**TOWN OF WAITSFIELD, VERMONT**

**Selectboard Meeting Minutes**

**Monday, March 10, 2025**

**Draft**

**Members Present:**  David Babbott-Klein, Fred Messer, Brian Shupe, Larissa Ursprung

**Staff Present:** York Haverkamp, Town Administrator; Steve Lewis, Town Treasurer

**Others Present:** Karen Cetinkaya, John Crown (MRVTV), Mike Schavone

**I. Call to Order:**  The meeting was called to order at 6:30 pm. 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).**

Some minor adjustments were made to the agenda.

**2.  Public Forum.**

Nobody requested time to address the Board.

**3.  Organizational Meeting.**

Elect a Chair – Mr. Shupe accepted a nomination to serve as Chair and was elected unanimously.

Elect a Vice Chair – Ms. Ursprung accepted a nomination to serve as Vice-Chair and was elected unanimously.

Meeting Schedule – It was agreed to schedule a meeting for March 31, 2025, and to otherwise meet regularly on the 2nd and 4th Monday of each month, with a calendar to be established to adjust the schedule for Monday holidays and other dates known in advance to differ from the regular schedule.

Newspaper of Record – The Valley Reporter was designated as the newspaper of record.

Review Rules of Procedure – Mr. Haverkamp had incorporated some edits based upon recent municipal ethics legislation. The draft was adopted unanimously as presented, with it being agreed that the Rules will be reviewed again once all Board members have completed the required Ethics Training.

Review Work Plan – it was agreed to postpone this in order to provide more time for Board members to review the Plan; it was also agreed that each member will rank the items currently listed in the Plan before a discussion is held.

Code of Ethics review – Mr. Shupe reiterated that this is now a required State training, to be completed by each Board member as well as other Town staff and volunteers.

**4.  FY25 Budget status report – Steve Lewis.**Mr. Lewis had provided a memo prior to the meeting, and provided some highlights of the current budget status for Board members. He noted that revenues are coming in as expected, although the Town is waiting on some grant reimbursements, and that total expenses have been lower than anticipated. There was some discussion regarding simplification of the reserve fund structure; this will be discussed further with Sandy Gallup at an upcoming meeting.

**5. Liquor License Renewals Mad River Exchange Liquor License first renewal.**Mr. Shupe explained the Town’s protocol regarding in-person renewals for the first three years of holding a license. Karen Cetinkaya was present to represent Mad River Exchange, and explained the venue’s current operations, which generally consist of private events for which she and her partner run the bar service.

**MOTION:** *Mr. Curtis made a motion to authorize the Town Clerk to approve a renewal of the Mad River Exchange Liquor Licenses. The motion was seconded by Mr. Messer, and passed unanimously.*

**6.  Tobacco Substitute License – Village Grocery.**

Mike Schavone was present, as this is the first renewal of this license, and tobacco substitute license renewals also require the initial period of in-person renewals. No issues were raised by either Mr. Schavone or Board members.

**MOTION:** *Mr. Messer made a motion to authorize the Town Clerk to approve a renewal of the Village Grocery Tobacco Substitute License. The motion was seconded by Ms. Ursprung, and passed unanimously.*

**7.  Town Meeting 2025 debrief and approve minutes from Town Meeting 2025.**

There was some discussion regarding creating a group of people to plan for organizing child care, the provision of food, and general promotion of attendance at next year’s Meeting; this will be proposed in more detail in late 2025/early 2026.

Mr. Messer raised the matter of the condition of the roadway between Route 100 and the Post Office, which was also brought up during Town Meeting. The degradation of the surface has led to multiple complaints, as well as an ADA compliance issue. It was discussed that the new owners of the shopping center may possibly coordinate with the Town’s summer paving schedule.

**MOTION:** *Mr. Messer made a motion to reach out to the owners of both the Mad River Green and Village Square shopping centers regarding the coordination of paving efforts, once Charlie Goodman has received estimates from Pike Industries for the Town’s summer paving projects. The motion was seconded by Mr. Curtis, and passed unanimously.*

**8.  Review appointments & reappointments to Boards, Committees, & Commissions.**

Mr. Haverkamp had received responses from most of those whose appointments are up; Mr. Messer noted that there are some errors in the membership list which should be corrected, and it was agreed to postpone reappointments until the next Board meeting so those mistakes may be addressed.

**MOTION:** *A motion to appoint Robin Morris to the Water Commission for a one-week term beginning on March 11, 2025 passed unanimously.*

**9. Discuss and consider authorization for the purchase of a Road Crew Truck.**The truck specifications and bid paperwork were available in the meeting packet; it was explained that another $25-30K will be needed to outfit the vehicle once it is has been delivered. It was agreed that this vehicle is needed due to the increase in the Road Crew staff and the additional responsibilities associated with that increase.

MOTION: Mr. Curtis made a motion to approve the purchase of a Regular Cat 3500 4x4 chassis for the proposed bid amount of $70,035 from Stone Motors, using unassigned funds. The motion was seconded by Mr. Babbott-Klein, and passed unanimously.

**10. Consent Agenda.**

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

* Approve Warrants and Bills Payable
* Approve Minutes of 03-03-2025
* Assistant treasurer (Sandy Gallup) contract extension

**11. Selectboard Roundtable.**

Mr. Curtis offered a reminder that the Town Report needs to be posted to the web site; Mr. Haverkamp will do so. He will also address other site changes needed now that the Board has been reconfigured and he has taken on the Town Administrator position.

**12. Town Administrator Report.**

Mr. Haverkamp reported that he has been attending Wait House Commission meetings, and that he will join an upcoming meeting with building tenants to update the maintenance list. He also explained that he will be working at the Wait House for several hours each week, to help promote the community aspect of the building.

Mr. Haverkamp indicated that he is working to design and implement a Town calendar, to be used in reserving common spaces in the Wait House, the Town Office, and Town recreation fields.

Installation of an earthen ramp at the Wait House, to provide ADA accessibility, was discussed. The estimated cost is approximately $1K; it is anticipated that the use of reserve funds will be requested for this. Confirmation that this ramp will be ADA compliant will be necessary.

Board members requested that Mr. Haverkamp respond to a recent communication from the State regarding the Town’s need for a reappraisal to be initiated, for which initial steps have been taken.

Mr. Haverkamp noted that he had looked into the need for a permit to be issued for public gatherings such as the protest held recently during JD Lance’s visit to the area; it was agreed that no such permit is necessary. Noted in particular was that the highway ROW at the cemetery site on Route 100 is available for public access.

**V. Other Business**

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

**VI. Adjourn**  
The meeting adjourned at 6:49 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary