

**Joint Meeting of the Waterbury Select Board and Village Trustees
December 1, 2014
Main Street Fire Station**

Present: C. Nordle, Chair; J. Grenier, K. Miller, and D. Schneider, Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; W. Shepeluk, Municipal Manager; B. Farr, Long Term Economic Recovery Director; S. Lotspeich, Community Planner; M. Mientka, Waterbury Record; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Theresa Wood, Bill Yacavoni, Everett Coffey, Tom Leavitt, Tripp Muldrow, Fauna Hurley, Laura Parette, C. Paul Reed, Rebecca Ellis, Mark Frier, Whitney Aldrich, and Rob Hofmann.

The meeting of both Boards was called to order at 7:03pm.

REVIEW AGENDA

K. Miller asked for a brief update on the status of the dog park. J. Grenier made a motion to approve the agenda as amended. The motion was seconded by D. Schneider and passed by those present.

CONSENT AGENDA ITEMS

J. Grenier made a motion to approve the consent agenda item (minutes of November 17th meeting). The motion was seconded by K. Miller and passed by those present.

PUBLIC

E. Coffey asked that the Board speak up so that the public can hear the discussions. C. Nordle responded that the Board will try to speak up. There are bad acoustics and hopefully this will improve in the new building.

STATUS OF DOG PARK

W. Shepeluk stated that C. Ummel will attend the next meeting to talk about recreational items, and gave an update on the status of the dog park. The park has been seeded and the grass is growing well. The committee is trying to raise money for fencing and signage, and there is currently a modest fundraising campaign occurring. There has been some discussion at the Recreation Committee level about more modern fundraising activities. K. Miller asked if there would be a maintenance plan for the park. W. Shepeluk responded that this would be a Board decision that can be discussed at the next meeting.

REARCH CONTRACT

C. Nordle explained that the contract is a Construction Management document for the municipal complex. It has taken longer to negotiate than originally anticipated and negotiations are still in progress. He stated that a public discussion of the contract would put the Town at a disadvantage. K. Miller made a motion that the Select Board find that premature public knowledge of discussions concerning a contract for the construction of the municipal complex will place the Town of Waterbury at a substantial disadvantage. The motion was seconded by J. Grenier and passed by those present.

At 7:15pm, K. Miller made a motion that the Select Board enter into executive session pursuant to 1 V.S.A. §313 of the public meeting law to discuss a contract as the premature public disclosure of which will clearly place the Town of Waterbury at a substantial disadvantage. The motion was seconded by J. Grenier and passed by those present. W. Shepeluk and B. Farr were invited to join the executive session.

The Select Board came out of executive session at 7:32pm with no action taken. W. Shepeluk will continue to work on contract negotiations.

WATERBURY NQID

T. Wood was present to discuss NQID plans. The Rotary Club has voted on changing up the festivities. They have been approached by Jeremy Garrett to host a Vermont Green Mountain barbeque championship in place of the carnival. The club overwhelmingly supported this idea, and it requires a gubernatorial proclamation. The winner will get an invitation to a national championship. She gave some additional details on the event and stated that it would economically benefit Waterbury. The parade and fireworks will be maintained, and the event will be family friendly. The club was notified that they cannot sign any contracts for fireworks. The club usually pays \$9,000 in advance for \$9,900 worth of fireworks, which is paid in January. Because of the barbeque event, they cannot afford to pay for the fireworks, so they are looking for support from the Town.

W. Shepeluk stated that historically, the Town has contributed \$3,000 to the club for the event. The increase would be large, but the rotary is trying to draw people to the community. He suggested increasing the budget to \$10,000, realizing that the 2015 budget has not yet been reviewed. T. Wood explained that the club took on the event as a community service to the Town, and that they are also charged with fundraising for several other events. They are seeking to capitalize on Waterbury's reputation as local food and beer mecca, with primary emphasis on the barbeque.

K. Miller expressed concern about the cost of the fireworks and including this cost in the Town budget. She suggested that people will still come to the event because of the barbeque contest, music, food, and beer. T. Wood stated that the barbeque and NQID are concurrent events. Waterbury is known for parade and great fireworks, and these will enhance the barbeque event. J. Grenier asked if the location at Farr's field will remain the same. T. Wood responded that the 2015 event will be at the same location.

W. Shepeluk stated that the Town's liability insurance will cover the fireworks display, and it will not affect the cost of the insurance. C. Nordle expressed concern about changing the momentum and dynamic of the event, but supported the Town budgeting for the fireworks as the event will lose positive momentum without the fireworks component. L. Parette stated that the marketing of Waterbury shows that people come and spend the entire day. The barbeque event would reinforce the marketing initiatives, and the fireworks display enhances the event. K. Miller expressed concern about the increase in the budget, as it has not been previously discussed. She suggested the cuts in other areas in the budget would have to occur. C. Nordle stated that in light of the big picture, this increase would be relatively small. The payment deadline for the fireworks is January 30th.

DOWNTOWN MASTER PLAN

T. Muldrow and F. Hurley presented a snapshot of the Downtown Master Plan. RW is sharing bits and pieces with the Boards, and then will hone in on and implement specific projects. Waterbury was one of eight communities selected to receive services through the downtown action team. T. Muldrow gave a presentation of the plan, addressing economic development, recreation, the arts and preservation of the quality and vitality of Waterbury. The plan is dependent on public and private partners to see it through. F. Hurley spoke about some of the Post-Irene renovations, including two buildings on Elm Street. She stated that a lot of improvements have been made which is great to see. F. Hurley mentioned the parking committee that has been established and working hard since June. J. Grenier asked how big of an obstacle lack of parking is, and asked what other communities have done. T. Muldrow responded that the most effective tool is a public/private partnership, and stated that there is more room for parking in the Village. The downtown master document is 183 pages and will be available on RW's website soon.

AUDIT REPORT REVIEW

Bill Yacavoni was present to discuss the 2013 audit reports for the Town and Village. Both entities expended over \$500,000 of federal money so both had to go through the single audit. There were no compliance issues, findings or questioned costs. W. Shepeluk stated that a single audit will most likely be necessary for next year as well.

B. Yacavoni gave highlights of both reports. There was one finding on a minor scale in that vendors were paid from a statement at the end of the month and some invoices supporting the statement were not attached. This caused duplicate payments to vendors. Department heads were reminded to include all invoices with the monthly statement.

B. Yacavoni stated that the Town is in good shape as far as processes and controls. D. Schneider gave kudos to the staff and the processes that are in place. W. Shepeluk indicated that the biggest challenge is managing for the future in terms of staff.

PERSONNEL POLICY

C. Nordle distributed marked up copies of the policy given out earlier in the year. There are still additional sections to review, including Diversity, Employment and Time Off/Leaves of Absence. The Diversity and Employment sections were discussed.

DISCUSS ECONOMIC DEVELOPMENT DIRECTOR

W. Shepeluk stated that there is nothing to report at this time, and this topic will be pushed to the next meeting.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: December 15, 2014