



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

[\[Zoom recording\]](#)

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

Staff attendance: Cheryl Casey, Bill Shepeluk

Public attendance: ORCA Media, Chris Viens, Kati Gallagher, Kate Shaw, Wes Pollock, Glenn Ziemke, Eliza Novick-Smith, Mary Ellen Lamson, Robert C. Chase, Mike Bard, Lisa Scagliotti, Mike Hedges, Will Bucossi, MK Monley, Peter Plagge, Sherry Knudsen, Duncan McDougall, Monica Callan, Peter Holm, Chris Pazienza, Dan Snyder, Mae Murdock, Ryan Reigler, TJ Howard, Garry Dillon

Public on Zoom: ORCA Media, Anna Black, Noral Miller, Amy Marshall-Carney, Kayla Robinson, Pegeen Mulhern, Cheryl Edwards, Diane, Em Lamson, Holly Boucher, Jenny Gelber, Kathryn Grace, Michael Miller, Mike, Nancy, Joseph, Valerie Rogers

CALL TO ORDER, 6:35 p.m. by M. Staskus

AGENDA

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

M. Staskus requested to amend the agenda by adding the following items to the consent agenda:

- August 7 & 8, Beer Garden: Serving beer and wine in a beer tent for the antique car show, open Friday 10am to 4pm and Saturday 11am to 4:30pm.
- July 25th America 250th Celebration: Soulmate Brewing Company Special Event Permit to the Department of Liquor Control for the Farr Field America 250 Celebration. Farr Field is where the flea market is held in Waterbury. The event hosts will have the area marked and will have a tent with displayed markings for consumption area. Serving 11:00am – 7:00pm.

Motion by E. Hoffman to approve the agenda as amended; seconded by D. Schneider

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

PUBLIC COMMENT

C. Viens learned of issues the highway staff are having with their trucks and is concerned about our trucks hauling gravel and sand from Barre instead of Bolton. He would like to know the cost

differential of retrieving and trucking materials on our own from farther away versus the closer pit. It might make more financial sense to outsource the hauling of material.

- M. Staskus said B. Woodruff would be the best person to have that conversation with.

APPROVALS

→ **Minutes of [July 7, 2026](#)**

Motion by R. Clapp to approve the minutes as written; seconded by S. Sabin.

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

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

R. Clapp asked M. Staskus to clarify the newly-added July 25th event on the consent agenda.

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

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

PERMITS

→ **[Antique Car Show](#)**

B. Chase summarized the event specifications, responding to M. Staskus that they typically expect about 350 cars.

Motion by S. Sabin to approve the Antique Car Show event for August 7-9; seconded by E. Hoffman.

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

TOWN BOARDS/COMMITTEES REPORTS

→ **Recreation Committee**

No representatives in attendance.

→ **State Police Report**

E. Hoffman presented several graphs of the statistics that VSP has provided since January 2024. [[Arrests](#), [Calls](#), [Traffic](#)]

Lt. Howard introduced himself and summarized the Trooper program and staffing. The department is fairly young as a whole as a result of recent retirements.

- It is common for troopers covering Waterbury to be called out of town for emergency calls and to assist with other areas of coverage. Staffing challenges require that flexibility.
- Troopers R.Reigler and M. Murdock have been patrolling in Waterbury for several years.
- Coming out of Covid, they have seen an increase in applicants to VSP, as well as a decrease in criminal enforcement and fatal crashes.
- In previous years, there were no specific directives from town leadership, and he is looking forward to seeing what approach the new town manager will take.

- He further clarified the distinction between the sheriff and VSP's respective contracts with the town. The hope is that the sheriff's team will be able to close the gaps in the services that community members really want.

Discussion:

M. Staskus said the one thing she hears about most often is visibility of officers as a deterrent.

R. Clapp asked what actions have been taken since the community meeting in 2024 about the drug activity on a stretch of Route 2.

- R. Reigler said many of the issues moved to a different area.
- Lt. Howard acknowledged that conducting enforcement and investigations in drug-related areas is kind of like a game of whack-a-mole.

E. Novick-Smith asked about the "administrative and procedure" category on the line graphs.

- E. Hoffman explained it was something of a catch-all category for things like serving warrants, giving public presentations, and the like.

E. Novick-Smith asked Lt. Howard if he had seen some slack in their line to deal with other issues since the sheriffs started working traffic.

- M. Murdock responded that she has noticed more time to respond to service calls.
- M. Staskus noted that the sheriffs only began on July 1, and she has heard that the ticket revenue is pretty good.

M. Bard thanked the troopers for their service and asked if VSP had looked at some kind of exchange program (of resources, of ideas) for recruitment.

- Lt. Howard said there is a division of VSP dedicated to recruiting and they are constantly consulting other state police organizations. He cannot speak to details because he isn't directly assigned to that role.

C. Viens asked if VSP was still happy with their contract with Waterbury.

- Lt. Howard said he hasn't heard of any intended changes to the contract with Waterbury. There will be a change of command in August and he cannot guarantee there won't be a change in approach; however, he is unaware of any thinking in that direction.
- He is also working with his supervisor to increase the maximum staffing for the office.

Lt. Howard expressed his appreciation for the opportunity to have this conversation, and he will brief Sgt. Gildea on what is taking place on the staffing side so that he can help update the Select Board.

MUNICIPAL MANAGER ITEMS

M. Staskus noted Interim Municipal Manager Bill Woodruff's absence because he is on vacation.

→ Sheriff's statistics for 07/01-26 - 07/15/26

[[stats report](#) | [speed data, S. Main St./Demeritt Pl.](#) | [speed data, Winooski St./Adams Ct.](#)]

R. Clapp suggested we send commendations to the Sheriff's Department for the number of tickets and warnings they generated in just the first two weeks. They are making their presence felt and that is just what we asked.

→ **Zoning Administrator's [Q1 and Q2 reports](#)**

No questions or discussion.

→ **[NSB Tax Anticipation Note](#)**

B. Shepeluk reported that he moved some money out of the investment portfolio to cover cash shortages. In the course of this task, he learned that we didn't have a tax anticipation note. He requested a proposal from Northfield Savings Bank to make the line of credit available in case it is needed. However, tax payments are already coming in, so he doesn't anticipate requiring the credit; it's just a good idea to have it available.

Discussion:

M. Staskus asked if there was any shopping around.

- B. Shepeluk said the best deal is always with the bank you use.

R. Clapp asked if there were any other pots of money that we could borrow from ourselves.

- B. Shepeluk said he has already done that, in effect.

SELECT BOARD MATTERS

→ **[Better Connections](#) Update**

K. Gallagher and D. McDougall introduced themselves.

K. Gallagher gave background on the Better Connections project:

- It is framed by concerns about speeding and other safety issues in Waterbury Center that community members have been voicing for several years.
- The town received a Better Connections grant to explore ways to improve safety and accessibility in the historic downtown-designated area of Waterbury Center.
- The grant was a good fit because of the tourist presence in that area of town.
- Stantec was contracted to manage the study and demonstration project.
- A Steering Committee and Advisory Committee helped guide the project.
- Walking tours and listening sessions with the public were held last fall.
- The final study will present recommendations on the entire study area, only a part of which comprises the demonstration project.
- The funding for the demonstration project came from grants and donations.

D. McDougall said the Steering Committee has been trying to collect as much public input as possible. As part of the project, Stantec recommended doing a demonstration project, which is a temporary trial run of potential changes to the infrastructure around the Triangle.

- They are responding to some feedback in real time, along with collecting comments through their survey form.
- In a few weeks, they will receive the final report from Stantec with recommendations for the town to consider. The Steering Committee will then distill just a few recommendations to take forward to the Select Board. They will also seek funding for scoping studies based on Select Board feedback.

D. Schneider asked how many comments were submitted online.

- 150-200, per D. McDougall, and they are mixed.

D. MacDougall confirmed the demonstration project will be deconstructed at the end of August.

M. Staskus asked them to report about the demonstration project at the September 1 Select Board meeting.

C. Viens asked if there was a consideration for an open public meeting, given how surveys don't always capture a representative sample of feedback.

- S. Sabin suggested that the number of people in attendance at this meeting, likely to speak about the project, points to having a public meeting as a good idea.
- M. Staskus asked people to complete the online survey for now. Time will be set aside for discussion at the September 1 meeting.

R. Clapp noted that one of the advantages of going through this kind of project is that it sets us up for more funding to continue the project.

- D. McDougall and K. Gallagher confirmed they will be pursuing funding from the VT Agency of Transportation to scope out or implement changes.

E. Lamson said she is extremely frustrated when she drives through the demonstration project because of the extra stop signs and she can't see if people are waiting at the crosswalks.

- She added that people need to be able to voice their input sooner than later.

→ **Blush Hill Boat Launch Parking - [Fact Finding Report](#)**

R. Clapp summarized the report.

- The State Forester managing the area acknowledged to him that the parking ordinance has been working reasonably well.

Discussion

R. Reigler said that there are some restrictions about ticket writing.

- Police (state and sheriff) have to prove operation, military service, and mailing address when issuing a ticket; therefore, they cannot just write tickets and leave them on a windshield.
- If someone parks in a private driveway, the property owner can have it towed at the vehicle owner's expense.
- A trooper can run a plate and try to contact the owner to move the vehicle.

R. Clapp said that based on his observations during frequent visits, he hasn't seen too many people parking on the west (prohibited) side of the road and blocking access.

- The problem is in the no-parking zone where boats and trailers have to turn around. However, the state owns that portion of property.
- The sign erected by State Parks is unenforceable and is only advisory. He doesn't think it is doing any harm but it can be removed if we request.

D. Schneider asked if there is anything we can do, especially at the bus turnaround.

R. Clapp said the bus turnaround hasn't been reported as an issue yet.

M. Bard said he disagrees with the rule that the police can't ticket cars parked in no parking zones.

→ **Lease Renewal to Waterbury Area Makersphere at 1727 Guptil Rd.**

[[recorded lease](#) | [lease renewal request](#)]

S. Sabin presented her [recommendations for a revised lease](#) and [draft amended lease](#) for Select Board consideration before renewing with Makersphere. She began with an assurance that she isn't questioning Makersphere as an excellent community organization but only bringing attention to management of town real estate as it affects taxpayers.

- She noted that there is no record the town gave the required 30-day public notice about executing the lease in 2025.
- Her recommendations included explicitly stating the annual rent of \$6,000/year, beginning July 1, 2026; requiring the town be reimbursed for the property insurance premium; and implementing a utility cap (110% of the current cost).

Discussion

M. Staskus said there is incorrect information in S. Sabin's amendments summary.

- She said this is a transfer, not a conveyance and therefore is not subject to the 30-day warning requirement.
- Her suggestion is to direct the town manager or interim to draft an appropriate lease

C. Casey requested Sandy's documents to make available to the public.

- M. Staskus said they weren't available in time for the Friday posting deadline.
- S. Sabin said she wanted to post them but wasn't allowed.

R. Clapp, M. Staskus, and E. Hoffman agreed to allow D. Schneider to participate in the discussion because the ethics officer concluded it wasn't a conflict of interest; D. Schneider stepped down from the Makersphere board last fall.

D. Schneider said he worked on the lease agreement with Tom Leitz.

- He recalls the advertisement for the building rental being posted.
- For Makersphere as a nonprofit to have to pay the insurance premium on the building is unfair.
- Makersphere asked specifically for the first two months to remain rent-free because they had to do so much cleaning up of the building.

R. Clapp said Makersphere had been paying a much steeper rent in Moretown and part of the reason they were looking for another place was they couldn't make ends meet.

- He was on the Select Board that authorized Tom Leitz to make that lease.
- A Town Manager makes these kinds of decisions on a regular basis and there is nothing untoward about them.

E. Hoffman said he thinks the utilities as included in the rent payment is appropriate.

K. Shaw, president of the Makersphere board, said the \$332 shortage on the town's side is more than covered by the volunteer work that went into cleaning up the building.

Motion by R. Clapp to renew the lease to Waterbury Area Makersphere at 1727 Guptil Rd. with the arithmetic correction to \$6k/year; there was no second.

Motion by E. Hoffman to authorize the Town Manager to negotiate a lease with Makersphere to be brought to the board, and that Makersphere continues to occupy the building on a month-to-month lease in the meantime; seconded by R. Clapp.

No further discussion; **motion passed 4-0-1 (D. Schneider abstaining).**

S. Sabin noted her donation to Makersphere for the stained glass. MK Monley thanked her.

→ **Naming of New Road - [Eagle Lane](#)**

C. Casey summarized the layout of the recently constructed Airstrip Way loop as part of Ivy Ventures' construction project on Waterbury-Stowe Road. Adjacent landowners have requested that the northern entrance, which uses a right-of-way granted by landowner G. Ziemke, be a distinct private road serving his glass blowing studio and S. Knudson's residence before becoming Airstrip Way. The request is for the new private road to be named Eagle Lane.

Motion by S. Sabin to accept the new road name of Eagle Lane, off of Waterbury-Stowe Rd.; seconded by R. Clapp.

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

→ **Budget & Investment Funds Update**

[[general ledger](#) | [restoration fund](#) | [highway capital fund](#) | [tax stabilization fund](#) | [Library Trust Fund](#) | [Morgan Stanley statement–Library Trust Fund](#)]

B. Shepeluk summarized the reports, noting that the highlighted notes are mostly for his benefit in his work.

- He said that the budget is constructed very differently than when he was municipal manager; the new way isn't wrong, but different in ways that make some aspects of the budget less clear to manage and track, in his opinion.
- How the Library budget is folded into the general fund is one example.
- He recommended constructing the budget differently so that it is more user-friendly to voters.

Discussion

A. Black asked about interest from the different trust funds going into the general account and clarified that the library fund interest should be a separate thing.

- B. Shepeluk clarified that he is actually fixing the situation so that all of the trust funds are getting the interest they are supposed to get instead of that interest going into the general fund.

R. Clapp asked about the "Landfill" line item label.

- B. Shepeluk said we don't really have a landfill and the line item speaks to what we pay the Mad River Alliance.

M. Staskus asked about breaking up computer services across the different departments versus a single line item.

- B. Shepeluk said we can track what kinds of needs each department has this way.

M. Staskus asked R. Clapp about last year's budgeting experience and if the same department worksheets can be used this year.

- R. Clapp said those worksheets gave preliminary budget numbers to work with for the larger budgeting project.

B. Shepeluk pointed out that nothing was budgeted for the Town Plan update but over \$19k has been spent on SE Group, the consultant group working with the Planning Commission. Last year, \$80k was budgeted. He is unclear what the expenses have been versus the budget.

- M. Staskus said \$15k of LOT money was allocated to paying SE Group. The Conservation Commission also received money for a natural resources inventory.
- They will meet to clarify this item.

M. Staskus asked if name changes on the bank information have gone through.

- B. Shepeluk confirmed that the name changes for the town have been changed.

B. Shepeluk recommended he provide an explanation of the town's investment accounts at an upcoming meeting when he is not also giving a quarterly budget report.

NEXT MEETING AGENDA

State Representative Theresa Wood

Update from Town Meeting Day Study Committee

Investment accounts report

Martha extended an invitation to EFUD to debrief about the extension of water to East Wind Drive, but she isn't sure they will attend.

R. Clapp reported that Discover Waterbury received a \$25k Downtown Designation grant but needs a letter of attestation from the Select Board to receive the funding. He would like to present that at the next meeting.

ADJOURNMENT

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

Motion passed unanimously (5-0).

Meeting adjourned at 9:19 p.m.

Next meeting of the Waterbury Select Board:

August 4 @ 6:30 p.m.

Steele Community Room

28 N. Main St. and on Zoom.

Minutes respectfully submitted by Cheryl Casey.