

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, April 15, 2024**

4 **Final**

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6 **I. Call to Order:** The meeting was called to order at 6:30 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 Sullivan

9 **Staff Present:** JB Weir, Zoning Administrator

10 **Others Present:** Anthony Italiano (MRTV), Tripp Johnson (Fire Chief), Craig Snell (FD) Robin  
11 Morris (Water 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 an MOU between the Conservation Commission and UVM was added.

17  
18 **2. Public Forum.**

19 Nobody present offered comments at this time.

20  
21 **3. Hiring update.**

22 Mr. Shupe reported that he has been in contact with VLCT regarding support services they  
23 offer, and that it is possible to engage their assistance with some of the front end recruitment  
24 work such as advertising and possibly screening of candidates for the Town Administrator and  
25 Treasurer positions. Mr. Shupe will gather more information about this.

26  
27 **4. Wastewater Project update.**

28 Mr. Weir provided information on current activity related to funding applications, including  
29 congressional grants and reallocations of state ARPA funds. Letters to both DEC and Governor  
30 Scott's office related to ARPA fund requests were available for Selectboard signature, for which  
31 some edits were made during the meeting.

32  
33 Mr. Morris reported that engineering solutions for advanced treatment design are being  
34 evaluated, and that an agreement with the landowners needed for installation of certain  
35 infrastructure is in place. He noted there has been a positive commitment for connections for  
36 70% of the system capacity.

37  
38 **MOTION:** *Mr. Curtis made a motion to preapprove the updated draft of the letter to Governor*  
39 *Scott requesting reallocated state ARPA funds and to approve the letter to DEC requesting*  
40 *additional ARPA funds, authorizing the Board Chair to sign both. The motion was seconded by*  
41 *Mr. Shupe. All voted in favor.*

42  
43 There will be a community meeting held on May 8, and the June 3 Selectboard meeting will  
44 include an informational meeting regarding the bond vote.

48 **5. Review WFFD RFP responses and determine next steps**

49 One response had been received to the RFP, and was substantially over the amount budgeted  
50 for installation of the extractor. It had been advised by Randy Brittingham to not accept the  
51 bid, and to move forward with republishing the RFP. Fire Department staff noted that Griffin  
52 and Sons had not received subcontractor information in time to respond, but does have a bid  
53 ready to submit at this point if the RFP is reopened.

54  
55 There was discussion regarding having the sets of gear which are currently in need of cleaning  
56 taken care of by Red Line; Tripp Johnson explained the costs associated with using the outside  
57 service, which are per set of gear, with a minimum charge of \$4300 to cover sixteen sets.

58  
59 It was agreed that a visit to the Fire Station, with new Board members from both Waitsfield and  
60 Fayston in place, would be beneficial.

61  
62 It was agreed to republish the RFP, with a two-week deadline for submissions.

63  
64 **MOTION:** *Mr. Shupe made a motion to reissue the RFP for extractor installation and to*  
65 *authorize the Fire Department to schedule a gear cleaning with Red Line. The motion was*  
66 *seconded by Mr. Messer. All voted in favor.*

67  
68 **6. Approve sand hauling bid.**

69 Six proposals had been submitted; Mr. Brittingham had advised that the low bidder was non-  
70 compliant due to lack of proper insurance coverage, and suggested that Pizzale Trucking's bid  
71 be accepted. Mr. Brittingham noted in his communication that the \$37,500 bid will leave  
72 sufficient funds in the related account for purchasing of materials.

73  
74 **MOTION:** *Mr. Messer made a motion to award the sand hauling contract to Pizzale Trucking for*  
75 *\$37,500. The motion was seconded by Mr. Curtis. All voted in favor.*

76  
77 **7. Farley Park update and RFP for design and bench installation.**

78 Mr. Shupe explained that proposals had been received for both the fabrication and installation  
79 of the bench, and that the associated amounts will not require that a full public bid process be  
80 followed, but that one additional quote for each portion of the work will be solicited before  
81 finalizing any work contract.

82  
83 **7A. Consideration of MOU between the Conservation Commission and UVM.**

84 The MOU covers work by UVM Rubenstein School interns for the summer of 2024, and includes  
85 an agreement for scheduling and logistics of payments.

86  
87 **MOTION:** *Mr. Curtis made a motion to approve the MOU with UVM's Rubenstein School as*  
88 *drafted and to authorize the Board Chair to sign related documents. The motion was seconded*  
89 *by Mr. Shupe. All voted in favor.*

90  
91 **8. Consent Agenda.**

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

- 93  
94
  - Approve the Minutes of March 25, 2024

- 95 • Bills Payable and Treasurer's Warrants
- 96 • Liquor License warrants
- 97 • Farmers' Market Festival Permit
- 98 • Approve resolution appointing Town Clerk, Assistant Town Clerk, Town Treasure, and
- 99 Assistant Town Treasurer to new 3 year terms

100

101 **9. Selectboard Roundtable.**

102 Mr. Messer brought forward the idea of publishing a summary of Board actions in the Valley  
103 Reporter. It was agreed that further discussion of this should not take place until the office is  
104 fully staffed and new staff members are familiar with their positions.

105

106 Mr. Messer noted that the Local Emergency Management Plan will be ready for review at the  
107 next Board meeting.

108

109 **10. Town Administrator's Updates.**

110 No updates were provided.

111 **11. Executive Session**

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

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

118 The meeting entered Executive Session at 7:23 pm and returned to open session at 8:44 pm.

119 **MOTION:** *Mr. Shupe made a motion to approve the agreement with Randy Brittingham, Town*  
120 *Treasurer, to provide remote consulting services as proposed. The motion was seconded by Mr.*  
121 *Curtis. All voted in favor.*

122 **MOTION:** *Mr. Shupe made a motion to approve the settlement agreement with the Hoffmans*  
123 *regarding the relocation of their dogs, and to authorize the Board Chair to sign the document.*  
124 *The motion was seconded by Mr. Messer.*

125 **MOTION:** *Mr. Curtis made a motion to appoint Larissa Ursprung to the vacant Selectboard*  
126 *position. The motion was seconded by Mr. Shupe. All voted in favor.*

127 **III. Other Business**

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

129 **IV. Adjourn**

130 The meeting adjourned at 8:46 pm.

131 Respectfully submitted,  
132 Carol Chamberlin, Recording Secretary