



Minutes of the Waterbury Selectboard Regular Meeting
Tuesday, March 17, 2026 | 7:00 p.m.
28 S. Main St. and on Zoom

[Zoom recording failed; please see ORCA recording when posted.]

Selectboard attendance: Roger Clapp (online), Martha Staskus, Don Schneider, Sandy Sabin

Staff attendance: Bill Woodruff, Cheryl Casey

Public attendance: ORCA Media, Skip Flanders, Mike Bard, Chris Viens, Evan Karl Hoffman, Lisa Scagliotti

Public on Zoom: ORCA Media, Kia Winchell-Nealy, Amy Marshall-Carney, Michael, Marge Gulyas, Anne Imhoff, Doug Greason, Carrie MacMillan, Pegeen Mulhern, Lisa Scagliotti

CALL TO ORDER, 7:12 p.m. by M. Staskus

AGENDAS

→ **Review and Approve [Agenda](#)**

Motion by Sandy Sabin to accept the agenda with the addition of the February 17 meeting minutes to the consent agenda; seconded by D. Schneider.

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

→ **Consent Agenda Items**

Motion by S. Sabin to accept the consent agenda items with the following revisions to the March 5 minutes to add S. Sabin to the attendance, add the seconds for the selectboard votes on roles; and to change “balance sheet” to “income and expense reports;” seconded by D. Schneider.

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

PUBLIC COMMENT

M. Bard announced the Friends of Waterbury Reservoir fundraiser at American Flatbread in Stowe on Thursday, March 19, from 4-9 p.m.

M. Staskus announced that the VT General Assembly recognized former Selectboard Chair Alyssa Johnson in a [resolution](#).

REPORTS

→ **Town Boards/Committees**

B. Woodruff said the Library Commissioners have extended an offer to a new Library Director and she has accepted; she has given her current employer notice and will start in a few weeks.

A. Black, Chair of the Library Commission, joined the meeting to report that the background check has been completed and the commissioners will be meeting to ratify the hire.

- Once that is completed, they can announce the hire and name the new Library Director.
- There were about 12 candidates overall, and then a special hiring committee conducted interviews.
- Two finalists were interviewed in person.
- The new Director will start April 13.

Discussion

D. Schneider asked how the new director will be introduced to the community.

- A. Black said she is open to suggestions from the selectboard. The new director will be in the library everyday to meet people. Once the commissioners vote to ratify her hiring, they will probably do a press release.

→ **Municipal Manager Report**

B. Woodruff reported on town projects:

Randall Meadow—He submitted a letter requesting an extension on the grant conditions deadline of March 16. The State has accepted the request and given a new deadline of September 30. He is also working on an RFP to have the required environmental work done this summer as part of these conditions.

Discussion:

R. Clapp asked when we could access the funding to start paying off some of these contracts.

- B. Woodruff said he's gotten some paperwork

C. Viens confirmed that the requirements to be fulfilled are part of the \$2 million grant. He asked what other aspects of the project can be looked at proactively.

- B. Woodruff confirmed that the requirements did pertain to the \$2 million.
- D. Schneider said there was no harm in exploring possible sites to which the soil will be moved when it is time for project implementation. We can solicit ideas from the public.
- M. Staskus assigned D. Schneider and

M. Staskus asked what was included in the environmental assessment.

- B. Woodruff will compile that information to be available to the public.

A. Marshall-Carney asked how the Conservation Commission will be looped into the environmental assessment work as it relates to the requirements of the Local Emergency Management Plan.

- B. Woodruff will review the procedures for involving required stakeholder groups.

C. Viens expressed his concern about whether the amount of material being removed will be enough to make a difference for doing this project at all.

- B. Woodruff and M. Staskus noted how the study will provide some answers on that point.

Stanley Wasson—The predevelopment agreement still sits with some comments and corrections, but has not yet been executed. The Town option to purchase the parcel was extended to Dec. 31, 2026.

VAoT Rt 100/Stowe Street Sideway Project—The grant money to study, design, and put in a sidewalk on Rt. 100 is still available, and the State is asking for us to make some decisions about the project now that the bridge has been replaced. B. Woodruff asked the selectboard how they would like to proceed with the grant money.

Discussion

M. Staskus asked if there were any other options besides sidewalks, for example, putting in more lighting.

- B. Woodruff has reached out to Stantec to get some estimates on different versions of the project.

D. Schneider recommended we see what Stantec says.

B. Woodruff said the best course is probably to pursue what is feasible to do without spending our own money.

Motion by R. Clapp to authorize B. Woodruff to pursue moving this conceptual sidewalk project forward with the funds available; seconded by S. Sabin.

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

Woody Avenue—We also need an extension on the grant conditions to provide an environmental release letter.

REGULAR BUSINESS – SELECTBOARD

→ **Municipal Staffing Update**

Posting of Selectboard vacancy

- M. Staskus said the vacancy is posted as legally required, and the deadline is April 3 for interviews at the April 7 meeting.

Municipal Manager position search status

- D. Schneider said William Fraser from [VLCT provided an estimate](#) for their executive recruitment services. The estimated costs are essentially a menu of options.
- M. Staskus asked R. Clapp to send RW's promotional brochure to D. Schneider as an option to use instead of having VLCT do that task.
- The selectboard agreed that the full media review doesn't need to be contracted with VLCT, either.

- For advertising, all agreed that the regional associations should stay on the list. M. Staskus suggested doing advertising in phases, expanding outward as needed; LinkedIn and Indeed would probably not be necessary.

Motion by S. Sabin to authorize D. Schneider to negotiate the proposal with VLCT as discussed tonight; seconded by R. Clapp.

Discussion:

A. Marshall-Carney thanked M. Staskus for thinking about the capacity of the town to handle visitors and tourists by not advertising too widely to start.

M. Bard asked about the interview process.

- M. Staskus responded that the details of the process will be worked out; the estimated schedule provided is very high-level at the stage.

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

S. Flanders added to the municipal manager search topic from the EFUD perspective.

- He noted that the EFUD commissioners are in the discussion phase to appoint B. Woodruff as their permanent manager, independent of the municipal manager: he would still report to the new Municipal Manager in his role as Public Works Director.
- There are advantages for the town of not having the municipal manager work for EFUD, especially regarding the number of meetings that would be involved and how much time the town would get back from its municipal manager.
- EFUD pays approximately \$120,000 to the town to share bookkeeping and utility billing services.

M. Staskus asked about the dividing line between some roles, including financial manager.

- S. Flanders noted that these lines have been fuzzy. The first decision EFUD will make is whether they want to share a manager with the town; if not, they will no longer contribute funds to the Municipal Manager's salary.

D. Schneider asked what the FTE is for the municipal manager or for Public Works.

- S. Flanders estimated about 20% FTE for EFUD.

D. Schneider said it would be good to understand more broadly what the FTE is for anyone who is working both for the town and for EFUD.

- S. Flanders said the billing clerk is 60% EFUD time.

Town Clerk position status

M. Staskus reported that Karen Petrovic, clerk- and treasurer-elect, sent an email to her and B. Woodruff with her proposal for returning. The email states the following:

I have spent a great deal of time considering the option of returning as Town Clerk. Even when I made the decision to resign it was done knowing someday I might have an opportunity to return. I was asked to outline my requests to return. They are:

- *40 hours of sick time in my sick bank.*
- *My 10-year status for purposes of earned time and seniority.*

- *A health care plan with HSA. A Town contribution to the HSA in line with other non-Union staff.*
- *Salary of \$87,360 per year with annual COLA adjustments.*

This is for the duties of a Town Clerk/Treasurer.

The board will discuss these terms in executive session.

→ **Town Committees/Boards vacancies and renewals schedule**

B. Woodruff said Town Clerk Beth Jones is compiling a list of people who need to be contacted regarding potential reappointment or whether those positions will be vacant.

M. Staskus directed B. Woodruff to push out the information on known vacancies and the length of their terms.

→ **Committees/Boards participation at selectboard meetings**

Because there are so many boards/committees and so few selectboard members, M. Staskus [drafted a schedule](#) for each of the committees to report to the Selectboard 3-4 times/year.

Motion by D. Schneider to set the schedule as presented for boards and committees to report to the selectboard; seconded by S. Sabin.

Discussion

E. Hoffman noted that the meeting schedule included Election Day and wondered if the selectboard will still meet on that day. He also said the police reports have not been provided recently although the website says they will be given monthly.

- S. Sabin noted the Sheriff's report should be added once they begin their patrols.
- M. Staskus said there are likely to be adjustments to this schedule.

→ **Format of Agendas**

M. Staskus drew attention to the new format of the agenda.

→ **Redesign of selectboard meeting space layout and sound system**

D. Schneider suggested flipping the u-shape of the tables around so that someone addressing the audience is looking at both the selectboard and the public. His second suggestion is to get an estimate on upgrading the audio equipment and setup so that people can better hear through speakers.

Discussion

M. Staskus suggested having the entire A/V setup evaluated. She also wondered if we should flip the room entirely and reverse where the selectboard and members of the public sit.

A. Imhoff reminded everyone that people need to remember to speak into the microphone unless we order everyone lavalier mics.

- L. Scagliotti recommended battery-powered portable microphones and livestreaming on a YouTube channel, referencing the HUUSD school board as a model.

→ **Confirm next meeting date and potential agenda items**

Next meeting date is April 7 at 7:00 p.m.

Agenda items may include:

- Committee or board interviews
- Repeat from current agenda: municipal staffing, municipal manager updates except for sidewalks
- Local emergency management plan
- B. Woodruff suggested a discussion of what to do with the opioid settlement money, but not necessary for the next meeting. M. Staskus assigned it to the May 5 agenda.

EXECUTIVE SESSION

Motion by D. Schneider to enter executive session to discuss employment; seconded by R. Clapp.

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

The selectboard entered executive session at 8:52 p.m.

Motion by D. Schneider to exit executive session at 9:16 p.m.; seconded by S. Sabin.

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

Motion by D. Schneider to authorize the selectboard chair to communicate, in writing, the board's position on the clerk-elect's terms and report back to the board regarding the response; seconded by S. Sabin.

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

Motion by S. Sabin to adjourn the meeting; seconded by D. Schneider.

Motion passed unanimously (4-0).

ADJOURNMENT at 9:18 p.m.

Next meeting of the Waterbury Selectboard: **April 7 @ 7:00 p.m.**
Steele Community Room
28 N. Main St. and on Zoom.

Minutes respectfully submitted by Cheryl Casey.