

WAITSFIELD SELECTBOARD
October 8, 2018
Waitsfield Town Office
6:30 P.M.

Board Members Present – Paul Hartshorn, Chair; Darryl Forrest, Kari Dolan, Jon Jamieson

Others present: Liza Walker, Mike Nucci, Jeff Whittingham, Robin Morris, WCTV.

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

The meeting was called to order at 6:30 pm

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

There were no additions, removals, or adjustments.

II.2. Public Forum

There was no public comment.

II. 3. Mad River Valley Recreation District – Annual Visit.

Liza Walker, Mike Nucci, and Jeff Whittingham appeared before the Selectboard as part of the District’s annual visit. They wanted to check in with the Selectboard prior to the Tri-Town Meeting on 11/29. They shared highlights and focused on their budget for the year.

They are asking the Town for level funding, \$15,000 per town from the three towns of Warren, Fayston and Waitsfield. Their challenge is that level funding is preventing them from doing more for two cycles instead of one. They are currently on a calendar year budget basis. There were 8 grant applications totaling more than \$118,000. There was one additional grantee (Warren Skate Park) that asked for far more than usual. They do desire to spread the funds across all grant requestors and there are evaluation criteria but not necessarily a cap for grant applications.

The gazebo and trail project at Mad River Park is complete and they do not see any additional need for more money. They anticipate needing some ADA accessible parking. The Mad River Park does have its own budget in order to keep track of funds from fundraising. The budget for Mad River Park is about \$6,000.

Their estimation is that \$36,000 of the \$45,000 they will be giving away and they are looking at updating and maybe implementing a better website. There are some programs that house all recreation information and cost around \$3,000. Moretown pays \$1,500 every year to the park but they are not a member. They would love Moretown to join. The signage at various locations throughout the Valley was a large project and they could not have completed it without the leadership and help from the Planning District. One kiosk is at Mad River Park and the other is at Scrag Mountain. There will also be a new Valley-wide trail map. The VOREC (Vermont Outdoor Recreation Economic Collaborative) group has a grant to pilot a town becoming a recreation friendly town. This grant could be \$10,000 to \$100,000. The District’s strategic plan was completed last spring, posted online, and it has been an ongoing plan for a year. There is a vision and an expansion of scope of their role in not just giving money but being a vessel for

49 sharing resources and connecting various groups in recreation and in the Valley. The question
50 about salaried staff was raised. The MRVRD knows that in the near future they will need more
51 man-hours that are not volunteer based in areas like running a website and handling all the
52 moving pieces of the growing and expanding recreation groups.

53
54 The budget showed YTD and the balance for the kiosk is all spoken for. Going into 2019 the
55 MRVRD will have \$45,000 from the three Towns. There is a rolling cycle of grant money and
56 what they give to various organizations. The volunteer hours are well over 5,000 annual hours
57 and the fatigue on the volunteers, though a concern, is okay for now. Kari suggested possibly
58 having a decal or sticker community members could purchase to advertise. Mike also mentioned
59 a food truck and music event held at Mad River Park that is in the works, which would bring in
60 additional revenue. The goal is to have the Mad River Park become sustainable from events like
61 this. There has also been a concern about having an irrigation system for the Mad River Park and
62 John Stokes has already begun looking into the expense for it. Kari expressed appreciation for
63 their level funding and how appreciative the Board is of all the work done by the MRVRD.

64
65 ***Recommendation:***

66 *No formal action was made*

67

68 II.4. Introduction of Proposed Water Ordinance Revisions.

69 Proposed amendments to the water ordinance, approved by the Water Commission, were
70 enclosed. The proposed changes are highlighted in yellow (digital copy) or gray (paper copy).

71

72 A copy of the amendments has been referred to the Town Attorney for review.

73

74 A proposed process for Selectboard review and action is as follows:

- 75 • 11/05/18 – The ordinance amendments are presented to the Selectboard.
- 76 • 11/19/18 – The Selectboard discusses the amendments and any feedback from the Town
77 Attorney.
- 78 • 12/03/18 – The Selectboard continues its discussion, if necessary, and acts on the proposed
79 amendments. If additional changes are desired, the ordinance may be referred back to the Water
80 Commission. The Board may also choose to adopt with or without any further modification.
- 81 • 12/04/18 – If adopted, notice of the proposed amendments will be posted in five “conspicuous”
82 places around Waitsfield, as well as the Town’s website. The notice will include information on
83 where to find a complete copy and whom to contact with questions or concerns.
- 84 • 12/13/18 – The notice posted around town and on the website is published in the Valley
85 Reporter.
- 86 • 01/17/19 – The final date for an appeal to be filed; a petition signed by at least five percent of
87 registered voters is required. If an appeal is filed, the vote would be by Australian ballot and
88 occur at Town Meeting (03/05/19).
- 89 • 02/01/19 – If no appeal is filed, the ordinance becomes fully effective as amended.

90

91 Robin Morris and Darryl Forrest from the Water Commission were available to explain the
92 proposed amendments to the Water Ordinance. The original ordinance was passed in 2011,
93 which was before the water system was implemented. Section 2B requires an evaluation after 5
94 years. There were a few delays by the Selectboard as other issues – such as the water main break
95 – were sorted out, but it is now under final review. There was a public meeting on Oct 18, 2018.

96 After the public hearing Robin and Trevor met to discuss and make changes, some of which
97 were based on feedback received from Paul Giuliani, the Water Commission’s legal advisor. The
98 ordinance is now at the Town’s attorney for final review

99
100 They have removed the need for a Selectboard member to have a seat on the Water Commission.
101 They added the need for two owners/renters who are system users/customers to be on the
102 Commission. Allocation language has been added to application. Connection fees were removed
103 (they have been substituted for the cost of meters), there is now a section for disconnection for
104 those who want to disconnect from the system. Steam thawing and seasonal shutoff was
105 clarified. There is language on tax sale and liens. There is additional language for the
106 requirements of backflows (annual inspections done by the sprinkler system installer). Overall,
107 there has been a lot of clarification and expanded language to the ordinance.

108
109 An original reason to install the water system was well shields. The new change is that if an
110 owner wants to replace their well, it can go into the property but you cannot put in the well if the
111 well shield goes onto someone else’s property. That owner would need to also hook up to the
112 system or leave what they have. The Water Commission is not requiring anyone to connect but
113 anyone can come to them and ask for a variance if they are 500 ft or more away from the Town’s
114 water system.

115
116 **Recommendation:**
117 *No formal action was made, but the Board did agree on the proposed timeline*

118
119 II. 5. Personnel Policy Update – Introduction of Final Revisions.
120 A cover memo detailed proposed changes to the Personnel Policy. The proposed revisions cover
121 the sections not included in 2017’s rather extensive renovation of the policy. The changes are
122 highlighted – yellow in digital copies, gray in paper versions. VLCT’s recently updated model
123 personnel policy was used as a guide, along with past research and best practices. At least two of
124 the changes are driven by legislative action taken during the 2018 session.

125
126 Using the process from 2017 as a guide, the proposed review and adoption process is the
127 following:
128 1.) Proposed revisions are presented and discussed at the 11/5 Selectboard meeting.
129 2.) A copy of the proposed revisions is given to employees to review and provide feedback on.
130 3.) Any changes, additions, or deletions identified by the Board or staff will be reviewed and
131 prepared for discussion on 11/19.
132 4.) If the Board is comfortable with the proposed revisions on 11/19, the draft will be forwarded
133 to the Town Attorney for review.
134 5.) The Town Attorney’s feedback is reviewed and incorporated (if/when necessary), and the
135 revised policy is adopted by the Selectboard on 12/3.

136
137 There was a suggestion for online training to be available and for an annual review of policies.
138 There is question regarding part of the sexual harassment policy stating harassment out of the
139 workplace is also something the Town can investigate. The concern is whether the Town would
140 be held responsible for behavior at a non-work environment. As this follows the VLCT’s model
141 sexual harassment policy, it was thought that harassment potentially could be chosen to occur
142 outside of the workplace to employees or by employees because the language of the policy stated

143 “in the workplace”, so it was stricken. The Board members were concerned this change
144 encroaches on personal freedom and/or the Town’s liability outside of the workplace. Trevor
145 suggested a change in language to that particular policy and to remove the last bullet, “Off-duty
146 conduct that falls within the above definition”. A revised version, with the changes, will be
147 available for action on 11/19.

148

149 ***Recommendation:***

150 *No formal action was made*

151

152 II.6. Appointment of E-911 Coordinator.

153 The Town needs to formally appoint Chris Damiani, the Planning and Zoning Administrator, as
154 its E-911 coordinator. This will satisfy the requirements of the E-911 board regarding
155 appointment.

156

157 ***Recommendation:***

158 *Jon moved appointing Christopher Damiani as the Town of Waitsfield’s E-911 coordinator. Kari*
159 *seconded. Motion passed 4-0.*

160

161 II. 7. Bills payable and Treasurer’s warrants.

162

163 ***Recommendation:***

164 *Approval and signature, where appropriate.*

165

166 II.8. Minutes of 10/22/18.

167 The draft minutes for the 10/22 Selectboard meeting were enclosed.

168

169 ***Recommendation:***

170 *Kari moved to approve the draft minutes for 10/22 as presented. Darryl seconded. Motion*
171 *passed 4-0.*

172

173 II. 9. Selectboard Roundtable.

174 Jon brought the scope of the wastewater/GIS study in Irasville by Tesla Parker for the Board’s
175 review. The graduate student study was mentioned during a prior meeting, is being done with
176 mentor oversight from the Planning District.

177

178 Darryl brought up the speed signs. Trevor referenced that the cost to have the vendor’s
179 representative come to take a look would cost at least \$2,500 – funds not budgeted for FY19.
180 Trevor also reached out to the VTrans, particularly the Safe Routes to School coordinator, as
181 that’s where the grant funds for purchase came from. He also reached out to the Regional
182 Planning Commission; Fayston and Moretown have had some issues with their speed signs as
183 well. There was a recommendation for a yearly maintenance from the vendor’s representative as
184 well. The difficult piece is updating the software or resetting the system. There is a disagreement
185 on whether it is battery-related or software-related.

186

187 Darryl also had a question from one of the members of a past budget committee about whether or
188 not the Town will use them again. Trevor reminded the Board that the budget committee was re-
189 formatted as an advisory or review committee, with work scheduled for December. He will send

190 a memo out to prospective members this week. The Town does need to make plans to move the
191 benches on Bridge Street before the snow starts getting plowed over them.

192
193 Paul has said there have been no bids on the firetruck. Trevor had a suggestion to post it on
194 craigslist or list it on a sugaring website. The concern is that the Fire Department does not want it
195 to sit in the parking lot during the winter. It would be suitable for a farm truck or dump type of
196 truck as it has less than 18,000 miles on it.

197
198 Planks for the East/Floodwoods Bridge are on-site now, but the Town needs to have someone
199 install them. The plan is to nail them in so that they can be removed and re-used on Palmer Hill
200 road. Kingsbury Construction is going to look at them on Thursday.

201
202 II. 10. Town Administrator’s Report.
203 a. November’s Meeting Schedule.
204 The Board’s November meeting schedule is the following:
205 • Monday, November 5th – 6:30 p.m. Regular meeting.
206 • Tuesday, November 13th – 7:00 p.m., Waitsfield Town Offices. Special meeting with
207 the Selectboards of Fayston and Warren. The purpose of the meeting is to receive a report
208 from a Planning District subcommittee working on a local option tax proposal.
209 • Monday, November 19th – 6:30 p.m. Regular meeting.
210 • Thursday, November 29th – 6:30 p.m. (start time to be verified), Waitsfield Elementary
211 School. The annual meeting of the Mad River Valley Planning District.

212
213 There were recently horses on one of the Town’s highways. Trevor drafted a letter to the owners
214 explaining the safety concern and potential fines (\$3-\$10) for loose animals.

215
216 III.1. Other Business.
217 Item III.1. Correspondence/Documents/Reports received.
218
219 There was a requested letter of support with the public access television. Trevor will draft a letter
220 for Paul to sign in support of public access television.

221
222 IV. Executive session.
223 There was no executive session.
224
225 *Kari moved to adjourn at 7:59 pm. Darryl seconded. Motion passed 4-0.*

226
227 Respectfully submitted,
228
229 Deanna Sellars
230 Recording Secretary