

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

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

Public: Josh O’Gorman, Everett and Annie Coffey.

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

APPROVE AGENDA

C. Viens asked for a brief update on the new resident trooper, at the end of the meeting. N. Fish 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 minutes of the January 21st meeting and liquor licenses for Shaw’s and Thatcher Hill LLC. The motion was seconded by N. Fish and passed unanimously.

PUBLIC

E. Coffey was present to express doubt in the number of people that visit the library, as presented at last week’s meeting. He believes the figures are false and were presented to obtain additional funding, and that a new 25-hour position is not necessary. E. Coffey expressed concerns about the effectiveness of the Economic Development Director’s position. He encouraged the Board to cut the budget where possible and reiterated that the new library position is not necessary.

W. Shepeluk stated that there is a counter in the library, and the numbers are divided by two as people are counted entering and leaving. W. Shepeluk reminded the Board that the money used to pay the Economic Development Director is municipal money and she and RW will be spending a lot of time throughout the Main Street project for which some reimbursement will be obtained from VTrans.

MANAGER’S ITEMS

Authorize Submittal of Greeter Grant Application to the State of Vermont for Friends of the Waterbury Reservoir

W. Shepeluk stated that the Friends of the Waterbury Reservoir wish to sponsor the greeter program again this summer. The recommendation is to apply for the grant, and if awarded the funding will pass through the Town. J. Brown made a motion to authorize the Manager to sign the grant application and submit it on behalf of the Town. The motion was seconded by M. Metayer and passed unanimously.

Amendment to JaniTech Janitorial Contract

W. Shepeluk explained that the amendment to the janitorial contract increases the monthly rate from \$1,345 to \$1,370 for the Municipal Office, from \$206 to \$210 for Main Street Station, and from \$108 to \$110 for the Maple Street Station. He stated JaniTech does a good job keeping our facilities clean. N. Fish made a motion to approve the amendment to the JaniTech janitorial contract and to authorize the Municipal Manager to sign. The motion was seconded by M. Metayer and passed unanimously.

Review Capital Budgets

W. Shepeluk distributed budget information to the Board over the weekend. He reviewed the paving fund and the infrastructure fund and explained some of the projects slated for 2019. Both funds would have negative fund balances if the projects are completed.

W. Shepeluk reviewed the highway vehicle fund. If all goes as proposed, the ending fund balance would be \$25,678. The fire vehicle fund shows no purchases during 2019. In the fire station fund, there are no revenues or expenditures. In the recreation CIP Fund, W. Shepeluk illustrated the expenses with and without the potential receipt of a grant.

The total expense for all of the funds is \$1,425,980 with revenues of \$941,690. Taking into account the beginning fund balance of \$514,826, the ending fund balance is estimated at \$30,536.

W. Shepeluk stated that sometime between 2019 and 2021, there are two fire pump trucks that will need to be replaced; the timing of which is uncertain. He then distributed two additional scenarios explained how borrowing for the pump truck would work and the effect on the CIP. Under this first scenario \$500,000 is borrowed to purchase one truck. The ending fund balance would be approximately \$55,000 in all of the CIP's.

W. Shepeluk presented scenario #2 where \$890,000 is borrowed to buy two fire pump trucks. The ending fund balance would be \$2,986. There is a 2.5% discount if two trucks are purchased at the same time.

W. Shepeluk distributed the debt service schedule showing the outstanding debt as of December 31, 2018 and reviewed it in some detail. The Town has done a good job of paying down its debt.

Discussion followed on the timing of the purchase of the fire trucks and whether there should be a year or two between purchases. W. Shepeluk explained there is some interest rate risk to postpone the purchase, but it most likely will not be material. W. Shepeluk explained borrowing versus bonding for the purchase. C. Viens expressed continued concern with funding for paving projects. Discussion continued on large vehicle purchases and how to fund them. W. Shepeluk suggested that the Board take some time during the year to review the CIP funding. He then explained the changes in the Town over the past thirty years and stated that the Town has the capacity to meet its challenges.

W. Shepeluk stated that while the operating budget has not yet been discussed, it proposes at 6-cent increase in the tax rate. He explained that 3 cents of the increase is due to costs for the resident trooper program and the funding request from the Waterbury Ambulance Service.

W. Shepeluk stated that the Board should decide whether or not one fire pump truck should be purchased this year. M. Frier advocated for bonding for the trucks and spreading the payments over the 20-year lifespan of the trucks. He stated there is no reason to purchase the vehicles now if they have not yet outlived their lifespan. M. Metayer stated that pushing the lifespan might cause maintenance costs. He envisions a two-year gap in the purchase of the fire trucks, and there is also a highway vehicle purchase on the horizon.

By consensus, the Board decided to postpone the fire truck purchases until next year with the thought of purchasing both at the same time to receive a discount. The amount borrowed can then be converted to a 20-year bond. N. Fish made a motion to approve \$1,425,980 of combined capital improvement spending. The motion was seconded by J. Brown and passed unanimously.

Review General Operating Budgets

W. Shepeluk proposed asking the voters to authorize the withdrawal of up to 5% of the year end value from the tax stabilization fund to transfer to the general fund, keeping the restriction in place that that transfers will not be made should the value of the fund drop to \$644,000 or less. This will put the Town in a position to have a stable transfer each year. W. Shepeluk reviewed various scenarios of the growth of the fund based on market conditions. J. Brown made a motion to authorize the transfer of \$48,165 from the tax stabilization fund to the general fund. The motion was seconded by M. Metayer and passed unanimously.

W. Shepeluk stated that the only budget that has not been reviewed is the general government budget. He has tweaked the budgets slightly since previous meetings. W. Shepeluk reviewed the revenue and expense line items and hit the highlights. The budget proposes a 51-cent tax rate which is 6 cents more than last year.

M. Metayer made a motion to approve the general operating budgets as presented. The motion was seconded by J. Brown and passed unanimously.

Review and Sign Annual Meeting Warning

The Board reviewed the Annual Meeting Warning. N. Fish made a motion to approve the Annual Meeting Warning as presented. The motion was seconded by J. Brown and passed unanimously.

Police Update

M. Metayer reported that the new trooper has started on the day shift. The plan is to invite Lt. White to the February 19th meeting. The program is going well.

J. Brown made a motion to cancel the Board meeting scheduled for February 4th. The motion was seconded by M. Metayer and passed unanimously. The next meeting will be held on Tuesday February 19th at a time to be determined.

There being no further Select Board business, the meeting adjourned at 9:55pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: February 19, 2019