



**Minutes of the Waterbury Selectboard Regular Meeting**  
**Tuesday, June 16, 2026 | 6:30 p.m.**  
**28 S. Main St. and on Zoom**

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[[Zoom recording](#) / Passcode: 5=Jy&!6K]

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

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

**Public attendance:** ORCA Media, Chris Viens, Mary Bogdanovitch, Valerie Rogers, Michael Bard, Lisa Scagliotti, Mal Culbertson, Dan McKibben, Skip Flanders, Billy Vigdor, Cheryl Gloor, Captain Bret Meyer, Deputy Davis Hart

**Public on Zoom:** ORCA Media, Anna Black, Carrie MacMillan, Pete Moran, Kathryn Grace, Michael Miller

CALL TO ORDER, 6:32 p.m. by M. Staskus

AGENDA

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

**Motion by R. Clapp to approve the agenda as presented with the clarification that a permit for Music in the Alley, requested by Turn Music, is not required, per previous agreement with landowners; seconded by E. Hoffman.**

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

PUBLIC COMMENT

V. Rogers made a statement about the selectboard response to her open meeting law complaint submitted on May 20, 2026. The complaint was made in response to the selectboard's approval of an HR consultant proposal at their meeting the day before, May 19, and is available in the public records.

- V. Rogers said she respectfully disagrees with the decision to deny her complaint.
- Her concern was about the process by which a consultant was contacted, a project scope was developed, and a proposal was reviewed before any public discussion happened regarding the need for such services and the appropriate scope of the project.
- The process used appears not to align with current policy for competitive proposals and expenditures.

- Her objective was to register her concern about governance, transparency, and adherence to policy.

## APPROVALS

### → Minutes of [June 2, 2026](#) and [June 11, 2026](#)

**Motion by D. Schneider to approve the minutes as presented; seconded by S. Sabin.**

M. Staskus noted a missing phrase in the minutes of June 2: “M. Kingsbury said there are a lot of reasons why dogs bark. She did not indicate a particular remedy.”

**D. Schneider accepted the friendly amendment to his motion, moving to approve the minutes as amended; seconded by S. Sabin.**

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 amended; seconded by S. Sabin.**

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

## TOWN BOARDS/COMMITTEES REPORTS

### → Cemetery Commission

Cemetery Commission Chair J. Woodruff reported:

- There are 3 active cemeteries and 7 inactive cemeteries.
- No taxpayer money is put toward the cemeteries. He feels the town budget should reflect somehow that maintaining the town cemeteries is a municipal function. The town took over mowing, for example.
- The cemeteries are going to need assistance moving forward in the coming years. The business model for burial has changed in recent years because of the trend toward cremations. Consequently, the sale of burial plots are dropping. It has been these fees that historically were used to cover the cost of maintenance.

#### **Discussion:**

M. Staskus asked about the cemetery fund.

- J. Woodruff said the money for that fund was collected from the two associations. Even with their investment strategy, the fund will only go so far.

D. Schneider asked the names of the other commissioners.

- J. Woodruff listed Robert Dostis, Jill Chase, Jan Gendrea, and Barbara Walton.

R. Clapp asked how many plots are sold per year.

- J. Woodruff said about half a dozen plots, compared to selling 20-30 plots thirty years ago. The commissioners have talked a little bit about redesigning the cemeteries to entice people to use them. People don't need cemeteries anymore the way they used to.

R. Clapp asked about who pays for taking down trees.

- J. Woodruff said the commission pays for taking down and inoculating trees.

M. Staskus asked about working with the Tree Board

- J. Woodruff said they work with the Tree Board a lot and are in communication about the upcoming tree inventory

→ **Library Commission**

C. Picazio, Library Director, gave a summary of the library staff size, hours, and current programs. She said that as a new person, she is very happy to be here.

- Circulation numbers for this year are higher than the numbers from this time last year. A reason for this increase is likely the addition of digital periodical titles.

**Discussion**

R. Clapp asked about how the library deals with kids coming to the library after school unsupervised.

- A. Black, library commissioner, said they have updated the policy for unattended children not attending programs, raising the minimum age. Since they rolled it out at the start of the last school year, the library implemented a focused communications strategy to make sure parents were updated with this information. There have not been any issues that she is aware of.
- C. Picazio said they have begun afterschool programs again. There were some takers, but it happened very close to the end of the school year. In the summer, traffic patterns typically change and kids will come and go throughout the day. She has timed programs with Rec so that kids can come over from the recreation summer program with their counselors.

M. Staskus asked about the availability of the SAL Room.

- C. Picazio said the meeting space is at a premium. So far, their three meeting rooms have been used 540 times. Outside users (i.e. not library-sponsored programs) are the predominant users. The charge for the SAL Room starts at \$25 for groups outside of the community.

D. Schneider asked about donation policy for the use of the meeting rooms.

- C. Picazio said they do ask for donations for some things, particularly to offset the cost of printing. She also believes that because library services are already paid for by taxpayers, it is not appropriate to make too many requests for additional donations.

B. Woodruff said a community member stopped him in the grocery store recently and complimented C. Picazio's work.

A. Black said the commissioners are ecstatic to have C. Picazio and a new Youth Librarian on board. There will also be a vacancy to fill on the Library Commission as a result of Margaret Moreland's resignation. Her term expires in March 2027. The Commission doesn't meet during the summer but hopes to recruit a new member during this time so they can meet at the end of the summer with a full commission.

- M. Staskus asked about the process for appointing a commissioner.
- A. Black said she will coordinate with the selectboard to advertise and appoint someone.

→ **Housing Task Force**

[[presentation slides](#), [CHIP intro brochure](#), [CHIP Municipal Readiness Self-Assessment](#)]

M. Staskus asked J. Camaratta to talk about how the task force sees the CHIP program connecting to current projects, such as Woody Ave.

- J. Camaratta said the task force hasn't talked much about the mechanics of specific projects, but more about what kinds of projects would qualify—for example, projects where infrastructure already exists, or where it makes sense to do a project adjacent to or expanding current infrastructure. From a cost perspective, it makes more sense to do projects in these kinds of areas.

M. Staskus said that if the community is interested in advancing a CHIP program, there should be a CHIP policy.

- J. Camaratta said the policy piece is key because it gives baseline evaluation standards for instances where a developer comes to the town with a proposed project. The policy should be based on whatever housing objective the town is looking to achieve. Developers hate uncertainty, and lack of policy introduces uncertainty.

M. Staskus asked if such a policy is a joint conversation with the Planning Commission, and whether the question of where such projects would take place needs to be addressed first.

- J. Camaratta said the question of “where” is an integral piece of the policy.

R. Clapp asked which would be recommended: the town entering a CHIP Program or a developer.

- J. Camaratta said it comes down to who takes on the debt. The town could help lower the cost more effectively than a developer might. However, a cookie-cutter approach likely wouldn't fit all projects. Parameters should be set in policy.

D. Schneider said he is concerned about all the homes in Waterbury Center and the ages of all the people who live there. Old farmhouses—what will happen to them? He is concerned we will turn into a second-home ski town in twenty years.

- J. Camaratta said the zoning bylaws and the issue of wastewater need to be worked through to plan for the future of Waterbury Center in particular.

M. Staskus asked how expanding EFUD into the Center fits with development projects because that expansion isn't a single project.

- J. Camaratta said that's why it makes more sense to develop projects near already-existing infrastructure—CHIP is project-based.

D. Schneider asked if the task force has identified parcels where EFUD could be extended.

- J. Camaratta said the task force would like to contract for a feasibility study to identify multiple options. They are researching cost and grant opportunities.

J. Camaratta asked why the Tier 1 maps matter.

- M. Staskus said they matter for permitting purposes. Tier 1 eases the process, whereas Tier 2 has higher standards and requires Act 250 permits. The town should determine

where it wants to go in terms of housing development and make that formal statement to CVRCP.

E. Hoffman noted that all we can do is make a case, but we don't entirely have control over the outcome. J. Camaratta said some things are set by the state and even CVRCP doesn't have control.

R. Clapp asked about CVRCP's schedule for delivering its prescription for growth areas.

- J. Camaratta said he would check with Doug Greason because the original date was November 2025.

J. Camaratta said the town should also establish its housing targets.

- The state did an assessment using a low target based on population growth. The assumption was that Vermont would continue growing after the pandemic, but that scenario isn't playing out. The low target is 200 units in 5 years.
- For the past decade, Waterbury has permitted 30-32 units/year. Multi-family and ADU projects are replacing single-family homes, but we still need a big jump to hit the target. Most ADU projects recently have involved changing the use of an existing space, not constructing new ones.

J. Camaratta recommended a single point-person on housing development. There are at least three distinct roles that work on the issue. The land is there to be developed, but the owner might not be ready to subdivide or build.

The selectboard agreed that it would be useful to invite Bonnie Waninger, VLCT's Project & Funding specialist, to make a presentation and provide advice on policy and financing models. They will schedule the presentation no later than when the Housing Task Force returns for their next report, and as soon as possible after the new Municipal Manager begins work.

## PERMITS

### → **NQID entertainment permit for June 27, 2026**

[[permit application](#), [supporting materials](#)]

D. McKibben represented the Rotary and summarized the event.

- Reflecting on last year's event, they decided the most significant improvement they could make was traffic flow management.
- Their new plan will restrict parking on one side of Union St. with one-way traffic flow from the roundabout toward Stowe Street; the trooper stationed at the dry bridge will know not to send people down Union St. There will be no parking on Railroad St. at the bottom of the hill.

## **Discussion**

M. Staskus asked about inclement weather policy.

- D. McKibben said they will make a decision about potential dangerous weather by Friday afternoon; the event will be postponed to Sunday in that case. The fireworks decision is separate; rain during the day makes it hard for them to set up.

**Motion by R. Clapp to approve the permit for NQID; seconded by D. Schneider.**

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

→ **Jam for the Parks at Waterbury Center State Park, August 29, 2026**

[[permit application](#)]

M. Bogdanovitch, Stowe Cider's site operations manager, summarized the event and its objective of raising as much money as possible for the parks.

- Last year, about 350 people were in attendance, but it was a near-constant downpour. Perfect weather will likely bring closer to 600-700, and their cutoff is 1,200.

**Discussion**

M. Staskus asked how they coordinate with the State.

- M. Bogdanovitch said they work with parks staff.

M. Staskus asked about traffic control.

- M. Bogdanovitch responded that they work with the Sheriff to manage traffic flow and parking. The lower parking area will be reserved, prepaid spots, and there will be 12 handicap parking spots in the lot closest to the water. If more are needed, she will ask staff to move their cars. Auxiliary parking will be at Ivy Computer and Zenbarn, with a shuttle running.

D. Schneider said his concern is people parking on Howard Avenue and at the Center Triangle. Walking across Route 100 to the park can be dangerous.

- M. Bogdanovitch said they can place "No concert parking" signs in those areas. If tickets go over 400 presales, it would be worth the signage. There will be signs up and down Route 100 about the event and where to park.

E. Hoffman asked if there was a plan for pedestrian access from the nearby neighborhoods.

- Mary said that would be part of the sheriff's duties.

**Motion by D. Schneider to approve the permit for Jam for the Parks 2026 at Waterbury Center State Park; seconded by S. Sabin.**

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

**MUNICIPAL MANAGER ITEMS**

→ **Sheriff's contract**

[[estimated proposal](#), [draft contract](#)]

B. Woodruff summarized the background of this conversation, and Captain B. Meyer and Deputy D. Hart took questions from the selectboard.

## Discussion

B. Meyer said their intent is to respond to quality of life matters and conduct motor vehicle enforcement. Criminal activity will be handled primarily by the state police while they will provide support as needed.

D. Schneider asked how they coordinate their contracting with local municipalities.

- B. Meyer said their contracts can be re-evaluated at intervals if hours/shifts need to be adjusted by town.

S. Sabin asked if travel to Waterbury to patrol is included in mileage.

- B. Meyer said no.

D. Schneider asked who they take direction from.

- B. Meyer said it is up to the selectboard to designate a person.

M. Staskus asked how they coordinate with VSP.

- B. Meyer said they meet frequently to stay on the same page.

D. Schneider asked about a situation such as ICE coming into town.

- B. Meyer said they are not allowed, by policy, to get involved in immigration enforcement. Only if someone is injured do they get involved - they still have to protect person and property.

R. Clapp said most complaints are about excessive speed on local roads. Would they focus on certain roads as high priority for enforcement?

- B. Meyer said that is precisely the kind of direction they would like from the town. They can collect data about speed on those roads to match perception with actual driver behaviors. They have also been asked by other towns to have an on-foot presence in the town and engage with the community.
- B. Woodruff asked if there was any extra charge for deployment of the speed cart and B. Meyer responded there was not.
- M. Staskus said it would probably work best for the sheriff to coordinate with the municipal manager as the point of contact.
  - D. Schneider said a new municipal manager won't know right away where the target areas should be.
  - M. Staskus said there will be lots of communication, and if B. Woodruff remains the contact person for the first few months, the new manager can learn.
- C. Gloor noted the shoplifting, car entries, and house break-ins that happen at all hours of the day, so a varied schedule would be preferred by the community.

B. Meyer also noted they have highway safety money via a grant that will provide Waterbury with additional coverage because the area has a high incidence of crashes.

K. Grace asked for S. Main Street to be included because there is a lot of speeding at that end of Town coming across the bridge.

M. Culbertson noted the contract doesn't include language indemnifying the Town and asked how instances going to litigation would be handled.

- B. Meyer said he will have to ask the Sheriff because he does not know the answer.
- M. Staskus asked that the contract be clear that the cost will not exceed \$75k, which was the amount approved by the voters.
- B. Woodruff said the town will be invoiced every two weeks, so they will be able to keep track of the amount spent very easily. He will follow up with the sheriff about whether that language can be amended/clarified.
- M. Bard asked if the sheriff's office will be involved in high-traffic seasons, such as during leaf peeping season.
- B. Meyer said the Cider Mill has contracted with them in the past, but ultimately when Route 100 is that backed up, there are few options for directing anything. But they will certainly be in the area.

**Motion by S. Sabin to approve the contract with the Washington County Sheriff's Office for \$75,000; seconded by R. Clapp.**

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

**→ Update on Randall Meadow**

B. Woodruff said he pushed back the deadline for the proposals to work through the questions submitted. He would like someone from the selectboard to sit on the review committee as well as anyone else the board feels should be part of the selection decision. Currently, he, Dana Allen, Alec Tuscany, and Neal Leitner will be reviewing the proposals.

**Motion by R. Clapp to nominate M. Staskus as a selectboard representative on the selection committee; seconded by S. Sabin.**

**Discussion**

K. Grace asked if M. Staskus' past role on the Planning Commission would present a conflict of interest.

- M. Staskus said her approach would be to focus on the details of the contract itself, not the nature of the project.
- K. Grace said people who live in the floodplain might think about the proposals differently. She suggested Carrie MacMillan be appointed to the committee.

**R. Clapp amended his motion to nominate both M. Staskus and C. MacMillan; seconded by S. Sabin.**

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

**→ Woody Avenue contractor selection for Housing Planning & Pre-Development Services [[see RFP here](#)]**

B. Woodruff said three proposals were submitted, and two were complete. The committee would like to offer the work to Wiemann-Lamphere Architects Inc., which came in at a lower cost than what was budgeted in the grant money. Selectboard approval isn't required, only the documentation that the selection committee did its due diligence with a rubric.

## **Discussion**

M. Staskus asked what the first piece of work would look like.

- B. Woodruff said the project begins with environmental review and assessment. The following step will be community outreach, which was one of their proposal's strongest components.

**Motion by R. Clapp to authorize the interim Town Manager to engage Wiemann-Lamphere for Woody Avenue Housing Planning and Predevelopment Services; seconded by S. Sabin.**

### **Additional discussion:**

J. Camaratta asked if there will be a team to coordinate with W-L on the project.

- M. Staskus said it would be prudent for them to provide periodic updates.
- B. Woodruff confirmed there are required meetings.

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

## SELECTBOARD MATTERS

### **→ Municipal Manager position interview process**

D. Schneider reported that the selectboard interviewed candidates last week and selected three finalists. B. Woodruff has put together a staff interview team.

- For the community interview team, 12 people submitted interest and Town Clerk Wes Pollock randomly selected 7 members and 5 alternates in order: Anne Imhoff, Chris Viens, Mike Bard, Jan Gendreau, Mal Culbertson, Rick Weston, and Alyssa Johnson.
- B. Woodruff reported that the staff interview team is Celia Clark, Cheryl Casey, Anathe Parkes, Kia Nealy, Nanette Rogers, and Carolyn Picazio.
- The first candidate comes tomorrow. The staff interview team goes first, then tours, community interview team, and finally selectboard. All meetings are in the SAL Room.
- Community members will be asked to sign confidentiality agreements about the identity of the candidates during the interview stage. B. Woodruff said the staff were trusted not to disclose the information.

## **Discussion**

K. Grace asked if the candidates would be asked about their intention to live in the community, or be required to do so.

- M. Staskus said she anticipates the question will arise at some point across the three interview teams.
- D. Schneider said they can't require it because it wasn't in the advertisement.

L. Scagliotti asked for the names of the alternate members.

- D. Schneider listed: Dana Allen, Marie Gervais, Valerie Rogers, Pauline Nolte, John Malter

→ **Town Meeting Day Study Committee RFI**

[\[SB draft response\]](#)

E. Hoffman said the committee received questions from Kathi Grace about town policy with regards to special article requests.

- He drafted an unofficial set of responses for the selectboard to review to address these questions, referring to statute, past practices according to the Town Clerk's Office, and his best understanding.
- He emphasized the disclaimer that these responses do not amount to formal policy.

**Discussion**

L. Scagliotti noted that the Green Up Day line item refers to the trash bill, not an appropriation to the nonprofit organization itself.

- The selectboard agreed that the line item does not fit the criterion of appropriation and can be removed.
- C. Casey noted that the Town has a MOU with the historical society for stewarding the collections, which the Town owns, and so that relationship likely gave rise to the \$2500 appropriation for a cataloger.
- R. Clapp noted that Revitalizing has an MOU with the Town as well.
- M. Staskus said the table doesn't give context for these line items because these aren't straight-up donations to local organizations.

K. Grace said that her research as part of the Town Meeting Study Committee found that towns interpret the statute about appropriations differently.

**NEXT MEETING AGENDA**

Warnings need to be posted for selectboard meetings to interview municipal candidates.

Reporting groups: Historical Society, Board of Listers, Board of Civil Authority

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

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

ADJOURNMENT at 9:04 p.m.

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**Next meeting of the Waterbury Selectboard:**

**July 7 @ 6:30 p.m.**

Steele Community Room

28 N. Main St. and on Zoom.

*Minutes respectfully submitted by Cheryl Casey.*