

**Meeting of the Waterbury Select Board
Monday February 27, 2023
Steele Community Room, 28 North Main Street**

Attendees: M. Bard, A. Johnson, R. Clapp, C. Viens; Board; T. Leitz, Manager, K. Petrovic, Town Clerk

Public Attendees: J. Kilgore; E. Walton; ORCA Media

Attending by Zoom: D. Kehlmann Board; Orca Media; L. Scagliotti Waterbury Roundabout; Rob D; Work DOL

The meeting was called to order by M. Bard at 7:00pm

Approve Agenda

R. Clapp made a motion to approve the agenda which was seconded by A. Johnson. Discussion followed. C. Viens requested time on the agenda to discuss the Managers Report, this will be added before Executive session. T. Leitz explained a last minute need to discuss the Vermont Aquatic Nuisance Control Grant-in-Aid Program Application for Friends of the Waterbury Reservoir which will also be added before Executive Session. **A vote was held and passed unanimously.**

Consent Agenda Items

a.) Minutes of February 13, 2023 Meeting

b.) Approve 1st and 3rd class liquor license for American Legion; Approve 2nd class liquor license for R.G. Blake Enterprises, Inc

C. Viens moved to approve the Consent Agenda which was seconded by R. Clapp. A vote was held and passed unanimously.

Public no comments

Meet with J. Kilgore – Town Meeting Day

J. Kilgore began by stating the purpose of Town Meeting Day is for members of the municipality to comment on Municipal Matters. The board asked J. Kilgore for advice regarding knowledge they have that CVFiber wishes to make a request from the floor for additional funding. J. Kilgore was able to advise the board on the options CVFiber representatives have to request funding. T. Leitz will contact L. Gravell, CVFiber representative, and advise her.

The end of the Town Warning lists “Other Business” which C. Viens is concerned many won’t stay for. There was a discussion how to promote attendance at the end of the meeting. It was decided that T. Leitz would draft a Front Porch Forum inviting people to stay for the non-binding discussion. There was a brief discussion about the order of the day. M. Bard, the Select Board Chair will introduce all the Board members and Municipal Manager. J. Kilgore will ask the public for permission of T. Leitz to speak as he is not a resident of Waterbury. J. Kilgore will randomly invite noted representatives to speak to the audience, this includes, John Malter, Linda Gravell, Tom Stevens and Theresa Wood.

Tobacco Licenses

M. Bard explained the Town of Waterbury has just learned of the responsibility the Board has to approve Tobacco and Tobacco Substitute Endorsements. **R. Clapp moved to approve Tobacco**

Licenses for (Brockton Corp. (Shaw's) Wesco Inc (Shell Station and Cumberland Farms), AGS Vermont (Village Market) R.G. Blake Enterprises, Inc. (Mobil Station) as well as Tobacco Substitute Endorsement for (Brockton Corp. (Shaw's), Wesco Inc (Shell Station and Cumberland Farms) R.G. Blake Enterprises, Inc. (Mobil Station) A. Johnson seconded the motion; a vote was held and passed unanimously.

Resolution in support of H.82 regarding the former Stanley Wasson Hall Site

T. Leitz attended a meeting with representative from the State of Vermont who are in favor of drafting a non-Binding, 1st right of refusal agreement to sell the 2.25-2.5-acre lot known as "Stanley Wasson Hall Site" to the Town of Waterbury. The current zoning regulations would allow for a development of as many as 75 units. R. Clapp expressed he has heard from some residents that are not in favor of development at the site. They would like it to remain green space. A discussion followed that the resolution is non-binding. **R. Clapp moved to support the resolution with A. Johnson seconding the motion. A vote was held and passed unanimously.**

VCDP grant application related to 51 S. Main Street

There is a grant opportunity for Downstreet Housing through the Vermont Community Development Program in the amount of \$500,000. The application requires a public meeting and formal resolution. This is a pass through grant the Town of Waterbury will need to manage. This will take up a small amount of staff time. There are no matching funds required from the taxpayers. **R. Clapp moved to authorize Municipal Manager T. Leitz to move forward with Vermont Community Development Program grant application. The motion was seconded by A. Johnson and passed unanimously.**

Discussion and review of initial draft of selectboard goals

T. Leitz collected goals from the board and drafted a report for them to review. T. Leitz hopes to have an Employee Handbook drafted to review with staff in small groups within a couple of months. He has asked for Board feedback of the current report by the end of this week.

Historical society request to use the Steele Room for ongoing display

R. Clapp moved to endorse the Steele Room for ongoing Historical Society displays. C. Viens seconded the motion; a vote was held and passed unanimously.

Manager's Report

As noted in the report there is frustration among staff regarding the ongoing heating issues at the Municipal Office, it has been diagnosed as the communication equipment failing and will be a costly repair. C. Viens suggested some small engine repairs required at the Maple Street Fire Station most likely gas related.

Vermont Aquatic Nuisance Control Grant-in-Aid Program

This is the eighth year that the Town is applying on behalf of the Friends of Waterbury Reservoir for state grant funds to assist with paying Greeters at the boat launches on the Waterbury Reservoir. The two launches that they cover on summer weekends are the one at Waterbury Center State Park and the end of Blush Hill Rd. Friends of Waterbury Reservoir is requesting the Town apply for up to a \$5,000 grant to be passed through to the Friends who hire, pay and manage the Greeters. The grant application is due this Friday, March 3rd. **A. Johnson made a motion to authorize staff to apply for the Vermont Aquatic Nuisance Control Grant-in-Aid Program. R. Clapp seconded the motion; a vote was held and passed 4-0 with M. Bard abstaining.**

Executive Session to discuss personnel matter no longer required.

C. Viens made a motion to adjourn seconded by R. Clapp. A vote was held and passed unanimously. There being no further business the meeting was adjourned at 9:26pm.

Next scheduled meeting of the Select Board: Monday March 20, 2023

Hi All,

In case you were like me and wondering why the Tobacco Licenses were showing up in the portal for town approval, **this is what I got last week from Martin Prevost:**

I believe it was in 2016 legislative session that the law was changed.

The new law required the local control commissioners approve the tobacco licenses and tobacco endorsements.

Additionally, the municipality was supposed to collect the fees for the state and forward them to DLL for deposit into the liquor control fund.

This process was overlooked and only was discovered as we were developing our new licenses portal.

The design of the portal allows for the payment to be collected by DLL after the municipality approves the license/permits, simplifying that process.

Tobacco licenses and Tobacco Endorsement permits should be received and processed in the same manner as a 1st, 3rd and 2nd class license should.

I hope this helps.

Thanks,
Best,
Sarah Williston

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Hi Kim,

Please receive town payment before you approve the application. Once you approve the application it will go back to the applicant for the State portion of the payment online. Towns have their own local control for Tobacco licenses, **I am unsure of what exactly you would want to look for, but we started sending Tobacco Licenses and Tobacco Substitute Endorsements to towns in July 2022. Some towns have been bringing them before their select boards before approval.**

Here is a link to the Licensing Fees page on our website:

<https://liquorcontrol.vermont.gov/licensing/fees>

Best,

**Violette**  
*Vermont Department of Liquor and Lottery  
Division of Liquor Control  
Office of Education & Licensing*

**Town of Waterbury Selectboard Resolution in Regards to H.82**

Whereas, H. 82 provides the Town of Waterbury with a right of first refusal to purchase the land that housed the buildings formerly known as Stanley and Wasson Hall, and

Whereas, Said land is located in Waterbury's village area, where local and state planning goals encourage housing development, and is served by municipal water and sewer,

Whereas, The vacancy rate for rental housing in and around Waterbury is near 0%, and

Whereas, The Town Selectboard has heard from numerous businesses, including the local school, regarding their inability to hire and retain staff due to a lack of housing in and around Waterbury, and

Whereas, The Town Selectboard acknowledges that recent increases in local housing costs have been very high, with market rents increasing roughly 25% in the last 3-years alone, and

Whereas, The Town Selectboard has created a Housing Task Force to better study these complex issues and develop community solutions, and

Whereas, The Town Selectboard has demonstrated its support for affordable housing, and housing development in general, by allocating \$100,000 in American Rescue Plan Act funds to Downstreet Housing & Community Development, Inc. to advance its development of 26 new housing units in the Town, and

Whereas, The Town has the resources to purchase the former Stanley and Wasson Hall site and a commitment to engage with the community to ensure the site is utilized for housing in a manner that has broad support, and therefore be it

Resolved, The Town Selectboard views the redevelopment of the former Stanley and Wasson Hall site as a generational opportunity to reduce the housing shortage in and around Waterbury and hereby directs the Municipal Manager and the Town leadership team to make every effort to achieve this goal, and be it further

Resolved, The Town Selectboard supports H.82 as introduced.

Signed:

Michael Bard, Chair: \_\_\_\_\_

Danielle Kehlmann, Vice Chair: \_\_\_\_\_

Roger Clapp: \_\_\_\_\_

Alyssa Johnson: \_\_\_\_\_

Chris Viens: \_\_\_\_\_

## **Town of Waterbury Goals**

**Draft – February 2023**

### **Community Outreach**

Theme: Organize more regular community events/gatherings and regular communication with the public

#### Specific Ideas

- Take advantage of Arts Fest, NQID, and other events to encourage community conversation.
- Facilitate a summer picnic at the Waterbury Reservoir Day Use site.
- Monthly FPF and website updates from Manager giving a public update to the more internal workings of Town government.
- Include our local State Troopers to encourage more interaction and publicize the tip line.
- Engage in community conversations regarding the future structure of Town Meeting.

### **Volunteer Board Service**

Theme: Encourage people to serve on the various town boards and commissions and create a structure to improve communication.

#### Specific Ideas

- Increase advertising efforts to encourage participation.
- Create and assign selectboard liaisons to each committee.
- Establish regular reporting cycle for boards and commissions.
- Work with boards and commissions to establish more formal priorities, goals and deadlines for tasks.
- Create a more formal process or application for board and commission appointments.

### **Town Finances**

Theme: Maintain appropriate oversight and ensure an appropriate balance is struck between the Town's needs and the tax rate.

#### Specific Ideas

- Develop formal long-term capital plans for paved roads, gravel roads, bridges, parks, recreation, fire equipment, the municipal building, pedestrian infrastructure including bike paths and sidewalks.
- Finalize a plan for the remaining strategic uses of ARPA funds.
- Periodically review town budget to actual performance, including performance of investment funds.
- Aggressively pursue funding opportunities.

### **Government Structure**

Theme: Study structural changes in Town government that could increase overall efficiency, cost effectiveness, and change how the Town taxes and interacts with its residents and businesses.

#### Specific Ideas

- Transfer the Waterbury loan fund to serve broader town interests.
- Develop a Town Charter.
- Review the impact of a local option tax and discuss the pros and cons.
- Conduct more regular joint Town/EFUD meetings to avoid unnecessary challenges and duplication.
- Have open dialogue related to merging Town and EFUD.

### **Town Operations**

Theme: Ensure the management of town operations and staff is done in an efficient manner and that the Town is effectively able to attract, retain, and empower staff to perform their best.

#### Specific Ideas

- Adopt a modern personnel policy, purchase a modern payroll system, and establish a documented performance review system.
- Ensure the manager has an annual review by the selectboard with one review criteria being the manager's ability to inspire the confidence of town staff and create an environment where staff are valued.
- Schedule additional social equity and racial justice training/workshops.
- Regular department head updates to selectboard and more clear understanding of what activities require selectboard approval.
- Develop a clear understanding of existing processes: agenda creation, warrants, town meeting warning, etc.
- Develop standard operating procedures where needed.
- Compile a comprehensive list of formal selectboard actions to ensure policy is both modern and followed.
- Work to expand recreational programming that is funded through user fees.
- Hire a Director of Planning & Zoning with expansive resume and skill set.
- Develop a long-range calendar and agenda (see Bristol example).

### **Housing**

Theme: Monitor investment in housing and leverage Town resources to enact the housing goals as stated in the Town plan.

#### Specific Ideas

- Support Town acquisition of the Stanley Wasson site and town role in redeveloping 51. South Main Street.
- Provide staff support to housing task force.
- Consider using existing or future financial resources to dedicate funds towards housing needs.
- Provide support to the Planning Commission to ensure the uniform bylaws are completed in a timely fashion.

### **Public Safety**

Theme: Ensure the Town remains a safe place to live, work and play.

## Specific Ideas

- Extend the contract with the state police and identify additional proactive public safety investment opportunities.
- Formalize procedures for parades, requests for road closures, and other events.
- Incorporate pedestrian safety improvements into capital plan for roads and bridges.
- Better publicize the tip line.
- Work to increase interaction between our officers and Waterbury residents.
- Expand the use of speed check monitoring units in coordination with the police.



## Karen Petrovic

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**From:** Steve Lotspeich  
**Sent:** Monday, February 27, 2023 12:05 PM  
**To:** Thomas Leitz  
**Cc:** Karen Petrovic  
**Subject:** Greeter grant application for Select Board this evening  
**Attachments:** 2023\_ANC\_Applicant\_Assurances\_Attestations.pdf;  
VTDEC\_Temporary\_Equipment\_Use\_Request\_Approval\_Form with signature.pdf;  
ANC\_GIA\_III\_Project\_Budget.pdf; ANC\_GIA\_I\_Application\_Cover\_Page.pdf; ANC\_GIA\_II.A.  
\_Greeter\_Project\_Sheet.pdf

Hi Tom,

This is a follow up to my e-mail from Saturday regarding the Vermont Aquatic Nuisance Control Grant-in-Aid Program, 2023 and the funding for the Greeter Program in Waterbury. I just received this request from Francine Chittenden, the Treasurer for the Friends of Waterbury, at the end of last week.

This is the eighth year that the Town is applying on behalf of the Friends of Waterbury Reservoir for state grant funds to assist with paying Greeters at the boat launches on the Waterbury Reservoir. The two launches that they cover on summer weekends are the one at Waterbury Center State Park and the end of Blush Hill Rd. These are the two busiest launches on the Reservoir and the main purpose of the Greeter Program is to educate boaters and other members of the public about aquatic nuisance plants and try to prevent the plants from being brought to the Reservoir from other bodies of water on the bottoms of boats.

Friends of Waterbury Reservoir is requesting that the Town <sup>✓</sup>apply for up to a \$5,000 grant to be passed through to the Friends who hire, pay and manage the Greeters. Each year the Friends of Waterbury Reservoir prepare all the reporting information for us to forward to the state so they can disburse the grant funds to the town. Once we receive those funds we pay the same amount of funds to the Friends of Waterbury Reservoir. The draft application materials are attached including the budget. The grant application is due this Friday, March 3<sup>rd</sup>.

You are welcome to forward this e-mail to the members of the Select Board in advance of the meeting this evening. Thanks for asking to have this added to the agenda to see if the Select Board will authorize the submittal of the grant application by the town for up to \$5,000 and authorize you to sign it.

If you have any questions or need additional information please let me know.

Thanks!  
Steve

Steve Lotspeich  
Planning & Zoning Director  
Zoning Administrator  
Town of Waterbury  
28 N. Main St., Suite 1  
Waterbury, VT 05676