

**Waterbury Select Board and Village Trustees Joint Meeting  
January 7, 2013  
Main Street Fire Station**

Present: R. Ellis, Vice Chair; C. Nordle and C. Viens, Select Board; P. H. Flanders, Village President; N. Howell-Sherman and L. Sayah, Trustees; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; H. Grenier, A. Durkin, F. Chaffee, M. Rivera and M. Luce, Library Commissioners; Mary Kasamatsu, Library Director; D. Winham, DarWin Dynamic Solutions; B. Farr, Armada USA; E. Loomis, VISTA Member; A. Imhoff, ORCA Media; D. Taube, Times Argus; and C. Lawrence, Town Clerk.

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

**LIBRARY BUDGET**

H. Grenier presented the library budget. She met with the Duxbury Select Board with regard to library fees and how much Duxbury might contribute. She stated the Library Commissioners look forward to continued work with the Tri-Board towards the new Municipal complex. Questions were asked and answered on the 2013 proposed budget.

**WELCOME LTCR RECOVERY DIRECTOR & ECONOMIC DEVELOPMENT CONSULTANT**

Barbara Farr, LTCR Recovery Director and Darren Winham, Economic Development Consultant were welcomed by the Joint Boards. Each consultant introduced themselves and gave their backgrounds, and described what type of work they will be providing to the Town and Village.

**UPDATE ON MUNICIPAL OFFICE COMPLEX**

Black River Design will be meeting with the Library and Municipal staff tomorrow to talk about programming needs. On Thursday afternoon, they will be meeting with the Police Department to discuss their needs. B. Farr will talk with BRD about public meetings and the eight step process.

**ACROSS THE ROADS CENTER FOR THE ARTS**

M. Callan and Rachel (WACC) were present to give an update on the Center for the Arts. She requested that as part of the grant that the Town provide a current letter of support, funds of \$3,000, and in-kind support from B. Farr in the amount of 3 hours per week. The grant amount is for \$75,000 for a feasibility study for the Center and will be resubmitted in February. The Select Board will consider the funding request as part of their budgeting process.

**MANAGEMENT WORK PLANS AND REVIEW**

The Manager, Village President and Select Board Chair met to discuss a management work plan. The Boards would like to take a closer look at setting goals in working with the Departments, updating the personnel policy, and having a system of performance evaluations for the employees. It is envisioned that each Department head would have a work plan each year, with input from the Boards, and there could be follow up with each Department head every couple of months. The Manager is working on updating the personnel policy with a consultant, and part of this will include a personnel evaluation process. The Manager will try to develop his work plan by the 2<sup>nd</sup> meeting in February.

**CONSIDER TOWN AND VILLAGE ORDINANCE**

The ordinance provides for electing Act 250 jurisdiction over commercial and industrial improvements involving more than on acre of land and keeping jurisdiction in the event that the Town and Village adopt subdivisions regulations. S. Lotspeich had forwarded the draft ordinance to VLCT for review, but there is a fee for a lawyer to review them. S. Lotspeich will forward to Stitzel, Page & Fletcher for review. No action was taken.

**PLANNING COMMISSION SURVEY REPORT**

S. Lotspeich gave a review of the draft survey report. Some participants were randomly selected and others voluntarily completed the survey as well. The outstanding issue is whether or not to split out the results between these two groups. It was suggested to split the results to make the survey statistically valid.

**PLANNING DEPARTMENT BUDGET**

S. Lotspeich distributed an annotated budget and reviewed the justification memo for the budget line items. S. Lotspeich had also distributed his 2013 work plan update. A new zoning fee structure was distributed and discussed.

**CONTRACT FOR APPRAISAL SERVICES**

The Manager distributed a draft appraisal contract with Thomas Vickery for listing services. The contract specifies working in Waterbury two days per week for \$52,000 for 2013. C. Nordle made a motion to approve the contract with Thomas Vickery and authorize the Town Manager to negotiate any final language. The motion was seconded by C. Viens and passed by those present.

**FY13 BUDGET**

The Manager reviewed the public safety, landfill, health and social services and special article segments of the general fund budget.

**MINUTES**

C. Nordle made a motion to approve the minutes of the December 17<sup>th</sup> joint meeting and the January 2<sup>nd</sup> joint meeting. The motion was seconded by C. Viens and passed by those present.

C. Viens made a motion to authorize R. Ellis to sign a letter to the Director of Property Valuation and Review drafted by the Town Assessor to petition the review of the 2012 Equalization Study. The motion was seconded by C. Nordle and passed by those present.

C. Nordle made a motion to approve the Capital Equipment Refunding Note for one year for \$40,000 at 1.9% interest for the financing of the Gibb's property purchase. The motion was seconded by C. Viens and passed by those present.

There being no further business, the meeting was adjourned at 9:30pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 14, 2013