

**Waterbury Village Board of Trustees Meeting
Steele Community Room ~ 28 North Main Street
April 27, 2016**

Attendees: P. Howard Flanders, Village President; Lawrence Sayah and Natalie Sherman Trustees; William Shepeluk, Municipal Manager; S. Lotspeich, Community Planner; Joby Feccia, Police Chief; Anne Imhoff, ORCA Media; and Denise McCarty, Board Secretary.

Public: Everett Coffey, Tom Badowski.

Opening and Call to Order

P. H. Flanders called the meeting to order at 4:30 pm.

Consider Modifications to the Agenda

N. Sherman requested to modify the agenda to add an update of the parking study to help the progress of the Parking Committee's work. This item will be added after the 51 South Main Street update. The Annual Plant Sale at Rusty Parker Park discussion item was removed. There is no fee to use the park.

Rotary Club Discussion of Canopy Lighting at Rusty Parker Park

T. Badowski from the Rotary Club proposed that LED lights be strung in the trees closest to the patio area and have them all year round. These would be similar to holiday lights that they also have on Church Street in Burlington. There are four trees near the patio area. The lights would go on at dusk and be turned off at 10 pm. The lights would be on a timer. The Rotary Club would need a zoning permit to do this.

The Municipal Manager suggested that T. Badowski return to the next Trustees meeting to discuss this so the public could attend and give input. The last time that lighting in the park was discussed there were concerns regarding extending the hours of lighting which may cause activity in the park. The Trustees will add this item to the May 11th meeting agenda at 7 pm and have T. Badowski discuss this at the start of the meeting.

Discussion of Police Department March Report

The Municipal Manager and the Police Chief apologized to the Trustees for the late delivery of the police reports. These were just released to the Trustees and there was not much time to review prior to this meeting.

The Police Department March Report was reviewed. Discussion followed regarding parking tickets that were issued and cars that were towed primarily during a Thatcher Brook Primary School event.

E. Coffey provided comments concerning a car crash that occurred on Stowe Street on April 12th and the lack of involvement/response from the Waterbury Police Department. He asked why both cruisers were not functioning. E. Coffey asked who was on duty when Champlain Farms Store got robbed and what the response time was. P. Howard Flanders stated that the Trustees meeting was not the forum to discuss the activity of the Police Department. If he had questions or concerns, he could follow up with Chief Feccia outside of the Trustees meeting. E. Coffey felt that there needs to be better leadership.

Update on Approvals for removal of structure at 51 South Main Street

S. Lotspeich reviewed the bylaws for demolition of historic buildings that are embedded in the Design Review Standards. S. Lotspeich stated that the Trustees would need to prepare some

documentation to provide for these criteria. The criteria would need to meet the standards of the Historic Preservation. There may be some preparatory work that is needed to present to the Development Review Board for demolition of a historic building. The proposal was for \$50,000 to demolish the building and then possibly convert it to more parking.

Consider Steps in Evaluation of Historic District in Waterbury Village

S. Lotspeich reviewed the Certified Local Government Program. This is a national program to provide structure to historic preservation. To conduct a historic preservation program there are several requirements. S. Lotspeich explained some of the requirements such as: creating a Historic Preservation Ordinance, creating a Historic Preservation Commission, creating a Historic Design Review Board. S. Lotspeich stated that if the Board is interested in pursuing this program further he would pursue getting more information and getting some examples from other communities. He would need more education in this area. There is Federal Grant money available to survey historic properties and to extend a historic district further down the street. It would require surveying the buildings using an architectural historian and would require approval of property owners.

P. Howard Flanders stated that he would like to hear some more information about it but that he thought it was more onerous than he anticipated. He would also like to know what the costs to survey the structures would be.

Parking Study Update

Natalie Sherman provided an update on the Parking Committee work. The Parking Committee will meet again on May 10th. They will be working on crafting a survey for businesses. They are also working on defining the core areas in the downtown district and then identify what businesses are located in the core and what their needs are. The Committee will also be looking at how many employees each business has, what their hours of operation are, what they need for parking. There will be another parking study at the end of May to collect parking data. N. Sherman asked about line painting and reminded the Trustees where they needed to be painted along with the handicap space near Stowe Street. **By consensus, the Trustees agree to the Core Area that was identified by the Parking Committee for purposes of the downtown Parking Study.**

Consider Conflict of Interest Policy

The Municipal Manager reviewed the Conflict of Interest Policy. The Town of Waterbury has already adopted this policy which meets the State's requirements. The Municipal Manager recommended that the Trustees approve this policy for the Village. **L. Sayah moved to approve the Village of Waterbury Conflict of Interest Policy dated April 27, 2016. The motion was seconded by N. Sherman and passed unanimously.**

Consider Waterbury Local Emergency Operations Plan

This is a renewal of the Town and Village Local Emergency Operations Plan that was adopted in 2015. An Operations Plan is necessary to be eligible for FEMA funding if a natural disaster occurred. **N. Sherman moved to authorize the Municipal Manager to sign the updated Local Emergency Operations Plan dated April 27, 2016. The motion was seconded by L. Sayah and passed unanimously.**

Minutes of Previous Meetings

N. Sherman moved to approve the minutes of the March 30th Trustees Meeting and the April 4th Joint Meeting. The motion was seconded by L. Sayah and passed unanimously.

Next Meetings

May 11th – Board of Trustees Meeting, 7 pm

May 16th – Joint Meeting of the Selectboard and Trustees, 6 pm

Adjourn

N. Sherman moved to adjourn the meeting at 6:14 p.m. The motion was seconded by L. Sayah and passed unanimously.

Respectfully submitted,

Denise McCarty
Board Secretary

Approved on: May 25, 2016

P. Howard Flanders
P. Howard Flanders

Lawrence Sayah
Lawrence Sayah

Natalie Sherman
Natalie Sherman