

**Meeting of the Waterbury Select Board
January 4, 2016
Main Street Fire Station**

Present: C. Viens, D. Schneider, M. Frier, and J. Brown, Select Board; W. Shepeluk, Municipal Manager; W. Woodruff, Public Works Director; C. Clark, Highway Supervisor; S. Blow, Waterbury Record; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Billy Vigdoor, Peter Kulis, Marcy Blauvelt, Jim Atchinson, Allan Thompson, Everett Coffey, Gary Dillon.

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

APPROVE AGENDA

M. Frier made a motion to approve the agenda. The motion was seconded by J. Brown and passed unanimously.

CONSENT AGENDA ITEMS

J. Brown made a motion to approve the consent agenda items including the minutes of the December 14th meeting and an Errors and Omissions letter dated December 31, 2015. The motion was seconded by M. Frier and passed unanimously.

PUBLIC

No public comment.

UPDATE ON NORTH HILL CELL TOWER

W. Shepeluk stated that the propagation study, aesthetics study, and wildlife corridor study were completed on December 31st. Copies are being distributed to the Board as they are received. The parties will begin reviewing and assessing the impact of the reports, and have until the end of January to make comment. The town is working with two consultants to do an independent aesthetics study and an analysis of the wildlife corridor. It appears that the Department of Public Service believes that the proposed site is the only viable option. W. Shepeluk suggested that if the Board has comments on the studies, they can forward them to the Manager or Community Planner by the end of next week. Study reports will be available via the Town Clerk, and comments may be forwarded to members of the Select Board.

M. Blauvelt reviewed the reports and has concerns that the wildlife expert the Town is hiring will be unable to do a good job during the month of January and that the study will take more time. She also expressed concerns that the propagation study was done only in Waterbury and not in neighboring communities like Moscow. W. Shepeluk stated that the Town suggested looking at other areas. The Town can ask the attorneys for an extension on the wildlife study, but it is ultimately up to the Public Service Board. Allan Thompson stated that value of the study will be generalized information based on large scale modeling and that this can occur in January.

The Conservation Commission is interested in what ANR reported, and S. Lotspeich will forward to the commission.

TAX PAYMENT CONCERNS – JIM ATCHINSON

J. Atchinson was present to express concerns on interest and penalties that he incurred after the November installment due date in which he was penalized over \$400. He learned that the automatic resubmission process through People's Bank is not allowed for check amounts over \$4,000. He then went through a detailed explanation of how his check had not been automatically resubmitted due to the Town's bank policy.

W. Shepeluk stated that People's United Bank resubmission policy is not an extension of the Town policy. Taxes are due in hand on the due date and there were insufficient funds in Mr. Atchinson's account. He further stated that the Select Board has no authority to waive penalties and interest.

MUNICIPAL BUILDING ITEMS

The Town has received a certificate of occupancy for the new building. The final punch list will be reviewed on Wednesday. There is some outside work that will have to wait until spring to finish up, including parking lot paving needs to be redone. The project is within budget. The library will begin moving in during the week of January 11th, and are currently closed to pack. It is unknown when they will reopen. The Town Clerk will close the vault on January 13th to start moving the contents. The municipal office will close on Monday January 18th and move that day. The goal is to reopen with full service on Tuesday January 19th.

The proposed date for the grand opening is Friday February 12th at 2:00pm.

MANAGER'S ITEMS

C. Clark and W. Woodruff were present and the Manager reviewed a draft of the highway budget (attached, with narrative). Actual expenses during 2015 were well under budget, mostly due to warm weather in November and December with savings in overtime, salt and fuel. There will not be any significant changes in revenue in 2016. W. Shepeluk walked the Board through the proposed 2016 budgeted expenses. The 2016 budget is less than that of 2015, mainly due to a decrease in the budget for gravel resurfacing. C. Clark stated that the department did the bulk of the trucking themselves during 2015 which saved a lot of money. There are no large gravel projects planned for 2016.

C. Viens stated he had hoped the Town would stick to an aggressive re-graveling schedule. C. Clark responded that some graveling would occur, just no major projects.

W. Shepeluk distributed and reviewed four iterations of the proposed paving CIP and various projects and processes were discussed. Some members of the Board requested a prioritization of paving projects, which has been done in the past but the projects were not funded.

W. Shepeluk reviewed a draft of the fire department budget (attached, with narrative) and G. Dillon was present answer any questions. He stated that the Town needs to consider replacement of the tower truck in the near future. W. Shepeluk will be working on the fire vehicle replacement fund.

W. Shepeluk reviewed the fire department expenditures during 2015. Expenses were higher than budgeted, mostly due to an increase in part-time pay as a result of call volume. A discussion was held about the cost of dispatching.

The building maintenance line item is higher since the common areas need to be repainted and the floors done after the municipal offices move out.

The Town of Duxbury buys fire services from the Town of Waterbury. The proposed amount of the contract for 2016 is \$106,038, payable in two installments. J. Brown made a motion to approve the Duxbury Fire contract in the amount of \$106,038. The motion was seconded by C. Viens and passed unanimously.

C. Viens made a motion to tentatively approve the 2016 budget for the fire department at \$721,290. The motion was seconded by J. Brown and passed unanimously.

W. Shepeluk reviewed the highway vehicle CIP which is funded with \$220,000 each year. There are two pieces of equipment that need to be purchased, a sidewalk plow and a chipper.

W. Shepeluk presented a \$10,000 Capital Improvement Refunding note at an interest rate of 1.9% for the previous purchase of the Gibb's property. J. Brown made a motion to approve the note. The motion was seconded by M. Frier and passed unanimously.

The Town appraiser has put the State on notice that the Town may appeal the 2015 equalization study. He would like the letter submitted to allow an appeal after some further research. M. Frier made a motion to authorize the submission of letter for appeal and to authorize the Chair to sign the 2015 State of Vermont PVR Equalization Study. The motion was seconded by J. Brown and passed unanimously.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: Approved on January 11, 2016