

**Meeting of the Waterbury Select Board  
November 4<sup>th</sup>, 2019  
28 North Main Street**

Present: C. Viens, M. Frier, J. Brown, M. Bard and N. Fish, Select Board; W. Shepeluk, Municipal Manager; A. Landauer, Library Director, D. Bookmyer-Baker, Zoning Administrator; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media and C. Lawrence, Town Clerk.

Public: Mike Verillo, Waterbury Record; and Jeff Kilgore, Town Moderator.

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

**APPROVE AGENDA**

J. Brown asked to add a discussion on speed bumps versus speed tables in relation to Guptil Road. M. Bard made a motion to approve the agenda as amended. The motion was seconded by N. Fish and passed unanimously.

**CONSENT AGENDA ITEMS**

M. Frier made a motion to approve the consent agenda items including the minutes of the October 7<sup>th</sup> and October 10<sup>th</sup> meetings. The motion was seconded by M. Bard and passed unanimously.

**PUBLIC**

S. Lotspeich made an announcement that the Community Center feasibility study has started. There will be a listening meeting on Tuesday November 19<sup>th</sup> in the Steele Community Meeting Room from 6:00pm to 8:00pm.

**CONSIDER APPOINTMENT OF ZONING ADMINISTRATOR**

W. Shepeluk explained the D. Bookmyer-Baker's 3 year term as Zoning Administrator expired in March of 2019. W. Shepeluk confirmed with an attorney that Vermont Statutes indicate that the person holding the office remains until a successor is appointed. W. Shepeluk explained that the nomination comes from the Planning Commission and that the nomination would be made retroactive to March 1, 2019.

The Planning Commission took a considerable amount of time and did eventually move to re-nominate D. Bookmyer-Baker. W. Shepeluk made a recommendation that the Select Board accept Planning Commission's motion for nomination. D. Bookmyer-Baker will include the Select Board in her monthly reporting to the Development Review Board and Planning Commission.

M. Bard stated that he was on the DRB for a good portion of his tenure and she was very thorough and professional. He highly recommended her continuation. A. Landauer stated that she is here off hours and sees D. Bookmyer-Baker putting in a lot of hours. M. Frier stated that the role of the Zoning Administrator is to hold people to the rules but at the same time help people accomplish their goals. M. Bard made a motion to appoint D. Bookmyer-Baker as the Zoning Administrator for a 3 year term ending March 1, 2022.

**LIBRARY DIRECTOR'S QUARTERLY REPORT**

A. Landauer was present to give the 3<sup>rd</sup> quarter report. She stated that she and staff recently attended a conference conducted by the Association of Rural and Small Libraries held at the Hilton in South Burlington. A. Landauer stated that she created a new resources link on the library website. The Library had a 2 hour training on the security of the building and active threats. New book shelves were installed that were paid for by the capital campaign and built by VCI. A. Landauer is working on outreach into the community. The Library hosted some students and staff from Morrisville who had

questions as to how to set up a library. A. Landauer highlighted some of the programs during the quarter. A. Landauer then distributed the statistics for the period and a welcome brochure.

W. Shepeluk asked the Board to consider a discussion of the Health Insurance as the last item under Manager's Items. M. Bard moved to amend the agenda to include this discussion. The motion was seconded by M. Frier and passed unanimously.

### **MANAGER'S ITEMS**

#### **Consider Contract with Land Works for Additional Design Services for Wayfinding Kiosks**

The Board received a draft contract in their meeting packet. Five Kiosks with wayfinding signs will be placed from the roundabout down to Demeritt Place as part of the Main Street Reconstruction Project. The total contract is \$4,960 and the Board will need to authorize the Municipal Manager to sign the contract. N. Fish made a motion to accept the contract and authorize the Municipal Manager to sign the contract. The motion was seconded by M. Bard and passed unanimously.

#### **Consider Contract with Hunger Mountain Forestry Inc. for Preparation of Emerald Ash Borer Preparedness**

There is an issue with this contract as Dan Sweet, Town Assessor, is part of Hunger Mountain Forestry and there is a conflict of interest given the type of funding. Another consultant will be considered. This agenda item was tabled.

#### **Revitalizing Waterbury – 2020 Funding**

W. Shepeluk stated that the Town has an MOU with RW. The MOU requires that the Town inform RW in the fall if the Town is considering not funding the organization for the following year. The Municipal Manager recommended funding RW for 2020 and believes their budget will be comparable to that of 2019. The Town is relying on RW for public assistance during the Main Street Project.

#### **August, September and 3<sup>rd</sup> Quarter Police Report**

The Board received the reports in their meeting packets. W. Shepeluk stated that he does not get much feedback one way or the other. His sense is that the Town is getting the services anticipated. The contract runs through June 30<sup>th</sup>, 2020 so if continued, 6 months will have to be funded in the 2020 budget. It seems that the program is going well from the perspective of the Vermont State Police. The Town will not know until late December if the VSP will wish to provide further services.

#### **Speed Bumps versus Speed Tables on Guptil Road**

J. Brown stated she has experience with traffic calming. She feels it is more appropriate to have a speed table versus a speed bump in that area on Guptil Road. Drivers have to really slow down to traverse a speed bump. Drivers can travel over a speed table a bit faster than a speed bump while still maintaining their speed.

W. Shepeluk explained that several residents of Guptil Road attended a previous meeting with concerns about speed on Guptil Road. The Town happened to have a portable speed bump on hand and the Public Works Director was instructed to place it. It will be removed before winter.

#### **Town Health Insurance**

W. Shepeluk distributed a memo on the 2020 health insurance recommendation. He then reviewed the percentage increase in the BCBS plans from 2019 to 2020. The memo contains historical information on the offering of health insurance to Town and EFUD employees. The Municipal Manager is recommending that the Town and EFUD continue to offer BCBS plans through the Vermont Health Connect. In addition and if it can be worked out, he recommends that MVP plans be offered as well. The Municipal Manager recommends increasing the "monthly benefit" for health insurance made available to employees by at least 4.6%, and a \$10 per month increase, or \$110 per month, for employees that do not take insurance. The 4.6% increase is a \$10,950 increase in the budget over that of last year. M. Bard made a motion to offer a choice of BCBS or MVP through the Vermont Health Connect, an increase 4.6% in the monthly benefit made available to employees and

an increase to \$110 per month for those employees that do not take the insurance. The motion was seconded by M. Frier and passed unanimously.

### **SELECT BOARD ITEMS**

#### **Special Town Meeting on November 12<sup>th</sup>**

The Town will hold a special Town Meeting on Tuesday November 12<sup>th</sup> at 7:00pm at the Thatcher Brook Primary School to vote on funding for fire trucks and a roadside mower. J. Kilgore was present to discuss the meeting. W. Shepeluk reviewed the articles on the Warning and stated that one truck has already been purchased due to an emergency situation. If the article is not passed, the truck will be funded by the CIP and not by a 5 year note. W. Shepeluk has asked G. Dillon for other options on the two trucks. W. Shepeluk reviewed the Town of Waterbury debt service. The Board agreed to discuss, at the Special Town Meeting, what other capital purchases will be discussed at March Town Meeting. If passed, the authorization for borrowing stays live until rescinded. A discussion was held about combining the two trucks into one to extend the life span and to get the two trucks off of the same cycle.

There being no further Select Board business, the meeting adjourned at 10:06pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: December 2, 2019