

**Meeting of the Waterbury Select Board  
January 8<sup>th</sup>, 2018  
Steele Community Room ~ 28 North Main Street**

Present: C. Viens, D. Schneider, M. Metayer, J. Brown, Select Board; W. Shepeluk, Municipal Manager; A. Imhoff, ORCA Media; and C. Lawrence, Town Clerk.

Public: M. Hughes, Waterbury Record; A. Johnson; G. Dillon.

The meeting was called to order at 7:02pm.

**APPROVE AGENDA**

D. Schneider made a motion to approve the agenda, changing the date of the minutes under consent agenda items to December 18<sup>th</sup>. W. Shepeluk asked to add a discussion about paying a bill to Revitalizing Waterbury from the planning budget, and an amendment to custodial services contract with JaniTech. 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 December 18<sup>th</sup> meeting. The motion was seconded by D. Schneider and passed unanimously.

**PUBLIC**

A. Johnson thanked the Manager and Board members for attending the community summit last Saturday.

**ADDED AGENDA ITEMS**

W. Shepeluk asked the Board to consider an amendment to the Town's contract with JaniTech for custodial services. The contract calls for a \$45 per month increase at the Municipal Office. There is also a slight increase in the contract for the Maple Street Fire Station. M. Metayer made a motion to authorize the Manager to sign the amendment to the contract. The motion was seconded by D. Schneider and passed unanimously.

W. Shepeluk asked to discuss the payment of a contract amount to Revitalizing Waterbury. The Town makes one payment to the general budget of RW in the amount of \$1,416.67 per month, and a second payment of \$4,300 per month for Economic Development Director services. The general budget payment is placed in the Town budget but not paid until April after approval at Town Meeting. W. Shepeluk asked if the Board would allow the payment of the general fund payment of \$1,416.67 on a monthly basis versus waiting until April. The payment for Economic Development Director services is already paid on a monthly basis. J. Brown made a motion pay RW on a monthly basis. The motion was seconded by M. Metayer and passed unanimously.

**MAD RIVER RESOURCE MANAGEMENT ALLIANCE**

John Malter was present to give an update on the work of the Mad River Resource Management Alliance over the past year. He distributed the annual report and budget for 2018. The Alliance continues to keep the cost at \$6.00 per capita so there will be no rate increase. The Alliance is moving in a good, stable direction.

**DISCUSS 51 SOUTH MAIN STREET**

W. Shepeluk sent a draft proposal to the Board last week. The proposal meets the criteria of the RFP. The deadline for the RFP's was Friday January 5<sup>th</sup> at noon. One other private individual submitted a proposal as well. The cost is estimated to be between \$40,000 and \$55,000 per year for five years. If accepted, the cost will have some impact to the tax rate. J. Brown suggested purchasing the property, preserving the parking and subdividing and selling off a portion of the property.

C. Viens asked the Board to consider whether or not money should be spent now to secure parking in the Village. M. Metayer stated the reason to purchase the property would be to secure future parking and the Village may not do this after the Main Street Reconstruction.

By consensus, the Board decided to leave the offer on the table and meet with the Trustees on Wednesday evening.

### **MANAGER'S ITEMS**

With G. Dillon in attendance, W. Shepeluk asked for clarification as to what type of office the Vermont State Police would need as resident troopers and whether or not one of the Fire Stations could be used. M. Metayer clarified what type of space would be needed which included desk space, space for computer use, and restrooms. G. Dillon asked if meetings with the public or interviews would occur in the building and if the building would become a target due to police activity. Discussion on this topic will continue at a later date, but G. Dillon stated he is amenable to providing office space for the troopers.

### **2018 Fire Department Budget**

G. Dillon was present to discuss the Fire Department budget. The budget proposed is a 'maintenance budget'. The increase is a little less than the rate of inflation. W. Shepeluk stated that the workers compensation line item is a very volatile factor; however, Fire Department calls have been down fairly consistently over the past several years.

W. Shepeluk has sent Duxbury a draft of the Fire Protection Contract based on current numbers. The proposed fee is \$107,570.

D. Schneider asked about dispatching costs. There was some confusion as to what was budgeted last year, but this year's budget should reflect an appropriate increase over the actual costs in 2017. A discussion was held as to how dispatching functions.

The proposed budget for 2018 is \$732,805, about 2.1% higher than last year's budget. There are no planned vehicle purchases in 2018, but money will be transferred to the CIP for future purchases.

D. Schneider made a motion to approve the Fire Protection Contract between the Towns of Waterbury and Duxbury as presented. The motion was seconded by J. Brown and passed unanimously.

### **2018 Highway Department Budget**

W. Shepeluk previously distributed budget information and a narrative for the Highway Department Budget. W. Shepeluk reviewed the Highway Department budget and gave an explanation of several line items. The budget proposes to continue the employment of a seasonal worker from 2017 for the period January through April, up to 40 hours per weeks. It also proposes to hire a new full-time employee to be shared in the highway and parks departments.

W. Shepeluk explained that the pay rates in the highway department are low compared to the average among other municipalities. W. Shepeluk is proposing that some highway employees receive bump ups in their pay, some incrementally. C. Viens asked what the increase in the tax rate would be to give pay increases and increase staff. W. Shepeluk stated it would add about a penny to the tax rate.

The increase in the budget from that of last year is 2.1%, but the taxes required are less than last year.

### **2017 Borrowing for Grader and Tower Truck**

W. Shepeluk distributed and reviewed two different highway vehicle CIP's and a fire vehicle CIP. A grader and tower truck was purchased in 2017. There is currently \$1.2 million in the Town General Fund. The Town has only borrowed from itself for these purchases, but the Select Board at any point has voter authorization to borrow from a bank. The period of the loan cannot exceed 5 years. The

question is whether or not the Board wishes for the Town to borrow from itself. Continued discussion can be held at a later date.

**Other Departmental Budgets**

W. Shepeluk reviewed other minor funds briefly and will forward the information to the Board.

C. Viens stated that there is no generator for the Municipal Building and he would like to discuss this in the future. He also expressed interest in what the status is of Stanley Hall, and Main Street Reconstruction.

C. Viens asked about advertising for the Special Town Meeting on January 23<sup>rd</sup>. M. Metayer stated that the Waterbury Record will run a letter on Thursday and a front page article the following week. He will also post information on Front Porch Forum.

There being no further Select Board business, the meeting adjourned at 10:00pm.

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: \_\_\_\_\_