

**Minutes of the Waterbury Select Board**  
**Monday, July 7, 2025 | 6:30 p.m.**  
**28 N. Main Street and via Zoom**

**Attendance:** Kane Sweeney, Alyssa Johnson, Cheryl Casey, Mike Bard, Tori Taravella, Roger Clapp, Tom Leitz

**Public attendance:** ORCA Media, Amy Marshall-Carney, Peter Plagge, Chris Viens, Valerie Rogers, Harry Shepard, Evan Karl Hoffman, Mal Culbertson, Will Bucosi

**Zoom Attendance:** ORCA Media, Bill Woodruff, Tom Gloor, David Luce, Cheryl Gloor, Lisa Scagliotti, Wayne Quillin, Logan, Amy Marshall-Carney, Joe Camaratta

CALL TO ORDER by A. Johnson at 6:33 p.m.

**Agendas**

**Meeting agenda:**

[[agenda](#) posted in meeting docs]

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

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

**Consent agenda**

**Motion by R. Clapp to approve the consent agenda; seconded by K. Sweeney.**

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

**Public comment**

C. Viens noted that the Bolton pit was bought by an outside entity, but that could be a game changer for the town. He also described the difficulties he has had navigating the tree encroachment along Ripley Road.

V. Rogers pointed out that the Town Charter is very difficult to find on the website and requested it be moved under Ordinances & Plans.

K. Sweeney gave a statement about the systems and policies of the Trump administration, particularly the actions of ICE and DHS in detaining, and sometimes deporting, both legal and illegal immigrants. He called on the board to do nothing to appease the administration in its work and the language it uses in official documents; such a move would contradict our own declaration of inclusion.

- M. Bard said he respects K. Sweeney's position, but doesn't believe the select board should address anything outside of the Town business.

**Update on new town newsletter, *Municipal Dispatch***

[[link here](#)]

C. Casey explained that the newsletter would be published at the start of each month and its purpose is to provide a summary of key dates, announcements, projects, and discussions in a single, easy-to-digest format.

- Each issue will be no more than four pages
- It is not meant to be full of municipal jargon or long articles, but a synopsis of important work going on often behind the scenes
- The newsletter will include links to relevant documents and pages on the town website to allow for a deeper dive into the information.
- Two key objectives of the newsletter are to increase transparency and expand the ways that community members can engage with town business.
- There are three ways to access the Municipal Dispatch:
  1. Subscribe to receive each month's issue directly in your inbox.
  2. Enjoy the current issue as an interactive element on the website.
  3. Download any issue as a PDF document from the Issue Archives.
- At this time, the monthly publication will be announced via FPF and on the Town's Facebook page, at least until it picks up steam with subscribers.
- A lot of the content is intended to translate easily to FB content throughout the month to support communication needs and goals.

C. Casey invited feedback from the select board and community for continued improvement of the newsletter in both form and function.

- She is planning some semi-regular features about town operations
- Each issue will focus on the current work of one or two committees or departments whose work is most active or relevant that given month; for example, the Natural Disaster Preparedness Committee will be spotlighted in the next issue.

## **Discussion**

A. Johnson gave context by describing how the position was publicly advertised and a search was conducted to hire someone on a stipend/issue basis. C. Casey was the candidate selected.

M. Bard said the Dispatch is good and in the future, it would be helpful if a few paper copies could be made available in the library and other spots in the municipal complex.

R. Clapp congratulated C. Casey on the first issue and asked how the municipal newsletter distinguishes itself from the *Roundabout*.

- C. Casey explained that the content is not journalism, but a summary of municipal operations, in one place.
- There is a difference between reporting *about* municipal operations and reporting *from* the municipality itself directly to the residents.

V. Rogers asked where C. Casey gets the information. C. Casey explained that she is in contact with department heads and committee and board chairs to receive information directly from them; additionally, she tracks the documents they are producing to understand their work.

H. Shepard asked who the editor was. C. Casey clarified that it was her.

## **Conservation Commission update**

[[slide presentation](#) posted in meeting docs]

A. Marshall-Carney reported the committee is continuing to work on a quarterly basis in its goals and benchmarks.

Q2 accomplishments:

- Researched land management plan templates
- Having discussions with T. Leitz and A. Johnson regarding applying those templates to a land management plan for Hope Davey
- Regained ownership of Waterbury Conservation Commission FB page
- Participated in Community Volunteer Fair
- Co-sponsored an education session with Stowe's planning and conservation commission about the Shutesville wildlife corridor.
- Received the final deliverables from the UVM environmental problem solving students.
- Reviewed 2024 Water Quality results from the Friends of the Winooski River.
- New member, Annemarie, on the committee

The Commission has earmarked portions of the budget given to them by the town and grants. She requested that the Select Board signal permission for the Commission to spend \$850 of its already-approved budget to secure continued work by the UVM Field Naturalists. This support is important because it lays the groundwork for a project that will require future funds to be approved.

### **Discussion**

K. Sweeney asked about the impotence of a natural resource inventory at the local level.

- A. Marshall-Carney said it allows for more specific study at the parcel level, providing more robust data for effective land management. State data is at the "10,000-foot level."
- The town would want more precise data for planning and investment decisions.

T. Taravella asked about the \$1K landscape inventory in this year's expenses.

- A. Marshall-Carney confirmed it was a one-time expense, not annual.
- She also confirmed that expenditures on educational resources would be annual.

M. Bard asked T. Leitz about grant funds available for town planning around conservation.

- T. Leitz said that grant was not awarded to Waterbury this year, so the commission had to shift gears to working with UVM in order to continue working towards its goals.
- A. Marshall-Carney said the work delivered by UVM has been very good, so they are a helpful replacement for the contractors that would have been paid with the lost grant.

A. Johnson reminded that \$850 is already approved in the commission's budget by the voters.

K. Sweeney said he supports putting an article in the 2026 Town Meeting agenda for the funds the commission would need to continue working with UVM in 2026 and 2027.

T. Leitz clarified that the commission is looking for tacit Select Board approval to make the \$850 payment because that is a deposit to secure the 2026-27 work, which will require voter approval. Such appropriations do roll over into the next year if not used.

R. Clapp said he was favorable to this request but wondered how this proposal serves the town plan.

- A. Marshall-Carney responded that the commission has already given a good deal of input on the town plan; this work would confirm—or challenge—the information they currently have for the town plan.

C. Viens asked if the commission would consider any items actionable from the data they are gathering, such as a clean-up day of the local brooks.

- A. Marshall-Carney said she would take the idea back to the commission.

A. Johnson said there is \$3200 in the conservation fund, according to the last town report. She expressed some concerns about the alignment with the planning commission, and they need priority for revising the town plan. The conservation commission's projects might require amendments down the road.

- M. Bard said the conservation fund was established when he was chair of the commission and he is supportive of making use of some of those funds for this project because it is smart and will likely benefit the community.
- A. Marshall-Carney asked about the means of funding the conservation fund.
- T. Leitz said the commission can do fundraising events, just like the recreation department solicits donations through selling t-shirts, for example.

A. Marshall-Carney clarified that she is making this request because the work will start happening before the initial payment of \$850 is even due, and that deposit is a commitment to seeing the entire project through.

E. K. Hoffman asked if the inventory is one-time.

- A. Marshall-Carney said it wouldn't need to be done again unless there are any major landscape changes; maybe in 20 years it should be done again.

**Motion by R. Clapp for the Conservation Commission to use \$850 of its budget to pay the deposit on the UVM Field Naturalists project with the intention that the remaining funds will be requested of the voters; seconded by T. Taravella.**

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

### **Capital Plan review for Public Works department - Equipment**

[[capital plan](#) posted with meeting docs]

T. Leitz summarized the key progress and recommendations:

- The dump truck replacement approved by voters for 2025 was ordered last fall; the chassis is ready but we don't have a date yet for the body.
- The most recent vehicle ordered is a tandem dump truck, so we will have two. This is a wise investment given our materials come from the pit in south Barre.
- Thinking about one big vehicle and a pickup truck for next year. The schedule is pretty good and most of the big expenses are farther out.
- The mini-excavator was replaced pretty recently; money for a second one was budgeted, but it has been more efficient to rent one during the summer months as needed. There is some efficiency in having a wheeled mini-excavator for getting it onto a trailer as opposed to something larger.
- A new rake for mud season came in handy several times.
- Commercial zero-turn mowers are shockingly expensive; we bought a couple of used mowers this year—higher-end residential models because the commercial models weren't quality. Robotic mowers are far too expensive at this time.
- The 10-ton roller is aspirational in the plan; currently we rent one. The usefulness is in packing down the gravel roads.
- A commercial-grade limb-cutter is worth talking about for next year's budget. The issue of trees over the roadway has become a common complaint.
- The main work vehicles have been generally on a 6-year replacement schedule, but the prices have doubled in the last 5 or 6 years. It is important to start budgeting for replacements and establish a 8-year replacement schedule.

### **Discussion**

M. Bard asked about the cost benefit of renting versus purchasing a roller.

- T. Leitz responded that we are increasing our road work and we want to do quality work, so there are a number of considerations. The roller is \$1200/week to rent.
- He also noted that several employees are probably getting close to retirement and it is getting harder to find workers with CDLs. There is some mission critical work that we need to make sure we have drivers for, so there is the question of investing in employees to achieve the necessary licensure or using contractors.

T. Leitz acknowledged he will likely look for approval for pre-ordering a work truck that will be on the budget for a vote in 2026.

K. Sweeney pointed out a typo on the replacement schedule for the pickup truck.

A. Johnson asked about the 5% price inflator that T. Leitz estimated.

- T. Leitz said there has been some stability in pricing, especially in pickup trucks, in the last year. A little less in bigger vehicles, but we're getting there.

R. Clapp asked if T. Leitz is anticipating an increase in the equipment budget.

- T. Leitz responded that we're not at that point yet. Roads and bridges, along with recreation, will have big items, but we need to look at the budget in its totality.
- Some of the bridge projects entail really big numbers, but the timeline can be flexible and some of the state grants will mitigate the costs.

### **Road safety and speeding**

A. Johnson summarized the conversations from recent select board meetings.

T. Leitz reported the following efforts in place:

- The speed signs are up on Winooski Street and Kneeland Flats Rd.
- The apparatus for evaluating speeds will be set up next week; the data can inform any speed limit changes.
- Public Works is looking at buying heavy-duty speed bumps that don't need to be anchored into the road; they can be moved periodically. Hopefully that will be an item in next year's budget for consideration.
- The speed bump on Little River Rd. has been shaved down; the issue was the width more so than the height, and now trailers should be able to pass over without damage.

T. Leitz also said he spoke with the county sheriff and state police about options for the future.

- The sheriff was clear about being resource limited but we could work towards additional coverage; they are being ambitious in envisioning one FTE.
- It feels like we're building toward a town meeting day conversation of some sort.
- The sheriff and state police are not in competition.
- The sheriff will send a sample contract for review.
- Waterbury is an outlier in not having a police department, given our size; consequently, we're playing a sort of whack-a-mole with complaints and concerns.

### **Discussion**

R. Clapp said the VSP has defined hours that notably do not include the weekends and late at night. He asked if the sheriff would be open to posting someone during those times.

- T. Leitz said the sheriff would be open to the conversation, but nighttime coverage remains a challenge overall because of staffing issues.

K. Sweeney said he would like to see a sample contract. Because VSP often gets called away on account of not having enough staff and needing to address certain kinds of calls, he would like to see how the two contracts compare and what arrangement will bring the most stability in coverage.

M. Bard asked for clarification about nighttime hours. T. Leitz said the sheriff was referring generally to open shifts overnight.

T. Taravella also would like to see the sample contract as well as make sure the current troopers know about the concerns about speeding on Winooski Street.

- K. Sweeney said the more we employ speed bumps, the less worried we have to be about speed enforcement on key streets; then the sheriffs or troopers can be directed more effectively to where they are needed most.

A. Johnson said she would like to see this conversation at town meeting or at a broader budget conversation.

- She noted there are three ways to improve speeding problems: public education, engineering and design of roads, and enforcement.

Logan, a resident on Winooski St., encouraged steps in engineering and design

- There aren't even white lines indicating a shoulder.
- A crosswalk could be painted at the point where the sidewalk ends or trees planted along the side.

C. Gloor asked if an increased law enforcement presence will be limited to traffic violations.

- T. Leitz replied that they can deal with any criminal activity they see as licensed law enforcement officers, but they will basically work at the directive of the select board. He also agreed with Logan that replacing trees on Winooski St. can have a beneficial effect on drivers' perceptions of appropriate speed.

K. Sweeney stated he has no desire to spend any more money on law enforcement; we're already not getting the bang for our buck due to the staffing challenges.

H. Shepard said when he served on the police study committee, they recommended a local option tax to fund local law enforcement. It was voted down and he is now happy to see the select board pursuing the topic again.

R. Clapp asked about the grant request for community policing; T. Leitz said he doesn't know when the grant awards will be announced.

T. Leitz added that it is worth considering a policy addition in our special event permit requirements for larger events so that the event holder pays for the police coverage.

P. Plagge thanked the select board for addressing the issue so quickly.

- In his observation, the greatest speeding problem is on the way out of town. The speed sign is currently facing the other direction; it would be interesting to see how the data changes if the sign is turned around.
- He also asked about data from VSP about speeding violations.

R. Clapp suggested doing research on what would be effective education options.

M. Culbertson raised a concern about where the sidewalk ends on Winooski St. at the bend just before the bridge. There is no sidewalk on either side for a stretch. Rejoining the sidewalk on the side of Dac Rowe park would be very helpful because of the low visibility.

- K. Sweeney said in lieu of putting in more sidewalk, perhaps we can paint bike lanes.
- M. Culbertson said painting any lines on that street would probably be helpful.
- B. Woodruff said putting in sidewalks is challenging because there is ledge there.
- T. Leitz said bike lanes probably call for an ordinance; it's not just striping.

T. Leitz reported that the recent complaints have been mostly about Blush Hill Rd and the boat launch area.

- Some no parking signs are gone. The reservoir is popular and people just park.
- A fire truck can't get through.
- He contacted the state police to focus on that area.

### **Better Connections Grant Steering Committee applications**

[[applications](#) posted in meeting docs]

T. Leitz presented 12 applicants for the steering committee, which will meet on a monthly basis

Applications for the advisory committee were about the same; that group will meet a few times over the course of the project.

- Per discussion at a previous meeting, the select board agreed to appoint the steering committee only.
- T. Leitz, Duncan MacDougall, and Katie Gallagher all think these applicants are great for the steering committee. D. MacDougall and K. Gallagher have also been instrumental in getting the work to this point, and T. Leitz requested that they are also appointed, with himself serving ex officio,

**Motion by T. Taravella to appoint the 12 applicants to the steering committee; seconded by M. Bard.**

**R. Clapp moved to add D. MacDougall and K. Gallagher to the committee, for a total of 14 members of the steering committee plus T. Leitz. T. Taravella and M. Bard accepted the amendment to the motion.**

### **Discussion**

K. Sweeney asked if RW is formally involved in the project, since Owen Sette-Ducati is one of the applicants for the steering committee. R. Clapp said yes, and he will abstain from the vote.

A. Johnson asked if a select board member should be part of the committee. T. Taravella volunteered to serve on the advisory committee.

No further discussion; **motion passed 4-0 with 1 (R. Clapp) abstaining.**

### **Select Board input to Town Manager for RFP for a housing development partner for the Stanley Wasson site**

- K. Sweeney said it is important to provide housing on a larger scale to the working people in Waterbury. He wants to see a proposal that maximizes units.
- M. Bard agreed but also preferred a mixed-use housing project as more inclusive.
- R. Clapp noted that one of the concerns of the housing task force is how older citizens looking to downsize out of their large houses need places to live. He'd like to see proposals that consider senior housing. K. Sweeney said he agrees with R. Clapp.
- A. Johnson is looking for experience in historic district and flood resiliency projects. Cost and unit ownership is another topic that has come up in a lot of conversations. Too many restrictions can turn off developers, but transparency about cost is important.
- R. Clapp commented that the open space at the end of Randall St. is appreciated by the neighborhood and it would be nice if that space can be retained in the development. It's just an open field, but it does get used.

- T. Leitz said it is worth thinking about how access can be created to Randall Meadow using the municipal right-of-ways that are currently stormwater drains.

H. Shepard asked if the RFP could be structured so that the developer might have options, e.g. market-based development vs a development trying to incorporate price controls. T. Leitz agreed.

### **Additional liquor permit for Waterbury ArtsFest**

**Motion by T. Taravella to approve the liquor permit for Waterbury ArtsFest; seconded by K. Sweeney.**

No further discussion; **motion passed 4-0 with 1 (R. Clapp) abstaining.**

### **Select Board and Municipal Manager updates**

M. Bard:

- The DRB hasn't met since December but the meetings are on the municipal calendar. There should be clearer communication about whether the meetings are happening. They don't always have to meet, but people should know if it is cancelled.
- K. Sweeney asked if the DRB not meeting is a sign of slowing development.
- T. Leitz said the bylaw changes put more in the hands of the zoning administrator and not every application requires a hearing.

T. Taravella:

- Tree Board has been doing diligent work weeding areas around town. The skate park has put the fencing up and construction will start soon. Rotary's concert in the park is this Thursday.

R. Clapp:

- Waterbury ArtsFest is taking place this week, Friday 5-10 p.m. block party and Saturday 10 a.m. - 4 p.m. arts market.

A. Johnson:

- CReW is having a "Not Mucking Out" party at Rotary's concert in the park on July 10. She also attended Peter Welch's meeting about reforming FEMA.

T. Leitz:

- Four big ash trees in downtown were inoculated.
- There is a large maple tree next to the mini-library on Winooski that has split, which will need to be taken care of; it's yet unclear whether the removal is the responsibility of the town or the cemetery commission.
- The new library policy about unsupervised kids is working itself out because the parents have coordinated with each other to make sure one of them is supervising the kids.
- Kneeland Flats paving is happening this week; emergency culvert replacement will close the road at Guptil Rd for the day on Wednesday.
- The ambulance service recommended an AED; there have been complaints about the building not having one. It will live in the lobby outside of the Steele Community Room, but that will require moving one of the benches.
- He is receiving calls as Animal Control Officer that are borderline cases for taking possession of a dog. If the Select Board is interested, Hyde Park operates a small kennel and for \$6,000 for the year, they would guarantee two spaces always reserved; it behooves us to have some guarantee of a space. The space would be available 24/7 if a space is reserved.



- T. Taravella recommended that T. Leitz try to convince Hyde Park to reduce the contract to just one space.
- Randall St. will be patched as best we can this summer, as well as any other spots people bring to his attention. Kneeland Flats was the big project this year.

**Next meeting agenda items (July 21)**

Capital Plan - Public Works - roads, culverts, bridges, sidewalks

Continued discussion of RFP draft language

Quarterly budget update

Pricing on temporary speed bumps

Special event permitting discussion

Susan Clark presentation

**EXECUTIVE SESSION**

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

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

**Motion by K. Sweeney to enter executive session and invite the municipal manager; seconded by T. Taravella.**

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

Select Board entered executive session at 8:50 p.m.

Select Board exited executive session at 9:43 p.m. with no action taken.

**ADJOURNMENT**

With no further business, the Select Board adjourned.

*Minutes respectfully submitted by C. Casey*