

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, March 6, 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: Kari Dolan, Evan Dolecki, Phil Huffman (Conservation Commission), Anthony  
11 Italiano (MRVTV)

12  
13 **II. Regular Business.**

14  
15 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

16 No adjustments were necessary.

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18 **2. Public Forum.**

19 There were no comments provided.

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21 **3. Review East Warren Road culvert project bids and approve contract.**

22 Ms. Decker-Dell’Isola reminded the Board that market conditions led to this project not being  
23 undertaken last year, and that the culvert has been purchased and delivered. She noted that a  
24 sealed bid process had been followed, and the low bid was provided by Blow and Cote, Inc.; the  
25 Town’s engineer has worked with this firm and had no reservations regarding contracting with  
26 them for this work.

27  
28 Ms. Decker-Dell’Isola further explained that associated legal fees, material costs, and the  
29 quotes for completion of the work are all higher than anticipated when this project was  
30 budgeted for, but that the necessary funds are available in Reserves, use of which will have a  
31 slight impact on the Capital Plan. Associated details were reviewed, along with an outline of  
32 potential upcoming culvert and paving needs.

33  
34 **MOTION:** *A motion to award the bid for replacing the culvert on East Warren Road (TH #1), to*  
35 *Blow and Cote, Inc. of Morrisville, VT for an award not to exceed price of \$223,485, and*  
36 *authorize the Town Administrator to execute the enclosed agreement, with funding for the*  
37 *project to come from the Town Highway Structures Program FY22 funding (Grant #BC2108) and*  
38 *the remainder to be paid through bridge and culvert capital reserves was made by Mr. Shupe.*  
39 *The motion was seconded by Mr. Messer. All voted in favor.*

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41 **4. Town Meeting 2023 preparation.**

42 a. Review budget scripts – there were no questions posed related to the draft document  
43 supplied by Ms. Decker-Dell’Isola.

44  
45 b. Review budget presentation – Ms. Decker-Dell’Isola previewed her presentation; questions  
46 were answered and some minor adjustments were agreed upon.

47  
48 c. Review articles – The logistics of running Town Meeting were discussed with Ms. Dolan.  
49

50 **5. ARPA Allocation Recommendations (Government Services).**

51 Miss Decker-Dell’Isola reviewed the information that was provided in the Board packet,  
52 summarizing what had been allocated to date and noting that approximately half of the funds  
53 have yet to be earmarked. She then provided estimates of the cost to complete digitization of  
54 the Town’s land records and to update and maintain the Town’s website. Two quotes had been  
55 received regarding the website work to be completed, one of which separated onboarding  
56 costs from the annual maintenance fee, and one that did not; Ms. Decker-Dell’Isola suggested  
57 that ARPA funding be used for the initial setup cost quoted by Ecopixel, as their annual fee  
58 following that setup will be much lower than the other quote provided.

59  
60 There was some discussion regarding the use of Records Restoration Reserve funds for the land  
61 record digitization, with it being suggested that a larger portion than proposed might come  
62 from that Reserve in order to maintain a larger balance of available ARPA funding for awarding  
63 to other worthy projects. It was unclear where the funds for the Restoration Reserve come  
64 from; Ms. Decker-Dell’Isola determined later in the meeting that Recording Fees received are  
65 the source of this money.

66  
67 Mr. Shupe provided a reminder that other requests are still outstanding, including parks work,  
68 library grounds improvements, and street tree removal. Additionally, a request for funding  
69 additional connections to the Town’s water system had been received from Robin Morris, Chair  
70 of the Water Commission. Mr. Huffman also requested a reconsideration of the approximately  
71 \$5K request from the Conservation Commission that had not been funded.

72  
73 **MOTION:** *A motion to allocate \$15,638 of Waitsfield’s ARPA allocation for an updated Town*  
74 *website, as outlined in the enclosed quote from Ecopixel, and to postpone a decision regarding*  
75 *an allocation amount for land record digitization, was made by Mr. Curtis. The motion was*  
76 *seconded by Mr. Messer. All voted in favor.*

77  
78 **6. Review ARPA Award proposed process.**

79 Ms. Decker-Dell’Isola reported that the details regarding the school lighting project are still  
80 being sorted, but that the rest of the projects which were awarded ARPA funds are ready to  
81 move ahead with finalization of written agreements. She had provided a template for those  
82 agreements, and explained that more details regarding budget information will be captured  
83 when meeting with the grantees before signing each agreement. It was agreed that the  
84 process outlined was satisfactory, and that the Board does not need to approve each  
85 agreement individually.

86  
87 **7. Review draft Wastewater Planning Project MOU with MRVPD.**

88 No edits were made to the draft document; it was explained that the language was generally  
89 based upon other MOUs the Town is party to, and it was not felt that any further legal review  
90 was necessary at this point.

91

92 **MOTION:** *A motion to approve the enclosed MOU for MRVPD staff support on the Waitsfield*  
93 *Wastewater Planning Project and authorize staff to sign on the Board's behalf, conditioned on*  
94 *approval of the MRVPD Steering Committee, was made by Mr. Curtis. The motion was*  
95 *seconded by Mr. Messer. All voted in favor.*

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## 97 **8. Consent Agenda.**

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

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- 102 • Approval of the Minutes of February 13, 2023
- 103 • Bills Payable and Treasurer's Warrants
- 104 • Approve liquor license renewals
- 105 • Approve warrant to pay school taxes
- 106 • Authorize Town Administrator to sign Local Hazard Mitigation Plan Grant Agreement
- 107 • Approve Festival Permit Applications
  - 108 ○ Mountain Gardner's Festival
  - 109 ○ 100 on 100 Relay

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111

## 112 **9. Selectboard Roundtable.**

113 Mr. Messer reported on a recent serious dog bite incident involving a runner and two dogs; he  
114 has addressed the lack of licensure and associated need for rabies vaccinations for those dogs.

115

## 116 **10. Town Administrator's Updates.**

117 Ms. Decker-Dell'Isola indicated that the noticing which has been provided to individuals  
118 plowing snow into the road ROW has been somewhat successful in preventing this type of  
119 activity, that the grant application for work at the Wait House will likely be ready for approval  
120 later in March, and that there potentially will be consideration of tree removal at the Wait  
121 House. She also noted that a food truck request had been received; Mr. Shupe suggested that a  
122 Vendor's permit would be appropriate, as this type of activity is not covered in the Zoning  
123 regulations.

124 It was agreed to meet again on March 27, cancelling the scheduled March 13 meeting.

## 125 **11. Executive Session.**

126 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate]  
127 passed unanimously.

128

129 The meeting entered Executive Session at 7:55 pm and returned to open session at 8:44 pm.

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131 No further action was taken.

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135 **III. Other Business**

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

137 **IV. Adjourn**

138 The meeting adjourned at 8:44 pm.

139 Respectfully submitted,

140 Carol Chamberlin, Recording Secretary