

**Meeting of the Waterbury Select Board**  
**Monday November 7, 2022**  
**Steele Community Room, 28 North Main Street and via Zoom**

**Attendees:** Dani Kehlmann, Chris Viens, Roger Clapp, and Alyssa Johnson (Select Board), William Shepeluk and Tom Leitz (Municipal Manager and Deputy Manager), Kelsey Applegate, Breck Staurt, Kane Sweeney, Liz Walton

**Via Zoom:** Anne Imhoff, Lisa Scagliotti, Meg Baldor, Eliza's iPhone, Mary Koen, Joan Beard  
The meeting was called to order by D. Kehlmann at 7:01 pm.

**Approve Agenda**

A. Johnson made a motion to approve the agenda, with the addition of "ARPA Input" on Select Board items and removal of the Verizon Item from the consent agenda. The motion was seconded by C. Viens and passed unanimously.

**Consent Agenda Items**

- a.) Minutes of the October 17, 2022 & October 20, 2022 Meetings
- b.) Liquor License for CHCM (formally Cold Hollow Cider Mill; First Class, Second Class & Outside Consumption)

R. Clapp made a motion to approve the consent agenda. The motion was seconded by C. Viens and passed unanimously.

**Public**

A. Johnson thanked all those who attended the Open House to Celebrate the retirement of Bill and Carla, and gave special thanks to Ingrid Shepeluk for all of her work to organize the events.

It was noted that for Election Day, November 8<sup>th</sup>, Waterbury's polling place is Brookside Primary School on Stowe Street and the polls are open from 7 am to 7 pm. Folks are asked to park behind the building, and to avoid the 7:30 am and 2:30 pm timeframes and bring their unvoted ballot if possibly. Most importantly, please vote!

**Verizon Wireless proposed application for a Temporary 80' tower**

W. Shepeluk provided a brief background on the application, and the previous application that the Town successfully opposed. The opposition to the prior proposal was do to its location within the Shuetsville Hill Wildlife corridor, not the provision of the cell service. It was noted that applications for telecommunications facilities are not subject to local zoning regulations.

R. Clapp made a motion acknowledge receipt of and offer no objection to Verizon Wireless proposed application for a Temporary 80' tower to provide cell service. The motion was seconded by C. Viens and passed unanimously.

**Housing Task Force Appointments**

The Select Board received 11 applications for the public members of the Waterbury Area Housing task force. The previously approved structure includes 6 members of the public. The

Board engaged in a rank choice voting process to determine top candidates (which took approximately 30 minutes). After reviewing and discussing the results, A. Johnson made a motion to appoint Chris Blazano, Lara Lonon, Maddy Young, Elizabeth Danyew, Joe Camaratta and Eliza Novick-Smith as the public representatives on the Waterbury Area Housing Task Force. The motion was seconded by R. Clapp and passed unanimously. It was noted that other members of the public would be welcome to attend meetings of the task force.

### **Nomination of Meg Baldor for Conservation Commission**

M. Baldour was present and provided an overview of her interest in the Conservation Commission. J. Beard also expressed support for the nomination. Select Board members asked questions. R. Clapp made a motion to appoint Meg Baldor to the Conservation Commission for a vacant seat with a term ending in April 30, 2025. The motion was seconded by C. Viens and passed unanimously.

### **Discussion on short terms rentals in Waterbury**

D.Kehlmann noted that the discussion was intended as a preliminary discussion of the topic, which would also be discussed further by the Planning Commission, Housing Task Force. W. Shepeluk reviewed an overview of the current status regarding short term rental regulations provided by S. Lotspeich. It was noted that Waterbury's Assistant Planning and Zoning Administrator, N. Leitner has experience with this type of regulation from his prior role in Woodstock. In Woodstock, the required registration and regulation was focused on Fire Safety compliance to level the playing field with other types of hospitality groups. very controversial. There has been statewide regulation based relating to health and safety codes.

It was noted that the Interim Bylaws for the Downtown District and draft Unified Development Bylaw include Short Term Rental as a defined use, which as currently drafted, would be available in every district except Institutional/Industrial.

There was discussion of the potential for impact fees for those in this use. Waterbury does not currently charge any impacts fees. There was further discussion of the need to identify a particular problem with short term rentals to solve when identifying policy. The principle issue framed by members was the removal of longer term rental housing, and the limited availability of housing, particularly more affordable housing.

B.Stewart provided comments in support of regulating short term rentals, and spoke to impacts on housing affordability, worker availability, and community vibrancy, He supports the definition as currently proposed and suggested looking at the regulations created in Burlington. K. Sweeny provided additional comments in support of regulating short term rentals and emphasized the challenging housing market. T. Scribner noted that there was likely to be additional pressure on short term rentals from a more "nomadic society" and potential impacts on Town services. K. Applegate emphasized the importance of increasing housing to serve as homes for people who can support a more diverse population. E. Novick-Smith shared experiences from another mountain town, and emphasized that the constituency most likely to benefit from regulation may not show up to hearings. M. Koen provided support for having an open forum to give everyone a chance to share their thoughts before the Planning Commission or others go off in a direction

without more input. It was highlighted that the Housing Task Force and others may consider this issue for further study to continue the conversation.

### **Social Media Policy Discussion**

There was discussion of various social media policies. It was noted that most of the policies adopted by other municipalities or available as samples were oriented to official municipal pages, and also the personal pages of individual municipal employees and officials.

With the exception of the Recreation Department, Waterbury does not have any official municipal social media pages. The existing Town policy that was adopted was developed for the Recreation page. There was discussion of the challenges and nuances of regulating speech, particularly for employees.

Overall, it was noted that there should be clear guidance on sticking to factual information and ensuring that there was clarity on statements made by individuals instead of on behalf of a group. It is also important to ensure that Open Meeting Law is followed. T. Leitz proposed drafting a guidance memo outlining these points for distribution to those on Boards and Commissions. By consensus, the Select Board supported this approach.

### **Boards work plan for Management Team – 2 months**

T. Leitz provided information about the transition process, much of which involves history, budgets, anything to focus on. He asked if there were any specific items that were mentioned. Select Board members noted that including review of personnel policy, hiring (as discussed later in the meeting). Annual calendar for scheduling. There was note of streamlining services.

### **Bolton Gravel Pit**

C. Viens noted that two folks have been sent home without gravel, and that only winter sand is coming out of the pit. It was noted that alternate aggregate sites were very expensive for the Town. There was additional discussion regarding town hauling and use of contractors.

### **ARPA Input**

The Select Board discussed the draft of the ARPA input survey and accompanying letter. It was determined that D. Kehlmann and A. Johnson would work to revise the materials, and circulate them to the rest of the Board for review.

### **Status Report – Town debt obligations**

W. Shepeluk distributed a table of Town Debt Town of Waterbury Debt Service and reviewed it. Currently, approximately 6.9 cents of tax rate is used to pay debt service across all categories. The Town did not issue debt in 2022. There was discussion of the lending from the tax stabilization fund, and assumptions used in creating the table. There was additional discussion on perspectives on the value of municipal borrowing, particularly given the ability of municipalities to borrow at lower interest rates than individuals. Overall, it was highlighted that the debt allows the funding of purchases over the useful life of an item without needing to use operating or capital reserve funds. Overall, Waterbury has kept its debt to a manageable level. There was discussion of the challenges of keeping pace with escalating price increases for highway vehicles.

### **Capital Budget – Discuss Structure of CIP**

W. Shepeluk shared a copy of the Capital Budget from the 1997 Town Plan, which showed all capital assets from all departments on a single page. W. Shepeluk provided background on the Capital Budget development, and the evolution to the current divided CIP structure which is separated into CIP by Program in funds 70-75 (Paving, Fire, Recreation, etc).

It was noted that the auditors, and M. Gilbar, the financial consultant hired by the Town, prefer the combination into a single Capital Budget. W. Shepeluk and T. Leitz also support the combination. There was further discussion of the nuances of the table. It was noted that a CIP Snapshot or other report could be used to provide information about specific programs if desired. By consensus, the Board supported the proposed transition of the Capital Budget as outlined.

### **Staffing Update**

W. Shepluk and T. Leitz provided updates on staffing. Both the Town and EFUD have lost employees, including a highway department mechanic and two water treatment operators for EFUD. The labor market is very strong, and it is a challenging hiring environment. Historically, Waterbury has been in the mid-range of municipal salaries. Because there has been limited turnover and wages have increased significantly, new hiring requires increased wage, and there are resulting wage implications for current. There was additional discussion of the requirements of weekend and on-call work for some municipal positions. Staff emphasized the importance of retaining employees, in addition to hiring, and the wage increases necessary to do so, which are likely to have budget implications. By consensus, the Board supported the managers in making the necessary adjustments to manage employee hiring and retention as appropriate.

Being no further business, the meeting was adjourned 10:42 pm.

**Next Meeting of the Select Board:** Monday, November 21, 2022