

**Meeting of the Waterbury Select Board**

**Monday October 7, 2024**

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

Join Zoom Meeting

<https://www.zoom.us/join>

Meeting ID: 889 8343 0852

Passcode: 330983

Dial by your location

1 309 205 3325 US

1 312 626 6799 US

- 7:00pm Approve Agenda
- 7:05pm Consent Agenda Items:
  - a.) Minutes of Special Meeting September 30, 2024
- 7:10pm Public
- 7:15pm Sullivan, Powers & Company – Audit Presentation
- 7:45pm Housing Task Force Update
- 8:15pm Clean Water Advisory Committee Member Solicitation
- 8:25pm Randall Street Halloween
- 8:35pm Swimming Pool Quote
- 9:00pm Next Meeting Agenda
- 9:15pm Executive Session – if needed
- 9:30pm Adjourn

**Next Meeting of the Select Board: Monday October 21, 2024**

**Parking Lot:**

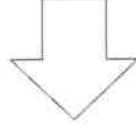
- 3 Year Budget Plan
- Parade and Event Permits
- ACO Fee Structure
- Natural Disaster Preparedness Committee Handbook
- Rental Registry Outreach

# Waterbury Housing Trust Fund

Recommendation from Waterbury Housing Task Force

# Target individual homeowners and landlords for additional housing capacity

1 - 4 units	Individual homeowners and landlords
5 - 20 units	Small scale developers
20+ units	Statewide developers



Target for Waterbury Housing Trust Fund

# Existing trust fund programs have two objectives

## Affordable Rentals

VHIP 2.0	Grants and Forgivable Loans to support rental rehabilitation or ADU construction	\$50,000 per project
Lease to Locals (Woodstock)	Grants to convert existing property into a new long-term rental for the local workforce	\$9,000 per project
Affordable Housing Construction and Rehabilitation (CoRe) Loan Program (Winooski)	Loans for constructing or substantially rehabilitating homes or rental properties for low-income community members.	\$10,000 per unit
ADU Design Assistance Program (CVRPC)	Grant to prepare concept designs and preliminary cost estimate for ADU to be used as primary residence	\$2,000 per project

## Homeownership

Twin Pines	Down payment and closing costs grants to support homeownership	\$80,000 + \$4,000 per household
Shared Equity Program (Downstreet)	Down payment and closing costs grants to support homeownership (20% of market price)	\$92,000 per household
Local Deeds (Woodstock)	Down payment and closing costs grants to support homeownership (16% of market price)	\$73,000 per household

Amounts based off of median price for a 3 bedroom home in Waterbury (\$460,000)

# Affordable rental programs examples

## Vermont Home Improvement Program (VHIP)

- Invests in rehabilitation of existing buildings, and development of new housing capacity by offering grants to landlords for up to \$50,000 per rental unit.
- Helped restore / build 946 units. On average, VHIP invests \$38,400 per apartment. Cost of new construction which is between \$450,000 and \$600,000 per unit.
- Participants are required to sign a rental covenant agreeing to charge at or below HUD Fair Market Rent (FMR) (approx. \$1,100 for Washington County) for the length of the agreement (5 or 10 years).
- Tenant selection requirements for 5 year term.

## Woodstock's Lease to Locals Program

- Provides an incentive of up to \$3,000 for long-term rentals to people working in the town.
- The property must be located within Woodstock's town limits and must not have been leased long-term in the past 12 months.
- Property Owners must sign a seasonal or long-term lease with a household containing an adult(s) employed (or will be employed) with an average of 25 hours or more per week at a business, organization, or public or private entity located in the town.

# Short term rentals contribute approx. \$100K to local option tax

	Active STR Homes	Average Monthly Revenue / Home	Local Option Tax Revenue
July 2024	180	\$5,060	\$9,108
June 2024	168	\$4,404	\$7,399
May 2024	174	\$3,437	\$5,980
April 2024	195	\$3,252	\$6,341
March 2024	162	\$4,782	\$7,747
February 2024	188	\$5,890	\$11,073
January 2024	184	\$4,803	\$8,838
December 2023	160	\$4,244	\$6,790
November 2023	161	\$3,970	\$6,392
October 2023	174	\$5,602	\$9,747
September 2023	162	\$4,248	\$6,882
August 2023	140	\$4,942	\$6,919
<b>Annual</b>			<b>\$93,216</b>

- Montpelier allocates \$110,000 (\$0.01 per \$100,000 of assessed value) annually to their fund.
- Woodstock funded the Lease to Locals program with \$60,000.

Source: <https://www.housingdata.org/profile/housing-stock/short-term-rentals>

# Recommendation

- Establish an objective that the Waterbury Housing Trust Fund should expand the town's rental supply by approximately 0.5% - 1% (4 - 8 units) annually with affordable options.
- "Affordable options" mean rents at or below HUD Fair Market Rent (FMR) (consistent with the VHIP definition).
- Prioritize lessees to be households employed by an employer located in town (or, operate a business based in town).
- Fund the Waterbury Housing Trust Fund through the local option tax in an annual amount at a level of 100% of the local option tax contributed from short term rentals (as defined by AirDNA data from HousingData.org)
- Create the Housing Trust Fund as a 501(c)3, or leverage an existing 501(c)3 to house the fund, and look for matching contributions through grants and philanthropy.
- Specific program recommendations and limits will be presented when funding amount is finalized.

## ***Clean Water Advisory Committee Member Solicitation***

***Please submit to CVRPC via email to [frasca@cvregion.com](mailto:frasca@cvregion.com) or via mail at 29 Main Street, Suite 4, Montpelier VT 05602***

***The Central Vermont Regional Planning Commission (CVRPC) is seeking municipal nominations for its Clean Water Advisory Committee (CWAC). The CWAC helps guide CVRPC's water quality program in accordance with CVRPC plans, policies, and procedures; acts as a liaison between local communities and the Vermont Agency of Natural Resources (ANR); and provides input regarding water quality issues important to the region.***

***We encourage you to share this application with municipal boards, committees, staff, and volunteers.***

***CVRPC is seeking municipal representatives to serve on the CWAC who can provide the following expertise:***

- Knowledgeable about municipal compliance with Vermont and Federal clean water policy.***
- Knowledgeable about one or more clean water topics.***
- Interest in participating in ANR's planning process for the Winooski River Basin.***

***The CWAC meets bi-monthly on the second Thursday of the month (Jan, Mar, May, July, Sept, Nov) from 4-6 pm at the CVRPC office in Montpelier. CWAC members may participate in-person or remotely. CWAC membership includes three (3) representatives from CVRPC's Board of Commissioners, five (5) municipal representatives, and (1) representative of a private company or interested stakeholder.***

***Interested individuals should complete the attached application form and submit it via email to [frasca@cvregion.com](mailto:frasca@cvregion.com) or via mail to 29 Main Street, Suite 4, Montpelier VT 05602).***

***Questions can be directed to Lincoln Frasca, Natural Resources Planner, [frasca@cvregion.com](mailto:frasca@cvregion.com) or 802-229-4164.***

***Thank you in advance for your interest in CVRPC's Clean Water Advisory Committee!***

**LINCOLN FRASCA (HE/HIM), Natural Resources Planner**



**Central Vermont Regional Planning Commission**

29 Main Street, Suite 4, Montpelier VT, 05602  
802-229-4164



## Clean Water Advisory Committee Application Form

Please submit to CVRPC via email at [cvrpc@cvregion.com](mailto:cvrpc@cvregion.com) or via mail at 29 Main Street, Suite 4, Montpelier VT 05602 no later than April 10, 2023 Thank you!

Name: \_\_\_\_\_

### Contact Information

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What is your preferred method of contact?       Email       Mail       Phone

### Municipality:

#### Municipal Role: (check all that currently apply)

- Selectboard       Planning Commission       Conservation Commission  
 Public Works/Roads       Water/Wastewater  
 Other (please describe) \_\_\_\_\_

#### Describe your interest in serving on the CVRPC Clean Water Advisory Committee:

From: Kirk Thomas <kthomas@vtprotectivecoatings.com>

Date: September 20, 2024 at 12:08:07 PM EDT

To: Alec Tuscany <atuscany@waterburyvt.com>

Subject: RE: Swimming Pool Quote

Hi Alec,

Attached please find the pool quote, minus the two lines that were added by mistake.

Thanks,

Kirk

-----Original Message-----

From: Alec Tuscany [mailto:atuscany@waterburyvt.com]

Sent: Friday, September 13, 2024 10:11 AM

To: 'Kirk Thomas (kthomas@vtprotectivecoatings.com)'

Cc: Bill Woodruff; Kyle Guyette

Subject: Swimming Pool Quote

Per our earlier conversations the Town of Waterbury is requesting a quote from VT Protective Coating to line the shallow end of existing swimming pool and as an add to also line the existing asphalt sidewalk around the perimeter of the shallow end of the swimming pool with the MM4 material used this summer. The following is the scope of work for the Town of Waterbury and VT Protective Coating. Is it possible to do this work this fall? Is application temperature dependent?

#### Town of Waterbury Scope of Work

1. Drain swimming pool
2. Pressure wash the surface of the shallow end including brushing as necessary to provide for a clean surface of the existing fiberglass surface
3. Cut out raised surfaces of fiberglass to provide a level surface to apply the MM4 coating
4. Provide clean water for mixing MM4
5. Provide 115V power
6. Provide key(s) for opening locked gates to provide access to the swimming pool
7. Allow storage of MM4 material and application equipment inside the bath house for security purposes
8. Take away trash from MM4 material containers, etc
9. Conduct final inspection and develop punch list of items of work to be

completed to close out project.

10. Recheck punch list work items for final write off.
11. If Town decides to include the sidewalk the Town will clean out and caulk the crack between the sidewalk and the shallow end of the pool.

#### VT Protective Coating Scope of Work

1. Provide MM4 coating material, mixing equipment and application equipment
2. Apply MM4 coating to the shallow end of the municipal swimming pool to include sand for skid resistance.
3. Cleanup residue of MM4 material
4. Complete work defined by the final punch list

#### Add for sidewalk

1. Provide MM4 coating material, mixing equipment and application equipment
2. Apply MM4 coating to the existing asphalt sidewalk of the municipal swimming pool to include "extra" sand for increased skid resistance. MM4 to include a color additive to distinguish sidewalk from shallow end.
3. Cleanup residue of MM4 material
4. Complete work defined by the final punch list

Information to calculate quote for applying MM4 to existing fiberglass surface.

- \* Total surface area of shallow end 8200 SF
- \* Total surface area of sidewalk 1300 SF. Sidewalk varies from 3 feet wide to 6.5 feet wide

#### Other possible pertinent information

- \* Algae did not grow on or attach to the MM4 surface.
- \* MM4 stayed attached to the fiberglass surface with no lifting around the edge of the patches.
- \* The only failure of the MM4 material was over a very large crack. Municipal staff slit the fiberglass over a very large bump hoping the fiberglass would flatten out. The staff then applied "flex tape" across the space and then applied MM4 to the flex tape. The flex tape did not tear but the MM4 did. In cutting out large cracks the staff probably will leave a surface of dried asphalt. We are not sure that flex tape is the correct product to span the crack and cover the dried asphalt. Could MM4 be applied over dry asphalt? The MM4 did not seem to adhere to the flex tape.

# Vermont Protective Coatings

P.O. Box 256  
Brandon, VT 05733  
(802) 247-3237

September 17, 2024

Alec Tuscany  
Town of Waterbury  
Waterbury, Vermont

Via Email: [atuscany@waterburyvt.com](mailto:atuscany@waterburyvt.com)

RE: Proposal, BUHS, Municipal Pool  
Surface preparation and coatings application as per scope of work  
Dated 9/13/24

Scope: Furnish labor, materials, equipment and insurance to satisfactorily complete the following.

- On site utilities, water, sewage and electricity to be supplied by others.
- Surfaces to be prepared by lightly sandblasting to remove failed paints, contaminates and organic growth.
- Apply Plexicoat MultiSurface MMA to prepared surfaces at manufactures recommended DFT.
- Clean up and dispose of generated wastes as per permitted regulations.

Price:

Shallow end of Pool, approx. 8200 sf	--	\$ 42,700.00
Side Walk, approx. 1,300 sf	--	\$ 5,200.00



*Kirk Thomas,*

*For Vermont Protective Coatings, Inc.*