



Minutes of the Waterbury Selectboard Regular Meeting
Tuesday, June 2, 2026 | 5:30 p.m.
28 S. Main St. and on Zoom

[Zoom [recording](#) | Passcode: V2@QSR@K]

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

Staff attendance: Bill Woodruff, Cheryl Casey

Public attendance: ORCA Media, Lisa Scagliotti, Bette Lewicke, Chris Viens, Pete Martel, Carrie Macmillan, Valerie Rogers, Skip Flanders, Marie Gervais, Michael Bard, John Malter, Mike Dacy, Wes Pollock, Gary Dillon, Zak Rounds, Marie Kingsbury

Public on Zoom: ORCA Media, Wayne Quillan, Emily Gilde, Chris Finley, Liz Schlegel, Mary Woodruff, Tessa Yip

CALL TO ORDER, 5:30 p.m. by M. Staskus

AGENDA

Review and approve [meeting agenda](#)

A correction was made to the spelling of a road name, from Woodward to Woodard, under the Municipal Manager Report.

Motion by R. Clapp to approve the agenda as amended; seconded by S. Sabin.

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

EXECUTIVE SESSION

Motion by R. Clapp to enter executive session under 1 V.S.A. §313(a)(3) to discuss the evaluation of a potential public officer for employment, and to invite the municipal manager and VLCT consultant; seconded by E. Hoffman.

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

The selectboard entered executive session at 5:35 p.m.

Motion by D. Schneider to adjourn executive session; seconded by R. Clapp.

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

The selectboard exited executive session at 6:35 p.m. with no action taken.

PUBLIC COMMENT

C. Viens described his thought experiment of what kind of tax revenue would be generated by building 100 houses per year for the next 5 years. He estimated that about \$800k of additional revenue would be generated, but the Town only gets 15% of that revenue. Standard year-over-year budget increases would result in a negative result at the bottom-line. He requested time on a future agenda to have a conversation about a realistic plan forward with regards to housing growth, LOT money, and future projects.

- M. Staskus noted that the Housing Task Force will be making a report at the next Selectboard meeting on June 16. That will be a good time to have a robust discussion.

APPROVALS

→ **Minutes of [May 19, 2026](#)**

Motion by S. Sabin 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](#))**

E. Hoffman clarified that the date for item #2 from Waterbury Rotary is June 27, with a rain date of June 28.

Motion by E. Hoffman to approve the consent agenda as amended; seconded by R. Clapp.

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

TOWN BOARDS/COMMITTEES REPORTS

→ **Fire Department**

G. Dillon reported 36 members in the department, which is less than pre-pandemic.

- Some members retired, some moved out of state.
- Twelve members of the department have served for over 25 years.
- Eight out of the 12 officers have over 25 years.
- One half-century member (62 years as of this last March, Bob Grace)

There are 9 pieces of apparatus, not including the pontoon boat for use at the Waterbury reservoir remote camp sites.

- One tower truck, which is the oldest truck
- Two front line attack engines
- Two tankers
- Command vehicle
- Mini pumper, utility pickup, brush truck

One hundred nineteen calls for the year so far, which is comparable to previous years. The predominant call used to be crashes, but right now it is a hodgepodge of a little bit of everything: a fair amount of mutual aid to surrounding communities, alarms, and smoke detectors.

- Daytime calls can be challenging because a number of members are also EFUD or Town employees and the new contracts place certain restrictions.

He is applying for a grant that would match the already-budgeted funds for replacing and upgrading equipment.

Discussion

M. Staskus asked if the department works with Stowe Backcountry Rescue.

- G. Dillon responded no, saying that Stowe and Waterbury Backcountry Rescue are separate entities and will generally work with the ambulance service.

D. Schneider asked about the years and experience of members that aren't in the 25+ group.

- G. Dillon said there are a number of young members coming up, with a mix ranging from brand new to twenty-some years.
- Training is 300+ hours just for level 1 certification, a commitment that sometimes acts as a deterrent.

R. Clapp asked about the next truck.

- G. Dillon said the next truck is a pickup, which is the less expensive of all of their vehicles. He would like a crew cab (four-door) with a short bed.

M. Staskus asked about recruitment strategies.

- G. Dillon said they have done career days at Harwood, but they recruit mostly by word of mouth and friend networks.

M. Dacy asked for an informative summary of the stages of emergency response.

- G. Dillon described the emergency as the event itself, which would be under his command.
 - Checking for safety of the building (fire, electric, hazardous materials, etc.).
 - Road closures as needed.

C. MacMillan asked about the department's capabilities with declining membership and population growth.

- G. Dillon said they are part of the mutual aid group, so there are departments who will respond to calls for aid in the event that the Waterbury Fire Department isn't adequately resourced for a particular emergency.

→ Natural Disaster Preparedness Committee

J. Malter, chair of the committee, and B. LeWicke, committee member, spoke on behalf of the committee.

- J. Malter gave background on the committee's formation and charge. The committee functions as support to community members in the immediate aftermath of a natural disaster after the fire department has declared an area safe. Once the emergency shifts into long-term recovery, CReW teams take over.

- A key piece of the committee's work is having a response coordinator working alongside the volunteers, especially onsite during a disaster. The Selectboard has budgeted \$10k for this fiscal year for that position, but the position has been vacant.

Discussion

M. Staskus asked how to address the natural disaster response coordinator vacancy. She confirmed that a call for applicants has not yet been posted and recommended J. Malter work with B. Woodruff to advertise for the position.

R. Clapp asked about the volunteer corps and stock of equipment.

- J. Malter said there have been 10-20 people who have participated in training sessions and a larger list of about 50 who have signed up as interested in being called upon. Training can only be considered adequate if enough of these volunteers attend regularly.
- Money has been budgeted for equipment, but it would be most helpful to have a coordinator who can shepherd the inventory decisions.

→ CReW (Community Resilience in the Waterbury Area)

M. Dacy summarized CReW's founding and charge as a separate 501(c)(3) entity fiscally sponsored by Revitalizing Waterbury/Discover Waterbury.

Their work as a long-term recovery group includes:

- Obtaining assistance from FEMA
- Working through appeals
- Patching together resources to help folks rebuild and move on.

Two major floods in two years gave them a lot of opportunity to polish their approach.

They are happy to see the NDRC fill the gap between the time the fire department clears an area as safe and they step in to help with paperwork.

Discussion

M. Staskus asked about CReW's size.

- M. Dacy listed:
 - A volunteer board of seven
 - Two full-time staff
 - One part-time staff
 - A few volunteer committees dedicated to specific initiatives

D. Schneider asked how CReW is funded.

- M. Dacy said they received a one-time allocation from the town to fund residents' needs in recovery.
- Most funding comes from the Vermont Community Foundation, and then private donations and some funding for staffing from the State.

D. Schneider asked more about the response coordinator duties, pointing specifically to organizing volunteers to lead cleanup efforts.

- J. Malter noted that the training sessions are the primary mechanism by which those volunteers are prepared and identified for leading small groups during a response.

Having a coordinator as the single point person who can make assignments to volunteer team leaders will be critical in a response.

M. Dacy plugged upcoming events, including a workshop on flood insurance, a workshop on how to build a rain barrel, and their tent at ArtsFest. [See the website](#) for more details and to sign up for their email list.

MUNICIPAL MANAGER REPORT

→ **FPR/Town agreement for work on Woodard Hill**

[[map of parcels](#), [work points](#), and [memorandum of agreement](#)]

B. Woodruff said the state would like to conduct some road improvements on Woodard Hill Rd. and some snowmobile trails. Part of the road maintenance is on town property, class IV roadways where we do limited work as it is. They would be responsible for maintenance on any area they work on for 10 years. Selectboard permission is required.

Motion by R. Clapp to grant the municipal manager the authorization to sign off on the agreement; seconded by S. Sabin.

Discussion

C. Viens asked if there is even room to do ditch work. B. Woodruff said he would have to look more specifically at what work is proposed for what section of road.

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

→ **[Waterbury Sidewalk Improvement Grant](#)**

B. Woodruff said the maximum grant amount is \$150k, but there is a requirement for 50-50 match, either in funds or time. There is money already budgeted for sidewalk work that would fulfill this requirement.

M. Staskus added that Mike Hedges brought the grant to her attention and Town Planner Neal Leitner worked on the application. She thanked him for pulling the application together.

Motion by D. Schneider to submit the application for the 2026 VTrans Small Scale Bicycle and Pedestrian Grant; seconded by E. Hoffman.

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

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

Randall Meadow: B. Woodruff reported that the Attorney General and the property manager for the state are still sitting on the paperwork for transferring the property to the Town. The RFP for the environmental assessment services is due by June 11. There has been a little interest so far.

Discussion

V. Rogers said she wasn't clear why the Town is proceeding with acquiring the parcel if the environmental assessment hasn't yet been completed, since she thought the town would not move forward if significant contamination was found.

Stanley Wasson: [DEW Pre-development Agreement](#)

B. Woodruff presented the pre-development agreement for approval and the changes most recently implemented after back-and-forth between the attorneys. The changes include some adjustments to the timeline, clarification of what reports they will provide, and revisions for consistency in terminology and substantive phrasing.

Discussion

M. Staskus noted that the mention of section 10 in section 13 should be corrected to section 13. One thing she has a concern about is how long DEW might be able to tie up the town in making their decision.

D. Schneider said that in section 14(k), there doesn't seem to be an allowance for the Town to mediate a disagreement between Downstreet and DEW. Other board members agreed that the last sentence points to the expectation of the town and developer to collaborate on selecting another affordable housing partner.

C. Viens asked about requirements for studying stormwater drainage. E. Hoffman pointed out the requirement for the developer to evaluate the impact of any proposed project on the surrounding neighborhood.

Motion by E. Hoffman to authorize the municipal manager to execute the predevelopment agreement; seconded by R. Clapp.

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

Woody Avenue: B. Woodruff reported that there were three responses to the RFP and the selection committee is reviewing the proposals. The next step is for the committee to score the proposals and choose the consultant to recommend to the selectboard. Once signed, the consultant would have 30 days to start work.

Better Connections Demonstration Project: B. Woodruff gave the reminder that the project begins tomorrow, June 3. C. Casey published the information in this month's newsletter and has scheduled posts on Facebook and in news alerts.

Discussion

L. Scagliotti will be publishing a story about the project and can share a link to the feedback form that the steering committee has developed.

R. Clapp asked if the State needed to give approval for the stop signs even if they are temporary.

- B. Woodruff said it only needed selectboard approval because only town roads are involved. The selectboard gave this approval at a previous meeting.

SELECTBOARD MATTERS

→ Animal Control Officer:

B. Woodruff said the position has been vacant for quite some time.

M. Kingsbury described her background as a small business owner running a dog care facility for many years and as a first responder for Stowe. She is also currently the animal control officer for Stowe.

Discussion

M. Staskus asked the frequency of calls.

- M. Kingsbury said that once people understand there is an animal control officer, they call a lot. She now receives maybe three or four calls per month, and there have already been 4 dog bites this year.
- B. Woodruff added that M. Kingsbury has already been handling some of our calls since we don't have anyone.

B. Woodruff said he has asked M. Kingsbury if she would like to be the health officer when B. Shepeluk's term ends on July 1. The State would make that appointment upon a recommendation by the selectboard. She hasn't declined yet.

R. Clapp asked the remedy for a barking dog.

- M. Kingsbury said there are a lot of reasons why dogs bark. She did not indicate a particular remedy.

E. Hoffman asked if she would be writing tickets for unleashed dogs.

- M. Kingsbury said it would depend on her charge from the town. When she writes tickets in Stowe, it is most often because the dog isn't in control or within voice range of its owner.
- She prefers to educate people first.

B. Woodruff clarified that the animal control officer's duties are outlined in the animal ordinance. The position is contracted.

M. Bard asked about M. Kingsbury's experience dealing with health officer duties beyond handling dog bits.

- M. Kingsbury acknowledged she isn't entirely familiar with the details of the health officer's duties, but she understands a lot of the job is about educating the public through conversation.

Motion by R. Clapp to authorize the town manager to engage Marie Kingsbury as the animal control officer; seconded by S. Sabin.

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

→ **Special Events Application: [6/21/26 Go Skate Day Celebration](#)**

D. Schneider recommended the event organizers contact the neighbors to give them notice of the event and the possible noise.

Motion by R. Clapp to approve the application with the condition that the organizers give the neighbors notice; seconded by E. Hoffman.

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

→ **Municipal Manager:**

D. Schneider said the first round of interviews will be conducted by the selectboard the week of June 8. The three finalists will each be invited to spend one day in town interviewing with a staff panel, community panel, and the selectboard.

→ **Town Clerk:**

M. Staskus summarized the process to date. Candidate Wesley Pollock has successfully undergone a reference check and background check.

Motion by R. Clapp to appoint Wesley Pollock as town clerk pursuant to 24 V.S.A. §963 until the next Town Meeting; seconded by S. Sabin.

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

W. Pollock will be sworn in by Beth Jones tomorrow and start work.

→ **Selectboard Representative to EFUD's UDAG Loan Committee:**

S. Flanders gave a background on EFUD and the [Urban Development Action Grant \(UDAG\) Revolving Loan Fund](#).

- He noted that through investments, the committee has built the fund up to about \$1.9 million.
- The purpose of the fund is to help businesses get going, after they run out of funding opportunities with primary lenders (e.g. banks). The most recent loan was made to Treehouse (AMPS, LLC).
- Starting in July 2024, the committee decided there should be a seat for a selectboard member. R. Clapp was the first selectboard member to serve in that capacity and does not wish to continue given his capacity as executive director for RW.
- The committee follows open meeting law as an appointed committee by an elected body.

D. Schneider and E. Hoffman both expressed interest in serving on the committee.

Motion by R. Clapp to nominate E. Hoffman as the selectboard representative to the UDAG committee; seconded by S. Sabin.

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

→ **Opioid settlement funds proposal**

[\[funding projections, reporting package & resolution\]](#)

S. Sabin gave background for the settlement fund and how much is anticipated every year up to 2035, totalling a projected amount of \$31k.

Z. Rounds, Chief of Waterbury Ambulance, described the proposal for how to use the settlement funds to address public health needs.

- Opiate overdoses are not a high frequency occurrence in Waterbury, and so the proposal covers broader ground for improving emergency services availability and accessibility.

- Locations for AEDs should be determined after consultation with stakeholders, especially the Fire Department, that have a better grasp of the most useful spots around town.

Discussion

R. Clapp asked if AED units are designed for untrained citizens to use until emergency responders arrive.

- Z. Rounds said all options come with clear instructions for novices. 911 Dispatch Centers will also talk through the use with people. Narcan overdose rescue kit instructions can be included in the box.

S. Sabin added that the proposal uses the funding we currently have, and future funds can go toward restocking. This initiative is not asking for money from the town.

E. Hoffman asked if the AED stations will use all of the settlement fund money.

- Z. Rounds said not likely. The program can grow or diversify over time as its application is evaluated.
- M. Staskus suggested revising item 3 in the resolution to allow for future funding to go toward a different programming if preferred.

Motion by R. Clapp to approve the resolution authorizing the utilization and assignment of opioid settlement funding, with the modification of removing the word “all” in item 3; seconded by E. Hoffman.

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

→ Entertainment/vendor ordinance

Tabled for a future meeting.

NEXT MEETING

The next regular meeting is scheduled for June 16 at 6:30 p.m.

- Housing Task Force
- Cemetery Commission
- Library Commissioners
- Sheriff’s contract
- NQID special event permit

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

Motion passed unanimously (5-0).

ADJOURNMENT at 9:15 p.m.

Next meeting of the Waterbury Selectboard: June 16 @ 6:30 p.m.

Steele Community Room
28 N. Main St. and on Zoom.

Minutes respectfully submitted by Cheryl Casey.