

TOWN OF WAITSFIELD

SELECTBOARD MEETING

Monday, March 10, 2025

6:30 pm

Please see note below for access

I. Call to Order: 6:30 PM

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public Forum (5 +/- minutes)
3. Selectboard Organizational Meeting
 - a. Election of a Chair and Vice-Chair
 - b. Consider adopting a meeting schedule
 - c. Consider the designation of a newspaper of record.
 - d. Review the Selectboard's rules of procedure.
 - e. Begin review of work plan
 - f. Given Act 171: Statewide Municipal Code of Ethics
 - The repeal of existing municipal ethics statutes (24 V.S.A. §§ 1984 and 2291(20)) took effect upon passage June 10, 2024.
 - <https://www.vlct.org/topics-all/ethics-and-conflicts-interest>
 - New ethics training requirements take effect September 30, 2025
 - The Town may adopt additional rules regarding ethics, provided they do not conflict with the Code. 24 V.S.A. § 1196
4. FY25 Budget status report Summary - Steve Lewis
5. Liquor License renewals Mad River Exchange Liquor License first renewal
6. Application for Tobacco Substitute Endorsement License for Village Grocery
7. Town Meeting 2024 debrief and approve minutes from Town Meeting 2025
8. Review appointments & reappointments to Boards, Committees, & Commissions
9. Discuss and consider authorization for the purchase of a Road Crew Truck
10. Consent Agenda:
 - a. Consider approving the Minutes of 3-3-2025
 - b. Bills Payable and Treasurer's Warrants
 - c. Assistant treasurer (Sandy Gallup) contract extension
 - d. Commission vacancies and term limits
11. Selectboard roundtable
12. Town Administrator's updates
13. 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) (2) [Real Estate], 1 V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client communications]

[Note Vermont Executive Session page](#)

III. Other Business

IV. 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.

Waitsfield Selectboard Organizational Meeting

March 10, 2025

II. REGULAR BUSINESS.

Item II.3.

a. Election of a Chair and Vice-Chair.

The organizational meeting is the first one following Town Meeting each year. The current Vice-Chair will run the election process for a new chair, calling for nominations and seconds, votes, etc.

Once a chair is elected, they will assume the role and run the election of a vice-chair.

The terms for chair and vice-chair are for one-year only.

Recommendation (Item II.3a):

Consider a motion to appoint _____ as chair of the Waitsfield Selectboard.

Consider a motion to appoint _____ as vice-chair of the Waitsfield Selectboard.

b. Consider adopting a 2025 meeting schedule.

c. Consider designating a newspaper of record.

The Valley Reporter has historically served as Waitsfield's newspaper of record.

d. Review the revised 2025 Selectboard's rules of procedure.

The Board should review and adopt the rules of procedure annually. Both the 2024 and revised 2025 versions are enclosed.

e. The Conflict-of-Interest Policy.

Historically the Selectboard has adopted a Conflict of Interest Policy. However, given the Vermont Municipal Code of Ethics the previous Waitsfield policy is not necessary as written

Recomm ended Priority		Project
1		Town Operations
2	High	(1) Review all contracts and (2) put projects/contracts out to bid that are set to expire
3	High	Address cybersecurity needs for Town Office by updating Town Website with Ecopixel, and updating emails addresses using the new town domain name
4		Continue exploring options for a server transitions and record retention system/policy
5	High	Hire fourth road crew member
6		Town Meeting preparation
7		Budget & Financial Planning

8	High	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
9	High	Work on annual budgeting process to prepare for town meeting 2024
10	High	Put banking service out to bid
11	High	Work with Cemetery Trust to update it
12		Property Maintenance
13		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
14	High	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
15	High	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
16	High	General Wait House Property Maintenance
17	Medium	Confirm compliance with any necessary pond permits and consider maintenance plan

18		Roads & Transportation
19	High	Work on compliance with the Municipal Road General Permit
20	High	Complete the E. Warren Road culvert project
21	Medium	Plan for E. Warren Road Phase I Paving Grant
22		Continue review and analysis of Class 4 (and some Class 3) Road segments to potentially reclassify
23		Downtown Transportation Fund Grant for RRFBs at the WES crosswalk
24		Coordinate with VTrans on the Route 1
25	Medium	Provide support to the VOREC project
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.
28	Medium	Facilitate the allocation of the Town's ARPA funding
29		Planning Projects

30	High	Waitsfield Wastewater Planning Project
31	High	Zoning Bylaw Modernization
32		Irasville Master Planning
33	High	Waitsfield Town Plan updates
34		Ordinances, Resolutions, and Policies
35	Medium	Develop a schedule for reviewing & updating Town Ordinances, Resolutions, and Policies (<i>some specific ordinance/policies/resolutions identified below</i>)
36		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		Update the Personnel Policy
38	High	Review & update the Procurement Policy

39		Incorporate the Declaration of Inclusion into the guiding policies, rules, resolutions, and ordinances of the Town
40		Revisit 2021 Tax Stabilization Policy draft
41		Public Safety / Enforcement
42	Medium	Update Local Hazard Mitigation Plan (currently expired)
43	High	Purchase AED for Town Office
44		Further clarify and define the role and processes of the ACO
45		Fire Department
46		Update the Memorandum of Agreement between Waitsfield, Fayston, and the Fire Department to ensure that processes are clear
47	High	Continue to update and refine the Fire Department Capital Improvement Plan
48		Conservation, Climate, and Natural Resources
49		Continue to assess the Town's energy use and determine where energy efficiency and/or renewables may be appropriate as projects arise
50		Support the Tree Committee in adopting and implementing an Emerald Ash Borer Management Plan and find a Tree Warden
51		Support the Conservation Commission in their work to address Japanese Knotweed
52	High	Charging stations at Waitsfield Town Office - EV Charging Station Grant (DHCD/GMP)
53	Medium	Tardy parcel improvements & Farley Riverside Park creation
54		Water Commission
55	Medium	Source Protection Overlay to protect town's water supply

56	Medium	Exploration to determine if the existing well yield can be increased
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2023 Waitsfield Selectboard Work Plan

(August 28, 2023 SB Meeting)

[September 11, 2023 SB Meeting Timeline Here](#)

Notes & Tasks	Task Start Date
<p>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.</p>	<p>Sep-23</p>
<p>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.</p>	<p>May-23</p>
<p>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.</p>	
<p>As approved as part of the FY24 budget, hire a ne 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.</p>	<p>Aug-23</p>
<p>This includes preparing the Town Report, budget presentations, and presentations related to any other Articles on the ballot.</p>	<p>Dec-23</p>

<p>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.</p>	<p>Sep-23</p>
<p>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 <u>for voter adoption at town meeting.</u></p>	<p>Sep-23</p>
<p>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)</p>	<p>Sep-23</p>
<p>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.</p>	<p>Sep-22</p>
<p>Working to create a list of known building needs and an associated capital plan for improvements.</p>	
<p>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.</p>	<p>Jun-23</p>
<p>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. <u>Staff hopes to have an architect assigned by the end of the calendar year.</u></p>	<p>May-23</p>
<p>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.</p>	<p>Sep-23</p>
<p><i>Old records still need to be found.</i></p>	

<p>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.</p>	<p>May-23</p>
<p>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.</p>	<p>Jun-23</p>
<p>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.</p>	
<p>This has been an ongoing need and the Selectboard should consider the timing of this conversation soon.</p>	
<p>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.</p>	
<p>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.</p>	<p>Apr-22</p>
<p>The majority of Town staff time spent on this project to date ahs 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.</p>	
<p>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.</p>	<p>Ongoing</p>
<p>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).</p>	<p>Feb-23</p>

<p>The Selectboard approved an MOU in March 2023 for project coordination between the Town and MRVVD, with MRVVD 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</p>	<p>May-22</p>
<p>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.</p>	<p>Sep-23</p>
<p>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.</p>	
<p>The Planning Commission have been working on updates to the Waitsfield Town Plan for a number of years (since it's lats 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 the 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.</p>	<p>May-23</p>
<p>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).</p>	<p>Feb-24</p>
<p>Update in 2023 to reflect new staff hours and review policies to ensure they are up to date and in line with other communities.</p>	
<p>Review as part of the FY25 budget drafting / review of existing contracts</p>	<p>Nov-23</p>

The Waitsfield Declaration of Inclusion was adopted on February 28, 2022	
This was included on the 2021 Work Plan and has not been addressed to date	
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
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
ACO was appointed in 2021 as an update to Dog Warden to better align with State Statutes	
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 clarify from other sources on the detail that should be included specific to their duties.	
An ongoing effort that was further refined in the FY23 and FY24 budget process	Sep-23
Voters approved the creation of invasive species management reserve fund at Town Meeting 2022 which has been funded in both FY23 and FY24.	
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.	
At their meeting on August 14th, he 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
Support the conservation commission in their work to improve the Tardy parcel and develop the Farley Riverside Park	
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	

The Water Commission has hired a consultant to assist with preliminary analysis, as approved by the Selectboard on June 5th.



Task End Date

Jan-24

Oct-23

Oct-23

Mar-24

Jan-24

Jan-24

Oct-23

Dec-23

Dec-23

Nov-23

Feb-24

Oct-23

Sep-23

TBD

Ongoing

Dec-26

Dec-24

Jan-24

Oct-23

May-24

Jan-24

Sep-25
Sep-23
Jan-24
Aug-23



Sec. 22. 24 V.S.A. chapter 60 is added to read:

CHAPTER 60. MUNICIPAL CODE OF ETHICS

§ 1991. DEFINITIONS

As used in this chapter:

(1) “Advisory body” means a public body that does not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters.

(2) “Candidate” and “candidate’s committee” have the same meanings as in 17 V.S.A. § 2901.

(3) “Commission” means the State Ethics Commission established under 3 V.S.A. chapter 31, subchapter 3.

(4) “Confidential information” means information that is exempt from public inspection and copying under 1 V.S.A. § 315 et seq. or is otherwise designated by law as confidential.

(5) “Conflict of interest” means a direct or indirect interest of a municipal officer or such an interest, known to the officer, of a member of the officer’s immediate family or household, or of a business associate, in the outcome of a particular matter pending before the officer or the officer’s public body, or that is in conflict with the proper discharge of the officer’s duties. “Conflict of interest” does not include any interest that is not greater than that of other individuals generally affected by the outcome of a matter.

(6) “Department head” means any authority in charge of an agency, department, or office of a municipality.

(7) “Designated complaint recipient” means:

(A) a department head or employee specifically designated or assigned to receive a complaint that constitutes protected activity, as set forth in section 1997 of this title;

(B) a board or commission of the State or a municipality;

(C) the Vermont State Auditor;

(D) a State or federal agency that oversees the activities of an agency, department, or office of the State or a municipality;

(E) a law enforcement officer as defined in 20 V.S.A. § 2358;

(F) a federal or State court, grand jury, petit jury, law enforcement agency, or prosecutorial office;

(G) the legislative body of the municipality, the General Assembly or the U.S. Congress; or

(H) an officer or employee of an entity listed in this subdivision (7) when acting within the scope of the officer’s or employee’s duties.

(8) “Domestic partner” means an individual in an enduring domestic relationship of a spousal nature with the municipal officer, provided the individual and municipal officer:

(A) have shared a residence for at least six consecutive months;

- (B) are at least 18 years of age;
- (C) are not married to or considered a domestic partner of another individual;
- (D) are not related by blood closer than would bar marriage under State law; and
- (E) have agreed between themselves to be responsible for each other's welfare.

(9) "Illegal order" means a directive to violate, or to assist in violating, a federal, State, or local law.

(10) "Immediate family" means an individual's spouse, domestic partner, or civil union partner; child or foster child; sibling; parent; or such relations by marriage or by civil union or domestic partnership; or an individual claimed as a dependent for federal income tax purposes.

(11) "Legislative body" means the selectboard in the case of a town, the mayor, alderpersons, and city council members in the case of a city, the president and trustees in the case of an incorporated village, the members of the prudential committee in the case of a fire district, and the supervisor in the case of an unorganized town or gore.

(12) "Municipal officer" or "officer" means:

- (A) any member of a legislative body of a municipality;
- (B) any member of a quasi-judicial body of a municipality; or
- (C) any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
 - (i) advisory budget committee member;
 - (ii) auditor;
 - (iii) building inspector;
 - (iv) cemetery commissioner;
 - (v) chief administrative officer;
 - (vi) clerk;
 - (vii) collector of delinquent taxes;
 - (viii) department heads;
 - (ix) first constable;
 - (x) lister or assessor;
 - (xi) mayor;
 - (xii) moderator;
 - (xiii) planning commission member;
 - (xiv) road commissioner;
 - (xv) town or city manager;
 - (xvi) treasurer;
 - (xvii) village or town trustee;
 - (xviii) trustee of public funds; or
 - (xix) water commissioner.

(13) "Municipality" means any town, village, or city.

(14) “Protected employee” means an individual employed on a permanent or limited status basis by a municipality.

(15) “Public body” has the same meaning as in 1 V.S.A. § 310.

(16) “Retaliatory action” includes any adverse performance or disciplinary action, including discharge, suspension, reprimand, demotion, denial of promotion, imposition of a performance warning period, or involuntary transfer or reassignment; that is given in retaliation for the protected employee’s involvement in a protected activity, as set forth in section 1997 of this title.

§ 1992. CONFLICTS OF INTEREST

(a) Duty to avoid conflicts of interest. In the municipal officer’s official capacity, the officer shall avoid any conflict of interest or the appearance of a conflict of interest. The appearance of a conflict shall be determined from the perspective of a reasonable individual with knowledge of the relevant facts.

(b) Recusal.

(1) If a municipal officer is confronted with a conflict of interest or the appearance of one, the officer shall immediately recuse themselves from the matter, except as otherwise provided in subdivisions (2) and (5) of this subsection, and not take further action on the matter or participate in any way or act to influence a decision regarding the matter. After recusal, an officer may still take action on the matter if the officer is a party, as defined by section 1201 of this title, in a contested hearing or litigation and acts only in the officer’s capacity as a member of the public. The officer shall make a public statement explaining the officer’s recusal.

(2)(A) Notwithstanding subdivision (1) of this subsection (b), an officer may continue to act in a matter involving the officer’s conflict of interest or appearance of a conflict of interest if the officer first:

(i) determines there is good cause for the officer to proceed, meaning:

(I) the conflict is amorphous, intangible, or otherwise speculative;

(II) the officer cannot legally or practically delegate the matter; or

(III) the action to be taken by the officer is purely ministerial and does not involve substantive decision-making; and

(ii) the officer submits a written nonrecusal statement to the legislative body of the municipality regarding the nature of the conflict that shall:

(I) include a description of the matter requiring action;

(II) include a description of the nature of the potential conflict or actual conflict of interest;

(III) include an explanation of why good cause exists so that the municipal officer can take action in the matter fairly, objectively, and in the public interest;

(IV) be written in plain language and with sufficient detail so that the matter may be understood by the public; and

(V) be signed by the municipal officer.

(B) Notwithstanding subsection (A) of this subdivision (2), a municipal officer that would benefit from any contract entered into by the municipality and the officer, the officer’s immediate family, or an associated business of the officer or the officer’s immediate family, and

whose official duties include execution of that contract, shall recuse themselves from any decision-making process involved in the awarding of that contract.

(C) Notwithstanding subsection (A) of this subdivision (2), a municipal officer shall not continue to act in a matter involving the officer's conflict of interest or appearance of a conflict of interest if authority granted to another official or public body elsewhere under law is exercised to preclude the municipal officer from continuing to act in the matter.

(3) If an officer's conflict of interest or the appearance of a conflict of interest concerns an official act or actions that take place outside a public meeting, the officer's nonrecusal statement shall be filed with the clerk of the municipality and be available to the public for the duration of the officer's service plus a minimum of five years.

(4) If an officer's conflict of interest is related to an official municipal act or actions considered at a public meeting, the officer's nonrecusal statement shall be filed as part of the minutes of the meeting of the public body in which the municipal officer serves.

(5) If, at a meeting of a public body, an officer becomes aware of a conflict of interest or the appearance of a conflict of interest for the officer and the officer determines there is good cause to proceed, the officer may proceed with the matter after announcing and fully stating the conflict on the record. The officer shall submit a written nonrecusal statement pursuant to subdivision (2) of this subsection within five business days after the meeting. The meeting minutes shall be subsequently amended to reflect the submitted written nonrecusal statement.

(c) Authority to inquire about conflicts of interest. If a municipal officer is a member of a public body, the other members of that body shall have the authority to inquire of the officer about any possible conflict of interest or any appearance of a conflict of interest and to recommend that the member recuse themselves from the matter.

(d) Confidential information. Nothing in this section shall require a municipal officer to disclose confidential information or information that is otherwise privileged under law.

§ 1993. PROHIBITED CONDUCT

(a) Directing unethical conduct. A municipal officer shall not direct any individual to act in a manner that would:

(1) benefit a municipal officer in a manner related to the officer's conflict of interest;

(2) create a conflict of interest or the appearance of a conflict of interest for the officer or for the directed individual; or

(3) otherwise violate the Municipal Code of Ethics as described in this chapter.

(b) Preferential treatment. A municipal officer shall act impartially and not unduly favor or prejudice any person in the course of conducting official business. An officer shall not give, or represent an ability to give, undue preference or special treatment to any person because of the person's wealth, position, or status or because of a person's personal relationship with the officer, unless otherwise permitted or required by State or federal law.

(c) Misuse of position. A municipal officer shall not use the officer's official position for the personal or financial gain of the officer, a member of the officer's immediate family or household, or the officer's business associate.

(d) Misuse of information. A municipal officer shall not use nonpublic or confidential information acquired during the course of official business for personal or financial gain of the officer or for the personal or financial gain of a member of the officer's immediate family or household or of an officer's business associate.

(e) Misuse of government resources. A municipal officer shall not make use of a town's, city's, or village's materials, funds, property, personnel, facilities, or equipment, or permit another person to do so, for any purpose other than for official business unless the use is expressly permitted or required by State law; ordinance; or a written agency, departmental, or institutional policy or rule. An officer shall not engage in or direct another person to engage in work other than the performance of official duties during working hours, except as permitted or required by law or a written agency, departmental, or institutional policy or rule.

(f) Gifts.

(1) No person shall offer or give to a municipal officer or candidate, or the officer's or candidate's immediate family, anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be, or had been, influenced thereby.

(2) A municipal officer or candidate shall not solicit or accept anything of value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding that the vote, official action, or judgment of the municipal officer or candidate would be or had been influenced thereby.

(3) Nothing in subdivision (1) or (2) of this subsection shall be construed to apply to any campaign contribution that is lawfully made to a candidate or candidate's committee pursuant to 17 V.S.A. chapter 61 or to permit any activity otherwise prohibited by 13 V.S.A. chapter 21.

(g) Unauthorized commitments. A municipal officer shall not make unauthorized commitments or promises of any kind purporting to bind the municipality unless otherwise permitted by law.

(h) Benefit from contracts. A municipal officer shall not benefit from any contract entered into by the municipality and the officer, the officer's immediate family, or an associated business of the officer or the officer's immediate family, unless:

(1) the benefit is not greater than that of other individuals generally affected by the contract;

(2) the contract is a contract for employment with the municipality;

(3) the contract was awarded through an open and public process of competitive bidding; or

(4) the total value of the contract is less than \$2,000.00

TOWN OF WAITSFIELD

SELECTBOARD RULES OF PROCEDURE

Section I: Purpose

These Rules are adopted to ensure consistent and fair treatment of individuals or organizations with matters before the Board, orderly and efficient public proceedings, and compliance with state and federal law. These Rules shall also ensure that no Board member will gain a personal or financial advantage from his or her work for the Board, so that the public trust in municipal government will be preserved.

Section II: Officers and Duties.

- A. The Board shall consist of five members. At the first meeting after Town Meeting, or at other times throughout the year as needed, the Board shall hold an organizational meeting and elect by majority vote, a Chair and Vice Chair.
- B. The Chair shall preside at all meetings, hearings, and other proceedings, decide all points of order or procedure, and appoint members to any committee of the Board. The Chair may administer oaths and may request the attendance of witnesses and the production of material germane to any issue under consideration. The Chair shall have the discretion to seek legal advice on matters relevant to the Board. The Chair may delegate the responsibility to seek legal advice to one or more members of the Board.
- C. The Vice Chair shall assume the duties of the Chair whenever the Chair is absent, or at the Chair's request.
- D. No single Board member shall have authority to represent or act on behalf of the Selectboard unless, by majority vote, the Selectboard has delegated such authority for a specific matter at a duly noticed meeting and it is recorded in the minutes.

Section III: Meetings

- A. The Selectboard shall conduct its meetings in accordance with the Vermont Open Meeting Law (1 V.S.A. §§310-314). Meetings of the Selectboard must be open to the public at all times, except as provided in 1 V.S.A. §313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard (1 V.S.A. §312(h)).
- B. Regular meetings shall be held in the Waitsfield Town Office at 6:30 p.m. on the second and fourth Mondays of the month, or as warranted. Special meetings may be called by the Chair, provided at least 24 hours notice is given to each member and the time and place of each special meeting is publicly announced at least 24 hours before the meeting. Meetings shall be conducted in accordance with the requirements of this section.

- C. Emergency meetings may be held without public announcement, without posting of notices, and without 24 hours notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
- D. A quorum shall consist of a majority of the total number of positions on the Board (not the number of persons currently occupying those positions such as in the case of a vacancy or recusal). If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.
- E. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location when a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body shall be physically present at each designated meeting location.
- F. All meetings shall be open to the public unless the Board has entered an executive session. The Board may only hold an executive session pursuant to the reasons permitted by 1 V.S.A. §313, and only after a majority vote to enter executive session.
- G. E-mail communications among a quorum of Selectboard members may be used only for the following purposes:
 - 1. Scheduling and routine administrative matters; and
 - 2. Distributing documents that will be discussed at an upcoming meeting, or otherwise made public.

E-mail communications among a quorum of Selectboard members may not be used for any of the following purposes:

- 1. Discussing or deliberating on town business; and
- 2. Making decisions on town business.

E-mails between Selectboard members and Town personnel are public records per 1 V.S.A. § 317. Individual Selectboard members (not a quorum) may communicate directly with each other on Town business, but they must recognize that all written communications concerning town business are subject to public records law and may be subject to disclosure upon request.

As a matter of practice, paper copies of e-mails exchanged by a quorum of the Selectboard will be shared as soon as possible with any Selectboard member who does not have access to e-mail.

- H. There shall be an agenda for each meeting, with time allotted for each item or group of items to be considered. Those who wish to be added to the agenda shall contact the Town Administrator to arrange for a convenient time. The Chair shall determine the content of the agenda after consultation with Town Administrator.
- I. Agendas shall be limited to three hours, unless by majority vote, an additional 30 minutes is allowed. Exceptions may be allowed, such as for executive sessions or other time-sensitive matters that cannot be delayed.
- J. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote, the Chair may alter the order of items to be considered and/or the time allotted.
- K. At the beginning of each Selectboard meeting, there shall be five minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
- L. Public comment on issues discussed by the Selectboard, if not offered during the open public comment period, may be offered at other times during the meeting relevant to the agenda item, but only when recognized by the Chair.
- M. The Chair shall rule on all questions of order or procedure and shall enforce these rules pursuant to 1 V.S.A. §312(h).
- N. The Chair shall have the authority to call the question and cease discussion or debate on a matter.
- O. The following rules shall apply to motions and voting on actions:
 - 1. Motions shall be made in the affirmative;
 - 2. The Chair has the same voting rights as other members and can make motions;
 - 3. A second shall be required for a motion to have the floor;
 - 4. All members present are expected to vote unless they have recused themselves or choose to abstain;
 - 5. A member who recuses him or herself shall not sit with the Board during discussion of the matter and shall be considered "absent."
 - 6. Abstentions shall not count towards either the majority or the minority; and
 - 7. For a motion to pass, it must receive majority support of the Board (the same number required for a quorum).

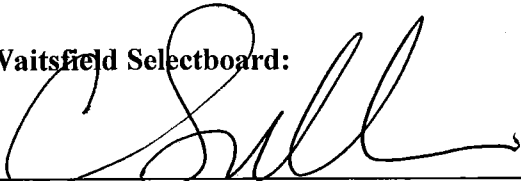
- P. Unless one or more members of the Board objects, the Chair may determine that agreement on simple matters has been reached by consensus, which shall be reflected in the meeting minutes.
- Q. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the Chair.

Section IV: Amendments and Adoption.

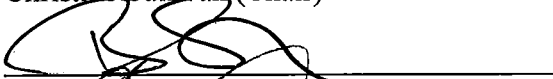
- A. These Rules may be amended at any regular or special meeting by a majority vote, and must be readopted annually at the organizational meeting.

ADOPTED: This 25 day of March, 2024.

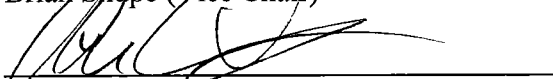
Waitsfield Selectboard:



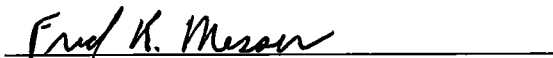
Christine Sullivan (Chair)



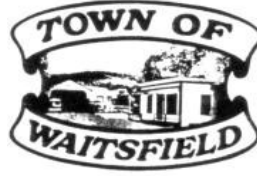
Brian Shupe (Vice Chair)



Chach Curtis



Fred Messer



TOWN OF WAITSFIELD SELECTBOARD RULES OF PROCEDURE

Section I: Purpose

These Rules are adopted to ensure consistent and fair treatment of individuals or organizations with matters before the Board, orderly and efficient public proceedings, and compliance with state and federal law. These Rules of Procedure are intended to complement the Vermont Municipal Code of Ethics Sec. 22. 24 V.S.A.

Section II: Officers and Duties

A. The Board shall consist of five members. At the first meeting after Town Meeting, or at other times throughout the year as needed, the Board shall hold an organizational meeting and elect by majority vote, a Chair and Vice Chair.

B. The Chair shall preside at all meetings, hearings, and other proceedings, decide all points of order or procedure, and appoint members to any committee of the Board. The Chair may administer oaths and may request the attendance of witnesses and the production of material germane to any issue under consideration. The Chair shall have the discretion to seek legal advice on matters relevant to the Board. The Chair may delegate the responsibility to seek legal advice to one or more members of the Board.

C. The Vice Chair shall assume the duties of the Chair whenever the Chair is absent, or at the Chair's request.

D. No single Board member shall have authority to represent or act on behalf of the Selectboard unless, by majority vote, the Selectboard has delegated such authority for a specific matter at a duly noticed meeting and it is recorded in the minutes.

Section III: Meetings

E. Regular meetings shall be held in the Waitsfield Town Office at 6:30 p.m. on the second and fourth Mondays of the month, or as warranted. Special meetings may be called by the Chair, provided at least 24 hours' notice is given to each member and the time and place of each special meeting is publicly announced at least 24 hours before the meeting.

F. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a

meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location when a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body shall be physically present at each designated meeting location.

G. E-mail communications among a quorum of Selectboard members may be used only for:

1. Scheduling and routine administrative matters; and
 2. Distributing documents that will be discussed at an upcoming meeting, or otherwise made public.
- E-mail communications among a quorum of Selectboard members may not be used for:
 3. Discussing or deliberating on town business; and
 4. Making decisions on town business.

E-mails between Selectboard members and Town personnel are public records per 1 V.S.A. § 317. Individual Selectboard members (not a quorum) may communicate directly with each other on Town business, but they must recognize that all written communications concerning town business are subject to public records law and may be subject to disclosure upon request. As a matter of practice, paper copies of e-mails exchanged by a quorum of the Selectboard will be shared as soon as possible with any Selectboard member who does not have access to e-mail.

H. There shall be an agenda for each meeting, with time allotted for each item or group of items to be considered. Those who wish to be added to the agenda shall contact the Town Administrator to arrange for a convenient time. The Chair shall determine the content of the agenda after consultation with Town Administrator.

I. Agendas shall be limited to three hours, unless by majority vote, an additional 30 minutes is allowed. Exceptions may be allowed, such as for executive sessions or other time-sensitive matters that cannot be delayed.

J. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote, the Chair may alter the order of items to be considered and/or the time allotted.

K. At the beginning of each Selectboard meeting, there shall be five minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.

L. Public comment on issues discussed by the Selectboard, if not offered during the open public comment period, may be offered at other times during the meeting relevant to the agenda item, but only when recognized by the Chair.

M. The Chair shall rule on all questions of order or procedure and shall enforce these rules.

N. The Chair shall have the authority to call the question and cease discussion or debate on a matter.

O. The following rules shall apply to motions and voting on actions:

1. Motions shall be made in the affirmative;
2. The Chair has the same voting rights as other members and can make motions;
3. A second shall be required for a motion to have the floor;
4. All members present are expected to vote unless they have recused themselves or choose to abstain;
5. A member who recuses him or herself shall not sit with the Board during discussion of the matter and shall be considered "absent."
6. Abstentions shall not count towards either the majority or the minority; and
7. For a motion to pass, it must receive majority support of the Board (the same number required for a quorum).

P. Unless one or more members of the Board objects, the Chair may determine that agreement on simple matters has been reached by consensus, which shall be reflected in the meeting minutes.

Q. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the Chair.

Section IV: Amendments and Adoption

R. These Rules may be amended at any regular or special meeting by a majority vote, and must be readopted annually at the organizational meeting.

Town of Waitsfield

Adopted:

This _____ day of _____ 2025.

Waitsfield Selectboard:

TOWN OF WAITSFIELD SELECTBOARD CONFLICT OF INTEREST POLICY

Section I: Purpose

Under the authority granted in 24 V.S.A. § 2291(20), the purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public official of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to insure that all decisions made by municipal officials are based on the best interest of the community at large.

Section II: Definitions.

- A. Board" means the Waitsfield Selectboard.
- B. "Conflict of interest" means any of the following:
 - 1. A direct or indirect personal interest of a public officer, his or her spouse, household member, family member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed;
 - 2. A direct or indirect financial interest of a public officer, his or her spouse, household member, family member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed;
 - 3. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding before the board. This shall not apply to a member's particular political views or general opinion on a given issue; and
 - 4. A situation where a public officer has not disclosed ex parte communications with a party in a proceeding before the board.

"Conflict of interest" does not arise in the case of votes or decisions on matters in which the Board member has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.

- C. "Emergency" means an imminent threat or peril to the public health, safety or welfare.
- D. "Executive session" means a session of a public body from which the public is excluded, pursuant to 1 V.S.A. §313. Such private session may only be held for one of the reasons permitted by the statute, and no binding action may be taken in executive session, except as permitted by Section 313(a).

- E. "Official act or action" means any legislative, administrative or quasi-judicial act performed by any elected or appointed officer or employee while acting on behalf of the municipality.
- F. "Public body" means any board, council, commission or committee of the municipality.
- G. "Public interest" means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- H. "Public officer or public official" means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the municipality.
- I. "Quasi-judicial proceeding" means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which is appealable by a party to a higher authority.
- J. "Recuse" means to remove oneself from a particular proceeding before a public body because of a real or perceived conflict of interest.

Section III: Disqualification.

- A. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- B. A public officer shall not personally, or through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- C. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter.
- D. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office that are not available to the public in general.

Section IV: Disclosure.

A public officer who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter disclose to the

public body at a public hearing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest. Nevertheless, a majority of the Selectboard may order that officer to recuse him or herself from the matter, subject to applicable law.

Section V: Recusal.

- A. A public officer shall recuse himself or herself from any matter in which he or she has a conflict of interest, pursuant to the following:
 - 1. Any person may request that a member recuse him or herself due to a conflict of interest. Such request shall not constitute a requirement that the member recuse him or herself;
 - 2. A public officer who has recused him or herself from a proceeding shall not sit with the board, deliberate with the board, or participate in that proceeding as a board member in any capacity;
 - 3. If a previously unknown conflict is discovered, the board may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict; and
 - 4. The board may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the board. The board may then resume the proceeding with sufficient members present.
- B. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter, subject to applicable law.
- C. The recusal provisions shall not apply if the Selectboard determines that a clear public necessity exists and those actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Section IV.

Section VI: Progressive Consequences for Failure to Follow the Conflict-of-Interest Procedures.

In cases where the conflict-of-interest procedures above have not been followed, the Selectboard may take progressive action to discipline an offending public officer. In the discipline of a public officer, the Selectboard shall follow these steps in order:

- A. The Chair shall meet informally, in private, with the public officer to discuss the possible conflict of interest violation. If the offending member is the Chair, the Vice Chair shall follow the procedures.

- B. The Board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion (1 V.S.A. §313(4)). The public officer may request that this meeting occur in public. If appropriate, the Board may admonish the offending public officer in private.
- C. **If** the Board decides that further action is warranted, it may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Upon majority vote, the Board may discipline or remove the public officer from office. **If** the offending public officer is a member of the Selectboard, the Board may request that the offending public officer resign from the Board.

Section VII: Amendments and Adoption.

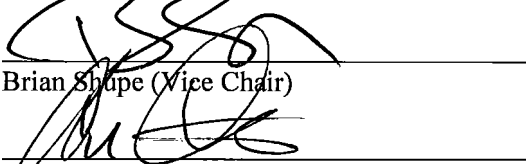
These Rules may be amended at any regular or special meeting by a majority vote, and must be readopted annually at the organizational meeting.

ADOPTED: This 21 day of April 2024.

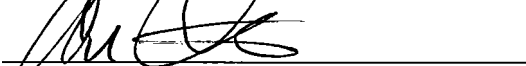
Waitsfield Selectboard:



Christine Sullivan (Chair)



Brian Shupe (Vice Chair)



Chach Curtis



Fred Messer



VT Code of Ethics: Identifying Conflicts of Interest

The Code of Ethics prohibits conflicts of interest and the appearance of conflict of interest

Do I have a conflict of interest or the appearance of one?

A conflict of interest exists if you have a direct or indirect interest in a matter you have influence or control over at work.

OR

A member of your immediate family or household, or a business associate of yours, has an interest in a matter you have interest or control over at work.

Ask Yourself:

Do I have any influence or control over the matter?

No?



No Conflict

Yes, and

Could I (or a family member, etc..) potentially benefit or lose from the outcome of the matter?

No?



No Conflict

Yes, and

Would the benefit or loss be more than the general public (or the average person who would benefit or lose)?

No?



No Conflict

Yes, and

Is the benefit or loss more than just "de minimis"?

No?



No Conflict

Yes?

You have a conflict

Or

Would a reasonable, average person with knowledge of all relevant facts think you have a conflict of interest?

No?



No Appearance of a Conflict

Yes?

You have the appearance of a conflict

I have a conflict of interest or the appearance of one. What should I do?



RECUSE YOURSELF FROM THE MATTER

RECUSAL MEANS: Remove yourself completely from the matter. Do not participate in it anymore. Do not direct or ask anyone to participate on your behalf.



How do I recuse myself ?

You must inform others you are recusing yourself due to a conflict of interest or the appearance of one. You cannot “sit this one out” without telling people why.

Check to see if your State agency or entity has a recusal protocol. If so, follow it.

No State agency or State entity recusal protocol?

Disclose the conflict to your supervisor and ask to be removed from the matter.

No supervisor?

If you are on a board or commission, disclose the conflict to the other members. Not sure who to inform? Reach out to the Ethics Commission for advice.

What if I think I can be impartial, and I don't want to recuse myself?

- ① You must disclose the conflict – **in writing** – including:
- (1) the matter in question;
 - (2) the nature of the conflict;
 - (3) why you think there is “good cause” for you to continue in spite of the conflict.
 - (4) the disclosure must be written clearly, so the public can understand.

- ② File your written disclosure according to your agency's protocols.
- ③ Need a conflict of interest disclosure form? Use the Ethics Commission [form](#), available on our [website](#).

**Not sure what to do?
CONTACT THE ETHICS
COMMISSION FOR ADVICE**

Vermont State Ethics Commission

6 Baldwin St.
Montpelier, VT 05633-7950
802-828-7187

ethicscommission@vermont.gov
<https://ethicscommission.vermont.gov/>



Conflict of Interest FAQs

Q: Who is included in my “immediate family”?

A: “Immediate family” means your spouse or civil union partner, parent, sibling, child, or in-law, including a parent, sibling, or child of a spouse or civil union partner. If one of these people has an interest in a matter, it means you have conflict of interest.

Q: I don’t think I have a conflict, even though others say it might look like I have one. How do I know if I have the appearance of a conflict of interest or not?

A: A conflict exists if a “reasonable person” with knowledge of the relevant facts would consider the situation a conflict.

Q: I have a conflict. Can I just assign the matter to someone who reports to me?

A: Subordinates typically have an incentive to keep the boss happy, so the best course of action is to assign the matter to someone outside of your chain of command. If this is not possible, you must fully recuse yourself from the matter. Continuing to involve yourself in the matter in any way could be construed as directing unethical conduct.

Q: I have a conflict and the Code of Ethics says I need to recuse myself publicly. What steps should I take?

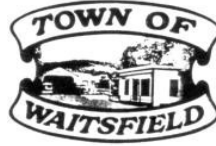
A: Typically, you would inform your supervisor of the conflict, and that you need to recuse yourself. If you are a member of a board or commission, you should disclose the conflict to the other members, and inform them of your recusal.

Q: I may have a conflict of interest, but I still think that I can be impartial. What do I need to do?

A: You must disclose the conflict in writing and explain why you are not recusing yourself. Your agency may have a specific form for this disclosure. If not, the Ethics Commission has a [form](#) you can use. If you decide to prepare your own statement, it must include: (1) the matter in question; (2) the nature of the conflict; (3) why you think there is “good cause” for you to continue in spite of the conflict. The disclosure must be written clearly, so the public can understand. It must be filed according to your agency’s policy.

Q: How can I find help in identifying potential conflicts of interest?

A: Contact the Vermont Ethics Commission for advice: 6 Baldwin St., Montpelier, VT 05633-7950. 802-828-7187.
ethicscommission@vermont.gov.



Official Use Only:

Date Received:

Town of Waitsfield

Municipal Ethics Complaint Form

The Town of Waitsfield has authority to accept, review, investigate, and track complaints regarding alleged violations of the Vermont Municipal Code of Ethics 3 VSA § 1223(b). Complaints alleging violations of the Town's ethics policies can also be filed using this form.

Your Contact Information

Type or print clearly

Your name: _____

Address: _____

Municipality: _____

State: _____ Zip code: _____ Telephone: _____

Email: _____

1. Who is this complaint against: Name, and job title or position. Please file a separate complaint form for each individual you are complaining against. However, if you are complaining against more than one person, and the same set of facts necessary to understand the complain applies to each person, you may use a single form.

2. Date(s) of the alleged violation(s):

3. How has this person violated the provisions of the Municipal Code of Ethics? Describe fully. Be specific and provide as much detail as possible. Attach any documentation that supports your claim.

4. If you are able, please indicate which provision(s) of [the Municipal Code of Ethics](#) you believe has been violated:

5. Provide the names and contact information for anyone else who may have information regarding this complaint:

6. Has the conduct you describe above been the subject of a prior complaint? If yes, please explain.

7. Is there anything else the Ethics Commission should know about this complaint?

Attach additional pages as necessary

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

Signature:

Date:

Submit to: ethicscommission@vermont.gov or townadmin@gmavt.net

Enter "Complaint, Ethics" in the subject line.



**TOWN OF WAITSFIELD
MEMORANDUM**

TO: Waitsfield Selectboard
FROM: Sandra Gallup & Steve Lewis, Assistant Town Treasurer
DATE: February 12, 2025
SUBJECT: FY25 Budget Status Report Summary Report – December 31, 2024

I am enclosing a Budget Status Summary Report and Detail Budget Status Report for the General Fund and the Capital Fund 2. Together, these two funds make up the Town Budget that was approved in March of 2024. 56% of budgeted revenue has been received and 43% of expenditures have been paid. Please note that as of December 31st, we are 50% through the fiscal year.

Our revenue is coming in higher than expected in the first half of the year. For the first and second tax installments 97% of taxes were paid on time. In addition, over \$728,000 in property taxes were paid early on the 3rd and 4th tax installments. Revenue from the State is higher than expected. Highway Aid was \$4,623 more than budgeted and Current Use Reimbursement was \$25,362 more than budgeted.

Interest income will be above the budget with 85% received as of December 31st. Town Clerk and Zoning Fees are running lower than anticipated.

Most expenditures are consistent with the budget although there are some savings in salaries and health insurance expense due to staff vacancies. In addition, we have incurred \$53,000 in July 2024 road repair expenditures, which we hope to be reimbursed with state and federal money. Fire Department expenditures are running high due to fire truck repair, labor and Capital West Reserve costs.

Cash flow: The Selectboard approved purchasing a \$1,300,000 certificate of deposit which will mature in late May, due to high cash levels in the Town's checking account. Also, a \$1,500,000 certificate of deposit was purchased using reserve funds that are not anticipated to be spent in the next nine months.

Loans: There are no new loans in FY25.

Capital Purchases: No capital purchases in the half of the year.

Grants: \$18,828 was spent in the first half of the year on the Irasville Planning Grant. We are eligible to request reimbursement at this time on this \$44,000 state grant.

Please let me know if you have questions or would like more information.

Town of Waitsfield- Budget Status Summary Report FY25					Q1	
Period Ending DECEMBER 31, 2024 50% of the year)					Actual %	Education Taxes
General Fund Revenue	Actual 2024	Budget 2025	Actual - thru 12/31 FY2025	of Budget		Received
Taxes	\$ 2,222,984.82	\$ 2,292,800.00	\$ 1,151,701.93	50%		\$ 4,155,680.25
Town Clerk Fees	\$ 34,882.07	\$ 30,000.00	\$ 9,321.10	31%		
Interest Income	\$ 55,274.92	\$ 17,500.00	\$ 14,919.15	85%		
Beverage Sale Permlts	\$ 1,695.00	\$ 4,000.00	\$ 770.00	19%		
Zoning Income	\$ 17,119.42	\$ 11,000.00	\$ 4,325.00	39%		
Act 60 Support	\$ 10,839.50	\$ 10,500.00	\$ -	0%		
Penalty Budget Year	\$ 9,535.77	\$ 15,000.00	\$ 7,983.31	53%		
Conservation Income	\$ -	\$ -	\$ 300.00			
State Aid to Highways	\$ 76,331.97	\$ 74,000.00	\$ 78,623.92	106%		
Road Dept Grant Revenue	\$ -	\$ -	\$ -	0%		
Road Dept Other Income	\$ 2,185.00	\$ 1,000.00	\$ 30.00	3%		
Insurance Claim/Audit Income	\$ 587.00	\$ -	\$ 1,503.11	0%		
Fire Dept - Fayston	\$ 55,912.72	\$ 76,659.00	\$ 89,723.04	117%		
FD Admin Services	\$ 5,290.00	\$ 5,670.00	\$ -	0%		
Traffic Control Income	\$ 4,157.02	\$ 5,000.00	\$ 1,893.65	38%		
Dog Impoundment Fee	\$ -	\$ 150.00	\$ 25.00	17%		
PILOT Program	\$ 6,814.93	\$ 6,000.00	\$ 6,785.93	113%		
Current Use Reimbursement	\$ 126,963.50	\$ 110,000.00	\$ 135,362.00	123%		
Delinquent Tax Interest	\$ 17,694.16	\$ 18,000.00	\$ 10,922.93	61%		
Insurance Reimb Library/Wait H	\$ 5,710.42	\$ 5,894.00	\$ -	0%		
Water Operations Reimb	\$ 6,750.94	\$ 5,150.00	\$ -	0%		
Planning Grant	\$ 10,000.00	\$ -	\$ -			
Misc. Income	\$ 3,240.85	\$ -	\$ 205.01			
Capital Fund 2 Revenue	\$ 35,173.76	\$ 64,084.00	\$ 37,538.20	59%		
Total General Fund Revenue	\$ 2,709,143.77	\$ 2,752,407.00	\$ 1,551,933.28	56%		
General Fund Expenditures						
Town Meeting/Elections	\$ 2,554.67	\$ 6,500.00	\$ -	0%		
Legal & Auditing	\$ 34,184.82	\$ 35,500.00	\$ 22,602.16	64%		
Town Office Operations	\$ 74,727.84	\$ 102,489.00	\$ 33,825.17	33%		
Town Clerk & Treasurer	\$ 131,890.57	\$ 191,116.00	\$ 72,377.14	38%		
Selectboard	\$ 66,181.00	\$ 96,825.00	\$ 16,796.40	17%		
Planning & Zoning	\$ 76,507.62	\$ 69,620.00	\$ 53,946.57	77%		
Board of Listers	\$ 27,698.25	\$ 30,000.00	\$ 13,964.16	47%		
Collector of Dellq. Taxes	\$ 9,837.61	\$ 15,000.00	\$ 9,174.11	61%		
Conservation Commission	\$ 5,000.00	\$ 5,000.00	\$ 1,478.20	30%		
Road Dept. Labor	\$ 235,773.97	\$ 276,590.00	\$ 126,461.91	46%		
Road Dept Equip Operations/Repairs	\$ 105,682.22	\$ 107,247.00	\$ 47,265.52	44%		
Road Dept Hired Equip & Labor	\$ 10,135.00	\$ 12,300.00	\$ -	0%		
Road Dept Materials	\$ 154,064.21	\$ 173,000.00	\$ 108,132.42	63%		
Road Dept. Misc.	\$ 24,032.42	\$ 29,548.00	\$ 78,798.49	267%		
Road Subtotal	\$ 529,687.82	\$ 598,685.00	\$ 360,658.34			
Employee Benefits	\$ 199,828.82	\$ 233,501.00	\$ 78,816.00	34%		
Fire Department	\$ 172,738.04	\$ 191,648.00	\$ 129,082.49	67%		
Public Safety	\$ 63,778.79	\$ 72,014.00	\$ 29,883.97	41%		
Dues & Assessments	\$ 226,804.02	\$ 232,241.00	\$ 164,687.02	71%		
Special Appropriations	\$ 21,820.00	\$ 28,220.00	\$ 28,220.00	100%		
Transfer to Capital Fund 2	\$ -	\$ -	\$ -			
Transfer to Other Funds	\$ -	\$ -	\$ -			
Miscellaneous	\$ 40,185.71	\$ 27,500.00	\$ 11,845.09	43%		
Contribution to Reserves	\$ 544,500.00	\$ 615,025.00	\$ 10,000.00	2%		
Capital Fund 2 Expenditures	\$ 189,670.42	\$ 228,461.00	\$ 161,283.89	71%		
Education Taxes Paid to School/State						\$ 3,688,242.30
Total General Fund Expenditures	\$ 2,417,596.00	\$ 2,779,345.00	\$ 1,198,640.71	43%		
Revenue Less Expenditures GF & Capital FD			\$ 353,292.57			
Cash Balance - Checking 12/31/2024			\$ 319,613.00			
Cash Balance - CD 12/31/2024			\$ 1,300,000.00			

Account	Budget	Actual	% of Budget	
		1,571,701.93		
01-1010.01	CURRENT TAXES	2,292,800.00	5,218,657.76	227.48%
01-1010.02	CURRENT TAXES-SCHOOL	0.00	0.00	0.00%
01-1015.01	DELIQ TAXES PREVIOUS YRS	0.00	88,905.98	100.00%
01-1020.01	TAX OVERPAYMENTS	0.00	2,818.44	100.00%
01-1030.01	PLANNING/ZONING GRANT	0.00	0.00	0.00%
01-1040.01	EMERGENCY MGMT GRANT	0.00	0.00	0.00%
01-1210.01	TOWN CLERKS FEES	30,000.00	9,321.10	31.07%
01-1211.01	FDAdministrative Services	5,607.00	0.00	0.00%
01-1220.01	INTEREST INCOME	17,500.00	14,919.15	85.25%
01-1230.01	DEPT OF LIQUOR CONTROL RE	4,000.00	770.00	19.25%
01-1320.01	ZONING INCOME	11,000.00	4,325.00	39.32%
01-1510.01	ACT 60 ANNUAL SUPPORT	10,500.00	0.00	0.00%
01-1610.01	PENALTY BUDGET YEAR	15,000.00	7,983.31	53.22%
01-1700.01	PENALTY FEES/TICKETS ISSU	0.00	0.00	0.00%
01-1750.01	CONSERVATION INCOME	0.00	300.00	100.00%
01-2010.01	STATE AID FOR HIGHWAYS	74,000.00	78,623.92	106.25%
01-2030.01	ROAD DEPT GRANTS	0.00	0.00	0.00%
01-2040.01	ROAD DEPT MISC.	1,000.00	30.00	3.00%
01-2050.01	INSURANCE CLAIMS	0.00	1,331.61	100.00%
01-2080.01	VTRANS GRANT	0.00	0.00	0.00%
01-3010.01	INSURANCE AUDIT REFUND	0.00	171.50	100.00%
01-4010.01	FIRE DEPT INCOME-FAYSTON	76,659.00	89,723.04	117.04%
01-4030.01	MISC. FIRE DEPT INCOME	0.00	0.00	0.00%
01-4040.01	INSURANCE CLAIMS-FIRE DPT	0.00	0.00	0.00%
01-5010.01	TRAFFIC CONTROL INCOME	5,000.00	1,893.65	37.87%
01-5040.01	POLICE MISC INCOME	0.00	0.00	0.00%
01-8010.01	DOG IMPOUNDMENT FEES	150.00	25.00	16.67%
01-8020.01	PILOT PROGRAM	6,000.00	6,785.93	113.10%
01-8030.01	CURRENT USE REIMBURSEMENT	110,000.00	135,362.00	123.06%
01-8040.01	DELIQ INTEREST	18,000.00	10,922.93	60.68%
01-8042.01	INSURANCE PROCEEDS	0.00	0.00	0.00%
01-8043.01	STATE REIMB COVID EXP	0.00	0.00	0.00%
01-8045.01	LIBRARY INS REIMB	2,894.00	0.00	0.00%
01-8046.01	Wait House Ins. Reimburse	3,000.00	0.00	0.00%
01-8047.01	WATER OP. REIMBURSEMENT	5,150.00	0.00	0.00%
01-8050.01	MISCELLANEOUS INCOME	0.00	205.01	100.00%
01-8060.01	TAX ANTICIPATION NOTE	0.00	0.00	0.00%
01-8070.01	PASS THRU ACCOUNT	0.00	0.00	0.00%
01-9010.01	REIMB. FROM RESERVES	0.00	0.00	0.00%
01-9020.01	CLOSED RESERVE TRANSFER	0.00	0.00	0.00%
01-9030.01	TRANSFER IN ARPA	0.00	0.00	0.00%
Total Revenues	2,688,260.00	5,670,075.33	210.92%	
01-100 TOWN MEETING				
01-100-1000.20	ELECTIONS EXPENSE	3,000.00	0.00	0.00%
01-100-1000.30	TOWN REPORT	1,500.00	0.00	0.00%
01-100-1000.40	BALLOT CLERKS	2,000.00	0.00	0.00%
Total TOWN MEETING	6,500.00	0.00	0.00%	

Account	Budget	Actual	Actual % of Budget
01-105 LEGAL & AUDITING			
01-105-1050.10 LEGAL	16,000.00	9,125.16	57.03%
01-105-1050.15 AUDITING	19,500.00	13,477.00	69.11%
Total LEGAL & AUDITING	35,500.00	22,602.16	63.67%
01-110 TOWN OFFICE OPERATIONS			
01-110-1100.10 INSURANCE & BONDS	21,989.00	4,508.00	20.50%
01-110-1100.15 OFFICE UTILITIES	5,000.00	3,542.80	70.86%
01-110-1100.20 TOWN OFFICE REPAIRS/MAINT	9,000.00	5,977.06	66.41%
01-110-1100.25 POSTAGE	5,000.00	1,763.14	35.26%
01-110-1100.30 SUPPLIES	7,500.00	3,940.09	52.53%
01-110-1100.35 COMPUTER SERVICES	9,000.00	1,932.40	21.47%
01-110-1100.40 TRAINING	750.00	24.66	3.29%
01-110-1100.45 CLEANING	10,000.00	6,150.00	61.50%
01-110-1100.50 EQUIP MAINT & CONTRACTS	15,500.00	1,329.54	8.58%
01-110-1100.55 TELEPHONE	5,250.00	2,625.62	50.01%
01-110-1100.60 OFFICE EQUIPMENT	4,000.00	579.00	14.48%
01-110-1100.65 PUBLIC NOTICE EXPENSE	4,500.00	1,452.86	32.29%
01-110-1100.70 SPECIAL SERVICES	5,000.00	0.00	0.00%
Total TOWN OFFICE OPERATIONS	102,489.00	33,825.17	33.00%
01-120 TOWN CLERK & TREASURER			
01-120-1200.10 CLERK/TREAS & ASSIST SALS	128,866.00	72,377.14	56.16%
01-120-1200.15 Admin & Board Assistant	62,000.00	0.00	0.00%
01-120-1200.40 BORROWING INTEREST	250.00	0.00	0.00%
Total TOWN CLERK & TREASURER	191,116.00	72,377.14	37.87%
01-130 SELECTBOARD			
01-130-1300.10 SELECTBOARD REIMB.	3,250.00	0.00	0.00%
01-130-1300.15 TOWN WEBSITE	2,000.00	0.00	0.00%
01-130-1300.20 TOWN ADMINISTRATOR	83,555.00	16,143.40	19.32%
01-130-1300.30 TRAINING	500.00	88.00	17.60%
01-130-1300.35 MILEAGE REIMB.	0.00	0.00	0.00%
01-130-1300.40 SB RECORDING SECRETARY	2,520.00	565.00	22.42%
01-130-1300.50 COMMUNICATIONS	0.00	0.00	0.00%
01-130-1300.60 WASTEWATER PROJECT SUPPOR	5,000.00	0.00	0.00%
Total SELECTBOARD	96,825.00	16,796.40	17.35%
01-140 PLANNING & ZONING			
01-140-1400.10 MINUTE TAKER	1,680.00	705.00	41.96%
01-140-1400.20 SPECIAL PLANNING PROJECTS	0.00	93.29	100.00%
01-140-1400.30 TOWN PLAN/IRASVILLE PLAN	0.00	18,828.50	100.00%
01-140-1400.40 ZONING ADMIN/PLAN DIR SAL	65,940.00	34,239.78	51.93%
01-140-1400.50 TRAINING	500.00	20.00	4.00%
01-140-1400.60 COMPUTER EQUIPMENT/SRVC	1,250.00	60.00	4.80%

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Town of Waitsfield General Ledger
Current Yr Pd: 6 - Budget Status Report
GENERAL FUND

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jennifer

Account	Budget	Actual	% of Budget
01-140-1400.70 MILEAGE REIMBURSEMENT	250.00	0.00	0.00%
Total PLANNING & ZONING	69,620.00	53,946.87	77.49%
01-150 BOARD OF LISTERS			
01-150-1500.10 ASSESSOR SERVICES	23,000.00	10,515.16	45.72%
01-150-1500.20 COMPUTER EQUIPMENT/SERVS	4,000.00	149.00	3.73%
01-150-1500.30 PROPERTY MAP MAINT.	1,800.00	3,300.00	183.33%
01-150-1500.50 TRAINING & MEETINGS	200.00	0.00	0.00%
01-150-1500.60 LISTERS OTHER PROF SRVS	1,000.00	0.00	0.00%
Total BOARD OF LISTERS	30,000.00	13,964.16	46.55%
01-160 COLLECTOR OF DELIQ. TAXES			
01-160-1600.10 COLLECTOR FEES	15,000.00	9,174.11	61.16%
Total COLLECTOR OF DELIQ. TAXES	15,000.00	9,174.11	61.16%
01-170 CONSERVATION COMM			
01-170-1700.10 CONS OPERATING EXP	5,000.00	1,478.20	29.56%
Total CONSERVATION COMM	5,000.00	1,478.20	29.56%
01-200 ROAD DEPARTMENT			
01-200-2000 ROAD DEPARTMENT LABOR			
01-200-2000.10 LABOR	245,858.00	114,816.46	46.70%
01-200-2000.15 OVERTIME	30,732.00	11,645.45	37.89%
Total ROAD DEPARTMENT LABOR	276,590.00	126,461.91	45.72%
01-200-2100 EQUIP. OPERATIONS/REPAIRS			
01-200-2100.10 ROAD DEPT INSURANCE	10,673.00	2,603.00	24.39%
01-200-2100.15 FUEL	3,000.00	1,633.61	54.45%
01-200-2100.16 OIL, GREASE, & FILTERS	5,000.00	2,147.13	42.94%
01-200-2100.20 DIESEL	32,000.00	10,385.11	32.45%
01-200-2100.25 2020 INT'L DUMP TRUCK	1,500.00	2,381.59	158.77%
01-200-2100.27 2021 TANDEM DUMP TRUCK	1,500.00	1,287.04	85.80%
01-200-2100.30 2021 GMC 3500	2,000.00	1,571.43	78.57%
01-200-2100.38 2009 J. DEERE LOADER	3,500.00	2,657.15	75.92%
01-200-2100.40 FORD CHLORIDE TRUCK	1,500.00	0.00	0.00%
01-200-2100.44 2021 JOHN DEERE GRADER	1,500.00	0.00	0.00%
01-200-2100.46 2021 CAT BACKHOE	1,000.00	0.00	0.00%
01-200-2100.48 2018 HV TRUCK	2,500.00	5,478.32	219.13%
01-200-2100.49 ROADSIDE MOWER	3,000.00	759.15	25.31%
01-200-2100.51 STEEL POLE SAW/CHAINSAW	1,200.00	15.99	1.33%
01-200-2100.52 GARAGE REPAIRS	2,500.00	2,116.05	84.64%
01-200-2100.53 GARAGE TRASH REMOVAL	2,244.00	948.12	42.25%
01-200-2100.54 GARAGE UNIFORMS	3,500.00	3,798.05	108.52%
01-200-2100.55 GARAGE HEAT	4,000.00	436.80	10.92%
01-200-2100.56 GARAGE TELEPHONE	2,600.00	1,268.47	48.79%

Account	Budget	Actual	% of Budget
01-200-2100.57 GARAGE ELECTRICITY	1,900.00	1,450.00	76.32%
01-200-2100.58 GARAGE SUPPLIES/HARDWARE	4,500.00	2,041.43	45.37%
01-200-2100.59 GARAGE UNIFORM MATERIALS	2,500.00	112.47	4.50%
01-200-2100.60 CHIPPER/RAKE	2,500.00	460.26	18.41%
01-200-2100.61 VENTRAC REPAIRS	1,000.00	774.31	77.43%
01-200-2100.62 GARAGE ALARM SYSTEM	1,000.00	252.00	25.20%
01-200-2100.63 WATER SERVICE	630.00	295.00	46.83%
01-200-2100.65 FLOW BLADES & SHOES	8,500.00	2,393.04	28.15%
01-200-2100.66 TIRE CHAINS	0.00	0.00	0.00%
Total EQUIP. OPERATIONS/REPAIRS	107,247.00	47,265.52	44.07%
01-200-2200 ROAD/HIRED EQUIP. & LABOR			
01-200-2200.20 SIDEWALK MOWING	0.00	0.00	0.00%
01-200-2200.30 SIDEWALK PLOWING	0.00	0.00	0.00%
01-200-2200.45 PERSONNEL MILEAGE	0.00	0.00	0.00%
01-200-2200.50 OTHER EQUIPMENT RENTAL	0.00	0.00	0.00%
01-200-2200.55 CONTRACTED PLOWING	0.00	0.00	0.00%
01-200-2200.60 GRADING	300.00	0.00	0.00%
01-200-2200.70 RD DEPT CONTRACTED SVCS	12,000.00	0.00	0.00%
Total ROAD/HIRED EQUIP. & LABOR	12,300.00	0.00	0.00%
01-200-2300 ROAD DEPARTMENT MATERIALS			
01-200-2300.10 SALT	50,000.00	5,806.14	11.61%
01-200-2300.15 SAND	68,000.00	73,613.63	108.26%
01-200-2300.20 CHLORIDE	16,000.00	10,784.02	67.40%
01-200-2300.30 CRUSHED GRAVEL	0.00	0.00	0.00%
01-200-2300.35 STONE	12,000.00	4,088.00	34.07%
01-200-2300.40 CULVERTS	10,000.00	13,406.18	134.06%
01-200-2300.41 GUARDRAILS	1,500.00	0.00	0.00%
01-200-2300.45 TOOLS	4,000.00	86.26	2.16%
01-200-2300.50 SIGNS	1,500.00	348.19	23.21%
01-200-2300.55 FABRIC	1,000.00	0.00	0.00%
01-200-2300.60 COLD PATCH, HAY & SEED	8,000.00	0.00	0.00%
01-200-2300.65 WASTE BLOCKS	1,000.00	0.00	0.00%
Total ROAD DEPARTMENT MATERIALS	173,000.00	108,132.42	62.50%
01-200-2400 ROAD DEPT. MISCELLANEOUS			
01-200-2400.10 FAYSTON WINTER AGREEMENT	11,848.00	11,844.58	99.97%
01-200-2400.20 SIDEWALK MAINT/REPAIRS	2,500.00	0.00	0.00%
01-200-2400.30 TREE CUTTING	500.00	0.00	0.00%
01-200-2400.50 BRIDGE REPAIRS	1,000.00	696.36	69.64%
01-200-2400.55 GRAVEL PIT MGT	1,000.00	160.00	16.00%
01-200-2400.61 PAVEMENT SEALING	0.00	0.00	0.00%
01-200-2400.65 CULVERT & ROAD INVENTORY	0.00	0.00	0.00%
01-200-2400.66 LINE PAINTING EXP	4,000.00	0.00	0.00%
01-200-2400.67 NORTH ROAD CULVERT	0.00	0.00	0.00%
01-200-2400.68 JULY 2024 FLOOD	0.00	63,604.50	100.00%

Account	Budget	Actual	% of Budget
01-200-2400.70 STREET LIGHTS	5,700.00	2,493.05	43.74%
01-200-2400.75 BRIDGE LIGHTS	800.00	0.00	0.00%
01-200-2400.80 RADIOS & PAGERS	350.00	0.00	0.00%
01-200-2400.90 ROAD DEPT TRAINING	0.00	0.00	0.00%
01-200-2400.91 MRGP/STATE ROADS PERMIT	1,850.00	0.00	0.00%
Total ROAD DEPT, MISCELLANEOUS	29,548.00	78,798.49	266.68%
Total ROAD DEPARTMENT	598,685.00	360,658.34	60.24%
01-300 EMPLOYEE BENEFITS			
01-300-3000.05 CHILD CARE CONTRIBUTION	2,307.00	1,262.65	54.73%
01-300-3000.10 FICA/MEDI	42,454.00	19,457.34	45.83%
01-300-3000.15 MEDICARE	0.00	0.00	0.00%
01-300-3000.20 RETIREMENT	37,459.00	12,502.65	33.38%
01-300-3000.30 UNEMPLOYMENT	700.00	325.00	46.43%
01-300-3000.40 WORKERS COMPENSATION	18,660.00	6,119.00	32.79%
01-300-3000.50 HEALTH INSURANCE	122,421.00	36,692.54	29.97%
01-300-3000.55 DENTAL INSURANCE	4,000.00	1,430.54	35.76%
01-300-3000.70 LIFE AND DISABILITY INS	4,000.00	791.80	19.80%
01-300-3000.80 VISION PLAN	1,500.00	234.48	15.63%
Total EMPLOYEE BENEFITS	233,501.00	78,816.00	33.75%
01-400 FIRE DEPARTMENT			
01-400-4000.10 F.D. GAS, OIL, GREASE	4,200.00	1,745.75	41.57%
01-400-4000.15 F.D. INSURANCE	12,171.00	2,968.50	24.39%
01-400-4000.16 F.D. ADMIN TIME	5,607.00	0.00	0.00%
01-400-4000.17 Capital West Reserve Cont	0.00	9,653.84	100.00%
01-400-4000.20 F.D. TELEPH & DISPATCH	29,000.00	15,919.67	54.90%
01-400-4000.25 F.D. ELECTRICITY	2,575.00	1,800.00	69.90%
01-400-4000.30 F.D. HEAT	6,300.00	773.51	12.28%
01-400-4000.31 F.D. WATER	660.00	295.00	44.70%
01-400-4000.35 F.D. BLDG REPAIR/SUPPLIES	11,300.00	3,390.19	30.00%
01-400-4000.36 F.D. ALARM	446.00	0.00	0.00%
01-400-4000.40 F.D. TRUCK REPAIRS	25,000.00	19,688.08	78.75%
01-400-4000.45 F.D. EQUIPMENT REPAIRS	7,875.00	1,821.80	23.13%
01-400-4000.50 F.D. RADIO AND REPAIRS	10,000.00	1,270.20	12.70%
01-400-4000.55 F.D. BOTTLED GAS	400.00	0.00	0.00%
01-400-4000.60 F.D. TRAINING	9,450.00	5,836.16	61.76%
01-400-4000.65 F.D. HOSE & EQUIPMENT	6,489.00	2,086.19	32.15%
01-400-4000.68 F.D. GEAR	10,500.00	4,107.65	39.12%
01-400-4000.70 F.D. FIRE PREVENTION	900.00	0.00	0.00%
01-400-4000.75 F.D. MISCELLANEOUS	500.00	425.50	85.10%
01-400-4000.80 F.D. DUES	500.00	400.00	80.00%
01-400-4000.85 F.D. PHYSICAL EXAMS	1,500.00	0.00	0.00%
01-400-4000.90 F.D. LABOR	39,865.00	50,922.00	127.74%
01-400-4000.95 F.D. FICA/MEDI	3,050.00	4,068.47	133.39%
01-400-4000.97 F.D. LADDER/HOSE TESTING	3,360.00	1,909.98	56.84%
Total FIRE DEPARTMENT	191,648.00	129,082.49	67.35%

Account	Budget	Actual	Actual % of Budget
01-500 PUBLIC SAFETY			
01-500-5000.10 SHERIFF DEPT. BILLING	31,824.00	14,398.23	45.24%
01-500-5000.20 DOG WARDEN SALARY & FEES	775.00	0.00	0.00%
01-500-5000.30 DOG POUND FEES	150.00	25.00	16.67%
01-500-5000.35 EMERGENCY MANAGEMENT	1,200.00	330.00	27.50%
01-500-5000.39 FIRE WARDEN	250.00	250.00	100.00%
01-500-5000.40 CONSTABLE	6,558.00	0.00	0.00%
01-500-5000.42 FIRE HYDRANT MAINTENANCE	0.00	0.00	0.00%
01-500-5000.43 FIRE PROTECTION CONTRIBUB	25,960.00	12,980.00	50.00%
01-500-5000.45 GENERATOR EXPENSE	1,000.00	1,423.94	142.39%
01-500-5000.50 INSURANCE	2,772.00	0.00	0.00%
01-500-5000.60 MISCELLANEOUS	250.00	476.80	190.72%
01-500-5000.70 TRAINING	500.00	0.00	0.00%
01-500-5000.75 EMERGENCY MGMT GRANT EXP	0.00	0.00	0.00%
01-500-5000.80 TOWN HEALTH OFFICER	775.00	0.00	0.00%
Total PUBLIC SAFETY	72,014.00	29,883.97	41.50%
01-600 DUES & ASSESSMENTS			
01-600-6000.10 CV REGIONAL PLANNING COMM	2,453.00	2,452.52	99.98%
01-600-6000.15 JOSLIN MEM. LIBRARY SUPPO	69,149.00	34,574.50	50.00%
01-600-6000.20 MR RESOURCE MGT ALLIANCE	12,908.00	6,454.00	50.00%
01-600-6000.25 MRV AMBULANCE	15,000.00	15,000.00	100.00%
01-600-6000.30 MRV PLANNING DISTRICT	53,962.00	26,981.00	50.00%
01-600-6000.33 MRV RECREATION DISTRICT	40,000.00	40,000.00	100.00%
01-600-6000.40 VT LEAGUE/CITIES & TOWNS	3,638.00	3,638.00	100.00%
01-600-6000.50 WASHINGTON COUNTY TAX	33,000.00	33,456.00	101.38%
01-600-6000.80 GREEN MTN TRANSIT	2,131.00	2,131.00	100.00%
Total DUES & ASSESSMENTS	232,241.00	164,687.02	70.91%
01-700 SPECIAL APPROPRIATIONS			
01-700-7000.05 CIRCLE	350.00	350.00	100.00%
01-700-7000.06 CV ADULT BASIC EDUCATION	600.00	600.00	100.00%
01-700-7000.10 CAPSTONE	150.00	150.00	100.00%
01-700-7000.12 DOWNSTREET HOUSING & CD	3,500.00	3,500.00	100.00%
01-700-7000.15 CV COUNCIL ON AGING	1,050.00	1,050.00	100.00%
01-700-7000.18 CV DART	0.00	0.00	0.00%
01-700-7000.20 CV ECONOMIC DEV. CORP.	450.00	450.00	100.00%
01-700-7000.25 CV HOME HEALTH & HOSPIC	4,500.00	4,500.00	100.00%
01-700-7000.26 FAMILY CTR OF WASH. CO.	500.00	500.00	100.00%
01-700-7000.27 GOOD BEGINNINGS OF CV	300.00	300.00	100.00%
01-700-7000.35 GREEN UP VERMONT	100.00	100.00	100.00%
01-700-7000.40 MRV HEALTH CENTER	0.00	0.00	0.00%
01-700-7000.50 MAD RIVER VALLEY SENIORS	10,000.00	10,000.00	100.00%
01-700-7000.65 PEOPLES HEALTH & WELLNESS	500.00	500.00	100.00%
01-700-7000.70 RETIRED SENIOR VOL. PROG.	0.00	0.00	0.00%
01-700-7000.72 RURAL FIRE PROTECTION	100.00	100.00	100.00%
01-700-7000.73 MOSAIC	250.00	250.00	100.00%

02/19/25

11:43 am

Town of Waitsfield General Ledger
Current Yr Pd: 6 - Budget Status Report
GENERAL FUND

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jennifer

Account	Budget	Actual	Actual % of Budget

01-700-7000.80 CTR INDEPENDENT LIVING	620.00	620.00	100.00%
01-700-7000.81 The Children's Room	500.00	500.00	100.00%
01-700-7000.85 VT ASSOC FOR BLIND	250.00	250.00	100.00%
01-700-7000.86 VT FAMILY NETWORK	250.00	250.00	100.00%
01-700-7000.87 WINOOSKI NR CONSERV DIST	0.00	0.00	0.00%
01-700-7000.90 WASH COUNTY YOUTH SERVICE	750.00	750.00	100.00%
01-700-7000.91 HOME SHARE NOW	0.00	0.00	0.00%
01-700-7000.92 EVERYBODY WINS	500.00	500.00	100.00%
01-700-7000.93 WASH CTY MENTAL HEALTH	1,600.00	1,600.00	100.00%
01-700-7000.94 COMMUNITY HARVEST	400.00	400.00	100.00%
01-700-7000.95 RECOVERIE ALLIANCE	0.00	0.00	0.00%
01-700-7000.96 PREVENT CHILD ABUSE VT	0.00	0.00	0.00%
01-700-7000.97 GOOD SAMARITAN	1,000.00	1,000.00	100.00%

Total SPECIAL APPROPRIATIONS	28,220.00	28,220.00	100.00%

01-800 MISCELLANEOUS			
01-800-8000.10 XFR TO CAPITAL FUND 2	0.00	0.00	0.00%
01-800-8000.12 TRANSFER OUT	0.00	0.00	0.00%
01-800-8000.15 TOWN POND MAINT	2,000.00	0.00	0.00%
01-800-8000.40 MAINTENANCE OF PARKS	6,000.00	0.00	0.00%
01-800-8000.41 TRAIL MAINTENANCE	3,000.00	0.00	0.00%
01-800-8000.43 SOLAR ARRAY MAINTENANCE	1,500.00	684.09	45.61%
01-800-8000.44 STEWARD MRV	7,500.00	7,500.00	100.00%
01-800-8000.45 GENERATOR EXPENSE	0.00	0.00	0.00%
01-800-8000.51 MEMBERSHIPS & DUES	100.00	45.00	45.00%
01-800-8000.60 LIBRARY DAMAGE REIMB	0.00	0.00	0.00%
01-800-8000.70 CEMETERY VETERAN'S FLAGS	0.00	216.00	100.00%
01-800-8000.72 MRVTV HEARING COVERAGE	3,400.00	3,400.00	100.00%
01-800-8000.73 ENERGY EFFICIENCY IMPROVE	0.00	0.00	0.00%
01-800-8000.74 TAX ADJS-PREVOUS YR	0.00	0.00	0.00%
01-800-8000.75 AFFORDABLE HOUSING INITIA	0.00	0.00	0.00%
01-800-8000.76 CEMETARY COMMISSION ALLOC	0.00	0.00	0.00%
01-800-8000.77 WAIT HOUSE OPERATIONS	4,000.00	0.00	0.00%
01-800-8000.80 OTHER	0.00	0.00	0.00%

Total MISCELLANEOUS	27,500.00	11,845.09	43.07%

01-900 CONTRIBUTION TO RESERVES			
01-900-9000.10 EQUIP RESERVE FUND - TRUC	70,000.00	0.00	0.00%
01-900-9000.11 HEAVY EQUIP RESERVE FUND	35,000.00	0.00	0.00%
01-900-9000.15 FIRE DEPT EQUIP RESERVE	76,605.00	0.00	0.00%
01-900-9000.16 F.D. BUILDING/EQUIP RESER	30,420.00	0.00	0.00%
01-900-9000.20 RESTRM/CONSERV/REC RESERV	20,000.00	0.00	0.00%
01-900-9000.22 LAREAU PARK RESERVE	2,000.00	0.00	0.00%
01-900-9000.25 JOSLIN LIBRARY REPAIR RES	0.00	0.00	0.00%
01-900-9000.35 SIDEWALK/TRANS PATH RESER	14,000.00	0.00	0.00%
01-900-9000.40 GRAVEL RESERVE PIT FUND	15,000.00	0.00	0.00%
01-900-9000.41 BRIDGE & CULVERT REPAIR R	100,000.00	0.00	0.00%
01-900-9000.42 PAVING RESERVE	205,000.00	0.00	0.00%

Town of Waitsfield General Ledger
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GENERAL FUND

Account	Budget	Actual	% of Budget
01-900-9000.45 REAPPRAISAL RESERVE	10,000.00	0.00	0.00%
01-900-9000.50 COVERED BRIDGE REPAIR RES	2,500.00	0.00	0.00%
01-900-9000.51 ENERGY RESERVE FUND	0.00	0.00	0.00%
01-900-9000.60 STREET TREE RESERVE	5,000.00	0.00	0.00%
01-900-9000.61 INVASIVE SPECIES RESERVE	10,000.00	10,000.00	100.00%
01-900-9000.70 Planning Projects Reserve	12,000.00	0.00	0.00%
01-900-9000.75 TOWN OFFICE RESERVE	0.00	0.00	0.00%
01-900-9000.76 AG SUPPORT RESERVE	0.00	0.00	0.00%
01-900-9000.77 WAIT HOUSE CAPITAL RESV	7,500.00	0.00	0.00%
Total CONTRIBUTION TO RESERVES	615,025.00	10,000.00	1.63%
01-950 TOWN SCHOOL DISTRICT			
01-950-9500.10 HARWOOD SCHOOL DISTRICT	0.00	2,830,868.30	100.00%
01-950-9500.20 VT EDUCATION FUND	0.00	857,374.00	100.00%
Total TOWN SCHOOL DISTRICT	0.00	3,688,242.30	100.00%
Total Expenditures	2,550,884.00	4,725,599.12	185.25%
Total GENERAL FUND	137,376.00	944,476.21	
02-1000 CAPITAL/ONE-TIME REVENUES			
Total CAPITAL/ONE-TIME REVENUES	0.00	0.00	0.00%
02-1010.01 WW PH.1&2 LOAN REPAY	36,484.00	14,352.96	39.34%
02-1020.01 ENERGY EFFICIENCY GRANT	0.00	4,000.00	100.00%
02-1030.01 OTHER GRANT PROCEEDS	0.00	5,000.00	100.00%
02-1040.01 EMERGENCY MGMT GRANT REV	0.00	0.00	0.00%
02-1070.01 TRANS GRANT PROCEEDS	0.00	0.00	0.00%
02-1075.10 VNRC Waste Water Grant	0.00	0.00	0.00%
02-1084.01 WAITSFIELD ELEM SOLAR	10,000.00	3,313.31	33.13%
02-1085.01 SOLAR ARRAY CREDITS PROCE	10,000.00	6,250.00	62.50%
02-1087.01 WAITSFIELD ELEM PLOWING	5,000.00	4,621.93	92.44%
02-1088.01 WAITSFIELD ELEM HYDRANT C	2,600.00	0.00	0.00%
02-1090.01 MISC REVENUE FUND ACCT	0.00	0.00	0.00%
02-1096.01 FAYSTON SCBA SHARE	0.00	0.00	0.00%
02-1098.01 FAYSTON SHARE FIRE TRK	0.00	0.00	0.00%
02-2000.01 PAVING NOTE PROCEEDS	0.00	0.00	0.00%
02-2001.01 PEOPLES LOAN PROCEEDS	0.00	0.00	0.00%
02-9010.01 REIMS. FROM RESERVES	0.00	0.00	0.00%
02-9020.01 XFR FROM GENERAL FUND	0.00	0.00	0.00%
Total Revenues	64,084.00	37,538.20	58.58%
02-100 CAPITAL/ONE-TIME EXPENSES			
02-100-1000.10 TOWN OFFICE/SOLAR ARRAY B	43,984.00	36,510.25	83.01%
02-100-1009.10 TOWN OFFICE BOND (\$245K)	16,538.00	14,464.35	87.46%

Account	Budget	Actual	% of Budget
02-100-1021.10 ROADSIDE MOWER	0.00	0.00	0.00%
02-100-1025.10 OTHER GRANT EXP	0.00	4,442.01	100.00%
02-100-1026.10 TRANSP GRANT EXP	0.00	0.00	0.00%
02-100-1027.10 EMERGENCY MGMT GRANT EXP	0.00	3,237.00	100.00%
02-100-1030.10 PAVING PROJECT/PLAN EXP	0.00	0.00	0.00%
02-100-1032.10 MRGP PROJECTS/MATCH	10,000.00	0.00	0.00%
02-100-1035.10 MRGP PERMIT COMPLIANCE	0.00	0.00	0.00%
02-100-1043.10 13 BACK ROADS GRANT	0.00	0.00	0.00%
02-100-1051.10 PINE BRK BRIDGE RE-DEC	0.00	0.00	0.00%
02-100-1060.10 TOWN GARAGE IMPROVEMENTS	15,000.00	0.00	0.00%
02-100-1075.10 VNRC Waste Water Grant Ex	0.00	0.00	0.00%
02-100-1082.10 2011 STORM DAMAGE LOAN	0.00	0.00	0.00%
02-100-1087.10 WW LOAN RF1-058	36,484.00	0.00	0.00%
02-100-1088.10 WW LOAN RF1-164/208	25,282.00	25,281.64	100.00%
02-100-1089.10 14 SOLAR ARRAY EXP	0.00	0.00	0.00%
02-100-1091.10 VILLAGE WEST SIDEWALK PHA	0.00	0.00	0.00%
02-100-1092.10 2014 PAVING LOAN PMT	0.00	0.00	0.00%
02-100-1093.10 TREMBLAY RD CULVERT LOAN	0.00	0.00	0.00%
02-100-1094.10 FISCAL YR. TRANSITION LOA	0.00	0.00	0.00%
02-100-1095.10 SIDEWALK LOAN	0.00	0.00	0.00%
02-100-1096.10 FD SCBA Equip. Fayston Sh	0.00	0.00	0.00%
02-100-1097.10 BRIDGE STREET BOND	31,174.00	26,667.00	85.54%
02-100-1099.10 2015 Paving Loan	0.00	0.00	0.00%
02-100-1100.10 FD SCBA loan Pmt (\$45K/5y	0.00	0.00	0.00%
02-100-1102.10 2016 PAVING NOTE	0.00	0.00	0.00%
02-100-1103.10 WATER MAIN BREAK LOAN	0.00	0.00	0.00%
02-100-1104.10 GRADER LEASE	34,199.00	34,198.94	100.00%
02-100-1105.10 HYDRAULIC PRESS	8,300.00	8,982.70	108.23%
02-100-1106.10 TOWN OFFICE PRINTER	7,500.00	7,500.00	100.00%
Total CAPITAL/ONE-TIME EXPENSES	228,461.00	161,283.89	70.60%
02-101-1102.10 WATER MAIN BREAK ALLOCATI	0.00	0.00	0.00%
02-101-1103.10 LAREAU PARK IMPROVEMENTS	0.00	0.00	0.00%
02-101-1104.10 LO-PRO TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1105.10 FIRE TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1106.10 DUMP TRUCK PURCHASE	0.00	0.00	0.00%
02-101-1108.10 CULVERT PLATE COMPATOR	0.00	0.00	0.00%
02-101-1109.10 CULVERT BLOWER	0.00	0.00	0.00%
02-101-1110.10 TANDEM PURCHASE	0.00	0.00	0.00%
02-108-02 Elem School Solar Snow Cl			
Total Elem School Solar Snow Cl	0.00	0.00	0.00%
Total Expenditures	228,461.00	161,283.89	70.60%
Total CAPITAL/ONE-TIME EXP'S	-164,377.00	-123,748.69	
Total All Funds	-27,001.00	820,730.52	

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Town of Waitsfield General Ledger
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CAPITAL/ONE-TIME EXP'S

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Account	Budget	Actual
		Actual % of Budget

=====

Waitsfield Appointed Town Officers - as of 3/25/24 SB mtg					
	Position	Name	Originally Appointed	Term	Appointm ent
1	M.R.V. Planning District Rep	Jonathan Ursprung	2024	1	2026
2	M.R.V. Planning District Rep	Brian Shupe	2024	1	2025
3	Constable	Jeff Campbell	2024	1	2025
4	Second Constable	Vacant	2024	1	2025
5	Planning Commission	Becca Newhall	2024	1	2026
6	Planning Commission	AnnMarie Harmon	2024	4	2028
7	Planning Commission	Bob Cook	2021	4	2025
8	Planning Commission	Emma Hanson	2022	4	2026
9	Planning Commission	Alice Peal	2022	4	2026
10	Planning Commission	Jonathan Ursprung	2022	4	2026
11	Planning Commission	Beth Cook	2023	4	2027
12	Central Vermont Regional Planning Commission	Don LaHaye (alternate)	2024	1	2026
13	Central Vermont Regional Planning Commission	Alice Peal	2024	1	2026
14	CVRPC's Clean Water Advisory Committee	Alice Peal	2024	1	2026
15	Development Review Board	Gib Geiger	2024	3	2027
16	Development Review Board	Rudy Polwin	2024	3	2027
17	Development Review Board	James Tabor	2024	3	2027
18	Development Review Board	Duncan Brines	2022	3	2028
19	Development Review Board	John Donaldson	2022	3	2028
20	Development Review Board	Steve McKenzie	2022	3	2025
21	Development Review Board	Chris Cook	2022	3	2025
22	Tree Warden	Vacant	2024	1	2025
23	Tree Board	Vacant	2024	3	2027
24	Tree Board	Charles Hosford	2022	3	2025
25	Tree Board	Vince Gauthier	2023	3	2026
26	Fire Warden	Jared Young	2021	5	2026
27	Road Commissioner	Charles Goodman III	2024	1	2025
28	Emergency Management Director	Fred Messer	2024	1	2026
29	Central VT Regional Emergency Management Committee	Howie McCausland			
30	Emergency Management Coordinator	Clare Ireland	2024	1	2026
31	Energy Coordinator	Chris Badger	2023	2	2027
32	Health Officer	Fred Messer	2023	3	2026
33	Animal Control Officer	Vacant	2024	1	2025
34	Conservation Commission	Bruno Grimaldi	2024	2	2026
35	Conservation Commission	Ted Joslin	2024	2	2026
36	Conservation Commission	Leo Laferriere	2024	2	2026
37	Conservation Commission	James Donaldson	2024	2	2026
38	Conservation Commission	Phil Huffman	2023	2	2025
39	Conservation Commission	Chris Loomis	2023	2	2025
40	Conservation Commission	Bob Cook	2023	2	2025
41	Conservation Commission	Curt Lindberg	2023	2	2025
42	Conservation Commission	Gail O'Keefe	2023	2	2025
43	MRV Rec District Reps	Doug Bergstein	2024	3	2027
44	MRV Rec District Reps	Mary (Bear) Simmons	2024	3	2027
45	MRV Rec District Reps (at large)	Luke Foley	2024	1	2025
46	Water Commission	William Parker	2024	2	2026
47	Water Commission	Brian Shupe	2024	2	2026
48	Water Commission	Peter Lazorchak	2024	2	2026
49	Water Commission	Robin Morris	2024	2	2026

50	Water Commission	Peter Reynells	2024	2	2026
51	Inspector of Lumber	Andrew Baird, Jr.	2024	1	2025
52	Fence Viewers	Allen Gaylord	2024	1	2026
Waitsfield Appointed Town Officers - as of 3/25/24 SB mtg					
	Position	Name	Originally Appointed or	Term	Appointment Expires
53	Fence Viewers	Douglas Kenyon	2024	1	2025
54	Fence Viewers	Bryan Neill	2024	1	2025
55	Weigher of Coal	Charles Hosford	2024	1	2025
56	Green Up Coordinators	Brik Skoldberg	2024	1	2025
57	M.R. Solid Waste Alliance	Salvatore Spinosa	2024	1	2026
58	General Wait House Commission	AnnMarie Harmon	2024	1	2025
59	General Wait House Commission	Gib Geiger	2024	1	2025
60	General Wait House Commission	Lois DeHeer	2024	1	2025
61	General Wait House Commission	Martin DeHeer	2024	1	2025
62	General Wait House Commission	Kahty Mehuron	2024	1	2025
63	General Wait House Commission	Tenant Representative (rotates)	2024	1	2025

Reappointment

yes

yes

yes

yes

yes

yes

probably

yes I assume

yes

yes

yes, however, would be interested in finding a potential replacement.

in costa rica

yes

yes

Stone Motors LLC
 2149 ROUTE 7 S
 MIDDLEBURY, VT 057538812

Configuration Preview

Date Printed: 2024-12-12 12:04 PM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order

Sold to:
 Stone Motors LLC (60841)
 2149 ROUTE 7 S
 MIDDLEBURY, VT 057538812

Ship to:
 Stone Motors LLC (60841)
 2149 ROUTE 7 S
 MIDDLEBURY, VT 057538812

Vehicle: 2024 3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in) (DD8L63)

	Sales Code	Description	MSRP(USD)
Model:	DD8L63	3500 REG CAB CHASSIS 4X4 (143.5 in WB - CA of 60 in)	51,525
Package:	2YA	Customer Preferred Package 2YA	0
	ETN	6.7L I6 Cummins Turbo Diesel Engine	9,295
	DF2	6-Spd Auto Aisin AS69RC HD Trans	1,000
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	MRU	Mopar Black Tubular Side Steps	495
	MDA	Front License Plate Bracket	0
	JKV	115V Auxiliary Power Outlet	195
	CBE	40/20/40 Split Bench Seat	0
	WLA	Dual Rear Wheels	1,395
	TSG	LT235/80R17E Off Road Tires	995
	ADE	Cold Weather Group	200
	AHD	Heavy Duty Snow Plow Prep Group	310
	XF7	Dual Alternators Rated at 440 Amps	285
	A61	Tradesman Level 1 Equipment Group	1,880
	XHC	Trailer Brake Control	465
	5N6	Easy Order	0
	132	Zone 32-New York	0
4EA	Sold Vehicle	0	
Destination Fees:			1,995

Total Price: 70,035 .

Order Type: Retail **PSP Month/Week:**
Scheduling Priority: 1-Sold Order **Build Priority:** 99
Salesperson:
Customer Name:
Customer Address:

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, March 3, 2025**

4 **Draft**

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

7 **Staff Present:** York Haverkamp, Town Administrator; JB Weir, Zoning Administrator

8 **Others Present:** John Crown (MRVTV), Kari Dolan, Beriah Smith

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 No changes were made to the agenda.

15
16 **2. Public Forum.**

17 Nobody requested time to address the Board.

18
19 **III. Executive Session**

20
21 **MOTION:** *A motion to find that premature general knowledge of confidential attorney- client*
22 *communications made for the purpose of providing professional legal services to the public body*
23 *would clearly place the public body or a person involved at a substantial disadvantage passed*
24 *unanimously.*

25
26 **MOTION:** *A motion to enter Executive Session pursuant 1 V.S.A. § 313 (a) (1) (f) [Confidential*
27 *Attorney-Client Communication], inviting Mr. Smith, Mr. Haverkamp, and Mr. Weir to join*
28 *passed unanimously.*

29 The meeting entered Executive Session at 6:33 pm and returned to open session at 7:00 pm.

30
31 **IV. Regular Business Continued.**

32 **1. Liquor License Renewals Mad River Exchange Liquor License first renewal.**

33 As nobody appeared to represent the Mad River Exchange, this license was not approved for
34 renewal.

35 **2. Set Selectboard meeting schedule for March and April.**

36 This discussion was postponed until the March 10 meeting.

37 **3. Town Meeting Day Planning.**

38 The structure and associated logistics of Town Meeting day were reviewed with Ms. Dolan, the
39 current Town Moderator.

40 **4. Selectboard Roundtable.**

41 Mr. Messer indicated that there is potential for flooding with the rain forecast for the coming
42 week.

43 Mr. Messer plans to attend a March 11 regional meeting regarding Emergency Management
44 work, in part to discuss plans for reformatting of Local Hazard Mitigation Plans.

45 Ms. Ursprung asked for an update on completion of covered bridge repairs; Mr. Haverkamp
46 indicated that weather had prevented Miles Jenness from addressing this.

47 Ms. Parisi noted that a letter had been published in the Valley Reporter with inaccurate tax
48 increase information, and pointed out that all the correct information is available on the Town's
49 web site.

50 Mr. Shupe reported that he continues to work with FEMA regarding road repairs.

51 Mr. Shupe provided an update on efforts to allow continued grazing on the Fairgrounds parcel
52 while ensuring that the livestock is prevented from accessing the river; he is looking into
53 appropriate wording for a related lease agreement, and the Conservation Commission is
54 exploring options for funding the installation of fencing.

55 **5. Town Administrator Report.**

56 Mr. Haverkamp highlighted some information related to the following:

- 57 • NBRC Wastewater pre grant application 3-7-2025
- 58 • Noted items from a FEMA Cybersecurity Risk Awareness training
- 59 • Generator maintenance was performed on the towns generators on Presidents' Day
 - 60 ○ Noted exception. The Fire Department generator was not serviced, as they have
 - 61 secured maintenance elsewhere
- 62 • Municipal Code of Ethics

63

64 **6. Consent Agenda.**

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

66

- 67 • Approve Warrants and Bills Payable
- 68 • Approve Minutes of 2-10-2025
- 69 • Approve Mountain Gardeners' Festival Permit
- 70 • Authorize Town Administrator to sign the no-cost grant extension for the Downtown
71 Transportation Fund Award for WES Crosswalk RRFB

72

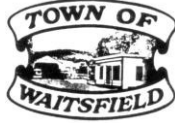
73 **V. Other Business**

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

75 **VI. Adjourn**

76 The meeting adjourned at 7:52 pm.

77 Respectfully submitted,



TOWN OF WAITSFIELD

MEMORANDUM

TO: Sandra Gallup
FROM: Waitsfield Selectboard
DATE: March 10, 2025
SUBJECT: Agreement for Temporary Financial and Assistant Treasurer Services

As we continue training the new Town Treasurer, we would like to offer compensation to you for financial consulting and assistant treasurer services. These services will include assisting the Town Treasurer and Town Administrator with accounting and financial processes, training the new treasurer, and any other service requested by the Town Administrator. We will compensate you \$54 per hour for these services, which will be paid through the weekly payroll process. This temporary employment position is part-time and does not include our standard employee benefits. We understand that the scheduling of these services will be flexible and contingent on your availability to work. This agreement will continue through June 30, 2025.

If this is agreeable to you, please sign below.

Acceptance:

I acknowledge and accept the terms of this agreement

Sandra J. Gallup

Date

Selectboard Chair

Date

Waitsfield Town Administrator's Report
March 10, 2025

I just want to say how much I appreciate Waitsfield and the entire Mad River Valley more with each passing day. The beauty of both the place and its people is truly special. I've felt warmly welcomed by every person, organization, and group I've had the pleasure of meeting. The Waitsfield town staff is remarkable—they've been incredibly helpful as I learn more about the town, the role of town administrator, and how we can work together to help the community thrive in both big and small ways. I simply want to thank the Selectboard and everyone for the opportunity to be part of the Waitsfield team.

Thank you, and peace.

York

Waitsfield Selectboard Rules of Procedure

The 2024 Waitsfield Rules of Procedure largely complement the Vermont Municipal Code of Ethics, but some sections can be removed due to overlap. Attached in the meeting packet is the revised 2025 rules of procedure (*The Town may adopt additional rules regarding ethics, provided they do not conflict with the Code. 24 V.S.A. § 1196*). I sent the revised document to the Vermont League of Cities and Towns to review, awaiting a response.

Municipal Code of Ethics

Link:

[Vermont Municipal Code of Ethics](#)

The Municipal Code of Ethics has been placed on the website under the ordinance and policy tab as required by Act 171 (H.875).

York is the "ethics liaison" as required by law. Previously Christine was our ethics liaison.

In addition, each town must have a Municipal Ethics Complaint form and once adopted by the Selectboard will be placed on our website.

Each Selectboard member must complete the Municipal Code of Ethics training found [here](#)

I will work on this for the next Selectboard meeting.

"If the municipality does not already have a complaint investigation ordinance, rule, policy, or procedure in place, it must adopt one. Municipalities may want to survey their existing complaint policies, including those adopted in response to the requirements of §24 V.S.A. 1984, as a starting point. The Ethics Commission will publish "best practices" informational guide for complaint investigations in the future, however, it cannot advise on, or endorse, specific complaint investigation procedures."

The Town's previous conflict of interest policy

The previous Waitsfield conflict of interest policy may be less detailed in certain areas, such as the scope of family members, specific recusal procedures, and the handling of nonrecusal statements compared to the new state law. However, both policies generally align in their intent to prevent conflicts of interest and ensure transparency.

Town Meeting debrief

First of all, I absolutely loved this year's Town Meeting. This was my first experience attending one, and for many years, I've wanted to witness firsthand everything that Town Meeting represents. It did not disappoint—I found it to be an incredible and meaningful process.

That said, what I would love to see—just as I imagine many who attended would—is greater participation from our residents. Town Meeting is a rare and powerful form of direct democracy, something few in this country have the opportunity to engage in. I've heard stories of what Town Meeting has been in the past and what it has the potential to be, and it's clear that we are committed to preserving and strengthening this tradition.

So, this leads to a few key questions:

- What is Town Meeting for?
- What do we want it to be?
- Where is it now, and where do we want to lead it?
- How do we bridge the gap and ensure its continued relevance and engagement?

I look forward to exploring these or other questions together as we work to strengthen participation in this incredible democratic process.

Road crews need for a new truck

Due to the current Road Crew fleet, the road crew will be operating with one fewer truck. To address this, the meeting packet includes the specifications for a replacement truck that the Road Foreman believes will best meet the town's needs and remain a valuable asset for years to come. The Selectboard is being asked to review and consider this request.

General Wait House meetings and upcoming visit

Since moving to Waitsfield, I have attended both General Wait House Commission meetings and am grateful for the warm welcome I received. I truly appreciate the opportunity to listen, engage, and contribute to the discussions.

On Wednesday, March 12th, at 3:30 I plan to visit the General Wait House to meet with tenants, discuss the property, and work toward fostering a strong and successful relationship.

I'm pleased that members of the commission will be joining me for this visit, and I look forward to the conversations and insights that will come from it.

Following the visit, I will provide an update to both the full commission and the Selectboard at the appropriate time.

Mad River Green Road/driveway

It has come to our attention that a resident with disabilities, who relies on a mobility device to access essential services such as the bank, was recently unable to complete their trip due to the condition of the private road at Mad River Green. The potholes on this privately owned roadway, which serves multiple commercial properties, may pose a concern regarding ADA compliance, even on private land. I am currently looking into ADA regulations to better understand the implications and potential responsibilities in this situation.



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

02/03/2025

Town of Waitsfield
4144 Main Street
Waitsfield, VT 05673

2025 Reappraisal Plan Status

According to our records, the town of Waitsfield last performed a townwide reappraisal in 2006 and has no pending reappraisal plan on file. As per [32 V.S.A. § 4041a](#), effective January 1, 2025 Vermont municipalities are required to reappraise every six years to remain in compliance regardless of equalization study results. Failure to comply with a reappraisal order will result in the State withholding funds outlined in subsection (c) of [32 V.S.A. § 4041a](#).

The purpose of this document is to inform you that under this statute the town of Waitsfield will be one of the first towns identified as out of compliance and will soon receive an official order to reappraise based on the six-year cycle. In addition, if your Coefficient of Dispersion (COD) is above 20%, you will be receiving an order to reappraise based on COD. With this in mind, we urge you to take action.

What should you do to prepare for this?

1. Review the [PVR website](#), which has many helpful resources for towns planning reappraisal and is where all relevant forms can be found.
2. Hold a conversation with your selectboard while drafting your RFP (Request for Proposals) to determine a budget for your reappraisal.
3. Identify a reappraisal contractor. Currently, many reappraisal contractors are accepting contracts into 2029, and most are performed on a first come first served basis.
 - a. A comprehensive list of approved appraisal firms approved on our [website](#), We would recommend contacting these firms and submitting your RFP to them.
4. Complete and submit the [RA-308](#) (tax.vermont.gov/sites/tax/files/documents/RA-308) required as part of the reappraisal planning process
 - a. The [RA-308P](#) (tax.vermont.gov/tax/sites/tax/files/documents/RA-308P) acts as a preliminary reappraisal plan and does not meet the requirement of an RA-308 but can help in the planning process, especially if data collectors are currently unknown.

Please contact your [District Advisor](#) with any questions you may have about the reappraisal process or to submit any relevant documentation.





State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

Sincerely,

A handwritten signature in blue ink that reads "Remick".

Jill Remick, Director of Property Valuation and Review Division

