**TOWN OF WAITSFIELD, VERMONT**

**Selectboard Meeting Minutes**

**Monday, March 31, 2025**

**Draft**

**Members Present:**  David Babbott-Klein, Chach Curtis, Fred Messer, Brian Shupe, Larissa Ursprung

**Staff Present:** Sandy Gallup, Interim Town Treasurer; York Haverkamp, Town Administrator; JB Weir, Zoning Administrator

**Others Present:** John Crown (MRVTV), Misha Golfman (MRPA), AnnMarie Harmon, Alice Peal, Beriah Smith

**I. Call to Order:**  The meeting was called to order at 6:30 pm. The meeting was held in person at the Waitsfield Town Office and remotely via Zoom, and was preceded by a site visit to the Town Garage.

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

*A motion to add adoption of the Local Emergency Management Plan and appointments to the Regional Emergency Management Committee to the Consent Agenda; to add an item for approval of appointments to Town committees, boards, and other positions; and to remove approval of the Minutes from the Consent Agenda passed unanimously.*

**2.  Public Forum.**

Nobody requested time to address the Board.

**3.  Executive Session**

**MOTION:** *A motion to 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 passed unanimously.*

**MOTION***: A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (1) (f) [Confidential Attorney-Client Communication], inviting Mr. Smith, Mr. Haverkamp, and Mr. Weir to join passed unanimously.*

The meeting entered Executive Session at 6:33 pm and returned to open session at 7:15 pm.

**MOTION:** *A motion to approve the proposed Settlement Agreement as amended in Executive Session, and to authorize the Town Administrator to sign the Agreement on behalf of the Town passed unanimously.*

**4.  Audit Report.**Sandy Gallup read and explained the unqualified opinion which had been provided by the auditors for the fiscal year which ended on June 30, 2024. She then reviewed the information contained in the audit report, including coverage of various funds and end-of-year fund and debt balances as well as income and expenditures. The auditor review had also outlined accounting practices as satisfactory or provided recommendations for modifications, which Ms. Gallup noted will be acted upon.

**5. Mad River Path Association Update.**Mr. Golfman displayed one of the e-bikes purchased through a grant award, and explained that a 110 outlet installation is needed in the covered connector space to charge the bikes when they are stored there, as has been authorized by the Board. He explained that the outdoor charging is preferred during warmer weather, as the intent is to make the bikes available for public use as well as for Wait House tenants. It was agreed that the electricity cost associated with this charging would likely be minimal, but that adjustments to rental rates could be made if it is found to be otherwise.

**MOTION:** *Ms. Ursprung made a motion to authorize, with oversight from the Wait House Commission, the installation of a 110 outlet in the connector space. The motion was seconded by Mr. Babbott-Klein and passed unanimously.*

Mr. Golfman also provided an update on the progress of the Active Transportation Corridor planning, noting that the second of three planned public meetings had recently been held. He reported that the Middlesex Selectboard has approved continuing the path from Moretown, and placing the northern terminus at Camp Mead. He also outlined that the length of the proposed path has been divided into four sections, with three alternatives outlined for each section. For each, the first alternative is a minimum build, with nothing developed other than signage along Route 100/100B. The second option is generally a widening of the shoulders along the highway, and the third is full build out of a shared use path. Information related to all of these options is available on the MRPA web site; Mr. Golfman provided a brief summary of each segment.

Mr. Golfman then explained the grant cycles and timing for related grant programs, and indicated that it has been decided to move ahead earlier than anticipated with grant applications in order to coordinate with the installation of the wastewater system. Some modifications to the NEPA process with VTrans will be necessary to accommodate this; but Mr. Golfman indicated that this appears to be a workable plan. He noted that he will provide further information at upcoming meetings, and that he will be seeking Town approval for submission of the related grant application(s).

**6.  Paving Bid.**

It was outlined that a contract is already in place with Pike Industries for paving Bridge Street and East Warren Road. Pike has offered a proposal for adding the Slow Road to the Town’s summer paving project for $35K. It was outlined that Mad River Green is being approached regarding also coordinating paving their road/parking area; if they agree to do so, the mobilization cost of approximately $5K will be shared. It was also indicated that Pike had provided a revised bid for the East Warren Road work, which would bring the total for the three roads (Bridge Street, East Warren, and Slow Roads) to $648,174.10. It was also noted that the estimate included in the Town’s capital paving plan for Slow Road resurfacing was for $205K; there will be a significant savings through inclusion of this work in this summer’s project. Mr. Haverkamp indicated that he will ensure that all is in place for receipt of the associated grant funds.

**MOTION:**  *Mr. Curtis moved to approved the amended bid from Pike Industries, and schedule the paving of the three roads as outlined. The motion was seconded by Mr. Messer and passed unanimously.*

**7.  General Wait House Upcoming Repairs and Maintenance.**

Ms. Harmon, representing the Wait House Commission, outlined funding requests for work at the Wait House. She also reminded the Board that there is drone footage of the roof available for providing to roofing contractors if they wish.

Ms. Harmon explained that the Commission plans to include an accessible parking space and connector to the recently considered accessible ramp to the building, for an additional $700. She explained that the plans address ADA requirements, the ramp is to be constructed at a slope that does not require handrails, and the surface is planned to be Staymat, satisfying the concerns raised by the Board regarding the potential unsuitability of an earthen ramp. The original request made was for $1000.

**MOTION:** *Mr. Messer moved to appropriate $1700 from the General Wait House Reserve for use in installation of an ADA accessible parking space, connector, and ramp at the site. The motion was seconded by Mr. Curtis, and passed unanimously.*

Ms. Harmon then explained that there is some clapboard repair necessary before the exterior painting of the building begins, and that a proposal had been provided by Richard Backus.

**MOTION:** *Mr. Messer moved to transfer $3K from the General Wait House Reserve to the General fund to be used for clapboard repair work. The motion was seconded by Mr. Curtis, and passed unanimously.*

A contract for lift service at the Wait House was discussed; Otis had offered a contract for annual maintenance, including that there would be a one-time charge to evaluate and make the lift operational again, once that contract was in place. Board members expressed a preference for having an inspection/evaluation completed prior to engaging in an annual maintenance contract, in order to ensure that the lift would be able to function going forward.

Mr. Haverkamp will request this change from Otis.

**8.  General Wait House Fundraising & Management.**

A general update from the Wait House Commission was postponed in order to provide Board members with an opportunity to review the materials provided in advance of the discussion.

Beth Kendrick was present to explain her concerns regarding the impact to her practice which she anticipates resulting from the upcoming roofing project. Mr. Messer indicated that he had approached those responsible for running the Masonic Lodge, and they will be deciding – likely favorably – on allowing Ms. Kendrick to use that building as needed during the roofing project.

There was some discussion regarding the logistics of setting up an account/web page/QR code for use in the Commission raising funds for use in Wait House improvements. These matters will be looked into in more detail by Mr. Haverkamp, Ms. Harmon, and others in order to provide a more detailed proposal for the Board’s consideration.

**9. Appointments.**Mr. Shupe reviewed the available list, noting the current members, reappointments, and proposed new appointments to the Town’s boards/commissions/appointed positions, and also where there are vacancies to be filled.

**MOTION:** *Mr. Messer moved to appoint or reappoint members as outlined by Mr. Shupe’s review of the list provided. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

**9. Selectboard Workplan & Priorities for 2025.**Discussion of this was moved to later in the meeting.

**10. Waitsfield Health Officer.**Anecdotal information had been received regarding rat infestations in Town. Mr. Messer noted that this was likely related to compost piles, and that hoarding is not likely to lead to rodent infestations unless there is food being left unattended. It was agreed that, with no formal complaint having been filed, no action would be taken at this point.

**11. Fire Truck Update.**The Fire Chief had reported that savings may be had if the truck scheduled for purchase in 2027 is ordered now; the decision for ordering the discounted chassis must be made by mid-April, and it was noted that the matter is on Fayston’s next Selectboard meeting agenda.

**MOTION:** *Mr. Messer made a motion to authorize ordering the new fire truck chassis, contingent upon Fayston’s also authorizing the purchase. The motion was seconded by Ms. Ursprung, and passed unanimously.*

**12. New Road Department Truck Purchase.**Mr. Haverkamp outlined the cost savings associated with building out the truck that was recently purchased, with two bids having been received for the work involved. The higher bid was for over $40K, the lower came in at $30,722.82. There was some clarification necessary regarding exactly which options are included in the lower amount, but agreed to accept that bid at a ‘not to exceed’ amount. It was also agreed that, because the truck was purchased using funds from the unassigned balance, that this build out would use the same funding mechanism.

**MOTION:** *Mr. Messer made a motion to accept the bid from Earl’s for the truck build out, at an amount not to exceed $35K. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.*

**12A. Selectboard Workplan & Priorities for 2025.**  
The work plan for the coming year was discussed, with an emphasis on how to manage the schedule and how to review items going forward. It was agreed to cover this in more depth at an upcoming meeting; Ms. Ursprung offered to work with Mr. Haverkamp to develop a plan/format for review, based on input provided by Board members.

**12B. Approval of Minutes**The minutes of March 10, 2025 were amended and approved.

**13. Consent Agenda.**

**APPROVAL:** *A motion to approve the Consent Agenda passed unanimously.*

* Approve Warrants and Bills Payable
* Approve signing a document granting authority on behalf of the Water System owner
* Approve a Public Festival Permit for the Mad River Path
* Approve adoption of the Local Hazard Mitigation Plan
* Appoint xxx to the Regional Emergency Management Committee

**14. Selectboard Roundtable.**

Mr. Messer asked about the approval letter to be sent to the Mad River Green shopping center, and Mr. Haverkamp reported it was sent in the prior week.

Mr. Messer asked about some items being posted to or removed from the Town web site; Mr. Haverkamp noted that he had addressed some of these, but was still learning the nuances of the management of the web site in order to have things appear appropriately.

**15. Town Administrator Report.**

Meeting dates were reviewed and agreed upon. Mr. Haverkamp with create a Selectboard calendar for the year and post appropriately.

**V. Other Business**

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

**VI. Adjourn**  
The meeting adjourned at 9:28 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary