

TOWN OF WAITSFIELD, VERMONT

Selectboard Meeting Minutes

Monday, June 8, 2026

Draft

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

Staff Present: York Haverkamp, Town Administrator

Others Present: Tanya Applebaum, Doug Bergstein, Bob Cook (Cemetery Trustee), Liz Cota, Wayne Cota, Jeff Doolittle (MRPA), Misha Golfman (MRPA), Doug Greason, Pegeen Greason, Jenny Hyslop (Downstreet), Beth Kendrick, Cathey Kerr, Pegeen Mulhern, Leah Save

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

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

No changes were made to the agenda.

2. Alleged public health risks at the Vermont Mobile Home Park

Mr. Shupe provided some background information regarding tenants at Vermont expressing concerns about conditions at the site, noting the meetings which had taken place, and the most recent email from Downstreet which was included in the meeting packet.

Ms. Hyslop reviewed a list of items accomplished since these matters were brought to her attention, noting that:

- Several dumpsters of trash have been taken away
- Downstreet staff held a clean-up day
- A new permanent bear-proof dumpster has been put in place
- Mailboxes have been ordered
- Downstreet has set a requirement that staff return phone calls within two days
- Regular site visits and newsletters have been established
- A new property manager will be hired
- Noticing has been provided regarding leashing of dogs and removing dog waste
- Driveway accessibility at one lot has been addressed
- The leach field which was found to be not operational after a first notice was issued several years ago is not being used; the options for adding pumping capacity in order to make it serviceable again are being explored
 - A map of the system will be provided; the field with standing water is the one that is not in use
- Water testing will be completed for tenants with concerns regarding water quality and water pressure
- Issues related to last year's water system upgrade installation are being addressed
 - The old piping that was left in the pits caused the new piping to not settle correctly
 - Metering cables were damaged; Nate Fredericks (SOS) will address this
 - These underlying situations will be remedied before the site is regraded

- More information on this timeline will be available in a couple of weeks
- It has been determined by a licensed engineer that the water and wastewater lines are an adequate distance apart
- A credit will be provided to those who are current on their rent payments

Mr. Shupe opened the floor for comments from tenants. Ms. Cota indicated that a timeline of earthwork to be undertaken would be helpful, as tenants are not clear on whether planting is suitable at this point, and noted that the new dumpster doors are hard to open. Ms. Hyslop indicated that she would look into adjusting the doors. Ms. Cota expressed that generally things at the site are improving. An email from Jess Tompkins also indicated that matters were generally being addressed satisfactorily, and suggested that a dog waste bag dispensary be installed.

Ms. Hyslop explained that a timeline of further work is being developed, and that Mr. Messer will be included in related communications; he will provide updates to the Health Board on continued progress on water/wastewater and other issues.

Adjourn

The Special Town Meeting adjourned at 6:56 pm.

II. Selectboard Meeting Call to Order: The meeting was called to order at 6:57 pm by Brian Shupe. The meeting was held in person at the Waitsfield Town Office and remotely via Zoom.

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

2. Public Forum

Ms. Ursprung read a message on behalf of David DeFreest, expressing his hope that the Town recognizes the role of agriculture in shaping the look and feel of the Valley. Mr. Shupe noted that work continues on the Meadow Road Bridge, which currently needs to have the weight limit strictly enforced to avoid closure, but that the Board does realize the importance of the Town's agricultural enterprises.

III. Regular Business

1. Cemetery Trust Appointment

Mr. Cook outlined that the Trustees had interviewed three candidates, and were recommending that Doug Bergstein be appointed as a new Trustee, which is an elected position for which the Board may appoint to fill the vacant term, which is up for election in March 2027. Mr. Bergstein spoke of his interest in serving as a Cemetery Trustee.

MOTION: *Mr. Curtis moved to appoint Doug Bergstein as a Cemetery Trustee until an election is held. The motion was seconded by Ms. Ursprung, and passed unanimously.*

2. General Wait House – Gutter Project and Air Conditioning

Mr. Shupe explained that the new ADA entrance ramp is being impacted by roof drainage, and that the Wait House Commission has suggested installation of a gutter to keep the area safe and dry. The cost exceeds the \$1000 discretionary limit provided for the Commission. It was

agreed that funds would be taken from the operational account, which will be established as of July 1. It was also noted that a discussion of the use of donated funds and dairy barn repair funding will be placed on an upcoming agenda.

MOTION: *Mr. Messer moved to approve expending \$1100 of the Wait House Operational Fund for purchase and installation of a gutter. The motion was seconded by Ms. Ursprung, and passed unanimously.*

Beth Kendrick explained that she had researched possible air conditioning units for her office at the Wait House, and noted that indoor units are too noisy for use in her practice. She requested that a model which only has a small portion of the unit extending outside the window be allowed to be installed, as her lease currently does not allow for window units.

MOTION: *Mr. Messer moved to allow the installation of the unit described by Ms. Kendrick. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

3. Mad River Path

Mr. Golfman introduced Jeff Doolittle, the MRP's new Project Coordinator, who provided some background information about himself.

Mr. Golfman reported that Mr. Doolittle has submitted an application to serve as the Municipal Program Manager for the work to be undertaken through the \$600K grant recently awarded for the Active Transportation Corridor work between Mill Brook and Dugway Road. He outlined that it is likely that the one remaining large expense involved for Waitsfield in fully connecting the Corridor between Warren and Waitsfield will be the Munn Field to Lareau section.

A current grant opportunity was then discussed, for which Mr. Golfman noted he would apply if the Board was in favor of the work included and would commit to providing the necessary matching funds. The proposal was outlined, including crosswalk striping, resurfacing the mowed path from the Slow Road to Lawson's with aggregate in order to provide better accessibility, and installing two new RRFBs on the crosswalks between the twin malls. There were questions raised regarding whether the new RRFBs would be too close in proximity to the one already in place in Irasville, as well as some discussion of the possibility of using better quality/different color paint for the crosswalks. It was also noted that one crosswalk area in the proposal is on private property – between the Brothers' Building site and the Shaw's parking lot.

Mr. Golfman further explained that included in this proposal is signage for indicating that bicyclists need to be provided with a 4-foot clearance as well as signage indicating that when bicycles and pedestrians are sharing a sidewalk, the pedestrians have the right of way. There was some discussion of this shared use, with it generally being agreed that it is common for kids/parents/elderly people to use the sidewalks for biking, and that the proper bicycling courtesy should be pointed out for accommodating those users.

Mr. Golfman presented the budget for these plans, which totaled \$51K, with a 50% match requirement involved. He reminded the Board that the 20% match to which they had committed for the larger \$600K grant would not need to be expended for at least two, and

likely three, years. This timing of the grant for this new proposal indicates that the match would need to be funded in next year's budget.

The various aspects of this project were discussed. It was agreed that the RRFs could potentially be funded by a grant with a smaller match requirement, and requested that Mr. Golfman consult with VTrans regarding the use of a flag crossing system. Mr. Messer expressed some concern regarding the installation of further signage along Main Street.

MOTION: *Mr. Curtis moved to approve supporting MRP in applying for a grant for \$31K for the items outlined, with the exception of the RRFs, and to provide a local match amount of \$15,500. The motion was seconded by Mr. Babbott-Klein, and after some further discussion verifying that the Board did not intend to ban bicycles on sidewalks and therefore signage would be appropriate, passed with Mr. Messer opposed.*

Mr. Golfman agreed to schedule time at an upcoming meeting to hold a broader discussion of future planning of MRP efforts.

4. Meadow Road Bridge

5. Town Garage

Mr. Shupe indicated that the Meadow Road Bridge and Town Garage agenda items would be discussed together, noting the importance of coordinating funding efforts for the two projects.

It was explained that Breadloaf Construction is no longer in existence, which impacts the plans for an August bond vote for the Town Garage. Further discussion with the individuals who formerly worked with the Town through Breadloaf will be taking place, so that a more definitive timeline can be determined. There was agreement that a 2027 build would be less expensive than a 2028 build, and it was noted that necessary permitting appears to be on track for a 2027 build. What needs to be clarified is whether an August 2026 bond vote is necessary in order to have the funds to procure materials in a timely manner, or if a bond vote can be held in November 2026 without impacting the construction timeline. Mr. Haverkamp indicated that further information will be available within the next two weeks after further discussion with the professionals involved; it was agreed to hold a November bond vote, unless Mr. Haverkamp determines both that an August vote is possible, and would be beneficial for scheduling a 2027 build.

It was confirmed that most of the scope of work for the garage was completed by Breadloaf, and that one remaining decision point is related to the heating system to be put in place. Mr. Haverkamp explained that he would likely be meeting with several construction companies in coming weeks to determine their availability for a 2027 build.

Meadow Road Bridge – Mr. Haverkamp provided a draft RFP for seeking an outline of potential costs for demolition of the bridge and construction of a new conventional bridge. A bond vote may be held in either November or March, as the permitting and other pre-construction work likely indicates a 2028 construction time frame. It was agreed to adjust the RFP to outline provision of a one lane bridge with a pedestrian walkway incorporated, and also noted that if a grant is awarded for a covered bridge option, plans will need to be adjusted. It was agreed that March would be the better option for holding a bond vote.

Mr. Haverkamp reported that FEMA has indicated that they will cover the cost of an A and E study for decking replacement on the bridge, even if those funds are not ultimately used for decking replacement. It is allowable to contract with DuBois and King for this work without seeking other bids, as the cost will be less than \$10K.

Mr. Haverkamp offered assurances that any bridge design will have the capacity to accommodate typical traffic, and noted that he will confirm that the bridge design will also support very large farm equipment.

6. Bridge Street Marketplace and Village Sidewalk Work

Mr. Haverkamp indicated that the work included in the Kingsbury quotes which were approved at a recent meeting will be scheduled for July, and noted that a more definitive quote is still needed for the Bridge Street Marketplace entrance off of Main Street. He explained that the entrance will likely be narrowed. Board members acknowledged that the sidewalk at that entrance is the Town's responsibility, and confirmed that Mr. Haverkamp should reach out to Kellee Mazer and Chris Pierson regarding their contributions to funding the vehicle entrance work.

7. Village Covered Bridge

Mr. Haverkamp outlined that the road crew will be completing the emergency repair work, and that he had drafted an RFP for the additional work required to replace bridge joists. It was agreed that October would be a suitable timeframe for this work to take place, and Board members agreed that Mr. Haverkamp should send the RFP to those parties who have expressed interest in this project.

8. Animal Control Officer Appointment

Board members acknowledged that Mr. Messer's prior efforts have led to people being more responsible regarding leashing and controlling dogs, and thanked him for that time and commitment.

MOTION: *Ms. Ursprung moved to appoint Mr. Messer as Animal Control Officer. The motion was seconded by Mr. Curtis, and passed unanimously.*

9. Consent Agenda

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

- Approve Bills Payable & Treasurer's Warrants
- Approve Minutes of 05.11.2026 Selectboard Meeting
- Approve Public Festival Permits for Summer on the Green – Emma Delphin (Joy Restaurant)
- Approve renewal of a Second Class Liquor License for Addison West
- Approve renewal of a First and Third Class Liquor License and Outdoor Consumption Permit for 1824 House

10. Town Administrator's Report

- The timeline for striping East Warren Road is yet to be determined. It was agreed that the vehicle travel lanes should be 9.5 feet wide for both East Warren and Joslin Hill Roads, unless there are compelling reasons to establish 10-foot lanes.

- Double white lines for bike lanes are planned for Bridge Street, and possibly a crosswalk by the cemetery. It was agreed that a 9-foot wide car lane should be created on Bridge Street.
- Mr. Haverkamp has asked Josh Rogers to obtain a quote for Staymat on the shoulders of East Warren Road.
- Joslin Hill Road culverts are being replaced before paving begins.
- Steve McKenzie is moving, creating both a Lister and DRB member vacancy.

11. Selectboard Roundtable

Ms. Ursprung noted that the Planning Commission may be ready to present Short-Term Rental ordinance information at a July Board meeting.

Mr. Babbott-Klein encouraged people to complete the MRVPD Community Wellness survey.

Mr. Babbott-Klein asked that people participate in cutting back wild chervil before it goes to seed.

Mr. Shupe indicated that he would be meeting with Hadley Gaylord regarding fencing pasture on the Fairgrounds parcel to keep cows from the riverbanks; he will provide details at an upcoming Board meeting.

IV. Executive Session

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

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

The meeting entered Executive Session at 9:15 pm and returned to open session at 9:59 pm.

No further action was taken by the Board.

V. Adjourn

The meeting adjourned at 9:59 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary