

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, March 27th, 2023
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. Selectboard Organizational Meeting. (15 +/- min.)
 - a. Election of a Chair and Vice-Chair.
 - b. Consider adopting a meeting schedule.
 - c. Consider designating a newspaper of record.
 - d. Review the Selectboard's rules of procedure.
 - e. Consider Re-Adopting the Conflict-of-Interest Policy.
4. Town Meeting 2023 Debrief (5 +/- min.)
5. Review appointments & reappointments to Boards, Committees, & Commissions (5 +/- min)
6. Planning Commission update on Bylaw Modernization project (10 +/- min)
7. Conservation Commission updates (10 +/- min)
 - a. Consider request for Invasive Species Reserve Funds to implement 2023 Knotweed Program
8. Consider ARPA Allocation for Government Services (record digitization) (5 +/- min)
9. Review and approve Bruhn Historic Preservation Grant App. – General Wait House Improvements (5 +/- min.)
10. Review 2023 Selectboard & Town Administrator Work Plan (15 +/- min.)
11. Consent Agenda:
 - a. Consider approving the Minutes of 3/6/23
 - b. Consider approving minutes from Town Meeting (3/7/23)
 - c. Bills Payable and Treasurer's Warrants
 - d. Review Water Commission proposed CD
 - e. Review, accept, and designate anonymous donation to Wait House reserve account
12. Selectboard roundtable. (10 +/- min.)
13. Town Administrator's updates. (5 +/- min.)
14. Executive Session – Pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate]

III. Other Business.

1. Correspondence/reports received.

IV. Adjourn.

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, 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.

ALL TIMES ARE APPROXIMATE

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

1 **Waitsfield Town Administrator’s Report**

2 **March 27, 2023**

3
4 ***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the**
5 **Waitsfield Town Office. For remote access, please use the following link:**

6
7 <https://us02web.zoom.us/j/82056117089>

8 **Meeting ID: 820 5611 7089**

9 **By phone: 1 (929) 205-6099**

10
11 **Anyone wishing to speak can do so during the designated times, as indicated by the chair.**

12 **II. REGULAR BUSINESS.**

13
14 Item II.3. Selectboard Organizational Meeting

15
16 a. Election of a Chair and Vice-Chair.

17
18 The organizational meeting is the first one following Town Meeting each year. The current chair will
19 run the election process for a new (or same) chair, calling for nominations and seconds, votes, etc.
20 Once a chair is elected, they will assume the role and run the election of a vice-chair.

21
22 The terms for chair and vice-chair are for one-year only.

23
24 ***Recommendation (Item II.3a):***

25
26 *Consider a motion to appoint _____ as chair of the Waitsfield Selectboard.*

27
28 *Consider a motion to appoint _____ as vice-chair of the Waitsfield Selectboard.*

29
30 b. Consider adopting a meeting schedule.

31 A proposed 2023 meeting schedule is enclosed.

32
33 c. Consider designating a newspaper of record.

34 The Valley Reporter has historically served as Waitsfield’s newspaper of record.

35
36 d. Review the Selectboard’s rules of procedure.

37 The Board should review and adopt the rules of procedure annually. The 2022 version is enclosed.

38
39 e. Consider Re-Adopting the Conflict-of-Interest Policy.

40 The Board should review and adopt the conflict-of-interest policy annually. The 2022 version is
41 enclosed.

42
43 ***Recommendation (Items II.3b – II.3e):***

- 44 • *Consider a motion to adopt the meeting schedule as presented or otherwise amended.*
- 45 • *Consider a motion to designate the Valley Reporter at the Town of Waitsfield’s newspaper of*
46 *record.*
- 47 • *Consider a motion to adopt the rules of procedure policy as presented or otherwise amended.*
- 48 • *Consider a motion to adopt the conflict-of-interest policy as presented or otherwise amended.*

50 Item II.4. Town Meeting 2023 Debrief

51 Each year, after Town Meeting, the Board takes some time to reflect on Town Meeting.

52

53 ***Recommendation:***

54 *No formal action anticipated.*

55

56 Item II.5 Review appointments & reappointments to Boards, Committees, & Commissions

57 The enclosed table shows everyone holding one or more positions on boards, committees, or commissions
58 whose term expires at the end of March.

59

60 The individuals who have confirmed an interest in reappointment are highlighted in the table and those
61 who have confirmed an interest in a new position are shown in bold. Please note that line 7&8 and 9&10
62 are appointments to the Central Vermont Regional Planning Commission (CVRPC) Board of
63 Commissioners and Regional Transportation Action Committee (TAC). Don LaHaye has served as
64 Waitsfield's representative on both of these commissions for a number of years and has again expressed
65 interest in serving in this capacity. Alice Peal has volunteered to step up and serve on either of the two
66 commissions/committees for the 2023 season. Alice would like to serve on the Regional Plan
67 Commission which would require a Board of Commissioner's appointment. Both roles also have
68 alternate roles. The Selectboard should consider who they would like to appoint to each primary role and
69 each alternate role.

70

71 Those who have not responded to date are still included on the list. In years past, the Selectboard has
72 appointed those who have yet to respond to their reappointment request for one additional month in order
73 to provide extra time to contact them and confirm interest. If we have still not heard by then, we can post
74 the positions as vacant.

75

76 ***Recommendation:***

77 *Consider a motion to re-appoint the individuals confirming interest to the positions and terms listed in the*
78 *table, and to extend the terms of all others through the end of April 2023.*

79

80 Item II.6 Planning Commission updates

81 a. Bylaw Modernization project

82 Kevin Anderson with the Planning Commission will provide an update to the Selectboard on the
83 status of the Bylaw Modernization Project, being completed with assistance from the SE Group. The
84 project, which has been titled "Vibrant Villages" is underway, with a Community Meeting planned for
85 Wednesday, March 29th from 7pm-9pm at the Waitsfield Village Meeting House (Waitsfield United
86 Church of Christ). The meeting flyer is enclosed.

87

88 The project website can be found here: <http://www.vibrantvillageswaitsfield.com/>

89

90 b. Membership update

91 Alice Peal, Planning Commission Chair, will give a brief update on commission membership and
92 acknowledge Steve Shea, who is stepping down from the PC after many years of hard work and
93 dedication.

94

95 **Recommendation:**
96 *No formal action anticipated.*

97
98 **Item II.7 Conservation Commission updates**

99 a. Consider request for Invasive Species Reserve Funds to implement 2023 Knotweed Program

100
101 The Waitsfield Conservation Commission plans to continue their knotweed eradication program which
102 had its pilot year in 2022. The project includes the hiring of interns as well as coordinating a lot of
103 volunteer hours. The 2022 program was a success and the 2022 end of season report [can be found](#)
104 [here](#). As part of their FY24 budget request ([11/28/22 SB Meeting](#)), the Conservation Commission
105 indicated that they hope to utilize \$7,500 from the \$10,000 allocation to the Invasive Species Reserve
106 again in FY24, and also hope that they might have access to unused funds remaining in the FY23
107 Invasive Species Reserve allocation. The Conservation Commissions has provided the following
108 proposed 2023 project budget:

109
110 **Expenses**

UVM Interns	\$9,500
Supplies	\$750
Ecologist Consultation	\$400
TOTAL	\$10,650

111
112 **Revenue**

UVM Intern Contribution	\$700
Remaining Invasive Species Reserve Balance (FY23)	\$2,450
Requested FY24 Invasive Species Reserve Allocation	\$7,500
<i>Potential VTFW Grant (divide between three towns)</i>	<i>\$3,300</i>
TOTAL	\$13,950

113
114 The Conservation Commission is requesting that the Selectboard approve an allocation of the
115 remaining \$2,450 from the Invasive Species Reserve to go toward the 2023 Knotweed project, as well
116 as \$7,500 starting in FY24 from the \$10,000 reserve allocation approved as part of the FY24 budget.

117
118 **Recommendation:**
119 *Consider a motion to approve an allocation of the remaining \$2,450 from the Invasive Species Reserve to*
120 *go toward the 2023 Knotweed project, as well as \$7,500 starting in FY24 from the \$10,000 reserve*
121 *allocation approved as part of the FY24 budget.*

122
123 **Item II.8 Consider ARPA Allocation for Government Services (record digitization)**

124 At their meeting on March 6th, staff proposed using ARPA funds to contribute toward digitization of town
125 land records. The Town Clerk provided a quote from Recordsforce (enclosed) for the digitization of all of
126 the Town's remaining land records which includes Land Records Book 1 – Book 175. Jen solicited
127 quotes from a number of groups but there are only a handful whose work is compatible with NEMRC and
128 of those quotes, Recordsforce is the most reasonable. The Recordsforce quote totals \$70,644.50. At the
129 March 6th meeting, Jen proposed a contribution of \$20,000 from the records restoration reserve to go
130 toward this project, which currently has a balance of ~\$50,000, leaving about \$30,000 in that reserve, and

131 asking for an ARPA contribution of \$50,644. Jen wanted to be conscious not to deplete the reserve
 132 entirely as she needs to also purchase new book racks and other equipment soon. The Selectboard
 133 requested additional detail on how this reserve gets funded and a more specific breakdown of anticipated
 134 record restoration needs in the near future. This reserve is funded entirely from the cost of recordings,
 135 with \$4.00 per recording (\$15.00 a page total) going toward this reserve.
 136

137 Jen provided the following additional detail on future needs:

- 138 • We’ll need new roller shelving probably within a year. Since we don’t have anymore wall space
 139 to add shelving next to the existing shelves, we’d need a system similar to what you might see at
 140 the doctor’s office where the new shelving would go immediately in front of the existing shelving
 141 and would be on a track to move back and forth to expose the cabinets in back. A quote from
 142 DuPont Systems, says, today, three new roller shelf cabinets would cost **\$16,645 installed on**
 143 **tracks.**
- 144 • Every few years, I get land records and survey microfiched and stored at the state. It’s been a
 145 while since the last time I did this. Today, to microfiche one land record book would cost
 146 \$149.50, there are 44 books not yet microfiched or **\$6,578 for those 44 books.** To microfiche the
 147 surveys that have not been microfiched (48 maps) would cost **\$43.20.**
- 148 • We will be needing a new zoning filing cabinet with the year. The cost to get the same cabinet
 149 that zoning currently uses would be about **\$1,000.**
- 150 • On top of these absolute needed expenses, there are definitely antique books (Selectboard minutes,
 151 land records, vitals records, Grand Lists) that could use restoration. I don’t have a quote for these
 152 because it depends on the current condition of the books and how many pages they are, but
 153 generally the cost is between **\$600 and \$1,000 per book and there are quite a few books that**
 154 **need this restoration.**

155 A summary of ARPA allocations made to date:

Waitsfield ARPA Funds Allocated to Date	
Project	Total
Zoning Permit fee waiver	\$ 490.00
Increase Treasurer to full time and hourly rate (FY23)	\$ 36,686.00
WFFD equipment request (FY23)	\$ 11,362.00
ARPA Advisory Committee project recommendations	\$ 150,000.00
Ventrac tractor (FY24-28 CIP pending Town Meeting approval)	\$ 50,000.00
Website update	\$ 15,638.00
TOTAL	\$ 264,176.00
<i>Total ARPA Award</i>	<i>\$ 506,081.78</i>
<i>Remaining to be allocated</i>	<i>\$ 241,905.78</i>

158
 159

160 **Recommendation:**

161 *Consider the Town Clerk's request to allocate \$50,644 in ARPA funds toward the records restoration*
162 *project, as outlined in the enclosed quote from Recordsforce.*

163

164 **Item II.9 Review and approve Bruhn Historic Revitalization Grant App. – General Wait House**
165 **Improvements**

166 Staff has been working with Preservation Trust of Vermont since November 2022 to plan for the
167 submittal of a [Bruhn Historic Revitalization Grant](#) during their 2023 cycle to focus on capital needs at the
168 General Wait House. Step one was the completion of a building assessment report, which was partially
169 funded by Preservation Trust of Vermont, and finalized in February 26, 2023 (enclosed). The assessment
170 report includes a recommendation to focus on replacement of the roof at the Historic General Wait House
171 as an important first step in improving the building. The grant does not require a local match but does
172 prioritize projects that can demonstrate that the proposed project is part of a larger capital improvement
173 plan. Staff has received preliminary quotes for the roof work on the main house, including stripping of
174 the current roof, laying down a new layer of sheathing and roofing paper, and installing a new roof. The
175 anticipated cost for a standing seam roof is ~\$70,000 just for the main house and as of the date of this
176 report staff is waiting for a quote for asphalt shingles for the main house. PTVT staff has indicated that a
177 shingled roof is more likely to receive funding through a federal historic revitalization program, although
178 the architect who completed the building assessment recommends standing seam due to their longevity.
179 A grant application is enclosed for a new asphalt single roof. Applications are due by March 31st, 2023.

180

181 **Recommendation:**

182 *Consider a motion to authorize the Town Administrator to submit the enclosed Bruhn Revitalization*
183 *Grant application as enclosed, with any amendments as identified.*

184

185 **Item II.10 Review 2023 Selectboard & Town Administrator Work Plan**

186 Staff and the Selectboard have been using the annual organizational meeting as an opportunity to update
187 the Selectboard/Town Administrator work plan. The work plan will then be revisited quarterly. A draft
188 2023 work plan is enclosed for review and discussion.

189

190 Projects that were identified as priorities in 2022 that have been completed or seen significant progress:

- 191 1. Appointing a constable
- 192 2. Hiring a new Treasurer
- 193 3. Evaluating the possibility of adding a 4th Road Crew member
- 194 4. Completing the wastewater project feasibility study
- 195 5. Begin to evaluate appropriate projects and allocate ARPA funds
- 196 6. Identifying ways to make improvements to the General Wait House

197

198 **Recommendation:**

199 *Review and provide feedback on the draft 2023 Work Plan.*

200

201

202

203

204

205 Item II.11. Consent Agenda

206

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

211

212 a. Consider Approving the Minutes of 3/6/23

213 The minutes are enclosed for review.

214

215 b. Consider approving minutes from Town Meeting (3/7/23)

216 c. The minutes are enclosed for review.

217

218 d. Bills Payable and Treasurer's Warrants

219 Warrants will be emailed before the meeting and available for review in person at the
220 meeting.

221

222 e. Review Water Commission proposed CD

223 The Water Commission has authorized the Town Treasurer to invest \$140,000 from the
224 Asset Replacement Reserve in a certificate of deposit with Mascoma Bank at a rate of 4%
225 for a 6-month duration and \$100,000 from the Debt Service Reserve (\$50,000) and Water
226 Emergency Reserve account (\$50,000) in a certificate of deposit with Northfield Savings
227 Bank at a rate of 3.5% for a 9-month duration. All CDs to be FDIC Insured. The
228 Selectboard is not required to take action on this item as this is the Water Commission's
229 reserve to manage, but if the Board has any questions this is their opportunity to review
230 them.

231

232 f. Review, accept, and designate anonymous donation to Wait House reserve account

233 The Town has received notice of an anonymous donation of \$40,000 to be put toward the
234 needs of the Historic General Wait House. The Selectboard should formally accept and
235 then designate the amount to the General Wait House reserve.

236

237 Item II.13. Town Administrator's Updates

238 Updates to be provided at the meeting.

239

240 **III. OTHER BUSINESS**

241 Item III.1. Correspondence/Documents/Reports received

242 a. None received to date

Selectboard Regular Meeting Schedule - March 2023 through Town Meeting 2024

v.01: for March 27, 2023 Selectboard Meeting

*All meeting dates are Mondays with a 6:30pm start time

ALL START TIMES PROPOSED FOR 6:30 P.M. UNLESS OTHERWISE NOTED.

<u>Month</u>	<u>Dates</u>	<u>Notes</u>
April 2023	10th and 24th	
May 2023	8th and 22nd	Memorial Day is the 30th (5th Monday of the month).
June 2023	12th and 26th	
July 2023	10th and 24th	
August 2023	14th and 28th	
September 2023	11th and 25th	
October 2023	19th and 23rd	October 9th is also Indigenous Peoples Day
November 2023	13th and 27th	Town Offices are closed November 23rd and 24th for Thanksgiving
December 2023	4th and 18th	Moves to the 1st and 3rd Mondays for spacing, avoids holiday weekends, and spaces meetings.
January 2024	8th, 15th, 22nd, and 29th	Every Monday during budget development (1/15 is MLK Day). <i>Town Meeting warning target is no later than February 3rd. The 29th is an "if needed" date.</i>
February 2024	12th and 26th	
March 2024	4th and 25th	March 5th is the Town Meeting preparation meeting
<i>Town Meeting - March 5th, 2024</i>		

TOWN OF WAITSFIELD

SELECTBOARD RULES OF PROCEDURE

Section I: Purpose

These Rules are adopted to ensure consistent and fair treatment of individuals or organizations with matters before the Board, orderly and efficient public proceedings, and compliance with state and federal law. These Rules shall also ensure that no Board member will gain a personal or financial advantage from his or her work for the Board, so that the public trust in municipal government will be preserved.

Section II: Officers and Duties.

- A. The Board shall consist of five members. At the first meeting after Town Meeting, or at other times throughout the year as needed, the Board shall hold an organizational meeting and elect by majority vote, a Chair and Vice Chair.
- B. The Chair shall preside at all meetings, hearings, and other proceedings, decide all points of order or procedure, and appoint members to any committee of the Board. The Chair may administer oaths and may request the attendance of witnesses and the production of material germane to any issue under consideration. The Chair shall have the discretion to seek legal advice on matters relevant to the Board. The Chair may delegate the responsibility to seek legal advice to one or more members of the Board.
- C. The Vice Chair shall assume the duties of the Chair whenever the Chair is absent, or at the Chair's request.
- D. No single Board member shall have authority to represent or act on behalf of the Selectboard unless, by majority vote, the Selectboard has delegated such authority for a specific matter at a duly noticed meeting and it is recorded in the minutes.

Section III: Meetings

- A. The Selectboard shall conduct its meetings in accordance with the Vermont Open Meeting Law (1 V.S.A. §§310-314). Meetings of the Selectboard must be open to the public at all times, except as provided in 1 V.S.A. §313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard (1 V.S.A. §312(h)).
- B. Regular meetings shall be held in the Waitsfield Town Office at 6:30 p.m. on the second and fourth Mondays of the month, or as warranted. Special meetings may be called by the Chair, provided at least 24 hours notice is given to each member and the time and place of each special meeting is publicly announced at least 24 hours before the meeting. Meetings shall be conducted in accordance with the requirements of this section.

- C. Emergency meetings may be held without public announcement, without posting of notices, and without 24 hours notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
- D. A quorum shall consist of a majority of the total number of positions on the Board (not the number of persons currently occupying those positions such as in the case of a vacancy or recusal). If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.
- E. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location when a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body shall be physically present at each designated meeting location.
- F. All meetings shall be open to the public unless the Board has entered an executive session. The Board may only hold an executive session pursuant to the reasons permitted by 1 V.S.A. §313, and only after a majority vote to enter executive session.
- G. E-mail communications among a quorum of Selectboard members may be used only for the following purposes:
1. Scheduling and routine administrative matters; and
 2. Distributing documents that will be discussed at an upcoming meeting, or otherwise made public.

E-mail communications among a quorum of Selectboard members may not be used for any of the following purposes:

1. Discussing or deliberating on town business; and
2. Making decisions on town business.

E-mails between Selectboard members and Town personnel are public records per 1 V.S.A. § 317. Individual Selectboard members (not a quorum) may communicate directly with each other on Town business, but they must recognize that all written communications concerning town business are subject to public records law and may be subject to disclosure upon request.

As a matter of practice, paper copies of e-mails exchanged by a quorum of the Selectboard will be shared as soon as possible with any Selectboard member who does not have access to e-mail.

- H. There shall be an agenda for each meeting, with time allotted for each item or group of items to be considered. Those who wish to be added to the agenda shall contact the Town Administrator to arrange for a convenient time. The Chair shall determine the content of the agenda after consultation with Town Administrator.
- I. Agendas shall be limited to three hours, unless by majority vote, an additional 30 minutes is allowed. Exceptions may be allowed, such as for executive sessions or other time-sensitive matters that cannot be delayed.
- J. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote, the Chair may alter the order of items to be considered and/or the time allotted.
- K. At the beginning of each Selectboard meeting, there shall be five minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
- L. Public comment on issues discussed by the Selectboard, if not offered during the open public comment period, may be offered at other times during the meeting relevant to the agenda item, but only when recognized by the Chair.
- M. The Chair shall rule on all questions of order or procedure and shall enforce these rules pursuant to 1 V.S.A. §312(h).
- N. The Chair shall have the authority to call the question and cease discussion or debate on a matter.
- O. The following rules shall apply to motions and voting on actions:
 - 1. Motions shall be made in the affirmative;
 - 2. The Chair has the same voting rights as other members and can make motions;
 - 3. A second shall be required for a motion to have the floor;
 - 4. All members present are expected to vote unless they have recused themselves or choose to abstain;
 - 5. A member who recuses him or herself shall not sit with the Board during discussion of the matter and shall be considered "absent."
 - 6. Abstentions shall not count towards either the majority or the minority; and
 - 7. For a motion to pass, it must receive majority support of the Board (the same number required for a quorum).

- P. Unless one or more members of the Board objects, the Chair may determine that agreement on simple matters has been reached by consensus, which shall be reflected in the meeting minutes.
- Q. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the Chair.

Section IV: Amendments and Adoption.

- A. These Rules may be amended at any regular or special meeting by a majority vote, and must be readopted annually at the organizational meeting.

ADOPTED: This _____ day of _____, 2023.

Waitsfield Selectboard:

Christine Sullivan (Chair)

Brian Shupe (Vice Chair)

Chach Curtis

Jordan Gonda

Fred Messer

**TOWN OF WAITSFIELD
SELECTBOARD CONFLICT OF INTEREST POLICY**

Section I: Purpose

Under the authority granted in 24 V.S.A. § 2291(20), the purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public official of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to insure that all decisions made by municipal officials are based on the best interest of the community at large.

Section II: Definitions.

A. Board" means the Waitsfield Selectboard.

B. "Conflict of interest" means any of the following:

1. A direct or indirect personal interest of a public officer, his or her spouse, household member, family member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed;
2. A direct or indirect financial interest of a public officer, his or her spouse, household member, family member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed;
3. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding before the board. This shall not apply to a member's particular political views or general opinion on a given issue; and
4. A situation where a public officer has not disclosed ex parte communications with a party in a proceeding before the board.

"Conflict of interest" does not arise in the case of votes or decisions on matters in which the Board member has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.

C. "Emergency" means an imminent threat or peril to the public health, safety or welfare.

D. "Executive session" means a session of a public body from which the public is excluded, pursuant to 1 V.S.A. §313. Such private session may only be held for one of the reasons permitted by the statute, and no binding action may be taken in executive session, except as permitted by Section 313(a).

- E. "Official act or action" means any legislative, administrative or quasi-judicial act performed by any elected or appointed officer or employee while acting on behalf of the municipality.
- F. "Public body" means any board, council, commission or committee of the municipality.
- G. "Public interest" means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- H. "Public officer or public official" means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the municipality.
- I. "Quasi-judicial proceeding" means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.
- J. "Recuse" means to remove oneself from a particular proceeding before a public body because of a real or perceived conflict of interest.

Section III: Disqualification.

- A. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- B. A public officer shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- C. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter.
- D. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office that are not available to the public in general.

Section IV: Disclosure.

A public officer who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to the

public body at a public hearing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest. Nevertheless, a majority of the Selectboard may order that officer to recuse him or herself from the matter, subject to applicable law.

Section V: Recusal.

- A. A public officer shall recuse himself or herself from any matter in which he or she has a conflict of interest, pursuant to the following:
 - 1. Any person may request that a member recuse him or herself due to a conflict of interest. Such request shall not constitute a requirement that the member recuse him or herself;
 - 2. A public officer who has recused him or herself from a proceeding shall not sit with the board, deliberate with the board, or participate in that proceeding as a board member in any capacity;
 - 3. If a previously unknown conflict is discovered, the board may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict; and
 - 4. The board may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the board. The board may then resume the proceeding with sufficient members present.
- B. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter, subject to applicable law.
- C. The recusal provisions shall not apply if the Selectboard determines that a clear public necessity exists and those actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Section IV.

Section VI: Progressive Consequences for Failure to Follow the Conflict-of-Interest Procedures.

In cases where the conflict-of-interest procedures above have not been followed, the Selectboard may take progressive action to discipline an offending public officer. In the discipline of a public officer, the Selectboard shall follow these steps in order:

- A. The Chair shall meet informally, in private, with the public officer to discuss the possible conflict of interest violation. If the offending member is the Chair, the Vice Chair shall follow the procedures.

- B. The Board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion (1 V.S.A. §313(4)). The public officer may request that this meeting occur in public. If appropriate, the Board may admonish the offending public officer in private.
- C. If the Board decides that further action is warranted, it may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Upon majority vote, the Board may discipline or remove the public officer from office. If the offending public officer is a member of the Selectboard, the Board may request that the offending public officer resign from the Board.

Section VII: Amendments and Adoption.

These Rules may be amended at any regular or special meeting by a majority vote, and must be readopted annually at the organizational meeting.

ADOPTED: This _____ day of _____, 2023.

Waitsfield Selectboard:

Christine Sullivan (Chair)

Brian Shupe (Vice Chair)

Chach Curtis

Jordan Gonda

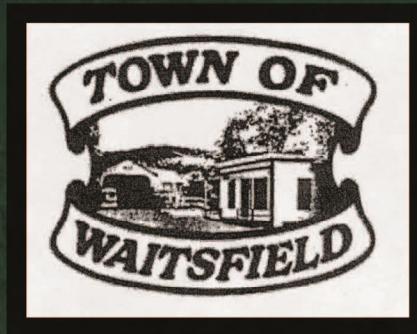
Fred Messer

2023 Selectboard Reappointments / Appointments (3/27/23 Selectboard Meeting)

	Position	Term	Name	Current Term Expires (March)	New Appointment Expires (March)
1	Town Treasurer	3	Randy Brittingham	2023	2026
2	MRV Planning District Rep	1	Brian Shupe	2023	2024
3	MRV Planning District Rep	1	Brian Voigt	2023	2024
4	Constable	1	Jeff Campbell	2023	2024
5	2nd Constable	1	vacant	2023	2024
6	Planning Commission	4	vacant	2023	2027
7	CVRPC	1	see staff report	2023	2024
8	CVRPC (Alternate)	1		2023	2024
9	Regional Transportation Action Committee	1	see staff report	2023	2024
10	RTAC (Alternate)	1		2023	2024
11	Regional Emergency Mgmt. Committee	1	Fred Messer	2023	2024
12	Regional Emergency Mgmt. Committee	1	Howie McCausland	2023	2024
13	Tree Warden	1	vacant	2023	2024
14	Tree Board	3	Vince Gauthier	2023	2026
15	Road Commissioner	1	Charlie Goodman	2023	2024
16	Emergency Management Director	1	Fred Messer	2023	2024
17	Emergency Management Coordinator	1	Clare Ireland	2023	2024
18	Energy Coordinator	2	Chris Badger	2023	2025
19	Health Officer	3	Fred Messer	2023	2026
20	Animal Control Officer (Dog Warden)	1	Fred Messer	2023	2024
21	Conservation Commission	2	Phill Huffman	2023	2025
22	Conservation Commission	2	Chris Loomis	2023	2025
23	Conservation Commission	2	Bob Cook	2023	2025
24	Conservation Commission	2	Curt Lindberg	2023	2025
25	Conservation Commission	2	P.J. Telep	2023	2025
26	Water Commission	2	Peter Lazorchak	2023	2025
27	Water Commission	2	Robin Morris	2023	2025
28	Water Commission	2	Peter Reynells	2023	2025
29	Inspector of Lumber	1	Andrew Baird, Jr.	2023	2024
30	Fence Viewer	1	Allen Gaylord	2023	2024
31	Fence Viewer	1	Douglas Kenyon	2023	2024
32	Fence Viewer	1	Bryan Neill	2023	2024
33	Weigher of Coal	1	Charlie Hosford	2023	2024
34	Green Up Coordinator	1	Bri Skoldberg	2023	2024
35	MR Solid Waste Alliance	1	Sal Spinosa	2023	2024
36	MR Solid Waste Alliance	1	Annie Decker-Dell'Isola	2023	2024
37	Ridge to Rivers [1]	1	AnnMarie Harmon	2023	2024
38	Ridge to Rivers	1	Brian Shupe	2023	2024
39	Water Supply Emergency Task Force [2]	1	Christine Sullivan	2023	2024
40	Water Supply Emergency Task Force	1	Brian Shupe	2023	2024

[1] Representatives are traditionally one member of the Selectboard and one member of the Planning Commission.

[2] Selectboard appoints two members of the Board; the Town Administrator and two Water Commission members (appointed by the Water Commission) comprise the rest of the committee. Per the 2017 MOU re fire protection.



vibrant villages

OPEN HOUSE March 29th, 5-7pm at the VILLAGE MEETING HOUSE

4355 Main St. Waitsfield DROP IN ANYTIME!

The Vibrant Villages initiative is a collection of Town-led projects intended to promote thriving neighborhood centers in Waitsfield Village and Irasville. The Town is currently working on bylaw modernization, a project to make our village centers more lively through changes to zoning and land use. In light of a region-wide housing shortage in the Mad River Valley, this project is also intended to increase residential opportunities in Waitsfield's village centers. In late March, the Waitsfield Planning Commission will host a project open house; members of the public are encouraged to attend and share their vision for vibrant village centers in Waitsfield!

Questions? Contact JB Weir, Planning & Zoning Administrator
pza@gmavt.net | 802-496-2218 ext. 4



SCAN ME

LEARN MORE AT VIBRANTVILLAGESWAITSFIELD.COM



Proposal and Contract to Digitally Convert
and Index

Land Records for



Waitsfield Vermont

2/20/2023

Jennifer Peterson
4144 Main St,
Waitsfield, VT
056732

Dear Jennifer:

On behalf of Recordsforce, I would like to thank you for considering us to digitize your collection of land records. As you know, Recordsforce specializes in the conversion of any and all paper documents into digital format. I hope this might be the beginning of a long term relationship between your municipality and Recordsforce.

This document is our proposal and estimate for the conversion to digital format of your documentation.

Key goals of this project for the **Town of Waitsfield** (stated and inferred):

- Backup your existing physical paper documents so that you can have everything electronic and at your fingertips when you need them
- Eliminate the burden of having to search for these documents in hardcopy form
- Improve controls and reduce risk for these critical records
- Index each item/file thoroughly and accurately
- Provide a sensible, easy-to-use, and cost effective cloud-based scanning solution as a “day forward” solution for all future building, zoning and planning files and diagrams.

Recordsforce can deliver on these requirements. We are your #1 partner for document conversion.

We are excited about this opportunity to help make your land records electronic. We know you are going to love the results. It's our goal to also make this the beginning of a long term, mutually beneficial business relationship.

Best Regards,

Jake Becker
Vice President of Sales

Current Situation



Jennifer and the town of Waitsfield are seeking a qualified vendor to digitally scan and link their Land Records to their current NEMRC index.

Recordsforce is a document scanning and imaging service bureau that is located in Portsmouth, NH. We are a SSAE-18 compliant - Service Organization Control 2 (SOC2) approved scanning bureau.

We are perfectly setup to handle your project.

Over an email, Jennifer explained to me that she has a collection of roughly 179 books averaging 400-650 pages each. Of those books, 3 are already scanned and 1980 starts in volume 34. The digital images will be black and white, 300 dpi images, and each particular file in the books will be linked to their current index in NEMRC by an identifiable piece of information like book# and page#. The files will then be returned to the Waitsfield town office in physical form.

The Numbers

166 Unbound Volumes
16 fully bound books + 2 Index Books

99,600 Unbound Pages
6,750 Bound

Linking to Current Index

Investment Outline

The following table shows the Recordsforce estimate for outsourcing the conversion of those sets of documents to digital images. The final price will be based on the exact number of images and sets.

Price Breakdown for Scanning and Indexing 166 Volumes

Description	Quantity	Price	Cost
Transportation	TBD	\$300 per trip	\$600
Prep/Re-Prep Time	45 Hours	\$21.50/hour	\$967.50
Scanning Images	99,600 Images	\$.07/image	\$6,972
Indexing, E-Prep, QC, Redaction (14 Per Book)	2,324 Hours	\$25/hour	\$58,100
Total Conversion Estimate For All Unbound Volumes			\$66,639.50

Price Breakdown for Scanning 18 Bound Books

Description	Quantity	Price	Cost
Scanning Images	8100 Images	\$.30/image	\$2,430
Indexing, E-Prep, QC (3.5 Per Book)	63 Hours	\$25/hour	\$1,575
Total Conversion Estimate			\$4,005

The Final Price Will Be Based on the Exact Number of Pages Scanned. Reports Will Be Available Throughout the Project on Scanning Metrics.

Proposal Acceptance

Please sign below to indicate your agreement to the terms and general conditions set forth in this document. You may email a copy to me directly at jake.becker@recordsforce.com. Your signature will be considered approval of this proposal and will allow us to initiate the scheduling of resources necessary to execute this project. If money is not allocated by the Coronavirus Municipality Record Digitization Grant this contract will be voided or amended to fit the needs of the town. That may include the cancellation of any and all services mentioned in this proposal.

Customer Name: Waitsfield Town Office

Project Name: **Digital Conversion of Land Records**

P.O Number: _____

Client Signature: _____

(please sign)

(please print)

Date: _____

Company Name: **Recordsforce,inc**



Representative: _____

(please sign)

Jake Becker _____

(please print)

Title: Vice President of Sales _____

Date: _____

February 2023 - Building Assessment

Created by Eliot Lothrop

Partially funded by Preservation Trust of Vermont

General Wait

Description

At first glance, the hipped roof, center chimney and simple fenestration of the General Wait house have the appearance of a classic two story Federal “big house” in that classic rambling New England farmhouse tradition. In fact, it is only the lower story of the main house that is original and said to be from the late 1700’s, having been moved from up the road in the 1830’s. It is unclear when the second story was added, but it is stick framed most likely from the second half of the 19th century, at which point the story and a half ell was likely added. The second story and ell exist in a photograph from 1890, and appear only slightly weathered, suggesting that the work may have been done just after the Civil War. The ell is connected to the front barn, via an open three-sided connector. The front barn appears to have been built around the same time period as the second story on the main house, and appears to have been used for horse stalls and a carriage, with hay above. Behind it sits another, even newer carriage barn that appears to have been built around the turn of the century.

Main House and Ell

As can be seen in the 1890 photograph, the front porch on the South side of the building is not original and is in need of major roof and flashing work if it remains. The porch does not appear in the photo of the South façade from 1890 and consideration could be given to removing it. It does not look like the flashing and clapboarding work around it were ever completed and it is rather crude where it attaches to the house. The porch posts may be the only original part of the porch (though even their age is hard to determine). The ceiling is plywood and the floor framing and flooring is new, none of it done traditionally or in a manner that is necessarily complimentary to the house.

Other than the porch, the rest of the South side of the main house is in good condition. Clapboards appear to be generally free of rot and only in need of a thorough scraping and painting. The West side of the building is in poorer condition, with the low portions of the wall seeing damage due to salt spray from plowing. The steel siding nails low on the wall have rusted severely and several of them have failed completely- now no longer holding the clapboards to the wall. Up at the second floor level, the clapboards appear to have been removed and then put back. This may have been part of the 1990’s work in order to insulate or snake wires, but it also may be experiencing some movement as the frame transition from the original house to the addition above. Both areas should be inspected and clapboards repaired throughout as needed. They will need to be re-nailed throughout with stainless steel nails where the old nails have failed and the old nails will need to be primed with a rust neutralizing primer when left in place.

The North side of the building has been patched with a fair amount of new clapboards, that appear (as is seen in photos of the restoration) to have been installed un-primed, and appear to have been painted in place first with latex paint. This appears to be making it hard for the new

clapboards to hold paint and has made some of them rot prematurely. They should all be scraped thoroughly, inspected for rot and replaced as needed with pre-primed quartersawn clapboards. Existing clapboards should be primed with an oil based primer and two coats of latex paint on the whole wall.

The roof on the North side of the building is in particularly poor condition and there is lots of peeling paint along the soffits, indicative of water infiltration. With the spray foam in the attic, any roof leaks will get funneled down and out, likely toward the eaves and through the soffits, unseen from below inside. The Northern roof is a good example of why cedar shingles are not the best roofing option for the building. It needs replacement too frequently and some amount of maintenance, all of which are not ideal for a historic municipal building. A standing seam metal roof would be both attractive, incredibly effective in shedding snow, lowers the dead load on the roof and last for roughly 75 years. A large amount of prep work will need to be done, stripping the existing roofing down to the original roof sheathing boards on the main roof and installing a layer of ½" plywood over the top. Someone experienced in building sciences should be enlisted to determine if the roof insulation over the ell is sufficient and can just be re-roofed, or if additional work should be done there. There will be some framing and sheathing repairs needed regardless.

The East side of the main roof is in good condition, though the cedar board ridge cap is in poor condition. The South side of the ell roof, is more deteriorated than the main roof, particularly where the main roof sheds onto it. The ell roof is built up on top of the original shingles with new 2x8s rafters and plywood filled in with polyisocyanurate foam insulation between. The ell roof should have a long diverter on it so that as water washes down the ell roof, it is funneled away from the East wall of the main house. Currently, the water runs into the second story window on the East side of the main house and has rotted out the windowsill and the lower sash there.

There appears to be a French drain down approximately 2-3' that runs along the West wall and might turn the corner and to drain the North side of the building, but further investigation would be needed to determine this. If there is not a French drain existing already along the North wall, it could certainly be added. The trees on the North side of the building should be removed so that they are no longer shading the roof and risking damaging it, but also to correct the grade so that it is pitched away from the building properly. Currently, the trees create a hummock with the ground between them and the house being level or with a slight negative pitch back towards the building. This may be the root of any leaks that are appearing in the basement, especially if the drainage does not extend that far to the East.

The foundation of the main house, which is made up of nice looking, medium to large fieldstone appears to be in good condition. The stones appear to be dry laid for the most part and pointed with a lime-based mortar as they were filled in and finished. The foundation for the ell has been replaced and is a concrete wall up to grade with mortar laid stone 16" tall on top. There are many newer clapboards on the ell, both North side and South, that were installed bare. They should be replaced as needed with new pre-primed quartersawn

clapboards and others scraped down to bare wood, primed with an oil-based primer and the whole wall painted with two coats of latex paint.

The windows have been replaced with newer single pane sash. While they are attractive windows and a step up from most replacement windows in terms of appearance, they still require a storm window for insulation. The current storms on the windows have wide wooden frames that are screwed to the window jambs from the exterior. They make operating the windows difficult and obscure visual details like the meeting rails, which is a reason for maintaining real wooden sash in the first place. New triple track storm windows that can be operated from inside the building and are relatively invisible, should be installed. There are also shutters throughout the building that are hung backwards. While it is intuitive the way they are hung because they shed water away from the building, that would have been the case when they were closed, not open.

Connector

The connector from the ell to the horse barn does not have a foundation, it is just hung off of the two buildings. The East side of the connector is visibly lower than the West side, suggesting that the horse barn has sunken over time relative to the house ell. This is not in itself concerning, but it does demonstrate that major work will need to be undertaken if the horse barn is rehabilitated into more of a museum function.

Horse Barn

The building is stud framed with 3x4 walls that extend a story and a half from the sill to top plate. There are a few timbers in the horse barn, but they appear to be recycled and are arbitrary. The tops of the studs are cut at the roof angle, which is a very unusual and poorly designed detail. The top plate consists of a doubled up, flat 2x4 that rests on top of the studs, in plane with the angle of the roof. This creates an immediate issue structurally, because the plates don't sit statically on the top of the studs. Gravity alone is constantly pushing the plates outwards, down the slope at the top of the studs and immediately reducing the bearing capacity as less of the plates then sit on the studs, further exacerbating the issue. The top plates were likely fastened to the studs with large square nails, many of which have sheared off as the plates have shifted, causing the plate to be pushed outboard of the studs. At some point in the last several decades, perhaps in the 1990s restoration, some stabilization to the horse barn was undertaken. Most of the tops of the studs were lagged into the top plate, though the plate was already pushed outward and downhill when it was attached. Collar ties were installed on every rafter pair, but they are up a little high to be effective, and they are only nailed with 16d framing nails.

A structural engineer will need to be enlisted to determine what to do with the roof system, but it will likely need to be rebuilt. It is hard to see how the canted top plates will ever be able to effectively achieve the strength needed. Instead, it would probably be more cost effective to remove the entire roof, sheathing, rafters and all. The canted top plate can then be removed,

the tops of the studs cut level and sistered or supplemented as needed (the stud wall is underbuilt and overoptimistically uses long 3x4s throughout). The rafters and top plates can then be replaced with new rough sawn materials of sufficient dimensions determined by a qualified structural engineer.

The building also needs a proper foundation to sit on and the majority of the sills are in need of replacement. The first floor system would need to be removed inside and the building jacked up in the air in order to replace the foundation. The foundation should be excavated and replaced with concrete frost walls on top of which new timber sills are installed. The existing sills are a mix of original timber in varying condition, and pressure treated 8x8. They should be replaced with new hemlock timbers of appropriate dimensions throughout.

With a new foundation and major roof work needed to the frame it becomes more and more important to look at what fabric would be preserved if a rehabilitation was undertaken. Typical of contemporary horse and carriage barns, there were box stalls, four in this case, and a large open space for storing carriages. There is nothing unique or impressive in this construction or design and it is difficult at best to decipher what is historically significant. Powder post beetles have infiltrated the building as well, as is demonstrated by small piles of fine sawdust- frass, seen on horizontal surfaces throughout. As difficult as the decision may be, with finite resources, some consideration should be given as to whether or not the horse barn should be restored. It would change the appearance greatly to remove the structure, but it would offer some benefits in separating the open public space of the back barn from the more historically significant house. If it is desired to keep the connected, Big House, Little House, Back House, Barn feel that the complex currently has, it may be wise to re-build the horse barn with new materials to match the appearance of the original but with better construction.

Carriage Barn

The carriage barn has had a fair amount of work done to it in recent years, some of which was done in an order that was not optimal to the full restoration of the building but instead targeted easily achievable tasks. For instance, a new standing seam metal roof was installed over new plywood sheathing, but the earlier plywood sheathing was left in place with holes in it from the previous roof that had failed. Both of the eaves walls of the building are sagged, the North side extremely so, and has been stabilized by shimming in between the rafters and the top plate. With the new roof on the building, this means that in order to straighten the walls (if the building were placed on a new foundation or simply leveled), that the rafters would need to be jacked up and the shims removed as the wall is jacked.

The interior of the walls downstairs has been finished off with pine boards even though the sistering of the studs that they cover seems incomplete. Many of the studs on the South wall especially have been sistered on with new rough sawn 2x4s. The old rotted stud tops have been left in place and the new studs do not appear to be fastened to the top plate. None of

this new work is improper or poor quality, it should just happen in a proper sequence so that additional costs aren't incurred for things that weren't properly planned for.

High Priority Tasks:

-Strip the cedar shingles off of the main house and ell. On the main house, strip the layers down to the original sheathing and add new ½" plywood over the top. On the ell, check the insulation underneath the sheathing to make sure that water has not penetrated and rotted below. If conditions are satisfactory under the sheathing, patch it as needed, install a high quality underlayment paper throughout and roof the main house and ell with painted standing seam metal roofing.

-Take down the trees on the North side of the building and pitch the grade properly away from the building all along the North wall. Explore the French drain and whether it runs along the North wall. Extend it to run the full length of the North wall if it does not already.

-Remove the existing front porch and patch the clapboards on the main house. The porch can be retained if desired, but it is of little historic value and is not a benefit to the building in any way.

-Patch the clapboards throughout, especially on the North side of the house and ell.

-Determine how it would be possible to save the horse barn for potential public use and whether or not it will be worthwhile. The building is under designed and in poor condition, it should have a thorough engineering study before any feasibility decisions are made.

Bruhn Historic Revitalization Grant Application

Historic Resource Description

1. Describe the historic resource and its significance at the National, State, Tribal, or local level. (2 - 3 sentences) Is the property listed on the National Register or considered contributing in a National Register District?

Built in 1793, The Historic General Wait House (aka "The Wait House,") is the first frame house in Waitsfield and the home of the namesake of Waitsfield, General Benjamin Wait, a Revolutionary War general, state representative, and selectman. This historic building serves as a conduit to the past and connects the community to its roots and the working farm traditions that ground and sustain our Town. The Wait House is a contributing building in the Waitsfield Village Historic District (as listed on the National Register).

2. Rural Community Impact*

Briefly discuss how the project will preserve the history of the rural community and enhance the lives of future generations. (3-5 sentences)

The Wait House embodies the farming ethos this Town was built on and the structure was modified in its early years to continue adapting to the local way of life and needs of a rural family and community. The original one-story home, first sited in a spring-fed meadow, was relocated to its current, more sustainable location, and expanded to include a second floor for a growing family, as well as a dairy barn and carriage barn which still exist today. Waitsfield continues to rely on local farmers to provide for the community, just as it did then, and the Wait House stands as a reminder of the farming tradition embodied by our Town. With the Town's purchase of the building in 1995, the building has further served the needs of a rural community by providing office space to local non-profits and small businesses who might otherwise struggle to find local workspaces, especially in the village area.

3. Economic Development*

Describe how the project will bring new or increased economic development activity to your community. If the services you provide already exists, describe why the funds are needed to protect and secure your project as an economic driver for the future. (10-12 sentences)

Since the Town's purchase of the Wait House in 1995, the second floor of the building has been utilized as rental space for several non-profits and local businesses in the Mad River Valley. The Mad River Valley Chamber of Commerce was the original anchor tenant of the building, centering the engine for economic improvement and vitality in the region here in Waitsfield. The Chamber of Commerce elected to leave the Wait House in 2017 and although there are several tenants renting units in the building currently, the rent the Town is able to charge is negligible due to the condition of the structure. Many small businesses and local nonprofits have voiced their interest in utilizing the Wait House, but would only be inclined to do so if substantial renovations were made. The potential is enormous for this space to be used as a community hub, visitor center, historical museum, and economic development space. If the building were restored, the Town could charge rents sufficient to fund ongoing maintenance of the facility, as opposed to depleting capital reserves and being forced to raise additional taxes. Without significant investment into maintaining

this building, the Town risks losing the current tenants and may be forced to ask taxpayers to contribute significantly to the capital needs and ongoing maintenance of the building.

4. Description of Restoration/Preservation Work*

Please provide a brief description of the rehabilitation/restoration work that will be done on the building, and how the Bruhn Grant funds together with other resources will be used to accomplish this work. (4-8 sentences)

The amount of work required to restore the Wait House is significant due to . Decades of deferred maintenance and the lack of foresight following the Town's purchase of the building have resulted in the need for a significant renovation. In recent years, the Town has invested in a thorough assessment of the building, its current condition, and outstanding needs. A report was provided to the Town in 2020 but a local contractor, Brad Cook, that identified a number of priority projects. Most recently, the building assessment completed by Eliot Lathrop, completed with funding from Preservation Trust of Vermont, also identified significant needs, especially replacement of the existing roof on the primary structure, which is the Town's proposed first phase of the renovation. The existing cedar shingle roof has been dilapidated for decades and should be replaced immediately. The 2,800 square foot roof on the primary residence will be replaced by either an asphalt architectural shingle or a metal standing seam roof. If funded, the Bruhn Grant could cover the entire cost of the roof replacement and allow the Town to put our remaining available Wait House capital reserves toward the next phases of renovation (~\$50,000). Following the roof replacement proposed phase two of capital improvements will include landscaping/cutting down problem trees, improvements to the exterior building envelope, drainage improvement, and rehabilitating the front porch. Future efforts will also be required for restoring the dilapidated dairy barn and enhancing the rental units in the Wait House that generate our building maintenance.

5. Ownership*

Please tell us the name of the legal entity that owns the building.

Town of Waitsfield, purchased in 1995.

Please tell us in 6-8 sentences about your working group. How long have you been meeting? Who are the key players/members? What accomplishments have you achieved to date? What additional technical assistance do you need at this time?

The Town of Waitsfield Select Board appointed The General Wait House Committee in June of 2021, tasked specifically to address the maintenance and renovation of the Wait House. The five person committee provided a historical account of the property, documented previous renovations, and diligently assessed three different courses of action. In December 2022, the committee delivered to the Selectboard a detailed 61-page report and ultimately recommended the Town maintain ownership of the property, obtain funding for renovations, delegate property maintenance from the town administration to an appointed committee, and both restore and expand the uses of the Wait House to foster more economic development and community involvement. Following this recommendation from the committee, the Town has worked to strengthen our Wait House capital reserves and pursue any and all grant opportunities. Grant funding is the most pivotal piece in facilitating these much-needed repairs to our historic building. The Selectboard has also authorized

the formation of a new committee, as recommended by the December 2022 report, to oversee the long- and short-term maintenance and capital needs of the building. The creation of this committee is currently in process.

Please provide a timeline for completing the work. The work you are outlining must be work that will be started after the notice of funding and all federal review of the project is completed.

We are currently receiving estimates from several contractors for the phase one roof project which includes stripping the existing shingles, re-sheathing with roofing paper, and laying new asphalt shingles, with an expected construction timeline of Summer 2024. This would provide ample time for award notification, federal reviews, and project coordination. The Town also intends to have a committee appointed in the coming months to take an active role in managing the property maintenance and management which the town administrative team has been burdened with since the purchase of the building in 1995. We've received a strong outpouring of support from the community to facilitate this committee, with several key residents volunteering time and resources to ensure its success. The roof project will act as the catalyst for this committee to begin planning the next phases of the total building renovation.

Tell us the total amount needed to complete your project, the amount you are requesting in grant funds and the amount available in other resources. For example: Roof = \$150,000 Grant Request = \$75,000 Other Resources = \$25,000 state grant, \$50,000 private funds.

Phase I Roof Replacement Project Estimate - \$75,000.00

Includes the stripping of existing cedar shingles, installing a new layer of ½" Advantech sheathing, roofing paper, and laying new asphalt singles over 2,080sqft of the primary Historic General Wait House residence roof. A quote has been received for a standing seam metal roof, including all other work described, which totals \$67,200.

Grant Request - \$75,000.00

Proposed Phase II Projects (rough estimates):

Expenditures:

Exterior Envelope – \$47,500.00

Drainage - \$12,500.00

Rental Space Improvements - \$35,000.00

Porch Rehabilitation - \$16,750.00

Total: \$111,750

Revenues:

Town Capital Reserve - \$56,750.00

Future Grants - \$55,000.00

Total: \$111,750

2023 Waitsfield Selectboard Work Plan

(March 27, 2023 SB Meeting)

***Recommended as top priority**

***Also priorities*

	Projects	Status
1	Public Safety / Enforcement	
2	Further clarify and define the role and processes of the ACO	ACO was appointed in 2021 as an update to Dog Warden to better align with State Statutes
3	Property Maintenance	
4	Town Office: Maintain a list of short and long term building needs that should be kept up with annually or budgeted within the CIP moving forward	Working to create a list of known building needs and an associated capital plan for improvements.
5	Fire Station: Including new proposed work as well as work need to install the extractor, bring the building up to current fire/building safety codes, and improvement energy efficiency	There have been a number of meetings and site visits in the past few months to prioritize projects based on available funding.
6	*Highway Garage : <i>An engineer study is needed to evaluate the current building and determine if the structure should be renovated or a new location needs to be planned</i>	Included in the FY23 and FY24 budget (CIP). Randy and Annie are working with Charlie, Josh, and Tyler to put together an RFP for project design. This could potentially go to bond vote in 2024.
7	*General Wait House Property Maintenance	The Selectboard considered the GWHC report in January 2022 and in November 2022 directed staff to begin drafting bylaws for the creation of a General Wait House Committee. Short term needs: Current tenant leases need to be renewed and an updated barn use agreement drafted. Long term needs: Staff will apply for a grant through PTVT for the replacement of the main house roof. Long and short term improvements and daily management of the building should be addressed by the GWH Committee.
8	**confirm compliance with any necessary pond permits and consider maintenance plan	<i>Old records still need to be found</i>
9	Fire Department	
10	Update the Memorandum of Agreement between Waitsfield, Fayston, and the Fire Department to ensure that processes are clear	In process and a final draft was reviewed at the November Fire Department budget meeting with the Town of Waitsfield and Town of Fayston. The MOU is ready for signature except that the WFFD is seeking clarify from other sources on the detail that should be included specific to their duties.
11	Continue to update and refine the Fire Department Capital Improvement Plan	An ongoing effort that was further refined in the FY23 and FY24 budget process
12	Road Department	
13	**Work on compliance with the Municipal Road General Permit	<i>A number of road segments need to be brought up to stormwater compliance in the next month to be in compliance with our new permit (the permits run in 5 year cycles, with a new cycle beginning in April 2023). Annie and Josh are working to catch up on these old segments that weren't reported at the time improvements were made.</i>
14	*Complete the E. Warren Road culvert project	A grant was received for the project which should be bid out in March/April and set to begin once school is out in summer 2023.
15	**Apply for E. Warren Road Phase I Paving Grant	Due to the state on April 15, 2023, the goal is to pave starting at the bridge, up Joslin Hill, and continue up E. Warren Road. Staff will bring an update to the April 10th Selectboard meeting. It is possible that there is enough funding in the reserves that the Town can bid this project out even before we find out about the grant.
16	Continue review and analysis of Class 4 (and some Class 3) Road segments to potentially reclassify	This has been an ongoing need and was included in the 2021 Work Plan as well
17	American Rescue Plan Act	
18	*Facilitate the allocation of the Town's ARPA funding	The Selectboard formed an ARPA Committee in June 2022 to provide recommendations on how to best use the Town's ARPA allocation. The committee made their recommendations for committee projects to received funding in January 2023, which were accepted by the Selectboard. Staff is now working to set up agreements with the groups to receive funding and determine how to track the projects through their lifecycle. Staff is also working to identify the best use of funding for government services (town operations).
19	Planning Projects	
20	Continue to support projects that will help address the established housing needs in Waitsfield	The Water/Wastewater Feasibility Study and Bylaw Modernization projects referenced below both aim to address housing needs, as well as Town Plan updates that the Selectboard will review for adoption in 2022.
21	*Waitsfield Wastewater Planning Project	A major 2023 project. The Selectboard approved an MOU in March 2023 for project coordination between the Town and MRPVD, with MRPVD staff serving as project coordination lead. The goals of 2023 is to complete Preliminary Engineering work and begin construction design while also completing a significant fundraising effort, in anticipation of a 2024 bond vote.

22	Bylaw Modernization	The Waitsfield Planning Commission received a grant award to pursue updates to the Waitsfield Zoning Bylaws to address things such as housing in growth areas in town. The subcommittee tasked with leading the work has been meeting regularly with the SE Group (project consultant) and providing regular updates to the entire Planning Commission. A community meeting is scheduled for Wednesday, March 29th.
23	**Downtown Transportation Fund Grant for RRFBs at the WES crosswalk	The town received funding for the project and is working through questions related to relocation of a speed radar sign before the RRFBs are installed. The hope is to complete this work in summer 2023.
24	Provide support to the VOREC project as a team member	Staff has spent a good amount of time working on the proposed pedestrian path associated with the VOREC project as well as attending team meetings.
25	Coordinate with VTrans on the Route 100/17 Intersection project	
26	Ordinances, Resolutions, and Policies	
27	Incorporate the Declaration of Inclusion into the guiding policies, rules, resolutions, and ordinances of the Town	The Waitsfield Declaration of Inclusion was adopted on February 28, 2022
28	**Update/clarify Ordinances that were identified in the past year	Including the Public Festival Ordinance (to better align with zoning standards) and the Dog Ordinance (to include the ACO or adopt a new ACO Ordinance) and the Enforcement Ordinance (to update all enforcement officers)
29	**Ensure all ordinances/resolutions are recorded and tracked as required by State Statute and consider a policy for when any ordinance/resolution/policy should be revisited	
30	Update the Personnel Policy to reflect any updates in hours	Update in 2022 after new staff are hired/onboarded
31	Revisit 2021 Tax Stabilization Policy draft	This was included on the 2021 Work Plan and has not been addressed to date
32	Town Administration	
33	**Update all contracts and put projects/contracts out to bid that are set to expire	To move forward now that the FY23 budget has been approved
34	Address cybersecurity needs for Town Office (including an updated email system and website)	Based on direction from VLCT PACIF this will be increasingly important in years to come. The ARPA Committee supports the use of ARPA funds for this purpose. Assistance may be needed with this project.
35	*Update Town website and email addresses	The Town has allocated ARPA funding toward the upgrading of the Town website. This project should also include updating the Town's email addresses for enhanced security.
36	Continue exploring options for a server transitions and record retention system/policy	This was discussed in 2021 but has not been completed to date. The ARPA Committee supports the use of ARPA funds for this purpose. Assistance may be needed with this project.
37	Capital Planning	
38	**Further refine and clarify the CIP process for vehicles / equipment / buildings	Staff is attending a Capital Planning conference in April, hosted by VT Bond Bank. Continuing to improve the Town's capital planning should be an ongoing goal.
45	Identify opportunities to capitalize on available grant funding (at the state/federal level)	With the increase in Treasurer hours, this has been added to the Treasurer/Grant Admin role
39	Further develop long term plans for stormwater, culverts, bridges, paving, invasive species management, and pedestrian improvements	
40	Conservation, Climate, and Natural Resources	
41	Continue to assess the Town's energy use and determine where energy efficiency and/or renewables may be appropriate as projects arise	
42	Support the Tree Committee in adopting and implementing an Emerald Ash Borer Management Plan and find a Tree Warden	Voters approved the creation of invasive species management reserve fund at Town Meeting 2022 which will be available in FY23
43	Support the Conservation Commission in their work to address Japanese Knotweed	The Conservation Commission has been working all summer on their knotweed programing, including the hiring of interns. The Selectboard approved the use of almost 3/4 of the newly created Invasive Species Management Fund toward the project.

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.

17
18 **2. Public Forum.**

19 There were no comments provided.

20
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.*

40
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.*

96
97 **8. Consent Agenda.**

98
99 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*
100 *unanimously.*

- 101
- 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
- 110

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.

130
131 No further action was taken.
132
133
134

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

TOWN OF WAITSFIELD
MINUTES OF ANNUAL TOWN MEETING
MARCH 7, 2023

Brian Shupe called the Annual Meeting to order at 9:05 a.m.

ARTICLE 1: To elect a Moderator for the Town for the ensuing year. Charlie Goodman nominated Kari Dolan, and the nomination was seconded by Paul Hartshorn. There being no other nominations, nominations were closed, and Kari Dolan was elected by unanimous voice vote.

Ms. Dolan explained general information about the conduct of the meeting and use of Robert's Rules of Parliamentary Procedure. Fred Messer led the body in the Pledge of Allegiance.

State Representative Dara Torre gave legislative updates and answered questions.

ARTICLE 2: To hear and act upon the reports of the Town Officers. The Moderator referred to the reports of the Town Officers of various Boards and Commissions.

Discussion ended on the Reports of the Town Officers, and the reports were accepted.

ARTICLE 3: Shall the voters approve a municipal budget of \$2,673,901 to pay the operating expenses and indebtedness of the Town, of which an estimated \$2,242,576 will be raised from property taxes? Brian Shupe made a motion to adopt Article 3, and the motion was seconded. Town Administrator, Annie Decker-Dell'Isola provided a presentation regarding the Town's finances. Discussion ended, and the motion to adopt Article 3 was approved by a unanimous voice vote.

ARTICLE 4: Shall the voters authorize the Town to collect taxes on real property by four (4) equal payments made to the Treasurer as follows: one quarter (25%) of taxes to be paid without discount not later than Friday, September 15, 2023; the second quarter (25%) of taxes to be paid without discount not later than Wednesday, November 15, 2023; the third quarter (25%) of taxes to be paid without discount not later than Thursday, February 15, 2024; with the remaining quarter (25%) to be paid without discount not later than Wednesday, May 15, 2024?

Brian Shupe made a motion to adopt Article 4, and the motion was seconded. Discussion ended, and the motion to adopt Article 4 was approved by unanimous voice vote.

ARTICLE 5: Shall voters authorize the Town to borrow money in anticipation of the receipt of taxes by issuing its notes or orders to meet current expenses and indebtedness of the Town of Waitsfield? Elizabeth Phillips made a motion to adopt Article 5, and the motion was seconded. Discussion ended, and the motion to adopt Article 4 was approved by a unanimous voice vote.

ARTICLE 6: To transact any other business that may legally come before the meeting. Bobbi Rood thanked Christine Sullivan for her years of serving on the Harwood School Board. Paul Hartshorn suggested using ARPA funds for a town garage. Phil Huffman acknowledged the Planning Commission, thanked all who contribute time to the Town- and Valley-wide Boards and Commissions and acknowledged the Town's first woman Moderator, Kari Dolan. Rob Williams thanked Tony Italiano for his work with Mad River Valley TV. Christine Sullivan recognized Brian Shupe for his years as Moderator. Ed and Courtney Spaulding expressed concerns due to lack of water. Ms. Decker-Dell'Isola addressed the Spauldings' concerns.

Fred Messer made a motion to recess the meeting at 10:28 a.m. until the closing of the polls for Australian ballot items at 7:00 p.m., and the motion was seconded Jean Joslin. The motion to recess was approved by a majority voice vote.

The voter count at its maximum during the meeting was approximately 75 people.

Title 17: Elections
Chapter 051: Conduct of Elections
Subchapter 008: Count and Return of Votes
(17 V.S.A. § 2587)

“(f) When the same number of persons are nominated for the position of justice of the peace as there are positions to be filled, the presiding officer may declare the whole slate of candidates elected without making individual tallies, providing each person on the slate has more votes than the largest number of write-in votes for any one candidate. (Added 1977, No. 269 (Adj. Sess.), § 1; amended 1979, No. 200 (Adj. Sess.), §§ 83-85; 2003, No. 59, § 38; 2015, No. 30, § 17a, eff. May 26, 2015; 2017, No. 50, § 43.)”

I, declare the following candidates are elected for the positions and terms for which they were running on Town Meeting Day, March 7, 2023:

Candidate	Elected Position	Term
Brian Shupe	Selectboard Member	3 years
Christine Sullivan	Selectboard Member	2 years
Charlie Goodman, III	Lister	3 years
Steve McKenzie	Lister	1 year to fill a 3-year unexpired term
Trish Read	Library Trustee	5 years
Ted Joslin	Town Agent	1 year
Jennifer Peterson	Delinquent Tax Collector	1 year
J.B. Weir	HUUSD Director	3 years
Nancy Coombs	Cemetery Commissioner	2 years to fill a 5-year unexpired term
Andrew Baird, Jr.	Cemetery Trustee	3 years

Respectfully submitted,

Jennifer Peterson
Town Clerk

Approved by the Selectboard on: _____