

Minutes of the Select Board  
Monday September 18, 2023  
Steele Community Room, 28 North Main Street and via zoom

**Attendance:** A. Johnson, K. Sweeney, M. Bard, R. Clapp, D. Kehlmann; Board T. Leitz, K. Petrovic

**Public Attendance:** C. Bowdish, L. Walton, J. Frailey

**ZOOM:** L. Scagliotti – Waterbury Roundabout, ORCA Media, P. Mulhern, L. Schlegel

R. Clapp called meeting to order at 7pm

**Approve / Consent Agenda: K. Sweeney made a motion to approve the agenda and consent agenda. A. Johnson seconded the motion. K. Petrovic requested to add an item to the Consent Agenda authorizing Mike Bishop as the Town of Waterbury E911 Coordinator.**

**Consent Agenda Items:**

- a.) Minutes of September 5, 2023
- b.) 1st, 2nd and OCP for Blackback Pub Waterbury (An existing patio with 9 seats, suitable for 2-3 season use. An estimated foot print of 5'x11'. The only means of access that customers have is to enter the business first then, enter the patio through a separate door. A railing that is about chest high surrounds the space.)
- c.) Special Events Permit and Request to Cater for Wild Hart Distillery, Inc. (Wedding at Farr's Field. There will be a bar area inside tent for spirit beverages only. No comingling. This event is 21 plus only and 200 ppl will be attending.)
- d.) Resolution to hire Monaghan Safar PLLC to conduct a tax sale
- e.) Authorize Mike Bishop as the Town of Waterbury E911 Coordinator

**M. Bard made a motion to amend the consent agenda with changes. K. Sweeney seconded the amended agenda. R. Clapp reviewed the consent agenda and the motion was passed unanimously.**

**Public:** no comment

**Entertainment Permit:** C. Bowdish informed the Board about her wishes to have live music on the porch in the evenings at the Stagecoach Inn. The Bluegrass group has a small PA with 8" speaker. 20-25 people on the patio at the most are expected. R. Clapp asked about The Wells House (neighbor), there are a couple of residents she has spoken to but not management. The music will not go longer than 7pm in order to respect the neighbors. **D. Kehlmann moved to approve the Entertainment Permit for music on the patio. The motion was seconded by K. Sweeney. A vote was held and passed unanimously.**

**Zoning Bylaw update:** A. Johnson passed out flyers for the upcoming open house on October 5, 2023. Johnson shared the website  
<https://storymaps.arcgis.com/collections/24e48d426c9b41308cbdc4eeffdd78db>

**RW ARPA Funding Request – Stowe Street Alley:** RW has obtained MOU's with neighbors for public access to the alley. Despite the idea of having the Town Public Works department perform some of the demo RW prefers to have subcontractors do the work for this project for various reasons. J. Frailey stated the project is big and has been in the planning for 2.5 years. Everything is pretty much lined up and ready

to go but they just need the funding. R. Clapp reinstated that ARPA money was intended for recovery from Covid and he would like to know how this project speaks to that goal and recovery. J. Frailey stated the alley has previously been in disrepair and the Town deserves to have a nice place to “grab a bagel” or sit and enjoy the alley. J. Frailey stated this could be Waterbury’s WOW moment for visitors and residents. RW will continue to do fund raising because costs of the project have increased since its initial conception.

Phase 1: Getting it paved

Phase 2: Benches and trash cans

Phase 3: Lighting and design features

Without the money the organization will not get to Phase 3.

**D. Kehlmann moved to approve the RW request for \$20K of ARPA funding encouraging the RW team to use it as a match for the next fundraising effort. A. Johnson seconded. A vote was held and passed 4-1 with M. Bard abstained from voting because of his involvement with the Alley Project.**

**Set Dates for Informational Meeting regarding Charter vote:** Proposed dates of Informational Meetings: Monday October 30<sup>th</sup> and Monday November 6<sup>th</sup>. R. Clapp prefers the 7pm meeting time to allow people to get out of work. M. Bard moved to have Charter Informational meetings on 10/30 @7 and 11/6 @ 7pm and the vote remains on 12/5. Kehlmann seconded. Unanimously passed.

**Fire Protection Contract with Moretown:** The Town has had an agreement with Moretown for many years but it’s never been written as a formal MOU or contract. T. Leitz has taken the Duxbury Contract and altered the language for Moretown. There has been talk of expanding the coverage area but Moretown has been reluctant because of the cost. The territory Waterbury covers is a very limited area. **M. Bard made a motion to approve the Fire Protection Contract with Moretown Vermont April 1, 2023 – March 31, 2024 as presented. D. Kehlmann seconded the motion. A vote was held and passed unanimously.**

**After Action Report:** D. Kehlmann presented the Board with a DRAFT After Action report and detailed how this Google Doc is working, who is accessing it and how it’s being utilized. Preparedness is one of the many topics discussed on the document. Other topics include a list of emergency supplies, how supplies can be stored, expiration of life of products etc. How do we consult with LEMP use what already exists and adapt for a natural disaster. Volunteers in Waterbury built a 211 system which worked well, should that be established long term?

L. Schlegel stated during the July flood the State of Vermont was using a software called Crisis Cleanup, 211 was feeding into that software but the State the Emergency Operations Center didn’t realize that was the plan and so it wasn’t being communicated back locally. The info was going to national organizations such as the Red Cross.

Some people feel the Town didn’t properly anticipate what was coming and questioned how can we better identify when it’s going to be a massive emergency and not be considered alarmists. There is discussion on the document regarding neighboring towns and how best Waterbury can offer services if and when we have the capacity to do so.

T. Leitz has some data collected about the July storm cleanup costs. The Town was billed \$60,000 for dumpsters and \$20,000 for dehumidifier renting.

K. Sweeney thanked D. Kehlmann for her work on this document because it will be a leaping off for the Natural Disaster Preparedness Committee (NDPC). K. Sweeney asked if the NDPC has been advertised for

volunteers yet and K. Petrovic said no. The website needs an objective statement which K. Sweeney will supply. D. Kehlmann then wondered again if the Town should design a form letter for applicants. The board is in favor of this. D. Kehlmann will design a form in order to regulate the process of requesting volunteers.

**Road Closure Bidwell Lane Dec 17, 2023:** K. D'Angelo sent an email requesting a road closure for Bridgeside Books Annual Reindeer Event. 11am – 2pm on Sunday December 17<sup>th</sup>. **A. Johnson moved to approve the road closure on December 17, 2023 from 11am-2pm. M. Bard seconded the motion, a vote was held and passed unanimously.**

**Emergency Management Training:** Neither G. Dillon nor T. Leitz were able to find links to online training. M. Bard stated the one he took was 4-6 hours but recommends in person training that's tailored to the Board and Town, possibly 2-3 hours. T. Lietz will find out what options exist for in person Select Board training.

**Next Meeting Agenda:**

CRew 30 minutes

Committee Application Process 10 minutes

Road Salt Use 20 minutes

Formally adopt an options tax policy 15 minutes

Ride Along

M. Bard wonders if the Select Board wants to consider a speaker for the Attorney General's office for scam because there are so many right now.

**Parking Lot Items:** Loitering Ordinance / Cameras – Board members have been thinking a lot about Lt. Winn's requests and would like to get more information about Restorative Justice programs and how Waterbury can better utilize those. T. Lietz to see if someone from the Restorative Justice program can come to the October 16 meeting.

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

## Karen Petrovic

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**From:** Reilly, Nancy <Nancy.Reilly@vermont.gov>  
**Sent:** Monday, September 18, 2023 2:03 PM  
**To:** Karen Petrovic; Mike Bishop  
**Cc:** Johnson, Soni; Hermanson, Tyler  
**Subject:** Municipal Contact Update - WATERBURY

Good afternoon, Mike Bishop,  
Welcome to your new position, Town of Waterbury E911 Coordinator. The VTE911 Board requires a copy of the Select Board minutes or a letter from the Town Clerk's office as official notification.

Please review the contact information on the business card below and let us know if any changes need to be made:

**MIKE BISHOP**  
WATERBURY  
ZONING ADMIN/E911 COORDINATOR

(802) 244-1012 Work  
mbishop@waterburyvt.com

28 N MAIN ST, SUITE 1  
WATERBURY VT 05676

Would you like to schedule an appointment for E911 Coordinator Training with Tyler Hermanson? I have included him as CC: in this email.

You will receive twice-yearly notifications from the VTE911 Board Office:

- 1- Annual Review – you will be asked to affirm GIS changes and updates on the provided Atlas map and to review Emergency Service Zone/Emergency Service Provider Listing, sent to you as a large packet through the mail.
- 2- Municipal Contact Review – you will be asked to review your town's E911 Coordinator contact information, received via email.

Your timely input in these matters will be highly appreciated.

Thank you,

*Nancy Reilly*

E911 Program Technician I  
[PLEASE NOTE: NEW MAILING ADDRESS]  
6 Baldwin St. – 2<sup>nd</sup> Floor  
Montpelier VT 05633-7960  
(802)828-4911

**From:** Hermanson, Tyler <Tyler.Hermanson@vermont.gov>  
**Sent:** Monday, September 18, 2023 1:00 PM  
**To:** Reilly, Nancy <Nancy.Reilly@vermont.gov>

**TOWN OF WATERBURY  
ENTERTAINMENT PERMIT**

THE UNDERSIGNED HEREBY REQUESTS PERMISSION TO OFFER PUBLIC ENTERTAINMENT, WITHIN THE TOWN OF WATERBURY, IN A PUBLIC HOUSE OR A NON-PUBLIC HOUSE AS DEFINED BY THE TOWN OF WATERBURY IN ITS PUBLIC ENTERTAINMENT ORDINANCE.

Name of Establishment: Old Stagecoach Inn

Location entertainment will be offered: Side patio off parking lot

Name of Applicant: Christa Bowdish

Type of Entertainment (check all that apply):

- Live music
- Dancing
- Mechanically or electronically produced music
- Live productions (plays, concerts, etc.)
- Other (please describe) \_\_\_\_\_

Please describe the days/time of day and give a brief description for the type of entertainment you have checked above:

5-7pm 9/29, 10/6, 10/13, 10/20 Small group live music (may be bluegrass, jazz, celtic, acoustic...) on our patio.

THE APPLICANT IS RESPONSIBLE TO INSURE THAT ALL SECTIONS OF THE ORDINANCE ARE FOLLOWED. SPECIFICALLY, ALL PUBLIC ENTERTAINMENT SHALL CEASE NO LATER THAN ONE HALF HOUR PRIOR TO THE TIME AT WHICH, BY LAW OR REGULATION, THE SERVING OF ALCOHOLIC BEVERAGES MUST CEASE.

Signature of Applicant: Christa Bowdish Date: 9/13/23

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At a Select Board meeting held on 9/18/23, this permit was:

(  ) APPROVED Conditions: \_\_\_\_\_

(  ) DISAPPROVED Reasons: \_\_\_\_\_

Municipal Manager or Designee: Town

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THIS PERMIT SHALL EXPIRE AT 12 MIDNIGHT ON APRIL 30, 2024.

FEE: \$25.00 PAID: 9/19/2023



# Zoning Update

## WALKING TOUR AND OPEN HOUSE

**Thursday, October 5th**

**5:00 - 7:30 PM**

**Municipal Center,  
Steele Conference Room**

The Waterbury Planning Commission is inviting your input on updating the zoning districts & bylaws for the area of Waterbury south of I-89. Attend the Informational Open House to learn about the proposed updates to the **Neighborhood, Downtown, and Mixed Use Zoning Districts** and provide your input! Optional Walking Tour will start at 5:00 PM from the Municipal Center, rain or shine.



Visit [www.tinyurl.com/WaterburyZoningUpdate](http://www.tinyurl.com/WaterburyZoningUpdate) for more information

March 3, 2023

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

Dear Select Board members,

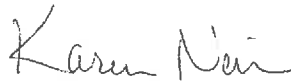
Revitalizing Waterbury requests support from the Town of Waterbury for the Stowe Street Alley Project. This request is made on behalf of the Stowe Street Alley partnership which includes the Waterbury Rotary Club, Makersphere, Waterbury Arts, property owners, local business owners and other interested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

Tom - thank you for calling about RW's request for \$20,000 of ARPA funds to support the Stowe Street Alley Project. Your inquiry about whether the Department of Public Works staff could help do the work is concerning to me. The Alley is owned by two private entities: Masonic Lodge Building Association (23 Stowe Street) and the Steiner Family (21 Stowe Street). We have received site control through an MOU with the owners to do this work. There is a two page agreement, outlining the requirements necessary to do the demolition and reconstruction that has been negotiated between the owners, RW and the contractor, Ian Ambler. This document includes the types of equipment allowed, concerns over the historic nature of the buildings, hours and who will be doing the work. In addition we've signed a contract with Ian Ambler to do install the new pavers.. In conversations with him, he has expressly requested that the work be done with his team as it needs to be done carefully and precisely. The Stowe Street Alley Committee has many members who would love to volunteer to assist, but truthfully any additional people will get in the way.

This project is complicated and includes pouring footings for the gateway, installation of a drainage pipe and electrical conduit, putting in concrete pads for benches and helical piers for the utility screening, and installing two new garden areas - before laying a complicated pattern of bricks. I am appreciative that Woody has agreed to allow us to dispose of the asphalt in the town dump area - this is a great help.

Let me know if you have any further questions.

Karen



## 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 charette 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** 47,081.00

**Brick Fundraiser**

Summer & Fall 2022	27,378.32
Winter 2023	7,622.02

**Total Brick Fundraiser** 35,000.34

**Grants**

Vermont Arts Council AI (gateway)	15,000.00
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**Total Grant** 15,000.00

**Other**

Donations 2023	603.12
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**Total Other** 603.12

**Total Income to date (5/3/2023)** 97,684.46

**Expenses to date (5/3/2023)**

**Administration**

DRB Fee	165.00
Printing	140.80
Postage	376.32

**Total Administration** 682.12

**Project Expenses**

Engraved Bricks	21,077.10
Ian Ambler Designs 15% deposit	15,000.00

**Total Program Expenses** 36,077.10

**Art**

Window Mural deposit	3,000.00
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**Total Art** 3,000.00

**Total Expenses to date** 39,759.22

**Net Income** 57,925.24

**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
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**Total Window Mural** \$ 5,925

**Total Art** \$ 47,525

**Administration**

<b>DRB fees</b>	\$	165
<b>Printing</b>	\$	400
<b>Photography</b>	\$	500
<b>Postage</b>	\$	500
<b>Celebrations</b>	\$	1,000
<b>Signage</b>	\$	2,000
<b>Fundraising expenses</b>	\$	1,000

**Total Administration** \$ 5,565

**Total Anticipated Expenses** \$ 164,687

**Not yet determined:**

- planters
- Restoration of Lee Mural
- Electrician

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

1. The Town of Waterbury and the Town of Moretown agree that it is in the interest of each municipality to enter into an agreement whereby the Town of Waterbury will provide Fire Protection Services to the Town of Moretown. In return the Town of Moretown will make one annual payment to the Town of Waterbury for the provision of these services as described below.
2. The Town of Waterbury will provide Fire Protection Services to the Town of Moretown for a one-year period beginning on April 1, 2023 and ending on March 31, 2024. Forest Fires are not covered by this agreement and the Town of Waterbury will bill for services provided to fight forest fires at the rate allowed by state statute.
3. For these services, the Town of Moretown agrees to pay **\$3,525** to the Town of Waterbury. The payment shall be due on December 1, 2023.
4. The payment of **\$3,525** is based on the fee for the prior, with an inflationary addition.
5. Waterbury and Moretown agree that the Waterbury Fire Department is responsible to provide “first response” fire protection services for a portion of the Town of Moretown. The service is provided to Cobb Hill Road and along Rt 2 in Moretown from the bridge that spans the Winooski River connecting Waterbury to Moretown to the vicinity of the former landfill.
8. The payment from the Town of Moretown to the Town of Waterbury shall be subject to voter approval in the Town of Moretown at their annual meeting each March. If the voters in Moretown fail to appropriate the agreed upon payment, the Chair of the Moretown Select Board shall notify the Waterbury Municipal Manager or the Fire Chief of the Town of Waterbury within 24 hours of the vote.
9. If the Town of Moretown fails to appropriate the agreed upon payment, the Town of Waterbury may cease its provision of Fire Protection Services to the Town of Moretown on April 1<sup>st</sup> in the year that Moretown fails to appropriate the agreed upon fees. At its sole discretion the Town of Waterbury may agree to consider an interim agreement to provide Fire Protection Services to the Town of Moretown if the Moretown Select Board takes steps to place the appropriation before the voters of the Town of Moretown at a Special Town Meeting held by May 1<sup>st</sup> of that year. If the appropriation fails twice in any year the contract shall expire immediately following the second vote.
10. Within the scope of this contact the Fire Chief of the Town of Waterbury or any firefighter in command of an emergency scene covered by this contract shall be free to request mutual aid assistance with the understanding that failure of another department to respond to such a request shall not constitute negligence on the part of the firefighter in command, the Town of Waterbury, or its Fire Department.

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

Moretown Select Board

*John A. Johnson*  
*Donald Wey*  
*Calli D'Amico*  
*[Signature]*

Waterbury Select Board

*[Signature]*  
*[Signature]*  
*[Signature]*  
*Alyssa Johnson*  
*[Signature]*

Witness to Moretown Signatures

*Sasha Luell*  
Date: *September 05, 2023*

Witness to Waterbury Signatures

*Vaughn Petrucci*  
Date: *Sept 18, 2023*

## Preparedness

- Our LAMP only covered a small amount of what was needed for response. Preparedness for flood specific emergency could/should include:
  - Communication/phone tree plan that is clear on who should initiate
  - State contacts
    - Understanding of state emergency response plan (incl. things like VOAD, Crisis Cleanup and 211)
    - As the threat of a major storm becomes clearer, the SB can convoke a pre-emergency meeting with the Emergency manager, head of Public Works and key members of the Disaster Response Preparedness team to review roles and responsibilities, identify the availability of dumpsters, Vector trucks, dehumidifiers, and start mobilizing volunteer teams to help those in flood prone areas prepare their evacuation plans and move items upstairs - RC
  - Fundraising plan - **make the bucket for the money**
    - Determine the role of the Good Neighbor Fund
    - **Developed with Econ Dev/RW?**
  - Volunteer sign up form outline ready to be adjusted
  - Develop a short "how to" guide for volunteers on the municipal website providing safety and other practical tips on how to dress, what to bring, dangers due to electricity and contaminated flood water, best practices for clearing out basements, etc.
  - Form for people who NEED help - redone
  - Mailing list for town?
  - Texting list for residents in high-risk areas?
  - Facebook that is up and running and followed by as many residents as possible - public communications plan & staffing
  - Dana suggested that he'd been in touch with Fulcrum - a geo-location software firm that could potentially identify which properties would be hit at different elevations of the flood. This would be helpful in prioritizing the outreach effort.
  - Many people could use help before the flood hits, clearing out basements, moving furniture up off the first floor, clearing out refrigerators and freezers, etc
  - Each vulnerable household and business should have an evacuation plan including priority items to take with them and where they're going to go

## Early warning/during the flood



- I believe everyone in leadership positions underestimated the impact the flood was going to have this time around. Just because it “wasn’t Irene” didn’t mean it wasn’t going to be destructive.
- This flood crested about 2’ higher in Waterbury Village than the most dire forecast from State Emergency management. Perhaps this belongs in the section above but it would be instructive to research the accuracy of state flood forecasts days and hours ahead of major incidents over the past 20 years, determine with those developing those forecasts whether there’s any reason to believe they’re getting more accurate and incorporate that into information going out to residents.
- Chief Gary Dillon made a good point at our SB meeting on Sept 5th. The Emergency Management training will help clarify our respective roles in an emergency and that should figure into our plans.
- Early warning next time should include:
  - evacuation options at an earlier time
  - mass communication to:
    - Residents in potential flood zones
    - All residents of waterbury/waterbury center
    - Business owners
    - Selectboard members and other community leaders (town staff, EFUD, Primary School, Peter Plagge (emergency shelter) etc)
    - State representatives

#### **Next day actions**

- Choose a time for an emergency SB/EFUD meeting for the next day (and daily for a week) including key response leaders. A list of whom to invite should be ready ahead of time
  - Include natural disaster committee in this meeting
- Consulting grand list/preparedness lists and begin ‘boots on the ground’ outreach
- Use preparedness plans for methods of outreach (gmail/mailling list, facebook, roundabout, wdev, others) and begin ongoing updates
- The “response team” could include volunteers from other towns including those who played leading roles this past July and are familiar with certain flood prone neighborhoods and/or how best to organize teams to pump out/cleanout basements, etc. These teams could be contacted days before the storm arrives so a plan is in place for day after action.
- Begin outreach to businesses
- Set up “Response HQ” at chosen location (Steele Room?) and establish coordinators/leaders:
  - Get them set up with office materials and the ability to print in-office
  - Response email/phone

- Decision trees
- 

### Next week actions

- Begin outreach to neighboring town leadership
- Connect to state leadership
- The Waterbury Plan could be offered up to VLCT or VT Emergency Management for adoption as a state plan. Or perhaps a bit more modestly and offer it to neighboring towns along with an offer to coordinate volunteer relief efforts.

### 2nd & 3rd week actions

- We might be able to use the experiences of Irene & the of Summer 2023 to determine approximately when to declare things are back to "normal", the dumpsters can go away, volunteers no longer needed, the dehumidifiers returned, cleanup stuff goes back to storage.

### Future Actions:

- Thank yous and follow up for leaders, organizers, staff, coordinators
- Community celebration/gratitude - It wasn't official but Arts Fest sort of served this function this year. So coordinating with RW, Rotary and others in the public event business will be a lot easier than trying to organize something from scratch.

## NOTES ON DEBRIEF/ACTION ITEMS

### Smaller Items:

- Purchase more road closure and detour signs
- TOWN FACEBOOK PAGE Tom started it - let's focus on getting it up and running and get as many people following it as possible!
- Purchase pumps? Gary Dillon might advise on the best types to buy and provide a brief training to volunteer teams in advance on correct use, how to safely unclog, etc.
- Do a better/different job on the original sign-up form - differentiate between needs and helpers
- Purchase large diameter water pumps for basements.
- Develop a 1-page playbook for floods and formally add to town emergency management plan. Update each year. Include current phone numbers for all relevant contacts. Casella, state dam engineers, other towns with resources that can help, etc. Not just town officials.
  - Download from Woody/Bob Butler what they would want someone to know /do if they were not here to help

### Bigger Items:

- MITIGATION
  - Land acquisition? Tom?
  - Concepts for long-term financing
- Full town mailchimp signup aka town newsletter for emergencies
- Winooski street elevation to not impede flood water
- Smart meters for everyone on randall/in flood plain
- Potable water may be an issue as this proceeds. We should purchase some water tanks. They are inexpensive and can be cleaned out, filled at the fire station or other locations, and transported easily enough.
- NOTE: Mitigation from state complex field stopped randall street from being
- Need to be able to change the Town website more easily
- Should the Town reconsider zoning rules. I.e. utilities in basements are grandfathered, but sale of property or construction project would require them to be relocated onto 1st floor?

**Thank you list**

*These notes were used to create the above list, don't necessarily need reviewing*

## **WHAT WORKED/WHAT DIDN'T NOTES**

### **What worked:**

- Emergency select board meeting the day of/after event including municipal manager, fire chief, public works director
  - Scheduled meetings for next 3 days with ongoing updates and opportunity for public questions
- Immediately setting up Google Form for volunteer sign up and help requests (also a 'needs improvement' point)
- Links on the website with live doc to be updated with road closures, phone numbers, resources, instructions from fire/safety/public works, volunteer shifts, etc (also NI point)
- Coordination between municipal staff and selectboard/volunteers with ongoing communication
- Immediate approval of dumpsters
- Immediate outreach to surrounding municipalities for borrowed/rented equipment and work crews
- Liaisons as crew leads for first week
- Bob butler as trash czar - leadership on sorting, collecting, dumping; kept us safe and responsible and happened quickly and professionally
- 

### **Needed improvement:**

- Volunteer sign up / help request google form was too broad - needed to be able to be specifically sorted by need and offer
  - It might be more efficient to find a more specific platform, but not sure one exists. It could ALSO be effective to have an email list like mail chimp to start off, so we can stay in touch via email as opportunities progress- that way we don't run into sorting issues via gmail and forms etc
- Resource live doc with updates was only managed by two coordinators with many other tasks, not always able to spend time organizing; a dedicated doc updater would be more efficient, and coordinators could text/email them the important details to update
- I heard that Verizon cell phone coverage wasn't good particularly in Waterbury Center. The SB authorized a small tower behind the State Complex. I expect we'd do the same if they'd be willing to put one up adjacent to the Maple St. Fire Station.
- Once we didn't have crew liaisons or specific areas, communication with crews on the ground became difficult - ensure that we're collecting phone numbers and details on who is where
- We relied too much on the flood gauge on the Winooski. The actual height exceeded the forecast by nearly 2 feet. This error should inform future planning.
- Borrowing equipment/labor from other towns was useful, but we need to have formalized response agreements. That is a role for VLCT and the state.

**From:** Bridgeside Books <[info@bridgesidebooks.com](mailto:info@bridgesidebooks.com)>

**Sent:** Wednesday, September 13, 2023 3:22 PM

**To:** Thomas Leitz <[tleitz@waterburyvt.com](mailto:tleitz@waterburyvt.com)>

**Subject:** Road Closure request

Hi Tom,

This is our third year hosting real live reindeer in town and the past two years we've closed down a portion of Bidwell Ln to do it.

This is the info I gave to Bill last year and he brought it to the SB meeting. Please let me know if you need anything else.

Hi Bill,

Here's the info you need:

Event date: Dec 17, 2023, 11a-2p

Road closure will be upper part of Bidwell Ln. Attached is a crude layout of the barricades - one at the Stowe St/Bidwell intersection, and one just after the turn around to the lot behind Emporium/La Strada. Anyone coming up that way will have a place to loop around.

At the busiest, I estimate we had around 150 people outside, but probably saw 400 total over the 3 hours with people coming and going. Our general biz insurance covers special events, extending to a 1,000ft radius outside our shop, and we have a bathroom in the store that is open to the public.

Let me know if you have other questions or you need a better drawn map!

Katya

