

**Meeting of the Waterbury Select Board
March 21, 2016
Steele Community Room – 28 North Main Street**

Present: C. Nordle, C. Viens, D. Schneider, M. Frier, and J. Brown, Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; B. Farr, Long Term Recovery Director; T. Vickery, Town Assessor; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Rob & Emily Dombrowski, Deb Fowler, Peter Turmelle, Everett Coffey, Eric Weeber, Herschell Murray, Bill Minter, Frank Spaulding, Beth Gilpin, Diane Mauro-Gildea, John Farr, John Pitrowiski, Denise Rundle, Jeff Atwood, Jason Gibbs, Dan Sweet, John Callan.

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

APPROVE AGENDA

W. Shepeluk asked to put a letter on the agenda that staff proposes to write to ReArch. J. Brown wanted to discuss the Better Roads grant program. Both items are for discussion only. C. Viens made a motion to approve the agenda as amended. The motion was seconded by C. Nordle and passed unanimously.

CONSENT AGENDA ITEMS

C. Nordle made a motion to approve the consent agenda items including the minutes of the February 8th and March 7th meetings; liquor licenses for Jimmz Pizza, Fastop, Champlain Farms, Village Market, Country Club of Vermont (Outside Consumption Permit), Vitality Mart, The Reservoir, Black Back Pub; and the Waterbury Arts Fest Road closure request. The motion was seconded by M. Frier and passed unanimously.

PUBLIC

E. Coffey asked to be able to comment during the meeting.

PUBLIC HEARING TO CLOSE OUT CDBG GRANTS

C. Nordle made a motion to open the public hearing to close out the CDBG grants. The motion was seconded by C. Viens and passed unanimously. B. Farr reported that the Town of Waterbury received \$50,000 and \$1,000,000 from the State of Vermont for two separate grants under the Vermont Community Development Program to help provide accessibility modifications to the historic Dr. Janes House and for the construction of the new Waterbury Municipal Center and Public Library.

P. Turmelle asked what the indebtedness is for the project. W. Shepeluk responded that \$2.95 million dollars of debt was approved by the Waterbury voters for the project.

E. Coffey asked about the total money expended for the project. B. Farr responded that the total budget for the project since the flood was \$5,270,144.90. There is some additional site work to be done that is included in the budget. W. Shepeluk stated that the project would most likely come in under budget. C. Viens asked about the warranty work and W. Shepeluk responded that there is still some retainage that has been held throughout the project. B. Farr stated that most everything is warrantied for at least one year. ReArch will come back after one year and fix anything that needs to be touched up.

C. Nordle made a motion to close the public hearing on the CDBG grants. The motion was seconded by M. Frier and passed unanimously.

RECREATION COMMITTEE

W. Shepeluk stated that the job description was changed to exclude Cemetery Director duties. The job has been posted to the website but has not yet been advertised in any publications. W. Shepeluk hopes to discuss community goals for the position this evening, and would like the Board to approve the job description. The next steps will be to further advertise the position. The main focus is to have programs in place for the summer day camp and pools, and then hire a Recreation Director.

D. Schneider would like to determine who will be involved in the hiring process, and would like to flesh that out this evening. W. Shepeluk distributed a draft of the job description and read some portions that had been refined. It is very similar to the previous job description. Copies of the job description were distributed to members of the Recreation Committee.

W. Shepeluk stated that the former Director had asked if the position could be salaried, and he is unsure under the labor laws if this is possible. The job may require more than 40 hours during certain periods, and the position will be paid overtime. There is money budgeted for overtime, but the budget needs to be managed.

F. Spaulding asked if a flex-time position would be more appropriate. W. Shepeluk stated that there is comp time in all departments currently, at the employee's choice.

C. Viens asked if the position would have a structured scope of work. W. Shepeluk suggested that there should be a long term recreation plan and that the Director and Committee should work collaboratively to present programs for the Board's consideration.

B. Gilpin suggested that the header of the description should be clear that it is a non-exempt position, and that it can be decided later whether it will be hourly or salaried. She also suggested making it clear that overtime may be necessary.

M. Frier asked questions around hours spent during specific events. B. Minter asked if the Director could delineate volunteer time versus paid time. W. Shepeluk stated that as the employer, the Town has to be careful about having employees volunteer to work more hours.

D. Gildea had hoped to bring policy, procedure and governance to the Recreation Committee. There has not been a boundary between the job and volunteering. She would like the Select Board's input on a governance document.

D. Schneider recommended having a Select Board representative on the Recreation Committee, and volunteered to serve in that position. He would also like the Committee meet regularly with the Board. C. Viens suggested that the Committee be a bit conservative this year on the programs.

C. Nordle made a motion to adopt the job description with amendments suggested by B. Gilpin. The motion was seconded by J. Brown and passed unanimously.

W. Shepeluk stated that the focus has been to get the summer Recreation day and pool programs up and running. Typically the Town would advertise and recruit for this work, but he has a good candidate in mind. B. Minter stated that the Recreation Committee supports immediately filling the position of the summer program coordinator and supports Deb Fowler for the position. W. Shepeluk is supportive of this as well. The recruitment of the Recreation Director can continue during this time. D. Fowler was present and stated that work on the summer programs should start immediately.

D. Rundle has three children in the program and expressed concern about the location of the program at Thatcher Brook Primary School. She asked consideration to be given to moving the program back to the Recreation building.

D. Schneider publicly thanked Gordon Miller for his 10 years on the Recreation Committee and Chad Ummel for his ideas and work.

DISCUSSION OF ACT 250 JURISDICTION IN TOWN OF WATERBURY

S. Lotspeich stated that the Town and Village enacted subdivision bylaws in early 2013. Discussion followed about Act 250 jurisdiction for commercial projects involving more than one acre in the Town of Waterbury. C. Nordle stated that the District Commission has stated that Waterbury has adopted adequate subdivision requirements.

J. Pitrowski stated that Waterbury is a one acre Town even though it is not necessary. It has an impact on projects. Act 250 is excessive and creates a lot of added expense to projects, and is a burden to developers. J. Farr has decided to get a Land Use Permit for the flea market which will be a lengthy process. J. Atwood was also present as he is working on a project in Waterbury Center. He asked the Town to consider getting out of one acre jurisdiction.

C. Nordle gave a brief history of how the subdivision regulations came into being. He stated that the Town does not have the local ability or capacity to work through commercial project issues like traffic flow. C. Nordle stated that the ordinance that was adopted in 2013 would have to be repealed to move the jurisdiction up to 10 acres.

TOWN APPRAISER TRANSITION

T. Vickery and D. Sweet were present for the discussion about the transition to a new Town Appraiser. D. Sweet has expressed interest in the position and has been working with T. Vickery, who plans to retire at the end of 2016. Training is available through the State of Vermont and D. Sweet would be paid by the Town to attend. The proposal is for D. Sweet to become a Town employee for 6 hours a week, however he would not work enough hours during the transition to qualify for benefits.

T. Vickery has been working in Waterbury since 1973. He stated D. Sweet is the best solution for the Town as there will be longevity and consistency which will be good for the Town.

C. Nordle stated he was troubled by the process. Department were asked to cut their 2016 budgets and now the Board is being asked to have additional funding for the Assessor component. He would like to have further discussion at some point about the structure of the position.

CONTRACT - LONG TERM RECOVERY DIRECTOR/VTRANS

W. Shepeluk distributed a proposed contract starting on April 1st, along with last year's contract. The position has been budgeted at 20 hours per week, versus 23 hours under the prior contract. The position is transitioning, working on closing out grants and a re-approval of the hazard mitigation plan; and will assume the duties of the community liaison for the VTrans projects happening in the community through 2020 (10 hours per week). VTrans issued notice today for B. Farr to proceed in this capacity and will reimburse the Town for her time.

W. Shepeluk recommended approving the contract which runs through March 31, 2017.

C. Nordle made a motion to authorize the Manager to sign contract for upcoming year. The motion was seconded by M. Frier and passed unanimously.

SELECT BOARD GOALS - 2016

D. Schneider distributed suggested goals for 2016. C. Nordle wanted to add an item to develop a better public awareness strategy (materials out in advance of meeting), and to disentangle some of the Town and Village relationships. J. Brown asked for a discussion about a sales tax to increase budget. W. Shepeluk stated that is a challenge for the Town as Town is not automatically able to implement tax without a charter. The concept can be discussed at a future date.

ADDITIONAL AGENDA ITEMS FOR DISCUSSION

ReArch has asked the Town for a letter of recommendation. From staff perspective, they were a good partner and a pleasure to work with. The Board would like to see a copy of the letter before it is submitted.

J. Brown stated she was formerly an administrator for the Better Roads grant program and that the funding has tripled. She is interested in obtaining grant funding for certain road programs and would like the Town to apply. W. Shepeluk stated that he has had discussions with the Public Works Director about grant opportunities and will get this topic on the next agenda.

There being no further business, the meeting of the Select Board adjourned at 9:25pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: _____