

Meeting of the Waterbury Select Board
Monday September 16, 2024
In Person: Steele Community Room
28 North Main Street

Join Zoom Meeting
<https://www.zoom.us/join>
Meeting ID: 839 0163 9905
Passcode: 604941

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- 7:00pm Approve Agenda
- 7:05pm Consent Agenda Items:
a.) Minutes of September 9, 2024 Special Meeting
- 7:10pm Public
- 7:15pm River of Lights Parade and Safety Plan
- 7:30pm Input Process for feedback on Development of Armory (Woody) Ave
- 7:45pm Housing Trust Fund
- 8:05pm Local Options Tax Allocation
- 8:25pm Adopt Specific Questions for the Rental Registry
- 8:40pm VELCO Power Pole Blush Hill Road
- 9:00pm Next Meeting Agenda
- 9:10pm Executive Session – if needed
- 9:40pm Adjourn

Next Meeting of the Select Board: Monday October 7, 2024

Parking Lot:

- 3 Year Budget Plan
- Parade and Event Permits
- ACO Fee Structure
- 2023 Audit
- Natural Disaster Preparedness Committee Handbook

**Safety Plan
for
River of Light Lantern Parade
12/7/2024**

Parade Information and Route:

4:15-4:55 PM - Participants line up in parking lot and bus loop in front of Brookside Primary School.

Note: Parking is anywhere downtown or in the parking lots behind the school
There is no parking in the front of the school.

5:00 to 5:40 PM:

- Parade starts by turning left (West) onto Stowe Street.
- Parade proceeds down Stowe Street to Main Street.
- Parade turns right (North) onto Main Street.
- Parade turns left (West) into Dascomb Rowe Park where it ends near the park pavilion and parking area.



Traffic Management:

- Signs will be posted by the town to give notice of road closures on December 2nd.

Parking Detail - Armory Ave. 4:15-4:55 - 2 people - parking in school lots - NO PARKING on Armory Ave.

Road Closures:

Stowe Street - Town Truck - 5:00 - 5:20

Parade lead (*Don Schneider*) will cue town truck driver (*Kyle Guyette*) to block traffic. The town truck will follow the parade until they reach Dac Rowe.

High Street - 2 people & traffic cones - 5:00 - 5:20

What to tell drivers: Enjoy the show! Wait for the parade to pass then turn right onto Stowe St. or follow the town truck and turn onto Railroad or Union Street once the parade has passed.

RR & Union Streets - 4 people & traffic cones - 5:00 - 5:20

What to tell drivers: Enjoy the show! Wait for the parade to pass then go straight onto RR or Union Streets, or turn north onto Stowe Street.

Bidwell Lane - 2 people and traffic cones - 5:05 - 5:25

What to tell drivers:: Enjoy the show! Wait for the parade to pass then go right onto Stowe St. and then onto RR or Union streets.

Main St. & Stowe St. - State Police - 5:00 - 5:25

State police close Main and Stowe at 5:00

Main Street near Roundabout - State Police - 5:00 - 5:30ish

If cars want to go from the roundabout to Winooski Street until 5:05 that might work. But it'll likely be easier for the road to be closed at 5:00. Roundabout traffic can be redirected to Stowe Street (for which they'll have to wait) or to the parking lot at the post office so they can get out of their cars and watch the parade.

Winooski Street - 2 people & traffic cones - 5:05 - 5:30ish

What to tell drivers: Enjoy the show! Wait for the parade to pass then go right onto Main St.

Dac Rowe Park - 2 people with safety vests - 5:20-5:35ish

Direct parade participants into the park. *Winterfest Crew and/or Rec Department*

Events at Dac Rowe 5:45-6:30 PM:

- Warming Fires - managed by Rec Department with volunteers Boy Scouts or Winterfest
- fire extinguishers at each fire.
-Hot Chocolate stand at the pavilion - set up by Rec Department, staffed by volunteers
-Cirque de Fuego fire spinners set up with a fenced off area near the back drive on one of the ball fields.
-Sambatucada and Brass Balagan will play at the park near the fire spinners

Parade/Event Contacts:

Don Schneider (Parade Co-coordinator) 802-578-1352 cell
MK Monley (Parade Co-coordinator) 802-244-5043 cell
Carol Baitz (Parade Co-coordinator) 802-585-5201
Mame McKee (Parade Co-coordinator) 802-793-7182 cell
Katarina Lisaius (Town Recreation Director) 802-999-7237 cell
Mae Murdock (State Police) 802-760-9243 cell

Road Closure Lead Volunteers:

High Street: -
Railroad Street: -
Union Street: -
Bidwell Lane: -
Winooski Street: -

Thomas Leitz

From: Thomas Leitz
Sent: Friday, September 13, 2024 8:50 AM
To: Angie Harbin
Cc: Kane Sweeney
Subject: town loan programs

Angie

We continue to make progress on our housing trust fund. I will certainly admit it's been a very bumpy road. I thought it best to get some thoughts down on paper, and hopefully we can follow this up with a conversation.

I do think there is selectboard for support for a few loan programs. On Monday I am going to propose a minimum of \$50,000 in seed money to fund the program, but likely \$100,000. That is for this year, when we are unlikely to have anything up and running. For the future I am encouraging the selectboard to think of a spending cap. In the event we made a large amount of loans we could issue debt to ensure we had sufficient cash, and our new local option tax could service the debt. But I have encouraged them to think about a maximum portfolio size. I haven't suggested a dollar amount as yet, but I am leaning towards \$1.0 million to start. I imagine, even with attractive programs, it would take 3 years or so to issue that amount in loans.

Here is where we are at specifically:

On ADUs I believe there is support for simply adding money to the VHIP program. I suspect that is the cleanest and easiest option.

We have heard from the public and some individuals have noted the program has its challenges. Based on that, I believe there is also support for our own version of the program, but we would either not impose income restrictions for renters, or those restrictions would be relaxed to serve middle income individuals. I am thinking of nurses, teachers, etc. People that likely make in the \$50 to \$75k range, which means they can afford to live in Waterbury but their housing costs take up a disproportionate amount of their income – to the point where they are unlikely to be able to save to afford their own house.

Another program under discussion is providing loans to property owners in the floodplain to make their homes more flood resilient. While FEMA has an elevation program, it is very hard and lengthy to navigate, and requires all utilities and living spaces to be 2' above the floodplain. From our perspective that is not achievable for many people, but we generally support any efforts in that direction. Move a furnace or hot water heater out of your basement and we are happy, even if your first floor remains at risk. I think showing some level of community support here, and helping homeowners make progress, is important.

Can you send me the following?

First, for any of all of the above can you let me know Downstreet's level of interest in administering the programs, along with a cost estimate.

In the event you are not interested, would you be able to assist with Waterbury setting up the programmatic details? I certainly could use guidance on how to properly vet loans. I note that, in this case, I certainly don't expect for you to provide expert advice for free.

Some other specifics that would be helpful:

- (1) For the VHIP program, can you let me know how the funding recipients are vetted?
- (2) If Waterbury were to do its own version of the VHIP without the income restrictions, would you recommend a different vetting process?
- (3) If you are interested in the floodplain loan program, one issue there is the owners have a wide array of income ranges, but many are pretty highly leveraged after buying their homes. I think there would be utilization of a loan program, but it would be a challenge if we tied the loan to their property rather than a personal guarantee. I am not sure how that influences things, but thought I would share that information.

I copied in Kane Sweeney who has championed the housing trust fund. He may have other ideas and insight. I was trying to relay what I thought was the general sentiment of the board.

Note I also think there is interest in using our local option taxes to generate some development deals, but I view those as case by case opportunities.

Regards,

Tom Leitz
Municipal Manager
(802) 244-4300 (Office)
(802) 999-6450 (Cell)

Memo

Date: September 12, 2024
From: Tom Leitz
To: Selectboard
Re: Local Option Tax

I had been asked to develop more formal plans for the use of the unbudgeted 2024 local option tax. For purposes of this exercise, I am using \$325,000 as a revenue estimate, which I believe is quite conservative. Given this is our only revenue source that is substantially subject to economic fluctuations I will always recommend conservative growth assumptions.

Debt Options

We have the following notes coming due in the next several years:

Year	Allonge (Community Nat'l Bank)		Highway Grader: Tax Stabilization		Fire Vehicle - Tax Stabilization fund		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2025	54,485	845	28,400	2,982	19,600	686	102,485	4,513
2026			28,400	1,988			28,400	1,988
2027			28,400	994			28,400	994

Paying off the three notes above would require \$159,285. This is the sum of the principal balances due in 2025. This would save the Town \$7,495 in future interest payments, and would eliminate \$106,998 from the 2025 budget.

I note the highway grader and fire vehicle were financed through the Town's tax stabilization fund. The principal balance for those notes totals \$104,800. In this instance we would be using local option tax dollars to pay ourselves, as the funds would be immediately invested into a series of mutual funds and CDs.

I also note the voters, at our last town meeting day, approved \$380,000 for the purchase of a new fire truck. We have since sold an older truck for \$150,000, leaving a net liability of \$230,000. These funds were credited to the fire department capital fund. The fund ended 2023 with a balance of \$333,078. After estimating some 2024 expenses, I would expect the fund to end 2024 with a balance of approximately \$470,000. Subtracting the expected \$230,000 expense in 2024 still leaves a healthy balance. I therefore no longer believe it will be necessary to finance the fire truck, although I will suggest regular appropriations into the fund to ensure it maintains a reasonable balance. I will have a recommendation in the 2025 budget.

Infrastructure Options

I have also been tasked with researching additional infrastructure improvements that could be done in the current year. After meeting with other departments, I have the following recommendations:

- The Town has done work on the “Doc Murray’ bridge, which is on Guptil Road near Murray Drive. We propose a 1.5” paving overlay of Guptil Road from the Doc Murray Bridge, to the meeting of the next bridge near the intersection of Thatcher Brook Road. This is a 3,250’ section of road, and we estimate the paving cost at \$70,000. There may be minor change orders, but this is a straight forward project.

Bill Woodruff is working on securing an agreement with a paving contractor. There is some chance this project would be delayed until 2025 if contractors are not available.

- The Town of Waterbury received a Vermont Outdoor Recreation Economic Collaborative (VOREC) grant in the amount of \$49,800. A portion of this grant was related to accessibility improvements at Hope Davey Park, including assessable paths and playground equipment. To save funds the initial plan was to utilize town staff as much as possible to complete the work. We have a quote from a contractor, who is available to do the work this fall, in the amount of \$30,000. This would complete this portion of the project and allow for Town Highway Department staff to focus on roads.
- Purchase of an enclosed trailer for future flood recovery efforts. We estimate a 7’ wide by 17’ long enclosed utility trailer to cost \$15,000. This amount includes both the cost of the trailer, and fit-up that would be required. Volunteer labor would be utilized for the fit-up.

The above options total \$274,285. I recommend the balance of unspent funds be dedicated as seed funding for the housing trust fund. While I estimate this amount at ~\$50,000 based on anticipated LOT revenue of \$325,000. In the event the estimate of LOT revenue is conservative the trust fund would be even better capitalized.

2025

I wanted to provide a summary of some of my thoughts on the 2025 budget as it pertains to the local option tax. I note this is all very preliminary.

- Continue to capitalize the housing trust fund, with a plan towards a programmatic cap. For instance, if the fund is utilized to issue loans, I recommend considering a cap on the loan portfolio to ensure managing the loans is a reasonable proposition and the Town’s financial exposure is known and limited.
- Consider paying cash for fire and public works vehicles, as opposed to issuing notes or bonds. In the event of large purchases, the Town could consider issuing relatively short-term debt to minimize interest costs, and to use the local option tax to service the debt. Our tax stabilization fund is well capitalized and in some cases it could serve as the source of funds.

- Establish a substantial budget for gravel road overlays. We are behind in gravel road maintenance, but could correct this issue over time. We do intend to finish the planned Sweet Road project this fall. Once completed, that work should result in dramatic improvements in the road condition during mud season. I would suggest driving Sweet Road during mud season, along with Barnes Hill Road. The Town did a major project on Barnes Hill a decade ago, and while the road is certainly potholed during the winter, the mud issues are minimal.
- There remains some interest in a recreational facility, but that project is some years away. In the short-term, pickleball has grown dramatically in popularity, and there may be room for an outdoor court at Anderson Field. My impression is there is substantial community demand for a pickleball court, and I anticipate the cost is less than \$125,000.
- The Planning Commission, Conservation Commission, and staff would benefit from consultant help to further their efforts to update the Town plan.
- While there has been ongoing conversation about additional investments in flood response, these would be ongoing operational expenses. I don't believe operational expenses were an intended use of the funds.

Section of Rental Registry Ordinance that Addresses Specific Questions for the Registry

Section 4: Rental Property Registration

1. The Rental Registration Form shall be developed by the Town Manager and, subject to the requirements of this ordinance, may be administratively modified from time to time. The form shall require, at a minimum, the following information:
 - a. Physical (E-911) address(es) of all rental property offered for lease/rental.
 - b. Contact information for the property owner, including the owners full name and physical address, telephone number and email address.
 - c. Contact information for the designated responsible person, including the full name and physical address, telephone number and email address.
 - d. Whether the rental is an STR or LTR based on the definitions in this ordinance.
 - e. If the rental is a furnished house, condominium, apartment, or an accessory dwelling unit or cabin that is not the owner's primary residence or located on the premises or property of the owner's primary residence.
 - f. If the rental is a room or group of rooms located within an owner's primary residence or an accessory dwelling unit or cabin on the premises of the owner's primary residence.
 - g. After completing and submitting the rental registration form the owner shall report to the Town any material change(s) in the required information submitted to the Town within thirty (30) days of the occurrence of the change.
 - h. Upon the conveyance of title to any property on the Town's Rental Registry, and no later than thirty (30) days from the date of the conveyance as evidenced by the date an instrument conveying the property filed in the Town's land records, the new owner shall complete a new Rental Property Registration form with updated information.
 - i. For STR's the name and telephone number of the Designated Responsible Person shall be posted in a conspicuous location.

Proposed Rental Registry Questions

Note: Owners of Multiple Properties Should Complete the Registry for Each Property. For purposes of this registry a property is defined as a housing unit with a distinct 911 address.

- (1) What is the physical address of your rental property

Property Owner

- (1) What is the name of the property owner.
- (2) What is the physical address of the property owner.
- (3) What is the property owner's email and phone number.

Designated Responsible Person

- (1) What is the name of the designated responsible person.
- (2) What is the physical address of the designated responsible person.
- (3) What is the designated responsible person's email and phone number.

Property Information

What is the duration of property rentals? Note the following definitions:

"Short-Term Rental" (STR) or "Short-Term Rental Property" means any lease or rental of residential real property, including a furnished house, condominium, or other dwelling room or self-contained Dwelling Unit, or a portion thereof, to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year, but specifically excluding commercial lodging establishments such as hotels, motels, inns, and bed and breakfasts.

"Long-Term Rental" (LTR) shall mean any lease or rental of residential real property, as described above, that is rented for a period of more than 30 consecutive days and for more than 60 days per calendar year. (see Montpelier, Burlington, Barre for definition of long-term rental).

Options (select one)

Short-Term Rental

Long-Term Rental

If your property is a long-term rental, do you lease for 12-months?

If no, please describe the length of your leases (fill in)

Is the rental a house, condominium, apartment or accessory dwelling unit that is not the owners primary residence or located on the premises of the owner's primary residence? Yes/No

Describe the rental unit:

- Room or group of rooms located within an owner's primary residence
- An accessory dwelling unit (ADU)
- A condominium or apartment
- A house
- Other (e.g. cabin)

If neither of the above applies, please describe your rental structure: (fill in)

In the past twelve (12) months, was the rental used as a primary residence for an owner or long-term renter?

Karen Petrovic

From: Thomas Leitz
Sent: Thursday, August 29, 2024 2:52 PM
To: Karen Petrovic
Cc: Roger Clapp
Subject: agenda item

One more.

I will request selectboard adoption of a resolution related to the power pole issue on Blush Hill.

The cliff notes version is a laminated pole has failed, and VELCO has been approved to complete an emergency repair with a series of poles. This is entirely rational as the power line impacted is turned off, and that is a main line that serves Stowe.

The emergency repair has a big impact on the immediate neighbors and impacts their yards and viewshed.

VELCO has stated that will be replaced with a permanent steel pole in about a year, and that is due to the long lead time to order poles. Everyone is happy with that outcome – the neighbors would just like the board to adopt a supporting resolution to help ensure the temporary solution does not become permanent.

Regards,

Tom Leitz
Municipal Manager
(802) 244-4300 (Office)
(802) 999-6450 (Cell)

September 16, 2024

Edward McNamara, Chair
State of Vermont Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

Dear Mr. McNamara:

My letter is in regard to Case No. 24-2234-PET. On September 16th, at a public meeting, this letter was endorsed by the Select Board of the Town of Waterbury.

In reviewing the case and discussing the matter with neighbors, the Town understands the immediate need to replace a failing power pole (structure LCP-021) with temporary structures.

The Town, and the immediate neighbors, have reservations about the negative impact created by the installation of the temporary single structure near LCP-021, and the additional structures that would be nearby and very obtrusive. We note that finding number 9 directly addresses this concern, which cites VELCO's plan to "restore the current aesthetic condition to the extent possible." We want to emphasize the impact the four temporary structures will have on the neighboring property owners, as well as others who share the viewshed.

The Town understands the reasonable concerns of the neighbors, and we regret the final order did not require removal of the temporary structures. This has created a level of anxiety that the removal of these structures, at a minimum, will not be prioritized by VELCO; in a worse-case scenario they may become permanent.

We acknowledge the Town has no legal standing in this manner. However, we believe it would serve the public good if the Commission would reconsider the case, and clarify the final order to specifically require removal of the temporary structures in a timely fashion once the new pole is functional.

Sincerely Yours,

Thomas Leitz
Municipal Manager
Town of Waterbury
tleitz@waterburyvt.com
(802) 244-4300

Special Meeting of the Waterbury Select Board

Monday September 30, 2024

**In Person: Steele Community Room
28 North Main Street**

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