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TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, January 9, 2022
Draft

I. Call to Order: The meeting was called to order at 6:30 pm by Christine Sullivan. The meeting was held in person at the Waitsfield Town Offices and remotely via Zoom.
Members Present: Chach Curtis, Jordan Gonda, Fred Messer, Brian Shupe, Christine Sullivan
Others Present: Anthony Italiano (MRVTV), Alice Peal (Planning Commission)

II. Regular Business.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).

One item was added to the Consent Agenda.

2. Public Forum.

Nobody present requested to address the Board.

3. Consider approving Stitzel, Page, & Fletcher to conduct the Town of Waitsfield tax sales.

The next steps in the tax sale process were outlined.

MOTION: *A motion to approve Stitzel, Page, & Fletcher to conduct the Town of Waitsfield tax sales in coordination with the Delinquent Tax Collector was made by Mr. Shupe. The motion was seconded by Mr. Messer. All voted in favor.*

4. Review draft FY24 Budget.

- a. Draft FY24 General Fund Operating Expenditures
- b. Draft FY24 General Fund Operating Revenues and tax rate scenario
- c. Draft FY24 Capital Improvement Plan
- d. Draft FY24 Debt Service Schedule

Ms. Decker-Dell'Isola provided an update regarding the full budget draft available for review, which includes amounts related to the potential hiring of a fourth road crew member, and noted some items that still need to be finalized.

Ms. Peal explained the reason behind the requested increase in the Planning Commission budget, from \$6K to \$20K, noting that both current and upcoming projects will require some professional assistance for which grant money may not be readily available. A current example she provided is the need for an Irasville Neighborhood Development Area designation, which will underly some upcoming grant applications. Ms. Peal indicated that this increase may be needed, even with the anticipated MRVPD assistance to be provided for the Wastewater Project and the expansion of the Treasurer position to include grant administration.

46 Mr. Curtis asked for some background budget information, regarding topics such as the use of
47 surplus funds and the impact of the upcoming school budget on taxpayers, noting that the
48 increase included in the current Town budget proposal should likely be minimized.

49
50 The potential addition of a fourth road crew member was discussed. This would enable the Town
51 to undertake sidewalk plowing beginning in the winter of 2023-2024, and also mowing of Town
52 properties beginning in the spring of 2025. The cost of the equipment that would be required to
53 do the plowing and mowing is estimated to be approximately \$100K. Ms. Decker-Dell'Isola will
54 contact Kingsbury's regarding the possible purchase of their sidewalk plowing equipment, and
55 what the cost might be to do so; because they are no longer intending to do this type of work, the
56 equipment may be available. The possibility of delaying the hiring of another crew member until
57 closer to the winter was discussed, as well as the need to request bids for sidewalk plowing if the
58 fourth crew member position is not created.

59
60 It was noted that the Town Office location might be a better location for storing small equipment
61 than the town garage, particularly when anticipating the work that needs to be accomplished
62 there.

63
64 It was agreed to establish a reserve for gravel crushing, as this is a cyclical expense of
65 approximately \$30K every three years.

66
67 Regarding the expense related to Sherriff's Department coverage, Ms. Decker-Dell'Isola
68 explained that the Town budgets an amount, and the Department allocates hours based upon that
69 amount. Engagement of a Town Constable may change the need for some of the hours required;
70 no decision was made regarding whether to adjust this amount.

71
72 The Library budget was discussed; the expenses related to park/site improvements at the Library
73 are not included in the budget request, but rather have been submitted as an ARPA proposal,
74 which means the entire amount for this work would be supplied by Waitsfield rather than shared
75 with Fayston.

76
77 Ms. Decker-Dell'Isola noted that Downstreet has requested \$3500 this year, a large increase
78 from the \$500 requested an allocated in prior years. They also have submitted an ARPA request
79 for other expenses. It was agreed that she should request an explanation of the reason for this
80 increase.

81
82 An estimate of the full cost of reappraisal is needed to determine if the associated reserve fund is
83 sufficient; a firm needs to be under contract by 2024, but the actual work may not begin until
84 after that.

85
86 It was agreed that the Capital Improvement Plan, which includes reserves for the Road
87 Department, Fire Department, general capital reserves, and transfers to non-capital reserves,
88 needs to be presented in an easily understandable format. It was noted that the Tree Board has
89 submitted an ARPA request to be added to the Invasive Species Reserve, and that the Wait
90 House Capital Reserve has a minimal balance at this point. Ms. Decker-Dell'Isola will gather
91 further information regarding any match that will be required for a Preservation Fund grant if
92 awarded for improvements to the Wait House.

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Further details regarding the Treasurer position salary and time increase will continue to be discussed, including whether to continue to make use of ARPA funds for coverage.

Other budget-related points raised included:

- The current iteration of the budget indicates a 15% increase
- Additional road crew member is the largest increase
- There is the potential to be less aggressive regarding reserve funding
- Potential use of ARPA for unexpected equipment purchases
- Treasurer will now be Water Commission administrator; the Commission may contribute \$5K for the year
- Determine why State Highway Aid is reduced this year
- Gain an understanding of why traffic control income and Town Clerk fees are down
- Town Clerk fees are set by the State, and should be increased

The Capital Improvement Plan was reviewed; Ms. Decker-Dell’Isola provided a table summarizing available reserves and proposed FY24 transfers. It was noted that amounts for paving and culvert and bridge replacement are looking more adequate than in the past, that the equipment reserve appears to be needed more frequently/unexpectedly, and that there is currently an unassigned reserve/surplus amount.

In reviewing the five-year plan, Ms. Decker-Dell’Isola noted that grants are being sought for paving work; the culvert work in progress is partially funded by grant monies, with other funds coming from reserves for culvert work; and that some MRGP work has been completed on Center Fayston Road, consultation with CVRPC will help determine the next priority for MRGP work. She also explained that approximately half of the road equipment needs outlined are related to the hiring of an additional person, and that there continue to be supply chain/lead time impacts on the budget related to these purchases.

Ms. Decker-Dell’Isola noted that the debt service schedule is fairly straightforward, and that because of the recent moves toward funding reserve accounts, there is generally no new debt being taken on.

For the next budget discussion, Mr. Shupe requested that any upcoming projects which will draw from the Transportation Path Reserve be discussed so that decisions may be made regarding which to pursue.

5. Consent Agenda.

MOTION: *A motion to approve the consent agenda, consisting of the items listed below, passed unanimously.*

- Approval of the Minutes of December 19, 2022.
- Bills Payable and Treasurer’s Warrants.

- 138 • Approve Waitsfield Fayston Fire Department ARPA Request for \$11,362 to purchase
139 new gear and equipment
140 • Approve Town Clerk’s request to purchase additional hanging map racks for \$6,755
141 • Authorize the Town Administrator to sign a wastewater permit application for the WFFD
142 Station for the installation of the new extractor.
143

144 **6. Selectboard Roundtable**

145 Ms. Sullivan raised the issue of Cemetery Trustees’ concerns regarding the revenue shortfall
146 from their investment income accounts, and their request to meet with the Town’s auditors in
147 order to clarify some of the details regarding the cost basis of these accounts and what may be
148 spent each year. It was agreed that the Board will meet with the Trustees and Cemetery
149 Commissioners to discuss the investment structure, gain a better understanding of the definitions
150 of associated terminology, and consider the adoption of related policies, for which VLCT has
151 model language. Once there is a fuller understanding of the issues, a meeting with the auditors
152 will be scheduled.

153 Mr. Messer noted that there was a recent positive rabies test for a skunk in town; an associated
154 warning has been posted.

155 Mr. Shupe reported that Elliot Lathrop has completed an assessment of the interior of the Wait
156 House, and that his report should be available in time for use when applying for an upcoming
157 Historic Preservation grant.

158 **7. Town Administrator’s Updates**

159 Ms. Decker-Dell’Isola noted the following:

- 160 • The upcoming selectboard meeting schedule
161 • Town Report draft due on February 3, she will distribute sections to Selectboard
162 members for review
163 • An award has been received from FEMA for an update to the Hazard Mitigation Plan; the
164 Town will likely contract with CVRPC for this work, as is customary
165 • The legislature is reviewing remote access/Australian ballot options for Town Meeting
166 • She has contacted the Town’s attorney regarding clarifying outstanding questions related
167 to dog ownership

168 **8. Executive Session**

169 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real
170 Estate], inviting Mr. LaFerriere, Mr. Lindberg, and Mr. Cook to join; and to remain in Executive
171 Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel] with only Board members and the Town
172 Administrator present, was made by Ms. Gonda. motion was seconded by Mr. Shupe. All voted
173 in favor.

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175 The meeting entered Executive Session at 8:30 pm and returned to open session at 9:00 pm
176

177 No further action was taken.
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179 **III. Other Business**

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

181 **IV. Adjourn**

182 The meeting adjourned at 9:05 pm.

183 Respectfully submitted,

184 Carol Chamberlin, Recording Secretary