

TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, August 12, 2024
Draft

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

Staff Present: Sandy Gallup, Interim Treasurer

Others Present: Barbara Chalom, Russell Chalom, Keith Cubbon (CVRPC), Chris DeMaggio, Elaine Eurich, Jenn Grant, Curt Lindberg (Conservation Commission), MRVTV, Alice Peal

I. Call to Order: The meeting was called to order at 6:30 pm by Brian Shupe. The meeting was held in person at the Waitsfield Town Office and remotely via Zoom.

1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).
No changes to the agenda were needed.

2. Public Forum.

Russell and Barbara Chalom of Dana Hill Road explained that fuel delivery trucks are unable to access their home, and requested that fill be provided for the areas of the road that are impassable. Mr. Chalom confirmed that some material was provided last year to address other issues, but that this is a new situation. Mr. Shupe will contact the Road Department regarding when delivery of the material might be scheduled.

II. Regular Business.

1. Liquor Permit Applications: None

No liquor license review was needed.

2. Festival Permit Applications

An application had been submitted for the Valley Players' annual Labor Day Craft Fair.

MOTION: Mr. Messer made a motion to approved the Festival Permit for the Annual Craft Fair. The motion was seconded by Ms. Ursprung, and passed unanimously.

3. Local Hazard Mitigation Plan (LHMP) Update and Approval.

Several residents of North Fayston Road were present, and inquired about potential grant programs that might be accessed to address the trash and debris that has accumulated in Shepard Brook due to the flash flooding of July 10. They also expressed concern over the repeated impact to their properties related to the stream's flooding.

Alice Peal provided some background information and the update work undertaken by the LHMP Update Committee, including identifying and ranking potential hazards, outlining strategies to address emergencies, and naming potential mitigation strategies. Ms. Peal also made note of some of the programs that might provide funding for the projects included in the Plan.

There was further discussion of Shepard Brook and a past study that was conducted for that stream. Keith Cubbon explained that there are currently several floodplain mapping projects

49 underway for area waterways, including FIRM map updates and some work by UVM. He also
50 noted that there needs to be cooperation with Fayston when addressing issues created by the
51 Brook. Jenn Grant pointed out that the LHMP update includes language stating that the Town
52 has decided not to pursue the option outlined to “evaluate feasibility of alternative mitigation
53 options to protect properties along lower Shepard Brook, such as flood chutes or property
54 acquisitions,” and asked that this be reconsidered. It was agreed that this strategy will be put
55 back on the priority list and its status updated to be something that will be addressed.

56
57 Board members noted that the Town is willing to support applications by residents for
58 assistance through Hazard Mitigation grant programs, with different options for assistance
59 mentioned. People were directed to Ms. Parisi for any further questions regarding necessary
60 paperwork for this process. The current situation of trees, a storage shed, and other debris in
61 the stream was discussed; Ms. Grant has received permission from DEC’s Jaron Borg to remove
62 her shed from the Brook, but she noted that there remain questions regarding who is
63 responsible for this type of work being completed.

64
65 Curt Lindberg explained that the Conservation Commission (CC) has not yet had an opportunity
66 to review the Plan, but that there are sections for which they might like to provide input,
67 particularly those that specifically mention the CC.

68
69 Ms. Peal and Mr. Messer explained the adoption process and need to have the Plan submitted
70 for approval in a timely manner in order for maximum ERAF (disaster relief reimbursement)
71 rates and other benefits of having an adopted LHMP be realized by the Town. It was
72 emphasized that the Plan may be updated after adoption, and could be reviewed again in
73 several months’ time. Ms. Peal explained that the document first goes to Vermont Emergency
74 Management (VEM), where it is reviewed before being passed to FEMA for their approval.

75
76 Ms. Parisi exited the meeting during this discussion due to other obligations.

77
78 Mr. Curtis made note of several typographical/grammatical changes that were needed in the
79 Plan.

80
81 **MOTION:** Mr. Messer made a motion to approve the LHMP after the language regarding
82 addressing Shephard Brook mitigation measures is reverted to what was contained in the prior
83 version of the Plan, and the typographical/grammatical changes noted by Mr. Curtis are
84 addressed. The motion was seconded by Mr. Curtis, and passed unanimously.

85
86 Ms. Peal commented that she is also part of the group working on the five-year renewal of the
87 Vermont Climate Action Plan, her group’s focus is on the Public Health section.

88
89 **4. Conservation Commission - Sinuosity contract for Scrag trail planning.**

90 Mr. Lindberg provided an overview of the work to be completed under the proposed contract,
91 which will provide design work and associated permitting and grant application assistance for
92 completing Phases 2 and 3 of Scrag trail development. The contract amount is \$2425; there is
93 currently \$60K in the Commission’s reserve fund.

94
95 Mr. Lindberg explained that several components will be designed this year, with support for
96 permitting and grant applications to be provided in 2025.

97

98 **MOTION:** Mr. Curtis made a motion to approve the contract with Sinuosity for Phase 2 and 3
99 trail work at Scrag Forest. The motion was seconded by Ms. Ursprung, and passed
100 unanimously.

101

102 **5. FY 2024 Budget Status update.**

103 Sandy Gallup provided an update on the budget year end, details of which she had reported in
104 a memo to the Board. She noted that there is a projected fund balance of \$291K, and explained
105 the areas of greater than anticipated revenue and lower than expected expenses.

106

107 Ms. Gallup explained that, when added to the prior year’s fund balance, this provides an
108 amount of over \$900K, and it was discussed to what purpose these funds might be applied,
109 with some consideration given to providing a source of up front Wastewater Project expenses
110 that will need to be covered and then later reimbursed by grant/loan receipts.

111

112 She also noted that she is preparing loan and other information in anticipation of auditor work
113 scheduled for September. Finally, Ms. Gallup indicated that the resolution obligating the
114 remainder of the ARPA funds available was difficult to locate, and she was not able to find a
115 signed copy, so suggested that this be approved by the Board again at an upcoming meeting.

116

117 **6. Animal Control Ordinance, Dog Control Ordinance, and Animal Control Officer job
118 description.**

119 Ms. Parisi had provided some information in the meeting materials, which some Board
120 members had not yet had an opportunity to review. It was decided to postpone this discussion
121 to an upcoming meeting.

122

123 **7. Personnel Policy - review updates and adopt.**

124 This item was postponed, to be taken up at a future meeting.

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126 **8. Hiring Update: Next Steps.**

127 A second interview with a candidate for the Town Administrator position had been scheduled,
128 and a first interview with another candidate was potentially being scheduled. There had been
129 no response from potential Treasurer candidates.

130

131 **9. Consent Agenda.**

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

133

- 134 • Approval of Minutes of 6/24/24 and 7/8/24
- 135 • Bills Payable and Treasurer’s Warrants
- 136 • Liquor License Warrants

137

138 **10. Selectboard Roundtable.**

139 Mr. Messer reported on impacts from the recent passing through of TS Debbie, in particular
140 noting there was excellent emergency management communication in advance of the storm’s
141 arrival. The damage experienced was minimal, mostly from wind/downed trees. Mr. Messer
142 explained that there is an ongoing conversation with Peter Colgan of the Rotary, with it being
143 discussed that the Rotary may be willing to take on an emergency coordination role for the
144 Valley, as Mr. Colgan has been doing for Fayston. Mr. Shupe noted that a similar discussion of

145 emergency management coordination had taken place at a recent Executive Committee
146 meeting of the MRVPD.

147
148 Ms. Ursprung asked about appropriate educational information for herself related to
149 emergency management; Mr. Messer suggested that she use the online ICS (Incident Command
150 System) 100 training offered by FEMA.

151
152 **11. Executive Session.**

153
154 **MOTION:** *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel] passed*
155 *unanimously.*

156 The meeting entered Executive Session at 8:14 pm and returned to open session at 8:29 pm.

157
158 **V. Other Business**

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

160 **VI. Adjourn**

161 The meeting adjourned at 8:29 pm.

162 Respectfully submitted,
163 Carol Chamberlin, Recording Secretary