

**Meeting of the Waterbury Select Board
Monday February 13, 2023
Steele Community Room, 28 North Main Street**

Attendees: M. Bard, A. Johnson, R. Clapp, C. Viens; Board; T. Leitz, Manager, K. Petrovic, Town Clerk; S. Lotspeich, Staff; G. Dillon Fire Chief

Public Attendees: S. Culver CWLL; E. Walton; ORCA Media; L. Scagliotti Waterbury Roundabout

Attending by Zoom: D. Kehlmann Board; Orca Media; M. Culbertson

The meeting was called to order by M. Bard at 7:02

Approve Agenda

C. Viens made a motion to approve the agenda which was seconded by R. Clapp. A vote was held and passed unanimously.

Consent Agenda Items

- a.) Minutes of January 30, 2023 Meeting
- b.) Approve 1st and 2nd class liquor license for Country Club of Vermont; Approve 2nd class liquor license for Thatcher Hill LLC; Approve 2nd class liquor license for Village Market, Approve 2nd class liquor license for Kinney Drugs #101

A. Johnson moved to approve the Consent Agenda which was seconded by R. Clapp. A vote was held and passed unanimously.

Public

C. Viens requested permission to speak under public and was granted permission. C. Viens informed the Board of a drug related incident at Shaw's Supermarket last week when an employee had to administer Narcan to two individuals overdosing in the store. He was also informed that a friend had witnessed a drug deal that took place at a local gas station. C. Viens just wanted the board to be aware as he sees these incidents distressing.

Approval of road closure for the Little League Parade on 4/29 from 1:00 to 2:00 p.m., with a rain date of 4/30 at the same time

S. Culver President of the Clyde Whittemore Little League spoke to the Board requesting permission to have a parade to kick off the season. Currently the request is to parade from Dac Row to Park Row along Main Street. S. Culver requests the Boards permission to close streets for the parade which is estimated to last 45 minutes. Discussion of Public Safety followed. By consensus the Board supports the idea and authorized Culver to save the date for the event however they would like him to return to the 2/27 meeting with a list of volunteers to assist with street closures, which street will be closed as well as a plan for how to divert traffic for the duration of the parade and safety procedures.

Fire Chief/Emergency Management Director discussion related to parade policy

Chief Dillon spoke to the Board about developing a policy regarding parades. He encouraged the Board to consider drafting a formal policy with safety guidelines and most importantly a contingency plan in the event of an emergency. R. Clapp has volunteered to assist with drafting a policy along with T. Leitz for Chief Dillon to review with recommendations.

Selectboard participation in interview process for Planning and Zoning Director

A unique hiring process the Planning & Zoning Director is recommended by the Planning Commissioners and appointed by the Select Board. T. Leitz wondered if the Select Board would like to be involved in the interview process. The hope is to conduct interviews with members of the Planning Commission, Select Board and Manager. This should begin in March as the current job listing has a due date at the end of February. **R. Clapp moved to nominate C. Viens and A. Johnson as Select Board representatives to be on the hiring committee. D. Kehlmann seconded the nomination, a vote was held and passed unanimously.**

Discussion of 2023 goal setting

The Select Board has expressed a desire to draft formal goals for themselves. T. Leitz was able to find examples from other communities and distribute those ideas to all the Select Board members. Based on that data the Board will email Leitz their “goal wish lists” for him to compile. R. Clapp expressed he would like staff involvement in the process. T. Leitz stated it would be a great way to balance the Manager – Board power. Deadline for Board to email ideas is Wednesday February 22, 2023

Hanging of new banner

T. Leitz stated the banner is completed and ready for pick up in Essex. There was an idea to have a more permanent wooden sign created but that will take time to design and plan. The suggestion of a land acknowledgement statement and words of appreciation was discussed. C. Viens spoke of some of the history that led to the banner in the first place and how he would like to see a community event to bring people together. Due to the fact Town Meeting Day is three weeks away without a lot of time to plan anything formal **R. Clapp made a motion to have B. Woodruff and T. Leitz replace the existing banner with the new one and if the elected board following Town Meeting wants to plan a ceremony following Town Meeting action can be taken then. C. Viens seconded the motion; a vote was held and passed unanimously.**

Consider Resolution and Budget for Better Connections Grant

S. Lotspeich brought the Board detailed information about the grant he spoke of two weeks ago. There is a 10% local match of \$7,000 to be paid over two years. **R. Clapp moved to approve the resolution for the Better Connections Grant. A. Johnson seconded the motion; a vote was held and passed unanimously.**

M. Bard asked the Board if they would be interested in an Emergency Management training. This will be placed in the parking lot to discuss later.

C. Viens made a motion to adjourn seconded by R. Clapp. A vote was held and passed unanimously. There being no further business the meeting was adjourned at 9:00pm.

Next Meeting of the Select Board: Monday February 27, 2023

Resolution for Better Connections Grant

WHEREAS, the Municipality of the Town of Waterbury is applying for funding as provided for in the FY 2023-2024 Budget and may receive an award of funds under said provisions; and

WHEREAS, the Agency of Transportation and the Agency of Commerce and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for planning purposes or the municipality has voted at an annual or special meeting to provide local funds for planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to provide a cash match of 10% of the project cost:
2. That the Municipal Planning Commission recommends applying for said Grant:

Martha Staskus
 (Name of Planning Commission Chair) (Signature)

3. That (Name) Thomas Leitz Title Municipal Manager is hereby designated as the Local Project Manager, the person with the overall administrative responsibility for the Better Connections program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 13th day of February, 2023.

LEGISLATIVE BODY

<i>(name)</i>	<i>(signature)</i>
<u>Michael Bard, Chair</u>	_____
<u>Danielle Kehlmann, Vice-chair</u>	_____
<u>Chris Viens</u>	_____
<u>Alyssa Johnson</u>	_____
<u>Roger Clapp</u>	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s)); and the Local Project Manager.
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. For consortium applications, each municipality must complete a separate Resolution form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Local Project Manager.

Better Connections Grant Application - Pre-flight Narrative

Title: Waterbury Center Village Connectivity, Accessibility, and Place Making Study

7. Please provide a short description of your project:

The focus of this project is to improve the connections within and between the two parts of Waterbury Center village in the vicinity of the triangle green near the Grange Hall (the Designated Village area) and along Route 100 in the vicinity of Cold Hollow Cider Mill. The main components of the project will include improving pedestrian access and safety, calming vehicular traffic, strengthening a sense of place within the village, and addressing stormwater runoff from the roadways and adjacent development in the village to improve water quality. Accessibility in and around the village is an important aspect of this project to make sure that all of the village's public spaces are accessible, safe and enjoyable for all people.

8. Please provide a list of project partners and stakeholders:

The current list of stakeholders includes: Revitalizing Waterbury, Inc., the Grange Hall Cultural Center, the Makersphere arts organization, the Children's Literacy Foundation, A River Runs Through It Garden Club, the Town of Waterbury including the Fire Department, and the area businesses including the Cold Hollow Cider Mill.

9. Please share if this project is building off past planning or community engagement efforts:

We are currently in the midst of a Parks Study that includes Hope Davey Park in Waterbury Center village. There has been a robust public participation process as part of that project, including the residents of the village, that is continuing into 2023. The Town recently carried out a public survey on the allocation of ARPA funds and the responses included comments that there is a need for developing pedestrian facilities in Waterbury Center village. VTrans has also done a series of Route 100 Corridor Studies over the past three or more decades and the most recent study identified the creation of pedestrian facilities and traffic calming in Waterbury Center village as priority projects.

10. Please share the project's goals and expected outcomes:

The goal of this project is to create a vision and implementation plan for Waterbury Center village that will develop ways to connect the two parts of the village as one shared place that is accessible and welcoming for all people. Expected outcomes are to develop a plan for pedestrian access and safety throughout the village with possible sidewalks, crosswalks, and paths. Additional outcomes are a concept plan for a wayfinding and interpretive signage system, and additional stormwater treatment including the use of green stormwater infrastructure.



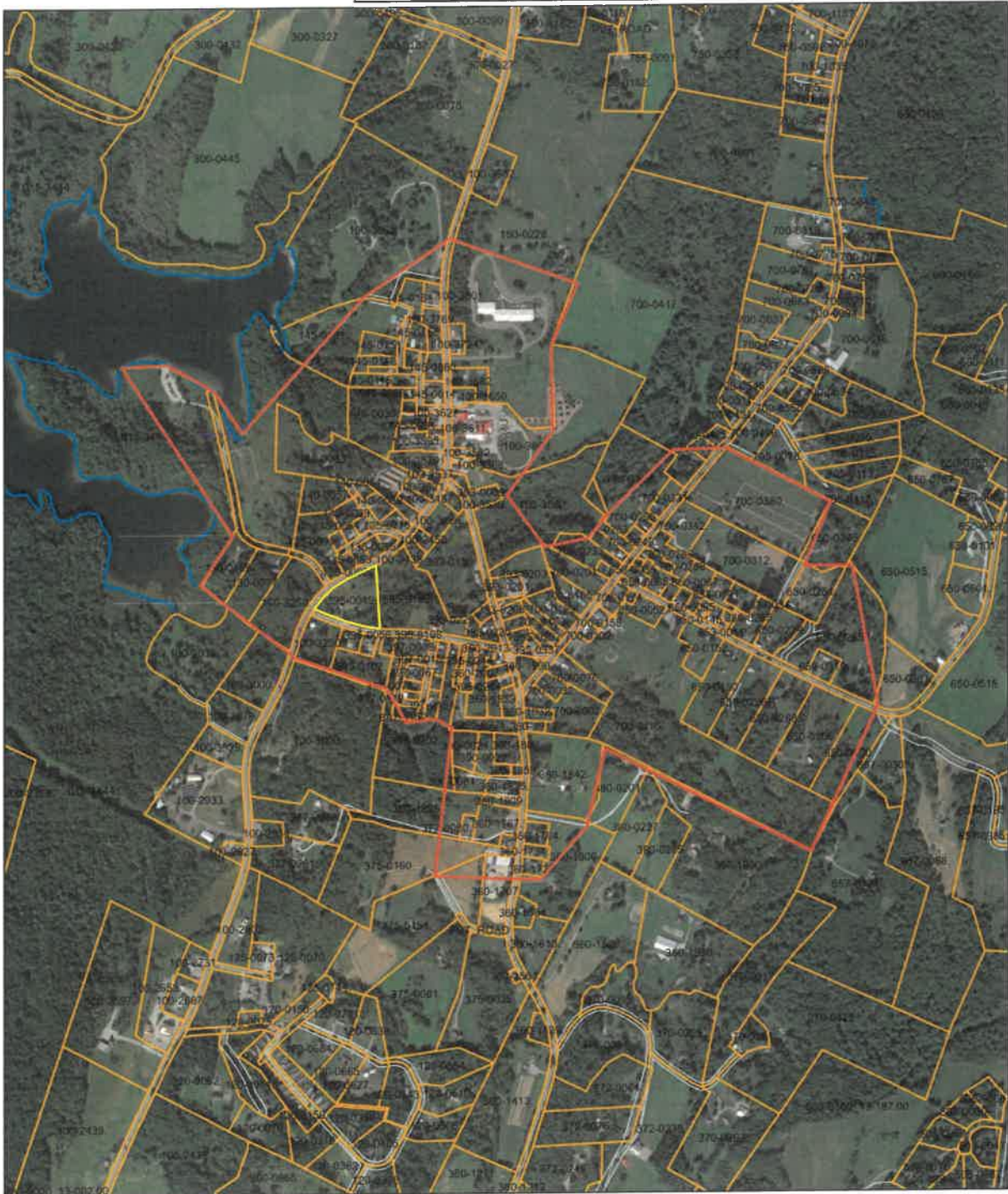
Waterbury Center Village

Waterbury, VT

February 7, 2023

1 inch = 752 Feet

www.cai-tech.com



- Large Scale
- Parcel - Poly
- Edge of public road right-of-way
- Edge of surface water area that serves as property boundary
- Parcel boundary only
- LineMiscWork
- ROW
- <all other values>
- Areas of Interest

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

**Waterbury Better Connections Grant Application
Project Budget with Tasks Schedule**

Task Name	Description of Task	Deliverables	Task Cost	Local Match (10%)	BC Funds (90%)	Schedule
1. Kick-off Meeting	Consultant team meets with the Steering Committee, to be previously appointed by the Select Board, to review the project goals, tasks, and schedule. Identify stakeholder groups.	Draft project goals, task list, schedule, and list of stakeholder groups.	\$ 1,500.00	\$ 150.00	\$ 1,350.00	
2. Analysis of Existing Conditions	Consultant team compiles information on the existing conditions incl. transportation, land use, historic & cultural resources.	Narrative report, maps, and illustrations of the existing conditions	\$ 15,000.00	\$ 1,500.00	\$ 13,500.00	
3. Meet with representatives of stakeholder groups	Solicit and compile input from stakeholder groups on their goals, priorities and desired projects.	Narrative report including input from stakeholder groups.	\$ 1,500.00	\$ 150.00	\$ 1,350.00	
4. Public opinion survey & project webpage	Prepare survey in paper and on-line format including boards to be used in the Open House / Workshop. Create project webpage on municipal website.	Survey in multiple formats & graphic boards for use in Open House / Workshop, and project webpage	\$ 8,000.00	\$ 800.00	\$ 7,200.00	

**Waterbury Better Connections Grant Application
Project Budget with Tasks Schedule**

5. Open House / Workshop	Facilitate a public open house /workshop to discuss the goals of the project, identify priorities and potential projects. Coordinate with public opinion survey to gain input.	Report on input from workshop and results of public opinion survey.	\$ 7,000.00	\$ 700.00	\$ 6,300.00	
6. Preliminary Conceptual Plans	Prepare preliminary conceptual plans related to traffic, pedestrian and ADA access in Waterbury Center village, traffic calming on Route 100, typical concepts for a wayfinding sign system, locations for public art, locations for green stormwater facilities, and other identified projects.	Preliminary Conceptual Plans make available on project webpage.	\$ 18,000.00	\$ 1,800.00	\$ 16,200.00	
7. Present Preliminary Conceptual Plans to Steering Committee and stakeholders.	Present Preliminary Conceptual Plans and revise based on comments received from Steering Committee and stakeholders.	Revised Preliminary Conceptual Plans added to project website	\$ 3,000.00	\$ 300.00	\$ 2,700.00	

**Waterbury Better Connections Grant Application
Project Budget with Tasks Schedule**

8. Public meeting to review Conceptual Plans	Present Conceptual Plans to Steering Committee and stakeholders and members of the public.	Revise Conceptual Plans based on comments from public meeting	\$ 3,000.00	\$ 300.00	\$ 2,700.00	
9. Draft Final Plans and Report	Prepare draft Final Report with Plans and present to Select Board, Steering Committee and stakeholders for comment.	Draft Final Plans and Report with compilation of comments	\$ 8,000.00	\$ 800.00	\$ 7,200.00	
10. Finalize Plans and Report	Finalize Plans and Report, including funding strategies, and implementation roadmap, and add to webpage.	Final Plans and Report	\$ 5,000.00	\$ 500.00	\$ 4,500.00	
Total Project Cost			\$ 70,000.00	\$ 7,000.00	\$ 63,000.00	