

**Joint Meeting of the Waterbury Select Board & Village Trustees**  
**June 18<sup>th</sup>, 2018**  
**28 North Main Street**

Present: C. Viens, M. Metayer, and J. Brown; Select Board; P. Howard Flanders, Village President; N. Sherman, Trustee; W. Shepeluk, Municipal Manager; B. Farr, Transportation Liaison; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Scott Newman, Caleigh Cross, Alyssa Johnson, Everett Coffey, Roger Cranse, Darragh Ellerson, and Karen Nevin.

The meeting of the Select Board was called to order at 7:05pm.

**APPROVE AGENDA**

C. Lawrence requested the addition of consideration of a quitclaim deed for the release of leased land. M. Metayer made a motion to approve the agenda as amended. The motion was seconded by J. Brown and passed unanimously.

**CONSENT AGENDA ITEMS**

M. Metayer made a motion to approve the minutes of the May 21<sup>st</sup> meeting. The motion was seconded by J. Brown and passed unanimously.

**PUBLIC**

There was no public comment.

**LEASED LAND RELEASE**

C. Lawrence explained that the property is owned by Ronald and Christina Cantwell. References in earlier deeds indicate that there is leased land subject to a lease in favor of the Town. For a clear chain of title, the Town should release the leased land. M. Metayer made a motion to authorize the Town Clerk to sign the quitclaim deed releasing the leased land. The motion was seconded by J. Brown and passed unanimously.

**PRESENTATION OF WATERBURY VILLAGE HISTORIC DISTRICT SURVEY BY SCOTT NEWMAN**

P. H. Flanders called the meeting of Trustees to order at 7:10pm and gave a brief history as to how the survey of the Village Historic District came about after Tropical Storm Irene. S. Lotspeich explained that there have been no updates to the Town and Village Historic Districts since the 1970's, and the Trustees requested an update to the survey in the Village Historic District. Proposed for expansion is South Main Street, Union Street, and Swasey Court/Stowe Street area.

S. Newman presented his work on the Waterbury Village Historic District Survey. He stated that there are no encumbrances or restrictions to be listed on the National Register of Historic places. It is valuable for planning, tourism, economic development, community engagement and tax credits. S. Newman stated that the 1978 survey listed 187 properties and he gave a recap of that survey. He then reviewed the scope of work for the current survey and stated it was a complete re-do of the 1978 survey.

S. Newman reviewed the process by which he developed the base map. He took approximately 1,500 photographs in the expanded district. There are 305 properties with 450 digital color photographs included in the 2018 survey nomination. S. Newman gave an example of some of the photos and house descriptions and stated that December 15, 2018 is the target date for the listing in the National Register. Before the report goes to the State, the Town and Historical Society are welcome to review it.

S. Lotspeich has drafted a letter of support and concurrence for the Select Board to consider. The letter from the Town is to acknowledge the importance of the district and to assume stewardship after the Village dissolves. There is no obligation for the Town to spend money.

N. Sherman made a motion to expand the Village Historic District as shown in the presentation. The motion was seconded by P. H. Flanders and passed unanimously.

J. Brown made a motion that the Town support the nomination of the addition to the Village Historic District and that the Town agree to be the steward of the district after the Village dissolves. The motion was seconded by M. Metayer and passed unanimously.

S. Lotspeich explained that the contract with 106 Associates should be extended until July 31<sup>st</sup> in order to allow S. Newman to finish the survey, and distributed a contract amendment. J. Brown made a motion to extend the contract for 106 Associates to the end of July and to authorize the Manager to sign the contract extension.

The meeting of the Trustees adjourned at 8:14pm.

## **MANAGER'S ITEMS**

### **Leaf Peepers Race**

Roger Cranse was present to update the Board on the Leaf Peepers Race on Sunday, September 30<sup>th</sup>. The course is the same as the past few years. W. Shepeluk stated the biggest issue for the Town is the assurance of public safety and traffic control. R. Cranse stated that there will be 35 firefighters on the course to calm traffic and direct runners. There will also be 3 Sheriffs at strategic locations. R. Cranse will meet with Gary and Sally Dillon and the Sheriff's Department prior to the race. The race organizers make significant contributions to the community from race proceeds.

M. Metayer made a motion to approve the Leaf Peepers Half Marathon and 5K on September 30<sup>th</sup> from 11:00am to 2:00pm. The motion was seconded by J. Brown and passed unanimously.

### **Special Event Permit – Waterbury Arts Fest and Friday Night Block Party**

Revitalizing Waterbury has applied for a Special Event Permit for the Waterbury Arts Fest and Friday night block party, with all supporting documents for the event on July 13 – 14<sup>th</sup>. K. Nevin was present to describe the event to the Board, which is in its 14<sup>th</sup> year.

K. Nevin explained that increased communication is being done for all adjoining streets and business in the core of the Village. There will be directional signs to all municipal lots. In addition, there is more awareness as to how garbage will be handled. M. Metayer made a motion to approve the Special Events Permit for the Waterbury Arts Fest and Friday night block party on July 13 – 14<sup>th</sup>. The motion was seconded by J. Brown and passed unanimously.

### **Axel's Entertainment Permit**

W. Shepeluk explained that Axel's Gallery and Frame Shop have had an Art in the Alley Series over the past several years, with music in the alley. These were formerly approved by the Village, but there are two more events after July 1<sup>st</sup> that require Town approval as the Village will not be in existence. J. Brown made a motion to approve the permit for events on July 20<sup>th</sup> and August 24<sup>th</sup> from 6:00pm – 9:00pm. The motion was seconded by M. Metayer and passed unanimously.

### **Horseshoe Club Request for a Memorial Bench**

The Horseshoe Club would like to place a memorial bench at the horseshoe pits at Hope Davey Park. The purpose of the bench would be to memorialize members of the Club that have passed away. The bench should not need maintenance. C. Viens stated he received a call from a resident expressing concern about benches in general and that there is little similarity in benches. S. Lotspeich stated that there are a wide variety of benches and the precedent has been set. J. Brown made a motion to approve the request for the bench. The motion was seconded by M. Metayer and passed unanimously.

### **Request to Submit a Grant Application to the VTrans Bike/Ped Program**

W. Shepeluk stated that staff came before the Board in 2017 with regard to a study for bike and pedestrian access up to Colbyville. The 2018 budget includes \$23,400 to fund design work, of which \$18,720 is grant funded. The most recent cost estimate to design and build increased from \$242,000 to \$400,000. The project is 80% grant funded.

B. Farr expressed staff's surprise at the increased cost of the project. VTrans has developed an application for additional funding. B. Farr explained that the Municipal Engineer's time as Project Manager can be used as in kind time and be included as part of the 80% grant funds. The anticipated expense is \$83,103 this year and the Town's cost would be \$16,621.

S. Lotspeich stated that he has been working with the Regional Planning Commission to do a scoping study on the Stowe Street Bridge. They are performing an existing conditions study to examine the current bridge and establish a baseline. A hydraulic study will be done at a later date as part of Phase 2. S. Lotspeich indicated that the replacement of bridge is at least 10 years away, but does tie in with the sidewalk project in the area.

S. Lotspeich stated that the grant deadline is Friday June 22<sup>nd</sup> and requested authorization for the submittal of the application. Phase 1 of the project would be a crosswalk to the Blush Hill side of Route 100 from Stowe Street with pedestrian access to the Shell station. This is considered a pedestrian safety issue. Future phases of the project may be too heavily priced but this intersection is critical for pedestrian access across Route 100. Some discussion was held as to whether this project should have priority when other projects such as streets and sidewalks are in dire need of repair. J. Brown made a motion to authorize the grant application, including the 20% match, to be signed by the Manager and submitted. The motion was seconded by M. Metayer and passed unanimously.

### **Grant Agreement & MOU between the Town of Waterbury and Friends of the Waterbury Reservoir**

S. Lotspeich stated that this is the third year in the program to hire a greeter at the Waterbury Reservoir, primarily to educate the public about the threat of aquatic nuisance species. The grant amount is \$2,563 and there is no taxpayer dollars involved other than some time spent by staff.

J. Brown made a motion authorizing the Municipal Manager to sign the grant agreement for funding for the greeter program and to sign the MOU between the Town of Waterbury and the Friends of the Waterbury Reservoir. The motion was seconded by M. Metayer and passed unanimously.

### **Hubbard Farm Road Culvert – Grant Funded Project**

The 2018 Infrastructure CIP includes \$50,000 with a \$10,000 local share for a culvert on Hubbard Farm Road. The Town received 3 bids and \$60,655 was the low bid. The bid includes a cost of \$5,000 for guardrails. J. Brown made a motion to authorize the Municipal Manager to sign the Notice to Proceed with the contractor who entered the lowest bid. The motion was seconded by M. Metayer and passed unanimously.

### **State Police Contract**

The Town has a draft contract with the State Police for the Resident Trooper Program to commence on July 1<sup>st</sup>. W. Shepeluk and M. Metayer have been working with Major Jonas of the VSP on the contract. J. Brown made a motion to authorize the Manager to sign the contract, making a few tweaks as necessary. The motion was seconded by M. Metayer and passed unanimously.

### **Budget Report**

W. Shepeluk distributed the budget report through May. He stated that the budget looks fine year to date. He reviewed the revenue line items. On the expense side, there is nothing too concerning and it is projecting out to be on budget. The Select Board accepted the budget report through May.

There being no further Select Board business, the meeting adjourned at 10:03pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: July 2, 2018