

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, February 13, 2023**

4 **Draft**

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

8 Members Present: Chach Curtis, Fred Messer, Brian Shupe, Christine Sullivan

9 Staff Present: Annie Decker-Dell’Isola (Town Administrator)

10 Others Present: Laura Arnesen (Mad River Recreation District), Michael Bransfield (Free  
11 Wheelin’), Jeff Campbell, Bob Cook (Planning Commission), Kaziah Haviland (Downstreet),  
12 Anthony Italiano (MRVTV), Michelle Kersey (Downstreet), Robin Morris (Water Commission),  
13 Ross Saxton (Mad River Path Association)

14  
15 **II. Regular Business.**

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

18 Review of the Wastewater Project’s Project Priority List application was added to the agenda.  
19

20 **2. Public Forum.**

21 There were no comments provided.  
22

23 **3. Mad River Path updates.**

24 a. Recreation Hub update and consider proposed northern crosswalk location  
25

26 Ms. Decker-Dell’Isola provided some background information, explaining that the logistics of a  
27 connector trail from the approved southern trail crossing into Irasville were being evaluated,  
28 along with a review of related grant agreement changes.  
29

30 Mr. Saxton provided a site plan for a proposed location of a northern crossing just south of the  
31 cemetery, which would cross over to the Mad River Green area. He explained that  
32 conversations are still needed with VTrans to determine details regarding the exact location at  
33 which to cross, and noted some of the potential work that would be involved in construction of  
34 the path and intersection with Route 100. He noted that most of the landowner permissions  
35 that would be required are in place, and emphasized the importance of appropriate signage  
36 and road marking maintenance.  
37

38 Mr. Saxton and Ms. Arnesen answered questions from Board members, with Mr. Saxton  
39 explaining that he will be available for consultation once the new Mad River Path Executive  
40 Director has taken over and Ms. Arnesen noting that she is also part of the project  
41 management. She also predicted that the finalization of the grant agreement with the  
42 necessary changes is not likely to happen for another few weeks.  
43

44 Board members agreed that the proposed site is a good location for the northern crosswalk and  
45 that exploring this option with VTrans is a suitable step.  
46

47 **MOTION:** *A motion to approve the request from the Mad River Path Association/Recreation*  
48 *District to explore the proposed location for a northern Recreation Hub crosswalk with VTrans*  
49 *was made by Mr. Shupe. The motion was seconded by Mr. Messer. All voted in favor.*  
50

51 b. Request for zoning fee waiver for trailhead kiosks for Certificates of Occupancy (CO)

52  
53 Because of the amount of zoning fees waived (\$1000) for the installation of these kiosks, it was  
54 decided to approve a waiver for half of the zoning fees associated with COs.

55  
56 **MOTION:** *A motion to waive \$250 of the \$500 CO fees for kiosk installation was made by Mr.*  
57 *Shupe. The motion was seconded by Mr. Messer. All voted in favor.*  
58

#### 59 **4. Consider recommendation from ARPA Advisory Committee**

60 Ms. Decker-Dell'Isola explained the process and ranking procedure used by the Committee, and  
61 summarized the information available regarding the funding applications which had been  
62 reviewed. The following points were clarified:

- 63 • Next steps will likely include Committee work to create a contract with each of the  
64 groups receiving funding; discussions at that point should eliminate finalization of  
65 funding to those groups who did not receive their full amounts requested across towns  
66 or through other sources.
- 67 • Those contracts will come back to the Selectboard for final approval.
- 68 • Coordination with Efficiency Vermont is necessary before the final amount requested  
69 for lighting at Waitsfield Elementary and Harwood Union is clarified.
- 70 • The Couples Field request was set aside, as it was understood by the Committee that  
71 another solution had been found; Ms. Decker-Dell'Isola has not received a response to  
72 her inquiries seeking to confirm this.
- 73 • There were concerns raised regarding Downstreet's current property maintenance. Ms.  
74 Haviland and Ms. Kersey were present, and explained that staffing shortages have  
75 created some maintenance issues, and that the organization is contemplating cameras  
76 on dumpster areas as well as a new dumpster enclosure as part of future  
77 improvements. They indicated that this award would help show community investment  
78 when seeking funds from other sources.

79  
80 **MOTION:** *A motion to approve the recommendations of the Committee, with the exception of*  
81 *the Harwood Union request for which more information is required; approval is conditioned*  
82 *upon confirmation that the project outlined will be completed. The motion was seconded by Mr.*  
83 *Curtis. All voted in favor.*  
84

#### 85 **5. Consider proposed project coordination plan for wastewater project.**

86 A draft of a plan for continuing work on the wastewater project, which includes engaging  
87 Joshua Schwartz of the MRVPD to provide project support for the structure/teams approach  
88 outlined, was reviewed. If there is approval of this approach by both the Selectboard and the  
89 MRVPD, the next step will be drafting a more specific MOU.  
90

91 **MOTION:** *Mr. Curtis made a motion to authorize staff to proceed with drafting an MOU with*  
92 *the Mad River Valley Planning District for the wastewater project proposed planning structure*  
93 *as enclosed in the report. The motion was seconded by Mr. Shupe. All voted in favor.*  
94

95 **6. Project Priority List Application Review.**

96 Ms. Decker-Dell'Isola explained that applying for inclusion on the Project Priority List is a  
97 requirement for being eligible for upcoming DEC funding rounds.  
98

99 Mr. Curtis suggested a couple of additions to the application material, including noting benefits  
100 to neighboring towns through potential connections to the system and the opportunity created  
101 for housing problem solutions.  
102

103 **MOTION:** *Mr. Shupe made a motion to approve submission of the Application, subject to*  
104 *possible minor amendments based upon the comments provided. The motion was seconded by*  
105 *Mr. Curtis. All voted in favor.*  
106

107 **7. Consider VLCT letter of support for proposed Project Based TIF.**

108 Ms. Decker-Dell'Isola explained that VLCT has reached out to several towns who may benefit  
109 from this funding program, and that she is encouraged by the possibilities. They have asked for  
110 towns to submit a letter of support for this type of program. Mr. Shupe provided some details  
111 of how the program works, noting that loans are paid back based upon Grand List increases  
112 resulting from a specific project.  
113

114 **MOTION:** *Mr. Shupe made a motion to authorize the Town Administrator to submit a letter of*  
115 *support for the proposed Project-Based TIF, and to testify if her schedule allows. The motion*  
116 *was seconded by Mr. Curtis. All voted in favor.*  
117

118 **8. Consider Waitsfield constable appointment.**

119 Mr. Campbell provided some background information and noted his history of working with  
120 MRVAS, the Warren Fire Department, and as Constable for Warren. Mr. Messer inquired about  
121 monitoring of handicapped parking space use; Mr. Campbell confirmed that he would look into  
122 related logistics and legality.  
123

124 **MOTION:** *Mr. Messer made a motion to appoint Mr. Campbell as Waitsfield Constable for a*  
125 *term of one year. The motion was seconded by Mr. Curtis. All voted in favor.*  
126

127 **9. Treasurer appointment clarification.**

128 Ms. Decker-Dell'Isola explained that details of Mr. Brittingham's appointment were not clarified  
129 at the time he was hired.  
130

131 **MOTION:** *Mr. Shupe made a motion to clarify that Randy Brittingham's appointment as*  
132 *Treasurer is to complete Sandy Gallup's term, ending in March, 2024. The motion was seconded*  
133 *by Mr. Curtis. All voted in favor.*  
134  
135

136 **10. Consent Agenda.**

137

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

140

- 141 • Approval of the Minutes of January 30, 2023.
- 142 • Bills Payable and Treasurer’s Warrants.
- 143 • Authorize Town Administrator to sign Emergency Management EOC Grant Agreement
- 144 • Authorize the use of Fire Department van sale revenue (\$4,000) to be applied to FY23
- 145 operating costs associated with improvements to the new Fire Department van
- 146 • Approve 2023 Certificate of Highway Mileage

147

148 **11. Selectboard Roundtable**

149 Mr. Messer reported that he has been working with Central Vermont Humane Society  
150 regarding some animal control logistics.

151 Mr. Curtis had received feedback from a resident concerned about excess speeding. He  
152 inquired about the status of the flashing crosswalk indicator; Ms. Decker-Dell’Isola will be  
153 working with Treasurer Randy Brittingham to follow up on this grant-funded project.

154 Ms. Sullivan suggested a review of the Town’s traffic ordinance, possibly increasing fines in  
155 certain locations.

156 Mr. Shupe noted that he has a meeting scheduled with a likely candidate for Town Meeting  
157 Moderator.

158

159 **12. Town Administrator’s Updates**

160 Ms. Decker-Dell’Isola reported that she recently attended a VLCT Town Meeting training for  
161 moderators, which she found beneficial.

162 It was decided to not schedule a Selectboard meeting for March 6, unless determined to be  
163 necessary at the February 27 meeting.

164 **13. Executive Session**

165 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate]  
166 was made by Mr. Shupe. The motion was seconded by Mr. Messer. All voted in favor.

167

168 The meeting entered Executive Session at 7:55 pm and returned to open session at 8:10 pm.

169

170 No further action was taken.

171

172 **III. Other Business**

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

174 **IV. Adjourn**

175 The meeting adjourned at 8:10 pm.

176 Respectfully submitted,

177 Carol Chamberlin, Recording Secretary