

1 **TOWN OF WAITSFIELD, VERMONT**  
2 **Selectboard Meeting Minutes**  
3 **Monday, September 26, 2022**  
4  
5

6 **I. Call to Order:** The meeting was called to order at 6:31 pm by Christine Sullivan. The  
7 meeting was held in person at the Waitsfield Town Offices and remotely via Zoom.  
8 Members Present: Chach Curtis, Fred Messer, Brian Shupe, Christine Sullivan (Chair)  
9 Staff Present: Annie Decker-Dell’Isola, Town Administrator  
10 Others Present: Joe Aldsworth, Jared Cadwell (Fayston Selectboard), Jeff Campbell, Paul  
11 Cerutti, Sandy Gallup (Assistant Town Treasurer), Loreleh Harris, Paul Hartshorn (Asst  
12 Fire Chief), Anthony Italiano (MRVTV), Tripp Johnson (Fire Chief), Leo Laferriere  
13 (Conservation Commission), Bette Ann Libby, Curt Lindberg (Conservation  
14 Commission), Chuck Martel (Fayston Selectboard), Alice Peal (Planning Commission)  
15

16 **II. Regular Business.**

17  
18 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA**  
19 **312(d)(3)(A).**

20 No adjustments were made to the agenda.  
21

22 **2. Public Forum.**

23 Nobody present requested to address the Board.  
24

25 **3. Consider Treasurer’s recommendation for two certificates of deposit.**

26 Ms. Gallup provided information and answered questions regarding her recommendation to  
27 invest some town funds into two ‘flexible’ CDs at Northfield Savings Bank.  
28

29 **MOTION:** *Mr. Curtis made a motion to authorize the Assistant Town Treasurer (Sandy*  
30 *Gallup) to purchase two Flex Certificate of Deposits, totaling \$1,555,000, with Northfield*  
31 *Savings Bank as proposed. The motion was seconded by Mr. Messer. All voted in favor.*  
32

33 **4. Request from MRV Arts for 2023 “Banners on Bridge Street” program.**

34 Ms. Libby reported on a successful project in 2022 and requested that approval be given to set up  
35 a banner installation for 2023.  
36

37 **MOTION:** *Mr. Curtis made a motion to approve the 2023 MRV Arts Banners on Bridge Street*  
38 *program, to run from June 2023 – October 9, 2023. The motion was seconded by Mr. Shupe. All*  
39 *voted in favor.*  
40

41 **5. Consider zoning permit application fee waiver.**

42 Ms. Harris requested a waiver of the zoning permit fee of \$350 for installation of a tiny home on  
43 the Our Lady of the Snows property, where she will be serving as the Assistant Director of the  
44 Waitsfield Children’s Center. Board members expressed a preference for using ARPA funds to  
45 pay the fee rather than waiving the fee. The Board determined that this would be an appropriate  
46 use for ARPA allocation because it addresses both a housing need and a child care need.  
47

48 **MOTION:** *Mr. Curtis made a motion to appropriate \$350 of Town's ARPA fund to cover the*  
49 *zoning application fee for Ms. Harris' tiny home. The motion was seconded by Mr. Shupe. All*  
50 *voted in favor.*

51

52 **6. Presentation from Capital West (WFFD communications).**

53 Mr. Aldsworth presented an update regarding replacing the 30-year-old communications system  
54 currently utilized by the Waitsfield Fayston Fire Department (and many other throughout central  
55 Vermont), outlining the preparatory work that has been completed, related costs, and the  
56 improvements/benefits that will result from the new system. It was explained that a reserve fund  
57 is being established to ensure availability of needed funds for anticipated upgrades/replacements  
58 in ten years, the amount to be contributed determined by the Grand List numbers of participating  
59 towns. Establishment of this fund is a requirement for any award being provided through a  
60 recently applied-for grant, for which the group is awaiting results. Mr. Aldsworth and Mr. Cerutti  
61 answered questions related to the system's functionality and related expenses.

62

63 **7. Consider ARPA Committee appointments.**

64 Ms. Decker-Dell'Isola indicated that Chris Badger and Joel Rhodes are interested in serving  
65 together as a member/alternate of the ARPA Committee, and Jon Jamieson has also indicated his  
66 interest. Appointing these people as members would bring the Committee to its full seven-  
67 member capacity.

68

69 **MOTION:** *Mr. Curtis made a motion to appoint Jon Jamieson and Chris Badger / Joel Rhodes*  
70 *(to a shared role to split their time as their schedules allow) on the Waitsfield ARPA Advisory*  
71 *Committee. The motion was seconded by Mr. Shupe. All voted in favor.*

72

73 **8. Determine goals for FY24 budget process**

74 Ms. Decker-Dell'Isola had provided a document outlining goals and priorities for review by the  
75 Board members, along with a preliminary timeline, noting major items that are newly included  
76 (Fire Station maintenance and repair, ARPA funds). There was agreement that broad goals, such  
77 as climate change, related migration, related energy considerations, and so forth, be kept in mind  
78 during the budget review process. It was additionally noted that these goals also relate to the  
79 work plan, as well as the Town Plan.

80

81 Board members and Ms. Decker-Dell'Isola expressed a desire to determine better presentation of  
82 the budget, in a more simplified and easier to read and understand format.

83

84 **9. Review Waitsfield Volunteer Waiver form.**

85 Ms. Decker-Dell'Isola provided a template waiver from VLCT to be used by those signing up for  
86 larger, physical projects. Mr. Messer requested that some thought be given to providing some  
87 insurance coverage for these volunteers; Ms. Decker-Dell'Isola will bring related information to  
88 the Board for further discussion.

89

90 **10. Wastewater and Water Feasibility Study public outreach plan update.**

91 Ms. Decker-Dell'Isola explained that the Dubois and King presentation of the 60% report had  
92 been postponed until the October 10 Board meeting; she was, however, able to provide an update  
93 on the public outreach plans, including a draft of a brochure created by AnnMarie Harmon.

94 Board members provided some feedback on the brochure. Ms. Peal confirmed that the 60%  
95 report that had been provided was the final version of that document.

96  
97 **11. Review draft Treasurer/Grant Administrator job description.**

98 An updated version of the job description had been provided to Board members for review,  
99 which included the original Treasurer position with all related statutory requirements and the  
100 additional grant administration duties, related to both completing applications and administration  
101 of funds received. It was agreed to remove the language related to requiring the Treasurer to  
102 post a bond and to include some language related to managing emergency funding requests and  
103 receipts, and then post the position. Ms. Decker-Dell'Isola will research the requirement for  
104 bond posting.

105  
106 **12. Update on General Wait House grant funding opportunities.**

107 Ms. Decker-Dell'Isola spoke regarding the site visit that she and Mr. Shupe held at the Wait  
108 House with representative of the Preservation Trust of Vermont (PTV); several grant  
109 opportunities are available through that organization. She noted that prior to any submission of a  
110 grant request, there should be a Building Conditions Analysis completed, for which PTV may  
111 provide \$500 of assistance. It was agreed to proceed with this step, and to include the barn in the  
112 analysis. It was also pointed out that the Cook report related to the building would provide  
113 useful baseline information.

114  
115 **13. Consent Agenda.**

116  
117 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*  
118 *unanimously.*

- 119  
120
  - Approval of the Minutes of September 12, 2022.
  - Bills Payable and Treasurer's Warrants.

121  
122  
123 **14. Selectboard Roundtable**

124 Mr. Messer reported that he had been involved in a situation where a serious dog bite needed to  
125 be treated.

126 Mr. Messer reported that he recently completed a rental unit inspection where deficiencies were  
127 found and that the landlord has not been cooperative. He indicated that he considered requesting  
128 that the Board issue a health order, but had decided to issue a letter to the landlord requesting  
129 action.

130 Mr. Messer spoke about the use of cellular communication through FirstNet as a potentially  
131 effective platform for emergency communications, at a cost that would be less than the service  
132 provided by Capital West. He indicated that he would contact a representative to provide related  
133 information to the Board at an upcoming meeting.

134 Mr. Messer updated the group regarding a situation where a certain dog is frequently found  
135 roaming, and requested that a hearing be scheduled with the owner to discuss rehoming the dog.

136 **15. Town Administrator's Updates**

137 Ms. Decker-Dell'Isola reported that she had learned that the VTrans Route 100/17 intersection

138 will be contracted out; the Town will be contacted once that is set up. Regarding the recent 1111  
139 application related to the proposed Recreation Hub crossings, she noted that VTrans had  
140 requested some further information, which is ready to be submitted. Other items Ms. Decker-  
141 Dell’Isola provided updates on were that the VOREC funding for the Recreation Hub is almost  
142 at the final grant agreement stage and that the details for the blinking crosswalk sign are still  
143 being finalized – that will likely be installed next summer.

144 There was some discussion regarding the next meeting’s being scheduled for Indigenous  
145 People’s Day – it was decided to meet that evening, pending confirmation that Dubois & King  
146 representatives will be able to attend and provide the 60% report review.

#### 147 **16. Executive Session**

148 MOTION: Mr. Shupe made a motion to enter Executive Session – Pursuant to 1 V.S.A. § 313 (a)  
149 (2) [Real Estate], inviting Mr. LaFerriere and Mr. Lindberg to participate. The motion was  
150 seconded by Mr. Curtis. All voted in favor.

151 The meeting entered Executive Session at 8:20 pm. and re-entered open session at 9:00 pm.  
152 There were no further actions taken.

#### 153 **III. Other Business**

154 **1. Correspondence/reports received** were reviewed.

#### 155 **IV. Adjourn**

156 The meeting adjourned at 9:00 pm.

157 Respectfully submitted,  
158 Carol Chamberlin, Recording Secretary