

Minutes of the Select Board  
Monday October 7, 2024  
28 North Main Street and via zoom

**Attendance:** Kane Sweeney, Alyssa Johnson, Ian Shea, Tom Leitz, Karen Petrovic, Roger Clapp, Mike Bard, Katie Mandych

**Public Attendance:** Chris Viens, Sandy Sabin, Billy Vigdor, Joe Camaratta, Evan Hoffman

**ZOOM:** ORCA Media, Rick Brigham - Sullivan, Powers & Company, Lisa Scagliotti

R. Clapp called the meeting to order at 7:00pm

**Approve Agenda:** I. Shea made a motion to approve the agenda with an amendment to move the consent agenda item to the October 21, 2024 meeting. K. Sweeney seconded the motion. A vote was held and passed unanimously.

**Public:** K. Sweeney thanked the construction crews for completing the Guptil Road bridge in time for the foliage traffic.

M. Bard thanked VLCT for organizing Town Fair with excellent workshops.

**Sullivan, Powers & Company – Audit Presentation:** R. Brigham began by highlighting page 2 paragraph 2; his job is to make an opinion which the Town of Waterbury received the highest mark with no qualified opinion.

Pages 7 – 8 these are the major funds/balance sheet at year end 2023 with assets and liabilities. The General Fund is up from 2022 and the remaining funds also improving by clearing deficits. “Healthy Fund Balances.”

Pages 12 – 40 are the notes to the financial statements.

Pages 41 – 50 this is the budget actuals for the year end 2023; T. Leitz noted on page 41 is tax penalty which has risen in the last few years and represents folks having more difficulty managing the property tax increases.

Pages 51 – 60 all represent healthy fund balances

Page 64 includes material weaknesses or deficiencies that required additional reconciliation to ensure those get corrected for 2024. Town staff is working with Sullivan, Powers & Company to tighten up what are mostly once a year entry and get them entered correctly going forward.

R. Brigham stated there were no difficulties dealing with Town staff or management. There were no reported conflicts and no unposted entries. Sullivan, Powers & Company thanked the staff for their cooperation during the audit.

T. Leitz brought attention to the Tax Stabilization Fund explaining the tax payers have made only 5% of that fund available as unrestricted funds. He would like to propose future change to that fund and will make a formal proposal later.

R. Clapp thanked R. Brigham for his time to attend, explain and answer questions.

**Housing Task Force Update:** J. Camaratta stated the “Town Plan Update Chapter – 5 Housing” sets the stage for the Trust Fund. Magnitude of the trend of the growing population and shortage of housing. Population growth is 5.2%; total households are up to 2,300, Waterbury is growing in the number of households. Slides with data are attached. Discussion followed regarding who would manage the funds

and who would vet the applicants. J. Camaratta stated Downstreet would be a great partner to vet applicants. Either 501c3 would be capable for fund raising but perhaps RW would be a better local partner.

J. Camaratta stated, in his personal option, the Town should have a conversation with Habitat for Humanity to build more local affordable housing.

**K. Sweeney moved to allocate \$93,216 of Local Options Tax to the Housing Trust Fund. There being no second the motion is dead.**

**Clean Water Advisory Committee Member Solicitation:** K. Petrovic will advertise the position and ask applicants to apply directly to CVRPC

**Randall Street Halloween:** Request from residents to close Elm and Randall Streets from 4-9pm on Halloween. **M. Bard made a motion to close Elm and Randall Street from Pro Pig parking lot to Park Row from 4-9pm on Halloween, October 31, 2024. Town of Waterbury Public Works to place barricades and signs at the intersections. The motion was seconded by I. Shea; a vote was held and passed unanimously.**

**Swimming Pool Quote:** T. Leitz presented the attached memo detailing the status of the Town of Waterbury Pool and proposed pool liner overhaul. The Recreation Department would like to see how the patches that were completed last year hold up over the winter before they commit to larger scale installation. T. Leitz suggests placing \$47,900 in the 2025 budget for voter consideration.

**Next Meeting Agenda:**

Worcester Range Management Plan is asking for feedback. ANR Rep is willing to come speak to the Board on the 21<sup>st</sup>.

Housing Trust Funding Allocation

Joint EFUD/Town Meeting for Health Insurance

Mini Pumper

Woody Ave Discussion

**Executive Session:** none needed

**Adjourn:** K. Sweeney moved to adjourn which was seconded by A. Johnson. A vote was held and passed unanimously.

# Town Plan Update

## Chapter 5 - Housing

# Households

## Waterbury's population growth outpaces county and state

	<b>2000</b>	<b>2010</b>	<b>Growth</b>	<b>2020</b>	<b>Growth</b>
Waterbury	4,915	5,064	3.0%	5,331	5.2%
Washington County	58,039	59,534	2.5%	59,807	0.4%
Vermont	608,827	625,741	2.7%	633,077	1.2%

# Total households

	1980	1990	2000	2010	2020
Waterbury	1,504	1,754	2,011	2,207	2,342
Washington County	18,626	20,948	23,659	25,027	25,842
Vermont	178,394	210,650	240,634	256,442	271,890

Source: HousingData.org, <https://www.housingdata.org/profile/population-household/households-by-tenure> (from U.S. Census Bureau: Decennial Census)

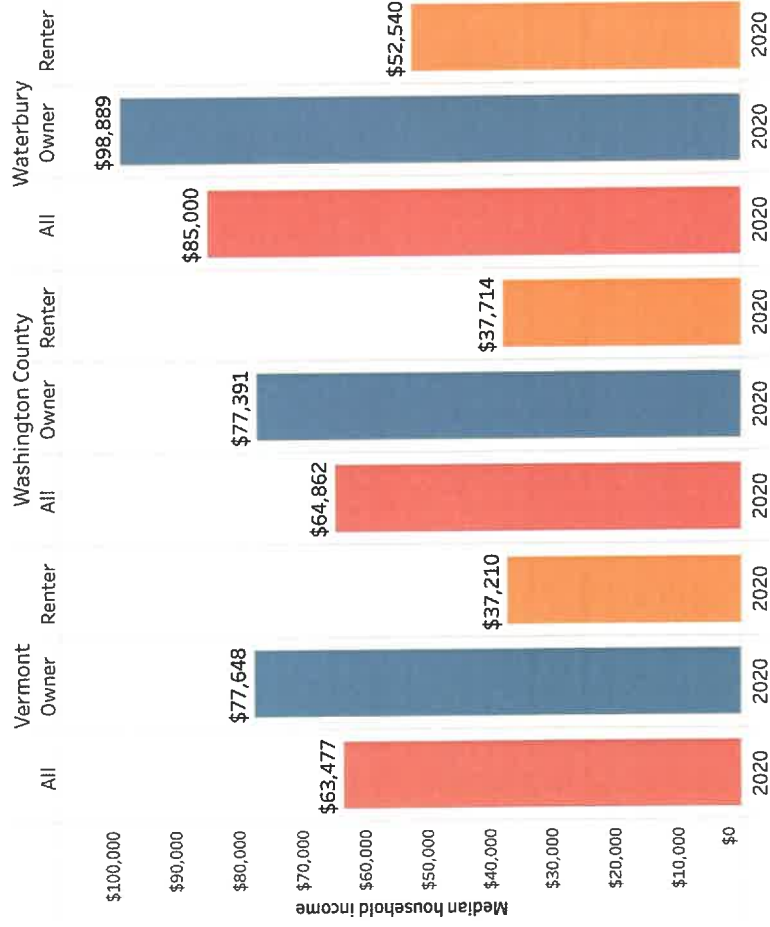
# Household growth in Waterbury almost 2X Washington County, but on par with Vermont as a whole

	1990		2000		2010		2020	
	#	%	#	%	#	%	#	%
Waterbury	250	16.6	257	14.6	196	9.7	135	6.1
Washington County	2,322	12.4	2,711	12.9	1,368	5.7	815	3.2
Vermont	32,256	18.0	29,984	14.2	15,808	6.5	15,448	6.0

Source: HousingData.org, <https://www.housingdata.org/profile/population-household/households-by-tenure> (from U.S. Census Bureau: Decennial Census)

# Median household income is significantly higher in Waterbury

Estimated median household income by tenure

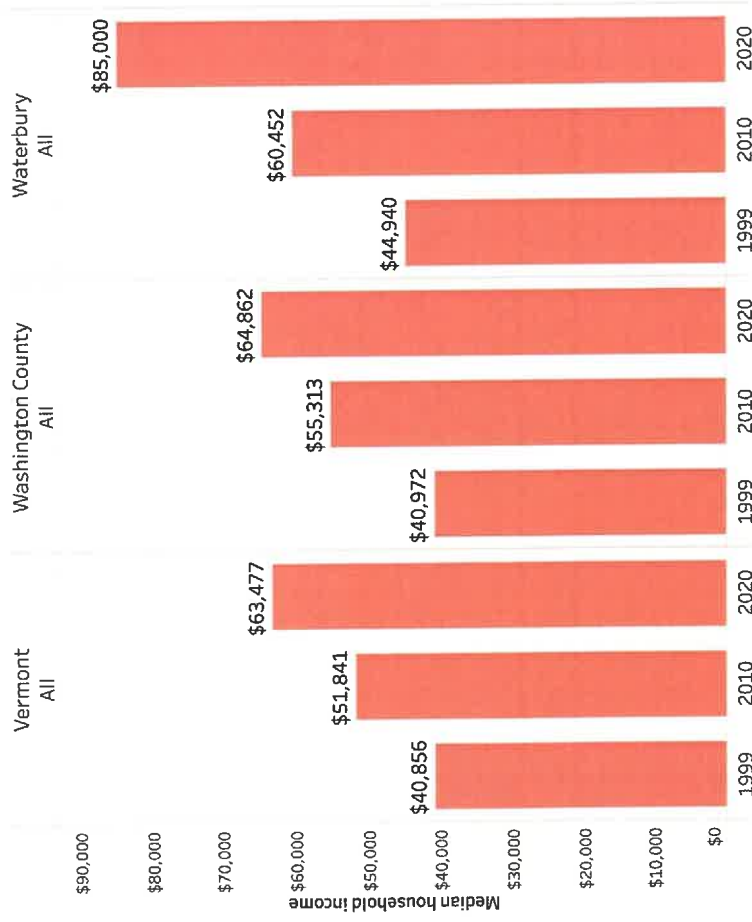


31% higher than  
Washington County and  
34% higher than Vermont



# Median household income increasing faster in Waterbury

Estimated median household income by tenure



Increase of 40% in Waterbury from 2010 to 2020 compared to increases of 17% in Washington County and 22% for Vermont

# Nothing notable regarding changes in household size

	1990	2000	2010	2018	2021
Waterbury	2.50	2.42	2.27	2.38	2.45
Washington County	2.50	2.36	2.28	2.26	2.27
Vermont	2.57	2.44	2.34	2.31	2.35

Source: HousingData.org, <https://www.housingdata.org/profile/population-household/average-household-size> (from U.S. Census Bureau: American Community Survey 5-Year Estimates, U.S. Decennial Census for years prior to 2010)

# Housing Units

## Total housing units

	1980	1990	2000	2010	2020
Waterbury	1,658	1,956	2,106	2,385	2,559
Washington County	22,113	25,328	27,644	29,941	30,645
Vermont	223,198	271,214	294,382	322,539	334,318

Source: U.S. Census Bureau: Decennial Census

## Addition of new housing units outpaces county and state

	1990		2000		2010		2020	
	#	%	#	%	#	%	#	%
Waterbury	298	17.9	150	7.6	279	13.2	174	7.3
Washington County	3,215	14.5	2,316	9.1	2,297	8.3	704	2.3
Vermont	48,016	21.5	23,168	8.5	28,157	9.5	11,779	3.6

Source: U.S. Census Bureau: Decennial Census

# Number of permits “appears to lag” household growth

Year	# of permits	% of housing units**
2022	30	1.2
2023	50	1.9
2024*	17	1.1

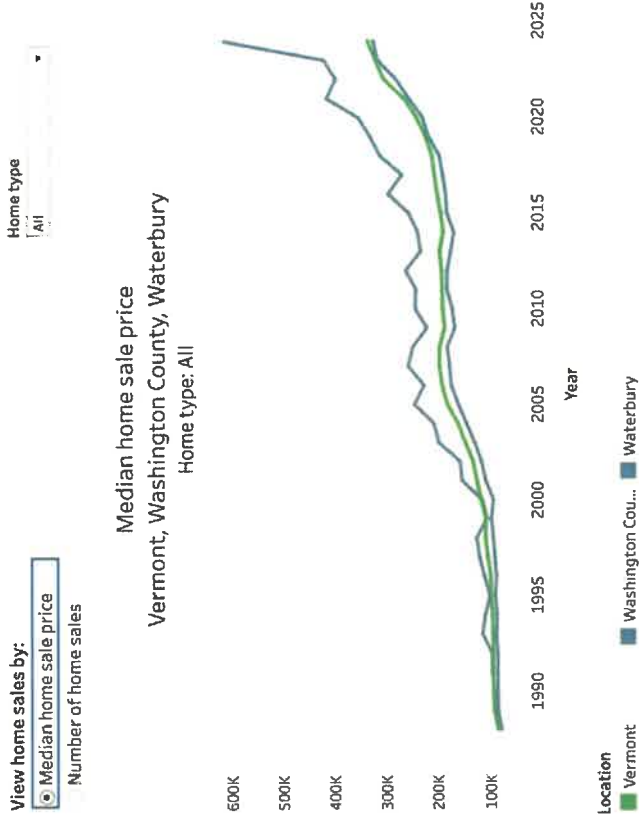
\*Data through 7/15/2024

\*\*Based on 2,559 units from 2020

Source: Town data. Permits issued for single family houses, ADUs, apartments, duplexes, subdivisions.

# Increases in home sale prices dramatically outpacing increases at the county and state levels

## Primary home sales



Average home price increased 73% in Waterbury since 2020, compared with 38% for Vermont

Median home price in Waterbury was 1.46X that of Vermont in 2020, and is 1.82X in 2024

Source: HousingData.org, <https://www.housingdata.org/profile/homeownership-costs/primary-home-sales> (from VT Department of Taxes Property Transfer Tax Records, 1988 - 2023)

Median household income for a two-earner household supports a home sales price of \$422,000, but median price for a 3 bedroom home has increased to \$535,000 in 2023

Year	# of Houses Sold	Annual Turnover	Median Price
2020	71	4%	\$437,500
2021	59	3%	\$476,000
2022	48	3%	\$440,000
2023	49	3%	\$520,000
	<b>227</b>	<b>3%</b>	<b>\$457,000</b>

# of Bedrooms	# of Houses Sold	Median Price
2 or less	43	\$275,000
3	116	\$457,500
4 or more	68	\$575,000

Source: MLS Data



# Affordability

Although renters making less than \$52,540 represent 50% of total, only 42% of rentals are affordable to them

Almost all (90%) of renter-occupied households with less than \$52,540 annual income are cost-burdened

On the other hand, 57% of renter-occupied households making more than \$75,000 (101 households) are spending less than 20% on housing costs. However, only 5% (12) of houses sold from 2000 - 2023 are affordable at this income level.

25% (257) of owner-occupied households spend more than 30% of their annual income on housing (national average is 21%)

Renters older than 65 years of age represent 17% (114) of total renters, and 81% (92) of renter households older than 65 years live in 1-person households spend more than 30% of their income on housing.

Owners older than 65 years of age represent 28% (422) of total owners, include 180 owners over 75.

# Summary

- As of 2020, Waterbury's growth in both population and median income outpaces county and state. Household growth is twice that of Washington County, but on par with Vermont as a whole.
- As of 2020, addition of new housing units outpaces county and state and is in par with growth in populations and households.
- Since 2020, growth rate of housing supply lags demand created by population and household growth (especially considering 100% growth - 90 units - of STRs<sup>\*</sup>)
- Home prices in Waterbury have increased at double the rate of the Vermont as a whole, resulting in a \$100K "affordability gap" for a two-earner household to afford a 3 bedroom home.
- Half of renters, and 25% of owner-occupied households, are cost burdened (and a significant portion of both are over the age of 65).

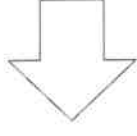
<sup>\*</sup>Needs further analysis

# 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	<ul style="list-style-type: none"> <li>Montpelier allocates \$110,000 (\$0.01 per \$100,000 of assessed value) annually to their fund.</li> <li>Woodstock funded the Lease to Locals program with \$60,000.</li> </ul>
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>	

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:

**Memo**

Date: 10/4/24  
From: Tom Leitz  
To: Selectboard  
Re: Pool Conditions

For many years the Town pool has experienced significant water loss during the summer months, and the Town has struggled to control growth of algae. We can confirm that chlorine levels in the pool are adequately maintained, and staff take pains to scrub the pool. Therefore, the algae is not due to low effort or low chlorine residuals in the water.

In prior years the pool was painted every two years. This year, rather than paint the entire pool, the Town experimented with a new type of coating in an attempt to address some of the large bubbles and cracks that have formed in the liner in the shallow end. While we have not experienced how this new coating wears through the winter, the pool functioned remarkably better in 2024 than in prior years. As seen in the table below, the pool required nearly 300,000 fewer gallons added in 2024 than 2023, a reduction in water loss of over 40%. While we did not maintain data, we also note the average temperature of the pool was remarkably improved as compared to prior years. We believe this is due to the new coating. Based on this improvement, we believe the proposal to spend the \$47,900 is justified and can expand the useful life of the pool. We wanted to introduce this for consideration in advance of any 2025 budget deliberations.

<b>Year</b>	<b>Total Gallons Added to Pool</b>	<b>Total Gallons of Rainfall</b>	<b>Total Gallons to Operate Pool</b>
2023	527,600	182,700	710,300
2024	282,400	132,400	414,800

There are also plans to do our best to address the algae. The pool does need to be filled during the winter to protect the concrete. Rather than leave the pool full until then, this fall we will drain the pool and make a good faith attempt to clean the liner with bleach and other chemicals. Before the ground freezes we will again fill the pool. In the spring we will drain the pool, and clean the liner in advance of the pool being filled in June. We speculate this may assist in killing some of the persistent algae. If this is not effective the additional cleaning and use of water will not significantly impact the pool budget.

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.*