

**Meeting of the Waterbury Select Board**  
**April 4<sup>th</sup>, 2022**  
**28 North Main Street**

Present: M. Bard, D. Kehlmann, A. Johnson and R. Clapp, Select Board; N. Nadeau, Recreation Director; W. Shepeluk, Municipal Manager; and C. Lawrence, Town Clerk.

Public: ORCA Media; Christopher Shenk and Linda Gravell, CVFiber; Olivia LeClerc, Central Vermont Prevention Coalition; P. Howard Flanders, EFUD Commissioner; Tom Scribner; Meg Baldor; Anne Imhoff; Mallory Culbertson, Maroni Minter, Lisa Walton; and Monica Callan.

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

**APPROVE AGENDA**

C. Lawrence asked to add the approval of liquor licenses for Hen of the Wood and Thai Smile Restaurant to the consent agenda items. R. Clapp made a motion to approve the agenda as amended. The motion was seconded by D. Kehlmann and passed unanimously.

**CONSENT AGENDA ITEMS**

D. Kehlmann made a motion to approve the consent agenda item including the minutes of the March 21<sup>st</sup> meeting, and liquor licenses for Maxi's Restaurant, Zen Barn, Old Stage Coach Inn, Pro Pig Brewery, Hen of the Wood, Freak Folk Brewery, Jimmz Pizza, Thai Smile Restaurant and Stowe Street Cafe. The motion was seconded by R. Clapp and passed unanimously.

**PUBLIC**

There was no public comment.

**SELECT BOARD ITEMS**

**Presentation by Central Vermont Prevention Coalition**

Olivia LeClerc joined the meeting to give the Board information on the Central Vermont Prevention Coalition. They are hosting drug and alcohol community forums around the state. The community forum for the Harwood Unified Union School District will be held on April 27<sup>th</sup> from 6:00pm to 7:30pm via zoom and at the Municipal Center.

**Bee the Change – Request for Pollinator Garden**

W. Shepeluk received an email back in January from Patrick Kitchen of 'Bee the Change'. The organization is trying to increase pollinator gardens in the state and would like the Town to designate a parcel where a pollinator garden can be planted. B. Woodruff suggested using some land at Dac Rowe fields, over by the community gardens and pavilion. M. Baldor stated that Hope Davey Park would also be a prime location for a pollinator garden. R. Clapp made a motion to accept the proposal for the 'Bee the Change' pollinator garden. The motion was seconded by D. Kehlmann and passed unanimously.

**CVFiber Reappointments**

R. Clapp made a motion to appoint Linda Gravell as Delegate and Christopher Shenk as Alternate Delegate to CVFiber with terms ending April 30, 2023. The motion was seconded by A. Johnson and passed unanimously.

**CVFiber Discussion**

C. Shenk explained that CVFiber has several goals that are prioritized. The main goal is to bring internet service to underserved communities. Additional goals are to provide high speed and affordable internet service. M. Bard stated that the concern is that CVFiber would be recreating another entire network that would not just accommodate the underserved. C. Shenk stated that there are 86 homes in Waterbury that are underserved and that it would not be sustainable to build out fiber to 86 homes. C. Shenk stated that one of the goals is to get the monthly rates as low as possible.

W. Shepeluk asked how much of the 72 miles would need to be built to serve the 86 underserved households. C. Shenk explained that the ARPA fund request of \$75,000 and the equal match would be used to run fiber from the back bone to the household and a majority of the almost \$3 million expense comes from grants and federal funding. L. Gravell explained that there is an equity problem and that the Board can specify how the \$75,000 will be spent. R. Clapp asked for information on the constituency that would use the CVFiber internet service. L. Gravell stated that this would take too much time and that the matching funds would be depleted by then. C. Shenk reiterated that time is ticking on the matching funds and that the Board needs to determine the criteria for the funding. M. Bard recommended that the Select Board members address additional questions to L. Gravell or C. Shenk.

### **Discuss Select Board Priorities for 2022**

A. Johnson stated that the 2022 priorities should include the Municipal Manager Search, ARPA funding and planning, to think about the Select Board relationships with the various boards and committees and to create a housing committee. R. Clapp expressed interest in managing the Town finances and to perhaps hear more about the roads. D. Kehlmann also stated interest in prioritizing ARPA funding and to enhance relationships with other boards and committees. M. Bard would like to prioritize the search for a Municipal Manager, to stay on top of the ARPA process, to attend some board and commission meetings, to meet with various town departments, to ask RW to present the housing study, and to consider a charter. W. Shepeluk stated that the priority of the Manager and staff is to execute what the voters approved.

### **Draft VLCT Contract – Municipal Manager Search**

P. H. Flanders was present to discuss the Municipal Manager search. Both the Board and Commissioners have seen a draft of the contract with VLCT. P. H. Flanders shared comments and questions from the EFUD Commissioners. R. Clapp made a motion that M. Bard and D. Kehlmann represent the Select Board with VLCT on the Municipal Manager search. The EFUD Commissioners will appoint two members and then a meeting will be scheduled with VLCT.

### **MANAGER'S ITEMS**

#### **Discuss ARPA Administration and Compliance**

W. Shepeluk explained that there is an ARPA reporting period looming (March 2021 – March 2022). Some decisions have been made as to how to use some of the funds, but no funds have been spent to date. A new Department of Treasury Rule states that ARPA funds can be used for lost revenue up to \$10 million. Waterbury has APRA funds of approximately \$1.5 million. This will be discussed at the next meeting. ARPA funds must be appropriated by 2024 and spent by 2026. R. Clapp made a motion to appoint N. Nadeau the authorized representative and W. Shepeluk the secondary representative for ARPA funding administration. The motion was seconded by D. Kehlmann and passed unanimously.

#### **Update on Wage and Salary Ranges**

W. Shepeluk had previously distributed a memo on employee pay ranges and explained that pay raises typically take place in April. W. Shepeluk reviewed the pay ranges for municipal staff. D. Kehlmann made a motion to approve the new pay ranges. The motion was seconded by R. Clapp and passed unanimously.

W. Shepeluk stated that the Town will be advertising for a new full time recreation position. W. Shepeluk recommended that the position of Recreation Director be changed to Director of Recreation and Community Services that would be a salaried position with increased responsibilities and asked the Board to give it some consideration.

**Select Board Orientation – Reserve Funds**

W. Shepeluk distributed some information on the reserve funds and had previously emailed the Investment Policy. He gave an overview of some of the funds and stated that the Investment Policy should be reviewed and updated.

There being no further business, the meeting adjourned at 9:58pm.

Respectfully submitted,

Carla Lawrence, Town Clerk

Approved on: April 18, 2022