

Waterbury Village Board of Trustees Meeting
Waterbury Village Municipal Office
December 8, 2010
7:30 p.m.

Attendees: Everett Coffey, Village President; William Shepeluk, Municipal Manager; Lawrence Sayah; PH Flanders; Jobie Feccia, Waterbury Police Chief; Natalie Howell; Amanda Lamb; Chris Preston; Ann Imhoff; Denise McCarty.

The meeting was called to order by E. Coffey at 7:31 p.m.

Public

No members of the public requested to discuss any matters.

Proposal for insulation at Municipal Building

W. Shepeluk gave an update on some of the items that were being considered for renovation. These items included wiring, carpet replacement, and the railing outside near the front steps. There is approximately \$35,000 that is authorized for renovations. Part of this renovation money is being considered to use toward insulation renovations. W. Shepeluk received an insulation quote from Bugbees Insulation Company for \$4,930. The cost covers insulating the foundation, walls, walls over the police station, and the attic area. Discussion followed which included what kind of insulation would be used and how it would be done, the insulation company's concerns about moisture in the building, and how doing this would save money on the heating bill. W. Shepeluk discussed the option of using part of the capital improvement fund to pay for some of this expense rather than take out a loan to pay for it.

Action Taken: P.H. Flanders motioned to use Bugbee Insulation Company for this renovation. L. Sayah seconded the motion. All in favor. Motion passed.

Consider loan documents for renewal of sewer note

The loan for the renewal of the sewer note is at 2.2% interest rate. The sewer note loan is for the amount of \$6,000.

Action Taken: P.H. Flanders motioned to approve the loan at the 2.2% interest rate. L. Sayah seconded the motion. All in favor. Motion passed.

Consider increase in project scope and Indebtedness for sewer phosphorus project

The sewer phosherus upgrade will be done some time in 2011. Stantech was hired to design the upgrade. The Environmental Protection Agency wants additional information and review of the design and is requiring a secondary growth analysis to examine if the current plan is sufficient. A member of the public asked if the Village of Waterbury and Stantech would know what the EPA guidelines were in advance which would help in determining what additional information EPA is looking for? Discussion followed.

Action Taken: P.H. Flanders motioned that the Village of Waterbury approve the additional indebtedness of \$7,300 to respond to comments by USEPA and VTANRDEC for additional analysis of potential induced growth as result of the Village of Waterbury WWTP upgrade. This information will be

incorporated into the Environmental Report which is being completed as part of the overall final design phase of the project. Also, the Village of Waterbury needs to approve the additional indebtedness of \$2,000 to provide additional field survey to incorporate recent improvements to the WWTP that were not in place when the original site survey was conducted. The new information will be incorporated into the Contract Documents which is being completed as part of the overall design phase of this project. L. Sayah seconded the motion. All in favor. Motion passed.

Update on issues relating to the Police Department

Police Chief Jobie Feccia gave a monthly report for November 2010. He discussed upcoming events and trainings that recently occurred and police coverage starting in January 2011. He reviewed and discussed incidents and assisted calls in November compared with those from November 2009. Also discussed were parking tickets, the winter parking ban and what warrants cars being towed during winter months. The board of trustees reviewed the police department budget for 2010. Also reviewed was police services data that W. Shepeluk collected comparing budgets, taxes, non-tax revenue and staffing hours from Bristol, Randolph, Northfield, and Ludlow police departments compared to Waterbury. W. Shepeluk stated that we are meeting or slightly exceeding the police budget compared to other locations. Ticket violations and the percentage of revenue that the village gets from tickets was discussed. No action taken.

Other Business

1. Ben & Jerry's application to renovate their parking lot to accommodate employees and tourists better. The design was approved by the State. This project is ongoing.
2. The crosswalk near The Alchemist. E. Coffey discussed concerns that he had heard about the poor lighting at the crosswalk near The Alchemist. To add lighting to this area, it would need to go to the Planning Commission for approval. Questions: Is it possible for more lighting from the existing utility poles or adding a blinking light on the pedestrian road barrels. Discussion followed.
3. P.H. Flanders discussed splitting the utility bills (for water and sewer) between the town and village of Waterbury, items already agreed to pay, and sharing the cost of administrative fees.

Action Taken: P.H. Flanders made a motion that the \$121,490 paid in 2010 for administrative fees (which includes the clerk and treasurer expenses) will be considered as the base amount going forward and adjusted by the CPI if needed. L. Sayah seconded the motion. All in favor, motion passed.

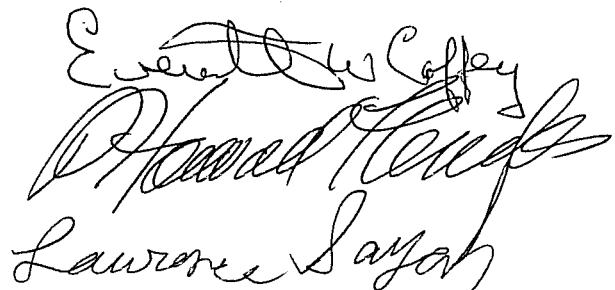
At 9:10 p.m. E. Coffey requested to go into Executive Session. Action Taken: P.H. Flanders motioned to go into executive session. L. Sayah seconded the motion. All in favor, motion passed.

At 10:00 p.m. Executive Session ended and the meeting was adjourned. No action was taken.

The next meeting of the Board of Trustees will be on January 12, 2011 at 7:30 p.m.

Respectfully submitted,

Denise McCarty
Minute Taker



Three handwritten signatures are present in the bottom right corner. The top signature is 'E. Coffey', the middle one is 'P.H. Flanders', and the bottom one is 'Lawrence Sayah'.