

Joint Meeting of the Waterbury Select Board & Village Trustees
August 1, 2016
Steele Community Room ~ 28 North Main Street

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

Public: Everett Coffey, Rick Boyle, Amy Chorey, Bob Finucane, Beth Ann Maier, Corey and Kelly Hackett, Steve Roy, Ann Cousins, Jamie Duggan, Steve Roy, Pam Piper.

The meeting of both Boards was called to order at 7:05pm.

APPROVE AGENDA

M. Frier asked about the Memorandum of Understanding between the Town and Revitalizing Waterbury for the Economic Development Director. W. Shepeluk responded that the MOU will be on the agenda for the next meeting. M. Frier made a motion to approve the agenda. The motion was seconded by C. Viens and passed by those present.

CONSENT AGENDA ITEMS

J. Brown made a motion to approve the consent agenda item of the minutes of the July 18th meeting. The motion was seconded by M. Frier and passed by those present.

PUBLIC

No public comment.

PRESENTATION OF HOME ELEVATION PROJECTS AND ARCHEOLOGICAL RENDERINGS

B. Farr has been working with consultants on the Randall and Elm Street elevation projects. She stated that Ann Cousins, an historic preservation consultant, was present to discuss the historic neighborhood and Steve Roy of Weimann Lanphere was present to review archeological renderings of some proposed home elevations.

Ann Cousins stated that the Town received two grants; a CDBG grant to plan for elevation, and FEMA hazard mitigation grant for actual implementation. She showed historical pictures of Randall Street from the 1800's and 1900's, and explained that she is looking at individual houses for the impact of elevation as well as the affect on the streetscape.

S. Roy presented architectural renderings for several historic home elevations. The slides visually showed how elevations will affect the neighborhood. He showed an example of an existing condition on a foundation versus the proposed condition with a 3 foot extension and reviewed some of the mechanics of the elevation construction. He then showed renderings for several homes on Randall and Elm Streets, and one home on Union Street.

D. Schneider asked the Board for their reaction to the visual mockups. M. Frier stated he felt there was a nice blend of lower siding and stone work. R. Boyle stated he was disappointed in the visual mockups and they were all shown in a fish eye view which distorted the landscape. The next step will be an archeological study. W. Shepeluk stated that the project is a very challenging process since it involves Hazard Mitigation Grant Program monies and FEMA.

REQUEST TO 'TURN THE TOWN TEAL'

A request has been made to 'Turn the Town Teal' which is a national awareness campaign for ovarian cancer for the month of September. J. Brown gave an explanation of the campaign which includes tying teal colored bows to lamp posts. M. Frier made a motion to turn the town teal and authorize the Manager to sign the permission letter. The motion was seconded by J. Brown and passed unanimously.

N. Sherman suggested that the effort be coordinated with Revitalizing Waterbury. On behalf of the Village Trustees, N. Sherman made a like motion. The motion was seconded by L. Sayah and passed unanimously.

DISCUSS PERSONNEL POLICY

The personnel policy has been on the agenda for a several years, and has not been completed. W. Shepeluk stated that VLCT has a new model policy and this model should be looked at prior to moving forward. C. Nordle stated that another benefit is that the people that wrote it can also support it (VLCT). VLCT has ramped up its Human Resources Department. W. Shepeluk will get the model policy and distribute to the Board. D. Schneider suggested that one Trustee and one member of the Select Board meet with the Manager to review and tweak the policy. P. H. Flanders and C. Nordle will meet with the Manager.

DISCUSS EXTENSION OF SEWER SYSTEM

P. H. Flanders stated that from the perspective of Water and Sewer Commissioners and Trustees, if the system is to be extended the Charter would have to be changed and they are not necessarily in favor. It would have to be determined if the wastewater treatment plant could handle the additional load, and adding new customers may not drive rates down.

W. Shepeluk explained that property has been annexed into the Village over time. There are several additional residential properties coming on to the wastewater system within the Village. Land use planning should drive where the sewer system will go, so there may need to be discussions with the Planning Commission.

S. Lotspeich stated that the Planning Commission is looking at a future development study for the Village in anticipation of a comprehensive rewrite of the Zoning Regulations in 2017, and the next round of revisions for the Municipal Plan in 2018.

M. Frier expressed interest in looking at ways to expand businesses in the Town. He is concerned about the number of users on the wastewater system, and moving forward he would like to see a charter change and eventual discussion of merger. M. Frier wants to start the process to know what the wastewater system can handle and would like to understand the process of a charter change.

P. H. Flanders stated that a charter change can be brought up at Village meeting. The Water and Sewer Commissioners can also look at what additional customers will do to the rates. W. Shepeluk stated that there are costs to do an extension which presents a challenge if existing rate payers need to cover the costs.

DISCUSS EVALUATION OF MUNICIPAL MANAGER

A document was distributed with questions for the various Boards and the Manager as to their goals. W. Shepeluk stated that he has only been evaluated a few times in his career, most recently under a format developed by a private company (360 degree review). M. Frier stated that the Board owes it to the Manager and the Town to formalize the procedure and the timing. The evaluation should also include the Library, Water & Sewer, and Cemetery Commissioners. It was suggested that a more detailed evaluation be done every

other year. D. Schneider asked for feedback on the questions distributed and will formalize the questionnaire for later distribution.

The Trustees adjourned at 8:48pm.

MANAGER'S ITEMS

W. Shepeluk previously distributed information on the Town's investment funds with a memo as to the purpose of the funds. He then described some of the funds and fund balances. He brought the Boards attention to the Tax Stabilization fund policy, distributed prior to the previous meeting.

M. Frier made a motion to accept the report of the Manager dated July 15th which indicated the some aspects of the investments are out of the compliance with the Town policy. The motion was seconded by C. Viens and passed unanimously.

W. Shepeluk brought the Board's attention to the 2015 Audit Engagement Letter from Bill Yacavoni, CPA. The fee for the audit is a price not to exceed \$8,500 due to the requirement of a single audit, which is higher than that budgeted. C. Viens made a motion to authorize the Municipal Manager and Chair to sign the 2015 Audit Engagement Letter. The motion was seconded by J. Brown and passed unanimously.

There being no further Select Board business, the meeting adjourned at 9:26pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: Sept. 6, 2016