

**TOWN OF WAITSFIELD**  
**SELECTBOARD MEETING**  
**Monday, October 10, 2022**  
**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. Consider request from Waitsfield Cemetery Trustees (15 +/- min.)
4. 60% Report Update from Wastewater & Water Feasibility Study Committee (45 +/- min.)
  - a. Dubois & King to present 60% Report Findings
  - b. Update from WWWC on outreach and next steps
  - c. Opportunity to answer questions from the community
5. Consider adopting FY24 Budget Goals & Calendar (10 +/- min.)
6. Consent Agenda:
  - a. Consider Approving the Minutes of 9/12/22
  - b. Bills Payable and Treasurer's Warrants
  - c. Amendment to 9/26 Zoning Fee Waiver request
7. Selectboard roundtable. (10 +/- min.)
8. Town Administrator's updates. (5 +/- min.)

**III. Other Business.**

1. Correspondence/reports received.

**IV. Adjourn.**

**\*PLEASE NOTE: Public access will be via Zoom. To watch and participate, 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.**

**Questions and comments can be sent to [townadmin@gmavt.net](mailto:townadmin@gmavt.net) during the meeting.**

ALL TIMES ARE APPROXIMATE

# Waitsfield Town Administrator's Report

October 10, 2022

**\*PLEASE NOTE: Public Access to this meeting will be remote-only, via Zoom. To watch and participate, please use the following link:**

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## II. REGULAR BUSINESS.

### Item II.3. Consider request from Waitsfield Cemetery Trustees

The Waitsfield Cemetery Trust has provided a memo updating the Selectboard on the status of the trust and challenges they are facing resulting from the current investments market. The Trust believes this may limit their ability to make scheduled disbursements to the Cemetery Commission to assist with cemetery operations. The memo including attachments is enclosed. Members of the Cemetery Trust will be present to provide details on the current situation and answer any questions the Selectboard might have. Representation from the Cemetery Commission will also attend.

#### ***Recommendation:***

*Consider the requested actions included in the Cemetery Trust's enclosed memo.*

### Item II.4 60% Report Update from Wastewater & Water Feasibility Study Committee

The Wastewater & Water Feasibility Study 60% Report has been completed by Dubois & King and has been shared on the Town of Waitsfield [website here](#). Dubois & King will present on the findings of the 60% report and outline the next steps in the feasibility study process. Members of the Wastewater and Water Feasibility Study Committee will also attend the meeting and provide updates on the planned Community Meeting and other outreach efforts. The intent is to provide time at the culmination of the presentation for any questions.

#### ***Recommendation:***

*No action requested at this time.*

### Item II.5 Consider adopting FY24 Budget Goals & Calendar

Every year starting in late September / early October the Selectboard identifies the overall goals and priorities that will guide them through the budgeting process and adopt a timeline for the budgeting process. A proposed timeline and a draft budget goals were reviewed by the Selectboard at their meeting on September 26, 2022 and an updated draft based on that review is enclosed. As done in the past, the goals and priorities are designed to be "higher-level" statements of policy. Annie will begin reaching out to Department Heads, town officials, and the Fire Department to set up meetings to discuss specific budget needs. Selectboard members will be invited to attend these meetings to ensure an open and transparent budget process. Open meeting law requirements will be followed as necessary.

***Recommendation:***

*Consider a motion to adopt the FY24 budget goals and calendar as enclosed or amended.*

**Item II.6. Consent Agenda**

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

a. Consider Approving the Minutes of 9/26/22

The minutes are enclosed for Selectboard review.

b. Bills Payable and Treasurer's Warrants

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

c. Amendment to 9/26 Zoning Fee Waiver request

At their meeting on September 26, 2022, the Selectboard considered a request from Loreleh Harris to waive the zoning fee application required for the relocation of her tiny home to Lady of the Snows in order to serve in her role as Assistant Director of the child care program. The Selectboard decided to cover her estimated \$350 fee with Waitsfield ARPA funding instead of waiving the fee. Ms. Harris has since submitted her zoning permit applications and the calculated fee due is actually \$490, leaving a \$140 difference that Loreleh will still struggle to pay. It is recommended that the Selectboard approve the additional \$140 application fees due to be covered by Waitsfield ARPA funding.

**Item II.8. Town Administrator's Updates**

1. Volunteer Waiver Form update

At the September 26, 2022 Selectboard meeting, the Board considered the adoption of a volunteer waiver form. There were questions about insurance coverage available to town volunteers and clarification on language included on the template volunteer waiver form that indicated worker's comp would not be provided to volunteers. Annie has confirmed with VLCT-PACIF, the Town's insurance provider, that our current liability coverage covers authorized town volunteers. VLCT-PACIF additionally provides authorized volunteers with additional accident injury coverage when performing authorized duties. Town personnel and officially appointed officers of the Town would be considered authorized volunteers, otherwise PACIF recommends having a volunteer waiver and ideally a volunteer policy in place to qualify volunteers as authorized by the Town. Annie can bring the waiver form back for adoption at an upcoming meeting if there is support from the Selectboard.

2. Town Treasurer/Grant Administrator Job Posting

The Town Treasurer / Grant Administrator job description, as approved by the Board at their last meeting, has been posted to the Town's website and an ad has been published in the Valley Report (three weeks total), Seven Days print and digital (2 weeks total), and posted to Indeed, LinkedIn, and the VLCT Classifieds page. If anyone has any other ideas of where to share the job posting, please let Annie know. Additionally, everyone should share the posting with anyone or any group they think might be interested or might be able to get the word out.

3. Budget & Work Plan Check In

The quarterly budget update, work plan check-in, and audit update originally planned for October 10<sup>th</sup> will be moved to the October 24<sup>th</sup> meeting.

**III. OTHER BUSINESS**

Item III.1. Correspondence/Documents/Reports received

- a. None as of the date of this report.

MEMO  
 TO: Waitsfield Selectboard  
 FROM: Waitsfield Cemetery Trust  
 SUBJECT: Management of the Waitsfield Cemetery Trust  
 DATE: October 4, 2022

The Cemetery Trustees are currently unaware of any formal guidance from the Town regarding the management of the Cemetery Trust. However, it appears that VSA Title 18, Chapter 121 entitled “Cemeteries” does have relevant guidance. VSA Title 14, Chapter 120 entitled “Uniform Prudent Management of Institutional Funds Act” also seems instructional.

**The Trustees are currently faced with the challenge that the current investments market potentially precludes the Trustees from making the scheduled disbursements it committed to the Cemetery Commission last March.**

Specifically, the Trustees, based upon evaluation of the Trust’s 10 previous calendar years’ incomes, agreed with the Commission to limit its annual reimbursement for cemetery perpetual care to \$20,000 for calendar 2022 with payments of approximately \$2,860/month in May thru November 2022. Two such payments are due by October 15 and November 15.

**The recent changes in investments markets have resulted in the current market value of the Trust’s investments dropping below the cost basis of its investments. The Trustees are concerned that literal interpretation of VSA Title 18, Chapter 121 may preclude disbursements from the Trust under these conditions.**

§ 5306. Perpetual care funds: An agency engaged in the cemetery business shall have the right to ... set aside surplus funds, to be held in trust as a perpetual care fund, **the income** thereof to be used according to the directions of the trust, ... The duty upon all agencies organized to establish a perpetual care fund according to the terms hereinafter set forth is hereby imposed.

§ 5314. Sale of property for interment purposes; disposition of receipts: ... the proceeds from such sales or other income ... shall be used exclusively for the purposes of the cemetery ... or placed in the perpetual care fund thereof, **the income** thereof to be so used.

§ 5377. Proceeds of sale; expenditure: The proceeds of such sale of lots shall be paid into the town treasury and kept separate from other funds of the town and subject to the order of the board (*of commissioners*). Such proceeds, with **the income** thereof, shall be devoted to maintaining, improving, and embellishing such burial grounds. If the town so votes, the board (*of commissioners*) may sell lots upon condition that the proceeds therefrom shall be paid into the town treasury in trust and **the income** thereof be expended in caring for such lots and the structures thereon.

§ 5383. Acceptance of money in trust: A town may vote to receive and hold money in trust, **the income** of which is to be used for the care and improvement of its burial grounds, or of private lots within such burial grounds or elsewhere.

§ 5384: Payment to treasurer; record; investment

(b) (1) All monies so received by the town may be invested and reinvested by the treasurer, with the approval of the Selectboard, by deposit in:

(E) the shares of an investment company or an investment trust, such as a mutual fund, closed-end fund, or unit investment trust, that is registered under the federal Investment Company Act of 1940, as amended, if such fund has been in operation for at least five years and has net assets of at least \$100,000,000.00; or

(2)

(A) However, in a town that elects trustees of public funds, cemetery funds shall be invested by the trustees in any of the securities enumerated in this section, and **the income** thereof paid to the proper officers as the same falls due.

(B) Investment income shall be expended for the purpose and in the manner designated by the donor. The provisions of this section as to future investments shall not require the liquidation or disposition of securities legally acquired and held.

(3)

The treasurer, Selectboard, or trustees of public funds **may delegate management and investment of town cemetery funds** to the extent that it is prudent under the terms of the trust or endowment, and in accordance with section 3415 (delegation of management and investment functions) of the Uniform Prudent Management of Institutional Funds Act, 14 V.S.A. chapter 120. Notwithstanding the limitations on investments set forth in this subsection, an agent exercising a delegated management or investment function, if investing, shall invest cemetery funds in a publicly traded security that is:

(A) registered with the Securities and Exchange Commission pursuant to 15 U.S.C. § 78l and listed on a national securities exchange;

(B) issued by an investment company registered pursuant to 15 U.S.C. § 80a-8;

4)

If the municipality has adopted an investment policy, the treasurer, Selectboard, or trustees of public funds shall invest in accordance with the provisions of the municipal policy that do not conflict with this section. (Amended 2017, No. 26, § 1; 2017, No. 123 (Adj. Sess.), § 3, eff. May 3, 2018.) *Note: The investment policy dated March 26, 2018 does not pertain to trust funds.*

Included with this memorandum is a “brief” off the internet on the Uniform Prudent Management of Institutional Funds Act (UPMIFA), prepared for the Davenport Asset Management by McGuireWoods LLP. VSA Title 14, Chapter 120 “Uniform Prudent Management of Institutional Funds Act” is Vermont’s implementation of UPMIFA. It seems to be instructional regarding:

§3413 Standard in conduct in managing and investing institutional fund

§3414 Appropriation for expenditure or accumulation of endowment fund

§3415 Delegation of management and investment functions

The “white paper” referenced in the “brief” noted above also states:

“Although UPMIFA does not require that a specific amount be set aside as “principal,” UPMIFA assumes that the institution will act to **preserve “principal” (i.e., to maintain the purchasing power of the amount contributed to the fund) while spending “income”** (i.e., making a distribution each year that represents a reasonable spending rate, given investment performance and general economic conditions). Thus, the institution should monitor principal in an accounting sense, identifying the original value of the fund (the historic dollar value) and the increases in value necessary to maintain the purchasing power of the fund.”

This language does not appear to have been included in Vermont’s implementation, VSA Title 14, Chapter 120.

Also included with this memorandum are:

- a draft of the Trust’s annual report for the Town’s fiscal year 2022. The first three columns are the draft report. The last six columns reflect cost basis and market value at several points since the close of the Town’s FY 22. Note, as of 9/23/22 the market value had dipped below the cost basis of the investments.
- Year-Ending Value/Investment Income Summary for the last ten years; it reflects the Trust’s market value and income fluctuations during this period.
- Trust’s Monthly Value/Income for the past 3 years; it reflects monthly volatility of the investments over the last three years. The last column notes the Dow Jones Averages at the time as a general indication of the market.

### **The Trustees seek the Selectboard’s guidance on:**

- 1) How to proceed with disbursements from the Trust during a period when a **market value vs. basis value** challenge exists.
- 2) **The applicability of VSA Title 14, Chapter 120** to administration of the Trust. Should the concept **“to maintain the purchasing power of the amount contributed to the fund while spending ‘income’”** be pursued as a Trust’s management objective?
- 3) Does bonding of the Trustees seem appropriate?

### **Trustees’ Recommendation:**

- 1) If at this time it is paramount that the Cemetery Commission be reimbursed per the Trust’s commitment that other municipal resources be considered.
- 2) In planning for calendar year 2023, the Trustees should to the degree reasonable and prudent:
  - a. strive to regain and maintain the market value of the Trust at or above the cost basis of the investments;
  - b. strive to reestablish an annual reimbursement plan to support the Commission’s perpetual care efforts; and
  - c. to the degree reasonable and prudent strive to maintain the purchasing power of the Trust’s investments.



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**Michele A. W. McKinnon**

*Davenport Asset Management presents the Virtual Investor Summit Series*

## **The Uniform Prudent Management of Institutional Funds Act (UPMIFA)**

*October 2020*

### **Lessons Learned Over the Last Decade**

The Uniform Prudent Management of Institutional Funds Act (“UPMIFA”) was adopted by the National Conference of Commissioners on Uniform State Laws in 2006 to succeed and replace the Uniform Management of Institutional

Funds Act. UPMIFA has now been enacted in 49 states (except Pennsylvania) and the District of Columbia.

UPMIFA sets forth rules regarding the management and investment of institutional funds, as well as the delegation of the investment and management of institutional funds, the expenditure of endowment funds, and the release of restrictions on restricted assets.

With over a decade of experience with the new standards and rules set forth in UPMIFA, charitable organizations and their boards and staff have developed processes to ensure that investment and endowment funds are managed in accordance with the requisite standard of care set forth in UPMIFA. UPMIFA has provided greater clarity regarding the duties imposed and the standard of care associated with the management and investment of the organization’s investment and endowment assets. In addition, it has conformed to the practices of most organizations with respect to spending from



endowment funds while at the same time carrying out the expected intent of donors establishing these endowment funds.

UPMIFA also provides manageable solutions for addressing restrictions on the investment, management, or use of charitable gifts. Through the processes set forth in UPMIFA, charitable organizations are able to ensure that, even when circumstances change, donors' gifts are able to be used for the benefit of the organization in a manner that most closely furthers the intent of donors.

This white paper (here) provides more information and detail on the specific provisions of UPMIFA and discusses the lessons learned since its enactment. Most importantly, the key to UPMIFA is the use of processes is paramount and offers protection to those responsible for managing and investing the investment and endowment assets of a charitable organization as well as those responsible for overseeing the use of gifts in accordance with donor intent.

### **READ THE WHITE PAPER**

#### **McGuireWoods: Michele McKinnon Biography**

Michele McKinnon is a Partner in the Richmond, Virginia office of McGuireWoods LLP and is a member of its Private Wealth Services Group and head of its Nonprofit and Tax-Exempt Organizations group. With over 35 years of experience, she represents many public charities, major colleges and universities, supporting organizations, private foundations, and charitable trusts in all aspects of compliance with the federal tax laws, as well as with governance, endowment, and investment matters. Her work also includes planned giving, estate planning, and estate and trust administration.

#### **Important Disclosures**

The information contained herein has been compiled from sources believed to be reliable; however, there is no guarantee of its accuracy or completeness. Davenport is a financial services firm and does not provide tax or legal advice. Please consult your professional accounting or legal advisors prior to acting on any information provided by us that may have an effect in these areas.

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DIRECTIONS

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	A	B	X	Y	AB	AD	AE	AF	AG	AH	AI
1	<b>WAITSFIELD CEMETERY TRUST</b>										
2	<b>Fiscal Year 2022 (DRAFT)</b>										
3											
4	<b><u>INVESTMENTS</u></b>										
6	<u>Period Ending</u>		<u>6/25/2021</u>		<u>6/24/2022</u>	<u>8/26/2022</u>	<u>9/14/2022</u>	<u>9/23/2022</u>	<u>9/30/2022</u>	<u>10/15/2022</u>	<u>11/15/2022</u>
7										(PROJ)	(PROJ)
8			<u>Cost Basis</u>		<u>Cost Basis</u>	<u>Cost Basis</u>	<u>Cost Basis</u>	<u>Cost Basis</u>	<u>Cost Basis</u>	<u>Cost Basis</u>	<u>Cost Basis</u>
9	Common Stock		\$19,137.58		\$12,745.83						
10	Mutual Funds		\$305,273.44		\$327,092.80						
11	Money Market		\$36,596.75		\$29,054.36	\$23,368.27	\$20,688.27	\$20,688.27	\$20,688.27	\$17,828.27	\$14,968.27
12	Exchange Traded Funds				\$15,452.90						
13	Corporate Bonds		\$9,341.40		\$9,094.86						
14	Cash		\$0.00		\$0.00						
15			<u>\$370,349.17</u>		<u>\$393,440.75</u>	\$388,214.92	\$388,214.92	\$388,214.92	\$388,214.92	\$385,354.92	\$382,494.92
16											
17	Market Value		\$478,355.50		\$396,834.94	\$397,793.94	\$389,638.95	\$366,018.18	\$359,606.99	?	?
18											
19	<b>Difference</b>		<b>\$108,006.33</b>		<b>\$3,394.19</b>	<b>\$9,579.02</b>	<b>\$1,424.03</b>	<b>-\$22,196.74</b>	<b>-\$28,607.93</b>		
20											
21	<b><u>INCOME</u></b>										
22			<u>FY 21</u>		<u>FY 22</u>						
22	Investment Income		\$19,948.30		\$32,121.96						
23	Lot Purchases		\$1,300.00		\$350.00						
24	Interest				\$850.96						
25	Miscellaneous				\$35.53						
26			<u>\$21,248.30</u>		<u>\$33,358.45</u>						
27											
28	<b><u>EXPENSES</u></b>										
29	Perpetual Care		\$25,300.00		\$23,792.00						
30	Investment Mgmt. Fees		\$2,866.06		\$3,265.26						
31	Miscellaneous										
32			<u>\$28,166.06</u>		<u>\$27,057.26</u>						
33											
39	Respectfully Submitted,										
40	Robert L. Cook, Treasurer										

Waitsfield Cemetery Trust  
Year-Ending Value/Investment Income Summary

	A	K	L	M	N	O
1	YE Date	Totals			To	Notes
2		Value	Income	%	Commission	
3	1/27/2012	\$397,760				
4	5/25/2012	\$373,212				
5						
6	12/31/2012	\$394,276	\$13,937	3.53%	\$24,250	Info provided by EJ 2/16/22
7	12/31/2013	\$443,778	\$19,793	4.46%	\$24,250	
8	12/31/2014	\$437,789	\$22,926	5.24%	\$25,075	
9	12/31/2015	\$387,971	\$18,444	4.75%	\$29,025	
10	12/31/2016	\$404,655	\$16,762	4.14%	\$24,572	
11	12/31/2017	\$436,354	\$17,909	4.10%	\$26,250	
12	12/31/2018	\$387,219	\$30,049	7.76%	\$24,300	
13	12/31/2019	\$424,605	\$20,544	4.84%	\$27,600	
14	<b>3/27/2020</b>	<b>\$360,144</b>				<i>Epidemic Low</i>
15	12/31/2020	\$448,477	\$22,195	4.95%	\$25,300	Info provided by EJ 9/9/22
16	12/31/2021	\$482,323	\$33,093	6.86%	\$25,300	2021 Advisory Fees \$3,279
17			<b>\$215,651</b>		<b>\$255,922</b>	<b>Totals</b>
18		<b>\$424,745</b>	<b>\$21,565</b>		<b>\$25,592</b>	<b>Multi-Year Averages</b>
19	12/31/2021	\$379,739	\$0			<b>12/31/21 Cost Basis</b>
20						
21	<b>2022</b>					
22	1/28/2022	\$450,559	\$96			
23	2/25/2022	\$447,703	\$311			
24	3/25/2022	\$448,195	\$574			
25	4/29/2022	\$418,133	\$1,138			
26	5/27/2022	\$420,210	\$1,677		\$2,860	
27	6/24/2022	\$396,835	\$2,910		\$2,860	<b>Cost Basis - \$393,440</b>
28	7/29/2022	\$407,652	\$3,557		\$2,860	
29	8/26/2022	\$397,794	\$3,914		\$2,860	
30	9/30/2022	\$359,607			\$2,860	<b>Investment value below cost basis</b>

Waitsfield Cemetery Trust  
Monthly Value/Income

	A	H	I	K	L
1		Total		Comments	Dow
2		Income	Market		Jones
3	11/29/2019		\$418,170		28051
4	12/31/2019	\$20,544	\$424,605	Total Income \$20,544	28645
5	1/31/2020		\$423,424		28256
6	2/28/2020		\$405,937		25409
7	3/20/2020		\$360,144	<i>Covid Designation</i>	19173
8	3/27/2020		\$360,145	Investment value below cost basis	21636
9	4/24/2020		\$381,520		23775
10	5/29/2020		\$398,787		25383
11	6/26/2020		\$397,387	#1-7 opened	25015
12	7/31/2020		\$414,176	#1-2 Closed; to #1-7	26428
13	8/28/2020		\$426,384		28653
14	9/25/2020		\$408,832		27173
15	10/30/2020		\$404,554		26501
16	11/27/2020		\$437,614		29901
17	12/31/2020	\$22,195	\$448,477	Total Income \$22,195	30606
18	1/29/2021	\$47	\$444,764		29982
19	2/26/2021	\$318	\$454,398		30932
20	3/26/2021	\$701	\$462,034		33072
21	4/30/2021	\$893	\$476,756		33874
22	5/28/2021	\$1,381	\$475,227		34529
23	6/25/2021	\$3,882	\$478,356		34433
24	7/30/2021	\$4,323	\$483,039		34935
25	8/27/2021	\$4,610	\$484,683	Highest Trust Value	35455
26	9/24/2021	\$5,088	\$481,316		34798
27	10/29/2021	\$12,650	\$480,691		35819
28	11/26/2021	\$15,014	\$470,764		34899
29	12/31/2021	\$33,094	\$482,323	Total Income \$33,093	36330
30	1/28/2022	\$96	\$450,559	\$15,000 sold & transferred to MM	34725
31	2/25/2022	\$311	\$447,703		34058
32	3/25/2022	\$574	\$448,195		34861
33	4/29/2022	\$1,138	\$418,133		32977
34	5/27/2022	\$1,677	\$420,210		33212
35	6/24/2022	\$2,910	\$396,835		31500
36	7/29/2022	\$3,557	\$407,652		32845
37	8/26/2022	\$3,914	\$397,794		32283
38	9/30/2022		\$359,607	Investment value below cost basis	28725

A photograph of a town street with colorful buildings and cars. The street is lined with trees and has a few cars parked and driving. The buildings are two stories high with various colors like blue, green, and white. The sky is blue with some clouds.

# Selectboard Update

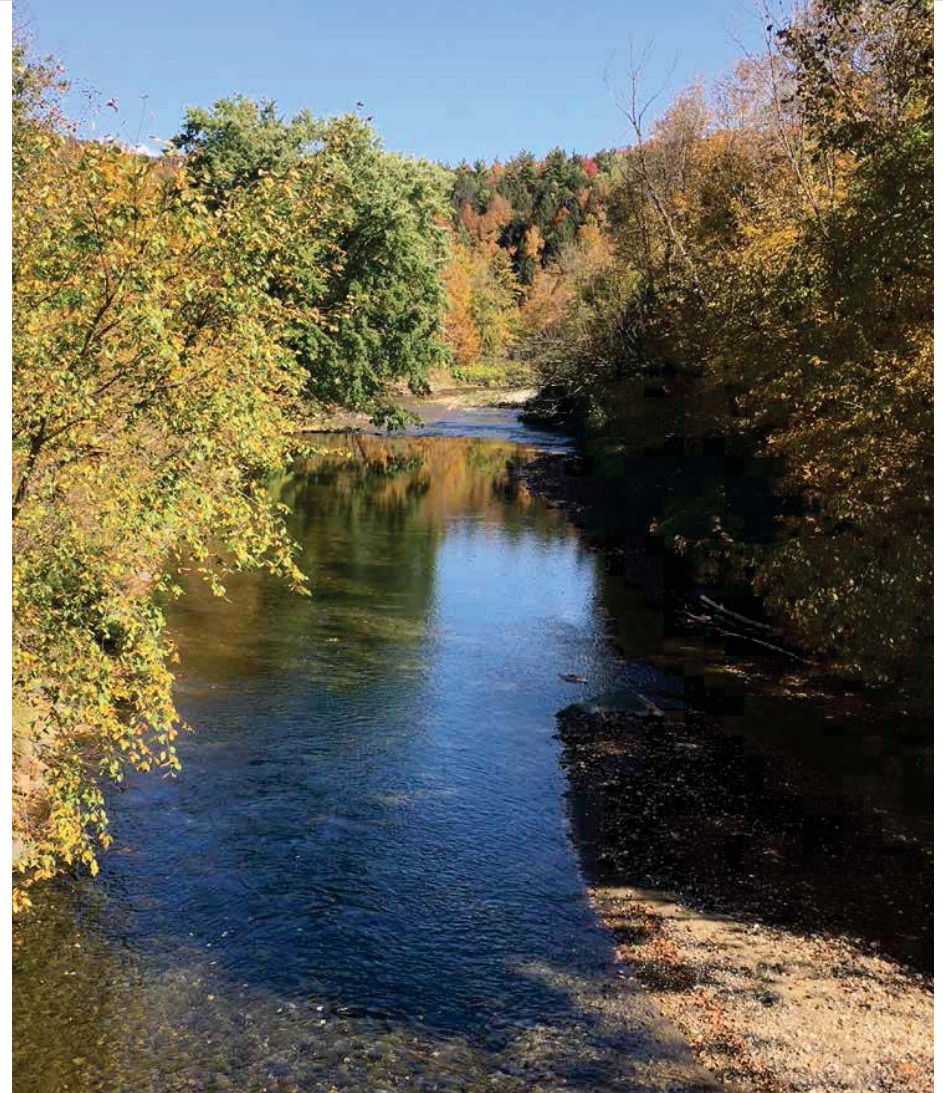
## 60% Feasibility Study Report

# Town of Waitsfield

# Water and Wastewater Feasibility Study

# Meeting Overview

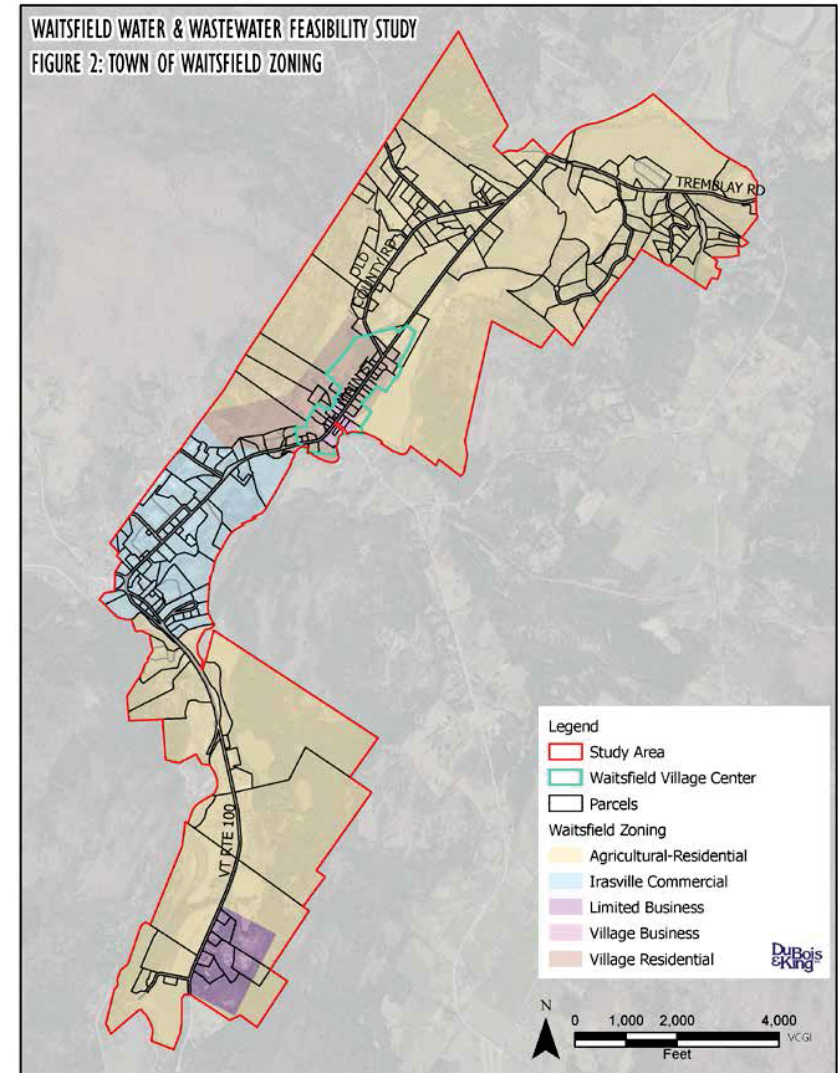
Project Purpose  
Project Area  
Funding Opportunities  
Other Financial Benefits  
Economic Benefits  
Natural Resource Benefits  
60% Feasibility Report Review  
Project Need  
Questions & Answers



# Project Purpose

## Purpose

Identify and evaluate alternative ways to improve wastewater conditions in Waitsfield from the north end of Tremblay Road through Waitsfield Village and Irasville, south to the Route 100/Kingsbury Road intersection.



# Funding Opportunities

## Unprecedented Funding Opportunities

- CWSRF ARPA planning funding for village wastewater: \$125,000 per year planning 100% subsidy (including this PER)
- CWSRF ARPA construction funding for village wastewater: 90% subsidy of construction costs, up to \$3.9 million
- CWSRF loans for wastewater: subsidized interest rate of 0% with a 2% administrative fee (USDA loans similar terms)
- ACCD grants expected to become available for projects that increase housing

- Later**
- Tomorrow**
- Today**
- NOW**



# Other Economic Benefits

- Wastewater infrastructure provides opportunities to help meet the housing needs of the community
- Wastewater infrastructure allows for more compact development and thus enables the building of additional homes and businesses. This benefits the grand list.
- Wastewater infrastructure provides opportunity for infill apartments, lodging, additions, duplexes, and home businesses.

# Other Economic Benefits

With municipal sewerage, homeowners in the proposed service area can more easily expand or add bedrooms, and avoid costly septic system upgrades or significant repairs.

Cost	Range	Average
Septic Tank Pumping	\$300 to \$500 per pumpout, assume every 3 to 5 years	\$400 every 4 years
Failed System Replacement	In-ground system in well-suited soils: \$8K to \$17K	\$12,500
	In-ground system in moderate soils: \$20K to \$25K	\$22,500
	Mound system: \$30K to \$40K	\$35,000
	Best-fix innovative/alternative or filter: \$40K to \$60K	\$50,000

# Natural Resource Benefits

## Water Quality Protection

EPA guidance for homeowners indicates the average lifespan of a septic system is 15 to 40 years

In Vermont, septic system failures typically occur in 30 to 40 year-old systems



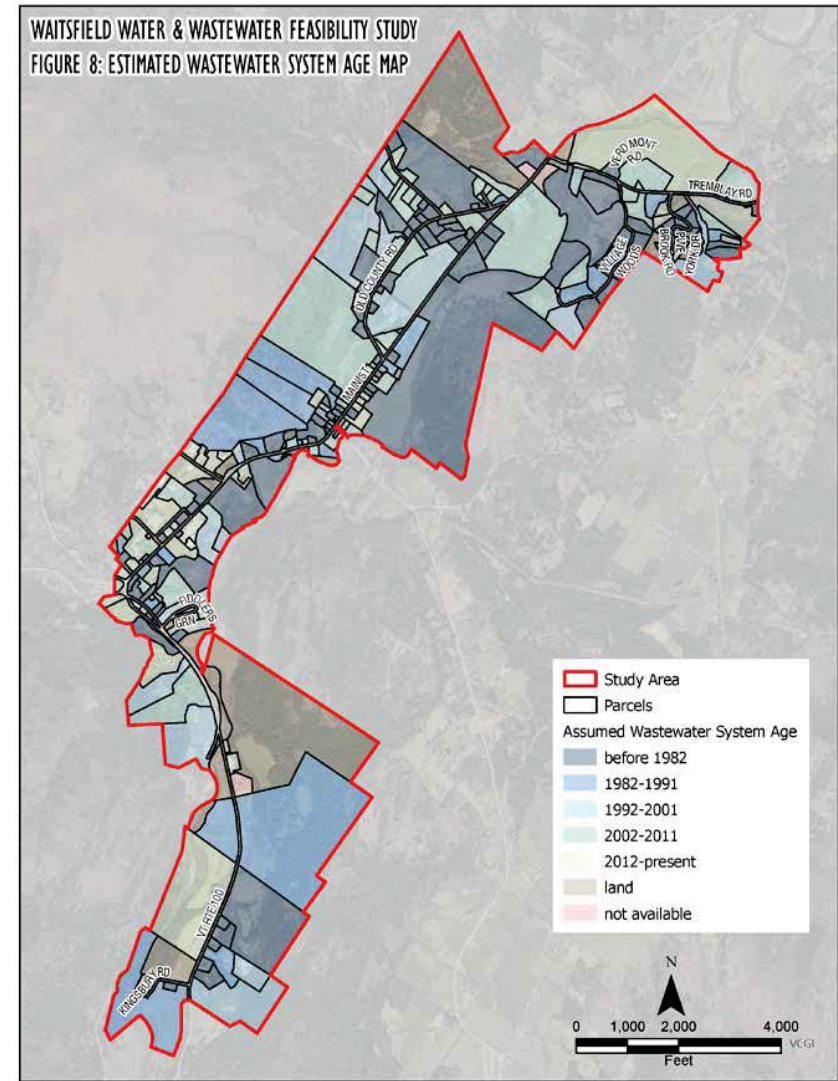
### Aged Wastewater Systems by Area

Area	No. of Parcels With Septic Systems $\geq$ 20 yr	Percent of Parcels With Septic Systems $\geq$ 20 yr	Percent of Parcels With Septic Systems $\geq$ 40 yr
Overall Study Area	165	63.20%	39.80%
Irasville Commercial	34	52.30%	29.20%
Village Residential	35	70.00%	36.00%
Village Business	9	64.30%	42.90%
Non-Village	87	65.90%	46.20%

# Natural Resource Benefits

Approximately 40% of the parcels in the study area appear to have reached their expected lifespan. Approximately 54% of residential parcels outside the village districts have septic systems that appear to have reached their expected lifespans.

Within the next 20 years, 63% of the parcels in the study area will have reached their expected lifespan. The VR district has the highest percentage (70%) of septic systems that will reach their expected lifespan in the next 20 years.

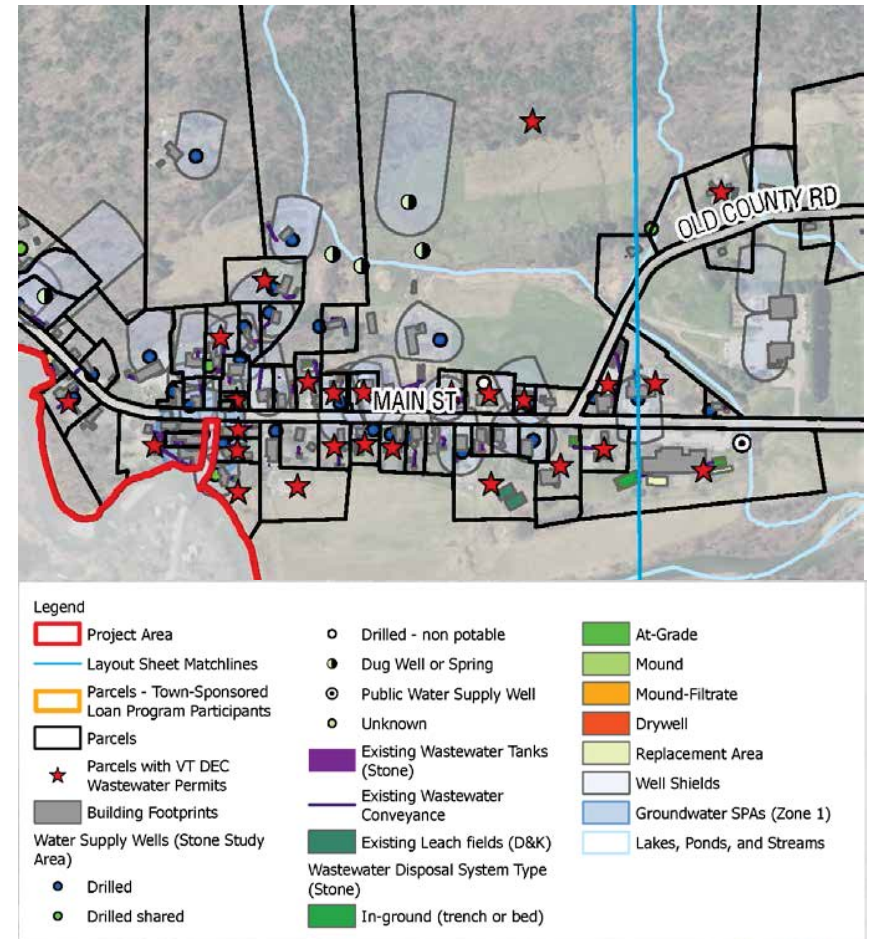


# Natural Resource Benefits

Based on the mapping of existing water supplies and leachfields, at least 19 properties within the village areas appear to have conflicts between the “well shield” for an existing potable water supply well and an existing septic system leachfield.

This conflict presents a risk to human health because of the higher risk of contamination occurring in the supply well from the leachfield effluent.

Water and wastewater improvements in the village could eliminate the existing water supply-leachfield conflicts.



# 60% Feasibility Study Review

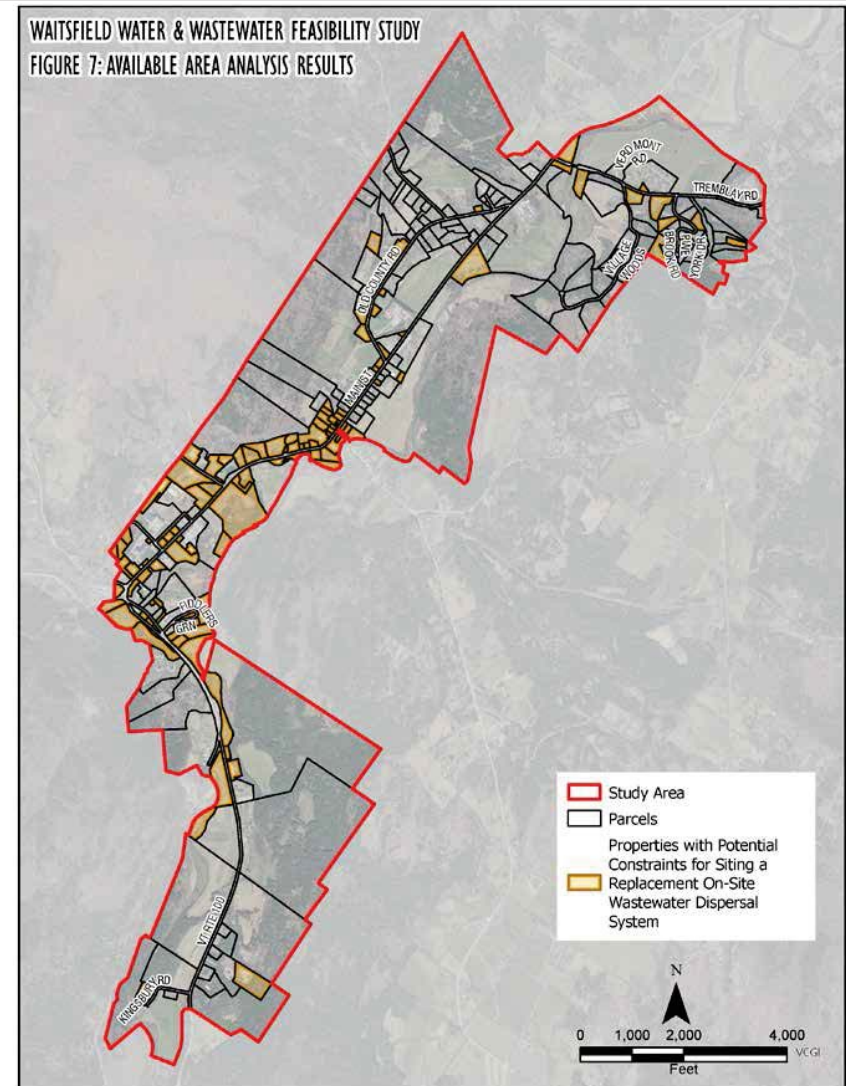


# Project Need

## Sustainability of Small Village Lots

Based on geospatial analysis, about 45% of the properties in the Study Area were identified as having potential limitations because of physical constraints if the existing on-site wastewater system were to need replacement in the future

Within the village districts where smaller lot sizes exist, the percentage of parcels with area limitations are substantially higher (54% to 92.9%)



# Project Need

## Sustainability of Small Village Lots

Development of a community wastewater system could provide an affordable septic system replacement option for lots with spatial limitations

### Available Area Limitations Calculations by District

		Number of Parcels with Possible Available Area Limitations	Percent of Parcels with Possible Available Area Limitations
<b>Area</b>	<b>Number of Parcels</b>		
Overall Study Area	261	110	42.10%
Irasville Commercial	65	42	64.60%
Village Residential	50	27	54.00%
Village Business	14	13	92.90%



# Project Need

## Infill & Community Growth

- Residential wastewater design flows are nearly 2/3 of the existing wastewater flows outside the village districts
- Non-residential wastewater design flows are approximately 80% of the total wastewater flows within the village districts

### Wastewater Design Flow Estimates by District

All Parcels	Existing			Future			% Change
	Residential	Commercial / Other	Total	Residential	Commercial / Other	Total	
Agricultural-Residential (north)	25,100	11,400	36,500	31,600	13,700	45,300	24%
Agricultural-Residential (south)	6,500	7,900	14,400	16,000	9,500	25,500	77%
Irasville Commercial	8,600	49,800	58,400	10,500	63,200	73,600	26%
Limited Business	400	2,000	2,400	8,700	2,400	11,000	358%
Village Business	1,200	7,500	8,700	1,400	9,000	10,500	21%
Village Residential	9,400	16,000	25,400	11,300	19,200	30,500	20%
Needed New Residential				14,000		14,000	
<b>Total</b>	<b>51,200</b>	<b>94,600</b>	<b>145,800</b>	<b>93,500</b>	<b>117,000</b>	<b>210,400</b>	<b>44%</b>
Total of Village Districts Only	19,200	73,300	92,500	23,200	91,400	114,600	

# Project Need

## Infill & Community Growth

### Wastewater Design Flows for Parcels with Septic Systems Compliant with State Wastewater Rules (gpd)

	Existing			Future			
	Residential	Commercial / Other	Total	Residential	Commercial / Other	Total	% Change
Agricultural-Residential (north)	6,100	6,700	12,900	7,400	8,100	15,400	19%
Agricultural-Residential (south)	5,100	3,500	8,500	6,100	4,100	10,200	20%
Irasville Commercial	5,900	20,200	26,100	7,200	25,500	32,700	25%
Limited Business		1,000	1,000		1,200	1,200	20%
Village Business		1,400	1,400		1,600	1,600	14%
Village Residential	3,600	10,700	14,300	4,400	12,800	17,100	20%
<b>Total</b>	<b>20,700</b>	<b>43,500</b>	<b>64,200</b>	<b>25,100</b>	<b>53,300</b>	<b>78,200</b>	<b>22%</b>

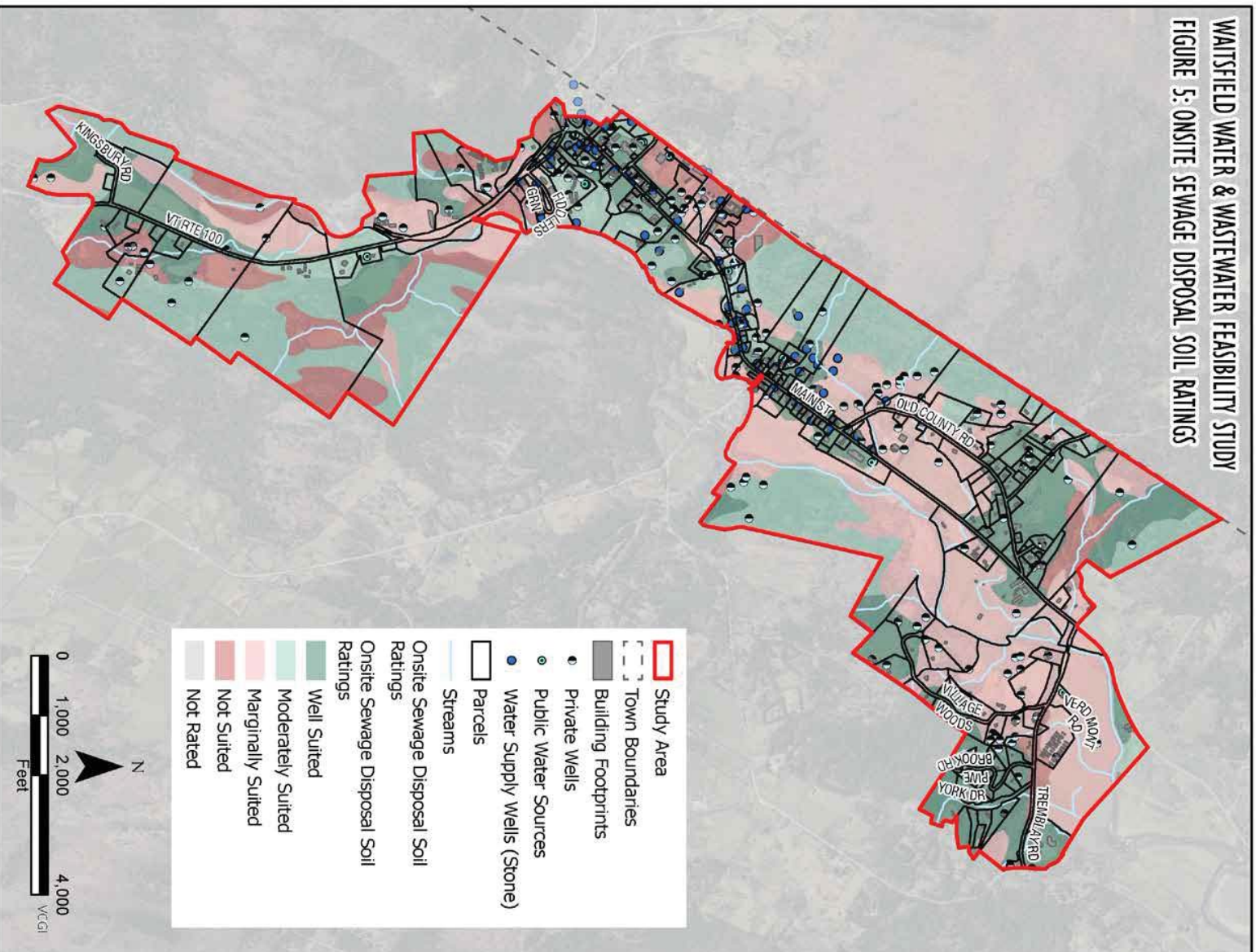
# Project Need

## Infill & Community Growth

**Wastewater Design Flows, Existing and 20-Year Projection (gpd)  
For Area-Limited Parcels Without a Fully-Complying, State-Permitted Septic System**

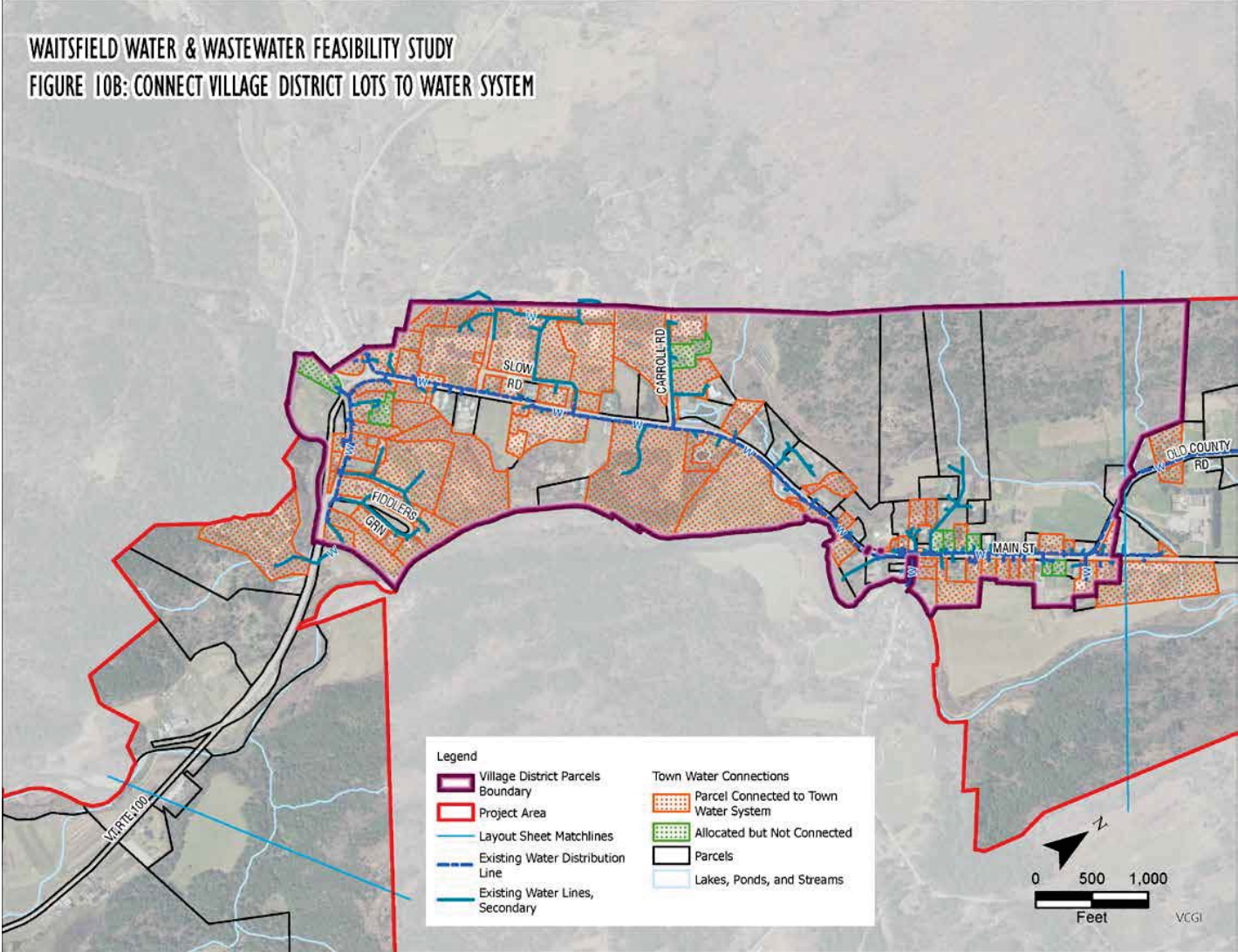
Area-Limited Parcels (w/out Compliant WW Permit)	Existing			Future			% Change
	Residential	Commercial / Other	Total	Residential	Commercial / Other	Total	
Agricultural-Residential (north)	3,400		3,400	4,200		4,200	24%
Agricultural-Residential (south)	600	4,300	4,900	1,400	5,100	6,500	33%
Irasville Commercial Limited Business	1,500	13,900	15,400	1,800	18,000	19,800	29%
Village Business	1,200	4,400	5,600	1,400	5,200	6,700	20%
Village Residential	3,200	3,000	6,200	3,800	3,600	7,400	19%
<b>Total</b>	<b>9,900</b>	<b>25,600</b>	<b>35,500</b>	<b>12,600</b>	<b>31,900</b>	<b>44,600</b>	<b>26%</b>

# Soil Conditions for Septic Systems

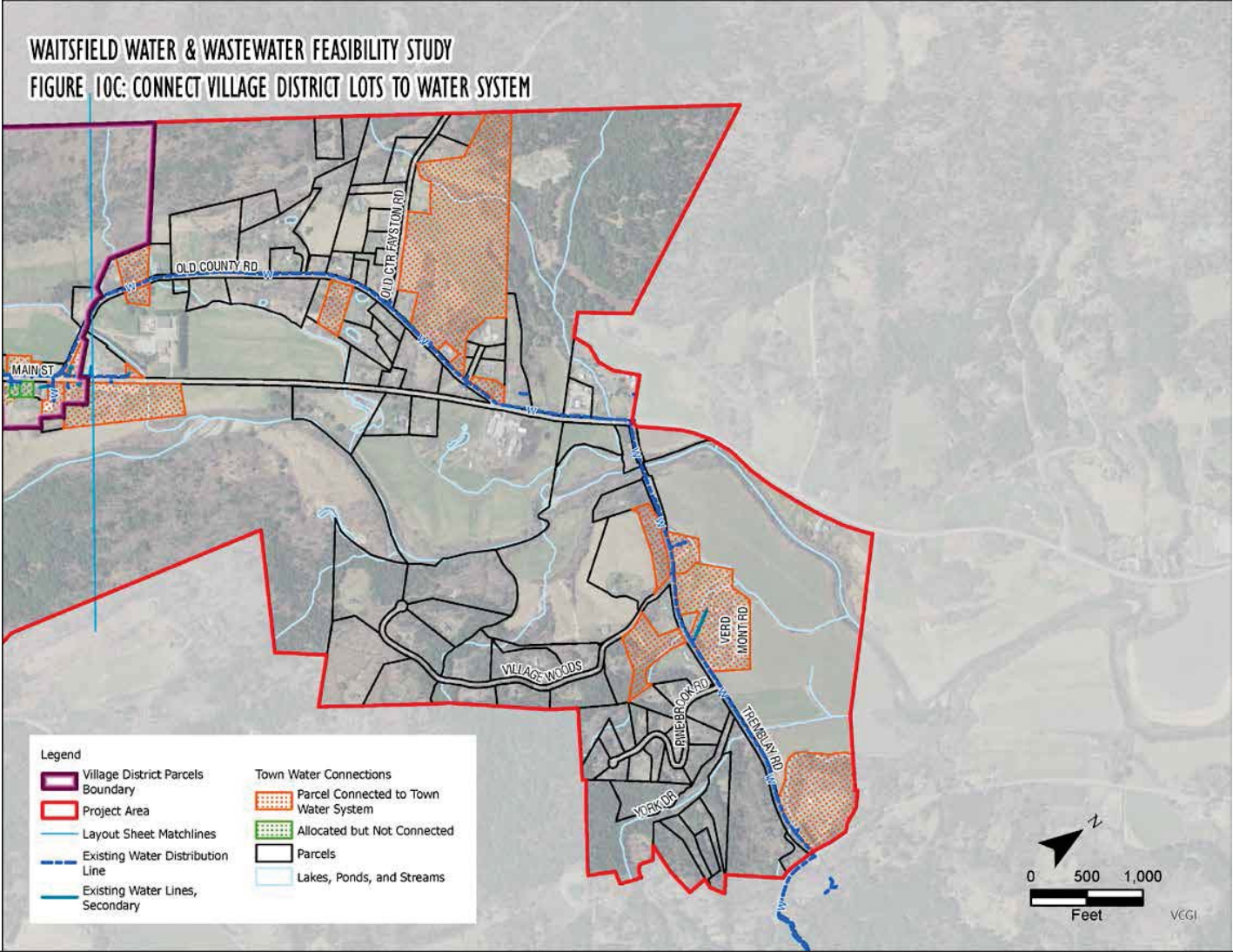


# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
FIGURE 10B: CONNECT VILLAGE DISTRICT LOTS TO WATER SYSTEM

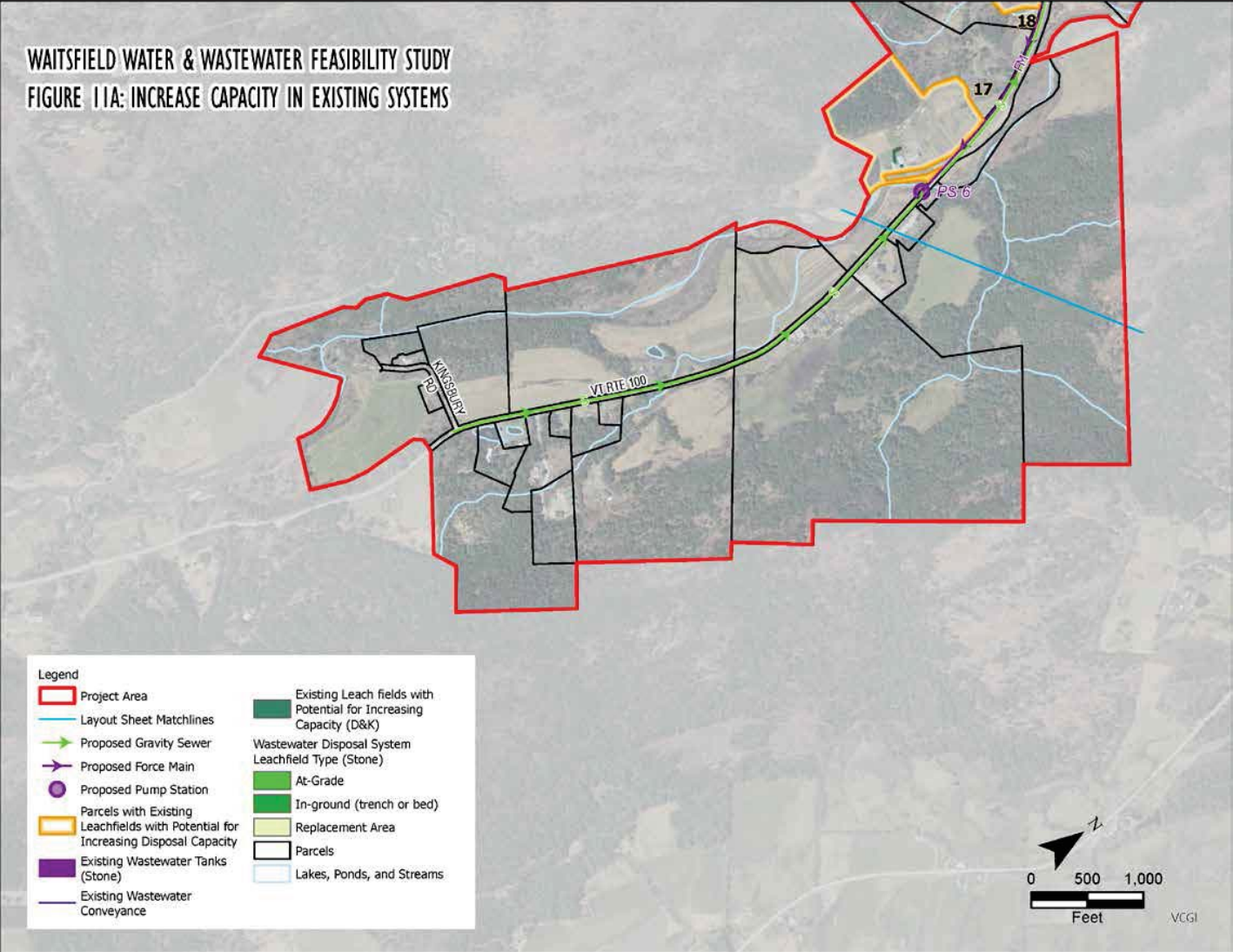


# Alternatives Evaluation



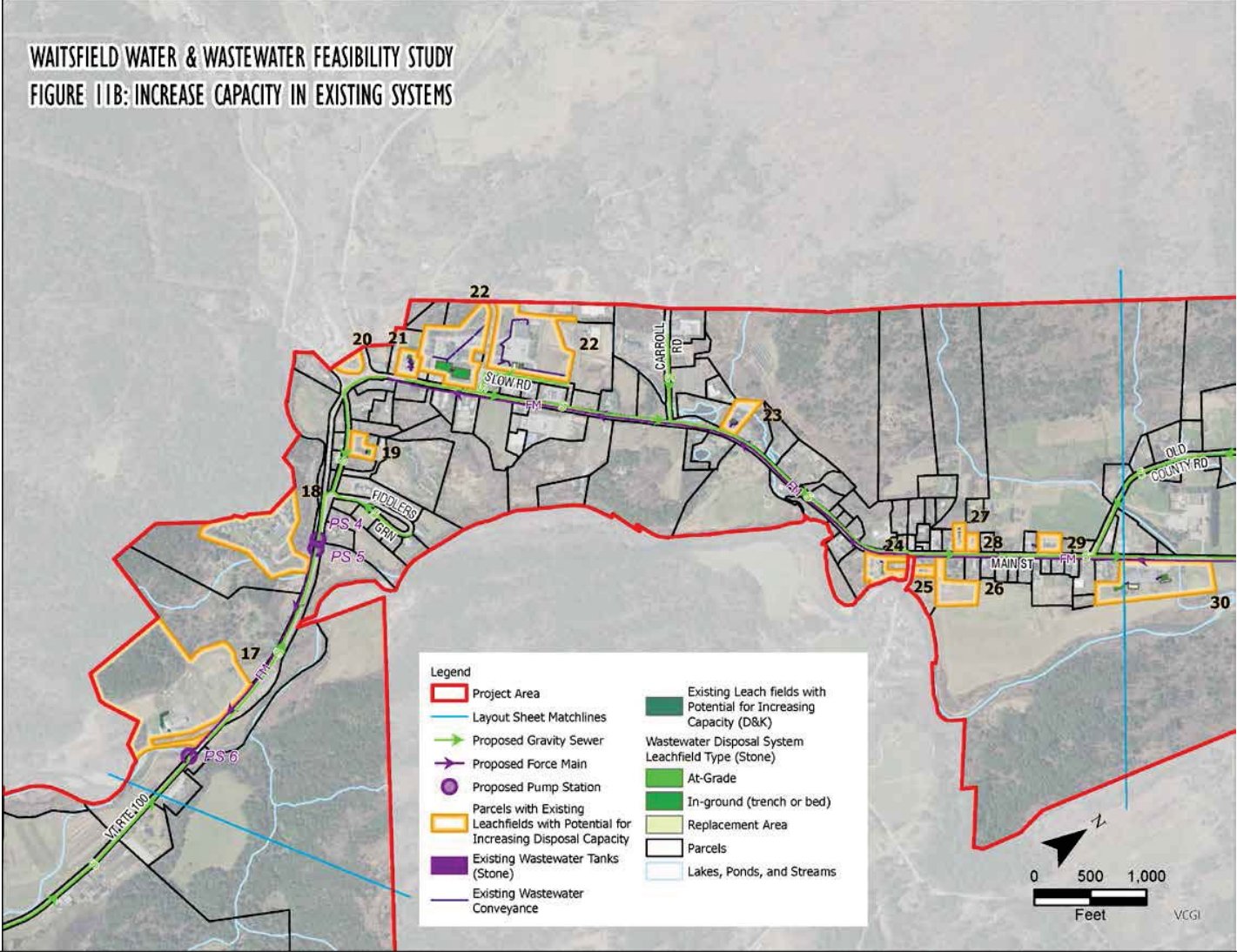
# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
 FIGURE 11A: INCREASE CAPACITY IN EXISTING SYSTEMS



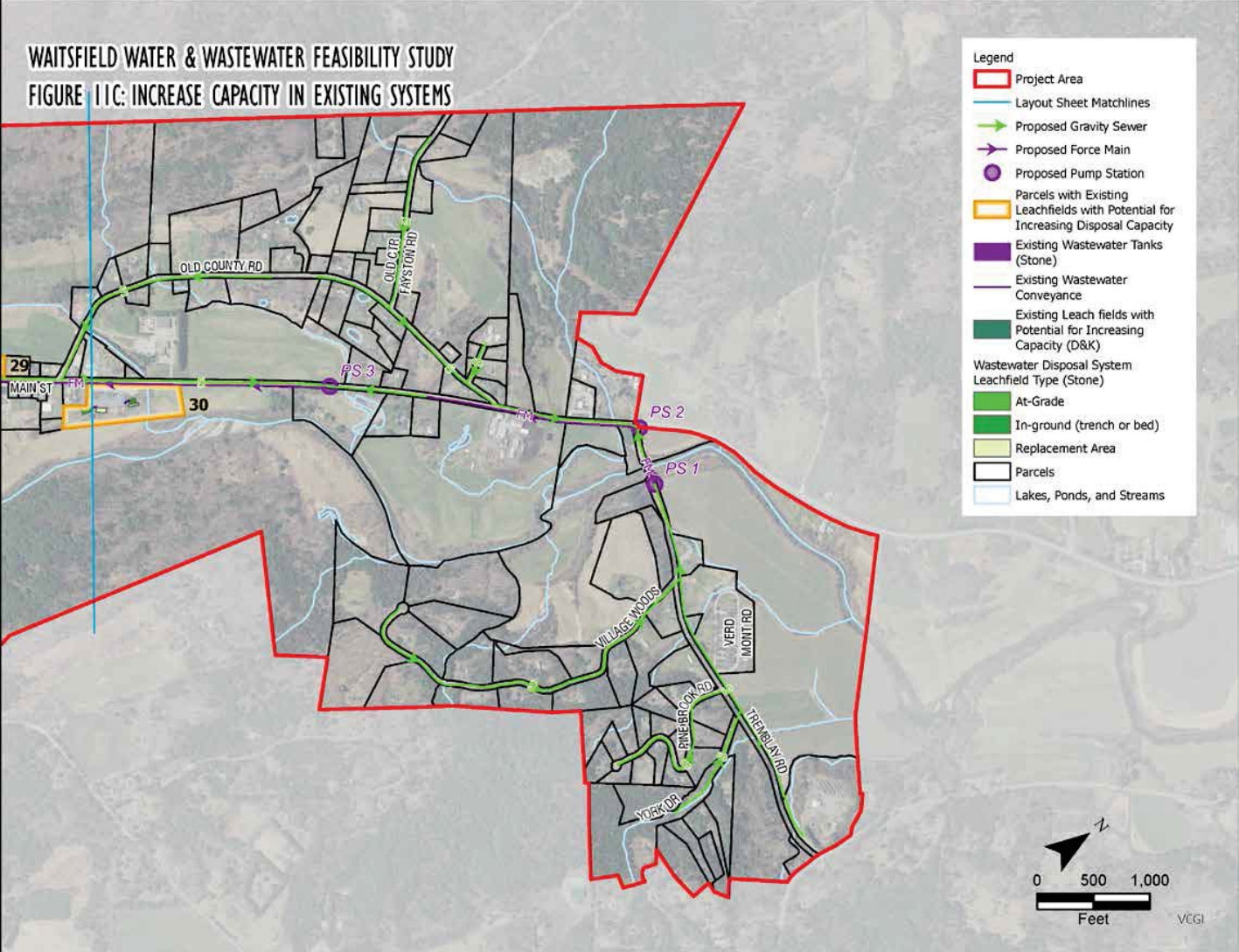
# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
 FIGURE 11B: INCREASE CAPACITY IN EXISTING SYSTEMS



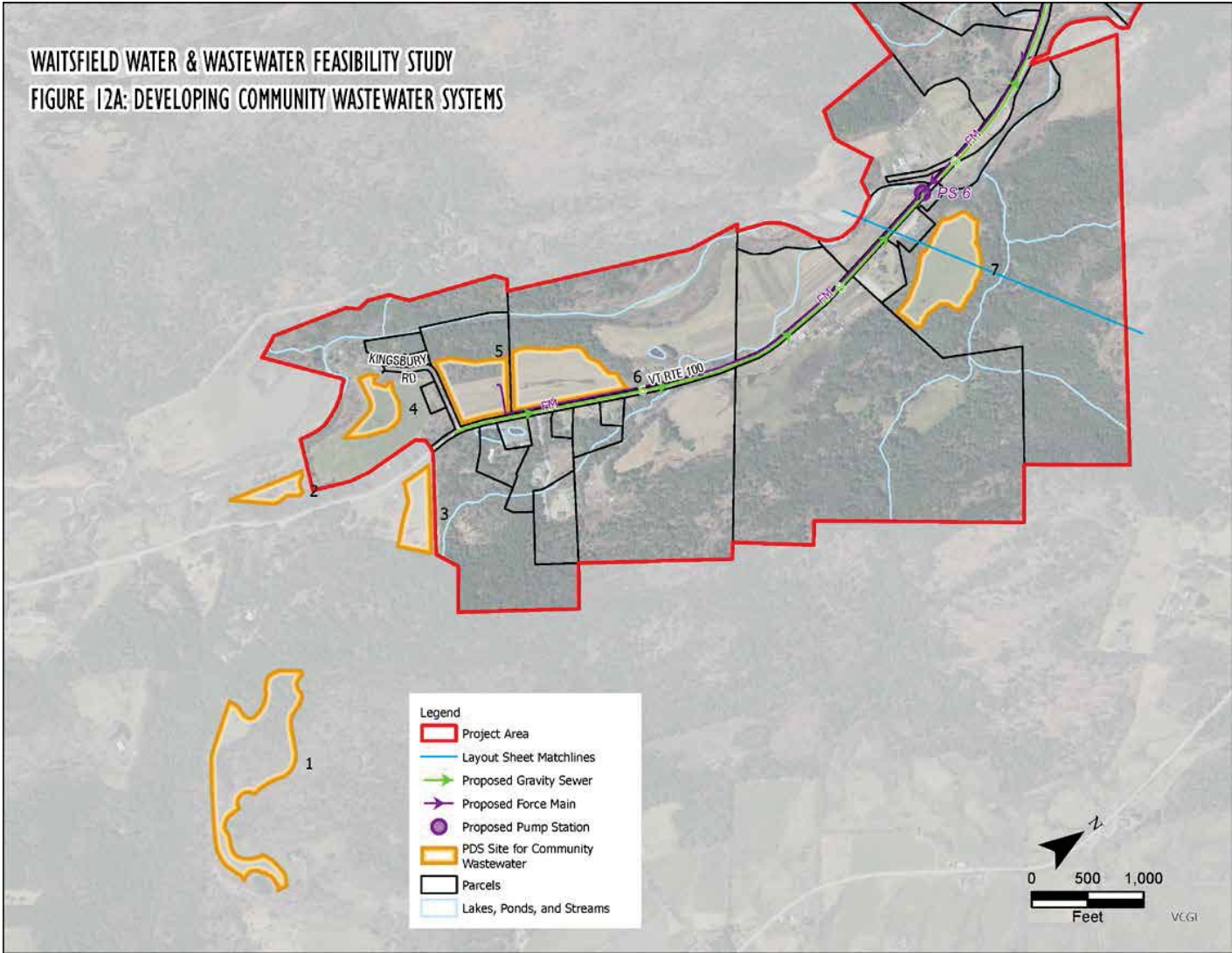


# Alternatives Evaluation



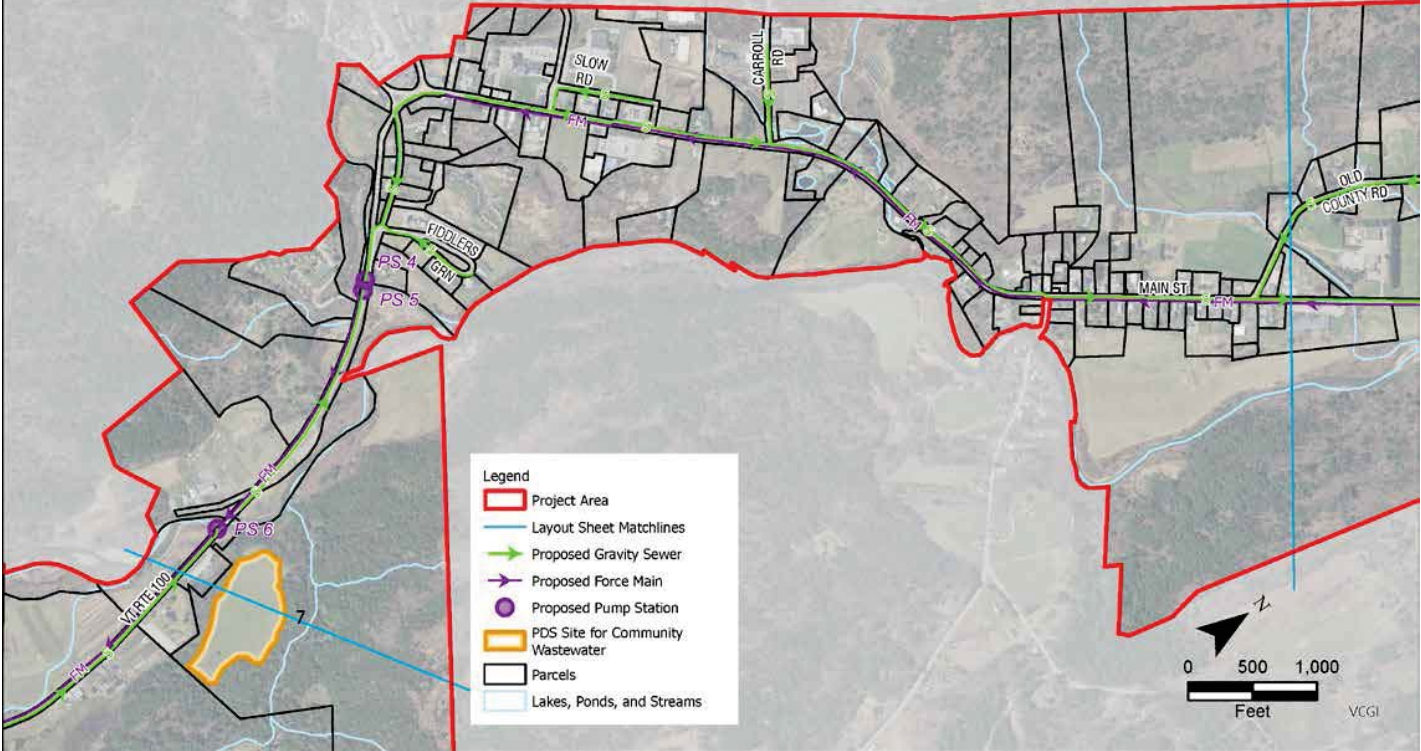
# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
FIGURE 12A: DEVELOPING COMMUNITY WASTEWATER SYSTEMS

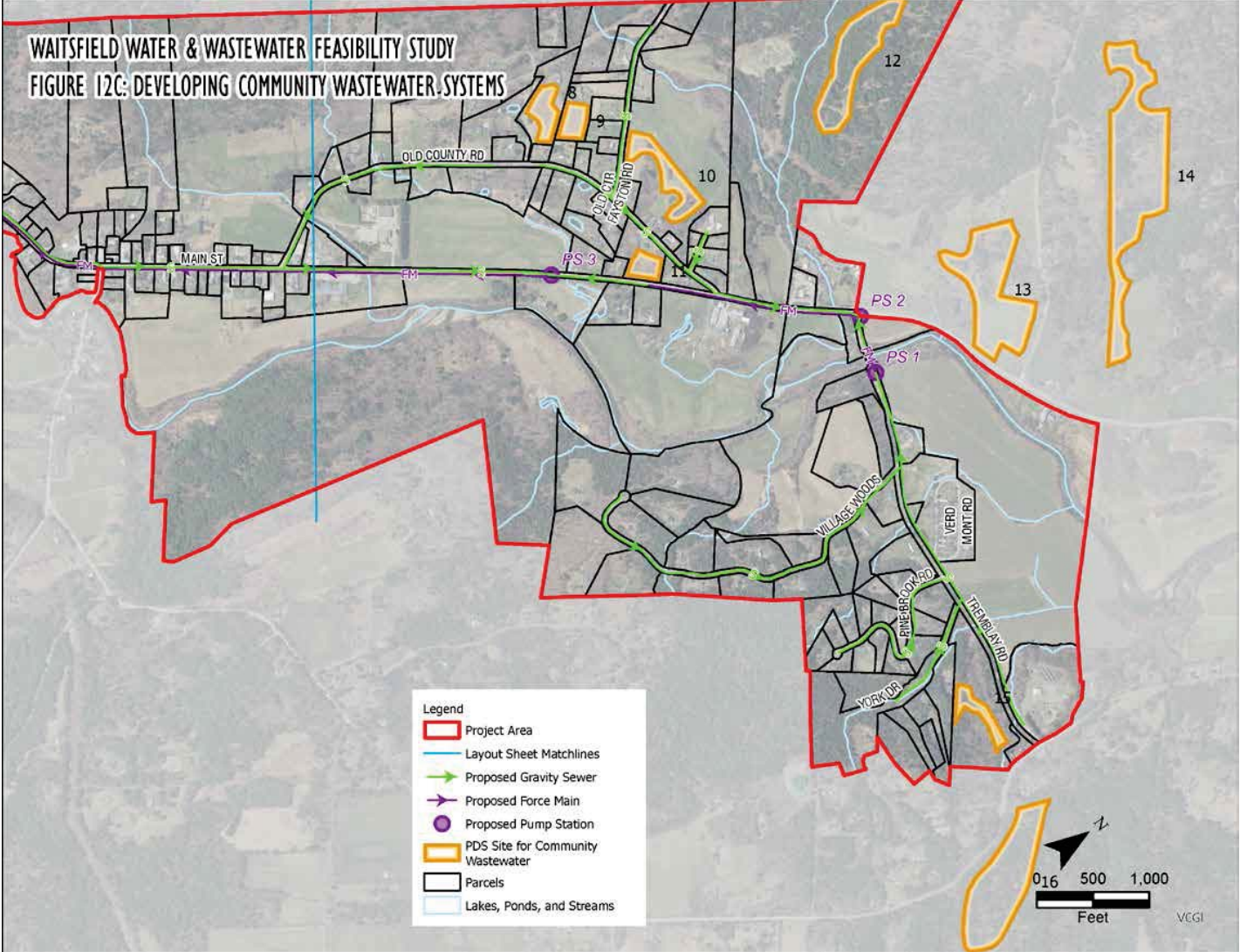


# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
FIGURE 12B: DEVELOPING COMMUNITY WASTEWATER SYSTEMS

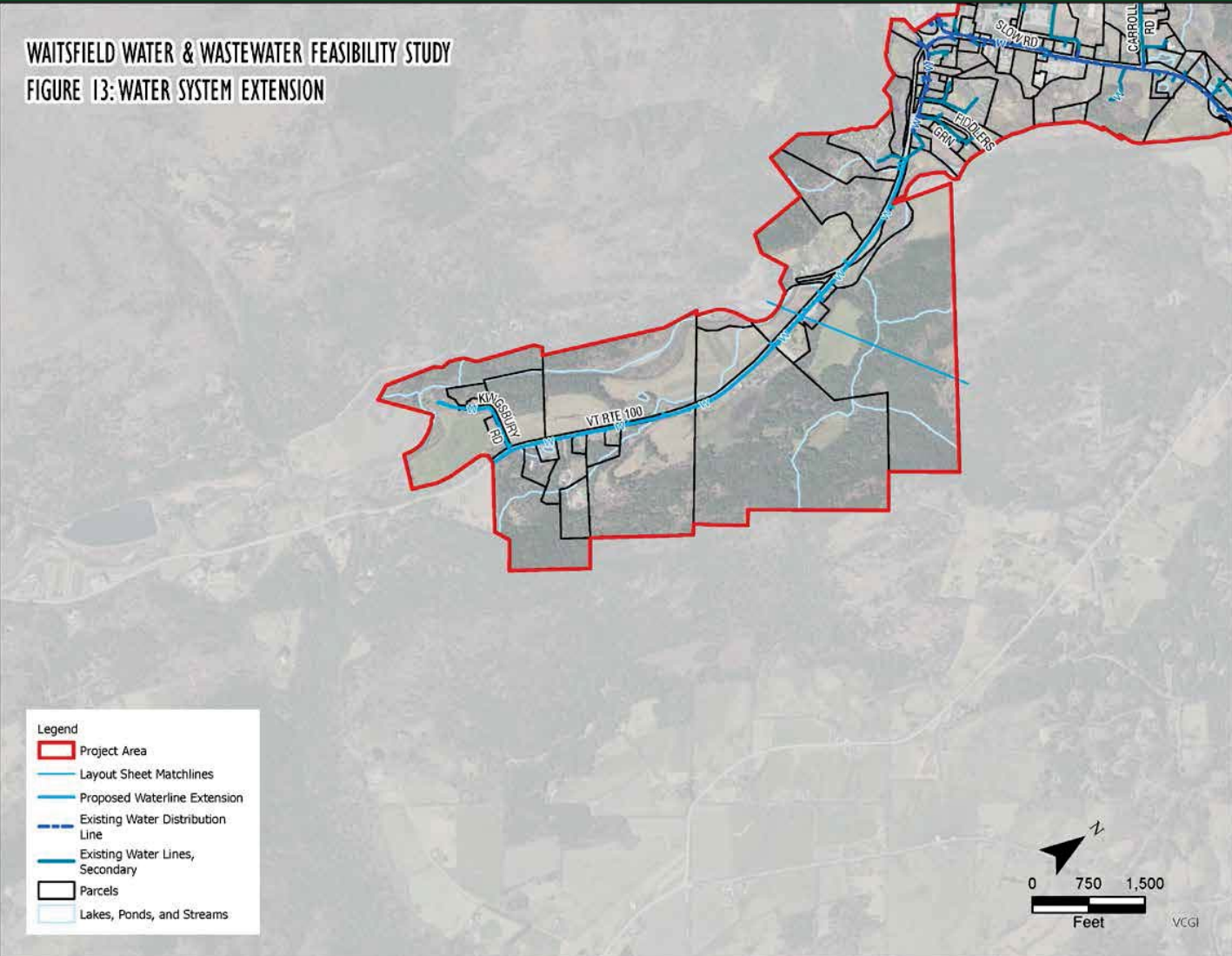


# Alternatives Evaluation



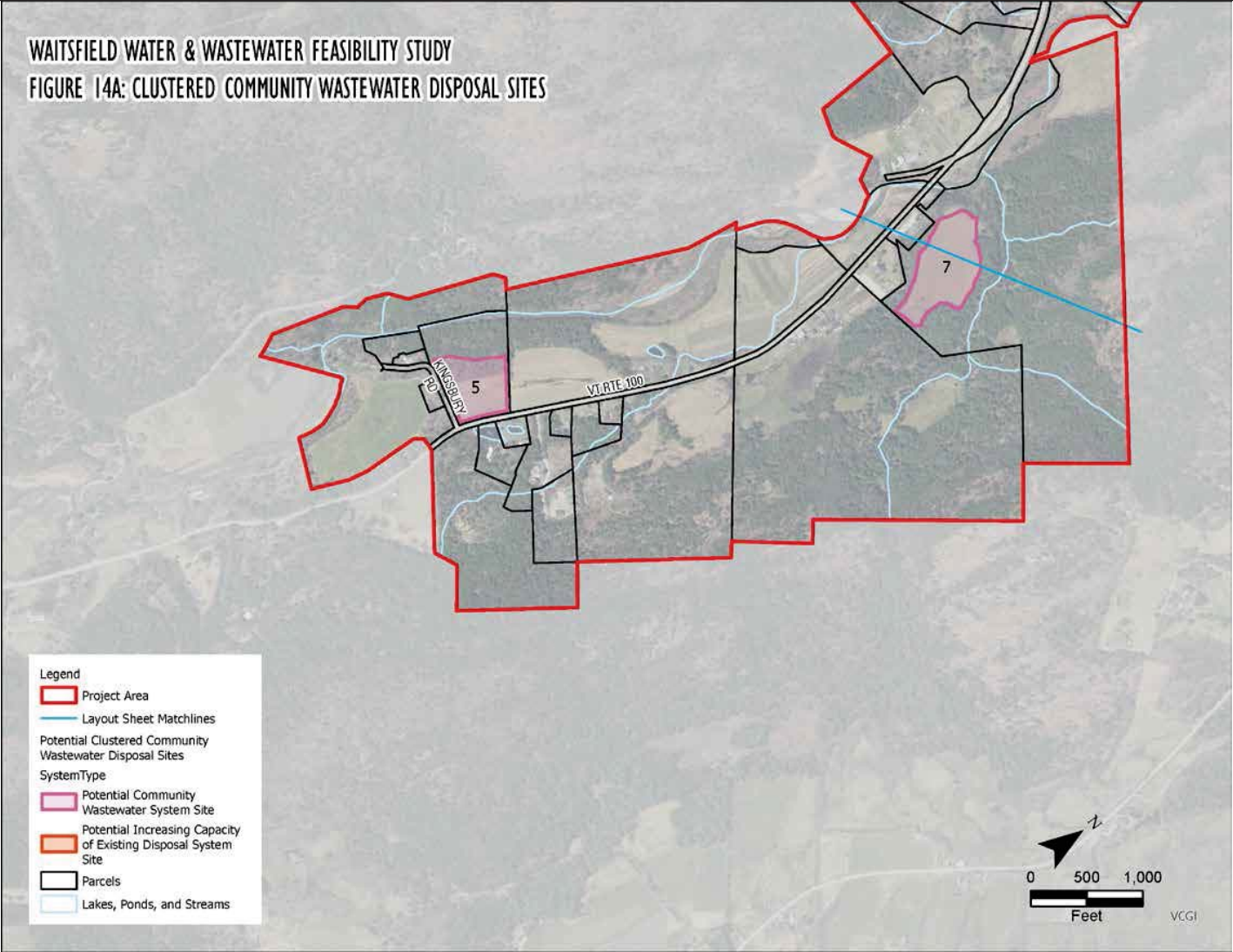
# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
FIGURE 13: WATER SYSTEM EXTENSION



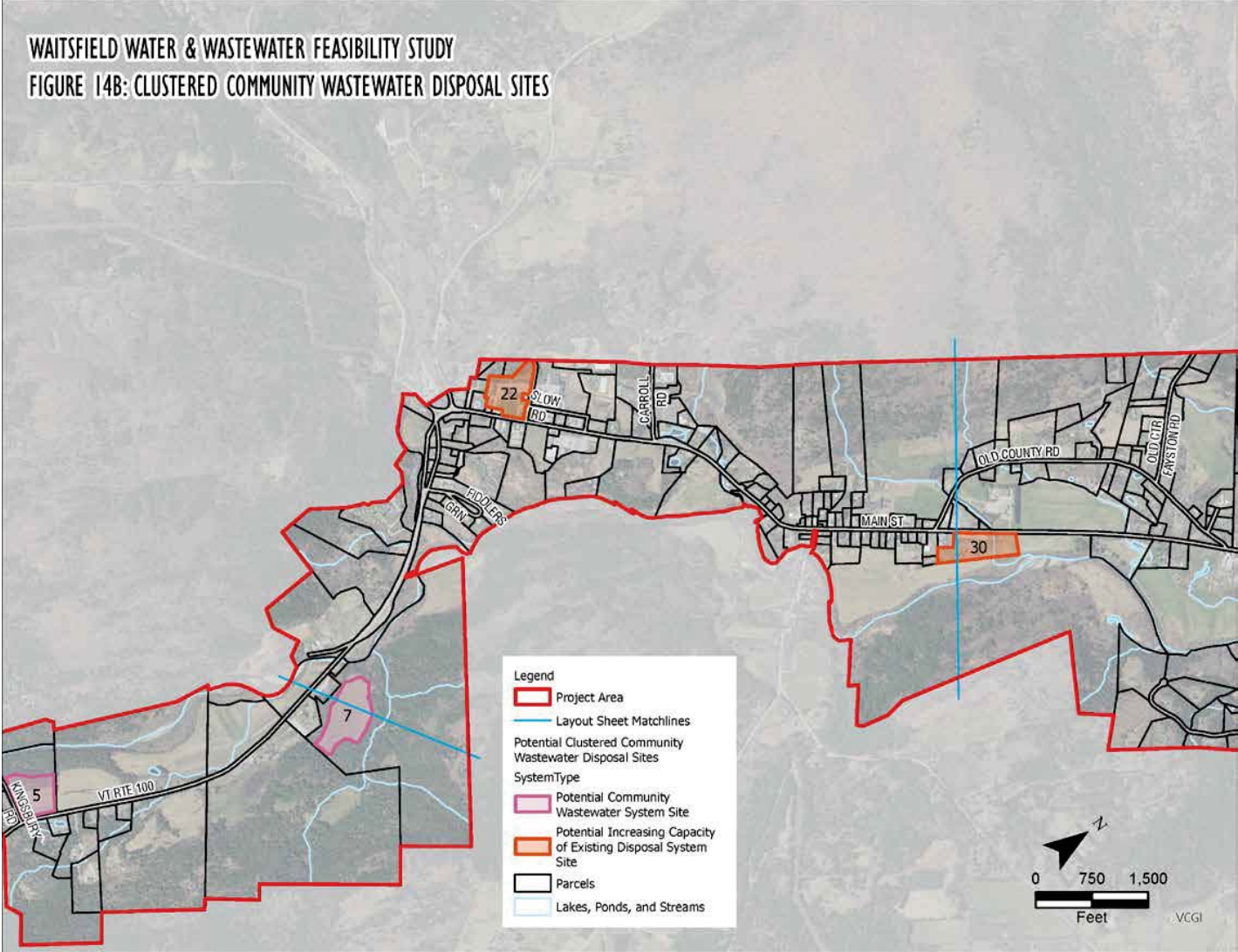
# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
FIGURE 14A: CLUSTERED COMMUNITY WASTEWATER DISPOSAL SITES



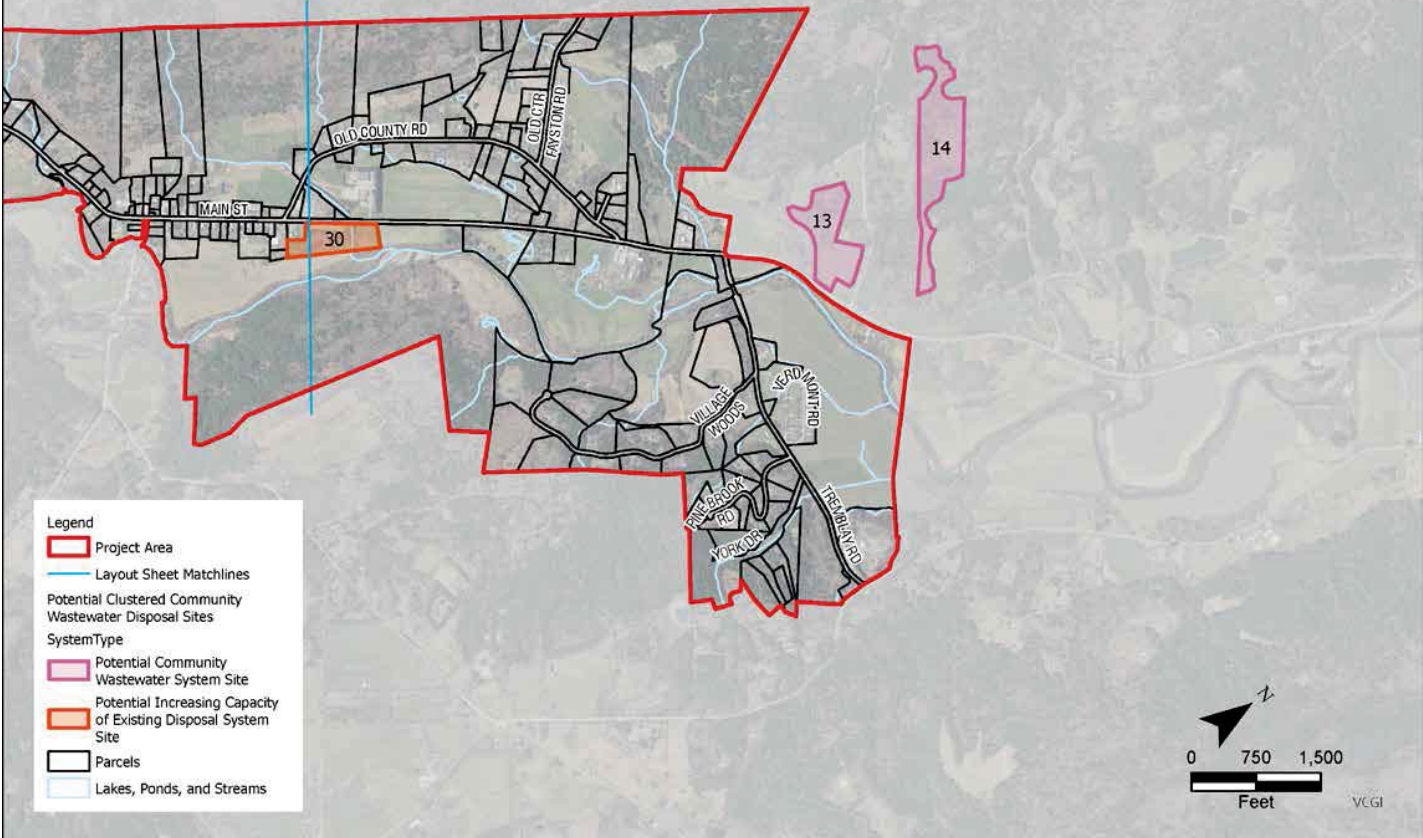
# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
FIGURE 14B: CLUSTERED COMMUNITY WASTEWATER DISPOSAL SITES



# Alternatives Evaluation

WAITSFIELD WATER & WASTEWATER FEASIBILITY STUDY  
FIGURE 14C: CLUSTERED COMMUNITY WASTEWATER DISPOSAL SITES





# Alternatives Evaluation

## Clustered Community Wastewater Disposal Capacity vs. Geographic Need

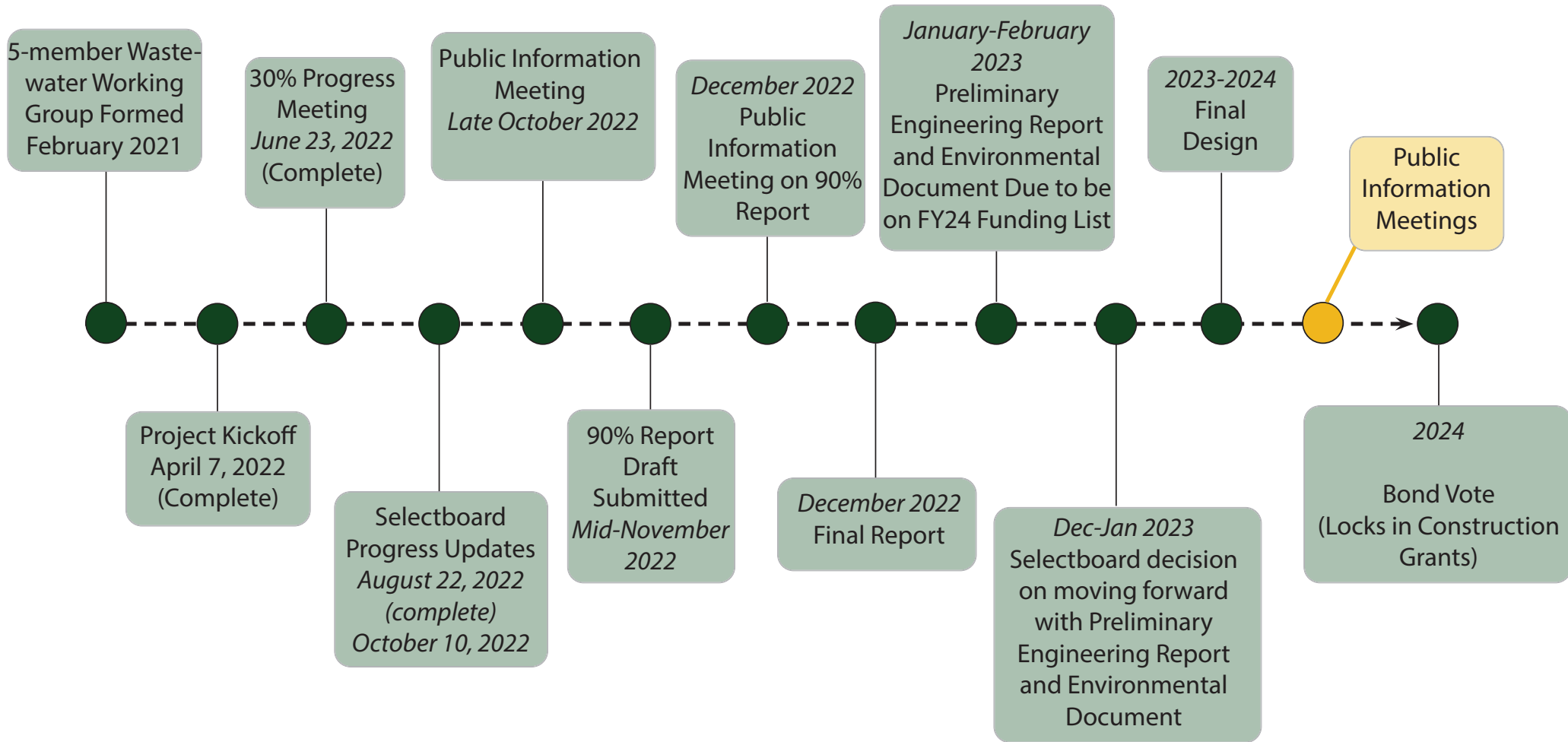
Geographic Portion of Study Area	Presumed Clustered Wastewater System to Serve the Area	Potential Capacity to Meet Total Existing and Future Wastewater Needs
Route 100 North	Spaulding or Grandfield Lot	Either lot may have the potential capacity (32,000 to 50,000 gpd) to meet the needs for Route 100 north (36,500 gpd) using septic tank treatment only, with minimal reserve capacity to support the villages as well
Waitsfield Village	Waitsfield School District	Insufficient capacity (10,450 gpd) to meet the village's current (34,100 gpd) or future needs without additional disposal capacity from existing systems being maintained in place and/or additional disposal capacity in another clustered disposal system
Irasville	Mad River Green	Insufficient capacity (18,720 gpd) to meet Irasville's current (58,400 gpd) or future needs without additional disposal capacity from existing systems being maintained in place and/or additional disposal capacity in another clustered disposal system
Route 100 South	Munn Site, Possibly Also Lee	With tertiary treatment, provides sufficient capacity (87,500 gpd) for the existing and future needs (25,500 gpd) with substantial reserve capacity to support Irasville as well

# Alternatives Evaluation

Placeholder:

Summary of Pros and Cons from Wastewater Committee Meeting

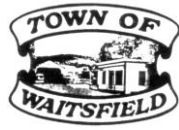
# Schedule



# Thank You!



## Questions?



## TOWN OF WAITSFIELD

### Memorandum

TO: The members of the Waitsfield Selectboard  
 FROM: Annie Decker-Dell'Isola, Town Administrator  
 DATE: September 29, 2022  
 RE: FY24 Budget – Goals and priorities.

---

The goals and priorities proposed are intended to start the budgeting discussion and are built upon the foundation from the FY24 budget. The items listed can be amended, deleted, or added to as required or desired.

- 1) Plan to address short- and long-term community needs including sustainable development, housing, and public health as supported by the Town Plan.
- 2) Be mindful of the tax rate impact of the FY24 budget and FY24-FY28 capital improvement program. To the extent practicable, keep any general municipal tax rate impact consistent with recent fiscal years and/or close to generally accepted rates of inflation.
- 3) Continue support for the longer-term goals of financial sustainability and resiliency. This includes lowering the Town's debt-to-expenditure ratio as prescribed in policy, avoiding new debt, and supporting the principles established in the unassigned fund balance policy.
- 4) Work to provide municipal services in a manner that is efficient, cost effective, responsive, and reliable. This includes looking for ways of investing in the personnel – employee or contracted – that can ensure a better level of service is provided, roads and parks.
- 5) Develop a short- and long-term plan to address the maintenance needs of Town owned buildings including the General Wait House, Town Garage, Town Office, and Fire Station.
- 6) Evaluate appropriate uses of the town's American Rescue Plan Act allocation and consider ways to leverage these funds for the greatest impacts that are also in line with the Waitsfield Town Plan.
- 7) Review available state, federal, and other grant funding to evaluate how best to support the needs of the Town and provide adequate staff capacity to apply for and administer available grants funds.

**TOWN OF WAITSFIELD, VERMONT**  
**Selectboard Meeting Minutes**  
**Monday, September 26, 2022**  
**Draft**

**I. Call to Order:** The meeting was called to order at 6:31 pm by Christine Sullivan. The meeting was held in person at the Waitsfield Town Offices and remotely via Zoom.  
 Members Present: Chach Curtis, Fred Messer, Brian Shupe, Christine Sullivan (Chair)  
 Staff Present: Annie Decker-Dell’Isola, Town Administrator  
 Others Present: Joe Aldsworth, Jared Cadwell (Fayston Selectboard), Jeff Campbell, Paul Cerutti, Sandy Gallup (Assistant Town Treasurer), Loreleh Harris, Paul Hartshorn (Asst Fire Chief), Anthony Italiano (MRVTV), Tripp Johnson (Fire Chief), Leo Laferriere (Conservation Commission), Bette Ann Libby, Curt Lindberg (Conservation Commission), Chuck Martel (Fayston Selectboard), Alice Peal (Planning Commission)

**II. Regular Business.**

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

No adjustments were made to the agenda.

**2. Public Forum.**

Nobody present requested to address the Board.

**3. Consider Treasurer’s recommendation for two certificates of deposit.**

Ms. Gallup provided information and answered questions regarding her recommendation to invest some town funds into two ‘flexible’ CDs at Northfield Savings Bank.

**MOTION:** *Mr. Curtis made a motion to authorize the Assistant Town Treasurer (Sandy Gallup) to purchase two Flex Certificate of Deposits, totaling \$1,555,000, with Northfield Savings Bank as proposed. The motion was seconded by Mr. Messer. All voted in favor.*

**4. Request from MRV Arts for 2023 “Banners on Bridge Street” program.**

Ms. Libby reported on a successful project in 2022 and requested that approval be given to set up a banner installation for 2023.

**MOTION:** *Mr. Curtis made a motion to approve the 2023 MRV Arts Banners on Bridge Street program, to run from June 2023 – October 9, 2023. The motion was seconded by Mr. Shupe. All voted in favor.*

**5. Consider zoning permit application fee waiver.**

Ms. Harris requested a waiver of the zoning permit fee of \$350 for installation of a tiny home on the Our Lady of the Snows property, where she will be serving as the Assistant Director of the Waitsfield Children’s Center. Board members expressed a preference for using ARPA funds to pay the fee rather than waiving the fee. The Board determined that this would be an appropriate use for ARPA allocation because it addresses both a housing need and a child care need.

48 **MOTION:** *Mr. Curtis made a motion to appropriate \$350 of Town's ARPA fund to cover the*  
49 *zoning application fee for Ms. Harris' tiny home. The motion was seconded by Mr. Shupe. All*  
50 *voted in favor.*

51

52 **6. Presentation from Capital West (WFFD communications).**

53 Mr. Aldsworth presented an update regarding replacing the 30-year-old communications system  
54 currently utilized by the Waitsfield Fayston Fire Department (and many other throughout central  
55 Vermont), outlining the preparatory work that has been completed, related costs, and the  
56 improvements/benefits that will result from the new system. It was explained that a reserve fund  
57 is being established to ensure availability of needed funds for anticipated upgrades/replacements  
58 in ten years, the amount to be contributed determined by the Grand List numbers of participating  
59 towns. Establishment of this fund is a requirement for any award being provided through a  
60 recently applied-for grant, for which the group is awaiting results. Mr. Aldsworth and Mr. Cerutti  
61 answered questions related to the system's functionality and related expenses.

62

63 **7. Consider ARPA Committee appointments.**

64 Ms. Decker-Dell'Isola indicated that Chris Badger and Joel Rhodes are interested in serving  
65 together as a member/alternate of the ARPA Committee, and Jon Jamieson has also indicated his  
66 interest. Appointing these people as members would bring the Committee to its full seven-  
67 member capacity.

68

69 **MOTION:** *Mr. Curtis made a motion to appoint Jon Jamieson and Chris Badger / Joel Rhodes*  
70 *(to a shared role to split their time as their schedules allow) on the Waitsfield ARPA Advisory*  
71 *Committee. The motion was seconded by Mr. Shupe. All voted in favor.*

72

73 **8. Determine goals for FY24 budget process**

74 Ms. Decker-Dell'Isola had provided a document outlining goals and priorities for review by the  
75 Board members, along with a preliminary timeline, noting major items that are newly included  
76 (Fire Station maintenance and repair, ARPA funds). There was agreement that broad goals, such  
77 as climate change, related migration, related energy considerations, and so forth, be kept in mind  
78 during the budget review process. It was additionally noted that these goals also relate to the  
79 work plan, as well as the Town Plan.

80

81 Board members and Ms. Decker-Dell'Isola expressed a desire to determine better presentation of  
82 the budget, in a more simplified and easier to read and understand format.

83

84 **9. Review Waitsfield Volunteer Waiver form.**

85 Ms. Decker-Dell'Isola provided a template waiver from VLCT to be used by those signing up for  
86 larger, physical projects. Mr. Messer requested that some thought be given to providing some  
87 insurance coverage for these volunteers; Ms. Decker-Dell'Isola will bring related information to  
88 the Board for further discussion.

89

90 **10. Wastewater and Water Feasibility Study public outreach plan update.**

91 Ms. Decker-Dell'Isola explained that the Dubois and King presentation of the 60% report had  
92 been postponed until the October 10 Board meeting; she was, however, able to provide an update  
93 on the public outreach plans, including a draft of a brochure created by AnnMarie Harmon.

94 Board members provided some feedback on the brochure. Ms. Peal confirmed that the 60%  
95 report that had been provided was the final version of that document.

96  
97 **11. Review draft Treasurer/Grant Administrator job description.**

98 An updated version of the job description had been provided to Board members for review,  
99 which included the original Treasurer position with all related statutory requirements and the  
100 additional grant administration duties, related to both completing applications and administration  
101 of funds received. It was agreed to remove the language related to requiring the Treasurer to  
102 post a bond and to include some language related to managing emergency funding requests and  
103 receipts, and then post the position. Ms. Decker-Dell'Isola will research the requirement for  
104 bond posting.

105  
106 **12. Update on General Wait House grant funding opportunities.**

107 Ms. Decker-Dell'Isola spoke regarding the site visit that she and Mr. Shupe held at the Wait  
108 House with representative of the Preservation Trust of Vermont (PTV); several grant  
109 opportunities are available through that organization. She noted that prior to any submission of a  
110 grant request, there should be a Building Conditions Analysis completed, for which PTV may  
111 provide \$500 of assistance. It was agreed to proceed with this step, and to include the barn in the  
112 analysis. It was also pointed out that the Cook report related to the building would provide  
113 useful baseline information.

114  
115 **13. Consent Agenda.**

116  
117 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*  
118 *unanimously.*

- 119  
120
  - Approval of the Minutes of September 12, 2022.
  - Bills Payable and Treasurer's Warrants.

121  
122  
123 **14. Selectboard Roundtable**

124 Mr. Messer reported that he had been involved in a situation where a serious dog bite needed to  
125 be treated.

126 Mr. Messer reported that he recently completed a rental unit inspection where deficiencies were  
127 found and that the landlord has not been cooperative. He indicated that he considered requesting  
128 that the Board issue a health order, but had decided to issue a letter to the landlord requesting  
129 action.

130 Mr. Messer spoke about the use of cellular communication through FirstNet as a potentially  
131 effective platform for emergency communications, at a cost that would be less than the service  
132 provided by Capital West. He indicated that he would contact a representative to provide related  
133 information to the Board at an upcoming meeting.

134 Mr. Messer updated the group regarding a situation where a certain dog is frequently found  
135 roaming, and requested that a hearing be scheduled with the owner to discuss rehoming the dog.

136 **15. Town Administrator's Updates**

137 Ms. Decker-Dell'Isola reported that she had learned that the VTrans Route 100/17 intersection



138 will be contracted out; the Town will be contacted once that is set up. Regarding the recent 1111  
139 application related to the proposed Recreation Hub crossings, she noted that VTrans had  
140 requested some further information, which is ready to be submitted. Other items Ms. Decker-  
141 Dell’Isola provided updates on were that the VOREC funding for the Recreation Hub is almost  
142 at the final grant agreement stage and that the details for the blinking crosswalk sign are still  
143 being finalized – that will likely be installed next summer.

144 There was some discussion regarding the next meeting’s being scheduled for Indigenous  
145 People’s Day – it was decided to meet that evening, pending confirmation that Dubois & King  
146 representatives will be able to attend and provide the 60% report review.

#### 147 **16. Executive Session**

148 MOTION: Mr. Shupe made a motion to enter Executive Session – Pursuant to 1 V.S.A. § 313 (a)  
149 (2) [Real Estate], inviting Mr. LaFerriere and Mr. Lindberg to participate. The motion was  
150 seconded by Mr. Curtis. All voted in favor.

151 The meeting entered Executive Session at 8:20 pm. and re-entered open session at 9:00 pm.  
152 There were no further actions taken.

#### 153 **III. Other Business**

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

#### 155 **IV. Adjourn**

156 The meeting adjourned at 9:00 pm.

157 Respectfully submitted,  
158 Carol Chamberlin, Recording Secretary