

**Waterbury Village Board of Trustees Meeting  
Second Floor Conference Room – Steele Block  
August 19, 2015**

Attendees: P. Howard Flanders, Village President; Lawrence Sayah and Natalie Howell-Sherman, Trustees; William Shepeluk, Municipal Manager; Joby Feccia, Police Chief; Anthony Mazzilli, Police Department; Chad Ummel, Recreation Director; Anne Imhoff, ORCA Media; and Denise McCarty, Board Secretary.

Public: Kathleen Daye, Al Lewis, Don Schneider, Mary Koen, Marie Andree-Gervais.

**Opening and Call to Order**

P. Howard Flanders called the meeting to order at 7:00 pm.

**Consider Any Modification to the Agenda**

The agenda was slightly modified to include an Engagement Letter from the Auditor.

**Public**

Kathleen Daye facilitated two meetings to collect information from the public about what they would like to see done with the 51 South Main Street site. There was news coverage at the meetings and 35 to 40 people have expressed interest as to what will happen to that site. The suggestions that were proposed from the meetings included making it into retail space or converting it into parking but maintain an attractive appeal with trees and benches. There was a lot of concern to save the Parker House structure. People are concerned about control over the location if it is purchased by a developer. Another proposal was to convert the space into a Residential Care Home like the Gary Home in Montpelier. Discussion followed. No action was taken at this time.

**Al Lewis, Waterbury Rotary – Application for Lights at Rusty Parker Park**

The DRB approved lighting for the Rusty Parker Park however no application was ever signed by the Village. Al Lewis is proposing to change the park rules to keep the lights on from the middle of May to the middle of October when the park is used. Neighbors were concerned about potential noise, nuisance, and vandalism with extended use of the park after dark. A. Lewis stated that A. Tuscany felt that the work should be completed by a licensed electrician. This would require a permit. A. Lewis discussed the design of the cabling and the placement of the lights on the patio. The only expense would be the outer wiring, the harnesses, and the cost of a licensed electrician to complete the work. P. Howard Flanders stated that he is not ready to approve lighting in the park. N. Howell-Sherman stated that the lights would extend the hours of the park and extend the use of the park as an evening park. The addition of lighting would invite noise at night time. L. Sayah stated that the type of lights that would be hung in the park are direct shine lights that came out of a warehouse that he worked in for many years. **The Trustees at this time decided to defer this subject due to concerns of extending the park hours and the noise and nuisance concerns. The Trustees will talk to Al Lewis next spring.**

**Dog Park Rules with Chad Ummel.** C. Ummel would like to thank the dog park volunteers. The dog park is wildly popular and he sees that that park may be as popular or even more than the disc park. L. Sayah cut the leash at the park ribbon ceremony.

C. Ummel presented dog park rules for the Trustees review and approval:

1. Keep dogs on leashes at all times except in designated “off-leash” areas.
2. “Off-leash” dogs must be under voice control by their owners at all times.
3. Dog owners must have the leash on hand at all times.
4. Dog owners must remain in the park and keep their dog in view at all times.
5. All dogs must have up-to-date vaccinations and licenses prior to entering the dog park.
6. Puppies under four months of age should not enter the park.
7. No infants or small children are permitted in the dog park.
8. Owners are responsible for the behavior of their animals.
9. Aggressive dogs are not allowed in the park.
10. Female dogs in heat are not allowed in the park.
11. Do not bring human food or dog food inside the park.
12. Do not give treats to any dog without the owner’s permission.
13. Do not bring any dog toys inside the park.
14. Owners must clean up any dog droppings made by their pets.
15. Owners must fill in any holes made by their pets.
16. Prong, chain, or spiked collars should not be worn.
17. Do not brush or otherwise groom pets inside the park.
18. Park open dawn to dusk.
19. No weapons, controlled substances, camping or open fires allowed.

Discussion followed regarding dog poop bags being put in the composter bucket and how the bags disrupt the composting process in the bins. The dog droppings should be picked up with the scooper and dumped into the composting bin. **L. Sayah moved to approve the dog park rules proposed for the Village Trustees as presented. The motion was seconded by N. Howell-Sherman and passed unanimously.**

W. Shepeluk asked C. Ummel to follow up with getting more dog poop bag stations in the Village.

### **July Police Report**

The July Police Report data and report were reviewed. Discussion followed regarding tickets that were issued for violating the 2 hour parking ordinance.

### **Manager’s Recommendation for Part-time Officer**

The Municipal Manager discussed the budget status report. He is suggesting adding two four hour shifts per week for the months of September and October for purposes of parking and motor vehicle enforcement. At the end of this time frame, the Trustees will review the use of the shifts. The fines that these shifts generate will be tracked separately and reviewed by the Trustees. **N Howell Sherman made a motion to add two four hour shifts per week for purposes of parking and motor vehicle enforcement starting now through October. The motion was seconded by L. Sayah and passed unanimously.**

### **Consider Revisions to Traffic Ordinance (with Don Schneider, Parking Committee Member)**

The Municipal Manager reviewed the revisions to the traffic ordinance and additional revisions were made. No other action was taken at this time.

### **Economic Development Plan and Economic Development Director Contract**

The Municipal Manager circulated a 30 page contract that was drafted with the assistance of Darin Winham after he left the position. Also circulated for review was a Memorandum of Understanding between Revitalizing Waterbury, the Town of Waterbury, the Village of Waterbury, and Zoe Gordon in her role as the Waterbury Economic Development Director. Z. Gordon will start the position on August 31<sup>st</sup>.

### **Engagement Letter from the Auditor**

Bill Yacavoni submitted an engagement letter for professional services. His fee to the Village will not exceed \$3,800 if he does not have to do a single audit. If he has to complete a single audit it will be an additional cost of \$500. The Municipal Manager does not anticipate that the single audit will be needed. **N. Howell-Sherman made a motion to accept the terms of the engagement letter at a price of \$3,800 and authorize the Municipal Manager to sign the letter. The motion was seconded by L. Sayah and passed unanimously.**

### **Update on Hubacz Personnel Action**

P. Howard Flanders stated that the Hubacz case has been appealed to Superior Court.

### **Minutes of Previous Meetings**

**L. Sayah moved to approve the minutes of July 22, 2015 meeting as presented. P. Howard Flanders seconded the motion. The motion was voted on and passed unanimously.**

### **Upcoming Meetings**

The next meeting will be on September 9<sup>th</sup> at 7:00 pm.

### **Adjourn**

**L. Sayah made a motion to adjourn the meeting at 10:28 pm. The motion was seconded by P. H. Flanders and passed unanimously.**

Respectfully submitted,

Denise McCarty, Board Secretary

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

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P. Howard Flanders

\_\_\_\_\_  
Lawrence Sayah

\_\_\_\_\_  
Natalie Howell-Sherman

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