

**Minutes of the Waterbury Selectboard  
Monday, December 1, 2025 | 6:30 p.m.  
28 N. Main St. and via Zoom**

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**Attendance:** Tom Leitz, Kane Sweeney, Alyssa Johnson, Cheryl Casey, Roger Clapp, Mike Bard, Tori Taravella (online)

**Public attendance:** ORCA Media, Chris Viens, Amy L. Anderson, Susan M. Kuegel, Ingrid Jonas, Pete Martel, Carrie MacMillan, Sandy Sabin, Thomas Gloor, Valerie Rogers, Bill Shepeluk, Elizabeth Brown, Evan Karl Hoffman

**Zoom attendance:** ORCA Media, Lisa Scagliotti, Perrin Williams, Wayne Quillan, Anne Imhoff, Cheryl Gloor, Amy Marshall Carney, Eric P., McGowans, Tori Taravella

CALL TO ORDER 6:32 p.m. by A. Johnson

**AGENDAS**

**Meeting agenda**

**Motion by K. Sweeney to approve the agenda with amendments to the consent agenda, adding three permits, and an amendment to the regular agenda, adding the appointment of an E911**

**Coordinator; seconded by R. Clapp.**

**Friendly amendment by M. Bard to add to the regular agenda discussion of possible rearranging of space with the historical society.**

No further discussion; **motion with friendly amendment passed unanimously.**

**Consent agenda**

**Motion by K. Sweeney to approve the amended consent agenda; seconded by R. Clapp.**

No further discussion; **motion passed unanimously.**

**Motion by K. Sweeney to approve Cheryl Casey as E911 Coordinator; seconded by M. Bard.**

No further discussion; **motion passed unanimously.**

**PUBLIC COMMENT**

A. Anderson would like to request the use of the Rec building (Scout Hall) for the gift collection initiative that her nonprofit, Amy's Armoire, runs. She is afraid that her garage won't be large enough. The dates would be earliest possible until December 19, if possible.

- T. Leitz will follow up about the availability and arrangements.

**REGULAR BUSINESS**

**Stanley Wasson update**

T. Leitz reported no major changes or updates since the last meeting. The pre-development agreement draft will be discussed by the selectboard in executive session

### **Discussion**

T. Gloor asked why this discussion would be under executive session.

- T. Leitz said because a contract involving real estate is an explicit executive session item by law.

E. Brown asked the selectboard if they are aware of the decision that Manchester, VT, made about a 40-unit housing project originally planned in a flood plain.

- She thinks the decision sets an important model and precedent; the selectboard should be very clear about why they are moving forward with plans to develop the Stanley Wasson site, if that is ultimately the path they pursue.

C. Viens spoke to the new CVCC bond vote failing and those results should be a signal about how strongly people feel about affordability.

M. Bard noted that sometimes building in a flood plain is unavoidable, but if something is built smart, building in the flood plain can be done.

- The purpose of the pre-development agreement is to ensure that any development is smart.
- There aren't many parcels of land on which we can develop that many units without running into a flood plain.

### **Consider Selectboard appointments**

Ethics Officer: Ingrid Jonas [[letter of interest](#)]

- T. Leitz gave background on the role: The state passed a new ethics law that requires an Ethics Officer to handle ethics complaints submitted against the selectboard, municipal manager, and town committees. There is no other way to appoint this person other than through the selectboard. He advertised publicly for the position and he and I. Jonas spoke extensively about the duties and responsibilities.
- I. Jonas introduced herself to the selectboard and summarized her interest: The position caught her attention and the position aligns well with her current work as a licensed investigator and past experience as a police investigator. It is important that people can trust their leaders and that they can trust mechanisms are in place to hold leaders accountable.

### **Discussion**

R. Clapp asked if she thought the ethics policy needs to be revised.

- I. Jonas replied that she could not weigh in until she takes the mandated class offered by the state and reviews the policy with that training.

M. Bard asked if she had any background in employee relations.

- I. Jonas said she worked in internal investigations for the VSP, which addresses issues with employees.
- Since retiring, she has worked with lawyers to investigate some cases of employee misconduct, not necessarily criminal.

**Motion by R. Clapp to appoint Ingrid Jonas as the town's new Ethics Officer; seconded by M. Bard.**

No further discussion; **motion passed unanimously.**

Housing Task Force member: Sandy Sabin [[application](#) | [letter of interest](#)]

- S. Sabin summarized her interest in the role: She attends many of the Housing Task Force meetings, where she has been able to bring some of her knowledge and background in different aspects of housing. She also volunteered as one of the presenters for the Building Better Waterbury workshop series. She enjoys attending the meetings and helping where she can.

### **Discussion**

R. Clapp asked what she thought could be done by the Housing Task Force to encourage more ADUs.

- S. Sabin responded that what an “ADU” *is* would be the most important piece of information to flesh out and share with the community.

M. Bard asked about her background in understanding larger, multi-family projects.

- S. Sabin said she doesn’t have any direct background in that area, but she is very attuned to how hard it is to fund new housing of any kind.

K. Sweeney asked if she would be applying for the grant program for her ADU construction.

- S. Sabin answered that she already received funds from the state program so she is ineligible for Town’s program.
- If given the opportunity, she would have applied to Waterbury’s grant program instead because it is a better deal.

M. Bard asked if she will resubmit for a longer-term commitment, since the current opening is a vacated term with one year remaining.

- S. Sabin responded that she might but wants to see how this experience goes first.

K. Sweeney asked if there is something we should be looking at that we aren’t doing yet.

- S. Sabin said much more research, especially with the rental registry, needs to be conducted and further unpacked to understand the breadth and depth of the challenges and develop viable solutions.

**Motion by R. Clapp to appoint Sandy Sabin as a member of the Housing Task Force, term ending April 2027; seconded by K. Sweeney.**

No further discussion; **motion passed 4-0 with 1 (A. Johnson) abstention.**

### **Preliminary budget review and discussion**

A. Johnson emphasized the very early stage of this discussion and that there will be a “Budget Adjustment Day” for the public to weigh in before the budget is warned for Town Meeting.

T. Leitz began with some ideas for the local option tax (LOT) money in 2026.

- History: In 2025, the adopted budget had \$625,000 from the LOT; as such, he predicts \$900,000 for the coming year.
- The ideas ensure the money is spent in ways that are publicly approved.
- He pointed out line 28 in the spreadsheet: additional debt reduction, which would save next year.
- At this time last year, he put forward a 3-year plan for spending that included a plan for gravel roads. He thinks that area (line 4) can be level-funded.
- The Highway Capital Fund (line 6) is in the red but consistently improving; recommending continuing to fund that line.
- Line 9, Housing Trust Fund: proposing a pause to gauge ADU program outcomes. A year gives the program time to yield data and areas for improvement.
- Line 11, Pool: Hoping to reduce the amount in talking with contractors; however, the filter system must be modernized to effectively address a number of maintenance issues. Investing in the pool at this time will ensure its long-term viability.

- Line 13, Tree Board: The LOT would be an appropriate way to pay for the one-time expense of a tree inventory.
- Line 14, Fire Command Vehicle: It is quite old and too large for their purposes. He is working on bringing that number down a little bit. A similar situation applies to the Public Works vehicle (line 15).
- Line 16, Randall Meadow: He expects to hear in the next week about the CDBG grant application. There is also Clean Water Service Provider (CWISP) funding, administered by the Central Vermont Planning Commission; they have signalled that our project is very attractive if we get to the final design stages. The LOT money could fill a gap and advance us to the bid stage for CWISP eligibility.
- Line 17, Sheriff Option: The Sheriff's contract requires the Town pay *only* for the hours someone is on duty. For a trial period, this funding would give the town 100 hours/month of coverage. It would be on top of the existing VSP contract. The other option is to reduce the VSP coverage by half to pay for the Sheriff.
  - A. Johnson asked if this item could be funded *not* by the LOT.
    - T. Leitz said yes, he ultimately isn't holding any of these ideas to that source of funding.
  - K. Sweeney asked how much this would add to policing hours.
    - T. Leitz said it would be a 25% increase in coverage.
  - S. Sabin noted she brought this idea up at Town Meeting last year and it was shot down.
  - M. Bard added that he would rather add the Sheriff's office and maintain the current VSP contract for two officers than reduce VSP coverage by half to pay for the Sheriff instead, because given staffing challenges, it may be even harder to return to current level of coverage if we decide it is more appropriate.
- Line 18, Payroll & Accounts systems: This is 1980s software, Microsoft product no longer supported by Microsoft. This means security updates are no longer compatible. He would like to transition away from this system to a modern payroll system. It would have a slightly higher operating cost, but also an initial cost to set up the custom coding for our needs. From a staff perspective, payroll would be dramatically easier because these platforms come with time clocks—no more time sheets. It would be less labor for the person doing payroll on our end. He's looking to update accounts payable for analogous reasons. That could also add a major level of transparency to what we're spending our money on.
  - K. Sweeney asked what section of the LOT this falls into, compared to using the General Fund. T. Leitz said the one-time transition costs are part of Town.
  - C. Gloor expressed her concern about licensing fees that often come with proprietary software.
    - T. Leitz said the vendors are tying fees directly to checks, amounting to about \$10,000/year for the Town in fees.
  - S. Sabin asked if there is an issue with the current payroll system. She also said some time clock software can be integrated with the current system.
    - T. Leitz said integrations would have to be worked out.
- Line 19, Stanley Wasson & Woody Avenue projects: T. Leitz wants to add "FEMA" to this line, because for such projects, there have been unavoidable costs to doing the grant research, studies, and writing.

- The administrative burden is high and there have been roadblocks that cost money to overcome.
- Consultants have been key in advancing the work, but have not necessarily been specifically budgeted for in the past.
- Also, FEMA is requiring surveys done on the buy-out properties but will not pay to have them done. This cost burden is \$4,000 and it is unclear which party should be picking that up.
- Lines 36-39: Ideas percolating within committees and departments but have not yet been formally proposed. Money would be needed to advance the projects so that there is really solid information to bring to the public in a year or two for consideration and approval. These are only ideas to add to the mix.

## **Discussion**

M. Bard requested more information about the automated filter system for the pool; is this expense going to extend the life of the pool?

- T. Leitz said no, because the issues with the pool itself are with the liner. If there is some catastrophic failure with the liner and we need to replace the pool, the filter system can be reused with the new pool.

M. Bard:

- The Tree Board funding should be a regular expense, not funded by the LOT.
- Regarding the Recreation Center, he wonders if it should be a long-term capital expense rather than something funded by LOT money, even if we're just talking about money to do the research and develop a design.

K. Sweeney suggested the Randall Meadow engineering costs should be moved to its own article, to illustrate the importance of the project and the fact that we probably will be facing more costs in years to come.

T. Taravella said it would be important to learn the cost of running sufficient water and sewer infrastructure to a new Recreation Building.

R. Clapp wondered if the LOT forecast was low.

- T. Leitz said he wanted to err on the conservative side.

C. Gloor requested clarification on why Armory Ave was being referred to as Woody Avenue.

- T. Leitz explained that the street has been formally renamed, for reasons of clarity to emergency services.

C. Viens asked if the new accounts software would pick up mistakes in billing.

- T. Leitz said the software reads all the necessary information, but we would still have to code it correctly. These systems tend to see a lot of invoices from a lot of the same vendors.
- Warrants would still go through the selectboard.

C. Viens:

- Should the \$65k surplus go to the highway capital fund instead of debt reduction?
- Regarding Perry Hill, he suggested other roads, like Barnes Hill, should be addressed first.
  - T. Leitz said Guptil Road (2027) and Barnes Hill Road (2026) are already in the capital plan. These paving projects are not part of LOT considerations.

B. Shepeluk asked if there is anything on the 2025 budget that isn't close to finished.

- T. Leitz said the budget will be close to the penny.

B. Shepeluk recommended the town seriously consider the Sheriff for increased public safety and traffic control. The LOT money should be used on things we need but cannot accomplish in the general fund.

- The recreation center, for example, is something the community might decide it needs.
- He is a strong advocate of putting things before the voters, but with regards to Randall Meadow, there might not be enough people in the community that understand the level of importance of having the project funded for the good of the town, not just to the nearby neighborhoods.

J. Brown said she was pleased to see mention of sidewalk maintenance and improvements. She also reiterated the importance of the tree inventory as a planning tool for future operations of the Tree Board.

### **Next steps**

T. Leitz asked the selectboard if there is anything to be stricken from the record or added now that he can revise before the budget planning session on Dec. 7.

- A. Johnson asked for some more distinction on line 19, and noted the priority level for T. Leitz of a new accounts payable/payroll system.

The selectboard agreed that the spreadsheets are a reasonable place to start.

### **Updated special event permit**

Town staff still need to review.

K. Sweeney said the permit application looks good at a glance.

T. Leitz said this is a very good attempt to get everything in one spot related to special events. A fillable PDF is a good start toward a more efficient permitting process.

A. Johnson would like the Town Clerk to review this draft because she is the one fielding so many questions about such permits.

T. Leitz noted that historically, there hasn't been any follow-up or after-action process to address problems or other insights, which is a step in the process that should be built in.

R. Clapp said it would be helpful to have a screening for who needs to file a permit and who doesn't.

The selectboard tabled a vote until next meeting.

### **Use of Town Office space**

M. Bard summarized concerns submitted to the selectboard about the historical society and the town rearranging some space.

T. Leitz said these are only ideas and the historical society is in the driver's seat. He is waiting for them to consider the options.

C. Casey, in the capacity of president of the Historical Society, said the board is only exploring ideas at this stage and reviewing a number of documents, including legally-binding MOUs and Dr. Janes' will, to ascertain what limits are or should be placed on the options and what the society's responsibilities are.

- Now is a convenient time for the society to engage in such a conversation because we are redesigning the museum/exhibits over the coming months anyway, which means a lot of things are being moved around.
- Neither party is "giving up" space.
- The conversation is limited to how we might rearrange the existing space, without making any structural changes to said space, to better serve each party's daily operations and overall mission.
- The society's museum and operations are staying put within the footprint of Dr. Janes' house, in at least as much space as it currently occupies.

- WHS is committed to a mission-driven decision-making framework. People can read more about the society's mission and strategic priorities in our 5-year strategic plan on our website, [www.waterburyhistoricalsociety.org](http://www.waterburyhistoricalsociety.org) on the About tab.

## INFORMATIONAL UPDATES

### **Selectboard and Municipal Manager informational updates**

M. Bard:

- The conservation commission is working on their funding request.
- Thanked Tom for such a wonderful community celebration of Maxi's anniversary.

R. Clapp:

- Participated in the final interviews of the Rec Director candidates, so the search is in the final stages.
- There is a special meeting of the Rec. Committee on Dec. 16.

T. Leitz:

- River of Light parade is this weekend.
- Shameless plug for his son playing at Higher Ground this weekend.

### **Review agenda items for next meetings**

A special budget planning session on Sunday, Dec. 7, will begin at 9 a.m. until 1:00 p.m. in the Steele Community Room.

Formation of committee on improving Town Meeting

Recommendation for Recreation Director

VT250 Local Committee update

Policy for funding requests

## EXECUTIVE SESSION

**Motion by K. Sweeney to find that premature public knowledge of labor negotiations, personnel, and real estate transactions would place the Town of Waterbury at a substantial disadvantage; seconded by R. Clapp.**

No further discussion; **motion passed unanimously.**

**Motion by K. Sweeney to enter executive session and invite the municipal manager; seconded by M. Bard.**

No further discussion; **motion passed unanimously.**

Selectboard moved into executive session at 8:47 p.m.

Selectboard exited from executive session at 10:12 p.m. with no action taken.

**Motion by K. Sweeney to adjourn the meeting; seconded by M. Bard.**

**Motion passed unanimously.**

ADJOURNMENT at 10:13 p.m.

Next special meeting of the Waterbury Selectboard: Sunday, December 7, 2025 – extended budget planning meeting

Next regular meeting of the Waterbury Selectboard: Monday, December 15, 2025, 6:30 p.m.

*Minutes respectfully submitted by Cheryl Casey.*