

**Meeting of the Waterbury Select Board
June 16, 2014
Main Street Fire Station**

Present: K. Miller, Acting Chair; J. Grenier, C. Viens, and D. Schneider, Select Board; S. Lotspeich, Community Planner; A. Tuscany, Public Works Director; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: Clem Despault, Darrick Pitstick, Rebecca Ellis, Fauna Hurley, Bill Minter, Chad Ummel, and Frank Spaulding.

The meeting of the Select Board was called to order at 7:00pm.

REVIEW AGENDA

One item was removed from the agenda: Selection of a Construction Management firm. The Phase II Environmental Study needs to be completed before a contract can be signed. C. Viens asked that the Vermont Land Trust waiver of fee request be pulled from the consent agenda. This request will be discussed preceding the consent agenda items.

PUBLIC

R. Ellis was present on behalf of Jamie Ervin of Waterbury Leap, who would like to apply for a grant under the Georgetown University Energy Prize. The emphasis is on energy efficiency, both electric and thermal. R. Ellis explained the program, and stated that the finalist will receive \$5 million, and although that is a long shot, there is seed money along the way. The application deadline is June 30th. They would like a letter of support from the Select Board. D. Schneider made a motion to authorize Bill Shepeluk to write a letter of support for the Georgetown University Energy Prize grant application. The motion was seconded by C. Viens and passed by those present.

RECREATION COMMITTEE INTERVIEW

Frank Spaulding was present to express interest in serving on the recreation committee. He is a 20 year veteran of the State Parks system, and is interested in serving the community. K. Miller asked how the program could be improved. He sees positive changes to the programs and sees incredible potential for linking community programs with the State. J. Grenier asked if he could help lay out a financial plan for some of the projects. F. Spaulding stated he would glad to bring his experience to planning. C. Viens asked if he could help the Town move forward with programs and funding, and expressed desire that the programs become self funded. F. Spaulding stated that return on investment is not just cash, but tighter communities and healthy children, and that it is very difficult to self fund recreation. C. Ummel stated that the recreation committee strongly endorses his appointment. J. Grenier made a motion to appoint F. Spaulding to the Recreation Committee for a term to expire April 30, 2017. The motion was seconded by C. Viens and passed by those present.

B. Minter asked if F. Spaulding could help with some of the recreational plans at Hope Davey fields. B. Minter stated that Paul Reed will be going through an Act 250 process on an adjoining property and has a hearing on Wednesday, and asked if F. Spaulding could be involved with the hearing. K. Miller stated he is welcome to attend the hearing, but not as a representative of the Town. B. Minter will touch base with S. Lotspeich about the hearing.

WATERBURY ARTS FESTIVAL

F. Hurley and D. Pitstick were present to give an overview of the Arts Festival on July 11th and 12th. D. Pitstick explained that the festival will be very similar to last year. They are enlarging the beer and wine tent to a 90' x 40' area. The vendors are all local vendors. They will be bringing in regionally known bands, which will attract more people. On Friday, they

would like to have the event last until 10:00pm. A discussion was held as to what streets will need to be closed and when.

J. Grenier made a motion to close Stowe Street and Bidwell Lane as specified in the discussion. The motion was seconded by D. Schneider and passed by those present.

UPDATE FROM PARKING COMMITTEE

D. Schneider stated the committee has met twice and will meet on the 2nd and 4th Friday's of the month at 8:00am at the Steele Block. J. Larkin and H. Defeo are representing the business community. They will be gathering data about the various types of parking needed. K. Miller suggested that the minutes of committee meetings be posted on the website.

JUNKYARD PERMIT

S. Lotspeich was present with Clem Despault to ask for local approval for the junkyard. The local approval is done every three years. S. Lotspeich and R. Morrison met with the owner to review any zoning related issues. They found in their inspection that most of the items in the conditions outlined in 2011 had been addressed. Some issues pop annually, such as tire stock piles and debris. There is an ongoing issue with an area to the left of the main gate which is supposed to be lawn area and currently has vehicles parked in that location. S. Lotspeich described some additional conditions required under the permit. C. Despault stated that some articles accumulate during the winter and he takes care of them in the spring, and that is being done now. J. Grenier asked if materials are stored in roll-off dumpsters and C. Despault responded in the affirmative. Currently the dumpster is full, but another one is coming in this week. In general, the property is in conformance.

J. Grenier made a motion to approve a certificate of approval for location of a salvage yard for a 3 year period with the findings of fact and conclusions as laid out in the June 16, 2014 memo. The motion was seconded by C. Viens and passed by those present.

MANAGER'S ITEMS

W. Shepeluk previously distributed a memo dated June 13, 2014. The memo explained that the Vermont Housing & Conservation Board has requested of CVCLT that their loan to the Ladd Hall project be given a higher position than the CDBG loans from the Town and Village. This means moving from a shared 5th position with the Village to a shared 6th position.

J. Grenier made a motion to allow the Town to accept a co-equal sixth position with the Village for the loan of Town CDBG revolving loan funds to the Housing Vermont – CVCLT project at Ladd Hall and to explicitly allow the mortgage(s) to be assigned to CVCLT or its successor organization, if and when that may be in the best interest of the project; however, assignment of the mortgage(s) to any other party may be allowed only with explicit written approval of the Town. The motion was seconded by D. Schneider and passed by those present.

S. Lotspeich distributed a draft memorandum of agreement between the Town of Waterbury and the Lamoille County Planning Commission concerning installation, ownership, and maintenance of Green Mountain Byway interpretive panels at Hope Davey Park. He explained that there are two locations where interpretive panels will be placed. Because there is federal highway money involved, an MOA is required with the land owner, which spells out the commitments. A discussion was held as to whether the town would have to pay for replacement panels in the event of vandalism.

J. Grenier made a motion to authorize the Municipal Manager to sign the MOA between Town and the Lamoille County Planning Commission. The motion was seconded by C. Viens and passed by those present.

A. Tuscany reported that he attended a long mediation session on the roundabout, and the Town has signed agreements with the two parties that appealed the necessity. These agreements will have to be reviewed by the court. Hopefully contracts will be signed with J. A. Macdonald and Dubois & King this week. J. A. MacDonald hopes to start work by July 4th.

D. Schneider made a motion to authorize the Municipal Manager to sign a construction contract for the construction of the roundabout with J. A. MacDonald for \$3,884,867.40. The motion was seconded by C. Viens and passed by those present.

The local share is estimated to be \$113,244, some of which is paid by the Village.

C. Viens made a motion to authorize the Manager to sign construction inspection services contract with Dubois & King for not more than \$311,349. The motion was seconded by J. Grenier. D. Schneider asked if they were the clerk of the works. The motion passed. There is no cost share.

A. Tuscany reported that the application for the Class 2 paving grant for Winooski Street and Stowe Street has been approved, and that the structures grant for Laurel Road bridge has been approved.

S. Lotspeich voiced appreciation for the work A. Tuscany has done on the roundabout.

MUNICIPAL BUILDING ITEMS

Included in the June 13th memo from W. Shepeluk was a recommendation for a one year deferment of principal payment on the bond, and amortization over 21 years. The first principal payment would be made in November of 2016. This will assist with keeping the tax rate level at that time.

J. Grenier made a motion to defer the principal payment on the bond to 2016 and to amortize over a 21 year period. The motion was seconded by D. Schneider and passed by those present.

J. Grenier made a motion to approve the Resolution and Certificate, the Loan Agreement and Bond, as well as all other necessary documents related to the \$2,950,000 issue for Municipal Offices, Library and Historical Society approved by the voters on March 4, 2014 and to authorize the Select Board and its Chairperson to sign the documents as necessary. The motion was seconded by C. Viens and passed by those present.

TOWN CLERK'S ITEMS

C. Lawrence explained that it may be necessary for the Town to borrow from the Village UDAG fund in anticipation of taxes. J. Grenier made a motion to authorize the Manager to borrow up to \$150,000 from the Village UDAG fund at a rate not to exceed 2% per year. The motion was seconded by C. Viens and passed by those present.

C. Lawrence brought the Board's attention to a Financial Management Questionnaire, required to be filed annual with the State Auditor of Accounts. She stated the questionnaire is a self-assessment questionnaire, assuring that financial checks and balances are in place.

D. Schneider made a motion to acknowledge receipt of the Financial Management Questionnaire as completed by the Town Treasurer. The motion was seconded by C. Viens and passed by those present.

The new changes to the Open Meeting Laws require that municipalities formally designate locations for posting notices and agendas. J. Grenier made a motion to designate the municipal office, Waterbury Public Library, and Waterbury Village Post Office locations for posting notices and agendas. The motion was seconded by C. Viens.

J. Grenier amended the motion to include the Waterbury Center Post Office. The motion was seconded by C. Viens and passed by those present. The original motion, as amended, passed by those present.

The Vermont Land Trust requested a waiver of fees to use an athletic field on June 27th. C. Viens expressed concern about losing funds when organizations ask for waivers. A waiver has been allowed for local schools and churches in the past. He stated it costs money to maintain the facilities. C. Ummel suggested limiting number of usages that organizations can request a waiver of fees. By consensus, the Board denied the request.

CONSENT AGENDA ITEMS

C. Viens made a motion to approve remaining consent items as presented. The motion was seconded by D. Schneider and passed by those present.

There being no further business, the meeting was adjourned at 8:45pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: July 7, 2014

Attachment: Consent agenda items for reference

Consent Agenda Items – June 16, 2014

a.) Minutes of June 2nd and June 5th meetings

Minutes were previously distributed. Copies are available upon request.

b.) CAMA Cost Tables Services

Letter of Agreement for Computer Assisted Mass Appraisal (CAMA) Cost Tables Services

This is an annual fee for use of Marshall & Swift Cost Tables associated with the Microsolve CAMA product by NEMRC until June 30, 2015 at a cost of \$238.81. These tables are used by the Town Assessor.

c.) Walk for Children on July 31st

Ann Courchaine is proposing a Walk for Children Fundraiser (Prevent Child Abuse) on Thursday July 31st. The course route is the river loop starting at the train station and heading south. Registration will be at 8:00am and the walk will start at 10:00am.

d.) Vermont Land Trust – Waiver of Fee

The Vermont Land Trust is having a staff picnic on June 27 on a ball field and has requested waiver of fee, as they are a non-profit.

Removed from Consent Agenda and discussed

e.) Winterfest 2015 Planning Event

Anderson Field Pavilion on June 25th from 6:30 – 8:00pm with request for alcohol