

**Meeting of the Waterbury Select Board
March 18th, 2019
28 North Main Street**

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

Public: Jessica Wright, Josh O’Gorman, Nick Nadeau, Everett and Annie Coffey.

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

APPROVE AGENDA

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

SELECT BOARD ORGANIZATION

Elect Chair, Vice Chair and Secretary

M. Frier nominated C. Viens for Select Board Chair for the ensuing year. The nomination was seconded by M. Bard and passed unanimously.

C. Viens nominated M. Frier for Vice Chair for the ensuing year. The nomination was seconded by M. Bard and passed unanimously.

C. Viens nominated M. Bard as Secretary for the ensuing year. The nomination was seconded by J. Brown and passed unanimously.

Consider Conflict of Interest Policy

J. Brown made a motion to approve the Conflict of Interest Policy. The motion was seconded by M. Bard and passed unanimously.

Consider Rules of Procedure

M. Frier made a motion to approve the Select Board Rules of Procedure. The motion was seconded by M. Bard 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. J. Brown made a motion to authorize each and every Board member individually to sign on behalf of the Board. The motion was seconded by M. Bard and passed unanimously.

APPOINTMENTS AND COMMITTEES

Newspaper of Record/Alternate

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

Advertise for Committees

C. Lawrence explained that she has reached out to those people whose term expires on April 30th, and that she will advertise for the various boards/committees/commissions in the Waterbury Record.

CONSENT AGENDA ITEMS

J. Brown made a motion to approve the consent agenda items, including the minutes of the March 4th regular meeting and the March 5th Annual Meeting, and a liquor license for the Zen Barn. The motion was seconded by M. Bard and passed unanimously.

PUBLIC

There was no public comment.

REQUEST FOR PARKING SIGNAGE – JESSICA WRIGHT

J. Wright asked to secure two customer parking spaces on Winooski Street so there is place for people to park during the Main Street Construction. A majority of her customers currently park on Winooski Street especially during the winter. W. Shepeluk stated that the Trustees authorized two on street parking spaces and two parking spots in her driveway. W. Shepeluk recommended against designating customer parking as it is a public street, but that signs with time limits could be placed. The challenge will be to enforce the parking. The Traffic Ordinance will have to be amended. J. Wright expressed concern about the Main Street project and would like some 30-minute parking signs to ensure that parking flows.

E. Coffey expressed concerns that customers park perpendicularly and it causes a safety hazard. He suggested the business should not have been approved in that location.

M. Bard stated that on his tenure on the DRB, multiple parking spaces were issued for several businesses and that the DRB honored the parking recommendations of the then Village Trustees.

DISCUSS AND IDENTIFY BOARD PRIORITIES FOR THE COMING YEAR

M. Frier suggested that the Board take a hard look at paving projects and take an inventory of the roads. J. Brown stated that there are issues concerning pedestrians and sidewalk access. M. Bard stated that in addition to the Main Street Project, the Town is faced with economic development concerns. There has been a loss of some good paying jobs in Waterbury. He feels economic development should be a focus this coming year. M. Frier stated that he is involved in the economic development scene and these conversations are occurring. C. Viens stated that the Conservation Commission asked for attention on invasive species and roadside mowing. He would also like conversation about the use of salt and sand and a review of speed limits. J. Brown suggested some traffic calming measures in Waterbury Center. W. Shepeluk stated that there is limited ability to change speed limits.

C. Viens stated that recreational concerns should be discussed, including a review of the facilities in an effort to enhance participation. W. Shepeluk stated that a grant was received to explore the concept of a community center. M. Frier stated it would be helpful to have an annual inventory of vehicles and equipment. M. Frier expressed interest in putting together a committee on housing to explore affordable housing. M. Frier stated it is worth reviewing what a police department would look like if funded by the Town and what the costs would be. M. Bard asked if Waterbury residents benefit from the organizations that receive funding from Town meeting and perhaps this should be looked at internally.

MANAGER'S ITEMS

Select Board Orientation

W. Shepeluk distributed a packet on the Statute about Municipal Managers. He then distributed the Town's investment policy and stated that he would present some amendments at a future meeting. W. Shepeluk distributed the reserve fund balance sheets and reviewed them with the Board. The Municipal Manager plans to prepare quarterly budget reports for the Board's review.

Pending Legal Issue

At 8:45pm, 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. Frier 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 J. Brown and passed unanimously. M. Frier 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 J. Brown and passed unanimously. The Board invited W. Shepeluk and N. Nadeau to join them.

The Board exited Executive Session at 9:27pm with no action taken. There being no further Select Board business, the meeting adjourned at 9:30pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: April 1, 2019