

Meeting of the Waterbury Select Board
June 7th, 2021
28 North Main Street

Present: M. Frier, M. Bard, K. Martin, and D. Kehlmann, Select Board; W. Shepeluk, Municipal Manager; and C. Lawrence, Town Clerk. The meeting was held in person and by videoconference to allow for remote attendance and participation.

Public: Lisa Scagliotti, Waterbury Roundabout; ORCA Media; P. H. Flanders and Lawrence Sayah, EFUD Commissioners; Dan McKibben, Waterbury Rotary; Anne Imhoff; Roger Chase, Vermont Automobile Enthusiasts; Karen Petrovic; Erin Lander; Alexia Venafra; Tom Scribner; Amy Hoskins; Nick Nadeau, Recreation Director; Laurie Hardie and Martha Staskus.

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

APPROVE AGENDA

W. Shepeluk asked to move Mask Mandate / Reopening item to the first item under Select Board Business, and to move the Reorganization of Planning / Zoning Department to the first item under Manager's Items. K. Martin made a motion to approve the agenda as amended. The motion was seconded by D. Kehlmann and passed unanimously.

CONSENT AGENDA ITEMS

M. Bard made a motion to approve the minutes of the May 17th meeting and a liquor license for Cabot Annex. The motion was seconded by K. Martin and passed unanimously.

PUBLIC

P. H. Flanders stated that a Resolution of Sympathy in memory of Everett Coffey, a long-time resident and public servant that passed away, was read and delivered to the family and the funeral service on May 22nd.

E. Lander, speaking on behalf of WAARC, explained that a statement was read at a previous meeting asking for the resignation of C. Viens as Vice Chair of the Board. E. Lander requested a response to the request of C. Viens removal as Vice Chair either tonight or at the next meeting. M. Frier stated that C. Viens is absent from the meeting and the Board can address this request at the next meeting. D. Kehlmann stated that it would be most fair to have that conversation with C. Viens present.

T. Scribner previously offered to do some limited mowing at Hope Davey Park but was denied the offer due to liability issues. He stated that years ago, he was told that his son could not work on municipal property for the same reason. T. Scribner stated that there was a large volunteer effort on Memorial Day working in the Hope Davey area. T. Scribner asked for clarification on the Town liability policy and feels there is a double standard. W. Shepeluk stated that years ago, the disc golf community was allowed to build their course as the Town did not wish to spend money on it. W. Shepeluk explained that T. Scribner developed a non-profit to work in the parks without communication with the Town and was asked not to work in the park. N. Nadeau stated that M. Stirewalt contacted him about doing some limited mowing on Memorial Day. M. Frier stated that volunteers should contact the Town office if they wish to volunteer. W. Shepeluk stated that the Board should revisit the whole issue. The Recreation Committee is still working on the use of the Hope Davey Park area and disc golf course and will bring a policy to the Select Board.

A. Venafra asked that it be a warned agenda item for the Board to discuss the removal of C. Viens as Vice Chair.

SELECT BOARD BUSINESS

Mask Mandate / Reopening

W. Shepeluk stated that the Select Board adopted a mask mandate last spring in conjunction with the Governor's Executive Order. On the May 15th, the Governor amended the Executive Order to state that fully vaccinated people can resume activities without wearing a facemask. Unvaccinated people are required to wear a mask when inside. A discussion followed as to when to lift the local mask mandate. D. Kehlmann made a motion to comply with the Governor's Executive Order and that fully vaccinated people are not required to wear masks in Waterbury. The motion was seconded by M. Bard and passed unanimously.

W. Shepeluk stated that the Municipal Offices have been closed to the public except by appointment for quite some time. The Municipal office plans to reopen to the public on July 12th. The Steele Community Room has reopened for public meetings.

Festival Permit for NQID on July 10th

The Rotary Club is planning the NQID celebration on July 10th. D. McKibben stated that there will be a fenced area for alcoholic beverages in Rusty Parker Park. C. Lawrence screen shared the plan. D. McKibben stated that they are following the protocols as prescribed by the State. M. Bard made a motion to approve the Festival Permit subject to lifting of the Governor's COVID protocols. The motion was seconded by K. Martin. A question was asked about security and D. McKibben stated that they would rely on the State Police presence. Concerns were expressed about traffic control. D. McKibben stated that the Rotary Club is working on a plan. The motion passed unanimously.

Special Event Permit for Antique Car Show

R. Chase was present to discuss the details of the Antique Car Show on August 13th – 15th. He distributed some literature on the event. R. Chase asked that the location of the street dance on August 14th be moved from Rotarian Way to Stowe Street. Discussion followed. D. Kehlmann made a motion to approve the Special Event Permit with the location of the street dance moved to Stowe Street. The motion was seconded by K. Martin and passed unanimously.

WDEV Request for Special Event Permit

WDEV would like Stowe Street closed on July 17th from 7:00am to 2:00pm to celebrate their 90th anniversary. They will broadcast their Saturday features from that location. M. Bard made a motion to approve the request to close Stowe Street on July 17th from 7:00am to 2:00pm for the 90th anniversary of WDEV. The motion was seconded by K. Martin and passed unanimously.

Blush Hill Paving Plan

A resident sent an email to the Board with concerns about the Blush Hill paving plan that was discussed a few meetings ago. The plan is to reclaim Blush Hill to the end of the pavement but not pave the final section until the following year. The resident had concerns about dust, mud and rough roads. W. Shepeluk explained the section will be reclaimed, have chloride added and be packed. By consensus, the Board agreed to stick with the original plan.

Discuss Equity Training Schedule

W. Shepeluk received a proposal for racial equity training at a cost of approximately \$1,400. The Board is scheduled for training on June 21st. The Board will participate in the training in a private meeting. M. Bard made a motion to approve an estimated \$1,400 for the equity and inclusion training on June 21st and that the meeting be held in lieu of a regular Select Board meeting. The motion was seconded by K. Martin and passed unanimously.

MANAGER'S ITEMS

Reorganization of Planning / Zoning Department

W. Shepeluk stated that the Zoning Administrator is retiring on July 9th. W. Shepeluk talked with S. Lotspeich about how to make the Planning and Zoning Departments more efficient through a reorganization. The process to hire a Zoning Administrator is through a nomination from the Planning Commission and approval by the Select Board. The proposed plan is to have S. Lotspeich be the Planning and Zoning Director and hire an assistant Zoning Administrator. Staff would have to get the input from the Planning Commission. The concept is to create more of a teamwork approach. W. Shepeluk explained that this plan would allow two people to be able to issue permits and take actions. The structure is complicated as the Zoning Administrator is appointed by the Select Board. M. Staskus stated she likes the structure but expressed some concerns as S. Lotspeich already has a full workload. Discussion continued as to the proposed structure. By consensus, the Board agreed with the concept. The concept will be presented to the Planning Commission next week.

Recreation / St. Leo's Hall

N. Nadeau applied and was awarded a grant from Albertsons for \$60,000 to help with the summer food program. He is working with local restaurants to get the food preparation done. The Recreation program will be using St. Leo's Hall and the Methodist church for additional venues. The Methodist church asks for a rental fee. Last year, the Recreation program line striped the court at St. Leo's for basketball and street hockey. N. Nadeau has negotiated something similar for this summer. In lieu of paying \$2,000 rent, the Town will install a more industrial in ground basketball hoop at a cost of \$2,300 and St. Andrews church will pay the balance. It will become the property of the parish. It is anticipated that it will be widely used by the community. M. Bard made a motion to authorize the Town to rent St. Leo's for the recreation program agreeing to the terms and conditions that Fr. Matthew has proposed. The motion was seconded by K. Martin and passed unanimously.

N. Nadeau explained that the \$60,000 grant from Shaw's parent company will be used to feed the recreation kids throughout the summer. Local restaurants will provide the food. M. Bard suggested that the Select Board send a letter of thanks to Albertsons.

Consider Authorizing Short-Term, Inter-Municipal Borrowing and Lending

W. Shepeluk explained that the Municipality operates on a calendar year basis and taxes are not collected until August, so often times tax anticipation borrowing is necessary. When possible, the Town borrows from the Edward Farrar Utility District. K. Martin made a motion that the Town authorize and approve tax and fee anticipation borrowing/lending for cash flow purposes between the Town of Waterbury and the Edward Farrar Utility District in 2021 at an interest rate of 1.55% per annum. The motion was seconded by M. Bard and passed unanimously.

Refunding Resolution and Allonge

The Town borrowed \$1,366,880 in December of 2020 for vehicles and other equipment. The note was for a period of 5 years at a rate of 1.55%. The vehicles and equipment have a life span of well over 5 years. W. Shepeluk previously emailed the Refunding Resolution to the Board that will refinance \$1.1 million the debt over a period of 15 years at 2.00%. M. Bard made a motion to approve the refunding resolution and certificate for a period of 15 years at an interest rate of 2%. The motion was seconded by D. Kehlmann and passed unanimously.

The remaining loan balance of \$266,880 that is not refunded will continue to carry an interest rate of 1.55%. It will be paid back in equal installments over a 5-year period. D. Kehlmann made a motion to approve the Allonge as presented. The motion was seconded by K. Martin and passed unanimously.

Employee Wages

W. Shepeluk stated that the Town has never given exorbitant raises. Raises have been in line with inflation. W. Shepeluk reviewed a wage spreadsheet that he had previously distributed. This year's budget allowed everyone to receive a 2% raise, and there were additional funds budgeted for merit increases. W. Shepeluk stated he would like to implement the budget he had put in place in terms of awarding some merit increases. He then gave a description as to his process surrounding wage increases.

There being no further Select Board business, the meeting adjourned at 10:30pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: July 6, 2021