

Joint Meeting of the Waterbury Select Board & Library Commissioners
January 25th, 2016
Steele Community Room
28 North Main Street

Present: C. Nordle, C. Viens, D. Schneider, and M. Frier, Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; B. Woodruff, Public Works Director; H. Grenier, Freya Chaffee, Alice Durkin, and Dan DeSanto, Library Commissioners; M. Kasamatsu, Library Director; S. Blow, Waterbury Record; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Francis Wilder, Mary Koen, Herschell Murry, Bill Minter, Frank Spaulding, Rebecca Washburn, Ken Belliveau, Margaret Quinn, Margaret & Dave Luce, Kathi Grace.

The meeting of the Select Board was called to order at 7:02pm.

APPROVE AGENDA

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

CONSENT AGENDA ITEMS

D. Schneider made a motion to approve the consent agenda items of the minutes of the January 19th meeting and liquor licenses for Maplewood Convenience Store, Cold Hollow Cider Mill, Sunflower Enterprises, Oakhill Corporation, and Butler Street Pizza. The motion was seconded by M. Frier and passed unanimously.

PUBLIC

Bill Minter was present to express support for a budget that provides for a full time recreation director. Members of the public are asking the recreation committee about the position, and the committee has gathered signatures. Frank Spaulding reiterated the goal to have a full time director, and explained several reasons why (in the attached handout). Herschell Murry presented the Select Board with a letter of support backed by 50 to 60 signatures.

Kathi Grace asked when the public hearing will be warned for the Flood Area Hazard Regulations. C. Nordle stated the topic was next on the agenda.

FLOOD AREA HAZARD REGULATIONS

The Board asked for additional information at their meeting on January 11th, including updating the introductory materials. A revised report was forwarded to the Board last Friday afternoon. The Board decided to seek and opinion about the variance structure in the ordinance and had trouble finding an attorney to meet a quick deadline, but there should be a response by next Monday evening (February 1st). This topic will be back on the agenda next Monday evening. Kathi Grace would like the hearing warned regardless of whether or not the opinion is received. C. Nordle will not support warning a hearing until the opinion is received.

M. Frier asked about height difference in renovating a home versus a newly built structure. C. Nordle stated this evening was for an update on the process. R. Washburn stated that the revised ordinance contains the reasoning on the difference in the heights.

MANAGER'S ITEM'S

The building specific line items for the library have already been reviewed at a previous meeting. C. Nordle asked for any changes to the budget versus last year. W. Shepeluk stated that the regular pay line is significantly different that that of last year. The library is now two stories and will require extra staffing, and there is a huge need in the community for a technical librarian. H. Grenier stated that in terms of operations, the budget is nearly level funding.

C. Viens stated that he is very proud of what the library has accomplished throughout this project. He asked if the Commissioners had thought about how future expenses might be handled. M. Kasamatsu explained how library fees work, and stated they have looked generally at raising the non-resident fee and implementing materials fees for various programs. A. Durkin explained that there is still some money in the library trust fund, however a lot of it was used to build the new library. M. Kasamatsu stated that they have already had requests for outside use of their program room.

The general fund budget was discussed and almost one cent has been shaved from the budget presented last week. W. Shepeluk reviewed changes made from last week, as outlined in a memo dated January 24, 2016 (attached), which included reducing the deferred revenue line item on the balance sheet. He then reviewed some additional changes from the prior week. The tax rate as it stands this evening is \$0.4678.

C. Viens asked about the \$35,000 budgeted in the recreation CIP. W. Shepeluk explained this is the amount needed to build a new pavilion at Dac Rowe.

C. Nordle asked the Board how they feel about the overall proposed tax rate of \$0.4678 which is a \$0.0628 increase over last year, and stated that he would like to see the rate dropped a bit more. It would take a reduction of \$55,582 in expenses to get the rate to \$0.46.

W. Shepeluk reviewed and discussed the amounts budgeted to the various CIP's and suggested they could reduce the transfer to the highway vehicle CIP. D. Schneider asked about a reduction in tax rate to \$0.459. W. Shepeluk stated that this would take a reduction in expenses of \$62,800. The recreation director's position in this proposed budget is 33 hours per week for recreation and 7 hours per week for the cemetery commission, starting in April. M. Frier expressed interest in determining what income is made by recreational programs in other communities.

The Board discussed ways in which to cut more expenses from the budget and C. Nordle suggested looking at new or non-recurring expenses. The contract for the Long Term Recovery Director was discussed. The current contract goes through March 31, 2016. There may be some income coming from VTrans for the construction liaison position, but that amount has not yet been determined. If work is not performed for VTrans, the position could potentially be less than 23 hours per week.

The Economic Development Director position was also discussed, as well as the North Hill Cell tower legal expenses, and the parking study for which the Town committed \$10,000 to the Village.

The cost for a parking study and enforcement of parking was discussed. The Village had asked the Town to pay \$10,000 towards these studies. M. Frier suggested that the parking study be delayed a year and to not fund the parking enforcement. The Board concurred to take that money out of the budget. It was suggested to cut the transfer to the highway CIP by \$25,000. M. Frier suggested cutting the legal line item by \$10,000. W. Shepeluk will talk with department heads to find and additional \$20,000 savings for a total cut of \$65,000.

M. Frier made a motion to approve a proposed 2016 municipal budget of \$4,221,395 to include special articles and to ask the Municipal Manager to find cuts to get to that number. The motion was seconded by D. Schneider and passed unanimously.

W. Shepeluk presented a contract for janitorial services from Janitech. He previously sent out an RFP and received four responses, of which Janitech was the lowest. W. Shepeluk received good references on the two lowest bidders. C. Viens made a motion to authorize the Manager to sign a one year contract ending on January 31, 2017 with Janitech. The motion was seconded by M. Frier and passed unanimously.

C. Viens made a motion to approve the warning for the Annual Meeting of the Town of Waterbury on March 1st, 2016. The motion was seconded by D. Schneider and passed unanimously.

W. Shepeluk stated that a policy needs to be developed for the use of the Steele Community Room, and it needs to be determined how the room will be made available to the public. C. Nordle suggested that it be available to schools, municipalities, and governmental functions. If it involves food or kitchen use, there would need to be fees related to those activities.

There being no further business, the meeting adjourned at 9:15pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: _____