

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, October 24th, 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. FY23 Quarter 1 Budget Update and FY22 Audit Summary (10 +/- min.)
4. Steward MRV Update (10 +/- min.)
5. Mad River Path Flemer Field Kiosk update (10 +/- min.)
6. MRV Recreation Hub Multi-Use Path (Pedestrian Path) Update and next steps (20 +/- min.)
7. Planning Commission Bylaw Modernization Grant consultant recommendation (10 +/- min.)
8. Review constable job description and Enforcement Ordinance (15 +/- min.)
9. Town Administrator/Selectboard Work Plan check in (15 +/- min.)
10. Consent Agenda:
 - a. Consider Approving the Minutes of 10/10/22
 - b. Bills Payable and Treasurer's Warrants
 - c. Old Country Road Halloween road closure request (Cheryl Kingsbury)
 - d. Consider Wastewater & Water Committee appointment – AnnMarie Harmon
 - e. Water Commission appointment – Brian Shupe
 - f. WFFD Extractor site plan and permitting contract with Grenier
11. Selectboard roundtable. (10 +/- min.)
12. Town Administrator's updates. (5 +/- min.)
13. Executive Session – Pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate] and 1 V.S.A. § 313 (a) (3) [Personnel]

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 during the meeting.

ALL TIMES ARE APPROXIMATE

Waitsfield Town Offices • 4144 Main Street • Waitsfield, VT 05673
Chach Curtis * Jordan Gonda * Fred Messer * Brian Shupe * Christine Sullivan
Town Administrator: Annie Decker-Dell'Isola (802) 496-2218, x5 townadmin@gmavt.net

Waitsfield Town Administrator's Report

October 24, 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. FY23 Quarter 1 Budget Update and FY22 Audit Summary

Assistant Treasurer, Sandy Gallup, has provided a quarterly budget update summarizing the budget as of FY23 Quarter 1 (July 1 – September 30) which is enclosed. Sandy will also provide an update on the FY22 Audit and a summary is enclosed and the full audit report can be found [on the website here](#). Sandy will attend the meeting to answer any questions the Board might have.

Recommendation:

No action anticipated at this time.

Item II.4 Steward MRV Update

Eric Friedman and Tom Spencer with Steward MRV will provide an update on the 2022 season. A memo is enclosed.

Recommendation:

No action anticipated at this time.

Item II.5 Mad River Path Flemer Field Kiosk update

Ross Saxton presented a plan for signage with information related to walking path around Flemer Field including a dog waste station at the Selectboard meeting on April 26, 2022 (minutes enclosed). The Board was generally supportive of the sign at that time but requested that Ross return with a rendering of the final sign for final approval. A proposed path rendering along with proposed text is enclosed. A copy of the Flemer Field use form is also enclosed which shows the areas where different structures are or aren't allowed on the field. The path will need to get a zoning permit for the sign once a final design and location are approved by the Board.

Recommendation:

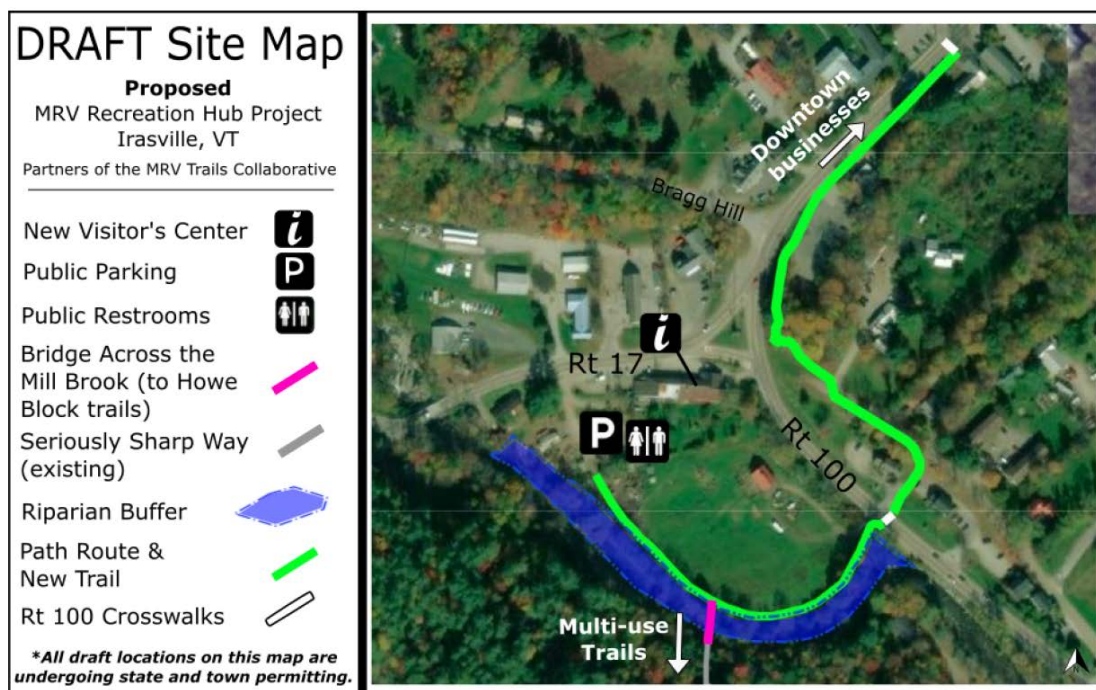
Consider a motion to approve the proposed sign design and location or identify additional information needed.

Item II.6 MRV Recreation Hub Multi-Use Path (Pedestrian Path) Update and next steps

On Wednesday, October 19th Annie and Ross met with Jon Kaplan who relayed that VTrans will approve the proposed southern crosswalk associated with the MRV Recreation Hub Multi-Use path only as what they consider a “trail crossing” and not as a marked crosswalk. The primary distinction is that a trail

crossing receives signage but does not receive pavement markings and does not require that vehicles yield upon approach. The determination is based on a concern about inadequate sight distance, especially for vehicles traveling from north to south.

The VOREC team is preparing final edits to the overall project Grant Agreement with Forest, Parks, and Recreation (FPR), the agency administering the VOREC grant. FPR has let the team know that if there are any changes to the project from what was approved when the original award was announced, this is the opportunity to address those amendments. The draft agreement currently includes a pedestrian connection component, intended to connect the recreation hub to Irasville, which was included in the original grant application. The draft maps show the route as has been discussed with the Selectboard for the past months, running from this proposed southern crosswalk location, up to Dugway, and north along the proposed section cut into the hill below Blue Stone and then along the highway right of way as it fronts Blue Stone and the Clayton's property, culminating in a crosswalk back toward Irasville from somewhere near Addison West.



The project would have to be completed by December 2024 to be in compliance with the terms of the grant. The Selectboard should consider if the Town is prepared to support the proposed multi-use trail at this location on this timeline and if not, provide clarity to the VOREC team. The project was originally intended to be relatively simple path including some quick build components however over the past year after conversations with VTrans, the Town, and impacted property owners, the path would need to be built to a much higher standard than originally intended including stormwater design and engineering. There is certainly an identified need for a pedestrian connection between Irasville and the areas around and south of the Route 100/17 intersection. The Selectboard should consider whether the best way to address this need is with the multi-use path as proposed or if a more robust planning, scoping, and

engineering effort should be completed and lead by the town. There is an opportunity to take the lessons learned from the work completed to date and focus on the upcoming Route 100/17 intersection work with VTrans (and their consultant) as an opportunity to develop a town led pedestrian connection project in this area. Staff recommends that the Selectboard consider this option as an alternative to the path location proposed by the VOREC team in the grant agreement. Mad River Path and the VOREC team can then determine how they would like to proceed. A draft motion has been provided by the Selectboard may proceed however they see fit.

Recommendation:

Consider a motion to pursue a pedestrian connection from Irasville to the south as part of the Route 100 / Route 17 scoping study with VTrans and put other efforts on hold until that time.

Item II.7 Planning Commission Bylaw Modernization Grant consultant recommendation

The Planning Commission Bylaw Modernization subcommittee completed their review of Statements of Qualification and held interviews last week for consultants to complete the Bylaw Modernization project as funded by the Agency of Commerce and Community Development. The Planning Commission recommends that the Town proceed with the SE Group (SOQ attached). If the Selectboard is supportive, the Bylaw Modernization subcommittee will meet with the SE Group next week to draft a contract to be brought back to the Selectboard for final review and approval at an upcoming meeting.

Recommendation:

Consider a motion to authorize the Planning Commission (Bylaw Modernization Subcommittee) to proceed with contract negotiations with the SE Group to complete the Bylaw Modernization project. A final contract will be brought back to the Selectboard for final review and approval.

Item II.8 Review constable job description and Enforcement Ordinance

An updated constable appointment process memo is enclosed. The next steps are to review the draft job description from VLCT and the Town's existing Enforcement Ordinance to identify if any edits or amendments are needed.

Recommendation:

Consider a motion to adopt the Constable Job Description with any amendments identified.

If amendments are identified to the Enforcement Ordinance, the process required as per statute will be brought to the next meeting.

Item II.9 Town Administrator/Selectboard Work Plan check in

This is the first quarterly work plan check in of FY23. The work plan as adopted at the August 8th meeting is enclosed for review. The Board and Annie should discuss progress made, other projects that have come up, and reevaluate any work plan goals as we approach budget season. A few projects that require discussion and clarification:

1. The plan and timeline for the Town Garage scoping study (line 7)
2. Determine how best to address the short-term General Wait House needs. With the day to day admin needs of the Town and balancing other long term projects, there is still quite a bit that needs to be done to address the short term needs of the building (line 8)

3. The East Warren culvert project will need to be put out to bid in November/December in order to line up contractors for early summer 2023 (the grant expires at the end of 2023). Updated easement documents still need to be mailed to property owners whose land abuts the project. The easement has been drafted and just needs to be mailed. This project was not identified as a priority for last quarter but will need to be bumped as a priority for the next quarter (line 16)
4. The Downtown Transportation Grant received in order to install two RRFBs at the WES crosswalk also needs to be bumped as a priority as the work should go out to bid this winter to be completed early spring/summer of 2023. There are still outstanding questions about required relocation of radar speed signs that need to be addressed (line 27)
5. FY24 Budget Preparation will need to be bumped to a priority in the next quarter (line 42)

The next work plan check in is scheduled for January 9th.

Recommendation:

Identify any amendments to be made to the work plan.

Item II.10. 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 10/10/22
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. Consider approving request to close Old County Road on Halloween
Cheryl Kingsbury has reached out to Annie to request that Old County Road be permitted to close on Halloween (Monday, October 31st) from 5pm to 7pm as has been permitted in years past. Annie forwarded the request to Josh, Road Foreman, who has no concerns
- d. Consider AnnMarie Harmon's appointment to the Wastewater & Water Feasibility Study Committee
AnnMarie Harmon has been assisting the Wastewater & Water Feasibility Study Committee on a number of public outreach items and the Chair has requested that we

formally appoint AnnMarie to the committee. AnnMarie is interested in serving in the role.

e. Consider Brian Shupe's appointment to the Waitsfield Water Commission

Robin Morris, Water Commission Chair, has recommended Brian Shupe's appointment to the Water Commission and Brian is interested in serving in the role. Brian has been connected to the water system since it was installed and would serve an important role as the only residential water system customer on the commission.

f. Consider request to execute contract with Greiner Engineering for WFFD Extractor permitting

Greiner Engineering has completed their site visit and initial scoping of the extractor project as originally approved not to exceed \$500. They are ready to proceed with follow up questions to the state and ultimately site planning and submittal of a permit application for the project. The project total for the next phase is \$1,500 (\$900 for Waitsfield's 60% and \$600 for Fayston's 40%). The money is available in the Fire Department Building & Equipment Reserves. Annie would sign the contract in her capacity as Town Administrator, so long as the scope is as outlined.

Item II.12. Town Administrator's Updates

Updates to be provided at the meeting.

III. OTHER BUSINESS

Item III.1. Correspondence/Documents/Reports received

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



**TOWN OF WAITSFIELD
MEMORANDUM**

TO: Waitsfield Selectboard
Annie Decker-Dell'Isola, Town Administrator

FROM: Sandra Gallup, Assistant Town Treasurer

DATE: October 10, 2022

SUBJECT: FY23 Budget Status Report Summary Report – September 30, 2022

I am enclosing a Budget Status Summary Report and Detail Budget Status Report for the General Fund and the Capital Fund 2. Together, these two funds make up the Town Budget that was approved in March of 2022. 27% of budgeted revenue has been received compared to 30% last year and 21% of expenditures have been paid compared to 20% last year. Please note that as of September 30th, we are 25% through the fiscal year.

Our revenue is coming in as expected in our first quarter. For the first tax installment (September 15th) 95% of taxes were paid on time. This compares to 96% at the same time in the past three fiscal years. In addition, over \$900,000 in property taxes were paid early on 2nd, 3rd and 4th tax installments. Zoning Revenue continues to be high.

Expenditures are also consistent with the budget but are \$75,000 higher than this time last year. This is because our budgeted expenditures are 15% higher than the previous year. And \$53,900 in operating funds were spent on a tandem purchase (as budgeted). Road Department salaries are at 27% (a bit high) which was expected with the salaries increases due to staff turnover in the spring.

Cash flow: The Selectboard approved purchasing a \$1,000,000 certificate of deposit which will mature in late May, due to high cash levels in the Town's checking account. Also, a \$555,000 certificate of deposit was purchased using reserve funds that are not anticipated to be spent in the next twelve months.

Loans: There are no new loans in FY23.

Grants: \$88,600 in American Rescue Plan Act funds were received this quarter. \$56,000 was spent on an East Warren Road culvert project (culvert reserve expense) but we expect to be reimbursed with State grant funds. The Water/Wastewater Feasibility Study spent \$67,727 in the first quarter. This \$78,000 project will receive funding from the ANR/Clean Water Act.

Capital Purchases: We purchased a tandem truck valued at \$218,969 using a combination of trade-in, operating and reserves funds. The Fire Department is refurbishing their van for \$40,000 with Fayston paying its 40% share. All were part of the capital budget plan.

Please let me know if you have questions or would like more information.

Town of Waitsfield- Budget Status Summary Report FY22

Period Ending September 30, 2022 (25% of the year)

	Actual -thru Sept FY2022	Budget 2023	Actual - thru Sept of Budget FY2023	Actual %	Education Taxes Received
General Fund Revenue					
Taxes	\$ 534,211.18	\$ 2,029,667.00	\$ 601,653.29	30%	\$ 1,777,826.03
Town Clerk Fees	\$ 9,127.80	\$ 35,000.00	\$ 10,599.45	30%	
Interest Income	\$ 63.11	\$ 2,500.00	\$ 950.07	38%	
Beverage Sale Permits	\$ 295.00	\$ 3,500.00	\$ 240.00	7%	
Zoning Income	\$ 4,324.30	\$ 8,500.00	\$ 3,326.80	39%	
Act 60 Support		\$ 10,500.00	\$ -	0%	
Penalty Budget Year	\$ 3,855.99	\$ 15,000.00	\$ 3,257.48	22%	
State Aid to Highways	\$ 20,038.82	\$ 90,000.00	\$ 18,530.80	21%	
Road Dept Grant Revenue	\$ 3,200.00		\$ -		
Road Dept Other Income	\$ 65.00	\$ 3,000.00	\$ 30.00	1%	
Insurance Claim/Audit Income	\$ 26,900.00	\$ -	\$ 524.00		
Fire Dept - Fayston		\$ 57,544.00	\$ -	0%	
Traffic Control Income	\$ 2,588.00	\$ 5,000.00	\$ 919.00	18%	
Dog Impoundment Fee		\$ 150.00	\$ -	0%	
PILOT Program		\$ 6,000.00	\$ -	0%	
Current Use Reimbursement		\$ 105,000.00	\$ -	0%	
Delinquent Tax Interest	\$ 5,024.27	\$ 16,500.00	\$ 3,836.83	23%	
Insurance Reimb Library/Wait H	\$ 2,285.00	\$ 5,200.00	\$ -	0%	
Water Operations Reimb		\$ 2,800.00	\$ -	0%	
Transfers from Other Funds					
Misc. Income	\$ 566.00	\$ -	\$ -		
Capital Fund 2 Revenue	\$ 15,980.73	\$ 43,035.00	\$ 9,170.97	21%	
Total General Fund Revenue	\$ 628,525.20	\$ 2,438,896.00	\$ 653,038.69	27%	
General Fund Expenditures					
Town Meeting/Elections		\$ 4,500.00	\$ 95.88	2%	
Legal & Auditing	\$ 14,250.30	\$ 33,700.00	\$ 3,724.47	11%	
Town Office Operations	\$ 25,642.52	\$ 95,310.00	\$ 16,474.98	17%	
Town Clerk & Treasurer	\$ 27,775.57	\$ 84,602.00	\$ 20,473.82	24%	
Selectboard	\$ 16,769.75	\$ 77,041.00	\$ 18,073.70	23%	
Planning & Zoning	\$ 13,284.40	\$ 64,494.00	\$ 14,387.70	22%	
Board of Listers	\$ 8,730.00	\$ 27,700.00	\$ 8,714.52	31%	
Collector of Deliq. Taxes	\$ 3,844.01	\$ 15,000.00	\$ 3,302.78	22%	
Conservation Commission		\$ 5,000.00	\$ -	0%	
Road Dept. Labor	\$ 41,701.80	\$ 181,926.00	\$ 45,377.25	25%	
Road Dept Equip Operations/Repairs	\$ 19,746.28	\$ 90,880.00	\$ 37,437.30	41%	
Road Dept Hired Equip & Labor	\$ 12,562.50	\$ 44,601.00	\$ -	0%	
Road Dept Materials	\$ 64,319.11	\$ 156,900.00	\$ 70,757.01	45%	
Road Dept. Misc.	\$ 2,284.18	\$ 35,774.00	\$ 12,998.03	36%	
Subtotal Road Dept.	\$ 140,613.87	\$ 510,081.00	\$ 166,569.59	33%	
Employee Benefits	\$ 37,064.06	\$ 173,473.00	\$ 40,885.23	24%	
Fire Department	\$ 16,596.09	\$ 147,549.00	\$ 29,955.81	20%	
Public Safety	\$ 12,918.50	\$ 67,490.00	\$ 16,092.20	24%	
Dues & Assessments	\$ 39,480.29	\$ 216,685.00	\$ 54,360.02	25%	
Special Appropriations	\$ 2,030.00	\$ 22,470.00	\$ 300.00	1%	
Transfer to Capital Fund 2		\$ -	\$ -		
Transfer to Other Funds	\$ -	\$ -	\$ -		
Miscellaneous	\$ 10,210.07	\$ 32,270.00	\$ 13,750.03	43%	
Contribution to Reserves	\$ -	\$ 488,000.00	\$ 10,000.00	2%	
Capital Fund 2 Expenditures	\$ 56,960.92	\$ 373,531.00	\$ 84,206.97	23%	
Education Taxes Paid to School/State	\$ -	\$ -	\$ -		\$ 1,116,059.05
Total General Fund Expenditures	\$ 426,170.35	\$ 2,438,896.00	\$ 501,367.70	21%	\$ 1,116,059.05
Revenue Less Expenditures GF & Capital FD		\$ -	\$ 151,670.99		\$ 661,766.98

Cash Balance - Checking	\$ 472,295.91
Cash - Certificate of Deposit	\$ 1,000,000.00

Account	Budget	Actual	% of Budget		
01-1010.01	CURRENT TAXES	2,029,667.00	2,343,561.87	115.47%	24.14% GF Operating
01-1010.02	CURRENT TAXES-SCHOOL	0.00	0.00	0.00%	
01-1015.01	DELIQ TAXES PREVIOUS YRS	0.00	35,878.46	100.00%	
01-1020.01	TAX OVERPAYMENTS	0.00	38.99	100.00%	
01-1030.01	PLANNING/ZONING GRANT	0.00	0.00	0.00%	
01-1210.01	TOWN CLERKS FEES	35,000.00	10,599.45	30.28%	
01-1220.01	INTEREST INCOME	2,500.00	950.07	38.00%	
01-1230.01	BEVERAGE SALE PERMITS	3,500.00	240.00	6.86%	
01-1320.01	ZONING INCOME	8,500.00	3,326.80	39.14%	
01-1510.01	ACT 60 ANNUAL SUPPORT	10,500.00	0.00	0.00%	
01-1610.01	PENALTY BUDGET YEAR	15,000.00	3,257.48	21.72%	
01-1700.01	PENALTY FEES/TICKETS ISSU	0.00	0.00	0.00%	
01-2010.01	STATE AID FOR HIGHWAYS	90,000.00	18,530.80	20.59%	
01-2030.01	ROAD DEPT GRANTS	0.00	0.00	0.00%	
01-2040.01	ROAD DEPT MISC.	3,000.00	30.00	1.00%	
01-2050.01	INSURANCE CLAIMS	0.00	0.00	0.00%	
01-2080.01	VTRANS GRANT	0.00	0.00	0.00%	
01-3010.01	INSURANCE AUDIT REFUND	0.00	524.00	100.00%	
01-4010.01	FIRE DEPT INCOME-FAYSTON	57,544.00	0.00	0.00%	
01-4030.01	MISC. FIRE DEPT INCOME	0.00	0.00	0.00%	
01-4040.01	INSURANCE CLAIMS-FIRE DPT	0.00	0.00	0.00%	
01-5010.01	TRAFFIC CONTROL INCOME	5,000.00	919.00	18.38%	
01-5040.01	POLICE MISC INCOME	0.00	0.00	0.00%	
01-8010.01	DOG IMPOUNDMENT FEES	150.00	0.00	0.00%	
01-8020.01	PILOT PROGRAM	6,000.00	0.00	0.00%	
01-8030.01	CURRENT USE REIMBURSEMENT	105,000.00	0.00	0.00%	
01-8040.01	DELIQ INTEREST	16,500.00	3,836.83	23.25%	
01-8042.01	INSURANCE PROCEEDS	0.00	0.00	0.00%	
01-8043.01	STATE REIMB COVID EXP	0.00	0.00	0.00%	
01-8045.01	LIBRARY INS REIMB	2,700.00	0.00	0.00%	
01-8046.01	Wait House Ins. Reimburse	2,500.00	0.00	0.00%	
01-8047.01	WATER OP. REIMBURSEMENT	2,800.00	0.00	0.00%	
01-8050.01	MISCELLANEOUS INCOME	0.00	0.00	0.00%	
01-8060.01	TAX ANTICIPATION NOTE	0.00	0.00	0.00%	
01-9010.01	REIMB. FROM RESERVES	0.00	0.00	0.00%	
01-9020.01	CLOSED RESERVE TRANSFER	0.00	0.00	0.00%	
Total Revenues		2,395,861.00	2,421,693.75	101.08%	

01-100 TOWN MEETING					
01-100-1000.20	ELECTIONS EXPENSE	3,000.00	95.88	3.20%	
01-100-1000.30	TOWN REPORT	1,500.00	0.00	0.00%	
Total TOWN MEETING		4,500.00	95.88	2.13%	

01-105 LEGAL & AUDITING					
01-105-1050.10	LEGAL	16,000.00	1,760.47	11.00%	
01-105-1050.15	AUDITING	17,700.00	1,964.00	11.10%	
Total LEGAL & AUDITING		33,700.00	3,724.47	11.05%	

Account	Budget	Actual	% of Budget
01-110 TOWN OFFICE OPERATIONS			
01-110-1100.10 INSURANCE & BONDS	17,000.00	5,935.25	34.91%
01-110-1100.15 OFFICE UTILITIES	5,000.00	271.40	5.43%
01-110-1100.20 TOWN OFFICE REPAIRS/MAINT	9,000.00	560.00	6.22%
01-110-1100.25 POSTAGE	5,250.00	1,206.72	22.99%
01-110-1100.30 SUPPLIES	7,000.00	1,713.88	24.48%
01-110-1100.35 COMPUTER SERVICES	7,450.00	1,200.00	16.11%
01-110-1100.40 TRAINING	750.00	237.25	31.63%
01-110-1100.45 CLEANING	10,000.00	2,160.00	21.60%
01-110-1100.50 EQUIP MAINT & CONTRACTS	14,000.00	1,100.13	7.86%
01-110-1100.55 TELEPHONE	5,110.00	1,248.05	24.42%
01-110-1100.60 OFFICE EQUIPMENT	3,750.00	183.10	4.88%
01-110-1100.65 PUBLIC NOTICE EXPENSE	4,000.00	659.20	16.48%
01-110-1100.70 SPECIAL SERVICES	7,000.00	0.00	0.00%
Total TOWN OFFICE OPERATIONS	95,310.00	16,474.98	17.29%
01-120 TOWN CLERK & TREASURER			
01-120-1200.10 CLERK/TREAS & ASSIST SALS	82,852.00	20,473.82	24.71%
01-120-1200.40 BORROWING INTEREST	250.00	0.00	0.00%
01-120-1200.60 BALLOT CLERKS	1,500.00	0.00	0.00%
Total TOWN CLERK & TREASURER	84,602.00	20,473.82	24.20%
01-130 SELECTBOARD			
01-130-1300.10 SELECTBOARD REIMB.	3,250.00	0.00	0.00%
01-130-1300.15 TOWN WEBSITE	750.00	0.00	0.00%
01-130-1300.20 TOWN ADMINISTRATOR	70,541.00	17,633.20	25.00%
01-130-1300.30 TRAINING	500.00	166.00	33.20%
01-130-1300.35 MILEAGE REIMB.	0.00	0.00	0.00%
01-130-1300.40 SB RECORDING SECRETARY	2,000.00	274.50	13.73%
01-130-1300.50 COMMUNICATIONS	0.00	0.00	0.00%
Total SELECTBOARD	77,041.00	18,073.70	23.46%
01-140 PLANNING & ZONING			
01-140-1400.10 MINUTE TAKER	825.00	472.50	57.27%
01-140-1400.20 SPECIAL PLANNING PROJECTS	6,000.00	0.00	0.00%
01-140-1400.30 TOWN PLAN	0.00	0.00	0.00%
01-140-1400.40 ZONING ADMIN/PLAN DIR SAL	55,669.00	13,915.20	25.00%
01-140-1400.50 TRAINING	500.00	0.00	0.00%
01-140-1400.60 COMPUTER EQUIPMENT/SRVC	1,250.00	0.00	0.00%
01-140-1400.70 MILEAGE REIMBURSEMENT	250.00	0.00	0.00%
Total PLANNING & ZONING	64,494.00	14,387.70	22.31%
01-150 BOARD OF LISTERS			
01-150-1500.10 ASSESSOR SERVICES	22,500.00	5,449.62	24.22%
01-150-1500.20 COMPUTER EQUIPMENT/SERVS	2,250.00	1,614.90	71.77%

GENERAL FUND

Account	Budget	Actual	% of Budget
01-150-1500.30 PROPERTY MAP MAINT.	1,750.00	1,650.00	94.29%
01-150-1500.50 TRAINING & MEETINGS	200.00	0.00	0.00%
01-150-1500.60 LISTERS OTHER PROF SRVS	1,000.00	0.00	0.00%
Total BOARD OF LISTERS	27,700.00	8,714.52	31.46%
01-160 COLLECTOR OF DELIQ. TAXES			
01-160-1600.10 COLLECTOR FEES	15,000.00	3,302.78	22.02%
Total COLLECTOR OF DELIQ. TAXES	15,000.00	3,302.78	22.02%
01-170 CONSERVATION COMM			
01-170-1700.10 CONS SPECIAL PROJECTS	5,000.00	0.00	0.00%
Total CONSERVATION COMM	5,000.00	0.00	0.00%
01-200 ROAD DEPARTMENT			
01-200-2000 ROAD DEPARTMENT LABOR			
01-200-2000.10 LABOR	161,712.00	43,920.00	27.16%
01-200-2000.15 OVERTIME	20,214.00	1,457.25	7.21%
Total ROAD DEPARTMENT LABOR	181,926.00	45,377.25	24.94%
01-200-2100 EQUIP. OPERATIONS/REPAIRS			
01-200-2100.10 ROAD DEPT INSURANCE	9,500.00	4,566.50	48.07%
01-200-2100.15 GAS, OIL, GREASE/FILTERS	7,500.00	2,174.73	29.00%
01-200-2100.20 DIESEL	25,000.00	13,342.84	53.37%
01-200-2100.25 2020 INT'L DUMP TRUCK	1,500.00	266.20	17.75%
01-200-2100.27 2021 INT'L DUMP TRUCK	1,500.00	162.00	10.80%
01-200-2100.30 2021 PICK UP-CHEV	1,500.00	0.00	0.00%
01-200-2100.34 2010 LOW PRO TRUCK	0.00	0.00	0.00%
01-200-2100.35 1997 INT'L DUMP TRUCK	0.00	0.00	0.00%
01-200-2100.38 2009 J. DEERE LOADER	1,500.00	2,095.34	139.69%
01-200-2100.39 2015/2021 TANDEM	5,000.00	5,432.74	108.65%
01-200-2100.40 FORD CHLORIDE TRUCK	1,500.00	0.00	0.00%
01-200-2100.44 2021 GRADER	500.00	137.00	27.40%
01-200-2100.45 1998 GALION GRADER	0.00	0.00	0.00%
01-200-2100.46 2008/2021 CAT BACKHOE	500.00	0.00	0.00%
01-200-2100.48 2018 HV TRUCK	2,500.00	212.74	8.51%
01-200-2100.49 ROADSIDE MOWER	3,000.00	4,364.98	145.50%
01-200-2100.51 STEEL POLE SAW/CHAINSAW	300.00	102.15	34.05%
01-200-2100.52 GARAGE REPAIRS	2,500.00	29.75	1.19%
01-200-2100.53 GARAGE TRASH REMOVAL	1,700.00	474.00	27.88%
01-200-2100.54 GARAGE UNIFORMS	4,500.00	1,560.24	34.67%
01-200-2100.55 GARAGE HEAT	4,000.00	305.57	7.64%
01-200-2100.56 GARAGE TELEPHONE	2,600.00	636.15	24.47%
01-200-2100.57 GARAGE ELECTRICITY	1,900.00	0.00	0.00%
01-200-2100.58 GARAGE SUPPLIES/HARDWARE	3,000.00	1,003.85	33.46%
01-200-2100.59 GARAGE MISC. OTHER	1,200.00	106.39	8.87%
01-200-2100.60 CHIPPER/RAKE	650.00	64.63	9.94%

GENERAL FUND

Account	Budget	Actual	% of Budget
01-200-2100.62 GARAGE ALARM SYSTEM	900.00	252.00	28.00%
01-200-2100.63 WATER SERVICE	630.00	147.50	23.41%
01-200-2100.65 PLOW BLADES & SHOES	6,000.00	0.00	0.00%
Total EQUIP. OPERATIONS/REPAIRS	90,880.00	37,437.30	41.19%
01-200-2200 ROAD/HIRED EQUIP. & LABOR			
01-200-2200.20 SIDEWALK MOWING	0.00	0.00	0.00%
01-200-2200.30 SIDEWALK PLOWING	29,651.00	0.00	0.00%
01-200-2200.45 PERSONNEL MILEAGE	0.00	0.00	0.00%
01-200-2200.50 OTHER EQUIPMENT RENTAL	300.00	0.00	0.00%
01-200-2200.55 CONTRACTED PLOWING	2,500.00	0.00	0.00%
01-200-2200.60 GRADING	150.00	0.00	0.00%
01-200-2200.70 RD DEPT CONTRACTED SVCS	12,000.00	0.00	0.00%
Total ROAD/HIRED EQUIP. & LABOR	44,601.00	0.00	0.00%
01-200-2300 ROAD DEPARTMENT MATERIALS			
01-200-2300.10 SALT	50,000.00	0.00	0.00%
01-200-2300.15 SAND	56,000.00	45,447.12	81.16%
01-200-2300.20 CHLORIDE	16,000.00	9,616.08	60.10%
01-200-2300.30 CRUSHED GRAVEL	0.00	0.00	0.00%
01-200-2300.35 STONE	8,000.00	5,058.90	63.24%
01-200-2300.40 CULVERTS	10,000.00	10,230.03	102.30%
01-200-2300.41 GUARDRAILS	1,500.00	0.00	0.00%
01-200-2300.45 TOOLS	6,400.00	0.00	0.00%
01-200-2300.50 SIGNS	2,000.00	404.88	20.24%
01-200-2300.55 FABRIC	1,000.00	0.00	0.00%
01-200-2300.60 COLD PATCH, HAY & SEED	5,000.00	0.00	0.00%
01-200-2300.65 WASTE BLOCKS	1,000.00	0.00	0.00%
Total ROAD DEPARTMENT MATERIALS	156,900.00	70,757.01	45.10%
01-200-2400 ROAD DEPT. MISCELLANEOUS			
01-200-2400.10 FAYSTON WINTER AGREEMENT	11,174.00	11,174.00	100.00%
01-200-2400.20 SIDEWALK MAINT/REPAIRS	2,500.00	0.00	0.00%
01-200-2400.30 TREE CUTTING	1,000.00	0.00	0.00%
01-200-2400.50 BRIDGE REPAIRS	3,700.00	96.25	2.60%
01-200-2400.55 GRAVEL PIT MGT	1,000.00	0.00	0.00%
01-200-2400.61 PAVEMENT SEALING	4,350.00	0.00	0.00%
01-200-2400.65 CULVERT & ROAD INVENTORY	0.00	0.00	0.00%
01-200-2400.66 LINE PAINTING EXP	4,000.00	375.00	9.38%
01-200-2400.67 NORTH ROAD CULVERT	0.00	0.00	0.00%
01-200-2400.70 STREET LIGHTS	5,000.00	1,352.78	27.06%
01-200-2400.75 BRIDGE LIGHTS	800.00	0.00	0.00%
01-200-2400.80 RADIOS & PAGERS	500.00	0.00	0.00%
01-200-2400.90 ROAD DEPT TRAINING	250.00	0.00	0.00%
01-200-2400.91 MRGP/STATE ROADS PERMIT	1,500.00	0.00	0.00%
Total ROAD DEPT. MISCELLANEOUS	35,774.00	12,998.03	36.33%

Account Actual
Budget Actual % of Budget

Total ROAD DEPARTMENT **510,081.00 166,569.59 32.66%**

01-300 EMPLOYEE BENEFITS

01-300-3000.10 FICA/MEDI	29,712.00	7,573.32	25.49%
01-300-3000.15 MEDICARE	0.00	0.00	0.00%
01-300-3000.20 RETIREMENT	26,216.00	6,239.21	23.80%
01-300-3000.30 UNEMPLOYMENT	750.00	298.00	39.73%
01-300-3000.40 WORKERS COMPENSATION	14,000.00	6,165.50	44.04%
01-300-3000.50 HEALTH INSURANCE	92,083.00	19,916.58	21.63%
01-300-3000.55 DENTAL INSURANCE	6,474.00	0.00	0.00%
01-300-3000.70 LIFE AND DISABILITY INS	3,588.00	508.53	14.17%
01-300-3000.80 VISION PLAN	650.00	184.09	28.32%

Total EMPLOYEE BENEFITS **173,473.00 40,885.23 23.57%**

01-400 FIRE DEPARTMENT

01-400-4000.10 F.D. GAS, OIL, GREASE	3,500.00	1,132.57	32.36%
01-400-4000.15 F.D. INSURANCE	9,000.00	5,285.00	58.72%
01-400-4000.20 F.D. TELEPH & DISPATCH	35,000.00	14,509.32	41.46%
01-400-4000.25 F.D. ELECTRICITY	2,500.00	0.00	0.00%
01-400-4000.30 F.D. HEAT	6,000.00	154.84	2.58%
01-400-4000.31 F.D. WATER	660.00	149.71	22.68%
01-400-4000.35 F.D. BLDG REPAIR/SUPPLIES	6,000.00	608.35	10.14%
01-400-4000.36 F.D. ALARM	425.00	0.00	0.00%
01-400-4000.40 F.D. TRUCK REPAIRS	14,000.00	767.34	5.48%
01-400-4000.45 F.D. EQUIPMENT REPAIRS	7,500.00	71.45	0.95%
01-400-4000.50 F.D. RADIO AND REPAIRS	5,000.00	0.00	0.00%
01-400-4000.55 F.D. BOTTLED GAS	400.00	0.00	0.00%
01-400-4000.60 F.D. TRAINING	9,000.00	1,306.27	14.51%
01-400-4000.65 F.D. HOSE & EQUIPMENT	6,180.00	1,770.84	28.65%
01-400-4000.68 F.D. GEAR	10,000.00	0.00	0.00%
01-400-4000.70 F.D. FIRE PREVENTION	600.00	413.65	68.94%
01-400-4000.75 F.D. MISCELLANEOUS	500.00	287.42	57.48%
01-400-4000.80 F.D. DUES	500.00	0.00	0.00%
01-400-4000.85 F.D. PHYSICAL EXAMS	1,500.00	0.00	0.00%
01-400-4000.90 F.D. LABOR	24,230.00	0.00	0.00%
01-400-4000.95 F.D. FICA/MEDI	1,854.00	0.00	0.00%
01-400-4000.97 F.D. LADDER/HOSE TESTING	3,200.00	3,499.05	109.35%

Total FIRE DEPARTMENT **147,549.00 29,955.81 20.30%**

01-500 PUBLIC SAFETY

01-500-5000.10 SHERIFF DEPT. BILLING	25,000.00	9,367.45	37.47%
01-500-5000.20 DOG WARDEN SALARY & FEES	750.00	0.00	0.00%
01-500-5000.30 DOG POUND FEES	150.00	40.00	26.67%
01-500-5000.35 EMERGENCY MANAGEMENT	1,200.00	165.00	13.75%
01-500-5000.39 FIRE WARDEN	250.00	0.00	0.00%
01-500-5000.40 CONSTABLE	8,000.00	0.00	0.00%
01-500-5000.42 FIRE HYDRANT MAINTENANCE	0.00	0.00	0.00%

GENERAL FUND

Account	Budget	Actual	% of Budget
01-500-5000.43 FIRE PROTECTION CONTRIBUB	27,640.00	6,490.00	23.48%
01-500-5000.45 GENERATOR EXPENSE	900.00	0.00	0.00%
01-500-5000.50 INSURANCE	2,100.00	0.00	0.00%
01-500-5000.60 MISCELLANEOUS	250.00	29.75	11.90%
01-500-5000.70 TRAINING	500.00	0.00	0.00%
01-500-5000.80 TOWN HEALTH OFFICER	750.00	0.00	0.00%
Total PUBLIC SAFETY	67,490.00	16,092.20	23.84%
01-600 DUES & ASSESSMENTS			
01-600-6000.10 CV REGIONAL PLANNING COMM	2,453.00	2,452.52	99.98%
01-600-6000.15 JOSLIN MEM. LIBRARY SUPPO	64,881.00	16,220.25	25.00%
01-600-6000.20 MR RESOURCE MGT ALLIANCE	12,394.00	3,227.00	26.04%
01-600-6000.25 MRV AMBULANCE	15,000.00	0.00	0.00%
01-600-6000.30 MRV PLANNING DISTRICT	45,137.00	11,329.25	25.10%
01-600-6000.33 MRV RECREATION DISTRICT	40,000.00	0.00	0.00%
01-600-6000.40 VT LEAGUE/CITIES & TOWNS	3,412.00	3,412.00	100.00%
01-600-6000.50 WASHINGTON COUNTY TAX	31,378.00	15,689.00	50.00%
01-600-6000.80 GREEN MTN TRANSIT	2,030.00	2,030.00	100.00%
Total DUES & ASSESSMENTS	216,685.00	54,360.02	25.09%
01-700 SPECIAL APPROPRIATIONS			
01-700-7000.05 CIRCLE	350.00	0.00	0.00%
01-700-7000.06 CV ADULT BASIC EDUCATION	600.00	0.00	0.00%
01-700-7000.10 CAPSTONE	150.00	0.00	0.00%
01-700-7000.12 DOWNSTREET HOUSING & CD	500.00	0.00	0.00%
01-700-7000.15 CV COUNCIL ON AGING	900.00	0.00	0.00%
01-700-7000.18 CV DART	0.00	0.00	0.00%
01-700-7000.20 CV ECONOMIC DEV. CORP.	450.00	0.00	0.00%
01-700-7000.25 CV HOME HEALTH & HOSPIC	4,500.00	0.00	0.00%
01-700-7000.26 FAMILY CTR OF WASH. CO.	500.00	0.00	0.00%
01-700-7000.27 GOOD BEGINNINGS OF CV	300.00	0.00	0.00%
01-700-7000.35 GREEN UP VERMONT	100.00	0.00	0.00%
01-700-7000.40 MRV HEALTH CENTER	0.00	0.00	0.00%
01-700-7000.50 MAD RIVER VALLEY SENIORS	7,000.00	0.00	0.00%
01-700-7000.65 PEOPLES HEALTH & WELLNESS	500.00	0.00	0.00%
01-700-7000.70 RETIRED SENIOR VOL. PROG.	0.00	0.00	0.00%
01-700-7000.72 RURAL FIRE PROTECTION	100.00	0.00	0.00%
01-700-7000.73 MOSAIC	250.00	0.00	0.00%
01-700-7000.80 CTR INDEPENDENT LIVING	620.00	0.00	0.00%
01-700-7000.85 VT ASSOC FOR BLIND	250.00	0.00	0.00%
01-700-7000.86 VT FAMILY NETWORK	250.00	0.00	0.00%
01-700-7000.87 WINOOSKI NR CONSERV DIST	500.00	0.00	0.00%
01-700-7000.90 WASH COUNTY YOUTH SERVICE	750.00	0.00	0.00%
01-700-7000.91 HOME SHARE NOW	0.00	0.00	0.00%
01-700-7000.92 EVERYBODY WINS	500.00	0.00	0.00%
01-700-7000.93 WASH CTY MENTAL HEALTH	1,600.00	0.00	0.00%
01-700-7000.94 COMMUNITY HARVEST	300.00	300.00	100.00%
01-700-7000.95 REKOVERIE ALLIANCE	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-700-7000.96 PREVENT CHILD ABUSE VT	500.00	0.00	0.00%
01-700-7000.97 GOOD SAMARITAN	1,000.00	0.00	0.00%
Total SPECIAL APPROPRIATIONS	22,470.00	300.00	1.34%
01-800 MISCELLANEOUS			
01-800-8000.10 XFR TO CAPITAL FUND 2	0.00	0.00	0.00%
01-800-8000.12 TRANSFER OUT	0.00	0.00	0.00%
01-800-8000.15 TOWN POND MAINT	0.00	0.00	0.00%
01-800-8000.40 MAINTENANCE OF PARKS	15,000.00	5,557.50	37.05%
01-800-8000.41 TRAIL MAINTENANCE	2,500.00	2,500.00	100.00%
01-800-8000.43 SOLAR ARRAY MAINTENANCE	1,500.00	657.53	43.84%
01-800-8000.44 STEWARD MRV	5,000.00	5,000.00	100.00%
01-800-8000.45 GENERATOR EXPENSE	0.00	0.00	0.00%
01-800-8000.51 MEMBERSHIPS & DUES	100.00	35.00	35.00%
01-800-8000.60 LIBRARY DAMAGE REIMB	0.00	0.00	0.00%
01-800-8000.70 CEMETERY VETERAN'S FLAGS	100.00	0.00	0.00%
01-800-8000.72 MRVTV HEARING COVERAGE	3,570.00	0.00	0.00%
01-800-8000.73 ENERGY EFFICIENCY IMPROVE	0.00	0.00	0.00%
01-800-8000.74 TAX ADJS-PREVOUS YR	0.00	0.00	0.00%
01-800-8000.75 AFFORDABLE HOUSING INITIA	0.00	0.00	0.00%
01-800-8000.77 WAIT HOUSE OPERATIONS	4,000.00	0.00	0.00%
01-800-8000.80 OTHER	500.00	0.00	0.00%
Total MISCELLANEOUS	32,270.00	13,750.03	42.61%
01-900 CONTRIBUTION TO RESERVES			
01-900-9000.10 EQUIP RESERVE FUND - TRUC	70,000.00	0.00	0.00%
01-900-9000.11 HEAVY EQUIP RESERVE FUND	40,000.00	0.00	0.00%
01-900-9000.15 FIRE DEPT EQUIP RESERVE	64,540.00	0.00	0.00%
01-900-9000.16 F.D. BUILDING/EQUIP RESER	15,460.00	0.00	0.00%
01-900-9000.20 RESTRM/CONSERV/REC RESERV	20,000.00	0.00	0.00%
01-900-9000.22 LAREAU PARK RESERVE	6,000.00	0.00	0.00%
01-900-9000.25 JOSLIN LIBRARY REPAIR RES	0.00	0.00	0.00%
01-900-9000.35 SIDEWALK/TRANS PATH RESER	10,000.00	0.00	0.00%
01-900-9000.40 GRAVEL RESERVE PIT FUND	0.00	0.00	0.00%
01-900-9000.41 BRIDGE & CULVERT REPAIR R	80,000.00	0.00	0.00%
01-900-9000.42 PAVING RESERVE	150,000.00	0.00	0.00%
01-900-9000.45 REAPPRAISAL RESERVE	10,000.00	0.00	0.00%
01-900-9000.50 COVERED BRIDGE REPAIR RES	2,000.00	0.00	0.00%
01-900-9000.51 ENERGY RESERVE FUND	0.00	0.00	0.00%
01-900-9000.60 STREET TREE RESERVE	5,000.00	0.00	0.00%
01-900-9000.61 INVASIVE SPECIES RESERVE	10,000.00	10,000.00	100.00%
01-900-9000.75 TOWN OFFICE RESERVE	0.00	0.00	0.00%
01-900-9000.76 AG SUPPORT RESERVE	0.00	0.00	0.00%
01-900-9000.77 WAIT HOUSE CAPITAL RESV	5,000.00	0.00	0.00%
Total CONTRIBUTION TO RESERVES	488,000.00	10,000.00	2.05%
01-950 TOWN SCHOOL DISTRICT			

GENERAL FUND

Account	Budget	Actual	% of Budget
01-950-9500.10 HARWOOD SCHOOL DISTRICT	0.00	1,116,059.05	100.00%
01-950-9500.20 VT EDUCATION FUND	0.00	0.00	0.00%
Total TOWN SCHOOL DISTRICT	0.00	1,116,059.05	100.00%
Total Expenditures	2,065,365.00	1,533,219.78	74.23%
Total GENERAL FUND	330,496.00	888,473.97	

02-1000 CAPITAL/ONE-TIME REVENUES

Account	Budget	Actual	% of Budget
Total CAPITAL/ONE-TIME REVENUES	0.00	0.00	0.00%
02-1010.01 WW PH.1&2 LOAN REPAY	23,535.00	7,851.66	33.36%
02-1020.01 ENERGY EFFICIENCY GRANT	0.00	0.00	0.00%
02-1030.01 OTHER GRANT PROCEEDS	0.00	0.00	0.00%
02-1070.01 TRANS GRANT PROCEEDS	0.00	0.00	0.00%
02-1084.01 WAITSFIELD ELEM SOLAR	10,000.00	1,319.31	13.19%
02-1085.01 SOLAR ARRAY CREDITS PROCE	9,500.00	0.00	0.00%
02-1090.01 MISC REVENUE FUND ACCT	0.00	0.00	0.00%
02-1096.01 FAYSTON SCBA SHARE	0.00	0.00	0.00%
02-1098.01 FAYSTON SHARE FIRE TRK	0.00	0.00	0.00%
02-2000.01 PAVING NOTE PROCEEDS	0.00	0.00	0.00%
02-2001.01 PEOPLES LOAN PROCEEDS	0.00	0.00	0.00%
02-9010.01 REIMB. FROM RESERVES	0.00	0.00	0.00%
02-9020.01 XFR FROM GENERAL FUND	0.00	0.00	0.00%
Total Revenues	43,035.00	9,170.97	21.31%

02-100 CAPITAL/ONE-TIME EXPENSES

02-100-1000.10 TOWN OFFICE/SOLAR ARRAY B	45,945.00	0.00	0.00%
02-100-1009.10 TOWN OFFICE BOND(\$245K)	17,073.00	0.00	0.00%
02-100-1021.10 ROADSIDE MOWER	0.00	0.00	0.00%
02-100-1025.10 OTHER GRANT EXP	0.00	0.00	0.00%
02-100-1026.10 TRANSP GRANT EXP	0.00	0.00	0.00%
02-100-1030.10 PAVING PROJECT/PLAN EXP	65,000.00	0.00	0.00%
02-100-1032.10 MRGP PROJECTS/MATCH	5,500.00	0.00	0.00%
02-100-1035.10 MRGP PERMIT COMPLIANCE	0.00	0.00	0.00%
02-100-1043.10 13 BACK ROADS GRANT	0.00	0.00	0.00%
02-100-1051.10 PINE BRK BRIDGE RE-DEC	0.00	0.00	0.00%
02-100-1060.10 TOWN GARAGE IMPROVEMENTS	15,000.00	0.00	0.00%
02-100-1082.10 2011 STORM DAMAGE LOAN	25,775.00	0.00	0.00%
02-100-1087.10 WW LOAN RF1-058	36,484.00	0.00	0.00%
02-100-1088.10 WW LOAN RF1-164/208	26,681.00	0.00	0.00%
02-100-1089.10 14 SOLAR ARRAY EXP	0.00	0.00	0.00%
02-100-1091.10 VILLAGE WEST SIDEWALK PHA	0.00	0.00	0.00%
02-100-1092.10 2014 PAVING LOAN PMT	0.00	0.00	0.00%
02-100-1093.10 TREMBLAY RD CULVERT LOAN	0.00	0.00	0.00%
02-100-1094.10 FISCAL YR. TRANSITION LOA	0.00	0.00	0.00%

Town of Waitsfield General Ledger
Current Yr Pd: 3 - Budget Status Report
CAPITAL/ONE-TIME EXP'S

Account	Budget	Actual	% of Budget
02-100-1095.10 SIDEWALK LOAN	0.00	0.00	0.00%
02-100-1096.10 FD SCBA Equip. Fayston Sh	0.00	0.00	0.00%
02-100-1097.10 BRIDGE STREET BOND	32,560.00	30,306.97	93.08%
02-100-1099.10 2015 Paving Loan	0.00	0.00	0.00%
02-100-1100.10 FD SCBA loan Pmt (\$45K/5y	0.00	0.00	0.00%
02-100-1102.10 2016 PAVING NOTE	0.00	0.00	0.00%
02-100-1103.10 WATER MAIN BREAK LOAN	15,414.00	0.00	0.00%
02-100-1104.10 GRADER LEASE	34,199.00	0.00	0.00%
Total CAPITAL/ONE-TIME EXPENSES	319,631.00	30,306.97	9.48%
02-101-1102.10 WATER MAIN BREAK ALLOCATI	0.00	0.00	0.00%
02-101-1103.10 LAREAU PARK IMPROVEMENTS	0.00	0.00	0.00%
02-101-1104.10 LO-PRO TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1105.10 FIRE TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1106.10 DUMP TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1108.10 CULVERT PLATE COMPATOR	0.00	0.00	0.00%
02-101-1109.10 CULVERT BLOWER	0.00	0.00	0.00%
02-101-1110.10 TANDEM PURCHASE	53,900.00	53,900.00	100.00%
Total Expenditures	373,531.00	84,206.97	22.54%
Total CAPITAL/ONE-TIME EXP'S	-330,496.00	-75,036.00	
Total All Funds	0.00	813,437.97	

Town of Waitsfield, Vermont

Fiscal Year 2022 -Audit Discussion and Financial Highlights

Independent Auditor's Report

This 2022 Auditor's Report for the fiscal year ending June 30, 2022 includes an "Unqualified" Opinion (which is the best we can get). This is the fourth year that we have achieved this goal.

Statement of Net Position

The Town's (government-wide) modified cash basis net position increased by \$379,159 during the fiscal year from \$2,240,259 to \$2,619,418 (Exhibit B, Page 5). This is the sum of the increase of \$326,681 for Governmental Activities and the increase of \$52,478 for Business-type Activities. The net position may serve over time to be a useful indicator of a government's financial position. In the case of the Town of Waitsfield, assets exceeded liabilities and deferred inflows of resources by \$2,261,418 at the close of fiscal year 2022 on the modified cash basis of accounting.

The Town's General Fund unassigned fund balance increased by \$44,561 during the fiscal year from \$391,605 to \$436,166. The Fund Balance Policy sets a goal of an unassigned fund balance equal to two month's expenditures (17% or \$360,000)

The Town's Business-type Activities are the Water Fund and the Wait House Fund. The Business-type Activities net position increased by \$52,478 during the fiscal year from \$293,696 to \$346,174 (Exhibit E). The Water Fund's net position increased by \$46,527 while the Wait House Fund increased by \$5,951. The increase in the Wait House Fund was due to the additional \$9,500 that was appropriated in Fiscal Year 2022 budget.

In addition to the eight major governmental funds, the Town of Waitsfield maintains twenty-four (24) non-major governmental funds which is the same as last year's audit. Information on these government funds is presented in Exhibit C, Exhibit D and the Combining Schedules 2 through 7.

General Fund Budgetary Highlights

The General Fund is used to record all resource inflows and outflows that are not associated with special-purpose funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of the Town. The residents adopt an annual appropriated budget for its General Fund at the March Town Meeting. Capital/One-Time Expenditures are included in the General Fund financial reporting. A budgetary comparison statement has been provided for the General Fund in Schedule 1 beginning on page 32.

For fiscal year 2022 the General Fund had a \$43,131 Excess of Cash Receipts over Cash Disbursements (surplus). Total receipts were \$161,497 more than budgeted. Much of this unanticipated revenue came from early, (pre-paid) waste water loan payments totaling \$91,000. Other revenues that were higher than anticipated were Zoning Fees, State Highway Aid, Current Use, and Fire Department revenue. Property Taxes came in as expected. Insurance Claim Proceeds of \$30,420 also added to the revenue overage.

Total Disbursements were \$118,366 more than budgeted. A big part of the overage in disbursement was due to the additional \$80,000 that was transferred to Bridge and Culvert Repair Reserve and the early repayment of \$94,000 in our Wastewater Loan. These overages were somewhat offset by savings in the areas of Employee Benefits and Public Safety. Due to employee staff turnovers employee salaries exceeded the budget in the areas of road department and town treasurer.

Water Fund

The Water Fund ended the year with a Net Position of \$343,061 which was \$46,527 higher than the balance at June 30, 2021. Water User Fees were \$22,592 higher than budgeted. The Water Fund's disbursements were \$5,648 over the budget mostly due to the decision to pay off their share of the Water Main Break Loan early (\$8,010). The Water Fund contributed \$26,500 to its Emergency and Asset Replacement Reserves and funded a new \$12,500 Capital Reserve in FY22.

Debt

Total Debt, as of June 30, 2022 for Governmental Activities and the Water Fund is \$4,195,703 which is \$190,764 lower than June 30, 2021. There was a new, 5-year \$161,050 lease for a grader in fiscal year 2022.

Questions concerning any of the information provided in the audit report or requests for additional information should be addressed to Sandra Gallup, Assistant Town Treasurer, Town of Waitsfield, 4144 Main Street, Waitsfield, Vermont 05673.

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October 17, 2022

Selectboard
Town of Waitsfield, Vermont
4144 Main Street
Waitsfield, Vermont 05673

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Waitsfield, Vermont as of and for the year ended June 30, 2022, and have issued our report dated October 17, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and “Government Auditing Standards”, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated March 10, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and “Government Auditing Standards”

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the modified cash basis of accounting. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Town of Waitsfield, Vermont. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the Town of Waitsfield, Vermont’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Waitsfield, Vermont are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Town of Waitsfield, Vermont during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 17, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town of Waitsfield’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to our retention as the Town of Waitsfield, Vermont’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

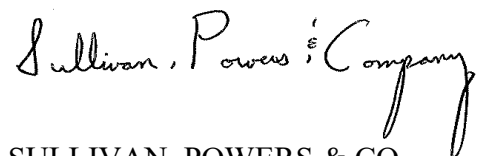
Other Matters

We were not engaged to report on the Statement of Cash Receipts, Cash Disbursements and Changes in Modified Cash Basis Fund Balance – Budget and Actual – Budgetary Basis – General Fund and the combining fund financial statements which accompany the financial statements. We did not audit or perform other procedures on this other information, and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Selectboard and management of the Town of Waitsfield, Vermont and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,



SULLIVAN, POWERS & CO.
Certified Public Accountants



MAD RIVER VALLEY
VERMONT

stewardMRV 2022
Final Report

By

Tom Spencer - stewardMRV Coordinator
Eric Friedman - MRV Chamber Executive Director

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PARTNERS

Project Coordinator: MRV Chamber of Commerce

Project Partners: Friends of the Mad River, Mad River Path, Mad River Recreation District, Mad River Planning District, Mad River Riders and the local community.

SUMMARY

The stewardMRV program debuted in May of 2021 as a response to issues associated with the increased usage of Mad River Valley's key assets of trailheads and swim holes. The goal of this program is to instill a greater sense of environmental stewardship among both residents and visitors of the valley; this concept was introduced through tangible outcomes.

During the second year of stewardMRV our goal was to:

- Expand our volunteer base and site base to ensure that we reach as many recreation sites as possible by a wide base of volunteers
- Establish regular communication with the steward and ensure they felt supported and motivated
- Work closer with towns to present and collaborate on new projects for site improvement
- Dog etiquette education
- Improved pack-in pack-out communications at sites without receptacles
- Encouragement of volunteerism resulting in vastly increased participation
- Dedicated program management
- Public communication and social media plans

This pilot program necessitated funding of \$35,000 in seed money that was enabled via generous grants provided by Bournes' Energy, Lawson's Finest's matching program, the Mad River Valley Chamber of Commerce, the MRV Rotary Club, and individual donors within the community. In the second stewardMRV season of 2023 the program was funded by the towns of Waitsfield (\$5,000), Fayston(\$4,000) and Warren (5,000), the MRV Chamber of Commerce (\$10,000) and via the Chamber-led Memory Tree Fundraiser (\$5,500).

The second year for stewardMRV has been an unqualified success. The growth of the volunteer base and expanded collaboration with towns and committees has built a solid and sustainable foundation for the program moving forward. In order to make this program sustainable for future years it is vital that the current funding mechanism remains intact. The stewardMRV program needs broad based community support to remain viable. This will include continued MRV Chamber of Commerce support, a commitment from the Mad River Valley municipalities and the on-going support of the partner organizations.

This document outlines the origins, objectives, scope of work, funding, results, and suggestions for the future of stewardMRV.

INTRODUCTION - ORIGINS

Usage at many of the Mad River Valley's trailheads and swimming access points have been on the upswing for many years¹. The pandemic served only to accelerate this trend. The corresponding challenges that come with this increase have also been exacerbated by the impact of the pandemic. These challenges include:

- Inadequate parking spaces for demand
- Inadequate restroom facilities
- Increased litter
- Overflowing garbage receptacles
- Overwhelmed site management plans
- Off season trail use
- Dog waste and misbehavior
- River bank erosion and creation of inappropriate access points
- Inconsistent public awareness and stewardship ethic

Stewardship of our community is vital to maintain the sustainability of outdoor recreation and the health of the Mad River Valley's environment. Scenic beauty, a pristine environment, and outdoor recreation are important drivers to our local economy. How we care for this place is at the heart of why so many people visit and why so many people desire to live here. It is vital that we continue to foster this commitment to stewardship, that we maintain a sustainable plan to address these emerging challenges, and that we position the Mad River Valley as a clean, friendly, caring, safe, and healthy community.

The goal of stewardMRV is to steward the Mad River Valley's recreational access points with collaboration of the existing MRV Trails Collaborative partners. This stewardship initiative was a natural next step to build on the foundation of the Trails Collaborative. The unprecedented collaboration has been incredibly successful in bringing many organizations and stakeholders together, including the Mad River Valley Recreation District, the Mad River Path, Friends of the Mad River, the Mad River Valley Planning District, the Mad River Riders, and the Mad River Valley Chamber of Commerce, and the municipal governments of the Valley's towns.

¹Mad River Valley Planning District Memo re: Mad River Valley 2020 Trail Use Data. 11/09/2020. https://mrvpd.org/wp-content/uploads/2020/11/MRVPD-Memo_2020-Trail-Use-Data.pdf

stewardMRV was designed with an eye towards extending a scope beyond these very visible trailheads and swim holes, working to instill an ethos of stewardship for the Mad River Valley's entire network of recreational assets, and the community beyond.

OBJECTIVES

The overarching goal of this program is to instill a greater sense of environmental stewardship within the Mad River Valley community. We need to build an understanding that all individuals should be aware of and be active participants in the stewardship of our outdoor recreational resources. It is vital to maintain the resiliency of recreation and health of the environment in the MRV—both for those that live here, and those that visit. Outdoor recreation is the major driver of tourism to this community. Having clean and healthy sites will ensure positive experiences and encourage visitation to the Valley in general.

It is also important to note that the economic health of our individual towns depends on the collective economic health of the Mad River Valley. Clearly all of the MARV's towns are interconnected economically, and socially. While some towns may have more sites than others we need to view our collective recreational assets holistically, as proper stewardship benefits everyone. While Waitsfield is our economic hub, the more people who come to visit Waitsfield, the more they visit and benefit the other towns within the Mad River Valley.

SCOPE OF WORK

From May through October, a total of 24 sites were visited on a weekly basis at the very least and for some 3-4 times per week. These visits were made by our stewardMRV volunteers and/or by the Program Coordinator. These sites include:

Fayston

- Chase Brook Town Forest
- Camel's Hump State Forest - Howe Block
- Mad River Park Recreation Fields
- Boyce Hill Town Forest

Moretown

- Kenneth H. Ward Memorial Access Area
- Moretown Town Forest

Waitsfield

- Bridge Street Swim Hole @ Bridge Street Marketplace
- Lareau Swim Hole
- West Greenway at Meadow Road
- Wu Ledges Town Forest
- Joslin Memorial Library Park
- Bridge Street
- Pines Rest Area
- Lovett Park
- Austin Parcel
- Heart of the Valley Trail
- Fiddlers Walk

Warren

- Warren Skate Park
- Warren Path
- Blueberry Lake (*Beach Access North, Access South, Trailhead*)
- Kingsbury Greenway at Wabanaki Conservation Area
- Riverside Conservation Area
- Quayls Way River Access
- Warren Falls

Data

The stewardMRV Coordinator kept track of site visits, trash/recycling pickups, estimates of the amount of trash and recycling collected, public communications and press attention. Site stewards also provided observations and feedback via communications with the program coordinator.

Communications

A new [stewardMRV introductory video](#) was produced showcasing the foundation of the program, efforts to encourage volunteerism, and the ethos of stewardship.

stewardMRV has received tremendous media attention including a [feature story on WPTZ News](#) along with frequent articles in the Valley Reporter, helping to garner a public presence within the Mad River Valley..

Trash/Recycling

stewardMRV paid for thrice-weekly pickup of trash and recycling receptacles at key locations around the Valley, adding recycling at each location to conform with state recycling laws. These sites include: the Joslin Memorial Library Park, Joslin Memorial Library stairs on Bridge Street, the covered bridge on Bridge Street, Lovett Park, the Bridge Street Marketplace parking lot, the Lareau Swim Hole parking lot and at the Warren Skate Park. stewardMRV entered into a special agreement with the town of Waitsfield for trash pick-up at certain sites traditionally covered by the town road crew (such as Bridge Street); by transitioning management from the town to stewardMRV, services were augmented to include thrice-weekly pickup and recycling. Trash pickup was provided by A&J Recycling. A&J recycling is an important partner in the stewardMRV effort; they were incredibly flexible, quickly pivoting to include Saturday pick-ups at Bridge Street and Lareau Swim Hole when the summer weekend crush necessitated it.

Infrastructure

StewardMRV continues to maintain two portalets each in the Bridge Street Marketplace parking lot and the Lareau Swim Hole parking lot. Previously, there had been only one each. The additional one installed at each site was an ADA-compliant portalet. These portalets were cleaned twice a week on Tuesdays and Thursdays. Previously they had only been serviced weekly resulting in frequently dirty and unusable facilities.

New garbage and recycling bins were provided by stewardMRV for the Bridge Street Marketplace and Lareau Swim Hole parking lots. The Warren Skate Park has garbage and recycling receptacles, along with thrice weekly pickups.

Dog waste signage was improved and dog waste dispensers were placed at various locations as part of the public outreach effort.

Outreach & Signage

“The Poop Stops Here” signage was created and added at many sites. “The Poop Stops Here” campaign was advertised through signage at Kenyon’s, Shaw’s, Valley Animal Hospital, and Mad River Veterinary Service. Dog waste dispensers were also placed at Mehuron’s and the Waitsfield Farmers Market.

A StewardMRV banner was hung on the banner poles next to the former TD Bank as a way to solidify awareness around stewardship in the Mad River Valley community.

Signage concerning public access on private land has also been made, with a QR code leading to a webpage designed to encourage users to respect privately owned sites.

stewardMRV was promoted at the Waitsfield Farmers Market and the Wednesday night “Round Ups” at the Bridge Street Marketplace with an information table.

High quality metal signs are affixed to the shelters at Bridge Street Marketplace and at Lareau Swim Hole to identify them as part of the stewardMRV program and to highlight program sponsors.

FUNDING

Funding for the program in 2022 came from these sources.

- Town of Fayston - \$4,000
- Town of Waitsfield - \$5,000
- Town of Warren - \$5,000
- Mad River Valley Chamber of Commerce donated \$10,000 in the name of the business community.
- Mad River Chamber-led Memory Tree Fundraiser - \$5,600

In order for this program to be successful and sustainable, there needs to be a consistent flow of funding. This will include continued MRV Chamber of Commerce support, a commitment from the Mad River Valley municipalities, the on-going support of partner organizations, funds derived from the Memory Tree initiative and direct appeals to individual stewardMRV contributors. The proposed 2023 Budget is currently in process and the results for 2022 are currently under review. Upon completion they will be added to the appendix.

RESULTS

The stewardMRV initiative was an unqualified success. To introduce the concept of stewardship in a tangible and meaningful way, stewardMRV combated the issues associated with the growing usage of our outdoor recreational access points in many ways including:

- Identification of outdoor recreational access sites
- New public trash and recycling receptacles with more frequent pickups
- Enhanced public restroom facilities with more frequent cleanings including ADA compliant units
- Construction of attractive new shelters to house portalets and trash/recycling receptacles
- Dog waste mitigation
- Improved pack-in pack-out communications at sites without receptacles
- Encouragement of volunteerism resulting in vastly increased participation
- Pertinent data collection
- Dedicated program management
- Public communication and social media plans

Data

- # of Trash Recycling Pick-Ups 300 plus
- # of Recycling Bags Removed 300 plus
- Bulk of Trash Collected (*estimated*) 7.5 tons
- Bulk of Recycling Collected (*estimated*) 4 tons
- # of Site Visits Made By Coordinator 450
- # of Site Visits by Volunteers 750
- Total Site Visits 1,200
- # of New Site Stewards Volunteers 19
- # of Outdoor Experiences Enhanced Countless

TESTIMONIALS

Travis Kerr, Owner of Splinters and stewardMRV volunteer, “I think the stewardMRV program can help us get more advocates on our side and be involved in the town with more support. It can help get more parents, families and community members to help spread the word about all the hard work that we are doing and invite more people to enjoy it.”

Karen Lawson, Co-ownver of Lawson's Finest Liquids, “Our natural resources are a big draw here in the Valley. We really feel that it is our responsibility to take care of our natural assets and ensure they are well maintained for generations to come.”²⁰²³
Testimonials from volunteers, land owners and business leaders will be added shortly

REFLECTIONS

- This second year of stewardMRV saw significantly less trash than in the inaugural year and certainly far less than the years prior to the start of the program in 2021. The first two years of the stewardMRV program have clearly created a strong foundation for a sustainable, long-term effort.
- Although this program brought about many great successes, there were some points of difficulty and lessons learned, which will help to shape how stewardMRV proceeds in the future.
- Communication and engagement with volunteers was a problem in the first year and it was recognized as an issue that needed to be dealt with. Tom Spencer, the Program Coordinator tackled this issue head on and solved the problem. This success points to the need to ensure that the Program Coordinator position is filled by a mature, strong communicator and that the communication with volunteers. Landowners and business leaders are of the utmost importance. It is vital that volunteers, land owners and stakeholders feel appreciated and valued.
- There were process and communication challenges with the working groups' collaboration on the stewardMRV program. It is important that the group works collaboratively to ensure that all stakeholders' opinions and perspectives are heard.
- Site selection and needs for new infrastructure need to be conducted in the fall in order to ascertain how stewardMRV can best aid their site stewardship plans and realistic budgets can be created. For example, we'd like to engage the Town of Fayston to learn about their plans for the Boyce Town Forest and how stewardMRV might help them meet their stewardship challenges.
- New infrastructure such as bear proof garbage cans would be a great asset. The Lareau Swim Hole had an animal tear through the garbage cans, making a mess that is unsightly and unwelcoming for our residents and our visitors.
- We were not consistent with social media posts and there was a lack of coordination among the collaborators. Having a schedule in advance of the season

would be beneficial.

- We need to fund and better organize beginning of year and end of year parties for the volunteers.

Looking Forward

The success of the 2022 season offers a strong foundation for the future. The work of stewardship is inherently forward-looking. It is intimately tied with the work of building shared values and fostering a community that is able to draw together and support one another. The partnering organizations involved in the launch of the stewardMRV initiative aim to support these goals through the development of five strategic areas, including;

- The building of an ethos of stewardship that knits together the diversity of stewardship work already being done.
- The celebration and coordination of these diverse efforts so that they support one another.
- The engagement and support of volunteers as a critical piece of the puzzle.
- The development of funding mechanisms that can support critical stewardship initiatives as they arise.
- A commitment to ongoing learning that will ensure the stewardship of the Mad River Valley happens in a thoughtful, equitable, and inclusive manner.

An Ethos of Stewardship

The stewardMRV initiative arose in response to a perceived need for the stewardship of recreational access points and the initiative is far from having a monopoly on stewardship in the Mad River Valley – nor does it claim to. Rather, during the development of the 2021 field season, it became clear that the short-term goals of the stewardMRV initiative were in support of a broader goal to encourage a Valley-wide stewardship ethic. Many individuals and organizations were and are already involved in the work of stewardship. Moving forward, stewardMRV aims to use its brand as an ‘umbrella’ under which existing stewardship activities can be highlighted and shared with the broader community. Outcomes of this effort will likely include cross-organization media and social campaigns. However, the success of a stewardship ethic is more than branding alone and will only become better with the success of the following strategic focus areas.

Outcomes

- Branding Campaign

- ‘Umbrella’ framework for discussing and sharing stewardship work
- Broader recognition of ongoing stewardship activities in the MRV

Building Community

The Trails Collaborative offered fertile ground for the growth of the stewardMRV initiative. In much the same way, the initiative seeks to provide a space for groups interested in stewardship work to connect and coordinate their efforts. Ongoing meetings of the core partners that continue to develop programmatic elements will have a kind of ‘open-door’ policy to encourage participation and awareness of new and evolving stewardship opportunities. The Chamber will continue to host these meetings for the foreseeable future and serve as a hub for initial efforts to coordinate cross organizational events and activities. A key piece of the effort to build community around stewardship will be the role partnering organizations play in celebrating one-another’s work.

Outcomes

- Ongoing stewardMRV meetings
- Awareness between organizations of each other’s activities
- Work to expand the “big four” to two/three stewards that collaborate to visit more often. Warren Falls, Blueberry Lake, Bridge Street and Laureau Swim Hole.

Taking Action – Volunteers

In recognition of the aforementioned ‘umbrella’ approach and the limited capacity of any one partner organization, the stewardMRV initiative will limit its role as a site for direct volunteer activity. In general, this means that each partner organization will continue to coordinate their individual volunteers, albeit with the branding and community building support of the stewardMRV initiative. However, the Chamber will continue to play host to the stewardMRV site-based volunteer program that emerged from the 2021 field season. The initiative can serve as a hub for sharing volunteer opportunities, and for fostering a connection between organizations that encourages volunteers to explore new opportunities for getting involved.

Outcomes

- Webpage hosting volunteer opportunities
- Branding opportunities for ‘umbrella’ / stewardship ethos
- Volunteer ‘cross-pollination’
- Co-hosted events

- Ongoing site-based stewardMRV stewardship program

Taking Action – Infrastructure

Much of stewardMRV's inaugural season focused on the roll-out of infrastructure investments at a few high-profile sites. The initiative will continue to work with the towns and other partners to identify and facilitate infrastructure investments as needed. The first few years of the program are set up as a pilot program to showcase the value that high quality investments in infrastructure can bring to stewardship and to the community. However, the initiative and its surrounding community of partners will aim to support future infrastructure investments as they are able.

Outcomes

- Piloting bear-proof trash receptacles
- Additional restroom and trash infrastructure
- Work on elevating our recreation trail head and swim spots to be more uniform (signage, fencing, etc.) and inviting. We want to send a consistent and clean message to site users. Develop a plan to standardize our look.
 - For example, make sure all signage has a consistent look and message.
 - In addition, upgrade all posts to be consistent and inviting. Remove all metal posts and replace them with more aesthetically pleasing wooden posts that match the kiosks. Place the dog waste bags and dog etiquette sign on this nicer post.
 - Remove all old signage and metal posts.
- Clean all kiosks as they have become dirty. In addition, stain the existing kiosk posts to make them look new.
 - Have a plan in place to replace the 8" x 12" signage at least three times a year with a new message.

Sustained Effort

In order to make stewardMRV viable for future years, it is vital that a sustainable funding mechanism is developed and nurtured. The stewardMRV program will need broad-based community support to become the fixture in the Mad River Valley that it needs to be. This will include continued support of the business community via the MRV Chamber of Commerce, a commitment from Mad River Valley municipalities, the on-going support of the partner organizations, and contributions from individuals.

Outcomes

- Clear funding mechanisms for ongoing investments and infrastructure needs
- Per-project and general fundraising activities
- Ongoing engagement with towns and State

Ongoing Learning

A bookend to the development of a stewardship ethos is the recognition that our work is ongoing and needs to grow and reflect our learning. The stewardMRV initiative will continue to focus on developing key infrastructure investments, tackling specific needs for more volunteers, and highlighting the successful, ongoing efforts of many individuals and organizations already doing the work of stewardship in the Mad River Valley. At the same time, the initiative and its supporting organizations are committed to learning and adapting in support of an equitable and inclusive approach to the work of stewardship.

Outcomes

- Incorporation of diversity, equity, and inclusion principles
- Research and learning about updates to best practices for stewardship work

CONCLUSION

As noted previously, the stewardMRV initiative has been an unqualified success to date. Tremendous strides were made in 2022 with much of the success attributable to the presence of a strong and highly dedicated Program Coordinator . Another key was the diligent collaboration of the working partners involved in the program: representatives from the Mad River Valley Chamber of Commerce, Friends of the Mad River, Mad River Path, Mad River Riders, Mad River Valley Planning District and Mad River Valley Recreation District. Their efforts were strongly supported by a dedicated and growing cadre of volunteer site stewards that were our “boots on the ground,” keeping a careful eye on our beloved outdoor recreational access points.

Despite an array of challenges that include short planning periods, limited budget and a complicated array of sites, each with their own challenges, the stewardMRV initiative has had a clear positive impact on the health of our outdoor recreational access points over the past two years.. There was a demonstrable difference in site cleanliness from previous years and we were able to turn the tide of what had become a downward slide for these places we all love and appreciate. There is a lot of momentum to build upon as the 2022 season comes to close and we begin planning for 2023. With our strong foundation and proper funding we can focus on taking our recreation trailheads and swim holes to the next level of improvement and stewardship.

Volunteers

We would like to thank our dedicated volunteers:

Steward:	Locations:
Stephen Willis	Blueberry Lake Access Points
Pam Lerner	Blueberry Lake Trailhead
Johanna Palmer	Boyce Hill / Fayston Town Forest
Patty Pasley	Chase Brook Town Forest
Joan Gilbert	CHSF (Tucker Hill Road)
Jill Veit	Fiddler's Walk
Martin Veit	Heart of the Valley Trail
Kathy Haskell	Joslin Memorial Library Park
Bill Moore	Kingsbury Greenway @ Wabanaki Conservation Area
Gail Helmer	Laureau Swim Hole
Lani Wharton	Lovett Park & Bridge Street

Thatcher Simpson	Mad River Park Recreation Fields
Larissa Darias / Neck of the Woods School	Moretown Town Forest
Joshua Schwartz	Pines Rest Area
Tom Spencer	Quayls Way River Access
Kim Pickering	Riverside Conservation Area
Thatcher Simpson	Ward River Access
Mike Ware	Warren Falls
Tom Spencer	Warren Path
Travis Kerr	Warren Skate Park
Larissa Darias / Neck of the Woods School	West Greenway
Stephen Peterson	Wu Ledges

BUDGETS

Projected Budget & Actuals for FY2022

[Click Here to View Online](#)

Costs	May	May Actual	June	June Actual	July	July Actual	August	Aug. Actual	September	Sept Actual	October	Oct. Actual	Nov - April	Nov-April Actual	Total Budget	Total Actual
Infrastructure & Supplies																
Portland Shelter - Bridge Street															\$1,719.34	\$0.00
Portland Shelter - Lanes Salem Hq															\$1,719.34	\$0.00
Trash/Recycling Receptacles	\$312.39	\$0.00	\$312.32	\$0.00											\$312.39	\$0.00
Trash/Recycling Receptacles	\$312.39	\$0.00	\$312.32	\$0.00											\$312.39	\$0.00
Recycling Signage	\$251.99	\$0.00	\$0.00	\$0.00		\$251.97									\$251.99	\$251.97
Shelter Signage	\$55.41	\$0.00	\$0.00	\$0.00											\$55.41	\$0.00
Dog Poop Bag Dispensers	\$251.99	\$0.00	\$0.00	\$0.00											\$251.99	\$0.00
Trash Can Liners	\$124.04	\$0.00	\$0.00	\$0.00											\$124.04	\$0.00
Dog Poop Bags		\$0.00	\$0.00	\$0.00											\$0.00	\$0.00
Party Supplies				\$176.22					\$176.22						\$176.22	\$176.22
Services																
Portland Rental & Service - Lanes Salem Ho Inc. 2x/week service	\$461.50	\$476.50	\$461.50	\$316.50	\$461.50	\$316.50	\$461.50	\$316.50	\$461.50	\$316.50	\$461.50	\$316.50			\$2,307.50	\$1,969.50
Portland Rental & Service - Bridge Street - 4 Inc. 2x/week service	\$461.50	\$476.50	\$461.50	\$316.50	\$461.50	\$316.50	\$461.50	\$316.50	\$461.50	\$316.50	\$461.50	\$316.50			\$2,307.50	\$1,969.50
Trash & Recycling Pick Up - Bridge Street 9' \$21 X 3 pickups/week	\$221.00	\$40.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$100.00	\$100.00	\$2,210.00	\$1,361.00
Trash & Recycling Pick Up - Lowell Park \$21 X 3 pickups/week	\$221.00	\$0.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$100.00	\$100.00	\$2,210.00	\$1,361.00
Trash & Recycling Pick Up - Jordan Library \$21 X 3 pickups/week	\$221.00	\$30.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$100.00	\$100.00	\$2,210.00	\$1,361.00
Trash & Recycling Pick Up - Bridge Street \$21 X 3 pickups/week	\$221.00	\$30.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$100.00	\$100.00	\$2,210.00	\$1,361.00
Trash & Recycling Pick Up - Lanes Salem Hq \$21 X 3 pickups/week	\$221.00	\$40.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$100.00	\$100.00	\$2,210.00	\$1,361.00
Trash & Recycling Pick Up - Warren Skate P \$21 X 3 pickups/week	\$221.00	\$30.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$40.00	\$261.00	\$100.00	\$100.00	\$2,210.00	\$1,361.00
Staffing																
Program Coordinator/Intern	\$630/week @ \$15/hr	\$1,260.00	\$971.00	\$1,400.00	\$1,418.00	\$2,400.00	\$1,418.00	\$2,400.00	\$0.00	\$2,400.00		\$2,400.00		\$2,400.00	\$12,600.00	\$12,600.00
Mileage Reimbursement	\$150/month	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00		\$300.00	\$0.00	\$1,440.00
Marketing																
Branding Design						\$882.00									\$882.00	\$882.00
stewardMRV Video					\$350.00										\$350.00	\$350.00
stewardMRV Banner	\$133.33	\$141.38													\$133.33	\$141.38
Total Expenses	\$3,781.50	\$2,654.38	\$8,227.32	\$4,975.22	\$5,351.00	\$6,935.07	\$6,101.00	\$4,799.00	\$4,738.00	\$4,799.00	\$2,253.00	\$4,482.00	\$200.00		\$25,444.81	\$22,275.00
Revenue																
Town of Warrenton Contribution															\$5,000.00	\$5,000.00
Town of Warrenton Contribution															\$5,000.00	\$5,000.00
Town of Forest Grove Contribution															\$4,000.00	\$4,000.00
MRV Chamber of Commerce Contribution															\$10,000.00	\$10,000.00
NBB Donation															\$275.00	\$275.00
Crowd Funding															\$0.00	\$0.00
Memory Tree Revenue															\$3,000.00	\$3,000.00
MRV Path Labor Contribution															\$0.00	\$0.00
MRV Path Mileage Reimbursement															\$0.00	\$0.00
Total															\$27,275.81	\$22,275.00

Tentative Budget 2023

The FY 2023 Budget will be completed upon final review of FY2022 by the stewardMRV collaborating organizations. It will be completed by the end of November 2022.

Images





WAITSFIELD SELECTBOARD

April 26, 2021

Waitsfield Town Office

6:30 P.M.

<https://us02web.zoom.us/j/9190265312>

Meeting ID: 919 026 5312

By phone: 1 (929) 205-6099

Anyone who wished to speak did so during the designated times, as indicated by the chair.

Questions and comments were sent to townadmin@gmavt.net during the meeting.

Board Members Present – Jon Jamieson, Chair: Brain Shupe, Jordan Gonda, Christine Sullivan, Fred Messer

Board Members Absent - none absent

Others Present: Ross Saxton, Alice Peal, David Specht, Wrenn Compere, Ben Flemer, Bob Cook

Staff: Interim Town Administrator Annie Decker Del’Isola

The meeting was called to order at 6:32 pm

Item II.1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).

Christine requested an additional item be added to discuss a potential extension of the Town Office and Wait House bathroom closure.

Item II.2. Public Forum

Ross Saxton requested a time to speak about trails related to Bridge Street.

Item II.3. Winter Sand Hauling Bid.

One bid was received for Winter Sand Hauling, from Newton Construction. This is the same contractor for the past few years and is a two-year bid. The bid is for \$5.48 per yard, and comes recommended by Rodney Jones, the Road Foreman.

Motion:

Jon moved to award Winter Sand Hauling Bid to Newton Construction for \$5.48 per yard. Fred seconded. Motion passed 5-0.

Item II.4. Interim Zoning Administration

David Specht has agreed to step in as Interim Zoning Administrator while Annie Decker Dell’Isola is serving as Interim Town Administrator. The Mad River Planning District has also agreed to provide enhanced support to the Development Review Board and Planning Commission chairs during this time. The MRVPD staff support is not to exceed 8 hours per week and will last until July 15, 2021.

David has worked as the Zoning Administrator for Duxbury and Moretown for a combined five years. He is also the E911 administrator for the Town of Moretown. His commitment would be for a couple of months about 16 hours a week to start, with the availability for more if needed. His approach to violations is to approach individuals in person and allow them the opportunity to rectify situations before pursuing stricter enforcement action.

Motion:

Jon moved to appoint David Specht as Interim Zoning Administrator as a part-time temporary employee. Brain seconded. Motion passed 5-0.

Item II.5 Draft Flemer Field and Orchard Proposal

Included in the packet are several documents: The Warranty deed for Flemer Field, the Community Orchard Easement Letter, and the Flemer Field Community Green use form. These should aid in the determination of what elements of the proposed plan are or are not allowable.

Ross presented a visual of the signage that would be posted, which is considered a minor sign. The sign gives the opportunity to also place a dog waste station as well as the “Poop Stops Here” campaign sign. This sign is currently being adopted as a consistent marketing effort throughout the valley. The proposed location of the sign would be across the street from the Health Center but they are open to other spots.

Ben fully supports the Poop Stops Here campaign and is in favor of signage both at the location across from the Health Center as well as the Town Offices as people seem to access the field from the Town Office parking lot. He is also excited about the possibility of the school being able to use the field.

Wrenn shared her support and appreciation for the Mad River Path Association and the work of Charlie Hosford. Her stance is that with it being naturally walkable there does not necessarily need to be signage providing direction. It can be a more natural path similar in the field behind the school and behind her home in the village. It is a holistic resource and she does not necessarily think it needs to be officially part of the marked path. The board believes marking the path on the sign could help designate a walking route around the field and make sure the public knows that this is a permissible use of the area, but that the path probably doesn’t have to be

marked or designated as a trail in a significant way. The board would like to see what a final design of the minor sign would look like before any formal action is taken.

Ross also asked the board if they could write a letter to the property owners at the Bridge Street recreation area acknowledging the generosity of the owners in allowing the use of the project.

Motion:

No motion was made.

Item II.6. Village West Sidewalk Update.

Sidewalk construction is officially underway as of April 26. It will continue through June 25, with a pause for the Memorial Day Weekend. A copy of the schedule was attached for general information.

Motion:

No motion was made

Item II.7. Consider Constable Proposal

While the constable proposal has come into clearer focus, we still need to consider approving Roles and Responsibilities and a possible job description. Draft and sample documents are included. Once approved, we could move forward with interviewing an interested candidate at a May meeting and considering the appointment.

Jeff Campbell, Warren Constable, was not interested in the role of Dog Warden but may be interested the role of constable. Jon reached out to the Vermont League regarding their job description and numbers for salary and insurance. The board agreed that continuing to narrow down the duties of the constable based on the needs of the town would be best. Christine will send the board members an article listing out the duties of a constable and they will come back with what they think priorities should be.

Motion:

No motion was made

Item II.8. Washington County Sheriff Contract

This is the annual renewal. The recommendation had been, that if we were to move forward with appointing a constable, we would reduce contract hours to 12- 16 per week or \$24,000 annually, which would allow us to use the remaining \$3,000 - 4,000 for the Town Constable (The total line item for FY 22 is \$28,000.)

Motion:

Jon moved to approve Washington County Sheriff Contract with a full contract amount of \$24,000. Fred seconded. Motion passed 5-0.

Item II.8b. Town Office Closure and the Wait House Bathrooms

The board agreed Town Offices should remain closed until the end of May. They are currently making appointments for individuals who come in and thoroughly clean and disinfect surfaces. There was discussion around opening the bathrooms at the Wait House, which are currently closed. There are kids using adjacent recreation amenities for games and practices with no bathroom available. It is unclear how much traffic there would be in the bathrooms. Some board members agreed there is no reason for them to be closed. The Town Health Officer, Fred Messer, asked how often they are cleaned. At present time they are cleaned once per week. He did not think this was sufficient for regular usage and his recommendation was that they should be cleaned at least once or twice per day. The board will revisit the topic.

Motion:

Jon moved to approve the Town Office closure through May 31st. Jordan seconded. Motion passed 5-0.

Item II.9. Consider Approving Waitsfield's Emergency Operations Plan.

Fred Messer, the Town Health Officer, presented Waitsfield's Emergency Operations Plan. The plan needs approval by May 1, 2021.

A lot of the plan is contact information for jobs, job descriptions, names and phone numbers. His suggestion is that board members keep a hard copy, when approved, as they may not have access to a computer in the event of an emergency.

Fred would like to draft a letter to Downstreet formally requesting an Emergency Plan. He also suggested that other members of the board be FEMA trained as he is currently the only one which means he would be the only person to sign for receiving FEMA funds. The plan should have a designated animal shelter, Security Officer and Legal Officer.

Motion:

Jordan moved to approve Waitsfield's Emergency Operations Plan. Brian seconded. Motion passed 4-0. Fred abstained.

Item II.10. Consider Adopting the Amended Select board Rules of Operating Procedure.

The Selectboard Rules of Operating Procedure have been updated to reflect the changes that were requested at the March 8 meeting.

Motion:

Jon moved to approve the Selectboard Rules of Operating Procedure. Fred seconded. Motion passed 5-0.

Item II.11. Consider Approving the Minutes of 4/12/21.

The April 12th minutes will be reviewed at the May 10th Selectboard meeting.

Motion:

No motion was made.

Item II.12. Bills Payable and Treasurer's Warrants.

None presented at the meeting.

Motion:

Brian moved to approve the warrants upon inspection by three members of the board. Jon seconded. Motion passed 5-0.

Item II.14. Selectboard Roundtable

Christine explained that Josh Schwartz reached out about the intersection of Route 17 and Route 100 in front of VTRANS for future improvement. She also reached out to Eric Freedman about the Steward MRV Plan to see what he is working on. Jon believes it is a Tri-Town program and that the board may want to reach out to the other local boards. They may want an allocation.

Jon would like a meeting with Rodney on the calendar for meeting at the Town Garage. Rodney has expressed interest in more open lines of communication and his concern about the facility that will need the Town's attention.

The Water Commission requests that the job description be updated for Town Treasurer to include the duties of the water system clerk. The clerk typically is paid about \$1,000 a year which can be covered by the Water Commission's budget.

Fred provided an update on dog issues, expaliing that tehre are continued issues with dogs roaming freely and that it would be good to get an advertisement out for a dog warden as soon as

possible and would be good to consider how the constable and dog warden could work together. Brian explained that he is still working on drafting an updated dog ordinance.

Item III.3. Executive Session.

D. Executive Session –Pursuant to 1 V.S.A. § (a) (2) [Real Estate] and 1 V.S.A. § 313 (a) (3)

- i. Executive session was recommended to discuss a real estate matter and personnel. To enter an executive session for the two topics requires a single motion.

Motion:

Jon moved to exit executive session at 9:15 pm. Brian seconded. Motion passed 5-0.

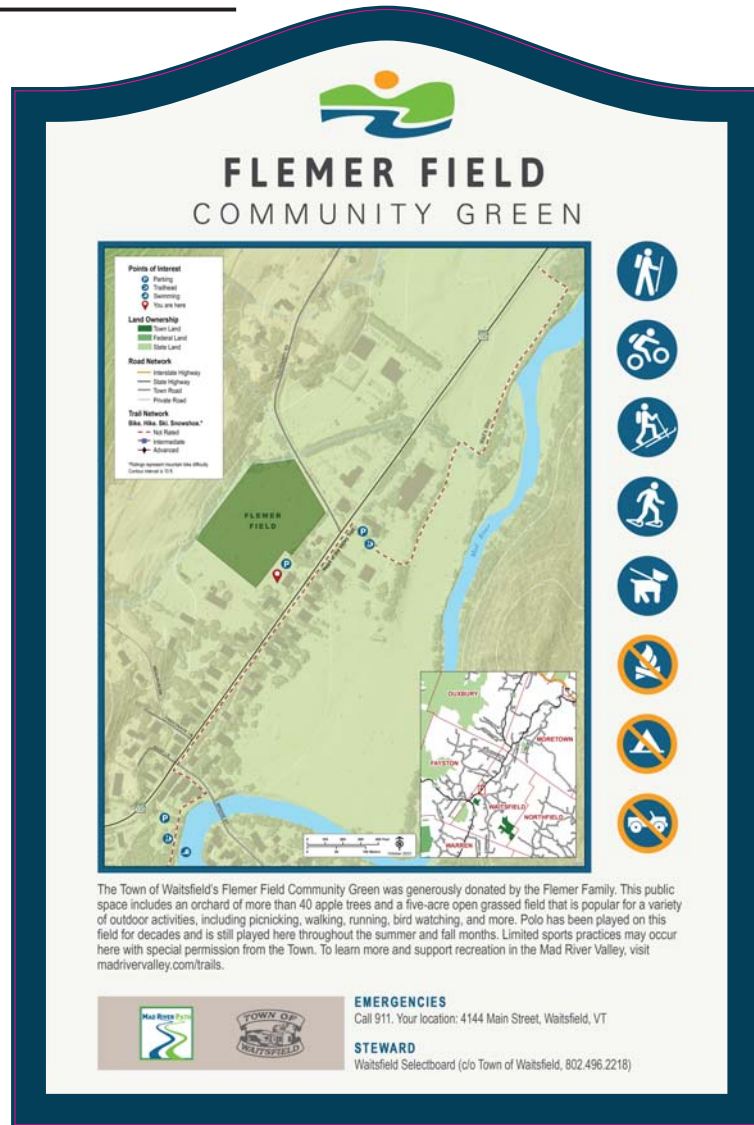
Jordan moved that Jon be appointed to move forward with presentation of offer to Annie Decker Dell'Isola for permanent position of Town Administrator. Fred seconded. Motion passed 5-0.

Brian moved to adjourn at 9:16 pm, Jon seconded. Motion passed 5-0.

Respectfully submitted,

Deanna Sellars
Recording Secretary

36"



24"

FLEMER FIELD MNOR KIOSK - ART PANEL

DIRECT DIGITALLY PRINTED GRAPHICS
ON 1/8" THICK WHITE DIBOND ALUMINUM
(RED CUT LINE = 24" X 36");
BACK SIDE AS WHITE

QTY = ONE ONE-FACED

MAD RIVER PATH
FILE: FLEMER FIELD MINOR KIOSK - ART PANEL
OCTOBER 21, 2022

**SPARKY POTTER
DESIGN GROUP**

WOOD & WOOD
DESIGN · SIGN SYSTEMS
DISPLAY SYSTEMS
CUSTOM MILLWORK

98 CARROLL ROAD
WAITSFIELD, VT 05673
802-496-3006 52
802-496-7916 FAX
info@woodandwoodsigns.com

The Town of Waitsfield's Flemer Field Community Green was generously donated by the Flemer Family. This public space includes an orchard of more than 40 apple trees and a five-acre open grassed field that is popular for a variety of outdoor activities, including picnicking, walking, running, bird watching, and more. Polo has been played on this field for decades and is still played here throughout the summer and fall months. Limited sports practices may occur here with special permission from the Town. To learn more and support recreation in the Mad River Valley, visit madrivervalley.com/trails.

STATEMENT OF QUALIFICATIONS

PLANNING SERVICES TO MODERNIZE ZONING AND SUBDIVISION BYLAWS IN WAITSFIELD, VERMONT



Primary Contact:

Mark Kane | Director of Community Planning
131 Church Street, Suite 200
Burlington, VT 05401
802.681.0868 | mkane@segroup.com



September 23rd, 2022

Town of Waitsfield
JB Weir, Planning & Zoning Administrator
(802) 496 - 2218
pza@gmavt.net

Dear JB and Members of the Planning Commission,

SE Group is pleased to submit this proposal to provide planning services to the Town of Waitsfield for the purposes of modernizing its zoning and subdivision bylaws. On issues of housing, our Community Planning practice combines a national perspective with on-the-ground experience working with communities in Vermont, other New England states, and the Mountain West. Many of our clients are “ski towns” that have particular pressures from seasonal tourism, second homeownership, short-term rentals, and geographic land constraints. We understand these dynamics well.

SE Group has strong ties to Vermont. We have offices in Burlington and have worked with many different types of communities across the state. We have seen housing supply and affordability emerge as priority issues in Vermont communities and have had the opportunity to assist communities such as Fairfax, Westford, Chester, and Essex in identifying strategies to address this challenge. We are excited by the opportunity to assist the Town of Waitsfield in identifying achievable and impactful land use strategies to promote housing availability and affordability, walkability, and village vibrancy.

We congratulate you on beginning this process and look forward to hearing from you soon!

Best Regards,

SE Group

A handwritten signature in black ink, appearing to read "Mark Kane".

Mark Kane | Director of Community Planning
mkane@segroup.com

A handwritten signature in black ink, appearing to read "Alex Belenz".

Alex Belenz | Associate Planner
abelenz@segroup.com

We are a strategic planning, permitting, and design firm founded in 1958, that has completed over 2,500 projects, bringing the expertise, perspective, and pragmatism it takes to achieve the desired results. Everything we do is rooted in a genuine desire to help our clients create places that provide a high quality of life and an exceptional experience for community residents and visitors alike.



Our focus is in rural and mountain communities that have a strong commitment to sustaining the natural environment, in places that are shaped by visitation and tourism, that encourage access to the outdoors, and that value planning to establish a strong economic framework for the future. Through the years, we've become leading experts in working with communities in fragile environments where short-term choices have profound long-term effects. Working with these distinctive communities and places calls for a thoughtful, intuitive, creative and skillful melding of process and perspective. SE Group has proven itself as a leader in doing just that, and in creating outcomes that honor both people and place.



TEAM MEMBER	ROLE
Mark Kane <i>Director of Community & Recreation Planning</i>	Principal In Charge
Alex Belenz <i>Associate Planner, SE Group</i>	Project Manager
Gabby Voeller, AICP <i>Senior Community Planner, SE Group</i>	Land Use Regulation Revision
Julia Randall <i>Planner, SE Group</i>	Community Engagement & Analysis



OUR QUALIFICATIONS

Our Planning Practice

SE Group’s deep knowledge of planning, practical-mindedness on solutions, commitment to meaningful public engagement, and clear understanding of local housing needs provides municipalities with the guidance and support they need to tackle their housing challenges.

Our Community Planning practice has evolved out of decades of working with small communities in rural areas and mountainous regions. This includes communities ranging from bustling ski resort villages to economically disadvantaged towns or counties working to make economic transitions. These communities often have specific pressures and constraints on housing supply, ranging from topographic challenges to second home ownership to insufficient public water and sewer systems. Our body of work in these communities provides us with a critical breadth of experience in understanding the unique housing challenges that these communities face, as well as the importance of developing well-supported, locally appropriate solutions.

Our team frequently conducts complex planning processes on both local and regional scales. Public engagement and outreach are critical components to the planning process; we are highly experienced in conducting engagement efforts and using public feedback to inform the final plan and/or work product. We work frequently with Planning Commissions and Steering Committees and are adept at navigating these “group think” environments, communicating key information to people with different backgrounds and coming to consensus on tough issues.

Our team is experienced in developing land use regulations to address housing needs and community planning goals in small towns and villages in Vermont and the Mountain West beyond . We specialize in tailoring regulatory goals and processes to the needs of the community, as well as to the capacity of local governing body – a critical step in ensuring long-term success. We are also deeply knowledgeable about Act 250 and regional planning in Vermont and how those planning and regulatory frameworks guide local land use.



Our Approach

Our approach to housing rests on a few pillars of planning based on our years of experience:

A balanced approach to housing policy. SE Group encourages communities to think about the “biggest little changes” they can make when planning for residential growth and associated housing. We approach housing planning with the mindset that small changes in communities and neighborhoods inevitably happen over time, but no community or neighborhood should have to experience abrupt, dramatic change. We will work with the Town of Waitsfield to consider realistic housing development scenarios and corresponding policy changes that promote desired outcomes within existing community development goals.

Considering the costs of housing development, but also the value. Many communities correctly identify the potential for strained infrastructure capacity and municipal services due to increased housing development and population growth. We encourage communities to consider these costs as well as the potential changes in the taxable value of parcels and zones where different types and densities of housing may be developed. This approach helps communities consider the balance of costs and revenues associated with housing growth and the tax base implications of different development scenarios.

Putting public engagement first. We know that no planning process can be truly successful without meaningful outreach and dialogue with members of the community. Our approach is grounded in providing accessible, creative, and engaging opportunities for public input, including the use of surveys, community forums, facilitated charettes, and virtual public involvement tools. We view these planning processes as educational opportunities for the community at-large that increases buy-in during the project and fosters engagement in future planning efforts.

Summary

SE Group is well-positioned to help the Town of Waitsfield modernize zoning and subdivision bylaws to address local housing needs. Our team’s experience working with Vermont communities and similar communities around the region and country provides us with a unique blend of experience and professional capabilities to deliver these services.



MARK D. KANE, APA

DIRECTOR OF COMMUNITY PLANNING



Mark helps communities defined by outdoor recreation, the rural lifestyle, and tourism unlock and maximize economic, environmental, aesthetic, and recreational character—and potential—through community and land use planning, permitting, and entitlement. Mark brings together deep community planning expertise; an intuitive and informed understanding of how to bring together diverse communities for long-term consensus and gain; and a profound commitment to helping small communities find, articulate, tap into, and retain what makes them special.

Experience

Mark has been with SE Group since 2000 and has over 20 years of experience in environmental and land use planning and analysis.

Mark frequently provides expert witness testimony on aesthetics and development projects from a perspective of careful analysis and throughout consideration of the facts. Mark uses this approach through his engagement work and speaking engagements and takes advantage of technology where needed, but always with an eye towards making the planning process more understandable.

Mark has a Bachelor of Science, School of Natural Resources - Environmental Studies from the University of Vermont.

Areas of Expertise

- Regional and Land Use Planning
- Aesthetics and Environmental Impact Analysis
- Permitting & Entitlement

Affiliations/Memberships

- American Planning Association/Vermont Planners Association, Past-President
- American Planning Association, Northern New England Chapter
- American Planning Association, Colorado Chapter
- American Society of Landscape Architects, Affiliate

Awards

- Merit Award for Outstanding Project, APA Colorado, Town of Ridgway Land Use Plan Update, 2012
- Honor Award for Sustainability and Environmental Planning, APA Colorado, Town of Nederland Comprehensive Plan Update, 2014.
- Merit Award for Innovation/Creative Partnerships, Colorado APA, Emerald Mountain Park Master Plan, 2014

Presentations

- Sun Valley Economic Development (SVED) - Future of Mountain Towns Conference 2017

Projects

- City of Lebanon Master Plan, New Hampshire
- City of South Burlington Underwood Park Vision Framework and Master Plan, Vermont
- Clear Creek County Master Plan 2020, Colorado
- Cumberland Plateau Outdoor Recreation Plan, Virginia
- Emerald Mountain Park Master Plan, Colorado
- Essex Town Center Master Plan, Vermont
- Estes Valley Recreation and Parks District Master Trails Plan, Colorado
- GIS-Based Regional Open Space Study, Northwest Vermont
- Glacier-Winner Creek Land Use Plan - Girdwood 2020, Alaska
- Lake Chelan Multi-Season Recreation Destination Feasibility Study, Washington
- Mad River Valley Active Transportation Plan, Vermont
- Mad River Valley Economic Study, Vermont
- Maidstone State Park Master Plan, Vermont
- Milton Town Core Master Plan, Milton, Vermont
- Pagosa Springs 2018 Comprehensive Plan, Colorado
- Quechee Lakes - Long-Range Community Plan, Vermont
- Red Lodge Alternative Transportation Study, Montana
- Town of Chester Village Center Master Plan, Vermont
- Town of Frisco Development Code, Colorado
- Town of Nederland Comprehensive Plan, Colorado
- Town of Ridgway Land Use Plan 2011 Update, Colorado

ALEX BELENSZ

ASSOCIATE ANALYST & PLANNER



Alex helps communities think differently about modern planning challenges. An interdisciplinary planner, he offers a blend of creative and analytical abilities to each planning project. Alex continually challenges himself and those around him to think beyond “business as usual” when working to develop plans that are equitable, actionable, and effective.

Experience

Alex joined SE Group in 2022 and brings a unique blend of planning experience. He spent five years as a regional planner in northern New Hampshire focusing on transportation planning, housing, and recreation, and has worked with public land managers across the country on issues of recreation, transportation, and visitor use management.

Alex has a Master of City and Regional Planning from Rutgers University and a Bachelor of Arts in Geography from SUNY Geneseo.

Projects

- New Hampshire Outdoor Recreation Assessment, New Hampshire (Active)
- Marshall Mountain Park Master Planning/Design & Financial Analysis, Montana (Active)
- Minnesota All-Terrain Vehicle Master Plan, Minnesota (Active)
- Clear Creek Recreation in the Outdoors Management Plan, Colorado (Active)
- Keys to the Valley Regional Housing Study, New Hampshire*
- Upper Valley - Lake Sunapee Housing Needs Assessment, New Hampshire*
- Lebanon, NH Complete Streets and Multi-Modal Transportation Plan, New Hampshire*
- Upper Valley - Lake Sunapee Regional Corridor Transportation Plan, New Hampshire*
- Downtown Littleton Parking Plan, New Hampshire*
- Castillo de San Marcos National Monument Visitor Use Study, Florida*
- Cadillac Mountain Visitor Use Study, Maine*
- Cape Cod National Seashore Visitor Study, Massachusetts*
- Niobrara National Scenic River Visitor Study, Nebraska*
- Big Wood River Travel Management Plan, Idaho*
- Highlands Region Master Plan, New Jersey*
- Gloucester County Farmland Preservation Plan, New Jersey*

**Signifies project was completed while with previous employer*

Areas of Expertise

- Transportation Planning
- Community Engagement
- Recreation Planning & Management
- GIS Analysis

Appointments

- New Hampshire Complete Streets Advisory Committee, At-large Member (2018-2022)

Speaking Engagements

- 2019 Conference of the Northern New England Chapter of the American Planning Association: “The Value Chain: Supporting the Outdoor Recreation Economy by Leveraging Shared Assets.”
- 2017 George Wright Society Conference on Parks, Protected Areas, and Cultural Sites: “Evaluating the Effects of Crowding on Interpretive Experience at Castillo de San Marcos National Monument.”

GABBY VOELLER, AICP
SENIOR COMMUNITY PLANNER



Areas of Expertise

- Community Planning
- Affordable Housing
- Transportation Planning / Land Use + Transportation Modeling
- Community Engagement

Affiliations/Memberships

- American Planning Association, Colorado Chapter, Northern New England Chapter

Appointments

- City of Leadville Planning + Zoning Commission

Presentations

- “UrbanSim,” APA Colorado conference, 2014
- “Creating Connections between Recreation and Transportation” APA Colorado conference 2016
- “Partnering with Colorado’s Public Land Managers,” APA Colorado Conference, 2017
- “Progressive Planning on the Western Slope” APA Colorado Conference 2020

Gabby is a multi-faceted planner with a passion for helping clients solve the most complex problems facing their communities. She applies both technical and analytical skills to all aspects of community planning. Gabby approaches projects with a mind geared toward seeking out innovative and engaging solutions that move communities closer towards their vision and goals.

Experience

Working in both private and public sectors, Gabby has widespread knowledge and experience managing multi-modal transportation planning, recreation and trails planning, and community planning and development projects. She excels at crafting and facilitating creative public engagement processes and making compelling maps and infographics for plan documents. She has authored environmental analyses and impact studies. Gabby joined the SE Group team in 2016.

Gabby has a Master of Regional Planning from Cornell University and a Bachelor of Science in Chemistry from Bates College.

Projects

- City of Cañon City Arkansas River Corridor Master Plan, Colorado
- City of Fort Morgan Trails Master Plan, Colorado
- City of Fruita Comprehensive Plan Update, Colorado
- City of Fruita Land Use Code Update, Colorado
- Clear Creek County 2017 Community Master Plan, Colorado
- Cuchara Mountain Park Master Plan, Colorado
- City of Aspen Uphill Economy Recreation Plan, Colorado
- Dillon Reservoir Recreation Area and Summit County RecPath System Capacity Analysis, Summit County, Colorado
- Eldorado Canyon State Park Visitor Use Management Plan, Colorado
- Estes Valley Recreation and Park District Comprehensive Master Trails Plan, Colorado
- Pagosa Springs 2018 Comprehensive Plan, Colorado
- Pilot Hill Land Use Plan, Laramie Wyoming
- Town of Breckenridge Gondola Feasibility Study, Colorado
- Town of Frisco Community Plan Assistance, Colorado
- Town of Frisco Three Mile Plan, Colorado
- Town of Frisco Trails Master Plan, Colorado
- West Vail Master Plan, Colorado
- City of Chisholm Comprehensive Plan, Minnesota
- Lake County Parks, Recreation and Open Space Plan, Colorado
- Minturn Community Plan & Downtown Design Guidelines, Colorado
- Town of Eagle Open Space and Trails Plan, Colorado
- DOLA Affordable Housing Strategies Analysis, Colorado
- Leadville/Lake County Affordable Housing Site Analysis, Colorado
- Telluride/San Miguel County Community Housing Rezoning, Colorado

JULIA RANDALL
PLANNER



Areas of Expertise

- Technical Writing & Research
- Community Engagement & Visioning
- Policy Analysis
- Permitting

Full of curiosity, Julia loves getting to know the communities she works in and enjoys the challenge of building consensus among stakeholder groups. With every project, Julia seeks to develop innovative land use and policy solutions that reflect a community's values, build resiliency, and improve overall quality of life. Julia's considerable skill as a writer and passion for sustainable, inclusive recreation make her an asset to any project team.

Experience

Julia specializes in land use and policy analysis, public engagement, and environmental permitting. Julia is a member of the Community Planning and Design team and also supports all practice areas at SE Group.

Prior to joining SE Group, Julia studied recreation and tourism internationally and close to home – she completed a research fellowship on ecotourism in Thailand, and she has produced two reports analyzing visitor use management in the Adirondack High Peaks.

Julia holds a Bachelor of Arts in English from Williams College.

Projects

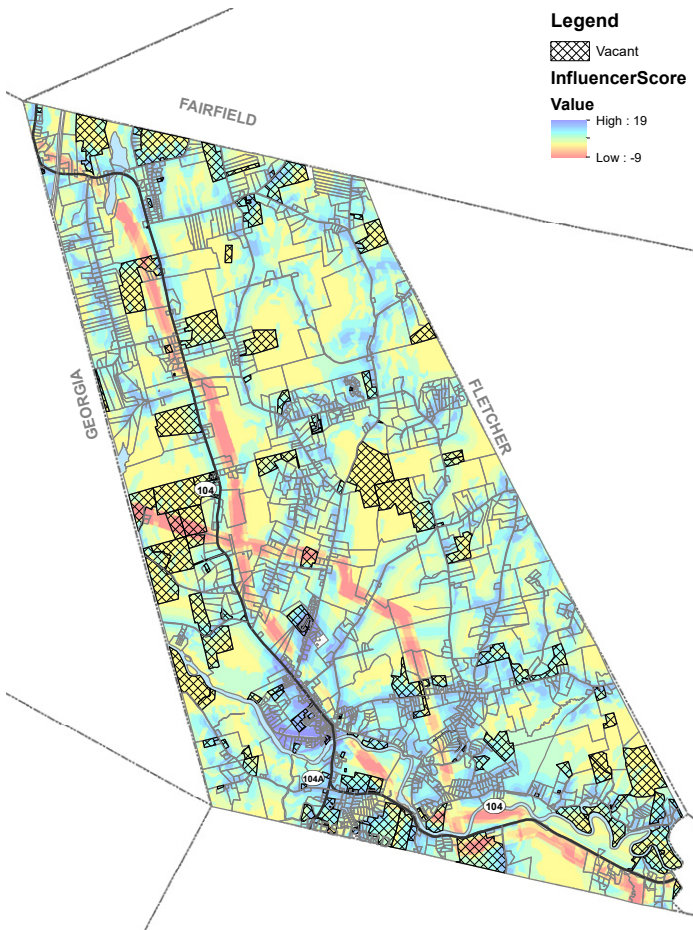
- West Vail Master Plan, Colorado
- City of Chisholm Comprehensive Plan Update, Minnesota
- Grant County Comprehensive Outdoor Recreation and Trails Master Plan, New Mexico
- Minturn Community Plan Update, Colorado
- Norwood Trails Assessment, Colorado
- Leddy Park Comprehensive Plan, Vermont
- Colorado Department of Local Affairs Affordable Housing Qualifying Strategy Evaluation, Colorado
- Leadville/Lake County Affordable Housing Site Analysis
- City of South Burlington Land Development Regulations Review and Support, Vermont
- Bromley Ski Act 250 Permit Support, Vermont
- Bolton Valley Act 250 Permit Support, Vermont
- Minnesota Off-Road Vehicle Master Plan, Minnesota
- Cumberland Plateau Outdoor Recreation Plan, Virginia
- Rib Mountain State Park Recreation Needs Assessment, Wisconsin
- Brandywine/Boston Mills Lift Replacement Planning
- Jack Frost/Big Boulder Lift Replacement Planning
- Allen Street Solar, Vermont
- Bridge Street Solar, Vermont
- Chelsea Solar, Vermont
- Gilman Hydro Solar, Vermont
- Rockingham Solar, Vermont

Fairfax Growth Study

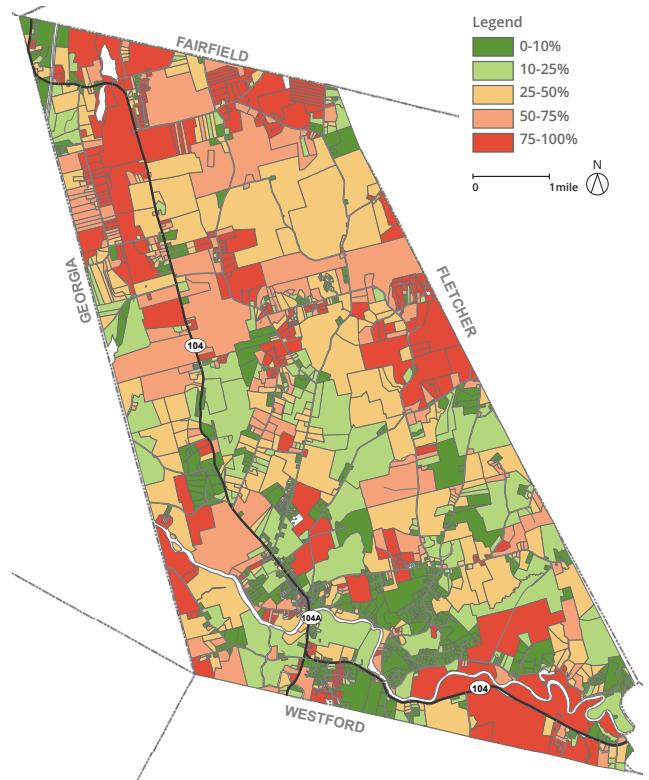
Fairfax, Vermont

SE Group completed a GIS-based growth analysis study for the Town of Fairfax in northwestern Vermont. Over the past decade, Fairfax has exhibited significant residential growth and observed the loss of viable agricultural enterprises. The current zoning enables significant new growth but does not necessarily advance the objectives outlined in the recently adopted town plan. These objectives favor more concentrated growth within the designated village center, and the continued viability of farming. The GIS model considered development constraints, natural resources, factors that influence new development, and anticipated future growth trends to evaluate three conceptual zoning scenarios. These scenarios reflected new district boundaries and allowances for density. The results of the study informed a series of specific recommendations for policy changes within the Town to help plan for future growth in a more proactive manner.

Contact Information:
Amber Soter
Zoning Administrator
Town of Fairfax
(802) 846-6111 x12
zoning@fairfax-vt.gov



Possible Constraints



South Burlington Planned Unit Development Analysis and Regulations

South Burlington, Vermont

Contact Information:
 Paul Conner
 Director of Planning & Zoning
 South Burlington, Vermont
 (802) 846-4106
 pconner@sbur.l.com

From 2017 to 2021, SE Group worked closely with the City of South Burlington on its update to its Land Development Regulations. The technical aspects of the work included the development of conceptual Planned Unit Development buildout models that expressed a range of potential types; traditional neighborhood, transit-oriented design, etc. SE Group also help explore how changes to dimensional and density standards could help guide future development patterns towards more diverse housing forms and greater multi-modal connectivity.

PUD Land Use Allocations by Type

	Conservation	Planned Ag	Planned Res	Campus	TND	NCD	TOD
PUD Focus	Resource	Ag Enterprise	Residential	Institutional Ctr	Park/Civic Ctr	Comm Ctr	Transit Ctr
PUD Shed	Res: ¼ mile	---	Res: ¼ mile	Oth: ½ mile	Res: ¼ mile	Res: ¼ mile Ctr: ½ mile	Res: ¼ mi Ctr: ½ mil
Residential	Min: 15%	Min: 0%	Min: 65%	Min: 0%	Min: 70%	Min: 50%	Min: 40%
SF, TF	Min: 10%	---	Min: 50%	---	Min: 40%	Min: 20%	*
Attached	*	---	*	*	Min: 10%	Min: 10%	Min: 10%
MF	---	---	*	*	Min: 10%	Min: 10%	Min: 10%
Nonresidential	Min: 5%	Min: 20%	Min: 5%	Min: 40%	Min: 10%	Min: 30%	Min: 40%
Civic Uses	Min: 2%	---	Min: 5%	Min: 40%	Min: 5%	Min: 5%	Min: 5%
Commercial Uses	---	---	---	---	*	*	*
Mixed Uses	---	*	---	*	*	Min: 20%	Min: 30%
Ag Enterprises	*	Min: 20%	*	*	---	---	---
Open Space	Min: 70%	Min: 60%	Min: 20%	Min: 40%	Min: 10%	Min: 10%	Min: 10%
Parks/Civic Spaces	Min: 2%	*	Min: 5%	Min: 20%	Min: 5%	Min: 5%	Min: 5%
Resource Land	Min: 65%	Min: 60%	*	*	---	---	---
Unallocated	10%	20%	10%	80%	10%	10%	10%

* Allowed, but not required
 --- Prohibited



Essex Town Center Master Plan + Form-Based Code

Essex, Vermont

In 2016 SE Group started working with the Town of Essex on an updated version of its Town Center Master Plan. SE Group led a community-based Steering Committee and sought focus from the public on what the vision for this area should be. In a location dominated by large retailers and relatively poor mobility, the public's concerns were varied, but architectural character and connectivity were the two most pressing. As this project has evolved, SE Group began exploring how form-based code might provide guidance to the evolution of the ETC as it is known. SE Group prepared buildout analyses and conceptual design plans that explored a vision and provided recommendations on specific form-based code elements (public realm, open space types, building types, street typology) that the Planning Commission is just beginning to digest into a workable regulatory model.

Contact Information:
Darren Schibler
Town Planner
Town of Essex, Vermont
(802)878-1343
dschibler@essex.org



SE Group Colorado Housing Projects

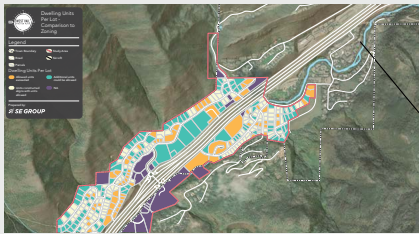
Leadville/Lake County Affordable Housing Site Analysis, CO



SE Group assisted the City of Leadville and Lake County with a site analysis process that examined several potential locations for affordable housing in the City of Leadville. In collaboration with Shape Architecture and TetraTech, we developed a report that summarized conditions, infrastructure needs, and potential design programs for each site. The City and the County are now poised to leverage grant funding to implement these projects. This process also involved a multi-step public engagement process that solicited input from English and Spanish speakers in the community. The results underscored the acute need for housing in the area as well as residents' feelings of stress related to housing.

Reference: Michael Yerman, 719.221.5380/michael@myruralplanner.com

West Vail Master Plan, CO



SE Group completed this neighborhood master plan for the Town of Vail in November of 2021. This plan included designs for the outdated commercial center as well as many zoning and housing strategies and recommendations aimed at retaining and creating housing for residents in West Vail.

Reference: Matt Gennett, mgennett@vailgov.com

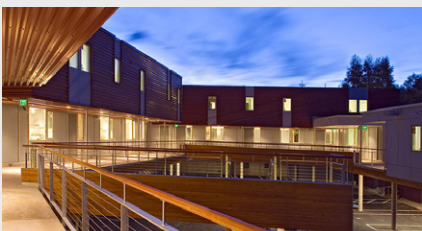
Telluride/San Miguel County Rezoning and Housing Assistance, CO



SE Group assisted the Town of Telluride and San Miguel County through a rezoning process of 39 acres to a new affordable housing zone designation. This work included putting together the entire rezoning application, attending Planning Commission and Board of County Commissioner hearings, and strategizing with Town and County staff on how to make the rezoning a successfully passed initiative. It passed and is now in the site plan development stage.

Reference: Kevin Geiger, KGeiger@telluride-co.gov

HB21-1271 Affordable Housing Strategies Assessment Colorado Department of Local Affairs



SE Group assisted the Colorado Department of Local Affairs (DOLA) with an initial screening process for a new affordable housing grant program created by Colorado House Bill 21-1271. Our team worked with DOLA and Loveland-based firm Plan Tools to develop a framework to evaluate communities' compliance with the bill.

Reference: Andy Hill, 303.864.7725/ andy.hill@state.co.us

Town of Westford Community Housing Study

Westford, Vermont

SE Group is working with the Town of Westford to explore the options to develop affordable housing on an underutilized lot within its historic village center. This parcel, which abuts the Brown's River, has had a history of commercial uses and challenging terrain that complicates future development. Working collaboratively with KAS Engineering, SE Group has developed conceptual site plans that establish new housing on the property while providing public access to the river and addressing the need to mitigate environmental and brownfield issues. As potential partners with the town, the Champlain Housing Trust and Vermont River Conservancy have been instrumental in helping guide the conceptual planning in conjunction with an engaged and passionate community.

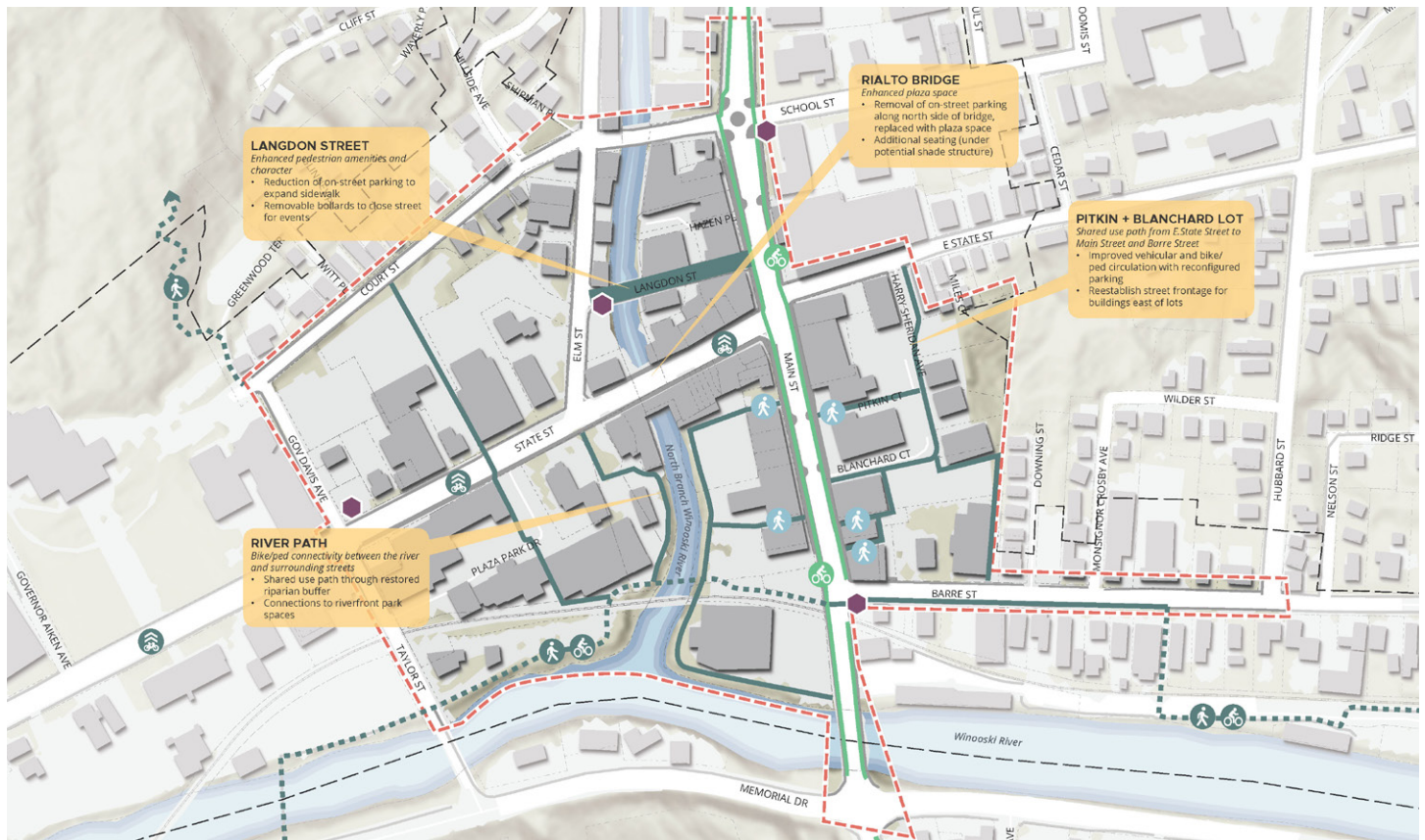


Montpelier Downtown Core Master Plan

Montpelier, Vermont

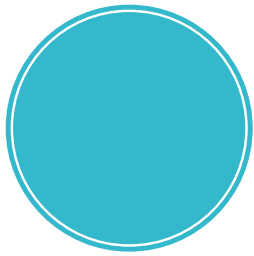
Montpelier, the capital of Vermont, has long sought to improve its downtown through updating of its streetscape and better integration with the adjacent Winooski River. SE Group, leading a team with Stantec Engineers and Watershed Consulting, completed a planning process focused specifically on the downtown core with the goal of establishing a vision for the streetscape and land uses within the study area. Building upon the best ideas from earlier planning efforts, SE Group led a robust public engagement process to gain new perspectives from the community. A number of key priorities were established, including providing a dynamic, accessible and attractive pedestrian environment, comfortable bicyclist accommodations, and improved open space and connectivity to the river. Finding the right balance of convenient parking, while allowing for critical enhancements to the pedestrian realm, was a key challenge that the project successfully addressed. In addition to potential park/plaza spaces, opportunities for urban infill were explored on under utilized parcels. Through creative design explorations that responded to community desires and client concerns, the design team established a compelling vision for how the downtown core should look, function, and feel.

Stormwater management, with the goals of improving water quality and reducing flooding, was another focus of the project. Watershed Consulting and SE Group worked collaboratively to explore ways to integrate progressive detention and filtration practices into the fabric of the downtown core. With an overview of streetscape implementation recommendations, which include order of magnitude cost estimates, the final document will help inform future city decisions related to specific streetscape design projects, support continued community dialogue around future land use policy, and provide a strategic framework for the management of urban stormwater.



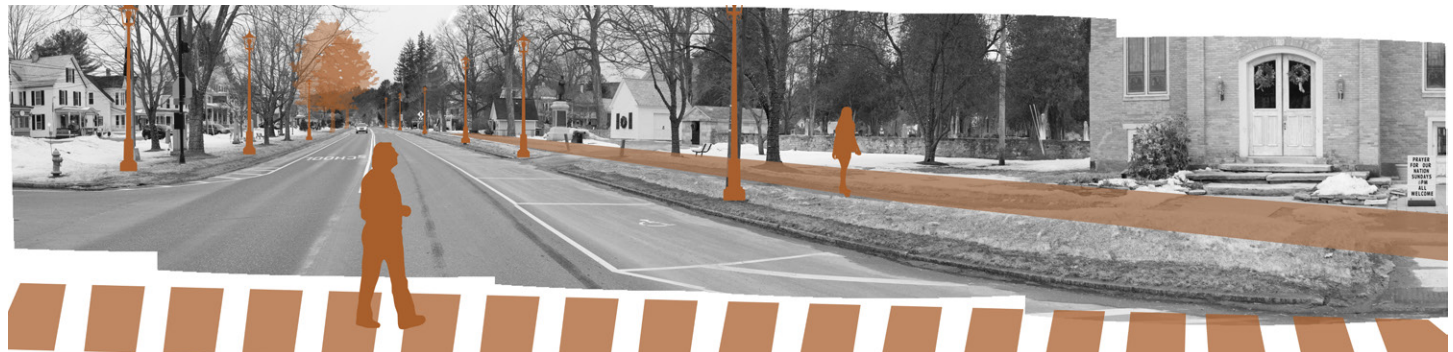
Chester Village Center Master Plan | "Rediscovering Chester"

Chester, Vermont



SE Group worked with the Town of Chester in southern Vermont to develop a master plan to guide its path forward. As a village dominated by historic architecture, the level of public engagement needed was very high. Working closely with a local steering committee, SE Group conducted a series of public engagement events and activities to draw out community needs. The resulting information was used to formulate specific "initiatives" that broke down critical improvements into smaller, more manageable parts. Several of these initiatives were given highest priority and the master plan provided documentation on relevant funding sources to assist in their implementation. In part, as a result of this master plan, the town was recently awarded a TAP grant for \$1M to improve Depot Street; connecting the historic center to the train station. Work with the Town continues.

This plan was recognized by the Vermont Planners Associations as its 2018 Plan of the Year. Separately, the plan also received a Merit Award by the Vermont ASLA.



Waterville Valley Town Center Master Plan

Waterville Valley, New Hampshire

Working in close collaboration with Bull Stockwell Allen architects, SE Group recently completed a conceptual master plan of lands owned by the Waterville Company within the resort community of Waterville Valley.

The town sits at the end of the road, surrounded by the White Mountain National Forest and near to the Waterville Valley Ski Resort. The local economy is highly influenced by this seasonal tourism condition. The approved Town Master Plan notes much of this context and the importance of positioning the community to be attractive in all seasons.

While much has developed since its first establishment in the early 1960s, the core of the community remains undeveloped. The Waterville Company, recognizing the unique opportunity it has to create a strong and identifiable center for the Town, began the master planning process by clearly identifying key elements that support a dynamic resort-oriented community. Transportation, circulation, parking, civic open space and architectural design were all considered in support of the conceptual plan, as was potential future connectivity of the Town Center with the ski area. The resulting plan achieves a balance of appropriately scaled development with substantial community-based amenities, and supports greater connectivity between the Town Center and surrounding residential, accommodations and recreational offerings.

The Project Team has presented this plan to the Town and—working through the Waterville Company—has provided support on identifying regulatory and policy opportunities to support the continued planning for the Town Center.







TOWN OF WAITSFIELD

MEMORANDUM

To: Waitsfield Selectboard
From: Annie Decker Dell'Isola, Town Administrator
Memo Date: October 21, 2022
Meeting Date: October 24, 2022
Re: Constable Appointment Process

Staff has been working for the past year with the Vermont League of Cities and Towns Law Enforcement Consultant to determine the steps needed to appoint a town constable. According to VLCT, the requirements for having a town constable who has law enforcement authority have changed dramatically over the past few years. The purpose of this memo is to summarize the steps required to appoint/retain a constable and to summarize the status of each step-in order to assist the Selectboard and staff while they outline a path forward.

1. Election vs. Appointment

VT State Statute typically requires an election for town constable unless the town votes by Australian ballot to authorize the Selectboard to appoint a constable.

- ✓ **Complete:** *Town voters voted to allow the Selectboard to appoint a constable on March 2, 2004.*

2. Town Policies Needed

There are five legislatively mandated policies that towns must have in place if they have a town constable with law enforcement authority. VLCT can provide templates of these policies. The five required policies are the Vermont Body Worn Video Policy, Vermont Conducted Electrical Weapons Policy, Vermont Fair & Impartial Policing Policy, Vermont Identification Process Policy, and Vermont Internal Affairs (Citizen Complaints) Policy. There is also a long list of over thirty "recommended policies" that VLCT recommends towns consider adopting related to law enforcement.

- ✓ **Complete:** *The Selectboard adopted the five required policies on September 9, 2022*

3. Budget

The Town of Warren has two appointed constables. An option for Waitsfield constable would be to appoint one of Warren's constables and potentially share costs. Warren budgeted \$19,800 for their two constables in 2022. Costs include patrol hours, required training hours, required certifications, mileages, and equipment. The constables utilize their own personal vehicles so major vehicle expenses are not included. Staff is working to identify areas where cost sharing may be possible such as training costs and certification maintenance. A potential budget of about \$7,500 has been estimated for a Waitsfield constable with law enforcement authority and \$8,000 was budgeted for FY23. Additional conversations are needed with Warren to explore potential cost sharing options.

Status: *Warren staff has been helpful in providing information about what to budget for a constable, however cost sharing conversations have not yet taken place and will need to be had with the Warren Selectboard Chair.*

4. Insurance

About \$1,700 will need to be budgeted for PACIF insurance for a constable (included in the ~\$7,500 estimated above). Additionally, PACIF prefers to see town's utilize town-owned vehicles for patrolling and law enforcement. If a constable is to use their personal vehicle, PACIF has a number of items they'd like to see covered in the owner's personal insurance policy.

Status: *As constable candidates are identified, it will be important to review personal vehicle policies to ensure adequate coverage.*

5. Appointment Process & Duties

1. The constable's duties include those identified in State Statute (full list found in Chapter 12 of VLCT's Selectboard Handbook) as well as the enforcement of town ordinances as articulated in those ordinances. VLCT best practice recommends a detailed background check be completed for all constable candidates. VLCT has provided a draft job description that can be tailored and used by the Town.
2. The Town's Enforcement Ordinance shall be reviewed by the Town Administrator and Town Attorney to ensure it aligns with the job description and duties assigned to the constable.
3. If a constable is serving in a law enforcement role, they will also need to demonstrate that they have the necessary trainings and certifications. Trainings and certifications will have to be maintained throughout the duration of the constable's service and annual certification must be provided to the Town to be shared with the Vermont Criminal Justice Council. Another benefit for partnering with Warren on a constable is that the trainings and certifications are already in place and will only need to be maintained.
4. The VT Criminal Justice Council requires the submittal of an employment notification form when a new constable is appointed.

Status:

1. *VLCT has provided a draft job description which is attached. The Selectboard and Town Admin should review and provide feedback.*
2. *The Town's Enforcement Ordinance is enclosed and should be reviewed to ensure the constable is identified where appropriate.*
3. *VLCT and VT Criminal Justice Council have provided a list of certifications required annually for all Level II and Level III law enforcement officials (attached). The Town of would want minimally a Level II enforcement official to address the needs that have been expressed. This includes:*
 - a. *First Aid / CPR Training*
 - b. *Firearms Qualifications*
 - c. *Conduction Electrical Weapons Training*
 - d. *Domestic Violence Response*
 - e. *Use of Force & Tactics*

4. *The form is attached as part of the material provided by VT Criminal Justice Council*

VLCT PACIF JOB DESCRIPTION SAMPLE
For Appointed Constable Positions With Specified Law Enforcement Duties Included

Guidance: This sample must be tailored to the specific requirements of the position in your municipality. Please read all sections carefully and change, add, or remove wording, including bulleted examples; fill in blanks to reflect the details that apply to your municipality. Be sure to remove all italicized guidance sections. [Bracketed] words show a choice or option to select or remove as appropriate.

The role of a constable varies from town to town, and depends upon whether he or she: (1) has received law enforcement certification from the Vermont Criminal Justice Council; (2) is elected or appointed; and (3) whether (irrespective of law enforcement certification) the voters have elected to limit his or her law enforcement powers.

A constable may act only when authorized by a specific statute. A constable may not legally exercise law enforcement authority without completing the basic training requirements and annual in-service training within a time and manner prescribed by the Vermont Criminal Justice Council. 20 V.S.A. § 2358(a). Even if a constable has received such training, a municipality may vote to prohibit the constable from executing any law enforcement authority. 24 V.S.A. § 1936a.

All job descriptions should be updated regularly to reflect changes.

APPOINTED CONSTABLE

[TOWN/CITY] OF _____

Guidance: If this position is elected, it is responsible to the voters and the “Reports To:” section should be removed.

FLSA Status: Exempt

Full-time Part-time

Reports To: Selectboard

Work Hours:

OBJECTIVE/PURPOSE

Guidance: This section is a short summary (one to three sentences) that expresses why the position exists. Example:

The Town Constable is appointed by the Selectboard and authorized to perform certain law enforcement duties and to engage in community outreach and trust-building duties to support the effective functioning of the Town and safety and well-being of its citizens. Certain duties, as specified below and by nature of the duty itself, may require completion beyond the Town’s boundaries; however, the Constable’s jurisdiction itself is limited to the boundaries of the Town of _____.

DUTIES AND RESPONSIBILITIES

Guidance: This section should list all duties essential to the successful performance of this job. Be specific and use action words and adjectives that communicate how, where, when, how often

*or why tasks are done. List the job duties in order of importance or amount of time spent. If possible, list the percentage of time spent or use words that describe how often the duty is performed. This will help identify which functions are “essential” vs. which are incidental. (Note that important duties, even if done infrequently, can still be considered essential to a job.) The distinction between essential and incidental is an important judgment to make when complying with Americans with Disabilities Act (ADA) requirements. **Each municipality is unique. Be sure to tailor your list to the specific duties and how they are done in your municipality.** Examples:*

- Safely and legally operates municipal vehicle during the discharge of all duties for the Town. Use of personal vehicle while on duty for the Town is prohibited. (*Guidance: as a risk reduction measure, VLCT recommends not allowing the use of a personal vehicle when performing law enforcement duties of Constable.*)
- Responds to calls in a timely manner and attempts to resolve citizen inquiries and complaints.
- Responds to emergencies to provide assistance and help maintain public order.
- Maintains a working knowledge of and personally complies with all local, state and federal statutes and regulations.
- Maintains effective communications with the Selectboard, other municipal officials, Town employees and the general public, ensuring that all interactions are professional, courteous and helpful.
- Interacts with other law enforcement agencies in a professional and collegial manner that fosters cooperation.
- Ensures effective, timely, and courteous response to requests and concerns expressed by the public.
- Works with the Selectboard to create outreach programs in the schools and the community to educate the public about issues including, but not limited to, drug and alcohol awareness, bicycle or motor vehicle safety, neighborhood safety improvements, etc.
- Records the facts related to incidents and activities in a timely manner to produce accurate documentation and reports. Regularly updates the Selectboard on important matters. Provides written report to Selectboard on at least a [*monthly/bi-weekly*] basis. Reports must include dates of activities and occurrences, a brief description of each issue and how it was resolved, and the amount of time spent.
- May conduct traffic safety enforcement activities as directed by the hiring authority, collecting and reporting all legally required car stop data.
- May serve civil and criminal process – including complaints, summonses, subpoenas, writs, and restraining orders within the Town’s jurisdiction. In service of process, constables have the same powers and are subject to the same liabilities and penalties as

sheriffs. 12 V.S.A. § 693. No constable is allowed to serve writs in cases in which he or she has a personal and/or financial interest in the debt involved. 12 V.S.A. § 694.

- Serves as tax collector if no specific officer by that title is elected at Town Meeting. 24 V.S.A. § 1529.
- Collects delinquent taxes, when ordered to do so by the Town's Tax Collector, by seizing and selling the delinquent taxpayer's property by legal process. 32 V.S.A. § 5139.
- May transport prisoners and patients with mental disabilities as appropriate, following appropriate safety precautions and best practices.
- May destroy unlicensed animals, following the requirements of 20 V.S.A. §§ 3621-3623, and may kill an injured deer in accordance with 10 V.S.A. § 4749.
- May assist the health officer in the discharge of their duties. 18 V.S.A. § 617.
- During Town Meeting, may be called upon by the Moderator to remove a persistently disorderly person who is disturbing the meeting. 17 V.S.A. § 2659.
- Undergoes annual in-service training and maintains valid law enforcement certification as required by the Vermont Criminal Justice Council.
- Regularly updates the Selectboard on constabulary activities. Provides written report to Selectboard on a [*monthly/bi-weekly/weekly*] basis. Reports must include dates of activities and occurrences, a brief description of each and how the matter was resolved, and the amount of time spent on each occurrence.
- Oversees routine maintenance (including washing, cleaning, oil changes, and tire changes) and minor repairs on municipal vehicle, ensuring that proper maintenance takes place to preserve vehicle longevity and ensure safe operation as per the budget allocation
- Follows safety precautions, procedures, and best practices at all times, including wearing proper personal protective equipment (PPE).
- Ensures that all interactions with colleagues, municipal officials, and members of the public are professional, courteous, and helpful.
- Provides professional and effective response to requests and concerns expressed by the public.
- Complies with all municipal policies and ordinances and state and federal laws and regulations.
- Reports any complaints alleging category A, B or C unprofessional conduct against him or her to the selectboard within 10 days 20 V.S.A. § 2403.

- Maintains and adheres to all policing policies.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Guidance: *This section lists the experience and qualifications needed to do the job. Distinguish between experience truly needed and the ability to learn skills through training and on-the-job learning. Consider that some skills may be transferrable from other experience. To comply with the Americans with Disabilities Act (ADA) and other non-discrimination requirements, be sure that qualifications are truly job-related. Examples:*

- Must maintain up-to-date knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Must maintain Vermont Law Enforcement certification by meeting annual training requirements and upholding professional conduct standards.
- Must aptly apply training by Vermont Criminal Justice Council.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must demonstrate strong judgment, decision making, customer service, and communication skills.
- Must have a strong ability to maintain composure under pressure and interact tactfully with diverse types of people, including those with mental or physical disabilities, diverse gender identities, and Black, Indigenous, and People of Color (BIPOC).
- Must be willing to learn and apply de-escalation techniques, as needed.
- Must be willing to calmly and professionally receive and apply constructive feedback.
- Ability to respond to citizen complaints and other situations in a calm and sensitive manner without bias.
- Must be able to remain composed in high pressure situations.
- Must possess sufficient physical resources to stay alert, focused, and functional during extended tours of duty, rotating shifts, and repeated rapid changes from sedentary activity to strenuous physical activity.
- Must put on and wear issued uniform and all associated equipment, including PPE , duty belt and firearm.
- Must engage in all required safety and other appropriate training.
- Must submit to and pass all pre-employment testing, to include a comprehensive background investigation, psychological assessment, polygraph examination, and drug testing, that complies with federal legal standards.

EDUCATION AND TRAINING

Guidance: *This section indicates the minimum level of education required (ensure that it is realistic and justifiable) as well as the level that would be helpful or preferable in this role. Consider realistic substitutions such as a mix of education and/or experience that might take the place of a specific degree or education level. Indicate any required certifications or licenses that are required or would be helpful. Examples:*

- High school diploma or equivalent required;

- Valid driver's license and clean driving record are required;
- Certification as a Vermont Law Enforcement Officer;
- Completion of minimum standards and training requirements established by the Vermont Criminal Justice Training Council.
- A minimum of ____ years of relevant experience is required.

TOOLS/TECHNOLOGY

Guidance: *List the applicable tools, equipment, machinery, computers, software etc. that are used in this role. Examples:*

- Must safely use authorized weapons only as authorized and only as needed pursuant to law and policy;
- Must demonstrate computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.
- Ability to quickly learn and effectively use software programs including: [_____].]

PHYSICAL AND MENTAL DEMANDS

Guidance: *Describe the physical and mental requirements that must be met to successfully perform this job. Consider the forces that must be applied and objects that are lifted in order to specify the current moving and/or lifting requirements. Examples:*

- Must demonstrate excellent judgment, decision making, customer service, and clear written and verbal communication skills.
- Must be able to evaluate and effectively solve problems.
- Must be able to handle stressful situations in a calm and professional manner and be able to defuse conflict.
- Must demonstrate dexterity, quick reflexes, and visual acuity to safely drive assigned municipal vehicle for periods of time that may include darkness and challenging weather conditions.
- Must obtain and maintain certification for the use of firearm(s) and any other authorized weapons.
- Must participate in annual Non Lethal Use of Force training as required by the Vermont Criminal Justice Council. This may involve the physical demands of practicing take-downs, handcuffing, etc. .
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort when called to duty.
- Frequently and repeatedly lifts or moves up to ____ pounds and occasionally lift or move up to ____ pounds.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, and frequent grasping.
- Must have good hearing and speaking abilities to communicate with others in person, over the phone, radio, etc.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.

- Must be able to read, comprehend and follow complex written and verbal directions and instructions.

WORK ENVIRONMENT/CONDITIONS

Guidance: Describe the working environment and work conditions. Include any conditions that may be unusual, unpleasant, or potentially hazardous as well as travel and on-call requirements.

Examples:

- Travels within the Town (and outside Town boundaries when required) in municipal vehicle provided by the Town of _____;
- Work occurs in various locations, as needed, throughout the Town and, more rarely, may occur outside of Town when legally discharging duties that require travel outside Town boundaries. [Law enforcement authority is limited to within the Town boundaries.]
- Willingness to be disturbed and quickly respond during off-hours, at night, and in early morning hours.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions occurs during certain months of the year.
- Walking/movement may occur over uneven or slippery ground.
- Position is on-call throughout the year except during [X #] of weeks as authorized in advance by the Selectboard.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The [Town/City] of _____ is an Equal Employment Opportunity employer.

SIGNATURES

Guidance - Employees should sign to indicate receipt and understanding of the job description upon hire or whenever updates occur. The Selectboard should sign to indicate approval.

Employee Acknowledgement

I have received and understand the requirements and essential functions and duties of this position.

Employee Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date

SAMPLE

**TOWN OF WAITSFIELD
ENFORCEMENT OF ORDINANCES**

Section 1. Authority.

The Town of Waitsfield adopted this ordinance under the authority of 20 V.S.A. § Chapter 59.

Section 2. Purpose.

The purpose of this ordinance is to establish and maintain an effective program of ordinance enforcement.

Section 3. Enforcement Officers.

The Town of Waitsfield may designate as an enforcement officer any of the following municipal officials: Selectboard Chair, Town Administrator, Zoning Administrator, Assistant Zoning Administrator, Town Clerk, Town Health Officer, Dog Warden, a certified law enforcement officer.

Nothing in this section is intended to limit the appointment of enforcement officers. The Selectboard shall make all appointments of municipal officials.

Section 4. Enforcement.

The violations of ordinances shall be considered civil matters, which may be enforced in the Vermont Judicial Bureau or in the Washington County Superior Court, at the election of the Selectboard.

For the purposes of enforcement in the Judicial Bureau, the following enforcement officers may issue tickets and serve as the appearing officer at any hearing:

- a) *Zoning and Subdivision Ordinances* – the zoning administrator and assistant zoning administrator.
- b) *Traffic Ordinance* – a certified law enforcement officer, including but not limited to local police, constables, Vermont State Police, and the Washington County Sheriff's Department.
- c) *Dog Ordinance* – the dog warden and town health officer.
- d) *Garage Sale and Itinerant Vendor Ordinances* – the town administrator and town clerk.
- e) *Public Festival Ordinance* – the town administrator.
- f) *Street Naming and Addressing Ordinance* – the zoning administrator and the town administrator.
- g) *Water Ordinance* – the designee(s) of the Water Commission and the town administrator.
- h) *Any public health or similar ordinance* – the town health officer.

The Selectboard may appoint an interim enforcement officer for one or more of the ordinances listed to fill a vacancy until a regular enforcement officer is appointed.

46 Violations enforced in Superior Court shall be in accordance with the Vermont Rules of Civil
47 Procedure.

48

49 In addition to the enforcement procedures available before the Judicial Bureau, the Town
50 Administrator may, following authorization from the Selectboard, commence a civil action to
51 obtain injunctive relief and other appropriate relief, or to pursue any other remedy authorized by
52 law.

53

54 Section 5. Training for Enforcement Officers.

55 Before any enforcement officer issues a penalty for violation of an ordinance, they shall have
56 successfully completed training on the enforcement process and protocols. The Board will
57 determine what training is required, and shall certify that the enforcement officer has
58 successfully completed said training.

59

60 Section 6. Signatures.

2022 Waitsfield Selectboard Work Plan
 (August 8, 2022 as updated by SB)
**Recommended as top priority*
***Also priorities*

Projects		Status
1	Public Safety / Enforcement	
2	<i>*Establish a Waitsfield constable</i>	Was a 2021 priority and included in FY23 budget. The Board adopted the required policies on September 9th. Next steps are adopting the job description and engaging in conversations with interested parties to determine a final budget and make an appointment.
3	Further clarify and define the role and processes of the ACO	ACO was appointed in 2021 as an update to Dog Warden to better align with State Statutes
4	Property Maintenance	
5	Town Office: Maintain a list of short and long term building needs that should be kept up with annually or budgeted within the CIP moving forward	Included in FY23 budget, staff has not had much time to work on this yet. Possible that the new staff member can help with this.
6	Fire Station: Including new proposed work as well as work need to install the extractor, bring the building up to current fire/building safety codes, and improvement energy efficiency	Included in past budgets and the FY23 budget. There have been a number of meetings and site visits in the past few months to prioritize projects based on available funding
7	**Highway Garage : An engineer study is needed to evaluate the current building and determine if the structure should be renovated or a new location needs to be planned	Included in the FY23 budget (CIP). Annie has been in touch with the Town engineer to determine a plan for completing this scoping study. The Selectboard should consider the appropriate timeline for this project.
8	<i>*General Wait House: Using the General Wait House Committee's final report and recommendations, determine a course forward for short term and long term needs</i>	The Selectboard considered the GWHC report in January 2022 and will revisit it in the coming months to chart a course forward. Short term needs: it looks likely that an "on-call" small projects contractor has been found. Next steps are to identify any remaining building needs, capture all of the different short term needs on a master list, and prioritize based on funding available. Additionally, current tenant leases need to be renewed and an updated barn use agreement drafted. Long term needs: staff followed up with Preservation Trust VT about a building needs assessment and they are working to find historic contractors who can help. Grant funding opportunities for major building improvements should open in early 2023. Long term management of the building still needs to be addressed.
9	<i>**confirm compliance with any necessary pond permits and consider maintenance plan</i>	Old records still need to be found
10	Fire Department	
11	Update the Memorandum of Agreement between Waitsfield, Fayston, and the Fire Department to ensure that processes are clear	In process and a final draft will be reviewed at the November Fire Department budget meeting with the Town of Waitsfield and Town of Fayston.
12	Continue to update and refine the Fire Department Capital Improvement Plan	An ongoing effort that was further refined in the FY23 budget process
13	Road Department	
14	Consider the possibility of adding a 4th Road Crew member in the FY24 budget	A need that has been identified for a few years
15	<i>**Work on compliance with the Municipal Road General Permit</i>	A number of road segments need to be brought up to stormwater compliance by December 2022. This effort has been underway for some years. Annie and Josh are working to get this wrapped up by the end of the year and an iPad has been ordered for the work as recommended by DEC. January 2023 begins a new phase of the MRGP.
16	<i>*Complete the E. Warren Road culvert project</i>	A grant was received for the project which should be bid out in March/April and set to begin once school is out in summer 2022
17	Apply for E. Warren Road Phase I Paving Grant	Due to the state on April 15, 2022, the goal is to pave starting at the bridge, up Joslin Hill, and continue up E. Warren Road. The Town did not receive this award and will need to be considered as part of the FY24-29 CIP.
18	Continue review and analysis of Class 4 (and some Class 3) Road segments to potentially reclassify	This has been an ongoing need and was included in the 2021 Work Plan as well
19	Install North Road culver as identified in the FY23-27 CIP	Additional funding initially identified to come from ARPA money allocated at the end of FY22 from the unassigned fund balance. The Road Crew along with the Town Engineer determined a fix that should hold for the next five years that did not require installation of a new culvert.
20	American Rescue Plan Act	
21	<i>*Consider and prioritize the uses of Waitsfield portion of the ARPA funding</i>	The Selectboard formed an ARPA Committee in June 2022 to provide recommendations on how to best use the Town's ARPA allocation. The committee has been formed and has met a number of times. The project intake form has been created and the first round of applications are due on November 18, 2022.
22	Planning Projects	
23	Continue to support projects that will help address the established housing needs in Waitsfield	The Water/Wastewater Feasibility Study and Bylaw Modernization projects referenced below both aim to address housing needs, as well as Town Plan updates that the Selectboard will review for adoption in 2022.

24	Water/Wastewater Feasibility Study	The Selectboard created the Water and Wastewater Feasibility Committee (WWFC) tasked with overseeing this project and reporting back to the Board as needed. The WWFC continues to work with Dubois & King, the consultant selected to work on the project, and public outreach efforts are underway.
25	Bylaw Modernization	The Waitsfield Planning Commission received a grant award to pursue updates to the Waitsfield Zoning Bylaws to address things such as housing in growth areas in town. The subcommittee tasked with finding a consultant is recommending the Town work with the SE Group, as brought to the Selectboard at their 10/24 meeting.
26	Cannabis Regulations	The voters opted-in to allow retail cannabis in town at Town Meeting 2022. The PC will include proposed edits to the zoning bylaws as part of their 2022 bylaw amendments.
27	**Downtown Transportation Fund Grant for RRFBs at the WES crosswalk	The town received funding for the project and is working through questions related to relocation of a speed radar sign before the RRFBs are installed. This work should also go out to bid in winter 22/23 for work in early spring/summer '23.
28	Provide support to the VOREC project as a team member	Staff has spent a good amount of time working on the proposed pedestrian path associated with the VOREC project as well as attending team meetings.
29	Coordinate with Vtrans on the Route 100/17 Intersection project	
30	Ordinances, Resolutions, and Policies	
31	Incorporate the Declaration of Inclusion into the guiding policies, rules, resolutions, and ordinances of the Town	The Waitsfield Declaration of Inclusion was adopted on February 28, 2022
32	Update/clarify Ordinances that were identified in the past year	Including the Public Festival Ordinance (to better align with zoning standards) and the Dog Ordinance (to include the ACO or adopt a new ACO Ordinance) and the Enforcement Ordinance (to update all enforcement officers)
33	Ensure all ordinances/resolutions are recorded and tracked as required by State Statute and consider a policy for when any ordinance/resolution/policy should be revisited	
34	Update the Personnel Policy to reflect any updates in hours	Update in 2022 after new staff are hired/onboarded
35	Revisit 2021 Tax Stabilization Policy draft	This was included on the 2021 Work Plan and has not been addressed to date
36	Town Administration	
37	*Hire a Town Treasurer	The first round of application reviews for the amended position will be reviewed the week of October 24th
38	Update all contracts and put projects/contracts out to bid that are set to expire	To move forward now that the FY23 budget has been approved
39	Address cybersecurity needs for Town Office (including an updated email system and website)	Based on direction from VLCT PACIF this will be increasingly important in years to come. The ARPA Committee supports the use of ARPA funds for this purpose. Assistance may be needed with this project.
40	Continue exploring options for a server transitions and record retention system/policy	This was discussed in 2021 but has not been completed to date. The ARPA Committee supports the use of ARPA funds for this purpose. Assistance may be needed with this project.
41	Town Meeting 2023 Prep	Prepare the Town Report, Town Meeting Warning, etc.
42	*FY24 Budget Preparation	October - January is the bulk of budgeting. Annie plans to meet with Department Heads and reach out to Town commission and committees to begin preparing the draft operating budget and CIP for review with the Board starting in December.
43	Capital Planning	
44	Further refine and clarify the CIP process for vehicles / equipment / buildings	Annie met with VLCT Finance staff on October 17th and received documents that we can use to further plan and prioritize capital needs. VLCT was impressed with our current Capital Plan as included in the Annual Report and encouraged us not to change the current format.
45	Further develop long term plans for stormwater, culverts, bridges, paving, invasive species management, and pedestrian improvements	
46	Conservation, Climate, and Natural Resources	
47	Continue to assess the Town's energy use and determine where energy efficiency and/or renewables may be appropriate as projects arise	
48	**Support the Tree Committee in adopting and implementing an Emerald Ash Borer Management Plan and find a Tree Warden	Voters approved the creation of invasive species management reserve fund at Town Meeting 2022 which will be available in FY23
49	Support the Conservation Commission in their work to address Japanese Knotweed	The Conservation Commission has been working all summer on their knotweed programing, including the hiring of interns. The Selectboard approved the use of almost 3/4 of the newly created Invasive Species Management Fund toward the project.

TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, October 10, 2022
Draft

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I. Call to Order: The meeting was called to order at 6:32 pm by Christine Sullivan. The meeting was held in person at the Waitsfield Town Offices and remotely via Zoom.
Members Present: Chach Curtis, Jordan Gonda, Fred Messer, Christine Sullivan (Chair)
Staff Present: Annie Decker-Dell’Isola, Town Administrator; JB Weir, Zoning Administrator
Others Present: Jon Ashley (Dubois & King), Bob Cook (Cemetery Commission), Tom Ferguson, George Gabaree (Cemetery Commission), Anthony Italiano (MRVTV), Dexter Lefavour, Alice Peal (Planning Commission), Mark Peal (Cemetery 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.

Dexter Lefavour introduced himself as a candidate for the Vermont Senate

3. Consider request from Waitsfield Cemetery Trustees.

Bob Cook provided some background information behind this request, noting that the Trust is finding it difficult to meet the perpetual care costs of the current calendar year. The market value of the investments of the Trust is less than the total funds invested. He explained that there are statutory limits on spending in that only income may be expended, not the investment itself. There was a question whether this is the correct interpretation of the statute, and whether legal advice had confirmed this. Mr. Cook indicated that often income from the Trust is reinvested. There was not full clarity on what should be considered the cost basis of the fund, which was established over 100 years ago. Mr. Cook referred to several statutory sections regarding management of Trust funds and management of cemeteries and related funding.

It was agreed to consult with Vermont League of Cities and Towns, and follow up with the Town’s attorney if necessary. Mark Peal indicated that the Commission will be able to continue covering perpetual care expenses until this is resolved.

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

a. Dubois & King to present 60% Report Findings

Ms. Peal introduced Jon Ashley of Dubois & King; Mr. Curtis reminded the group that the overall impacts on public health and housing are the drivers of this project, and that this is a preliminary report of potential solutions, the costs of those solutions will be outlined in the report to be provided later this year.

Mr. Ashley provided an overview of the 60% Report, which is available on the Town’s website; the slides from his presentation will also be posted to the site. He covered the following aspects of the report:

- 48 • Purpose of the study
- 49 • The area encompassed by the study
- 50 • Town Plan references
- 51 • Importance of drinking water protection, water quality protection, and potential
- 52 replacement of aging septic systems
- 53 • Currently available funding, including ARPA funding and other opportunities for both
- 54 planning and construction
- 55 • Economic benefits such as housing, compact development, infill, and elimination of
- 56 private homeowner septic repair costs
- 57 • Data related to septic system ages, well shield conflicts, private lot replacement
- 58 limitations
- 59 • Current and projected capacity needs, for the entire study area and portions thereof
- 60 • Soil conditions in the study area
- 61 • Potential alternatives to be pursued:
- 62 ○ Connection of lots to the water system
- 63 ○ Increased capacity of existing wastewater systems
- 64 ○ A new large-capacity system
- 65 ○ Extension of the water system to the south
- 66 ○ Clustered wastewater disposal sites with advanced pretreatment
- 67 • The upcoming schedule/timeline for completion of the study and related work

68

69 b. Update from WWWC on outreach and next steps

70 Ms. Peal announced that a community meeting has been planned for October 26, to be held at the

71 Village Meeting House. She also pointed out the connection between this work and the

72 upcoming bylaw modernization work the PC is undertaking.

73

74 **5. Consider adopting FY24 Budget Goals & Calendar.**

75 Ms. Decker-Dell'Isola pointed out that the one change from the previous iteration reviewed is

76 the addition of consideration of long-term community needs.

77

78 **MOTION:** *Mr. Messer made a motion to adopt the FY24 Budget Goals and Priorities as*

79 *amended. The motion was seconded by Ms. Gonda. All voted in favor.*

80

81 **6. Consent Agenda.**

82

83 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*

84 *unanimously.*

- 85
- 86 • Approval of the Minutes of September 26, 2022.
 - 87 • Bills Payable and Treasurer's Warrants.
 - 88 • Amendment to 9/26 Zoning Fee Waiver request.

89

90 **7. Selectboard Roundtable**

91 Members confirmed their plans to attend the upcoming housing summit.

92 **8. Town Administrator's Updates**

93 Ms. Decker-Dell'Isola highlighted items from her written report. It was agreed that the volunteer
94 waiver and associated policy should be revisited at an upcoming meeting.

95 **III. Other Business**

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

97 **IV. Adjourn**

98 The meeting adjourned at 7:22 pm.

99 Respectfully submitted,
100 Carol Chamberlin, Recording Secretary