

**TOWN OF WAITSFIELD**  
**SELECTBOARD MEETING**  
**Monday, January 20, 2025**  
**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. Cemetery Commission
  - 2. Ethics Commission update
  - 3. Budget
  - 4. Wastewater Update
  - 5. Brookfield Service contracts
  - 6. Mad River Path lease follow up
  - 7. Town Report options
  - 8. Select Board Roundtable
  - 9. Executive Session
    - a. 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
    - b. Enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
- 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*

TOWN OF WAITSFIELD, VT

FY26 DRAFT General Fund Budget -- Expenditure Detail

For Town Meeting 2025

Item	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposed	Change (FY25 to FY26)	% Change
<b>EXPENDITURES</b>						
<b>Elections &amp; Town Meeting</b>						
Election Expense	\$ 218.23	\$ 268.54	\$ 3,000	\$ 500	\$ (2,500)	
Town Report	\$ 1,074.24	\$ 1,042.16	\$ 1,500	\$ 1,500	\$ -	
Ballot Clerks	\$ 822.39	\$ 1,243.97	\$ 2,000	\$ 1,750	\$ (250)	
<b>Section TOTAL</b>	<b>\$ 2,114.86</b>	<b>\$ 2,554.67</b>	<b>\$ 6,500</b>	<b>\$ 3,750</b>	<b>\$ (2,750)</b>	<b>-42.3%</b>
<b>Legal and Auditing</b>						
Legal	\$ 9,366.29	\$ 15,184.82	\$ 16,000	\$ 16,000	\$ -	
Auditing	\$ 17,700.00	\$ 19,000.00	\$ 19,500	\$ 20,000	\$ 500	
<b>Section TOTAL</b>	<b>\$ 27,066.29</b>	<b>\$ 34,184.82</b>	<b>\$ 35,500</b>	<b>\$ 36,000</b>	<b>\$ 500</b>	<b>1.4%</b>
<b>Town Office Operations</b>						
Insurance and Bonds	\$ 12,858.50	\$ 18,083.51	\$ 21,989	\$ 23,100	\$ 1,111	
Office Utilities	\$ 4,983.99	\$ 1,085.60	\$ 5,000	\$ 5,000	\$ -	
Repairs & Maintenance	\$ 2,391.40	\$ 1,074.58	\$ 9,000	\$ 9,000	\$ -	
Postage	\$ 3,113.73	\$ 3,340.85	\$ 5,000	\$ 5,000	\$ -	
Supplies	\$ 8,019.07	\$ 7,540.17	\$ 7,500	\$ 8,000	\$ 500	
Computer Services	\$ 6,177.12	\$ 4,580.02	\$ 9,000	\$ 7,500	\$ (1,500)	
Training	\$ 406.25	\$ 677.95	\$ 750	\$ 750	\$ -	
Cleaning	\$ 9,054.96	\$ 9,270.00	\$ 10,000	\$ 10,000	\$ -	
Equip. Maint. & Contracts	\$ 14,997.14	\$ 14,458.05	\$ 15,500	\$ 16,000	\$ 500	
Telephone & Internet	\$ 4,487.92	\$ 5,965.00	\$ 5,250	\$ 6,000	\$ 750	
Office Equipment	\$ 183.10	\$ 74.99	\$ 4,000	\$ 4,000	\$ -	
Public Notice Expense	\$ 5,222.64	\$ 8,577.12	\$ 4,500	\$ 5,000	\$ 500	
Special Services	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	
<b>Section TOTAL</b>	<b>\$ 71,895.82</b>	<b>\$ 74,727.84</b>	<b>\$ 102,489</b>	<b>\$ 104,350</b>	<b>\$ 1,861</b>	<b>1.8%</b>
<b>Town Clerk and Treasurer</b>						
Salaries	\$ 101,388.34	\$ 131,890.57	\$ 128,866	\$ 114,758	\$ (14,108)	
Admin & Board Assistant	\$ -	\$ -	\$ 62,000	\$ -	\$ (62,000)	
Borrowing Interest	\$ 38.11	\$ -	\$ 250	\$ 250	\$ -	
<b>Section TOTAL</b>	<b>\$ 101,426.45</b>	<b>\$ 131,890.57</b>	<b>\$ 191,116</b>	<b>\$ 115,008</b>	<b>\$ (76,108)</b>	<b>-39.8%</b>
<b>Selectboard</b>						
Selectboard Reimbursement	\$ 3,250.00	\$ 3,250.00	\$ 3,250	\$ 5,250	\$ 2,000	
Town Website	\$ -	\$ 823.00	\$ 2,000	\$ 2,000	\$ -	
Town Admin. Salary	\$ 69,142.49	\$ 60,528.00	\$ 83,555	\$ 90,000	\$ 6,445	
Training	\$ 547.17	\$ 30.00	\$ 500	\$ 500	\$ -	
Mileage Reimbursement	\$ 44.41	\$ -	\$ -	\$ -	\$ -	
SB Recording Secretary	\$ 1,418.00	\$ 1,550.00	\$ 2,520	\$ 2,250	\$ (270)	
Communications	\$ -	\$ -	\$ -	\$ -	\$ -	
Wastewater Project [NEW FY25]	\$ -	\$ -	\$ 5,000	\$ -	\$ (5,000)	
<b>Section TOTAL</b>	<b>\$ 74,402.07</b>	<b>\$ 66,181.00</b>	<b>\$ 96,825</b>	<b>\$ 100,000</b>	<b>\$ 3,175</b>	<b>3.3%</b>
<b>Planning &amp; Zoning</b>						
PC/DRB Recording Secretary	\$ 1,600.50	\$ 1,305.00	\$ 1,680	\$ 1,750	\$ 70	
Special Planning Projects	\$ 22,933.10	\$ 5,037.06	\$ -	\$ -	\$ -	
Town Plan	\$ -	\$ -	\$ -	\$ -	\$ -	
Salaries	\$ 57,051.11	\$ 68,946.15	\$ 65,940	\$ 72,536	\$ 6,596	
Training	\$ 192.43	\$ 150.43	\$ 500	\$ 500	\$ -	
Computer Equipment/Service	\$ 851.00	\$ 1,068.98	\$ 1,250	\$ 1,500	\$ 250	
Mileage Reimbursement	\$ -	\$ -	\$ 250	\$ 250	\$ -	
<b>Section TOTAL</b>	<b>\$ 82,628.14</b>	<b>\$ 76,507.62</b>	<b>\$ 69,620</b>	<b>\$ 76,536</b>	<b>\$ 6,916</b>	<b>9.9%</b>
<b>Board of Listers</b>						
Assessor Services	\$ 22,463.25	\$ 23,029.04	\$ 23,000	\$ 26,500	\$ 3,500	
Computer Equipment/Service	\$ 2,806.57	\$ 3,169.21	\$ 4,000	\$ 4,000	\$ -	
Property Map Maintenance	\$ 1,650.00	\$ 1,500.00	\$ 1,800	\$ 2,000	\$ 200	
Training and Meetings	\$ -	\$ -	\$ 200	\$ 200	\$ -	
Professional Services	\$ -	\$ -	\$ 1,000	\$ 500	\$ (500)	
<b>Section TOTAL</b>	<b>\$ 26,919.82</b>	<b>\$ 27,698.25</b>	<b>\$ 30,000</b>	<b>\$ 33,200</b>	<b>\$ 3,200</b>	<b>10.7%</b>
<b>Delinquent Tax Collector</b>						
Collector Fees	\$ 11,705.30	\$ 9,837.61	\$ 15,000	\$ 10,000	\$ (5,000)	

1	Item	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposed	Change (FY25 to FY26)	% Change
59	<b>Section TOTAL</b>	\$ 11,705.30	\$ 9,837.61	\$ 15,000	\$ 10,000	\$ (5,000)	-33.3%
60	<i>Conservation Commission</i>						
61	Conservation Special Projects	\$ 4,999.60	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ -	
62	<b>Section TOTAL</b>	\$ 4,999.60	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ -	0.0%
63	<i>Road Department</i>						
64	<i>Labor</i>						
65	Salaries	\$ 176,770.00	\$ 209,573.92	\$ 245,858	\$ 283,046	\$ 37,188	15.1%
66	Overtime	\$ 23,831.25	\$ 26,200.05	\$ 30,732	\$ 35,381	\$ 4,649	15.1%
67	<b>Sub-total</b>	\$ 200,601.25	\$ 235,773.97	\$ 276,590	\$ 318,427	\$ 41,837	15.1%
68	<i>Equipment Operations/Repairs</i>						
69	Road Department Insurance	\$ 9,100.50	\$ 10,221.75	\$ 10,673	\$ 11,200	\$ 527	
70	Gas	\$ -	\$ 4,236.26	\$ 3,000	\$ 3,500	\$ 500	16.7%
71	Oil, Grease, and Filters	\$ 11,281.98	\$ 6,065.01	\$ 5,000	\$ 6,000	\$ 1,000	20.0%
72	Diesel	\$ 38,530.11	\$ 31,811.74	\$ 32,000	\$ 35,000	\$ 3,000	9.4%
73	2020 International Dump Truck	\$ 1,674.66	\$ 2,813.71	\$ 1,500	\$ 1,500	\$ -	
	2015 Tandem (Dump Truck)	\$ 7,345.10	\$ -	\$ -	\$ -	\$ -	
74	2021 Tandem (Dump Truck)	\$ 628.55	\$ 1,283.30	\$ 1,500	\$ 1,500	\$ -	
75	2021 GMC 3500	\$ 4,057.67	\$ 590.85	\$ 2,000	\$ 2,000	\$ -	
76	2010 Low Pro Truck	\$ -	\$ 420.00	\$ -	\$ -	\$ -	
77	2009 John Deere Loader	\$ 4,866.14	\$ 2,118.83	\$ 3,500	\$ 3,500	\$ -	
78	Ford Chloride Truck	\$ 489.10	\$ -	\$ 1,500	\$ 1,500	\$ -	
79	2021 John Deere Grader	\$ 420.73	\$ -	\$ 1,500	\$ 1,500	\$ -	
80	2021 Cat Backhoe	\$ -	\$ 2,640.02	\$ 1,000	\$ 4,500	\$ 3,500	350.0%
81	2018 HV Truck (Low-Pro)	\$ 1,290.89	\$ 3,445.55	\$ 2,500	\$ 2,500	\$ -	
82	Ventrac	\$ -	\$ 399.07	\$ 1,000	\$ 1,000	\$ -	
83	Roadside Mower	\$ 4,607.42	\$ 3,500.28	\$ 3,000	\$ 3,000	\$ -	
84	Steel Pole Saw/Chainsaw	\$ 102.15	\$ 413.96	\$ 1,200	\$ 1,200	\$ -	
85	Garage Repairs	\$ 3,090.58	\$ 2,335.63	\$ 2,500	\$ 2,500	\$ -	
86	Garage Trash Removal	\$ 2,071.00	\$ 1,896.00	\$ 2,244	\$ 3,000	\$ 756	33.7%
87	Uniforms Services	\$ 6,812.20	\$ 8,980.81	\$ 3,500	\$ 3,500	\$ -	
88	Uniforms Materials	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	
89	Heat	\$ 4,060.95	\$ 3,985.43	\$ 4,000	\$ 4,000	\$ -	
90	Telephone	\$ 2,217.74	\$ 2,600.64	\$ 2,600	\$ 2,600	\$ -	
91	Electricity	\$ 1,750.98	\$ 229.44	\$ 1,900	\$ 1,900	\$ -	
92	Garage Supplies/Hardware	\$ 4,178.90	\$ 4,970.22	\$ 4,500	\$ 4,500	\$ -	
93	Chipper/Rake	\$ 1,293.72	\$ 798.86	\$ 2,500	\$ 2,500	\$ -	
94	Alarm System	\$ 377.00	\$ 252.00	\$ 1,000	\$ 1,000	\$ -	
95	Water Service	\$ 592.87	\$ 590.00	\$ 630	\$ 630	\$ -	
96	Plow Blades and Shoes.	\$ 5,863.25	\$ 9,082.86	\$ 8,500	\$ 10,500	\$ 2,000	23.5%
97	Tire Chains [NEW]	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	
98	<b>Sub-total</b>	\$ 116,704.19	\$ 105,682.22	\$ 107,247	\$ 118,530	\$ 11,283	10.5%
99	<i>Hired Equipment and Labor</i>						
	Sidewalk Plowing	\$ 29,651.00	\$ -	\$ -	\$ -	\$ -	
##	Grading	\$ -	\$ 460.00	\$ 300	\$ 300	\$ -	
##	Contract Services	\$ 150.00	\$ 9,675.00	\$ 12,000	\$ 12,000	\$ -	
##	<b>Sub-total</b>	\$ 29,801.00	\$ 10,135.00	\$ 12,300	\$ 12,300	\$ -	0.0%
##	<i>Materials</i>						
##	Salt	\$ 45,587.74	\$ 31,356.35	\$ 50,000	\$ 50,000	\$ -	
##	Sand	\$ 45,447.12	\$ 65,278.00	\$ 68,000	\$ 75,000	\$ 7,000	10.3%
##	Chloride	\$ 14,791.08	\$ -	\$ 16,000	\$ 16,000	\$ -	
##	Crushed Gravel	\$ -	\$ 27,538.50	\$ -	\$ -	\$ -	
##	Stone	\$ 8,043.70	\$ 9,860.00	\$ 12,000	\$ 15,000	\$ 3,000	25.0%
##	Culverts	\$ 10,230.03	\$ 9,986.54	\$ 10,000	\$ 15,000	\$ 5,000	50.0%
##	Guardrails	\$ -	\$ -	\$ 1,500	\$ 1,000	\$ (500)	-33.3%
##	Tools	\$ 2,752.67	\$ 5,521.45	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
##	Signs	\$ 644.50	\$ 1,186.38	\$ 1,500	\$ 1,500	\$ -	
##	Fabric	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	
##	Cold Patch, Hay, and Seed	\$ 4,400.04	\$ 2,346.99	\$ 8,000	\$ 8,000	\$ -	
##	Waste Blocks	\$ -	\$ 990.00	\$ 1,000	\$ 1,500	\$ 500	50.0%
##	<b>Sub-total</b>	\$ 131,896.88	\$ 154,064.21	\$ 173,000	\$ 189,000	\$ 16,000	9.2%

1	Item	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposed	Change (FY25 to FY26)	% Change
##	<u>Miscellaneous</u>						
##	-	\$ 11,174.00	\$ 12,595.65	\$ 11,848	\$ 12,500	\$ 652	5.5%
##	Sidewalk Maintenance/Repairs	\$ -	\$ 61.82	\$ 2,500	\$ -	\$ (2,500)	-100.0%
##	Tree Cutting	\$ -	\$ -	\$ 500	\$ -	\$ (500)	-100.0%
##	Bridge Repairs	\$ 206.22	\$ 3,616.64	\$ 1,000	\$ 1,000	\$ -	
##	Gravel Pit Management	\$ 160.00	\$ -	\$ 1,000	\$ 1,000	\$ -	
##	Culvert and Road Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Line Painting	\$ 3,323.00	\$ -	\$ 4,000	\$ 4,000	\$ -	
##	Street Lights	\$ 5,518.34	\$ 5,722.82	\$ 5,700	\$ 5,700	\$ -	
##	Bridge Lights	\$ 189.14	\$ 309.91	\$ 800	\$ 800	\$ -	
##	Radios	\$ -	\$ 335.58	\$ 350	\$ 2,000	\$ 1,650	471.4%
##	Training	\$ 30.01	\$ 40.00	\$ -	\$ 500	\$ 500	
##	MRGP/State Roads Permit	\$ 1,765.00	\$ 1,350.00	\$ 1,850	\$ 1,850	\$ -	
##	<b>Sub-total</b>	<b>\$ 22,365.71</b>	<b>\$ 24,032.42</b>	<b>\$ 29,548</b>	<b>\$ 29,350</b>	<b>\$ (198)</b>	<b>-0.7%</b>
##	<b>Section TOTAL</b>	<b>\$ 501,369.03</b>	<b>\$ 529,687.82</b>	<b>\$ 598,685</b>	<b>\$ 667,607</b>	<b>\$ 68,922</b>	<b>11.5%</b>
##	<u>Employee Benefits</u>						
##	FICA/Medicare	\$ 33,098.45	\$ 39,562.28	\$ 42,454	\$ 44,893	\$ 2,439	
##	Medicare	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Retirement (VMERS)	\$ 27,862.12	\$ 34,548.02	\$ 37,459	\$ 39,612	\$ 2,153	
##	Act 76 Childcare Tax	\$ -	\$ -	\$ 2,307	\$ 2,426	\$ 119	
##	Unemployment	\$ 749.00	\$ 228.00	\$ 700	\$ 700	\$ -	
##	Worker's Compensation	\$ 24,465.11	\$ 20,654.25	\$ 18,660	\$ 22,000	\$ 3,340	
##	Health Insurance	\$ 89,305.47	\$ 99,136.38	\$ 122,420	\$ 192,010	\$ 69,590	
##	Life and Disability	\$ 2,383.74	\$ 2,670.33	\$ 4,000	\$ 4,000	\$ -	
##	Vision	\$ 358.68	\$ 439.64	\$ 1,500	\$ 1,500	\$ -	
##	Dental	\$ 1,258.98	\$ 2,589.92	\$ 4,000	\$ 3,000	\$ (1,000)	
##	<b>Section TOTAL</b>	<b>\$ 179,481.55</b>	<b>\$ 199,828.82</b>	<b>\$ 233,500</b>	<b>\$ 310,142</b>	<b>\$ 76,642</b>	<b>32.8%</b>
##	<u>Fire Department</u>						
##	Gas, Oil, and Grease	\$ 3,208.75	\$ 3,150.93	\$ 4,200	\$ 4,000	\$ (200.00)	-4.76%
##	Insurance	\$ 10,536.50	\$ 11,530.99	\$ 12,171	\$ 12,800	\$ 629.15	5.17%
##	Telephone and Dispatch	\$ 36,007.28	\$ 30,767.46	\$ 29,000	\$ 32,000	\$ 3,000.00	10.34%
##	Capital West Reserve Contribution	\$ -	\$ 9,534.67	\$ -	\$ 9,535	\$ 9,535.00	-
##	Radio and Radio Repairs	\$ 5,765.04	\$ 4,804.96	\$ 10,000	\$ 8,000	\$ (2,000.00)	-20.00%
##	Electricity	\$ 1,800.00	\$ 34.68	\$ 2,575	\$ 2,600	\$ 25.00	0.97%
##	Heat	\$ 5,424.29	\$ 5,396.72	\$ 6,300	\$ 6,000	\$ (300.00)	-4.76%
##	Water Service	\$ 592.21	\$ 590.00	\$ 660	\$ 600	\$ (60.00)	-9.09%
##	Building Repair and Supplies	\$ 4,660.58	\$ 12,423.08	\$ 11,300	\$ 12,000	\$ 700.00	6.19%
##	Alarm	\$ 115.00	\$ 0.00	\$ 446	\$ 400	\$ (46.00)	-10.31%
##	Truck Repairs	\$ 12,947.91	\$ 15,345.04	\$ 25,000	\$ 25,000	\$ -	0.00%
##	Equipment Repairs	\$ 3,243.85	\$ 3,607.73	\$ 7,875	\$ 6,000	\$ (1,875.00)	-23.81%
##	Bottled Gas	\$ -	\$ 0.00	\$ 400	\$ 400	\$ -	0.00%
##	Training	\$ 6,396.21	\$ 4,641.06	\$ 9,450	\$ 8,000	\$ (1,450.00)	-15.34%
##	Hose and Equipment	\$ 5,776.83	\$ 6,972.80	\$ 6,489	\$ 10,000	\$ 3,511.00	54.11%
##	Gear	\$ 9,684.48	\$ 13,858.40	\$ 10,500	\$ 12,000	\$ 1,500.00	14.29%
##	Fire Prevention	\$ 686.54	\$ 1,150.77	\$ 900	\$ 1,000	\$ 100.00	11.11%
##	Miscellaneous	\$ 1,057.52	\$ 598.09	\$ 500	\$ 750	\$ 250.00	50.00%
##	Dues	\$ -	\$ 0.00	\$ 500	\$ 500	\$ -	0.00%
##	Physical Exams	\$ -	\$ 0.00	\$ 1,500	\$ 1,500	\$ -	0.00%
##	Labor	\$ 34,995.00	\$ 36,631.00	\$ 39,865	\$ 49,950	\$ 10,085.00	25.30%
##	FICA	\$ 2,991.06	\$ 2,958.34	\$ 3,050	\$ 3,825	\$ 775.00	25.41%
##	Ladder/Hose Testing	\$ 3,499.05	\$ 3,451.32	\$ 3,360	\$ 3,500	\$ 140.00	4.17%
##	Administrative Time	\$ -	\$ 5,290.00	\$ 5,607	\$ 5,750	\$ 143.00	2.55%
##	<b>Section TOTAL</b>	<b>\$ 149,388.10</b>	<b>\$ 172,738.04</b>	<b>\$ 191,648</b>	<b>\$ 216,110</b>	<b>\$ 24,462.15</b>	<b>12.76%</b>
##	<u>Public Safety</u>						
##	Sheriff's Department Billing	\$ 25,778.92	\$ 29,211.88	\$ 31,824	\$ 38,012	\$ 6,188	
##	Dog Warden (Salary and Fees)	\$ 860.00	\$ -	\$ 775	\$ 1,000	\$ 225	
##	Dog Pound Fees	\$ 364.75	\$ -	\$ 150	\$ 150	\$ -	
##	Emergency Management	\$ 770.00	\$ 7,126.16	\$ 1,200	\$ 1,200	\$ -	
##	Fire Warden	\$ 250.00	\$ 250.00	\$ 250	\$ 250	\$ -	
##	Fire Hydrant Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Fire Protection Contribution	\$ 25,960.00	\$ 25,960.00	\$ 25,960	\$ 25,080	\$ (880)	

1	Item	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposed	Change (FY25 to FY26)	% Change
##	Generator Expense	\$ 281.59	\$ 674.00	\$ 1,000	\$ 1,000	\$ -	
##	Insurance	\$ 556.75	\$ 556.75	\$ 2,772	\$ 2,772	\$ (0)	
##	Miscellaneous	\$ 29.75	\$ -	\$ 250	\$ 250	\$ -	
##	Training	\$ -	\$ -	\$ 500	\$ 500	\$ -	
##	Town Health Officer	\$ 750.00	\$ -	\$ 775	\$ 775	\$ -	
##	Constable	\$ 553.98	\$ -	\$ 6,558	\$ 7,500	\$ 942	
##	<b>Section TOTAL</b>	<b>\$ 56,155.74</b>	<b>\$ 63,778.79</b>	<b>\$ 72,014</b>	<b>\$ 78,489</b>	<b>\$ 6,475</b>	<b>9.0%</b>
##	<b><u>Dues and Assessments</u></b>						
##	Central VT Reg'l Planning	\$ 2,452.52	\$ 2,452.52	\$ 2,453	\$ 2,545	\$ 92	
##	Joslin Memorial Library	\$ 64,782.25	\$ 68,493.00	\$ 69,149	\$ 71,859	\$ 2,710	
##	MR Resource Mgt. Alliance	\$ 12,908.00	\$ 12,908.00	\$ 12,908	\$ 12,908	\$ -	
##	MRV Planning District	\$ 45,317.00	\$ 49,639.50	\$ 53,962	\$ 68,344	\$ 14,382	
##	MRV Recreation District	\$ 40,000.00	\$ 40,000.00	\$ 40,000	\$ -	\$ -	
##	VLCT	\$ 3,412.00	\$ 3,529.00	\$ 3,638	\$ 3,718	\$ 80	
##	Washington County Tax	\$ 31,378.00	\$ 32,651.00	\$ 33,000	\$ 34,500	\$ 1,500	
##	Green Mtn. Transit	\$ 2,030.00	\$ 2,131.00	\$ 2,131	\$ 2,131	\$ -	
##	MRVAS	\$ 15,000.00	\$ 15,000.00	\$ 15,000	\$ 13,000	\$ (2,000)	
##	<b>Section TOTAL</b>	<b>\$ 217,279.77</b>	<b>\$ 226,804.02</b>	<b>\$ 232,241</b>	<b>\$ 249,005</b>	<b>\$ 16,764</b>	<b>7.2%</b>
##	<b><u>Special Appropriations</u></b>						
##	Circle	\$ 350.00	\$ 350.00	\$ 350	\$ 350	\$ -	
##	CVT Adult Basic Education	\$ 600.00	\$ 600.00	\$ 600	\$ 600	\$ -	
##	Capstone (formerly CVTCA)	\$ 150.00	\$ -	\$ 150	\$ 150	\$ -	
##	Downstreet (formerly CVCLT)	\$ 500.00	\$ 1,000.00	\$ 3,500	\$ 3,500	\$ -	
##	CVT Council on Aging	\$ 900.00	\$ 900.00	\$ 1,050	\$ 1,050	\$ -	
##	CVT Economic Devel. Corp.	\$ 450.00	\$ 450.00	\$ 450	\$ 450	\$ -	
##	CVT Home Health and Hospice	\$ 4,500.00	\$ 4,500.00	\$ 4,500	\$ 4,500	\$ -	
##	Everybody Wins!	\$ 500.00	\$ 500.00	\$ 500	\$ 500	\$ -	
##	Family Center of Wash. Co.	\$ 500.00	\$ 500.00	\$ 500	\$ 500	\$ -	
##	Good Beginnings of CVT	\$ 300.00	\$ 300.00	\$ 300	\$ 300	\$ -	
##	Green Up Vermont	\$ 100.00	\$ 100.00	\$ 100	\$ 100	\$ -	
##	Mad River Valley Seniors	\$ 7,000.00	\$ 7,000.00	\$ 10,000	\$ 10,000	\$ -	
##	Peoples Health and Wellness	\$ 500.00	\$ 500.00	\$ 500	\$ 500	\$ -	
##	Mosaic (formerly SACT)	\$ 250.00	\$ 250.00	\$ 250	\$ 250	\$ -	
##	Center of Independent Living	\$ 620.00	\$ 620.00	\$ 620	\$ 620	\$ -	
##	Washington Co. Mental Health	\$ 1,600.00	\$ 1,600.00	\$ 1,600	\$ 1,600	\$ -	
##	Washington Co. Youth Service	\$ 750.00	\$ 750.00	\$ 750	\$ 750	\$ -	
##	Community Harvest	\$ 300.00	\$ 300.00	\$ 400	\$ 400	\$ -	
##	VT Family Network	\$ 250.00	\$ 250.00	\$ 250	\$ 250	\$ -	
##	VABVI	\$ 250.00	\$ 250.00	\$ 250	\$ 250	\$ -	
##	WNRCD	\$ 500.00	\$ -	\$ -	\$ -	\$ -	
##	Prevent Child Abuse VT	\$ 500.00	\$ -	\$ -	\$ -	\$ -	
##	Good Samaritan	\$ 1,000.00	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ -	
##	VT Association of Conservation Districts - Rural Fire Protection	\$ 100.00	\$ 100.00	\$ 100	\$ 100	\$ -	
##	The Children's Room	\$ -	\$ -	\$ 500	\$ 500	\$ -	
##	<b>Section TOTAL</b>	<b>\$ 22,470.00</b>	<b>\$ 21,820.00</b>	<b>\$ 28,220</b>	<b>\$ 28,220</b>	<b>\$ -</b>	<b>0%</b>
##	<b><u>Miscellaneous</u></b>						
##	Town Pond Maintenance	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	
##	Maintenance of Parks	\$ 13,155.00	\$ 8,375.00	\$ 6,000	\$ 6,000	\$ -	
##	Steward MRV	\$ 5,000.00	\$ 7,500.00	\$ 7,500	\$ 8,000	\$ 500	
##	Trail Maintenance	\$ 2,500.00	\$ 2,500.00	\$ 3,000	\$ 3,000	\$ -	
##	Solar Array Maintenance	\$ 1,287.75	\$ 1,355.71	\$ 1,500	\$ 1,500	\$ -	
##	Generator Expense	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Memberships and Dues	\$ 80.00	\$ 55.00	\$ 100	\$ 100	\$ -	
##	WES Community Share	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Cemetery Veteran's Flags	\$ -	\$ -	\$ -	\$ -	\$ -	
##	MRVTV Meeting Coverage	\$ 3,400.00	\$ 3,400.00	\$ 3,400	\$ 4,000	\$ 600	
##	Energy Efficiency Improve.	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Tax Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Affordable Housing Initiatives	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Other	\$ 12.00	\$ -	\$ 500	\$ -	\$ (500)	

1	Item	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposed	Change (FY25 to FY26)	% Change
##	Cemetery Commission Contribution	\$ -	\$ 17,000.00	\$ -	\$ 15,000	\$ 15,000	
##	<b>Section TOTAL</b>	<b>\$ 25,434.75</b>	<b>\$ 40,185.71</b>	<b>\$ 24,000</b>	<b>\$ 39,600</b>	<b>\$ 15,600</b>	<b>65.0%</b>
##	<b>Capital Improvement Program</b>						
##	Road Department FY Appropriations	\$ 53,900.00	\$ 87,500.00	\$ 33,300	\$ 8,000	\$ (25,300)	
##	Road Department Reserve Transfers	\$ 340,000.00	\$ 340,000.00	\$ 410,000	\$ 350,000	\$ (60,000)	
##	Fire Department FY Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	
##	Fire Department Reserve Transfers	\$ 80,000.00	\$ 97,500.00	\$ 107,025	\$ 115,460	\$ 8,435	
##	General - Transfers to reserves	\$ 18,000.00	\$ 18,000.00	\$ 14,500	\$ 14,500	\$ -	
##	General - Project specific	\$ -	\$ -	\$ 11,500	\$ -	\$ (11,500)	
##	<b>Section TOTAL</b>	<b>\$ 491,900.00</b>	<b>\$ 543,000.00</b>	<b>\$ 576,325</b>	<b>\$ 487,960</b>	<b>\$ (88,365)</b>	<b>-15.3%</b>
##	<b>Transfer to Non-Capital Reserves</b>						
##	Restroom/Recreation/Conserve.	\$ 20,000.00	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ -	
##	Long Range Planning Projects	\$ -	\$ -	\$ 12,000	\$ -	\$ -	
##	Reappraisal Reserve	\$ 10,000.00	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ -	
##	Street Trees	\$ 5,000.00	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ -	
##	Invasive Species Reserve	\$ 10,000.00	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ -	
##	<b>Section TOTAL</b>	<b>\$ 45,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 57,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>0.0%</b>
##	<b>Debt Service</b>						
##	Town Office Solar Array	\$ 45,944.50	\$ 44,987.44	\$ 43,984	\$ 42,944	\$ (1,040)	
##	Town Office	\$ 17,072.73	\$ 16,812.29	\$ 16,538	\$ 16,250	\$ (288)	
##	Storm Damage	\$ 25,749.17	\$ 25,749.17	\$ -	\$ -	\$ -	
##	Wastewater - "Big Pipe"	\$ 36,484.22	\$ 36,484.22	\$ 36,484	\$ 36,484	\$ -	
##	Decentralized Wastewater	\$ 25,281.64	\$ 25,281.64	\$ 25,282	\$ 25,282	\$ -	
##	Water Main Break	\$ 15,378.69	\$ -	\$ -	\$ -	\$ -	
##	Bridge Street Improvements	\$ 32,608.42	\$ 31,905.45	\$ 31,174	\$ 30,480	\$ (694)	
##	Grader	\$ 34,198.94	\$ 34,198.94	\$ 34,199	\$ 34,199	\$ -	
##	<b>Section TOTAL</b>	<b>\$ 232,718.31</b>	<b>\$ 215,419.15</b>	<b>\$ 187,661</b>	<b>\$ 185,639</b>	<b>\$ (2,022)</b>	<b>-1.1%</b>
##	<b>Wait House</b>						
##	Wait House Operations	\$ 4,000.00	\$ 4,000.00	\$ 4,000	\$ 4,000	\$ -	
##	Wait House Capital (transfer)	\$ 5,000.00	\$ 5,000.00	\$ 7,500	\$ 10,000	\$ 2,500	
##	<b>Section TOTAL</b>	<b>\$ 9,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ 11,500</b>	<b>\$ 14,000</b>	<b>\$ 2,500</b>	<b>21.7%</b>
	<b>TOTAL</b>	<b>\$ 2,333,355.60</b>	<b>\$ 2,495,844.73</b>	<b>\$ 2,764,844</b>	<b>\$ 2,805,616</b>	<b>\$ 52,771.37</b>	<b>1.9%</b>

**TOWN OF WAITSFIELD, VT**

**DRAFT FY26 General Fund Budget -- Revenue Detail**

Town Meeting 2024

	Item	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposed	Change (FY24 to FY25)
<b>REVENUES</b>						
1	<b>Property Taxes</b>					
2	Municipal Property Taxes	\$ 1,609,089	\$ 2,029,667.00	\$ 2,292,800	\$ 2,320,289	\$ 27,489
3	Delinquent Penalty Fees	\$ 9,872.00	\$ 9,535.77	\$ 15,000.00	\$ 10,000	
4	Delinquent Tax Interest	\$ 15,372.00	\$ 17,694.16	\$ 18,000.00	\$ 18,000	\$ -
5	<b>Section TOTAL</b>	\$ 1,634,333	\$ 2,056,896.93	\$ 2,325,800	\$ 2,348,289	\$ 27,489
6	<b>Town Clerk and Treasurer</b>					
7	Town Clerk Fees	\$ 36,146	\$ 34,882.07	\$ 30,000	\$ 35,000	\$ 5,000
8	Interest Income	\$ 2,692	\$ 55,274.92	\$ 17,500	\$ 25,000	\$ 7,500
9	Beverage Sale Permits	\$ 4,140	\$ 1,695.00	\$ 4,000	\$ 3,500	\$ (500)
10	<b>Section TOTAL</b>	\$ 42,978	\$ 91,851.99	\$ 51,500	\$ 63,500	\$ 12,000
11	<b>Road Department</b>					
12	State Highway Aid	\$ 80,155	\$ 76,331.97	\$ 74,000	\$ 78,000	\$ 4,000
13	Grants		\$ -	\$ -	\$ -	\$ -
14	Road Dept. Miscellaneous	\$ 2,307	\$ 2,185.00	\$ 1,000	\$ 2,000	\$ 1,000
15	<b>Section TOTAL</b>	\$ 82,462	\$ 78,516.97	\$ 75,000	\$ 80,000	\$ 5,000
16	<b>Public Safety</b>					
17	Fayston "Share" (40% of exp.)	\$ 59,869.00	\$ 55,192.72	\$ 76,659.00	\$ 79,120	\$ 2,461
18	Fire Admin Reimbursement	\$ -	\$ 5,290.00	\$ 5,607.00	\$ 5,750	\$ 143
19	Miscellaneous Fire Income		\$ -	\$ -	\$ -	\$ -
20	Fire Grants		\$ -	\$ -	\$ -	\$ -
21	Traffic Control	\$ 3,495.00	\$ 4,157.02	\$ 5,000.00	\$ 5,000	\$ -
22	Miscellaneous Police Income		\$ -	\$ -	\$ -	\$ -
23	Dog Impoundment Fees	\$ 205.00	\$ -	\$ 150.00	\$ 150	\$ -
24	<b>Section TOTAL</b>	\$ 63,569	\$ 64,639.74	\$ 87,416	\$ 90,020	\$ 2,604
25	<b>General Government</b>					
26	Pilot Program	\$ 6,347.00	\$ 6,814.93	\$ 6,000.00	\$ 7,000	\$ 1,000
27	Current Use Reimbursement	\$ 105,048.00	\$ 126,963.50	\$ 110,000.00	\$ 135,000	\$ 25,000
28	Library Insurance Reimbursement	\$ 4,795.00	\$ 2,674.00	\$ 2,894.00	\$ 3,000	\$ 106
29	Wait House Insurance Reimburse.	\$ 2,500.00	\$ -	\$ 3,000.00	\$ 3,000	\$ -
30	Water Admin./Audit Reimbursement	\$ 3,263.00	\$ 6,750.94	\$ 5,150.00	\$ 7,125	\$ 1,975
31	Miscellaneous Income	\$ 2,207.00	\$ 3,240.85	\$ -	\$ -	\$ -
32	Act 60 Annual Support	\$ 10,745	\$ 10,830.00	\$ 10,500	\$ 11,000	\$ 500
33	Planning and Zoning Income	\$ 17,363	\$ 17,176.10	\$ 11,000	\$ 11,000	\$ -
34	Planning and Zoning Grants	\$ -	\$ 17,500.00	\$ -	\$ -	\$ -
35	Insurance Claims	\$ 30,420	\$ 3,036.42	\$ -	\$ -	\$ -
36	"Other" Grant Proceeds	\$ 1,482.00	\$ -	\$ -	\$ -	\$ -
37	Waitsfield Elem. School Solar	\$ 5,599.00	\$ 4,012.19	\$ 10,000.00	\$ 10,000	\$ -
38	Waitsfield Elem. School Snow Clearing	\$ -	\$ -	\$ 5,000.00	\$ 1,500	\$ (3,500)
39	Water System Hydrant Snow Clearing	\$ -	\$ -	\$ 2,600.00	\$ 2,900	\$ 300
40	Solar Array Credit Proceeds	\$ 13,890.00	\$ 2,375.15	\$ 10,000.00	\$ 7,000	\$ (3,000)
41	<b>Section TOTAL</b>	\$ 203,659	\$ 201,374.08	\$ 165,200	\$ 198,525	\$ 22,381
42	<b>Decentralized Wastewater</b>					
43	WW Loan Re-Payments	\$ 129,960.00	\$ 34,023.86	\$ 31,000.00	\$ 25,282	\$ (5,718)
44	<b>Section TOTAL</b>	\$ 129,960	\$ 34,023.86	\$ 31,000	\$ 25,282	\$ (5,718)
45	<b>TOTAL</b>	\$ 2,156,961	\$ 2,527,303.57	\$ 2,735,916	\$ 2,805,616	\$ 69,700

Item	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposed	Change (FY24 to FY25)
<b>Municipal Property Tax "Calculator"</b>					
					The calculator has not been  estimated 0.3% increase of FY25 grand list
			<i>FY26 Budget as Proposed</i>	\$ 2,805,616	
			<i>Non-property tax revenue</i>	\$ 485,327	
			<i>To Be Raised by Taxes (a)</i>	\$ 2,320,289	
			<i>Estimated Grand List (b)</i>	\$ 3,954,739	
			<i>Tax Rate "Formula"</i>	(a)/(b) = (c)	
			<i>FY25 Est. Municipal Property Tax Rate (c)</i>	\$ 0.5867	
			<i>FY25 Est. Local Agreement Rate* (d)</i>	\$ 0.0036	
			<b><i>FY25 Est. TOTAL Municipal Property Tax Rate (c+d)</i></b>	<b>\$ 0.5903</b>	
			<i>TOTAL +/- from FY24</i>	\$ 0.0043	
			<i>Percent Increase from FY24</i>	0.74%	
<b>Impact for Residential Property Owners</b>					
Assessed Value	\$200,000	\$300,000	\$400,000		
FY24 Taxes	\$ 1,172	\$ 1,758	\$ 2,344		
FY25 est. Taxes	\$ 1,181	\$ 1,771	\$ 2,361		
Annual Difference	\$ 8.62	\$ 12.93	\$ 17.24		
Monthly Difference	\$ 0.72	\$ 1.08	\$ 1.44		

\*The local agreement rate is the amount needed to cover the education taxes lost from local property tax exemptions (the veteran's exemption, any non-residential exemptions, etc.). The rate is charged against the municipal grand list only. It was increased in 0.0036 in FY22 up from 0.0035 in FY21.



# Waitsfield Community Wastewater Project

Update 1.17.25

To: Waitsfield Selectboard  
From: Joshua Schwartz, MRV Planning District  
CC: Waitsfield Community Wastewater Project Team Members  
JB Weir, Waitsfield Planning & Zoning Admin.  
Bob Cook, Waitsfield Planning Commissioner  
Chach Curtis, Waitsfield Selectboard Member  
Robin Morris, Waitsfield Water Commissioner  
Project Engineer  
Jon Ashley, DuBois & King  
Date: January 17, 2025  
Re: Waitsfield Community Wastewater Project Update

I'm providing this update on the Waitsfield Community Wastewater Project (WCWP), a task I'm carrying out in my role as Project Coordination Team Lead (as articulated in the *Waitsfield Wastewater Project Structure & Timeline | 2024-25*, approved by the Selectboard at its meeting of 7.8.24). This update aims to ensure the Waitsfield Selectboard and Waitsfield Community Wastewater Project Team Members are abreast of project status and developments.

The project is entirely in the final design phase, and we are working through various design elements, property owner discussions, permitting, funding, and more.

- Design
  - The WCWP project engineer, DuBois & King (D&K), and Waitsfield Community Wastewater Project Team (WCWPT) meet bi-weekly on various design elements, including collection system design, pump station sizing, property owner discussions, etc. Highlights:
    - Munn Site Wastewater Loading Test
      - As a requirement of the VT DEC Indirect Discharge Rules (IDR) Permitting process, this loading test evaluates the capacity of the Munn site to attenuate wastewater without adversely affecting the water quality of the receiving water, the Mad River. The proposed and approved hydraulic capacity for the disposal system is 95,040 gpd. VT DEC will use the results to verify this capacity and further determine water quality discharge limitations for the proposed wastewater treatment facility.
      - The in situ in-ground effluent loading pilot test was performed at the Munn Site for 62 consecutive days between September and December 2024, utilizing effluent from Waterbury's Edward Farrar Utility District Wastewater Treatment Plant for the test. The in situ in-ground loading test results demonstrate compliance with VT DEC Aquatic Permitting Criteria of the Indirect Discharge Rules.
      - DuBois & King, Inc. (D&K) prepared a report documenting its in situ in-ground evaluation of the proposed decentralized community wastewater Munn Site disposal system. On 1.17.25, the report was submitted to the VT DEC, Drinking Water and Groundwater Protection Division, for their review. Once feedback is received and addressed, D&K will proceed with the project's Indirect Discharge Permit submittal.
      - The blue 21k FERC tank utilized for the test was removed from the Munn Site on 1.15.25.
    - Topographic Surveying, Environmental, & Cultural Resources Fieldwork
      - From 9.23.24 through December 2024, topographic surveying, mapping of wetlands and rare plants, and cultural resources review (such as archaeologically sensitive areas and historic sites) occurred. The resultant information is in the process of being incorporated into a base map for subsequent design drawings.

- D&K revised the project’s Archeological Resources Assessment (ARA) Report on 11.6 to include the entirety of the collection system. It was submitted to VDHP for review along with a proposed Phase 1 site identification survey scope of work. These are key components of the Section 106 permitting process.
  - Easements
    - Design details for the five pump stations have been revised and utilized in discussion with private property owners.
    - Geotechnical borings were completed in late December and early January at two of the proposed pump station locations. The property owners granted authorization to undertake this soil condition analysis work.
  - Coordination
    - Opportunities for potential colocation of this project and a segment of the VT-100 Active Transportation Corridor Scoping Study are being explored. This work will continue with the completion of proposed pipe alignments anticipated in late February.
- Property Owner Discussions
  - Priority Parcels
    - Outreach and discussion with project priority parcels have continued to be positive. Property owner follow-up to the WCWPT’s initial outreach efforts has resulted in approximately 90% of respondents expressing interest in connecting to the proposed wastewater infrastructure.
  - Easements
    - The project design includes five pump stations to be located on private property. The WCWPT has been leading these property owner discussions, all of which have been overwhelmingly positive. Results of the topographic survey work (completed in late December) are being incorporated into revised design drawings, which are instrumental in the next step of discussion with these private property owners. Subsequently, the WCWPT will be providing easement recommendations to the Selectboard.
- Funding
  - CWSRF Intended Use Plan
    - VT DEC recently announced the FFY25/SFY26 Clean Water State Revolving Fund (CWSRF) funding cycle. Joshua will lead the application process due to VT DEC by 2.14, necessary for eligibility for CWSRF funding through the next fiscal year (7.1.25-6.30.26). Submissions are included in VT DEC’s Intended Use Plan (IUP), which explains how the CWSRF funding capitalization grants provided by the federal government will be used to support the CWSRF program, identifying program decisions to meet requirements set by Congress in each year’s capitalization grants and addressing state programmatic priorities. The IUP addresses critical program details, including discussions of Project Priority Lists and subsidies, loan forgiveness, and loan terms. The current IUP’s 2025 Project Priority List ranks Waitsfield’s project in the fundable range. Project advancements in the past year (positive bond vote, project design progress, permitting progress, etc.) will likely to advance the project’s ranking and increase funding eligibility in the next year.
  - ARPA VWWW
    - The town’s \$2,508,085 in State American Rescue Plan Act (ARPA) Village Water & Wastewater (VWWW) Initiative funding, executed on 9.30.24, is paying for the completion of project final design through biddable contract documents and subsequent construction.
    - To support ARPA-funded Village Water & Wastewater projects, VT DEC held a day-long workshop on 1.3.25 for the eight recipient communities. Chach Curtis, JB Weir, and Joshua represented Waitsfield. The event clarified the project steps and tasks necessary for success, of which all funding must be spent by 9.30.26. It also provided valuable face time with resource providers, opportunities to ask direct funding and technical questions, and connections across communities.
  - USDA RD
    - The town’s application to the United States Department of Agriculture Rural Development (USDA RD) has been deemed complete, following approval of the Environmental Assessment (12.9) and various public notices that ran in the Valley Reporter (12.12, 12.19, & 1.2). The application is currently under review by the USDA RD state office, which is also leading eligibility concurrence with the national office. It’s anticipated that this process will be completed by mid-February, when the municipality can expect a funding offer package.

- Representatives from USDA RD are visiting Waitsfield on 1.22 to learn more about the WCWP. Joshua will be playing host and tour guide. This is an excellent opportunity to build consistency with their staff, highlight project components and progress, and position it for additional support.
- VCDP
  - The Vermont Community Development Program (VCDP) administers U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding. VCDP provides CDBG grant funds to municipalities throughout Vermont for housing, economic development, and other community development projects to benefit primarily low-to-moderate-income persons.
  - After consultation with VCDP staff, Joshua developed a draft FY2024 VCDP pre-application for the WCWP, due 1.22. A copy of the pre-application is attached. The WCWP is classified as a public facility project and is eligible for an Implementation Grant (grant maximum of \$1,000,000). The submission date for the full application is 4.8.
- 2025 Central VT Regional Project Priority List
  - The Waitsfield Community Wastewater Project was selected for inclusion on the 2025 Central Vermont Regional Project Priority List, ranking #2.
  - Developed annually by Vermont’s Regional Development Corporations (RDCs), Regional Project Prioritization lists express the highest priority projects for each region that will support job growth and economic development. The 12 regional lists are consolidated into a statewide list submitted to the Vermont Agency of Commerce and Community Development (ACCD). ACCD shares the list with federal and state funders, who may consider the list when making funding decisions. Projects may be from for-profit, non-profit, or municipal entities and can be any project that positively impacts the local economy. Nominations are ranked locally based on readiness, ability to create jobs, and overall community and economic impact.
  - Regional Project Priority inclusion earns additional project points for certain grants, such as the Northern Borders Regional Commission Catalyst Program, and can earn State endorsement of a project for federal grants from the Economic Development Administration (EDA).
  - I led the application process on behalf of the WCWP.
- NBRC Catalyst Program
  - The Northern Border Regional Commission (NBRC) is a Federal-State partnership that invests in community and economic development projects in economically distressed counties across Maine, New Hampshire, Vermont, and New York. The Catalyst Program stimulates economic growth and inspires partnerships that improve rural economic vitality across NBRC’s four-state region. It supports a broad range of economic development initiatives to modernize and expand the region’s basic infrastructure and revitalize communities to support and attract the region’s workforce.
  - NBRC anticipates making up to \$50 million in competitive Catalyst Program awards from Bipartisan Infrastructure Law (BIL) funding for infrastructure projects. Infrastructure projects have a total maximum award of \$3,000,000.
  - The spring round of 2025 Catalyst Program Grants has a pre-application deadline of 2.28 and a full application (by invitation) deadline of 4.11.
- EDA
  - The Economic Development Agency (EDA) provides grants to economically distressed communities to generate new employment, and stimulate industrial and commercial growth. Joshua has explored EDA funding opportunities with our regional office. The WCWP is not eligible for any EDA programs at this time.

## Near-Term Activities

- VCDP Pre-Application
- CWSRF Application
- Finalize USDA RD funding
- NBRC Catalyst Pre-Application
- Indirect Discharge Permit Submittal
- Easement Recommendations
- Update Town Website WCWP content

## Attachments

- VCDP Pre-Application Draft



State of Vermont, Agency of Commerce and Community Development  
**Vermont Community Development Program**  
 Community Development Block Grant (CDBG) and Recovery Housing Program (RHP)  
**Pre-Application Form**

<b>Applicant Municipality</b>		
<b>City/Town/Village of:</b>	_____	
<b>Municipality UEI:</b>	_____	
<b>Municipal Contact Person</b>		
NAME:	_____	
PHONE:	_____	EMAIL: _____

<b>Project Partner(s)</b>		
<b>Contact Person</b>		
NAME & ORGANIZATION:		UEI #
PHONE:	EMAIL:	
<b>Contact Person</b>		
NAME & ORGANIZATION:		UEI #
PHONE:	EMAIL:	

<b>Grant Type:</b>	<b>Estimated Application Submittal Date:</b>	<b>Application</b>
<input type="checkbox"/> Accessibility Modification <input type="checkbox"/> Implementation <input type="checkbox"/> Planning <input type="checkbox"/> Scattered Site RLF <input type="checkbox"/> Other: _____		Single <input type="checkbox"/> Joint <input type="checkbox"/> Multi Year Municipality <input type="checkbox"/>
	<b>Target Board Meeting Date:</b>	

<b>National Objective:</b>	<b>State Objective</b>
<input type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Slums & Blight <input type="checkbox"/> Urgent Need	<input type="checkbox"/> Housing <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Facility <input type="checkbox"/> Public Service

<b>Estimated Project Funding</b>	
<b>Estimated CDBG/RHP Request</b>	<b>\$</b>
<b>Estimated Total Project</b>	<b>\$</b>



State of Vermont, Agency of Commerce and Community Development  
**Vermont Community Development Program**  
 Community Development Block Grant (CDBG) and Recovery Housing Program (RHP)  
**Pre-Application Form**

Estimated Project Other Resource Funding			
Other Resource(s)	Amount	Status	Expected Date of Funding Decision

Project Description			
<b>Activities CDBG dollars would fund:</b>	<input type="checkbox"/> Acquisition	<input type="checkbox"/> New Construction	<input type="checkbox"/> ADA Compliance
	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Services	<input type="checkbox"/> Historic Preservation
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Micro Enterprise	<input type="checkbox"/> Planning
	<input type="checkbox"/> Relocation	<input type="checkbox"/> Counseling	<input type="checkbox"/> Uncertain at this time
	<input type="checkbox"/> For Profit Loan	<input type="checkbox"/> Other:	

1. Project Title	
2. Project Location and/or address	
3. E-911 Address	
4. Please provide a detailed project timeline	



5. Detailed project description  
*\*\*Include a description of all activities including acquisition, construction, reconstruction, rehabilitation and/or any installation of public facilities and improvements.\*\* (570.201 Basic Eligible Activities of CDBG)*

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State of Vermont, Agency of Commerce and Community Development  
**Vermont Community Development Program**  
 Community Development Block Grant (CDBG) and Recovery Housing Program (RHP)  
**Pre-Application Form**

6. Please provide a status of the <u>environmental review</u>			
7. Does the project involve: <i>**Signing a Purchase and Sale Agreement is prohibited until the Environmental Review is approved. However, it is acceptable to sign an Option Agreements. It is recommended to have Option Agreements reviewed prior to signing them to ensure that appropriate language is included</i>	Acquisition**	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	A structure that is 50 years or older	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Any disturbance to the ground	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	A location in a floodway or 100-year floodplain	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	A location in 500-year floodplain (if available)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	A location in a river corridor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Relocation – Does the project involve any relocation of households and/or businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Will the project result in less affordable housing units?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Who are the direct beneficiaries of the project? <i>“Beneficiaries are individuals that will use the housing, jobs services or facility that CDBG funding would support.”</i>			



State of Vermont, Agency of Commerce and Community Development  
**Vermont Community Development Program**  
 Community Development Block Grant (CDBG) and Recovery Housing Program (RHP)  
**Pre-Application Form**

<p>9. How has the application been discussed with City/Town/Village leadership?  <i>“Select board, Trustees, Municipal Manager, and/or Municipal Administrator? The municipality must warn and hold a public hearing.”</i></p>	
<p>10. What is the status of the community’s support of the project/application?</p>	
<p>11. Does the project service more than one community, county, or region? If yes, please describe.</p>	
<p>12. Have any contracts been executed?</p>	
<p>13. What activities have been conducted to date?</p>	

For more information go to VCDP’s website:  
<https://accd.vermont.gov/community-development/funding-incentives/vcdp>

- [Program Guide](#)
- [Environmental Review](#)





RECEIVED

JAN 15 2025

TOWN OF WAITSFIELD



# Brook Field Service

Providing Shelter from the Storm

P.O. Box 47 • Northfield, VT 05663 • Toll Free: 866-769-3797 • (802)485-6567 • Fax: (802)485-6690  
Email: [info@brookfieldservice.com](mailto:info@brookfieldservice.com) • [www.brookfieldservice.com](http://www.brookfieldservice.com)

Dear Valued Customer,

We are pleased to present our **2025 Preventative Maintenance Agreement** for your standby generator. Because your generator is a combustible engine that produces electricity, regular preventative maintenance is essential for your generator to operate safely, reliably, and efficiently during power outages.

This agreement was sent to you in October via email, however we wanted to mail you a copy in case it was not received. In conjunction with other green initiatives we have been working on, your preventative maintenance agreement will be emailed to you in the future. The email address we have on file is located on the next page. If it needs correction or we don't have one on file, please email [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com)

Enclosed you will find an agreement that is specific to your generator, preventative maintenance program details, and an auto-renewal form. Please review these documents to decide whether Program 1 or Program 2 is right for you. You are not required to pre-pay for this service, however, prepaying will allow you to take advantage of the discounted rates as well as sign up for auto-renewal. For your security, we are no longer able to take payment over the phone. We have partnered with Stax Payments to offer a platform that is both user friendly and secure to make payments online. You can access the Stax portal with the QR Code provided in the preventative maintenance agreement or by visiting [www.brookfieldservice.com](http://www.brookfieldservice.com) and clicking "Pay Now" From your computer. As always, you can also send a check to Brook Field Service, PO Box 47, Northfield VT 05663. Please note if signing up for auto-renewal, payment must be made by credit card online, not check.

If you decide not to prepay, please return the agreement with your signature by mail, or email [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com) to let us know which program you would like. By doing so this will lock in the price of your service as shown in the agreement and will ensure you are flagged to be scheduled.

Thank you for the opportunity of letting Brook Field Service take care of your generator's needs. If you have any questions or need assistance, please contact me at 802-485-1478 or [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com)

Sincerely,

*Travis Maney*  
Vermont Power Technologies LLC,  
Db a Brook Field Service



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Email: [info@brookfieldservice.com](mailto:info@brookfieldservice.com) • [www.brookfieldservice.com](http://www.brookfieldservice.com)

Town of Waitsfield  
Anne Decker-dell isola, Town Admin  
4144 Main St  
Waitsfield, VT 05673-6094

Customer Agreement #  
C-0009394

**2025 PREVENTATIVE MAINTENANCE AGREEMENT**

Location: Waitsfield, VT School  
Equipment: Kohler 100RES #2156222

Please see the Program Details on the reverse side for more information on what is included with each program.

**PROGRAM #1 – MAJOR SERVICE** \$750 or **\$713** if prepaid by February 7, 2025

**PROGRAM #2 – MAJOR AND MINOR SERVICE** \$1223 or **\$1162** if prepaid by February 7, 2025

\_\_\_\_\_  
Authorized Signature

January 7, 2025  
*Travis Maney*  
Travis Maney,  
Vermont Power Technologies, LLC Dba Brook Field Service

\*Please confirm that we have the correct email address on file for your account\*

**Email:** townadmin@gmavt.com

To update your contact information or if you have any further questions, please email [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com) or call 802-485-1478.

*Please note, we are no longer able to take payment over the phone. If pre-paying you do not need to return this form.*



To make payment please scan the QR Code or visit: [www.brookfieldservice.com](http://www.brookfieldservice.com) and click "Pay Now" from your computer.

In the Additional Information Box, include "2025 PM" and "Plan 1", "Plan 2", or "Auto Renew Subscription" You can also send a check to: Brook Field Service PO Box 47, Northfield VT 05663, for any plan that is not Auto-Renewal. Auto-Renewal must be paid with a credit card.

Please indicate your acceptance of this agreement and terms by either making a payment online, emailing [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com), or returning a signed copy of this agreement or the auto renewal form.



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Email: [info@brookfieldservice.com](mailto:info@brookfieldservice.com) • [www.brookfieldservice.com](http://www.brookfieldservice.com)

## Preventative Maintenance Agreement Program Details

### PROGRAM #1 – Once a year maintenance program (Major Service)

- A technical inspection and testing of your generator (multi-point test and review)
- Upload software upgrades, download performance history
- Oil change and oil filters replaced
- Air and fuel filters replaced (if applicable)
- Tune up of engine
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- Automatic transfer switch testing and maintenance
  - If the ATS is located inside – arrangements must be made for someone to be there or to give an alternate authorization for our tech to reach it.
- A generator building load test
  - At your request - this will require an interruption of power.

### PROGRAM #2 – Twice a year maintenance program (Major & Minor Service)

- (1) Major Service as listed above with a second visit that includes;
- Technical inspection of your generator (multi-point review)
- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
  - At your request - this will require an interruption of power
- Vermont State Inspection (Commercial customers only)
  - \* Please Note: If you opt for Plan 1, the cost of the state inspection is NOT included. The additional cost is \$130.00 per unit.

#### Where to send your agreement or auto-renewal form:

Fax: 802-485-6690

Email: [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com)

Mail: Brook Field Service, PO Box 47, Northfield VT 05663



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Email: [info@brookfieldservice.com](mailto:info@brookfieldservice.com) • [www.brookfieldservice.com](http://www.brookfieldservice.com)

### Preventative Maintenance Auto-Renewal

We value your time and want to give you the opportunity to make servicing your generator each year as easy as possible. With this in mind, we are pleased to offer automatic renewal of your annual preventative maintenance agreement. **By signing up for this option, you agree to be billed on October 1<sup>st</sup> of each year for the following year's maintenance for the plan you have chosen. Annual price increases will never exceed three percent while subscribed to the auto-renewal plan. We will coordinate your appointment with you at the contact information below when your generator is due for service. This agreement can be terminated at any time via letter or email prior to the renewal date of October 1<sup>st</sup>. If there are issues that prevent the service of your generator from being completed, credit will be applied to the account for future use or refund.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Plan Choice (Please Circle)    Plan 1 (Major Service)    Plan 2 (Major and Minor Service)

Signature \_\_\_\_\_ Date \_\_\_\_\_

To confirm subscription to auto renewal, please return this form filled out to either [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com) or mail to PO Box 47, Northfield, Vermont, 05663, and make payment for your 2025 preventative maintenance electronically via STAX by scanning the below QR code or visiting [www.brookfieldservice.com](http://www.brookfieldservice.com) and clicking "Pay Now" from your computer.



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Town of Waitsfield  
Anne Decker-dell isola, Town Admin  
4144 Main St  
Waitsfield, VT 05673-6094

Customer Agreement #  
C-0009394A

## 2025 PREVENTATIVE MAINTENANCE AGREEMENT

Location: Waitsfield, VT Water System  
Equipment: Generac Qto4854ANAC S#7261153

Please see the Program Details on the reverse side for more information on what is included with each program.

**PROGRAM #1 – MAJOR SERVICE** \$670 or **\$637** if prepaid by February 7, 2025

**PROGRAM #2 – MAJOR AND MINOR SERVICE** \$1092 or **\$1037** if prepaid by February 7, 2025

January 7, 2025

*Travis Maney*

Travis Maney,  
Vermont Power Technologies, LLC Dba Brook Field Service

\_\_\_\_\_  
Authorized Signature

\*Please confirm that we have the correct email address on file for your account\*

**Email:** townadmin@gmavt.com

To update your contact information or if you have any further questions, please email [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com) or call 802-485-1478.

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and click "Pay Now" from your computer.

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Please indicate your acceptance of this agreement and terms by either making a payment online, emailing [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com), or returning a signed copy of this agreement or the auto renewal form.



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Email: [info@brookfieldservice.com](mailto:info@brookfieldservice.com) • [www.brookfieldservice.com](http://www.brookfieldservice.com)

## Preventative Maintenance Agreement Program Details

### PROGRAM #1 – Once a year maintenance program (Major Service)

- A technical inspection and testing of your generator (multi-point test and review)
- Upload software upgrades, download performance history
- Oil change and oil filters replaced
- Air and fuel filters replaced (if applicable)
- Tune up of engine
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- Automatic transfer switch testing and maintenance
  - If the ATS is located inside – arrangements must be made for someone to be there or to give an alternate authorization for our tech to reach it.
- A generator building load test
  - At your request - this will require an interruption of power.

### PROGRAM #2 – Twice a year maintenance program (Major & Minor Service)

- (1) Major Service as listed above with a second visit that includes;
- Technical inspection of your generator (multi-point review)
- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
  - At your request - this will require an interruption of power
- Vermont State Inspection (Commercial customers only)
  - \* Please Note: If you opt for Plan 1, the cost of the state inspection is NOT included. The additional cost is \$130.00 per unit.

#### Where to send your agreement or auto-renewal form:

Fax: 802-485-6690

Email: [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com)

Mail: Brook Field Service, PO Box 47, Northfield VT 05663



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### Preventative Maintenance Auto-Renewal

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Plan Choice (Please Circle)    Plan 1 (Major Service)    Plan 2 (Major and Minor Service)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Town of Waitsfield  
Anne Decker-dell isola, Town Admin  
4144 Main St  
Waitsfield, VT 05673-6094

Customer Agreement #  
C-0009394B

**2025 PREVENTATIVE MAINTENANCE AGREEMENT**

Location: Waitsfield Town Hall  
Equipment: 60REOZK #SGM32GT48

Please see the Program Details on the reverse side for more information on what is included with each program.

**PROGRAM #1 – MAJOR SERVICE** \$737 or **\$700** if prepaid by February 7, 2025

**PROGRAM #2 – MAJOR AND MINOR SERVICE** \$1203 or **\$1143** if prepaid by February 7, 2025

January 7, 2025

*Travis Maney*

Travis Maney,  
Vermont Power Technologies, LLC Dba Brook Field Service

\_\_\_\_\_  
Authorized Signature

\*Please confirm that we have the correct email address on file for your account\*

**Email:** townadmin@gmavt.com

To update your contact information or if you have any further questions, please email [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com) or call 802-485-1478.

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- Tune up of engine
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- Automatic transfer switch testing and maintenance
  - If the ATS is located inside – arrangements must be made for someone to be there or to give an alternate authorization for our tech to reach it.
- A generator building load test
  - At your request - this will require an interruption of power.

### PROGRAM #2 – Twice a year maintenance program (Major & Minor Service)

- (1) Major Service as listed above with a second visit that includes;
- Technical inspection of your generator (multi-point review)
- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
  - At your request - this will require an interruption of power
- Vermont State Inspection (Commercial customers only)
  - \* Please Note: If you opt for Plan 1, the cost of the state inspection is NOT included. The additional cost is \$130.00 per unit.

#### Where to send your agreement or auto-renewal form:

Fax: 802-485-6690

Email: [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com)

Mail: Brook Field Service, PO Box 47, Northfield VT 05663



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Email: [info@brookfieldservice.com](mailto:info@brookfieldservice.com) • [www.brookfieldservice.com](http://www.brookfieldservice.com)

### Preventative Maintenance Auto-Renewal

We value your time and want to give you the opportunity to make servicing your generator each year as easy as possible. With this in mind, we are pleased to offer automatic renewal of your annual preventative maintenance agreement. **By signing up for this option, you agree to be billed on October 1<sup>st</sup> of each year for the following year's maintenance for the plan you have chosen. Annual price increases will never exceed three percent while subscribed to the auto-renewal plan. We will coordinate your appointment with you at the contact information below when your generator is due for service. This agreement can be terminated at any time via letter or email prior to the renewal date of October 1<sup>st</sup>. If there are issues that prevent the service of your generator from being completed, credit will be applied to the account for future use or refund.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Plan Choice (Please Circle)    Plan 1 (Major Service)    Plan 2 (Major and Minor Service)

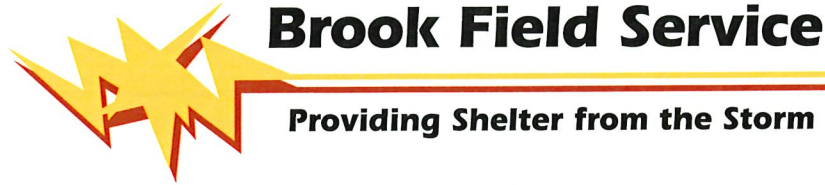
Signature \_\_\_\_\_ Date \_\_\_\_\_

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Email: [info@brookfieldservice.com](mailto:info@brookfieldservice.com) • [www.brookfieldservice.com](http://www.brookfieldservice.com)

Waitsfield Fire Department  
4144 Main St  
Waitsfield, VT 05673-6094

Customer Agreement #  
C-0010211

**2025 PREVENTATIVE MAINTENANCE AGREEMENT**

Location: 4103 Main Street Waitsfield, VT  
Equipment: Generac 16kw 60070371 SER#3004676562

Please see the Program Details on the reverse side for more information on what is included with each program.

**PROGRAM #1 – MAJOR SERVICE** \$466 or **\$443** if prepaid by February 7, 2025

**PROGRAM #2 – MAJOR AND MINOR SERVICE** \$760 or **\$722** if prepaid by February 7, 2025

January 7, 2025

*Travis Maney*

Travis Maney,  
Vermont Power Technologies, LLC Dba Brook Field Service

\_\_\_\_\_  
Authorized Signature

\*Please confirm that we have the correct email address on file for your account\*

**Email:** captainwffd@hotmail.com;wffdir

To update your contact information or if you have any further questions, please email [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com) or call 802-485-1478.

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## Preventative Maintenance Agreement Program Details

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- A generator building load test
  - At your request - this will require an interruption of power.

### PROGRAM #2 – Twice a year maintenance program (Major & Minor Service)

- (1) Major Service as listed above with a second visit that includes;
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- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
  - At your request - this will require an interruption of power
- Vermont State Inspection (Commercial customers only)
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Email: [travis@brookfieldservice.com](mailto:travis@brookfieldservice.com)

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Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Plan Choice (Please Circle)    Plan 1 (Major Service)    Plan 2 (Major and Minor Service)

Signature \_\_\_\_\_ Date \_\_\_\_\_

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In the Additional Information Box, please include “Auto Renew Subscription”

1 **TOWN OF WAITSFIELD, VERMONT**  
2 **Selectboard Meeting Minutes**  
3 **Monday, January 6, 2025**  
4 **Draft**  
5

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

7 **Staff Present:** None

8 **Others Present:** Miles Jenness, Alice Peal  
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 the annual Mileage Certification was added to the Consent Agenda. Approval of  
15 the Minutes of 12/16/24 was removed from the Consent Agenda.  
16

17 **2. Public Forum.**

18 Nobody present requested time to address the Board.  
19

20 **II. Regular Business.**  
21

22 **1. Appoint Vee Lynch to Wait House Commission.**

23 Mr. Messer explained that Ms. Lynch had been interviewed by Commission members, who  
24 support her appointment.

25 **MOTION:** *Mr. Messer made a motion to appoint Vee Lynch to the Wait House Commission. The*  
26 *motion was seconded by Mr. Shupe, and passed unanimously.*

27 **2. Mad River Path (MRPA)/Wait House Lease discussion.**

28 Board members discussed their concerns regarding the use of areas at the Wait House being  
29 used for storage; currently the MRPA is using an area for storage, and other tenants have  
30 expressed an interest in leasing storage space. It was agreed that, should storage space be  
31 leased, parameters need to be established. As Misha Golfman was not available to attend this  
32 meeting, it was decided to postpone further discussion until an upcoming meeting.  
33

34 Mr. Messer pointed out that only the Waitsfield Historical Society has signed a new lease; none  
35 of the other tenants have submitted their agreement.  
36

37 **3. FEMA/Flood Recovery Update.**

38 Mr. Shupe reported on meetings with FEMA representatives, noting that bridge inspection took  
39 place recently and that the matter of the Meadow Road bridge coverage is still in discussion.  
40 He noted that attention is being paid to upcoming submission deadlines.  
41

42 **4. Covered Bridge Update.**

43 Miles Jenness had provided an email updating the Board on the bridge work progress, and was  
44 available at the meeting. He noted that the structural work had been completed, that some  
45 additional damage/rot had been discovered and addressed, and that there was likely one more

46 day of work requiring that the bridge be closed. Mr. Jenness will be waiting for a break in the  
47 weather to address the roofing work, which he can finish without closing the bridge again; it  
48 was confirmed that he would be able to leave the staging in place until the roof work is  
49 completed.

50

51 Mr. Shupe noted that he will follow up regarding insurance coverage.

52

53 The potential for installing some type of preventative structure/mechanism was discussed. Mr.  
54 Jenness indicated that he has had related conversations with the Covered Bridge Society and  
55 VTrans, noting that there may be liability issues related to the installation of a 'headache' bar.  
56 It was agreed that this matter will be taken up at a future Board meeting.

57

## 58 **5. Budget.**

59 Mr. Shupe had provided a spreadsheet of a first budget draft for several of the Town  
60 Departments. He noted that no salary information had yet been updated.

61 The following was noted during a discussion:

- 62 • 2025 is not a big election year
- 63 • Auditing service figures need to be confirmed
- 64 • It is anticipated that legal expenses can be level funded
- 65 • Insurance costs need to be confirmed
- 66 • Special services covers keeping an engineer on retainer for Town projects
- 67 • Clerk and Treasurer expenses to be level funded; likely no filling of an administrative  
68 assistant position at this time
- 69 • Other information still needs review, such as Cemetery Commission expenses and  
70 Special Appropriations
- 71 • Discussion of Fire Department vehicle purchases and availability of reserve funds
- 72 • Town Administrator salary not yet determined
- 73 • An increase in the Selectboard stipend, in order to be compatible with neighboring  
74 towns
- 75 • Planning and Zoning
  - 76 ○ Special planning projects covers a \$5K match for Irasville work
  - 77 ○ Equipment needs up to cover a likely computer replacement
- 78 • Confirmation needed regarding a Lister's computer
- 79 • Conservation special projects
- 80 • Invasive Species Reserve should reflect true reserves
  - 81 ○ Funds needed in reserve for ash borer work
  - 82 ○ Knotweed work likely should be budgeted as a general budget allocation, not  
83 passed through a reserve fund

84

85 Next the Capital Improvement Plan was reviewed, with the following noted:

- 86 • A new Gravel Reserve was added last year
- 87 • Projections for upcoming years and inclusion of inflation adjustments has not yet taken  
88 place
- 89 • This draft outlines an \$85K increase in allocations
- 90 • The cost of adding the Slow Road to this summer's paving has not been determined

- 91 • Logistics of using CDs for investing Reserve funds was discussed and noted to likely be  
92 an unwieldy process
- 93 • Removal of the Road Department chipper purchase, as that will be part of the FY26  
94 Operating Budget
- 95 • Road Department and Paving Plan
  - 96 ○ Inclusion of an increase of \$80K to the Road Department Vehicle Reserve to  
97 allow for purchase of a truck ahead of schedule
  - 98 ○ Delivery schedule for vehicles ordered and to be ordered in coming year to be  
99 reviewed
- 100 • Discussion of undesignated fund balance being applied to Reserve Funds

101

102 It was noted that Actuals for the current year should be available for the next budget  
103 discussion, as well as confirmation of Reserve Fund balances.

104

105 The logistics and timing of publishing a Budget and Town Meeting Warning, along with the  
106 upcoming Selectboard schedule, were discussed. The January 27 meeting is intended to be the  
107 point where everything will be finalized and approved for warning.

108

### 109 **6. Selectboard Roundtable.**

110 It was noted that Tripp Johnson had stepped down as Fire Chief, and that Jared Young is now  
111 the Chief; it was discussed that some questions need to be answered regarding some insurance  
112 coverage related to this matter.

113

### 114 **6A. Approval of Minutes**

115 Ms. Parisi noted the times which needed to be included in the Minutes of December 2 and  
116 December 16, 2024.

117

118 Mr. Messer pointed out a correction needed for the Minutes of December 16, 2024. Those  
119 Minutes were amended and approved.

120

121 Board members indicated that it was fairly certain that the Hoffman dogs were no longer in  
122 Waitsfield. Ms. Parisi will look into obtaining confirmation between attorneys that the matter  
123 has been resolved.

124

### 125 **7. Consent Agenda.**

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

127

- 128 • Bills Payable and Treasurer's Warrants
- 129 • Approve Minutes 12/2/24
- 130 • Approve annual Mileage Certification for filing with VTrans

131

### 132 **8. Executive Session.**

133 **MOTION:** *A motion to find that premature general knowledge of confidential attorney- client*  
134 *communications made for the purpose of providing professional legal services to the public body*  
135 *would clearly place the public body or a person involved at a substantial disadvantage passed*  
136 *unanimously.*



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

139 The meeting entered Executive Session at 7:45 pm and returned to open session at 8:34 pm.

140

141 **III. Other Business**

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

143 **IV. Adjourn**

144 The meeting adjourned at 8:34 pm.

145 Respectfully submitted,

146 Carol Chamberlin, Recording Secretary

1 **TOWN OF WAITSFIELD, VERMONT**  
2 **Selectboard Meeting Minutes**  
3 **Monday, January 13, 2024**  
4 **Draft**  
5

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

7 **Staff Present:** None

8 **Others Present:** Misha Golfman (Mad River Path Association), Mac Rood (Mad River Path  
9 Association)

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

13  
14 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**  
15 No changes were made to the agenda.  
16

17 **2. Public Forum.**

18 Ms. Parisi noted that a proposal for a Town Meeting article regarding river dredging had been  
19 received, but was not submitted through the proper petition process, so cannot be included in  
20 the Town Meeting Warning.  
21

22 **II. Regular Business.**  
23

24 **1. Mad River Path (MRPA)/Wait House Lease discussion.**

25 Misha Golfman and Mac Rood were present for a discussion regarding the new lease  
26 arrangements at the Wait House. Mr. Golfman read the letter he had sent about a year ago,  
27 regarding commission membership and some information assumed by the MRPA based upon  
28 past lease arrangements. He and Mr. Rood indicated that the office space rent increase was  
29 acceptable, but that the amount being charged for storage space was not something the MRPA  
30 can afford. Board members explained that the storage space charge is considered a fine, rather  
31 than a lease amount, as the Board's goal is to eliminate the use of space for storage by the Wait  
32 House tenants. The Board acknowledged the efforts of the tenants in recent months to clean  
33 up the storage and outside areas of the property, but expressed concern regarding the  
34 possibility of storage 'creep' and associated impacts on the appearance of the visual portions of  
35 the buildings and property. It was also explained that in order to commence with some of the  
36 planned work and repairs to the buildings, the stored items must be moved so as to not  
37 interfere with the work.

38 Mr. Golfman outlined some of the uses of the building and storage, explaining that a grant had  
39 provided canoes which are being used by MRPA programs as well as being made available to  
40 the public for personal use. He had been advised by the former Town Administrator that the  
41 matter of canoe storage should be taken up with the Commission; he noted that the topic was  
42 just beginning to be addressed by that group. He also explained that the shed is being used to  
43 store lumber for path kiosks, Steward MRV equipment, and Friends of the Mad River items, in  
44 addition to the canoe storage. He noted that the barn structure has been used as an initial

45 gathering place and final drop off location for the multi-day summer camps that MRPA is  
46 running.

47 There was further discussion regarding the balance between the Town's vision of the building  
48 as a location for local non-profits and the need to pay for the upkeep of the building, as well as  
49 maintenance of a presentable, uncluttered property. There was some disagreement among  
50 Board members regarding whether to allow any storage at all on site; after some conversation,  
51 it was agreed that the storage situation as it exists could remain in place for the winter and  
52 further conversation will take place to define the availability and cost of future storage space  
53 allowances.

54 When asked if there are any further storage needs anticipated by MRPA, Mr. Golfman  
55 explained that a grant has been awarded for the purchase of three e-bikes, which will be  
56 available to the occupants of the Wait House as well as Town employees. He indicated that  
57 charging station(s) would also need to be installed for these.

58 Board members agreed to hold an Executive Session regarding contracts in order to discuss the  
59 matter more thoroughly.

60 Ms. Parisi offered a reminder that the fire doors in the building need to be kept closed

## 61 **2. Budget.**

62 An updated budget draft had been provided by Mr. Shupe, and was reviewed:

63 Updated amounts were available for:

- 64 • Employee benefits
  - 65 ○ Large increase projected due to insurance rate increases
  - 66 ○ Discussion regarding looking at personnel policy in time to plan for adjusting
  - 67 insurance coverage to reduce costs yet not cause significant hardship for
  - 68 employees
- 69 • Public Safety
  - 70 ○ Sheriff patrol costs
    - 71 ■ Warren had been in contact regarding coordination of hours, nothing has
    - 72 been agreed upon at this point; question of whether Fayston would
    - 73 participate
  - 74 ○ Constable has not yet billed for any of his time
- 75 • Dues and Assessments
  - 76 ○ MRVPD increase significant, but will likely stabilize in following years
    - 77 ■ Will be requested that timing of billing takes into consideration each
    - 78 Town's fiscal year
  - 79 ○ MRVAS contribution down, yet at level requested by the Service
- 80 • Special Appropriations
  - 81 ○ Several organizations had not been heard from; it was agreed to level fund those
  - 82 requests

- 83 ○ There will be special articles for the two new requests: Valley Arts and Historical
- 84 Society
- 85 ● Miscellaneous
- 86 ○ Cemetery Commission and Listers will be coming to discuss budgets
- 87 ○ Insurance of various types have different increases; the practice has been to
- 88 apply a general percent increase for the entire category

89 The Capital Expenditure Plan and Draft Budget was reviewed:

- 90 ● Discussion regarding the need to build Vehicle Reserves for new trucks needed in 2028
- 91 ● Discussion regarding reconfiguring Reserve funds to include a broader purpose for more
- 92 flexibility
  - 93 ○ Some funds currently at an adequate level, some will require increased
  - 94 allocations
- 95 ● Discussion regarding potential allocations of undesignated funds, for use in purchasing
- 96 vehicles or building Reserve accounts
- 97 ● A longer-term schedule of vehicle replacement, project plans, and paving schedule is
- 98 needed from the Road Department
- 99 ● Slow Road paving
  - 100 ○ Estimate not yet received
  - 101 ○ Was planned for an upcoming year, in conjunction with a grant
  - 102 ■ Discussion regarding whether to move ahead this year or hold off until
  - 103 grant funds are available; will be discussed further once estimate is
  - 104 available

105 Mr. Curtis and Mr. Shupe will meet with Charlie Goodman and Josh Rogers to clarify Road

106 Department capital needs.

107 The overall tax rate impact of the proposed budget was discussed. Calculations indicated that a

108 5% increase to the overall budget as currently outlined would allow for an approximately \$40K

109 increase in Reserve allocations. These impacts will be discussed further at the next budget

110 review.

111 Wait House Reserve balances were discussed, along with the need for a new roof for the

112 building. It was agreed to raise the building reserve allocation from \$7500 to \$10,000 for the

113 FY25/26 budget year. The possibility of including an Article requesting \$20K for Wait House

114 maintenance was discussed; as there has been a long-standing practice of minimal impact to

115 taxes for caring for the building, this provides an opportunity for community approval of

116 needed expenditures.

117 It was noted that revenue numbers will be reviewed at the next meeting, along with a draft

118 Warning. There was continued discussion regarding where to potentially allocate any

119 undesignated fund balance.

120 **3. Selectboard Roundtable.**

121 It was explained that, following an instance of check fraud, it had been determined that  
122 account protection is available at the cost of approximately \$60/month, and it was agreed to  
123 put this in place.

124

125 **4. Consent Agenda.**

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

127

- 128 • Approve Warrants and Bills Payable

129

130 **5. Executive Session.**

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

133 The meeting entered Executive Session at 8:12 pm and returned to open session at 9:25 pm.

134

135 **III. Other Business**

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

137 **IV. Adjourn**

138 The meeting adjourned at 9:25 pm.

139 Respectfully submitted,

140 Carol Chamberlin, Recording Secretary