

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, October 28, 2024
6:30 P.M.

Please see note below for access

- I. Call to Order: 6:30 PM**
1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
 2. Public Forum
- II. Regular Business.**
1. Executive Session - Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney- client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
 2. Budget Status Update
 3. Budget Process
 4. Road Foreman request regarding parking ban - winter parking in town lots (towing)
 5. Final Approval Wait House Leases/Rent Structure
 6. Meadow Road bridge
 - a. Grant application - Engineering study
 - b. Waiver criteria
 7. Confirm ARPA resolution
 8. Conservation Commission check in re:budget status/shortfall
 9. Hiring Update: Next Steps
 10. Select Board Roundtable
 11. Consent Agenda:
 - a. Consider Approving the Minutes of 9/23/24 and 10/8/24
 - b. Bills Payable and Treasurer's Warrants
 - c. Liquor License Warrants
 - d. Festival Permit Approval - Waitsfield Ski and Skate Sale including waiving fee
 - e. Appoint Fred Messer as temp. Waitsfield Historical Society Rep. to the Wait House Committee
 12. Executive Session
 - a. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
 - b. Pursuant to 1 V.S.A § 313 (a) (1) find that premature general knowledge of confidential attorney- client communications made for the purpose of providing professional legal services to the public body would clearly place the public body or a person involved at a substantial disadvantage
- V. Other Business.**
1. Correspondence/reports received
- VI. Adjourn.**

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, please use the following link:**

<https://us02web.zoom.us/j/82056117089>

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

Anyone wishing to speak can do so during the designated times, as indicated by the chair.

ALL TIMES ARE APPROXIMATE

Waitsfield Town Offices • 4144 Main Street • Waitsfield, VT 05673

Chach Curtis * Fred Messer * Christine Parisi, *Chair* * Brian Shupe, *Vice Chair* * Larissa Ursprung
Town Administrator: Vacant (802) 496-2218, x5 townadmin@gmavt.net or waitsfieldselectboard@gmavt.net

for 10/28

Draft v4

OFFICE LEASE AGREEMENT

TENANT

4061 Main Street
Waitsfield, VT 05673

LANDLORD

Town of Waitsfield
Administered by:
The General Wait House Commission
4144 Main Street
Waitsfield, VT 05673

PURPOSE

The purpose of this **Office Lease Agreement** is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease Property Type: **Commercial, nonresidential**

Lease Property Description: **Rooms Designation:**

parking area, office entrance, co-use of conference room & kitchen. It is suitable for an office and not other.

Lease Property Address: **4061 Main Street, Waitsfield, VT.**

TERM

This Office Lease Agreement will start on **January 01, 2025** and will run until **December 31, 2025**. This office lease agreement will automatically be renewed on each anniversary of the start date (January 01 of each subsequent year.)

PAYMENT

The monthly rent is **\$000** (\$1.25 per square foot)

Rent is due on the first of every month without notice.

An initial deposit of **\$500.00** will be required.

The selected payment method is **Check or electronic money transfer**.

The Landlord reserves the right to increase the rent payment once per year at the beginning of each annual lease term, with three months prior written notice to the tenant.

The Landlord will provide a receipt upon request for every payment. If requested, a printed copy will be provided or a digital copy will be sent to the tenant's email.

Room #	Square Footage	Price Squ Foot	Total

Previous Leases/Agreements

All previous leases are hereby superseded. Any and all agreements, memorandums of understanding, and such, whether written or verbal, are null and void.

Utilities & Taxes - The landlord agrees to pay for all utilities and property taxes except for telephone service. Landlord shall pay for snow removal and lawn and grounds upkeep.

ALTERATIONS

Alterations and upgrades of any kind and or hardware component of the leased property is not allowed without written permission from the Landlord.

INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property.

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons

INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

OTHER RULES

Number of People - The leased property should only be used by the specified number of people when this agreement was signed. Overcrowding of the leased property can lead to a warning or eviction.

Smoking - smoking, including the use of vaping systems and electronic cigarettes (E cigarettes) is prohibited anywhere on the premises.

Pets - Pets are allowed if they will be limited, and the Tenant will be responsible for handling them. A separated document policy will be provided and needs to be signed prior to pets being allowed on the property. Also, written consent from the Landlord is required. If there is an issue of any kind, the dog will not be permitted on the premises. Dogs must have a current registration and must have up to dated vaccines.

Additional Costs - The tenant shall not purchase any product or service which will require a financial obligation to the Landlord. If doing so, the tenant assumes full financial responsibility.

Laws – Tenant will abide by the laws of the State of Vermont, local ordinances/directives and zoning regulations.

Garbage - Garbage disposal should be done appropriately in accordance with the local law and internal agreement between the landlord and the tenant. Recycling products is required.

Respect - The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

Visitors - Visitors are permitted to visit the rental property and common areas.

Other Activities - The Tenant agrees not to perform any illegal or unlawful activities on these premises. Activities other than normal office space usage requires a written request for, and the approval by, the General Wait House Commission, two (2) weeks in advance.

Common Areas - Common areas are not storage areas. As such, there are to be kept clear of all items and materials at all times.

Air Conditioning Units - No window mounted AC units are to be used. Freestanding units within the office space only.

Barns, sheds & grounds - The barn, sheds and grounds and any and all parts thereof shall not be used for storage of any type by the Tenant. Short term usage of these spaces requires a request submitted four (4) week in advance to be approved by the Landlord. The GWH Commission shall provide a standardized request form and procedure for approval. Proof of liability insurance shall accompany the request for any activities proposed to be conducted anywhere on these premises.

Basement - The basement shall not be used for storage.

Physical Security - A key will be provided to the tenant at the time of the execution of this lease. Lost keys require lock set replacement to ensure continued security. A fee of \$100 will be imposed for a new lock set and its installation. One key will be secured at the municipal building by the Town Clerk.

INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed prior to the tenant.

The Tenant will be responsible for the insurance of his/her personal belongings, consumables, or anything that belongs to him/her.

The Tenant shall provide Proof of Liability insurance to the Landlord in advance of any activities that they are expecting to conduct on the GWH property.

DEFAULT

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

Smoke Detectors and Alarm Systems

Tenant shall not alter, tamper with, or disable in any way smoke detection and alarm systems. Any system malfunctions shall be reported to the landlord immediately.

AMENDMENT

No modification or change of this Office Lease Agreement shall be considered valid unless made in writing and agreed upon by the involved parties.

GOVERNING LAW

This Office Lease Agreement shall be governed under the laws of the State of Vermont.

SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

TENANT SIGNATURE

LANDLORD SIGNATURE

Date _____

Date _____

Tenant	Room Number(s)	Square ft	Current Rent	\$/squ.'	Monthly Rent	
Mad River Planning Distric	206	240	\$271	\$1.25	\$300	
Mad River Path	201	130	\$108	\$1.25	\$163	
Friends of the Mad River	208	392	\$325	\$1.25	\$490	
Beth Kendrick	?	323	\$300	\$1.25	\$404	
Historic Society Archives	101	150	\$0	\$1.25	\$0	
Historic Society Office	102	250	\$0	\$1.25	\$313	
Historic Society Museum	104	275	\$0	\$1.25	\$0	
Vacant	205	155	\$0	\$1.25	\$0	
TOTAL		1915	\$1,004		\$1,669	\$
						Yearly Rent
						20,025

Annual Expenses

Propane	\$2,035
Alarm	\$875
Cleaning	\$6,415
Supplies	\$688
Trash	\$900
Water	\$1,165
Insurance	\$2,500
Waitsfield Telecom	\$2,510
Electric	\$2,700
TOTAL Annualy 2024	\$19,788
TOTAL Monthly average	\$1,649

Notes

Total does not include repair expenses.

Going Rate for Commercial is between \$1/sf and \$1.50/sf

Total amount in GWH reserves: \$70,463.30

**RESOLUTION FOR AMERICAN RESCUE PLAN ACT (ARPA)
ALLOCATION**

WHEREAS, on March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the public health and economic impacts of the COVID-19 public health emergency; and

WHEREAS, ARPA created the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) that provided direct funding to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency; and

WHEREAS, the Town of Waitsfield has accepted an allocation of SLFRF in the amount of \$506,201.11; and

WHEREAS, SLFRF provides needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency; and

WHEREAS, Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.”; and

WHEREAS, Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance; and

WHEREAS, All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula provided by the U.S. Department of the Treasury, including those with total allocations of \$10 million or less; and

WHEREAS, the Town of Waitsfield has the need to fund government services while in the recovery phase of the COVID-19 pandemic.

NOW, THEREFORE IT BE RESOLVED, the Selectboard of the Town of Waitsfield, Vermont, authorize the following:

Section 1. The following allocation of SLFRF funding to fund government services under the replacing lost public sector revenue spending category as follows:

Obligate and expend SLFRF funds in the amount of \$180,028.78 for the purpose of municipal workforce retention to pay for payroll expenses for the period 07/01/2023 through 03/31/2024.

Specifically these funds will cover Road Department Labor 01-200-2000.10, in the amount of \$168,209.92 and Road Department Overtime, 01-200-2000.15, in the amount of \$11,818.86.

Passed and Adopted by the Selectboard of the Town of Waitsfield, Vermont on the ____ day of _____, 2024.

ATTEST:

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, September 23, 2024**

4 **Draft**

5
6 **Members Present:** Chach Curtis, Fred Messer, Brian Shupe, Christine Parisi, Larissa Ursprung

7 **Staff Present:** John Abbott, Interim Town Administrator

8 **Others Present:** MRVTV, Sam Robinson (MRVPD), Joshua Schwartz (MRVPD)

9
10 **I. Call to Order:** The meeting was called to order at 6:31 pm by Christine Parisi. The meeting
11 was held in person at the Waitsfield Town Office and remotely via Zoom.

12
13 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

14 No changes to the agenda were needed.

15
16 **2. Public Forum.**

17 Nobody requested time to address the Board.

18
19 **II. Regular Business.**

20
21 **1. 2024 MRV Wellbeing Survey- Sam Robinson, MRVPD.**

22 Mr. Robinson provided some background information regarding the PD and gave some
23 examples of the work that is taken on for the three towns, then presented the results of the
24 Wellbeing Survey. He began with an introduction including what is meant by wellbeing, the
25 different qualitative information being measured, and some background on the survey contents
26 and timing. Information was also provided regarding community indicators, survey domains,
27 and the relationship to the annual data collection's quantitative information. Mr. Robinson
28 then went through some examples of actual data points, noting participation rates and some
29 specific domain mean scores along with comparisons from previous years. Responses received
30 to the survey's open-ended questions were also reviewed.

31
32 Mr. Robinson answered several questions from Board members, and noted that the
33 presentation slides will be made available to the Board, and that both his full report and the
34 Community Dashboard containing this and other information are available on the PD's website.
35 He explained that the results will in part be used to inform the PD's work plan for the coming
36 year.

37
38 **2. Village Wastewater Project Update- Josh Schwartz, MRVPD**

39 Mr. Schwartz provided a summary of the project to date, and highlighted some items included
40 in his written report which he had shared with the Selectboard. The current work includes
41 disposal site testing, field work/surveys, communication and outreach regarding connections,
42 establishment of necessary easements, and continued work on obtaining grants and other
43 funding. There was some discussion of the location of the school/Town boundary near the
44 Wait House.

45
46 Mr. Schwartz also outlined recent updates to the related portion of the Town website, and
47 explained that he had been assured by Senator Sanders Office that the amount requested for

48 Congressional Discretionary Funding was not the cause of its not being awarded; the Town was
49 encouraged by Office staff to reapply during the next round of grant awards.

50

51 **3. Approval of State ARPA Contract: Village Water & Wastewater Initiative.**

52 Mr. Schwartz confirmed that the current iteration of the contract is accurate.

53

54 **MOTION:** *Mr. Curtis moved to approve the contract for State ARPA funding for the Village*
55 *Water and Wastewater Initiative in the amount of \$2.5 million. The motion was seconded by*
56 *Mr. Shupe, and passed unanimously.*

57

58 **4. Acknowledgement & acceptance of Donaldson easement for fire hydrant.**

59 Ms. Ursprung noted that her property abuts the Donaldson property; no objections were raised
60 regarding her participation in this decision.

61

62 It was clarified which portion of the work was completed by the Town, and Ms. Parisi answered
63 several questions regarding the water line and associated easement.

64

65 **5. Von Trapp waterline installation request.**

66 Sebastian Von Trapp was present, and provided some background information regarding his
67 request for running a three-season water line under the Common Road for use in watering his
68 livestock. He explained that both culverts and aerial line configurations had been explored, and
69 neither method would provide an adequate solution. He has received a couple of quotes for
70 the work to place the line across the Road, including one from Kingsbury's for using a 'mole,'
71 which is equipment that can run the line several feet under the road surface without digging an
72 associated ditch. (Mr. Von Trapp noted that the use of a directional bore rather than the mole
73 would at least double the cost of the project.) He explained that, while Charlie Goodman is
74 quite confident that the mole approach will work, neither Mr. Goodman nor Josh Rogers is
75 willing to provide permission for the work, and both have indicated that running water lines
76 under the roadway is something that the Town does not provide an allowance for. Therefore,
77 Mr. Von Trapp was requesting that the Board provide the approval for this work to be
78 completed.

79

80 Mr. Von Trapp further explained that, if the Board provides the permission necessary to
81 complete this project, Kingsbury's would have equipment on hand to complete the line
82 placement using a ditch should the mole run into any type of obstacle that doesn't allow it to
83 reach entirely through the roadway subsurface. He noted that, because the line is not needed
84 for winter use, it can be run just two or three feet under the surface.

85

86 Board members expressed concern regarding the potential for road settling to take place; Mr.
87 Von Trapp indicated his willingness to address any such settling that results from the project
88 and to sign an agreement with the Town regarding that possibility. Board members also noted
89 that appropriate signage would need to be in place while the work was underway, that
90 contractors carrying appropriate liability insurance would need to be engaged to complete the
91 work, and that Josh Rogers and Charlie Goodman should be informed of the timing of the
92 project. Mr. Von Trapp noted the he would also be reaching out to Dig Safe if the project is
93 approved.

94

95 Ms. Parisi noted the need in general for the Board to consider developing a
96 policy/ordinance/permit for allowing work in Town road ROWs.

97

98 **MOTION:** *Mr. Shupe moved to approve the installation of a water line across the Common*
99 *Road at the Von Trapp property, with the preferred methodology to be the use of the mole*
100 *technology, followed by creation of as minimal a ditch as necessary to install the pipe if the*
101 *mole boring is not completely successful; the installation to be followed by restoration of the*
102 *road surface to Mr. Goodman's and Mr. Rogers' standards and approval. The Town will draft a*
103 *permit for the work, including a condition that if any settling or discernable damage to the road*
104 *occurs in the next year as a result of the project, Mr. Von Trapp will be responsible for*
105 *necessary remediation. The motion was seconded by Mr. Curtis, and passed unanimously.*

106

107 **6. Consent Agenda.**

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

109

- 110 • Approval of Minutes of June 24 and July 8, 2024
- 111 • Bills Payable and Treasurer's Warrants
- 112 • Liquor License Warrants
- 113 • Approve amended personnel policy, dog and animal control ordinances

114

115 **7. Selectboard Roundtable.**

116 Mr. Messer reported that the installation of an emergency roof at the Wait House had been
117 necessary, and also noted that the work done during that repair indicated that there may be
118 structural damage in the roof support.

119

120 Ms. Ursprung explained that she is seeking a conditions assessment report that was provided
121 for the Wait House, for use in potentially seeking some grant funds.

122

123 Ms. Ursprung noted that she had learned recently that FEMA funding can take some time to
124 reach towns once approved; others acknowledged that this is the case and that it was
125 understood that necessary amounts need to be covered by the Town in the interim.

126

127 Ms. Parisi indicated that the Town's Procurement Policy should be reviewed, noting in
128 particular that the dollar amount limits for requiring a partial or full bid process should likely be
129 raised. Others were in agreement.

130

131 **8. Town Administrator's Report**

132 Mr. Abbott indicated that he will complete drafts of the personnel and dog and domestic
133 animal policies for adoption at the next Board meeting. Ms. Parisi confirmed that the health
134 insurance 'in lieu of' payment amounts are in line with recommendations.

135

136 Mr. Abbott noted that the speed limit signage which needs to be removed before the rapid
137 flashing crosswalk sign may be installed has been discussed, and will be taken down by cutting
138 at grade in the near future. Installation of the new sign will be addressed in the spring. It was
139 discussed that the radar feedback sign might best be located at a site where it would assist with
140 slowing traffic approaching the crosswalk near the Valley Players.

141

142 **9. Executive Session.**

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

147 **MOTION:** *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel] and 1*
148 *V.S.A. § 313 (a) (1F) [Confidential attorney-client communications], inviting members of the*
149 *Conservation Commission to join, passed unanimously.*

150 The meeting entered Executive Session at 8:50 pm and returned to open session at xxx pm.

151

152 **V. Other Business**

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

154 **VI. Adjourn**

155 The meeting adjourned at xxx pm.

156 Respectfully submitted,

157 Carol Chamberlin, Recording Secretary

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, October 7, 2024**

4 **Draft**

5
6 **Members Present:** Chach Curtis, Fred Messer, Brian Shupe, Christine Parisi, Larissa Ursprung

7 **Staff Present:** John Abbott, Interim Town Administrator

8 **Others Present:** Gene Bifano, Tal Jestice, Bette Ann Libby, MRVTV

9
10 **I. Call to Order:** The meeting was called to order at 6:30 pm by Christine Parisi. The meeting
11 was held in person at the Waitsfield Town Office and remotely via Zoom.

12
13 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

14 Consideration of a payment to China Fun was removed from the approval of warrants in the
15 Consent Agenda, to be addressed separately.

16
17 **2. Public Forum.**

18 Gene Bifano spoke of why he is running for a seat in Vermont's House of Representatives.

19
20 **II. Regular Business.**

21
22 **1. Miss Mariah Liquor & Tobacco License Renewal (Tal Jestice).**

23 Mr. Jestice noted he has passed several inspections and things in general are going well.

24
25 **MOTION:** *Mr. Shupe moved to approve the Miss Mariah Liquor and Tobacco License renewals.*
26 *The motion was seconded by Mr. Messer, and passed unanimously.*

27
28 **2. Banner Paintings (Bette Ann Libby).**

29 Ms. Libby provided some background information on the banner exhibit, noting that 2025 is the
30 fifth year the art will be installed. She spoke of her hope to at some point receive some grant
31 funding in order to compensate the artists for this public art display.

32
33 **MOTION:** *Mr. Messer moved to approve the Bridge Street Banner Exhibit for 2025. The motion*
34 *was seconded by Mr. Shupe, and passed unanimously.*

35
36 **3. General Wait House Lease Renewals.**

37 Mr. Messer confirmed that these renewal leases do not include a use agreement for the barns
38 and outbuildings. He explained that the lease language in part has been structured to correct
39 problems raised by the Wait House Commission, and so includes some rules to abide by as well
40 as standard lease language. The leases will be for square footage of office space, and no lease
41 will be in place for common/storage areas. It was discussed that any penalization in place for
42 unauthorized use of storage space should be great enough to deter such use and encourage use
43 of outside storage units.

44
45 Several changes were proposed, which Mr. Messer will incorporate before final approval:

- 46 • The language regarding termination with any two-month notice will be removed; there
47 is already language in place providing for a two-month notice in advance of the lease
48 end if there is not an intention to renew.
- 49 • Clarification should be provided that all changes to internet/phone services should be
50 authorized by the Town. It was noted that GMAVT should also be notified that the
51 Town needs to authorize any requests that come from tenants.
- 52 • It was discussed that the safety language included was somewhat subjective, and
53 agreed to change it to wording indicating that the 'landlord maintains compliance with
54 appropriate State fire and safety regulations.'
- 55 • The language regarding smoking should simply state that smoking is not allowed on the
56 property.

57

58 Mr. Messer will provide the Board with both an updated lease agreement and an outline of
59 rents to be charged at their October 28 meeting.

60

61 It was agreed that the Commission can be tasked with approving leases as they are completed,
62 with new agreements being placed on the Consent Agenda for Selectboard ratification. The
63 Board will need to authorize the Chair of the Commission appropriately.

64

65 **4. Declaration of Inclusion Initiative & Survey.**

66 Board members confirmed that the Declaration has been adopted by the Board, with
67 notification posted on the web site and in the Town Office. The checklist of related items to be
68 accomplished was briefly reviewed; Mr. Abbott will work to complete the checklist and survey
69 accordingly.

70

71 **5. PACIF Values Collection & Data (due 10/15).**

72 Mr. Abbott explained that data exists for all buildings, capital assets, and road equipment, and
73 that he is working to locate last year's inventory for use in updating the information. It was
74 suggested that he contact PACIF for that information if necessary. Board members agreed that
75 levels of coverage and other details should be the same as what has been in place for the prior
76 year.

77

78 **6. Bridge #24 Inspection Report & Updated Sign Requirements.**

79 A report from Spencer Howard of VTtrans was included in the meeting packet, and Mr. Abbot
80 explained that a response is needed regarding any intent to make repairs or a decision to post
81 an updated load limit sign. Mr. Abbot indicated that Mr. Howard's suggestion was to post the
82 bridge at an 8-ton limit while work progresses on determining the cost of repairs/replacement.
83 There was some discussion of what types of vehicles may qualify for an exemption to the
84 weight limit, such as school buses and emergency vehicles, and the need to post the
85 information in the Valley Reporter as well as provide courtesy letters to others who are known
86 to use the bridge frequently with heavy trucks/equipment. It was also brought up that a
87 request should be made for some patrolling of the bridge for enforcement of the new limit.
88 Mr. Abbott will also consult with CVRPC regarding what funding may be available for having
89 work completed on the bridge.

90

91

92 **7. ARPA Commitment & Allocation Update.**

93 Ms. Parisi reported that a conversation with the auditor has indicated that the February
94 resolution was satisfactory, but that its wording as well as the amount needs to be confirmed
95 so that an appropriate journal entry can be put in place.

96

97 **7A. China Fun wastewater loan reimbursement.**

98 Ms. Ursprung asked if there were any interest amounts included in this reimbursement. Ms.
99 Parisi noted that no interest is mentioned in the accompanying letter, but it appears that they
100 are receiving the extra payments they made as well as their initial down payment amount, for
101 which interest is likely included.

102

103 **MOTION:** *Mr. Shupe moved to approve the payment of \$5626.50 to China Fun as outlined in the*
104 *note accompanying the warrant. The motion was seconded by Mr. Curtis, and passed*
105 *unanimously.*

106

107 **8. Consent Agenda.**

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

109

- 110 • Bills Payable and Treasurer's Warrants
- 111 • Liquor License Warrants
- 112 • Approve Klimek Tree Planting expenses

113

114 **9. Selectboard Roundtable.**

115 Ms. Ursprung noted that both Vee's Flowers and The Big Picture are closing their doors soon.

116

117 Ms. Parisi reported that the sidewalk in front of the old Methodist Church building has been
118 replaced, indicating that the Water Commission should be informing people about permitting
119 needs. A VTrans permit should have been obtained for this work, and Ms. Parisi noted that the
120 Town should adopt an ordinance for work conducted in the Town ROW.

121

122 Ms. Ursprung indicated that there may be some confusion regarding the Waitsfield Children's
123 Center ARPA award being transferred to Neck of the Woods (NOW); Ms. Parisi explained that
124 the award was for a water system which is no longer needed, and that NOW should apply if
125 they are requesting further funding.

126

127 **10. Town Administrator Update.**

128 Mr. Abbot provided the following information:

- 129 • A recent presentation/conversation regarding the implementation of a Local Option Tax
130 (LOT) was focused on local budgeting and application of the tax.
- 131 • He is hoping that Josh Rogers can join in conversations with VEM regarding the FEMA
132 process; Mr. Messer indicated that he could attend an upcoming meeting.
- 133 • The Act 250 questionnaire for the Lawson's dog park has been submitted.
- 134 • Mr. Abbott is working on management of ARPA funding for wastewater; he explained
135 that he has found that maintaining paper files for grant management is helpful.

- 136 • He has been receiving reminders regarding the CVRPC priority project list, and will be
137 working with Joshua Schwartz to better understand the connection between the Town
138 and the MRVPD regarding this.

139

140 Mr. Shupe clarified that any consideration of a LOT is simply a discussion item at this point.

141

142 **11. Executive Session.**

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

147 **MOTION:** *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (3) [Personnel], 1*
148 *V.S.A. § 313 (a) (1) [Attorney-client Communications], and 1 V.S.A. § 313 (a) (2) [Real Estate],*
149 *inviting Tripp Johnson to join for the initial portion of the Session, passed unanimously.*

150 The meeting entered Executive Session at 7:18 pm and returned to open session at 9:24 pm.

151

152 **MOTION:** *Mr. Shupe moved to appoint Steve Lewis as Treasurer/Assistant Clerk and Jennifer*
153 *Peterson as Assistant Treasurer effective October 15, 2024. The motion was seconded by Mr.*
154 *Curtis, and passed unanimously.*

155

156 **MOTION:** *Mr. Shupe moved to adjust Road Department hourly salaries, effective January 1,*
157 *2025, as follows: Josh Rodgers - \$38; Taylor Armstrong - \$33; Jason Blake - \$31. The motion*
158 *was seconded by Mr. Curtis, and passed unanimously.*

159

160 **MOTION:** *Mr. Shupe moved to provide bonuses to current employees (JB Weir, Sandy Gallup,*
161 *Taylor Armstrong, Josh Rogers, and Jason Blake) as follows: any employee with a negative bank*
162 *of vacation/sick/PTO will receive 3 weeks' time to cancel out such balance. If additional time*
163 *results in a positive balance of 1 week or more, the employee may take the difference between*
164 *the new balance and that 1 week vacation as pay. If not, it remains in their bank. Any employee*
165 *with a positive balance of vacation/sick time will receive the bonus as a single lump sum payout.*
166 *Sandy Gallup is not eligible for benefits but will also receive a bonus based on her usual 20(ish)*
167 *hours/per week. The motion was seconded by Mr. Curtis and passed unanimously.*

168

169 **III. Other Business**

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

171 **IV. Adjourn**

172 The meeting adjourned at 9:29 pm.

173 Respectfully submitted,

174 Carol Chamberlin, Recording Secretary

September 3, 2024

Waitsfield Selectboard -

Waitsfield Elementary School PTA is requesting a waiver for the permit fee for the Ski and Skate Sale. We are a 504c3 organization that is dedicated to supporting Waitsfield Elementary School. Specifically we provide supplies to teachers, teacher snacks, support ECHO program, ski and ride program, field trips, and even baby sitting during school events. These are critical services that complement and enhance our school budget.

The Ski and Skate Sale is our major fundraising event of the year, and just covers our operating budget. Every dollar that we collect goes to supporting Waitsfield Elementary School. We would appreciate it if the town would waive the \$75 festival permit fee, and help this fundraiser's income stretch further.

Sincerely,

Becca Newhall and Allison Werntgen
Ski and Skate Sale Co-Directors

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: Waitsfield Elementary School PTA Ski + Skate Sale
2) Date(s) of Festival: 11/9
3) Location of Festival: Waitsfield Elementary School
4) Hours of Festival: 7-4 (7-8 volunteer shop, 8-9 ticket shop 9-4 general)
5) Sponsor of Festival: Sugarbush and Mad River Glen are sponsors
Address: 3951 Main St. Waitsfield PTA owns the event
Waitsfield VT 05673
Phone #: (802) 496-3643 e-mail: WaitsfieldElementaryPTA@gmail.com

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

Name Allison Wernygen
Phone 617-522-0852
Address 293 Tannery Rd 05673

Name Becca Newhall
Phone (240) 687-6235
Address Cross Rd 05673

- 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.

Kaiya Korb WES Principal
Owner
Phone (802) 496-3643

3951 Main St.
Address
Waitsfield VT 05673

- 8) A. Number of tickets to be printed, if applicable: We sell early access tickets usually!
B. Number of persons reasonably expected to attend: 800
C. Fee: \$25 for each 250 persons expected to attend: \$ \$80
D. If festival is charitable or non-profit, are you requesting a fee waiver? Yes

If so, please explain the charitable or non-profit nature of the event: _____

This event is the WES PTA's fundraiser to raise money to support the WES students and staff. The WES PTA is a registered 501(c)(3).

- 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:

We have gotten permission from all neighboring businesses for parking. We will have the sheriff on site on Saturday. Volunteers will be posted for parking and security/crowd control.

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

The PTA pays for ads in the local papers. We also post on FPF. We will be hanging posters as well as lawn signs leading up to the sale. We tend to spend around \$1K on advertising.

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

This is a ski and skate sale where vendors and the general public can sell their ski gear and also purchase gear.

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

No food or beverages will be served.

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

A. W.
Signature

Allison Wernitgen
Printed Name of Applicant

10/9
Date

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

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

Conditions:

By: Waitsfield Selectboard

