

TOWN OF WAITSFIELD

**SELECTBOARD AGENDA FOR
Monday, October 27, 2025 | 6:30 PM**

Location: Waitsfield Town Office

(Please see access details below)

Selectboard Members

Brian Shupe, Chair
Larissa Ursprung, V.C.
David Babbott-Klein
Chach Curtis
Fred Messer

Town Administrator
York Haverkamp

Town Clerk
Jennifer R. Peterson

Town Treasurer
Steve Lewis

**Planning & Zoning
Administrator**
J.B. Weir

Road Foreman
Josh Rogers

Fire Chief
Jared Young

Waitsfield Town Office
4144 Main Street
Waitsfield, VT 05673
(802) 496-2218
www.waitsfieldvt.gov

I. Call to Order: 6:30 P.M.

1. Additions, removals or modifications to the meeting agenda pursuant to 1 V.S.A. §312(d)(3)(A)

2. Public forum

II. Regular Business.

1. DLL *First Class Liquor License*.

a. Mad moose bar and grill

2. Town Garage - consider the 10 firm proposals and consider accepting a bid. (may go into executive session for this)

3. Meadow road bridge discussion

4. Consent Agenda

a. Approve Joy Restaurant Class III Liquor License

b. Approve Minutes of 10/27/2025 Selectboard Meeting

c. Approve Bills Payable & Treasurer's Warrants

d. Flemer Field Community Use

i. Highlander Youth Lacrosse Field

5. Town Administrator's Report

6. Selectboard Roundtable

III. Possible Executive Session:

A. Legal – Pursuant to 1 V.S.A. § 313(a)(1)(E) and (F)

• Attorney-client communications; potential litigation

IV. Adjourn

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, please use the following link:**

<https://us02web.zoom.us/j/82056117089>

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

Anyone wishing to speak can do so during the designated times, or as indicated by the chair.

Town Administrator Report

11.10.2025

I often find myself repeating how fortunate I feel to live in a place where community is held in such high regard — and yet, here I am again, saying it once more. This time, though, I have a specific example.

Months ago, I noticed a longtime resident standing in the town office foyer, flashlight in hand, inspecting the old slice of Elm tree mounted on the wall. I'd seen it before, vaguely aware of some engraving on it, but hadn't given it much thought. A few days later, a small group gathered around it. Then again a few days later. Eventually, curiosity got the better of me (not wanting to stick my nose where it didn't belong...but), and I asked what was going on.

As it turns out, this isn't just a decorative piece of wood. It's a historical artifact — a cross-section of an Elm tree with engraved rings marking significant dates and words of remembrance. It's a quiet tribute, nearly hidden in plain sight. Now, thanks to the dedication of several community members, plans are underway to bring its story to light...literally. They're working on adding plaques and lighting to ensure its history is recognized and appreciated.

The hours invested in this effort are not insignificant. And to me, it's important - not just because of the artifact itself, but because people I deeply respect believe it's important. That matters.

This small project brings up bigger thoughts. First, it's about honoring history and those who took the time to preserve it. Second, it's about the kind of care that goes beyond sentiment - the kind that shows up in action.

I feel lucky to live in a town where people choose to show up, work together, and care deeply...even about the quiet things hanging on the wall.

Peace.

Meadow Road Bridge Update

The July 2024 flooding event marked a critical turning point for the Meadow Road Bridge - a culmination of long-standing, less noticeable concerns that were brought into sharp focus by the additional wear and tear caused by the storm. What had once been a slow-building issue could no longer be deferred. In the immediate aftermath, conversations with VTrans and CVRPC began to increase in frequency and depth, laying the groundwork for a more coordinated response. Following recent inspections and evaluations, our engagement has intensified. Over the past two weeks, we've worked closely with VTrans, CVRPC, contractors, legal counsel, and other partners to assess the bridge's condition, understand the structural implications, and begin charting a path forward. Essentially working to evaluate both short and long-term options.

To summarize: **overweight vehicles should not be crossing the Meadow Road Bridge.** The posted weight limit is 8 tons, and exceeding it poses serious risks. We must now consider how best to ensure compliance - whether through increased public education, improved signage, enforcement strategies, or, if necessary, the difficult decision to temporarily close the bridge.

While longer-term solutions are being explored, our immediate priorities are:

- Educating the public about the importance of adhering to posted weight limits
- Evaluating enforcement mechanisms
- Collaborating with partners to develop sustainable solutions

This situation also serves as a timely reminder of the importance of infrastructure planning...especially as we enter budget season. Investments in maintenance, monitoring, and resilience are not just technical necessities; they are foundational to public safety and community well-being.

The safety of our residents, the health of the Mad River, and the integrity of our infrastructure remain top priorities.

Email from Sven Scribner - Civil Engineer and Project Manager at the Vermont Agency of Transportation (VTrans)

Good afternoon Alice, it sounds like the guidance was to only allow 8 ton vehicles to pass until a repair or replacement was done. If there are vehicles exceeding that weight limit that would not be good. It may require enforcement or closing to minimize the risk until something can be done but those would be town decisions. State route bridges are designed for 45 tons, so this is a very reduced loading, an unloaded dump truck would exceed it. Let me know if you have more questions, I copied in Spencer who leads the bridge inspectors and knows this well in case he wants to offer his opinion on when the state would recommend a closure or if that is left up to the town. Because the reality is farm vehicles, fuel vehicles, trash trucks, and numerous other heavy vehicles are probably using as a short cut still.

Thanks

Sven

Email from Sven

Hello Alice, I am copying in Spencer Howard, when it comes to inspection and changes in condition I default to him, if there is a newly developed crack from an excessive load I wanted him to know. I can't speak for the town but if a log truck crosses once they are probably coming back the same way but loaded, if the loads are not being followed I would look to close to be safe.

Thanks

Sven

Email from Spencer Howard, P.E. | Bridge Management & Bridge Inspection Program Manager

I would also like to point out that according to your website I was able to find this [Excess Weight Permit application](#)(Same language is in [fleet application](#) as well). I would think that the logger or other entities that have these and have paid for them (while minimal dollar amount) on page 2 are the following condition:

5. No travel shall be allowed on roads legally posted between November 1 and May 1 of each year. Specific authorization may be requested during these periods, conditions permitting, by contacting the Waitsfield Road Foreman at (802) 496-8897.

6. Permits are not valid for travel over posted bridges or wooden bridges.

7. The Town, through its Selectboard, reserves the right to revoke this permit and assess fees for any damages caused by the permittee's vehicle to Town roads, per Vermont State Statutes.

Being that this is a Class 3 road it is legally posted (All class 3 road unless it has a timber bridge) for 24,000 lbs. gross load coming off VT 100 side. This logging truck and many other vehicles may be more than 24,000 lbs. and seeing how it is after November 1st would need specific authorization from the road foreman to be traveling regardless and this may be a way to try and curb further use of the bridge.

As this is a Town Owned Bridge the town can elect to close the bridge, but this would be a Town decision. Any questions please feel free to reach out.

Thank you,

Spencer Howard, P.E. | Bridge Management & Bridge Inspection Program Manager

FEMA Reimbursement – July 10, 2024 Flood Event

We are officially in the queue to receive FEMA reimbursement for the July 10, 2024 flooding event. The total amount of \$43,380.33 will cover costs incurred for emergency repairs on the following roads:

- Bushnell Road
- Center Fayston Road
- North Road
- Old Center Fayston Road
- River View Road
- Ronk Road
- Dugway Road

We appreciate FEMA's support and the time their team dedicated to assisting the Town throughout this process. We look forward to continuing our collaboration as we move into the next phase of recovery, including the replacement of culverts on Center Fayston and Old Center Fayston Roads.

RFP's for Engineering Design Services – Center Fayston & Old Center Fayston Road Culvert Replacements and Meadow Road Bridge Rehabilitation and Deck Repair

The RFP's for both projects were released, posted to our Town website, sent to multiple engineering firms, posted on the VLCT classified website, and sent for one week print in the Valley Reporter.

Bridge:

https://www.waitsfieldvt.gov/fileadmin/files/General/2025/10/meadow_road_bridge_RFP_A_E_new.pdf

Culverts:

https://www.waitsfieldvt.gov/fileadmin/files/General/2025/10/Center_fayston_and_old_center_fayston_road_culvert_RFP_new.pdf

Great Eddy Bridge – Weight Limit

I have taken on some work about the Great Eddy covered bridge. Spoke with VTrans, Sheriffs department, DOT, town engineer, our road crew, and others. Currently there are still questions and I am not prepared to make a thorough assessment.

Bridges to be posted link: note line 6 - District 6 101216000412161 WAITSFIELD C2001 00004 MAD RIVER MULTI KG PST/ARCH CB 3

https://vtrans.vermont.gov/sites/aot/files/highway/documents/asset_management/D6%20Birdges%20To%20Be%20Posted.pdf

PACIF 2026 Renewal

The Town is currently preparing its 2026 PACIF renewal application, with all required materials due by November 15, 2025. I will work to complete the values collection process, which includes reviewing and updating schedules for property, vehicles, mobile equipment, and workers' compensation payroll estimates.

This year's renewal also requires careful attention to valuation types for insured properties. The default is Guaranteed Replacement Cost (GRC), but other options such as Replacement Cost, Historical Reconstruction Cost, Agreed Value, and Actual Cash Value may apply depending on the property's status and use. Covered bridges and pedestrian footbridges, in particular, are recommended be appraised to ensure scheduled values reflect actual reconstruction costs. I am unsure if I will be able to take on the appraisal now, but plan to look into in the future.

Additional updates include:

- A 3.5% inflation factor applied to building values and 4% to contents.
- New coverage limit options for data processing and portable equipment.
- Minimum payroll thresholds for certain roles (e.g., constables, firefighters, EMTs).

York will be coordinating with VLCT PACIF underwriting staff and internal stakeholders to ensure all forms are completed accurately and submitted on time.

Department of Homeland Security Federal Emergency Management Agency

General Info

Project #	797840	PW #	122	Project Type	Actual Costs
Project Category	C - Roads and Bridges			Applicant	Waitsfield, Town of (023-75325-00)
Project Title	Town Roads and Culverts			Event	4810DR-VT (4810DR)
Project Size	Small			Declaration Date	8/20/2024
Activity Completion Date	2/20/2026			Incident Start Date	7/09/2024
Process Step	Obligated			Incident End Date	7/11/2024

Damage Description and Dimensions

The Disaster # 4810DR, which occurred between **07/09/2024** and **07/11/2024**, caused:

Damage #1484949; Town Roads

General Facility Information:

- **Facility Type:** Components Only
- **Facility:** Multiple roads in the Town of Waitsfield
- **Facility Description:** Seven gravel roads and one asphalt road
- **Location Description:** Multiple locations in the Town of Waitsfield, VT 05673

General Damage Information:

- **Date Damaged:** 7/9/2024 to 7/11/2024
- **Cause of Damage:** high velocity flood waters caused washouts due to severe storm

Components:

Bushnell Road:

GPS:44.19692, -72.78270:

- Surface, 22.22 CY of Crushed gravel, 40 LF long x 20 LF wide x 0.75 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.

Center Fayston Road:

Start GPS: 44.21034, -72.80906 End:44.21152, -72.810484:

- Surface, 111.11 CY of Crushed gravel, 600 LF long x 20 LF wide x 0.25 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.
- Base, 555.6 CY of Bank run and plant mix, 600 LF long x 20 LF wide x 1.25 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.

North Road:

Site #1 GPS:44.21017, -72.78788:

- Surface, 2.22 CY of Crushed gravel, 20 LF long x 12 LF wide x 0.25 FT

deep, high velocity waters caused washouts due to severe storm, 100% work completed.

- Base, 33.33 CY of Gravel, 20 LF long x 12 LF wide x 3.75 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.

Site #2; 44.22357, -72.77716:

- Surface, 2.22 CY of Gravel, 20 LF long x 12 LF wide x 0.25 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.
- Base, 33.33 CY of Gravel, 20 LF long x 12 LF wide x 3.75 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.

Old Center Fayston Road:

Start GPS 44.204743, -72.820564 End: 44.204001, -72.820194:

- Surface, 51.85 CY of Crushed gravel, 280 LF long x 20 LF wide x 0.25 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.
- Base, 362.96 CY of Bank run and plant mix, 280 LF long x 20 LF wide x 1.75 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.

River View Road:

GPS:44.21296, -72.79935:

- Surface, 18.52 CY of Crushed gravel, 100 LF long x 20 LF wide x 0.25 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.
- Base, 18.52 CY of Gravel, 100 LF long x 20 LF wide x 0.25 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.

Ronk Road:

GPS:44.194322, -72.770341:

- Culvert, 1 each of CMP, 60 LF long x 6 FT in diameter, misaligned due to high velocity water caused by severe storm, 100% work completed.
- Culvert, 1 each of CMP, 20 LF long x 4 FT in diameter, misaligned due to high velocity water caused by severe storm, 100% work completed.

Z:

Dugway Road (intersection of gravel section and paved section):

GPS:44.17935, -72.83732:

- Surface, 1.85 CY of asphalt, 40 LF long x 5 LF wide x 0.25 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.
- Base, 5.6 CY of gravel, 40 LF long x 5 LF wide x 0.75 FT deep, high velocity waters caused washouts due to severe storm, 100% work completed.

Final Scope

1484949 Town Roads

Work Completed

The applicant utilized force account labor, equipment, materials, and contracts for the repairs to Multiple roads in the Town of Waitsfield to restore these facilities back

to its pre-disaster design, function, and capacity (in-kind) within the existing footprint.

Town of Waitsfield

- A. Replaced 22.22 CY of Crushed gravel surface.
- B. Replaced 111.11 CY of Crushed gravel surface.
- C. Replaced 555.6 CY of Bank run and plant mix base.
- D. Replaced 2.22 CY of Crushed gravel surface.
- E. Replaced 33.33 CY of Gravel base.
- F. Replaced 2.22 CY of Gravel surface.
- G. Replaced 33.33 CY of Gravel base.
- H. Replaced 51.85 CY of Crushed gravel surface.
- I. Replaced 362.96 CY of Bank run and plant mix base.
- J. Replaced 18.52 CY of Crushed gravel surface.
- K. Replaced 18.52 CY of Gravel base.
- L. Reset 1 each of CMP, 60 LF long x 6 FT in diameter culvert.
- M. Reset 1 each of CMP, 20 LF long x 4 FT in diameter culvert.

- 1. Force Account Labor (Straight Time): 3 laborers; 216 hours: \$7,608.00
- 2. Force Account Labor (Over Time): 3 laborers; 31 hours: \$1,633.50
- 3. Force Account Equipment: 6 EA; 235 hours: \$24,684.74
- 4. Materials: \$21,366.00

Contracts

- N. Replaced 1.85 CY of asphalt surface.
- O. Replaced 5.6 CY of gravel base.

- 1. Hauling- Contract: \$1,300.00
- 2. Road Repairs- Contract: \$740.00
- 3. Hot Patch- Contract: \$508.20

Work Completed Totals

- 1. Force Account Labor (Straight Time): 3 laborers; 216 hours: \$7,608.00

2. Force Account Labor (Over Time): 3 laborers; 31 hours: \$1,633.50

3. Force Account Equipment: 6 EA; 235 hours: \$24,684.74

4. Materials: \$21,366.00

5. Contracts: \$2,548.20

a. Hauling: \$1,300.00

b. Road Repairs: \$740.00

c. Hot Patch: \$508.20

Work Completed Total: \$57,840.44

Project Notes

1. In accordance with FEMA's Simplified Procedures policy, FEMA developed the DDD, Scope and Cost with the information/documentation/certification provided by the Applicant.

2. As per document labeled *DR4810- Town of Waitsfield - Project #797840 - DDD and SOW Final.pdf*:

- Source of Fill: Waitsfield, VT 05673 GPS: 44.20621, -72.81730.
- All work performed within the Applicant's ROW.
- All roads claimed in this project appear to be minor-collectors or no functional class assigned.
- Dugway Road: The Applicant re-used material on site to repair gravel road and contractor used asphalt hot patch to repair asphalt surface.
- Center Fayston Road and Old Center Fayston Road: damaged culverts at these facilities to be captured in a separate project.

Cost

Code	Quantity	Unit	Total Cost	Section
9007 (Labor (Over Time))	1.00	Lump Sum	\$1,633.50	Completed
9001 (Contract)	1.00	Lump Sum	\$2,548.20	Completed
9007 (Labor (Straight Time))	1.00	Lump Sum	\$7,608.00	Completed
9009 (Material)	1.00	Lump Sum	\$21,366.00	Completed
9008 (Equipment)	1.00	Lump Sum	\$24,684.74	Completed

CRC Gross Cost \$57,840.44

Total 406 HMP Cost \$0.00

Total Insurance Reductions \$0.00

CRC Net Cost \$57,840.44

Federal Share (75.00%) \$43,380.33

Non-Federal Share (25.00%) \$14,460.11

Award Information

Version Information

Version #	Eligibility Status	Current Location	Bundle Number	Project Amount	Cost Share	Federal Share Obligated	Date Obligated
-----------	--------------------	------------------	---------------	----------------	------------	-------------------------	----------------

Drawdown History

EMMIE Drawdown Status As of Date	IFMIS Obligation #	Expenditure Number	Expended Date	Expended Amount
No Records				

Obligation History

Version #	Date Obligated	Obligated Cost	Cost Share	IFMIS Status	IFMIS Obligation #
0	10/21/2025	\$43,380.33	75%	Accepted	4810DRVTP00001221

Subgrant Conditions

- As described in Title 2 Code of Federal Regulations (C.F.R.) § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions are stated in 2 C.F.R. §200.333(a) – (f)(1) and (2). All records relative to this project are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326.
- The Recipient must submit its certification of the subrecipient's completion of all of its small projects and compliance with all environmental and historic preservation requirements within 180 days of the applicant's completion of its last small project, or the latest approved deadline, whichever is sooner.
- When any individual item of equipment purchased with PA funding is no longer needed, or a residual inventory of unused supplies exceeding \$5,000 remains, the subrecipient must follow the disposition requirements in Title 2 Code of Federal Regulations (C.F.R.) § 200.313-314.
- The terms of the FEMA-State Agreement are incorporated by reference into this project under the Public Assistance award and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide; and other applicable FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the declaration date of this emergency declarations or major disaster, as applicable, are incorporated by reference into this project under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at Title 2 Code of Federal Regulations (C.F.R.) Part 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. Part 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The subrecipient must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the subrecipient commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.
- Pursuant to section 312 of the Stafford Act, 42 U.S.C. 5155, FEMA is prohibited from providing financial assistance to any entity that receives assistance from another program, insurance, or any other source for the same work. The subrecipient agrees to repay all duplicated assistance to FEMA if they receive assistance for the same work from another Federal agency, insurance, or any other source. If an subrecipient receives funding from another federal program for the same purpose, it must notify FEMA through the Recipient and return any duplicated funding.

Insurance

Additional Information

9/15/2025

Does the Applicant have a Commercial Policy: No, per the Essential Elements of Information (EEI) responses.

Property insurance coverage for road(s), road right-of-ways, embankment erosion, bridges or culvert damage represented on this project are not insured or insurable. No insurance relief is anticipated. No Obtain and Maintain requirement will be made.

FEMA requires the applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.

No duplication of benefits from insurance is anticipated for work described in this application. In the event any part or all costs are paid by an insurance policy, a duplication of benefits from insurance will occur. The applicant must notify grantee and FEMA of such recoveries and the Sub-Grant award amount must be reduced by actual insurance proceeds.

No insurance requirements will be required for this project. Insurance requirements are specific to permanent work to replace, restore, repair, reconstruct, or construct buildings, contents, equipment, or vehicles. (FEMA Recovery Policy FP 206-086-1).

No insurance narrative will be produced or uploaded into documents or attachments.

Jesus M. Vela Ayala, PA Senior Insurance Specialist - CRC Atlantic, Guaynabo, PR

O&M Requirements

There are no Obtain and Maintain Requirements on **Town Roads and Culverts**.

406 Mitigation

There is no additional mitigation information on **Town Roads and Culverts**.

Environmental Historical Preservation

Is this project compliant with EHP laws, regulations, and executive orders?

Yes

EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

EHP Additional Info

There is no additional environmental historical preservation on **Town Roads and Culverts**.

Final Reviews

Final Review

Reviewed By ATKINSON, ABIGAIL

Reviewed On 10/10/2025 12:39 PM EST

Review Comments

Ready for recipient final review. AJA

Recipient Review

Reviewed By Saltzgiver, Miranda

Reviewed On 10/13/2025 8:58 AM EST

Review Comments

No comments available for the Recipient Review step

Project Signatures

Signed By Haverkamp, York

Signed On 10/20/2025

3. FHWA EMERGENCY RELIEF PROGRAM:

The FHWA Emergency Relief (ER) program provides assistance to eligible applicants for damages to federal-aid highways and bridges. This includes town-owned federal aid highways, as well as State-owned highways. When reporting damages on town highways to the Vermont Division of Emergency Management (VEM), it will be of great assistance to identify which roads are federal-aid highways.

The primary things to keep in mind if the State receives a federal declaration under this program include:

- a. Keep good records of damages and costs incurred. Pictures are a big help to VTrans and FHWA.
- b. Permanent repair and reconstruction work, not accomplished as emergency repairs, must be done by a competitive bid contract method unless the state demonstrates some other method is cost effective as described in 23 CFR 635.204. Emergency repair work may be accomplished by the solicited contract, negotiated contract, or transportation agency force account method as determined by the transportation agency as best suited to protect the public health and safety.
- c. Towns shall be responsible for up to 10 percent of the total eligible project costs.
- d. FHWA reimbursements are typically based on pre-disaster conditions. If items such as culverts are washed out, but not destroyed, FHWA will not pay for their replacement, regardless of whether or not a town has adopted codes and standards. If items are destroyed and a town has adopted and adheres to codes and standards, FHWA will typically use the full replacement cost as the basis for approved costs.
- e. Town work on private drives/roads is not eligible for reimbursement under the FHWA ER program.
- f. In the event of an FHWA ER federal declaration, VTrans and FHWA will provide much greater detail and assistance than that which is described in this document. The information in this document is meant to serve as a brief overview, or to highlight specific areas that have been known to result in misunderstanding during past disasters.
- g. FHWA uses a threshold of \$5,000 minimum for a site to be eligible for reimbursement under the FHWA ER Program.

TEMPORARY BRIDGES

1. General Information: The Agency of Transportation maintains a limited inventory of temporary bridge material that may be used in case of catastrophic emergency. This limited inventory is primarily intended for emergency use on state highways, but emergency requests from Towns and Municipalities will also be considered if sufficient inventory is available.

As defined by the Agency of Transportation Temporary Bridge Policy:

“An emergency shall exist when a bridge is destroyed or rendered unusable, as result of a natural disaster or unusual event, and no other reasonable route is available to provide essential services to the affected area.”

The State will evaluate emergency requests from towns and municipalities based on factors such as, but not limited to: access to emergency services, detour length, average daily traffic, proximity to schools and other essential services, span length of bridge requested, and length of time the bridge will be needed. Temporary bridge requests for Towns or Municipalities shall only be considered for bridges on Class 1, 2, or 3 Town Highways. For current rental rates contact the District Maintenance Office.

The state will not accept any requests for a temporary bridge intended to be used on a private road.

2 Requesting a Temporary Bridge

- a. Fill out the TEMPORARY BRIDGE REQUEST FORM (pg 6-10), sign and date it, and return the completed form to your local Agency of Transportation District Maintenance Office. The District Maintenance Office will be the primary contact for all temporary bridge requests.
- b. The District Maintenance Office will check the request for completeness, indicate whether they concur with the request, sign and date it, and forward the form to Agency of Transportation Operations HQ for final consideration.
- c. Agency of Transportation Operations HQ will expedite review of the request and will inform the District Maintenance Office whether the request for a temporary bridge has been approved or denied. The District Maintenance Office will then inform the town or municipality whether the request is approved or denied.
- d. If the request is approved, and prior to the temporary bridge being erected, a TEMPORARY BRIDGE RENTAL AGREEMENT will need to be executed between the town and/or municipality and the state. Details of the temporary bridge installation, maintenance, removal, and associated cost will be contained in the agreement. In general, the town or municipality requesting the temporary bridge can expect to pay for the actual cost of installation, maintenance and removal of the bridge. Additionally, the town or municipality will be required to pay monthly rent based on bridge length and width, and will also be responsible to obtain any permits, right-of-way or utility relocations necessary for the installation, use and removal of the temporary bridge.

TEMPORARY BRIDGE REQUEST FORM

Existing Bridge Location:

Town _____
 Town Highway _____ No. _____
 Town Bridge No. _____

1. Is the existing bridge currently closed to all traffic? YES () NO ()
2. Is the existing bridge currently load restricted? YES () NO () If load restricted, what is the maximum weight the existing bridge can carry? _____ tons
3. What is the reason for the existing bridge being closed or load restricted?
 Deterioration? YES () NO ()
 Damage from flood or other natural event? YES () NO ()
4. Is the existing bridge associated with a:
 State TH Bridge and Culvert Project? YES () NO ()
 FEMA Project? YES () NO ()
 FHWA ER Project? YES () NO ()
5. Would closure of the existing bridge prevent emergency services from reaching any homes or businesses? YES () NO () If YES:
 How many homes? _____
 How many businesses? _____
6. Would closure of the existing bridge require a detour? YES () NO () If YES:
 Maximum length of detour? _____

Type/Length of Temporary Bridge Requested:

Type: One lane _____ Two lane _____
 Span Length: _____ feet
 Load Capacity: HS20 _____ HS25 _____

Length of Time Temporary Bridge Requested For:

(Maximum deployment time is 48 months)

Length of request: _____ months

Town's Authorized Representative: _____
Signature Date

District concurrence with request: YES () NO ()

District Authorized Representative: _____
Signature Date

Town of Waitsfield

4144 Main Street, Waitsfield, VT 05673

P: (802) 496-2218 • F: (802) 496-9284 • E: townadmin@gmavt.net

Flemer Field Community Green Use Form

Group making Request: Highlander Youth Lacrosse Club Date: 11/7/2025

Address: 210 Moretown Hts Moretown VT 05660 Phone: 5037157843

Street City, State Zip

Date(s) requested for use: M-F March 16 - April 30 Time of Use: from 4:00pm a.m./p.m. to: 7:30pm a.m./p.m.

Purpose: Youth lacrosse lacrosse sessions

Is the general public invited? ☒ Yes ☐ No
Is your organization: ☐ For Profit ☒ Not for Profit ☐ Other _____
Will admission be charged? ☐ Yes ☒ No
Do you need any special equipment? ☐ Yes ☒ No
If yes, please specify: _____

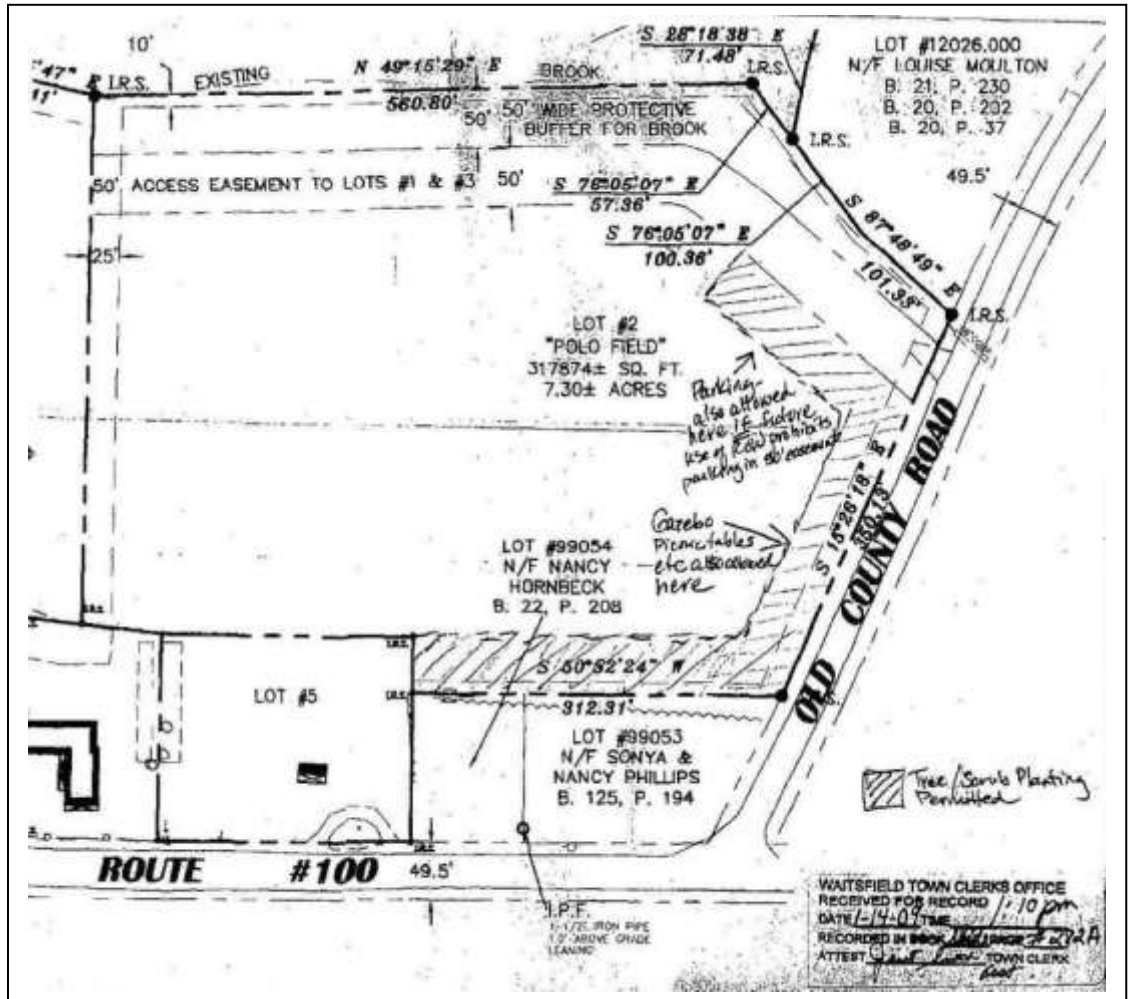
Other Information (optional): Use of fields, once dry, will be for youth lacrosse practices. No needed
equipment. Participants need a waiver.

Person Name: Bethany Meyer
Responsible: Phone: 5037157843
Address: 210 Moretown Hts Rd, Moretown VT 05660
E-mail: beth@highlanderlacrosse.com

Rules & Policies:

- ❖ **Structures:** No above ground structure may be built or placed on the Green except as provided below. "Structures" shall include, but are not limited to, buildings, tables, goal posts, signs, or any other assembly of materials not specifically permitted.
 - a. Structures such as goal posts which are used for temporary recreational purposes may be placed on the premises provided that those structures are, following play or by the end of the each day on which any such structures are used, placed within the fifty foot wide tree planting area running along the Phillips property and Old County Road; and
 - b. Structures such as picnic tables, tents, and not more than one gazebo may be placed within that portion of the fifty foot wide strip described below which runs along Old County Road (and not along the border of the Phillips property or the fifty foot wide right-of-way).
- ❖ **Hold Harmless:** The organization or individual(s) participating or requesting the use of the premises agree to Hold Harmless and Indemnify the Town of Waitsfield for any damages or injuries associated with this event.
- ❖ **Children:** Activities involving children must provide appropriate adult supervision. Children must be supervised at all times.
- ❖ **Insurance.** The sponsor of any group or organization applying for use of the premises for athletic purposes or for other purposes which, in the opinion of the approving Town official, may require appropriate insurance coverage shall provide a certificate of insurance naming the Town of Waitsfield as an additional insured.

- ❖ Non-Discrimination: Participants will not be restricted from participation for reasons of race, religion, gender, sexual orientation, creed, national origin, or disability conditions.
- ❖ Preference. In the event of a schedule conflict, preference will be given to free programming that accessible to the widest number of participants.
- ❖ Trash. Pack it in, pack it out. All trash must be removed and the premises left in good order.
- ❖ Neighboring Properties. The privacy and boundaries of the adjoining residential properties must be respected. Activities, including storage of equipment, should be directed away from them to extent possible. Crossing through yards without the owner's permission is specifically prohibited.
- ❖ Parking. Any parking located on the premises shall serve only those making use of the property as and for a Village Green and shall be located only within the Access Easement, which is a fifty foot (50') wide right-of-way for ingress and egress running generally along the westerly portion as shown on the site plan as "50' Access Easement to Lots #1 and #3." No parking will be allowed on the Green that serves any off-site business or purpose. On-street parking restrictions must be obeyed or vehicles may be ticketed or towed.



- ❖ Additional information is available at <http://www.waitsfieldvt.us/recreation/flemer>

I have read and agree to ensure these rules and policies are understood and will be abided.

Signature of the Person Responsible Ben Myers Date: 11/7/2025

Administrative Action

☐ Approved Conditions: _____

☐ Denied Reason: _____

Approving Town Official Signature _____ Name _____ Title _____ Date _____

Date October 31, 2025

TO: VLCT PACIF Member Municipality

FROM: VLCT PACIF Underwriting Division

RE: 2026 Renewal Application – Please Return by 11/15/2025

Dear Member:

It is once again time to complete your application for the upcoming VLCT PACIF renewal term. For the 2026 renewal all members will be required to complete the process through the values collection process once again.

Please note the due date is 11/15/2025.

PROPERTY & CASUALTY

Your Property, Vehicle, Drone (sUAS) and Dam listings are available in the values collection pages for review. When making revisions some important considerations include:

- Ensure all property locations are E-911 addresses including both the number and the street. As of 1/1/2025 all scheduled items are now connected to a "Site" which is equivalent to a property parcel. A site may include multiple buildings. If you need to make changes or updates to sites, please contact a member of the underwriting team for assistance.
- Please indicate if you have made significant renovations to existing property as we may need to order an appraisal to determine an accurate updated building value. If you are adding a property to the schedule, you must include a value for the structure and/or contents. You can also include the value of attached solar panels if applicable. Be sure to schedule outbuildings, fencing, playground equipment, etc., individually with a value for each, if you want property coverage for them.
- We urge members to carefully review their property schedule to confirm that all buildings, covered bridges, radio towers and related equipment, and other items are scheduled as required. If you have questions about whether something should be scheduled, please contact a member of the underwriting team.
- If you have covered bridges or pedestrian footbridges, consider having them appraised. We find that members who have a loss to a covered bridge generally have them scheduled well below their reconstruction value. This is important because

these structures are only covered using Agreed Value, so the most the member will receive is the scheduled value. Please contact a member of the underwriting team to discuss this further and obtain contact information for a qualified appraisal firm.

- Valuation Type – Please note that Guaranteed Replacement Cost (GRC) is the default valuation unless you have a building that has been vacant for 60 consecutive days, in which case the valuation type must be Actual Cash Value (ACV). If you would like to discuss other *Property Valuation Options*, please contact the underwriting team.
- A 3.5% inflation factor has been applied to the 2025 building values and a 4% inflation factor to contents values to arrive at the 2026 values. This reflects a moderation in building construction costs within Vermont over the past year. ***Please note that if a property appraisal was completed in 2025, the appraisal value will instead be used as the 2026 scheduled value.***
- Indicate the average number of employees who work in each building.
- Indicate the number of vehicles and mobile equipment stored in each building.
- As of 01/01 /2025 there were new coverage limit options for Data Processing System Equipment and Portable Equipment. \$250,000 per occurrence was automatically included for all members with options of higher limits available up to \$3,000,000. Please review these again for 2026 to determine if you need any changes to these limits as they reflect an aggregate for your municipality.

WORKERS' COMPENSATION

Review your Worker's Compensation Estimated Payroll schedule carefully. The 2026 estimated payroll values represent **PACIF's** projections of your upcoming calendar year payroll and will be used to determine your 2026 Workers' Compensation Deposit Contribution. These estimates are based on the 2025 estimated payroll, increased by 2.5% for inflation. Please review our payroll estimates carefully and make changes that are appropriate for your municipality. A couple of things to be aware of include:

- A minimum annual payroll of \$275 is applied for each constable, tree warden and firefighter. A minimum annual payroll of \$300 applies to each EMT, Ambulance and Rescue personnel (7705).
- Do not include payroll for any employees or volunteer firefighters currently covered by the Assigned Risk program.

Note that most renewal questions require a response, regardless of whether you have the exposure or not. Please take the time to answer these to the best of your knowledge, including indicating those that do not apply.

60 DAY NOTICE

- VLCT PACIF is a member-owned organization, and our Bylaws and Member Agreements govern the terms and conditions of membership. The bylaws state that members are required to provide a 60-day written notice of their intent to withdraw from the Fund and, further, that members can only withdraw at the end of a coverage period. Therefore, **members intending to go out to bid or withdraw from the Fund must notify PACIF in writing, postmarked by November 1, 2025.**

Please return your completed 2026 renewal package to us **as soon as possible, but no later than November 15, 2025.**

If you have any questions or need assistance in completing the application, Denise Ricker, Sherry Allen, Kelly Knotek or Vicky Abare in our underwriting department can be reached at 800-649-7915 or you can email us at underwriting@vlct.org.



TOWN OF WAITSFIELD

Letter of Support for the Mad River Path
Vermont Transportation Alternatives Grant

TO:

Scott Robertson, Project Manager
Municipal Assistance Bureau
Vermont Agency of Transportation
Barre City Place
219 North Main St. – 4th flr.
Barre, VT 05641

Dear Mr. Robertson

The Town of Waitsfield is proud to offer its strong support for the Mad River Path Association's proposal to the Vermont Transportation Alternatives Grant Program. As part of our commitment to enhancing community connectivity and safety, we are pleased to pledge \$60,000 in matching funds toward the implementation of the Mill Brook Bridge to Dugway Road segment - an essential link in the broader vision for a continuous, accessible path through the Mad River Valley.

This project marks a significant advancement in our community's long-term vision for safe, inclusive, and accessible active transportation. While focused specifically on the Mill Brook Bridge to Dugway Road segment, it lays critical groundwork for future connections between Downtown Waitsfield and Irasville and popular destinations such as the Lareau Swimming Hole, American Flatbread, Lareau Farm and Forest, the Community Gardens, and the Major Revolution/Evolution trailhead. By addressing a high-traffic area currently used by pedestrians and cyclists without dedicated infrastructure, this segment will meaningfully improve safety and mobility, while contributing to the broader goal of a fully connected Mad River Path corridor.

The project also supports key community priorities, including public health, environmental stewardship, and economic vitality. By encouraging walking and biking, it promotes active lifestyles and reduces reliance on motor vehicles. It enhances access to nature and outdoor recreation, supports local businesses by increasing foot traffic, and aligns with regional and state goals for sustainable transportation and climate resilience.

As a Vermont town guided by the values of democratic engagement and community collaboration, Waitsfield intends to bring the remaining portion of the required 20% match to our voters in March 2026. The Town has a strong history of supporting projects that enhance public access, safety, and recreation, and we are optimistic that this proposal will be met with continued enthusiasm. The Path's Executive Director has presented the grant and project to the Waitsfield Selectboard, and we believe this initiative reflects the very best of our shared aspirations for connectivity, sustainability, and community well-being.

We look forward to seeing this vital segment come to life and to continuing our partnership with the Mad River Path Association in building a more connected, safe, and vibrant Mad River Valley. We understand the responsibilities that come with administering this grant and are prepared to support the project in that role. We're also looking forward to continuing our strong partnership with the Mad River Path Association as this important work moves forward.



TOWN OF WAITSFIELD

Sincerely,
York Keith Haverkamp
Town Administrator
Town of Waitsfield

TOWN OF WAITSFIELD, VERMONT

Selectboard Meeting Minutes

Monday, October 27, 2025

Draft

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

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

Others Present: Bob Cook, Emma Delphin, Misha Golfman, AnnMarie Harmon, Michelle Johnston, Don LeHaye, Curt Lindberg, Eric Metivier, Becca Newhall, Niki Sabado (CVRPC), Jonathan Ursprung, Brian Voigt (CVRPC)

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.

II. Regular Business

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

Consideration of a contract for trail development at Scrag Forest and presentation of a grant opportunity for implementation of a portion of the Active Transportation Corridor were added to the agenda.

2. Public Forum.

Nobody requested time to speak.

3. Consideration of First-Class Liquor License application for Joy Restaurant.

Emma Delphin outlined her plans for opening a small restaurant at Mad River Green, and confirmed that she and her staff are up to date on training for serving of alcohol. She explained that her understanding was that approval of a First Class License will trigger her application for a Third Class License.

MOTION: *Mr. Messer moved to approve a First Class and pending Third Class License for Joy Restaurant. The motion was seconded by Mr. Babbott-Klien, and passed unanimously.*

3A. Consider approval of contract with Apex Trail Works

Mr. Lindberg explained that this contract is for the second phase of trail work at Scrag Forest, and that Apex completed the work on the first phase, having done an excellent job on that initial trail work. The cost proposed is below what was anticipated, and approval at this point will allow for the work to be completed in June of 2026. It was confirmed that Apex was the only entity to submit a bid, and that the funds used will be from the Forest Stewardship Reserve.

MOTION: *Mr. Curtis moved to approve the contract with Apex Trail Works, and to authorize the Town Administrator to sign the necessary documents. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

4. Central Vermont Regional Planning Commission Act 181/Future Land Use Planning presentation and discussion.

Niki Sabado provided an overview of Act 181, the new Tiered framework for Act 250 jurisdiction, and the current work on the Regional Land Use Plan. She outlined the Tiers and the associated levels of Act 250 jurisdiction, followed by an overview of the proposed future land use categories and the various levels of development density they will encompass.

Brian Voigt then spoke more about the future land use mapping, explaining that this is not a zoning map and that Waitsfield's Village Center designation will remain in place. He also noted the implementation of a revised Road Rule to be included in Act 250 review; this will be in effect for Tiers 2 and 3. Mr. Voigt explained that Tier 1B status might be suitable for a portion of Waitsfield.

Mr. Voigt indicated that an interactive draft map should be available in early December for review by and input from the towns, noting that the methodology for depicting different land use types was set statewide, but that there are areas which will allow for some flexibility. He explained that there may be potential to expand Waitsfield's neighborhood area; a wastewater system in place will provide for some adjustments to be made, and the map will be a living document.

4A. Grant application proposal for Active Transportation Corridor (ATC) section from Mill Brook Crossing to Fiddlers Walk

Misha Golfman explained that the ATC work is moving from scoping to implementation, and that a grant opportunity is available for a short section for which a bicycle/pedestrian bridge is planned to be installed alongside the Route 100 bridge which crosses the Mill Brook near the Austin parcel. The grant application will be for \$600K, and a 20% local match is required. Mr. Golfman explained that he was requesting a commitment from the Town for the match amount, although it will be four years before construction takes place, at which point the funds need to be available. A letter of commitment is needed at this point to accompany the grant application.

It was discussed by the Board that this type of funding would need voter approval, as there is not currently a sufficient amount in the appropriate reserve fund (Transportation Path Reserve). There was general agreement on the safety improvement that would be created by the proposed bridge/path for the increasing amount of foot traffic seen in the area, although Mr. Messer indicated that he believed there were other critical funding needs.

Mr. Golfman explained that he would discuss with VTrans (as it is their Bike/Ped program which is offering the grant) the suitability of the Town's providing a letter of support, committing an amount which is currently available to the project, and confirming that the matter of funding the balance will be put before the voters in March.

It was discussed that, with a balance of \$72K in the Transportation Path Reserve, and the likely need of some of those funds for sidewalk work, that a commitment of \$60K of that money would be viable.

MOTION: *Mr. Curtis moved to approve the use of \$60K from the Transportation Path Reserve Fund as a match for the VTrans Transportation Alternative Grant for Segment 9 of the ATC (Mill Brook Crossing to Fiddler's Walk) and to move forward with plans for allocating further funds to meet the full match amount, with all matching to be contingent upon the grant being awarded, and to authorize the Town Administrator to draft a related letter of support outlining this commitment to the project, to be submitted with the grant application. The motion was seconded by Mr. Babbott-Klein, and passed with Mr. Messer opposed.*

5. Town Garage Preliminary Design – Proposal review and consider awarding a contract to the selected firm.

It was noted that ten proposals were received in response to the RFP which had been published, and that the specifics of those proposals will be discussed in Executive Session. Mr. Shupe indicated that there is likely not enough advance time to complete the work which would be required to have the construction of a new garage be a Town Meeting decision item; it was agreed that the process should not be rushed.

6. Traffic Ordinance – review and consider adopting.

Mr. Haverkamp outlined that the changes he has worked to incorporate serve to eliminate the inconsistencies in the Ordinance, particularly those related to local posted speed limits. He explained that these changes were in part based upon language recommended by the Sheriff's Department, and that they serve to ensure that the Town receives income from tickets which are issued.

Bridge weight and height limits were discussed, and the difficulties related to enforcing the weight limit on the Great Eddy Bridge when a large number of personal pickup trucks exceed that limit. Whether to specify an allowance for discretion when determining which overweight vehicles to ticket, and how to determine what damage is caused by the regular use of the Bridge by those vehicles, was discussed in some detail. One solution proposed was strengthening the Bridge supports in order to enable a higher weight limit, another would be to post the Bridge in its current condition at a higher limit in order to allow continued use by typically sized personal pickups.

It was agreed to have Mr. Haverkamp continue revisions to the Ordinance, to be reviewed again before adoption. He will make edits as recommended, look into how other municipalities address preferred weight limits which are higher than what is posted by the state/allow for discretionary ticketing, and potentially include language related to fining drivers who cause damage to Town property in order to recover related administrative costs.

7. Rules of procedure update – review and consider adopting.

Mr. Haverkamp explained that the edits were based upon VLCT recommendations, and that a new section had been added to address the need for calling a Selectboard meeting on short notice. There was some discussion of related logistics.

MOTION: *Ms. Ursprung moved to adopt the Rules of Procedure as amended. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

138 **8. Consent Agenda.**

139
140 **APPROVAL:** *A motion to approve the Consent Agenda passed unanimously.*

- 141 • Approve signing into National Opioids Class Action Lawsuit Settlement
- 142 • Approve Conservation Commission proposal for Lake Champlain Basin Program Grant
- 143 • Authorize execution of a three-year contract with Repro for printing the annual Town
- 144 Report, as proposed
- 145 • Approve Bills Payable & Treasurer's Warrants

146
147 The Minutes of October 6, 2025 were amended and approved.

148
149 **9. Scheduling for future meetings.**

150 It was agreed to plan on scheduling a meeting for every Monday in January. Mr. Haverkamp
151 will reach out to Fayston regarding the annual joint meeting, which was proposed to be held at
152 the Fire Station.

153
154 **10. Town Administrator's Report.**

155 Mr. Haverkamp reported that two RFPs have been published, seeking engineering work related
156 to replacement of two culverts, one on Old Center Fayston Road and one on Center Fayston
157 Road. He indicated that these projects should be covered by FEMA. He also noted that RFPs
158 for work on the Meadow Road bridge are being developed, one for FEMA repair work, and one
159 for a full evaluation of the cost of fixes to extend the life of the bridge, which will include an
160 evaluation of how long the repairs will serve to keep the bridge usable.

161
162 Mr. Haverkamp has reached out to Kingsbury's for a quote for the culvert work related to
163 installation on the fire hydrant at Rolston Road/East Warren Road, but no response had been
164 received yet.

165
166 **11. Selectboard Roundtable.**

167 Mr. Babbott-Klein made note of the useful information contained in the MRVPD meeting
168 packets, which he offered to forward to those interested in learning more.

169 Mr. Babbott-Klein reported that a PTA representative has offered to join the Town Meeting
170 Committee, and that there are still positions available, for which he continues to recruit.

171 Ms. Ursprung indicated that she has put out feelers for the subcommittee.

172 Ms. Ursprung asked where road striping funding is from, noting that she would like to learn
173 more about what is possible in certain locations. It was confirmed that striping on local roads is
174 funded by the Town.

175 Mr. Shupe confirmed that a traffic study was completed before lowering the Common Road
176 speed limit.

177 **12. Executive Session.**

178 **MOTION:** *A motion to find that premature general public knowledge would clearly place the public body*
179 *or a person involved at a substantial disadvantage passed unanimously.*

180

181 **MOTION:** *A motion to enter Executive Session per 1 VSA §313(a)(1)(A) [Contracts] and per 1 VSA*
182 *§313(a)(3) [Personnel], inviting Mr. Haverkamp to join, passed unanimously.*

183

184 The meeting entered Executive Session at 9:25 pm and returned to open session at 9:51 pm.

185

186 **MOTION:** *Mr. Messer moved to approve the hiring agreement with Sandy Gallup as discussed. The*
187 *motion was seconded by Ms. Ursprung and passed unanimously.*

188

189 **V. Other Business**

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

191 **VI. Adjourn**

192 The meeting adjourned at 9:52 pm.

193 Respectfully submitted,

194 Carol Chamberlin, Recording Secretary