

**Joint Meeting of the Waterbury Select Board and Village Trustees  
November 19, 2012  
Main Street Fire Station**

Present: J. Grenier, Chair; C. Nordle, K. Miller, and R. Ellis (late), Select Board; P. H. Flanders, Village President; L. Sayah and N. Howell-Sherman, Trustees; 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.

The meeting was called to order at 6:35pm.

**MAIN STREET RECONSTRUCTION PROJECT**

A. Tuscany gave an update on the Main Street Reconstruction Project. The Steering committee met again to look at on street parking issues. The committee will meet again to discuss a couple of more topics including utilities and sidewalk elevation. A. Tuscany provided more information on the issues related to undergrounding the utilities.

**CDBG GRANT APPLICATIONS**

S. Lotspeich was present to update the Board on two CDBG Grant Applications that will be submitted by 11/21. The first is to flood proof the main wastewater pump station and the second relates to the Little River-Village Connector Trail Feasibility Study. S. Lotspeich gave a breakdown of the budgets for each application. He presented resolutions for both the Town and Village which authorize the submittal of the applications, authorize S. Lotspeich to be the contact person and authorize the Manager to sign the applications. N. Howell-Sherman made a motion to authorize the Trustees to sign the Resolution for Disaster Recovery Grant Application Authority for the flood proofing of the main wastewater pump station authorizing S. Lotspeich to be the contact person and authorizing the Municipal Manager to sign the application. The motion was seconded by L. Sayah and passed unanimously. C. Nordle made a motion that the Select Board sign the Resolution for Disaster Recovery Grant Authority for the flood proofing of the main wastewater pump station authorizing S. Lotspeich to be the contact person and authorizing the Municipal Manager to sign the application. The motion was seconded by K. Miller and passed by those present.

C. Nordle made a motion to authorize J. Grenier to sign a letter Jennifer Hollar outlining the funding and pledging support for the CDBG-DR application for the flood proofing of the main wastewater pump station. The motion was seconded by K. Miller and passed by those present.

N. Howell-Sherman made a motion to authorize P. H. Flanders to sign a letter to Jen Hollar outlining the funding and pledging support for the CDBG-DR application for the flood proofing of the main wastewater pump station. The motion was seconded by L. Sayah and passed unanimously.

K. Miller made a motion to authorize the Select Board to sign the Resolution for Disaster Recovery Grant Application Authority for the Little River Village Connector Trail Feasibility Study authorizing S. Lotspeich to be the contact person and authorizing the Municipal Manager to sign the application. The motion was seconded by C. Nordle and passed by those present.

**SOLAR ORCHARD – REQUEST FOR INFORMATION**

K. Miller asked the Boards to consider a Request for Information for the installation of a photovoltaic energy array. The information provided from RFI submissions will be used to determine the feasibility of implementing the array and guide decisions in developing a Request for Proposals, if that is what the Boards decide to do.

The Boards reviewed the RFI and developed the timeline in Section V: Schedule. W. Shepeluk suggested that with all of the projects currently underway, that the request for the RFI deadline be by Town meeting. The RFI will be issued by 12/7, with responses due by January 31<sup>st</sup>. Two exhibits will be included with the RFI – electrical usage and potential sites.

### **CVCLT – REQUEST FOR CDBG AND UDAG FUNDING FOR HOUSING PROJECT**

Eileen Peltier was present from the Central Vermont Community Land Trust. They are looking at Ladd Hall for affordable housing and E. Peltier gave a description of the project (a narrative summary is attached).

S. Lotspeich mentioned that the Planning Commission is working with the State on zoning – some amendments may be necessary to facilitate several of the proposed projects on the State Complex site.

CVCLT is making two requests of the Town & Village: a UDAG loan in the amount of \$200,000 at 2% over 20 years; and \$175,000 through the CDBG revolving loan funds at 0% for 25 years with a payment due each year of \$8,000. They will need a commitment from the Town and Village by early December. By consensus, the Boards were in favor of the request.

### **ECONOMIC DEVELOPMENT INITIATIVES**

R. Ellis reported that the LTCR Steering committee has finished interviews for the Economic Development Initiative establishing a Local Development Corporation and for the Economic Disaster Recovery position. The Steering committee will meet next week to come up with a recommendation for the Boards. Funding for these positions was reviewed and discussed.

### **TOWN CLERK ITEMS**

Spice of Life Catering has submitted a permit to cater a holiday open house at Evergreen Gardens on November 29<sup>th</sup> from 5:00 to 10:00pm. K. Miller made a motion to approve the request. The motion was seconded by C. Nordle and passed by those present.

C. Nordle made a motion to approve the minutes of the Select Board meeting on October 19<sup>th</sup>, and the Joint meetings on October 15<sup>th</sup> and November 5<sup>th</sup>. The motion was seconded by K. Miller and passed by those present.

### **TRUSTEES BUSINESS**

The Trustees discussed a proposal offered by Mary Fillmore for facilitator services. The Manager had the proposal reviewed by attorney Scott Cameron. L. Sayah made a motion to approve the scope of the contract with Mary Fillmore for the described services at a price of \$125 per hour. The motion was seconded by N. Howell-Sherman. The Manager indicated that the estimated number of hours for work is 12 – 15 hours. The motion passed.

As a follow-up, the Manager indicated that attorney Cameron stated that sessions as described in the scope at which a quorum of the Trustees would be present can be held in Executive Session and he based that opinion on 1 VSA §313(a)(3) which is evaluation of a public officer.

N. Howell-Sherman made a motion to go forward with a 360 degree evaluation of the police chief that was discussed at a prior meeting and the spend \$500 to perform the evaluation. The motion was seconded by L. Sayah and passed unanimously.

**MANAGER ITEMS**

The State is doing substantial damage estimates on their buildings in the complex and the Municipality must make the determination as to whether the buildings are substantially damaged. A discussion was held as to whether or not to hire an estimator to review the determinations. The outcome of the determinations will be audited by FEMA. W. Shepeluk sent requests to three different firms for a proposal. The lowest proposal was under \$5,000. C. Nordle made a motion to approve the hiring of Steve Pitkin to assist in reviewing the substantial damage determination packets that the State has provided at the \$60 rate proposed with the understanding that staff will monitor and keep the Board up to date. The motion was seconded by R. Ellis and passed by those present.

The Trustees adjourned at 8:35pm.

**RECREATION COMMITTEE CIP RECOMMENDATIONS FOR FY2013**

P. O'Neill, B. Minter, and H. Murray were present to make some recommendations for the CIP for FY2013. They distributed a list with their priorities for 2013, which included issues at the pool, completion of the dog park, provide gas/maintenance for grooming equipment for cross country trails around Dac Rowe, identify and implement plan to address surface issues on tennis courts, address issue of summer program not being able to accommodate all families wanting to enroll, hire a part time recreation director, and invest in programs/equipment/events that encourage locals to exercise mind and body and invites visitors to Waterbury. A brief discussion as held on each item.

**SENIOR CENTER BUDGET REQUEST FOR FY2013**

K. Smith and H. Murry were present to present their budget request for 2013. They are asking for \$10,000 in the regular budget and a \$20,000 special article, like last year. She recapped 2012 and explained the budget for 2013.

There being no further business, the meeting was adjourned at 9:20pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: December 3, 2012