

**Joint Meeting of the Waterbury Select Board,
Village Trustees, and Library Commissioners
March 18, 2013
Main Street Fire Station**

Present: J. Grenier, Chair; R. Ellis, C. Nordle and K. Miller, Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; H. Grenier, A. Durkin, M. Rivera, M. Luce, and F. Chaffee, Library Commissioners; M. Kasamatsu, Library Director; W. Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; A. Tuscany, Public Works Director; A. Imhoff, ORCA Media; E. Loomis, VISTA member; K. Fountain, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Kathleen Daye, Michael Griffith, and Everett Coffey.

The meeting of the Tri Board was called to order at 6:00pm.

MINUTES

R. Ellis made a motion to approve the minutes of the February 13, 2013 meeting. The motion was seconded by F. Chaffee and passed unanimously.

MUNICIPAL CIVIC COMPLEX SURVEY RESULTS TO DATE

E. Loomis stated that there are 317 surveys completed to date, and the deadline has been pushed back to March 21st. She reviewed the results of the survey and shared the following highlights:

- Most respondents were registered voters from 45 to 64 years old.
- 71% attended the presentation on Town Meeting Day.
- Most people were supportive of combining functions.
- Most people felt it is a good idea to move forward with a bond vote.
- Additional comments had these major themes: take advantage of this opportunity, concerns about the burden on taxpayers, why proceed before knowing the cost of the property, don't include Village Police and/or library function, move back to 51 South Main Street.

Overall, there was a lot of good feedback.

BLACK RIVER DESIGN PRESENTATION

Jim Drummond and Kate Coffey were present from Black River Design to review preliminary results from the design workshop on March 7th. J. Drummond indicated that the consensus was to tear down Stanley Hall and build a new building. Other concerns included:

- Whether the police is a good mix with the library.
- The police department needs to be visible and easy to find.
- Anticipate how to accommodate the police department if it is enlarged in the future.
- Positive comments about the library and wanting windows and views of the campus.
- Overwhelming support about preserving green space on the site, and a desire to connect to the community and state campus paths.
- Mostly positive comments about co-location of functions.
- Desire for energy efficiency and green building.

He then reviewed some building design options:

- Base building, base plus solar, and base plus solar plus 'more bells and whistles' (ground source heat pump, wind, etc.).
- Different options for raising the building and allowing parking below the building.
- Different options for the shape of the building: rectilinear, 'L' shaped, or the 'boomerang' shape to respond to solar orientation.
- Other issues: to provide for potential expansion of the police department, could municipal offices function on two levels, and separation of library and police functions.

Discussion included concerns about having the building fit into the residential portion of the neighborhood given it will sit on the state complex, and the need to have the building be visible and welcoming.

The format of the meeting on March 25th was discussed. The idea is to have a quick power point presentation and explain the process of the workshop. They will present design options with a question and answer session, and have table discussions on the three options. The tables will report out and then they will finish up with a summary and next steps. The hope is to have a better definition of all three options at the April 1st Tri Board meeting so that the Boards can decide on an option at that meeting. BRD has been asked to develop a preliminary cost estimate for each of the three options.

ROTARY HOME SHOW – VOLUNTEERS

The Town/Village has booked a table at the home show on March 23rd – 24th to display information about the Municipal Office Complex and let people know about the workshop on March 25th, and to solicit members for the various Boards and committees. The library will also have a table with an FAQ sheet, and information on the library and services.

EXECUTIVE SESSION

P. Howard Flanders made a motion to move into Executive Session to discuss a contract for a potential real estate transaction. The motion was seconded by M. Luce and passed unanimously. The Boards went into Executive Session at 7:00pm.

The Boards came out of Executive Session at 7:55pm. R. Ellis made a motion to authorize Chris Nordle to enter into real estate purchase discussions for the acquisition of Stanley and Wasson Halls. The motion was seconded by M. Rivera and passed unanimously.

Gordon Miller, Peg O'Neill, Bill Minter, and Barbara Walton joined the meeting.

MANAGER'S BUSINESS

The Municipal Manager stated that he is hoping to get direction from the Boards with regard to wage/salary increases, which will be effective on the pay period ending April 6, 2013. He put a placeholder in the budget, but very little discussion has been held thus far. The CPI-U as of the end of December was 1.7%, at the end of January was 1.6%, and the 12-month period ending February 28th was 2.0%. It was suggested going forward to evaluate employees before any potential raises are given. C. Nordle made a motion to approve and average wage increase of 2% in aggregate to be allocated by Manager. The motion was seconded by K. Miller and passed by those present. On behalf of the Trustees, N. Howell-Sherman made a like motion, and added that performance evaluations be done for all employees. The motion was seconded by L. Sayah and passed unanimously.

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J. Grenier and P. H. Flanders have met with the Manager to discuss a work plan, and will continue to meet with him.

W. Shepeluk would like the Boards to have a discussion about his salary and asked that one member from each Board meet and present a plan back to the full Boards. R. Ellis suggested looking at several parameters, including manager salaries in other Towns, size of staff, budget, length of service, etc. K. Miller will represent the Select Board, P. H. Flanders will represent the Water Commissioners and Trustees, and F. Chaffee will represent the Library Commissioners. They will plan to meet within the next couple of weeks and update the full Boards on April 1st.

There being no further business for the Tri Board, the Library Commissioners left the meeting at 8:15pm, and the Select Board and Trustees continued business.

Respectfully submitted,

Carla Lawrence
Town Clerk

Approved on: April 1, 2013