**TOWN OF WAITSFIELD, VERMONT**

**Selectboard Meeting Minutes**

**Monday, May 5, 2025**

**Draft**

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

**Staff Present:** York Haverkamp, Town Administrator

**Others Present:** John Crown (MRVTV), AnnMarie Harmon (Wait House Commission), Emma Slater, xxx, xxx

**I. Call to Order:**  The meeting was called to order at 6:30 pm by Brian Shupe. 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).**

A liquor license review, Wait House Commission appointment, Selectboard Roundtable, and Town Administrator report were added to the agenda.

**2.  Public Forum.**

Nobody requested time to comment.

**II. Regular Business**

**3. Round Up Permits**

Emma Slater and xxxx, owners/operators of Twisted Halo, outlined their plans to hold Round Up gatherings throughout the summer, beginning May 21. They were present to apply for the related Liquor License and Festival Permit. Ms. Slater explained that the events, to be held on Wednesdays from 5 pm to 9 pm, potentially every week, will be structured similar to past Round Ups, but with a smaller area of the parking lot used for attendees, and no food trucks are planned. She confirmed that both she and Mr. xxx have participated in alcohol server training in the past, and that they will renew their certification. She also confirmed that their alcohol service will be separate from Scrag and Roe’s, and that there will be protocols in place to ensure that each establishment’s drinks remain in their designated space. It was noted that Steward MRV has had portable toilets placed in the parking area.

**MOTION:** *Mr. Messer moved to approve both the Liquor License and Festival Permit for Twisted Halo’s weekly Round Up events. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

**4. General Wait House (GWH).**Roof Bids – Three bids had been received for replacement of the Wait House roof; the GWH Commission had reviewed the bids and provided a recommendation to the Board.

Xxxx, representing Vermont Construction, explained that her company had provided a standing seam bid only because in their experience screw-down metal roofing tends to leak. She also outlined the work covered in the Vermont Construction bid and reviewed the company’s warranty information.

Ms. Harmon provided a summary of the bid information received, explaining that the dairy barn and connector area will not be addressed at this point, as it is unknown what other work will be taking place on those sections of the building(s).

Ms. Harmon reported that the GWH Commission is recommending that the bid from East Coast Metal be accepted, as the product they will use will look more like the original cedar shake, the material has a longer life span, and that the material to be used is aluminum will mean that less weight needs to be supported by the building structure. In response to questions, Ms. Harmon confirmed that a dark brown color is being suggested, that the warranty coverage is for 50 years on workmanship and 100 years on material, and that members of the Commission have seen photos of this type of application, but have not had an opportunity to visit a building where the material has been installed. The bid from East Coast Metal is for $64,900, or $75,000 if it is determined that plywood replacement is necessary.

Mr. Haverkamp pointed out that the RFP specified black standing seam roofing; Ms. XXX indicated that Vermont Construction does not have a product similar to the one being bid by East Coast.

**MOTION:** *Mr. Messer moved to accept the bid from East Coast Metals as outlined. The motion was seconded by Ms. Ursprung, and passed unanimously.*

Projector – Misha Golfman had provided cost information for the installation of a projector at the GWH, the cost and use to be shared by the tenants, and including a request that the Town contribute to the cost. After some discussion, it was agreed to table consideration of this request until the following Board meeting, as Board members asked for some further information regarding the appearance of the projector installation. It was noted that the upcoming agenda should also include a discussion of the lease amount being charged for the unheated storage space at the site.

Commissioner appointment – AnnMarie presented a letter from Richard Backus indicating his interest in being appointed to the GWH Commission. Mr. Messer spoke of his support for Mr. Backus’ membership.

**MOTION:** *Mr. Messer moved to appoint Richard Backus to the GWH Commission. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

Ms. Harmon announced that on June 29 a new ‘Entering Waitsfield’ sign will be installed, followed by other activities including an historic house tour. She indicated that it has been proposed that a resolution establishing June 29 as Waitsfield Settlement Day be requested of the Selectboard.

**5.  DLL (Liquor and Tobacco Licenses) Approval Process.**Based upon feedback from Selectboard members, Mr. Haverkamp had drafted an update to the Town’s Liquor and Tobacco License Approval Process. He outlined that the proposed procedure includes an in-person appearance by the applicant at the time of initial application and again at the first renewal of the license(s) held. The policy then outlines when it becomes necessary for an applicant to appear before the Board on future renewal requests. The situations outlined were edited to allow for requesting an appearance due to any community complaint as well as the safety concerns already included in the draft.

**MOTION:** *Mr. Babbott-Klein moved to approve the Liquor and Tobacco License Approval Process Policy as edited during the meeting. The motion was seconded by Mr. Messer, and passed unanimously.*

**6. Eddy Covered Bridge Update.**Update from Miles Jeness of Vermont Timber – Mr. Haverkamp noted that Mr. Jeness has not responded to emails. It was discussed that the accident repair work is complete, but that the other work outlined by Mr. Jeness is not yet complete. Mr. Haverkamp will continue to reach out to Mr. Jeness.

Covered Bridge Week banner – Mr. Haverkamp provided information regarding membership in the Vermont Covered Bridge Society and the potential to hang a banner on the Great Eddy Bridge during Covered Bridge Week in August.

Board members agreed that Mr. Haverkamp should follow through with the Town’s becoming a member of the Covered Bridge Society.

No Board member expressed a preference for having a banner displayed on the bridge, and the distraction, cost and logistics of hanging and removal were noted as deterrents.

**7. Cemetery Metal Detection Request.**The Cemetery Commission had requested that the Selectboard consider whether an ordinance is needed to enforce the prohibition of unauthorized metal detecting in the cemeteries. While Board members indicated that further information might be helpful, they noted that there are many logistics involved in the enforcement of ordinances and issuing of related citations, and that appropriate signage is likely the best solution for this problem.

**8.  Road Crew Sand Bid.**

Only one bid had been received in response to the RFP for sand delivery which had been published.

**MOTION:** *Mr. Babbott-Klein moved to accept the bid from Nick Pizzale in the amount of $42,900 for delivery of 3000 yards of winter sand mix. The motion was seconded by Mr. Messer, and passed unanimously.*

**9.  VTrans Better Roads Program.**

Mr. Haverkamp indicated that a Road Erosion Inventory, related to the Town’s MRGP approval, is due to be completed, and that a related Letter of Intent should be submitted in order to request a grant award from VTrans for related costs.

**MOTION:** *Mr. Babbott-Klein made a motion to approve submitting the Road Erosion Inventory Letter of Intent, and to authorize the Town Administrator to sign the document. The motion was seconded by Ms. Ursprung, and passed unanimously.*

**10. Tree Board Items.**

Trees along East Warren Road  
Mr. Haverkamp explained that Charlie Hosford has recommended the removal of problematic trees along East Warren Road in advance of the paving work to be completed. Mr. Hosford had reviewed the trees/roadway with Adam Whitney, who provided a quote for completion of the tree removal.

**MOTION:** *Mr. Babbott-Klein moved to accept the bid from Whitney Tree Services in the amount of $3650 for removal of trees along the East Warren Road, with traffic control to be provide by the Town’s Road Crew, and the funds to come from the Paving Reserve account. The motion was seconded by Ms. Ursprung, and passed unanimously.*

Ash Trees  
It was noted that the ash trees along roadways which are in the Town’s ROW have been inventoried, and it is estimated that there are approximately 2000 trees which will be included in plans to be developed to address damage anticipated to be caused by the emerald ash borer. Mr. Haverkamp will look into funding sources which might supplement the amount which has been placed in the Invasive Species Reserve and will reach out to the Conservation Commission regarding coordination with developing a plan to address the treatment/removal of ash trees in Town. Mr. Messer noted that there may be healthy trees the value of which might reduce the cost of the program developed, and also pointed out a public awareness/outreach effort is necessary.

**11. Work Plan Review.**Ms. Ursprung explained that she is looking into several project management software platforms with Mr. Haverkamp, and that once an option is selected, the information from the current spreadsheet will be integrated into the new program.

**12. Public Festival Permits.**Farmers’ Market – No changes from previous years were indicated on the application. There was a discussion of parking concerns which had been expressed, and it was noted that traffic control is in place on busier weekends.

**MOTION:** *Mr. Babbott-Klein moved to approve the Farmers’ Market Festival Permit. The motion was seconded by Mr. Messer, and passed unanimously.*

**13. Town Administrator – June Absence.**  
Mr. Haverkamp outlined his schedule for June, as he will be working part-time and remotely for a portion of the month. No concerns were raised.

**14. Consent Agenda.**

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

* Approve renewal of 1st Class, 3rd Class, and Outdoor Consumption for Inn at the Round Barn
* Approve Warrants and Bills Payable

**15. Selectboard Roundtable.**

Ms. Ursprung noted that the Big Picture has reopened as of May 1.

It was confirmed that the first payment related to the recent settlement agreement had been received.

Mr. Messer reported that the creation of a sign is progressing for the oak slab located at the entryway of the building.

**16. Town Administrator Update.**

Mr. Haverkamp highlighted some items from his written report, and noted the following:

* East Warren Road paving work will likely begin in mid-May; there should be no interference with the Marathon.
* He, Joshua Schwartz, and JB Weir are available to meet with Selectboard members to provide information related to funding of the wastewater project; there is much to understand and consider, particularly as funding opportunities open and must be applied for quickly.
* Research into TextMyGov indicates that it is useful, flexible, and that Waterbury is pleased with the platform.

**III. Other Business**

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

**IV. Executive Session**

**MOTION***: A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel], inviting Mr. Haverkamp to join passed unanimously.*

The meeting entered Executive Session at 8:40 pm and returned to open session at 8:50 pm.

**MOTION:** *Mr. Messer moved to approve staff salary increases as discussed, and to offer the fourth Road Crew position to Chad Guyette. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

**V. Adjourn**  
The meeting adjourned at 8:52 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary