

**Waterbury Select Board Meeting
August 19, 2013
Main Street Fire Station**

Present: J. Grenier, Chair; C. Nordle, C. Viens, R. Ellis, and K. Miller, Select Board; A. Tuscany, Acting Municipal Manager; A. Imhoff, ORCA Media; N. Burgess, Waterbury Record; and C. Lawrence, Town Clerk.

Meeting Participants: Dan Currier, Darren Winham, Jessica Louisos, Justin McCoart, and Caitlin Lovegrove.

The meeting was called to order at 7:04pm.

REVIEW AGENDA

Add Dan Currier to discuss the flood plain reconnection project;
A. Tuscany to review Hope Davey questions from Valerie Smith;
A. Tuscany to review a proposed quitclaim for a property on High Street Extension;
Hope Davey Request under Clerk's Business.

FLOOD PLAIN RECONNECTION PROJECT

D. Currier updated the Board on a Hazard Mitigation Grant Program for a flood plain reconnection project and stated a maintenance agreement needs to be in place before it is passed on to FEMA. If approved, FEMA funds would be used to allow the Winooski River to be better connected to its floodplain. A few drafts of the maintenance agreement were previously distributed. K. Miller asked for clarification that the maintenance agreement specify that the land involved is kept clear of debris and trash. D. Currier stated that there are very little actual on-going maintenance costs. J. Grenier clarified that this is an easement to go back on the property involved. D. Currier is looking for a sign off by the Town, State, and CVRPC as the applicant. The scope of the project was discussed, which has not yet been set. It was decided to tweak the language a bit more and follow up at a later date.

VERMONT DIGITAL ECONOMY – WIFI BUDGET

D. Winham was present to discuss the Wi-Fi project. The goal is to have Wi-Fi in high traffic areas; specifically by Rusty Parker Park and the intersection of Main and Stowe Streets. He would like the Town to spend \$1,000 annually to pay for the connection.

C. Lovegrove gave a presentation on public Wi-Fi. Part of the program is to provide services to promote economic development. She gave a description of the hardware and software used to set up the Wi-Fi access. The Wi-Fi is offered as a public service for people in Town or coming into Town for the evening. The primary reason for setting up these zones is for disaster relief, also to drive economic development, promote tourism and local businesses. The grant covers the installation, set-up and materials. The Town will be asked for a dedicated line item to pay for the internet line, of which the cost is \$80 to \$100 per month. The cost of lease renewal in 5 years is \$150 per access point per year.

C. Nordle made a motion for the Town to commit \$1,000 per year for 5 years to support this project. The motion was seconded by R. Ellis and passed unanimously.

A brief discussion was held about what page would first appear when someone logs into the Wi-Fi. D. Winham will explore this more fully.

REPORT FROM DARREN WINHAM

D. Winham is working on the revolving loan funds. He has been meeting with Chris Tagatac about renting more space at One Stowe Street. He is still working on parking concerns and looking at private development. He is working with two companies that are interested in

some sites in Waterbury to build and create jobs. He is also working with Ed Steele and Joe Greene on the Stone Shed site.

D. Winham will be writing an RFP on the 51 South Main Street site. He is working on several other projects within the Village, including a new tax stabilization program, building inspection program, and possible Village charter change to allow the Village to sell septic services to the Town.

ACTING MANAGER'S REPORT

Highway projects: A. Tuscany will make sure he has information to the Board on highway projects by the 1st meeting in October.

Farr Bridge Road project: The Town recently had a bid opening. GW Tatro Construction was the low bidder at \$394,830. There will be a pre-construction meeting on Wednesday at 2:00pm. He updated the Board on the project schedule. There are three documents that need to be worked through which include a notice of award, and agreement between the Town of Waterbury and GW Tatro Construction, and a notice to proceed.

C. Nordle made a motion that the Board authorize A. Tuscany to sign the notice of award, the agreement between the Town of Waterbury and GW Tatro Construction, and the notice to proceed. The motion was seconded by R. Ellis and passed unanimously.

Stowe Street Paving/Sidewalk Project: Stantec has submitted final plans to the State. Jeff Kilgore is doing a right of way review. The best case scenario would be for start of construction in mid-October. A. Tuscany recommended going to bid. He does not recommend doing a sidewalk paving project at that time of year, and can work with the State to resolve the funding issues if the project commences in 2014.

Bidwell Lane Sidewalk Project: This project will not go to construction until 2014. The funding program is at no cost to the Town. He presented a maintenance agreement for the project that the State needs the Town to sign. The Town will agree that if the project is built, the Town will maintain the sidewalks.

R. Ellis made a motion that the Select Board approve the maintenance agreement between the State and Town of Waterbury for accessibility improvements on Bidwell Lane. The motion was seconded by C. Viens and passed unanimously.

Report on highway damages: A. Tuscany attended a FEMA meeting for public assistance, hoping to receive money to offset costs of repairs. He is hoping for a 10% local share on approximately \$80,000 of repairs.

Hope Davey concerns: Valerie Smith has issues with the advertisement banners on little league fields. A. Tuscany state that they have been removed. Trees were supposed to be planted as part of the fire station project. A. Tuscany will meet with S. Lotspeich later in the week to stake out the trees and they will be planted this fall. V. Smith also had concerns about the placement of port-o-lets at Hope Davey. A. Tuscany described the current placement of the port-o-lets, and presented some options in terms of replacement. It was decided to screen them by planting trees and leave the port-o-let configuration stay the same.

Quit claim deed – Hill Street Extension: C. Nordle recused himself from the discussion. A. Tuscany showed a diagram of Hill Street and High Street Extensions. Hill Street extension is a Town Highway. Years ago, the Eldredge Company deeded to the Village a 50 foot right of way. Sometime after that, the then owner of Lucier's property had a surveyor redefine the right of way 14 1/2 feet closer. The Luciers are trying to sell their property and 7 feet of their house is within the 50 foot right of way. The Village has already signed off on the quit claim deed. This has no effect on the road or utilities.

K. Miller made a motion that the Select Board authorize the acting Municipal Manager to convey to Robert L. Lucier and Mary Fitz Lucier a portion located adjacent to High Street Extension for the purposes of eliminating and encroachment onto High Street Extension and that the acting Municipal Manager be appointed to act on behalf of the Town of Waterbury for the purpose of executing the foregoing conveyance. The motion was seconded by C. Viens and passed.

LAKE CHAMPLAIN STUDY PROPOSAL

Jessica Louisos from Milone and MacBroom was present to discuss the Lake Champlain Basin Program RFP for an economic study of flood plain management. To submit the RFP, they have to choose a town in VT and NY, and they would like to choose Waterbury for the study. The study would be paid for entirely by the grant, and they are asking for a letter of support. The study will look at the benefits versus the costs of different management alternatives. C. Viens made a motion to authorize J. Grenier to sign the letter of support. The motion was seconded by K. Miller and passed unanimously.

MUNICIPAL BUILDING COMMITTEE BUSINESS

C. Nordle made a motion to authorize approval for the cost of videotaping MBC meetings. The motion was seconded by K. Miller and passed unanimously.

The Municipal Building Committee has recommended that the existing contract with Black River Design be terminated. C. Nordle made a motion to authorize the Manager to communicate with BRD and let them know the intent is to terminate their contract. The motion was seconded by C. Viens and passed unanimously.

Minuteman Express has submitted 2 proposals for expenses involved in mailing a community survey. C. Nordle explained the two estimates and the pricing. The estimates total \$3,900 and \$4,100, including \$1,600 in return postage. The consensus from the survey committee is that the survey should go out to the whole voter checklist. The survey committee has met several times and there is still on-going discussion as to the wording in the survey. The Select Board decides whether to authorize the expenditure and gives final approval of survey content.

C. Viens made a motion to authorize an expenditure of up to \$4,100 to pay for mailing out and the return mail for the survey. The motion was seconded by K. Miller. C. Nordle explained the possible sources of funding for the survey, including the planning grant or the budgeted line item for flood recovery projects.

R. Ellis moved to amend the motion by striking it and authorizing up to \$300 on the survey. The motion was seconded by C. Nordle. She stated that the Town has done 3 surveys in the past couple of years using survey monkey, paper copies, and advertisements. She stated that in either case, the Town will end up with statistically invalid survey.

K. Miller disagreed and stated that the Town can get a much better response and a more representational response if survey is mailed. The survey committee has put a lot of effort into developing survey, and the Board should be listening to experts that are helping with the survey. C. Nordle wants to be clear about what the Town is getting by sending the survey to the checklist. This does not provide better survey results or a more statistically accurate sample. C. Viens disagrees with spending \$4,000 on a survey. K. Miller stated it is important to identify why voters voted no on the bond. A. Imhoff stated there needs to be transparency and an effort to get input from as many members as the community as possible.

C. Nordle feels this is too much money to spend on the survey, and the Town cannot draw too heavily from the results as it is not statistically valid; but if it gets people involved in the process, then they have achieved something positive by getting it out. A. Imhoff asked if estimates should be gotten from other firms.

The amendment to spend up to \$300 on the survey was voted on and was defeated. The original motion to spend up to \$4,100 to send the survey passed unanimously.

CLERK'S BUSINESS

R. Ellis made a motion to approve the minutes of the August 5th, August 12th, and August 14th meetings. The motion was seconded by C. Viens and passed unanimously.

R. Ellis made a motion to authorize A. Tuscany or W. Shepeluk to sign the audit engagement letter from Bill Yacavoni on behalf of the Town, and to authorize J. Grenier to sign on behalf of the Select Board. The motion was seconded by C. Nordle and passed unanimously.

R. Ellis made a motion to approve and Errors and Omissions letter dated August 14, 2013. The motion was seconded by C. Nordle and passed unanimously.

C. Lawrence updated the Board on the Vermont Digital Economy grant for upgrades to the municipal website. She has been working with Tess Gauthier from the Snelling Institute and will be meeting with the website vendor on some proposed upgrades.

K. Miller made a motion to approve closing Stowe Street from Main Street to Railroad Street on August 28th from 5:00pm to 9:00pm for Art in the Alley. The motion was seconded by C. Viens and passed unanimously.

K. Miller made a motion to approve a request for alcohol at Hope Davey Pavilion for a company picnic on September 8, 2013 from 3:00pm to 8:00pm. The motion was seconded by C. Viens and passed unanimously.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: September 16, 2013