

**Waterbury Village Board of Trustees Meeting  
Main Street Fire Station  
April 9, 2014**

Attendees: P. Howard Flanders, Village President; Lawrence Sayah and Natalie Howell-Sherman, Trustees; William Shepeluk, Municipal Manager; Anne Imoff, ORCA Media; and Denise McCarty, Board Secretary.

Public: Everett Coffey; Darren Winham, Economic Development Director; Dan Johnson.

Call to Order: P. Howard Flanders called the meeting of the Village Trustees to order at 7:02pm.

**RFP for 51 South Main Street**

Dan Johnson is a Developer and he is interested in the 51 South Main Street property for development of a condominium style residential project for *up to* 30 one bedroom condominium units with ample parking. The parking is tentatively designed to be above-grade under building parking for a majority of the residents. Dan Johnson circulated a conceptual design of the project he is proposing at the 51 South Main Street site that was designed by Freeman French Freeman which showed a foot print of the building along with the above grade under building parking. The intention is to tear the existing building down in total and start with a new building with a slightly larger footprint. The approximate dimensions are 62 feet by 170 feet. These are preliminary drawings only. Public attendees had some questions about this project including how many stories high the building would be, if these condos would be high end pricing, and if the building would have set backs. Discussion followed. The building would be three residential stories high above the under building parking lot. They plan to have set backs and green spaces. It is a rectangular shaped building. One bedroom units would limit the capacity of people in each unit to one or two people per unit versus larger units with more people. Darren Winham supports this project development. He discussed some of the benefits of this project which included supporting the downtown businesses, paying property taxes, and paying into the water and sewer. Dan Johnson discussed the tentative timeline on this project if it moved forward. This includes presenting a draft purchase and sale agreement, having a Village vote, following the process to get this project approved with project completion targeted for late 2014 or early 2015. W. Shepeluk reviewed a letter from the Village attorney regarding the process of a purchase and sale of Village property. W. Shepeluk stated that the law allows the Village to negotiate the sale of property. He suggested that if the Village Trustees wanted to review the draft purchase and sale agreement, that there should be a motion to go into Executive Session to review the proposal. **N Howell-Sherman made a motion to go into Executive Session to discuss a potential real estate transaction. L. Sayah seconded the motion. The motion was voted on and passed unanimously. Executive Session commenced at 7:26 pm. At 8:08pm, N. Howell-Sherman made a motion to exit Executive Session. The motion was seconded by L. Sayah and passed unanimously. No action was taken at this time.**

**Review Managers' Cost Information on Police Department Options**

W. Shepeluk reviewed the 2014 cost to lease the Steele Block. Currently, the rent in the Steele Building is \$2,000 per month which includes heat and hot water. Cleaning, internet, and phone are not included in the rent. In June the price is going up to \$2,100. Also reviewed were the estimated costs if the Municipal offices moved upstairs and rented that as well and what the cheapest bond option over 10 years would be with different leasing scenarios. W. Shepeluk also reviewed the Tax Stabilization Fund. Discussion followed. No action was taken at this time.

**Consider Revision to Vendor Fee Regulations**

N. Howell-Sherman did some research on the Farmer's Market Fees. There is a \$25 membership fee for all participants at the Farmer's Market in addition to either a per market cost of \$20 for an event/day **or** an annual fee of \$225 for 22 weeks (length of Farmer's Market season).

Discussion followed. Do we differentiate between a cart versus a van or bus or differentiate between how many items are sold by each? Who would enforce this? The Trustees will take the information under advisement but they do not feel ready to revise the Vendor Fee ordinance. No action was taken at this time.

#### **Consider Revisions to UDAG Loan**

W. Shepeluk reviewed the history of the loan and discussed the proposed revised loan agreement terms with Sunjay's Oriental Foods which included new rates and a new monthly payment resulting in approximately a \$200 dollar a month savings. Discussion followed. **N. Howell-Sherman made a motion for the Village to sign a revised loan agreement with Sunjays Oriental Foods for a 3.75 percent rate over 36 months at a monthly payment of \$489.73. The motion was seconded by L. Sayah and passed unanimously.**

#### **Follow up on Parking and Cross Walk Issues**

The Village Trustees briefly discussed some of the parking and cross walk issues. No action was taken at this time.

#### **Items for Joint Meetings with Select board**

At the May 5<sup>th</sup> Joint Meeting with the Select Board, the two items that will be jointly discussed will be Personnel Policies and the Public Works Director position.

#### **Minutes**

**The minutes of the March 26th Board of Trustees meeting were reviewed. L. Sayah made a motion to approve the March 26<sup>th</sup> minutes as presented. The motion was seconded by N. Howell-Sherman and passed unanimously.**

#### **Other Business**

W. Shepeluk asked one of the municipal employees to research if there were Social Media Policies out there regarding using sites like Facebook and Twitter. This is still being researched. No action was taken at this time.

Everett Coffey discussed his membership on the VT State Police Community Advisory Board. He would like to be reappointed to this committee. He represents our community and discusses concerns that impact our community. P. Howard Flanders would like to have copies of the Advisory Board meeting minutes and agendas provided to the Village Trustees to review. The VT State Police Community Advisory Board meets every other month. Each of the 18 towns have two representatives.

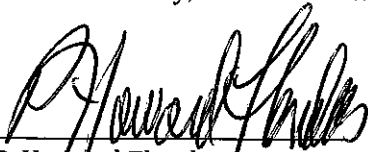
#### **Adjourn**

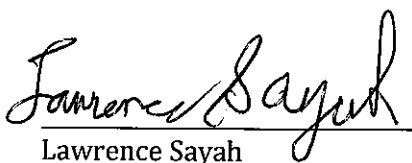
**N. Howell-Sherman motioned to adjourn the meeting at 9:41 pm. The motion was seconded by L. Sayah and passed unanimously.**

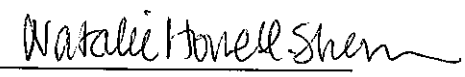
Respectfully submitted,

Approved on: April 29, 2014

Denise McCarty, Board Secretary

  
P. Howard Flanders

  
Lawrence Sayah

  
Natalie Howell-Sherman