**TOWN OF WAITSFIELD, VERMONT**

**Selectboard Meeting Minutes**

**Friday, April 25, 2025**

**Draft**

**Members Present:**  David Babbott-Klein, Fred Messer, Brian Shupe, Larissa Ursprung

**Staff Present:** York Haverkamp, Town Administrator; JB Weir, Zoning Administrator

**Others Present:** John Crown (MRVTV), Mike Hill, Beriah Smith

**I. Call to Order:**  The meeting was called to order at 4:00 pm by Larissa Ursprung. The meeting was held in person at the Waitsfield Town Office and remotely via Zoom.

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

The order of the agenda items was adjusted, and some additional Wait House matters were added to that agenda item.

**2.  Public Forum.**

Mike Hill, on behalf of Edward and Charlene Spaulding, asked that the Board consider delaying the release of the agreement with those parties, due to a related agreement still being in discussion.

**3.  Executive Session**

**MOTION:** *A motion to 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 passed unanimously.*

**MOTION***: A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (1) (f) [Confidential Attorney-Client Communication], inviting Mr. Smith, Mr. Haverkamp, and Mr. Weir to join passed unanimously.*

The meeting entered Executive Session at 4:07 pm and returned to open session at 4:52 pm.

**MOTION:** *A motion to accept the offer of Settlement by Edward and Charlene Spaulding, and to authorize the Town Administrator to sign the Agreement on behalf of the Town passed unanimously.*

**MOTION:** *A motion to accept the offer of Settlement from Courtney Spaulding, and to authorize the Town Administrator to sign the Agreement on behalf of the Town passed unanimously.*

Mr. Shupe left the meeting at this point.

**4. Conservation Commission**Mr. Haverkamp provided an update on the contract for the coming summer’s goat herding for knotweed removal, explaining that the portion of an associated grant award which was originally to be used for gravel remediation of knotweed has been approved by the grantor to instead be spent on the goat herding work this year, in an amount not to exceed $10K.

**MOTION:** *Mr. Babbott-Klein moved to authorize the use of grant funds by the Conservation Commission for goat herding expenses as outlined. The motion was seconded by Mr. Messer, and passed unanimously.*

**5.  Liquor and Tobacco Licenses.**The following licenses were up for renewal:

* Toast and Eggs – 1st Class Liquor and Outdoor Consumption
* American Flatbread – 1st Class Liquor, 3rd Class Liquor, and Outdoor Consumption
* Shaw’s – 2nd Class Liquor, Tobacco, and Tobacco Substitutes
* Emily’s – 1st Class Liquor, 3rd Class Liquor, and Outdoor Consumption
* Lawson’s – 1st Class Liquor, 2nd Class Liquor, 3rd Class Liquor, and Outdoor Consumption
* Kitchenette – 2nd Class Liquor
* Mehuron’s – 2nd Class Liquor
* Mad Taco – 1st Class Liquor, 3rd Class Liquor, and Outdoor Consumption
* Irasville Country Store – 2nd Class Liquor, Tobacco, and Tobacco Substitutes
* Simon’s – 2nd Class Liquor, Tobacco, and Tobacco Substitutes
* VonTrapp Farmstead – 2nd Class Liquor
* Champlain Farms – 2nd Class Liquor, Tobacco, and Tobacco Substitutes

No concerns had been brought to the attention of the Board regarding any of these establishments. Mr. Haverkamp will confirm that Nelly’s at Night is covered by the Toast and Eggs Licenses.

**MOTION:** *A motion to authorize the Town Clerk to approve the license renewals listed above passed unanimously.*

**6. General Wait House.**Petty Cash – It was discussed that a protocol needs to be established for use by the Wait House Commission (WHC) members when charging items at local stores; previously the Board approved the expenditure of up to $1000 annually through these charges. An account has been set up at Bisbee’s and is being used; it was explained that Steve Lewis needs guidance on how the accounting for use of the fund should be structured. It was agreed that donated funds should not be used for this purpose, and that further review of the mechanics of this and other Wait House appropriations will take place when more details are understood. Mr. Haverkamp will research the wording of the previous Board approval of this spending allowance.

Bank Account with Credit Card Payment Access – Mr. Haverkamp explained that the WHC would like to provide the ability for members of the public to make donations to or pay for events held by the Commission through online credit card payments. He and Mr. Lewis have drafted a related policy, but it still needs to be clarified whether the incoming funds will go to a separate account, and if so, what expenses would be paid through that account.

**MOTION:** *Mr. Babbott-Klein moved to approve the establishment of a donation link on the Town’s web site and to establish a related account, with further details regarding the account to be determined. The motion was seconded by Mr. Messer, and passed unanimously.*

Otis Elevator Service Agreement – This company had provided a quote for completing a preliminary assessment of the elevator at the Wait House, in order to determine if it is or can be made operable.

**MOTON:** *Mr. Messer moved to authorize the expenditure of $2575.64 from the General Wait House Reserve Fund to Otis Elevator for assessment of the Wait House elevator. The motion was seconded by Mr. Babbott-Klein and passed unanimously.*

Rental Space Draft Agreement – A draft agreement was available for review; it was explained that it was based upon the rental agreement for Town Office space, and therefore included no charge for use of the building by non-profit organizations. It was discussed that the application form will be available on the Town’s web site.

**MOTION:** *Mr. Babbott-Klein moved to approve the Wait House Rental Application, with the rentals to be administered by the WHC. The motion was seconded by Mr. Messer, and passed unanimously.*

Paint Quote – Mr. Haverkamp provided an updated quote from Village Restoration, which indicated an increase over the original due to some new protocols which must be followed related to lead paint removal. He also noted that a $5000 deposit was requested.

**MOTION:** *Mr. Messer moved to accept the quote from Village Restoration for exterior painting of the Wait House in the amount of $25,800, and to approve the payment of a $5000 dollar deposit from that amount, with the balance to be paid in two equal installments. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

Repair Work by Richard Backus – Mr. Backus had reported that some clapboard and rotten wood replacement needs had been discovered while he was completing some carpentry at the Wait House, and estimated that $500 would cover the additional expense.

**MOTON:** *Mr. Messer moved to authorize the expenditure of $500 from the General Wait House Reserve Fund for completion of repairs to exterior wood features. The motion was seconded by Mr. Babbott-Klein and passed unanimously.*

Accessible Parking Space – Mr. Haverkamp explained that grinding of a tree stump was necessary in order to complete the recently approved development of an ADA parking space, walkway, and ramp at the Wait House. The cost for this work is $400.

**MOTON:** *Mr. Messer moved to authorize the expenditure of $400 from the General Wait House Reserve Fund to Whitney Tree Services for stump grinding related to ADA parking. The motion was seconded by Mr. Babbott-Klein and passed unanimously.*

**7.  Rectangular Rapid Flashing Beacon (RRFB).**

Mr. Haverkamp outlined the three bids received for purchase of a RRFB near the Elementary School crossing of Route 100. He also explained that an extension for completion of the work until January 2026 had been approved by the grant program through which $19,040 had been awarded for the RRFB installation. The funders have also approved purchasing and installing a second RRFB using these funds; Mr. Haverkamp explained that VTrans would need to approve a second location if it is decided to pursue this option.

**MOTION:** *Mr. Babbott-Klein moved to accept the proposal from Epic Star LED, LLC at their April sale promotional price; if the sale price quoted is no longer valid, then to accept the bid from Ellumin. The motion was seconded by Mr. Messer, and passed unanimously.*

Mr. Haverkamp was directed to look into contractors who would be able to install the RRFB.

**8.  Ethics and Policy.**

Mr. Haverkamp provided drafts of an Ethics Complaint Form and a Whistleblower Protection Policy, both of which need to be posted publicly.

**MOTION:** *Mr. Messer moved to approve the Municipal Ethics Complaint Form as drafted. The motion was seconded by Mr. Babbott-Klein and passed unanimously.*

**MOTION:**  *Mr. Messer moved to approve the Whistleblower Protections Policy as drafted. The motion was seconded by Mr. Babbott-Klein and passed unanimously.*

**9. Covered Bridge.**A response to correspondence had not yet been received from Mr. Jenness, and this item was postponed.

**10. Selectboard Calendar.**The proposed calendar was discussed, and adjusted to include every Monday in January 2026 and March 2, 2026 as regular Board meetings.

**MOTION:** *Mr. Babbott-Klein moved to approve the Selectboard Meeting Schedule as amended. The motion was seconded by Mr. Messer, and passed unanimously.*

**11. TextMyGov.**Mr. Haverkamp outlined some of the functionality provided by the TextMyGov application, noting the cost, pointing to the Waterbury town site for an example, and indicating that a demonstration can be provided for interested Board members. It was agreed that more information is needed before contemplating purchasing the application for Waitsfield’s use.

**12. Consent Agenda.**

**APPROVAL:** *There were no objections to accepting the Consent Agenda.*

* Approve Warrants and Bills Payable
* Approve minutes of March 31, 2025

**13. Selectboard Roundtable.**

Mr. Messer reported that State Emergency Relief and Assistance coverage rates for the Town have increased to 17.5%, the highest rate possible, due to recent adoption of the LHMP and LEMP.

Ms. Ursprung took a moment to recognize the recent loss experienced by Mr. Curtis and his family.

Ms. Ursprung reported that she recently attended a round table presentation covering the MRGP, and there were funding opportunities presented which she will look into and provide further information at an upcoming meeting.

Mr. Babbott-Klein provided an update on topics covered at the most recent MRVPD meeting,

**14. Town Administrator Report.**

Mr. Haverkamp highlighted some of the items included in his written report:

* The road crew has cleaned up Bridge Street and sidewalks.
* Quayl Rewinski has reached out regarding collaborations to decorate Route 100 as part of ‘Celebrate the Season.’
* Some staff computers need to be replaced, Mr. Haverkamp is putting together a purchase plan for this.
* He is continuing to discuss Town Garage needs/plans with Charlie Goodman and Josh Rodgers.
* A Meadow Road bridge update was included in the written report.

**V. Other Business**

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

**VI. Adjourn**  
The meeting adjourned at 6:44 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary