

**Waterbury Select Board Meeting
March 10, 2014
Main Street Fire Station**

Present: J. Grenier, C. Nordle, C. Viens, K. Miller, and D. Schneider, Select Board; W. Shepeluk, Municipal Manager; M. Orso, Waterbury Record; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: E. Coffey, B. Farr, L. Oates, C. Ummel, T. Wood, S. LaRosa, and H. Grenier.

The meeting was called to order at 7:35pm.

PUBLIC

T. Wood delivered a letter to the Manager from the Rotary Club requesting support for the Not Quite Independence Day festivities. The venue has been changed to Farr's field to avoid any interruptions due the weather. She asked what permits might be required, and W. Shepeluk indicated that an entertainment permit would be necessary. Liability insurance from the Town will not be required as this is not Town property. The parade route is under discussions as the usual spot to line up is not available.

T. Wood encouraged the Board to put something in in writing with a note with regard to any borrowing from the Tax Stabilization Fund.

H. Grenier talked to the Board about naming opportunities for the main lobby or the community room of the new building, to be part of the fundraising efforts.

H. Grenier asked the Board if the Library could use the Recreation building when construction starts, and park a portable classroom next to the building.

Naming of spaces as part of the Library fundraising was discussed. K. Miller asked about level of funding to name a space. The Library is creating a brochure that will outline the process. C. Nordle asked about the recognition of the naming, and how it is presented once completed. H. Grenier stated contributors will most likely be recognized by brass plaques.

J. Grenier stated that idea of using the recreation building seems attractive, as it is already town property. C. Nordle stated that staff will be meeting with the architects soon, and this can be a topic of discussion. The upfront cost for a mobile classroom unit is \$15,000, with a monthly rental of \$1,000. C. Nordle stated these discussions should continue with the architects.

J. Grenier stated that the Board would like more information on the naming opportunities. H. Grenier will email information to the Board. C. Nordle stated that this will be public information that will be discussed at a future meeting.

AGENDA

D. Schneider asked to add Crossett Brook PTO to the agenda.

MUNICIPAL COMPLEX ITEMS

B. Farr explained a grant opportunity for an electric car charging station at the new municipal building parking lot, which would totally be funded through grant dollars. L. Oates stated that the application is due today, and is for a dual port charging station. Only one parking space will be designated. The total budget is \$14,000, of which \$3,500 is a cash match met by building the parking space. L. Oates reviewed some of the details of the grant. The average use costs \$16 per month, and \$510 each year for maintenance (on network). C. Viens asked about usage for Vermont towns that are set up with this type of car charging station.

K. Miller made a motion to authorize the Manager to sign the grant for the Electric vehicle charging station for the new municipal complex in the Town of Waterbury. The motion was seconded by C. Nordle and passed unanimously.

C. Nordle updated the Board on the next steps with the architects on the timeline for the new building. There will be initial discussions with the architects this week, to plan for a September project start date. B. Farr, A. Nelson, W. Shepeluk and C. Nordle will meet this week at 8:30am on Wednesday morning.

B. Farr previously distributed the Phase 1 Environmental Report. Steve LaRosa joined the meeting. Radon, lead paint, and asbestos evaluations were done. S. LaRosa stated his company performed the environmental assessment, to determine if there was any contamination to the property due to past uses. They performed a detailed review and did not anticipate finding much, as this was a past residence. Preliminary findings show that there is potential for some contamination on the property that the State will want to know about. There is a large area that had solid waste associated with it, and ash was found in several test pits. Concerns include contact with the material either by touching or inhalation. This will also not be acceptable fill to build the building on from a construction standpoint. There are also elevated levels of radon, lead paint, and asbestos. He explained the levels of each of these contaminants and how they should be addressed. This report will also be reviewed with the Architects, and it is recommended that a Phase II sampling plan be done. The Department of Environmental Conservation should be contacted as well.

B. Farr stated that part of the condition for the grant is to go through the environmental assessment, and that a conversation with architects should occur before Phase II is launched.

SELECT BOARD ORGANIZATION

J. Grenier welcomed D. Schneider to the Board. J. Grenier stated that he would step down from being Chair this year, and nominated C. Nordle as Chair for 2014. The nomination was seconded by K. Miller. C. Nordle was elected Chair.

J. Grenier nominated K. Miller as Vice Chair. The nomination was seconded by C. Viens, and K. Miller was elected Vice Chair.

K. Miller nominated D. Schneider as Secretary. The nomination was seconded by J. Grenier, and D. Schneider was elected Secretary.

The Conflict of Interest Policy was reviewed. D. Schneider made a motion to approve the Conflict of Interest Policy. The motion was seconded by J. Grenier and passed unanimously.

The Select Board Rules of Procedure were reviewed. J. Grenier made a motion to adopt the Select board Rules of Procedure. The motion was seconded by K. Miller and passed unanimously.

D. Schneider asked about warning meetings. C. Nordle explained the process.

C. Nordle explained the procedure for signing warrants. K. Miller made a motion to authorize one of the Select Board members, excluding Chris Viens, to sign the Warrants. The motion was seconded by J. Grenier and passed unanimously. C. Viens was excluded as his wife is the Town Bookkeeper.

CROSSETT BROOK PTO

D. Schneider stated that the PTO is doing a basketball game fund raiser and would like representatives from Waterbury organizations to participate. He will look for participants.

MANAGER'S ITEMS

Recreation Director Chad Ummel joined the Board. He has been working on mini-camps for the summer recreation program and other recreational programs. W. Shepeluk asked the Board to review the list and indicate if they are uncomfortable with any of the programs on the list. C. Ummel said that many more clinics are being offered this year. Some clinics are operated through third party organizations. K. Miller asked if the revenue will balance the expenses of the clinics. It has been suggested to add \$10 to the price of each clinic as Town revenue to cover the cost of administration. K. Miller asked if adding \$10 would be cost prohibitive to some families. Revenue from prior year's mini-camps was discussed. It was suggested to charge \$5 per person for the third party clinics. T. Wood stated that there are several clinics that are offered at no cost, and encouraged the Board to consider a charge of \$10. Recreational programs need to be sustainable by user fees, and not tax dollars. D. Schneider asked about a follow-up survey at the end of the season. W. Shepeluk recommended that if the Board is comfortable with the offerings, they approve the listing with a \$10 surcharge for third party clinics. K. Miller made a motion to approve the list of clinics, with a \$10 surcharge for third party clinics. The motion was seconded by J. Grenier and passed unanimously.

C. Ummel has put together information on the use of social media. He would like to utilize Facebook and Twitter to promote Waterbury's programs and businesses, following clear guidelines and best practices. C. Nordle agreed that a wider policy needs to be developed, and asked staff to reach out to VLCT to see if they have a model policy.

C. Ummel would like to do a fund raising event at the pool called Life Guard Olympics to raise fund to buy a defibrillator. There are no liability issues with the Town owning this type of equipment. C. Ummel said these devices are quite standard, especially at aquatic facilities. The Board supports the event and purchase of the equipment.

W. Shepeluk distributed an easement deed with GMP in relation to the roundabout project. C. Nordle stated that if the Town is conveying any public property, there needs to be a notice. His preference is to hold off and get it in the paper.

K. Miller is concerned about the loss of green space due to parking needs.

TOWN CLERK'S ITEMS

J. Grenier made a motion to approve liquor licenses for Arvad's, Jimmz Pizza, Cabot Foods, Best Western, American Legion, Michaels on the Hill, Champlain Farms, Fastop, and Billings Mobil; and outside consumption permits for Arvad's, Jimmz Pizza, and Michaels on the Hill. The motion was seconded by K. Miller and passed unanimously.

J. Grenier made a motion to authorize the Town Clerk to sign Bookstore, Art Gallery, and Catering permits. The motion was seconded by K. Miller and passed unanimously. C. Lawrence will notify the Board of such permits.

J. Grenier made a motion to approve the minutes of February 28th and the Annual Meeting on March 4th. The motion was seconded by K. Miller and passed unanimously.

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K. Miller made a motion to appoint Peter Plagge as Town Service Officer for the period April 15, 2014 through April 14, 2015. The motion was seconded by D. Schneider and passed unanimously.

C. Lawrence reviewed the list of Appointed Officers. C. Lawrence will contact all members up for reappointment, and advertise in paper.

The Board asked C. Lawrence to set up an interview on April 7th with the person interested in the ACO position. C. Viens would like to revisit the leash law issue. It was suggested that the Board have a discussion on April 7 about the relationship between the ACO and Board.

C. Viens would like to have a discussion about the road projects. It was suggested that he meet with the Manager, Public Works Director, and Highway Supervisor prior to a Board discussion.

W. Shepeluk distributed a summary report from the general ledger showing all of the fund balances.

Clare Rock, Zoning Administrator is resigning and her last day will be March 24th. An appointment for an interim ZA was discussed. C. Nordle expressed concern about the number of projects S. Lotspeich already has on his plate. K. Miller made a motion to appoint S. Lotspeich as acting ZA starting March 25th until a permanent is hired or appointed. The motion was seconded by D. Schneider and passed unanimously.

There being no further business, the meeting was adjourned at 9:55pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: April 7, 2014