



Minutes of the Waterbury Selectboard Regular Meeting
Tuesday, May 5, 2026 | 6:30 p.m.
28 S. Main St. and on Zoom

[View ORCA recording [here](#)]

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

Staff attendance: Bill Woodruff, Cheryl Casey

Public attendance: ORCA Media, Will Robens, Wes Pollock, Dana Allen, Chris Viens, Billy Vigdor, Bill Shepeluk, Lisa Scagliotti, Pete Martel

Public on Zoom: ORCA Media, Lindsay Sullivan, Wayne Quillin, Carrie MacMillan, Valerie Rogers, Pegeen Mulhern, Liz Schlegel, Nita Hulstrom, Rebecca Mead

CALL TO ORDER, 6:34 p.m. by M. Staskus

AGENDA

Review and approve [meeting agenda](#)

Revisions:

- D. Schneider requested that the appointment of Town Treasurer be moved to after the executive session.
- B. Woodruff said the State Police can't make it this evening to give a report.
- M. Staskus said the opioid funding discussion will not take place tonight; an update from D. Allen about the BRIC grant will be added at the end of the Municipal Manager's report.

Motion by R. Clapp to approve the agenda as amended; seconded by D. Schneider.

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

PUBLIC COMMENT

B. Vigdor announced that the Winterfest grants application is now available and submissions are due May 31.

APPROVALS

→ **Minutes of [April 21, 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](#))**

D. Schneider asked for clarification on how many TurnMusic events will happen, since he heard four yet the permit application for Blackback says three. R. Clapp explained that the 4th event isn't related to Blackback.

Motion by R. Clapp to approve the consent agenda as presented; seconded by E. Hoffman.
No further discussion; **motion passed unanimously (5-0).**

TOWN BOARDS/COMMITTEES REPORTS

→ **Planning Commission**

D. Allen, now Chair of the Planning Commission, reported that two chapters have been submitted to CVRCC, in preliminary draft form, to get their feedback.

- The format has changed to a story map and the response so far is favorable.
- The final content will also be available as a downloadable PDF.
- By roughly the end of July, all of the material will be drafted and the public process of review will then take place; by the end of 2026, the plan should be finalized.

Discussion

- R. Clapp asked for the most recent draft of the local economy chapter. D. Allen said he can share it once it is fully drafted.
- M. Staskus asked if the chapters will be posted as they go.
 - D. Allen said the commission will wait until July for the public to review; they will keep stakeholder groups updated as the relevant chapters are drafted.
 - The selectboard will see drafts before July.

D. Allen reported that the next tasks for the commission are technical amendments to the existing bylaws to update according to recent statutes, Phase I bylaws review and updating, and then the Phase II amendment process (addressing everything north of the interstate).

Discussion

- M. Staskus asked if the amendments need to go through public review.
 - D. Allen said there should be one public review for the technical amendments and certainly at least one for the Phase I and Phase II bylaws each.
- E. Hoffman asked how far off the Phase II process is.
 - D. Allen said the goal is to begin in 2027. The commission is still talking through whether they will apply for a municipal planning grant.
- C. Viens asked how Act 181 fits into this scenario.
 - D. Allen said it remains on their radar as the updates make their way through the legislature.

- C. Casey said she has also been keeping an eye on the Act 181 discussions and the State did send a helpful “cheat sheet” for the non-controversial updates that supersede municipal bylaws.

→ **Development Review Board**

Not present

MUNICIPAL MANAGER REPORT

→ **FEMA buyouts**

B. Woodruff said a voluntary transaction agreement needs to be signed for 33 and 35 N. Main St. to move the process forward environmentally so the owners can move to the buyout stage. There is no financial commitment involved in signing the agreement.

Motion by D. Schneider to sign the voluntary transaction agreement for 33 and 35 N. Main St.; seconded by S. Sabin.

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

→ **Authorization for tax anticipation borrowing**

B. Woodruff said the anticipation of borrowing money from EFUD is typical for this time of year until tax payments come in.

Motion by D. Schneider to authorize the town treasurer and municipal manager to borrow funds in 2026 in anticipation of taxes from EFUD and to authorize the town to lend funds to EFUD in anticipation of water or sewer revenues, setting a rate for borrowing and lending at 2% per annum; seconded by E. Hoffman.

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

→ **Town flood mitigation and housing projects updates**

Randall Meadow: The RFP for the environmental assessment is out and the submission deadline is June 11. The information is available on the town website, [Requests for Proposals](#) under the News & Initiatives tab.

- R. Clapp said he would like to join the selection committee, with B. Woodruff, Alec Tuscany and D. Allen.
- M. Staskus asked if the project includes archeology review.
 - D. Allen said yes, the archeology review costs \$40,000 of the total \$125,000 project cost. There is no design work included in this assessment.

Stanley Wasson: The predevelopment agreement is still going back and forth between attorneys. B. Woodruff anticipates having the agreement for review at the next meeting.

- C. Viens said someone recommended the Anderson Field site be considered instead. He thinks this will be more affordable and should be considered. The traffic congestion concern is another reason to evaluate switching locations.
 - S. Sabin acknowledged she made the suggestion. If Anderson Field is a better piece of property, the agreement should include the developer paying to have the tennis courts rebuilt over at Stanley Wasson.
- R. Clapp asked if there was any restriction on use in the purchase from the State.
 - B. Woodruff will need to look. To his knowledge, we have nothing invested in Stanley Wasson besides a lot of behind-the-scenes work.
- D. Schneider said if we need the housing, why not all three sites.
- D. Allen noted that Anderson Field is in the 500-year flood area.
 - The Neighborhood zoning district would allow a high-density residential project. The whole parcel, including the pool, is 6 acres.
- R. Clapp said the tennis courts also have pickleball lines on them, and neighbors do complain about the noise.
- M. Staskus said other stakeholders should be looped into the discussion at the beginning before anything is done regarding other town-owned properties.
 - If we seriously look at Anderson Field, we'll have to put out another RFP.
 - The DEW pre-development agreement doesn't commit the town to anything while at the same time providing us with a lot of information, especially the market analysis; she doesn't see the downside of moving that agreement forward. DEW is taking the risk at this stage.
- B. Vigdor said the selectboard should at least be upfront with DEW about the latest thinking. A town that can't work with developers can't get developers.
- B. Woodruff said there would be a lot of neighborhood pushback for the Anderson Field site as well.

Woody Avenue: The RFP is out and the submission deadline is May 29. The information is available on the town website, [Requests for Proposals](#) under the News & Initiatives tab.

- E. Hoffman said he would join the selection committee, with B. Woodruff, Alec Tuscany and D. Allen.
- B. Vigdor asked if it made sense for someone from the Housing Task Force to serve on the selection committee.
 - M. Staskus said E. Hoffman will be appointed to the task force as the selectboard liaison.

E911 Coordinator: By ordinance, the selectboard needs to appoint a person to a one-year term every April 30. C. Casey has been doing the work so far and said she is willing to continue for the upcoming appointment year.

Motion by R. Clapp to appoint C. Casey as the E911 Coordinator for the upcoming appointment year; seconded by D. Schneider.

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

New road name: E911 regulations require any private drive providing access to three or more primary residences be converted to a private road. A third home is being constructed along the private drive at 1175 Loomis Hill, and the residents have suggested Chickadee Lane for the road name.

- B. Woodruff pointed out that the name meets the naming criteria for being distinctive and not offensive.

Motion by R. Clapp to name the new private road off of Loomis Hill to Chickadee Lane; seconded by S. Sabin.

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

Fire truck financing: The paperwork has been updated to accord with the discussion at the last meeting and just needs signatures.

BRIC grant: D. Allen reported that the program unexpectedly came back to life and a funding opportunity has been issued for flood resilience projects.

- He said there were eligible projects to pursue at the Wastewater Treatment Plant that would be eligible for this funding.
- Vermont Emergency Management was excited about the suggestion because they like infrastructure projects on a single property.
- The application is due to VEM on May 15.
- The program requires a 25% match from the town. D. Allen estimated a total cost of \$200k for the concept study.

B. Woodruff noted that the lagoon walls at the Plant belong to EFUD.

The selectboard agreed that D. Allen and B. Woodruff should bring the proposal to EFUD.

SELECTBOARD MATTERS

→ **Staffing**

Municipal Manager: D. Schneider reported that there are two applicants so far. Bill Frasier said it is still early in the process, but his opinion is that we might not get as many candidates as we might like because of the salary range.

- B. Shepeluk noted that salaries have increased dramatically, but he would be concerned if the selectboard negotiated above what was advertised.

Town Clerk: Candidate Wes Pollock introduced himself. He has been an attorney for 9 years and currently works out of a home office in Waterbury Center in a small personal injury practice

with his father. He has long wanted to be more involved in public service; town clerk seems like a good role. He recognizes that the position is full time and only until the next Town Meeting and plans on retaining his law license.

- S. Sabin asked if there would be any conflict with his legal practice.
 - W. Pollock said there would be no conflict with his current practice in personal injury law.
- R. Clapp asked if there was a conflict of interest with his partner being the Recreation Director.
 - W. Pollock said he doesn't see a conflict of interest because the roles don't exist in any supervisory relationship.

M. Staskus directed B. Woodruff set up an interview with a group of staff, which E. Hoffman will also attend. She will also schedule an interview with the whole board.

R. Clapp asked the status of the Assistant Clerk position.

- B. Woodruff said someone was offered the position and accepted, but then backed out.

Housing Task Force selectboard representative:

Motion by R. Clapp to appoint E. Hoffman as the selectboard representative to the Housing Task Force; seconded by S. Sabin.

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

→ Entertainment ordinance

D. Schneider said there were several ordinances and permits that overlapped and he wasn't where to begin the next stage of updates.

- For context, R. Clapp explained that the previous selectboard passed a revised application for a special event permit.
- M. Staskus noted that things were done backwards when an event permit application was revised before reviewing and updating the ordinance itself. She suggested focusing on the Entertainment Ordinance at this time.
- B. Shepeluk said these quandaries are the vestiges of two different municipalities, Village and Town.
- M. Staskus recommended that she and D. Schneider reach out to VLCT to get recommendations and samples. In the meantime, applicants should use the currently-existing applications and the selectboard will note exceptions where the forms are insufficient.

→ Waterbury ArtsFest special event permit, July 10&11, 2026

[\[plan & road closure map\]](#)

L. Sullivan represented RW to describe the event logistics and take questions.

- M. Staskus asked about the liquor license and amplified live music performances.

- L. Sullivan said Big Tree is doing the Friday night beer garden and Salt & Rind is serving on Saturday; they will be providing the liquor license.
- L. Sullivan added that music will go until 9:30 p.m.
- D. Schneider asked about a certificate of liability insurance since a town road is also being used, in addition to the private property at Pilgrim Park.
 - L. Sullivan said she will look into what was done in the past and will send the information to B. Woodruff.
- E. Hoffman asked for clarity on the closure of Railroad St.
 - L. Sullivan responded that there are no houses affected.

Motion by D. Schneider to approve the special event application for Waterbury ArtsFest on July 10 & 11, 2026, with the notification of some type of liability insurance provided to B. Woodruff; seconded by E. Hoffman.

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

→ **Leaf Peepers Half Marathon [event permit](#), October 4, 2026**
[\[safety plan\]](#)

W. Robens, the event planner, described the event logistics, which remain largely unchanged from previous years. New this year is a permit with VTrans for the Route 100 segment of the race. He can send the insurance document once it is processed. The event is usually cleared out by 2:00 p.m.

Motion by R. Clapp to approve the Leaf Peepers application; seconded by S. Sabin.

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

→ **Route 100 speed limit adjustment**

D. Schneider asked for selectboard support to recommend to the state that some speed limit signs on Route 100 in Waterbury Center should be changed. The Better Connections committee, with community feedback, has considered where the possible dangers are due to speed limits.

- His suggestion is to reduce the speed limit to 35 mph just before the hill coming down to Hollow Rd, until after the Cider Mill.
- He also suggested that the 50 mph segment just north of the Guptil Rd. intersection be lowered to 40 mph
- A request for review needs to be submitted to the state traffic safety committee.
 - B. Woodruff noted that the state traffic safety committee only meets a couple of times per year.

Motion by R. Clapp to authorize B. Woodruff to submit a letter with the proposed changes to the state traffic safety committee; seconded by E. Hoffman.

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

→ **Confirm next meeting date and agenda items**

The meeting is May 19 at 6:30 p.m.

Conservation Commission - update and applicant to join
Tree Board
School Board (D. Schneider will ask if someone from the board is willing to attend and offer a
summary of their key initiatives.)
John Malter - Natural Disaster Coordinator position
Opioid settlement money
Steele Community Room A/V updates
Vendor permit applications for Rotary Concerts in the Park.
Table for June: State Police updates

EXECUTIVE SESSION

Motion by D. Schneider to find that premature public knowledge of personnel would place the Town of Waterbury at a substantial disadvantage; seconded by R. Clapp.

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

Motion by R. Clapp to enter executive session; seconded by E. Hoffman.

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

The selectboard entered executive session at 8:35 p.m.

Motion by R. Clapp to exit executive session; seconded by E. Hoffman.

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

The selectboard exited executive session at 8:56 p.m.

Motion by R. Clapp to appoint B. Shepeluk as Town Treasurer until Town Meeting Day 2027; seconded by S. Sabin.

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

Motion by S. Sabin to adjourn; seconded by D. Schneider.

Motion passed unanimously (5-0).

ADJOURNMENT at 8:58 p.m.

Next meeting of the Waterbury Selectboard: **May 19 @ 6:30 p.m.**
Steele Community Room
28 N. Main St. and on Zoom.

Minutes respectfully submitted by Cheryl Casey.