

Minutes of the Select Board
Monday, October 16, 2023
Steele Community Room, 28 North Main Street and via zoom

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

Public Attendance: ORCA Media, C. Viens, A. Black, J. Malter,

ZOOM: ORCA Media, M. Frank, A. Marshall-Carney, L. Scagliotti Waterbury Roundabout, F. MacDonald

R. Clapp called meeting to order at 7pm

Approve Agenda: K. Sweeney moved to approve the agenda. M. Bard seconded the motion. A. Johnson asked to add 4 Liquor licenses to the consent agenda as well as an agenda item for the Board to consider a recommendation from Public Works to add a stop sign on Perry Hill Road at 8:40pm. M. Bard moved to accept the adjustment. D. Kehlmann seconded the amendment. A vote was held on the adjustment to the agenda and passed unanimously. M. Bard moved to approve the amended agenda which was seconded by K. Sweeney and passed by vote unanimously.

Consent Agenda:

- a.) Minutes of October 2, 2023
- b.) One Time Occasion Permit for Montpelier Restaurant Strong (sampling event); US Route 2 W Farr's Field; Tent – Will be roped off
- c.) Third Class Commercial Kitchen; Farmhouse Flowers 2007 Guptil Road Waterbury Center
- d.) Second Class License & Tobacco License for Arandas Mexican Cuisine LLC; 1 River Road
- e.) One Time Occasion Permit for AMPS, LLC Art Gallery Malt Vinous Serving Permit October 27, 2023 – October 28, 2023

D. Kehlmann moved to approve the consent agenda as amended. A. Johnson seconded the motion, a vote was held and passed unanimously.

Public: M. Bard appreciated P.H. Flanders and B. Woodruff for their presentation at the dedication plaque to Edward Farrar over the weekend. C. Viens condemns the act of hatred that's taking place on our planet. R. Clapp spoke to Jane Willard, a board member of the Restorative Justice Committee and hopes to have the Montpelier Coordinator from Monpelier join us at a November meeting.

Nominations for Committees:

- J. Malter introduced himself and spoke of his interest in volunteering on the Natural Disaster Preparedness Committee.
- A. Black introduced herself and spoke to the board regarding her interest in the Conservation Commission.
- A. Marshall-Carney spoke on behalf of M. Blauvelt who could not be in attendance.
- F. MacDonald was not in attendance so the Board considered his appointment via his online information.

A. Johnson moved to appoint J. Malter to 3-year term ending 2025 and F. MacDonald to 1-year term ending 2024. M. Bard seconded the motion, a vote was held and passed unanimously.

D. Kehlmann moved to appoint A. Black and M. Blauvelt to the two vacancies ending in 2025. K. Sweeney seconded the motion. A vote was held and passed unanimously.

Initial Discussion to format of future Town Meeting: R. Clapp began the discussion by stating the Boards goal is to gain more participation at Town Meeting.

K. Sweeney believes Tuesday election day is ridiculous. He believes holding an in-person Town meeting on Saturday would be his preference.

M. Bard wonders if voting by Australian ballot removes voters' ability to ask questions on Articles of the warning. He feels very strong about the tradition of Town Meeting.

D. Kehlmann asked to work on not making assumptions that if people aren't there they don't care. It's important to understand some individuals can't get to Town Meeting despite not being able to attend in person. D. Kehlmann is not advocating for all Australian ballot yet but would like to entertain an in person informational meeting with voting by Australian Ballot.

A. Johnson stated there are things we can change to accommodate more folks such as organizing childcare.

C. Viens wonders how things went for other towns that have tried this? If you change the date and it isn't successful what are the ramifications of that?

M. Frank loves Town Meeting Day. In the Village meeting the police budget was cut by half on the floor which led to solving a problem that Waterbury had been dealing with for a very long time. Recollection of a packed gymnasium for police related discussions – folks will come out for a Town Meeting if there is a discussion they are passionate about. There are few direct democracy actions left.

A. Marshall-Carney has heard the board talk about in-person participation but wonders about the voting rate. She stated she does have to work to be informed.

Schedule a second discussion of this to continue conversation.

Animal Control Fee Schedule: There was a discussion surrounding the memo and schedule of fees from 2015 currently in place. **M. Bard made a motion to accept A. Johnson offer as volunteer to work with the Municipal Manager and Town Clerk to establish a new Fee Schedule for the Animal Control Ordinance.**

Perry Hill / Henry Hough Road Stop Sign: **A. Johnson moved to approve the request from Public Works to install a stop sign at the intersection of Perry Hill Rd and Henry Hough Road as well as update the Town of Waterbury Traffic Ordinance reflecting the change. M. Bard seconded the motion; a vote was held and passed unanimously.**

Board Liaison Updates: R. Clapp asked the Board for discussion of the responsibilities of the liaison role that has been established and updates from each liaison.

M. Bard spoke about the Conservation Commission and their struggles surrounding participation. DRB has been different in their need to communicate with the Select Board. They would like the Zoning Ordinance updated.

K. Sweeney stated the NDPC is going great. Look for an email

D. Kehlmann stated she's only been able to attend one EFUD meeting due to scheduling conflicts. She acknowledges this is not what she had hoped when assigned the role as liaison. D. Kehlmann feels it would be great to have the Board Chairs come yearly to update the Select Board on their current work. A. Johnson attends the Planning Commission meetings as often as possible when meetings don't conflict. The walking tour was a success and there is another one planned in the future. R. Clapp has been attending the Recreation Committee meetings. He's identified some of their challenges, they've become more of an advisory body as the Rec Department staff has grown.

The Select Board has a desire to create a schedule when each Board can attend a Select Board meeting to update the Select Board on their work and goals. Each Select Board member is asked to report back with a proposed schedule for this to begin.

Consider EPIC training: A. Johnson will follow up on the handout with T. Leitz if Waterbury would like to participate.

Next Meeting Agenda: There was a discussion about getting the word out regarding the 10/30 Informational meeting and how to best spread the word. K. Petrovic is tasked with advertising the October 30, 2023 Informational Meeting.

October 30th agenda will be:

- Consent Agenda
- Informational Meeting

November 6th agenda will be:

- Meeting will begin at 6:30 with a Charter - Informational Meeting
- 7pm regularly scheduled meeting.

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

Karen Petrovic

From: malterport@aol.com
Sent: Thursday, October 12, 2023 12:01 PM
To: Karen Petrovic
Subject: Natural Disaster Preparedness Committee Application
Attachments: malterapplicationwaterbury.pdf; malterpart2.pdf

Hi Karen,

I have attached my letter of interest and resume concerning membership on the Natural Disaster Preparedness Committee. While I don't know when your committee will meet or the term of office I feel I can commit to participating as much as possible. Thanks for the opportunity.

Cheers,
John

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: JOHN MALTER

Date: 10/12/23

Phone Number: 802-244-7373

Email Address: MALTERPORT@PSL-COM

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

NATURAL DISASTER PREPAREDNESS COMMITTEE

How many years have you served on this Committee? N/A 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: 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 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

JOHN MALTER

P.O. Box 176, Waterbury, VT 05676

**(802) 244-7373 / fax (802) 244-7570
malterport@aol.com**

October 12, 2023

Town of Waterbury
28 N. Main Street
Waterbury, VT 05676

Dear Search Committee,

I would like to take the opportunity to be of service to my community as a potential member of the Natural Disaster Preparedness Committee. I feel that I could be a contributing team member to this committee based on my experience over the years dealing with a variety of natural and manmade incidents throughout the State. I am also the author of the Vermont Survivable Crisis Management Plan from April, 1994. I appreciate the Town's initiative to prepare for future outcomes. I've attached a copy of my resume with this letter of interest. Thanks for this potential opportunity.

Cheers,

John Malter

JOHN A. MALTER
P.O. BOX 176
WATERBURY, VT 05676
802-244-7373
malterport@aol.com

**PROFESSIONAL
EXPERIENCE**

October 1992 to present. **PRESIDENT, MALTER CONSULTING, INC.**, Responsible for environmental project management, marketing and office administration including Administration of Mad River Resource Management Alliance and Town of St. Johnsbury Solid Waste Programs.

September 1988-August 1992. **DIRECTOR, VERMONT OFFICE, WEHRAN ENGINEERING**. Responsible for managing a full service environmental engineering consulting company's Vermont office. Active in marketing, office management and project management.

November 1987-August 1988. **DIRECTOR, HAZARDOUS MATERIALS MANAGEMENT DIVISION, VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION**. Responsible for managing the State Abandoned Sites Program and coordinating Superfund activities in the state, Environmental Emergency Response, Underground Storage Tank Permitting and Release Programs and the Hazardous Waste Management Program.

July 1985-November 1987. **DIRECTOR, WASTE MANAGEMENT DIVISION, VERMONT DEPARTMENT OF WATER RESOURCES AND ENVIRONMENTAL ENGINEERING**. Responsible for the administration of the Solid Waste, Hazardous Waste and Environmental Release Management Programs. Included a staff of 35 full time engineers and scientists. Planning, budgeting, management and program development.

EDUCATION

UNIVERSITY OF VERMONT, Master of Science, Geology. 1973. Teaching Fellowship, 1969-1972.

STATE UNIVERSITY OF NEW YORK AT POTSDAM, Bachelor of Arts, Geology, 1969.

CERTIFICATION

Certified Hazardous Materials Manager, Masters' Level. Institute of Hazardous Materials Management, 1985 through 2006.

Certified in Underground Storage Tank Decommissioning, April 1996.

Certified Public Manager, State of Vermont, 1986.

Karen Petrovic

From: Anna Black <ablack@stackpolefrench.com>
Sent: Friday, October 6, 2023 11:30 AM
To: Karen Petrovic
Subject: Waterbury Commissions Application - Anna Black
Attachments: Waterbury Commissions Application Form - AAB.pdf; LOI - Waterbury Commissions Application.pdf

Hi Karen,

Hope you're having a good day so far!

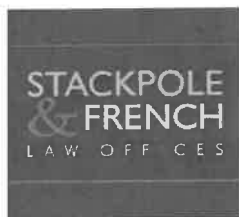
Please find attached the following:

- (1) My completed application form for Waterbury commission openings; and
- (2) MY one-page LOI as requested per item no. 2 of the application form.

Please let me know if you have any questions or need anything else.

Lastly, could you please confirm for me when the next Selectboard meeting will be held?

Thank you!



Anna A. Black, Esq.
STACKPOLE & FRENCH LAW OFFICES
P.O. Box 819
Stowe, Vermont 05672
(802) 253-7339
ablack@stackpolefrench.com
www.stackpolefrench.com

CONFIDENTIALITY NOTICE

The information contained herein is legally privileged and confidential in nature, intended for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this message is strictly prohibited. If you have received this message in error, please notify us by telephone immediately at (802)253-7339 and either destroy this message or return it to us at P.O. Box 819, Stowe, Vermont, 05672.

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: Anna A. Black
Date: 10/16/2023
Phone Number: (802) 730-7005
Email Address: ablack@stackpolefrench.com

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

① Conservation Commission *Also Really wish I could join Having Task Force but have a conflict with the meeting schedule
② Library Commission (if accepting new members)
How many years have you served on this Committee? N/A Years

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

None for town of Waterbury. I am on the Board of the Stone Land Trust (+ act as Secretary).

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

N/A

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 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

October 6, 2023

Dear Waterbury Selectboard,

My name is Anna Black, and I have lived in Waterbury only since April, but grew up next door in Stowe and have been a long-time Waterbury fan and supporter. My husband, Joseph Pensak, and I started art studio rentals at 7 Stowe Street named Waterbury Studios back in November of last year, and when Whitney moved Axel's Gallery across the street in the spring, we accepted the opportunity to expand our business to include use of the former Axel's space at 5 Stowe Street. There we started the Phoenix Gallery & Music Hall, which we first opened in June.

Over the last year, we have really enjoyed the opportunity of engaging in the Waterbury community both in terms of our businesses and since April, living downtown as well. Before moving to Waterbury in April, we lived in South Burlington and after moving to Waterbury we're convinced that we've found our permanent home. We couldn't be more in love with this community or more grateful to be a part of Waterbury.

I saw the town's posting on Waterbury's Front Porch Forum seeking applicants for various town commission seats, and thought it might be the perfect opportunity for me to get more involved in our community. I am an attorney, working with Stackpole & French, and primarily my practice involves real estate transactions, land development projects, corporate and business dealings, and many transactional projects related thereto. I also have been a member of the Board of Directors of the Stowe Land Trust for the past 5 years, and have served as their secretary for the past 2 years. I am also a member of the Stowe Rotary Club, and a former board member for Stowe Rotary.

My present board engagements as mentioned above are tied to the Stowe community, as that is where I grew up and until my husband and I became involved in the Waterbury community (and fell in love with Waterbury), it was where I considered to be my home. Now that I am a fully-converted Waterbury is my forever home person, I want to do my part for the community I love.

I see that you are looking to fill open seats on the conservation commission. I think that my professional and civic engagement experience makes me well suited to become an active supporting member of that commission. I would be happy to join and become engaged however I can.

You may note on my application form, that I wrote in that I really wish I could join the housing task force but that unfortunately the meeting schedule (3rd Thursday each month) conflicts with my schedule (that is the same as the SLT board meeting schedule). I mention this in the event that the meeting schedule for the housing task force is ever changed/reconsidered.

You will also note that on my application form, I wrote in that I would love to join the library commission if you are accepting new members (not included in the FPF posting). My reasons for wanting to join this commission are simple – I'm an avid reader. I strongly believe that libraries are the center of and the most integral public service facility of our civilization. I will and would do anything and everything that I can to support, grow, and expand the reach of our library, which as a patron I can say is already doing a wonderful job. I have some ideas as to some fun new projects/initiatives for the library as well (I have shared with the library director already).

Thank you all for your consideration. Please feel free to reach out to me with any questions, and/or for further discussion.

Sincerely,

A handwritten signature in black ink that reads "Anna A. Black, Esq." The signature is written in a cursive style with a horizontal line underneath the name.

Anna A. Black

Karen Petrovic

From: Billy Vigdor <wvigdor@gmail.com>
Sent: Sunday, October 15, 2023 12:11 PM
To: Dani Kehlmann; Karen Petrovic; Michael Bard; Thomas Leitz; Vermont Waterbury Conservation Commission; Alyssa Johnson; kane.sweeny@waterburyvt.co; Roger Clapp
Subject: Fwd: WCC Application
Attachments: WCC Application.pdf

Dear Select Board, Tom and Karen

Attached below is an application from Marcy Blauvelt to join the Conservation Commission. I whole heartedly support Marcy.

Marcy would bring additional long-time perspective to the Commission given how long she has lived here. Also, I have seen first hand her passion for balanced conservation, protecting the Shutesville Hill Wildlife Corridor, basing decisions in the available scientific evidence, and her work ethic. The Commission is badly in need of people willing to roll up their sleeves to complete our mission and priorities. Marcy fits the bill.

Also, one of our newest Commissioners, Amy Marshall-Carney deserves a great deal of credit. In addition to facilitating our strategic planning and bulking up our "back office" functions, Amy has been working hard to recruit candidates for the Commission. Marcy is a great example. I hope you will join me in thanking Amy.

Unfortunately, I need to travel Monday night to see my surgeon and cannot make the meeting. Marcy also has a conflict, but Amy will be attending to support Marcy. I believe Amy will be able to answer your questions.

Please do not take anything from Marcy's inability to attend. We are working hard to build some momentum for the Commission (with a lot of energy from Amy) and we did not know when we would be able to get on your calendar. So we asked Marcy to submit her application hoping to have you consider her tomorrow night and, if appointed, start working with us.

I hope to meet with Anna Black this weekend, another Commission candidate.

If any of you have any questions, please send me a message or call.

Thanks.

----- Forwarded message -----

From: Marcy Blauvelt <mbblauvelt@gmail.com>
Date: Sun, Oct 15, 2023 at 11:44 AM
Subject: WCC Application
To: <Karen@waterburyvt.com>
CC: Marcy Blauvelt <mbblauvelt@gmail.com>, Billy Vigdor <wvigdor@gmail.com>, Amy Marshall-Carney <n2elvira@gmail.com>

Hello Karen,

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: Marcy Blauvelt (Marsha)

Date: 10-15-2023

Phone Number: 802-598-9681

Email Address: mbblauvelt@gmail.com

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

Conservation Commission

How many years have you served on this Committee? / 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.

Billy Vigdor - wvigdor@gmail.com / Amy Marshall-Carney nzelvira@gmail.com

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

I have lived on Gregg Hill Road for 45 years and witness wildlife on a regular basis. Our property is in the heart of the Shutesville Hill Wildlife corridor. I was a plaintiff in the Verizon cell tower case. Every day I am reminded that a cell tower could have been looming largely on North Hill destroying much more than meets the eye. Through our groups efforts and the town of Waterbury we won that case.

I grew up in Waterbury behind the Elementary School on Wissell Mountain. We had cows in our backyard from a farm on Perry Hill before the interstate went in. I have seen a lot of changes in Waterbury in my 60+ years. I want to make sure Waterbury moves forward in the right direction and has what it needs to build and support integrative community conservation and protect biodiversity.

I would be honored to be part of a conservation advisory board for development and planning in Waterbury.

Sincerely,
Marcy Blauvelt

Karen Petrovic

From: F Mac <forrest.macdonald@gmail.com>
Sent: Friday, October 6, 2023 5:36 PM
To: Karen Petrovic
Subject: Application for Natural Disaster Preparedness Committee
Attachments: Waterbury Committee Application.pdf; Waterbury Committee Cover Letter.pdf; F MacDonald Resume 2023.pdf

Hi Karen,

I'd like to apply to be on the new Natural Disaster Committee. Please find my application, cover letter, and resume attached.

Best,
Forrest

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: FORREST MACDONALD

Date: 10/6/23

Phone Number: 802-838-0436

Email Address: FORREST.MACDONALD@GMAIL.COM

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

NATURAL DISASTER PREPAREDNESS

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: 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 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

Dear Members of the Selectboard,

I am writing to express my interest in joining the newly formed Natural Disaster Preparedness Committee.

I'm a Vermont native and current resident of Waterbury Center, though I spent the last decade living out West. My wife and I moved back in April of this year to be closer to family as we start one of our own; we recently had twins and may be familiar faces to some of you as the overtired but zealously happy couple walking up and down Maple Street with a stroller and two border collies in tow.

Professionally, I have a background in data analytics leadership with a focus on spatial information. My current role is at T-Mobile where I work as a Senior Manager, Geospatial Engineering and Analytics. Before that, I worked as a consultant and started my career at Dealer.com along with many other Vermont millennials.

What I believe makes me a strong candidate for this role is that 1) I have a background in the data that is relevant to natural disasters (including volunteer work to help with earthquake mapping/recovery and 2) I'm a Vermont native and passionate about the protection of our beautiful state.

Thank you for your consideration.

Best,

Forrest

Forrest MacDonald

Analytics Manager

forrest.macdonald@gmail.com
802.338.6436
Waterbury, VT, USA

Skills

Management & Delivery
Use of Agile Principles
SDLC
Mentorship
Presentations
Executive Presence

Data Analysis
SQL
Python
Tableau
Power BI
AWS
Databricks

Tools
Machine Learning
A/B Testing
Data Visualization

Education

McGill University / BA, 2013
Montreal, QC, Canada

First Major: Environmental
Studies with focus on Ecological
Determinants of Health in Society

Second Major: Geography & GIS

People leader experienced managing analytics teams of 10+ ICs.

Ten years of experience in the data and analytics space both as a developer (BI/Viz) and as a team lead/architect (BI plus Data Science/ML).

Focused on innovation and value delivery: I excel at organizing work from end-to-end and managing competing priorities. Certified SAFe Product Owner/Product Manager.

Advocate for making the workplace (and beyond) a better place, participating in sustainability, DE&I, and volunteer groups.

Experience

T-Mobile Inc. / Senior Manager, Data & Analytics

March 2021 - Present, Remote

- Led a diverse team of analytics professionals in supporting the growth of Home Internet from 30k to 3M+ subscribers.
- Grew the team to include a Data Science/ML arm in order to tackle complex questions.
- Pioneered the monitoring of emissions reporting for cloud usage.
- Promoted the product (and roadmap) both as an internal domain expert and as a conference speaker.

Slalom Consulting / Senior Consultant, Data & Analytics

January 2020 - March 2021, Seattle, WA & Remote

- Led analytics development, especially of data visualizations and supporting table architecture.
- Mentored FTEs to improve their technical and project management skills.
- Participated in driving practice growth by helping initiate two new groups: 1) Sustainability and 2) GIS.

Nike Inc. / Senior Data Visualization Consultant

December 2018 - January 2020, Portland, OR & Remote

- Developed data workflows and visualizations to monitor and reduce workplace conduct/ethics violations.
- Communicated findings to the CHRO using data visualization and data storytelling to help solve years-old workplace violation questions.

Cox Automotive / Various Roles

August 2014 - January 2020, Burlington, VT & Manhattan Beach, CA

- Grew from Intern to Senior Enterprise Insights Analyst (with three other analytics-related roles along the way).
- Championed the value of data-informed decision-making through presentations and workshops to account management, sales, and marketing teams.
- Translated complex data into digestible and actionable insights for customers, including a road tour alongside Google.

Karen Petrovic

From: Thomas Leitz
Sent: Thursday, October 12, 2023 12:13 PM
To: Roger Clapp; Karen Petrovic
Subject: animal control memo - for SB packet
Attachments: Schedule of Fees.pdf; SC Memo - 10-12-23.pdf

Please see the attached memo. The cliff notes version is we have a schedule of fees, but no policy that we can find that defines what constitutes offenses. But I would be happy to work on that policy with selectboard input.

In the meantime I will keep looking for animal control officer.

Regards,

Tom Leitz, Municipal Manager
Town of Waterbury
28 North Main St., Waterbury VT 05676
(802) 244-4300
he/him/his



**Animal Control Ordinance
Fee Schedule**

Animal Control Officer Costs

Hourly Wage: \$20.00/hour

Response to complaint: \$30.00/visit

Mileage: IRS non-taxable reimbursement rate

Pound Fees (section 11)

Boarding: \$7.50 per day; \$20 special charge if off hours

Deposit Fee: \$100.00

If an impounded pet is unlicensed, the owner may pay a deposit fee to remove the pet from the pound for the purpose of obtaining a license. All other fees and penalties must be paid prior to release of the pet. If the owner presents a valid license for the pet within five consecutive days of the pet's release, the Town will refund the deposit fee to the owner.

License Fees (section 12)

Annual License Fee – spayed or neutered dog: \$11.00

Annual License Fee – unspayed or unneutered dog: \$15.00

Penalty for Late Payment after April 1st – spayed or neutered dog: \$2.00

Penalty for Late Payment after April 1st – unspayed or unneutered dog: \$4.00

Civil Penalties (section 13)

First violation: \$50.00

Second violation: \$50.00

Third violation: \$75.00

Fourth violation: \$100.00



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 12, 2023
From: Tom Leitz
To: Selectboard
Re: Animal Control Fees

After some searching Karen was able to locate the animal control schedule of fees, which is attached. This was adopted with the Town's animal control ordinance in June of 2015. The ordinance specifies that "The Select Board may change the schedule of fees from time to time without the need to amend this ordinance."

I suggest the following for consideration:

- Animal Control Officer costs are specified in the schedule of fees. This should be removed entirely as these costs are borne by the Town and are not a fee imposed on animal owners. Further, depending on the needs of the Town and the animal control officer, these costs will be modified on a routine basis. Our latest animal control officer, for example, received a base rate of pay of \$25 per hour, with a \$50/visit if a response to a complaint was necessary.
- As per our ordinance the boarding fee of \$7.50/day is in addition to the dog owner paying the fee charged by the facility owner. What is important for consideration is the amount of work required on the part of the town to board a dog, and the associated cost. Based on that I recommend considering an increase to this fee.
- The section of the ordinance that pertains to civil penalties does not specify a time period. I recommend modifying the ordinance to consider a reasonable time period before higher level violations are reached,
- The ordinance notes a policy for ticketing should be developed by the animal control officer and brought to the selectboard for consideration and adoption. This may have been developed at some point, but if so, it cannot be located. I suggest this policy be developed, but then included in a future ordinance update. I believe including these rules in the ordinance would give clear and absolute guidance to our future animal control officer, which would reduce the potential for individuals to be treated differently for the same offenses. From a staff perspective, having selectboard input would be extremely helpful. I would be happy to work with a selectboard volunteer (or volunteers) and the Town Clerk to draft these rules. The input of the Clerk is critical, as the most common violation that occurs is owners not licensing their dogs.

VLCT Welcoming and Engaging Communities Program

The VLCT Welcoming and Engaging Communities Cohort is a partnership with Vermont cultural transformation consultancy Abundant Sun that offers municipal leaders participation in the firm's Ethical Performance Improvement Campaign (E.P.I.C.). The E.P.I.C. Journey is a strategic methodology based on data and science aimed at catalyzing organizations to build better cultures from within. Participants will join up to eight Vermont municipalities on a six-month journey including eight two-hour workshops on topics that include "Equality, Equity, Diversity & Inclusion," "Employee Engagement & Client Service," and "Data Analytics & Building Strategy". The sessions are paired with an opportunity for municipalities to collect and analyze key inclusion and belonging metrics by surveying elected officials, appointed officials, and paid staff using Abundant Sun's Inclusion and Belonging Survey.

VLCT subsidizes ninety percent of the cost of participation in the Welcoming and Engaging Communities Cohort. The cohort program is akin to "cultural transformation 101" aimed at helping communities enhance their equity journey. Each selected municipality will be asked to enroll three municipal officials to the cohort. Eligible officials who can enroll in the cohort include members of a municipality's legislative body (city council, selectboard, trustees), a city or town manager or town administrator, a mayor, a clerk, or a department head.?

More about how to apply for the 2024 cohort is below.

How to Apply

To apply, a municipality should visit [Abundant Sun's website](#). Applications are due by close of business, Thursday, November 9, 2023.

Apply by November 9

Applications will include:

1. A letter of interest signed by a majority of the municipal legislative body that expresses an interest to participating in the cohort, appointing three participants to the cohort, and agreeing to pay up to \$500 to participate in the program.
2. Four questions:
 1. Why does your municipality want to join the “VLCT Welcoming Communities Cohort”??
 2. What does your municipality hope to achieve by participating in the cohort?
 3. What efforts related to cultural improvements have your community already undertaken?
 4. What obstacles do you foresee impeding your ability to create a more welcoming culture in your municipal workplace and in your community?
3. The names, positions and email addresses of the three municipal officials who will be participating in the cohort. (Eligible participants include mayors, city councilors, selectboard members, village trustees, town managers and administrators, clerks, and department heads). The officials must have agreed to participate in the cohort before the application is submitted. Enrollees will be required to attend the first in-person cohort meeting on Tuesday, December 12th at VLCT’s offices in Montpelier. In addition, enrollees will participate in seven two-hour E.P.I.C. Education workshops between December 2023 and April 2024 (most will be virtual), and a final in-person four-hour roundtable in May 2024.
4. The number of elected and appointed officials, staff, and volunteer positions (such as planning commission members) in the municipality. This information will be necessary for the data collection portion of the cohort.

Selection Process

The VLCT Equity Committee will review applications and recommend participants to the VLCT Executive Director. The committee will consider answers to the application questions, whether the municipality has appointed designees to attend the sessions, and whether the community has undertaken any equity efforts (such as adopting the Declaration of Inclusion or appointing an Equity Committee). Municipalities will be notified of their selection by **November 27, 2023.** The first meeting of the cohort will be in person, and will occur on **Tuesday, December 12th at the VLCT offices in Montpelier. Participation in the kick-**

off meeting is mandatory.

Timeline

Program Announcement: October 2, 2023
Application Deadline: November 9, 2023
Notification of Selection: November 27, 2023
First Cohort Meeting: December 12, 2023
Conduct Survey: January-March 2023
Cohort Meetings:

- IN PERSON – VLCT Office in Montpelier: Tuesday, December 12th, 2023, 10 a.m. - 12 p.m.
- ONLINE: Tuesday, January 9, 2024, 12 p.m. - 2 p.m.
- ONLINE: Wednesday, January 31, 2024, 3 p.m. - 5 p.m.
- ONLINE: Tuesday, February 20, 2024, 12 p.m. - 2 p.m.
- IN PERSON – VLCT Office in Montpelier: Tuesday, March 12, 2024, 8 a.m. - 10 a.m.
- ONLINE: Wednesday, April 3, 2024, 8 a.m. – 10 a.m.
- ONLINE: Tuesday, April 23, 2024 – 3 p.m. - 5 p.m.
- IN PERSON – VLCT Office in Montpelier: Tuesday, May 14, 2024, 8 a.m. - 12 p.m.

Cost

\$500 per municipality, invoiced at completion of program. If a majority of a municipalities' cohort members attend 80 percent of the meetings, VLCT will reduce the cost to \$100 per municipality. VLCT significantly subsidizes the cost of participation in the program thanks in part to a grant from VLCT's risk pool, VLCT PACIF.

Program FAQs

What is the cost of the program?

VLCT is subsidizing the cost of the program. Municipalities will be charged \$500 at the end of the program. Should a municipality participate in 80 percent of the meetings, VLCT will reduce the cost to \$100.

What officials may participate in the program?

Each municipality must select three municipal officials to participate in the program. Eligible participants include mayors, city councilors, selectboard members, village trustees, town managers and administrators, clerks, and department heads. While not required, VLCT encourages at least one of the officials to be a member of the municipality's legislative body.

What is the time commitment?

Over the six months of the program, participants will be asked to attend eight meetings: a ninety minute in-person meeting in Montpelier, and a two-hour remote meeting roughly every other week through April. In addition, there will be a four-hour in-person meeting scheduled for May. If timing allows, one of the biweekly meetings mid-program will be in person (currently scheduled for March 12th). One of the virtual cohort meetings will be an opportunity for all elected officials and appointed officials from the participating municipalities to undertake basic education on cultural transformation, in an effort to expand the reach of the program beyond the three participants of each municipality.

How do I apply?

Visit <https://www.abundantsun.com/vlct-application/>.

What's the difference between the Welcoming and Engaging Communities Cohort Program and the State of Vermont's IDEAL program?

Welcoming and Engaging Communities Cohort Program is primarily focused upon the internal health of municipality organizations, its leadership and the satisfaction of those who work within and who serve our communities. This program aims to improve the overall leadership and governance of participants. It supports the work of IDEAL and at the same time is distinct from it.

Watch a video that tells you more about the two programs.

What is the Inclusion and Belonging Survey, and how will results be shared?

Abundant Sun will issue a survey that helps you evaluate the culture in your town hall. This survey includes an employment Net Promoter Score, a well-tested and well-known gauge of workplace culture. Participant municipalities will be asked to share the survey link and champion survey participation amongst elected and appointed officials. Municipalities will be

able to compare their survey data to other organizations Abundant Sun has worked with, including non-profit and for-profit organizations, and the first Welcoming and Engaging Communities Cohort. Abundant Sun will present the results to your selectboard via virtual participation.

Can VLCT's Associate Members apply?

The Welcoming and Engaging Communities Cohort Program is designed for cities, towns and villages. However, VLCT's associate members may apply, and should space allow, will be considered by the VLCT Equity Committee. VLCT Associate Members would need to designate three participants. Eligible participants from associate members include board members, executive directors, and department heads.

Publication Date

10/02/2023