

**Joint Meeting of the Waterbury Select Board and Village Trustees  
February 19, 2013  
Main Street Fire Station**

Present: J. Grenier, Chair; C. Viens and C. Nordle, Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; W. Shepeluk, Municipal Manager; A. Imhoff, ORCA Media; A. Tuscany, Public Works Director; S. Lotspeich, Community Planner; J. Kilgore, Town Moderator; E. Loomis, VISTA Member; K. Fountain, Waterbury Record; and C. Lawrence, Town Clerk.

Public: J. Atchinson, P. Hack, and E. Coffey.

The meeting of both Boards was called to order at 7:05pm.

**TOWN MEETING: ARTICLE 10**

Jim Atchinson was present to discuss the late penalty on his 2012 taxes. He made a clerical error on his 2<sup>nd</sup> payment by writing down the wrong due date and incurred \$331 in penalties and interest charges. He does not feel this was appropriate as he acted in good faith and paid his taxes the following Monday morning. He suggested pro-rating penalties and would like to raise the issue of what can be done to change the implementation of late charges. C. Lawrence described the current structure of interest and penalty charges.

W. Shepeluk indicated that there is the ability through state law to have a graduated penalty schedule. The eight percent penalty is the maximum allowed by law. Staff does not like the idea of a graduated penalty as due dates are often missed by one day. People can pay in advance and there is an option for direct debit. There will always be people that are late. In addition, tax penalties and interest are included as revenue in the budget. The penalties and interest are decided by the voters at Town Meeting, the Board does not have the ability to change either of these. Staff has recommended to the Boards in the past to not except post marks as a good payment date. The post mark policy is set by the Boards.

J. Kilgore stated that from his perspective it is fine to have policy discussions, and Mr. Atchinson could raise the issue of penalties and interest prospectively at Town Meeting and the voters could discuss and decide.

**TOWN MEETING REVIEW**

C. Lawrence distributed a draft of the Town Meeting motions. J. Kilgore gave an overview of the Town Meeting process. The motions were reviewed and assigned. J. Kilgore stated that anything that voters wish to discuss in Other Business, whether or not it is germane to the Town of Waterbury, could be discussed. Nothing can be done that binds the Town.

### **SFHA PERMIT FEE WAIVERS & CERTIFICATES OF COMPLIANCE**

S. Lotspeich distributed a memo from Clare Rock regarding the special flood hazard area permitting update and application fee waivers. After a brief discussion, C. Nordle made a motion to continue the fee waiver for Irene related flood damaged property until August 1, 2013 and to begin applying the After-the-fact zoning fee of \$100 on August 2, 2013; and to waive the application fee for the Certificate of Completion until October 1, 2013, with the understanding that as part of this process the zoning staff will send out some notification to property owners prior to the deadlines. The motion was seconded by C. Viens and passed by those present.

### **MILONE & MACBROOM FLOOD STUDY REPORT**

Roy Schiff and gave a presentation on the Winooski River flood study project. He indicated they have looked at bridge structures and the Bolton Falls dam, and have also looked at all of the open fields from the Ice Center to the dam. The focus is on flood plain re-connection (to channel) versus the bridges to locally reduce flood levels. They are completing Phase 1 and are planning for surveys to refine the model. This presentation will be repeated at Town Meeting.

### **PUBLIC HEARING ON MUNICIPAL OFFICES**

The plan is to have Black River Design lay out some preliminary information at 9:00am at Town Meeting. The public meeting will also include information on the CDBG-DR implementation money. The 8 step process will be addressed. The public will have the opportunity to weigh in on whether the Municipal Complex should be built in the 100 year flood plain. A group met with BRD to refine the square footage numbers and layout use of space.

C. Viens reviewed the Kim Brown design of the Municipal complex which is a combination of renovation and new construction at Stanley Hall.

### **MANAGER'S WORK PLAN FOR 2013**

The Manager distributed and reviewed a draft of a list of on-going projects that he oversees. He also listed some policies and management goals and objectives that need to be implemented/updated.

### **TOWN CLERK'S BUSINESS**

C. Nordle made a motion to approve the liquor license for Sunflower Natural Foods, and liquor and tobacco licenses for Shaw's and the Village Market. The motion was seconded by C. Viens and passed by those present.

C. Nordle made a motion to approve the minutes of the February 4<sup>th</sup> and February 13<sup>th</sup> meetings. The motion was seconded by C. Viens and passed by those present.

The Board previously included in the 2013 budget a \$3,000 cash match in support of Across Roads Center for the Arts CDBG-DR grant application. E. Coffey asked questions about the match, what it was for and where it was being paid from. He also expressed concerns about the future of the state complex.

C. Nordle made a motion to approve the \$3,000 cash match in support of ARCA. The motion was seconded by J. Grenier and passed by those present.

C. Viens made a motion to authorize a lien for outstanding taxes on the property at 14 Butler Street. The motion was seconded by C. Nordle and passed by those present. N. Howell-Sherman made a like motion on behalf of the Trustees. The motion was seconded by L. Sayah and passed unanimously.


After Town Meeting, the Clerk will advertise vacancies and expiring terms on town committees.


There being no further business, the meeting was adjourned at 9:45pm

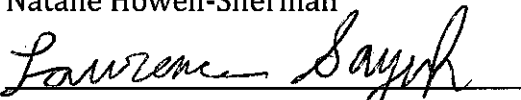
Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: Feb 27, 2013

  
P. Howard Flanders

  
Natalie Howell-Sherman

  
Lawrence Sayah