

**Meeting of the Waterbury Select Board**  
**July 31<sup>st</sup>, 2017**  
**Steele Community Room ~ 28 North Main Street**

Present: C. Viens, M. Metayer, M. Frier, J. Brown and D. Schneider, Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; W. Woodruff, Public Works Director; A. Imhoff, ORCA Media; T. Gardner, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Everett Coffey, Ken Upmal, Lawrence Sayah, Karl Richardson, Eric Chittenden.

The meeting was called to order at 7:00pm.

**APPROVE AGENDA**

C. Lawrence asked to add an Error & Omissions letter dated July 31, 2017. D. Schneider made a motion to approve the agenda as amended. The motion was seconded by M. Metayer and passed unanimously.

**CONSENT AGENDA ITEMS**

M. Metayer made a motion to approve the consent agenda items, including the minutes of the July 10<sup>th</sup> and July 17<sup>th</sup> meetings, and a first class liquor license for Thatcher Hill, LLC. The motion was seconded by M. Frier and passed unanimously.

**PUBLIC**

There was no public comment.

**VTRANS – MAIN STREET OVERVIEW FOR UTILITY AND ROADWORK PHASING**

K. Richardson and K. Upmal were present to discuss the sequencing of the utility work on the Main Street reconstruction project. VTrans has been working with the utility companies over the past couple of years. A decision needs to be made as to how to phase in the utility relocation work. VTrans and the utility companies are in agreement as to how the work should be done, and VTrans was present to update the Board.

K. Richardson distributed a memo entitled 'Utility Phasing Update' dated July 31, 2017, and gave a review of the utility sequencing. North Main Street currently has aerial utilities and they will remain aerial. On South Main Street, the utilities will continue to be aerial from the State Complex south. There are thirteen poles that will be moved further into the street. K. Upmal stated that the utility company is ready to replace poles; however it is on hold pending the necessity appeal.

In the core area on South Main Street, utilities will be underground. The poles will be kept in place throughout the roadway reconstruction. K. Richardson explained the process as to how the underground utilities will be phased in. There will be contracts and utility agreements in place with the utility companies. The goal is to minimize conflict and enhance safety. Discussion was held about the completion of surface improvements, sidewalk work, buffer strips and pavement patching towards the end of the project.

K. Upmal stated that VTrans came this evening to the brief Select Board on project intentions and to make sure everyone is on the same page. The project is envisioned to cover three construction seasons.

**POLICE DISCUSSION**

M. Metayer distributed a proposal for a police services study committee. A committee will be formed to perform some background research on various policing options. The proposal is to have approximately 3 meetings to assign research, provide feedback on the research and develop an outline for public information presentations, and schedule public informational meetings. A couple of

public meetings are proposed, as well as the development of a public survey. M. Metayer reviewed the proposed members of the committee. The committee blends some of the business community and maintains the balance of the Village and Town residents.

After public feedback, the committee will be in a position to make a recommendation to the Select Board. The end result may be to take no action at this time with regard to funding a police department, in which case the State Police can provide services. The feedback may also include establishing a Town wide police department. Several options will be explored.

Alternative funding sources were discussed. W. Shepeluk expressed concern with alternative sources to help fund additional public safety needs. The process to get a local options tax is onerous for Waterbury as the Town would have to adopt a charter, or take the issue directly to the legislature. M. Metayer stated that if the Town decided to adopt a Town wide department, it would most likely be a multi-year phase in.

W. Shepeluk suggested that if there is a Town desire to have some additional services starting January 1<sup>st</sup>, the Board might wish to have a Special Town Meeting to discuss the options. The special meeting would be a floor discussion and the Australian ballot process is not allowed for public questions.

The committee will be looking at similar sized communities both with and without a police department. M. Frier stated that he would like the committee to explore what broke down with the current police department and to understand the management aspects of a department.

If a decision is ultimately made to establish a department, additional committee members may be proposed to move forward. D. Schneider made a motion that the Select Board accept the Police Services Study Committee proposal as presented, pending confirmation from a couple of proposed members. The motion was seconded by M. Frier and passed unanimously.

At the last meeting, D. Schneider made a suggestion to lower the speed limit on Guptil Road. W. Shepeluk distributed information on the principles of setting speed limits. The guide states that Select Boards typically set speed limits too low, and that ideally there should be engineering studies done. W. Shepeluk then reviewed some of the information in the guide. S. Lotspeich updated the Board on a study that was done in 2013 and it showed drivers going significantly higher than the speed limit. The current issue on Guptil Road is that there is no speed enforcement.

### **MANAGER'S ITEMS**

W. Shepeluk distributed a financial summary of the Municipal Center and stated that the building is finished. There is still additional landscaping that should be done. The Town paid for acoustical paneling and additional handicap door mechanics. A spreadsheet developed by Barb Farr indicates that there is \$30,000 in excess funds. W. Shepeluk gave an explanation of what was included in the municipal building budget for which there was a bond and reviewed Funds 76 and 80. W. Shepeluk gave big kudos to the Library campaign, Historical Society and Friends of the Library for raising over \$1 million in funds. A brief discussion was held as to what to do with the excess funds.

Waterbury Ambulance Services Inc. leases a building from the Town. W. Shepeluk explained that the crew used to be an entirely volunteer group. They now have some paid staff from outside of the community that need to stay at the building. They have asked the Town if they can do some interior renovations to the building. S. Lotspeich explained that the service would like to set up bunks and a kitchen area. He explained that they will need a wastewater and public safety permit through the State, and there will also be a local administrative permitting process. WASI will pay for the permits, and the Town will be a co-applicant.

An organization is trying to raise awareness for ovarian cancer during the month of September by 'Turning the Town Teal'. They place teal ribbons around the community. J. Brown expressed concern that there seems to be no connection to the Waterbury Record or Front Porch Forum to explain the project. M. Frier made a motion to approve the 'Turn the Town Teal Awareness' campaign. The motion was seconded by J. Brown and passed unanimously.

W. Shepeluk stated that when RFP's are distributed and contracts are signed, there is no information on the criminal history of the contractors. It can be an embarrassment to the Municipality if it is confirmed a contractor has a criminal past. Language can be incorporated into RFP's and contracts that if you have been convicted of a felony, that information must be disclosed. There is no specific incident that is currently affecting the Town. By consensus, the Board agreed to this concept.

W. Shepeluk updated the Board that the word on Friday from Public Service Board was that the North Hill Tower case was ruled in the Town's favor.

#### **ERROR'S AND OMISSIONS LETTER**

W. Shepeluk explained that a parcel was transferred from Newhouse Waterbury LLC to Ivy Ventures Inc. in August of 2016. This transfer was missed in the grand list, therefore the tax bill was mailed to the original owner. A tax bill will be sent to the new owner on August 1<sup>st</sup>, and they will have 30 days to pay it. J. Brown made a motion to accept the errors and omissions in the letter dated July 31, 2017, as presented by the Listers. The motion was seconded by M. Frier and passed unanimously.

There being no further Select Board business, the meeting adjourned at 9:30pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: September 5, 2017