

**TOWN OF WAITSFIELD, VERMONT**  
**Selectboard Meeting Minutes**  
**Monday, June 26, 2023**

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

Members Present: Fred Messer, Brian Shupe, Christine Sullivan

Staff Present: Randy Brittingham, Town Treasurer; Annie Decker-Dell'Isola, Town Administrator; JB Weir, Zoning Administrator

Others Present: Jon Ashley (Dubois & King), Emily Etesse, Misha Golfman (MRPA), Anthony Italiano (MRVTV), Robin Morris, Mac Rood (MRPA), Jonathan Ursprung

**II. Regular Business.**

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

No adjustments to the agenda were necessary.

**2. Public Forum.**

Nobody present requested time to address the Board.

**3. Consider Liquor License applications for Emily's Bistro.**

Mr. Weir explained the layout of outdoor space planned at the Bistro site, noting that this proposed change is on the upcoming DRB agenda for Conditional Use review. Ms. Etesse was present at the meeting.

**MOTION:** *Mr. Shupe made a motion to approve the Outdoor Consumption License for Emily's Bistro, with the condition that DRB approval be issued as well. The motion was seconded by Mr. Messer. All voted in favor.*

*Mr. Shupe made a motion to allow for a temporary 60-day approval of use of the outdoor consumption space at Emily's Bistro, prior to DRB approval of the decking/furniture proposed. The motion was seconded by Ms. Sullivan. All voted in favor.*

**4. FY2023 Budget Status Update.**

Mr. Brittingham had provided a written update to the Board, and Ms. Decker-Dell'Isola noted that in general things are on track to finish the fiscal year with an anticipated fund balance of approximately \$34K. Board members had no questions regarding this update. Ms. Decker-Dell'Isola also explained that it had not been necessary to apply the full amount of ARPA funds which had been allocated to the Treasurer/Grant Administrator position, and that a full report on remaining ARPA funds would be available at the next Board meeting.

**5. Consider Designating Fund Balance.**

Ms. Decker-Dell'Isola summarized the memo provided by Mr. Brittingham, in particular addressing fund balance amounts proposed to be placed in a fund for Town Garage Improvements. She also outlined the capital appropriations which auditors suggested carrying forward.

46 **MOTION:** *Mr. Shupe made a motion to carry forward to the FY24 budget the following: \$65K for*  
47 *paving, \$15K for Town Garage improvements, and \$5500 for grants-in-aid reimbursements. The*  
48 *motion was seconded by Mr. Messer. All voted in favor.*

49  
50 **MOTION:** *Mr. Shupe made a motion to assign the total of the FY23 unassigned fund balance to*  
51 *the Town Garage Improvements fund. The motion was seconded by Mr. Messer. All voted in*  
52 *favor.*

53  
54 **6. Consider FY2024 Municipal Tax Rate Recommendation**

55 The rate provided is based upon the approved budget and an updated Grand List total. Some  
56 clarifications were made regarding the columns in the report provided by Mr. Brittingham.

57  
58 **MOTION:** *Mr. Shupe made a motion to set a FY24 Municipal Tax Rate of \$0.5759 plus a Local*  
59 *Agreement Tax Rate of \$0.0035 for a total FY2024 Municipal Tax Rate of \$0.5794. The motion*  
60 *was seconded by Mr. Messer. All voted in favor.*

61  
62 **7. Consider Waving Late Homestead Penalties on Tax Bills.**

63 Ms. Decker-Dell'Isola explained that for practical reasons, that this waiver has been approved  
64 by the Board for the past several years.

65  
66 **MOTION:** *Mr. Shupe made a motion to waive the FY2024 penalty to property owners that file*  
67 *their Homestead Declarations late. The motion was seconded by Mr. Messer. All voted in favor.*

68  
69 Ms. Decker-Dell'Isola and members of the Board thanked Mr. Brittingham for his first months of  
70 service and his efforts in wrapping up the fiscal year.

71  
72 **8. Consider Clean Water State Revolving Fund Step 2 Loan Application for Wastewater Design**  
73 **(30%).**

74 Ms. Decker-Dell'Isola, noting that findings and recommendations from the completed PER have  
75 been reviewed at recent meetings, explained that a draft of the 30% Engineering Services  
76 Agreement is ready for submission as an accompaniment to the CWSRF Step 2 Loan  
77 Application. Some details are being finalized this week before submission by the June 30  
78 deadline. Robin Morris and Jon Ashley were available to provide any further information  
79 requested. Ms. Decker-Dell'Isola confirmed that this aspect of the wastewater project has been  
80 discussed by the Board at recent meetings, through updates provided by the Wastewater  
81 Project team, and noted that the estimated cost is slightly lower than had been anticipated.

82  
83 **MOTION:** *Mr. Shupe made a motion to authorize the Wastewater Project Funding Team to*  
84 *submit the Clean Water State Revolving Fund Step 2 Loan Application for 30% Design, including*  
85 *submittal of the draft 30% Design Engineering Services Agreement with Dubois & King enclosed.*  
86 *The motion was seconded by Mr. Messer. All voted in favor.*

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91 **9. Consider Planning Commission & MRVPD Steering Committee appointment**  
92 **recommendations.**

93 Ms. Peal introduced Jonathan Ursprung as a recommended candidate for appointment to the  
94 PC. Mr. Ursprung was present and spoke of his interest in the ongoing work of the PC. Ms. Peal  
95 reiterated her willingness to serve as a representative to the MRVPD for rest of this year.  
96

97 **MOTION:** *Mr. Shupe made a motion to appoint Jonathan Ursprung to the Waitsfield Planning*  
98 *Commission for a standard 4-year term and to appoint Alice Peal to the MRVPD Steering*  
99 *Committee to complete the current term (through March 2024). The motion was seconded by*  
100 *Mr. Messer. All voted in favor.*

101  
102 **10. Update from Mad River Path Executive Director – Route 100 Scoping Study.**

103 Mr. Rood introduced Misha Golfman, the current Executive Director of the Mad River Path  
104 Association. Mr. Golfman spoke of his vision of creating a multi-use path along the Route 100  
105 corridor between Warren and Moretown, providing an alternative transportation option that  
106 would also serve to connect the array of recreation trails throughout the corridor. He  
107 acknowledged that this would be an extensive, long-term undertaking, and one that he is  
108 prepared to take on with the support of the towns involved. The first step in the process would  
109 need to be a scoping study, and Mr. Golfman is working with CVRPC for support in preparing an  
110 associated grant application for submission. Board members expressed their support for  
111 undertaking this scoping study.

112  
113 A VOREC update was also provided; Mr. Golfman has things lined up so that work may begin  
114 once the anticipated funds become available.

115  
116 **11. Wait House sign update discussion.**

117 Ms. Decker-Dell’Isola indicated that Mr. Golfman has also been working to mobilize tenant-led  
118 improvements at the Wait House; one such project is the updating of individual signs as well as  
119 the larger, main sign on the property. She explained that a portion of the main sign is the  
120 Town’s responsibility, and that the wording regarding information and rest room availability  
121 needs to be finalized. Mr. Golfman is in the process of having the cost for the sign estimated.  
122

123 **12. Consider adopting Tardy Parcel Management Plan.**

124 Phil Huffman was present and provided some background on the development of the Plan by  
125 the Conservation Commission (CC), which has approved the plan for submission to the  
126 Selectboard. Once approved by the Selectboard, the CC will move forward with  
127 implementation, including renaming of the parcel, continued invasive control work, and other  
128 steps involved in the transition to a community parcel for public use. He noted two minor  
129 changes to the text of the draft plan provided to the Selectboard.

130  
131 **MOTION:** *Mr. Shupe made a motion to approve the Tardy Parcel Management Plan. The*  
132 *motion was seconded by Mr. Messer. All voted in favor.*

133  
134 Mr. Huffman offered to assist in the coordination or work with the Town and the Conservation  
135 Commission on this parcel.

137 **13. Review McFarland Johnson Draft VT 100/VT 17/Bragg Hill Road Intersection Project**  
138 **Refinement Report.**

139 It was explained that McFarland Johnson has requested that any comments regarding this  
140 report be provided by June 30, so that the final draft may be delivered to VTrans. Board  
141 members noted that there is no mention of potential wastewater system infrastructure in the  
142 report, and that the sight distance at the intersection might technically meet standards, but  
143 that realistically there are car designs that lead to the sight line not being adequate. Ms.  
144 Decker-Dell'Isola will submit these comments for the report.

145  
146 **14. Review & approve Town Garage Design RFP**

147 Background information was provided by Ms. Decker-Dell'Isola; she noted that the project  
148 engineer believes the RFP is ready for publication and that the allocated budget funds and  
149 previous designation of ARPA funds to this project should be sufficient. The plans are for a six-  
150 bay garage, and potentially everything will be in place in time for a March 2024 bond vote.

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152 **MOTION:** *Mr. Messer made a motion to approve the RFP for Town Garage Design and to*  
153 *authorize staff to post and publish the same. The motion was seconded by Mr. Shupe. All voted*  
154 *in favor.*

155  
156 **15. Review & authorize purchase of Ventrac tractor as included in FY24 CIP.**

157 Information was included in the meeting packet regarding the tractor, which is suitable for both  
158 snowplowing and mowing. The current cost is slightly higher than the original figure quoted in  
159 January figure; this is due to some additional attachments which will be included in the  
160 purchase. A trailer is not an immediate need, but will be necessary once mowing is included in  
161 road crew duties.

162  
163 **MOTION:** *Mr. Shupe made a motion to approve the purchase of the Ventrac tractor, as*  
164 *enclosed, and authorize the use of \$25,000 from the Road Department Heavy Equipment*  
165 *Reserve and up to \$46,000 from the Town's municipal ARPA funds. The motion was seconded*  
166 *by Mr. Messer. All voted in favor.*

167  
168 **16. Consent Agenda.**

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

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173
  - 174 • Approve minutes of 5/30/23 and 6/5/23
  - 175 • Bills Payable and Treasurer's Warrants
  - 176 • Approve liquor license renewals
  - 177 • Approve Green Mountain Stage Race Public Festival Permit and Authorize the Town  
178 Administrator to sign "Statement of Consent to use Public Roads"

179 **17. Selectboard Roundtable.**

180 Nobody had any items to bring forward.

181 **18. Town Administrator's Updates.**

182 Ms. Decker-Dell'Isola noted that the Planning Commission (PC) is paying attention to the  
183 changes which will need to be implemented relating to the passage of S.100 (Home Bill), and  
184 that this dovetails well with the current bylaw amendment work. She also reported that ACCD  
185 is running a pilot program for communities planning for infill development, and the PC has  
186 submitted an application to the program.

187 She also explained that she is working with the contractor to define the dates of East Warren  
188 Road closures due to the culvert replacement, noting that the double lane closure time will be  
189 minimized to the extent possible and that she will place appropriate notices as necessary. The  
190 contractor will handle all related signage on roadways.

191 It was agreed that cancellation of the July 24 Selectboard meeting is likely, but that the final  
192 decision will be made at the next meeting.

193 **19. Executive Session.**

194

195 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate],1*  
196 *V.S.A. § 313 (a) (3) [Personnel] passed unanimously.*

197 The meeting entered Executive Session at 7:58 pm and came back into open session at 8:10 pm.

198 **MOTION:** *Mr. Shupe made a motion to approve Town staff salary increases as proposed by the*  
199 *Town Administrator. The motion was seconded by Mr. Messer. All voted in favor.*

200 **IV. Other Business**

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

202 **IV. Adjourn**

203 The meeting adjourned at 8:11 pm.

204 Respectfully submitted,  
205 Carol Chamberlin, Recording Secretary