

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, July 10, 2023
6:30 P.M.

Please see note below for access

I. Call to Order: 6:30 P.M.

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public forum. (5 +/- min.)
3. Consider road name request (10 +/- min.)
4. Wastewater Planning Project Update (10 +/- min.)
5. Waitsfield Municipal ARPA Funding Update (10 +/- min.)
6. Consider Adopting Emergency Management Ordinance (15 +/- min.)
7. Historic General Wait House Discussion (10 +/- min.)
8. Work Plan Check In (15 +/- min.)
9. Town Plan Amendments Discussion – Chapter 13 (10 +/- min.)
10. Consider .gov Domain Application (5 +/- min.)
11. Consent Agenda:
 - a. Consider approving the Minutes of 6/26/23
12. Selectboard roundtable. (10 +/- min.)
13. Town Administrator's updates. (5 +/- min.)
14. Executive Session
 1. Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney-client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
 2. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate], 1 V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications]

III. Other Business.

1. Correspondence/reports received.

IV. Adjourn.

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, 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.

ALL TIMES ARE APPROXIMATE

1 **Waitsfield Town Administrator’s Report**

2 **July 10, 2023**

3
4 ***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the**
5 **Waitsfield Town Office. For remote access, please use the following link:**

6
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8 **Meeting ID: 820 5611 7089**

9 **By phone: 1 (929) 205-6099**

10
11 **Anyone wishing to speak can do so during the designated times, as indicated by the chair.**

12 **II. REGULAR BUSINESS.**

13
14 Item II.3. Consider road name request

15 Shea Property Services has submitted a request for the Selectboard to consider a road name for a new
16 private road off of Center Fayston Road to access their new approved 4-lot subdivision. The
17 responsibility of naming streets falls to the Selectboard. The Waitsfield Street Naming Ordinance is
18 enclosed as well as a site plan of the approved 4-lot subdivision. Three names have been proposed by the
19 property owners, Logan Lane, Aurora Road, and Valley Meade Road. The State E-911 Board must also
20 approve the road name to ensure there are no local conflicts. JB in his capacity as E-911 Coordinator has
21 not yet heard back from the State but will keep the Board updated accordingly.

22
23 **Recommendation:**

24 *Consider a motion to assign (Logan Lane, Aurora Road, or Valley Meade Road) as the name of the new*
25 *road accessing the 4 lots in the Shea Property Services subdivision off of Center Fayston Road. The*
26 *approval is conditioned on final approval by the State E-911 Board.*

27
28 Item II.4. Wastewater Planning Project Update

29 Joshua Schwartz, in his capacity as Wastewater Planning Project Coordination Team Lead, has prepared a
30 Wastewater Planning Project Update #4 which is enclosed for the Board’s review. An updated project
31 timeline is also enclosed which includes some adjusted project milestones. At the Board’s next meeting,
32 the Project Coordination Team will prepare proposed amendments to the existing MOU with MRVPD for
33 the Wastewater Planning Project Coordination based on the amended timeline.

34
35 **Recommendation:**

36 *No action requested at this meeting.*

37
38 Item II.5 Waitsfield Municipal ARPA Funding Update

39 An updated summary of ARPA funds allocated to date is provided below. The update reflects the results
40 of the FY23 close out. The ARPA funds set aside to cover the increase in Treasurer hours, salary, and
41 scope of work was able to be covered by funds in the operating budget so the \$36,686 allocated to cover
42 that increase are available again for allocation to another project. The Selectboard has discussed
43 allocating some of the remaining funds for the potential cost of 30% Wastewater Design depending on
44 whether the Town receives the DEC Clean Water State Revolving Fund Step 2 subsidy for that phase, and
45 how much that subsidy might be. No action is recommended at this meeting, this is just intended to be an
46 update.

Waitsfield ARPA Funds Allocated to Date	
Project	Total
Zoning Permit fee waiver	\$ 490.00
Increase Treasurer to full time and hourly rate (FY23)	\$ 36,686.00
WFFD equipment request (FY23)	\$ 11,362.00
ARPA Advisory Committee project recommendations	\$ 154,245.00
Ventrac tractor (FY24-28 CIP pending Town Meeting approval)	\$ 50,000.00
Website update	\$ 15,638.00
Recordsforce land record dig.	\$ 50,644.00
D&K Additional Site Work	\$ 7,500.00
TOTAL	\$ 289,879.00
<i>Total ARPA Award</i>	<i>\$ 506,081.78</i>
<i>Remaining to be allocated</i>	<i>\$ 216,202.78</i>

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Recommendation:

No action anticipated at this meeting.

Item II.6. Consider Adopting Emergency Management Ordinance

At the Board’s meeting on June 5th, Fred Messer, Emergency Management Director, provided the Board with a draft Emergency Management Ordinance that he would like to see the Selectboard adopt. The draft has been taken from Vermont Emergency Management and is used by other communities across the state. Fred will be present to answer any questions the Board has about the Ordinance and has highlighted one section specifically [Section 5.1(d)] that he would like the Board to discuss. At the June 5th meeting, the Board also requested additional time to consider how best to address Sections 6 & 7 related to violation and enforcement.

When the Board is ready to proceed with adopting the Ordinance, Annie will post notices in Town in five locations, as well as publishing notice in the Valley Reporter, regarding the adoption of the Ordinance. As per 24 V.S.A. §1972, so long as the Town does not receive a voter petition within 44 days of the date of adoption, the Ordinance will take effect after 60 days.

Recommendation:

Consider a motion to amend the Ordinance as enclosed, or a motion to adopt the Emergency Management Ordinance as amended.

Recommendation:

Item II.7. Historic General Wait House Discussion

At their meeting on May 8th, the Selectboard asked that documents related to the General Wait House that have been created over the past few years be compiled into one packet and shared with the Board in order

75 to facilitate the ongoing conversation about how best to address both the short- and long-term
76 maintenance needs at the General Wait House. The Board continued the Historic General Wait House
77 discussion at their meeting on June 5th and again on June 26th. The Board has requested that this remain a
78 standing item on the agenda for the time being. A number of documents related to the building were
79 included in the June 5th packet and have been linked below:

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1. [General Wait House Committee Final Report \(December 16, 2021\)](#)
2. [Historic Building Assessment, Eliot Lothrop \(February 2023\)](#)
3. [Quotes for Roof Repair \(March – May 2023\)](#)
4. [Building Report & Assessment, Brad Cook \(December 31, 2020\)](#)

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Recommendation:

No action necessary but the Board can start to identify next steps.

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Item II.8. Work Plan Check In

90 The Board last reviewed the Selectboard Work Plan at their meeting on April 10th, 2023. This is part of
91 the Board's quarterly check in on the status of a variety of priority projects. An updated work plan with
92 status on a number of projects is enclosed. Of the priority projects identified in April, staff has spent the
93 most significant amount of time the past few months on the Wastewater Planning Project the East Warren
94 Road culvert replacement, cybersecurity via the Town website update, facilitating allocation of the
95 Town's ARPA funding, and the Highway Garage improvement project. Regular administrative items are
96 not included on this list but those items also require a number of staff hours each week.

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Recommendation:

Review the 2023 work plan and project status and determine if any edits or amendments are needed.

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Item II.9. Town Plan Amendments Discussion – Chapter 13

101 The Selectboard held a Public Hearing on May 8th to consider the Town Plan amendments as approved by
102 the Planning Commission on March 21, 2023. At the meeting, the Selectboard requested that [Chapter 13](#)
103 [\(Implementation\)](#) also be updated to reflect the updated tasks in the amended Town Plan. To accomplish
104 this update, staff recommend that the Selectboard review the tasks in the amended Town Plan and rank
105 their top 10-15 and then share the list with Annie. Annie can compile the list and then see what
106 overarching themes emerge and pull out the overall top ~10. The Board referenced the Hinesburg Town
107 Plan, "[Top Priority Actions](#)" [Section](#) as a good guide for what we'd be looking to create. Once we have
108 that list and have amended Chapter 13 however else we see fit, these edits can be shared with the Planning
109 Commission to receive their feedback. When the Selectboard has a final draft ready, one final Public
110 Hearing will need to be held before adoption. The Town Plan draft [can be found here](#). The Selectboard
111 should get any final comments they have on the current Chapter 13 to Annie by Monday 7/10 and an
112 updated proposed draft will be reviewed at the meeting.

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Recommendation:

Continue discussion on the proposed Town Plan and Chapter 13.

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120 Item II.10. Consider .gov Domain Application

121 As part of the Town website update project, Ecopixel recommends that the Town request a .gov domain
122 name. A .gov domain does not have an annual maintenance fee, but the Town would retain the existing
123 domain as well, to ensure no one else takes or uses the old domain. In order to acquire a .gov domain, an
124 authorization letter must be signed by the highest elected official, in our case the Chair of the Selectboard.
125 The letter has been prepared and is ready for Christine's signature upon approval, but has not been
126 included in the packet for security reasons.

127

128 ***Recommendation:***

129 *Consider a motion to apply for a .gov domain for the Waitsfield website and authorize the Selectboard*
130 *Chair to sign an authorization letter on the Town's behalf.*

131

132 Item II.11. Consent Agenda

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

138

139 a. Consider Approving the Minutes of 6/26/23

140 The minutes will be shared before the meeting.

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142 b. Bills Payable and Treasurer's Warrants

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

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146 Item II.13. Town Administrator's Updates

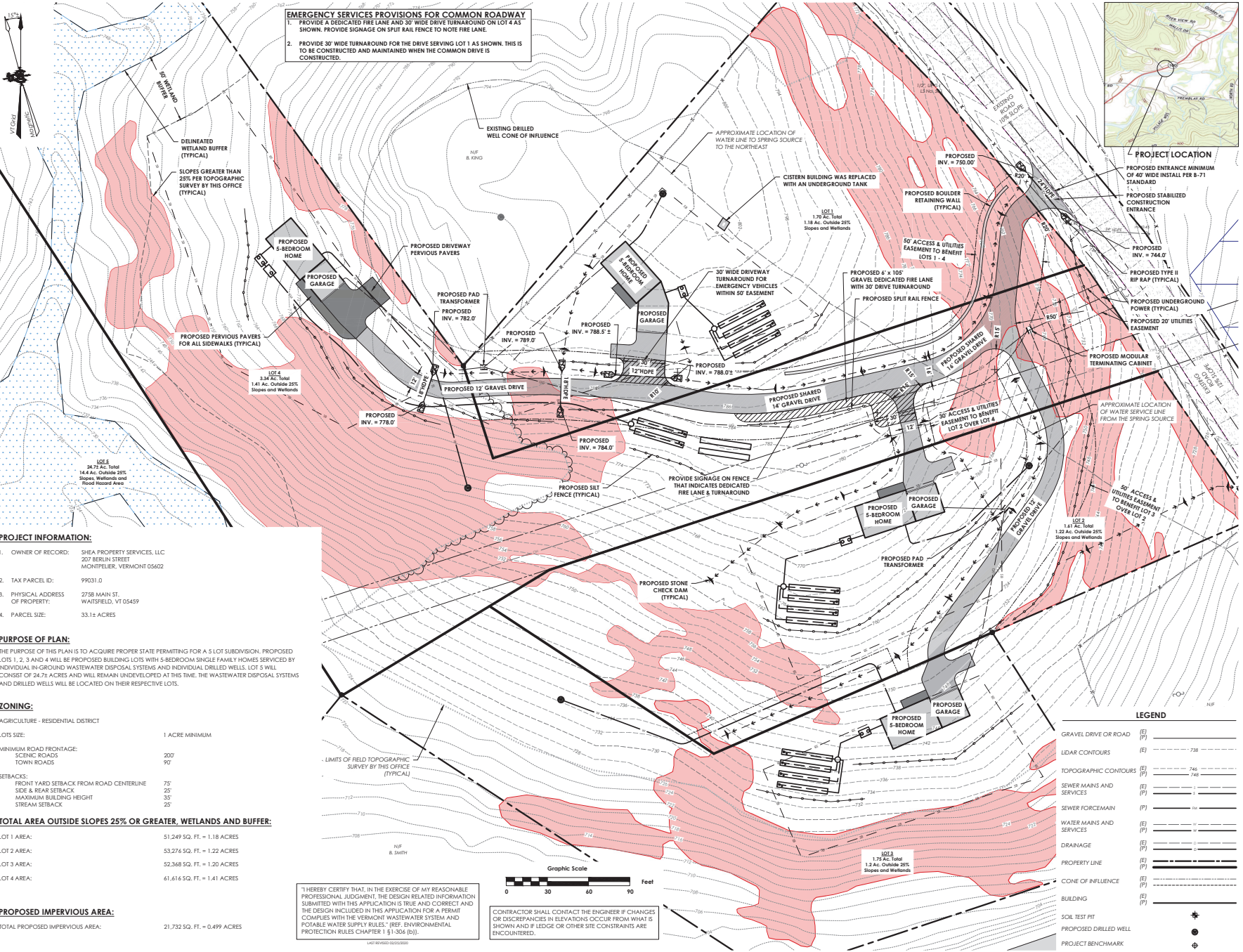
147 Updates to be provided at the meeting.

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149 **III. OTHER BUSINESS**

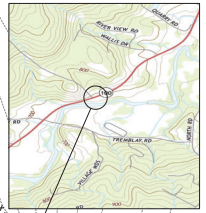
150 Item III.1. Correspondence/Documents/Reports received

151 a. None received to date



EMERGENCY SERVICES PROVISIONS FOR COMMON ROADWAY

1. PROVIDE A DEDICATED FIRE LANE AND 30' WIDE DRIVE TURNAROUND ON LOT 4 AS SHOWN. PROVIDE SIGNAGE ON SPLIT RAIL FENCE TO NOTE FIRE LANE.
2. PROVIDE 30' WIDE TURNAROUND FOR THE DRIVE SERVING LOT 1 AS SHOWN. THIS IS TO BE CONSTRUCTED AND MAINTAINED WHEN THE COMMON DRIVE IS CONSTRUCTED.



tce
ENGINEERING SURVEY
PLANNING ENVIRONMENTAL
 478 BLAIR PARK ROAD | WILTON, VERMONT 05495
 802.499.4400 | WWW.TCEVT.COM

Revisions
 No. Description Date By
 1 Revisions Per Town Comments & Fire Chief 03/25/2023 JFP

Use of These Drawings
 1. Unless otherwise noted, these Drawings are intended for preliminary planning, coordination with other disciplines or utilities, and/or approved from the regulatory authorities. They are not intended as construction drawings unless noted as such or marked approved by regulatory authority.
 2. No use of these drawings for construction of the Project, the Owner represents that they have reviewed, approved, and accepted the drawings, obtained all necessary permits, and have met with all applicable parties/disciplines, including but not limited to, the Engineer and the Architect, to ensure these plans are properly coordinated including, but not limited to, contract documents, specifications, owner/contractor agreements, building and mechanical plans, private and public utilities, and other pertinent permits for construction.
 3. Owner and Architect are responsible for final design and location of buildings shown, including an area measured to minimum five (5) feet around any building and coordinating final utility connections shown on these plans.
 4. Prior to using these plans for construction layout, the user shall contact TCE to ensure the plan contains the most current revisions.
 5. These Drawings are specific to the Project and are not transferable. As instruments of service, these drawings, and copies thereof, furnished by TCE are its exclusive property. Changes to the drawings may only be made by TCE. If errors or omissions are discovered, they must be brought to the attention of TCE immediately.
 6. It is the user's responsibility to ensure this copy contains the most current revisions.



PROJECT INFORMATION:

1. OWNER OF RECORD: SHEA PROPERTY SERVICES, LLC
207 BERLIN STREET
MONTPELIER, VERMONT 05402
2. TAX PARCEL ID: 99031.0
3. PHYSICAL ADDRESS OF PROPERTY: 2758 MAIN ST.
WAITFIELD, VT 05459
4. PARCEL SIZE: 33.1± ACRES

PURPOSE OF PLAN:

THE PURPOSE OF THIS PLAN IS TO ACQUIRE PROPER STATE PERMITTING FOR A 5 LOT SUBDIVISION. PROPOSED LOTS 1, 2, 3 AND 4 WILL BE PROPOSED BUILDING LOTS WITH 5-BEDROOM SINGLE FAMILY HOMES SERVICED BY INDIVIDUAL IN-GROUND WASTEWATER DISPOSAL SYSTEMS AND INDIVIDUAL DRILLED WELLS. LOT 5 WILL CONSIST OF 24.7± ACRES AND WILL REMAIN UNDEVELOPED AT THIS TIME. THE WASTEWATER DISPOSAL SYSTEMS AND DRILLED WELLS WILL BE LOCATED ON THEIR RESPECTIVE LOTS.

ZONING:

AGRICULTURE - RESIDENTIAL DISTRICT

LOTS SIZE:	1 ACRE MINIMUM
MINIMUM ROAD FRONTAGE:	
SCENIC ROADS	200'
TOWN ROADS	90'
SETBACKS:	
FRONT YARD SETBACK FROM ROAD CENTERLINE	75'
SIDE & REAR SETBACK	25'
MAXIMUM BUILDING HEIGHT	35'
STREAM SETBACK	25'

TOTAL AREA OUTSIDE SLOPES 25% OR GREATER, WETLANDS AND BUFFER:

LOT 1 AREA:	51,249 SQ. FT. = 1.18 ACRES
LOT 2 AREA:	53,276 SQ. FT. = 1.22 ACRES
LOT 3 AREA:	52,348 SQ. FT. = 1.20 ACRES
LOT 4 AREA:	61,616 SQ. FT. = 1.41 ACRES

PROPOSED IMPERVIOUS AREA:

TOTAL PROPOSED IMPERVIOUS AREA: 21,732 SQ. FT. = 0.499 ACRES

I HEREBY CERTIFY THAT, IN THE EXERCISE OF MY REASONABLE PROFESSIONAL JUDGMENT, THE DESIGN RELATED INFORMATION SUBMITTED WITH THIS APPLICATION IS TRUE AND CORRECT AND THE DESIGN INCLUDED IN THIS APPLICATION FOR A PERMIT COMPLES WITH THE VERMONT WASTEWATER SYSTEM AND POTABLE WATER SUPPLY RULES (REF. ENVIRONMENTAL PROTECTION RULES CHAPTER 1 §1-306 (b)).

CONTRACTOR SHALL CONTACT THE ENGINEER IF CHANGES OR DISCREPANCIES IN ELEVATIONS OCCUR FROM WHAT IS SHOWN AND IF LEDGE OR OTHER SITE CONSTRAINTS ARE ENCOUNTERED.



LEGEND

GRAVEL DRIVE OR ROAD	(E) (PF)
LEADER CONTOURS	(E) (PF) 738
TOPOGRAPHIC CONTOURS	(E) (PF) 748
SEWER MAINS AND SERVICES	(E) (PF)
SEWER FORCEMAIN	(PF)
WATER MAINS AND SERVICES	(E) (PF)
DRAINAGE	(E) (PF)
PROPERTY LINE	(E) (PF)
CONE OF INFLUENCE	(E) (PF)
BUILDING	(E) (PF)
SOIL TEST PIT	(E) (PF)
PROPOSED DRILLED WELL	(E) (PF)
PROJECT BENCHMARK	(E) (PF)

Lands of Shea
 Route 100
 Waitfield, VT

Site Plan
 Lots 1 - 4

Date: 1/16/2022
 Scale: 1" = 30'
 Project Number: 21-092
 Drawn By: JPH
 Project Engineer: JFP
 Approved By: JFP
 Field Book: 354

C3-00



**TOWN OF WAITSFIELD
STREET NAMING AND ADDRESSING ORDINANCE**

Pursuant to the provisions of Title 24, Vermont Statutes Annotated, Section 2291(16), the Selectboard of the Town of Waitsfield hereby establishes the following civil ordinance regarding Street Naming and Addressing.

**ARTICLE I
PURPOSE**

The purpose for this ordinance is to establish a more uniform street naming and street addressing system throughout the Town of Waitsfield to enable people to locate addresses effectively for providing emergency services and deliveries and thereby promoting the health and safety of the public.

**ARTICLE II
STREET NAMING AND STREET SIGNS**

- a) Every street, road, or trail, whether public or private, which provides access to three or more residences or businesses shall be assigned a name by the Selectboard. All road names will be separate and distinctive. The Selectboard may change the names of streets and name new streets within the Town when necessary to promote the public welfare.
- b) The Selectboard, upon adoption of this ordinance, shall institute a program for the installation and maintenance of street name signs in accordance with the names it establishes. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

**ARTICLE III
STREET ADDRESSING**

Highways officially named by the Selectboard shall be measured in segments of one/one thousandth (1/1,000th) of a mile, or 5.28 feet, from a starting point designated by the Selectboard (or its designee). Numbering of residences and businesses shall begin from the designated starting point commencing with numbers assigned by the Selectboard and increasing as they proceed away from the designated starting point. Beginning at the designated starting point, even numbers shall be assigned to the right side of the street and odd numbers to the left. Numbers shall be assigned in relation to the location of a driveway, the main entrance to a residence or business, or the center of a structure, as deemed most appropriate by the Selectboard (or its designee). Multiple unit structures composed of two or more units shall bear one number for the principal building and each unit shall be assigned a letter or number suffix.

**ARTICLE IV
POSTING OF DESIGNATED STREET ADDRESSES**

- a) Within sixty (60) days after the receipt of notice from the Selectboard (or its designee), the owner or occupant or person in charge of a house or other building to which the address has been assigned shall affix the number to the structure. Numerals indicating the official numbers for each building shall be posted in a manner as to be legible and distinguishable from the street on which the property is located, with letters painted or applied, of contrasting color to the background, of not less than three inches (3”) in height. If a house or other building is situated in such a way that the numbers cannot be easily seen from the roadway in front of the structure, then a sign or number post must be used in front of the structure and placed in such a way that it can be easily seen from the roadway. It shall be the responsibility of the owner or occupant or person in charge of any structure to maintain the sign or number post in a good state of repair.
- b) It shall be the duty of such owner or occupant or person in charge thereof, upon affixing the assigned number, to remove any different number which might be mistaken for, or confused with, the number assigned to said structure by the Selectboard.
- c) Each building shall display the number assigned to the frontage on which the front entrance is located. A multiple unit structure (two or more units), whether owned by one or more persons or entities, shall display one number for the principal building, to be placed in such a manner as to be visible from the road. Each unit in the multiple unit structure shall affix the letter or number suffix assigned to it at or near the front door of the unit.

**ARTICLE V
FUTURE DEVELOPMENT**

- a) Prior to the issuance of a Zoning Permit, the property owner or developer shall procure from the Selectboard (or its designee) an official street address for each new premises. The owner or occupant or person in charge of any new premises shall display the official number of the premises in a permanent fashion pursuant to Article IV hereof within sixty (60) days of the completion of construction.
- b) When development will involve the construction of new roads or driveways, either public or private, which will provide access to three or more residences or businesses, the developer shall propose street names to the Selectboard as needed, so that the road may be named in accordance with Article II hereof. The developer shall be responsible for all reasonable costs and expenses associated with the Town of Waitsfield’s installation of street name signs for new developments.

**ARTICLE VI
PENALTIES**

- a) In the event that the owner or occupant or person in charge of any house or building refuses to comply with the terms of this ordinance by failing to affix the number assigned within sixty (60) days after notification, or fails within said period to remove any old numbers affixed to such

house or building or elsewhere, which may be confused with the number assigned thereto, a fine of \$10.00 for each day on non-compliance with the terms thereof shall be levied upon the property owner. In addition, the Selectboard or its agents or employees shall have the authority to enter upon the premises of any house or building not in compliance with the terms of this ordinance and install a sufficient sign or number post in accordance with the provisions hereof and to charge the property owner all reasonable costs and expenses associated therewith.

b) There shall be a fine of \$500.00 for vandalism (stealing, defacing, or destroying) of public signs within the Town of Waitsfield.

ARTICLE VII GENERAL PROVISIONS

a) Severability: The provisions of this ordinance are declared to be severable and if any provision hereof be adjudged invalid such judgment shall not affect the validity of any other provision.

b) Separate Offenses: Each violation of a provision of this ordinance shall be deemed a separate offense.

c) Issuing Municipal Officials: The Selectboard or its designee, shall be recognized under this ordinance as issuing municipal officials under Articles IV & Via (posting of designated street addresses). All officers of the Vermont State Police and the Washington County Sheriff's Department shall be recognized under this ordinance as issuing municipal officials under Article IIb and VIb (vandalism of public signs).

d) Designation: This ordinance may be referred to as the Waitsfield Street Naming & Addressing Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the Town Clerk shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be sufficient reference thereto.

e) Publication and Posting: This ordinance shall be published in the Valley Reporter on the 2nd day of October, 1997. Copies of this ordinance shall be posted in five public places within Waitsfield and filed with the Waitsfield Town Clerk on the 30th day of September, 1997.

f) Effective Date: This ordinance shall become effective sixty (60) days from its date of adoption unless a Permissive Referendum is called for in accordance with 24 V.S.A. Section 1973.

ADOPTED by the Waitsfield Selectboard at its meeting held on the 22nd day of September, 1997.

WAITSFIELD SELECTBOARD:

/s/ Elwin Neill, Jr.

/s/ Charles Hosford

/s/ Andreas Lehner

/s/ J. LeRoy Hadden, D.V.M.
/s/ Allen Gaylord

To: Waitsfield Selectboard
From: Joshua Schwartz, MRV Planning District
CC: Waitsfield Wastewater Planning Project Team Members
Annie Decker-Dell'Isola, Waitsfield Town Admin.
JB Weir, Waitsfield Planning & Zoning Admin.
Randy Brittingham, Waitsfield Town Treasurer/Grant Admin.
Bob Cook, Waitsfield Planning Commissioner
Chach Curtis, Waitsfield Selectboard Member
Robin Morris, Waitsfield Water Commissioner
Jon Ashley, DuBois & King
Date: July 6, 2023
Re: Waitsfield Wastewater Planning Project Update #4

This serves as the fourth update on the Waitsfield Wastewater Planning Project, a task I'm carrying out in my role as Planning Coordination Team Lead (as articulated in the *Memorandum of Understanding between the Town of Waitsfield and the Mad River Valley Planning District for the Waitsfield Wastewater Planning Project*). The purpose of these updates is to ensure the Waitsfield Selectboard and Waitsfield Wastewater Planning Project Team Members are abreast of project status and developments, summarizing activities over the preceding weeks. This update follows Update #1 (4.14.23), Update #2 (5.5.23), & Update #3 (5.26.23).

Recent Activities

Project Coordination Team (PCT)

- Meetings: 5.30, 6.5, 6.13, & 7.5 (upcoming: 7.10)
- Activities:
 - 5.30 Selectboard Meeting
 - This Wastewater Planning Project Update & Community Mtg covered broader project history, a project update, and preview of the draft Preliminary Engineering Report (PER) findings and recommendations.
 - Presentation Slides
 - <https://waitsfieldvt.us/wp-content/uploads/2023/06/WW-Planning-Project-Update-5.30.23-SB-Presentation.pdf>
 - The 90% PER was completed on 5/31
 - 6.5 Selectboard Meeting
 - Annie & Joshua presented the 90% PER, inclusive of the combined recommendations from D&K and the Engineering Technical Team (ETT), & proposed next steps.
 - Presentation Slides
 - <https://waitsfieldvt.us/wp-content/uploads/2023/06/WW-Project-PER-90-6.5.23.pdf>
 - The Selectboard accepted the findings and recommendations of the 90% PER and authorized next steps for the Wastewater Project Planning Teams:
 - Project Coordination Team (PCT) and Funding Team (FT) to work with funding agencies to explore options for self-funding the remaining connections to the water system and bring a summary of options back to the Selectboard for further consideration.

- PCT and ETT to draft a 30% Design Engineering Services Agreement with Dubois & King, including an application to DEC CWSRF for Step 2 Design subsidy, for review and approval by the Selectboard at the 6.26 Selectboard meeting.
- Step 2 Clean Water State Revolving Fund (CWSRF) Loan Application for 30% Final Design, including Engineering Services Agreement (ESA), drafted
- 6.26 Selectboard Meeting
 - Presented the draft ESA and CWSRF loan application to cover Phase 1 (30%) of Final Design for municipal wastewater system development. Selectboard approved the CWSRF Step 2 loan application for (Phase 1, 30% design), including draft ESA, and authorized submission, completed on 6.30.
- PCT, ETT, & D&K are continuing to collaborate on finalizing PER, which requires feedback from DEC (forthcoming).

Engineering/Technical Team (ETT)

- Meetings: 6.1, 6.7, 6.20, 6.28 (Upcoming: 7.12)
- Activities:
 - D&K submitted the 90% PER on 5.31. The ETT met on 6.1 & 6.7, providing comments for incorporation into the Final PER.
 - Received indication from DEC on 6.29 that substantial comments are forthcoming on 90% PER. Once received, will be incorporated in final PER.
 - Awaiting feedback from state archeology regarding Environmental Information Document (EID), to initiate Finding of No Significant Impact (FNSI) hearing and results to be incorporated in final PER.
 - ETT, PCT, & D&K are working to finalize PER, to include the items listed above.
 - Working with DEC and other funding agencies to explore options for self-funding the remaining connections to the water system, for further consideration by the Selectboard.
 - Drafted a 30% Design Engineering Services Agreement (ESA) with Dubois & King, including an application to DEC CWSRF for Step 2 Design subsidy, which were reviewed and approved by the Selectboard at its 6.26 Selectboard meeting. Submitted the 30% Design ESA and Step 2 Design subsidy CWSRF application to DEC on 6.30.

Funding Team (FT)

- Meetings: 5.26, 5.30, & 6.2
- Activities:
 - Draft FFY23/SFY24 Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP)
 - The draft CWSRF IUP, and its included Priority List (PList), was released on 6.28 (postponed from mid-May).
 - <https://dec.vermont.gov/water-investment/water-financing/srf/intended-use-plans>
 - It is open for public comment, with a public hearing scheduled for 7.31. Public comment will close on 8.7.
 - Final IUP anticipated to be adopted mid-August 2023 with new loan applications to be processed under the new IUPs.
 - The IUP's included DRAFT SFY2024 Pollution Control Priority and Planning List identifies a Waitsfield Pollution Control Grant eligibility amount of \$3,358,413.
 - Step 2 Funding: CWSRF - Final Design
 - Waitsfield's application for Step 2 funding for 30% Final Design (including draft ESA) was submitted on 6.29.
 - Sen. Sanders FY24 Congressional Discretionary Funding Request update received on 6.28.
 - No substantial progress on Sen. Sanders FY24 CDS Request
 - <https://www.sanders.senate.gov/wp-content/uploads/FY24-Sanders-Interior-CDS-Disclosure-Form.pdf>
 - The next step will be for the Appropriations Subcommittees (our project was submitted to the Interior Subcommittee, which funds water and waste water infrastructure projects) to further review projects for eligibility. Each subcommittee then needs to pass an appropriations/spending bill, in which they may include some, all, or none of the projects submitted by the Senators. Next, the full Senate needs to vote on the bills, as does the

House. The very earliest we would see a final spending bill – which we hope still includes the Vermont projects, and is what ultimately secures funding for projects – is October 1. However, Congress often passes a bill much later; for context, in the past two years, they passed it in December in 2022, and in March 2022 (for 2021).

Public Outreach Team (POT)

- Meetings: 5.26, 5.30, 6.7 & 7.5
- Activity:
 - Website Update
 - A new Wastewater Planning Project page was created on 6.6, which includes a detailed project background, links to documents and recordings from past meetings, as well as current project updates.
 - <https://www.waitsfieldvt.us/waitsfield-wastewater-planning-project/>
 - Property Owner Outreach
 - Developing a strategy to gauge project interest and collect relevant data from property owners within the proposed Wastewater Service Area.

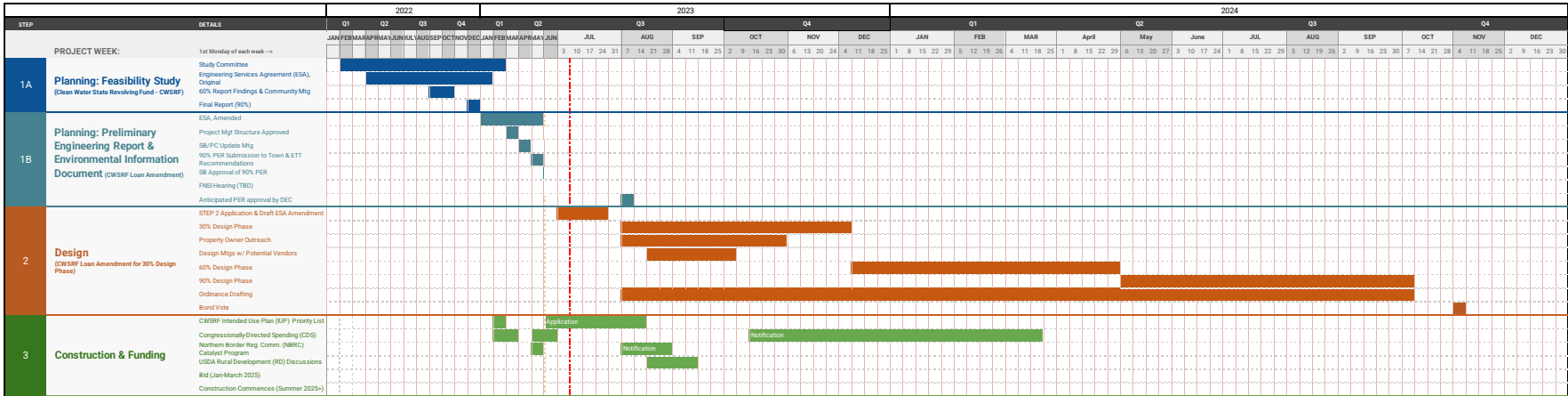
Near-Term Activities

- Finding of No Significant Impact (FNSI) Hearing (*a component of the required environmental review of the project*)
- Finalizing ESA
- Finalizing 100% PER
- Developing Outreach Strategy

In addition to the above, an updated version of the Waitsfield WW Project Timeline has been created (Rev. 3, 7.7.23). Feel free to reach out with any questions, thoughts, and/or ideas.

WAITSFIELD WW PROJECT TIMELINE

PROJECT TITLE: Waitsfield Wastewater Planning Project TOWN: Waitsfield
 PROJECT COORDINATION TEAM LEAD: Joshua Schwartz, MRVPO DATE: 7/7/23



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1
2 The Selectpersons of the Town of Waitsfield hereby ordain:

3
4 **ARTICLE I - OFFICE OF EMERGENCY MANAGEMENT**

5
6 **Section 1. Short Title.**

7
8 This Ordinance shall be known and may be cited and referred to as Emergency
9 Management Ordinance of the Town of Waitsfield.

10
11 **Section 2. Intent and Purpose.**

12
13 (1) It is the intent and purpose of this Ordinance to establish a local organization
14 that will ensure the complete and efficient utilization of all the Town's facilities to
15 combat attacks or other disasters as defined herein.

16
17 (2) The Town of Waitsfield Office of Emergency Management will be the
18 coordinating agency for all activity in connection with Emergency Management;
19 it will be the instrument through which the Town Selectperson may exercise the
20 authority and discharge the responsibilities vested in them in VSA Title 20, Part
21 1, Chapter 1, Section 6, and as amended in this Ordinance.

22
23 **This Ordinance will not relieve any Town Department of the moral**
24 **responsibilities or authority given to it in the Town Charter or by local**
25 **Ordinance, nor will it adversely affect the work of any volunteer agency**
26 **organized for relief in disaster emergencies.**

27
28 **Section 3. Definitions.**

29
30 (1) The following definitions shall apply in the interpretation of this Article:

31
32 (a) "Emergency Management" means the preparation for and carrying out of
33 all emergency functions, other than the functions for which military forces or
34 other federal agencies are primarily responsible, to prevent, minimize and repair
35 injury and damage resulting from disasters caused by enemy attack, sabotage,
36 or other hostile action or from flood, fire, storm, or other natural causes, or from
37 radiological incidents or hazardous chemical or substance incidents and the
38 preparation and planning designed to insure that this town is prepared to deal
39 with such disaster or emergencies and includes civil defense activities.

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41 (b) "Attacks" shall mean a direct or indirect assault against the Town of its
42 environs, or of the nation, by the forces of a hostile nation or the agents thereof,
43 including assault by bombing, radiological, chemical or biological warfare, or
44 sabotage.

45
46 (c) "Disaster" includes natural and man-made disaster but is not limited to
47 actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm,
48 epidemic or other impending or actual emergency or calamity endangering or
49 threatening to endanger health, life or property or constituted government.

50
51 (d) "Emergency Management Forces" shall mean the employees, equipment
52 and facilities of all Town departments, boards, institutions and commissions; in
53 addition, it shall include all volunteer personnel, equipment and facilities
54 contributed by, or obtained from, volunteer persons or agencies.

55
56 (e) "Volunteer" shall mean contributing a service, equipment or facilities to
57 the emergency management organization without remuneration.

58
59 (f) "Emergency Management Volunteer" shall mean any person duly
60 registered, identified and appointed by the Town of Waitsfield, Local Emergency
61 Management Director, appointed as prescribed in this Ordinance.

62
63 (g) "Local Emergency Management Director (EMD)" shall mean the Town
64 Chairperson of The Board of Selectmen or his or her designated alternate duly
65 appointed in accordance with the Town Charter.

66 (h) "Regulations" shall include plans, programs and other emergency
67 procedures deemed essential to emergency management.

68
69 **Section 4. Organization and Appointments.**

70
71 (1) The Town Selectpersons are hereby authorized and directed to create an
72 organization for emergency management utilizing to the fullest extent the
73 existing agencies within this Town. The Town of Waitsfield shall declare [either
74 Chairperson of the Board of Selectpersons or another duly appointed person],
75 as the of the Local Emergency Management Director to oversee the
76 organization, administration and operation of a local Office of Emergency
77 Management.

78
79 (2) The Organization shall consist of the following:

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(a) An Office of Emergency Management within the executive department of the Town government and under the direction of the Town Selectpersons. There shall be an executive head of the Office of Emergency Management, who shall be known as the Local Emergency Management Director and such assistants and other employees as are deemed necessary for the proper functioning of the organization.

(b) The employees, equipment and facilities of all Town departments, boards, institutions and commissions, will participate in the emergency management activity. Duties assigned to the Town department shall be the same or similar to the normal duties of the department.

(c) Volunteer persons and agencies offering service to, and accepted by, the Town.

(3) The Local Emergency Management Director (Chairman of the Board of Selectpersns or duly appointed person) shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of danger from enemy action or disaster as defined in this Ordinance.

(4) The Local Emergency Management Director shall designate and appoint a Coordinator and/or Deputy Directors (with consent of Board of Selectpersons) to assume the emergency duties of the Director in the event of his/her absence or inability to act. (This designation to be compatible with the provisions of Town Charter. The intent being that at all times there be a Local Emergency Management Director in charge of the Town.)

Section 5. Emergency Powers and Duties.

(1) The Chairperson of the Board of Selectpersons.

(a) The Emergency Management Director may exercise the emergency power and authority necessary to fulfill his general powers and duties as defined in the Town Charter. The judgment of the Local Emergency Management Director shall be the sole criteria necessary to invoke emergency powers provided in the Town Charter, the Ordinance Code and other appropriate authorities. The Town Selectpersons may convene to perform its legislative and

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119 administrative powers as the situation demands, and shall receive reports,
120 relative to emergency management activities. Nothing in this Ordinance shall be
121 construed as abridging or curtailing the powers or restrictions of the Town
122 Selectpersons as defined in the Town Charter.

123
124 (b) During any period when disaster threatens or when the Town has been
125 struck by disaster, within the definition of this Ordinance, The Town
126 Chairpersons of the Board of Selectpersons may promulgate such regulations
127 as he/she deems necessary to protect life and property and preserve critical
128 resources. Such regulations may include, but shall not be limited to, the
129 following:

130
131 1. Regulations prohibiting or restricting the movement of vehicles in order
132 to facilitate the work of emergency management forces, or to facilitate the mass
133 movement of persons from critical areas within or without the Town.

134
135 2. Regulations pertaining to the movement of persons from areas deemed
136 to be hazardous or vulnerable to disaster.

137
138 3. Such other regulations necessary to preserve public peace, health and
139 safety.

140
141 4. Regulations promulgated in accordance with the authority above will be
142 given widespread circulation by proclamations published and uttered by
143 newspaper and radio. These regulations will have the force of Ordinance when
144 duly filed with the Town Clerk and violations will be subject to the penalties
145 provided in the Town Charter.

146
147 (c) The Local Emergency Management Director shall order emergency
148 management forces to the aid of other communities when required in
149 accordance with statutes of the state, and he/she may request the state, or a
150 political sub-division of the state, to send aid to the Town of Waitsfield in case of
151 disaster when conditions in the Town are beyond the control of the local
152 emergency management forces.

153
154 (d) Local Emergency Management Director may obtain vital supplies,
155 equipment and other properties found lacking and needed for the protection of
156 health, life and property of the people, and bind the Town for the fair value
157 thereof. Define a maximum limit or procedure to be followed or leave as is.

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158

159 (e) Local Emergency Management Director may require emergency services
160 of any Town officer or employees. If regular Town forces are determined
161 inadequate, the Director may require the services of such other personnel as he
162 can obtain that are available, including citizen volunteers. All duly authorized
163 persons rendering emergency services shall be entitled to the privileges and
164 immunities as provided by state law, The Town Charter, and Ordinances for
165 regular Town employees and other registered and identified emergency
166 management and disaster workers.

167

168 (f) The Emergency Management Director will exercise his/her ordinary
169 powers [either Chairperson of the Board of Selectpersons or with consent of the
170 Board of Selectpersons] and all of the special powers conferred upon him/her
171 by the Town Charter and the Ordinance Code of the Town of all powers
172 conferred upon him/her by any statute, or any other lawful authority.

173

174 (2) Town Emergency Management Coordinator.

175

176 (a) The Town Emergency Management Coordinator shall be responsible to
177 the Local Emergency Management Director in regard to all phases of the
178 emergency management activity. Under the supervision of the Director, he/she
179 shall be responsible for the planning, coordination and operation of the
180 emergency management activity in the Town. Under the supervision of the
181 Director, he/she shall maintain liaison with the state and federal authorities and
182 the authorities of other nearby political sub-divisions as to ensure the most
183 effective operation of the Emergency Management plan. His/Her duties shall
184 include, but not be limited to, the following:

185

186 1. Coordinating the recruitment of volunteer personnel and agencies to
187 augment the personnel and facilities of the Town for emergency management
188 purposes.

189

190 2. Development and coordination of plans for the immediate use of all the
191 facilities, equipment, manpower and other resources of the Town for the
192 purpose of minimizing or preventing damage to persons and property; and
193 protecting and restoring to usefulness governmental services and public utilities
194 necessary for the public health, safety and welfare.

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196 3. Negotiating and concluding agreements with owners or persons in
197 control of buildings or other property for the use of such building or other
198 property for the emergency management purposes and designation suitable
199 building as public shelters.

200
201 4. Through public informational programs, educating the civilian
202 populations as to actions necessary and required for the protection of their
203 persons and property in case of enemy attack, or disaster, as defined herein,
204 either impending or present.

205
206 5. Conducting public exercises and practice alerts to ensure the efficient
207 operation of the emergency management forces and to familiarize residents
208 with emergency management regulations, procedures and operations.

209
210 6. Coordinating the activity of all other public and private agencies
211 engaged in any emergency management activity.

212
213 7. Assuming such authority and conducting such activity as the Director
214 may direct to promote and execute the emergency management plan.

215

216 **Section 6. Violation of Regulations.**

217

218 It shall be unlawful for any person to violate any of the provisions of this
219 Ordinance or the Regulations of Plans issued pursuant to the authority
220 contained herein, or to willfully obstruct, hinder or delay any member of the
221 emergency management organization as herein defined in the enforcement of
222 the provisions of this Ordinance or any Regulation or Plan issued thereafter.

223

224 **Section 7. Penalty.**

225

226 Any person, firm or corporation violating any provisions of this Ordinance, or
227 any Rule or Regulation formulated thereafter, upon conviction thereof, shall be
228 punished pursuant to Town Charter or Amendments thereto.

229

230 **Section 8. Severability.**

231

232 Should any provision of this Ordinance be declared invalid for any reason, such
233 declaration shall not affect the validity of other provisions, or of this Ordinance,

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234 as a whole, it being the legislative intent of the provisions of this Ordinance shall
235 be severable and remain valid notwithstanding such declaration.

236
237 **Section 9. Conflicting Ordinances, Orders, Rules and Regulations**
238 **Suspended.**

239
240 At all times when the orders, rules and regulations made and promulgated
241 pursuant to this Article shall be in effect, they shall supersede all existing
242 ordinances, orders, rules and regulations in so far as the latter may be
243 inconsistent therewith.

244
245 **Section 10. Effective Date.**

246
247 This Ordinance shall take effect on _____ day of
248 _____, in accordance with the provisions of the Town
249 Charter or Amendments thereto.

250
251 Dated at Town of Waitsfield, County of Washington, State of Vermont this
252 _____ day of
253 _____.

254
255 Town of Waitsfield Selectboard

256
257 _____
258 Chairperson

259
260
261 _____
262 Vice-Chair

263
264 _____
265 Selectboard Member

266
267 _____
268 Selectboard Member

269
270 _____
271 Selectboard Member

2023 Waitsfield Selectboard Work Plan

(July 10, 2023 SB Meeting)

***Recommended as top priority**

***Also priorities*

	Projects	Status
1	Public Safety / Enforcement	
2	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
3	Property Maintenance	
4	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	Working to create a list of known building needs and an associated capital plan for improvements.
5	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	There have been a number of meetings and site visits in the past few months to prioritize projects based on available funding.
6	*Highway Garage : <i>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</i>	The Board approved a Town Garage Design RFP at their meeting on June 26th which will be posted in the next week. The Board authorized allocating ~\$50,000 of the unassigned fund balance at the end of FY23 toward this project as well.
7	*General Wait House Property Maintenance	The Selectboard considered the GWHC report in January 2022 and in November 2022 directed staff to begin drafting bylaws for the creation of a General Wait House Committee. Short term needs: Current tenant leases need to be renewed and an updated barn use agreement drafted. Long term needs: Staff will apply for a grant through PTVT for the replacement of the main house roof. Long and short term improvements and daily management of the building should be addressed by the GWH Committee. As of June 5th, the Board is keeping this as a standing agenda item moving forward.
8	**confirm compliance with any necessary pond permits and consider maintenance plan	<i>Old records still need to be found.</i>
9	Fire Department	
10	Update the Memorandum of Agreement between Waitsfield, Fayston, and the Fire Department to ensure that processes are clear	In process and a final draft was reviewed at the November Fire Department budget meeting with the Town of Waitsfield and Town of Fayston. The MOU is ready for signature except that the WFFD is seeking clarify from other sources on the detail that should be included specific to their duties.
11	Continue to update and refine the Fire Department Capital Improvement Plan	An ongoing effort that was further refined in the FY23 and FY24 budget process
12	Road Department	
13	**Work on compliance with the Municipal Road General Permit	<i>A number of road segments need to be brought up to stormwater compliance in the next month to be in compliance with our new permit (the permits run in 5 year cycles, with a new cycle beginning in April 2023). Annie and Josh are working to catch up on these old segments that weren't reported at the time improvements were made.</i>
14	*Complete the E. Warren Road culvert project	Blow & Cote has been selected as the project contractor, to begin work in early July. A partial, and potentially for a few weeks full, road closure will impact East Warren Road in July and August. Easements have been secured from all impacted property owners for the work and ongoing maintenance of the culvert.
15	**Apply for E. Warren Road Phase I Paving Grant	The Town was notified on May 3rd that our East Warren Phase I paving project grant request has been recommended for approval. A grant agreement has not yet been received and a final award amount has not yet been confirmed. This phase of paving would be arranged for early summer 2024.
16	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
17	American Rescue Plan Act	
18	*Facilitate the allocation of the Town's ARPA funding	The Selectboard formed an ARPA Committee in June 2022 to provide recommendations on how to best use the Town's ARPA allocation. The committee made their recommendations for committee projects to received funding in January 2023, which were accepted by the Selectboard. Staff has established agreements with all of the parties who received ARPA allocations and some of those payments have been issued as of the date of this update. The July 10th staff report also includes an update on the ARPA fund allocation status.
19	Planning Projects	
20	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.

21	*Waitsfield Wastewater Planning Project	The Selectboard approved an MOU in March 2023 for project coordination between the Town and MRVPD, with MRVPD staff serving as project coordination lead. The goals of 2023 is to complete Preliminary Engineering work and begin construction design while also completing a significant fundraising effort, in anticipation of a 2024 bond vote. The Wastewater Project Planning teams have been meeting regularly, weekly and even bi-weekly. to keep the project moving. This work has taken a good deal of staff time in 2023 and regular updates are being provided to the Selectboard.
22	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 leading the work has been meeting regularly with the SE Group (project consultant) and providing regular updates to the entire Planning Commission.
23	**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. The hope is to complete this work in summer 2023.
24	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.
25	*Coordinate with VTrans on the Route 100/17 Intersection project	This work is still in progress and Annie & Misha have had an initial meeting to discuss this project.
26	Ordinances, Resolutions, and Policies	
27	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
28	**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), the Enforcement Ordinance (to update all enforcement officers), and the Road Ordinance (to clarify the school safety zone).
29	**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	
30	**Update the Personnel Policy	Update in 2023 to reflect new staff hours and review policies to ensure they are up to date and in line with other communities.
31	Revisit 2021 Tax Stabilization Policy draft	This was included on the 2021 Work Plan and has not been addressed to date
32	Town Administration	
33	**Update all contracts and put projects/contracts out to bid that are set to expire	Annie & Randy have begun to pull together all of the Town's current contracts and make a more organized process for tracking, renewing, and putting out to bid
34	*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 Town has allocated ARPA funding toward the upgrading of the Town website. This project will also include updating the Town's email addresses for enhanced security. Annie & Randy have been meeting with Ecopixel biweekly to work on the website update. The anticipated new website launch date is September / October of 2023.
35	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.
36	*Work with Cemetery Trust to update investment policies	Annie & Christine met with Randy to update him on the status of the project and identified a few outstanding questions that the Town's attorney will weigh in on. Further updates to be shared with the Selectboard and Cemetery Trustees as soon as they're available.
37	Capital Planning	
38	**Further refine and clarify the CIP process for vehicles / equipment / buildings	Annie & Randy attended the VT Bond Bank's Capital Planning conference in May 2023 and will be working on further refining the Town's CIP over FY24.
45	Identify opportunities to capitalize on available grant funding (at the state/federal level)	With the increase in Treasurer hours, this has been added to the Treasurer/Grant Admin role
39	Further develop long term plans for stormwater, culverts, bridges, paving, invasive species management, and pedestrian improvements	
40	Conservation, Climate, and Natural Resources	
41	Continue to assess the Town's energy use and determine where energy efficiency and/or renewables may be appropriate as projects arise	
42	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 has been funded in both FY23 and FY24.
43	Support the Conservation Commission in their work to address Japanese Knotweed	The Conservation Commission has been working again this summer on their knotweed programing, including the hiring of interns. The Selectboard approved the use of almost all of the newly created Invasive Species Management Fund toward the project in FY23 and about 3/4 of the funding for the program in FY24.

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, June 26, 2023**

4 **Draft**

5
6 **I. Call to Order:** The meeting was called to order at 6:30 pm by Christine Sullivan. The meeting
7 was held in person at the Waitsfield Town Offices and remotely via Zoom.

8 Members Present: Fred Messer, Brian Shupe, Christine Sullivan

9 Staff Present: Randy Brittingham, Town Treasurer; Annie Decker-Dell'Isola, Town Administrator;
10 JB Weir, Zoning Administrator

11 Others Present: Jon Ashley (Dubois & King), Emily Etesse, Misha Golfman (MRPA), Anthony
12 Italiano (MRVTV), Robin Morris, Mac Rood (MRPA), Jonathan Ursprung

13
14 **II. Regular Business.**

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

17 No adjustments to the agenda were necessary.

18
19 **2. Public Forum.**

20 Nobody present requested time to address the Board.

21
22 **3. Consider Liquor License applications for Emily's Bistro.**

23 Mr. Weir explained the layout of outdoor space planned at the Bistro site, noting that this
24 proposed change is on the upcoming DRB agenda for Conditional Use review. Ms. Etesse was
25 present at the meeting.

26
27 **MOTION:** *Mr. Shupe made a motion to approve the Outdoor Consumption License for Emily's*
28 *Bistro, with the condition that DRB approval be issued as well. The motion was seconded by Mr.*
29 *Messer. All voted in favor.*

30 *Mr. Shupe made a motion to allow for a temporary 60-day approval of use of the outdoor*
31 *consumption space at Emily's Bistro, prior to DRB approval of the decking/furniture proposed.*
32 *The motion was seconded by Ms. Sullivan. All voted in favor.*

33
34 **4. FY2023 Budget Status Update.**

35 Mr. Brittingham had provided a written update to the Board, and Ms. Decker-Dell'Isola noted
36 that in general things are on track to finish the fiscal year with an anticipated fund balance of
37 approximately \$34K. Board members had no questions regarding this update. Ms. Decker-
38 Dell'Isola also explained that it had not been necessary to apply the full amount of ARPA funds
39 which had been allocated to the Treasurer/Grant Administrator position, and that a full report
40 on remaining ARPA funds would be available at the next Board meeting.

41
42 **5. Consider Designating Fund Balance.**

43 Ms. Decker-Dell'Isola summarized the memo provided by Mr. Brittingham, in particular
44 addressing fund balance amounts proposed to be placed in a fund for Town Garage
45 Improvements. She also outlined the capital appropriations which auditors suggested carrying
46 forward.

47 **MOTION:** *Mr. Shupe made a motion to carry forward to the FY24 budget the following: \$65K for*
48 *paving, \$15K for Town Garage improvements, and \$5500 for grants-in-aid reimbursements. The*
49 *motion was seconded by Mr. Messer. All voted in favor.*

50

51 **MOTION:** *Mr. Shupe made a motion to assign the total of the FY23 unassigned fund balance to*
52 *the Town Garage Improvements fund. The motion was seconded by Mr. Messer. All voted in*
53 *favor.*

54

55 **6. Consider FY2024 Municipal Tax Rate Recommendation**

56 The rate provided is based upon the approved budget and an updated Grand List total. Some
57 clarifications were made regarding the columns in the report provided by Mr. Brittingham.

58

59 **MOTION:** *Mr. Shupe made a motion to set a FY24 Municipal Tax Rate of \$0.5759 plus a Local*
60 *Agreement Tax Rate of \$0.0035 for a total FY2024 Municipal Tax Rate of \$0.5794. The motion*
61 *was seconded by Mr. Messer. All voted in favor.*

62

63 **7. Consider Waving Late Homestead Penalties on Tax Bills.**

64 Ms. Decker-Dell'Isola explained that for practical reasons, that this waiver has been approved
65 by the Board for the past several years.

66

67 **MOTION:** *Mr. Shupe made a motion to waive the FY2024 penalty to property owners that file*
68 *their Homestead Declarations late. The motion was seconded by Mr. Messer. All voted in favor.*

69

70 Ms. Decker-Dell'Isola and members of the Board thanked Mr. Brittingham for his first months of
71 service and his efforts in wrapping up the fiscal year.

72

73 **8. Consider Clean Water State Revolving Fund Step 2 Loan Application for Wastewater Design** 74 **(30%).**

75 Ms. Decker-Dell'Isola, noting that findings and recommendations from the completed PER have
76 been reviewed at recent meetings, explained that a draft of the 30% Engineering Services
77 Agreement is ready for submission as an accompaniment to the CWSRF Step 2 Loan
78 Application. Some details are being finalized this week before submission by the June 30
79 deadline. Robin Morris and Jon Ashley were available to provide any further information
80 requested. Ms. Decker-Dell'Isola confirmed that this aspect of the wastewater project has been
81 discussed by the Board at recent meetings, through updates provided by the Wastewater
82 Project team, and noted that the estimated cost is slightly lower than had been anticipated.

83

84 **MOTION:** *Mr. Shupe made a motion to authorize the Wastewater Project Funding Team to*
85 *submit the Clean Water State Revolving Fund Step 2 Loan Application for 30% Design, including*
86 *submittal of the draft 30% Design Engineering Services Agreement with Dubois & King enclosed.*
87 *The motion was seconded by Mr. Messer. All voted in favor.*

88

89

90

91

92 **9. Consider Planning Commission & MRVPD Steering Committee appointment**
93 **recommendations.**

94 Ms. Peal introduced Jonathan Ursprung as a recommended candidate for appointment to the
95 PC. Mr. Ursprung was present and spoke of his interest in the ongoing work of the PC. Ms. Peal
96 reiterated her willingness to serve as a representative to the MRVPD for rest of this year.

97
98 **MOTION:** *Mr. Shupe made a motion to appoint Jonathan Ursprung to the Waitsfield Planning*
99 *Commission for a standard 4-year term and to appoint Alice Peal to the MRVPD Steering*
100 *Committee to complete the current term (through March 2024). The motion was seconded by*
101 *Mr. Messer. All voted in favor.*

102
103 **10. Update from Mad River Path Executive Director – Route 100 Scoping Study.**

104 Mr. Rood introduced Misha Golfman, the current Executive Director of the Mad River Path
105 Association. Mr. Golfman spoke of his vision of creating a multi-use path along the Route 100
106 corridor between Warren and Moretown, providing an alternative transportation option that
107 would also serve to connect the array of recreation trails throughout the corridor. He
108 acknowledged that this would be an extensive, long-term undertaking, and one that he is
109 prepared to take on with the support of the towns involved. The first step in the process would
110 need to be a scoping study, and Mr. Golfman is working with CVRPC for support in preparing an
111 associated grant application for submission. Board members expressed their support for
112 undertaking this scoping study.

113
114 A VOREC update was also provided; Mr. Golfman has things lined up so that work may begin
115 once the anticipated funds become available.

116
117 **11. Wait House sign update discussion.**

118 Ms. Decker-Dell’Isola indicated that Mr. Golfman has also been working to mobilize tenant-led
119 improvements at the Wait House; one such project is the updating of individual signs as well as
120 the larger, main sign on the property. She explained that a portion of the main sign is the
121 Town’s responsibility, and that the wording regarding information and rest room availability
122 needs to be finalized. Mr. Golfman is in the process of having the cost for the sign estimated.

123
124 **12. Consider adopting Tardy Parcel Management Plan.**

125 Phil Huffman was present and provided some background on the development of the Plan by
126 the Conservation Commission (CC), which has approved the plan for submission to the
127 Selectboard. Once approved by the Selectboard, the CC will move forward with
128 implementation, including renaming of the parcel, continued invasive control work, and other
129 steps involved in the transition to a community parcel for public use. He noted two minor
130 changes to the text of the draft plan provided to the Selectboard.

131
132 **MOTION:** *Mr. Shupe made a motion to approve the Tardy Parcel Management Plan. The*
133 *motion was seconded by Mr. Messer. All voted in favor.*

134
135 Mr. Huffman offered to assist in the coordination or work with the Town and the Conservation
136 Commission on this parcel.

137

138 **13. Review McFarland Johnson Draft VT 100/VT 17/Bragg Hill Road Intersection Project**
139 **Refinement Report.**

140 It was explained that McFarland Johnson has requested that any comments regarding this
141 report be provided by June 30, so that the final draft may be delivered to VTrans. Board
142 members noted that there is no mention of potential wastewater system infrastructure in the
143 report, and that the sight distance at the intersection might technically meet standards, but
144 that realistically there are car designs that lead to the sight line not being adequate. Ms.
145 Decker-Dell'Isola will submit these comments for the report.

146
147 **14. Review & approve Town Garage Design RFP**

148 Background information was provided by Ms. Decker-Dell'Isola; she noted that the project
149 engineer believes the RFP is ready for publication and that the allocated budget funds and
150 previous designation of ARPA funds to this project should be sufficient. The plans are for a six-
151 bay garage, and potentially everything will be in place in time for a March 2024 bond vote.

152
153 **MOTION:** *Mr. Messer made a motion to approve the RFP for Town Garage Design and to*
154 *authorize staff to post and publish the same. The motion was seconded by Mr. Shupe. All voted*
155 *in favor.*

156
157 **15. Review & authorize purchase of Ventrac tractor as included in FY24 CIP.**

158 Information was included in the meeting packet regarding the tractor, which is suitable for both
159 snowplowing and mowing. The current cost is slightly higher than the original figure quoted in
160 January figure; this is due to some additional attachments which will be included in the
161 purchase. A trailer is not an immediate need, but will be necessary once mowing is included in
162 road crew duties.

163
164 **MOTION:** *Mr. Shupe made a motion to approve the purchase of the Ventrac tractor, as*
165 *enclosed, and authorize the use of \$25,000 from the Road Department Heavy Equipment*
166 *Reserve and up to \$46,000 from the Town's municipal ARPA funds. The motion was seconded*
167 *by Mr. Messer. All voted in favor.*

168
169 **16. Consent Agenda.**

170
171 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*
172 *unanimously.*

- 173
174
- 175 • Approve minutes of 5/30/23 and 6/5/23
 - 176 • Bills Payable and Treasurer's Warrants
 - 177 • Approve liquor license renewals
 - 178 • Approve Green Mountain Stage Race Public Festival Permit and Authorize the Town
179 Administrator to sign "Statement of Consent to use Public Roads"

180 **17. Selectboard Roundtable.**

181 Nobody had any items to bring forward.

182 **18. Town Administrator's Updates.**

183 Ms. Decker-Dell'Isola noted that the Planning Commission (PC) is paying attention to the
184 changes which will need to be implemented relating to the passage of S.100 (Home Bill), and
185 that this dovetails well with the current bylaw amendment work. She also reported that ACCD
186 is running a pilot program for communities planning for infill development, and the PC has
187 submitted an application to the program.

188 She also explained that she is working with the contractor to define the dates of East Warren
189 Road closures due to the culvert replacement, noting that the double lane closure time will be
190 minimized to the extent possible and that she will place appropriate notices as necessary. The
191 contractor will handle all related signage on roadways.

192 It was agreed that cancellation of the July 24 Selectboard meeting is likely, but that the final
193 decision will be made at the next meeting.

194 **19. Executive Session.**

195

196 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate],1*
197 *V.S.A. § 313 (a) (3) [Personnel] passed unanimously.*

198 The meeting entered Executive Session at 7:58 pm and came back into open session at 8:10 pm.

199 **MOTION:** *Mr. Shupe made a motion to approve Town staff salary increases as proposed by the*
200 *Town Administrator. The motion was seconded by Mr. Messer. All voted in favor.*

201 **IV. Other Business**

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

203 **IV. Adjourn**

204 The meeting adjourned at 8:11 pm.

205 Respectfully submitted,
206 Carol Chamberlin, Recording Secretary