

**Meeting of the Waterbury Select Board  
March 20<sup>th</sup>, 2017  
Steele Community Room ~ 28 North Main Street**

Present: D. Schneider, C. Viens, M. Metayer, M. Frier, J. Brown (partial meeting by phone) Select Board; W. Shepeluk, Municipal Manager; B. Farr, Long Term Community Recovery Director; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media; Lovell Beaulieu, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Philip Carter, Mike Fowler, VTrans; Everett Coffey, Harry Shepard, Gary Dillon, Bill Minter, Chris Nordle.

The meeting was called to order at 7:04pm.

**APPROVE AGENDA**

C. Viens made a motion to approve the agenda as presented. The motion was seconded by M. Frier and passed unanimously. W. Shepeluk stated that he would distribute his monthly Manager's report at the conclusion of the meeting.

**SELECT BOARD ORGANIZATION**

M. Frier nominated C. Viens as Select Board Chair for the ensuing year. The motion was seconded by M. Metayer and passed unanimously.

M. Metayer nominated D. Schneider as Vice Chair for the ensuing year. The nomination was seconded by M. Frier and passed unanimously.

D. Schneider nominated M. Frier as Secretary for the ensuing year. The nomination was seconded by J. Brown and passed unanimously.

M. Frier made a motion to approve the Conflict of Interest Policy for the ensuing year. The motion was seconded by D. Schneider and passed unanimously.

D. Schneider made a motion to approve the Select Board Rules of Procedure for the ensuing year. The motion was seconded by M. Metayer and passed unanimously.

W. Shepeluk explained that accounts payable and payroll are processed weekly. He stated that at least one member of the Select Board needs to sign off on the warrants so that vendors can be paid and payroll processed. C. Viens is unable to sign warrants as he is married to the bookkeeper. M. Frier made a motion to authorize any Board member to sign the warrants with the exception of C. Viens. The motion was seconded by M. Metayer and passed unanimously.

**APPOINTMENTS AND COMMITTEES**

D. Schneider made a motion that the Waterbury Record be the newspaper of record, with the Times Argus as the alternate, for the ensuing year. The motion was seconded by M. Metayer and passed unanimously.

The Town Clerk will advertise for committees/commissions and people whose terms are up can reapply. There are also several open positions. The deadline for applications will be April 12<sup>th</sup>, with interviews to start on April 17<sup>th</sup> (if necessary).

**CONSENT AGENDA ITEMS**

M. Frier made a motion to approve the consent agenda item of the minutes of the February 21<sup>st</sup> meeting and March 7<sup>th</sup> Annual meeting; and liquor licenses for Crossroads Beverage, County Club of Vermont, Blue Stone, Michael's on the Hill, Thatcher Hill LLC, Shaw's,

Champlain Farms and Fastop. The motion was seconded by D. Schneider and passed unanimously.

#### **PUBLIC**

There was no public comment.

#### **REVIEW UPDATED MAIN STREET RECONSTRUCTION & ROUTE 100 RE-PAVING SCHEDULES**

M. Fowler of VTrans was present to give an update on the Route 100 repaving project. The project will start at the Shaw's intersection and proceed northward. They have been working with Stowe closely on their lower Village project. VTrans is hoping to work with one contractor for the entire project. The project start date is estimated to be August 1<sup>st</sup>. The project will get as far as Guptil Road during the first construction season. The drainage will be done on the whole length of the project during 2017. The signal at Guptil road will be completed in 2018. There will be radar speed equipment installed near Ben & Jerry's as part of the project, to be maintained by the Town after installation. Any work south of Shaw's will be deferred to 2018. There will be clearer signage placed for the merge lanes as vehicles approach the roundabout. D. Schneider asked that the schools be notified when construction commences.

B. Farr stated that Gary Dillon, Fire Chief and Harry Shepard, Stowe PWD were present, and that a meeting will be set up with first responders along the corridor so that the flow goes well. G. Dillon stated he does not see any issues with project coordination with Emergency Services.

P. Carter of VTrans was present to give an update on the Main Street Reconstruction and status of right of way easements. VTrans is negotiating with some property owners and will hopefully have more easements by the walk through on May 13<sup>th</sup>. The Town sent a letter to those property owners who have not finalized the offer with the State which resulted in about 6 additional closures.

#### **CONSIDER WARNING FOR MAIN STREET NECESSITY HEARING FOR MAY 15<sup>TH</sup>**

C. Nordle was present to discuss the upcoming Main Street Necessity Hearing. It is suggested that a site walk be done on May 13<sup>th</sup>, to familiarize the Board with the site and proposed alterations to some properties. The next step will be to hold a Necessity Hearing on Monday May 15<sup>th</sup>, where the public will have the opportunity to express approval or concerns about the project. VTrans will be present to discuss why the project is needed. The purpose of the hearing is to establish whether the project meets the statutory standard for necessity. The hearing on the 15<sup>th</sup> will trigger the timeline under which the Board makes its decision, which needs to be made within 10 days of the hearing.

The next step will be to settle on the compensation, if not resolved, with the property owners. This will require additional hearings. Both necessity and compensation can be appealed. C. Nordle reminded the Board that their role in this process is different as they will function in a quasi-judicial capacity, and their responsibility will be to review the evidence and remain neutral. C. Nordle will advise the Board to get them through the process. Any technical questions that property owners have should be directed to their VTrans liaison.

D. Schneider made a motion to hold a site walk on May 13<sup>th</sup>, a Necessity Hearing on May 15<sup>th</sup>, and authorize Municipal staff to prepare and publicize the hearing notice. The motion was seconded by M. Metayer. The site walk will start at 9:00am, and the Necessity Hearing will start at 6:30pm. The motion passed unanimously.

### **CONSIDER RECREATION GOVERNANCE DOCUMENT**

D. Schneider stated that the document has been worked on over the past several months and should get adopted if not this evening, by the next meeting. He suggested a couple of minor edits that will be forwarded to the Recreation Committee. He also felt that the Special Committee section XI may need some additional work. Discussion was held as to whether special functions should be separate from the governance of the Recreation Committee, and concerns with the non-profit 'FORWARD' being under the auspices of the Committee, who is appointed by the Select Board. Waterbury Winterfest was discussed. From the Town's perspective, this is not a Town event. It was decided that this section needs further review.

### **CONSIDER CONTRACT WITH PLACE SENSE FOR REWRITE OF ZONING REGULATIONS**

S. Lotspeich was present to discuss the contract for assistance with the rewrite of the Zoning Regulations. The contract, in the amount of \$18,600, is funded by a municipal planning grant. There will also be a community survey to assess public opinion of issues concerning components of the current Zoning Regulations. The focus will be on certain sections of the regulations. M. Metayer made a motion to authorize the Municipal Manager to sign the contract with Place Sense for the rewrite of the Zoning Regulations. The motion was seconded by M. Frier and passed unanimously.

### **DISCUSS CALKINS RESERVE FUND**

W. Shepeluk explained that the Town maintains a reserve fund known as the Calkins fund. The fund traces back to 1904 and W. Shepeluk found a reference that 'interest from the fund be distributed to the poor of the town'. Several years ago, Paul Willard suggested that the interest be distributed to the Good Neighbor Fund, which is still in existence. No distribution has been made since 2013, primarily because there is no policy in place to remind staff to make the distribution. The fund balance as of 12/31/2016 was \$10,986.

W. Shepeluk asked the Board to develop a distribution policy. D. Schneider asked if the entire fund should be given up to be managed by the Good Neighbor Fund. W. Shepeluk will have a conversation with Peter Plagge to see if there is interest in taking over the fund.

E. Coffey stated that the Good Neighbor fund serves a good purpose for the community.

### **DISCUSS SELECT BOARD CALENDAR**

W. Shepeluk asked to discuss the calendar to see if there are any conflicts with the meeting schedule in terms of holidays or vacation time. He asked the Board members to look at their calendars. He also asked the Board to bring forth items they would like to see on the agenda. There may be opportunity to do some strategic planning this year. D. Schneider asked to consider having a quarterly financial report. The Board should also start discussing the issue of police services.

There being no further Select Board business, the meeting adjourned at 9:40pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: April 3, 2017