

**Meeting of the Waterbury Select Board
January 21st, 2019
28 North Main Street**

Present: C. Viens, M. Metayer, J. Brown, M. Frier, and N. Fish, Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; A. Landauer, Library Director; Anne Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Josh O’Gorman, Dan DeSanto, Alice Durkin, Susan Mazza, Christine Wulff, Shannon DeSantis, Alyssa Johnson, Karen Nevin, Joan Beard, Erin Hurley, Herschell Murry, Allan Thompson, and Gary Dillon.

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

APPROVE AGENDA

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

CONSENT AGENDA ITEMS

M. Frier made a motion to approve the minutes of the January 14th meeting and liquor licenses for Black Back Pub, Michaels on the Hill, and Sunflower Enterprises. The motion was seconded by M. Metayer and passed unanimously. The Board signed the annual Certificate of Highway Mileage with no changes.

PUBLIC

There was no public comment.

MANAGER’S ITEMS

Library Budget

W. Shepeluk previously distributed several budgets and narratives to the Board members over the weekend. D. DeSanto distributed some statistics showing attendance at the library during 2017 and 2018 and stated that for most categories, there was higher patron traffic in 2018. He stated that the actual expenses were \$17,831 over what was budgeted for 2018 or a 3.74% increase. The transfer from the trust fund to the Town is budgeted at \$15,000 for 2019. W. Shepeluk explained that the goal going forward is to have a formula for a more consistent transfer. D. DeSanto stated that regular pay was overspent due to the transition of the Library Director position. The budget includes a new 25-hour position. Given the increase in visits, the staff is spending more time staffing the circulation desk. This position will allow staff to free up time for their areas of expertise and community outreach.

C. Viens commented that the Town is faced with addressing the condition of its infrastructure. He will make an effort moving forward to try to hold the line in terms of the budget and work within our means on the facilities that the Town owns. D. DeSanto stated that a large portion of the budget is debt service to pay off the building. He stated that ideally, they would have asked for a full time position so are being mindful of these concerns. In addition, they did not ask for this position last year as they had hoped to do. In the past, the budget has been reduced as other priorities in the Town came to light. W. Shepeluk stated that the Commissioners submitted the most realistic budget they could.

M. Metayer stated that he appreciates the transfer from the Trust fund, as the current formula would have provided for no transfer. The budget for the 25-hour employee is really a net 20-hour increase as there will be a reduction in 5 hours of staff time and this new position seems necessary with the growth in use.

A. Landauer pointed out that a good public library is an economic driver for the Town. The Library helps people that are looking for jobs through the use of the public computers. It would be a shame to have this facility and not use it to its full potential whereby adequate staffing is necessary.

Revitalizing Waterbury Budget

K. Nevin was in attendance to present the budget request for Revitalizing Waterbury. The organization has received support from the Town for many years. The request for funding for general operations for 2019 remains level at \$17,000. RW is requesting municipal funds of \$52,200 for the support of the Economic Development Director which is a 3% increase over that of last year. RW is also requesting \$5,000 for the Planning Department 'beautification' line and that is level funded as well.

The Main Street project was discussed and the efforts that will be made to assist local businesses during the construction.

Fire Department Budget

G. Dillon was present to discuss the Fire Department Budget. W. Shepeluk explained that the proposed budget shows a 1% increase and is a maintenance budget. G. Dillon stated that some line items were over budget last year but it was for things under which they had no control; for example equipment maintenance, pay, dispatching, and vehicle maintenance. Those items that they do have control of were, for the most part, under budget. G. Dillon stated that there should be money saved on dispatching.

G. Dillon updated the Board on engines that will need to be replaced next year. A committee is working on identifying replacement trucks. They are discussing the most cost effective way to replace the trucks and trying to determine the timing of the purchases. M. Frier asked if one of the trucks could be purchased second hand to help save money. G. Dillon responded that finding a used engine less than 20 years old is very difficult, and that he does not support buying used engines.

Planning Department / Conservation Commission Budget

S. Lotspeich was present to discuss the planning budget. The budget is \$10,040 higher than last year. In 2018, the Zoning Administrator position was budgeted to work 30 hours but worked approximately 35 hours per week. The proposed budget contemplates 37 hours per week but may be increased to 40 hours. S. Lotspeich reviewed the proposed budget noting that the professional services line item was increased by \$10,800 for the Historic District Survey for Farrar's addition and minute taking. He stated that many of the line items are level funded or reduced. The travel line item did increase as he has been doing more traveling for various organizations he is associated with. Office equipment also increased as computers need to be replaced.

S. Lotspeich reviewed expenses associated with special projects, such as the Waterbury Reservoir Greeter Program and a Caring for Canopy grant related to the emerald ash borer problem. He asked the Board to give authorization to apply for a \$2,000 grant for the program. M. Frier made a motion to authorize the Town to apply for the Caring for Canopy grant for \$2,000 from the Department of Forest, Parks and Recreation. The motion was seconded by M. Metayer and passed unanimously.

Several of the members of the Conservation Commission were present to discuss their budget. There is \$700 in the planning budget earmarked for the Conservation Commission. The proposed budget for the Conservation Commission is income of \$800 and expenses of \$1,100. E. Hurley was present to discuss some of the projects and events the commission will host and expenses necessary to do so. E. Hurley stated that the Commission has a lot of great members that work really hard, so they do not need a large budget. S. Lotspeich added that the Conservation Commission has a good relationship with the Planning Commission and collaborate on various projects. It was noted that the current fund balance is \$380.

A. Thompson explained the mission of the Conservation Commission and some of the work they have done. He stated that the Commission may someday ask for tax dollars to promote Conservation Commission activities but have not yet done this. M. Frier suggested that the Town could provide additional funding. E. Hurley stated that money could support some community collaborations. A. Thompson stated that extra funding could go towards the conservation fund. A discussion followed. J. Brown stated support for increasing the budget. No additional action was taken.

Pending Legal Issue

At 9:25pm, W. Shepeluk recommended to the Board that the discussion of the legal issue involving the Town which is before the Vermont Human Rights Commission should be conducted in Executive Session. M. Metayer made a motion to find that general public knowledge of the details of potential litigation involving the Town of Waterbury would clearly place the Town at a substantial disadvantage. The motion was seconded by N. Fish and was approved unanimously. M. Metayer made a motion to enter Executive Session to consider potential litigation involving the charge of “Mr. Oak” and “K.O.” v Town of Waterbury and related confidential attorney-client communications made for the purpose of providing legal advice to the Town. The motion was seconded by M. Frier and was approved unanimously. The Board invited W. Shepeluk to join them.

The Board exited Executive Session at 10:00pm with no action taken.

There being no further Select Board business, the meeting adjourned at 10:00pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: January 28, 2019