

Joint Meeting of the Waterbury Select Board and Village Trustees  
Monday November 18<sup>th</sup>, 2013  
Main Street Fire Station

Present: R. Ellis, C. Viens, and C. Nordle, Select Board; P. Howard Flanders, Village President; L. Sayah, Trustee; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; B. Farr, Long Term Community Recovery Director; A. Imhoff, ORCA Media; M. Orso, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Paul Hansen & Kris Surette, Ecopixel; E. Coffey.

Joining the meeting later: Peg O'Neill, Eric Weeber, C. Umell, J. Grenier; R. Washburn, M. Koen, J. Kamien, L. Parks, M. Luce, and A. Tuscany.

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

**PUBLIC**

E. Coffey referenced a letter sent to the Trustees on November 5, 2012, whereby the Town indicated they were not interested in returning to 51 South Main Street if the building was renovated to pre-flood conditions. He feels that in talking with Trustees, there has been no attempt to discuss possibilities of renovation with energy efficiency and flood mitigation, build an office with modern design, or have 1<sup>st</sup> floor parking. E. Coffey suggested ways in which the building could be renovated to provide space for the Municipal offices. He feels there has been no attempt to look at renovating to modern conditions or tear down and rebuild. He feels it is a stalling tactic on behalf of both Boards and that the project has been driven by the library.

R. Ellis explained that after the failed bond vote, the Municipal Building Committee opened up a process for site selection, and that 51 South Main was on the list. The Trustees were not willing to sell the property to the Town so it was taken off the list. She stated the letter is not relevant to what has happened in the past year.

**PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY IMPLEMENTATION AND PLANNING GRANT**

There are two proposed grants: one for a Flood Plain Management Program with a total budget of \$80,000 and the second for \$450,000 to flood proof and restore the Henry Jane's Building.

B. Farr explained the proposed Library Flood-Proofing and Restoration project grant. The total budget is \$810,000, and the grant is for \$450,000. The basement of the Jane's house was flooded during TS Irene. She explained structural issues with the building and reviewed the renovation budget. The upstairs would remain in part for the historical society. The main floor could house RW, a Welcome Center, and some historic displays. The budget includes adding a second floor on the back of the building. It would include upgrades to windows, insulation, and energy upgrades. C. Viens asked if the building would be gutted. B. Farr explained that portions of the building will be gutted. W. Shepeluk explained that this project is an integral part of what will be brought forward to a bond vote.

A. Imhoff asked about the Historical Society vault. R. Ellis explained this is a grant application to renovate the building. B. Farr stated the vault is substandard.

S. Lotspeich explained the CDBG-DR Floodplain Management program application. The program has 5 different components: manage the National Flood Insurance Programs community rating system, rewrite flood hazard area regulations, manage floodplain studies, manage the HDMP Home Elevation project, and work towards implementing a Town hazard mitigation plan. The budget is \$80,000 and a 10% match is required, therefore the grant request is for \$72,000, which will be used to hire consultants. The consultant work should last about 18 months.

C. Viens made a motion to approve the CDBG-DR Floodplain Management Program for submittal in the sum of \$80,000. The motion was seconded by C. Nordle and passed by those present.

C. Viens made a motion to approve the proposed Waterbury Library Flood-Proofing and Restoration Project application dated November 14, 2013 with a total budget of \$810,000 and approve the Resolution for Disaster Recovery Grant Application for the Waterbury Library Flood-Proofing and Restoration Project. The motion was seconded by C. Nordle and passed by those present.

#### **REVIEW AGENDA**

No changes.

#### **WEBSITE DISCUSSION**

C. Lawrence updated the Board on a grant opportunity under the Vermont Digital Economy Project to update the Town website. The project requires the use of wordpress as the website platform. The site is currently hosted and maintained by Ecopixel using a different platform. Therefore, if the Town proceeds with the grant, Ecopixel would be lost as the vendor as they do not support wordpress. A discussion followed as to the services that Ecopixel has provided since they redesigned the site a few years ago and the flexibility of the site in terms of the employees ability to keep it up to date. The contract with Ecopixel also includes technical support.

P. Hansen and K. Surette were present to hear comments about the grant and answer questions. They maintain the backend of the website and provide support. Ecopixel has submitted a proposal to incorporate town branding and other things that the grant is suggesting should be done.

By consensus, it was decided to refuse the grant opportunity and remain with the current vendor as the grant project has limitations.

#### **RECREATION ITEMS**

Chad Umell was hired in October as the part time Recreation Director. R. Ellis has already heard what a good job C. Umell is doing with help his is providing. P. O'Neill said the Recreation Committee is very thrilled to have him, and that E. Weeber will take the recreation committee to new heights.

C. Umell is working on River of Light Parade, working to develop a new policy and procedures for field rentals and fees, working on the budget, and looking into a dog park. The Winterfest is January 17-19, and the planning is well underway. He will also help with some of the planning for the summer program. The Town wants to build on the programs that are in place, try to regenerate some interest in the mini camp program, and try to promote events for the facilities that we have, like using pool for evening or weekend events.

P. O'Neill asked if there was some flexibility for C. Umell to work more than 20 hours in the early stages of his employment. R. Ellis stated the intent was to budget for the position for FY 2013, and since he was hired in October there may be some room in 2013 for extra hours. W. Shepeluk stated that \$18,000 was budgeted for 2013. The job is a 20 hour per week job and the Town needs to keep that in perspective, but can find a balance point. E. Weeber stated that C. Umell has hit the ground running, and they have had good discussions about the future of recreation in Waterbury. The Recreation Committee would like to see more information on the website. W. Shepeluk indicated that the Town is working on a social media policy. W. Shepeluk suggested that it might be worthwhile to think about moving the recreation budget into a recreation fund. The pool is a huge drain, so money would have to be transferred from the general fund to the recreation fund.

R. Ellis suggested that a separate 501(c)3 could be set up for recreation funds and donations. A discussion was held about the process of spending money if it is in town coffers, which is through the Select Board. P. O'Neill asked if the Select Board could authorize the Recreation Committee to spend money they raise in any way they wish. W. Shepeluk stated that the easiest way is to create a line item for recreation expense. C. Umell can then submit a purchase order like any other department head. The budgeting process was explained.

E. Coffey asked how the Recreation Committee plans to replace the community gardens if the municipal complex is built at the library site. R. Ellis stated that it is not the Recreation Committee's jurisdiction to have to deal with the community gardens.

The meeting of the Trustees was called to order at 8:15pm.

### **MUNICIPAL PLAN**

There have been two public hearings on the Municipal Plan. Further edits have been made and if they are deemed substantive another public hearing will have to be warned. The Planning Commission is recommending that a final public hearing be warned for a Draft #3 of the Municipal Plan. A valid Municipal Plan is needed for the CDBG Grant applications that are being submitted. Ideally, if a hearing is held on December 9<sup>th</sup>, the applications can be submitted that week. A tentative hearing on December 9<sup>th</sup> at 6:30pm for Draft #3 of the Municipal Plan was set.

S. Lotspeich gave an overview of the most recent changes. The Planning Commission worked with K. Miller and C. Miller on suggested edits. R. Washburn stated the Commission did not change focus or intent, but sought to clarify some of the wording. C. Viens stated he did not see anything in the land use portion of document concerning the oversight of solar arrays. R. Washburn stated that the Commission will work to develop a set of community siting standards.

J. Grenier made a motion to warn Draft #3 of the Municipal Town Plan for a hearing on Monday December 9<sup>th</sup> at 6:30pm. The motion was seconded by C. Viens and passed by those present. On behalf of the Trustees, L. Sayah made a like motion. The motion was seconded by P. H. Flanders and passed by those present.

The Trustees adjourned at 8:37pm.

### **MUNICIPAL BUILDING COMMITTEE ITEMS**

C. Nordle explained that the MBC recently put together a subcommittee to draft an RFP for the next part of the Municipal Building project. The committee met last Wednesday. Originally, a design build proposal was considered. Since then, a site has been chosen to explore, but building design is still open. The committee feels that they need more control over the next phase of the project. The Select Board has approved applying for a grant for renovations of the Jane's building. It is open as to whether they will receive the grant, and what the scope of work will be. The draft RFP contemplates a design bid build process. The intent would be to publish the RFP this week, get responses December 5<sup>th</sup>, and make a decision December 9<sup>th</sup>. The parties involved can meet with the consultant on a weekly basis to firm up design plans. This seems to be a better way to get to the finish line to move towards a bond vote in March.

C. Viens suggested that there are limited scenarios that will work for the site. He feels it would be more advantageous to give these scenarios to architects with square footage requirements, and ask for their best configuration. Discussion followed.

R. Ellis suggest the Town is not at the stage to go the design build route, as it is unknown as to how the space will be laid out. If the bond passes, the Town can do design build at that point with a maximum guaranteed price, and can go through a bidding process to get a lower price.

R. Ellis asked if this RFP process is necessary given an RFP was just done in August. B. Farr stated that the last RFP was for a site assessment, and this RFP will be asking for a design. The Phase 1 work in the RFP will be used to go to a bond vote in March. R. Ellis suggested there will need to be more than preliminary drawings before the bond vote. C. Nordle asked if there should be industry words or trade words with regard to the drawing levels. Discussion followed.

C. Nordle made a motion to approve the publication of the RFP after Phase 1 is edited to require typical floor plans, elevations, and schematics. The motion was seconded by R. Ellis and passed by those present.

An MOU with the library was discussed. C. Nordle stated that Paul Gillies was at last MBC meeting, and presented a marked up copy of the previous library MOU. The Board will need to consider some different changes to the MOU. In some way, the Jane's Building will be used for some municipal function, so the Town will need to sort out who will be responsible for ongoing maintenance of the building.

B. Farr updated the Board that the archeologist has started their work on the library site.

### **MANAGER'S ITEMS**

A. Tuscany presented a plan developed by VTrans illustrating the projects happening in Waterbury between now and 2018. The goal is to have the least interference with traffic.

The plans include:

- Farr Road is in place, the old bridge will be taken out.
- US Route 2 reclaim/rebuild project
- Roundabout in 2014 - in the midst of ROW.
- Interstate bridges have been put off until 2015.
- Portion of sidewalk project on Stowe Street in 2014 (may ask VTrans to transfer Stowe Street class 2 paving grant to another class 2 road)

- May put another traffic light at the Northbound ramp and VT Route 100
- Project starting at Shaw's to lower Village in Stowe, rebuild road in 2016
- Main Street reconstruction project in 2016

VTrans will include more money in the budget for reaching out to the public and public relations.

The December 31, 2012 audit report was distributed to Board members. W. Shepeluk stated that the best practice would be for Board to meet with auditor to review the report. It was decided to meet with the auditor at the December 2<sup>nd</sup> meeting.

**TOWN CLERK ITEM'S**

R. Ellis made a motion to approve the minutes of the November 4<sup>th</sup> meeting.

R. Ellis made a motion to approve bookstore permits for Bridgeside Books on November 30<sup>th</sup> from 3:00pm – 5:00pm, December 7<sup>th</sup> from 4:30pm to 7:00pm, and November 12<sup>th</sup> from 6:00pm to 8:00pm. The motion was seconded by C. Viens and passed by those present.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: December 2, 2013