

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, November 11, 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. Review and update Work Plan for FY 2025
 - 2. Review and Confirm Budget Goals, Priorities and Process for FY 2026 Budget
 - 3. Clerk request regarding cameras for Town Office/Grant
 - 4. Riverview Road - Speed Concerns
 - 5. Hiring Update: Next Steps
 - 6. Select Board Roundtable
 - 7. Consent Agenda:
 - a. Consider Approving the Minutes of 9/23/24, 10/7/24, and 10/28/243
 - b. Bills Payable and Treasurer's Warrants
 - c. Approve Assessor's request per enclosed memo
 - d. Approve recommended purchase for Town Office window treatments
 - 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

2023 Waitsfield Selectboard Work Plan
(August 28, 2023 SB Meeting)
[\(September 11, 2023 SB Meeting Timeline Here\)](#)

Recommended Priority	Project	Notes & Tasks	Task Start Date	Task End Date
1	Town Operations			
2	Status? (1) Review all contracts and (2) put projects/contracts out to bid that are set to expire	Annie & Randy have begun to pull together all of the Town's current contracts and make a more organized process for tracking, renewing, and putting out to bid. Compiling and reviewing all current contracts will be a part of the FY25 budgeting process.	Sep-23	Jan-24
3	On Hold Address cybersecurity needs for Town Office by updating Town Website with Ecopixel, and updating emails addresses using the new town domain name	Based on direction from VLCT PACIF this will be increasingly important in years to come. The Town has allocated ARPA funding toward the upgrading of the Town website. This project will also include updating the Town's email addresses for enhanced security. Annie & Randy have been meeting with Ecopixel biweekly to work on the website update. The anticipated new website launch date is October/November 2023.	May-23	Oct-23
4	Status? Continue exploring options for a server transitions and record retention system/policy	This was discussed in 2021 but has not been completed to date. The ARPA Committee supports the use of ARPA funds for this purpose. Assistance may be needed with this project.		
5	Complete Hire fourth road crew member	As approved as part of the FY24 budget, hire a new road crew member to start in October 2024 to assist with the Town taking over sidewalk plowing and mowing of town properties, and to provide additional support to our existing road crew.	Aug-23	Oct-23
6	Town Meeting preparation	This includes preparing the Town Report, budget presentations, and presentations related to any other Articles on the ballot.	Dec-23	Mar-24
7	Budget & Financial Planning			
8	Complete/Ongoing Further refine the town's capital improvement planning to account for vehicles & equipment but also town properties (town office, wait house, town garage), as well as public infrastructure such as sidewalks and parking lots	Annie & Randy attended the VT Bond Bank's Capital Planning conference in May 2023 and will be working on further refining the Town's CIP over FY24. Staff will begin working on a more detailed CIP for FY25 early in the budgeting process.	Sep-23	Jan-24
9	Update/In Process Work on annual budgeting process to prepare for town meeting 2024	The budget process typically kicks off in September with a visioning exercise. Then staff will meet with department heads and Board/Committee chairs to understand budget needs and begin a fiscal year draft. The Selectboard will begin to review the draft budget in October/November, with meetings every Monday in January until approved for voter adoption at town meeting.	Sep-23	Jan-24
10	On Hold Put banking service out to bid	Staff recommends that the Town put our banking services out to bid and select a new bank before the end of the calendar year (2023)	Sep-23	Oct-23
11	Update/In Process Work with Cemetery Trust to update investment policies	Annie & Christine met with Randy to update him on the status of the project and identified a few outstanding questions that the Town's attorney will weigh in on. Further updates to be shared with the Selectboard and Cemetery Trustees as soon as they're available.	Sep-22	Dec-23
12	Property Maintenance			
13	On Hold Town Office: Maintain a list of short and long term building needs that should be kept up with annually or budgeted within the CIP moving forward	Working to create a list of known building needs and an associated capital plan for improvements.		
14	Partially Complete Fire Station: Including new proposed work as well as work need to install the extractor, bring the building up to current fire/building safety codes, and improvement energy efficiency	There have been a number of meetings and site visits in the past few months to prioritize projects based on available funding. Town staff will put out an RFP for extractor installation, engineering, and a maintenance contract in September.	Jun-23	Dec-23
15	On Hold Highway Garage: An engineer study is needed to evaluate the current building and determine if the structure should be renovated or a new location needs to be planned	The Board approved a Town Garage Design RFP at their meeting on June 26th which will be posted in the next week. The Board authorized allocating ~\$50,000 of the unassigned fund balance at the end of FY23 toward this project as well. A Design RFP was approved on June 26, 2023 and has been posted and published. The original deadline of August 21st has been extended to September due to a lack of response. Staff hopes to have an architect assigned by the end of the calendar year.	May-23	Nov-23
16	Update/In Process General Wait House Property Maintenance	The Selectboard considered the GWHC report in January 2022 and in November 2022 directed staff to begin drafting bylaws for the creation of a General Wait House Committee. Short term needs: Current tenant leases need to be renewed and an updated barn use agreement drafted. Long term needs: Staff will apply for a grant through PTVT for the replacement of the main house roof. Long and short term improvements and daily management of the building should be addressed by the GWH Committee. As of June 5th, the Board is keeping this as a standing agenda item moving forward. At their meeting on August 11th, the Selectboard proposed including the GWH as part of the more detailed capital improvement planning for FY25, and preparing a presentation at Town Meeting 2024 to ask the voters how they would like to address the building needs and form a committee for that purpose.	Sep-23	Feb-24
17	On Hold Confirm compliance with any necessary pond permits and consider maintenance plan	<i>Old records still need to be found.</i>		
18	Roads & Transportation			
19	Update/In Process Work on compliance with the Municipal Road General Permit	A number of road segments need to be brought up to stormwater compliance in the next month to be in compliance with our new permit (the permits run in 5 year cycles, with a new cycle beginning in April 2023). Annie and Josh are working to catch up on these old segments that weren't reported at the time improvements were made. The SFY23 Grants in Aid award to the Town of Waitsfield (\$16,500) is going toward Brook Road improvements to bring segments along that road into compliance. Work was supposed to be completed by September 2023 but VTrans granted an extension to Sep. '24 due to wet weather	May-23	Oct-23
20	Complete Complete the E. Warren Road culvert project	Blow & Cote have been working on the culvert replacement since early July 2023 and wrap should be completed by early September 2023. The wet weather this summer has significantly delayed the work but the contractor has communicated these issues to the Town clearly and is working to wrap up the project as soon as they can. Final reporting on the grant award (\$175,000) is due by December 31, 2023.	Jun-23	Sep-23
21	Status? Plan for E. Warren Road Phase I Paving Grant	The Town was notified on May 3rd that our East Warren Phase I paving project grant request has been recommended for approval. The town has been awarded a total of \$182,590 for this phase of the project, which will be part of the FY25 CIP conversations. The project should be put out to bid in early winter 2024.		
22	On Hold Continue review and analysis of Class 4 (and some Class 3) Road segments to potentially reclassify	This has been an ongoing need and the Selectboard should consider the timing of this conversation soon.		
23	Process/Needs Assessment Downtown Transportation Fund Grant for RRFBs at the WES crosswalk	The town received funding for the project and is working through questions related to relocation of a speed radar sign before the RRFBs are installed. The hope is to include this work in the 2024 work plan.		
24	In Process Coordinate with VTrans on the Route 100/17 Intersection project	McFarland Johnson, the firm selected by Vtrans to complete the Preliminary Report, has submitted their final report as of June 2023. Vtrans will contact us with next steps.	Apr-22	TBD
25	On Hold Provide support to the VOREC project as a team member	The majority of Town staff time spent on this project to date has been related to path connections and associated crosswalks over Route 100. Annie & Misha (MRP) are meeting with VTrans staff on August 22nd to complete a site visit of all proposed crosswalk locations and discuss the process for applying for those crosswalk connections.		
26	Grant Administration			
27	Ongoing Administer the expenditure and reporting of grant funds received by the Town. In most cases, project management is also required as part of grant administration as is the preparation of applications as new grant opportunities arise.	A spreadsheet is attached that summarizes all of the different grants that town staff are currently administering. Randy is the lead on Grant Administrator, with support from Annie, especially related to making new applications and managing projects.	Ongoing	Ongoing
28	Complete Facilitate the allocation of the Town's ARPA funding	The Selectboard formed an ARPA Committee in June 2022 to provide recommendations on how to best use the Town's ARPA allocation. The committee made their recommendations for committee projects to received funding in January 2023, which were accepted by the Selectboard. Staff has established agreements with all of the parties who received ARPA allocations and some of those payments have been issued as of the date of this update. The August 28th Selectboard packet will include detail on funds both allocated and spent to date. The administration of the Town's ARPA award will be an ongoing project through the end of the funding term (all money to be spent by December 31, 2026).	Feb-23	Dec-26
29	Planning Projects			
30	In Process Waitsfield Wastewater Planning Project	The Selectboard approved an MOU in March 2023 for project coordination between the Town and MRVPD, with MRVPD staff serving as project coordination lead. The goals of 2023 is to complete Preliminary Engineering work and begin construction design while also completing a significant fundraising effort, in anticipation of a 2024 bond vote. The Wastewater Project Planning teams have been meeting regularly, weekly and even bi-weekly, to keep the project moving. This work has taken a good deal of staff time in 2023 and regular updates are being provided to the Selectboard.	May-22	Dec-24

31	Complete	Zoning Bylaw Modernization	The Waitsfield Planning Commission received a grant award to pursue updates to the Waitsfield Zoning Bylaws to address things such as housing in growth areas in town. The subcommittee tasked with leading the work has been meeting regularly with the SE Group (project consultant) and providing regular updates to the entire Planning Commission. The Planning Commission will have a draft for the Selectboard to review by September 25th, with a public hearing anticipated with the Selectboard in December 2023, and hopeful adoption by the new year.	Sep-23	Jan-24
32	In Process	Irasville Master Planning	Master planning of Irasville is identified as a priority task in the Waitsfield Town Plan. Upon completion of the Bylaw Modernization Project, pursuing Irasville Master Planning is staff's recommended next step.		
33	Complete	Waitsfield Town Plan updates	The Planning Commission has been working on updates to the Waitsfield Town Plan for a number of years (since it's last adoption in 2018). The updated areas include the Energy Chapter, Housing Chapter, Natural Resource Chapter, and Land Use Chapter. A number of changes are necessary to bring the plan into compliance with newly adopted State Statute. The Planning Commission recommended the plan for approval and the Selectboard held a hearing on May 8th to consider the draft. The Selectboard was supportive of the proposed draft but recommended additional edits to Chapter 13 (Implementation) to reflect the updated plan chapters. The Selectboard plans to send their proposed Chapter 13 edits to the Planning Commission at their meeting on August 28th, for the PC to review at their meeting on September 5th, with an anticipated final hearing on September 25th and adoption by October 2023.	May-23	Oct-23
34	Ordinances, Resolutions, and Policies				
35	In Process	Develop a schedule for reviewing & updating Town Ordinances, Resolutions, and Policies (<i>some specific ordinance/policies/resolutions identified below</i>)	Including the Public Festival Ordinance (to better align with zoning standards) and the Dog Ordinance (to include the ACO or adopt a new ACO Ordinance), the Enforcement Ordinance (to update all enforcement officers), and the Road Ordinance (to clarify the school safety zone).	Feb-24	May-24
36	On Hold	Ensure all ordinances/resolutions are recorded and tracked as required by State Statute and consider a policy for when any ordinance/resolution/policy should be revisited			
37	Complete	Update the Personnel Policy	Update in 2023 to reflect new staff hours and review policies to ensure they are up to date and in line with other communities.		
38	High	Review & update the Procurement Policy	Review as part of the FY25 budget drafting / review of existing contracts	Nov-23	Jan-24
39	Complete	Incorporate the Declaration of Inclusion into the guiding policies, rules, resolutions, and ordinances of the Town	The Waitsfield Declaration of Inclusion was adopted on February 28, 2022		
40	On Hold	Revisit 2021 Tax Stabilization Policy draft	This was included on the 2021 Work Plan and has not been addressed to date		
41	Public Safety / Enforcement				
42	Medium	Update Local Hazard Mitigation Plan (currently expired)	The Town has received a FEMA grant award to update the Town's Local Hazard Mitigation Plan which requires putting the project out to bid. A team including the Town's EMD and EMC, as well as Planning Commission Chair and staff will be working to update the LHMP	Aug-23	Sep-25
43	High	Purchase AED for Town Office	The Town received an Emergency Management Grant award for the purchase and installation of an AED machine at the Town office. The equipment has been ordered and will be installed in the next few weeks	Jun-23	Sep-23
44	On Hold	Further clarify and define the role and processes of the ACO	ACO was appointed in 2021 as an update to Dog Warden to better align with State Statutes		
45	Fire Department				
46	On Hold	Update the Memorandum of Agreement between Waitsfield, Fayston, and the Fire Department to ensure that processes are clear	In process and a final draft was reviewed at the November Fire Department budget meeting with the Town of Waitsfield and Town of Fayston. The MOU is ready for signature except that the WFFD is seeking clarity from other sources on the detail that should be included specific to their duties.		
47	High	Continue to update and refine the Fire Department Capital Improvement Plan	An ongoing effort that was further refined in the FY23 and FY24 budget process	Sep-23	Jan-24
48	Conservation, Climate, and Natural Resources				
49	Status?	Continue to assess the Town's energy use and determine where energy efficiency and/or renewables may be appropriate as projects arise			
50	On Hold	Support the Tree Committee in adopting and implementing an Emerald Ash Borer Management Plan and find a Tree Warden	Voters approved the creation of invasive species management reserve fund at Town Meeting 2022 which has been funded in both FY23 and FY24.		
51	In Process	Support the Conservation Commission in their work to address Japanese Knotweed	The Conservation Commission has been working again this summer on their knotweed programing, including the hiring of interns. The Selectboard approved the use of almost all of the newly created Invasive Species Management Fund toward the project in FY23 and about 3/4 of the funding for the program in FY24.		
52	Status?	Charging stations at Waitsfield Town Office - EV Charging Station Grant (DHCD/GMP)	At their meeting on August 14th, the Selectboard authorized staff with support from the Energy Coordinator (Chris Badger) to explore this opportunity for funding to install an EV Charging station at the Waitsfield Town Office. Step one is submittal for a pre-application and scheduling a phone call with the funding agency to determine eligibility, etc.	Sep-23	Aug-23
53	In Process	Tardy parcel improvements & Farley Riverside Park creation	Support the conservation commission in their work to improve the Tardy parcel and develop the Farley Riverside Park		
54	Water Commission				
55	In Process	Source Protection Overlay to protect town's water supply	The Water Commission along with staff support have been exploring the opportunities available to create an overlay for the protection of the Town's source water supply		
56	Complete	Exploration to determine if the existing well yield can be increased	The Water Commission has hired a consultant to assist with preliminary analysis, as approved by the Selectboard on June 5th.		



TOWN OF WAITSFIELD

Memorandum

TO: The members of the Waitsfield Selectboard
FROM: Annie Decker-Dell'Isola, Town Administrator
DATE: September 25, 2023, October 9, 2023 (adopted)
RE: FY25 Budget – Goals and priorities.

The goals and priorities proposed are intended to start the budgeting discussion and are built upon the foundation from the FY24 budget. The items listed can be amended, deleted, or added to as required or desired.

- 1) Be mindful of the tax rate impact of the FY25 budget and FY25-FY29 capital improvement program. To the extent practicable, keep any general municipal tax rate impact consistent with recent fiscal years and/or close to generally accepted rates of inflation.
- 2) Continue support for the longer-term goals of financial sustainability and resiliency. This includes lowering the Town's debt-to-expenditure ratio as prescribed in policy, avoiding new debt that is not necessary, and supporting the principles established in the unassigned fund balance policy.
- 3) Work to provide municipal services in a manner that is efficient, cost effective, responsive, and reliable. This includes looking for ways of investing in the personnel – employee or contracted – that can ensure a better level of service is provided, including in the town office and in the maintenance of town roads and parks.
- 4) Develop a short- and long-term plan to address the maintenance needs of Town owned buildings including the General Wait House, Town Garage, Town Office, and Fire Station.
- 5) Evaluate appropriate uses of the town's American Rescue Plan Act allocation and consider ways to leverage these funds for the greatest impacts that are also in line with the Waitsfield Town Plan.
- 6) Review available state, federal, and other grant funding to evaluate how best to support the needs of the Town and provide adequate staff capacity to apply for and administer available grants funds.

Zimbra**waitsfieldselectboard@gmavt.net**

Fwd: grant expense

From : Christine Parisi <csullivan@gmavt.net>

Sat, Nov 09, 2024 10:10 AM

Subject : Fwd: grant expense 1 attachment**To :** Waitsfield Selectboard <waitsfieldselectboard@gmavt.net>External images are not displayed. [Display images below](#)

From: "Jennifer Peterson" <waitsfieldclerk@gmavt.net>**To:** "Waitsfield Town Administrator" <townadmin@gmavt.net>, "Brian Shupe" <bshupe@madriver.com>, "Chach Curtis" <chach.curtis@gmail.com>, csullivan@gmavt.net, "Fred Messer" <fmesser@madriver.com>, "Larissa Ursprung" <ldkursprung@gmail.com>, "Fred Messer" <fmesser0@gmail.com>**Sent:** Thursday, November 7, 2024 9:19:50 AM**Subject:** grant expense

I received a \$5,000 grant from the Center for Tech and Civic Life “for the public purpose of planning and operationalizing reliable and secure election administration.” One idea I had was to have security cameras installed to keep an eye on the drop boxes, especially when they’re used as ballot boxes. Although I don’t believe I need SB approval to spend the funds, the installation of the cameras will mean there will be conduit piping on the exterior of the building, which can be painted to match the siding, so I’m asking permission from the SB to make this change to the building. The cameras can also view the front and back doors, the street, the driveway and parking lot and sidewalks. The footage is saved on the server for so many weeks and then overridden with new footage. See attached quote.

From: Black Dog Electrical Service LLC <quickbooks@notification.intuit.com>

Sent: Thursday, November 07, 2024 8:59 AM

To: waitsfieldclerk@gmavt.net

Subject: Estimate 1581 from Black Dog Electrical Service LLC



Black Dog Electrical Service LLC

INVOICE
1581

BALANCE DUE

[View invoice](#)

Dear Town of Waitsfield-Town Office,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
Black Dog Electrical Service LLC



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Estimate_1581_from_Black_Dog_Electrical_Service_LLC.pdf

260 KB

ESTIMATE

Black Dog Electrical Service LLC
770 Ballard Rd
Georgia, VT 05468-4212

blackdodgelectric@hotmail.com
+1 (802) 355-1010
www.blackdogfiresecurity.com



Town of Waitsfield-Town Office

Bill to

Town of Waitsfield
4144 Main Street
Waitsfield, VT 05673

Estimate details

Estimate no.: 1581
Estimate date: 11/07/2024

P.O. Number: DROP BOX VIEWING
CAMERAS

#	Product or service	Description	Qty	Rate	Amount
1.	XD-ALHR10022	Alibi Vigilant Flex Series 4 - Channel Network Video Recorder SKU ALI-NR041F-1-D	1	\$499.00	\$499.00
2.	XD-ALHC10019	Alibi Vigilant Performance 4MP Starlight SmartSense 98 Feet IR IP Turret Camera SKU ALI-PT40-UAI-D	2	\$229.00	\$458.00
3.	CCTV-MISC.	CCTV MISC. PARTS & HARDWARE (INCLUDES RG59 SIAMESE CABLE, BNC CONNECTORS, SURGE PROTECTOR STRIP AND ALL NECESSARY HARDWARE TO COMPLETE INSTALLATION).	1	\$250.00	\$250.00
4.	CCTVSYSTEM	INSTALLATION OF A SECURITY CAMERA SURVEILLANCE SYSTEM- INSTALL 2- NEW CAMERAS AT FRONT AND REAR ENTRY POINTS TO VIEW DROP BOXES. (INSTALLER TO USE PVC CONDUIT ON EXTERIOR OR NICE DUCT WIREMOLD ON INTERIOR WALL TO HIDE WIRING, WHICHEVER CUSTOMER PREFERS)	1	\$920.00	\$920.00
5.	NOTE-2	ALL JOBS REQUIRE A DEPOSIT OF 50% DOWN AND REMAINING BALANCE PAID IN FULL UPON COMPLETION OF INSTALLATION. ESTIMATES ARE GOOD FOR 30 DAYS FROM ORIGINAL DATE.	1	\$0.00	\$0.00

Total

\$2,127.00

Note to customer

Thank you for the opportunity to provide this quote, we look forward to working with you!

Accepted date

Accepted by

TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, September 23, 2024
Draft

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

Staff Present: John Abbott, Interim Town Administrator

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

I. Call to Order: The meeting was called to order at 6:31 pm by Christine Parisi. 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.

Nobody requested time to address the Board.

II. Regular Business.

1. 2024 MRV Wellbeing Survey- Sam Robinson, MRVPD.

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

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

2. Village Wastewater Project Update- Josh Schwartz, MRVPD

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

Mr. Schwartz also outlined recent updates to the related portion of the Town website, and 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 It was clarified which portion of the work was completed by the Town, and Ms. Parisi answered
60 several questions regarding the water line and associated easement. The signed easement will
61 be filed in the town land records.

62

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

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

77

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

83

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

92

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

95

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

105 **6. Consent Agenda.**

106 **APPROVAL:** *The Consent Agenda was approved with no objections or concerns raised.*
107

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

113 **7. Selectboard Roundtable.**

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

117
118 Ms. Ursprung explained that she is seeking a conditions assessment report that was provided
119 for the Wait House, for use in potentially seeking some grant funds.

120
121 Ms. Ursprung noted that she had learned recently that FEMA funding can take some time to
122 reach towns once approved; others acknowledged that this is the case and that it was
123 understood that necessary amounts need to be covered by the Town in the interim.

124
125 Ms. Parisi indicated that the Town's Procurement Policy should be reviewed, noting in
126 particular that the dollar amount limits for requiring a partial or full bid process should likely be
127 raised. Others were in agreement.

128
129 **8. Town Administrator's Report**

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

133
134 Mr. Abbott noted that the speed limit signage which needs to be removed before the rapid
135 flashing crosswalk sign may be installed has been discussed, and will be taken down by cutting
136 at grade in the near future. Installation of the new sign will be addressed in the spring. It was
137 discussed that the radar feedback sign might best be located at a site where it would assist with
138 slowing traffic approaching the crosswalk near the Valley Players.

139
140 **9. Executive Session.**

141 **MOTION:** *A motion to find that pursuant to 1 V.S.A § 313 (a) (1) premature general knowledge*
142 *of confidential attorney-client communications made for the purpose of providing professional*

143 *legal services to the public body would clearly place the public body or a person involved at a*
144 *substantial disadvantage passed unanimously.*

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

148 The meeting entered Executive Session at 8:50 pm and returned to open session at 9:30 pm.
149

150 **V. Other Business**

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

152 **VI. Adjourn**

153 The meeting adjourned at 9:31 pm.

154 Respectfully submitted,
155 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 10/18).**

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 VTrans was included in the meeting packet, and Mr. Abbott
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. Abbott 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. Abbott provided the following information:

- 129 • He is hoping that Josh Rogers can join in conversations with VEM regarding the FEMA
130 process; Mr. Messer indicated that he could attend an upcoming meeting.
- 131 • The Act 250 questionnaire for the Lawson’s dog park has been submitted.
- 132 • Mr. Abbott is working on management of ARPA funding for wastewater; he explained
133 that he has found that maintaining paper files for grant management is helpful.
- 134 • He has been receiving reminders regarding the CVRPC priority project list, and will be
135 working with Joshua Schwartz to better understand the connection between the Town
136 and the MRVPD regarding this.

137

138

139 **11. Executive Session.**

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

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

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

148

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

152

153 **MOTION:** *Mr. Shupe moved to adjust Road Department hourly salaries, effective January 1,*
154 *2025, as follows: Josh Rodgers - \$38; Taylor Armstrong - \$33; Jason Blake - \$31. The motion*
155 *was seconded by Mr. Curtis, and passed unanimously.*

156

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

165

166 **III. Other Business**

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

168 **IV. Adjourn**

169 The meeting adjourned at 9:29 pm.

170 Respectfully submitted,

171 Carol Chamberlin, Recording Secretary

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, October 28, 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, JB Weir

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 Approval of Minutes was removed from the Consent Agenda.

15
16 **2. Public Forum.**

17 Nobody requested time to address the Board.

18
19 **II. Regular Business.**

20
21 **1. Executive Session.**

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

26 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1) [Attorney-client*
27 *Communications], inviting attorney Beriah Cushman Smith and Zoning Administrator JB Weir to*
28 *join, passed unanimously.*

29 The meeting entered Executive Session at 6:32 pm and reentered open session at 6:52 pm.

30
31 **2. Budget Status Update.**

32 Board members reviewed the budget information included in the report provided of First
33 Quarter expenditures and revenues.

34
35 **3. Budget Process.**

36 Ms. Parisi outlined that a review of past and current goals should take place prior to budget
37 development; Mr. Shupe indicated that he has begun work on the related documentation. The
38 need for coordination with Fayston regarding a Road Agreement and Fire Department
39 budgeting was acknowledged, and it was agreed that Town Treasurer Steve Lewis will be
40 involved in budget development as his time allows.

41
42 **4. Road Foreman request regarding parking ban - winter parking in town lots (towing).**

43 Ms. Parisi explained that there are Town-owned parking lots where cars are at times left during
44 snow storms; the Road Foreman has arranged for these to be towed as necessary. Board

45 members noted that appropriate signage is in place, and acknowledged that there will be
46 follow through on these parking bans by the Road Department.

47

48 **5. Final Approval Wait House Leases/Rent Structure.**

49 AnnMarie Harmon, Beth Kendrick, and Alice Peal were present to take part in the conversation.

50

51 Mr. Messer presented an updated lease agreement, including changes based upon comments
52 provided at the previous Board meeting and an outline of rent amounts to be charged.

53

54 Several points were noted during review of the draft agreement and related information:

- 55 • Room 205, previously used by Friends of the Mad River (FMR) for lab work, is currently
56 being used as storage; it needs to be confirmed whether FMR would like to continue
57 using the space and pay rent accordingly.
- 58 • The points of contact for renters will be the Chair of the Wait House Commission, as well
59 as the Head of the short-term committee.
- 60 • Ms. Kendrick requested that the increase in rents coincide with a reduction in renters'
61 addressing maintenance needs and expenses.
- 62 • The use of window unit air conditioners cannot be allowed due to Historic Preservation
63 requirements; it was agreed that this stipulation should be applied consistently to all
64 tenants.
- 65 • Rents as outlined are slightly below market value.
- 66 • The installation of heat pumps should be explored before boiler repair expenses are
67 committed to.
- 68 • It was agreed that 'Default' language should be reinstated/included; Mr. Curtis will
69 locate appropriate verbiage for insertion.

70

71 **MOTION:** *Ms. Ursprung made a motion to adopt the Office Lease Agreement for the General*
72 *Wait House as drafted in Draft 4, conditional upon language relating to Defaults being agreed*
73 *upon and inserted at the next Board meeting. The motion was seconded by Mr. Curtis, and*
74 *passed unanimously.*

75

76 **6. Meadow Road Bridge.**

77 Grant Application – Engineering Study

78 Mr. Shupe reported that communication with CVRPC and VTrans has confirmed that \$50K is
79 available for covering an engineering study to determine whether the bridge is repairable or
80 should be replaced. He explained that this step is necessary in order to indicate whether
81 applying for an up to \$200K Structures Grant, for which there would be a 10% match required.
82 CVRPC is willing to administer these grants if awarded. Ms. Peal noted that there are other
83 grant possibilities which may be pursued for additional construction funding, and indicated that
84 Keith Cubbon (CVRPC) is working to determine the likely cost of the proposed engineering
85 study.

86

87 **MOTION:** *Mr. Curtis made a motion to approve CVRPC's completing and submitting a grant*
88 *application to cover the proposed engineering study of the Meadow Road Bridge. The motion*
89 *was seconded by Mr. Shupe and passed unanimously.*

90

91 Waiver Criteria

92 It was confirmed that exceptions for emergency vehicles, school busses, and some agricultural
93 activities are all possible; questions were raised regarding providing an exemption for
94 snowmobile trail grooming equipment, and if one is necessary, given that there is also access
95 from Trembley Road.

96

97 **7. Confirm ARPA Resolution.**

98 **MOTION:** *Mr. Shupe made a motion to confirm the Resolution as previously approved by the*
99 *Board. The motion was seconded by Ms. Ursprung, and passed unanimously.*

100

101 **8. Conservation Commission (CC) check in re: budget status/shortfall.**

102 No representative of the CC was available; no check in took place.

103

104 **9. Hiring Update: Next Steps.**

105 It was indicated that this process is ongoing, and nobody has yet been hired to fill the TA
106 position.

107

108 **10. Consent Agenda.**

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

110

- 111 • Bills Payable and Treasurer's Warrants
- 112 • Festival Permit Approval - Waitsfield Ski and Skate Sale including waiving fee
- 113 • Appoint Fred Messer as temp. Waitsfield Historical Society Rep. to the Wait House
114 Committee

115

116 **11. Selectboard Roundtable.**

117 Mr. Shupe noted that he has been working with FEMA, and that a scoping meeting regarding
118 work related to the July 2024 flooding has been scheduled.

119

120 It was reported that the bore for running a water line across the Common Road at the Von
121 Trapp property was not successful, but that the line was subsequently installed using a trench.

122

123 **12. Executive Session.**

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

126 The meeting entered Executive Session at 7:52 pm and returned to open session at 8:30 pm.

127

128 **III. Other Business**

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

130 **IV. Adjourn**

131 The meeting adjourned at 8:31 pm.

132 Respectfully submitted,
133 Carol Chamberlin, Recording Secretary



TOWN OF WAITSFIELD

Christine,

Please have the Selectboard address this request at the next meeting.

Thank you.

Date: October 31, 2024

To: Waitsfield Selectboard

From: Mary Jane Potter, Assessor

Re: E&O Request for Parcels 099212300 & 099212400

Please ask the Selectboard to approve the following E&O authorizations.

- 1.) Assessment on 099212300 from \$57,000 to \$55,000
- 2.) Assessment on 99212400 from \$0 to \$55,000

Background: When Lot #4 was purchased from the Roods, it was incorrectly done as Lot #3 and no assessment was given to Lot #4.

Thank you for your attention to this request.

Sincerely,

Mary Jane

Zimbra**waitsfieldselectboard@gmavt.net**

Fwd: window treatments

From : Christine Parisi <csullivan@gmavt.net>
Subject : Fwd: window treatments
To : Waitsfield Selectboard
<waitsfieldselectboard@gmavt.net>

Sat, Nov 09, 2024 10:10 AM

 1 attachment

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

From: "Jennifer Peterson" <waitsfieldclerk@gmavt.net>
To: csullivan@gmavt.net
Sent: Monday, October 28, 2024 10:09:03 AM
Subject: window treatments

I received two quotes (attached) for window treatments in 16 windows at the Town Office per the SB's request. I was hoping for a third, but no one ever came in. Does the SB need to choose? If so, I would recommend the quote from Vermont Shade & Blind. They installed the shades in the Clerk/Treasurer area and we've been happy with them. Plus, they're less expensive. Let me know what you think.

Jennifer Peterson
Town Clerk
Town of Waitsfield
4144 Main Street
Waitsfield, VT 05673
waitsfieldclerk@gmavt.net
802-496-2218 x3

**20241028101103671.pdf**1 MB

VERMONT SHADE + BLIND

DRAFT QUOTE

Town of Waitsfield - Town office

Date
3 Oct 2024

Retractable Screens of
Vermont LLC

Expiry
2 Nov 2024

Quote Number
QU-0006

Description	Quantity	Unit Price	Tax	Amount USD
Quote to provide and install cordless top-down bottom-up 3/4" insulating honeycomb shades. Color: Birch as previously installed. All labor, material and lifetime warranty included in the price. *** Please note that the color may vary slightly from the original order***				
3 large in conference room	3.00	225.28		675.84
2 small in conference room	2.00	205.44		410.88
3 large in Lounge area	3.00	225.28		675.84
2 in research area	2.00	225.28		450.56
2 in copy room	2.00	225.28		450.56
2 in PZA	2.00	225.28		450.56
2 in Town Admin office	2.00	225.28		450.56
			Subtotal	3,564.80
			TOTAL TAX	0.00
			TOTAL USD	3,564.80

16

(Installed)

Quote 119173

QUOTE - DETAIL

10/24/2024

120 - WILLISTON COMMERCIAL
 GORDON'S WINDOW DECOR, INC.
 8 LEROY ROAD
 WILLISTON, VT 05495
 Phone: (802) 655-7777
 Fax: (802) 655-6166

Date Quoted: 10/24/2024
 Salesperson: MCHENRY, FRANK
 Client PO: TBD-CLERK
 Sidemark: WAITSFIELD/54667

Ship Via: INSTALL
 Terms:
 Entered By: McHenry, Frank
 Placed By: FM

SOLD TO: 54667
 WAITSFIELD TOWN CLERK
 4144 MAIN ST
 WAITSFIELD, VT 05673-6094
 Phone: (802) 496-2218
 Fax:

SHIP TO:
 GORDON'S WINDOW DECOR
 Contact:
 8 LEROY RD
 WILLISTON, VT 05495
 Phone: (802) 879-0500
 Fax:

Item	Qty	UM	Description	List	Surcharge	Discount	Misc	Unit	Extended
1	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 1ST FL-OPEN AREA Window 1	304.00	0.00	60.80	0.00	243.20	243.20
2	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 1ST FL-OPEN AREA Window 2	304.00	0.00	60.80	0.00	243.20	243.20
3	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 1ST FL-OFFICE 1 Window 3	304.00	0.00	60.80	0.00	243.20	243.20
4	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 1ST FL-OFFICE 1 Window 4	304.00	0.00	60.80	0.00	243.20	243.20
5	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 1ST FL-OFFICE 2 Window 5	304.00	0.00	60.80	0.00	243.20	243.20
6	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 1ST FL-OFFICE 2 Window 6	304.00	0.00	60.80	0.00	243.20	243.20
7	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 2ND FL-LANDING Window 7	263.00	0.00	52.60	0.00	210.40	210.40
8	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4) Mount INSIDE MOUNT Room 2ND FL-LANDING Window 8	304.00	0.00	60.80	0.00	243.20	243.20
9	1	EACH	CORDLESS BU ECOSMART 2.0 926 Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)	304.00	0.00	60.80	0.00	243.20	243.20

Quote 119173

QUOTE - DETAIL

10/24/2024

			Mount	INSIDE MOUNT					
			Room	2ND FL-LANDING					
			Window	9					
10	1	EACH	CORDLESS BU ECOSMART 2.0 926		304.00	0.00	60.80	0.00	243.20 243.20
			Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)						
			Mount	INSIDE MOUNT					
			Room	2ND FL-LANDING					
			Window	10					
11	1	EACH	CORDLESS BU ECOSMART 2.0 926		263.00	0.00	52.60	0.00	210.40 210.40
			Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)						
			Mount	INSIDE MOUNT					
			Room	2ND FL-LANDING					
			Window	11					
12	1	EACH	CORDLESS BU ECOSMART 2.0 926		263.00	0.00	52.60	0.00	210.40 210.40
			Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)						
			Mount	INSIDE MOUNT					
			Room	2ND FL-CONFERENCE					
			Window	12					
13	1	EACH	CORDLESS BU ECOSMART 2.0 926		304.00	0.00	60.80	0.00	243.20 243.20
			Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)						
			Mount	INSIDE MOUNT					
			Room	2ND FL-CONFERENCE					
			Window	13					
14	1	EACH	CORDLESS BU ECOSMART 2.0 926		304.00	0.00	60.80	0.00	243.20 243.20
			Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)						
			Mount	INSIDE MOUNT					
			Room	2ND FL-CONFERENCE					
			Window	14					
15	1	EACH	CORDLESS BU ECOSMART 2.0 926		304.00	0.00	60.80	0.00	243.20 243.20
			Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)						
			Mount	INSIDE MOUNT					
			Room	2ND FL-CONFERENCE					
			Window	15					
16	1	EACH	CORDLESS BU ECOSMART 2.0 926		263.00	0.00	52.60	0.00	210.40 210.40
			Color: HT LF3 DOV (SC LF WHITE DOVE 3/4)						
			Mount	INSIDE MOUNT					
			Room	2ND FL-CONFERENCE					
			Window	16					
17	1	EACH	INSTALLATION CHARGES		600.00	0.00	0.00	0.00	600.00 600.00
			INSTALLATION (WITH NOTES)						
			Types of Product & 16 ECOSMART CELL SHADES.						
			Number of Each SC,LF,BU,CORDLESS.						
			Height from floor to top of treatment (for ladder)	8 FT					
			Is there a take down?	NO					
			Blocking/Shimming	NO					
			Install Contact and Address differs from above	NO					
			Parking/Access Instructions	PARKING AVAILABLE IN REAR OF BUILDING. CONTACT IS JENNIFER PETERSON 802-496-2218 x3, waitsfieldclerk@gmavt.net.					
			Install Bin Special Install Instructions	NO					

All sales are final. Changes cannot be made to this order once it is placed in production.

SUB-TOTAL	4,360.00
TOTAL	4,360.00
Payments	0.00
Balance	4,360.00

Accepted By : _____