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**TOWN OF WAITSFIELD, VERMONT**  
**Selectboard Meeting Minutes**  
**Monday, January 23, 2023**  
**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  
Staff Present: Randy Brittingham (Town Treasurer), Annie Decker-Dell'Isola (Town Administrator)

Others Present: Camera Operator (MRVTV), Bob Cook (Conservation Commission), James Donaldson (Conservation Commission), Sean Lawson, Robin Morris (Water Commission), Alice Peal (Planning Commission)

**II. Regular Business.**

**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.**

Sean Lawson spoke in support of the ongoing wastewater projects being undertaken by the Town. He also spoke of the importance of working to have appropriate land use regulations in place to allow for responsible infill development in Irasville and the impacts on such of the wetland complex, which indicates the need to have a master plan for the area, including the wetlands, in place.

**3. Wastewater project updates.**

**a. Consider approving Amendment to the Owner-Engineer Agreement with Dubois & King to complete a Wastewater Preliminary Engineering Report (PER) and Environmental Information Documents (EID)**

Ms. Decker-Dell'Isola reported that the Committee's work has been transitioning from the feasibility study to the engineering work that is required for furthering the project, noting that the amendments proposed are to fund this continued work. Mr. Curtis explained that the PER is to further define the feasibility and cost of the preferred solutions which have been presented by the Committee and Dubois & King. He noted that the intent is to complete this phase of the project by June, in time to be eligible for DEC's FY24 round of funding, and apply for a forgivable loan to cover the PER expenses.

**MOTION:** *A motion to approve the attached Exhibit K: Amendment to Owner- Engineer Agreement, Attachment C-1 and C-2, to extend the scope of the original engineering services agreement to include completion of a Preliminary Engineering Report (PER) and Environmental Information Document (EID) for the preferred alternatives at a cost of \$120,664 and authorize Robin Morris, Bob Cook, and Chach Curtis to serve as liaisons between Dubois and King and the Selectboard was made by Mr. Shupe. The motion was seconded by Ms. Gonda. All voted in favor.*

48 b. Consider approving Clean Water State Revolving Fund Loan Amendment for \$125,000

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50 **MOTION:** *A motion to authorize the Town Administrator to submit the CWSRF Step 1 Loan*  
51 *Amendment Application for \$125,000 along with the amended Engineer Agreement to the VT*  
52 *DEC CWSRF was made by Mr. Shupe. The motion was seconded by Mr. Messer. All voted in*  
53 *favor.*

54

55 **4. Second quarter budget status update from Town Treasurer.**

56 Mr. Brittingham summarized the report he had provided, noting three items of importance:

57

- 58 • State highway aid – the actual amount received is less than anticipated
- 59 • ARPA funding – all appropriations have been received
- 60 • Interest income is higher than anticipated

61

62 **5. Consider Conservation Commission request to apply for VT Fish & Wildlife Watershed**  
63 **Grant**

64 Mr. Cook presented information regarding a collaboration between the Warren, Fayston, and  
65 Waitsfield Conservation Commissions that would share a project manager for addressing  
66 knotweed removal. He explained that the number of sites addressed will be increased through  
67 this structure, and that there is potential for including other invasive species in the program. He  
68 noted that it still needs to be confirmed that no match is necessary for this grant.

69

70 It was confirmed that this will be in addition to the program costs to come from the invasive  
71 species reserve fund for continuing knotweed control and the intended planting of native species  
72 by the Commission.

73

74 **MOTION:** *A motion to authorize the Conservation Commission to apply for the VT Fish and*  
75 *Wildlife Watershed Grant as outlined was made by Mr. Curtis. The motion was seconded by Mr.*  
76 *Shupe. All voted in favor.*

77

78 **6. Consider Conservation Commission request to pursue a contract for Phase I of the Scrag**  
79 **Town Forest trail improvement project**

80 Mr. Donaldson noted that two bids had been received; the one from Apex Trailworks was the  
81 preferred option, and the Conservation Commission would like to pursue a contract with them so  
82 that work may begin.

83

84 **MOTION:** *A motion to authorize the Conservation Commission to pursue contract negotiations*  
85 *with Apex Trailworks, LLC for completion of the Scrag Phase I Trail, recognizing that the final*  
86 *contract will come before the Selectboard for final review and approval was made by Mr. Shupe.*  
87 *The motion was seconded by Mr. Messer. All voted in favor.*

88

89 **7. Continue Review of FY24 Draft Budget.**

90 Ms. Decker-Dell'Isola presented the latest draft of the budget, noting that her Staff Report calls  
91 out recent changes. She reviewed the general line item changes with the Board; and it was  
92 agreed to keep them in place. It was also agreed to reduce the amount allocated for coverage by  
93 the Sheriff's Department to be equal to 10 hours/week, due to the imminent hiring of a

94 Constable. She also noted that a final amount to be allocated to Cemetery maintenance has not  
95 yet been determined.

96  
97 Next, the impacts of hiring a fourth road crew member were reviewed, including related salary,  
98 benefits, and equipment purchases. It was agreed to go forward with including the new position,  
99 prorating the health insurance allocation, and making some adjustments to the equipment reserve  
100 contribution as well as considering the use of ARPA funds for some of the related equipment  
101 purchases.

102  
103 Ms. Decker-Dell'Isola will gather more information related to the Grand List projection as well  
104 as the timeliness of issuing Certificates of Occupancy.

105  
106 **8. Town Meeting 2023 planning**

107 Ms. Decker-Dell'Isola indicated that she will be working with Board members to finalize some  
108 aspects of the Town Report. It was decided to hold an in person meeting, for which a moderator  
109 will be needed. She also reported that the Rec District would like to hold an in-person survey on  
110 Town Meeting Day; it was decided to check with Jennifer Petersen regarding appropriate  
111 logistics.

112  
113 **9. Consent Agenda.**

114  
115 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below,*  
116 *passed unanimously.*

- 117  
118
  - Approval of the Minutes of January 9, 2023.
  - Bills Payable and Treasurer's Warrants.
  - Approve use of \$6,572.67 from General Wait House Reserve for the replacement of the  
121 fire alarm panel
  - Authorize Town Administrator to sign and submit VT Municipal Road General Permit  
123 Notice of Intent

124  
125 **10. Selectboard Roundtable**

126 Ms. Sullivan noted that the MRVPD will be debriefing their recently held Partners meeting this  
127 week.

128 Ms. Sullivan has indicated to VLCT that it would be appropriate to request that the Legislature  
129 raise the standard Town Clerk fees.

130 **11. Town Administrator's Updates**

131 Ms. Decker-Dell'Isola noted that work continues on the East Warren Road culvert project, which  
132 is going out to bid soon with the intention of having the work completed this year. She also  
133 reported that the PC will be holding their public hearing on the proposed Town Plan amendments  
134 on February 7<sup>th</sup>, and that Mr. Weir is beginning to work on the DEC Project Priority List  
135 application. She will be working with Mr. Weir to outline the potential structure of Joshua  
136 Schwartz's assistance with this project.

137

138 **12. Executive Session**

139 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real  
140 Estate], inviting Mr. LaFerriere, Mr. Lindberg, and Mr. Cook to join; and to remain in Executive  
141 Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel] with only Board members and the Town  
142 Administrator present, was made by Mr. Shupe. motion was seconded by Mr. Curtis. All voted  
143 in favor.

144  
145 The meeting entered Executive Session at 8:14 pm and returned to open session at 8:45 pm

146  
147 **MOTION:** *A motion to terminate the temporary agreement with Jennifer Petersen to serve as*  
148 *interim Treasurer and have her resume her previous duties as Assistant Treasurer was made by*  
149 *Mr. Curtis. The motion was seconded by Mr. Messer. All voted in favor.*

150  
151 **III. Other Business**

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

153 **IV. Adjourn**

154 The meeting adjourned at 8:46 pm.

155 Respectfully submitted,  
156 Carol Chamberlin, Recording Secretary