

**Meetings of the Waterbury Select Board & Edward Farrar Utility District (EFUD)**  
**Monday October 17, 2022**  
**Steele Community Room, 28 North Main Street and on Zoom**

**Attendees:** Dani Kehlmann, Roger Clapp, Chris Viens & Alyssa Johnson (Select Board), Skip Flanders, Lefty Sayah, Cindy Parks & Bob Finucane (EFUD Commissioners), William Shepeluk (Municipal Manager), Kati Gallagher & Dana Allen (Planning Commission), Lisa Scagliotti (Waterbury Roundabout), Breck Stewart, Zachary Levy, Jake Pitman, Lisa Walton, Tom Scribner

**Via Zoom:** Michael Bard (Select Board), Natalie Sherman (EFUD), ORCA Media, Glenn Andersen, Mal Culbertson, Megan Wright, SoRouke, Anne Imhoff, Robert Buck, Kelsey Applegate, Glenn Andersen

***Meeting of the Waterbury Select Board***

The meeting of the Waterbury Select Board was called to order at 7:00 pm with all Board members expect for M. Bard present.

W. Shepeluk shared that Mark Podgwaite, the executive director of Waterbury Ambulance Service, had passed away unexpectedly. He emphasized the loss to community, and that the community's thoughts are with his family.

**Approve Agenda**

The discussion of agendas was clarified. A motion to approve the agenda as amended was made by A. Johnson. The motion was seconded by R. Clapp and passed unanimously.

**Consent Agenda - Minutes of the October 3, 2022 Meeting**

R. Clapp made a motion to approve the consent agenda. The motion was seconded by C. Veins and passed unanimously.

**Public**

B. Stewart shared concerns about the impacts of AirBnBs/short term rentals in the community. T. Scribner reiterated concerns regarding a town social media policy and conflict of interest policy, particularly as they relate to the Parks Planning Study. M. Wright thanked B. Stewart for his comments and shared additional concerns regarding an adjoining property that had been sold and become an AirBnB. There was additional discussion regarding short term rentals and state wastewater regulations. G. Andersen made comments regarding the specificity of the names of lawsuits on agendas.

**Consider nomination of applicant for School Board**

Jake Pitman shared his interest in serving on the School Board. He currently is employed by the District as a coach and would require a waiver in order to serve, which is being pursued. He had previously expressed interest in serving on the board prior to there being an available vacancy.

He shared specific interest in representing student needs to and issues given his frequent interaction with students through his coaching role. Board members asked questions and there was additional follow up discussion.

M. Bard arrived at 7:25 pm during this discussion item.

R. Clapp made a motion to recommend Jake Pitman to the school board pending the review of his eligibility. The motion was seconded by A. Johnson. The motion passed with three votes. C. Viens opposed the motion. M. Bard abstained.

### **Discuss submittal of application of Bylaw Modernization Grant; consider commitment for local cash match**

K. Gallagher and D. Allen from the Planning Commission reviewed the application for the Bylaw Modernization grant that was previously presented at the Select Board meeting on 10/3. The application is for \$25,000 and requires a 10% local match. There was discussion regarding the specifics of the application, which will assist with review and outreach related to Phase 1 of the Unified Development Bylaw update.

R. Clapp made a motion to authorize the submission of the Bylaw Modernization Grant and commit to budgeting the 10% match of \$2,500. The motion was seconded by A. Johnson and passed unanimously.

### **Local Emergency Management Plan Approval**

G. Dillion previously presented to the Select Board on regarding the Local Emergency Management Plan. The 2022 plan was the same template as the 2021 plan with updated to reflect staffing and volunteer position changes.

R. Clapp made a motion to adopt the 2022 Local Emergency Management Plan pending review of staff and volunteer updates. The motion was seconded by C. Viens and passed unanimously.

### ***Joint Business with Edward Farrar Utility District***

A meeting of the EFUD Commissioners was called to order at 7:58 pm.

### **Discuss Employee Health Insurance Benefit for 2023**

W. Shepeluk provided an overview of the employee health insurance benefit provided to Town and EFUD employees as outlined in his memo. He emphasized the importance of offering the same benefits package to employees from both municipalities.

Over the past years, the increases have been modest, and W. Shepeluk has usually presented them to the Boards separately. The volatile employment environment and increase in health insurance premiums are challenging, and require a thoughtful approach. The offering for employees includes a set amount which can be applied to the plan of their choosing. There is also a monthly (taxable) stipend for those who decline the coverage.

W. Shepeluk emphasized the current challenging hiring environment, which has been reflected at multiple conferences with municipal officials in the last month (two of which were in

Vermont). It was noted that health insurance is a rich benefit, but Waterbury is in the middle of the pack with regards to its generosity in benefits as compared to other municipalities, especially for highway employees and other positions where there is on call pay offered in other municipalities. The town does not offer vision or dental insurance. There was discussion about the proposal and potential impacts. It was noted that health insurance is one component of overall personnel costs.

B. Finucane moved to adopt the manager's recommendation regarding the health insurance increase and stipend as outlined in the memo. C. Parks seconded the motion. The motion was passed by the EFUD Commissioners unanimously.

R. Clapp moved to adopt the manager's recommendation regarding the health insurance increase and stipend as outlined in his memo. M. Bard seconded the motion. The motion was passed by the Select Board unanimously.

### **Discuss MOU for EFUD payment to Town for 2023-future**

W. Shepeluk provided background regarding payments between municipalities. There have been intermunicipal payments completed between the Town and the EFUD, and prior to that, the Village of Waterbury. Department heads report amounts of time of various departments and the amount that is owed into the next year's department and it is cross charged appropriately. When the Village was paying the most to the town, the transfer was almost \$140,000 a year. Based on a 2019 time study, which tracked the portion of time various municipal officials spent works, the amount of the transfer between EFUD and the Town in 2019 was set at \$90,000 which was then subsequently adjusted by inflation.

A. Johnson made a motion to have the manager prepare a MOU outlining the payment for 2023 to be the amount of the 2022 payment adjusted for inflation per the CPI-U at year end, and include 30% of the total compensation for the Deputy Manager for the time worked in 2022. The motion was seconded C. Viens, and passed the Select Board unanimously.

B. Finucane made a motion to support an MOU with the same numbers as the Select Board. The motion was seconded by C. Parks passed by the EFUD Commissioners unanimously.

### **Evaluation of Public Employee**

A. Johnson made a motion to go into Executive Session for the purpose of Evaluation of a Public Employee and invite W. Shepeluk to join. The motion was seconded by R. Clapp and passed unanimously.

B. Finucane made a motion to go into Executive Session for the purpose of Evaluation of a Public Employee and invite W. Shepeluk to join. The motion was seconded by C. Parks and passed unanimously.

Both Boards entered Executive Session at 9:02 pm.

Both Boards exited Executive Session at 9:18 pm with no action taken.

S. Flanders shared that there is a planned open house celebration for the retirement of Bill and Carla scheduled for Saturday, November 5 from 1-4 pm. He also shared that he is planning on resuming the pancake breakfast for municipal volunteers and employees at some time in December.

Being no further business, the EFUD meeting was adjourned at 9:23 pm.

### ***Conclusion of Joint Business with EFUD***

#### **Agenda for Future Select Board Meetings**

The Select Board discussed topics of discussion for future Select Board meetings.

It was noted that the Special Meeting on 10/20 regarding ARPA would begin at 6 pm. There was discussion of the structure of meeting agenda, including time for discussion of priorities for Select Board members for the process, as well as a discussion of how to solicit public feedback. It was noted that staff may have recommendations, but would not plan to present them formally at this meeting

There was discussion of agenda topics for the 11/7 agenda, including a social media policy and follow up on the Waterbury Area Housing Task Force. It was noted that the previous deadline for public members of the Housing Task Force had been 10/14. D. Kehlmann has received 3 applications to date and there are 6 slots available. By consensus, the group agreed to continue advertising for public members with a deadline of 11/2 for review at the 11/7 meeting.

The group also agreed to including short term rentals on the agenda. It was noted that information pertaining to the authority to regulate them would be an important component of the conversation.

#### **Andersen vs. Waterbury**

A. Johnson made a motion to find that general public knowledge of the details of pending litigation involving the Town of Waterbury would clearly place the town at a substantial disadvantage. The motion was seconded by C. Viens and passed unanimously.

A. Johnson made a motion to enter into executive session to consider pending litigation involving the Grayson sub-division and related confidential attorney-client communications made for the purpose of providing legal advice to the town. R. Clapp seconded the motion, which passed unanimously.

The Select Board entered at 9:39 pm.

The Select Board exited Executive Session at 10:27 pm with no action taken.

Being no further business, the Select Board meeting was adjourned at 10: 28 pm.

Respectfully submitted,

Alyssa Johnson, Select Board Secretary

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