

**Meeting of the Waterbury Select Board
April 20th, 2020
28 North Main Street**

Present (either in person or by telephone): C. Viens, M. Bard, K. Martin, M. Frier and N. Fish, Select Board; W. Shepeluk, Municipal Manager; and C. Lawrence, Town Clerk.

Public: Alyssa Johnson, Economic Development Director.

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

APPROVE AGENDA

W. Shepeluk asked to add that the Board consider the Certification of Compliance for Town Road and Bridge Standards and Network Inventory for 2020. M. Bard asked for a brief discussion on the School Board's selection of the Waterbury member. M. Bard made a motion to approve the agenda as amended. The motion was seconded by K. Martin and passed unanimously.

CONSENT AGENDA ITEMS

M. Bard made a motion to approve the consent agenda items including the minutes of the April 6th meeting and to extend the waiver of late fees for dog licenses until May 31, 2020. The motion was seconded by K. Martin and passed unanimously.

PUBLIC

There was no public comment.

MANAGER'S ITEMS

Discussion of Economic Development Services

W. Shepeluk previously distributed a letter to the Board with regard to Revitalizing Waterbury's 2020 funding of \$70,160 and economic development services. The letter recommends that the Town fund the organization as approved at Town meeting, and give RW the flexibility as to how the money is spent. W. Shepeluk explained that their revenues are down and some events have been cancelled. Shepeluk recommended that the Board authorize him to sign the letter. N. Fish made a motion to authorize the Municipal Manager to sign the letter of funding confirmation to Revitalizing Waterbury. The motion was seconded by M. Frier and passed unanimously.

Update – Lending Concept for Sick Time

The Board discussed the lending concept for sick time at the last meeting. In the meantime, the EFUD Commissioners are on board with the concept. W. Shepeluk explained that it may not be implemented, but he would like approval in case it is implemented in the future. K. Martin asked if the Board would be notified if the concept is implemented. W. Shepeluk responded in the affirmative. He stated that one small tweak is that sick time would be donated to a central bank versus redistributed to employees. M. Bard made a motion to approve the lending concept for sick time for Town employees as presented by the Town Manager. The motion was seconded by N. Fish and passed unanimously.

COVID-19 Update

W. Shepeluk gave an update on COVID-19. There are more Town employees that have been laid off both in the municipal office and library. Salaried staff all volunteered to have a reduction in pay. W. Shepeluk met with the Library Commissioners last week. W. Shepeluk explained which positions have been fully or partially laid off. He then explained what work is being done in the highway department. The two bars to returning back to somewhat normal depends on the Governor's Order and where the Town stands financially at that time. M. Bard asked if the office, given the Governor's recent amendment to allow certain professional services, is allowing this action. W. Shepeluk

explained the rotation of office staff in the office and stated that the office is still closed to the public. M. Bard asked if the various Boards are meeting remotely. W. Shepeluk responded that the DRB is meeting as there are projects in the pipeline.

Budget Report

W. Shepeluk previously distributed the CIP budgets and the Operating budgets. He is trying to determine how the budget will resolve given certain actions that may be taken. W. Shepeluk stated he is trying to target lower spending and estimate revenues. He then reviewed the CIP budgets. The proposed ending fund balance is \$220,504, or down \$52,004 that was approved at Town Meeting.

W. Shepeluk reviewed the Operating budgets, starting with the highway and library funds. If all comes to fruition, the highway fund would end up with a \$151,089 surplus because all revenues will be received in terms of taxes and expenses will be cut. The library will end up with a surplus as well, for the same reasons. The target surplus is \$24,167. W. Shepeluk reviewed the operating budget. If things goes as proposed, the fund will have a deficit of \$437,188. When the highway and library surplus is added in, the net deficit is \$261,932. The budget proposal suggests a tax rate of 50 cents versus the 55 cent tax rate that was approved at Town Meeting, or a 9% reduction. The Board will have to decide what tax rate they would like to bill, either the rate approved at Town Meeting or something less to be proactive for those that will have difficulty paying their taxes.

Property taxes were discussed. In order to waive penalties and interest, there would either have to be a special town meeting or there will need to be a legislative change where the Select Board can take action. M. Bard stated he supported lowering the tax rate to support the community. He also expressed concern with the potential opening of recreation facilities and questioned what the library staff is working on and how they are being held accountable. W. Shepeluk responded that he has been in contact the library director and Commissioners, however he does not supervise the library staff. With regard to the recreation programs, it is too early to make decisions without more information from the Governor's office.

Certification of Compliance for Town Road and Bridge Standards and Network Inventory

W. Shepeluk explained that VTrans has standards for highway, bridges and culverts. If the Town follows the standards, it will be eligible for grant money. The Certification was last approved in 2013 so this is an update. M. Bard made a motion to adopt the Certificated of Compliance for Town Road and Bridge Standards and Network Inventory. The motion was seconded by M. Frier and passed unanimously.

School Board's Selection of Waterbury Representative

M. Bard stated that the one candidate that was not selected expressed concern that he did not know when the Select Board met last. The candidate that was selected took initiative to join the meeting. Perhaps in the future, the Select Board can make a recommendation. N. Fish stated that he joined the meeting as was glad that the Board had not made a decision as they had not heard from the second candidate and agreed that the Board should, in the future, make a recommendation. W. Shepeluk stated that the law will change on July 1 and if this situation happens again after that date, the Select Board will make the appointment. K. Martin suggested that School Board representatives be invited to a future Select Board meeting.

There being no further Select Board business, the meeting adjourned at 8:54pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: May 18, 2020