. Ellis views this as a Town project and feels the Town should pay for some of the costs. K. Miller would like to be the Select Board representative. P. H. Flanders will represent the Trustees.

S. Lotspeich gave an update on the EDA Grant with the Village UDAG match for the funding of a Flood Recovery Director. The deadline for the application is in early June, but the application should be submitted as soon as possible. A draft has been sent.

R. Ellis updated the Boards on the Business Case Manager position. The SBDC and CVCAC are collaborating and can provide the Town about 20 hours per week to work with businesses impacted by the flood. It might be possible to provide additional funding, through the CDBG fund, to hire additional hours.

W. Shepeluk explained that the Town and Village have engaged a professional CPA to perform an audit each year. Bill Yacavoni has done the audit for many years. He recommended engaging Bill Yacavoni to perform the audit for 2011 at a cost of \$8,500.

N. Howell made a motion to accept the Manager's recommendation to engage Bill Yacavoni to perform the audit for 2011 for the Village. The motion was seconded by L. Sayah and passed unanimously.

R. Ellis made a motion that the Town accept the proposal from Bill Yacavoni to conduct the 2011 audit for the Town. The motion was seconded by C. Nordle and passed unanimously.

The Manager updated the Boards on the CPI figures as wage/salary increases, if any, will be effective for the pay period ending April 7, 2012. P. H. Flanders suggested that the extra effort put forth by employees over the past several months be recognized in some way. It was suggested that a Select Board member, Trustee and Water Commissioner meet with the Manager and provide a recommendation.

The Manager updated the Board on the AOT TA-65 reimbursement form for work performed on VT 100/Main Street for which the Town is seeking reimbursement. K. Miller made a motion for the Select Board to sign the TA-65 form. The motion was seconded by C. Nordle and passed unanimously.

P. H. Flanders suggested doing a pancake breakfast again this spring for the Town and Village employees. Board members were supportive of the idea.

The Boards reviewed the Conflict of Interest Policy and the Select Board Rules of Procedure. R. Ellis made a motion that the Town adopt the Conflict of Interest Policy. The motion was seconded by K. Miller and passed unanimously. K. Miller made a motion to approve the Select Board Rules of Procedure. The motion was seconded by R. Ellis and passed unanimously.

The Town Manager asked if the Winter Parking ban could be relaxed due to the abnormally warm weather. The Trustees agreed and the Manager will talk with the Village Police.

The Manager explained the procedures for considering and signing warrant orders. The law allows one or more members to sign the orders, as opposed to the majority of the Board. R. Ellis made a motion to authorize J. Grenier, R. Ellis, K. Miller and C. Nordle to examine and allow claims against the town for town expenses singly or jointly. The motion was seconded by K. Miller and passed unanimously.

Vacancies have been advertised for the appointed committees and applications are due by March 30th. There are several openings on the Planning Commission.

R. Ellis made a motion to nominate Peter Plagge to be the Town Service Officer and Steve Simoes to be the Town Health Officer. The motion was seconded by C. Viens and passed unanimously.

The Hunger Mountain Children's Center is applying for federal assistance in the event the State receives legislative authority to potentially sell 121 and/or 123 South Main Street. They would like to purchase the property and relocate back there. They asked the Board to support this concept in an Evidence of Community Support Form that will be sent with USDA Rural Development application. K. Miller made a motion that the Chair sign the form for the Hunger Mountain Children's Center. The motion was seconded by R. Ellis and passed unanimously.

C. Nordle made a motion to approve liquor licenses for Arvads, Cork, Blush Hill Country Club and Tanglewoods. The motion was seconded by R. Ellis and passed unanimously.

Seventh Generation has requested the use of the Hope Davey Pavilion on May 17th from 6:00pm to 9:00pm., with use of alcohol. K. Miller made a motion to approve the request, with the use of alcohol provided that they clean up after themselves. The motion seconded by R. Ellis and passed unanimously.

The Green Mountain Disc Golf Club has requested use of the Hope Davey Pavilion on Sunday May 20, 2012 starting at 7:30am for a tournament, with use of alcohol. K. Miller made a motion to approve the use of the Hope Davey shelter as requested with the use of alcohol based on the following conditions: no alcohol prior to 11:00am, no parking on any streets, event to conclude to 9:00pm (including cleanup), pack in – pack out. The motion was seconded by C. Viens and passed unanimously.

K. Miller made a motion to approve the minutes of the March 5th meeting and March 6th Annual Meeting. The motion was seconded by R. Ellis and passed unanimously.

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The Manager postponed discussion of the town financial statements and invited the Board to stop in and ask questions on the material he distributed.

Peg O'Neill on the Recreation Committee raised the issue of purchasing a trail grooming machine at a cost of \$3,000. The money is not in the budget, but the Manager wanted to bring the request to the Board's attention. The Board was not supportive of the purchase.

There being no further business, the meeting was adjourned at 9:53pm.

Respectfully submitted,

Carla Lawrence
Town Clerk

Approved on: April 2, 2012