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 indicted 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.*

8. Consent Agenda.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. Other Business

1. Correspondence/reports received were reviewed.

VI. Adjourn

The meeting adjourned at 9:52 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary