

TOWN OF WAITSFIELD
HEALTH BOARD and SELECTBOARD AGENDA FOR
Monday, April 27th, 2026 | 6:00 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) Special Health Board Meeting**
 - 1. Call to Order: 6:00pm
 - 2. Additions, removals or modifications to the meeting agenda
 - 3. Alleged public health risks at the Vermont Mobile Home Park — this item returns to the Selectboard following concerns raised at the April 13th meeting, to continue the determination of whether there is sufficient cause to issue a Health Order.

- II) Selectboard: Call to Order: Following Health Board Meeting**
 - 1. Additions, removals or modifications to the meeting agenda pursuant to 1 V.S.A. §312(d)(3)(A)
 - 2. Public forum

- III) Regular Business.**
 - 1. Treasurer’s Report
 - 2. Mad River Path – Misha Golfman
 - a. Request to sign Millbrook project-related docs on behalf of the town.
 - b. Update the selectboard of Path/Riders Merger
 - c. Mad River Path/Mad River Arts exhibit.
 - 3. Village covered bridge update
 - 4. Street Sweeping update
 - 5. Local Emergency management Plan (LEMP)
 - 6. Consent Agenda
 - a. Warrant
 - b. Town Meeting Minutes
 - c. Minutes 4.13.2026
 - d. Local Emergency Management Plan (LEMP) and LEMP adoption form
 - 7. Town Administrator’s Report
 - 8. Selectboard Roundtable

- IV) Proposed Executive Session**

Pursuant to 1 V.S.A. § 313(a)(1)(E), the Selectboard proposes to enter executive session to discuss a matter that may result in civil litigation involving the Town. The Board finds that premature public disclosure would place the Town at a substantial disadvantage.

IV. Adjourn

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

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

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

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

Town Administrator Report
4.27.2026

I wanted to take a moment to thank everyone who kept things running while I was away visiting my daughter, who is studying abroad in Florence, Italy. Erin, Noam, and my father had a wonderful trip...and as I finalize this meeting packet, I'm looking out at the Matterhorn in Zermatt, Switzerland.

Our Town runs so smoothly, and that is a credit to the teams who show up every day working toward the shared goal of a thriving Waitsfield. We are fortunate to call this place home.

Peace, York

Vermont Covered Bridge Society — America's 250th Anniversary Flag Project

Town Clerk Jennifer Peterson shared correspondence from Gary Briggs, Town Clerk/Treasurer of Lunenburg and Events Chair of the Vermont Covered Bridge Society (VCBS), regarding a statewide initiative to fly the official America's 250th Anniversary flag on all 87 of Vermont's historic covered bridges from late June 2026 through December 2027.

VCBS has secured \$5,000 from Vermont's Division of Historic Preservation and \$1,615 in organizational funds to support the project. Waitsfield, with two town-owned covered bridges, will receive two official Betsy Ross America's 250th Celebration flags and mounting hardware at no cost, to be delivered in June.

VCBS is asking that the flags be installed on or before July 1, 2026, with placement on each bridge left to the Town's discretion. Staff will coordinate with the Road Crew on installation. Vermont will be the only state in the nation with the official 250th Anniversary flag flying on all of its historic covered bridges.

No Selectboard action is required at this time — this is provided for awareness.

Tremblay Bridge

Following a conversation between Josh Rogers and me about the bridge, I forwarded the inspection report at his request as a first step in determining what work his crew can take on.

On May 5th, Ned Swanberg from CVRPC will present to the Planning Commission on river corridor bylaws. Selectboard members are welcome to attend. The Planning Commission will review the proposed bylaws and, once satisfied, forward them to the Selectboard for approval — at which point they will be incorporated into the Town's zoning bylaws...I think there may be some questions about this...so stay tuned.

York will be presenting at the Spring RPC Meetup in White River Junction, joining a panel on Capital Planning to share lessons from Waitsfield's community wastewater project.

Meadow Road Bridge — Final Correspondence with DuBois & King (D&K)

I spoke with D&K while driving to New York City for our spring holiday. It was a productive conversation. Below are some additional thoughts from David Conger at D&K, based on our discussion, above and beyond the final load rating memo included in the meeting packet.

- Given that the bridges original design capacity does not meeting current loads for even some smaller emergency vehicles, the expense to rehabilitate the existing bridge does not seem worthwhile for the town
- I would concur with VTrans recommendation that if vehicles greater than their load rating can not be kept off the bridge, it would be advisable to close the bridge
- If the town does keep the bridge open, the FEMA funds may be useful for doing patch / pot hole repair. These probably will not last but would provide some measure of improved riding surface. This work as discussed would not improve the structural capacity of the bridge

I sent an email to VTrans regarding Main Street conditions. Below is my email followed by the response from Greg Smith, District Transportation Administrator.

Hello Michelle, Sommer, and Greg,

I want to begin by saying how fortunate I know we are - as a Town, as a community - to have VTrans as a partner. Since moving to Waitsfield 14 months ago, I've had the privilege of speaking with Michelle and others on the VTrans team multiple times. I have no doubt that everyone on that team cares deeply about Vermont's infrastructure...our roads, bridges, culverts, and more - and that we all ultimately do this work to support the people of Vermont and the visitors to our wicked lovely state.

Following my conversation with Michelle last week about our bridges and Route 100/Main Street, I wanted to put some of our Main Street concerns in writing. We have a lot going on in this not-so-little Town: bridge challenges, ongoing flood response (attempt at being proactive while often required to be reactive), and an increasingly active corridor that is seeing more non-vehicular use every season.

Main Street is the spine of what may be Vermont's most scenic highway. We know how fortunate we are, and that fortune brings traffic...including, increasingly, cyclists. There are many days the stream of cyclists on Main Street is constant. Pedestrians and schoolchildren are part of that picture too. I walked Main Street this afternoon just as Waitsfield Elementary let out, and the number of children walking and crossing the road was both wonderful and genuinely terrifying - faded crosswalk lines leave pedestrians effectively invisible to drivers. The road surface conditions have deteriorated noticeably since I arrived, and this spring, sweeping alone will not be sufficient. The Town absorbed that cost last spring, and this year what's needed is scraping, shoveling, and likely dump truck removal of accumulated material. The storm drains are also clogged. I've cleared them myself in the past and am glad to do so - but the overall condition of the corridor needs a more coordinated response.

I am attaching a few photos to give a sense of current conditions.

What I'm hoping we can work through together - with full recognition of capacity constraints on both sides - is the following:

- A thorough spring cleaning of Main Street this year, and a sustainable plan for spring maintenance going forward
- Repainting of lines, crosswalks, sharrows, and any bike lane markings
- A shared understanding of roles and responsibilities between the Town and VTrans so that we can maintain Main Street at a level of safety commensurate with its use

I'll leave it there for now. I very much look forward to a conversation about how we get Main Street to where it needs to be.

Copied on this email as relevant stakeholders: Dara Torre and Candice White as our legislative representatives; Brian Shupe and Larissa Ursprung as Chair and Vice Chair of the Waitsfield Selectboard; and Charlie Goodman, our Road Commissioner.

Thank you for your time and consideration.

Peace,

York

Good morning York,

I appreciate you reaching out, and I understand the concern you're raising. We've had similar conversations in past years, and I want to acknowledge that your expectations for the condition of this area are reasonable.

At the same time, our maintenance cycle across VTrans has remained consistent for many years and is built around managing a wide range of responsibilities with a finite team. As soon as conditions allow in the spring, our crews are fully engaged in litter pickup, roadway patching, and removing fallen ledge—activities that are critical to safety and typically require about a month to complete. Sweeping of high-priority roadways follows in May, with stenciling scheduled during the warmer months of June through August, aiming for completion by September 1.

In addition to these seasonal tasks, our 40-person maintenance team is responsible for a broad scope of work throughout the construction season, including mowing, tree cutting, culvert and drainage work, guardrail repair, bridge maintenance, and emergency response to incidents such as crashes, flooding, and downed trees. We also support a number of community and statewide events. I share this not as an excuse, but to provide context for how we prioritize and sequence work across the region.

What you're asking for is not unreasonable, and we will address the drop inlets promptly (shoveled off before the weekend). Sweeping will also take place; however, our current priority remains litter removal and patching. As you noted, this area will need to be scraped and material removed prior to sweeping, and we anticipate being able to complete that work within approximately one week of starting—potentially sooner.

There are also a couple of options available if the town is seeking more control over timing. As was done last year, the town could pursue a 1111 permit to have sweeping completed on a preferred schedule. Additionally, converting this segment to a Class I town highway would allow the town to directly manage maintenance activities, including timing and scope. While I'm not a subject matter expert on that process, I've seen other towns pursue it successfully to better align with their priorities.

We value our partnership with the town, our stakeholders, and the traveling public, and we are committed to completing our cyclical maintenance work as effectively as possible. With many communities to serve, we do our best to balance priorities and respond to concerns as they arise.

Thank you again for reaching out. You can expect to see our crews in this area during the month of May.

<https://vtrans.vermont.gov/operations/districts/berlin> - Link to D6 coverage area map

Respectfully,

Greg Smith | District Transportation Administrator

JOB CONTRACT

To: Town of Waitsfield

Date: 4/21/26

Job Name location: Main Street Waitsfield Vt

JOB DESCRIPTION:

- Mobilization/General Conditions \$699
- Sweeping from school to couples field both sides of rd.
\$13,480
- Sweeping from Couples field to bluestone \$6,740

Exclusions:

Dust Control

All permits and fees are the responsibility of the owner

All credit card payments will be charged a 3% processing fee.

JOB CONTRACT: \$ 20,919



KINGSBURY

INTEGRITY • ADAPTABILITY • EFFICIENCY

THIS AGREEMENT IS FOR A FIXED PRICE, FOR COMPLETING THE JOB AS DESCRIBED ABOVE. THE PRICE AS GIVEN WILL BE IN EFFECT FOR 30 DAYS FROM THE DATE OF ISSUANCE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE SUCH THINGS AS MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED. KINGSBURY COMPAINIES, LLC. IS NOT RESPONSIBLE FOR THE LOCATION OR REPAIR OF PRIVATELY OWNED UNDERGROUND UTILITIES.

IT IS THE OWNER'S RESPONSIBILITY TO OBTAIN ANY PERMITS OR INSPECTION DOCUMENTATION THAT MAY BE REQUIRED BY STATE AND LOCAL REGULATIONS FOR ANY TYPE OF WORK PERFORMED. IT IS ADDITIONALLY THE SOLE RESPONSIBILITY OF THE CUSTOMER TO PERFORM ANY LAYOUT REQUIRED, INCLUDING LOCATING AND MARKING PROPERTY BOUNDARIES. KINGSBURY SHALL NOT BE RESPONSIBLE FOR UNKNOWING ENCROACHMENT ON BORDERING PROPERTIES. LEDGE REMOVAL IS NOT INCLUDED. INVASIVE SPECIES ARE NOT THE RESPONSIBILITY OF KINGSBURY, AND IF OWNER HAS CONCERNS REGARDING SUCH, THEY SHALL REQUEST TESTING BE CONDUCTED AT THEIR ADDITIONAL EXPENSE PRIOR TO KINGSBURY IMPORTING FOREIGN MATERIALS TO THEIR SITE.

KINGSBURY COMPAINIES, LLC. WILL NOT PERFORM ANY SEPTIC SYSTEM WORK WITHOUT AN ENGINEER DESIGN AND INSPECTION. ANY ELECTRICAL CONNECTIONS REQUIRED WILL BE THE RESPONSIBILITY OF THE OWNER. FAILURE OF THE OWNER TO COMPLY WITH STATE AND LOCAL PERMITS AND REGULATIONS VOIDS ANY WARRANTY OTHERWISE AVAILABLE UNDER THIS AGREEMENT.

INSTALLATION OF PONDS WILL BE DONE IN A COMPETENT MANNER, HOWEVER, LEAKAGE MAY OCCUR AT ANY TIME AND KINGSBURY COMPAINIES, LLC. SHALL NOT BE HELD RESPONSIBLE. UNSUITABLE MATERIALS USED TO CONSTRUCT PONDS AT THE OWNER'S REQUEST OR SOILS SHIFTING DURING WINTER MONTHS OR HEAVY RAINY SEASONS COULD CAUSE LEAKS.

ALL AMOUNTS ARE DUE AND PAYABLE BY OWNER(S) TO KINGSBURY COMPAINIES, LLC. PAYMENT IS DUE UPON COMPLETION OF WORK, AND THE OWNER(S) SHALL PAY INTEREST AT THE RATE OF 1.5% A MONTH ON THE UNPAID BALANCE. IN THE EVENT KINGSBURY COMPAINIES, LLC. RETAINS AN ATTORNEY FOR THE COLLECTION OF ANY AMOUNTS DUE OWNER(S) SHALL PAY REASONABLE ATTORNEY'S FEES AND COSTS OF COLLECTION.

OWNER(S): TO ACCEPT THE TERMS OF THE CONTRACT, PLEASE SIGN BELOW. UPON RECEIPT OF THIS SIGNED COPY, WE WILL BE IN CONTACT TO SCHEDULE THIS WORK.

OWNER

DATE

OWNER

DATE

SUBMITTED BY

KINGSBURY COMPAINIES, LLC.

DATE

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

Municipality	Waitsfield
LEMP Adoption Date	
NIMS Adoption Date	Nov. 26, 2007
EMD Name	Fred R. Messer
Position	EMD
Primary Phone	(802) 793-2238
Alternate Phone	None
Email	fred.messer@waitsfieldvt.com
Public contact information	Fred R. Messer
POC 2 Name	Clare Ireland
Position	EMC
Primary Phone	(314)814-9692
Alternate Phone	None
Email	Holdinghaus@gmail.com
POC 3 Name	Alice Peal
Position	Asst. EMC
Primary Phone	(802)595-3491
Alternate Phone	(802)496-5235
Email	atpeal@gmavt.com

REMC Representatives	
REMC Emergency Services Appointee	Fred R. Messer
Email	fred.messer@waitsfieldvt.com
EMD REMC Representative	Howie McCausland MRVAS
Email	howie@middlebury.edu

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____ Printed Name: Fred R. Messer

Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed* _____ Printed Name: Brian Shupe,

Selectboard Chair



Local Emergency Management Plan (LEMP)

Required Elements

Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Municipal Adoption		
<input type="checkbox"/>	Completed Municipal Adoption Form	
<input type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
LEMP Required Elements		Page # (if not using a template)
<input type="checkbox"/>	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
<input type="checkbox"/>	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
<input type="checkbox"/>	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk’s office)	
	Note that the public can call Vermont 2-1-1 for resources.	
<input type="checkbox"/>	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
<input type="checkbox"/>	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
<input type="checkbox"/>	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Local Emergency Management Plan

1. Emergency management planners

<i>These are the people who wrote and maintain this plan. This must include the EMD.</i>
Fred Messer – EMD, Clare Ireland – EMC, York Haverkamp – Town Administrator, Alice Peal - EMC

2. Municipal emergency operations center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Which municipal position(s) can activate the EOC?
 Selectboard Members, Town Administrator, EMD, EMC

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities, coordinating municipal support and response
EOC Assistant	Provide support to EOC Director as needed

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
Fred Messer	All
Clare Ireland	All
Alice Peal	All
York Haverkamp	EOC Assistant

Primary EOC location

Facility address:	Waitsfield Town Office, 4144 Main St., Waitsfield
Phone numbers:	802-496-2218
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

	Note: Initially, the EOC may be conducted virtually via Zoom at the discretion of the EMD/EMC, Town Administrator, or Select Board member. Thus, allowing EOC staff and Select Board members to coordinate activities from their private residences or other geographically dispersed locations. EMD/EMC will coordinate with Town Administrator so as either can host the Zoom meeting. Participation will be controlled by the Zoom host and limited to individuals identified on the ICS chart attached to this document, plus Select Board members.
Alternate EOC location (if applicable)	
Facility address:	Mad River Valley Ambulance Service, 4177 Main St., Waitsfield
Phone numbers:	802-496-8888 Office 802-496-4440
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
EMD - \$10,000 EMD, IC or designee, Town Administrator or designee - Up to \$100,000.00 with agreement of two selectboard members.		
<i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.</i>		
Town or city owned resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Businesses with standing municipal contracts (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Water system operators	Simon Operation Services (Nate Fredericks)	(802) 793-5633 (802) 244-7420

Winter salt	Barrett Trucking (Cargill)	(802) 863-1311
Winter salt	DuBois/Newton (American Rock Salt)	(802) 223-5288
Power	Green Mountain Power	1-888-835-4672
Telecom	Waitsfield Telecom	(802) 496-3391 1-800-496-3391
Propane	Wards Energy Brian Jenkins (802)825-6051 Bourne's Energy	800-633-8253 (802) 496-6023 Office Hrs (802) 888-2611
Generator maintenance/repair	Brookfield	1-866-768-3797
Other local resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Rotary Club	Peter Colgan	Peter.colgan@gmail.com 781-771-5568 M
Soup/Sandwiches	Village Grocery	802-496-4477 802-377-9631 talmagejustice@gmail.com
Volunteer Transport	Free-Wheeling	802-249-3427 mrvfreewheelin@gmail.com
Snow Mobile, ATV	MRVAS	802-496-8888 802-496-4440 802-496-3600 mrvas@madriver.com
<i>Individual Financial Support</i>	<i>Mad River Community Fund</i>	802-496-3638
Veterinary/Pet Boarding	Valley Animal Hospital	802-496-3006
Tree Services	Whitney Tree Service	802-496-9975
Excavating	Kingsbury Construction	802-496-2205
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police Special Teams • Swiftwater rescue teams (both local and VT-TF1) • Regional shelter support • Subject matter expertise from state government agency or federal response agency <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <p><i>The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

National Incident Management System (NIMS) typed resources* (if applicable)

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):

Fred Messer, Clare Ireland

Important local websites or social media channels (if applicable):

Town Website: www.waitsfieldvt.us
 Town Facebook: <https://www.facebook.com/Town.of.Waitsfield>
 Mad River Valley FPF

Local newspaper, radio, TV (if applicable):

Valley Reporter Facebook (social media)
 Lisa Loomis: (802) 496-3928 (802) 793-5256
 WMRW (community radio): (802) 496-4951
 WDEV (radio): (802) 244-7321 (802) 244-1777(on air)
 MRVTV: 802-583-4488 tv@mrvtv.com

Public notice locations:
 These are physical locations that you are required to post meeting notices per [17 V.S.A. § 2641](#). Two must be in town and the third must be in or near the town clerk's office.

Waitsfield Town Offices
 Village Grocery bulletin board
 Post Office bulletin board
 Front Porch Forum

Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
Evergreen Place, 5308 Main St. (Senior Housing) EOP attached	Downstreet * 802-476-4493	Senior Center and Meals on Wheels – 802-496-2543
Verd Mont Park, Verd Mont Rd. (Mobile Home Park) Off Tremblay Rd.	Downstreet * 802-476-4493	
Mad River Meadows, 144 Butcher House Dr. (Senior and Disability Housing)	Downstreet * 802-476-4493	*NOTE: Downstreet manages the first three properties. The above number is the weekday office number. After Hours, call 802-229-6563. This number is for Always Answering dispatch. They would notify Downstreet. Refer to Evergreen EOP for more specific information that generally applies to all Downstreet properties.
Spring Hill School, 63 Spring Hill Rd. (School)	802-496-2139	
Waitsfield Elementary School	802-496-3643	
Neck of the Woods, 1673 Main St.	802-496-6698	
Home Daycare 17 Phen Basin Rd Waitsfield, VT 05673	Livingston, Danielle (802)522-7305	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	Waitsfield Elementary School, 3951 Main St., Waitsfield, VT	
Facility contact(s):	Kaiya Korb, WES Principal 802-496-3643 802-793-6148	
Shelter manager:	Vacant	
Staff requirements:	Min. of 2	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	100	
Overnight capacity: (if applicable)	25	
Notes:		

Alternate local shelter (if applicable)

Location and address:	Waitsfield UCC/Village Meeting House – 4355 Main St Waitsfield	
Facility contact(s):	Pastor Mark Wilson – 802-522-8922	
Shelter manager:	Vacant	
Staff requirements:		
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	50	
Overnight capacity:	25	
Notes:		

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	Fred Messer	802-793-2238			Fred.Messer@waitsfieldvt.gov
EM coordinator	Clare Ireland	314-814-9592	314-814-8592		choldinghaus@gmail.com
EM coordinator	Alice Peal	802-595-3491	802-496-5235		atpeal@gmavt.net
EOC staff	York Haverkamp	802-496-2215 x5	865-287-5578		York.Haverkamp@waitsfieldvt.gov
EOC staff	Larrisa Ursprung	617-334-5974			Larrisa.Ursprung@waitsfieldvt.gov
EOC staff					
EOC staff					
Local response organization contacts					
Fire chief	Jarid Young	802-917-4856			Young737@outlook.com
Assistant Fire Chief	Daniel Beede	(802)923-6928			danielBeede23@yahoo.com
EMS chief	Howie McCausland	802-989-2541			howie@middlebury.edu
Chief of police or constable	Jeff Campbell	802 – 249 – 2656	802-793-6115		jcampbell@warrenvt.org
State police or county sheriff	VSP 802-229-9191 Sheriff 802-223-3001				
Capital Dispatch		802-223-2445			
Local public works contacts					
Road foreman	Josh Rodgers	802-595-4896			
Road commissioner	Charlie Goodman	802-522-8606			

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Town garage		802-595-4896	802-496-8897		foreman@gmavt.com
Drinking water utility	Simon Operation Services	802-741-2411			fredericknathaniel@gmail.com
Wastewater utility					
Municipal government contacts					
Town Administrator (TA)	York Haverkamp	802-496-2215 x5	865-287-5578		York.Haverkamp@waitsfieldvt.gov
Town or city manager	N/A				
Selectboard chair	Brian Shupe	802-498-5300	802-496-7174		brian.shupe@waitsfieldvt.gov
Selectboard Vice-Chair	Larissa Urspring	617-334-5974			Larissa.Urspring@waitsfieldvt.gov
Selectboard alt					
Town Clerk	Jennifer Peterson	802-496-2218 x3	802-496-9805	802-279-3214	Jennifer.Peterson@waitsfieldvt.gov
Town Treasurer	Steve Lewis	802-496-2218 x2			Steve.Lewis@waitsfieldvt.gov
Town Health Officer (THO)	Fred Messer	802-793-2238			Fred.Messer@waitsfieldvt.gov
Forest Fire Warden	Cam Mills	802-999-6975			
Animal Control Officer (ACO)	Fred Messer	(802)793-2238			Fred.Messer@waitsfieldvt.gov
School contact #1	Kaiya Korb	802-496-3643	802-793-6148		kkorb@huusd.org
School contact #2	Clayton Wetzel	802-583-7900			
School district office	Michael Leichliter HUUSD superintendent	802-583-7945	717-672-1289	802-560-7937	

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Other contacts (including neighboring EMDs)					
Warren EMD	Jeff Campbell	802-249-2656	802-793-6115		jcampbell@warrenvt.org
Moretown EMD	Stafan Prat	505-505-1625	802-498-3887		Spratt.moretown@gmail.com
Fayston EMD	Kirsten Savage	802-999-4770			kirsten@inside-edge.us
CVRPC	Keith Cubbon	802-262-1022	802-262-0389		cubbon@cvregion.com
VEM Regional Coordinator	Sid Polluck	802-760-9190	800-347-0488		Sidney.polluck@vermont.gov
VEM Front Desk	Sue	800-893-4279			<u>Ask to talk with the “Duty Officer”</u>

A - Incident Command System Organizational Chart
B - Red Cross Shelter Agreement
C - RC Inventory Emergency Shelter Supplies
D - Animal Resources During an Emergency
E - Down Street/Evergreen EOP
F - Community Water System Response Plan (adoption pending)
G - Resolution to adopt NIMS
H - CVRPC Appointment Orders
I - Point of Distribution (POD)
J - Training
K - Emergency Management Ordinance
L - Spontaneous Volunteers
M - EMD Manual
N - Municipal Guide for Flood Emergencies
O - Acronyms

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Annex A - Incident Command System (ICS) Organizational Chart is contained within a three-ring binder marked Emergency Management LEMP Annexes within the Town Administrator’s office, at the Town Offices.

Annex B – Red Cross Shelter Agreement is contained within a three-ring binder marked Emergency Management LEMP Annexes within the Town Administrator’s office, at the Town Offices.

Annex C
RC Inventory Emergency Shelter Supplies
Waitsfield EM Inventory
DART Inventory

Latest Inventory date: 5/30/2024

RC Inventory

25 – folding cots, military style 50 – Red Cross blankets
02 – Red Cross Disaster Shelter signs 16 – Red Cross safety vest
02 – Portable Lantern/radio 01 – Flashlight, 2 D cell
03 – Mini flashlight, hand crank
01 – ARC 4213 Disaster Relief ID kit 13 – Paper Mate ink pens, medium 01 – role blue tape, 1 inch
01 – roll 'Scotch brand' tape, 1" 01 – 18 gallon plastic tub
01 – Clipboard, legal length
01 – Tablet, yellow lined paper, letter length 100 – paper clips

Waitsfield EM Inventory

Diapers, Baby, "Pampers"

<u>Size</u>	<u>Quantity</u>
3	164
4	144
5	128
6	112

Diapers, adult, 80- Size XL "Depends",
Baby wipes, 1 Carton containing 9 soft packs flip-top lid, 100 count sheets each pack
8 dozen - industrial gloves (leather work gloves)

1 - Banner,: “Emergency Management Volunteer Center”

1 – First Aid Kit, red& black, canvas

DART

Animal cages

1- medium with white crate cover

1 large, 2 door

1- large, 1 door

2- 24”, 1 door

1- 24”, 2 door

6- 2 quart feeding bowl, stainless steel

6–1 quart feeding bowl, stainless steel

6- dog leashes w/green nylon bag

Large quantities of blue plastic bags

This inventory was conducted on 30May2024. Items are stored at Winter Park, 802 Self Storage, shed #117. All items are in serviceable condition.

Fred R. Messer

Waitsfield Emergency Management Director 317 Meadow Road

Waitsfield, VT 05673

(802) 793-2238

Prepare, Respond, Recover, Mitigate

Annex D - Animal Resources During an Emergency

Name of Person completing this form	Fred R. Messer	Date and Time	04/18/2021 1045
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Local Emergency Contacts

Is there a regional Disaster Animal Response Team (DART) that serves your community?

Yes

Regional DART Chair		
Name	Contact Number	Secondary contact number
Lisa Lemieux	802-363-0919	
Local Animal Shelter Manager		
Name	Contact Number	Secondary contact number
Vacant		
Local Emergency Vet contact		
Name	Contact Number	Secondary contact number
Valley Animal Hospital	(802) 496-3006	None
Local Animal Control Officer		
Name	Contact Number	Secondary contact number
Fred R. Messer	802-793-2238	
Waitsfield Emergency Animal Shelter Manager – vacant		

Contact the Shelter Manager – vacant			
Shelter Name	Physical Address/Shelter Location	Shelter Phone # and Name of Contact	Type and Capacity that can be housed
Waitsfield emergency animal shelter	Mad River Property Management 4036 Main St., Waitsfield (across the street from the RC Emergency Shelter, (WES) POC Ed Reed 802-279-5016	802-496-5555	Dogs __10____ Cats __10____ Exotics/Birds _____ Horses _____zero____ Other Livestock __zero

Cages and other equipment are in the EM Shed. See Annex C for the inventory list.

Annex E, Downstreet/Everygreen EOP

Evergreen Place Emergency Plan

5308 Main Street, Route 100, Waitsfield, VT
05673

Community partners to be contacted immediately in the event of a major emergency at Evergreen Place (5308 Main St. Route 100, Waitsfield VT 05673) causing tenants to have to be evacuated to Waitsfield Elementary School:

- Neil Smith, Downstreet Housing Property Manager: 802-477-1332 {work}; 860-287- 7371 {cell - text is best}; nsmith@downstreet.org
- Fred Messer, Waitsfield Emergency Management Director {EMD}: 802-793-2238 {work}; Fred.Messer@waitsfieldvt.gov
- Ray Daigle, HUUSD Facilities Operator: 802-793-2819 {cell - text is best}; 802-583- 8174 {work}; rdaiGLE@huUSD.org
- Kaiya Korb, Waitsfield Elementary School Principal: kkorb@huUSD.org
- Bernie Woolums, Downstreet Housing Facilities Operator: 802-730-3371 {cell}; 802- 477-1342 (work); bwoolums@downstreet.org

Scope of Usage: The Waitsfield Elementary School will be used only as a "Rally Point" and not a permanent relocation solution. This means Evergreen tenants affected and requiring relocation will be first transported to this location as a *temporary solution* while a longer term temporary housing solution is determined by Downstreet Housing (i.e. area hotels or motels, vacant Downstreet units, local friends/family of affected parties). Anticipated length of stay at the school should be no more than half of a day, or 12 hours from time of arrival. *It is implied and understood that this timeline may change depending on the severity of the emergency, weather, assistance availability, etc.*

Protocol as follows:

- ❖ Once an Evergreen Place emergency requiring building evacuation is identified, the above parties will be first contacted. In cold or inclement weather, tenants should be outside no more than an hour while waiting for relief and transportation.

- ❖ Waitsfield EMO will have emergency access to the Waitsfield Elementary school via an electronic access card, and will go to the site to provide access to the facilities to be used (gymnasium, bathrooms, limited cafeteria use)
- ❖ Once the building access is secured, Neil Smith, Bernie Woolums and all available maintenance techs/Downstreet staff will begin transportation of affected tenants from Evergreen Place to the school using their own/company vehicles; tenants with vehicles on-site will be encouraged to use them and to assist transporting other residents within their ability to do so.
- ❖ Once at the school, there are 25 Red Cross cots and 50 blankets available to be utilized by all affected parties - these will be set up and ready for affected parties to immediately use.
- ❖ Food, snacks, and beverages may be obtained from the Village Grocery, "the VG," located at 4348 Main St., Waitsfield Village. (Across the street from the Waitsfield United Church of Christ, the big white church in the center of town) Contact phone number is (802) 496-2205. Owner's cell phone number is (802) 731-9974. It being an emergency situation, the owner has agreed to 24 hour service. All food orders should be consolidated and only one point of contact with the VG. As it is 24 hour service, and time is of the essence, food selection may be limited to one or two entrees. Payment will not be due when the food is picked up.
- ❖ Trained task-oriented service animals (seeing-eye dogs, seizure dogs, etc.) by law are to be allowed in the facility. Support animals/household pets will not be allowed into the school and arrangements for temporary stay elsewhere will be determined by Downstreet staff/tenants.
- ❖ COVID protocol will be adhered to and followed by CDC best current practices recommendations at the time of an emergency.
- ❖ Medical equipment needed by any tenants (oxygen tanks, wheelchairs, walkers, C-PAP machines, etc.) will be transported by Downstreet staff if tenants cannot make their own accommodations. Downstreet will supply coolers or ensure refrigeration access at the designated shelter for any medication that requires refrigeration.

Once all tenants are successfully relocated into the designated shelter (Waitsfield Elementary School), Downstreet Housing will triage tenants with the most pressing special needs/medical issues to first be relocated off-site and into longer-term temporary housing.

After all tenants successfully vacate the shelter, Waitsfield EMD and Downstreet staff will return the used school areas back to the condition they were originally found (i.e. putting away cots and blankets, cleaning, locking doors). Waitsfield EMD will ensure that the building is locked and secured after clean-up is completed.

Waitsfield EMD

Date: __

Annex F, Community Water System Response Plan - is contained within a three-ring binder marked Emergency Management LEMP & Annexes within the Town Administrator's office.

Annex G, a Resolution to adopt in NIMS - is contained within a three-ring binder marked Emergency Management LEMP & Annexes within the Town Administrator's office.

Annex I, Points of Distribution (POD)

PODs are centralized locations in an impacted area where survivors may pick up life-sustaining relief supplies following a disaster or emergency.

Waitsfield Emergency Management has coordinated with Shaw's supermarket in Waitsfield to use their facility as a POD if required. Shaw's supermarket was selected as it has easy entrances and exits using separate curb cuts from Route 100. Typically, the Vermont Army National Guard would deliver items of need for the general population, such as MREs, tarps, and water. Volunteers coordinated by Waitsfield EM would break down the pallets and load items into victims' cars, providing operational safety, traffic control, and security of the POD site.

Annex J, Training

All Emergency Management participants are **highly encouraged** to become ICS trained, and it is required for anyone in a leadership position. The Incident Command System (ICS) is a framework that FEMA uses to help manage disasters and other critical incidents. It provides a common language and organizational structure for emergency responders and can help improve the effectiveness of rescue efforts. The ICS can also help agencies economize resources by establishing goals, setting priorities, and assigning resources.

Ideally, all participants would have completed IS 100 and IS 700 prior to an emergency. This training can now be accomplished at home via access to FEMA's online Independent Study Program located at:

<https://training.fema.gov/is/>

Prospective students first need to obtain a Student Identification Number (SID) which can be found on the left sidebar at the above URL.

Further training on specific topics can be found in the FEMA website's course catalog. Most courses can be completed within two hours, and college credits are available.

Either the EMD or EMC would be glad to assist with any questions regarding ICS usage or this ICS training.

Vermont Training Opportunities

Most trainings require a Learning Management System(LMS) account. If you don't have an account, you can register for one at the following

link: <https://vermont.csod.com/selfreg/register.aspx?c=%255e%255e%255eQGm2wxcSUvINsXvXjRYs1A%253d%253d>

For a complete listing of trainings go to the Events Calendar in the LMS: https://vermont.csod.com/LMS/catalog/EventsCalendar.aspx?tab_page_id=-10&tab_id=20000513#m=2&d=03/08/2023

VT- Alert Manager Training: This training is now an anytime training in the LMS. We will still host the virtual live training. You can take this training at the following link on the LMS: <https://vermont.csod.com/ui/lms-learning-details/app/video/588bdf66-6e68-490e-aa8b-18ccdd115184>

Individuals must first be appointed by their local Selectboard to qualify for this training.

Annex K, Emergency Management Ordinance

The Selectpersons of the Town of Waitsfield hereby ordain:

ARTICLE I - OFFICE OF EMERGENCY MANAGEMENT

Section 1. Short Title.

This Ordinance shall be known and may be cited and referred to as the Emergency Management Ordinance of the Town of Waitsfield.

Section 2. Intent and Purpose.

(1) It is the intent and purpose of this Ordinance to establish a local organization that will ensure the complete and efficient utilization of all the Town's facilities to combat attacks or other disasters as defined herein.

(2) The Town of Waitsfield Office of Emergency Management will be the coordinating agency for all activity in connection with Emergency Management; it will be the instrument through which the Town Selectboard may exercise the authority and discharge the responsibilities vested in them in VSA Title 20, Part 1, Chapter 1, Section 6, and as amended in this Ordinance.

This Ordinance will not relieve any Town Department of the moral responsibilities or authority given to it in the Town Charter or by local Ordinance, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies.

Section 3. Definitions.

(1) The following definitions shall apply in the interpretation of this Article:

(a) "Emergency Management" means the preparation for and carrying out of all emergency functions, other than the functions for which military forces or other federal agencies are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by enemy attack, sabotage, or other hostile action or from flood, fire, storm, or other natural causes, or from radiological incidents or hazardous chemical or substance incidents and the preparation and planning designed to insure that this town is prepared to deal with such disaster or emergencies and includes civil defense activities.

(b) "Attacks" shall mean a direct or indirect assault against the Town of its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, radiological, chemical or biological warfare, or sabotage.

(c) "Disaster" includes natural and man-made disaster but is not limited to actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic or other impending or actual emergency or calamity endangering or threatening to endanger health, life or property or constituted government.

(d) "Emergency Management Forces" shall mean the employees, equipment and facilities of all Town departments, boards, institutions and commissions; in addition, it shall include all volunteer personnel, equipment and facilities contributed by, or obtained from, volunteer persons or agencies.

(e) "Volunteer" shall mean contributing a service, equipment or facilities to the emergency management organization without remuneration.

(f) "Emergency Management Volunteer" shall mean any person duly registered, identified and appointed by the Town of Waitsfield, Local Emergency Management Director, appointed as prescribed in this Ordinance.

(g) "Local Emergency Management Director (EMD)" shall mean the Town Chairperson of Town Selectboard or his or her designated alternate duly appointed in accordance with the Town Charter.

(h) "Regulations" shall include plans, programs and other emergency procedures deemed essential to emergency management.

Section 4. Organization and Appointments.

(1) The Town Selectboard are hereby authorized and directed to create an organization for emergency management utilizing to the fullest extent the existing agencies within this Town. The Town of Waitsfield shall declare [either Chairperson of the Selectboard or another duly appointed person], as the of the Local Emergency Management Director to oversee the organization, administration and operation of a local Office of Emergency Management.

(2) The Organization shall consist of the following:

(a) An Office of Emergency Management within the executive department of the Town government and under the direction of the Town Selectboard. There shall be an executive head of the Office of Emergency Management, who shall be known as the Local Emergency Management Director and such assistants and other employees as are deemed necessary for the proper functioning of the organization.

(b) The employees, equipment and facilities of all Town departments, boards, institutions and commissions, will participate in the emergency management activity. Duties assigned to the Town department shall be the same or similar to the normal duties of the department.

(c) Volunteer persons and agencies offering service to, and accepted by, the Town.

(3) The Local Emergency Management Director (Chairman of the Selectboard or duly appointed person) shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of danger from enemy action or disaster as defined in this Ordinance.

(4) The Local Emergency Management Director shall designate and appoint a Coordinator and/or Deputy Directors (with consent of the Selectboard) to assume the emergency duties of the Director in the event of his/her absence or inability to act. (This designation to be compatible with the provisions of Town Charter. The intent being that at all times there be a Local Emergency Management Director in charge of the Town.)

Section 5. Emergency Powers and Duties.

(1) The Chairperson of the Selectboard.

(a) The Emergency Management Director may exercise the emergency power and authority necessary to fulfill his/her general powers and duties as defined in the Town Charter. The judgment of the Local Emergency Management Director shall be the sole criteria necessary to invoke emergency powers provided in the Town Charter, the Ordinance Code and other appropriate authorities. The Town Selectpersons may convene to perform its legislative and administrative powers as the situation demands, and shall receive reports, relative to emergency management activities. Nothing in this Ordinance shall be construed as abridging or curtailing the powers or restrictions of the Town Selectboard as defined in the Town Charter.

(b) During any period when disaster threatens or when the Town has been struck by disaster, within the definition of this Ordinance, The Town Chairperson of the Town Selectboard may promulgate such regulations as he/she deems necessary to protect life and property and preserve critical resources. Such regulations may include, but shall not be limited to, the following:

1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the work of emergency management forces, or to facilitate the mass movement of persons from critical areas within or without the Town.

2. Regulations pertaining to the movement of people from areas deemed to be hazardous or vulnerable to disaster.

3. Such other regulations are necessary to preserve public peace, health and safety.

4. Regulations promulgated in accordance with the authority above will be given widespread circulation by proclamations published and uttered by newspaper and radio. These regulations will have the force of Ordinance when duly filed with the Town Clerk and violations will be subject to the penalties provided in the Town Charter.

(c) The Local Emergency Management Director shall order emergency management forces to the aid of other communities when required in accordance with statutes of the state, and he/she may request the state, or a political sub-division of the state, to send aid to the Town of Waitsfield in case of disaster when conditions in the Town are beyond the control of the local emergency management forces.

(d) Local Emergency Management Director may obtain vital supplies, equipment and other properties found lacking and needed for the protection of health, life and property of the people, and bind the Town for the fair value thereof. Emergency Management Director shall not exceed combined expenditures of \$10,000 without Selectboard Authorization.

(e) Local Emergency Management Director may require emergency services of any Town officer or employees. If regular Town forces are determined inadequate, the Director may require the services of such other personnel as he can obtain that are available, including citizen volunteers. All duly authorized persons rendering emergency services shall be entitled to the privileges and immunities as provided by state law, The Town Charter, and Ordinances for regular Town employees and other registered and identified emergency management and disaster workers.

(f) The Emergency Management Director will exercise his/her ordinary powers [either Chairperson of the Board of Selectpersons or with consent of the Board of Selectpersons] and all of the special powers conferred upon him/her by the Town Charter and the Ordinance Code of the Town of all powers conferred upon him/her by any statute, or any other lawful authority.

(2) Town Emergency Management Coordinator.

(a) The Town Emergency Management Coordinator shall be responsible to the Local Emergency Management Director in regard to all phases of the emergency management activity. Under the supervision of the Director, he/she shall be responsible for the planning, coordination and operation of the emergency management activity in the Town. Under the supervision of the Director, he/she shall maintain liaison with the state and federal authorities and the authorities of other nearby political sub-divisions as to ensure the most effective operation of the Emergency Management plan. His/her duties shall include, but not be limited to, the following:

1. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

2. Development and coordination of plans for the immediate use of all the facilities, equipment, manpower and other resources of the Town for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety and welfare.

3. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such building or other property for emergency management purposes and designating suitable buildings as public shelters.

4. Through public informational programs, educating the civilian populations as to actions necessary and required for the protection of their persons and property in case of enemy attack, or disaster, as defined herein, either impending or present.

5. Conducting public exercises and practice alerts to ensure the efficient operation of the emergency management forces and to familiarize residents with emergency management regulations, procedures and operations.

6. Coordinating the activity of all other public and private agencies engaged in any emergency management activity.

7. Assuming such authority and conducting such activity as the Director may direct to promote and execute the emergency management plan.

Section 6. Violation of Regulations.

It shall be unlawful for any person to violate any of the provisions of this Ordinance or the Regulation of Plans issued pursuant to the authority contained within, or to willingly obstruct, hinder or delay any member of the emergency management organization as herein define in the enforcement of the provisions of this Ordinance or any written Regulation or Plan issued thereafter.

Section 7. Penalty.

1. This ordinance shall be exempt from the "Town of Waitsfield's Enforcement of Ordinances" ordinance. No civil penalties will be assessed for violation of this ordinance.

2. When at the discretion of the Emergency Management Director/Coordinator, a person or groups of persons violate this ordinance, he/she will notify such individuals via phone or other electronic means of their violation. The EMD will explain the necessity of this ordinance and invite their voluntary cooperation and compliance. The EMD may invite such people or groups to join the Town of Waitsfield's officially sponsored emergency relief efforts.

3. If the violation continues, the Selectboard may send a certified letter to the individual or individuals requesting their appearance before the Selectboard to explain their actions. The Selectboard may take such actions as they deem appropriate and necessary to assure the smooth operation of Waitsfield's Office of Emergency Management and its official emergency relief efforts.

Section 8. Severability.

Should any provision of this Ordinance be declared invalid for any reason, such declaration shall not affect the validity of other provisions, or of this Ordinance, as a whole, it being the legislative intent of the provisions of this Ordinance shall be severable and remain valid notwithstanding such declaration.

Section 9. Conflicting Ordinances, Orders, Rules and Regulations Suspended.

At all times when the orders, rules and regulations made and promulgated pursuant to this Article shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations in so far as the latter may be inconsistent therewith.

Section 10. Effective Date.

This Ordinance shall take effect on 13th day of October, 2023, in accordance with the provisions of the Town Charter or Amendments thereto.

Annex L - Spontaneous Volunteers

Spontaneous volunteers are community members who show up during or after an incident to help, with no prior affiliation with volunteer organizations. During major events in Vermont, we have seen the extent to which Vermonters are motivated to support their communities in times of need. Spontaneous volunteers have immense capacity to support response and recovery efforts – they often know their communities better than responders, they can provide insight into the needs of vulnerable residents, and many possess invaluable skills. But you should consider the **safety** of spontaneous volunteers when assigning tasks to avoid additional injuries or complications to the response. This annex offers suggestions if you plan to use spontaneous volunteers. This document is not a replacement for professional legal advice, nor is it a complete guide to safety precautions. This document provides recommendations for using spontaneous volunteers. It's best to talk to a lawyer or other local officials who can give you advice for your circumstances.

Affiliating volunteers

Local organizations that already support volunteering may be able to organize volunteers, taking that work off the shoulders of emergency management and responders. If you have such organizations in your town, encouraging spontaneous volunteers to affiliate with these organizations may streamline the process and take some work off of your team. During blue sky days, consider what organizations in your area already support volunteers, and talk with them about if and how spontaneous volunteers can join them:

Organization	Point of Contact	Notes: What types of services? how would volunteers join?
<i>Example organization</i>	<i>John Smith, 123-4567, jsmith@example.org</i>	<i>Volunteer-run meal distribution program, can plug volunteers in to meal prep and distributing food to shelters and individuals in need. Have volunteers reach out to point of contact.</i>

If you are managing volunteers not affiliated with an organization, getting to know what skills exist in the community and planning tasks volunteers can perform will help plug them into your work smoothly. Does your town have HAM/amateur radio operators? A snowmobile or ATV club? What local knowledge and skills might help during an incident?

Listing groups with particular skills can help identify resources for your emergency management team during and following an incident:

Person/Group	Skills	Points of Contact	Notes
<i>Example: HAM radio club</i>	<i>Amateur radio operations to support emergency communications</i>	<i>John Smith, 123-4567 Johnsmith@example.org Jill smith, 234-5678 Jillsmith@example.org</i>	<i>4-person club, two within walking distance of EOC if needed, able to support communications</i>

Managing Volunteers

Who in your town will coordinate volunteers during and following an incident? The EMD will likely be handling multiple tasks, so this should fall to another role in the EOC or emergency management team.

Volunteer Manager:	Contact:
---------------------------	-----------------

Gathering Point

Deciding on a volunteer gathering point can help organize spontaneous volunteers. If you have an organization affiliating and leading volunteers, your team can direct volunteers to that location. If not, choose a gathering point that is likely to be accessible in a variety of incidents, but not in the way of life safety response. Consider ease of accessing this gathering point from your EOC in the event that communications are compromised and runners or short-range radios are being used to communicate with the volunteer manager.

**Volunteer Gathering Point:
Mad River Masonic Lodge #77
4376 Main St., Waitsfield (across Route 100 from the library)**

Preparing Volunteers

Make sure volunteers have PPE to stay safe while working. At minimum:

- Sturdy close-toed shoes
- Clothing appropriate for the weather
- Work gloves
- Water and snacks
- Some working method of communication, or be in contact with a volunteer manager in possession of working communication
- A buddy (see below)

This list can be posted with all volunteer requests, and as a reminder at your volunteer gathering point. It is also useful to have volunteers work in pairs, to make sure no one volunteer wanders off to an area by themselves without any accountability. Volunteers can come with their own buddy, or be paired by the volunteer manager. This buddy system will keep volunteers safer and more easily accounted for.

Volunteer Tasks

There are often many roles for volunteers without specialized training, especially under the guidance of a supervisor with more skills. These are more effective when planned at least partially in advance. In the aftermath of an incident, what tasks can untrained volunteers perform in your town? Who will supervise these tasks? What gear/PPE will they need?

We know that the reality is that some Vermonters will be out clearing roads, making meals and doing other community support work without our guidance. The role of the emergency management team is to provide guidance and organization where possible and useful, but also know that some volunteer efforts will be going on outside of the structure we provide.

Task	Supervisor	Needed Gear
<i>Ex: Extra shelter support</i>	<i>Shelter manager</i>	<i>Masks and gloves available in case of need for cleaning or covid safety</i>

Some Considerations for Use of Spontaneous Volunteers

Managers and other leadership should not send volunteers into unsafe situations, and assignments should be vetted by leadership, including the organization’s attorney when appropriate. Managers and leadership should develop procedures to evaluate the skills and limitations of spontaneous volunteers. This procedure should include an evaluation process to determine (1) whether it is safe to accept a volunteer’s services and (2) a process to evaluate what, if any, types of assignments they can safely provide. In the event that managers and/or leadership determine assignments are appropriate, such assignments should be led by and carefully observed by the organization’s managers and leadership.

Tracking Volunteer Hours

Tracking the hours volunteers work on each project will be important for reporting in-kind donations to FEMA. The number of hours on each project can be tracked via a sign-in sheet listing the volunteer name, date, project, time in, and time out. A sample tracking sheet is on the next page.

Additional Resources for Consideration

- [FEMA Independent Study Developing and Managing Volunteers](#)
- [FEMA Community Emergency Response Team](#)
- [Vermont League of Cities and Towns Resource Library](#)

Annex M – EMD Manual

<https://vem.vermont.gov/document/emergency-management-director-manual>

Annex N - Municipal Guide for Flood Emergencies

<https://vem.vermont.gov/document/municipal-guidance-flood-emergencies>

Annex O - Acronyms

Acronyms	Acronym	Full Term	Description
	AAR	After-Action Review	A post-incident or post-exercise evaluation that identifies what went well and what needs improvement.
	CPG 101	Comprehensive Preparedness Guide 101	FEMA guidance for developing Emergency Operations Plans.
	EMD	Emergency Management Director	Appointed municipal official responsible for coordinating local emergency management activities.
	EMC	Emergency Management Coordinator	Optional support personnel who assist the EMD.
	EMI	Emergency Management Institute	FEMA's national training center for emergency management education.
	EOC	Emergency Operations Center	A centralized facility used for coordination during an emergency.
	EOP	Emergency Operations Plan	A detailed plan that outlines a community's emergency response procedures.
	FEMA	Federal Emergency Management Agency	The U.S. government agency responsible for coordinating disaster response.

HSEEP	Homeland Security Exercise and Evaluation Program	National guidelines for designing, conducting, and evaluating emergency exercises.
HVA	Hazard Vulnerability Assessment	A process to identify and assess risks in a community.
ICS	Incident Command System	A standardized system for managing emergency incidents.
LEMP	Local Emergency Management Plan	A Vermont-required emergency plan each municipality must update annually.
LMS	Learning Management System	Vermont's online portal for emergency management training.
NIMS	National Incident Management System	A nationwide framework for incident response coordination.
PACE	Primary, Alternate, Contingency, Emergency	A layered communication planning model.
PIO	Public Information Officer	Responsible for managing communications with the public and media during incidents.
REMC	Regional Emergency Management Committee	A group of local and regional partners coordinating emergency preparedness activities.
RPC	Regional Planning Commission	Organizations that support municipalities with planning, including emergency management.
VEM	Vermont Emergency Management	The state agency responsible for emergency management coordination in Vermont.
Vt-Alert	Vermont Alert System	The statewide alerting system used to send emergency notifications to the public.



MEMORANDUM – LOAD RATING

To: Town of Waitsfield (Client)
4144 Main Street
Waitsfield, VT 05673

DATE: 16 April 2026 PROJECT No.: 631281

Attn: York Haverkamp
E: york.haverkamp@waitsfieldvt.gov
T: 802-496-2218

RE: Meadow Road Bridge
Structure #00024
C3008 over Mad River
Waitsfield, VT

VIA: Email Fax Post Other

PURPOSE & SCOPE

DuBois & King, Inc. (DK) was retained by the Town of Waitsfield (Town or Client) to perform a live load analysis of the subject bridge structure. DuBois & King, Inc. (DK) submitted a proposal (dated 16 Dec. 2025) to the above RFP.

This memorandum summarizes the current condition and load-carrying capacity of the Meadow Road Bridge and outlines potential paths forward for rehabilitation or replacement. The intent is to provide the Town with a clear understanding of the bridge’s limitations relative to modern use and to support near-term decision-making.

BRIDGE LOCATION

Meadow Road is an unpaved road that appears to be a direct East-West route between Main Street and North Road, which parallel one another. The Meadow Road bridge crosses the Mad River in the Town of Waitsfield, approximately 100 ft East of Route 100 (Main Street).

The next nearest river crossing to the North appears to be on State Route 100B, approximately 1 mile to the North of Meadow Road.

The next nearest river crossing to the South appears to be on Tremblay Road, approximately 2 miles to the South of Meadow Road. Tremblay Road also appears to be an unpaved road and the route from Meadow Road to Tremblay Road appears to require crossing a cover bridge over Pine Brook.



Figure 1 Locus Map

EXISTING BRIDGE DESCRIPTION

Limited bridge information was available for review by DK. As-built drawings were not available. References reviewed by DK included the following:

- Inspection Report (dated 07/29/2025)
- Load Rating Summary Sheet (dated 12/04/2024)

Review of the inspection report information indicated the subject bridge is a single span, single lane girder-floorbeam structure. Traffic estimates were not included with the inspection report, but it is likely a low traffic volume bridge.

The bridge is located over Mad River in the Town of Waitsfield. Preliminary review of the location indicates that

the bridge crosses the Mad River relatively close to VT Route 100 (Main Street). The next closest crossing of the Mad River appears to be on Tremblay Road, approximately 1 mile to the South.

Pertinent information from the SNBI Data sheet is summarized as follows:

IDENTIFICATION		BRIDGE GEOMETRY	
Bridge Number	101216002412161	Max Span Length	78 ft
Year Built	1955	Bridge Width Out-to-Out	13 ft
LOADS AND LOAD RATING		COMPONENT CONDITION RATINGS	
Design Load	Unknown	Deck Condition Rating	5 – Fair
Load Rating Date	12/6/2024	Superstructure Condition	4 – Poor
Load Rating Method	LFR	Substructure Condition	5 - Fair
Inventory Load Rating	0.31	Bridge Condition Rating	4 – Poor
Operating Load Rating	0.53		

The VTrans SNBI condition ratings follow the system of the NBIS / FHWA Coding Guide:

Rating	Rating Term	Meaning (condensed)
9	Excellent	No defects
8	Very Good	No problems noted
7	Good	Minor issues only
6	Satisfactory	Minor deterioration
5	Fair	Moderate defects
4	Poor	Advanced section loss / deterioration
3	Serious	Loss of section, local failures possible
2	Critical	Advanced deterioration, immediate action
1	Imminent Failure	Structure nearly failed
0	Failed	Out of service

Notable deteriorations included in the inspection report are as follows:

Concrete Deck (Primary FEMA-related issue)

- Widespread cracking with efflorescence and leakage
- Underside saturation + heavy rust staining (active leakage paths)
- Deep spalling/scaling up to ~2–3 in., with exposed reinforcing
- No wearing surface → direct deterioration of structural deck
- Unsound asphalt patches (delaminating / missing)
- Deterioration worst in wheel paths

Superstructure (Major concern)

- Heavy corrosion and section loss in girders:
 - Up to ~3/16" section loss in webs/flanges



- Corrosion concentrated at lower webs/flanges (debris zones)
 - Protective coating failure (peeling, flaking - active corrosion)
 - Significant deformation issues:
 - ~3-3/4" lateral sway
 - ~3/4" twist in one girder
-

Floorbeams (Critical deterioration)

- Widespread corrosion from debris + deck leakage
 - Multiple perforations at girder connections (some quite large)
 - Documented examples:
 - Up to ~9" long perforations
 - Numerous smaller perforations across nearly all beams
 - Ongoing section loss and active deterioration
-

Bearings

- Rust scaling and pitting
 - Heavy debris accumulation (functionally buried)
 - One anchor bolt severed
-

Substructure / Scour (Abutment #1 – major concern)

- Active undermining over ~12 ft length
 - Depth up to ~13 in.
 - Penetration up to ~2+ ft
 - Measured settlement (~3/8")
 - Minimal protection (silt/sand foundation, limited riprap)
 - Continued scour vulnerability
-

Channel / Hydraulic

- Minor–moderate scour at Abutment #1
 - Some stone buildup upstream
 - Channel generally stable but localized instability at abutment
-

Drainage System

- Steel deck drains in poor condition
 - Heavy section loss
 - One nearly failed (about to rust off)
 - Others developing perforations
 - Contributing to:
 - Deck leakage
 - Floorbeam corrosion
-

Wingwalls / Abutment #2

- Generally fair to satisfactory
 - Some voids in laid-up stone
 - Not a primary structural concern
-

LIVE LOAD RATING - VTRANS

VTrans staff has performed a live load rating of the as-inspected (deteriorated) structure in December 2024. The Load Rating summary sheets comments include the following comments:

- 36WF194 girders
- 12WF40 Floorbeams
- Yield Strength = 33 ksi
- Girders braced equivalent to 1 brace at midspan
- Floorbeam #0 and #9 had significant web deterioration and were neglected from the rating
- At the rest of the floorbeams, 15% reduction was taken at the floorbeam webs

The sheet indicates that the Concrete Deck was evaluated using Load Factor methodology (LFR). And the Floor Beams and Thru Girders with Working Stress (Allowable Stress, ASR). Detailed ratings were not provided, but controlling ratings are tabulated as follows:

Element	Design Vehicle	Rating Method		Rating Factor	Rating Vehicle Weight
(not indicated)	HS-20 (36 ton)	LFR	Inventory	0.31	11 ton
			Operating	0.53	19 ton

The summary sheet also indicates that the Electronic File (Excel) is available, but this information was not included with the summary sheet.

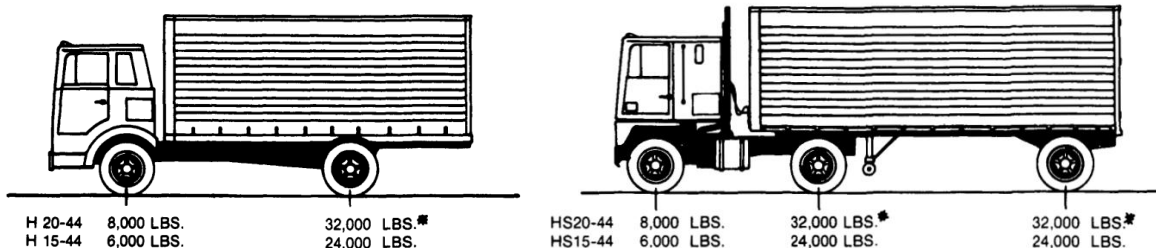
LIVE LOAD RATING – DK (AS-BUILT)

DK performed live load rating analyses, following AASHTO Manual for Bridge Evaluation (MBE) procedures for the steel girders and floorbeams using PennDOT BAR7 software. Both Inventory and Operating ratings were calculated for the steel members in an as-built (non-deteriorated) condition.

In AASHTO, the Inventory (INV) Rating represents the load level that can safely utilize the bridge for an indefinite period without causing overstress or reducing the expected service life of the structure.

Operating (OPR) Rating represents the maximum permissible load level that can safely utilize the bridge for occasional use without causing failure.

The ratings were conducted using an assumed H-20 (a two-axle, 20 ton design truck) wheel load applied to the timber deck and both H-20 and HS-20 (3-axle, 36 ton design truck) applied to the stringers.



The calculated rating factors are summarized in the table below.

RATING SUMMARY (AS-BUILT)					
Element	Design Vehicle	Rating Method		Rating Factor	Rating Vehicle Weight (tons)
Thru Girder	H-20 (20 ton)	LFR	INV	0.70	13.9
			OPR	1.16	23.2
	HS-20 (36 ton)	LFR	INV	0.52	18.7
			OPR	0.87	31.2
Floorbeam	H-20 (20 ton)	LFR	INV	0.74	14.8
			OPR	1.23	24.6
	HS-20 (36 ton)	LFR	INV	0.75	14.8
			OPR	1.23	24.6

The construction date (c. 1955) would suggest that the 1949 version of AASHO (predecessor of AASHTO) was likely used as a basis for design. The live load design vehicle common in this edition would have been the H-15 or HS-15 design truck. Based on the construction era and calculated Rating Factors and (above), the bridge was likely designed for an h-15 design truck.

REHABILITATION RECOMMENDATIONS

The inspection report (2025) explicitly notes that the following repairs were **strongly recommended** and considered required to extend the life of the bridge.

Superstructure (Girders)

- Report explicitly states, “Beams should be considered for replacement or have repairs completed.”

Floorbeams

- Report explicitly states, “Floorbeams need repairs or to be fully replaced in near future.”

Substructure (Abutment #1 / Scour)

- Report explicitly states, “Scouring and undermining... needs to be repaired to ensure adequate foundation support and prevent further loss of material... and further settlement.”

These additional recommendations are also implied in the report, though should be considered **secondary** to the above.

Concrete Deck

- Report implies deck repair, overlay, or replacement for the near future.

Drainage System

- Report implies drain replacement (root-cause mitigation of leakage) is recommended for the near future.

Bearings

- Report implies that cleaning, repair, possibly reset or replacement should occur in the near future.

Protective Coatings

- Report implies that steel (if remaining) should be blast cleaned and recoated.
-

CONCLUSION / NEXT STEPS

The 78-ft single span bridge (as-built condition) appears to have been designed for an H-15 design truck. Modern emergency vehicles (e.g., fire apparatus and ambulances) are significantly heavier than this design loading—often approaching or exceeding the effects of current AASHTO rating vehicles—indicating that the bridge was not designed for typical present-day emergency response demands.

As discussed above, if the Meadow Road bridge were not passable by emergency vehicles, the location would likely require a detour between 2 and 4+ miles.

It is recommended that the Town first evaluate and rate the functional requirements of the structure. This would include desired load capacity at the crossing and determining the desired level of rehabilitative efforts.

1. Replacement Option

A complete superstructure and substructure replacement would likely be the most expensive rehabilitative option, but also the most extensive. This approach would likely require the following steps:

- Geotechnical (boring) study
- Hydraulic & Hydrologic study
- Preliminary bridge (complete replacement) and roadway design
- Final bridge and roadway design
- Extensive permit applications
- Roadway closure during construction

2. Rehabilitation Option

If the Town determines that a lower load capacity (consistent with the original bridge design intent) is acceptable for the road, rehabilitative efforts should be conducted to extend the useful life of the bridge.

This approach would be relatively less costly than a complete replacement, but would still require substantial structural repairs and may include the following efforts:

- Scour remediation design
- Preliminary bridge (in-kind superstructure replacement) design
- Final bridge design
- Likely reduced permitting efforts
- Reduced roadway closure during construction

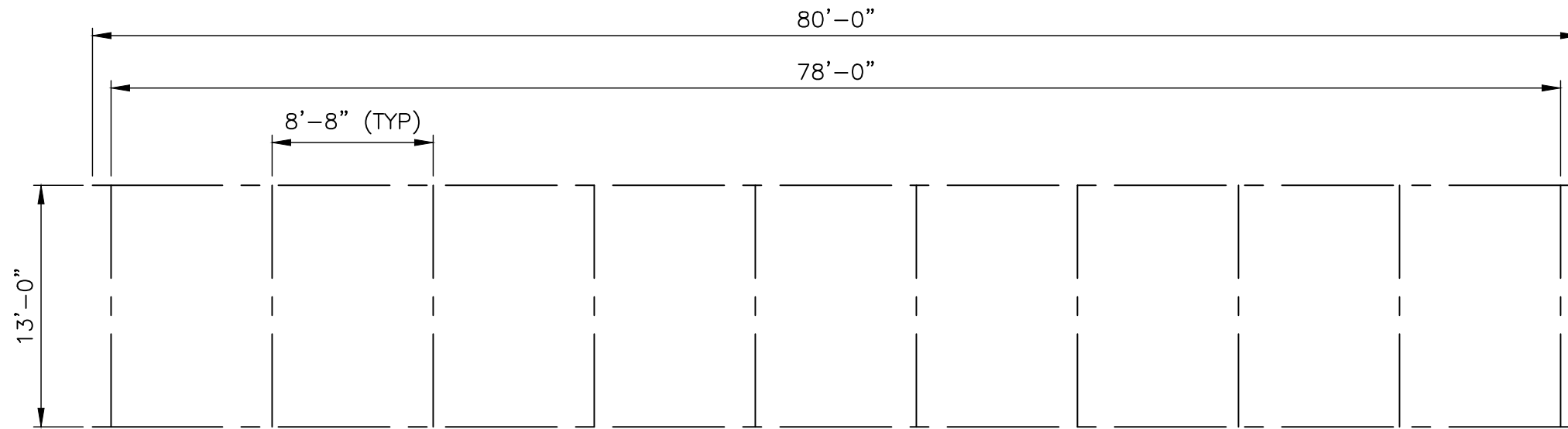
For both options noted above, funding, live load design, and requirements should be considered and evaluated prior to selecting a particular approach.

DK is available to assist with additional design considerations.

Please let us know if you have any comments or require further information.

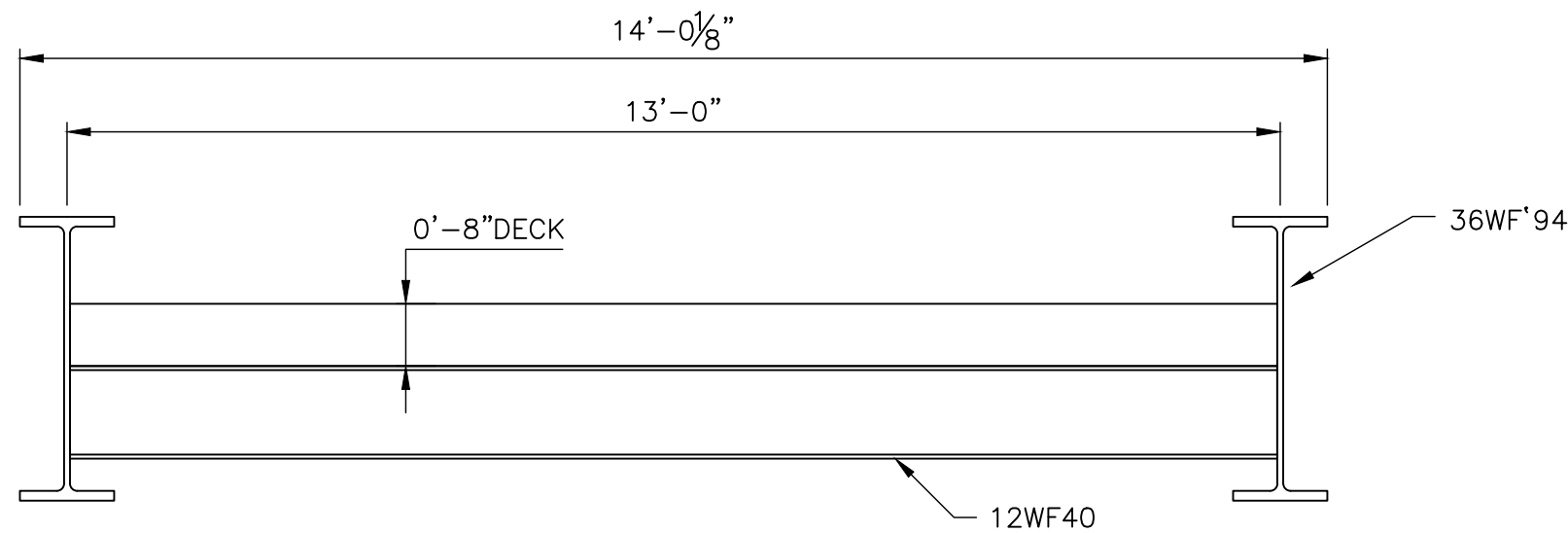
ATTACHMENTS: Bridge Sketch

i:\6\631281 Waitsfield Meadow Road Bridge\Drawings\631281 Waitsfield.dwg 3/19/2026 10:49 AM



FRAMING PLAN

SCALE: 1/8"=1'-0" (IN FEET)
 0 4' 8' 16'



BRIDGE SECTION

SCALE: 1/2"=1'-0" (IN FEET)
 0 1' 2' 4'

GENERAL NOTES

1. AS-BUILT DRAWINGS WERE NOT AVAILABLE AT THIS TIME. ALL DIMENSIONS AND STEEL SECTIONS ARE APPROXIMATE AND NOT BEEN FIELD VERIFIED.
2. AS-BUILT CONDITIONS ASSUMED.
3. MATERIALS
 STEEL $F_y = 33$ ksi



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NOT FOR CONSTRUCTION

D&K PROJECT # 631333	DATE	PROJ. ENG.	DRAWN BY	CHECK BY
	27 FEB. 2026	AKH	AKH	---
NO.	DATE	REVISIONS		
		REVISION DESCRIPTION	BY	
0	---	SUBMISSION SET	AKH	
1	---		---	

INITIAL BRIDGE ASSESSMENT
 STRUCTURE LOCATION
 MEADOW ROAD
 WAITSFIELD, VT

BRIDGE SKETCH

MODEL
G-1

SHEET NO: 1 of 1

TOWN OF WAITSFIELD
MINUTES OF ANNUAL TOWN MEETING
MARCH 3, 2026

Kari Dolan called the Annual Meeting to order at 9:04 a.m.

Charlie Goodman, III, led the body in the Pledge of Allegiance.

Article 1: To elect a Moderator for the Town. Paul Hartshorn nominated Kari Dolan, and the nomination was seconded by Fred Messer. There being no other nominations, nominations were closed, and Kari Dolan was elected by unanimous voice vote.

Ms. Dolan explained general information about the conduct of the meeting and the use of Robert's Rules of Parliamentary Procedure.

State Representatives Candice White and Dara Torre offered legislative updates and answered questions from voters.

Brian Shupe made a motion to move Article 7 ahead of Article 6 due to the language regarding the establishment of the All Hazards Recovery Reserve fund, and the motion was seconded by David Babbott-Klein. There was no discussion, and the motion to move Article 7 ahead of Article 6 was approved by unanimous voice vote.

Article 2: To hear and act upon the reports of the Town Officers.

The moderator referred to the reports of the Town Officers of various Boards and Commissions. Discussion ended on the Reports of the Town Officers, and the reports were accepted.

Article 3: Shall the voters increase the term for Collector of Delinquent Taxes from a one-year term to a three-year term, pursuant to 17 V.S.A. § 2646(9), commencing after the 2027 Annual Town Meeting on March 2, 2027. Brian Shupe made a motion to adopt Article 3, and the motion was seconded by David Babbott-Klein. Discussion ended, and the motion to adopt Article 3 was approved by unanimous voice vote.

Article 4: Shall the voters approve a municipal budget of \$2,874,507 to pay the operating expenses and indebtedness of the Town, of which an estimated \$2,376,777 will be raised from property taxes? Leslie "Mac" Rood made a motion to adopt Article 4, and the motion was seconded by Beth Phillips. Discussion ended, and the motion to adopt Article 4 was approved by majority voice vote.

Article 5: Shall the voters authorize the Town to collect taxes on real property by four (4) equal payments made to the Treasurer as follows: one quarter (25%) to be paid without discount not later than Tuesday September 15, 2026; the second quarter (25%) to be paid without discount not later than Monday November 16, 2026; the third quarter (25%) to be paid without discount not later than Tuesday, February 16, 2027; with the remaining quarter (25%) to be paid without discount not later than Monday, May 17, 2027? Mac Rood made a motion to adopt Article 5, and the motion was seconded by Brian Shupe. There was no discussion, and the motion to adopt Article 5 was approved by unanimous voice vote.

Article 6: In the event the voters approve Article I, authorizing the establishment of Local Option Taxes pursuant to 24 V.S.A. §138(b), to be voted by Australian Ballot, shall the voters authorize the transfer of fiscal year 2027 revenue from Local Option Taxes in accordance with the following allocation:

- 1. 35% to the Bridge & Culvert Reserve Fund;**
- 2. 20% to the Paving Reserve Fund;**
- 3. 15% to the All Hazards Recovery Reserve Fund;**
- 4. 15% to the Waitsfield-Fayston Fire Department Building Reserve Fund;**
- 5. 15% to the Road Department Facilities Reserve Fund.**

Charlie Goodman, III, made a motion to adopt Article 6, and the motion was seconded by Beth Phillips. Discussion ended, and Brian Voigt made a motion to amend the article by reducing the allocation of funds to the Bridge & Culvert Reserve Fund from 35% to 20% and allocating 10% toward the Restroom/Recreation/Conservation Reserve Fund and establishing and allocating 5% toward the buy-down of property taxes for primary residents. Moderator Kari Dolan pointed out that, as written, the article allocates monies toward public infrastructure, not property taxes, deeming the amendment not

germane. Mr. Voight modified his amendment by reducing the allocation of funds to the Bridge & Culvert Reserve Fund from 35% to 25% and allocating 10% toward the Restroom/Recreation/Conservation Reserve Fund, and the motion to amend Article 6 was seconded by Bobbi Rood. Discussion ended the motion to amend Article 6 was opposed by majority voice vote.

Discussion ended, and the motion to adopt Article 6, as originally written, was approved by unanimous voice vote.

Article 7: Shall the voters authorize the creation of an All Hazards Recovery Reserve Fund to enable the Town to fund unanticipated expenses associated with damage to municipal infrastructure from future natural and man-made disasters and similar emergencies, and approve the transfer of \$10,000 to that fund from the general fund? Brian Shupe made a motion to adopt Article 7, and the motion was seconded by Beth Phillips. Discussion ended, and the motion to adopt Article 7 was approved by unanimous voice vote.

Article 8: Shall the voters authorize the Selectboard to enter into agricultural property tax stabilization agreements, for a period of one year, pursuant to 24 V.S.A. § 2741, with property owners whose tax stabilization agreements expired when the Town failed to renew prior agreements in March 2025. Brian Shupe made a motion to adopt Article 8, and the motion was seconded by David Babbott-Klein. Discussion ended, and the motion to adopt Article 8 was approved by unanimous voice vote.

Article 9: Shall the voters approve the sum of \$4,000 to Hannah's House, which provides mental health and counseling services to Town residents, pursuant to 24 V.S.A. §2691? David Babbott-Klein made a motion to adopt Article 9, and the motion was seconded by Fred Messer. Discussion ended, and the motion to adopt Article 9 was approved by majority voice vote.

Article 10: Shall the voters approve the sum of \$100 Our House of Central Vermont, which provides services to Town residents suffering from abuse, pursuant to 24 V.S.A. §2691? Pam Barnard made a motion to adopt Article 10, and the motion was seconded by Mac Rood. There was no discussion, and the motion to adopt Article 10 was approved by unanimous voice vote.

Article 11: Shall the voters approve the sum of \$15,150 to the Mad River Path Association for the support of a temporary (one year) project manager/implementation position, pursuant to 24 V.S.A. §2691, contingent on the Town of Warren, Vermont, also appropriating an equal amount for the same purpose? Mac Rood made a motion to adopt Article 11, and the motion was seconded by Erica Stroem. Discussion followed, and Charlie Goodman, III, made a motion to end discussion, and the motion to end discussion was approved by at least two thirds of the assembly. The motion to adopt Article 11 was approved by majority voice vote.

Article 12: To transact any other business that may legally come before the meeting. Erica Stroem spoke on speeding problems in town.

Beth Phillips made a motion to recess the meeting at 12:39 p.m. until the closing of the polls for Australian ballot items at 7:00 p.m., and the motion was seconded by Charlie Goodman, III. The motion to recess was approved by unanimous voice vote.

The voter count at its maximum during the meeting was approximately 137 people.

ARTICLE I*

Shall the voters approve the Town of Waitsfield assessing a one percent (1%) Local Option Tax on sales, rooms, and meals and alcoholic beverages, pursuant to 24 V.S.A. §138(b), for the purpose of funding capital investments, capital reserves, and debt service to finance municipal infrastructure and capital projects?

**This question is voted upon by Australian ballot.*

No action is required from the floor on this Article.

Title 17: Elections
Chapter 055: Local Elections
Subchapter 003: Local Elections Using the Australian Ballot System
(17 V.S.A. § 2682)

“(f) When the same number of persons are nominated for any town office as there are positions to be filled, the presiding officer may declare the whole slate of candidates elected without making individual tallies, provided each person on the slate has more votes than the largest number of write-in votes for any one write-in candidate. (Added 1977, No. 269 (Adj. Sess.), § 1; amended 1979, No. 200 (Adj. Sess.), § 111; 2007, No. 54, § 14; 2013, No. 161 (Adj. Sess.), § 53.)”

I, declare the following candidates are elected for the positions and terms for which they were running on Town Meeting Day, March 3, 2026:

Candidate	Elected Position	Term
Charles “Chach” Curtis	Selectboard Member	3 years
Brian Shupe	Selectboard Member	2 years
Charlie Goodman, III	Lister	3 years
Jennifer Peterson	Delinquent Tax Collector	1 year
Caitlin Ennis	Library Trustee	5 years
J.B. Weir	HUUSD Director	3 years
Valerie Capels	Cemetery Commissioner	5 years
Vacant – no winner	Cemetery Trustee	3 years

ARTICLE I RESULTS:

OFFICIAL SPECIAL MEETING BALLOT	
In Favor	362
Opposed	168
Overvotes	0
Undervotes	4
	534

Respectfully submitted,

Jennifer Peterson
Town Clerk

Date

Approved by the Selectboard: _____

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, April 13, 2026**

4 **Draft**

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

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

9 **Others Present:** Tanya Applebaum, Elizabeth Cota, Wayne Cota, Kyle Farnham, Dean
10 Foley, Cathy Kerr, Cam Mills, Robin Morris (Water Commission), Jessica Tompkins

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

15
16 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A)**

17 No adjustments were made to this agenda.

18
19 **2. Consider issuance of a Health Order at Vermont Mobile Home Park**

20 Mr. Shupe outlined that five letters from tenants of the Vermont Park had been received,
21 reporting on wastewater infrastructure problems, waste collection issues, and animal waste
22 concerns. Several tenants were in attendance at the meeting. Mr. Shupe explained that this
23 meeting would constitute a preliminary hearing, where the Board would hear concerns and
24 outline potential actions. He noted that there would possibly be no direct action as a result of
25 this meeting, but information gathering would likely indicate what steps might be taken to
26 address the concerns raised. Mr. Shupe also reported that a response had been received from
27 Neil Smith of Downstreet, who was not in attendance at the meeting.

28
29 Mr. Messer confirmed that he had visited the site recently, and observed trash piled up around
30 the trailers, a dumpster system that was not fully functional and therefore difficult to deposit
31 trash into, surface water in the area of the mound system, and a significant amount of dog
32 feces with one area in particular quite covered.

33
34 Mr. Shupe noted that an Order was issued regarding the septic system needing work several
35 years ago, but that the Board has not been kept apprised of the resolution of that matter.

36
37 Those present provided additional comments regarding their concerns, including:

- 38 • Trash migrating from the dumpster to the stream.
- 39 • Bears in the dumpster in midday, when there are children outdoors.
- 40 • Grassy areas not being graded or seeded after completion of septic and water line work.
- 41 • Some tenants not being able to use their driveways due to water.
- 42 • There was no communication regarding the Downstreet property manager responsible
43 for the Park having left the company; communications had been unanswered.
- 44 • There is supposed to be a weekly site visit by the owner, but this has not been taking
45 place.
- 46 • Plumbing has been backing up due to frozen sewer lines.
- 47 • Water line work completed in the later part of 2025 has impacted the sewer lines.

- 48 ○ Kingsbury's has been able to rectify some of the individual problems.
- 49 ▪ In at least one instance, they discovered tree roots in the septic system.
- 50 ● Slabs are sinking due to excess ground and surface water.
- 51 ● Open compost piles exist on the site.

52

53 Robin Morris confirmed that the Park has been connected to the Town's Water System since
54 the System's inception, and explained that the master meter location is where Town
55 responsibility for the line ends. He indicated that Nate Fredericks of Simon Operating Systems
56 has observed the condition of some of the meter pits in the Park, and noted that there are
57 cutoffs above the ground; Mr. Fredericks has expressed concerns regarding some of these
58 situations.

59

60 Mr. Messer noted that there are two leach fields, with the upper field being where recent
61 pictures of surface water have been taken.

62

63 Mr. Shupe explained that safe water supply, wastewater treatment, waste management, and
64 animal waste are all issues which fall under the purview of the Health Board. It was noted that
65 other Downstreet properties have experienced similar situations, and that staff is difficult to
66 contact. Mr. Shupe read an email sent by Neil Smith, which indicated that all concerns should
67 be directed to him, and that he would be setting up a tenant meeting.

68

69 Mr. Shupe proposed going on record with Downstreet, noting that the Health Board is aware of
70 these problems and is seeking follow up. It was agreed that the Selectboard will discuss this
71 matter again in two weeks, and will possibly work to address the water and sewer line
72 configurations. Mr. Shupe noted that they would also follow up with the Water Commission
73 regarding to what extent they are responsible for ensuring a safe water supply. Board
74 members agreed that Mr. Smith should be asked to provide a timeline for resolution of the
75 problems, and to outline actions other than setting up meetings to discuss these issues.

76

77 **V. Adjourn**

78 The Health Board meeting adjourned at 7:28 pm.

79 **II. Selectboard Meeting Call to Order:** The meeting was called to order at 7:28 pm by Brian
80 Shupe. The meeting was held in person at the Waitsfield Town Office and remotely via Zoom.

81

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

83 The order of items was adjusted.

84

85 **2. Public Forum**

86 Nobody requested time to speak.

87

88 **III. Regular Business**

89 **1. Fire Warden**

90 Cam Mills provided some background information and spoke of his interest in serving as Fire
91 Warden. He answered questions from the Board, and confirmed that his contact information
92 could be placed on the Town website.

93

94 **MOTION:** *Ms. Ursprung moved to appoint Cam Mills as the Fire Warden. The motion was*
95 *seconded by Mr. Messer, and passed unanimously.*

96

97 **2. Fire Station hose**

98 Mr. Haverkamp explained that it had been planned to replace Fire Department hoses, which
99 are out of compliance, over several years. Safety concerns have led to considering purchasing
100 all new hoses at this point; funds are available in the Capital Improvement Plan budget. He
101 noted that Fayston has not yet considered the matter, but that he would reach out to that
102 Selectboard about the life safety issue being addressed through this purchase. The costs were
103 outlined, and it was discussed that the purchase might be made in anticipation of Fayston's
104 approval of their portion of the cost. Mr. Shupe suggested that somebody from the
105 Department reach out to Chuck Martel; Mr. Mills confirmed that this would happen.

106

107 **MOTION:** *Mr. Curtis moved to authorize the expenditure of \$19,325.23 for two thousand feet of*
108 *fire hose, of which Waitsfield's share will be \$11,595.14, with the expectation that Fayston will*
109 *reimburse for their portion (\$7,730.09) of the cost. The motion was seconded by Mr. Babbott-*
110 *Klein, and passed unanimously.*

111

112 **3. Public Records Policy – Records and Information Management Policy**

113 A draft of the Policy is still waiting review by the State Archives Office; Mr. Haverkamp is also
114 seeking feedback from Board members. He confirmed that 90 days is a suitable timeframe for
115 his creating an inventory of essential records.

116 **4. Main Street cleaning**

117 Mr. Haverkamp reported that in recent years VTrans has not been undertaking road sweeping,
118 and that the road crew is not able to take on this work; as the roadway is dangerous in its
119 current condition, particularly for bikers, he has requested a quote from Kingsbury's to clean
120 Main Street.

121

122 **5. NEMRC to the cloud**

123 Mr. Haverkamp had provided an overview of this process and associated costs in his written
124 report, and recommended that this change be authorized. There was some discussion of
125 whether to remove the disaster recovery contract as part of the decision, as essentially the
126 same coverage will be provided by the current Rural Resources contract. It was agreed that the
127 disaster recovery should be maintained for this year, until a better understanding of cloud
128 recovery is available.

129

130 **MOTION:** *Mr. Messer moved to approve the migration of NEMRC services to being cloud-based,*
131 *at a setup cost of \$750 and an ongoing cost of \$120/month, and to authorize the Town*
132 *Administrator to sign associated documents. The motion was seconded by Mr. Babbott-Klein,*
133 *and passed unanimously.*

134

135 **6. Town Garage Project – Preliminary heating discussion**

136 There was a continued discussion regarding whether to configure the heating system for the
137 new Garage with heat pumps plus a backup system utilizing either wood or fossil fuels, or to
138 use heat pumps alone, with a generator in place for use when there are power outages. Mr.
139 Haverkamp is working with Efficiency Vermont to gather details of each possibility, including

140 how the use of solar panels would interact with either of the proposed configurations. He will
141 also follow up with MERP possibilities, that program being pointed out by Mr. Babbott-Klien
142 during the meeting.

143
144 It was agreed that the initial cost of a fully electric system is higher, but that it makes sense in
145 the long run; it was also agreed that it is important to ensure that the building will be operable,
146 even during longer term power outages.

147
148 Mr. Haverkamp will consult with Breadloaf to gather more information regarding an all-electric
149 configuration.

150

151 **7. Meadow Road Bridge update**

152 Mr. Haverkamp reported that the previous bridge inspection report had been provided to
153 Dubois and King, and that FEMA has confirmed that if a new inspection can detail that there is
154 damage beyond the decking deterioration that can be attributed to the heavy use following the
155 July 2023 flooding, they will cover further expenses.

156

157 There was some discussion of whether or not it would be prudent to do any surface repair at
158 this point, with points made both in favor and in opposition.

159

160 It was reported that Miles Jenness has indicated that there is a Timber for Transit grant
161 program through which replacement of the Meadow Road bridge with a covered bridge might
162 be funded. It was agreed that this opportunity should be explored, and Mr. Haverkamp will
163 follow up with Mr. Jenness regarding this possibility.

164

165 **8. Village Covered Bridge**

166 Mr. Haverkamp outlined plans being developed with Charlie Goodman to reveal some of the
167 bridge's joists for inspection, inviting potential contractors to participate and get a better sense
168 of the repair work necessary. Board members agreed that it would be best to have the repairs
169 completed before the end of June, to avoid impacts to summer visitors/activities, and it was
170 decided to have this inspection day take place by the end of April.

171

172 The concept of upping the weight limit for the bridge was discussed, and it was noted that the
173 Timber for Transit grant could also be applied for to cover this project, which would necessitate
174 adding additional beam support. It was agreed that other funding sources should be
175 investigated, particularly if it is decided to move ahead with an application through this grant
176 program for replacement of the Meadow Road bridge.

177

178 Mr. Haverkamp will also look into the missing bolts on the Trembley Road bridge which were
179 noted in that recent inspection report.

180

181 **9. DNS authority for waitsfieldvt.gov**

182 Mr. Haverkamp explained that the guidance he had received is that Rural Solutions, as the
183 provider of cybersecurity and other internet services for the Town, should also be the domain
184 administrator. He confirmed that Ecopixel will continue to maintain the Town website.

185

186 **MOTION:** *Mr. Babbott-Klein moved to approve the switch to Rural Solutions as the Town's*
187 *domain administrator, and to authorize the Town Administrator to sign associated documents.*
188 *The motion was seconded by Ms. Ursprung, and passed unanimously.*
189

190 **10. Consent Agenda**

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

- 192 • Approve Bills Payable & Treasurer's Warrants
- 193 • Approve Minutes of 03.30.2026 Selectboard Meeting

194

195 **11. Town Administrator's Report**

196 Mr. Haverkamp reported on the following:

- 197 • He will be attending a Municipal Roads Roundtable; the mapping tool for this work has
198 been revamped, and Town road crews will now have more input on which projects
199 should be prioritized.
- 200 • He has been asked to be on the team of the Cybersecurity Grant Program; he does not
201 foresee this consuming an unreasonable amount of his time.
- 202 • He attended the recent Vermont Changemakers Summit, which he found beneficial.
- 203 • The draft Traffic Ordinance is available for review and feedback from the Board; it was
204 agreed to include specificity such as bridge weight limits in the document, and to strike
205 the remaining language related to enforcement discretion from the text.
- 206 • He recently received communication from Senator Welch's office, noting that the USDA
207 load for the Wastewater System is for a period of 30 years rather than 40 which had
208 been anticipated.
- 209 • He continues to work on having road striping completed.
- 210 • He continues to work on collaborative dispatch for MRVAS.
- 211 • The box culvert work on Center Fayston Road will be discussed further at an upcoming
212 meeting.

213

214 **12. Selectboard Roundtable**

215 Mr. Messer reported an uptick in calls regarding dogs running at large. Mr. Haverkamp noted
216 that there had been no response to date for the Animal Control Officer position.

217
218 Mr. Babbott-Klein noted that there has been a recent community response to Act 181, along
219 with an ongoing Legislative debate regarding use of the PILOT program surplus.

220
221 Mr. Shupe indicated that he would possibly attend an upcoming joint House and Senate
222 Transportation Committee hearing regarding local needs.

223
224 Mr. Shupe will speak with Sandy Gallup and Steve Lewis about providing quarterly financial
225 reports for the Board.

226

227 **IV. Executive Session**

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

230

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

233

234 The meeting entered Executive Session at 9:03 pm and returned to open session at 9:37 pm.

235

236 No further action was taken by the Board.

237

238 **V. Adjourn**

239 The meeting adjourned at 9:37 pm.

240 Respectfully submitted,

241 Carol Chamberlin, Recording Secretary