

Waterbury Select Board Meeting
April 7, 2014
Main Street Fire Station

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

Public: B. Farr, P. Turmell, M. Kerrin, B. Jones, P. Sabin, G. McCain, M. K. Monley, E. Coffey, M. Abajian, R. Lloyd, D. Kamien, L. Scagliotti, J. Kampion, L. Parks, L. Sayah, C. Kelly, J. Brown, M. Luce, D. Luce, J. Chase, and M. Kasamatsu.

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

PUBLIC

G. McCain was present to announce that he is stepping down from the CVRPC, although he still supports the organization. He feels that the document they work under should be a guidance document rather than a regulatory document. On behalf of the Board and the Town, C. Nordle thanked G. McCain for his 20 years of service. W. Shepeluk asked about the merging of the Regional Planning Commission and Economic Development Corporation. G. McCain responded that the vote failed 11 to 10.

AGENDA

C. Nordle proposed removing the discussion of the construction process for the municipal building project. W. Shepeluk asked to remove library fundraising/naming procedures from the Manager's Items. W. Shepeluk asked to include the annual financial plan for Town highways, and other items related to highway activities. There is also an addition to the fee schedule for field reservations. C. Viens asked for a discussion about highway projects, which may be discussed briefly and deferred to the next meeting.

APPOINTMENTS/INTERVIEWS

Peter Turmell was present to express interest in serving as the Animal Control Officer. He feels somebody needs to perform the ACO job, and it takes someone who is in Town 90 percent of the time. He has a desire to help take care of the community. There are issues in the community with loose dogs, fecal matter on lawns, dog bites, etc. He asked if the position is proactive or reactive, and asked what the Board expects. K. Miller asked how he would approach a situation with a loose dog. P. Turmell quoted some of the ordinance with respect to the leash law. K. Miller stated that pet owners are attached to their dogs and asked what he would do in a highly charged and emotional situation. P. Turmell stated that he would try to defuse the situation. C. Viens stated that abuse of the leash law has been a festering problem for quite some time. K. Miller asked about P. Turmell's background. C. Nordle feels the Board needs to sit down and have a subsequent conversation about the ordinance. K. Miller would like to have a discussion as to what the Board's approach will be so that P. Turmell will know what the expectations are. C. Nordle feels that there needs to be a discussion about the fines and the pound component. W. Shepeluk stated that the position is driven by the amount that is budgeted. K. Miller asked if P. Turmell is willing to do some educational outreach with the community. P. Turmell said that it depends on the Board and the budget.

K. Miller made a motion to appoint Peter Turmell as the ACO for the term to expire April 30, 2015. The motion was seconded by C. Viens and passed by those present.

Jeff Kampion was present to express interest in serving on either the DRB or the Planning Commission. He is interested in getting involved in what is happening in the community and gave a brief background which includes military service, private work, and veteran's affairs. K. Miller asked if he had a preference on which board he would like to serve. He stated he is willing to be appointed to the Board that most needs him, and is interested in maintaining the residential nature of the Town. C. Nordle reviewed some of the projects being worked on by the Planning Commission.

D. Schneider made a motion to appoint Jeff Kampion to the Planning Commission for a term ending April 30, 2017. The motion was seconded by K. Miller and passed by those present.

K. Miller made a motion to reappoint Martha Staskus and David Rogers to the Development Review Board, and to appoint David Frothingham as a regular member, for terms ending April 30, 2017. The motion was seconded by C. Viens and passed by those present, with D. Schneider abstaining.

D. Schneider made a motion to reappoint Herschell Murry and Diane Mauro-Gildea to the Recreation Committee. The motion was seconded by C. Viens and passed by those present.

K. Miller made a motion to reappoint Michael Hedges to the Conservation Commission. The motion was seconded by C. Viens and passed by those present.

C. Nordle stated that three people expressed interest in the Vermont State Police Community Advisory Board; however one letter was after the April 4th deadline. A number of additional written materials were submitted today for one of the candidates. C. Nordle suggested that the two candidates present could be interviewed today, and that the additional information and the third candidate could be considered at the April 21st meeting. Everett Coffey distributed several letters of recommendation to the Board members and reviewed some of the key activities of the Advisory Board. K. Miller asked about the purpose of the Advisory Board, and E. Coffey stated that they respond to community concerns. The mission of the Board is to facilitate communication between law enforcement and the community.

D. Schneider asked E. Coffey if he feels he can communicate effectively with the community. E. Coffey stated that he can deal with concerns with an open mind and open eyes. C. Nordle expressed concern about how people present themselves to the public, and asked if he could be open and available to the residents of Waterbury.

Maggie Kerrin was present to express interest in serving on the Vermont State Police Community Advisory Board. K. Miller asked her what she sees as the responsibility of the Board. She stated the Board makes the connection between the Vermont State Police and the Waterbury Community. C. Nordle asked her about her thoughts about Vermont State Police presence in Waterbury. She stated she does not see much presence, but sees reasonable presence in the Village of the Village police. C. Viens stated that some legislation has been discussed to require certain sized communities to have a town wide department. M. Kerrin stated that with regard to budget, it would be very hard on communities.

K. Miller made a motion to reappoint Ed Steele as representative to the Mad River Resource Management Alliance, Dan Sweet as Tree Warden, and Charlie O'Brien as Town Forest Fire Warden. The motion was seconded by C. Viens and passed by those present.

K. Miller made a motion to appoint the Waterbury Record and the Times Argus as the newspapers of record. The motion was seconded by D. Schneider and passed by those present.

FLOOD PLAIN MANAGEMENT WORKING GROUP

B. Farr and S. Lotspeich were present to outline the duties of the Waterbury Floodplain Management Working Group. B. Farr distributed a summary of the purpose of the group, which includes the following grants and projects: FEMA's hazard mitigation grant program, flood information page on the website, community rating system, hazard mitigation plan, ecosystem restoration grant & fluvial erosion hazard zoning, Lake Champlain basin grant, and LiDAR mapping. For the Town to be accepted into the community rating system, this group must work for the Planning Commission and provide feedback to the Select Board. The purpose and authority of the group was discussed. K. Miller stated she would be more comfortable with a document that describes the working group, as they are representing the Town of Waterbury.

MUNICIPAL BUILDING ITEMS

C. Nordle explained the reconsideration/rescission process. A petition to rescind the March 4th bond vote has been received with the required number of signatures. The Board needs to decide whether to accept the petition, and then determine the mechanics. A vote will need to be held within the next 30 to 60 days.

C. Lawrence recommended that the vote be held on Tuesday May 13th at St Leo's Hall, to avoid traffic and parking issues. Early voting would start on April 23rd. The warning would be advertised in the Waterbury Record on April 24th, May 1st and May 8th, and a public hearing could be held on Thursday May 8th.

Extra costs associated with the vote will have to be worked into the budget. B. Farr asked if a half page add could be authorized to advertise the vote.

C. Viens encourage E. Coffey to have the petitioners attend the public hearing

K. Miller made a motion to warn the rescission vote on May 13th at St. Leo's or other location, with a public hearing on May 8th at TBPS with publication in the Waterbury record on April 24th, May 1st and May 8th, and early voting to start on April 23rd. The motion was seconded by C. Viens and passed by those present.

K. Miller made a motion to approve up to \$1,000 for two ads in the Waterbury Record on May 1st and May 8th. The motion was seconded by C. Viens. D. Schneider made a motion to amend to include advertising on April 24th and to spend what the three ads will cost. K. Miller seconded the amendment. The motion to amend passed by those present.

C. Viens asked about facts on the environmental studies. B. Farr stated that the Phase 2 environmental review will most likely not be back before the vote. . C. Nordle suggested that information be published stating that the architect and estimator are aware of environmental concerns and budgeted accordingly. W. Shepeluk stated that given the age of the building, none of these environmental findings are a surprise.

E. Coffey clarified that the rescission effort was done by several people. M. K. Monley suggested that the information meeting be held at St. Leo's Hall.

The motion to run 3 ads on April 24th, May 1st, and May 8th with factual information of ½ page each passed by those present.

C. Nordle reviewed the draft of the warning for the rescission vote, and stated that Paul Guiliani drafted the language and the Director of Elections agreed. The wording of the warning and the ballot was discussed.

D. Schneider made a motion to amend Article 1 wording as follows: Shall the Town of Waterbury rescind the action taken on Article 1 at the March 4th, 2014 Annual Meeting, authorizing the issuance of \$2,950 of bonds or notes to finance the municipal building complex at 28 North Main Street. The motion was seconded by K. Miller and passed by those present.

The draft release of the RFP for a Phase 2 Environmental Review and Geotechnical Services was reviewed and edits were proposed. K. Miller made a motion to approve the RFP for the Phase 2 Environmental Review and Geotechnical Services as amended. The motion was seconded by C. Viens and passed by those present.

The Select board is meeting on April 10th at 3:00pm with VIA at the Steele Block. Other meetings with program users are occurring earlier in the day. It was asked if the meetings with the Select Board and architects should be videoed. C. Viens expressed concerns for transparency. The consensus was to tape these meetings.

MANAGER'S ITEMS

S. Lotspeich and J. Brown were present to talk about a 'Canopy for Trees Grant' to plant 20 trees in the Hope and Maple Street Cemeteries. The project cost is \$8,000 with a \$4,000 grant and \$4,000 local match which is in the cemetery budget. J. Brown explained where the trees would be placed within each cemetery. E. Coffey asked about the cedar hedge in Hope Cemetery along Winooski Street that is deteriorating. K. Miller made a motion to approve the Caring for Canopy grant and authorize the Town Manager to sign the application. The motion was seconded by D. Schneider and passed by those present.

S. Lotspeich presented mini grant for urban pruning. The project cost is \$1,000 with a \$500 local match from the tree maintenance budget. D. Schneider made a motion to approve the Canopy mini-category grant with a \$500 town match and authorize the Town Manager to sign the grant application. The motion was seconded by C. Viens and passed by those present.

W. Shepeluk distributed a draft of a social media policy. He asked the Board to read it over and discuss at a future date.

C. Viens made a motion to authorize the Town Manager to sign the GIS Internet Services contract for \$5,100. The motion was seconded by K. Miller and passed by those present.

W. Shepeluk distributed a draft of the personnel policy. He stated that it is much more than a personnel policy and is entitled employee handbook. The handbook will be discussed at a later date.

W. Shepeluk explained the CVCLT-CDBG loan details on the Ladd Hall project. The Select Board had previously agreed to a \$101,000 loan. He stated that it is difficult to come up with projects to fund because of the requirements. W. Shepeluk has been communicating with CVCLT about the Ladd Hall project and when and how the Town will release the funds. The repayment schedule also needs to be determined. He would like a Trustee and Select Board member involved in the conversations. D. Schneider will represent the Select Board.

There have been several applications submitted for the position of Zoning Administrator. A few of these will be forwarded to the Planning Commission for their review on April 14th. The Planning Commission will nominate a candidate for the Select Board to consider. D. Schneider volunteered to attend the April 14th Planning Commission meeting.

The annual financial plan for the Town highways was presented by Bill. D. Schneider made a motion to approve the annual financial plan for town highways for the Town of Waterbury. The motion was seconded by C. Viens and passed by those present.

K. Miller made a motion to authorize the Town Manager to sign the grant application for the Laurel Road bridge project. The motion was seconded by C. Viens and passed by those present.

A Class 2 paving grant for Winooski Street was included in the capital improvement plan, with a Town share of \$24,000. K. Miller made a motion to approve the Class 2 paving grant application for Winooski Street and authorize the Town Manager to sign the application. The motion was seconded by D. Schneider and passed by those present.

On May 6, 2013, the Select Board approved the Town road and bridge standards annual certification. D. Schneider made a motion to approve the certification of compliance with Town road and bridge standards. The motion was seconded by K. Miller and passed by those present.

The Recreation Director has requested an additional fee under advance reservations for fields of \$200 for a single athletic field, once weekly, full session. K. Miller made a motion to approve the additional fee. The motion was seconded by C. Viens and passed by those present.

TOWN CLERK'S ITEMS

C. Viens made a motion to approve the minutes of the March 10th and March 25th meetings. The motion was seconded by D. Schneider and passed by those present.

K. Miller made a motion to approve the 100 on 100 Relay on Saturday August 16th. The motion was seconded by C. Viens and passed by those present.

C. Lawrence updated the Board on a project to use \$35,000 from the digitization fund to digitize land records. These funds are non-taxpayer dollars and are accumulated from a portion of the recording fees.

K. Miller made a motion to approve first class liquor licenses for Black Back LLC, Blush Hill Country Club, Butler Street Pizza, Cider House, Cold Hollow Cider Mill, Cork Ventures, Eatt Enterprises, Huber Restaurant Corp., and Toft LLC; second class liquor licenses for Brockton Corp., Cold Hollow Cider Mill, Cork Ventures, Infinite Loop, and Quinland Farms; and outside consumption permits for Blush Hill Country Club, Cold Hollow Cider Mill, and Cork Ventures.

Page 6
April 7, 2014

The Leaf Peepers race was discussed and it was decided that race organizers can coordinate with staff and the fire department.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: April 21, 2014