

**Meeting of the Waterbury Select Board**  
**June 20<sup>th</sup>, 2022**  
**28 North Main Street**

Present: D. Kehlmann, A. Johnson, R. Clapp and M. Bard (joined the meeting at 8:30pm), Select Board; W. Shepeluk, Municipal Manager; and C. Lawrence, Town Clerk.

Public: ORCA Media; Lisa Scagliotti, Waterbury Roundabout; Karen Nevin and Mark Pomilio Jr., Revitalizing Waterbury; Karen Petrovic, Staff; P. Howard Flanders, EFUD Commissioner; Dana Allen; Lisa Walton; Anne Imhoff; and Gary Dillon, Fire Chief.

The meeting was called to order at 7:01pm.

**APPROVE AGENDA**

D. Kehlmann asked to add an acknowledgement of the Juneteenth holiday. W. Shepeluk asked to add a discussion on the Municipal Roads Grants-In-Aid Program. It was asked to discuss future meeting agenda items. R. Clapp made a motion to approve the agenda as amended. The motion was seconded by A. Johnson and passed unanimously.

**CONSENT AGENDA ITEMS**

A. Johnson made a motion to approve the consent agenda items including the minutes of the June 6<sup>th</sup> meeting. The motion was seconded by R. Clapp and passed unanimously.

**PUBLIC**

D. Kehlmann acknowledged that today marks the Federal holiday 'Freedom Day', the emancipation of African Americans from slavery.

**SELECT BOARD ITEMS**

**Revitalizing Waterbury – Economic & Housing Studies**

K. Nevin and M. Pomilio Jr. were present to discuss the economic and housing studies. A summary was distributed and K. Nevin explained how the studies came about. M. Pomilio Jr. then reviewed a summary of the Retail Market Analysis Study and the Housing Study reports. K. Nevin stated that the studies were widely shared in the community. W. Shepeluk stated that Downstreet Housing has expressed an interest to do one or more projects in Waterbury. K. Nevin asked that RW be at the table for establishing a Housing Task Force (next topic). Discussion continued on local housing issues.

**Discuss Establishing a Housing Task Force**

A. Johnson stated that this topic is being discussed by the Planning Commission and that the Municipal Plan addresses the formation of a committee to move this work forward. A. Johnson would like the Board to consider this request at some point in time and she is willing to volunteer as a committee member. W. Shepeluk suggested that the Board make a motion to establish the Task Force and then solicit membership. R. Clapp made a motion to establish a Waterbury Area Housing Task Force and determine what the composition will be in 2 to 4 weeks. The motion was seconded by A. Johnson and passed unanimously.

**Discuss Community Priorities for Community Profile in Manager Search**

D. Kehlmann stated that the survey asking for priorities has not yet be distributed within the community and offered to distribute a final draft to the Board before distribution. P. H. Flanders explained that at the last Search Committee, it was decided to note that the Select Board and EFUD Commissioners do work together on several topics.

**Consider Candidates and Make Appointments for Positions of Town Clerk and Town Treasurer**

D. Kehlmann stated that two letters of interest were received. C. Lawrence explained that her last full day will be September 2<sup>nd</sup>, but then she will take her remaining vacation time and be available if needed. R. Clapp made a motion to appoint K. Petrovic as the Town Clerk and Treasurer, effective September 2<sup>nd</sup>, until the next Town meeting. The motion was seconded by A. Johnson and passed unanimously.

**Update on Traffic Calming Efforts**

W. Shepeluk stated that at the last meeting, the Board approved the purchase of 3 portable speed units. Staff has reached out to get the price of the units. The topic will be discussed at the next meeting.

**Consider Salary Adjustment for Municipal Manager**

R. Clapp made a motion to institute a 5% raise for the Manager retroactive to April 1<sup>st</sup>. The motion was seconded by A. Johnson and passed unanimously.

**Discuss Future Agenda Items**

P. H. Flanders would like a half hour each, at 2 separate meetings, to discuss water and sewer. July 20<sup>th</sup> will work to discuss water, and then the sewer discussion can occur at a later date.

**MANAGER'S ITEMS****Discussion of C. C. Fisher Reserve Fund**

G. Dillon gave a history of the person C. C. Fisher. The fund was established by the volunteer firefighters as a training fund. W. Shepeluk gave a brief history of the Village and Town Fire Departments and the merger of the two. At some point, the fund was turned over to the Town to manage the asset. G. Dillon explained that only the interest gained on the fund can be spent. The training officer typically determines how the funds are spent on training. W. Shepeluk suggested that line items in the Town Budget show the income received and expenditures in the C. C. Fisher Fund so that the public is more aware.

**Preliminary Discussion on Use of ARPA Funds – CVFiber, Other Uses**

The Board moved this past April to dedicate \$50,000 in ARPA funds to CVFiber. W. Shepeluk sent a letter to that effect to the Executive Director of CVFiber. L. Gravell, Waterbury representative to CVFiber, then sent a boilerplate contract to W. Shepeluk that he has prepared and is ready to submit. W. Shepeluk stated he is uneasy as to whether the authorization to spend the funds can come from the Select Board versus the voters. The Select Board will continue this discussion at their next meeting. In the meantime, the draft contract with amended language will be shared with CVFiber.

**Consider Municipal Roads Grants-In-Aid Program**

R. Clapp made a motion to apply for the funding available through the Municipal Roads Grants-In-Aid Program. The motion was seconded by M. Bard and passed unanimously.

W. Shepeluk explained that the budget includes funding for a Community Service Officer to come on board in July. This position has not yet been advertised. W. Shepeluk asked for direction from the Board as to if/when the job should be advertised. By consensus, the Board decided to revisit the issue in September.

There being no further business, the meeting adjourned at 9:30pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: July 5, 2022