

**Joint Meeting of the Waterbury Select Board & Village Trustees  
September 18, 2017  
Steele Community Room ~ 28 North Main Street**

Present: C. Viens, M. Metayer, M. Frier, and D. Schneider, Select Board; L. Sayah, N. Sherman and P.H. Flanders, Village Trustees; W. Shepeluk, Municipal Manager; B. Farr, Long Term Community Recovery Director; ; A. Imhoff, ORCA Media; M. Hughes, Waterbury Record; and C. Lawrence, Town Clerk.

Public: E. Coffey, A. Johnson, D. Fowler, C. Backman.

The meeting was called to order at 7:00pm.

**APPROVE AGENDA**

It was asked that the Resolution for Municipal Planning Grant be discussed separately, before the 7:10pm agenda item. D. Schneider made a motion to approve the agenda as amended. The motion was seconded by M. Metayer and passed unanimously.

**CONSENT AGENDA ITEMS**

M. Metayer made a motion to approve the consent agenda items, including the minutes of the September 5<sup>th</sup> meeting. The motion was seconded by M. Frier and passed unanimously.

**PUBLIC**

There was no public comment.

**RESOLUTION FOR MUNICIPAL PLANNING GRANT**

B. Farr explained that the Select Board previously approved the Municipal Planning Grant application, but that a resolution needs to be signed. M. Metayer made a motion that the Municipality enter into and agree to the requirements and obligations of the Municipal Planning Grant including a commitment to match funds if the request is over \$8,000; and to designate William Shepeluk as Chief Executive Officer, Chris Viens as the Alternate Authorizing Official, and Barbara Farr as the Grant Administrator. The motion was seconded by M. Frier and passed unanimously.

**CONSIDER APPROVAL OF COLLECTIONS POLICY & GUIDELINES FOR HISTORICAL SOCIETY**

B. Farr discussed the Waterbury Historical Society's Collection Policy and Guidelines. It also includes guidelines and procedures for deaccessions. The policy was approved by the Historical Society Board on March 27, 2017. She requested that the Select Board approve the policy. W. Shepeluk explained a memorandum of understanding that was previously approved by the Town of Waterbury, Library Commissioners and Historical Society.

T. Wood stated that they have been operating under the policy for over three years. The Town currently owns the Historical Society collection. This document has been modified to incorporate the Jane's collection. It is a joint policy that is managed by the Historical Society. D. Schneider made a motion to approve the Collections Policy & Guidelines for the Historical Society. The motion was seconded by M. Metayer and passed unanimously.

The Village Trustees called their meeting to order at 7:18pm.

**JOINT MEETING WITH VILLAGE TRUSTEES**

W. Shepeluk stated that succession planning for future staffing was one of his challenges. There are a number of critical employees who have been with the municipality for a number of years. Several key people may leave within the next few years. Financial Management has become a key function of the Municipal Manager's job and he explained how the number of funds and fund balances has increased over the years.

LeeAnne Viens, who has been employed for over 35 years, recently announced an upcoming retirement in January of 2018. When she leaves, a lot of institutional memory will be lost. W. Shepeluk asked if the Town should consider hiring a Finance Director, and whether the Finance Director would also do bookkeeping. He encouraged the Board to consider future transitions as well.

Discussion followed as to the concept of hiring a finance director. W. Shepeluk explained how the Capital Improvement Funds are structured. He stated he would still be interested in rates of borrowing and investments and would like some involvement in those areas. The current budgeting process was explained. Financial statements have moved outside of what is required by General Accounting Standards. Hiring a finance director would free up the Manager to perform other tasks.

If a finance director is hired, a bookkeeper may still need to be hired. D. Schneider asked if personnel issues could be divided between Manager and Finance Director. W. Shepeluk suggested the Finance Director could manage office staff.

The Village currently pays \$139,000 to the Town for costs associated with Town employees performing Village functions. This revenue will go away when the charter changes are approved. With the potential hiring of a Finance Director, the budget will increase but revenue will decrease. There may be more costs depending on what the Town decides to do about police coverage. N. Sherman stated that the need has been identified, and the Select Board should look at the position and possible replacement of a bookkeeper as well. Impacts to the budget have not been reviewed.

M. Metayer asked about the time table. It seems there is a need for a bookkeeper sooner rather than later, and employment of a Finance Director could be delayed. He suggested that some numbers be reviewed at the 2<sup>nd</sup> meeting in October. W. Shepeluk suggested that the funding for a Finance Director could be presented to the voters.

The Manager sent his July and August report to the Boards before his vacation. The Trustees stated they have found the reports useful. No one had any specific questions. The Clerk was asked to post the reports on the Municipal website.

P. H. Flanders stated that the TD Bank parking lot is very important for parking in the Village, and it was shown as very important in the parking study. The property may be up for sale. Parking will be in the Town's hands after the Village is dissolved and the Select Board needs to consider negotiating some parking.

A. Johnson spoke with the TD representative and the building and parking lot will be sold. The parcel is not likely to be split. She will be kept appraised of the sale. The property is assessed at \$820,000. The Town needs to stay on top of the sale as well. C. Viens asked about the status of 51 South Main Street. The current plan is to use it for parking during the Main Street Construction project, through 2020, and to keep it in Village ownership. P. H. Flanders asked the Town to send a letter to TD Banknorth in an attempt to negotiate parking uses. W. Shepeluk was instructed to communicate with the TD Bank on the issue. W. Shepeluk stated this may open up the door for potential costs or the closure of the lot.

There being no further business, the Trustees meeting adjourned at 8:25pm.

Respectfully submitted,

C. Lawrence, Town Clerk

  
P. Howard Flanders

  
Natalie Sherman

Approved on: 

  
Lawrence Sayah