

**Waterbury Village Board of Trustees Meeting  
Steele Community Room ~28 North Main Street  
March 9, 2016**

Attendees: P. Howard Flanders, Village President; Lawrence Sayah, Natalie Sherman Trustees; William Shepeluk, Municipal Manager; Steve Lotspeich, Community Planner; Stanley Blow, Waterbury Record; Anne Imhoff, ORCA Media; and Denise McCarty, Board Secretary.

Public: Kathleen Daye, Everett Coffey, Rick Bryant, Zoe Gordon, Don Schneider, Gary Dillon, Sally Dillon, Mary Koen, Marie-Andree Gervais.

**Opening and Call to Order**

P. Howard Flanders called the meeting to order at 7:04 pm.

**Consider Modification to the Agenda**

There were no modifications to the agenda.

**Consider Art's Fest Request**

**L. Sayah moved to approve the Waterbury Arts Fest Request for an Entertainment Permit on July 8<sup>th</sup> and 9<sup>th</sup> and a request to close Stowe Street and Bidwell Lane starting on July 8<sup>th</sup> through July 9<sup>th</sup> as done in the past. The motion was seconded by N. Sherman and passed unanimously.**

**Discussion of Draft Parking Study Proposal and Draft Contract**

The Trustees discussed the March 8, 2016 proposed parking study prepared by Rick Bryant of Stantec. The proposal identified eight tasks for a total cost of \$9,333. Copies of the proposal were handed out to those in attendance. R. Bryant discussed the general philosophy of what Stantec would like to consider regarding parking. R. Bryant would like to review all of the parking study data that the Parking Study Committee collected. He also suggested circulating a survey to the business owners to identify what part of the component of parking is used by business employees. P. Howard Flanders stated that the Village has approved a position to spend 10 to 12 hours per week enforcing parking. Stantec would also like to review the Village Survey prior to its circulation so that it includes questions that they need answered as well. D. Schneider stated that the parking study reflected that 30% of the parking was taken by out of state cars during fall foliage. It was suggested by R. Bryant that the high traffic flow times would be the best data to review.

R. Bryant stated that the draft contract reflects that the first phase of this process is a Kick-Off Meeting for data collection (data dump) and trying to understand what is going on by looking at all the data. The next phase is a solution by investigating and mitigating solutions. Several factors need to be considered such as looking at shared business parking and is there a formal agreement for shared parking? How do we create a formal agreement with those businesses? Would it make sense to offer shuttle bus services, would the zoning regulations need to be revised to consider future expectations from the next business? Could businesses offer Valet services to their patrons? If so, what times would these services be offered? Discussion followed.

Following the discussion P. H. Flanders explained that the proposal was originally discussed with the Select Board and they were asked to provide \$5,000 toward the study. Those funds were cut from the budget presented at Town Meeting. P. H. Flanders asked D. Schneider if the Village went forward with the study if the Town would consider reimbursing the Village for half the cost next year. D. Schneider replied that they would have to see what the budget was at that time.

P. Flanders explained that the signing of any contract should wait until after the 30 day period for the opportunity to file a petition for repeal of the budget, to expire on April 1.

## **Discussion of Progressive Steps in Moving Forward with Removal of Building at 51 South Main Street**

With voter approval of funds to remove the building the Village should proceed to obtain the necessary approvals to remove the building.

1. Pursue obtaining approval of State Historical Preservation to take the building down.
2. Confirm Act 250 write off for the Village to remove the building and maintain parking lot until January 2020.
3. Obtain approval of local DRB to remove building.
4. Obtain contract for removal of hazardous materials and other items such as old boilers.

P. H. Flanders also discussed the option to have the Waterbury Fire Department burn the building down and what would need to be removed from the building before this was done. P. H. Flanders stated that Dan Johnson had an inspection done and shared it with the Village Trustees. There were requests for copies of the building inspection. E. Coffey requested copies of any public information pertaining to 51 South Main Street and would like to be involved in whatever committee there is in the decision of what to do with it. P. Howard Flanders stated that any decisions regarding the building would be vetted in public meetings with proper warnings of the meetings.

Kathleen Daye gave information regarding her research of being able to move the building in its entirety to someone's land. She found out that it would only be able to be moved to a location in a 1 mile radius of where it currently stands and the companies did not recommend moving it. She also discussed salvaging materials from the building versus re-using materials from the building.

When approvals are in place and hazardous materials are removed from the building, the Trustees will consider seeking bids for work to remove the building or debris if burned and to fill the foundation hole. The concrete floor and vault will likely be broken up with heavy equipment.

## **Welcome to Waterbury Sign**

S. Lotspeich discussed the options for the Welcome to Waterbury sign at the roundabout and the two stone planters; one being near the roundabout to replace the existing sign and the other stone planter on the south end of Waterbury Village.

E. Coffey stated that he was not pleased with the previous attempts for the sign study and that he did not agree with previous idea of "Uncommonly Vermont". S. Lotspeich showed examples of the proposed signs and lighting options. He stated that the next step is to decide on a final color design and bring back a recommendation to the Trustees. **L. Sayah moved to adopt the Waterbury Welcome Sign Option A as presented, subject to the color scheme alternatives that will be decided at a future meeting. The motion was seconded by N. Sherman and passed unanimously.**

## **Future Discussions of Potential Options for Altering the Village Responsibilities**

W. Shepeluk discussed the history of attempting to merge the Village and Town. Discussion followed. The Public Works Director gets paid out of the Village water budget and the Public Works Director prepares a report of the percentage of time spent on Village items that is then used to prepare the Village budget. The Village also pays for the police department, and water and sewer employees. There is a total of 7 full time employees get paid by the Village that are also utilized by the Town. Discussion followed regarding ideas to alter the Village's responsibilities including imposing a local options tax on the Village businesses.

P. H. Flanders explained that if the Trustees agreed to look into this that W. Shepeluk and P. H. Flanders would first meet with Attorney Paul Giuliani to discuss the options and have him prepare a proposal to discuss at a future Trustees meeting. After reviewing the proposals the Trustees would decide whether to pursue it in the future.

**L. Sayah motioned to authorize the Trustees to speak with Paul Giuliani for the purpose of researching how to alter the Village responsibilities. The motion was seconded by N. Sherman and passed unanimously.**

**Minutes of previous meetings**

**N. Sherman moved to approve the minutes of the January 27<sup>th</sup>, February 1<sup>st</sup>, February 8<sup>th</sup>, February 19<sup>th</sup>, and March 2<sup>nd</sup> meetings. L. Sayah seconded the motion. The motion was voted on and passed unanimously.**

**Next Meeting**

**Board of Trustees meeting is tentatively changed to March 30<sup>th</sup> instead of March 23<sup>rd</sup>.**

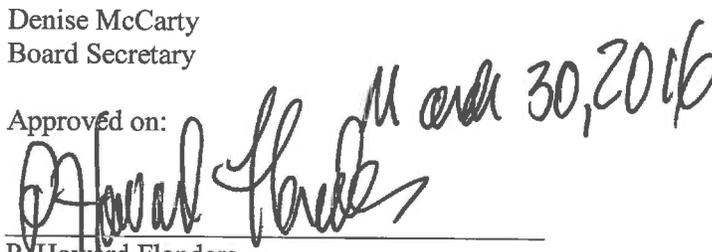
**Adjourn**

**L. Sayah moved to adjourn the meeting at 9:17 pm. The motion was seconded by N. Sherman and passed unanimously.**

Respectfully submitted,

Denise McCarty  
Board Secretary

Approved on:

  
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P. Howard Flanders

  
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Lawrence Sayah

  
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Natalie Howell-Sherman