



**Minutes of the Waterbury Select Board Regular Meeting
Tuesday, August 18, 2026 | 6:30 p.m.
28 S. Main St. and on Zoom**

[[Zoom recording](#) | Passcode: 1*jRC@a9]

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

Staff attendance: Cheryl Casey, Bill Woodruff

Public attendance: ORCA Media, Claire Pomer, Kati Gallagher, Marie Gervais, Diane Godeu, Dana Allan, Alex Tolstoi, Harry Shepard, Mike Hedges, Lotta Lampela, Monica Callan

Public on Zoom: ORCA Media, Pegeen Mulhern, Anne Imhoff, Valerie Rogers, Mike, Carrie MacMillan, Michael Miller, 18027933647

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

AGENDA

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

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

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

M. Staskus complimented Assistant Town Clerk Myria McNally and Town Clerk Wes Pollock for their creativity in asking kids to vote for the next dog license tag design on Primary Day.

The select board recognized B. Woodruff for his time as Interim Municipal Manager. This was his last meeting in that role.

PUBLIC COMMENT

APPROVALS

→ **Minutes of [August 4, 2026](#)**

Motion by E. Hoffman to approve the minutes as presented; 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 presented; seconded by E. Hoffman.

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

TOWN BOARDS/COMMITTEES REPORTS

→ **Planning Commission**

[\[Town Plan draft\]](#)

Chair D. Allen and Planning Director N. Leitner were present to give the update.

D. Allen said the draft town plan is now posted on the town website and the next step is to schedule the first public hearing, after which the commission will make revisions and then turn it over to the Select Board for their process of scheduling two public hearings. Additional revisions and hearings will depend on feedback to this point.

- They requested Wednesday, September 30 as a first preference and Tuesday, September 29 as a second preference. They will need at least a month to digest feedback and make revisions.
- N. Leitner said the Central Vermont Regional Planning Commission (CVRCP) is reviewing the plan now and will provide feedback before the first public hearing. They will confirm that it meets the statutory requirements.

Discussion

D. Schneider confirmed that the public can send feedback directly to the Planning Commission prior to the hearing.

- There will be a link to a survey on the website once the hearing date is set.

C. MacMillan asked if the Town plan will be in alignment with the CVRCP plan.

- N. Leitner said the commission requested CVRCP to approve the town plan, which will happen after the final Select Board hearing.

All agreed that the Planning Commission will hold a **public meeting to solicit comment on the draft town plan on Wednesday, September 30, at 6:00 p.m.** Information will be posted on the town website, sent through other communications outlets, and warned accordingly.

D. Allen summarized the commission's other work to complete technical amendments on the zoning regulations and the beginning of work on Phase 2 of the bylaws amendments.

Additional Discussion

R. Clapp asked what was going on with the Tier 1 discussions with CVRCP.

- N. Leitner said it looks like some of the areas we want in Tier 1 have been expanded, but these maps are still in draft form.
- M. Staskus added that CVRCP is in a parallel process getting their own plans and maps approved by the Land Use Review Board.

K. Gallagher said there are public hearings scheduled in September for the CVRCP plan and from the Land Use Review Board.

→ **Development Review Board**

Members A. Tolstoi, H. Shepard, and M. Callan were present to give the update.

H. Shepard said the items that come to the zoning department and through the ZA are broader than what the DRB reviews. Things seem to be going smoothly.

M. Callan said the DRB is engaging with the Planning Commission.

- H. Shepard added that it is helpful to have M. Callan serving on both groups. The DRB is definitely tangling with having to reconcile Phase 1 with the pre-existing zoning regulations and the changes at the state level.
- A. Tolstoi said the DRB reviewed an application earlier this year that highlighted the disconnect between pre-existing municipal regulations and new state regulations. It was exactly the kind of project the state is looking for with Act 47, but now local bylaws have to adjust.

R. Clapp asked if zero setbacks in the Phase 1 bylaws remain an issue of concern.

- A. Tolstoi said so far there have only been one or two instances where the board has had to consider that zero setback standard.
- D. Allen said the zero setback standard can be reconsidered as part of the upcoming revisions.

H. Shepard and A. Tolstoi commended C. Casey on her advancement in the role of zoning administrator, growing into the role very quickly and providing comprehensive staff reports.

MUNICIPAL MANAGER REPORT

B. Woodruff gave general updates and then spoke to ongoing projects.

→ General updates

The state will begin work on class 4 roads in the Woodard Hill Rd and Little River area to control stormwater and erosion.

The Highway Department is working graveling sections of Little River Rd.

Public works will be replacing a section of sidewalk on Elm St. to match the 5-ft sidewalk on Randall Street.

Public Works has completed more work on the Downtown Transportation Fund grant project, including the historic lighting on Bidwell Lane.

- There is sidewalk work still to be done, but things are progressing.

The Summer Rec program is over and was very successful.

- A substantial amount of money was saved in how Sam, Erika, Heather, and Dillon, and Water Department staff handled the chlorine.
- There was a much improved swimming environment this summer. The pool is now closed for the season.

→ Randall Meadow - status of environmental assessment (EA) consultant selection

There is wetland work and other time-sensitive work that needs to be done post-corn harvest, so a consultant selection needs to be made soon. We have two good proposals right now, and they are each ready to go.

→ **Stanley Wasson**

The market study work has begun.

→ **Woody Ave.**

WLA visited the site to take photographs, and they have reached out to Zoning and Planning to understand what is allowable in the district and other relevant regulations.

→ **FEMA buyouts**

- The two houses on Union Street (36 and 40) are gone and there was some concern about the grading, but that has been addressed.
- We're hoping that the environmental work needed at 33 N. Main will take place this fall and we can get a clean bill of health so the buyout can proceed.
- 38 Union is waiting on their buyout offer to consider.
- Mostly, we are waiting on FEMA.

→ **Staff updates**

The office staff are having a retirement party for Beth Jones on Thursday, August 20, at noon in the Steele Community Room.

Myria McNally is doing an excellent job as assistant town clerk.

Discussion

M. Staskus requested that roadwork be announced routinely so the public can know what's going on and where.

R. Clapp said Mike Dacy of CReW requested a standing agenda item for resiliency and development efforts.

- M. Staskus pointed out Barre's well-structured resiliency plan that effectively communicates to the community the resiliency goals and how projects meet those goals.
- C. MacMillan said CVRCP is doing exactly that.

B. Woodruff reported that there is an applicant for the Natural Disaster Coordinator for the select board to consider.

- M. Staskus asked the committee chair, John Malter, and Mike Dacey from CReW to give feedback on the applicant's qualifications.

SELECTBOARD MATTERS

→ **VTRANS notice of I-89 paving at Exit 10**

[point of information]

→ **Central Vermont Regional Planning Commission notice of public hearing**

[point of information: CVRPC draft 2026 Regional Plan and the Regional Future Land Use Map]

→ **Discussion of possible transition of Town Clerk and Town Treasurer from elected to appointed**

[\[VLCT FAQs for appointing municipal clerks and treasurers\]](#)

S. Sabin and E. Hoffman presented their findings and recommendations on this matter.

S. Sabin said elected officials are constrained by terms, meaning there is less job security and individuals can be hurt in loan applications and other such matters.

- Qualified candidates may not want to deal with the political process of running for office.
- She understands people wanting to keep the position local, and we can prioritize local applicants.

E. Hoffman said that working as an election volunteer a couple of years ago gave him a sense of how many laws and regulations are involved for a town clerk to do their job.

- He found it scary that we could in theory lose that kind of knowledge and experience every three years.
- M. Staskus said that for the treasurer position, she is most concerned about qualifications. For the town's benefit, having that position be hired as an employee is important.

R. Clapp asked if the preference would be to have two distinct positions or a unified position for clerk and treasurer.

- M. Staskus said she would like to learn Graci's position on the matter and to better understand the hours that go into each role.
- S. Sabin said the treasurer and town clerk roles call for two different skill sets.

D. Schneider said he received a strong email from a resident against the idea of removing the positions from the ballot; however, the people will ultimately decide whether this change can happen.

- M. Staskus agreed that the decision will be decided democratically, but some residents are committed to always having the ability to elect the people in those roles.

C. MacMillan commented that not many people will pay attention to this big issue until it is too late, and repercussions will follow.

- Outreach will require a much greater effort than usual.
- The case will also need to be made very clearly.

R. Clapp said he would also like to hear from other municipalities about making this change.

E. Hoffman outlined the process and timeline for a formal public discussion of determining whether this matter will go before the voters at all on Town Meeting Day, and if it does, whether the article will be addressed by floor vote or Australian ballot.

- Voters will decide the process first, and then voters will decide the question at hand on Town Meeting Day.

Discussion

The select board expressed concerns about there being enough time to educate the public before voting about the process at a special Town Meeting on October 20, as proposed by E. Hoffman.

- D. Schneider said there is so much going on right now needing public feedback, this might be a bit much to squeeze in.
 - M. Staskus recommended planning backwards from Town Meeting Day.
 - S. Sabin and E. Hoffman noted that VLCT and town counsel need to review the process as well before anything can move forward.
- M. Bard said the decision is being rushed, and it is too important of a decision.
- He thinks it is prudent for these roles not to be elected, especially the treasurer, but the process should still be undertaken with care and deliberation.
- B. Woodruff said the clerk has functioned more as an employee than a policymaker; policy is the selectboard's role domain.
- He thinks the clerk sees more oversight from the town manager than from the voters, compared to the select board.
- E. Hoffman said the third part of his plan is to pursue a charter change to allow a recall petition for select board members, as a way to shore up accountability.
- There currently is no way to remove a select board member unless they resign.
- D. Schneider said he would like to have a more formal presentation of the plan with Graci also present.
- M. Staskus said the plan needs to include specific outreach and educational strategies.
 - B. Woodruff said the attorney and VLCT should first weigh in about how doable this plan is.
- M. Staskus recommended the select board target September 1 to make a decision on whether to move forward with the process.
- R. Clapp said a similar process happened when considering whether to change the town meeting format and discussion uncovered that people wanted to understand all the options.
- Now there is a dedicated committee taking a year to study the proposal.
 - He's not sure pushing for a lot of change too quickly is a good idea.

NEXT MEETING AGENDA

Conservation Commission updates

Tree Board updates

Sheriff updates

Better Connections demonstration project

- There was some discussion from a public works perspective about speed tables.

Consideration of a potential public process for deciding whether town clerk and town treasurer will transition to appointed instead of elected.

Other notes and announcements

- The select board also agreed to give Beth Jones flowers for her retirement and put flowers in Graci's office to welcome her next Monday.
- R. Clapp said the state treasurer is joining a national lawsuit to get oil companies to pay for climate remediation. Sue Minter would like to take him on a tour of different communities, including to Waterbury on Friday morning, September 4. He recommended that B. Woodruff and Graci meet with them.

ADJOURNMENT

Motion by R. Clapp to adjourn; seconded by S. Sabin.

Motion passed unanimously (5-0).

Meeting adjourned at 8:10 p.m.

Next meeting of the Waterbury Select Board: **August 18 @** 5:45 p.m. - public hearing
6:30 p.m. - regular meeting
Steele Community Room
28 N. Main St. and on Zoom.

Minutes respectfully submitted by Cheryl Casey.