

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: Mad River Valley Summer Carnival
- 2) Date(s) of Festival: August 25th (with rain date of September 1)
- 3) Location of Festival: Mad River Green
- 4) Hours of Festival: 9a - 3p
- 5) Sponsor of Festival: Inklings Children's Books, LLC
- Address: 16 Sterling Ridge Road, Unit 3
Warren, VT 05674
- Phone #: 802-496-7280 e-mail: inklingschildrensbooks@gmail.com

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

Name
Brian Wray

Phone
802-496-7280

Address
16 Sterling Ridge Road, #3. Warren, VT 05674

Name

Phone

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

Phone

Address

- 8) A. Number of tickets to be printed, if applicable: _____
- B. Number of persons reasonably expected to attend: 150
- C. Fee: \$25 for each 250 persons expected to attend: \$25
- D. If festival is charitable or non-profit, are you requesting a fee waiver? It is charitable, but not re
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:

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

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

Families in the area are invited to Mad River Green, between 11a and 2p on August 25th to play games, buy snacks, and enjoy f

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

TBD

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

Brian Wray
Signature

Brian Wray
Printed Name of Applicant

07/12/2024
Date

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

Denied: _____ Granted: _____ Date of Selectboard Action: _____

Conditions:

By: Waitsfield Selectboard



TOWN OF WAITSFIELD
TRAFFIC ORDINANCE
(AS AMENDED THROUGH 2024)

Pursuant to the provisions of Title 23, Vermont Statutes Annotated, Section 1007 and 1008, and Title 24, Vermont Statutes Annotated, Sections 1971 and 2291 (1) (4) and (5), and such other general enactments as may be material hereto, it is hereby ordained by the Selectboard of the Town of Waitsfield that the following Traffic Ordinance is adopted for the Town of Waitsfield, Vermont.

ARTICLE I. DEFINITIONS

The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference.

ARTICLE II. SCOPE

The ordinance establishes special traffic regulations on public highways within the Town of Waitsfield, Vermont.

ARTICLE III. TRAFFIC CONTROL DEVICES

Section 1. It shall be unlawful for any person to disobey the direction of a traffic control device except in response to the direction of a law enforcement officer.

Section 2. It shall be unlawful for any person to intentionally remove, injure, obstruct, deface, alter or tamper with any traffic control device.

Section 3. It shall be unlawful for any person to install any sign or device which may resemble or be mistaken for an official traffic control device, without prior approval of the Waitsfield Selectboard.

ARTICLE IV. SPEED REGULATIONS

Section 1. Paved Roads – On the basis of engineering and traffic surveys, the following speed limits are hereby established on paved highways within the Town:

T.H. #1 (Bridge Street & East Warren Road) – A maximum speed of 25 m.p.h. from the intersection of Vt. Route 100 (Main Street) easterly to the intersection of T.H.#3 (Joslin Hill Road), then a maximum speed of 40 m.p.h. from the intersection of T.H. #3 (Joslin Hill Road) easterly and southerly to the Warren town line.

T.H. #2 (North Fayston Road) – A maximum speed of 35 m.p.h. from the intersection of Vt. Route 100 (Main Street) to the Fayston town line.

As last amended 07/22/24

T.H. #3 (Joslin Hill Road & North Road) – A maximum speed of 35 m.p.h. from the intersection of T.H. # 1 (East Warren Road) to the intersection of T.H. # 15 (Tremblay Road).

T.H. #12 (Old County Road) – A maximum speed of 35 m.p.h. for its entire length.

T.H. #15 (Tremblay Road) – A maximum speed of 35 m.p.h. for its entire length.

T.H.#23 (Carroll Road) – A maximum speed of 25 m.p.h. from the intersection of Vt. Route 100 to the Fayston town line.

T.H. #24 (Bragg Hill Road) – A maximum speed of 35 m.p.h. for its entire length.

Vt. Route 100 (Main Street) – A maximum speed of 50 m.p.h. from the Moretown town line south to a point approximately .1 mile north of the north entrance of T.H. #12 (Old County Road) with Vt. Route 100 (Main Street), then a maximum speed of 40 m.p.h. for an additional .4 mile, then a maximum speed of 30 m.p.h. continuing south through Waitsfield Village to a point approximately .3 miles south of the intersection of Vt. Route 17 and Vt. Route 100 (Main Street), then a maximum speed of 40 m.p.h. to a point approximately .9 mile south of the Vt. Route 17 and Vt. Route 100 (Main Street) intersection, then a maximum speed of 50 m.p.h. to the Warren town line. Said speed limits being intended to conform to the State established speed limits for this road. This local speed limit is adopted in conformance with Title 23 Vermont Statutes Annotated, Section 1007(f).

Section 2. Unpaved Roads, Special Designated Speed Limits – On the basis of engineering and traffic surveys, the following speed limits are hereby established on unpaved highways within the Town:

T.H. #4 (Common Road) – A maximum speed of 30 m.p.h. for its entire length.

T.H. #7 (Center Fayston Road) – A maximum speed of 30 m.p.h. for its entire length.

T.H. #14 (Old Center Fayston Road) – A maximum speed of 25 m.p.h. for its entire length.

T.H. #26 (Brook Road) – A maximum speed of 30 m.p.h. for its entire length.

T.H. #31 (Rolston Road) – A maximum speed of 25 m.p.h. from the intersection of Vt. Route 100 (Main Street), extending easterly a distance of 0.83 mile, then a maximum speed of 35 m.p.h. from 0.83 mile east of Vt. Route 100 (main Street) to the intersection of T.H. #1 (East Warren Road).

Section 3. Unpaved Roads, Uniform Speed Limit – Pursuant to the provisions of Title 23, Vermont Statutes Annotated, Section 1007, a uniform speed limit of 35 m.p.h. is hereby established for all other unpaved highways within the Town. Roads included under the uniform speed limit for unpaved highways shall include:

T.H. #6 (Airport Road)

T.H. #8 (Meadow Road)

T.H. #9 (part of Meadow Road)

T.H. #10 (Floodwoods Road)

As last amended 07/22/24

T.H. #11 (Armstrong Road)
T.H. #14 (Old Center Fayston Road)
T.H. #16 (Class 4 portion – Ronk Road)
T.H. #16 (Class 3 portion – East Road)
T.H. #17 (part of East Road)
T.H. #19 (Bushnell Road)
T.H. #20 (Long Road) T.H. #21 (Reed Road)
T.H. #22 (Farr Lane)
T.H. #25 (Hastings Road)
T.H. #26 (Brook Road)
T.H. #27 (Cross Road)
T.H. #29 (Butternut Hill Road)
T.H. #30 (Kingsbury Road)
T.H. #31 (Rolston Road)
T.H. #32 (Bundy Road)
T.H. #34 (Ryle Road)
T.H. #35 (Sherman Road)
T.H. #36 (Bowen Road)
T.H. #37 (Parsonage Lane)
T.H. #38 (Dugway Road)
T.H. #39 (Lareau Road)
T.H. #40 (Ski Valley Road)
T.H. #40 (Schuss Road)
T.H. #40 (Snowshoe Drive)
T.H. #41 (part of Ski Valley Road)
T.H. #42 (Palmer Lane)
T.H. #43 (Raphael Road)
T.H. #45 (Pine Brook Road)
T.H. #46 (part of Ski Valley Road)
T.H. #28 (Palmer Hill Road)
T.H. #29 (Dana Hill Road)
T.H. #47 (Riverview Road)
T.H. #48 (Wallis Drive)

Section 4. The above speed limits for paved and unpaved highways shall be posted in accordance with the standards set forth in Title 23, Vermont Statutes Annotated, Section 1007, and the Manual of Uniform Traffic Control Devices as amended from time to time.

ARTICLE V. STOP AND YIELD INTERSECTIONS

Section 1. The following intersections shall be designated as "STOP" intersections, and shall be so signed:

T.H. #1 (Bridge Street) entering the covered bridge on either side
T.H. #4 (Common Road) entering T.H. #3 (Joslin Hill/North Road)
T.H. # 16 (East Road) entering T.H #3 (Joslin Hill Road)
T.H. #26 (Brook Road) entering T.H. #3 (Joslin Hill Road)

As last amended 07/22/24

T.H. #15 (Tremblay Road) entering T.H. #3 (North Road)
T.H. #26 (Brook Road) entering T.H. #4 (Common Road)
T.H. #27 (Cross Road) entering T.H. #3 (Joslin Hill Road)
T.H. #27 (Cross Road) entering T.H. #4 (Common Road)
T.H. #28 (Palmer Hill Road) entering T.H. #4 (Common Road)
T.H. #34 (Ryle Road) entering T.H. #4 (Common Road)

Section 2. The following intersections shall be designated as "YIELD" intersections and shall be so signed:

T.H. #3 (Joslin Hill Road) entering T.H. #1 (East Warren Road)
T.H. #8 (Meadow Road) entering T.H. #3 (North Road)

ARTICLE VI. CROSSWALKS

The following intersections shall be designated for pedestrian crosswalks, and shall be so marked:

T.H. #1 (Bridge Street) at the intersection with Vt. Route 100 (Main Street)
T.H. #22 (Farr Lane) at the intersection with Vt. Route 100 (Main Street)

ARTICLE VII. PARKING REGULATIONS

Section 1. It shall be unlawful to park at any time on either side of T.H. #1 (Bridge Street) from the intersection of Vt. Route 100 (Main Street) easterly for a distance of forty-five (45) feet.

Section 2. It shall be unlawful to park on the south side of T.H. #1 (Bridge Street) from a point two hundred fifteen (215) feet east of Vt. Route 100 (Main Street) easterly to the covered bridge.

Section 3. It shall be unlawful to park at any time on T.H.#24 (Bragg Hill Road) between the intersection of Vt. Route 100 (Main Street) and the Fayston town line.

Section 4. It shall be unlawful to park on T.H. #1 (Bridge Street) between the intersections of Vt. Route 100 (Main Street) and the covered bridge, and within any municipal parking lot between the hours of 12:00 AM. and 7:00 AM. from November 15th to April 30th.

Section 5. It shall be unlawful to park on T.H. #12 (Old County Road) at any point on the north side from its southern intersection with Route 100 (Main Street) and on the south side 125 feet from the intersection. It shall also be unlawful to park on the south side during any snow event.

Section 6. Any vehicle parked in violation of the provisions of this Article may be summarily removed at the owner's expense, by order of any law enforcement officer, road commissioner, or Selectboard member.

Section 7. If the owner of a vehicle summarily removed under section 5 hereof does not claim such vehicle and pay all towing and storage expenses within thirty (30) days of the date of such removal, the title to such vehicle shall escheat to the Town and the vehicle may be sold or otherwise disposed of in accordance with Title 27, Vermont Statutes Annotated, Chapter 13.

As last amended 07/22/24

Section 8. Nothing in this Article shall be construed to make unlawful vehicular stops in obedience to the direction of a law enforcement officer or for causes beyond the control of the operator.

ARTICLE VIII. GENERAL PROVISIONS

Section 1. Each violation of a provision of this ordinance shall be deemed a separate offense.

Section 2. A person who violates a provision of this ordinance shall be fined in accordance with penalties provided by state statutes, in conformance with Title 23, Vermont Statutes Annotated, Chapter 24.

Section 3. The provisions of this ordinance are declared to be severable, and if any provision hereof be adjudged invalid, such judgment shall not affect the validity of any other provision.

Section 4. Any other traffic ordinance or regulation heretofore adopted by the Town of Waitsfield is hereby amended.

Section 5. This ordinance refers to the General Highway Map of the Town of Waitsfield, prepared by the Vermont Agency of Transportation and dated February 10, 1982, and as periodically revised.

Section 6. This ordinance was adopted by the Selectboard at its meeting of October 5, 1987; and amended at its meetings of August 4, 1997, June 10, 2002, February 5, 2007, and October 7, 2019, with notices published in *The Valley Reporter* newspaper and copies filed in the records of the Town of Waitsfield at the time of its adoption and each amendment.

As amended by the Waitsfield Selectboard on the 12th day of October 2020 and effective as of the 11th day of December 2020.

Christine Parisi, Chair

Brian Shupe, Vice-Chair

Chach Curtis

Fred Messer

Larissa Ursprung

The Vermont Statutes Online

The Vermont Statutes Online does not include the actions of the 2024 session of the General Assembly. We expect them to be updated by November 1st.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 24 : Municipal and County Government

Chapter 059 : Adoption and Enforcement of Ordinances and Rules

(Cite as: **24 V.S.A. § 1972**)

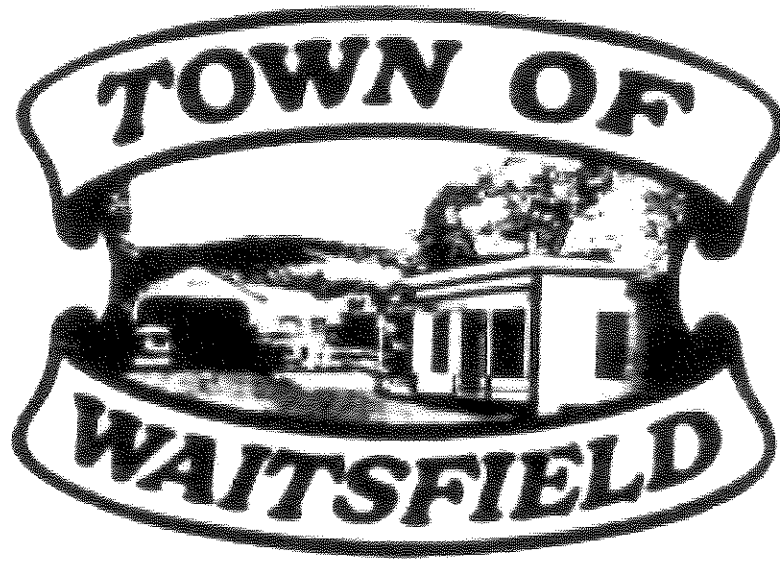
§ 1972. Procedure

(a)(1) The legislative body of a municipality desiring to adopt an ordinance or rule may adopt it subject to the petition set forth in section 1973 of this title and shall cause it to be entered in the minutes of the municipality and posted in at least five conspicuous places within the municipality. The legislative body shall arrange for one formal publication of the ordinance or rule or a concise summary thereof in a newspaper circulating in the municipality on a day not more than 14 days following the date when the proposed provision is so adopted. Information included in the publication shall be the name of the municipality; the name of the municipality's website, if the municipality actively updates its website on a regular basis; the title or subject of the ordinance or rule; the name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments on the proposal; and where the full text may be examined. The same notice shall explain citizens' rights to petition for a vote on the ordinance or rule at an annual or special meeting as provided in section 1973 of this title.

(2) Unless a petition is filed in accordance with section 1973 of this title, the ordinance or rule shall become effective 60 days after the date of its adoption, or at such time following the expiration of 60 days from the date of its adoption as is determined by the legislative body. If a petition is filed in accordance with section 1973 of this title, the taking effect of the ordinance or rule shall be governed by subsection 1973(e) of this title.

(b) All ordinances and rules adopted by a municipality shall be recorded in the records of the municipality.

(c) The procedure herein provided shall apply to the adoption of any ordinance or rule by a municipality unless another procedure is provided by charter, special law, or particular statute. (Added 1969, No. 170 (Adj. Sess.), § 8, eff. March 2, 1970; amended 1971, No. 14, § 11, eff. March 11, 1971; 1979, No. 180 (Adj. Sess.), § 1, eff. May 5, 1980; 2011, No. 155 (Adj. Sess.), § 7.)



**TOWN OF WAITSFIELD, VERMONT
PERSONNEL POLICY**

(as amended and adopted 7/16/24)

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As amended 7/16/24

TOWN OF WAITSFIELD PERSONNEL POLICIES

- I. **PURPOSE:** The following Personnel Policies have been developed in the interest of assuring efficient Town operations, clarifying rules for employee conduct, outlining employee benefits and their implementation, fostering fairness, and promoting high employee morale.

- II. **APPLICABILITY:** These Personnel Policies shall apply to all full- and regular parttime employees of the Town. These policies are not intended to apply to other paid or volunteer, appointed, or elected officials. The Selectboard, which adopts these policies, retains the responsibility for their administration and interpretation.

- III. **STATEMENT OF NON-DISCRIMINATION:** It is the policy of the Town of Waitsfield that no eligible person be excluded from participation in or be denied the benefits of employment with the Town on the basis of race, color, creed, national origin, sex, sexual preference, age, disability, political affiliation or belief. The Town of Waitsfield is an equal opportunity employer and complies with the Americans with Disabilities Act.

- IV. **APPOINTMENT AT WILL:** Employment with the Town of Waitsfield is considered “at will,” and not for any definite period or succession of periods unless otherwise specified by the Selectboard and codified in a contract or other formal work agreement. Employment with the Town may be terminated either by the employee or by the Town at any time without notice except as otherwise provided in these personnel policies, state or federal law, or other contract or employment agreement. Wages or salary and any accrued and unused vacation leave allowable under these Personnel Policies shall be due to the employee only to the day and hour of termination.

- V. **TERMS OF EMPLOYMENT:**
 - a. **Hiring Process** – The Selectboard shall be responsible for all recruitment and hiring. The Selectboard shall be solely responsible for decisions regarding recruitment, internal promotion, advertising, application forms, interview process, and selection.

 - b. **New Hires** – New employees are required to complete form W-4 for payroll tax withholdings and Form I-9 for verification of United States citizenship or

41 proper work authorization prior to starting work, in conformance with federal
42 law.

43
44 **c. Probationary Period** – All new employees shall be subject to a six-month
45 probationary period, followed by an evaluation by the employee’s supervisor.
46 The probationary period may be extended for an additional period of as much
47 as three (3) months at the request of a supervisor and with approval of the
48 Selectboard. At the conclusion of the probationary period, the Selectboard
49 may choose to extend as described above or terminate at its discretion.
50 Probationary employees are eligible to use earned leave time with the
51 approval of the supervisor or Selectboard.

52
53 **d. Employee Evaluations** – Evaluations shall be done annually, or upon request
54 of an employee or the Selectboard, in a format established by the Selectboard.
55 An evaluation requested by an employee shall be performed no later than 60
56 days after the request is made. The Selectboard may delegate evaluations to an
57 employee’s supervisor.

58
59 **e. Termination Notice** – Employees who voluntarily separate from employment
60 with the Town shall give a minimum two (2) weeks of notice in advance of
61 termination.

62
63 **f. Hours of Work** – Regular work schedules shall be established by the
64 Selectboard. Road Department personnel are required to be on-call and
65 available for winter road work and year-round emergencies. Paid leave,
66 including holidays, sick, and vacation days, shall be counted toward the 40-
67 hour threshold for overtime for non-exempt employees. Paid leave, including
68 holidays, sick, and vacation days, shall be counted as hours of work for the
69 purposes of calculating compensatory time for exempt employees (see Section
70 V.i.). The employee’s hours may be distributed across five workdays or in any
71 combination deemed necessary by the Selectboard or supervisor.

72
73 **g. Overtime** – Non-exempt hourly employees shall be paid overtime at the rate
74 of 1.5 times (“time-and-a-half”) the regular hourly rate for hours of work
75 performed in excess of 40 hours in a one-week pay period.

76
77 **h. Holiday Pay** – In the event an employee is called in to work on a holiday, the
78 rate of pay for actual holiday hours worked shall be equal to 1.5 times the
79 employee’s regular hourly rate, regardless of whether or not the total hours
80 worked in the week exceeds 40 hours.

81
82 **i. Compensatory Time** –For exempt employees, compensatory time will be
83 provided on an hour-for-hour basis for actual hours worked in excess of the

84 employee's standard work week, provided that an employee's standard work
85 week is 20 hours or greater.

86
87 **j. Pay** – Pay periods run Sunday to Saturday. Payday will be on Wednesdays on
88 a weekly basis by direct deposit. Time sheets shall be due to the employee
89 processing payroll no later than the close of business on Monday. An
90 employee failing to submit a time sheet may be paid at a rate and amount
91 equivalent to the employee's normal work week, with any variations deducted
92 from or added to a paycheck(s) to follow. Initial payroll for employees will be
93 staggered by one week.

94
95 **k. Lateness or Absence** – Employees shall notify their supervisor or appropriate
96 colleagues prior to, or as soon as reasonably possible, if they will be late or
97 absent from work. Repeated unexcused lateness or absence from work is
98 grounds for disciplinary action and/or termination.

99
100 **l. Training and Professional Development** – The Town expects that all
101 employees will take advantage of training opportunities approved by the
102 Selectboard or supervisor. Employees will be paid for such time and
103 reimbursed for mileage, meals, etc., when approved in advance by the
104 Selectboard or supervisor.

105
106 **VI. EMPLOYEE BENEFITS:**

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108 **a. Health Care Benefits** – The Town makes health insurance coverage available
109 to all full-time employees and their families. For the purposes of this section,
110 full-time is defined as an employee with a regular work schedule of 30 hours
111 per week or greater. The Selectboard shall annually determine the amount of
112 the Town's contribution to health insurance costs, particularly premiums.
113 More information on the health insurance offerings and premium allocations
114 can be found in Appendix C.

115
116 Employees may also elect a waiver of insurance upon demonstration of
117 coverage from another source, and be entitled to a health insurance buy-out.
118 Details on the health insurance wavier and buyout can be found in Appendix
119 C.

120
121 Retiring employees may continue to obtain their health insurance through the
122 Town under a "retiree section" of the Town's group health insurance, if
123 applicable and available, until they reach the age of Medicare eligibility. An
124 employee who has retired will be expected to pay the full premium and all
125 other costs for this insurance; the Town will provide access only.

126
127 **b. Retirement** – The Town participates in the Vermont Municipal Employees

128 Retirement System, Group B. Participation begins at the start of employment.
129 Currently, employees contribute 5.625% of wages as a payroll deduction and
130 the
131 Town contributes 6.25% of wages (these rates are subject to change by the
132 VMERS Board of Trustees). Details concerning the system are available from
133 VMERS or the Town Treasurer and at vermonttreasurer.gov/vmers
134

135 **c. Deferred Compensation Plan** – The Town offers participation in a deferred
136 compensation plan. This plan is a voluntary retirement savings program,
137 created under federal and state law, enabling government employees to
138 contribute as much as \$23,000 (the allowable amount is determined annually
139 under federal IRS rules) of compensation free from current federal and state
140 income taxes to an investment savings plan. The amount saved accumulates
141 tax-deferred until the plan amounts are distributed (generally after retirement).
142 The plan is regulated by the Internal Revenue Code Section 457 and state law.
143 Details concerning the program the Town offers are available from the Town
144 Treasurer.
145

146 **d. Life and Long-Term Disability Insurance** – The Town offers participation
147 to qualified employees (as determined by the insurer’s application process) in
148 a \$25,000 life insurance program and a 60% disability income program.
149 Details about the program the Town offers are available from the Town
150 Treasurer.
151

152 **e. Uniforms** – Road Department employees are provided with uniforms on a
153 weekly basis.
154

155 **f. Commercial Drivers Licenses** – Road Department personnel shall be
156 responsible for maintaining a valid Commercial Drivers License in accordance
157 with state law. After three years of employment with the Town, the Town will
158 pay for license renewals necessary for operation of Town equipment, less
159 standard operator’s license charges.
160

161 **g. Benefit Distribution for New Employees** – Coverage under the benefits
162 described in this section may not apply immediately. The Town’s health
163 insurance buyout may not be issued until an employee has successfully
164 completed his or her probationary period.
165

166 VII. EMPLOYEE LEAVE:

167
168 **a. Sick Leave** – An employee may accrue as many as 48 hours (six days) of sick
169 leave each fiscal year. For the purposes of this policy, a standard day of sick
170 leave is the equivalent of eight hours and a standard work week 40 hours. For
171 exempt employees whose regular work week consists of less than 40 hours on

average, but is greater than 20 hours per week on average, the total number of sick leave hours accrued shall be prorated based upon the average percentage of hours worked in a standard work week. For example:

1. If an employee works 34 hours per week on average, the accrual rate would be calculated this way: $34.0/40.0 = 0.85$.
2. The prorated number of sick leave hours would be calculated this way: $48 \text{ hours} \times 0.85 = 40.8 \text{ hours}$ (or 5.1 days) of sick leave per year. For ease of administration, numbers should be rounded up or down to the nearest whole number. In the example, 40.8 hours would become 41 hours.

The table provides examples based on common and/or current work schedules.

| <u>Average Hours per Week</u> | <u>Accrual Rate</u> | <u>Sick Hours</u> | <u>Sick Hours Accrued</u> |
|-------------------------------|---------------------|-------------------|---------------------------|
| 40.0 | 1.00 | 48.0 | 48.0 |
| 34.0 | 0.85 | 40.8 | 41.0 |
| 30.0 | 0.75 | 36.0 | 36.0 |
| 20.0 | 0.50 | 24.0 | 24.0 |

An employee may use sick leave for an illness or injury that prevents the employee from performing the employee’s job duties. An employee may also use sick leave to attend the following appointments that cannot be held outside normal working hours:

- A medical appointment
- An appointment eligible for short-term family leave under the provisions of the Vermont Parental and Family Leave Act (21 V.S.A. § 472a).
- A funeral not eligible under the bereavement leave section of this policy.
- Any other appointments authorized in advance by the employee’s supervisor.

Upon separation from employment, an employee will not be compensated for unused, accrued sick leave.

If an employee is sick, but has no accumulated sick leave, vacation time may be applied; if no sick or vacation time is available, unpaid leave may be taken. No more than 30 days of sick leave may be carried over into a new year. As of January 1st of each year, any accumulated sick leave over 30 days shall be transferred to vacation days at a rate of 50%, with the remaining 50% portion forfeited.

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b. Vacation – For the purposes of this policy, a standard day of vacation leave is the equivalent of eight hours. For exempt employees whose regular work week consists of less than 40 hours on average, but is greater than 20 hours per week on average, the total number of vacation leave hours accrued shall be prorated based upon the average percentage of hours worked in a standard work week.

For example:

1. If an employee works 34 hours per week on average, the accrual rate would be calculated this way: $34.0/40.0 = 0.85$.
2. The prorated number of vacation leave hours would be calculated this way for an employee working 34 hours per week in the first year of employment: $80 \text{ hours} \times 0.85 = 68 \text{ hours}$ (or two weeks) of vacation leave per year. For ease of administration, numbers will be rounded up to the nearest whole number.

The table provides examples based on common and/or current work schedules:

| | | <u>Hours accrued per year or years of service¹</u> | | | | |
|--------------------|--------------|---|-----------------|-----------------------|---|--------------------------------|
| Average Hours/Week | Accrual Rate | 1st (80 hours) | 2nd (104 hours) | 3rd & 4th (120 hours) | 5 th to 10 th (144 hours) | 11 th + (160 hours) |
| 40.0 | 1.00 | 80 hours | 104 hours | 120 hours | 144 hours | 160 hours |
| 34.0 | 0.85 | 68 hours | 89 hours | 102 hours | 123 hours | 136 hours |
| 30.0 | 0.75 | 60 hours | 78 hours | 90 hours | 108 hours | 120 hours |
| 20.0 | 0.50 | 40 hours | 52 hours | 60 hours | 72 hours | 80 hours |

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Vacation leave shall accumulate by the month, in proportion to the number of hours in the employees' regular work week. Employees beginning work on or before the 15th of the month shall be credited with a full month of service for the purposes of this section. Employees terminating on or after the 16th of the month shall be credited a full month of service for the purposes of this section. No vacation time may be taken during an employee's probationary period without approval of the Selectboard or the employee's supervisor. No more

¹ The hours listed in the column header are the base number of hours per year. An employee whose work week is 40 hours and is in his or her 5th year of employment with the Town would be eligible to accrue 144 hours, or 18 eight hour days, of vacation leave per year. This could be added to the vacation time accrued and carried from year to year up to the maximum of 240 hours, or 30 days, per year as outlined in this section.

236 than 30 days of vacation leave may be accumulated, without the advance
237 approval of the Selectboard.

238
239 All vacation leaves must be approved in advance by the employee's
240 supervisor. Use of accrued vacation leave by employees of the Road
241 Department during the winter maintenance season from November 15 to April
242 15, may be denied or limited depending upon expected weather conditions,
243 and may be subject to conditions such as being subject to call-in, restriction
244 from travelling out of state during such leave, or restriction from taking
245 multiple consecutive days off.

246
247 Upon termination of employment an employee will be entitled to be paid for
248 all accumulated vacation time at the rate of pay the employee is receiving at
249 the time of termination. Unused vacation leave will only be paid at the
250 termination of employment.

251
252 **c. Compensatory Time** – Compensatory time shall be available to salaried,
253 exempt employees at a rate described in V.i. Compensatory time leave may be
254 taken during an employee's probationary period subject to approval from the
255 employee's supervisor. Employees are strongly encouraged to use
256 compensatory time within the same quarter in which it is earned. No more
257 than 40 hours of compensatory time may be carried over from one fiscal year
258 into the next. Unused compensatory time shall not be paid to an employee
259 upon termination of employment.

260
261 Non-exempt employees: Compensatory time is not offered to non-exempt
262 employees in lieu of overtime pay for overtime hours worked. However, an
263 employee may take time off within the same workweek in order to avoid
264 incurring an overtime obligation, following approval of a supervisor.

265
266 **d. Holidays** – There are 11 paid holidays per year. The paid holidays are as
267 follows: 1) New Year's Day (January 1st); 2) Martin Luther King Day (3rd
268 Monday in January);
269 3) President's Day (3rd Monday in February); 4) Memorial Day (last Monday
270 in
271 May); 5) Independence Day (July 4th); 6) Juneteenth (June 19th); 7) Labor Day
272 (1st Monday in September); 8) Columbus Day (2nd Monday in October); 9)
273 Veteran's Day (11th of November); 10) Thanksgiving Day (4th Thursday in
274 November); and 11) Christmas Day (December 25th).

275
276 **e. Unpaid Leave** –Requests for leaves of absence without pay for any reason
277 other than those covered by federal or state law must be submitted in writing
278 to the Selectboard or an employee's supervisor and must set forth the purpose
279 for which the leave is requested. All leave requests must be for a definite

280 period of time and include a specified date of return. If a leave of absence
281 without pay is granted, the employee may, at the Town's sole discretion,
282 continue the employee's health plan coverage by paying the required premium
283 in accordance with the payment schedule established by the Town. Other
284 employee benefits (e.g. sick leave, vacation, seniority, etc.) will not accrue
285 during an unpaid leave period that exceeds 30 days.
286

287 **f. Short-term Leave** – An employee is eligible for short-term leave if s/he has
288 been employed by the Town for at least one (1) year for an average of at least
289 30 hours per week. In accordance with 21 V.S.A. § 472a, eligible employees
290 may be entitled to take unpaid leave not to exceed four (4) hours in any 30-
291 day period and not to exceed 24 hours in any 12-month period for any of the
292 following purposes:
293

- 294 • To participate in preschool or school activities directly related to
295 the academic educational advancement (such as a parent-teacher
296 conference) of the employee's child, stepchild, foster child, or ward who
297 lives with the employee;
- 298 • To attend or accompany the employee's child, stepchild, foster
299 child, or ward who lives with the employee or the employee's parent,
300 spouse or parent-in-law to routine medical or dental appointments;
- 301 • To accompany the employee's parent, spouse or parent-in-law to
302 other appointments for professional services related to their care and well-
303 being;
- 304 • To respond to a medical emergency of the employee's child,
305 stepchild, foster child, or ward who lives with the employee or the
306 employee's parent, spouse or parent-in-law.
307

308 At the option of the employee, accrued paid leave may be used. Before taking
309 leave under this section an employee shall make a reasonable attempt to
310 schedule appointments outside of regular work hours. An employee shall
311 attempt to provide the Town with the earliest possible notice of the intent to
312 take short-term family leave.
313

314 **g. Bereavement Leave** – Employees may take up to two days off in the event of
315 the death of a member of their immediate family (parent, spouse, children),
316 three hours off for a local funeral, and up to one day off for a non-local funeral
317 of a member of their extended family, with pay. Such leaves are subject to
318 approval by the Selectboard.
319

320 **h. Jury Duty** – Employees will be given paid leave and receive their base salary
321 for any time served on jury duty.
322

323 **VIII. EMPLOYEE DISCIPLINE AND GRIEVANCES:**

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a. **Reasons for Disciplinary Actions** – The Town may take personnel action for the following reasons:

1. Unsatisfactory work performance;
2. Misuse of funds, supplies or equipment;
3. Refusal or failure to abide by policies or instructions of a supervisor or the Selectboard;
4. Other conduct which is inconsistent with the normal expectations of public service.

b. **Disciplinary Action** – Any or all of the following disciplinary actions may be taken by the Selectboard, depending upon the severity of the circumstances involved:

1. Verbal or written reprimand;
2. Placement on probationary employment status;
3. Suspension with or without pay;
4. Termination.

c. **Procedure for Disciplinary Action** – Any disciplinary action may be initiated by the Selectboard or supervisor. Notice of the action and the reasons therefore shall be in writing, and shall be given to the employee involved.

d. **Response to Disciplinary Action** – Employees who are subject to disciplinary action may request a hearing before the Selectboard. Such requests should be in writing and presented to the Selectboard Chair within 10 working days after notice of the action.

The Selectboard shall hear the employee’s grievance within 30 days of receipt. Action of the Selectboard shall be final.

IX. EMPLOYEE RECORDS: Personnel files for each employee shall be kept by the Town Clerk. Personnel files are open to the Selectboard but not to the general public. An employee may review his/her file in the presence of a member of the Selectboard or its designee. It is the responsibility of the Selectboard to maintain the files, determine what kinds of information should be included therein, and for how long.

X. EMPLOYEE CONDUCT:

a. **General Obligations.** Every employee shall fulfill to the best of his or her ability the duties and responsibilities of the employee’s position. The employees shall, during their hours of duty, be subject to such other laws,

367 rules, and regulations that pertain thereto, and devote their full attention and
368 efforts to their office and employment.

369
370 **b. Political Activity.** An employee shall not use his or her official authority for
371 the purpose of interfering with or affecting the nominations or election of any
372 candidate for public office in the Town of Waitsfield. This rule is not to be
373 construed to prevent a town employee from becoming or continuing to be a
374 member of any political party or from attending political meetings or signing
375 petitions for a candidate for public office.

376
377 **c. Contracts.** No elective or appointive officer or employee of the Town of
378 Waitsfield shall be beneficially interested directly or indirectly in any contract
379 with the Town, regardless of amount; or furnish any material, or perform any
380 labor, except in the discharge of his or her official duties, unless such contract
381 shall have been awarded upon bids advertised for by publication or by
382 discretion of the Selectboard. No officer or employee of the Town shall take
383 part in any decision concerning the business of the Town in which he or she
384 has a direct or indirect financial interest, aside from his or her salary as an
385 officer or employee, greater than any other citizen or taxpayer in the Town.
386 This section shall not apply in the event of an emergency where immediate
387 action shall be deemed more important to the Town than the receipt of formal
388 bids.

389
390 **d. Health and Safety.** The Town of Waitsfield recognizes that its employees are
391 among its most important assets. As such, the Town strives to provide a safe
392 and healthy workplace for all employees.

393
394 Employees are responsible for following all safety procedures associated with
395 their duties. If an employee is unsure of how to do a particular task safely, he
396 or she should seek further instruction from his or her supervisor. Each
397 employee is also obligated to report all unsafe or unhealthy working
398 conditions to his or her supervisor. It is the responsibility of each supervisor to
399 monitor and assist employees in the safe performance of duties. An employee
400 who sustains a work-related injury or illness should report it immediately to
401 his or her supervisor. A "First Report of Injury" form will be completed by
402 the supervisor or employee and a copy given to the employee.

403
404 Safe and healthy behaviors at work are an expected part of each employee's
405 job performance. Employees and their dependants are encouraged to
406 participate in health promotion activities and to avail themselves of the
407 services provided through the Employee Assistance Program (1-800-287-
408 1273).

409

410 **e. Substance Abuse.** Working under the influence of alcohol or controlled
411 substances in the workplace may endanger the public, co-workers, and the
412 employee and result in poor or inaccurate job performance and will not be
413 tolerated. Employees who experience alcohol or drug abuse problems are
414 expected and encouraged to seek assistance in the treatment of their problems.
415 Such employees may, without fear of reprisal, seek guidance from
416 supervisors, the Town Administrator, or the Employee Assistance Program.

417
418 Employees shall not manufacture, possess, distribute, or use controlled
419 substances in the workplace. Employees shall not report to work or work
420 under the influence of alcohol or controlled substances unless the drug is
421 prescribed by a duly licensed physician or dentist.

422
423 An employee who manufactures, possesses, or distributes a controlled
424 substance in the workplace shall be subject to disciplinary action such as, but
425 not limited to, oral reprimand, written reprimand, suspension, required
426 participation in a drug abuse assistance or rehabilitation program, or
427 dismissal. An employee who reports for work under the influence of alcohol
428 or controlled substances, or who consumes or uses such substances while at
429 work, may be dismissed immediately. As a condition of employment,
430 employees must abide by the terms of this policy. An employee who is
431 convicted of a drug statute crime occurring at the workplace shall inform the
432 Town in writing within five calendar days of such conviction. The Town
433 Administrator or the Town Clerk will notify any federal agency in writing
434 with which the Town has a grant on which the convicted employee was
435 working within 10 calendar days of receiving such notice from the affected
436 employee, including the employee's title and identification number(s) of each
437 affected grant. The Town will take appropriate personnel action, as proscribed
438 above, within 30 days of receiving notice of a conviction from an employee.

439
440 **f. Smoking and Tobacco Use.** It is the policy of the Town of Waitsfield that the
441 use of tobacco products in the workplace is prohibited except in designated
442 areas and in accordance with the Smoking and Tobacco policy in Appendix A.

443
444 **g. Prohibition of Harassment.** The Town of Waitsfield will not tolerate
445 unlawful harassment, including insulting, degrading, or exploitative treatment
446 of another employee or a non-employee on the basis of their race, gender,
447 religion, national origin, age, disability, color, ancestry, place of birth, or
448 sexual orientation, or any other protected status defined by law.

449
450 The Town of Waitsfield will address complaints regarding harassment committed in
451 the workplace by employees against non-employees and by non-employees (such as
452 vendors, customers, board members, and other workplace visitors) against employees
453 to the fullest extent possible. Harassment involves behaviors that are viewed as
454 offensive or harassing. Examples include the following: insulting comments of a

455 sexual, racial, or religious nature or references to an individual's age, sexual
456 orientation or disability; aggressive bullying behaviors; unwelcome sexual advances;
457 requests for sexual acts or favors; inappropriate physical contact or gestures; physical
458 assaults or contact that substantially interferes with an individual's work performance
459 or creates an intimidating, hostile or offensive working environment; retaliation
460 against an employee for complaining about the behaviors described above or for
461 participating in an investigation of a complaint of harassment; and/or other verbal or
462 physical conduct of harassing nature. Retaliation against an employee for making a
463 complaint of harassment or for cooperating with an investigation of harassment is
464 unlawful and will not be tolerated.

465
466 An employee subject to harassment is encouraged to report it before it becomes
467 severe or pervasive. Any employee who has a complaint of sexual harassment at
468 work by anyone, including supervisors, co-workers, or visitors, must bring the
469 problem to the attention of his or her immediate supervisor or the Selectboard or their
470 authorized representative. If the complaint involves someone in the employee's direct
471 line of command, the employee may go directly to the Selectboard with the
472 complaint. A prompt, thorough, and impartial investigation will be conducted and
473 employee confidentiality will be protected to the fullest extent possible. The
474 determination of whether or not a particular action constitutes harassment shall be
475 made from the facts on a case-by-case basis. In determining whether alleged conduct
476 constitutes harassment, the supervisor or Selectboard shall look at the record as a
477 whole and at the totality of the circumstances, such as the nature of the behavior and
478 the context in which the alleged incidents occurred. If harassment is found to exist,
479 prompt corrective action shall be taken. Employees who violate this policy will be
480 subject to disciplinary action up to and including discharge. See also Appendix B.

481
482 **XI. ADOPTION:** These Personnel Policies were revised by the Selectboard on July
483 22, 2024 and replace the policies approved on June 2, 2023.

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490

491 Appendices:

492

493 A. Smoking and Tobacco Policy

494 B. Sexual Harassment Policy

495 C. Position listing – exempt/non-exempt, salaried/hourly, etc.

496 D. Health Insurance

Appendix D – Position Table – exempt/non-exempt; salaried/non-salaried.¹

| <u>Position</u> | <u>Hours/week</u> | <u>Salary (S) or Hourly (H)</u> | <u>Exempt (E) or Non-Exempt (N)</u> | <u>OT, CT, or both.</u> | <u>Notes</u> |
|---------------------------------|-------------------|---|---|-----------------------------|--|
| Town Administrator | 40.0 | S | E | CT | “Traditional” salaried position. |
| Treasurer | 40.0 | S | E | CT | Position earns more than FLSA wage thresholds. |
| Clerk | 34.0 | S | E | CT | Position earns more than FLSA wage thresholds, but comp time only applies above 40 hours per week. |
| Planning & Zoning Administrator | 40.0 | S | E | CT | Position earns more than FLSA wage thresholds, generally meets “white collar” test. |
| Highway Foreman | 40.0 | H | N | OT | Hourly employees, clearly defined |
| Highway Maintainer | 40.0 | H | N | OT | Hourly employees, clearly defined |
| Highway Maintainer | 40.0 | H | N | OT | Hourly employees, clearly defined |

CT = Compensatory Time
OT = Overtime

FLSA Wage Thresholds – Weekly: \$844.00
Annual: \$43,888.00.00

*An increase of the wage thresholds took effect 7/1/2024. A second change will take effect January 1, 2025 to \$1,128 per week or \$58,656 annually.

The personnel policy limits the accrual and use of compensatory time to exempt employees; that is not required by law and the availability of compensatory time eligibility could be expanded to address overtime pay issues, if there was ever a need.

¹ The following documents were used in creating the table:

- “Changes to the Fair Labor Standards Act Overtime Rules – FAQs”; *VLC T News*, December 2016.
- Municipal Employment Law Handbook: A Guide to Human Resource Management; Vermont League of Cities and Towns, 2004. FLSA “flowcharts” for exempt, non-exempt determinations.
- “Overtime Final Rule and State and Local Governments”; U.S. Department of Labor, circa 2016 (no exact publication date listed).
- “Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)”; U.S. Department of Labor, Wage and Hour Division, July 2008.
- “Fact Sheet #17G: Salary Basis Requirement and the Part 541 Exemptions Under the Fair Labor Standards Act (FLSA)”; U.S. Department of Labor, Wage and Hour Division, July 2008.

1 Appendix D – Health Insurance
2

3 The Town offers health insurance coverage through the Vermont health care
4 exchange known as Vermont Health Connect. The Town provides the following
5 premium contributions; employees are responsible for the remaining percentage via
6 payroll deduction:
7

- 8 • *Single* – The Town pays 100% of the cost of the premium; the employee pays
9 the remaining 0% of the premium cost.
- 10 • *Two-Person* – The Town pays 96% of the cost of the premium; the employee
11 pays the remaining 4% of the premium cost.
- 12 • *Parent and Child(ren)* – The Town pays 96% of the cost; the employee pays
13 the remaining 4% of the cost.
- 14 • *Family* – The Town pays 87% of the cost of the premium; the employee pays
15 the remaining 13% of the premium cost.
16

17 For the purposes of employee benefits, the Selectboard defines family members as a
18 legally married spouse, domestic partner, or a dependent child or children.
19

20 Domestic partners may be included on an employee’s insurance policy, if allowed by
21 the insurance provider and under the following conditions:

- 22 (1) a domestic partner affidavit, signed by both parties, is submitted;
- 23 (2) all costs associated with the additional coverage will be the sole responsibility
24 of the employee and deducted from the employee’s wages;
- 25 (3) and it will be the responsibility of the employee to cancel the insurance
26 coverage of the partner in the event the domestic partnership ends.
27

28 Health Insurance Waiver and Buyout

29 Employees with health insurance coverage through another source are eligible for a
30 health insurance buyout. Waiver of insurance upon demonstration of coverage from
31 another source is required. The total buy-out is a taxable payment of \$1,850. For
32 FY18, the buy-out shall be paid in two equal (50%) installments; the first payment to
33 occur at the beginning of each calendar year and the second to occur at the beginning
34 of the third quarter of each calendar year. In FY19 and beyond, the buyout shall be
35 included as a prorated portion of the annual cost (\$1,850/52 weeks = \$35.58 gross
36 weekly buyout share).

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, June 24, 2024**

4 **Draft**

5
6 **I. Call to Order:** The meeting was called to order at 6:31 pm by Christine Sullivan. The meeting
7 was held in person at the Waitsfield Town Office and remotely via Zoom.

8 **Members Present:** Chach Curtis, Fred Messer, Brian Shupe, Christine Parisi, Larissa Ursprung

9 **Staff Present:** Annie Decker-Dell’Isola, Wastewater Project Manager

10 **Others Present:** Mo Bonner (Addison West), Ryan Carr, Aaron Shea (Afterthoughts), Jonathan
11 Ursprung (Planning Commission)

12
13 **II. Regular Business.**

14
15 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

16 Consideration of a Liquor License renewal and Festival Application were added to the agenda.
17

18 **2. Public Forum.**

19 Nobody requested time to address the Board.
20

21 **3. Liquor Permit Applications: Afterthoughts LLC and Addison West**

22 Mo Bonner (Addison West) and Aaron Shea (Afterthoughts) were both present, and confirmed
23 that all employees have participated in related training requirements.
24

25 **MOTION:** *Mr. Messer made a motion to approve a Second Class Liquor License Renewal for*
26 *Addison West and a Third Class Liquor License for Afterthoughts, LLC. The motion was seconded*
27 *by Mr. Shupe, and passed unanimously.*
28

29 **3A. Festival Permit Application – Music on the Green**

30 Ryan Carr outlined that the proposal is for a gathering on the Mad River Green to take place on
31 Wednesday evenings, with rotating musical artists and food vendors. He noted that the rest
32 room at Three Mountain Café will be available during the events. The first event is scheduled
33 for July 10, and the intent is to hold these events weekly through August 20, 2024. There are
34 currently no plans for serving alcohol at these gatherings.
35

36 **MOTION:** *Mr. Shupe made a motion to approve the application as presented, conditioned upon*
37 *notification of the Fire Department and MRVAS of the schedule, and to waive the requirement*
38 *for a 30-day advance submission of the Application. The motion was seconded by Ms.*
39 *Ursprung, and passed unanimously.*
40

41 Mr. Carr agreed that he will present to the Board any proposed changes to these event plans.
42

43 **4. Planning Commission (PC) Appointment – Becca Newhall.**

44 Ms. Newhall had provided an email expressing her interest in serving on the PC as well as her
45 resume. Mr. Ursprung was present, and indicated that Ms. Newhall had attended several PC
46 meetings and that her background would be an asset to the PC.
47

48 **MOTION:** *Mr. Shupe made a motion to appoint Becca Newhall to the Planning Commission.*
49 *The motion was seconded by Mr. Curtis, and passed unanimously.*

50
51 **5. MRVAS Update.**

52 Mark Giometti and Sheila Ware were present, and outlined for Board members the financial
53 challenges that MRVAS is facing, particularly regarding building up of capital funds in order to
54 enable future ambulance purchases. A written presentation was provided to the Board,
55 indicating the reasons behind the need for additional funds.

56
57 Mr. Giometti explained that the Service hopes to remain a volunteer organization, and that
58 support from the towns served will be necessary to maintain the all-volunteer status. He noted
59 that a paid service would have a much larger budget requiring even more support from the
60 towns. He outlined that the annual amount requested from each of the four towns will be
61 based upon population, and will generally be the same each year, with an allowance for some
62 fluctuation as necessary; Waitsfield's portion of the request was noted to be \$13K for the
63 upcoming budget year.

64
65 Waitsfield has continued to contribute to MRVAS annually, since they first requested a
66 donation from the towns several years ago; Mr. Giometti expressed the organization's
67 appreciation for this continued support.

68
69 **6. Wastewater update/MRVPD MOU.**

70 Annie Decker-Dell'Isola outlined the funding being applied for through Congressional
71 Discretionary Funding, for which both Senators Welch and Sanders Offices have nominated
72 Waitsfield's Project. Work continues with Representative Balint's Office as well. She also
73 provided an update on the upcoming CWSRF loan application for continued design work, noting
74 that a new Engineering Services Agreement will be needed for the final phase and DEC review.
75 The new funding formula has not yet been published by DEC, but Ms. Decker-Dell'Isola
76 indicated that a \$100K cap is likely on forgivable loans for the 30% phase and a higher limit on
77 the 100% design phase. Finally, she noted that USDA funds are also being pursued and that
78 some of the Town's ARPA funds have been set aside for use if needed for the Project. These
79 monies will enable reaching 50% design, at an opportune time of year for related field work.

80
81 Mr. Curtis explained that no action is required at this time, but approval of the next Engineering
82 Services Agreement will be forthcoming.

83
84 Project management moving forward was discussed, as Ms. Decker-Dell'Isola will no longer be
85 serving as PM and Joshua Schwartz is back from his sabbatical. It was agreed that Mr. Schwartz
86 will be needed for assistance in a funding coordination role as well as for some general project
87 coordination, but that his time commitment will be less than earlier in the Project. Because his
88 time will be more in line with what the PD historically provides to towns, it was agreed that
89 another MOU is likely not necessary at this point, although an outline of the expectations of the
90 work to be undertaken would be beneficial.

91
92 Board members thanked Ms. Decker-Dell'Isola for her efforts related to the Project, both as
93 Town Administrator and as Project Manager.

94
95

96 **7. Hiring update.**

97 Mr. Shupe reported that VLCT had experienced some technical issues, leading to a need to
98 repost the position with an extended deadline; VLCT will prescreen any applications that are
99 submitted. Ms. Parisi will forward Town Administrator applications received through Indeed to
100 VLCT; those for the Treasure position she will disseminate to the Board for potential interview
101 scheduling.

102

103 **8. Selectboard Priorities**

104 Rick McGuire (VLCT) has requested that the Board provide an outline of priorities for the
105 upcoming three to five years, for use in evaluating potential candidates for the Town
106 Administrator position. The Work Plan in place was reviewed by the Board, with it noted what
107 items have been accomplished and what should move higher in the priority list. It was agreed
108 that some items might be addressed before there is a new Town Administrator in place.

109

110 Mr. Shupe offered to update the plan/spreadsheet, and asked that Board members let him
111 know of any items they would like to add to the list.

112

113 Information had finally been received from Capital West regarding the Town's payments to that
114 fund; the most recent payments have been put in reserve rather than sent to Capital West as
115 the Town was waiting to establish an MOU with Capital West and receive more detailed
116 documentation of how the money is being invested and what the capital expenditure amounts
117 and schedule will be. It was noted that there is also now Congressional discretionary funding
118 available for the communications services provided by Capital West, and so it is unclear if the
119 funds scheduled to be provided by towns is still necessary. Ms. Parisi offered to follow up with
120 Scott Bagg of Capital West on this matter.

121

122 **9. Consent Agenda.**

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

124

- 125 • Approve Minutes of 6/3/2024
- 126 • Bills Payable and Treasurer's Warrants
- 127 • Acknowledge Selectboard Chair signature Municipal Energy Program mini-grant award
128 agreement

129

130 **10. Selectboard Roundtable.**

131 Mr. Messer made note of the Meadow Road Bridge appearing to have been damaged; the
132 railing is broken, as is the cement curbing, and guardrails have been pushed out of place. He
133 also indicated that the weight standards are exceeded regularly, and suggested that bridge
134 repairs, as well as consideration of adjusting the abutments to reduce the pinch point created
135 for the river, be something that the Board looks into.

136

137 Mr. Messer noted that both the Wait House Committee and the Historical Society have been
138 busy, and accomplishing several tasks.

139

140 Mr. Shupe, following up on the Board's site visit to the Fairgrounds property, noted that a
141 license agreement with the goat herding organization that is active on the site would be
142 beneficial. He will draft something for consideration at the next Board meeting.

143

144 **11. General updates – July 8th Bridge Street Cleanup**

145 It was agreed to coordinate getting the benches out of storage and in use in time for July 4.

146
147 The graffiti recently discovered on the covered bridge abutments was discussed, and it was
148 agreed to leave what exists alone, due to concerns regarding the toxicity of applying paint at
149 the river's edge as well as not wanting to create a blank slate for further graffiti.

150

151 **12. Executive Session.**

152

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

157 **MOTION:** *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel] and 1*
158 *V.S.A. § 313 (a) (1F) [Confidential attorney-client communications] passed unanimously.*

159 The meeting entered Executive Session at 8:13 pm and returned to open session at 8:42 pm.

160

161 No further action was taken.

162

163 **III. Other Business**

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

165 **IV. Adjourn**

166 The meeting adjourned at 8:42 pm.

167 Respectfully submitted,

168 Carol Chamberlin, Recording Secretary

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, July 8, 2024**

4 **Draft**

5
6 **I. Call to Order:** The meeting was called to order at 6:00 pm by Christine Parisi. The meeting
7 was held in person at the Waitsfield Town Office and remotely via Zoom.

8 **Members Present:** Fred Messer, Brian Shupe, Christine Parisi, Larissa Ursprung

9 **Members Absent:** Chach Curtis

10 **Staff Present:** None

11 **Others Present:** Karen Cetinkaya, Beth Cook (Planning Commission), AnnMarie Harmon
12 (Planning Commission, Wait House Committee), Carolyn Lessard, (MRTV)

13
14 **II. Regular Business.**

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

17 Approval of the minutes was removed from the Consent Agenda.

18
19 **2. Public Forum.**

20 AnnMarie Harmon provided some information regarding the Wait House Committee's work on
21 developing a rental agreement, noting that two events have been held without an agreement in
22 place and without prior Selectboard notification. Upcoming is the potential for a weekly camp
23 meeting for the summer camp program organized by the Mad River Path Association. It was
24 suggested that the Committee look at the Flemer Field Use Agreement and the Festival Permit
25 Application as potential models for a rental agreement. It was also noted that the MOU with
26 the Historical Society that previously covered such use of the barn has expired. There was
27 concurrence that an agreement, including insurance coverage requirements, should be in place,
28 and any applications approved by the Committee should be provided to the Town
29 Administrator.

30
31 **3. Liquor Permit Applications: Mad Events**

32 Carolyn Lessard and Karen Cetinkaya were present and noted that both a First Class and Third
33 Class license have already been approved. They confirmed that trained Mad Events staff does
34 the actual serving, and that the outside area will be demarcated as requested by the Liquor
35 Control Board.

36
37 **MOTION:** *Mr. Shupe made a motion to approve the Outdoor Consumption permit for Mad*
38 *Events. The motion was seconded by Mr. Messer. All voted in favor.*

39
40 **4. Consider approving statement of consent for Green Mountain Stage Race (GMSR) to use**
41 **Town roads.**

42 A letter had been received from Gary Kessler, indicating no major changes from previous years'
43 logistics for the event. Allowance for spectators was discussed, with no action felt to be
44 necessary for this aspect of the race.

45
46 **MOTION:** *Mr. Messer made a motion to approve the Statement of Consent for use of Town*
47 *Roads by the Green Mountain Stage Race. The motion was seconded by Ms. Ursprung. All*
48 *voted in favor.*

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5. Set tax rate for FY 2025.

Jennnifer Petersen had provided the Board with Grand List and other related information, including a reminder of consideration of penalty waivers for those not meeting the deadline for Homestead Declarations.

MOTION: *Mr. Messer made a motion to set the FY25 Municipal Tax Rate at \$0.5865 and to waive the Homestead Declaration penalty for FY25. The motion was seconded by Ms. Ursprung. All voted in favor.*

6. Review MPG contract for Village Master Planning with SE Group.

Ms. Harmon indicated that the current agreement contains no substantive changes from the draft presented to the Board earlier, and outlined the discussions held with SE Group ensuring that the Project’s intent is reflected accurately in the contract. Mr. Shupe asked about billing logistics, and it was agreed that the monthly billing proposed by SE Group was acceptable although the timing of reimbursement by the MPG Program may not always coincide.

MOTION: *Mr. Shupe made a motion to approve the contract for Village Master Planning with SE Group. The motion was seconded by Mr. Messer. All voted in favor.*

7. Wastewater update.

Information had been received from Joshua Schwartz regarding scheduling of his time and there being no need for an MOU to be established for his continued assistance with the Project. It was confirmed that the MRVPD Steering Committee had agreed that an MOU is not necessary at this point, but that an outline of Mr. Schwartz’s scheduled time and scope of work be provided, and this document from Mr. Schwartz is meant to serve that purpose.

It was noted that Sam Robinson will be assisting with outreach; Ms. Ursprung offered to help with this aspect of the Project in the absence of a Town Administrator.

8. Hiring update.

The extension of the due date was noted; no updates were available other than that some applications had been received.

9. Consent Agenda.

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

- Bills Payable and Treasurer’s Warrants

10. Selectboard Roundtable.

Ms. Parisi indicated that Josh Rogers has possibly determine who hit the Meadow Road bridge and damaged the railing, and that he is addressing the matter. There was a brief discussion regarding assessing the condition of the bridge in general, and what portion or work needed is structural vs cosmetic.

Ms. Parisi provided an update on establishing an agreement with Capital West regarding payments from the Town, indicating that the resolution that was approved is basically a statement of support and contains no details regarding a commitment to pay or specifications

97 from Capital West about what the intended use of the funds is and what will happen with those
98 funds should it be determined that they are not needed. There is also some question regarding
99 the determination of payment amounts based upon Grand List numbers, when there is a 60/40
100 agreement between Waitsfield and Fayston for Fire Department expenses.

101
102 It was agreed that scheduling a tour of the Fire Station and Town Garage will take place once
103 there is a new Town Administrator in place; it was indicated that Randy Brittingham is working
104 to get a contract in place for installation of the Fire Department's extractor.

105
106 **11. Executive Session.**
107
108 **MOTION:** *A motion to find that pursuant to 1 V.S.A § 313 (a) (1) premature general knowledge*
109 *of confidential attorney- client communications made for the purpose of providing professional*
110 *legal services to the public body would clearly place the public body or a person involved at a*
111 *substantial disadvantage passed unanimously.*

112 **MOTION:** *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel] and 1*
113 *V.S.A. § 313 (a) (1F) [Confidential attorney-client communications] passed unanimously.*

114 The meeting entered Executive Session at 7:06 pm and returned to open session at 7:45 pm.
115
116 **MOTION:** *Mr. Shupe made a motion to approve Town Clerk Jennifer Peterson's request to buy*
117 *out 15 days of her vacation time, which equates to 127.5 hours at her hourly rate. The motion*
118 *was seconded by Mr. Messer.*

119
120 **V. Other Business**
121 **1. Correspondence/reports received** were reviewed.

122 **VI. Adjourn**
123 The meeting adjourned at 7:46 pm.

124 Respectfully submitted,
125 Carol Chamberlin, Recording Secretary

I don't know the answer to this and am cc'ing the Waitsfield Chair, Christine Parisi.

From: COLLEEN WINCHESTER <lemanski36@yahoo.com>
Sent: Wednesday, July 10, 2024 6:04 PM
To: WaitsfieldClerk@gmavt.net
Subject: Widening of Bridge St

Hi Jennifer,

I was just informed by Charlie Goodman and Josh Roger that Bridge St is being widened. I was informed that our property will be damaged in the process. Are we entitled to any compensation for this and if so who do I speak to about it? I just want to know what rights I have. I found the following on the Vermont Statutes Online.

Thanks for your reply,

Colleen Winchester
213 Bridge St

- **§ 703. Widening of highways**

If the width of a highway as laid out is less than the law or the public convenience requires, the selectboard may widen the highway accordingly. Persons whose lands are taken or are damaged shall be entitled to compensation. (Added 1985, No. 269 (Adj. Sess.), § 1.)

Hello Jennifer and Selectboard,

I'm writing simply to share my disappointment that you did not inquire about my web development and hosting services before redeveloping your website. I have been serving this Valley in my field for 25 years. I currently develop and host the Fayston and Moretown websites, both with well-organized Agenda and Minutes sections. I had developed and hosted the MRVPD website until they opted to use the same firm you last used, TownWeb. At roughly that same time, I contacted some new person in your town to remind them of my company in case the need arose; I can't recall who that was nor can I find the emails or his name.

People talk about buying local; what a great Valley this is; how everyone supports each other. After living here 25 years, participating in almost every Valley initiative--Valley Vision 2020, Valley Futures at the Knoll Farm, Economic Vitality at Lareau, something else at the United Church (the names become a blur), it gets old to see the "government" business go outside the Valley and often outside the state. Nobody wants to hear a complainer or be a complainer, but I have come to the conclusion that it's time to complain because not complaining hasn't been effective. Decision-makers don't get it. It matters that you could invest your money back into your local community.

If I am complaining to the wrong decision-maker(s), please pass along.

Thanks for listening,
Darlene

Mad River Web
PO Box 877
Waitsfield, VT 05673-0877
Office (preferred): 802-496-4940
Cell (when urgent): 802-498-4444
www.MadRiverWeb.com

Note: Email is always preferred so as to document requests (and I see it come in while on the phone). If you do call, please call my office phone first and leave message in case I'm on the phone. I only use cell phone while traveling, for outgoing long distance calls, and for time-sensitive texting. If your request is urgent and I haven't called you back timely, try calling or texting cell phone. Have a GREAT day!

From: "Jimmy Darrow" <jimmydcustoms69@gmail.com>
To: waitsfieldselectboard@gmavt.net
Sent: Wednesday, July 10, 2024 1:48:11 PM
Subject: Farmers market and traffic

Att: Christine Parisi

Hi

Im emailing because myself and numerous other residents are tired of the headaches with traffic and ever increasing crowds ! We are tired of our Saturdays errands and or shopping being interfered with due to the increasing crowd sizes and traffic . The site is to small for what this farmers market has become and is creating hazards ! Especially with traffic and your uncertified traffic people who are gonna get hit and hurt . And they are standing in front of vehicles ! This cannot happen and you all need to be proactive and move this market somewhere more suitable! Like Kenyons field. Or are you all gonna sit there and do nothing until there is an issue and someone or multiple someones gets hurt! I mean come people i know you are all intelligent . Do something about this before something happens. Enough is enough please move the market elsewhere.

Thank you

James

Sent from my iPhone

From : Jimmy Darrow <jimmydcustoms69@gmail.com>

Wed, Jul 10, 2024 01:48 PM

Subject : Farmers market and traffic

To : waitsfieldselectboard@gmavt.net

Att: Christine Parisi

Hi

Im emailing because myself and numerous other residents are tired of the headaches with traffic and ever increasing crowds ! We are tired of our Saturdays errands and or shopping being interfered with due to the increasing crowd sizes and traffic . The site is to small for what this farmers market has become and is creating hazards ! Especially with traffic and your uncertified traffic people who are gonna get hit and hurt . And they are standing in front of vehicles ! This cannot happen and you all need to be proactive and move this market somewhere more suitable! Like Kenyons field. Or are you all gonna sit there and do nothing until there is an issue and someone or multiple someones gets hurt! I mean come people i know you are all intelligent . Do something about this before something happens. Enough is enough please move the market elsewhere.

Thank you

James

Sent from my iPhone

Zimbra**waitsfieldselectboard@gmavt.net**

Fwd: Farmers market and traffic

From : TOWN OF WAITSFIELD
<waitsfieldselectboard@gmavt.net>

Sat, Jul 13, 2024 12:10 PM

Subject : Fwd: Farmers market and traffic

To : townadmin <townadmin@gmavt.net>

----- Forwarded Message -----

From: "Jimmy Darrow" <jimmydcustoms69@gmail.com>

To: waitsfieldselectboard@gmavt.net

Sent: Wednesday, July 10, 2024 1:51:16 PM

Subject: Farmers market and traffic

Christine sorry i forgot one thing in my prior email . We are seriously considering going to the state gov level on this issue . But are waiting to see if you all do whats right and seriously needed. By moving the market elsewhere!

Thank you

James

Sent from my iPhone

From : Jimmy Darrow <jimmydcustoms69@gmail.com>

Wed, Jul 10, 2024 01:51 PM

Subject : Farmers market and traffic

To : waitsfieldselectboard@gmavt.net

Christine sorry i forgot one thing in my prior email . We are seriously considering going to the state gov level on this issue . But are waiting to see if you all do whats right and seriously needed. By moving the market elsewhere!

Thank you

James

Sent from my iPhone

Zimbra

townadmin@gmavt.net

Fwd: FW: Bridge Street Beautification Day a huge success!

From : Thomas Spencer <tjspencer101@gmail.com>

Thu, Jul 11, 2024 04:11 PM

Subject : Fwd: FW: Bridge Street Beautification Day a huge success!**Bcc :** townadmin@gmavt.net

I am forwarding this to you from my personal email address because your email provider rejected the email. For some reason when there is a link sent from my stewardMRV email they get rejected by some, including you!

So here is this AMAZING email:

-----Original Message-----

From: "steward@madrivervalley.com" <steward@madrivervalley.com>

Sent: Thursday, July 11, 2024 4:00pm

To:

Subject: Bridge Street Beautification Day a huge success!

Hello Team stewardMRV,

I am pleased and very proud to report that this past Monday we had the first ever Bridge Street Beautification event and it was a huge success. I want to say thank you to everyone who came out and worked so hard in the heat. The results FAR exceeded my expectations and we had so much fun.

[Click here to see before and after photos from the day.](#)

This was an amazing collaboration between stewardMRV, The Chamber of Commerce, Bridge St. Business Owners, The Rotary Club, Friends of the Mad River, Mountain Gardners, Green Up Vermont and the Mad River Valley Planning District. Please feel free to share these pictures with your groups too!

A huge shout out to the Village Grocery who fed all of our volunteers with an amazing smoked chicken BBQ on their new porch, it was perfect!

The Mad River Valley once again proves that our community is amazing and when we come together we can make amazing things happen. Thank you for being part of our ever expanding ethos of stewardship throughout the Mad River Valley. You all are amazing and I am beyond grateful!

Tom Spencer