

**Meeting of the Waterbury Select Board  
March 16<sup>th</sup>, 2020  
28 North Main Street**

Present: C. Viens, M. Bard, N. Fish and K. Martin, Select Board; W. Shepeluk, Municipal Manager; A. Imhoff, ORCA Media and C. Lawrence, Town Clerk.

Public: M. Verillo, Waterbury Record; D. McDougall, Waterbury LEAP;

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

**APPROVE AGENDA**

C. Lawrence asked to add liquor licenses for The Reservoir and Blush Hill Country Club. C. Lawrence asked for a brief discussion under Select Board items that the deadline for dog licensing be extended from April 1<sup>st</sup> to April 30<sup>th</sup>. M. Bard made a motion to approve the agenda as amended. The motion was seconded by K. Martin and passed unanimously.

**SELECT BOARD ORGANIZATION**

**Elect Chair, Vice Chair and Secretary**

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

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

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

**Consider Conflict of Interest Policy**

N. Fish 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. Bard made a motion to approve the Select Board Rules of Procedure. The motion was seconded by N. Fish and passed unanimously.

**Discuss Procedure for Signing Warrants**

W. Shepeluk explained the procedure for signing warrants. State law requires that warrant orders be signed by the Select Board before checks drawn on Town accounts can be sent out. Legislation was passed whereby any or all Board members can sign the warrants each week. 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. N. Fish made a motion to authorize each and every Board member individually to sign weekly on behalf of the Town. The motion was seconded by M. Bard and passed unanimously.

W. Shepeluk asked, that for the time being during the COVID-19 pandemic, that the warrant orders be scanned and emailed to Board members. The Board member can then sign the warrant orders, scan and email back to the Town office.

**CONSENT AGENDA ITEMS**

M. Bard made the motion to approved the minutes of the February 18<sup>th</sup> meeting and March 3<sup>rd</sup> Annual Meeting; liquor licenses for Thatcher Hill LLC, Best Western, Cabot Foods,

Crossroad's Beverage, Country Club of Vermont, Woodstock Farmer's Market, The Reservoir, and Blush Hill Country Club; and to approve the Waterbury Record as newspaper of record and Times Argus as alternate newspaper of record. The motion was seconded by N. Fish and passed unanimously.

## **PUBLIC**

There was no public comment.

## **VTRANS PRESENTATION**

The VTrans presentation scheduled for this evening was postponed. They were planning to come to the meeting to discuss a bridge rehabilitation on Route 2 over the Little River.

## **SELECT BOARD ITEMS**

### **Advertise for Committees**

C. Lawrence explained that she will advertise for the various boards/committees/commissions in the Waterbury Record, Town Website and Front Porch Forum. C. Lawrence will also email current committee members whose term will expire to see if they are interested in being reappointed.

### **Extend Date for Licensing Dogs**

C. Lawrence asked that the Board approve an extension of the dog licensing due date from April 1<sup>st</sup> to April 30<sup>th</sup> and to waive the late fee. N. Fish made a motion to extend the dog licensing due date from April 1<sup>st</sup> to April 30<sup>th</sup> with waiver of the late fee. The motion was seconded by M. Bard and passed unanimously.

### **Composition and Appointment of an Energy Plan Committee**

D. McDougall called in to discuss the composition of the Energy Plan Committee. He stated that there are 52 specific action items in the Waterbury Energy Plan. D. McDougall sent an email earlier in the day recommending the composition of the committee as follows: 1 member of the Select Board, 1 member of the Planning Commission, 1 Town staff, 1 member of Efficiency Vermont, 1 member of Revitalizing Waterbury, 1 member from the Edward Farrar Utility District, 2 members from Waterbury LEAP, and 2 community members. If approved, the Town will reach out to these organizations and ask that they each choose their member representative. M. Bard asked why a member from Efficiency Vermont would be included in the committee, as they do not have a local tie. D. McDougall stated he included them as they have significant expertise in energy efficiency and weatherization, but they could be an organization that could be called on as needed. M. Bard made a motion that the Town form the Energy Committee with the memberships as described by D. McDougall. The motion was seconded by K. Martin and passed unanimously. It was noted that the Energy Fair slated for April 18<sup>th</sup> has been cancelled.

## **MANAGER'S ITEMS**

### **Town Preparedness for COVID-19**

W. Shepeluk stated that the Town has been in discussion about the virus for a couple of weeks. Schools have now been shut down. B. Farr compiled a list of essential staff functions. The most important service is the continuance of EFUD's water and wastewater systems. W. Shepeluk has talked with the Public Works Director about both systems. The services that the Town Clerk provides require in person presence for the most part. Staff has been in discussion and will most likely have 2 of the 4 staff in the front office when the building is open. The Town will try to keep staff available for the critical elements that have to occur at the office. Staff will try to encourage the population to do as much business as possible without coming in to the building. The staffing of the Zoning Department and the handling of permits was discussed. W. Shepeluk discussed the open meeting law and the requirements for meeting publicly and by other forms of media. M. Bard asked how to deal with people that need information from the vault. C. Lawrence explained that the office will have

limited hours and be open by appointment only. Discussion continued as to how to limit public presence at Town Board and Committee meetings but allow other methods for participation.

Staff also worked on a document that should be finalized tomorrow called Waterbury CARES (COVID-19 Alliance, Resource Exchange and Support). The purpose of the document is to match organizations and residents to help meet the needs of residents. A group of Waterbury organizations have come together and created a form to collect information to assist our community with volunteer coordination.

W. Shepeluk explained that if hours are limited in the next several weeks, employees will have to utilize their leave time. He will keep the Board updated on the process.

M. Bard asked about staff ability to telework. W. Shepeluk explained that certain staff can work from home and that will be done where possible. There is duplication of some tasks so that more than one person can cover if need be.

C. Viens suggested that the Town be cautious of the budget as the revenue source may decrease with the potential of businesses closing and people having to work less. W. Shepeluk stated that the expense side of the budget will be fine, but it is the revenue side that is of concern if people are unable to pay their property taxes.

W. Shepeluk explained that the Library will close on Wednesday March 18<sup>th</sup>. It is closing because there is heavy foot traffic and that with school closed, it should not become a repository for children. There is some work for staff to do in the short term, such as getting online resources available. It is uncertain how to keep staff working if the pandemic stretches out.

#### **Tax Anticipation Borrowing**

W. Shepeluk presented a Tax Anticipation note from People's United Bank. The Board previously authorized borrowing from EFUD and the Town has borrowed \$25,000 year to date. The note is to establish a line of credit for \$1,900,000 at an interest rate of 1.85%. N Fish made motion to approve the tax anticipation borrowing as offered by the People's United Bank for borrowing in anticipation of taxes. The motion was seconded by M. Bard and passed unanimously.

#### **Guptil Road Parking Lot**

Passed for the evening. At some point it will be necessary to amend the parking ordinance to not allow parking on Guptil Road.

#### **Schedule Meeting with Vermont State Police**

W. Shepeluk has been trying to schedule a meeting with the VSP to attend a Board meeting. The VSP is available on April 20<sup>th</sup> but the Manager may not be in attendance. The Board can invite Lt. White at a time that is convenient.

There being no further Select Board business, the meeting adjourned at 8:45pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: April 6, 2020