

**Waterbury Select Board and Village Trustees Joint Meeting  
December 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; N. Howell-Sherman and L. Sayah, Trustees; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media; K. Fountain, Waterbury Record; D. Taube, Times Argus, E. Loomis, VISTA member; and C. Lawrence, Town Clerk.

Public: Bob MaGee, Kathi Grace.

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

**DUXBURY MUTUAL AID AGREEMENT**

B. MaGee was present to request support for a mutual aid agreement between Waterbury and Duxbury whereby one town's highway equipment and personnel could be sent to the other town to help in emergency situations. They have pursued mutual aid agreements with other communities as well. R. Ellis made a motion to authorize the Chair to sign the Highway Mutual Aid Agreement with the Town of Duxbury. The motion was seconded by C. Viens and passed unanimously.

**PLANNING AND ZONING**

C. Rock and S. Lotspeich have been working on taking care of the substantial damage determination at the State Office Complex. S. Lotspeich gave an update on several of the buildings. The work will be done in a phased process.

At the last meeting, draft zoning amendments for subdivision regulations were reviewed. S. Lotspeich gave an overview of the Act 250 jurisdiction and reviewed a standalone ordinance to elect Act 250 jurisdiction for improvements involving more than one acre of land. K. Miller made a motion to add the 1201(c) language to the planning commission zoning amendments draft #2 dated November 12, 2012. The motion was seconded by R. Ellis 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.

S. Lotspeich presented information on a new fee schedule and application form for zoning permits. He did not ask for any action at the meeting.

**CDBG ROUND #3**

R. Ellis updated that Boards that the Town and Village received official notice from the Secretary of the Agency of Commerce and Community Development that 2 of 3 grants submitted were approved. The first was \$115,000 for flood proofing wastewater treatment plan pump station, and the second was \$30,000 for the Little River bike connector trail. The Across Road Center for the Arts was denied for specific reasons, but was encouraged to reapply. CVCLT will be submitting an application for the housing project, and Hunger Mountain Day Care will be submitting an application for a childcare center.

**CONTRACTS**

**Black River Design:** W. Shepeluk and J. Grenier met with Jim Drummond last week to review the contract. Money was shifted around from Phase II to Phase I for the 8 step process and public hearings. Staff will meet with BRD after the first of the year for programmatic and space needs. BRD will report to the Boards and then schedule the first public hearing. BRD will also meet with C. Viens and K. Brown to review information they have collected on the buildings.

**Economic Development Office and LTCR Recovery Director:** These contracts are still being reviewed. Both contracts should begin by the first of the year.

W. Shepeluk has met with Bill Yacavoni who is finalizing the 2011 audit. Draft audit reports should be available within the next week. B. Yacavoni will meet with the Board to present the audit. W. Shepeluk will talk with B. Yacavoni as to how to account for all of the grants received, and he has suggested separate and distinct funds for each project.

**Listers' Contract:** The Town has an inter-local agreement with the Town of Stowe for the services of the Town appraiser. T. Vickery is retiring from the Town of Stowe effective December 31<sup>st</sup>, but he would still like to continue to work for Waterbury. The Manager will review the details of the proposed contract in Executive Session later in the meeting.

#### **MANAGER'S AND CLERK'S BUSINESS**

**Green Lantern Development:** A draft of the letter of intent for distributed energy was previously distributed. They are asking for Waterbury's support in the distributed energy project and that Waterbury be a customer if the Stanley and Wasson Halls are developer. R. Ellis made a motion to authorize the Manager to sign the letter of intent and send it to Green Lantern Development and also add at his discretion a sentence or two distinguishing them. The motion was seconded by C. Nordle and passed unanimously.

**Not Quite Fourth of July Events update:** C. Viens reported that Tom Harvey is interested in having the fireworks shot from his property in Duxbury.

**CCRPC Aerial Study:** W. Shepeluk gave a brief description of the flood studies for Phases I and II. It is possible to have the Town mapped by piggy-backing on an aerial mapping that Chittenden County is doing at half the expense (\$35,000). Several different departments will be able to use the maps. The Boards asked for more information however the timing is too tight. The question is whether or not the Boards would like to put this amount in the 2013 budget. The Select Board is tentatively in favor of putting money in the budget. P.H. Flanders thought the Water Commissioners might help fund the project. The voters will have a say at Town and Village meetings.

A discussion was held with regard to what the school districts are doing in light of the shooting tragedy in Newtown CT. The Village Police Department has been visible at the Thatcher Brook Primary School in the days following the incident. P. H. Flanders indicated that they could be present at Crossett Brook as well.

Inter-municipal payments may go back to the 2011 format. W. Shepeluk will prepare information for a future meeting.

The meeting of the Trustees adjourned at 8:55pm.

#### **SELECT BOARD PORTION OF THE MEETING**

Also present: A. Tuscany, G. Dillon, L. Marvin and H. Murry.

#### **MINUTES**

R. Ellis made a motion to approve the minutes of the December 3<sup>rd</sup> Joint Meeting. The motion was seconded by C. Viens and passed unanimously.

### **FIRE DEPARTMENT BUDGET**

G. Dillon was present while W. Shepeluk reviewed the fire department budget for 2013 (see draft attached). G. Dillon discussed issues with moisture in the gear room at the Maple Street Station and is getting information on an air exchanger in the hallway. There are also issues with the ceramic tile cracking in the bathrooms at the Main Street station. These need to be sealed so that moisture does not get below the tile. These items are not included in the budget. There are no vehicles included in the budget for 2013. If any significant items are cut, G. Dillon would like to be involved. A discussion was held with regard to charging for certain fire calls.

### **SUMMER RECREATION PROGRAM**

L. Marvin was present to discuss the summer recreation program. She asked the Board how many children should be in the program and based on the capacity, where the program should be located. She indicated an option for expansion is to offer full-time day camp only; another option is accommodate more campers. She feels having a full time recreation director would be beneficial. It was asked if there are changes planned for the food to provide healthier choices. There were several concerns expressed in the post-season survey. This will be discussed at a future meeting. It was asked if the registration system should be changed to a lottery system. W. Shepeluk indicated that this system would work well for the program.

### **HIGHWAY BUDGET**

C. Viens, A. Tuscany, and C. Clark met previously and discussed the highway budget. W. Shepeluk explained that the town continues to not get done what they would like to get done on the roads. He explained that a lot of time that is spent on recreation fields and park maintenance. Options were discussed as to how to get the parks work done without using someone from the highway department. C. Viens suggested splitting the road crew for different tasks. A discussion followed on the condition of the roads and options for repair, all of which require manpower and money.

At 10:15pm, K. Miller made a motion to move into executive session for purposes of discussing a contract. The motion was seconded by R. Ellis and passed unanimously.

At 10:35pm, R. Ellis made a motion to move out of executive session. The motion was seconded by C. Viens and passed unanimously. No action was taken.

W. Shepeluk asked the Board that staff be given a bonus in the form of a paid day off on Monday December 24<sup>th</sup>. The Board agreed.

There being no further business, the meeting was adjourned at 10:40pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 7, 2013