

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

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

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

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

10 Others Present: Jon Ashley (Dubois & King), Lynnette Claudon (DEC), Emily Hackett (DEC),
11 Phil Huffman (CC), Anthony Italiano (MRVTV), Hugo Martinez-Cazon (DEC), Robin Morris
12 (WC), Alice Peal (PC), Liza Walker (VLT)
13

14 **II. Regular Business.**
15

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

18 Mr. Messer requested that the item related to the match for Preservation Trust Fund Grant be
19 removed from the Consent Agenda.
20

21 **2. Public Forum.**

22 Nobody present requested to address the Board.
23

24 **3. Dubois & King Wastewater & Water Feasibility Study 90% Report**
25 **presentation/discussion.**

26 Mr. Curtis introduced Mr. Ashley and provided some context for the report Mr. Ashley was to
27 present. He explained that completion of a Preliminary Engineering Report (PER) for the
28 solution(s) to be pursued is an important funding preparation step for seeking actual construction
29 funds.
30

31 Mr. Ashley provided information, including cost information, for the various solutions that were
32 included in the previous (60%) Report from Dubois & King for the Wastewater and Water
33 Feasibility Study. This 90% Report contains more refined information related to each solution
34 proposed for consideration. Details include cost summaries, estimated number of users to be
35 accommodated, life cycle costs, and evaluation of other relevant factors. The recommendation
36 from the D&K and supported by the committee is to proceed with a PER for scenario 5B (Munn
37 site, 2 existing sites in town, and northern site) as well as for scenario 2 (connect additional users
38 to the water system), with phasing incorporated so that essentially scenarios 2 and 4 (Munn site)
39 are completed, followed by a future build out of 5B. Mr. Ashley finished by providing an outline
40 of the timeline for next steps to be taken.
41

42 Board members posed some questions for Mr. Ashley, and he provided further information
43 which indicated that:

- 44 • Cost estimates do not include water line extension work
- 45 • Timing for any bond vote is preferred to be Town Meeting Day, in order to qualify for
46 further funding consideration

- 47 • The usage numbers are based on full utilization, including yet-to-be-built housing; 5B is
48 the only option providing more capacity than what would be needed by the projected
49 growth
50

51 Lynnette Claudon of the DEC provided some guidance for the PER and funding application
52 process, noting that alternative collection systems might be considered and that an auger soil test
53 should be completed on any proposed northern end sites. She also let Mr. Morris know that if
54 information available regarding water usage indicates lower-than-average usage, capacity
55 numbers for wastewater systems might be adjusted accordingly. She indicated that having
56 numbers available related to new housing/employment creation made possible by the system's
57 construction would be helpful when applying to ACCD grant programs which are focused on
58 those issues. Ms. Claudon also noted that the new income eligibility requirements have been
59 either removed or minimized by DEC.
60

61 Board members expressed an understanding that the various options might be phased, and there
62 was some discussion of specifics related to this. Ms. Peal also explained that there may be an
63 ARPA funding request to cover expenses incurred prior to any grant award being received. Mr.
64 Ashley explained that the upcoming PER will focus on the southern portion of the plan, with
65 only some aspects of the northern portion addressed, noting that any funding for that would be
66 requested in the following fiscal year's grant cycles.
67

68 **MOTION:** *A motion to authorize the Wastewater and Water Feasibility Study Committee to*
69 *work with Dubois and King to develop a scope of work for the wastewater and water project*
70 *Preliminary Engineering Report, as well as the associated loan application, to be brought back*
71 *to the Selectboard for review and approval at a future meeting was made by Mr. Shupe. The*
72 *motion was seconded by Ms. Gonda. All voted in favor.*
73

74 **4. Friends of Virginia Farley Riverside Park update & proposed MOU.**

75 Mr. Huffman presented a brief update on progress at the site, noting that more information was
76 included in the written report he provided. He indicated that a landscape architect has been
77 retained, and that fundraising is underway. Another thing he pointed out is that there is no set
78 requirement in the property transfer documentation for a management plan to be created, but that
79 the CC will be working on a basic/interim plan in the coming months, to be refined and made
80 more complete over the next year or so. He explained that the parcel is small, and that most of
81 the management will focus on the riparian frontage, which is the most important conservation
82 matter.
83

84 Ms. Walker explained the need to establish an MOU for the transfer of monies raised through
85 private fundraising to the Town; the draft document is comparable to what was in place for the
86 similar Scrag Mountain fundraising, which was reviewed by Town legal counsel. She further
87 noted that the document serves to ensure that the funds transferred are used for the purposes for
88 which they were received, and are only put towards improvements or maintenance of this
89 specific property. Mr. Huffman clarified that this will not establish an endowment fund. It was
90 noted that Friends of the Mad River is submitting a \$5K ARPA request for this work as well.
91

92 Some concern was expressed regarding this site's potential to become an overcrowded
93 swimming spot, but Mr. Huffman explained that the nature of the site does not lend itself to this

94 type of activity. Mr. Shupe pointed out that the Town’s mowing contract will need to be
95 adjusted to include this parcel.

96
97 **MOTION:** *A motion to approve the Tardy Parcel – Virginia Farley Riverside Park Fund MOU*
98 *as drafted was made by Ms. Gonda. The motion was seconded by Mr. Messer. All voted in*
99 *favor.*

100

101 **5. ARPA Funding discussion.**

102 Ms. Decker-Dell’Isola provided a full list of funding requests received, noting that the total
103 amount requested is over what the Town has available to disburse.

104

105 She explained that some requests would be more appropriately reviewed by the Selectboard, as
106 the related spending would need Board approval; it was agreed that these requests should be
107 removed from the list being reviewed by the ARPA Committee. Ms. Decker-Dell’Isola also
108 requested that an amount to be allocated by them be provided to the Committee, and it was
109 agreed that they should limit their suggested awards to \$100K - \$150K. It was also agreed that
110 Valley-wide organizations should be requesting funds from all towns that benefit from their
111 programs.

112

113 Ms. Decker-Dell’Isola also indicated that she is working to obtain solid numbers for projects
114 such as website improvements and record digitization, and will have those available at an
115 upcoming meeting.

116

117 **6. Consent Agenda.**

118

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

121

- 122 • Approval of the Minutes of November 28, 2022.
- 123 • Bills Payable and Treasurer’s Warrants.

124

125 **Authorize match for Preservation Trust of Vermont Historic General Wait House building**

126 **assessment** – Mr. Messer asked about the timeline for this process, and it was explained that

127 once this funding is matched and available, the assessment will take place, providing information

128 necessary for the upcoming spring application grant round. Mr. Messer noted that he would also

129 like to see money put into reserve to have the roof fixed, regardless of any grant application

130 outcomes.

131

132 **MOTION:** *Mr. Messer made a motion to authorize the required match for the Preservation*
133 *Trust of Vermont Historic General Wait House building assessment. The motion was seconded*
134 *by Mr. Shupe. All voted in favor.*

135

136 **7. Selectboard Roundtable**

137 Mr. Shupe noted that he had recently walked, with Ross Saxton, some of the potential areas for

138 VOREC path configuration between the center and Irasville.

139 He also explained that he had subsequently reached out to Downstreet to express his concerns
140 regarding the state of the Mad River Meadows property, and the cleanup needed there. Mr.
141 Shupe will ask that Mr. Messer visit the site if no action is forthcoming by Downstreet.

142 **8. Town Administrator's Updates**

143 The upcoming schedule was discussed, and it was decided to keep the December 19th meeting in
144 place.

145 **9. Executive Session**

146 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
147 and 1 V.S.A. § 313 (a) (2) [Real Estate] was made by Mr. Shupe, inviting Randy Brittingham to
148 join. The motion was seconded by Mr. Messer. All voted in favor.

149
150 The meeting entered Executive Session at 8:15pm pm and returned to open session at 8:31 pm

151
152 **MOTION:** A motion was made by Mr. Curtis to appoint Randy Brittingham to the position of
153 Treasurer and Grant Administrator, according to the terms of the agreement negotiated. The
154 motion was seconded by Mr. Messer. All voted in favor.

155 156 **III. Other Business**

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

158 **IV. Adjourn**

159 The meeting adjourned at 8:32 pm.

160 Respectfully submitted,
161 Carol Chamberlin, Recording Secretary