

TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, August 14, 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 Town Office building and remotely via Zoom.

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

Staff Present: Annie Decker-Dell'Isola, Town Administrator

Others Present: Chris Badger (Town Energy Coordinator), Beth Cook, Tripp Johnson (WFFD Chief), Jean Joslin (Joslin Memorial Library), Curt Lindberg (Conservation Commission), Alice Peal (Planning Commission), Gail O'Keefe, Trish Read (Joslin Memorial Library)

II. Regular Business.

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

Approval of the minutes of July 10 was removed from the Consent Agenda.

2. Public Forum.

Nobody present requested time to address the Board.

3. Consider road name request.

Ms. Decker-Dell'Isola explained that this is the road for a new subdivision on Center Fayston road, that three choices had been submitted, the preferred name being Logan Lane, and that the E911 coordinator had expressed no concerns regarding this road name.

MOTION: *Mr. Shupe made a motion to assign Logan Lane as the name of the new road accessing the 4 lots in the Shea Property Services subdivision off of Center Fayston Road. The motion was seconded by Mr. Curtis. All voted in favor.*

4. Consider appointment to Conservation Commission.

Gail O'Keefe introduced herself, and it was noted that she has been unanimously recommended by Conservation Commission to complete PJ Telep's unfinished term.

MOTION: *Mr. Shupe made a motion to appoint Gail O'Keefe to a two-year term on the Waitsfield Conservation Commission, to expire March 2025. The motion was seconded by Mr. Messer. All voted in favor.*

5. Update from Joslin Memorial Library on proposed outdoor improvements.

Jean Joslin and Trish Read provided some information regarding ongoing exterior work at the Library, and explained that they were specifically seeking approval for installation of stairs from the Main Street sidewalk down to the park. Charlie Hosford has been helping with the project's design, and has offered to have the work completed with volunteer labor. The wood for the stairs is estimated to cost \$800, and a cost for the proposed metal railing should be available soon. Ms. Joslin had spoken with JB Weir regarding permitting, and noted that he believes only administrative approval is necessary. Ms. Decker-Dell'Isola offered to assist with determining what may be necessary to complete the work in the Route 100 ROW, but it was not expected

47 that this would be problem, as the steps will be coming off of the existing sidewalk. Ms. Joslin
48 and Ms. Read asked that either Town funding or ARPA funding be used to cover the cost of the
49 materials, and requested that the Town be part of the zoning permit application process as the
50 property owner.

51

52 **MOTION:** *Mr. Curtis made a motion to authorize the Joslin Memorial Library to proceed with*
53 *submitting a permit for the library stairs as proposed, to authorize the Town Administrator to*
54 *co-sign the application on behalf of the Town, and to waive the associated Town application fee.*
55 *The motion was seconded by Mr. Shupe. All voted in favor.*

56

57 **6. Review proposed pre-application for EV Charging Station grant at Town Office.**

58 Chris Badger explained that this is a funding opportunity available through GMP and DHCD; Ms.
59 Decker-Dell'Isola indicated that this preliminary application will allow for further conversation
60 and information gathering. There is a 5% match requirement.

61

62 Mr. Badger outlined some of the logistics involved in installing EV charging, and suggested that
63 two Level 2 stations be pursued. The grant awards up to \$3000 for equipment and up to \$20K
64 for design work for Level 2 infrastructure. Determining if the building is able to support Level 2
65 and other assessment work needs to be completed, as well as working through details such as
66 equipment protection and handicap access. Mr. Badger indicated that Level 3 charging is much
67 more expensive and that Level 2 is more appropriate for municipalities to pursue.

68

69 **MOTION:** *Mr. Curtis made a motion to authorize the Town Administrator and Energy*
70 *Coordinator to prepare and submit a pre-application form for the DHCD EV program and*
71 *schedule a pre-screen eligibility phone call. The motion was seconded by Mr. Messer. All voted*
72 *in favor.*

73

74 **7. Consider appointment to Waitsfield Planning Commission.**

75 Alice Peal introduced Beth Cook, who has been attending PC meetings and is interested in
76 becoming a member. Ms. Peal noted that the Commission members had unanimously
77 recommended that Ms. Cook be appointed. Ms. Cook introduced herself, explained her
78 interest in the work of the PC, and confirmed that she will recuse herself if her legal work ever
79 indicates that she should not participate in planning decisions.

80

81 **MOTION:** *Mr. Shupe made a motion to appoint Beth Cook to the Waitsfield Planning*
82 *Commission, to complete the remainder of the vacant four-year term, to expire in March 2026.*
83 *The motion was seconded by Mr. Messer. All voted in favor.*

84

85 **8. Updates from Planning Commission.**

86 Ms. Peal reported that the PC is reviewing proposed edits to the bylaws as part of their work
87 with SE Group, and that the intent is to have a draft available for Selectboard review by mid or
88 late September. Changes needed due to passage of the HOME Act are also being incorporated.
89 The adoption process was reviewed, and it was confirmed that if the update is adopted by the
90 end of this year the grant match requirement will be eliminated.

91

92 Ms. Peal also spoke of upcoming PC work, noting that the group is reviewing municipal planning
93 and other grants, and what type of work these grant monies would allow for.

94

95 **9. Town Plan Amendments Discussion – Chapter 13.**

96 Ms. Peal explained that Kevin Anderson had provided a draft of recommended edits to this
97 chapter, which she will supplement with a review of transportation needs. She outlined that
98 the Town Plan revision currently in the adoption process was not meant to be a full rewrite, but
99 rather a required incorporation of and update to information outlined in recent legislation. She
100 explained that there will be a more comprehensive update in the next revision, and that the PC
101 would like to see the current draft adopted and move forward from there; she requested that a
102 deadline be set for revisions to Chapter 13 being completed. It was agreed to complete edits by
103 September 11 and schedule a public hearing for September 25.

104

105 **10. Update from Wastewater Planning Project Coordination Team.**

106 Ms. Decker-Dell'Isola noted that written updates continue to be provided in the meeting
107 packets, and indicated that the most recent one reports that progress is continuing on the draft
108 30% design and that the team is continuing to review the draft Intended Use Plan that DEC
109 prepares. Comments have been submitted regarding the lower than anticipated ranking that
110 Waitsfield's project was given on the Project Priority List, including comments regarding the
111 affordability criteria to be used in determining the Town's eligibility for funding. Ms. Peal
112 pointed out that the CEP income data that the team feels are appropriate for this purpose are
113 US Census data, and not town survey data as the DEC appears to imply.

114

115 Ms. Decker-Dell'Isola also explained that the group is preparing for public outreach.

116

117 **11. Historic General Wait House Discussion.**

118 Ms. Decker-Dell'Isola reported that a quote ranging from \$885 - \$1085 for the exterior sign at
119 the Wait House was available, and that the Town was being requested to cover half the cost.
120 She suggested authorizing \$600. There was discussion regarding priorities at the building,
121 including the roof and porch work that is needed, and agreement that a maintenance plan
122 covering both long and short term needs should be developed. Ms. Decker-Dell'Isola noted
123 that the tenants have identified the sign upgrade as a short term priority.

124

125 **MOTION:** *Mr. Curtis made a motion authorize the expenditure of up to \$600 from the Historic*
126 *General Wait House reserve for the Town's portion of an updated exterior sign, noting that the*
127 *text should read 'Visitor Information.'* *The motion was seconded by Mr. Shupe. Ms. Sullivan*
128 *voted in favor and Mr. Messer voted in opposition.*

129

130 **12. Waitsfield Municipal ARPA Funding Update.**

131 Ms. Decker-Dell'Isola had included a table of allocated funds in the meeting packet, and
132 explained that there will be a further update available by the August 28 Board meeting. One
133 item she noted was that it is unknown what may be needed to put toward the wastewater
134 project, as the subsidy amount from DEC is not defined yet. She confirmed that all funded
135 projects appear to be proceeding, the only project needing an update at this point is the school
136 lighting.

137

138 **13. Consider adopting Emergency Management Ordinance.**

139 Mr. Messer outlined the edits made since the previous review: the amount authorized for
140 emergency spending was set at \$10K, as that is what was recently approved during the July rain
141 event; new language was composed in Section 7, removing civil penalties and focusing on
142 education and inclusion. Board members pointed to the need for some grammatical and
143 spelling edits, and expressed their approval of the content changes made by Mr. Messer.

144
145 **MOTION:** *A motion was made by Mr. Shupe to adopt the Emergency Management Ordinance*
146 *with the necessary grammatical edits incorporated. The motion was seconded by Mr. Curtis.*
147 *The motion passed, with Mr. Messer abstaining.*

148
149 **14. Review proposed Road Department job description.**

150 The proposed job outline used the existing job description and add Town property maintenance
151 responsibilities (mowing, knotweed hauling, etc.). It was agreed to advertise the position as
152 'CDL preferred' and to include a salary range. It was also agreed that the introduction should
153 be edited to include some language related to the new maintenance work activity.

154
155 Mr. Shupe reminded the group of their intent to discuss forming a Public Works Departments
156 going forward.

157
158 **MOTION:** *Mr. Shupe made a motion to approve the proposed Road & Property Maintainer job*
159 *description, with minor changes to be made by the Town Administrator in order to reflect the*
160 *broader nature of the work, and to begin to advertise the position. The motion was seconded by*
161 *Mr. Messer. All voted in favor.*

162
163 **15. Work Plan quarterly check in.**

164 Ms. Decker-Dell'Isola is updating the Plan and reformatting it for ease of review. She will
165 complete this work and have the Plan available in preparation for inclusion on the August 28
166 agenda.

167
168 **16. Consent Agenda.**

169
170 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below, passed*
171 *unanimously.*

- 172
173
 - Bills Payable and Treasurer's Warrants
 - Review, approve, and authorize Town Administrator to sign FY24 Grants in Aid Agreement
 - Review, approve, and authorize Town Administrator to sign FY24 Class II Paving Grant Agreement

174
175
176
177
178
179 **16A. Approval of Minutes.**

180 The minutes of the July 10, 2023 Selectboard meeting were amended and approved.

181

182 **17. Selectboard Roundtable.**

183 There were no roundtable items brought forward.

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

185 Ms. Decker-Dell'Isola provided some additions to her written report:

186 Bridge Street access potholes – it has been reported that part of the issue may be related to the
187 water line project, and she will look into this. The conversation to determine financial
188 responsibility for these repairs is ongoing, and will be included in a future capital planning
189 discussion.

190 Randy Brittingham will attend the next Selectboard meeting to discuss a plan for changing
191 banks that the Town uses.

192 A group will be meeting with a State Wetland Ecologist to explore considerations for
193 development in the area of Irasville's wetlands.

194 Town Garage RFP – due to a lack of attendance at the site visit and response to the RFP, there
195 may be an extension of the deadline and some direct outreach to contractors.

196 Mr. Johnson spoke up to emphasize the disappointment expressed in communication from the
197 WFFD regarding the delay in installing the extractor to wash fire-fighting clothing.

198 **19. Executive Session.**

199 **MOTION:** *A motion to find Pursuant to 1 V.S.A § 313 (a) (1) that premature general knowledge*
200 *of confidential attorney-client communications made for the purpose of providing professional*
201 *legal services to the public body would clearly place the public body or a person involved at a*
202 *substantial disadvantage passed unanimously.*

203 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate],1*
204 *V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client*
205 *communications], inviting Mr. Lindberg to join, passed unanimously.*

206 The meeting entered Executive Session at 8:40 pm and came back into open session at 9:27 pm.

207 **IV. Other Business**

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

209 **IV. Adjourn**

210 The meeting adjourned at 9:27 pm.

211 Respectfully submitted,

212 Carol Chamberlin, Recording Secretary