

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, August 11, 2025**

4 **Draft**

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

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

8 **Others Present:** Jennifer Davidson (Historical Society), Alice DeHeer (Historical Society), Sam
9 Jackson (Green Mountain Valley School), Peter Laskowski (Historical Society), Kathy Mehuron
10 (Historical Society), MRVTV, Alice Peal, Taylor Radke (Historical Society),
11

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

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

17 No changes were made to the agenda.
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19 **2. Public Forum.**

20 Nobody requested time to address the Board.
21

22 **III. Business Items**

23 **1. Waitsfield Historical Society Rent Exemption Request.**

24 Mr. Shupe thanked the many people whose efforts have led to investment in the building and
25 the work that has been completed. He then provided some background on the Town's
26 ownership of the Wait House and the funding contributed by the Historical Society for that
27 purchase, and outlined the areas of the building/barn that have been provided for Historical
28 Society use with no rent being requested. When the Chamber of Commerce moved, the
29 Historical Society also began using the space made available by their departure; while it is
30 understood that there was Selectboard approval for this expanded use, nothing regarding the
31 use or rental payments was ever documented. When use of the barn was discontinued, there
32 was consideration of changes in the management structure which has resulted in the
33 establishment of the Wait House Commission and some capital funding, and the resulting
34 repairs which have been made to the building. Mr. Shupe then explained that it is necessary for
35 sustainability of the building to receive rent payments for the space previously occupied by the
36 Chamber, and that the Selectboard continues to allow for the use of the parlor and upstairs
37 office space to the Historical Society with a rent exemption. He noted that the Board has
38 received a request from the Historical Society to have all the spaces used by them be exempt
39 from rent payments. Ms. DeHeer clarified that the upstairs office space is no longer used by the
40 Historical Society; they currently occupy two spaces downstairs in addition to the parlor room –
41 a small storage room and the larger room which was previously occupied by the Chamber.
42

43 Ms. DeHeer then outlined that the Historical Society's paying for some tree removal at the Wait
44 House was meant to be accompanied by a letter regarding rent reduction, but that the letter
45 never reached the Selectboard due to staffing issues. She explained that room 102 is the room
46 for which rent is now being charged, and that room 101 and the parlor space are already set up

to be rent free.

Several of the Historical Society members present spoke of the group's short-term and long-range plans, the popularity of their collections with both local visitors and those doing research from afar, and the Society's goals of documentation, preservation, and education. The speakers all indicated that having a monthly rent expense is detrimental to these plans, which all require some level of funding.

Mr. Shupe noted that the building is intended to serve as a center for community service, and that he understands the benefits of the Historical Society's work, and also believes that the Wait House Commission rent proposal strikes a balance for supporting the Society and at the same time ensuring some income to provide for building maintenance.

Mr. Shupe expressed his preference for further discussion with the full Board present before a decision is made regarding this matter, and it was agreed to place the matter on the next meeting's agenda.

2. Green Mountain Valley School (GMVS) Event.

Sam Jackson outlined plans for an orientation adventure event/race that the school intends to set up for September 12, which will include biking, running, and hiking in small groups. Portions of the proposed route are in Waitsfield. It was agreed that a Festival Permit is not necessary, but that permission needs to be granted for the use of Town roads. Board members requested that Mr. Jackson notify MRVAS and the Fire Department of this event. He agreed to do so, and also outlined that he anticipates letting the community know of the event through FPF postings and signage along the route in advance of the event.

MOTION: *Mr. Babbott-Klein moved to approve the use of Town roads on September 12, 2025 for the GMVS Adventure Race, pending compliance with local requirements and coordination with local emergency services. The motion was seconded by Mr. Messer, and passed unanimously.*

3. Town Garage RFP.

Mr. Haverkamp noted that the draft included in the meeting packet had been approved by Charlie Goodman. He also explained that he intends to add in dates for deadlines after reviewing the upcoming Board meeting schedule and looking into standard timelines. It was suggested that Mr. Haverkamp look into any potential grant opportunities for this work, which he agreed to do.

MOTION: *Mr. Babbott-Klein moved to authorize the Town Administrator to finalize and publish the draft RFP. The motion was seconded by Mr. Messer, and passed unanimously.*

4. Garage Sale Ordinance.

Mr. Haverkamp reported that approximately 5 – 10 permits are issued annually through this Ordinance, and noted that the process for repealing an ordinance was outlined in the meeting packet. He explained that this situation is somewhat complicated by the inclusion of a reference to the Ordinance in the Zoning Bylaws, which will need to be removed if the

Ordinance is repealed. It was agreed to repeal the Ordinance, and to include the necessary Bylaw change in the next set of revisions put forward for adoption.

MOTION: *Mr. Messer moved to repeal the Garage Sale Ordinance. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

5. Short-Term Rental (STR) Policy.

Mr. Shupe indicated that it had been identified that better STR management and oversight is a priority item in the Work Plan, and noted that JB Weir and Jonathan Ursprung (PC Chair) have both agreed that initial development of a draft policy/ordinance is an appropriate role for the PC. He explained that safety concerns and an understanding of STR impacts on long term rentals are the primary goals of this effort. Mr. Messer expressed reservations regarding a need to develop such a policy/ordinance, and it was agreed to discuss this matter again at the next Board meeting.

6. Road Crew Items.

Ventrac Brush Hog Quote – Mr. Haverkamp explained that providing the Road Crew with the ability to perform brush hogging on Town properties will eliminate some need for private contractors and allow for addressing various maintenance issues. He indicated that the Heavy Equipment Reserve Fund does not have the full amount of this purchase available; it was agreed that this is an amount for which use of the Unassigned Fund Balance is suitable.

MOTION: *Mr. Messer moved to approve the purchase of the Brush Hog attachment for the Ventrac at a price of \$5789. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

Dana Hill/Kingsbury Grading Quote – Mr. Shupe reported that the Road Crew had provided some material and completed some repair work on the road, but that Josh Rogers has suggested that a private contractor be hired to do further improvements and grading. Mr. Laskowski expressed appreciation for the recent improvements, noting that the culverts are in better shape.

MOTION: *Mr. Babbott-Klein moved to approve contracting with Kingsbury for the amount of \$3460 for further improvement to Dana Hill Road, with the funds to come from the Road Department Contracted Services budget line. The motion was seconded by Mr. Messer, and passed unanimously.*

7. Path Co-location Engineering Grant.

Brian explained that Misha Golfman (MRPA) had contacted the Town regarding the submission of a grant application to the federal Rural and Tribal Assistance Program to help fund the engineering planning for the portion of the Route 100 Transportation Corridor that will align with the installation of the wastewater system. Ms. Peal explained that there was a submission to the same funding program authorized previously, but that the logistics of the program's funding created a lapse in fund availability. The program is now accepting applications again, and Ms. Peal and Keith Cubbon (CVRPC) are ready to resubmit the application for assistance with engineering work for a long-term solution for the Meadow Road bridge. She noted that Mr. Cubbon has advised against the Town's submitting two competing applications, and there

was some discussion regarding which project would be a better fit for the grant parameters. It was agreed that the Meadow Road bridge is a priority project.

MOTION: *Mr. Messer moved to reaffirm the authorization to apply for Meadow Road bridge engineering through the Rural and Tribal Assistance Program, and to forego an application for the Route 100 Transportation Corridor at this time. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

6. Traffic Ordinance Updates.

Speed Limit Adjustments – The speed limits outlined in the Ordinance need to be adjusted to be compatible with the recently changed limits at either end of the approach to the Village/Irasville area.

Great Eddy Bridge Weight Limit – Weight limit language needs to be added to the Ordinance.

Great Eddy Bridge Signage – The stop sign is not included in the Ordinance, and the intent is to clarify that only one vehicle may be on the bridge at a time.

Mr. Haverkamp will make the changes as necessary for the Route 100/Main Street speed limits, and will contact VTrans and the Sheriff's Department to determine appropriate language for the bridge signage. He will provide a draft for consideration at the next meeting.

7. Consent Agenda.

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

- Approve Bills Payable and Treasurer's Warrants
- Approve Minutes of July 28, 2025

7. Selectboard Roundtable.

Nobody raised any topics during the Roundtable.

8. Town Administrator Update.

Mr. Haverkamp highlighted some items from his written report:

- He has contacted Miles Jenness regarding the loose planking on the covered bridge, and noted that Mr. Jenness believes some of the support beams may be softening. Mr. Haverkamp has reached out to VTrans regarding a bridge inspection, and he indicated that Charlie Goodman will participate in discussions regarding potential solutions.
- He is working with VTrans regarding access to the Virginia Farley Memorial Park.
- Josh Rogers has worked with VTrans to develop a plan for work at Ski Valley Acres Road which will be able to make use of this year's Grants in Aid funding, and will also be developing a plan for next year's funds.

9. Executive Session.

MOTION: *A motion to find pursuant to 1 V.S.A § 313 (a) (1) that premature general knowledge of confidential attorney-client communications made for the purpose of providing professional*

183 *legal services to the public body would clearly place the public body or a person involved at a*
184 *substantial disadvantage passed unanimously.*

185 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1E) [Confidential*
186 *attorney-client communications], and 1 V.S.A. § 313 (a) (10) [Public Body Security and*
187 *Emergency Response Measures] passed unanimously.*

188 The meeting entered Executive Session at 8:14 pm and returned to open session at xxx pm.

189 **IV. Other Business**

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

191 **V. Adjourn**

192 The meeting adjourned at xxx pm.

193 Respectfully submitted,
194 Carol Chamberlin, Recording Secretary