

# WATERBURY PLANNING COMMISSION MINUTES

**Monday, March 23, 2026  
6:00 P.M.**

Planning Commission: Martha Staskus, Dana Allen, Billy Vigdor, Kati Gallagher, Robbie Adler  
Staff: Neal Leitner  
Attendance In Person and Zoom: Julia Randall from the SE Group

## Agenda review and possible modifications

none

## Announcements and General public comments

No announcements were made.

## Approval of minutes

Dana Allen moved to approve the minutes of March 9, 2026.  
It was seconded by Billy Vigdor.

## Municipal Plan Update Tasks:

Review of draft Town Plan Chapters: Municipal Services & Flood Resilience

SE Group offered guidance for the Introduction and Planning Context sections:

- Be approximately one page;
- Describe the topic;
- Who is involved in the topic e.g., LEAP in the Energy Chapter;
- key events;
- Positive aspects of the Town that are to be maintained;
- Main concerns and priorities;
- Relevant locations; and
- Timeline from the Town Plan.

Those sections should not:

- Summarize \the Visioning Sessions;
- Describe the data collection process;
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The PC agreed:

- To prepare a set of organizations for the Municipal Services Chapter;
- To move demographics to the Introduction Chapter of the Town Plan;
- Prepare a map of publicly owned facilities (requested Neal to prepare a list);

- To complete drafts of chapters and story boards and have staff submit them as they are finished to the Central Vermont Planning Commission for review.

SE Group will incorporate the comments. PC asked SE Group to prepare a draft tracker section in each chapter.

### **Next Meeting**

If a new member is appointed, the PC will address the new executive positions.

The chapters to review at the next meeting are: Local Economy and Energy.

**8:30 p.m.**      Adjournment