

1 **TOWN OF WAITSFIELD, VERMONT**
2 **Selectboard Meeting Minutes**
3 **Monday, April 29, 2024**
4
5

6 **I. Call to Order:** The meeting was called to order at 6:40 pm by Brian Shupe. The meeting was
7 held in person at the Waitsfield Town Office and remotely via Zoom.

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

9 **Members Absent:** Christine Sullivan

10 **Staff Present:** Randy Brittingham, Town Treasurer; Annie Decker-Dell'Isola, Project Manager,
11 Wastewater Project

12 **Others Present:** Anthony Italiano (MRTV), Alice Peal, Caleb Pierce
13

14 **II. Regular Business.**
15

16 Ms. Ursprung, recently appointed as a Selectboard member, introduced herself.
17

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

19 Approval of the Minutes and the Resolution regarding ARPA funds were removed from the
20 Consent Agenda. Consideration of quotes received for leasing of an excavator by the Road
21 Department was added.
22

23 **2. Public Forum.**

24 Ms. Peal noted that no meeting agenda/packet was available on the web site. Mr. Shupe
25 confirmed that the staff and Board are aware of this and are working to keep the new site
26 updated appropriately.
27

28 **3. Scrag and Roe outside liquor license application.**

29 Caleb Pierce was present; he outlined the outdoor serving areas which will be used and
30 explained the separation strategies which will be in place to keep alcohol consumption
31 contained.
32

33 **MOTION:** *Mr. Messer made a motion to approve the Outdoor Consumption License for Scrag*
34 *and Roe. The motion was seconded by Ms. Ursprung. All voted in favor.*
35

36 **4. Cousins Brewery first class and outside consumption liquor license.**

37 Mr. Morris was not present, and there were some questions from Board members regarding his
38 application; it was agreed to defer consideration of this license application.
39

40 **MOTION:** *Mr. Messer made a motion to postpone consideration of the Cousins Brewery Liquor*
41 *License. The motion was seconded by Mr. Curtis. All voted in favor.*
42

43 **5. Little League Opening Day Parade.**

44 Mr. Shupe indicated that the Board has in previous years approved a Festival Permit Application
45 for this event, with conditions including establishing appropriate traffic control, ensuring that
46 emergency services are aware of the event, and having a crossing guard in place.

47 **MOTION:** *Mr. Messer made a motion to approve a Festival Permit Application for the Little*
48 *League Opening Day Parade, subject to the same stipulations as in prior years, and to waive the*
49 *application fee. The motion was seconded by Mr. Curtis. All voted in favor.*
50

51 **6. Approve copier purchase per town clerk's recommendation.**

52 Bids ranging from \$7500 to \$11,329 had been received. Ms. Petersen had recommended that
53 the low bid from Ricoh be accepted. It was confirmed that this purchase had been budgeted
54 for.

55
56 **MOTION:** *Mr. Messer made a motion to accept the bid of \$7500 from Ricoh for the purchase of*
57 *a copier. The motion was seconded by Ms. Ursprung. All voted in favor.*
58

59 **7. Approve Wastewater Bond Vote Resolution.**

60 Ms. Decker-Dell'Isola explained that the Board is required to approve a Resolution of Necessity
61 in order to hold the upcoming bond vote, and that the vote is not a commitment of funds, but
62 rather a 'go ahead' from the community for the grant funding to be pursued as planned. She
63 noted that the information included regarding the location of the informational meeting prior
64 to the bond vote is incorrect, and that it needs to be amended to reflect that the Board's
65 informational meeting will be held at the Town Office during their regularly-scheduled meeting.
66

67 Mr. Curtis indicated that if it is decided that ballots be mailed to all registered voters, as has
68 been discussed, it needs to be voted on to do so as an aspect of this specific vote.
69

70 Mr. Messer expressed concern that the language of the vote appears to obligate the Town to
71 borrow up to \$15M; Ms. Decker-Dell'Isola outlined that the language has been reviewed by
72 legal counsel, and that the wording of the article to be voted on must not be changed as it
73 contains what is required by statute. She and Board members acknowledged that this
74 information needs to be clearly explained to the voters so that they understand that any debt
75 that is taken on will only be what is reasonable to expect the wastewater system's user fees to
76 cover the payments for, and that none of the burden will fall on the general taxpaying
77 population. Board members agreed that it would likely be prudent to approve a second
78 resolution/statement of intent which outlines these commitments; Ms. Decker-Dell'Isola will
79 consult with legal counsel to determine appropriate language for such a statement.
80

81 **MOTION:** *Ms. Ursprung made a motion to approve the Resolution as presented, with the only*
82 *change being to amend the location of the Informational Meeting to be the Town Office. The*
83 *motion was seconded by Mr. Curtis. All voted in favor.*
84

85 **MOTION:** *Mr. Curtis made a motion to draft and approve a separate resolution to state the*
86 *Board's intent to fund the majority of the Wastewater Project cost with federal and state grant*
87 *funds, and to use monthly user fees as the source for making payments on any loan amount*
88 *that is determined to be necessary and reasonable for success of the system. The motion was*
89 *seconded by Mr. Messer. All voted in favor.*
90

91 **MOTION:** *Mr. Curtis made a motion to authorize the mailing of the bond vote ballot to all*
92 *registered voters within an appropriate time frame as outlined in statute. The motion was*
93 *seconded by Ms. Ursprung. All voted in favor.*

94 **8. Quarterly Budget Update.**

95 Mr. Brittingham explained that the proposed ARPA Resolution is required in order to ensure
96 that any remaining ARPA funds may be applied to the General Fund and remain available to the
97 Town.

98

99 He then reviewed some of the details of the current budget status, noting that in general
100 expenses and receipts are in line with what was budgeted/projected as of the close of the third
101 quarter (March 31), and that any discrepancies are generally related to the timing of
102 receipts/payments. He noted that the Road Department expenditures include most of the
103 winter months, and that the potential for significant material or overtime expenses has likely
104 past. He also explained that there has been an increase in interest income in recent months, as
105 rates are higher than they have been for many years.

106

107 Mr. Brittingham reviewed the anticipated general fund balance information, and answered
108 several questions for Board members.

109

110 **9. Review and approve VLCT Town Administrator Hiring Proposal.**

111 Mr. Shupe provided an update on the proposal offered by VLCT, explaining that Rick McGuire
112 will be providing support in drafting and circulating a posting for the Town Administrator
113 position as well as some initial screening assistance. Mr. Shupe noted that he had declined the
114 interview and negotiations support as discussed at the previous Board meeting. He noted that
115 he has also received contact information for a potential interim candidate; and additionally, will
116 follow up to determine if Mr. McGuire/VLCT is also able to assist with locating suitable
117 candidates for the Treasurer position.

118

119 It was noted that the quote provided is a cap, and it is not anticipated that the full amount will
120 be needed.

121

122 **MOTION:** *Mr. Messer made a motion to approve the VLCT Town Administrator Hiring Proposal.*
123 *The motion was seconded by Mr. Curtis. All voted in favor.*

124

125 **10. ACO issue/dog complaints.**

126 The ACO position is vacant, and has been advertised. Board members will also reach out to
127 suitable residents who may be interested in this position. Mr. Messer explained that he has a
128 role as Health Officer if there is a dog bite resulting in a visit to a medical facility. He suggested
129 that the job description be amended to include an annual stipend rather than a per-incident
130 rate of compensation.

131

132 Mr. Messer offered to reach out to those involved in a recently reported incident, as a
133 representative of the Selectboard, as he is no longer the ACO.

134

135 **10A. Consideration of quotes received for excavation rental by Road Department.**

136 The proposal recommended by both Josh Rogers and Mr. Brittingham was received from
137 Wood's CRW Corp and covers a two-month lease and usage/accessory charge. Mr. Brittingham
138 recommended approving up to \$9500 to cover any associated delivery charges.

139

140 **MOTION:** *Mr. Messer made a motion to approve the expenditure of up to \$9500 to Wood's*
141 *CRW Corp for the leasing of an excavator for a two-month period for Road Department use. The*
142 *motion was seconded by Ms. Ursprung. All voted in favor.*
143

144 **11. Consent Agenda.**

145 **APPROVAL:** *Approval of the Resolution re ARPA funds was placed back on the list of Consent*
146 *Agenda items, and the Consent Agenda was approved unanimously.*
147

- 148 • Bills Payable and Treasurer's Warrants
- 149 • Approve liquor license applications
- 150 • Approve VTrans Grants in Aid
- 151 • Approve Lake Champlain Basin Grant MOU
- 152 • Approve Resolution re: ARPA Funds

153

154

155 **11a. Consider approving the Minutes of April 15, 2024**

156 The Minutes were amended to reflect Craig Snell of the Fire Department being an attendee,
157 and then approved with Ms. Ursprung abstaining.

158

159 **12. Selectboard Roundtable.**

160 Mr. Shupe will look into scheduling a time for Board members to visit the Fire Station, Town
161 Garage, and Fairgrounds site.

162

163 **III. Other Business**

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

165 **IV. Adjourn**

166 The meeting adjourned at 8:34 pm.

167 Respectfully submitted,

168 Carol Chamberlin, Recording Secretary