

**Minutes of the Waterbury Select Board**  
**Monday, August 4, 2025 | 6:30 p.m.**  
**28 N. Main Street and via Zoom**

**Attendance:** Tom Leitz, Kane Sweeney, Tori Taravella, Alyssa Johnson, Roger Clapp

**Public attendance:** ORCA Media, Cheryl Gloor, Billy Vigdor, Rachel Muse, Nick Caputo, Gary Dillon, Mark Ray

**Zoom attendance:** ORCA Media, Sandy Sabin, Evan Karl Hoffman, Cheryl Casey, Amy Marshall-Carney

CALL TO ORDER by A. Johnson, 6:30 p.m.

**Agendas**

Meeting agenda

**Motion by T. Taravella to approve the meeting agenda; seconded by K. Sweeney.**

No further discussion; **motion passed unanimously.**

Consent agenda

**Motion by T. Taravella to approve the consent agenda; seconded by K. Sweeney.**

No further discussion; **motion passed unanimously.**

**Public comment**

C. Gloor reported that people are still dumping garbage and other litter down at \_\_\_\_\_ and she called for something to be done to prevent this behavior or catch and fine people.

- T. Leitz said he and another staff member recently attended a demonstration for an outdoor security camera and they are getting a test device for one month, for free. This could be one location to place it.

R. Clapp gave a shout out to the Public Works department for patching up Randall St. Residents are really happy about the repairs.

**Proposal for sliding scale for recreation afterschool program**

K. Lisaius presented options for the afterschool program because enrollment has been declining.

- There might be as few as 4 children on a particular day, with an average of 10 per day.
- It's a recreation-based, no-screens program that employs 5-6 high school staff.
- The sliding-scale fee would be one way to address the declining enrollment, based on feedback from the families. A sliding-scale fee would also allow the program to serve families who had used the free library services but will no longer be able to because of policy changes pertaining to the permitted age of unsupervised children.
- The 2025 recreation budget estimates another \$30k of revenue to be generated this fall. The fee range would be suggested at \$5-\$30 per day, with the goal being an average of \$15-20. There has

been a significant show of interest from families in the way of the library policy change. She feels confident that the projected revenue can be attained with the anticipated increase in participation.

### **Discussion**

T. Leitz asked K. Lisaius to speak to the YMCA program and their practices.

- K. Lisaius said they have also seen a decline since the pandemic and use a sliding-scale model to ensure they can maintain the required staff-student ratio under state regulations.

K. Sweeney asked if the declining enrollment is specifically due to the fee structure.

- K. Lisaius responded that since Waterbury Rec runs a very small program, one family with multiple children can make a huge impact when they enroll or depart. We also live in a community where kids sign up for multiple extracurriculars, and sometimes it comes down to kids' choices, for example, soccer or afterschool program.

R. Clapp noted that this proposal was presented to the Recreation Committee and it was well received.

### **Motion by R. Clapp to approve the sliding scale fee structure proposed by Waterbury Recreation for the afterschool program, to begin with the coming school year; seconded by K. Sweeney.**

A. Johnson asked T. Leitz to comment on how the new model might impact the fixed expenditures for the program, especially if enrollment doesn't increase.

- T. Leitz responded it isn't a huge item in either direction. We'll know a lot more in a short amount of time.

R. Muse acknowledged the library's support for the new fee structure, based on feedback they were hearing at the library. As the afterschool program's numbers have been going down, the library's numbers have been going up. This taxing of their resources prompted the policy change, and she has been working with K. Lisaius to develop this solution to serve as many families as possible.

- K. Lisaius added that families who only need to service for an hour a day might pay less. There will be a questionnaire that accompanies registration about anticipated use of the program so that staff can project numbers and resource needs.

No further discussion; **motion passed unanimously.**

### **Jam for the Parks follow-up permit review**

Additional documents ([insurance](#), [team roles](#), [safety and security](#), [site map](#)) have been submitted to the select board for review.

M. Ray from Stowe Cider was on hand to answer any questions about the updated plans.

### **Discussion**

A. Johnson recapped from the last meeting that the select board had some concerns about the event map, security and safety plan, and team roles and responsibilities. She noted that the new material isn't well integrated with the previously submitted documents, resulting in some discrepancies around team roles and responsibilities.

- M. Ray confirmed that the information has been integrated for their own planning team and everyone is clear on their roles and responsibilities.

K. Sweeney commented that this documentation is much more thorough, including the confirmation of a law enforcement presence, and that is appreciated. He is still concerned about the remote parking and cars possibly parking on Guptil Rd. if Zenbarn is used as a parking site.

- M. Ray explained there will be a security member making sure nobody parks on the side of the road. Security will be present at all parking locations to maintain order and safety.

G. Dillon said the plan is good and he already sent along his feedback. His two concerns are (1) the ambiguity around how many people will actually show up, and (2) the pressure on the Blush Hill boat launch since Waterbury Center State Park's boat launch will be closed during the event.

- M. Ray responded that they can't forecast attendance until we are closer to the event and have an idea about both ticket sales and the weather.
- G. Dillon pressed that parking needs to be handled in such a way that all parking locations involved in this event need to maintain a 12-14' road access for a fire truck or ambulance to get through in the case of an emergency. If this creates more traffic on Blush Hill, which isn't the event's problem, but he encouraged the select board to take such unintended consequences into consideration for big events.
- K. Sweeney encouraged the parking detail to maintain regular parking capacity and not try to fit extra cars. This should ensure emergency vehicle access. The select board should give a heads-up to Vermont State Police to keep an eye on Blush Hill. R. Clapp agreed that as long as parking is under control, their concerns are largely mitigated.

**Motion by R. Clapp to approve the event permit for Jam for the Parks; seconded by K. Sweeney.**  
No further discussion; **motion passed unanimously.**

#### **Preliminary review of Capital Plan for Public Works: Roads, bridges, culverts, sidewalks**

A. Johnson recapped that last week's discussion focused on Public Works vehicles and this week they would continue with other areas in Public Works.

T. Leitz first reviewed the [proposed paving projects for 2026-2028](#) and their estimated costs. The Guptil Rd project slated for 2028 is the next bit project to save for and we might want to consider allocating some of the local option tax or completing the project in sections to spread out the cost.

#### **Discussion**

R. Clapp asked if there were any culvert replacement or water/sewer issues that might impact the projects under consideration.

- T. Leitz said coordination with EFUD will be important because there nearly always is a water issue to go along with paving.

K. Sweeney asked if it would be worth just ripping the black top off of Armory Drive and making it a dirt road.

- T. Leitz confirmed it was an option under consideration.
- K. Sweeney asked the same about the Ice Center Rd.
- T. Leitz said if we do nothing, it will return to dirt on its own.

A. Johnson asked if there is a spreadsheet that shows the history of paving projects to track the life cycle of road conditions.

- T. Leitz confirmed there is and the typical cycle is 12-15 years, although the reality of what's happening on the ground needs to drive the planning. Our salt reduction is going to help the roads' longevity.

R. Clapp asked about the cost comparison between paving sections of dirt roads, such as the junction of Kneeland Flats and Ripley Rd., and maintaining dirt roads during mud season.

- T. Leitz said the costs appear to be very close. We've looked at strategically paving shorter roads or segments of roads, and in some cases, contractors have said it would be silly to pave the road. If we get through mud season and the curve at the top of Kneeland Flats is fine (the grindings

from the paving project were used as fill), then we can call the project done for another 12 years or so.

C. Gloor asked about a water issue and T. Leitz said that is a culvert issue that is outside the scope of the current proposals. [Audio cuts out for most of this exchange.]

T. Leitz said the sidewalk plan should be ready in a couple of weeks. Bill Woodruff is compiling additional perspectives because many of our sidewalks are 4ft and they should be upgraded to 5ft, which is code. The consideration will be curbs—granite lasts longer but is a great deal more expensive.

- R. Clapp asked if there had been any conversations with the Tree Committee about what trees might need to be removed or replanted in the green spaces between the sidewalk and the road.
- T. Leitz responded that it has been a significant topic of conversation the last year. The trend in downtowns has been toward dwarf trees, no longer the gigantic silver maples.

T. Leitz then reviewed the memo from Alec Tuscany about the [bridge/culvert at the roundabout](#), which is part of the long term bridge and large culvert maintenance program. The cost estimates for that specific project need updating from the initial 2021 study. T. Leitz is hopeful that it can be a state project with funding from VTrans.

The memo from Bill Woodruff covers the full [long term bridge and large culvert maintenance program](#).

### **Discussion**

K. Sweeney asked T. Leitz if he foresees the need for a bond vote in the next three years.

- T. Leitz responded that a new rec facility would likely need a bond, but for other projects, it would be up to the select board. There are a lot of options for mitigating costs, but we haven't gotten that specific in planning yet.

### **Review of Request for Qualifications and proposed schedule for services related to housing development at former Stanley Wasson site**

T. Leitz noted the [updated draft](#) is much more specific, incorporating feedback from Neal Leitner and the Planning Commission, as well as the Housing Task Force. He also added a proposed schedule. A new page on the website will contain the RFQ and other information about the project.

### **Discussion**

One resident who lives adjacent to the lot confirmed that the site did flood in both 2023 and 2024, although not as badly as the second time.

A. Johnson requested a line acknowledging that the select board reserves the right to reject all proposals.

### **Motion by K. Sweeney to go public with the request for qualifications for development of a multifamily housing project at the former Stanley Wasson site in downtown Waterbury, with the modifications given to the Town Manager by members of the select board; seconded by R. Clapp.**

### **Additional discussion**

In response to a question from the public [name unclear in audio], T. Leitz clarified that current residents of Waterbury would be given housing priority for a set period of time.

C. Gloor requested that subject matter experts be included as advisors to the select board's review of proposals, and they shouldn't be members of the housing task force because of a potential conflict of interest.

A Johnson summarized the modifications that T. Leitz will make to the RFQ before it goes live:

- An out clause that the select board may pick none of the proposals

- Adjustments to the language about the flood hazard overlay district
- Removing any reference to previous flooding
- Modifying the language around further support for offering housing opportunities for families who wish to relocate and seniors wanting to downsize
- Adjustments to the selection criteria language to reflect Waterbury residents generally in the community

No further discussion; **motion passed unanimously.**

### **Waterbury Historical Society - Vermont 250 Waterbury Committee**

C. Casey, president of the historical society, [summarized the proposal](#) and resolution for a town committee dedicated to supporting and promoting events connecting to the 250th anniversary of the founding of the country and the founding of the Republic of Vermont.

- Waterbury Historical Society is beginning to plan its 2026 and 2027 programming, projects, and exhibits around topics and themes connecting to the 250th celebrations
- We recognize, however, that there are broader interests in marking these momentous occasions and we feel strongly that the effort should be coordinated at the community level.
- The society is therefore asking the select board to sign the attached resolution to officially establish a committee of volunteers that will serve as a central organizing and communication hub for all 250th-related activities to take place in Waterbury.
- This is not a request for money.
- The committee's work would include educating organizations, businesses, and the community at large about the 5 themes that the American State for State and Local History have developed as a framework for celebrations and conversations.
- The goal would be to encourage and support organizations and businesses in tailoring at least a portion of their existing event and program plans to these themes during the two-year period.
- The committee would also maintain a central calendar of these local events and make sure the state commission has the information to promote Waterbury's programming in their materials.
- In making this request, the historical society is also stepping forward to lead the committee; however, since this would be a town committee, the select board should have final say over its composition and leadership

### **Discussion**

K. Sweeney asked for clarification on the committee's membership.

- C. Casey responded that the organizations mentioned in the proposal are referenced as examples of groups in town that typically budget for and plan events and programs each year and the historical society hopes that they will be involved either through membership on the committee or in coordination with the committee in their event planning. Membership on the committee itself would be open to anyone in the community who is interested, and the call for volunteers would be made public.

R. Clapp noted that Revitalizing Waterbury supports this initiative as part of their own mission.

K. Sweeney pointed out that if both R. Clapp from Revitalizing Waterbury and T. Taravella from the Rotary have to recuse themselves, then we wouldn't have a quorum for a vote.

- C. Casey noted that nothing in this proposal requires anyone from those two organizations to serve on the committee; the historical society is simply inviting them to be involved.

- T. Taravella noted the Rotary has not yet discussed this proposal and there wouldn't be a financial benefit to participation.
- After some discussion among T. Leitz and select board members about Robert's Rules, C. Casey clarified that the ask on the table is about signing the resolution committing the town to forming a committee dedicated to 250th celebrations. That resolution makes no mention of any specific

T. Taravella asked if any events would be raising money.

- C. Casey responded that the committee would not be presenting any events for profit; if funds are raised, they will be solicited for specific, identified 250th-based future events or commemorative initiatives, such as historic interpretive signage or markers (as one possible example).

K. Sweeney read the resolution [[included in the proposal](#)].

**Motion by K. Sweeney to adopt the resolution as written; seconded by T. Taravella.**

#### **Additional discussion**

T. Leitz noted that all the select board is being asked to do is create a committee.

- R. Clapp understandably draws a hard line about recusal because he is a paid staff member of Revitalizing Waterbury, but Rotary members are volunteers and do not receive any money out of the committee's work; there is no issue with Rotary members voting on this proposal.

No further discussion; **motion passed 3-0 with 1 (R. Clapp) abstention.**

A. Johnson followed up with a summary of next steps.

- The resolution is adopted and will be signed by the select board members for town records and a copy sent to the state VT250 Commission.
- The historical society will advertise for the committee and report back to the select board on recruitment progress and final approval of committee membership structure.

T. Leitz added the reminder that the committee will be a public body and open meeting laws will apply.

#### **Review of draft Selectboard input for Town Plan Aspiration, Goals and Strategies**

A. Johnson screen-shared a document showing a draft of responses for the local government chapter of the town plan, as requested by the Planning Commission. She highlighted the graph summarizing community feedback to the commission that provided the foundation for drafting aspirations and goals. The input is due on Sunday (Aug. 10), so there is still time to refine the feedback over the coming days.

#### **Discussion**

K. Sweeney asked for clarification on what is meant by "high value, high quality."

- C. Gloor gave an example of improving sidewalks; the added value is someone not tripping anymore when using the sidewalk.
- A. Marshall-Carney noted "value-added" is from the consumer or recipient's point of view. Aspirations, goals, and strategies are linked, starting from the visionary stage to defining that vision in goals that meet the consumer's value-added, and then establishing the playbook for achieving those goals.

T. Leitz suggested that increased participation in Town Meeting Day might be an aspiration or goal.

B. Vigdor reminded the select board that the planning commission also compiled a summary of the visioning sessions they held in the spring and can be found on their website; this information might give further guidance to the select board.

A. Johnson reviewed the commission's timeline, listed on their [website](#), for putting the pieces of the plan together.

R. Clapp suggested aspiration wording to the effect that Waterbury residents will have access to timely, informative, and easily accessible information and are actively engaged in decision making.

Select board members will collaborate within the document to list goals and strategies that align with the listed aspirations.

### **Select board and Municipal Manager updates**

K. Sweeney: Natural Disaster Preparedness Committee is looking for volunteers willing to be on the ground getting muddy; they have plenty of volunteers interested in the administrative work. Pamphlets with QR codes to sign up to volunteer will be distributed throughout town.

R. Clapp: The Rec Committee met and discussed K. Lisaius' proposal for the sliding scale fee structure as well as the proposed field house. The committee will push forward to identify champions within the community to gather enough support and momentum to pass a bond.

T. Taravella: She has completed a draft of the event permit and will review it with some content experts before bringing it to the full board.

T. Leitz:

- The Better Connections project will have an internal kick-off with the consultant on Aug. 14, and a formal kick-off with the steering committee needs to be scheduled.
- For the first time since he has been in Waterbury, the pool is not brown. The resurfacing and scrubbing has made things much easier to keep up with.
- He has a draft contract from the county sheriff and will review it with Ingrid Jonas and Trevor Whipple, both content experts who have volunteered their expertise. He thanked them both for their help.

### **Next meeting, August 18**

Reappraisal update

Sidewalks and recreation capital plans

Events permit draft policy

### **EXECUTIVE SESSION**

**Motion by K. Sweeney to find that premature public knowledge of ongoing labor negotiations would place the town of Waterbury at a substantial disadvantage; seconded by T. Taravella.**

No further discussion; **motion passed unanimously.**

**Motion by K. Sweeney to enter executive session; seconded by T. Taravella.**

No further discussion; **motion passed unanimously.**

Selectboard entered executive session at 8:30 p.m.

ADJOURNMENT

*Minutes respectfully submitted by Cheryl Casey.*