

Meeting of the Waterbury Select Board
Monday, June 5, 2023
Steele Community Room, 28 North Main Street

Attendees: K. Sweeney, A. Johnson, D. Kehlmann, R. Clapp, M. Bard, T. Leitz Manager, R. Muse, Library Director, K. Petrovic, Clerk

Public Attendees: P. Nolte, T. Nesbitt, T. Scribner, M. White, D. King, M. Baker, D. Schneider, K. Murphy, D. McKibben, K. Nevin, B. Vigdor, P. Mulhern, L. Scaglietti Waterbury Roundabout, K. DAngelo; L. Walton, M. Staskus, M. Koen

Attending by Zoom: Orca Media; "macbook"

The meeting was called to order by R. Clapp at 7:00pm

Approve Agenda: D. Kehlmann made a motion to approve the agenda. K. Sweeney seconded the motion, a vote was held and passed unanimously.

Consent Agenda: M. Bard made motion to approve the consent agenda. K. Sweeney seconded the motion, a vote was held and passed unanimously.

Public: D. Schneider thanked the board for Howard Ave paving. Requested when it is completed if the Town can arrange police coverage for a couple weeks.

T. Scribner thanked the board for the accessible path to the pavilion at Hope Davey.

T. Scribner questioned the Town liability for volunteers working on the frisbee golf course. T. Scribner asked where the policy existed that one million in insurance is necessary to work for the Town. T. Leitz stated he is waiting to hear back from the Town insurance on that issue.

T. Scribner then asked about the appointments to the Hope Davey Park Study and why S.

Lotspeich was appointed by the Select Board and remains on the Hope Davey Parks Committee despite no longer being a full-time employee. T. Leitz stated S. Lotspeich was asked to stay on to complete the work on the study at his discretion.

Appoint applicant to Library Commission (unexpired seat):

Pauline Nolte: Spoke to the board about her experience and desire to be appointed to the Library Commission. Letter of interest is attached

Michelle Baker: Introduced herself and her background as a Treasurer for the Friends of the Waterbury Library. Letter of interest is attached

Pegeen Mulhern: Has a background as a teaching librarian and a lawyer. She invites the board to entertain others if the decision is difficult. Letter of interest is attached.

M. Bard made a motion to appoint Michelle Baker as Library Commissioner. A. Johnson seconded the motion and thanked all the applicants for their interest. M. Bard stated Michelle's background as a CPA is what compelled him to make the motion. **A vote was held and passed unanimously.**

Revitalizing Waterbury:

Stowe Street Alley Project – K. Nevin introduced the Stowe Street Alley project packet to the Board. K. Nevin requested ARPA funding in the amount of \$20,000 to assist the efforts. This represents 1/10th of the total cost of the project. Fund raising efforts have included the “brick” project in memory of Jack Carter. K. Nevin has also done Grant Writing. If the Select Board approves the funding it is to a collision of partners and not specific to RW. R. Clapp asked K. Nevin to speak about the impact of this alley project to the economic vitality of the community because the intent of ARPA funds was to offset the losses suffered as a result of COVID. K. Nevin did feel this project is crucial to economic development and the new businesses on Stowe Street. This project is at least two years away so there is no expectation of a decision to be made immediately. In the future RW would like to develop an MOU with the Town to pick up the trash and provide liability insurance. Request for the Town to plow was denied.

Arts Fest – **A. Johnson moved to approve the Special Events Permit for Waterbury Arts Fest and Friday night Block Party as well as the Special Events permit for Black Flannel Distilling Company LLC on July 14, 2023. The motion was seconded by D. Kehlmann and approved unanimously.**

Eclipse – In Waterbury, on April 8, 2024 at approximately 2:14pm there will be a solar eclipse. K. Nevin attended the Main Street American Conference where representative from Sweetwater Tennessee spoke regarding their experience with a solar eclipse back in 2017. Vermont should expect 50-200,000 people will travel to the State to witness the event. Lots of details discussed about the possible scenarios of public safety, accommodations and even the possibility of closing schools because the busses may experience gridlock.

Planning Commission Update: M. Staskus and M. Koen attended to update the Board on the progress of the Planning Commission. By-law rewrite has been ongoing since 2018 with the three Planning Commission Chairs in that time. Accomplishments in 2018, 2019 and early 2020 included: Rewriting the Municipal Plan for the 2018 deadline, Village Historical District and overlay Districts, Winooski River Tactical Basin Plan, Way Finding Grant and Interim sign By Laws, Zoning Admin contract and job description, as well as Professional Development. On Feb 10, 2020 the PC held a public meeting regarding the new regulations which was important for public outreach but then one month later COVID halted progress. The PC is a 5-member Board with one new Committee member and new staffing in the office with S. Lotspeich retirement. Thank you to N. Leitner for his work since April to assist the Board. It is a huge challenge to integrate the old regulations and the Consultants work and update them in a side-by-side comparison. SE Group is assisting to update the area “this side of the interstate” and not the entire Town. M. Staskus thanked the Board for appointing A. Johnson as their liaison to the Board.

M. Staskus and M. Koen would like the Select Board to review the Draft they have worked on (Use tables & Definitions) and ensure cohesiveness before any public hearings are schedule.

Development Standards in the Draft are currently being worked on. Pending work on the Industrial District and whether the Town would entertain housing within that District.

The Interim By-Laws expire in April so further progress must be made by that time. There are timelines for when hearings need to be conducted etc that need to be considered.

Request for ARPA from Senior Center: M. White introduced the Senior Center's need for upgrading the kitchen at the Center. There is no fire suppression system in the location. The commercial dishwasher is not operating properly and continues to require costly repairs. The Senior Center has not received multiple bids for the work to be performed because options are limited. There are concerns about a capital campaign because it might impact the Operational budget by taking away from that. D. Kehlmann has offered to reach out to the Center with some assistance for grants that are available. The Board requests patience while they work through the process of how they will distribute ARPA funds in 2023. **K. Sweeney made a motion to approve a request up to \$60,000 for ARPA funds for the Waterbury Senior Center. D. Kehlmann seconded the motion.** M. Bard stated the Town is very supportive of the Center and would like to see the Center do some Capital fundraising. R. Clapp stated the support in the past has been operational funding and this is a capital investment. **M. Bard made a friendly amendment to the motion to reduce the ARPA contribution to \$26,000 for emergency repairs/replacement to the Stove Hood and suppression system. Seconded by A. Johnson. Unanimous to amend the motion. A vote was held on the amended motion and passed unanimously.**

Update on Charter: T. Leitz provided a memo to the Board regarding other Charters that utilize the local options tax. Select Board level policy is advisable. Streamline and modernizing municipal operations such as municipal consolidation or IT investments. Undesignated Funds to stay in the general operation "bucket" to offset the tax rate. **A. Johnson moved to instruct the manager to draft potential charter language based on the June 2, 2023 memo regarding local options tax and manager authority and specifically draft Charter language to allow for Select Board policy to be finalized and discussed at a later date about how the Local Options Tax (LOT) revenue is to be spent as outlined in the memo. M. Bard seconded the eloquent motion. A vote was held and passed unanimously.**

Housing Task Force Update: A. Johnson confirmed the meetings will take place on the third Thursday of the month. The Committee discussed action items going forward, short term rentals and homelessness. Conclusion of the group is that they need more information to perform tasks. Performing a survey to obtain more information. Link to minutes.

The Committee felt Waterbury does not offer the same services as other communities such as a hospital, a shelter, or social services so is hopeful the community does not feel the effects of as many un-homed individuals. M. Bard made a point to highlight that Zoning Regulations are an important piece of this process because if the regulations could limit the development of housing which may limit the number of units.

Next Meeting Agenda:

- a.) ARPA spending process.
- b.) Policy on liability insurance

Executive Session: A. Johnson made a motion to move into executive session because premature knowledge of pending civil litigation involving the Town of Waterbury would severely place the town at a substantial disadvantage. D. Kehlmann seconded. A vote was held and passed unanimously.

Johnson moved to enter executive session for the purpose of discussion of personnel, negotiating contracts and discussion of pending legal legislation and request the Municipal Manager join us. K. Sweeney seconded the motion, a vote was held and passed unanimously.

The board exited Executive session at 10:07pm having taken no action. Being no further business the meeting was adjourned.

Pauline Chiew Nolte
40 W Pinnacle Ridge Rd
Waterbury VT 05676

May 20, 2023

Karen Petrovic
Town Clerk
Town of Waterbury
14 N Main Street
Waterbury VT 05676

Letter of Interest

Dear Karen,

I would like to apply for the post of Library Commissioner on the Waterbury Library Commission.

After my interaction with the Waterbury Library, its staff, and programs, I am hoping to be more involved with the library. I will be bringing my love for, and many years of experience with, libraries in California where I was a foundation board director, a city library advisory committee member, and a county library commissioner.

Please let me know if you need any further information.

I look forward to hearing from you.

Thank you.

Sincerely,

Pauline Chiew Nolte

May 31, 2023

Michelle Baker
PO Box 531
Waterbury, VT 05676

Dear Waterbury Selectboard:

I am submitting my letter of interest for the position of Library Commissioner to fill the open seat due to a recent resignation.

I have served as Treasurer of the Friends of the Waterbury Public Library since 2016 and have a great deal and interest and dedication to the library, which is an essential community resource.

I came on board as the Treasurer of the Friends shortly after the construction of the new municipal offices and library were completed. I worked with the Library Commissioner's at that time on several items the Friends funded from the Capital Campaign account as well as collecting contributions from donors as the Capital Campaign for the new library was wrapping up. Serving on the Friends has given me an opportunity to learn about the library's operations, finances and the multiple programs it offers. At this time I am interested in shifting my role to serving on the Library Commission. I am excited about the recently completed strategic plan, providing a vision for the future of the library, and am interested in applying my skills and efforts to that vision.

In my professional career I am a Certified Public Accountant (CPA) and recently retired from Harwood Unified Union School District after serving 17 years as the Director of Finance & Operations.

In addition to the Friends, my past community service includes serving on the Waterbury Selectboard (2006-2008) and the Waterbury Community Development Committee (1992-1995).

Thank you for your consideration.

Michelle J. Baker
Michelle.j.baker@comcast.net
802-793-5646

Karen Petrovic

From: Pegeen Mulhern <pmulhern6@gmail.com>
Sent: Friday, June 2, 2023 9:06 AM
To: Karen Petrovic
Cc: D.Lally.King@gmail.com
Subject: Waterbury Library Commission

Hello Ms. Petrovic,

I am writing to express my interest in serving on the Waterbury Library Commission. I believe that the library is a significant community asset and am interested in putting my experience and expertise to work in the oversight of Waterbury's library operations.

My experience as a research and teaching librarian, lawyer and an active community volunteer could lend valuable expertise to Waterbury's library commission. After owning and operating a small business headquartered in Burlington in the 1980s, I moved to the Seattle area. I have been a practicing lawyer for over 30 years, during which time I also earned a masters degree in library science, worked as a law librarian and taught legal research at the University of Washington School of Law. I continue to practice law in an of-counsel role at the firm of Nicoll Black & Feig in Seattle. (More information about my experience can be found here <https://nicollblack.com/our-team/pegeen-mulhern/>.) In the 4 years since I returned to Vermont to live here in Waterbury I have become an active volunteer currently serving on the boards of Downstreet Housing and Community Development and the Waterbury Land Initiative, Inc., as well as working as a volunteer tax preparer with the AARP.

Thank you for sharing this email with the Waterbury select board and library commissioners. Best regards, Pegeen

Pegeen Mulhern
1516 Blush Hill Road
Waterbury, VT 05676

Stowe Street Alley Project

Revitalizing Waterbury, in partnership with the Waterbury Rotary Club, Makersphere, Waterbury Arts, property owners (Mason's Building Association and Steiner Family) and local business owners wish to renovate and reclaim the alley located between 21 & 23 Stowe Street to make it a true "place" that people can visit and be proud of.

PROJECT BACKGROUND

With the completion of the Main Street Reconstruction project, downtown Waterbury is beautiful. New sidewalks encourage pedestrians to visit shops, stroll the streets and enjoy the vibrancy of our downtown. New historic lampposts have replaced the spiderweb of overhead wires, giving a clean look to the area. The lampposts are accessorized with hanging flower baskets, new diverse banners and flags, lining Main Street and Stowe Street. The Stowe Street alley stands out as the only blighted space left in the area. There has been significant state, municipal and private investment in our historic downtown over the past few years which recognizes that Waterbury is a town on the rise, growing in population and as a destination for visitors.

Jack Carter, original owner of Stowe Street Emporium, had dreamt of revitalizing the alley next to his store for more than 20 years. He was a beloved member of the community with a playful sense of whimsy and an appreciation for Waterbury's history. Since his passing, a committee of volunteers led by RW, a local non-profit, have committed to bringing Jack's dream to life. The Stowe Street Alley Project will reclaim and transform an alley that is central to Waterbury's historic downtown district.

The alley will be a lively pedestrian walkway that encourages residents and visitors to stop, linger and appreciate our community. It will be a destination to witness the dynamic nature of change, enjoy art in all its forms, and meditate among peaceful, well-tended gardens. During the year, Makersphere will program the alley with artist demos and presentations, small art installations and performances to further make the alley a place for all. The added vibrancy of the alley will bring customers to the local businesses and restaurants.

The three components to this project are:

1. A new surface made from pavers and bricks, creating spaces for art and performances, an in-ground garden, a structure over the cellar stairway, and utility screening.
2. Functional and artistic streetscape features such as benches, trash receptacles, landscaping, and lighting.
3. Integrated art components: window mural, medallion, gateway feature, Lee Jeans mural restoration, and potentially more.

Through a collaborative process, interested community members participated in a design charrette with a goal of creating a design direction for the alley. The design direction is shaped by the following words:

Preserve, Playful/Whimsical, Clean, Embrace Change/Dynamic, Peaceful, Natural

PROJECT DETAILS

1. Three parties

- Revitalizing Waterbury
- Paul Steiner/ Irene Steiner, owner of 21 Stowe Street building (50% owner of alley)
- Mason's Building Association, Tom Nesbitt, owner of 23 Stowe Street building (50% owner of alley)

2. Property description

- 17' wide x 100' long
- Located between 21 & 23 Stowe Street
- Egress on Stowe Street (no longer has curb cut) and rear parking lot to Bidwell Lane

3. Alley Project Components:

- Alley surface replacement, including engraved bricks (DRB approval received)
- Gateway entrance from Stowe Street
- Built infrastructure (cover to 23 Stowe St basement entrance), screenings of utilities (DRB approval received)
- Window mural on 23 Stowe Street
- Possible center medallion
- Inground garden
- Streetscape amenities - benches, planters, trash/recycling
- Lighting (safety/security, ambience, event)

4. Site preparation and other work done to date:

- Suburban propane tank moved from alley and utility meters consolidated
- Comcast networking cables cleaned up and boxed
- 21 Stowe Street mailboxes moved
- 21 Stowe Street siding at rear of alley has been painted a neutral color
- Large "weed" tree removed from alley
- Gardens have been cleaned up and two bushes removed

5. Partners:

- Revitalizing Waterbury is the lead on the project and taking fiscal responsibility.
- Waterbury Rotary Club
- Makersphere
- Waterbury Arts
- Property/building owners
- Business owners (i.e. Stowe Street Emporium)
- Town of Waterbury
- Potentially others (Historical Society, Senior Center, American Legion)

6. Fundraising to date (see attached Income/Expense documents)

- Memorial gifts in Jack Carter's name (\$34,420)
- Brick fundraisers (\$35,000)
- Organization donors (\$10,700)

- Grants (Vermont Arts Council Animating Infrastructure grant \$15,000)
- Income to date: \$97,684 / Expenses to date: \$39,759.22
- Projected total cost: \$175,000

6. Administrative Information

- MOU establishing site control from property owners to RW for project (signed 1/21/2021)
- Sufficient liability insurance from RW to cover the work on the project
- Letters of support from participating organizations and Town of Waterbury Selectboard (dated 1/19/2021)
- DRB zoning permits for paver installation and utility structures (approved decision #058-22, dated 7/6/2022). Need to return for approval of gateway and lighting plan
- MOU being developed with property owners for ongoing maintenance plan
- Two grants pending - \$10,000 from AARP and \$3000 from Vermont Community Foundation.
- Significant community participation:
 - o Stowe Street Alley Committee – made up of representatives from all organizations, property owners and interested community members. Meets monthly.
 - o Planning Team – Responsible for providing expertise around permits, water, technical drawings and other issues associated with permitting and overall project scope. Meets as needed.
 - o Arts Installation Team – Responsible for reviewing and working on different aspects of the project that provide opportunity for an arts influence. Meets as needed.
 - o Stowe Street Alley Fundraising Team – Responsible for planning and execution of fundraising for project. Meets as needed.
 - o Steering Committee – Acts as the final arbiter for decisions on the Stowe Street Alley Project. Each committee/team provides recommendations to Steering Committee for final decisions when necessary. Made up of representatives from above groups.

**Stowe Street Alley Project
Income and Expenses to date**

Ordinary Income/Expense

Incometo date (5/3/2023)

Donations	
Jack's Alley memorial gifts	34,420.00
Rotary (gateway)	10,200.00
AARTI (plantings)	500.00
Yard sale	1,961.00
Total Donations	<u>47,081.00</u>
Brick Fundraiser	
Summer & Fall 2022	27,378.32
Winter 2023	7,622.02
Total Brick Fundraiser	<u>35,000.34</u>
Grants	
Vermont Arts Council AI (gateway)	15,000.00
Total Grant	<u>15,000.00</u>
Other	
Donations 2023	603.12
Total Other	<u>603.12</u>
Total Income to date (5/3/2023)	<u><u>97,684.46</u></u>

Expenses to date (5/3/2023)

Administration	
DRB Fee	165.00
Printing	140.80
Postage	376.32
Total Administration	<u>682.12</u>
Project Expenses	
Engraved Bricks	21,077.10
Ian Ambler Designs 15% deposit	15,000.00
Total Program Expenses	<u>36,077.10</u>
Art	
Window Mural deposit	3,000.00
Total Art	<u>3,000.00</u>
Total Expenses to date	<u><u>39,759.22</u></u>
Net Income	<u><u>57,925.24</u></u>

May 3, 2023

Stowe Street Alley Project
Projected Expenses

Project Expenses		
Paver Installation		
Mobilization	\$	1,780
Demolition	\$	4,800
Brick Install	\$	47,896
Total Paver Installation	\$	54,476
Built Structures		
Structures	\$	2,500
Install	\$	1,130
Total Built Structures	\$	3,630
Benches		
4 benches	\$	10,000
Install	\$	1,045
Total Benches	\$	11,045
Utilities		
Lighting consultant	\$	2,500
Lights & fixtures	\$	30,000
Conduit install	\$	3,325
Total Utilities	\$	35,825
Landscaping/Garden		
Plants	\$	2,500
Planters	\$	3,000
Landscape Install	\$	1,121
Total Landscaping	\$	6,621
Total Project Expenses	\$	111,597
Art		
Gateway		
Artist Design and fabrication	\$	31,600
Installation	\$	10,000
Total Gateway	\$	41,600
Window Mural		
Artist/Sarah-Lee Terrat	\$	5,925
Total Window Mural	\$	5,925
Total Art	\$	47,525
Administration		
DRB fees	\$	165
Printing	\$	400
Photography	\$	500
Postage	\$	500
Celebrations	\$	1,000
Signage	\$	2,000
Fundraising expenses	\$	1,000
Total Administration	\$	5,565
Total Anticipated Expenses	\$	164,687

Not yet determined:

planters
Restoration of Lee Mural
Electrician

March 3, 2023

Waterbury Town Select Board
Waterbury Municipal Offices
28 North Main Street Suite #1
Waterbury, VT 05676

Dear Select Board members,

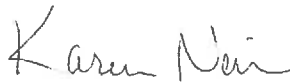
Revitalizing Waterbury requests support from the Town of Waterbury for the Stowe Street Alley Project. This request is made on behalf of the Stowe Street Alley partnership which includes the Waterbury Rotary Club, Makersphere, Waterbury Arts, property owners, local business owners and other interested community members.

The Stowe Street Alley Project has been a dream of many for over 20 years. The above group began meeting in December 2020 to make that dream a reality. Since then significant work has been done and we paving will begin within a few months. The Alley Project has many different components, including repaving the surface, streetscape amenities, gardens and plantings, lighting and art. We anticipate to need \$175,000 to accomplish the project. Our fundraising is significant and various, including writing grants (we have received a \$15,000 Animating Infrastructure grant from the Vermont Arts Council), memorial gifts given in memory of Jack Carter and a brick fundraiser. Shortly we will launch the next phase of fundraising seeking significant donations from area residents, businesses and foundations. We also anticipate a crowdfunding fundraiser to take place this fall. All of the details on the project, including our financials are attached to this letter.

We request that the Town of Waterbury consider donating \$20,000 to the Stowe Street Alley Project. This alley is central to Waterbury's downtown shopping and dining district and will greatly enhance the experience of our downtown to everyone who walks by or visits.

I would be happy to answer any questions you may have on the project as you consider our request. I look forward to hearing from you.

Sincerely,



Karen Nevin
Executive Director

Cc: Tom Leitz, Municipal Manager

Town of Waterbury, Vermont
Special Event Permit Application

1. Name of Event: Waterbury Arts Fest and Friday Night Block Party
2. Date(s) of Event: Friday, July 14 and Saturday, July 15, 2023
3. Location of Event: 5 Pilgrim Park lawn and Railroad Street, Waterbury
4. Property Owner: Wayne Lamberton
5. Hours of Event: Friday, July 14 5:00-10:00 pm Saturday, July 15 10 am - 4 pm
6. Event Organizer (Contact person): Karen Nevin, Executive Director, Revitalizing Waterbury

<u>PO Box 473, Waterbury, VT 05676</u>	<u>802-793-6029</u>	<u>karen@revitalizingwaterbury.org</u>
Address	Phone Number	Email Address
7. If the Event Organizer will not be on-site the day of the event, name & phone number for contact person for the day of the event: _____
8. Event Sponsor (organization putting on event): Revitalizing Waterbury

<u>PO Box 473, Waterbury, VT 05676</u>	<u>802-793-6029</u>	<u>karen@revitalizingwaterbury.org</u>
Address	Phone Number	Email Address
9. Event Description: The Arts Fest is the primary fundraiser for Revitalizing Waterbury. This is the 22nd year of The Arts Fest which consists of a block party on Friday night with a beer garden, great food and live music for dancing. On Saturday there is a street market of 100+ artists and crafters, food trucks, non-profits and live entertainment.
10. Use of Town Owned Property/Streets Requested:
Close all of Railroad Street to through vehicular traffic, except for local residents traveling to their homes on Railroad Street, Turner Court or Hill Street. Detour signs will be set up at the intersection of Stowe and Railroad Streets directing cars to Main Street. Closure from 10 am on Friday, July 14 to Saturday, July 15 at 5:30 pm.
11. Anticipated Attendance: 2,500 Friday, 2,500 Saturday
Public Assembly Permit is required for attendance of 2,000 or more. Permit application & information can be found at <http://vsp.vermont.gov/permit/assembly>

12. Traffic Control, Security - Provide a traffic control plan and security detail that will serve for the duration of the event or the hours specific. see attached.
13. Law Enforcement - Provide details on the plans for law enforcement on site during specific hours. Provide a copy of a signed contract or agreement with this application. The Selectboard may require additional coverage if determined that it is needed. see attached.
14. Sanitation - Provide a detailed plan for portable toilets, trash, recycling and other waste material including material that may be found off site that is generated at the event. see attached.
15. Provide to the Office of Town Clerk a copy of the Public Assembly Permit that is required by the State of Vermont, Department of Public Safety if attendance at an EVENT exceeds 2,000 persons.
16. Number of Staff/Volunteers that will be in attendance: 40+ volunteers and staff over 2 days
17. If food and/or beverage is to be provided, please describe: A food court is set up for both days. Friday night: Beer garden, managed by The Reservoir, ten food vendors. Saturday: ten food vendors. Water available to purchase at nominal cost on both days.
Sale of alcohol is prohibited at the event site unless a valid liquor license is issued by the State of Vermont and the Town of Waterbury.
18. Please contact Waterbury Fire Department, Chief, Gary Dillon, (802) 371-7515 and EMS Director Maggie Burke, Waterburyambulance.org, (802) 244-5003 to as notification and to determine adequate coverage by their departments of the event. Provide letters of their availability and ability to support the event if needed. Attached.
19. Attach site plan indicating event location/layout, state and local highways, entrances/exits, traffic flow patterns, parking and surrounding land uses. see attached plans
20. Will there be any form of amplified entertainment (i.e. music) at the event? Yes, see attached schedule
21. The Selectboard must approve all signage for Special Events. Please include all proposed signage with this application. No off-site signage will be allowed except for directional signage. Attach a map that includes location of all proposed directional signage.
22. A Certificate of Liability Insurance demonstrating \$1 million of general liability insurance per occurrence, \$2 million aggregate must be provided to the Town If the event is held on Town Property the Certificate must name the Town of Waterbury as additional insured. Certificate of Insurance must be filed with the Town at least ten (10) days prior to the event.
23. I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

Karen Nevin
Signature

Karen Nevin
Printed Name of Applicant

May 18, 2023
Date

File application with the Municipal Managers Office at least thirty (30) days prior to the event accompanied by a \$25.00 application fee. Each event will require a separate permit.

For Office Use Only

Fee Received: 25.00

Certificate of Insurance Received: _____

Police & EMS Forms Received: _____

Selectboard Review on 6/5/23

Application has been: Approved Denied Conditional Approval

Tom Leitz
Tom Leitz, Municipal Manager

6/5/23
Date

The applicant shall provide information for a complete file on the following items:

- a) Letter from Waterbury Fire Chief, coverage and availability
- b) Letter from Waterbury Ambulance EMS, coverage and availability
- c) Copy of Public Assembly Permit from VT Dept. of Public Safety
- d) Traffic control and law enforcement security details
- e) Sanitation provisions (toilets and trash, etc.) details
- f) Liquor License
- g) Other

12. Traffic Control, Security – Provide a traffic control plan and security detail that will serve for the duration of the event or the hours specific.

Traffic Control - We will communicate with all businesses and residents on Railroad Street, Park Row, and Pilgrim Park Road regarding the event and temporary traffic pattern (see attached map). Initial communication will be 3 weeks in advance with follow up messaging in the days leading up to July 14th. Road closure sign will be put up on Railroad Street on Monday, July 10. We will also put out statements via Front Porch Forum, WDEV, Waterbury Roundabout and RW's Facebook pages. The day of, we will position volunteers at the intersection of Railroad Street and Stowe Street to direct folks to Main Street and available parking at the State Office Complex. Additional volunteers will be located at the Park Row/Main Street intersection to further direct people to the state parking areas. These people will also direct visitors to the Arts Fest across the railroad tracks. Because of the location, we will be using extensive signage to direct traffic to the Waterbury Arts Fest. Handicap parking will be available at the event. (see attached plan and map)

Security - Revitalizing Waterbury has hired Green Mountain Concert Services to provide security during the Friday Night Block Party and additional security overnight from 11 pm - 5 am Saturday. RW has hired EventSet to provide fencing to cordon off the entire area for the Block Party on Friday night.

13. Law Enforcement – Provide details on the plans for law enforcement on site during specific hours. Provide a copy of a signed contract or agreement with this application.

Along with Green Mountain Concert Services, we will contact the Vermont State Police to discuss this event. We do not expect a need for traffic control on Main Street during this event.

14. Sanitation – Provide a detailed plan for portable toilets, trash, recycling and other waste materials including material that may be found off site that is generated at the event.

RW has contracted with MS Septic to provide portable toilets on Friday night and Saturday. The toilets will be cleaned overnight. A minimum of one toilet will be handicap accessible. A handwashing station will also be available.

RW will ask the town to provide trashcans along with recycling bins provided by Mad River Resource Management Alliance. Malone Superior, the property owner, is providing a 15-yard dumpster for trash and recycling disposal. At the end of the event, we have volunteers who sweep the streets and area around the event to clean up any remaining trash.

20. Will there be any form of amplified entertainment (i.e. music) at the event? The Friday Night Block Party is all about the music. We have two bands playing. Emily Cook and Questionable Company will open from 5:30 – 7:00 pm. Beginning at 7:00 pm, The Grift will play. The Grift is a classic rock and roll dance band. PDQ Productions provides all of our sound and will have speakers set up at the stage. Because the buildings in the area are businesses, which close at 5 pm, we do not expect any issues regarding music during the Block Party. We will communicate in advance to all area residents about the

sound levels. Pat Quimby (PDQ Productions) is very aware that we cannot exceed certain levels and will monitor it at all times. All amplified music on Friday night is turned off by 9:45 pm. Saturday's entertainment will also be amplified, but consists of primarily background music, therefore is well within limits of the town sound ordinances.

Friday Night Block Party

5:30-7:00 pm: Emily Cook and Questionable Company

7:30-9:30 pm: The Grift

Saturday entertainment

10:20-11:20 am: Green Mountain Performing Arts

11:30-12:30 pm: Diya / Jazzercise

12:40-1:40 pm: Donn Cherie

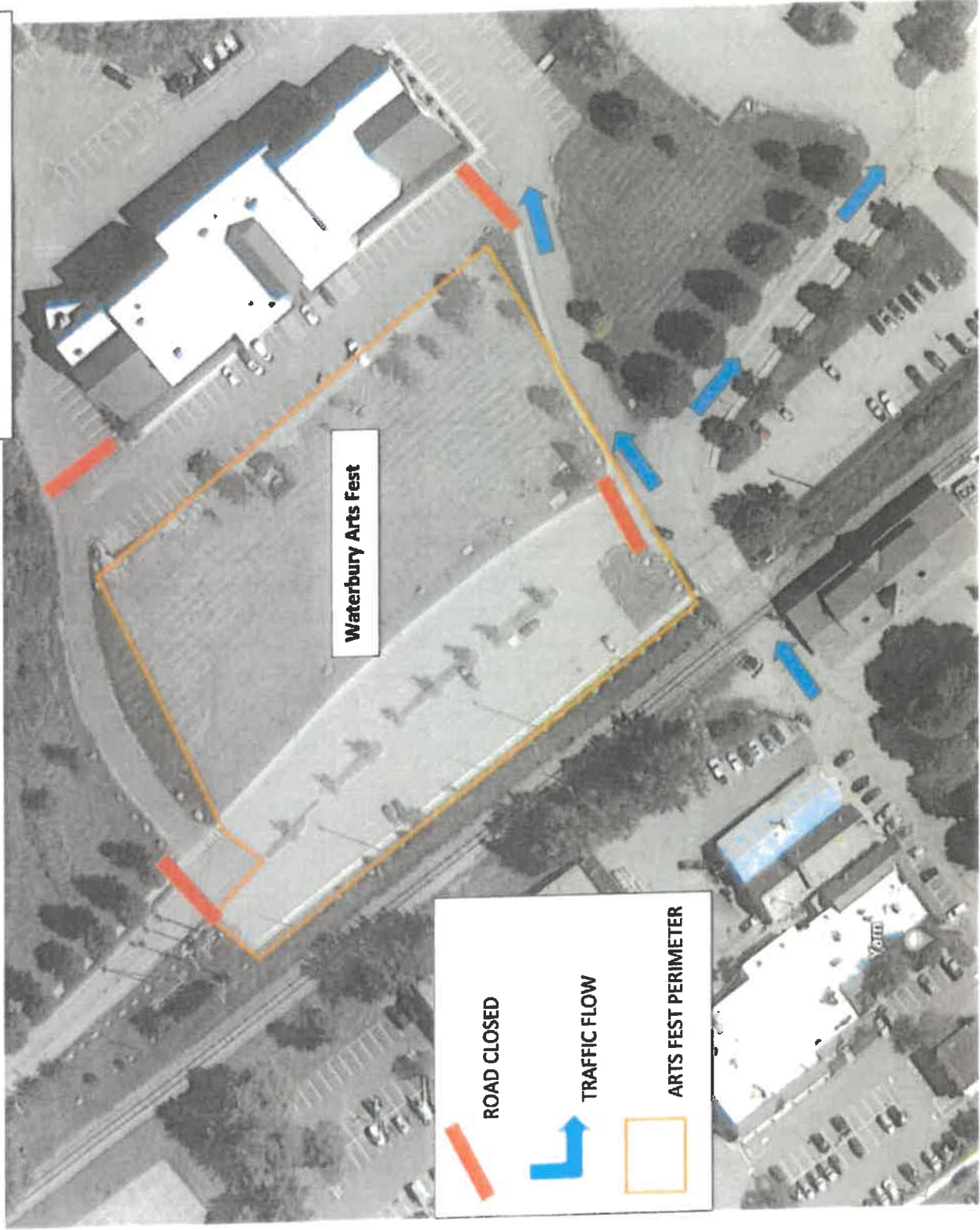
1:50-2:50 pm: Slap Happy Jack

3:00-4:00 pm: Soulstice

21. The Selectboard must approve all signage for Special Events. Please include all proposed signage with this application. No off-site signage will be allowed except for directional signage. Attach a map that includes location of all proposed directional signage.

We will set up directional signage on Friday morning and take it down by 5:30 pm on Saturday. The directional signage will direct traffic to the state office complex parking lots and to 5 Pilgrim Park which will provide ample parking for both days. To support accessibility, we will also provide handicap parking directly in front of 5 Pilgrim Park. Signage will be similar to what we've used in the past.

WATERBURY ARTS FEST ROAD CLOSURE MAP



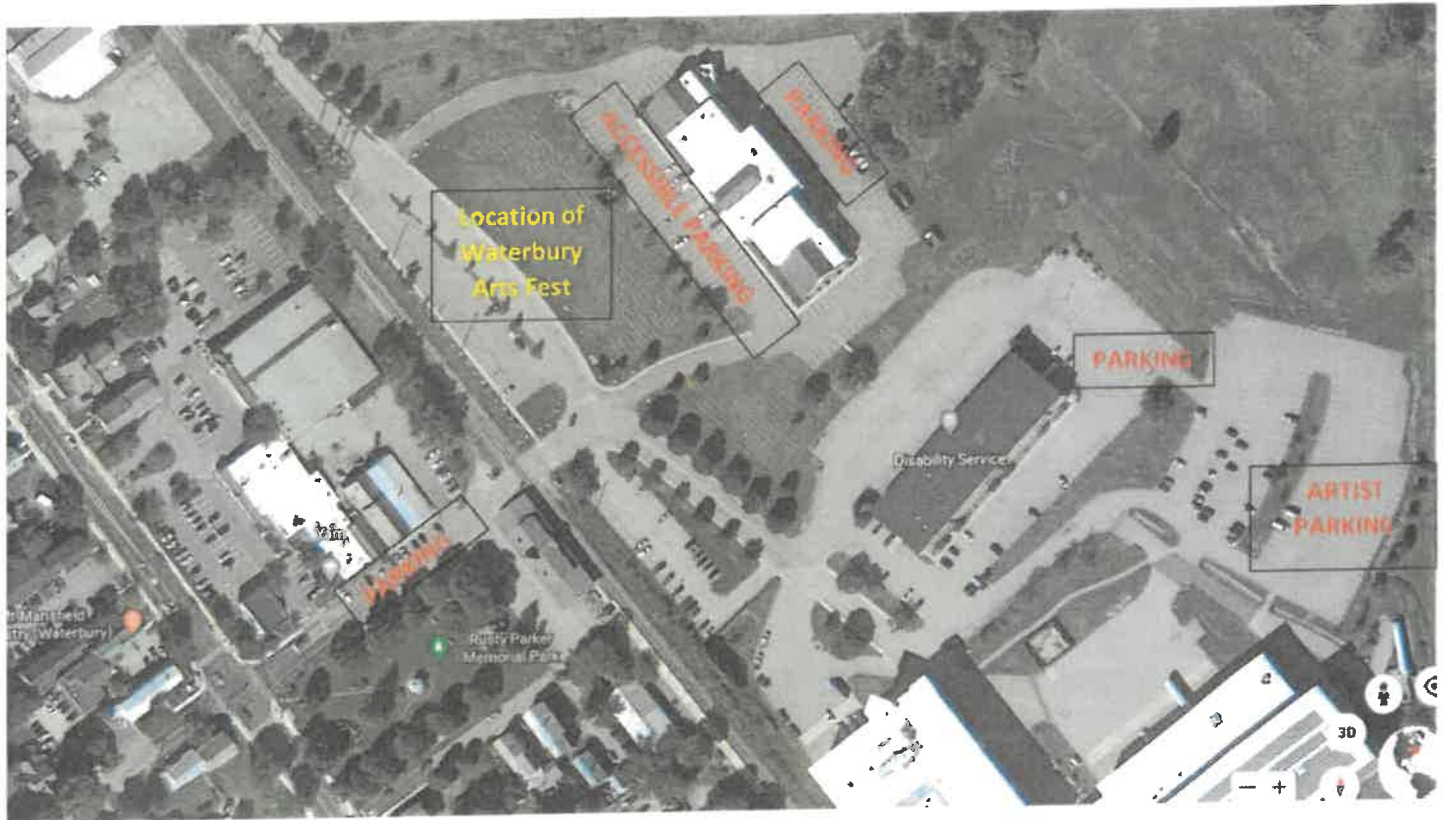
Waterbury Arts Fest

ROAD CLOSED

TRAFFIC FLOW

ARTS FEST PERIMETER

WAF PARKING



Proposed Directional Locations for Signage – WAF - July 2023

Two types of signs

- Direction to event
- Direction to event Parking

Address	Arrow
From Rte 2 - Richmond	
Carwash just before Roundabout.	Straight arrow - Event
Downtown Waterbury	
Stowe St at Bidwell Lane	Straight to Main St - Event
Stowe St & Union St	Straight to Main St - Event
Bidwell Lane at Stowe St	Arrow to left - Event
Stowe St at Main St	Arrow to left - Event
From Roundabout	
Pack & Send	Straight on Main - Event
Dac Rowe Park	Straight on Main - Event
Library/Town Admin	Straight on Main - Event
Congregational Church	Straight on Main - Event
Center of town / Main Street heading from 2E	
McGillicuddy's (Just past on right)	Straight on Main St - Event
Across from M&T Bank on opposite corner	Right arrow to State Parking - Parking
Rte 100 (coming from Duxbury/Moretown)	
Rte 100B & Cobb Hill Rd	Left arrow - Event
Bicycle Express/ Main & 100B	Left arrow - Event
Heading into downtown Waterbury on S. Main	
Welcome to Waterbury Sign	Straight arrow - Event
Waterbury Health Center	Straight arrow - Event
Towards or at Park Row	
Rusty Parker Park (on right)	Left Parking arrow. 2-3 on curb as you approach - Parking
On Park Row. Visitor Ctr parking sign in front of RR station	Go straight - Event
Pass RR Station.	Straight - Event
At stop sign/Park & RR St	Straight – Event
Pilgrim Park	
Park Row at Pilgrim Park Row	Right arrow - Parking
Pilgrim Park Road by P2	NO PARKING SIGN (with cones)
Pilgrim Park Road by P2	Straight arrow – Parking
Pilgrim Park Road across from Dam Tough	Left arrow – Parking
Driveway across from FoodScience	Straight arrow - Parking
Back Parking Lot behind FoodScience	Parking

Waterbury Fire Department

Gary Dillon, Chief
Waterbury Fire Department
28 North Main Street
Waterbury, Vermont 05676



Non-Emergency (802) 244-8856
Fax (802) 244-4303

May 17, 2022

Waterbury Arts Festival
Ms. Karen Nevin
Waterbury, Vermont 05676

Re: Fire Service for Waterbury Arts Festival

Dear Ms. Nevin:

The Waterbury Fire Department can and will provide fire protection for the 2023 Waterbury Arts Festival and surrounding buildings in the new location on the Pilgrim Park end of Railroad Street. You indicated that you would like to block off Railroad Street so that there is no parking congestion from people attending the event. I support this as long as what is used to block the street will allow the fire department to move quickly in the event of a need. During an emergency, the fire department can be reached by calling 911 and providing the information that is relevant and asked for.

Sincerely,

Gary Dillon

Gary Dillon, Fire Chief
Waterbury Fire Department

Cc: Karen Petrovic , Town Clerk



May 10th, 2023

Revitalizing Waterbury
Attn: Karen Nevin, Executive Director
46 S Main St
Waterbury, VT 05676

Karen,

Waterbury Ambulance Service, Inc is the EMS agency that serves the area where you are holding the following event:

Waterbury Arts Festival- July 14th & 15th 2023 located at 5 Pilgrim Park in Waterbury, VT.

On Friday Night, July 14th for the Friday Night Block Party Waterbury Ambulance Service will not have an ambulance on site, however ambulance coverage will be available either by Waterbury Ambulance Service or by mutual aid in the event Waterbury Ambulance Service ambulances are otherwise engaged and will be accessed via normal 911 procedures.

On Saturday Day, July 15th for the Saturday Arts Market Waterbury Ambulance Service will have an ambulance on site as well as a first response crew for any non-urgent medical needs. Normal 911 procedures will continue to be followed as outlined above for Friday Night.

Please don't hesitate to reach out with any questions or concerns regarding emergency response for your event. We are grateful for your work of creating and maintaining a vibrant community here in Waterbury for us and our neighbors.

Sincerely,

Maggie Burke

Maggie Burke
Executive Director
Waterbury Ambulance Service
PO Box 95
Waterbury Center, VT 05677
Maggie.burke@waterburyambulance.org
(802) 244-5003



SATURDAY JULY 15

10-4:00

- ARTIST** (orange square)
- SPONSORS** (green square)
- MAIN STAGE** (yellow square)
- FOOD** (blue square)
- RW** (red square)
- KIDS TENT** (pink square)
- NON PROFITS** (tan square)
- TOILETS** (light blue square)

each site has w/c
accessible unit &
*baby change station



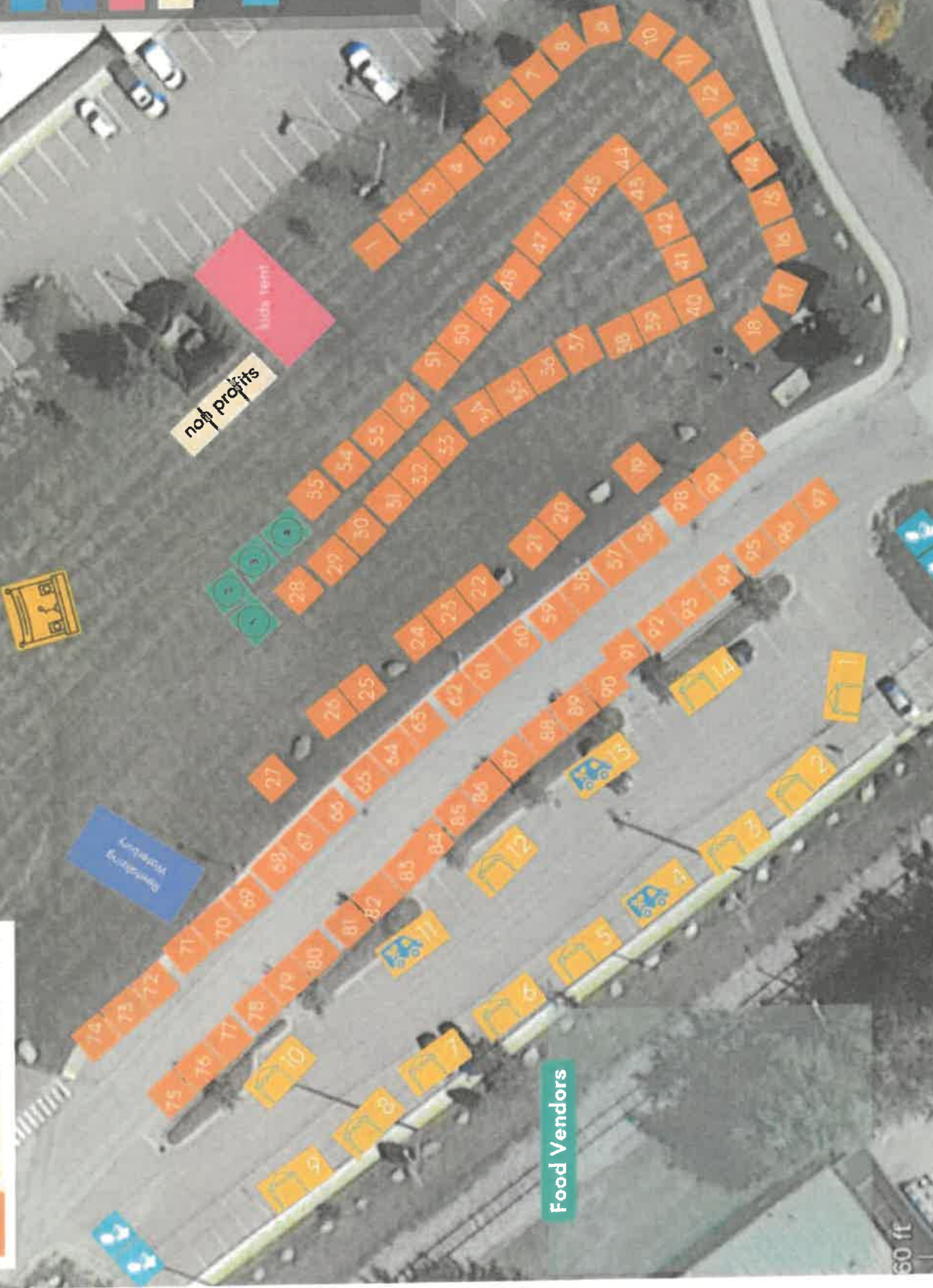
non profits

kids tent

Corporate Sponsorship

Food Vendors

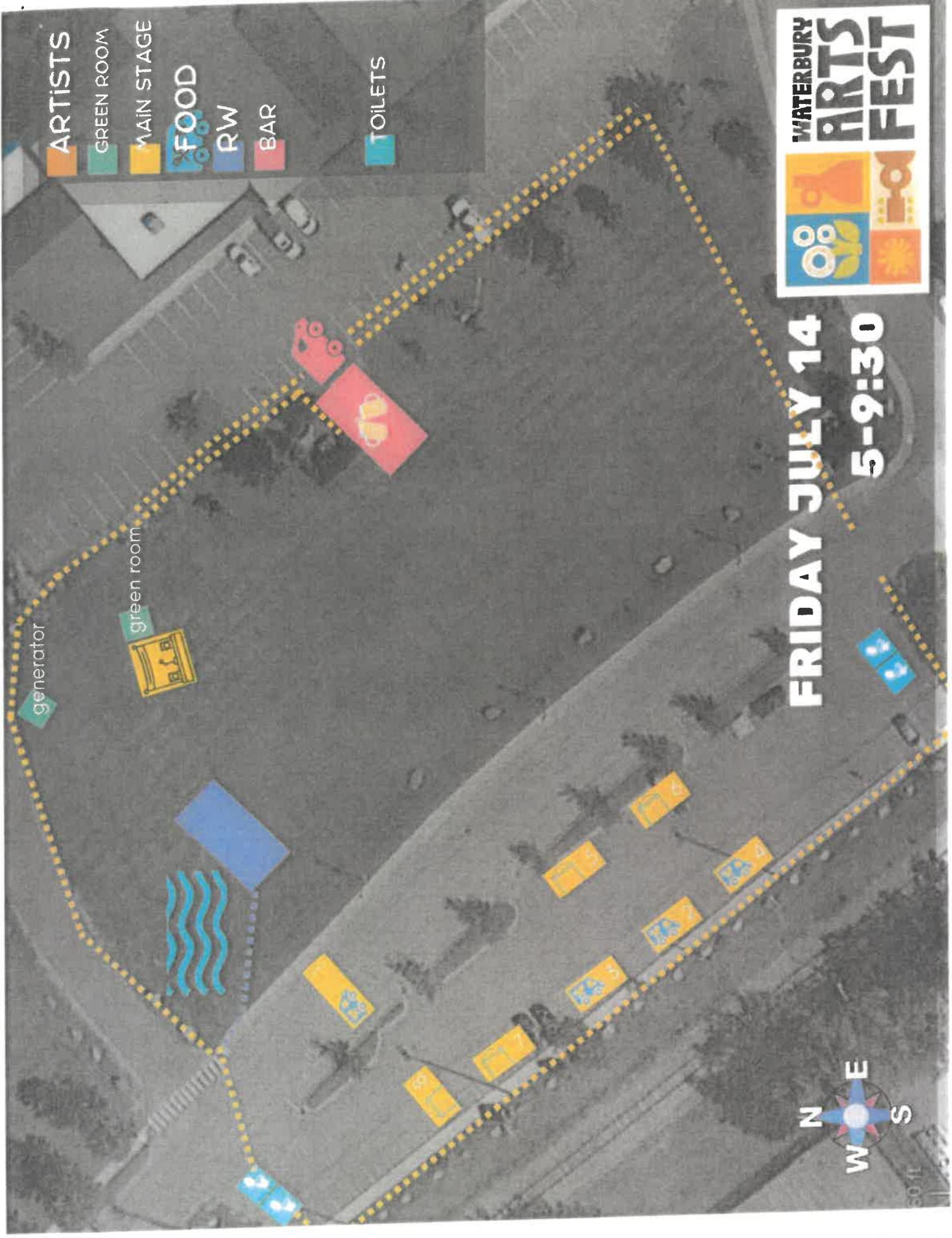
50 ft



- ARTISTS
- GREEN ROOM
- MAIN STAGE
- FOOD
- RW
- BAR
- TOILETS



FRIDAY JULY 14
5-9:30



30 ft

A Fundraiser for Revitalizing Waterbury



WATERBURY ARTS FEST

Block Party

**FRIDAY
JULY 8**

**5:00 PM - 9:30 PM
Donations Accepted**

Arts Market

**SATURDAY
JULY 9**

**10:00 AM - 4:00 PM
Free Entry**

Grand Sponsor:



VSECU

Thank You to
Our Sponsors:



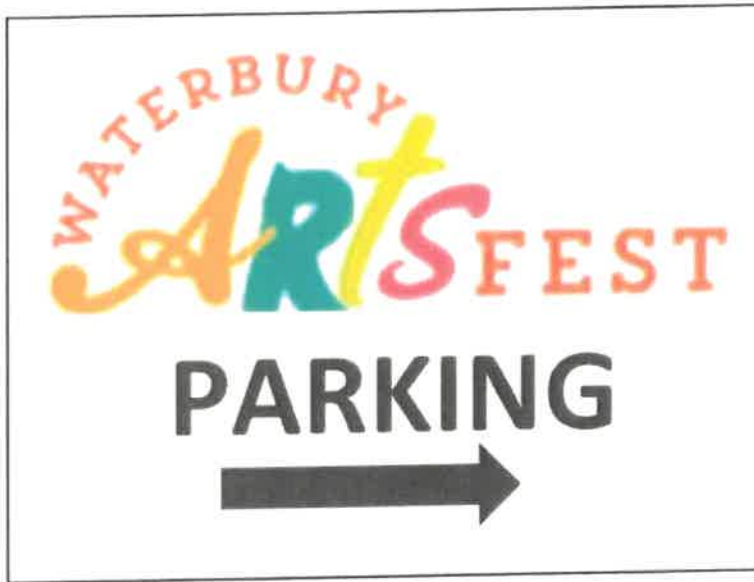


**WATERBURY
ARTS FEST**



**WATERBURY
ARTS
FEST**

Examples of Directional sign - will be branded with new logo



TOTAL SOLAR ECLIPSE



VERMONT • APRIL 8, 2024



GREAT AMERICAN ECLIPSE.COM

Map © 2023 Michael Zeiler, GreatAmericanEclipse.com
Eclipse calculations by Xavier Jubier, xjubier.free.fr
Eclipse predictions by Fred Espenak, eclipsewise.com

Getting Ready for the Great American Eclipse - April 8, 2024

In Waterbury:

- Partial eclipse begins approximately 2:14. Totality is from 3:27 pm for 2 min and 31 sec.

In Vermont:

- Estimated 50,000 to 210,000 will travel to Vermont to view eclipse.
- Already have begun booking AirBnB's in Waterbury.

Learning from experience of Sweetwater TN in 2017. Their town of 6,000 had 50,000 people show up.

Lots of issues to consider:

- Parking / Traffic control / road closures
- Public Safety
- Emergency responders
- Street lights (on sensors – will go on when it gets dark)
- Port-a-potties
- Glasses, glasses, glasses
- Trash and recycling
- Cleanup of streets (month before Green Up Day)
- Educate residents, businesses
- Hospitality businesses (restaurants)
- Recommend schools close for day (totality is when schools are getting out)
- Accommodations for diversity / accessibility/ languages
- Marketing town as destination – desire to make sure it is a positive experience for everyone

From: Maureen White <maureen@wasca.org>
Sent: Saturday, May 20, 2023 1:56 PM
To: Thomas Leitz <tleitz@waterburyvt.com>
Cc: Justin Blackman <justin@wasca.org>
Subject: Senior Center kitchen upgrade proposal

Hi Tom,

As requested, attached are the estimates for the proposed kitchen upgrades for the Senior Center. The total is less than what I sent you earlier, as prices have changed.

Attached for review--

1. Nevtec 9' stove hood and commercial ventilation system \$21,102
2. Fire suppression system \$5,445
3. Commercial dishwasher \$11,573
4. Vulcan 60" range with 2 standard ovens \$4,989
5. Blodgett convection oven \$7,570

Also included in the price tag would be separate charges for electricians, gas installer and a general contractor. There would also be shipping charges on the equipment (but no sales tax since we are tax exempt).

The total is approximately \$57,679.

Please let us know if you have any questions. Justin has been meeting with the contractors and is copied above.

thanks,
Maureen

Maureen White
Waterbury Area Senior Citizens Association
Board Treasurer
802-244-1234 (WASCA office)
802-238-1997 (mobile)



WATERBURY MUNICIPAL OFFICE
802.244.7033 or 802.244.5858
FAX: 802.244.1014
28 NORTH MAIN ST., SUITE 1
WATERBURY, VT 05676
WATERBURYVT.COM

Memo

Date: June 2, 2023
From: Tom Leitz, Municipal Manager
To: Selectboard
Re: Local Option Tax & Manager Authority

I was tasked with further research related to the possibility of enacting a Town charter and an accompanying local option tax (LOT), and some research related to the Manager's appointment authority.

Local Option Tax

By way of background on April 14th, 2023 I had provided a memo with some summary statistics related to the LOT, which estimated annual town revenues in the range of \$600,000 assuming the tax applied to retail sales, meals, rooms and alcohol. For further context property taxes provide roughly 70% of all town revenues. The obvious advantage of property taxes is the stability of the revenue stream. Nonetheless, any governmental operation should strive to diversify its revenue streams, and the local option tax is the only significant means we have to accomplish this.

I have researched a number of other communities and how they specifically use LOT funds. When we had a broader charter discussion it was noted there is no model to choose from; a similar statement can be made for LOT revenues. Some municipalities (Stowe, Barre City, City of Essex Junction) have no specific policy related to their use of LOT funds, others have specific policies (St. Albans City and Town, Shelburne, Barre City, South Burlington), while still others have charter language that outlines how funds are spent (Colchester, Brandon, Montgomery, Hartford).

I believe specific charter language is too restrictive. Community needs and the Town's financial condition can change quickly. I do recommend a Town policy that specifies eligible uses of funds without defining exact amounts. I suggest the following broad categories be considered for this policy:

- Reductions or stability in the town tax rate through the following means:
 - Direct payment of existing debt service.
 - Funding towards capital expenses that would otherwise be paid with property taxes.

For the above category I can envision near term investments in infrastructure in roads and bridges consistent with priorities outlined in the ARPA survey, along with potential investments in recreation infrastructure including the pool and accessibility improvements at Hope Davey. I note that our current debt service exceeds \$700,000 per year, and our capital budget exceeds \$1.0 million. Based on those amounts I don't believe we can manage growth in the tax rate without specifically allowing LOT revenues to offset more general expenses.

- Funding for economic development and community vitality efforts.

Currently this category could include costs related to Revitalizing Waterbury, concerts in the park, Town events, public art, and efforts to develop affordable housing. The cost to purchase and redevelop Stanley Wasson, for example, could be financed with LOT revenues.

- Efforts to streamline and modernize municipal operations, including one-time costs that may be associated with investments to gain long-term efficiencies.

This category could include technology investments that reduce long-term costs (automated lawn mowers being an example), or costs related to municipal consolidation efforts.

One area where I do recommend specificity pertains to our finances. The Town's has an overall deficit in its undesignated fund balance. A set percentage of local option tax revenues could cure this deficit over time without impacting the property tax rate. I would recommend that 10% of the revenues be designated towards this purpose, and this percentage be revisited when the fund balance has recovered.

There is one further item for your consideration that pertains to broader town finances. Without a specific policy unspent local option taxes at year end simply become part of the undesignated general fund balance. In combination with the policy above I recommend a policy that established a LOT reserve. All unspent funds would fall to this reserve, and the Town would establish a transparent method of tracking and reporting the use of funds.

I note you can always create a reserve for a specific project, and direct unspent LOT funds, or a portion thereof, towards that project. St. Albans Town, for example, specifically reserved their LOT for many years before finally utilizing the funds (and paying cash) for a new public works garage and town hall.

Managers Authority

Waterbury formally adopted the Town Manager form of government many years ago. Under 24 V.S.A. § 1236 the Manager has the following authority:

“To perform all duties now conferred by law upon the selectboard, except that he or she shall not...make appointments to fill vacancies which the selectboard is now authorized by law to fill.”

There has been discussion about providing the Manager additional authority via a charter, specifically related to hiring Town employees. Many communities outline the powers of their manager in their charters, and while each community has its own charter language, the following four issues are commonly addressed:

- 1) The authority of the manager to appoint, suspend and terminate all employees (which would be done in accordance with and subject to the personnel policies adopted by the selectboard).
- 2) The authority to set and modify salaries and wages.
- 3) The authority to authorize others, such as department heads, to take action with respect to the items above.
- 4) Prior to hiring and terminating department head positions Managers often have a requirement to receive the approval of the selectboard.
 - a) I note that, as per our employee handbook, any employee that is terminated has a right to appeal to the municipal manager. In the event the employee is a department head, the appeal goes to the selectboard. That language would make charter language about termination redundant.
 - b) In some towns the selectboard appoints department heads based on the recommendation of the manager. In the event the manager's recommended candidate is not appointed the authority is not given to the selectboard. Rather, the manager would have to recommend another candidate.
 - i) In Stowe, for example, the manager notifies the selectboard about his intent to appoint a department head. The selectboard has 7 days to object to the appointment.

Specific language for Waterbury could be developed quickly and easily depending on how view on the items above, or any other that you may wish to add. I note that, with a few exceptions, items 1 through 3 above are historically done by the Manager, who has involved the selectboard at his discretion. I would recommend a charter that generally follows our history. On item 4 I believe it is appropriate to have the selectboard confirm department head positions, and I suggest the Stowe model is reasonable.