

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, October 23, 2023**

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5 **I. Call to Order:** The meeting was called to order at 6:30 pm by Christine Sullivan. The meeting
6 was held in person at the Town Office building and remotely via Zoom.

7 Members Present: Jordan Gonda, Fred Messer, Brian Shupe, Christine Sullivan

8 Staff Present: Randy Brittingham, Town Treasurer; Annie Decker-Dell'Isola, Town Administrator;
9 JB Weir, Planning and Zoning Administrator

10 Others Present: Lois DeHeer (Historical Society), AnnMarie Harmon (Planning Commission), Gib
11 Geiger, Anthony Italiano (MRTV), Chris Loomis (Conservation Commission), Mary Simmons

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13 **II. Regular Business.**

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

16 A request for the closing of Loop Road for Halloween was added to the agenda.

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18 **2. Public Forum.**

19 Nobody requested time to address the Board.

20
21 **3A. Consider road closure request.**

22 Mary Simmons was present to request that the Board approve closure of the Loop Road for
23 Halloween from 5 pm to 7 pm as it has been in previous years; she confirmed that she will
24 notify the Sheriff's Office and put up road closure signs as has been the practice. Parking will be
25 provided at the Waitsfield Telecomm lot, and the plans are to have two jitneys transporting
26 people along the road.

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28 **MOTION:** *Mr. Shupe made a motion to approve the closure of Loop Road from 5 pm to 7 pm on*
29 *October 31, 2023. The motion was seconded by Mr. Messer. All voted in favor.*

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31 **3B. Consider Planning Commission Municipal Planning Grant application request.**

32 AnnMarie Harmon provided information regarding the Planning Commission's work to submit
33 an application for a Municipal Planning Grant (MPG), the intent of which is to investigate the
34 Irasville area's wetlands and determine how they might be enhanced or enlarged, which in turn
35 might create more potential for development within the Irasville District. Mr. Weir explained
36 that this project may encompass two MPG cycles, with the subsequent work focused more on
37 visioning for Irasville, once the wetland studies have been completed. He noted that Shannon
38 Morrison, a State Wetlands Ecologist, is supporting this wetland work as a potential pilot
39 project for other towns. Ms. Harmon and Mr. Weir also indicated that the work would place an
40 emphasis on community engagement, that Fayston has indicated a willingness to join in a
41 consortium grant application (which allows for a higher limit on the amount requested), and
42 that an RFP would be published before selecting a consultant for the project. The full duration
43 for this work is planned to be from two to four years.

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45 **MOTION:** *Mr. Shupe made motion to approve the submittal of the Municipal Planning Grant*
46 *Consortium Grant Application with the Town of Fayston for Irasville Master Planning and*
47 *analysis of potential wetland enhancement and expansion, with matching funds to come from*

48 *the Planning Commission budget line, and to pass the FY24 Municipal Resolution for Municipal*
49 *Planning Grant as presented. The motion was seconded by Mr. Messer. All voted in favor.*
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51 **4. Waitsfield Fayston Volunteer Fire Department reserve request.**

52 Ms. Decker-Dell'Isola explained that this is a one-time request for cleaning of equipment, as the
53 extractor has not yet been installed. If there is a level of fire activity that requires another
54 cleaning before that installation is complete, there would be another cleaning request
55 submitted. She confirmed that Fayston has indicated a willingness to cover their 40% share of
56 this cost. Ms. Decker-Dell'Isola also noted that an RFP for the installation of the extractor has
57 been published.

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59 **MOTION:** *Mr. Messer made a motion to approve an allocation of \$1,980 for the enclosed*
60 *RedLine fire gear cleaning quote, to come from the Fire Department Building & Equipment*
61 *Reserve. The motion was seconded by Mr. Shupe. All voted in favor.*
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63 **5. FY24 quarterly budget and ARPA allocation check in.**

64 Mr. Brittingham reported that the budget is generally on track for the first quarter of the fiscal
65 year, and noted a couple of minor anomalies, the largest being that the State released highway
66 aid funds ahead of schedule as part of their response to the summer's flooding. He also
67 reviewed upcoming Education tax payments, as well as capital purchases, and noted that the
68 RFP for banking services has been published.

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70 Mr. Brittingham also indicated that approximately 40% of the Town's ARPA funds remain
71 unallocated.

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73 **6. General Wait House ongoing discussion.**

74 Ms. Decker-Dell'Isola and Mr. Brittingham reviewed draft Committee Bylaws as well as Wait
75 House financial information with the Board.

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77 Mr. Messer and Mr. Shupe had created a draft bylaw document, which she based on the bylaws
78 created for the ARPA Committee. The following points were made during discussion of the
79 proposed bylaw language:

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94 **MOTION:** *Mr. Messer made a motion to add a requirement for a Secretary position and to add*
95 *clarifying membership language, then to adopt the bylaws as amended, and to establish the*
96 *Commission. The motion was seconded by Mr. Shupe. All voted in favor.*

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98 Lois DeHeer and Gib Geiger both expressed interest in participating in the Commission.

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100 Ms. Decker-Dell'Isola will publish information regarding openings on the Commission, and will
101 provided an amended bylaw document.

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103 Finances were then reviewed; the balance in the Wait House Reserve Fund is just over \$61K,
104 and the annual shortfall between rents collected and operating expenses is approximately
105 \$15K. Utilities comprise the largest portion of those operating expenses.

106
107 Bids received from the roofing RFP published earlier in the year ranged from \$74K to \$101K for
108 shingles and \$104K to \$155K for standing seam. Mr. Messer offered the possibility of a less
109 expensive metal option. It was discussed that a final decision was yet to be made regarding
110 exactly which sections of the roof to complete. Ms. DeHeer, for the Historical Society, and Mr.
111 Geiger both offered reasons in favor of a metal roof. It was discussed that there is a need to
112 address the larger trees growing near the foundation, and directing roof runoff away from the
113 base of the building. It was agreed that the Commission could be tasked with sorting through
114 this information, with the goal of reapplying for a grant and putting the job out to bid in the
115 spring.

116
117 The question was raised whether the Town will continue its ownership of the Wait House, and
118 Board members provided various reasons for the building continuing to be a Town property.
119 Ms. DeHeer offered that the Historical Society would be willing to gather estimates for the tree
120 work needed around the building, and to fund the trimming/removal if affordable for the
121 Society and the work is approved by the Selectboard.

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123 Ms. Decker-Dell'Isola reminded the Board members that no formal decision was ever made
124 regarding the three options provided by the Wait House Study Group: restoration, restoration
125 and expansion of uses, exploration of alternative ownership options. This matter will be placed
126 on the next agenda.

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128 It was agreed that the Historical Committee may look into tree bids, but that the procurement
129 policy must be followed, with an RFP issued if the cost is anticipated to be over \$10K. There
130 was some discussion regarding cutting back individual trees or completely removing them, with
131 it noted that consultation with a tree expert will provide suitable advice.

132 **7. Consent Agenda.**

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135 **APPROVAL:** *The consent agenda was approved without objection.*

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- 138 • Approve the Minutes of 10/9/2023
 - 139 • Bills Payable and Treasurer's Warrants
 - 140 • Authorize Town Administrator to sign FY24 Grants in Aid award from VTrans
 - Approve purchase of Road Department trailer with \$4,500 of Waitsfield ARPA funds

141 **8. Selectboard Roundtable.**

142 Mr. Shupe provided an update on MRVPD activities, noting that the Steering Committee is
143 currently going through a strategic planning process, and has landed on the priorities for the
144 next five years being housing, climate change, and transportation. He also reported that the
145 group is in the process of adopting bylaws.

146 **9. Town Administrator's Updates.**

147 Ms. Decker-Dell'Isola reported that she and Mr. Brittingham have begun meeting with Town
148 Departments to outline budget needs, the initial focus has been on capital plans, and they will
149 be moving into operating needs in upcoming meetings.

150 She also provided an update from the Conservation Commission, noting that the new Scrag
151 trails will be opening soon; noted an upcoming vaccination clinic, hosted by Shaw's, scheduled
152 to be held in the Town Offices; and confirmed that the Road Crew is prepared for upcoming
153 snow removal needs, including sidewalk plowing.

154 In response to a question from Mr. Geiger, Ms. Decker-Dell'Isola explained that she and Mr.
155 Brittingham will be addressing matters related to the Cemetery Trust during their budget
156 sessions.

157 **10. Executive Session.**

158 **MOTION:** *A motion to find Pursuant to 1 V.S.A § 313 (a) (1) that premature general knowledge*
159 *of confidential attorney-client communications made for the purpose of providing professional*
160 *legal services to the public body would clearly place the public body or a person involved at a*
161 *substantial disadvantage passed unanimously.*

162 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate],1*
163 *V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client*
164 *communications], inviting Chris xxx to join for a portion of the discussion, passed unanimously.*

165 The meeting entered Executive Session at 7:47 pm and came back into open session at 8:44 pm.

166 **MOTION:** *Ms. Sullivan made a motion to accept the donation from the Fairgrounds LLC*
167 *conditioned on legal counsel confirming a clear title and authorizing the Town Administrator to*
168 *sign any necessary paperwork. The motion was seconded by Mr. Messer. All voted in favor.*

169 **IV. Other Business**

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

171 **IV. Adjourn**

172 The meeting adjourned at 8:45 pm.

173 Respectfully submitted,
174 Carol Chamberlin, Recording Secretary