

Minutes of the Waterbury Selectboard
Monday, September 29, 2025 | 6:30 p.m.
28 N. Main Street and via Zoom

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

Public attendance: ORCA Media, Cheryl Gloor, Kelly Lake, Amy Marshall-Carney, Sandy Sabin, Carrie MacMillan, Mike Hedges, Chris Viens, Billy Vigdor, Evan Karl Hoffman, Valerie Rogers, Harry Shepard, Lisa Scagliotti, Tom Bryant

Zoom attendance: ORCA Media, Peter Martell, Brian Voigt, Anne Imhoff

CALL TO ORDER by K. Sweeney, 6:32 p.m.

Agendas

Motion by M. Bard to pass the meeting agenda; seconded by R. Clapp with the friendly amendment of adding Tom Bryant's event permit directly after public comment. M. Bard consented to the amendment.

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

Consent agenda

Motion by T. Taravella to approve the consent agenda; seconded by M. Bard.

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

Public comment

S. Sabin made a formal request that the local options tax (LOT) be added to the next meeting agenda since previous informal requests have not been honored.

- She spoke to an attorney about the LOT and generated a list of common uses of the LOT by other communities.
- There is no formal policy for Waterbury except what has been recorded in meeting minutes
- She requested that a future policy contain the following language: *Any request for funding by an organization that is outside of town government has to be requested through appropriations and included on the warning for taxpayers to approve at the town meeting.*

T. Leitz said he received one response to the Stanley Wasson RFQ from a developer with a lot of experience with such projects. Most of the submission will be available to the public, with some items redacted for confidentiality purposes.

K. Lake asked why the government is getting into housing development and apparently becoming a landlord.

- T. Leitz said state law gives selectboards some level of responsibility to manage housing within the municipality; the charge is in the law, and how they do it is up to their discretion.
- M. Bard added that the Town does not want to be developers directly, which is why requests are sent out for developers to do that work.

K. Lake further inquired if there was a conservative voice on the selectboard.

- M. Bard raised his hand.
- Further response from selectboard members was deemed inappropriate according to the rules of the public comment period.

K. Lake asked if any tax dollars go to Downstreet Housing.

- T. Leitz said \$100k allocated through federal funding was approved by the voters, and every year there is an item on the ballot to give them a few thousand dollars.

C. Gloor addressed the winter parking ordinance because last year the ordinance was largely ignored. She inquired what the process is to report such violations.

- The selectboard recommended using TextMyGov, which can be found on the website.
- T. Leitz added that the highway department calls the tow company when on-street parking is a problem; we try to be fair when there isn't actually snow.

V. Rogers recalled the discussion at the September 1 meeting about the local option tax and questioned the accuracy of the information about the revenue to date and the impact of Canadian tourists on that revenue.

- T. Leitz reviewed the data and explained the extrapolation based on State records of tax revenue since there isn't enough data to make a direct comparison yet.
- V. Rogers' concern is that the way the information was conveyed by the Town Manager at that meeting was misleading and then used to make a decision.

Maxi's Restaurant event permit

T. Bryant reported that the original proposed date of October 10 is no longer feasible for Maxi's anniversary celebration.

- He wants to take all precautions to plan for the weather, so he selected November 8, which gives him time to reserve a tent. It is also the next date that the band is available.
- He confirmed that the Recreation Director okayed additional parking at the Rec Center, but only for October 10.

K. Sweeney recommended to T. Bryant to confirm parking for the new date and send in the paperwork for the liquor license; the permit will then be added to the soonest consent agenda.

R. Clapp noted that provisional approval was granted pending these last items.

Conservation Commission quarterly check-in

A. Marshall-Carney reviewed the key Q3 accomplishments, which include:

- A significant focus of their work has been the Hope Davey restoration effort and grants to support it.
- Their education series will kick off in the winter, and speak to the Shutesville wildlife corridor.
- Winter and spring community event planning is underway.

- They are building out their website with the help of volunteers. The site will be used both for communication purposes and fundraising.
- Updates to bylaws, specifically to include an attendance policy to ensure the integrity of the committee's work and the consistency of a quorum.
 - T. Leitz recommended creating an attendance policy for all volunteer boards, not just for one committee.
 - Agreed that T. Leitz will look into policy and law for the selectboard to draft a general policy for all advisory committees.
 - A. Marshall Carney also acknowledged the legal process for removing someone from an appointed position, which needs to be taken into account.

A. Marshall-Carney summarized Q4 plans, which include:

- Grant submissions
- Launching the new website
- Launching a fundraiser, a 2026 calendar with student art
- Early 2026 event planning
- An end-of-year celebration for the committee

CVRPC Stormwater Master Plan process

B. Voigt, from Senior Natural Resources Planner at CVRPC, discussed the opportunity to do stormwater master planning work in town. A master planning effort is used to identify sites that could use additional treatment to mitigate water damage.

- The process includes GIS mapping data, data from existing studies, and field studies to collect new data, all of which is analyzed to identify potential water problems.
- DEC works with pre-qualified engineering firms in the state and provides funds for their work, with no local financial match.
- After a preliminary design is drafted, the engineers engage the public and appropriate town boards/commissions for feedback.

If Waterbury is interested, B. Voigt can get the process moving with the DEC. Once the engineering contractor is in place on the state side, they work with the town to schedule a project start.

Discussion

T. Leitz asked if this planning would be more for Waterbury Center or for the more developed areas of downtown.

- B. Voigt replied that it can be for either, but the plan typically encompasses the entire town.

T. Leitz asked what factors are at the center of the analysis.

- B. Voigt responded that water flow is the priority, with phosphorus reduction often a byproduct.
- He gave some examples of similar projects, including one in Waitsfield, which resulted in a rain garden in a parking lot. Another project designed landscaping that directs stormwater flows.

R. Clapp asked if implementation would then require funding from the town.

- B. Voigt said the DEC funding would get the town to 30% design on priority projects; if the town doesn't have the money for full implementation, CVRPC will work with the town to find funding.

K. Sweeney asked what a project like this means for the parts of the community that are on dirt roads.

- B. Voigt said it is up to the selectboard to identify the priority questions

- He added that it is worth looking at both the rural, dirt roads in the hills and the developed downtown.

M. Bard asked if there is any coordination between towns because stormwater knows no boundaries.

- B. Voigt said no, not at present; the program is designed to look at town-specific stormwater concerns.

R. Clapp asked A. Marshall-Carney if the conservation commission had the capacity to work with CVRPC on such a planning process. She confirmed it would.

Motion by R. Clapp to approve the stormwater master planning process as presented; seconded by M. Bard.

Additional discussion

C. Gloor asked about the cost to the town for the engineers' work.

- B. Voigt said there is no cost to the town other than staff time because the DEC covers the funding. If the selectboard chose to move beyond the 30% design on any of the projects deemed priority, then the town would have to find the money.

C. Viens noted the high-maintenance type scenario of our water-mitigation needs and asked what methods would be focused on for mitigation, as well as any follow-up on the maintenance process.

- B. Voigt said the engineers are best suited to recommend the priority projects and specific methods, which would be identified in their 30% designs
- After that point, it is up to the town on how to proceed with implementation. Further maintenance activities will be project-specific and up to the town.

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

Option agreement on Randall Meadow

T. Leitz said the option needs to be in place for the Community Development Block Grants to be submitted.

- The option doesn't obligate us to ultimately purchase the land, but the option needs to be approved.
- The existing agriculture lease has one year left. The town would be required to communicate with the farmer but not honor the lease. He doesn't think any breaking of ground will happen during that time because of all of the pre-project work that needs to be completed, including the environmental studies.

Discussion

B. Vigdor asked if there was any protection for the town if anything environmentally hazardous was found after the Town took control of the parcel. T. Leitz said that is a discussion with the State when it comes to purchase and sale.

Motion by T. Taravella to approve the option agreement; seconded by R. Clapp.

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

Selectboard and municipal manager updates

M. Bard:

- The DRB hasn't had to meet, so there isn't anything to report. Most permitting requests can be dealt with directly by the Zoning Administrator.

T. Taravella:

- She has accepted a job as a substitute librarian and will need to recuse herself from anything pertaining to the library.
- She also thanked Tom and the Highway Department for the frustrating but very helpful speed bump on Maple Street.

T. Leitz:

- Pre-application for a grant for a new recreation facility was not recommended to proceed.
- Closing on 40 Union Street is scheduled.
- He will get the correct local option tax data on the website.
- He, Dana Allen, and the contractors are working feverishly to submit the CDBG grant applications.

R. Clapp:

- Cost estimates for a new field house are coming at about \$8 or \$9 million.
- The recreation director has given her notice and will be leaving in October.
- The recreation committee is interested in exploring rec paths that are universally accessible.

K. Sweeney:

- Could not make the Natural Disaster Preparedness Committee meeting because of a scheduling conflict.

EXECUTIVE SESSION

Motion by T. Taravella to find that premature public knowledge of labor negotiations and personnel would put the town at a significant disadvantage; seconded by M. Bard.

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

Motion by T. Taravella to move into executive session, with no action anticipated; seconded by M. Bard.

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

Selectboard entered executive session at 7:56 p.m.

ADJOURNMENT

Next Meeting: Monday, October 5, at 6:30 p.m. at the Main Street Fire Station

Minutes respectfully submitted by Cheryl Casey.