

**TOWN OF WAITSFIELD**  
**SELECTBOARD MEETING**  
**Monday, September 11, 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. Consider Liquor License application for the Village Grocery (new owner) (5 +/- min.)
4. Request from MRV Arts for 2024 “Banners on Bridge Street” program (5 +/- min.)
5. Town Plan Update – review proposed Chapter 13 edits (20 +/- min.)
6. Wastewater Planning Project Team Update #6 (10 +/- min.)
7. Review final proposed quarterly work plan (10 +/- min.)
8. General Wait House Ongoing Discussion (10 +/- min.)
9. Consent Agenda:
  - a. Consider approving the Minutes of 8/28/23
  - b. Bills Payable and Treasurer’s Warrants
10. Selectboard roundtable. (10 +/- min.)
11. Town Administrator’s updates. (5 +/- min.)
12. Executive Session
  1. Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney-client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
  2. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate], 1 V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications]

**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 Administrator's Report

September 11, 2023

**\*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:**

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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.**

## II. REGULAR BUSINESS.

### Item II.3. Consider Liquor License application for the Village Grocery (new owners)

The Board will be acting in its capacity as the local liquor control commission. Liquor and/or tobacco licenses to be reviewed tonight include businesses that have had their license for less than three years. Local policy has been to ask these businesses to attend in person to answer any questions the Selectboard might have.

License classes roughly break down as follows:

- a. Class 1 – allows for the sale of beer and wine, with consumption on premises (bars, restaurants, taprooms, etc.).
- b. Class 2 – allows for the sale of beer and wine (and related products), with consumption off premises (grocery stores, convenience stores, etc.).
- c. Tobacco License – also issued by the Division of Liquor Control (with local Selectboard oversight in its capacity as the local liquor control board), permits the retail sale of tobacco products
- d. Class 3 – allows for the sale of spirits or liquor, with consumption on-premises (bars, restaurants, etc.).
- e. Outside Consumption Permit – allows for sale and consumption on-premises, but in outside spaces (patios, tents, sidewalks, other designated spaces, etc.).

The applicant within the three-year window expected to attend Monday is The Village Grocery under new ownership, (Talmage Justice), which would qualify them as a new business. DLL has transitioned entirely to an online portal and the Town no longer receives paper copies of applications. The state portal allows for Town Clerk sign off once approved by the Selectboard. This liquor license and/or tobacco license is included on the warrant found under the consent agenda for the Board's signature at the end of the meeting.

To be considered tonight:

- a. **The Village Grocery (4348 Main Street):** 2<sup>nd</sup> Class Liquor License and Tobacco License

### ***Recommendation:***

*Consider a motion to approve the liquor and tobacco licenses as identified above.*

### Item II.4. Request from MRV Arts for 2024 "Banners on Bridge Street" program

Bette Ann Libby with MRV Arts has requested that the Selectboard consider their request to run the Banners on Bridge Street program for another year during the summer of 2024. The program typically runs from mid-June through Indigenous People's Day weekend (October 14, 2024) and provides space for 8 banners total. The flags from this year's program will come down on October 9<sup>h</sup>. The group is asking

51 for approval now so that they can account for project costs when going through their budget process and  
52 to begin their preparations.

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54 ***Recommendation:***

55 *Consider a motion to approve the 2024 MRV Arts Banners on Bridge Street program, to run from June*  
56 *2024 – October 14, 2024.*

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58 Item II.5 Town Plan Update – review proposed Chapter 13 edits

59 The Selectboard again discussed proposed edits to Town Plan Chapter 13 (Implementation) at their  
60 meeting on August 28<sup>th</sup>. The recommended edits were included in an updated draft that was shared with  
61 the Selectboard and the Planning Commission for review at their meeting on September 5<sup>th</sup>. Enclosed are  
62 an updated draft of Chapter 13, as well as a proposed Top Priority Actions page, proposed to be included  
63 at the beginning of the updated Town Plan. The documents include both amendments proposed by the  
64 Selectboard on August 28<sup>th</sup>, as well as comments from the Planning Commission on September 5<sup>th</sup>.

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66 The Selectboard should review the final proposed edits and determine if they are ready to proceed with a  
67 final Public Hearing on October 9<sup>th</sup>.

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69 ***Recommendation:***

70 *Review the proposed amendments and confirm the Selectboard is ready for a final Town Plan hearing on*  
71 *October 9<sup>th</sup>, 2023.*

72

73 Item II.6. Wastewater Planning Project Team Update #6

74 Wastewater Planning Project Update #6 is enclosed for the Selectboard's review. The update is prepared  
75 by Joshua Schwartz, Executive Director of MRVPD, in his capacity as Project Coordination Team Lead.  
76 Members of the wastewater team will be present to answer any questions the Selectboard might have  
77 about the update.

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79 ***Recommendation:***

80 *No action requested at this meeting.*

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82 Item II.7. Review final proposed quarterly work plan

83 Staff has provided an updated quarterly work plan timeline based on the discussion at the last Selectboard  
84 meeting. The updated timeline, as well as the Work Plan reviewed on August 28<sup>th</sup>, are enclosed for the  
85 Selectboard's review. The timeline outlines staff's identified priorities for the next quarter, based on the  
86 feedback received at the meeting on August 28<sup>th</sup>.

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88 ***Recommendation:***

89 *No additional action necessary unless there are comments or requested amendments to the proposed*  
90 *plan.*

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Item II.8. Historic General Wait House Discussion

**a. Ongoing Historic General Wait House Property Management Discussion**

At their meeting on May 8<sup>th</sup>, the Selectboard asked that documents related to the General Wait House that have been created over the past few years be compiled into one packet and shared with the Board in order to facilitate the ongoing conversation about how best to address both the short- and long-term maintenance needs at the General Wait House. The Board continued the Historic General Wait House discussion at their meeting on June 5<sup>th</sup>, June 26<sup>th</sup>, and August 11<sup>th</sup>. The Board has requested that this remain a standing item on the agenda for the time being. At the August 11<sup>th</sup> meeting, the Board requested that a specific Capital Plan be developed for big picture General Wait House improvements as part of the FY25 budget which is reflected in the quarterly work plan. A number of documents related to the building were included in the June 5<sup>th</sup> packet and have been linked below:

1. [General Wait House Committee Final Report \(December 16, 2021\)](#)
2. [Historic Building Assessment, Eliot Lothrop \(February 2023\)](#)
3. [Quotes for Roof Repair \(March – May 2023\)](#)
4. [Building Report & Assessment, Brad Cook \(December 31, 2020\)](#)

***Recommendation:***

*No additional action requested at this meeting.*

Item II.9. Consent Agenda

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

- a. Consider Approving the Minutes of 8/28/23  
The minutes will be shared before the meeting.
  
- b. Bills Payable and Treasurer's Warrants  
Warrants will be emailed before the meeting and available for review in person at the meeting.

Item II.18. Town Administrator's Updates

Updates to be provided at the meeting.

**III. OTHER BUSINESS**

Item III.1. Correspondence/Documents/Reports received

- a. None received to date

## 13. Implementation

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In too many communities, town plans are set aside and ignored soon after adoption. This may be due to several factors, including ambiguous plan goals and policies, a lack of local support for long range planning, and/or a lack of resources and money, people, and time to accomplish everything called for in the plan. In Waitsfield, however, the Town Plan has traditionally been viewed as a living document which outlines a path for the community. This chapter summarizes many of the mechanisms that are available to make sure the plan remains current and relevant.

### 13.A Planning

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**Plan Adoption.** Adoption by the Waitsfield Selectboard is the first step in putting the plan into action. Through adoption, the Selectboard accepts this document as the guide for future physical growth and change in the town.

**Regional Approval.** Approval by the Central Vermont Regional Planning Commission (CVRPC) allows for greater regional planning and cooperation among towns in addressing mutual problems and challenges, maintains the town's eligibility for municipal planning funds as well as its authority to enact certain programs (e.g., impact fees). Once the plan is approved by the Selectboard, it should be submitted to CVRPC for regional approval.

**Ongoing Planning & Plan Amendments.** The plan automatically expires eight years from adoption. Before the plan expires, it should be thoroughly reviewed, and information on which the plan is based should be updated.

This plan incorporates the findings and conclusions of a wide range of special studies, public processes and related planning projects that have taken place over the past 20± years. Thus, rather than relying on a planning process that lies dormant for four years only to re-emerge for the purpose of updating the Town Plan, Waitsfield has been actively engaged in an ongoing planning process. Such an ongoing effort, which should involve periodic evaluation of the plan against changing community conditions and needs, is critical for keeping the plan current and relevant.

## 13.B State Permit Procedures

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Presently, any commercial development in Waitsfield involving 10 or more acres of land, and any residential development or subdivision resulting in the creation of 10 or more dwelling units or lots, requires Act 250 approval. One of the Act 250 criteria is that the development be in conformance with the town plan. In the case of Waitsfield, conformance should be determined by whether the proposed development is consistent with specific policies listed at the end of each chapter of this plan. If a project is not consistent with a specific policy, it should be determined to be not in conformance with the plan.



Both the Planning Commission and Selectboard have party status to participate in all Act 250 review processes. Both bodies should monitor project applications and participate in those processes whenever appropriate. Other state and federal regulatory processes, for example Section 248 (related to public energy facilities) and the National Environmental Policy Act (related to federally funded projects) also provide opportunity for local participation and review against the policies set forth in this plan.

## 13.C Local Regulations

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This plan should serve as the blueprint and policy guide for future revisions to local land use regulations. Suggestions for revisions, or for additional study, are described throughout the plan. In addition, certain provisions of the existing regulations require that projects be consistent with the policies of this plan. To ensure that future development is consistent with the plan, the Development Review Board shall refer to it during the review process.

In addition to land use regulations, an Official Map is a regulatory implementation tool that the town may use to lay out future road and infrastructure improvements and provide a legal mechanism for the community to acquire necessary land for those improvements prior to its being lost to development. Waitsfield has or could adopt other ordinances to carry out policies and strategies described in this plan such as a road ordinance, water or wastewater ordinances, or a special events ordinance.

## 13.D Municipal Policies & Programs

Regulatory measures are not the only means with which Waitsfield can implement various sections of this plan.

**Property Tax Policy.** ~~Although a municipality's authority to use local property tax dollars to implement a town plan was limited with the passage of the statewide education tax, there are still opportunities to use the property tax to achieve several of the policies included in the preceding chapters. Local property taxes are the Town's primary source of revenue and maintain an instrument for implementing the Town's stated policies.~~

Waitsfield maintains an agricultural property tax abatement program for eligible farmers, and has ~~worked with local businesses to abate a portion of the property tax on new facilities and to help secure tax incentives available through the Vermont Economic Progress Council~~ secured a state recognized village designation for the Historic Waitsfield Village ~~which provides tax incentive opportunities for public and private property and businesses~~ business owners. In addition, there are opportunities to pursue special taxing districts, local option taxes, and to establish tax increment finance districts, to help fund local infrastructure improvements.

**Public Spending.** Waitsfield has a history of making strategic investments in the town's infrastructure, public services, and for special projects. Over the past 20+ years, the town has:

- Acquired and developed parkland and assisted with the creation and maintenance of other recreation facilities, including the Mad River Park fields;
- Supported private non-profits to expand needed facilities (e.g., Mad River Valley Ambulance);
- Acquired the General Wait House and created an information center, ~~and~~ public rest rooms, and affordable tenant spaces for local non-profits;
- Contributed toward the acquisition of development rights on scenic and productive land;
- Funded sidewalk construction and improvements;
- Developed plans for municipal water and wastewater facilities to serve the Irasville and Waitsfield Village ~~growth center~~;
- Secured funding, obtained permits, ~~and began construction, and successfully operated of~~ the municipal water system for the past ten years;
- Secured funding to initiate a decentralized wastewater system pilot project in Irasville;
- Secured funding and oversaw the construction of a new Municipal Office to better accommodate the Town's land records and serve the community
- Acquired grant funds to develop senior housing and to ~~acquire~~ ensure the Verd-Mont Trailer Park's ~~to ensure~~ perpetual afford-ability; and

- Maintained the local road network and public buildings in excellent condition.

Many of these projects were supported by state and federal grants. Consequently, local tax dollars have helped to leverage millions of dollars of supplemental revenue for the town. Through the capital budget and program and continued emphasis on securing state and federal grants, many of the policies of this plan may be directly supported.

**Land Conservation.** Land conservation is a common mechanism for implementing a variety of local policies related to farmland and forest preservation, natural resource protection, economic development and land use planning. One reason for the growing use of these tools is the availability of statewide funding sources and the presence of active land conservation organizations.

In the Mad River Valley, there is, in addition to statewide resources, a local partnership made up of state and regional organizations dedicated to protecting natural resources and open space within the Mad River ~~w~~Watershed. Coordination with these efforts could help the town achieve many of the policies described in the plan.

## 13.E Tasks

Table 13-1 that follows identifies the priority tasks that should be undertaken to implement the goals and policies of this plan within an eight-year time frame. The table also identifies the town board or staff with responsibility for carrying out each task and potential partners outside town government.

**Table 13-1. Priority Tasks (within 8 years)**

Task Reference	Task	Entity Assigned to Task
4.H-1, 5.J-1, 12.F-2, 12F-4	<u>Update the master plan for Irasville, including centralized and decentralized wastewater systems, to accommodate higher densities of residential and mixed-use development, that includes housing, in appropriate locations within Irasville and incorporate wetland protections. Update the master plan for Irasville, including decentralized wastewater systems, to accommodate higher densities of residential and mixed-use development, that includes housing, in appropriate locations within Irasville.</u>	Selectboard, Town Administrator, Planning Commission



**Table 13-1. Priority Tasks (within 8 years)**

Task Reference	Task	Entity Assigned to Task
4.H-3	Implement the regulatory recommendations identified in the 2017 Mad River Valley Housing Study, including <u>increasing density in the Village Residential and Irasville Village zone districts, reducing setbacks in areas where increased density is desired, and establishing density standards that promote access and connection to municipal utilities.</u> <ul style="list-style-type: none"> <li>• Further reducing zoning density in the Village Residential (VR) and Irasville Village (IV) Districts from 1/2 and 1 acre respectively to 1/4 in both districts.</li> <li>• Reducing setbacks in Irasville where increased density and additional housing is desired.</li> <li>• Implementing performance standards for minimum lot size based on access to municipal/shared water or wastewater systems.</li> <li>• Reviewing the need to accommodate tiny homes into the zoning bylaws.</li> </ul>	Planning Commission, <a href="#">Selectboard</a> , <a href="#">Town Administrator</a>
4.H.4	<u>Complete comprehensive study and proposal that balances the benefits of short-term rentals with their potential detrimental effects on the community.</u>	<a href="#">Planning Commission</a> , <a href="#">Selectboard</a>
4.H.5	<u>Apply for a Neighborhood Development Area designation from the Agency of Commerce and Community Development if minimum lot sizes are reduced in Waitsfield Village (existing Village Center designation). Consider expanding the existing Growth Center around Irasville.</u>	<a href="#">Planning Commission</a> , <a href="#">Selectboard</a>
4.H-9	<u>Review definitions of mobile home, camper, travel trailer and tiny home, and clearly define when these temporary structures are allowed as residential units. Develop a definition of “tiny house” and identify designated areas for higher density tiny house development.</u>	Planning Commission

**Commented [WP1]:** PC wants this in and will revise the current task in chapter 4 to match this same language

**Commented [TA2]:** The Planning Commission requests that this task be added

**Table 13-1. Priority Tasks (within 8 years)**

Task Reference	Task	Entity Assigned to Task
5.J-5	Review, maintain, update, <u>improve</u> , and implement the Town’s capital improvement program.	Selectboard, Town Administrator, Planning Commission
7.L-5	Explore the adoption of stormwater regulations and other recommendations as a result of Ridges to Rivers study.	Planning Commission
<del>8.G-25, J-9, 12.E-7</del>	<del>Develop a plan to enhance the appearance, function, and commercial viability of Irasville and Waitsfield Village, and the Main Street corridor, by improving and/or upgrading parking, sidewalks, streetscape, pedestrian amenities, trails, and streets. Complete the planned construction of the Route 100 sidewalk.</del>	<del>Planning Commission, MRVPD representatives, Selectboard, <u>Town Administrator</u>, <u>VTrans</u>, Mad River Path Association*</del>
<del>8.G-48, F-11</del>	<del>Develop a clear class 4 road policy which identifies under what circumstances such roads may be upgraded, maintained and/or reclassified in accordance with the policies set forth above. Utilize the Town’s Class 4 Road Policy to review the Town’s Class 4 Road network and determine which roads should be reclassified and/or further improved.</del>	<del>Selectboard, <u>Planning Commission</u>, <u>Road Commissioner</u>, <u>Road Department</u>, <u>Planning Commission</u></del>
<del>8.G-19, 8.F-20, 8.G-3, 8.G-7, 8.G-14</del>	<del>Prepare and implement an updated traffic-calming plan for Waitsfield Village, and Irasville that incorporates a complete street approach. Work on resolving the long-standing vehicular safety, pedestrian safety, and stormwater issues at the Route 100 and Route 17 intersection and <u>prepare and implement an updated traffic-calming plan for Waitsfield Village.</u></del>	<del><u>Selectboard</u>, <u>Planning Commission</u>, <u>Selectboard</u>, <del>Tree Board</del><u>Road Commissioner</u>, <u>Road Department</u>, *<u>VTrans</u></del>
8.G-13	Conduct a vulnerability assessment for the town that identifies and maps road segments at high, medium, and low risk from climate impacts, and develop and implement operations and maintenance strategies that lessen those impacts, such	Road Commissioner, <u>Road Department</u> , Selectboard

**Commented [TA3]:** The Planning Commission recommends retaining this language as well

**Table 13-1. Priority Tasks (within 8 years)**

Task Reference	Task	Entity Assigned to Task
	as more frequent cleaning of storm-drains, debris removal, improved plans for weather emergencies, and performance monitoring.	
9.J- <del>135</del>	<u>Maintain the Town's energy reserve fund, and incorporate planned efficiency improvements (e.g., facility retrofits, renovations, and equipment upgrades) in the Town's capital budget and program. Revise Chapter 9 (Energy) of the Town Plan to comply with the Vermont Comprehensive Energy Plan and the Regional Energy Plan.</u>	<u>Energy Committee,</u> Planning Commission, Selectboard
<u>11.M.6</u>	<u>Enact through zoning and/or subdivision regulations policies to minimize or avoid the fragmentation and development of primary agricultural soils, significant wildlife habitat, forest blocks and habitat connectors.</u>	<u>Planning Commission</u>
12.F- <del>24</del>	<u>Identify specific priority infill development areas and the types of projects envisioned for those areas. Inventory development capacity within the Agricultural Residential District to determine appropriate sites or areas able to support rural hamlets (clusters), while simultaneously strengthening resource protection standards elsewhere in the district. Update zoning regulations as needed.</u>	Planning Commission, <del>Conservation</del> <del>Commission</del> Selectboard
12.F-4	<u>Use Irasville &amp; Waitsfield Village Wetland Analysis (Arrowwood 2021) and ANR mapping in master planning efforts and encourage developers to use these resources when considering wetland mitigation opportunities. Pursue mitigation analysis of wetlands in Irasville in order to accommodate future development needs and reinforce a compact development pattern in Irasville.</u>	Planning Commission, Conservation Commission

Commented [WP4]: PC wants this in, taken straight from new Energy chapter.

## Town of Waitsfield

### Town Plan Update – **Top Priority Actions (within next 8 years)**

Each chapter of this plan includes topic-specific goals, policies, and tasks. The following subset are action items with the highest priority because they: 1) address critical issues; 2) require a timely response; 3) are readily achievable given existing/expected resources (personnel, cost, etc.). Note – each action item description is abbreviated. See Chapter 13 (Implementation) for additional detail on priority tasks.

1. **Community Wastewater Collection and Treatment System**
  - a. Improve public health, water quality and infill development opportunities through design and construction of a **Community Wastewater Collection and Treatment System**, initially serving Irasville and the historic village.
2. **Water Connections** to facilitate infill development in Irasville and historic village and business districts
3. Zoning By-laws modernization [to amend the Town's zoning and subdivision regulations to promote housing and walkable development in and adjacent to the Town's villages.](#)
4. **Neighborhood Development Area designation for Irasville**
  - a. Create a Neighborhood Development Area designation for Irasville in order to maintain the Waitsfield's historic development pattern of a compact town center surrounded by a rural landscape. Designating Irasville as an NDA encourages and incentivizes new and infill housing and mixed use buildings in the area within walking distance to our town center and historic village.
5. **Design, finance and build a new town garage** to facilitate the efficient and cost-effective maintenance of our town roadways, bridges, sidewalks, culverts and other town-owned infrastructure.
6. **Route 100/17 Intersection Improvements**
  - a. Continue to work with the State Department of Transportation to development and implement solutions that improve the traffic flow and safety of the **Route 100/Route 17 intersection** in Irasville.
7. Develop a plan to **repair, restore and renovate the General Wait House** for adaptive re-use by the community with the complimentary goals of (1) preserving our Town's history, (2) increasing utilization of the renovated spaces by the local community, and (3) minimizing the financial burden on the Town's taxpayers through grant funding and development of new income streams.

**Commented [WP1]:** Chapter 13 does not mention this Town Garage task. Should we move it into Chapter 13 as task or just leave here?

**Commented [WP2]:** Chapter 13 does not mention this Wait House task. Should we move it into Chapter 13 as task or just leave here?

8. Existing: Review, maintain, update and implement the Town's **Capital Improvement Plan**, with a particular focus on (1) funding improvement projects through a combination federal and state grants and capital reserves set aside in the Town's annual budgets, and (2) minimizing the use of long-term debt financing for non-equipment related projects like paving.

9. Incorporate latest flood and river corridor maps into updated by-laws in order to qualify for maximum state funding for flood disaster recovery emergency relief assistance fund

**Commented [WP3]:** Remove? Alice believes this is LHMP work

10. Continue to **develop, maintain and promote recreational resources, trail networks and access points** for use by our local community and our visitors.

~~11. Existing: Pursue mitigation analysis of wetlands in Irasville in order to accommodate future development needs and reinforce a compact development pattern in Irasville. Use Irasville and Waitsfield Village Wetland Analysis (Arrowwood 2021) and ANR mapping in master planning efforts and encourage developers to use these resources when considering wetland mitigation opportunities.~~

**Commented [WP4]:** Taken straight from Chapter 13 task

11. Existing: Conduct a vulnerability assessment for the town that identifies and maps road segments, *bridges and culverts* at high, medium, and low risk from climate impacts, and develop and implement operations and maintenance strategies that lessen those impacts, such as more frequent cleaning of storm-drains, debris removal, improved plans for weather emergencies, and performance monitoring.

12. Enact through zoning and/or subdivision regulations policies to minimize or avoid the fragmentation and development of primary agricultural soils, significant wildlife habitat, forest blocks and habitat connectors.

**Commented [WP5]:** PC wants this added

13. Complete comprehensive study and proposal that balances the benefits of short-term rentals with their potential detrimental effects on the community.

**Commented [WP6]:** Pc wants this added

# Waitsfield Wastewater Planning Project

Update #6

To: Waitsfield Selectboard  
From: Joshua Schwartz, MRV Planning District  
CC: Waitsfield Wastewater Planning Project Team Members  
Annie Decker-Dell'Isola, Waitsfield Town Admin.  
JB Weir, Waitsfield Planning & Zoning Admin.  
Randy Brittingham, Waitsfield Town Treasurer/Grant Admin.  
Bob Cook, Waitsfield Planning Commissioner  
Chach Curtis, Waitsfield Selectboard Member  
Robin Morris, Waitsfield Water Commissioner  
Jon Ashley, DuBois & King  
Date: September 8, 2023  
Re: Waitsfield Wastewater Planning Project Update #6

This serves as the sixth update on the Waitsfield Wastewater Planning Project, a task I'm carrying out in my role as Planning Coordination Team Lead (as articulated in the *Memorandum of Understanding between the Town of Waitsfield and the Mad River Valley Planning District for the Waitsfield Wastewater Planning Project*). The purpose of these updates is to ensure the Waitsfield Selectboard and Waitsfield Wastewater Planning Project Team Members are abreast of project status and developments, summarizing activities over the preceding weeks. This update follows Update #1 (4.14.23), Update #2 (5.5.23), Update #3 (5.26.23), Update #4 (7.5.23), and Update #5 (8.11.23).

## Recent Activities

### Project Coordination Team (PCT)

- Meetings: 8.16, 8.23, 8.29, & 9.5 (upcoming: 9.11, 9.18, 9.25, & 10.2)
- Activities
  - Meeting weekly to coordinate various project tasks and team activities.
  - Met with DEC Water Investment Division Engineering Section staff on 8.23 for the purpose of ensuring understanding of the state's wastewater planning structure, permitting, design, & funding process. Resulted in better understanding of how to navigate the wastewater process as well as increased efficiency and coordination with state partners.
  - Awaiting finalization of the Draft FFY23/SFY24 CWSRF Intended Use Plan (IUP), of which Waitsfield submitted public comment on 8.7.
  - On 9.7 forwarded the *Waitsfield Water and Wastewater Project Funding Eligibility by Median Income | Follow-up* document, originally submitted to DEC Water Investment Division Financial Management & Loan Section on 7.27, to DEC Water Investment Division Engineering Section staff (per their request).
  - Upcoming Online Workshop
    - *Managerial & Administrative Aspects of Decentralized Community Wastewater Systems | 10.20*
      - Presented by RCAP Solutions & the VT Village Wastewater Solutions Initiative, this free event will provide a general overview of the steps and responsibilities when developing or operating a community wastewater system, administrative aspects of the VT Indirect Discharge Program, and will provide some lessons learned in the land acquisition process for infrastructure projects. This training is intended for active and potential board members, volunteer "task force" members, managers, and administrative staff, and wastewater operators.
      - <https://attendee.gototraining.com/r/4443059850797036804>

### Engineering/Technical Team (ETT)

- Meetings: 8.16, 8.23, 8.30, & 9.6 (Upcoming: 9.20, 9.27, & 10.4)
- Activities
  - On 8.28 DEC provided written comments on the Waitsfield 90% PER (submitted to DEC on 6.1).
  - After consolidating all comments, developing a strategy for responding, and providing initial responses to each, the ETT held a meeting with DEC Water Investment Division Engineering Section staff on 9.6. The meeting resulted in clarity on all outstanding items and insight on DEC's process.
  - Project engineer Jon Ashley (D&K) and PCT members are developing suggested edits to DEC's comments for review by the ETT at its meeting of 9.20. In addition, Jon Ashley is undertaking additional analysis and approaches on specific items to address DEC comments.
  - Learned about VT Department of Historic Preservation's (VDHP) new process for review of archeological and historic significance as it pertains to the development of municipal wastewater system. The new process will result in VDHP review through the project's design phase (Step II), previously Planning/PER phase (Step I). As such, the project can now proceed with the Environmental Information Document (EID) and initiate Finding of No Significant Impact (FNSI) hearing and results for inclusion in the final PER.
  - After the 8.28 selectboard discussion and action regarding funding for dataset management, ETT members are working on next steps (incl. clarifying elements of the proposed dataset and working with the vendor to ensure project delivery).
  - On 8.16 the ETT met with RCAP Solutions to explore the possibility of an income survey of residents within the proposed wastewater service area.

### Funding Team (FT)

- Meetings: 8.23
- Activities
  - *Town of Waitsfield Wastewater Project 2024 Funding Landscape*
    - Document developed by the Funding Team listing relevant funding avenues, including description, timing, key contacts, and links for more information. Attached.
  - FFY23/SFY24 Clean Water State Revolving Fund (CWSRF) Intended Use Plan (IUP)
    - On 8.7 the Town of Waitsfield submitted public comments on the IUP.
    - On 8.23 DEC staff informed FT that the final IUP was "imminent."
  - Step 2 Funding: CWSRF - Final Design
    - Waitsfield's application for Step 2 funding for 30% Final Design (including draft ESA) was submitted on 6.29. Discussion with DEC staff about proposed ESA elements has continued through the month of August.
    - Received feedback from DEC staff on 9.7 stating provisional ESA approval for Waitsfield's Step II loan. However, the amount of available subsidy is lower than anticipated. Based on 9.6 feedback from DEC staff regarding potential changes on the PER, exploring possibility of amending the ESA accordingly (with the goal of increasing subsidy amount).
  - Median Household Income Memo
    - Heard response from DEC staff at 9.6 meeting regarding the *Waitsfield Water and Wastewater Project Funding Eligibility by Median Income | Follow-up Document* submitted to DEC staff by Christine Sullivan on 7.27. DEC provided insight of their internal discussions. Anticipate a response in the near-term.
  - VT Pollution Control Grant
    - Scheduling a meeting with DEC staff to discuss 90% PER and VT Pollution Control Grant eligibility.
  - Northern Borders Regional Commission's (NBRC) Catalyst Program
    - On 8.22 informed that Waitsfield project wasn't selected for NBRC's Catalyst Program.
    - Followed up with Melissa Bounty, Exec. Director of Central VT Economic Development Corporation (CVEDC), on 8.24 to explore future funding options.
  - Sen. Sanders FY24 Congressional Discretionary Funding Request
    - On 8.18 notified that the Senate Appropriations Committee did not approve all of Sen. Sanders proposal, and as such Waitsfield's request didn't make the final cut. As stated by Sen. Sanders staff: "Please know that this had nothing to do with the quality of your application or its merits. We encourage you to consider applying in the future if there are opportunities to do so."

- USDA RD
  - On 8.18 reached out to VT USDA RD State Director and related staff to explore funding opportunities.
  - As recommended by DEC staff, submitted the 90% PER to Jon Harries, USDA RD State Engineer, on 9.7 for feedback and comments.

#### Public Outreach Team (POT)

- Meetings: 8.18 (Upcoming: 9.11)
- Activity
  - <https://www.waitsfieldvt.us/waitsfield-wastewater-planning-project/>
  - Developing a strategy to gauge project interest and collect relevant data from property owners within the proposed Wastewater Service Area. To interrelate with broader community outreach and communication.
  - On 9.7 Joshua met with Linda Blasch, Planning & Development Coordinator with the Town of Jericho. Linda is serving as lead for her town's wastewater planning project, which is currently in the Feasibility Study stage.
  - Setting up meetings with communities across VT involved in wastewater planning projects (as encouraged by DEC staff).

#### **Near-Term Activities**

- Finding of No Significant Impact (FNSI) Hearing (*a component of the required environmental review of the project*)
- Finalizing ESA
- Finalizing 100% PER
- Outreach Strategy

#### **Attachments**

- *Town of Waitsfield Wastewater Project 2024 Funding Landscape, 9.8.23 Document*
- *Managerial & Administrative Aspects of Decentralized Community Wastewater Systems | 10.20 Flyer*



# TOWN OF WAITSFIELD

## WASTEWATER PROJECT 2024 FUNDING LANDSCAPE

### Central VT 2024 Regional Project Priority List

- Central VT Economic Development Corporation (CVEDC) / Central VT Regional Planning Commission (CVRPC) joint effort to rank and score projects which contribute to economic development in the region. Ranking is part of NBRC Catalyst Grant scoring criteria.
- <https://www.cvedc.org/regional-project-priority-list>
- Timing
  - Oct/Nov. 2024 Application
- Key Contacts
  - Melissa Bounty, CVEDC Executive Director
  - Christian Meyer, CVRPC Executive Director

### Northern Borders Regional Commission (NBRC), Catalyst Program

- Federal appropriations in support economic development and infrastructure that align with NBRC's 5-Year Strategic Plan. Projects can't be more than 80% federal funded. One awardee per County. Award ceiling: \$1/\$3 million.
- Scoring criteria includes Regional Project Priority List for 2024
- <https://www.nbrc.gov/content/Catalyst>
- Timing
  - Letter of Interest and associated requirements due in early May. If invited to apply, portal opens in mid-May. Grant applications due in early June.
- Key Contact
  - Kristie Farnham, NBRC VT Program Manager

### Congressionally-Directed Spending (CDS)

- Senator Sanders
  - <https://www.sanders.senate.gov/congressional-directed-spending-requests/>
  - Timing
    - Application portal opens early February; inclusion on Sanders's list by early May;
  - Key Contact
    - Haley Pero, Office of U.S. Senator Bernie Sanders Outreach Director
- Senator Welch
  - <https://www.welch.senate.gov/congressionally-directed-spending-requests/>
  - Timing
    - Survey response due mid-March;

### Clean Water State Revolving Fund (CWSRF) Priority List for Intended Use Plan (IUP)

- To obtain funding for all construction (Step III) work and certain CWSRF final design activities (Step 2), a project must either be included on the CWSRF priority list. Listed in Draft FFY23/SFY24 CWSRF IUP.
- <https://dec.vermont.gov/water-investment/water-financing/srf/priority-list>
- <https://dec.vermont.gov/water-investment/water-financing/srf/intended-use-plans>
- Timing
  - Application due early March; annual reapplication required for each funding cycle
- Key Contacts
  - Tom Brown, DEC Water Investment Division, Financial Management & Loan Section, Engineering Planning Advance Project Lead
  - Lynnette Claudon, DEC Water Investment Division, Engineering Section, Engineering Planning Advance Project Lead

# TOWN OF WAITSFIELD

## WASTEWATER PROJECT 2024 FUNDING LANDSCAPE

### CWSRF Step 2 Design Subsidy/Loan

- The Final Design phase is referred to as Step 2, where a project is developed from the conceptual stages (Step 1) to a point where the project is permitted and ready to be put out to bid (Step 3). The focus of the final design is the creation of the final design plans, the technical specifications, and the contract documents as well as the permit approvals and eligibility determinations.
- <https://dec.vermont.gov/water-investment/water-financing/srf/srfstep2>
- Timing
  - Design funding application due in late June/early July;
- Key Contacts
  - Tom Brown, DEC Water Investment Division, Financial Management & Loan Section, Engineering Planning Advance Project Lead
  - Lynnette Claudon, DEC Water Investment Division, Engineering Section, Engineering Planning Advance Project Lead

### VT Pollution Control Grants

- Grants amounts are established through a set of public health, environmental, and affordability-based criteria that are used to determine state grant funding up to a maximum of 35% of eligible cost. The funding source for these grants is appropriated at the discretion of the legislature and cannot be guaranteed by the program. If sufficient state capital funds cannot be secured to meet full grant eligibility, other funds may be provided to offset the shortfall in grant dollars, such as a CWSRF loan. The PC Grant budget for SFY24 is \$8M, as listed in the Draft FFY23/SFY24 CWSRF IUP.
- <https://dec.vermont.gov/water-investment/water-financing/vt-pollution-control-grants>
- Key Contact
  - Lynnette Claudon, DEC Water Investment Division, Engineering Section, Engineering Planning Advance Project Lead

### USDA Rural Development

- Grants and loans for public waste disposal infrastructure in rural communities. Various potential funding options.
- <https://www.rd.usda.gov/programs-services/water-environmental-programs>
- Key Contacts
  - Sarah Waring, VT & NH State Director
  - Misty Sinsigalli, Area Director
  - Eric Law, Community Programs Director
  - Jon Harries, State Engineer

### VT Agency of Commerce & Community Development (ACCD) Community Recovery & Revitalization

- Linked to 2022 ARPA money; unsure how much money remains or if it will be refunded. Best suited to construction funding – previous discussion resulted in feedback that the project design stage we were in did not fit their criteria.
- <https://accd.vermont.gov/economic-development/funding-incentives/community-recovery-and-revitalization-program>
- Timing
  - Rolling application process until funds gone. 4<sup>th</sup> round of funding announced 9/7/23
- Key Contact
  - Angela Farrington, VT Economic Progress Council (VEPC) Programs Manager

# RCAP Solutions Online Workshop with the Vermont Village Wastewater Solutions Initiative

This virtual workshop is being offered through the  
GoToTraining platform. There is no cost to attend.

## Wednesday, September 20, 2023

6:00 PM – 8:00 PM

### Managerial & Administrative Aspects of Decentralized Community Wastewater Systems

#### Registration Link:

<https://attendee.gototraining.com/r/4443059850797036804>

**This course is pending approval for 2 Training Contact Hours (TCHs) for Vermont Wastewater Operators**

#### **Workshop Description**

Development of a decentralized community wastewater solution involves a significant amount of technical work by hydrogeologists, engineers, and environmental specialists to determine the overall layout and physical components of such a system. Small communities tend to rely heavily on consultants to guide them through the steps in this process, but the community should also be active in many of the "non-technical" actions and decisions required - such as choosing a management structure, understanding the permit conditions to be followed, and negotiations for land or easements. This session will provide a general overview of the steps and responsibilities when developing or operating a community wastewater system, administrative aspects of the Vermont Indirect Discharge Program, and will provide some lessons learned in the land acquisition process for infrastructure projects.

This training is intended for active and potential board members, volunteer "task force" members, managers, and administrative staff, and wastewater operators.

#### **Questions? Contact John Kiernan**

Phone: (802) 377-5938

Email: [jkiernan@rcapsolutions.org](mailto:jkiernan@rcapsolutions.org)

**Before the workshop, please review the attached "[Guidelines of Attendee Participation](#)" for earning TCHs.**

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*These workshops are made possible through funding provided by the US EPA.*

*RCAP Solutions, Inc. is an equal opportunity provider and employer and does not discriminate against qualified disabilities.*

## **Guidelines of Attendee Participation**

*RCAP Solutions offers virtual training using the GoToTraining Platform.  
The following is a guideline for virtual attendees:*

### **TROUBLES SIGNING IN?**

- **Open Google Chrome, Microsoft Edge or Mozilla Firefox** browser (GoToTraining is designed to work with these only)
- Navigate to <https://www.goto.com/training/join> and Enter the 9-Digit ID from your reminder email, and your email address
- You MAY need to click the “OK, I’m all set button” which hides at the bottom of the screen or hit the TAB button a couple of times
- You can download the GoToTraining app on your PC or smart device:
  - <https://support.goto.com/training/help/how-do-i-download-gototraining>
- Respond to the reminder email to ask for help

### **TECHNOLOGY REQUIREMENTS:**

- Log-in using your unique join link that is emailed to you (this is how you are recognized by the platform)
  - **Do not share this link or use someone else’s link**
- Only 1 attendee per device (The platform keeps track of ALL participation)
  - Prior permission must be granted for exceptions by the Organizer
  - *(Contact the Organizer by Responding to the registration confirmation or reminder email)*
- Device must have speakers (can use headphones if speakers do not work)
  - Only some classes require a microphone, you can always communicate by chat
  - Ask for assistance in the chat if you need to troubleshoot audio issues
  - If no audio, click **settings** (gear icon)>**Audio**> and try each of the options under “**Speakers**”

### **TCH REQUIREMENTS:**

- Log-in to the session from your unique JOIN button that is emailed to you
- One person per device (prior permission must be given for exceptions if allowed by the board)
- Attend at least 90% of the schedule time
- Submit at least 75% of the polls and or tests that are launched
- Complete the evaluation (launched after the session AND sent in a follow-up email)
- Let an organizer know if you have technical difficulties with any of the above
- **TCH Certificates will be emailed to you within 2 weeks (if you are eligible)**

**If you are not familiar with the GoToTraining platform, sign on early so there is plenty of time for troubleshooting. Once in the session, the webinar organizers can answer any questions.**

Project	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Ongoing
Town Office AED purchased, installed, and grant close out						
hire fourth Road Crew member						
updated Waitsfield Town Plan adopted	<i>final public hearing</i>	<i>adoption</i>				
Town Highway Garage RFP for design						
EV charging station ACCD grant app & initial meeting						
East Warren Road culvert project complete & grant close out						
banking services out to bid and awarded	<i>out to bid</i>		<i>award issued</i>			
new town website and email addresses				<i>website live</i>		
Fire Department extractor project bids out (3) and awarded	<i>out to bid</i>		<i>award issued</i>			
zoning bylaw modernization updates adopted	<i>SB review draft</i>			<i>public hearings</i>	<i>adoption</i>	
<b>FY25 Budget Prep (includes town and WFFD)</b>	<i>visioning</i>	<i>capital planning</i>	<i>meet w/ dept's</i>	<i>proposed draft</i>	<i>finalize &amp; approve draft</i>	
review current contracts and create an annual bid calendar						
General Wait House capital planning & budgetary needs for Town Meeting		<i>part of FY25 budget process</i>				
Cemetery Trust investment policy update (part of FY25 budgeting)						
work on updates to Town's procurement policy						
Waitsfield Wastewater Planning Project						

**2023 Waitsfield Selectboard Work Plan**  
(August 28, 2023 SB Meeting)

	Recommended Priority	Project	Notes & Tasks	Task Start Date	Task End Date
1		<b>Town Operations</b>			
2	High	(1) Review all contracts and (2) put projects/contracts out to bid that are set to expire	Annie & Randy have begun to pull together all of the Town's current contracts and make a more organized process for tracking, renewing, and putting out to bid. <b>Compiling and reviewing all current contracts will be a part of the FY25 budgeting process.</b>	Sep-23	Jan-24
3	High	Address cybersecurity needs for Town Office by updating Town Website with Ecopixel, and updating emails addresses using the new town domain name	Based on direction from VLCT PACIF this will be increasingly important in years to come. The Town has allocated ARPA funding toward the upgrading of the Town website. This project will also include updating the Town's email addresses for enhanced security. <b>Annie &amp; Randy have been meeting with Ecopixel biweekly to work on the website update. The anticipated new website launch date is October/November 2023.</b>	May-23	Oct-23
4		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.		
5	High	Hire fourth road crew member	As approved as part of the FY24 budget, hire a ne road crew member to start in October 2024 to assist with the Town taking over sidewalk plowing and mowing of town properties, and to provide additional support to our existing road crew.	Aug-23	Oct-23
6		Town Meeting preparation	This includes preparing the Town Report, budget presentations, and presentations related to any other Articles on the ballot.	Dec-23	Mar-24
7		<b>Budget &amp; Financial Planning</b>			
8	High	Further refine the town's capital improvement planning to account for vehicles & equipment but also town properties (town office, wait house, town garage), as well as public infrastructure such as sidewalks and parking lots	Annie & Randy attended the VT Bond Bank's Capital Planning conference in May 2023 and will be working on further refining the Town's CIP over FY24. Staff will begin working on a more detailed CIP for FY25 early in the budgeting process.	Sep-23	Jan-24
9	High	Work on annual budgeting process to prepare for town meeting 2024	The budget process typically kicks off in September with a visioning exercise. Then staff will meet with department heads and Board/Committee chairs to understand budget needs and begin a fiscal year draft. The Selectboard will begin to review the draft budget in October/November, with meetings every Monday in January until approved for voter adoption at town meeting.	Sep-23	Jan-24
10	High	Put banking service out to bid	Staff recommends that the Town put our banking services out to bid and select a new bank before the end of the calendar year (2023)	Sep-23	Oct-23
11	High	Work with Cemetery Trust to update investment policies	Annie & Christine met with Randy to update him on the status of the project and identified a few outstanding questions that the Town's attorney will weigh in on. Further updates to be shared with the Selectboard and Cemetery Trustees as soon as they're available.	Sep-22	Dec-23
12		<b>Property Maintenance</b>			
13		<b>Town Office:</b> 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.		
14	High	<b>Fire Station:</b> 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. <b>Town staff will put out an RFP for extractor installation, engineering, and a maintenance contract in September.</b>	Jun-23	Dec-23
15	High	<b>Highway Garage:</b> 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	The Board approved a Town Garage Design RFP at their meeting on June 26th which will be posted in the next week. The Board authorized allocating ~\$50,000 of the unassigned fund balance at the end of FY23 toward this project as well. A Design RFP was approved on June 26, 2023 and has been posted and published. The original deadline of August 21st has been extended to September due to a lack of response. Staff hopes to have an architect assigned by the end of the calendar year.	May-23	Nov-23

16	High	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. <b>Short term needs:</b> Current tenant leases need to be renewed and an updated barn use agreement drafted. <b>Long term needs:</b> 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. As of June 5th, the Board is keeping this as a standing agenda item moving forward. <b>At their meeting on August 11th, the Selectboard proposed including the GWH as part of the more detailed capital improvement planning for FY25, and preparing a presentation at Town Meeting 2024 to ask the voters how they would like to address the building needs and form a committee for that purpose.</b>	Sep-23	Feb-24
17	Medium	Confirm compliance with any necessary pond permits and consider maintenance plan	<i>Old records still need to be found.</i>		
18		<b>Roads &amp; Transportation</b>			
19	High	Work on compliance with the Municipal Road General Permit	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. <b>The SFY23 Grants in Aid award to the Town of Waitsfield (\$16,500) is going toward Brook Road improvements to bring segments along that road into compliance. Work is supposed to be completed by September 2023 but staff has requested an extension due to delays because of wet weather.</b>	May-23	Oct-23
20	High	Complete the E. Warren Road culvert project	Blow & Cote have been working on the culvert replacement since early July 2023 and wrap should be completed by early September 2023. The wet weather this summer has significantly delayed the work but the contractor has communicated these issues to the Town clearly and is working to wrap up the project as soon as they can. Final reporting on the grant award (\$175,000) is due by December 31, 2023.	Jun-23	Sep-23
21	Medium	Plan for E. Warren Road Phase I Paving Grant	The Town was notified on May 3rd that our East Warren Phase I paving project grant request has been recommended for approval. The town has been awarded a total of \$182,590 for this phase of the project, which will be part of the FY25 CIP conversations. The project should be put out to bid in early winter 2024.		
22		Continue review and analysis of Class 4 (and some Class 3) Road segments to potentially reclassify	This has been an ongoing need and the Selectboard should consider the timing of this conversation soon.		
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 include this work in the 2024 work plan.		
24		Coordinate with VTrans on the Route 100/17 Intersection project	McFarland Johnson, the firm selected by Vtrans to complete the Preliminary Report, has submitted their final report as of June 2023. Vtrans will contact us with next steps.	Apr-22	TBD
25	Medium	Provide support to the VOREC project as a team member	The majority of Town staff time spent on this project to date has been related to path connections and associated crosswalks over Route 100. Annie & Misha (MRP) are meeting with VTrans staff on August 22nd to complete a site visit of all proposed crosswalk locations and discuss the process for applying for those crosswalk connections.		
26		<b>Grant Administration</b>			
27	Ongoing	Administer the expenditure and reporting of grant funds received by the Town. In most cases, project management is also required as part of grant administration as is the preparation of applications as new grant opportunities arise.	A spreadsheet is attached that summarizes all of the different grants that town staff are currently administering. Randy is the lead on Grant Administrator, with support from Annie, especially related to making new applications and managing projects.	Ongoing	Ongoing
28	Medium	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 has established agreements with all of the parties who received ARPA allocations and some of those payments have been issued as of the date of this update. The August 28th Selectboard packet will include detail on funds both allocated and spent to date. The administration of the Town's ARPA award will be an ongoing project through the end of the funding term (all money to be spent by December 31, 2026).	Feb-23	Dec-26

29		<b>Planning Projects</b>			
30	High	Waitsfield Wastewater Planning Project	The Selectboard approved an MOU in March 2023 for project coordination between the Town and MRVPD, with MRVPD 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. The Wastewater Project Planning teams have been meeting regularly, weekly and even bi-weekly. to keep the project moving. This work has taken a good deal of staff time in 2023 and regular updates are being provided to the Selectboard.	May-22	Dec-24
31	High	Zoning 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. <b>The Planning Commission will have a draft for the Selectboard to review by September 25th, with a public hearing anticipated with the Selectboard in December 2023, and hopeful adoption by the new year.</b>	Sep-23	Jan-24
32		Irasville Master Planning	Master planning of Irasville is identified as a priority task in the Waitsfield Town Plan. Upon completion of the Bylaw Modernization Project, pursuing Irasville Master Planning is staff's recommended next step.		
33	High	Waitsfield Town Plan updates	The Planning Commission have been working on updates to the Waitsfield Town Plan for a number of years (since it's last adoption in 2018). The updated areas include the Energy Chapter, Housing Chapter, Natural Resource Chapter, and Land Use Chapter. A number of changes are necessary to bring the plan into compliance with newly adopted State Statute. The Planning Commission recommended the plan for approval and the Selectboard held a hearing on May 8th to consider the draft. The Selectboard was supportive of the proposed draft but recommended additional edits to Chapter 13 (Implementation) to reflect the updated plan chapters. <b>The Selectboard plans to send their proposed Chapter 13 edits to the Planning Commission at their meeting on August 28th, for the PC to review at their meeting on September 5th, with an anticipated final hearing on September 25th and adoption by October 2023.</b>	May-23	Oct-23
34		<b>Ordinances, Resolutions, and Policies</b>			
35	Medium	Develop a schedule for reviewing & updating Town Ordinances, Resolutions, and Policies <i>(some specific ordinance/policies/resolutions identified below)</i>	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), the Enforcement Ordinance (to update all enforcement officers), and the Road Ordinance (to clarify the school safety zone).	Feb-24	May-24
36		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			
37		Update the Personnel Policy	Update in 2023 to reflect new staff hours and review policies to ensure they are up to date and in line with other communities.		
38	High	Review & update the Procurement Policy	Review as part of the FY25 budget drafting / review of existing contracts	Nov-23	Jan-24
39		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		
40		Revisit 2021 Tax Stabilization Policy draft	This was included on the 2021 Work Plan and has not been addressed to date		
41		<b>Public Safety / Enforcement</b>			
42	Medium	Update Local Hazard Mitigation Plan (currently expired)	The Town has received a FEMA grant award to update the Town's Local Hazard Mitigation Plan which requires putting the project out to bid. A team including the Town's EMD and EMC, as well as Planning Commission Chair and staff will be working to update the LHMP	Aug-23	Sep-25
43	High	Purchase AED for Town Office	The Town received an Emergency Management Grant award for the purchase and installation of an AED machine at the Town office. The equipment has been ordered and will be installed in the next few weeks	Jun-23	Sep-23
44		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		
45		<b>Fire Department</b>			



46		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.		
47	High	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	Sep-23	Jan-24
48	<b>Conservation, Climate, and Natural Resources</b>				
49		Continue to assess the Town's energy use and determine where energy efficiency and/or renewables may be appropriate as projects arise			
50		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 has been funded in both FY23 and FY24.		
51		Support the Conservation Commission in their work to address Japanese Knotweed	The Conservation Commission has been working again this summer on their knotweed programing, including the hiring of interns. The Selectboard approved the use of almost all of the newly created Invasive Species Management Fund toward the project in FY23 and about 3/4 of the funding for the program in FY24.		
52	High	Charging stations at Waitsfield Town Office - EV Charging Station Grant (DHCD/GMP)	At their meeting on August 14th, he Selectboard authorized staff with support from the Energy Coordinator (Chris Badger) to explore this opportunity for funding to install an EV Charging station at the Waitsfield Town Office. <b>Step one is submittal for a pre-application and scheduling a phone call with the funding agency to determine eligibility, etc.)</b>	Sep-23	Aug-23
53	Medium	Tardy parcel improvements & Farley Riverside Park creation	Support the conservation commission in their work to improve the Tardy parcel and develop the Farley Riverside Park		
54	<b>Water Commission</b>				
55	Medium	Source Protection Overlay to protect town's water supply	The Water Commission along with staff support have been exploring the opportunities available to create an overlay for the protection of the Town's source water supply		
56	Medium	Exploration to determine if the existing well yield can be increased	The Water Commission has hired a consultant to assist with preliminary analysis, as approved by the Selectboard on June 5th.		

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 than 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 1<sup>st</sup> Class Liquor License, a 3<sup>rd</sup> 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