

WAITSFIELD SELECTBOARD
May 21, 2018
Waitsfield Town Office
6:30 P.M.

Board Members Present – Paul Hartshorn, Chair, Sal Spinosa, Vice-Chair, Darryl Forrest, Jon Jamieson, Kari Dolan

Others present: Franco Rossi, CAI Technologies, Manny Apigian (Lister), Jack Simko (Lister), Brian Voigt (Planning Commission), Dori Ingalls, Ian Sweet, Peter Reynells, Kellee Mazer, Jerry Miller, and Barbara Gulisano, MRVTV.

Staff: Trevor M. Lashua, Town Administrator; Deanna Sellars, Recording Secretary

The meeting was called to order at 8:0

II.1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A)

The Board agreed to move agenda item #9 (Mad Marathon Public Festival Permit Application) to #3.5 (between items 3 and 4).

II.2. Public Forum

There was no public comment.

II.3. Interview with Town Health Officer Candidate.

Fred Messer expressed interest in the Town Health Officer position, which is technically appoint by the Commissioner of the Vermont Department of Health following a recommendation from the Selectboard. Though the appointment is for three years, Fred is interested in a “test run” of sorts – appointment with a re-evaluation in March 2019. His email expressing interest was enclosed in the packet. A candidate recommended in May would likely begin the three-year term June 1st (the Department of Health appoints health officers at the beginning of each month).

Fred informed Paul that he was willing to take the job of Town Health Officer, but was unable to make the interview due to a prior commitment. The Board agreed to move the discussion to executive session, under the allowance for appointment of a public official.

II.3.5. Public Event Permit Application for Mad Marathon.

Moved from #9

The public event permit application for the 8th annual Mad Marathon was enclosed in the packet; the marathon events will begin on Friday, July 8th, running through Sunday, July 10th.

Dori Ingalls, the race’s director, wanted to thank the community for making this a top 10-destination marathon in the world. Kari recognized the organizers for their great efforts and they, in turn, praised the community. While the number of runners are declining in marathons they are making efforts to continue shifting focus to the Mad Marathon through Facebook advertising and push the assets of the Valley. She would like to add a pub-crawl in future years as a special event for runners. They are benefiting COTS and Hannah’s House as well as the Pawsitive Pantry.

49 Two runners signed up from Belgium, one from Germany and one from South Africa. Other race
50 directors have declined in numbers but this race is sustaining its numbers. Room stays have been
51 a challenge as there are weddings that same weekend. Paul reminded them about emergency
52 responders and yielding to them. She did report one emergency from last year’s race that was a
53 learning experience and informed the Board that the announcer does speak to the runners at the
54 beginning of the race regarding always yielding to emergency vehicles and best running
55 practices. There are three legend runners returning this year, one of which is Chuck Engle
56 (known as the “marathon junkie”). His time in Boston was 3 hours, 1 minute given the weather
57 conditions. The Mad Marathon is more of a family friendly race as opposed to a pro event with
58 leagues. he Board recognized the event and its success.

59

60 *Kari moved to approve the public event permit application for the Mad Marathon on Friday,*
61 *July 8th through Sunday the 10th. Jon seconded. Motion passed 5-0.*

62

63 II.4. Tax Mapping and AxisGIS Proposal and Presentation from CAI Technologies.

64 The listers, during a 4/23 discussion on reappraisal, asked the Board to schedule a presentation
65 from CAI Technologies related to tax mapping and GIS services offered. An email from CAI’s
66 president was included in the packet, as are the proposals initially presented to the listers. The
67 presentation offers a chance to discuss how the tax-mapping proposal fits with the Town’s
68 reappraisal process and the Statewide data parcel mapping exercise recently completed.

69

70 As was referenced in the 5/14 Town Administrator’s report, there was clarification from CAI
71 Technologies on one-time and annual costs:

- 72 • \$1,500 for tax mapping/maintenance.
- 73 • \$2,950 for the AxisGIS web-based product (\$2,500 in one-time set up costs + \$450 for one-
74 time staff site set-up costs).
- 75 • \$2,400 for annual maintenance of the AxisGIS product.
- 76 • Total year one cost (initial purchase and set-up plus annual maintenance fees): \$6,850 (\$5350
77 would be for AxisGIS + \$1,500 for mapping/maintenance if the Town chooses to use CAI for
78 this service).
- 79 • Estimated annual operating cost: \$3,900 (combined maintenance of parcel data \$1500 + \$2400
80 for annual service).

81

82 Franco Rossi, president and owner of CAI Technologies, presented the online program and its
83 potential uses for the Town. His presentation was live from the public websites of municipalities
84 using the software, and at times he logged in to the staff sites for various towns. There are 40
85 towns in Vermont currently using this system. All programming is in-house and those towns
86 with more data have had the use of the system longer and have built it to their own liking. GIS
87 links attribute data (the Grand List or CAMA) to graphic data (tax maps). The Town is
88 responsible for updating all the data. There are many ways to search for a parcel and various
89 ways to make an abutters list. The system has the ability to export information to Excel or
90 generate mailing lists. There are various layers such as floodplain data, zoning data, contour
91 data, etc., that can be added based on what is available (no additional cost is associated with the
92 layers).

93

94 Kari brought up the statewide-digitized parcel data and how it would become integrated into the
95 system. After April 1, the web is updated with all of the new parcel data and ownership. When
96 there is confidential data the staff site is password protected (which is included in the proposal

97 and a separate cost). The Town decides what is and is not accessible to the public through the
98 software. When information migrates into the Police applications only the Police may have
99 access.

100

101 Jon asked for a unique selling point from Franco. He responded that CAI Technologies is built
102 on ESRI technology so it leads the way with its functionality for the clients. All of the layers and
103 base maps are ESRI as well. Beyond that relationship, CAI is nimble and is in great
104 communication with clients who often ask for customization. They work only for municipalities.
105 They use the most current imagery using Google and ESRI satellite images from their servers.
106 When the site updates annually, they check for current imagery. The program can sync with
107 VCGI (Vermont Center for Geographic Information).

108

109 As far as the Town saving money if this system is implemented, Franco's guess is that the Town
110 may, through gains in efficiency. He made it clear he is not an appraiser however one he knew
111 used to tell him towns who use digital services like this save an average of 10% when they go
112 through re-appraisal. It makes internal functions much more efficient and simple allowing for
113 more informed decisions. Due to it being web-based, it gets information out to the public without
114 them having to come in to the Town office. There is an add-on product called "advanced
115 queries" that would allow the user to have comparable sales for parcels but with the standard
116 version you can only view the owner information. Another benefit is that other departments can
117 use the system, gathering the same information and use it for their specific functions (emergency
118 services such as fire, ambulance, and water, highway crew, plowing routes etc.). The program is
119 also available on mobile devices. There are analytics available to the Town allowing them to see
120 who uses the system, when and for how long. The measuring tools are useful in finding any
121 measurements for any layer such as flood plain, structures relative to flood zones, etc.

122

123 Other functions are the ability to print and share whatever the user is currently looking at on the
124 screen as well as drawing tools such as arrows and adding text to maps. The more eyes looking
125 at the map data (municipal and public) the more correction can be made, in turn improving the
126 accuracy of the maps and data. Google street view is built in to the maps as well and you can
127 toggle between the views on the existing page. There is a feedback tool, a help tool (an
128 interactive pdf) as well as support staff who is looking at tickets and improving the system.

129

130 The Town can have whatever data it wants or needs on the site however the ability to edit that
131 data is an add-on. There is an update yearly and the system will update everything at that time. If
132 there is an update needed before the yearly one there is a \$250 fee. Most towns wait for the
133 yearly data. Brian V. from the Planning Commission stressed that if everyone is looking at the
134 same data it would prevent disagreements from occurring about the origin of the data and would
135 be highly useful for not only the Planning Commission but for the DRB and other Boards as
136 well.

137

138 The lister cards come out of the Grand List (NEMRC database). NEMRC offers a service where
139 CAI can fetch them from their servers. Alternatively the Town can print the PDF's from the
140 server and they will be uploaded for no additional cost. An individual PDF takes one or two
141 minutes to generate. Franco informed the Board it would take 2-3 months to set up the initial
142 data. Through the efficiency of the day-to-day activities of the staff, the Town will most likely
143 see savings. Kari asked if the Town has approached neighboring towns which there are shared
144 services with to let them know about the Town's interest in purchasing this service Trevor said

145 that he could approach them if the Board would like him to but this is an individual Town
146 decision. There are other Towns with shared services who use the system together and do benefit
147 from it.

148
149 Sal asked if any Towns have discontinued services with them and any other complaints. Franco
150 mentioned one Town who stopped but returned to use their services this year. The biggest
151 complaint from Vermont users is generating the PDF's from NEMRC's database and uploading
152 them.

153
154 Trevor summarized the next steps after the presentation which include speaking with references
155 from other towns, then deciding which parts, or all, the Town would want to purchase and
156 implement. Overall, this system is limited to the imagination of the Town, Franco said.
157 Continued discussion and a decision will be at the June 11, 2018 meeting.

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159 No formal action was made.

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161 II.5. Discussion with Residents of Joslin Hill Road re Speed and Safety.
162 A collection of residents on and near Joslin Hill Road have requested time with the Selectboard
163 to discuss speed and safety concerns. The residents are interested in discussing ways to reduce
164 traffic speeds, and have mentioned speed bumps as an option they would like to see considered.

165
166 Pete and surrounding neighbors are looking to slow down traffic on Joslin Hill Road. He has
167 heard from other towns building speed bumps and their efficiency in slowing down cars. There is
168 the presence of the Sheriff but speeding is still an issue. There are more children whom have
169 moved in the area and are riding their bikes. Huntington has put in speed bumps on each end of
170 town, similar to Waterbury, which are very helpful. One comment from residents is that their
171 commute will be slowed down. However, Pete did a timed drive with and without speed bumps
172 and only had a difference of 30 seconds. Unfortunately, residents of Joslin Hill are some of the
173 worst offenders. Paul brought up a similar situation on Loop road a few years ago and they
174 addressed the issue with the Sherriff. He thought it helped improve the situation.

175
176 Johnny Reynolds at S.T. Paving quoted \$3,500 for one speed bump. Pete would like to see two
177 to start with, one at North Rd (by the triangle) and one by the Kingsbury place. Paul suggested
178 digging a ditch across the road. Pete said he would like to do it but was not sure if the Town
179 would go for it. S.T. Paving is not the cheapest and Paul's concern is that it could cost a lot of
180 money. Johnson Paving might be more inexpensive.

181
182 Sal said that speed bumps to him are the end of the line kind of option. He suggested looking into
183 other options before the Town pays for speed bumps such as more signage, reducing speed
184 limits, electronic speed signs etc.

185
186 Pete drives a bus and said that according to his observation, 80% of the people driving by the
187 electronic speed sign are still speeding. He thinks it has helped on Bridge Street but there have
188 been things instituted that the Town tried and people still speed. Sal agreed it is a serious
189 situation and is on the road a lot. He did want the Board to continue to do things in a measured
190 way. There are intermediary steps that can be taken. He mentioned gathering ticketing data to
191 which Trevor said he could look into. If the feeling is that other measures might not work, then
192 they can begin to look at budgeting for a real speed bump. Sal reiterated that the speeding in this

193 area is a real issue but that the Town should exhaust all other possibilities to see if cars slow
194 down using something other than a speed bump.

195
196 Kari agreed that there is a higher use by kids on bikes and there should be data collection but at
197 the same time there should be a speed study as 35 mph seems very high for the road. This should
198 also be a public process where residents are able to have a say and the Town has transparency
199 with what solutions it is using. Paul said the road crew could build a temporary speed bump
200 without going through the process of doing a speed study. Every family that was spoken to is in
201 support of speed bumps. Sal reiterated that there are other things the Town can do while at the
202 same time preparing for a budget to install speed bumps. Trevor suggested building a timeline
203 for items that could be implemented. There would need to be a speed study to formally change
204 the speed limit. Kari identified that some of the solutions do require a process but we should look
205 at all options at the same time. Trevor brought up a project done in Hinesburg where placing
206 reflective markers allowed for an intersection realignment to be tested in practice. Trevor also
207 added that having texture or curvature with a road helped with speeding. Jon agreed with Pete
208 that the whole road needs a solution. Paul suggested using the fire cones to slow traffic. Darryl
209 stated that it is disappointing to know the people who are speeding are most often town residents
210 and people who are neighbors to Joslin Hill. Paul stated that a study might take all summer and
211 children are currently in school and on the roads walking/riding bikes. Jon proposed that the
212 Town immediately put up some cones and put up signs that say “drive like your kids live here”
213 and in the meantime start the speed study. Increased Sheriff patrolling should happen as well. If
214 the speed limit is lowered ticketing fines are higher.

215
216 In summary, the Town will try as many things as it can before considering speed bumps. Jon
217 suggested that the Town needs to look at a 25 mph speed limit. Kari wanted the Board to make
218 sure that if any permanent solutions are done there does need to be a public forum where they
219 Board can get feedback. Paul suggested putting cones up immediately. There will need to be
220 approach signs for the cones for regulations but the Town can do that immediately. Sal asked if
221 speed bumps impede the ability to pave the road but the response is that it is not a problem.

222
223 Trevor will do some research looking into what other towns are doing to help the situation and
224 speak with VTrans District 5 (about traffic/speed measurement devices) as well as look into a
225 speed study. The Board will keep track of the progress. The Board suggested to Pete to come
226 back to the public forum to update them on the progress, if any, being made.

227
228 No formal action was made.

229
230 II.6. Designation of Signatory for Joslin Memorial Library Accessibility Project Construction
231 Contract.

232 The construction prices for the library’s accessibility modification and refurbishment project bid
233 were opened 5/9 expire 6/9. As the owner of the library building, the Town is best positioned to
234 sign the construction contract with Ruggco Construction. The contract for the approximately
235 \$391,000 project will be paid through a combination of funds raised by the library and a \$75,000
236 grant from the Vermont Community Development Program. Construction is currently expected
237 to start after Labor Day and conclude just after Thanksgiving. The need to execute a contract on
238 or before June 9th falls between meetings for the Selectboard (June 11th is the next meeting
239 scheduled). The recommendation was to designate either a member of the Board or the Town

240 Administrator to sign on the Town’s behalf. A formal grant agreement for Board consideration is
241 expected in June.

242
243 *Sal moved to designate the Town Administrator as the Town signatory for the construction*
244 *contract for the Joslin Memorial Library’s accessibility modification and refurbishment project.*
245 *Kari seconded. Motion passed 5-0.*

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247 II.7. Request for Cost-Sharing for Port-o-Let in Bridge Street Parking Lot.

248 The annual request to have the Town pay for some or all of the cost of the port-o-let in the
249 Bridge Street parking lot from the end of May through Labor Day was made by Barbara
250 Gulisano. The port-o-let provides a restroom facility in an area that sees significant summer use.
251 A specific amount of funding was not been requested; last year the Board approved a motion to
252 provide approximately \$450 from the Recreation, Restroom, and Conservation reserve fund. The
253 reserve fund is a potential source of funding, as is the line for parks maintenance (the source of
254 funds for the Lareau Swim Hole port-o-let). If approved, this would mark the fifth consecutive
255 year of funding – and a sign that the expense should be specifically budgeted for in FY20.

256
257 Barbara would like to change the bill to the Town’s name as it would then be tax exempt,
258 according to the woman from the vendor she spoke with. It has been in her name on a yearly
259 basis. She cancelled the order and will need someone from the Town to make the order and take
260 over billing. If the Town approves it they should use Hartigan as the port-o-let as the swim hole
261 comes from them. Memorial Day to Labor Day is the time frame. She did want the Board to
262 know the port-o-let’s gather a tremendous amount of trash and toilet paper is often taken out.

263
264 Darryl said that since it is private property this is probably the reason it has been in her name in
265 the past. The Town emptied the trash, which Barbara is grateful for and she is thankful that the
266 trash cans were staked to the ground. The Round-Up needs two port-o-lets. She is requesting
267 them to be cleaned on Tuesdays before the Round-Up on Wednesday nights. It would help with
268 cleanliness. The Board agreed that this should be a line item in the budget and Barbara stated it
269 would be fine for her to sign something yearly. She would sign as the association representative
270 as well as her son Jason. It is not on Chris Pearson’s property.

271
272 *Jon moved to take over billing on the one port-o-let at the Historic Waitsfield association site,*
273 *cleaned out on Tuesdays and that billing is added as a permanent line item in the budget with an*
274 *amendment that it will be for 5 years and subject to an agreement between the town and*
275 *association. Sal seconded. Motion passed 5-0.*

276
277 Barbara’s husband Sam power-washed the bricks and they planted flowers. The Board thanked
278 Barbara and her husband for their efforts in making that area look as nice as it does.

279
280 II.8. Authorization of Dog License Penalty for Unlicensed Dogs.

281 Town Clerk Jennifer Peterson requested that the Selectboard levy an additional \$25 penalty on
282 owners of dogs that remain unlicensed, as it generally does each year. The enclosed memo, if the
283 penalty is approved, will be sent to the owners of unlicensed dogs. Dog licenses were slated for
284 renewal in 2018 on or before 4/2. Payment of the \$25 penalty would be required to obtain a dog
285 license.

286

287 Trevor suggested updating the dog ordinance at some point in the future, as it dates from 1989.
288 There have been signs up and the date for licensing has come and gone. The Board feels there
289 has been ample time for residents to register dogs. If there is an ongoing problem Marie (Leotta,
290 the Dog Warden) can write a ticket.

291

292 *Jon moved to levy the \$25 dog licensure penalty as allowed in the Town of Waitsfield's dog*
293 *ordinance and State law. Kari seconded. Motion passed 5-0.*

294

295 II.10. Bills Payable and Treasurer's Warrants.

296 Approved and signed, where appropriate.

297

298 II.14. Minutes of 5/14 and Minutes from 5/5/18 Tri-Town Retreat .

299 The minutes of the 5/5/18 Tri-Town retreat, by and for the Waitsfield Selectboard, were
300 included. There was brief discussion on adding the facilitator's notes as an addendum.

301

302 *Sal moved to approve minutes of the 5/5 Tri-Town Retreat, Jon seconded. Motion passed 5-0.*

303

304 Minutes from 5/14 were distributed and will be reviewed on 6/11.

305

306 II.15. Selectboard Roundtable.

307 Jon likes the idea of sweeping out the Bridge. Darryl is not sure it was done last year. Trevor will
308 look into whether or not the road crew can do it or volunteers can. The whole thing should be
309 cleaned up. Jon had a question about a fence that is being built. He and Susan (Senning, the
310 Planning and Zoning Administrator) had a conversation about it. He was very satisfied with the
311 conversation they had and the level of service received.

312

313 Sal pointed out that most lights on the bridge are out. Darryl mentioned there are some tears on
314 the bridge that appear to be minor but it might need to be looked at.

315

316 Kari brought up the retreat from Sunday Selectboard and Planning Commission. The meeting
317 was for leadership purposes. Janice will be sending in her minutes. No actions were taken at that
318 meeting.

319

320 Paul did not believe Trevor was treated fairly during a conversation about minutes following the
321 Tri-Town retreat. He expressed his condolences. Kari said she was partly to blame as she
322 brought up the issue. Jon expressed that if there was transparency prior to the meeting the
323 response might have been different or might have been avoided. Sal expressed that he did not
324 think it would be controversial to bring a recording device. Kari, as an organizer of the event,
325 admitted she did not think operationally and had not considered the implications of the meeting
326 being recorded. She expressed it was a lesson learned. Darryl summarized that in the future these
327 types of meetings need to be open where minutes are recorded and public record. In general, it
328 should be organized differently for next year.

329

330 II.16. Town Administrator's Report.

331 Trevor brought up his conversation with Dan Currier of the Regional Planning Commission and
332 the Ronk Road Class 4 grant contract. He asked if the Board is okay with him executing the
333 contract. This is one-time federal funding specific for creating road best management practices
334 on class 4 roads. They selected Ronk Road as an example.

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Jon moved to approve Trevor signing the paperwork. Sal seconded. Motion passed 5-0.

III.1. Other Business.

There was no other business.

Sal moved, and Kari seconded a motion to enter executive session pursuant to 1 V.S.A. § 313 424 249 (a) (3), appointment or evaluation of a public official, at 9:07 p.m. Motion passed 5-0.

Sal moved, and Kari seconded, a motion to exit executive session at 9:11 p.m. Motion passed 5-0.

Sal moved, and Kari seconded, a motion to recommend the appointment of Fred Messer as Town Health Officer to the commissioner of the Vermont Department of Health. Motion approved, 4-0-1 (Darryl abstained).

Kari moved, and Jon seconded, a motion to adjourn at 9:18 p.m. Motion passed, 5-0.

Respectfully submitted,

Deanna Sellars

Recording Secretary