

**Meeting of the Waterbury Select Board  
March 16, 2015  
Main Street Fire Station**

Present: C. Nordle, Chair; C. Viens, D. Schneider, M. Frier, and J. Brown, Select Board; B. Farr, Long Term Recovery Director; W. Shepeluk, Municipal Manager; A. Imhoff, ORCA Media; M. Mientka, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Everett Coffey

The meeting of the Select Board was called to order at 7:03pm.

**APPROVE AGENDA**

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

**SELECT BOARD ORGANIZATION**

C. Viens made a motion to nominate C. Nordle as Chair for the ensuing year. The motion was seconded by M. Frier. There being no further nominations, C. Nordle was elected Chair.

C. Viens made a motion to nominate D. Schneider as Vice Chair for the ensuing year. The motion was seconded by J. Brown. There being no further nominations, D. Schneider was elected Vice Chair

C. Viens made a motion to nominate M. Frier as Secretary for the ensuing year. The motion was seconded by D. Schneider. There being no further nominations, M. Frier was elected Secretary.

D. Schneider made a motion to adopt the Town of Waterbury Conflict of Interest Policy. The motion was seconded by M. Frier and passed unanimously.

C. Nordle reviewed the Select Board Rules of Procedure. C. Viens made a motion to adopt the Town of Waterbury Select Board Rules of Procedure. The motion was seconded by M. Frier and passed unanimously.

C. Nordle explained the process for weekly warrants and payroll reports. He stated that at least one member of the Select board needs to sign off on the warrants so that vendors can be paid and payroll processed. C. Viens is unable to sign warrants as he is married to the bookkeeper. D. Schneider made a motion for the Select Board to authorize M. Frier, D. Schneider, C. Nordle, or J. Brown; or any one member to sign the warrants. The motion was seconded by C. Viens and passed unanimously.

C. Nordle explained the consent agenda process, whereby several items are approved in one motion. The Board decided to continue with the consent agenda process.

**PUBLIC**

E. Coffey encouraged people to attend meetings, and asked the Board to speak louder and to keep in mind that people are listening and need to hear what is being said.

**LONG TERM RECOVERY ITEMS**

B. Farr explained the Incident Command System training. If a Town has an approved Local Emergency Operations Plan (LEOP), officials must participate in the training and Towns can receive more funding. There is a 2 hour block of training ICS 402 that is an executive overview. The regional planning commission will come to Waterbury to train a group of people, or training is offered in Montpelier. W. Shepeluk stated that the Town has an

Emergency Operations Plan, and there is an expectation that the legislative bodies take the training. Several staff members have already taken the training. There has been a discussion about having an exercise in Waterbury, which would require basic ICS knowledge. B. Farr asked the Board to pick a primary and secondary date for the regional planning commission to provide a training session. The dates chosen were April 16<sup>th</sup> or April 15<sup>th</sup>. The new LEOP needs to be sent to the regional planning commission before going to the State, and this should be done in April. Some Board members may attend the ICS 100 course which is a 9 hour course.

B. Farr gave an update on the progress towards contracts on the Municipal Complex. Bids for concrete, site work, and demolition have been opened and compared. The demolition portion will be re-bid as a separate entity. W. Shepeluk will sign a notice of intent to proceed for the contractor to start the planning for the project. The low bidder for the site work was J. Hutchins. The low bidder for the concrete work was S. D. Ireland. There will be a site walk this week for the demolition bids. This past week the asbestos was removed from the Jane's House, and the Town is waiting for the fire safety and Act 250 permits. The goal is to start construction in mid-April. When permits are in place, there will be a ground-breaking ceremony. The Town continues to look for funding opportunities with grants such as the Downtown Transportation grant that is currently in process. ReArch will be finalizing the budget for the project within the next couple of weeks and presenting a guaranteed maximum price.

J. Brown asked why this project is being bid out in pieces. W. Shepeluk responded that the Town decided to go with construction manager process, and the different trades are put out to bid. The next bid opening is scheduled for the April 2<sup>nd</sup> at 2:00 at St. Leo's. On April 9<sup>th</sup>, the Guaranteed Maximum Price will be presented at a Municipal Building Design meeting at 2:00pm at St. Leo's Hall. The Board will then need to consider a stipulated sum whereby contingency is split 50/50 between the construction manager and Town.

#### **APPOINTMENTS AND COMMITTEES**

M. Frier made a motion to appoint the Waterbury Record as the primary newspaper of record and the Times Argus as the backup newspaper of record. The motion was seconded by J. Brown and passed unanimously.

J. Brown made a motion to appointment Peter Plagge as the Town Service Officer. The motion was seconded by D. Schneider. C. Viens asked what the duties are of a Town Service Officer. W. Shepeluk explained that there used to be an Overseer of the Poor. P. Plagge is involved with the Good Neighbor fund that helps people in need. The motion passed unanimously.

Each year there are open committee positions and other appointed officials. C. Lawrence will place an ad in the Waterbury Record and ask for letters of interest. The goal will be to interview interested candidates on April 20<sup>th</sup>. J. Brown asked about the formation of a Tree Committee that was approved at a previous meeting, and asked about the best way to form the Committee. This committee will be included in the advertisement.

#### **MANAGER'S ITEMS**

W. Shepeluk welcomed Jane Brown and Mark Frier to the Select Board and encouraged them to attend the Select Board Institute on March 21<sup>st</sup>. He explained that the Town of Waterbury operates under the Town Manager form of government, whereby the Municipal Manager carries out most executive duties by statutory authority. He has authority in most personnel matters and the day to day operations of the staff. The Manager prepares the budget for presentation to the Select Board and discussion at Town Meeting. It is the Manager's responsibility to manage the budget.

W. Shepeluk distributed the Town of Waterbury chart of accounts giving an overview of the financial recordkeeping process. He then reviewed the process. There is one checking account and 26 active funds and the materials distributed included a summary of the funds and balance sheets for each fund. The three different types of funds include operating funds, operating reserve funds, and reserve funds and he provided an explanation of the differences.

W. Shepeluk will provide operating fund income and expenses each month and will be open to questions, and will plan to have time on agenda each quarter to discuss the budget.

#### **SELECT BOARD – IDENTIFY DISCUSSION ITEMS FOR FUTURE MEETINGS**

The future meetings section is at the bottom of the agenda. Additional items include time for LEOP plan, and a report from the Public Works Director on highway projects. Board members are welcome to offer suggestions as well. D. Schneider asked to include the Economic Development Director position at a future meeting. M. Frier asked when the Route 100 project is starting. There is a VTrans meeting on Wednesday that will give an update on all of the construction projects. He asked that expansion of the sewer system to the Town be included on a future Joint agenda.

#### **TOWN CLERK'S ITEMS**

C. Viens made a motion to approve the minutes of the February 17<sup>th</sup> and February 26<sup>th</sup> meetings. The motion was seconded by D. Schneider and passed by those that were present at the meetings.

C. Nordle gave a description of the Petition for Redetermination which includes the common level of appraisal and coefficient of dispersion. These are components of the education tax rate. The assessor suggested that the Town petition the Department of Taxes, and the Board authorized the appeal process. The stipulation is because the State has agreed with the assessor's appeal and has adjusted their figures. D. Schneider made a motion to authorize the Chair to sign the stipulation. The motion was seconded by J. Brown and passed unanimously.

A request for alcohol use at Hope Davey pavilion was tabled pending additional information.

C. Viens made a motion to approve liquor licenses for Cold Hollow Cider Mill, Shaw's, Blue Stone Inc., Waterbury Grocery LLC, Jimmz Pizza, Michael's on the Hill, and Black Back Pub. The motion was seconded by D. Schneider and passed unanimously.

There being no further business, the meeting adjourned at 9:37pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on April 6<sup>th</sup>, 2015