TOWN OF WAITSFIELD, VERMONT

Selectboard Meeting Minutes

Monday, June 22, 2026

Draft

Members Present: Chach Curtis, Fred Messer, Brian Shupe, Larissa Ursprung
Staff Present: York Haverkamp, Town Administrator
Others Present: Kellee Mazer, Robin Morris (Water Commission), John (MRVTV), Keith Paxman (Sugarbush), Chris Pierson, Joshua Schwartz (MRVPD), Aron Shea, Josh Turka

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

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A)
The agenda was adjusted, removing an update from CVRPC and adding consideration of improvements to the Pines picnic area. Approval of liquor license renewals for the Big Picture was added to the Consent Agenda.

2. Public Forum
Nobody requested time to address the Board.

II. Regular Business

1. DLL – Sugarbush for Roundup Revival
Josh Turka and Keith Paxman provided an overview of plans for the weekly summertime Roundup Revival events, which are planned to be held on Thursdays from 5:00 to 8:00 pm on the green behind the Mad River Shopping Center. Mr. Paxman outlined the area to be fenced off for alcohol service and explained where the food vendors will be located, noting that appropriate signage will be in place for the alcohol service area. He confirmed that two trained servers will be present at each event, serving beer, wine, and craft canned cocktails from sponsors. Mr. Turka explained that the other portion of the green will be available for those who would like to set up a space offering activities or products which are not food or beverage related.

MOTION: *Mr. Curtis moved to approve the Event Catering License for Sugarbush's serving alcohol at the 2026 series of Roundup Revival events. The motion was seconded by Ms. Ursprung, and passed unanimously.*

2. Village Marketplace Entrance Improvements — Kingsbury (contractor): project update
Mr. Shupe reminded the group that Kellee Mazer had requested in the past that the Town participate financially in the maintenance of the Bridge Street parking area, as it is a commonly used community space. He then described the current need for improvements at the Route 100 entrance to the site, which include lowering of the manhole cover found there (determined to be the property of Waitsfield Telecom), extension of the sidewalk at the northern end, and replacing the asphalt at the entrance/apron area. Ms. Mazer, who owns one portion of the parking area, noted that Chris Pierson, the owner of the other portion, has been attempting to work with VTrans to resolve the degraded entryway, as he believes it is the State's

responsibility. It was explained that, although access driveways are generally located in highway ROWs, it is typically the responsibility of the property owner to maintain the access. Mr. Pierson arrived later in the discussion, and noted some further stormwater, culvert, and water line impacts related to the entry area.

It was explained that the quote received from Kingsbury for the work outlined is somewhat reduced, as it was offered in conjunction with mobilization for other nearby Town projects. It was agreed that Mr. Haverkamp will meet with Ms. Mazer and Mr. Pierson to discuss further their participation in funding a portion of the work under the quote provided.

Ms. Mazer also asked that the Board consider providing assistance with general parking area maintenance, as well as with upkeep of the Bridge Street brickwork, abutment, and other aspects of Bridge Street and Pocket Park maintenance. It was agreed that this will be discussed further at a future meeting.

3. Community Wastewater Update

Joshua Schwartz provided an update on several aspects of the project, highlighting design, permitting, and funding information which he had included in a written report provided to the Board. He indicated that the project's web page has this and additional information available.

Robin Morris then provided information regarding the draft Ordinance, allocation information and a draft fee schedule. He reviewed priority allocations, and noted that it needs to be determined how to allow for further allocations, with the need to manage leaks and grease inputs being of importance, as those factors impact total allocations. He explained the difference between water use and the proposed capacity of the wastewater system, noting that he believes this capacity will likely be allowed to increase, as water use records indicate lower per household use than was originally anticipated.

Mr. Morris then reviewed billing protocols, noting that the majority of priority connections will be commercial and explaining that he proposes establishing rates in accordance with ANR rules. He noted that short-term-rentals are proposed to be billed at the commercial rate. Mr. Morris also explained that a fee no greater than $948/dwelling unit is allowable, and indicated that the rate should be determined and finalized by the Board so that the information is available when easements are signed for new users. He also explained that these rates are likely to increase due to inflation, and will not be reduced over time as the water service rates have been.

Mr. Morris then provided further details regarding allocations and financials for the first few years of operations as connections are increased. Mr. Shupe noted that there should be considerations for residential being the more desired type of development when making related decisions.

The fee schedule will be set at an upcoming Board meeting; the draft Ordinance has been posted to the project web site.

4. Aron Shea presentation to the Selectboard and community

Mr. Shea had provided a summary of his development proposal to the Board prior to the meeting. He highlighted that his plans generally consist of the construction of 25 – 50 town homes, to be sold for approximately $350K to $400K, likely at the higher end of this range. He explained that construction at this price point would require support from the Town for infrastructure development, specifically noting the need for the Town to construct and maintain a new Town Highway for access to the development, and suggested that the recently initiated CHIP program would be a good approach to providing funding for development of such infrastructure. It was explained that the CHIP program essentially allows municipalities to retain some portion of State education taxes in order to pay back the funds borrowed to help finance a CHIP project.

Mr. Shea provided some further details regarding his plans and noted his flexibility for various design concepts. He emphasized that this planning is in preliminary stages. Board members expressed interest in continuing the conversations, and asked that Mr. Shea provide an outline of potential next steps for discussion at an upcoming meeting.

5. Consideration of improvements to the Pines picnic area

Mr. Haverkamp outlined the work recently completed by VTrans, which had been initiated by Steward MRV. The picnic tables have been removed, and a new kiosk sign frame installed. He explained that VTrans has indicated that they will take care of tree removal and further clean up, that Steward MRV is looking into placing new picnic tables at the site, and that the Road Crew is able to take on mowing of the site. It was discussed that ownership is not fully clear, but that it appears that the State owns the parcel.

Mr. Haverkamp reported that a quote of $3K had been received from Ed Read for treatment of the vehicle access area with Staymat and other work at the site, some of which may be taken on by volunteers. It was agreed that Mr. Haverkamp should also get a quote for tree removal at the site, and to reach out to VTrans for a proposed timeline for the work that they will complete, so that planning for Town and volunteer work may be organized.

MOTION: *Mr. Messer moved to approve an expenditure of $3K to Ed Read for the work proposed at the Pines site. The motion was seconded by Ms. Ursprung, and passed unanimously.*

6. Recognition of the Passing of Charlie Goodman III — remarks and a moment of remembrance; formal resolution to follow

Mr. Shupe expressed for the Board their recognition of the huge loss to the both the general community and the Road Crew which will be felt by the passing of Charlie Goodman. He noted that Mr. Goodman had been Road Commissioner since 1987, often going above and beyond, to a remarkable extent, what was required in that role as a volunteer. He and Mr. Haverkamp are working with Josh Rodgers to help fill the void created and to support the Road Crew.

Mr. Shupe explained that he and Mr. Haverkamp were also working together on an official Resolution, to be discussed by the Board at their next meeting. He indicated that the new Garage would be named for Mr. Goodman.

Mr. Messer suggested that Mr. Haverkamp contact the Governor’s office to have a proclamation issued, and potentially to allow for the lowering of Town flags to half staff on the day of Mr. Goodman’s memorial service.

MOTION: *Mr. Messer moved to authorize the Town Administrator to draft a Resolution regarding Mr. Goodman's service to the Town. The motion was seconded by Mr. Curtis, and passed unanimously.*

It was agreed to hold the next Board meeting at 4:00 pm on Monday, June 29.

7. Town Garage Project – status update

It was confirmed that Mitch (former Breadloaf staff) has permission to access all the materials created by Breadloaf related to this project, and that he will be providing a proposal for completing the public outreach and final design work needed before taking the project to a bond vote. It was discussed that the Board will need to decide whether to hire a construction management firm to provide general oversight of the project once design is completed; another member of the Breadloaf team is now working with ReArch, and that firm is interested in the construction management aspect of the project. It was agreed that it would be prudent to get bids for this work, to ensure that compliance with procurement policy standards is in place and to not delay the work.

Mr. Haverkamp reported that the Phase 1 Environmental Assessment is complete, and that Phase 2 work will begin shortly.

8. Meadow Road Bridge – update on RFP release and NBRC Timber for Transit (T4T)

Mr. Haverkamp confirmed that the RFP has been published in various locations. He indicated that the possible construction of a covered bridge at this site is being well received by local residents, as well as the funder with whom he is working regarding the potential T4T grant. Ms. Ursprung noted that a Certified Local Government grant through the Rural Resource Commission is another funding possibility, although for a much smaller amount.

9. Village Covered bridge

Mr. Haverkamp pointed out that the first three joists have been identified as the most critical to be repaired, and that he would consult with Josh Rodgers regarding the Road Crew's ability to complete this work with Mr. Goodman no longer being part of the team. If the Road Crew is no longer able to take on this job, Mr. Haverkamp will reach out to Ky Koitzsch to determine if he is still interested in providing a quote for the work.

10. Consent Agenda

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

- Approve Bills Payable & Treasurer's Warrants
- Approve Minutes of 06.08.2026 Selectboard Meeting
- Approve Public Festival Permits for Roundup Revival, and a waiver of the Permit fee
- Approve Flemer Field Use for Highlander Youth Lacrosse
- Approve Washington County Sheriff Contract
- Approve contract with Simon Operating Systems for Waitsfield Water System
- Approve a request for resolution to water fund
- Approve renewal of a First-Class Liquor License and Outdoor Consumption Permit for All Good Eats, LLC (Toast and Eggs)
- Approve renewal of a First- and Third-Class Liquor License for Emily's in the Valley

- Approve renewal of a Second-Class Liquor License for MaLou, LLC (Kitchen-ette)
- Approve renewal of a Second-Class Liquor License for Mehuron's Market, Ltd.
- Approve renewal of a Second-Class Liquor License for Patch Property, Inc (Irasville Country Store)
- Approve renewal of a Tobacco and Tobacco Substitute License for Patch Property, Inc (Irasville Country Store)
- Approve renewal of a First- and Third-Class Liquor License for The Big Pic

10. Town Administrator's Report

Mr. Haverkamp provided an update on the State's taking over assessment of utilities, which has led to Waitsfield Telecom's appraisal increasing eightfold. He indicated that he and the listers are working to determine what impact this will have on the upcoming setting of the tax rate.

11. Selectboard Roundtable

Ms. Ursprung checked in on requests which had been received from the Fire Department; Mr. Haverkamp noted that he is pursuing the electrical panel work that is necessary, and that the PPE racks are something that will be discussed in more detail going forward. He also confirmed that the fire hose purchase which had been authorized was complete, and the hoses have been delivered.

Mr. Messer reported that he had received a recent update from Downstreet regarding the VerdMont Park, and that things are progressing, with the latest focus being on dog control.

Mr. Messer noted that the Civil War Memorial in front of the Methodist Church building has not yet been mowed; Mr. Haverkamp will have this taken care of. Mr. Messer also reported that he is working to address the painting of the cannon in front of Oddfellow's, following the dissolution of the local American Legion chapter.

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], 1 VSA §313(a)(1)(A) [Contracts], and 1 VSA §313(a)(4) [Personnel] inviting Mr. Haverkamp to join, passed unanimously.*

The meeting entered Executive Session at 9:15 pm and returned to open session at 10:03 pm.

No further action was taken by the Board.

V. Adjourn

The meeting adjourned at 10:03 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary