

**Meeting of the Waterbury Select Board**  
**May 1<sup>st</sup>, 2017**  
**Steele Community Room ~ 28 North Main Street**

Present: C. Viens, M. Metayer, M. Frier, and J. Brown, Select Board; W. Shepeluk, Municipal Manager; B. Farr, Long Term Community Recovery Director; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media; L. Beaulieu, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Zoe Gordon, Everett Coffey, Laura Parette, Eric Gross, Peter Plagge, Bud Wilson.

The meeting was called to order at 7:02pm.

**APPROVE AGENDA**

M. Metayer made a motion to approve the agenda as presented. The motion was seconded by M. Frier and passed unanimously.

**CONSENT AGENDA ITEMS**

M. Metayer made a motion to approve the consent agenda items, including the minutes of the April 17<sup>th</sup> meeting and an Outside Consumption Permit for Cork Ventures. The motion was seconded by J. Brown and passed unanimously.

**PUBLIC**

There was no public comment.

**UPDATE ON DOWNTOWN TRANSPORTATION GRANT**

The Town of Waterbury has been awarded a Downtown Transportation grant. B. Farr distributed information on the grant. The grant will cover some items that are not considered in the federal funding for the Main Street project including lampposts, kiosks, and wayfinding signs.

**MAIN STREET PROJECT – NECESSITY HEARING PROCESS**

J. Brown recused herself from this agenda topic. C. Nordle gave the Board and update on the Main Street Necessity Hearing process. A mailing has gone to impacted property owners and their lenders. The site visit is scheduled for Saturday May 13<sup>th</sup>. The hearing will be on Monday May 15<sup>th</sup> at 6:30pm. VTrans and Stantec will be in attendance and present the project. The Board will listen to witnesses, and focus on whether the project meets the legal necessity standards. The Board should steer clear of the compensation component of the project, as there may be compensation hearings at a later date.

C. Nordle recommended opening the hearing, swearing in anyone that wishes to testify and then he will run the question and answer segment while the Board listens. Once the hearing is closed, the Board has a 10-day window deliberate on whether or not the project meets the standard for public necessity. There will be a short deliberative session after the initial hearing, and the decision will have to be finalized by May 25<sup>th</sup>. C. Viens asked about the process to move from the hearing into a deliberative session.

**PRESENTATION AND APPROVAL OF PROPOSED WAYFINDING SIGNAGE FOR VTRANS**

S. Lotspeich and Z. Gordon presented information on wayfinding signage funded by the Downtown Transportation grant. The goal is to help people get oriented in an urban area, in this case the Village of Waterbury. There will be kiosks at 5 different locations. S. Lotspeich gave an explanation of the dimensions of the kiosks and explained the district associated with each one.

Z. Gordon stated that there will be several directional signs throughout the Village, and showed the basic design. The intent is to make everything accessible and close by. The signage is geared towards pedestrians so there will be walking times included.

M. Frier suggested that one of the kiosks be moved closer to Dac Rowe fields as there is more activity there. Durability of the signs was discussed, as well as having information at the South end of the Village illustrating the Ice Center, dog park and bike trails.

J. Brown made a motion to approve moving forward with the wayfinding signage in concept. The motion was seconded by M. Frier and passed unanimously.

### **MANAGER'S ITEMS**

Highway Work Schedule: C. Viens asked if there could be a schedule provided on a regular basis to show the highway department tasks, to include a list of completed projects. W. Shepeluk stated that there is a weekly work schedule, and he receives a report from the Highway Supervisor each month with completed projects. The highway staff has also worked on the recreation facilities, a bit more than hoped. Three people were hired to work as seasonal employees to take care of the recreation fields and cemeteries, under the charge of the Highway Supervisor. In addition, the State Corrections Department usually provides people to help with tasks; however they are behind and may not be able to help Waterbury.

C. Viens asked about the status of the grader. At a previous meeting, the Select Board authorized the purchase of a grader. The current grader had been signed over to a vendor and subsequently broke down. The vendor replaced the grader until the new one is purchased.

C. Viens stated he hoped to see more ditching and tree removal work this time of year, and asked about the excavator. He feels it should be upgraded to the next size up. W. Shepeluk stated that the purchase of a new excavator needs to be budgeted in the future. In the interim, the Highway Department may rent an excavator for a period of time.

The Highway has been authorized to work summer hours, at four 9 hour days and a 4 hour day on Friday. Breaks will be on site to eliminate travel time and increase productivity.

### **APPOINTMENTS**

E. Gross expressed interest in serving on the Planning Commission. He has lived in Waterbury for about 4 years and would like to get involved in the community. M. Frier made a motion to appoint E. Gross to the Planning Commission with term to end April 30<sup>th</sup>, 2020.

B. Wilson was present to express interest in serving on the Development Review Board. He knows the members of the Board and feels it would be helpful to the Board to have an architectural perspective. He has been a practicing architect for 40 years and has met with almost all the DRB's in the State. J. Brown made a motion to appoint B. Wilson to the DRB for a term ending April 30, 2020. The motion was seconded by M. Frier and passed unanimously.

M. Metayer made a motion to reappoint committee members as listed on the agenda. The motion was seconded by M. Frier and passed unanimously.

### **MANAGER'S ITEMS (cont'd)**

Calkins Fund: W. Shepeluk reminded the Board that the fund is intended to provide money to the poor and indigent of the community. Some money has been distributed to the Good Neighbor Fund over the years. The Board previously discussed whether the Town should continue to own the fund or turn it over to the Good Neighbor Fund. P. Plagge was present to discuss this with the Board.

P. Plagge stated that the Good Neighbor Fund and Food Shelf were grouped under the Community Action Service Team (CAST) and became a 501(c)(3). The Board of this organization feels they have the ability to manage this fund. The fund would most likely be left at Edward Jones where is currently resides, and the intent would be to have the fund provide income over the years. The current value of the fund is \$11,508.

W. Shepeluk stated that it makes good sense to turn the money over to CAST but wondered if it should be delayed, as he is not sure the Select Board has the authority to turn it over to someone else. He suggested that some of the proceeds be distributed to CAST, and then it should be a Town vote as to whether to turn the money over.

M. Metayer made a motion to distribute the cash portion of the fund, up to \$2,000, and that the matter of distribution of the rest of the fund be discussed at the next Town Meeting. The motion was seconded by M. Frier and passed unanimously.

Recreation Governance Document: The most recent version of the document was distributed to the Board members. M. Frier asked that the language in Section VII regarding fund raising be cleaned up a bit, in that before projects are planning and funds are raised, approval should be given by the Board first. W. Shepeluk stated that it is covered in the fourth paragraph of Section VIII and that amendments to the document can be made at any time. M. Frier made a motion to approve the Recreation Governance Document. The motion was seconded by M. Metayer and passed unanimously.

Consider Employment Agreement for Director, Long Term Community Recovery Program and Community Liaison for Transportation Projects: M. Metayer recused himself from the discussion. The contract includes 23 hours per week, with a slight increase in pay, and it outlines all of the responsibilities of the position. The budget includes approximately \$71,000 for the contracted position. The budget includes \$35,000 of income from VTrans for the transportation projects. M. Frier made a motion to authorize the Manager to sign the employment contract for Director, Long Term Community Recovery Program and Community Liaison for Transportation Projects. The motion was seconded by J. Brown and passed by a vote of 3 - 0 with M. Metayer recusing himself.

Discuss PILOT Payments: W. Shepeluk explained that the payments are from the State for buildings in the Town owned by the State and gave a description of the program. PILOT payments are based on insured value versus assessed value of the property. He then gave a description of the funding as it changed due to the flood in 2011. The insured value as of April 1, 2015 was \$47,488,000 for all of the state buildings in Waterbury. The value as of April 1, 2016 is \$93, 246,288. The PILOT payment for 2017 should increase substantially over what it was a year ago.

Public Health Issue: W. Shepeluk stated that there is an issue with rodents at a residence on Stowe Street. W. Shepeluk is working with the Town Health Officer and an attorney, as well as the Department of Health and Central Vermont Council on Aging. The occupant of the residence owns the property and does not want any public assistance.

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

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: May 22, 2017