

**Meeting of the Waterbury Select Board**  
**March 19<sup>th</sup>, 2018**  
**Steele Community Room ~ 28 North Main Street**

Present: C. Viens, M. Metayer, M. Frier, J. Brown and N. Fish, Select Board; W. Shepeluk, Municipal Manager; A. Imhoff, ORCA Media and C. Lawrence, Town Clerk.

Public: M. Hughes, Waterbury Record; A. Cawley; E. Coffey; and A. Johnson.

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

**APPROVE AGENDA**

C. Lawrence stated that consent agenda items should include the minutes of the February 23<sup>rd</sup> meeting, versus February 12<sup>th</sup>. C. Viens asked to include the appointment of the Fire Warden. The agenda was approved as amended.

C. Viens stated he has worked hard as the Select Board Chair. He had difficulty at the Annual Meeting and formally apologized to Jane Brown for a comment he made at the meeting. He apologized to other Board members and staff if they were made to feel uncomfortable.

**SELECT BOARD ORGANIZATION**

**Elect Chair, Vice Chair and Secretary**

C. Lawrence asked for nominations from the floor for Select Board Chair for the ensuing year. Chris V. nominated M. Metayer for Select Board Chair. The nomination was seconded by M. Frier. M. Metayer respectfully declined.

M. Frier nominated C. Viens for Select Board Chair for the ensuing year. The nomination was seconded by N. Fish. C. Viens nominated J. Brown for Select Board Chair for the ensuing year. The nomination was seconded by M. Metayer. By a vote of 3 – 2, C. Viens was elected Chair for the ensuing year.

J. Brown nominated M. Metayer for Vice Chair for the ensuing year. The nomination was seconded by M. Frier and passed unanimously.

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

**Consider Conflict of Interest Policy**

M. Frier made a motion to approve the Conflict of Interest Policy. The motion was seconded by M. Metayer and passed unanimously.

**Consider Rules of Procedure**

M. Metayer made a motion to approve the Select Board Rules of Procedure. The motion was seconded by J. Brown and passed unanimously.

**Discuss Procedure for Signing Warrants**

W. Shepeluk explained the procedure for signing warrants. Contractors send bills to the Town and department heads fill out expense code sheets to direct which line item gets expended. The bill gets processed and a warrant is produced as to who is being paid, the amount and check number. Legislation was passed whereby any or all Board members can sign the warrants each week. N. Fish made a motion to authorize any one member to sign on behalf of the Board. The motion was seconded by J. Brown and passed unanimously.

## **APPOINTMENTS AND COMMITTEES**

### **Newspaper of Record/Alternate**

M. Frier made a motion to designate the Waterbury Record as the newspaper of record. The motion was seconded by M. Metayer and passed unanimously. J. Brown made a motion to designate the Times Argus as the alternate newspaper of record. The motion was seconded by M. Metayer and passed unanimously.

### **Advertise for Committees**

C. Lawrence stated that committees will be advertised and hopefully any open positions will be filled by late April. W. Shepeluk explained that there is a vacancy on the Library Commission. The Library Commissioners will make a recommendation to Select Board who will then consider the recommendation and ultimately make the appointment.

### **Appointment of Fire Warden**

Charlie O'Brien has asked to be reappointed as Fire Warden for the period July 1, 2018 to June 30, 2023. He will submit the appropriate paperwork to the State. J. Brown made a motion to appoint C. O'Brien as Fire Warden for the period July 1, 2018 to June 30, 2023. The motion was seconded by M. Frier and passed unanimously.

## **CONSENT AGENDA ITEMS**

J. Brown made a motion to approve the consent agenda items, including the minutes of the February 23<sup>rd</sup> meeting; and liquor licenses for Village Market, Cabot Annex, The Reservoir, Champlain Farms, Fastop, Old Stagecoach Inn, Bluestone, Stowe Street Café, Jimmz Pizza, Zen Barn, and Blush Hill Country Club. The motion was seconded by M. Metayer and passed with M. Frier recusing himself.

## **PUBLIC**

A. Johnson informed the Board that there has been public outreach for an upcoming meeting on the Route 100 construction project. M. Metayer stated that there is an informational meeting on March 21<sup>st</sup> at 6:00pm at the Akeley Memorial Building in Stowe.

## **DISCUSS AND IDENTIFY BOARD PRIORITIES FOR THE COMING YEAR**

W. Shepeluk explained that the Board needs to think about priorities for the coming year. J. Brown would like to focus on paving, culverts, bike and pedestrian improvements, and taking advantage of grants. She stated the Board should also consider the feasibility of developing a charter for the Town if considering a local options tax. M. Metayer stated that developing a charter may be of interest with community members and that the Board as a governing body should look at advantages of having a charter. He understands it is a lengthy process and the public should be engaged. It might be prudent to form a committee and have discussions with the community.

M. Metayer would like to explore the prospect of adopting a fiscal year budget which gives opportunity to vote on the budget before expending from the budget. He would like to look at how tax installments are collected, perhaps collect them quarterly so as to be in a position to not have to borrow and lessen the burden on taxpayers. This concept could dovetail with discussions on the charter.

W. Shepeluk explained that the easiest way to institute the local options tax is through the development of a charter. Municipalities are enabled to move to a fiscal year if approved at a Town meeting. The fiscal year would have to be implemented in order to bill quarterly taxes. C. Viens asked about the process to change to a fiscal year. W. Shepeluk stated that most towns initially adopt an 18-month budget. C. Viens suggested that, at a future meeting, the Board explore the pros and cons of changing to a fiscal year. Discussion continued on the possibility of developing a charter.

M. Frier would like a discussion on how the water and sewer systems will be governed and would like the Select Board to work with new Utility Board to grow the systems. He also suggested the formation

of a Tax Increment Finance District, whereby new development would be exempt from the education tax. W. Shepeluk explained that the District would need Legislative approval and there is a cap on number of TIF districts. M. Frier would like to move forward with the police issue and consider a Waterbury based police force.

N. Fish stated that he would like to keep an eye on affordability and agrees with the need to stay focused on paving. He is interested in seeing the police venture work for the Town. N. Fish stated that the parking issue was a recurring theme in DRB meetings he formerly attended. M. Frier expressed a desire to keep recreation in the forefront, as it keeps locals excited and draws in tourists.

E. Coffey asked that the repair or replacement of sidewalks be a priority. W. Shepeluk stated that there is \$35,000 in CIP budget for sidewalks and some funding in the highway operating budget.

### **CONSIDER GUN CONTROL RESOLUTION**

M. Frier asked that the conversation that started at Town Meeting about gun control be continued. C. Viens read the resolution that D. Luce presented during Town Meeting to the Board. M. Frier stated that he supports the resolution as it asks the State to continue to review the current gun laws in the State of Vermont. This community could see violence that has been seen in other parts of the country. J. Brown also supports the resolution and stated that we should not be complacent as gun violence can happen here. The Governor has shown integrity in taking the issue seriously and we need to support him.

M. Metayer was in agreement and stated that the resolution is not an answer but an emphasis that the Town would like the Legislature and Governor to work together to affect changes. He thanked the Moderator for allowing a conversation at Town Meeting. N. Fish stated that he is in favor of the resolution, and that it is foolish to think gun violence can't reach our community. J. Brown expressed concern that the issue is not getting any traction at the Federal level so individual States need to take initiative.

C. Viens stated he is an advocate of the 2<sup>nd</sup> amendment but understands the concerns. He did not feel the Board should sign the resolution on behalf of the Town of Waterbury. M. Frier stated that as an elected official, the Board does represent the Town and that he represents the community by being a board member. C. Viens stated it is important for the Board to understand how the community feels about the issue.

M. Metayer made a motion to approve the resolution and forward to Montpelier. The motion was seconded by M. Frier. A. Cawley stated that now is the time to encourage the Legislature to delve into the issue. C. Viens reiterated that the Board has not had ample time to get a reaction from the community on the resolution. The motion passed by a vote of 4 to 1. C. Viens opposed the motion for the reasons stated above.

### **MANAGER'S ITEMS**

#### **Certificate of Highway Mileage and Annual Financial Plan**

W. Shepeluk presented and explained the Certificate of Highway Mileage and Annual Financial Plan. M. Frier made a motion to approve and sign both for the Town highways. The motion was seconded by M. Metayer and passed unanimously.

#### **Traffic Ordinance**

W. Shepeluk stated that a draft traffic ordinance was presented to the Board last fall. It was then discovered that it did not list the location of stop signs outside of the Village. W. Shepeluk is in the process of incorporating this information into the draft ordinance. He stated that the ordinance should be adopted by the Select Board at an April meeting. If adopted, it will become effective on the 61<sup>st</sup> day after adoption. It is the hope to have the ordinance in place by July 1<sup>st</sup>.

**Personnel Policy**

The draft personnel policy is almost ready for review by the Board. A conscious decision was made last fall to use the current policy until the Village charter change takes affect and the Village will no longer exist. There will most likely be some joint meetings with the Utility District Commissioners to discuss the policy.

**Board Orientation**

W. Shepeluk stated that VLCT provides several workshops for Select Board members. In addition, there will be items on regular meeting agendas to get the Board up to speed, for example the Investment Policy.

W. Shepeluk explained that the Town's auditor will no longer be providing this service. This year's budget contains \$10,000 for a commercial audit. The Town will solicit bids from 3 to 4 auditing firms.

There being no further Select Board business, the meeting adjourned at 9:16pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: April 2, 2018