

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, March 25th, 2024
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. Selectboard Organizational Meeting. (10 +/- min.)
 - a. Election of a Chair and Vice-Chair.
 - b. Consider adopting a meeting schedule.
 - c. Consider designating a newspaper of record.
 - d. Review the Selectboard's rules of procedure.
 - e. Consider Re-Adopting the Conflict-of-Interest Policy.
4. Interviews for an open seat on the Waitsfield Selectboard (45 +/- min)
5. Town Meeting 2024 debrief and approve minutes from Town Meeting 2024 (5 +/- min.)
6. Review appointments & reappointments to Boards, Committees, & Commissions (5 +/- min)
7. Consider obligating remaining Waitsfield ARPA funds (10 +/- min)
8. Consent Agenda:
 - a. Consider approving the Minutes of 3/4/24
 - b. Consider approving liquor license warrant
 - c. Bills Payable and Treasurer's Warrants
 - d. Approve contract for videographer for information wastewater video and pay for the project using a portion of the VNRC Smart Grants for Smart Growth award
 - e. Approve 100on100 relay festival permit application
9. Selectboard roundtable. (10 +/- min.)
10. Town Administrator's updates (5 +/- min.)
11. Executive Session
 - a. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
 - b. 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
 - c. Enter Executive Session pursuant to 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

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

Waitsfield Town Administrator's Report

March 25, 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. Selectboard Organizational Meeting

a. Election of a Chair and Vice-Chair.

The organizational meeting is the first one following Town Meeting each year. The current chair will run the election process for a new (or same) chair, calling for nominations and seconds, votes, etc. Once a chair is elected, they will assume the role and run the election of a vice-chair.

The terms for chair and vice-chair are for one-year only.

Recommendation (Item II.3a):

Consider a motion to appoint _____ as chair of the Waitsfield Selectboard.

Consider a motion to appoint _____ as vice-chair of the Waitsfield Selectboard.

b. Consider adopting a meeting schedule.

A proposed 2024 meeting schedule is enclosed.

c. Consider designating a newspaper of record.

The Valley Reporter has historically served as Waitsfield's newspaper of record.

d. Review the Selectboard's rules of procedure.

The Board should review and adopt the rules of procedure annually. The 2022 version is enclosed.

e. Consider Re-Adopting the Conflict-of-Interest Policy.

The Board should review and adopt the conflict-of-interest policy annually. The 2022 version is enclosed.

Recommendation (Items II.3b – II.3e):

- *Consider a motion to adopt the meeting schedule as presented or otherwise amended.*
- *Consider a motion to designate the Valley Reporter as the Town of Waitsfield's newspaper of record.*
- *Consider a motion to adopt the rules of procedure policy as presented or otherwise amended.*
- *Consider a motion to adopt the conflict-of-interest policy as presented or otherwise amended.*

Item II.4. Interview for an open seat on the Waitsfield Selectboard

The Town received three applications from those seeking appointment to the vacant seat on the Selectboard created by Darryl Forrest's departure. The three statements of interest forms completed by each are enclosed (some have attachments to the original PDF to ensure all text is included).

The candidates, listed in the proposed order of interview, are:

Candidate	Interview Time
Larissa Ursprung	6:45pm
Stephen Gavosto	7:00pm
Erica Stroem	7:15pm

Interviews are set for 15-minute segments, mostly to provide a schedule for the applicants – individual interviews may be longer or shorter. At the conclusion of the interviews, the Board may proceed to executive session for discussion. A motion to appoint would occur after the Board returns to open session.

Recommendation:

No formal action anticipated.

Item II.5 Town Meeting 2024 Debrief and approval of minutes (5 +/- min.)

This is an opportunity for the Selectboard to debrief from Town Meeting (3/5/24) and to formally approve the minutes, as required by statute.

Recommendation:

Consider a motion to approve the minutes from Town Meeting 2024, as enclosed.

Item II.6 Review appointments & reappointments to Boards, Committees, & Commissions

The enclosed table shows everyone holding one or more positions on boards, committees, or commissions whose term expires at the end of March.

I've contacted everyone and have yet to hear from anyone that they are no longer interested in serving in these capacities.

Recommendation:

Consider a motion to re-appoint the individuals identified in the enclosed table for another term, to end in March of the applicable year.

Item II.7 Consider obligating remaining Waitsfield ARPA funds

The Town's next reporting deadline to the US Treasury for our municipal ARPA funding is April 30th for funds expended and obligated from April 1st, 2023 through March 30th, 2024. A majority of Waitsfield's funds have been obligated and expended during this time and staff has begun preparing for the April reporting. VLCT is strongly recommending that Towns obligate the remainder of their ARPA funds

before March 30th so that all of our remaining funds will be captured during this next reporting period, otherwise we may be more at risk of losing unexpended or unobligated funds. Here is a summary of our funds obligated to date:

Total Award	\$ 506,081.78
Total Obligated to Date	\$ 326,053.00
Remaining Unobligated	\$ 180,028.78

The funds need to be obligated to a project that we are confident will utilize the funds by December 2026 as the process to reobligate is quite cumbersome. Staff recommends that the Selectboard consider obligating the remaining funds to the Waitsfield Community Wastewater Project. The Board should discuss but staff strongly encourages the Selectboard to be prepared to take action on this item at this meeting or risk losing out on utilizing the remainder of our funds.

Here is additional information from VLCT: <https://www.vlct.org/article/vlcts-arpa-goal-not-one-penny-your-local-arpa-money-will-be-returned>

Recommendation:

Consider a motion to obligate the remainder of Waitsfield's State and Local Fiscal Recovery Fund (SLFRF) aka "APRA" funds (\$180,028.78) to the Waitsfield Community Wastewater Project.

Item II.8. 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 3/4/24
The minutes are enclosed for review.
- b. Consider approving liquor license warrant
A warrant will be provided on Monday for applications that have been received from established businesses who are no longer required to meet with the Selectboard.
- c. Bills Payable and Treasurer's Warrants
Warrants will be emailed before the meeting and available for review in person at the meeting.
- d. Approve contract for videographer for information wastewater video and pay for the project using a portion of the VNRC Smart Grants for Smart Growth award.
The Waitsfield Community Wastewater Project team secured \$5,000 in grant funding from the Vermont Natural Resource Council through their Small Grants for Smart Growth program to support educational outreach and communications efforts related to the

wastewater project from now through June 2024. A component of the proposal submitted to VNRC included the creation of an information video. The team has contacted a number of different videographers and has secured a quote from Capture that they would like to proceed with. The project would result in an approximately 3-minute video that would provide information on the project for a total cost of \$2,000 to \$2,400. Staff recommends that the Selectboard approve the agreement and authorize the Town Administrator to sign on behalf of the town, and for the project funds to come from the VNRC Grant award.

e. Approve 100on100 relay festival permit application

The Festival Permit Application is enclosed for the Board's review. The \$25.00 fee has been received. This is an annual event.

Item II.13. Town Administrator's Updates

Updates to be provided at the meeting.

III. OTHER BUSINESS

Item III.1. Correspondence/Documents/Reports received

- a. None received to date

Selectboard Regular Meeting Schedule - March 2024 through Town Meeting 2025

v.01: for March 25, 2024 Selectboard Meeting

*All meeting dates are Mondays with a 6:30pm start time

ALL START TIMES PROPOSED FOR 6:30 P.M. UNLESS OTHERWISE NOTED.

<i>Month</i>	<i>Dates</i>	<i>Notes</i>
April 2024	8th and 29h	April 8th is the Solar Eclipse - the Selectboard should decide if they want to maintain this regular meeting date.
May 2024	13th and 27th	Memorial Day is the 27th, the Board may want to consider May 20th instead
June 2024	10th and 24th	
July 2024	8th and 22nd	
August 2024	12th and 26th	
September 2024	9th and 23rd	
October 2024	14th and 28th	October 14th is also Indigenous Peoples Day
November 2024	11th and 25th	November 11th is Veterans Day. Town Offices are closed November 28th and 29th for Thanksgiving
December 2024	2nd and 16th	Moves to the 1st and 3rd Mondays for spacing, avoids holiday weekends, and spaces meetings.
January 2025	6th, 13th, 20th, and 27th	Every Monday during budget development (1/20 is MLK Day).
February 2025	10th and 24th	
March 2025	3rd and 24th	March 3rd is the Town Meeting preparation meeting
<i>Town Meeting - March 4th, 2025</i>		

TOWN OF WAITSFIELD

SELECTBOARD RULES OF PROCEDURE

Section I: Purpose

These Rules are adopted to ensure consistent and fair treatment of individuals or organizations with matters before the Board, orderly and efficient public proceedings, and compliance with state and federal law. These Rules shall also ensure that no Board member will gain a personal or financial advantage from his or her work for the Board, so that the public trust in municipal government will be preserved.

Section II: Officers and Duties.

- A. The Board shall consist of five members. At the first meeting after Town Meeting, or at other times throughout the year as needed, the Board shall hold an organizational meeting and elect by majority vote, a Chair and Vice Chair.
- B. The Chair shall preside at all meetings, hearings, and other proceedings, decide all points of order or procedure, and appoint members to any committee of the Board. The Chair may administer oaths and may request the attendance of witnesses and the production of material germane to any issue under consideration. The Chair shall have the discretion to seek legal advice on matters relevant to the Board. The Chair may delegate the responsibility to seek legal advice to one or more members of the Board.
- C. The Vice Chair shall assume the duties of the Chair whenever the Chair is absent, or at the Chair's request.
- D. No single Board member shall have authority to represent or act on behalf of the Selectboard unless, by majority vote, the Selectboard has delegated such authority for a specific matter at a duly noticed meeting and it is recorded in the minutes.

Section III: Meetings

- A. The Selectboard shall conduct its meetings in accordance with the Vermont Open Meeting Law (1 V.S.A. §§310-314). Meetings of the Selectboard must be open to the public at all times, except as provided in 1 V.S.A. §313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard (1 V.S.A. §312(h)).
- B. Regular meetings shall be held in the Waitsfield Town Office at 6:30 p.m. on the second and fourth Mondays of the month, or as warranted. Special meetings may be called by the Chair, provided at least 24 hours notice is given to each member and the time and place of each special meeting is publicly announced at least 24 hours before the meeting. Meetings shall be conducted in accordance with the requirements of this section.

- C. Emergency meetings may be held without public announcement, without posting of notices, and without 24 hours notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
- D. A quorum shall consist of a majority of the total number of positions on the Board (not the number of persons currently occupying those positions such as in the case of a vacancy or recusal). If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.
- E. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location when a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body shall be physically present at each designated meeting location.
- F. All meetings shall be open to the public unless the Board has entered an executive session. The Board may only hold an executive session pursuant to the reasons permitted by 1 V.S.A. §313, and only after a majority vote to enter executive session.
- G. E-mail communications among a quorum of Selectboard members may be used only for the following purposes:
1. Scheduling and routine administrative matters; and
 2. Distributing documents that will be discussed at an upcoming meeting, or otherwise made public.

E-mail communications among a quorum of Selectboard members may not be used for any of the following purposes:

1. Discussing or deliberating on town business; and
2. Making decisions on town business.

E-mails between Selectboard members and Town personnel are public records per 1 V.S.A. § 317. Individual Selectboard members (not a quorum) may communicate directly with each other on Town business, but they must recognize that all written communications concerning town business are subject to public records law and may be subject to disclosure upon request.

As a matter of practice, paper copies of e-mails exchanged by a quorum of the Selectboard will be shared as soon as possible with any Selectboard member who does not have access to e-mail.

- H. There shall be an agenda for each meeting, with time allotted for each item or group of items to be considered. Those who wish to be added to the agenda shall contact the Town Administrator to arrange for a convenient time. The Chair shall determine the content of the agenda after consultation with Town Administrator.
- I. Agendas shall be limited to three hours, unless by majority vote, an additional 30 minutes is allowed. Exceptions may be allowed, such as for executive sessions or other time-sensitive matters that cannot be delayed.
- J. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote, the Chair may alter the order of items to be considered and/or the time allotted.
- K. At the beginning of each Selectboard meeting, there shall be five minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
- L. Public comment on issues discussed by the Selectboard, if not offered during the open public comment period, may be offered at other times during the meeting relevant to the agenda item, but only when recognized by the Chair.
- M. The Chair shall rule on all questions of order or procedure and shall enforce these rules pursuant to 1 V.S.A. §312(h).
- N. The Chair shall have the authority to call the question and cease discussion or debate on a matter.
- O. The following rules shall apply to motions and voting on actions:
 - 1. Motions shall be made in the affirmative;
 - 2. The Chair has the same voting rights as other members and can make motions;
 - 3. A second shall be required for a motion to have the floor;
 - 4. All members present are expected to vote unless they have recused themselves or choose to abstain;
 - 5. A member who recuses him or herself shall not sit with the Board during discussion of the matter and shall be considered "absent."
 - 6. Abstentions shall not count towards either the majority or the minority; and
 - 7. For a motion to pass, it must receive majority support of the Board (the same number required for a quorum).

- P. Unless one or more members of the Board objects, the Chair may determine that agreement on simple matters has been reached by consensus, which shall be reflected in the meeting minutes.
- Q. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the Chair.

Section IV: Amendments and Adoption.

- A. These Rules may be amended at any regular or special meeting by a majority vote, and must be readopted annually at the organizational meeting.

ADOPTED: This _____ day of _____, 2023.

Waitsfield Selectboard:

Christine Sullivan (Chair)

Brian Shupe (Vice Chair)

Chach Curtis

Fred Messer

**TOWN OF WAITSFIELD
SELECTBOARD CONFLICT OF INTEREST POLICY**

Section I: Purpose

Under the authority granted in 24 V.S.A. § 2291(20), the purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public official of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to insure that all decisions made by municipal officials are based on the best interest of the community at large.

Section II: Definitions.

A. Board" means the Waitsfield Selectboard.

B. "Conflict of interest" means any of the following:

1. A direct or indirect personal interest of a public officer, his or her spouse, household member, family member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed;
2. A direct or indirect financial interest of a public officer, his or her spouse, household member, family member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed;
3. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding before the board. This shall not apply to a member's particular political views or general opinion on a given issue; and
4. A situation where a public officer has not disclosed ex parte communications with a party in a proceeding before the board.

"Conflict of interest" does not arise in the case of votes or decisions on matters in which the Board member has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.

C. "Emergency" means an imminent threat or peril to the public health, safety or welfare.

D. "Executive session" means a session of a public body from which the public is excluded, pursuant to 1 V.S.A. §313. Such private session may only be held for one of the reasons permitted by the statute, and no binding action may be taken in executive session, except as permitted by Section 313(a).

- E. "Official act or action" means any legislative, administrative or quasi-judicial act performed by any elected or appointed officer or employee while acting on behalf of the municipality.
- F. "Public body" means any board, council, commission or committee of the municipality.
- G. "Public interest" means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- H. "Public officer or public official" means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the municipality.
- I. "Quasi-judicial proceeding" means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.
- J. "Recuse" means to remove oneself from a particular proceeding before a public body because of a real or perceived conflict of interest.

Section III: Disqualification.

- A. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- B. A public officer shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- C. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter.
- D. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office that are not available to the public in general.

Section IV: Disclosure.

A public officer who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to the

public body at a public hearing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest. Nevertheless, a majority of the Selectboard may order that officer to recuse him or herself from the matter, subject to applicable law.

Section V: Recusal.

- A. A public officer shall recuse himself or herself from any matter in which he or she has a conflict of interest, pursuant to the following:
 - 1. Any person may request that a member recuse him or herself due to a conflict of interest. Such request shall not constitute a requirement that the member recuse him or herself;
 - 2. A public officer who has recused him or herself from a proceeding shall not sit with the board, deliberate with the board, or participate in that proceeding as a board member in any capacity;
 - 3. If a previously unknown conflict is discovered, the board may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict; and
 - 4. The board may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the board. The board may then resume the proceeding with sufficient members present.
- B. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter, subject to applicable law.
- C. The recusal provisions shall not apply if the Selectboard determines that a clear public necessity exists and those actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Section IV.

Section VI: Progressive Consequences for Failure to Follow the Conflict-of-Interest Procedures.

In cases where the conflict-of-interest procedures above have not been followed, the Selectboard may take progressive action to discipline an offending public officer. In the discipline of a public officer, the Selectboard shall follow these steps in order:

- A. The Chair shall meet informally, in private, with the public officer to discuss the possible conflict of interest violation. If the offending member is the Chair, the Vice Chair shall follow the procedures.

- B. The Board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion (1 V.S.A. §313(4)). The public officer may request that this meeting occur in public. If appropriate, the Board may admonish the offending public officer in private.
- C. If the Board decides that further action is warranted, it may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Upon majority vote, the Board may discipline or remove the public officer from office. If the offending public officer is a member of the Selectboard, the Board may request that the offending public officer resign from the Board.

Section VII: Amendments and Adoption.

These Rules may be amended at any regular or special meeting by a majority vote, and must be readopted annually at the organizational meeting.

ADOPTED: This _____ day of _____, 2023.

Waitsfield Selectboard:

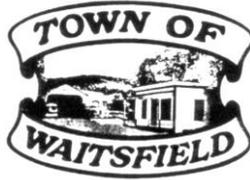
Christine Sullivan (Chair)

Brian Shupe (Vice Chair)

Chach Curtis

Jordan Gonda

Fred Messer



TOWN OF WAITSFIELD

Name: _____

Address: _____

Phone: _____ Email: LDKUrsprung@gmail.com

Please introduce yourself and provide a brief statement explaining why you're interested in serving as an interim member of the Waitsfield Selectboard:

Please describe any government, civic, charitable, or other community involvement in Waitsfield or the Mad River Valley:

Please describe any professional or personal experience you feel would be a valuable addition to the Selectboard and in service to the community: For more detail, see: www.linkedin.com/in/larissa-k-ursprung-aaa29774

Will you be available to attend Selectboard meetings until Town Meeting 2025 in March?

YES

NO

Selectboard vacancy application

From : Larissa Ursprung <ldkursprung@gmail.com>

Mon, Feb 12, 2024 12:23 PM

Subject : Selectboard vacancy application 1 attachment**To :** townadmin@gmavt.net

Hi Annie,

Please find a PDF attached with my application for the Waitsfield Selectboard vacancy. I was unable to figure out how to make the full text of my answers appear when I printed the PDF version of my application form out, so in an abundance of caution I also included my answers in the body of this email below.

Let me know if there is a better format with which to submit my application.

Thanks for your time,
Larissa Ursprung

I became interested in serving as an interim member of the Waitsfield Selectboard after recent contact from Jordan Gonda. We met briefly in 2021 when I presented a report to the Selectboard as Chair of the General Wait House Committee. Based on that interaction—and my demonstrated leadership, organizational skills, and diplomacy—Jordan suggested that I consider applying for this position. Ours is a remarkable community that I have greatly enjoyed serving already, and I cannot ignore the intersection of the Town's needs with a coincident short-term expansion in my bandwidth. It would be an honor to invest this time and energy in public service at a time that seems a possible point of inflection for the future of our Town. As my spouse and I plan for our family's future to center on Waitsfield, I have a demonstrable stake in this community's long-term prospects.

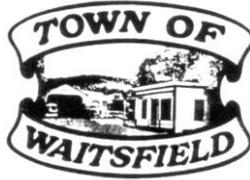
I often hope that I will be demographically represented in the bodies of decision-makers that will affect my future and that of my family; it seems only right that I be willing to do the work of providing that representation myself.

In addition to the aforementioned service on the General Wait House Committee I currently serve on the Rural Resource Commission, and was involved in their recent CLG grant project for the Fayston-owned Boyce Hill Forest property. I served on the Executive Board for Mad River Valley Arts, and still volunteer for them. I have hosted several community events over the past several years out of the historic barn on my property, and recently established a small business to more formally cultivate art-making and community involvement out of our space.

My professional and personal background is eclectic (see [LinkedIn](#)), but unified by an ability to learn quickly on the fly, as I imagine would be beneficial for this role.

My most locally relevant experiences stem from my work on the historic barn on our property, for which I applied for, received, and administered a Historic Preservation Barn Grant from ACCD.

Restoring Stowell Barn was my first experience interfacing with government entities in Vermont at both the state and local level, and much of my subsequent engagement was informed by that project. I now own a business out of our barn; in preparation for this professional step I spent the past several years educating myself about the Valley's small business ecosystem. As such I feel able to bring this unique perspective to the Selectboard.



TOWN OF WAITSFIELD

Name: Stephen Gavosto
Address: 6971 Main St Waitsfield, VT 05673
Phone: 8022307828 Email: sgavosto@gmail.com

Please introduce yourself and provide a brief statement explaining why you're interested in serving as an interim member of the Waitsfield Selectboard:

I am Stephen Gavosto, a resident of Waitsfield for the past 13 years.

Over the years, I have worked locally, established and managed multiple businesses within the community. My commitment to Waitsfield goes beyond my entrepreneurial endeavors, as I am deeply invested in the well-being and development of our town. Serving as an interim member of the Waitsfield Selectboard is a natural extension of my dedication to this community.

I believe my extensive local experience and business background uniquely position me to contribute effectively to the Selectboard during this interim period.

Please describe any government, civic, charitable, or other community involvement in Waitsfield or the Mad River Valley:

As an advocate for affordable housing, I have been working on initiatives to address this critical issue, aligning with the town's priorities.

This dedication to community engagement has provided me with a comprehensive understanding of local needs and concerns--chief among them is affordable housing which I am currently working through various projects to meet that need. Germane to housing are utilities--specifically water and septic. While I have only been watching these initiatives from the sidelines. I wish to get more involved. Please describe any professional or personal experience you feel would be a valuable addition to the Selectboard and in service to the community:

My professional background as a business owner and entrepreneur has equipped me with valuable skills in strategic planning, budgeting, and decision-making. I have a proven track record of successfully navigating complex situations and finding practical solutions. Moreover, my commitment to developing more affordable housing aligns with the town's objectives, providing me with insights into addressing crucial community challenges. My extensive experience in Waitsfield, coupled with my passion for community development, positions me to be a valuable addition to the Selectboard. I am eager to contribute my skills and insights to ensure that Waitsfield continues to thrive as a vibrant and inclusive community.

Will you be available to attend Selectboard meetings until Town Meeting 2025 in March?



YES



NO

Selectboard Vacancy - Application

From : Stephen Gavosto <sgavosto@gmail.com>

Sun, Feb 18, 2024 01:01 PM

Subject : Selectboard Vacancy - Application 1 attachment**To :** Valerie Capels <townadmin@gmavt.net>

Hi Annie!

Please see the attached -- and below. The form application may have cut off my responses.

Question 1:

Over the years, I have worked locally, established and managed multiple businesses within the community. My commitment to Waitsfield goes beyond my entrepreneurial endeavors, as I am deeply invested in the well-being and development of our town. Serving as an interim member of the Waitsfield Selectboard is a natural extension of my dedication to this community. I believe my extensive local experience and business background uniquely position me to contribute effectively to the Selectboard during this interim period.

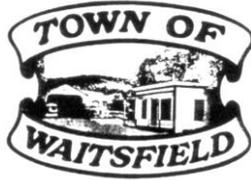
Question 2:

As an advocate for affordable housing, I have been working on initiatives to address this critical issue, aligning with the town's priorities. This dedication to community engagement has provided me with a comprehensive understanding of local needs and concerns--chief among them is affordable housing which I am currently working through various projects to meet that need. Germane to housing are utilities--specifically water and septic. While I have only been watching these initiatives from the sidelines, I wish to get more involved in the process.

Question 3:

My professional background as a business owner and entrepreneur has equipped me with valuable skills in strategic planning, budgeting, and decision-making. I have a proven track record of successfully navigating complex situations and finding practical solutions. Moreover, my commitment to developing more affordable housing aligns with the town's objectives, providing me with insights into addressing crucial community challenges. My extensive experience in Waitsfield, coupled with my passion for community development, positions me to be a valuable addition to the Selectboard. I am eager to contribute my skills and insights to ensure that Waitsfield continues to thrive as a vibrant and inclusive community.

Thanks,
Stephen Gavosto 802-230-7828



TOWN OF WAITSFIELD

Name: _____

Address: _____

Phone: _____ Email: _____

Please introduce yourself and provide a brief statement explaining why you're interested in serving as an interim member of the Waitsfield Selectboard:

Please describe any government, civic, charitable, or other community involvement in Waitsfield or the Mad River Valley:

Please describe any professional or personal experience you feel would be a valuable addition to the Selectboard and in service to the community:

Will you be available to attend Selectboard meetings until Town Meeting 2025 in March?

YES

NO

**TOWN OF WAITSFIELD
MINUTES OF ANNUAL TOWN MEETING
MARCH 5, 2024**

Kari Dolan called the Annual Meeting to order at 9:02 a.m.

ARTICLE 1: To elect a Moderator for the Town. Charlie Goodman nominated Kari Dolan, and the nomination was seconded by Paul Hartshorn. There being no other nominations, nominations were closed, and Kari Dolan was elected by unanimous voice vote.

Charlie Goodman led the body in the Pledge of Allegiance. Ms. Dolan explained general information about the conduct of the meeting and use of Robert's Rules of Parliamentary Procedure.

ARTICLE 2: To hear and act upon the reports of the Town Officers. The Moderator referred to the reports of the Town Officers of various Boards and Commissions.

Discussion ended on the Reports of the Town Officers, and the reports were accepted.

State Representative Dara Torre gave legislative updates and answered questions.

ARTICLE 3: Shall the voters approve a municipal budget of \$2,752,344 to pay the operating expenses and indebtedness of the Town, of which an estimated \$2,292,800 will be raised from property taxes? Howie McCausland made a motion to adopt Article 3, and the motion was seconded by Elizabeth Phillips. Town Administrator, Annie Decker-Dell'Isola provided a presentation regarding the Town's finances. Discussion ended, and the motion to adopt Article 3 was approved by a unanimous voice vote.

ARTICLE 4: Shall the voters authorize the Town to collect taxes on real property by four (4) equal payments made to the Treasurer as follows: one quarter (25%) of taxes to be paid without discount not later than Monday, September 16, 2024; the second quarter (25%) of taxes to be paid without discount not later than Friday, November 15, 2024; the third quarter (25%) of taxes to be paid without discount not later than Tuesday, February 18, 2025; with the remaining quarter (25%) to be paid without discount not later than Thursday, May 15, 2025? Paul Hartshorn made a motion to adopt Article 4, and the motion was seconded by Fred Messer. Discussion ended, and the motion to adopt Article 4 was approved by a unanimous voice vote.

ARTICLE 5: Shall the voters authorize the Town to establish a reserve fund for Road Department gravel crushing and to appropriate the sum of \$15,000 to establish such a fund in Fiscal Year 2025? Charlie Goodman made a motion to adopt Article 5, and the motion was seconded by Brian Shupe. Discussion ended, and the motion to adopt Article 5 was approved by unanimous voice vote.

ARTICLE 6: Shall the voters authorize the Town to establish a reserve fund for Planning Commission long range planning and to appropriate the sum of \$12,000 to establish such a fund in Fiscal Year 2025? Brian Shupe made a motion to adopt Article 5, and the motion was seconded by Christine Sullivan. Discussion ended, and the motion to adopt Article 6 was approved by a majority voice vote.

ARTICLE 7: Shall voters authorize the Town to borrow money in anticipation of the receipt of taxes by issuing its notes or orders to meet current expenses and indebtedness of the Town of Waitsfield? Charlie Goodman made a motion to adopt Article 7, and the motion was seconded by Elizabeth Phillips. Discussion ended, and the motion to adopt Article 7 was approved by a unanimous voice vote.

ARTICLE 8: To transact any other business that may legally come before the meeting. Paul Hartshorn asked for the reasoning behind installing a wastewater system when the Town water system was supposed allow for growth. Chach Curtis responded explaining what municipal wastewater is, where the service area is, why we need it, who benefits from it and how it will be paid for. Lois De Heer shared the Waitsfield Historical Society's visiting hours.

Fred Messer made a motion to recess the meeting at 11:04 a.m. until the closing of the polls for Australian ballot items at 7:00 p.m., and the motion was seconded Jean Joslin. The motion to recess was approved by a majority voice vote.

The voter count at its maximum during the meeting was approximately 100 people.

Title 17: Elections
Chapter 051: Conduct of Elections
Subchapter 008: Count and Return of Votes
(17 V.S.A. § 2587)

“(f) When the same number of persons are nominated for the position of justice of the peace as there are positions to be filled, the presiding officer may declare the whole slate of candidates elected without making individual tallies, providing each person on the slate has more votes than the largest number of write-in votes for any one candidate. (Added 1977, No. 269 (Adj. Sess.), § 1; amended 1979, No. 200 (Adj. Sess.), §§ 83-85; 2003, No. 59, § 38; 2015, No. 30, § 17a, eff. May 26, 2015; 2017, No. 50, § 43.)”

I, declare the following candidates are elected for the positions and terms for which they were running on Town Meeting Day, March 5, 2024:

Candidate	Elected Position	Term
Fred R. Messer	Selectboard Member	3 years
Charles “Chack” Curtis	Selectboard Member	2 years
Steve McKenzie	Lister	3 years
Sally Kendall	Library Trustee	5 years
Jennifer Peterson	Delinquent Tax Collector	1 year
Robin McDermott	Cemetery Commissioner	5 years
Robin Preuss	Cemetery Commissioner	4 years to fill a 5-year unexpired term
Mark Peal	Cemetery Commissioner	2 years to fill a 5-year unexpired term
Gib Geiger	Cemetery Trustee	3 years

Respectfully submitted,

Jennifer Peterson
Town Clerk

Approved by the Selectboard on: _____

2024 Reappointments - Waitsfield Selectboard Meeting 3/25/24

	Position	Name	Originally Appointed or Reappointed	Term	Appointment Expires
1	M.R.V. Planning District Rep	Jonathan Ursprung	2023	1	2024
2	M.R.V. Planning District Rep	Brian Shupe	2023	1	2024
3	Constable	Jeff Campbell	2023	1	2024
4	Second Constable	Vacant	2023	1	2024
5	Planning Commission	Vacant	2023	1	2024
6	Planning Commission	AnnMarie Harmon	2020	4	2024
7	Central Vermont Regional Planning Commission	Don LaHaye	2023	1	2024
8	Central Vermont Regional Planning Commission	Alice Peal (alt.)	2023	1	2024
9	CVRPC's Clean Water Advisory Committee	Alice Peal	2023	1	2024
10	Development Review Board	Gib Geiger	2021	3	2024
11	Development Review Board	Rudy Polwin	2021	3	2024
12	Development Review Board	James Tabor	2021	3	2024
13	Tree Warden	Vacant	2023	1	2024
14	Tree Board	Vacant	2021	3	2024
15	Road Commissioner	Charles Goodman III	2023	1	2024
16	Emergency Management Director	Fred Messer	2023	1	2024
17	Emergency Management Coordinator	Clare Ireland	2023	1	2024
18	Animal Control Officer	Vacant	2023	1	2024
19	Conservation Commission	Bruno Grimaldi	2022	2	2024
20	Conservation Commission	Ted Joslin	2022	2	2024
21	Conservation Commission	Leo Laferriere	2022	2	2024
22	Conservation Commission	James Donaldson	2022	2	2024
23	MRV Rec District Reps	Doug Bergstein	<i>new appointment 2024</i>		
24	MRV Rec District Reps	Mary (Bear) Simmons	2021	3	2024
25	MRV Rec District Reps (at large)	Luke Foley	2023	1	2024
26	Water Commission	William Parker	2022	2	2024
27	Water Commission	Brian Shupe	2022	2	2024
28	Inspector of Lumber	Andrew Baird, Jr.	2023	1	2024
29	Fence Viewers	Allen Gaylord	2023	1	2024
30	Fence Viewers	Douglas Kenyon	2023	1	2024
31	Fence Viewers	Bryan Neill	2023	1	2024
32	Weigher of Coal	Charles Hosford	2023	1	2024
33	Green Up Coordinators	Brik Skoldberg	2023	1	2024
34	M.R. Solid Waste Alliance	Salvatore Spinosa	2023	1	2024
35	General Wait House Commission	AnnMarie Harmon	2023	1	2024
36	General Wait House Commission	Gib Geiger	2023	1	2024
37	General Wait House Commission	Lois DeHeer	2023	1	2024
38	General Wait House Commission	Martin DeHeer	2023	1	2024
39	General Wait House Commission	Kahty Mehuron	2023	1	2024
40	General Wait House Commission	Tenant Representative (rotates)	2023	1	2024

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, March 4, 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:** Annie Decker-Dell’Isola, Town Administrator

10 **Others Present:** Haylee Carleton, Bob Cook, Kari Dolan (Town Moderator), Anthony Italiano
11 (MRTV), Curt Lindberg (Conservation Commission), Joshua Schwartz (MRVPD)

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 Liquor license renewals were added to the consent agenda.

17
18 **2. Public Forum.**

19 Haylee Carleton offered comments regarding her concerns about the lack of a stop sign at the
20 Dugway Road/Butcher House Road intersection; she also noted that that the new Dugway Road
21 sign reads ‘Dug Way.’

22
23 Ms. Decker-Dell’Isola noted that she had spoken with Josh Rodgers regarding installing a stop
24 sign on a private road, and that there are no restrictions on such an installation and he is
25 planning to put one in place. She will also look into rectifying the street sign spelling.

26
27 Ms. Carleton suggested that Dugway Road/Fiddler’s Green intersection might also benefit from
28 a stop sign.

29
30 **3. Town Meeting 2024 preparation.**

31 Kari Dolan ran through some questions and reviewed the introductory section of Town
32 Meeting. She then reviewed several of the Articles to be covered, clarified the budget and
33 related financial articles, and covered other logistics of the meeting with the Board.

34
35 Board members reviewed the budget information that Ms. Decker-Dell’Isola presented, which
36 contains information for questions that might arise and provides some historical narrative. The
37 budget presentation was then reviewed, with some minor edits made to the slides and some
38 items clarified for Board members by Ms. Decker-Dell’Isola.

39
40 **4. General Wait House Commission updates.**

41 Ms. Decker-Dell’Isola reported that another anonymous donation had been received towards
42 the General Wait House; this one is for \$1000 and is stipulated to serve as match to the \$1000
43 to be provided by the Town for small repairs to the building.

44
45 **MOTION:** *Mr. Messer made a motion to accept the anonymous donation of \$1000 and place*
46 *the full amount in the Wait House General Reserve Fund. The motion was seconded by Mr.*
47 *Shupe. All voted in favor.*

48 It was agreed that the number of Commission members able to charge at local establishments
49 be limited; Mr. Messer explained that a financial subcommittee has been established and will
50 be providing monthly reports of expenditures.

51

52 **MOTION:** *Mr. Shupe made a motion to allocate \$2,000 from the General Wait House reserve to be*
53 *managed by the General Wait House Commission for the purpose of accomplishing small maintenance*
54 *projects in the building for the remainder of calendar year 2024. The motion was seconded by Mr.*
55 *Messer. All voted in favor.*

56

57 Ms. Decker-Dell'Isola asked the Board how current rental requests should be addressed;
58 currently there are pending requests by the Mad River Path and Friends of the Mad River for
59 use of the barn common areas. It was agreed that the Commission can take care of scheduling
60 such requests for now, that the unfinished barn areas should not be used for any purpose, and
61 that creation of a related rental policy will be included in policies to be addressed by the
62 Commission.

63

64 A question arose regarding the discrepancy between the Wait House General Reserve included
65 in the Town Report (\$35K) and what was understood to be the actual balance (\$62K). Ms.
66 Decker-Dell'Isola explained that this is due to the Wait House fund being handled differently
67 than other Town reserve funds, and that for auditing purposes the lower number is included in
68 the Report. Most of this difference is attributable to the running deficit that owning the
69 building incurs. Mr. Brittingham will be asked to provide an accounting of the building's income
70 and expenses.

71

72 **5. Conservation Commission Fairgrounds parcel Natural Communities Assessment** 73 **recommendation.**

74 Curt provided information regarding the assessments to be completed at the property, and the
75 planned integration of managing this parcel in conjunction with the Wu Ledges property. Of
76 the five inventories planned, this is the sole assessment that has an associated cost. The
77 Commission has recommended that a consultant be hired for the Natural Heritage and Natural
78 Communities inventory work. They received three proposals, and are recommending to the
79 Selectboard that Brett Engstrom be selected; his proposal included the lowest bid amount and
80 he is familiar with the area as he conducted similar work for the Wu Ledges property.

81

82 Mr. Lindberg confirmed that the county forester working on assessing the property is aware of
83 the previous landowner's intent, and that it is an appropriate location for a non-management
84 strategy.

85

86 **MOTION:** *Mr. Shupe made a motion to authorize the Conservation Commission to contract with*
87 *Brett Engstrom as proposed, allocating the necessary amount from the Conservation Reserve*
88 *Fund, and to authorize the Town Administrator or Selectboard Chair to sign the agreement. The*
89 *motion was seconded by Mr. Curtis. All voted in favor.*

90

91 Ms. Decker-Dell'Isola confirmed that she has a contract template available that she will provide
92 to Mr. Lindberg.

93

94 **6. Wastewater Project update.**

95 Joshua Schwartz noted that Update #9 had been included in the meeting packet. Ms. Decker-
96 Dell'Isola explained that there has been recent focus on coordination of the transition of
97 project management, as she takes on those responsibilities and Mr. Schwartz begins his
98 sabbatical. She thanked him for all the effort he has put into the project, outlining that much
99 has been accomplished during his tenure as project manager.

100

101 Mr. Schwartz highlighted some current updates:

- 102 • The reports issued over the last twelve months help in keeping track of all the steps
103 taken and achievements accomplished
- 104 • There is now a separate page on the town website dedicated to the project
- 105 • A summary of the voluminous PER has been drafted to provide an easier understanding
106 of the contents
- 107 • Funding for community engagement has been obtained
- 108 • Recent outreach to property owners has received a very positive response
- 109 • Sam Robinson (MRVPD) will be providing some support going forward

110

111 Mr. Shupe asked about DEC's announcement that there may be more ARPA funding available
112 for the project; Ms. Decker-Dell'Isola explained that the Town has been encouraged by DEC to
113 submit a letter requesting receipt of further funding if it becomes available. She noted that this
114 is dependent upon the status of other projects throughout the state; those who have been
115 awarded funds but have not had their projects progress sufficiently will result in those funds
116 again becoming available. Waitsfield has moved into a strong position for receipt of funding;
117 ownership of the disposal field has been an important factor.

118

119 Ms. Decker-Dell'Isola also reported that a new email address has been created for
120 communication with the Wastewater Project Manager, and that information about the project
121 will be provided at Town Meeting.

122

123 Selectboard members thanked Mr. Schwartz for his work on this project over the past year.

124

125 **7. Consent Agenda.**

126

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

128

- 129 • Approve the Minutes of February 12, 2024
- 130 • Bills Payable and Treasurer's Warrants
- 131 • Liquor License renewals for Blue Stone and Simon's Waitsfield Store (Valero)

132

133 **8. Selectboard Roundtable.**

134 Mr. Messer reported that the Valley Emergency Management Directors are meeting regarding
135 planning for the upcoming eclipse which will be taking place on April 8.

136

137 **9. Town Administrator's Updates.**

138 Ms. Decker-Dell'Isola assured that the road crew is addressing the road conditions as best as
139 they are able, and indicated that they understand the frustration that the muddy conditions are
140 creating.

141 She also reported that the new website is set to go live in a couple of weeks, with related
142 training taking place and a soft launch planned before the site is available to the general public.

143 **10. Executive Session**

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

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

150 The meeting entered Executive Session at 7:52 pm and returned to open session at 8:50 pm.

151 **MOTION:** *Mr. Shupe made a motion to hire Ms. Decker-Dell'Isola as the Wastewater Project*
152 *Manager in accordance with the terms of the agreement discussed. The motion was seconded*
153 *by Mr. Curtis. All voted in favor.*

154 **IV. Other Business**

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

156 **IV. Adjourn**

157 The meeting adjourned at xxx pm.

158 Respectfully submitted,
159 Carol Chamberlin, Recording Secretary

Capture

vivid storytelling through video

David W. Smith
910 U.S. Route 2
Middlesex, VT 05602
802-522-9640
dave@davecaptures.com: email
davecaptures.com: web

March 6, 2023

Mad River Valley Planning District
Sam Robinson, community planner
PO Box 471 | Waitsfield, VT 05673
p. 802.496.7179 | sam@mrvpd.org
mrvpd.org

Video Proposal: Waitsfield Community Wastewater Project

Mad River Valley Planning District is assisting with planning and promotion of the Waitsfield Community Wastewater Project, intending to replace the private systems that serve the villages of Waitsfield and Irasville with a town-run system. This has been a goal for a while, but a vote to build the system failed in 2008 and the project was largely dormant until the 2020s. The project is expected to cost approximately \$15 million, with a bond vote scheduled for June 11.

The lion's share of the cost is expected to be covered by grants and other assistance. Payments for the taxpayers' portion are expected to be covered by ratepayers. Opposition may argue that the vote is being rushed.

Project

The goal of this project is a 3-minute video that describes the project and encourages people to support the bond without sacrificing a reasonably objective tone. The obvious benefits of the project and ease of funding for most taxpayers (they'll potentially only have to cover the user for public buildings) should make that a pretty easy lift, and we can stick with the facts.

We also want to keep the focus on public health and environmental issues (protecting rivers, protecting drinking water sources, sharing the prohibitive cost of replacing private systems, containing development) over economic and development advantages, although I think the fact that a wastewater system will facilitate the creation of housing is an issue we want to bring up.

Building blocks for the video:

- Interviews
- Graphic elements, including maps, documents, and titles.
- B-roll, including exterior footage, photographs, and possibly drone footage
- Music
- Branding elements, such as logos and color selection
- Audio narration (if needed).

The plan is to break up the video roughly into four segments:

- Opening: Best “big picture” quotes from interview subjects. Beauty shots of the villages.
- Describe the project. Boundaries, funding, location of treatment facility, timeline
- What the project will accomplish - interview footage with “spokespeople,” who know the project best.
- Why it is important - interview footage with residents, business owners, representatives from environmental groups. B-roll that supports their testimony.
- End with more beauty shots and a call to vote on the project June 11.

I will shoot the footage, conduct interviews, provide equipment, edit, and follow up with final adjustments. From the Planning District, I will need help with planning, selecting and scheduling 4 to 6 interviews with appropriate subjects, being on-hand for guidance, providing existing visual resources, and reviewing footage for final edits.

Deadline goal: Have the video ready for viewing by mid-May. This is a tight timeline, so it’s best if the client selects a point person empowered to make quick decisions.

Estimated costs:

My time

20 hours planning, interviewing, shooting and editing. \$2,000

Additional if requested

Approx. \$400

Drone videography

Estimate total: \$2,000 or \$2,400

I would request a retainer fee of \$700 before we start shooting. The rest of the fee is due upon completion.

Let me know if you have other questions.

Best, Dave

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: _____
- 2) Date(s) of Festival: _____
- 3) Location of Festival: _____
- 4) Hours of Festival: _____
- 5) Sponsor of Festival: _____

Address: _____

Phone #: _____ e-mail: _____

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

_____	_____
Name	Name
_____	_____
Phone	Phone
_____	_____
Address	Address
_____	_____

- 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.

_____	_____
Owner	Address
_____	_____
Phone	

- 8) A. Number of tickets to be printed, if applicable: _____
- B. Number of persons reasonably expected to attend: _____
- C. Fee: \$25 for each 250 persons expected to attend: \$ _____
- D. If festival is charitable or non-profit, are you requesting a fee waiver? _____
- If so, please explain the charitable or non-profit nature of the 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:

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

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

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

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

Evan Dolecki

Signature

Printed Name of Applicant

Date

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

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

Conditions:

By: Waitsfield Selectboard

**Vermont 100on100 Relay
Town of Waitsfield
Course 2024**

