

**Joint Meeting of the Waterbury Select Board and Village Trustees
December 3, 2012
Main Street Fire Station**

Present: J. Grenier, Chair; C. Nordle, K. Miller, R. Ellis, and C. Viens, Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media; E. Loomis, VISTA member, K. Fountain, Waterbury Record; D. Taube, Times Argus; and C. Lawrence, Town Clerk.

Public: Jeanne Kirby, M. Rivera, and M. K. Monley from RW.

The meeting was called to order at 7:05pm.

MINUTES

On behalf of the Select Board and Trustees, R. Ellis made a motion to approve the minutes of the November 19th Joint meeting. The motion was seconded by P. H. Flanders and passed unanimously.

REVITALIZING WATERBURY

C. Nordle asked permission to step down from the Select Board and participate in the discussions with the RW group.

M. K. Monley thanked the Boards for their support in the past. Materials outlining their financial requests and highlighting their work was previously distributed. J. Kirby outlined their financial requests: 1) \$12,000 of municipal funds for general operating expenses; 2) \$5,000 for the planning department beautification line item; and 3) a minimum of \$10,000 to be designated for 'Downtown Projects, Sidewalk repair/replace' under capital projects for 2013.

M. Rivera explained that RW umbrella includes RW, ReBuild Waterbury, and the train station. She gave an overview of the projected expenses for 2012 in the amount of \$93,368, and revenues totaling \$71,400. Approximately \$20,000 has been transferred to RW's general operations fund as of 11/28/2012. She then gave an overview of the 2013 budget.

RW also hopes to approach the Boards for a direct program contribution of \$3,000 to \$7,000 to support an ongoing LTCR economic development project with Arnett, Muldrow & Associates.

C. Nordle gave the Boards an update on the activities of ReBuild Waterbury and timeline for winding down.

RECOVERY POSITIONS - Economic Disaster Recovery Director and Economic Development Office

R. Ellis gave an overview and outlined the challenges of funding the positions. The recommendation of the LTCR steering committee is to fully fund both positions. Both positions would be filled by consultants on 18-month contracts. A discussion was held about borrowing \$100,000 to help fund The Economic Development Office position. At Town Meeting on March 6, 2012, the voters approved borrowing up to \$310,000 to finance expenses related to flood recovery efforts. During the long-term community recovery process in the spring, the establishment of an Economic Development Office was identified as a high priority, both with respect to flood recovery and community support. C. Nordle made a motion to authorize the Manager to borrow up to \$100,000 to fund the Economic Development position, as authorized by the voters at Town Meeting, to supplement the \$56,000 in UDAG funds committed by the Village Trustees. The motion was seconded by K. Miller and passed unanimously.

The LTCR Steering committee issued RFP's for both positions and interviewed candidates. They had four applicants for the Economic Disaster Recovery Director. They recommend Armada, who has a local contact that lives in Waterbury Center and would work at 20 hours per week for 18 months. Two companies put in applications for the Economic Development initiative, and they recommend Darwin Solutions for that position. Both applicants for these positions are of extremely high quality.

R. Ellis made a motion to authorize the Manager to negotiate and enter into contracts with Armada Associates LTD for the Economic Recovery Disaster Director for 18 months for an amount not to exceed \$140,000, and Darwin Solutions for the Economic Local Development position for 18 months for an amount not to exceed \$156,000. The motion was seconded by K. Miller and passed unanimously.

On behalf of the Trustees, N. Howell-Sherman made a like motion. The motion was seconded by L. Sayah and passed unanimously.

CVCLT REQUEST FOR FUNDING

Alison Friedkin was present on behalf of CVCLT with a request for Village UDAG and Town and Village CDBG funds for a housing project at Ladd Hall. They are requesting \$175,000 from the Town and Village CDBG fund and \$200,000 from the Village UDAG fund. R. Ellis, on behalf of the town, made a motion to commit \$101,000 of CDBG funds as a cash surplus note at an interest rate of 0% for a 25 year period to CVCLT for its project to reuse Ladd Hall and create 27 units of multi-family housing. The motion was seconded by C. Viens and passed unanimously. On behalf of the Trustees, N. Howell made a motion to have the Village commit \$74,000 of CDBG fund to CVCLT for its Ladd Hall project at interest rate of 0% for 25 year period and to commit \$200,000 for the same project from UDAG funds at an interest rate of 2% over 20 years. The motion was seconded by L Sayah and passed unanimously.

S. Lotspeich distributed a handout (excerpt from zoning regulations) and reviewed the proposed location of the Ladd Hall housing project on the Village zoning map. There are some challenges with the current zoning in that district, including multi-family density and minimum lot size. Setbacks will also have to be considered because this lot will have to be subdivided from State complex property. The planning commission has recommended creating a 'campus' district as explained by S. Lotspeich. The campus would include the proposed site for the Hunger Mountain Day Care. C. Nordle expressed some concerns with the approach including setbacks and interim regulations.

ZONING AMENDMENTS – PLANNING COMMISSION DRAFT #2

S. Lotspeich distributed a draft of the zoning amendments. The Planning Commission held a public hearing on October 29th and modified the draft based on some input at the meeting. S. Lotspeich gave an overview of the changes, which included Waivers on page 15, and the Subdivision chapter on page 69. The Boards need to hold at least one public hearing and if there are no substantive changes, they can approve the draft that would then become effective in 21 days.

The public hearing is scheduled for Thursday January 10th, 2013 at 7:00pm at the Main Street Fire Station.

WATERBURY HAZARD MITIGATION PLAN

S. Lotspeich gave a synopsis of the hazard mitigation plan which makes the Town and Village eligible for hazard mitigation grants. C. Nordle made a motion that the Town of Waterbury Select Bard approve the resolution adopting the local hazard mitigation plan and that the Chair sign the certificate of adoption. The motion was seconded by K. Miller and passed unanimously.

L. Sayah made a motion that the Village of Waterbury approve the resolution adopting the local hazard mitigation plan and that the Village President sign the certificate of adoption. The motion was seconded by N. Howell-Sherman and passed unanimously.

CDBG GRANT APPLICATIONS

Little River Bike Trail project: \$3,000 in kind match. K. Miller made a motion to approve the request for in kind match of up to \$3,000 for the Little River Bike Trail project. The motion was seconded by C. Nordle and passed unanimously.

Flood Study Phase II: Dan Currier from the CVRPC was present and gave an update of Phase II of the flood study. The Regional Planning Commission is looking for support from towns to help fund the local match of the \$100,000 grant. They are looking for \$2,500 from each of 4 municipalities. R. Ellis made a motion to approve funding of \$2,500 as a cash match towards the CDBG application and to authorize the chair to sign the letter of support. The motion was seconded by C. Nordle and passed unanimously.

N. Howell-Sherman made a motion that the Village authorize the President to sign a letter of support for the CDBG grant for the Phase II flood study. The motion was seconded by L. Sayah and passed unanimously.

NOT QUITE FOURTH OF JULY EVENTS

P. Meade was present to discuss a request from the Rotary Club for the Not Quite Independence Day Events. The main request is to use Dac Rowe field Friday and Saturday June 28 – 29 for fireworks, carnival, parking, and set up. A discussion was held as to where to park cars. It was suggested that a smaller group meet to come up with a plan for the event. C. Viens and L. Sayah will participate in the discussions.

The Rotary Club would also like to reserve Rusty Parker Park on Friday, June 7, 2013 for a historical 250th anniversary event.

MANAGER'S AND CLERK'S BUSINESS

R. Ellis made a motion to accept the report of the Errors & Omissions from the Town Assessor dated December 3, 2012. The motion was seconded by K. Miller and passed unanimously.

K. Miller made a motion to approve the Capital Equipment refunding note of \$48,000 at 2.25% interest for a one year period. The motion was seconded by C. Nordle and passed unanimously.

The Race Director for the Green Mountain Relay has requested the use of the Hope Davey Pavilion as an exchange point on June 22, 2013 from 11:15am to 4:20pm. C. Nordle made a motion to approve the request. The motion was seconded by R. Ellis and passed unanimously.

W. Shepeluk gave the Boards an update on the health insurance renewal due January 1st. The Town and Village are currently with MVP and uses VLCT as their broker. The plan is a high deductible health plan. In 2012, the Town contributed a portion of the deductible into an HSA for employees; \$1,250 for singles and \$2,500 for two person family plans. The increase in rates this year is 11.5%. He recommends staying with the plan, paying the premiums, and contributing ½ of the deductible to the employees HSA's. The two main reasons for the recommendation are that the increase seems manageable and the landscape of employers who have less than 50 employees changes dramatically in 2014.

C. Nordle made a motion to offer Town employees the same plan that was offered last year. The motion was seconded by K. Miller and passed unanimously.

Page 4

Joint Meeting – December 3, 2012

L. Sayah made a motion to offer Village employees the same plan that was offered last year. The motion was seconded by N. Howell-Sherman and passed unanimously.

W. Shepeluk stated that insurance claims have been finalized for both the Town and Village from Tropical Storm Irene. At the next meeting, he will request authorization to sign the statements of losses.

There being no further business, the Joint meeting was adjourned at 9:55pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: December 17, 2012