

Minutes of the Charter – Informational Meeting – Joint Meeting - Select Board
Monday, November 6, 2023
Steele Community Room, 28 North Main Street and via zoom

Attendance: Alyssa Johnson, Kane Sweeney, Mike Bard, Roger Clapp, Dani Kehlmann; Select Board; P.H. Flanders, Natalie Sherman, Cynthia Parks; EFUD Board; Tom Leitz Municipal Manager, Karen Petrovic Clerk

Public Attendance: Ryan Van Tuinen, Lisa Scagliotti - Waterbury Roundabout, Donald Schneider & MK Monley, Katarina Lisaius, Joe Wurtzbaucher, Lisa Walton

ZOOM: Orca Media, Robert Finucane EFUD

R. Clapp called the Informational meeting to order at 6:30pm.

Approve Informational Meeting Agenda: A. Johnson moved to approve the agenda as presented. D. Kehlmann seconded the motion, a vote was held and passed unanimously.

Informational Meeting: R. Clapp introduced the Informational Meeting stating it is a review of the October Informational Meeting.

On April 3, 2023, T. Leitz was given the directive to research a Charter. It was discussed during several meetings in May. The July flood halted the conversation but it was taken back up in August. Some towns have expansive Charters; Waterbury is not looking for such a Charter but something very short and simple focusing on two points, clarifying the Managers Authority specific to hiring and firing. The second point is specific to the local options tax. The presentation can be found using this link:

https://www.waterburyvt.com/fileadmin/files/News_files/Charter_Presentation_10.20.2023.pdf

The local options tax does apply to local cannabis sales at retail locations. The spending policy the Select Board has adopted for local options tax revenue was done intentionally because by placing that policy in the Charter creates it as a law.

Voting is open at the Waterbury Municipal Office now. Ballots can be requested by phone, email or using your MyVoterPage <https://mvp.vermont.gov/>

A. Johnson made a motion to table the meeting and resume with a Joint Meeting at 7pm.

Open Joint Meeting: R. Clapp opened the Joint Meeting at 7:01pm. P. Flanders asked for a moment of silence in recognition of Lawrence Sayah and asked that the two Boards sign a letter of sympathy to be presented to the Sayah family as well as placed in the Town and EFUD permanent records.

M. Bard made a motion on behalf of the Select Board to approve the Resolution of Sympathy for Lefty Sayah. K. Sweeney seconded the motion; a vote was held and passed unanimously.

N. Sherman made a motion on behalf of the Edward Farrar Utility District to approve the Resolution of Sympathy for Lefty Sayah, C. Parks seconded the motion; a vote was held and passed unanimously.

Public: Waterbury Area Makersphere passed an invitation for the November 16, 2023 for the Annual Mixer and Open House. <https://www.makerspherevt.com/>

2024 Health Insurance: T. Leitz provided an overview along with his memo to open the discussion on the 2024 offerings to Town and EFUD Employees. The labor market remains tight, insurance is a huge part of the benefit package with the Town and EFUD needing to remain competitive. The current proposal is a roughly 10% increase. The buyout for individuals not taking Town/EFUD sponsored healthcare has increased to keep in line with competitive employers. Vision and Dental are being proposed for the first time with little or no impact to the budget because the premiums are very low.

M. Bard made a motion to approve the 2024 Health Benefits package as presented by the Manager. A. Johnson seconded the motion. A vote was held and passed unanimously.

C. Parks made a motion to accept the 2024 Health Insurance proposal as prepared by the manager. R. Finucane seconded the motion, a vote was held and passed unanimously.

Municipal Manager Review: R. Clapp introduced the Managers review stating that T. Leitz has been an employee for one year and asked if the Boards felt it was necessary to enter Executive Session. D. Kehlmann asked if there was a structure for reviews and if so, should that be implemented here as well. M. Bard stated in his memory the previous manager was not formally reviewed but stated that may have been a result of his long tenure. P. Flanders stated there were 360-degree reviews of the previous Manager Shepeluk. The Employee Handbook states an annual evaluation may be performed on employees. R. Clapp stated he spoke to all the Department Heads and the feedback was positive. R. Clapp asked the Boards to consider a 5% raise for the current Manager as he was not previously awarded a raise as well as a \$2,500 bonus.

D. Kehlmann moved to approve a 5% raise effective November 1, 2023 as well as a \$2,500 bonus in recognition of his efforts during flood recovery. M. Bard seconded the motion, a vote was held and passed unanimously.

N. Sherman moved to also approve the previously stated 5% raise effective November 1, 2023 as well as a \$2,500 bonus in recognition of his efforts in Flood Relief Appreciation. C. Parks seconded the motion, a vote was held and passed unanimously.

Motion to close Joint Meeting: N. Sherman moved to adjourn the EFUD portion of the meeting. C. Parks seconded the motion, a vote was held and passed unanimously.

Consent Agenda: A. Johnson moved to approve the consent agenda; K. Sweeney seconded the motion with M. Bard abstaining due to absence from the vote. The motion passed 4-1.

River of Lights Parade Road Closure: R. Clapp invited MK Monley to describe the parade route and requirements. MK Monley has depended on the Rec Dept and Town to organize the logistics of safety because she is busy with students at the school. MK Monley is asking for assistance from the Board to see how we can do this safety because she has not been able to secure the assistance from the Norwich Cadets. The parade lasts roughly 30 minutes from start to finish. Chief Dillon was very unhappy about traffic control efforts taken last year with a vehicle parked on the dry bridge and double parking on Armory Ave behind the school. M. Bard suggested the possibility of having the Waterbury Rotary assist with traffic control and patrolling.

A. Johnson made a motion to approve the Entertainment permit provided an acceptable Safety Plan, as deemed so by the Fire Chief/Emergency Management Director, is received as well as waive the \$25

fee to the Town for the permit. D. Kehlmann seconded the motion, a vote was held and passed unanimously.

Board Appointments to NDPC & Conservation Commission: R. Van Tuinen revoked his application for the Conservation Commission stating he would like to be considered only for the NDPC. K. Sweeney moved to appoint R. Van Tuinen to a three-year vacancy ending 2026 on the NDPC. M. Bard seconded the motion, a vote was held and passed unanimously.

Joe Wurtzbacher spoke to the Board about his emergency management experience. A. Johnson moved to appoint J. Wurtzbacher to a two-year vacancy ending 2025 on the NDPC. M. Bard seconded the motion, a vote was held and passed unanimously.

M. Bard made a motion to approve K. Sweeney as the Board Liaison from the Select Board to the NDPC. D. Kehlmann seconded, a vote was held and passed 4-1 with K. Sweeney abstaining.

Amtrak Crossing Discussion: D. Kehlmann was part of a meeting with the Northeast Regional Representative from Amtrak to introduce themselves. Amtrak runs a safety initiative to talk to students in the schools that live near any railroad tracks. Amtrak has identified several priorities around the state such as crosswalks that need improvement like the one on Park Street and Pilgrim Park. Amtrak requests a letter from the Town in support of federal appropriations in the amount of \$3.6 billion dollars.

D. Kehlmann moved to sign a letter of support for Amtrak to be completed by the deadline of November 17th. K. Sweeney seconded the motion, a vote was held and passed unanimously.

VLCT Welcoming and Engaging Community Program: A. Johnson reviewed the Welcoming and Engaging Communities Selection Committee. A. Johnson, T. Leitz, M. Bard and R. Muse have all expressed interest in participating. D. Kehlmann moved to approve T. Leitz to apply for the Welcoming and Engaging Communities Selection Committee with approval to pay up to \$500 in fees to participate. A. Johnson seconded the motion, a vote was held and passed unanimously.

Informational Report from the Select Board: D. Kehlmann spoke about engaging more in the Community. A condensed Managers Report and Select Board updates would do more to inform the community about recent discussions. D. Kehlmann is asking the board about creating a template to be used for monthly updates with bullet points of recent business. Discussion followed with many ideas about how to better engage the public. K. Petrovic will investigate expanding Mail Chimp.

Next Meeting Agenda: Reviewed the next meeting agenda.

Add 3rd Quarter Financial Update

Budget Schedule

Skate Park

Adjourn: D. Kehlmann made a motion to adjourn which was seconded by K. Sweeney and passed unanimously.

Town of Waterbury Municipal Charter

Shall the Town of Waterbury request approval by the Vermont General Assembly to enact a Town Charter with the following language?

Article 1: Clarifying the Authority of the Municipal Manager, as Requested by the Selectboard

The Municipal Manager shall hire, appoint, discipline, and remove all Town employees, subject to the provisions of personnel rules approved by the selectboard.

The Municipal Manager may authorize a department head to hire, appoint, discipline, or remove an employee, subject to the Manager's discretion and supervision.

The Municipal Manager's appointment of a department head shall be approved by the Selectboard.

Town of Waterbury Municipal Charter

Shall the Town of Waterbury request approval by the Vermont General Assembly to enact a Town Charter with the following language?

Article 2: The Town Selectboard shall be authorized to levy a one-percent tax on sales, meals and alcoholic beverages, and rooms.

Identical to the following Cities & Towns: Brandon, Brattleboro, Barre City, Burlington, City of Essex Junction, Colchester, Dover, Killington, Manchester, Middlebury, Montgomery, Rutland Town, Rutland City, Shelburne, St. Albans City, St. Albans Town, South Burlington, Stowe, Stratton, Williston, Wilmington, Winhall, Winooski

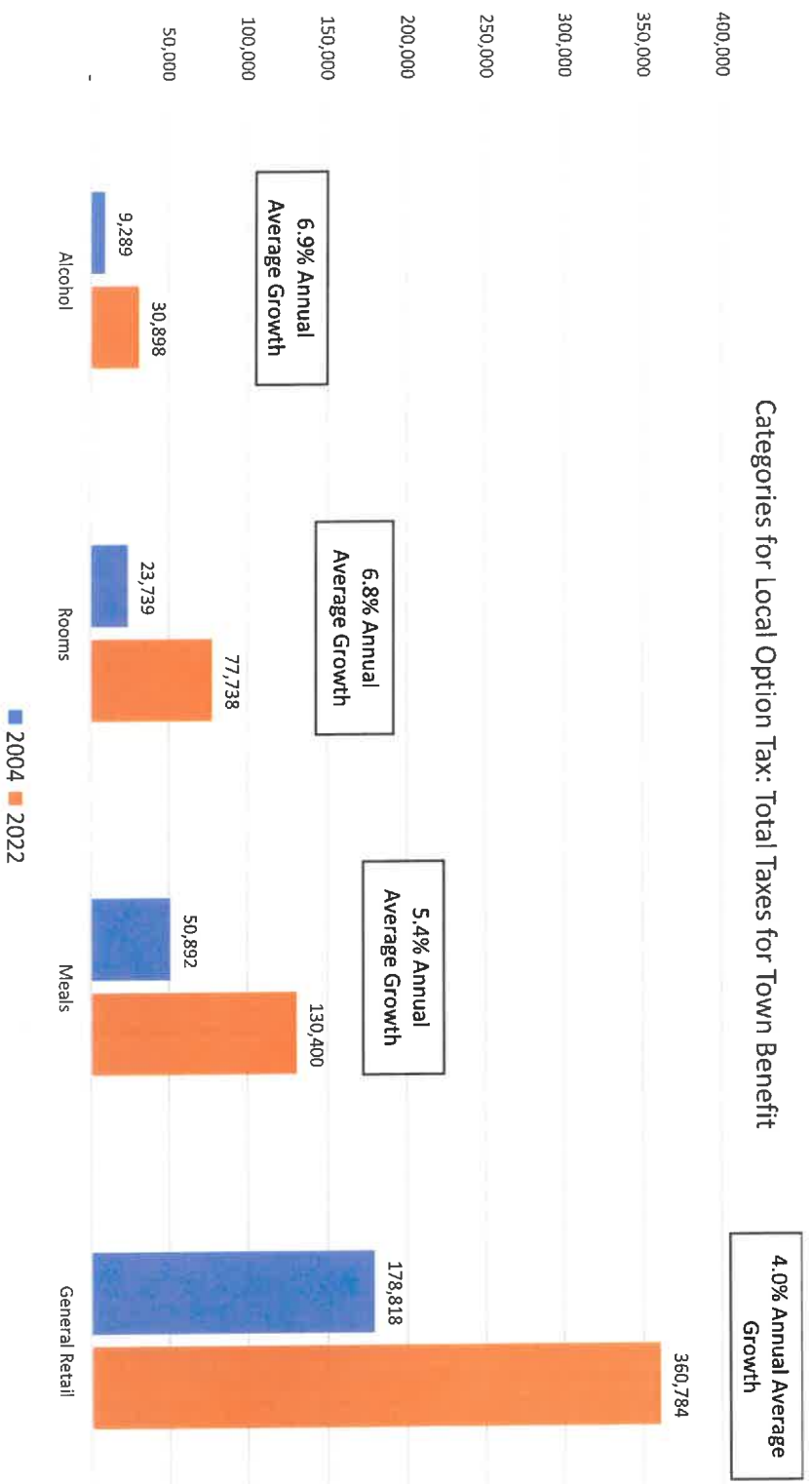
Town of Waterbury Municipal Charter

1% Local Option Tax (LOT) Details

- Sales Tax – currently 6%
- Rooms Tax – currently 9%
- Meals Tax – currently 9%
- Alcoholic beverages tax – currently 10%
- Does **not** impact motor vehicle purchases
- Does not apply to most clothing, groceries, and medicine
- Does apply to short term rentals (Vacasa, Air B&B, etc.)
- Does apply to internet purchases

Town of Waterbury Municipal Charter: Revenue Implications

Categories for Local Option Tax: Total Taxes for Town Benefit



Town of Waterbury Municipal Charter: Revenue Forecast

Table below is conservative – growth in sales is 50% lower than historical

- 2025 is realistic first year for revenue collection

Year	Categories for Local Option Tax Revenue					Total Revenue	Impact on Tax Rate (¢)
	Alcohol	Rooms	Meals	General Retail			
2025	\$ 34,209	\$ 85,954	\$ 141,181	\$ 382,735	\$ 644,080	8.26	
2026	\$ 35,390	\$ 88,882	\$ 144,969	\$ 390,345	\$ 659,586	8.46	
2027	\$ 36,612	\$ 91,909	\$ 148,859	\$ 398,106	\$ 675,486	8.66	
2028	\$ 37,876	\$ 95,040	\$ 152,853	\$ 406,021	\$ 691,790	8.87	
2029	\$ 39,184	\$ 98,277	\$ 156,954	\$ 414,094	\$ 708,509	9.08	
2030	\$ 40,536	\$ 101,624	\$ 161,166	\$ 422,327	\$ 725,654	9.30	
2031	\$ 41,936	\$ 105,086	\$ 165,490	\$ 430,724	\$ 743,236	9.53	
2032	\$ 43,384	\$ 108,665	\$ 169,930	\$ 439,288	\$ 761,267	9.76	
2033	\$ 44,881	\$ 112,366	\$ 174,490	\$ 448,023	\$ 779,760	10.00	
2034	\$ 46,431	\$ 116,193	\$ 179,171	\$ 456,931	\$ 798,726	10.24	
2035	\$ 48,034	\$ 120,151	\$ 183,979	\$ 466,016	\$ 818,179	10.49	

Town of Waterbury Municipal Charter: Revenue Forecast

- How much of the local option tax is paid by residents, and how much by tourists?
- 8.26¢ on your property tax bill equals \$247.80 for a home valued at \$300,000

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Town of Waterbury Municipal Charter: Local Option Tax

- The Town has one primary revenue source: property taxes
- Draft Selectboard policy on utilizing LOT
 - Payment of existing debt
 - Capital expenses
 - Economic development and community vitality efforts.
 - Municipal investments to generate long-term savings/efficiencies

Town of Waterbury Municipal Charter: Local Option Tax

- Major challenges on the horizon
 - The lack of affordable housing remains a challenge.
 - Paving budget has been level funded for 3-years. Asphalt is up 40%.
 - We have two fire engines that are 2006 models.
 - Future of policing is uncertain
- Planning & engineering to advance flood mitigation efforts

Town of Waterbury Municipal Charter

- Closing thought...fast forward to Town Meeting Day in 2025.
 - Assume a *very* conservative scenario of \$650,000 in local options taxes (no growth in retail sales).
 - The Town could payoff \$256k in outstanding debt. This saves \$14k in interest and amounts to a 2 cent impact on the tax rate.
 - At Town Meeting Day in 2024 the Fire Chief will advocate for a new truck, with a cost of \$370,000. We could issue a short-term line of credit and pay half in 2025, the balance in 2026.
- The above still leaves us with over \$200k in surplus funds.

Resolution of Sympathy

- WHEREAS:** The community of Waterbury was deeply saddened by the death of Lawrence “Lefty” Sayah on Monday October 30, 2023; and
- WHEREAS:** Lefty, the Honorary Mayor of Randall Street has lived with his family at 18 Randall St since 1972; and
- WHEREAS:** Lefty has served 27 years faithfully and dutifully as an elected Public Official in service to his fellow Waterbury citizens for the betterment of community life; and
- WHEREAS:** Lefty’s example of public service included kindness, politeness, respect and honesty creating an oxymoron exemplifying an “**Honest Politician**”; and
- WHEREAS:** Lefty was presented with the 2017 Wallace Community Service Award by the citizens of Waterbury in recognition and appreciation for his service for the betterment of his community; and
- WHEREAS:** Lefty passed away preparing for his favorite holiday “**Halloween**” to show his love of community and it’s children, out of love and respect, a neighbor carved a memorial “**Lefty Pumpkin**” for display on Randall Street during Halloween 2023; and
- WHEREAS:** His passing is sorely felt, leaving a big hole in the heart of his family, his friends, his neighbors and the entire community of Waterbury.



NOW, THEREFORE, BE IT RESOLVED by the Town of Waterbury Select Board and the Edward Farrar Utility District Commissioners that we hereby express our sincere sympathy to his family: his son Jeff, daughter Julie and son in-law Frank, grandchildren Elizabeth and Sam, son in-law Tom and grandson Jacob.

BE IT FURTHER RESOLVED that this Resolution be spread upon the permanent records of the Town of Waterbury and Edward Farrar Utility District and copy of this Resolution be presented to his family as a token of our sympathy on his passing and share our respect and appreciation for Lefty’s service among us.

Dated the Sixth day of November 2023
At Waterbury Vermont



Roger Clapp
Chairman Selectboard



P. Howard “Skip” Flanders
Chairman EFUD Utility District



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: October 19, 2023
From: Tom Leitz, Manager
To: Selectboard & EFUD Commissioners
Subject: 2024 Health Insurance Primer

In prior years the Town and EFUD offered employee health coverage based on the employer paying a set amount for health care, and employees were allowed to pick a plan that best suits their individual needs. In general terms, employees were typically responsible for 10-15% of the expected cost of the plan, and they had the option to pick the plan of their choice. In 2023 employees chose a balanced mix of plan choices.

Proposed 2024 Contributions

Consistent with that history, I want to propose the following for 2024, which includes increasing the Town's contributions by 10%. While inflation has moderated to 3.7% over the past year, average plan premium costs are increasing by roughly 12% (across both BCBS and MVP). Medical and pharmacy deductibles, and out of pocket maximum amounts, have also increased. We remain in a competitive hiring environment and I assert the contributions below reflect that reality.

BCBS Plan Comparisons Based on Deductible

Town Monthly Contributions	Contributions		2023 - % of Platinum Plan		2024 - % of Platinum Plan		2023 - % of Silver Plan		2024 - % of Silver Plan		2023 - % of Bronze Plan		2024 - % of Bronze Plan	
	2023	2024												
Single	\$ 910	\$ 1,001	88.4%	85.5%	91.0%	91.4%	84.3%	86.0%						
Parent/Child	\$ 1,714	\$ 1,885	83.2%	80.6%	85.7%	86.1%	79.4%	81.0%						
2-Person	\$ 1,773	\$ 1,950	89.1%	86.3%	90.7%	91.3%	83.7%	85.5%						
Family	\$ 2,253	\$ 2,478	78.6%	76.1%	88.7%	88.3%	85.3%	86.0%						

MVP Comparisons Based on Deductible

Town Monthly Contributions	Contributions		2023 - % of Platinum Plan		2024 - % of Platinum Plan		2023 - % of Silver Plan		2024 - % of Silver Plan		2023 - % of Bronze Plan		2024 - % of Bronze Plan	
	2023	2024												
Single	\$ 910	\$ 1,001	90.5%	88.4%	90.7%	95.0%	85.1%	89.0%						
Parent/Child	\$ 1,714	\$ 1,885	85.2%	83.3%	85.4%	89.5%	80.1%	83.8%						
2-Person	\$ 1,773	\$ 1,950	91.2%	89.1%	90.5%	94.8%	84.5%	88.5%						
Family	\$ 2,253	\$ 2,478	80.5%	78.6%	88.4%	92.1%	86.2%	89.5%						

New 2024 Option

The methodology of paying set amounts towards health care has generally worked well for employees, but with all programs there are challenges. Because of this I want to introduce a different option for 2024. This would be a voluntary option on the part of employees, and I do not believe it would impose any additional expense on the Town or EFUD.

Under the new option employees would be limited in their plan choice: mathematically this option only works if bronze high-deductible plans are selected. For that reason, employees that choose this option would be *required* to select the MVP Bronze 3 high deductible plan, or the corresponding Blue Cross Blue Shield Bronze CDHP plan. They plans have similar premiums and identical deductibles, so I have used the average in the table below. Generally speaking the MVP plan is very slightly cheaper, while BCBS boasts of a larger network.

Plan Type	Single	2-Person	Parent/Child	Family
Annual Premium Cost	\$ 7,932	\$ 15,865	\$ 15,310	\$ 22,290
Annual Deductible	\$ 5,800	\$ 11,600	\$ 11,600	\$ 11,600
Potential Maximum Cost to Employer	\$ 12,232	\$ 24,465	\$ 23,910	\$ 30,890
Guaranteed Cost to Employer Using Traditional Approach	\$ 12,012	\$ 22,620	\$ 23,400	\$ 29,736
Potential Savings if No Deductible Utilized	\$ 4,080	\$ 6,755	\$ 8,090	\$ 7,446
Potential Loss if Deductible Maximized	\$ (220)	\$ (1,845)	\$ (510)	\$ (1,154)

I propose the Town would pay 100% of the monthly premium. The employee would be the first contributor towards the deductible, and I propose amounts of \$1,500 for an individual plan and \$3,000 for a 2-person, parent-child, or family plan. The employee would pay the deductible using their own personal funds. This could be done tax free through a health savings account.

But the value of the proposal is the methodology is reversed, and the employee is now responsible for the first portion of the deductible. Using our existing model the Town's contribution covers the premium and a substantial portion of the deductible, and therefore the employee is the "last dollar in." This proposal reverses that methodology wherein the employee is the "first dollar in."

The employee has a potential expense that is, in all probability, higher because are they responsible for the first portion of the deductible. But they also have an expense that is capped at a lower amount. From that perspective, the employee has an additional option to choose from based on their risk tolerance.

Once (and if) the employee pays their respective portion of the deductible, the employer would pay any remaining costs. This would be done with the help of a 3rd party that specializes in these arrangements and has a direct data feed with the insurance providers.

The employer adopts an amount of manageable risk, but I believe the proposal would generally result in a savings. For example, using the family plan as a model, the deductible is \$11,600. For the employer to “lose” under this scenario the employee would first have to pay their \$3,000 portion of the deductible, and then spend a further \$7,446, before the employer has any exposure.

The above also simplifies expense management for employees, and assists me in recruiting new hires. Rather than not knowing the potential cost of health insurance, under this option the answer is simple – up to \$1,500 or \$3,000 annually depending on your plan type. In 2025 and years beyond this may be an option I recommend for all employees.

Employee Buyouts

For employees that have other coverage available and therefore decline Town coverage in lieu of a buyout I propose the following:

Annual Buyout Amount	2023	2024
Single	\$ 1,740	\$ 1,740
Parent/Child	\$ 2,057	\$ 3,000
2-Person	\$ 2,128	\$ 3,000
Family	\$ 2,704	\$ 3,000

Buyouts must ultimately be based on market competition. In prior years the buyout was based on 10% of the Town contribution towards employee health care. The proposed amounts better reflect the rates of major competitors, which I believe is the more appropriate comparison point.

I am also seeking guidance about offering a flexible buyout amount based on the cost of their available coverage. In certain instances, it may be in our financial interest to raise the buyout amount substantially. However, this raises potential legal and equity concerns, so at this point this remains an idea and not a formal proposal. I may reach out to you in the next month or two with additional details.

Vision & Dental Coverage

During the process of adopting an employee handbook this year we discussed the need to add vision and dental coverage to our array of benefits. I propose the following, which would only be available to employees who are full time and eligible for health benefits:

Dental: Northeast Delta Dental Benefit Plan #3. The Town/EFUD would pay the monthly premium of \$33.86 for the employee. Individuals that chose to add a spouse or dependent would pay the difference. Using our current census this would cost the Town \$7,313.76 annually and EFUD \$2,031.60 annually.

Vision: EyeMed Option 5 Packaged Plan. Similar to dental coverage, the Town/EFUD would pay the monthly premium of \$4.61 for the employee, and individuals that choose to add a spouse or dependents would pay the difference. Using our current census this would cost the Town \$995.76 annually and EFUD \$276.60 annually.

Town Entertainment Ordinance

Application Questions October 16, 2023

Name of the owner and operator:

The River of Light Lantern Parade in Waterbury
MK Monley for MakerSphere in collaboration with Brookside Primary School.

A site plan indicating location: distance from residences, fire hydrants, state and local highways overhead wires, entrances and exits to shopping centers and other public places

We parade from Brookside Primary School to Dac Rowe Field. We leave the front parking lot of the school and turn left onto Stowe Street, turn right onto Main Street and then turn left into the park. We have had the police department or more recently the state police, lead the parade. In more recent years, we have had a town truck follow at the end of the parade to make sure paraders are safe.

Regarding a safety plan, we have explained to our parade stewards (people who volunteer to wear safety vests and collect poles at the end) that if an emergency vehicle needs to get through during the parade, we need to move everyone to the right side of the road. The rec department also has people tending the fires - with fire extinguishers at the ready. Additionally, the rec department had some folks on river patrol - so that people don't get too close to the river. And as far as young people getting separated from their adult, we let parents and children know during art classes, through school newsletters, and on FPF to go to the hot chocolate stand to be reunited.

I am not sure where the fire hydrants are located. We will be on Stowe street and Main St. We pass businesses on Stowe St and Main St. including restaurants and the town offices.

The streets need to be closed for the entirety of the parade which lasts about 30 minutes. We have had a police car at the intersection of Stowe and Main to prevent cars coming through from the south. We have had the SD Ireland cement mixer blocking traffic near the roundabout in addition to a town vehicle there and/or traffic barriers that the rec department puts in place near the park. The rec department has been key in organizing these aspects of the parade. It's been a joint effort with the school and now MakerSphere and the town working together to make this traditional event a success.

Intended hours of operation:

5:00 PM - 6:30 PM

Description of the show:

This year's theme - in our 14th year - is Toys and Games. Students at the primary school will all make lanterns. There are a group of middle school students making lanterns for the parade this

year. There are lantern making workshops held at the primary school the first two weekends in November. one for artists to build large scale lanterns and the other weekend for families and community members to make lanterns. There is no cost to attend the workshops or participate in the parade. There is no alcohol at this event.

Any other information required:

Please let me know what other information is required and if you require a \$25.00 fee for this application.

Thanks.

MK Monley

802-244-5043

ariveroflightinwaterbury@gmail.co

TOWN OF WATERBURY VERMONT

Application Form for Town Commissions, Boards, and Committees

Please submit your application to **one** of the below:

In person or by mail: Board Search, Town of Waterbury, 28 N. Main St. Waterbury, VT 05676 or by
email to: karen@waterburyvt.com

Please supply the following information:

1) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings? Y / N Will you be able to serve for the term of the position? Y / N

2) Please introduce yourself to the Selectboard by providing a one page cover letter detailing your background, experience, and interest in the board/commission/committee you are applying for. A 1-2 page resume is optional.

Name of Applicant: Ryan Van Tuinen

Date: 10/16/2023

Phone Number: 802-760-7179

Email Address: Ryan.VanTuinen@gmail.com

Name of Commission/ Board/ Committee and term (if known):

~~Search Committee~~ Disaster Preparedness Committee

How many years have you served on this Committee? 0 Years

If you serve on another Commission/Board/ Committee, please indicate which one(s):

If you were referred or recommended for this position by someone, please share that reference's name and contact information.

Waterbury Resident: / N (circle one)

Please note, applicants are asked to attend the selectboard meeting at which volunteers will be nominated to their respective positions. If you cannot attend, please email karen@waterburyvt.com in advance of the meeting to provide additional background information.

All policies that apply to the town's Select Board also apply to all boards, commissions, and committees. Policies may be found at www.waterburyvt.com/ordinances.

For hard copies or accessibility accommodations please contact: Karen Petrovic; karen@waterburyvt.com

I've lived in Waterbury my whole life. I remember as a kid growing up here the fields at Dac Rowe would flood often, seemingly every other year. We would take Kayaks out and have fun playing in the rain. It was harmless, I never saw the floods cause serious damage and threaten the safety of our community. Now it is different. Dac Rowe floods less often, but when it does the floodplain can't contain all the water. It spills into our streets and homes causing immense damage and hardship for our community. In 2011, Hurricane Irene showed me something I had not seen in my life up until that point. The immense devastation that can be caused by a natural environmental event. Seeing how our community rallied together to support one another was inspiring and made me proud to be a Waterbury resident and Vermonter. I remember thinking that this was an anomaly, something we probably wouldn't see again. I was young and naive then.

This year I saw the effects of the flood firsthand. I live on Randall St now, and every single one of my neighbor's houses was flooded. I think about the future of Waterbury. My daughter now calls this place home. Her generation will be dealing with the repercussions of the past generations' decisions. As the effects of climate change perpetuate, I believe it is incumbent upon us to protect and prepare our community and our children for the inevitability of future disasters.

I want to understand how we can prepare ourselves better for future disasters. And I want to discuss possibilities in mitigating and preventing future disasters. Current research shows that there are natural ways to mitigate damage from floods and protect ourselves from natural disasters whilst simultaneously reversing the effects of climate change by sequestering carbon. I believe it is our duty to explore this possibility for our community and our children.

My only goal in joining this committee is to help improve and protect the community that my family and I call home. I love Waterbury and want to do whatever I can to improve it and help our community thrive.

Thank you,
Ryan Van Tuinen

Ryan Van Tuinen

13, Winooski St,
Waterbury, VT 05676
(802) 760-7179
ryan.vantuinen@gmail.com

Passionate about mental health and psychology, with years of experience working with children and adults with mental disabilities.

EXPERIENCE

Amici Associates, Moretown VT — Disability Support Coordinator

AUGUST 2022 - PRESENT

Support coordinator for man with developmental disabilities and a traumatic brain injury.

- Building a relationship of trust and respect with client
- Collaborating with co-workers to provide creative, educational, social, and fun experiences for the client
- Implementing explicit behavior plans that support the success of the individual
- Ensuring client has the ability to pursue the skills, education, and goals they desire
- Helping clients in their day-to-day life and working with them to build skills and foster growth
- De-escalating crisis situations when they arise

Employer: Dr. Elia Vecchione – Executive Director
Contact Info: al@amiciassociates.com (802) 598-4886

Green Mountain Behavior Consultants, Montpelier VT — Behavioral Interventionist

AUGUST 2023 - PRESENT

Behavioral interventionist for young students with developmental disabilities at Brookside Elementary School.

- Implementing explicit behavior plans that support the success of the individual
- De-escalate crisis situations when they arise
- Building a relationship of trust and respect with students
- Collaborating with co-workers to provide creative, educational, social, and fun experiences for the students
- Ensuring client has the ability to pursue the skills, education, and goals they desire

- Helping clients in their day-to-day life and working with them to build skills and foster growth

Employer: Melinda Neff, M.Ed, BCBA – CEO

Contact Info: melinda@gmbehavior.org (802) 793-8307

Crossett Brook Middle School, Duxbury VT — Paraeducator

AUGUST 2019 - JUNE 2020

1-on-1 educator for students with learning disabilities

- Building a trusting mentoring relationship with student
- Responsible for ensuring the student is attaining all the necessary education and completing all assigned coursework
- Working with the students to develop social skills, and proper classroom etiquette
- De-escalating crisis situations when they arise

Employer: Tom Drake – Principle

Contact Info: tdrake@huusd.org (802) 244-6100

Michaels on The Hill, Waterbury Center, VT — Server

MAY 2019 - AUGUST 2023

Responsible for serving food and drinks, answering questions, and ensuring the customer is enjoying their experience

- Prioritizing and multitasking multiple responsibilities
- Making decisions in high stress and chaotic environments
- Interacting with a variety of individuals to ensure a high quality and enjoyable experience

Employer: Michael Kloeti – Owner & Chef

Contact Info: Michael@michaelsonthehill.com (802) 536-1724

Employed by caregiver, Stowe VT — Personal Care Assistant

MAY 2018 - JUNE 2019

Personal Care Assistant and respite provider for adult man with developmental disabilities.

- Implementing explicit behavior plans that support the success of the individual with developmental disabilities
- Ensuring clients have the ability to pursue the skills, education, and goals they desire

- Providing care and assistance in daily tasks

Employer: Tom Standish – Shared Living Provider and Caregiver

Contact Info: (802) 888-7566

Mountain Village School, Stowe VT — Assistant Teacher

AUGUST 2017 - DECEMBER 2018

Assistant Teacher at a preschool for children between the ages of 2-5.

- Working cooperatively with a team of teachers to educate and supervise young children, as well as organize events
- Developing creative strategies for delivering core curriculum
- Creating a learning environment which enabled the children to explore and grow in a safe and effective way.

Employer: Sarah Tousignant – Director

Contact Info: Info@mountainvillageschool.com (802) 253-7585

SocialCX, Boston MA—Account Manager

JUNE 2015 - DECEMBER 2016

Managing accounts at SocialCX advertising agency.

- Building and maintaining the accounts of clients, acting as their media managers
- Creating content plans and developing marketing campaigns
- Maintaining smooth relations between our company and our clients
- Solving any problems that arise in our client's social media strategy

Employer: Rousseau Aurelien – CEO & Founder

Contact Info: Rousseau.aurelien@gmail.com (617) 669-4140

Howard Center, Burlington VT — Personal Care Assistant

APRIL 2014 - DECEMBER 2014

Worked as a Personal Care Assistant and respite provider for multiple clients.

- Transporting clients and collaborating to provide creative, educational, social, fun and requested experiences
- Helping clients in their day-to-day life and working with them to build skills and foster growth
- De-escalating crisis situations when they arise

Supervisor: Brendan O'Leary – Case Supervisor

Contact Info: BOleary@howardcenter.org (802) 488-6000

TOWN OF WATERBURY VERMONT

Application Form for Town Commissions, Boards, and Committees

Please submit your application to **one** of the below:

In person or by mail: Board Search, Town of Waterbury, 28 N. Main St. Waterbury, VT 05676 or **by email** to: karen@waterburyvt.com

Please supply the following information:

1) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings? Y / N Will you be able to serve for the term of the position? Y / N

2) Please introduce yourself to the Selectboard by providing a one page cover letter detailing your background, experience, and interest in the board/commission/committee you are applying for. A 1-2 page resume is optional.

Name of Applicant: JOSEPH WURTZBACHER
Date: 10/20/2023
Phone Number: 908-337-9680
Email Address: JWCO@MAC.COM

Name of Commission/ Board/ Committee and term (if known):

NATURAL DISASTER PREPAREDNESS COMMITTEE

How many years have you served on this Committee? — Years

If you serve on another Commission/Board/ Committee, please indicate which one(s):

DEVELOPMENT REVIEW BOARD

If you were referred or recommended for this position by someone, please share that reference's name and contact information.

Waterbury Resident: Y / N (circle one)

Please note, applicants are asked to attend the selectboard meeting at which volunteers will be nominated to their respective positions. If you cannot attend, please email [Karen@waterburyvt.com](mailto:karen@waterburyvt.com) in advance of the meeting to provide additional background information.

All policies that apply to the town's Select Board also apply to all boards, commissions, and committees. Policies may be found at www.waterburyvt.com/ordinances.

For hard copies or accessibility accommodations please contact: Karen Petrovic; karen@waterburyvt.com

Joseph H. Wurtzbacher

466 Loomis Highlands
Waterbury Center, VT 05677
E-mail: jwco@mac.com

Cellular (908) 337-9680

PROFILE

Thirty-six years of experience in fire protection- both career and volunteer. My whole adult life has been about service to the public. With strong working relationships, leadership skills and many personal contacts within all areas of public safety, I believe I can work well serving the public in many capacities.

EXPERIENCE

- NEIS Inspection Services** 2022 to present
Property Inspector (P/T)- Inspection, photographs and review of insured properties.
- Vermont Artisan Coffee** 2022 to present
Coffee Production Team (P/T)- coffee packaging & mail order fulfillment.
- Brave Coffee Roasters** 2021 to 2022
Coffee Roaster Assistant (P/T)- coffee packaging, mail order and inventory.
- United States Postal Service** 2019 to 10/2021
Assistant Rural Carrier- responsible for the delivery of packages and mail to homes and businesses.
- Alchemist Brewery & Cannery** 8/2011 to 8/2019
Brewery Assistant- Assist with brewery operations and production on the canning line. Assist with sales in the retail area. Inventory and supply management.
- Summit Fire Department** 2004 to 2011
Battalion Chief – Supervised a platoon of 5 firefighters and 1 Lieutenant. My last administrative responsibility was Technology and Telecommunications Officer, as well as assigned to the City's Emergency Management Team as the Alert & Warning Coordinator.
- Supervise and lead members in fire, rescue and EMS emergencies, which, at times, require the interaction with leaders from other fire departments, EMS and City Governments.
 - As Communication and Technology Officer- Oversee the 911 telephone and Summit/ Millburn Fire Department Communications Center. Update/ maintain records & SOP's responsible for radio and telephone equipment maintenance, repair and update, as well as prepared specs for updated radio equipment and

- purchase. Relationship coordinator for the Millburn Fire Department to address their needs and concerns in Dispatch.
- As Alert & Warning Coordinator updated alert and warning annex. Working to update and maintain the City's Emergency Management EOC and participate in Emergency Management Team training, drills and meetings.
 - As Water Supply Officer- oversaw maintenance and installation of fire hydrants throughout the City, established relationship with the water company and completed the hydrant marker program for all hydrants.
 - As Training Officer updated both volunteer and career training programs, ICS certification, first responder training and compliance with national training standards.
 - Union County Mutual Aid Coordinator (MAC 13)- assigned to assist neighboring towns at large scale incidents. Provided Command Post Incident Management assistance, coordination, organizational, tactical, suppression and scene safety.

Summit Fire Department

1990 to 2004

Lieutenant - Supervised, under the Battalion Chief, a platoon of 5 Firefighters.

- Served as the NFIRS incident reporting, maintenance and records officer, Knox Box Program officer and as the Building Preplan officer.
- Served as the Building Maintenance & Supply Officer- responsible for repairs, supplies and maintenance of the Firehouse.
- Prepared bid specifications for resurfacing fire headquarters floors and hydrant markers.
- Updated the Fire Department Emergency Management Plan.
- Served on the Fire Headquarters Renovation Committee.
- Served on the Summit/ Millburn Combined Dispatch- Operations Review Project Team.
- Served on the Firefighter/ Officer Development Project Team.
- Developed the Summit FD Carbon Monoxide Response Form & the Summit FD Emergency Response Card.

Summit Fire Department

1984 to 1990

Firefighter

Chatham Township Volunteer Fire Department and Heavy Rescue 1973 to 2011

Chatham Heavy Rescue- 1973 to 1978

Chatham Fire Department- 1978 to 1985

Chatham Twp. Fire Department- 2004 to 2011, served as- Firefighter, Lieutenant, Captain and Deputy Chief.

Chatham Borough Police Dept.

1982 - 1984

Police Dispatcher - police radio, telephone and records duties. Also served as a Chatham Borough Sworn Special Police Officer.

Overlook Hospital Paramedic Program

1977 to 1984

Paramedic #90- volunteer, Advanced Life Support duties that included patient care, starting IV's, drug administration and intubations.

Chatham Borough Department of Public Works

1980- 1982

Water Dept. – serviced, repaired and replaced fire hydrants and water mains. Completed residential water meter replacements. Snowplowing.

Chatham Emergency Squad

1974 to 1977

Squad member, volunteer, Basic Life Support patient care.

EDUCATION

Certificate in Fire Science Technology- Union County College May 2005
Union County College - Spring, 2011, Associates Degree in Fire Science.

Also attended County College of Morris, Fairleigh Dickinson University and New Jersey City University. All credits transferred to Union County College towards Degree in Fire Science.

PROFESSIONAL CERTIFICATIONS and AFFILIATIONS

Morris County Police & Fire Academy

1977 - Present

Firefighter I, Firefighter II, Firefighter III, Truck Company Operations, Pump Operations, Fire Prevention, Dispatcher Training and Basic Course for Special Police Officers

National Fire Academy Courses

1992 - Present

Incident Command System, Managing Company Tactical Operations: Preparation, Incident Safety Officer, Incident Command System for Emergency Medical Services, Incident Command for High Rise Operations, Managing in a Changing Environment, Executive Skills Series: Influencing, Leadership III- Strategies for Supervisory Success, Emergency Response to Terrorism: Strategic Considerations for Chief Officers, Emergency Response to Terrorism: Basic Concepts, Emergency Response to Terrorism: Tactical Considerations- HazMat, and Incident Command for High -Rise Operations

New Jersey City University Fire Science Conferences

2003-2004

Firefighter Health, Safety and Performance Training, Railroad Hazardous Materials Training Exercise- Field Operations, and Fire Officer Development

OTHER CERTIFICATIONS

Emergency Medical Technician (EMT)- 1974 to 2013
Certified Public Manager- 2002 to present
Fire Inspector/ Fire Official, Summit, NJ - 1986 to 2013
Fire Instructor, Summit, NJ - 2002 to 2013
Neptune System Foam Pumper Operator, Chatham, NJ - 2005 to 2011
ICS- 100, 200, 300, 400 & 700, Incident Management Level 3
CEVO II Fire Apparatus Driver Safety- 2005
Confined Space Awareness- NJ State Police- 2007
Basic Critical Incident Stress Management (CISD Team- Apollo Group)
911 Telecommunicator/Dispatcher, Summit, NJ- 1984 to 2011
Red Cross Emergency Responder/ CPR Instructor- 2000
NJ State FMBA Life Member
NJ State Firemen's Relief Association- Life Member

OTHER LEADERSHIP SEMINARS AND CONFERENCES

Chief Brunacini- Fireground Command, Incident Command, Fireground Safety and Customer Service, and Customer Service Fireground Strategies & Tactics and Assertiveness Skills for Managers & Supervisors
Public Speaking
Dormitory Fires & High Rise Firefighting
Fire Command School- 2003
Pre Hospital Trauma Life Support Provider - 2003
Command Officer Boot Camp- FDIC East 2004
National Foam's Advanced Firefighting School- Texas A&M University Fire School - 2005
Introduction to Emergency Management- 2006
Principals of Emergency Management (IS-230)- 2007
FDNY High-Rise Operations Symposium- 2009

ADDITIONAL RESPONSIBILITIES

Summit FMBA: Delegate- 1985 to 2004, Executive Delegate- 2005-2010, Secretary- 1986 to 1989 and President- 1989 to 1991 (Successful Contract negotiations, without the assistance of attorneys).
1991 Centennial Committee Summit FD- Chairman- Award, Food and Mug Committees.
Chairman- 1991 Summit Fire Dept. Centennial Ball at the Summit Hotel.
Aluminum Cans for Burned Children (ACBC) Chairman- 1985 to 2002 (FMBA raised over \$50,000 for burned children's programs & assistance).

NJ State FMBA ACBC Committee- 1986 to 1996 *
St. Barnabas Burn Foundation ACBC Advisory Committee- 1986 to 1996
NJ State FMBA Legislative Committee- 1994 to 2000
NJ State FMBA Convention Vendor Liaison- 2005 to 2011
Summit FMBA Executive Delegate- 2008 to 2011
Union County Arson Squad- 1989 to 1993
Summit Firemen's Relief Association Secretary- 1995 to 2009
Summit Emergency Management Alert & Warning Coordinator- 2007 to 2011
Union County Fire Mutual Aid Deputy Coordinator (MAC 13)- 2009 to 2011
National Fire Academy- National Fallen Firefighter's Weekend-
Operations Team Supervisor 2004- 2021.
2021- Operations Battalion Chief
2022- Command Post Operations Deputy Chief.
NJ FF Line of Duty Death Assistance Team- 2009 to present
Where Angels Play Foundation- Playground Build Team Member- 2016 to Present.
Waterbury Area Food Shelf Volunteer- 2016 to Present.

AWARDS

Summit FMBA Presidents Award for Service as the ACBC Chairman- 1986
St. Barnabas Burn Foundation ACBC Community Service Award accepted on behalf
of The City of Summit as ACBC Chairman- 1991
St. Barnabas Burn Foundation Valor Award- 2001
NJ State FMBA Silver Medal Valor Award- 2002
Chatham Twp. Fire Department Presidents Award for service- 2006
Numerous letters of Commendation and Appreciation



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

Dear Members of the Vermont League of Cities and Town (VLCT) Welcome and Engaging Communities Selection Committee,

On behalf of the Waterbury Selectboard, please accept this letter as our interest in participating in the VLCT Welcoming and Engaging Communities Program offered in partnership with Abundant Sun.

We are excited by the possibility of participating in a program that would provide opportunities to further our equity and inclusion efforts in our town, and to learn from and with other communities doing this work across the state.

We further understand and commit to paying the \$500 fee for the program.

Our appointees for participation in the cohort are the Municipal Manger, Tom Leitz; Library Director, Rachel Muse and Selectboard member, Alyssa Johnson.

We hope you give our application your highest consideration, and look forward to hearing from you about our participation in the program.

Sincerely,

Members of the Waterbury Selectboard

Roger Clapp, Chair

Danielle Kehlmann, Vice Chair

Kane Sweeney

Alyssa Johnson

Michael Bard