

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, January 29, 2024**

4
5 **I. Call to Order:** The meeting was called to order at 6:30 pm by Christine Sullivan. The meeting
6 was held in person at the Waitsfield Town Office and remotely via Zoom.

7 **Members Present:** Chach Curtis, Fred Messer, Brian Shupe, Christine Sullivan

8 **Staff Present:** Randy Brittingham, Town Treasurer; Annie Decker-Dell’Isola, Town Administrator

9 **Others Present:** Anthony Italiano (MRTV), Morris (Water Commission), Joshua Schwartz
10 (Wastewater Project Team)

11
12 **II. Regular Business.**

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

15 Approval of the Mountain Gardeners’ Annual Plant Sale was added to the Consent Agenda.

16
17 **2. Public Forum.**

18 Nobody requested time to address the Board.

19
20 **3. Wastewater Project Bond Vote Recommendation.**

21 Ms. Decker-Dell’Isola provided a summary of the information included in her written staff
22 report, outlining the reasons behind the Wastewater Project Team’s recommendation that a
23 bond vote be held in June, rather than later in the year as originally proposed. She noted that it
24 is possible with successful grant applications to have the entire project funded by grants and an
25 affordable loan, indicating that the project will not require any tax increase if reasonable user
26 fees are able to be assessed.

27
28 It was acknowledged that this is a shorter timeline than anticipated, and recognized that there
29 is a need to ensure the public has all the necessary information provided over the next few
30 months.

31
32 **MOTION:** *Mr. Shupe made a motion to approve scheduling a bond vote for the Wastewater*
33 *Project on June 11, 2024. The motion was seconded by Mr. Curtis. All voted in favor.*

34
35 **4. Review FY23 Audit summary and report.**

36 Mr. Brittingham reviewed the results of the audit recently completed by Sullivan and Powers,
37 covering July 2022 through June 2023. No discrepancies were noted, and the result of ‘no
38 significant findings’ was provided. Mr. Brittingham noted that there is \$38K in the General
39 Fund unassigned balance, which is acceptable; spoke of the existence of Water Fund CDs; and
40 indicated that no new debt had been taken on, with the debt level decreasing by \$256K. A
41 large percentage of the remaining debt is attributable to the Water System.

42
43 Board members thanked Mr. Brittingham for his efforts and a successful audit.

44
45 **5. Review and adopt FY25 Budget.**

46 a. Review and adopt draft FY25 Capital Improvement Plan

47 Ms. Decker-Dell'Isola noted that one change reflected in the latest iteration of this Plan was the
48 move to Capital Planning of the Capital West Reserve amount to better reflect expenses. It was
49 discussed that the Town is still waiting for an agreement with Capital West regarding the
50 investment and use of these funds. Removing this line from the Operating Budget creates the
51 need to intentionally allocate future contributions to Capital West.

52
53 The only other change in the Capital Improvement Plan is a balancing of contributions to
54 various funds over the 2026 – 2029 years; the total amount of increases has not been changed,
55 simply the distribution of the funds. Ms. Decker-Dell'Isola pointed out that Fire Department
56 Vehicle plans are included through FY40.

57
58 b. Review and adopt draft FY25 Operating Budget expenditures, revenues, and debt service
59 schedule

60 Ms. Decker-Dell'Isola highlighted the changes she had noted in her written staff report,
61 including the proposed Administrative Assistant position, the PC Reserve and related \$12K, and
62 removal of cemetery expenditures from the operating budget due to the likelihood of the
63 Cemetery Trust providing funds for the upcoming year.

64
65 There was some discussion regarding the estimated cost of snow removal at the elementary
66 school, as Ms. Decker-Dell'Isola had received notification that the school considered the \$7K
67 proposed amount to be unacceptably high. It was agreed to accept \$5K from the school, should
68 they agree to that amount, and to have the Road Department fully document the time and
69 materials necessary this winter to keep the required areas around the school cleared of snow.

70
71 It was noted that the budget reflects a less than 2% total increase.

72
73 **MOTION:** *Mr. Shupe made a motion to adopt the final FY25 Operating Budget with the school*
74 *contribution to snow clearing reduced from \$7K to \$5K, and to adopt the FY25 Capital*
75 *Improvement Plan as presented. The motion was seconded by Mr. Curtis. All voted in favor.*

76
77 **6. Town Meeting warning adoption**

78 Edits were made to adjust the final numbers based upon the change approved earlier in the
79 meeting, and the associated update to the tax rate.

80
81 **MOTION:** *Mr. Shupe made a motion to approve the Town Meeting Warning as amended. The*
82 *motion was seconded by Mr. Messer. All voted in favor.*

83
84 **7. KAS request to drill at 4144 Main Street**

85 It was noted that the request from KAS is for groundwater monitoring, and that this type of
86 work has been necessary before in the Village area.

87
88 **MOTION:** *Mr. Shupe made a motion to authorize the Town Administrator to proceed with*
89 *approval of the drilling request. The motion was seconded by Mr. Messer. All voted in favor.*

90
91 **8. Consent Agenda.**

92
93 **APPROVAL:** *The consent agenda was approved without objection.*

94

- 95 • Approve Minutes of 1/8/2024
- 96 • Bills Payable and Treasurer's Warrants
- 97 • Approve Mountain Gardeners' Annual Plant Sale Festival Permit

98

99 **9. Selectboard Roundtable.**

100 No Board members had any topics to raise.

101

102 **10. Town Administrator's Updates.**

103 Ms. Decker-Dell'Isola indicated that she will provide Board members with draft copies of Town
104 Report materials for their review in the coming week.

105 The upcoming meeting schedule was reviewed.

106 **11. Executive Session**

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

109 The meeting entered Executive Session at 7:24 pm and came back into open session at 8:00 pm.

110 **MOTION:** *Mr. Shupe made a motion to reluctantly accept Jordan Gonda's resignation from the*
111 *Selectboard effective January 29, 2024, to thank her for her involvement with the Board, and to*
112 *post a notice of the vacant seat within ten days. The motion was seconded by Mr. Messer. All*
113 *voted in favor.*

114 **MOTION:** *Mr. Shupe made a motion to accept, with regrets, Ms. Decker-Dell'Isola's resignation*
115 *from the Town Administrator position, effective March 29, 2024, and to enter into negotiations*
116 *with Ms. Decker-Dell'Isola for her service as a part-time Project Manager for the Wastewater*
117 *Project. The motion was seconded by Mr. Messer. All voted in favor.*

118 Mr. Messer left the meeting at this point.

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

123 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (1F) [Confidential*
124 *attorney-client communications] passed unanimously.*

125 The meeting entered Executive Session at 8:05 pm and came back into open session at 8:25 pm.

126 No further action was taken by the Board.

127 **IV. Other Business**

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

129 **IV. Adjourn**

130 The meeting adjourned at 8:25 pm.

131 Respectfully submitted,
132 Carol Chamberlin, Recording Secretary