

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, February 9, 2026**

4 **Draft**

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

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

8 **Others Present:** Julie Frost (FMR), Robin Morris (Water Commission), Rohan Press (FMR), Ira  
9 Shadis (FMR)

10  
11 **I. Call to Order:** The meeting was called to order at 6:30 pm by Brian Shupe. The meeting was  
12 held in person at the Waitsfield Town Office and remotely via Zoom.

13  
14 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A)**

15 Several items were removed from the Consent Agenda.

16  
17 **2. Public Forum**

18 Nobody requested time to speak to the Board.

19  
20 **II. Regular Business**

21 **1. Friends of the Mad River (FMR)**

22 Julie Frost provided a presentation covering some background information regarding FMR, the  
23 organization's core values, core focus, expanding capacity, community engagement work, and  
24 collaboration goals.

25 Ira Shadis outlined the process used in collaborating with Fayston and Warren for culvert  
26 replacements and potential funding assistance for culvert replacements which aid in fostering  
27 fish habitat or certain water quality improvements.

28 Board members were encouraged to attend upcoming FMR events.

29 **2. Wastewater/Water Connection Policy**

30 Mr. Shupe introduced the topic of coordination between Water System and Wastewater  
31 System policies. Robin Morris explained that currently there is no requirement for connecting  
32 to the Water System, although a large percentage of those in the service area have done so. He  
33 noted that additional connections serve to reduce the fees for each connection.

34  
35 It was discussed that there are some properties, including some priority properties, whose  
36 owners intend to connect to the Wastewater System, but who are not currently connected to  
37 the Water System. Mr. Morris explained that this may create billing issues, as wastewater fees  
38 are typically connected to water usage. It was also noted that there is the possibility of  
39 contamination of the Wastewater System by PFAS or other materials from private wells. A  
40 solution for the billing would be to require that a meter be installed by owners who are only on  
41 the Wastewater System, it was agreed that the better solution would be to require that all  
42 those connecting to the Wastewater System be required to also be served by the Water  
43 System. It was indicated that the Town's paying for a portion of any new Water System

44 connection costs would be part of this requirement. Mr. Shupe explained that a decision  
45 regarding this issue is necessary, as the Water Commission is willing to take the lead on drafting  
46 a Wastewater Ordinance, with Mr. Morris having experience in having been a primary author of  
47 the Water Ordinance.

48

49 **MOTION:** *Mr. Babbott-Klein moved to authorize the Water Commission to develop a draft*  
50 *Wastewater Ordinance, which stipulates that connection to the Wastewater System requires*  
51 *that the property also be connected to the Water System. The motion was seconded by Mr.*  
52 *Messer, and passed unanimously.*

53

54 Mr. Shupe also explained that there is the potential to contract with Simon Operating Systems  
55 (SOS) for operating the Wastewater System in addition to their current operation of the Water  
56 System. He pointed out that having the operator involved in the design of a system is  
57 beneficial, and that SOS has been assisting with the wastewater design as it has developed.

58

59 Mr. Morris explained that addressing an emergency situation related to the Water System  
60 requires a meeting attended by two Water Commission members and two Selectboard  
61 members, indicating that a need for such a meeting may arise once it has been determined  
62 where the current leak in the system is located. It was agreed that Mr. Shupe and Mr. Messer  
63 will represent the Selectboard if the need for an emergency meeting arises.

64

### 65 **3. FY2025 Audit Report**

66 Mr. Shupe noted that the Audit Report provided was positive, and that the overview included in  
67 the Town Administrator's report was thorough. An \$853K unassigned fund balance was  
68 confirmed.

69

70 Mr. Curtis noted that some of the debt service included in the budget is not directly the Town's,  
71 but rather related to loans provided for water connections, which are paid by property owners.  
72 Removing those figures results in a lower debt service percentage, which Mr. Haverkamp will  
73 make note of with Mr. Lewis and Ms. Gallup.

74

### 75 **4. Vermont Covered Bridge Society**

76 The Society has provided the Town with \$1000 to be used for designing a system to prevent  
77 damage to the Village Covered Bridge by vehicles too tall to pass through. There was some  
78 discussion regarding whether a 'headache bar' or an electronic device would be the better  
79 solution, and it was noted that confirmation is needed regarding whether the funding would  
80 allow for design of either solution, or if it is intended to be specific to design and installation of  
81 some type of physical prevention such as a 'headache bar.' Mr. Haverkamp will get further  
82 information. The Society has requested that any design developed be shared with other towns  
83 who need a solution for the problem of damage caused to covered bridges by vehicles, a  
84 condition which Board members were amenable to. This matter will be discussed further after  
85 Mr. Haverkamp receives more detailed information.

86

### 87 **5. IT/Cyber Rural Solutions 3-Year Contract**

88 Mr. Haverkamp summarized that most firms are unlikely to enter into a one-year contract and  
89 that his interactions with Rural Solutions have indicated that some additional capabilities will be

90 included in a three-year contract. He also indicated that Rural Solutions would take on the cost  
91 of the Town's Microsoft 365 subscription, which will eliminate that expense of approximately  
92 \$1K annually. He reviewed the questions he had asked of the company, such as what the  
93 threat to the Town would be if Rural Solutions experiences a cyber threat and what the logistics  
94 of logging into the system entail, noting they had been answered satisfactorily. Work to  
95 remedy the most critical known threats would be addressed first if a contract is entered into.

96  
97 Mr. Babbott-Klien indicated that he would like to review the full language of the contract.

98  
99 **MOTION:** *Mr. Curtis moved to approve the three-year IT support contract with Rural Solutions,*  
100 *and authorize the Town Administrator to sign the agreement, subject to prior legal review. The*  
101 *motion was seconded by Mr. Messer, and passed unanimously.*

102  
103 **6. Town Meeting Preparation**  
104 Mr. Shupe provided an update on the work of the committee working to increase Town  
105 Meeting Day attendance, noting that the majority of those asked prefer that the Meeting take  
106 place on Town Meeting Day in the morning, and that there is much curiosity regarding what  
107 actually takes place at the Meeting. Mr. Babbott-Klein summarized that child care was also  
108 requested frequently, along with availability of coffee and food; these will be provided.  
109 Regarding education about the Meeting itself, the committee has been working to develop an  
110 informational postcard. Iterations of the postcard's content were reviewed.

111  
112 Mr. Babbott-Klein emphasized that Vermont law requires employers to grant unpaid leave for  
113 Town Meeting Day (with a 7-day notice provided by the employee), except for employees  
114 essential to operations.

115  
116 Mr. Babbott-Klein noted that he will be looking into establishing an email update system for  
117 residents and other interested parties.

118  
119 It was confirmed that the Town Report is at the printer, the proof to be available later in the  
120 week.

121  
122 **7. Infrastructure Summit**  
123 Mr. Haverkamp indicated that he is completing updates to the presentation for the Summit,  
124 which will be an opportunity to discuss town infrastructure needs and projects and answer  
125 related questions, including LOT information. Notifications which have been/will be put in  
126 place were outlined; Mr. Haverkamp will look into MRVT's livestreaming the meeting and  
127 providing a call-in option.

128  
129 **7A. Shortfall Resolution**  
130 Mr. Shupe provided an explanation of the memo received from Steve Lewis and Sandy Gallup,  
131 outlining their plan to absorb the tax shortfall through savings experienced in budget  
132 expenditures; they had requested that this plan be acknowledged by the Board.

133

134 **MOTION:** *Mr. Messer moved to acknowledge and accept the Treasurer's plan for resolving the*  
135 *property tax shortfall. The motion was seconded by Mr. Babbott-Klein, and passed*  
136 *unanimously.*

137

### 138 **7B. Approval of Minutes**

139 The Minutes of 1.26.2026 and 1.28.2026 were amended and approved.

140

### 141 **8. Consent Agenda**

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

- 143 • Approve Bills Payable & Treasurer's Warrants

144

### 145 **5. Town Administrator's Report**

146 Mr. Haverkamp had noted earlier in the meeting that FEMA extension letters had been  
147 approved for the Center Fayston culvert work and Meadow Road Bridge assessment work. He  
148 noted that DuBois & King is progressing on the Meadow Road project, and is waiting for input  
149 from VTrans. The culvert work is also moving forward.

150

151 Mr. Messer inquired about the General Wait House Reserve Fund balance. It was clarified that  
152 the current \$56,303 balance includes both Town and donated funds. Mr. Messer requested  
153 that a detailed report of additions and expenditures be provided.

154

### 155 **6. Selectboard Roundtable**

156 Mr. Curtis reported on a request received regarding the speed limit on East Warren Road  
157 becoming 40 MPH just after the fork with Joslin Hill Road; the resident is requesting that the 40  
158 MPH sign be located further up the hill. Mr. Haverkamp will look into the logistics, which  
159 involve VTrans consultation, of making such a change.

160

161 Mr. Messer reported on a recent incident at the Wait House when the propane level, which is  
162 on automatic delivery, became too low. He explained that the furnace took some time to start  
163 running again, but that the follow up service call later in the day found that everything was set.  
164 He is working with the fuel provider to remove the charge for an emergency service call. It was  
165 discussed that the various municipal buildings are not all serviced by the same provider, and  
166 that there is the potential to put heating fuel delivery out for bid later in the year.

167

### 168 **III. Executive Session**

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

171

172 **MOTION:** *A motion to enter Executive Session per 1 VSA §313(a)(1)(E) [Pending Litigation],*  
173 *inviting Mr. Haverkamp to join, passed unanimously.*

174

175 The meeting entered Executive Session at 9:03 pm and returned to open session at 9:29 pm.  
176 No further action was taken by the Board.

177

178 **IV. Adjourn**

179 The meeting adjourned at 9:29 pm.

180 Respectfully submitted,

181 Carol Chamberlin, Recording Secretary