

WATERBURY PLANNING COMMISSION
SPECIAL MEETING
Approved Minutes
Monday, April 6, 2020

Planning Commission: Ken Belliveau, Chair; Katya D'Angelo; Eric Gross

Staff: Stephen Lotspeich, Community Planner

Public: None present

The Chair opened the meeting at 2:07 p.m. by conference call.

AGENDA REVIEW AND MODIFICATIONS

The agenda was approved as drafted.

ANNOUNCEMENTS AND COMMENTS FROM THE GENERAL PUBLIC

There were none.

NOMINATION OF ACTING ZONING ADMINISTRATOR

Ken Belliveau informed the Planning Commission members that Dina Bookmyer-Baker, the Zoning Administrator, is being placed on furlough starting on April 11th due to the COVID 19 pandemic. Steve Lotspeich informed the Planning Commission that she is one of several municipal office and library staff that are being placed on furlough.

Ken suggested that the Town consider creating an Assistant Zoning Administrator position on an on-going basis in lieu of utilizing the Acting Zoning Administrator. Steve said that he and Bill Shepeluk have been working with the municipal attorney a policy regarding the duties and responsibilities of the Acting Zoning Administrator to be in place when the Zoning Administrator is physically absent. This policy anticipates the appointment of an Acting Zoning Administrator which has been the practice of the Town in the past. This policy is required by state statute that enables the creation of the position and appointment of the Zoning Administrator and the Acting Zoning Administrator. This policy has been drafted by our municipal attorney and will be reviewed by the Select Board at their regular meeting this evening. Steve offered to get more information from our municipal attorney regarding setting up an Assistant Zoning Administrator position in the future however, he requested that the PC nominate him as the Acting Zoning Administrator at this time.

MOTION:

Eric Gross moved and Katya D'Angelo seconded the motion to nominate Stephen Lotspeich as the Acting Zoning Administrator in the absence of the Zoning Administrator, on an on-going basis.

Vote: The motion was approved 3 – 0.

OTHER BUSINESS

This issue of whether the Planning Commission should meet on April 13th was discussed. Ken's view is that it is very difficult to get Planning Commission business of any depth discussed and

agreed to over the phone, by conference call. Katya and Eric agreed that it would be unproductive to try and get work done on projects such as the Unified Development Bylaws accomplished by conference call meeting. It was agreed to cancel the next regularly scheduled Planning Commission meeting on April 13th and hold the next meeting at the regular 4th Monday that is April 27th. If the Governor's "stay at home" order is extended beyond mid-April then this decision regarding when to meet again will be re-assessed.

ADJOURNMENT

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,



Stephen Lotspeich, Community Planner / Acting Secretary