

**Joint Meeting of the Waterbury Select Board,  
Village Trustees, and Library Commissioners  
August 15, 2012  
Main Street Fire Station**

Present: J. Grenier, Chair; R. Ellis, and C. Viens, Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; H. Grenier, F. Chaffee, M. Luce, and M. Rivera; Library Commissioners, M. Kasamatsu, Library Director; W. Shepeluk, Municipal Manager; K. Fountain, Waterbury Record; A. Imhoff, ORCA Media; D. Taube, Times Argus; and C. Lawrence, Town Clerk.

The meeting of all Boards was called to order at 6:05pm.

**MINUTES**

M. Luce made a motion to approve the Minutes of the July 16<sup>th</sup> Tri-Board meeting. The motion was seconded by R. Ellis and passed unanimously.

**REVIEW OF UPCOMING SCHEDULE OF MEETINGS**

R. Ellis ran through the list of meetings to be held within the next few weeks.

The LTCR Steering Committee has recommended that Monica Callan, Jeanne Kirby, and Becca Washburn be appointed to the Committee. Other people are interested and will be encouraged to attend the meetings, and if necessary, the guidelines for membership can be changed.

**CDBG GRANT PROCESS**

Waterbury can apply for up to \$1 million for architectural services, land acquisition and construction costs related to the municipal office complex. A complete list of the groupings of the Waterbury LTCR projects was distributed and explained by N. Howell-Sherman.

**MUNICIPAL OFFICE COMPLEX OWNERSHIP MODELS**

H. Grenier explained that this committee met on August 7<sup>th</sup>. The condominium model appeals to the Library Commissioners, although there are some red flags associated with this model. A model to rent has been eliminated. The next step is to investigate a Town ownership model. P. H. Flanders stated that the Trustees prefer a Town ownership model as well.

It has to be verified that a Town ownership model would be allowed for the Library under the Henry Janes will. It will be much clearer for the voters if the ownership is under one entity.

**COMMENTS FROM THE HISTORICAL SOCIETY**

P. H. Flanders offered comments about space for Waterbury Historical Society to store artifacts, and whether the State might provide some funding or space. L. Sayah, C. Nordle, and P. H. Flanders went to an Act 250 hearing on the deconstruction of some of the State Complex buildings. The State has asked for a recess to respond to some questions from adjoining property owners. R. Ellis suggested that at the next meeting, P. H. Flanders suggest that during the demolition bid process, the State include that the contractor has to have a community relations person assigned. This person would meet on a weekly basis with the Town to share information. She suggested that a letter be written from the Boards to the Act 250 District Commission to that effect.

**MUNICIPAL OFFICE COMPLEX – RFP FOR ARCHITECTURAL SERVICES**

R. Ellis suggested using CVCLT's model for Ladd and Wasson Halls. The phases might include engineering work, needs, design, and then have the architect work with the construction company on costs. The Town also has to look at the options in terms of type of construction (remodel, new construction). C. Viens suggested looking at alternate sites in case the Stanley Hall site falls through. Members of the Board, with some volunteer help, will attempt to draft an RFP.

**LTCR STEERING COMMITTEE APPOINTMENTS**

N. Howell-Sherman made a motion to appoint Monica Callan, Jeanne Kirby, and Rebecca Washburn to the LTCR Steering Committee. The motion was seconded by M. Luce and passed unanimously.

**MUNICIPAL OFFICE COMPLEX**

R. Ellis made a motion to move into Executive Session for land acquisition discussions. The motion was seconded by C. Viens and passed unanimously. On behalf of the Library Commissioners, H. Grenier made a like motion. The motion was seconded by F. Chaffee and passed unanimously. L. Sayah made a like motion on behalf of the Trustees. The motion was seconded by N. Howell-Sherman and passed unanimously. The Boards entered into Executive Session at 7:05pm.

The Boards came out of Executive Session at 7:27pm with no action taken.

The next meeting of the Tri-Boards will be on September 17, 2012 at 6:00pm.

There being no further business, the meeting was adjourned at 7:30pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: September 17, 2012