

Minutes of the Waterbury Select Board
Monday, November 3, 2025 | 6:30 p.m.
28 N. Main St. and via Zoom

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

Public attendance: ORCA Media, Billy Vigdor, Sandy Sabin, Valerie Rogers, Dana Allen, Harry Shepard, Martha Staskus, Brian Voigt, Evan Karl Hoffman, MK Monley, Carol Baitz, Carrie Macmillan.

Zoom attendance: ORCA Media, Amy Marshall-Carney, Niki Sabado, Wayne Quillan, Anne Imhoff, Lisa Scagliotti, Elizabeth Brown, Eric P.

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

AGENDA

[Meeting agenda](#)

Motion by K. Sweeney to approve the agenda with the amendments of adding the Municipal Planning Grant Resolution to the consent agenda and moving the minutes of last meeting from the consent agenda to the regular agenda; seconded by M. Bard

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

Presentation from Central Vermont Regional Planning Commission on Regional Future Land Use Map

N. Sabado, planner with CVRPC, provided an overview of Act 181 and its implications for land use mapping ([see presentation](#)). She was joined by B. Voigt, senior planner and program commissioner.

- Act 181 shifted Act 250's jurisdiction to being location-based, implementing a tiered framework.
- A municipality must demonstrate administrative capacity to implement local regulations to be eligible for Tier 1A or 1B.
- The objective is to provide a consistent statewide delineation of future land use areas.
- Future land use areas are coordinated as part of the municipal planning process.

B. Voigt added:

- The land use map is not a zoning map dictating where a municipality can develop. The tiers do dictate the permitting process that must be undertaken.
- Existing state designations remain; they will be transferred to the future land use map.
 - Designations are: designated downtowns, village centers, neighborhood development areas, and new town centers
- The Tier 3 designation will lower the jurisdictional threshold of a location.
- A private road over 800 ft. serving a single residence or a network of private roads with driveways over 2,000 ft. serving multiple households will trigger Act 250 review.
- For more high-density growth areas, the methodology is straightforward. There is more flexibility to the methodology in the rural areas.

- A draft map will be ready at the end of November/beginning of December. It will be publicly available, both in paper and as an online interactive map, for about 2 months, during which time they will take feedback.

Discussion

A. Johnson confirmed the timeline with B. Voigt (see bullet point above) and then asked about the timeline/process for municipal requests for changes in designations.

- B. Voigt said if Tier 1A or Tier 1B is under consideration, he can provide some mapping assistance to support efficient decision-making in the coming months.

M. Staskus asked when a municipality can opt in to Tier 1B, if it chooses to undergo a public process and need time for that to happen.

- B. Voigt said any time. There is no cycle timeline.

M. Bard asked how resource-based recreation areas fit into the mapping scheme.

- B. Voigt said the tiers only help determine whether or not Act 250 comes into play. There is no comparison between different resource-based areas. If a recreation area is designated a Tier 3 area, any future development would be subject to Act 250 review, although he isn't sure that includes trail development. Tier 2 is basically the status quo we know now.

M. Staskus asked B. Voigt to describe the criteria for Tier 3.

- B. Voigt said the criteria are a work in progress by the Land Use Review Board. There will be a public process as part of working out the criteria.
- M. Staskus said she attended a presentation about Tier 3, where it was stated that 17 criteria were being considered, including steep slopes, headwaters, and streams; taken together, these locations actually comprise about 75% of the state.
- B. Voigt said the draft version of Tier 3 comprises about 6.5% of the state and [can be found online](#), along with other information.

D. Allen said Waterbury has a lot of different areas where we could have some Tier 1B and the planning commission is looking for guidance from the regional planning commission about what is being considered.

- He also noted there doesn't seem to be the same infrastructural requirements for village centers, which B. Voigt confirmed.

B. Vigdor asked about what the 1B application looks like.

- B. Voigt said it isn't an application but a motion from the Select Board certifying Tier 1B capabilities. The process can happen quickly for a non-controversial location, with the buck stopping at the Town permitting process.

Robbie Adler asked how long designations are set for.

- B. Voigt said amendments to the map can be made as conditions on the ground change. The map is aspirational, to be used as a planning tool. It doesn't prohibit development, but does establish which permitting process must be used for which location. Location sizes larger than 10 acres require a more formal process for making amendments to the map.

K. Sweeney asked about why the 1B Act 250 exemption caps out at 50 units.

- B. Voigt said 1A doesn't include the cap, and he's not sure how the Land Use Review Board got to the number 50.

R. Clapp asked if a 1A designation is even feasible for Waterbury.

- B. Voigt said he can't say for sure but thinks it would be feasible. He would need to see more detail for the application. Some other municipalities outside of Chittenden County are interested,

including Montpelier. He also noted that if 1A designation was granted, the town would also be responsible for existing (legacy) Act 250 permits.

T. Leitz asked if there are any conditions under which an Act 250 permit would still be needed in Tier 1A, or any other administrative requirements for that tier.

- B. Voigt said no, but with the disclaimer that the rulemaking isn't yet done.

R. Clapp asked if there could be a 1B area extending beyond a proposed 1A area.

- B. Voigt said he didn't see any reason both couldn't exist in town, adjacent to one another.

R. Clapp asked about the downtown designation area having a particular influence on a Tier 1B designation.

- B. Voigt said the downtown designation area is the foundation of the 1B criteria.

K. Sweeney expressed concern about undertaking the public process without the rules yet being fleshed out. He asked if there was a timeline established by the Land Use Review Board.

- B. Voigt said he understands the 1A application will be ready in January 2026.

M. Staskus added that a key takeaway for her from the informational meeting she attended is that the town needs to think about the additional liability of administering and enforcing Act 250 permitting in Tier 1A; it seems more worthwhile to seek Tier 1B designation and leave the Act 250 administration to the state. M. Bard added his concern about that liability.

A. Johnson closed the discussion with a request from the select board about next steps.

- K. Sweeney suggested deferring to the planning commission to work with the information as it comes in, and then collaborate with them.
- R. Clapp said we could ask the planning commission to address the select board at the first meeting in December.
- D. Allen and M. Staskus said that they need to have a meeting first before coming to the select board, but in order to have a meeting about this issue, they need to have a map.

Consent [agenda](#)

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

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

Meeting [minutes](#)

Motion by Tori Taravella to approve the minutes of October 20, 2025 with the addition of the comments by Pete Martel regarding the choke study; seconded by K. Sweeney.

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

PUBLIC COMMENT

H. Shepard addressed the conversation from the last meeting about the Colbyville Dams. He looked at the state inventory of dams and their hazards. The lower dam is categorized as minimal, and the upper dam is recognized as low. The state doesn't recognize either one as significant hazards. The upper dam is in poor condition, but most importantly, in the public record, the upper dam provides important storage in a flood. He doesn't understand why we're implementing a \$4.5 million flood mitigation project in Randall Meadow to possibly undo those efforts by removing the dams.

M. Bard acknowledged that today is the anniversary of the Great Flood of 1927. All things considered, the town has come a long way in flood control.

A. Johnson said for public information that Nov. 4 is a bond vote; voting will take place at the municipal offices. She thanked the staff and justices of the peace for their work, especially during tax week.

REGULAR BUSINESS

Stanley Wasson Update

T. Leitz had a meeting with the owner of DEW and members of his team to work towards the formalization of a development agreement between DEW and the Town. He is working on that draft, and both attorneys will need to weigh in on developing that agreement from scratch. There is no precedent for this kind of situation. He reminded that DEW has asked for an 18-month exclusivity period.

Discussion

A. Marshall-Carney asked if this means the project is a go.

- A. Johnson said no, that decision has not been made. The agreement document needs to work its way to the select board.

S. Sabin asked if the expense of the lawyer for this process is budgeted for.

- T. Leitz said we have a line item for legal issues.

River of Light Parade Approval

C. Baitz and MK Monley acknowledged that there are gaps in the event planning and management because the Rec Department is currently unstaffed and there were tasks they covered:

- Fire permits for warming fires
- Ordering and paying for the portable toilets
- Fire trucks
- State police blocking traffic
- Fencing
- Dac Rowe plowing
- Power and floodlights for the pavilion
- Some street lights off on Main St. only during the parade
- Field lights on for clean-up.

T. Leitz will serve as point person and requested they set a meeting with him for later in the week.

Discussion

M. Bard asked if the application fee has been waived in the past for River of Light. The fee is very small and he doesn't want to set a precedent.

- MK Monley said they can pay the \$25 application fee

R. Clapp said he can put out a request for help to Revitalizing Waterbury volunteers.

- C. Baitz said help at the end with clean-up is a significant area of need.
- MK Monley said the most amount of help will definitely be needed at the park.
- M. Bard said he will ask the Rotarians for help as well.
 - C. Baitz said about 10 people would be great.

A. Johnson noted this year is the 16th for River of Light and it is a beloved community-wide event.

Katarina Lisaius submitted a comprehensive transition plan and T. Leitz has all the resources he

Motion by K. Sweeney to approve the River of Light special event permit; seconded by M. Bard.

Discussion

T. Taravella said this event is essentially town-sponsored at this point, so waiving the fee seems to make sense in this case; however, setting precedent is also a concern without further research.

Motion by K. Sweeney to amend his motion to include waiving the fee; seconded by R. Clapp.

No further discussion, **motion passed 3-2, with M. Bard and T. Taravella opposed.**

The select board then entertained the amended motion: **to approve the River of Light special event permit and waive the associated permit fee.**

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

Budget process and schedule for Town Meeting Day

T. Leitz presented the draft process and schedule for discussion. He recommended starting budget work schedules the first Monday in December and meeting four weeks in a row, wrapping up with the Have Your Say Day presentation. He also noted the statutory dates.

Discussion

A. Johnson explained the general charge and typical approach of the select board with regards to budgeting and soliciting comments from the public. There are a lot of moving pieces and different deadlines. Some elements fall under board discretion and the members need to make some decisions so that they can ensure the public has all of the necessary information.

R. Clapp said last year's advanced schedule was rooted in the decision to put an article on the ballot about moving to Australian ballot. We don't have the same scenario this year, so he isn't feeling as much pressure to have as intense a budget development process as we had last year.

- M. Bard agreed, adding he is more concerned about making sure we have an in-person Town Meeting. He isn't convinced we need two Have Your Say Days.
- A. Johnson reminded that certain deadlines are fixed by statute.

K. Sweeney said he doesn't mind the advanced schedule through December, but it might be best to remove the Have Your Say Days.

- T. Taravella encouraged having one Have Your Say Day instead of two. M. Bard agreed.

T. Leitz said if he provides a draft budget by the holidays, that leaves three weeks in January for a full final review, and that isn't going to be feasible just meeting on Mondays.

- R. Clapp added that January 19 is MLK Jr. Day, and there has been some discussion about whether the select board should be meeting on federal holidays.
- T. Leitz suggested not meeting on December 22 because of the upcoming holidays. He thinks it works well if the board takes a Saturday and gets through what it can, instead of going late several Mondays in a row. The public will still have opportunities for comment at regular meetings and Have Your Say Day if they can't attend the Saturday discussion.
- M. Bard said department heads that can't attend the Saturday meeting can be rescheduled for a regular Monday meeting.

T. Taravella proposed a full workday on the weekend, not hold a budget meeting on December 8 or 22, hold regular meetings on December 1 and 15, and cancel the December 29 meeting.

- R. Clapp noted that some budget areas can be scheduled for the regular meetings if they aren't covered on Saturday.

The select board agreed to a budget work day on December 7.

A. Johnson noted regular January meeting dates and the option to schedule a Have Your Say Day.

The select board agreed to hold a Have Your Say Day on the morning of January 10.

M. Bard noted that MLK Jr. Day (Jan. 19) and Presidents' Day (Feb. 16) fall on regular meeting Mondays.

The select board agreed to meet on Tuesdays (Jan. 20 and Feb. 17) for each of those holidays.

A. Johnson noted that a final review of this schedule will take place at the next regular select board meeting.

Quarterly Budget Update

[[Q3 Revenue](#) and [Q3 Expenses](#)]

T. Leitz reported that Q3 local option tax data was provided just today, so it wasn't included in the report provided for the meeting.

- The revenue is just shy of \$235,500, representing 3.2% growth from last year.
- For the year, the revenue has already exceeded the budgeted amount.

T. Leitz first reviewed the third quarter revenue (see spreadsheet).

- He highlighted the significant amount of miscellaneous revenue, noting it is FEMA reimbursement money and tied to expenses in earlier budgets. He just closed out the 2024 FEMA paperwork.

T. Leitz reviewed the third quarter expenses (see spreadsheet).

- He noted we are over on computer services and that line item probably should be bumped up.
- Some of the consulting services are over budget, but that is an investment in order to submit grant applications that will then cover the costs.
- The tree maintenance line needs to be watched because of the costs of inoculation against emerald ash borer and some needs to remove trees.
- K. Sweeney asked about the likelihood of the highway budget going over.
 - T. Leitz said we should be right at budget; it is close every year.
 - A. Marshall-Carney asked about flex capacity for time-sensitive situations such as cutting down invasive species.
 - T. Leitz said it is a real challenge to make sure the mowing happens at the right time.
 - A. Johnson noted the suggestion for upcoming budget discussions.
- A pool equipment break related to chlorine delivery had to be replaced mid-summer, putting the unclassified pool expense line item well over budget.
- Things move around dramatically between highway, recreation, cemeteries, and parks, but it all evens out.

T. Leitz reviewed the [highway capital fund](#).

- Bidwell Lane paving was more expensive than anticipated because there wasn't an appropriate foundation underneath. We could not abandon the full project because of the grant funding involved.

[Recreation capital fund](#) notables:

- The town has received the cash related to the skate park and their fundraising.
- Mowers are always a problem, but we're experimenting with high-end residential mowers as a cost-savings tactic because the commercial mowers kept breaking down.

[Fire department capital fund](#) notables:

- We were able to sell the old fire truck for a surprisingly good price of \$92K.

- On the expenditure side, budgeting tends to be a two or three year process because of the delay between when money is budgeted and when it is spent.
- The fire truck will be paid off in the next three years using local option tax money.

Anticipated expenses to keep in mind for the budgeting process:

- Ongoing professional services fees for the planning commission around the town plan, assistance with flood-related grant applications.
 - T. Leitz said he has written off the federal grant process at this time.
 - R. Clapp asked if we were going to apply for another planning grant for the Town Plan.
 - T. Leitz replied that it is possible, but the grant cycle doesn't line up.
- T. Leitz said health insurance premiums for next year are only going up about 5%, which is the best he has heard in a long time.
- M. Bard asked if grant writing was part of the NRDC coordinator.
 - T. Leitz said no, that role is focused on preparedness planning.

Discussion

S. Sabin thanked T. Leitz for preparing these reports and encouraged the select board to review the reports every quarter.

Tax Sale Letter of Engagement

T. Leitz said the letter is a contract to engage Jim Barlow as tax attorney to provide formal notices on delinquent taxes and assist in conducting tax sales.

Motion by M. Bard to approve the letter of engagement contracting with Jim Barlow for delinquent taxes notice and collection and tax sales assistance; seconded by R. Clapp.

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

ADMINISTRATIVE BUSINESS

Additional Select Board and Municipal Manager Informational Updates

R. Clapp:

- Met with members of the NPS Rivers, Trails, and Conservation assistance program about their plan to assess Waterbury's assets over the winter, do a public engagement program in summer and fall, then prepare a report and recommendations for final delivery in Fall 2027.
 - NPS provides their services free to the town for study and planning, but there is no implementation funding.
 - RW is planning to apply for a \$20K planning grant for Randall Meadow to support implementation of public engagement efforts.
- Waterbury Area Economic Development Committee and RW are holding a business roundtable on Nov. 18 from 1 p.m. to 3 p.m.

T. Taravella

- Attended the recent tree board meeting; they would like to speak to the select board at the next regular meeting.

A. Johnson

- Attended the recent planning commission meeting and heard input from members of the public around history, culture, arts, and recreation.

- Had some discussion with the planning commission about documenting a process for the select board to take up goals and strategies in the town plan.
- WHIP info session on November 18 at 6:30 p.m.

T. Leitz

- Better Connections walking tour and focus group discussion brought different people and ideas to the table. The consultant will work through those ideas and come back with more refined proposals.
- Weston & Samson Engineering delivered the environmental phase 1 report on Randall Meadow: no surprises but more investigation will be needed. Interestingly, there was a small wastewater treatment plant on one corner of the site that closed about 40 or 50 years ago. Mostly, the

Review of Agenda Items for Next Meetings

Rec facility presentation

Tree Board

Rental registry

Stanley Wasson

Review of remaining capital plan items

RW presentation either on Nov. 17 (preferred) or Dec. 1

Budgeting timeline for Town Meeting

EXECUTIVE SESSION

Motion by K. Sweeney to find that premature public knowledge of labor negotiations and personnel would put the Town of Waterbury at a significant disadvantage; seconded by M. Bard.

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

Motion by K. Sweeney to enter executive session and invite the municipal manager; seconded by M. Bard.

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

Selectboard moved into executive session at 9:39 p.m.

Selectboard exited from executive session at 10:14 p.m.

Motion by T. Taravella to adjourn the meeting; seconded by K. Sweeney.

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

ADJOURNMENT at 10:14 p.m.

Next meeting of the Waterbury Selectboard: Monday, November 17, 2025 at 6:30 p.m.

Minutes respectfully submitted by Cheryl Casey.