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TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, December 19, 2022
Draft

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

Members Present: Chach Curtis, Fred Messer, Christine Sullivan

Others Present: Joe Aldsworth (Capital West), Jared Cadwell (Fayston Selectboard), Anthony Italiano (MRVTV), Tripp Johnson (Fire Chief, WFFD), Mike Jordan (Fayston Selectboard), Chuck Martel (Fayston Selectboard), Brett Meyer (Washington County Sherriff's Dept), Marc Poulin (Washington County Sherriff's Dept)

II. Regular Business.

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

No adjustments were necessary.

2. Public Forum.

Nobody present requested to address the Board.

3. Joint Review with the Town of Fayston:

a) Review Waitsfield-Fayston Fire Department Proposed Budget and Amended MOU

Ms. Sullivan explained that she, Mr. Cadwell, and Ms. Decker-Dell'Isola have met with Mr. Johnson and reviewed the majority of the proposed Fire Department budget. Points yet to be addressed include deciding how to best estimate for fuel costs and Ms. Decker-Dell'Isola's contacting PACIF to determine insurance rates for the coming year.

Mr. Johnson pointed out that there are several increases throughout the proposed budget, and that it might be prudent to make use of ARPA funds for firefighter gear purchases, explaining that it will be necessary to spend both the amount in the budget as well as some ARPA funds in order to ensure that there is enough gear available for all the Department's volunteers – three additional sets of gear are currently needed. Both Boards indicated that, while no decision has been reached regarding this ARPA request, they are likely willing to contribute along the lines of the 60/40 split under which the rest of the Fire Department budget is allocated.

Mr. Curtis noted that he is aware of another potential source of funds for equipment purchases, and that he will gather more specific related information.

There was a discussion with Mr. Aldsworth regarding the capital plan being put in place by Capital West and the associated request that reserve funds for future maintenance/improvements be provided by each town participating in the service. Mr. Johnson pointed out that both Boards are seeking assurance regarding where these funds will be deposited and what security there will be in place to ensure they are available for the purpose intended. Mr. Aldsworth explains that the capital plan is required by statute, and that the investment plans are outlined in a spreadsheet which he will share with the Board members, along with a copy of the contract for the service

48 and upgrade reserve, and the MOU regarding the reserve funds (once the current legal review is
49 complete). Mr. Aldsworth explained that the reserve fund estimate for each town is based upon
50 the percentage of time that the Capital West services are utilized. The entity holding the funds
51 will be the Capital Fire Mutual Aid System. He provided some information regarding how the
52 future upgrade will be incorporated into the system, including cellular capabilities where
53 possible (devices used by firefighters need to be water and glove friendly).

54
55 The logistics of putting this amount before the voters was discussed, as approval of the creation
56 of a reserve fund is customarily a separate article; Mr. Aldsworth explained that this can either
57 be incorporated into the budget for approval, or presented separately.

58
59 The proposed WFFD budget was reviewed. It was agreed that revenue from the sale of a used
60 van should be applied to improvements needed to the new replacement van. Mr. Johnson
61 explained the potential impacts to a future budget created by the continued lengthy lead-times
62 being experienced. It was noted that there was not a line item related to operational costs for the
63 recently acquired extractor, and some estimates of that annual cost were outlined.

64
65 **MOTION:** *Mr. Cadwell made a motion to amend the proposed WFFD budget to include a line*
66 *item in the amount of \$5K to cover the pumping needed for extractor discharges. The motion*
67 *was seconded by Mr. Messer. All voted in favor.*

68
69 **MOTION:** *Mr. Cadwell made a motion to approve the proposed WFFD budget as amended.*
70 *The motion was seconded by Mr. Messer. All voted in favor.*

71
72 Ms. Sullivan noted that much of the MOU language has been reviewed and clarified, and that
73 Mr. Johnson has expressed some concerns regarding language regarding exposure of firefighters
74 in non-fire events, to which they are frequently called upon to respond. Mr. Johnson explained
75 that he is working with others who are involved in local emergency services to ensure
76 consistency in response protocols. It was agreed that once this language is drafted, review and
77 approval will likely be on the agenda separately for each Town, as the majority of the language
78 has been reviewed by both Boards.

79
80 Mr. Johnson noted that he and Mr. Jordan reviewed the capital budget for the Fire Department
81 last year, but with increased inflation impacts they felt it should be updated again before too
82 long.

83
84 **b) Review Waitsfield/Fayston Shared Winter Road Maintenance Agreement**

85
86 The expense outline for shared maintenance was presented by the Fayston Board members, and
87 it was noted that \$12,595.65 will be billed to Waitsfield in 2023 to cover expenses incurred in
88 the current calendar year.

89
90 **MOTION:** *Mr. Curtis made a motion to approve the draft FY24 Road Maintenance Agreement*
91 *as presented. The motion was seconded by Mr. Cadwell. All voted in favor.*

92
93 **c) Preliminary discussion on Bragg Hill maintenance needs**

94 Mr. Cadwell indicated that both Town's road crews have reported that the lower section of Bragg
95 Hill Road is sloughing and fracturing, and noted that Fayston has identified the situation as a
96 potential road hazard and have included addressing it in their Hazard and Mitigation Plan (HMP)
97 as a priority. He explained that there will be major engineering and construction costs associated
98 with the needed repairs, and suggested the potential use of ARPA funds for an engineering study
99 to be commissioned. Mr. Messer requested that Waitsfield be sent the related language from
100 Fayston's HMP for reference; Ms. Lewis will do so.

101

102 **4. Law Enforcement update from Capt. Brett Meyer (Washington County Sheriff's** 103 **Department).**

104 Captain Meyer and Sherriff-Elect Poulin outlined some of the Sherriff's Office budgeting
105 changes that will be affecting participating towns, explaining that both staffing issues and
106 equipment needs that must be addressed will be creating increases in assessments, likely to be in
107 effect as of July 1. The billing rate for hours of coverage will be increasing from \$31.25/hour to
108 \$60/hour, which Mr. Poulin explained is more in line with the range of \$52-\$87 seen throughout
109 the State.

110

111 **5. Review Draft FY24 Road Department Operating Budget.**

112 Board members noted some increases and new separation of line items in the budget. Mr. Curtis
113 raised the possibility of creating a reserve fund for gravel crushing, which is an approximately
114 \$30K cyclical expense.

115

116 It was discussed that as of next winter, a new situation will be needed for sidewalk plowing, and
117 that the hiring of a fourth Road Crew member might be a solution for this as well as for Town
118 building plowing and summer mowing. The Board will ask that Ms. Decker-Dell'Isola provide
119 further information regarding this possibility, including costs associated with any related
120 equipment needs.

121

122 It was noted that current FY actuals should be available for the January 9 Board meeting.

123

124 **6. Consent Agenda.**

125

126 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below,*
127 *passed unanimously.*

128

- 129 • Approval of the Minutes of December 5, 2022.
- 130 • Bills Payable and Treasurer's Warrants.
- 131 • Approve the Water Commission's motion to permit the Water Allocation and Connection
132 to residential three parcels in Fayston located at 90, 138 and 243 Post Office Road
- 133 • Approve Wastewater & Water Committee Feasibility Study Committee recommendation
134 to pursue project management through the Mad River Valley Planning District

135

136 **7. Selectboard Roundtable**

137 Mr. Curtis requested that Jennifer Petersen provide some historical detail regarding the level of
138 delinquent taxes.

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

140 Ms. Sullivan reviewed some of the items included in Ms. Decker-Dell'Isola's memo.

141

142 **III. Other Business**

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

144 **IV. Adjourn**

145 The meeting adjourned at 7:54 pm.

146 Respectfully submitted,

147 Carol Chamberlin, Recording Secretary