

**TOWN OF WAITSFIELD
SELECTBOARD AGENDA FOR
Monday September 28th, 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) Call to Order: 6:30 PM

1. Additions, removals or modifications to the meeting agenda pursuant to 1 V.S.A. § 312(d)(4)

2. Public forum

II) Regular Business.

1. Fire Station Mobile Rack – Consider approval

2. Meadow Road Bridge –
a. NBRC Timber for Transit (T4T)
b. Engineer questions for design

3. Old Center Fayston Road and Center Fayston Road culvert bids – consider awarding selection

4. Wastewater Project
a. Municipal Project Manager for the Waitsfield Wastewater Infrastructure Project: update on the solicitation
b. Treatment plant building color: [discussion / decision]

5. Town Garage Bond – To consider the incurring of bonded debt for the Town Public Works Facility, pursuant to 24 V.S.A. § 1755(a)(1). Consider and act on the following, pursuant to 24 V.S.A. chapter 53:
a. Resolution of Necessity (24 V.S.A. § 1755(a)(1))
b. Order to submit the proposition of incurring bonded debt to the qualified voters (24 V.S.A. § 1755(a)(1))
c. Warning of the November 3, 2026 Special Town Meeting (24 V.S.A. § 1755(a)(2); 17 V.S.A. § 2641)
d. Form of Ballot, Australian ballot (24 V.S.A. § 1758(a))
e. Town Garage Bond Vote (Special Town Meeting, November 3, 2026): newspaper of publication, date of public informational hearing, and ballot availability by request (24 V.S.A. § 1756; 17 V.S.A. § 2680(h))
f. Declaration of Official Intent to Reimburse

6. Town Work Plan - Discussion

7. Consent Agenda
a. Warrant 28th, 2026
b. Minutes – Selectboard, 9.14. 2026
c. Minutes – Selectboard, 9.15.2026
d. Public Festival Permit: Ski and Skate Sale and Request to waive the fee

8. Town Administrator's Report – Information

9. Selectboard Roundtable – Discussion

III) Proposed executive session(s)

1. Municipal Project Manager RFQ: Review and discussion of responses received to the Municipal Project Manager Request for Qualifications (possible executive session pursuant to 1 V.S.A. § 313(a)(1)(A)).

IV) Adjourn

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

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

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

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

It's hard to start this report...So, I am just going to write.

This summer we lost Alice Peal, a remarkable, longtime volunteer who gave so much of her time to caring for this community. Our Town and our Valley are better because of the hours Alice put in. She made sure I always had up-to-date information, and her passing has already shown me some holes I'll need to fill. The loss itself can't be filled, and I wouldn't...couldn't pretend otherwise.

We also lost Vinnie. I never met him, but my son, a senior at Harwood, knew him. It is too much for any community to carry, and no community should ever have to. I am so sorry to Vinnie's family, his friends, and our entire community.

With Annie Dillard's passing, I've been re-exploring *Pilgrim at Tinker Creek*, one of my favorite books from my college years. In the first chapter, she's walking the edge of a little island in the creek, mainly to scare frogs. They launch from spots she can't even see, right at her feet, with a panicked yelp and a splash. It amused her then, and she says it still does. How funny and quirky we are as humans, and I'd guess we can all relate to that story. Little moments like these are what our days are made of, and I feel wicked fortunate to share them with all of you.

Last thing, and gosh, we are wicked busy. I hope our efforts are making the community aware of the work underway, and that people can see how hard we are trying to make engagement on these works in progress authentic, and to include every internal and external stakeholder who should be at the table. So, here's my ask: if you're interested in giving your talents to our wicked awesome community, let me know. There are so many ways Waitsfield can grow stronger, thanks to what each of you has to offer.

Thank you, and peace,
York Keith

Fire Station Mobile Racks

At the joint Waitsfield and Fayston Selectboard meeting at the fire station, the Chief spoke about how much of an improvement a new mobile rack system would be for the station. The racks are mobile, so if and when a new fire station is built, they can move with the department and be used there. The Fayston Selectboard has approved covering 40% of the cost. The quote is \$7,302.92 total for five single-sided mobile racks (Groves Mobile Red Rack, via The Fire Store): <https://thefirestore.com/groves-mobile-red-rack-single-sided/>

At \$7,302.92, Fayston's 40% is about \$2,921.17, which leaves about \$4,381.75 for Waitsfield.

Meadow Road Bridge

The Town is moving on two parallel paths for the Meadow Road Bridge, and the timeline is tighter than it has been. The current bridge is in major decline and we are actively limiting it to 8 tons, which is a real

problem in an agricultural area. Both VTrans and the independent load test we paid Dubois and King to complete say the bridge is not fixable, and that if we can't hold the 8 ton limit, the Town should close it. There are many pressures to close it now, and it may need to close within the next year. FEMA has a probable cost of \$404,000 to replace the decking damaged in the July 2024 flooding. We essentially need to use those funds by July 2028, and we have approval to put them toward a new bridge.

Conventional replacement (East Engineering). Tyler Billingsley, P.E., is under contract to complete 30% design and a construction cost estimate for a conventional replacement. Based on his initial survey, he is looking at a concrete footer/abutment pinned to exposed ledge on the Route 100 side of the Mad River, and driven H-piles with a concrete pile cap on the field side. He is looking at a one-lane bridge with a pedestrian walkway, roughly 20 to 24 feet wide overall. The span would be about 85 to 95 feet, somewhat longer than the existing bridge, to fit the bankfull width (an ANR requirement) and improve hydraulics. He is also looking at raising the bridge upwards of a few feet for added hydraulic capacity. Geotechnical drilling is scheduled for Monday, September 28. Tyler expects to have the 30% plan set to share in early October.

NBRC Timber for Transit (covered bridge). On September 22, NBRC invited the Town to submit a full Timber for Transit (T4T) application, due October 16, 2026. Shaker Mountain School, directed by Miles Jenness of Vermont Heavy Timber, remains the Town's co-applicant. On September 25, NBRC staff sent feedback that the invitation should have said the application is expected to be for feasibility work, with an implementation application possible later. Their reasoning is that our Fall 2025 NBRC award has not yet drawn down funds, and they want to be sure we can manage both awards within the three-year period of performance. They also suggested we contact the Southwest (NH) Regional Planning Commission, which received a 2024 T4T award and may be a good resource. I replied immediately. I laid out the condition of the bridge and the FEMA timeline, explained why a feasibility-first path is hard for us, and asked whether an implementation application is still an option in this round. I copied Brian and Larissa as well as Miles. The full exchange is below. I don't yet know where this leaves us on T4T, and I will have in-depth conversations with our internal and external stakeholders before we commit to an application track.

Coordination between the two. I introduced Tyler to Miles and asked whether Tyler would share design and cost work with the covered bridge team, since survey, hydraulics, foundations, and approaches likely overlap. I made clear this was outside his contract scope and that I was not asking him to change his schedule. Tyler agreed to share his 30% information and confirmed that much of the survey, hydraulic, and foundation work carries over. He also noted that both foundation types should be easy to modify for a timber structure. Sharing existing work should keep the Town from paying for the same work twice and give the T4T application firmer numbers.

Reminder on the contract. Under the terms the Board approved on August 24, Tyler's contract becomes void if the Town proceeds with a covered bridge. It stays in place if the bond passes and the Board goes with the traditional structure.



Email exchange with NBRC:

[Report This Email](#)

Hi York,

Congratulations on moving onto the full application round for the Fall 2026 Timber for Transit (T4T) round.

We wanted to provide feedback as you begin work on the full application. As you may know, (T4T) reviews include input from an Advisory Board and are scored by all the four states in the NBRC service shed. With that in mind, the invitation to submit a full application should have noted that the application be submitted for feasibility work first with the expectation that a follow-on implementation application could be submitted in the future. We arrived at that for a couple of reasons. While we are very much in support of this project, Waitsfield received an NBRC award in the Fall 2025 round, which while moving forward, has not yet drawn down any funds. We always want to make sure that awardees have the capacity to manage these awards to completion within the 3-year period of performance.

The reviewers believe that managing the 2025 award and a feasibility project would better ensure that both projects move forward while recognizing the significance of both. We also thought that reaching out to the Southwest (NH) Regional Planning Commission who received a [2024 T4T award](#) “to identify and pursue engineering for potential timber structures in the region” might make some sense as they could be a great resource having done some of the work.

We look forward to reviewing the full application but if you have any question about the feasibility versus implementation track please do not hesitate to reach out.

Wastewater Project: Municipal Project Manager

The Town issued a Request for Qualifications (RFQ) for a Municipal Project Manager (MPM) for the wastewater project on August 31, with statements of qualifications due September 23. We did receive interest.

I want to reiterate how important this position is. As we learn more about what this project asks of the Town, it has become increasingly clear that bringing on an MPM will reduce risk and potential cost for the Town. The MPM is meant to support the Engineering Technical Team, the contractors, me, and the Selectboard through the, permitting, easement, funding, and construction phases that remain...as in, a lot.

My recommendation is that the Board go into executive session at the end of the meeting to discuss the responses and plan our next steps.

Wastewater Project: Treatment Plant Building Color

The treatment plant building at the Munn Site went before the Development Review Board (DRB) for [zoning permit / conditional use] review. During the DRB's open session, color came up as part of the conversation. I have been encouraged to bring this to the Selectboard, since the Town owns the building and the Board can decide what it would like to see.

I have two questions for the Board:

1. Would the Board like to choose the color for the treatment plant?
2. Would the Board like to create some kind of policy or guidance for color on Town buildings? For example, I'm told the Town Office is a dark red. A policy could also help guide the planned public works facility.

Motion 1 (the finding):

"I move to find that premature general public knowledge of the Board's discussion of the responses to the Municipal Project Manager RFQ for the Waitsfield Wastewater Infrastructure Project would clearly place the Town and the respondents at a substantial disadvantage, because discussing our evaluation of the responses and our approach to negotiating a contract in public would reveal the Town's position to the respondents before a contract is negotiated and signed."

Motion 2 (entering the session):

"I move that we enter executive session to discuss the contract for the Municipal Project Manager for the Waitsfield Wastewater Infrastructure Project under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes, and that we invite [York Haverkamp and anyone else whose information is needed]."

Town Public Works Facility (Town Garage) Bond Vote

On September 24th, the Selectboard met specifically to go through the bond vote materials for the new Town Public Works Facility "Goodmans Garage". At today's meeting, the Board is asked to take the formal steps to put the bond question to the voters at a Special Town Meeting on Tuesday, November 3, 2026, by Australian ballot.

After in-depth conversation and cost analysis, the estimated project cost is now \$5,975,000. The ballot question asks voters to authorize general obligation bonds or notes in an amount not to exceed

\$5,975,000, subject to reduction by grants-in-aid or other sources, to construct a new Town highway garage (approximately 11,200 square feet) at 761 Tremblay Road.

We are actively working with the Vermont Bond Bank so the Town takes advantage of the best incentives and bonding available, as well as the MERF loan program.

The Board is asked to act on the following:

- **Resolution of Necessity.** Finds that the public interest and necessity demand the project, that the cost is too great to be paid from ordinary annual income and revenue, and that the question cannot wait until Town Meeting in March 2027.
- **Order to submit** the bond question to the qualified voters.
- **Warning** of the November 3 Special Town Meeting. Polls are open 7:00 a.m. to 7:00 p.m. at Waitsfield Elementary School. To hold the vote on November 3, the warning has to be posted between September 24 and October 4, so I ask the Board to act at this meeting.
- **Form of Ballot** (Australian ballot).
- **Newspaper, hearing, and ballots.** The public informational hearing is Monday, October 26 at 6:00 p.m. at the Town Office and on Zoom. I recommend the Valley Reporter as the paper of publication. I recommend that we not mail ballots to all active registered voters. Early and absentee ballots will be available by request from the Town Clerk.
- **Declaration of Official Intent to Reimburse.** Lets the Town reimburse itself from bond proceeds for up to \$250,000 of project costs paid before the bonds are issued. It does not commit the Town to spend money, borrow, or build.

Town Work Plan: Discussion

We are constantly working to continue the important work for Waitsfield. I have gone into the work plan and made some updates. Given the current workload of the items already in the plan, I have not had a chance to dig into it as deeply as it deserves. However, I always welcome the Selectboard's thoughts on priorities, etc as we continue our work.

SWPPP Permit: Municipal Gravel Pit

I worked on the Stormwater Pollution Prevention Plan (SWPPP) for the Town's gravel pit as much as I could, then hired DuBois & King to finish it. The current draft is attached. A little work remains, and I am hopeful to have it finalized next week. This is a once in ten-year job. The draft is included in the meeting packet



September 24, 2026

York Haverkamp
Town Administrator
Town of Waitsfield
4144 Main Street
Waitsfield, Vermont 05673

SUBJECT: Waitsfield Culverts Project
Recommendation to Award

Dear York:

This letter is intended to serve as a recommendation to award the construction contract for the subject project to the low bidder: Hallstrom Excavating LLC of Northfield, Vermont in the amount of \$689,410.00. A Notice of Award is attached for signature by the Town. The bids remain valid for 90 days from August 21, 2026. We recommend that the Town be certain that funding is in place for the project prior to award. As stated in the Notice of Award, the Contractor has 10 days from receipt of the notice to prepare the agreement and furnish bonds. The Town must then execute the agreement within 10 days of receipt from the Contractor.

Bids were opened in public at the Town Clerks office on Friday, August 21, 2026. A total of six bids were received ranging from \$689,410.00 to \$990,000.00. Our Engineer's Estimate is \$720,864.00 A tabulation of the bids is attached.

We have reviewed all of the bids and find them all acceptable. We have contacted references provided by Hallstrom Excavating LLC and received receivable 100% favorable ratings on two similar projects for which there was a response. Additionally, NECE has favorable work experience with Hallstrom. Other respondents noted Hallstrom does quality work on time, on budget and with a high degree of professionalism. We recommend them as qualified for this work based on the favorable reviews.

Please feel free to reach out to us with any questions.

Very truly yours,

NEW ENGLAND CONSULTING ENGINEERS, LLC

A handwritten signature in blue ink that reads "B. Dexter Lefavour".

B. Dexter Lefavour, PE
Principal Engineer

New England Consulting Engineers, LLC
120 Northgate Avenue
Morrisville, Vermont 05661

www.NewEngCE.com

802 279 3257

**TOWN OF WAITSFIELD
OLD CENTER FAYSTON AND CENTER FAYSTON ROAD PROJECT
BID TABULATION**

8/21/2026

ITEM NO	DESCRIPTION	ENGINEERS ESTIMATE				BOULDER EXCAVATION				WALKER CONSTRUCTION INC				WATERS EXCAVATION INC			
		ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL
201.1	CLEARING AND GRUBBING	2	LS	\$5,000.00	\$10,000.00	1	LS	\$10,000.00	\$10,000.00	1	LS	\$4,000.00	\$4,000.00	1	LS	\$6,500.00	\$6,500.00
203.15	COMMON EXCAVATION	1120	CY	\$19.00	\$21,280.00	730	CY	\$0	\$0	730	CY	\$75.00	\$54,750.00	730	CY	\$15.00	\$10,950.00
203.16	SOLID ROCK EXCAVATION	160	CY	\$200.00	\$32,000.00	50	CY	\$600.00	\$30,000.00	50	CY	\$400.00	\$20,000.00	50	CY	\$200.00	\$10,000.00
203.25	CHANNEL EXCAVATION OF EARTH	100	CY	\$46.00	\$4,600.00	100	CY	\$0	\$0	100	CY	\$75.00	\$7,500.00	100	CY	\$15.00	\$1,500.00
203.26	CHANNEL EXCAVATION OF ROCK	50	CY	\$175.00	\$8,750.00	0	CY	\$0	\$0	0	CY	\$0	\$0	0	CY	\$0	\$0
204.25	EXCAVATION FOR STRUCTURES	460	CY	\$40.00	\$18,400.00	1200	CY	\$0	\$0	1200	CY	\$76.00	\$91,200.00	1200	CY	\$25.00	\$30,000.00
204.32	GRANULAR BACKFILL FOR STRUCTURES	600	CY	\$72.00	\$43,200.00	900	CY	\$0	\$0	900	CY	\$18.00	\$16,200.00	900	CY	\$30.00	\$27,000.00
301.15	SUBBASE OF GRAVEL COARSE	240	CY	\$75.00	\$18,000.00	250	CY	\$0	\$0	250	CY	\$19.00	\$4,750.00	250	CY	\$30.00	\$7,500.00
301.16	SUBBASE OF GRAVEL FINE	120	CY	\$75.00	\$9,000.00	150	CY	\$0	\$0	150	CY	\$19.00	\$2,850.00	150	CY	\$30.00	\$4,500.00
301.21	DRAINAGE AGGREGATE	80	CY	\$75.00	\$6,000.00	75	CY	\$0	\$0	75	CY	\$26.00	\$1,950.00	75	CY	\$40.00	\$3,000.00
546.20	PRECAST CONCRETE BOX (OLD CENTER FAYSTON ROAD)	1	LS	\$216,000.00	\$216,000.00	1	LS	\$395,000.00	\$395,000.00	1	LS	\$194,000.00	\$194,000.00	1	LS	\$289,000.00	\$289,000.00
546.20	PRECAST CONCRETE BOX (CENTER FAYSTON ROAD)	1	LS	\$180,000.00	\$180,000.00	1	LS	\$395,000.00	\$395,000.00	1	LS	\$235,000.00	\$235,000.00	1	LS	\$205,800.00	\$205,800.00
613.0603	STONE FILL, TYPE II	300	CY	\$103.00	\$30,900.00	200	CY	\$0	\$0	200	CY	\$28.50	\$5,700.00	200	CY	\$75.00	\$15,000.00
621.205	STEEL BEAM GUARDRAIL	200	LF	\$31.00	\$6,200.00	250	LF	\$0	\$0	250	LF	\$95.00	\$23,750.00	250	LF	\$550.00	\$137,500.00
635.11	MOBILIZATION/DEMOLITION	1	LS	\$74,534.00	\$74,534.00	1	LS	\$150,000.00	\$150,000.00	1	LS	\$15,000.00	\$15,000.00	1	LS	\$80,000.00	\$80,000.00
641.1000	TRAFFIC CONTROL, ALL INCLUSIVE OLD CENTER FAYSTON ROAD	1	LS	\$10,000.00	\$10,000.00	1	LS	\$5,000.00	\$5,000.00	1	LS	\$6,000.00	\$6,000.00	1	LS	\$32,750.00	\$32,750.00
641.1000	TRAFFIC CONTROL, ALL INCLUSIVE CENTER FAYSTON ROAD	1	LS	\$10,000.00	\$10,000.00	1	LS	\$5,000.00	\$5,000.00	1	LS	\$3,000.00	\$3,000.00	1	LS	\$5,000.00	\$5,000.00
653.4701	SILT FENCE TYPE I	400	LF	\$5.00	\$2,000.00	400	LF	\$0	\$0	400	LF	\$5.00	\$2,000.00	400	LF	\$5.00	\$2,000.00
900.645	DEMO/DISPOSAL OF EXISTING CULVERT	2	LS	\$10,000.00	\$20,000.00	1	LS	\$0	\$0	1	LS	\$2,000.00	\$2,000.00	1	LS	\$5,000.00	\$5,000.00
	TOTAL				\$720,864.00				\$990,000.00				\$689,650.00				\$873,000.00

ITEM NO	DESCRIPTION	ENGINEERS ESTIMATE				CHAMPLAIN CONSTRUCTION COMPANY INC				KINGSBURY COMPANIES LLC				HALLSTROM EXCAVATING LLC			
		ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL	ESTIMATED QUANTITY	UNITS	UNIT PRICE	ITEM TOTAL
201.1	CLEARING AND GRUBBING	2	LS	\$5,000.00	\$10,000.00	1	LS	\$12,260.00	\$12,260.00	1	LS	\$12,800.00	\$12,800.00	1	LS	\$6,000.00	\$6,000.00
203.15	COMMON EXCAVATION	1120	CY	\$19.00	\$21,280.00	730	CY	\$14.68	\$10,716.40	730	CY	\$58.00	\$42,340.00	730	CY	\$12.00	\$8,760.00
203.16	SOLID ROCK EXCAVATION	160	CY	\$200.00	\$32,000.00	50	CY	\$209.40	\$10,470.00	50	CY	\$313.00	\$15,650.00	50	CY	\$200.00	\$10,000.00
203.25	CHANNEL EXCAVATION OF EARTH	100	CY	\$46.00	\$4,600.00	100	CY	\$18.30	\$1,830.00	100	CY	\$38.00	\$3,800.00	100	CY	\$14.00	\$1,400.00
203.26	CHANNEL EXCAVATION OF ROCK	50	CY	\$175.00	\$8,750.00	0	CY	\$0	\$0	0	CY	\$0	\$0	0	CY	\$0	\$0
204.25	EXCAVATION FOR STRUCTURES	460	CY	\$40.00	\$18,400.00	1200	CY	\$17.87	\$21,444.00	1200	CY	\$47.00	\$56,400.00	1200	CY	\$12.00	\$14,400.00
204.32	GRANULAR BACKFILL FOR STRUCTURES	600	CY	\$72.00	\$43,200.00	900	CY	\$72.86	\$65,574.00	900	CY	\$77.00	\$69,300.00	900	CY	\$55.00	\$49,500.00
301.15	SUBBASE OF GRAVEL COARSE	240	CY	\$75.00	\$18,000.00	250	CY	\$75.68	\$18,920.00	250	CY	\$88.00	\$22,000.00	250	CY	\$50.00	\$12,500.00
301.16	SUBBASE OF GRAVEL FINE	120	CY	\$75.00	\$9,000.00	150	CY	\$92.40	\$13,860.00	150	CY	\$88.00	\$13,200.00	150	CY	\$50.00	\$7,500.00
301.21	DRAINAGE AGGREGATE	80	CY	\$75.00	\$6,000.00	75	CY	\$100.00	\$7,500.00	75	CY	\$115.00	\$8,625.00	75	CY	\$50.00	\$3,750.00
546.20	PRECAST CONCRETE BOX (OLD CENTER FAYSTON ROAD)	1	LS	\$216,000.00	\$216,000.00	1	LS	\$326,840.00	\$326,840.00	1	LS	\$273,089.00	\$273,089.00	1	LS	\$231,000.00	\$231,000.00
546.20	PRECAST CONCRETE BOX (CENTER FAYSTON ROAD)	1	LS	\$180,000.00	\$180,000.00	1	LS	\$179,840.00	\$179,840.00	1	LS	\$193,402.00	\$193,402.00	1	LS	\$180,000.00	\$180,000.00
613.0603	STONE FILL, TYPE II	300	CY	\$103.00	\$30,900.00	200	CY	\$99.42	\$19,884.00	200	CY	\$121.00	\$24,200.00	200	CY	\$50.00	\$10,000.00
621.205	STEEL BEAM GUARDRAIL	200	LF	\$31.00	\$6,200.00	250	LF	\$101.00	\$25,250.00	250	LF	\$468.00	\$117,000.00	250	LF	\$400.00	\$100,000.00
635.11	MOBILIZATION/DEMOLITION	1	LS	\$74,534.00	\$74,534.00	1	LS	\$129,900.00	\$129,900.00	1	LS	\$29,130.00	\$29,130.00	1	LS	\$43,100.00	\$43,100.00
641.1000	TRAFFIC CONTROL, ALL INCLUSIVE OLD CENTER FAYSTON ROAD	1	LS	\$10,000.00	\$10,000.00	1	LS	\$20,000.00	\$20,000.00	1	LS	\$5,700.00	\$5,700.00	1	LS	\$5,000.00	\$5,000.00
641.1000	TRAFFIC CONTROL, ALL INCLUSIVE CENTER FAYSTON ROAD	1	LS	\$10,000.00	\$10,000.00	1	LS	\$20,000.00	\$20,000.00	1	LS	\$1,700.00	\$1,700.00	1	LS	\$2,500.00	\$2,500.00
653.4701	SILT FENCE TYPE I	400	LF	\$5.00	\$2,000.00	400	LF	\$10.00	\$4,000.00	400	LF	\$10.00	\$4,000.00	400	LF	\$5.00	\$2,000.00
900.645	DEMO/DISPOSAL OF EXISTING CULVERT	2	LS	\$10,000.00	\$20,000.00	1	LS	\$3,000.00	\$3,000.00	1	LS	\$10,005.00	\$10,005.00	1	LS	\$2,000.00	\$2,000.00
	TOTAL				\$720,864.00				\$891,288.40				\$902,341.00				\$689,410.00

NOTICE OF AWARD

TO: Hallstrom Excavating LLC
577 Bean Road
Northfield, Vermont 05663

PROJECT

Description: TOWN OF WAITSFIELD, CENTER FAYSTON ROAD AND OLD CENTER
FAYSTON ROAD CULVERT REPLACEMENTS

The OWNER has considered the BID submitted by you for the above described WORK in response to its ADVERTISEMENT FOR BIDS dated July 27, 2026 and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$ 689,410.00.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND and certificates of insurance within ten (10) calendar days from the date of this NOTICE to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) days from the date of this NOTICE, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE TO AWARD to the OWNER.

Dated this _____ day of _____, 20____.

Owner By _____
Title _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____ this the _____ day of _____, 20____.

By _____

Title _____

MH2
ARCHITECTURE STUDIO

1496 MAPLE HILL
ROCHESTER, VT 05767
MH2ARCH.COM

PROJECT TEAM

CIVIL
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802.963.6225

MEP
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802.855.8091

FIRE
FIRETECH SPRINKLER CORP
COLCHESTER, VT 05446
802.304.4454

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CONCEPT DESIGN

09/25/2026

Issue / Revision History		
No.	Date	Description

WAITSFIELD
GARAGE
PROPOSAL

SITE PLAN - PROPOSED
FOR BID

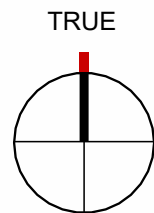
5 South Main
White River Jct, VT. 05001

PROJECT NO.: MH2-005

A091



1 SITE PLAN
1" = 40'-0"



0 20' 40' 80'
0 2'
1" = 40'-0"

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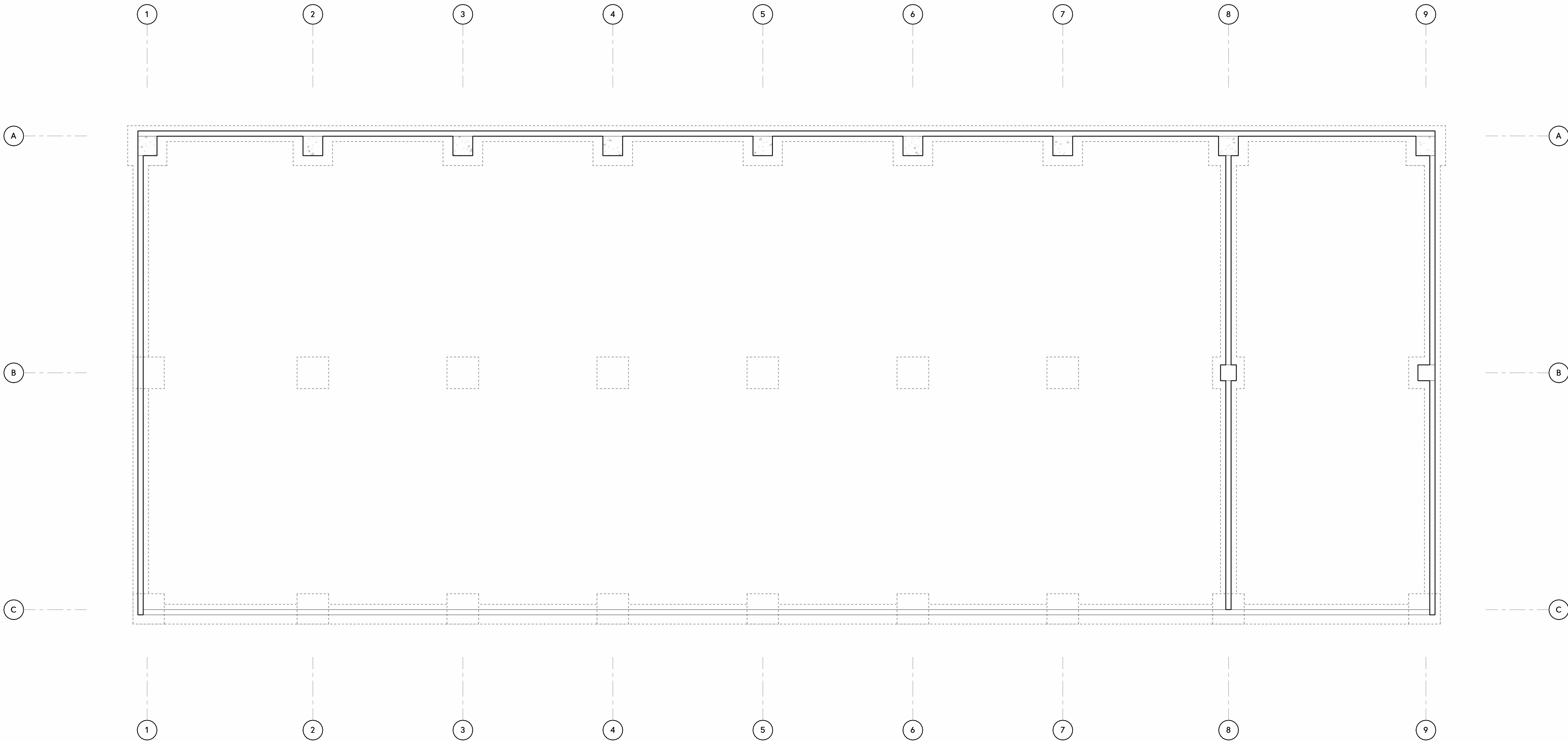
WAITSFIELD TOWN
GARAGE

FOUNDATION PLAN

Waitsfield, VT

PROJECT NO.: MH2-005

A101



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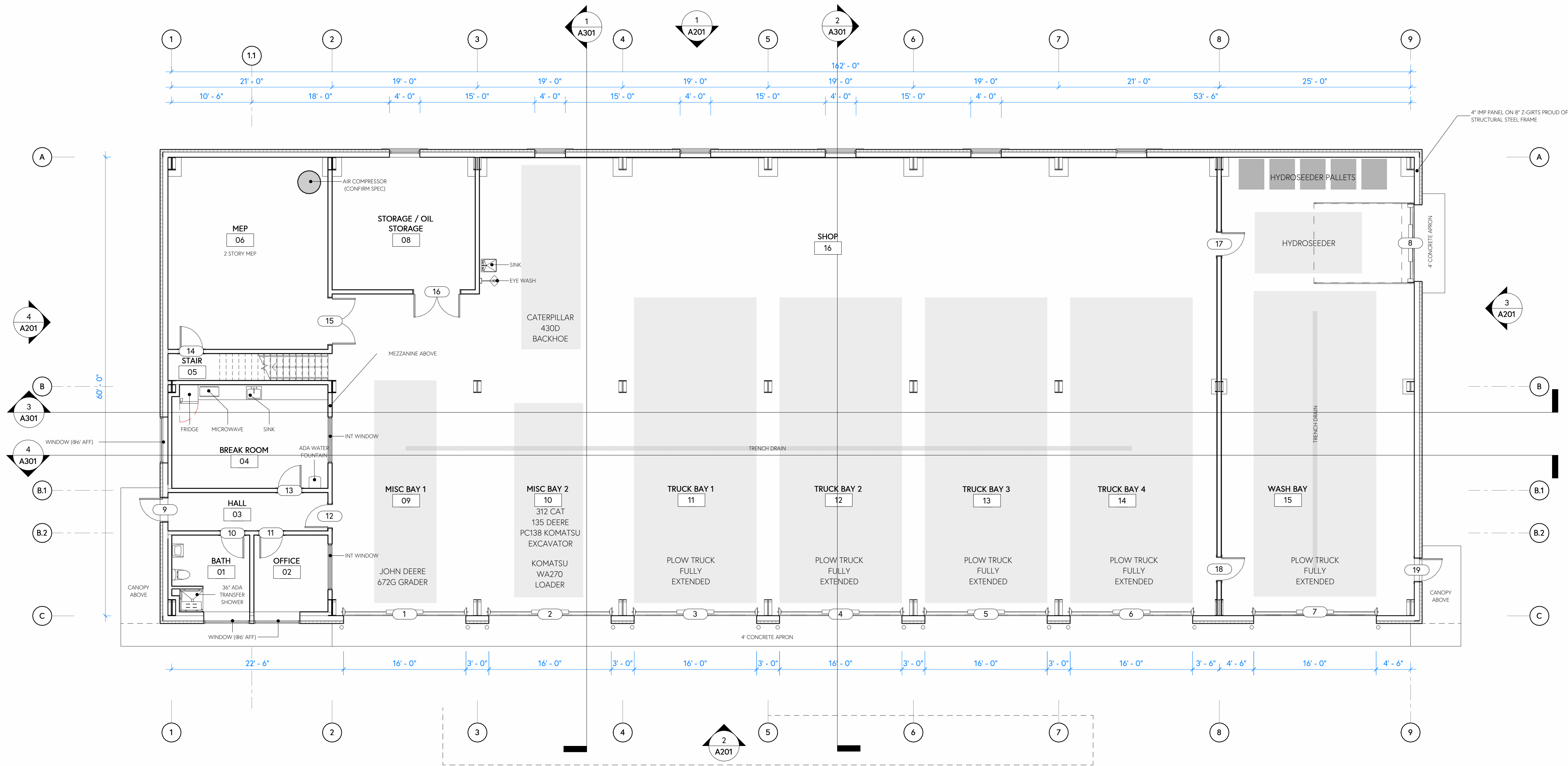
WAITSFIELD TOWN
GARAGE

FIRST FLOOR PLAN

Waitsfield, VT

PROJECT NO.: MH2-005

A111



1 FIRST FLOOR PLAN LOCATION 2
1/8" = 1'-0"



ROOM SCHEDULE				
NO.	ROOM NAME	AREA	Occupancy	SF per Occ.
01	BATH	99 SF		
02	OFFICE	97 SF		
03	HALL	105 SF		
04	BREAK ROOM	276 SF		
05	STAIR	75 SF		
06	MEP	526 SF		
08	STORAGE / OIL STORAGE	324 SF		
09	MISC BAY 1	800 SF		
10	MISC BAY 2	793 SF		
11	TRUCK BAY 1	793 SF		
12	TRUCK BAY 2	793 SF		
13	TRUCK BAY 3	793 SF		
14	TRUCK BAY 4	862 SF		
15	WASH BAY	1510 SF		
16	SHOP	1762 SF		
		9607 SF		

GARAGE DOOR SCHEDULE		
NO.	DOOR	
	WIDTH	HEIGHT
1	16' - 0"	14' - 0"
2	16' - 0"	14' - 0"
3	16' - 0"	14' - 0"
4	16' - 0"	14' - 0"
5	16' - 0"	14' - 0"
6	16' - 0"	14' - 0"
7	16' - 0"	14' - 0"
8	10' - 0"	10' - 0"

Project Schedule - DOOR SCHEDULE										
NO.	DOOR						FRAME			FIRE RATING
	WIDTH	HEIGHT	THICKNESS	TYPE	MAT	GLAZING	MAT	TYPE	DEPTH	
9	3' - 0"	6' - 8"	1 3/4"							
10	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	MTL	A	6.75"	
11	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	MTL	A	6.75"	
12	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	MTL	A	6.75"	
13	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	MTL	A	6.75"	
14	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	MTL	A	6.75"	
15	6' - 0"	6' - 8"	1 3/4"							
16	6' - 0"	6' - 8"	1 3/4"							
17	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	MTL	A	6.75"	
18	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	FG	A	6.75"	
19	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	FG	A	6.75"	
20	3' - 0"	6' - 8"	1 3/4"	FLD	HM	-	MTL	A	6.75"	

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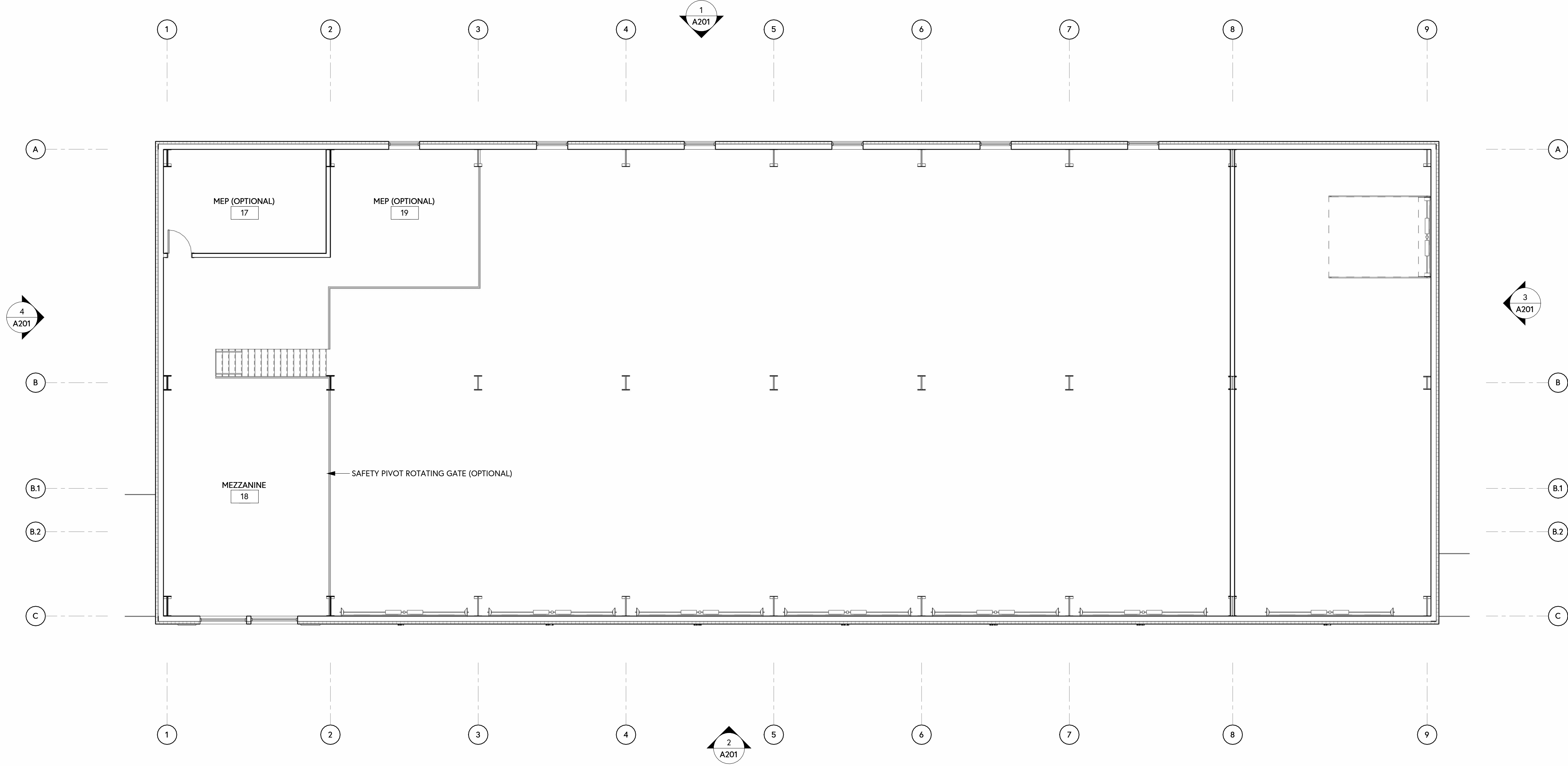
WAITSFIELD TOWN
GARAGE

MEZZANINE PLAN

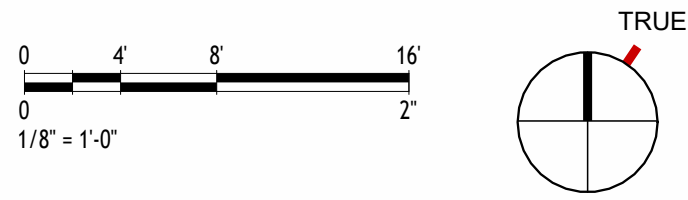
Waitsfield, VT

PROJECT NO.: MH2-005

A121



1 MEZZANINE
1/8" = 1'-0"



ROOM SCHEDULE				
NO.	ROOM NAME	AREA	Occupancy	SF per Occ
17	MEP (OPTIONAL)	279 SF		
18	MEZZANINE	937 SF		
19	MEP (OPTIONAL)	345 SF		
		1561 SF		

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Issue / Revision History		
No.	Date	Description

WAITSFIELD TOWN
GARAGE

ROOF PLAN

Waitsfield, VT

PROJECT NO.: MH2-005

A141



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Issue / Revision History		
No.	Date	Description

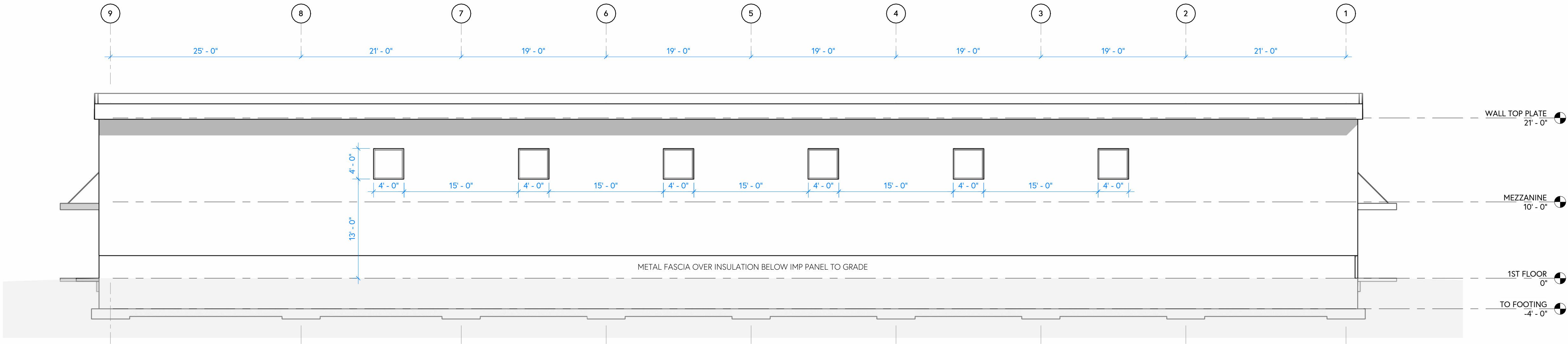
WAITSFIELD TOWN
GARAGE

EXTERIOR ELEVATIONS

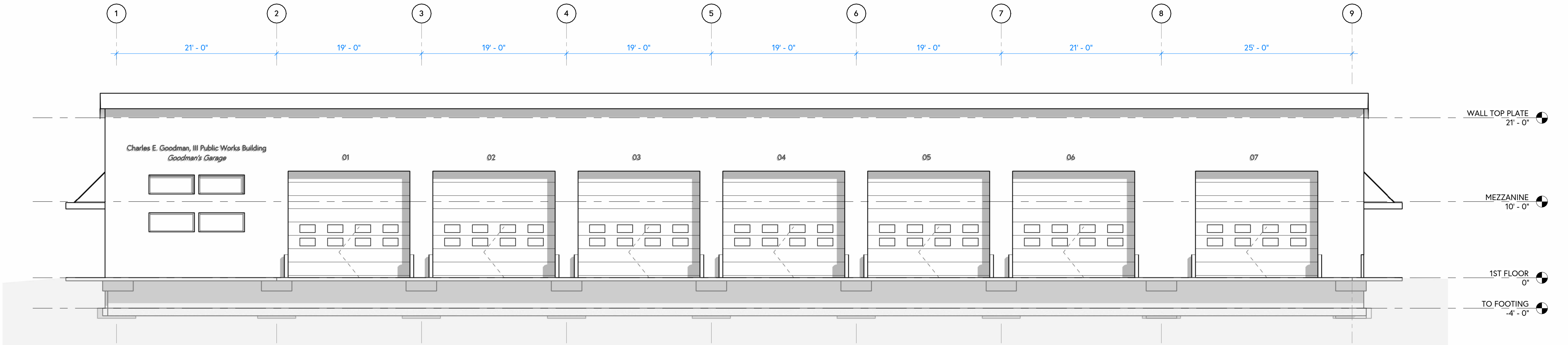
Waitsfield, VT

PROJECT NO.: MH2-005

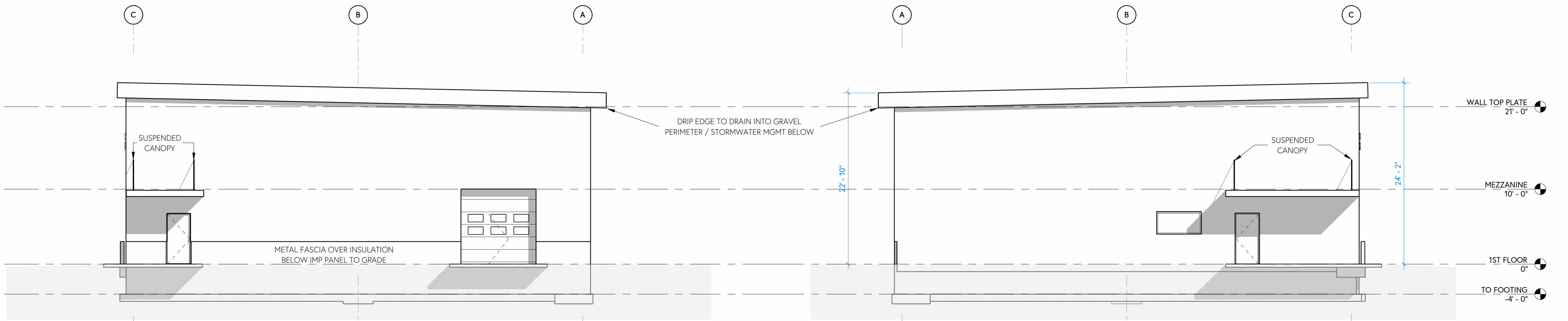
A201



1 NORTH
1/8" = 1'-0"



2 SOUTH
1/8" = 1'-0"



3 EAST ELEVATION
1/8" = 1'-0"

4 WEST ELEVATION
1/8" = 1'-0"

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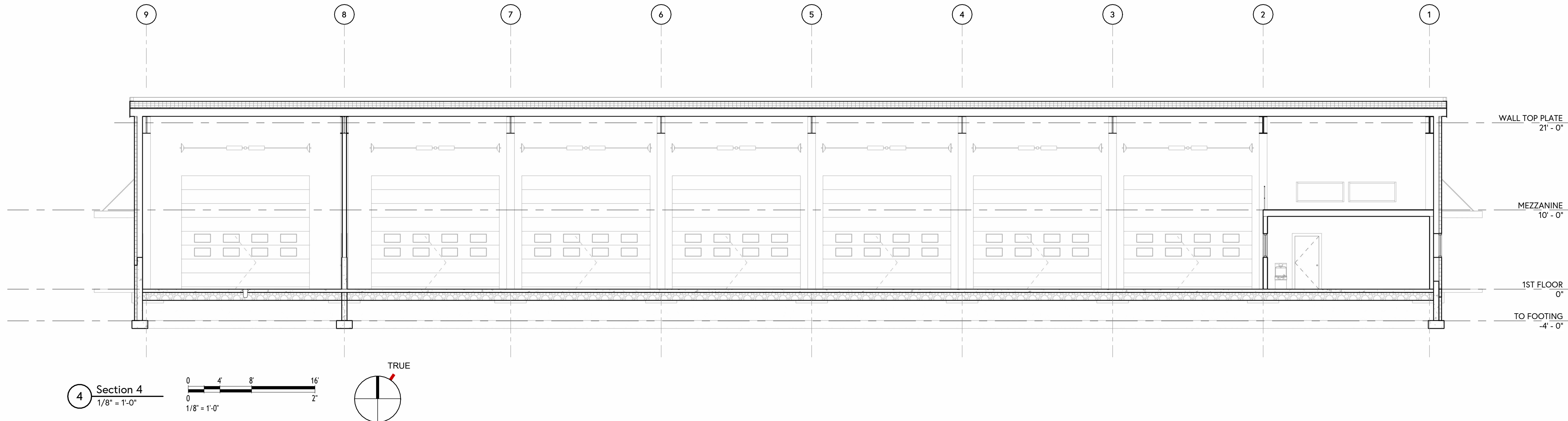
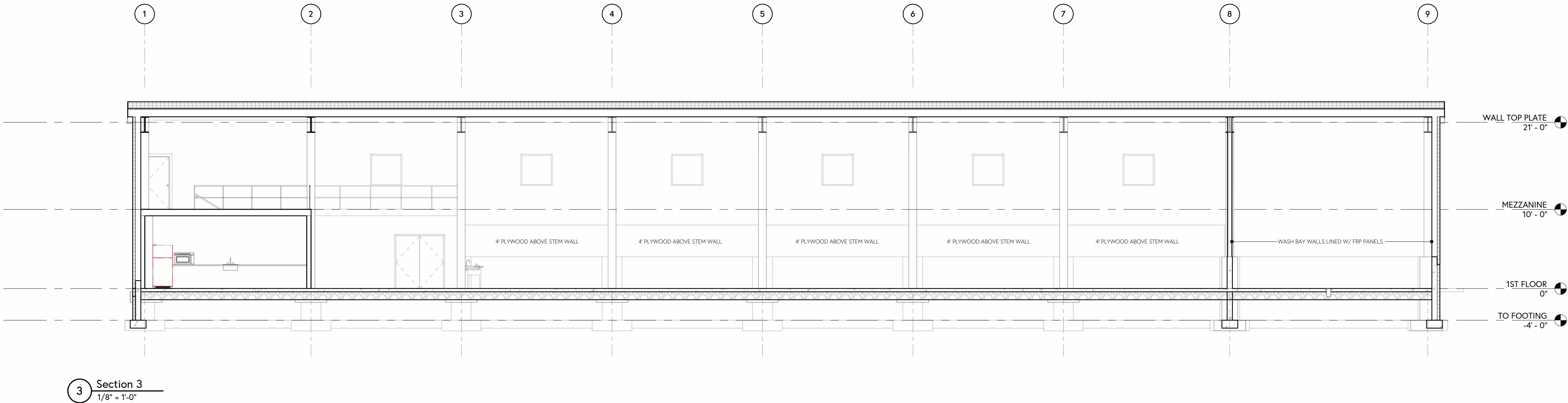
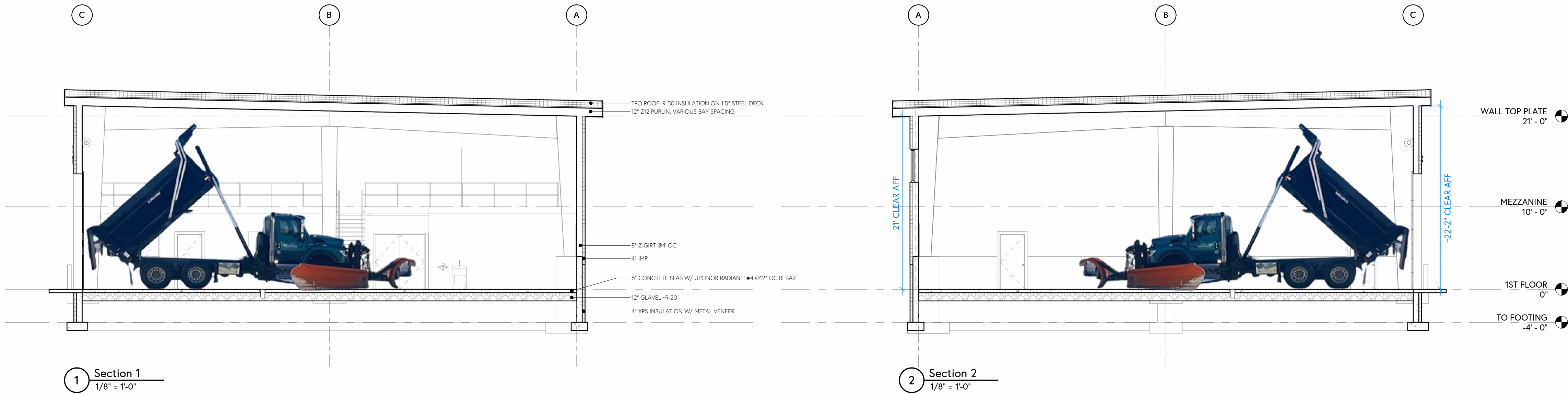
WAITSFIELD TOWN
GARAGE

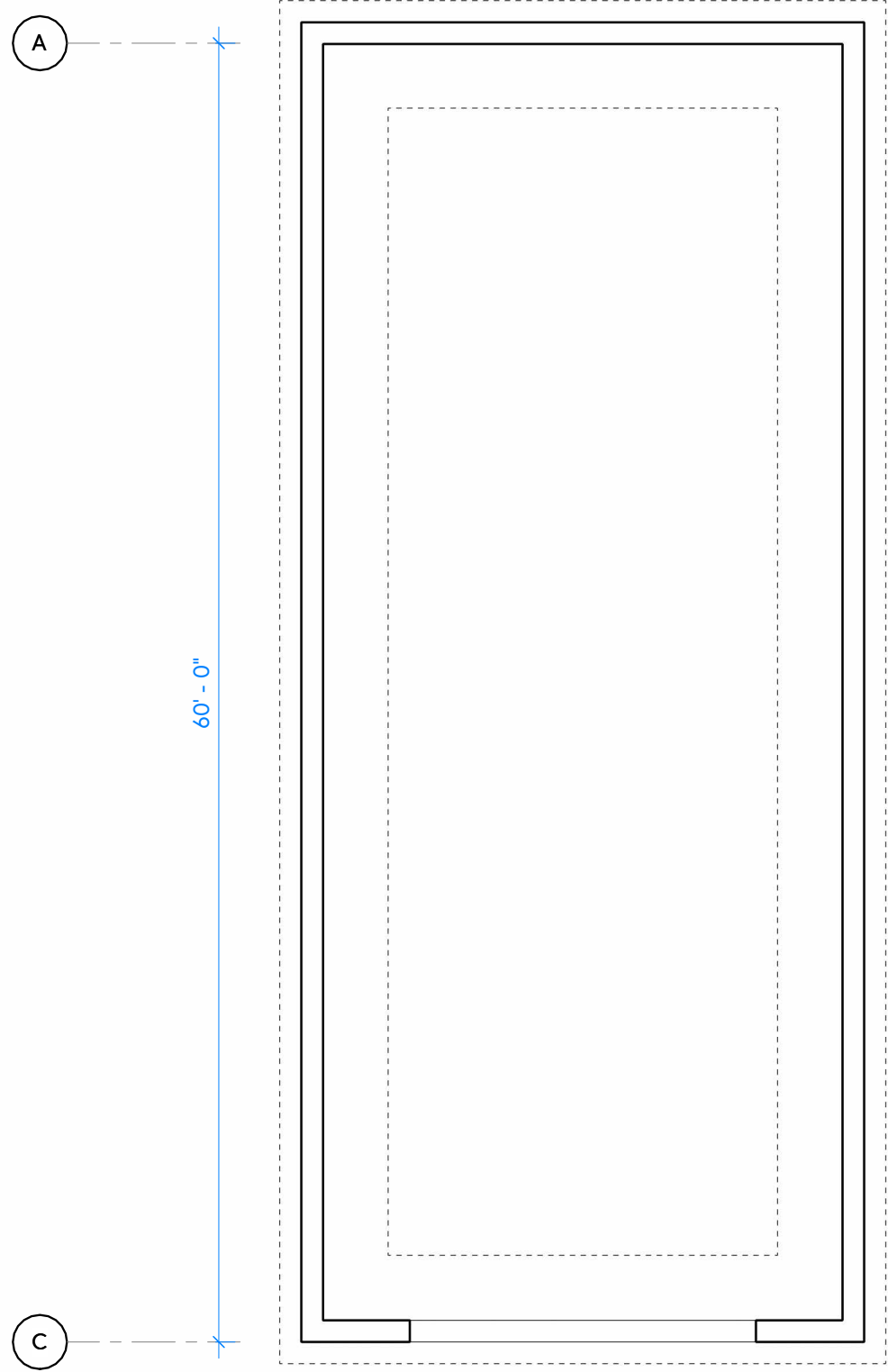
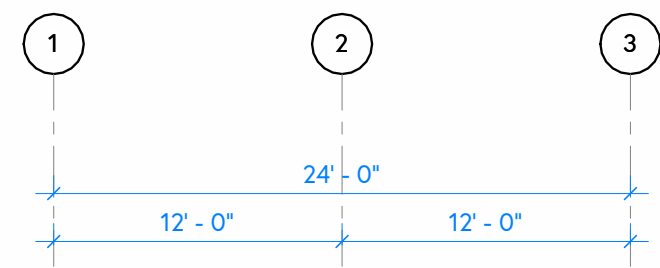
BUILDING SECTIONS
1-4

Waitsfield, VT

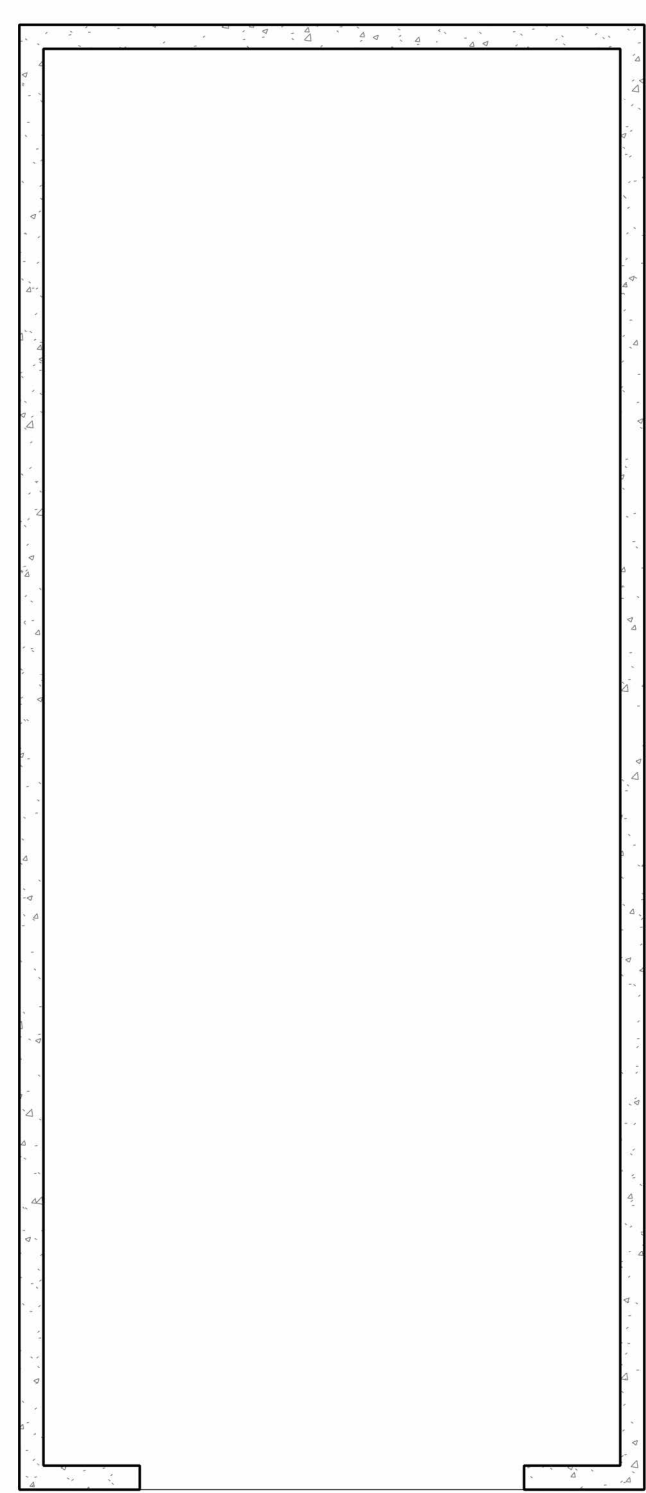
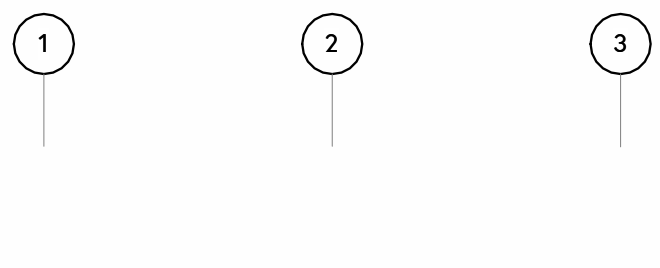
PROJECT NO.: MH2-005

A301

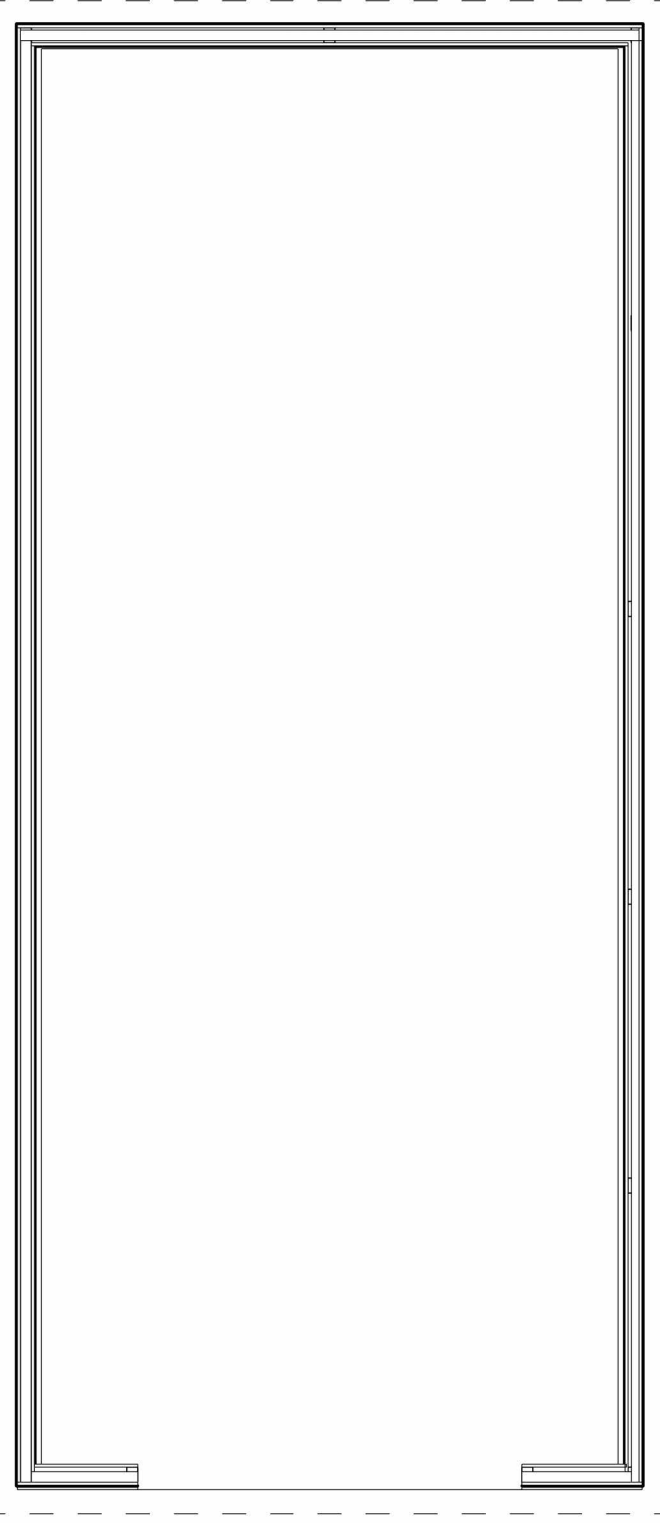
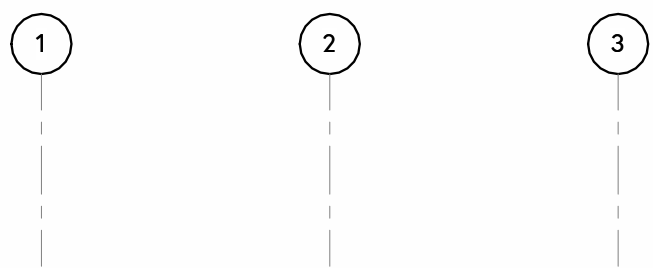




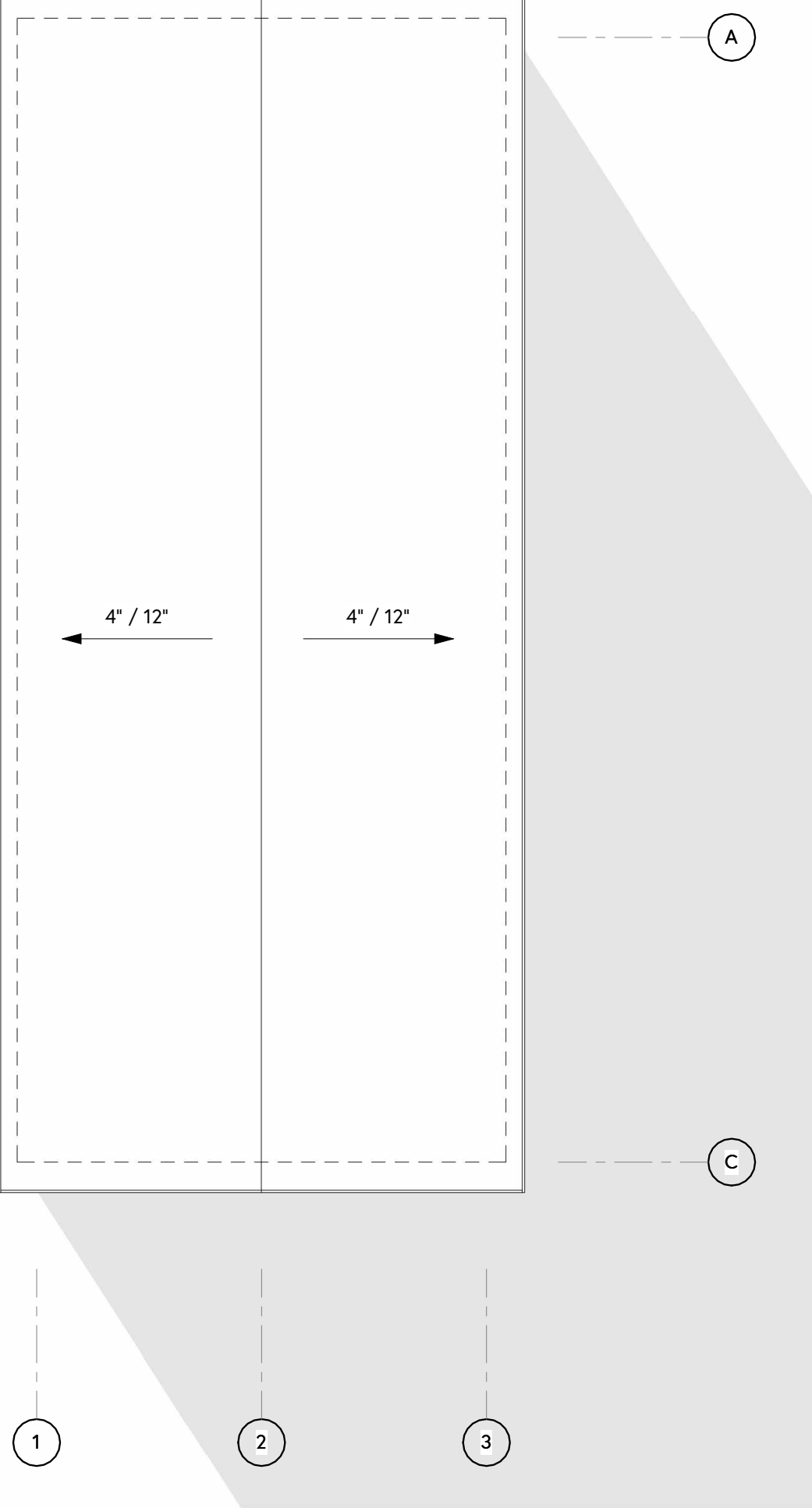
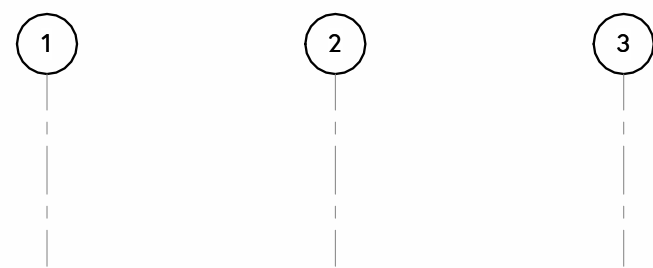
2 FOUNDATION PLAN
1/8" = 1'-0"



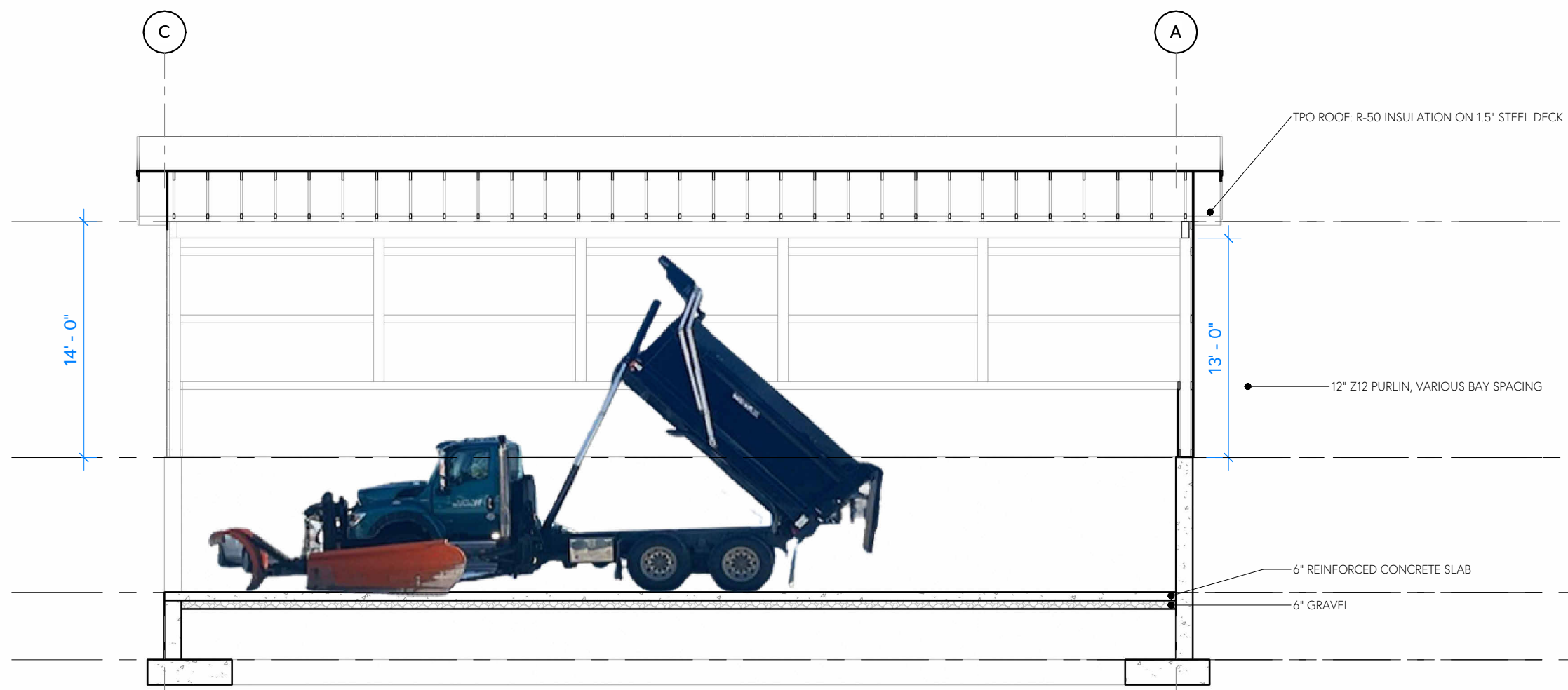
1 FIRST FLOOR PLAN
1/8" = 1'-0"



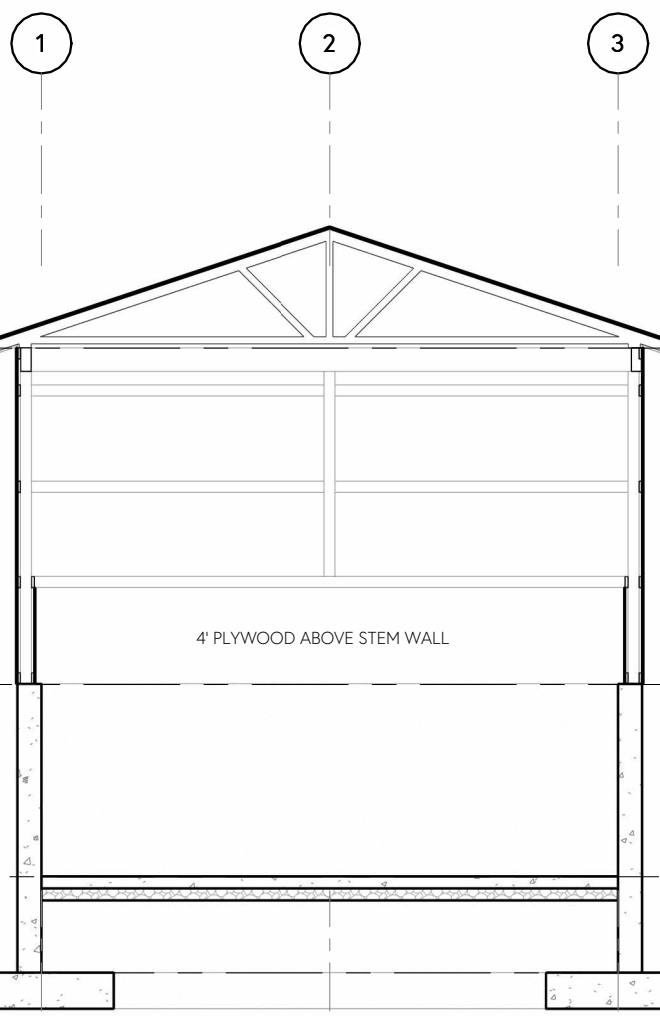
3 RETAINING WALL HEIGHT
1/8" = 1'-0"



4 TOP PLATE
1/8" = 1'-0"



5 Section 1
1/8" = 1'-0"



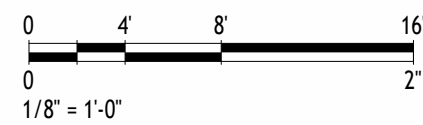
6 Section 2
1/8" = 1'-0"

TOP PLATE
22' - 0"

RETAINING WALL HEIGHT
8' - 0"

1ST FLOOR
0"

TO FOOTING
-4' - 0"



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09/25/2026

Issue / Revision History

No.	Date	Description
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WTG - SALT SHED

PLANS / SECTIONS

Waitsfield, VT

PROJECT NO.: MH2-005

A151

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No.	Date	Description

WTG - SALT SHED

EXTERIOR ELEVATIONS

Waitsfield, VT

PROJECT NO.: MH2-005

A251



RESOLUTION OF NECESSITY FOR CAPITAL CONSTRUCTION PROJECT

RESOLVED, at a regular meeting of the Selectboard of the Town of Waitsfield duly warned and held on September 28, 2026, it was determined that the public interest and necessity demand that the Town of Waitsfield (the “Town”) construct a new Town highway garage (approx. 11,200 sq. ft.) and associated improvements on Town-owned land at 761 Tremblay Road (the “Project”) at an aggregate estimated cost of Five Million Nine Hundred Seventy-Five Thousand Dollars (\$5,975,000); and

BE IT FURTHER RESOLVED that the costs of the Project after the application of available state and federal construction grants-in-aid, appropriations, reserves, and other funds, are too great to be paid out of the ordinary annual income and revenue of the Town; and

BE IT FURTHER RESOLVED that the proposition of incurring general obligation debt for the Project cannot be delayed or postponed until the next Annual Meeting of the Town in March 2027, and therefore a Special Town Meeting is required to be warned, noticed, and held to consider the proposition of incurring general obligation debt for the Project; and

BE IT FURTHER RESOLVED that a proposal for construction of a new Town highway garage and the issuance of general obligation bonds or notes of the Town, in an aggregate amount not to exceed Five Million Nine Hundred Seventy-Five Thousand Dollars (\$5,975,000) to fund the Project and related costs of issuance and expenses should be submitted to the legal voters of the Town at a Special Town Meeting to be duly warned and held on Tuesday, November 3, 2026; and

BE IT FURTHER RESOLVED that a public informational meeting will be held to discuss the Project and the issuance of bonds on Monday, October 26, 2026, commencing at six o'clock (6:00) in the afternoon (p.m.) which public informational meeting will be held in-person at the Town Offices and also electronically on the Zoom platform, the specific details and dial-in numbers for the Zoom element will be as specified in the Warning for the Special Meeting and the warning for the public information meeting; and

BE IT FURTHER RESOLVED that all acts relating to the proposition of incurring bonded indebtedness and the issuance of general obligation bonds or notes of the Town for the purpose of financing the Project be in accordance with the provisions of Chapters 53 of Title 24 of the Vermont Statutes Annotated; and

BE IT FURTHER RESOLVED that the attached Warning and form of Ballot is specifically adopted for use in connection with consideration of the above-stated

proposition of making public improvements and incurring bonded indebtedness therefor.

Dated this 28th day of September, 2026.

TOWN OF WAITSFIELD SELECTBOARD

Brian Shupe, Chair

Larissa Ursprung, Vice Chair

Fred Messer

Charles Curtis

David Babbott-Klein

Received for record this ____ day of September, 2026.

Jennifer Peterson, Town Clerk

**OFFICIAL WARNING
SPECIAL TOWN MEETING - TOWN OF WAITSFIELD**

The legal voters of the Town of Waitsfield are hereby notified and warned to meet for a Special Town Meeting at the Waitsfield Elementary School, 3951 Main Street, in said Town of Waitsfield on Tuesday, November 3, 2026, to vote on the following article by Australian ballot beginning at 7:00 a.m., at which time the polls will open, until 7:00 p.m., at which time the polls will close.

The legal voters of the Town of Waitsfield are further warned that the Selectboard will hold a public informational hearing on the following article to be voted by Australian ballot at the Waitsfield Town Office, 4144 Main Street, in said Town of Waitsfield on Monday, October 26th, at 6:00 p.m. Voters may participate in the public informational hearing in-person or remotely at the following link:

<https://us02web.zoom.us/j/86201011890?pwd=DbqDMJNPOFuaQM07QyCGAPFCa2qQ4L.1>

Meeting ID: 862 0101 1890
Passcode: 110371

ARTICLE TO BE VOTED BY AUSTRALIAN BALLOT

ARTICLE 1 Shall general obligation bonds or notes of the Town of Waitsfield in an amount not to exceed Five Million Nine Hundred Seventy-Five Thousand Dollars (\$5,975,000), subject to reduction by grants-in-aid or other sources, be issued to construct a new Town highway garage (approx. 11,200 square feet) at 761 Tremblay Road?

The legal voters of the Town of Waitsfield are further notified that voter qualification, registration, and absentee voting relative to said Special Town Meeting shall be as provided in Chapters 43, 51 and 55 of Title 17, Vermont Statutes Annotated.

Dated this _____ day of September, 2026.

TOWN OF WAITSFIELD SELECTBOARD

Brian Shupe, Chair

Larissa Ursprung, Vice Chair

Fred Messer

Charles Curtis

David Babbott-Klein

Received for record this 29th day of September, 2026, at _____ a.m.

Attest: _____
Jennifer Peterson, Town Clerk

Posted at: Waitsfield Town Office, Waitsfield Elementary School, Waitsfield
Library, _____, and _____, and Town of
Waitsfield Website.

**TOWN OF WAITSFIELD
OFFICIAL BALLOT
NOVEMBER 3, 2026**

ARTICLE 1

Shall general obligation bonds or notes of the Town of Waitsfield in an amount not to exceed Five Million Nine Hundred Seventy-Five Thousand Dollars (\$5,975,000), subject to reduction by grants-in-aid or other sources, be issued to construct a new Town highway garage (approx. 11,200 square feet) at 761 Tremblay Road?

If in favor of the bond issue, make a cross (X) in this square ☐.

If opposed of the bond issue, make a cross (X) in this square ☐.

**DECLARATION OF OFFICIAL INTENT OF
TOWN OF WAITSFIELD, VERMONT TO REIMBURSE
CERTAIN EXPENDITURES FROM PROCEEDS OF INDEBTEDNESS**

WHEREAS, the Town of Waitsfield, Vermont (the “Issuer”) intends to construct an approximately 11,200 square-foot new town highway garage at 761 Tremblay Road and related improvements at a cost estimated to be Five Million Nine Hundred Seventy-Five Thousand Dollars (\$5,975,000 (the “Project”); and

WHEREAS the Issuer expects to pay certain capital expenditures (the “Reimbursement Expenditures”) in connection with the Project prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis;

WHEREAS the Issuer reasonably expects that for that part of the Project consisting of Project management and construction costs, debt obligations in an amount not expected to exceed Five Million Nine Hundred Seventy-Five Thousand Dollars (\$5,975,000) will be issued, and that certain of the proceeds of such debt obligations will be used to reimburse the Reimbursement Expenditures; and

WHEREAS the Issuer declares its reasonable official intent to reimburse prior expenditures for the above-described part of the Project with proceeds of a subsequent borrowing:

NOW THEREFORE, the Issuer declares:

Section 1. The Issuer finds and determines that the foregoing recitals are true and correct, and that all of the capital expenditures covered by this Resolution were or will be made no earlier than 60 days prior to the date of this Resolution.

Section 2. This declaration is made solely for the purposes of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations. This declaration does not bind the Issuer to make any expenditure, incur any indebtedness, or proceed with the Project.

Section 3. The Issuer hereby declares its official intent to use proceeds of indebtedness to reimburse itself for Reimbursement Expenditures within 18 months of either the date of the first expenditure of funds by Issuer for such Project or the date that such Project is placed in service, whichever is later (but in no event more than three years after the date of the original expenditure of Issuer funds for such Project), and to allocate an amount not to exceed \$250,000.00 of the proceeds thereof to reimburse itself for its expenditures in connection with the Project.

Section 4. The Issuer’s debt obligations for the aforementioned purpose will not be “private activity bonds” within the meaning of Section 141 of the Internal

Revenue Code of 1986.

Section 5. All prior actions of the officials and agents of Issuer that are in conformity with the purpose and intent of this Resolution and in furtherance of the Project shall be and the same hereby are in all respects ratified, approved and confirmed.

Section 6. All other resolutions of the legislative body of the Issuer, or parts of resolutions, inconsistent with this Resolution are hereby repealed to the extent of such inconsistency.

Section 7. It is hereby found that all discussions and deliberations of the legislative body of the Issuer leading to the adoption of this Resolution occurred at one or more meetings of the legislative body conducted pursuant to public notice and open to public attendance.

Section 8. This declaration shall take effect upon its adoption.

Dated this _____ day of September, 2026.

TOWN OF WAITSFIELD SELECTBOARD

Brian Shupe, Chair

Larissa Ursprung, Vice Chair

Fred Messer

Charles Curtis

David Babbott-Klein

The undersigned, Clerk of the Issuer, hereby certifies that the foregoing is a full, true and correct copy of the declaration of the legislative body of said Issuer duly made at a meeting thereof held on the date, specified below, and that said declaration was not amended, modified or revoked.

Jennifer Peterson, Town Clerk

DATE: September 28, 2026

Waitsfield Town Work Plan

Town Operations

project	Priority	Person	Status	Date
Cybersecurity	High	York Haverkamp	Done	5/23/2025
Town meeting prep	Medium		Working on it	5/23/2025
Town staff succession planning	Medium			
Assistant Town administrator	Low			
Website clean-up and backlog of agendas	Medium		Working on it	
Contracts	Medium			
Flood recovery/public resources	Medium			
Filling Open Positions	High			
Figure out how to facilitate vacations for town staff	Medium		Done	
Master Calendar for municipal spaces	Medium		Stuck	
animal control officer	High		Done	
reporting to town about what is going on	High		Working on it	
Digital signatures between meetings	Medium		Done	5/23/2025
ACO, and or, Town Admin ability to write fines	Medium		Working on it	

Budget & Financial Planning

project	Priority	Person	Status	Date
Health Insurance options	Medium	Larissa Ursprung	Done	5/22/2025
Capital improvement plan	High		Working on it	5/26/2025
Cemetery Trust investment policies	Low		Done	
Infrastructure funding brainstorm	High		Working on it	
Streamlining Budgetary system	High			

Property Maintenance

Waitsfield Town Work Plan

project	Priority	Person	Status	Date
Town office	Medium		Working on it	
Fire Station	Medium			
Town garage	Critical ⚠️		Working on it	12/4/2025
General Wait House maintenance	Medium			
Fire hydrant E Warren rd and Rolston rd	High		Done	
Fairgrounds property	Medium		Working on it	
Develop System for Town Easements	Low			
Farley Park	High		Working on it	
wu ledges	High		Working on it	

Roads and Transportation

project	Priority	Person	Status	Date
New culverts from Flooding event 2024	High		Working on it	
Review and analyze class 4 to potentially reclassify	Low			
Rt 100/17 intersection	Medium		Stuck	
Covered Bridge height restriction barriers	Medium			
Culvert review and plan	High		Working on it	
Meadow Road Bridge	High			
municipal road general permit	Medium			
paving plan	Medium			
other ways to ensure crosswalks are safe	High			
LHMP annual review	Medium			

Grant Applications and Administration

Waitsfield Town Work Plan

project	Priority	Person	Status	Date
ARPA funds	High		Done	
Paving Project grant	High		Done	
RRFB	High		Done	
Grant opportunities - proposals and open applications	High			

Planning Projects

project	Priority	Person	Status	Date
Waitsfield Wastewater Infrastructure Project	High		Working on it	
Irasville Master Planning	High		Working on it	
Fire Dept. update and refine Capital Improvement Plan	Medium			
Working list of Town assets and care plan	Medium		Working on it	

Ordinance and Policies

project	Priority	Person	Status	Date
Personnel policy	Medium			
Procurement policy	Medium			
Water ordinance	High		Working on it	
Domestic animal ordinance	High		Done	
2021 Tax Stabilization policy				
MOA between Waitsfield/Fayston	Medium			
Short term rentals	High		Working on it	
Website posting of all	Medium			
workforce housing options	Medium			
Dog/animal control ordinance review	High		Done	
speed ordinance update	Medium		Done	

Waitsfield Town Work Plan

review the lawn sale ordinance	Low		Done	
review all ordinances and see if updates etc are applicable	Medium		Working on it	

Conservation, Climate, & Natural Resources

project	Priority	Person	Status	Date
Town energy use - efficiency/renewables, etc.	Medium			
Ash Tree plan	High		Working on it	
Knotweed	Medium			
Town office EV charging station	Low			
Tardy Parcel improvements and Farley Riverside park	Medium		Working on it	
Overlay District	High		Done	
MERP \$4000 grant	High			

For Future Consideration?

project	Priority	Person	Status	Date
Dana Hill Rd Water Bars	Medium		Done	
Butternut Hill Road?	High		Working on it	
SB Site visits	Medium		Done	
Consider Aaron Shea proposal for workforce housing on Town Land	High		Working on it	
adding solar pedestrian lighting to center of town	Low			
palmer hill rd needing funds for contractor to fix	Medium			

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: Ski & Skate Sale
- 2) Date(s) of Festival: 11/14/2026
- 3) Location of Festival: Waitsfield Elementary School
- 4) Hours of Festival: 7am to 4pm
- 5) Sponsor of Festival: Sugarbush, Mad River Glen and Waitsfield PTA
Address: 3951 Main Street
Waitsfield VT, 05673
Phone #: 802-496-3643
e-mail: waitsfieldelementarypta@gmail.com
- 6) Please provide names of principal individuals responsible for the festival:

<u>Name</u> <u>Sophie Treitak</u> <u>Phone</u> <u>setreitak@gmail.com</u> <u>Address</u>	<u>Name</u> <u>Kaiya Karb WES Principal</u> <u>Owner</u> <u>802-3496-3643</u> <u>Phone</u>
<u>Address</u> <u>3951 Main St</u> <u>Waitsfield VT 05673</u>	<u>Address</u> <u>800</u> <u>Phone</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.

- 8) A. Number of tickets to be printed, if applicable: We Sell Early Access Tickets Usually

B. Number of persons reasonably expected to attend: 800

C. Fee: \$25 for each 250 persons expected to attend: \$80

D. If festival is charitable or non-profit, are you requesting a fee waiver? YES

If so, please explain the charitable or non-profit nature of the event: _____

This Event is the WES PTA's fundraiser to raise money to support for the Wes Students and staff. The WES PTA is a registered 501C (3)

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:

We have gotten permission from all neighboring business for parking.

We will have the sheriff onsite Saturday. Volunteers will be posted for parking and security / crowd control

10) Summary of advertising and sign material including scope, general description and estimated budget therefore. ATTACH SEPARATE SHEET IF NEEDED:

The PTA pays for ads in the local papers

We will be hanging posters as well as lawn signs leading up to sale

We tend to spend around \$1k on advertising

11) General nature of the festival, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED:

This is a ski & Skate sale where vendors and the general public can sell their ski gear and also purchase gear

12) If food and beverage are to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED:

No food or beverages will be served

13) I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

Signature

Printed Name of Applicant

Date

Disposition of application – For Town Use Only

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

Conditions:

By: Waitsfield Selectboard

STORMWATER POLLUTION PREVENTION PLAN
FOR:

TOWN OF WAITSFIELD, VERMONT
4144 MAIN STREET
WAITSFIELD, VERMONT 05673

SWPPP CONTACT:

YORK HAVERKAMP, TOWN ADMINISTRATOR
TOWN OF WAITSFIELD
(802) 496-2218
york.haverkamp@waitsfieldvt.gov

ONSITE SWPPP CONTACT:
JOSH ROGERS, ROAD FOREMAN
TOWN OF WAITSFIELD
(802) 496-8897
road.foreman@waitsfieldvt.gov

SWPPP PREPARATION DATE:
AUGUST 25, 2026

TOWN OF WAITSFIELD MUNICIPAL GRAVELPIT
STORMWATER POLLUTION PREVENTION PLAN
(LAST REVISED AUGUST 23, 2011)

1.0 INTRODUCTION

This Stormwater Pollution Prevention Plan (SWPPP) has been prepared by the Town of Waitsfield and DuBois & King, Inc. to provide the administrative and operating personnel of the Town of Waitsfield Road Department with the appropriate information and guidance to ensure that stormwater discharges from the proposed gravel pit facility are properly managed in compliance with the General Permit (3-9003).

The contents of this plan are limited to the items in the General Permit that specifically apply to the Town of Waitsfield Municipal Gravel Pit operation located at 3292 Main Street in Waitsfield, Vermont. In general, this plan identifies the potential sources of stormwater pollution and provides recommendations for implementing best management practices to reduce these pollutants. More specifically, this plan contains the necessary certifications and signatures required by the permit, identifies the members of the stormwater pollution prevention team and their responsibilities, describes the potential sources of pollutants that may reasonably be expected to affect stormwater quality at the site, and identifies the appropriate stormwater management and controls for the facility. Inspection, sampling, and analysis requirements are also provided to give the pollution prevention team the necessary guidance to comply with the permit.

This plan should be revised and updated periodically as necessary to include any changes in the permit conditions that relate to specific operations at the facility. Significant changes to the site operations may require an amendment to this plan.

1.1 FACILITY INFORMATION

Facility Information

Facility Name: Town of Waitsfield Municipal Gravel Pit

Street Address: Off Armstrong Road

City: Waitsfield

State: VT

Zip: 05673

Latitude: 44° 12' 21" Longitude: 72° 49' 01"

Permit Number: 6035-90003.R

SIC Code(s): 1442 and 1446

MSGP Sector: J

Discharge information

The facility does not discharge to a municipal separate storm sewer system. Additionally, the facility does not discharge to an impaired receiving water. The facility is subject to the following monitoring and effluent limitations:

Subsector	SIC Code	Parameter	Monitoring Concentration
Subsector J1. Sand and Gravel Minding	SIC 1442, 1446	Nitrate plus Nitrite Nitrogen	0.68 mg/L
		Total Suspended Solids (TSS)	100 mg/L

Industrial Activity	Parameter	Effluent Limit
Mine dewatering discharges at construction sand and gravel mining (SIC 1442)	pH	6.0 – 9.0
Mine dewatering discharges at industrial sand mining facilities (SIC 1446)	Total Suspended Solids (TSS)	25 mg/L monthly average
		45 mg/L, daily maximum
	pH	6.0 – 9.0

The facility does not have any buildings located on the property including maintenance, vehicle storage, or supply sheds. Vehicles travel to the site to perform specific extraction and stockpiling activities. Stockpiles are removed as sand and gravel are used for town needs. Rock crushing activities are performed approximately 4 weeks every other year.

There are no defined stormwater outfalls from the extraction area. Stormwater primarily sheet flows to surrounding vegetated areas and infiltrates within the gravel pit excavations. The site has diversion ditches to collect stormwater and convey to the self-contained excavation areas.

1.2 CONTACT INFORMATION/RESPONSIBLE PARTIES (SWPPP TEAM MEMBERS)

Facility Operator: Town of Waitsfield

Company Name and Contact Name: Josh Rogers, Road Foreman

Address: Town Garage, 761 Tremblay Road

City, State, Zip Code: Waitsfield, Vermont 05673

Telephone Number: (802) 496-8897

Email Address: Road.Foreman@waitsfieldvt.gov

Facility Owner: Town of Waitsfield, Vermont

Address: 9 Bridge Street, Waitsfield, Vermont 05673

Phone: (802) 496-2218 (Town Office) Fax: (802) 496-9284

E-mail: York.haverkamp@waitsfieldvt.gov

SWPPP Contact (primary): York Haverkamp

Telephone: (802) 796-2218

Email address: York.haverkamp@waitsfieldvt.gov

SWPPP Contact (backup): Josh Rogers

Telephone: (802) 496-8897

Email Address: road.foreman@waitsfieldvt.gov

Person Responsible For Conducting Inspections:

Contact Name: York Haverkamp

Telephone: (802) 796-2218

Email address: York.haverkamp@waitsfieldvt.gov

Person Responsible For Conducting Inspections (On-site):

Contact Name: York Haverkamp

Telephone: (802) 796-2218

Email address: York.haverkamp@waitsfieldvt.gov

Person Responsible For Conducting Required Quarterly and/or Effluent Monitoring:

Contact Name: York Haverkamp

Telephone: (802) 796-2218

Email address: York.haverkamp@waitsfieldvt.gov

Person Responsible For Conducting Required Quarterly and/or Effluent Monitoring (Back-up):

Contact Name: York Haverkamp

Telephone: (802) 796-2218

Email address: York.haverkamp@waitsfieldvt.gov

1.3 STORMWATER POLLUTION PREVENTION TEAM

The pollution prevention team is responsible for developing, implementing, maintaining, revising, and ensuring compliance with the facility's SWPPP. The pollution prevention team is identified on the Pollution Prevention Team Member Roster in Appendix A. Specific responsibilities of each team member are also identified on the roster.

1.4 SITE DESCRIPTION

The Town of Waitsfield owns a 77-acre parcel north of Waitsfield Village that contains a former privately-owned gravel pit that has been out of use for several years. The Town intends to use less than ten acres of the lot for municipal gravel supply operations. The lot is located in the Agricultural-Residential Zoning District. A Parcel Map showing the project location is attached in Appendix B. The parcel is on the west site of Route 100 near the intersection of Route 100 and Tremblay Road. The land is largely wooded, and an unnamed tributary of the Mad River runs through the property.

Access to the property is from a shared driveway at 3292 Main Street. as shown on the Parcel Map. The existing access road on the Town lot will be improved, as needed, to accommodate the project.

Based on the Town's preliminary evaluation of the soil conditions through test pitting, the Town estimates that approximately 9 acres of the site may contain suitable material to be extracted for sand, gravel, and crushed gravel. For the two approximate areas noted on the attached Parcel Map, an average extraction depth of 8 feet was assumed based on the test pitting results. The larger of the two areas is bisected by a stream, limiting the area that is suitable for extraction. Assuming approximately 4.5 acres each of the two areas contains suitable extractable material, the Town has estimated a volume of approximately 100,000 to 150,000 cubic yards of material to be extracted. Based on the Town's needs, this material may be extracted over a period of roughly 20 years, which suggests an annual average extraction rate of 5,000 to 7,500 cubic yards per year.

1.5 NARRATIVE SITE DESCRIPTION

The percent of impervious area of the site was calculated from the proposed general plans developed for the Town of Waitsfield Municipal Gravel Pit. The results are as follows:

Approximately 33,150 square feet of gravel access roads and no other impervious surfaces are planned for this project. The total impervious area (33,150 square feet) is approximately 0.76 acres. The total area of the facility is 74.2 acres; therefore, the percent of impervious area is calculated to be approximately 1%.

Stormwater discharge points or monitoring sample points are limited at the gravel pit site due to the predominately self-contained excavation. Two sample points (one for each phase of the gravel pit) have been identified on the Site Plan in Appendix B. Stormwater runoff samples should be pulled from these existing vegetated swales downstream of the active gravel pit operation per the sampling requirements within Section 7.

1.6 SITE MAPS

The general and site location map is shown the Vermont ANR map included in Appendix B. The site plans in Appendix D show the locations of impervious surfaces (access roadways), directions of stormwater flow, and locations of routine site activities. Stormwater discharge and monitoring points (DP-001 & DP-002) are identified on the Site Plan.

2.0 POTENTIAL POLLUTANT SOURCES

2.1 ACTIVITIES AT THE FACILITY

The following operations are anticipated at this gravel pit facility; refer to the site map for a general layout of the gravel pit operations.

- Logging of Active Pit Area,
- Topsoil Removal and Stockpile,
- Sand and Gravel Extraction and Processing,
- Crushing and Screening Operations, and
- Loading and Hauling of Material.

2.2 RECEIVING WATERS AND WETLANDS

Existing surface drainage in the proposed gravel extraction areas is generally to the south and southeast. Because of the well-drained soils in both locations, most precipitation appears to infiltrate. The only evident natural drainageway in the proposed excavation areas is a shallow swale at the northwest end of the western gravel extraction area (see Sheet 2 of the site plans); however, this shallow swale has no obvious outlet so it appears that runoff entering the area from this swale also infiltrates once it reaches the well-drained soil.

The proposed drainage plan for the completed gravel pit excavations is to maintain a similar pattern to the pre-existing conditions. Finish grading will generally direct surface drainage to the south and southeast to ultimately infiltrate. What does not infiltrate could eventually flow south of the project site, ultimately discharging to an unnamed tributary of the Mad River.

2.3 EXPOSED MATERIALS AND POTENTIAL POLLUTANT SOURCES BY AREA

Operations at the site are generally focused into three areas:

- Gravel access roads (western and eastern),
- Stockpile and staging areas (western and eastern), and
- The gravel extraction areas (western and eastern).

Descriptions of the activities, pollutants, potential spills and leaks, and other pertinent

information about these areas are provided below.

2.3.1 Area 1 – GRAVEL ACCESS ROADS (WESTERN AND EASTERN)

The existing gravel access roads will be improved in two phases (Phase IA and IIA). The main access road will be widened to a maximum of 18 feet during Phase IA for access to the western gravel extraction area. Upon completion of the western gravel extraction area, the access road spur (Phase IIA) will be improved to a maximum of 18 feet for the eastern gravel extraction area. Construction phasing will limit the amount of disturbed soil exposure during all phases of this project. The following summarizes the pertinent information regarding Area 1:

Activities in Area 1 (During Improvement of Access Roadways)

During construction improvements for the gravel access roads, the following activities are anticipated (see attached site plans):

1. Installation of erosion and sediment control practices including, but not limited to, protective/delineation fencing, silt fence, diversion ditches, temporary stone check dams, and temporary stockpile and staging areas.
2. Mobilization, clearing, grubbing, and the stripping of topsoil.
3. Rough grading and expansion of the gravel roadway including bridge construction for the stream crossing (Phase IA).
4. Stabilization by use of finished roadway gravel, stream and drainage channel lining, erosion control matting, topsoil, seed, and mulch.

Activities in Area 1 (During Normal Pit Operations)

During normal gravel pit operations, the access road activities will typically be limited to vehicular traffic by heavy equipment and haul trucks. The access roadways will also require some maintenance similar to other gravel roadways around town.

2.3.2 Area 2 – STOCKPILE AND STAGING AREAS (WESTERN AND EASTERN)

Construction phasing will limit the amount of disturbed soil exposure during all phases of this project. The stockpile and staging areas will be constructed and utilized in two phases (Phase IB and as part of Phase IIA). The western stockpile and staging areas will be constructed and utilized first with Phase I gravel extraction operations. After completion of the western gravel extraction operations, the eastern stockpile and staging area will be constructed for Phase II operations within the eastern gravel pit area. Following is a summary of pertinent information regarding Area 2:

Activities in Area 2 (During Construction of Stockpile and Staging Areas)

During construction of the gravel pit stockpile and staging areas, the following activities are anticipated (see attached site plans):

1. Installation of erosion and sediment control practices including, but not limited

to, protective/delineation fencing, silt fence, diversion ditches, temporary stone check dams, and temporary stockpile and staging areas.

2. Limited clearing and grubbing of the stockpile/staging area.
3. Creation of a self-contained excavation area (no outlet for stormwater) to a minimum depth of 2 feet. This will stabilize Phases IB and IIA for crushing and screening operations as well as for topsoil and gravel stockpiling.

Activities in Area 2 (During Normal Pit Operations)

During normal gravel pit operations, the stockpile and staging area activities shall include the following:

1. Stockpiling of earth materials extracted from the gravel pit area including topsoil, sand, and gravel.
2. Operation and storage of the crushing and screening equipment.
3. Possible temporary storage of wood and stumps from gravel pit clearing (until reused).

2.3.3 Area 3 – GRAVEL EXTRACTION OPERATIONS (WESTERN AND EASTERN)

The two gravel extraction areas will be developed in a phased approach. The two gravel pit areas are clearly defined on-site and separated by a stream with 50-foot stream buffers on either side. The following summarizes pertinent information regarding Area 3:

Activities in Area 3

During gravel extraction operations within the gravel pit areas, the following activities are anticipated (see attached site plans):

1. Installation of erosion and sediment control practices including, but not limited to, protective/delineation fencing, silt fence, diversion ditches, temporary stone check dams, and temporary stockpile and staging areas.
2. Mobilization, clearing, grubbing, and the stripping of topsoil.
3. Creation of a minimum 2-foot deep self-contained excavation area (no outlet for stormwater) to stabilize that phase of gravel extraction operations.
4. Gravel extraction and hauling of materials off-site or to the stockpile, staging, crushing, and screening area.
5. Once gravel extraction operations are nearing 1.5 acres of disturbed area in the current phase, reclaim the excavated area by finish grading, topsoil, seeding, and mulching prior to beginning work in a new phase/area of the gravel pit (see project plans).

Pollutants

Anticipated significant materials to be handled, treated, stored, or disposed of that may be exposed to stormwater in Areas 1 through 3 include the following (See sheet 3A of the site plans for the identified areas):

Inventory of Areas 1 through 3 and Activities Exposed to Stormwater

MAP KEY	ACTIVITY/AREA OF THE FACILITY	SIGNIFICANT MATERIALS	AMOUNT (APPROX.)	DISCHARGE POINT
1-1	Access Roads – Heavy equipment and dump truck traffic along gravel access roads. Limited clearing and grading to improve road.	Oil	Possible drips and drops	Sheet runoff to infiltration or sheet runoff to an unnamed tributary of the Mad River
		Antifreeze	Possible drips and drops	
		Steering and transmission fluids	Possible drips and drops	
		Fuel	Possible drips and drops	
		Grease	Small quantities	
		Gravel from roadways	Undetermined	
		Trees and stumps	Undetermined	
1-2	Crushing and Screening – Crushing and screening equipment will be exposed to stormwater. Raw, intermediate, and finished products (soils) are stored in the designated stockpile areas and are exposed to stormwater	Oil	Possible drips and drops	Sheet runoff to infiltration
		Antifreeze	Possible drips and drops	
		Steering and transmission fluids	Possible drips and drops	
		Fuel	Possible drips and drops	
		Grease	Small quantities	
		Topsoil, sand, and gravel	Undetermined	
1-3	Heavy equipment and dump truck operations will occur for the gravel extraction and stockpiling. Clearing and grubbing will also be performed to prepare areas for gravel extraction. Raw, intermediate, and finished products (soils), within the gravel pit or the stock pile areas are also exposed to stormwater.	Oil	Possible drips and drops	Sheet runoff to infiltration
		Antifreeze	Possible drips and drops	
		Steering and transmission fluids	Possible drips and drops	
		Fuel	Possible drips and drops	
		Grease	Small quantities	
		Topsoil, sand, and gravel	Undetermined	
		Trees and stumps	Undetermined	

2.4 INVENTORY OF PAST SPILLS AND LEAKS

The facility has not been any spills or leaks. Spills and leaks in areas exposed to stormwater could potentially occur in Areas 1, 2, and 3 from heavy equipment use for gravel extraction, processing,

and hauling on and off site. Bulk liquids will not be stored on the site, as equipment maintenance will take place at the Town Garage on Tremblay Road.

2.5 NON-STORMWATER DISCHARGES

No unauthorized non-stormwater discharges to waters of the United States have occurred or are anticipated at the facility. The facility does not have any outfalls to test for non-stormwater discharges as there are no stormwater collection structures.

2.6 ALLOWABLE NON-STORMWATER DISCHARGES (FACILITY WIDE)

The following allowable non-stormwater discharges may occur at the facility and may be mixed with stormwater discharges:

- Discharges from the water spray down of gravel haul roads and crushing and screening operations for dust control. No chemicals will be applied.
- Potable water may be used to irrigate reclaimed areas for vegetative establishment.
- No vehicle washing will be permitted at this facility.

2.7 SAMPLING DATA SUMMARY

Sampling data is summarized in Appendix C.

3.0 STORMWATER CONTROL MEASURES (SCM)

3.1 BEST MANAGEMENT PRACTICES IDENTIFICATION

Best management practices (BMPs) will be implemented as described below to address the areas inventoried above.

3.2 SOURCE PROTECTION BMPs

This section describes practices that will be implemented to prevent the materials used on-site from mixing with stormwater.

3.2.1 AREA SPECIFIC BMPs

Minimizing Exposure

Raw, intermediate, and finished soil products are stored within the active gravel extraction area or within the designated stockpile areas. The facility is exposed to precipitation; however, the threat of pollution from these gravel pit practices is minimal, and this exposure does not need to be eliminated. The project phasing, which limits the amount of disturbed area open at any given time, and the self-contained excavations will reduce the amount of pollution exposure from sediment.

The heavy equipment and dump trucks used for the gravel extraction and transportation operations will be stored, fueled, and maintained off-site at the Town Garage.

The gravel crushing equipment will likely be leased to the Town. The Town anticipates approximately

four weeks of gravel crushing operations per year. During this four-week period annually, the crusher area should be maintained through good housekeeping practices as it will likely not be covered from stormwater precipitation.

Spill Prevention and Response

Preventive measures for consideration include vehicle inspections and maintenance (to limit the chances of vehicles breaking down, operating inefficiently, spilling fluids, etc.), initial clean-up response with dry methods to contain leaks before they are exposed to stormwater, and procedures for material storage and handling.

- *Vehicle Inspections and Maintenance:* The Town of Waitsfield Highway Department shall continue their inspection and maintenance program on the equipment and vehicles to be used within the gravel pit. Proper equipment inspection and maintenance will help reduce the likelihood of a spill or leak from developing during equipment operation.
- *Dry Methods of Spill Clean-up:* In the event of a spill, the spill shall be stopped at its source and dry methods of clean-up shall be performed on the spill. Approved dry methods include using a barrier (absorbent pads or socks), temporary dike, or trench. For larger spills, a clean-up contractor with the proper training and equipment will likely need to be hired.
- *Material Storage and Handling Procedures:* Liquid materials used at the facility shall be stored inside in the manufacturer's original container with the original labeling whenever possible. Material Safety Data Sheets for products used at the facility should be maintained in common binders located in a readily accessible area at the Town Garage. The manufacturers' instructions for safe handling should be followed.
-

The proposed area-specific BMPs are summarized in the following table:

3.2.2 – GRAVEL PIT EXTRACTION AREAS AND ASSOCIATED OPERATIONS

BMP	Implementation Date	Responsible Party
Gravel Extraction Areas		
The gravel extraction operations shall take place in phases per the project plans to minimize the amount of earth disturbance and potential for soil erosion.	Throughout the Project	Road Commissioner
Diversion ditchlines for stormwater runoff shall be constructed per the project plans prior to gravel extraction within that area. Diversion ditchlines shall be maintained as needed.	Throughout the Project	Road Foreman
Maintain vegetative perimeter around the gravel extraction areas to provide a natural buffer for stormwater runoff. Reclaim the active area for gravel extraction with vegetative cover prior to moving into a new phase.	Throughout the Project	Road Foreman

Install and maintain the protective fence to delineate the limit of earth disturbance during each phase of gravel extraction.	Throughout the Project	Road Foreman
Create a self-contained excavation area (i.e., no outlet for stormwater) for each phase of the gravel extraction operations.	Throughout the Project	Road Foreman
Materials Handling		
When using fuel or other liquids, have a spill kit and trained employee present.	Throughout the Project	Road Foreman
Cover dump truck loads prior to hauling material off site to reduce spillage of material and excess dust.	Throughout the Project	Road Foreman
Stockpile and Staging Areas		
Maintain vegetative perimeter around the stockpile and staging areas to provide a natural buffer for stormwater runoff.	Throughout the Project	Road Foreman
Install and maintain the silt fence for sediment control and protective fence to delineate the limit of earth disturbance during preparation of the stockpile and staging areas.	Throughout the Project	Road Foreman
Create a self-contained excavation area (i.e. no outlet for stormwater) for the stockpile, crushing, and screening operations.	Throughout the Project	Road Foreman
Equipment Maintenance		
Perform repair work indoors at the Town Garage. Prevent excessive buildup of oils and grease on equipment, specially the screening and crushing equipment, which will not be covered. Use drip pans under equipment during maintenance. Routinely inspect equipment for leaks.	Throughout the Project	Road Foreman
Collect and properly manage used oil, filters, antifreeze, cleaning solutions, batteries, hydraulic oils, and transmission fluids. These materials are to be stored off-site at the Town Garage.	Throughout the Project	Road Foreman
Spill Prevention and Response		
Use lightweight reusable absorbents (pads, socks, booms, and launderable rags); use drip pans to minimize the use of absorbents.	Throughout the Project	Road Foreman
Fuel deliveries, if any, should be attended by a representative of the Town Highway Department. Normal equipment and vehicle fueling to take place at the Town Garage.	Throughout the Project	Road Foreman
Employee Training		
Train employees to minimize waste generation, practice good housekeeping habits, handle hazardous materials properly, and prevent/minimize stormwater pollution (see Section 6.2).	Throughout the Project	Road Commissioner

3.2.3 SITE-WIDE BMPs

Best Management Practices to be used at the facility on a site-wide basis are described in the table below:

BMP	Implementation Date	Responsible Party
Gravel Extraction Areas		
All spills will be cleaned up immediately using dry methods. Spill areas should never be washed down with water.	On Occurrence	Road Commissioner
Regularly pick up and dispose of all discarded waste material.	Daily	Road Foreman
Keep all containers clean and free of corrosion.	Throughout the Project	Road Foreman
Install and maintain the silt fence for sediment control and protective fence to delineate the limit of earth disturbance during operations within that phase.	Throughout the Project	Road Foreman
Create a self-contained excavation area (i.e. no outlet for stormwater) for each phase of operations.	Throughout the Project	Road Foreman
Maintain vegetative perimeter around each phase of the gravel pit operations to provide a natural buffer for stormwater runoff. Restore vegetative cover in the active area for gravel extraction prior to moving into a new phase.	Throughout the Project	Road Foreman
Diversion ditchlines for stormwater runoff shall be constructed per the project plans prior to gravel extraction within that area. Maintain diversion ditchlines as needed.	Throughout the Project	Road Foreman
Keep traffic speeds at the facility low to avoid the generation of dust.	Throughout the Project	Road Foreman
Cover dump truck loads prior to hauling material off site to reduce spillage of material and excess dust.	Throughout the Project	Road Foreman
When unloading fuel or other liquids, have a spill kit and trained employee present.	Throughout the Project	Road Foreman
Inspect and test all equipment that could result in a discharge to stormwater. Adjust, repair, or replace all such equipment to ensure proper working order. Keep records of all inspections, repairs, and tests.	See Equipment Inspection Schedule Below	See Equipment Inspection Schedule Below

A recommended inspection schedule for equipment is provided below. Equipment inspection and maintenance log forms should be completed by qualified personnel according to the inspection schedule, and the inspection log forms should be kept in the vicinity of the equipment in plain sight. Preventive maintenance involves the regular inspection, testing, maintaining, and repairing of all industrial equipment. These inspections should identify conditions such as cracks, slow leaks, or other operational problems that could cause breakdowns or failures resulting in discharges exposed to stormwater. A good preventative maintenance program will prevent breakdowns and failures by adjustment, repair, or replacement of equipment.

Equipment Inspection Schedule

Equipment to be Inspected	To be Performed by	Frequency*
Front End Loader	Operator	Daily
Excavator	Operator	Daily
Dump Trucks	Driver	Daily
Screening	Operator	Weekly

Crusher	Operator	Daily

*Listed inspection frequencies are for active equipment

3.3 SPILL RESPONSE PROCEDURES

In the event of a spill or leak, response procedures must include notification of appropriate facility personnel and regulatory agencies (see below) as well as procedures for stopping, containing, and cleaning up the spill or leak.

The following BMPs shall be used at the facility for spill prevention and emergency preparedness:

- Develop a spill prevention plan; involve employees as they know how and why spills occur.
- When transferring liquids, use drip trays, funnels, or other means to avoid spills.
- Keep all containers closed when not adding or removing material.
- Store all containers on an impervious surface (preferably concrete) that is protected from weather.
- Instruct employees in spill response procedures, and cover basic safety precautions such as:
 - Minimize contact with or walking in spilled material;
 - Minimize inhalation of any gases, vapors, or smoke that result from a spill; and
 - Promptly wash any skin that comes in contact with spilled material.
- Post a list of emergency numbers next to the phone(s) at the Town Garage (see attached list in Appendix D) and at the gate to the gravel pit driveways.
- Maintain spill control and containment equipment in a dedicated location within the gravel pit for easy access by Town employees.

These practices will help prevent spills and ensure preparedness, but cannot guarantee that spills will not occur. In the event of a spill at the gravel pit, the following procedures shall be used to respond:

1. Assess the Hazard and Perform Initial Response (if appropriate)

For spills that can be safely managed without assistance:

- *Stop the Spill at its Source* - In the event of a leak or spill from a piece of equipment or vehicle, the liquid material should be transferred into a liquid-tight replacement container of suitable size and compatible material, possibly using a drum transfer pump. The cause of the leak or spill shall be investigated and corrective actions taken to prevent a reoccurrence.
- *Prevent Spilled Material from Entering Waterways, Drainage Ditches, and Other Stormwater Sources* - Wherever possible, the release should be confined to an impervious surface until the liquid can be properly cleaned up.
- *Contain Spilled Material* - Construct a barrier (absorbent pads or socks), temporary dike, or trench.

For all other spills, the Fire Department may need to be contacted to assist with

containment of the release, and a cleanup contractor will likely need to be hired since they have the training and equipment necessary to safely respond to dangerous hazardous material spills. A list of spill cleanup contractors that operate in Vermont is maintained on-line at http://www.anr.state.vt.us/dec/wastediv/spills/spills_program.htm.

2. Report the Spill

The emergency contacts for the facility (see attached contact list) should be notified of any release of more than one gallon. Any hazardous material spill to the land or water that meets the following criteria must be immediately reported to the Department of Environmental Conservation (DEC) Spill Response Team (spill team) by calling the 24-hour Hazardous Materials Spills Hotline at 1-800-641-5005. If there is any question about whether a spill is reportable, call.

- A spill of two gallons or more;
- A spill that is less than two gallons, but poses a threat to human health or the environment (for example, a gallon of gasoline spilled to a wetland); or,
- A spill that exceeds a CERCLA reportable quantity (CERCLA Reportable quantities of hazardous substances are listed in 40 CFR Section 302.40).

Any person who has knowledge of a spill and who may be subject to liability for that spill is responsible for reporting the spill. In addition to reporting to the DEC, any spill of hazardous material that impacts or threatens surface water (lakes, streams, wetlands) must also be reported to the U.S. Coast Guard via the National Response Center at 1-800-424-8802.

3. Clean Up and Follow Up

Any business that may be responsible for a spill must:

- Ensure that the spill is cleaned up to the extent that it no longer presents a threat to human health or the environment;
- Make a hazardous waste determination for all spill cleanup materials;
- Ensure that contaminated soil, water, and debris is collected and managed appropriately;
- For any reportable spill, submit a written follow-up report within ten days detailing how the spill was cleaned up and how waste was managed; and
- The SWPPP shall be modified within 14 days of knowledge of a spill to include information regarding the nature, date, and cause of the release. The plan will be modified with measures to prevent reoccurrence and to improve response.

Sorbent pads, granular sorbents, and sorbent socks may be used to clean up incidental and small scale spills on impervious surfaces. The used sorbent materials must be properly disposed of according to State rules.

For more information regarding spills contact:

VTDEC

Waste
Management

Division

103 South Main Street
West Building
Waterbury, VT 05671-0404
802-241-3888

VTDEC
Environmental Assistance Office
103 South Main Street
Cannery Building
Waterbury, VT 05671-4911
800-974-9559

For general program questions, contact Marc Roy, DEC Spills Section Chief at 802-241-3874.

3.3.1 CONTACT INFORMATION

A release containing a hazardous substance or oil in a reportable quantity (according to 40 CFR 110, 40 CFR 117, or 40 CFR 302) must be immediately reported to the appropriate regulatory agency. In the event of such a release, an Emergency Contact list is attached. For large spills or leaks, the facility's representative may need to request assistance from the local Fire Department with containment of the release.

3.4 VEHICLE AND EQUIPMENT WASHING

Vehicles and equipment will not be washed on-site.

3.5 SEDIMENT AND EROSION CONTROL

The majority of the facility is forested. To minimize the potential for erosion and sedimentation affecting stormwater quality, the following procedures should be used:

- Maintain the gravel access roads to limit the formation of potholes and puddles;
- Reclaim areas that are not seeded, and re-seed areas that are sparse with grass;
- The phasing plan shall be followed to limit the amount of open disturbed area at any given time, thereby reducing the potential for erosion; and,
- In areas that experience recurring erosion or potholing, surfacing with gravel should be considered.

Prior to beginning any construction project disturbing greater than one acre that is not within a self-contained excavation, the facility should contact the Agency of Natural Resources at (802) 241-4320 to determine if a Construction General Permit is required. In addition, if 5,000 or more square feet of additional impervious surfaces are constructed (for example, additional gravel parking or buildings in currently grassy or forested areas), a Stormwater Discharge Permit may also be required.

3.6 STRUCTURAL BMPs

The site is designed for sheet flow runoff from gravel roadways to the surrounding vegetated areas for treatment prior to discharge or infiltration. The gravel extraction, stockpile, and staging areas will provide for sheet flow runoff to infiltration within the self-contained excavations and well drained sand and gravel sub-base material. A few of the stormwater management practices that are being used at the site (and are considered appropriate) include:

- Stormwater diversion ditchlines along the gravel extraction areas,
- Phasing plan to limit earth disturbance and encourage vegetation,
- Maintain required stream buffers from gravel pit operations,
- Self-contained excavations with infiltration, and
- Reclamation plan for each phase of the gravel extraction areas to re-establish vegetation.

4.0 SCHEDULES AND PROCEDURES

4.1 ROUTINE FACILITY INSPECTIONS

The General Permit for stormwater discharges requires that facility-wide inspections be conducted at least monthly by qualified personnel, including all areas of the facility where industrial materials or activities are exposed to stormwater. The table below provides a suggested schedule for the inspection of the areas critical to preventing stormwater pollution. If any unsatisfactory conditions are identified during an inspection, the frequency of inspections will become twice monthly until the condition is made satisfactory. Samples of recommended inspection log forms are included in Appendix E. These logs should be completed by qualified personnel in accordance with the inspection schedule.

Copies of the completed logs should be submitted to the Pollution Prevention Team leader and maintained as part of this plan. Copies can be filed in Appendix E of this document.

Facility Inspection Schedule

Area to be Inspected	To be Performed by	Frequency
Gravel Access Roadways	Road Commissioner	Monthly
Stockpile Areas	Road Commissioner	Monthly
Crushing and Screening Areas	Road Commissioner	Monthly
Gravel Extraction Area (active and reclaimed)	Road Commissioner	Monthly
Vehicles and Equipment	See Section 5.1.2 for the Equipment Inspection Schedule	

Employees completing the required inspections shall be trained as described below.

4.2 EMPLOYEE TRAINING

Supervisory and maintenance personnel, members of the Pollution Prevention Team, and other selected facility personnel require annual stormwater training. New employees shall be trained within one month of hire. Training class records shall be maintained on-site to accompany this plan on the training record sheets in Appendix F. Included in this training are the following aspects of stormwater pollution prevention:

- The purpose and content of the SWPP Plan,
- Inspections and use of process equipment and other preventative maintenance,
- Good housekeeping practices,
- Spill prevention and response procedures,
- Good material management practices, and
- Responsibilities under pollution control laws and regulations.

Specific employee training program topics to be covered will include:

Good Housekeeping

- review basic clean-up procedures.
- Clearly indicate proper disposal locations.
- Post signs in materials handling areas reminding staff of good housekeeping procedures.
- Be sure employees know where routine clean-up equipment is located.

Spill Prevention and Response

- Clearly identify potential spill areas and drainage routes.
- Familiarize employees with past spill events (why they happened and the environmental impact).
- Post warning signs in spill areas with emergency contacts and telephone numbers.
- Drill on spill containment and clean-up procedures.
- Discuss and post the locations of spill clean-up equipment and the people responsible for maintaining and operating the equipment.
- Discuss MSDS Data Sheets, container labeling, and placarding.

Materials Handling and Storage

- Be sure employees are aware which materials are hazardous or regulated and where those materials are stored.
- Point out container labels.
- Tell employees to use the oldest materials first.
- Explain recycling practices.
- Demonstrate how drums should be sealed.

4.3 MONITORING AND REPORTING REQUIREMENTS

Ultimately, the goal of this SWPPP is to protect the quality of water resources. To evaluate the effectiveness of the measures described in this plan, the following monitoring activities will be conducted on the stormwater discharges at the gravel pit. Monitoring results will be used to regularly reassess the impact of pollutant sources and the need for best management practices. The SWPPP will be updated and improved throughout the term of the permit, and these updates will be informed by the results of monitoring.

4.3.1 QUARTERLY VISUAL MONITORING

Each discharge point on the site will be examined each quarter by the Town Road Commissioner for evidence of contamination during a runoff event. Monitoring will take place within the first 30 minutes of a precipitation or snow melt event, if possible, but no more than 60 minutes after onset. Precipitation events must be greater than 0.1 inches in magnitude and occur at least 72 hours after the last runoff producing event. Results of quarterly visual monitoring can be found in Appendix G.

4.3.2 BENCHMARK MONITORING

During the first four quarters of the permit, the following parameters shall be monitored for comparison to effluent limit guidelines and benchmark monitoring concentrations:

- Nitrate plus Nitrite Nitrogen, with a benchmark monitoring concentration of 0.68 milligrams per liter (mg/L).
- Total Suspended Solids (TSS), with a benchmark monitoring concentration of 100 mg/L.

Sampling will occur during a storm event producing at least 0.1 inch of precipitation and which occurred at least 72 hours after the last storm event. A single grab sample will be taken at each outfall during the first 30 minutes of the discharge. If sampling is not possible during the first 30 minutes, then the sample will be taken during the first hour of the discharge and the reason why sampling during the first half hour was infeasible will be documented.

Samples will be collected by the Town of Waitsfield or a consulting engineer and processed at a testing facility such as Endyne, Inc. of Williston, Vermont using approved EPA methods.

The results of all benchmark monitoring will be submitted to the Agency using a Discharge Monitoring Report (DMR). The sample results will be sent to the Agency no more than 30 days after sampling results are received. A sample DMR and a copy of all monitoring reports will be kept in Appendix H of this document. If there is no discharge to sample, this shall be documented (with the date and time of the attempted sampling event and the storm conditions) on the DMR and a waiver of the sampling requirement shall be requested.

If the average of the first four monitoring results is less than the benchmark value, then the benchmark monitoring requirement has been met for the term of the permit. If the average of the four samples exceeds the benchmark value, then the SWPPP will be reviewed and corrective actions taken as described in section 3.2.2.4 of the General Permit.

4.3.2.1 ANNUAL REPORT

The Town of Waitsfield must submit an annual report to the Secretary that includes the findings from your Part 4.3 comprehensive site inspection and any corrective action documentation as required in Part 3.4. If corrective action is not yet completed at the time of submission of this annual report, you must describe the status of any outstanding corrective action(s). In addition to the information required in Parts 3.4 (Corrective Action Report) and 4.3.2 (Comprehensive Site Inspection Documentation), you must include the following information with your annual report:

- Facility name
- Facility project number
- Facility physical address
- Contact person name, title, and phone number

The Agency strongly recommends that you submit this report using the Comprehensive General Permit Stormwater Discharges Associated with Industrial Activity 51 Stormwater Inspection and Reporting Form provided at http://www.vtwaterquality.org/stormwater/htm/sw_msgp.htm. You must submit the annual report to the Secretary within 45 days (postmarked) after conducting the comprehensive site inspection to the address identified in Part 7.6.

4.4 EFFLUENT LIMITATIONS

There are no effluent limitations associated with this site.

4.5 MONITORING ASSOCIATED WITH DISCHARGES TO IMPAIRED WATERS

| There are no impaired waters associated with this site.

4.6 RECORD KEEPING

The Town of Waitsfield must retain copies of your SWPPP (including any modifications made during the term of this permit), additional documentation requirements pursuant to Part 5.4 (including documentation related to corrective actions taken pursuant to Part 3), all reports and certifications required by this permit, monitoring data, and records of all data used to complete the NOI to be covered by this permit, for a period of at least 3 years from the date that your coverage under this permit expires or is terminated.

4.7 AGENCY ADDRESS

All forms and reports or any other correspondence should be sent to the following Address:

Vermont Department of Environmental Conservation Water Quality Division
Stormwater Section - MSGP
103 South Main Street, 10N
Waterbury, VT 05671-0408

4.8 COMPLIANCE EVALUATION

A comprehensive site evaluation will be performed every year by the Town of Waitsfield Road Foreman and Town Administrator. This inspection will include all exposed industrial areas identified in Section 3.8 of this plan for evidence of stormwater pollution. Per the Waitsfield Development Review Board – Finding of Fact Decision, the municipal gravel pit shall have the site inspected by a licensed Vermont Engineer not less than once every three years.

The results of the evaluation will be documented in a report containing, at minimum, the date, the person(s) making the inspection, the scope of the inspection, observations relating to the discharge of pollutants from the facility, BMPs needing maintenance, BMPs which failed to operate as designed, locations where additional BMPs are needed, corrective actions taken, and any updates to the SWPPP. Copies of the inspection reports are kept in Appendix I.

5.0 DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS

5.1 ENDANGERED SPECIES

It has been determined that the proposed Town of Waitsfield municipal gravel pit does not pose an adverse risk to endangered or threatened species or critical habitat designated under the Endangered Species Act. This site is eligible for coverage under the MSGP by meeting Criterion A as described in Appendix F of the General Permit. See Appendix B for a map generated in the Vermont ANR Atlas.

6.0 CORRECTIVE ACTIONS AND ADDITIONAL IMPLEMENTATION MEASURES

The Town of Waitsfield will implement corrective actions whenever inspections, monitoring results, visual assessments, spill events, or other observations indicate that stormwater control measures are

not functioning as intended or that the facility is not meeting the requirements of the Vermont Multi-Sector General Permit (MSGP). The purpose of corrective actions is to promptly minimize pollutant discharges and restore compliance with permit requirements.

The Road Foreman, or his designated representative, shall investigate all identified deficiencies as soon as practicable after discovery. Corrective actions may include repair or replacement of damaged erosion and sediment control measures, removal of accumulated sediment, stabilization of disturbed areas, modification of operational practices, improved housekeeping measures, spill cleanup, employee retraining, installation of additional stormwater control measures, or other actions necessary to minimize the discharge of pollutants.

6.1 CONDITIONS REQUIRING SWPPP REVIEW

The SWPPP shall be reviewed whenever any of the following conditions occur:

- Construction or operational changes significantly alter the nature or quantity of pollutants that may be discharged from the facility.
- Changes in facility layout, industrial activities, drainage patterns, or stormwater control measures occur.
- Monitoring results indicate a benchmark exceedance or other permit exceedance requiring additional evaluation.
- An inspection identifies deficiencies that indicate existing control measures are not adequate.
- A spill, leak, unauthorized non-stormwater discharge, or other release has the potential to affect stormwater quality.
- The Vermont Department of Environmental Conservation determines that modifications are necessary to comply with permit requirements.

6.2 CONDITIONS REQUIRING SWPPP REVISION

The SWPPP shall be revised whenever necessary to ensure continued compliance with the Vermont MSGP. Revisions shall be completed whenever:

- Existing stormwater control measures are determined to be ineffective.
- Additional or modified best management practices (BMPs) are installed.
- Industrial activities or operating procedures change.
- Monitoring or inspection results demonstrate that modifications are necessary to reduce pollutant discharges.
- Permit conditions change or are modified by the Agency.
- New pollution sources or potential pollutant exposure areas are identified.

Any revisions shall include updates to applicable figures, site maps, inspection procedures, monitoring procedures, BMP descriptions, responsible personnel, and appendices as necessary.

6.3 CORRECTIVE ACTION PROCEDURES

Upon identification of a condition requiring corrective action, the following procedures shall be implemented:

1. Document the condition in the Corrective Action Log (Appendix I), including the date discovered, description of the deficiency, and person identifying the condition.

2. Evaluate whether immediate action is necessary to eliminate or minimize pollutant discharges. Where feasible, temporary controls shall be installed immediately until permanent repairs can be completed.
3. Identify the underlying cause of the deficiency and determine the appropriate corrective action.
4. Complete corrective actions as soon as practicable considering site conditions, weather, material availability, and operational requirements. If immediate completion is not feasible, interim measures shall remain in place until permanent repairs are completed.
5. Verify that corrective actions have been successfully implemented during the next routine inspection or sooner if warranted.
6. Update the SWPPP whenever corrective actions result in modifications to facility operations, drainage patterns, or stormwater control measures.

6.4 BENCHMARK MONITORING RESPONSE

If benchmark monitoring results exceed applicable benchmark concentrations, the Town shall evaluate potential pollutant sources and determine whether existing BMPs are adequate.

The Town shall:

- Review industrial activities contributing to the monitored discharge.
- Evaluate existing housekeeping practices, erosion and sediment controls, material handling procedures, and source control measures.
- Implement additional operational BMPs where appropriate.
- Continue monitoring in accordance with the Vermont MSGP.
- Install additional structural control measures if repeated benchmark exceedances indicate existing BMPs are insufficient.

6.5 SPILL AND UNAUTHORIZED DISCHARGE RESPONSE

Any spill, leak, or unauthorized non-stormwater discharge that could reasonably reach stormwater shall be addressed immediately. Spill response procedures described in Section 4.1 shall be implemented, including containment, cleanup using dry methods whenever practical, proper disposal of contaminated materials, and documentation of the incident.

Following cleanup, the Town shall evaluate whether additional BMPs, employee training, or operational changes are necessary to prevent recurrence.

6.6 DOCUMENTATION

All corrective actions, investigations, repairs, maintenance activities, SWPPP revisions, and implementation schedules shall be documented and retained with the SWPPP.

Documentation shall include:

- Date the condition was identified.
- Description of the problem.
- Immediate actions taken.
- Permanent corrective measures implemented.
- Date corrective actions were completed.
- Name of the individual responsible.
- Date the corrective action was verified.
- Whether the SWPPP required revision.

Corrective action records, inspection reports, monitoring data, and SWPPP revisions shall be maintained with the facility records for the period required by the Vermont MSGP.

7.0 ADDITIONAL SECTOR/SIC SPECIFIC REQUIREMENTS

There are no additional sector or SIC specific requirements identified in Part 8, that are not included above.

8.0 SWPPP CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (print): York Keith Haverkamp Title: Town Administrator

Signature: _____ Date Signed: _____

9.0 SWPPP MODIFICATIONS

This SWPPP will be amended if inspections or monitoring should indicate a deficiency or Agency personnel determine that it is not effective at controlling stormwater pollutant discharges. The plan will also be amended if changes occur to the facility's layout or operations. A history of amendments will be kept with this plan in Section 11.0.

9.1 SUMMARY OF UPDATES

Instructions: Keep a record of changes to the SWPPP that are required as a result of monitoring, inspections, or at the request of Agency personnel.
--

Date Plan Amended	Summary of Updates
August 23, 2011	• Section 3.2 (Narrative Site Description) – Numbered the stormwater outfalls/monitoring points; • Section 3.4 (Site Map) – Marked the ID# and location of discharge or monitoring sample points; • Section 7.2 (Benchmark Monitoring) – Updated the required testing and benchmark monitoring concentrations; • Added Section 7.2.1 (Annual Report) –

	Added annual reporting requirements; • Added Section 7.5 (Record Keeping) and 7.6 (Agency Address); • Appendix B (Pollution Prevention Team, Member Roster) – Revised member list; and • Appendix D (Site Plans) – Revised Sheet No. 3A of 4 to included stormwater discharge/monitoring points.
August 24, 2026	Revised document for permit renewal and to be consistent with the State's template.

10.0 SWPPP APPENDICES

The following documents are included as appendices to this SWPPP.

Appendix A – Stormwater Pollution Prevention Team Members

Appendix B – Site Maps

Appendix C – Sampling Data

Appendix D – Emergency Contacts

Appendix E – Inspection Logs

Appendix F – Training Log

Appendix G – Quarterly Visual Inspection Monitoring

Appendix H – Discharge Monitoring Report

Appendix I – Corrective Action Log

APPENDIX A

STORMWATER POLLUTION PREVENTION TEAM MEMBERS

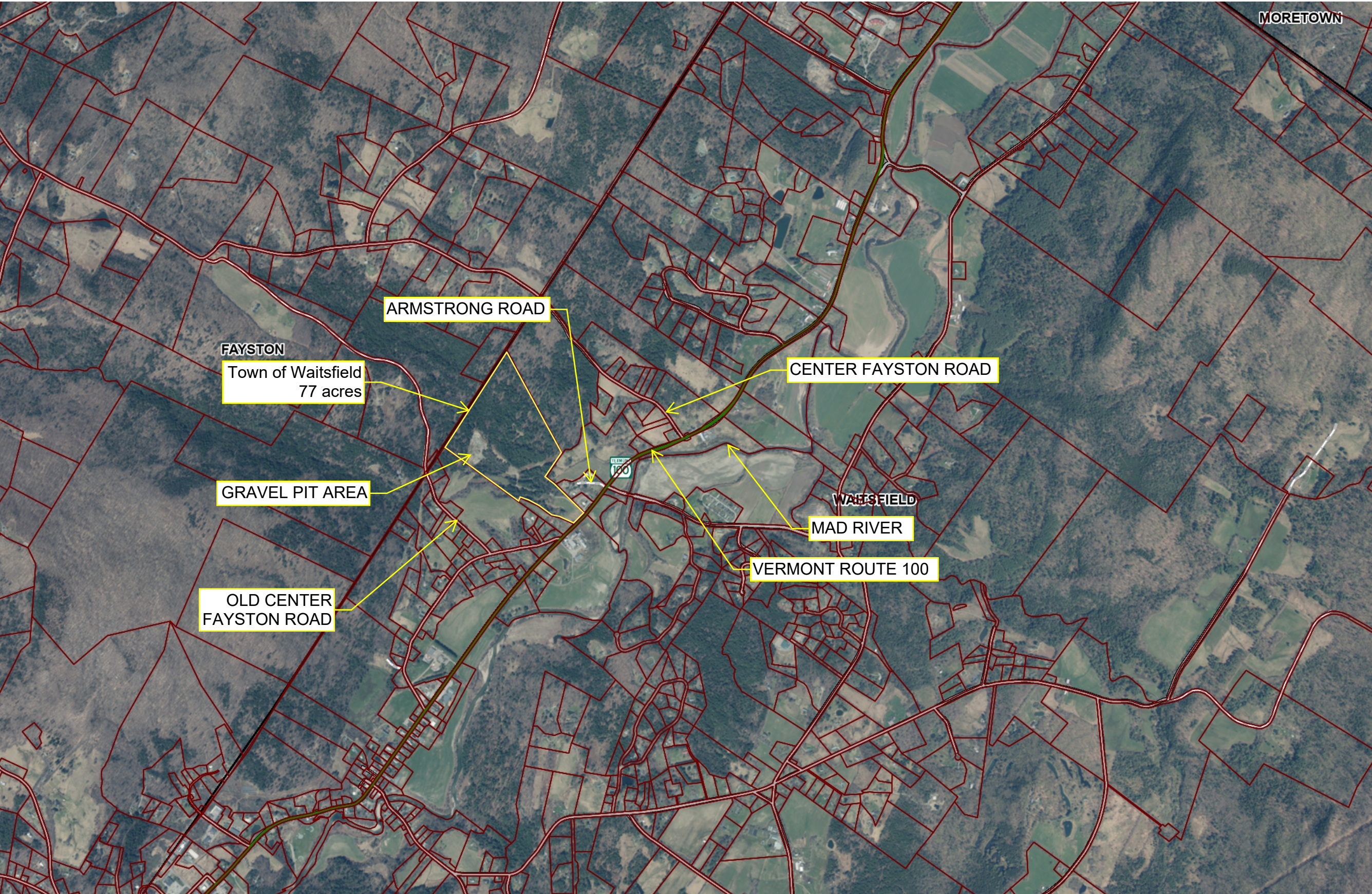
Stormwater Pollution Prevention Team Members

Responsible Official:	_____	Title:	_____
Team Leader:	_____	Phone:	_____
Responsibilities:	_____		

Person:	_____	Title:	_____
		Phone:	_____
Responsibilities:	_____		

Person:	_____	Title:	_____
		Phone:	_____
Responsibilities:	_____		

APPENDIX B
SITE MAPS

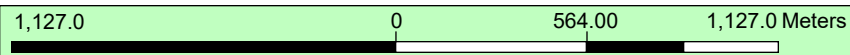


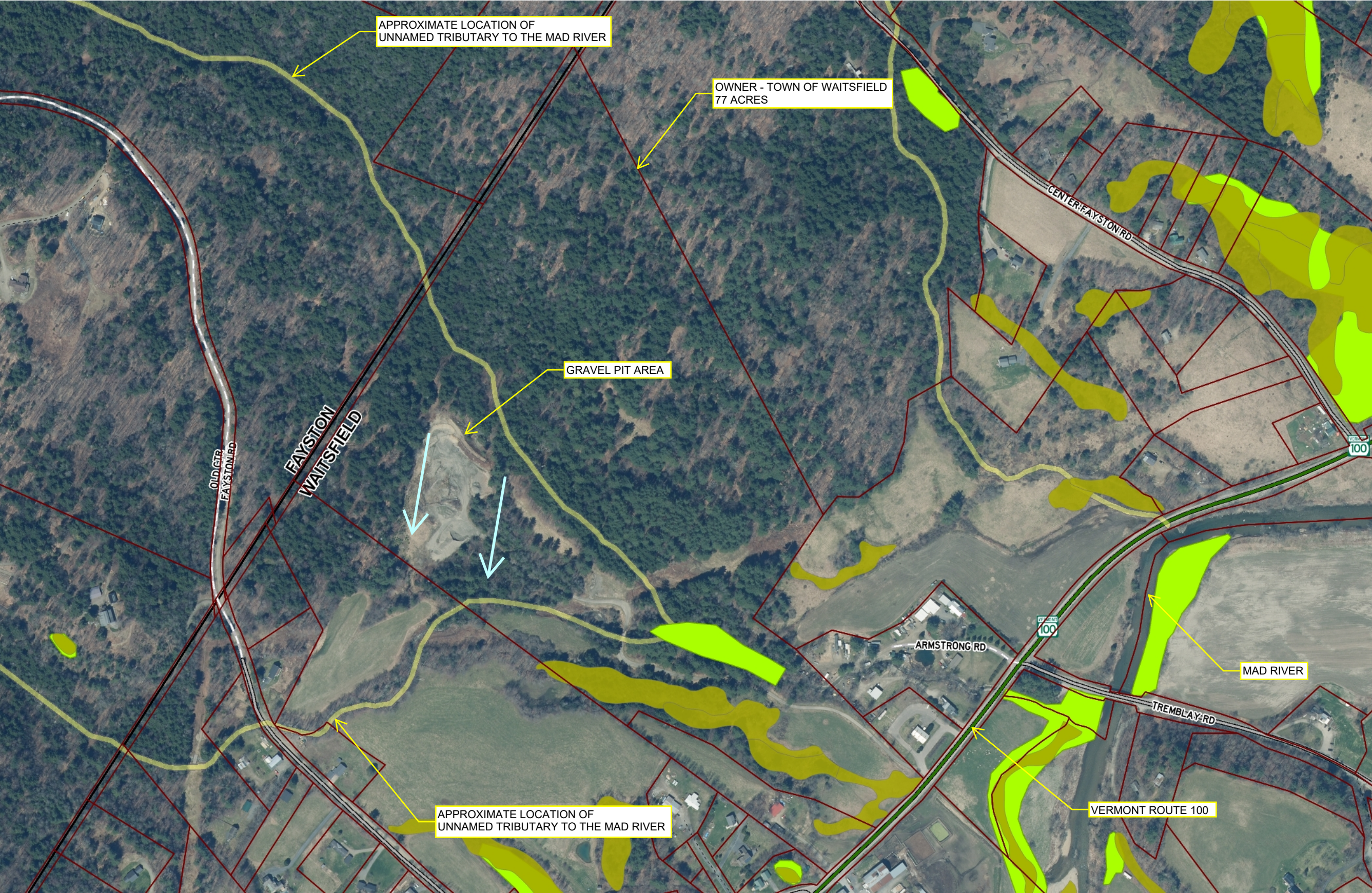
LEGEND

- Parcels (standardized)
- Roads
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
- Town Boundary

1: 22,179

1in = 1848 ft.
1cm = 222 meters





LEGEND

Rare Threatened and Endangered Spe

- RTE Animal
- RTE Plant

Wetland - VSWI

- Class 1 Wetland
- Class 2 Wetland
- Wetland Buffer

Wetlands Advisory Layer

- .5 - 2 sqmi.

Parcels (standardized)

Roads

- Interstate
- US Highway; 1
- State Highway
- Town Highway (Class 1)
- Town Highway (Class 2,3)
- Town Highway (Class 4)
- State Forest Trail
- National Forest Trail
- Legal Trail
- Private Road/Driveway
- Proposed Roads

Town Boundary

Notes:
Parcel size - 77 acres
Impervious area - 0.76 acres

LEGEND:

APPROX. STORWATER FLOW DIRECTIONS

254.0 0 127.00 254.0 Meters

1: 5,000

1in = 417 ft.
1cm = 50 meters

NOTES

APPENDIX C
SAMPLING DATA

APPENDIX D
EMERGENCY CONTACTS

EMERGENCY PHONE NUMBERS

PHYSICIAN	911	or	
HOSPITAL	911	or	
AMBULANCE	911	or	
FIRE	911	or	
POLICE	911	or	
DIG SAFE	911	or	(888) DIG-SAFE (888) 344-7233

HAZ. MAT COORDINATOR _____

SAFETY OFFICER _____

IN THE EVENT OF A SPILL OF HAZARDOUS SUBSTANCES

In the case of a spill of (2) or more gallons of any hazardous substance, or if any hazardous substance reaches a waterway, you must follow these instructions:

CONFIRMED RELEASE: Within two hours of the release, report it to:

York Haverkamp, Town Administrator, (802)496-2218

If not available, call the Vermont ANR Hazardous Materials Spill Hotline:

Working Hours: (802) 828-1138 (M-F, 7:45 am to 4:30 pm)

24-Hour HAZMAT Hotline: (800) 641-5005

CONFIRMED RELEASE: Within 24 hours of any suspected release, report it to the Town Administrator.

Spill Contractor: Clean Harbors Environmental (603) 224-6626

APPENDIX E
INSPECTION LOGS

Routine Facility Inspection Form

Date: _____

Completed by: _____

Area Checked	Checked for...	Problems?		If yes, describe	Corrective Actions to be Taken	Schedule for Corrective Actions
		Y	N			

APPENDIX F
TRAINING LOG

Multi-Sector General Permit - - Annual Training Form

MSGP Facility Name: Waitsfield Gravel Pit

MSGP Facility Location: Waitsfield, Vermont

MSGP Facility Permit # _____ MSGP Sector: J1

Trainer: *[print name]* _____ Date of Training: _____

[signature] _____

Employee Name	Employee Signature

APPENDIX G

QUARTERLY VISUAL INSPECTION MONITORING

Waitsfield Gravel Pit

MSGP Quarterly Visual Monitoring Instructions

- You must visually inspect all of your mapped stormwater Discharge Points (DP) and Points of Interest (POI) once per quarter, every year. The monitoring quarters are: Jan – March, April – June, July – Sept, and Oct – Dec). Use a clear glass jar to collect a sample within the first 30 minutes to one hour of when a stormwater or snowmelt event begins discharging from your facility. Generally, a stormwater event that will create this first flush discharge will be one that is predicted to generate more than a tenth of an inch. If there is no noticeable discharge at the designated mapped DP or POI then note this in the monitoring form.
- Look for and document the presence of all of the following characteristics in your stormwater discharge:
 - o Color
 - o Odor
 - o Clarity
 - o Floating solids
 - o Settled solids
 - o Suspended solids
 - o Foam
 - o Oil sheen
 - o Other obvious indicators of stormwater pollution
- A separate DMR form must be submitted for each quarterly sampling event performed at your facility. Multiple mapped DP's and POI's can be reported on a single DMR form.
- List monitoring results for the type(s) of sampling you are reporting in the appropriate section. (State Airports will be performing Qrtly Visual Monitoring).
- Write additional information about the sample collection and processing in the notes section, such as if the samples were taken more than 30 minutes after the start of discharge and the reason for the delay.
- Keep a copy of your DMR onsite with the SWPPP.
- DMR's must be submitted electronically via the online NetDMR webpage (<https://netdmr.epa.gov/netdmr/public/home.htm>)
- If an electronic filing waiver is granted, all documentation will be sent to:

US EPA Region 1
Attn: NetDMR Coordinator
5 Post Office Square Suite 100
Mail Code OES04-4
Boston, Massachusetts 02109-3912

Waitsfield Gravel Pit

MSGP Quarterly Visual Inspection Form – Discharge Monitoring Report (DMR)

*Inspections at each mapped Discharge Point (DP) **and** mapped Point of Interest (POI) should be made within the first 30 minutes of the stormwater runoff event.*

Observations should note color, odor, turbidity, solids, foam, oil sheen, or any other obvious form of contamination.

Date/ Time	Enter “DP #__” “POI #__”	Weather Conditions	Observations	Probable Sources of contamination	Action Taken to Prevent in Future

State Airport Inspected: _____

MSGP Permit #: _____

Complete by: _____ Date Completed: _____ Inspection Quarter: _____

APPENDIX H
DISCHARGE MONITORING REPORT

STORMWATER DISCHARGE MONITORING LOG

Facility: Town of Waitsfield Gravel Pit	MSGP Permit No.: _____
SIC: 1442 – Construction Sand and Gravel	SWPPP Revision Date: _____

Instructions:

Use this log to document analytical stormwater discharge monitoring conducted for the facility. Record each sample collected at an applicable discharge point and retain laboratory reports and electronic DMR submission records with the SWPPP. Sampling and analysis must be performed in accordance with the applicable MSGP requirements and 40 CFR Part 136.

Sector J1 / SIC 1442: Complete the parameters and numeric control values below based on the permit requirements applicable to the facility. Do not assume that a parameter or benchmark shown on this form applies unless it is applicable to the facility's current permit coverage.

Monitoring Requirements / Outfall Information

Outfall No.	Sample Location / Description	Monitoring Type	Frequency / Schedule
_____	_____	☐ Benchmark ☐ Other	_____
_____	_____	☐ Benchmark ☐ Other	_____
_____	_____	☐ Benchmark ☐ Other	_____

Monitoring Results Log

Sample Date	Outfall	Storm Event Date / Rainfall	TSS mg/L	Nitrate + Nitrite N mg/L	Other / Permit Parameter	Benchmark / Limit	Exceedance? Y/N	Lab Report / DMR Date

Storm Event / Sampling Notes: Document the measurable storm event used for sampling, including rainfall amount when available, antecedent conditions, whether discharge was occurring, and any reason sampling could not be completed within the required timeframe.

Prepared / Updated By: _____	Date: _____
Laboratory / Analytical Method: _____	COC / Report No.: _____

APPENDIX I
CORRECTIVE ACTION LOG

CORRECTIVE ACTIONS – CORRECTIVE ACTION LOG

Facility: Town of Waitsfield Gravel Pit	MSGP Permit No.: _____
SIC: 1442 – Construction Sand and Gravel	SWPPP Revision Date: _____

Instructions:

Document each condition requiring corrective action, including conditions identified during routine facility inspections, quarterly visual assessments, analytical monitoring, spills or leaks, unauthorized discharges, or other observations indicating that permit requirements or control measures are not being met.

Immediate Actions: On the same day a condition requiring corrective action is found, take all reasonable steps to minimize or prevent pollutant discharge until a permanent solution is installed and operational. If it is too late in the work day to initiate action, begin no later than the following work day.

Subsequent Actions: Complete additional corrective action before the next storm event if possible and within 14 calendar days. If completion within 14 days is infeasible, document the reason and the schedule for completion as soon as practicable, consistent with the applicable MSGP requirements.

Corrective Action Log

CA No.	Date Identified	Location / Outfall	Trigger / Condition	Immediate Action	Permanent Corrective Action / BMP	Date Completed	SWPPP Update?	Verification / Initials

Extended Corrective Action / 14-Day Documentation

Corrective Action No.: _____ Date Discovered: _____ Target Completion Date: _____

If completion within 14 calendar days is infeasible, explain why and identify the schedule for completion:

If completion will exceed 45 days, document required notification/extension information and maintain supporting correspondence with this log.

SWPPP Modification / Follow-Up

Was the SWPPP modified? ■ No ■ Yes	Date modified: _____	Revision No.: _____
Follow-up inspection / verification date: _____	Performed by: _____	Initials: _____

Record Retention: Maintain this log and supporting inspection, monitoring, laboratory, photographic, maintenance, and correspondence records with the SWPPP in accordance with the applicable MSGP.

Responsible Person: _____ **Signature:** _____

Date: _____

Short-Term Rental Regulations Overview and Model Ordinance



Is your municipality considering short-term rental regulations? If so, this overview provides options and considerations for your municipality. While every effort is made to provide members with the most accurate information possible, this resource does not constitute legal advice and any ordinance or bylaw to regulate short-term rentals should be reviewed by an attorney prior to adoption.

Enabling Authority

As a Dillon's Rule state, Vermont municipalities can only exercise that authority which is expressly granted to them by the Legislature, or that which is implied by and/or necessary to carry out those explicit grants of authority. Vermont law specifically allows municipalities to regulate short-term rentals (STRs) either through the authority granted them to regulate land use through the enactment of zoning bylaws and/or its police powers by adopting a standalone ordinance.

The specific enabling provision permitting municipalities to regulate STRs is [24 V.S.A. § 2291\(29\)](#), which states:

For the purpose of promoting the public health, safety, welfare, and convenience, a town, city, or incorporated village shall have the following powers:

(29) To regulate by means of an ordinance or bylaw the operation of short-term rentals within the municipality, provided that the ordinance or bylaw does not adversely impact the availability of long-term rental housing. As used in this subdivision, "short-term rental" means a furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year.



This law identifies an STR by how long it's rented (fewer than 30 consecutive days and for more than 14 days per calendar year). We interpret "fewer than 30 consecutive days" to mean a single rental transaction that is less than 30 days. In other words, for example, a house that is leased by a landlord to a tenant on a month-to-month basis wouldn't fall under the statute's definition of an STR. We interpret the second qualifier of this definition ("more than 14 days per calendar year") to mean that a residence could be rented for up to 14 days during a calendar year without being subject to STR regulations; in other words, residences rented for 14 days in a calendar year would be exempt. We don't interpret this as being limited to consecutive days. For example, 14 one-day rentals or one 14-day rental would not trigger the regulation. If a property in your municipality doesn't fall within this definition, it cannot be regulated as an STR.

The law's only express limitation on municipal regulatory authority is that no STR ordinance or bylaw can "adversely impact the availability of long-term rental housing" stock. This standard appears to be results-oriented. However, there is no clear direction from the Legislature as to how this standard would be applied and, consequently, will likely be left to the courts' interpretation.

Overall, this legal framework means that local regulations can be customized to suit each municipality's needs within the law's relatively broad parameters. Choosing which form of regulation (ordinance and/or zoning bylaw) is the best fit for your municipality will depend on various factors and considerations, as elaborated in this resource.

Ordinances

An ordinance is a legislative act by a municipality's legislative body – its selectboard, city council, aldermen, or trustees – that forbids or restricts an activity or requires one



to be performed in a certain way. It's an expression of municipal will affecting the conduct of its inhabitants that carries the state's authority and has the same effect within its territorial limits as state law does. An ordinance sets expectations that the townspeople have for behavior in public and notifies them of potential consequences when these expectations are not met, including fines. Once adopted according to the statutorily prescribed process, an ordinance becomes a legally enforceable local law within that community. You can download our model Short-Term Rental Ordinance from this page to use as a template. Additionally, you can find more information on ordinances on our Policies and Ordinances home page.

Local Zoning Regulations (“Zoning Bylaws”)

Zoning bylaws are the most common regulatory tool used for implementing a municipality's vision for land development within its borders. Vermont law ([Title 24, Chapter 117](#)) enables local land use planning and development regulation, so long as a municipality's zoning bylaws conform with its town plan. The law includes parameters for required and prohibited content in local bylaws and prescribes the statutory process for adopting and amending them. Zoning bylaws may “define different and separate zoning districts and identify within these districts which land uses are permitted as of right, and which are conditional uses requiring review and approval....” [24 V.S.A. § 4414\(1\)](#). Therefore, if STRs are to be allowed and regulated by zoning bylaws, they will need to be deemed either a permitted use subject to administrative review (by the administrative officer, aka zoning administrator or ZA) or a conditional use subject to review by the appropriate municipal panel(s) (i.e., DRB, PC, ZBA) exercising development review authority. Municipalities that have already adopted zoning bylaws benefit from having the structure in place to implement their vision using these types of review. For more background information on ways to



achieve your planning goals, see the Vermont Association of Planning & Development Agencies (VAPDA) [Planning Resources](#).

General Considerations

Adoption: Ordinance. An ordinance is adopted by the selectboard at a duly warned open meeting. After its adoption, posting, and publication, an ordinance can be challenged by voter petition. If not, it will become effective 60 days following the date of its adoption. Overall, it's a much easier and quicker process than adopting a zoning bylaw. More information on ordinance adoption can be found [VLCT's Ordinance Adoption, Amendment, and Repeal Toolkit](#).

Adoption: Zoning Bylaw. The statutorily prescribed process for adopting, amending, or repealing a zoning bylaw, which can be found in [24 V.S.A. §§ 4441-4442](#), first requires the planning commission to create a written report that ensures the bylaw proposal conforms with the town plan. Subsequently, the planning commission and selectboard must hold public hearings on the proposed bylaw. In both cases, there is a minimum statutory requirement for the number of public hearings they must hold and allowances for public participation, but both bodies can certainly hold more hearings to maximize public engagement and inform voters. Zoning bylaws are adopted, amended, or repealed by the selectboard after its final hearing or by the voters by Australian ballot if so warned by the selectboard. VAPDA has created helpful guidance for adopting zoning bylaws, which you can find [on the VAPDA website](#). Your [Regional Planning Commission](#) (RPC) can provide helpful resources on zoning bylaws, as well.

Enforcement: Ordinance. A municipal ordinance must be designated as either civil or criminal. Vermont law allows for enforcement of violations in either the Judicial



Bureau or Superior Court. [24 V.S.A. § 1974a](#). The Judicial Bureau is generally less expensive and less time-consuming than Superior Court and does not require the assistance of an attorney. Enforcement in the Judicial Bureau is more appropriate for less severe ordinance violations and situations where monetary penalties of less than \$800.00 per violation are imposed. In instances where a town seeks either penalties that escalate beyond \$800.00 or “injunctive relief” (a court order to do or not do something), enforcement must be pursued in Superior Court [24 V.S.A. § 1974a\(b\)](#) since the Judicial Bureau lacks this authority.

Enforcement: Zoning Bylaw. Zoning bylaws can also be enforced in two ways. [24 V.S.A. § 1972a\(d\)](#). According to the law, zoning bylaw violations can be enforced through Judicial Bureau ticketing like an ordinance, or as a civil action in the Environmental Division of Superior Court (aka environmental court) under [24 V.S.A. §§ 4451-4452](#). A civil action in Environmental Court takes longer to resolve than ticketing through the Judicial Bureau and likely requires more resources since an attorney will need to represent the town.

Purpose. An ordinance in particular needs a strong basis to sustain legal challenge, and a clear purpose helps establish that basis. The enabling law for STRs sets the broad purpose for exercising this authority as, “promoting the public health, safety, welfare, and convenience” of the municipality. If an STR regulation is contained within the zoning bylaws, it will also need to conform with the town’s land use plan and existing self-executing provisions of Vermont’s planning and development law (i.e., Title 24, Chapter 117). A town adopting STR regulations as an ordinance faces no such restrictions.

If a town wants to regulate STRs from both a land use perspective (to specify which districts they’re allowed in, if any, and under what conditions) through zoning and a quality-of-life perspective through an ordinance, then it can adopt both a standalone



STR ordinance and a STR zoning bylaw, though it should be mindful to ensure they're consistent and don't conflict with each other.

Content/Terms

How you want to regulate STRs will also help inform the decision of which tool to use. For example, identifying suitable locations for STRs is best addressed by zoning bylaws, whereas municipalities are seemingly on firmer legal ground creating things like an STR registry, residency requirement, and a cap on total annual stays through an ordinance rather than through zoning bylaws.

Some regulations of negative secondary effects (e.g., noise, lighting, solid waste) have been tested in court more than others and, therefore, the parameters for such regulations are more clearly defined. Others, such as local STR regulations addressing occupancy limits and total capacity, remain untested in Vermont. Zoning bylaws can require proof of a wastewater permit before construction may commence, and conditional use review can indirectly address capacity and occupancy concerns, but zoning bylaws would not likely be able to include an explicit occupancy limit. An ordinance can restrict total occupancy or link capacity to number of bedrooms; however, it is important to include a waiver when such a limit is overly restrictive (i.e., the total occupancy limit doesn't allow for more than one person to a bedroom) as it could otherwise be challenged on constitutional grounds. Some local regulations might cap the number of rentals per year. Data supporting the likely impact of such a regulation on the availability of long-term housing, as stated in the regulation's purpose section, could help protect such a provision from legal challenge.

A tracking mechanism such as an annual registry is also a common element found in local STR ordinances. Once a person opens their property to STRs, they become



subject to State laws, rules, and codes. A registry furthers public safety goals by ensuring the public is aware of properly licensed, registered, and compliant STRs. It also ensures proper advertising of legitimate STRs and can help in identifying violations.

Because this law is new and local STR regulations are relatively untested in Vermont, municipalities might want to approach their regulations cautiously in terms of some of the aforementioned elements where legal footing is unclear. For example, residency requirements in STR ordinances have been challenged in other federal jurisdictions with varying results. The Fifth Circuit Court of Appeals struck down a local ordinance that required STRs to be owner-occupied as unconstitutional because it violated the dormant Commerce Clause by discriminating against non-resident owners. See *Hignell-Stark v. City of New Orleans*, 46 F.4th 317 (5th Cir. 2022). But the Ninth Circuit upheld local ordinances' owner- *or host/property manager*- occupied requirement as constitutional. See *Rosenblatt v. City of Santa Monica*, 940 F.3d 439 (9th Cir. 2019), and *Short-Term Rental Alliance of San Diego v. City of San Diego*, 2023 WL 3964059 (9th Cir. 2023). While neither of these decisions are controlling in Vermont, similar arguments can be made here, and the question ultimately remains open as it has yet to be definitively ruled upon by either the Vermont Supreme Court or the Second Circuit Court of Appeals (the federal appellate court covering the districts of Connecticut, New York, and Vermont). The Chittenden County Superior Court recently upheld the City of Burlington's short-term rental regulations ruling that "24 V.S.A. § 2291(29) clearly authorized the City to impose duration limits and owner occupancy requirements on short-term rentals." However, that decision, though undoubtedly persuasive in other Vermont counties, is binding precedent only in Chittenden County. You can read more about this case on our website [VLCT Journal Article: "Superior Court Upholds Burlington's Short-Term Rental Regulations"](#). The more your ordinance regulates evenhandedly and serves legitimate local interests, the more likely it is to be upheld.



Another option, completely banning or prohibiting STRs from a municipality, raises enough legal issues and implicates financial interests to such an extent that considering it will require close consultation with the town's attorney. The existence of STRs prior to adopting a prohibition adds legal complications, as well, given their pre-existing status, though they may potentially be regulated as nonconforming uses. Each municipality faces its own unique circumstances, which is why their town attorneys will need to tailor their regulatory scheme to suit their specific facts.

One last note relative to zoning specific STR bylaws. As with all other zoning bylaw provisions, STR regulations must include measurable standards. It may help to think of your bylaws as a road map for your zoning administration program and applicants alike. The lack of any signs makes it difficult to know where to go. For this reason, bylaws must include standards for when discretion is allowed; otherwise, a court could find them unenforceable (e.g. void for vagueness). Conditions imposed must also be reasonably related to the specified review criteria and supported by findings or the decision is likely to be considered arbitrary. As the Vermont Supreme Court held in *In re Appeal of JAM Golf*, "[s]uch standardless discretion violates property owners' due process rights." *In re Appeal of JAM Golf, LLC*, 2008 VT 110. Regulations with a vague or no standard at all need to be revised to ensure that they're measurable for the town to determine compliance; otherwise, they should be removed. A town wishing to include STRs in its zoning regulations will need to have clear bylaws that express the intent to regulate STRs.

Below is a non-exhaustive list of common elements found in STR regulations, and which tool (bylaw or ordinance or both) might be best to address them. Note that, just because we consider one mechanism better for regulating STRs than the other, doesn't mean that either or both can't be used.





Ordinances

- Traffic Control
- Noise
- Parking Control
- Capacity/Occupancy Limits
- Solid Waste/Trash
- Annual Registry/Tracking Mechanism
- Cap On Total Annual Stays
- Residency Requirement

of Owner/Host



Zoning Bylaws

- Determining Allowable Locations
- Type of Development Review Required (classify STR as permitted or conditional use)
- Traffic Pattern/Access
- Lighting
- Parking Pattern

Complete prohibition? Consult with an attorney.

VLCT's Model Short-Term Rental Ordinance

VLCT has developed a Model Short-Term Rental Ordinance as a starting point for those municipalities first considering whether and how to regulate STRs under an ordinance, either individually or in conjunction with a STR zoning bylaw.

A legal expert on STRs at a recent national municipal law conference said that it is difficult for municipalities to regulate STRs because the goal posts on what the law allows keep moving. Another complicating consideration is the fact that STRs have become a big business. According to [Consumer Affairs](#), the market size for short-term rentals in the U.S. in 2023 was valued at \$29.09 billion. Between 2023 and 2024 that market was estimated to grow to \$32.25 billion and projected to reach \$81.63 billion by 2033. In Vermont, there are an estimated [11,935](#) STRs as of September 2025 and



the number keeps growing. It's axiomatic that regulating any activity brings with it its own inherent legal risks (e.g. Does the ordinance further a legitimate government interest? Was it properly adopted? Does it define the prohibited conduct with sufficient clarity that people of ordinary intelligence can understand it?). Given the money at stake, the growing ubiquity of STRs, and the seemingly direct correlation between the economic impact of an ordinance and the litigation that arises from it, municipalities, probably more so than with any of our other model ordinances, will need to balance their aversion to litigation against the need to protect the public health, welfare, and convenience of its inhabitants from the negative externalities commonly associated with the STR marketplace.

Given these legal uncertainties and the heightened risk of litigation associated with regulating STRs, our model ordinance takes stock of the reality that some policy choices just pose more of a legal risk than others.

For instance, our model ordinance doesn't require STRs to be owner-occupied, nor do they impose higher licensing fees on non-owner occupied STRs than owner occupied ones because, as stated above, they've both been met with varying degrees of success when challenged for violating the Constitution's dormant Commerce Clause.

The dormant Commerce Clause (aka the "negative Commerce Clause") is a legal doctrine courts infer from the Commerce Clause of the U.S. Constitution meant to safeguard against economic protectionism by prohibiting state and local laws from discriminating against, or unduly burdening, interstate commerce. A regulation that discriminates on its face against out-of-state property owners is unlikely to survive judicial scrutiny unless it's determined to be narrowly tailored to advance a legitimate public interest – which it's almost never found to do. But where an ordinance only has an incidental effect on interstate commerce, it will only be overturned if the burdens it places on interstate commerce are found to be "clearly excessive in relation to the



local benefits (i.e. the Pike balancing test)."

Again, this is probably less of a concern for municipalities in Chittenden County considering the Superior Court's ruling in *32 Intervale, LLC et al v. City of Burlington*. It's also less of a concern considering the trend in federal courts to reject such challenges. For instance, even the Fifth Circuit Court of Appeals, which struck down the City of New Orleans ordinance requiring STRs to be owner-occupied because it "discriminate[d] on its face against out-of-state property owners," subsequently upheld the City's amended ordinance which replaced its owner-residency requirement with one requiring an "operator" to reside at the STR. See *Hignell-Stark v. City of New Orleans*, --- F.4th ---- (2025). So, even in those courts where litigants have prevailed in their dormant Commerce Clause challenge, measures can still be taken to further mitigate this risk.

None of this is meant to dissuade your municipality from adopting what could very well be an effective regulatory mechanism to preserve the residential character of your neighborhoods and the affordability of its long-term housing supply. Instead, it's intended to inform you that although such owner-occupancy based restrictions may ultimately be upheld in Vermont, just as they were in Chittenden County, they do pose some legal risk and, as such, they'll need to be carefully crafted in coordination with your town attorney to increase their odds of avoiding and surviving judicial scrutiny.

How to Customize the Ordinance

In addition to referring to this guidance as needed, it is important that you read our [ordinance resources](#) and consider each element related to your own community's expectations and administrative capacity.



While many provisions of our model ordinance are customizable, one that isn't is the definition of "short-term rentals." That term has already been defined by the State as "a furnished house, condominium, or other dwelling room or self-contained dwelling unit rented to the transient, traveling, or vacationing public for a period of fewer than 30 consecutive days and for more than 14 days per calendar year." [24 V.S.A. § 2291\(29\)](#). As such, it shouldn't be changed from how it appears in our model ordinance.

Opportunities for editing this ordinance are designated with brackets or "Optional" italicized text. These include additional regulatory options for municipalities depending on whether they have a local option tax, lack a standalone noise ordinance, or seek to cap the number of STRs, just to name a few. The model also includes an optional Section [see Section 5] for those municipalities that want to license STRs. The difference between a STR licensing program and an STR registry is that a licensing program grants owners the required authority to operate an STR whereas a registry typically just catalogs their operation. Whichever of the ordinance's options you choose, you must remove, replace, or accept the customizable language, and amend the numbering and lettering of the ordinance as necessary before adopting it. The selectboard should also consult with the municipality's staff to ensure that the provisions of the ordinance are relevant and realistic in terms of the resources needed for its administration and enforcement.

Additionally, our model ordinance includes a provision requiring STRs to comply with the State of Vermont's Enhanced 911 Board's Addressing Standards [see Section 4(H)]. While we typically only make reference to State standards, we've taken the additional step of incorporating them right into the body of the model ordinance for ease of reference and compliance as STR owners and operators, especially those from out-of-state, are unlikely to be familiar with them. A practical consequence of including the actual E-911 standards in the model, however, assuming you retain them, means that your municipality will need to amend them whenever the State does. See the



State's [Enhanced 911 Board's Addressing Standards](#).

External Resources

Finally, we've provided a list of links from external organizations that may contain useful information for you to consider as well (left). The National League of Cities has compiled a [Short-term Rental Regulations Guide for Local Governments](#) you might find helpful. Your regional planning commission has several resources and can provide you with direct assistance. Additionally, there are links to State of Vermont Agencies that regulate short-term rentals (see the orange links box on this page). Please note, the Vermont Short-Term Rental Alliance is a nonprofit business association for vacation rentals managers and hosts operating in Vermont.

Disclaimer: This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

Ask a Question

Publication Date

11/06/2025



TOWN OF WAITSFIELD, VERMONT

Selectboard Meeting Minutes

Monday, September 14, 2026

Draft

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

Staff Present: York Haverkamp, Town Administrator; JB Weir, Zoning Administrator

Others Present: David DeFreest, Peter Edlund, Emma Hanson (Planning Commission), John (MRVTV), Pat Travers, Helen Ward

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)

Review of Minutes was added as item 9A.

2. Public Forum

Lynne Kingsbury expressed her general satisfaction with the work of the Public Works crew, and reported on three items she felt should be addressed: storm drains needing to be raised, the apron on Cross Road being enlarged, and removal of trees which had been cut up and left in the roadside ditch. Mr. Haverkamp indicated that he would address these matters.

Peter Edlund provided some background info on the creation of the Bridge Street pocket park, noting that the five boulders in the park were placed in recognition of the loss of five Harwood students' lives in an auto accident on October 8, 2016. He suggested that the Board approve placement of a plaque at the site recognizing the loss of local youth. Board members agreed to contact pertinent parties and potentially create an ad hoc committee to review this idea, and to hold further discussion of this at an upcoming meeting.

II. Public Hearing

Amendment to the Waitsfield Town Plan

Mr. Shupe opened the hearing and provided some background information regarding the amendments made to the Plan, noting that the narrative and goals regarding child care were updated in order to satisfy Town Plan requirements. Mr. Weir confirmed that approval by both the Selectboard and the CVRPC Commissioners will provide an extension to 8 years of the 4-year conditional approval that was granted, based upon this language being added to the Plan.

There being no further questions or comments, Mr. Shupe closed the hearing.

MOTION: *Mr. Curtis moved to approve the amended Town Plan. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

III. Regular Business

46
47 **1. Couples Club Sidewalk**

48 Pat Travers spoke of the drainage problems at the driveway of the Couples Club, explaining that the
49 tilt of the sidewalk toward the driveway, rather than out to the road, has exacerbated the erosion
50 issues. He indicated that the organization does not have the funding to continue paying for the
51 associated repairs, and suggested that the sidewalk be reconstructed so that the water flows to the
52 road side. Board members agreed to gather information regarding this modification, and directed
53 Mr. Haverkamp to obtain some quotes for the work. It was noted that there are likely funds
54 available in the Transportation Path Reserve.
55

56 **2. Short-Term Rental (STR) Draft Ordinance**

57 The PC had provided a draft of a potential ordinance for Selectboard review. Emma Hanson
58 explained that there is limited information available about STRs in Waitsfield, that there is one
59 known problematic property, and it is unknown what the impacts on long-term rentals are.
60 Therefore, the PC approached this draft with a focus on safety issues for licensure requirements,
61 with the registry aspect intended to help gather data needed for further analysis.
62

63 Mr. Weir explained that the draft is based upon a template provided by VLCT, and that the
64 proposal is for STR owners to voluntarily register, with the PC at this point not contemplating the
65 use of registry software. There are minimal requirements to be met for licensure, which would be
66 satisfied through self-verification, and operating without a license is to be considered a violation.
67

68 There followed some discussion of approaches taken in other towns and some feedback provided
69 by Board members regarding the PC draft. It was noted that there is different treatment of STR
70 connections in the draft Wastewater Ordinance, indicating that some method of identifying those
71 is necessary. It was agreed that more outreach should take place, and that the Selectboard will
72 hold a public meeting once further information has been gathered. It was also noted that there
73 needs to be development of an application form that ensures that appropriate and desired
74 information is being collected for analysis.
75

76 Board members agreed that they would like a synopsis of other towns' approaches, and also
77 suggested that Eric Friedman and STR owners be invited to a meeting to provide further
78 information and feedback; Mr. Haverkamp and Mr. Wier will gather information and arrange for
79 this feedback to be provided.
80

81 **3. Joslin Memorial Library Park**

82 Mr. Haverkamp reported that he had met with Anna Church, Children's Librarian, who confirmed
83 that holding toddler gatherings in the park area is a challenge, due to children leaving the group
84 and heading up the incline to the sidewalk/road area.
85

86 The Board discussed cost, maintenance, and visual impacts of various solutions, and it was agreed
87 that a small committee will be organized by Mr. Haverkamp to meet and discuss this matter.
88

89 **4. Culvert Engineering: NECE Amendment No. 1**

90 Amendment No. 1 to the New England Consulting Engineers agreement, adding
91 bid-phase and construction-phase services (\$27,300 lump sum; revised total

\$57,300). Mr. Haverkamp explained that the original contract was signed and complete, and the remainder of the work is to bring the project to finality, from bid opening to construction. He noted that things are lining up for a spring/early summer 2027 timeframe for the culvert installation.

MOTION: *Mr. Babbott-Klein moved to authorize the Town Administrator to execute Amendment No. 1 to the NECE culvert engineering agreement, in the amount of \$27,300 for a revised total of \$57,300. The motion was seconded by Mr. Messer, and passed unanimously.*

5. Work Plan Review

It was agreed that several items included in the Plan should have their status updated, particularly those which have been completed. The logistics of planning for further review were discussed, along with reminders of items that need to be added to the Plan.

6. Public Works Building (Town Garage) Update

Mr. Haverkamp reported that the team has been meeting regularly, and that Connor (construction manager firm) is currently working to outline the various costs associated with construction. In order to meet certain dates for providing notice of a bond vote, a special Selectboard meeting has been scheduled for September 24. Mr. Haverkamp indicated that there is increasing confidence that the new proposed location on the site will be where the new building is sited. He also noted that environmental assessment results have not yet been reported.

7. Route 100/17 Intersection

It was discussed that there has been correspondence regarding this intersection and the potential for sidewalks/crossings to be installed, but confirmed that at this point VTrans has no funding to complete further studies. VTrans has suggested that the Town seek grant funding to have a study completed, but it was noted that a Transportation Alternatives Program (TAP) grant is unlikely to be awarded at this point, due to recent awards being granted for the local area, and there are very few other suitable grants available.

8. Bridge(s) Update

Covered bridge – Mr. Haverkamp reported that the emergency repairs undertaken by the Public Works Crew have been completed, and the urgency to undertake further work has been reduced. An updated proposal has not been received from Miles Jenness, and none of the other builders who had initially expressed some interest in the project had responded to the RFP. Mr. Haverkamp suggested that Mr. Jenness may eventually provide an updated proposal. The Board asked that potential contractors be contacted regarding proposal submissions.

Regarding ticketing, Mr. Haverkamp explained that Captain Meyer (Washington County Sheriff Department) has noted that additional signage is necessary, place in advance of the bridge entrance. Mr. Haverkamp is investigating exactly what is necessary in terms of language and location of this signage, which will also provide for large vehicles turning around or using another route before reaching the signage right at the bridge entrance.

Meadow Road – A new bridge inspection report compiled by VTrans had been obtained by Mr. Haverkamp; the report indicates continued degradation, notes some particularly deteriorated

structural issues, and calls for a lowering of weight limits for emergency vehicles, as well as reiterating that if an 8-ton general use limit cannot be enforced the bridge should be closed.

The possibility of installing a temporary bridge was discussed, with questions raised regarding whether the condition of the abutments would allow for support of a temporary bridge in that location, or if it would need to be sited adjacent to the current bridge. There was also discussion of placing additional signage, including posting of the suggested lower emergency vehicle weights.

David DeFreest joined the meeting, and outlined for the Board what his vehicle weights, both empty and loaded, are. He indicated that if the bridge is not deemed to be safe for the 100 trips required to harvest corn in the Meadow Road fields, he would instead travel to Moretown Village and turn around on Hurdle Road to access the fields via Pony Farm/North Road. He explained that this is an added expense, but that his first priority is safety. Board members indicated that the bridge may well not be safe for this amount of heavy traffic; there was some discussion of the difference in weight between the empty and loaded tandems and tractor trailers and how they relate to the suggested emergency vehicle limits. It was pointed out that the corn harvest would be regular heavy use, which may have a different impact than infrequent emergency use.

Board members agreed with Mr. Shupe's outlining that agriculture is important to the community in various ways, and that they would like to make this as least difficult as possible while keeping safety needs at the forefront. It was agreed that Mr. Haverkamp would clarify with VTrans what their weight limit suggestions mean, and Mr. DeFreest indicated that he would study the VTrans report in order to assess the potential for his use of the bridge for corn harvest.

It was agreed that new signage with new posted limits will be put in place, but that the bridge will not be closed at this point. Fuel delivery companies will be reminded to not use the bridge, as the heating season and frequency of deliveries increases.

9A. Review of Meeting Minutes

The Minutes of the August 24, 2026 meeting were amended and approved.

9B. Consent Agenda

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

- Approve Bills Payable & Treasurer's Warrants
- Approve amended quote from Kingsbury
- Approve Town property seed and propagules collection by Friends of the Mad River
- Approve fee waiver for Neck of the Woods Certificate of Occupancy and lobby expansion Permit fee
- Approve renewal of Afterthoughts 1st Class, 2nd Class, and 3rd Class Liquor Licenses, and Outdoor Consumption Permit

13. Town Administrator's Report

Mr. Haverkamp offered a reminder that the next day was a date that municipal tax payments were due.

14. Selectboard Roundtable

184 Mr. Shupe suggested that an acknowledgment of Alice Peal's service to the town should be offered,
185 and it was agreed that her upcoming memorial service would be an appropriate time to provide
186 this, with ideas to be discussed by the Board beforehand.

187
188 Mr. Shupe reported that he, Mr. Messer, and Mr. Haverkamp had held a beneficial meeting to
189 discuss public education and outreach regarding dog behavior, and that there would be follow up
190 forthcoming.

191
192 Mr. Curtis noted that the Joslin Hill paving had been done well. It was agreed to have the road
193 striped when the line strippers are in town.

194
195 Mr. Messer asked for confirmation that there is appropriate signage regarding liability posted at
196 the covered bridge; this was prompted by a recent photo of an individual jumping off the roof of
197 the bridge. It was indicated that there are such signs posted.

198
199 Mr. Messer reported that an individual had volunteered to serve as an emergency management
200 coordinator, and was ready to begin training.

201
202 **IV. Executive Session**

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

205
206 **MOTION:** *A motion to enter Executive Session per 1 VSA §313(a)(2) [Real Estate], 1 VSA*
207 *§313(a)(1)(A) [Contracts] and 1 VSA §313(a)(4) [Employee Discipline], inviting Mr. Haverkamp to*
208 *join, passed unanimously.*

209
210 The meeting entered Executive Session at 10:02 pm and returned to open session at 10:45 pm.

211
212 **MOTION:** *Mr. Curtis moved to authorize the Town Administrator to seek and retain a qualified*
213 *wastewater engineering firm to review the wastewater project documents before the bidding*
214 *information is published, at a cost not to exceed \$10K. The motion was seconded by Mr. Messer,*
215 *and passed unanimously.*

216
217 **V. Adjourn**

218 The meeting adjourned at 10:46 pm.

219 Respectfully submitted,
220 Carol Chamberlin, Recording Secretary

TOWN OF WAITSFIELD & FAYSTON, VERMONT

Joint Selectboard Meeting Minutes

Tuesday, September 15, 2026

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

Fayston Selectboard: Ron Graves, Mike Jordan, Chuck Martel

Staff Present: York Haverkamp, Town Administrator;

Fayston Staff: Sarah Stavrak, Madi Vasseur

Fire Department: Daniel Beede, Paul Hartshorn, Cam Mills, Tripp Johnson, Josh Noyes, Courtney Theurer, Evan Theurer, Gordie Eurich, Jared Young (Chief)

Others Present: John (MRVTV)

I. Call to Order: The meeting was called to order at 6:30 pm by Chuck Martel. The meeting was held in person at the Waitsfield-Fayston Fire Station.

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. Public Forum

Nobody requested time to speak.

III. Order Business

1. Fire Department Introductions

Mr. Young provided a report, noting that the calls this year were slightly fewer than typical, that the large diameter hose should be delivered this month, and that the new engine chassis is in production. It is anticipated that the chassis will be complete this month, with the built out truck expected to be delivered in early 2027. Other projects, such as improvements to dispatching, are ongoing. He explained that MRVAS' switching to Capital West for dispatching created some issues with sharing a repeater, but that things have improved.

2. Fire Department Budget Review

Mr. Haverkamp indicated that any anticipated large expense increases should be provided soon; Mr. Young noted that diesel and heating oil prices have risen significantly, and also explained that there are at times unanticipated building expenses. He outlined that he believes that everything necessary has been completed in order to become OSHA compliant, with electrical panel work still in process.

Mr. Shupe suggested that the two towns coordinate budgeting, particularly regarding a reserve for a new building.

3. Fire Department Overview

Mr. Young outlined some of the larger improvements that the Department would like to plan for.

New air bottles will need to be purchased in 2032; a current price will be obtained so that this can be planned for and funds reserved.

It is hoped that a crew cab pickup can be ordered in 2028, providing a multi-purpose vehicle for personnel and equipment and allowing for fewer personal vehicles needing to be on scene. Having a pickup available will also provide a safety factor, especially in winter when responding to

situations that do not need a fire truck, and when sending personnel but not equipment for assistance to other towns.

The Department would like to order some gear racks for the building this year, portable cubbies at a cost of approximately \$9K. This improvement would coordinate with the use of the crew cab, again allowing for the use of fewer personal vehicles as gear would be stored on site rather than in individual's vehicles.

The current gear rotation was outlined; the crew continues to work on building up its inventory so that each member has two sets. The gear rack will help with these plans, and the second set of gear is critical in the winter to avoid responding to subsequent calls in a short time period and needing to use wet gear.

Whether to retain Engine 5, which is 25 years old, once the new truck is delivered, was discussed. It is possible that this vehicle might be kept as a back up until a crew cab is available; Mr. Young will get an idea of what the engine might sell for.

There was some discussion of the generator which was meant to be sized for the school and fire station, but not connected to the station. Mr. Haverkamp will look into this.

4. Cost Sharing Arrangements

It was agreed that the 60/40 sharing still is appropriate, and also agreed that the general agreement is working well as it stands.

5. Questions and Discussion

Mr. Young explained that the siding on the station has been being replaced at a rate of a panel a year, with the funds coming from the operating budget. He anticipates completing another replacement this year; three have been completed, with three left to be replaced.

Heating needs and diesel costs were outlined.

It was agreed that no funds are being put toward the building's appearance at this point, as it is anticipated that a new building will be constructed in the 5 – 10 year time frame.

6. Next Steps

It was agreed that Mr. Young will meet with town staff and Board members for a budget discussion. The potential for a spring meeting of the two Boards and the Department was supported.

III. Adjourn

The meeting adjourned at 7:36 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

Chuck Martel 9-22-26