

1 **TOWN OF WAITSFIELD, VERMONT**
2 **Selectboard Meeting Minutes**
3 **Monday, November 14, 2022**
4 **Draft**
5

6 **I. Call to Order:** The meeting was called to order at 6:30 pm by Brian Shupe. The meeting was
7 held in person at the Waitsfield Town Offices and remotely via Zoom.

8 Members Present: Chach Curtis, Jordan Gonda, Fred Messer, Brian Shupe (Chair), Christine
9 Sullivan

10 Staff Present: Annie Decker-Dell'Isola, Town Administrator

11 Others Present: Bob Cook (Planning Commission), Randy Dow, Jr., Anthony Italiano
12 (MRVTV), Curt Lindberg, Robin Morris (Water Commission), Alice Peal (Planning
13 Commission), Karen Pearson, A J Wimble, Randy Dow Jr.
14

15 **II. Regular Business.**
16

17 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA**
18 **312(d)(3)(A).**

19 No adjustments were made to the agenda.
20

21 **2. Public Forum.**

22 Curt Lindberg expressed concerns regarding safety issues for bicyclists and pedestrians on Joslin
23 Hill Road, noting that his grandson had recently had a harrowing encounter on the road; it was
24 acknowledged that safety measures and pedestrian access will be taken into consideration when
25 the road is next repaved.
26

27 **3. Update from Wastewater & Water Feasibility Study Committee.**

28 Ms. Peal reported that the study is near completion, and that a December 5 presentation to the
29 Selectboard is planned. She explained some of the funding difficulties that have been
30 encountered, particularly the guidance that has been followed regarding applying to DEC
31 separately for each stage of the project, and the median income requirement that is attached to
32 some of those fund awards. She indicated that it is still expected that funding will be received for
33 a PER and for construction, but that she is requesting that ARPA funds be set aside to cover any
34 interim needs.
35

36 Mr. Shupe asked what options included in the study report are being considered; Mr. Curtis
37 explained that the committee has not decided to support any particular option(s) at this point, and
38 the December 5 presentation of options studied and associated costs will help narrow down what
39 is to be considered. Once that is determined, a full application for PER work and construction
40 work will be submitted to DEC, along with applications to other funding sources.
41

42 Ms. Peal and Mr. Curtis indicated that Board members should reach out with any questions that
43 arise from studying the memo provided in the meeting's packet of information.
44

45 An explanation of the proposed salary study was provided; due to a change in affordability
46 criteria for funding, the committee feels it would be prudent to have a salary report of the study
47 area, as the median income of that area of town may better align with the criteria required.

48 **4. ARPA Committee Updates.**

49 Ms. Decker-Dell'Isola explained that the committee has been meeting, and will be providing
50 recommendations for expenditures in December or January. She verified with Board members
51 that Town projects will not need to go through review by the committee, as the Selectboard has
52 the final authority over the disbursement of these funds. The Board agreed with this approach.
53

54 **5. 2023 Health Insurance Enrollment Update.**

55 Christine Sullivan arrived.

56 Board members had no questions regarding the increased cost as outlined in the meeting's Staff
57 Report.
58

59 **MOTION:** *A motion to offer employees health insurance through Blue Cross Blue Shield of*
60 *Vermont's Small Group Platinum Plan and dental insurance through Northeast Delta Dental's*
61 *Group #925 Plan #2 for 2023 was made by Mr. Messer. The motion was seconded by Ms.*
62 *Gonda. All voted in favor.*
63

64 **6. 7:00 P.M - Hearing to Consider Potential Violations of the Dog Ordinance (dog without**
65 **a collar, running at large, nuisance dog)**

66 Mr. Messer recused himself as a Selectboard member from the hearing, as he participated as the
67 Animal Control Officer.
68

69 Mr. Shupe opened the hearing, reading the violation that had been issued to A J Wimble and
70 Ashley Metevier regarding their dog Otis.
71

72 Mr. Messer outlined the sections of the Dog Ordinance which had been violated, noting that he
73 had logged 29 complaints in the past year. The complaints listed included reports of damage to
74 exterior doors, disturbance of other dogs, frightening of children, consumption of dog and
75 household food, and urination. Mr. Messer noted that Otis is not a vicious dog, but his size and
76 strength can create fear in children and others. He indicated that he has picked Otis up six times
77 or more, often without a collar or tags present; several of these instances resulted in fines being
78 issued and expenses being incurred, some of which have not yet been paid. Mr. Messer asked
79 that the Board consider rehoming Otis.
80

81 Ms. Peal and Ms. Pearson corroborated the types of complaints outlined by Mr. Messer, and also
82 indicated that area residents have altered their walking route/schedule due to Otis' running free.
83 Ms. Pearson also expressed concerns for Otis' safety on the roads.
84

85 Mr. Wimble explained that Otis' running loose is often the result of his children leaving the door
86 open by mistake, and that the shock collar he uses is currently not fully functional due to a break
87 in the underground line that controls the collar. He also noted that Otis is capable of breaking
88 collars and leads, and that his intent is to install a fence around the perimeter of his yard. Mr.
89 Dow explained that he will be working with Mr. Wimble to get the fence installed; he also
90 agreed to provide a home for Otis until the fence is complete.
91

92 It was reported that the current amount owed to the Town for fines and related expenses
93 (transportation, boarding) is approximately \$700.
94

95 Mr. Shupe explained that the Board will deliberate privately and send a certified letter to Mr.
96 Wimble and Ms. Metevier once a decision is reached. Mr. Wimble asked that a phone call also
97 be made with this information; he provided Ms. Decker-Dell'Isola with appropriate phone
98 numbers.

99

100 The hearing was closed.

101

102 Ms. Sullivan left the meeting.

103

104 **7. Constable Job Description & Ordinance updates.**

105 Ms. Decker-Dell'Isola explained that she had drafts of both the Ordinance and Job Description
106 reviewed by legal counsel; the most substantive comments she received relate to vehicle use by
107 the Constable – it must be clear that one is not being provided, and insurance considerations
108 related to a person using their own vehicle should be included. No update of the Ordinance was
109 recommended based upon the Constable position being filled. Currently the Zoning Ordinance is
110 the only Town Ordinance not expressly providing for Constable enforcement/backup, but that
111 can be added during a future update of that document. It was agreed that the documents should
112 be reviewed by the individual who will potentially fill the position, for finalization and adoption
113 at an upcoming Selectboard meeting.

114

115 **8. Historic General Wait House discussion.**

116 Ms. Decker-Dell'Isola reported that she is working to retain an individual for ongoing repair
117 responses, and that she is attempting to resolve small items as they arise. She also indicated that
118 extermination work has begun.

119

120 The assessment required by the Historic Preservation Trust prior to any funding requests is in
121 motion, but it is taking some time to be able to schedule a visit by one of their preferred
122 assessors. Mr. Shupe and Ms. Decker-Dell'Isola are hoping this can be completed in time for
123 next year's grant cycle.

124

125 Mr. Messer raised the possibility of beginning work on the formation of an oversight committee
126 for the building's operation and maintenance. It was acknowledged that finding volunteers to
127 serve on the committee might be difficult, but agreed that Ms. Decker-Dell'Isola should draft a
128 guideline document for Board review, which will include a vision statement by the Board and an
129 outline of what a committee's responsibilities will include.

130

131 **9. Consent Agenda.**

132 A request for purchasing shelving was removed from the Consent Agenda, as it was no longer
133 pertinent.

134 **MOTION:** *A motion to approve the consent agenda, consisting of the items listed below,*
135 *passed unanimously.*

136

- 137 • Approval of the Minutes of October 24, 2022.
- 138 • Bills Payable and Treasurer's Warrants.
- 139 • Approve SE Group Contract (Bylaw Modernization Grant)
- 140 • Approve Vermont Emergency Management grant application for new AED and maps
- 141 • Approve Assessor Error & Omission request

- 142 • Authorize Clerk to close Town Office between December 26th and December 30th

143

144 **10. Selectboard Roundtable**

145 Mr. Messer reported that he had recently attended a seminar regarding failed wastewater
146 systems; the information gained will help with any future investigations.

147 Mr. Messer asked that other members carefully read the letter from Capital West included in this
148 week's correspondence.

149 Ms. Decker-Dell'Isola explained that Capital West expenses will be included in the Fire
150 Department's budget request, for which a preliminary meeting has been held. Ms. Sullivan has
151 proposed requiring documentation outlining how and when the funding will be used as a
152 condition of putting funds into a reserve account.

153 Mr. Shupe noted that he will be meeting with Library representatives regarding further work to
154 be completed in the park area and related expenses.

155 **11. Town Administrator's Updates**

156 Ms. Decker-Dell'Isola had nothing to add to her written report. The upcoming meeting schedule
157 and budget review logistics were reviewed.

158 **12. Executive Session**

159 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
160 and 1 V.S.A. § 313 (a) (2) [Real Estate] was made by Mr. Curtis. The motion was seconded by
161 Ms. Gonda. All voted in favor.

162

163 The meeting entered Executive Session at 8:02 pm and returned to open session at 8:40 pm

164

165 No further action was taken.

166

167 **III. Other Business**

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

169 **IV. Adjourn**

170 The meeting adjourned at 8:40 pm.

171 Respectfully submitted,

172 Carol Chamberlin, Recording Secretary