

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, January 29, 2024
6:30 P.M.

Please see note below for access

I. Call to Order: 6:30 P.M.

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public forum. (5 +/- min.)
3. Wastewater project bond vote recommendation (10 +/- min.)
4. Review FY23 Audit summary and report (10 +/- min.)
5. Review and adopt FY25 Budget
 - a. Review and adopt draft FY25 Capital Improvement Plan (10 +/- min.)
 - b. Review and adopt draft FY25 Operating Budget expenditures, revenues, and debt service schedule (15 +/- min.)
6. Town Meeting warning adoption (5 +/- min.)
7. KAS request to drill at 4144 Main Street (10 +/- min.)
8. Consent Agenda:
 - a. Consider approving the Minutes of 1/8/24
 - b. Bills Payable and Treasurer's Warrants
9. Selectboard roundtable. (10 +/- min.)
10. Town Administrator's updates. (5 +/- min.)
11. Executive Session
 1. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
 2. Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney- client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
 3. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications]

III. Other Business.

1. Correspondence/reports received.

IV. Adjourn.

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, please use the following link:**

<https://us02web.zoom.us/j/82056117089>

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

Anyone wishing to speak can do so during the designated times, as indicated by the chair.

ALL TIMES ARE APPROXIMATE

Waitsfield Town Offices • 4144 Main Street • Waitsfield, VT 05673

Chach Curtis * Jordan Gonda * Fred Messer * Brian Shupe, *Vice Chair* * Christine Sullivan, *Chair*
Town Administrator: Annie Decker-Dell'Isola (802) 496-2218, x5 townadmin@gmavt.net

Waitsfield Town Administrator's Report

January 29, 2024

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II. REGULAR BUSINESS.

Item II.3. Wastewater project bond vote recommendation

At the Selectboard meeting on January 22nd, 2024, Wastewater Planning Project Team Lead, Joshua Schwartz, presented a project overview and funding status update. The proposed funding stack for the project is included in the presentation that Josh provided at the meeting which [can be found here](#). The presentation also reviewed upcoming project milestones and a proposed timeline for moving forward, including a proposed bond vote date for the project, to take place in the summer of 2024. The wastewater team requested that the Selectboard consider a final bond vote date recommendation at their next meeting, which is the item for consideration tonight.

The Wastewater Project Planning Team is recommending a wastewater project bond vote date of Tuesday, June 11, 2024. The team believes that the recommended bond vote date most effectively capitalizes on the funding opportunities currently available to the project, most of which are time-sensitive. There is a window of opportunity available to the Town to support the proposed system, and it is essential that the Town not miss this opportunity to fund the project as outlined. As detailed in Josh's January 22nd presentation, a positive bond vote increases the town's likelihood of securing the substantial state and federal funding necessary to meet the project goals of an affordable user fee and little or no impact to taxpayers outside of connections to municipal properties. Specific benefits of a June bond vote include:

- (1) Higher probability of securing an estimated ~\$4,000,000 of state ARPA and other grant funding.** VT DEC recently informed us that they will be re-allocating remaining ARPA Village Wastewater funds in late summer 2024. A positive bond vote prior to the re-allocation will improve our relative ranking on the DEC priority list to access these funds.
- (2) Higher probability of securing an estimated ~\$6,000,000 in USDA RD grants and loans.** USDA RD has encouraged the Town to apply for the USDA loans and grants needed to fund the project in April 2024, and is willing to consider our application complete if we can hold a bond vote in the summer. The wastewater team estimates that the project would be eligible for approximately \$4,750,000 in grants and \$2,350,000 in direct loans. Our estimate is based in part on the Median Household Income (MHI) data for the project's proposed service area. VT DEC recently approved a favorable MHI number for 2024, but is required to update the number annually, so the sooner we proceed with a bond vote, the more certain we are to lock in the use of the current MHI.
- (3) Avoid obligating Town funds for completion of design work prior to a successful bond vote.** To date, the project has not used any taxpayer funding for feasibility study and preliminary engineering. The Town has executed an Engineering Service Agreement with Dubois & King for the next phase of 30% project design, to be completed by June 2024. The 30% design costs will be fully funded by a grant from the VT State Clean Water Revolving Fund (CWSRF) and

51 remaining Town ARPA funds. In order to proceed with the remainder of the project design in the
52 second half of 2024, the Town will need to spend or borrow for any portion of the remaining
53 design cost that is not covered by available CWSRF subsidies. We estimate that CWSRF will
54 cover 50% of the remaining ~\$420,000 design costs, leaving ~\$210,000 to be paid by the Town. If
55 a bond vote is held in June, the Town would be able to avoid obligating taxpayer funds for the
56 project ahead of their approval via the bond vote.

57 **(4) Facilitate the Irasville Village Master Plan effort starting this winter.** By having a bond vote
58 in June, the Planning Commission can pursue its Municipal Planning Grant-funded Village Master
59 Plan for Irasville work with more confidence in the future availability of community
60 wastewater. The combination of the updated zoning ordinance and availability of community
61 wastewater unlocks additional infill development opportunities in Irasville.

62
63 USDA RD and VT DEC require the Town to hold a bond vote for the full project cost (currently
64 estimated at ~\$15 million), even though the final cost to the Town would be greatly reduced by the
65 federal and state funding received. We estimate that the project could receive up to \$12.6 million in grant
66 funding, as identified in the proposed funding stack. The \$2.4 million balance would most likely be
67 funded by a USDA long term, low interest rate loan. This loan would be paid off with user fees collected
68 from homes and businesses connecting to the wastewater system. If the funding stack comes through as
69 estimated by the project team, the wastewater system would be built and operated at no cost to Waitsfield
70 taxpayers, similar to the Town water system (it was constructed 11 years ago with grants and loans, and
71 the loan payments and operating costs are fully covered by its customers via affordable monthly user fee).

72
73 In the event that the bond vote passed but the other funding sources did not come through, the Town
74 would not be obligated to proceed with the project. If the Selectboard makes a motion to proceed with the
75 recommended bond vote date, staff will consult with our legal counsel to prepare the next steps related to
76 holding a special election and associated bond vote for further action by the Board.

77
78 ***Recommendation:***

79 *Consider a motion to proceed with a June 11, 2024 bond vote for the proposed Waitsfield wastewater*
80 *project.*

81
82 **Item II.4. Review FY23 Audit summary and report**

83 Randy Brittingham, Town Treasurer & Grant Administrator, will provide an update on the FY2023 Final
84 Audit Report and a written summary will be available ahead of the meeting on Monday. The full FY23
85 Audit Report can be found [on the website here](#).

86
87 ***Recommendation:***

88 *No action anticipated.*

89
90 **Item II.5. Review and adopt FY25 Budget**

91 **a. Review and adopt draft FY25 Capital Improvement Plan (10 +/- min.)**

92 An updated draft of the Capital Improvement Plan is included in the Board's packet. The only
93 change in FY25 from the version reviewed on 1/22/24 is the inclusion of the Waitsfield Fayston
94 Fire Department Capital West Reserve contribution into the Capital Plan (Line 106), as it has
95 been removed from the Operating Budget as described in further detail below.

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Other changes have been made to the FY26-FY29 reserve contributions in an effort to rebalance the reserves over the next five years based on the updated format reviewed at the last meeting.

b. Review and adopt draft FY25 Operating Budget expenditures, revenues, and debt service schedule (15 +/- min.)

The Board reviewed a draft of the FY25 budget at their meetings on 12/4/23, 12/18/23, 1/8/24, and 1/22/24. The draft enclosed reflects any last recommended changes discussed at the meeting on January 22nd, as well as some additional changes made over the past week as a result of meetings between Annie and Chach. An updated draft is enclosed for the Board's final review. The following lines should be discussed in more detail but the Board should review any other lines that they see fit as well.

Line 27 – Administrative & Board Assistant

This is a new personnel line that has been added to provide additional administrative support to the office staff. The position as budgeted is for 32 hours a week at \$25.00/hour. The line includes all associated health insurance and benefits costs as well.

Line 42 – Special Planning Projects

The requested \$12,000 that was originally included in the operating budget has been moved to the Town Meeting warning for taxpayer consideration to create and fund a Planning Commission reserve fund. This will allow the Planning Commission to save for bigger picture project needs as they come up which is not necessarily every year, especially as the commission has received grant funding to support a number of projects over the past few years.

Line 158 – Capital West Reserve Contribution

This contribution began in FY24 as a request from Capital West to begin saving for a replacement communication system at the end of this current systems functional life (estimated about 10 years). The Town has asked Capital West for an agreement or MOU document that outlines exactly where this contribution is being kept and how it will be used but has yet to see anything of the sort. Further, while this is a capital expense, staff recommends moving this item to the Capital Improvement Plan as part of the Fire Department Building Reserve. Before these funds can be expended, the Selectboard will have to take specific action to use them for this purpose.

Line 253 – Cemetery Commission Contribution

In FY24, the Selectboard included in the budget, support of \$17,000 to the Cemetery Commission to accommodate for a potential income shortfall coming from the Cemetery Trust. After further review of the Commission's upcoming budget and a current understanding of status of the trust, the Selectboard finds that this additional support may not be appropriate again in FY25. The Selectboard will work with the Trust to guide future investment policy and will continue to be a part of the conversation between the commission and the trust. Further discussion may be needed on this item.

141 **Recommendation:**

142 *Consider a motion to made any final edits or amendments the Board sees fit and take action to adopt the*
143 *final FY25 Operating Budget and FY25-FY29 Capital Improvement Plan for voter approval at Town*
144 *Meeting 2023.*

145

146 Item II.6 Town Meeting warning adoption

147 The final draft of the March 2024 Town Meeting warning is enclosed for the Board's review and
148 approval. As per State Statute, the Town Meeting warning shall be posted no sooner than January 25th
149 and no later than February 4th. If the Board is not ready to adopt the warning tonight then a special
150 meeting can be held the week of 1/29.

151

152 **Recommendation:**

153 *Consider a motion to make any final edits or amendments the Board sees fit and adopt the March 2024*
154 *Town Meeting Warning.*

155

156 Item II.7 KAS request to drill at 4144 Main Street

157 The enclosed letter was received from KAS Environmental Science & Engineering regarding a request for
158 permission to drill a groundwater monitoring well on the Town Office property at 4144 Main Street for a
159 project taking place on the MRVAS property. If the Board has additional questions, staff can reach out to
160 KAS directly for answers.

161

162 **Recommendation:**

163 *Consider a motion to authorize KAS Environmental Science & Engineering to proceed with the enclosed*
164 *request to drill dated January 18, 2024.*

165

166 Item II.8. Consent Agenda

167

168 *Any member of the Selectboard may request that an item be removed from the consent agenda for any*
169 *reason and the Chair will decide where on the regular agenda the item will be placed for further*
170 *discussion and potential action, otherwise a single motion is all that's needed to approve the identified*
171 *consent agenda items.*

172

173 a. Consider Approving the Minutes of 1/8/24

174 The minutes are enclosed for review.

175

176 b. Bills Payable and Treasurer's Warrants

177 Warrants will be emailed before the meeting and available for review in person at the
178 meeting.

179 Item II.11. Town Administrator's Updates

180 Updates to be provided at the meeting.

181 **III. OTHER BUSINESS**

182 Item III.1. Correspondence/Documents/Reports received

183 a. None received to date

TOWN OF WAITSFIELD CAPITAL BUDGET AND PROGRAM
FY25 - FY29

Town Meeting 2024

Project/Item	Total cost (est.)	FY25	FY26	FY27	FY28	FY29
ROADS, BRIDGES, CULVERTS						
Reserve Balances						
Paving Reserve - FY25 Estimated Starting Balance		\$ 610,752.67	\$ 815,752.67	\$ 495,752.67	\$ 695,752.67	\$ 590,752.67
FY25 Transfers to Reserve	Annual	\$ 205,000.00	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
FY25 Payments out of Reserve	Annual	\$ -	\$ 520,000.00	\$ -	\$ 305,000.00	\$ -
FY25 Estimated Ending Reserve Balance		\$ 815,752.67	\$ 495,752.67	\$ 695,752.67	\$ 590,752.67	\$ 790,752.67
Bridge & Culvert Reserve - FY25 Estimated Starting Balance						
FY25 Transfers to Reserve	Annual	\$ 100,000.00	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000
FY25 Payments out of Reserve	Annual	\$ 65,000.00	\$ 125,000.00	\$ -	\$ -	\$ -
FY25 Estimated Ending Reserve Balance		\$ 308,627.46	\$ 283,627.46	\$ 358,627.46	\$ 433,627.46	\$ 508,627.46
Paving Projects						
East Warren Rd paving (FY26)	\$ 700,000					
Paving Reserves		\$ -	\$ 520,000.00	\$ -	\$ -	\$ -
Paving Grants		\$ -	\$ 180,000.00	\$ -	\$ -	\$ -
FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
Future FY Paving Projects (Slow Road)	\$ 350,000					
Paving Reserves		\$ -	\$ -	\$ -	\$ 305,000	\$ -
Paving Grants		\$ -	\$ -	\$ -	\$ 175,000	\$ -
FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
Culvert Projects						
North Road Culvert (FY25)	\$ 65,000					
Bridge and culvert reserves		\$ 65,000	\$ -	\$ -	\$ -	\$ -
Grants / ARPA		\$ -	\$ -	\$ -	\$ -	\$ -
FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
Common Road Culvert (FY26)	\$ 300,000.00					

Project/Item	Total cost (est.)	FY25	FY26	FY27	FY28	FY29
Bridge and culvert reserves		\$ -	\$ 125,000	\$ -	\$ -	\$ -
Structures Grants		\$ -	\$ 175,000	\$ -	\$ -	\$ -
FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
Future FY Bridge Projects		\$ -	\$ -	\$ -	\$ -	\$ -
Bridge and culvert reserves		\$ -	\$ -	\$ -	\$ -	\$ -
Grants		\$ -	\$ -	\$ -	\$ -	\$ -
<u>Stormwater/MRGP projects</u>						
FY Appropriation	Annual	\$ 10,000.00	\$ 12,500	\$ 15,000	\$ 17,500	\$ 20,000
Sub-total to be raised with FY budget		\$ 315,000	\$ 312,500	\$ 290,000	\$ 292,500	\$ 295,000
HIGHWAY EQUIPMENT / VEHICLES / BUILDINGS						
Reserve Balances						
Heavy Equipment Reserve - FY25 Estimated Starting Balance		\$ 132,223.87	\$ 167,223.87	\$ 32,223.87	\$ 57,223.87	\$ 82,223.87
<i>FY25 Transfers to Reserve</i>	<i>Annual</i>	\$ 35,000.00	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
FY25 Payments out of Reserve	Annual	\$ -	\$ 160,000.00	\$ -	\$ -	\$ -
FY25 Estimated Ending Reserve Balance		\$ 167,223.87	\$ 32,223.87	\$ 57,223.87	\$ 82,223.87	\$ 107,223.87
Road Dept. Vehicle Reserve - FY25 Estimated Starting Balance		\$ 86,038.29	\$ 156,038.29	\$ 88,038.29	\$ 42,156.29	\$ 12,156.29
<i>FY25 Transfers to Reserve</i>	<i>Annual</i>	\$ 70,000.00	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
FY25 Payments out of Reserve	Annual	\$ -	\$ 218,000.00	\$ 195,882.00	\$ 180,000.00	\$ -
FY25 Estimated Ending Reserve Balance		\$ 156,038.29	\$ 88,038.29	\$ 42,156.29	\$ 12,156.29	\$ 162,156.29
Heavy Equipment Purchases						
Loader (FY26)	\$ 220,000					
Heavy Equipment Reserves		\$ -	\$ 160,000	\$ -	\$ -	\$ -
FY Appropriation		\$ -	\$ 60,000	\$ -	\$ -	\$ -
Backhoe (FY33)	\$ 160,000					
Heavy Equipment Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles Purchases						

	Project/Item	Total cost (est.)	FY25	FY26	FY27	FY28	FY29
63	Pick-up Truck (FY27)	\$ 60,000					
64	<i>To replace 2021 GMC 3500 Pick Up</i>						
65	Truck Reserves		\$ -	\$ -	\$ 60,000	\$ -	\$ -
66	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
67							
68	International Single Axle Dump Truck (FY27)	\$ 190,000					
69	<i>to replace 2020 International Dump Truck/Single</i>						
70	Truck Reserves		\$ -	\$ -	\$ 135,882	\$ -	\$ -
71	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
72							
73	2025 HV507 Dump Truck (FY26)	\$ 218,000					
74	<i>to replace 2018 HV Truck/Lo Pro</i>						
75	Truck Reserves		\$ -	\$ 218,000.00	\$ -	\$ -	\$ -
76	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
77							
78	Tandem Dump Truck (FY28)	\$ 200,000					
79	<i>to replace 2021 Tandem Dump Truck</i>						
80	Truck Reserves		\$ -	\$ -	\$ -	\$ 180,000	\$ -
81	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
82							
83	Paved Road Plan Update (5-Year)	\$ 7,500					
84	FY Appropriation		\$ -	\$ 7,500	\$ -	\$ 0	\$ -
85							
86	Highway Garage Design & Planning	\$ 15,000					
87	FY Appropriation		\$ 15,000	\$ -	\$ -	\$ -	\$ -
88							
89	Salt/sand shed	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
90							
91	Chipper (FY26)	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
92	FY Appropriation		\$ -	\$ 35,000	\$ -	\$ -	\$ -
93							
94	Hydraulic Press (FY25)	\$ 8,300					
95	FY Appropriation		\$ 8,300				

Project/Item		Total cost (est.)	FY25	FY26	FY27	FY28	FY29
96							
97	<i>Sub-total to be raised with FY budget</i>		\$ 128,300	\$ 277,500	\$ 175,000	\$ 175,000	\$ 175,000
98	FIRE DEPARTMENT BUILDING						
99	Reserve Summary						
100	WFFD Building Reserve - FY25 Estimated Starting Balance		\$ 34,962.84	\$ 21,857.74	\$ 42,317.54	\$ 47,777.34	\$ 68,237.14
101	FY25 Transfers to Reserve	Annual	\$ 30,420	\$ 34,984	\$ 34,984	\$ 34,984	\$ 34,984
102	FY25 Payments out of Reserve	Annual	\$ 43,524.66	\$ 14,524.66	\$ 29,524.66	\$ 14,524.66	\$ 14,524.66
103	FY25 Estimated Ending Reserve Balance		\$ 21,857.74	\$ 42,317.54	\$ 47,777.34	\$ 68,237.14	\$ 88,696.94
104							
105	WFFD Building and Equipment Repairs						
106	Capital West Reserve Allocation (through FY34)						
107	Building Reserves	Annual	\$ 9,525	\$ 9,525	\$ 9,525	\$ 9,525	\$ 9,525
108	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
109							
110							
111	Miscellaneous Needs						
112	Building Reserves	Annual	\$ 5,000	\$ 5,000	\$ 20,000	\$ 5,000	\$ 5,000
113	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
114							
115	Extractor	\$ 50,000.00					
116	Building/Equipment Reserves		\$ 10,000	\$ -	\$ -	\$ -	\$ -
117	Grant Funding		\$ -	\$ -	\$ -	\$ -	\$ -
118	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
119							
120	Rolston Road Hydrant	\$ 10,000.00					
121	Building/Equipment Reserves		\$ 10,000	\$ -	\$ -	\$ -	\$ -
122	Grant Funding		\$ -	\$ -	\$ -	\$ -	\$ -
123	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
124							
125	Building Needs Assessment	\$ 15,000.00					
126	Building/Equipment Reserves		\$ 9,000	\$ -	\$ -	\$ -	\$ -
127	Grant Funding		\$ -	\$ -	\$ -	\$ -	\$ -
128	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -

Project/Item		Total cost (est.)	FY25	FY26	FY27	FY28	FY29
129	<i>Sub-total to be raised with FY budget</i>		\$ 30,420	\$ 34,984	\$ 34,984	\$ 34,984	\$ 34,984
130	FIRE DEPARTMENT VEHICLES & EQUIPMENT						
131	Reserve Summary						
132	WFFD Vehicle Reserve - FY25 Estimated Starting Balance		\$ 172,085.13	\$ 242,690.23	\$ 323,860.23	\$ 189,294.83	\$ 270,464.83
133	FY25 Transfers to Reserve	Annual	\$ 76,605	\$ 81,170	\$ 81,170	\$ 81,170	\$ 81,170
134	FY25 Payments out of Reserve	Annual	\$ 6,000.00	\$ -	\$ 215,735.40	\$ -	\$ -
135	FY25 Estimated Ending Reserve Balance		\$ 242,690.23	\$ 323,860.23	\$ 189,294.83	\$ 270,464.83	\$ 351,634.83
136							
137	WFFD Vehicle Purchases						
138	Pumper [Engine 6] (FY44)	\$ 777,150					
139	Vehicle Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
140	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
141							
142	Utility Van (FY33)	\$ 100,000					
143	Vehicle Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
144	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
145							
146	International 7400 Pumper/Tanker (FY40)	\$ 472,221					
147	Vehicle Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
148	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
149							
150	International 4400 Pumper [Engine #5] (FY27)	\$ 334,559					
151	Vehicle Reserves		\$ -	\$ -	\$ 200,735	\$ -	\$ -
152	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
153							
154	Pick-up Truck	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
155							
156	Fire Equipment Replacement/ Repairs	Annual					
157	Miscellaneous Needs	\$ 10,000.00					
158	Vehicle/Equipment Reserves		\$ 6,000	\$ -	\$ 15,000	\$ -	\$ -
159	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
160							
161	<i>Sub-total to be raised with FY budget</i>		\$ 76,605	\$ 81,170	\$ 81,170	\$ 81,170	\$ 81,170

	<u>Project/Item</u>	<u>Total cost (est.)</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
162	PARKS & RECREATION						
163	Reserve Summary						
164	Lareau Park Reserve - FY25 Estimated Starting Balance		\$ 18,751.59	\$ 20,751.59	\$ 7,751.59	\$ 9,751.59	\$ 11,751.59
165	FY25 Transfers to Reserve	Annual	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
166	FY25 Payments out of Reserve	Annual	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
167	FY25 Estimated Ending Reserve Balance		\$ 20,751.59	\$ 7,751.59	\$ 9,751.59	\$ 11,751.59	\$ 13,751.59
168							
169	Path & Sidewalk Reserve - FY25 Estimated Starting Balance		\$ 58,493.01	\$ 62,493.01	\$ 72,493.01	\$ 84,993.01	\$ 97,493.01
170	FY25 Transfers to Reserve	Annual	\$ 10,000	\$ 10,000	\$ 12,500	\$ 12,500	\$ 12,500
171	FY25 Payments out of Reserve	Annual	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -
172	FY25 Estimated Ending Reserve Balance		\$ 62,493.01	\$ 72,493.01	\$ 84,993.01	\$ 97,493.01	\$ 109,993.01
173							
174	Parks & Recreation Projects						
175	Future Lareau Swim Hole Access/Water Quality Project	\$ 17,500					
176	Lareau Park Reserves		\$ -	\$ 15,000	\$ -	\$ -	\$ -
177	FY Appropriations		\$ -	\$ 2,500	\$ -	\$ -	\$ -
178							
179	Sidewalk Maintenance Plan	\$ 6,000					
180	Path Reserve		\$ 6,000	\$ -	\$ -	\$ -	\$ -
181	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
182							
183	Mad River Path Route 100 Scoping Study contribution	\$ 4,000					
184	Path Reserve		\$ -	\$ -	\$ -	\$ -	\$ -
185	FY Appropriations		\$ 4,000	\$ -	\$ -	\$ -	\$ -
186	Sub-total to be raised with FY budget		\$ 16,000	\$ 14,500	\$ 14,500	\$ 14,500	\$ 14,500
187	PARKS & RECREATION						
188	Reserve Summary						
189	Covered Bridge Reserve - FY25 Estimated Starting Balance		\$ 12,140.11	\$ 14,640.11	\$ 19,640.11	\$ 23,140.11	\$ 26,640.11
190	FY25 Transfers to Reserve	Annual	\$ 2,500	\$ 5,000	\$ 3,500	\$ 3,500	\$ 3,500
191	FY25 Payments out of Reserve	Annual	\$ -	\$ -	\$ -	\$ -	\$ -
192	FY25 Estimated Ending Reserve Balance		\$ 14,640.11	\$ 19,640.11	\$ 23,140.11	\$ 26,640.11	\$ 30,140.11
193	Covered Bridge Projects						
194	Future Covered Bridge repair project						

Project/Item	Total cost (est.)	FY25	FY26	FY27	FY28	FY29
Covered Bridge Reserve		\$ -	\$ -	\$ -	\$ -	\$ -
FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total to be raised with FY budget		\$ 2,500	\$ 5,000	\$ 3,500	\$ 3,500	\$ 3,500
OTHER CAPITAL NEEDS						
Capital Purchases						
New Town Office Printer	\$ 7,500					
FY Appropriations		\$ 7,500	\$ -	\$ -	\$ -	\$ -
Sub-total to be raised with FY budget		\$ 7,500	\$ -	\$ -	\$ -	\$ -
*Total to be raised with FY25 Budget		\$ 576,325	\$ 725,654	\$ 599,154	\$ 601,654	\$ 604,154
FY25 CIP FUNDING SUMMARY						
General Fund Transfers to Capital Reserves		\$ 531,525	\$ 608,154	\$ 584,154	\$ 584,154	\$ 584,154
Direct FY Appropriations		\$ 44,800	\$ 117,500	\$ 15,000	\$ 17,500	\$ 20,000
Capital Reserves (expenditures of; see FY summary for more detail)		\$ 120,525	\$ 1,052,525	\$ 441,142	\$ 499,525	\$ 14,525
Grant Funding		\$ -	\$ 355,000	\$ -	\$ 175,000	\$ -
TOTAL CIP		\$ 696,849	\$ 2,133,179	\$ 1,040,297	\$ 1,276,179	\$ 618,679

***DETAIL BY DEPARTMENT**

Total to be raised by FY25 budget	Department/Area
\$ 33,300	Road Department FY Appropriations
\$ 410,000	Road Department Reserve Transfers
\$ -	Fire Department FY Appropriations
\$ 107,025	Fire Department Reserve Transfers
\$ 14,500	General - Reserve Transfers
\$ 11,500	General - Project specific FY appropriations
\$ 576,325	TOTAL

TOWN OF WAITSFIELD, VT

FY25 General Fund Budget -- Expenditure Detail

For Town Meeting 2024

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
EXPENDITURES							
1	Elections & Town Meeting						
2	Election Expense	\$ 1,903	\$ 218.23	\$ 500	\$ 3,000	\$ 2,500	
3	Town Report	\$ 1,960	\$ 1,074.24	\$ 1,500	\$ 1,500	\$ -	
4	Ballot Clerks [MOVED FY24]	\$ 1,000	\$ 822.39	\$ 1,500	\$ 2,000	\$ 500	
5	Section TOTAL	\$ 4,863	\$ 2,114.86	\$ 3,500	\$ 6,500	\$ 3,000	85.7%
6	Legal and Auditing						
7	Legal	\$ 12,277	\$ 9,366.29	\$ 16,000	\$ 16,000	\$ -	
8	Auditing	\$ 17,200	\$ 17,700.00	\$ 19,000	\$ 19,500	\$ 500	
9	Section TOTAL	\$ 29,477	\$ 27,066.29	\$ 35,000	\$ 35,500	\$ 500	1.4%
10	Town Office Operations						
11	Insurance and Bonds	\$ 12,569	\$ 12,858.50	\$ 17,000	\$ 21,989	\$ 4,989	
12	Office Utilities	\$ 4,480	\$ 4,983.99	\$ 5,000	\$ 5,000	\$ -	
13	Repairs & Maintenance	\$ 5,586	\$ 2,391.40	\$ 9,000	\$ 9,000	\$ -	
14	Postage	\$ 3,626	\$ 3,113.73	\$ 5,250	\$ 5,000	\$ (250)	
15	Supplies	\$ 6,705	\$ 8,019.07	\$ 7,000	\$ 7,500	\$ 500	
16	Computer Services	\$ 1,788	\$ 6,177.12	\$ 8,000	\$ 9,000	\$ 1,000	
17	Training	\$ 233	\$ 406.25	\$ 750	\$ 750	\$ -	
18	Cleaning	\$ 7,950	\$ 9,054.96	\$ 10,000	\$ 10,000	\$ -	
19	Equip. Maint. & Contracts	\$ 18,620	\$ 14,997.14	\$ 15,000	\$ 15,500	\$ 500	
20	Telephone & Internet	\$ 4,810	\$ 4,487.92	\$ 5,320	\$ 5,250	\$ (70)	
21	Office Equipment	\$ 4,125	\$ 183.10	\$ 4,000	\$ 4,000	\$ -	
22	Public Notice Expense	\$ 6,701	\$ 5,222.64	\$ 4,000	\$ 4,500	\$ 500	
23	Special Services	\$ 3,907	\$ -	\$ 7,000	\$ 5,000	\$ (2,000)	
24	Section TOTAL	\$ 81,101	\$ 71,895.82	\$ 97,320	\$ 102,489	\$ 5,169	5.3%
25	Town Clerk and Treasurer						
26	Salaries	\$ 94,441	\$ 101,388.34	\$ 125,112	\$ 128,866	\$ 3,753	
27	Admin & Board Assistant [NEW FY25]	\$ -	\$ -	\$ -	\$ 62,000	\$ 62,000	
28	Borrowing Interest	\$ -	\$ 38.11	\$ 250	\$ 250	\$ -	
29	Section TOTAL	\$ 94,441	\$ 101,426.45	\$ 125,362	\$ 191,116	\$ 65,753	52.5%
30	Selectboard						
31	Selectboard Reimbursement	\$ 3,251	\$ 3,250.00	\$ 3,250	\$ 3,250	\$ -	
32	Town Website	\$ 823	\$ -	\$ 3,000.00	\$ 2,000	\$ (1,000)	
33	Town Admin. Salary	\$ 66,984	\$ 69,142.49	\$ 81,122	\$ 83,555	\$ 2,434	
34	Training	\$ 397	\$ 547.17	\$ 500	\$ 500	\$ -	
35	Mileage Reimbursement	\$ -	\$ 44.41	\$ -	\$ -	\$ -	
36	SB Recording Secretary	\$ 1,134	\$ 1,418.00	\$ 2,400	\$ 2,520	\$ 120	
37	Communications	\$ -	\$ -	\$ -	\$ -	\$ -	
38	Wastewater Project [NEW FY25]	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
39	Section TOTAL	\$ 72,589	\$ 74,402.07	\$ 90,272	\$ 96,825	\$ 6,554	7.3%
40	Planning & Zoning						
41	PC/DRB Recording Secretary	\$ 923	\$ 1,600.50	\$ 1,600	\$ 1,680	\$ 80	
42	Special Planning Projects	\$ -	\$ 22,933.10	\$ 8,000	\$ -	\$ (8,000)	
43	Town Plan	\$ -	\$ -	\$ -	\$ -	\$ -	
44	Salaries	\$ 54,221	\$ 57,051.11	\$ 64,019	\$ 65,940	\$ 1,921	
45	Training	\$ 239	\$ 192.43	\$ 500	\$ 500	\$ -	
46	Computer Equipment/Service	\$ 899	\$ 851.00	\$ 1,250	\$ 1,250	\$ -	
47	Mileage Reimbursement	\$ -	\$ -	\$ 250	\$ 250	\$ -	
48	Section TOTAL	\$ 56,282	\$ 82,628.14	\$ 75,619	\$ 69,620	\$ (5,999)	-7.9%
49	Board of Listers						
50	Assessor Services	\$ 22,569	\$ 22,463.25	\$ 23,000	\$ 23,000	\$ -	
51	Computer Equipment/Service	\$ 2,877	\$ 2,806.57	\$ 3,250	\$ 4,000	\$ 750	
52	Property Map Maintenance	\$ 1,650	\$ 1,650.00	\$ 1,750	\$ 1,800	\$ 50	
53	Training and Meetings	\$ -	\$ -	\$ 200	\$ 200	\$ -	
54	Professional Services	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	
55	Section TOTAL	\$ 27,096	\$ 26,919.82	\$ 29,200	\$ 30,000	\$ 800	2.7%
56	Delinquent Tax Collector						
57	Collector Fees	\$ 9,826	\$ 11,705.30	\$ 13,500	\$ 15,000	\$ 1,500	
58	Section TOTAL	\$ 9,826	\$ 11,705.30	\$ 13,500	\$ 15,000	\$ 1,500	11.1%
59	Conservation Commission						
60	Conservation Special Projects	\$ 1,970	\$ 4,999.60	\$ 5,000	\$ 5,000	\$ -	
61	Section TOTAL	\$ 1,970	\$ 4,999.60	\$ 5,000	\$ 5,000	\$ -	0.0%
62	Road Department						
63	Labor						
64	Salaries	\$ 178,139	\$ 176,770.00	\$ 231,257	\$ 245,858	\$ 14,601	
65	Overtime	\$ 22,013	\$ 23,831.25	\$ 22,984	\$ 30,732	\$ 7,748	
66	Sub-total	\$ 200,152	\$ 200,601.25	\$ 254,241	\$ 276,590	\$ 22,349	8.8%
67	Equipment Operations/Repairs						
68	Road Department Insurance	\$ 9,220	\$ 9,100.50	\$ 9,500	\$ 10,673	\$ 1,173	
69	Gas	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	
70	Oil, Grease, and Filters	\$ 10,107	\$ 11,281.98	\$ 5,000	\$ 5,000	\$ -	
71	Diesel	\$ 30,873	\$ 38,530.11	\$ 30,000	\$ 32,000	\$ 2,000	
72	2013 International Dump Truck	\$ -	\$ -	\$ -	\$ -	\$ -	
73	2020 International Dump Truck	\$ 4,520	\$ 1,674.66	\$ 1,500	\$ 1,500	\$ -	
74	2016 GMC Pick-Up Truck	\$ -	\$ -	\$ -	\$ -	\$ -	
75	2021 GMC 3500 [NEW]	\$ 1,103	\$ 4,057.67	\$ 1,500	\$ 2,000	\$ 500	
76	2010 Low-Pro Truck	\$ -	\$ -	\$ -	\$ -	\$ -	
77	2018 HV Truck (Low-Pro)	\$ 1,915	\$ 1,290.89	\$ 2,500	\$ 2,500	\$ -	
78	1997 International Dump Truck	\$ -	\$ -	\$ -	\$ -	\$ -	
79	Ford Chloride Truck	\$ 1,472	\$ 489.10	\$ 1,500	\$ 1,500	\$ -	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
80	2009 John Deere Loader	\$ 1,566	\$ 4,866.14	\$ 3,000	\$ 3,500	\$ 500	
81	2015 Tandem (Dump Truck)	\$ 16,458	\$ 7,345.10	\$ -	\$ -	\$ -	
82	2021 Tandem (Dump Truck) [NEW]	\$ 160	\$ 628.55	\$ 1,500	\$ 1,500	\$ -	
83	1998 Galion Grader	\$ 424	\$ -	\$ -	\$ -	\$ -	
84	2021 John Deere Grader [NEW]	\$ -	\$ 420.73	\$ 1,500	\$ 1,500	\$ -	
85	2008 Cat Backhoe	\$ -	\$ -	\$ -	\$ -	\$ -	
86	2021 Cat Backhoe [NEW]	\$ 103	\$ -	\$ 500	\$ 1,000	\$ 500	
87	Ventrac [NEW FY25]	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	
88	Roadside Mower	\$ 1,447	\$ 4,607.42	\$ 3,000	\$ 3,000	\$ -	
89	Steel Pole Saw/Chainsaw	\$ 20	\$ 102.15	\$ 300	\$ 1,200	\$ 900	
90	Garage Repairs	\$ 1,644	\$ 3,090.58	\$ 2,500	\$ 2,500	\$ -	
91	Garage Trash Removal	\$ 1,913	\$ 2,071.00	\$ 2,040	\$ 2,244	\$ 204	
92	Uniforms Services	\$ 5,490	\$ 6,812.20	\$ 5,400	\$ 3,500	\$ (1,900)	
93	Uniforms Materials (NEW FY25)	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	
94	Heat	\$ 5,499	\$ 4,060.95	\$ 4,000	\$ 4,000	\$ -	
95	Telephone	\$ 2,476	\$ 2,217.74	\$ 2,600	\$ 2,600	\$ -	
96	Electricity	\$ 1,744	\$ 1,750.98	\$ 1,900	\$ 1,900	\$ -	
97	Garage Supplies/Hardware	\$ 4,418	\$ 4,178.90	\$ 4,500	\$ 4,500	\$ -	
98	Chipper/Rake	\$ 559	\$ 1,293.72	\$ 1,000	\$ 2,500	\$ 1,500	
99	Alarm System	\$ 961	\$ 377.00	\$ 1,000	\$ 1,000	\$ -	
100	Water Service	\$ 628	\$ 592.87	\$ 630	\$ 630	\$ -	
101	Plow Blades and Shoes.	\$ 3,624	\$ 5,863.25	\$ 8,500	\$ 8,500	\$ -	
102	Sub-total	\$ 109,659	\$ 116,704.19	\$ 98,370	\$ 107,247	\$ 8,877	9.0%
103	Hired Equipment and Labor						
104	Sidewalk Mowing	\$ -	\$ -	\$ -	\$ -	\$ -	
105	Sidewalk Plowing	\$ 29,070	\$ 29,651.00	\$ -	\$ -	\$ -	
106	Other Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	
107	Contract Plowing	\$ 1,480	\$ -	\$ -	\$ -	\$ -	
108	Grading	\$ -	\$ -	\$ 300	\$ 300	\$ -	
109	Contract Services	\$ 11,083	\$ 150.00	\$ 12,000	\$ 12,000	\$ -	
110	Sub-total	\$ 41,633	\$ 29,801.00	\$ 12,300	\$ 12,300	\$ -	0.0%
111	Materials						
112	Salt	\$ 33,491	\$ 45,587.74	\$ 50,000	\$ 50,000	\$ -	
113	Sand	\$ 34,838	\$ 45,447.12	\$ 56,000	\$ 68,000	\$ 12,000	
114	Chloride	\$ 12,035	\$ 14,791.08	\$ 16,000	\$ 16,000	\$ -	
115	Crushed Gravel	\$ -	\$ -	\$ 30,000	\$ -	\$ (30,000)	
116	Stone	\$ 10,518	\$ 8,043.70	\$ 10,000	\$ 12,000	\$ 2,000	
117	Culverts	\$ 14,153	\$ 10,230.03	\$ 10,000	\$ 10,000	\$ -	
118	Guardrails	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	
119	Tools	\$ 3,586	\$ 2,752.67	\$ 6,500	\$ 4,000	\$ (2,500)	
120	Signs	\$ 1,991	\$ 644.50	\$ 2,000	\$ 1,500	\$ (500)	
121	Fabric	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
122	Cold Patch, Hay, and Seed	\$ 5,793	\$ 4,400.04	\$ 8,000	\$ 8,000	\$ -	
123	Waste Blocks	\$ 1,065	\$ -	\$ 1,000	\$ 1,000	\$ -	
124	Sub-total	\$ 117,470	\$ 131,896.88	\$ 192,000	\$ 173,000	\$ (19,000)	-9.9%
125	Miscellaneous						
126	Fayston Winter Agreement	\$ 11,058	\$ 11,174.00	\$ 12,595	\$ 11,848	\$ (747)	
127	Sidewalk Maintenance/Repairs	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	
128	Tree Cutting	\$ -	\$ -	\$ 1,000	\$ 500	\$ (500)	
129	Bridge Repairs	\$ 27,900	\$ 206.22	\$ 4,000	\$ 1,000	\$ (3,000)	
130	Gravel Pit Management	\$ 160	\$ 160.00	\$ 1,000	\$ 1,000	\$ -	
131	Pavement Sealing	\$ -	\$ -	\$ -	\$ -	\$ -	
132	Culvert and Road Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	
133	Line Painting	\$ 950	\$ 3,323.00	\$ 4,000	\$ 4,000	\$ -	
134	North Road Culvert	\$ -	\$ -	\$ -	\$ -	\$ -	
135	Street Lights	\$ 5,365	\$ 5,518.34	\$ 5,000	\$ 5,700	\$ 700	
136	Bridge Lights	\$ 378	\$ 189.14	\$ 800	\$ 800	\$ -	
137	Radios	\$ 1,794	\$ -	\$ 500	\$ 350	\$ (150)	
138	Training	\$ 39	\$ 30.01	\$ 250	\$ -	\$ (250)	
139	MRGP/State Roads Permit	\$ 1,350	\$ 1,765.00	\$ 1,800	\$ 1,850	\$ 50	
140	Sub-total	\$ 48,994	\$ 22,365.71	\$ 33,445	\$ 29,548	\$ (3,897)	-11.7%
141	Section TOTAL	\$ 517,907	\$ 501,369.03	\$ 590,356	\$ 598,686	\$ 8,330	1.4%
142	Employee Benefits						
143	FICA/Medicare	\$ 32,048	\$ 33,098.45	\$ 44,957	\$ 42,454	\$ (2,503)	
144	Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	
145	Retirement (VMERS)	\$ 24,837	\$ 27,862.12	\$ 39,668	\$ 37,459	\$ (2,209)	
146	Act 76 Childcare Tax [NEW FY25]	\$ -	\$ -	\$ -	\$ 2,307	\$ 2,307	
147	Unemployment	\$ 547	\$ 749.00	\$ 800	\$ 700	\$ (100)	
148	Worker's Compensation	\$ 12,100	\$ 24,465.11	\$ 15,224	\$ 18,660	\$ 3,436	
149	Health Insurance	\$ 65,642	\$ 89,305.47	\$ 138,866	\$ 122,421	\$ (16,446)	
150	Life and Disability	\$ -	\$ 2,383.74	\$ 4,000	\$ 4,000	\$ -	
151	Vision	\$ 2,047	\$ 358.68	\$ 1,500	\$ 1,500	\$ -	
152	Dental [NEW]	\$ 438	\$ 1,258.98	\$ 3,891	\$ 4,000	\$ 109	
153	Section TOTAL	\$ 137,659	\$ 179,481.55	\$ 248,907	\$ 233,500	\$ (15,407)	-6.2%
154	Fire Department						
155	Gas, Oil, and Grease	\$ 3,095	\$ 3,208.75	\$ 4,200	\$ 4,200	\$ -	
156	Insurance	\$ 10,084	\$ 10,536.50	\$ 10,503	\$ 12,171	\$ 1,667.85	
157	Telephone and Dispatch	\$ 21,642	\$ 36,007.28	\$ 29,000	\$ 29,000	\$ -	
158	Capital West Reserve Contribution [NEW FY23]	\$ -	\$ -	\$ 9,525	\$ -	\$ (9,524.66)	
159	Radio and Radio Repairs	\$ 1,800	\$ 5,765.04	\$ 10,000	\$ 10,000	\$ -	
160	Electricity	\$ 6,060	\$ 1,800.00	\$ 2,575	\$ 2,575	\$ -	
161	Heat	\$ 630	\$ 5,424.29	\$ 6,300	\$ 6,300	\$ -	
162	Water Service	\$ 6,042	\$ 592.21	\$ 660	\$ 660	\$ -	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
163	Building Repair and Supplies	\$ 145	\$ 4,660.58	\$ 11,300	\$ 11,300	\$ -	
164	Alarm	\$ 9,450	\$ 115.00	\$ 446	\$ 446	\$ -	
165	Truck Repairs	\$ 3,885	\$ 12,947.91	\$ 14,000	\$ 25,000	\$ 11,000.00	
166	Repair of Equipment [RENAMED]	\$ 2,632	\$ 3,243.85	\$ 7,875	\$ 7,875	\$ -	
167	Bottled Gas	\$ 37	\$ -	\$ 400	\$ 400	\$ -	
168	Training	\$ 4,522	\$ 6,396.21	\$ 9,450	\$ 9,450	\$ -	
169	Hose and Equipment	\$ 5,142	\$ 5,776.83	\$ 6,489	\$ 6,489	\$ -	
170	Gear	\$ 8,259	\$ 9,684.48	\$ 10,500	\$ 10,500	\$ -	
171	Fire Prevention	\$ 888	\$ 686.54	\$ 900	\$ 900	\$ -	
172	Miscellaneous	\$ 75	\$ 1,057.52	\$ 500	\$ 500	\$ -	
173	Dues	\$ 20	\$ -	\$ 500	\$ 500	\$ -	
174	Physical Exams	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	
175	Labor	\$ 25,681	\$ 34,995.00	\$ 27,461	\$ 39,865	\$ 12,404.30	
176	FICA	\$ 1,965	\$ 2,991.06	\$ 2,101	\$ 3,050	\$ 948.93	
177	Ladder/Hose Testing	\$ 3,246	\$ 3,499.05	\$ 3,360	\$ 3,360	\$ -	
178	Administrative Time	\$ -	\$ -	\$ 5,290	\$ 5,607	\$ 317.40	
179	Section TOTAL	\$ 115,300	\$ 149,388.10	\$ 174,834	\$ 191,648	\$ 16,814	9.6%
180	Public Safety						
181	Sheriff's Department Billing	\$ 14,809	\$ 25,778.92	\$ 31,200	\$ 31,824	\$ 624	
182	Dog Warden (Salary and Fees)	\$ 750	\$ 860.00	\$ 775	\$ 775	\$ -	
183	Dog Pound Fees	\$ 155	\$ 364.75	\$ 150	\$ 150	\$ -	
184	Emergency Management	\$ 597	\$ 770.00	\$ 1,200	\$ 1,200	\$ -	
185	Fire Warden	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	
186	Fire Hydrant Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
187	Fire Protection Contribution	\$ 27,632	\$ 25,960.00	\$ 25,960	\$ 25,960	\$ -	
188	Generator Expense	\$ 302	\$ 281.59	\$ 1,000	\$ 1,000	\$ -	
189	Insurance	\$ -	\$ 556.75	\$ 2,227	\$ 2,772	\$ 545	
190	Miscellaneous	\$ -	\$ 29.75	\$ 250	\$ 250	\$ -	
191	Training	\$ 30	\$ -	\$ 500	\$ 500	\$ -	
192	Town Health Officer	\$ 750	\$ 750.00	\$ 775	\$ 775	\$ -	
193	Constable [NEW]	\$ -	\$ 553.98	\$ 8,500	\$ 6,558	\$ (1,942)	
194	Section TOTAL	\$ 45,275	\$ 56,155.74	\$ 72,787	\$ 72,014	\$ (773)	-1.1%
195	Dues and Assessments						
196	Central VT Reg'l Planning	\$ 2,167	\$ 2,452.52	\$ 2,455	\$ 2,453	\$ (2)	
197	Joslin Memorial Library	\$ 64,486	\$ 64,782.25	\$ 68,193	\$ 69,149	\$ 956	
198	MR Resource Mgt. Alliance	\$ 12,471	\$ 12,908.00	\$ 12,766	\$ 12,908	\$ 142	
199	MRV Planning District	\$ 45,317	\$ 45,317.00	\$ 45,317	\$ 53,962	\$ 8,645	
200	MRV Recreation District	\$ 30,000	\$ 40,000.00	\$ 40,000	\$ 40,000	\$ -	
201	VLCT	\$ 3,209	\$ 3,412.00	\$ 3,529	\$ 3,638	\$ 109	
202	Washington County Tax	\$ 29,929	\$ 31,378.00	\$ 32,651	\$ 33,000	\$ 349	
203	Green Mtn. Transit	\$ 2,030	\$ 2,030.00	\$ 2,131	\$ 2,131	\$ -	
204	MRVAS	\$ 15,000	\$ 15,000.00	\$ 15,000	\$ 15,000	\$ -	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
205	Section TOTAL	\$ 204,609	\$ 217,279.77	\$ 222,042	\$ 232,241	\$ 10,199	4.6%
206	Special Appropriations						
207	Circle	\$ 350	\$ 350.00	\$ 350	\$ 350	\$ -	-
208	CVT Adult Basic Education	\$ 600	\$ 600.00	\$ 600	\$ 600	\$ -	-
209	Capstone (formerly CVTCA)	\$ 150	\$ 150.00	\$ 150	\$ 150	\$ -	-
210	Downstreet (formerly CVCLT)	\$ 500	\$ 500.00	\$ 3,500	\$ 3,500	\$ -	-
211	CVT Council on Aging	\$ 900	\$ 900.00	\$ 900	\$ 1,050	\$ 150	150
212	CVT Economic Devel. Corp.	\$ 450	\$ 450.00	\$ 450	\$ 450	\$ -	-
213	CVT Home Health and Hospice	\$ 4,500	\$ 4,500.00	\$ 4,500	\$ 4,500	\$ -	-
214	Everybody Wins!	\$ 500	\$ 500.00	\$ 500	\$ 500	\$ -	-
215	Family Center of Wash. Co.	\$ 500	\$ 500.00	\$ 500	\$ 500	\$ -	-
216	Good Beginnings of CVT	\$ 300	\$ 300.00	\$ 300	\$ 300	\$ -	-
217	Green Up Vermont	\$ 100	\$ 100.00	\$ 100	\$ 100	\$ -	-
218	Home Share Now, Inc.	\$ -	\$ -	\$ -	\$ -	\$ -	-
219	MRV Health Center	\$ -	\$ -	\$ -	\$ -	\$ -	-
220	Mad River Valley Seniors	\$ 7,000	\$ 7,000.00	\$ 7,000	\$ 10,000	\$ 3,000	3,000
221	Peoples Health and Wellness	\$ 500	\$ 500.00	\$ 500	\$ 500	\$ -	-
222	Retired Senior Volunteer Program.	\$ 150	\$ -	\$ -	\$ -	\$ -	-
223	Mosaic (formerly SACT)	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	-
224	Center of Independent Living	\$ 650	\$ 620.00	\$ 620	\$ 620	\$ -	-
225	Washington Co. Mental Health	\$ 1,600	\$ 1,600.00	\$ 1,600	\$ 1,600	\$ -	-
226	Washington Co. Youth Service	\$ 750	\$ 750.00	\$ 750	\$ 750	\$ -	-
227	Community Harvest	\$ 300	\$ 300.00	\$ 300	\$ 400	\$ 100	100
228	VT Family Network	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	-
229	VABVI	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	-
230	CVT DART	\$ 200	\$ -	\$ -	\$ -	\$ -	-
231	WNRCD	\$ 500	\$ 500.00	\$ -	\$ -	\$ -	-
232	Prevent Child Abuse VT	\$ 200	\$ 500.00	\$ -	\$ -	\$ -	-
233	Good Samaritan	\$ 500	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ -	-
234	VT Association of Conservation Districts - Rural Fire Protection	\$ -	\$ 100.00	\$ 100	\$ 100	\$ -	-
235	The Children's Room	\$ -	\$ -	\$ 500	\$ 500	\$ -	-
236	Section TOTAL	\$ 21,950	\$ 22,470.00	\$ 24,970	\$ 28,220	\$ 3,250	13%
237	Miscellaneous						
238	Town Pond Maintenance	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	2,000
239	Admin. Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
240	Maintenance of Parks	\$ 14,160	\$ 13,155.00	\$ 9,500	\$ 6,000	\$ (3,500)	(3,500)
241	Steward MRV	\$ -	\$ 5,000.00	\$ 7,500	\$ 7,500	\$ -	-
242	Trail Maintenance	\$ 2,500	\$ 2,500.00	\$ 2,500	\$ 3,000	\$ 500	500
243	Solar Array Maintenance	\$ 1,081	\$ 1,287.75	\$ 1,500	\$ 1,500	\$ -	-
244	Generator Expense	\$ -	\$ -	\$ -	\$ -	\$ -	-
245	Memberships and Dues	\$ 80	\$ 80.00	\$ 100	\$ 100	\$ -	-

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
246	WES Community Share	\$ -	\$ -	\$ -	\$ -	\$ -	-
247	Cemetery Veteran's Flags	\$ -	\$ -	\$ 100	\$ -	\$ (100)	(100)
248	MRVTV Meeting Coverage	\$ 3,400	\$ 3,400.00	\$ 3,400	\$ 3,400	\$ -	-
249	Energy Efficiency Improve.	\$ -	\$ -	\$ -	\$ -	\$ -	-
250	Tax Adjustments	\$ 2,845	\$ -	\$ -	\$ -	\$ -	-
251	Affordable Housing Initiatives	\$ 4,000	\$ -	\$ -	\$ -	\$ -	-
252	Other	\$ -	\$ 12.00	\$ 500	\$ -	\$ (500)	(500)
253	Cemetery Commission Contribution [NEW FY24]	\$ -	\$ -	\$ 17,000	\$ -	\$ (17,000)	(17,000)
254	Section TOTAL	\$ 28,066	\$ 25,434.75	\$ 42,100	\$ 23,500	\$ (18,600)	-44.2%
255	Capital Improvement Program						
256	Road Department FY Appropriations	\$ 34,798	\$ 53,900.00	\$ 87,500	\$ 33,300	\$ (54,200)	(54,200)
257	Road Department Reserve Transfers	\$ 341,000	\$ 340,000.00	\$ 380,000	\$ 410,000	\$ 30,000	30,000
258	Fire Department FY Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	-
259	Fire Department Reserve Transfers	\$ 66,000	\$ 80,000.00	\$ 97,500	\$ 107,025	\$ 9,525	9,525
260	General - Transfers to reserves	\$ 16,500	\$ 18,000.00	\$ 14,500	\$ 14,500	\$ -	-
261	General - Project specific	\$ -	\$ -	\$ -	\$ 11,500	\$ 11,500	11,500
262	Section TOTAL	\$ 458,298	\$ 491,900.00	\$ 579,500	\$ 576,325	\$ (3,175)	-0.5%
263	Transfer to Non-Capital Reserves						
264	Entrust Conservation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	-
265	Restroom/Recreation/Conserve.	\$ 10,000	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ -	-
266	Lareau Park Reserve [now part of CIP, Gen	\$ -	\$ -	\$ -	\$ -	\$ -	-
267	Reappraisal Reserve	\$ 10,000	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ -	-
268	Town Forest Stewardship	\$ -	\$ -	\$ -	\$ -	\$ -	-
269	Energy Projects	\$ -	\$ -	\$ -	\$ -	\$ -	-
270	Budget Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -	-
271	Street Trees	\$ 5,000	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ -	-
272	Agricultural Support	\$ -	\$ -	\$ -	\$ -	\$ -	-
273	Church Clock	\$ -	\$ -	\$ -	\$ -	\$ -	-
274	Invasive Species Reserve	\$ -	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ -	-
275	Section TOTAL	\$ 25,000	\$ 45,000.00	\$ 45,000	\$ 45,000	\$ -	0.0%
276	Debt Service						
277	Town Office Solar Array	\$ 46,831	\$ 45,944.50	\$ 44,988	\$ 43,984	\$ (1,004)	(1,004)
278	Town Office	\$ 17,318	\$ 17,072.73	\$ 16,812	\$ 16,538	\$ (274)	(274)
279	Storm Damage	\$ 26,550	\$ 25,749.17	\$ -	\$ -	\$ -	-
280	Wastewater - "Big Pipe"	\$ 36,484	\$ 36,484.22	\$ 36,484	\$ 36,484	\$ (0)	(0)
281	Decentralized Wastewater	\$ 26,681	\$ 25,281.64	\$ 25,282	\$ 25,282	\$ 0	0
282	Fiscal Year Change	\$ -	\$ -	\$ -	\$ -	\$ -	-
283	Water Main Break	\$ 15,877	\$ 15,378.69	\$ -	\$ -	\$ -	-
284	Bridge Street Improvements	\$ 33,254	\$ 32,608.42	\$ 31,867	\$ 31,174	\$ (693)	(693)
285	Grader [NEW]	\$ -	\$ 34,198.94	\$ 34,199	\$ 34,199	\$ -	-
286	Section TOTAL	\$ 202,995	\$ 232,718.31	\$ 189,632	\$ 187,661	\$ (1,971)	-1.0%

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
287	<u>Wait House</u>						
288	Wait House Operations	\$ 2,500	\$ 4,000.00	\$ 4,000	\$ 4,000	\$ -	
289	Wait House Capital (transfer)	\$ 2,000	\$ 5,000.00	\$ 7,500	\$ 7,500	\$ -	
290	<i>Section TOTAL</i>	\$ 4,500	\$ 9,000.00	\$ 11,500	\$ 11,500	\$ -	0.0%
291							
292	TOTAL	\$ 2,139,206	\$ 2,333,355.60	\$ 2,676,401	\$ 2,752,344	\$ 75,943	2.8%

TOWN OF WAITSFIELD, VT
FY25 General Fund Budget -- Revenue Detail

Town Meeting 2024

Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)
REVENUES					
Property Taxes					
Municipal Property Taxes	\$ 1,609,089	\$ 2,029,667.00	\$ 2,245,576	\$ 2,290,800	\$ 45,224
Delinquent Penalty Fees	\$ 9,872.00	\$ 12,827.11	\$ 15,000.00	\$ 15,000	
Delinquent Tax Interest	\$ 15,372.00	\$ 23,311.58	\$ 16,500.00	\$ 18,000	\$ 1,500
Section TOTAL	\$ 1,634,333	\$ 2,065,805.69	\$ 2,277,076	\$ 2,323,800	\$ 46,724
Town Clerk and Treasurer					
Town Clerk Fees	\$ 36,146	\$ 28,844.95	\$ 35,000	\$ 30,000	\$ (5,000)
Interest Income	\$ 2,692	\$ 18,534.97	\$ 10,000	\$ 17,500	\$ 7,500
Beverage Sale Permits	\$ 4,140	\$ 3,970.00	\$ 4,000	\$ 4,000	\$ -
Section TOTAL	\$ 42,978	\$ 51,349.92	\$ 49,000	\$ 51,500	\$ 2,500
Road Department					
State Highway Aid	\$ 80,155	\$ 74,123.17	\$ 74,000	\$ 74,000	\$ -
Grants		\$ 9,400.00	\$ -	\$ -	\$ -
Road Dept. Miscellaneous	\$ 2,307	\$ 1,000.00	\$ 2,000	\$ 1,000	\$ (1,000)
Section TOTAL	\$ 82,462	\$ 84,523.17	\$ 76,000	\$ 75,000	\$ (1,000)
Public Safety					
Fayston "Share" (40% of exp.)	\$ 59,869.00	\$ 54,882.88	\$ 68,185.38	\$ 76,659	\$ 8,474
Fire Admin Reimbursement	\$ -	\$ -	\$ 5,290.00	\$ 5,607	\$ 317
Miscellaneous Fire Income		\$ -	\$ -	\$ -	\$ -
Fire Grants		\$ -	\$ -	\$ -	\$ -
Traffic Control	\$ 3,495.00	\$ 5,095.67	\$ 5,000.00	\$ 5,000	\$ -
Miscellaneous Police Income		\$ -	\$ -	\$ -	\$ -
Dog Impoundment Fees	\$ 205.00	\$ 721.55	\$ 150.00	\$ 150	\$ -
Section TOTAL	\$ 63,569	\$ 60,700.10	\$ 78,625	\$ 87,417	\$ 8,791
General Government					
Pilot Program	\$ 6,347.00	\$ 6,238.93	\$ 6,000.00	\$ 6,000	\$ -
Current Use Reimbursement	\$ 105,048.00	\$ 110,612.00	\$ 106,500.00	\$ 110,000	\$ 3,500
Library Insurance Reimbursement	\$ 4,795.00	\$ 3,236.00	\$ 2,700.00	\$ 2,894	\$ 194
Wait House Insurance Reimburse.	\$ 2,500.00	\$ 3,117.00	\$ 2,500.00	\$ 3,000	\$ 500
Water Admin. Reimbursement	\$ 3,263.00	\$ 3,575.00	\$ 5,000.00	\$ 5,150	\$ 150
Miscellaneous Income	\$ 2,207.00	\$ 1,215.31	\$ -	\$ -	\$ -
Act 60 Annual Support	\$ 10,745	\$ 10,830.00	\$ 10,500	\$ 10,500	\$ 20

Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)
Planning and Zoning Income	\$ 17,363	\$ 17,176.10	\$ 11,000	\$ 11,000	\$ -
Planning and Zoning Grants	\$ -	\$ 17,500.00	\$ -	\$ -	\$ -
Insurance Claims	\$ 30,420	\$ 524.00	\$ -	\$ -	\$ -
"Other" Grant Proceeds	\$ 1,482.00	\$ -	\$ -	\$ -	\$ -
Waitsfield Elem. School Solar	\$ 5,599.00	\$ 8,744.34	\$ 10,000.00	\$ 10,000	\$ -
Waitsfield Elem. School Snow Clearing [NEW <i>Water System Hydrant Snow Clearing [New FY25]</i>	\$ -	\$ -	\$ 1,500.00	\$ 7,000	\$ 5,500
Solar Array Credit Proceeds	\$ 13,890.00	\$ 15,235.98	\$ 9,500.00	\$ 10,000	\$ 500
Section TOTAL	\$ 203,659	\$ 198,004.66	\$ 165,200	\$ 178,144	\$ 10,344
Decentralized Wastewater					
WW Loan Re-Payments	\$ 129,960.00	\$ 34,023.86	\$ 31,000.00	\$ 36,484	\$ 5,484
Section TOTAL	\$ 129,960	\$ 34,023.86	\$ 31,000	\$ 36,484	\$ 5,484
TOTAL	\$ 2,156,961	\$ 2,494,407.40	\$ 2,676,901	\$ 2,752,344	\$ 75,443

Municipal Property Tax "Calculator"			
<i>FY25 Budget as Proposed</i>	\$	2,752,344	
<i>Non-property tax revenue</i>	\$	461,544	
<i>To Be Raised by Taxes (a)</i>	\$	2,290,800	
<i>Estimated Grand List (b)</i>	\$	3,861,840	
<i>Tax Rate "Formula"</i>		(a) / (b) = (c)	
<i>FY25 Est. Municipal Property Tax Rate (c)</i>	\$	0.5932	
<i>FY25 Est. Local Agreement Rate* (d)</i>	\$	0.0036	
<i>FY25 Est. TOTAL Municipal Property Tax Rate (c+d)</i>	\$	0.5968	
<i>TOTAL +/- from FY24</i>	\$	0.0108	
<i>Percent Increase from FY24</i>		1.84%	
Impact for Residential Property Owners			
Assessed Value		\$200,000	\$300,000
FY24 Taxes	\$	1,172	1,758
FY25 est. Taxes	\$	1,194	1,790
Annual Difference	\$	21.58	32.37
Monthly Difference	\$	1.80	2.70

*estimated 0.3% increase
of FY24 grand list*



**TOWN OF WAITSFIELD
WARNING
FOR ANNUAL MEETING MARCH 5, 2024**

The legal voters of the Town of Waitsfield, County of Washington, State of Vermont, are hereby notified and warned to meet at the Waitsfield Elementary School Auditorium on **Tuesday, March 5, 2024 at nine o'clock in the morning (9:00 A.M.)** to transact the following business and to vote by Australian Ballot between the hours of seven o'clock in the morning (7 A.M.) when the polls will open, and continuing until seven o'clock in the afternoon (7 P.M.) for the various Town Officers and the Article so noted.

ARTICLE 1: To elect a Moderator for the Town.

ARTICLE 2: To hear and act upon the reports of the Town Officers.

ARTICLE 3: Shall the voters approve a municipal budget of \$2,752,344 to pay the operating expenses and indebtedness of the Town, of which an estimated \$2,290,800 will be raised from property taxes?

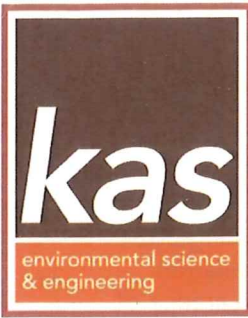
ARTICLE 4: Shall the voters authorize the Town to collect taxes on real property by four (4) equal payments made to the Treasurer as follows: one quarter (25%) of taxes to be paid without discount not later than Monday, September 16, 2024; the second quarter (25%) of taxes to be paid without discount not later than Friday, November 15, 2024; the third quarter (25%) of taxes to be paid without discount not later than Tuesday, February 18, 2025; with the remaining quarter (25%) to be paid without discount not later than Thursday, May 15, 2025?

ARTICLE 5: Shall the voters authorize the Town to establish a reserve fund for Road Department gravel crushing and to appropriate the sum of \$15,000 to establish such a fund in Fiscal Year 2025?

ARTICLE 6: Shall the voters authorize the Town to establish a reserve fund for Planning Commission long range planning and to appropriate the sum of \$12,000 to establish such a fund in Fiscal Year 2025?

ARTICLE 7: Shall voters authorize the Town to borrow money in anticipation of the receipt of taxes by issuing its notes or orders to meet current expenses and indebtedness of the Town of Waitsfield?

ARTICLE 8: To transact any other business that may legally come before the meeting.



589 Avenue D, Suite 10
PO Box 787
Williston, VT 05495

www.kas-consulting.com

802 383.0486 p
802 383.0490 f

January 18, 2024

Waitsfield Town Clerk's Office
4144 Main Street
Waitsfield, VT 05673

Via USPS Mail

Re: Permission to Drill - 4144 Main Street, Waitsfield, Vermont for the Mad River Ambulance Garage property, VT DEC SMS #92-1210

To Whom It May Concern:

KAS, Inc. (KAS) is requesting permission, as the owner on record of 4144 Main Street in Waitsfield, Vermont, to conduct a subsurface investigation which will include the installation of one groundwater monitoring well on the Town property. The location of the monitoring well is shown in the attached Site Map with proposed locations. This is a formal request to obtain your permission in order to gain access to the property and conduct monitoring well installation. The cost for the monitoring well installation is completely covered by the Vermont Department of Environmental Conservation (VT DEC) through the petroleum cleanup fund.

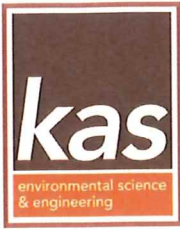
KAS is an environmental consulting firm that is performing environmental work for the owner of the Mad River Ambulance Service Garage property, located at 4177 Main Street in Waitsfield, Vermont. Drilling will be conducted as part of an investigation in accordance with a request from the VT DEC.

KAS currently monitors the groundwater impacts associated with a historical petroleum release from a former underground storage tank at the Mad River Ambulance Service Garage, which is located across Route 100 from the Town's property.

Well Construction Details

The monitoring well will be installed by a VT licensed driller, under the supervision of KAS, using a direct push drill rig. The new well will be installed to approximately 20 feet below grade. The well will be secured with a flush mounted water-tight road box, rated for vehicular traffic. The roadbox diameter exposed at the surface is approximately 5-inches. The well will be flush to the ground to allow normal use.

The site will be restored to correct any damage caused by installing the well. Eventually, after VT DEC approval, the well will be decommissioned. There is no cost to you for the well installation or decommissioning. In addition, you will not be responsible financially for any future work needed as a result of the petroleum impacts determined to be coming from the Mad River Ambulance Service Garage property.



Waitsfield Town Clerk's Office
January 18, 2024
Page 3

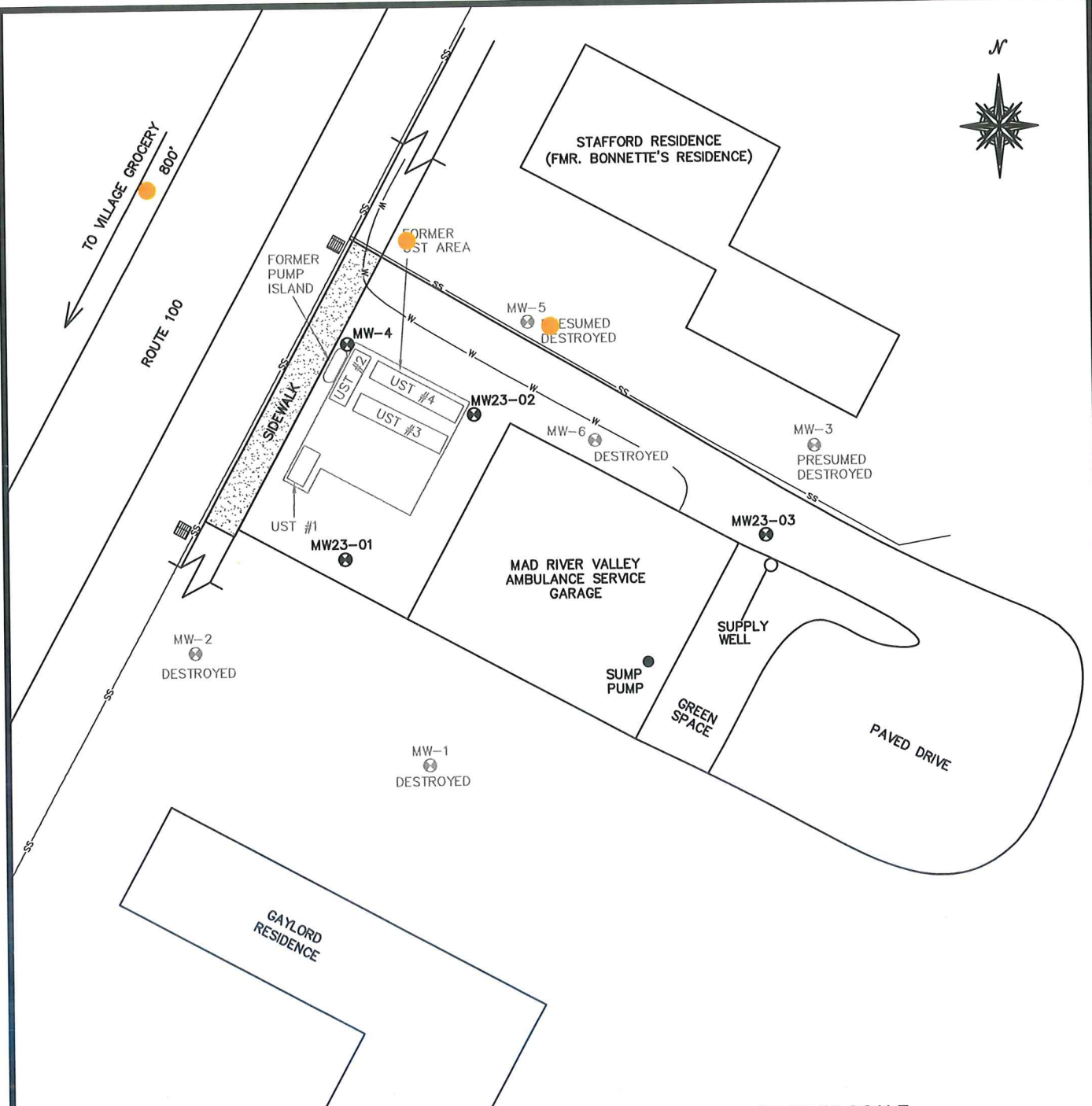
Please indicate your decision regarding KAS' request for access to the 4144 Main Street property located in Waitsfield, Vermont by circling your decision and signing and dating below. Please return a copy of the signed agreement via fax or email to KAS.

I **approve** / **disapprove** KAS, Inc.'s request to access the aforementioned property in Waitsfield, Vermont.

Signature / Date: _____

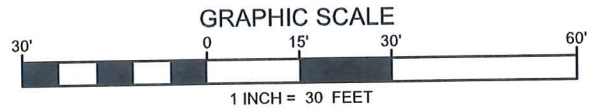
Print: _____

Phone Number: _____



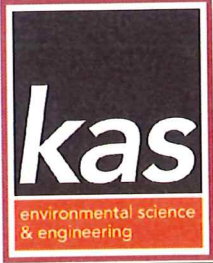
LEGEND

- MW-1 MONITORING WELL
- SS STORM SEWER
- W WATER LINE
- CATCH BASIN
- SIDEWALK EXCAVATION (JUNE/JULY 2013)



KAS #: 410040109
VTDEC #: 92-1210

589 Avenue D, Suite 10
PO Box 787
Williston, VT 05495
www.kas-consulting.com



802 383.0486 p
802 383.0490 f

**MAD RIVER VALLEY AMBULANCE SERVICE
GARAGE
WAITSFIELD, VERMONT**

Site Map With Proposed Soil Boring Locations

DATE: 11/14/23

DWG.#: 1

SCALE: 1" = 30'

DRN.: TB

APP.: LA

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, January 8, 2024**

4 **Draft**

5
6 **I. Call to Order:** The meeting was called to order at 6:30 pm by Christine Sullivan. The meeting
7 was held in person at the Waitsfield Town Office and remotely via Zoom.

8 Members Present: Chach Curtis, Fred Messer, Brian Shupe, Christine Sullivan

9 Staff Present: Randy Brittingham, Town Treasurer; Annie Decker-Dell’Isola, Town Administrator

10 Others Present: Kevin Anderson (Planning Commission), Anthony Italiano (MRTV), Curt

11 Lindberg (Conservation Commission), Robin Morris (Water Commission), Alice Peal (Planning
12 Commission), Mark Peal, Joshua Schwartz (Wastewater Project Team),

13
14 **II. Regular Business.**

15
16 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

17 No changes were made to the agenda.

18
19 **2. Public Forum.**

20 Nobody requested time to address the Board.

21
22 **3. Public Hearing for Zoning Bylaw Amendments.**

23 Ms. Sullivan opened the Public Hearing.

24
25 Ms. Decker-Dell’Isola noted that the Planning Commission previously reviewed the proposed
26 changes with the Selectboard. She explained that the Planning Commission recently held a
27 Public Hearing, and has passed the draft Bylaw changes to the Selectboard for approval.

28
29 Kevin Anderson was available to answer any questions raised. He reviewed the map changes
30 which had been made following the previous meeting with the Selectboard, bringing some
31 parcels into the Village Residential District, and noted some other changes made based upon
32 feedback from Selectboard and Development Review Board members. Mr. Anderson noted
33 that the changes are generally intended to allow for further housing development in the Village
34 areas.

35
36 After ensuring there were no further comments or questions from the public, Ms. Sullivan
37 closed the Public Hearing.

38
39 **MOTION:** *Mr. Shupe made a motion to adopt the Bylaw amendments as recommended by the*
40 *Planning Commission. The motion was seconded by Mr. Curtis. All voted in favor.*

41
42 **4. Wastewater Project Update.**

43 a. Consider approving 30% Design Engineering Services Agreement and ARPA Allocation

44 Ms. Decker-Dell’Isola summarized the information included in the meeting’s Staff Report,
45 explaining that efforts have resulted in the Town’s being eligible for a subsidy of \$153K, and
46 that once the Agreement is executed, DuBois & King can begin the subsequent work. Following
47 the subsidy, there is still an amount between \$28K and \$29K to be covered. She noted that

48 further discussion of the remaining project timeline and costs will be discussed at a later
49 January meeting. Board members had no questions at this point for members of the
50 Wastewater Project team.

51
52 Ms. Peal asked whether any new State requirements had been put in place for protecting
53 wastewater systems from floodwaters. Mr. Schwartz was not aware of any, but explained that
54 the final design will align with all permitting requirements, and that the type of design being
55 used is less vulnerable to flood damage.

56
57 **MOTION:** *Mr. Curtis made a motion to authorize the execution and signature of the 30% Design and*
58 *Engineering Services Agreement with DuBois & King, and to allocate up to \$29K of Waitsfield ARPA funds*
59 *for the 30% project design. The motion was seconded by Mr. Shupe. All voted in favor.*

60
61 b. Review and approve submittal of CWSRF SFY25 Priority List Application

62 Ms. Decker-Dell'Isola explained that this application is required in order to be included on DEC's
63 Intended Use Plan, which sets funding goals for the upcoming year, and is important for the
64 Town's potential funding applications on the horizon. Approval of this submittal is included in
65 the Consent Agenda.

66
67 **5. Review and approve three town Conservation Commission Lake Champlain Basin Program**
68 **draft Work Plan for submittal.**

69 Ms. Decker-Dell'Isola explained that several documents need to be submitted in order to
70 finalize the grant approval, with the Work Plan being one of those documents. Mr. Lindberg
71 has designed the Plan to be completed in manageable portions, allowing for intermittent
72 requests for reimbursement through the Grant program.

73
74 Matching funds/financing logistics were discussed; Mr. Lindberg proposed that Waitsfield's
75 Conservation Reserve Fund be used for payments, with the Fayston and Warren portions being
76 reimbursed to that fund. He explained that Grant payments will likely take about two months
77 to be processed when requests are submitted. He also noted that he is able to take on the
78 required reporting tasks, but will need some administrative assistance from staff with the
79 financials.

80
81 Mr. Lindberg provided a slide show of some areas along the Mad River that were impacted by
82 the December 2023 flooding, depicting erosion from knotweed impacts and the spread of
83 knotweed. The Conservation Commissions plan to clean much of this up in the Spring.

84
85 **MOTION:** *Mr. Shupe made a motion to approve submittal of the Work Plan and authorize the*
86 *Town Administrator to approve the pending Grant Agreement. The motion was seconded by*
87 *Mr. Messer. All voted in favor.*

88
89 **6. FY25 draft budget review.**

90 a. Consider Planning Commission FY25 budget request:

91 Ms. Peal outlined the Planning Commission's budget request, noting that \$5K of the current
92 budget balance has been committed for the required Municipal Planning Grant (MPG) match,
93 and that it is anticipated that some consultant time will be needed for upcoming work on the
94 Town Plan later in 2024. Ms. Decker-Dell'Isola explained that unused funds do not roll over, so

95 the MPG match will need to be budgeted for in the upcoming year. It was suggested that a
96 Planning Commission Reserve account be established.

97
98 Mr. Curtis inquired whether funds may be needed to complete the Neighborhood Development
99 Area work; Ms. Peal indicated that this will likely require some time commitment from Planning
100 Commission members, but will not likely require any funding.

101
102 b. Review draft FY25 Operating Budget expenditures, revenues, and debt service schedule
103 Ms. Decker-Dell'Isola explained that the most significant change in this iteration is the Capital
104 Plan, which is reflected in the Operating Budget; the full budget will be as complete as possible
105 for the January 22 meeting, and ready for adoption at the January 29 meeting.

106
107 Ms. Sullivan requested that actuals for the year to date be available as well. There was some
108 discussion regarding an updated estimate of the Grand List, which will provide a better sense of
109 the proposed tax rate increase.

110
111 Ms. Decker-Dell'Isola reviewed some of the costs associated with East Warren Road paving,
112 noting that the current budget draft includes \$415K for a portion of the road, which doesn't
113 reflect grant money to be applied. She noted that Charlie Goodman is putting together an
114 estimate for paving the entirety of the road, to be considered as the budget is finalized.

115
116 c. Review draft FY25 Capital Improvement Plan
117 There was some discussion regarding paving of the East Warren Road; the \$600K currently in
118 the associated Reserve fund; that State Road Grants can be applied for in a couple of years, but
119 not at this point; and upcoming culvert needs. Ms. Decker-Dell'Isola will have further paving
120 related estimates available at the next Board meeting, at which point further decisions may be
121 made.

122
123 Ms. Decker-Dell'Isola remarked that annual Municipal Road General Permit/Stormwater
124 reporting is keeping up to date currently, but there is still some catch up work to complete.

125
126 Other capital budget points made included:

- 127 • Equipment and vehicle reserves have been regularly funded, and there are currently no
128 large equipment needs, although some replacements are scheduled for the next fiscal
129 year
- 130 • It was suggested that Town Garage allocations continue
- 131 • Some tool purchases have been moved from Operating to Reserve, as they are for long-
132 term use
- 133 • No current year appropriations for the Fire Department; continue funding reserves
- 134 • Park facilities – continue with \$2K allocation for Lareau
- 135 • Paths and Walkways - new Sidewalk Maintenance Plan is included – no repairs
136 anticipated currently; this is a proactive plan
- 137 • \$4K as agreed upon for VT100 Multi-Use Path scoping study
- 138 • Annual amount for Covered Bridge repairs

139
140 Ms. Decker-Dell'Isola also made the following general budget comments:

- 141 • The current draft's overall increase of 10.4% indicates that there is still work to be done

- 142 • She is working on more accuracy in the Office Equipment and Contracts area, but likely a
143 new printer is the best decision
- 144 • A Cemetery Commission/Trustees conversation regarding both short-term budget
145 matters and long-term strategies must still take place, including determining how the
146 Town’s investment policies relate to Trustee investments. Mr. Peal thanked the Board
147 for their efforts in this area.

148
149 **7. Consent Agenda.**

150
151 **APPROVAL:** *The consent agenda was approved without objection.*

- 152
- 153 • Approve Minutes of 12/4/23 and 12/18/23
 - 154 • Bills Payable and Treasurer’s Warrants
 - 155 • Approve liquor license renewals
 - 156 • Adopt VT Alert as the official notification system of the Town of Waitsfield and authorize
157 Chair to sign letter with roster
 - 158 • Accept Municipal Planning Grant Agreement and authorize the Town Administrator to
159 sign on the Town’s behalf
 - 160 • Review and approve submittal of CWSRF SFY25 Priority List Application

161
162 **8. Selectboard Roundtable.**

163 Mr. Messer mentioned that he had been approached by members of the General Wait House
164 Committee, asking if they can begin meeting. It was confirmed that they may do so; Ms.
165 Decker-Dell’Isola has sent related information to all members.

166
167 Mr. Messer noted that the Fire Marshall has assumed inspections of all rental housing, however
168 complaints are filed online, and the Town Health Officer may continue to be involved at times.

169
170 Mr. Messer indicated his preference to no longer serve as Animal Control Officer; Ms. Decker-
171 Dell’Isola will post an ad for the position.

172
173 **9. Town Administrator’s Updates.**

174 The upcoming meeting schedule and content was reviewed.

175 **10. Executive Session**

176 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]*
177 *passed unanimously.*

178 The meeting entered Executive Session at 8:50 pm and came back into open session at 9:10 pm.

179 Mr. Messer was no longer in attendance at this point.

180 **MOTION:** *A motion to find that pursuant to 1 V.S.A § 313 (a) (1) premature general knowledge*
181 *of confidential attorney- client communications made for the purpose of providing professional*
182 *legal services to the public body would clearly place the public body or a person involved at a*
183 *substantial disadvantage passed unanimously.*

184 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1F) [Confidential*
185 *attorney-client communications] passed unanimously.*

186 The meeting entered Executive Session at 9:10 pm and came back into open session at 9:30 pm.

187 **MOTION:** *Mr. Shupe made a motion to authorize Stitzel Page & Fletcher to enter an*
188 *appearance on the Town's behalf in the Hoffman Dog lawsuit. The motion was seconded by Mr.*
189 *Curtis. All voted in favor.*

190 **IV. Other Business**

191 **1. Correspondence/reports received** were reviewed.

192 **IV. Adjourn**

193 The meeting adjourned at 9:30 pm.

194 Respectfully submitted,
195 Carol Chamberlin, Recording Secretary