

Minutes of the Select Board  
Monday, March 18, 2024  
28 North Main Street and via zoom

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

**Public Attendance:** ORCA Media, Chris Viens, Ashley Metevier, Christina Griffith, Angela Celley, Dona Culver, Scott Culver, Cheryl Gloor, Lisa Scagliotti Waterbury Roundabout, Sally Dillon, Gary Dillon, Katarina Lisaius, Evan Hoffman, Jonathan Siegel

**ZOOM:** Valerie Rogers, ORCA Media, Sandy Sabin, Anne Imhoff, Samsung SM-S916U, Evan Hoffman, Dani Kehlmann

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

**Approve Agenda:** K. Sweeney made a motion to approve the agenda as written. A. Johnson seconded the motion; a vote was held and passed unanimously.

**Select Board Organization:** K. Sweeney nominated R. Clapp as Chair of the Select Board. M. Bard seconded the motion; a vote was held and passed 4-1 with R. Clapp abstaining. M. Bard moved to nominate A. Johnson as Vice Chair of the Select Board. K. Sweeney seconded the motion, a vote was passed 4-1 with A. Johnson abstaining. A. Johnson nominated K. Sweeney as secretary of the Select Board. M. Bard seconded the nomination. A vote was held and passed 4-1 with K. Sweeney abstaining.

**Consent Agenda:**

- a) Minutes of February 19, 2024 & Town Meeting March 5, 2024
- b) Second Class License for KPH Drugs, Inc (Kinney Drugs) 80 South Main Street Waterbury
- c) Second Class License for Thatcher Hill LLC (Fairfield Inn & Suites) 1017 Waterbury Stowe Road
- d) Tobacco, Tobacco Substitute and Second-Class License for Wesco 713 Waterbury Stowe Road
- e) Tobacco, Tobacco Substitute and Second-Class License for Wesco 1 North Main Street Waterbury
- f) First Class, Third Class, and Outside Consumption Permit (porch area that fronts south main street) for The Shamrock Pub Company (McGillicuddy's Irish Pub)
- g) First Class Restaurant/Bar, Third Class Restaurant/Bar, and Outside Consumption Permit (Golf Course, including patio overlooking 9th and 18th greens) for Country Club of Vermont Incorporated 2800 Country Club Road Waterbury
- h) Second Class License for Brockton Corporation (Shaw's Beer & Wine) 820 Waterbury Stowe Road
- i) Approval of Annual Audit scope and objectives

**M. Bard moved to approve the consent agenda. K. Sweeney seconded the motion. A vote was held and passed unanimously.**

**Public:** T. Leitz announced the bill for the Waterbury Town Charter is scheduled for a second hearing and progressing closer to being signed. He has been told if passed it would take effect one quarter after the quarter it passes into law. There is a possibility to have this revenue stream this year.

C. Gloor requested an updated on the status of the Town property on High Street and Stanley Wasson Hall. T. Leitz stated Stanley Wasson is still owned by the State. The State is working on a subdivision as part of their Act 250 permit. The High Street property has a survey being performed by Grenier Engineering. T. Leitz spoke of a number of challenges related to the development of the property including water, sewer and driveway access. The hope is to accommodate a couple of duplexes or triplexes but there are cost restraints.

V. Rogers asked about the State Police contract that she feels has a lot of coverage gaps. She stated that there are several shifts where the Town does not have coverage. S. Dillon was able to confirm there will be a trooper on duty Monday April 8, 2024. M. Bard asked T. Leitz if the State homeless shelter at the armory takes place would that allow us to increase coverage? T. Leitz stated it was discussed but nothing was confirmed.

**Debriefing of Town Meeting:** M. Bard commented he thought the meeting went well and was well attended. The budget discussion was very clear and good questions were asked and answered. D. Kehlmann asked if the Town would consider taking attendance at Town Meeting – number of people and time they attended as well as demographics of people. All agreed that it would be great data to have but capturing it would be challenging. C. Viens commented he was also pleased with the number of people he saw there. He wished the State Reps didn't have to leave so quickly following their presentation to the voters. K. Sweeney stated the Associated Press complimented Vermont on Town Meeting Day. A. Johnson thanked K. Petrovic on efforts to plan Town Meeting. I. Shea publicly thanked Madame Moderator R. Ellis for her wonderful work. M. Bard thanked the Senior Center for offering lunch and also stated other communities had a pot luck lunch that brought people together. There remains a desire among members of the Select Board to explore changing the format of Town Meeting.

**Introductions and Process Questions:** M. Bard will continue to stop by on Tuesdays to sign orders. **A. Johnson moved to allow for one Select Board member to sign on behalf of the Board. M. Bard seconded the motion; a vote was held and passed unanimously.** R. Clapp invited Select Board members to take advantage of VLCT trainings and stated the Town will pay for fees. A. Johnson asked staff to email the orders to all members for review. T. Leitz spoke of investing in software for Accounts Payable. He has been researching this and might propose something to the Board at some point in the future.

**Approve Conflict of Interest Policy & Rules of Procedure:** There have been no changes to the language of either document. **K. Sweeney moved to approve the Select Board Rules of Procedure policy as written. M. Bard seconded the motion, a vote was held and passed unanimously. K. Sweeney moved to adopt the Conflict-of-Interest Policy, M. Bard seconded the motion, a vote was held and passed unanimously.**

**Newspaper of record:** M. Bard made a motion to approve the Times Argus Newspaper as the paper of record and staff to send all notices to the Waterbury Roundabout. **A. Johnson seconded the motion, a vote was held and passed unanimously.**

**Expiration of Appointed Terms Limits:** M. Bard made a motion to have Town Appointed commissions end on April 30 each year with new appointments beginning on May 1 of each year. **I. Shea seconded**

**the motion; a vote was held and passed unanimously.** By consensus all Board vacancies should be advertised regardless if the individual filling the seat wishes to be reappointed.

**Eclipse Parking/Request to close River Road:** J. Siegel stated there have repeatedly been issues with people camping in the parking lot of the Ice Center. Ice Center staff has concerns about people camping when there are events scheduled at the Ice Center on Saturday and Sunday. Ice Center staff has no concerns about Monday because they have no scheduled events. G. Dillon raised the point he did not want such a decision to create a precedent for others to ask for the same consideration. K. Lisaius stated no other parks are planned to be closed over the weekend and there is no camping in any Town parks. **M. Bard made a motion to close River Road to the Ice Center to prohibit eclipse parking, Friday night, April 5 – close River Road around 10pm. Saturday – open the road by 6am, close the road at 6pm. Sunday – open the road at 7am; No need to close the road Sunday night. K. Sweeney seconded the motion; a vote was held and passed unanimously.** K. Lisaius stated on Wednesday, March 20 at 1pm there will be an eclipse meeting in the Steele Room and by zoom.

**Entertainment Permit Craft Fair:** A. Metevier introduced her Entertainment Permit to the Board. She stated she currently holds events at Crossett Brook with live music, this event will introduce food trucks. 78 vendors have shown interest in this event. She has secured 5 additional portable toilets for Dac Rowe field. At a recent event in December, they had 300 people attend. The Board has concerns about this event and NQID operating at the same time and needing the use of the same field. The NQID parade starts at the State complex and ends at Dac Rowe at 3pm. The application states the event is scheduled from 11am-6pm. A. Metevier has never held an outdoor event. They expect to have the food trucks down by the Winooski Street baseball field on the parking lot and not on the fields. The Board expressed concerns about the number of vehicles in the ball field for an event this size. Suggestion made for this event to work with the Rotary to ensure both events can operate simultaneously. C. Gloor asked if shortening the craft fair timeline would be conducive to allowing both events to occur on that day. S. Culver presented the Board with a document regarding his concerns about this event. The Board has given permission for the event planners to walk onto Dac Rowe as soon as tomorrow to finalize their parking and pedestrian plans.

**Congressionally Directed Funding/Application for funding of a new pool:** K. Lisaius introduced the options of applying for a federal funding grant. Since 2020 our congressional delegation has announced funding opportunities, K. Lisaius and T. Lietz brainstormed what options the Town could put forward quickly because the application deadline is early May. The pool study was recently completed so that seemed like a worthy request. The Board asked if the application required matching funds, K. Lisaius stated it depends which funding option is applied for. T. Lietz clarified the funding ask is not for a cover on the pool because the Town is not prepared for the additional expense of operating a year-round pool. T. Lietz stated the cost for engineering to go to bid is \$250,000. Best case scenario this would be constructed in 2026. There is an awareness that the State will be closing the Waterbury Reservoir beach soon for needed repairs and the Town does not want to overlap with the time our pool is closed. **K. Sweeney made a motion to authorize the Municipal Manager and Recreation Director to apply for Senator Sanders grant funds as described for the pool and associated buildings, at the existing location at Anderson field for a budget of roughly \$4 million dollars. A. Johnson seconded the motion, a vote was held and passed unanimously.**

**Armory Update:** T. Lietz stated the State has replaced the sewer line; there was a previous break that was repaired but now the line has been replaced. They have also installed a sprinkler system. Neither of these items required a permit. Given the homeless program is in a state of flux, there is a fear the State will need a temporary emergency shelter. The Zoning Administrator has a tentative hearing date of April 3, 2024 for the Development Review Board to take up a Change of Use permit but one has not been submitted at this time. M. Bard stated on a local news story they stated 4 emergency sites were recently opened, two were vacant and two had less than 50 people in need. It's unclear what the Armory is needed for with so few people having taken advantage of emergency shelters now.

**FEMA Ferris Request:** A. Johnson moved to approve the buyout request for 33 N Main Street. K. Sweeney seconded the motion, a vote was held and passed unanimously.

**Next Meeting Agenda:** M. Bard asked about adding additional handicap parking in the business district. Add CWLL Parade, Rental Registry, Charter Update.

To April 15<sup>th</sup> add Board Appointments, Planning Bylaw, Special Article Payment Policy, and Animal Control Ordinance.

**Executive Session:** K. Sweeney moved to find that premature public knowledge would clearly place the Town at a substantial disadvantage. A. Johnson seconded the motion; a vote was held and passed unanimously.

K. Sweeney moved to enter into executive session to discuss contracts, probable or pending litigation and real estate. A. Johnson seconded the motion, a vote was held and passed unanimously.

The Select Board exited Executive Session at 10:30pm. K. Sweeney made a motion to authorize the Municipal Manager to issue fees in accordance with the Town's Animal Control Ordinance. The motion was seconded by I. Shea; a vote was held and passed unanimously.

**Adjourn:** K. Sweeney made a motion to adjourn at 10:31pm which was seconded by M. Bard and passed unanimously.



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WATERBURY, VT 05676  
WATERBURYVT.COM

**Memo**

**From:** Tom Leitz, Manager  
**To:** Selectboard  
**Date:** March 15, 2024  
**Re:** Audit Scope and Objectives

Within your consent agenda is a requested approval on the audit scope and objectives for 2023.

The audit plan, as proposed, is standard for any Town in Vermont. The cost is also outlined, and it is consistent with the prior year. The Town has engaged with Sullivan Powers since 2018, and I am satisfied with their work and the cost. They are a Vermont firm with the staff to perform a professional audit of an organization of our size and complexity.

I do note that standard guidance suggests that a municipality should not have a long-term relationship with an audit firm. While this is guidance and not a formal rule, 10-years is often suggested as a reasonable time period.

The audit begins with fieldwork in late winter/early spring and all audit work will be completed by June 30<sup>th</sup>. The goal of every audit is to receive an unmodified opinion, which essentially states that the Town's financial statements are presented fairly. A secondary goal is to resolve any audit findings noted in the management letter.

Once completed I will schedule the auditors to present our financial statements and findings at a selectboard meeting. This presentation should be done annually. The Town has adopted a series of financial policies to help ensure taxpayer funds are appropriately safeguarded; presentation of the annual audit and related findings at a public meeting is an important component of our series of checks and balances.

**TOWN OF WATERBURY**  
**CONFLICT OF INTEREST POLICY**

[For adoption by legislative body as a policy; applies to all public officers and employees]

**Article 1. Authority.** Under the authority granted in 24 V.S.A. § 2291(20), the Waterbury Select Board hereby adopts the following policy concerning conflicts of interest.

**Article 2. Purpose.** The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public official of the municipality will gain a personal or financial advantage from their work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to ensure that all decisions made by municipal officials are based on the best interest of the community at large.

**Article 3. Definitions.** For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A personal or financial interest of a public officer, their spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister-in-law, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which they hold office or are employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the public officer has a personal or financial interest in the outcome no greater than that of persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding or otherwise displayed bias in connection with such a proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and
3. A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.
4. A situation where a disinterested third party, who is a member of the public, could reasonably perceive that a conflict of interest exists under Items A.1, A.2 or A.3, above, even in the absence of an actual conflict of interest thereunder (i.e., the appearance of a conflict of interest).

B. **Emergency** means an imminent threat or peril to the public health, safety or welfare.

C. **Official act or action** means any legislative, administrative or quasi-judicial act performed by any elected or appointed officer while acting on behalf of the municipality.

D. **Public body** means any board, council, commission or committee of the municipality.

E. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.

F. **Public officer or public official** means a person elected, or appointed by the Selectboard, to perform executive, administrative, legislative or quasi-judicial functions for the municipality.

G. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.

#### **Article 4. Disqualification.**

- A. A public officer shall not participate in any official action if they have a conflict of interest (including the appearance of a conflict of interest) in the matter under consideration.
- B. A public officer shall not personally, or through any member of their household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- C. In the case of a public officer who is an appointee, the public body that appointed that public officer shall have the authority to order that officer to recuse themselves from acting in an official capacity in any matter in which the public body believes that the public officer has a conflict of interest or the appearance of a conflict of interest.
- D. Public officers shall not accept gifts or other offerings, valued in excess of \$25.00 for personal gain by virtue of their public office that are not available to the public in general.
- E. Public officers shall not use resources not available to the general public, including but not limited to town staff time, equipment, supplies, or facilities for private gain or personal purposes unless the aggregate value of the resources used shall be less than \$25 in a calendar year.

#### **Article 5. Disclosure.**

- A. A public officer who has reason to believe they have or may have a conflict of interest but believes they are able to act fairly, objectively and in the public interest in spite of the potential conflict of interest shall, prior to participating in any official action on the matter, disclose to the public at an opening meeting or public hearing involving the matter in which the conflict or potential conflict has arisen, the nature of the potential conflict of interest and why they believe they are able to act in the matter fairly, objectively and in the public interest despite the conflict or potential conflict.
- B. As a matter of best practice, any doubt regarding whether disclosure of a conflict or potential conflict should be disclosed shall be resolved in favor of disclosure.

#### **Article 6. Recusal.**

- A. A public officer shall recuse themselves from any matter in which they have a conflict of interest, pursuant to the following:
  1. Any person may request that a public officer recuse themselves due to a conflict of interest. Such request shall not constitute a requirement that the member recuse themselves, but upon receiving such request, the public officer shall state publicly, on the record, the facts relevant to the request and the reasons why recusal is or is not appropriate;
  2. A public officer who has recused themselves from a proceeding shall not sit with the public body, deliberate with the public body, or participate in that proceeding as a member of the public body in any capacity;
  3. If a previously unknown conflict is discovered during a quasi-judicial or other official proceeding, the public body involved may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict; and
  4. The public body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the board. The board may then

resume the proceeding with sufficient members present, including any alternate who may be appointed to replace a recused member.


- B. In the case of a public officer who is an appointee, the public body that appointed that public officer shall have the authority to order that officer to recuse themselves from the matter, subject to applicable laws, ordinances, regulations and policies.


**Article 7. Enforcement; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases where the conflict of interest procedures in Articles 5 and 6 have not been followed, the Selectboard may take progressive action to discipline an offending public officer. In the discipline of a public officer, the Selectboard shall follow these steps in order:

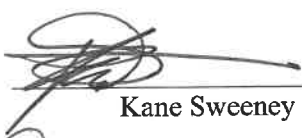
- A. The Chair (or Vice-Chair, if the conflict or potential conflict involves the Chair) shall meet informally, in private, with the public officer to discuss possible conflict of interest violation(s).
- B. The Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion, in accordance with 1 V.S.A. § 313(4). The public officer may request that this meeting occur in public. If appropriate, the Selectboard may admonish the offending public officer in private.
- C. If the Selectboard decides that further action is warranted, the Selectboard may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given a reasonable opportunity to respond to the admonishment.
- D. Upon majority vote, the Selectboard may request that the offending public officer resign their position. If the public officer fails or refuses to resign, the Selectboard may take such action as is authorized by statute, ordinance, regulation or policy to remove the public officer from office.
- E. In addition to any other remedies provided by law, the Selectboard may seek injunctive relief in superior court, which may include, but not be limited to, an order to negate any vote or other action taken by the officer in connection with any matter in which a conflict of interest exists.

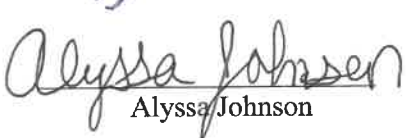
**Article 8. Exception.** The recusal provisions of Article 6 shall not apply if the legislative body of the municipality determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe they have a conflict of interest shall disclose such conflict as provided in Article 5 prior to taking official action.


**Article 9. Effective Date.** This policy shall become effective immediately upon its adoption by the Waterbury Select Board.

  
Roger Clapp

  
Michael Bard

  
Kane Sweeney

  
Alyssa Johnson

  
Ian Shea

Conflict of Interest Policy approved at a Select Board meeting on March 18th, 2024.



## **TOWN OF WATERBURY SELECT BOARD RULES OF PROCEDURE**

- A. PURPOSE.** The Select Board of the Town of Waterbury is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Select Board of the Town of Waterbury must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Select Board so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Select Board. 1 V.S.A. § 312(h).
- B. APPLICATION.** This policy setting forth rules of procedure for Select Board meetings shall apply to all regular, special, and emergency meetings of the Town of Waterbury Select Board.
- C. PROCEDURES.**
1. The chair of the Select Board, or in the chair's absence, the vice-chair, shall chair all Select Board meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
  2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
  3. A majority of the members of the Select Board shall constitute a quorum. If a quorum of the members of the Select Board is not present at a meeting, the only action that may be considered by the Select Board is a motion to recess or adjourn the meeting.
  4. At the beginning of each Select Board meeting, there shall be 5 minutes afforded for open public comment. By majority vote, the Select Board may increase the time for open public comment and may adjust the agenda items and times accordingly.
  5. Each Select Board meeting shall have an agenda, with time allotted for each item of business to be considered by the Select Board. Those who wish to be added to the meeting agenda shall contact the Town Manager, Select Board chair, or Town Clerk to request inclusion on the agenda. The Select Board chair shall determine the final content of the agenda. Any addition to or deletion from the agenda shall be made as the first act of business at the meeting. The reason for the addition shall be reflected in the minutes. Any other adjustments to the agenda may be made at any time during the meeting. The public shall be given a reasonable opportunity to express its opinion on matters added to the agenda at the commencement of the meeting and considered by the public body during the meeting as long as order is maintained.
  6. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Select Board, the order of items to be considered and/or the time allotted may be modified.

7. Public comment on issues discussed by the Select Board, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair. Such comment, if permitted, shall be limited to 5 minutes, unless by majority vote, the Select Board increases the time for public comment.
8. Meetings may be recessed to a time and place certain.
9. These rules shall be made available at all meetings, and procedures for public comment may be reviewed at the beginning of all meetings.
10. These rules may be amended by majority vote of the Select Board, and must be readopted annually at the organizational meeting.

\_\_\_\_\_  
Roger Clapp

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Michael Bard

  
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Kane Sweeney

  
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Alyssa Johnson

  
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Ian Shea

Conflict of Interest Policy approved at a Select Board meeting on March 18th, 2024.

## Town of Waterbury – Preparation Plan for April 8 Eclipse

### **Background on Eclipse:**

On Monday, April 8, 2024 Waterbury will experience a Total Solar Eclipse! Much of Northern Vermont will be in the path of totality.

### Eclipse Details:

- 2:14 pm: Partial eclipse begins
- 3:26 pm: Total eclipse will darken Waterbury's daytime sky, lasting about 2 minutes and 30 seconds
- 4:37 pm: Partial eclipse ends

Estimating about 10,000 people coming to Waterbury, about the same as a busy foliage weekend.

### **Plan:**

#### *Safety Materials:*

- As of March 5, Town residents and visitors have access to free eclipse glasses. Glasses are available at the town offices, library, and recreation building.
  - The Town is also working with area businesses to ensure the glasses are provided free to residents and visitors.
  - The Town is working with the school to ensure students and staff have access to free glasses.
- As of March 5, Town residents can pick up laminated “no parking” signs provided at no cost by the Town.
- By Friday, April 5, the Town will post temporary signs at Town Parks reminding park users that there is no overnight camping and no overnight parking at the parks.
- By Friday, April 5, the Town will have additional trash and recycling in locations around town in expectation of visitors.
- Before or during the weekend, 20 portable toilets will be delivered and placed around town to help with visitors. There will be four locations with additional portable restrooms: Ice Center Arena Area Park, Rusty Parker Park, Anderson Park, Hope Davey Park.
- Waterbury Fire Department and Waterbury Ambulance have been notified and are prepared for the eclipse.
- HUUSD schools have an early (halfday) dismissal on April 8.

#### *Traffic & Parking:*

- No roads will be closed due to eclipse planning. However, roads may be closed due to weather and all road updates will be posted on the Town website and social media.

- There is not any planned traffic control. The State will have traffic signs on the highway and State roads to make clear that there will be traffic.
- There will be no parking on any of the Town of Waterbury fields and parks (grass) unless weather is cooperative and it is known days in advance.
  - Reminder that Hope Davey Disc Golf Course and Nature Trails are annual closed from mid-March to May and will not be open during the eclipse.
  - Cars can park in the parking lots at open parks: Anderson, Hope Davey, Ice Center Area, Rusty Parker/Train Station. Weather permitting there will be parking at Dac Rowe.

*Events:*

- The Town has a World Map that will be publicly displayed for visitors to mark where they've come from to track how far people have travelled for the eclipse.
- The Town is not planning a specific event for the eclipse.

**From:** [Katarina Lisaius](#)  
**To:** [Karen Petrovic](#)  
**Subject:** Fwd: Friday and Saturday nights of eclipse weekend  
**Date:** Friday, March 15, 2024 2:14:30 PM

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## Get [Outlook for iOS](#)

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**From:** Jonathan Siegel <[jsiegel@gmavt.net](mailto:jsiegel@gmavt.net)>  
**Sent:** Friday, March 15, 2024 9:10 AM  
**To:** Tom Leitz <[tleitz@waterburyvt.com](mailto:tleitz@waterburyvt.com)>; Katarina Lisaius <[KLisaius@waterburyvt.com](mailto:KLisaius@waterburyvt.com)>  
**Cc:** Reggie Brown <[ReggieB@icecenter.org](mailto:ReggieB@icecenter.org)>; Angela Wells <[angela@icecenter.org](mailto:angela@icecenter.org)>; Bob Parette <[bobparette@yahoo.com](mailto:bobparette@yahoo.com)>; Ice Center Treasurer <[treasurer@icecenter.org](mailto:treasurer@icecenter.org)>; Chris Noyes <[chrisnoyes@richmondhomesupply.com](mailto:chrisnoyes@richmondhomesupply.com)>  
**Subject:** Friday and Saturday nights of eclipse weekend

Tom and Katarina,

Thank you for bringing the Ice Center's eclipse concerns to the Selectboard this Monday night. Here is the requested summary of what we discussed. I will be glad to attend the meeting, if asked.

We have no problem with visitors viewing the eclipse in our parking lot on Monday the 8th. The Ice Center will be closed to the public on Monday afternoon.

On Saturday and Sunday mornings, we do not want to find campers crowding the parking area when the first hockey groups arrive. It will be far easier to prevent campers from entering, than to have to evict campers in the early mornings. Avoiding potential conflicts is everyone's priority. The Ice Center has a small staff, and they will be preoccupied inside the rink.

Our parking lot is visible from I-89. And an article in Seven Days invited parking at the Ice Center, unbeknownst to us. When we received the email (see below) inquiring about registration, we realized that we need to have a plan to keep our parking lot free of weekend campers.

We request permission to close River Rd. at Rodney's, after our last hockey groups leave on Friday and Saturday nights. There is no need for anyone to be in the Ice Center recreation area at night while the rink is closed, on this particular weekend.

We believe saw horses with "Road Closed" and "No Camping" signs are the best way to block entrance. Rink staff could place them in the road when they leave on Friday and Saturday nights, and remove them when returning to open the rink on Saturday and Sunday mornings. Saw horses could be easily removed to allow access for emergency vehicles, if necessary.

Allowing us to manage the saw horses would ensure that River Rd. will be closed when the Ice

Center staff is not at the rink. A delay in opening the road on Saturday or Sunday morning would cause a big problem for us. No doubt there will be plenty of other matters requiring the Town's attention over the weekend.

We also request that the Town help us come up with a backup plan, for how to deal with parking lot squatters who become uncooperative.

Here are our approximate opening and closing times, to give you a sense of our schedule over eclipse weekend:

Friday night, April 5 - close River Rd. around 10pm.

Saturday - open the road by 6am, close the road around 6pm.

Sunday - open the road by 7am. No need to close the road Sunday night, the Ice Center has nothing scheduled on Monday until 5pm.

Thank you,  
Jonathan

Begin forwarded message:

**From:** Angela Wells <[angela@icecenter.org](mailto:angela@icecenter.org)>  
**Subject:** The IC listed in Seven Days as a place to view the Eclipse  
**Date:** March 10, 2024 at 3:11:04 PM EDT  
**To:** Bob Parette <[bobparette@yahoo.com](mailto:bobparette@yahoo.com)>, Chris Noyes <[cnoyesrhs@madriver.com](mailto:cnoyesrhs@madriver.com)>, Chris Noyes <[chrisnoyes@richmondhomesupply.com](mailto:chrisnoyes@richmondhomesupply.com)>, Ice Center Treasurer <[treasurer@icecenter.org](mailto:treasurer@icecenter.org)>, Jonathan Siegel <[jsiegel@madriver.com](mailto:jsiegel@madriver.com)>, Jonathan Siegel <[jsiegel@gmavt.net](mailto:jsiegel@gmavt.net)>, Reggie Brown <[reggieb@icecenter.org](mailto:reggieb@icecenter.org)>

So.... We're getting inquiries since Seven Days listed the Ice Center as a place to view the eclipse....

Please see the email and link to the article below.

Ang

----- Forwarded message -----

**From:** 'Squarespace' via Info <[info@icecenter.org](mailto:info@icecenter.org)>  
**Date:** Sun, Mar 10, 2024 at 2:59 PM  
**Subject:** Form Submission - New Form  
**To:** <[info@icecenter.org](mailto:info@icecenter.org)>

Sent via form submission from *Ice Center*

**Name:** Jasmin Jata

**Email:** [jasminjata@gmail.com](mailto:jasminjata@gmail.com)

**Message:** Hello, we will be driving up from Brandon VT to view the eclipse. I see from this site that your facility will be available for parking. Is there any registration required or anything else I should know beforehand? Thank you!  
<https://www.sevendaysvt.com/guides/waterbury-what-to-do-see-and-eat-during-the-eclipse-40357231>

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Does this submission look like spam? [Report it here.](#)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |   |  |
|--|--|---|--|
| <b>PRODUCER</b><br>CommercialInsurance.net LLC dba Tivy Insurance<br>PO Box 721946<br><br>Oklahoma City OK 73172 |  | <b>CONTACT NAME:</b> Tivy Insurance<br><b>PHONE (Alt. No. Fax):</b> 8773232772 <b>FAX (Alt. No.):</b><br><b>E-MAIL ADDRESS:</b> service@tivyinsurance.com |  |
|  |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  |
|  |  | <b>INSURER A:</b> Ace Property and Casualty Insurance Company   |  |
|  |  | <b>INSURER B:</b>   |  |
|  |  | <b>INSURER C:</b>   |  |
|  |  | <b>INSURER D:</b>   |  |
|  |  | <b>INSURER E:</b>   |  |
|  |  | <b>INSURER F:</b>   |  |

**COVERAGES**                                      **CERTIFICATE NUMBER:**                                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSUR INSD | ADDL INSD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------------|-----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GENL AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC<br>OTHER: | x               | x         | 002186378     | 03/08/2024              | 03/08/2025              | EACH OCCURRENCE \$ 1000000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000<br>MED EXP (Any one person) \$ 5000<br>PERSONAL & ADV INJURY \$ 1000000<br>GENERAL AGGREGATE \$ 2000000<br>PRODUCTS - COMP/OP AGG \$ 2000000<br>Deductible \$ 0<br>COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$ |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  |                 |           |               |                         |                         | \$<br>\$<br>\$   |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  |                 |           |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
|          | <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br><input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER-MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |                 | N/A       |               |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

|  |   |
|--|---|
| <b>CERTIFICATE HOLDER</b><br><br>PROOF OF COVERAGE | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|  | AUTHORIZED REPRESENTATIVE<br>Sarah Reid   |

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## Questions for Selectboard for June craft fair

100 vendors?

- Parking: not enough designated parking spaces to provide for vendors vehicles (trucks, cars, trailers etc.)
- Where do customers park?
- Parking on the grass? (not allowed)
- Who will be directing traffic?
- Access/egress into facility (keeping lanes open for fire and ambulance?)

Bounce houses/dunk tank? (Carnival items/not craft oriented)

- Medical services for accidents/injuries
- Power for bounce houses (it was stated specifically that power was not provided for last year's event)
- Generators (fire extinguishers/ fire plan)

2 Day event:

- Set up and tear down? (Tear down each day and re-set up?)
- Security: items left behind for the night?
- People staying on site overnight? (not allowed by town rules?)
- Security to keep order during this event.

Other plans:

- Port-o-lets?
- Trash removal?
- Police presence? Before/during and after the event?

Was this discussed with the Rotary club and the NQID committee? There is our annual event that has been designed to provide the community with festivities.

I feel this event is being perceived as an extension of the traditional event and will need a lot of attention on Saturday night due to vehicles packing the Dac Rowe Facility to get a seat for the fireworks. Gate entrants here will also not contribute to the fireworks which is a huge portion of Rotary/NQID's funds for putting on the fireworks show. After the festivities are over there will be a lot of confusion in regard to vehicles and people exiting the event and making their way home.