

**Waterbury Select Board and Village Trustees Joint Meeting  
June 4, 2012  
Main Street Fire Station**

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

Public: Everett Coffey, Bob Edmonds, Ken Belliveau, Jason Wulff, Herschell Murry, Peg O'Neill, Carmel Kelly.

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

**PUBLIC**

Jamie Erwin sent an email requesting information about the municipality's consumption of electricity. It was suggested to give her the municipal building addresses and give permission to the power company to release information. Both boards were supportive of this process.

**ART IN THE ALLEY**

Heidi Hill was present to talk about Art in the Alley and requested that Stowe Street parking be blocked from The Cork to Stowe Street Emporium (on that side of the street only) to allow for better pedestrian flow and room for spectators. The event runs on June 27, July 25, August 29, and September 26, from 5:00pm to 8:00pm. They would like the spaces blocked at 3:00pm.

K. Miller made a motion to allow the request on each of the dates specified as requested. The motion was seconded by R. Ellis and passed unanimously. N. Howell-Sherman made a motion to approve the four dates to close parking on the Cork side of the street from 3:00pm to 8:00pm for the Art in the Alley event. The motion was seconded by L. Sayah and passed unanimously.

**FLOOD RECOVERY**

Sam Anderson was present to discuss the USDA – RBEG grant application. A draft 'scope of work' for Waterbury RBEG was distributed (attached to these minutes). She reviewed the draft scope of work with the Boards. She indicated that the proposed project budget is \$258,000 of which 74% will be requested from USDA. To be a viable candidate, the town needs to match 26% or \$67,080 in cash (\$54,734) and soft match/in-kind (\$12,346). S. Andersen will work directly with the consultant and perform the reporting requirements and very little staff time will be necessary.

The Boards need to take three actions steps. The Select Board needs to approve the grant in substance, authorize the Manager to sign all necessary application materials, and vote to assume the budgetary responsibilities. Written documentation will need to be provided showing that these items are approved.

C. Nordle made a motion to approve the submission of the application presented subject to final changes and edits, to authorize the Manager to sign all necessary application materials and to approve cash match funds as set forth in the narrative. The motion was seconded by R. Ellis and passed unanimously.

N. Howell-Sherman made a motion to approve the submission of the application presented subject to final changes and edits, to authorize the Manager to sign all necessary application materials, and have the Village President sign a letter in support of application. The motion was seconded by L. Sayahn and passed unanimously.

R. Ellis gave an update on the EDA grant for a Recovery Director. This person will develop and implement long-term economic recovery strategies emerging from Waterbury's long term recovery planning process and economic development plan. She explained that the grant has changed slightly, since the Town will be applying for the USDA grant, and is more specific to the tasks of an Economic Disaster Recovery Director and reviewed the amended job description/scope of work. K. Miller made to motion to approve the amended job description/scope of work section to the grant. The motion was seconded by C. Viens and passed unanimously.

N. Howell-Sherman made a motion to approve the amended job description/scope of work section to the grant. The motion was seconded by L. Sayah and passed unanimously.

#### **PLANNING COMMISSION**

Ken Belliveau was present to express interest in serving on the Planning Commission. He is a professional planner employed by the Town of Williston, and would like to make a contribution and be part of the community. R. Ellis explained the mission of the Planning Commission and its priorities since the formation of the DRB. R. Ellis made a motion to appoint K. Belliveau to the Planning Commission for a term of 3 years expiring April 30, 2015. The motion was seconded by C. Nordle and passed unanimously.

S. Lotspeich discussed changing the size of the Commission from 7 to 5 members. The Planning Commission members are in favor of this change. It is difficult to recruit members and reach a quorum with 7 members. R. Ellis made a motion to reduce the number of members on the Planning Commission from 7 to 5 members. K. Miller seconded the motion. Discussion followed as to whether the regulations need to be amended to this effect. The motion passed unanimously. N. Howell-Sherman made a motion to reduce the number of members from to 7 to 5 members. The motion was seconded by L. Sayah and passed unanimously.

S. Lotspeich gave an update on the North Moretown traffic study. The long-term recommendation for that location is a round-about with pedestrian access.

#### **SELECT BOARD ITEMS**

Belle McDougall has offered to construct a skateboard half-pipe at Hope Davey Park to complement the equipment already there. R. Ellis gave an explanation and explained that the equipment would be placed on the far side of the basketball court. The Select Board needs to determine whether to accept the offer. The Town would own the half-pipe, and then be the applicant to the DRB. Peg O'Neill stated that the skate park has taken over the basketball court area and this might present a problem. W. Shepeluk suggested a meeting with the Recreation Committee to discuss community needs and interests, and develop some sort of master plan. C. Kelly requested that the basketball court be opened up, free of skate equipment, so that it can be fully utilized. The decision will be deferred until a group meets to review the issues at the skate park (Belle McDougall, recreation committee, Manager, C. Viens and K. Miller).

Page 3, 2012  
June 4, 2012

The Manager distributed a letter of intent to Waterbury Community Energy and Vermont Department of BGS requesting that heating capacity be reserved for the Waterbury Community Energy downtown hot water district heating system for the buildings owned or leased by the Town and Village of Waterbury.

K. Miller made a motion for the Manager to sign the letter of intent for Waterbury Community Energy for the purpose asking that they reserve heating capacity from the Waterbury Community Energy downtown hot water district heating system for buildings owned or leased by the town and village of Waterbury. The motion was seconded by R. Ellis and passed unanimously. N. Howell-Sherman made the same motion amended to add 51 South Main Street to the list of buildings. The motion was seconded by L. Sayah and passed unanimously.

R. Ellis gave an update on the CDBG grant and stated that the steering committee is continuing to look at this grant.

A letter to Peter Thomas, FEMA Environmental Lead, was distributed. The letter contained comments on the proposed National Environmental Policy Act (NEPA) review of the State Office Complex reconstruction project. R. Ellis reviewed the 4 comments in letter. P. H. Flanders suggested that the letter include stormwater discharge from the complex and the Town stormwater system. R. Ellis asked for any additional comments on the draft. The submission date is June 15<sup>th</sup>.

There being no further business, the meeting of the Trustees adjourned at 9:35pm.

#### **TOWN BUDGET**

A. Tuscany updated the Board on bridgework that needs to be done. The Farr Road bridge is continuing to deteriorate while the study to build a road is still in process. The bridge at the top of Stowe Street has several issues and is deteriorating as well. Both the Farr Bridge and the Stowe Street bridge need to be attended to. There are three bridges on Guptil Road where the work can be delayed. It has been recommended to use money to do a temporary rehab on Farr, and use remaining money in the CIP to work on the Stowe Street bridge.

VEM has a generator program to fund 50% of a generator installation for shelters approved by the Red Cross. A. Tuscany researched doing this at TBPS and talked with 2 vendors, who quoted prices of \$69,000 and \$95,000. He is working on a grant application for this purpose. He recommended that the Board authorize the Manager to sign the application. C. Viens made a motion to authorize the Manager to sign the grant application to VEM to provide 50% of the cost to fund a generator at TBPS. The motion was seconded by R. Ellis and passed unanimously.

W. Shepeluk distributed information on the budget year-to-date, including balance sheets on the General, Highway and Library funds. He then gave a verbal explanation of some of the budget figures. It appears the Town will take in more non-tax revenue in 2012 than budgeted. The Manager asked the Board to start thinking about what they would like to set the tax rate at, although there are some things unknown at this point in time such as the school tax rate.

The Board had previously authorized funds to hire a grant writer. C. Nordle made a motion to authorize the Manager to sign agreement with Megan Rivera to provide grant writing and/or grant consultation services during May, June, July, & August up to the amount previously approved by the Select Board. The motion was seconded by R. Ellis and passed unanimously.

**TOWN CLERK ITEM'S**

C. Nordle made a motion to approve the minutes of the May 21<sup>st</sup> and May 29<sup>th</sup> meetings. The motion was seconded by K. Miller and passed unanimously.

The Waterbury Historical Society has requested use of the Hope Davey Pavilion on Wednesday July 25<sup>th</sup> from 5:00pm to 8:00pm with waiver of fee. C. Nordle made a motion to approve the request with waiver of fee. The motion was seconded by K. Miller and passed unanimously.

C. Nordle made a motion to approve a Letter of Agreement for Computer Appraisal Services and the license to use the Marshall and Swift Cost Tables until June 30, 2013, in the amount of \$231.85. The motion was seconded by C. Viens and passed unanimously.

There being no further business, the meeting of the Select Board was adjourned at 10:23pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: June 19, 2012