

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, July 14, 2025**

4 **Draft**

5
6 **Members Present:** David Babbott-Klein, Fred Messer, Brian Shupe

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

8 **Others Present:**
9

10 **I. Call to Order:** The meeting was called to order at 6:30 pm by Brian Shupe. The meeting was
11 held in person at the Waitsfield Town Office and remotely via Zoom.
12

13 **1. Public Hearing: Land Use Regulations, Water Protection Overlay District**

14 Mr. Shupe opened the Public Hearing for the Bylaw change.

15 Mr. Shupe provided some background information regarding the development of the Town's water
16 supply well and the location in which it was drilled.

17 Mr. Weir provided an overview of the work undertaken to develop the Overlay District and related
18 language, explaining that the District contains three zones, for which different levels of protection are
19 outlined through restrictions on land uses. He answered several questions from Board members; no
20 members of the public raised questions during the hearing.

21 **MOTION:** *Mr. Babbott-Klien moved to approve the Water Protection Overlay District as part of*
22 *Waitsfield's Land Use Regulations. The motion was seconded by Mr. Messer, and passed unanimously.*

23 **II. Regular Business**

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

25 Consideration of a FEMA property buyout was added to the agenda as item 5A.
26

27 **2. Public Forum.**

28 Nobody requested time to address the Board.
29

30 **III. Business Items**

31 **1. Wastewater Project – SBR System Selection.**

32 Jon Ashley spoke of progress on the system design and particularly the treatment system
33 design, explaining that his team has followed the process outlined by funders in selecting a pre-
34 approved vendor. He indicated that it required two rounds of RFPs, as the first round yielded
35 no valid submissions. The second round resulted in one valid submission, for a manufacturer of
36 a system commonly used in this type of project. The firm's references have been checked, and
37 the cost quoted is in the range anticipated. Dubois & King is recommending that Town enter
38 into an agreement with and issue a notice of award to Aqua Aerobic Systems, Inc. that they will
39 be the manufacturer used for supplying the Sequencing Batch Reactor in the Town's
40 Wastewater System for an amount of \$615,630.00. Mr. Ashley noted that this price is valid for
41 eight months, after which it may be adjusted by a published index number.
42

43 **MOTION:** *Mr. Messer moved to authorize the Town Administrator to sign the Notice of Award*
44 *and related Agreement for a Stipulated Price Construction Contract with Aqua-Aerobic Systems,*

Inc., in the amount of \$615,630, once it has been confirmed that appropriate language regarding protections is in place. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.

Mr. Ashley explained that further wastewater project funding information will be available soon, and that a more in-depth discussion will be scheduled for an upcoming Board meeting.

2. FY2026 Tax Rate.

Sandra Gallup had provided information regarding the necessary tax rate of \$0.5808 plus a \$0.0029 local agreement rate for a total municipal tax rate of \$0.5837.

MOTION: *Mr. Babbott-Klein moved to set a Municipal Tax Rate of \$0.5808 plus a Local Agreement Tax Rate of \$0.0029 for a Total Tax Rate of \$0.5837. The motion was seconded by Mr. Messer, and passed unanimously.*

3. Homestead Declaration Penalty Waiver.

Mr. Shupe explained that this penalty has been waived in each of the past several years.

MOTION: *Mr. Messer moved to waive the Homestead Declaration late filing penalty for Fiscal Year 2026, consistent with the Board's actions since 2013. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

4. Road Crew Dump Truck.

Mr. Haverkamp explained that the Selectboard agreed to moving forward with this purchase in 2023; there is currently a chassis available for purchase, with it being possible to continue use of the current truck while the chassis is built out, and then traded once the new truck is ready in late winter/early spring 2026. The cost is \$131,037, and necessary funds are available in the appropriate Reserve fund.

MOTION: *Mr. Messer moved to approve the purchase of a 2026 International Dump Truck chassis from Allegiance Trucks for the amount of \$131,037. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

5. Town Office Elevator.

Mr. Haverkamp outlined that staff had experienced issues with elevator functionality, and that Otis had been on site to evaluate what is needed for repair. Otis has reported that a replacement part is required, as well as draining of an oiling mechanism, to be refilled with a new type of oil as recommended. Board members indicated that the current maintenance contract should potentially include this work. Mr. Haverkamp will follow up; a decision to move ahead with Otis completing the work was tabled, and Board members indicated that those with an inability to access the second floor should be accommodated as necessary.

5A. Jenn Grant FEMA Buyout

Mr. Haverkamp reported that an offer had been made from Vermont Emergency Management for Jennifer Grant's property on the North Fayston Road, for a buyout through the related FEMA program. He explained that if the Town agrees to take ownership of the property, it will

91 need to be maintained as a green space in perpetuity. The demolition work will be paid for
92 through the buyout program.

93
94 **MOTION:** *Mr. Messer moved to authorize the Town Administrator to sign documents related to*
95 *the VEM buyout of this North Fayston Road property. The motion was seconded by Mr.*
96 *Babbott-Klein, and passed unanimously.*

97 98 **6. Work Plan Update**

99 Mr. Haverkamp noted that he had added the Virginia Farley Memorial Park site to the Town's
100 property maintenance list.

101
102 Board members then reviewed the section of the Plan related to policies and ordinances.

- 103 • Establishment of a revised Domestic Animal and new Short-Term Rental policy were
104 included as high priority.
- 105 • An update to the Water Ordinance, under review by the Water Commission, was also
106 categorized as high priority.
- 107 • Updating the Procurement Policy was noted as being medium priority.
- 108 • Mr. Haverkamp confirmed that the minor edits needed to the Personnel Policy are not
109 high priority.
- 110 • MOUs with Fayston for the Fire Department and road work agreements were noted as
111 medium priority, to be addressed during budget season. It was not clear than any
112 adjustments are necessary.
- 113 • Tax stabilization will be addressed during budget planning.
- 114 • Mr. Haverkamp is consulting with the Sheriff's Department regarding development of a
115 policy related to damage caused to Town property, they are also discussing
116 enforcement of weight limits.
- 117 • The Sheriff's Department has pointed out that the Town's Traffic Ordinance needs to be
118 updated to reflect the new speed limits on either end of the Route 100 approach to the
119 Village.
- 120 • Addressing work force housing was moved out of the ordinance area of the Plan.
- 121 • Mr. Messer suggested reviewing the ordinance regarding lawn sales, for possible
122 removal.
- 123 • It was agreed to review other ordinances and policies for which there are infrequent
124 situations brought to the Board.

125
126 Other aspects of the Plan reviewed included:

- 127 • Planning a site visit to the gravel pit property; the Kenyons will be consulted regarding
128 timing due to their use of a nearby pasture area.
- 129 • Conservation, climate, and natural resources aspects still to be discussed.
- 130 • Implementation of the use of digital signatures between meetings has been completed.
- 131 • Adoption of the Water Resource Overlay is complete.
- 132 • Chris Badger should be consulted regarding energy matters, EV chargers, and so forth.
- 133 • Work will continue on an Ash Tree Plan.
- 134 • Butternut Hill, Dana Hill, Palmer Hill all have work to be completed.
- 135 • Mr. Haverkamp noted that the welcome signs at either end of Town are being replaced
136 by Wood and Wood, and that a study located from several years ago suggests that the

northern sign be placed closer to the roadway, and have some trees planted nearby to provide a more welcoming, traffic calming impact. The Board approved his going ahead with further investigation of this possibility with VTrans and Waitsfield Telecom, and indicated that the Tree Board should be consulted regarding any potential plantings.

10. Consent Agenda.

APPROVAL: *A motion to approve the Consent Agenda passed unanimously.*

- Approve Bills Payable and Treasurer's Warrants
- Approve Minutes of June 23, 2025
- Approve Liquor License renewal for Mad River Inn – First Class and Outside Consumption
- Approve Liquor and Tobacco License renewal for Waitsfield Wine Shoppe – Second Class and Tobacco
- Approve Liquor License Renewal for MadBush Falls – First Class and Outside Consumption
- Approve Liquor License Renewal for Addison West – First Class
- Recognize General Wait House Fire Door Status and Next Steps
- Approve Rekeying of General Wait House doors
- Approve the amended contract with Mary Beth Herbert for goat herding
- Approve including Mr. Haverkamp as an alternate Authorized Representative to the State Revolving Fund

Information had been provided regarding an Emergency Mutual Aid Agreement through CVRPC; it was noted that Josh Rodgers is not in full support of this, and that more details are needed from him. A decision on this matter was tabled.

11. Selectboard Roundtable.

Mr. Messer reported on a recent meeting with VTrans representatives regarding the replacement of the Meadow Road bridge, where VTrans advised that a bridge replacement would likely take approximately ten years to be completed, and suggested that new stringers installed between the I-beams may improve the structure, allow for an increase to the weight limit, and provide some time for the preliminary steps needed to plan for replacement of the bridge. It was discussed that a scoping or A&E study may be required of FEMA in order to allow for their funding any work; it was agreed that an RFP will be drafted for this study.

Mr. Messer asked that, in addition to the rekeying approval for the Wait House that was granted in the Consent Agenda, the Selectboard schedule a meeting with the Historical Society regarding arranging for the museum area to be open for regular hours during the day and be secured automatically overnight. Board members agreed that the museum door will not be part of the rekeying approval, and there will be further consideration of Mr. Messer's proposal at an upcoming meeting.

12. Town Administrator Update.

Mr. Haverkamp provided an overview of current work on the Town's cybersecurity efforts, noting that training of staff had taken place, from which recommendations will be developed and brought to the Selectboard for consideration.

181

182 Mr. Haverkamp had no other items to add to his written report.

183 **IV. Other Business**

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

185 **V. Executive Session**

186 **MOTION:** *A motion to enter Executive Session for discussion of cybersecurity vulnerabilities and*
187 *legal considerations pursuant to 1 V.S.A. §313(a)(1)(E) passed unanimously.*

188 The meeting entered Executive Session at 8:17 pm and returned to open session at 8:27 pm.

189 **VI. Adjourn**

190 The meeting adjourned at 8:30 pm.

191 Respectfully submitted,

192 Carol Chamberlin, Recording Secretary