

**Joint Meeting of the Waterbury Select Board and Village Trustees
December 14, 2015
Main Street Fire Station**

Present: C. Nordle, Chair; C. Viens, D. Schneider, M. Frier, and J. Brown, Select Board; P. Howard Flanders, Village President; N. Sherman and L. Sayah, Trustees; W. Shepeluk, Municipal Manager; B. Farr, Long Term Recovery Director; Z. Gordon, Economic Development Director; S. Blow, Waterbury Record; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Bill Yacavoni, Everett Coffey, Chris Palermo, and Margaret Quinn.

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

APPROVE AGENDA

D. Schneider made a motion to approve the agenda. The motion was seconded by M. Frier and passed by those present. D. Schneider asked if VTrans could come to a future meeting to discuss the Main Street Reconstruction project. He has heard concerns from some residents. W. Shepeluk will determine if they might be able to attend and give an update of the project.

CONSENT AGENDA ITEMS

M. Frier made a motion to approve the consent agenda items including the minutes of the November 16th and November 23rd meetings, a 2016 liquor license and outside consumption permit for The Hayloft, a request to use the Waterbury Center Green by Green Mountain Relay on June 11, 2016 from 11:00am to 4:00pm, and an Errors and Omissions letter dated December 14, 2015. The motion was seconded by C. Viens.

C. Viens asked about the Ring Brook Property on the Error and Omissions letter. The Manager will follow up with T. Vickery. The motion passed unanimously.

PUBLIC

P. H. Flanders updated the Boards on the ribbon cutting ceremony at the State Complex earlier in the day.

DISCUSS 2014 AUDIT REPORTS - WILLIAM YACAVONI

W. Yacavoni updated the Boards on the 2014 audits. As part of the audit, he reviews the Town and Village accounting procedures, and there are no deficiencies. There is proper documentation and approval of all expenditures. Each employee submits a timesheet approved by Department Heads.

The Village financial statements show the upgrade to the wastewater treatment facility. The Village maintains a UDAG fund and there is approximately \$600,000 in the fund which has not been loaned. The Village has a CIP fund as well from insurance proceeds from the former office, and water and sewer funds.

The Town had two major projects including the roundabout and Municipal Center. W. Yacavoni pointed out that the Town has numerous small funds. D. Schneider asked how the level of investments compares to other Towns in Vermont. The amount for Waterbury is on the higher end compared to smaller entities.

W. Shepeluk explained that there is a policy that all cash is billed and collected through the Municipal Office. The Recreation Committee would like to take cash offsite and allow use of credit cards. The municipality is not ready to allow the use of credit cards at this point.

W. Shepeluk asked W. Yacavoni about cash being taken offsite. W. Yacavoni feels that cash should be collected at the main office.

C. Nordle asked for an explanation of the long term bonds. W. Shepeluk had previously distributed a summary of the Town of Waterbury debt service and gave a brief update.

MUNICIPAL CENTER AND WELCOME TO WATERBURY SIGNS

B. Farr was present and is on the committee looking at signs for the Town of Waterbury at the entrance to the community and for the new municipal building. B. Farr distributed two options for signage at the new Municipal Center. The consensus was a preference for the taller slimmer sign design.

B. Farr then distributed options for Welcome to Waterbury signage to replace the current sign at the roundabout. E. Coffey stated that the sign at the foot of the ramp has been there for years, needs repair, but is a more welcoming sign than those proposed. The Boards gave input on the signs, and the purchase and placement can be decided at a later date.

ECONOMIC DEVELOPMENT PLAN

Z. Gordon stated she has received comments from some of the Board members on the Economic Development Plan. She asked if there is any local interest in implementing a tax stabilization policy for businesses. W. Shepeluk explained two prior tax stabilization plans for Ben & Jerry's and Karl Suss. The Town can vote to authorize the Select Board to implement a tax stabilization policy, and staff will look through former meeting minutes for more information.

M. Frier stated it is important to help prospective businesses determine how to do business in Waterbury in a clean and simple way.

Water and sewer availability is also important up the Route 100 corridor, and this is a large part of the plan. Z. Gordon asked if there is interest in pursuing this idea. P. H. Flanders stated there are many hurdles to expanding water and sewer services, including funding issues. C. Nordle feels it is worth exploring for business expansion outside of the Village. There was general interest in exploring the process for expanding services. Board members expressed concerns about sprawl.

The plan brings up the idea of a pre-project review board. Z. Gordon asked if there was any interest in researching this concept. C. Nordle explained the process and was supportive of it. By consensus, she will look into the concept.

Z. Gordon will be looking at zoning regulations in other communities to determine if Waterbury is restrictive.

There is something in the plan about holding an annual merger vote. Z. Gordon will remove this language from the plan.

Moving forward, Z. Gordon will do some in-depth research and revisit the conversation after Town and Village meetings. D. Schneider asked for a draft re-write in January.

DISCUSS FORMATION OF A COMMITTEE TO EXPLORE OPTIONS FOR REMOVAL OF BUILDING AT 51 SOUTH MAIN STREET

C. Nordle feels there is an opportunity to coordinate between the Village, Town and the Economic Development Director to work on development issues at 51 South Main. He suggested that a Trustee, Select Board member and the EDD meet to discuss timelines and plans and to address the disposition of the building and short term parking needs. A

discussion followed as to why voters were unwilling to sell the building and what ideas they have for the property.

B. Farr sits on the Board of Revitalizing Waterbury. She stated that the Board is interested in a bricks and mortar type project that would benefit the community, and would like to put together a serious proposal after it is determined what will happen with the building. The 51 South Main Street working group will be comprised of C. Nordle, C. Viens, L. Sayah and Z. Gordon.

DISCUSS JOINT GRANT APPLICATION FOR EMERGENCY COMMUNICATIONS NETWORK & JOINT EXERCISE WITH DUXBURY AND MORETOWN

B. Farr was contacted by Emergency Management Director from Duxbury expressing interest in putting together a grant application for an emergency communications network and community wide exercise for Waterbury, Duxbury, and Moretown. B. Farr spoke with Fire Chief G. Dillon and emergency communications equipment may not be necessary for Waterbury. The application is due at the end of December. B. Farr and A. Tuscany will meet with the other communities and monitor whether radio communications equipment is necessary and consider the community wide exercise. D. Schneider made a motion to authorize to Manager to sign joint grant application for an emergency communications network and joint exercise with Duxbury and Moretown. The motion was seconded by C. Viens. C. Viens asked if this was in response to all emergencies and the response was affirmative. The motion passed unanimously.

DISCUSS MUNICIPAL MANAGER COMPENSATION

W. Shepeluk described several of his duties as Municipal Manager. Each year, employee compensation issues are addressed by the Manager. He has not received a raise since April 1, 2014. He asked that rather than a change in salary, the Boards consider a onetime bonus before the end of 2015 in the amount of \$500, and allow payment of \$55 dollars more per month for health insurance in 2015. He also asked for consideration of an increase in the monthly health benefit in 2016. The total package is valued at \$1,282 for the course of the next year. C. Nordle asked if the Boards could authorize medical benefit increases without considering it for other employees in a similar category. P. H. Flanders suggested that the onetime bonus be in the amount of \$1,500.

After some discussion, M. Frier made a motion to award the Municipal Manager a onetime bonus of \$1,500 at year end. The motion was seconded by D. Schneider and passed unanimously. N. Sherman made a like motion on behalf of the Trustees. The motion was seconded by L. Sayah and passed unanimously.

MUNICIPAL BUILDING

The Dr. Jane's plaque has been under discussion as to where it should be placed in the building. The two options are in the lobby or in the library. C. Nordle explained that there are differing opinions on the committee, and the architect's recommendation is to not place it in the lobby as it was not designed for that use. W. Shepeluk stated that the plaque and bust were not included at the beginning of the project therefore were not incorporated in the design of the lobby. The Board gave direction to place the plaque in the library.

The historical society invested in security cameras for their space and additional wiring was done in the library and lobby. There are concerns about vandalism of the mural that will be outside of the lobby, and there is wiring at the main entrance for a camera. B. Farr showed a couple of different options for security cameras. D. Schneider stated that the mural will be covered with tempered glass and there is no need for a camera. By consensus, the Board decided that a camera is not necessary.

The contractors hope to provide a certificate of occupancy next week, and plan to out of the building by December 30th. There will then be a week of off-gassing and exercising the systems. The plan is for the library to move starting the January 11th. It was originally thought that the Municipal staff would not move until February 2nd. The plan now may be to start moving the vault on January 13th. The municipal staff could move on January 18th if IT systems can be intact. January 18th is Martin Luther King Jr. Day and the office could be closed for the move. The project continues to remain within budget.

2016 BUDGET DIRECTION

W. Shepeluk stated that the new building will need to be maintained, and he is in the process of seeking proposals. He previously sent the Board information about the current debt and projections and gave a brief description. He will work over the next couple of weeks to present a recommendation during the first meeting in January.

NORTH HILL COMMUNICATIONS TOWER UPDATE

Studies conducted by Department of Public Service will be available by the end of December. J. Brown asked if Eric Sorenson could make a presentation to the Board about the wildlife corridor, however ANR will not allow the presentation to be made in a public forum. A consultant has made a proposal to perform an aesthetics study at a cost of \$6,000. That study may be shared on a three-way basis. Some analysis is being done as to what the tower will do to the wildlife corridor.

There being no further business, the meeting of both Boards adjourned at 10:15pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 4, 2016