

**Minutes of the Waterbury Selectboard Special Meeting**  
**Thursday, March 5, 2026 | 6:00 p.m.**  
**28 S. Main St. and on Zoom**

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[Zoom recording unavailable due to insufficient cloud storage;  
please see ORCA recording when posted.]

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

**Staff attendance:** Bill Woodruff, Cheryl Casey, Bill Shepeluk, Carol Dawes

**Public attendance:** ORCA Media, Evan Karl Hoffman, Lisa Scagliotti, Robert Dabrowski, Valerie Rogers

**Public on Zoom:** ORCA Media, Anne Imhoff, Natalie Sherman, Carrie MacMillan, Amy Marshall-Carney, Perrin Williams, Wilford Sayah, Jane Brown, Scott Mackey,

CALL TO ORDER, 6:00 p.m. by R. Clapp

[AGENDA](#)

→ **Meeting agenda**

**Motion by S. Sabin to approve the agenda with the amendment to remove the consent agenda items that do not need immediate action (all but item f) and table the rest; seconded by D. Schneider.**

**Discussion**

New selectboard members discussed whether they should vote on the consent agenda items when they haven't seen them.

- R. Clapp noted that the consent agenda items are generally vetted by staff and the selectboard approves them as a matter of course.
- C. Dawes explained that many of the liquor licenses are annual licenses needing renewal, and applications are made to the state first.
- B. Shepeluk added that selectboard approval is a step in the process.

There was general discussion of who reviews license and event permit applications and when the selectboard gets to review the applications.

- M. Staskus asked what the town procedure is, and the staff responsible for viewing the applications.
- C. Dawes said the Town Clerk is the point of contact.

**Friendly amendment moved by M. Staskus to add the Randall Meadow project to the agenda at 7:20 p.m. before the selectboard update; seconded by S. Sabin.**

No further discussion; **motion passed unanimously (4-0).**

No further discussion on the original motion, which now contains the friendly amendment; **0**

**→ Selectboard Organization–Elect Chair, Vice Chair, and Secretary**

**Motion by D. Schneider to nominate M. Staskus to be Chair of the Selectboard; seconded by S. Sabin.**

No further discussion; **motion passed unanimously (4-0).**

**Motion by R. Clapp to nominate D. Schneider as Vice-Chair of the Selectboard; seconded by S. Sabin.**

No further discussion; **motion passed unanimously (4-0).**

**Motion by R. Clapp to nominate S. Sabin as Secretary of the Selectboard; seconded by M. Staskus.**

No further discussion; **motion passed unanimously (4-0).**

**→ Consent agenda**

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

No further discussion; **motion passed unanimously (4-0).**

**PUBLIC COMMENT**

R. Dabrowski congratulated M. Staskus for her election to the selectboard, after working with her on the Development Review Board in the past.

**REGULAR BUSINESS**

**→ Budget Update**

[\[budget status report 2025\]](#); [budget status report 2026\]](#)

B. Shepeluk explained the difference between the report print-out he provided and the way the budget was presented in the Town Report, and summarized which pages showed revenues by department and expenditures by department.

- The expenditures and revenues are spread out by department in the report booklet. There is some use to this strategy of presenting the budget, but it can also be confusing because you have to flip back and forth across a lot of sections. It will take him a little while to reconcile the spreadsheets with what needs to be put in NEMRC for 2026.
- He recommended that the NEMRC (New England Municipal Resource Center accounting software) format be used in the future to discuss the financial statements for the Town.

- The selectboard is the responsible fiduciary party for all of the assets that the town has; they should see quarterly income and expenses, or at least twice a year, presented by the municipal manager or other staff member.
- The deferred revenue line (delinquent taxes) is going to be a different amount than the assets because the CPA wants to understand what assets are liquid and can be used right away, versus what assets are more difficult to access for use.

### **Discussion**

M. Staskus asked if the financial reporting should always be done using NEMRC.

- B. Shepeluk explained his strategy of using both the NEMRC reports and a spreadsheet using exported NEMRC data to show balances, ongoing budgeting, and budget forecasts.

B. Shepeluk said that the budget doesn't get put into the NEMRC system until after Town Meeting, so that report shows zero in the Budget column. The first set of actuals will probably be presented at the second meeting in April.

M. Staskus said she understands how separating out the budget by department can be helpful for planning.

- B. Shepeluk disagreed that the department heads need to worry about those things, especially on the revenue side.
- Department heads are responsible for spending their budget, while others are responsible for seeking out revenue (such as grants).
- The Cemetery and the Library are departments that meet the standard of general fund operations, but they also have trust funds assigned to them, making it reasonable to track those budgets separately. Other departments, however, are part of the general fund.

B. Shepeluk noted that special articles passed in 2025 were never put into the budget in NEMRC, so there are errors in the reporting.

S. Sabin said she is familiar with NEMRC as well as with exporting the numbers into Excel, so she supports B. Shepeluk's recommendation for handling.

M. Staskus will put budget reports on the agenda each quarter.

### **→ Review of Selectboard Administration and Logistics**

*Including: Selectboard Rules of Procedure, Selectboard Meeting Schedule, Paper of Record and locations for posting meeting notices, Warrant Authorization, Conflict of Interest Policy, Open Meeting Law training requirements*

B. Woodruff summarized where **rules and schedules** are posted.

R. Clapp added that one of the last agenda items has been a discussion of what agenda items will be placed on the next meeting agenda.

M. Staskus said her preference would be to have Manager and Selectboard informational updates sooner in the agenda.

- R. Clapp said liaisons to particular committees will give their updates during that time.

A Marshall-Carney requested the Conservation Commission continue to present quarterly.

- She also said she doesn't have a deep understanding about what is going on across all of the committees and would like all of the other committees/boards to present to the selectboard on a regular basis, not just rely on updates from the liaisons.
- D. Schneider agreed the committee chairs should be making these reports.
- M. Staskus suggested the selectboard establish a schedule of committee reporting throughout the year.

For the **Selectboard meeting schedule**, M. Staskus said there has been discussion about moving the Selectboard meetings to the first and third Tuesdays of the month instead of Monday.

- R. Clapp said the meetings have been going pretty long, so he understands the 6:30 start even though he prefers 7:00 p.m. He will have a conflict on March 17 and April 7.
- Members agreed that meetings will be on the first and third Tuesdays of the month with the exception of those two dates, when the meetings will start at 7:00 p.m., to accommodate R. Clapp's scheduling conflicts.

V. Rogers noted that open meeting law recommends the agenda be as specific as possible in the future.

**Paper of record and location of postings** - R. Clapp said we have typically sent the notices to *The Times-Argus* and the *Waterbury Roundabout*, as well as posted in the Town Offices and at both Post Offices.

- Carol Dawes noted that a physical paper and physical locations are statutory requirements.
- L. Scagliotti said while public notices are statutory, public information goes out through the other mechanisms just listed, including through the town website's news subscription service.
  - She acknowledged the importance of the *Times Argus* but the *Roundabout* has a substantial following and a clear spot at the top of the website for public notices; the town has been spotty in including the Roundabout in such notices.
  - The statute does not actually require the public notices to be printed in a *physical* paper, only a publication in general circulation in the community.
  - A community can have more than one paper of record.
- C. Casey will send the notices to the papers (*The Times-Argus* and *Waterbury Roundabout*) while she is also posting the agendas to the website and at the post offices.

**Motion by R. Clapp that both the *Times Argus* and *Waterbury Roundabout* be the papers of record for the Town of Waterbury and the postings also be made to the bulletin board at the Town Offices and both the Waterbury and Waterbury Center post offices; seconded by S. Sabin**

No further discussion; **motion passed unanimously (4-0).**

B. Shepeluk explained that the state allows the board to appoint any or all of the Selectboard members as signers to **sign warrants and authorize payments**.

**Motion by R. Clapp to appoint all selectboard members to sign warrants on behalf of the town, and any one can sign on a weekly basis; seconded by S. Sabin.**

**Discussion**

D. Schneider said he will take on that weekly task and others can fill in when he is unavailable.

B. Shepeluk said if there is something on the warrants you don't understand, speak to the Municipal Manager, not staff.

No further discussion; **motion passed (4-0)**.

B. Woodruff pointed to where the **conflict of interest policy** is posted for review. All selectboard members must complete the ethics certification from the state every three years.

- R. Clapp noted he has filed a statement about how he shall mitigate his conflict of interest as executive director of Revitalizing Waterbury. The ethics officer and probably the town attorney have copies.

**Open meeting law training** must also be completed, and can be done online. The requirements of the law are posted on the bulletin board in the Steele Community Room as well as in the sidebar of the selectboard webpage.

**→ Discussion of filling Selectboard Vacancy**

C. Dawes cited state statute 24 V.S.A §961 requiring the selectboard to post the vacancy within 10 calendar days of Town Meeting Day.

- The post will be filled by appointment until the next town meeting.
- Interested candidates typically send a letter of interest and the selectboard conducts interviews in open session.
- Executive session can be used to discuss the candidates.

**Motion by R. Clapp to authorize the interim town manager to post a notice of vacancy for the selectboard position, with a deadline for letters of interest to be April 3; seconded by S. Sabin.**

C. Dawes recommended naming when the selectboard will conduct the interviews. Selectboard members agreed on April 7 to begin interviews.

No further discussion; **motion passed unanimously (4-0)**.

**Randall Meadow grant conditions**

M. Staskus asked if all of the additional requirements have been met.

B. Woodruff said there are still some conditions we're working on and we'll probably ask for an extension, which is typical.

C. Casey said she has received the permit application for the subdivision of the parcel and will issue the permit by end of the week.

## Selectboard and Interim Municipal Manager Updates

### R. Clapp:

- The Rec Committee met just before Town Meeting to discuss the proposed Rec Field House and the project has been put on hold.
  - The current Rec Director feels it is important for her to establish how they are maintaining the current facilities first and start looking at potential revenue that can be collected on the proposed field house.
  - With the project at Randall Meadow, he assumes nothing will move quickly on the field house proposal this year.
  - The study done resulted in preliminary site plans and design.
  - More work needs to go into this before it's ready for a formal proposal to the selectboard.
- The committee has also proposed to work with Revitalizing Waterbury and the National Park Service Rivers, Trails and Conservation Assistance team to combine flood mitigation and recreation through trail networks.
  - M. Staskus said the Planning Commission received a lot of public feedback about advancing nonmotorized connectivity.

### M. Staskus:

- The Planning Commission is reviewing the aspirations, goals, and strategies for the Community Services and History/Culture chapters on Monday, March 9.
- On Monday, she will also resign from the Planning Commission to serve on the Selectboard.

### C. Dawes:

- Someone who has been elected by write-in has 30-days to decide whether they will accept the position.
- The person who received enough votes for both Town Clerk and Treasurer position can accept, decline, or simply let the 30 days run out.
- If the person declines or lets the 30 days run out, the selectboard must warn of an opportunity for this person to take the oath at the next open meeting.
- If that doesn't happen they begin the posting process to solicit letters of interest to appoint someone to fill the vacancy until the next Town Meeting.
  - There is no automatic "second place" in statute for potential candidates.
- B. Woodruff said that B. Shepeluk is legally the appointed interim treasurer until the position is filled. Beth Jones has said she will stay as interim town clerk for a couple of weeks after town meeting. The public can expect reduced hours from the Town Clerk's office until the positions are resolved.
- B. Shepeluk recommended that the selectboard authorize the chair to reach out to the person who received the votes for Town Clerk to have a conversation

There was some conversation about where authority lies to appoint the assistant town clerk. It has been the town clerk in the past, but the situation becomes murkier now that there is a union contract and the position is considered part of the bargaining unit. The current job ad calls for someone to fill a combined assistant town clerk/administrative coordinator role.

**Motion by R. Clapp to authorize the chair to reach out to the individual who received the necessary votes for Town Clerk and Treasurer to determine the status of the positions; seconded by D. Schneider.**

No further discussion; **motion passed unanimously (4-0).**

### **Confirm Next Meeting Date and Agenda**

The next meeting will be March 17 at 7:00 p.m.

Agenda items will include:

- Committee liaisons
- Identify vacancies on committees and provide committee applications to the public.

A. Marshall-Carney thanked C. Dawes, B. Shepeluk, and B. Woodruff for their time and significant effort in keeping things on track during this significant transition period.

ADJOURNMENT at 8:13 p.m.

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### **Next meetings of the Waterbury Selectboard:**

**March 17 @ 7:00 p.m.** in the Steele Community Room,  
28 N. Main St., and on Zoom.

*Minutes respectfully submitted by Cheryl Casey.*