



TOWN OF WAITSFIELD
HEALTH BOARD and SELECTBOARD AGENDA FOR
Monday, June 8th, 2026 | 6:30 PM
Location: Waitsfield Town Office
(Please see access details below)

Selectboard Members
Brian Shupe, Chair
Larissa Ursprung, V.C.
David Babbott-Klein
Chach Curtis
Fred Messer

Town Administrator
York Haverkamp

Town Clerk
Jennifer R. Peterson

Town Treasurer
Steve Lewis

**Planning & Zoning
Administrator**
J.B. Weir

Road Foreman
Josh Rogers

Fire Chief
Jared Young

Waitsfield Town Office
4144 Main Street
Waitsfield, VT 05673
(802) 496-2218
www.waitsfieldvt.gov

I) Special Health Board Meeting

1. Call to Order: 6:30pm
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. Cemetery Trust – Consider appointment
2. Mad River Path – Misha Golfman
3. Meadow Road Bridge – Update/Discussion
4. Town Garage – Update
5. Cemetery Trust appointment
6. Bridge Street Marketplace and Village Sidewalk Work – Kingsbury quotes
7. Village covered bridge - Update
8. Animal Control Officer - Consider appointment
9. General Wait House – Gutter project and air conditioning units
10. Consent Agenda
 - a. Warrant
 - b. Minutes 5.11.2026
 - c. DLL
 1. Addison West – 2nd Class License
 2. 1824 house – 1st Class, 3rd Class, and Outdoor Consumption Permits

- d. Public Festival Permit - Summer on the Greens – Emma Delphin (Joy Restaurant
- e. Resolution – Establishment of Small Outstanding Tax and Overpayment Policy

11. Town Administrator’s Report

12. Selectboard Roundtable

IV) Proposed Executive Session – Personnel and Possible Litigation

The Selectboard proposes to enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss personnel matters, and pursuant to 1 V.S.A. § 313(a)(1)(E) to discuss a matter of pending or probable civil litigation to which the Town is or may be a party. The Board finds that premature general public knowledge of the litigation discussion would clearly place the Town at a substantial disadvantage.

V) 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

6.8.2026

We as a Town should feel tired, with so much happening. This meeting packet carries a good bit of substance. Even so, we are excited to continue the work our awesome Town of Waitsfield needs.

Most notably, the closing of Bread Loaf Corporation in mid-May is a big deal, both for all of those remarkable workers who lost their jobs...and for our Town given our new Town Garage project. We are so appreciative of everything Bread Loaf did for us, and working with them was nothing short of spectacular. We are sorry to see their doors close, a real loss for our entire region, as they were an integral part of so many buildings around the state.

The packet also includes work on the Village Covered Bridge and the Meadow Road Bridge, both representing significant momentum forward that our community deserves. The Waitsfield Wastewater Infrastructure project is in full swing, with a great deal happening behind the scenes: permitting, reaching 90% design, and preparing to go out to bid. You will also see important meetings to ensure the safety of our non-vehicular traffic, continued progress on our culverts, and paving preparation for Joslin Hill Road and parts of North Road.

Our road department, which to be fair is far more than a road department, has been hard at work. They are truly a full-service public works department, given all they do for our community every day. And coming soon to a Selectboard meeting: a new emerald ash borer policy, along with a letter of interest to build a modern-day covered bridge for Meadow Road.

Overall, we have a lot going on, balancing and triaging multiple projects amid no shortage of emails. Thank you all for everything you do for our community.

Peace, York

Meadow Road Bridge

I have prepared a Request for Proposals to engage a qualified engineering firm to complete a preliminary engineering study and planning-level cost estimate for replacing the Meadow Road Bridge. The purpose is narrow and deliberate: rather than jumping straight into a full design contract, this study will give us a defensible total-project cost — covering demolition and removal of the existing structure, the abutment and scour work, and a new bridge built to current codes and standards — that we can use to size and warn a bond authorization for the voters. Once we have that number in hand, the Board can decide whether and when to bring a bond forward. Realistically, the study takes two to three months once a firm is selected, and actual construction would not occur before 2028.

On the question of size, I have scoped the study around a two-lane bridge. My reasoning is straightforward: we build a bridge once for seventy-five to a hundred years, and width is the one thing we cannot easily add later. A two-lane structure lets plows, farm equipment, and emergency vehicles pass without conflict, meets current town-highway design standards, and keeps our options open for VTrans or federal funding, which generally expect a two-lane bridge. That said, the Board could reasonably contemplate a one-lane bridge instead. If our traffic volumes are low enough, a one-lane

structure with good sight lines is both defensible and meaningfully cheaper, and I am happy to have the firm price a one-lane option alongside it if the Board would like to see the cost difference before deciding.

I would also welcome the Board's thoughts on adding a pedestrian accommodation — a walkway or separated path — to the bridge, and including its cost in the study. A bridge replacement is a rare chance to build safe pedestrian crossing where we have none, and it fits the broader bike and pedestrian work we have been pursuing in the village. It would add cost, but having the firm price it as an option costs us little now and may open the door to bike/pedestrian or Transportation Alternatives grant funding to help offset it. I would rather know the number and decide deliberately than leave it out and wish we had asked.

I welcome the Board's direction on the lane configuration and the pedestrian question so I can finalize the RFP scope accordingly.

Town Garage Planning Study — Status and Next Steps

Bread Loaf Corporation (BLC), the Middlebury design-build firm engaged for the Town Garage planning study, announced in May that it is closing up shop for good after being founded in 1968. As a result, BLC's contract with the town is coming to an end. Before closing, BLC provided a complete summary of its work to date through Dropbox, having delivered items 1.1 through 1.5 of its scope, with the presentation materials and public meetings (item 1.6) still outstanding. BLC also put forward closeout terms, including a final bill for the planning study and the reassignment of the Geotechnical (S.W. Cole) and Environmental (KAS) consultant contracts directly to the town. The architects who led the work, Mitch and Michael Housley, formerly with BLC, are in the process of starting a new architecture firm and have expressed interest in completing the presentation drawings and working directly with the town. With BLC winding down, completing the study will depend on finalizing the closeout and engaging a firm to carry the remaining design work and public meetings to completion. I will bring a recommended path forward to the Board.

Cemetery Trust Vacancy — Appointment Consideration

The Waitsfield Cemetery Trust is a three-member elected body currently seated with two trustees. A vacancy has existed for some time. Pursuant to 24 V.S.A. § 963, the Selectboard has authority to fill a vacancy on an elected body by written appointment, with the appointee serving until the next annual Town Meeting.

A Notice of Vacancy was posted and published in the Valley Reporter. Doug Bergstein, a registered Waitsfield voter, has expressed interest in filling the vacant seat. Mr. Bergstein will be present at Monday's meeting. The Selectboard is asked to consider his appointment to serve through Town Meeting Day, March 2, 2027.

Village Covered Bridge

Using the Vermont Heavy Timber proposal as a basis, I have developed a Request for Quotes document to solicit competitive pricing for the floor system repair. The RFQ standardizes the scope of work to allow for an apples-to-apples comparison of quotes from qualified timber bridge contractors. Based on conversations with internal stakeholders, the work is anticipated to take place in October if feasible. Results will be reported to the Selectboard upon receipt.

General Wait House Gutter

The ramp that provides access to the General Wait House sits below a section of roof with no gutter. During rain the water drips onto the ramp and entrance, and in the winter that runoff slowly refreezes and builds up ice at the door. This creates a slipping hazard and, at times, enough ice buildup that the door cannot be opened. After conversations with the roofing company and others, the recommended fix is to install a gutter and downspout to carry the water away from the entrance. The General Wait House Commission would like this addressed in a timely manner, ahead of the coming winter. The quote for the gutter and downspout is \$1,100, and I am asking the Selectboard to consider approving it.

Bicycle and Pedestrian Striping — Bridge Street and East Warren Road

I met with Richard Amore of Local Motion on June 1, with an introduction from Misha Golfman of the Mad River Path, to talk through how we stripe Bridge Street and East Warren Road. The goal is straightforward: give people walking and biking a safe, adequate space of their own. The way to get there is the shoulder, and the lever for a wider shoulder is the width of the travel lanes.

My recommendation is to narrow the travel lanes so we can stripe wider, safer shoulders — 9.5-foot lanes on Bridge Street and 10-foot lanes on East Warren Road. On Bridge Street that gives us a standard shoulder on the south side and a buffered bike lane (the double white line) on the north. On East Warren Road it leaves a tight fit for larger trucks, but Local Motion advised that occasional shoulder use by big trucks is a reasonable trade for the safer shoulder.

Some will ask why we wouldn't keep the wider 11- or 12-foot lanes that drivers are used to. The research points the other way:

- The Federal Highway Administration is clear that on two-lane roads it's the *total* roadway width that matters for safety, and that widening travel lanes at the expense of the shoulder can actually make a road *less* safe - particularly on lower-volume roads like ours, where running off the road is the most common type of serious crash.
- The National Association of City Transportation Officials finds that 10-foot lanes generally provide adequate safety while discouraging speeding, and that wider lanes do not make streets safer. It recommends saving the wider 11-foot lanes for designated truck and bus routes.
- A national study widely reported in 2024 found that lanes in the 10-to-11-foot range lowered vehicle speeds and reduced crash rates compared to standard 12-foot lanes — a narrower-feeling road simply makes drivers more attentive. That same effect calms traffic for everyone.

The difference between the two roads is deliberate. Bridge Street is in the village, where speeds are lower and a 9.5-foot lane is well suited to the setting. East Warren Road is more rural and carries faster traffic, so I'm recommending 10-foot lanes there - the narrowest width the safety research strongly supports - while still gaining the wider shoulder.

Paving Prep

Work is taking place for this summer's paving work. Culverts were needed (above and beyond our budgeted culverts) however, these replacements have to occur before new pavement is laid. The ordered culverts are significantly larger than previous to allow for better passage capabilities.

Mad River Planning District

Hello Waitsfield Selectboard,

Happy June!

I wanted to share a quick reminder that there's just over a week left to participate in the 2026 Mad River Valley Community Wellbeing Survey, which closes on June 12. We've received more than 380 responses so far and are hoping to reach 600 responses before the survey closes.

Here's a link to the survey:

<https://bit.ly/2026mrvwellbeingsurvey>

The Community Wellbeing Survey, now in its fourth year, helps us better understand how people in the Mad River Valley are doing and what matters most to our community. The survey explores topics including wellbeing, belonging, culture, affordability, housing, recreation, education, life satisfaction, and more. The results help inform local planning efforts and community initiatives across the Valley.

As a thank-you for participating, respondents will be entered to win gift cards to Sugarbush SHaRC, Deco Bar & Restaurant, or Gather Round Chef Service.

The MRV Community Wellbeing Survey was created in 2021 to help fill gaps in local qualitative data and provide a more complete picture of the Valley's people, environment, and economy. In addition to measuring overall life satisfaction, the survey examines ten wellbeing domains, including Community Vitality, Social Connectedness, and Material Wellbeing. Many of the questions are based on the Vermont Happiness Study, developed by the University of Vermont's Center for Rural Studies, the Vermont State Data Center, and Gross National Happiness USA. This framework allows us to compare local results over time and against broader statewide trends.

Here are the results from the 2024 survey:

<https://mrvpd.org/news-and-notice/2024-mrv-community-wellbeing-survey-results/>

Thank you for helping spread the word and encouraging participation.

Best,

Franni



Development Review Board and Lister Resignations

Steve McKenzie has submitted his resignation from both the Development Review Board and his position as a town Lister, effective July 1, 2026, as he is relocating out of Waitsfield. I want to thank Steve for the time and energy he has given the town in both roles. His departure leaves two vacancies for the Selectboard to fill after July 1.

There is nothing the board needs to act on this month. Once the resignations take effect in July, the path is straightforward for both seats. The Development Review Board is an appointed body, so the Selectboard simply appoints a replacement for the unexpired term (24 V.S.A. § 4460).

The Lister is an elected office, but it does not have to wait for an election: state law has the Selectboard fill the vacancy by written appointment until the next election (24 V.S.A. § 963), with the seat going on the ballot at the March 2027 annual Town Meeting for the balance of the term. The one timing item to note is that notice of the Lister vacancy must be posted in town within ten days of the vacancy being created, so I will have that notice ready to post in early July. The board can make an appointment to either seat once we have an interested and eligible candidate, and I will bring those forward as soon as we have them.

Verdmont Mobile Home Park — Downstreet Update

Dear Members of the Select Board,

Thank you for your continued support of Verdmont residents and for the opportunity to attend your meeting on Monday, June 8th.

Leah Sare, Downstreet's Director of Asset Management, and I look forward to meeting with you. In advance of the meeting, we want to share an update with progress to date in addressing the issues raised by residents and members of the Board.

1. Trash Collection & Clean Up:

1. Multiple clean up days have occurred at the community, including the provision of a large dumpster which has been completely filled by residents and staff twice, with a third opportunity now ongoing.
2. A new permanent bear-proof dumpster has been installed for both trash and recycling.
3. We are sourcing bids on dumpster fencing and the removal of the debris pile, which requires heavy equipment.

4. The waste resulting from wildlife activity has been removed and disposed of by Downstreet staff.

1. **Mailboxes:**

1. Custom built mailboxes have been ordered. These will take about a month to build and deliver and will be installed this summer. We believe that we can reuse the existing concrete pad once it has been leveled.

1. **Tenant communications:**

1. A community meeting was held on May 4th, attended by a number of residents, Downstreet staff members, and Fred Messier.
2. Regular walk throughs of the property by Downstreet staff have been occurring, including our property management, maintenance and resident services staff. We are currently on site at least once a week, on Thursdays or Fridays.
3. We have provided regular newsletters and written updates to tenants.
4. Every call received from Vermont tenants has been returned within 1 business day.
5. A new property manager for the site, Nicole McGraff, has been hired but until she is fully trained and onboarded, all Vermont residents have been encouraged to communicate directly with both Neil and Nicole.

1. **Dogs:**

1. All residents have been provided with information about the requirements related to dogs including:
 1. Leashing as a lease requirement
 2. Picking up waste as a lease requirement
 3. Registration with the town – that it is required and the process for obtaining registration
1. We will begin reminding residents on a weekly basis to register dogs

2. **Driveway:** We are exploring stay-mat installation for one driveway to ensure accessibility.

1. **Water / Wastewater Systems: A number of questions and concerns were raised, including:**

1. **Septic:** We are continuing to assess this issue in consultation with an engineer. Our current understanding is that the existing pump may be undersized and so we are assessing the most cost effective solution to resolve that issue.
2. **Concerns regarding water pressure & quality:** One tenant has indicated that their water appears dirty. Downstreet will work with the tenant to have that water tested. Another tenant has indicated an issue with water pressure, which Downstreet's maintenance team is continuing to assess. Issues that are determined to be a result of Downstreet systems will be resolved at

Downstreet's expense, whereas issues arising from homeowner's systems will need to be resolved at their expense.

1. **Whether the installation of the water system upgrades completed last fall was done in accordance with the scope approved by the Agency of Natural Resources:** This can be broken out into the following key concerns:

1. **During last year's project, old piping was left in the pits, resulting in the new piping not seating correctly** – this will be removed by Downstreet's contractor so that the new piping can seat correctly
2. **Metering cables used to measure water usage were nicked or broken** – The town has hired Nate Fredericks to repair the meter cables. The town will pay for the inspection, Downstreet will pay for the repairs

1. **Meter pits were broken** – Downstreet's contractor will repair these
2. **The need to landscape & re-level individual lots as a result of the work done:** We continue to acknowledge this issue but must work to first resolve any underlying issues with the water system before addressing this so as to minimize the impact to the site and the residents.
3. **The height of the curb stops:** The settling of the ground has exacerbated this issue. This is a punch list item on our existing contract. We continue to evaluate this, but we do not want to make a determination about adjusting the curb stops until any regrading is complete.
4. **A concern regarding whether the water and waste pipes were placed too closely together:** Nate Fredericks has indicated that he does not believe there is a problem with the proximity of the water / wastewater pipes as long as there has been adequate testing done. That testing has been done, and has been signed off on by the engineer. We believe this concern has been addressed.

Additionally, **all residents who are current on their rent as of June 30th will receive a \$200 credit on their Downstreet account**, to reflect that Downstreet appreciates the concerns that have been raised and also the care with which the residents at Vermont have engaged in their community and with our staff.

We look forward to meeting with you next week to answer any questions you may have and to provide additional updates.

Jenny Hyslop | Senior Director of Housing Operations

TOWN OF WAITSFIELD, VERMONT

REQUEST FOR PROPOSALS

Preliminary Engineering and Cost Estimate

Meadow Road Bridge Replacement — Structure No. 00024

Issued: June 12th 2026

Proposals Due: July 9th 2026, End of Day

Issuing Authority and Point of Contact:

York Haverkamp, Town Administrator

Town of Waitsfield | 4144 Main Street, Waitsfield, VT 05673

york.haverkamp@waitsfieldvt.gov

The Town of Waitsfield reserves the right to reject any or all proposals, to waive informalities, and to cancel this solicitation if it is determined to be in the best interest of the Town.

Section I — Introduction and Project Overview

1.1 Purpose of this Request for Proposals

The Town of Waitsfield, Vermont (the “Town”) is soliciting proposals from qualified civil and structural engineering firms to provide preliminary engineering services and to prepare a planning-level cost estimate for the replacement of the Meadow Road Bridge (Structure No. 00024), located on Meadow Road over the Mad River in Waitsfield, Vermont.

The purpose of this engagement is to produce a defensible, well-documented opinion of probable total project cost that the Town can rely upon to size and warn a municipal bond authorization to be placed before Waitsfield voters. This is not a final design contract. The selected firm will not be engaged to prepare construction documents under this solicitation; the sole deliverable is the preliminary engineering analysis and cost estimate described in Section II, together with the supporting presentations described therein.

The Town is the project owner. The Waitsfield Selectboard is the contracting authority, and the Town Administrator serves as the primary point of contact for all procurement activities related to this RFP.

1.2 Background and Existing Conditions

The Meadow Road Bridge (Structure No. 00024) carries Meadow Road over the Mad River, approximately 100 feet east of Vermont Route 100. It is a single-span steel girder structure originally constructed in 1955 and is a critical link in the Town’s municipal highway network, providing access for local residents, agricultural operations, and emergency services.

The most recent inspection and load rating analysis prepared for the Town by DuBois & King, Inc. rated the structure in Poor condition (4 of 9 on the federal condition scale). Documented deficiencies include significant corrosion and section loss in the steel girders and floorbeams (with multiple perforations in the floorbeams), widespread deck cracking and spalling, failing drainage that is accelerating corrosion, and active scour undermining Abutment No. 1, accompanied by measurable settlement.

As a result of this deterioration, the bridge currently carries a posted load restriction (approximately 8 tons inventory). The analysis further indicates that, even in its original as-built condition, the structure was likely designed only to an H-15 loading standard - below the capacity required for modern fire apparatus and ambulances. If the bridge were closed to emergency vehicles, the nearest alternate crossing would require a detour of several miles.

The Town has determined that the existing structure has reached the end of its service life and intends to pursue full replacement with a new bridge meeting current codes and standards. Before committing to final design and construction, the Town requires a credible cost estimate sufficient to support a bond vote.

1.3 Project Objective

The objective of this engagement is a planning-level total project cost estimate, organized by component, that the Town can present to its voters with confidence. At a minimum, the estimate shall separately identify the cost of:

- Demolition and removal of the existing Structure No. 00024;
- Abutment and substructure work, including remediation of the documented scour at Abutment No. 1;
- Construction of a new two-lane replacement bridge designed to current codes and standards, with load capacity adequate for legal loads and emergency-response vehicles;
- Approach roadway, drainage, utility, and temporary traffic-control / detour work; and
- Soft costs, including final design engineering, permitting, geotechnical and survey work, hydraulic analysis, and construction administration.

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Section II — Scope of Work

The selected firm shall perform the following tasks. The level of engineering effort is that necessary to support a reliable planning-level cost estimate - not final design. Where the firm relies on assumptions in lieu of field data, those assumptions shall be clearly stated.

- Vtrans Bridge Inspection report: <https://bit.ly/4vxPYbD>
- DuBois & King Load Rating Memorandum: included as Appendix 1 to this RFP.

2.1 Review of Existing Information

Review the information already available to the Town, including the DuBois & King load rating and inspection materials for Structure No. 00024, any available record drawings, prior correspondence, and relevant VTrans structure data. The firm shall make full use of existing information so the Town is not charged to re-establish conditions that are already documented.

2.2 Site Reconnaissance

Conduct a site visit sufficient to confirm existing conditions, site access and staging constraints, approach geometry, utility presence, and the river and floodplain context relevant to a replacement structure and its cost.

2.3 Conceptual Design Basis

Develop a conceptual basis of design for a two-lane replacement bridge adequate to support cost estimating. The conceptual design shall reflect current applicable codes and standards, including the AASHTO LRFD Bridge Design Specifications and applicable Vermont Agency of Transportation (VTrans) standards, and shall assume a design loading and structure type that provides full legal load capacity together with reliable passage of emergency-response apparatus. The replacement structure shall provide two travel lanes meeting current town-highway design standards, with shoulder width as appropriate, and the firm's recommended typical section and cost estimate shall be based on this two-lane configuration. The firm shall identify the recommended replacement structure type(s) and span arrangement, the typical section (lane and shoulder widths), hydraulic and scour considerations at the crossing, and the anticipated approach and roadway tie-in requirements, at a level of detail appropriate to a planning-level estimate.

2.4 Component Cost Estimate

Prepare an opinion of probable cost organized into the components identified in Section 1.3. Each component shall be presented as a discrete line so the Selectboard and voters can understand where the project cost originates. The estimate shall, at minimum, address:

- Demolition and removal of the existing structure, including disposal and any environmental handling;
- Substructure and abutment work, including scour remediation and any foundation improvements;

- The new superstructure and deck, sized for two-lane, including railing, bearings, and wearing surface;
- Approach roadway, drainage, guardrail, utility relocation/protection, and temporary traffic control or detour provisions; and
- Soft costs (final design, permitting, geotechnical, survey, hydraulic analysis, construction administration, and testing).

2.5 Contingency, Escalation, and Basis of Estimate

Because this estimate will be used to size a bond authorization, it must be appropriately conservative. The firm shall apply a contingency consistent with the planning level of the estimate and shall escalate costs to an anticipated construction year of 2028, reflecting the Town's anticipated schedule following a bond authorization vote. If the firm recommends a different escalation horizon based on the project schedule, it shall state its basis for doing so. The deliverable shall state the estimate classification and expected accuracy range (for example, an AACE-style class designation), and shall include a written basis of estimate documenting the assumptions, unit-cost sources, and exclusions on which the numbers rest.

2.6 Recommended Bond Figure

Based on the component costs, contingency, and escalation, the firm shall recommend a total project figure suitable for a bond authorization - that is, a figure that gives the Town reasonable assurance it will not need to return to voters for additional authorization to complete the project as scoped. The firm shall clearly distinguish the estimated total project cost from any separately financed or grant-eligible amounts the Town identifies.

2.7 Deliverables

The firm shall deliver a concise written report presenting the conceptual basis of design, the component cost estimate, the basis of estimate, and the recommended bond figure. The report shall be suitable for public distribution and shall be provided in editable and PDF formats. The Town will own all deliverables upon final payment.

2.8 Meetings and Presentations

The firm shall include, at minimum, a project kick-off meeting with the identified Town team, a presentation of findings to the Waitsfield Selectboard, and participation in one public informational meeting in advance of the bond vote to explain the estimate to residents. Proposers shall identify the staff who would attend these meetings.

Section III — Proposal Requirements and Submission

3.1 Proposal Content

To allow fair and consistent evaluation, each proposal should include the following, in order:

- A cover letter identifying the firm and an authorized signatory;
- A statement of the firm’s qualifications and relevant experience, with emphasis on Vermont municipal bridge replacement and planning-level / bond-grade cost estimating;
- Identification of the project team, including the lead structural engineer and any sub-consultants, with roles and relevant experience;
- A description of the firm’s proposed approach and methodology for producing the cost estimate, including how contingency and escalation will be handled;
- A proposed schedule consistent with Section V;
- At least three references for comparable work, preferably Vermont municipalities; and
- A fee proposal as described in Section 3.2.

3.2 Fee Proposal

Given the limited scope of this engagement, the fee proposal should be presented as a lump-sum or not-to-exceed amount, with a simple breakdown by task. Proposers may identify any optional items (for example, limited subsurface investigation or survey) as separately priced add-ons, with a clear explanation of how each would improve the reliability of the estimate.

3.3 Submission Instructions

Proposals shall be submitted electronically to York Haverkamp, Town Administrator, at york.haverkamp@waitsfieldvt.gov, no later than July 9th, 2026. The subject line shall read: “Meadow Road Bridge - Preliminary Engineering & Cost Estimate - [Firm Name].” Proposers are responsible for confirming receipt prior to the deadline. Proposals received after the deadline will not be considered. The cost of preparing a proposal is the sole responsibility of the proposing firm.

Section IV — Consultant Selection

4.1 Review Process

Proposals will be received by the Town Administrator and opened in the presence of a second Town representative. The Town Administrator will compile the proposals for inclusion in a Selectboard meeting packet. The Selectboard will review the proposals, may request clarification from any firm, and will consider awarding a contract to the firm whose proposal it determines best serves the public interest.

4.2 Selection Considerations

In determining which proposal best serves the public interest, the Selectboard will consider each firm's qualifications and relevant Vermont bridge experience, its understanding of the project and its approach to producing a sound, bond-grade cost estimate, its proposed schedule, and its fee.

The Town reserves the right to weigh qualifications and approach more heavily than fee where doing so best serves the reliability of the estimate and the public interest.

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Section V — Project Schedule

The Town intends the following schedule. Dates are targets and are driven by the Town’s goal of having a final cost estimate in hand in time to warn and place a bond authorization before the voters at November 3rd, 2026. Proposers should confirm their ability to meet these milestones or propose alternatives.

Milestone	Target Date
RFP issued	June 12 th , 2026
Deadline for written questions	July 3 rd , 2026
Proposals due	July 9 th , 2026
Selection / notice to proceed	July 15 th , 2026
Draft cost estimate to Town	October 1 st , 2026
Selectboard presentation	October 5 th , 2026
Final estimate / public informational meeting	October

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Section VI — Site Access and Pre-Proposal Coordination

The Town has not scheduled a formal pre-proposal site visit. The Meadow Road Bridge (Structure No. 00024) carries Meadow Road over the Mad River and is readily accessible for inspection from the public right-of-way; firms are encouraged to visit the site on their own to inform their proposals.

The Town Administrator welcomes the opportunity to meet with any interested firm at any time during the proposal period - to walk the site, discuss the project, or answer questions. Firms wishing to arrange a meeting or site walk should contact York Haverkamp, Town Administrator, at york.haverkamp@waitsfieldvt.gov. Meetings will be accommodated on a mutually convenient basis throughout the open solicitation period.

To ensure fairness to all proposers, any substantive clarification or new information provided during such a meeting that materially affects the scope, schedule, or requirements of this RFP will be documented and issued as a written addendum to all firms that have registered their interest.

Section VII — Questions and Inquiries

All questions concerning this RFP shall be submitted in writing by email to the Town Administrator no later than the deadline stated in Section V. Questions and the Town's responses, along with any other clarifications or changes, will be issued as written addenda to all firms that have registered their interest. Only written addenda issued by the Town shall be binding; oral representations are not binding on the Town.

Section VIII — General Terms and Conditions

Reservation of rights. The Town reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, to request clarifications, to negotiate with one or more proposers, and to cancel or reissue this solicitation at any time if it is determined to be in the best interest of the Town.

No obligation. Issuance of this RFP does not obligate the Town to award a contract or to pay any costs incurred in the preparation of a proposal. All proposals become the property of the Town upon submission and are subject to the Vermont Public Records Act.

Public records. Proposers should be aware that materials submitted may be subject to disclosure under Vermont law. Any material a proposer believes to be exempt must be clearly identified; a blanket designation of an entire proposal as confidential will not be honored.

Independent contractor. The selected firm will perform as an independent contractor and not as an employee or agent of the Town. The resulting agreement will be governed by the laws of the State of Vermont.

Non-discrimination. The selected firm shall comply with all applicable federal and state non-discrimination and equal-opportunity requirements.

Section IX — Insurance Requirements

Prior to executing an agreement, the selected firm shall provide certificates of insurance evidencing coverage in amounts satisfactory to the Town, including commercial general liability, automobile liability, workers' compensation as required by Vermont law, and professional liability (errors and omissions) appropriate to the scope of services. Specific limits will be confirmed in the contract.

End of Request for Proposals

TOWN OF WAITSFIELD, VERMONT

Request for Quotes

Village Covered Bridge — Floor System Repair

Structure #00004 | Mad River, Waitsfield, Vermont



1. Project Overview

The Town of Waitsfield is soliciting quotes for the repair of the Village Covered Bridge. The Village Covered Bridge (Great Eddy Bridge, Structure #00004) is a historic Town lattice covered bridge built in 1833, spanning the Mad River. The bridge currently carries a 3-ton weight posting.

The scope of work described below is intended to allow for an apples-to-apples comparison of quotes. Contractors must price all required items as described. Optional and contingent items are identified separately.

2. Project Information

Owner	Town of Waitsfield, Vermont
Contact	York Haverkamp, Town Administrator york.haverkamp@waitsfieldvt.gov
Structure	Village Covered Bridge (Great Eddy Bridge), Structure #00004
Location	Mad River, Waitsfield, Vermont
Quote Deadline	July 3 rd 2026

3. Required Scope of Work

All contractors must price the following items. Do not omit any item. If a line item does not apply to your proposed approach, indicate \$0 and provide a written explanation.

3A. Life Safety — Work Over Open Water

- Furnish, install, and remove all life safety equipment required to legally and safely perform work over open water in accordance with applicable OSHA standards and Vermont requirements.
- Include cost of any required permitting or notifications related to work over the waterway.

3B. Deck Removal and Temporary Storage

- Remove all existing bridge decking.
- Inspect each deck plank for defect and document condition.
- Stack and sticker all salvageable decking under cover (on-site or nearby) to protect it during joist work.

3C. Joist Removal and Disposal

- Remove all existing floor joists.
- Dispose of all removed joist material. Clean (unpainted, untreated) wood may be repurposed or directed to an appropriate biomass facility; painted or treated material must be disposed of per applicable regulations.
- Contractor to document and photograph joist condition prior to removal.

3D. New Joist Installation

- Supply and install new joists (what tree species and why) to match the dimensions, spacing, and bearing configuration of the existing joists.
- All new timber end grain to be sealed with wax or an approved end-grain sealer to reduce drying checks.

3E. Joist Flashing

- Flash each new joist with galvanized and painted parapet flashing.
- Apply self-adhering, self-healing membrane over the top of the flashing to seal around lag screw penetrations.

3F. Deck Reinstallation

- Reinstall the original salvaged decking using new 3/4" x 10" hot-dipped galvanized lag screws.
- Decking to be reinstalled in original configuration unless defects require replacement (see Section 3G).

3G. Defective Decking Replacement (Unit Price Item)

If any existing deck planks are found to be defective upon inspection, they will be replaced in-kind. Contractors must provide a unit price for this contingent work.

Replacement decking — white oak, in-kind, installed (per board foot)	\$_____ / bf
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3H. Structural Inspection During Construction

- While floor work is ongoing, the contractor shall visually inspect the bottom chords and other accessible structural members of the bridge for defect or deterioration.
- Contractor shall provide a written summary of observations upon project completion.

4. Town Responsibilities

The following items are the responsibility of the Town of Waitsfield and are NOT included in contractor scope:

- All road closure signage, traffic control, and public notifications.
- Any required coordination with VTrans, the Vermont Division for Historic Preservation, or other state agencies.
- Any required Act 250 or Section 106 historic review coordination.

5. Schedule

The Town anticipates scheduling this work for autumn 2026 (post leaf season). Contractors should indicate their earliest available start date and estimated project duration in the quote response form (Section 7).

6. Contractor Qualifications

Contractors must demonstrate experience with heavy timber bridge work and work over open water. The following are required with submission:

- Proof of general liability insurance and workers’ compensation coverage.
- List of at least two (2) comparable timber bridge or covered bridge projects completed within the past five (5) years, including owner contact information.
- Description of proposed approach for life safety/work-over-water compliance.

7. Quote Response Form

Complete all fields. Attach additional sheets as needed. Submit to york.haverkamp@waitsfieldvt.gov by the deadline listed in Section 2.

Contractors are encouraged to provide itemized pricing where possible, but a total lump sum quote is acceptable. If combining line items, simply note which items are included in the combined price.

CONTRACTOR INFORMATION	
Company Name	
Contact Person	
Phone / Email	
VT Contractor License #	
BASE QUOTE — Required Scope Items 3A through 3H	
3A — Life Safety / Work Over Water	\$ _____
3B — Deck Removal and Storage	\$ _____
3C — Joist Removal and Disposal	\$ _____
3D — New Joist Installation	\$ _____

3E — Joist Flashing	\$ _____
3F — Deck Reinstallation	\$ _____
3H — Structural Inspection / Report	\$ _____
TOTAL BASE QUOTE	\$ _____
UNIT PRICE ITEM	
3G — Replacement Decking (per bf, installed)	\$ _____ / bf
SCHEDULE	
Earliest Available Start Date	_____
Estimated Project Duration	_____
EMERGENCY MOBILIZATION (Optional — if Town requests expedited start)	
E — Emergency Mobilization Premium (added to Base Quote if expedited start required)	\$ _____

By submitting this quote, the contractor certifies that the information provided is accurate and complete, and that the contractor is qualified and available to perform the described work.

Authorized Signature: _____ Date: _____

Printed Name / Title: _____

Questions: Contact York Haverkamp, Town Administrator, at york.haverkamp@waitsfieldvt.gov. The Town of Waitsfield reserves the right to reject any and all quotes.

**Resolution to Establish a
Small Outstanding Taxes / Overpayment Policy**

WHEREAS, the Town of Waitsfield collects property taxes on a yearly basis; and

WHEREAS, periodically some taxpayers have small outstanding tax balances, totaling not more than five dollars (\$5.00) including penalties and interest; and

WHEREAS, the cost to the Town for collecting outstanding tax amounts of five dollars (\$5.00), or less, greatly exceeds the income received by the Town; and

WHEREAS, periodically some taxpayers make overpayments in minor amounts, totaling not more than ten dollars (\$10.00); and

WHEREAS, the cost to the Town for reimbursement of overpayments of ten dollars (\$10.00), or less, greatly exceeds the benefits to the Town’s taxpayers as a whole,

NOW THEREFORE BE IT RESOLVED that the Selectboard adopt the following policy:

1. After the close of the Town of Waitsfield’s tax year (the date the last of the property tax installments are due), the Delinquent Tax Collector (DTC) for the Town of Waitsfield will present to the Selectboard a request to abate outstanding property taxes that are in the amount of five dollars (\$5.00) or less; and the Selectboard will instruct the DTC to do so; and
2. An overpayment amount of \$10.00 or less will be credited towards the first installment of the next tax year. An overpayment amount of more than \$10.00 will be returned to the property owner. This policy is established consistent with 32 V.S.A. § 4774(b), which governs the handling of tax overpayments by municipal treasurers and collectors.

Adopted and signed at the Town of Waitsfield, Washington County, State of Vermont, this 8th day of June, 2026.

Waitsfield Selectboard:

Brian Shupe, Chair

Larissa Ursprung, Vice-Chair

Chach Curtis

Fred Messer

David Babbott-Klein

APR 21 2026

TOWN OF WAITSFIELD

Town of Waitsfield Application for Public Festival Permit

Instructions: This application must be received at the Town Office at least 30 days prior to the commencement date of the festival. Applications are reviewed and permits issued by the Selectboard. The application fee must be paid upon submission of the application, unless the festival is conducted solely for charitable or non-profit purpose and the applicant is seeking a waiver of the fee from the Selectboard.

- 1) Name of Festival: Summer Sundays on the Green
 - 2) Date(s) of Festival: 5/24, 6/28, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 8/30, 9/6
 - 3) Location of Festival: The Green at the Mad River Shops
 - 4) Hours of Festival: approx. 3-6 on Sunday afternoons
 - 5) Sponsor of Festival: Joy bar and restaurant
- Address: 172 Mad River Green Waitsfield

Phone #: 802-496-4045 e-mail: joybarandrestaurant@gmail.com

6) Please provide names of principal individuals responsible for the festival:

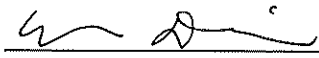
<u>Emma Delphin</u>	_____
Name	Name
<u>978-559-6865</u>	_____
Phone	Phone
<u>689 Moody Rd</u>	_____
Address	Address
<u>Huntington, VT 05462</u>	_____

7) Owner of premises where festival is to take place. If sponsor is not the owner, the owner's written consent must be submitted with the application.

<u>Ryan McGuire</u>	<u>15 main St Ayer, MA</u>
Owner	Address
<u>802-234-1213</u>	<u>01432</u>
Phone	

- 8) A. Number of tickets to be printed, if applicable: none
 - B. Number of persons reasonably expected to attend: 50-100 ?
 - C. Fee: \$25 for each 250 persons expected to attend: \$ _____
 - D. If festival is charitable or non-profit, are you requesting a fee waiver? _____
- If so, please explain the charitable or non-profit nature of the event: _____
- _____
- _____

- 9) Specific arrangements proposed to be made for off-street parking, sanitation facilities, traffic control, security, crowd/noise control, food & beverage service, if any. ATTACH SEPARATE SHEET IF NEEDED:
Parking will be plentiful in the MRG Shops lot, bathrooms in Jay will be available, straight forward food & drinks provided by Jay will be served by employees with up to date certifications.
- 10) Summary of advertising and sign material including scope, general description and estimated budget therefore. ATTACH SEPARATE SHEET IF NEEDED:
Low /no cost advertising through social media + in restaurant to start. may run an ad in local paper as season progresses ~ less than 100.
- 11) General nature of the festival, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED:
Community event with local musician each Sunday, handful of artisans with their homemade/crafted goods for sale, read aloud and kids crafts on some Sundays.
- 12) If food and beverage are to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED:
Jay bar and restaurant LLC will provide food and beverages
- 13) I hereby represent that to the best of my knowledge the information provided in this application is true and correct:


Signature

Emma Delphin
Printed Name of Applicant

5/18/2024
Date

.....
Disposition of application – For Town Use Only

Denied: _____ Granted: _____ Date of Selectboard Action: _____

Conditions:

By: Waitsfield Selectboard

TOWN OF WAITSFIELD, VERMONT NOTICE OF VACANCY IN THE OFFICE OF LISTER

In accordance with 24 V.S.A. § 961(a), the Selectboard of the Town of Waitsfield hereby gives notice of a vacancy in the office of Town Lister, created by resignation, effective July 1, 2026.

Pursuant to 24 V.S.A. § 963, the Selectboard will make an appointment to fill this vacancy at a regular meeting on or after July 13th, 2026. The person appointed will serve until a town election is had.

Residents interested in being considered for appointment should submit a letter of interest to the Town administrator, by email to York.haverkamp@waitsfieldvt.gov or by mail to the Waitsfield Town Office, 4144 Main Street, Waitsfield, VT 05673. To be eligible for appointment, a person must be a registered voter of the Town of Waitsfield.

CITIZENS' RIGHT TO PETITION FOR A VOTE

Titles 17 V.S.A. § 2643 and 24 V.S.A. § 963 grant citizens the right to petition for a vote to replace the Selectboard's appointee at a special town meeting. If a special town meeting is called, the person elected will serve the balance of the unexpired term. If a special town meeting is not called, the Selectboard's appointee will serve until the next annual Town Meeting. To exercise this right, citizens must present to the Town Clerk a petition calling for an election for this office, signed by at least five percent (5%) of the legal voters of the Town, prior to the next annual Town Meeting.

Dated at Waitsfield, Vermont, this 1st day of July, 2026.

Waitsfield Selectboard

RECEIVED

MAY 19 2026

TOWN OF WAITSFIELD

May 13, 2026

York Haverkamp
Waitsfield Town Administrator
4144 Main Street
Waitsfield, VT 05673

Good morning York:

We will be relocating out of Waitsfield as of July 01, 2026. Please accept this as notice of my resignation as a town Lister and from the Development Review Board effective that date.

It has been a pleasure to contribute my time and energies to these positions. Please let me know if you need any further information from me at this time.

Sincerely,



Steve McKenzie
300 East Road
Waitsfield, VT 05673
(c) 802-793-8137

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, May 11, 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:** MRVTV

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

13
14 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A)**
15 One item was removed from the Consent Agenda.

16
17 **2. Public Forum**

18 Nobody requested time to speak.

19
20 **II. Regular Business**

21 **1. Treasurer’s Report**

22 Mr. Haverkamp highlighted some items included in the report, noting that revenues had been
23 higher than anticipated, and would likely exceed expenditures. The current unassigned balance
24 was reported to be \$853,046, which is greater than the two months of expenses required by
25 policy to be held in reserve, leaving some available for upcoming infrastructure expenses. Mr.
26 Shupe pointed out that there is potential to apply some of this balance when the tax rate is
27 determined, and maintain a stable tax rate.

28
29 **2. Mad River Path (MRP) – MOU for Transportation Alternatives Program grant**

30 Mr. Haverkamp provided a draft MOU, outlining that day-to-day operations of work completed
31 under this grant will be taken on by the MRP Project Manager, but that all major decisions will
32 be made by the Town, and that MRP has no authority to obligate funds. He noted that Misha
33 Golfman had already signed the MOU, and had expressed no concerns.

34
35 **MOTION:** *Mr. Babbott-Klein moved to approve the MOU between Waitsfield and MRP Inc. as*
36 *drafted, and to authorize the Town Administrator to sign a related letter to VTrans. The motion*
37 *was seconded by Mr. Messer, and passed unanimously.*

38
39 **3. Von Trapp Farm Road Closure Request**

40 Mr. Haverkamp explained that this request is for closing the Common Road for approximately
41 an hour on the farm’s annual pasture turn-out day. It was agreed that this closure may be
42 allowed, based upon Mr. Haverkamp’s coordinating for appropriate signage to be in place.

43 **4. Traffic Ordinance**

44 Mr. Shupe outlined that, while updating the Ordinance to reflect current speed limits, it was
45 also decided to include designations of weight limits for covered bridges as well as language
46 providing for the assessment of fines for bridge damage caused by vehicles.

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Mr. Haverkamp highlighted the weight limits established for the Village and Pine Brook covered bridges, with the fines to be imposed set according to statute (for which there is no flexibility allowed to municipalities). He also noted the provision for issuing a civil penalty to cover the cost of bridge repairs when suitable.

Mr. Haverkamp reviewed language to be added to the draft, allowing for only one car at a time to be crossing the Village covered bridge.

It was agreed to direct the Sheriff's Department to issue related warnings in coming weeks.

MOTION: *Ms. Ursprung moved to adopt Version 2 of the Traffic Ordinance, to include the amendment regarding multiple cars on the bridge. The motion was seconded by Mr. Messer, and passed unanimously.*

5. Sand Hauling Bid

Mr. Haverkamp reported that six bids had been received, with the lowest provided by Blue Mountain Trucking and Excavating. He indicated that he had received positive references for BMTE, and had discussed the bids with Charlie Goodman and Josh Rogers.

MOTION: *Mr. Babbott-Klein moved to award a sand hauling contract to BMTE in the amount of \$30K. The motion was seconded by Mr. Messer, and passed unanimously.*

6. Belden Clock Fund

Mr. Messer provided some background information about the Belden Block, and the establishment of the Clock Fund was explained. Mr. Shupe indicated that the Town does have the authority to expend the balance and extinguish the fund. He confirmed that the church has been responsible for clock maintenance throughout the years.

MOTION: *Mr. Messer moved to authorize a payment of \$2027.59 to the Waitsfield United Church of Christ Inc., for reimbursement of 63 years of clock maintenance expenses, funds to be drawn from the Belden Clock Reserve, and that Fund to be closed out. The motion was seconded by Ms. Ursprung, and passed unanimously.*

7. Infrastructure Work

A quote for sidewalk repair at three locations had been received from Kingsbury Companies, for a total of \$29,034. It was discussed that the Bridge Street Marketplace entrance from Main Street might be included in this work, but that a quote was needed for this, as well as for the section of sidewalk in front of the Valley Players building.

MOTION: *Mr. Babbott-Klein moved to approve expending \$29,034 for sidewalk repair, with the understanding that a further quote will be requested for the Bridge Street Marketplace entrance and the Valley Players area. The motion was seconded by Mr. Messer, and passed unanimously.*

It was agreed that a conversation with Kelly Mazer, and possibly Chris Pierson, is necessary in order to determine what role the Town may take in repairing certain sections of the Bridge Street Marketplace parking.

94

95 Pat Travers had also reported drainage concerns at the Couples Club entrance drive; it was
96 confirmed that the Road Crew will be installing storm drainage at that site.

97

98 Mr. Haverkamp noted that the Road Crew summer work plan was included in the meeting
99 packet. He also confirmed that he continues to address RRFB misfunctions, with all of those in
100 working order except for one at Carroll Road, which he is working to remedy.

101

102 It was agreed to schedule a site visit to Dana Hill Road in advance of any discussion regarding
103 potential reclassification of that road.

104

105 **8. Meadow Road Bridge – RFP for Modern Design/NBRC Timber for Transit**

106 It was agreed to approach planning for this bridge replacement through two parallel efforts,
107 one being the publication of an RFP seeking bridge designs and the other working with Miles
108 Jenness to develop an application for a Timber for Transit grant to install a covered bridge at
109 the Meadow Road location. It was agreed that the bridge design preferred is one traffic lane
110 with a pedestrian crossing incorporated. Mr. Haverkamp noted that Mr. Jenness had indicated
111 that a covered bridge may support up to 25 tons, which accommodates the Town's largest fire
112 truck. There was some discussion of what weight of agricultural equipment would be necessary
113 to accommodate.

114

115 Mr. Babbott-Klein spoke of needing signs to inform drivers that cameras are currently in
116 operation at the bridge.

117

118 **MOTION:** *Mr. Babbott-Klein moved to authorize the Town Administrator to expend up to \$1000*
119 *for signs for installation at the Meadow Road bridge, the signage to indicate that cameras are in*
120 *operation. The motion was seconded by Mr. Messer, and passed unanimously.*

121

122 **8. Village Covered Bridge Inspection**

123 Mr. Haverkamp reported on the recent inspection of the bridge's joists, noting that several
124 were found to be in seriously poor condition, although the 3" white oak decking provides some
125 assurance that the bridge may remain in use until the joist repair is complete. He indicated that
126 the Road Crew will be completing the emergency repairs needed, and that he is pursuing some
127 strategies for having the full bridge repair work completed.

128

129 Explaining that it would be best to have the work completed in the fall of 2026, Mr. Haverkamp
130 outlined that a VTrans Structures Grant would likely be awarded for this work but that the
131 timeline for the grant award would likely mean the funds would not be available by the fall. He
132 indicated that he intends to apply through this grant program for other work, such as a match
133 for the FEMA work to be completed on Old Center Fayston Road culverts.

134

135 Board members agreed that a full joist replacement should be planned for in the fall, and
136 directed Mr. Haverkamp to publish an RFP for this work, specifying what types of wood are
137 suitable for use as the replacement joists.

138

139 **6. Consent Agenda**

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

- 141 • Approve Bills Payable & Treasurer’s Warrants
- 142 • Approve Minutes of 04.27.2026 Selectboard Meeting
- 143 • Approve Public Festival Permits:
 - 144 ○ Ski and Skate Sale
 - 145 ○ Kingsbury Valley Field Days
 - 146 ○ Mad Marathon
- 147 • Approve Flemer Field Use
 - 148 ○ Sugarbush Polo Club
- 149 • Approve renewal of a First- and Third-Class Liquor License and Outdoor Consumption
- 150 Permit for Mad Events
- 151 • Approve renewal of a First- and Third-Class Liquor License and Outdoor Consumption
- 152 Permit for The Rider’s Outpost

153

154 **11. Town Administrator’s Report**

155 Mr. Haverkamp:

- 156 • Provided information about his upcoming work schedule;
- 157 • Made note of the work recently completed by VTrans to clear Main Street of debris, and
- 158 indicated that these efforts will be continuing.

159

160 **12. Selectboard Roundtable**

161 Mr. Messer reported that there is now a mechanism on Front Porch Forum for posting alerts,
162 which he will begin using when needed, in addition to the other notifications he puts in place.

163 Mr. Haverkamp explained that FirstNet is now available, and that he is exploring the expansion
164 of that platform to other local users/uses.

165

166 Ms. Ursprung confirmed that she would attend the following day’s Emerald Ash Borer meeting.

167

168 Mr. Babbott-Klein noted that Waitsfield businesses have been sent information regarding the
169 implementation of LOT tax collections. It was confirmed that the Town web site will be
170 updated to include related links.

171

172 Mr. Babbott-Klein outlined recent changes to PILOT/LOT retention percentages which are now
173 pending in a Legislative conference committee; he explained that he did not yet draft a letter to
174 submit to Representatives, but would do so now that these changes are being finalized.

175

176 Mr. Shupe indicated that a draft Wastewater Allocation Policy would likely be ready for review
177 by the Board at a June meeting.

178

179 Ms. Ursprung noted that the Planning Commission will likely soon be presenting a draft Short
180 Term Rental Ordinance.

181

182 The Board requested that Mr. Haverkamp schedule a detailed Wastewater Project update at an
183 upcoming meeting.

184

185 **IV. Executive Session**

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

188
189 **MOTION:** *A motion to enter Executive Session per 1 VSA §313(a)(1)(E) [Pending Litigation] and*
190 *1 VSA §313(a)(1)(B) [Personnel] inviting Mr. Haverkamp to join, passed unanimously.*

191
192 The meeting entered Executive Session at 7:54 pm and returned to open session at 8:09 pm.

193
194 **MOTION:** *Motion to approve the dental insurance rate memorandum for Town employees.*

195
196 **V. Adjourn**

197 The meeting adjourned at 8:14 pm.

198 Respectfully submitted,
199 Carol Chamberlin, Recording Secretary