

**Joint Meeting of the Waterbury Select Board,
Village Trustees, and Library Commissioners
September 17, 2012
Main Street Fire Station**

Present: J. Grenier, Chair; R. Ellis, C. Nordle, C. Viens, and K. Miller, Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; H. Grenier, F. Chaffee, M. Luce, A. Durkin and M. Rivera, Library Commissioners; M. Kasamatsu, Library Director; W. Shepeluk, Municipal Manager; K. Fountain, Waterbury Record; A. Imhoff, ORCA Media; D. Taube, Times Argus; S. Van Esen, Pilgrim Partnership; J. Sherman; S. Lotspeich, Municipal Planner; E. Loomis, VISTA Member; and C. Palermo, Waterbury Historical Society.

The meeting of all Boards was called to order at 6:05 pm.

MINUTES

R. Ellis made a motion to approve the minutes of the August 15th, 2012 Tri-Board meeting. The motion was seconded by H. Grenier and passed unanimously.

STATE OFFICE COMPLEX UPDATE (Guests: Secretary of Administration Jeb Spaulding; Michael Clausen, Deputy Secretary; and Mike Stevens)

- Introductions: Mike Stevens was hired by the State to focus specifically on Waterbury Complex issues.
- Last week, Gov. Shumlin publicly reaffirmed plans to move forward on plans with the State Hospital (currently multiple sites involved in patient care) and to reconstruct a state-of-the-art complex in Waterbury.
- There has been significant staff changeover with key FEMA staff-persons in last 3-4 weeks. FEMA has made clear that they will not resolve their final contribution for "quite some time." Gov. Shumlin clarified to FEMA the State's plans and needs for an expedited timeline. Wants to bring 950 workers back to Waterbury with increased space for the Agency for Human Services.
- FEMA has changed their original process for the Waterbury Complex review: now want to go building-by-building to review actual flood damage, estimated reconstruction needs, future flood mitigation needs, etc. State can then review FEMA's findings and agree or contest building-by-building. State had hoped to begin tentatively slated demolition process by this month (September 2012).
- Gov. Shumlin has publicly indicated interest in finding a way for Waterbury to acquire Wasson and Stanley Halls. He has shared time-sensitivity with FEMA re: Waterbury's acquisition. However we proceed, we must keep FEMA in the loop as part of the process.
- If FEMA doesn't come in with the target \$80-90 million, options range from "squeezing" Capital Bill (which would delay other projects), to finding private investors for planned distributed heat plant for Complex, to allocating any reserve funds FY 2012 for building projects, to exploring lottery proceeds for this cause, to lowering project costs and bringing back fewer workers to the Waterbury State Complex.
- C. Viens asked about any FEMA restrictions (like 500-year flood mark design code) for rebuilding projects. Answer: No, FEMA is not mandating mitigation codes, but State is planning to rebuild with strong resiliency principles in place. Can be rewarded for rebuilding with strong mitigation design with additional FEMA funds, etc.
- B. Shepeluk asked why there are 80-90 worksheets reported to be in circulation with only 49 State Complex buildings? Answer: some buildings have multiple needs with multiple, complex systems.
- State is using consultants to make a strong case to FEMA for rebuilding in the Waterbury State Complex site.

- K. Miller asked about timeline for building assessment with new FEMA process. Answer: May be in the next month, but if State disagrees with FEMA conclusions, will take much longer. FEMA understands that we may need to begin some pieces before full negotiation process is concluded. Contractors are willing to do “cold weather demolition.”
- J. Grenier asked if the State is able to divest buildings on the edge without compromising negotiations with FEMA? (Stanley, Wasson, Ladd, 121 & 123 So. Main Street). Answer: Don’t want to foul up FEMA process, but feel like we can move to an early phase agreement with Waterbury and ask FEMA to prioritize the potential Waterbury acquisitions. Must make full assessment of the value of the properties before demolition occurs. The State is not planning to use those two sites in the future.
- R. Ellis asked why FEMA hasn’t completed this project worksheet activity within one year? Answer: The worksheets are often completed in 60 days of the flood event. At a State level, they worked from individual needs, to municipal needs, and finally out to state needs. Staff change at FEMA has contributed to slowdown and changed process.
- B. Shepeluk noted that some additional considerations (above and beyond site control) such as building heating sources will be reliant on some of the larger plans for the State Complex.
- A. Durkin asked for clarification of term “considerable time.” Is it months or years? Answer: Don’t think it will be years, but looking at Hurricane Katrina and Iowa past flood experiences, can’t give absolute assurance on a timeline. A. Durkin also asked if the FEMA offer will impact the deal the State can make with Waterbury (\$ offer). Answer: No.
- R. Ellis asked if the Municipality could join in the regular communications loop as part of the FEMA negotiations? Answer: There is no explicit task force at the State level. Will commit to providing regular updates to Municipality. They are making a presentation to legislature on Wednesday, and will be asking for formal budgetary signoff in October.
- C. Viens had heard about ongoing construction activities in the slated-to-be-demolished maintenance building. Answer: Maintenance building is slated for demolition early in the process, but State is working to relocate the workers to keep them on-site throughout the rebuild process, and has working to create a temporary work in another building at the Complex.

DeWOLFE ENGINEERING STUDY UPDATE

Added in construction of a vault as part of estimations at C. Lawrence’s request. Will be doing a walk-through very soon, and will share report (likely next meeting of the Tri-Boards on October 1st—J. Grenier will stay in touch with the firm).

CDBG GRANT PROCESS: MUNICIPAL COMPLEX UPDATE (Steve Lotspeich)

Waterbury can apply for up to \$1 million for architectural services, planning, and construction costs related to the municipal office complex. The complication is that we need to show site control—challenge is how to frame early agreement given FEMA holdups. R. Ellis working on a “friendly agreement” with the State to aid in indicating site control with a letter from State giving us first right of refusal. The letter will not have a dollar figure. S. Lotspeich thinks we’ll have three project parts: grant administration, architectural/design/planning fees, and construction/demolition funds. The project will be framed to include the Library. Total project costs will be well beyond the \$1 million CDBG request cap and must be framed as a direct disaster-recovery project.

The Agency is trying to commit the majority of funds by January, and will submit applications on a rolling basis, monthly. The Town must submit the application as quickly as possible to be most competitive and will have to submit the application with some future estimations included rather than complete funding needs.

MUNICIPAL OFFICE COMPLEX – RFP FOR ARCHITECTURAL SERVICES

J. Grenier presented an RFP distributed in advance of the meeting. K. Miller asked if Stanley and Wasson Halls aren't historical properties, why do we require a contract with a historic preservation consultant? Answer: We need to at least address any questions of historical responsibility/process that come up through the project to cover all bases. M. Luce suggested they must be licensed in State of Vermont as an additional requirement. K. Miller suggested that there should be a mechanism for the proposals to be available in electronic format to all members. CDBG procurement guidelines require a period of at least 15 days after newspaper publication before closing the application period. Will also post online. Suggests target deadline for estimations of October 10th, 2012. Interview potential candidates by October 24th. Anticipated notice to proceed: TBD (depending on funding and costs). J. Grenier will fill in rest of dates: TBD. J. Grenier, B. Shepeluk and A. Tuscany will move the RFP out to architectural firms ASAP and ask C. Lawrence to publicize in newspapers. Will ask firms to give suggested timeline as part of their response. R. Ellis moved to adopt as presented with minor modifications suggested through the meeting and noted by J. Grenier. K. Miller seconded. Unanimously approved.

MUNICIPAL OFFICE COMPLEX

R. Ellis made a motion to move into Executive Session at 7:55 for land acquisition discussions. H. Grenier seconded (C. Palermo, B. Shepeluk, and M. Kasamatsu were invited to stay.)

The Boards came out of Executive Session at 8:05 pm with no action taken.

The next meeting of the Tri-Boards will be on October 1, 2012 at 6:00pm.

There being no further business, the meeting was adjourned at 8:05 pm.

Respectfully submitted,

Megan Rivera, Library Commissioner & Carla Lawrence, Town Clerk

Approved on: October 1, 2012