

Waterbury Select Board  
Special Meeting  
Monday February 28, 2022  
6:30 P.M.

Present: M. Frier, M. Bard, K. Martin, D. Kehlmann, Select Board Members; A. Johnson, M. Staskus, Planning Commissioners; ORCA, L. Scagliotti, press; Neil Leitner; S. Lotspeich, W. Shepeluk, staff.

M. Frier called the meeting to order at 6:30 p.m.

M. Bard made a motion to approve the agenda as presented. It was seconded by D. Kehlmann and was approved unanimously.

M. Frier took up the Consent Agenda, but recused himself from consideration of it as he is seeking a liquor license. M. Bard took the role of chair. D. Kehlmann moved to approve the consent agenda consisting of minutes of the February 22, 2022 informational meeting and liquor licenses for Michael's on the Hill, Black Back Pub, Village Market, Vitality Mart, and The Reservoir. K. Martin seconded it. It was approved unanimously.

M. Bard, addressing the board as a private citizen expressed support and concern for the people of Ukraine and asked all Waterbury residents to do so. There was no other public comment.

S. Lotspeich introduced Neil Leitner to the board. Mr. Leitner has been nominated to the position of Assistant Planning and Zoning Administrator by the Planning Commission. As the select board is the appointing authority, the board is conducting this interview to determine whether Mr. Leitner should be appointed to the position. Mr. Leitner provided some personal and professional background information to the board. Board members had several questions for him. All agreed that affordable housing was a major issue needing attention in Waterbury and statewide. After all questions were asked and answered M. Bard made a motion to appoint Neil Leitner to the position of Assistant Planning and Zoning Administrator for a three year term, effective his start date, upon completion of a successful background investigation. K. Martin seconded the motion. The vote in favor was 4-0.

At 7:04 p.m. when a quorum of the Planning Commission was present, A. Johnson called to order the meeting of the Planning Commission. Additional attendees included Planning Commissioners E. Gross and S. Karcher (via ZOOM), and K. Grace. At 7:22 Planning Commissioner M. Koen arrived

The select board meeting remained in session. S. Lotspeich and W. Shepeluk presented information to the two boards about the state Downtown Transportation Fund grant available to Designated Downtowns and the projects Waterbury has included in its Infrastructure CIP budget to take advantage of the grant opportunity.

Staff recommends the town to seek \$200,000 of grant funding to accomplish the reconstruction of two sidewalks on Randall Street and one on Park Row, between Main Street and Randall Street. In addition, the project includes amenities in the Rusty Parker Park, including new lights

to replace the existing “period” fixtures. The estimated project cost is \$240,000. If funded, the town hopes to complete the work in 2022, but the grant award may allow up to two years’ time, if necessary. S. Lotspeich presented a resolution to the Planning Commission seeking its recommendation to the select board that the Town of Waterbury apply for a state Downtown Transportation Fund grant. A motion was duly made and seconded by Planning Commission members M. Staskus and E. Gross to recommend the resolution to the select board for their consideration. The motion was approved by the Planning Commission.

A few more questions were asked by select board members and were answered satisfactorily by staff. D. Kehlmann made a motion to approve the resolution (attached), and authorized the select board to sign it in order to apply for the state Downtown Transportation Fund grant. M. Bard seconded the motion. It was approved unanimously.

Before adjourning the meeting D. Kehlmann expressed her appreciation and that of the community for the service Mark Frier and Katie Martin have given to the board and the town during their years of service. M. Bard concurred as did staff, the Planning Commission and members of the public who were present. Mr. Frier and Ms. Martin expressed their thanks.

D. Kehlmann made a motion to adjourn and it was seconded by K. Martin. The meeting adjourned by unanimous vote at 7:22.

Respectfully submitted,

William Shepeluk  
Municipal Manager

Approved on March 21, 2022