

**Meeting of the Waterbury Select Board
Thursday, January 19, 2023
Hybrid meeting held at the Steele Community Room, 28 North Main Street and on Zoom**

Attendees: Dani Kehlmann, Roger Clapp, Alyssa Johnson and Chris Viens, (Select Board); Tom Leitz, Bill Woodruff, William Shepeluk, staff; N. Anderson, DownStreet; Lisa Walton, member of public; Lisa Scagliotti, Waterbury Roundabout, ORCA Media

Via Zoom: Mike Bard, Select Board Member, Karen Petrovic, Town Clerk, Mal Culbertson, CG, & M219157, members of the public.

D. Kehlmann called the meeting to order at 7:00 p.m.

Approve Agenda

A motion to approve the agenda was made by R. Clap, seconded by A. Johnson. No changes were suggested and the board unanimously approved the agenda.

Consent Agenda

a.) Minutes of the January 9, 2023

A motion to approve the consent agenda was made by C. Viens. The motion was seconded by R. Clapp and passed unanimously.

Public

There was no public comment.

DownStreet Housing-ARPA Request

N. Anderson, Director of Real Estate Development for DownStreet appeared to discuss its affordable housing project proposed for 51 S. Main Street in Waterbury. She shared information about the design and the estimated costs. At \$300/sq ft-\$500/sq ft, the estimated cost for the 26 unit building is between \$12m-\$13million. (See attached memo and budget). Ms. Andersen told the board that no local business had expressed an interest in commercial space DownStreet was willing to consider including in the project based on the input of Waterbury residents at the EFUD meetings leading to the vote on the sale of the property. Instead, space will be made available in the building for a working space where “service providers” could meet with the residents of the building and perhaps other community members to address needs, such as workforce assistance, food security, fuel assistance etc... Ms Anderson described the process DownStreet was preparing to undertake to secure funding necessary for construction. She asked the board to consider appropriating \$100,000 of ARPA funds toward the project. She stated such tangible local support towards financing the project would make their application for tax credits and other financing stronger and more competitive. All the board members weighed in on the issue of an ARPA appropriation to the project. Many pros and cons were discussed. The need to support affordable housing might need to be balanced against the need to invest in the town’s infrastructure, particularly roads and bridges. After the lengthy discussion, the board’s consensus was the appropriation of ARPA Funds for the project was the best option. C. Viens made a motion to support \$100,000 of ARPA funds to be appropriated to the DownStreet Project. R. Clapp seconded the motion. Prior to voting the board agreed it would decide at its next meeting whether the appropriation should be included in the 2023 general fund

budget or if the request should be made by special article. The motion was approved 4-0-1 with M. Bard abstaining, given his former service on the board of DownStreet's predecessor organization.

Property Transfer-EFUD Land at "40 Acre Ice Center Site"

T. Leitz presented for the board's consideration a Warranty Deed from EFUD to the Town of Waterbury for the 40 acres of land situated around the Ice Center, which EFUD proposes to transfer to town ownership. The land, along with land in three other parcels, was included in an MOU executed by the parties in early 2022, laying out the terms and conditions of the transfers. Mr. Leitz told the board EFUD approved the deed and the transfer at its last meeting. He recommended approval of the deed and the town's acceptance of the property by motion of the select board. R. Clapp made a motion to accept the transfer to town ownership the 40+/- acre parcel as described in the deed. C. Viens seconded the motion and the board approved it without dissent.

The board agreed to consider the fire contract with Duxbury at this point in the meeting as no one was present from the library to discuss its budget request.

Fire protection Contract with the Town of Duxbury

The manager presented the proposed fire contract with Duxbury to the select board for its consideration. He recommended its approval, indicating that Duxbury's board had seen it and had expressed no objections. He described how the contract was constructed and that it had been used in this form for many years. He told the board that in the future the contract might be simplified if the two boards would agree to an annual adjustment based on the change in the CPI. He recommended the approval of the contract in its current format for the period April 1, 2023-March 31, 2024. R. Clapp moved to approve the proposed fire contract with Duxbury. A. Johnson seconded the motion and it was approved 5-0.

Budget Review

T. Leitz presented the budget for the Library Department to the select board. This budget has been approved by the library commissioners. The library director and the manager both had input during the budget building process. He noted the 2023 tax request was higher by about 6 percent, largely due to the fact there is a nominal fund balance being brought forward this year compared to the near \$16,000 brought forward into 2022. He explained some changes in staff hours for the coming year and reminded the board that higher than anticipated wage increases were provided in 2022, reflecting the pressures from the labor market that impacted many employers. Both factors result in a near 10% increase in the wage line. He told the board the library's programming and the "energy" in the library by the public's presence, across all age groups is "impressive."

The board then reviewed the highway budget and the highway related CIP budgets, led by the manager. Mr. Leitz pointed out the taxes necessary to support the highway department in 2023 was going up considerably. Again, a significant positive fund balance coming into 2022 has been replaced by a modest year end deficit. Together, however, that represents a change of more than \$90,000. In addition, in 2022 the highway department budget was supported by a \$95,000 "transfer in" from the ARPA Fund. In a memo provided the board prior to the meeting, the manager described a \$60,000 increase in highway department operating expenses. The memo provides the details.(See attached).

The manager continued on and described the proposed spending plan in the Paving, Infrastructure and Highway Vehicle CIP funds. The board expressed general satisfaction with these budgets. Some questions were asked about the need to buy a second mini-excavator. There was robust discussion about the manager's proposal to spend \$20,000 to "map out" the process to gain access to a state owned site that

might be developed into a quarry to provide a local source of stone and gravel. The board expressed support for the process.

The manager told the board that at its next meeting scheduled for Monday, the last of the budgets would be reviewed with the hope the entire budget can be finalized and adopted for presentation to the voters at town meeting. If that can be accomplished, the meeting scheduled for January 30th would be mainly perfunctory, with the approval of the town meeting waring being the only necessary action.

Town Meeting Day Update and Planning

The manager reported both houses of the state legislature approved a bill to extend certain “COVID Measures” that relate to the conduct of town meeting. If the governor signs the bill as passed, municipal legislative bodies will be allowed to warn an “all Australian ballot” town meeting in 2023 and in 2024. There was vigorous discussion about how Waterbury’s 2023 Annual Meeting should be conducted. All agreed that Australian balloting allowed far greater participation in both the election of officers and on budgets and other public questions. Here were some questions about the level of engagement by voters when only considering these questions by ballot. Everyone agreed that an in person meeting and the attendant floor discussions provided a good opportunity for questions, general give and take on issues, as well as an opportunity to get together with townspeople. In general, it appeared most board members and those present thought that the greater participation afforded by day-long voting on all issues outweighed the perceived benefits of “open town meeting”. The board directed the manager to get an opinion concerning a permanent move to an Australian ballot meeting. General law requires a vote by the town at an open town meeting to make that decision. The board wants to know if that question can be asked by ballot this year under the continued “Emergency Measures” and at the same time be binding. As the board needs to “warn” the annual meeting before the end of the month, the members agreed to put off answering the question until a future meeting. A final decision will be made on January 23rd or 30th.

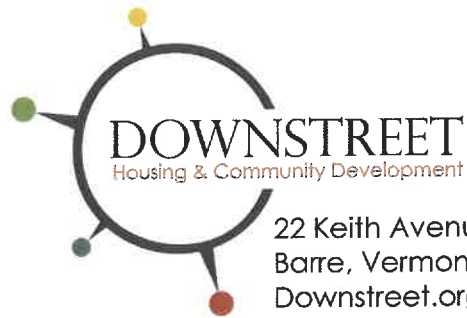
Town Clerk & Treasurer Terms

Karen Petrovic, Town Clerk and Town Treasurer asked the board whether they would allow an article on the warning for this year’s annual meeting, asking the voters if they would agree to a three-year term for both these positions. If warned and approved by the voters, the first 3-year term for the Clerk and Treasurer position would begin in 2024. The term for these offices up for election this year will remain at one-year, running from Town Meeting Day this year to Town Meeting Day 2024. R. Clapp made a motion to include an article on this year’s warning for the annual meeting asking the voters whether the terms for own Clerk and Treasurer should be for 3-years, starting in 2024. C. Viens seconded the motion. It was approved 5-0.

A motion was made and duly seconded (Clapp/Viens) to adjourn. The board members voted to adjourn at 9:26 p.m.

Respectfully submitted,

William Shepeluk



22 Keith Avenue, Suite 100
Barre, Vermont 05641
Downstreet.org • (802) 476-4493

To: Tom Levitz and Waterbury Selectboard
From: Nicola Anderson, Director of Real Estate Development, Downstreet
RE: Town ARPA Funds
Date: 1/17/2023

Downstreet Housing and Community Development and Evernorth, as co-General Partners, are proposing the development of 51 S. Main, 26 new affordable rental units at 51 South Main Street in the Designated Downtown of the Town of Waterbury. We anticipate final project funding in Summer 2023, construction closing by December 2023, and construction start in January 2024. Lease-up will begin in early 2025.

The 30% - 80% AMI units of 51 S. Main, located in a vibrant, walkable downtown, will provide perpetually affordable, energy-efficient, mixed-income, workforce housing that will meet the affordable housing needs of lower-income residents of Waterbury, lower-income people who are commuting to Waterbury for work, and the employment needs of local employers. This project meets the housing needs identified in Revitalizing Waterbury's 2022 Housing Study, which recommends the high-density development of primarily studio, one-and two-bedroom units. It will also meet affordable housing needs in a community with a high growth rate. A fall 2022 housing needs assessment commissioned by Downstreet indicates an overall population growth rate double that of the state with the 20–29-year-old age cohort increasing by 17% and 30-39 year old's increasing by 7%. Approximately 36% of Waterbury renters earn less than 60% AMI, over half of renters earn less than 80% AMI, and there is a near-zero rental housing vacancy rate. Finally, 51 S. Main meets the goals of the residents of Waterbury Village. The Board of the local Utility District that currently owns the housing site chose to allow its members to decide whether to sell the lot to Downstreet for the purpose of affordable housing. In October 2022, 75% of the 277 in-person voters chose affordable housing following months of local organizing among citizens and business owners to support Downstreet's proposal.

Downstreet and Evernorth are requesting \$100,000 in Waterbury ARPA dollars for the construction of 26 units at 51 S Main St. Downstreet is completing funding applications and board meetings in Spring and Summer 2023, as funding is extremely competitive, especially with the rise of construction costs, we do not expect to be awarded our full ask at these board meetings. We are asking for \$100,000 to bridge the funding gap at this time. We expect to receive a construction cost estimate by the end of January and could have a larger funding gap at this time, but having Town ARPA funding and backing will actually make our other funding applications stronger. This \$100,000 will make this project much more viable as we meet with our funders and allow our timeline to move as quickly as possible, with the possibility and opportunity to start construction by the end of 2023. If we do not secure all funding this year, our construction timeline will push back another year.

Total Residential Units:	26	Increase in Income from Rental Units:	1.00%
Housing Credit Restricted Units:	20	Increase in Income from Other Sources:	1.00%
Percent Restricted:	76.92%	Increase in Income from Commercial:	1.00%
Total Development Cost:	12,490,206	Expense increase:	2.50%
Residential Development Cost per Unit:	480,393	Vacancy Rate:	5.00%
Total Development Cost Per SF:	459	Partner's Tax Rate:	21%
Credit Election:	40/60	Long Depreciation Schedule:	27.5 years
Max Credit Potential:	1,047,451	Mid Depreciation Schedule:	15 years
Credit Amount Allocated:	930,000	Short Depreciation Schedule:	5 years
		Sponsor's Estimated Yield:	82.01%
LIHTC - 9%	9.00%		
LIHTC - 4%	3.31%	(Nov 2018)	

SOURCES

		% of Total Development Cost	Interest Rate	Amortization	Term
Amortizing Permanent Debt	188,966	1.51%	7.65%	30	30
Town ARPA	100,000	0.80%	0.00%	30	30
HOME	625,000	5.00%	0.00%	30	deferred
HOME-ARP	502,640	4.02%	0.00%	0	deferred
VHCB	3,380,000	27.06%	0.00%	0	deferred
VHCB Feasibility	0	0.00%	0.00%	0	deferred
Energy Incentives	67,600	0.54%	0.00%	0	deferred
Deferred Developer Fee	0	0.00%	0.00%	0	deferred
Existing Cash Accounts	0	0.00%			
Historic Credit Equity	0	0.00%			
VHFA - Federal Tax Credit Equity	7,626,000	61.06%			
VHFA - VT State Tax Credit Equity	0	0.00%			
TOTAL SOURCES	12,490,206	100.00%			

USES

Acquisition	152,175	1.22%
Construction Hard Costs	9,769,020	78.21%
Soft Costs	2,569,011	20.57%
TOTAL USES	12,490,206	100%

Gap

0

VHFA Construction Loan

\$

7,814,966.00

Interest Rate
6.98%Term
18 months

General Partner's Capital Contribution	763	0.01%
Limited Partner's Capital Contribution	7,626,167	99.99%
Total Equity	7,626,930	100.00%

APPLICABLE FRACTION CALCULATION

Housing Credit Restricted Units	20
Total Residential Units	26
Unit Fraction	76.92%
Housing Credit Square Footage	14,180
Total Residential Unit Square Footage	18,761
Square Footage Fraction	75.58%
Applicable Fraction	75.58%

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS THAT the **EDWARD FARRAR UTILITY DISTRICT**, successor-in-interest to the **VILLAGE OF WATERBURY** pursuant to 2018 Act No. M-19, a municipality located in the Town of Waterbury, County of Washington and State of Vermont, (the "Grantor"), in consideration of TEN DOLLARS and other good and valuable consideration, the receipt of which is hereby acknowledged, paid to its full satisfaction by the **TOWN OF WATERBURY**, a municipality located in the County of Washington and Sate of Vermont, (the "Grantee"), by these presents does freely GIVE, GRANT, SELL, CONVEY and CONFIRM unto the said Grantee, **TOWN OF WATERBURY**, and its successors and assigns forever, a certain piece or parcel of land located in the Town of Waterbury, in the County of Washington and State of Vermont, described as follows, viz:

Being a 40-acre, more or less, parcel of land known and designated as 546 River Road and being all and the same lands and premises conveyed to the Grantor's predecessor-in-interest, the Village of Waterbury, by the Warranty Deed of Warren A. Roby and Cora C. Roby, dated April 19, 1949, and recorded in Book 50, Page 482 of the Town of Waterbury Land Records, and by the Quitclaim Deed of the State of Vermont, dated November 19, 1984 and recorded in Book 97, Page 309 of the Town of Waterbury Land Records with the exception of a three-rod-wide right-of-way reserved in the aforesaid Quitclaim Deed of the State of Vermont and the interests conveyed by Grantor's predecessor-in-interest, the Village of Waterbury, by a Quitclaim Deed to the State of Vermont, dated November 15, 1984, and recorded in Book 97, Page 307 of the Town of Waterbury Land Records.

The herein conveyed parcel is subject to or benefitted and/or burdened by the following:

- a. Lease Agreement between the Village of Waterbury, the Village's Water/Sewer Commissioners and The Ice Center of Washington West, Inc., dated September 11, 2003, and recorded in Book 215, Page 434 of the Town of Waterbury Land Records;
- b. Lease Agreement between the Village of Waterbury and Capital Soccer Club, dated August 28, 2009, and recorded in Book 274, Page 169 of the Town of Waterbury Land Records;
- c. Land Use Permit #5W1402, dated July 18, 2002, and recorded in Book 190, Page 384 of the Town of Waterbury Land Records and amendments thereto, including Land Use Permit #5W1402-1, dated July 21, 2008, and recorded in Book 264, Page 358 of the Town of Waterbury Land Records and Land Use Permit 5W1402-

- 2, dated October 2, 2009, and recorded in Book 274, Page 775 of the Town of Waterbury Land Records;
- d. State of Vermont Agency of Natural Resources Water Supply and Wastewater Disposal Permit #WW-5-1428, PIN BR99-0375, dated February 14, 2000;
 - e. Memorandum of Understanding between the Village of Waterbury and Ice Center of Washington West, dated December 13, 2006 and recorded in Book 252, Page 257 of the Town of Waterbury Land Records; and
 - f. The terms and conditions of the Memorandum of Understanding between Grantor and Grantee, dated April 18, 2022, and recorded in Book 502, Page 239 of the Town of Waterbury Land Records, including but not limited to a right of first refusal in favor of the Grantor to purchase the herein conveyed parcel of land as stated in Section 4 thereof.

Reference is made to a Warranty Deed to Rex Callahan from the Village of Waterbury, dated April 19, 1949, and recorded in Book 50, Page 483 of the Town of Waterbury Land Records by which Grantor's predecessor-in-interest conveyed the rights to remove all standing timber on the herein conveyed parcel of land by April 19, 1952, which rights have now expired.

Grantor's voters authorized this conveyance by their approval of Article 5 at Grantor's Annual Meeting held on May 11, 2022. Reference is also made to the aforesaid Memorandum of Understanding between Grantor and Grantee, dated April 18, 2022, and recorded in Book 502, Page 239 of the Town of Waterbury Land Records.

Nothing in the forgoing paragraphs shall reinstate any such encumbrance previously extinguished by the Marketable Record Title Act, Subchapter 7, Title 27, Vermont Statutes Annotated.

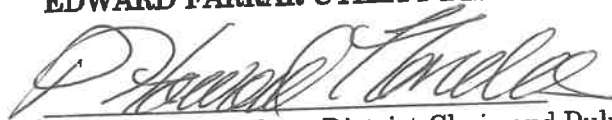
Reference is hereby made to the above-mentioned deeds, instruments, plans and the records thereof, and the references therein made all in further aid of this description.

TO HAVE AND TO HOLD said granted premises, together with all privileges and appurtenances hereof, to the said Grantee, **TOWN OF WATERBURY**, its successors and assigns, to its own use and behoof forever; the said Grantor, **EDWARD FARRAR UTILITY DISTRICT**, for itself and its successors and assigns, does covenant with the said Grantee, **TOWN OF WATERBURY**, and its successors and assigns, that until the ensealing of these presents it is the sole owner of the premises, and has good right and title to convey the same in the manner aforesaid, and that they are **FREE FROM EVERY ENCUMBRANCE**,

except as aforesaid, and it hereby engages to WARRANT AND DEFEND the same against all lawful claims whatever, except as aforesaid.

IN WITNESS, I hereunto set my hand and seal this 20th day of January, 2023.

EDWARD FARRAR UTILITY DISTRICT



P. Howard Flanders, District Chair and Duly Authorized Agent

**STATE OF VERMONT
COUNTY OF WASHINGTON, SS**

At Waterbury in said County, this 20th day of January, 2023, personally appeared P. Howard Flanders, Board Chair and Duly Authorized Agent of the **EDWARD FARRAR UTILITY DISTRICT**, and he acknowledged this instrument, by him sealed and subscribed, to be his free act and deed and the free act and deed of **EDWARD FARRAR UTILITY DISTRICT**.

Before me, Elizabeth W. Jones
Notary Public
My Commission Expires: 1/31/23
My Commission #: 157.0008830

STITZEL, PAGE &
FLETCHER, P.C.
ATTORNEYS AT LAW
171 BATTERY STREET
P.O. BOX 1507
BURLINGTON, VERMONT
05402-1507

EFUD22-005 Final WD from EFUD to Waterbury - 40a Ice Center Prop rea.docx

FIRE PROTECTION CONTRACT
APRIL 1, 2023 – MARCH 31, 2024

1. The Town of Waterbury and the Town of Duxbury agree that it is in the interest of each municipality to enter into an agreement whereby the Town of Waterbury will provide Fire Protection Services to the Town of Duxbury. In return the Town of Duxbury will make semi-annual payments to the Town of Waterbury for the provision of these services as described below.

2. The Town of Waterbury will provide Fire Protection Services to the Town of Duxbury for a one-year period beginning on April 1, 2023 and ending on March 31, 2024. Forest Fires are not covered by this agreement and the Town of Waterbury will bill for services provided to fight forest fires at the rate allowed by state statute.

3. For these services, the Town of Duxbury agrees to pay **\$114,900** to the Town of Waterbury. Semi-annual payments of **\$57,450** shall be due on May 1, 2023 and December 1, 2023.

4. The payment of **\$114,900** is calculated by multiplying the Town of Duxbury’s share of the combined Duxbury and Waterbury equalized education grand list times **the costs incurred by the Town of Waterbury related to fire protection services in year 2022.**

5. According to the most recent report published by the Vermont Department of Taxes, (see attached) the Town of Duxbury’s equalized education grand list is 18.22% of the combined equalized education grand lists of Duxbury and Waterbury:

	Equalized Education Grand List (2021)	Percentage
Waterbury	\$ 10,260,428	82.35%
Duxbury	\$ 2,199,446	17.65%
	\$12,459,873	100.00%

Source: Department of Taxes – Equalized Education Grand List Values by County

<https://tax.vermont.gov/municipalities/reports/equalization-study>

6. Waterbury and Duxbury agree that the Waterbury Fire Department is responsible to cover approximately 76% of Duxbury’s Grand List, acknowledging that the Waterbury Fire Department does not provide “first response services” to “South” Duxbury. For the purposes of this agreement, the exemption of property value as described lowers Duxbury’s Equalized Municipal Grand List to \$1,671,579 (\$2,119,446*.76) and the combined Equalized Municipal Grand List to \$11,932,006. Duxbury’s portion is now **14.01%** (1,671,579/11,932,006)

7. In 2023, the contract will be based on **\$820,219** of costs related to fire protection services provided through December 31, 2022. **Duxbury's share of that cost at 14.01%** equals \$114,900 ($\$820,219 \times .1401$, then rounded) which shall be Duxbury's share for this agreement.

8. The payment from the Town of Duxbury to the Town of Waterbury shall be subject to voter approval in the Town of Duxbury at their annual meeting each March. If the voters in Duxbury fail to appropriate the agreed upon payment, the Chair of the Duxbury Select Board shall notify the Waterbury Municipal Manager or the Fire Chief of the Town of Waterbury within 24 hours of the vote.

9. If the Town of Duxbury fails to appropriate the agreed upon payment, the Town of Waterbury may cease its provision of Fire Protection Services to the Town of Duxbury on April 1st in the year that Duxbury fails to appropriate the agreed upon fees. At its sole discretion the Town of Waterbury may agree to consider an interim agreement to provide Fire Protection Services to the Town of Duxbury if the Duxbury Select Board takes steps to place the appropriation before the voters of the Town of Duxbury at a Special Town Meeting held by May 1st of that year. If the appropriation fails twice in any year the contract shall expire immediately following the second vote.

10. Within the scope of this contact the Fire Chief of the Town of Waterbury or any firefighter in command of an emergency scene covered by this contract shall be free to request mutual aid assistance with the understanding that failure of another department to respond to such a request shall not constitute negligence on the part of the firefighter in command, the Town of Waterbury, or its Fire Department.

11. The legislative bodies of the Town of Waterbury and the Town of Duxbury agree this document is a contract for the provision of fire services to the Town of Duxbury by the Town of Waterbury. Failure to make payments by the agreed upon dates shall constitute a breach of this contract entitling the Town of Waterbury to legal and equitable remedies including, but not limited to attorney fees.

Duxbury Select Board

Witness to Duxbury Signatures

Date: _____

Waterbury Select Board

Alyssa Johnson

R. Clay

Witness to Waterbury Signatures

Date: _____

1/23/23

1/19/2023

Karen Petrovic

From: Thomas Leitz
Sent: Friday, January 13, 2023 2:52 PM
To: Michael Bard; Dani Kehlmann; Alyssa Johnson; Chris Viens; Roger clapp
Cc: Bill Woodruff; Karen Petrovic
Subject: tax rate forecast

All:

I have not made any critical changes to the budgets that have been presented to you thus far. There have been some adjustments (in both directions), but nothing that has any substantive impact. I can review these changes on Thursday.

You have not seen them as yet, but the Cemetery and Library Commissioners have adopted their budgets. The Library in particular has some impact on taxes, but I don't think their increases are unreasonable or unwarranted. Public works and related capital budgets will be emailed to you by COB on Monday, and I think those are pretty solid. I am not cutting paving, for example, to keep the tax rate low.

I did want to give a tax rate estimate as I think it will inform how those budgets will be considered at our meeting next week.

Assuming you are comfortable with the upcoming presentations, we will have a 2023 tax rate that is about 54.1 cents (which I hope is good news). See below for tax rates for the last few years:

2022	0.5300
2021	0.5300
2020	0.5500
2019	0.5149
2018	0.4498

Of the budgets you have reviewed, upon some further research, there is one significant item in the general fund I believe we can reduce. The general fund budget I presented to you had a \$50,000 transfer into the reappraisal fund. The reappraisal fund ended 2022 with \$200,000 available. Stowe has begun their reappraisal, and in speaking with their manager he estimates their costs at \$330,000. Stowe has about 40% more tax parcels than Waterbury, so I believe we can reduce the transfer and still be financially responsible. I do not recommend going to \$0 because, given how fast the market is moving, we should always be planning for the next reappraisal. I do recommend reducing the transfer to \$15,000, and have incorporated that change into the tax rate above. Keeping the full \$50,000 would make the rate about 54.55 cents.

I note that last year the town used \$95,000 in ARPA funds to reduce the tax rate. Those funds were embedded as a revenue in the highway fund. That presented a *significant* challenge as we began 2023 planning with that same amount as a shortfall.

You will also see an ARPA plan on Thursday that involves funding some significant capital expenses. But I did not embed any ARPA funds as a general revenue to hold down the tax rate, which will make 2024 easier.

Final note – the above tax rate includes the funding requests for both the Rotary (\$5,000 for the concert series) and the Sr. Center. I have some thoughts on the Rotary request, but I'll hold off until that meeting.

Waterbury Public Library 2023 Proposed Budget										
Account	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projection	2023 Proposed Budget	Change from 2022	% Change from 2022	Notes	
13-6-00-1-001.00 CURRENT YEAR TAXES	484,430	484,430	498,550	485,575	485,575	514,853	29,278	6.0%		
13-6-00-2-001.00 TOWN OF DUXBURY	-	-	-	-	-	-	-	-		
13-6-00-2-016.00 LIBRARY GRANTS	-	720	3,000	4,000	4,785	1,000	(3,000)	-75.0%		
13-6-00-3-001.00 RENT-BLDG & GROUNDS	350	50	50	-	25	25	25	185.7%		
13-6-00-4-001.00 FEES AND MISC	1,429	462	672	350	1,081	650	650	650.0%		
13-6-00-4-001.01 DONATIONS	5,898	2,228	11,328	1,000	11,565	7,500	6,500	650.0%	Donations equals purchases made by donations.	
13-6-00-4-001.02 NON-RESIDENT FEES	2,920	2,850	4,425	4,000	5,250	4,763	763	19.1%	Slight increase based on actuals	
13-6-00-8-001.00 FROM TRUST FUND	15,000	14,255	26,365	30,000	30,000	30,000	-	0.0%		
Total Revenue	510,027	504,995	484,389	524,925	538,281	559,141	34,216	6.5%		
13-7-60 LIBRARIES	-	-	-	-	-	-	-	-		
13-7-60-1-110.00 LB-Regular Pay	192,007	190,394	201,539	227,860	227,710	250,431	22,571	9.9%	Assumes 5% raise on 4/1	
13-7-60-1-120.00 LB-Part Time Pay	4,943	875	8,668	10,000	6,165	5,000	(5,000)	-50.0%		
13-7-60-1-210.00 LB-Ins-Health	22,981	18,870	12,012	9,925	9,726	10,920	995	10.0%		
13-7-60-1-210.02 LB-Life,Disability,LTC in	2,801	2,760	2,597	3,000	3,033	3,120	120	4.0%		
13-7-60-1-220.00 LB-Ins-Social Sec	14,813	14,294	16,015	18,555	17,903	19,541	986	5.3%		
13-7-60-1-230.00 LB-Retirement	7,793	7,790	10,372	11,500	13,314	13,770	2,270	19.7%		
13-7-60-1-250.00 LB-Ins-Unemployment	1,073	478	1,485	1,360	1,342	1,425	65	4.8%		
13-7-60-1-260.00 LB-Ins-Workers Comp	1,430	2,400	2,577	2,800	2,800	2,800	-	0.0%		
13-7-60-2-330.00 LB-Computer Service	5,210	3,445	6,202	5,500	3,740	5,500	-	0.0%		
13-7-60-2-330.01 LB-Software Licensing	2,147	2,144	3,274	3,000	2,745	3,000	-	0.0%		
13-7-60-2-431.00 LB-Equip Lease & Maint	1,633	1,708	1,674	1,700	2,043	1,900	200	11.8%		
13-7-60-2-530.00 LB-Telephone-Internet	2,552	2,834	2,923	3,010	3,464	3,500	490	16.3%		
13-7-60-2-531.00 LB-Postage	1,984	1,760	2,549	2,625	1,425	2,000	(625)	-23.8%		
13-7-60-2-610.00 LB-Office Supplies	4,368	4,417	5,146	4,500	3,576	3,000	(1,500)	-33.3%		
13-7-60-3-430.00 To-MBOP	175,650	180,315	182,965	194,140	194,140	184,984	(9,156)	-4.7%	Reduced debt and building costs	
13-7-60-5-240.00 LB-Tuition	2,000	37	107	400	215	500	100	25.0%		
13-7-60-5-241.00 LB-Dues	412	330	338	330	360	300	(30)	-9.1%		
13-7-60-5-580.00 LB-Programs	3,508	2,885	3,651	3,500	3,462	3,500	-	0.0%		
13-7-60-5-580.00 LB-Mileage Reimb	713	95	51	200	380	500	300	150.0%		
13-7-60-5-610.01 LB-Program Supplies	2,474	1,908	1,341	1,900	1,834	1,900	-	0.0%		
13-7-60-5-640.00 LB-Books	27,668	27,496	28,926	29,000	27,379	30,000	1,000	3.4%		
13-7-60-5-520.00 LB-Ins-Prop & Liability	930	1,100	1,100	1,140	1,140	1,200	60	5.3%		
13-7-60-6-990.00 LB-Unclassified	-	-	-	-	-	-	-	-		
13-7-60-6-990.01 LB-Purchased by Donation	5,872	1,493	11,328	-	13,023	7,500	7,500	-		
13-7-60-6-990.02 Purchased thru Grant '21	-	-	-	-	4,529	-	-	-		
13-7-60-7-743.00 LB-New Equipment	2,688	618	3,791	4,900	4,702	4,900	-	0.0%		
Total Expenses	487,652	470,446	510,632	540,845	550,151	561,191	20,346	3.8%		
Estimated 2022 Expenses Not Yet Recorded					2,000					
Revenues Less Expenditures	22,375	34,549	(26,243)	(15,920)	(13,870)	(2,050)				
2022 Fund Balance Available										2,050



STRATEGIC PLAN 2023-2027

OUR MISSION - TO INSPIRE OUR COMMUNITY TO LEARN, CONNECT AND THRIVE

In the spring of 2022, a dedicated committee set out to identify what the Waterbury community wants and needs from its public library. Data was gathered over several months through focus groups, one-on-one interviews and community surveys.

Based on these results three overarching goals were identified along with a multitude of ideas to pursue in the coming years. Each goal and its related objectives represents a component of the community's vision for the future of the Waterbury Public Library.

AWARENESS AND OUTREACH

To enhance the Library's reputation as a vibrant, valuable and meaningful community resource, engaging a diverse population of users and partners, both inside and outside the building.

PEOPLE AND PLACE

To expand the Library's role as a welcoming, useful, accessible and safe space, meeting the needs of all community members, partners and staff.

COLLECTIONS AND PROGRAMS

To ensure that the Library provides a diverse, relevant and thoughtful range of books, digital resources and programming aimed at fostering life-long learning and growth.

*The full strategic plan will be available on our website by winter 2023 at:
waterburypubliclibrary.com/strategic-plan*

Questions and comments can be directed to Library Director Rachel Muse.

waterburypubliclibrary.com | 802-244-7036
28 North Main Street, Waterbury, VT 05676

Memo

Date: 1/16/2023
To: Selectboard
From: Tom Leitz
Re: Highway, Paving, Infrastructure & Equipment 2023 Budgets

Please find attached the draft 2023 budgets for the highway department and the related capital funds. I note that, earlier this year, the selectboard agreed with a manager proposal to create one capital fund. I will do this before the budgets are finalized, but for now I have used the same format as prior years.

I am happy to do a detailed review, but I first wanted to point out some themes and highlights.

Highway Department

The highway department is a separate fund from the general fund, hence the inclusion of property taxes as a revenue source. Note the substantial increase in taxes. This has three root causes, to wit:

- \$95,000 in ARPA funds were budgeted in 2022 as a one-time revenue. While this served to reduce the tax rate, in 2023 we started the budget process “in the red” by that same amount.
- The department ran a deficit in 2022, leaving the fund in an overall deficit position. I propose to close some, but not all, of that deficit in 2023. Having a small deficit is not a challenge given the Town’s overall great liquidity.
- Operating expenses (all expenses excluding transfers and debt) have increased by roughly \$60,000.

I want to highlight a few important expense line items.

On the payroll side, staff were provided a wage increase in late 2022 and a further 5% is proposed for 2023. While this is high, it is not luxurious. We are meeting the market, and numerous towns in the area have vacancies. I expect staffing to remain a challenge for the next several years.

Our budget lines for equipment and vehicle maintenance are in line with years prior to 2022. In large part this is because we have recently decided to cease to maintain a truck, and we spent \$10,000 on new tires at the end of 2022. I believe prior year figures are a better benchmark than the recent high year.

Not surprisingly diesel fuel costs are startlingly higher than prior years.

Salt and sand are consistent with 2022, despite price increases. In part this is because we have had a mild 2023 thus far, but we will also make continued efforts to use less material.

The budget for debt is changed completely from prior years. As per Governmental Accounting Standards Board standards we are not supposed to budget debt payments in a capital project fund. Thus, all debt payments are moved from those funds and consolidated into the highway department. Related to this is the transfer to the capital funds. This transfer is reduced from 2022 largely because the debt is now within the highway fund.

Paving, Infrastructure and Highway Vehicles

The paving budget is level funded. In the spring we will present to you a proposed paving plan. The ratio between class 2 and class 3 roads may differ, but the plan will adhere to the proposed \$405,000 in expenses.

The highway infrastructure budget contains three substantial ARPA projects. First, I propose using \$435,000 in ARPA funds for bridge #4 (Guptil Rd) and Bridge #33 (Armory Drive). These projects were estimated to cost \$403,000 when estimated last October. They would be 2024 projects, so I have added an inflator as a measure of safety. Should you not wish to use ARPA funds for these bridges I will likely incorporate these costs into the 2024 spending plan.

There is also a new budget line for gravel road resurfacing. The proposal for your consideration has a 2023 cost of \$60,000, half of which is ARPA funded. In short, similar to having a regular paving budget this would establish a regular budget for "complete" resurfacings on gravel roads. This is a small pivot in operations, but I think it acknowledges that our freeze/thaw cycles are increasing and these roads will need more resources in the future. \$60,000 allows for the Town to resurface about 3,300' feet of road.

I am also recommending an appropriation for the Town to pursue development of the former Quarry on Sweet Road. In 2023 these costs would include legal and professional service fees as we attempt to develop a feasibility plan for this site. Given this has the potential to develop into major cost item I thought it best to highlight this expense and to create a line item in 2023. This is funded with taxes and not ARPA funds.

In the highway vehicles budget I am proposing to purchase a new one-ton truck and a mini excavator. I propose to borrow the funds for the truck, but to pay cash for the mini excavator. The truck is simply a scheduled replacement. The mini excavator is a bit more strategic. For the last several years we have rented a mini excavator during the summer at a cost of \$20,000; purchasing a new excavator should yield a long-term savings.

Fund 12: Highway Department													
	A	B	C	D	E	F	G	H	I	J	K	L	M
		2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual		2023 Budget		Change from 2022	% Change from 2022	Notes
1													
2													
3	Account												
4													
5	12-6-00-1-001.00 PROPERTY TAXES	1,392,675	1,515,180	1,882,690	1,428,575	1,624,900	1,624,900		1,855,258	230,358	14.2%		
6	12-6-00-2-001.00 VT STATE AID	109,716	110,578	113,719	120,497	120,495	122,039		122,649	2,154	1.8%		
7	12-6-00-2-001.01 STATE GRANT				11,927	-	-						
8	12-6-00-2-001.02 STATE GRANT TREES				1,100	1,895	3,250			(1,895)	-100.0%		
9	12-6-00-2-002.00 WASI - FUEL	6,713				-	-						
10	12-6-00-2-003.00 HWY FED EXCISE TAX	497	735		228	250	1,524		500	250	100.0%		
11	12-6-00-2-020.00 FEDERAL GRANT					-	-						
12	12-6-00-3-001.01 HIGHWAY LABOR/MATERIALS	22,556	13,584	15,746	7,175	7,200	-		7,200	-	0.0%		
13	12-6-00-4-001.00 POOL CROSS CHARGES	2,826	3,000	-	1,350	1,500	-		1,500	-	0.0%		
14	12-6-00-4-002.00 OVERWEIGHT PERMITS & MISC	1,015	1,000	950	1,090	1,000	1,080		1,100	100	10.0%		
15	12-6-00-4-054.00 RECREATION - PARKS INCOME					-	-						
16	12-6-00-7-001.00 SPECIAL PROJECTS ROUNDABOUT		6,406	14,760	7,922	-	-						
17	12-6-00-7-001.01 SPECIAL PROJECTS STORMWAT					-	-						
18	12-6-00-7-001.02 SPECIAL PROJECTS MAIN ST			1,168	1,233	965	968		1,000	35	3.6%		
19	12-6-00-8-003.00 HWY LOAN PROCEEDS					-	-						
20	12-6-00-9-001.00 INTEREST ON INVESTMENTS					-	-						
21	12-6-00-9-003.00 GAS TAX REFUND		50		1,167	-	325		500				
22	12-6-00-9-004.00 Transfer in from ARPA					95,000	95,000			(95,000)	-100.0%		
23	12-6-00-9-021.02 INSURANCE PROCEEDS					-	-						
24	12-6-00-9-099.00 MISCELLANEOUS	1,040				-	-						
25													
26	Subtotal Revenues	1,537,098	1,650,533	2,029,034	1,582,264	1,853,205	1,849,087		1,989,707	136,002	7.3%		
27													
28													
29													
30													
31	12-7-30 HIGHWAY												
32	12-7-30-1-110.00 HW-Regular Pay - Parks	354,360	390,065	331,316	388,793	409,780	408,635		451,350	41,570	10.1%	Assumes PT mechanic	
33	12-7-30-1-120.00 HW-Part-time Pay	13,525	5,255	-	5,850	-	-		5,000	5,000	NA		
34	12-7-30-1-210.00 HW-Ins-Health	85,286	90,386	93,919	76,962	74,720	72,964		79,150	4,430	5.9%		
35	12-7-30-1-210.02 HW-Life,Disability,ITC In	3,547	4,316	3,883	4,061	4,120	3,877		3,630	(290)	-7.0%		
36	12-7-30-1-220.00 HW-Ins-Social Sec	28,093	30,111	23,627	30,338	31,350	32,343		34,911	3,561	11.4%		
37	12-7-30-1-230.00 HW-Retirement	20,068	21,826	18,744	23,350	25,925	25,404		30,015	4,090	15.8%	Rate increase on higher payroll	
38	12-7-30-1-250.00 HW-Ins-Unemployment	1,292	1,395	524	1,622	1,785	1,767		1,785	-	0.0%		
39	12-7-30-1-260.00 HW-Ins-Workers Comp	27,854	35,185	47,473	47,907	46,570	46,570		46,570	-	0.0%		
40	12-7-30-1-290.00 HW-Clothing & Safetywear	7,865	6,529	6,558	6,705	7,500	6,817		8,210	710	9.5%		
42	12-7-30-2-333.00 HW-Legal Services	350											
43	12-7-30-2-530.00 HW-Utilities-Tele/Interne	3,987	2,717	2,703	3,559	3,685	3,998		3,700	15	0.4%		
44	12-7-30-2-540.00 HW-Advertising	74											
46	12-7-30-2-610.00 HW-Office Supplies	475	189	405	310	500	116		500		0.0%		
47	12-7-30-2-660.00 HW-Stormwater fees	544	2,616	1,976	2,216	2,875	1,976		2,875	-	0.0%		

Fund 70: Paving Fund										
Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual as of 1-10-23	2023 Budget	Change from 2022	% Change from 2022	Notes
70-6-00-1-002.01 STATE GRANTS	-	-	-	-	175,000	-	-	(175,000)	-100.0%	
70-6-00-1-002.02 Transfer from Hwy Fund	288,000	288,000	447,655	308,880	405,000	405,000	405,000	-	0.0%	
70-6-00-1-002.03 Transfer from Reserve Fnd	52,142	-	-	-	-	-	-	-	-	
70-6-00-2-010.00 PILOT	81,999	82,000	100,000	20,000	-	-	-	-	-	
70-6-00-9-001.00 INTEREST	(152)	(217)	(227)	(144)	-	(1,448)	-	-	-	
70-6-00-9-001.01 SECURITIES GAIN/LOSS	-	-	-	-	-	-	-	-	-	
70-6-00-9-099.00 MISC INCOME	-	-	-	-	-	-	-	-	-	
Total Revenue	421,989	369,783	547,428	328,736	580,000	403,552	405,000	(175,000)	-30.2%	
70-7-30-7-460.00 Class III Paving	376,646	492,990	469,578	382,992	135,000	83,773	135,000	-	0.0%	
70-7-30-7-460.01 Class II Paving	50,000	50,000	50,000	38,609	270,000	292,098	270,000	-	0.0%	
70-7-30-8-820.00 Debt-Principal	9,240	8,464	7,629	6,733	5,770	5,768	(50,000)	(5,770)	-100.0%	Debt moved to highway fund
Total Expenses	435,885	551,454	527,206	478,334	460,770	431,639	405,000	(55,770)	-12.1%	
Net	(13,896)	(181,671)	20,222	(149,598)	119,230	(28,086)	-	(119,230)	-100.0%	

Fund 71: Highway Infrastructure									
Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual as of 1-10-23	2023 Budget	Notes	
71-6-00-1-001.00 PROPERTY TAXES	-	-	-	-	-	-	-	-	
71-6-00-1-002.00 SALE OF ASSETS	-	-	850	-	-	-	-	-	
71-6-00-1-002.01 STATE GRANT	62,589	13,694	-	-	200,000	170,000	-	-	
71-6-00-1-002.02 Transfers from Hwy Fund	155,000	155,000	252,695	174,360	225,000	225,000	98,000	Reduced due to completion of Main Street & debt move	
71-6-00-1-002.05 Downtown Grant-State	-	-	-	-	140,000	-	-	-	
71-6-00-8-003.00 LOAN PROCEEDS	-	-	145,880	-	-	-	-	-	
71-6-00-9-001.00 INTEREST	46	(64)	(132)	(44)	-	(501)	-	-	
71-6-00-9-099.00 MISC INCOME	-	280	-	-	-	-	495,000	ARPA funded bridge and road projects	
Total Revenue	217,635	168,910	399,293	174,316	565,000	394,499	593,000		
71-7 HIGHWAY INFRASTRUCTURE	-	-	-	-	-	-	-	-	
71-7-30-7-450.00 Downtown Projects	-	549	8,493	30,024	240,000	50,862	-	-	
71-7-30-7-450.01 Main Street Projects	13,036	172,655	126,201	231,065	140,000	13,690	-	-	
71-7-30-7-460.00 Sidewalk Repair/Replace	50,830	26,892	2,529	61,761	20,000	28,061	35,000		
71-7-30-7-460.01 Bridge Improvements	60,107	-	-	52,856	-	-	403,000	ARPA, bridges # 4 and 33	
71-7-30-7-460.02 Culvert Improvements	75,580	180,915	6,628	-	62,000	34,160	-	-	
71-7-30-7-460.03 Upgrade to Structures	8,459	16,667	-	6,008	-	-	-	-	
71-7-30-7-460.04 Street & Traffic Lights	28,081	-	-	-	-	-	-	-	
71-7-30-7-460.05 Building Improvements	4,552	-	8,418	61,452	45,000	33,977	45,000		
71-7-30-7-460.08 Reservoir Rd	-	-	-	-	200,000	159,592	-	50% ARPA. Roughly 3,000' of complete gravel road resurfacing. Sweet or Perry Hill Road. Final determination to be made in the spring based on mud season conditions.	
New - Gravel Road Resurfacing	-	-	-	-	-	-	30,000		
New - Gravel Road Resurfacing	-	-	-	-	-	-	30,000		
New - Sweet Road Quarry	-	-	-	6,000	-	-	20,000		
71-7-30-7-990.00 Unclassified	-	-	-	-	-	-	-	-	
71-7-30-8-820.00 Debt-Principal	-	-	-	5,701	26,035	17,978	-	Debt Moved to Highway Fund	
71-7-30-8-830.00 Debt-Interest	3,500	3,000	1,540	2,641	2,575	2,754	-		
Total Expenses	244,145	400,677	153,809	457,508	735,610	341,074	563,000		

Fund 72: Highway Vehicles										
Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual as of 1-10-23	2023	Change from 2022	% Change from 2022	
72-6-00-1-002.00 SALE OF ASSETS	-	-	4,150	850	-	22,600	12,500	12,500		
72-6-00-1-002.02 Transfers from Hwy Fund	90,000	90,000	1,49,395	101,515	164,000	164,000	87,000	(77,000)		Reduced due to debt financing.
72-6-00-1-002.03 Transfer from Reserve Fnd	-	-	-	-	-	-	-	-		
72-6-00-1-022.04 HWY VEH CIP FROM PARKS	3,000	3,000	5,610	1,500	3,300	3,300	3,300	3,300		
72-6-00-1-022.05 Transfer from Cemetery	-	-	-	-	500	500	3,000	2,500		
72-6-00-8-003.00 LOAN PROCEEDS	-	-	260,000	-	-	-	155,000	155,000		Borrow for cemetery vehicle and new one ton truck. Cemetery vehicle is small and can be internal borrowing.
72-6-00-9-001.00 INTEREST	365	29	(54)	92	-	171	-	-		
Total Revenues	93,365	93,029	419,101	103,957	167,800	190,571	260,800	93,000		
72-7 HIGHWAY VEHICLES										
72-7-30-7-740.00 Loader 1	-	-	-	-	120,000	115,900	-	(120,000)		
72-7-30-7-740.04 Sidewalk Plow	152,019	-	-	-	-	-	-	-		
72-7-30-7-740.08 Roadside mower	-	-	116,877	-	-	-	8,500	8,500		
New - Chloride Trailer	-	-	-	-	-	-	15,000	15,000		Debt financed by cemetery
New - Cemetery Vehicle	178	(750)	-	-	110,000	-	-	(110,000)		
72-7-30-7-742.00 Dump Truck	122,077	-	-	-	-	-	-	-		
72-7-30-7-742.01 Dump Truck	121	119,374	-	-	-	4,031	-	-		
72-7-30-7-742.02 Dump Truck	-	-	-	148,585	-	-	-	-		
72-7-30-7-742.03 Dump Tandem	-	-	-	-	-	126	-	-		
72-7-30-7-742.04 Dump Truck	-	-	-	-	-	-	-	-		
72-7-30-7-742.05 One Ton	-	-	-	-	-	-	-	-		
72-7-30-7-742.06 Pick-up 1	-	-	-	-	-	75,389	-	-		
72-7-30-7-742.07 Pick-up 2	32,430	-	-	-	-	1,728	-	-		
72-7-30-7-742.08 Excavator	-	-	-	91,000	-	-	-	-		
72-7-54-7-740.00 Gravelly Tractor 1	-	-	-	11,000	-	-	-	-		
72-7-54-7-740.01 Gravelly Tractor 2	-	-	-	2,800	-	-	-	-		
72-7-54-7-740.02 Utility Trailer	-	-	-	-	15,000	-	-	(15,000)		
72-7-54-7-740.03 Hydro Seeder/Trailer	-	-	-	16,207	-	10,500	-	-		
New - Mini Excavator	-	-	-	10,152	52,500	19,654	95,000	95,000		Propose to pay cash
72-7-80-8-820.00 Debt-Principal	11,360	10,224	5,592	7,725	8,225	7,252	(6,225)	(6,225)		
72-7-80-8-830.00 Debt-Interest	-	-	-	-	-	-	-	-		
Debt - 2023 Purchases	-	-	-	-	-	-	-	-		
Total Expenses	285,755	173,673	122,469	287,469	305,725	234,580	258,500	(47,225)		

Karen Petrovic

From: Sink, Tammy <Tammy.Sink@vermont.gov>
Sent: Thursday, January 19, 2023 3:57 PM
To: SOS - Elections
Subject: Update on Annual Meeting Legislation

Importance: High

Good Afternoon Clerks,

We are writing today to give you an update on the election law legislation regarding this year's annual meetings.

There is a bill working its way through the legislature right now that addresses modified procedures for this year's annual meetings in light of the continuing concerns surrounding COVID-19. That bill is H.42. As of today, the bill has been passed in both the House and Senate, and is being sent back to the House so they can send it on to the Governor for signing. It is fairly straightforward and has two primary operative provisions you should be aware of...

If passed, H.42 permits the legislative body to:

1. vote to **move the date of the annual meeting** to a later date in the year.
2. vote to **apply the Australian ballot system** for articles that are otherwise typically voted from the floor.

A few important details regarding these:

- If the legislative body votes to **move the date of the annual meeting**:
 - The current municipal officers shall serve until the annual meeting is held and their successors are chosen.
 - If the meeting date is moved, the deadlines in the statute move as well. For instance the ballots would need to be prepared 20 days before the newly rescheduled meeting date, and the candidate filing deadline would be the sixth Monday before the new date. Any petitions for articles or candidates that were accepted before the meeting date was moved shall be valid for the rescheduled meeting and do not have to be filed again.
- If the legislative body votes to **use the Australian ballot system**:
 - The informational hearing that is required to be held by the legislative body within ten days before the meeting may be held by electronic means without

designating a physical location. A telephone option must be provided to access the hearing if feasible and the hearing must be recorded if possible.

We suggest waiting for final passage of the bill before your legislative body votes to take advantage of any of the provisions. This may mean that your board will need to have a special meeting to sign off on the warning

Please note that all other previously passed emergency legislation has expired and no longer applies (this includes the waiver of petition signatures and permission for school boards to vote not to require commingling of ballots – these provisions are expired).

For those of you who are new clerks, or who have never conducted an election using the Australian ballot system and will be doing so for this year, please review 17 VSA 2680 carefully, as it contains the basic requirements for this process.

If any of you are conducting an Australian ballot election for the first time, please feel free to contact our office with questions at sos.elections@vermont.gov.

We hope this helps clarify the options you will have available as soon as the Governor signs this emergency bill into law. We will continue to be in touch over the coming weeks with further guidance and reminders. Please contact us if you need assistance and we will do our best to be as responsive as possible.

Thank you,
The Elections Team

Tammy Sink (she/her)

Assistant Director of Elections and Campaign Finance
Vermont Secretary of State's Office
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Montpelier, VT 05633-1101
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<https://sos.vermont.gov/elections>