

# TOWN OF WAITSFIELD

## SELECTBOARD MEETING AGENDA

Monday, March 31, 2025

5:30 PM – Town Garage

6:30 PM – Town Office (Call to Order)

*\*Please see note below for access\**

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I. Meet at the Town Garage – 5:30 PM

II. Call to Order – 6:30 PM (Town Office)

III. Regular Business

1. **Agenda Adjustments** – Additions, removals, or modifications per **1 V.S.A. § 312(d)(3)(A)**.

2. **Public Forum** – Open for public comment (≈5 minutes).

3. **Executive Session**

a. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) []

b. 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

c. [Note Vermont Executive Session page](#)

4. **Audit Report** – Presentation by Sandy Gallup.

5. **Mad River Path (MRP) Update** – Misha Golfman will provide an overview of MRP's initiatives for the year.

6. **Paving Bid** – Review and consider approving Pike Industries' bid to add Slow Road to this year's paving project.

- 27        **7. General Wait House (GWH) Upcoming Repairs and Maintenance:**
- 28            a. ADA Accessibility Improvements – Request for additional \$700 (previously
- 29            approved at \$1,000).
- 30            b. Building Preparation for Painter & Roofer – Consider approving GWH’s
- 31            request for \$3,000 for clapboard repairs.
- 32            c. Lift Service – Discussion and consider approving quote for lift
- 33            maintenance.
- 34        **8. GWH Fundraising & Management**
- 35            a. Update on status of GWH Commission’s work and priorities.
- 36            b. QR Code Fundraising Initiative – Town Treasurer proposes opening a
- 37            dedicated GWH fundraising bank account (similar to account opened for
- 38            Joslin Memorial Library).
- 39            c. GWH Roundtable Discussion – Review leases and storage space terms of
- 40            use.
- 41            d. GWH Event/Public Space Reservation Application and Procedure –
- 42            Review and possible approval.
- 43        **9. Selectboard Workplan & Priorities for 2025** – review rough draft of Board
- 44        priorities for the year, leading up to March 2026 Town Meeting.
- 45        **14. Waitsfield Health Officer** – Discuss reports of potential rodent infestation in
- 46        Waitsfield Village.
- 47        **15. Fire Truck Update** – Discussion and consideration of expediting the order to
- 48        secure a potential \$20,000 savings before April 10th. No payment is expected
- 49        until delivery in 2027. Estimated FY26 reserve: \$297,302.
- 50        **16. New Road Department Truck Purchase** – Consider approving proposal for
- 51        \$30,722.82 for outfitting new truck (e.g., plow, sander)
- 52        **17. Consent Agenda:**
- 53            a. Consider approving the Minutes of 3-10-2025
- 54            b. Bills Payable and Treasurer’s Warrants
- 55            c. Brian to consider signing a document granting authority on behalf of the
- 56            water system owner.

57 d. Mad River Path public festival permit

58 **18. Selectboard roundtable**

59 **19. Town Administrator Report**

60 **20. Adjourn**

61

**\*NOTICE: PUBLIC MEETING ACCESS\***

- In Person:** Waitsfield Town Office
- Remote Access:** [Zoom Link](#)
- Meeting ID:** 820 5611 7089
- By Phone:** +1 (305) 224-1968 | Meeting ID: 82056117089#

**Public Comment:** Available during designated times as indicated by the chair.

We appreciate your participation!

62

# Waitsfield Town Administrator's Report

March 31, 2025

## **Paving Update** *(line 24)*

Pike Industries has submitted a revised paving quote that now includes **Slow Road** in addition to the previously approved work. The updated project scope covers:

1. **Shimming and paving** East Warren Road
2. **Full-depth reclaim and paving** from Bridge Street to the Joslin Hill intersection
3. **Shimming and paving** Slow Road

**Total Project Cost:** \$515,857.60

This revised bid is more favorable than expected due to a recent decrease in some of the paving materials, allowing the inclusion of Slow Road within the existing budget. Charlie is particularly pleased with this outcome.

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## **General Wait House (GWH) Updates**

Roof Repair RFP *(line 26)*

A **Request for Proposals (RFP)** for the GWH roof was issued on March 21st. It was sent to multiple Vermont roofing companies and published in the Valley Reporter. The RFP remains open until **April 14th**, and bids are already coming in.

Building Improvements

1. *Accessible Ramp & Parking Space Paving (line 27)*

- Proposed additional funding: **\$700** (from GWH reserve funds), adding to the **\$1,000** previously approved
- **Total Budget:** \$1,700
- **Scope:** ADA compliant accessible ramp, plus the adjacent parking space
- **Contractor:** Travis Gendron of T&D Excavating

2. *Clapboard Replacement (line 29)*

- Requested funding: **\$3,000** (from GWH reserve funds)
- **Contractor:** Richard Backus of Backus Remodeling (**Discounted rate: \$65/hour**)
- **Scope:**
  - Replace rotten clapboards

- Replace fascia and shadow boards on the covered porch
  - Coordinate with painting and roofing projects
- Oversight: Gib will manage the clapboard, painting, and roofing projects and will also complete plaster repairs

These improvements will enhance accessibility and preserve the building's structure ahead of the planned exterior painting.

#### Lift Repair (*line 31*)

The General Wait House lift is currently non-operational. Jennifer contacted the Town's elevator service provider, **Otis**, for an assessment.

- **Annual service cost:** \$2,575.64 (same as the Town Office elevator)
- **Additional service fee:** Required to restore functionality
- **Quote:** Included in the Selectboard meeting packet

## General Wait House Management & Fundraising

#### Fundraising Initiative (*line 35*)

The GWH Commission is exploring fundraising efforts. To simplify the process for both supporters and Town staff, Steve recommends opening a dedicated fundraising bank account, similar to the existing library account.

- The Town's website, which currently facilitates online tax payments, could be expanded to include a dedicated page for processing credit card donations to the General Wait House (GWH).
- Funds would go directly into the fundraising account while still maintaining Town oversight.
- This approach would increase efficiency for Town staff and streamline fundraising efforts.

#### Lease & Space Use Concerns (*line 38*)

Ira, from **Friends of the Mad River**, raised concerns about the connector space fees:

- **New Lease Rates:**
  - **\$1.25/sq. ft.** for office space
  - **\$1.50/sq. ft.** for connector space
- **Issue:** The connector space is not fully utilized (e.g., tools hung on a wall, trash/recycling bins stored there), or heated.
- **Consideration:** Whether adjustments are needed to better reflect space usage.

Event Application Review (*line 40*)

A **short-term event application** for the General Wait House is up for discussion and potential approval.

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## Other Town Updates

Rodent Concerns (line 44)

- Waitsfield Health Officer, Fred, is investigating the situation.

### Fire Truck Purchase (line 46)

Chief Young has requested an expedited order for the planned fire truck purchase to secure potential cost savings.

- **Preferred Manufacturer:** E-1, a reputable company known for quality service and reliability.
- **Chassis Pricing:** The International chassis price is subject to fluctuation. To mitigate potential cost increases, \$20,000 has been deducted from the build price as a contingency.
- **Payment Timeline:** Chief Young anticipates that no funds will be due until the truck is delivered, which is expected in 2027.
- **Cost Savings Opportunity:** Ordering before April 10th could result in a \$20,000 savings.
- According to the FY26 budget, the estimated ending reserve will be **\$297,302**.

### Road Crew Truck Purchase & Upfitting (line 49)

Following Selectboard approval, Josh was able to purchase a **new road crew truck** at a **significant discount**.

- **Insurance coverage:** Completed through VLCT
  - **Upfitting Work:** Two bids received
  - **Recommended bid:** Earle's - \$30,722.82
    - Includes truck bed, lighting kit, plow, electric sander, etc.
  - Bids included in the meeting packet for review.
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## Executive Session

A discussion of **confidential attorney-client communications** will be held in **executive session**, as disclosure would **place the Town or involved parties at a substantial disadvantage**.

# Sullivan, Powers & Co., P.C.

Certified Public Accountants

77 Barre Street  
P.O. Box 947  
Montpelier, VT 05601  
802/223-2352  
[www.sullivanpowers.com](http://www.sullivanpowers.com)

Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Jordon M. Plummer, CPA  
VT Lic. #92-000180

March 3, 2025

Selectboard  
Town of Waitsfield, Vermont  
4144 Main Street  
Waitsfield, Vermont 05673

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Waitsfield, Vermont as of and for the year ended June 30, 2024, and have issued our report dated March 3, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and “Government Auditing Standards”, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated October 15, 2024. Professional standards also require that we communicate to you the following information related to our audit.

## Our Responsibilities under U.S. Generally Accepted Auditing Standards and “Government Auditing Standards”

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the modified cash basis of accounting. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Town of Waitsfield, Vermont. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the Town of Waitsfield, Vermont’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit.



Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

### Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Waitsfield, Vermont are described in Note I to the financial statements. The Town of Waitsfield, Vermont adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 100 "Accounting Changes and Error Corrections", an amendment of GASB Statement No. 62. No other new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Town of Waitsfield, Vermont during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We proposed adjustments that in our judgement, either individually or in the aggregate, had a significant effect on the financial statement reporting process. These audit adjustments related to revenue and expenses. These audit adjustments were considered significant in relation to the Governmental Activities, the General Fund and the ARPA Fund.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated March 3, 2025.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town of Waitsfield’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to our retention as the Town of Waitsfield, Vermont’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We were not engaged to report on the Statement of Cash Receipts, Cash Disbursements and Changes in Modified Cash Basis Fund Balance – Budget and Actual – Budgetary Basis – General Fund and the combining fund financial statements which accompany the financial statements. We did not audit or perform other procedures on this other information, and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Selectboard and management of the Town of Waitsfield, Vermont and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,

*Sullivan, Powers & Co.*

SULLIVAN, POWERS & CO.  
Certified Public Accountants

# Sullivan, Powers & Co., P.C.

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March 3, 2025

Selectboard  
Town of Waitsfield, Vermont  
4144 Main Street  
Waitsfield, Vermont 05673

We have audited the financial statements of the Town of Waitsfield, Vermont as of and for the year ended June 30, 2024 and have issued our report thereon dated March 3, 2025. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in “Government Auditing Standards”, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit, we considered the Town of Waitsfield, Vermont’s internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Waitsfield, Vermont’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Waitsfield, Vermont’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed as follows, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Town of Waitsfield, Vermont’s financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Deficiencies in Internal Control and Other Recommendations as Items 2024-01 and 2024-02 to be material weaknesses.

We have also noted other matters during our audit as indicated in the accompanying Schedule of Deficiencies in Internal Control and Other Recommendations that are an opportunities for strengthening internal control and operating efficiency. We have discussed the recommendations with the staff during the course of fieldwork and the recommendations may have already been implemented.

This communication is intended solely for the information and use of management, the Selectboard, and others within the Town of Waitsfield, Vermont, and is not intended to be, and should not be, used by anyone other than these specified parties.

We would like to take this opportunity to thank the staff of the Town of Waitsfield, Vermont for their assistance and cooperativeness throughout our audit. It has been a pleasure working with you.

Respectfully submitted,

*Sullivan, Powers & Co.*

SULLIVAN, POWERS & CO.  
Certified Public Accountants

TOWN OF WAITSFIELD, VERMONT  
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL  
AND OTHER RECOMMENDATIONS  
JUNE 30, 2024

Deficiencies in Internal Control:

Material Weaknesses:

2024-01 Reconciliation of Bank Statements

*Criteria:*

Internal controls should be in place to ensure that all bank accounts are reconciled to the general ledger on a monthly basis.

*Condition:*

The Town does not have controls in place to ensure that all bank accounts are reconciled to the general ledger on a monthly basis. The reconciliations had errors thus causing the accounts to not be accurately reconciled to the general ledger. This resulted in variances that were required to be researched and adjusted. The Town has a process in place to document the review and approval of reconciliations but the approved reconciliations do not agree to the general ledger balance.

*Cause:*

Unknown.

*Effect:*

The Town's financial records may not report the true cash position of the Town at a given date.

*Recommendation:*

We recommend that the Town implement controls to ensure that bank statements are reconciled to the general ledger on a monthly basis so that errors can be detected and corrected.

2024-02 Authorization of General Journal Entries

*Criteria:*

Internal controls should be in place that requires an appropriate official to authorize and review all adjustments to the books of original entry.

*Condition:*

The Town does have a policy in place to require authorization or review of adjustments to the books of original entry. However, several journal entries were made to incorrect general ledger accounts which resulted in additional adjustments.

TOWN OF WAITSFIELD, VERMONT  
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL  
AND OTHER RECOMMENDATIONS  
JUNE 30, 2024

*Cause:*

Unknown.

*Effect:*

This deficiency in the internal control structure could allow other working control policies to be circumvented.

*Recommendation:*

We recommend that the Town require appropriate officials to review all general journal entries to ensure that they are valid and appropriate.

Other Recommendations:

Documentation of Internal Control System

A solid understanding of internal control is essential. An organization must continually assess their internal control systems to ensure accurate financial reporting and compliance with laws and regulations. As part of this process, management should formally document its control systems.

This should provide management with an understanding of the systems related to financial reporting, and the controls over relevant assertions related to all significant accounts, disclosures in the financial statements, antifraud programs and controls over selection and application of accounting policies.

We recommend that the Town document its internal control process. This should break out the internal control process into the following five areas.

1. Control Environment – Sets the tone of an organization and is the foundation for all other components.
2. Risk Assessment – The identification and analysis of relevant risks to achieve its objectives forming a basis for how risks should be managed.
3. Control Activities – The policies and procedures that help ensure management directives are carried out.
4. Information and Communication – The identification, capture and exchange of information in a form and timeframe that enables people to carry out their responsibilities.
5. Monitoring – The process that assesses the quality of internal control performance over time.

TOWN OF WAITSFIELD, VERMONT  
SCHEDULE OF DEFICIENCIES IN INTERNAL CONTROL  
AND OTHER RECOMMENDATIONS  
JUNE 30, 2024

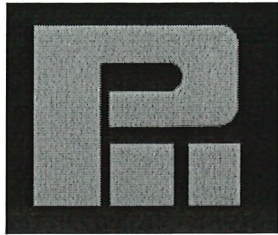
Cemetery Perpetual Care Funds

The Town has a Cemetery Fund that holds cash and investments. The Town has sold cemetery lots but has not broken out the nonspendable portion of fund balance for perpetual care funds.

We recommend that the Town determine the amount of perpetual care funds they have received over the years and track them appropriately.

MAR 13 2025

TOWN OF WAITSFIELD



# PIKE INDUSTRIES, INC.

249 Granger Rd., Barre, VT 05641  
 AN EQUAL OPPORTUNITY EMPLOYER

Phone: 802/223-3002

Fax: 802/223-3175

ESTABLISHED 1872

<b>To:</b>	Town Of Waitsfield Vt.	<b>Contact:</b>	Charles Goodman III
<b>Address:</b>	9 Bridge Street Waitsfield, VT. 05673	<b>Phone:</b>	802-496-2218
		<b>Fax:</b>	802-496-9284
<b>Project Name:</b>	Waitsfield, Town Of 2025	<b>Bid Number:</b>	
<b>Project Location:</b>	Bridge Street And East Warren Road, Waitesfield, VT	<b>Bid Date:</b>	11/26/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
4	Mobilization	1.00	LS	\$5,200.00	\$5,200.00

**Total Bid Price: \$5,200.00**

**1. Reclaim, Pave Base & Top; Bridge To Joslin Hill Intersection**

1A	Full Depth Reclaim - Starting At Joslin Hill Intersection And Ending At The Covered Bridge 27' Wide X 1750' Long	5,250.00	SY	\$3.45	\$18,112.50
1B	Machine Pave - Starting At Joslin Hill Intersection And Ending At The Bridge, 27' Wide X 1750' Long. 2.5" Base Course (750 Ton, Type II), 1.5" Wearing Course (440 Ton, Type III).	1,190.00	TON	\$91.60	\$109,004.00

**Total Price for above 1. Reclaim, Pave Base & Top; Bridge To Joslin Hill Intersection Items: \$127,116.50**

**2. Pave Shim/Wearing Course; Joslin Hil Intersection : Town Line**

2	Machine Pave - Starting At Joslin Hill Intersection And Ending On East Warren Road At The Town Line. (23' Wide X 3.5 Miles). 1/2" Leveling Shim Course (1350 Ton, Type IV), And 1.5" Wearing Course (4000 Ton, Type III).	5,350.00	TON	\$90.82	\$485,887.00
3	Machine Pave - Slow Road 1/2" Leveling Shim Course (85 Ton, Type IV), And 1.5" Wearing Course (250 Ton, Type III).	330.00	TON	\$90.82	\$29,970.60

**Total Price for above 2. Pave Shim/Wearing Course; Joslin Hil Intersection : Town Line Items: \$515,857.60**

**Notes:**

- AC Price Adjustment shall be paid in its entirety to Pike Industries, Inc. per the Construction Contract.
- Pike Industries, Inc. reserves the right to adjust unit prices based on total revenues awarded.
- Pike Industries, Inc. is not responsible for liquidated damages, or any disincentives associated with the work as quoted.
- Hot Mix Asphalt (HMA) as quoted is free of Refined Engine Oil Bottoms (REOB's). For more information regarding REOB's, a listing of states that have currently banned their use and potential detriments to HMA please go the following website:  
<http://commonwealthmagazine.org/transportation/004-laying-it-down-testing-it-later/>
- Bid Price valid for 15 days.

**Payment Terms:**

Net 30 days

<p><b>ACCEPTED:</b></p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b></p> <p><b>Pike Industries, Inc. VT</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Chris Jarvis                      cjarvis@pikeindustries.com</p>
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# Otis Service and Repair Order

3/26/2025

**CUSTOMER NAME**

TOWN OF WAITSFIELD  
4144 MAIN STREET  
WAITSFIELD, VT 05673

**OTIS ELEVATOR COMPANY**

20E Morse Drive  
Essex Junction, VT 05452

**OTIS CONTACT**

Hannah Miele  
Phone: (413) 342-6887  
Email: Hannah.Miele@otis.com

**PROJECT LOCATION**

WAITSFIELD TOWN OFFICES  
4144 MAIN ST  
WAITSFIELD, VT 05673-6094

**PROPOSAL NUMBER**

QTE-002133259

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
UNIT-001239013	GENERAL WATE HOUSE

**SCOPE OF WORK**

OTIS Elevator will provide the necessary labor on the above mentioned unit to troubleshoot and diagnose possible issues. OTIS will provide any information to the customer and will test the unit for proper operation.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

**PRICE**

\$2,575.64

Two thousand five hundred seventy-five and 64/100 dollars

This price is based on a **one hundred** percent **(100%) downpayment** in the amount of \$2,575.64.

**PAYMENT TERMS:**

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Percent	Price Adjustment Percentage	Authorization (Initial)
25%	+ 10%	
75%	+ 5%	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Accepted in Duplicate

<b>TOWN OF WAITSFIELD</b>	<b>Otis Elevator Company</b>
---------------------------	------------------------------

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: TOWN OF WAITSFIELD

Principal, Owner or Authorized Representative of Principal or Owner

Agent \_\_\_\_\_  
(Name of Principal or Owner)

**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described. Furthermore, you agree that the agreed price is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. In the event the work is not completed within 180 calendar days from your original authorization to proceed through no fault of Otis, Otis may notify you of an updated price – which may be accepted or rejected by you. If rejected, Otis will not be required to perform work, and no amounts will be due and payable by you hereunder except amounts for any labor, services, or materials that had already been furnished or procured by Otis prior to notice of price increase. If you are not notified of a new price by Otis, then the parties' obligations will be unchanged and each party will be required to perform their obligations hereunder.
5. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
6. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
7. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
8. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
9. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
10. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.

THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND

THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

11. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
12. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
13. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
14. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
15. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
16. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
17. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

**DRAFT v5**

**Event Application for use of the General Wait House Property**

**Town of Waitsfield**

This permit is administered by:  
the General Wait House Commission  
4144 Main Street  
Waitsfield, VT 05673

Chair: AnnMarie Harmon [annmarie@madriver.com](mailto:annmarie@madriver.com) 802-371-9997

Requesting organization: \_\_\_\_\_ Date \_\_\_\_\_

Requested date(s) \_\_\_\_\_

Time of usage: From \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas being requested: \_\_\_\_\_

Is the general public invited? Yes No

Is your organization a Not-for-Profit? Yes No If yes, EIN Number \_\_\_\_\_

Will admission be charged? Yes No If yes, how much? \$ \_\_\_\_\_

Is proof of liability insurance attached? Yes No If no, the request for a permit may rejected.

Will any utilities from the General Wait House be used? Yes No

If yes, what and how much? \_\_\_\_\_

There will be no usage fee if the requesting organization is a non-profit. Residents of the Town of Waitsfield will have a usage fee of \$25 and non-residents \$35.

Usage fee of \$\_\_\_\_\_ is attached. Yes No

A security deposit of \$100, is attached. Yes No

Point of Contact: (the Responsible Individual)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

**Rules & Policies:**

Hold Harmless: The organization requesting the use of the premises agrees to hold harmless the Town of Waitsfield and the General Wait House Commission (GWHC) for any damages or injuries associated with this event.

**Insurance**

The sponsor of any group or organization applying for use of the premises for any purpose which, in the opinion of the approving Town Official, may require appropriate insurance coverage, shall provide a certificate of insurance naming the Town of Waitsfield and the General Wait House Commission as an additional insured, in advance of any activities being conducted.

The Town of Waitsfield will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed. The permitted organization will be responsible for the insurance of their organizational and/or personal belongings, consumables, or anything that belongs to the organization or persons associated with it.

Safety: The Landlord and the permitted organization will be responsible for making sure the leased property is safe prior to or before the permitted organization occupies it. Safety compliance should be implemented to make sure that the property is safe which includes building structure safety, electrical safety, gas safety, water safety, smoke detectors, and furnishings. If the permitted organization observes a possible safety hazard, they are to immediately notify the GWHC. The permitted organization will appoint a Safety Officer, who will be present throughout their event, monitoring safety compliance and will have no other responsibility or duty assigned to them which would prohibit their total fulfillment of this duty.

Physical Security: If required, a key for the usage of the barn and sheds will be issued to the responsible individual named on this document by a representative of the GWHC. Upon conclusion of the event, the key will be returned to the GWHC. Making copies of the key or holding a copy thereof, is strictly prohibited.

Children: Activities involving children must have supervision *at all times*.

Non-Discrimination: Participants will not be restricted from participation for reasons of race, religion, gender, sexual orientation, creed, national origin, or disability.

Preference: In the event of a schedule conflict, preference will be given to the free programming that is accessible to the widest number of participants.

Trash: "Pack it in, pack it out!" All trash must be removed, and the premises must be left in good order.

Neighboring properties: The privacy and boundaries of the adjoining residential properties must be respected. Activities must be directed away from them to extend respect. Crossing through yards without the owner's permission is expressly prohibited.

Parking: Do not park on grass areas, ever! Tenants of the General Wait House have priority on parking. Additional parking may be available at the Waitsfield Municipal Building. Parking at the Waitsfield Elementary School is prohibited without permission from the Waitsfield Elementary School.

Dogs: Dogs shall be leashed at all times and under the control of a capable individual, at all times. An individual with a disability may be accompanied by a service animal trained to assist that individual.

Amendments: No modification or change of this permit shall be considered valid unless made in writing and agreed upon by the involved parties.

I have read and agreed to ensure these rules and policies are understood and will abide by them.

Signature of Person Responsible: \_\_\_\_\_

+++++

**Administrative Action**

Approved: Yes No

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denied: Yes No Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officiating Town Officer signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT v3



**Town of Waitsfield**  
**Application for Public Festival Permit**

**Instructions:** This application must be received at the Town Office at least 30 days prior to the commencement date of the festival. Applications are reviewed and permits issued by the Selectboard. The application fee must be paid upon submission of the application, unless the festival is conducted solely for charitable or non-profit purpose and the applicant is seeking a waiver of the fee from the Selectboard.

- 1) Name of Festival: \_\_\_\_\_
- 2) Date(s) of Festival: \_\_\_\_\_
- 3) Location of Festival: \_\_\_\_\_
- 4) Hours of Festival: \_\_\_\_\_
- 5) Sponsor of Festival: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ e-mail: \_\_\_\_\_

- 6) Please provide names of principal individuals responsible for the festival:

_____	_____
Name	Name
_____	_____
Phone	Phone
_____	_____
Address	Address
_____	_____

- 7) Owner of premises where festival is to take place. If sponsor is not the owner, the owner's written consent must be submitted with the application.

_____	_____
Owner	Address
_____	_____
Phone	

- 8) A. Number of tickets to be printed, if applicable: \_\_\_\_\_
- B. Number of persons reasonably expected to attend: \_\_\_\_\_
- C. Fee: \$25 for each 250 persons expected to attend: \$ \_\_\_\_\_
- D. If festival is charitable or non-profit, are you requesting a fee waiver? \_\_\_\_\_
- If so, please explain the charitable or non-profit nature of the event: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- 9) Specific arrangements proposed to be made for off-street parking, sanitation facilities, traffic control, security, crowd/noise control, food & beverage service, if any. ATTACH SEPARATE SHEET IF NEEDED:

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- 10) Summary of advertising and sign material including scope, general description and estimated budget therefore. ATTACH SEPARATE SHEET IF NEEDED:

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- 11) General nature of the festival, persons scheduled to appear, and description of program. ATTACH SEPARATE SHEET IF NEEDED:

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- 12) If food and beverage are to be provided, indicate name and address of provider(s). ATTACH SEPARATE SHEET IF NEEDED:

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- 13) I hereby represent that to the best of my knowledge the information provided in this application is true and correct:

*Misha Gulha*

Signature

Printed Name of Applicant

Date

.....

**Disposition of application – For Town Use Only**

Denied: \_\_\_\_\_ Granted: \_\_\_\_\_ Date of Selectboard Action: \_\_\_\_\_

Conditions:

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By: Waitsfield Selectboard

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**2025 DRAFT Waitsfield Selectboard Work Plan**  
(MARCH 31, 2025 SB Meeting)  
[\(September 11, 2023 SB Meeting Timeline Here\)](#)

Recomm ended Priority	Project	Notes & Tasks	Task Start Date	Task End Date	
1	<b>Town Operations</b>				
2	??	(1) Review all contracts and (2) put projects/contracts out to bid that are set to expire <i>Would be good if Steve/York could compile list of current contracts.</i>	Annie & Randy have begun to pull together all of the Town's current contracts and make a more organized process for tracking, renewing, and putting out to bid. <b>Compiling and reviewing all current contracts will be a part of the FY25 budgeting process.</b>	Sep-23	Jan-24
3	High	Address cybersecurity needs for Town Office by updating Town Website with Ecopixel, and updating emails addresses using the new town domain name	Based on direction from VLCT PACIF this will be increasingly important in years to come. The Town has allocated ARPA funding toward the upgrading of the Town website. This project will also include updating the Town's email addresses for enhanced security. <b>Annie &amp; Randy have been meeting with Ecopixel biweekly to work on the website update. The anticipated new website launch date is October/November 2023.</b>	May-23	Oct-23
4	???	Continue exploring options for a server transitions and record retention system/policy	This was discussed in 2021 but has not been completed to date. The ARPA Committee supports the use of ARPA funds for this purpose. Assistance may be needed with this project.		
5	Done	Hire fourth road crew member	As approved as part of the FY24 budget, hire a ne road crew member to start in October 2024 to assist with the Town taking over sidewalk plowing and mowing of town properties, and to provide additional support to our existing road crew.	Aug-23	Oct-23
6		Town Meeting preparation	This includes preparing the Town Report, budget presentations, and presentations related to any other Articles on the ballot.	Dec-23	Mar-24
7	<b>Budget &amp; Financial Planning</b>				
8	Done	Further refine the town's capital improvement planning to account for vehicles & equipment but also town properties (town office, wait house, town garage), as well as public infrastructure such as sidewalks and parking lots	Annie & Randy attended the VT Bond Bank's Capital Planning conference in May 2023 and will be working on further refining the Town's CIP over FY24. Staff will begin working on a more detailed CIP for FY25 early in the budgeting process.	Sep-23	Jan-24
9	High	Work on annual budgeting process to prepare for town meeting 2025	The budget process typically kicks off in September with a visioning exercise. Then staff will meet with department heads and Board/Committee chairs to understand budget needs and begin a fiscal year draft. The Selectboard will begin to review the draft budget in October/November, with meetings every Monday in January until approved for voter adoption at town meeting.	Sep-23	Jan-24

10	???	Put banking service out to bid	Staff recommends that the Town put our banking services out to bid and select a new bank before the end of the calendar year (2023)	Sep-23	Oct-23
11	???	Work with Cemetery Trust to update i	Annie & Christine met with Randy to update him on the status of the project and identified a few outstanding questions that the Town's attorney will weigh in on. Further updates to be shared with the Selectboard and Cemetery Trustees as soon as they're available.	Sep-22	Dec-23
12		<b>Property Maintenance</b>			
13	High	Town Office: Maintain a list of short and long term building needs that should be kept up with annually or budgeted within the CIP moving forward <i>Steve is compiling a list of maintenance needs.</i>	Working to create a list of known building needs and an associated capital plan for improvements.		
14	Done	Fire Station: Including new proposed work as well as work need to install the extractor, bring the building up to current fire/building safety codes, and improvement energy efficiency	There have been a number of meetings and site visits in the past few months to prioritize projects based on available funding. <b>Town staff will put out an RFP for extractor installation, engineering, and a maintenance contract in September.</b>	Jun-23	Dec-23
15	High	Highway Garage: An engineer study is needed to evaluate the current building and determine if the structure should be renovated or a new location needs to be planned	The Board approved a Town Garage Design RFP at their meeting on June 26th which will be posted in the next week. The Board authorized allocating ~\$50,000 of the unassigned fund balance at the end of FY23 toward this project as well. A Design RFP was approved on June 26, 2023 and has been posted and published. The original deadline of August 21st has been extended to September due to a lack of response. <b>Staff hopes to have an architect assigned by the end of the calendar year.</b>	May-23	Nov-23
16	High	General Wait House Property Maintenance. <i>Much of this has been completed/paint and replace roof</i>	The Selectboard considered the GWHC report in January 2022 and in November 2022 directed staff to begin drafting bylaws for the creation of a General Wait House Committee. <b>Short term needs:</b> Current tenant leases need to be renewed and an updated barn use agreement drafted. <b>Long term needs:</b> Staff will apply for a grant through PTVT for the replacement of the main house roof. Long and short term improvements and daily management of the building should be addressed by the GWH Committee. As of June 5th, the Board is keeping this as a standing agenda item moving forward. <b>At their meeting on August 11th, the Selectboard proposed including the GWH as part of the more detailed capital improvement planning for FY25, and preparing a presentation at Town Meeting 2024 to ask the voters how they would like to address the building needs and form a committee for that purpose.</b>	Sep-23	Feb-24
17	Medium	Confirm compliance with any necessary pond permits and consider maintenance plan	<i>Old records still need to be found.</i>		
18		<b>Roads &amp; Transportation</b>			
19	High	Work on compliance with the Municipal Road General Permit <i>Should check on the status of this work</i>	A number of road segments need to be brought up to stormwater compliance in the next month to be in compliance with our new permit (the permits run in 5 year cycles, with a new cycle beginning in April 2023). Annie and Josh are working to catch up on these old segments that weren't reported at the time improvements were made. <b>The SFY23 Grants in Aid award to the Town of Waitsfield (\$16,500) is going toward Brook Road improvements to bring segments along that road into compliance. Work was supposed to be completed by September 2023 but VTrans granted an extension to Sep. '24 due to wet weather.</b>	May-23	Oct-23
20	Done	Complete the E. Warren Road culvert project <i>East Warren/Slow Road Paving</i>	Blow & Cote have been working on the culvert replacement since early July 2023 and wrap should be completed by early September 2023. The wet weather this summer has significantly delayed the work but the contractor has communicated these issues to the Town clearly and is working to wrap up the project as soon as they can. <b>Final reporting on the grant award (\$175,000) is due by December 31, 2023.</b>	Jun-23	Sep-23
21	High	Plan for E. Warren Road Phase I Paving Grant	The Town was notified on May 3rd that our East Warren Phase I paving project grant request has been recommended for approval. The town has been awarded a total of \$182,590 for this phase of the project, which will be part of the FY25 CIP conversations. <b>The project should be put out to bid in early winter 2024.</b>		

22		Continue review and analysis of Class 4 (and some Class 3) Road segments to potentially reclassify	This has been an ongoing need and the Selectboard should consider the timing of this conversation soon.		
23	High	Downtown Transportation Fund Grant for RRFBs at the WES crosswalk	The town received funding for the project and is working through questions related to relocation of a speed radar sign before the RRFBs are installed. The hope is to include this work in the 2024 work plan.		
24		Coordinate with VTrans on the Route	McFarland Johnson, the firm selected by Vtrans to complete the Preliminary Report, has submitted their final report as of June 2023. Vtrans will contact us with next steps.	Apr-22	TBD
25	Medium	Provide support to the VOREC project	The majority of Town staff time spent on this project to date ahs been related to path connections and associated crosswalks over Route 100. Annie & Misha (MRP) are meeting with VTrans staff on August 22nd to complete a site visit of all proposed crosswalk locations and discuss the process for applying for those crosswalk connections.		
26	<b>Grant Administration</b>				
27	Ongoing	Administer the expenditure and reporting of grant funds received by the Town. In most cases, project management is also required as part of grant administration as is the preparation of applications as new grant opportunities arise.	A spreadsheet is attached that summarizes all of the different grants that town staff are currently administering. Randy is the lead on Grant Administrator, with support from Annie, especially related to making new applications and managing projects.	Ongoing	Ongoing
28	Medium	Facilitate the allocation of the Town's ARPA funding	The Selectboard formed an ARPA Committee in June 2022 to provide recommendations on how to best use the Town's ARPA allocation. The committee made their recommendations for committee projects to received funding in January 2023, which were accepted by the Selectboard. Staff has established agreements with all of the parties who received ARPA allocations and some of those payments have been issued as of the date of this update. The August 28th Selectboard packet will include detail on funds both allocated and spent to date. The administration of the Town's ARPA award will be an ongoing project through the end of the funding term (all money to be spent by December 31, 2026).	Feb-23	Dec-26
29	<b>Planning Projects</b>				
30	High	Waitsfield Wastewater Planning Project	The Selectboard approved an MOU in March 2023 for project coordination between the Town and MRVPD, with MRVPD staff serving as project coordination lead. The goals of 2023 is to complete Preliminary Engineering work and begin construction design while also completing a significant fundraising effort, in anticipation of a 2024 bond vote. The Wastewater Project Planning teams have been meeting regularly, weekly and even bi-weekly. to keep the project moving. This work has taken a good deal of staff time in 2023 and regular updates are being provided to the Selectboard. The Waitsfield Planning Commission received a grant award to pursue updates to the	May-22	Dec-24
31	Done	Zoning Bylaw Modernization	Waitsfield Zoning Bylaws to address things such as housing in growth areas in town. The subcommittee tasked with leading the work has been meeting regularly with the SE Group (project consultant) and providing regular updates to the entire Planning Commission. <b>The Planning Commission will have a draft for the Selectboard to review by September 25th, with a public hearing anticipated with the Selectboard in December 2023, and hopeful adoption by the new year.</b>	Sep-23	Jan-24
32		Irasville Master Planning	Master planning of Irasville is identified as a priority task in the Waitsfield Town Plan. Upon completion of the Bylaw Modernization Project, pursuing Irasville Master Planning is staff's recommended next step.		

33	Done	Waitsfield Town Plan updates	The Planning Commission have been working on updates to the Waitsfield Town Plan for a number of years (since it's lats adoption in 2018). The updated areas include the Energy Chapter, Housing Chapter, Natural Resource Chapter, and Land Use Chapter. A number of changes are necessary to bring the plan into compliance with newly adopted State Statute. The Planning Commission recommended the plan for approval and the Selectboard held a hearing on May 8th the consider the draft. The Selectboard was supportive of the proposed draft but recommended additional edits to Chapter 13 (Implementation) to reflect the updated plan chapters. <b>The Selectboard plans to send their proposed Chapter 13 edits to the Planning Commission at their meeting on August 28th, for the PC to review at their meeting on September 5th, with an anticipated final hearing on September 25th and adoption by October 2023.</b>	May-23	Oct-23
34		<b>Ordinances, Resolutions, and Policies</b>			
35	High	Develop a schedule for reviewing & updating Town Ordinances, Resolutions, and Policies ( <i>some specific ordinance/policies/resolutions identified below</i> ) <b><i>I would add permission to work within Town ROWs and Short Term Rental ordinaces, procurement policy, and personnel policies</i></b>	Including the Public Festival Ordinance (to better align with zoning standards) and the Dog Ordinance (to include the ACO or adopt a new ACO Ordinance), the Enforcement Ordinance (to update all enforcement officers), and the Road Ordinance (to clarify the school safety zone).	Feb-24	May-24
36		Ensure all ordinances/resolutions are recorded and tracked as required by State Statute and consider a policy for when any ordinance/resolution/policy should be revisited			
37		Update the Personnel Policy	Update in 2023 to reflect new staff hours and review policies to ensure they are up to date and in line with other communities.		
38	High	Review & update the Procurement Policy	Review as part of the FY25 budget drafting / review of existing contracts	Nov-23	Jan-24
39	Done	Incorporate the Declaration of Inclusion into the guiding policies, rules, resolutions, and ordinances of the Town	The Waitsfield Declaration of Inclusion was adopted on February 28, 2022		
40		Revisit 2021 Tax Stabilization Policy draft	This was included on the 2021 Work Plan and has not been addressed to date		
41		<b>Public Safety / Enforcement</b>			
42	Done	Update Local Hazard Mitigation Plan (currently expired)	The Town has received a FEMA grant award to update the Town's Local Hazard Mitigation Plan which requires putting the project out to bid. A team including the Town's EMD and EMC, as well as Planning Commission Chair and staff will be working to update the LHMP	Aug-23	Sep-25
43	High	Purchase AED for Town Office	The Town received an Emergency Management Grant award for the purchase and installation of an AED machine at the Town office. The equipment has been ordered and will be installed in the next few weeks	Jun-23	Sep-23
44		Further clarify and define the role and processes of the ACO	ACO was appointed in 2021 as an update to Dog Warden to better align with State Statutes		
45		<b>Fire Department</b>			
46		Update the Memorandum of Agreement between Waitsfield, Fayston, and the Fire Department to ensure that processes are clear	In process and a final draft was reviewed at the November Fire Department budget meeting with the Town of Waitsfield and Town of Fayston. The MOU is ready for signature except that the WFFD is seeking clarify from other sources on the detail that should be included specific to their duties.		
47	High	Continue to update and refine the Fire Department Capital Improvement Plan	An ongoing effort that was further refined in the FY23 and FY24 budget process	Sep-23	Jan-24

48		<b>Conservation, Climate, and Natural Resources</b>			
49		Continue to assess the Town's energy use and determine where energy efficiency and/or renewables may be appropriate as projects arise			
50		Support the Tree Committee in adopting and implementing an Emerald Ash Borer Management Plan and find a Tree Warden	Voters approved the creation of invasive species management reserve fund at Town Meeting 2022 which has been funded in both FY23 and FY24.		
51		Support the Conservation Commission in their work to address Japanese Knotweed	The Conservation Commission has been working again this summer on their knotweed programing, including the hiring of interns. The Selectboard approved the use of almost all of the newly created Invasive Species Management Fund toward the project in FY23 and about 3/4 of the funding for the program in FY24.		
52	High	Charging stations at Waitsfield Town Office - EV Charging Station Grant (DHCD/GMP)	At their meeting on August 14th, the Selectboard authorized staff with support from the Energy Coordinator (Chris Badger) to explore this opportunity for funding to install an EV Charging station at the Waitsfield Town Office. <b>Step one is submittal for a pre-application and scheduling a phone call with the funding agency to determine eligibility, etc.)</b>	Sep-23	Aug-23
53	Medium	Tardy parcel improvements & Farley Riverside Park creation <i>Park design is underway</i>	Support the conservation commission in their work to improve the Tardy parcel and develop the Farley Riverside Park		
54		<b>Water Commission</b>			
55	High	Source Protection Overlay to protect town's water supply	The Water Commission along with staff support have been exploring the opportunities available to create an overlay for the protection of the Town's source water supply		
56	Medium	Exploration to determine if the existing well yield can be increased	The Water Commission has hired a consultant to assist with preliminary analysis, as approved by the Selectboard on June 5th.		



# WAITSFIELD-FAYSTON FIRE DEPARTMENT WAITSFIELD, VT

0140473

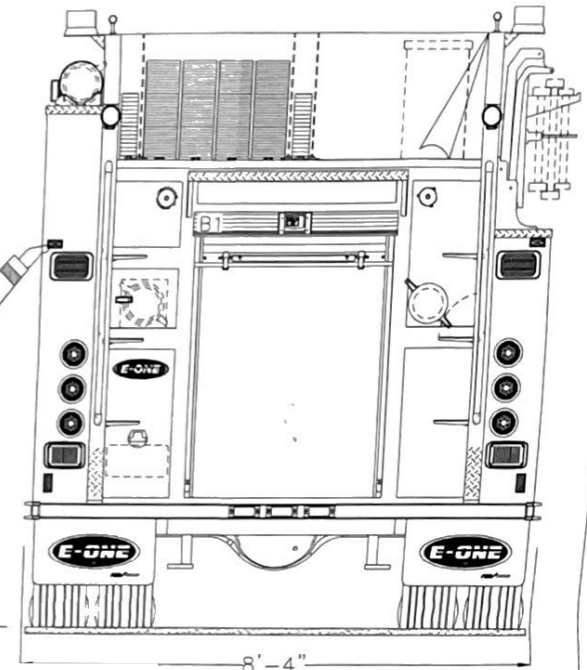
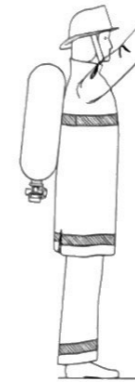
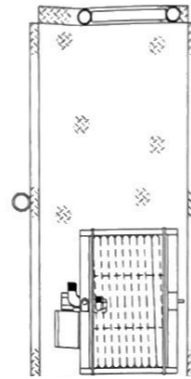
PUMPER

INTERNATIONAL HV507 4X4 CHASSIS

			HOSE LOAD		
1500 GPM HALE OMAX PUMP			200' OF 1 75" DJ		
1000 GALLON WATER TANK			1200' OF 4 0" LDH		
30 GALLON INTEGRAL CLASS "A" FOAM			200' OF 1 75" DJ		
COMPT	OPENING		INTERIOR DIMENSION		
L1	40W	59H	42W	25H	12D UPPER
			42W	30H	26D LOWER
R1	40W	37H	42W	30H	12D UPPER
			42W	30H	26D LOWER
L2	54W	25H	56W	25H	12D
R2	56W	12H	56W	12H	12D
L3	40W	59H	42W	25H	12D UPPER
			42W	30H	26D LOWER
R3	40W	37H	42W	30H	12D UPPER
			42W	30H	26D LOWER
B1	36W	41H	38W	11H	12D UPPER
			38W	30H	26D LOWER

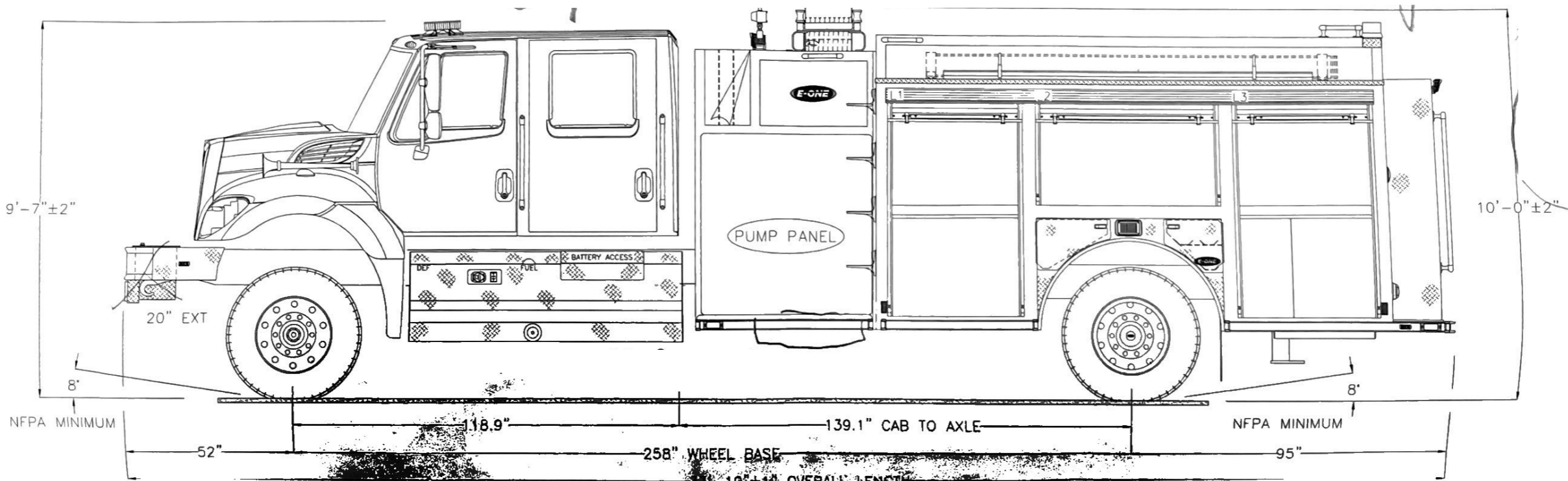
THIS DRAWING IS FOR REFERENCE PURPOSES. ALL DIMENSIONS ARE SUBJECT TO MINOR VARIATIONS DUE TO MANUFACTURING PROCESSES.

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8'-4"

HOSEBED HEIGHT  
(FOR REFERENCE ONLY)  
TO TAILBOARD: 64"  
TO GROUND: 88±2"



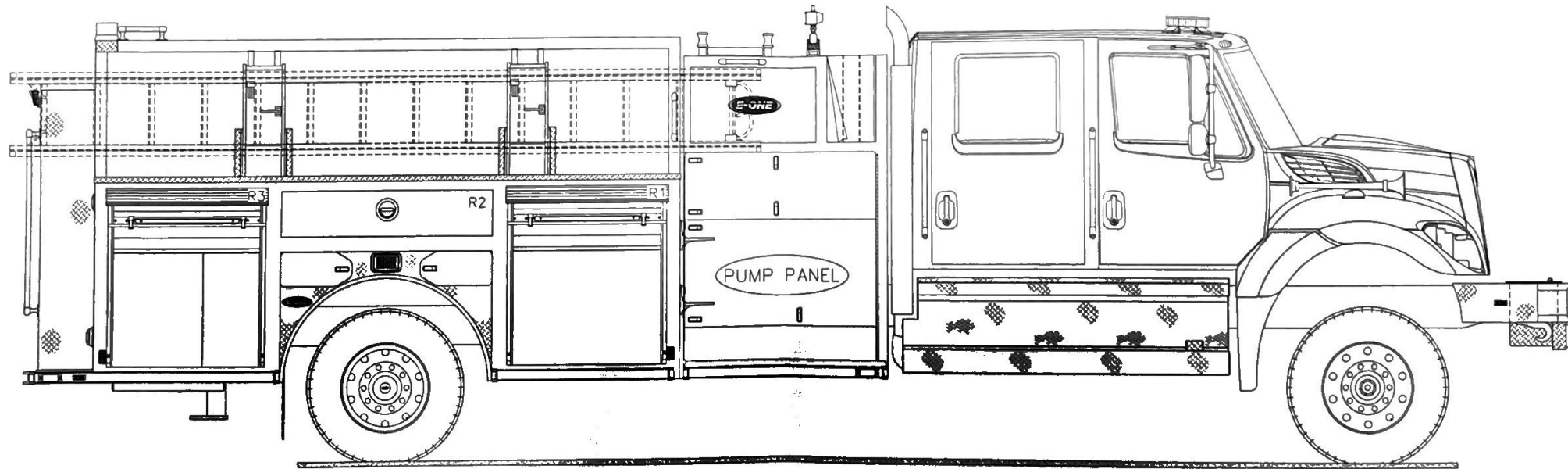
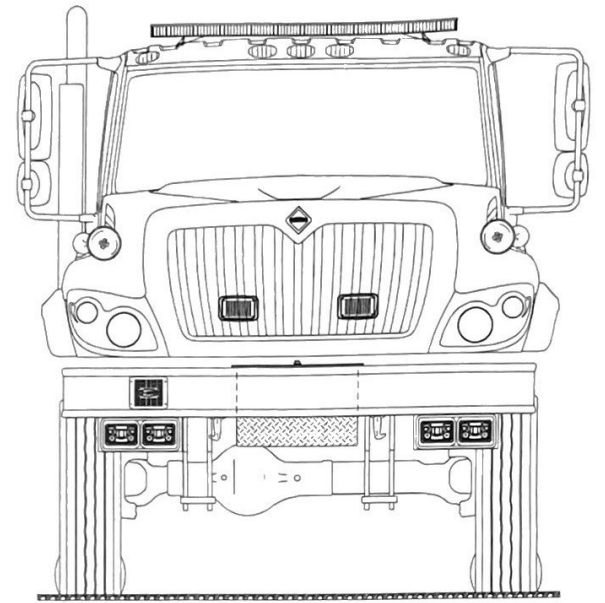




WAITSFIELD-FAYSTON FIRE DEPARTMENT  
WAITSFIELD, VT  
0140473  
PUMPER  
INTERNATIONAL HV507 4X4 CHASSIS

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DATE	REV	DESCRIPTION	DATE	APPROVED



# Fire Apparatus Quotation for: WAITSFIELD-FAYSTON FIRE DEPARTMENT



Quotation Number: 140473 Rev: 21

Unit Description: PTAL-COMM

Quote Description: Pumper, Aluminum, Commercial

Salesperson: GBROOKS

Salescode	Extended Description	Qty	
<b>TESTING COMPLIANCE STANDARD</b>			
1001-0103	The E-ONE supplied components of the vehicle shall meet the requirements of NFPA 1900, 2024 edition.	1	
3090-0002	OAH. Unit has no overall height restrictions.	1	
3090-0004	OAL. Unit has no overall length restrictions.	1	
3090-0006 —	The hose bed is to have the capacity for the following hose. Hose load shall be listed from driver to officer.	1	Lay 1 - 200 ft. of 1.75 DJ Lay 2 - 1200 ft. of 4.00 LDH Lay 3 - 200 ft. of 1.75 DJ Estimated Weight - 1540 lbs.
3340-1137-12B	Equipment allowance on the apparatus shall be 2000 lbs. This allowance is in addition to the weight of the hoses and ground ladders listed in the shop order as applicable.	1	
<b>CHASSIS PREP</b>			
1020-0011	Commercial Chassis Prep for International chassis	1	
1020-0074	Commercial chassis administrative, processing and handling for International and similar chassis.	1	
<b>BUMPERS</b>			
1160-0004	Stainless Steel 10" high front bumper. Requires extended front bumper.	1	
1160-0008	3/16" Front Bumper Gravel Shield.	1	
1160-0014	20" Front Bumper Gravel Shield Extension.	1	
<b>BUMPER TRAYS</b>			
1150-0055	Hinged diamond plate lid for center bumper tray. Includes: seal, 1/4 turn latch and gas shock hold open device.	1	
1150-0159	Bumper tray center of bumper with slats 16 inches deep (approx 15 inches to slats).	1	
<b>FRAME ASSEMBLY</b>			

Salescode	Extended Description	Qty	
<b>FRAME ASSEMBLY</b>			
1250-0011	Rear underbody support frame.	1	
<b>TIRE OPTIONS</b>			
1060-0117	RWC Air Guard LED tire pressure monitoring valve stem caps (6) for single rear axle applications.	1	
<b>AIR SYSTEM OPTIONS</b>			
1110-0010-277	Air inlet. To charge brake system. Commercial chassis only. Location: driver's door step area.	1	
<b>ENGINES &amp; TRANSMISSIONS</b>			
1200-0126	Commercial chassis speed to be electronic limited and not to exceed a maximum of 68 MPH. Note: Speed rating may be lower based on OEM tire ratings/top speed limitations provided on chassis.	1	
1200-0483	The chassis shall be equipped with Cummins L9 series engine. See commercial chassis specification for details.	1	
<b>CHASSIS OPTIONS</b>			
1680-0011	Tow eyes rear below body, painted.	1	
1680-0042	Tow hooks front painted in the down position. Tow hooks will be mounted inboard (horizontal) when used with a drop style frame extension.	1	
1680-0418	Transfer case relocation engineering support charge to prevent interference and meet the driveline analysis. This is in addition to the actual transfer case relocation provided by the vendor.	1	
1680-0426	E-ONE built diamond plate trim package for 4 door commercial chassis cab. Includes mounting surface for the battery charger receptacle, display, air inlet, etc(as applicable).	1	
<b>CAB MODEL</b>			
1520-0207	CAB 4DR INTL HV507 4x4.	1	
<b>CAB BADGE PACKAGE</b>			
1610-0000	Cab and body to have applicable E-ONE logos.	1	
<b>CAB DOOR OPTIONS</b>			
1550-0227	Reflective striping shall be installed on commercial cab doors, visible when the door is open, meeting NFPA requirement of 96 sq. in. coverage for each door. Colors to match rear chevron.	1	
<b>MISC EXTERIOR CAB OPTIONS</b>			

Salescode	Extended Description	Qty	
<b>MISC EXTERIOR CAB OPTIONS</b>			
1675-0007	Diesel fuel only label.	1	
<b>SEATS</b>			
1685-0032	Seating capacity tag of five occupants.	1	
<b>MISC INTERIOR CAB OPTIONS</b>			
1685-0073	Control lanyard Y type or dual single pull as applicable for air horns on a commercial chassis.	1	
1685-0372	Map pocket rear cab console aluminum plate to match console finish.	1	
1685-0965	Center control console painted black Scorpion. Locate in cab between driver and officer. Includes area for NEPA sign, electrical, and in-cab controls (as applicable) switching.	1	
<b>CAB ELECTRICAL OPTIONS</b>			
1750-0059-277-04	Receptacle inlet 20 amp with a Yellow cover. Location: driver's door step area.	1	
1750-0062	Control push-button switch officer dash for siren.	1	
1750-0343	Battery charger E-ONE LPC 20. 120 volt inlet, 20 amp output. Includes status indicator panel.	1	
1750-0936	Dome Lts TecNiq Red/White LED. Package includes two lights mounted in the front and two mounted in the rear of the cab. White light wired through door and light assembly switch. Red light through light assembly switch.	1	
1750-0981	FireTech LED quad headlights below front bumper in addition to standard headlights. The headlights shall be mounted in a tread plate box.	1	
<b>BODY COMPT LEFT SIDE</b>			
3100-0096	Driver side body with full height 42" wide forward and 42" wide rearward compartmentation. Includes (1) 56" wide compartment over the wheel well.	1	
<b>BODY COMPT RIGHT SIDE</b>			
3120-0146	Officer 3/4 side body with full height 42" wide forward and 42" wide rearward compartmentation. Includes (1) 56" wide compartment over the wheel well.	1	
<b>BODY COMPT REAR</b>			
3110-0005	Full Height Rear Compartment. Includes smooth plate panels. This compartment shall be transverse through to the side rear compartments.	1	
3110-0034	Upper rear compartment depth to be shallow.	1	
3340-0080	Bolt-on diamond plate 18" tailboard (full width of body). Includes (2) squared off beavertails (no stanchions) with removable outer panels and handrails- (2) vertical on trailing edge of body and horizontal mounted handrail(s) below	1	

Salescode	Extended Description	Qty	
<b>BODY COMPT REAR</b>			
	hosebed.		
<b>DOORS</b>			
3300-0017-004	Door roll up short (up to 45") with satin finish ROM. Location(s): L2.	1	
3300-0019-003	Door roll up tall (greater than 45") with satin finish ROM. Location(s): L1.	1	
3300-0019-005	Door roll up tall (greater than 45") with satin finish ROM. Location(s): L3.	1	
3300-0019-015	Door roll up tall (greater than 45") with satin finish ROM. Location(s): R1.	1	
3300-0019-017	Door roll up tall (greater than 45") with satin finish ROM. Location(s): R3.	1	
3300-0019-027	Door roll up tall (greater than 45") with satin finish ROM. Location(s): B1.	1	
3300-0025-016	Door single horizontal hinged drop down painted. Location(s): R2. Door will have D-ring handle & chain hold open devices.	1	
3300-0368	Pull-down bungee type straps for full height and high side roll-up door(s) on body / pump module. For use with ROM and AMDOR doors only.	1	
<b>SHELVES</b>			
3370-0245	Permanent fixed shelf. Aluminum or stainless steel body applications. Location:	4	Corners at depth change
3370-0246	Adjustable shelf for non-transverse compartments. Location:	4	L1 L3 R3 B1
3370-0247	Tracks for adjustable shelf and/or adjustable tray in a compartment. Location:	4	L1 L3 R3 B1
<b>TRAYS / TOOLBOARDS</b>			
3380-0498	Tray, floor mounted roll-out with gas spring. 500 lbs. capacity. Location:	3	L1 L3 R3 B1
<b>COVERS</b>			
3305-0008-000-13	Vinyl Black crosslay cover with attached side flaps.	1	
3305-0021-000-13	Vinyl Black hose bed cover with side bungee cords and attached rear flap(s).	1	
3305-0033	Vinyl access cover for fill tower(s).	1	
<b>PUMP MODULE</b>			
3130-0167	Pump module to be 76" wide (side to side). Includes upper, lower module(s) if applicable.	1	
3130-0523	Side mount pump module. Extruded aluminum with running boards.	1	
3130-0534	Pump panel opening is 51" wide.	1	
3130-0552	Pump module height is 85". Pumper / tanker only.	1	
<b>PUMP PANELS</b>			
3134-0006	The single gauge panel on the driver's side of the side mount module is to be hinged downward. Includes two (2) cable hold opens, and latches.	1	

Salescode	Extended Description	Qty	
<b>PUMP PANELS</b>			
3134-0016	Stainless steel driver and officer side pump panels.	1	
3134-0143	Officer side pump panel to be vertical hinged on forward extrusion. Panel to be (3) pieces with upper (2) panels secured in the closed position with push button latches. Upper panel to be held open with gas shock.	1	
<b>MISC PUMP PANEL OPTIONS</b>			
4460-0003	Pump panel tags color coded per NFPA compliance.	1	
4460-0087	Hose reel blow-out, with Innovative Controls 1/4" valve w/1/4 turn handle.	1	
<b>PUMP MODULE OPTIONS</b>			
3136-0000-202	Air horn switch at pump panel. Switch to be labeled "Evacuation Alert". Location: driver side pump panel.	1	
3136-0003-202	Microphone box, Cast Products. Locate at/in the driver side pump panel.	1	
3136-0006	Two (2) pump compartment heaters are to be mounted in the pump area. Locate as low as possible.	1	
3136-0011	P-Rubber in flex joint(s) between pump module and/or body modules.	1	
3136-0013	Additional Booster Reel Roller Assembly. Locate opposite side of booster reel.	1	
3136-0014	Booster Reel Roller Assembly. Locate to booster reel side.	1	
3136-0058	E-ONE logo mounted one each side on pump module/preconnect panels or at upper body section as shown on approval drawing. Logos to be sized as applicable to available space on panels.	1	
3136-0103	Booster Reel Riser for rollers. Locate with driver side dunnage/hosebed pan rollers.	1	
3136-0138	Pump module storage pan.	1	
3136-0142	Crosslay triple 4.25/4.25/5" wide single stack to hold up to 200' of 2.0" DJ (each) in front lays and 150' to 200' of 2.5" DJ hose in rear lay.	1	
<b>WATER TANK</b>			
4010-0018	1030 Gallon "T" Water Tank. Note: Any foam cell(s) and/or storage options thru the tank will reduce the overall water capacity. Tank capacity is 1030 US gallons / 857 Imperial gallons / 3898 Liters.	1	
4010-0099	Fill tower(s) to be located offset to officer side of water tank.	1	
4010-0511	Water tank and foam cell(s) (if applicable) shall be UPF (United Plastic Fabricating) brand.	1	
<b>WATER TANK OPTIONS</b>			
4020-0056	Tank sleeve for rear or hosebed discharge.	1	

Salescode	Extended Description	Qty	
<b>TANK PLUMBING</b>			
4450-0010	2" tank fill Akron manual valve.	1	
4450-0119	3" tank to pump Akron manual valve w/4" tank connection.	1	
<b>FOAM TANK</b>			
4100-0009-590	30 gallon integral foam tank for Class A foam. Foam tank capacity will reduce the water tank capacity. Tank capacity is 30 US gallon.	1	
<b>LADDER STORAGE / RACKS</b>			
3365-0028	Hard Suction Storage Rack. Driver side compartment top. Includes spring hold downs and scuff plates behind spring mounts (as applicable).	1	
3365-0049	Brand of ladders capable of being carried on unit to be Alco-Lite.	1	
3365-0087-C58	The length of ladders capable of being stored shall be the following: 28' 2-section and 16' roof ladder.	1	
3365-0096	Zico Hydraulic Drop Down Ladder Rack. Includes diamond plate spacer brackets with ladder rack controller located on the officer side pump panel.	1	
3365-0198-198	Storage box for (1) 10' length of hard suction hose. Includes vertically hinged door with latch (wired to door ajar indicator). Reduces selected water tank capacity by approximately 100 gallons where applicable. Locate to driver's side below "T" of water tank.	1	
<b>HANDRAILS / STEPS</b>			
3330-0034	Recessed folding step box. Driver side rear. To accommodate all steps as applicable.	1	
3330-0035	Recessed folding step box. Officer side rear. To accommodate all steps as applicable.	1	
3330-0201	Step rear intermediate embossed tread plate. Locate rear body. Includes hand hold cut-outs on top of the step in place of the hand rail.	1	
3330-0277	Innovative Controls dual lighted LED folding steps rear NFPA. Includes folding steps on driver side rear of the body. (staggered stepped as applicable with tailboard depth) for NFPA hosebed access and handrail mounted on driver side upper hosebed side (as applicable).	1	
3330-0278	Innovative Controls dual lighted LED folding steps rear NFPA. Includes folding steps on officer side rear of the body. (staggered stepped as applicable with tailboard depth) for NFPA hosebed access and handrail mounted on officer side upper hosebed side (as applicable).	1	
3330-0279-060	Innovative Controls dual lighted LED folding step. Location: officer side front compartment face. Each location requires a minimum of (1) handrail per NFPA.	2	

Salescode	Extended Description	Qty	
<b>HANDRAILS / STEPS</b>			
3330-0279-062	Innovative Controls dual lighted LED folding step. Location: driver side front compartment face. Each location requires a minimum of (1) handrail per NFPA.	4	
<b>MISC BODY OPTIONS</b>			
3340-0004	Hosebed above the booster tank. Includes forward hosebed and tower(s) cover plate work (as applicable). Hosebed adjustable divider extrusion in the forward area and rearward area of the hose bed to run full width of the hosebed (as is practical with other hosebed mounted equipment).	1	
3340-0035	Divider Long. To run full length of hose bed (front to rear).	3	
3340-0075	Body mainframe and hosebed side assemblies for a 90" high body.	1	
3340-0093	Mud flaps, rear, black with E-ONE logo.	1	
3340-0110	The rear of each hose bed divider to have a hand hold cut-out(s).	1	
3340-0145	Rub rail for the body and pump area module(s).	1	
3340-0486	Diamond plate single axle wheel well. Includes bolt-on composite wheel well liners and bolt-on polished alum fenderettes.	1	
3340-0792	Body mainframe layout line to be 28". Includes body and all applicable modules.	1	
3340-1648	Anodized aluminum trim on bottom edge of all body compartment openings including pump enclosure if applicable with painted edges.	1	
<b>SCBA BOTTLE STORAGE</b>			
3320-0100	Strap, loop style to retain SCBA bottle(s). Locate one per bottle in each exterior body storage compartment.	1	
3320-0184-497	E-ONE designed (3) SCBA bottle storage driver side rear wheel well offset rearward with hinged door and push button latch. Door material to match wheel well material. Holds standard size SCBA bottles. Upper storage troughs hold standard size 20lbs ABC Extinguisher (10.25"x7"x24") or 2.5 gal Water Extinguisher (9"x7"x24.5") in each trough.	1	
3320-0186-498	Fire Shopp brand (2) SCBA bottle storage with hinged door and push button latch. Door shall have a brushed stainless steel finish. Location: officer side rear wheel well offset forward	1	
3320-0186-500	Fire Shopp brand (2) SCBA bottle storage with hinged door and push button latch. Door shall have a brushed stainless steel finish. Location: officer side rear wheel well offset rearward	1	
3320-0188-495	E-ONE designed Wheel Chock storage compartment driver side rear wheel well offset forward with hinged door and push button latch and wired to "Door Open" indicator inside cab. Door material to match wheel well material. Storage area shall hold (2) Zico Model SAC-44-E or comparable Wheel Chocks (not included).	1	



Salescode	Extended Description	Qty	
<b>PUMPS</b>			
4005-0031	Rating 1500 GPM.	1	
4005-0196	Hale QMAX 1000-2250 GPM single stage pump. Requires primer option.	1	
<b>PUMP CERTIFICATION</b>			
4475-0000	Pump certification 750-2250 GPM (or metric/imperial equivalent).	1	
<b>PUMP OPTIONS</b>			
4015-0018-341	Valve Inlet MIV-E - Hale. Location: 5 in. rear intake.	1	
4015-0022	Mechanical pump seal - Hale.	1	
4015-0029	Hale pressure relief valve.	1	
4015-0037	Engine throttle, vernier.	1	
4015-0047-341	Additional Hale Primer Valve. Located: 5 in. rear intake.	1	
4015-0053-198	Steamers to be Flush + 1". Location: driver's side.	1	
4015-0053-199	Steamers to be Flush + 1". Location: officer's side.	1	
4015-0098	Manual operated master pump drain. The master drain shall be clearly marked and placed in accessible location on pump panel.	1	
4015-0210	Pump cooler with Innovative Control 1/4 turn valve with "T" handle and label.	1	
4015-0231	Pump gear box to be "R" IPOS. For use with QMAX and QMAX-XS pumps.	1	
4015-0238	Hale electric primer (oil-less).	1	
4015-0384	2-Button electric pump shift.	1	
<b>INTAKES</b>			
4440-0005	2.5" Left Intake Akron Manual Valve.	1	
4440-0016	5" right rear intake, no valve.	1	
<b>INTAKE OPTIONS</b>			
4445-0022	Intake adapter 5" FNPT x 6" MNST for rear intake.	1	
4445-0048	Intake pressure relief valve, Task Force Tips.	1	
<b>DISCHARGES AND PRECONNECTS</b>			
4415-0008	1.5" Front bumper discharge Akron manual valve.	1	
4415-0012-654	1.5" Crosslay with Akron manual valve. Location: crosslay 1 & 2.	2	
4415-0014-581	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side discharge 1.	1	
4415-0014-582	2.5" Left Pump Panel Discharge Akron Manual Valve. Location: left side	1	

Salescode	Extended Description	Qty	
<b>DISCHARGES AND PRECONNECTS</b>			
	discharge 2.		
4415-0016-584	2.5" Right Pump Panel Discharge Akron Manual Valve. Location: right side discharge 2.	1	
4415-0022-350	2.5" Left Rear Discharge Akron Manual Valve. Location: left rear discharge.	1	
4415-0028-351	2.5" Right Rear Discharge Akron Manual Valve. Location: right rear discharge.	1	
4415-0034-583	3" Right Pump Panel Discharge Akron Manual Valve (Waterous pumps noted location to be forward lower port). Location: right side discharge 1.	1	
4415-0041	3" Deck Gun Discharge, Akron manual valve. (outlet shall terminate with MNPT threads unless extend gun is install)	1	
4415-0058-655	2.5" Crosslay Akron Manual Valve. Location: crosslay 3.	1	
4415-0176-210	Brass Swivel in Tray center front bumper for Front Bumper Discharge.	1	
4417-0106-L65	Deck gun piping to be positioned centered in deck gun channel.	1	
<b>DISCHARGE OPTIONS</b>			
4417-0175	Innovative Controls push/pull valve controls with locking T handles.	1	
4417-0177	Innovative Controls 3/4" bleeder/drain valve include 1/4 turn T-handle.	12	
4417-0185	Innovative Controls discharge and intake bezels with integral color code and verbiage for side mount pump panel.	1	
4417-0246	Dealer/Customer installed monitor, nozzle and/or tips, make and model as specified.	1	
<b>BOOSTER REEL</b>			
4405-0045-121	Hannay Booster Reel. Reel to have capacity of 200' of 1" (not included). Locate dunnage pan offset to driver side.	1	
<b>GAUGES</b>			
4435-0069	Class 1 ENFO IV system on pump operator's panel.	1	
4435-0083	Innovative Controls 10 LED SL series water tank level gauge. On pump panel.	1	
4435-0084	Innovative Controls 10 LED SL series foam tank level gauge. On pump panel.	1	
4435-0451	Innovative Controls TC Series 2.5" (63MM) pressure gauge with chrome bezel.	12	
4435-0453	Innovative Controls TC Series 4" (100MM) Master pressure gauges with dual chrome bezel. Includes integrated test ports and alarm.	1	
4435-0458	Pump panel pressure gauges to be 0-400 / Master Intake gauge to be 30-0-400.	1	
<b>FOAM SYSTEMS</b>			
4430-0018	1600 Hypro/FoamPro foam system. (Class A foam concentrate only)	1	

Salescode	Extended Description	Qty	
<b>FOAM SYSTEMS</b>			
4430-0079	The foam system performance shall be tested and certified in compliance with the applicable NFPA requirements.	1	
<b>FOAM SYSTEM OPTIONS</b>			
4432-0053-556	Foam system plumbed to 1.5 first crosslay.	1	
4432-0053-557	Foam system plumbed to 1.5 second crosslay.	1	
4432-0053-566	Foam system plumbed to center bumper front jump line.	1	
4432-0053-569	Foam system plumbed to booster reel dunnage pan driver's side.	1	
<b>ELECTRICAL SYSTEMS</b>			
5010-0053	Vehicle data recorder for commercial cab - 2009 / 2016 / 2024 NFPA compliant. Includes occupant detection shown in multiplex display.	1	
5010-0094	Nanoprotech (or equivalent) corrosion inhibiting spray coating to be applied on all exposed electrical connections.	1	
5010-0140	V-MUX2 DTD Electrical system for pumper / tanker / rescue / ARFF.	1	
5010-0144-B13	7" UltraView display for multiplex electrical system. Location: center console.	1	
<b>LIGHT BARS</b>			
5300-0711	Light bar Federal Signal Allegiant 61" LED. Red/White Solaris reflectors with clear lenses. Location: Centered on the front cab roof.	1	
<b>WARNING LIGHTS</b>			
5550-0069	Flash rate for Federal QuadraFlare and/or FireRay LED lower level warning lights to be set at DoubleFlash 150 - Simultaneous.	1	
5600-0105-B13	Hazard (door ajar) light 2" LED. Location: center console.	1	
5600-0594-3RE-4U	Warning light Federal Signal QuadraFlare QL64 LED PR. Surface mounted with bezel. Location: (1) each side NFPA/ULC required lower zone front facing, color will be RED with RED lenses.	1	
5600-0594-3RG-4U	Warning light Federal Signal QuadraFlare QL64 LED PR. Surface mounted with bezel. Location: (1) each side NFPA/ULC required lower zone midship side facing, color will be RED with RED lenses.	1	
5600-0594-3RI-4U	Warning light Federal Signal QuadraFlare QL64 LED PR. Surface mounted with bezel. Location: (1) each side NFPA/ULC required lower zone rear facing, color will be RED with RED lenses.	1	
5600-0773-3RF-4T	Warning light Federal Signal Micro Pulse Ultra model MPS3 LED w/ bezel (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone forward side facing. Note: MicroPulse Series lights are only available with clear lenses.	1	

Salescode	Extended Description	Qty	
<b>WARNING LIGHTS</b>			
5600-0773-3RH-4T	Warning light Federal Signal Micro Pulse Ultra model MPS3 LED w/ bezel (PR) RED with CLEAR lenses. Location: (1) each side NFPA/ULC required lower zone rear side facing. Note: MicroPulse Series lights are only available with clear lenses.	1	
5600-0904-479-4T	Federal Signal PRO LED beacon. Model 300TMP (PR) RED with CLEAR lenses. Location: rear upper body on aerial style brackets.	1	
<b>SIRENS</b>			
5500-0009	Federal PA300 electronic siren recessed (if applicable) mounted.	1	
5500-0024-B13	The primary electronic siren control is to be located center console.	1	
<b>SPEAKERS</b>			
5510-0029-211	Speaker, Federal Signal Dynamax ES100 with "E-ONE" grille through bumper. Location: officer side front bumper.	1	
<b>DOT LIGHTING</b>			
5150-0017	License plate light LED with chrome housing located at the rear of the body.	1	
5150-0022	Marker light LED body package. Commercial pumper bodies only.	1	
5150-0170	Optronics 4" GloLight LED taillights. Includes red LED stop/tail, amber turn and clear back-up.	1	
<b>LIGHTS - COMPARTMENT, STEP &amp; GROUND</b>			
5380-0280	Ground light package TecNiq T440 4" LED - large.	1	
5380-0308	Compartment light package Hansen LED for medium bodies. Includes one light per compartment (two if transverse).	1	
<b>LIGHTS - DECK AND SCENE</b>			
5390-0007	Deck/scene light circuit wiring through chassis reverse. Requires rear deck or scene light.	1	
5390-0152-457	Whelen 600 series gradient Super LED scene lights (PR) with weatherproof connectors. Switch in cab (driver and officer side lights switched separately). Locate (1) each side of body rear facing up high.	1	
5390-0190	Hose bed light Amdor H2O. Locate at the front area of hose bed. Switched with work light switch in cab.	1	
5390-0215-395	Deck Lights - Optronics Model TLL44 (PR). Location: rear body/beavertail area on the trailing edge up high.	1	
5390-0217	Crosslay light Optronics LED model TLL44. Locate to rear of crosslay (SM) and forward of crosslay (TM as applicable). Switched with work light switch in cab.	1	

Salescode	Extended Description	Qty	
<b>LIGHTS - NON-WARNING</b>			
5400-0185	LED pump compartment light (EA).	1	
5400-0224	Engine compartment light Optronics LED Series ILL22 (EA).	1	
5400-0259	TecNiq model E10 pump panel LED light package with (3) lights per side pump panel. Pump panels over 45" may require additional lights. Side mount only.	1	
5400-0262-202	TecNiq model E10 LED pump panel light - additional (EA). Location: driver side pump panel.	1	
<b>CONTROLS / SWITCHES</b>			
5100-0007-198	Foot switch to control electronic siren located driver's side.	1	
5100-0022-202	Push-button hose reel switch. Location: driver side pump panel.	1	
<b>CAMERAS / INTERCOM</b>			
5350-0060	Diamond plate camera shield.	1	
5350-0186	Back-up camera speaker. For use with multiplex electrical system. Located in cab accessible to driver.	1	
5350-0192	Safety Vision back-up camera wired through multiplex display. Video displays automatically when transmission is in reverse. Camera only - does not include monitor.	1	
<b>MISC ELECTRICAL</b>			
5110-0017	Back-up alarm 97 dB.	1	
5110-0219-663	Blue Sea 12V power distribution module model 5032. Location: L1 high on forward wall.	1	
5110-0219-B13	Blue Sea 12V power distribution module model 5032. Location: center console.	1	
<b>LIGHTS - AREA</b>			
5450-0459-407	Fire Research Evolution II 12V LED scene light model FCA510E-V20-SW with internal pull-up pole powder coated white. Includes switch accessible to driver. Location: driver side of pump module forward area.	1	
5450-0459-408	Fire Research Evolution II 12V LED scene light model FCA510E-V20-SW with internal pull-up pole powder coated white. Includes switch accessible to driver. Location: officer side of pump module forward area.	1	
<b>MISC LOOSE EQUIPMENT</b>			
7900-0014	DOT Required Drive Away Kit - Kit includes three (3) triangular warning reflectors with carrying case. This kit is for the end user and is to remain with the truck.	1	
<b>EXTERIOR PAINT</b>			
8100-0089	All applicable pump/pre-connect application modules are to have a sanded finish	1	

Salescode	Extended Description	Qty	
<b>EXTERIOR PAINT</b>			
	(not painted job color). Includes upper and lower pump modules, crosswalk module and/or speedlay/pre-connect module (as applicable). Rear mounted body/pump module to be painted job color.		
8100-0116	Rear body surface to have a sanded finish (not painted job color). Includes hinged doors that do not have discrete sales codes and removable panels.	1	
8100-0396	Undercoating E-ONE. To be applied after customer final inspection.	1	
8100-0775	Commercial cab to be painted by OEM as specified.	1	
8100-0838	PPG brand paint will be used on the E-ONE supplied components.	1	
8100-0839	Paint Body - Small - For Pumpers, Rear Mounts, S/A Tankers and Rescues (non-metallic). Color:	1	
<b>STRIPING</b>			
8300-0042	White rubrail scotchlite insert.	1	
8300-0061-000-G6	Chevron "A" style 6" individual Scotchlite striping full width on rear of body. Includes rear facing extrusions, panels and doors. Colors to be Red/Lemon Yellow.	1	
8300-0330	Single NFPA Scotchlite Stripe - up to 6" wide and straight on cab and the body. Size, color and location as specified by the customer.	1	
8300-0381	Yellow perimeter marking to indicate designated standing / walking areas above 48" high in compliance with NFPA 1900/1901 consisting of individual Reflexite diamonds approximately 1" wide. Steps, ladders and areas with a railing or structure at least 12" high are excluded from this requirement.	1	
<b>GRAPHICS</b>			
8400-0060	Graphics drawing showing striping, lettering and logos. Requires E-ONE installed graphics.	1	
<b>WARRANTY / STANDARD &amp; EXTENDED</b>			
9100-0117	General One (1) year or 24,000 Miles Limited Warranty (RFW0001)	1	
9100-0132	Electrical One (1) Year or 18,000 Miles Limited Warranty (RFW0201).	1	
9100-0136	Body Structure Aluminum Ten (10) years or 100,000 Miles Limited Warranty (RFW0502).	1	
9100-0139	Plumbing and piping (Stainless Steel) Ten (10) years or 100,000 Miles Limited Warranty (RFW0800).	1	
9100-0140	Paint and Finish (Exterior Clear coated) Ten (10) Years Limited Warranty (RFW0710).	1	
<b>SUPPORT, DELIVERY, INSPECTIONS AND MANUALS</b>			

Salescode	Extended Description	Qty	
<b>SUPPORT, DELIVERY, INSPECTIONS AND MANUALS</b>			
9300-0009	Manuals, Operator and Service in digital format.	1	
9300-0012	Pump panel approval drawings. Will be provided on purchased units prior to construction.	1	
9300-0016	Approval Drawings-Standard.	1	
9300-0316	Fire Apparatus Safety Guide published by FAMA, latest edition.	1	
<b>Dealer Supplied Equipment</b>			
L100100	10 ft. Aluminum folding Attic Ladder with Mounting Brackets	1	
T100103	Flathead Axe with Mounts	1	
T100104	Pick Headed Axe with Mounts	1	
L100116	16 ft. Alco Lite Roof Ladder	1	
L100128	28 ft. Two Section Alco Lite Extension Ladder	1	
F100602	3" NST Female by 4" Storz 30 degree elbow with Cap & Chain	1	
G100120	Lettering @ \$2000	1	
D100502	Truck Acceptance @ Emergency One Factory	1	
D100101	In Station Delivery & Orientation	1	
D100205	Custom Suction Storage	3	
D100600	Wheel Chocks	1	
F100100	Akron 6", Quarter Turn Butterfly Valve	2	
H100500	5" Lightweight Suction 10 foot Lengths	4	
P100101	Primer Pump Reservoir	1	
T100100	10 ft. Ultra-Lite Double Griper Pike Pole	2	
T100105	Spanners & Hydrant Wrench Kit Akron 2442	2	
T100106	Storz-Rocker Spanner Kit Akron SS-MP	1	
T100304	50" PAC MOUNT PLATE	1	
E100216	Truck Mounted GPS system	1	
F100669	6X5 Elbow	1	
F100670	5" Cap	3	
F100671	6X5 Reducer	3	
H100107	Booster Hose 1 inch Lightweight 100ft	2	



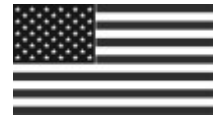
596 RICHMOND ROAD  
HINESBURG, VERMONT 05461  
(802) 482-2155  
FAX (802) 482-2962

# QUOTATION

## TRUCK BODIES SALES & SERVICE

- Dump Bodies (Steel & Stainless)
- Stake/Platform Bodies (Steel & Aluminum)
- Forestry - Chip Bodies
- Custom Bodies • Tool Boxes
- Conversion Hoists
- Product Documentation & Layout

NO. 23113



MAKE & MODEL:	
2025 RAM 3500	
COLOR:	C.A.:
NATURAL	60" / DRW
TRANSMISSION:	

TOWN OF WAITSFIELD  
9 BRIDGE STREET  
WAITSFIELD, VT 05673  
ATTN: JOSH

**THANK YOU FOR YOUR INQUIRY. WE ARE PLEASED TO OFFER THE FOLLOWING PROPOSAL.**

DATE	CUSTOMER PHONE #	YOUR INQUIRY NO. & DATE	F.O.B.	TERMS
03/12/2025	(802) 496-2218		HINESBURG, VT	NET 30
—QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT—
1	IROQUOIS HEAVY DUTY ARROW-LITE SERIES ALUMINUM STAKE/PLATFORM BODY MODEL 14013-1 LENGTH: 9'4" WIDTH: 96" 100% HEAT TREATED ALUMINUM ALLOY CONSTRUCTION HEAVY DUTY EXTRUDED ALUMINUM RAILS: 6063-T6C WITH .250 (1/4") WALL AND .5 (1/2") WEB HEAVY DUTY EXTRUDED ALUMINUM FLOOR: 6063-T6C WITH .125 (1/8") WALL AND I-BEAM STYLE CROSS BRACING ON 3" CENTER (INTERLOCKING PLANKS) 6" ALUMINUM STRUCTURAL CHANNEL LONGSILLS, REINFORCED FOR HOIST SYSTEM RECESSED STAKE POCKET HOLES, SIDES & ENDS (REINFORCED TO RAIL & FLOOR) 45 DEGREE CORNERS WITH CAST ALUMINUM INSERTS 42" HIGH SQUARE STYLE ALUMINUM HEADBOARD WITH INTEGRATED FULL WIDTH SCREEN WINDOW, BRACED WITH 1/2" X 3" FRAME AND VERTICAL SUPPORTS RECESSED THRU-RAIL INSTALL ONE (1) STROBE LIGHT BRACKETS AT CENTER OF HEADBOARD, RUN PROTECTIVE LOAM DOWN FRONT 10" REAR "BRIGHT-TREAD" ALUMINUM DIAMOND PLATE REAR APRON WITH RECESSED LED STOP, TAIL, DIRECTIONAL AND BACK UP LIGHTS, ANGLED (SEALED SYSTEM) ICC LED CLEARANCE LIGHTS & REFLECTORS (RECESSED INTO 45 DEGREE CAST ALUMINUM CORNERS)			



—QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT—
	ONE (1) PAIR REAR MUD FLAPS		
	ONE (1) PAIR POLY FENDERS WITH ALUMINUM BODY MOUNTING		
	BRACKETS, MOUNT AS HIGH AS POSSIBLE, CUSTOMER MAY USE TIRE CHAINS		
	HITCH PLATE WITH RECIEVER ONLY, TWO (2) SAFETY LASHING		
	RINGS, SEVEN POLE TRAILER PLUG & ICC UNDERIDE		
	IROQUOIS CLASS 20 HOIST MODEL IMC-20-EDA-SF, 10.1 TON		
	CAPACITY, DOUBLE ACTING, FULL LENGTH SUBFRAME, LOW-		
	MOUNT SERIES, SAFETY BRACE, 12 VOLT ELECTRIC HYD		
	OPERATED, CAB MOUNTED PENDENT CONTROLS		
	WHELEN LED AMBER STROBE / WARNING LIGHT SYSTEM:		
	CONSIST OF ONE (1) R1LPPA MINI JUSTICE 22" SUPER LED		
	LIGHTBAR MOUNTED CENTER OF HEADBOARD, TWO (2) 5G		
	SUPER OVAL LED RECESSED IN THE REAR APRON, RUN ALL TO OEM CAB SWITCH		
	TWO (2) MAXXIMA LED WIDE ANGLE ALL-WEATHER REAR WORK		
	LIGHTS, RECESSED INTO HEADBOARD AND RUN TO OEM CAB SWITCH		
1	FISHER XV2 V-PLOW SYSTEM		
	10 1/2 FT. LENGTH		
	MINUTE-MOUNT 2 SYSTEM (SINGLE RELEASE HANDLE		
	ATTACHMENT/DETACHMENT SYSTEM).		
	EXCLUSIVE "TRIP EDGE DESIGN".		
	XTREME-V 12 VOLT ELECTRIC HYDRAULIC SYSTEM W/MULTI-		
	PLEX TECHNOLOGY (50% FASTER THAN PREVIOUS SYSTEMS)		
	INSTA-LOCK DOUBLE ACTING CYLINDERS.		
	COMPLETE WITH NEW INTENSI-FIRE "LED" HEATED HEADLIGHTS		
	PLOW MARKERS		
	HAND HELD FISHSTIK CAB CONTROLLER		
	STAINLESS STEEL MOLDBOARD		
	FLARED / TAPERED WING DESIGN, 8" TALLER AT OUTER EDGE		
	FOR SUPERIOR SNOW ROLLING.		
	FORMED CENTER EDGE, ELIMINATES SNOW PASS THROUGH.		
	70 DEGREE ATTACK ANGLE FOR IMPROVED SWEEPING, BETTER		
	ICE BREAKING & SCRAPING.		
	BOLT ON CUTTING EDGE		
	10" RUBBER SNOW DEFLECTOR		
	*TWO YEAR PARTS AND LABOR WARRANTY*		
1	***DNU***STEELCASTER 9' 3.0YD ELECTRIC		
	TEMPEST SERIES		
	STAINLESS STEEL TEMPEST HOPPER SPREADER.		
	-MODEL 98540		
	LENGTH: 9 FT / 4.0 CU. YARD CAPACITY		
	STAINLESS STEEL HOPPER CONSTRUCTION WITH WRAP		
	AROUND RIVETED CONSTRUCTION.		
	TWO (2) STAINLESS STEEL HOPPER SUPPORTS, PER SIDE.		
	16 1/2" WIDE CONVEYOR WIDTH.		
	INVERTED V (CONVEYOR BRIDGE FOR EXTENDED CONVEYOR		
	LIFE.		
	DUAL ELECTRIC MOTORS (TWO (2) INSTA-START 12 VOLT		
	ELECTRIC MOTORS PROVIDE QUIET, RELIABLE AND		
	INDEPENDENT CONTROL OVER THE CONVEYOR AND SPINNER)		
	VARIABLE IN-CAB CONTROLS: DUAL VARIABLE SPEED		

—QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT—
	CONTROL ALLOWS YOU TO PRECISELY MATCH MATERIAL		
	DELIVERY AND SPREAD PATTERNS COMPLETE COMPACT		
	DESIGN WITH LED READOUT, DEDICATED BLAST BUTTON AND		
	ALERTS DRIVER WHEN HOPPER IS EMPTY.		
	DUAL-SWING DESIGN CHUTE (FULLY ADJUSTABLE SHUTTER		
	DEFLECTOR).		
	INNOVATIVE CHUTE DESIGN (REDUCES MATERIAL WASTE).		
	TOP SCREEN.		
	FOUR (4) RATCHET STRAP TIE-DOWNS.		
	REAR DUMP BUTTON (ALLOWS YOU TO UNLOAD MATERIAL		
	FROM REAR).		
	REAR WORK LIGHT BUTTON (LIGHT NOT INCLUDED).		
2	PRI WORK LIGHT KIT-FLEET FLEX INSTALLED AT REAR		
	<b>** INSTALLED</b>		<b>\$ 40,545.00</b>

If you require any additional information, please contact us.  
Quotation subject to change without notice after 30 days.  
BY SHAWN LYMAN

**THANK YOU**

EARLE'S TRUCK REPAIR, INC  
 PO BOX 14  
 59 NORTH CAMPBELL RD.  
 CENTER RUTLAND VT 05736  
 802-773-9198

Estimate #48270

TOWN OF WAITSFIELD

-fold here -

Vehicle : 2025 FORD F350 60CA DRW  
 Fleet # : 25-F350  
 Created : 1/28/2025 6:29:05 PM  
 Contact : JOSH ROGERS (802-595-4896)

Last Mileage : 0  
 Odometer In : 0  
 Odometer Out : 0  
 RO Reference : 47366

**Labor/Notes**

Qty	Code/Tech*	Description	Unit Price	Price
1		BODY SHOP LABOR	\$13,230.00	\$13,230.00
		INSTALL EBY ALUMINUM 9' PLATFORM DUMP. INSTALL EBY PINTLE PLATE ASY WITH 2.5 RECIVER TUBE. 7 WAY TRAILER PLUG		
		OPTION INSTALL 30" EBY TOOL BOX ON ONE SIDE UNDER BODY ADD 705.00		
		OPTION FOR STROBES AND LED BACK UP LIGHTS FOR EBY FLATBEDS WELD TWO ROUND DISCS TO BOTH SIDES OF HEADBOARD, INSTALL ROUND LED STROBES AND WIRE UP TO UPFITTER SWITCH, INSTALL LED SPOT LIGHTS ON REAR TAILPAN AND WIRE UP TO REVERSE. ADD 1050.00		
1		PLOW SETUP FEE	\$9,219.00	\$9,219.00
		INSTALL FISHER 8'6"-10 XLS PAINTED WITH LED PLOW LIGHTS PRICE INCLUDES MUNICIPLE DISCOUNT OF 855.54		
1		SANDER SETUP FEE	\$8,273.82	\$8,273.82
		INSTALL WESTERN MARUDER 400C STAINLESS ELECTRIC SANDER 4-CU-YD CHAIN DRIVE AND WITH STRAPS PRICE INCLUDES MUNICIPLE DISCOUNT OF 594.68		
		OPTION INSTALL REAR WORK LIGHT PRIMARY ADD 303.00 OPTION INSTALL REAR WORK LIGHT SECONDARY ADD 163.00 OPTION INSTALL VIBRATOR ADD 485.00		

Labor	\$30,722.82
Parts	\$0.00
Sublet/Misc.	\$0.00
Other Charges	\$0.00
Charges	\$0.00
Sales Tax	Tax @ \$0.00 * 7.0000% \$0.00
<b>Estimate</b>	<b>\$30,722.82</b>

EARLE'S TRUCK REPAIR, INC

PO BOX 14

59 NORTH CAMPBELL RD.

CENTER RUTLAND VT 05736

802-773-9198

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page 2

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Estimate #48270

Vehicle : 2025 FORD F350 60CA DRW

---

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or Inspection. (We accept Visa, Mastercard, Discover and American Express. There will be a 3.5% Processing Fee added for credit card transactions.)

Customer Signature \_\_\_\_\_

Estimates are valid for 30 days.

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, March 10, 2025**

4 **Draft**

5  
6 **Members Present:** David Babbott-Klein, Fred Messer, Brian Shupe, Larissa Ursprung

7 **Staff Present:** York Haverkamp, Town Administrator; Steve Lewis, Town Treasurer

8 **Others Present:** Karen Cetinkaya, John Crown (MRVTV), Mike Schavone

9  
10 **I. Call to Order:** The meeting was called to order at 6:30 pm. The meeting was held in person at  
11 the Waitsfield Town Office and remotely via Zoom.

12  
13 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

14 Some minor adjustments were made to the agenda.

15  
16 **2. Public Forum.**

17 Nobody requested time to address the Board.

18  
19 **3. Organizational Meeting.**

20 Elect a Chair – Mr. Shupe accepted a nomination to serve as Chair and was elected unanimously.

21  
22 Elect a Vice Chair – Ms. Ursprung accepted a nomination to serve as Vice-Chair and was elected  
23 unanimously.

24  
25 Meeting Schedule – It was agreed to schedule a meeting for March 31, 2025, and to otherwise  
26 meet regularly on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month, with a calendar to be established to  
27 adjust the schedule for Monday holidays and other dates known in advance to differ from the  
28 regular schedule.

29  
30 Newspaper of Record – The Valley Reporter was designated as the newspaper of record.

31  
32 Review Rules of Procedure – Mr. Haverkamp had incorporated some edits based upon recent  
33 municipal ethics legislation. The draft was adopted unanimously as presented, with it being  
34 agreed that the Rules will be reviewed again once all Board members have completed the  
35 required Ethics Training.

36  
37 Review Work Plan – it was agreed to postpone this in order to provide more time for Board  
38 members to review the Plan; it was also agreed that each member will rank the items currently  
39 listed in the Plan before a discussion is held.

40  
41 Code of Ethics review – Mr. Shupe reiterated that this is now a required State training, to be  
42 completed by each Board member as well as other Town staff and volunteers.

43  
44 **4. FY25 Budget status report – Steve Lewis.**

45 Mr. Lewis had provided a memo prior to the meeting, and provided some highlights of the  
46 current budget status for Board members. He noted that revenues are coming in as expected,  
47 although the Town is waiting on some grant reimbursements, and that total expenses have

48 been lower than anticipated. There was some discussion regarding simplification of the  
49 reserve fund structure; this will be discussed further with Sandy Gallup at an upcoming  
50 meeting.

51

## 52 **5. Liquor License Renewals Mad River Exchange Liquor License first renewal.**

53 Mr. Shupe explained the Town's protocol regarding in-person renewals for the first three years  
54 of holding a license. Karen Cetinkaya was present to represent Mad River Exchange, and  
55 explained the venue's current operations, which generally consist of private events for which  
56 she and her partner run the bar service.

57 **MOTION:** *Mr. Curtis made a motion to authorize the Town Clerk to approve a renewal of the*  
58 *Mad River Exchange Liquor Licenses. The motion was seconded by Mr. Messer, and passed*  
59 *unanimously.*

## 60 **6. Tobacco Substitute License – Village Grocery.**

61 Mike Schavone was present, as this is the first renewal of this license, and tobacco substitute  
62 license renewals also require the initial period of in-person renewals. No issues were raised by  
63 either Mr. Schavone or Board members.

64

65 **MOTION:** *Mr. Messer made a motion to authorize the Town Clerk to approve a renewal of the*  
66 *Village Grocery Tobacco Substitute License. The motion was seconded by Ms. Ursprung, and*  
67 *passed unanimously.*

## 68 **7. Town Meeting 2025 debrief and approve minutes from Town Meeting 2025.**

69 There was some discussion regarding creating a group of people to plan for organizing child  
70 care, the provision of food, and general promotion of attendance at next year's Meeting; this  
71 will be proposed in more detail in late 2025/early 2026.

72

73 Mr. Messer raised the matter of the condition of the roadway between Route 100 and the Post  
74 Office, which was also brought up during Town Meeting. The degradation of the surface has  
75 led to multiple complaints, as well as an ADA compliance issue. It was discussed that the new  
76 owners of the shopping center may possibly coordinate with the Town's summer paving  
77 schedule.

78

79 **MOTION:** *Mr. Messer made a motion to reach out to the owners of both the Mad River Green*  
80 *and Village Square shopping centers regarding the coordination of paving efforts, once Charlie*  
81 *Goodman has received estimates from Pike Industries for the Town's summer paving projects.*  
82 *The motion was seconded by Mr. Curtis, and passed unanimously.*

83

## 84 **8. Review appointments & reappointments to Boards, Committees, & Commissions.**

85 Mr. Haverkamp had received responses from most of those whose appointments are up; Mr.  
86 Messer noted that there are some errors in the membership list which should be corrected, and  
87 it was agreed to postpone reappointments until the next Board meeting so those mistakes may  
88 be addressed.

89

90 **MOTION:** *A motion to appoint Robin Morris to the Water Commission for a one-week term*  
91 *beginning on March 11, 2025 passed unanimously.*

92 **9. Discuss and consider authorization for the purchase of a Road Crew Truck.**

93 The truck specifications and bid paperwork were available in the meeting packet; it was  
94 explained that another \$25-30K will be needed to outfit the vehicle once it is has been  
95 delivered. It was agreed that this vehicle is needed due to the increase in the Road Crew staff  
96 and the additional responsibilities associated with that increase.

97 MOTION: Mr. Curtis made a motion to approve the purchase of a Regular Cat 3500 4x4 chassis  
98 for the proposed bid amount of \$70,035 from Stone Motors, using unassigned funds. The  
99 motion was seconded by Mr. Babbott-Klein, and passed unanimously.

100 **10. Consent Agenda.**

101 **APPROVAL:** *The Consent Agenda was approved with no objections or concerns raised.*

102

- 103 • Approve Warrants and Bills Payable
- 104 • Approve Minutes of 03-03-2025
- 105 • Assistant treasurer (Sandy Gallup) contract extension

106

107 **11. Selectboard Roundtable.**

108 Mr. Curtis offered a reminder that the Town Report needs to be posted to the web site; Mr.  
109 Haverkamp will do so. He will also address other site changes needed now that the Board has  
110 been reconfigured and he has taken on the Town Administrator position.

111 **12. Town Administrator Report.**

112 Mr. Haverkamp reported that he has been attending Wait House Commission meetings, and  
113 that he will join an upcoming meeting with building tenants to update the maintenance list. He  
114 also explained that he will be working at the Wait House for several hours each week, to help  
115 promote the community aspect of the building.

116 Mr. Haverkamp indicated that he is working to design and implement a Town calendar, to be  
117 used in reserving common spaces in the Wait House, the Town Office, and Town recreation  
118 fields.

119 Installation of an earthen ramp at the Wait House, to provide ADA accessibility, was discussed.  
120 The estimated cost is approximately \$1K; it is anticipated that the use of reserve funds will be  
121 requested for this. Confirmation that this ramp will be ADA compliant will be necessary.

122 Board members requested that Mr. Haverkamp respond to a recent communication from the  
123 State regarding the Town's need for a reappraisal to be initiated, for which initial steps have  
124 been taken.

125 Mr. Haverkamp noted that he had looked into the need for a permit to be issued for public  
126 gatherings such as the protest held recently during JD Lance's visit to the area; it was agreed  
127 that no such permit is necessary. Noted in particular was that the highway ROW at the  
128 cemetery site on Route 100 is available for public access.

129 **V. Other Business**

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

131 **VI. Adjourn**

132 The meeting adjourned at 6:49 pm.

133 Respectfully submitted,

134 Carol Chamberlin, Recording Secretary





Drinking Water and Groundwater Protection Division

OFFICIALS CONTACT FORM

## Officials Contact Form – Signature Sheet

### Owner Signature/Certification:

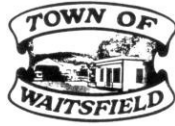
This form must be signed by the Water System Owner or a representative of the Owner who has been granted legal authority to sign on behalf of the Owner. Authorized individuals include a principal/member of the owning entity registered with the Vermont Secretary of State Corporations Division, a board president, committee chair, or other legally-authorized individual.

Printed Name:	Title:
Signature:	Date:

**Certification Statement:** I hereby certify that the statements and representations made in this document are true and accurate to the best of my knowledge. I also certify that I am the **Water System Owner or have the lawful authority to sign on the Owner's behalf**. I understand that "[a]ny person who knowingly makes a false statement, representation, or certification as to any material fact in any application, record, report, plan, testing result, or other document filed or required to be maintained shall be fined not more than \$10,000.00 or be imprisoned for not more than six months or both." 10 VSA § 1681(c)

Submit Electronically using the Division ANR Online Site: <https://anronline.vermont.gov/>

This form and related environmental information are available electronically via the internet. Please visit our website at [www.dec.vermont.gov/water](http://www.dec.vermont.gov/water)



March 21, 2025

**Town of Waitsfield, Vermont**

From the Selectboard and the Town administrator

4144 Main St. Waitsfield, VT 05673

Addressed to: Crosspoint Associates  
188 Needham St. | Suite #255 Newton, MA | 02464

**Subject: Roadway Condition & Paving Opportunity**

Dear Lorena and Jonathan,

c/o Crosspoint Associates

I'm reaching out on behalf of the Town of Waitsfield Selectboard regarding the condition of Mad River Green Road, and a time-sensitive opportunity we want to bring to your attention.

As you are likely aware, the Mad River Green Road serves as a vital access route to essential businesses and services. The Town received multiple complaints from community members about the deteriorating state of the roadway, particularly regarding potholes and surface damage. Additionally, we are aware of concerns that the road may not be in compliance with ADA accessibility requirements, which presents challenges for individuals with disabilities.

The Board understands that maintaining private roadways can be costly, which is why we wanted to bring a potential cost-saving opportunity to your attention. The paving company currently contracted to work on several Town roads near your property, including the Slow Road, expressed interest in providing you with a quote for repaving the roadway. Since they are already mobilized in the area, the cost of paving may be significantly lower than if done independently at a later date.

We strongly encourage you to consider this opportunity, as improving the road would benefit the Mad River Green businesses and their customers and enhance accessibility and safety for all community members who rely on this route daily. If you are interested, we would be happy to connect you with the paving company to discuss the details further.

Please let me know if you would like to explore this option or if you have any questions. We appreciate your attention to this matter and look forward to working together to improve this important roadway.

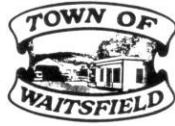
Best regards,

**York Haverkamp**

**Waitsfield Town Administrator**

[townadmin@gmavt.net](mailto:townadmin@gmavt.net)

(802) 496-2218 ext.5



Town of Waitsfield  
4144 Main Street  
Waitsfield, VT 05673

March 19, 2025

Jill Remick, Director  
Property Valuation and Review Division  
State of Vermont  
133 State Street  
Montpelier, VT 05633-1401

Dear Director Remick,

Thank you for your letter dated February 3, 2025, regarding the reappraisal requirements under 32 V.S.A. § 4041a. We appreciate your detailed guidance and the resources provided to assist municipalities with compliance.

In response to your communication, we would like to inform you that the Town of Waitsfield has initiated steps to address the reappraisal requirements. Specifically:

- Request for Proposals (RFP): We have issued an RFP to identify qualified appraisal contractors for the townwide reappraisal. We are actively reviewing bids received from appraisers and are working toward selecting a contractor for this project.
- Budget Planning: Discussions with our selectboard are underway to finalize a budget that ensures the successful completion of the reappraisal process.
- Compliance Documentation: We are reviewing the RA-308 form and other required documents as outlined on the PVR website. These will be completed and submitted promptly as part of our planning efforts.

We understand the importance of adhering to the six-year reappraisal cycle and addressing any Coefficient of Dispersion (COD) concerns. Our team is committed, to the best of our ability, at meeting these requirements and ensuring compliance with state statutes.

Should you require any additional information or documentation at this time, please do not hesitate to reach out. We appreciate your support and look forward to continued collaboration throughout this process.

Sincerely,

The Waitsfield Selectboard

# Regional Emergency Management Committee Appointment Form

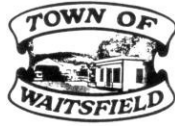
May 01, 2025 To April 30, 2026

The Town of Waitsfield appoints the following Emergency Management Director (or designee) and Emergency Services Representative to represent the town on the Central Vermont Regional Emergency Management Committee for a one-year term starting on May 1, 2025 and ending April 30, 2026.

	Name	Phone	Email	Check if designated as a Proxy Voter*
Emergency Management Director/Designee:	Fred R. Messer	(802)793- 2238	fmesser@madriver.com	<input type="checkbox"/>
				<input type="checkbox"/>
Emergency Services Representative:	Howie McCausland	(802) 989- 2541 (802) 496- 8888	howie@middlebury.edu	<input type="checkbox"/>

\_\_\_\_\_  
Brian Shupe  
Chair, Town of Waitsfield Selectboard

\* the EMD/designee can give the Emergency Services representative their voting proxy for REMC voting issues OR the Emergency Services representative can give the EMD/designee on the REMC their voting proxy.



# TOWN OF WAITSFIELD

## Request for Proposal: Roofing Services for the Waitsfield General Wait House

### 1. Project Overview

The Town of Waitsfield, Vermont, is seeking proposals from qualified roofing contractors to replace the roof on the General Wait House, located at **4061 Main Street, Waitsfield, Vermont 05673**. This project aims to enhance the long-term durability and protection of this historic building.

### 2. Proposal Requirements

Interested contractors should submit a detailed proposal addressing the following project components:

#### Roofing Options (See Attached Drawing)

- Provide four separate quotes for:
  - **Black standing seam roofing on Main building (in blue) and Barn (in red)**
  - **Black corrugated roofing on Main building (in blue) and Barn (in red)**

#### Porch Roofing

- Install a **rubber membrane roof** on a **20-square** porch.

#### Main Roof Replacement

- **Half of the building (approx. 238 squares)**
  - Remove and dispose of existing cedar shingles.
  - Prepare for installation of either **black standing seam** or **black corrugated roofing** (*See drawing in blue*).
- **Other half of the building (approx. 75 squares)**
  - Remove and dispose of existing cedar shingles.
  - Install either **black standing seam** or **black corrugated roofing** (*See drawing in red*).

#### Additional Requirements

- Inspect and repair the underlying roof deck as needed.
- Install a complete roofing system, including underlayment and flashing.
- Ensure proper ventilation.



- Clean up and remove all project-related debris.

### 3. Proposal Requirements

Submitted proposals should include the following:

- **Company profile and qualifications**
- **Proposed roofing materials and system specifications**
- **Detailed project timeline and milestones**
- **Comprehensive cost breakdown** for both black standing seam and black corrugated roofing options
- **Warranty information** for materials and workmanship
- **Proof of insurance and relevant certifications**
- **References** from similar projects

### 4. Evaluation Criteria


Proposals will be evaluated based on:

- Quality of proposed materials and installation methods
- Contractor's experience and qualifications
- Overall project cost and value
- Proposed timeline and completion schedule
- Warranty terms and coverage

### 5. Submission Instructions

**Submission Deadline:** April 14, 2025

**Proposals must be submitted via email or mail:**

 **Email:** townadmin@gmavt.net (*Subject: General Wait House Roof Bid*)

 **Mail:**

Town of Waitsfield  
4144 Main Street  
Waitsfield, Vermont 05673


### 6. Project Timeline



- **RFP Release Date:** March 21, 2025
- **Proposal Submission Deadline:** April 14, 2025
- **Project Start Date:** As soon as possible

### 7. Site Visit



Contractors interested in scheduling a site visit should contact:

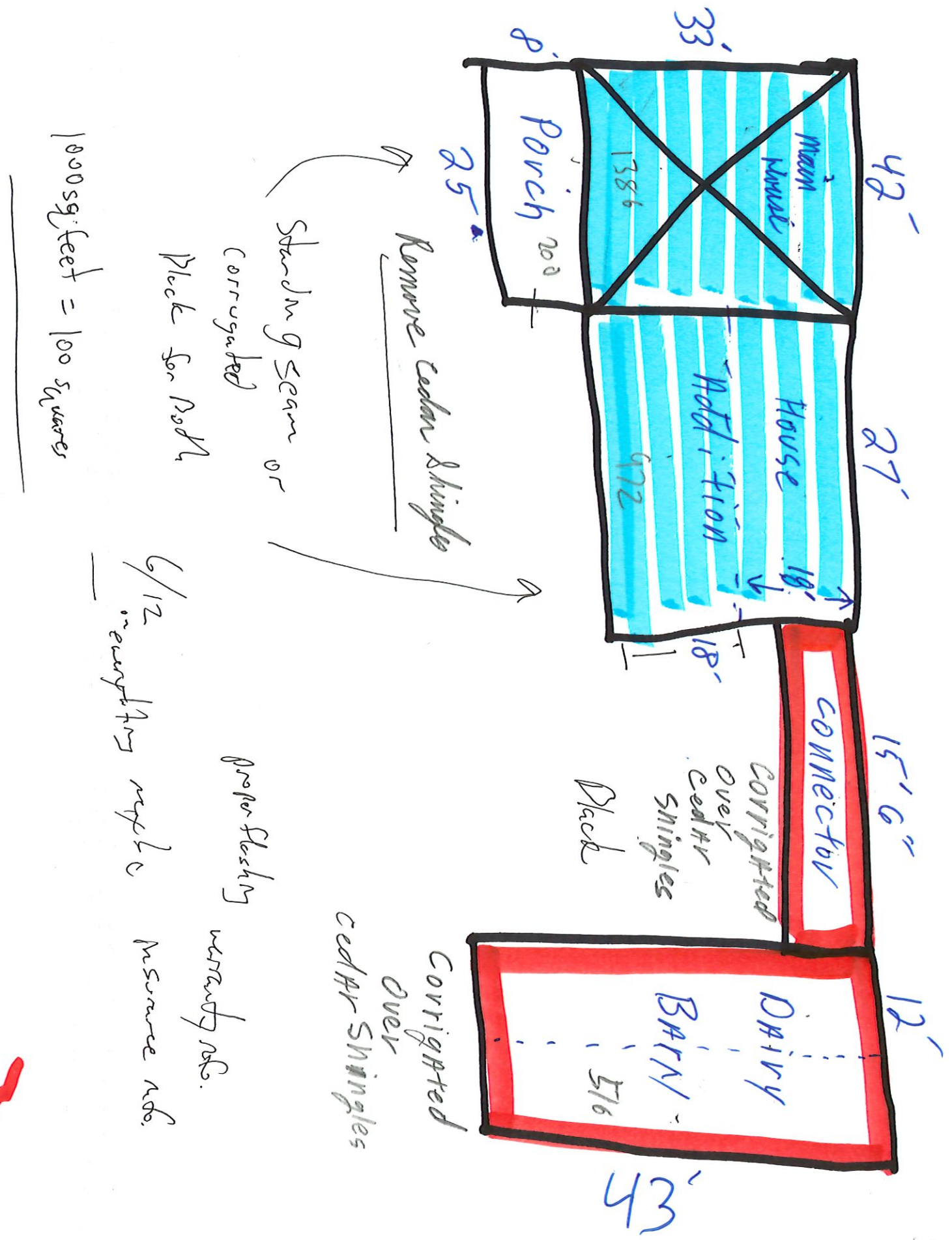
 **York Haverkamp, Town Administrator**

 townadmin@gmavt.net |  (802) 496-2218 ext. 5

## 8. Questions & Clarifications

All questions regarding this RFP must be submitted in writing to **York Haverkamp** at **townadmin@gmavt.net** or by phone at **(802) 496-2218 ext. 5**.

The **Town of Waitsfield** reserves the right to reject any or all proposals and to select the contractor that best meets the town's needs.



1000 sq. feet = 100 squares





## VCDP Implementation Grant 2024

Organization: Town of Waitsfield

GRANT IDENTIFIER #  
07110-IG-2024-Waitsfield-14

### Public Hearing Notice:

For publication on or before March 20<sup>th</sup>,  
2025  
Tear Sheet Requested

### Notice of Public Hearing

The Town of Waitsfield is considering making application to the State of Vermont for a Vermont Community Development Program (VCDP) Implementation Grant 2024 under the Vermont Community Development Program. **A public hearing will be held at 3:00 pm on April 4<sup>th</sup>, 2025 at the Village Meeting House** at 4355 Main Street, Waitsfield to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

The proposal is to apply for \$1,000,000 in Vermont Community Development Program (VCDP) funds to support the Waitsfield Community Wastewater Project, a critical infrastructure initiative serving the villages of Irasville and Waitsfield Village. This project will establish municipal wastewater infrastructure, collecting wastewater from homes and businesses, transporting it to the town-owned Munn Site, and providing advanced treatment and disposal for 89,000 gallons per day. By replacing 111 aging and failing private wastewater systems, the project will protect water quality, public health, and environmental sustainability. Additionally, the project will create 19,187 gallons per day of capacity for new connections, supporting new housing opportunities and economic growth in the Mad River Valley.

Copies of the proposed application are available at the Town Office at 4144 Main Street and may be viewed during the hours of 8:00 am – 4:30 pm M -Th and 8:00 am – 1:00 pm Friday. Should you require any special accommodations, please contact York Haverkamp at 802-496-2218 ext.5 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of  
Waitsfield

Copy submitted by: York Haverkamp  
Email: townadmin@madriver.com  
Phone: 802-496-2218 ext.5

## Local Emergency Management Plan

### 1. Emergency management planners

*These are the people who wrote and maintain this plan. This must include the EMD.*

Sid Pollock – VEM, Fred Messer – EMD, Larissa Ursprung – Selectboard Vice Chair, Peter Colgan – Rotary Club, Clare Ireland – EMC, York Haverkamp – Town Administrator, Alice Peal - EMC

### 2. Municipal emergency operations center (EOC)

*The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.*

Which municipal position(s) can activate the EOC?

Selectboard Members, Town Administrator, EMD, EMC

#### **Preferred EOC positions and duties**

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC Assistant	Provide support to EOC Director as needed

#### **Potential EOC staff members**

<i>Name</i>	<i>Qualified position(s) and notes</i>
Fred Messer	All
Clare Ireland	All
Alice Peal	All
York Haverkamp	EOC Assistant
Larissa Ursprung	EOC Assistant

#### **Primary EOC location**

Facility address:	Waitsfield Town Office, 4144 Main St., Waitsfield
Phone numbers:	802-496-2218
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

	Note: Initially, the EOC may be conducted virtually via Zoom at the discretion of the EMD/EMC, Town Administrator, or Select Board member. Thus, allowing EOC staff and Select Board members to coordinate activities from their private residences or other geographically dispersed locations. EMD/EMC will coordinate with Town Administrator so as either can host the Zoom meeting. Participation will be controlled by the Zoom host and limited to individuals identified on the ICS chart attached to this document, plus Select Board members.
<b>Alternate EOC location (if applicable)</b>	
Facility address:	Mad River Valley Ambulance Service, 4177 Main St., Waitsfield
Phone numbers:	802-496-8888 Office 802-496-4440
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

### 3. Resources

<b>Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.</b>		
Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.		
EMD - \$10,000 EMD, IC or designee, Town Administrator or designee - Up to \$100,000.00 with agreement of two selectboard members.		
<i>Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.</i>		
<b>Town or city owned resources (if applicable)</b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
<b>Businesses with standing municipal contracts (if applicable)</b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Water system operators	Simon Operation Services (Nate Fredericks)	(802) 741-2411 (emergency only #)

Winter salt	Barrett Trucking (Cargill)	(802) 863-1311
Winter salt	DuBois/Newton (American Rock Salt)	(802) 223-5288
Power	Green Mountain Power	1-888-835-4672
Telecom	Waitsfield Telecom	(802) 496-3391 1-800-496-3391
Propane	Wards Energy Brian Jenkins (802)825-6051	800-633-8253 (802) 496-6023 Office Hrs
Generator maintenance/repair	Brookfield	1-866-768-3797
<b>Other local resources (if applicable)</b>		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Rotary Club	Peter Colgan	<a href="mailto:Peter.colgan@gmail.com">Peter.colgan@gmail.com</a> 781-771-5568 M
Soup/Sandwiches	Village Grocery	802-496-4477 802-377-9631 talmagejustice@gmail.com
Volunteer Transport	Free-Wheeling	802-249-3427 mrvfreewheelin@gmail.com
Snow Mobile, ATV	MRVAS	802-496-8888 802-496-4440 802-496-3600 <a href="mailto:mrvas@madriver.com">mrvas@madriver.com</a>
Financial Support	Mad River Community Fund	802-496-3638
Veterinary/Pet Boarding	Valley Animal Hospital	802-496-3006
Tree Services	Whitney Tree Service	802-496-9975
Excavating	Kingsbury Construction	802-496-2205
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police Special Teams</li> <li>• Swiftwater rescue teams (both local and VT-TF1)</li> <li>• Regional shelter support</li> <li>• Subject matter expertise from state government agency or federal response agency</li> </ul> <p>State support and resources the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> <li>• Supplies and equipment</li> <li>• VTrans equipment and personnel</li> <li>• Vermont National Guard support</li> </ul> <p><i>The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

**National Incident Management System (NIMS) typed resources\* (if applicable)**

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

\*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

*During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.*

*Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.*

*Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.*

*Please consider what those needs may be, and how those needs can be met.*

Local VT-Alert managers and managers of other notification systems (if applicable):

Fred Messer, Clare Ireland

Important local websites or social media channels (if applicable):

Town Website: [www.waitsfieldvt.us](http://www.waitsfieldvt.us)  
 Town Facebook: <https://www.facebook.com/Town.of.Waitsfield>  
 Mad River Valley FPF

Local newspaper, radio, TV (if applicable):

Valley Reporter Facebook (social media)  
 Lisa Loomis: (802) 496-3928  
 WMRW (community radio): (802) 496-4951  
 WDEV (radio): (802) 244-7321  
 MRVTV: 802-583-4488 [tv@mrvtv.com](mailto:tv@mrvtv.com)

Public notice locations:  
 These are physical locations that you are required to post meeting notices per [17 V.S.A. § 2641](#). Two must be in town and the third must be in or near the town clerk's office.

Waitsfield Town Offices  
 Village Grocery bulletin board  
 Post Office bulletin board  
 Front Porch Forum

*Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.*

## 5. Organizations and communities requiring additional coordination

*This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.*

<i>Organization or community</i>	<i>Contact information or method of coordination</i>	<i>Notes</i>
Evergreen Place, 5308 Main St. (Senior Housing) EOP attached	Downstreet * 802-476-4493	Senior Center and Meals on Wheels – 802-496-2543
Verd Mont Park, Verd Mont Rd. (Mobile Home Park) Off Tremblay Rd.	Downstreet * 802-476-4493	
Mad River Meadows, 144 Butcher House Dr. (Senior and Disability Housing)	Downstreet * 802-476-4493	*NOTE: Downstreet manages the first three properties. The above number is the weekday office number. After Hours, call 802-229-6563. This number is for Always Answering dispatch. They would notify Downstreet. Refer to Evergreen EOP for more specific information that generally applies to all Downstreet properties.
Spring Hill School, 63 Spring Hill Rd. (School)	802-496-2139	
Waitsfield Elementary School	802-496-3643	
Neck of the Woods, 1673 Main St.	802-496-6698	
Home Daycare 17 Phen Basin Rd Waitsfield, VT 05673	Livingston, Danielle (802)522-7305	

## 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.*

### **Spontaneous sheltering**

Determine the approximate number of people who need sheltering.  
 Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.  
 Track the status of residents who need shelter until their situation stabilizes.

### **Primary local shelter**

This must be a location that your city or town has the authority to open

Location and address:	Waitsfield Elementary School, 3951 Main St., Waitsfield, VT	
Facility contact(s):	Kaiya Korb, WES Principal 802-496-3643 802-793-6148	
Shelter manager:	Vacant	
Staff requirements:	Min. of 2	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input checked="" type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	100	
Overnight capacity: (if applicable)	25	
Notes:		

### **Alternate local shelter (if applicable)**

Location and address:	Waitsfield UCC/Village Meeting House – 4355 Main St Waitsfield	
Facility contact(s):	Pastor Mark Wilson – 802-522-8922	
Shelter manager:	Vacant	
Staff requirements:		
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	50	
Overnight capacity:	25	
Notes:		



Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
<b>Local emergency management team</b>					
EMD	Fred Messer	802-793-2238			<a href="mailto:fmesser@madriver.com">fmesser@madriver.com</a>
EM coordinator	Clare Ireland	314-814-9592	314-814-8592		<a href="mailto:choldinghaus@gmail.com">choldinghaus@gmail.com</a>
EM coordinator	Alice Peal	802-595-3491	802-496-5235		<a href="mailto:atpeal@gmavt.net">atpeal@gmavt.net</a>
EOC staff	York Haverkamp	802-496-2215 x5	865-287-5578		<a href="mailto:townadmin@gmavt.net">townadmin@gmavt.net</a>
EOC staff	Larrisa Ursprung	617-334-5974			<a href="mailto:ldkursprung@gmail.com">ldkursprung@gmail.com</a>
EOC staff					
EOC staff					
<b>Local response organization contacts</b>					
Fire chief	Jarid Young	802-917-4856			<a href="mailto:Young737@outlook.com">Young737@outlook.com</a>
Assistant or deputy fire chief					
EMS chief	Howie McCausland	802-989-2541			<a href="mailto:howie@middlebury.edu">howie@middlebury.edu</a>
Chief of police or constable	Jeff Campbell	802 – 249 – 2656	802-793-6115		<a href="mailto:jcampbell@warrenvt.org">jcampbell@warrenvt.org</a>
State police or county sheriff	VSP 802-229-9191 Sheriff 802-223-3001				
Local dispatch center					
<b>Local public works contacts</b>					
Road foreman	Josh Rodgers	802-595-4896			
Road commissioner	Charlie Goodman	802-522-8606			
Town garage		802-595-4896	802-496-8897		<a href="mailto:foreman@gmavt.com">foreman@gmavt.com</a>

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Drinking water utility	Simon Operation Services	802-741-2411			fredericknathaniel@gmail.com
Wastewater utility					
<b>Municipal government contacts</b>					
Town administrator	York Haverkamp	802-496-2215 x5	865-287-5578		townadmin@gmavt.net
Town or city manager	N/A				
Selectboard chair	Brian Shupe	802-498-5300	802-496-7174		bshupe@madriver.com
Selectboard alt	Larissa Ursprung	617-334-5974			ldkursprung@gmail.com
Selectboard alt					
Town clerk	Jennifer Peterson	802-496-2218 x3	802-496-9805	802-279-3214	waitsfieldclerk@gmavt.net
Town treasurer or finance	Steve Lewis	802-496-2218 x2			waitsfld@gmavt.com
Town health officer	Fred Messer	802-793-2238			fmesser@madriver.com
Forest fire warden	Jarid Young	802-917-4856			Young737@outlook.com
Animal control officer	Vacant				
School contact #1	Kaiya Korb	802-496-3643	802-793-6148		kkorb@huusd.org
School contact #2	Clayton Wetzel	802-583-7900			
School district office	Michael Leichliter HUUSD superintendent	802-583-7945	717-672-1289	802-560-7937	
<b>Other contacts (including neighboring EMDs)</b>					
Warren EMD	Jeff Campbell	802-249-2656	802-793-6115		jcampbell@warrenvt.org

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Moretown EMD	Stafan Prat	505-505-1625	802-498-3887		Spratt.moretown@gmail.com
Fayston EMD	Kirsten Savage	802-999-4770			kirsten@inside-edge.us
CVRPC	Keith Cubbon	802-262-1022	802-262-0389		cubbon@cvregion.com
VEM Regional Coordinator	Sid Polluck	802-760-9190	800-347-0488		Sidney.polluck@vermont.gov
VEM Front Desk	Sue	800-8934279			Ask to talk with the "Duty Officer"

A - Incident Command System Organizational Chart
B - Red Cross Shelter Agreement
C - RC Inventory Emergency Shelter Supplies
D - Animal Resources During an Emergency
E - Down Street/Evergreen EOP
F - Community Water System Response Plan (adoption pending)
G - Resolution to adopt NIMS
H - CVRPC Appointment Orders
I - Point of Distribution (POD)
J - Training
K - Emergency Management Ordinance
L - Spontaneous Volunteers
M - EMD Manual
N - Municipal Guide for Flood Emergencies

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

**Annex A - Incident Command System (ICS) Organizational Chart** is contained within a three-ring binder marked Emergency Management LEMP Annexes within the Town Administrator's office, at the Town Offices.

**Annex B – Red Cross Shelter Agreement** is contained within a three-ring binder marked Emergency Management LEMP Annexes within the Town Administrator's office, at the Town Offices.

**Annex C**  
**RC Inventory Emergency Shelter Supplies**  
**Waitsfield EM Inventory**  
**DART Inventory**

Latest Inventory date: 5/30/2024

**RC Inventory**

25 – folding cots, military style 50 – Red Cross blankets  
02 – Red Cross Disaster Shelter signs 16 – Red Cross safety vest  
02 – Portable Lantern/radio 01 – Flashlight, 2 D cell  
03 – Mini flashlight, hand crank  
01 – ARC 4213 Disaster Relief ID kit 13 – Paper Mate ink pens, medium 01 – role blue tape, 1 inch  
01 – roll 'Scotch brand' tape, 1" 01 – 18 gallon plastic tub  
01 – Clipboard, legal length  
01 – Tablet, yellow lined paper, letter length 100 – paper clips

**Waitsfield EM Inventory**

Diapers, Baby, "Pampers"

<u>Size</u>	<u>Quantity</u>
3	164
4	144
5	128
6	112

Diapers, adult, 80- Size XL "Depends",  
Baby wipes, 1 Carton containing 9 soft packs flip-top lid, 100 count sheets each pack  
24 - industrial gloves (leather work gloves)

**DART**

Animal cages

1- medium with white crate cover

1 large, 2 door

1- large, 1 door

2- 24", 1 door

1- 24", 2 door

6- 2 quart feeding bowl, stainless steel

6-1 quart feeding bowl, stainless steel

6- dog leashes w/green nylon bag

Large quantities of blue plastic bags

This inventory was conducted on 30May2024. Items are stored at Winter Park, 802 Self Storage, shed #117. All items are in serviceable condition.

Fred R. Messer

Waitsfield Emergency Management Director 317 Meadow Road

Waitsfield, VT 05673

(802) 793-2238

Prepare, Respond, Recover, Mitigate

## Annex D - Animal Resources During an Emergency

Name of Person completing this form	Fred R. Messer	Date and Time	04/18/2021 1045
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### Local Emergency Contacts

Is there a regional Disaster Animal Response Team (DART) that serves your community?

Yes

Regional DART Chair		
Name	Contact Number	Secondary contact number
Lisa Lemieux	802-363-0919	
Local Animal Shelter Manager		
Name	Contact Number	Secondary contact number
Vacant		
Local Emergency Vet contact		
Name	Contact Number	Secondary contact number
Valley Animal Hospital	(802) 496 – 3006	None
Local Animal Control Officer		
Name	Contact Number	Secondary contact number
Fred R. Messer	802-793-2238	
Waitsfield Emergency Animal Shelter Manager – vacant		

Contact the Shelter Manager – vacant			
Shelter Name	Physical Address/Shelter Location	Shelter Phone # and Name of Contact	Type and Capacity that can be housed
Waitsfield emergency animal shelter	Mad River Property Management 4036 Main St., Waitsfield (across the street from the RC Emergency Shelter, WES) POC Ed Reed 802-279-5016	802-496-5555	Dogs _10____ Cats _10____ Exotics/Birds _____ Horses _____zero____ Other Livestock ____zero

Cages and other equipment are in the EM Shed. See Annex C for inventory list.

## Annex E, Downstreet/Everygreen EOP

# Evergreen Place Emergency Plan

5308 Main Street, Route 100, Waitsfield, VT  
05673

Community partners to be contacted immediately in the event of a major emergency at Evergreen Place (5308 Main St. Route 100, Waitsfield VT 05673) causing tenants to have to be evacuated to Waitsfield Elementary School:

- Neil Smith, Downstreet Housing Property Manager: 802-477-1332 {work}; 860-287- 7371 {cell - text is best}; [nsmith@downstreet.org](mailto:nsmith@downstreet.org)
- Fred Messer, Waitsfield Emergency Management Director {EMD}: 802-793-2238 {work}; [fmesser@madriver.com](mailto:fmesser@madriver.com)
- Ray Daigle, HUUSD Facilities Operator: 802-793-2819 {cell - text is best}; 802-583- 8174 {work}; [rdaigle@huusd.org](mailto:rdaigle@huusd.org)
- Kaiya Korb, Waitsfield Elementary School Principal: [kkorb@huusd.org](mailto:kkorb@huusd.org)
- Bernie Woolums, Downstreet Housing Facilities Operator: 802-730-3371 {cell}; 802- 477-1342 (work); [bwoolums@downstreet.org](mailto:bwoolums@downstreet.org)

Scope of Usage: The Waitsfield Elementary School will be used only as a "Rally Point" and not a permanent relocation solution. This means Evergreen tenants affected and requiring relocation will be first transported to this location as a *temporary solution* while a longer term temporary housing solution is determined by Downstreet Housing (i.e. area hotels or motels, vacant Downstreet units, local friends/family of affected parties). Anticipated length of stay at the school should be no more than half of a day, or 12 hours from time of arrival. *It is implied and understood that this timeline may change depending on the severity of the emergency, weather, assistance availability, etc.*

### Protocol as follows:

- ❖ Once an Evergreen Place emergency requiring building evacuation is identified, the above parties will be first contacted. In cold or inclement weather, tenants should be outside no more than an hour while waiting for relief and transportation.



- ❖ Waitsfield EMO will have emergency access to the Waitsfield Elementary school via an electronic access card, and will go to the site to provide access to the facilities to be used (gymnasium, bathrooms, limited cafeteria use)
- ❖ Once the building access is secured, Neil Smith, Bernie Woolums and all available maintenance techs/Downstreet staff will begin transportation of affected tenants from Evergreen Place to the school using their own/company vehicles; tenants with vehicles on-site will be encouraged to use them and to assist transporting other residents within their ability to do so.
- ❖ Once at the school, there are 25 Red Cross cots and 50 blankets available to be utilized by all affected parties - these will be set up and ready for affected parties to immediately use.
- ❖ Food, snacks, and beverages may be obtained from the Village Grocery, "the VG," located at 4348 Main St., Waitsfield Village. (Across the street from the Waitsfield United Church of Christ, the big white church in the center of town ) Contact phone number is (802) 496-2205. Owner's cell phone number is (802) 731-9974. It being an emergency situation, the owner has agreed to 24 hour service. All food orders should be consolidated and only one point of contact with the VG. As it is 24 hour service, and time is of the essence, food selection may be limited to one or two entrees. Payment will not be due when the food is picked up.
- ❖ Trained task-oriented service animals (seeing-eye dogs, seizure dogs, etc.) by law are to be allowed in the facility. Support animals/household pets will not be allowed into the school and arrangements for temporary stay elsewhere will be determined by Downstreet staff/tenants.
- ❖ COVID protocol will be adhered to and followed by CDC best current practices recommendations at the time of an emergency.
- ❖ Medical equipment needed by any tenants (oxygen tanks, wheelchairs, walkers, C-PAP machines, etc.) will be transported by Downstreet staff if tenants cannot make their own accommodations. Downstreet will supply coolers or ensure refrigeration access at the designated shelter for any medication that requires refrigeration.

Once all tenants are successfully relocated into the designated shelter (Waitsfield Elementary School), Downstreet Housing will triage tenants with the most pressing special needs/medical issues to first be relocated off-site and into longer-term temporary housing.

After all tenants successfully vacate the shelter, Waitsfield EMD and Downstreet staff will return the used school areas back to the condition they were originally found (i.e. putting away cots and blankets, cleaning, locking doors). Waitsfield EMD will ensure that the building is locked and secured after clean-up is completed.

Waitsfield EMD

Date: \_\_

**Annex F, Community Water System Response Plan** - is contained within a three-ring binder marked Emergency Management LEMP & Annexes within the Town Administrator's office.

**Annex G, a Resolution to adopt in NIMS** - is contained within a three-ring binder marked Emergency Management LEMP & Annexes within the Town Administrator's office.

## **Annex I, Points of Distribution (POD)**

PODs are centralized locations in an impacted area where survivors pick up life-sustaining relief supplies following a disaster or emergency.

Waitsfield Emergency Management has coordinated with Shaw's supermarket in Waitsfield to use their facility as a POD if required. Shaw's supermarket was selected as it has easy entrance and exits using separate curb cuts from route 100. Typically, the Vermont Army National Guard would deliver items of need for the general population such as MREs, tarps, and water. Volunteers coordinated by Waitsfield EM would break down the pallets and load items into victims cars, provide traffic control and general security of the POD site.

## Annex J, Training

All Emergency Management participants are highly encouraged to become ICS trained, and it is required for anyone in a leadership position. The Incident Command System (ICS) is a framework that FEMA uses to help manage disasters and other critical incidents. It provides a common language and organizational structure for emergency responders and can help improve the effectiveness of rescue efforts. The ICS can also help agencies economize resources by establishing goals, setting priorities, and assigning resources.

Ideally, all participants would have completed IS 100 and IS 700 prior to an emergency. This training can now be accomplished at home via access to FEMA's online Independent Study Program located at:

<https://training.fema.gov/is/>

Prospective students first need to obtain a Student Identification Number (SID) which can be found on the left sidebar at the above URL.

Further training on specific topics can be found in the FEMA website's course catalog. Most courses can be completed within two hours, and college credits are available.

Either the EMD or EMC would be glad to assist with any questions regarding ICS usage or this ICS training.

### Vermont Training Opportunities

Most trainings require a Learning Management System(LMS) account. If you don't have an account, you can register for one at the following

link: <https://vermont.csod.com/selfreg/register.aspx?c=%255e%255e%255eQGm2wxcSUvINsXvXjRYs1A%253d%253d>

For a complete listing of trainings go to the Events Calendar in the LMS: [https://vermont.csod.com/LMS/catalog/EventsCalendar.aspx?tab\\_page\\_id=-10&tab\\_id=20000513#m=2&d=03/08/2023](https://vermont.csod.com/LMS/catalog/EventsCalendar.aspx?tab_page_id=-10&tab_id=20000513#m=2&d=03/08/2023)

**VT- Alert Manager Training:** This training is now an anytime training in the LMS. We will still host the virtual live training. You can take this training at the following link on the LMS: <https://vermont.csod.com/ui/lms-learning-details/app/video/588bdf66-6e68-490e-aa8b-18ccdd115184>

Individuals must first be appointed by their local Selectboard to qualify for this training.

## **Annex K, Emergency Management Ordinance**

The Selectpersons of the Town of Waitsfield hereby ordain:

### **ARTICLE I - OFFICE OF EMERGENCY MANAGEMENT**

#### **Section 1. Short Title.**

This Ordinance shall be known and may be cited and referred to as Emergency Management Ordinance of the Town of Waitsfield.

#### **Section 2. Intent and Purpose.**

(1) It is the intent and purpose of this Ordinance to establish a local organization that will ensure the complete and efficient utilization of all the Town's facilities to combat attacks or other disasters as defined herein.

(2) The Town of Waitsfield Office of Emergency Management will be the coordinating agency for all activity in connection with Emergency Management; it will be the instrument through which the Town Selectboard may exercise the authority and discharge the responsibilities vested in them in VSA Title 20, Part 1, Chapter 1, Section 6, and as amended in this Ordinance.

**This Ordinance will not relieve any Town Department of the moral responsibilities or authority given to it in the Town Charter or by local Ordinance, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies.**

#### **Section 3. Definitions.**

(1) The following definitions shall apply in the interpretation of this Article:

(a) "Emergency Management" means the preparation for and carrying out of all emergency functions, other than the functions for which military forces or other federal agencies are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by enemy attack, sabotage, or other hostile action or from flood, fire, storm, or other natural causes, or from radiological incidents or hazardous chemical or substance incidents and the preparation and planning designed to insure that this town is prepared to deal with such disaster or emergencies and includes civil defense activities.

(b) "Attacks" shall mean a direct or indirect assault against the Town of its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, radiological, chemical or biological warfare, or sabotage.

(c) "Disaster" includes natural and man-made disaster but is not limited to actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic or other impending or actual emergency or calamity endangering or threatening to endanger health, life or property or constituted government.

(d) "Emergency Management Forces" shall mean the employees, equipment and facilities of all Town departments, boards, institutions and commissions; in addition, it shall include all volunteer personnel, equipment and facilities contributed by, or obtained from, volunteer persons or agencies.

(e) "Volunteer" shall mean contributing a service, equipment or facilities to the emergency management organization without remuneration.

(f) "Emergency Management Volunteer" shall mean any person duly registered, identified and appointed by the Town of Waitsfield, Local Emergency Management Director, appointed as prescribed in this Ordinance.

(g) "Local Emergency Management Director (EMD)" shall mean the Town Chairperson of Town Selectboard or his or her designated alternate duly appointed in accordance with the Town Charter.

(h) "Regulations" shall include plans, programs and other emergency procedures deemed essential to emergency management.

#### **Section 4. Organization and Appointments.**

(1) The Town Selectboard are hereby authorized and directed to create an organization for emergency management utilizing to the fullest extent the existing agencies within this Town. The Town of Waitsfield shall declare [either Chairperson of the Selectboard or another duly appointed person], as the of the Local Emergency Management Director to oversee the organization, administration and operation of a local Office of Emergency Management.

(2) The Organization shall consist of the following:

(a) An Office of Emergency Management within the executive department of the Town government and under the direction of the Town Selectboard. There shall be an executive head of the Office of Emergency Management, who shall be known as the Local Emergency Management Director and such assistants and other employees as are deemed necessary for the proper functioning of the organization.

(b) The employees, equipment and facilities of all Town departments, boards, institutions and commissions, will participate in the emergency management activity. Duties assigned to the Town department shall be the same or similar to the normal duties of the department.

(c) Volunteer persons and agencies offering service to, and accepted by, the Town.

(3) The Local Emergency Management Director (Chairman of the Selectboard or duly appointed person) shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of danger from enemy action or disaster as defined in this Ordinance.

(4) The Local Emergency Management Director shall designate and appoint a Coordinator and/or Deputy Directors (with consent of the Selectboard) to assume the emergency duties of the Director in the event of his/her absence or inability to act. (This designation to be compatible with the provisions of Town Charter. The intent being that at all times there be a Local Emergency Management Director in charge of the Town.)

### **Section 5. Emergency Powers and Duties.**

(1) The Chairperson of the Selectboard.

(a) The Emergency Management Director may exercise the emergency power and authority necessary to fulfill his/her general powers and duties as defined in the Town Charter. The judgment of the Local Emergency Management Director shall be the sole criteria necessary to invoke emergency powers provided in the Town Charter, the Ordinance Code and other appropriate authorities. The Town Selectpersons may convene to perform its legislative and administrative powers as the situation demands, and shall receive reports, relative to emergency management activities. Nothing in this Ordinance shall be construed as abridging or curtailing the powers or restrictions of the Town Selectboard as defined in the Town Charter.

(b) During any period when disaster threatens or when the Town has been struck by disaster, within the definition of this Ordinance, The Town Chairperson of the Town Selectboard may promulgate such regulations as he/she deems necessary to protect life and property and preserve critical resources. Such regulations may include, but shall not be limited to, the following:

1. Regulations prohibiting or restricting the movement of vehicles in order to facilitate the work of emergency management forces, or to facilitate the mass movement of persons from critical areas within or without the Town.

2. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to disaster.

3. Such other regulations necessary to preserve public peace, health and safety.



4. Regulations promulgated in accordance with the authority above will be given widespread circulation by proclamations published and uttered by newspaper and radio. These regulations will have the force of Ordinance when duly filed with the Town Clerk and violations will be subject to the penalties provided in the Town Charter.

(c) The Local Emergency Management Director shall order emergency management forces to the aid of other communities when required in accordance with statutes of the state, and he/she may request the state, or a political sub-division of the state, to send aid to the Town of Waitsfield in case of disaster when conditions in the Town are beyond the control of the local emergency management forces.

(d) Local Emergency Management Director may obtain vital supplies, equipment and other properties found lacking and needed for the protection of health, life and property of the people, and bind the Town for the fair value thereof. Emergency Management Director shall not exceed combined expenditures of \$10,000 without Selectboard Authorization.

(e) Local Emergency Management Director may require emergency services of any Town officer or employees. If regular Town forces are determined inadequate, the Director may require the services of such other personnel as he can obtain that are available, including citizen volunteers. All duly authorized persons rendering emergency services shall be entitled to the privileges and immunities as provided by state law, The Town Charter, and Ordinances for regular Town employees and other registered and identified emergency management and disaster workers.

(f) The Emergency Management Director will exercise his/her ordinary powers [either Chairperson of the Board of Selectpersons or with consent of the Board of Selectpersons] and all of the special powers conferred upon him/her by the Town Charter and the Ordinance Code of the Town of all powers conferred upon him/her by any statute, or any other lawful authority.

(2) Town Emergency Management Coordinator.

(a) The Town Emergency Management Coordinator shall be responsible to the Local Emergency Management Director in regard to all phases of the emergency management activity. Under the supervision of the Director, he/she shall be responsible for the planning, coordination and operation of the emergency management activity in the Town. Under the supervision of the Director, he/she shall maintain liaison with the state and federal authorities and the authorities of other nearby political sub-divisions as to ensure the most effective operation of the Emergency Management plan. His/her duties shall include, but not be limited to, the following:

1. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for emergency management purposes.

2. Development and coordination of plans for the immediate use of all the facilities, equipment, manpower and other resources of the Town for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety and welfare.

3. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such building or other property for the emergency management purposes and designation suitable building as public shelters.

4. Through public informational programs, educating the civilian populations as to actions necessary and required for the protection of their persons and property in case of enemy attack, or disaster, as defined herein, either impending or present.

5. Conducting public exercises and practice alerts to ensure the efficient operation of the emergency management forces and to familiarize residents with emergency management regulations, procedures and operations.

6. Coordinating the activity of all other public and private agencies engaged in any emergency management activity.

7. Assuming such authority and conducting such activity as the Director may direct to promote and execute the emergency management plan.

### **Section 6. Violation of Regulations.**

It shall be unlawful for any person to violate any of the provisions of this Ordinance or the Regulation of Plans issued pursuant to the authority contained within, or to willingly obstruct, hinder or delay any member of the emergency management organization as herein define in the enforcement of the provisions of this Ordinance or any written Regulation or Plan issued thereafter.

### **Section 7. Penalty.**

1. This ordinance shall be exempt from the "Town of Waitsfield's Enforcement of Ordinances" ordinance. No civil penalties will be assessed for violation of this ordinance.

2. When at the discretion of the Emergency Management Director/Coordinator, a person or groups of persons violate this ordinance, he/she will notify such individuals via phone or other electronic means of their violation. The EMD will explain the necessity of this ordinance and invite their voluntary cooperation and compliance. The EMD may invite such people or groups to join the Town of Waitsfield's officially sponsored emergency relief efforts.

3. If the violation continues, the Selectboard may send a certified letter to the individual or individuals requesting their appearance before the Selectboard to explain their actions. The Selectboard may take such actions as they deem appropriate and necessary to assure the smooth operation of Waitsfield's Office of Emergency Management and its official emergency relief efforts.

**Section 8. Severability.**

Should any provision of this Ordinance be declared invalid for any reason, such declaration shall not affect the validity of other provisions, or of this Ordinance, as a whole, it being the legislative intent of the provisions of this Ordinance shall be severable and remain valid notwithstanding such declaration.

**Section 9. Conflicting Ordinances, Orders, Rules and Regulations Suspended.**

At all times when the orders, rules and regulations made and promulgated pursuant to this Article shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations in so far as the latter may be inconsistent therewith.

**Section 10. Effective Date.**

This Ordinance shall take effect on 13<sup>th</sup> day of October, 2023, in accordance with the provisions of the Town Charter or Amendments thereto.

EMerge

## Annex L - Spontaneous Volunteers

Spontaneous volunteers are community members who show up during or following an incident wanting to help, having no previous affiliation with volunteer organizations. During major events in Vermont, we have seen the extent to which Vermonters are motivated to support their communities in times of need. Spontaneous volunteers have immense capacity to support response and recovery efforts – they often know their communities better than responders, they can provide insight into the needs of vulnerable residents, and many possess invaluable skills. But you should consider the safety of spontaneous volunteers in the assignment of tasks to avoid additional injuries or complexities to the response. This annex offers some suggestions if you are planning to use spontaneous volunteers. This document is not a replacement for professional legal advice nor is this document a complete guide to safety precautions. This document merely provides some recommendations to consider when utilizing spontaneous volunteers. It's best to talk to a lawyer or other local officials who can give you advice for your particular circumstances.

### Affiliating volunteers

Local organizations that already support volunteering may be able to organize volunteers, taking that work off the shoulders of emergency management and responders. If you have such organizations in your town, encouraging spontaneous volunteers to affiliate with these organizations may streamline the process and take some work off of your team. During blue sky days, consider what organizations in your area already support volunteers, and talk with them about if and how spontaneous volunteers can join them:

<b>Organization</b>	<b>Point of Contact</b>	<b>Notes: What types of services? how would volunteers join?</b>
<i>Example organization</i>	<i>John Smith, 123-4567, jsmith@example.org</i>	<i>Volunteer-run meal distribution program, can plug volunteers in to meal prep and distributing food to shelters and individuals in need. Have volunteers reach out to point of contact.</i>

## Supporting Volunteers through Emergency Management

If you are managing volunteers not affiliated with an organization, getting to know what skills exist in the community and planning tasks volunteers can perform will help plug them in to your work smoothly. Does your town have HAM/amateur radio operators? A snowmobile or ATV club? What local knowledge and skills might help during an incident?

Listing groups with particular skills can help identify resources for your emergency management team during and following an incident:

Person/Group	Skills	Points of Contact	Notes
<i>Example: HAM radio club</i>	<i>Amateur radio operations to support emergency communications</i>	<i>John Smith, 123-4567 Johnsmith@example.org  Jill smith, 234-5678 Jillsmith@example.org</i>	<i>4-person club, two within walking distance of EOC if needed, able to support communications</i>

## Managing Volunteers

Who in your town will coordinate volunteers during and following an incident? The EMD will likely be handling multiple tasks, so this should fall to another role in the EOC or emergency management team.

<b>Volunteer Manager:</b>	<b>Contact:</b>
---------------------------	-----------------

## **Gathering Point**

Deciding on a volunteer gathering point can help organize spontaneous volunteers. If you have an organization affiliating and leading volunteers, your team can direct volunteers to that location. If not, choose a gathering point that is likely to be accessible in a variety of incidents, but not in the way of life safety response. Consider ease of accessing this gathering point from your EOC in the event that communications are compromised and runners or short-range radios are being used to communicate with the volunteer manager.

<p><b>Volunteer Gathering Point: Mad River Masonic Lodge #77 4376 Main St., Waitsfield (across route 100 from the library)</b></p>
--

## **Preparing Volunteers**

Make sure volunteers have the PPE to keep safe while doing their work. At minimum:

- Sturdy close-toed shoes
- Clothing appropriate for the weather
- Work gloves
- Water and snacks
- Some working method of communication, or be in contact with a volunteer manager in possession of working communication
- A buddy (see below)

This list can be posted with all volunteer requests, and as a reminder at your volunteer gathering point. It is also useful to have volunteers work in pairs, to make sure no one volunteer wanders off to an area by themselves without any accountability. Volunteers can come with their own buddy, or be paired by the volunteer manager. This buddy system will keep volunteers safer and more easily accounted for.

## **Volunteer Tasks**

There are often many roles for volunteers without specialized training, especially under the guidance of a supervisor with more skills. These are more effective when planned at least partially in advance. In the aftermath of an incident, what tasks can untrained volunteers perform in your town? Who will supervise these tasks? What gear/PPE will they need?

We know that the reality is that some Vermonters will be out clearing roads, making meals and doing other community support work without our guidance. The role of the emergency management team is to provide guidance and organization where possible and useful, but also know that some volunteer efforts will be going on outside of the structure we provide.

<b>Task</b>	<b>Supervisor</b>	<b>Needed Gear</b>
<i>Ex: Extra shelter support</i>	<i>Shelter manager</i>	<i>Masks and gloves available in case of need for cleaning or covid safety</i>

### **Some Considerations for Use of Spontaneous Volunteers**

Managers and other leadership should not send volunteers into unsafe situations, and assignments should be vetted by leadership including the organization’s attorney when appropriate. Managers and leadership should develop procedures to evaluate spontaneous volunteers’ skills and limitations. This procedure should include an evaluation process to determine (1) whether it is safe to accept a volunteer’s services and (2) a process to evaluate what, if any, types of assignments they can safely provide. In the event, managers and/or leadership determine assignments are appropriate, such assignments should be led by and carefully observed by the organization’s managers and leadership.

### **Tracking Volunteer Hours**

Tracking the hours volunteers work on each project will be important for reporting in-kind donations to FEMA. The number of hours on each project can be tracked via a sign-in sheet listing the volunteer name, date, project, time in, and time out. A sample tracking sheet is on the next page.

## **Additional Resources for Consideration**

- [FEMA Independent Study Developing and Managing Volunteers](#)
- [FEMA Community Emergency Response Team](#)
- [Vermont League of Cities and Towns Resource Library](#)



## **Annex M – EMD Manual**

<https://vem.vermont.gov/document/emergency-management-director-manual>

## **Annex N - Municipal Guide for Flood Emergencies**

<https://vem.vermont.gov/document/municipal-guidance-flood-emergencies>