

**Meeting of the Waterbury Select Board
April 6th, 2015
Main Street Fire Station**

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

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

APPROVE AGENDA

The road name for the Blush Hill subdivision will be a separate agenda item. W. Shepeluk asked if the 7:45pm Manager's item d (High Risk Rural Roads Program) could be moved up on the agenda as S. Lotspeich will participate. C. Viens made a motion to approve the agenda as amended. The motion was seconded by D. Schneider and passed unanimously.

CONSENT AGENDA ITEMS

D. Schneider made a motion to approve the consent agenda items, which included the minutes of the March 16th and April 2nd meetings, a request for alcohol at an event at Hope Davey Pavilion on May 30th, and liquor licenses for Blush Hill Country Club, Waterbury American Legion and Quinland Farms. The motion was seconded by M. Frier and passed by those present.

PUBLIC

None.

BLUSH HILL SUBDIVISION ROAD NAME (moved from consent agenda items)

C. Nordle gave a description of the project. Jim Cataldo owns property on Blush Hill that has been subdivided and the private road will need to be named. The property owner would like to name it 'Meadow Lane' or 'Blush Hill Meadows Road'. C. Viens made a motion to name the road for the subdivision off of Blush Hill owned by Jim Cataldo 'Meadow Lane'. The motion was seconded by M. Frier and passed by those present with C. Nordle recusing himself.

CONSIDER LETTER OF SUPPORT FOR GRANT APPLICATION TO THE HIGH MEADOWS FUND (Manager's item d)

S. Lotspeich distributed a memo to the Select Board dated April 6th requesting a letter of support for CVRPC's quest to seek funds to establish and coordinate the 'Mid-Winooski Partnership'. This is a five-town project to conduct technical analysis; including gravel road erosion studies, application of a culvert flow tool in a pilot community, and the creation of a five-town map showing river corridors, flood plains, existing LiDar topographic data and all ongoing and proposed flood resilience projects in the five towns. The CVRPC is asking for a letter of support from each of the five towns.

C. Viens made a motion to authorize C. Nordle to sign the letter of support for the CVRPC grant application to the High Meadows Fund. The motion was seconded by M. Frier and passed by those present.

HIGH RISK RURAL ROADS PROGRAM FOR GUPTIL ROAD

S. Lotspeich distributed information on the High Risk Rural Roads program and explained that this is a safety program. The road of concern by the Regional Planning Commission is Guptil Road as there have been several accidents on that corridor over the years. To participate, a program participation form needs to be submitted. A study will be done, recommendations will be made to the Board, and any improvements made to the road will have to be maintained by the Town.

D. Schneider made a motion to participate in the High Risk Rural Roads program for the Guptil Road corridor and to authorize the Manager to sign the program participation form. The motion was seconded by M. Frier and passed by those present.

RECREATION ITEMS

C. Ummel was present and requested that the Recreation Program Cancellation Policy be changed so that if a request is made in writing at last two weeks in advance of the program, the refund is granted minus a cancellation fee of 10% of the total program fee, versus the current policy of a \$25 administrative fee. It was suggested to have a cancellation fee of 10% or \$25 whichever is less. D. Schneider made a motion that the cancellation policy reflect a change that states the fee will be 10% of the cost of the program with a cap of \$25. The motion was seconded by C. Viens and passed unanimously.

C. Ummel reported that a citizen action group is planning to form a 501(c)(3) to benefit Waterbury Parks and Recreation. Many charitable funds and grants are precluded from making contributions, as there is no non-profit organization to which to contribute. He then outlined the plan of formation of the group entitled Waterbury Parks and Recreation Foundation. The Board of Directors will be comprised of volunteer citizens and the Recreation Director may serve as an ex-officio administrator. The non-profit organization would ease the burden on the town when accounting for the varied fundraisers.

W. Shepeluk suggested that an MOU should be created with an understanding as to what the Town is willing to do for Parks and Recreation. C. Viens asked for a guarantee that this group would not ask for funding from the Town. C. Nordle expressed concern that projects would be created that the Town will have to maintain, and asked if there would be continued funding on the maintenance side of things. He suggested that a plan be developed for implementation to determine the municipalities' obligations. W. Shepeluk stated that there may not be staff capacity to keep up with potential projects, and the community needs to be involved in establishing what it wants. M. Frier stated that some of the funds need to be preserved and used for ongoing maintenance of projects.

MANAGER'S ITEMS

W. Shepeluk recommended that the Board authorize him to sign a change order on the roundabout to add \$14,275 to the contract. The request is pro-forma as all engineering costs are 100% refunded. M. Frier made a motion to approve the change order for engineering services on the roundabout. The motion was seconded by D. Schneider and passed by those present.

W. Shepeluk explained that work that is necessary on the Main Street bridge in relation to the roundabout construction at an approximate cost of \$63,000. VTrans has assured the Town that some of the cost can be covered by a grant. It is hopeful that the cost can be fully funded by the State.

Last summer, the Town signed a lease with Green Mountain Power for the community gardens. The lease continues until cancelled, and GMP has sent an invoice for the lease fees for 2015. No action is necessary.

Bids were received for the purchase of a bucket loader. W. Shepeluk distributed information on the specifics of the bid and information received from three bidders. The recommendation is to purchase the 2015 Volvo L-60H Wheel Loader from CRW in Williston at a price of \$97,092 after trade in. The CIP budget includes \$200,000. The Board asked for a price on the Caterpillar with a 3 year/\$1,000 hour warranty. C. Viens will explore the trade in on the current loader. W. Shepeluk will determine whether the sales price is dependent on the trade.

W. Shepeluk stated that the personnel policy contemplates the Board will have a say in pay ranges and increases. He recommended that the average raise be 1.8%, however there will be some variations. W. Shepeluk feels his compensation should be discussed when the Boards meet jointly. He distributed a memo with pay ranges based on position and asked for approval. M. Frier made a motion to approve the staff compensation as presented by the Municipal Manager. The motion was seconded by D. Schneider and passed by those present.

There being no further business, the meeting was adjourned at 8:43pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: April 20th, 2015