

**Meeting of the Waterbury Select Board  
December 16<sup>th</sup>, 2019  
28 North Main Street**

Present: C. Viens, M. Frier, M. Bard, J. Brown and N. Fish, Select Board; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; B. Woodruff, Public Works Director; A. Imhoff, ORCA Media and C. Lawrence, Town Clerk.

Public: Alyssa Johnson, Economic Development Director; Gary Dillon, Fire Chief; Mike Verillo, Waterbury Record; Eric Gross and Mary Koen, Planning Commission.

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

**APPROVE AGENDA**

W. Shepeluk asked that additional capital purchases be discussed under the roadside mower item. M. Bard asked that the meeting schedule in January and February be discussed. J. Brown made a motion to approve the agenda as amended. The motion was seconded by M. Bard and passed unanimously.

**CONSENT AGENDA ITEMS**

M. Bard made a motion to approve the consent agenda items including the minutes of the December 2<sup>nd</sup> and December 10<sup>th</sup> meetings. The motion was seconded by M. Frier and passed unanimously.

**PUBLIC**

There was no public comment.

**MANAGER'S ITEMS**

**Report from the Economic Development Director**

A. Johnson was present to update the Board on her work. She updated the Board on the designated downtown. The largest piece of her work is the day-to-day contact with local businesses. A. Johnson has also been involved in the rewrite of the zoning regulations and has attended several meetings of the Planning Commission. A. Johnson is a regional contact as well.

A. Johnson explained that Superior Malone has now purchased all of the Pilgrim industrial properties behind the train station and that they are a good steward for the community. Darn Tough socks will be expanding into some of the space. There may be Waterbury businesses looking to expand in that space as well. The former TD Bank will host offices upstairs and possibly a restaurant downstairs.

The UDAG loan fund was discussed and is available for business loans. M. Frier asked for A. Johnson's thoughts on affordable housing. She stated that development should be encouraged and to capitalize on the water and sewer infrastructure.

**Consider Purchase of Second Fire Truck**

W. Shepeluk stated that the 30-day appeal period has passed from the Special Town Meeting that was held on November 12<sup>th</sup>. The Town has taken delivery of the first truck. G. Dillon stated that the truck is working well for the Department. The schedule was to have 2 pump trucks replaced in 2020. The second truck is the topic of discussion tonight. W. Shepeluk recommended that the Town move forward and purchase the second truck. The cost of the second truck is \$489,645 and the cost will increase each year. If the Board authorizes the purchase of the truck this evening, it will arrive around June of 2020. The truck that is being looked at is a demo truck, as was the first truck. The Town has until January 1<sup>st</sup> to decide whether to purchase it, before it will be offered to another department.

C. Viens stated that community members have asked him why the Town needs to purchase two trucks. W. Shepeluk had previously explained the finances and impact on tax rate at the special meeting. C. Viens explained that he has concerns with infrastructure items but that the purchase of the truck is inevitable. M. Bard stated that delaying the purchase would increase the cost. The fire contract with the Town of Duxbury was discussed. J. Brown made a motion to authorize the purchase of a fire pump truck at the cost of \$489,645. The motion was seconded by M. Frier and passed unanimously.

### **Discuss Paving Plan**

B. Woodruff was present to discuss the paving plan. A pavement plan and narrative was distributed to the Board. A. Tuscany and B. Woodruff have been working to examine the roads and prioritize the work that needs to be done. In 2019, the road work that had been planned was done (East Street, Jenny Davis Road and Loomis Hill) and the cost was less than budgeted. Maple Street is currently the highest priority and work on this street was discussed. The Town will apply for a class 2 paving grant, but paving work will be done with or without receipt of funding. Hill Street, High Street and Kennedy Drive also need attention. Discussion continued about the paving plan. C. Viens stated that he would like to get most of the major paving done within 5 years and questioned the impact to the tax rate. By consensus, the Board decided to fund \$500,000 for paving in the 2020 budget.

### **PRESENTATION AND DISCUSSION OF PROPOSED DRAFT HISTORIC OVERLAY DISTRICT BYLAW AMENDMENTS**

S. Lotspeich distributed the Planning Commission Report for Municipal Bylaw Amendments. The goal is to have a conversation to present the proposed bylaws and get the Select Board's feedback on the bylaw amendments. S. Lotspeich explained that the design review bylaws have a historic component and that there are 6 historic districts in the Town of Waterbury. The zoning bylaw amendments define a new district in the Town called the Historic Overlay District and set forth bylaws governing development in the district.

S. Lotspeich explained that the bylaws propose to be all encompassing and provide a level of review for any modifications to the structures to protect buildings in the historic district and encourage maintenance. M. Koen stated that they looked at the bylaws to get criteria as to how to handle modifications or demolition for historic buildings and to find the right balance with historic preservation and development or renovations. The Planning Commission needs to know if the Select Board can support this direction.

S. Lotspeich stated that the Commission looked at Stowe's bylaws and incorporated some of the language on demolition. He would like the Board to read that section and provide some feedback by January 6<sup>th</sup>. He asked if the Board would support moving the draft to a public hearing.

### **REVIEW AND APPROVAL OF FINAL WAYFINDING SIGNAGE SYSTEM FROM ZONING EXEMPTION**

S. Lotspeich explained that the wayfinding signage system project is in conjunction with the Main Street project. State statutes exempt this type of project from zoning approval but requires adoption by the Select Board. The system is based on pedestrian wayfinding. J. Brown made a motion to adopt the wayfinding signage system. The motion was seconded by M. Bard and passed unanimously.

### **Consider Purchase of Roadside Mower (moved to the end of the meeting)**

W. Shepeluk explained that at the Special Town Meeting on November 12<sup>th</sup>, the voters authorized an expenditure of up to \$125,000 to purchase a roadside mower. Staff has researched and received bids as follows: a 2018 tractor and mower with 1,100 hours at a cost of \$94,200; a new 2019 or 2020 tractor and mower for \$124,800; or a 2019 tractor and mower for \$116,877. After a brief discussion, J. Brown made a motion to authorize the purchase of the 2019 tractor and mower at a cost of \$116,877. The motion was seconded by M. Bard and passed unanimously.

W. Shepeluk stated that the Town is scheduled to buy more vehicles in the Highway Department in 2020. The vehicles include a tandem and a one ton truck. Staff has been in contact with a couple of dealers and the estimated cost is \$166,440 with trade-ins. The cost will be put in the budget for approval by voters at the March Town Meeting. M. Bard made a motion to authorize the purchase of the vehicles and advise the dealer that the purchase is subject to voter approval at Town Meeting. The motion was seconded by M. Frier and passed unanimously.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: January 6, 2020