

**TOWN OF WAITSFIELD**  
**SELECTBOARD MEETING**  
**Monday, September 26<sup>th</sup>, 2022**  
**6:30 P.M.**

**\*Please see note below for access\***

**I. Call to Order: 6:30 P.M.**

**II. Regular Business.**

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public forum. (5 +/- min.)
3. Consider Treasurer's recommendation for two certificates of deposit (5 +/- min.)
4. Request from MRV Arts for 2023 "Banners on Bridge Street" program (5 +/- min.)
5. Consider zoning permit application fee waiver (5 +/- min.)
6. Presentation from Capital West (WFFD communications) (10 +/- min.)
7. Consider ARPA Committee appointments (5 +/- min.)
8. Determine goals for FY24 budget process (15 +/- min.)
9. Review Waitsfield Volunteer Waiver form (5 +/- min.)
10. Wastewater and Water Feasibility Study public outreach plan update (10 +/- min.)
11. Review draft Treasurer/Grant Administrator job description (10 +/- min.)
12. Update on General Wait House grant funding opportunities (5 +/- min.)
13. Consent Agenda:
  - a. Consider Approving the Minutes of 9/12/22
  - b. Bills Payable and Treasurer's Warrants
14. Selectboard roundtable. (10 +/- min.)
15. Town Administrator's updates. (5 +/- min.)
16. Executive Session – Pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate] and 1 V.S.A. § 313 (a) (3) [Personnel]

**III. Other Business.**

1. Correspondence/reports received.

**IV. Adjourn.**

**\*PLEASE NOTE: Public access will be via Zoom. To watch and participate, 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, as indicated by the chair.**

**Questions and comments can be sent to [townadmin@gmavt.net](mailto:townadmin@gmavt.net) during the meeting.**

*ALL TIMES ARE APPROXIMATE*

**Waitsfield Town Offices • 4144 Main Street • Waitsfield, VT 05673**  
Chach Curtis \* Jordan Gonda \* Fred Messer \* Brian Shupe \* Christine Sullivan  
Town Administrator: Annie Decker-Dell'Isola (802) 496-2218, x5 [townadmin@gmavt.net](mailto:townadmin@gmavt.net)

# Waitsfield Town Administrator's Report

September 26, 2022

**\*PLEASE NOTE: Public Access to this meeting will be remote-only, via Zoom. To watch and participate, please use the following link:**

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## II. REGULAR BUSINESS.

### Item II.3. Consider Treasurer's recommendation for two certificates of deposit

Sandy Gallup, Assistant Town Treasurer, has provided a recommendation for two certificates of deposits with Northfield Savings Bank. A memo is enclosed and Sandy will attend the meeting to answer any questions the Board might have.

#### ***Recommendation:***

*Consider a motion to authorize the Assistant Town Treasurer (Sandy Gallup) to purchase two Flex Certificate of Deposits, totaling \$1,555,000, with Northfield Savings Bank as described in the enclosed memo.*

### Item II.4 Request from MRV Arts for 2023 "Banners on Bridge Street" program

Bette Ann Libby with MRV Arts has requested that the Selectboard consider their request to run the Banners on Bridge Street program for another year during the summer of 2023. The program typically runs from mid-June through Indigenous People's Day weekend (October 9, 2023) and provides space for 8 banners total. The flags from this year's program will come down on October 10<sup>th</sup>. The group is asking for approval earlier this year so that they can account for project costs when going through their budget process.

#### ***Recommendation:***

*Consider a motion to approve the 2023 MRV Arts Banners on Bridge Street program, to run from June 2023 – October 9, 2023.*

### Item II.5 Consider zoning permit application fee waiver

Loraleh Harris is planning to submit a new zoning permit application for the installation of a tiny home on a concrete pad near Lady of the Snows. Loraleh will attend the meeting to make her request but has provided some details ahead of the meeting. She has moved to Waitsfield to take a position as the Waitsfield Children's Center assistant Director and is finding the move to be financially taxing. She currently commutes an hour from Calais and she is hoping to move as soon as possible to lower expenses. There are costs associated with moving the tiny house including towing, septic repairs/pumping, re-insulating, and anchoring the unit. The costs of the move are much greater than anticipated and a waiver of the \$350 zoning application fee would provide some relief. The full application has not yet been submitted or reviewed by the Zoning Administrator but the estimated fee has been calculated based on the information provided Loraleh to JB.

***Recommendation:***

*Consider a motion to waive the \$350 zoning permit application fee for Loreleh Harris to install a new tiny home at the Lady of the Snows church.*

**Item II.6 Presentation from Capital West (WFFD communications)**

A representative from Capital West will provide a presentation to the Selectboard outlining more details on the planned updates to the communication system used by the Waitsfield Fayston Fire Department.

***Recommendation:***

*No action anticipated at this time.*

**Item II.7 Consider ARPA Committee appointments**

Chris Badger, Waitsfield Energy Coordinator, has expressed interest in joining the ARPA Advisory Committee. Chris has request that he split his time on the committee with Joel Rhodes who currently helps him with some if his Energy Coordinator work. Chris and Joel are both registered Waitsfield voters. Chris works for Efficiency Vermont and is well versed in the energy needs of Waitsfield. Joel has experience working at Suncommon and currently serves as Sugarbush's Sustainability Coordinator, also working in utilities and planning. The existing ARPA committee is supportive of the appointment and the request to split time as this best accommodates their schedules.

Jon Jamieson has also expressed interest joining the committee. Jon previously served on the Waitsfield Selectboard and the ARPA committee was also very supportive of his appointment.

***Recommendation:***

*Consider a motion to appoint Jon Jamieson and Chris Badger / Joel Rhodes (to a shared role to split their time as their schedules allow) on the Waitsfield ARPA Advisory Committee.*

**Item II.8 Determine goals for FY24 budget process**

Every year starting in late September / early October the Selectboard identifies the overall goals and priorities that will guide them through the budgeting process and adopt a timeline for the budgeting process. A proposed timeline and a memo showing the draft budget goals and priorities are enclosed. As done in the past, the goals and priorities are designed to be "higher-level" statements of policy. Annie will begin reaching out to Department Heads, town officials, and the Fire Department to set up meetings to discuss specific budget needs. Selectboard members will be invited to attend these meetings to ensure an open and transparent budget process. Open meeting law requirements will be followed as necessary. The Selectboard can review the draft goals and priorities memo and consider adoption at the 10/10 Selectboard meeting pending any requested edits.

***Recommendation:***

*Provide feedback on the draft calendar and goals and priorities; potential adoption will be scheduled for the 10/10 meeting.*

Item II.9 Review Waitsfield Volunteer Waiver form

Questions have come up about whether the Town should have a form that volunteers working on Town projects should sign at the outset of work. VLCT has provided guidance on this in the past and provided a template that the Town can use which is enclosed. VLCT recommends it is best practice for Town's to supply this form to volunteers. The Selectboard should review the form and determine if they would like to adopt this form to be used by Town volunteers. Town legal counsel has not yet provided a review but can upon request.

***Recommendation:***

*Consider a motion to adopt the enclosed Volunteer Waiver form.*

Item II.10 Wastewater and Water Feasibility Study public outreach plan update

The 60% Wastewater and Water Feasibility Study Report presentation was originally planned for tonight's meeting but due to personal matters D&K has had to push the meeting date back to the new Selectboard meeting on October 10<sup>th</sup>. The WWWC still plans to share the 60% report on Monday, which will be posted to the Town's website. The WWWC has asked that the Public Outreach Subcommittee still share their draft Public Outreach plan with the Selectboard at tonight's meeting to seek some initial feedback. As drafted, the plan's outline includes five major sections but the majority of the focus of the subcommittee and WWWC to date has to been to determine the overall public outreach goals and key messages. Once there is agreement on these areas, the subcommittee will put together a more detailed timeline and strategy which has been loosely outlined in the remaining sections.

***Recommendation:***

*Review the enclosed draft Public Outreach plan and provide feedback.*

Item II.11 Review draft Treasurer/Grant Administrator job description

As discussed at the meeting on September 12, 2022, the Selectboard supported the recommendation to consider expanding the Treasurer job description to include grant administration, allowing the position to become full time and increase the high range of hourly rate that had previously been budgeted for the position. There is an opportunity to use some of the Town's allocated ARPA funding to account for the increased hours in the FY23 budget and allow the Town to post the updated position as soon as possible. The ARPA Committee at their meeting on September 21<sup>st</sup> was supportive of the use of these funds for this purpose and were willing to contribute the estimated ~\$30,000 to account for this year's budget shortfall. If there is continuing need for FY24 or other fiscal years moving forward, those requests will be considered separately. A job description for the Treasurer/Grant Administrator position will be provided before the meeting but the existing Treasurer job description is enclosed for initial review.

***Recommendation:***

*Consider a motion to accept the updated Treasurer/Grant Administrator job description and authorize the Town Administrator to post the updated advertisement.*

Item II.12 Update on General Wait House grant funding opportunities

Annie and Brian met with Preservation Trust of Vermont (PTV) on September 23, 2022 to visit the General Wait House and understand what resources might be available to the Town to make needed improvements to the building. There are a number of grant programs available through PTV and one of the services they provide which would help us apply for any future funding would be to complete a Building Conditions Analysis. PTV would be able to provide services to help connect the Town with an appropriate contractor to deliver an assessment and have grants that help cover up to \$500 of such assessment. The Town can consider an assessment just of the main General Wait House, or the General Wait House and associated barns. The Selectboard should consider if they would like to proceed with this initial assessment and Annie can reach out to PTV to get an idea on final costs and timelines.

***Recommendation:***

*Direct Annie to reach out to Preservation Trust of Vermont to initiate the Building Conditions Analysis process.*

Item II.13. Consent Agenda

*Any member of the Selectboard may request that an item be removed from the consent agenda for any reason and the Chair will decide where on the regular agenda the item will be placed for further discussion and potential action, otherwise a single motion is all that's needed to approve the identified consent agenda items.*

- a. Consider Approving the Minutes of 9/12/22  
The minutes are enclosed for Selectboard review.
  
- b. Bills Payable and Treasurer's Warrants  
Warrants will be emailed before the meeting and available for review in person at the meeting.

Item II.13. Town Administrator's Updates

Updates to be provided at the meeting.

**III. OTHER BUSINESS**

Item III.1. Correspondence/Documents/Reports received

- a. None as of the date of this report.



**TOWN OF WAITSFIELD  
MEMORANDUM**

**TO:** Waitsfield Selectboard  
Annie Decker-Dell'Iosla, Town Administrator

**FROM:** Sandra Gallup, Assistant Town Treasurer

**DATE:** Sept 23, 2022

**SUBJECT: Recommendation for Two Certificates of Deposits**

**1) General Fund CD - \$1,000,000**

As we have in the past two years our combined unrestricted fund balance, early tax payments and reappraisal/records restoration/ARPA funds give us a strong cash balance in our bank account. Many of our taxpayers have paid their FY23 taxes in full which gives us cash that we won't need until June (to pay education taxes). As I have done in the past, I recommending purchasing a Certificate of Deposit that we can mature next May. This year the amount available to invest is \$1,000,000 with an interest rate of 1% (last year's CD was \$850,000 at .3%)

**2) Reserve Account CD (New) - \$555,000**

The total of our reserve accounts are approximately \$1,000,000. Annie and I looked at the individual reserve balances and determined that \$555,000 will probably not be spent this year. I am recommending that we purchase a 12 Month Certificate of Deposit with an interest rate of 1%.

**For these two CDs, the Northfield Savings Bank CD is offering a 12 Month Flex CD which allows us to make additional deposits or withdrawals prior to the maturity. In addition, NSB is agreeing to collateralize these funds which protects the balance above the FDIC insurance limit.**

**The September 26<sup>th</sup> warrant includes approval for a \$1,555,000 check to the Northfield Savings Bank for the purchase of these Flex Certificate of Deposits 22. These CDs will give us higher interest than we currently are earning. They offer flexibility in withdrawals and the funds are protected as outlined in our Investment Policy.**



## TOWN OF WAITSFIELD

### Memorandum

TO: The members of the Waitsfield Selectboard  
FROM: Annie Decker-Dell'Isola, Town Administrator  
DATE: September 23, 2022  
RE: FY24 Budget – Goals and priorities.

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The goals and priorities proposed are intended to start the budgeting discussion and are built upon the foundation from the FY24 budget. The items listed can be amended, deleted, or added to as required or desired.

- 1) Be mindful of the tax rate impact of the FY24 budget and FY24-FY28 capital improvement program. To the extent practicable, keep any general municipal tax rate impact consistent with recent fiscal years and/or close to generally accepted rates of inflation.
- 2) Continue support for the longer-term goals of financial sustainability and resiliency. This includes lowering the Town's debt-to-expenditure ratio as prescribed in policy, avoiding new debt, and supporting the principles established in the unassigned fund balance policy.
- 3) Work to provide municipal services in a manner that is efficient, cost effective, responsive, and reliable. This includes looking for ways of investing in the personnel – employee or contracted – that can ensure a better level of service is provided, roads and parks.
- 4) Develop a short- and long-term plan to address the maintenance needs of Town owned buildings including the General Wait House, Town Garage, Town Office, and Fire Station.
- 5) Evaluate appropriate uses of the town's American Rescue Plan Act allocation and consider ways to leverage these funds for the greatest impacts that are also in line with the Waitsfield Town Plan.
- 6) Review available state, federal, and other grant funding to evaluate how best to support the needs of the Town and provide adequate staff capacity to apply for and administer available grants funds.

**Town of Waitsfield, VT  
FY24 Budget Development Calendar**

*September 23, 2022 Selectboard Draft*

	<u>Description/Task</u>	<u>Sept. '22</u>	<u>Oct. '22</u>	<u>Nov. '22</u>	<u>Dec. '22</u>	<u>Jan. '23</u>	<u>Feb. '23</u>	<u>March '23</u>
1	Selectboard sets FY24 Budget Goals and Priorities							
2	Staff develops v.01 of FY24 budget and FY24-28 CIP							
3	Social Services/Organization Appropriation Applications Available							
4	Social Services/Organization Appropriation Applications Due (no later than 12/02)							
5	Proposed FY24 Budget and FY24-FY28 CIP presented to Selectboard							
6	Selectboard reviews proposed budget, CIP, goals and priorities; creates final version of proposed FY24							
7	Selectboard adopts FY24 budget and FY24-FY28 CIP							
8	Town Meeting 2023 Warned							
9	FY24 Budget and FY24-FY28 Budget Report Released							
10	Selectboard reviews FY24 budget and CIP, prepares for Town Meeting							
11	Town Meeting 2023 (Tuesday, March 7)							

## Volunteer Service Statement & Agreement

I, \_\_\_\_\_, make this **Statement and Agreement** in order to provide, and to be authorized to provide, the following uncompensated services to the Town of Waitsfield as a volunteer:

**(Specify Nature and Scope of Services – will depend on project)**

The volunteer services will be provided over the following period of time: \_\_\_\_\_ to no later than \_\_\_\_\_. Oversight for this project will be provided by the following town officer on behalf of the town:\_\_\_\_\_.

In performing the specified volunteer service, I acknowledge that:

- I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them;
- I assume full responsibility for my own safety and the safety of others, and except where resulting from the negligence of the Township or its employees, I will hold the Town of Waitsfield\_harmless for any injury to me or damage to my property and for Injury or damage resulting from my own negligence;
- I am a volunteer worker and therefore am not covered by the town’s workers’ compensation policy; and
- I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town, and will honor the direction of Town Officials to suspend or terminate service.

Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Town  
Official

## Wastewater & Water Public Outreach Plan

*Draft 9/23/22*

*Prepared by WWWC Public Outreach Subcommittee and reviewed by the WWWC*

### A. Goals

- a. Educate the community on the benefits of community wastewater and water solution(s) including opportunities for residential growth and commercial development in the study area as well as environmental protection and public health.
- b. Clarify each step of a potential wastewater/water project (1) feasibility study to evaluate current needs and potential solutions (2) preliminary engineering to further explore one or two specific solutions, and (3) construction if a solution(s) seems feasible after analysis and can be appropriately funded
- c. Understand the questions that the community might have related to a wastewater/water project and also evaluate the cost of inaction
- d. Provide an opportunity for dialogue between the community/stakeholder groups and the Town of Waitsfield (including the Wastewater & Water Committee and the Selectboard)

### B. Messaging

- a. Key Messages:
  - i. Community wastewater and water infrastructure will support residential development (housing) in the study area by:
    1. Allowing for a higher density development pattern (as currently supported by the [Town plan](#)) by reducing required setbacks from leachfields and supporting more users than private wastewater systems can over the same area
    2. Providing more affordable utilities over time
    3. Providing a more predictable development/construction process for potential residential projects
    4. What IS the current housing need at the affordable housing developments in the study area? (downstreet has lists of waiting lists for their units, other examples)
  - ii. Many private wastewater and water systems in the study area are aged and likely soon to fail, leading to costly repairs and a state permitting process. Connecting to a community wastewater and water system is a more cost effective and predictable alternative.
  - iii. Community wastewater and water infrastructure provides commercial and economic development opportunity in the study area by:
    1. Providing more freedom to business and property owners when changing uses or modifying spaces
    2. Supporting a larger number of commercial and mixed uses over the same area
  - iv. Community wastewater and water solutions provide better protection of the Mad River and associated wetlands in the study areas. Having a number of individual systems can be difficult to regulate and many outdated or failed systems pose a threat to water quality, soil, etc. A community system would be managed by a community operator, built to current standards, and planned to accommodate for future growth.
  - v. Up to date wastewater and water utilities are an essential component of public health and provide the community with safe drinking water and sanitary waste disposal.

- b. Questions to be prepared for:
  - i. What will the project costs be to the Town / taxpayers at each phase of the project?
    - 1. Feasibility Study
    - 2. PER
    - 3. Construction
    - 4. Ongoing/maintenance
  - ii. Why is the focus of housing development in Irasville/Waitsfield?
  - iii. Where can the community go to ask questions and discuss this project?
- C. Stakeholder Groups**
  - a. Property owners, renters, and business owners located in the study area
  - b. Potential housing developers (Downstreet, others)
  - c. Employers in the MRV (schools, business owners, chamber of commerce)
  - d. Community organizations (churches, senior center, others)
  - e. Town boards/commissions (Conservation Commission, Water Commission, Planning Commission)
  - f. Environmental groups (FMR, VLT?, DEC/ANR)
- D. Outreach strategies**
  - a. Brochure (Town Office, events)
  - b. Posters (meetings and Town Office, etc)
  - c. Infographic (made by Amy @ MRVPD - see below)
  - d. Newspaper articles (VR - other?)
  - e. Website updates
    - i. Waitsfield - committee page and storyboard from D&K
    - ii. MRVPD?
  - f. MRV TV interview
  - g. Radio interviews (WDEV, Warren)
  - h. Newsletters for different stakeholder groups and events w/ stakeholder groups
  - i. Advertisements for hearings/meetings, etc.
  - j. Events (see more detail below)
  - k. Use DEC Marketing resources as well
  - l. See [spreadsheet](#) from Amy identifying different outlets/stakeholder groups and contacts for each
- E. Timeline - this will continue to evolve but we can build around major milestones**
  - a. *The subcommittee will build a more detailed timeline as key dates are determined***
  - b. Key events: 60% presentation, 90% report presentation, community meeting, housing summit, town meeting
  - c. Others?
- F. Public Outreach Team**
  - a. WWWC Public Outreach Committee (Annie, Amy, AnnMarie)
    - i. Take the lead on preparing public outreach plan, writing public outreach materials, managing events/outreach schedule, and reporting back to the WWWC and Selectboard on plans and progress

## Q&A:

### Waitsfield Water & Wastewater Feasibility Study (W&WW Study)

#### Q: What is the W&WW Study?

A: The study explores options for infrastructure improvements, wastewater solutions, & potential expansion of water service for Irasville & Waitsfield Village. The final report will summarize options & present solutions.

#### Q: Where is the Study's funding coming from?

A: This study is fully funded by State ARPA funds through the VT Agency of Natural Resources (ANR), Department of Environmental Conservation (DEC). There is **no cost** to the Waitsfield taxpayers for the feasibility study.

#### Q: Who is involved in the W&WW Study?

A: The project is overseen by the newly created Water and Wastewater Feasibility Study Committee (W&WW Committee) made up of members from the Waitsfield Selectboard, Planning Commission, and Water Commission. The study is being conducted by engineering consultants DuBois & King.

#### Q: What's the Study's timeline?

A: The final report from DuBois & King is due this fall and there will be a public engagement meeting to present the findings.

#### Q: Where can I find more info about the Study?

- A:
- Public engagement meetings in early fall 2022
  - <https://dec.vermont.gov/vww-news>
  - <https://www.waitsfieldvt.us/2022-wastewater-and-water-feasibility-study/>
  - Contact info (below)

#### Why do a W&WW Study?

- **Housing.** Access to utility infrastructure is an important step in addressing affordable housing development.
- **"Infill development."** More robust wastewater infrastructure can open the door to new development in identified "growth areas" in Town.
- **Update old infrastructure.** The W&WW Study can address old and failing wastewater systems.
- **Environmental protection.** To protect and promote clean water, preserve existing wetlands and habitats, and promote a clean Mad River.
- **Town services.** Infrastructure is the basis for a future, healthy, sustainable, resilient Waitsfield.



For more information, contact:  
Waitsfield Planning & Zoning Administrator, JB Weir | [jza@gmavt.net](mailto:jza@gmavt.net) | 802-496-2218 x 4  
W&WW Committee Chair, Alice Peal | [atpeal@gmavt.net](mailto:atpeal@gmavt.net) | 802-595-3491  
<https://www.waitsfieldvt.us/2022-wastewater-and-water-feasibility-study>

## Project Scope

1. **Peer Review:** Complete peer review of the 2011 Assessment of Wastewater Options report prepared by Stone Environmental, Inc. and the August 2004 Facilities Plan prepared by Phelps Engineering, Inc. pertaining to wastewater disposal in Waitsfield.
2. **Develop Basemap:** A map including aerial imagery, Town parcel mapping, LiDAR survey information, and other spatial data relevant to this study.
3. **Needs Assessment:** Conduct a spatial analysis of the parcels in the potential wastewater service area to the suitability of the soil conditions for on-site septic systems and the area available for on-site septic systems (accounting for known environmental constraints and property line setbacks).
4. **Community Engagement:** Host one (1) public informational meetings and gather public input from any potential impacted landowners and the broader Waitsfield Village community.
5. **Develop Concept Plans:** Complete a review of the potential feasibility and suitability of using a Community Wastewater Loan Fund Program (similar to the previous program implemented by the Town) to meet the Town's water and wastewater needs and to support housing and commercial development in the study area.
6. **Alternatives Analysis:** Provide an analysis of the capacity for each alternative to meet the existing water and wastewater needs identified in the Needs Assessment.

## Why do we need Wastewater Treatment?

1. **Residential:** Access to utility infrastructure is an important first step in addressing affordable residential development.
2. **"Infill development":** More robust wastewater infrastructure can open the door to new "right sized" development in the identified "Growth Areas".
3. **Update old infrastructure:** The Water & Wastewater Study can address old and failing wastewater systems.
4. **Environmental protection:** Aging septic systems can potentially contaminate existing wells in the area and ultimately the Mad River. Providing wastewater systems can improve drinking water as well as improve existing wetlands and habitats.

## Facts

1. **Limited onsite sewage:** quickly running out of space in Irasville for septic systems. Only 27% of the acreage has well suited soils. This means that not only can there be no growth but also many existing property owners have no acceptable land to update their existing systems.
2. **Municipal water is abundant:** Currently, the municipal water is only running at \_\_\_ capacity. Once property owners in the study area connect to the municipal water, it will free up land by removing water shields for wells.
3. **Aging septic systems are a liability:** More than a 1/3 of the parcels have septic systems that have reached their expected lifespan.



## Waitsfield Village Water & Wastewater Project

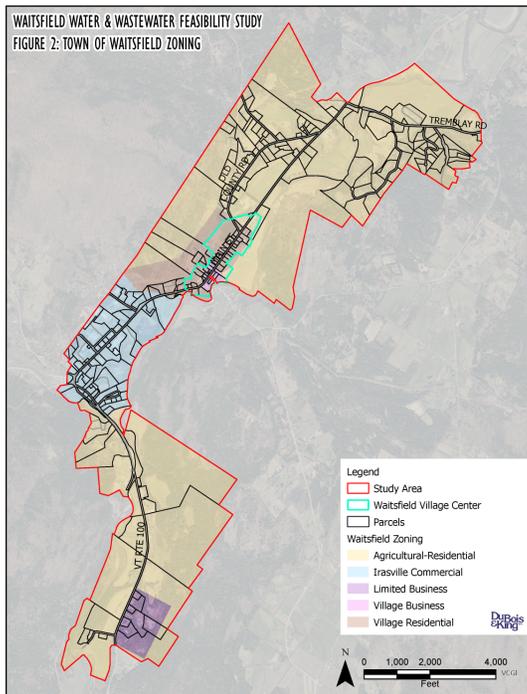
Feasibility Study investigating water and waste water infrastructure for Irasville and the Villages.

Sponsored by the Waitsfield Planning Commission & Water Commission

<https://www.waitsfieldvt.us/2022-wastewater-and-water-feasibility-study/>



The Town of Waitsfield is working with an engineering consultant, DuBois & King, Inc. on a Feasibility Study to evaluate the need to provide water and wastewater service to its Village Centers and adjacent lands. This project is coordinated by a Town committee comprised of: Alice Peal, Bob Cook, Brian Voigt, AnnMarie Harmon (Planning Commission), Chach Curtis (Selectboard), and Robin Morris (Water Commission). The committee is staffed by Town Administrator Annie Decker-Dell'Isola and Planning & Zoning Administrator JB Weir.



## Project Background

### What

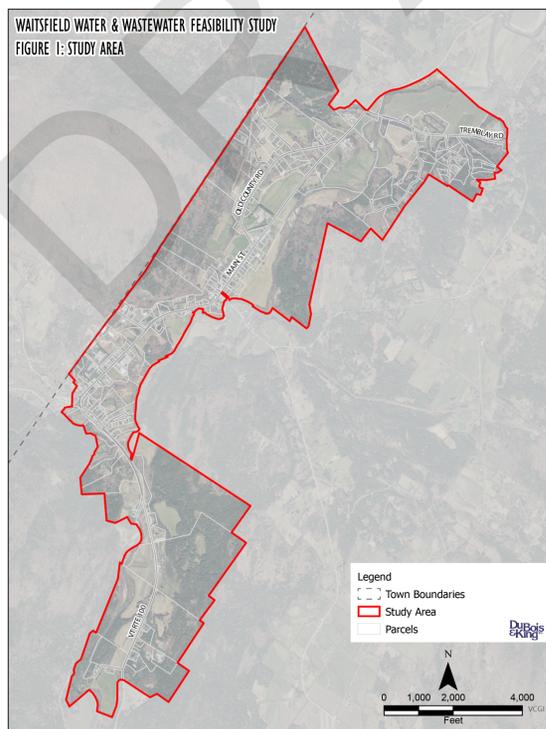
This study project evaluates several alternatives for new infrastructure for a community wastewater system to service Waitsfield, including the potential extension of the water lines. The end result, a Feasibility Study report, will identify possible central and decentralized solutions for wastewater and estimated project costs for infrastructure improvements.

### Why

For decades, Waitsfield has struggled with the goal of creating the infrastructure to achieve its long-time planning and community development goals of fostering a settlement pattern of a compact village center surrounded by farm and forest land and well-planned residential development. Through land use regulations and past investments in infrastructure (e.g., municipal water, sidewalks) we have met with some success, but the lack of wastewater capacity has been a significant limitation. New water and wastewater infrastructure is essential for potential residential development in our defined "Growth Area", will support businesses, and will clean up potentially toxic septic systems. This Study will help determine whether these needs can be addressed in an affordable and environmentally sound manner.

### Where

The study area boundaries are the Town Gravelpit, Irasville, Village District and the town-owned Munn Property



### How

The Town has received full funding for the Feasibility Study. There is no cost to the Waitsfield taxpayers. This study is funded by State ARPA monies through The Agency of Natural Resources (ANR), Department of Environmental Conservation (DEC) through the Clean Water Revolving Loan Program. The Town will also receive full funding through the State ARPA monies for the second phase of the Project - the Preliminary Engineering Report (PER) where the preferred alternatives will be evaluated and costs associated for each will be determined.

This level of funding has not been available for infrastructure projects since the 1970s. Now is the time to take advantage of the ARPA monies.

## Project Timeline

- **April 9, 2022**  
Project Kickoff
- **Summer - Fall 2022**  
Drafting of Feasibility Study. 30%,60% and 90% review by Project Committee.
- **Fall, 2022**  
Public Informational Meeting to present the findings and recommendations of the Feasibility Study (time & location TBD)
- **Fall, 2022**  
Feasibility Study Complete

## Project Goals and Outcomes

- To assess Waitsfield's wastewater needs.
- To develop conceptual alternatives and conceptual Opinion of Probable Costs for providing public wastewater in the Waitsfield Village and the greater project area (see map above).
- To select the most promising alternatives to bring before the Select Board.



## TOWN OF WAITSFIELD

### TOWN TREASURER

**Nature of Position:** The Town Treasurer plays a vital role in the management of the finances of the Town. The Town Treasurer's mission is to carry out the financial responsibilities that are assigned to this office under State law, as well as to support the needs of the Town through other duties assigned from time to time by or through the Selectboard. Primary among the Treasurer's statutory responsibilities are keeping of all of the Town's funds, including receipt, investment and disbursement of funds; keeping a record of taxes voted, billed and collected; collecting other funds receivable by the Town; and paying orders drawn on Town accounts. The Treasurer cooperates with the annual audit process and provides the Selectboard and other officials with essential information about the Town's finances. The Treasurer additionally serve as the Water Clerk for the Town's water system.

**Appointment, Supervision, and Evaluation:** The Town Treasurer is appointed by the Selectboard in accordance with the Town's municipal charter (effective as of March 2017) to a term of not less than one year nor more than three years. Prior to beginning his/her duties, the Treasurer is required to post a bond conditioned on the faithful performance of his/her duties, in an amount to be established by the Selectboard (24 V.S.A. § 832, 835). The Town Treasurer is supervised and evaluated by the Selectboard, with which such responsibility the Selectboard may seek assistance or delegate to the Town Administrator. The Town Treasurer shall be subject to the Town's personnel policies, and may be removed from office pursuant thereto. In no case shall the office be occupied by someone deemed ineligible under the State's Incompatible Offices statute (17 V.S.A. Section 2647).

#### **Primary Responsibilities and Statutory Duties:\***

1. Acts as the Town's principal staff member for keeping track of the accounts of the Town from the moment money is collected to the moment it is paid out (24 V.S.A. §1521). Keeps a running account of the moneys, bonds, notes, and evidences of debt paid to him/her, and moneys paid out for the various Town departments (24 V.S.A. §1571). Maintains the Town's general fund, water operating fund, reserve funds, and loans.
2. Maintains public records showing the amount of tax money voted for the support of highways, schools, special departments and for general Town purposes (24 V.S.A. §1574). Keeps separate accounts of all money received as highway or school taxes, and pays out the same upon orders of the proper officers (32 V.S.A. §4791).
3. Serves as the Collector of Current Taxes. Mails tax notices to taxpayers at least 30 days before the tax due date established by voters (32 V.S.A. § 4792). Keeps a record of taxes levied and applies credits or debits to the general fund as a result of penalties, interest, discounts on taxes paid early, collector's fees, abatements, or any other event which will affect the total amount

- levied or received (24 V.S.A. §1525, 1526). Keeps a running account with the Delinquent Tax Collector of each annual tax bill by endorsing the collector's payments on the account and on the collector's receipt (24 V.S.A. § 1579, 1580). Calculates and posts interest for late, but not yet delinquent, property tax installment payments to tax bills, and prints and mails late property tax bills.
4. Issues a warrant against delinquent taxpayers for the amount of unpaid taxes within 15 days after the tax due date (32 V.S.A. §4793). Delivers a list of unpaid taxes with the name of each delinquent to the Collector of Delinquent Taxes within the same time period (32 V.S.A. §4874). The Treasurer may also serve as the Collector of Delinquent Taxes if elected to that office.
  5. Invests and reinvests moneys received with the approval of the Selectboard. (24 V.S.A. §1571{b}).
  6. Submits quarterly reports to the Selectboard regarding the Town's finances (24 V.S.A. § 1571). The Selectboard may require more frequent reporting such as monthly as it deems appropriate.
  7. Provides the Water Commission Chair with a Monthly Report including fund balances, Water Fund (Budget) Report, Receivables Report, and a rates Billed Report-Summary
  8. Cooperates fully with the annual outside audit of the Town's finances conducted at the direction of the Selectboard. Provides the Selectboard a copy of the document made available by the Auditor of Accounts regarding internal financial controls on or before June 30th (32 V.S.A. §163{11}).
  9. Processes accounts payable and prepares warrants of all expenditures for Selectboard approval.
  10. Coordinates payments approved from the Water Commission to the Town for Town Services annually in June
  11. Processes payroll. Maintains records of employee leave time.
  12. Processes 1099s and W-2s and keeps W-4 and W-9 submissions current.
  13. Maintains employees' retirement, health, life and disability and related insurance records.
  14. Calculates and recommends a tax rate for adoption by the Selectboard based upon voted budgets and the grand list.
  15. Assists taxpayers in understanding current property tax laws.
  16. Works with the Water Operator to prepare and download meter readings and prepare and mail quarterly water bills.

17. Processes water utility bills and collects payments. Issues a warrant for collection of unpaid water assessments after 30 days to the Delinquent Tax Collector to enforce in the same way as for the collection of delinquent taxes (24 V.S.A. §3408). Calculates and posts interest for unpaid water utility bills.
18. Coordinates water cutoff notices with the Water Operator as necessary.
19. Receives all fees, assessments and other monetary payments made to the Town.
20. Prepares bank deposits.
21. Prepares weekly, monthly and quarterly reporting to State agencies, IRS, VMERS and VLCT.
22. Prepares budget status reports for department heads and monitors departmental expenses.
23. Assists the Selectboard, Budget Committee and Town Administrator with budgeting and town report preparation.
24. Issues public announcements via local press, website and/or social media regarding tax deadlines and other relevant information of public interest.
25. Provides excellent customer service in the Town Office.
26. Performs other such duties as the Selectboard, through the Town Administrator, may assign or delegate.
27. Is appointed Assistant Town Clerk and aids with elections, issues marriage licenses, issues dog licenses, issues "Posting" permits, issues Green Mountain Passports.

\*Note: The listing of statutory duties is not intended to be comprehensive and the current Vermont Statutes Annotated should be consulted for a complete and up to date listing of such duties.

**Desired Qualifications, Abilities, and Skills:**

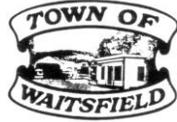
- Associate's or Bachelor's degree preferred, with a course of study in accounting or equivalent subjects. At least three years of experience in the area of accounting in either the public or private sector, including experience managing payroll, employee benefits, and accounts payable and receivable preferred. A combination of the above qualifications may be acceptable as determined by the Selectboard.
- Knowledge of state and federal laws and regulations affecting municipal governments including but not limited to municipal finance, payroll, and tax withholding and reporting.

- Ability to interact and work positively with local citizens, the media, other town officials and employees as well as local, regional and state agencies and officials, and local businesses and non-profit organizations.
- Commitment to the Town's goals and objectives as determined by its voters, Selectboard, commissions and committees and ability to research and understand State statutes in regard to the responsibilities of the Treasurer.
- Ability to communicate effectively, both orally and in writing, including working accurately with numbers and presenting accurate and easily understood financial reports when needed.
- Ability to work proficiently with computers, software, and other technological tools that are essential to efficient conduct of the Treasurer's responsibilities.
- Ability to think creatively and analytically, to evaluate alternative solutions to a given problem and offer objective recommendations and to exhibit initiative, leadership and judgment in the administration of all affairs placed in his/her charge.
- Ability to effectively supervise the Assistant Town Treasurer.
- Ability to organize and use time effectively and handle multiple responsibilities simultaneously. Keep accurate, organized records while working independently with minimal supervision.
- Ability to manage confidential information in a professional and legal manner.
- Interest and willingness to attend appropriate training to maintain and improve skills and ability to listen to and accept criticism.
- Positive attitude and ability and willingness to collaborate as part of a team.

**Working Conditions:** This job is a salaried position as voted at Town Meeting and defined in the Town's Personnel Policy and subject to employee benefits as defined therein. It is expected to be performed under normal office conditions for a minimum work week, currently consisting of three days; however, some time may be required outside normal office hours to attend meetings or for other purposes. The Town Treasurer may be assisted by an Assistant Town Treasurer and may serve as the Assistant Town Clerk. The Town Treasurer and Town Clerk positions may be combined or separated as deemed in the best interests of the Town by the Selectboard.

To apply please submit a cover letter and resume including contact information for three professional references to Town Administrator, Annie Decker-Dell'Isola, via email to [townadmin@gmavt.net](mailto:townadmin@gmavt.net) or mailed to 4144 Main Street, Waitsfield, VT 05673.

**This position is open until filled.**



## TOWN OF WAITSFIELD

### TOWN TREASURER / GRANT ADMINISTRATOR

**Nature of Position:** This position includes the statutory responsibilities of the Town Treasurer as well as additional duties typically assigned to a Grant Administrator. ¶The Town Treasurer plays a vital role in the management of the finances of the Town. ~~The Town Treasurer's role is to carry out the financial responsibilities that are assigned to this office under State law, as well as to support the needs of the Town through other duties assigned from time to time by or through the Selectboard. Primary among the Treasurer's statutory responsibilities are keeping~~ The Treasurer is responsible for keeping ~~of all of~~ the Town's funds, (including receipt, investment and disbursement of funds); keeping a record of taxes voted, billed and collected; collecting other funds receivable by the Town; and paying orders drawn on Town accounts. The Treasurer cooperates with the annual audit process and provides the Selectboard and other officials with essential information about the Town's finances. The Treasurer additionally serve as the Water Clerk for the Town's water system and as Assistant Town Clerk. The Grant Administrator provide professional oversight and management of federal, state, and other grant projects for the Town of Waitsfield including searching for grant opportunities, assisting the Town Administrator with grant writing, assisting with procurement, managing project finances, submitting reimbursements, submitting/tracking change orders, and overall project management as necessary.-

**Appointment, Supervision, and Evaluation:** In March 2017, voters changed the Town Treasurer position from an elected office to one appointed by the Selectboard in accordance with 17 V.S.A 2651f for a term of oen to three years. The Town Treasurer is appointed by the Selectboard in accordance with the Town's municipal charter (effective as of March 2017) to a term of not less than one year nor more than three years. Prior to beginning his/her duties, the Treasurer is required to post a bond conditioned on the faithful performance of his/her duties, in an amount to be established by the Selectboard (24 V.S.A. § 832, 835). The Town Treasurer/Grant Administrator is supervised and evaluated by the Selectboard, with which such responsibility the Selectboard may seek assistance or delegate to the Town Administrator. The Town Treasurer/Grant Administrator ~~Town Treasurer~~ shall be subject to the Town's personnel policies, and may be removed from office pursuant thereto. In no case shall the office be occupied by someone deemed ineligible under the State's Incompatible Offices statute (17 V.S.A. Section 2647).

#### Primary Responsibilities and Statutory Duties:\*

1. Acts as the Town's principal staff member for keeping track of the accounts of the Town from the moment money is collected to the moment it is paid out (24 V.S.A. §1521). Keeps a running account of the moneys, bonds, notes, and evidences of debt paid to him/her, and moneys paid out for the various Town departments (24 V.S.A. §1571). Maintains the Town's general fund, water operating fund, reserve funds, and loans.

2. Maintains public records showing the amount of tax money voted for the support of highways, schools, special departments and for general Town purposes (24 V.S.A. §1574). Keeps separate accounts of all money received as highway or school taxes, and pays out the same upon orders of the proper officers (32 V.S.A. §4791).
3. Serves as the Collector of Current Taxes. Mails tax notices to taxpayers at least 30 days before the tax due date established by voters (32 V.S.A. § 4792). Keeps a record of taxes levied and applies credits or debits to the general fund as a result of penalties, interest, discounts on taxes paid early, collector's fees, abatements, or any other event which will affect the total amount levied or received (24 V.S.A. §1525, 1526). Keeps a running account with the Delinquent Tax Collector of each annual tax bill by endorsing the collector's payments on the account and on the collector's receipt (24 V.S.A. § 1579, 1580). Calculates and posts interest for late, but not yet delinquent, property tax installment payments to tax bills, and prints and mails late property tax bills.
4. Issues a warrant against delinquent taxpayers for the amount of unpaid taxes within 15 days after the tax due date (32 V.S.A. §4793). Delivers a list of unpaid taxes with the name of each delinquent to the Collector of Delinquent Taxes within the same time period (32 V.S.A. §4874). The Treasurer may also serve as the Collector of Delinquent Taxes if elected to that office.
5. Invests and reinvests moneys received with the approval of the Selectboard. (24 V.S.A. §1571{b}).
6. Submits quarterly reports to the Selectboard regarding the Town's finances (24 V.S.A. § 1571). The Selectboard may require more frequent reporting such as monthly as it deems appropriate.
7. Provides the Water Commission Chair with a Monthly Report including fund balances, Water Fund (Budget) Report, Receivables Report, and a rates Billed Report-Summary
8. Cooperates fully with the annual outside audit of the Town's finances conducted at the direction of the Selectboard. Provides the Selectboard a copy of the document made available by the Auditor of Accounts regarding internal financial controls on or before June 30th (32 V.S.A. §163{11}).
9. Processes accounts payable and prepares warrants of all expenditures for Selectboard approval.
10. Coordinates payments approved from the Water Commission to the Town for Town Services annually in June
11. Processes payroll. Maintains records of employee leave time.
12. Processes 1099s and W-2s and keeps W-4 and W-9 submissions current.

13. Maintains employees' retirement, health, life and disability and related insurance records.
14. Calculates and recommends a tax rate for adoption by the Selectboard based upon voted budgets and the grand list.
15. Assists taxpayers in understanding current property tax laws.

~~16. Works with the Water Operator to prepare and download meter readings and prepare and mail quarterly water bills.~~

~~17. Processes water utility bills and collects payments. Issues a warrant for collection of unpaid water assessments after 30 days to the Delinquent Tax Collector to enforce in the same way as for the collection of delinquent taxes (24 V.S.A. §3408). Calculates and posts interest for unpaid water utility bills.~~

~~18.~~16. Coordinates water cutoff notices with the Water Operator as necessary.

~~19.~~17. Receives all fees, assessments and other monetary payments made to the Town.

~~20.~~18. Prepares bank deposits.

~~21.~~19. Prepares weekly, monthly and quarterly reporting to State agencies, IRS, VMERS and VLCT.

~~22.~~20. Prepares budget status reports for department heads and monitors departmental expenses.

~~23.~~21. Assists the Selectboard, Budget Committee and Town Administrator with budgeting and town report preparation.

22. Issues public announcements via local press, website and/or social media regarding tax deadlines and other relevant information of public interest.

~~23.~~ Works with the Water Operator to prepare and download meter readings and prepare and mail quarterly water bills.

~~24.~~ Processes water utility bills and collects payments. Issues a warrant for collection of unpaid water assessments after 30 days to the Delinquent Tax Collector to enforce in the same way as for the collection of delinquent taxes (24 V.S.A. §3408). Calculates and posts interest for unpaid water utility bills.

25. Develops and maintains a comprehensive list of available grant opportunities to support Town operations and known capital needs

26. Along with the Town Administrator, prepares grant applications for identified projects and monitors their status once submitted.
27. Assists in the preparation of specifications and review of contract documents for grant funded projects.
28. Assists in the procurement process for awarded grant projects.
29. Receives, reviews, prepares and/or submits a variety of documents such as project invoices, requisitions, grant requests, reports, reimbursement requests, budget documents, change order, project correspondence, etc.
30. Manages the project budget for active grants.
31. Works with the Town Administrator to develop the annual Capital Improvement Plan.
32. Establishes and maintains relationships with granting agency as City's contact person for grants correspondence, including supplemental information required by agency. Attends grant workshops provided by granting agencies as necessary. Establishes relationships and develops a rapport with grantor officials. Ascertains priorities, direction, and specific information required to ensure project eligibility with granting agency, as well as compliance with grant rules/guidelines.
- 24-33. Oversees the close out of grant projects.
- 25-34. Provides excellent customer service in the Town Office.
- 26-35. Performs other such duties as the Selectboard, through the Town Administrator, may assign or delegate.
- 27-36. Is appointed Assistant Town Clerk and aids with elections, issues marriage licenses, issues dog licenses, issues "Posting" permits, issues Green Mountain Passports.

\*Note: The listing of statutory duties is not intended to be comprehensive and the current Vermont Statutes Annotated should be consulted for a complete and up to date listing of such duties.

#### **Desired Qualifications, Abilities, and Skills:**

- Associate's or Bachelor's degree preferred, with a course of study in accounting, public administration, business administration, finance, or equivalent subjects. At least three years of experience in the area of accounting/governmental budgeting/municipal operations/finance in either the public or private sector, including experience managing payroll, employee benefits, and accounts payable and receivable preferred. A combination of the above qualifications may be acceptable as determined by the Selectboard.

- Knowledge of state and federal laws and regulations affecting municipal governments including but not limited to municipal finance, payroll, and tax withholding and reporting.
- Ability to interact and work positively with local citizens, the media, other town officials and employees as well as local, regional and state agencies and officials, and local businesses and non-profit organizations.
- Commitment to the Town's goals and objectives as determined by its voters, Selectboard, commissions and committees and ability to research and understand State statutes in regard to the responsibilities of the Treasurer.
- Ability to communicate effectively, both orally and in writing, including working accurately with numbers and presenting accurate and easily understood financial reports when needed.
- Ability to work proficiently with computers, software, and other technological tools that are essential to efficient conduct of the Treasurer's responsibilities.
- Ability to think creatively and analytically, to evaluate alternative solutions to a given problem and offer objective recommendations and to exhibit initiative, leadership and judgment in the administration of all affairs placed in his/her charge.
- Ability to effectively supervise the Assistant Town Treasurer.
- Ability to organize and use time effectively and handle multiple responsibilities simultaneously. Keep accurate, organized records while working independently with minimal supervision.
- Ability to manage confidential information in a professional and legal manner.
- Interest and willingness to attend appropriate training to maintain and improve skills and ability to listen to and accept criticism.
- Positive attitude and ability and willingness to collaborate as part of a team.

**Working Conditions:** This job is a salaried position as voted at Town Meeting and defined in the Town's Personnel Policy and subject to employee benefits as defined therein. It is expected to be performed under normal office conditions, ~~five days a week for a minimum work week, currently consisting of three days~~; however, some time may be required outside normal office hours to attend meetings or for other purposes. ~~There is some flexibility in the weekly schedule but overall, the Treasurer/Grant Administrator is expected to work 40-hours a week. The Town Treasurer may be assisted by an Assistant Town Treasurer and may serve as the Assistant Town Clerk. The Town Treasurer and Town Clerk positions may be combined or separated as deemed in the best interests of the Town by the Selectboard.~~

To apply please submit a cover letter and resume including contact information for three professional references to Town Administrator, Annie Decker-Dell'Isola, via email to [townadmin@gmavt.net](mailto:townadmin@gmavt.net) or mailed to 4144 Main Street, Waitsfield, VT 05673.

**This position is open until filled.**

**TOWN OF WAITSFIELD, VERMONT**  
**Selectboard Meeting Minutes**  
**Monday, September 12, 2022**  
**Draft**

**I. Call to Order:** The meeting was called to order at 6:30 pm by Christine Sullivan. The meeting was held in person at the Waitsfield Town Offices and remotely via Zoom.

Members Present: Chach Curtis, Jordan Gonda, Fred Messer, Brian Shupe, Christine Sullivan (Chair)

Staff Present: Annie Decker-Dell'Isola, Town Administrator

Others Present: James Donaldson (Conservation Commission), Clare Ireland, Anthony Italiano (MRVTV)

**II. Regular Business.**

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

No adjustments were made to the agenda; Ms. Gonda noted that she would be initiating a discussion of the upcoming Housing Summit during the Roundtable portion of the meeting.

**2. Public Forum.**

Nobody present requested to address the Board.

**3. Consider appointment of new Emergency Management Coordinator, Clare Ireland.**

Ms. Ireland introduced herself and spoke of her background, and Mr. Messer provided some information regarding how he envisions the two of them working together as a team. Mr. Messer and Ms. Decker-Dell'Isola both spoke highly of Ms. Ireland's qualifications.

**MOTION:** *Mr. Shupe made a motion to appoint Clare Ireland to the position of Waitsfield Emergency Management Coordinator, for a term of 1 year. The motion was seconded by Ms. Gonda. All voted in favor.*

**4. Consider road name request.**

The name 'Coopers Way' has been proposed for the DeFreest subdivision on the East Warren Road.

**MOTION:** *Ms. Gonda made a motion to assign Coopers Way as the name of the new road accessing the 4 lots in the new DeFreest subdivision off of East Warren Road. The approval is conditioned on final approval by the State E-911 Board. The motion was seconded by Mr. Messer. All voted in favor.*

**5. Review and approve Conservation Commission RFP for Scrag Ph I Trail Work.**

James Donaldson was available to answer questions regarding this work, which is to construct some trails on the lower portion of the Scrag property. He explained that there will be future work completed to route the trail away from the steeper sections of the logging road. It was acknowledged that a recent recreation grant application was not successful due to various factors

47 likely including the recent VOREC award that the MRV received, but Mr. Donaldson noted that  
48 additional funds will be sought in upcoming grant cycles.

49  
50 **MOTION:** *Mr. Curtis made a motion to approve the RFP for Phase I Scrag Mountain trail*  
51 *construction as presented. The motion was seconded by Mr. Shupe. All voted in favor.*

52  
53 **6. Review and adopt five law enforcement policies.**

54 Ms. Decker-Dell'Isola presented information about the policies to be adopted, explaining that  
55 every municipality who hires a constable with law enforcement authority must have policies  
56 covering these five specific topics. She noted that the ones presented are based upon a template  
57 from CVRPC, and have all been reviewed before by the Selectboard to incorporate Waitsfield-  
58 specific language.

59  
60 Ms. Decker-Dell'Isola also provided a draft constable job description (as prepared by VLCT) for  
61 informational purposes, and indicated that the next step will be to make any changes to the job  
62 description and update the Town's enforcement ordinance as necessary.

63  
64 In response to questions from Board members, it was clarified that the policies related to certain  
65 equipment, such as body cameras or tasers, does not indicate that these tools will be provided to  
66 any individual hired as an enforcement agent, nor does adoption of these policies indicate  
67 support for the creation of a police department.

68  
69 Once adopted, these policies will be included on the Town's web site and available to the public;  
70 any amendment to the enforcement ordinance will need to follow state statutes, including a  
71 public notification process.

72  
73 Mr. Messer commented that the job description might be broadened to indicate that there will be  
74 a requirement to assist all other town enforcement officers, not solely the health officer.

75  
76 **MOTION:** *Mr. Messer made a motion to approve the five policies (Body Worn Camera Policy,*  
77 *Fair and Impartial Policing Policy, Conducted Electrical Weapons Policy, Internal Affairs*  
78 *Policy, and Identification Process Policy) as recommended. The motion was seconded by Mr.*  
79 *Shupe. All voted in favor.*

80  
81 **7. Fire Department request for additional funds for van improvements.**

82 Ms. Decker-Dell'Isola reported that this project has come in approximately \$7K over budget,  
83 most of the increase is attributable to inflation. The Waitsfield portion of this overage is \$4140,  
84 and Ms. Decker-Dell'Isola indicated that this may be covered by a related Fire Department  
85 reserve fund.

86  
87 **MOTION:** *Ms. Gonda made a motion to approve the additional \$4,140 expenditure to cover*  
88 *the Fire Department utility van refurbishment to come from the Fire Department*  
89 *Vehicle/Equipment Reserve. The motion was seconded by Mr. Messer. All voted in favor.*

90  
91 **8. Update on Wastewater and Water Feasibility Study project and outreach plan.**

92 Mr. Curtis provided some information on the background of the study, and indicated that the  
93 Committee is currently finalizing its review of the 60% report, after which Dubois and King will

94 present the report to the Selectboard at their next meeting; the report will also be made available  
95 to the public. The final report will be completed by Dubois and King later this year. Mr. Curtis  
96 also noted that a subcommittee has been formed to work on details of the public outreach aspects  
97 of this endeavor.

98

99 **9. Consider revised Treasurer job description**

100 Ms. Sullivan reported that she had presented to the ARPA Committee a proposal to adjust the  
101 Treasurer position to be a full-time position through the addition of grant administration  
102 responsibilities and to increase the upper range of the potential hourly salary in order to attract  
103 more candidates, potentially funding some of the salary difference with ARPA funds for a  
104 limited number of years. She explained that she has raised this topic prior to other ARPA  
105 Committee recommendations due to the timeliness related to needing to re-advertise the position.

106

107 It was agreed that this would potentially be a strategy to attract more candidates and provide  
108 additional funding for the Town (which would potentially negate the increased salary cost). Ms.  
109 Decker-Dell'Isola had spoken with Sandy Gallup, who indicated that the skill sets for both  
110 aspects of such a position are similar.

111

112 There was some discomfort expressed regarding using ARPA funds for paying salary costs, and  
113 it was discussed that this might be covered via other fund sources, such as the current fund  
114 balance. This point was not settled, but it was agreed to post the position as full time, including  
115 grant administration duties, and to include a potential salary range for the position.

116

117 **10. Consent Agenda.**

118

119 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*  
120 *unanimously.*

121

- 122 • Approval of the Minutes of August 22, 2022.
- 123 • Bills Payable and Treasurer's Warrants.

124

125 **11. Selectboard Roundtable**

126 Mr. Shupe reported that he and Amy Tomasso (MRVPD) met with representatives of the  
127 Department of Housing and Community Development (DHCD) regarding possibilities for work  
128 at the Library being funded. He plans to meet with Jean Joslin to obtain more detailed cost  
129 estimates and a work plan, and will continue to work with DHCD on this.

130 Mr. Shupe noted that he and Ms. Decker-Dell'Isola also have a walkthrough scheduled at the  
131 Wait House in preparation of potentially applying for a historic preservation grant.

132 Ms. Sullivan noted that the immediate Library work will begin shortly.

133 Ms. Sullivan plans to attend the meeting at Fayston to learn about the regional upgrade to the  
134 Fire Department's communication system.

135 Ms. Sullivan reported that the tri-town meeting will be scheduled for late 2022/early 2023 and  
136 will focus on housing matters, including the community housing fund. She also indicated that

137 the local Selectboards and Planning Commissions are encouraged to participate in the October  
138 12 Housing Summit.

139 It was agreed that the letter received from the Vermont Land Trust regarding the proposed  
140 agricultural easement on the former Spaulding land did not require a response.

141 Ms. Gonda raised the topic of the growing concerns that are being heard regarding a lack of  
142 housing in the area. Board members agreed that there is a perception that nothing is being done  
143 to address this, and that some education and information dissemination needs to take place  
144 regarding the work that is being done on issues underlying the area's housing needs; this  
145 includes efforts undertaken by the Planning Commission, the Selectboard, and the MRVPD. Ms.  
146 Decker-Dell'Isola indicated that she will work on some outreach plans and materials with Amy  
147 Tomasso in order to let people know what has been accomplished and what is currently being  
148 addressed.

#### 149 **12. Town Administrator's Updates**

150 Ms. Decker-Dell'Isola reported that the ARPA subcommittee has begun meeting regularly, and  
151 that the meetings have been productive.

#### 152 **13. Executive Session**

153 MOTION: Mr. Curtis made a motion to enter Executive Session – Pursuant to 1 V.S.A. § 313 (a)  
154 (2) [Real Estate] and 1 V.S.A. § 313 (a) (3) [Personnel]. The motion was seconded by Mr.  
155 Shupe. All voted in favor.

156 The meeting entered Executive Session at 7:48 pm. and re-entered open session at 8:27 pm.

#### 157 **III. Other Business**

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

#### 159 **IV. Adjourn**

160 The meeting adjourned at 8:27 pm.

161 Respectfully submitted,  
162 Carol Chamberlin, Recording Secretary