

TOWN OF WAITSFIELD

SELECTBOARD MEETING

Monday, December 18, 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 Mad Events (6163 Main Street) (5 +/- min.)
4. Wastewater Project Update (15 +/- min.)
5. FY25 draft budget review
 - a. Consider budget requests and program updates from:
 - MRV Recreation District (5 +/- min.)
 - Steward MRV (5 +/- min.)
 - Mad River Path (5 +/- min.)
 - Mad River Valley Ambulance Service (5 +/- min.)
 - Waitsfield Cemetery Commission (15 +/- min.)
 - b. Review and approve draft FY25 WFFD Operating budget and CIP
 - c. Review draft FY25 Operating Budget expenditures, revenues, and debt service schedule
 - d. Review draft FY25 Capital Improvement Plan
6. Waitsfield Conservation Commission Lake Champlain Basin award discussion (10 +/- min.)
7. CD Investment Recommendation from Treasurer (5 +/- min.)
8. Road Department truck order request (10 +/- min.)
9. Consent Agenda:
 - a. Consider approving the Minutes of 12/4/23
 - b. Bills Payable and Treasurer's Warrants
 - c. Approve liquor license renewals
 - d. Approve Water System Source permit contract with VHB conditioned on Water Commission final review and approval
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 Offices • 4144 Main Street • Waitsfield, VT 05673

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

Waitsfield Town Administrator's Report

December 18, 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

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II. REGULAR BUSINESS.

Item II.3. Consider Liquor License application for Mad Events (6163 Main Street)

The Board will be acting in its capacity as the local liquor control commission. Liquor 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. Class 3 – allows for the sale of spirits or liquor, with consumption on-premises (bars, restaurants, etc.).
- d. 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 Mad Events, LLC. 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. The liquor license is included on the warrant found under the consent agenda for the Board's signature at the end of the meeting. The warrant will be shared on Monday before the meeting in order to capture fees that may come in the mail on Monday.

Recommendation:

Consider a motion to approval the Class 1 and Class 3 liquor license for Mad Events, LLC, operating at 6163 Main Street.

Item II.4. Wastewater Project Update

Joshua Schwartz, in his capacity as Wastewater Project Coordination lead, will present an update on the wastewater project. Update #7 is enclosed in the meeting packet and a one-page summary of the PER will be available the week of 12/18/23. A more detailed project update is planned for January 22nd, 2023.

Recommendation:

No action needed at this time.

50 Item II.5. FY25 draft budget review

51 a. **Consider budget requests and program updates:**

52 The following organizations and committees/commissions will provide a quick update on their
53 program and explain their proposed FY25 budget request. The relevant budget lines have been
54 identified below.

- 55 • MRV Recreation District (5 +/- min.)

56 *Budget line 197 – requesting level funding. A memo from MRV Rec. District and a*
57 *draft 2024 budget are also enclosed.*

- 58
- 59 • Steward MRV (5 +/- min.)

60 *Budget line 238 – requesting level funding*

- 61
- 62 • Mad River Path (5 +/- min.)

63 *Budget line 239 – Misha will present the FY25 budget request*

- 64
- 65 • Mad River Valley Ambulance Service (5 +/- min.)

66 *Budget line 201- requesting level funding*

- 67
- 68 • Waitsfield Cemetery Commission (15 +/- min.)

69 *Budget line 250 – a memo and budget planning document are enclosed*

70

71 b. **Review and approve draft FY25 WFFD Operating budget and CIP**

72 The Waitsfield and Fayston Selectboards reviewed the draft FY25 WFFD Operating Budget at the
73 Fayston Selectboard meeting on 12/12. The draft WFFD operating budget is found in the draft
74 FY25 Operating Expenditures budget (lines 152-175). The draft will be shared on Monday ahead
75 of the meeting as well.

76

77 c. **Review draft FY25 Operating Budget expenditures, revenues, and debt service schedule**

78 Drafts are enclosed for review and discussion.

79

80 d. **Review draft FY25 Capital Improvement Plan**

81 A draft is enclosed for review and discussion.

82

83 Item II.6. Waitsfield Conservation Commission Lake Champlain Basin award discussion

84 In October, the Waitsfield Conservation Commission received approval from the Selectboard to apply for
85 a grant from the Lake Champlain Basin Program for knotweed management in the MRV towns of
86 Waitsfield, Fayston, and Warren. On December 12th the Town was notified that the project has been
87 selected for a \$100,000 award pending a handful of next steps. Part of the conversation in October
88 included the need to identify who would be primarily responsible for managing this project including the
89 grant requirements and budget tracking. At this time, this is above and beyond what Town staff can
90 accommodate in our current work plan aside from a few occasional hours here or there. The first step that
91 needs to be addressed in order to receive the award is the development of a workplan, to be submitted to

92 the program by January 10th, 2024. An agreement package checklist is enclosed which outlines all of the
93 materials due by January 10th. Staff recommends that Town office staff assist with the completion and
94 submittal of all documents aside from the workplan, which the Conservation Commission should prepare
95 for review at the Selectboard's January 8th meeting.
96

97 ***Recommendation:***

98 *Discuss a plan for preparing the Lake Champlain Basin Program award agreement package deliverables.*
99

100 **Item II.7. CD Investment Recommendation from Treasurer**

101 Randy Brittingham, Treasurer and Grant Administrator, has prepared a recommendation for two 6-month
102 CD investments for town funds. A memo is enclosed and Randy will attend the meeting to answer any
103 questions that the Selectboard might have.
104

105 ***Recommendation:***

106 *Consider a motion to authorize the Treasurer to invest \$500,000 from the general fund into a 6-month CD*
107 *with Northfield Savings Bank and \$1,100,000 of reserve funds into another 6-month CD with Northfield*
108 *Savings Bank, both at an interest rate of 5%.*
109

110 **Item II.8 Road Department truck order request**

111 The Road Department needs to replace the 2018 HV truck, an item that has been included in the Town's
112 CIP in past years. Replacement is needed by 2025 and the Road Department knows that Allegiant, the
113 company that the Town buys these trucks from, is about one and a half to two years out from order to
114 time of delivery. Allegiant will provide the Town with a final quote on the vehicle, a 2025 HV, which
115 will be shared with the Board ahead of the meeting on Monday. The estimated cost at this time is about
116 \$220,000, with a potential trade in value of somewhere between \$15,000 to \$30,000 of the existing
117 vehicle. The quote provided will include language that allows the Town to proceed with the ordering of
118 the vehicle but does not require any payment until the vehicle is built and completed. The language also
119 allows the Town to drop out of the sale in the event that the Town does not pass the FY25 budget which
120 will include the purchase of the truck. If the order is approved by the Board on Monday, 12/18, the
121 vehicle could be delivered as soon as spring/summer 2025. More detail will be provided ahead of
122 Monday's meeting, including a recommended motion and a final quote.
123

124 **Item II.9. Consent Agenda**

125
126 *Any member of the Selectboard may request that an item be removed from the consent agenda for any*
127 *reason and the Chair will decide where on the regular agenda the item will be placed for further*
128 *discussion and potential action, otherwise a single motion is all that's needed to approve the identified*
129 *consent agenda items.*

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- a. Consider Approving the Minutes of 12/4/23
The minutes are pending.

- b. Bills Payable and Treasurer's Warrants
Warrants will be emailed before the meeting and available for review in person at the meeting.

- c. Approve liquor license renewals
A warrant will be provided on Monday before the meeting to include any new businesses approved at this meeting and other applications that have been received from established businesses who are no longer required to meet with the Selectboard.

- d. Approve Water System Source permit contract with VHB conditioned on Water Commission final review and approval
A memo from the Water Commission Chair is enclosed that summarizes the commission's request at this time. The Water Commission has approved this next step in the water system source permit project but there has been a slight change in the task's language due to additional feedback from the DEC Drinking Water Division since the commission's last meeting. Staff recommends that the Selectboard approve the contract as proposed, with the condition that the Water Commission review the language one last time. Upon their final review, the Board would be authorizing the Town Administrator to sign the contract on their behalf.

Item II.10. Town Administrator's Updates

Updates will be provided at the meeting.

III. OTHER BUSINESS

Item III.1. Correspondence/Documents/Reports received

- a. None received to date

Waitsfield Wastewater Planning Project

Update #7

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: December 15, 2023
Re: Waitsfield Wastewater Planning Project Update #7

This serves as the seventh 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. Other updates in this series: Update #1 (4.14.23), Update #2 (5.5.23), Update #3 (5.26.23), Update #4 (7.5.23), Update #5 (8.11.23), Update #6 (9.8.23).

Recent Activities

Project Coordination Team (PCT)

- Meetings: 9.11, 9.18, 9.25, 10.10, 10.24, 11.6, 11.13, 11.28, 12.4, & 12.11
- Activities
 - Meeting weekly to coordinate various project tasks and team activities.
 - The [FFY23/SFY24 CWSRF Intended Use Plan \(IUP\)](#) was finalized on 9.20.
 - Waitsfield scored 66 points on the Project Priority List (PList)
 - 10th place tie for the *SFY2024 Pollution Control Priority & Planning List*, outside of the fundable range.
 - 6th place ranking on the *SFY24 ARPA Waiting Town List*.
 - On 8.7 Waitsfield submitted public comment to the Draft IUP, which is directly addressed in section 14, Responsiveness Summary, of the final IUP.
 - On 11.21 submitted an application on behalf of the Waitsfield WW Infrastructure Project for the Central Vermont 2024 Regional Project Priority List. A committee made up of board members from the Central VT Regional Planning Commission and Central VT Economic Development Corporation will rank and score the projects based on Agency of Commerce and Community Development (ACCD) criteria, with the top ten ranked projects for ACCD to keep in mind as funding decisions are made throughout 2024.
 - Project Priority List (PList) applications for the SFY25 Clean Water State Revolving Fund (CWSRF) were released on 11.17. The PList is an integral part of the annual CWSRF Intended Use Plan (IUP), listing projects that have requested funding that year and are ranked according to the program's

priority system. To obtain CWSRF funding for all construction work (Step 3) and certain final design activities (Step 2), a project must be included on the PList. The PList is replaced annually. The PCT met with DEC staff on 9.28 to receive input and insight on PList elements. Joshua developed a draft application on 12.7 and sent it along to project engineer Jon Ashley for additional input. The draft application seeks to increase the town's ranking over the current year's PList, increasing eligibility for a variety of funding avenues. A final version will be submitted by the due date (1.16).

- At a 11.29 meeting with DEC staff, received news that Waitsfield's weighted average Median Household Income (MHI) calculation was accepted, resulting in the Town of Waitsfield being eligible for CWSRF subsidy for Step 2 funding. This answers a question originally submitted to DEC by Alice Peal, Waitsfield PC Chair, on 2.2 and rephrased in the *7.27 Waitsfield Water and Wastewater Project Funding Eligibility by Median Income | Follow-up* document, submitted by Christine Sullivan, SB Chair.
- On 10.19 a revised Engineering Services Agreement to undertake 30% of the design phase (Step 2) was submitted to DEC, totaling \$182,348. Based on DEC's recent MHI determination, the anticipated CWSRF subsidy for this work is \$153,674 (100% subsidy to \$125k, 50% subsidy above). The Town of Waitsfield anticipates Step 2 loan paperwork from DEC by the end of December 2023 to undertake 30% of the design phase, stipulating that 84% of its total cost will be subsidized through CWSRF. In sum, the Town of Waitsfield will have received \$353,092 in CWSRF subsidies to date to bring the Waitsfield Community Wastewater Project through 30% Final Design (Step 1: \$199,418 + Step 2 30%: \$153,674).
- PCT members have developed an updated project timeline that carries the project through Phase 2: Final Design and into Phase 3: Construction.

Engineering/Technical Team (ETT)

- Meetings: 9.20, 10.10, 10.11, 10.25, 11.2, 11.29, 12.4, & 12.13
- Activities
 - After extensive dialogue with DEC Water Investment Division Engineering Section staff, and resultant revisions to the "90% Draft," a "Final Draft" Preliminary Engineering Report (PER) was submitted to DEC on 12.4. A PER Acceptance Letter from DEC is expected momentarily.
 - The Final Draft PER was sent to Jon Harries, USDA RD State Engineer, on 12.6 for feedback and comments.
 - Joshua is developing a Waitsfield Wastewater Project PER summary document that provides context and highlights its findings.
 - The town received confirmation from VT Department of Historic Preservation's (VDHP) that their review of archeological and historic significance of the Munn Site found no concerns. Additional review will be required of the project's conveyance system, to take place as part of Step 2: Final Design.
 - The project's Environmental Information Document (EID) is being finalized, anticipated to be submitted by 12.22. DEC acceptance of the PER and EID marks the completion of the Waitsfield Wastewater Project's Step 1: Planning stage.
 - On 9.20 the ETT met with John Kiernan of RCAP Solutions to explore opportunities for an income survey. DEC's acceptance of Waitsfield's weighted average MHI calculation has removed the need to undertake an income survey.
 - A representative of VT Rural Wastewater Association reached out to offer technical assistance to the town.
 - ETT members have developed a strategy for utilizing its Salesforce subscription to assist tracking wastewater project info for properties within the wastewater service area.

Funding Team (FT)

- Meetings: 9.28, 10.5, & 12.11
- Activities
 - On 10.5 FT reviewed the *Town of Waitsfield Wastewater Project 2024 Funding Landscape* document with Bonnie Waninger, who serves as a Federal Funding Assistance Coordinator with the VT League of Cities & Towns. Bonnie provided feedback, insight, strategies, and additional options for project funding avenues.
 - Step 2 Funding: CWSRF - Final Design
 - Waitsfield submitted a revised Engineering Services Agreement ESA to undertake 30% of the design phase (Step 2) on 10.19, which replaced the original ESA submitted on 6.29. The revised ESA focuses the 30% work within Waitsfield's Designated Village and its .25 mile buffer, which is eligible for CWSRF subsidy. The result of this change, and DEC's recent MHI determination, is \$153,674 in anticipated subsidy.
 - VT Pollution Control Grant
 - On 9.28 FT members met with DEC staff to receive insight as to how it can bolster its 90% Draft PER and future Project Priority List application for the purpose of increasing eligibility for future Pollution Control Grants.
 - USDA RD
 - The PCT met with Misty Sinsigalli, Acting Community Program Director NH/VT, and Jonathan Harries, VT/NH State Engineer, of USDA RD on 10.12 to discuss funding options. Takeaways: Waitsfield's MHI appears to meet their program's 75% grant threshold. To be eligible, need to certify the town's MHI, meet federal wetlands criteria, landowner connection agreements, and a successful bond vote for the full cost prior to funding submission.
 - The Final Draft PER was sent to Jon Harries, USDA RD State Engineer, on 12.6 for feedback and comments.
 - Scheduling a meeting for late December to further explore timeline and funding eligibility.

Public Outreach Team (POT)

- Meetings: 12.11, 12.15
- 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.
 - Page to be updated and overhauled in January.
 - On 9.25 Joshua met with Melissa Manka, Town Planner with the Town of Westford. Melissa served as lead for Westford's wastewater infrastructure project, providing an understanding of the town's approach, outreach, etc. On 11.7 Westford's wastewater system bond vote failed by 44 votes.

Near-Term Activities

- PER Acceptance from DEC
- EID Submittal to DEC
- Finalizing Step 2 30% Design ESA
- Outreach Strategy
- Waitsfield Wastewater Planning Project Webpage Overhaul

MAD RIVER VALLEY RECREATION DISTRICT 2024 BUDGET		MAD RIVER PARK 2024 BUDGET	
INCOME		INCOME	
Warren	\$40,000	Spring Soccer	\$1,000
Fayston	\$40,000	Spring LAX	\$1,000
Waitsfield	\$40,000	Summer Camps	\$1,000
Moretown	\$3,000	Fall Soccer	\$1,000
Total Income	\$123,000	MRVRD (includes Moretown)	\$12,000
Carry Over from 2023 (VOREC Reserv	\$12,000	Total Income	\$16,000
Total Available for 2024	\$135,000	Carry Over from 2023 (Lawson's Grant)	\$12,134
EXPENSES		Total Available for 2024	\$28,134
Recreation Grants and Facilities	\$50,000	EXPENSES	
Mad River Park	\$12,000	Port-o-lets	\$2,500
CRV	\$5,000	Insurance	\$1,400
Executive Director Salary	\$42,432	Plowing	\$300
Soc. Sec/Medicare 7.65%	\$3,246	Driveway Maintenance	\$1,400
Workers Compensation	\$775	Mowing	\$4,700
Technology Stipend	\$960	Field Maintenance	\$2,200
Travel Reimbursement	\$900	Irrigation Labor Costs	\$2,000
Payroll Service/Gusto (\$51/mo)	\$612	Stormwater inspection	\$200
Unemployment Insurance 1%	\$425	Signage/Security	\$300
Professional Development	\$500	Maintenance Equipment	\$1,300
Membership VRPA	\$100	Miscellaneous	\$250
Membersip VLCT (Associate Level)	\$1,100	Total Expenditures	\$16,550
Website/Communications	\$750		
Miscellaneous	\$200		
Reserve (VOREC cash flow)	\$16,000		
Total Expenditures	\$135,000		



MAD RIVER VALLEY RECREATION DISTRICT

Selectboard Update: November 2023

Overarching Themes:

- **The Rec. District's responsibility for administering the VOREC grant is a measure of our increased capacity and will continue to be a focus of our work until year end 2024.**
- **As we look forward, a primary goal of the MRVRD is to work with our recreation partners to ensure a balance between recreation and stewardship of the environment.**

2023 Accomplishments

- Continued collaboration with our five partners to implement the \$408,019 MRV Recreation Hub grant from Vermont Outdoor Recreation Economic Collaborative (VOREC). The route for connecting the Welcome Center to town was changed, but all permits were obtained and the grant was signed in August 2023. Work has begun on various components and the first reimbursement has been made.
- The irrigation system at Mad River Park is now operational and other enhancements were made like better signage and an additional portolet during peak months.
- MRVRD's website receives frequent updates with dedicated pages for Conservation Recreation Visioning (CRV) and the Rec Hub.
- Awarded \$45,400 in recreation grant funds to 11 groups in 2023. The grants serve youth and adult programs and sustain vital recreation facilities used by the community and visitors. Funding requests for 2024 were \$58,153 from 13 applicants with \$49,023 awarded, plus a \$5,000 contribution to support CRV.
- Continued support of stewardMRV, an initiative to increase the cleanliness and environmental quality of recreation sites. Our hope is to work with the Chamber to expand stewardMRV to thank landowners and launch programs regarding dogs on leash and proper disposal of waste.
- The MRV Trails Collaborative is shifting toward a broader Valley vision with an emphasis on balancing trails and environmental priorities, the CRV project. Keeping partners and the community up to date on Rec Hub developments and managing change is a focus.
- Conducted in-person meetings with more than 12 recreation partners to identify ways (beyond just grants) to help these partners. Answers helped inform the questions we posed to the community in a Rec Survey this fall where we have more than 230 responses so far.
- We worked with volunteers to successfully fundraise (more than \$50,000 total including a Better Places Grant) and build the MRV Dog Park in Warren. Many thanks to the town of Warren for the use of the land. A dog park was rated as an unmet need in surveys by the Planning District and The Path. The park is complete (minus one last structure) and volunteers are monitoring usage. There is approximately \$14,000 remaining to fund maintenance, insurance and any needed improvements moving forward. The MRV Dog Park has its own website with a Paypal button to facilitate on-going fundraising: mrvdogpark.com

- Navigated transition in Board of Directors. Thanked departing Board members Derek Bennett and Shevonne Travers and welcomed Corey Ayotte (Fayston) and Gina Gaidys (Waitsfield) to the Board.

2024 Initiatives

The MRVRD will help lead the Community Recreation Visioning (CRV) project, a sub-component of the VOREC grant that will establish a path forward for balancing trails and environmental sustainability. CRV goes through December 2024 and has two main goals:

1. Engage the community in a visioning process to ensure that future initiatives reflect the Valley's dual interests in diverse, high quality outdoor recreation experiences and a thriving and intact natural environment.
2. Create a vision that is articulated both in writing and spatially in a map - for balancing environmental health and recreation in the MRV, safeguarding valuable natural resources, and planning for long-term stewardship opportunities. To this end we have engaged Arrowwood Environmental to help with research, mapping and other components of the project

In addition to leading CRV, MRVRD will also:

- Manage and administer the 408K VOREC Grant. Outside bookkeeping help was hired. This grant will be a main focus of our 2024 work.
- Engage Moretown in considering a more robust participation in MRVRD moving forward.
- The well and irrigation system at MRP are operational. Next steps: determine staffing (most likely Kingsbury) in order to use the irrigation system when needed to protect the fields.
- Operate MRVRD annual recreation grant program, continue to streamline procedures to make it easy and inclusive for local organizations to apply. Decisions moved to December.
- Work with the Trails Collaborative to address concerns of the towns, conservation commissions and planning groups regarding Valley-wide planning for trails and balancing environmental issues.
- Host \$15 Bike Helmet opportunity as a bi-annual event (we skipped 2023 since we believe we had saturated the market.)
- MRVRD has earmarked funds to host a community safety event to get reflectors and lights onto bikes. Bikes on Route 100 remain a major safety concern.
- Consider working with LocalMotion on additional E-bike programs.
- Collate MRVRD survey results to chart MRVRD's future programs and activities.
- Continue to improve the MRVRD website through an annual review. We will check the accuracy of links (with all volunteer youth sports programs, links are prone to change), update photos, enhance updates on CRV and VOREC as well as other important projects.

With a total annual budget of \$122,250 in 2023 (Fayston, Waitsfield and Warren at \$40,000 each and Moretown at \$2,250), we seek level funding for our three member towns and an increase from Moretown. Moretown typically pays for 25% of MRP expenses. Expenses at MRP have increased substantially, so we are asking Moretown to consider \$3,000 in 2024 and greater overall support moving forward. As a valley, we are closer to the benchmark of Waterbury and Bristol's recreation budgets at over \$300,000 each. Many thanks to our member towns for funding MRVRD.

Waitsfield Cemetery Commission Budget Planning Fiscal Years, 2022-2026

				Projected		
		2022-2023	2023-2024*	2023-2024	2024-2025	2025-2026
Beginning Bank Balance		\$40,300.59	\$20,822.40	\$20,199.05	\$ 10,645.70	\$ (2,449.30)
Income						
	From Cemetery Trustees (for operations)	\$8,580.00				
	From Town (for operations)		\$17,000.00	\$ 17,000.00	\$17,000.00	\$17,000.00
	From Cemetery Trustees (headstone repair					
	Lot sales	\$1,180.00	\$2,640.00	\$1,910.00	\$2,000.00	\$2,000.00
	Burial Fees	\$2,700.00	\$4,500.00	\$ 4,050.00	\$4,500.00	\$4,500.00
	Bank interest					
	Donation	\$50.00				
YEARLY INCOME		\$12,510.00	\$24,140.00	\$ 22,960.00	\$23,500.00	\$ 23,500.00
TOTAL INCOME		\$52,810.59	\$44,962.40	\$43,159.05	\$34,145.70	\$21,050.70
Expenses						
	Sexton	\$26,600.00	\$19,000.00	\$26,600.00	\$27,000.00	\$28,000.00
	To Cemetery Trustees, for perpetual care	\$650.00	\$1,350.00	\$1,700.00	\$1,700.00	\$1,700.00
	Burials	\$1,375.00	\$2,275.00	\$ 2,075.00	\$2,075.00	\$2,075.00
	Cornerstones		\$635.00	\$635.00	\$1,220.00	\$1,220.00
	Headstone Repair			\$ -	\$2,000.00	
	Shed restoration/Fence Repairs, Etc	\$3,099.85		\$ -	\$1,000.00	\$1,000.00
	Misc. (office supplies, software, MRP)	\$263.34	\$103.35	\$ 103.35	\$100.00	\$100.00
	Cemetery Flags			\$ -	\$100.00	
	Tree Pruning		\$1,400.00	\$ 1,400.00	\$1,400.00	
TOTAL EXPENSE!		\$33,658.19	\$24,763.35	\$ 32,513.35	\$ 36,595.00	\$ 34,095.00
Ending Bank Balance		\$20,822.40	\$20,199.05	\$ 10,645.70	(\$2,449.30)	(\$13,044.30)

Lot Sales (Single)	2	1	2		
Lot Sales (Double)	2	2	2		
Lot Sales (Triple)					
Burials (Cremations)		9	9		
Burials (Full)					

* 7/01/22-12/31/23

Waitsfield Cemetery Commission Budget Planning FY 2022-2026

1. The WCC had been receiving income from the WCC Trust for many years, managed by Edward Jones Investment Company, Waitsfield, VT.. Bob Cook, Gib Geiger and Andrew Baird are the trustees of the Trust.
2. The Trust grows by how the financial market is doing. Total incomes varies each year by the market calculated by the Cost Basis of the trust. The Trust growth is based on Investment Income and Perpetual Care income from WCC Lot Sales.
3. Due to limited income from the (below cost basis) Trust, the WCC did not receive monthly payments after 9/2022. Prior to 9/2022, the WCC received monthly payments of \$2,860.00.
4. The WCC requested financial assistance from the Town of Waitsfield 8/25/23 to continue cemetery maintenance and burials at the 4 cemeteries. The Town voted in April, 22 to allocate \$17,000.00 in 2 allotments (Sept. and Nov, '23)
5. It is evident that the WCC financials will continue to be in the negative without additional income. Projected charts of 2023-2024 show initial balance of \$20,199.05 and projected income of \$22,960.00 (2 months estimation added to actual income). This totals \$43,159.05 but the expenses of \$32,513.35 balances \$10,645.70. Without the additional \$17,000.(or more!), the WCC would not be able to sustain (-\$6,354.30)
6. Projected chart of 2024-2025 show similar income and expenses with added projects to improve and repair areas in need, such as repairing the fence at the Irasville Cemetery. The WCC is also working hard to design and purchase Lot Deeds to organize and better track burial location and information. The WCC is waiting for the Town Attorney and Selectboard to review and OK this very needed asset to improve record keeping. Software purchased will also be implemented to organize and locate burial sites at all 4 sites starting this winter by members of the WCC..
7. The Sexton's job description has been updated (11/2023) and his 3-year contract is up April, 2025. George Gabaree, Jr. purchases his own insurance, equipment (mower, etc), gas, hiring digger for casket burials, handles and conducts lot purchases and burials of loved ones with families and funeral arrangements, etc. His last 2 (6 years of) contracts had an average of 5% increase, which could add another \$200.+to his current monthly contract to possibly a total of \$28,000.FY 2025-26. This clearly shows each year we need enough income to cover the Sexton's expenses that are critical to protect and maintain our 4 cemeteries in Waitsfield.
8. It is also evident that the WCC will need to take a serious look at Lot, Burial, etc. prices and projected projects in the near future. The WCC and Sexton takes pride in keeping our local cemeteries in pristine condition in the Valley and are hopeful it will continue!

N. C. 12/7/2023

Waitsfield Cemetery Commission Members:

Mark Peal <i>President</i>	Robin McDermott
Laura Brines <i>Secretary</i>	Robin Preuss
Nancy Coombs <i>Treasurer</i>	

TOWN OF WAITSFIELD, VT
FY25 General Fund Budget -- Expenditure Detail

For Town Meeting 2024

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
EXPENDITURES							
1	Elections & Town Meeting						
2	Election Expense	\$ 1,903	\$ 218.23	\$ 500	\$ 3,000	\$ 2,500	
3	Town Report	\$ 1,960	\$ 1,074.24	\$ 1,500	\$ 1,500	\$ -	
4	Ballot Clerks [MOVED FY24]	\$ 1,000	\$ 822.39	\$ 1,500	\$ 2,000	\$ 500	
5	Section TOTAL	\$ 4,863	\$ 2,114.86	\$ 3,500	\$ 6,500	\$ 3,000	85.7%
6	Legal and Auditing						
7	Legal	\$ 12,277	\$ 9,366.29	\$ 16,000	\$ 16,000	\$ -	
8	Auditing	\$ 17,200	\$ 17,700.00	\$ 19,000	\$ 19,500	\$ 500	
9	Section TOTAL	\$ 29,477	\$ 27,066.29	\$ 35,000	\$ 35,500	\$ 500	1.4%
10	Town Office Operations						
11	Insurance and Bonds	\$ 12,569	\$ 12,858.50	\$ 17,000	\$ 21,989	\$ 4,989	
12	Office Utilities	\$ 4,480	\$ 4,983.99	\$ 5,000	\$ 5,000	\$ -	
13	Repairs & Maintenance	\$ 5,586	\$ 2,391.40	\$ 9,000	\$ 9,000	\$ -	
14	Postage	\$ 3,626	\$ 3,113.73	\$ 5,250	\$ 5,000	\$ (250)	
15	Supplies	\$ 6,705	\$ 8,019.07	\$ 7,000	\$ 7,500	\$ 500	
16	Computer Services	\$ 1,788	\$ 6,177.12	\$ 8,000	\$ 10,000	\$ 2,000	
17	Training	\$ 233	\$ 406.25	\$ 750	\$ 750	\$ -	
18	Cleaning	\$ 7,950	\$ 9,054.96	\$ 10,000	\$ 10,000	\$ -	
19	Equip. Maint. & Contracts	\$ 18,620	\$ 14,997.14	\$ 15,000	\$ 22,500	\$ 7,500	
20	Telephone & Internet	\$ 4,810	\$ 4,487.92	\$ 5,320	\$ 5,250	\$ (70)	
21	Office Equipment	\$ 4,125	\$ 183.10	\$ 4,000	\$ 4,000	\$ -	
22	Public Notice Expense	\$ 6,701	\$ 5,222.64	\$ 4,000	\$ 4,500	\$ 500	
23	Special Services	\$ 3,907	\$ -	\$ 7,000	\$ 7,000	\$ -	
24	Section TOTAL	\$ 81,101	\$ 71,895.82	\$ 97,320	\$ 112,489	\$ 15,169	15.6%
25	Town Clerk and Treasurer						
26	Salaries	\$ 94,441	\$ 101,388.34	\$ 125,112	\$ 128,866	\$ 3,753	
27	Borrowing Interest	\$ -	\$ 38.11	\$ 250	\$ 250	\$ -	
28	Section TOTAL	\$ 94,441	\$ 101,426.45	\$ 125,362	\$ 129,116	\$ 3,753	3.0%
29	Selectboard						
30	Selectboard Reimbursement	\$ 3,251	\$ 3,250.00	\$ 3,250	\$ 3,250	\$ -	
31	Town Website	\$ 823	\$ -	\$ 3,000.00	\$ 2,000	\$ (1,000)	
32	Town Admin. Salary	\$ 66,984	\$ 69,142.49	\$ 81,122	\$ 83,555	\$ 2,434	
33	Training	\$ 397	\$ 547.17	\$ 500	\$ 500	\$ -	
34	Mileage Reimbursement	\$ -	\$ 44.41	\$ -	\$ -	\$ -	
35	SB Recording Secretary	\$ 1,134	\$ 1,418.00	\$ 2,400	\$ 2,600	\$ 200	
36	Communications	\$ -	\$ -	\$ -	\$ -	\$ -	
37	Section TOTAL	\$ 72,589	\$ 74,402.07	\$ 90,272	\$ 91,905	\$ 1,634	1.8%
38	Planning & Zoning						
39	PC/DRB Recording Secretary	\$ 923	\$ 1,600.50	\$ 1,600	\$ 1,800	\$ 200	
40	Special Planning Projects	\$ -	\$ 22,933.10	\$ 8,000	\$ 12,000	\$ 4,000	
41	Town Plan	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Salaries	\$ 54,221	\$ 57,051.11	\$ 64,019	\$ 65,940	\$ 1,921	
43	Training	\$ 239	\$ 192.43	\$ 500	\$ 500	\$ -	
44	Computer Equipment/Service	\$ 899	\$ 851.00	\$ 1,250	\$ 1,250	\$ -	
45	Mileage Reimbursement	\$ -	\$ -	\$ 250	\$ 250	\$ 13	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
46	Section TOTAL	\$ 56,282	\$ 82,628.14	\$ 75,619	\$ 81,740	\$ 6,121	8.1%
47	Board of Listers						
48	Assessor Services	\$ 22,569	\$ 22,463.25	\$ 23,000	\$ 23,000	\$ -	-
49	Computer Equipment/Service	\$ 2,877	\$ 2,806.57	\$ 3,250	\$ 4,000	\$ 750	
50	Property Map Maintenance	\$ 1,650	\$ 1,650.00	\$ 1,750	\$ 1,750	\$ -	-
51	Training and Meetings	\$ -	\$ -	\$ 200	\$ 200	\$ -	-
52	Professional Services	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	-
53	Section TOTAL	\$ 27,096	\$ 26,919.82	\$ 29,200	\$ 29,950	\$ 750	2.6%
54	Delinquent Tax Collector						
55	Collector Fees	\$ 9,826	\$ 11,705.30	\$ 13,500	\$ 15,000	\$ 1,500	
56	Section TOTAL	\$ 9,826	\$ 11,705.30	\$ 13,500	\$ 15,000	\$ 1,500	11.1%
57	Conservation Commission						
58	Conservation Special Projects	\$ 1,970	\$ 4,999.60	\$ 5,000	\$ 5,000	\$ -	-
59	Section TOTAL	\$ 1,970	\$ 4,999.60	\$ 5,000	\$ 5,000	\$ -	0.0%
60	Road Department						
61	Labor						
62	Salaries	\$ 178,139	\$ 176,770.00	\$ 231,257	\$ 245,858	\$ 14,601	
63	Overtime	\$ 22,013	\$ 23,831.25	\$ 22,984	\$ 30,732	\$ 7,748	
64	Sub-total	\$ 200,152	\$ 200,601.25	\$ 254,241	\$ 276,590	\$ 22,349	8.8%
65	Equipment Operations/Repairs						
66	Road Department Insurance	\$ 9,220	\$ 9,100.50	\$ 9,500	\$ 10,673	\$ 1,173	
67	Gas	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	-
68	Oil, Grease, and Filters	\$ 10,107	\$ 11,281.98	\$ 5,000	\$ 5,000	\$ -	-
69	Diesel	\$ 30,873	\$ 38,530.11	\$ 30,000	\$ 32,000	\$ 2,000	
70	2013 International Dump Truck	\$ -	\$ -	\$ -	\$ -	\$ -	-
71	2020 International Dump Truck	\$ 4,520	\$ 1,674.66	\$ 1,500	\$ 1,500	\$ -	-
72	2016 GMC Pick-Up Truck	\$ -	\$ -	\$ -	\$ -	\$ -	-
73	2021 GMC 3500 [NEW]	\$ 1,103	\$ 4,057.67	\$ 1,500	\$ 2,000	\$ 500	
74	2010 Low-Pro Truck	\$ -	\$ -	\$ -	\$ -	\$ -	-
75	2018 HV Truck (Low-Pro)	\$ 1,915	\$ 1,290.89	\$ 2,500	\$ 2,500	\$ -	-
76	1997 International Dump Truck	\$ -	\$ -	\$ -	\$ -	\$ -	-
77	Ford Chloride Truck	\$ 1,472	\$ 489.10	\$ 1,500	\$ 1,500	\$ -	-
78	2009 John Deere Loader	\$ 1,566	\$ 4,866.14	\$ 3,000	\$ 3,500	\$ 500	
79	2015 Tandem (Dump Truck)	\$ 16,458	\$ 7,345.10	\$ -	\$ -	\$ -	-
80	2021 Tandem (Dump Truck) [NEW]	\$ 160	\$ 628.55	\$ 1,500	\$ 1,500	\$ -	-
81	1998 Galion Grader	\$ 424	\$ -	\$ -	\$ -	\$ -	-
82	2021 John Deere Grader [NEW]	\$ -	\$ 420.73	\$ 1,500	\$ 1,500	\$ -	-
83	2008 Cat Backhoe	\$ -	\$ -	\$ -	\$ -	\$ -	-
84	2021 Cat Backhoe [NEW]	\$ 103	\$ -	\$ 500	\$ 1,000	\$ 500	
85	Ventrac [NEW FY25]	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	
86	Roadside Mower	\$ 1,447	\$ 4,607.42	\$ 3,000	\$ 3,000	\$ -	-
87	Steel Pole Saw/Chainsaw	\$ 20	\$ 102.15	\$ 300	\$ 1,200	\$ 900	
88	Garage Repairs	\$ 1,644	\$ 3,090.58	\$ 2,500	\$ 2,500	\$ -	-
89	Garage Trash Removal	\$ 1,913	\$ 2,071.00	\$ 2,040	\$ 3,000	\$ 960	
90	Uniforms Services	\$ 5,490	\$ 6,812.20	\$ 5,400	\$ 3,500	\$ (1,900)	
91	Uniforms Materials (NEW FY25)	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	
92	Heat	\$ 5,499	\$ 4,060.95	\$ 4,000	\$ 4,000	\$ -	-
93	Telephone	\$ 2,476	\$ 2,217.74	\$ 2,600	\$ 2,600	\$ -	-
94	Electricity	\$ 1,744	\$ 1,750.98	\$ 1,900	\$ 1,900	\$ 14	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
95	Garage Supplies/Hardware	\$ 4,418	\$ 4,178.90	\$ 4,500	\$ 4,500	\$ -	
96	Chipper/Rake	\$ 559	\$ 1,293.72	\$ 1,000	\$ 2,500	\$ 1,500	
97	Alarm System	\$ 961	\$ 377.00	\$ 1,000	\$ 1,000	\$ -	
98	Water Service	\$ 628	\$ 592.87	\$ 630	\$ 630	\$ -	
99	Plow Blades and Shoes.	\$ 3,624	\$ 5,863.25	\$ 8,500	\$ 8,500	\$ -	
100	Sub-total	\$ 109,659	\$ 116,704.19	\$ 98,370	\$ 108,003	\$ 9,633	9.8%
101	<i>Hired Equipment and Labor</i>						
102	Sidewalk Mowing	\$ -	\$ -	\$ -	\$ -	\$ -	
103	Sidewalk Plowing	\$ 29,070	\$ 29,651.00	\$ -	\$ -	\$ -	
104	Other Equipment Rental	\$ -	\$ -	\$ -	\$ -	\$ -	
105	Contract Plowing	\$ 1,480	\$ -	\$ -	\$ -	\$ -	
106	Grading	\$ -	\$ -	\$ 300	\$ 300	\$ -	
107	Contract Services	\$ 11,083	\$ 150.00	\$ 12,000	\$ 12,000	\$ -	
108	Sub-total	\$ 41,633	\$ 29,801.00	\$ 12,300	\$ 12,300	\$ -	0.0%
109	<i>Materials</i>						
110	Salt	\$ 33,491	\$ 45,587.74	\$ 50,000	\$ 50,000	\$ -	
111	Sand	\$ 34,838	\$ 45,447.12	\$ 56,000	\$ 75,000	\$ 19,000	
112	Chloride	\$ 12,035	\$ 14,791.08	\$ 16,000	\$ 16,000	\$ -	
113	Crushed Gravel	\$ -	\$ -	\$ 30,000	\$ 15,000	\$ (15,000)	
114	Stone	\$ 10,518	\$ 8,043.70	\$ 10,000	\$ 12,000	\$ 2,000	
115	Culverts	\$ 14,153	\$ 10,230.03	\$ 10,000	\$ 10,000	\$ -	
116	Guardrails	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	
117	Tools	\$ 3,586	\$ 2,752.67	\$ 6,500	\$ 4,000	\$ (2,500)	
118	Signs	\$ 1,991	\$ 644.50	\$ 2,000	\$ 1,500	\$ (500)	
119	Fabric	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	
120	Cold Patch, Hay, and Seed	\$ 5,793	\$ 4,400.04	\$ 8,000	\$ 8,000	\$ -	
121	Waste Blocks	\$ 1,065	\$ -	\$ 1,000	\$ 1,000	\$ -	
122	Sub-total	\$ 117,470	\$ 131,896.88	\$ 192,000	\$ 195,000	\$ 3,000	1.6%
123	<i>Miscellaneous</i>						
124	Fayston Winter Agreement	\$ 11,058	\$ 11,174.00	\$ 12,595	\$ 10,814	\$ (1,781)	
125	Sidewalk Maintenance/Repairs	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	
126	Tree Cutting	\$ -	\$ -	\$ 1,000	\$ 500	\$ (500)	
127	Bridge Repairs	\$ 27,900	\$ 206.22	\$ 4,000	\$ 1,000	\$ (3,000)	
128	Gravel Pit Management	\$ 160	\$ 160.00	\$ 1,000	\$ 1,000	\$ -	
129	Pavement Sealing	\$ -	\$ -	\$ -	\$ -	\$ -	
130	Culvert and Road Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	
131	Line Painting	\$ 950	\$ 3,323.00	\$ 4,000	\$ 4,000	\$ -	
132	North Road Culvert	\$ -	\$ -	\$ -	\$ -	\$ -	
133	Street Lights	\$ 5,365	\$ 5,518.34	\$ 5,000	\$ 5,700	\$ 700	
134	Bridge Lights	\$ 378	\$ 189.14	\$ 800	\$ 800	\$ -	
135	Radios	\$ 1,794	\$ -	\$ 500	\$ 350	\$ (150)	
136	Training	\$ 39	\$ 30.01	\$ 250	\$ -	\$ (250)	
137	MRGP/State Roads Permit	\$ 1,350	\$ 1,765.00	\$ 1,800	\$ 1,800	\$ -	
138	Sub-total	\$ 48,994	\$ 22,365.71	\$ 33,445	\$ 28,464	\$ (4,981)	-14.9%
139	Section TOTAL	\$ 517,907	\$ 501,369.03	\$ 590,356	\$ 620,357	\$ 30,001	5.1%
140	<i>Employee Benefits</i>						
141	FICA/Medicare	\$ 32,048	\$ 33,098.45	\$ 44,957	\$ 42,454	\$ (2,503)	
142	Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	
143	Retirement (VMERS)	\$ 24,837	\$ 27,862.12	\$ 39,668	\$ 37,459	\$ (2,209)	
144	Unemployment	\$ 547	\$ 749.00	\$ 800	\$ 700	\$ (100)	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
145	Worker's Compensation	\$ 12,100	\$ 24,465.11	\$ 15,224	\$ 18,844	\$ 3,620	
146	Health Insurance	\$ 65,642	\$ 89,305.47	\$ 138,866	\$ 133,811	\$ (5,055)	
147	Life and Disability	\$ -	\$ 2,383.74	\$ 4,000	\$ 4,000	\$ -	
148	Vision	\$ 2,047	\$ 358.68	\$ 1,500	\$ 1,500	\$ -	
149	Dental [NEW]	\$ 438	\$ 1,258.98	\$ 3,891	\$ 4,000	\$ 109	
150	Section TOTAL	\$ 137,659	\$ 179,481.55	\$ 248,907	\$ 242,768	\$ (6,139)	-2.5%
151	Fire Department						
152	Gas, Oil, and Grease	\$ 3,095	\$ 3,208.75	\$ 4,200	\$ 4,200	\$ -	
153	Insurance	\$ 10,084	\$ 10,536.50	\$ 10,503	\$ 12,171	\$ 1,667.85	
154	Telephone and Dispatch	\$ 21,642	\$ 36,007.28	\$ 29,000	\$ 29,000	\$ -	
155	Capital West Reserve Contribution [NEW FY23]	\$ -	\$ -	\$ 9,525	\$ 9,525	\$ -	
156	Radio and Radio Repairs	\$ 1,800	\$ 5,765.04	\$ 10,000	\$ 10,000	\$ -	
157	Electricity	\$ 6,060	\$ 1,800.00	\$ 2,575	\$ 2,575	\$ -	
158	Heat	\$ 630	\$ 5,424.29	\$ 6,300	\$ 6,300	\$ -	
159	Water Service	\$ 6,042	\$ 592.21	\$ 660	\$ 660	\$ -	
160	Building Repair and Supplies	\$ 145	\$ 4,660.58	\$ 11,300	\$ 11,300	\$ -	
161	Alarm	\$ 9,450	\$ 115.00	\$ 446	\$ 446	\$ -	
162	Truck Repairs	\$ 3,885	\$ 12,947.91	\$ 14,000	\$ 25,000	\$ 11,000.00	
163	Repair of Equipment [RENAMED]	\$ 2,632	\$ 3,243.85	\$ 7,875	\$ 7,875	\$ -	
164	Bottled Gas	\$ 37	\$ -	\$ 400	\$ 400	\$ -	
165	Training	\$ 4,522	\$ 6,396.21	\$ 9,450	\$ 9,450	\$ -	
166	Hose and Equipment	\$ 5,142	\$ 5,776.83	\$ 6,489	\$ 6,489	\$ -	
167	Gear	\$ 8,259	\$ 9,684.48	\$ 10,500	\$ 10,500	\$ -	
168	Fire Prevention	\$ 888	\$ 686.54	\$ 900	\$ 900	\$ -	
169	Miscellaneous	\$ 75	\$ 1,057.52	\$ 500	\$ 500	\$ -	
170	Dues	\$ 20	\$ -	\$ 500	\$ 500	\$ -	
171	Physical Exams	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	
172	Labor	\$ 25,681	\$ 34,995.00	\$ 27,461	\$ 39,865	\$ 12,404.30	
173	FICA	\$ 1,965	\$ 2,991.06	\$ 2,101	\$ 3,050	\$ 948.93	
174	Ladder/Hose Testing	\$ 3,246	\$ 3,499.05	\$ 3,360	\$ 3,360	\$ -	
175	Administrative Time	\$ -	\$ -	\$ 5,290	\$ 5,607	\$ 317.40	
176	Section TOTAL	\$ 115,300	\$ 149,388.10	\$ 174,834	\$ 201,173	\$ 26,338	15.1%
177	Public Safety						
178	Sheriff's Department Billing	\$ 14,809	\$ 25,778.92	\$ 31,200	\$ 32,000	\$ 800	
179	Dog Warden (Salary and Fees)	\$ 750	\$ 860.00	\$ 775	\$ 775	\$ -	
180	Dog Pound Fees	\$ 155	\$ 364.75	\$ 150	\$ 150	\$ -	
181	Emergency Management	\$ 597	\$ 770.00	\$ 1,200	\$ 1,200	\$ -	
182	Fire Warden	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	
183	Fire Hydrant Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
184	Fire Protection Contribution	\$ 27,632	\$ 25,960.00	\$ 25,960	\$ 25,960	\$ -	
185	Generator Expense	\$ 302	\$ 281.59	\$ 1,000	\$ 1,000	\$ -	
186	Insurance	\$ -	\$ 556.75	\$ 2,227	\$ 2,772	\$ 545	
187	Miscellaneous	\$ -	\$ 29.75	\$ 250	\$ 250	\$ -	
188	Training	\$ 30	\$ -	\$ 500	\$ 500	\$ -	
189	Town Health Officer	\$ 750	\$ 750.00	\$ 775	\$ 775	\$ -	
190	Constable [NEW]	\$ -	\$ 553.98	\$ 8,500	\$ 8,500	\$ -	
191	Section TOTAL	\$ 45,275	\$ 56,155.74	\$ 72,787	\$ 74,132	\$ 1,345	1.8%
192	Dues and Assessments						
193	Central VT Reg'l Planning	\$ 2,167	\$ 2,452.52	\$ 2,455	\$ 2,453	\$ 16	(2)

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
194	Joslin Memorial Library	\$ 64,486	\$ 64,782.25	\$ 68,193	\$ 69,149	\$ 956	
195	MR Resource Mgt. Alliance	\$ 12,471	\$ 12,908.00	\$ 12,766	\$ 12,908	\$ 142	
196	MRV Planning District	\$ 45,317	\$ 45,317.00	\$ 45,317	\$ 45,317	\$ -	
197	MRV Recreation District	\$ 30,000	\$ 40,000.00	\$ 40,000	\$ 40,000	\$ -	
198	VLCT	\$ 3,209	\$ 3,412.00	\$ 3,529	\$ 3,638	\$ 109	
199	Washington County Tax	\$ 29,929	\$ 31,378.00	\$ 32,651	\$ 33,000	\$ 349	
200	Green Mtn. Transit	\$ 2,030	\$ 2,030.00	\$ 2,131	\$ 2,131	\$ -	
201	MRVAS	\$ 15,000	\$ 15,000.00	\$ 15,000	\$ 15,000	\$ -	
202	Section TOTAL	\$ 204,609	\$ 217,279.77	\$ 222,042	\$ 223,596	\$ 1,554	0.7%
203	Special Appropriations						
204	Circle	\$ 350	\$ 350.00	\$ 350	\$ 350	\$ -	
205	CVT Adult Basic Education	\$ 600	\$ 600.00	\$ 600	\$ 600	\$ -	
206	Capstone (formerly CVTCA)	\$ 150	\$ 150.00	\$ 150	\$ 150	\$ -	
207	Downstreet (formerly CVCLT)	\$ 500	\$ 500.00	\$ 3,500	\$ 3,500	\$ -	
208	CVT Council on Aging	\$ 900	\$ 900.00	\$ 900	\$ 1,050	\$ 150	
209	CVT Economic Devel. Corp.	\$ 450	\$ 450.00	\$ 450	\$ 450	\$ -	
210	CVT Home Health and Hospice	\$ 4,500	\$ 4,500.00	\$ 4,500	\$ 4,500	\$ -	
211	Everybody Wins!	\$ 500	\$ 500.00	\$ 500	\$ 500	\$ -	
212	Family Center of Wash. Co.	\$ 500	\$ 500.00	\$ 500	\$ 500	\$ -	
213	Good Beginnings of CVT	\$ 300	\$ 300.00	\$ 300	\$ 300	\$ -	
214	Green Up Vermont	\$ 100	\$ 100.00	\$ 100	\$ 100	\$ -	
215	Home Share Now, Inc.	\$ -	\$ -	\$ -	\$ -	\$ -	
216	MRV Health Center	\$ -	\$ -	\$ -	\$ -	\$ -	
217	Mad River Valley Seniors	\$ 7,000	\$ 7,000.00	\$ 7,000	\$ 10,000	\$ 3,000	
218	Peoples Health and Wellness	\$ 500	\$ 500.00	\$ 500	\$ 500	\$ -	
219	Retired Senior Volunteer Program.	\$ 150	\$ -	\$ -	\$ -	\$ -	
220	Mosaic (formerly SACT)	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	
221	Center of Independent Living	\$ 650	\$ 620.00	\$ 620	\$ 620	\$ -	
222	Washington Co. Mental Health	\$ 1,600	\$ 1,600.00	\$ 1,600	\$ 1,600	\$ -	
223	Washington Co. Youth Service	\$ 750	\$ 750.00	\$ 750	\$ 750	\$ -	
224	Community Harvest	\$ 300	\$ 300.00	\$ 300	\$ 400	\$ 100	
225	VT Family Network	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	
226	VABVI	\$ 250	\$ 250.00	\$ 250	\$ 250	\$ -	
227	CVT DART	\$ 200	\$ -	\$ -	\$ -	\$ -	
228	WNRCD	\$ 500	\$ 500.00	\$ -	\$ -	\$ -	
229	Prevent Child Abuse VT	\$ 200	\$ 500.00	\$ -	\$ -	\$ -	
230	Good Samaritan	\$ 500	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ -	
231	VT Association of Conservation Districts - Rural Fire Protection	\$ -	\$ 100.00	\$ 100	\$ 100	\$ -	
232	The Children's Room [NEW FY24]	\$ -	\$ -	\$ 500	\$ 500	\$ -	
233	Section TOTAL	\$ 21,950	\$ 22,470.00	\$ 24,970	\$ 28,220	\$ 3,250	13%
234	Miscellaneous						
235	Town Pond Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
236	Admin. Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
237	Maintenance of Parks	\$ 14,160	\$ 13,155.00	\$ 9,500	\$ 7,000	\$ (2,500)	
238	Steward MRV	\$ -	\$ 5,000.00	\$ 7,500	\$ 7,500	\$ -	
239	Trail Maintenance	\$ 2,500	\$ 2,500.00	\$ 2,500	\$ 3,000	\$ 500	
240	Solar Array Maintenance	\$ 1,081	\$ 1,287.75	\$ 1,500	\$ 1,500	\$ -	
241	Generator Expense	\$ -	\$ -	\$ -	\$ -	\$ 17	

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)	% Change
242	Memberships and Dues	\$ 80	\$ 80.00	\$ 100	\$ 100	\$ -	
243	WES Community Share	\$ -	\$ -	\$ -	\$ -	\$ -	
244	Cemetery Veteran's Flags	\$ -	\$ -	\$ 100	\$ -	\$ (100)	
245	MRVTV Meeting Coverage	\$ 3,400	\$ 3,400.00	\$ 3,400	\$ 3,400	\$ -	
246	Energy Efficiency Improve.	\$ -	\$ -	\$ -	\$ -	\$ -	
247	Tax Adjustments	\$ 2,845	\$ -	\$ -	\$ -	\$ -	
248	Affordable Housing Initiatives	\$ 4,000	\$ -	\$ -	\$ -	\$ -	
249	Other	\$ -	\$ 12.00	\$ 500	\$ -	\$ (500)	
250	Cemetery Commission Contribution [NEW FY24]	\$ -	\$ -	\$ 17,000	\$ 17,000	\$ -	
251	Section TOTAL	\$ 28,066	\$ 25,434.75	\$ 42,100	\$ 39,500	\$ (2,600)	-6.2%
252	Capital Improvement Program						
253	Road Department	\$ 34,798	\$ 53,900.00	\$ 87,500		\$ (87,500)	
254	Road Department Reserves	\$ 341,000	\$ 340,000.00	\$ 380,000		\$ (380,000)	
255	Fire Department	\$ -	\$ -	\$ -		\$ -	
256	Fire Department Reserves	\$ 66,000	\$ 80,000.00	\$ 97,500		\$ (97,500)	
257	General - Transfers to reserves	\$ 16,500	\$ 18,000.00	\$ 14,500		\$ (14,500)	
258	General - Project specific	\$ -	\$ -	\$ -		\$ -	
259	Section TOTAL	\$ 458,298	\$ 491,900.00	\$ 579,500	\$ 579,500	\$ (579,500)	
260	Transfer to Non-Capital Reserves						
261	Entrust Conservation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	
262	Restroom/Recreation/Conserve.	\$ 10,000	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ -	
263	Lareau Park Reserve [now part of C	\$ -	\$ -	\$ -	\$ -	\$ -	
264	Reappraisal Reserve	\$ 10,000	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ -	
265	Town Forest Stewardship	\$ -	\$ -	\$ -	\$ -	\$ -	
266	Energy Projects	\$ -	\$ -	\$ -	\$ -	\$ -	
267	Budget Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -	
268	Street Trees	\$ 5,000	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ -	
269	Agricultural Support	\$ -	\$ -	\$ -	\$ -	\$ -	
270	Church Clock	\$ -	\$ -	\$ -	\$ -	\$ -	
271	Invasive Species Reserve	\$ -	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ -	
272	Section TOTAL	\$ 25,000	\$ 45,000.00	\$ 45,000	\$ 45,000	\$ -	0.0%
273	Debt Service						
274	Town Office Solar Array	\$ 46,831	\$ 45,944.50	\$ 44,988	\$ 43,984	\$ (1,004)	
275	Town Office	\$ 17,318	\$ 17,072.73	\$ 16,812	\$ 16,538	\$ (274)	
276	Storm Damage	\$ 26,550	\$ 25,749.17	\$ -	\$ -	\$ -	
277	Wastewater - "Big Pipe"	\$ 36,484	\$ 36,484.22	\$ 36,484	\$ 36,484	\$ (0)	
278	Decentralized Wastewater	\$ 26,681	\$ 25,281.64	\$ 25,282	\$ 25,282	\$ 0	
279	Fiscal Year Change	\$ -	\$ -	\$ -	\$ -	\$ -	
280	Water Main Break	\$ 15,877	\$ 15,378.69	\$ -	\$ -	\$ -	
281	Bridge Street Improvements	\$ 33,254	\$ 32,608.42	\$ 31,867	\$ 31,174	\$ (693)	
282	Grader [NEW]	\$ -	\$ 34,198.94	\$ 34,199	\$ 34,199	\$ -	
283	Section TOTAL	\$ 202,995	\$ 232,718.31	\$ 189,632	\$ 187,661	\$ (1,971)	-1.0%
284	Wait House						
285	Wait House Operations	\$ 2,500	\$ 4,000.00	\$ 4,000	\$ 4,000	\$ -	
286	Wait House Capital (transfer)	\$ 2,000	\$ 5,000.00	\$ 7,500	\$ 7,500	\$ -	
287	Section TOTAL	\$ 4,500	\$ 9,000.00	\$ 11,500	\$ 11,500	\$ -	0.0%
288							
289	TOTAL	\$ 2,139,206	\$ 2,333,355.60	\$ 2,676,401	\$ 2,760,606	\$ 84,205	3.1%

<u>Item</u>	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Budget</u>	<u>FY25 Proposed</u>	<u>Change (FY24 to FY25)</u>	<u>% Change</u>
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TOWN OF WAITSFIELD, VT

FY25 General Fund Budget -- Revenue Detail

Town Meeting 2024

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)
	REVENUES					
1	Property Taxes					
2	Municipal Property Taxes	\$ 1,609,089	\$ 2,029,667.00	\$ 2,245,576	\$ 2,295,252	\$ 49,676
3	Delinquent Penalty Fees	\$ 9,872.00	\$ 12,827.11	\$ 15,000.00	\$ 15,000	
4	Delinquent Tax Interest	\$ 15,372.00	\$ 23,311.58	\$ 16,500.00	\$ 18,000	\$ 1,500
5	Section TOTAL	\$ 1,634,333	\$ 2,065,805.69	\$ 2,277,076	\$ 2,328,252	\$ 51,176
6	Town Clerk and Treasurer					
7	Town Clerk Fees	\$ 36,146	\$ 28,844.95	\$ 35,000	\$ 30,000	\$ (5,000)
8	Interest Income	\$ 2,692	\$ 18,534.97	\$ 10,000	\$ 17,500	\$ 7,500
9	Beverage Sale Permits	\$ 4,140	\$ 3,970.00	\$ 4,000	\$ 4,000	\$ -
10	Section TOTAL	\$ 42,978	\$ 51,349.92	\$ 49,000	\$ 51,500	\$ 2,500
11	Road Department					
12	State Highway Aid	\$ 80,155	\$ 74,123.17	\$ 74,000	\$ 74,000	\$ -
13	Grants		\$ 9,400.00	\$ -	\$ -	\$ -
14	Road Dept. Miscellaneous	\$ 2,307	\$ 1,000.00	\$ 2,000	\$ 1,000	\$ (1,000)
15	Section TOTAL	\$ 82,462	\$ 84,523.17	\$ 76,000	\$ 75,000	\$ (1,000)
16	Public Safety					
17	Fayston "Share" (40% of exp.)	\$ 59,869.00	\$ 54,882.88	\$ 68,185.38	\$ 80,469	\$ 12,284
18	Fire Admin Reimbursement	\$ -	\$ -	\$ 5,290.00	\$ 5,607	\$ 317
19	Miscellaneous Fire Income		\$ -	\$ -	\$ -	\$ -
20	Fire Grants		\$ -	\$ -	\$ -	\$ -
21	Traffic Control	\$ 3,495.00	\$ 5,095.67	\$ 5,000.00	\$ 5,000	\$ -
22	Miscellaneous Police Income		\$ -	\$ -	\$ -	\$ -
23	Dog Impoundment Fees	\$ 205.00	\$ 721.55	\$ 150.00	\$ 150	\$ -
24	Section TOTAL	\$ 63,569	\$ 60,700.10	\$ 78,625	\$ 91,226	\$ 12,601
25	General Government					
26	Pilot Program	\$ 6,347.00	\$ 6,238.93	\$ 6,000.00	\$ 6,000	\$ -
27	Current Use Reimbursement	\$ 105,048.00	\$ 110,612.00	\$ 106,500.00	\$ 110,000	\$ 3,500
28	Library Insurance Reimbursement	\$ 4,795.00	\$ 3,236.00	\$ 2,700.00	\$ 2,894	\$ 194
29	Wait House Insurance Reimburse.	\$ 2,500.00	\$ 3,117.00	\$ 2,500.00	\$ 3,000	\$ 500
30	Water Admin. Reimbursement	\$ 3,263.00	\$ 3,575.00	\$ 5,000.00	\$ 5,150	\$ 150
31	Miscellaneous Income	\$ 2,207.00	\$ 1,215.31	\$ -	\$ -	\$ -
32	Act 60 Annual Support	\$ 10,745	\$ 10,830.00	\$ 10,500	\$ 10,500	\$ -
33	Planning and Zoning Income	\$ 17,363	\$ 17,176.10	\$ 11,000	\$ 11,000	\$ -
34	Planning and Zoning Grants	\$ -	\$ 17,500.00	\$ -	\$ -	\$ 20
35	Insurance Claims	\$ 30,420	\$ 524.00	\$ -	\$ -	\$ -

	Item	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Proposed	Change (FY24 to FY25)
36	"Other" Grant Proceeds	\$ 1,482.00	\$ -	\$ -	\$ -	\$ -
37	Waitsfield Elem. School Solar	\$ 5,599.00	\$ 8,744.34	\$ 10,000.00	\$ 10,000	\$ -
38	Waitsfield Elem. School Snow Clearing [NEV]	\$ -	\$ -	\$ 1,500.00	\$ 7,000	\$ 5,500
	<i>Water System Hydrant Snow Clearing [New FY25]</i>				\$ 2,600	
39	Solar Array Credit Proceeds	\$ 13,890.00	\$ 15,235.98	\$ 9,500.00	\$ 10,000	\$ 500
40	Section TOTAL	\$ 203,659	\$ 198,004.66	\$ 165,200	\$ 178,144	\$ 10,344
41	Decentralized Wastewater					
42	WW Loan Re-Payments	\$ 129,960.00	\$ 34,023.86	\$ 31,000.00	\$ 36,484	\$ 5,484
43	Section TOTAL	\$ 129,960	\$ 34,023.86	\$ 31,000	\$ 36,484	\$ 5,484
44						
45	TOTAL	\$ 2,156,961	\$ 2,494,407.40	\$ 2,676,901	\$ 2,760,606	\$ 83,705

Municipal Property Tax "Calculator"			
	<i>FY25 Budget as Proposed</i>	\$	2,760,606
	<i>Non-property tax revenue</i>	\$	465,354
	<i>To Be Raised by Taxes (a)</i>	\$	2,295,252
	<i>Estimated Grand List (b)</i>	\$	3,861,840
	<i>Tax Rate "Formula" (a) (b) = (c)</i>		
	<i>FY25 Est. Municipal Property Tax Rate (c)</i>	\$	0.5943
	<i>FY25 Est. Local Agreement Rate* (d)</i>	\$	0.0036
	<i>FY25 Est. TOTAL Municipal Property Tax Rate (c+d)</i>	\$	0.5979
	<i>TOTAL +/- from FY24</i>	\$	0.0119
Impact for Residential Property Owners			
Assessed Value	\$200,000	\$300,000	\$400,000
FY23 Taxes	\$ 1,172	\$ 1,758	\$ 2,344
FY24 est. Taxes	\$ 1,196	\$ 1,794	\$ 2,392
Annual Difference	\$ 23.88	\$ 35.82	\$ 47.77
Monthly Difference	\$ 1.99	\$ 2.99	\$ 3.98

estimated 0.3% increase of FY23 grand list (\$3,838,773)

*The local agreement rate is the amount needed to cover the education taxes lost from local property tax exemptions (the veteran's exemption, any non-residential exemptions, etc.). The rate is charged against the municipal grand list only. It was increased in 0.0036 in FY22 up from 0.0035 in FY21.

Debt Service Schedule; General Fund Capacity and Debt Service Policy Goals

<i>Debt/Loan</i>	<i>FY24</i>	<i>FY25</i>	<i>FY26</i>	<i>FY27</i>	<i>FY28</i>
Town Office/Solar Array	\$ 44,988	\$ 43,984	\$ 42,944	\$ 41,872	\$ 40,769
Bridge Street Improvements	\$ 31,867	\$ 31,174	\$ 30,480	\$ 29,787	\$ 29,094
Grader Replacement	\$ 34,199	\$ 34,199	\$ 34,199	\$ 34,199	\$ -
Wastewater (Big Pipe)	\$ 36,484	\$ 36,484	\$ 36,484	\$ 36,484	\$ -
Decentralized Wastewater	\$ 25,282	\$ 25,282	\$ 25,282	\$ 25,282	\$ 25,282
Town Office	\$ 17,073	\$ 16,538	\$ 16,250	\$ 15,944	\$ 15,622
Clean Water State Revolving Fund	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 189,892	\$ 187,661	\$ 185,639	\$ 183,568	\$ 110,767
<i>"New" GF Capacity Opened by Debt Service Retirement</i>		\$ 2,232	\$ 2,022	\$ 2,071	\$ 72,801
<i>Cumulative Capacity Opened - All Fiscal Years Shown</i>					\$ 79,125
<i>Water Debt</i>					
Water Bond	\$ 124,720	\$ 124,720	\$ 124,720	\$ 124,720	\$ 124,720
Eagles Bond	\$ 8,276	\$ 8,276	\$ 8,276	\$ 8,276	\$ 8,276
TOTAL	\$ 132,996	\$ 132,996	\$ 132,996	\$ 132,996	\$ 132,996
<i>For planning/analysis purposes only</i>					
Gen'l Fund Budget (@ 2.9% inflation per FY)	\$ 2,673,901	\$ 2,745,829	\$ 2,819,692	\$ 2,895,541	\$ 2,973,432
Debt-to-expenditure ratio (estimated)*	7.10%	7%	7%	6%	4%

*Debt-to-expenditure ratio based on General Fund debt service only; water debt is paid separately through user fees levied on customers.



Agreement Package Checklist

Submit the following supporting documentation:

- [Workplan](#)
- [W-9 Form](#)
- [Certificate of Insurance](#)
- [EPA/NPS Subrecipient Risk Assessment Form](#), if applicable.
- [Disadvantaged Business Enterprise form](#), if applicable.
- [UEI number and SAM.gov registration](#). Your organization **must be registered** through SAM.gov to receive federal grant funding.

Next steps:

- **You must create your workplan using the [workplan template](#) and [budget table template](#) available on our [Grantee Toolkit website](#).** Workplan approval by LCBP is necessary before we can develop and sign a contract which will then allow you to proceed with your funded project. Much of the detail needed for the workplan was already provided in your grant application.
- Once your workplan is approved, you will receive a copy of the contract via email from NEIWPC, LCBP's fiscal agent. The contract must be signed and returned promptly to NEIWPC for their signature. The NEIWPC office in Lowell, MA will then return a signed copy to you for your files, and work may begin. **This process will take several weeks, so please plan your timeframe accordingly.** Please remember that NEIWPC, our fiscal agent and the organization with which you will enter the contract, **cannot pay for work performed prior to the signing of the contract.**
- **Quarterly reports must be filed at the end of each calendar year quarter (by April 10, July 10, October 10, and January 10).** These brief reports will keep the LCBP updated on the status of the tasks identified in your workplan. You will submit the quarterly reports to the project officer for this grant via [Foundant](#), LCBP's online grant management software. If you have any concerns or questions about your grant, please contact your project officer. **Quarterly reports must be completed for invoices to be reimbursed.**

- **All contractors and subcontractors must follow [NEIWPCCC's COVID-19 vaccination requirements](#).** Review the policy and contact your project officer with any questions.
- **Procurement of supplies, equipment and services** that are greater than \$10,000 and do not cost more than \$250,000 require that your organization obtain multiple price quotes through a documented competitive process. Good faith efforts to obtain services from disadvantaged business enterprises should also be made, including contacting the small business administration and minority business development agency to inform them about the opportunity for businesses to submit price quotes as part of the competitive process. At least three price quotes for the contract work must be secured. The selected item or service does not need to be the lowest cost if it does not meet your requirements, or you can otherwise demonstrate that the higher price offers the “best value.” Justification must be provided for the outcome of the bid process. For further information, please contact your project officer.
- **If signage is created to interpret the work at the project site,** the signage must clearly display logos of partners involved in or supporting the work, including U.S. EPA, NEIWPCCC, and LCBP, and be maintained for the remaining duration of the grant contract. If signage is to be supported with these LCBP funds, please submit a draft of the sign content to your project officer prior to fabrication.
- If this project includes **installation of a Best Management Practice (BMP),** then LCBP requires assurance that the BMP will be maintained at least through the life of the grant award. This cost can be included in the project workplan/budget questions.
- To support the **tracking and accounting of progress toward LCBP's goals,** you will be asked to work with your LCBP Project Officer to provide information on various pollution reduction, habitat improvement metrics, and/or educational metrics. This data will be used to report on LCBP's activities for EPA reporting and will be submitted to VTDEC (where appropriate) to track annual TMDL progress for the Vermont Clean Water Initiative Annual Performance Report.

More information about Supporting Documentation:

W-9 Form: All contractors must complete a W-9 form for Internal Revenue purposes. No invoices can be paid until NEIWPCCC's accounting department receives a W-9 form. **Contractors must submit an updated W-9 form every 5 years.** Blank forms can be found on the IRS.gov website at this link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Certificate of Insurance: Please make sure your insurance document lists the same coverage amounts as required by your Agreement, **which for most projects is General Liability Coverage of \$2 million single and \$3 million aggregate.** Do not send copies of your entire policy. Certificates may be obtained from your insurance broker and must be updated on an

annual basis for the duration of the project. An Accord Certificate generally suffices as proof of insurance. For select Contractors, the following documentation is acceptable:

- Municipalities - Evidence of Insurance or Certificate of Coverage
- Universities - Memorandum of Insurance
- Self-insured organizations - Letter of Self-Insurance

NEIWPC Subrecipient Risk Assessment Form: As a prime recipient and a pass-through entity of Federal awards, NEIWPC is responsible for monitoring sub-recipients to ensure proper stewardship of Federal funds. Sub-recipient monitoring is essential at all stages of the sub-award process from proposal to award closeout. **Your LCBP Project Officer or the Grants Manager will advise if you need to complete this form.**

- For Environmental Protection Agency-funded projects: Please complete **this form**.
- For National Park Service-funded projects: Please complete this form. Please complete **this form**.
- For Great Lakes Fishery Commission-funded projects: A risk assessment form is not required.

Disadvantaged Business Enterprise (DBE) Form: NEIWPC must place a fair proportion of our acquisitions with disadvantaged business enterprises (DBEs), including small business enterprises, minority business enterprises (MBEs), women's business enterprises (WBEs), labor surplus area firms, and small businesses in rural area (SBRAs). All NEIWPC Contractors must submit this questionnaire even if they do not qualify for the program. **Contractors must submit an updated DBE form every 5 years.** Please complete **this form**.

UEI Number and SAM.gov Registration: All contractors doing business with the federal government must have a Unique Entity Identifier (UEI) number, in place of a DUNS number. **Contractors must submit a copy of their SAM registration to obtain an Agreement.** Contract initiation cannot move forward until we have this information. To apply for the UEI, all new contractors **must register** through The System for Award Management ("SAM") which is a web-based system available at this link: **<https://sam.gov/content/home>**.

Please contact Logan Devaney, ldevaney@lcbp.org, or Kerry Crowningshield, kcrowningshield@lcbp.org, at 802-372-3213, if you require further assistance.



**TOWN OF WAITSFIELD
MEMORANDUM**

TO: Waitsfield Selectboard
Annie Decker-Dell'Iosla, Town Administrator

FROM: Randy Brittingahm, Town Treasurer

DATE: December 18, 2023

SUBJECT: Recommendation for Certificates of Deposits

1) General Fund CD - \$500,000.00

As has been the case for the last several years, our combined unrestricted fund balance, early tax payments and reappraisal/records restoration/ARPA funds give us a strong cash position in our general fund bank account. Many of our taxpayers have paid their FY24 taxes in full which gives us cash that we won't need until June (to pay education taxes). As we have done in the past, I recommend transferring these funds from our checking account with M&T to a Certificate of Deposit with Northfield Savings Bank that would mature in May 2024. I recommend investing \$500,000.00 of the available \$1,100,000.00 with an interest rate of 5% (last year's CD was at 1%)

2) Reserve Account CD - \$1,100,000.00

I am recommending we invest Town Reserves in the amount of \$1,100,000.00 into a 6 Month Certificate of Deposit with Northfield Savings Bank at an interest rate of 5%. The total balance of all Town Reserves is approximately \$1,400,000.00. This should provide an adequate buffer for the remainder of the fiscal year to cover unanticipated reserve expenditures. The CD will mature in May to provide ample time to initiate reserve transfers, cover current year expenses, and identify the best opportunity for reinvestment.

For these two CDs, the Northfield Savings Bank allows us to make additional deposits or withdrawals prior to the maturity. In addition, NSB is agreeing to collateralize these funds which protects the balance above the FDIC insurance limit.

The December 18th warrant includes approval for a \$1,600,000 check to the Northfield Savings Bank for the purchase of these Certificate of Deposits. These CDs will give us higher interest than we currently are earning and offer flexibility in withdrawals and the funds are protected as outlined in our Investment Policy.

Waitsfield Water Commission

To: Waitsfield Selectboard
From: Robin Morris - Water Commission Chair
CC: Town Administrator
Town Treasurer
Date: December 14th 2023
Re: Water System Source Permit contract with VHB

The Water Commission request that the Selectboard approve Task 3.0 of the “Professional Services” contract between VHB and the Town of Waitsfield to permit a well capacity increase from 189 gpm to a potential 269gpm.

The Water Commission initial contract with VHB has resulted in confirmation that data from the 2007 well yield test could be used for the permit application and a DEC engineering evaluation that concluded that the Public Water Drinking Program Division “does not need a Construction Permit Application for the increase in authorized yield from the well (WL001) from 186gpm to 269gpm”.

Task 3.0 is outline on the attachment to this memo and is estimated to cost \$6,200 plus a permit cost of \$945. The total contract cost including the initial tasks is over \$12,000.

In accordance with the Town’s procurement policy all major purchases over \$10,000 must be approved by the Selectboard. Under Procedures Section E & F the contract allows for Professional Services to be exempt from a bid process. The Water Commission did receive 2 bids for this work with VHB’s bid being substantially lower as they had contracted with the Town in 2007 and carried out the initial tests on the well.

All costs from this contract are being paid for by Water System funds.

Task 3.0 Well Source Permit Application

VHB proposes the following scope of services to help the Client to increase the permitted yield of Well R-1. VHB's Senior Hydrogeologist who conducted the original testing and permitting will manage this project. Task 3.0 continues from that of our original agreement.

VHB identified one new well within the 3,000-foot monitoring radius that was installed after the 2006 testing: the "Birds Eye" well was drilled in June of 2018 (the well is identified as having been installed for Bird's Eye Construction). The site address, (E911 address 958 East Road) provided by the DEC corresponds to a parcel within the radius. VHB also noted two instances of potential new development within the 3,000-foot monitoring radius but outside the Wellhead Protection Area: a possible small structure located in the northeastern region of the radius, E911 address 396 Ronk Road; and a cluster of structures located at the western edge of the radius, E911 address 818 Long Road. However, no associated wells could be identified from the DEC well mapping or well log database, suggesting that the potential developments may not involve new water supplies that could change the previously determined yield of Well R-1.

To supplement the desktop-based public record search completed in Task 1.0, VHB will send questionnaires to landowners within the 3,000-foot monitoring radius around Well R-1. Depending on landowner responses, VHB may also recommend site visits to the Birds Eye well and the two potential new development areas to verify whether any new wells or water uses are present within the area of interest. Additionally, per DEC request, VHB would also visually assess the four Houston Wells to verify that they are still properly capped and are not leaking water via artesian flow.

Using the information provided in the questionnaires, VHB will update the water demand and usage data for landowners and residences in this radius. Based on the results of the inventory, and on the hydrogeologic data presented in our March 2007 Source Evaluation Report, VHB will re-calculate the maximum safe yield of Well R-1 that is not likely to cause any existing water source to be unable to meet its owners' needs, in accordance with part A- 3.3.5 of the Vermont Water Supply Rule.

VHB will develop a Source Permit Application and supporting documentation for submittal to the DWGPD, seeking approval for an increased approved yield of one PCWS well (Well R-1). As required, the application will include the existing well completion report and specifications, documentation of need for the increased yield (based on information provided by the Client), a risk assessment of potential contamination sources, identification, and notification of abutting landowners for Public Notification, and a hydrogeologic analysis of the well's safe yield based on the other water sources and users currently in the area.

Note that a public hearing may be held, if requested during the Public Notice period; costs for a hearing have not been budgeted and are not included and would be billed with the Client's prior approval on a time-and-materials basis under Task 2.0 or our original contract.

VHB's Total Estimate for Task 3.0 is \$6,200