

**Meeting of the Waterbury Select Board
November 20th, 2017
Steele Community Room ~ 28 North Main Street**

Present: D. Schneider, M. Metayer, J. Brown, M. Frier, and C. Viens (for the police services discussion, by phone), Select Board; W. Shepeluk, Municipal Manager; B. Farr, Long Term Community Recovery Director; S. Lotspeich, Community Planner; A. Imhoff, ORCA Media; M. Hughes, Waterbury Record; and C. Lawrence, Town Clerk.

Public: Alyssa Johnson, Harry Shepard, Alec Tuscany.

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

APPROVE AGENDA

M. Metayer made a motion to approve the agenda. The motion was seconded by M. Frier and passed unanimously.

CONSENT AGENDA ITEMS

M. Frier made a motion to approve the consent agenda items, including the minutes of the November 6th meeting, and an Error & Omissions letter dated November 9, 2017. The motion was seconded by M. Metayer and passed unanimously.

PUBLIC

There was no public comment.

POLICE SERVICES DISCUSSION

M. Metayer distributed follow-up information on the recommendations from the Police Services Study Committee. The committee put together three options for implementation and all include the Vermont State Police resident trooper pilot program. The different options phase in a Town department over varying years. M. Metayer then reviewed the budget assumptions and options (attached).

C. Viens asked if the costs for vehicles and office space were included in the analysis. M. Metayer responded that operational expenses are included. The expense for the cars is a variable and may be a heavier upfront cost. W. Shepeluk reiterated that all options consider a local options tax. There is also revenue generated by fines. It would be the goal to have the resident troopers write tickets on the municipal ordinances in order to collect the revenue. M. Metayer stated that all three options are viable; it just depends on the rate at which a Town wide department is implemented. The resident trooper program is a pilot and will be looked at year to year.

The issue may be considered at a special Town meeting early in the year as a single issue item. The vote will be from the floor as it is a public question. It can also be considered at Town meeting in March. The timing will be considered in the near future.

C. Viens asked to discuss other costs to taxpayers coming in the next five years, such as ambulance services, Main Street reconstruction, road maintenance, etc. W. Shepeluk stated the local share on Main Street is \$400,000 over 3 years, some of which will be paid by the Village water and sewer budgets. W. Shepeluk stated that he does not yet know what the costs will be for ambulance services, but has a meeting tomorrow. The Town currently pays dispatching costs of \$65,000, and Duxbury pays its share as it is expensed in the Fire Department budget. The rest of the budget is based on asks from the various departments each year, and the budget has been managed well over the years.

C. Viens speculated that there may be a 20 cent increase in the tax rate over the next 5 years and expressed concern about the delay of the implementation of the local options tax. If the implementation fails, the taxpayers will be burdened with the costs of a local police department and the tax should be phased in at the same time as the police services. W. Shepeluk explained that at the voters will be voting for a budget just for 2018 as budgets are voted on one year at a time, and that he felt the 20 cent estimate was on the high side.

W. Shepeluk stated that there is a big cost for the community to do nothing, and that the resident trooper program is a good start. The Board needs to decide how to present the resident trooper plan to the public. The issue will be revisited at the December 4th meeting.

M. Frier expressed concern about a local options tax, and stated that there would be a cost to the community.

CONSIDER GRANT AGREEMENT WITH VTRANS FOR PHASE 1 OF THE BIKE/PED IMPLEMENTATION

B. Farr stated that the community went through a scoping study several months ago for the bike and pedestrian project in Colbyville. VTrans has forwarded a grant agreement which the Manager needs authorization to sign. J. Brown made a motion to authorize the Municipal Manager to sign the grant agreement for the bike and pedestrian project. The motion was seconded by M. Frier and passed unanimously.

CONSIDER LETTER OF SUPPORT FOR THE STATE TO ACQUIRE A CONSERVATION EASEMENT ON ROSCIOLI FLOODPLAIN PROPERTY

S. Lotspeich was present to explain a conservation easement on the Roscioli floodplain property. The Department of Environmental Conservation has asked the Town for a letter of support. The Town stands to benefit from the conservation of floodplains through the FEMA rating system. M. Frier made a motion to authorize the Municipal Manager to sign letter of support for the State to acquire a conservation easement on the Roscioli floodplain property. The motion was seconded by J. Brown and passed unanimously.

MANAGER'S ITEMS

Third-Quarter Financial Statements

The Municipal Manager presented and reviewed financial statements through the end of October. In terms of revenues, the Town has collected approximately 97% of property taxes. The PILOT payment was much higher than anticipated. The Town is in very good shape on the spending side with about 60% of the General Fund budget spent to date. W. Shepeluk then reviewed the Highway budget and Library budget which are also in good shape. All of the reserve funds that have investments in them are doing quite well.

2018 Budget – Preliminary Discussion

Preliminary budget discussions occurred during the police services discussion, for the most part. The Manager is in the process of hiring for the bookkeeper position. The hiring of a Financial Manager can be considered at a later date. The highway department is asking to bring a seasonal worker on full time.

Discuss Main Street Reconstruction Schedule

The Town is being asked if the contractor will be allowed to work on Saturdays. RW is working with the business community to explore this request. M. Frier asked if Sunday could be an extra work day as opposed to Saturday. This can be decided at the next meeting.

TD Bank Parking

At a recent joint meeting, there was discussion about the importance of public parking at TD Bank. At the Board's request, the Municipal Manager has drafted a letter to the realtor of the property explaining the importance of the parking area to local businesses after hours. This may result in the

new owner of the property charging for parking. The letter would be shown to prospective buyers. The Trustees are inclined to sign the letter. D. Schneider recommended that the Select Board sign the letter.

M. Frier asked if there would be an opportunity for the Town to purchase the TD Bank property. W. Shepeluk stated that the purchase would require a town vote and recommended against becoming a landlord. M. Frier made a motion to authorize the Municipal Manager to investigate what is involved in purchasing the TD Bank property. The motion was seconded by J. Brown and passed unanimously.

By consensus, the Select Board agreed to sign the letter.

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

Respectfully submitted,

C. Lawrence, Town Clerk

Approved on: _____

Budget Assumptions

Salary & Benefits: Salary (\$\$\$) x 1.3 = Salary & Benefits per employee

Operational Expense: Salary & Benefits x 1.2 = 80% employee expense + 20% operational expense

Chief: \$80,000 x 1.3 = \$104,000

Officer: \$60,000 x 1.3 = \$78,000

Adm Staff: \$20,000 x 1.3 = \$26,000 (part time; benefits package included as option)

Patrol Vehicle: Fully equipped & marked - \$50,000 per vehicle (5-year lifespan??) included within operational expense, but may be a front-loaded expense depending on buy/lease arrangements

Annual budget growth: .025

Chief; 2-officers; 1-adm: \$286,000 (S & B) x 1.2 (OE) = \$343,200;

Year 2: \$351,780; Year 3: \$360,575

Chief; 4-officers; 1-adm: \$442,000 (S & B) x 1.2 (OE) = \$530,400;

Year 2: \$543,660; Year 3: \$557,252

*Chief; 6-officers; 1-adm: \$624,000 (S & B) x 1.2 (OE) = \$748,800;

Year 2: \$767,520; Year 3: \$786,708

*Chief plus 6 officers option assumes 1 sergeant position at higher rate of pay.

Municipal tax rate: .01 = \$70,000 revenue

- a) Estimated revenue generation
- b) Example uses rounding to nearest whole cent
- c) Example assumes property tax revenue only - no local option tax revenues are added

OPTION – A - (establish PD hiring in 1st year)

1st YEAR – 2018: \$280,000 (.04 on municipal tax rate)

Advertise for, and hire a chief of police (6-month plus office/equipment expense \$100K~)

- Establish a community advisory board to assist with basic development steps
 - Hiring review criteria
 - Hiring process assistance
- Focus on policy development and operational issues
- Contract with VSP for 3-yr, Resident Trooper pilot project
 - Two Troopers assigned to provide direct services to Waterbury
 - Start date of July results in ½ year expense during 2018 (\$365K/2 = \$180K~)
- Use existing police department office space for Troopers & chief
- Retain better cruiser for use by chief (unmarked)
- Assess serviceability of remaining police equipment and re-issue as appropriate

2nd YEAR – 2019: \$625,000 (.09 on municipal tax rate)

(increase of \$345,00 from year one)

- Full year of Resident Trooper pilot (\$365K)
- Full year of chief (salary/equipment/office) (\$130K)
- Hiring process and employ 2 full-time officers (\$130K) (may be staggered over the year)
- Begin patrol coverages as certification/training is completed
- **Develop proposed local option tax plan??**

3rd YEAR – 2020: \$838,200 (.12 on municipal tax rate)

(increase of \$213,200 from year two)

- Full year of Resident Trooper pilot (\$365K) (may be reduced as PD staffing occurs)
- Full year of chief and 2 officers (\$343,200)
- Hiring process and employ 2 full-time officers (\$130K) (may be staggered over the year)
- Increased patrol coverage provided by PD
- **Voter approval/Legislative approval of LOT??**

4th YEAR – 2021: \$840,400 - OR - (\$660,400 - ?? without resident trooper option)

(.12 on municipal tax rate; increase of \$2,200 from year three)

-OR-

(.09 on municipal tax rate; decrease of \$177,800 from year three)

- Half-year of Resident Trooper pilot (\$180K~) (may be optional or transitioned out)
- Full year of chief and 4 officers (\$530,400)
- Hiring process and employ 2 full-time officers (\$130K) (may be staggered over the year)
- Full patrol coverage provided by PD
- **Implement LOT??**

5th YEAR – 2022: \$748,800 (.11 on municipal tax rate)

(decrease of \$91,600 or increase of \$88,400 from year four)

- Full year of chief and 6 officers (full staffing)
- Full patrol coverage provided by PD

OPTION – B - (establish PD hiring in 2nd year)

1st YEAR – 2018: \$210,000 (.03 on municipal tax rate)

Contract with VSP for 3-yr, Resident Trooper pilot project

- Two Troopers assigned to provide direct services to Waterbury
- Start date of July results in ½ year expense during 2018 (\$365K/2 = \$180K~)

- Use existing police department office space for Troopers
 - Rent/utilities/services (~ \$30K)

- Establish a community advisory board to assist with basic development steps
 - Hiring review criteria
 - Hiring process assistance

2nd YEAR – 2019: \$595,000 (.08 on municipal tax rate)

(increase of \$385,000 from year one)

- Full year of Resident Trooper pilot (\$365K)
- Recruit/hire chief (salary/equipment/office) (\$100K) (half-year; July – Dec)
- Hiring process and employ 2 full-time officers (\$130K) (half-year; July - Dec)
- **Develop proposed local option tax plan??**

3rd YEAR – 2020: \$838,200 (.12 on municipal tax rate)

(increase of \$243,200 from year two)

- Full year of Resident Trooper pilot (\$365K) (may be reduced as PD staffing occurs)
- Full year of chief and 2 officers (\$343,200)
- Hiring process and employ 2 full-time officers (\$130K) (may be staggered over the year)
- Increased patrol coverage provided by PD
- **Voter approval/Legislative approval of LOT??**

4th YEAR – 2021: \$840,400 - OR - (\$660,400 - ?? without resident trooper option)

(.12 on municipal tax rate; increase of \$2,200 from year three)

-OR-

(.09 on municipal tax rate; decrease of \$177,800 from year three)

- Half-year of Resident Trooper pilot (\$180K~) (may be optional or transitioned out)
- Full year of chief and 4 officers (\$530,400)
- Hiring process and employ 2 full-time officers (\$130K) (may be staggered over the year)
- Full patrol coverage provided by PD
- **Implement LOT??**

5th YEAR – 2022: \$748,800 (.11 on municipal tax rate)

(decrease of \$91,600 or increase of \$88,400 from year four)

- Full year of chief and 6 officers (full staffing)
- Full patrol coverage provided by PD

OPTION – C - (establish PD hiring in 3rd year)

1st YEAR – 2018: \$210,000 (.03 on municipal tax rate)

Contract with VSP for 3-yr, Resident Trooper pilot project

- Two Troopers assigned to provide direct services to Waterbury
- Start date of July results in ½ year expense during 2018 (\$365K/2 = \$180K~)

- Use existing police department office space for Troopers
 - Rent/utilities/services (~ \$30K)

2nd YEAR – 2019: \$395,000 (.06 on municipal tax rate)

(increase of \$185,000 over year one)

- Full year of Resident Trooper pilot (\$365K)
- Use existing police department office space for Troopers
 - Rent/utilities/services (~ \$30K)
- Establish a community advisory board to assist with basic development steps
 - Hiring review criteria
 - Hiring process assistance
- **Develop proposed local option tax plan??**

3rd YEAR – 2020: \$595,000 (.09 on municipal tax rate)

(increase of \$200,00 over year two)

- Full year of Resident Trooper pilot (\$365K)
- Recruit/hire chief (salary/equipment/office) (\$100K) (half-year; July – Dec)
- Hiring process and employ 2 full-time officers (\$130K) (half-year; July - Dec)
- Use existing police department office space for Troopers and PD staff
 - Expense included w/chief expense
- **Voter approval/Legislative approval of LOT??**

4th YEAR – 2021: \$653,200 - OR - (\$473,200 - ?? without resident trooper option)

(.09 on municipal tax rate; increase of \$58,200 from year three)

-OR-

(.07 on municipal tax rate; decrease of \$121,800 from year three)

- Half-year of Resident Trooper pilot (\$180K~) (may be optional or transitioned out)
- Full year of chief and 2 officers (\$343,200)
- Hiring process and employ 2 full-time officers (\$130K) (half-year; July - Dec)
- Full patrol coverage provided by PD
- **Implement LOT??**

5th YEAR – 2022: \$530,400 (.08 on municipal tax rate)

(decrease of \$122,800 or increase of \$57,200 from year four)

- Full year of chief and 4 officers (nominal staffing)
- Full patrol coverage provided by PD
- PD space expense included in estimate of expense per officer
- Option to add up to 2 additional officers for full staffing (following process noted above)