



**Minutes of the Waterbury Selectboard Regular Meeting**  
**Tuesday, April 21, 2026 | 6:30 p.m.**  
**28 S. Main St. and on Zoom**

---

[Zoom recording [here](#) | Passcode: rj!Jng7v]

**Selectboard attendance:** Martha Staskus, Sandy Sabin, Roger Clapp, Don Schneider, Evan Karl Hoffman

**Staff attendance:** Bill Woodruff, Cheryl Casey

**Public attendance:** ORCA Media, Roz McCarthy, Dwayne Weeks, Lotta Lampela, Skip Flanders, Marie Gervais, Bill Shepeluk, Scott Lamb, Rachael Brown, Katya d'Angelo, Chris Triolo, Rebecca Ellis, Valerie Rogers, Marlena Baker, Nita Hulstrom, Lisa Scagliotti, Stacey Schwarcz, Beth Gilpin, Amy Marshall-Carney

**Public on Zoom:** ORCA Media, Kati Gallagher, Michael, Anne Imhoff, Billy Vigdor, Pegeen Mulhern, Louisa Hayes, Natalie Sherman

CALL TO ORDER, 6:33 p.m. by M. Staskus

M. Staskus explained her approach to selectboard meetings, encouraging in-person participation when possible.

- Attendees on Zoom should sign in with their first and last names, and they should turn on their camera when they are speaking.
- She also requested that agenda items and materials for the meeting be provided the Wednesday prior to the meeting so that the selectboard and staff can ensure everything is planned and posted in time.

#### AGENDA

**Review and approve [meeting agenda](#)**

**Motion by R. Clapp to accept the agenda as posted; seconded by S. Sabin.**

No further discussion; **motion passed unanimously (5-0).**

#### PUBLIC COMMENT

R. Clapp reported that Downstreet Housing intends to have their certificate of occupancy for the Marsh House and once they receive it, they will be giving tours

R. Clapp recognized Anne Imhoff on her 90th birthday, acknowledging her extensive contributions to the community over decades.

- Historical Society volunteer and member of leadership from 1988 - present
- Founding member of Revitalizing Waterbury
- Editor-in-Chief of *Exit 10* from 1989-2008
- Served the Town and Village in various capacities, including as an auditor, Village Trustee, and member of the Zoning Board of Adjustment
- Member of Waterbury Arts
- Motivating force behind the CCC History Trail in Little River State Park

Anne Imhoff thanked everyone, saying she loves the town and she loves everyone.

D. Schneider welcomed E. Hoffman to the selectboard.

#### APPROVALS

→ [Minutes of April 7, 2026](#)

**Motion by E. Hoffman to approve the minutes as presented; seconded by R. Clapp.**

No further discussion; **motion passed unanimously (5-0).**

→ **Consent Agenda Items (as listed on the [meeting agenda](#))**

**Motion by R. Clapp to approve the consent agenda as written; seconded by D. Schneider.**

No further discussion; **motion passed unanimously (5-0).**

#### GENERAL BUSINESS

M. Staskus explained the “prescheduled attendance” ([as posted on the selectboard page](#)) for regular updates from committees and affiliated organizations.

→ **Recreation Committee**

B. Gilpin said her first term on the committee was sobering and educational. It is a challenging time to try to provide quality recreational opportunities to the community while being fiscally responsible.

- M. Staskus asked about the key items on the committee’s agenda for the coming year.
  - B. Gilpin summarized:
    - Continue strategizing ways to find the right time to pursue a new recreation building
    - Keep an eye on the pool facilities and what it needs.
    - Support and provide feedback to the Rec Director.
    - Look for where shared needs can come together for partnerships and collaborations.
    - Conduct outreach to other groups involved in trail building to learn what the scope of their work, interests, and grant opportunities are.

- M. Staskus encouraged the committee to stay in touch with the Planning Commission on the new Town Plan, and to be very involved in the trail network conversations happening across different stakeholders and take a strong need.

M. Staskus asked about the Rec Department's fee schedule for renting facilities and fields.

- E. Linsky, Rec. Director, first noted that the Trails Summit in May will bring stakeholder groups together so that there aren't redundancies and there will be lots of coordination.
  - Regarding rates, she said the last rates were approved in 2021 and the department is planning new recommendations for 2027.
  - She is experiencing a lot of organizations, especially nonprofits, asking for the fees to be waived. They are considering discounted rates for nonprofits. However, the fees do contribute to the department's overall revenue.
- R. Clapp added that for this year (2026), nonprofit organizations will be given a 20% discount. He also reported that the fee revenue is coming in short, so that is something that needs to be addressed.

S. Sabin asked if Town employees receive a discount for any facility rental or program registration.

- E. Linsky said no, but those considerations are part of their planning.

#### → **Town Meeting Study Committee**

R. Ellis, A. Marshall-Carney, V. Rogers, and E. Hoffman represented the committee at the table.

R. Ellis summarized their mandate and work plan:

- Mandate: explore ways to improve the quality and quantity of citizen engagement at the annual Town Meeting during a year-long study
- Plan: Final recommendations to be provided by early January, 2027.
- Membership: Nine members total, including Liz Schlegel, Michelle Downing, Anne Imhoff, Susan Titteron, and Kathi Grace, in addition to the four present at the table.
- Several experts have been scheduled to present to the group. For example, Susan Clark, Middlesex Town Moderator and an academic researcher on town meetings, presented to the committee in one of their first meetings.
- Considering potential structural changes, strategies for increasing participation, and improvements to the day itself, and options for increasing civic engagement in general.

D. Schneider asked what kinds of accessibility options are being considered.

- A. Marshall-Carney responded that all forms of accessibility, including hybrid, are on the table.
- R. Ellis added that state statute currently doesn't allow online attendees to vote, but she expects that to change.

#### → **Town Board/Committee Appointments - Interviews**

**Alec Tuscany** - Mad River Resource Management Alliance solid waste district, Waterbury Representative

- A. Tuscany gave an overview of what the Alliance does:
  - The committee reviews budgets, proposals and contracts for the hazardous waste disposal event.
  - The Chair testifies in front of various legislative committees on solid waste issues.
- D. Schneider asked how long he has been involved in the Alliance.
  - A. Tuscany said about 8 years, probably a little more.
  - He added his other public service roles, including as a lister, Public Works Director, town engineer, and a member of several committees.

**Stacey Schwarz** - Natural Disaster Preparedness Committee

- S. Schwarz noted she joined the committee to fill a vacated position and would like to continue in a full 3-year term.

**Beth Gilpin** - Recreation Committee

- B. Gilpin reiterated how much she has enjoyed serving on the committee.

**Marlena Baker** - Recreation Committee

- M. Baker explained that she grew up in Waterbury, left for school and professional reasons, but has returned home to set roots.
  - Growing up, she benefitted in recreation opportunities and this is a chance to be more engaged and learn about the town.
  - She works as a grants coordinator for the Department of Recreation team that administers outdoor recreation grants.
- E. Hoffman asked if her job might present a conflict of interest.
  - M. Baker answered that there will be times when she will have to recuse herself from Rec. Committee discussions and votes, but since the committee is advisory only, she is able to serve.

**Dwayne Weeks** - Recreation Committee

- D. Weeks explained that he has a background in public service at the local, state, and federal levels and believes in the importance of healthy bodies and minds for the community. His planning background will allow him to bring important skills in budgeting and planning to the committee.

**Lotta Lampela** - Conservation Committee

- L. Lampela said she grew up in northern Finland and is a recent arrival in Waterbury. This is her forever home from now on and although she doesn't have the same level of experience about the area, she is eager to learn and contribute.
  - Her background is in public service, first in Finland, then the EU, and most recently here in VT.
  - She lives in the Shutesville Hill area and in her previous professional life, she was in an advisory role where gathering data was an important function in order to support policymakers.

#### **Stuart Whitney - Tree Board**

- He has been on the committee for about 6 years and would like to renew for another three-year term.
  - For the second year in a row, the Tree Board has achieved Tree City USA designation for the Town. He brought a banner to display outside the town offices on Arbor Day, April 24.
- R. Clapp asked about the inventory that the voters approved funding for.
  - S. Whitney acknowledged that he is on the committee to be a worker and not a decider, so Tree Board chair Jane Brown would be better able to answer that question.

#### **Motion by S. Sabin to approve the slate of candidates with the modification of removing Marcy Blauvelt, who has rescinded her application; seconded by R. Clapp.**

No further discussion; **motion passed unanimously (5-0).**

#### **→ Selectboard Matters**

##### **Better Connections Grant**

- B. Woodruff said we're progressing toward a demonstration project in Waterbury Center. There was an Open House with tremendous attendance at the end of March.
- D. McDougall summarized the project, which is also available to learn about on the website. The project focuses on making Waterbury Center safer for walking and biking and the demonstration project will address Triangle Green improvements [[slide 17 of presentation](#)]. The final report on recommendations will be submitted in July.

##### **Discussion**

- M. Staskus asked how the demonstration project was funded.
  - D. McDougall said the grant plus some other money he has raised. The demonstration will be installed the first week of June, and there will be an extensive communications push to inform people about the changes at the Triangle.
- R. Clapp noted that the selectboard will ultimately determine what aspects of the demonstration project would be continued.

- D. McDougall said the Better Connections group will solicit community feedback about the various aspects of the demonstration.

**Motion by R. Clapp to authorize the demonstration project; seconded by E. Hoffman.**

**Additional Discussion**

- B. Shepeluk said there needs to be an ordinance for a stop sign, typically. For this project, the stop sign might not be enforceable.
  - B. Woodruff noted that he has worked that ordinance process into the timeline for the project.
- D. McDougall acknowledged that the mechanisms for providing feedback on the demonstration haven't yet been determined.
- K. Gallagher added that Stantec has hired a community engagement specialist to ensure they are doing everything they can to engage the community before, during, and after the demonstration project.
- M. Staskus asked about what permitting requirements might be necessary.
  - B. Woodruff said that having the signs meet the highway standards would be the main consideration.
- G. Dillon said he has seen stop signs run off solar panels with little flashing red lights, which might make the signs already there –and often missed–more visible.
- A. Marshall-Carney asked for clarity on what the town is committing to with this project.
  - B. Woodruff said there was some stormwater evaluation done.
  - D. McDougall described the area of focus as described on [slide 4](#) in the presentation.
    - Some considerations include how to get to the state park across Route 100 and how to safely navigate the businesses around Cold Hollow. These require longer-term collaboration with state entities.
    - Other considerations, like the Triangle demonstration project, are town-specific.
    - Of the recommendations the committee gives in July, the town might select or reject any of them.
- L. Scagliotti asked if the utility pole at the northwest corner of the Triangle will be removed. D. McDougall said not for the demonstration project.
- B. Shepeluk asked if the intersection of Maple St. and Guptil Rd. was considered for a one-way street instead of a 3-way stop.
  - B. Woodruff said there were numerous suggestions about that
- L. Lampella asked what the grant actually covered.
  - D. McDougall said it covered everything from the stormwater evaluation to community outreach, recommendations development, and final report.
- N. Hulstrom advised that the committee that does the watering of the flowers at the gazebo doesn't have any more capacity to water additional planters.

- D. McDougall said they are aware of how much water is needed and the logistics of getting the water to the site. The committee is hoping to coordinate across several stakeholders.

No further discussion; **motion passed unanimously (5-0).**

→ **Municipal Manager updates**

B. Woodruff reported on the following:

The **Woody Avenue Housing Development RFP** is out, and proposals are due by the end of May.

- There will be a lot of time for public comment.
- Neal Leitner is spearheading that project from the planning perspective.

The **Randall Meadow Environmental Assessment RFP** is out and will be added to the website tomorrow.

- The work is expected to happen later in the summer season, before winter.
- Corn will be planted this season in the meadow because the state still owns the parcel and the farmer's lease with the state is in place for 2026.

[Duxbury/Moretown Fire Contracts](#) need to be signed by the selectboard. Each municipality has already signed.

**Motion by R. Clapp to approve the Duxbury and Moretown fire contracts; seconded by E. Hoffman.**

No further discussion; **motion passed unanimously (5-0).**

Moretown will be adding sidewalks along a section of Route 2

The **Stanley Wasson predevelopment agreement** is in the hands of DEW and the lawyers. When it is in the final stages, it will be brought before the selectboard for review and approval.

- R. Clapp asked about the subdivision of Randall Meadow.
  - B. Woodruff responded that it has been subdivided but not yet turned over to the town.
- N. Halstrom said that if DEW is taking on the cost of doing the studies, they are motivated to find favorable data.
  - M. Staskus responded that the town has committed to nothing yet, and without the data, the town isn't making any decisions.
  - N. Halstrom said it is often in everybody's best interest to have studies done independently, although it does cost money.
  - D. Schneider and M. Staskus said the selectboard can and should interrogate the studies' results.

A Marshall-Carney, in reference to Better Connections and Recreation Pathways, called awareness to process, where engagement with the community came well into the process while initial work is being developed by private groups.

- She would like to understand the **Board's position on eminent domain**.
  - M. Staskus advised her to request time on a future agenda to discuss the topic.
- A Marshall-Carney asked about the **financial transparency process** and how the Better Connections grant was applied for without a public process.
  - D. Schneider asked for the selectboard to have some time to bring themselves up to speed on these issues in order to have a more informed and productive conversation.

B. Woodruff asked for the selectboard to determine the **payment process for the fire truck approved at Town Meeting**. It is ready for delivery.

- G. Dillon explained it was a demo truck, which allows the Town to take delivery much more quickly.
- B. Shepeluk, as interim treasurer, said the Town Meeting minutes aren't clear about the money budgeted to pay for this truck.
- B. Woodruff said the selectboard could make a motion for the town treasurer or manager to enter into an agreement for financing.
- B. Shepeluk said the money will have to be borrowed, and he asked banks for a bid on notes of 5 years and 10 years. Of the five that submitted bids, he recommends the proposal for 10 years from Northfield Savings Bank; they have offered 5% fixed rate, with no prepayment penalties.
- M. Staskus asked if we are financing the full amount, or less the amount of LOT (local option tax) money that was approved toward the purchase of the truck.
  - B. Shepeluk said the full amount would be financed, and LOT money would go toward paying the debt at the end of the year.
- E. Hoffman said it was pitched to the voters as something that would be paid off in the next 4 years, so he is inclined to prefer Northfield's other offer of a 5-year loan at 4.6%. R. Clapp agreed.
- S. Sabin agreed with B. Shepeluk because having the longer-term loan implements a safeguard in case some major unanticipated cost comes up. Trucks last about 20 years, so it makes sense to stretch out the payments up to 10 years.
- B. Shepeluk added that the funds can be borrowed from the tax stabilization fund, but he recommends borrowing from the bank because we have already borrowed from ourselves in the past without yet repaying it.
  - If so decided, the selectboard has the authority to refund a note and turn it into a bond without having a bond vote; there are opportunities to refinance at any point down the road.

- B. Woodruff reviewed the banks' offers and found that Union Bank has a better interest rate at 4.89% over 10 years.
  - B. Shepeluk revised his recommendation to Union Bank for the 10-year option.

**Motion by R. Clapp to borrow from Northfield Savings Bank to purchase the truck with a 5-year loan for \$414,400 at 4.6%; seconded by E. Hoffman.**

No further discussion; **motion passed 3-2 (M. Staskus and S. Sabin voting no)**

→ **Selectboard Matters**

**WATA special event permit application**

- S. Sabin asked if the alcohol permit was pushed through at the last minute.
  - M. Staskus said it wasn't one of the last things, but she advised WATA to apply sooner in the future.
- Alex described the event and the route. Signs and volunteers are along the route, as well as aid stations. The public is notified of the event via Front Porch Forum.
  - There are typically between 300-400 riders each year, which they are anticipating again this year.
  - The Gravel Grinder is in its 18th year and it is their primary fundraiser.
- S. Sabin said she got a couple of emails from residents to remind WATA to advise riders to be respectful of homeowners and drivers.
  - Alex said they do remind riders of etiquette and if there is a specific incident, please let them know so they can address the issue.

**Motion by D. Schneider to approve the special permit application for the WATA Gravel Grinder; seconded by E. Hoffman.**

No further discussion; **motion passed unanimously (5-0).**

**Appeal of 891 Waterbury-Stowe Rd. Waiver for Multiple Uses**

**Motion by E. Hoffman to authorize SP&F Attorneys to represent the Town in Environment Court regarding the appeal of DRB decision for 891 Waterbury-Stowe Rd.; seconded by R. Clapp.**

No further discussion; **motion passed unanimously (5-0).**

M. Staskus pointed out the **Verizon PUC De Minimus application** at 2020 Gregg Hill Rd. There is no action required by the selectboard; this item is informational.

**Municipal Manager Search Status**

[see Municipal Manager [job advertisement](#), [recruitment brochure](#), and [recruitment plan](#)]

D. Schneider summarized the search timeline, and reviewed the position description and the promotional brochure.

- Bill Fraser recommends 3 interview committees - employees and department heads appointed by the selectboard, a citizen group of 7, and the full selectboard. Each candidate will do three interviews and have a tour of Town.
- The hope is to have someone in place by September, maybe earlier.

M. Staskus said a special executive session is scheduled for June 2 to hear Bill Fraser's recommendations on finalists. She also wants to make sure that RW is credited for the photos in the promotional brochure.

**Motion by R. Clapp to approve the search plan; seconded by S. Sabin.**

No further discussion; **motion passed unanimously (5-0).**

### **Town Clerk and Treasurer positions status**

S. Sabin drafted job descriptions in accordance with relevant statutes.

- She said the treasurer position should be separate from the town clerk, even though the same person has been doing both jobs for a very long time.

B. Shepeluk clarified that both positions must be filled by residents because they are elected positions.

- Neither position reports to the selectboard, with job descriptions given in statute.
- He also thinks there are sufficient internal controls to have one person fill both roles.

M. Staskus asked where the job descriptions will be posted.

- S. Sabin said salary and PT vs FT need to be decided before the details are posted, because interested candidates will ask.

Selectboard will provide feedback to S. Sabin by Friday.

### **Sound system**

D. Schneider received one quote from a vendor, and he will continue with his research to make some comparisons.

A Marshall-Carney recommended looking closely at the technical support each system offers.

### **Budget update**

B. Shepeluk summarized key points in his [memo to the selectboard](#).

- On the balance sheet assets, B. Shepeluk called attention to line 11, "due from/to other funds," which refers to money belonging to reserve funds.
  - The next line, "advance to other funds," means the general fund is specifically borrowing money from one of the other funds.
  - There are some things that need to be sorted out, but the funds lend and borrow from each other all the time.
- He also noted that titles haven't been changed in the system, so "Village" does refer now to EFUD.
- Line "delinquent tax receivable" refers to all years prior to now.

- On the balance sheet liability, B. Shepeluk pointed to the top line on page two, “deferred revenue,” and said that number was an estimation for the auditors because of timing.
- M. Staskus asked why there was a line for the Duxbury Fire contract but not for the Moretown Fire contract.
  - B. Shepeluk said the Duxbury contract is much more complex and their contract term is April-March.
- He advised the selectboard that \$4,514,160 is the correct amount of taxes to be raised, and they will set the tax rate at their first meeting in July.

B. Shepeluk said the investment funds need to be rebalanced.

- Beth Jones remains a signatory on the portfolios and can give direction to the portfolio managers; otherwise, he needs to be added to the account.
  - He was hoping not to have to do that so the process doesn’t have to be repeated with the new treasurer.

→ **Next meeting and agenda items**

Board members discussed potential items for the next agenda, including

- updates to the entertainment ordinance
- how to handle opioid funds
- updates on town clerk/treasurer applications
- ongoing updates about Randall Meadow and Stanley Wasson projects.

B. Woodruff recommended having Dan Sweet attend a meeting at some point to talk about the re-appraisal process.

**Motion by E. Hoffman to adjourn; seconded by R. Clapp.**

**Motion passed unanimously (5-0).**

ADJOURNMENT at 10:01 p.m.

---

**Next meeting of the Waterbury Selectboard:**      **May 5 @ 6:30 p.m.**  
 Steele Community Room  
 28 N. Main St. and on Zoom.

*Minutes respectfully submitted by Cheryl Casey.*