

**TOWN OF WAITSFIELD
SELECTBOARD AGENDA FOR
Monday, December 15, 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. Consideration of DLL Permit for Outdoor Alcohol Consumption
 - a. Mad Moose Bar and Grill
2. Due Process Resolution
3. Budget planning: Health Insurance Options and Budget Impact for calendar year 2026
 - a. Craig Eilers
4. Mad River Valley Recreation District Update by Executive Director Laura Arneson
5. Village Covered Bridge Inspection Proposal
6. General Wait House leases
7. Fire Department review
8. Budget
 - a. Review Budget Principles
 - b. LOT update
 - c. Review YTD Budget Report - Walk through fy2026 Budget and highlight potential issues
 - d. Review Capital Budget projections for fy2027
9. Consent Agenda (Waitsfield Selectboard)
 - a. Warrant
 - b. Minutes from 11.24.2025

- c. Minutes from 12.8.2025
- d. RCAP - Community Wastewater System Emergency Response and Vulnerability Assessment
- e. Municipal Planning Grant Amendment
 - i. Designating York Haverkamp as the Municipal/Authorizing Official (M/AO)

10. Selectboard Roundtable

11. Town administrators report

III. Executive Session

Purpose:

The Selectboard will enter Executive Session to discuss the following matters:

- Personnel – Employee Benefits
Pursuant to 1 V.S.A. § 313(a)(1)(B): “Labor relations agreements with employees, arbitration, mediation, grievances, or collective bargaining, including the negotiating or securing of labor agreements.”
- Legal – Pending or Probable Litigation
Pursuant to 1 V.S.A. § 313(a)(1)(F): “Pending or probable civil litigation or a prosecution, to which the public body is or may be a party.”

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.

1 Town Administrator Report

2 12.15.2025

3

4 Since our last regularly scheduled Selectboard meeting, I've had the chance to dive into some
5 pretty interesting work. One highlight was meeting with our wastewater engineer from D&K,
6 Jon Ashley, and Scott Dillon, the Survey Archaeologist from the Vermont Division for Historic
7 Preservation (VDHP). We started at Fiddlers Green, worked our way up Dugway Road, over to
8 the Irasville Cemetery and the Slow Road, then behind the United Church of Christ, and
9 wrapped up at the General Wait House.

10 We had met online a few weeks earlier, but there were still some uncertainties around
11 archaeological aspects of the project. After nearly three hours together in the field, we were all
12 on the same page about what needs to happen to keep the project moving forward without
13 delays. It reminded me that while virtual meetings can be productive, sometimes taking the
14 time to walk the ground, talk things through without the pressure of a ticking clock, and build
15 real understanding makes all the difference. By the end, we had reached what I'd call a
16 reasonable and solid path forward.

17 And here's some big news: on Monday morning, December 8th, I received an email notifying us
18 that Waitsfield has been awarded the NBRC Catalyst Grant for \$1 million to connect the
19 wastewater project from Irasville to the Waitsfield Elementary School. This connection lays the
20 groundwork for all priority buildings between Irasville and the school to join the system.

21 This is a huge win...made possible by the overwhelming support from our community in the
22 2024 vote, the dedication of local volunteers and engineers, and the collaboration of so many
23 thoughtful partners at the state level. This progress is proof of what collaboration and
24 commitment can achieve. thank you to everyone who made it possible...and to all the work yet
25 to come.

26 Thank you all, and peace,
27 York

28

29

30 **Health Insurance for 2026**

31 Thanks to Larissa for making the connection, we've been working closely with Craig Eilers from
32 Eilers Financial Services to review health insurance options for next year. In your meeting
33 packet, you'll find a comparison of our current BCBS plan with MVP Gold and the Blue Edge
34 Business CDHP option.

After digging into the details and asking every question I could think of, it's clear that the Blue Edge Business plan—which still uses BCBS—is the best choice for 2026. Here's why:

- **Premium Savings:** Switching to Blue Edge Business would reduce premiums by 26.7% compared to our 2025 plan. For context, simply renewing our current coverage would mean a 5.4% increase over 2025 costs—so the difference is significant.
- **Deductible Coverage Options:** These savings give us flexibility:
 - If the Town covers 100% of the deductible, we'd still save about 11% overall compared to 2025.
 - If the Town funds 70% of the HRA, projected savings increase from 11.1% to approximately 15.8% (assuming full HRA utilization). For comparison, a 50/50 split would boost savings to nearly 19% over the current year's costs.
 - We'll also discuss buyout options during the meeting.
- Quick comparison table -

Scenario Town share	Town HRA share	Town expected cost	Annual savings	Savings %
100% HRA	\$24,000	\$136,313	\$16,947	11.1%
70% HRA	\$16,800	\$129,113	\$24,147	15.8%
50% HRA	\$12,000	\$124,313	\$28,947	18.9%

We're fortunate that Craig will join us at tonight's Selectboard meeting to walk through the details and answer any questions.

BRIC Grant Update – Key Points

- **What is BRIC?**

The Building Resilient Infrastructure and Communities (BRIC) program is a FEMA initiative that funds projects and planning efforts to reduce natural hazard risks and strengthen community resilience before disasters occur.
- **Grant Award:**
 - Total: \$11,150
 - Federal Share: \$8,362.50
 - Local Match: \$2,787.50 (25%)

61 • **Purpose:**

62 Funding supported CVRPC’s work to develop and update Waitsfield’s Local Hazard
63 Mitigation Plan, recently finalized and submitted to the State.

64 • **Plan Highlights:**

- 65 ○ Identifies priority actions to reduce flood risk and improve resilience.
- 66 ○ Focus areas include stormwater management, reinforcing vulnerable road
67 segments, and enhancing emergency preparedness.
- 68 ○ Aligns with FEMA standards, positioning Waitsfield for future mitigation projects
69 and funding opportunities.

70 • **Context:**

71 Builds on lessons from recent flooding events and strengthens long-term community
72 resilience.

73 **Link to the Plan:**

74 [LocalHazardMitigationPlan_Waitsfield_Uploaded_2025_12_05_at_11_51_56AM.pdf](#)

76 **CDBG-DR Grant (Community Development Block Grant – Disaster Recovery)**

77

78 On the same day we received the NBRC award notification, I was informed that our Town’s
79 application for the CDBG-DR grant was not selected. Our proposal aimed to replace an aging
80 culvert under Carroll Road with a box culvert, purchase a parcel to ensure wetland
81 maneuverability, and study the effectiveness of the Town pond. While I believe we submitted a
82 strong application, the competition was intense, and housing emerged as the top funding
83 priority for this grant cycle.

84 I want to extend my sincere thanks to everyone who contributed to developing this proposal.
85 Your efforts reflect the collaborative spirit that strengthens our community, and we will
86 continue to pursue opportunities to advance these important projects.

88 **Village Covered Bridge**

89 Miles Jennes from Vermont Heavy Timber recently worked on the Village Covered Bridge and
90 noted an issue: the loose floorboards causing noise cannot be secured to the beams
91 underneath because the wood has softened. Miles strongly recommends a detailed inspection
92 to determine next steps and build on the findings from the previous VTrans inspection.

The estimated cost for this inspection is \$1,750, and it will give the Selectboard the information needed to make informed decisions about repairs and long-term maintenance.

General Wait House Commission – Lease Updates

The General Wait House Commission is proposing a new lease structure for the 2026 calendar year. As part of this update, rents will include a **2% increase beginning on July 1 2026 to mirror the 2026/27 fiscal year**. Here’s the breakdown:

- **Friends of the Mad River:** \$616 → \$628
- **Mad River Path:** \$457 → \$466
- **Beth Kendrick:** \$400 → \$408
- **Waitsfield Historical Society:** \$310 → \$316
- **Mad River Planning District:** \$300 → \$306

This modest increase is intended to keep pace with rising operating costs, including maintenance, utilities, and general inflation, while still maintaining affordability for renters.

Local Option Tax (LOT) – Waitsfield White Paper

The Mad River Valley Planning District (MRVPD) has prepared a new Waitsfield-specific white paper on the Local Option Tax. If it arrives in time for the Selectboard meeting, we’ll review it more closely. Once finalized, we’ll make sure it’s available to the community for transparency and discussion.

NBRC Catalyst Grant Award for Waitsfield Wastewater Project

I’m really excited to share some great news: Waitsfield has been awarded a \$1,000,000 grant from the Northern Border Regional Commission (NBRC) Catalyst Program. This funding is a huge boost for our wastewater project, which is all about protecting water quality, supporting local businesses, and making sure our infrastructure can handle the future.

This grant didn’t happen in a vacuum...it’s the result of strong teamwork between the town and regional partners. The Catalyst Program is designed to help communities like ours grow and thrive, and this award will go a long way toward solving some long-standing wastewater challenges.

What’s next? We’ve got a few housekeeping steps before the money is officially available: NBRC requires grantee training, SAM.gov account verification, and some application updates.

Once those are done and we get the official “Notice to Proceed,” we’ll be ready to continue our work on the wastewater project.

A big thank-you to NBRC and Governor Phil Scott for supporting this effort. This is a major milestone for Waitsfield, and it sets us up for a stronger, healthier, more resilient future.

Rural Community Assistance Partnership (RCAP) Community Services Agreement

Included in the consent agenda is an agreement with RCAP Solutions for the Selectboard to consider. This agreement provides no-cost technical assistance to help the Town develop an Emergency Response Plan (ERP) and Vulnerability Assessment (VA) for the new community wastewater system - both required by USDA Rural Development as part of our funding conditions. RCAP will review system information, prepare a technical/managerial/financial assessment, and draft the ERP and VA, with work scheduled from December through January and final documents expected by the end of January. This partnership ensures compliance and strengthens the resilience of our wastewater system.

Municipal Planning Grant – Resolution Amendment

Included in the consent agenda is an amended resolution for the Municipal Planning Grant (MPG) supporting the Irasville Village Master Planning project. This update reflects a change in municipal staff and formally designates the Town Administrator (me) as both the Municipal Authorizing Official and Grant Administrator for Waitsfield’s FY24 MPG award. This step ensures continued access to grant files and compliance with program requirements.

VTrans No Parking Signs on Main Street (Library Area)

On December 10, 2025, I met with the VTrans Traffic Committee to review the no parking signs along Main Street in front of the library and across from the Village Grocery (VG). These signs were originally intended to be removed after the intersection work at Bridge Street and Main Street several years ago, but that plan was never implemented.

After revisiting the old plan and consulting with Josh Rogers (Road Foreman) and JB Weir (PZA), I proposed a compromise that the Traffic Committee approved:

- The southern section in front of the library closest to Bridge Street will remain no parking.
- The remaining no parking signs in that area will be removed.

This compromise maintains traffic safety while creating more downtown parking. Winter parking restrictions on town roads and Main Street will remain in effect as usual.

159

160 **Meadow Road Bridge**

161 We received one proposal for engineering services for the Meadow Road Bridge. Before
162 committing significant funds, I felt it was important for the Selectboard to have more
163 information. To that end, I met with D&K and asked them to prepare a proposal for a
164 preliminary cost/benefit analysis and scoping study. This will help determine whether investing
165 in the full engineering (enclosed in packet) is the best option. I expect to have this proposal
166 ready for the Selectboard to review on Monday.

167



TOWN OF WAITSFIELD

TOWN OF WAITSFIELD, VERMONT

RESOLUTION

Affirming the Town's Commitment to Due Process, Equal Protection, and Constitutional Rights

The concept of due process is a cornerstone of American constitutional law. It ensures that no person shall be deprived of life, liberty, or property without fair legal procedures and protections. This principle is enshrined in two key amendments to the United States Constitution: the Fifth Amendment, which applies to the federal government, and the Fourteenth Amendment, which extends these protections to state and local governments. Specifically, the Fifth Amendment states, 'No person shall... be deprived of life, liberty, or property, without due process of law,' and the Fourteenth Amendment affirms, 'nor shall any State deprive any person of life, liberty, or property, without due process of law.' These clauses form the foundation for many civil liberties protections, including the right to a fair trial, access to legal counsel, and protection against arbitrary detention.

WHEREAS, the United States Constitution guarantees due process, equal protection, and other fundamental rights to all persons—regardless of citizenship, immigration status, race, religion, gender identity, or political belief; and

WHEREAS, recent actions by federal and state authorities, including the detention of legal residents and citizens without clear justification or timely access to legal counsel, represent a troubling erosion of these constitutional protections; and

WHEREAS, history has shown that violations of rights against one group often lead to broader abuses that threaten the freedoms of all; and

WHEREAS, silence in the face of such abuses amounts to complicity, and local governments have a responsibility to speak out in defense of justice and the rule of law; and

NOW, THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Waitsfield unequivocally condemns all violations of due process and the misuse of government power against individuals or groups;

BE IT FURTHER RESOLVED, that the Town of Waitsfield affirms its unwavering commitment to protecting the constitutional rights of all people in our community, regardless of citizenship status, national origin, political belief, or any other identity;

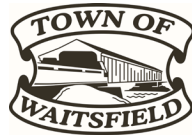
BE IT FURTHER RESOLVED, that the Selectboard opposes any policy or action—local, state, or federal—that targets individuals based on who they are, where they come from, or what they believe, and pledges to uphold Waitsfield as a community rooted in justice, accountability, and equal dignity;

BE IT FURTHER RESOLVED, that the Selectboard, Town Administrator, and other staff shall, within the Town's capacity and resources, review and, where necessary, recommend revisions to town policies and practices to ensure they actively uphold and protect the due process rights of all persons within the Town's jurisdiction.

BE IT FURTHER RESOLVED, that the Town of Waitsfield encourages residents to report any concerns related to due process, civil liberties, or discriminatory treatment. While the Town does not adjudicate such matters, it is committed to listening, documenting concerns, and referring individuals to appropriate resources or authorities when necessary. The Town will maintain a publicly accessible point of contact for such communications.

BE IT FINALLY RESOLVED, that the Waitsfield Selectboard will notify the Washington County Sheriff and the commanders of the Vermont State Police of this resolution in solidarity—and urge them to affirm their shared commitment to constitutional rights, equal justice, and the safety and dignity of every member of our community in the conduct of their duties.

Adopted this ____ day of _____, 2025, by the Waitsfield Selectboard.



TOWN OF WAITSFIELD

Brian Shupe, Selectboard Chair

Larissa Ursprung, Selectboard Vice Chair

David Babbott-Klein, Selectboard

Chach Curtis, Selectboard

Fred Messer, Selectboard



MAD RIVER VALLEY RECREATION DISTRICT

Selectboard Update: November 2025

Overarching Themes:

- The Mad River Valley Recreation District is finalizing a new five-year-strategic plan based on currently identified needs, partner interviews and a public survey. We are soliciting feedback from towns, partners and residents and will offer a draft plan and vision statement in 2026. Two identified priorities are enhancements at Mad River Park and researching support for indoor recreation and/or community space. Both will take research and public engagement to determine feasibility.
- A primary goal of MRVRD is to continue to work with our recreation partners to ensure a balance between recreation and stewardship of the environment for decades to come. We are committed to the principals of Conservation & Recreation Visioning (CRV) and integrating them into our work.

2025 Accomplishments:

- On Town Meeting Day, March 3, 2025, Moretown voted to join MRVRD as a half-member. Votes were simultaneously passed in our founding member towns of Fayston, Waitsfield and Warren to amend our Memorandum of Understanding to allow a town to join as a half-member. As a half-member Moretown will pay half of what the full members pay (\$20,000 for 2026) and have one Board member. MRVRD welcomes Mike DeBonis, appointed by Moretown's Select Board.
- MRVRD closed out and received full reimbursement for our \$408,019 MRV Recreation Hub grant from Vermont Outdoor Recreation Economic Collaborative (VOREC). It was the largest VOREC Grant statewide in the 2022 cycle. All work was completed before or during the summer of 2025 and we transitioned Conservation and Recreation Visioning (CRV) to the MRV Planning District for administrative responsibilities. MRVRD continues as the fiscal sponsor of CRV.
- The VOREC grant had three deliverables, now on our website: Online Mapping Tool and Opportunity Areas Map; Shared Vision, Values & Guiding Principles Statement; and, Recreational Trail Development Process Guide. In addition, "Key Ecological Features", 13 features present in the MRV that should be avoided when developing new trails is also posted. We have done over 12 presentations to local groups on these important deliverables. Our goal is to integrate these into public and private decision making in decades to come.
- MRVRD's website is updated frequently with a dedicated CRV page and announcements from partners. Please encourage organizations to send their information to laura@mrvr.org.
- Mad River Park's irrigation system proved invaluable during the drought this year. In addition to keeping the park in tip-top shape, we switched to a new portolet vendor with an environmental focus.
- Instituted an annual Volunteer Hero award. Charlie Hosford was named the MRVRD Volunteer Hero for 2024 and Doug Bergstein, long time MRVRD Treasurer and Warren Recreation Committee

Chairperson for 20 years was chosen. Our perpetual plaque which is updated annually will soon hang in the Welcome Center at the Rec Hub..

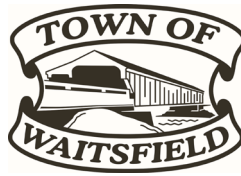
- Continued support of stewardMRV. Our hope is to work with StewardMRV and CRV to thank landowners and launch programs regarding dogs on leash and proper disposal of waste.
- Made MRVRD more front-facing through events (Mad Marathon, Morefest, Triathlon, Farmer's Market, etc.) via Front Porch Forum posts, Valley Reporter articles, website announcements, etc.
- Wrote a frequent column in the VR called "Recreation Life in the Valley". In addition to seasonal articles, the column also identifies volunteer opportunities that support our partner organizations.
- Focused on safety:
 - 1 Sold rechargeable bike lights and bike helmets last spring, these sales will transition to every other year so as not to saturate the market.
 - 2 Sponsored a "Stop the Bleed" Workshop for community members on October 18.
 - 3 Partnered with Waterbury Recreation to offer 27 Valley first and second graders free swim lessons. We thank Waterbury Recreation for allowing our kids to participate. The lack of trained swim instructors prevented MRVRD from establishing its own swim program.
- Awarded \$55,298 in recreation grant funds to 17 groups plus a \$5,000 contribution to support CRV.
- Funding requests for 2026 are \$82,911 from 17 applicants which includes \$4,000 for swim lessons for first and second graders in our four towns.

2026 Initiatives:

- Review state, federal and/or private grant opportunities to determine if MRVRD should apply individually and/or gather partners to apply for a bigger project as we did for VOREC.
- Work with the towns, commissions and planning groups regarding Valley-wide planning for trails and balancing environmental issues. We continue to engage the community in the dual interests of diverse, high quality outdoor recreation experiences and a thriving, intact natural environment.
- Research and analyze existing Youth Sports scholarships and consider funding recommendations.
- Stay informed on middle-school and high school sports programs as there may be changes.
- Continue to improve the MRVRD website through an annual review by checking the accuracy of links, updating photos, and enhancing CRV pages and other important projects.
- Fully integrate Moretown leaders and organizations into MRVRD and continue to ensure that all MRV towns see the value that MRVRD provides.
- Begin to Implement our new Strategic Plan while staying open to changes as they occur. Our priority initiatives are improvements at Mad River Park and research on a community center featuring indoor recreation space.

Our total annual budget was \$123,000 in 2025 (Fayston, Waitsfield and Warren at \$40,000 each and Moretown at \$3,000). We seek level funding for our three founding member towns, \$40,000 each for Fayston, Waitsfield and Warren. With the addition of Moretown as a half member paying \$20,000, our 2026 annual budget will be \$140,000. As a valley, we are closer to the benchmark of Waterbury and Bristol's recreation budgets at over \$300,000 each. Many thanks for funding MRVRD and your support of our work.

MAD RIVER VALLEY RECREATION DISTRICT 2026 BUDGET			MAD RIVER PARK 2026 BUDGET	
INCOME			INCOME	
Warren	\$40,000		Spring Soccer	\$1,000
Fayston	\$40,000		Spring LAX	\$1,000
Waitsfield	\$40,000		Summer Camps	\$1,000
Moretown	\$20,000		Fall Soccer	\$1,000
Total Income	\$140,000		Rentals	\$200
Carry Over from 2025 (est)	\$66,800		MRVRD (includes Moretown)	\$12,000
Total Available for 2026	\$206,800		Total Income	\$16,200
EXPENSES			Carry Over from 2025	\$17,400
Recreation Grants	\$69,781		Total Available for 2026	\$33,600
Programming	\$4,000			
Mad River Park	\$12,000			
Executive Director Salary	\$43,680		EXPENSES	
Soc. Sec/Medicare 7.65%	\$3,342		Port-o-lets	\$4,000
Workers Compensation	\$500		Insurance	\$1,300
Technology Stipend	\$960		Driveway Maintenance	\$1,000
Travel Reimbursement	\$1,200		Mowing	\$5,400
Payroll Service/Gusto (\$70/mo)	\$840		Field Maintenance	\$2,000
Unemployment Insurance 1%	\$437		Electricity	\$500
Professional Development	\$1,000		Stormwater inspection	\$200
Membership VRPA	\$100		Signage/Security	\$300
Membersip VLCT (Associate Level)	\$1,200		Maintenance Equipment	\$1,000
Website/Communications	\$750		Miscellaneous	\$300
Miscellaneous	\$200		Total Expenditures	\$16,000
Total Expenditures	\$139,990			



TOWN OF WAITSFIELD

Memorandum

TO: Members of the Waitsfield Selectboard
FROM: York Haverkamp, Town Administrator
DATE: December 15
RE: FY27 Budget – Goals and Priorities

The following goals and priorities are intended to guide the initial discussion of the FY27 budget. They build upon the foundation established in the FY24 budget and reflect ongoing commitments to fiscal responsibility and service quality. These items are presented for consideration and may be amended, removed, or supplemented as needed.

Proposed Goals and Priorities:

1. **Maintain Tax Rate Stability**
Be mindful of the tax rate impact of the FY27 budget and the FY26–FY30 Capital Improvement Program. To the extent practicable, keep any general municipal tax rate changes consistent with recent fiscal years and aligned with generally accepted inflationary trends.
2. **Advance Financial Sustainability and Resiliency**
Continue supporting long-term financial health by:
 - Reducing the Town’s debt-to-expenditure ratio in accordance with policy.
 - Avoiding unnecessary new debt.
 - Upholding principles outlined in the Unassigned Fund Balance Policy.
3. **Enhance Service Delivery**
Provide municipal services that are efficient, cost-effective, responsive, and reliable. This includes:
 - Investing in personnel - whether employees or contractors - to improve service quality.
 - Ensuring adequate staffing for town office operations and maintenance of roads and other public assets.
4. **Plan for Building Maintenance**
Develop both short- and long-term strategies to address maintenance needs for Town-owned buildings, including:
 - General Wait House
 - Town Garage
 - Town Office

- Fire Station
- Culverts
- Bridges
- Roads

5. Prioritize Work Plan Items

Review and consider to incorporate high-priority items from the Town's work plan into the FY27 budget process.

6. Leverage Grant Opportunities

Identify and pursue available state, federal, and other grant funding sources. Ensure sufficient staff capacity to apply for and manage grant programs effectively.

12/11/25

09:30 am

Town of Waitsfield General Ledger
Current Yr Pd: 6 - Budget Status Report
GENERAL FUND

Page 1 of 10

Steve.Lewis

Account	Budget	Actual	% of Budget	
01-1010.01	CURRENT TAXES	2,311,789.00	5,309,900.34	229.69%
01-1010.02	CURRENT TAXES-SCHOOL	0.00	0.00	0.00%
01-1015.01	DELIQ TAXES PREVIOUS YRS	0.00	133,248.76	100.00%
01-1020.01	TAX OVERPAYMENTS	0.00	5,257.93	100.00%
01-1030.01	PLANNING/ZONING GRANT	0.00	0.00	0.00%
01-1040.01	EMERGENCY MGMT GRANT	0.00	0.00	0.00%
01-1210.01	TOWN CLERKS FEES	35,000.00	13,861.50	39.60%
01-1211.01	FDAdministrative Services	5,750.00	0.00	0.00%
01-1220.01	INTEREST INCOME	25,000.00	9,528.75	38.12%
01-1230.01	DEPT OF LIQUOR CONTROL RE	3,500.00	1,255.00	35.86%
01-1235.01	PERMIT REVENUE	0.00	0.00	0.00%
01-1320.01	ZONING INCOME	11,000.00	5,998.00	54.53%
01-1325.01	SPAULDING FINE	0.00	1,000.00	100.00%
01-1510.01	ACT 60 ANNUAL SUPPORT	11,000.00	0.00	0.00%
01-1610.01	PENALTY BUDGET YEAR	10,000.00	10,498.63	104.99%
01-1700.01	PENALTY FEES/TICKETS ISSU	0.00	0.00	0.00%
01-1750.01	CONSERVATION INCOME	0.00	0.00	0.00%
01-2010.01	STATE AID FOR HIGHWAYS	78,000.00	40,464.53	51.88%
01-2030.01	ROAD DEPT GRANTS	0.00	0.00	0.00%
01-2040.01	ROAD DEPT MISC.	2,000.00	59.00	2.95%
01-2050.01	INSURANCE CLAIMS	0.00	0.00	0.00%
01-2080.01	VTRANS GRANT	0.00	0.00	0.00%
01-3010.01	INSURANCE AUDIT REFUND	0.00	0.00	0.00%
01-4010.01	FIRE DEPT INCOME-FAYSTON	79,120.00	0.00	0.00%
01-4030.01	MISC. FIRE DEPT INCOME	0.00	0.00	0.00%
01-4040.01	INSURANCE CLAIMS-FIRE DPT	0.00	0.00	0.00%
01-5010.01	TRAFFIC CONTROL INCOME	5,000.00	1,972.89	39.46%
01-5040.01	POLICE MISC INCOME	0.00	0.00	0.00%
01-8010.01	DOG IMPOUNDMENT FEES	150.00	0.00	0.00%
01-8020.01	PILOT PROGRAM	7,000.00	2,902.00	41.46%
01-8030.01	CURRENT USE REIMBURSEMENT	135,000.00	136,724.00	101.28%
01-8040.01	DELIQ INTEREST	18,000.00	10,872.95	60.41%
01-8042.01	INSURANCE PROCEEDS	0.00	0.00	0.00%
01-8043.01	STATE REIMB COVID EXP	0.00	0.00	0.00%
01-8045.01	LIBRARY INS REIMB	3,000.00	0.00	0.00%
01-8046.01	Wait House Ins. Reimburse	3,000.00	0.00	0.00%
01-8047.01	WATER OP. REIMBURSEMENT	7,125.00	0.00	0.00%
01-8050.01	MISCELLANEOUS INCOME	0.00	699.46	100.00%
01-8060.01	TAX ANTICIPATION NOTE	0.00	0.00	0.00%
01-8070.01	PASS THRU ACCOUNT	0.00	0.00	0.00%
01-9010.01	REIMB. FROM RESERVES	0.00	0.00	0.00%
01-9020.01	CLOSED RESERVE TRANSFER	0.00	0.00	0.00%
01-9030.01	TRANSFER IN ARPA	0.00	0.00	0.00%
<hr/>				
Total Revenues	2,750,434.00	5,604,243.74	206.67%	
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01-100 TOWN MEETING

01-100-1000.20	ELECTIONS EXPENSE	500.00	0.00	0.00%
01-100-1000.30	TOWN REPORT	1,500.00	0.00	0.00%

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Account	Budget	Actual	% of Budget
01-100-1000.40 BALLOT CLERKS	1,750.00	294.21	16.81%
Total TOWN MEETING	3,750.00	294.21	7.85%
01-105 LEGAL & AUDITING			
01-105-1050.10 LEGAL	16,000.00	4,065.68	25.41%
01-105-1050.15 AUDITING	20,000.00	9,244.00	46.22%
Total LEGAL & AUDITING	36,000.00	13,309.68	36.97%
01-110 TOWN OFFICE OPERATIONS			
01-110-1100.10 INSURANCE & BONDS	23,100.00	5,035.20	21.80%
01-110-1100.15 OFFICE UTILITIES	5,000.00	3,872.20	77.44%
01-110-1100.20 TOWN OFFICE REPAIRS/MAINT	9,000.00	8,764.21	97.38%
01-110-1100.25 POSTAGE	5,000.00	1,850.00	37.00%
01-110-1100.30 SUPPLIES	8,000.00	3,100.92	38.76%
01-110-1100.35 COMPUTER SERVICES	7,500.00	3,987.54	53.17%
01-110-1100.40 TRAINING	750.00	255.00	34.00%
01-110-1100.45 CLEANING	10,000.00	4,300.00	43.00%
01-110-1100.50 EQUIP MAINT & CONTRACTS	16,000.00	8,314.40	51.97%
01-110-1100.55 TELEPHONE	6,000.00	2,256.40	37.61%
01-110-1100.60 OFFICE EQUIPMENT	4,000.00	201.82	5.05%
01-110-1100.65 PUBLIC NOTICE EXPENSE	5,000.00	947.56	18.95%
01-110-1100.70 SPECIAL SERVICES	5,000.00	0.00	0.00%
Total TOWN OFFICE OPERATIONS	104,350.00	42,885.25	41.10%
01-120 TOWN CLERK & TREASURER			
01-120-1200.10 CLERK/TREAS & ASSIST SALS	114,758.00	48,892.69	42.61%
01-120-1200.15 Admin & Board Assistant	0.00	0.00	0.00%
01-120-1200.40 BORROWING INTEREST	250.00	0.00	0.00%
Total TOWN CLERK & TREASURER	115,008.00	48,892.69	42.51%
01-130 SELECTBOARD			
01-130-1300.10 SELECTBOARD REIMB.	5,250.00	0.00	0.00%
01-130-1300.15 TOWN WEBSITE	2,000.00	0.00	0.00%
01-130-1300.20 TOWN ADMINISTRATOR	90,000.00	40,076.94	44.53%
01-130-1300.30 TRAINING	500.00	0.00	0.00%
01-130-1300.35 MILEAGE REIMB.	0.00	10,000.00	100.00%
01-130-1300.40 SB RECORDING SECRETARY	2,250.00	925.00	41.11%
01-130-1300.50 COMMUNICATIONS	0.00	0.00	0.00%
01-130-1300.60 WASTEWATER PROJECT SUPPOR	0.00	0.00	0.00%
Total SELECTBOARD	100,000.00	51,001.94	51.00%
01-140 PLANNING & ZONING			
01-140-1400.10 MINUTE TAKER	1,750.00	818.75	46.79%
01-140-1400.20 SPECIAL PLANNING PROJECTS	0.00	0.00	0.00%
01-140-1400.30 TOWN PLAN/IRASVILLE PLAN	0.00	3,820.75	100.00%

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01-140-1400.40 ZONING ADMIN/PLAN DIR SAL	72,536.00	30,688.90	42.31%
01-140-1400.50 TRAINING	500.00	0.00	0.00%
01-140-1400.60 COMPUTER EQUIPMENT/SRVC	1,500.00	0.00	0.00%
01-140-1400.70 MILEAGE REIMBURSEMENT	250.00	0.00	0.00%
Total PLANNING & ZONING	76,536.00	35,328.40	46.16%
01-150 BOARD OF LISTERS			
01-150-1500.10 ASSESSOR SERVICES	26,500.00	9,393.90	35.45%
01-150-1500.20 COMPUTER EQUIPMENT/SERVS	4,000.00	164.48	4.11%
01-150-1500.30 PROPERTY MAP MAINT.	2,000.00	3,400.00	170.00%
01-150-1500.50 TRAINING & MEETINGS	200.00	0.00	0.00%
01-150-1500.60 LISTERS OTHER PROF SRVS	500.00	0.00	0.00%
Total BOARD OF LISTERS	33,200.00	12,958.38	39.03%
01-160 COLLECTOR OF DELIQU. TAXES			
01-160-1600.10 COLLECTOR FEES	10,000.00	6,286.82	62.87%
Total COLLECTOR OF DELIQU. TAXES	10,000.00	6,286.82	62.87%
01-170 CONSERVATION COMM			
01-170-1700.10 CONS OPERATING EXP	5,000.00	262.50	5.25%
Total CONSERVATION COMM	5,000.00	262.50	5.25%
01-200 ROAD DEPARTMENT			
01-200-2000 ROAD DEPARTMENT LABOR			
01-200-2000.10 LABOR	283,046.00	114,347.52	40.40%
01-200-2000.15 OVERTIME	35,381.00	1,568.07	4.43%
Total ROAD DEPARTMENT LABOR	318,427.00	115,915.59	36.40%
01-200-2100 EQUIP. OPERATIONS/REPAIRS			
01-200-2100.10 ROAD DEPT INSURANCE	11,200.00	1,663.02	14.85%
01-200-2100.15 FUEL	3,500.00	963.51	27.53%
01-200-2100.16 OIL, GREASE, & FILTERS	6,000.00	4,277.94	71.30%
01-200-2100.20 DIESEL	35,000.00	9,857.54	28.16%
01-200-2100.25 2020 INT'L DUMP TRUCK	1,500.00	1,937.76	129.18%
01-200-2100.27 2021 TANDEM DUMP TRUCK	1,500.00	2,165.65	144.38%
01-200-2100.30 2021 GMC 3500	2,000.00	2,422.68	121.13%
01-200-2100.38 2009 J. DEERE LOADER	3,500.00	0.00	0.00%
01-200-2100.40 FORD CHLORIDE TRUCK	1,500.00	0.00	0.00%
01-200-2100.44 2021 JOHN DEERE GRADER	1,500.00	0.00	0.00%
01-200-2100.46 2021 CAT BACKHOE	4,500.00	3,748.90	83.31%
01-200-2100.48 2018 HV TRUCK	2,500.00	995.52	39.82%
01-200-2100.49 ROADSIDE MOWER	3,000.00	14,575.66	485.86%
01-200-2100.51 STEEL POLE SAW/CHAINSAW	1,200.00	0.00	0.00%
01-200-2100.52 GARAGE REPAIRS	2,500.00	375.00	15.00%
01-200-2100.53 GARAGE TRASH REMOVAL	3,000.00	922.12	30.74%

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01-200-2100.54 GARAGE UNIFORMS	3,500.00	2,794.70	79.85%
01-200-2100.55 GARAGE HEAT	4,000.00	864.08	21.60%
01-200-2100.56 GARAGE TELEPHONE	2,600.00	1,185.69	45.60%
01-200-2100.57 GARAGE ELECTRICITY	1,900.00	1,721.31	90.60%
01-200-2100.58 GARAGE SUPPLIES/HARDWARE	4,500.00	3,921.90	87.15%
01-200-2100.59 GARAGE UNIFORM MATERIALS	2,500.00	943.66	37.75%
01-200-2100.60 CHIPPER/RAKE	2,500.00	363.35	14.53%
01-200-2100.61 VENTRAC REPAIRS	1,000.00	0.00	0.00%
01-200-2100.62 GARAGE ALARM SYSTEM	1,000.00	0.00	0.00%
01-200-2100.63 WATER SERVICE	630.00	285.00	45.24%
01-200-2100.65 PLOW BLADES & SHOES	10,500.00	438.48	4.18%
01-200-2100.66 TIRE CHAINS	4,000.00	3,674.92	91.87%
Total EQUIP. OPERATIONS/REPAIRS	122,530.00	60,098.39	49.05%
01-200-2200 ROAD/HIRED EQUIP. & LABOR			
01-200-2200.20 SIDEWALK MOWING	0.00	0.00	0.00%
01-200-2200.30 SIDEWALK PLOWING	0.00	0.00	0.00%
01-200-2200.45 PERSONNEL MILEAGE	0.00	0.00	0.00%
01-200-2200.50 OTHER EQUIPMENT RENTAL	0.00	0.00	0.00%
01-200-2200.55 CONTRACTED PLOWING	0.00	0.00	0.00%
01-200-2200.60 GRADING	300.00	0.00	0.00%
01-200-2200.70 RD DEPT CONTRACTED SVCS	12,000.00	8,330.00	69.42%
Total ROAD/HIRED EQUIP. & LABOR	12,300.00	8,330.00	67.72%
01-200-2300 ROAD DEPARTMENT MATERIALS			
01-200-2300.10 SALT	50,000.00	3,178.67	6.36%
01-200-2300.15 SAND	75,000.00	86,177.74	114.90%
01-200-2300.20 CHLORIDE	16,000.00	10,920.00	68.25%
01-200-2300.30 CRUSHED GRAVEL	0.00	0.00	0.00%
01-200-2300.35 STONE	15,000.00	4,858.00	32.39%
01-200-2300.40 CULVERTS	15,000.00	15,243.96	101.63%
01-200-2300.41 GUARDRAILS	1,000.00	0.00	0.00%
01-200-2300.45 TOOLS	5,000.00	323.52	6.47%
01-200-2300.50 SIGNS	1,500.00	395.34	26.36%
01-200-2300.55 FABRIC	1,000.00	0.00	0.00%
01-200-2300.60 COLD PATCH, HAY & SEED	8,000.00	2,404.82	30.06%
01-200-2300.65 WASTE BLOCKS	1,500.00	600.00	40.00%
Total ROAD DEPARTMENT MATERIALS	189,000.00	124,102.05	65.66%
01-200-2400 ROAD DEPT. MISCELLANEOUS			
01-200-2400.10 FAYSTON WINTER AGREEMENT	12,500.00	0.00	0.00%
01-200-2400.20 SIDEWALK MAINT/REPAIRS	0.00	0.00	0.00%
01-200-2400.30 TREE CUTTING	0.00	0.00	0.00%
01-200-2400.50 BRIDGE REPAIRS	1,000.00	116.64	11.66%
01-200-2400.55 GRAVEL PIT MGT	1,000.00	160.00	16.00%
01-200-2400.61 PAVEMENT SEALING	0.00	0.00	0.00%
01-200-2400.65 CULVERT & ROAD INVENTORY	0.00	0.00	0.00%

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01-200-2400.66 LINE PAINTING EXP	4,000.00	475.00	11.88%
01-200-2400.67 NORTH ROAD CULVERT	0.00	0.00	0.00%
01-200-2400.68 JULY 2024 FLOOD	0.00	0.00	0.00%
01-200-2400.70 STREET LIGHTS	5,700.00	2,622.74	46.01%
01-200-2400.75 BRIDGE LIGHTS	800.00	124.42	15.55%
01-200-2400.80 RADIOS & PAGERS	2,000.00	0.00	0.00%
01-200-2400.90 ROAD DEPT TRAINING	500.00	0.00	0.00%
01-200-2400.91 MRGP/STATE ROADS PERMIT	1,850.00	0.00	0.00%
Total ROAD DEPT. MISCELLANEOUS	29,350.00	3,498.80	11.92%
Total ROAD DEPARTMENT	671,607.00	311,944.83	46.45%
01-300 EMPLOYEE BENEFITS			
01-300-3000.05 CHILD CARE CONTRIBUTION	2,426.00	966.90	39.86%
01-300-3000.10 FICA/MEDI	44,893.00	18,046.92	40.20%
01-300-3000.15 MEDICARE	0.00	0.00	0.00%
01-300-3000.20 RETIREMENT	39,612.00	15,999.09	40.39%
01-300-3000.30 UNEMPLOYMENT	700.00	0.00	0.00%
01-300-3000.40 WORKERS COMPENSATION	22,000.00	7,066.01	32.12%
01-300-3000.50 HEALTH INSURANCE	192,010.00	66,341.31	34.55%
01-300-3000.55 DENTAL INSURANCE	3,000.00	1,373.29	45.78%
01-300-3000.70 LIFE AND DISABILITY INS	4,000.00	1,136.95	28.42%
01-300-3000.80 VISION PLAN	1,500.00	39.80	2.65%
Total EMPLOYEE BENEFITS	310,141.00	110,970.27	35.78%
01-400 FIRE DEPARTMENT			
01-400-4000.10 F.D. GAS, OIL, GREASE	4,000.00	2,274.10	56.85%
01-400-4000.15 F.D. INSURANCE	12,800.00	2,976.50	23.25%
01-400-4000.16 F.D. ADMIN TIME	5,750.00	0.00	0.00%
01-400-4000.17 Capital West Reserve Cont	9,535.00	9,774.52	102.51%
01-400-4000.20 F.D. TELEPH & DISPATCH	32,000.00	16,569.20	51.78%
01-400-4000.25 F.D. ELECTRICITY	2,600.00	1,971.95	75.84%
01-400-4000.30 F.D. HEAT	6,000.00	436.90	7.28%
01-400-4000.31 F.D. WATER	600.00	285.00	47.50%
01-400-4000.35 F.D. BLDG REPAIR/SUPPLIES	12,000.00	10,425.00	86.88%
01-400-4000.36 F.D. ALARM	400.00	0.00	0.00%
01-400-4000.40 F.D. TRUCK REPAIRS	25,000.00	9,846.83	39.39%
01-400-4000.45 F.D. EQUIPMENT REPAIRS	6,000.00	49.97	0.83%
01-400-4000.50 F.D. RADIO AND REPAIRS	8,000.00	6,611.00	82.64%
01-400-4000.55 F.D. BOTTLED GAS	400.00	0.00	0.00%
01-400-4000.60 F.D. TRAINING	8,000.00	887.72	11.10%
01-400-4000.65 F.D. HOSE & EQUIPMENT	10,000.00	4,037.36	40.37%
01-400-4000.68 F.D. GEAR	12,000.00	2,545.38	21.21%
01-400-4000.70 F.D. FIRE PREVENTION	1,000.00	1,178.29	117.83%
01-400-4000.75 F.D. MISCELLANEOUS	750.00	0.00	0.00%
01-400-4000.80 F.D. DUES	500.00	0.00	0.00%
01-400-4000.85 F.D. PHYSICAL EXAMS	1,500.00	0.00	0.00%
01-400-4000.90 F.D. LABOR	49,950.00	0.00	0.00%

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01-400-4000.95 F.D. FICA/MEDI	3,825.00	0.00	0.00%
01-400-4000.97 F.D. LADDER/HOSE TESTING	3,500.00	0.00	0.00%
Total FIRE DEPARTMENT	216,110.00	69,869.72	32.33%
01-500 PUBLIC SAFETY			
01-500-5000.10 SHERIFF DEPT. BILLING	38,012.00	10,731.21	28.23%
01-500-5000.20 DOG WARDEN SALARY & FEES	1,000.00	0.00	0.00%
01-500-5000.30 DOG POUND FEES	150.00	0.00	0.00%
01-500-5000.35 EMERGENCY MANAGEMENT	1,200.00	756.62	63.05%
01-500-5000.39 FIRE WARDEN	250.00	0.00	0.00%
01-500-5000.40 CONSTABLE	7,500.00	0.00	0.00%
01-500-5000.42 FIRE HYDRANT MAINTENANCE	0.00	0.00	0.00%
01-500-5000.43 FIRE PROTECTION CONTRIBUB	25,080.00	12,540.00	50.00%
01-500-5000.45 GENERATOR EXPENSE	1,000.00	0.00	0.00%
01-500-5000.50 INSURANCE	2,772.00	0.00	0.00%
01-500-5000.60 MISCELLANEOUS	250.00	0.00	0.00%
01-500-5000.70 TRAINING	500.00	0.00	0.00%
01-500-5000.75 EMERGENCY MGMT GRANT EXP	0.00	0.00	0.00%
01-500-5000.80 TOWN HEALTH OFFICER	775.00	0.00	0.00%
Total PUBLIC SAFETY	78,489.00	24,027.83	30.61%
01-600 DUES & ASSESSMENTS			
01-600-6000.10 CV REGIONAL PLANNING COMM	2,545.00	2,544.72	99.99%
01-600-6000.15 JOSLIN MEM. LIBRARY SUPPO	71,859.00	35,929.50	50.00%
01-600-6000.20 MR RESOURCE MGT ALLIANCE	12,908.00	6,454.00	50.00%
01-600-6000.25 MRV AMBULANCE	13,000.00	13,000.00	100.00%
01-600-6000.30 MRV PLANNING DISTRICT	68,344.00	17,083.50	25.00%
01-600-6000.33 MRV RECREATION DISTRICT	40,000.00	40,000.00	100.00%
01-600-6000.40 VT LEAGUE/CITIES & TOWNS	3,718.00	111.00	2.99%
01-600-6000.50 WASHINGTON COUNTY TAX	34,500.00	34,317.00	99.47%
01-600-6000.80 GREEN MTN TRANSIT	2,131.00	2,131.00	100.00%
Total DUES & ASSESSMENTS	249,005.00	151,570.72	60.87%
01-700 SPECIAL APPROPRIATIONS			
01-700-7000.05 CIRCLE	350.00	350.00	100.00%
01-700-7000.06 CV ADULT BASIC EDUCATION	600.00	600.00	100.00%
01-700-7000.10 CAPSTONE	150.00	150.00	100.00%
01-700-7000.12 DOWNSTREET HOUSING & CD	3,500.00	3,500.00	100.00%
01-700-7000.15 CV COUNCIL ON AGING	1,050.00	1,050.00	100.00%
01-700-7000.18 CV DART	0.00	0.00	0.00%
01-700-7000.20 CV ECONOMIC DEV. CORP.	450.00	450.00	100.00%
01-700-7000.25 CV HOME HEALTH & HOSPIC	4,500.00	4,500.00	100.00%
01-700-7000.26 FAMILY CTR OF WASH. CO.	500.00	500.00	100.00%
01-700-7000.27 GOOD BEGINNINGS OF CV	300.00	300.00	100.00%
01-700-7000.35 GREEN UP VERMONT	100.00	100.00	100.00%
01-700-7000.40 MRV HEALTH CENTER	0.00	0.00	0.00%
01-700-7000.50 MAD RIVER VALLEY SENIORS	10,000.00	10,000.00	100.00%

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01-700-7000.65 PEOPLES HEALTH & WELLNESS	500.00	500.00	100.00%
01-700-7000.70 RETIRED SENIOR VOL. PROG.	0.00	0.00	0.00%
01-700-7000.72 RURAL FIRE PROTECTION	100.00	100.00	100.00%
01-700-7000.73 MOSAIC	250.00	250.00	100.00%
01-700-7000.80 CTR INDEPENDENT LIVING	620.00	620.00	100.00%
01-700-7000.81 The Children's Room	500.00	500.00	100.00%
01-700-7000.85 VT ASSOC FOR BLIND	250.00	250.00	100.00%
01-700-7000.86 VT FAMILY NETWORK	250.00	250.00	100.00%
01-700-7000.87 WINOOSKI NR CONSERV DIST	0.00	0.00	0.00%
01-700-7000.90 WASH COUNTY YOUTH SERVICE	750.00	750.00	100.00%
01-700-7000.91 HOME SHARE NOW	0.00	0.00	0.00%
01-700-7000.92 EVERYBODY WINS	500.00	500.00	100.00%
01-700-7000.93 WASH CTY MENTAL HEALTH	1,600.00	1,600.00	100.00%
01-700-7000.94 COMMUNITY HARVEST	400.00	400.00	100.00%
01-700-7000.95 REKOVERIE ALLIANCE	0.00	0.00	0.00%
01-700-7000.96 PREVENT CHILD ABUSE VT	0.00	0.00	0.00%
01-700-7000.97 GOOD SAMARITAN	1,000.00	1,000.00	100.00%
01-700-7000.98 WAITSFIELD HISTORICAL SOC	1,000.00	1,000.00	100.00%
01-700-7000.99 MRV ARTS	1,000.00	1,000.00	100.00%
Total SPECIAL APPROPRIATIONS	30,220.00	30,220.00	100.00%
01-800 MISCELLANEOUS			
01-800-8000.10 XFR TO CAPITAL FUND 2	0.00	0.00	0.00%
01-800-8000.12 TRANSFER OUT	0.00	0.00	0.00%
01-800-8000.15 TOWN POND MAINT	2,000.00	0.00	0.00%
01-800-8000.40 MAINTENANCE OF PARKS	6,000.00	0.00	0.00%
01-800-8000.41 TRAIL MAINTENANCE	3,000.00	2,500.00	83.33%
01-800-8000.43 SOLAR ARRAY MAINTENANCE	1,500.00	1,476.80	98.45%
01-800-8000.44 STEWARD MRV	8,000.00	8,000.00	100.00%
01-800-8000.45 GENERATOR EXPENSE	0.00	0.00	0.00%
01-800-8000.51 MEMBERSHIPS & DUES	100.00	-39.00	-39.00%
01-800-8000.60 LIBRARY DAMAGE REIMB	0.00	0.00	0.00%
01-800-8000.70 CEMETERY VETERAN'S FLAGS	0.00	0.00	0.00%
01-800-8000.72 MRVTV HEARING COVERAGE	4,000.00	4,000.00	100.00%
01-800-8000.73 ENERGY EFFICIENCY IMPROVE	0.00	0.00	0.00%
01-800-8000.74 TAX ADJS-PREVOUS YR	0.00	0.00	0.00%
01-800-8000.75 AFFORDABLE HOUSING INITIA	0.00	0.00	0.00%
01-800-8000.76 CEMETARY COMMISSION ALLOC	15,000.00	15,000.00	100.00%
01-800-8000.77 WAIT HOUSE OPERATIONS	4,000.00	0.00	0.00%
01-800-8000.80 OTHER	0.00	0.00	0.00%
Total MISCELLANEOUS	43,600.00	30,937.80	70.96%
01-900 CONTRIBUTION TO RESERVES			
01-900-9000.10 EQUIP RESERVE FUND - TRUC	125,000.00	0.00	0.00%
01-900-9000.11 HEAVY EQUIP RESERVE FUND	25,000.00	25,000.00	100.00%
01-900-9000.15 FIRE DEPT EQUIP RESERVE	90,000.00	0.00	0.00%
01-900-9000.16 F.D. BUILDING/EQUIP RESER	25,460.00	0.00	0.00%
01-900-9000.20 RESTRM/CONSERV/REC RESERV	20,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-900-9000.22 LAREAU PARK RESERVE	0.00	0.00	0.00%
01-900-9000.25 JOSLIN LIBRARY REPAIR RES	0.00	0.00	0.00%
01-900-9000.35 SIDEWALK/TRANS PATH RESER	0.00	0.00	0.00%
01-900-9000.40 GRAVEL RESERVE PIT FUND	15,000.00	0.00	0.00%
01-900-9000.41 BRIDGE & CULVERT REPAIR R	100,000.00	0.00	0.00%
01-900-9000.42 PAVING RESERVE	75,000.00	100,000.00	133.33%
01-900-9000.45 REAPPRAISAL RESERVE	10,000.00	0.00	0.00%
01-900-9000.48 TOWN GARAGE RESERVE	0.00	100,000.00	100.00%
01-900-9000.50 COVERED BRIDGE REPAIR RES	12,500.00	0.00	0.00%
01-900-9000.51 ENERGY RESERVE FUND	0.00	0.00	0.00%
01-900-9000.60 STREET TREE RESERVE	5,000.00	0.00	0.00%
01-900-9000.61 INVASIVE SPECIES RESERVE	10,000.00	10,000.00	100.00%
01-900-9000.70 Planning Projects Reserve	0.00	0.00	0.00%
01-900-9000.75 TOWN OFFICE RESERVE	0.00	0.00	0.00%
01-900-9000.76 AG SUPPORT RESERVE	0.00	0.00	0.00%
01-900-9000.77 WAIT HOUSE CAPITAL RESV	7,500.00	100,000.00	1,333.33%
Total CONTRIBUTION TO RESERVES	520,460.00	335,000.00	64.37%
01-950 TOWN SCHOOL DISTRICT			
01-950-9500.10 HARWOOD SCHOOL DISTRICT	0.00	1,455,422.10	100.00%
01-950-9500.20 VT EDUCATION FUND	0.00	867,170.00	100.00%
Total TOWN SCHOOL DISTRICT	0.00	2,322,592.10	100.00%
Total Expenditures	2,603,476.00	3,598,353.14	138.21%
Total GENERAL FUND	146,958.00	2,085,890.60	
02-1000 CAPITAL/ONE-TIME REVENUES			
Total CAPITAL/ONE-TIME REVENUES	0.00	0.00	0.00%
02-1010.01 WW PH.1&2 LOAN REPAY	25,282.00	14,352.96	56.77%
02-1020.01 ENERGY EFFICIENCY GRANT	0.00	0.00	0.00%
02-1030.01 OTHER GRANT PROCEEDS	0.00	0.00	0.00%
02-1040.01 EMERGENCY MGMT GRANT REV	0.00	0.00	0.00%
02-1070.01 TRANS GRANT PROCEEDS	0.00	0.00	0.00%
02-1075.10 VNRC Waste Water Grant	0.00	0.00	0.00%
02-1084.01 WAITSFIELD ELEM SOLAR	10,000.00	2,950.34	29.50%
02-1085.01 SOLAR ARRAY CREDITS PROCE	7,000.00	6,250.00	89.29%
02-1087.01 WAITSFIELD ELEM PLOWING	1,500.00	0.00	0.00%
02-1088.01 WAITSFIELD ELEM HYDRANT C	2,900.00	0.00	0.00%
02-1090.01 MISC REVENUE FUND ACCT	0.00	0.00	0.00%
02-1096.01 FAYSTON SCBA SHARE	0.00	0.00	0.00%
02-1098.01 FAYSTON SHARE FIRE TRK	0.00	0.00	0.00%
02-2000.01 PAVING NOTE PROCEEDS	0.00	0.00	0.00%
02-2001.01 PEOPLES LOAN PROCEEDS	0.00	0.00	0.00%
02-9010.01 REIMB. FROM RESERVES	0.00	0.00	0.00%
02-9020.01 XFR FROM GENERAL FUND	0.00	0.00	0.00%

12/11/25

09:30 am

Town of Waitsfield General Ledger
Current Yr Pd: 6 - Budget Status Report
CAPITAL/ONE-TIME EXP'S

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Steve.Lewis

Account	Budget	Actual	% of Budget
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Total Revenues	46,682.00	23,553.30	50.45%
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02-100 CAPITAL/ONE-TIME EXPENSES

02-100-1000.10 TOWN OFFICE/SOLAR ARRAY B	42,944.00	36,077.50	84.01%
02-100-1009.10 TOWN OFFICE BOND (\$245K)	16,250.00	14,324.03	88.15%
02-100-1021.10 ROADSIDE MOWER	0.00	0.00	0.00%
02-100-1025.10 OTHER GRANT EXP	0.00	0.00	0.00%
02-100-1026.10 TRANSP GRANT EXP	0.00	0.00	0.00%
02-100-1027.10 EMERGENCY MGMT GRANT EXP	0.00	0.00	0.00%
02-100-1030.10 PAVING PROJECT/PLAN EXP	8,001.00	0.00	0.00%
02-100-1032.10 MRGP PROJECTS/MATCH	0.00	0.00	0.00%
02-100-1035.10 MRGP PERMIT COMPLIANCE	0.00	0.00	0.00%
02-100-1043.10 13 BACK ROADS GRANT	0.00	0.00	0.00%
02-100-1051.10 PINE BRK BRIDGE RE-DEC	0.00	0.00	0.00%
02-100-1060.10 TOWN GARAGE IMPROVEMENTS	0.00	0.00	0.00%
02-100-1075.10 VNRC Waste Water Grant Ex	0.00	0.00	0.00%
02-100-1082.10 2011 STORM DAMAGE LOAN	0.00	0.00	0.00%
02-100-1087.10 WW LOAN RF1-058	36,484.00	25,281.63	69.30%
02-100-1088.10 WW LOAN RF1-164/208	25,282.00	0.00	0.00%
02-100-1089.10 14 SOLAR ARRAY EXP	0.00	0.00	0.00%
02-100-1091.10 VILLAGE WEST SIDEWALK PHA	0.00	0.00	0.00%
02-100-1092.10 2014 PAVING LOAN PMT	0.00	0.00	0.00%
02-100-1093.10 TREMBLAY RD CULVERT LOAN	0.00	0.00	0.00%
02-100-1094.10 FISCAL YR. TRANSITION LOA	0.00	0.00	0.00%
02-100-1095.10 SIDEWALK LOAN	0.00	0.00	0.00%
02-100-1096.10 FD SCBA Equip. Fayston Sh	0.00	0.00	0.00%
02-100-1097.10 BRIDGE STREET BOND	30,480.00	26,667.00	87.49%
02-100-1098.10 CROSSWALK GRANT EXPENSE	0.00	7,154.10	100.00%
02-100-1099.10 2015 Paving Loan	0.00	0.00	0.00%
02-100-1100.10 FD SCBA loan Pmt (\$45K/5y	0.00	0.00	0.00%
02-100-1102.10 2016 PAVING NOTE	0.00	0.00	0.00%
02-100-1103.10 WATER MAIN BREAK LOAN	0.00	0.00	0.00%
02-100-1104.10 GRADER LEASE	34,199.00	34,198.94	100.00%
02-100-1105.10 HYDRAULIC PRESS	0.00	0.00	0.00%
02-100-1106.10 TOWN OFFICE PRINTER	0.00	0.00	0.00%

Total CAPITAL/ONE-TIME EXPENSES

	193,640.00	143,703.20	74.21%
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02-101-1102.10 WATER MAIN BREAK ALLOCATI	0.00	0.00	0.00%
02-101-1103.10 LAREAU PARK IMPROVEMENTS	0.00	0.00	0.00%
02-101-1104.10 LO-PRO TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1105.10 FIRE TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1106.10 DUMP TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1108.10 CULVERT PLATE COMPATOR	0.00	0.00	0.00%
02-101-1109.10 CULVERT BLOWER	0.00	0.00	0.00%
02-101-1110.10 TANDEM PURCHASE	0.00	0.00	0.00%
02-101-1111.10 2024 DODGE RAM 3500 TRUCK	0.00	0.00	0.00%

02-100-02 Elem School Solar Snow Cl

12/11/25

09:30 am

Town of Waitsfield General Ledger
 Current Yr Pd: 6 - Budget Status Report
 CAPITAL/ONE-TIME EXP'S

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Steve.Lewis

Account	Budget	Actual	% of Budget
-----	-----	-----	-----
Total Elem School Solar Snow Cl	0.00	0.00	0.00%
-----	-----	-----	-----
Total Expenditures	193,640.00	143,703.20	74.21%
-----	-----	-----	-----
Total CAPITAL/ONE-TIME EXP'S	-146,958.00	-120,149.90	
=====	=====	=====	=====
Total All Funds	0.00	1,965,740.70	
=====	=====	=====	=====

Town of Waitsfield

		2025 Plan		2026 Plan		2026 Plan	
		BCBSVT Standard Platinum		BCBSVT Standard Platinum		MVP Platinum Standard Plan	
Deductible/OOP Max		Individual	Family	Individual	Family	Individual	Family
Medical Deductible		\$450	\$900	\$500	\$1,000	\$500	\$1,000
RX Deductible*		\$0	\$0	\$0	\$0	\$0	\$0
TOTAL DEDUCTIBLE		\$450	\$900	\$500	\$1,000	\$500	\$1,000
Out-of-Pocket Maximum							
Medical		\$1,600	\$3,200	\$1,600	\$3,200	\$1,600	\$3,200
RX		\$1,600	\$3,200	\$1,600	\$3,200	\$1,600	\$3,200
TOTAL OOP		\$3,200	\$6,400	\$3,200	\$6,400	\$3,200	\$6,400
NET OOP FOR EMPLOYEES		\$3,200	\$6,400	\$3,200	\$6,400	\$3,200	\$6,400
Family Deductible/OOP		Stacked		Stacked		Stacked	
Medical Deductible Waived For:		Prev, OV, UC		Preventive, PCP, Specialist, Urgent Care		Preventive, PCP, Specialist, Urgent Care	
Drug Deductible Waived For:		N/A		N/A		N/A	
Service Category		Cost Sharing		Cost Sharing		Cost Sharing	
Inpatient/Outpatient		Deductible then 10%		Deductible then 10% / 10%		Deductible then 10% / 10%	
ER		Deductible then \$100		Deductible then \$100		Deductible then \$100	
Radiology (MRI, CT, PET)		Deductible then 10%		Deductible then 10%		Deductible then 10%	
Preventative		\$0		\$0		\$0	
PCP/MH/SA Office Visit		3 \$0 Office Visits/Member; \$15 Copay per visit		3 \$0 Office Visits/Member; then \$15		3 \$0 Office Visits/Member; then \$15	
Specialist Office Visit		\$40 No Deductible applies		\$30 No deductible applies		\$30 No deductible applies	
Prescription Drugs							
Generic		\$10 No Deductible applies		\$10 No deductible applies		\$10 No deductible applies	
Preferred Brand		\$50 No Deductible applies		\$50 No deductible applies		\$50 No deductible applies	
Non-Preferred Brand		50% No Deductible applies		50% No deductible applies		50% No deductible applies	
Rates		2025 Rates		2026 Rates		2026 Rates	
Single	2 x	\$1,337	= \$2,675	\$1,409	= \$2,819	\$1,216	= \$2,432
2-Person	0 x	\$2,675	= \$0	\$2,819	= \$0	\$2,432	= \$0
Parent and Child(ren)	1 x	\$2,581	= \$2,581	\$2,720	= \$2,720	\$2,347	= \$2,347
Family	2 x	\$3,758	= \$7,516	\$3,961	= \$7,921	\$3,417	= \$6,835
Total Monthly Premium		\$12,772		\$13,460		\$11,615	
Total Annual Premium		\$153,260		\$161,521		\$139,375	
Broker Fee		\$0		\$0		\$25	
Total Annual Premium + Broker fee		\$153,260		\$161,521		\$140,875	
Total Annual Premium Change				5.4%		-8.1%	
HRA Funding Option		Per Employee	Total	Per Employee	Total	Per Employee	Total
Single	2 x	=	\$0	=	\$0	=	\$0
2-Person	0 x	=	\$0	=	\$0	=	\$0
Parent and Child(ren)	1 x	=	\$0	=	\$0	=	\$0
Family	2 x	=	\$0	=	\$0	=	\$0
Total Maximum Plan Exposure		\$0		\$0		\$0	
Total Expected Plan Exposure		0%		0%		0%	
Total Expected Plan Cost		\$153,260		\$161,521		\$140,875	
Variance				5.4%		-8.1%	

Town of Waitsfield

		2025 Plan		2026 Plan		2026 Plan	
		BCBSVT Standard Platinum		BCBSVT Standard Platinum		Blue Edge Business CDHP 1	
Deductible/OOP Max		Individual	Family	Individual	Family	Individual	
Medical Deductible		\$450	\$900	\$500	\$1,000	\$3,000	\$6,000
RX Deductible*		\$0	\$0	\$0	\$0	Integrated w/ Medical	Integrated w/ Medical
TOTAL DEDUCTIBLE		\$450	\$900	\$500	\$1,000	\$3,000	\$6,000
Out-of-Pocket Maximum							
Medical		\$1,600	\$3,200	\$1,600	\$3,200	\$3,000	\$6,000
RX		\$1,600	\$3,200	\$1,600	\$3,200	\$1,700	\$3,400
TOTAL OOP		\$3,200	\$6,400	\$3,200	\$6,400	\$3,000	\$6,000
NET OOP FOR EMPLOYEES		\$3,200	\$6,400	\$3,200	\$6,400	\$0	\$0
Family Deductible/OOP		Stacked		Stacked		Aggregate	
Medical Deductible Waived For:		Prev, OV, UC		Preventive, PCP, Specialist, Urgent Care		Preventive	
Drug Deductible Waived For:		N/A		N/A		Wellness Scripts	
Service Category		Cost Sharing		Cost Sharing		Cost Sharing	
Inpatient/Outpatient		Deductible then 10%		Deductible then 10% / 10%		Deductible then 0%	
ER		Deductible then \$100		Deductible then \$100		Deductible then 0%	
Radiology (MRI, CT, PET)		Deductible then 10%		Deductible then 10%		Deductible then 0%	
Preventative		\$0		\$0		\$0	
PCP/MH/SA Office Visit		3 \$0 Office Visits/Member; \$15 Copay per visit		3 \$0 Office Visits/Member; then \$15		Deductible then 0%	
Specialist Office Visit		\$40 No Deductible applies		\$30 No deductible applies		Deductible then 0%	
Prescription Drugs							
Generic		\$10 No Deductible applies		\$10 No deductible applies		Wellness Drugs \$5 / Deductible then 0%	
Preferred Brand		\$50 No Deductible applies		\$50 No deductible applies		Wellness Drugs 40% / Deductible then 0%	
Non-Preferred Brand		50% No Deductible applies		50% No deductible applies		Wellness Drugs 60% / Deductible then 0%	
Rates		2025 Rates		2026 Rates		2026 Rates	
Single	2 x	\$1,337	= \$2,675	\$1,409	= \$2,819	\$1,022	= \$2,045
2-Person	0 x	\$2,675	= \$0	\$2,819	= \$0	\$1,859	= \$0
Parent and Child(ren)	1 x	\$2,581	= \$2,581	\$2,720	= \$2,720	\$1,859	= \$1,859
Family	2 x	\$3,758	= \$7,516	\$3,961	= \$7,921	\$2,728	= \$5,456
Total Monthly Premium		\$12,772		\$13,460		\$9,359	
Total Annual Premium		\$153,260		\$161,521		\$112,313	
Broker Fee		\$0		\$0		\$0	
Total Annual Premium + Broker fee		\$153,260		\$161,521		\$112,313	
Total Annual Premium Change				5.4%		-26.7%	
HRA Funding Option		Per Employee	Total	Per Employee	Total	Per Employee	Total
Single	2 x	=	\$0	=	\$0	\$3,000	= \$6,000
2-Person	0 x	=	\$0	=	\$0	\$6,000	= \$0
Parent and Child(ren)	1 x	=	\$0	=	\$0	\$6,000	= \$6,000
Family	2 x	=	\$0	=	\$0	\$6,000	= \$12,000
Total Maximum Plan Exposure		\$0		\$0		\$24,000	
Total Expected Plan Exposure		0%		0%		100%	
Total Expected Plan Cost		\$153,260		\$161,521		\$136,313	
Variance				5.4%		-11.1%	

OFFICE LEASE AGREEMENT

TENANT

Friends of the Mad River
4061 Main Street
Waitsfield, VT 05673

LANDLORD

Town of Waitsfield
Administered by:
The General Wait House
Commission 4144 Main Street
Waitsfield, VT 05673
Chair: AnnMarie Harmon 802-371-9997
annmarie@madriver.com
Maintenance issues: Fred Messer 802-793-2238
fmesser0@gmail.com

PURPOSE

The purpose of this Office Lease Agreement is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease **Property Type: Commercial, nonresidential**

Lease Property Description: **Room Designation: Rooms 205 and 208 and half of the connector space. parking area, office entrance, co-use of conference room & kitchen. It is suitable for an office and not other.**

Lease Property Address: **4061 Main Street, Waitsfield, VT.**

TERM

This Office Lease Agreement will start on January 01, 2025 and will run until December 31, 2025. This office lease agreement will automatically be renewed on each January 01 of each subsequent year.

PAYMENT

The monthly rent is **\$616** (\$1.25 per square foot for interior and \$1.50 per square foot for exterior space) Rent is due on the first of every month without notice.

The selected payment method is **Check or electronic money transfer.**

The Landlord reserves the right to increase the rent payment once per year at the beginning of each annual lease term, with three months prior written notice to the tenant.

The Landlord will provide a receipt upon request for every payment. If requested, a printed copy will be provided or a digital copy will be sent to the tenant's email.

Room#	Square Footage	Price Square Foot	Total
205	155	\$1.25	\$190
208	240	\$1.25	\$300
Connector Space	½ of 168	\$1.50	\$126
TOTAL			\$616

PREVIOUS LEASES AND AGREEMENTS

All previous leases are hereby superseded. Any and all agreements, memorandums of understanding, and such, whether written or verbal, are null and void.

UTILITIES AND TAXES

The landlord agrees to pay for all utilities and property taxes except for telephone service. Landlord shall pay for snow removal and lawn and grounds upkeep.

ALTERATIONS

Alterations and upgrades of any kind and or hardware component of the leased property is not allowed without written permission from the Landlord.

INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property.

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons.

INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

OTHER RULES

Number of People: The leased property should only be used by the specified number of people when this agreement was signed. Overcrowding of the leased property can lead to a warning or eviction.

Smoking: Smoking, including the use of vaping systems and electronic cigarettes (E cigarettes) is prohibited anywhere on the premises.

Pets: Pets are allowed if they will be limited, and the Tenant will be responsible for handling them. A separate document policy will be provided and needs to be signed prior to pets being allowed on the property. Also, written consent from the Landlord is required. If there is an issue of any kind, the dog will not be permitted on the premises. Dogs must have a current registration and must have up to dated vaccines.

Additional Costs: The tenant shall not purchase any product or service which will require a financial obligation to the Landlord. If doing so, the tenant assumes full financial responsibility.

Laws: Tenant will abide by the laws of the State of Vermont, local ordinances/directives and zoning regulations.

Trash: Landlord is responsible for providing trash and recycling removal services.

Respect: The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

Visitors: Visitors are permitted to visit the rental property and common areas.

Other Activities: The Tenant agrees not to perform any illegal or unlawful activities on these premises. Activities other than normal office space usage requires a written request for, and the approval by, the General Wait House Commission, two (2) weeks in advance.

Common Areas: Common areas are not storage areas. As such, there are to be kept clear of all items and materials at all times.

Air Conditioning Units: No window mounted AC units are to be used. Freestanding units within the office space only.

Barns, Sheds and Grounds: The barn, sheds and grounds and any and all parts thereof shall not be used for storage of any type by the Tenant. Short term usage of these spaces requires a request submitted four (4) weeks in advance to be approved by the Landlord. The GWH Commission shall provide a standardized request form and procedure for approval. Proof of liability insurance shall accompany the request for any activities proposed to be conducted anywhere on these premises.

Basement: The basement shall not be used for storage.

PHYSICAL SECURITY

A key will be provided to the tenant at the time of the execution of this lease. Lost keys require lock set replacement to ensure continued security. A fee of \$100 will be imposed for a new lock set and its installation. One key will be secured at the municipal building by the Town Clerk.

INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed prior to the tenant. The Tenant will be responsible for the insurance of his/her personal belongings, consumables, or anything that belongs to him/her. The Tenant shall provide Proof of Liability insurance to the Landlord in advance of any activities that they are expecting to conduct on the GWH property.

DEFAULT

Tenant shall be in default of this Lease if Tenant fails to pay rent, fulfill any lease obligation, or comply with any lease term by which Tenant is bound. If Tenant fails to cure any such default within 30 days after written notice of default is provided by Landlord to Tenant, Landlord may terminate this lease and take possession of the Premises without further notice (to the extent permitted by law).

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

AMENDMENT

No modification or change of this **Office Lease Agreement** shall be considered valid unless made in writing and agreed upon by the involved parties.

GOVERNING LAW

This **Office Lease Agreement** shall be governed under the laws of the State of Vermont.

SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

TENANT SIGNATURE

TENANT NAME PRINTED

Date _____



LANDLORD SIGNATURE

AnnMarie Harmon

LANDLORD NAME PRINTED

Date 3/10/2025

OFFICE LEASE AGREEMENT

TENANT

Beth Kendrick

4061 Main Street

Waitsfield, VT 05673

LANDLORD

Town of Waitsfield

Administered by:

The General Wait House

Commission 4144 Main Street

Waitsfield, VT 05673

Chair: AnnMarie Harmon 802-371-9997

annmarie@madriver.com

Maintenance issues: Fred Messer 802-793-2238

fmesser0@gmail.com

PURPOSE

The purpose of this Office Lease Agreement is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease **Property Type: Commercial, nonresidential**

Lease Property Description: **Room Designation: 211**

parking area, office entrance, co-use of conference room & kitchen. It is suitable for an office and not other.

Lease Property Address: **4061 Main Street, Waitsfield, VT.**

TERM

This Office Lease Agreement will start on _____ 01, 2025 and will run until December 31, 2025. This office lease agreement will automatically be renewed on each January 01 of each subsequent year.

PAYMENT

The monthly rent is **\$400** (\$1.25 per square foot)

Rent is due on the first of every month without notice.

The selected payment method is **Check or electronic money transfer.**

The Landlord reserves the right to increase the rent payment once per year at the beginning of each annual lease term, with three months prior written notice to the tenant.

The Landlord will provide a receipt upon request for every payment. If requested, a printed copy will be provided or a digital copy will be sent to the tenant's email.

Room#	Square Footage	Price Square Foot	Total
211	320	\$1.25	\$400

PREVIOUS LEASES AND AGREEMENTS

All previous leases are hereby superseded. Any and all agreements, memorandums of understanding, and such, whether written or verbal, are null and void.

UTILITIES AND TAXES

The landlord agrees to pay for all utilities and property taxes except for telephone service. Landlord shall pay for snow removal and lawn and grounds upkeep.

ALTERATIONS

Alterations and upgrades of any kind and or hardware component of the leased property is not allowed without written permission from the Landlord.

INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property.

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons.

INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the

right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

OTHER RULES

Number of People: The leased property should only be used by the specified number of people when this agreement was signed. Overcrowding of the leased property can lead to a warning or eviction.

Smoking: Smoking, including the use of vaping systems and electronic cigarettes (E cigarettes) is prohibited anywhere on the premises.

Pets: Pets are allowed if they will be limited, and the Tenant will be responsible for handling them. A separate document policy will be provided and needs to be signed prior to pets being allowed on the property. Also, written consent from the Landlord is required. If there is an issue of any kind, the dog will not be permitted on the premises. Dogs must have a current registration and must have up to dated vaccines.

Additional Costs: The tenant shall not purchase any product or service which will require a financial obligation to the Landlord. If doing so, the tenant assumes full financial responsibility.

Laws: Tenant will abide by the laws of the State of Vermont, local ordinances/directives and zoning regulations.

Trash: Landlord is responsible for providing trash and recycling removal services.

Respect: The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

Visitors: Visitors are permitted to visit the rental property and common areas.

Other Activities: The Tenant agrees not to perform any illegal or unlawful activities on these premises. Activities other than normal office space usage requires a written request for, and the approval by, the General Wait House Commission, two (2) weeks in advance.

Common Areas: Common areas are not storage areas. As such, there are to be kept clear of all items and materials at all times.

Air Conditioning Units: No window-mounted AC units are to be used. Freestanding units within the office space only.

Barns, Sheds and Grounds: The barn, sheds and grounds and any and all parts thereof shall not be used for storage of any type by the Tenant. Short term usage of these spaces requires a request submitted four (4) weeks in advance to be approved by the Landlord. The GWH Commission shall provide a standardized request form and procedure for approval. Proof of liability insurance shall accompany the request for any activities proposed to be conducted anywhere on these premises.

Basement: The basement shall not be used for storage.

PHYSICAL SECURITY

A key will be provided to the tenant at the time of the execution of this lease. Lost keys require lock set replacement to ensure continued security. A fee of \$100 will be imposed for a new lock set and its installation. One key will be secured at the municipal building by the Town Clerk.

INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building

structure and the elements that are pre-built or pre-installed prior to the tenant. The Tenant will be responsible for the insurance of his/her personal belongings, consumables, or anything that belongs to him/her. The Tenant shall provide Proof of Liability insurance to the Landlord in advance of any activities that they are expecting to conduct on the GWH property.

DEFAULT

Tenant shall be in default of this Lease if Tenant fails to pay rent, fulfill any lease obligation, or comply with any lease term by which Tenant is bound. If Tenant fails to cure any such default within 30 days after written notice of default is provided by Landlord to Tenant, Landlord may terminate this lease and take possession of the Premises without further notice (to the extent permitted by law).

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

AMENDMENT

No modification or change of this **Office Lease Agreement** shall be considered valid unless made in writing and agreed upon by the involved parties.

GOVERNING LAW

This **Office Lease Agreement** shall be governed under the laws of the State of Vermont.

SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

TENANT SIGNATURE

TENANT NAME PRINTED

Date _____



LANDLORD SIGNATURE

AnnMarie Harmon

LANDLORD NAME PRINTED

Date 1/28/2025

OFFICE LEASE AGREEMENT

TENANT

Mad River Path
4061 Main Street
Waitsfield, VT 05673

LANDLORD

Town of Waitsfield Administered
by:
The General Wait House
Commission 4144 Main Street
Waitsfield, VT 05673
Chair: AnnMarie Harmon 802-371-9997
annmarie@madriver.com
Maintenance issues: Fred Messer 802-793-
2238 fmesser0@gmail.com

PURPOSE

The purpose of this Office Lease Agreement is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease **Property Type: Commercial, nonresidential**

Lease Property Description: **Room Designation: 201, ½ of Connector Space, and Canoe & Trailer Storage**

Common areas include: parking area, office entrance, co-use of conference room & kitchen. Room 201 is suitable for an office and no other use.

Lease Property Address: **4061 Main Street, Waitsfield, VT.**

TERM

This Office Lease Agreement will start on January 01, 2025 and will run until December 31, 2025.

This office lease agreement will automatically be renewed on each January 01 of each subsequent year.

PAYMENT

The monthly rent is **\$457** (\$1.25 per square foot for office and \$1.50 for canoe storage)

Rent is due on the first of every month without notice.

The selected payment method is **Check or electronic money transfer.**

The Landlord reserves the right to increase the rent payment once per year at the beginning of each annual lease term, with three months prior written notice to the tenant. The Landlord will provide a receipt upon request for every payment. If requested, a printed copy will be provided or a digital copy will be sent to the tenant's email.

Room#	Square Footage	Price Square Foot	Total
201	130	\$1.25	\$163
Connector Space	1/2 of 168	\$1.50	\$126
Canoe & Trailer	112	\$1.50	\$168
TOTAL			\$457

PREVIOUS LEASES AND AGREEMENTS

All previous leases are hereby superseded. Any and all agreements, memorandums of understanding, and such, whether written or verbal, are null and void.

UTILITIES AND TAXES

The landlord agrees to pay for all utilities and property taxes except for telephone service. Landlord shall pay for snow removal and lawn and grounds upkeep.

ALTERATIONS

Alterations and upgrades of any kind and or hardware component of the leased property is not allowed without written permission from the Landlord.

INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property.

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons.

INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property.

The Tenant is not allowed to sublet the leased property.

OTHER RULES

Number of People: The leased property should only be used by a specified number of people when this agreement is signed. Overcrowding of the leased property can lead to a warning or eviction.

Smoking: Smoking, including the use of vaping systems and electronic cigarettes (E cigarettes) is prohibited anywhere on the premises.

Pets: Pets are allowed if they are limited, and the Tenant will be responsible for handling them. A separate document policy will be provided and needs to be signed prior to pets being allowed on the property. Also, written consent from the Landlord is required. If there is an issue of any kind, the dog will not be permitted on the premises. Dogs must have a current registration and must have up to dated vaccines.

Additional Costs: The tenant shall not purchase any product or service which will require a financial obligation to the Landlord. If doing so, the tenant assumes full financial responsibility.

Laws: Tenant will abide by the laws of the State of Vermont, local ordinances/directives and zoning regulations.

Trash: Landlord is responsible for providing trash and recycling removal services.

Respect: The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

Visitors: Visitors are permitted to visit the rental property and common areas.

Other Activities: The Tenant agrees not to perform any illegal or unlawful activities on these premises. Activities other than normal office space usage require a written request for, and approval by, the General Wait House Commission, two (2) weeks in advance.

Common Areas: Common areas are not storage areas. As such, they are to be kept clear of all items and materials at all times.

Air Conditioning Units: No window-mounted AC units are to be used. Freestanding units within the office space only.

Barns, Sheds and Grounds: The barn, sheds and grounds and any and all parts thereof shall not be used for storage of any type by the Tenant. Short term usage of these spaces requires a request submitted four (4) weeks in advance to be approved by the Landlord. The GWH Commission shall provide a standardized request form and procedure for approval. Proof of liability insurance shall accompany the request for any activities proposed to be conducted anywhere on these premises.

Basement: The basement shall not be used for storage.

PHYSICAL SECURITY

A key will be provided to the tenant at the time of the execution of this lease. Lost keys require lock set replacement to ensure continued security. A fee of \$100 will be imposed for a new lock set and its installation. One key will be secured at the municipal building by the Town Clerk.

INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed prior to the tenant. The Tenant will be responsible for the

insurance of his/her personal belongings, consumables, or anything that belongs to him/her. The Tenant shall provide Proof of Liability insurance to the Landlord in advance of any activities that they are expecting to conduct on the GWH property.

DEFAULT

Tenant shall be in default of this Lease if Tenant fails to pay rent, fulfill any lease obligation, or comply with any lease term by which Tenant is bound. If Tenant fails to cure any such default within 30 days after written notice of default is provided by Landlord to Tenant, Landlord may terminate this lease and take possession of the Premises without further notice (to the extent permitted by law).

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

AMENDMENT

No modification or change of this **Office Lease Agreement** shall be considered valid unless made in writing and agreed upon by the involved parties.

GOVERNING LAW

This **Office Lease Agreement** shall be governed under the laws of the State of Vermont.

SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

TENANT SIGNATURE



LANDLORD SIGNATURE

TENANT NAME PRINTED

AnnMarie Harmon
LANDLORD NAME PRINTED

Date _____

Date 3/10/2025

OFFICE LEASE AGREEMENT

TENANT

Mad River Valley Planning District
4061 Main Street
Waitsfield, VT 05673

LANDLORD

Town of Waitsfield
Administered by:
The General Wait House
Commission 4144 Main Street
Waitsfield, VT 05673
Chair: AnnMarie Harmon 802-371-9997
annmarie@madriver.com
Maintenance issues: Fred Messer 802-793-2238
fmesser0@gmail.com

PURPOSE

The purpose of this Office Lease Agreement is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease **Property Type: Commercial, nonresidential**

Lease Property Description: **Room Designation: 206**

parking area, office entrance, co-use of conference room & kitchen. It is suitable for an office and not other.

Lease Property Address: **4061 Main Street, Waitsfield, VT.**

TERM

This Office Lease Agreement will start on _____ 01, 2025 and will run until December 31, 2025. This office lease agreement will automatically be renewed on January 01 of each subsequent year.

PAYMENT

The monthly rent is **\$300** (\$1.25 per square foot)

Rent is due on the first of every month without notice.

The selected payment method is **Check or electronic money transfer.**

The Landlord reserves the right to increase the rent payment once per year at the beginning of each annual lease term, with three months prior written notice to the tenant.

The Landlord will provide a receipt upon request for every payment. If requested, a printed copy will be provided or a digital copy will be sent to the tenant's email.

Room#	Square Footage	Price Squ Foot	Total
206	240	\$1.25	\$300

PREVIOUS LEASES AND AGREEMENTS

All previous leases are hereby superseded. Any and all agreements, memorandums of understanding, and such, whether written or verbal, are null and void.

UTILITIES AND TAXES

The landlord agrees to pay for all utilities and property taxes except for telephone service. Landlord shall pay for snow removal and lawn and grounds upkeep.

ALTERATIONS

Alterations and upgrades of any kind and or hardware component of the leased property is not allowed without written permission from the Landlord.

INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property.

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons.

INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the

right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

OTHER RULES

Number of People: The leased property should only be used by the specified number of people when this agreement was signed. Overcrowding of the leased property can lead to a warning or eviction.

Smoking: Smoking, including the use of vaping systems and electronic cigarettes (E cigarettes) is prohibited anywhere on the premises.

Pets: Pets are allowed if they will be limited, and the Tenant will be responsible for handling them. A separate document policy will be provided and needs to be signed prior to pets being allowed on the property. Also, written consent from the Landlord is required. If there is an issue of any kind, the dog will not be permitted on the premises. Dogs must have a current registration and must have up to dated vaccines.

Additional Costs: The tenant shall not purchase any product or service which will require a financial obligation to the Landlord. If doing so, the tenant assumes full financial responsibility.

Laws: Tenant will abide by the laws of the State of Vermont, local ordinances/directives and zoning regulations.

Trash: Landlord is responsible for providing trash and recycling removal services.

Respect: The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

Visitors: Visitors are permitted to visit the rental property and common areas.

Other Activities: The Tenant agrees not to perform any illegal or unlawful activities on these premises. Activities other than normal office space usage requires a written request for, and the approval by, the General Wait House Commission, two (2) weeks in advance.

Common Areas: Common areas are not storage areas. As such, there are to be kept clear of all items and materials at all times.

Air Conditioning Units: No window-mounted AC units are to be used. Freestanding units within the office space only.

Barns, Sheds and Grounds: The barn, sheds and grounds and any and all parts thereof shall not be used for storage of any type by the Tenant. Short term usage of these spaces requires a request submitted four (4) weeks in advance to be approved by the Landlord. The GWH Commission shall provide a standardized request form and procedure for approval. Proof of liability insurance shall accompany the request for any activities proposed to be conducted anywhere on these premises.

Basement: The basement shall not be used for storage.

PHYSICAL SECURITY

A key will be provided to the tenant at the time of the execution of this lease. Lost keys require lock set replacement to ensure continued security. A fee of \$100 will be imposed for a new lock set and its installation. One key will be secured at the municipal building by the Town Clerk.

INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building

structure and the elements that are pre-built or pre-installed prior to the tenant. The Tenant will be responsible for the insurance of his/her personal belongings, consumables, or anything that belongs to him/her. The Tenant shall provide Proof of Liability insurance to the Landlord in advance of any activities that they are expecting to conduct on the GWH property.

DEFAULT

Tenant shall be in default of this Lease if Tenant fails to pay rent, fulfill any lease obligation, or comply with any lease term by which Tenant is bound. If Tenant fails to cure any such default within 30 days after written notice of default is provided by Landlord to Tenant, Landlord may terminate this lease and take possession of the Premises without further notice (to the extent permitted by law).

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

AMENDMENT

No modification or change of this **Office Lease Agreement** shall be considered valid unless made in writing and agreed upon by the involved parties.

GOVERNING LAW

This **Office Lease Agreement** shall be governed under the laws of the State of Vermont.

SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

TENANT SIGNATURE

TENANT NAME PRINTED

Date _____



LANDLORD SIGNATURE

AnnMarie Harmon

LANDLORD NAME PRINTED

Date 1/28/2025

OFFICE LEASE AGREEMENT

TENANT

Waitsfield Historical Society
4061 Main Street
Waitsfield, VT 05673

LANDLORD

Town of Waitsfield
Administered by:
The General Wait House
Commission 4144 Main Street
Waitsfield, VT 05673
Chair: AnnMarie Harmon 802-371-9997
annmarie@madriver.com
Maintenance issues: Fred Messer 802-793-2238
fmesser0@gmail.com

PURPOSE

The purpose of this Office Lease Agreement is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease **Property Type: Commercial, nonresidential**

Lease Property Description: **Room Designation: 101, 102, and 104**

parking area, office entrance, co-use of conference room & kitchen. Room 102 is suitable for an office and no other use.

Lease Property Address: **4061 Main Street, Waitsfield, VT.**

TERM

This Office Lease Agreement will start on _____ 01, 2025 and will run until December 31, 2025. This office lease agreement will automatically be renewed on each anniversary of the start date (January 01 of each subsequent year.)

PAYMENT

The monthly rent is **\$310** (\$1.25 per square foot)

Rent is due on the first of every month without notice.

The selected payment method is **Check or electronic money transfer.**

The Landlord reserves the right to increase the rent payment once per year at the beginning of each annual lease term, with three months prior written notice to the tenant.

The Landlord will provide a receipt upon request for every payment. If requested, a printed copy will be provided or a digital copy will be sent to the tenant's email.

Room#	Square Footage	Price Square Foot	Total
101	150	\$0	\$0
102	250	\$1.25	\$310
104	275	\$0	\$0
TOTAL			\$310

PREVIOUS LEASES AND AGREEMENTS

All previous leases are hereby superseded. Any and all agreements, memorandums of understanding, and such, whether written or verbal, are null and void.

UTILITIES AND TAXES

The landlord agrees to pay for all utilities and property taxes except for telephone service. Landlord shall pay for snow removal and lawn and grounds upkeep.

ALTERATIONS

Alterations and upgrades of any kind and or hardware component of the leased property is not allowed without written permission from the Landlord.

INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property⁴⁴

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons.

INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

OTHER RULES

Number of People: The leased property should only be used by the specified number of people when this agreement was signed. Overcrowding of the leased property can lead to a warning or eviction.

Smoking: Smoking, including the use of vaping systems and electronic cigarettes (E cigarettes) is prohibited anywhere on the premises.

Pets: Pets are allowed if they will be limited, and the Tenant will be responsible for handling them. A separate document policy will be provided and needs to be signed prior to pets being allowed on the property. Also, written consent from the Landlord is required. If there is an issue of any kind, the dog will not be permitted on the premises. Dogs must have a current registration and must have up to dated vaccines.

Additional Costs: The tenant shall not purchase any product or service which will require a financial obligation to the Landlord. If doing so, the tenant assumes full financial responsibility.

Laws: Tenant will abide by the laws of the State of Vermont, local ordinances/directives and zoning regulations.

Trash: Landlord is responsible for providing trash and recycling removal services.

Respect: The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

Visitors: Visitors are permitted to visit the rental property and common areas.

Other Activities: The Tenant agrees not to perform any illegal or unlawful activities on these premises. Activities other than normal office space usage requires a written request for, and the approval by, the General Wait House Commission, two (2) weeks in advance.

Common Areas: Common areas are not storage areas. As such, there are to be kept clear of all items and materials at all times.

Air Conditioning Units: No window mounted AC units are to be used. Freestanding units within the office space only.

Barns, Sheds and Grounds: The barn, sheds and grounds and any and all parts thereof shall not be used for storage of any type by the Tenant. Short term usage of these spaces requires a request submitted four (4) weeks in advance to be approved by the Landlord. The GWH Commission shall provide a standardized request form and procedure for approval. Proof of liability insurance shall accompany the request for any activities proposed to be conducted anywhere on these premises.

Basement: The basement shall not be used for storage.

PHYSICAL SECURITY

A key will be provided to the tenant at the time of the execution of this lease. Lost keys require lock set

replacement to ensure continued security. A fee of \$100 will be imposed for a new lock set and its installation. One key will be secured at the municipal building by the Town Clerk.

INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed prior to the tenant. The Tenant will be responsible for the insurance of his/her personal belongings, consumables, or anything that belongs to him/her. The Tenant shall provide Proof of Liability insurance to the Landlord in advance of any activities that they are expecting to conduct on the GWH property.

DEFAULT

Tenant shall be in default of this Lease if Tenant fails to pay rent, fulfill any lease obligation, or comply with any lease term by which Tenant is bound. If Tenant fails to cure any such default within 30 days after written notice of default is provided by Landlord to Tenant, Landlord may terminate this lease and take possession of the Premises without further notice (to the extent permitted by law).

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

AMENDMENT

No modification or change of this **Office Lease Agreement** shall be considered valid unless made in writing and agreed upon by the involved parties.

GOVERNING LAW

This **Office Lease Agreement** shall be governed under the laws of the State of Vermont.

SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

TENANT SIGNATURE

TENANT NAME PRINTED

Date _____



LANDLORD SIGNATURE

AnnMarie Harmon

LANDLORD NAME PRINTED

Date 1/28/2025



Town of Waitsfield Community Wastewater System Emergency Response Plan and Vulnerability Assessment Community Services Agreement

RCAP Mission

RCAP Solutions, Inc. (RCAP) is the northeast affiliate of the Rural Community Assistance Partnership, a national network of regional non-profit organizations that provide comprehensive, on-site technical assistance and training to help small, rural communities address their drinking water, wastewater, and other community development needs. We are pleased to convey that for this program year, we have funding which allows for our services to be provided at no charge to your organization.

Project Summary

RCAP Solutions (RCAP) was contacted by the Town of Waitsfield (Town) with a request for assistance with planning for the Town's new community wastewater system. After discussion regarding the scope of work and timing, RCAP suggested assistance with developing an emergency response plan and vulnerability assessment for the system to meet a USDA Rural Development funding loan condition. RCAP will 1) assist the Town with developing an Emergency Response Plan (ERP) and Vulnerability Assessment (VA) in accordance with USDA requirements, and 2) be available on an ad-hoc basis to advise the Town on other public outreach efforts related to gaining easements on private property for wastewater service connections, based on RCAP's previous experience with water and wastewater infrastructure planning in the Town.

Technical Assistance Description

Specific tasks to be conducted by RCAP include:

1. Review existing information, and prepare a technical, managerial, and financial (TMF) assessment of the wastewater system.
2. Assist the Town with developing an ERP in accordance with USDA requirements.
3. Assist the Town with developing a VA in accordance with USDA requirements.
4. Attend meetings of the Town's wastewater engineering/technical team (ETT) as requested to provide technical advice related to service connections.

Town responsibilities will include, but are not limited to:

- Designate a representative to serve as primary contact for the project.
- Maintain communication with RCAP through e-mail and/or telephone.

1145 Route 74E, Shoreham, VT 05770
802.377.5938
www.rcapsolutions.org

- Provide customer data, financial reports, and other applicable data (in electronic spreadsheet format) as required to complete the project.

Anticipated Technical Assistance Service Period

The anticipated service period will be December 2025 – January 2026 with the following milestones:

Milestone	Target Completion Date	Notes
Draft ERP & VA	January 16, 2026	
Address Comments and Issue Final ERP & VA to forward to USDA	January 30, 2026	Expect to provide 1 week after comments received

Hold Harmless

It is expressly understood and agreed that RCAP is acting solely in an advisory capacity and is not a decision maker, nor an agent, of the Town. Any decisions made by the Town are solely the responsibility of the Town, and RCAP shall not be held liable for any consequences or outcomes resulting from such decisions.

Further, the Town shall indemnify, defend and hold RCAP harmless from and against any and all third party claims, liability, suits, losses, damages and judgments, joint or several, and shall pay all costs and expenses (including counsel's fees and expenses) as they are incurred in connection with the investigation of, preparation for or defense of any pending or threatened claim or any action or proceeding arising there from, that RCAP incurs as a result of having performed services on behalf of the Town.

Agreement

Upon signing by both parties, this document will serve as a Community Services Agreement (CSA) and Work Plan guiding the provision of technical assistance to the community. If for any reason, either party is unable or unwilling to continue with this project, they agree to promptly notify the other party and to provide an explanation of why the project is not being continued.

John Kiernan

RCAP Solutions State Manager (Print)

Community Signatory (Print), Title

RCAP Solutions State Manager (Signature)

Community Signatory (Signature)

12/03/2025
Date

____/____/____
Date

1145 Route 74E, Shoreham, VT 05770
802.377.5938
www.rcapsolutions.org



TOWN OF WAITSFIELD

Town of Waitsfield Selectboard

Mutual Road Winter Maintenance Agreement

Date: 12.15.2025

Effective Season: 2025/2026

This document acknowledges that the previous mutual road winter maintenance agreement between the Town of Waitsfield and the Town of Fayston, Vermont was established at \$12,500 for the 2024/2025 season, with an annual increase of 3%.

For the 2025/2026 winter season, the agreed amount is:
 $\$12,500 + 3\% = \$12,875$

This agreement remains in effect under the terms previously established by both towns.

Authorized by:

Brian Shupe, Selectboard Chair

Larissa Ursprung, Selectboard Vice Chair

David Babbott-Klein, Selectboard

Chach Curtis, Selectboard

Fred Messer, Selectboard

Application or Grant # _____

AMENDED RESOLUTION FOR MUNICIPAL PLANNING GRANT

WHEREAS, the Municipality of _____ has applied for funding as provided for in the FY_24_ Budget Act and has received an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development has offered a Grant Agreement to this Municipality for said funding; and

WHEREAS, the Municipality has undergone a change in Municipal staff which necessitates updating the Department of Housing and Community Development to allow new Municipal staff access to the grant files,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality has entered into and agreed to the requirements and obligations of this grant program including a commitment to match funds.

2a. That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2b. **(Alternate Authorizing Official for redundancy)**

That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2c. That (Name) _____ Title _____

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY*

(name)

(signature)

(CEO)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body.
- C. This form may be either emailed to:

Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
Jennifer.lavoie@vermont.gov

- D. An electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

CONSORTIUM APPLICATIONS:

- E. For consortium applications, each municipality must complete a separate Resolution Amendment form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Administrator.



05 December 2025

Proposal No. 2025-B007 Project No. 610800X

Town of Waitsfield (**Town, client**)
4144 Main Street
Waitsfield, VT 05673

Re: **Proposal For Engineering Services
Meadow Road Bridge
Waitsfield, Vermont**

Attn: York Haverkamp
 Town Administrator
 email: york.haverkamp@waitsfieldvt.gov
 tel: 802-496-2218

Mr. Haverkamp:

DuBois & King, Inc. (**D&K, Engineer**) is transmitting this proposal for engineering services to your attention for review and consideration. This is in response to the Town's Request For Proposal issued 10.29.2025.

The D&K team assigned to this project is experienced in flood damaged bridge assessment and repair has developed many projects throughout Vermont using FEMA and other federal funds. D&K is Vermont's largest independent and multidisciplinary consulting firm, and we have significant experience guiding municipalities through various funding processes.

We have attached a proposed scope of work and related prior experience which we believe meets the requirements for this project under a FEMA reimbursement scenario. Also attached please find some project example qualifications for your review

Thank you for considering DuBois & King for this project. We appreciate the opportunity to submit this proposal/agreement and hope it meets with your approval. Please feel free to contact Andrew Hummers (603-756-3930, ahummers@dubois-king.com) at this office with any comments or questions.

Sincerely,
DUBOIS & KING, INC.

David Conger, P.E.
Senior Vice President

Andrew Hummers, P.E.
Senior Bridge Engineer

Background:

The Meadow Road Bridge is a single lane bridge built c. 1955. The bridge deck sustained damage during the July 2024 flood event, as a result of heavy vehicular traffic during emergency response.

The Town is interested in repairing the deck and rehabilitating it to a near pre-disaster functionality.

According to the latest available VTrans SNBI Data sheet, notable bridge details include the following:

- Inspection Date: 07/29/2025
- Load Rating Date: 12/6/2024
- Span Length: 78 ft
- Bridge Width (out-out): 13 ft
- Deck Condition: 5 (fair)
- Superstructure Condition: 4 (poor)
- Substructure Condition: 5 (fair)
- Bridge Railing Condition: 6 (satisfactory)

Section A – FEMA-Funded A&E Services (PW #120)

Section A Scope of Services:

Information Review

D&K will review available records pertaining to the existing structure. Documents, if available, will include the following:

- Most recent VTrans inspection report.
- Most recent VTrans bridge rating.
- Project Worksheet #797837 (PW#120) for Disaster #4810DR-VT, as provided by the Town.

Site Visit

Engineers from D&K will perform a cursory site visit to verify the condition of the deck as documented in the latest inspection report. Engineers will document the approximate size, location, and state of deteriorated deck areas.

Using nondestructive methods, engineers will attempt to measure deck thickness and rebar properties.

Class of suggested repair for deteriorated deck areas, according to (VTrans Standards Section 580).

Memorandum of Observations

D&K will prepare a memorandum of the site observations based on the site visit. Memo will include the following:

- document the observed condition of the deck, including damage description and apparent cause.
- recommended repair methodology & justification.

Engineering Drawings

D&K will prepare engineering drawings depicting proposed repair areas noted in the field visit, specifying state or federal standard deck repairs details for each area. D&K will reference and adapt industry-standard concrete deck repair practices commonly used by state DOTs (e.g., patching, partial-depth repair, and full-depth repair procedures) to develop project-appropriate repair specifications.

Drawings will detail repair suitable to restore the deck to pre-disaster functionality and capacity. The sheets may include the following, as appropriate:

- Deck plan and repair areas.
- Reproduce or reference available standard (DOT) detail sheets.
- Noting applicable codes and standards used for repair design.

Opinion of Probable Construction Cost

D&K will prepare an Opinion of Probable Costs of the proposed rehabilitation based on the measured quantities and Vtrans average bid prices, RS Means, or similar.

Section A Deliverables

D&K will prepare and provide suitable documentation with the goal of satisfying the RFP deliverables section according to standard AASHTO and VTrans standards. All A&E deliverables will be prepared consistent with FEMA's Public Assistance Program and Policy Guide (PAPPG v4) requirements applicable to engineering services, including documentation of damage, codes and standards review, and FEMA-recognized cost estimating practices.

- **Engineering Report**
 - Memorandum of Observations.
 - Engineering Drawings
 - Opinion of Probable Costs of deck repairs.

Section A Schedule

Site inspection two weeks after project notice to proceed dependent upon weather conditions. Completion of assessment three weeks after inspection.

Section B – Bridge Life Extension Scoping Study

Section B Scope of Services

The goal of Section B is to evaluate deterioration beyond the deck and develop rehabilitation strategies capable of extending the structure's usable service life, including cost estimates for both targeted repairs and full rehabilitation.

Information Review

D&K will review available records pertaining to the existing structure. Documents, if available, will include the following:

- Most recent VTrans inspection report and SNBI element-level data.
- Most recent VTrans load rating.
- Available as-built or historical plans provided by the Town.
- Findings from Section A deck evaluation, to understand how deck repairs interact with broader structural deterioration.

Site Visit

Engineers from D&K will perform a cursory site visit to verify the condition of the bridge as documented in the latest inspection report, relating to the following areas:

- Bridge rail and curbing condition
- Joint condition (damage, leakage, etc.)
- Steel superstructure (surface corrosion and section loss)
- Structural bearings (corrosion and seating conditions)
- Substructure (cracks, spalls, exposed reinforcing)
- Scour and susceptibility (footing undermining)

Life-Extension Strategy Report

D&K will prepare a report summarizing findings and observations noted during the site visit and recommending feasible rehabilitation scenarios. The report will include:

- A summary of existing deficiencies based on field observations and VTrans SNBI ratings.
- Development of at least two–three feasible life-extension strategies, such as:
 - Minimal repairs to address critical deficiencies (e.g., localized floorbeam repairs, cleaning/debris removal, spot painting, drain replacements).
 - Moderate rehabilitation (e.g., partial floorbeam replacements, bearing restoration, deck overlay, curb/railing repairs, scour countermeasures).
 - Full rehabilitation scenario (comprehensive steel repairs or replacement of floorbeams, beam bracing, bearing replacement, deck improvements, scour protection).
- Cost estimates for each scenario, identifying order-of-magnitude costs.
- Life-extension benefits and limitations of each alternative.
- Risks and constructability considerations, including work access, traffic control, and whether repairs risk revealing more extensive deterioration.
- Recommendation of preferred path(s) based on cost-benefit and Town objectives.
- Phasing & monitoring recommendations.
- Identification of items that may trigger future capital planning, including whether full replacement is economically preferable.

The investigation will consider how deck repairs (from Section A) interact with broader structural deterioration trends to determine whether limited rehabilitation can reasonably extend the bridge’s life.

Section B Deliverables

D&K will provide a Life-Extension Strategy Report, as noted above, for the Town’s review and consideration.

Section B Schedule

Site inspection two weeks after completion of Section A services and notice to proceed with Section B dependent upon weather conditions. Completion of assessment three weeks after inspection.

Understandings & Omissions:

Professional fees, noted below, are based on the following understandings and / or omissions:

- D&K will be granted access to the subject site.
- Site visits for Section A & B will be performed concurrently.
- Section A evaluation repairs may not address more critical bridge deficiencies that are identified in Section B review.
- Town will provide all applicable & available as-built documents.
- Destructive or off-site material testing is not included.

- Hydraulic studies & analyses of the site are not included.
- The scope of services for Section B is a scoping level study, not design-level engineering.
- Pre or post-rehabilitation load rating calculations.

Professional Services Fees

For accomplishing the above Scope of Services, DuBois & King, Inc., will be paid on a Lump Sum Fee. Our estimated fees for each service category are depicted in the following table. Phase 2 is considered to be an add-on, pending the Phase 1 findings.

SCOPE ITEM	FEE
Section A – FEMA A&E	\$6,100 Lump Sum
Section B – Bridge Rehabilitation Design	\$14,900 Lump Sum

This agreement for Professional Services between the Engineer and Client, shall govern services provided under this contract amendment, unless modified in writing and agreed to by both parties. This proposal represents the entire understanding between us with respect to this project and supersedes all prior written or verbal understandings and may only be modified in writing signed by both parties.

If this offer of services is acceptable, please execute a copy of this letter in the space provided, and return it to DuBois & King, Inc.

NOTICE TO PROCEED

By signing and initialing below, the Client agrees to this proposal for professional services.

SIGNED: _____ DATE: _____

PRINTED: _____

TITLE: _____

KEY PERSONNEL

David Conger, PE, will serve as the Project Principal, providing senior-level engineering and decision-making for the project. For more than a decade, he has served as a project manager for FEMA-funded bridge projects, including Public Assistance bridge replacements in the wake of Tropical Storm Irene, FEMA Hazard Mitigation Grant Program projects such as the US 7 Neshobe River Overflow Culvert for the Town of Brandon, and as a principal overseeing Cambridge and Lowell culvert replacements, and projects responding to the 2023 and 2024 storms. David will assign adequate staffing to the project so that the progress of the work continues to advance.

Andrew Hummers, PE, Andrew Hummers, PE, will serve as the Bridge Engineer for this project. Andrew has served as D&K's bridge lead for completed projects such as the Lowell and Cambridge culvert replacements, as well as ongoing projects such as the replacement of the NH 12A Bridge for the City of Lebanon. He provides evaluation, design, and construction phase services for FEMA and state-funded bridge projects in Vermont, New Hampshire, and Maine and thoroughly understands the technical and regulatory requirements associated with the timely and successful completion of municipally managed projects. He will be responsible for the evaluation of bridge type selection, structural calculations, and quality control review of bridge plans.

CONTRACT TERMS AND CONDITIONS

SERVICES OF OTHERS: On occasion, project needs will require the specialized services of individual consultants or other companies to participate in a project. When considered necessary, these firms or other consultants will be engaged with your approval. We expect that you will enter into an appropriate agreement with them and be directly responsible for all costs incurred by them. For work performed under this agreement for this project, we will review their invoices and forward to you a recommendation for disposition of payment. Services that are subcontracted by DuBois & King, Inc., will be billed at direct cost plus 12% overhead and fee.

REIMBURSABLE EXPENSES: Reimbursable expenses are in addition to the professional fee compensation for labor and typically include, but are not limited to, the following items: lodging and subsistence expenses; shipping charges and insurance for hardware, samples, field test equipment, etc.; transportation to and from projects; use of personal or company vehicles at a rate consistent with the federally allowable mileage reimbursement rate as determined by the Internal Revenue Service; the use of rental cars, trucks, boats, airplanes, or other means of transportation; reproduction of drawings, reports, documents, and photographs for project records; and any other direct materials. Reimbursable expenses will be billed at our direct cost plus an administrative fee of 12%.

DESIGN WITHOUT CONSTRUCTION PHASE SERVICES: If the Consultant's Scope of Services under this Agreement does not include project observation or review of the contractor's performance or any other construction phase services, it is understood and agreed that such services will be provided by the Client. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against the Consultant that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Consultant.

ON-SITE SERVICES DURING PROJECT CONSTRUCTION: Should our services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and compliance with OSHA regulations, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the contractor's performance conducted by our personnel is not intended to include review of the adequacy of the contractor's safety measures in, on or near the construction site. It is further understood that field services provided by our personnel will not relieve the contractor of the contractor's responsibilities for performing the work in accordance with the plans and specifications.

RIGHT-OF-ENTRY: Unless otherwise agreed, you will furnish right-of-entry on the land for us to make the planned studies, explorations, or investigations. We will take reasonable precautions to minimize damage to the land from use of equipment, but have not included in our fee the cost for restoration of damage that may result from our operations. If we are required to restore the land to its former condition, this will be accomplished and the cost will be added to our fee.

SCHEDULE OF FEES: DuBois & King, Inc., at its sole discretion, reserves the right to periodically modify the hourly billing rates as detailed in its published Schedule of Fees and Contract Conditions to more accurately reflect the cost of doing business, with or without notice. Invoiced amounts will be based on the Schedule of Fees in effect at the time of invoicing.

ADDITIONAL SERVICES: Services not explicitly detailed in this Agreement will be considered additional and subject to increased project fees. Additional services will not be provided without the Client's prior authorization to proceed.

TAXES: State and Local Sales, Use and License taxes will be billed at cost. Any taxes or fees, enacted by Local, State or Federal government subsequent to the date of this contract, and based on gross receipts or revenues, will be added to amounts due under this contract in accordance with any such fees or taxes.

INVOICES: Invoices may be submitted periodically, and not less than monthly, and are payable within thirty (30) days. Interest of one and one-half percent (1.5%) per month will be payable on any amount not paid within thirty (30) days. Any attorneys' fees or other costs incurred in collection of any delinquent amount shall be paid by the Client. Upon request, documentation of reimbursable expenses included in the invoice will be provided in some format itemizing the amount in excess of \$50.00. DuBois & King, Inc., reserves the right to discontinue work on any account that is not paid on a current basis in accordance with these terms. If reassignment of project personnel occurs due to non-payment on an account, project schedule and fees may be adversely impacted.

OWNERSHIP OF DOCUMENTS: All reports, field data and notes, laboratory test data, calculations, estimates, and other documents that we prepare, as instruments of service, shall remain the property of DuBois & King, Inc. We will retain all pertinent records relating to the services performed for a period of six years following the completion of our services, during which period the records will be made available to you at all reasonable times and for reasonable retrieval and reproduction costs.

INSURANCE: DuBois & King, Inc., is protected by Worker's Compensation Insurance (and/or Employer's Liability Insurance), and by Comprehensive General Liability Insurance for bodily injury and property damage. We will furnish information and certificates upon written request. We will not be responsible for any loss, damage or liability arising from your negligent acts, errors and omissions and those by your staff, consultants, contractors and agents or from those of any person for whose conduct we are not legally responsible.

RISK ALLOCATION: In recognition of the relative risks and benefits of the Project to both the Client and DuBois & King, Inc., the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of DuBois & King, Inc., and its officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claim expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of DuBois & King, Inc., and its officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$50,000, or DuBois & King, Inc.'s total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

In the event the Client does not wish to limit DuBois & King, Inc.'s professional liability, DuBois & King, Inc., agrees to waive (or increase the amount of) this limitation of liability upon written notice from the Client and agreement of the Client to pay an additional fee. This additional fee is in consideration of the greater risk involved in performing work for which there is an increase in the limitation of liability or there is no limitation of liability.

INDEMNIFICATION: DuBois & King, Inc., agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by DuBois & King, Inc.'s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom DuBois & King, Inc., is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless DuBois & King, Inc., its officers, directors, employees and subconsultants (collectively, DuBois & King, Inc.) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor DuBois & King, Inc., shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

CONSEQUENTIAL DAMAGES: In no event shall DuBois & King, Inc., be liable to the Client or the Client to DuBois & King, Inc., for consequential or indirect damages, including, but not limited to, loss of profits or revenue, loss of use of equipment, loss of production, additional expenses incurred in the use of equipment and facilities and claims of customers of the Client. This disclaimer shall apply to consequential damages based upon any cause of action whatsoever asserted, including ones arising out of any breach of warranty, guarantee, products liability, negligence, tort, strict liability, or any other cause pertaining to the performance or non-performance of the contract by the Client or DuBois & King, Inc.

STANDARD OF CARE: In performing our professional services, we will use that degree of care and skill ordinarily exercised, under similar circumstances by members of the profession practicing in the same or similar locality. This warranty is in lieu of all other representations expressed or implied.

OPINION OF PROBABLE COST: In providing Opinions of Probable Construction Costs, the Client understands that DuBois & King, Inc., has no control over the cost or availability of labor, equipment or materials, or over competitive bidding or market conditions, or the contractor's methods of pricing, and, therefore, that our Opinions of Probable Construction Costs are made on the basis of our professional judgement and experience. DuBois & King, Inc., makes no warranty, expressed or implied, that the bids of the negotiated costs of the Work will not vary from the Opinion of Probable Construction Cost provided and does not guarantee the accuracy of our project or construction cost estimates as compared to contractor bids or actual cost to the Client. DuBois & King, Inc., is not providing professional estimating services, and actual pay items and material quantities also may vary from the pay items and quantities included in this Opinion of Probable Construction Costs.

NO ADVANTAGE FROM ERRORS OR OMISSIONS IN CONTRACT DOCUMENTS: Neither the Client nor the Client's Contractor shall take advantage or be afforded any benefit as the result of apparent error(s) or omission(s) in the contract documents. If any party discovers errors(s) or omission(s), it shall immediately notify all the other parties.

DELAYS: DuBois & King, Inc., is not responsible for delays caused by factors beyond DuBois & King, Inc.'s reasonable control. When such delays beyond DuBois & King, Inc.'s reasonable control occur, the Client agrees DuBois & King, Inc., is not responsible for damages, nor shall DuBois & King, Inc., be deemed to be in default of this Agreement.

THIRD PARTY BENEFICIARY: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or DuBois & King, Inc. DuBois & King, Inc.'s services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and DuBois & King, Inc., agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

DISPUTE RESOLUTION: In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and DuBois & King, Inc., agree that all disputes between them arising out of, or relating to, this Agreement or the Project shall be submitted to nonbinding mediation.

The Client and DuBois & King, Inc., further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

TERMINATION: In the event of termination of this Agreement by either party, the Client shall, within fifteen (15) calendar days of termination, pay DuBois & King, Inc., for all services rendered and all reimbursable costs incurred by DuBois & King, Inc., up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience, and without cause, upon giving DuBois & King, Inc., not less than seven (7) calendar days' written notice.

DuBois & King, Inc., may terminate this Agreement for the Consultant's convenience, and without cause, upon giving the Client not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or DuBois & King, Inc.'s services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of DuBois & King, Inc., the Client shall pay DuBois & King, Inc., in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by DuBois & King, Inc., in connection with the orderly termination of this Agreement, including, but not limited, to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

ASSIGNMENT: Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this Agreement including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party.

SEVERABILITY: Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

EXTENT OF AGREEMENT: This Agreement comprises the final and complete agreement between the Client and DuBois & King, Inc. It supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had any questions explained by independent counsel, and is satisfied. Amendments to this Agreement shall not be binding unless made in writing and signed by both the Client and DuBois & King, Inc.

LEGAL JURISDICTION: The parties agree that this contract shall be governed by and construed in accordance with the laws of the State of Vermont in connection with all matters arising out of this contract. The parties agree that the courts of the State of Vermont shall have exclusive jurisdiction over any legal proceeding arising out of this contract.

HR6(05-24)



David Conger, PE

Principal

Education

B.S., Civil Engineering, University of Vermont, 1992

Registrations

Professional Engineer: VT 7689, NH 17489

Mr. Conger has 32 years of experience as a Civil Engineer and Project Manager for municipal, private, and federal clients. The Director of D&K's Site and Land Division, David's experience includes management of multidisciplinary design teams for significant term contracts and large-scale projects. His technical expertise includes stormwater utility, design, MS4 permits, an understanding of Total Maximum Daily Loads, and other engineering functions specific to the design of alternatives for stormwater management, drainage, and water quality systems. David is thoroughly familiar with the FEMA HMGP program, USACE standards, environmental permitting, and NPDES stormwater program compliance.

Neshobe River Overflow Culvert, Brandon, VT. Project Manager for design of an overflow culvert to mitigate flooding of US Route 7 in downtown under a FEMA Hazard Grant Mitigation Program (HGMP) grant. Significant storm events cause overtopping of the roadway by the Neshobe River. A preliminary feasibility study was advanced with updated hydraulics and inlet control details to provide a three-sided precast structure which prevents flooding at the 100-year design event. The design integrated the hydraulic requirements with a tight urban site to develop a geometry and construction details protecting adjacent structures and utilities while limiting ledge removal and property acquisition. The project was fast-tracked with permitting, design, and several grant modifications to initiate construction in advance of proposed highway work in the town. Construction management services were continued for submittal and field condition reviews as well as near full-time construction inspection services. Team developed processes to keep client and public apprised of the project status through daily logs, materials measurement, pay requisition review, and biweekly contractor meetings.

Post-storm Master Service Agreement for Multiple Bridges and Culverts, Mendon, VT. Project Manager assisting the Town of Mendon during recovery efforts following Tropical Storm Irene. Under a Master Service Agreement, provided FEMA coordination for submission of grant applications for six damaged roadway, bridge, and culvert projects. Services included FEMA scope of work, Alternate Project Applications and Hazard Mitigation Grant Applications, and engineering design and construction phase services for each project. Typical engineering services incorporated, topographic survey, conceptual planning, hydraulic evaluation, structural design, civil design, bidding support, and construction administration. Damaged infrastructure included Upper Notch Road, Upper Notch Bridge #22, Medway Bridge #25, Wheelerville Double Culvert, Wheelerville Road Bridge #11, Woodward Road Pipe Arch, and Wright Road Culvert.

West Seminary Street Private Neshobe River Bridge, Brandon, VT. Project Manager responsible for assisting a landowner to replace a private bridge, which incurred significant damage from Tropical Storm Irene. The existing 20-ft span bridge was inadequate for Q25 storm events and required HEC-RAS evaluation of the upstream and downstream channel to address extreme storm events. This evaluation incorporated review for both hydraulic and geometric constraints posed by a concurrent flood overflow culvert structure being managed for the Town of Brandon. Assisted the owner with Stream Alteration permitting to replace the existing structure with a longer precast voided slab span, including modification of the upstream and downstream channel with stone retaining walls. The modified bridge and stream channel accommodates Q25 storm flows.

Wheelerville Road Double Culvert, Mendon, VT. Project Manager for the replacement of a double, 4-ft barrel culvert penstock along Wheelerville Road that was displaced by approximately 5 ft with its outlet invert elevated. Prepared FEMA funding application for aquatic organism passage-friendly, clear-span 10-ft-by-4-ft box culvert with baffles. The replacement design incorporated the box culvert, precast concrete headwalls, and roadway realignment. Modified geometry incorporated meeting Q25 design flows with a Stream Alteration Permit obtained from VT ANR. Full bid packages, advertisement, and contractor selection services were provided.



Andrew Hummers, PE

Bridge Engineer

Education

B.S., Civil Engineering
Rutgers University, 2005

Registrations

Professional Engineer: VT 135159, NY 91542,
PA 78699

Mr. Hummers is a structural engineer with over 15 years of practical experience in the design, analysis, inspection, and rating of bridges, buildings, and miscellaneous structures. His responsibilities include client interaction and the supervising and mentoring of junior engineers. Andrew is knowledgeable of LRFD bridge design following AASHTO and AREMA specifications and DOT standards.

Bridge Replacement, Rock Point, Burlington, VT. Senior Bridge Engineer for replacement of a 60-ft-long by 15.5-ft-wide steel girder superstructure with a steel stringer and concrete deck superstructure. Responsible for shop drawing review.

VT 58 Bridge Replacement, Lowell, VT. Senior Bridge Engineer for the replacement of a 38-ft-long bridge carrying VT 58/Hazens Notch Road over the Burgess Branch. The project receives state and federal funds and follows the VTrans Municipal Assistance Section (MAS) process. Responsible for final superstructure calculation review.

FR 278 Bridge Superstructure Replacement, Green Mountain National Forest, Woodford, VT. Senior Bridge Engineer for design to replace a timber, single-span vehicle bridge on concrete abutments. Responsible for the design of the glulam deck and steel superstructure. Provided review of elastomeric bearing design calculations and details.

NH 12A Bridge over NH Railroad, Lebanon, NH. Senior Bridge Engineer for design of a bridge carrying NH 12A across the NH RR. Project consisted of staged construction to maintain traffic during construction. Proposed structure eliminates the existing intermediate piers and replaces the existing three span crossing with a new single span crossing. Project also included the planning and alignment of a temporary pedestrian bridge to maintain pedestrian traffic throughout the project. Responsible for structural design aspects of the project, including the development of final plans and quantities.

Bridge Replacement, Jones Road over Route 4, Englewood, NJ. Bridge Engineer responsible the design of a staged replacement of a steel thru-girder bridge with steel girders. Responsible for the design and detailing of the steel plate girders.

South Road Bridge, Harrisville, NH. Senior Bridge Engineer for bridge study, design, and construction phase engineering for Bridge No. 061/060 on South Road. Services include alternatives evaluation and recommendations to rehabilitate or replace the existing bridge, permit application assistance, preparation of final engineering plans and specifications, assisting the Town during the bid phase, and providing the Town with construction administration services. The South Road Bridge, a 30-foot-long structure, is on the NHDOT Redlist due to significant deficiencies and has been recommended for posting by the NHDOT. Deficiencies include: a low load carrying capacity (6-ton) weight restriction, an unstable southwest wingwall, steel reinforcing exposure along the centerline joint of the concrete deck with some minor to moderate rusting, rust staining from rebar along the exterior edges of the concrete deck/T-beams, scour behind the southeast wing/abutment, inadequate (nonexistent) approach guardrails, substandard bridge rail, and a Federal Sufficiency Rating of 38.5%.

Chestnut Street Bridge Widening, Philadelphia, PA. Senior Bridge Engineer responsible to provide design and detailing of steel bridge widening in Center City Philadelphia.

RELEVANT EXPERIENCE

RECENT PROJECTS

VT 58/Hazen's Notch Road Bridge Replacement, Lowell

D&K worked with the Town of Lowell to design and permit the replacement of a short-span bridge carrying VT 58/Hazen's Notch Road over Burgess Branch of the Missisquoi River. The new crossing includes a 50-ft-span steel girder bridge using integral abutments on piles. The project received federal funds and D&K assisted in guiding the project through the VTrans Municipal Assistance process. The project was located within a floodplain, so significant hydrologic and hydraulic evaluations were required. D&K also performed geotechnical investigations, bid phase and construction phase assistance services. The construction was substantially completed in November 2024.



Rock Point Bridge Rehabilitation, Burlington

DuBois & King led structural, civil, and transportation engineering and survey for the rehabilitation of a 60-ft-long by 15.5-ft-wide steel girder superstructure with a steel stringer and concrete deck structure. The bridge carries a City road and a water line over the Burlington bikeway. The project was designed for minimal or no vehicle and water service disruptions during the construction phase.



NH 12A Bridge Replacement, Lebanon, NH

DuBois & King studied existing conditions, reviewed work by another Consultant to complete a Value Engineering (VE) study and is currently designing the replacement structure. D&K developed three alternatives to replacement



ADDITIONAL EXPERIENCE

The following are additional projects completed by DuBois & King that have similarities to the Bridge 31 replacement project.

Bridge Replacement, Hogback Road, Cambridge



D&K provided survey, evaluation, structural, civil, highway, geotechnical, and water resources engineering, permitting assistance, bid phase services, and construction phase assistance for the replacement of a short-span, municipally owned culvert carrying a low-volume town highway over Judevine Brook. The existing structure was a 11-ft by 7-ft corrugated metal plate pipe culvert. The new bridge is a 28-ft

clear span by 8-ft rise aluminum arch culvert supported on precast concrete pedestal footings with aluminum wingwalls. The project included a local/state detour route, regrading of the stream, right-of-way acquisition, landscaping, and other highway-related improvements.

Emergency Culvert Replacement Camp Brook Road, Bethel



D&K served as the prime consultant for a fast-track project constructed during the winter months that replaced an undersized 8-ft-span steel culvert damaged in a storm event along a high-elevation mountain road connecting VT 100 and VT 12. The culvert carried the road around a curve on a steep grade in a constrained site. Challenges included designing and constructing the project within the funding timeline and minimizing the road closure period on a road that sees approximately 2,400 vehicles per day. Additional construction phasing challenges included managing stream bypass pumping on a stream with highly variable flows, efficiently and quickly performing the cuts, installing preassembled elements, constructing cast-in-place elements, and paving during November and December 2024.

Archertown Road over Jacobs Brook Bridge Replacement, Orford, NH



D&K completed a bridge study for the replacement of Bridge No. 080/120 on Archertown Road over Jacobs Brook. The project includes an alternatives evaluation and recommendations to replace the existing bridge, permit application assistance, preparation of final engineering plans

and specifications, assisting the Town during the bid phase, and providing the Town with construction phase services.

The existing Archertown Road Bridge over Jacobs Brook was constructed in 1930 and is approximately 48-ft-long. The bridge superstructure is a concrete deck on six steel stringers. The bridge substructure consists of a stone abutment on the west end and stone faced concrete abutment on the east end, with a Federal Sufficiency Rating of 49.2%. The bridge is on the NHDOT Redlist.

D&K's detailed bridge study evaluated hydraulics, historic resources, permitting requirements, and cost-effective replacement options. The study recommends a new 48-ft-long steel stringer bridge with a concrete deck supported by new concrete abutments.

FEMA Emergency Response Projects throughout Vermont



D&K served as the prime consultant for the following projects:

- Medway Bridge #25 Replacement, Mendon, VT
- Wheelerville Road Double Barrel Culvert Penstock Replacement, Mendon, VT
- Woodward Road Culvert Replacement, Mendon, VT
- Wright Road Culvert Replacement, Mendon, VT
- Bridge #11 Replacement, Mendon, VT
- Upper Notch Road and Bridge #22 Rehabilitation, Mendon, VT
- Gunners Brook Flood Mitigation, Barre City, VT
- Broad Brook Road Flood Resilient Culvert Design, Royalton, VT
- Happy Hollow Road Flood Resilient Culvert Design, Royalton, VT
- Perley Farm Road Reconstruction, Royalton, VT
- Back River Road Stabilization, Royalton, VT
- Broad Brook Slope Stabilization, Royalton, VT
- Gilman Road Stabilization, Royalton, VT
- Royalton Hill Road Streambank Stabilization, Royalton, VT
- Carpenter Recreational Field Restoration Project, Royalton, VT

Rehabilitation and Flood Resilience, Sanborn (Centre) Covered Bridge, Lyndon



D&K is providing inspection, evaluation, and rehabilitation design of the Sanborn (Centre) Covered Bridge. The bridge provides pedestrian and snowmobile access over the Passumpsic River and is one of three Paddleford Truss-supported covered bridges of this type remaining in Vermont. The project is located within a floodplain, so significant hydrologic and hydraulic evaluations were required.

The July 2023 storm event at the project site was equivalent to a 500-year storm event, so D&K designed improvements to address conditions associated with a 500-year storm event. D&K performed topographical survey, geotechnical evaluations, a bridge load rating, preliminary design and is in the process of completing final design services for substructure and superstructure rehabilitation. Construction is anticipated to start in fall 2025.

US 7 Neshobe River Overflow Culvert, Brandon



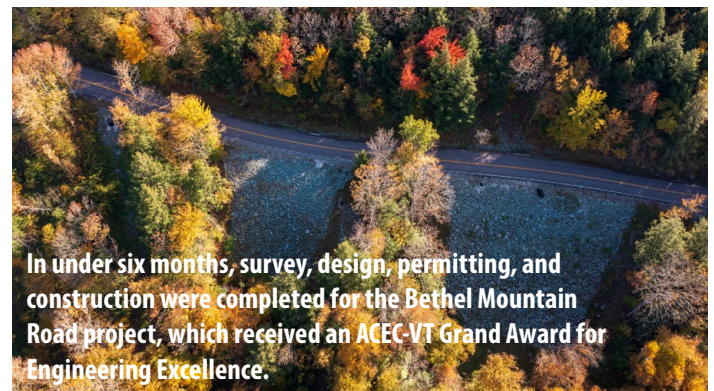
Significant damage occurred to the Brandon downtown area when Tropical Storm Irene caused flooding and overtopping of US 7. The floodwaters damaged the town

offices, Gazebo Park, portions of Briggs Lane and US 7, as well as private and commercial properties. D&K provided design of an overflow culvert to prevent future overtopping by the Neshobe River. The culvert reduced impacts from high water events by redirecting up to the 500-year storm event away from the choke point that goes under Route 7, businesses, and the town offices. The Town received a Hazard Mitigation grant of \$2.55M from FEMA to fund the construction of the culvert crossing under US 7.

Detailed hydraulic and hydrologic analysis guided the design of the overflow structure, a new 278-ft, 6-ft-high, by 12-ft-wide three-sided concrete precast structure with a sloped, tapered inlet, horizontal and vertical bends, an integral retaining wall, and an energy dissipater outlet baffle. Extensive, detailed design was required to fit the buried structure into the constrained site—with adjacent unstable buildings, existing utilities, and shallow ledge—to prevent impacts to abutting structures and property.

In addition to design services, D&K provided construction observation and administration. The timing for completion of the overflow culvert was crucial to prevent conflicts with an immediately subsequent \$20M roadway and utilities reconstruction project on US 7.

Emergency Slope, Drainage and Roadway Repair, Bethel Mountain Road, Rochester



Melting snowpack, frozen ground, and significant rainfall from an April 15, 2019, storm resulted in significant surface drainage, a partial washout of a 2,800-ft section of Bethel Mountain Road, and multiple erosion-related slope failures compromising the road. Serving as an east-west connector between VT 12 and VT 100, the road carries approximately 1,400 vehicles per day. D&K led the consultant team responsible for providing survey, design, and permitting for repairing and upgrading roadway drainage systems, reconstructing the roadway, and developing long-term roadway embankment slope repairs in five locations—in a compressed, three-month timeline.

The project environment included very steep slopes and challenging terrain. For the drainage improvements, D&K designed hillside channels to convey high volumes of stormwater runoff down the mountain traveling at erosive velocities. The final design included 20 culverts spaced at close intervals to prevent the water from concentrating and overwhelming the hydraulic capacity of the roadside drainage ditch. To address culvert blockage concerns, the team designed the upslope drainage ditch so water would spill over into the next downstream ditch at a controlled elevation. A range of stone types was used on the steep downward slope to slow runoff velocity from culverts discharging, preventing further erosion and slope stability issues. The team also designed downslope conveyance ditches instead of typical splash pads.

D&K completed the design and permitting phases, assisted with bid procurement, and provided construction administration and full-time resident engineering services. The entire project was designed, permitted, bid, and constructed in less than six months to meet funding requirements.

Mad River Flood Study, Central Vermont Regional Planning Commission, Waitsfield, Warren, Fayston



DuBois & King led a consultant team to perform a flood study of the Mad River, Thatcher Brook, and Graves Brook in central Vermont. The project included four primary scope tasks: identification and conceptual design of strategies to improve flood resiliency of roadways; guidance for selecting appropriate strategies to improve flood resiliency; GIS-based screening to identify roadway segments vulnerable to flood damage; and field investigation of potentially vulnerable sites. The team prepared conceptual sketches of roadway protection strategies and flowchart guidance to allow towns to determine which strategies would be appropriate to apply in a variety of situations.

D&K developed high-quality hydraulic models of the streams using HEC-RAS software and prepared inundation maps for flows ranging from the 2- to 500-year flood flows. The maps and models identified the most vulnerable infrastructure, such as roads, bridges, culverts, utilities, homes, and businesses, guiding mitigation actions that individual towns can consider to increase flood resiliency. Services included survey of river cross sections, miles of hydraulic modeling using HEC-RAS 5.0, plus 2D modeling of two vulnerable sites with complex hydraulic characteristics. The final report summarized mitigation actions on the three most vulnerable sites per town, including inundation maps, and listed potential resiliency improvements and planning-level cost estimates. The project was funded through a Community Development Block Grant.

TOWN OF WAITSFIELD, VERMONT

Selectboard Meeting Minutes

Monday, November 24, 2025

Draft

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

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

Others Present: Bob Cook, Peter Franzoni, Bruno Grimaldi, AnnMarie Harmon (Planning Commission), Trish Hopkins, Curt Lindberg, MRVTV, Bobbi Rood, Mac Rood, Colleen Senterfitt, James Senterfitt, Jonathan Ursprung (Planning Commission), Chessie Stevens, and Brook Cunningham

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).

Several items were added to the agenda.

2. Public Forum.

Mr. Lindberg and Mr. Grimaldi, as residents and Conservation Commission members, commended the Selectboard for bringing York Haverkamp to Waitsfield, noting that Mr. Haverkamp is working hard to get to know the community and is consistently seeking ways in which to help with his leadership and vision.

Bobbi Rood read a letter to the Board, proposing a non-binding resolution be adopted by the Town regarding a commitment to due process, equal protection, and Constitutional rights. Peter Franzoni provided some information on the background of the drafting of this resolution; he and others present voiced their support for its adoption. Ms. Rood read the resolution, and the Board agreed to place the matter on the agenda for the December 15 meeting.

3. Irasville Master Plan.

Ms. Harmon spoke of the feedback provided by Joshua Schwartz and the members of the Planning Commission, then outlined some of the possibilities provided through the plan, including Slow Road development as an initial phase of implementation.

Mr. Weir provided some background information on the project, the collaboration involved, and the communications with ANR/DEC regarding wetland conservation and impacts. He noted that the 70 dwellings proposed in the Plan are based upon the anticipated capacity of a fully built out wastewater system, and that there is no specific number proposed for the Slow Road area.

Board members provided some commentary regarding the reference to the recent Executive Order issued by the Governor which in part addresses wetlands, noting that it should be removed or at least deemphasized. They also indicated that a better understanding of how the

Community Housing Infrastructure Program (CHIP) might relate to the Plan would be useful, and noted that the context of long term planning in Waitsfield should always be provided when presenting the Plan.

4. Meadow Road bridge.

Mr. Haverkamp reported that he had followed through on the steps outlined at the previous meeting. He also explained that the level of FEMA assistance to be provided for the bridge is still unknown, and that a temporary bridge is unlikely to be funded/provided, but he will follow through with the application. It was discussed that, while VTrans has indicated that deferred maintenance is the reason for the bridge's reduced weight limit being imposed, there are VTrans staff who have expressed that the increased heavy traffic following the 2024 flooding did exacerbate the deterioration.

It was generally agreed that continued investigation of adding support to increase the life span of the bridge should be halted, as the need for a new bridge has become very obvious. CVRPC has assisted with a grant application for the engineering work needed for a new bridge; those awards have not yet been announced. Additional grant opportunities will be available in 2026.

The Senterfitts spoke of their concerns and voiced the opinion that the bridge should be replaced.

Mr. Messer reported that he had spoken with Stephan Pratt of Moretown, and that the Moretown Fire Department will respond if available to areas impacted by the bridge limitations. It was confirmed that the school bus service has come up with a plan so that buses do not need to use the bridge.

There was some discussion regarding the Town's inability to negate the agricultural exemption for the weight limit; Mr. Haverkamp will look into what might be done in the future to require that an alternate route be used by this equipment. He will also look into having a detour noted on online mapping services.

It was discussed that a further inspection report should be requested from VTrans in order to include structural failures as well as decking degradation.

Installation of cameras in order to provide the Sheriff's Department with information was agreed to, and it was discussed that signage/announcements noting that cameras are in place may also serve as a deterrent.

5. Resolution: Vermont 250th Anniversary.

It was indicated that Alice Peal has confirmed that the Historical Society will serve as the liaison with the State Commission and is planning an event for Waitsfield.

MOTION: *Mr. Curtis moved to adopt the Resolution as drafted. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

6. Village and Pink Brook Bridges.

Mr. Haverkamp reported that the deck repair for the Village Bridge is scheduled for November 25, with repairs of damage from vehicle impacts also to take place. He also noted that Miles Jenness will be completing a more detailed inspection prior to outlining the more comprehensive repair plans.

Mr. Haverkamp explained that the Road Department will be fixing the recent damage done to the Pine Brook bridge by two separate vehicle impacts, and that Miles Jenness will also be looking at this bridge's floorboards and completing an inspection.

7. Budget Planning.

Mr. Shupe outlined that there will be a meeting with Fayston on December 8 to discuss Fire Department and shared road maintenance budget areas, that he has been working with Mr. Haverkamp in preparation for budget work, that the Road Department budget will likely be the first area addressed, and that a Board meeting is scheduled for every Monday in January. Mr. Haverkamp also reported that he has been discussing budgeting with Jennifer Petersen, and that he has been looking into different health care coverage options.

It was noted that the striping on the east side of the Village Bridge should be part of budgeting discussions with Josh Rogers.

8. Meeting Schedule.

It was confirmed that the Board will be meeting on December 8th with the Fayston Selectboard at the Fire Stateion, and that a regular meeting is scheduled for December 15th.

9. Review of Minutes.

The minutes of the November 10 meeting were amended and approved.

10. Consent Agenda.

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

- Approve Bills Payable & Treasurer's Warrants

11. Town Administrator Report.

Mr. Haverkamp noted that the Traffic Ordinance will be coming back to the Board for further review, and that the Animal Ordinance has been published.

12. Selectboard Roundtable.

Mr. Babbott-Klein reported that the MRVPD is working on the FY27 Work Plan and Budget, with a goal of a 5% increase for funders. He outlined the proposed Work Plan, and it was agreed that continued engagement by the PD with the CRV work should be included in that Plan.

Ms. Ursprung asked about follow up regarding the recent accident that caused significant damage to Village buildings; Mr. Haverkamp will look into the available information, and request that any responsible liquor licensee have a conversation with the Board if appropriate.

13. 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 (a)(10) [cybersecurity], inviting Mr. Haverkamp to join, passed unanimously.*

The meeting entered Executive Session at 8:32 pm and returned to open session at 9:14 pm.

MOTION: *Mr. Messer moved to approve a contract with Timberline Electric to install a new circuit breaker at the General Wait House in order to connect the furnace. The motion was seconded by Mr. Babbott-Klein and passed unanimously.*

MOTION: *Mr. Messer moved to grant the Town Garage Preliminary Design contract to Breadloaf Construction. The motion was seconded by Mr. Curtis and passed unanimously.*

III. Other Business

1. Correspondence/reports received were reviewed.

IV. Adjourn

The meeting adjourned at 9:15 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

TOWN OF WAITSFIELD, VERMONT

Selectboard Meeting Minutes

Monday, December 8, 2025

Draft

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

Staff Present: York Haverkamp, Town Administrator

Others Present: Ron Graves (Fayston Selectboard), Lisa Loomis (Valley Reporter), Chuck Martel (Fayston Selectboard), MRVTV, Don Simonini, Sarah Stavraky, Madison Vasseur

Fire Department

Members Present: Daniel Beede (Assistant Chief), Tripp Johnson, Josh Noyes, Evan Theurer, Jared Young (Chief)

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.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).
No adjustments were made to the agenda.

2. Public Forum.

Don Simonini requested that adjustments to the Road Agreement be considered, allowing for coordination for springtime grading of the lower end of the Center Fayston Road. It was indicated by Board members present that this will possibly be discussed at a future point after consultation with the Road Foremen.

II. Regular Business

1. Fire Department tour and discussion.

Mr. Shupe explained that it is valuable for the Boards to hear from the Department regarding needs, capital budget, and other updates.

Mr. Young outlined that the new engine to be delivered in 2027 will replace Engine No. 5, which is 23 years old and still operating, but increasingly requiring maintenance. He explained that the new engine will also provide benefits of upgraded technology. He indicated that there are ongoing concerns regarding the deterioration of the Fire Station building, noting that repairs have been completed as possible by members of the Department. However, he explained that there are heating, plumbing, and electrical needs at the site which require professionals to complete the work. He emphasized that the building cannot be allowed to freeze, due to the water stored in the tanker. Mr. Young has obtained a quote for needed electrical panel work, but has not yet solicited bids for replacement of the heating system. These repairs are not currently included in the budget request.

It was further discussed that the building does not cover some basic firefighter needs, such as a shower, closed off areas to avoid the spread of post-fire contaminants, or an exhaust system to operate when the trucks are started in the building. Mr. Young indicated that the new cleaning

system/area is advantageous, but that a separate room would provide for better safety. The existence of an inspection report which was provided several years ago was discussed; Mr. Johnson noted that at one point a list of items to be addressed had been provided to the previous Town Administrator. Mr. Shupe pointed out that reviewing the cost effectiveness of repairs versus construction of a new station would be a useful undertaking.

Mr. Young then outlined the Department roster, spoke of the year's call volume and assistance provided to neighboring towns, and the Department's ability to get a crew together when needed. Board members explained that Waitsfield has some administrative time budgeted for the Department, and that Mike Jordan has assisted with Department budget development in the past and likely would do so again.

Mr. Johnson provided some historical capital budgeting information and future plans. It was explained that Engine No. 5 will likely be auctioned once the new engine – Engine No. 7 – is delivered in early 2027, as technology changes over the years preclude the ability to trade in a vehicle of this age.

Mr. Young indicated that the hydrant system is working well, and confirmed that the planned stand pipe at East Warren/Rolston Roads will be beneficial.

The group then toured the building and equipment.

2. Road Agreement.

It was agreed that the Road Agreement will remain in place, with 3% added to the total amount, which is also what was approved for the current year.

MOTION: *Mr. Martel moved to increase the Road Agreement budgeted amounts by 3% for the upcoming fiscal year. The motion was seconded by Mr. Messer, and passed unanimously.*

3. Consent Agenda.

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

- Approve Bills Payable & Treasurer's Warrants
- Approve RRFB installation

III. Other Business

1. Correspondence/reports received were reviewed.

IV. Adjourn

The meeting adjourned at 8:14 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary