

**Meeting of the Waterbury Select Board  
September 17<sup>th</sup>, 2018  
28 North Main Street**

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

Public: Tracy Sweeney, Herschel Murry, and Caleigh Cross.

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

**APPROVE AGENDA**

M. Frier made a motion to approve the agenda. The motion was seconded by N. Fish and passed unanimously.

**CONSENT AGENDA ITEMS**

N. Fish made a motion to approve the minutes of the September 4<sup>th</sup> meeting. The motion was seconded by M. Frier and passed unanimously.

**PUBLIC**

There was no public comment.

**INTERVIEW CANDIDATE FOR CONSERVATION COMMISSION**

Tracy Sweeney was present to express interest in serving on the Conservation Commission. She expressed an interest to get involved with the Town and has been to some Conservation Commission meetings. T. Sweeney stated that she has good Committee skills through her work as a VA Social Worker. M. Frier made a motion to appoint T. Sweeney to the Conservation Commission for an unexpired term ending April 30, 2019. The motion was seconded by N. Fish and passed unanimously.

**MANAGER'S ITEMS**

**Tax Information Policy**

A proposed tax bill information policy was distributed along with the statute. W. Shepeluk explained that since prebates are now sent to the Town, there is some confidentiality issues with disseminating tax bill information. The proposed policy will provide for better customer service. The proposed policy is as follows:

The Town of Waterbury will provide tax information to Escrow Agents, Banking Institutions, Credit Unions, Law offices, CPA's and Realtors who represent their need for the information as it pertains to a real estate transaction or client relationship. **This information will NOT be provided by phone.** A check payment in the amount of \$2.00 per parcel can be mailed to the Town of Waterbury along with your request containing the Parcel ID, taxpayers name and physical address of the parcel. Please indicate how you would like the information returned to you. Options include email, fax or mail. Alternatively, you may stop by the Municipal Office and obtain a copy of the tax bill for a fee of \$1.00.

The Board would like to add that individual property owners may obtain a copy of their tax bill at no charge.

N. Fish made a motion to adopt proposed policy with addition that individual property owners may obtain a copy of their tax bill at no charge. The motion was seconded by M. Frier and passed unanimously.

### **Monthly Police Report**

M. Metayer reviewed the August police report and stated there was more activity than in the previous month. There was an increase in enforcement activities. The Troopers had more of a presence at community-based activities and payed attention to the schools, including Crossett Brook Middle School as there are Waterbury children there.

W. Shepeluk stated that there is good communication between staff and the Troopers, as well as the public and the Troopers. The Troopers are writing tickets under the Town Ordinance, so the Town will receive some revenue.

H. Murry stated that the bike and walk to school event will be held Wednesday morning, and asked if the police should be notified. M. Metayer will notify the Trooper that will be on duty and ask that he contact the principals of both schools.

### **Discussion of Generator for Municipal Center**

W. Shepeluk stated that there is \$100,000 in the building fund for new equipment. There is approximately \$75,000 earmarked for a generator. The Town applied for a grant from the State of Vermont, but no generator grants were funded therefore the budget does not include grant funding. Brookfield Service has made a proposal to install a generator at a cost of \$71,595. M. Frier asked if the Town could apply for the grant a second time. W. Shepeluk stated it is possible but to date, no one has received funding for a generator. W. Shepeluk will speak to Barb Farr about the grant funding. M. Frier made a motion to authorize the Manager to proceed with the procurement of a generator as approved in the budget at Town Meeting. The motion was seconded by N. Fish and passed unanimously.

### **Columbus Day Holiday**

W. Shepeluk stated that the Columbus Day holiday is October 8<sup>th</sup> and Town employees are given this holiday. He stated that Christmas Eve day is not a holiday and lies on a Monday this year. W. Shepeluk asked the Board if they would be amenable to allowing staff to work on Columbus Day and take Christmas Eve off for this year only. N. Fish made a motion to exchange the Columbus Day holiday with the day before Christmas for 2018 only. The motion was seconded by M. Frier and passed unanimously.

### **Annual Audit**

The audit proposal cost is significantly higher with the new firm than with the prior auditor. The starting cost is \$22,000. W. Shepeluk suggested putting the audit out to bid next year but then reversed this suggestion since the audit will not be started until around Thanksgiving and completed in the spring.

There being no further Select Board business, the meeting adjourned at 7:45pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: October 1, 2018