

**Waterbury Village Board of Trustees Meeting
Main Street Fire Station
January 13, 2016**

Attendees: P. Howard Flanders, Village President; Lawrence Sayah and Natalie Sherman, Trustees; William Shepeluk, Municipal Manager; Anthony Mazzilli, Waterbury Police Department; Anne Imhoff, ORCA Media; and Denise McCarty, Board Secretary.

Public: Gordon Miller, Rick Bryan, Don Schneider, Kristin Kassis.

Opening and Call to Order

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

Consider any modification to the agenda

Modification to include the Municipal Manger giving an update on Flood Plain Regulations.

Public

Gordon Miller gave public comments to advocate that the Recreational Director position be a full time position instead of part time. Chad Ummel is currently in that position. Discussion followed regarding the value that C. Ummel brings to the Village and Town. The Municipal Manager gave a summary of the number of hours that C. Ummel currently works between recreation and cemetery. He is currently working 35 hours per week. In order for Chad to be able to work 40 hours, the Select Board would need to approve this and the voters would need to approve the additional cost in the budget.

Rick Bryan, an Engineer from Stantec to discuss potential downtown parking assessment study to identify current and future capacity and determine current and future parking demand according to professional standards

The discussion also included Don Schneider and Kristin Kassis from the Parking Committee.

The Village of Waterbury would like to hire Stantec to perform a parking study in the Village. Rick Bryan stated that the parking study would identify what parking issues the Village wants to be resolved.

Also discussed: How do we sell the change if one needs to be made, what are the needs that each business has, we don't know how many spaces we need; how many is enough spaces, what the uses of the spaces are for, how are the Employees of the businesses impacting parking. Another consideration is implementing a 1 percent sales tax that would help off- set costs to maintain roads, enforce the parking ordinance in lieu of installing parking meters. The study would help solve if the restriction times are long enough, how much parking is needed. Mr. Bryan stated that depending on who the parking is serving, you have different targets. With restaurants, you want people to find parking quickly so they go here rather than elsewhere. How can you communicate with the customers to educate them where the available parking spaces are? Will State employees stay parked at the State Complex buildings and walk to patronize local business or will they move their cars closer to the business? Do we need a parking garage? What if TD Bank decided to close off parking to the public when they are not open, what if they sold their building to a developer and it resulted in less parking? Mr. Bryan has enough information from the parking committee and the Board of Trustees to work on identifying tasks for this parking study.

Consider appointment of Interim Zoning Administrator

The Village's Zoning Administrator Ryan Morrison has resigned to take a job as an Associate Planner for the City of Burlington. His last day is tomorrow 1/14/16. The Planning Commission and the legislative body are the only entities that can approve the hiring of a Zoning Administrator position. The Town and Village can vote yes or no to the hire. The Municipal Manager recommended that the Trustees appoint Steve Lotspeich, Community Planner, as the Interim Zoning Administrator starting on Friday 1/15/16

until the position has been filled. **N. owell-Sherman moved to appoint Steve Lotspeich as the Interim Zoning Administrator starting on Friday, January 15th. The motion was sconed by L. Sayah and passed unanimously.**

Consider Loan Documents - Chad Rich UDAG Loan

C. Rich currently has a \$100,000 UDAG loan and has been making his payments on schedule. He also has a VEDA Loan and one other loan. He will be refinancing his loan through Northfield Savings Bank. **N. Howell Sherman moved to authorize the Village Municipal Manager to sign the subordination agreement with regard to Chad Rich’s loan. The motion was seconded by L. Sayah and passed unanimously.**

2016 Budget Discussions

The Municipal Manager reviewed the budget for 2015 as well as the proposed budget for 2016. Discussion followed. The 2016 proposed budget is \$414,114.

Update on the Flood Plain Regulations

The Planning Commission recommended to the Trustees and Select Board warn for a Public Hearing regarding the Flood Plain Regulations. However, the Select Board stated that they did not want to warn a public hearing right now, they have a few more questions and would like a legal opinion on one item regarding variances. They are not sure they want to adopt them yet.

Next Meeting

**Select Board Meeting on January 19th – Joint Meeting at 8:00 PM (Steele Block)
Board of Trustees Meeting on January 27th at 4:30 PM**

Minutes

L. Sayah moved to approve the minutes of the Joint Meeting with the Planning Commission on November 23, The Board of Trustees Meeting on December 9, and the Joint Meeting with the Select Board on December 14. The motion was seconded by N. Sherman passed unanimously.

Adjourn

L. Sayah moved to adjourn the meeting at 9:30 pm. The motion was seconded by N. Sherman and passed unanimously. The meeting adjourned at 9:30 pm.

Respectfully submitted,

Denise McCarty
Board Secretary

Approved on: _____

P. Howard Flanders

Natalie Sherman

Lawrence Sayah