

TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, April 10, 2023

I. Call to Order: The meeting was called to order at 6:30 pm by Annie Decker-Dell’Isola. The meeting was held in person at the Waitsfield Town Offices and remotely via Zoom.

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

Staff Present: Annie Decker-Dell’Isola (Town Administrator)

Others Present: Emily Etesse, Anthony Italiano (MRVTV), Curt Lindberg, Courtney Spaulding, Ed Spaulding, Lorien Wroten

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.

Ed and Courtney Spaulding provided an update on their water situation, reporting that the supply to their house has been restored, and asked if any progress had been made on the items they noted at a previous meeting. Christine explained that the Board was continuing their research efforts on these matters.

3. Consider Liquor License applications for Emily’s Bistro & Kitchen-ette (in-person as is the Selectboard’s policy for new businesses).

Ms. Wroten and Ms. Etesse were present; no Board members raised any questions or concerns regarding their license renewals.

MOTION: *A motion to approve the renewal of a 1st Class and 3rd Class Liquor License for Emily’s Bar and Bistro and of a 1st Class, 2nd Class, and 3rd Class Liquor License for Kitchen-ette was made by Mr. Shupe. The motion was seconded by Mr. Messer. All voted in favor.*

4. Consider contract with Apex for Scrag Mountain trail work

Mr. Curtis noticed that the start date requirement included in the contract did not match the anticipated July time frame for the work to be complete. Ms. Decker-Dell’Isola will make the necessary adjustment to this language.

No other questions were raised regarding this planned trail work.

MOTION: *A motion to approve the enclosed contract with Apex Trailworks for completion of the Scrag Phase I trail work (subject to revision by the Town Administrator to adjust the timing allowed for the work schedule), as well as the \$24,250 expenditure from the Scrag Mountain Forest Reserve, and authorize the Town Administrator to sign on behalf of the Selectboard was made by Mr. Shupe. The motion was seconded by Mr. Messer. All voted in favor.*

45 Mr. Lindberg asked if the Selectboard approval process for Conservation Commission projects
46 might be streamlined in any way; it was agreed that there may be potential for including some
47 RFPs and contract extensions as Consent Agenda items.

48
49 It was clarified that the Friends of Virginia Farley group is completing the design work for the
50 Tardy property, but that they will not oversee the contract and subsequent work completion.
51 The Conservation Commission is preparing a management plan for the property.

52
53 **5. Review update on East Warren Ph. 1 paving including proposed grant application.**

54 Ms. Decker-Dell'Isola indicated that all the paperwork is ready for submission, as the
55 application is due this week. The project covers from Bridge Street to the Palmer Lane area.
56 Board members had no questions regarding this application.

57
58 *MOTION: A motion to authorize staff to submit the enclosed grant application for East Warren
59 Road Paving Phase I and approve the "Certification of Compliance for Town Road and Bridge
60 Standards and Network Inventory" and the "Annual Financial Plan – Town Highways" was made
61 by Mr. Messer. The motion was seconded by Mr. Shupe. All voted in favor.*

62
63 **6. Review proposed revisions to Selectboard 2023 calendar.**

64 Revisions include a change to the first meeting date for June in order to accommodate a key
65 deadline for the ongoing Wastewater project, a joint meeting with the Planning Commission on
66 May 17, and a scheduled meeting on January 29, 2024 to accommodate the required timing for
67 Town Meeting warning.

68
69 *MOTION: A motion to adopt the schedule as amended was made by Mr. Shupe. The motion
70 was seconded by Mr. Messer. All voted in favor.*

71
72 **7. Review draft 2023 Work Plan.**

73 Ms. Decker-Dell'Isola provided an updated Plan, based on the comments made at the previous
74 meeting. It was agreed to prioritize a meeting with the Cemetery Trustees, and also indicated
75 that it might be helpful to rank items within each priority category. It was also agreed to have
76 regular check-ins on the Plan.

77
78 *MOTION: A motion to amend the plan as discussed was made by Mr. Shupe. The motion was
79 seconded by Mr. Messer. All voted in favor.*

80
81 **8. Waitsfield Town Plan amendments update.**

82 Ms. Decker-Dell'Isola reported that a Selectboard Public Hearing for the revised Plan has been
83 scheduled for May 8, and that a summary of changes has been provided along with the updated
84 Plan.

85
86 **9. Review and approve Clean Water State Revolving Fund Loan Agreement.**

87 This loan application was reviewed earlier for the PER; Ms. Decker-Dell'Isola noted that DEC has
88 confirmed it is a forgivable loan with no interest accruing. It was pointed out that Attachment
89 D has a different amount noted that doesn't appear to correspond with the rest of the

90 document; Ms. Decker-Dell'Isola will not submit the signed documents until a clarification of
91 that item is received.

92

93 **MOTION:** *A motion to approve Loan RF1-313-1.1 for an amended amount of \$199,418 as*
94 *enclosed, and authorize the Selectboard Chair to sign on behalf of the Board was made by Mr.*
95 *Shupe. The motion was seconded by Mr. Curtis. All voted in favor.*

96

97 **10. Consent Agenda.**

98

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

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- 102 • Bills Payable and Treasurer's Warrants
- 103 • Approve liquor license renewals
- 104 • Approve Festival Permit for 2023 Farmers' Market
- 105 • Authorize Town Administrator to submit Grant in Aid Letter of Intent
- 106 • Approve Sullivan & Power Audit Scope of Services for FY23, FY24, and FY25

107

108 **10A. Approval of the Minutes of March 27, 2023.**

109 The minutes of March 27, 2023 were amended and then approved.

110

111 **11. Selectboard Roundtable.**

112 Mr. Messer reported on a second dog bite incident involving the dogs on North Road that
113 recently attacked a runner on that road. He has reached out to both the owner and the
114 landlord, and indicated there is the possibility of this leading to a Selectboard hearing on the
115 matter.

116 Ms. Sullivan was contacted by Jean Joslin regarding the use of ARPA funds for improvements to
117 the Library park area. It was agreed to have this topic on an upcoming agenda in order to
118 discuss planning and design as well as funding.

119 **12. Town Administrator's Updates.**

120 Ms. Decker-Dell'Isola provided an update on the Fire Department extractor project, noting that
121 permit conditions indicate the need for contracting a waste hauler and scheduling annual
122 inspections of the holding tank. The project work as well as these items will be put out to bid.

123 A Q3 budget review as well as the Town Garage Assessment RFP will both be on the next
124 agenda.

125 **13. Executive Session.**

126 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate]
127 passed unanimously.

128

129 The meeting entered Executive Session at 7:24 pm and returned to open session at 8:25 pm.

130

131 **MOTION:** *A motion to direct the Town Administrator to draft a statement of findings in*
132 *response to the claims and requests made by the Spauldings, to be considered for approval at*
133 *the next regular Board meeting, was made by Mr. Shupe. The motion was seconded by Mr.*
134 *Messer. All voted in favor.*

135

136 **III. Other Business**

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

138 **IV. Adjourn**

139 The meeting adjourned at 8:26 pm.

140 Respectfully submitted,

141 Carol Chamberlin, Recording Secretary