

**Meeting of the Waterbury Select Board  
January 5, 2015  
Main Street Fire Station**

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

Public: P. Turmelle, J. Ervin, A. Nelson, B. DeLaBruere, E. Coffey.

The meeting of the Select Board was called to order at 7:01pm.

**APPROVE AGENDA**

It was suggested that item c.) Petition for Special Articles and item d.) Submission of a Petition for Redetermination of PVR's Equalized Education Property Value be moved to later in the agenda for separate discussion.

D. Schneider made a motion to approve the agenda with the suggested change. The motion was seconded by J. Grenier and passed unanimously.

**CONSENT AGENDA ITEMS**

K. Miller made a motion to approve the minutes of the December 15<sup>th</sup> meeting, and the capital improvement refunding note for \$20,000 at 1.90% for borrowing to purchase the Gibb's property in 2011. The motion was seconded by D. Schneider and passed unanimously.

**PUBLIC**

P. Turmelle distributed the VLCT model animal control ordinance. A discussion was held a couple of months ago about amending the ordinance. He asked the Board to look at the subject at the beginning of February. He is available for a discussion should members of the Board wish to call him. He asked for changes due to number of calls he has handled and the amount it has cost the municipality, and would like to close some loopholes.

**WATERBURY LEAP GEORGETOWN UNIVERSITY PRIZE**

J. Ervin was present and distributed a fact sheet on the Georgetown University Energy Prize. Waterbury and Duxbury have advanced to the semi-finalist round. She explained that the contest revolves around how much energy a Town can save over a two year period. The State Complex and businesses are not included in the properties studied. Waterbury is under no commitment to take any action. The prize is \$5 million, and the current proposal is to allocate one half as an endowment for a scholarship for Harwood students looking to pursue an energy related field of study, and the other half to serve as a low interest or no interest loan to homeowners to improve efficiency. At this time, all that is needed is a letter formally stating that the Select Board agrees to continue participating in the challenge, to be submitted by January 9<sup>th</sup>. J. Ervin is willing to draft a letter for the Manager's signature. K. Miller made a motion authorizing W. Shepeluk to sign and submit the letter indicating that the Select Board continues to be interested in the project. The motion was seconded by J. Grenier and passed unanimously.

**DEFERRED AGENDA ITEMS**

C. Lawrence explained that she received a valid petition requesting the following:

- Home Share Now, Inc. \$700
- Our House of Central Vermont \$250
- Prevent Child Abuse Vermont \$500
- People's Health & Wellness Increase of \$500 to \$1,000
- Vermont Association for the Blind Increase of \$250 to \$500
- Central Vermont Council on Aging Increase of \$250 to \$1,250
- Sexual Assault Crisis Team Decrease of \$100 to \$200

The Petition for Redetermination of PVR's Equalized Education Property Value was discussed. The Town is asking PVR to take some sale information out of the formula that sets the statewide property tax, which will make the education tax rate less in 2015. C. Nordle further stated that the purpose is to ask PVR to re-determine Waterbury's numbers based on sales that are not typical arms-length transactions or underlying data that make them not typical sales. W. Shepeluk recommended authorizing the Chair to sign the petition. D. Schneider made a motion authorizing the Chair to sign the Petition for Redetermination of PVR's Equalized Education Property Value. The motion was seconded by K. Miller and passed unanimously.

### **MUNICIPAL BUILDING ITEMS**

A revised budget was distributed. W. Shepeluk reviewed some of the confirmed funding sources, some of which is in-kind revenue. C. Nordle stated that there is confusion overlaying two separate types of reporting in one format. The budget is currently over by approximately \$25,000. There are several contingencies built in to the budget. A. Nelson cautioned against thinking of contingencies as a way to save money, since work will be done on an historic building, and to still look for a savings of \$25,000 moving forward. B. Farr stated that there is a potential funding source of \$80,000 in a downtown transportation grant.

A. Nelson gave an overview of the process and stated that the budget was initially over by \$500,000. He explained that money was cut from the site versus the building. For example, paving for 14 parking spaces was cut and landscaping was cut by \$8,000 to \$30,000 which may add complexity to permitting process. No programming space has been lost. Items that were cut could be completed at a later date. A. Nelson continued to explain some cuts that were made. C. Viens asked about items that had been cut from the last design meeting, when the budget was \$169,000 over. W. Shepeluk explained that certain items will be in the operating budget, including the debt service and payments for Armada.

A. Nelson reviewed a list of exterior changes that might need to be presented to the District Commission and people with party status, including parking, patio, width of sidewalks, number of sidewalks, site lights, a reduction in the landscape budget, storefront glazing and base HVAC system. C. Nordle asked if everyone was satisfied with landscaping plans and suggested it is not worth cutting \$8,000 if another meeting with neighbors is required as this will produce unnecessary delays.

K. Miller asked about the removal from the budget of furniture, fixtures, and equipment. It was explained that these items can be budgeted in the general fund. Some of these items need to be purchased regardless of where the offices are located, including telephones and audio-visual equipment. These are normal items regardless of whether the building is new or not.

C. Nordle asked the Board if they were comfortable with the project changes described, other than the decrease in the landscape budget. The Town needs to let District Commission know if there are any substantial changes, or needs to send a narrative letter to the Commission with the tweaks. A. Nelson will send revised drawings with the package. B. Farr stated that the downtown transportation grant for landscaping, lighting and parking may come through, so if grant is received some of these items can be built back in.

B. Farr explained three grants that are being pursued. The first is a grant from the Land and Water Conservation Fund for a project that includes an acquisition of land at the end of Winooski Street for recreational and community use purposes. The cost to town is an appraisal of the property estimated at several hundred dollars. C. Nordle would like to see the plans before the application is submitted. The application is due February 16<sup>th</sup>. B. Farr will get a survey estimate, determine what permits are needed, and provide a site plan.

The second grant opportunity is the Downtown Transportation grant that was previously submitted last summer. This grant is for site improvements at the Municipal Complex to include additional parking within the designated downtown, landscaping and lighting improvement. J. Grenier made a motion to reapply for Downtown Transportation grant. The motion was seconded by D. Schneider and passed unanimously.

The third grant opportunity is the High Meadows Fund Watershed Outreach and Education. CVRPC may be the lead applicant. The funding will be allocated towards projects in which multiple municipalities within a watershed engage and mobilize their residents on issues of flood resiliency. This grant will be added to a February agenda.

### **RECREATION COMMITTEE**

E. Weeber, G. Miller, D. Gildea, F. Spaulding, H. Murry, and B. Minter joined the meeting.

E. Weeber stated that there has been a ground swell of support for a full time recreation director. The Recreation Committee put together a sub-committee to explore this idea and gather information. Diane Gildea reviewed a presentation outlining the need for a full time director evidenced by what C. Ummel has done in his brief tenure. Based on experience, the committee feels the Town has the right person at the right time. Lastly, the committee thinks that there is a cascade of benefits to having a full time director.

G. Miller presented a slide show to exhibit some of the recreation projects that C. Ummel has been involved in his first year, and stated that he is welcoming and approachable. B. Minter gave some of the history of the recreation committee, and their desire for a recreation director. F. Spaulding spoke to the benefits to the Town of having a full-time recreation director and the inherent value in having someone dedicated to that position full-time.

H. Murry stated that C. Ummel is a good point of contact and has kept the ball rolling. Now is the time as the community is growing. G. Miller stated that C. Ummel has shown that he can generate income and that his experience with summer recreation and working with young adults is outstanding.

C. Nordle asked if the current offering of programs requires a full-time director. B. Minter responded that the current program is too much for a part-time person. W. Shepeluk stated that there are challenges as the program grows and that additional employees may be needed to implement things. The fee structure needs to cover lion's share of expenses. W. Shepeluk stated that the Town inherited the cemeteries last spring which puts more burden on the Town. C. Ummel has been dealing with Waterbury Center Cemetery. Moving into 2015, someone is needed to manage the cemeteries. W. Shepeluk recommended that the recreation director handle the cemetery work. It is possible to make C. Ummel close to a full-time employee but share his skillsets with other work that the Town needs.

D. Schneider stated that he would not want to lose someone with these qualities, and advocated for someone to schedule events at TBPS for recreational purposes.

W. Shepeluk explained the work that is required for the cemeteries and envisioned 10 hours per week on a year-round basis, and recommended that the Board hire him as a full-time employee. C. Viens stated that the request is coming more quickly than he expected. Discussion continued on the program, position, and responsibilities. W. Shepeluk will develop an estimate of total hours for 2015, and allocation of hours will vary depending on what is going on.

At the last meeting, there was a motion to approve a Kickstarter campaign funding for the dog park. The goal was \$1,500, and there have been discussions to increase the goal to \$5,000. The original motion mentioned no amount of money. W. Shepeluk cautioned against setting a high goal. It is up to dog park committee to determine the reasonable amount.

### **MANAGER'S ITEMS**

W. Shepeluk previously distributed the proposed 2015 CIP budgets, 2015 highway CIP narrative, and 2015 snapshot of capital improvement funds (attached). He stated the Board has been consistent in transferring funds from the general funds into the CIP funds, and reviewed the recommended transfers from general fund. Transfers from operating budget impacts the tax rate, therefore the rest of the budget needs review. W. Shepeluk stated there should be a surplus in the general fund and the highway fund at the end of 2014. Several of the CIP funds were reviewed and discussed.

There was a discussion on the roads and what types of materials should be used. The paving plan that was previously developed by the Public Works Director needs to be reevaluated.

W. Shepeluk updated the Board on the contract with Armada. There is enough left in the expense portion of the contract to extend the existing Armada contract through January 31<sup>st</sup> to expend the amounts already approved. J. Grenier made a motion to extend the Armada contract through the end of January to expend monies already committed. The motion was seconded by K. Miller and passed unanimously.

The Board authorized the Manager to sign a new contract with Armada at the last meeting. W. Shepeluk has been talking with B. Farr about becoming a Town employee on a contractual basis, and has had discussions with an attorney as to whether the Town is prohibited from signing a contract with an employee. The contract would be for 23 hours per week, with no benefits. The cost would be approximately \$75,000 for the year versus \$110,000 under the Armada contract. B. Farr has requested a two year contract with a termination clause. C. Nordle expressed concern about a two year contract since recovery related projects will be wrapped up in 2015. Negotiations can continue if the Board is interested in this proposal. The Board was in favor of pursuing this option further.

The next meeting will be held on January 12<sup>th</sup> at the Steele Block for budget discussions.

There being no further business, the meeting was adjourned at 10:00pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 19, 2015