



Minutes of the Waterbury Select Board Regular Meeting
Tuesday, August 4, 2026 | 6:30 p.m.
28 S. Main St. and on Zoom

[[Zoom recording](#) | passcode: XDA?AI3.]

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

Staff attendance: Cheryl Casey, Bill Shepeluk, Bill Woodruff, Wes Pollock

Public attendance: ORCA Media, Rebecca Ellis, Marie Gervais, Valerie Rogers, Michael Bard, Theresa Wood, Carrie MacMillan, Peter Martel, Zack Rounds

Public on Zoom: ORCA Media, Lindsay Sullivan, Anne Imhoff, MK Monley, Amy Marshall-Carney, 18027933647, Lisa Scagliotti, Rebecca Mead

CALL TO ORDER, 6:31 p.m. by M. Staskus

AGENDA

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

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

No further discussion; **motion passed unanimously (3-0; E. Hoffman out of the room, D. Schneider not yet present).**

PUBLIC COMMENT

V. Rogers made a statement about the lease agreement between the Town and Makersphere for the rental of 1727 Guptil Road.

- The particular tenant and their worth to the community are not at issue in this discussion; rather, only the business arrangement as it affects taxpayers should be addressed.
 - The Select Board's fiduciary responsibility is to the taxpayers, and the value of the tenant should not replace a financial analysis of the lease terms and the public cost of maintaining the property.
 - The lease arrangement made in 2025 resulted in a significant reduction in monthly rent compared to the prior tenant (\$500/month rent from current tenant and \$2500/month rent from prior tenant, both nonprofits). This change represents a revenue loss made up by the taxpayer.
- The second concern is the lease approval process. It appears that the lease presented to Select Board and public in June 2025 was not the same lease that was executed; a

liability provision was removed before final signatures, without additional review at an open meeting.

- She posed the question of what value there is for the town to own the building if maintenance costs are not covered by rent payments.
- She thanked S. Sabin for her review of the financial implications of the lease and E. Hoffman for supporting a pause on the lease renewal until these issues were more closely reviewed.

V. Rogers then requested an update on the timeline for when the HR consultant would complete the job descriptions as required by the union contract.

- M. Staskus said the consultant could not begin work on this project for about six months from the time the Select Board approved hiring her on May 19, 2026.

APPROVALS

→ **Minutes of [July 21, 2026](#)**

Motion by S. Sabin to approve the minutes with the amendment that Don's remark about recalling the 30-day notice about the lease signed for 1727 Guptil Rd. be changed to him recalling the advertisement to rent the building being posted; seconded by R. Clapp.

No further discussion; **motion passed unanimously (4-0, D. Schneider not yet present).**

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

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

No further discussion; **motion passed unanimously (4-0, D. Schneider not yet present).**

TOWN BOARDS/COMMITTEES REPORTS

→ **State Rep. Theresa Wood, Chair, House Human Services Committee**

T. Wood introduced herself and summarized her duties as a state representative, focusing on her work with the House Human Services Committee, which deals with everything from prenatal to death as administered by the Department of Human Services and a wide variety of community partners.

- Two school districts (Mt. Mansfield and Harwood) are in her district. She said she is in favor of the foundation formula for determining education budgets and the education tax. This formula will force districts to spend less than they have been spending.
- Merger discussions have been required of some school districts.
- Half of the education tax rate for this year went to repaying the state buydown of the education tax rate last year; the same will have to happen next year, which means we could get caught in a constant state of catching up if the state makes a habit of buying down the rate.
- Harwood budgets routinely come up to, but not over, the excess spending threshold. That threshold will be lower next year.

A significant overhaul is needed. Community input will be important, but hard decisions need to be made.

She thanked the select board for taking quick action on the opioid settlement fund; the emergency rescue stations proposed jointly with Waterbury Ambulance Service is exactly the kind of project the legislature had hoped to see.

Discussion

S. Sabin asked about the change to the fire warden assignments.

- T. Wood said she spoke with Chief Dillon about the situation and learned he didn't know the Firefighters' Association was in favor of the bill.

R. Clapp asked if there was hope for new school construction to be funded by a re-established capital fund.

- T. Wood responded that the fund has been re-established to provide state aid for school construction projects, but there is no money in it yet.

→ Town Meeting Day Study Committee

[[handout](#) - agenda summaries and recommendations under consideration]

R. Ellis, V. Rogers, and A. Marshall-Carney attended to report on the Committee's work.

R. Ellis provided a handout summarizing the meeting agendas and she reviewed these topics.

- Upcoming meetings will be spent distributing a survey, analyzing the results, drafting their report, and submitting a final report.
- Final recommendations are due to the select board on January 8, 2027.
- She requested that the committee come to the select board in October instead of the originally-planned November date because select board feedback on the draft would be more helpful if given earlier.

- The select board agreed to put the committee on the October 6 agenda.

R. Ellis also provided a summary of the recommendations that the committee is currently evaluating.

T. Wood recommended the committee reach out to the executive director of Vermont Center for Independent Living to discuss accessibility at Town Meeting.

R. Clapp asked if the committee envisions needing an additional year to complete their work.

- R. Ellis said if the select board is considering a structural change to Town Meeting, then extending the committee work another year to implement such changes in 2028 might be a good idea.

SELECTBOARD MATTERS

→ Selectboard recognition of staff anniversaries and notable staff achievements

[[staff anniversaries](#)]

M. Staskus noted the years of service for the staff members and thanked them for their work.

B. Woodruff said Beth Jones is working through her vacation time.

- We are planning something internally for Beth, but it would be nice for the board to recognize her service as well.

S. Sabin thanked the retired employees for stepping up and filling in—LeeAnn Viens and Bill Shepeluk.

B. Woodruff noted that Carl James now has his CDL permit, which is an achievement as he works toward the license.

MUNICIPAL MANAGER UPDATES

→ **Woody Avenue Housing Project kick-off meeting**

B. Woodruff reported that the meeting took place earlier today.

- Background information is being gathered, and then there will be public engagement to learn what the community would like to see there.
- William Lamphere has brought several stakeholder and advisory groups to the team.
- They will be reaching out to Neal and Cheryl about what the zoning regulations allow and how potential projects align with the town plan objectives.
- They are concerned that the current timeline is a little aggressive.

Discussion

M. Staskus asked if a schedule of work will be posted.

- B. Woodruff said yes, once the background work is completed.

R. Clapp asked about replacing the Armory building currently on the site.

- B. Woodruff said what happens with that building will be part of the final proposal

→ **Speed limit change on Route 100**

B. Woodruff said he submitted the select board's request for the change.

- The first step from the state would be some sort of speed study. That data would include crash data, of which we have seen quite a bit recently.
- That data and a recommendation would then go to the Traffic Committee, which only meets twice a year.

→ **FEMA buyouts**

B. Woodruff said these projects are progressing.

- 36 and 40 Union Streets are nearly complete.
- Applications are still pending for others, including 33 and 35 N. Main St., 38 Union St., and a couple out on Rt. 2. Those are all moving at whatever pace FEMA sets.

→ **Other projects**

Randall Meadow proposals for the environmental assessment will be reviewed this week.

DEW reported that their work on the Stanley Wasson project is progressing.

→ **VT Downtown Vibrancy Grant application attestation letter - Discover Waterbury**

[[project summary](#) | [attestation letter](#)]

R. Clapp recused himself from the discussion due to a conflict of interest.

L. Sullivan summarized the request for the letter of attestation in support of Discover Waterbury's application for a VT Downtown Vibrancy grant.

- Three select board signatures are required. DW has received this annual grant the last four years for various beautification and promotional efforts.

- They have revived the Waterbury Economic Development Committee to work directly with the economic development director.
- The grant is not a replacement for municipal support but a supplement; the budget request will come later this year.

Discussion

M. Staskus asked if there was a match involved.

- L. Sullivan said there is not, but the attestation letter indicates that DW would not lose financial support from the town if they were awarded the grant.

Motion by E. Hoffman to approve and sign the Downtown Vibrancy Grant attestation letter; seconded by S. Sabin.

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

→ National Opioid Settlement Fund New Public Access Emergency Rescue Stations [[community input survey](#) | [survey results](#)]

S. Sabin summarized that the settlement funds could only be used for initiatives directly addressing opioid use. She worked with the Waterbury Ambulance to seek community input about where to place the public access emergency rescue stations.

- Survey results showed:
 - Rusty Parker Memorial Park/Train Station, Hope Davey Park, and Main St./Stowe St. were the most recommended locations.
 - Proximity to current community gathering spots was identified as the most crucial consideration.
 - More than half of the 48 respondents had received CPR/AED or Narcan-use training before

There are four stations to be placed, and she asked the select board which of the top-suggested locations they would like to see prioritized.

- Z. Rounds said the community feedback was really helpful.
- He has personally responded to a cardiac event at the tennis courts, so between there and Dac Rowe, he is inclined to select Anderson Field.

E. Hoffman asked if there was already an AED at the pool.

- Z. Rounds responded that the AEDs currently available in town tend to be locked behind doors when the location isn't open; this includes the pool. The goal is to make these AEDs available 24 hours, all year.

R. Clapp asked how large a radius each unit can serve.

- Z. Rounds said it depends, but because the ambulance service is so close, having people running too far for the unit means the ambulance will probably get there first.
- B. Woodruff said the two fire stations seem to be a logical place for AEDs, not least because they are close or central to areas prioritized in the community feedback.

M. Staskus asked about signage.

- Z. Rounds said the box itself is illuminated and clearly marked, but additional signage as determined by the select board is an option.

D. Scheider asked if these AEDs will show up on a map.

- Z. Rounds said applications like Google Maps typically don't show these things.

Motion by R. Clapp to locate the AED stations at the Maple Street Fire Station, Main Street Fire Station, Anderson Park, and Ruster Parker Memorial Park; seconded by E. Hoffman.

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

→ **Justices of the Peace on the November general election ballot and mailing**

W. Pollock gave a reminder about primary election voting next Tuesday, August 11.

- It is getting late to request a ballot by mail, so it is best to come into the Town Clerk's office
- For the general election in November, the select board needs to approve placing the town justices of the peace on the back side of the ballot and to have the ballot mailed to all registered voters.

Motion by R. Clapp to put the justices of the peace on the other side of the general election ballot; S. Sabin seconded.

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

→ **Appointment of Town Health Officer**

B. Woodruff said Marie Kingsbury, our animal control officer, is interested in taking on the role but would like to meet with the former health officer, B. Shepluk, to learn more about the work.

Motion by E. Hoffman to nominate Marie Kingsbury as town health officer; seconded by R. Clapp.

Discussion

A. Marshall-Carney asked if this person would be responsible for the placement of the AEDs.

- B. Woodruff said no, but Marie does have emergency response training.

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

→ **Town Clerk and Treasurer - elected vs appointed positions**

E. Hoffman said that to encourage more applicants in the future, he recommends the select board consider changing the Town Clerk and Treasurer roles from elected to appointed positions.

- B. Woodruff noted that when the town treasurer position was open, no applications were received.

Discussion

S. Sabin said a benefit of this change is that it opens up the roles to non-residents who may still live close by and know Waterbury well.

- It is more expensive to live in Waterbury than some of the surrounding towns. She thinks it is something worth looking into.

- Other towns in Vermont have been moving in this direction. A large public meeting with plenty of public input must go into such a decision. The final say would come down to how voters respond to a town meeting article.

M. Staskus clarified that public meetings would need to take place starting this fall.

E. Hoffman said this question is required to be a floor vote at Town Meeting.

R. Clapp noted that the vote on this question would take place at the same time as the election for town clerk and treasurer, which sounds complicated.

- B. Shepeluk asked for clarification about how these simultaneous actions would play out.
- M. Staskus recommended a conversation with VLCT about the best approach and clarification.

M. Bard expressed concern about this issue because elected roles create vulnerabilities for the town.

D. Schneider confirmed that an appointed town clerk and treasurer are not union positions.

M. Staskus asked E. Hoffman and S. Sabin to further research the process for making this change and its implications and to come back in two weeks to present their findings.

→ **Better Connections August 18 public hearing**

D. Schneider recommended setting the 30 minutes or hour before the regular select board meeting for community members to voice their opinions on the Triangle Green demonstration project.

- R. Clapp suggested including a straw poll to get the general sense of the group.

The select board agreed to set the hearing for 5:45 p.m. on August 18, prior to the regular select board meeting, and allow people 3 minutes to speak.

Motion by E. Hoffman to set a public hearing on the Better Connections demonstration project at 5:45 p.m. on August 18; seconded by R. Clapp.

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

→ **Treasurer presentation on investment accounts**

[[tax stabilization account](#) and [fund summary](#) | [library trust fund account](#) | [cemetery fund summary](#) | [other reserve funds summary](#)]

B. Shepeluk reviewed the tax stabilization fund summary, noting this account is held at Edward Jones.

- In 2019, the voters changed a very complicated formula used to calculate how much could be taken out of the fund annually. Now, the select board is authorized to take out up to 5% annually.
- He just worked with Edward Jones to rebalance the portfolio—51% fixed income, 49% equities.

M. Staskus asked if the funds are set up to automatically reinvest dividends.

- B. Shepeluk said there were.
- He also explained that we don't pay a commission when we make changes to the portfolio. Fees are built in and the fees are very low for these transactions.

B. Shepeluk reviewed the other reserve funds. The C.C. Fisher fund was started by the fire department and is intended for use by them for significant needs that the town budget doesn't ordinarily support. He thinks 2013 might have been the last time the fire department used any of those funds.

- R. Clapp who has decision-making authority over when or how the funds are used.
 - B. Shepeluk explained that the money is town money, but in the past the firefighters have made a presentation to the select board and they received the money.

B. Shepeluk explained that the Veterans of Foreign Wars fund is used to maintain monuments in town. The fund has done very well.

B. Shepeluk reviewed the background on the cemetery fund, as noted in the attached summary, and will be talking with the cemetery commissioners this week and also the library commissioners to recommend separate and individual funds for both the cemetery fund and the library fund.

- Tom Leitz had moved these funds into the general fund, which made a lot of sense for tracking purposes; however, because each of those funds is operated by elected commissioners, it is beneficial for the funds to be separate from the general fund. Their use would be more transparent.

R. Clapp asked if the performance of the funds under Edward Jones versus Morgan Stanley showed an appreciable difference.

- B. Shepeluk said funds under these money managers have done quite well. He would not recommend a change. How we move the money in and out of those funds is where the town could do a better job.

B. Woodruff asked if the guys who mow the cemeteries are paid out of the cemetery fund or the general fund.

- B. Shepeluk said they are initially paid by the general fund, and the cemetery fund reimburses the general fund.

M. Staskus recommended to the select board that they apply B. Shepeluk's approach to the chart of accounts for the 2027 budget work. She thanked him for the work he has done to set everything up to more easily transition back to that model.

NEXT MEETING AGENDA

Public hearing for Better Connections at 5:45p.m.

Planning Commission updates

Development Review Board updates

ADJOURNMENT

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

Motion passed unanimously (5-0).

Meeting adjourned at 8:49 p.m.

Minutes respectfully submitted by Cheryl Casey.