

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, August 28, 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 Town Office building and remotely via Zoom.

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

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

10 Others Present: Laura Arnesen (Recreation District), Gina Gaidys, Charlie Hosford, Nicole Pace,
11 Tony Pace, Alice Peal (Planning Commission), Trish Read (Joslin Memorial Library), Eileen Turner

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 Approval of the Minutes was removed from the Consent Agenda.

17
18 **2. Public Forum.**

19 Nobody present requested time to address the Board.

20
21 **3. Revisit July 8, 2019 Dog Order (Stevenson).**

22 Ms. Decker-Dell'Isola reported that she had let both parties know that this matter was on
23 tonight's agenda; Eileen Turner was present online. Ms. Decker-Dell'Isola then provided an
24 overview of the situation and prior Board actions, which were outlined in the meeting packet.
25 It was observed that it was possible the original Order had been mailed, but that the mailing
26 was not documented.

27
28 Mr. Messer recused himself from this discussion, and indicated that he had no comments to
29 provide as the current Animal Control Officer.

30
31 Board members acknowledged the decision made by the prior Board composition, and agreed
32 that nothing should change regarding that Order.

33
34 MOTION: Mr. Curtis made a motion to reaffirm the Waitsfield Selectboard's July 8, 2019 Final
35 Order related to the June 49 26, 2019 Stevenson dog hearing. The motion was seconded by Mr.
36 Shupe. The motion passed, with Mr. Messer abstaining.

37
38 Ms. Decker-Dell'Isola confirmed that she will use Certified Mail to send out the reaffirmed
39 Order to the Stevensons, once it has been signed by Ms. Sullivan.

40
41 **4. Consider Liquor License application for the Sweet Spot.**

42 The venue is under new ownership, and so requires that a new License be issued; the new
43 owners will need to follow the protocol of appearing before the Board for the next three years.

44
45 Tony and Nicole Pace, the new owners, were present and explained that no significant changes
46 were planned; they intend to maintain the same type of service already permitted at the site.

47 Mr. Pace confirmed that he has participated in the necessary training, and that all new
48 employees will also enroll in the training for servers.

49

50 **MOTION:** *Mr. Shupe made a motion to approve a 1st Class Liquor License, a 3rd Class Liquor*
51 *License, and an Outdoor Consumption Permit for the Sweet Spot. The motion was seconded by*
52 *Mr. Messer. All voted in favor.*

53

54 **5. Consider appointment of MRV Recreation District representative.**

55 Laura Arnesen was present, and indicated that Gina Gaidys was being recommended by the
56 Recreation District for this position. Ms. Gaidys introduced herself and spoke of her interest in
57 serving as a representative.

58

59 **MOTION:** *Mr. Curtis made a motion to appoint Gina Gaidys as a Waitsfield representative to*
60 *the Mad River Valley Recreation District. The motion was seconded by Mr. Messer. All voted in*
61 *favor.*

62

63 **6. Update from Joslin Memorial Library on proposed outdoor improvements.**

64 Charlie Hosford and Trish Read were present, and reported that a zoning application had been
65 submitted and was being reviewed by JB Weir. They had received a quote of \$2500 from
66 Andrew Spencer for construction of the metal railing; Mr. Spencer indicated that he would do
67 the installation work at no charge, with the help of Mr. Hosford. Mr. Hosford will ensure that
68 the railing is painted. The railing is able to be designed to deter skateboarding, and will require
69 less maintenance than a wooden rail.

70

71 Ms. Read explained that the Library can contribute \$1000 to this project, the amount coming
72 from a fund established in the memory of a volunteer, and so they are asking that a small
73 plaque be installed at the site acknowledging this person. She also noted that the original ARPA
74 request submitted by the Library included an amount for work at the park area and other
75 landscaping, and that a large landscaping project is not within the Library's capacity at this
76 point.

77

78 Ms. Decker-Dell'Isola confirmed that she and Mr. Weir will look into whether there are any
79 requirements to be fulfilled for VTrans, as the steps originate in Route 100's ROW.

80

81 Board members explained that this request would be addressed later in the meeting during the
82 ARPA update portion of the agenda.

83

84 **7. Review proposed RFP for Local Hazard Mitigation Plan.**

85 Mr. Messer outlined that there is not currently an approved Plan in place, which could affect
86 disaster-related payments to the Town in the event of an emergency. He indicated that if it can
87 be demonstrated that an update is underway, the Town would qualify for related
88 reimbursements.

89

90 Ms. Peal spoke of the grant opportunity available for retaining a consultant for this work. She
91 indicated that fire hazards as well as flood-related damage need to be considered in drafting an
92 update, and explained that after Vermont Emergency Management approval is in place, FEMA

93 approval will also be necessary. She explained that the first public hearing related to this
94 update will be for seeking input from residents, providing an opportunity for education along
95 with the Plan update. Ms. Peal then provided some further detail regarding the RFP which she
96 had drafted, based upon a template available from CVRPC.

97
98 Ms. Decker-Dell’Isola said that publishing the RFP is the next step, and that there will likely
99 need to be some in-kind work contributed to satisfy the grant match. Mr. Brittingham
100 suggested that the amount available for this consultation work be included in the RFP; the
101 document was edited accordingly. Numbers were reviewed.

102
103 Ms. Peal offered to distribute the notice when published to various applicable list serves.

104
105 **MOTION:** *Mr. Shupe made a motion to approve and post the Local Hazard Mitigation Plan RFP*
106 *with the edits agreed upon at the meeting. The motion was seconded by Mr. Curtis. All voted in*
107 *favor.*

108
109 **8. Town Plan Amendments discussion & recommendation to Planning Commission – Chapter**
110 **13.**

111 Mr. Curtis made note of his providing a draft copy of his proposed priorities before the last
112 Board meeting. Mr. Anderson’s draft changes to the chart of implementation items were
113 reviewed and edited during the meeting. Ms. Decker-Dell’Isola will distribute the edited draft
114 for Selectboard review before making it available to the PC for their September 5 meeting.

115
116 **9. FY24 Work Plan work session.**

117 The current draft of the Work Plan was reviewed, and the following indicated:

- 118 • Several suggestions were offered for organizing the tasks outlined
 - 119 ○ Moving some items from ‘high’ to ‘medium’ priority
 - 120 ○ Assigning everything in the ‘high’ category a ranking, duplicating ranks if
 - 121 appropriate
 - 122 ○ Each Board member providing a ranked list of their top ten priorities, for
 - 123 discussion and finalization
- 124 • Those items which are close to completion should not be ignored, but rather followed
- 125 through on; this will reduce the items left to be addressed
- 126 • Workload considerations were raised
 - 127 ○ Whether the list is too large of an ask of administration
 - 128 ○ Current web site transition work is fairly time consuming and is necessary to
 - 129 address cybersecurity concerns
 - 130 ○ The work on the wastewater project has and will continue to need a large
 - 131 portion of Ms. Decker-Dell’Isola and Mr. Weir’s time
 - 132 ○ Identifying items that could be tackled in groups, for a time frame such as six
 - 133 months, was suggested
 - 134 ○ Where time will most beneficially be applied should be contemplated
 - 135 ○ Allocating time on an annual or longer-frame basis for each
 - 136 program/department can provide a framework for determining which projects
 - 137 are addressed each year

- 138 • Top priorities were generally agreed to include installation of the Fire Department
139 extractor, budget planning, and banking services, with capital planning also mentioned
140

141 Mr. Messer expressed the importance of determining that all is in order with the civil court to
142 be able to issue tickets. Ms. Decker-Dell'Isola offered to check on this, and to check in with Jeff
143 Campbell regarding anything related that is necessary, also to ensure that he is included in
144 those who have the authority to issue tickets.
145

146 Mr. Brittingham provided information regarding publishing an RFP for banking services, noting
147 that this has not been reviewed in fifteen years and that some deficiencies have been
148 recognized in working with the current bank's software. He explained that he has a list of
149 evaluation criteria available, and will have more information, and possibly a draft RFP, at the
150 September 11 meeting.
151

152 **10. Update on ARPA Funds allocated and spent to date.**

153 Ms. Decker-Dell'Isola reminded Board members that the allocation table was reviewed at the
154 previous meeting, and informed them that Mr. Brittingham has created a spreadsheet for
155 tracking the allocations and projects. It is anticipated that all the funds allocated to this point
156 will be spent.
157

158 Some of the potential Town use of the funds has not yet been finalized, including:

- 159 • What portion of the 30% design work for the wastewater work will be Town
160 responsibility
161 • An outstanding Tree Committee request, which needs more detail provided
162 • Wait House roof
163 • Town Garage design
164

165 There was a brief discussion of the \$2500 Library request, with support expressed for this
166 allocation, and action taken as part of Agenda Item #11.
167

168 **11. Request from Wastewater Project Planning Team for data management ARPA funding.**

169 Ms. Decker-Dell'Isola explained that this software will enable the team to handle critical aspects
170 of the project moving forward, and its use will avoid the need to contract with a project
171 manager. She and Mr. Brittingham also indicated that the software will be useful for other
172 aspects of town administration going forward. They proposed purchasing nine licenses and
173 spending some funds on setup consultation and training; it is likely that number of licenses
174 needed in the future will be less than these original nine. Mr. Curtis explained what tasks the
175 software is capable of streamlining.
176

177 **MOTION:** *Mr. Shupe made a motion to allocate ARPA funds of up to \$2500 for the Library stairs*
178 *project and up to \$5000 for Salesforce licenses and setup consultation. The motion was*
179 *seconded by Mr. Curtis. All voted in favor.*
180

181 **12. Consent Agenda.**
182

183 **APPROVAL:** *The consent agenda was approved without objection.*

184

- 185 • Approve the Minutes of 8/14/2023
- 186 • Bills Payable and Treasurer’s Warrants
- 187 • Approve liquor license renewals
- 188 • Approve Public Festival Permit for 2023 MRV Craft Fair

189

190 **12A. Minutes of 8/14/2023**

191 **MOTION:** *The minutes of August 14, 2023 were amended and approved.*

192

193 **13. Selectboard Roundtable.**

194 Mr. Curtis thanked and complemented Mr. Brittingham for his efforts in quickly learning the
195 ropes of the Treasurer and Grant Administrator position.

196 **14. Town Administrator’s Updates.**

197 Ms. Decker-Dell’Isola provided information regarding recent removal of pine trees behind the
198 Waitsfield Telecom building, explaining that the Town had been contacted prior to the removal,
199 and JB Weir had reviewed past Zoning decisions regarding which trees as the site were required
200 as screening, etc. There is continued conversation with local residents, and Ms. Decker-
201 Dell’Isola confirmed that some replanting will take place.

202 Mr. Shupe asked about the progress of the East Warren Road culvert replacement, and Ms.
203 Decker-Dell’Isola noted that one lane is now open to vehicular traffic, and that it is planned to
204 have both lanes open within the coming week.

205 **15. Executive Session.**

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

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

213 The meeting entered Executive Session at 8:47 pm and came back into open session at 9:25 pm.

214 **IV. Other Business**

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

216 **IV. Adjourn**

217 The meeting adjourned at 9:27 pm.

218 Respectfully submitted,
219 Carol Chamberlin, Recording Secretary