

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, July 28, 2025**

4 **Draft**

5

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

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

8 **Others Present:** MRVTV

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 **II. Regular Business**

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

15 No changes were made to the agenda.

16

17 **2. Public Forum.**

18 Nobody requested time to address the Board.

19

20 **III. Business Items**

21 **1. Liquor License – Emily’s Outdoor Consumption.**

22 It was outlined that Emily’s has an outdoor consumption area now on the patio behind the

23 restaurant, and has applied for a one-time permit for an outdoor event in front of the

24 restaurant on August 6, 2025. This has been approved by the landlord, as there will be a partial

25 road closure, and DLL has also approved this application.

26

27 **MOTION:** *Mr. Babbott-Klein moved to approve Emily’s request for an outdoor consumption*

28 *event to be held on August 6, 2025 from 5:00 pm to 7:30 pm. The motion was seconded by Mr.*

29 *Messer, and passed unanimously.*

30

31 **2. Town Office Elevator.**

32 Mr. Haverkamp provided an update, noting that a quote for the necessary repair had been

33 provided from Otis, in the amount of \$8525.75, and that a second quote for the replacement of

34 the current oil with a hydraulic oil was also submitted, in the amount of \$2751.88. Otis has

35 explained that the life expectancy for the part to be replaced will double from five years to ten

36 years if it is decided to move ahead with the oil replacement. There was some discussion

37 regarding which maintenance lines in the budget might be used for this expense.

38

39 **MOTION:** *Mr. Babbott-Klein moved to approve this work to be done by Otis, both the repair for*

40 *\$8525.75 and the oil replacement for \$2751.88. The motion was seconded by Mr. Messer, and*

41 *passed unanimously.*

42

43 **3. Farley Riverside Park.**

44 Mr. Shupe reported that the landscape architect engaged by the Friends of Virginia Farley

45 group has provided a design for the park, and is currently working on revisions. Mr. Shupe has

46 met with JB Weir to determine what permitting will be needed, and with Charlie Goodman to

discuss development of a small, inconspicuous parking area. The updated site design will be available shortly, and this topic will be on the next Board meeting agenda for further discussion.

4. Rectangular Rapid Flashing Beacon (RRFB).

Mr. Haverkamp reported that the first RRFB ordered is now being assembled by the provider, and that they are able to assemble a second one at this time as well. The company is able to provide a second unit for the same price, and the total amount will be fully covered by the grant which has already been awarded. He noted that VTrans agrees that the Carroll Road intersection is a prime location for an RRFB, and has encouraged the Town to submit an application. VTrans also noted their preference for converting the small section of gravel sidewalk at this site into an ADA sidewalk, and would consider both projects in one application. Mr. Haverkamp pointed out that funds are available in the sidewalk reserve. He also indicated that the road crew is able to install the RRFB units if an installer cannot be found to do this work.

MOTION: *Ms. Ursprung moved to approve the purchase of a second RRFB for \$7154.10 for installation at the intersection of Main Street and Carroll Road, and to apply to VTrans for this installation as well as the suggested sidewalk work. The motion was seconded by Mr. Messer, and passed unanimously.*

5. Garage Sale Permit Application.

Mr. Messer had raised this as an ordinance/policy that is likely no longer needed; it was agreed that several questions need to be answered before further consideration. These include how often the ordinance is used, what relation there might be to the vendor ordinance, the steps necessary for rescinding an ordinance, and locating a copy of the actual *Waitsfield Town Garage Ordinance*. Mr. Haverkamp will research this matter.

6. Transition to .gov email.

Mr. Haverkamp noted that the subscription to Office 365 is in place, that some merging with old addresses needs to take place for staff, and that it would be best to have Henry (IT) attend an upcoming meeting in order to set up the Board member accounts.

7. Wastewater project update - Finance Committee – Selectboard workshop for Wastewater Project.

Mr. Haverkamp outlined that the Project Team had established a tentative workshop for the Selectboard for September 24. An afternoon time was agreed to by Board members. The Board then directed Mr. Haverkamp to create a list of those who would likely be on a to be formed finance Committee, to be approved through the Consent Agenda at the next Board meeting. It was discussed that the scope of the Committee's work will somewhat depend on the grant/loan balance of the USDA package, and any other funding that is confirmed in the coming weeks.

Mr. Haverkamp then explained that the USDA package offer will require a response before the next Selectboard meeting, and that a 'yellow light' acceptance indicates that the USDA will not offer the funds to another party, but that the Town is not obligated until further spending decisions are made regarding the project. He asked that he be authorized to sign the necessary documents, as there will be an August 6 deadline.

94
95 **MOTION:** *Mr. Babbott-Klien moved to authorize the Town Administrator to accept the offer*
96 *provided by USDA, with the understanding that the Town will be obligated to return the funds if*
97 *not expended. The motion was seconded by Ms. Ursprung, and passed unanimously.*
98

99 **10. Consent Agenda.**

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

- 101 • Approve Bills Payable and Treasurer's Warrants
 - 102 • Approve Minutes of July 14, 2025
 - 103 • Approve Public Festival Permit – Mad River Valley Craft Fair
- 104

105 **11. Selectboard Roundtable.**

106 Mr. Babbott-Klien spoke of the placement of free furniture on Town property, particularly at
107 the end of the Common Road, and the recent discussions regarding this on Front Porch Forum.
108 He suggested that a related ordinance might be considered during the Board's upcoming
109 policy/ordinance reviews. It was agreed that Mr. Haverkamp will research this matter, with
110 input from JB Weir.

111 Ms. Ursprung spoke of participating in an informal discussion with Selectboard members from
112 Warren and Moretown regarding traffic calming measures. Mr. Shupe noted the strategy of
113 striping pedestrian/bike lanes to visually narrow car lanes.

114 Mr. Babbott-Klein asked if there should be 'one vehicle at a time' signage at the covered bridge.
115 There was some discussion of the potential for an ordinance to enforce either the stop signs at
116 either end of the bridge or the overweight limit breached by a second vehicle. Related to this,
117 it was agreed that Mr. Haverkamp will contact Miles Jenness regarding the loose boards on the
118 bridge decking and to get an update on the possible installation of a protection bar.

119 Mr. Messer reported that the property owners who have been provided with property tax relief
120 by the Town in past years had reached out to him regarding that provision not being in place for
121 the current year. Others present had also spoken with these residents, and explained to them
122 that the approval by the voters had not been included in this year's Town Meeting warning due
123 to there being an oversight related to the lack of a Town Administrator, and that enrollment in
124 the Current Use program would be beneficial. This matter can be considered again during the
125 budget/Town Meeting planning process for the upcoming year.

126 Mr. Messer noted that there is much activity at the Wait House in terms of repairs and upkeep
127 – painting, shutter repairs, roof replacement and so forth.

128 **12. Town Administrator Update.**

129 Mr. Haverkamp highlighted some items from his written report:

- 130 • He has spoken with Tyler Billingsley, Town Engineer, and Charlie Goodman, and hopes
131 to have a draft RFP for the Town Garage planning ready for review at the next Board
132 meeting.

- Shared use of sidewalks is something he is researching, allowing children to use bicycles on sidewalks is a common practice, education regarding bicycles yielding to pedestrians is important.
- A Meadow Road bridge inspection will be taking place, no decisions regarding temporary repairs or other solutions will be made until the inspection is complete and the report provided.
 - It was suggested that the Trembley Road bridge also be addressed, as it has been noted that there are missing and incorrectly sized bolts, and it needs to be understood what work is necessary.
- The new welcome signs have been installed; the northern one went in the previous location, but Waitsfield Telecom has approved that it be moved to the location suggested in the earlier report provided and bby the town administrator.
- The Outdoor Recreation Toolkit project is going well.
- Dana Hill Road repairs and culvert work have been completed.
 - Mr. Shupe noted that Mr. Rodgers will also be addressing the repairs needed on Palmer Hill Road.

Ms. Ursprung noted that she had been asked by the Planning Commission if the Selectboard would like the PC to initiate work on developing a policy/ordinance regarding Short Term Rentals for Waitsfield. It was agreed that Ms. Ursprung should reach out to JB Weir and the PC Chairperson on behalf of the Selectboard.

IV. Other Business

1. Correspondence/reports received were reviewed.

V. Adjourn

The meeting adjourned at 7:51 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary