

Waterbury Village Board of Trustees
Meeting Main Street Fire Station
November 11, 2015

Attendees: P. Howard Flanders, Village President; Lawrence Sayah, Natalie Sherman, Trustees; William Shepeluk, Municipal Manager; Steve Lotspeich, Municipal Planner; Joby Feccia and Anthony Mazzilli, Village Police; Jeff Larkin, Development Review Board; Anne Imhoff, ORCA Media; Stanley Blow, Waterbury Record; and Courtney Nelson, Board Secretary.

Public: Everett Coffey, Missy Gorham, Amy Anderson, Michael Merchant

Opening and Call to Order

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

Consider any modification to the agenda

The board reviewed the agenda and by consent, approved the agenda as is.

Public

No comment was made by the public.

Discussion on Nov 4, 2015 Downtown District Priority Action List

Jeff Larkin addressed the board representing Zoe Gordon. The board distributed information on the Waterbury Area Development Committee (affiliated with RW) and the Downtown District Priority Action List. Zoe Gordon had previously spoken with several businesses in town to get an idea of what the local business needs currently are. Parking seemed to be the top priority, among four main issues. Parking, way-finding (signage and direction), increasing retail activity in available spaces and creating a sense of "one Waterbury" to detract from the existing image of separation between downtown, route 100, and Waterbury Center were the top four issues that were identified. The board considered the memo and discussed current activities that are contributing to fixing some of these issues, including the parking committee and possible signage changes. Gordon plans to use this as a stepping stone to continue working with businesses. Flanders asked that Gordon follow up by providing the cumulative information to the local business and public. Sherman discussed the fact that several of the issues may work together in functionality, for example, better signage from designated parking lots directing customers to the downtown business. Larkin discussed concerns with existing parking issues and future issues once the Main St reconstruction project is underway. Sayah noted that existing empty retail space also needs to be identified.

Discussion of Proposal to Lease 51 South Main Street for Use as Parking until Main Street Reconstruction is Complete

The developer DWJ Properties and Village Trustees have been working together to make changes to a proposed purchase and sales agreement for 51 South Main. Flanders distributed a memo from Economic Development Director on Frequently asked Questions about the revised proposal for 51 South Main Street. Under the revised the proposal the developer would agree to remove any hazardous material, take the building down and work with the Village to create a public parking space for use during the Main Street Construction project. Existing green space would not be affected. The proposal is to lease the property to the Village for \$10/year from 2016-2019, with the option to extend the lease for an additional 2 years if Main Street Reconstruction is delayed. The developer Dan Johnson would pay \$30,000 to the Village and would pay all removal costs for the existing building. Dan Johnson has added a covenant that he would not sell the property while the property is under lease to the Village. Dan Johnson is also agreeable to a covenant in the Purchase and Sale Agreement that he would not propose a project in similar size to the project proposed in June 30, 2015 and further is willing that a covenant be added to the deed that would prevent future owners from proposing a similar project.

Flanders supported the proposal, discussing the \$30,000 income to the Village, the avoided costs for removing the building, the immediate need for parking, and that the developer would be paying taxes to the Village and the town. Larkin stressed that Johnson wants to build a property that the community wants as well, and has been working diligently with the boards to create a proposal that meets the needs of the community as well as the goals of the boards. Flanders discussed that the property is in the floodplain, which limits what could potentially be built on the property in

the future. Lotspeich provided a sketch which shows existing elevations at the property and discussed where future projects may fall on the floodplain. Flanders discussed the selling price of \$30,000 vs. the cost of removing the building.

Everett Coffey discussed current existing new housing in Waterbury and asked why Johnson is so eager to develop more housing. Flanders and Shepeluk discussed their reasons for pursuing the project, including requests from the community for parking and the need to collect additional income (tax, purchase costs) for the Village, and that during the leasing period, the board would work with Johnson to create a project the community would support. The other alternative could be to create a parking lot, which would create no income, or to put the property on the open market where any developer could create a project without the input of the community. Flanders also discussed the lack of interested parties who have put forth an offer on the land or proposed projects. Coffey discussed the original RFP which included a pay-to-park lot for the sum of \$90,000. Some public expressed that paid parking would not be an issue.

Mike Merchant spoke regarding concerns with parking - discussed that even after the Main Street Project is completed parking will still be an issue. He supports the idea of creating a permanent parking lot, whether paid or not, would be the most beneficial to Village residents. Coffey asked how many parking places are lost after Main Street is completed, and the board estimated that the total is 20-25 spaces lost along all of Main Street. Coffey further responded that regardless of who purchases the property, once the property is sold, once taxes are being paid the benefit would be more to the Town than the Village, and perhaps the discussion should start with the Town Select Board regarding this property and a possible merging of services. Flanders provided information on upcoming meetings regarding the continued discussion with the Village about the project, including the informational meeting on November 18 and the special Village meeting on November 30.

Approve Warning for Special Village Meeting on 51 South Main Street and Set Date for Informational Meeting

Flanders read aloud the warning for 11/30, in which the voters of Waterbury will vote whether to accept the proposal to sell 51 S Main to DWJ Properties and sign the purchase and sale agreement as discussed. Flanders should have the finalized P&S agreement available for the 11/18 informational meeting for public discussion. **Sherman moved to approve the warning as written to hold a special meeting of the residents of the Village of Waterbury to be held on November 30, 2015 at 7:00 pm, at TBPS, regarding the proposed sale of 51 S Main St. Sayah seconded the vote; a vote was held and passed unanimously.**

Discussion on Economic Development Strategic Plan

On December 14, the Trustees will meet with Select Board to discuss the Village's comments with the Economic Development Strategic Plan. Flanders suggested that parts of the plan, particularly areas that discuss "confusion" with the current water sewer rate system and operations between the village and town as it relates to water/sewer should be removed from the plan. Larkin reported that Gordon and WADC have worked to address the areas of concern from the previous plan, and to ensure that existing plan is a cumulative look at the community as a whole, including all areas of municipal business. Shepeluk asked if the plan included only an overview of the community's issues or proposed action items as well, and it was discussed that the plan does not contain specific action items, but provides information on how the included systems works as well as guidance and suggested direction for how to improve. Sherman agreed that it would be the most beneficial for the board to review the document and discuss jointly with the Select Board in December, and should be treated more as a tool to acknowledge issues that have been identified as important to the community, and to move forward with possible projects and solutions. Shepeluk addressed concerns with adopting a document that addressed such a large quantity of projects and issues when resources are often not available to do so fully. He requested that while this document is reviewed, the budget and available resources be considered during the process. Gorham suggested that the board use the document as a strategy not to solve all the issues that are addressed, but to identify the most important issues and then consider the resources available on a semi-regular basis. No action was taken, but the board will review the document and be prepared to further discuss with the Select Board on December 14.

Consider Administrative Edits to Traffic and Parking Ordinance

The board distributed the proposed amendments for the Village parking ordinance, including issues with designated bus loading/unloading that is not referenced in the ordinance. Shepeluk proposed that the space currently designated as bus parking be amended to be unrestricted parking except those times of the year where signage dictates bus-only

parking, and that the ordinance specify that "Bus Parking" be clarified to allow a maximum of 15 minute parking to load or unload. A temporary sign would be posted during high-tourism times of the year designating bus-only parking. **Sherman made a motion to accept the edits as proposed by Shepeluk under "Parking Violations" to include the new description under item 42, and the addition of item 50, to allow unrestricted parking in the referenced area except when designated and posted as a bus loading and unloading zone. Sayah seconded the motion; a vote was held and passed unanimously.** Shepeluk pointed out item 28, which references the "south both side of Randall Street" as restricted parking and asked for clarification. After some discussion, the board decided to leave the item as is and to correct the wording to "both sides".

Sherman asked for clarification of the traffic ordinance under section 11.10 regarding restriction of commercial vehicles. She discussed issues with Elm Street deliveries that need to pass through Randall Street to turn around, but the current wording of the ordinance would restrict commercial vehicles from using Randall Street as an exit for Elm Street deliveries. The board agreed that this section should be removed to allow for safe travel of commercial vehicles of Elm Street. By consent, the board directed Shepeluk to make the administrative edit to remove Randall Street from this item in the ordinance. Sherman also pointed out that the signage dictating 2 hour parking on Park Row is not enforced or referenced in the current ordinance. By consent, the board directed Shepeluk to remove the 2-hour parking restriction from Park Row. No further action is needed.

Review September Police Department Report and Review Report of Activities of Special Parking and Traffic Shifts through November 7

The September report was reviewed and discussed. The shifts that were added to the schedule specifically for parking issues are referenced in the narrative and were considered to be successful. Flanders asked that the number of total stops vs. tickets in those specific shifts be referenced separately in future reports. Feccia clarified that this information is available and can be provided to the board at a later time, and in future reports a snapshot of the information gathered during those shifts will be provided. Flanders also asked that the shift schedule for parking enforcement be varied weekly to get a more cumulative idea of parking issues through the week, and that the shift dates be included in the future reports. No further action was taken.

Consider purchasing body camera with Highway Safety funds

Feccia asked the board to consider approving the purchase of a body camera for roughly \$1,100 using Highway Safety grant funding. The camera would not replace the in-car camera but would be used to view actions taken outside of the vehicle. Discussion was held about the benefits of the camera vs. potential issues. It was noted that one of the car cameras also needs repair at this point for \$4,000-\$5,000. Flanders asked if the Highway Safety grant money could be used to make repairs to that camera, and Shepeluk responded that it could, and the difference in cost could be made up in the budget. Feccia agreed that the in-car cameras are a priority over a new body camera. **By consent, the board authorized Feccia to look into the cost of repairs to be made to the in-car camera and to work with the Manager to make the necessary repairs, and that future Highway Grant funds may potentially be used for a body camera in the future.**

Minutes of Previous Meetings

The board considered the minutes of the meeting of October 14 and the joint meeting with the Select Board of November 2nd meeting. **Sayah moved to approve the minutes of both meetings as written. The motion was seconded by Sherman and passed unanimously.**

Manager's Item - Construction of Shed at the Ice Center Property

Users of the ice center on (mainly) Friday nights have been building a bonfire in the median of the parking lots on a semi-regular basis. John Segal of the Ice Center has asked to build a formal fire pit in that area to accommodate the customers. Shepeluk asked the board to approve the addition of a permanent fire pit as designated by the public works staff. Sayah moved to approve the construction of a permanent fire pit at the Ice Center parking lot as designated by the Manager. Sherman seconded the motion, and the motion passed unanimously.

Upcoming Meetings

Informational Meeting on 51 S. Main St. Property, November 18 at 7:00 pm
Trustee's Meeting, November 25 at 4:30 pm
Special Village Meeting, November 30 at 7:00 pm at TBPS

Adjourn

Sayah made a motion adjourn the meeting at 9:24 pm. The motion was seconded by N. Sherman and passed unanimously.

Respectfully submitted,

Courtney Nelson, Board Secretary

Approved on: December 9, 2015



P. Howard Flanders



Lawrence Sayah

_____ Natalie Sherman