

**Meeting of the Waterbury Select Board
Monday December 16th, 2013
Main Street Fire Station**

Present: J. Grenier, Chair; R. Ellis, C. Nordle, C. Viens and K. Miller, Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media; M. Orso, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Fauna Hurley, Revitalizing Waterbury; Everett Coffey; Jeff Kilgore; Steve Odefey; Al Gardner; John Woodruff; Mary Kasamatsu; Alice Durkin; Harriet Grenier; and Theresa Wood.

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

PUBLIC

E. Coffey asked if there where minutes taken during the Winooski Street outreach meeting, and if so will they be posted. T. Wood replied that Lauren Oates took notes, and once they are finalized they can be made available to the public. He also asked if the public would have an opportunity to weigh in on the RW funding request. J. Grenier responded in the affirmative.

REVIEW AGENDA

C. Nordle asked to add a brief discussion on the pending appeal of the BOR land swap.

RW FUNDING REQUEST

F. Hurley of RW was present to review the funding request for 2014. C. Nordle is on the RW Board and is willing to answer questions from the Select Board, but will not vote on the funding request. RW is requesting \$12,000 which is the same amount that was requested and granted in the planning budget in 2013. In addition, they are requesting a \$5,000 beautification line item (in the planning budget), and a request for \$5,000 to support the ongoing Waterbury brand implementation (in the long term recovery project line item in 2013). They are also recommending that a minimum of \$10,000 be designated for 'downtown projects, sidewalk repair/replace' under capital projects for 2014. W. Shepeluk stated it would be unsure what these downtown funds would be used for in 2014, as construction projects will make it unfeasible to upgrade sidewalks. A discussion was held as to how these funds would be placed in the budget.

F. Hurley reviewed the work RW is doing with Arnett, Muldrow and Associates. The Master Plan for Waterbury's downtown will be released in early 2014, and RW expects to take a leadership role in advancing several of their recommendations.

She gave an update of the designated downtown effort to help flood affected property owners to realize tax credits. K. Miller expressed concern about duplication of efforts between RW and Darren Winham. F. Hurley stated she is working closely with D. Winham and does not see a duplication of efforts. F. Hurley works with businesses that are already in Waterbury, while D. Winham is looking to attract new businesses. C. Nordle stated that RW is heavily involved in day to day things such as holiday signs and barrels.

C. Viens asked where the tax credits come from and F. Hurley stated that there are State and Federal tax credits.

E. Coffey asked which properties received tax credits, and stated that he was on the Board of Trustees when the downtown designation came into being. He asked for clarity as to where the downtown designation line is drawn, and whether is possible to reconsider where the designation ends to include other properties. It was suggested that the Planning Commission is reviewing this issue. T. Wood asked the Board to think about participation by the Town in a financial way for marketing and outreach with respect to the construction projects that will be happening in the Town over the next few years.

REVIEW AND APPROVAL OF BASIC EMERGENCY OPERATIONS PLAN

S. Lotspeich previously emailed a draft of the Basic Emergency Operations Plan, and gave a brief review. He stated that approval of the plan would help make the Town eligible for various grant programs. The plan is a blueprint for how to handle emergency incidents of varying types. He brought the Boards attention to the command structure. The document is intended to be dynamic and should be adaptable to various types of incidents. C. Viens suggested there should be contact information for people with access to heavy equipment. C. Nordle asked about the high risk population category and suggested including the Ice Center. C. Nordle asked if there was any coordination effort with Moretown with regard to the dance and gymnastic studios, since Waterbury responders could get there more quickly. S. Lotspeich indicated that there is some pressure to approve the plan. **R. Ellis moved to approve the Basic Operations Emergency Plan as updated on December 16, 2013 with amendments made this evening. The motion was seconded by K. Miller and passed unanimously.**

E. Coffey suggested that the plan consider an emergency Amtrak situation or train disaster with toxic materials incident.

MANAGER'S ITEMS

J. Kilgore and S. Odefey were present to discuss the necessity hearing for the round-a-bout project. W. Shepeluk said the Town is anxious to get the project out to bid, and part of the requirement is to have a necessity hearing to determine that the project is necessary for the public benefit. C. Nordle recused himself from the discussion. S. Odefey stated the need to line up the pieces of property necessary to move the project forward. This needs to include a site inspection and public hearing. S. Odefey explained that some property owners might lose a portion of their land, and the desire to have the project go through with the least amount of interruption to property owners and businesses. The date of the site inspection and public hearing was discussed, and it was decided to hold both on Monday January 20th.

W. Shepeluk explained that the hearing on the 20th is simply for necessity, and that there will be no testimony taken about compensation to property owners. **K. Miller made a motion to proceed with actions to commence condemnation proceedings. The motion was seconded by R. Ellis and passed by a vote of 4-0, with C. Nordle recusing himself.**

K. Miller made a motion to set the time and date for site inspection at 3:00pm on January 20th, 2014 to meet at the Waterbury Post Office parking lot; and public hearing at 6:00pm on January 20th, 2014 at the Main Street Fire Station. The motion was seconded by C. Viens and passed by a vote of 4-0, with C. Nordle recusing himself.

W. Shepeluk sent the Select Board the minutes of the Board of Listers meeting held on November 21st. The Listers passed a motion to move forward with a full reappraisal of the grand list that will be lodged in June of 2014. They will incorporate a framework that they discussed at that meeting. W. Shepeluk wanted to remind the Board of this and the agreement that was signed with T. Vickery that runs through December 31st 2013. The Town is currently paying T. Vickery \$52,000 per year for his services, and the reappraisal is an additional cost as he will have to work more days. The contract contemplates an additional 2 days. The reappraisal will be about \$20,000 and money will be transferred from the Reappraisal Fund to the General Fund to cover the cost.

W. Shepeluk explained that the Town started a tax appropriation into cemetery fund several years ago in the amount of \$15,000. That fund has a fund balance currently of \$42,688. The purpose of putting money aside was due to the deferred maintenance on cemetery infrastructure and the possibility that eventually the Town would take over maintenance of the cemeteries. J. Woodruff explained that currently the Cemetery Associations take responsibility for the maintenance of the cemeteries, and gave a review of the various cemeteries. The associations may be dissolving and the maintenance might be taken over by the Town. Both cemetery associations have perpetual care funds. If the associations dissolve and no longer use their perpetual care money, potentially those monies could come to the Town to be used for maintenance. Ultimately, the Cemetery Commissioners are responsible for maintaining the cemeteries. J. Woodruff indicated that the association members no longer want to be responsible to manage the funds or maintain the cemeteries. The Town will need to consider whether to contract the work or use municipal employees to do the work. It is the recommendation that the association funds would go into the Town cemetery fund, and the Town would be responsible for maintenance and operation of the cemeteries. No action is required this evening.

E. Coffey suggested that if the perpetual care money is invested properly, there would be enough funds to maintain the cemeteries. He stated that most people in the community do not understand the workings of the Cemetery Commission and Associations. A news release might spark some interest. T. Wood stated that the issue is that the cemeteries are located on Town owned property.

W. Shepeluk discussed the Stowe Street paving grant. AOT is asking the Town to rescind its request for this grant because the Town will not be able to perform the work before the expiration date. No money has been paid on the grant. This is a formality, and AOT does not want the Stowe Street work done at the same time the round-a-bout project is being done. The Town will most likely apply for a Class 2 grant again that can be used on another project. S. Lotspeich stated that there will also be work done on the I89 bridge overpasses. **K. Miller made a motion for the Stowe Street Class 2 paving grant to be rescinded. The motion was seconded by C. Viens and passed unanimously.**

W. Shepeluk reviewed a draft of the Duxbury Fire Protection Contract. According to the formula, the amount Duxbury will pay in 2014 is estimated at \$102,663, which is about \$2,000 less than 2013. **R. Ellis made a motion to approve the fire protection contract with the Town of Duxbury in which the Town of Duxbury agrees to pay \$102,663 with adjustments made at year end for final budget numbers. The motion was seconded by C. Nordle and passed unanimously.**

BUDGETS

The proposed library budget was previously distributed. H. Grenier stated the draft budget maintains the same service level as the 2013 budget, and will require fewer taxes than last year. There are some savings in the personnel line items. She discussed the transfer from the trust fund. The gains from the trust fund that normally would support the library budget should be directed to the fund where the debt service for the complex would be paid. The budget contemplates a transfer of \$17,000 of trust money into complex fund. It also contemplates a line item of \$12,750 for library design and a \$9,000 building maintenance line item. The status of the library parking lot was discussed, and the estimate for repair is \$20,000. The parking area needs to be addressed.

The proposed Planning & Zoning budget was previously distributed. Last year the budget was \$158,310 and the 2014 proposed budget is \$162,880. S. Lotspeich and C. Rock are working on a plan to reorganize the zoning files, which are currently filed alphabetically by year. Most offices file by parcel ID or Tax Map number, so that all information for a property is in one place. They would like to hire a part-time employee to do the basic work of getting the files organized, and the line item for this is \$4,200. They currently have a database in Microsoft access, but would like to have more robust database. There is a budget line item for \$3,000 in the special project line for software. Ultimately, they would like to tie into an on-line mapping component and take the database of permits online, which will be discussed later. These enhancements will provide more information to the public and save staff time.

K. Miller asked about the VISTA volunteers. E. Loomis's position was paid for in 2012 and most likely L. Oates position will be billed in 2014 at \$7,000. It was discussed whether the Town will budget for another year of VISTA once L. Oates term expires. It was suggested to place \$14,000 in the long term recovery budget in case the Town needs to pay for two VISTA members in 2014. C. Nordle expressed concern about the need to evaluate whether or not the Town has the correct staffing mixes. He asked if there are enough staffing levels in Planning and Zoning to get done some of the projects that need to get done. S. Lotspeich stated that they have been relying on VISTA members, and have received some grants that have helped. They have also built in some extra consulting services into the budget. He stated that they will come to a point where a gap will need to be filled, and asked if some money should be allocated to outside consultants to get some of the projects done, e.g. following up on flood area hazard permits.

A discussion was held about the highway budget. The budget is level and the highway department is looking to do the same things in 2014. W. Shepeluk reviewed some of the expenditure line items. The pending retirement of the Public Works Director was discussed. The hope is to hire a replacement by spring to work with A. Tuscany until his retirement in November. This will not impact the Town budget until 2015, but will be reflected in the Village budget in 2014.

TOWN CLERK ITEM'S

R. Ellis made a motion to approve the minute of the December 2nd meeting. The motion was seconded by C. Nordle and passed unanimously.

C. Lawrence presented a request for funding for two special projects in the 2014 budget. The first project is for a website redesign, to update the layout and navigation, update the template to meeting Waterbury's branding guidelines, create additional means of navigation on the homepage, create an emergency notification banner, create responsive design for smartphones and tablets, create new email recipient categories, among other

enhancements. The budget amount requested is \$8,500, which is an increase of \$6,500 from the 2013 budget.

The second project is to contract with CAI Technologies to develop online access to property information. This can include lister cards, sketches, tax bills, water & sewer bills, and other public documents. The system will allow the viewing of parcels, including several layers of mapping. It will also enhance the research of abutter information, and could at some point in the future incorporate zoning information. The budget amount requested for 2014 is \$5,100, which is comprised of a one-time set up cost of \$2,500, and annual fee of \$1,800, and a one-time cost of \$800 to include a batch up-load feature.

C. Lawrence indicated that the Town Clerk's office will be closing at noon on December 24th. She asked that all Town staff functions close at noon on that date. The Board was receptive to the request.

NEW AGENDA ITEM

C. Nordle asked for a discussion about the pending appeal of the land swap. **Since this issue is related to contract negotiations, he moved that the discussion take place in Executive Session. The motion was seconded by C. Viens and passed unanimously. At 10:15pm, the Board moved in Executive Session.**

At 10:30pm, K. Miller made a motion to exit Executive Session. The motion was seconded by C. Viens and passed unanimously.

C. Nordle made a motion to authorize the Manager to hire legal counsel to evaluate Gary Griffith's request that the Department of Interior reopen the land conversion determination behind the Jane's Building. The motion was seconded by C. Viens and passed unanimously.

There being no further business, the meeting was adjourned at 10:35pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 13, 2014