

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, March 25, 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:** Annie Decker-Dell’Isola, Town Administrator

10 **Others Present:** Steven Gavosto, Anthony Italiano (MRTV), Erica Stroem, Jestice Talmage,  
11 Larissa Ursprung

12  
13 **II. Regular Business.**

14  
15 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

16 Consideration of a tobacco license amendment for the Village Grocery (3A) and approval of a  
17 Clean Water State Revolving Fund loan agreement (7A) were added to the agenda.

18  
19 **2. Public Forum.**

20 Nobody present offered comments at this time.

21  
22 **3. Selectboard Organizational Meeting.**

23 Election of a Chair and Vice-Chair – Ms. Sullivan accepted a nomination to serve as Chair and  
24 was elected unanimously. Mr. Shupe accepted a nomination to serve as Vice-Chair and was  
25 elected unanimously.

26  
27 Meeting Schedule – Some adjustments were made to the schedule which Ms. Decker-Dell’Isola  
28 had included in the meeting packet, and the amended schedule was adopted unanimously. Mr.  
29 Shupe raised the matter of the impact on staff when the Board meets on official Monday  
30 holidays; this will be discussed further at a future meeting.

31  
32 Designation of a newspaper of record – a motion to designate the Valley Reporter as the  
33 newspaper of record passed unanimously.

34  
35 Review Selectboard Rules of Procedure – no changes were proposed to this document; a  
36 motion to adopt the Rules of Procedure as presented passed unanimously.

37  
38 Adoption of the Conflict of Interest Policy – no changes were proposed to this document; a  
39 motion to adopt the Conflict of Interest Policy as presented passed unanimously.

40  
41 **3a. Village Grocery tobacco license amendment/renewal**

42 Ms. Decker-Dell’Isola explained the policy requiring that new licensees be present for the  
43 issuance/renewal of liquor and tobacco licenses for the first three years of operation. Mr.  
44 Talmage was present, and confirmed that his staff is conscientious regarding not selling tobacco  
45 or tobacco substitute products to underage individuals. He explained that the amendment  
46 being requested is for selling vape or tobacco cessation products.

48 **MOTION:** *Mr. Messer made a motion to approve the tobacco license amendment for the*  
49 *Village Grocery. The motion was seconded by Mr. Curtis. All voted in favor.*

50

51 **4. Interviews for an open seat on the Waitsfield Selectboard.**

52 Larissa Ursprung, Steven Gavosto, and Erica Stroem each provided some background  
53 information about themselves and spoke of their interest in serving on the Board. Board  
54 members asked several questions of each candidate, and Ms. Sullivan explained that the Board  
55 would deliberate on the appointment of a Selectboard member during an Executive Session  
56 later in the meeting.

57

58 **5. Town Meeting 2024 debrief and approve minutes from Town Meeting 2024.**

59 **MOTION:** *Several edits were made to the draft minutes, and a motion to approve the minutes*  
60 *as amended passed unanimously.*

61

62 It was agreed that Town Meeting generally went well, and that there was a good level of voting  
63 turnout.

64

65 **6. Review appointments & reappointments to Boards, Committees, & Commissions.**

66 Ms. Decker-Dell'Isola provided a worksheet indicating responses she had received from those  
67 who were up for reappointment.

68

69 **MOTION:** *Mr. Shupe made a motion to re-appoint the individuals identified in the worksheet*  
70 *provided, for another term, to end in March of the applicable year. The motion was seconded by Mr.*  
71 *Messer. All voted in favor.*

72

73 **7. Consider obligating remaining Waitsfield ARPA funds.**

74 Ms. Decker-Dell'Isola explained that guidance from VLCT provides support for obligating all  
75 remaining ARPA funds by the March 31 end of the annual reporting period; this  
76 recommendation is based upon communications from the US Treasury Department. There was  
77 some discussion regarding the benefits, logistics, and potential drawbacks of allocating the  
78 remaining funds to the Wastewater Project and/or personnel costs. It was agreed that projects  
79 related to town property and infrastructure will need to be completed in coming months, and  
80 are suitable for the use of ARPA funds.

81

82 **MOTION:** *Mr. Shupe made a motion to obligate the remainder of Waitsfield's State and Local Fiscal*  
83 *Recovery Fund (SLFRF) aka "APRA" funds (\$180,028.78) to municipal property and infrastructure*  
84 *enhancements and town administration. The motion was seconded by Mr. Curtis. All voted in*  
85 *favor.*

86

87 **7A Consider approving CWSRF Loan Application Documents**

88 Ms. Decker-Dell'Isola explained that updated documentation had been provided for review,  
89 and that this is a formalization of the previously approved application submission. She noted  
90 that there will be approximately \$28K for which the Town will be responsible, and that ARPA  
91 funds have previously been assigned to this expenditure.

92

93 **MOTION:** *Mr. Curtis made a motion to approve the CWSRF loan agreement. The motion was*  
94 *seconded by Mr. Shupe. All voted in favor.*

95 **8. Consent Agenda.**

96 **APPROVAL:** *The consent agenda was approved without objection.*

97

- 98 • Approve the Minutes of March 4, 2024
- 99 • Bills Payable and Treasurer’s Warrants
- 100 • Liquor License renewals
- 101 • Approve contract for videographer for information wastewater video and pay for the
- 102 project using a portion of the VNRC Smart Grants for Smart Growth award
- 103 • Approve 100 on100 relay festival permit application

104

105 **9. Selectboard Roundtable.**

106 Mr. Messer noted that information regarding Wait House expenses and income, as well as a  
107 more detailed explanation of the discrepancy between the different Wait House Reserve  
108 balances reported, has not yet been provided. Ms. Decker-Dell’Isola will ask that Randy  
109 Brittingham provides this information for the Board.

110

111 Mr. Curtis indicated that Sparky Potter had mentioned to him that he would send an estimate  
112 for refurbishing the welcome sign at the north end of Waitsfield Village; Mr. Curtis will respond,  
113 asking that the information be provided.

114

115 **10. Town Administrator’s Updates.**

116 Ms. Decker-Dell’Isola reported that one bid for installation of the Fire Department extractor  
117 had been received late in the day; today was the submission deadline. She noted that Mr.  
118 Brittingham considers this a priority task for completion before his tenure is up.

119 Ms. Decker-Dell’Isola confirmed that the Road Crew is staying on top of maintenance as best  
120 they can with the current spring conditions.

121 **11. Executive Session**

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

126 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1F) [Confidential*  
127 *attorney-client communications] and 1 V.S.A. § 313 (a) (3) [Personnel] passed unanimously.*

128 The meeting entered Executive Session at 7:52 pm and returned to open session at 8:55 pm. It  
129 was noted that a decision regarding appointment of a Selectboard member will require further  
130 deliberation.

131 **III. Other Business**

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

133 **IV. Adjourn**

134 The meeting adjourned at 8:55 pm.

135 Respectfully submitted,  
136 Carol Chamberlin, Recording Secretary