

**Joint Meeting of the Waterbury Select Board &
Edward Farrar Utility District
March 21st, 2022
28 North Main Street**

Present: M. Bard, C. Viens, D. Kehlmann, A. Johnson and R. Clapp, Select Board; P. H. Flanders, L. Sayah, C. Parks, N. Sherman and R. Finucane, EFUD Commissioners; W. Shepeluk, Municipal Manager; and C. Lawrence, Town Clerk.

Public: Lisa Scagliotti, Waterbury Roundabout; ORCA Media; Linda Gravell; John Grenier; Flora Scott; Lisa Walton; Tom Scribner; Glenn Andersen; Mallory Culbertson; Maroni Minter; Chiyomi McKibbin; Andrew Emrich; Tess Yip; Harry Shepard; Bill Minter; John Callan; Don Schneider; M. K. Monley; Karen Petrovic; Amy Hoskins; Mark Frier; Theresa Wood; Rachel & Bradley; Tanisha.

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

C. Lawrence welcomed A. Johnson and R. Clapp to the Select Board and congratulated them on their successful election. C. Lawrence congratulated M. Bard on his reelection to the Select Board.

APPROVE AGENDA

A. Johnson asked to add a discussion about the development of Select Board agendas. M. Bard made a motion to approve the agenda as amended. The motion was seconded by C. Viens and passed unanimously.

SELECT BOARD ORGANIZATION

Elect Chair, Vice Chair and Secretary

C. Viens nominated M. Bard as Chair of the Select Board for the ensuing year. D. Kehlmann seconded the nomination. Hearing no further nominations, M. Bard was elected Chair of the Select Board for the ensuing year.

M. Bard nominated D. Kehlmann as Vice Chair of the Select Board for the ensuing year. R. Clapp seconded the nomination. Hearing no further nominations, D. Kehlmann was elected Vice Chair of the Select Board for the ensuing year.

R. Clapp nominated A. Johnson as Secretary of the Select Board for the ensuing year. C. Viens seconded the nomination. Hearing no further nominations, A. Johnson was elected Secretary of the Select Board for the ensuing year.

C. Lawrence turned the meeting over to M. Bard.

Consider Conflict of Interest Policy

M. Bard explained the purpose of the policy. R. Clapp made a motion to approve the Conflict of Interest Policy for the ensuing year. The motion was seconded by C. Viens and passed unanimously.

Consider Rules of Procedure

R. Clapp made a motion to approve the Select Board Rules of Procedure for the ensuing year. The motion was seconded by D. Kehlmann and passed unanimously. The Rules of Procedure are made available to the public on the Waterbury website.

CONSENT AGENDA ITEMS

C. Viens made a motion to approve the minutes of the February 28th meeting, liquor licenses for Shaw's, McGillicuddy's, American Legion, Cold Hollow Cider Mill, and Zachary's Pizza, and to designate the Waterbury Reader as the newspaper of record with the Times Argus as the alternate. The motion was seconded by R. Clapp and passed unanimously.

PUBLIC

L. Gravell and M. Minter thanked the new Board members and the incumbent for stepping forward to serve the community.

C. Viens expressed gratitude and appreciation on behalf of the entire Town for the contributions of P. Howard 'Skip' Flanders and presented him with the Keith Wallace Community Service Award.

SELECT BOARD BUSINESS

Discuss Inclusion Banner

M. Bard explained that last November, a motion was made and passed to display the inclusion banner until Town Meeting Day. D. Kehlmann questioned whether or not the conversation to hang the banner needs to be visited by the Board annually or if it should be a discussion at Town Meeting each year. After some discussion, the Board supported hanging the banner back up. Members of the public voiced support for the banner. There was concern that a precedent was being sent as the banner does not announce an event therefore an exception is being made to the banner pole policy. M. Frier reminded everyone that the banner poles are the property of the Town and the Select Board can decide what banners can go on the poles. R. Clapp made a motion to hang the inclusion banner until such time the Select Board votes to take it down. The motion was seconded by D. Kehlmann and passed unanimously.

JOINT MEETING WITH EFUD COMMISSIONERS

P. H. Flanders called the meeting of the EFUD Commissioners to order at 7:47pm.

L. Sayah made a motion to add a discussion about the UDAG funds. The motion was seconded by N. Sherman and passed unanimously.

Municipal Manager Search

M. Bard explained that there have been a number of discussions with VLCT to engage their services to assist with the Municipal Manager search. The Boards will also have to decide whether there should be a resident member on the search committee. The recruitment process was discussed. W. Shepeluk recommended contacting VLCT to set up a meeting to get the process moving. D. Kehlmann will forward the VLCT contract to the Boards and will contact VLCT to set up a meeting. Each Board will designate 2 people to attend the initial meeting. R. Clapp made a motion to move forward with VLCT and to engage the EFUD Commissioners in the search. The motion was seconded by C. Viens and passed unanimously. On behalf of the EFUD Commissioners, N. Sherman made a motion to move forward with VLCT with the search and have 2 designees attend the initial meeting. The motion was seconded by C. Parks and passed unanimously.

Discuss Transfer of EFUD Properties to the Town / UDAG & CDBG Funds

P. H. Flanders explained there are 4 properties owned by the Utility District that are not critical to the operation of the water and sewer systems. A handout was distributed and P. H. Flanders described the 4 properties that include the welcome sign, the Elm Street parking lot, Rusty Parker Park and the site where the Ice Center is located. A Memorandum of Understanding for the transfer of land has been drafted and was presented to the Select Board. P. H. Flanders asked the Board members to review the memorandum and stated that the topic will be discussed at the EFUD Annual Meeting. At their last meeting, the EFUD Commissioners decided to concentrate on finding the new Municipal Manager prior to discussions about merger.

Information on the UDAG and CDBG funds was distributed. The EFUD annual meeting warning will include an article to transfer these funds to the Town. W. Shepeluk gave a history of the incorporation and use of the funds.

Discuss Potential Merger & Charter

P. H. Flanders stated that the Commissioners have decided to prioritize the search for the new Municipal Manager and plan to postpone discussions of a potential merger to next year. W. Shepeluk explained that the formation a new Town charter would be parallel to the merger and would be a tremendous amount of work.

Update on Personnel Policy

W. Shepeluk stated that the current personnel policy dates back to 1992. The policy was last discussed shortly after the flood in 2011 and work was done on it through 2014 or so. W. Shepeluk has sent the draft policy to an attorney for review and will revisit the policy with the Boards in the coming weeks.

The meeting of the EFUD Commissioners adjourned at 8:53pm.

MANAGER'S ITEMS

Status Report on Town Highways

W. Shepeluk explained that the gravel roads in Town are in rough shape. Within the last week or so, the weather and temperatures have caused serious issues. Conditions have improved a bit since late last week.

New Board Member Orientation

W. Shepeluk stated that he will sporadically bring information to the Board over the next few months. He suggested that Board members attend any VLCT training events offered, although the trainings are geared for Towns that do not have a Municipal Manager system. W. Shepeluk then explained the responsibilities of the Municipal Manager. W. Shepeluk will make a financial presentation to the Board once per quarter. W. Shepeluk reminded that Board to not communicate with residents or each other in group emails. W. Shepeluk explained how the weekly warrants for payroll and accounts payable operate. C. Viens made a motion that one Select Board member be authorized to sign the warrants and that any Select Board member may sign the warrants. The motion was seconded by D. Kehlmann and passed unanimously.

Authority for Tax Anticipation Borrowing

W. Shepeluk explained that tax anticipation borrowing is sometimes necessary prior to the first tax installment date in August. He would like the Board to grant authority to borrow in anticipation of taxes from EFUD. D. Kehlmann made a motion to authorize the Town Treasurer and Municipal Manager to borrow funds, if necessary in 2022 in anticipation of taxes, from EFUD, and to authorize the town to lend funds to EFUD in anticipation of water or sewer revenues, setting a rate for borrowing and lending at 2% per annum. The motion was seconded by R. Clapp and passed unanimously.

Consider Audit Proposal

Sullivan & Powers will be auditing the Town for calendar year 2021 for a fee of \$24,000. R. Clapp made a motion to accept the engagement letter with Sullivan & Powers. The motion was seconded by A. Johnson and passed unanimously.

CVFiber – Linda Gravell

L. Gravell was present to give an update on her work with CVFiber. She gave a brief background of her work experience and volunteer activities. L. Gravell explained that CVFiber is asking the Select Board to consider committing 5% of ARPA grant funds to support the construction of Waterbury's community broadband network, or approximately \$75,000, and that the Select Board apply for the matching funds of \$75,000. L. Gravell stated that she got approximately 140 signatures on a petition in support of the Town committing ARPA funds to the project and that the Select Board has the authority to designate federal ARPA funds without voter approval. The Board decided to discuss this topic at a future meeting.

Agenda Planning

A. Johnson asked for an explanation of how meeting agendas are developed. The Municipal Manager and Town Clerk generally put the agenda together and Board members can email items to be placed on the agenda.

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

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: April 4, 2022