

Waterbury Town Select Board
Waterbury Village Trustees
Joint Meeting
April 17, 2017
7:00 p.m.

Present: C. Viens, J. Brown, M. Metayer, select board members; P.H. Flanders, village president; N. Sherman, L. Sayah, trustees; Barb Farr, S. Lotspeich, W. Woodruff, W. Shepeluk, municipal staff; R. Bronson, VT-Alert; M. Callan, P. Holm, H. Parro, J. Pitrowiski, E. Coffey, public; A. Imhoff, ORCA Media; L. Beaulieu, Waterbury Record; Gary Dillon, Fire Chief (8:35)

The meeting was called to order at 7:01 by the presiding officers of both boards.

M. Metayer made a motion to approve the agenda for the select board and it was seconded by J. Brown. The select board members all voted in favor of the motion.

By consensus the trustees said the agenda was “good”.

Upon a motion duly made and seconded (Brown/Metayer) the select board approved its consent agenda and the board signed the liquor licenses that were before them.

No member of the public chose to make a comment when invited to do so by the select board chair and the village president.

The boards took up the issue of the state’s web based emergency notification system known as VT-Alert. Barb Farr, Waterbury Emergency Management Coordinator provided introductory remarks and introduced Randy Bronson, VT-Alert Administrator for the Department of Public Safety, State of Vermont. Mr. Bronson presented a narrated slide show explaining how the system worked and some of its emergency notification features. The board members and public asked questions and expressed their interest in signing up to make the system available in Waterbury. Upon a motion duly made and seconded (Metayer/Brown) the select board agreed to move forward with instituting this system in the town. The trustees unanimously approved implementing the system after a motion had been made to do so by N. Sherman which was seconded by L. Sayah. Mr. Bronson thanked the boards and stated that he would work with Barb Farr and W. Woodruff, Waterbury Emergency Management Director to get the system up and running and to provide training for those authorized to activate the system at the local level here in Waterbury.

B. Farr distributed copies of the updated draft Waterbury Town and Village Emergency Operations Plan (EOP) for the town and village. She described the plan, its purpose and the requirement of approval by May 1, 2017 in order to be eligible for emergency funds in the event of a declared emergency. J. Brown made a motion to approve the plan as presented as the EOP for the Town of Waterbury. M. Metayer seconded the motion and it was approved unanimously. N. Sherman made a motion to approve the plan as presented as the EOP for the Village of Waterbury. L. Sayah seconded the motion and it was approved unanimously.

B. Farr presented information to both boards about the Town and Village Hazard Mitigation Plan and the results of the survey provided to local residents around town meeting day. There were approximately 65 respondents and survey results are attached to these minutes. The boards asked questions and discussed the plan and its significance. No action by the boards were necessary and none was taken. The final draft plan once completed in the early fall will be presented to both boards for tentative approval prior to being sent to DEMHS and then FEMA for their approval.

W. Shepeluk, municipal manager distributed to both boards a packet containing the current balance sheet of the general fund in both municipalities. A second financial report was attached for the town and village showing the fund balances of each fund for both municipalities. Shepeluk explained that at this time of year, while the checking accounts for the town and village have significant positive balances, that intra-fund borrowing was occurring in both municipalities. He stated that as this intra-fund borrowing and lending occur, interest payments are made to and from the respective funds. He also stated that at some point before July, it was likely that the town and village would have to engage in current expense borrowing, commonly referred to as tax anticipation borrowing. He told the boards that he was working toward agreements with the bank to issue notes in order to pay current expenses of the town and village, but it would likely be several weeks before the paper work could be completed. In the interim, he recommended that the town and village could borrow from and lend to each other, if necessary. He recommended borrowing a sum not to exceed \$750,000 in the aggregate for each municipality at an interest rate comparable to rates issued by the bank for notes of similar duration. N. Sherman made a motion to borrow up to \$750,000 in the aggregate from the Town of Waterbury, if necessary, to pay current expenses of the village. L. Sayah seconded the motion, which passed without dissent. J. Brown made a motion to borrow up to \$750,000 in the aggregate from the Village of Waterbury, if necessary, to pay current expenses of the town. M. Metayer seconded the motion which passed unanimously.

The manager, last week, distributed his monthly report for March to the boards electronically. He made some brief remarks about it and offered to answer questions. P. H. Flanders thank the manager for his effort in producing the report. He said it was very helpful as it presented to all board members the manager's "breadth of responsibility." N. Sherman agreed and said that it was "important for all to understand what the manager is asked to do". There was a brief discussion about the report amongst the other elected officials present. C. Viens suggested the report might be posted on the town's website so the general public would have an opportunity to review the manager's work load. P. H. Flanders reminded the boards that they had conducted an evaluation of the manager last fall. He stated that he along with Don Schneider had met with the manager to discuss the boards' evaluations and he stated it had been some years since the manager had received a pay raise of any significance, the last being a \$1,500 bonus in December of 2015. Flanders recommended a raise of 5.5% on the current salary of \$100,256, which is about \$5,500 on an annual basis. C. Viens of the select board stated that he had come to a similar conclusion about the dollar amount of the raise and also recommended it. N. Sherman for the trustees and M. Metayer for the select board made motions to increase the salary of W. Shepeluk by 5.5%. L. Sayah seconded the motion for the trustees and J. Brown did so for the select board. The independent vote by both boards passed unanimously.

There being no other business to conduct jointly, the boards continued to conduct warned business independently at 8:25 p.m.

Trustees: B. Farr presented to the trustees and easement and a monetary offer provided by VTrans on behalf of the Town of Waterbury pertaining to the Main Street Reconstruction Project. Certain construction rights and a permanent easement for utility installations relating to the village owed parking lot at 8 Elm Street are necessary for the project to go ahead. N. Sherman made a motion to authorize the municipal manager to sign the easement on behalf of the village and that the trustees would accept for the village the offer of compensation at \$39,950. L. Sayah seconded the motion and it passed without a question.

This completed the business of the trustees. Upon a motion duly made and seconded (Sherman/Sayah) the trustees' meeting adjourned at 8:34 p.m.

Gary Dillon, Waterbury Fire Chief entered the meeting at 8:35.

Select Board: B. Farr presented to the select board for its consideration a document pertaining to the Main Street project. As the Village of Waterbury had been a signatory to the Cooperative Agreement with the Vermont Agency of Transportation in 1992 for this project, the town's counsel suggested that the town and village execute an agreement to assign the municipal responsibility for this project to the Town of Waterbury. Farr explained that the trustees had agreed to this and that they had signed the Assignment and Assumption Agreement at its meeting last week. Upon a motion duly made and seconded (Brown/Metayer) the select board approved the agreement.

John Pitrowiski, a local engineer who assists property owners with land development, both residential and commercial appeared to speak about the Act 250 process. He recommended that the town take steps to assume the regulatory role for commercial projects when the total acreage involved is less than 10 acres. S. Lotspeich, community planner also appeared. He outlined the current local permitting process and also the Act 250 process. The board members asked several questions of Pitrowiski and Lotspeich. Lotspeich recommended that the select board engage the planning commission (PC) and possibly the Development Review Board (DRB) in discussions about this issue. Pitrowiski agreed and also stated that the Waterbury planning and zoning staff were sophisticated enough to do a good job in the review of projects up to the 10 acre limit. The select board directed staff begin the process of organizing information for such a meeting and also to try to schedule a meeting with the PC and the DR.

The manager and the fire chief presented information to the select board regarding a tower truck purchase that was approved by voters at town meeting. The approval was for up to \$450,000, which sum could also be borrowed, if necessary. Chief Dillon provided details about the truck, a KME 95' tower, built in 2000 with 17,500 miles and 2,000 engine hours. He stated the pump hours reflected most of its use was during training or pump testing. The price is \$325,000. Some incidental expenses, including new tires would also be necessary. C. Viens and J. Brown asked questions about the age of the truck and the availability of parts in the long term. Chief Dillon explained the KME company was reputable and in his opinion would be around for years

to come. J. Brown made a motion to purchase the truck for \$325,000. M. Metayer seconded the motion and it passed unanimously.

The manager presented financial information to the board for the first quarter of the year. He stated that no spending seemed to be out of the ordinary and the budget appeared to be on track. He suggested given the late hour that the board might want to ask questions at the next meeting. The board took no action on this issue.

The board was scheduled to take up the issue of the renewal of the contract of B. Farr, Director, Long Term Community Recovery Program/Community Liaison for Transportation Projects. M. Metayer has a personal conflict of interest that prevents him from participating in this issue. As only two other board members were present, the item was tabled for consideration at a future meeting.

The board took up the issue of the North Hill Cell tower, a matter before the quasi-judicial Public Service Board to which the town is a party. At the recommendation of the manager M. Metayer moved **that the select board make a specific finding that premature general public knowledge of discussions concerning the Petition of Vermont RSA Limited Partnership and Celco Partnership for a Certificate of Public Good pursuant to 30 V.S.A. Section 248a, for installation of the telecommunications equipment in Waterbury, VT, PSB Docket No. 8601 in which the Town of Waterbury may be a party, would clearly place the Town of Waterbury at a substantial disadvantage. J. Brown seconded the motion, which passed 3-0.** M. Metayer then moved **that the select board enter executive session pursuant to 1 V.S.A. Section 313 (a)(1)(E) to discuss possible civil litigation regarding the Petition of Vermont RSA Limited Partnership and Celco Partnership for a Certificate of Public Good pursuant to 30 V.S.A. Section 248a, for installation of the telecommunications equipment in Waterbury, VT, PSB Docket No. 8601 as the premature public disclosure of which would clearly place the Town of Waterbury at a substantial disadvantage. J. Brown seconded the motion, which passed 3-0.** The board entered executive session at 9:45 p.m.

The board left executive session at 10:00 p.m. and entered open session having taken no action.

At the recommendation of the manager and due to the absence of Don Schneider and his inability to attend the PSB hearing this week J. Brown made a motion to authorize W. Shepeluk and S. Lotspeich to provide testimony at the proceeding on behalf of the town. M. Metayer seconded the motion and it was approved without dissent.

M. Metayer made a motion to adjourn and it was seconded by J. Brown. Approved 3-0 and the meeting adjourned at 10:03 p.m.

Respectfully submitted,

William Shepeluk, Municipal Manager

Approved on: May 1, 2017