

Waitsfield Town Administrator's Report

February 12, 2024

***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.

II. REGULAR BUSINESS.

Item II.3. Mad River Triathlon Public Festival Permit Application

Mad River Path, Mad River Riders, Friends of the Mad River, and Valley Sports have submitted a Public Festival Permit application for the Mad River Triathlon, to be held on Sunday, April 14th. The application materials are enclosed and one of the event organizers will join the meeting on Monday night to answer any questions the Board might have. The organizers are also requesting that the Selectboard consider waiving the \$50 application fee because this event is hosted primarily by non-profit entities in the Mad River Valley.

Recommendation:

Consider a motion to approve the Public Festival Permit for Mad River Triathlon, to be held on April 14th, and to waive the Town's application fee.

Item II.4. 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 1/22/24 and 1/29/24

The minutes are enclosed for 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. Liquor License Warrant

To be provided ahead of Monday's meeting.

d. Approve 2024 Certificate of Highway Mileage

The Mileage Certificate must be filled out by the Town annually in order to determine our share of state aid for town highways. There are no changes in the past year. The Selectboard needs to review and sign off on the certificate which Annie will submit to VTrans.

- 49 e. Authorize Planning Commission to publish RFQ for Irasville Village Master Planning
50 The Planning Commission has been working on a Request for Qualifications for a
51 consultant to assist with the Irasville Master Planning Project for which the Town received
52 a consortium Municipal Planning Grant. The Planning Commission has directed the
53 Master Planning subcommittee to forward the draft RFQ to the Selectboard for review and
54 approval, pending a few updates that the subcommittee team is finalizing. The document
55 will be provided to the Selectboard ahead of Monday night's meeting.
56

57 Item II.6. Town Administrator's Updates

58 Updates to be provided at the meeting.
59

60 **III. OTHER BUSINESS**

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

- 62 a. None received to date

Town of Waitsfield
Application for Public Festival Permit

Instructions: This application must be received at the Town Office at least 30 days prior to the commencement date of the festival. Applications are reviewed and permits issued by the Selectboard. The application fee must be paid upon submission of the application, unless the festival is conducted solely for charitable or non-profit purpose and the applicant is seeking a waiver of the fee from the Selectboard.

- 1) Name of Festival: Mad River Triathlon
- 2) Date(s) of Festival: April 14, 2024
- 3) Location of Festival: Towns of Waitsfield, Warren & Fayston
- 4) Hours of Festival: 10 AM to 6 PM
- 5) Sponsor of Festival: Mad River Path
- Address: 4061 Main Street, P.O. Box 683, Waitsfield, Vermont 05673

Phone #: (802) 496-7284 e-mail: info@madriverpath.org

- 6) Please provide names of principal individuals responsible for the festival:

<u>Mad River Path</u>	<u>Mad Valley Sports</u>
Name	Name
<u>Misha Gollman</u>	<u>Dori Ingalls</u>
Phone	Phone
<u>(802) 496-7284</u>	<u>(802) 363-9863</u>
Address	Address
<u>4061 Main Street, P.O. Box 683, Waitsfield Vermont (</u>	<u>P.O. Box 28, Waitsfield, Vermont 05673</u>

- 7) Owner of premises where festival is to take place. If sponsor is not the owner, the owner's written consent must be submitted with the application.

<u>NA</u>	<u></u>
Owner	Address
<u></u>	<u></u>
Phone	

- 8) A. Number of tickets to be printed, if applicable: 400
- B. Number of persons reasonably expected to attend: 400
- C. Fee: \$25 for each 250 persons expected to attend: \$ 50.00
- D. If festival is charitable or non-profit, are you requesting a fee waiver? YES
- If so, please explain the charitable or non-profit nature of the event: Mad River Path, Mad River Riders, Friends of the Mad River, Mad Valley Sports are working together to relaunch the Mad River Triathlon which was staged from 1979 to 2014. Sugarbush Resort is also hosting the ski event.

9) Specific arrangements proposed to be made for off-street parking, sanitation facilities, traffic control, security, crowd/noise control, food & beverage service, if any. ATTACH SEPARATE SHEET IF NEEDED:
Locations for the four events are public locations plus one private: Warren School, Lareau Swimming Hole, Meadow Road at Neill Farm (permission granted by Elwin Neill) and Mount Ellen. Local sheriffs will manage security. Food and beverage by Sugarbush Resort.

10) Summary of advertising and sign material including scope, general description and estimated budget therefore. ATTACH SEPARATE SHEET IF NEEDED:
SCHEDULE ATTACHED

11) General nature of the festival, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED:
SCHEDULE ATTACHED

12) If food and beverage are to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED:
Sugarbush Resort at Mount Ellen.

13) I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

 Dori Ingalls 1/28/2024
Signature Printed Name of Applicant Date

.....
Disposition of application – For Town Use Only

Denied: _____ Granted: _____ Date of Selectboard Action: _____

Conditions:

By: Waitsfield Selectboard

Waitsfield Permit Application Attachment

10) Summary of advertising, sign material, general description and estimated budget:

Press Releases/Articles will include: Vermont Sports, Times Argus, Seven Days, Burlington Free Press, Valley Reporter, VPR

Calendar listing will include: VT Sports, VPR, Seven Days, Sugarbush, VMBA, Chamber of Commerce, Hello Burlington Vermont, Vermont Tourism

Print Advertising will include: event posters, banners, feather flags, Valley Reporter

Budget: \$400.00

11). General nature of the festival and description of the course:

Leg I Run

The run starts at Warren Elementary School Recreational Field and follows the Mad River Path down to Brook Road and then on to VT 100. Follow VT 100 to Riverside Park for the right turn to Kingsbury Greenway Path that follows along the river. Crossing the Kingsbury Bridge, follow the Kingsbury Farm Path, Yestermorrow Path, and Bundy Road Connector before rejoining with the VT 100 for the final stretch to the run-to-paddle transition at Lareau Farm Swimming Hole.

Leg II PADDLE

Transition to the paddling leg at Lareau Farm Swimming Hole. Follow the Mad River as it winds through forests and fields for 5.5 miles. The river is primarily quick water with a smattering of Class I rapids and a few sharp bends with boiling eddy lines at some water levels. A ledge at mile 5 creates a steeper tongue in the center, which can be avoided at higher water levels by taking the more straightforward line on the right. Take out on the river right at Meadow Road. Several bends feature deep water pools, so paddlers should be prepared with appropriate paddling clothing, ie. wetsuits or dry tops/suits as water + air temperatures will likely be well under 90 degrees.

Leg III Bike

Transition to biking on the farm field, across the dirt road from the river takeout. Follow Meadow Road to North Road and under the North Roads Covered Bridge to Waitsfield Common. At Waitsfield Common, turn right on Joslin Hill which turns into Bridge Street. After passing through the Waitsfield Covered Bridge, turn left on the Mad River Path. Follow the path as it winds through Waitsfield and Irasville until

its intersection with Vermont Route 17 at the welcome center. Follow Route 17 up to German Flats, climbing to the Mount Ellen Access Road and ascend to the base of Mount Ellen. This is a 9.4 mile ride with an elevation gain of 442 feet.

Leg IV Ski

The bike-to-ski transition area will be on snow just to the left of the Mount Ellen base lodge. Ski or snowshoe up Lower Crackerjack, then up Crackerjack. Pass by the base of Northridge Quad. Skin up Northridge Expressway. At the top of Inverness Peak, transition to downhill and ski down Inverness. Ski around the bottom of the Inverness lift. The finish line is in front of the base lodge. The course is 2.5 miles with 1080 feet of climbing and equal descent. The transition from uphill climb to descent is at the 1.4-mile mark. Organizers hope there will be snow, but caution that come creative spring skiing techniques may be needed.

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, January 22, 2024**

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 Office and remotely via Zoom.

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

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

10 Others Present: Anthony Italiano (MRTV), Lisa Loomis (Valley Reporter), Robin Morris (Water
11 Commission), Joshua Schwartz (Wastewater Project Team)

12
13 **II. Regular Business.**

14
15 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

16 Approval of the minutes was removed from the Consent Agenda, as they were not included in
17 the meeting materials.

18
19 **2. Public Forum.**

20 Nobody requested time to address the Board.

21
22 **3. Revisit Skatium tax exemption request.**

23 A representative had let Ms. Decker-Dell'Isola know that they would not be in attendance, and
24 will attempt to submit a petition next year.

25
26 **4. Review draft FY25 Budget.**

27 a. FY24 Q2 budget status update

28 Mr. Brittingham reviewed the budget for the period covering October 1 through December 31,
29 2023, noting that all was relatively consistent with what was expected. He indicated that the
30 higher than anticipated interest income will not continue, explained that State Highway Aid was
31 all received earlier in the year, and that the rise in current use receipts indicates that some
32 parcels have recently enrolled in the program. Mr. Brittingham also pointed out that some
33 expenditures look to be on the high side, but that is related to the timing of the payments.
34 Finally, he noted that grant money received was related to East Warren Road culvert work
35 reimbursement and some CWSRF money for the Wastewater project.

36
37 b. Review draft FY25 Capital Improvement Plan

38 Board members reviewed with Ms. Decker-Dell'Isola the Reserve Summary Table (balance as of
39 December 1 and projections through end of FY) and Capital Improvement Plan (five-year
40 outline) which she had provided.

41
42 Ms. Decker-Dell'Isola then explained that the original plan had been to complete the East
43 Warren Road paving in two or three phases, but that two quotes had been received for the
44 entire stretch of road, indicating that if the Town waits until 2025, there will be enough in the
45 associated Reserve Fund to cover the entire project. She noted that Charlie Goodman supports
46 this approach, even though it means waiting a year. No concerns were expressed regarding any

47 significant cost increase associated with waiting, and the grant does not expire until the end of
48 2025; it was agreed to move forward with this plan.

49
50 The Road Department Vehicle Reserve was reviewed, it was noted that this fund will be running
51 a deficit at the rate contributions are being made and the planned schedule of purchases. Ms.
52 Decker-Dell'Isola confirmed that voters can approve moving funds from another Reserve, but
53 the Board cannot do so without that approval.

54
55 The culvert inventory is from 2020, and will need to be updated in a few years in order to
56 include further-out projections.

57
58 The planned purchase of an office printer was moved to capital expenditures rather than being
59 included as an operating expense, as it will likely have a 10-year life span.

60
61 c. Review draft FY25 Operating Budget expenditures, revenues, and debt service schedule
62 The draft Revenues spreadsheet was reviewed, with Ms. Decker-Dell'Isola explaining that the
63 Town's taking on snow clearing at the school is projected to be a \$7000 charge; the school has
64 not yet replied to communication of this information.

65
66 Ms. Decker-Dell'Isola then reviewed the line items for which she had noted changes in her staff
67 report and for which questions were raised:

- 68 • Computer Services – covers Zoom and storage, tax map software, remote server, Adobe
69 contract, Salesforce (currently being used for Wastewater project, but use will be
70 expanded), purchase of Outlook for new email associated with new web site, plotter
71 maintenance, computer replacements
- 72 • Equipment Maintenance and Contracts – includes NEMRC, elevator, generator, sprinkler
73 system
- 74 • General Engineering Services – These expenses all fell under the East Warren Road for
75 the current year, so are not reflected in this general line item. Going forward, there will
76 be work required related to culverts and developing the scope of other upcoming work.
77 It was agreed that the amount is not significant enough to create an associated Reserve
78 account. Ms. Decker-Dell'Isola will look into historical average and possibly reduce the
79 line for the upcoming year.
- 80 • New Wastewater Project line – specific to public outreach materials; the Town may
81 qualify for a related grant, but the cost might exceed the \$5K included in this budget
82 line.
- 83 • Crushed gravel – this amount was moved to create a Reserve fund for gravel purchases,
84 which happen on alternate years.
- 85 • MRVPD – this amount is higher for the first time in a while; the PD budget is available
86 for review for those interested.
- 87 • Sand – There is a contract in place with the current supplier, but an estimate of
88 upcoming purchases was necessary. This is the last year with the current supplier,
89 although another entity may take over operation of the pit.
- 90 • Town pond maintenance – funds are included to cover the potential hiring of an
91 engineer to determine what work and reporting is necessary.

- 92 • Maintenance of Parks – The \$12K needed for mowing will no longer be necessary; town
93 landscaping is also included here, and will tentatively be reduced due to the extra Road
94 Crew member doing work associated with issues such as downed trees.
- 95 • Contribution to Planning Commission – It was agreed that if the proposed Reserve fund
96 is approved, the \$12K currently in Operating will go into Reserve instead.

97
98 It was noted that any approval of new Reserve funds and associated contributions will
99 necessitate on-the-spot recalculation of an updated tax rate for approval at Town Meeting.

100
101 There was some discussion regarding placing some more funds in the Fire Department
102 Equipment Reserve and potentially creating and funding a Town Office Capital Reserve; as the
103 budget increase as things stand is minimal. Ms. Decker-Dell’Isola will provide some projections
104 related to the impact on the tax rate of increases in the budget of up to \$25K.

105
106 Ms. Decker-Dell’Isola confirmed that the budget currently reflects 3% across the board salary
107 increases.

108
109 **5. Wastewater Project Updates.**

110 Joshua Schwartz provided a slide presentation, updating the Board on the progress of the
111 Project. He explained that the Preliminary Engineering Report (PER) and Environmental
112 Information Document (EID) submissions marked the end of the planning phase; Mr. Schwartz
113 provided a summary document of the detailed final PER.

114
115 The Project is now moving into the Final Design phase, which is anticipated to be completed in
116 June 2024. Mr. Schwartz has met with the PC to discuss timing and coordination with their
117 Irasville planning work, a submission to the CWSRF Project Priority List has been submitted, and
118 a variety of State and Federal funding opportunities are being explored, with contacts
119 established with several relevant parties. Mr. Schwartz noted that to date there have been no
120 costs to Waitsfield taxpayers associated with the Project, and that the intent is to follow a
121 model similar to the Water System, where users cover what is needed for loan payments after
122 all grant monies have been received. The total amount anticipated to be sought is \$14.6M.

123
124 Mr. Schwartz outlined upcoming efforts in more detail, noting the following:

- 125 • February – property owner outreach will commence, public engagement efforts will
126 begin
- 127 • March – information will be available regarding rankings for State grant eligibility,
128 Congressional discretionary funding applications submitted
- 129 • April – submission of USDA Rural Development applications
- 130 • May to June – Selectboard wastewater connection decisions
- 131 • Summer – bond vote likely; November likely too late to provide show of commitment
132 for certain funding applications, positive vote necessary by August for State ARPA
133 funding request
- 134 • Through February 2025 – continued work through several design phases
- 135 • 2025 – Construction

136

137 Work on the immediate horizon will include creation of additional community engagement
138 materials, outreach to Legislative and Congressional representatives, and obtaining clarity on
139 State ARPA deadlines.

140

141 There was some discussion regarding the positive outlook on the multiple grant funding sources
142 available; it was indicated that meeting milestones and being in the final design phase of the
143 project benefits the Town, as there is funding available which needs to be distributed. Further
144 information regarding a proposed date for a bond vote will be available at the next Selectboard
145 meeting.

146

147 **6. Town Meeting planning.**

148 a. Discuss options for Town Meeting (in person or ballot):

149 It was agreed that the Meeting should be held in person this year, as it was last year. Kari Dolan
150 is willing to moderate the meeting again this year.

151

152 b. Review draft Town Meeting warning

153 Ms. Decker-Dell'Isola explained that February 3 is the deadline for adoption of the Budget, but
154 that she intends to have everything ready for final review and adoption at the January 29
155 meeting. It was agreed that the Articles for creation of new reserve funds can be explained in
156 the Budget or the Selectboard Report, and that they may also be discussed during the pre-Town
157 Meeting informational session.

158

159 b. Town Report due to printer on 2/9

160 Ms. Decker-Dell'Isola will have drafts of the Selectboard Report available for review at the next
161 meeting, and that she is working to ensure that other groups/commissions have submitted
162 their reports. She reminded Board members that a dedication/thank you for this year's report
163 still needs to be decided upon.

164

165 **7. Consent Agenda.**

166

167 **APPROVAL:** *The consent agenda was approved without objection.*

168

- 169 • Bills Payable and Treasurer's Warrants

170

171 **8. Selectboard Roundtable.**

172 Mr. Shupe asked Mr. Brittingham to provide a template for use in drafting an RFP for the
173 landscape work planned at the Farley property, for which funds have been raised.

174

175 Mr. Messer noted that the General Wait House Committee held their organizational meeting
176 earlier in the evening, and that it went well.

177

178 Mr. Shupe acknowledged that the Historical Society has offered to cover the cost of some tree
179 removal at the Wait House property, and has obtained a quote from Whitney Tree Services.
180 Ms. Decker-Dell'Isola will get necessary clarifications regarding funding, which trees are to be
181 removed, and so forth. Mr. Messer pointed out that public notification would be beneficial
182 before the work begins.

183

184 **9. Town Administrator's Updates.**
185 The upcoming schedule was reviewed.

186 **10. Executive Session**

187 **MOTION:** *A motion to find that pursuant to 1 V.S.A § 313 (a) (1) premature general knowledge*
188 *of confidential attorney- client communications made for the purpose of providing professional*
189 *legal services to the public body would clearly place the public body or a person involved at a*
190 *substantial disadvantage passed unanimously.*

191 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel] and*
192 *1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications] passed unanimously.*

193 The meeting entered Executive Session at 7:45 pm and came back into open session at 9:35 pm.

194 **IV. Other Business**

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

196 **IV. Adjourn**

197 The meeting adjourned at 9:35 pm.

198 Respectfully submitted,
199 Carol Chamberlin, Recording Secretary

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, January 29, 2024**

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 Office and remotely via Zoom.

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

9 **Staff Present:** Randy Brittingham, Town Treasurer; Annie Decker-Dell’Isola, Town Administrator

10 **Others Present:** Anthony Italiano (MRTV), Morris (Water Commission), Joshua Schwartz
11 (Wastewater Project Team)

12
13 **II. Regular Business.**

14
15 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

16 Approval of the Mountain Gardeners’ Annual Plant Sale was added to the Consent Agenda.

17
18 **2. Public Forum.**

19 Nobody requested time to address the Board.

20
21 **3. Wastewater Project Bond Vote Recommendation.**

22 Ms. Decker-Dell’Isola provided a summary of the information included in her written staff
23 report, outlining the reasons behind the Wastewater Project Team’s recommendation that a
24 bond vote be held in June, rather than later in the year as originally proposed. She noted that it
25 is possible with successful grant applications to have the entire project funded by grants and an
26 affordable loan, indicating that the project will not require any tax increase if reasonable user
27 fees are able to be assessed.

28
29 It was acknowledged that this is a shorter timeline than anticipated, and recognized that there
30 is a need to ensure the public has all the necessary information provided over the next few
31 months.

32
33 **MOTION:** *Mr. Shupe made a motion to approve scheduling a bond vote for the Wastewater*
34 *Project on June 11, 2024. The motion was seconded by Mr. Curtis. All voted in favor.*

35
36 **4. Review FY23 Audit summary and report.**

37 Mr. Brittingham reviewed the results of the audit recently completed by Sullivan and Powers,
38 covering July 2022 through June 2023. No discrepancies were noted, and the result of ‘no
39 significant findings’ was provided. Mr. Brittingham noted that there is \$38K in the General
40 Fund unassigned balance, which is acceptable; spoke of the existence of Water Fund CDs; and
41 indicated that no new debt had been taken on, with the debt level decreasing by \$256K. A
42 large percentage of the remaining debt is attributable to the Water System.

43
44 Board members thanked Mr. Brittingham for his efforts and a successful audit.

45
46 **5. Review and adopt FY25 Budget.**

47 a. Review and adopt draft FY25 Capital Improvement Plan

48 Ms. Decker-Dell'Isola noted that one change reflected in the latest iteration of this Plan was the
49 move to Capital Planning of the Capital West Reserve amount to better reflect expenses. It was
50 discussed that the Town is still waiting for an agreement with Capital West regarding the
51 investment and use of these funds. Removing this line from the Operating Budget creates the
52 need to intentionally allocate future contributions to Capital West.

53
54 The only other change in the Capital Improvement Plan is a balancing of contributions to
55 various funds over the 2026 – 2029 years; the total amount of increases has not been changed,
56 simply the distribution of the funds. Ms. Decker-Dell'Isola pointed out that Fire Department
57 Vehicle plans are included through FY40.

58
59 b. Review and adopt draft FY25 Operating Budget expenditures, revenues, and debt service
60 schedule

61 Ms. Decker-Dell'Isola highlighted the changes she had noted in her written staff report,
62 including the proposed Administrative Assistant position, the PC Reserve and related \$12K, and
63 removal of cemetery expenditures from the operating budget due to the likelihood of the
64 Cemetery Trust providing funds for the upcoming year.

65
66 There was some discussion regarding the estimated cost of snow removal at the elementary
67 school, as Ms. Decker-Dell'Isola had received notification that the school considered the \$7K
68 proposed amount to be unacceptably high. It was agreed to accept \$5K from the school, should
69 they agree to that amount, and to have the Road Department fully document the time and
70 materials necessary this winter to keep the required areas around the school cleared of snow.

71
72 It was noted that the budget reflects a less than 2% total increase.

73
74 **MOTION:** *Mr. Shupe made a motion to adopt the final FY25 Operating Budget with the school*
75 *contribution to snow clearing reduced from \$7K to \$5K, and to adopt the FY25 Capital*
76 *Improvement Plan as presented. The motion was seconded by Mr. Curtis. All voted in favor.*

77
78 **6. Town Meeting warning adoption**

79 Edits were made to adjust the final numbers based upon the change approved earlier in the
80 meeting, and the associated update to the tax rate.

81
82 **MOTION:** *Mr. Shupe made a motion to approve the Town Meeting Warning as amended. The*
83 *motion was seconded by Mr. Messer. All voted in favor.*

84
85 **7. KAS request to drill at 4144 Main Street**

86 It was noted that the request from KAS is for groundwater monitoring, and that this type of
87 work has been necessary before in the Village area.

88
89 **MOTION:** *Mr. Shupe made a motion to authorize the Town Administrator to proceed with*
90 *approval of the drilling request. The motion was seconded by Mr. Messer. All voted in favor.*

91
92 **8. Consent Agenda.**

93
94 **APPROVAL:** *The consent agenda was approved without objection.*

95
96
97
98
99

- Approve Minutes of 1/8/2024
- Bills Payable and Treasurer’s Warrants
- Approve Mountain Gardeners’ Annual Plant Sale Festival Permit

100 **9. Selectboard Roundtable.**

101 No Board members had any topics to raise.

102

103 **10. Town Administrator’s Updates.**

104 Ms. Decker-Dell’Isola indicated that she will provide Board members with draft copies of Town
105 Report materials for their review in the coming week.

106 The upcoming meeting schedule was reviewed.

107 **11. Executive Session**

108 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]*
109 *passed unanimously.*

110 The meeting entered Executive Session at 7:24 pm and came back into open session at 8:00 pm.

111 **MOTION:** *Mr. Shupe made a motion to reluctantly accept Jordan Gonda’s resignation from the*
112 *Selectboard effective January 29, 2024, to thank her for her involvement with the Board, and to*
113 *post a notice of the vacant seat within ten days. The motion was seconded by Mr. Messer. All*
114 *voted in favor.*

115 **MOTION:** *Mr. Shupe made a motion to accept, with regrets, Ms. Decker-Dell’Isola’s resignation*
116 *from the Town Administrator position, effective March 29, 2024, and to enter into negotiations*
117 *with Ms. Decker-Dell’Isola for her service as a part-time Project Manager for the Wastewater*
118 *Project. The motion was seconded by Mr. Messer. All voted in favor.*

119 Mr. Messer left the meeting at this point.

120 **MOTION:** *A motion to find that pursuant to 1 V.S.A § 313 (a) (1) premature general knowledge*
121 *of confidential attorney- client communications made for the purpose of providing professional*
122 *legal services to the public body would clearly place the public body or a person involved at a*
123 *substantial disadvantage passed unanimously.*

124 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1F) [Confidential*
125 *attorney-client communications] passed unanimously.*

126 The meeting entered Executive Session at 8:05 pm and came back into open session at 8:25 pm.

127 No further action was taken by the Board.

128 **IV. Other Business**

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

130 **IV. Adjourn**

131 The meeting adjourned at 8:25 pm.

132 Respectfully submitted,
133 Carol Chamberlin, Recording Secretary

District 6
Certcode 1216-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2024**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of **WAITSFIELD** in **WASHINGTON** County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
Class 2	9.450	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
Class 3	20.02	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
State Highway	7.826	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
Total	37.296	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
* Class 1 Lane	0.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Class 4	5.94	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
* Legal Trail	0.60	<input type="text"/>	<input type="text"/>	<input type="text"/>	

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

- PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**
- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
 - DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
 - RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
 - SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees: _____

Signature of T/C/V Clerk: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____
Representative, Agency of Transportation

DATE: _____