

**Meeting of the Waterbury Select Board  
January 19, 2015  
Main Street Fire Station**

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

Public: Fauna Hurley, Tamatha Thomas-Haase and Laura Parette, RW; Natalie Howell-Sherman, Everett Coffey, and Kristin Kassis.

The meeting of the Select Board was called to order at 7:00pm.

**APPROVE AGENDA**

C. Viens made a motion to approve the agenda as presented. The motion was seconded by J. Grenier and passed unanimously.

**CONSENT AGENDA ITEMS**

J. Grenier made a motion to approve the consent agenda items of the minutes of the January 5<sup>th</sup> and January 12<sup>th</sup> meetings. The motion was seconded by D. Schneider and passed unanimously.

**PUBLIC**

No public comment.

**REVITALIZING WATERBURY REQUEST FOR FUNDING**

F. Hurley previously distributed the fiscal year 2015 financial requests and a report of RW's activities over the past year. She stated that RW is requesting level funding for 2015 and reviewed the highlights of the report (attached). She reviewed an advertisement that ran in 7 Days magazine from May through December promoting Waterbury. A new website was rolled out last May. Other events included the 13<sup>th</sup> annual Arts Fest last summer and 6<sup>th</sup> annual Wrap It Up and Win promotion in December. She reviewed several of the other 2014 program highlights.

C. Nordle asked how much beautification money might be spent on roundabout banners. F. Hurley estimated between \$2,500 and \$3,000 for banners. This would not include any funding for signage. Potential funds from the Downtown Transportation grant may be used to upgrade the Welcome to Waterbury sign by the roundabout. E. Coffey asked the Board to keep in mind that this sign is on Village property.

**PARKING COMMITTEE RECOMMENDATIONS**

D. Schneider gave a power point presentation of the Parking Committee findings and recommendations. He reviewed background information relating to the collection of parking data including number of days, daily time frames studied, and a summary of the data, and developed a map showing several different zones. There were 390 parking spots studied. He then reviewed the key findings, including core areas that are heavily utilized and the turnover rates in those lots, and the percentage of spaces used. D. Schneider reviewed short-term and mid-term recommendations.

J. Grenier asked if any additional parking lot development has been discussed. This has been discussed by the committee, and some of this research can coincide with the Main Street project.

D. Schneider stated that the committee will continue its work, and will delve into the data collected. L. Parette stated that the study is a tool that can be used in the future.

There will be need to be collaboration between the Town and Village, as the parking ordinance is a Village ordinance.

### **MANAGER'S ITEMS**

W. Shepeluk previously distributed a draft of the Duxbury Fire Contract. M. Lavanway talked with the Board about averaging out the debt service, but the Duxbury Select Board was not in favor of this idea. The current proposal discussed with Duxbury is \$103,434, based on December 19, 2014 projected costs. D. Schneider made a motion to approve the Duxbury Fire Contract for 2015 at \$103,434. The motion was seconded by J. Grenier and passed unanimously.

The position of the Long Term Community Recovery Director was discussed. The plan is to make B. Farr a contracted municipal employee to save the Town some money. The Manager recommended a contract through the end of March 2016, of which 11 months would be carried in the 2015 budget, or approximately \$67,000 would be included in the regular pay line item for 2015. The details of the contract will have to be worked out. The Board was in agreement with funding the position.

W. Shepeluk previously distributed a revised draft of the budget (attached), and reviewed some of the changes from the previous draft. W. Shepeluk heard from some Board members a desire to get any tax increase below 10%. He does not believe there are any additional funds on the revenue side that can be found. W. Shepeluk also previously distributed a memo as to how the tax stabilization fund is balanced.

C. Nordle feels the increase is too large, and some cuts need to be found. Some general places to look might include equipment items that can be deferred to next year, and there may newer budget items (recreation director, economic development director) where some savings might be found. The highway budget is the largest and C. Nordle suggested considering using a special article to borrow money to pay for some projects.

W. Shepeluk distributed a revised draft of the capital improvement funds 2015 snapshot and explained the ramifications of borrowing \$500,000 for paving projects, as a special article. Additional revisions were made to the infrastructure CIP, including funding an emergency generator at the highway garage.

W. Shepeluk reviewed additional cuts that can be considered. These include funding the economic development director for 9 months during 2015 since a new director will most likely not be in place until April, and also budget pay at slightly less per month. Some additional reductions were proposed in the general government budget. If additional cuts need to be made in the fire department budget, G. Dillon would like to review and make adjustments. The Board asked for a decrease of \$5,000 in the fire department budget.

The mini camps line item needs clarification, as there are two lines totaling \$17,000. It may be possible to reduce the summer recreation budget by \$5,000, leaving an overall increase of \$10,000. The Board asked W. Shepeluk to find a reduction of \$5,000 in the recreation budget.

C. Viens asked if overweight permit fees can be increased. W. Shepeluk will look into whether these fees can be increased.

There is support from many segments of the community for a full time recreation director. The current draft of the budget includes health insurance and retirement benefits for this position. The Manager can support a full time position, if the time can be shared with the cemetery at 8 hours. The cemetery work is not directly funded by the taxpayers.

W. Shepeluk asked the Board if this was agreeable to them. C. Viens stated that he feels it is premature to create a full time recreation director/cemetery position. It was explained that the Town now maintains and controls the Maple Street Cemetery, and the records need to be maintained as well. An employee or a contractor will do the mowing. Discussion continued about the position and how it would be managed. C. Nordle emphasized that the Town has to make sure there is a need for the position and decide whether it will take 40 hours to cover the two tasks. There are a finite number of services that can be provided and program development takes time. Some Board members expressed discomfort with the growth rate. C. Nordle stated that a job cannot be created around the individual, but that the job should be created around the needs in the community. The Board suggested budgeting a total of 36 hours for the combined position.

The Manager gave a brief review of the revised draft of the highway budget. The Board asked the Manager and staff to reduce the highway budget by \$5,000.

J. Grenier asked for a straw poll on whether or not to borrow for paving. By consensus, the Board was in favor as long as it is a special article for the voters to consider.

The next meeting to finalize the budget and sign the Annual Meeting warning was tentatively scheduled for Thursday January 29<sup>th</sup> at 10:00am at the Steele Block.

There being no further business, the meeting was adjourned at 9:40pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 29, 2015