

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, November 13, 2023
6:30 P.M.

Please see note below for access

I. Call to Order: 6:30 P.M.

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public forum. (5 +/- min.)
3. Skatium request for tax exempt article on Town Meeting warning (10 +/- min.)
4. Mad River Path Updates
 - a. Consider Section 1111 application for recreation path Route 100 northern crosswalk near Irasville Commons (10 +/- min.)
 - b. Consider updated request for support of the Mad River Path Route 100 proposed scoping study (15 +/- min.)
5. General Wait House Discussion
 - a. Consider action on 2021 General Wait House Report (5 +/- min.)
 - b. Consider appointments to the General Wait House Commission (5 +/- min.)
 - c. General Wait House Commission initial Work Plan discussion (10 +/- min.)
6. Consider donated Fair Grounds parcel tax payment for remainder of FY24 (10 +/- min.)
7. Consent Agenda:
 - a. Consider approving the Minutes of 10/23/23
 - b. Bills Payable and Treasurer's Warrants
 - c. Authorize staff to submit Central Vermont Economic Development Corporation Regional Project Priority List application
 - d. Approve Waitsfield Elementary ARPA allocation for lighting updates and direct staff to execute a final agreement accordingly
8. Selectboard roundtable. (10 +/- min.)
9. Town Administrator's updates. (5 +/- min.)
10. Executive Session
 1. 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
 2. 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]

III. Other Business.

1. Correspondence/reports received.

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.

ALL TIMES ARE APPROXIMATE

Waitsfield Town Administrator's Report

November 13, 2023

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II. REGULAR BUSINESS.

Item II.3. Skatium request for tax exempt article on Town Meeting warning

The Skatium would like voters to consider their request for property tax exemption at Town Meeting 2024. They can go through the process of preparing a petition for signature by five percent of the voters of town, to be submitted by January 18, 2024, in order to include the item on the Town Meeting warning for a vote, or the Selectboard can take action to include the item on the ballot without need for a petition.

32 V.S.A. § 3840 establishes that for societies associated for a charitable purpose who own their real estate that is used exclusively for that purpose, such real estate may be exempted from taxation, either in whole or in part, for a period not exceeding ten years, if the town so votes. The full text of the statute [can be found here](#).

Ben Service with the Skatium will be present on Monday night to answer any additional questions the Board might have. He has confirmed that the Skatium is a registered 501(c)3. The Skatium parcel is 5.42 acres, is located at 40 Slow Road, and owes \$1,162 in FY24 total taxes (half of this has already been paid for this fiscal year).

Recommendation:

Consider a motion to include voter consideration of the Skatium parcel (99146.001) tax exemption on the 2024 Town Meeting warning.

Item II.4. Mad River Path

a. Consider Section 1111 application for recreation path Route 100 northern crosswalk near Irsaville Commons

At their meeting on February 23, 2023, the Selectboard authorized staff to dedicate time to work with Mad River Path to explore the options for a northern crosswalk connection for the recreation path associated with the VOREC funded Mad River Recreation Center. Annie has met with Misha Golfman, Executive Director of the Mad River Path, to explore options for a crosswalk location, and both have also met onsite with VTrans staff to explore the site and receive feedback. Misha has prepared a Section 1111 application for submittal to VTrans for the selected crosswalk location in front of Irsaville Commons. Misha will attend to answer any additional questions the Selectboard might have about this crosswalk location. Misha has worked with adjacent property owners to secure agreements for the segments of the path that impact private property. The Town and Mad River Path have also officially received a permit from VTrans for the trail crossing that will serve as the southern trail crossing for this path project.

The application form and project narrative, including a site plan, are enclosed for the Selectboard's

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Recommendation:

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Consider a motion to authorize the Town Administrator to submit the Section 1111 application to VTrans for the proposed Mad River Path Recreation Path crosswalk located in front of Irsaville Commons.

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b. Consider updated request for support of the Mad River Path Route 100 proposed scoping study.

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At their meeting on October 9th, the Selectboard considered a presentation from the Mad River Path to participate in a Scoping Study to explore the opportunities for a transportation path along the Route 100 corridor, including a request for \$4,000 to participate in the study. The same request was to be made to Warren, Fayston, and Moretown. The Selectboard considered the request and discussed the project, but ultimately held off on making a final decision until more members of the Board were present to consider the request as well. Misha will bring back an update on where the project stands and answer any additional questions the Board has about the project as proposed. Misha has also provided a memo with project updates, enclosed.

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Recommendation:

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Consider a motion to provide a letter of support to the Mad River Association as part of their Transportation Alternative Program Grant Application for a Scoping Study for a Route 100 multi-use path and provide a financial match of \$4,000 conditioned on the participation of the Towns of Fayston, Warren, and Moretown.

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Item II.5. General Wait House Discussion

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a. Consider action on 2021 General Wait House Report

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In 2021, the Selectboard formed a committee to provide a recommendation of how to proceed with use and management of the Wait House. The committee delivered a report in December 2021 which [can be found here](#). The possible courses of action considered included (1) restoration/repair and continuation of current uses, (2) restoration/repair and expansion of current uses, and (3) alternative ownership, management, and use of the property including the main house and other structures onsite. The committee ultimately recommended a version of course of action 2, with a majority of the committee supporting repair/restoration of the main house and shed and exploring options for renovating the barn spaces for adaptive reuse. Additionally, the committee unanimously did not support the Town selling the building and supported the creation of a town-designated independent entity that could oversee, “the details of repairs and restoration projects, and oversee ongoing facility management of this community resource with so much unrealized potential.” A decision tree summarizing the recommendation included within course of action 2 can be found on [page 11 of the report here](#). The Selectboard has discussed all of these options, and has indicated support of course of action 2, but it would be helpful to proceed with General Wait House planning if the Board took official action to pursue Course of Action #2 as identified in the General Wait House Committee Report. This will provide a roadmap for the newly created General Wait House Commission to follow, and also provide some assurance that it is not the Selectboard’s intent to pursue sale of the Historical General Wait House at this time.

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Recommendation:

Consider a motion to pursue Course of Action #2 as identified in the General Wait House Committee December 2021 report.

b. Consider appointments to the General Wait House Commission

At their meeting October 23rd, the Selectboard adopted bylaws for the creation of a General Wait House Commission to oversee both the short- and long-term maintenance needs of the building. A copy of the final adopted bylaws is enclosed. An ad was put in the Valley Reporter and shared on Front Porch Forum and Facebook for membership and letters of interest are enclosed in the Selectboard packet for review from AnnMarie Harmon, Gib Geiger, Lois DeHeer, Martin DeHeer, and Kathy Mehuron. In addition, the upstairs rent paying tenants of the General Wait House (MRV Planning District, Mad River Path, Friends of the Mad River, and Beth Kendrick) have requested that they be allowed a “tenant’s seat” on the commission. The tenants have been getting in the habit of meeting weekly for lunch to discuss what needs they might have. If they had a seat on the commission, it would enable them to share the responsibility of participating in meetings of the commission and would receive only one vote collectively in Wait House Commission decisions. The Board can also continue the commission appointment discussion in executive session before a final decision is made if that is helpful.

Recommendation:

Consider a motion to appoint AnnMarie Harmon, Gib Geiger, Lois DeHeer, Martin DeHeer, Kathy Mehuron, and a General Wait House tenant representative seat to the General Wait House Commission for one-year terms through March 2024 when appointments will be reconsidered with all other commission and board appointments.

c. General Wait House Commission Initial Work Plan discussion

The Selectboard can consider an initial GWH Commission work plan discussion at this meeting, or request that the members of the newly appointed commission attend an upcoming Selectboard Meeting to ensure all who want to attend are present. Immediate needs to be discussed are pest control, roof planning, tree trimming, and capital planning.

Recommendation:

Have an initial work plan discussion or determine a future meeting date when this would be appropriate.

Item II.6 Consider donated Fair Grounds parcel tax payment for remainder of FY24

At their meeting on October 23rd, 2023, the Selectboard made a motion to accept the donation of the 110 acre “Fairgrounds” parcel, parcel #99190.000 from an anonymous donor under the name of “Fair Grounds LLC.” This is a significant acquisition for the Town as the land abuts the Wu Ledges Town Forest. The Board understood upon accepting the donation that the remainder of FY24 taxes due on the parcel would become the responsibility of the Town (totaling \$9,098.46). The Board can consider pulling these funds from the Town’s municipal ARPA funds (\$208,702 of \$506,081 remains unallocated). Additionally, the Selectboard could consider pulling the funding from the Conservation Reserve Fund which received a

138 \$20,000 allocation as part of they F24 budget and has a total current balance of \$65,169 not including the
139 FY24 allocation.

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141 ***Recommendation:***

142 *Consider a motion to pay the remaining \$9,098.46 FY24 taxes for parcel #99190.000 from the*
143 *Conservation Reserve Fund.*

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145 Item II.7. Consent Agenda

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147 *Any member of the Selectboard may request that an item be removed from the consent agenda for any*
148 *reason and the Chair will decide where on the regular agenda the item will be placed for further*
149 *discussion and potential action, otherwise a single motion is all that's needed to approve the identified*
150 *consent agenda items.*

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152 a. Consider Approving the Minutes of 10/23/23

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The minutes are pending.

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155 b. Bills Payable and Treasurer's Warrants

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Warrants will be emailed before the meeting and available for review in person at the
157 meeting.

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159 c. Authorize staff to submit Central Vermont Economic Development Corporation Regional
160 Project Priority List application

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Each year, Central Vermont Economic Development Corporation (CVEDC), with its
162 regional partner Central Vermont Regional Planning Commission, asks businesses,
163 nonprofits, and municipalities in the region to submit the projects they are working on that
164 contribute to economic development in the region to be included on their Regional Project
165 Priority List. A committee will review, rank, and create a list of the top ten ranked projects
166 for the Agency of Commerce and Community Development (ACCD) to review and keep
167 in mind as funding decisions are made throughout 2024. Inclusion on this list could help
168 unlock additional funding sources for the proposed wastewater project and staff requests
169 that the Selectboard authorize submittal of an application by the November 21st deadline.
170 Information about the program, including the application form, [can be found here](#). Staff
171 attended an information session about the program on Wednesday, November 8th. There is
172 no financial match associated with the priority list, however future funding opportunities
173 would warrant future discussion and grant requests.

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175 d. Approve Waitsfield Elementary ARPA allocation for lighting updates and direct staff to
176 execute a final agreement accordingly

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On February 13th, the Selectboard reviewed the projects recommended by the ARPA
178 Committee for allocation. The Board directed staff to execute agreements and proceed
179 with all of the projects as presented but requested additional detail on the Waitsfield
180 Elementary lighting upgrade project before proceeding with a final agreement and issuance
181 of funds. WEM has followed up with additional details which are enclosed. If the Board

182 finds this information sufficient, staff will execute an agreement with WEM for the project
183 as proposed for a total amount of \$15,000. This allocation has been included in all
184 allocation totals reviewed to date and does not change the ARPA funds remaining as
185 presented at the 10/23 meeting.
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187 Item II.9. Town Administrator's Updates

188 **1. Meeting Schedule**

189 A first draft of the FY24 budget is expected for review at the 11/27 Selectboard meeting with
190 further review at the 12/4 and 12/18 meeting. The Town of Fayston has contacted staff about the
191 joint Waitsfield/Fayston Selectboard meeting to review both the final proposed Waitsfield Fayston
192 Fire Department budget as well as the Winter Road Agreement. Fayston has requested that
193 Waitsfield join them at one of their regular meetings this year as the past few years Fayston has
194 joined Waitsfield at our regular meeting. Fayston has requested that we join them at their
195 Tuesday, December 12th meeting. The Board should confirm if that date would work for them and
196 if so, would they choose to consider skipping the 12/4 Waitsfield meeting.
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198 **2. Planning Commission Updates**

199 Alice Peal, Planning Commission Chair, has submitted a Planning Commission updates memo for
200 the Selectboard's review, enclosed. If the Board has any questions they can reach out to Alice or
201 JB Weir. The update includes updated proposed meeting dates for the Bylaw Modernization
202 project.
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204 **3. Municipal Planning Grant submitted**

205 The MPG team has submitted the FY24 grant application for wetland mapping. A copy of the
206 application is enclosed if the Board would like to review the final project. Also included are
207 letters of support from Lawsons, Friends of the Mad River, the MRV Chamber of Commerce, the
208 MRV Housing Coalition, and the MRV Planning District. Special thanks again to Joshua
209 Schwartz with MRVPD as well as JB Weir and AnnMarie Harmon for their work on this
210 application.
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212 **III. OTHER BUSINESS**

213 Item III.1. Correspondence/Documents/Reports received

214 a. None received to date

Narrative Sheet

Irasville Village Proposed Pedestrian Crossing, Town of Waitsfield Mile 2.84

The proposed Pedestrian Crossing is located between the Irasville Common Condominium Association Driveway and the entrance to Mad River Green through the Brother's Construction Company Property. The crossing will connect the existing section of Mad River Path with the newly created Path section, completing a continuous connection from Rec Hub and Welcome Center to downtown Irasville and beyond to the village of Waitsfield.

The applicant will install ADA-compliant truncated domes on either side of the Pedestrian Crossing, where it meets VT-100, on small concrete landing pads that will be constructed at the intersection of the sidewalk and the state highway on the West side, and at the edge of the highway pavement on the East side. The crossing will be located at the South side of the Irasville and Mad River Green entrances. On the West side, the path is paved and starts at five feet wide, gradually narrowing to 4 feet, due to existing constrictions. On the East side, the Path crosses the Irasville Common Drive via the Town-Installed crosswalk and continues along the cemetery fence as an aggregate-surfaced 5-foot wide path.

The state will install the necessary signs. Signs will consist of pedestrian symbol signs (W11-2) with down arrows, at the crossing. For the southbound approach, we have an existing advance ped crossing warning assembly but may modify that slightly, to be determined by VTrans.

The path to the east of the Proposed Crossing connects the Irasville Village with the Rec Hub, Visitors Center, and Pedestrian/bike bridge across Mill Brook. The path to the west of the Proposed Crossing connects to the Hosford Heart of the Valley trail and boardwalk and the sidewalks in the Waitsfield Village. The path is open to pedestrians and bicyclists.

Site Map:



PERMIT ID# _____
 AMOUNT PAID _____
 CHECK # _____
 RECEIVED DATE _____
 ACCEPTED BY _____

**VERMONT AGENCY OF TRANSPORTATION
 State Highway Access and Work Permit**

FEE SCHEDULE

The applicant shall pay the applicable administrative processing and application review fee by submitting a check made payable to the “**State of Vermont**” to the following address:

Vermont Agency of Transportation
 Development Review and Permitting Services Section
 Barre City Place
 219 N. Main Street
 Barre, VT 05641

Municipal and State projects are **not** exempt from fees. Nonprofit organizations and companies are **not** exempt from fees. **Fees are not refundable.** Revisions and time extensions are free.

The Agency reserves the right to return an application that is incomplete, inaccurate or does not meet the requirements for a VSA, Title 19, Section 1111 Permit. The Agency may require an applicant to submit additional information that the Agency considers necessary in order to make a decision on the permit request. Calculate the fee using the table below (only **one** fee per permit)

Residential or Agricultural	\$0
Utility Installations	\$100
Minor Commercial Developments	\$250
Major Commercial Developments	\$2,500
Annual Utility Permits	\$500

Notes:

1. “Residential or Agricultural” means accesses serving a single-family home, a duplex residence, or a logging or field access for agricultural use only. Three or more dwelling units are considered a “Minor” or “Major” Commercial Development.” **All** land subdivisions are considered either “Minor” or “Major Commercial Development”;
2. “Utility Installations,” include each direct connection to the State highway storm water system;
3. “Minor Commercial Developments” means a commercial development for which the Agency does not require the applicant to submit a traffic impact study. Resurfacing or reconstructing an existing commercial access is considered a Minor Commercial Development;
4. “Major Commercial Developments” means a commercial development for which the Agency requires the applicant to submit a traffic impact study (in any case involving an access permit for a development contributing 75 or more peak hour trips to State highways based upon latest trip generation guidance by Institute of Transportation Engineers);
5. “Annual Utility Permits” are the Routine Maintenance and Emergency Repair Permits;
6. There exist other types of permits for which a fee is **not** required. Examples of these types of permits are; temporary traffic control signage, survey or boring work, sidewalks, installation of traffic counting devices, trailer-mounted or permanent speed radar feedback signs and regrading of a roadside ditch;
7. **Any questions please call the Permitting Services Office at (802) 279-1152**

PERMIT ID# _____

FOR AGENCY USE ONLY

Town: _____
Route: _____
Mile Marker: _____
Log Station: _____

VERMONT AGENCY OF TRANSPORTATION
State Highway Access and Work Permit

Owner's/Applicant's Name, Address, E-mail & Phone No. _____

Co-Applicant's Name, Address, E-mail & Phone No. (if different from above) _____

The location of work (town, highway route, distance to nearest mile marker or intersection & which side) _____

Description of work to be performed in the highway right-of-way (attach plan) _____

Property Deed Reference Book: _____ Page: _____ (only required for Permit Application for access)

Fee \$ _____ (fees do not apply for residential or agricultural purposes)

Is a Zoning Permit required? Yes No - If Yes, # _____

Is a 30 VSA § 248 permit required? Yes No - If Yes, # _____

Is an Act 250 permit required? Yes No - If Yes, # _____

Other permit(s) required? Yes No - If Yes, name and # of each _____

Date applicant expects work to begin _____ 20 ____

Owner/Applicant: _____ Position Title: _____
(Print name above)

Sign in Shaded area:		Date:	
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Co-Applicant: _____ Position Title: _____
(Print name above)

Sign in Shaded area:	<i>Misha Bulfin</i>	Date:	
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INSTRUCTIONS: -Contact the Development Review and Permitting Services Section (802.636.0037) or your local area Transportation Maintenance District Office to determine your issuing authority. The issuing authority will determine what plans, fee and other documents are required to be submitted with your Vermont Statutes Annotated, Title 19, Section 1111, permit application request.

- Original signatures are required on an original Form. The Owner/Applicant and Co-Applicant (if applicable) declares under the pains and penalty of perjury that all information provided on this form and submitted attachments are to the best of their knowledge true and complete.

FEE: -See **Fee Schedule** for applicable administrative processing and application review fee.

PERMIT APPROVAL

The work is subject to the restrictions and conditions on the reverse page, plus the Special Conditions stated on the attached page(s).

Date work is to be completed _____ Date work accepted: _____

By _____ Issued Date _____
Authorized Representative for Secretary of Transportation
By: _____ DTA or Designee

NOTICE: This permit covers only the Vermont Agency of Transportation's jurisdiction over this highway under Vermont Statutes Annotated, Title 19, Section 1111. It does not release the petitioner from the requirements of any other statutes, ordinances, rules or regulations. This permit addresses only access to, work within, and drainage affecting the state highway. It does not address other possible transportation issues, such as access to town highways, use of private roads, and use of railroad crossings. If relevant to the proposed development, such issues must be addressed separately.

No work shall be done under this permit until the owner/applicant has contacted the District Transportation Office at:

Applicant to Complete

RESTRICTIONS AND CONDITIONS

DEFINITIONS:

"Agency" means the Vermont Agency of Transportation (a/k/a VTrans).

"Engineer" means the authorized agent of the Secretary of Transportation.

"Owner/Applicant" means the party(s) to whom the permit is to be issued.

"Co-Applicant" means the party who performs the work, if other than Owner/Applicant or a secondary Owner/Applicant under a joint permit application.

"Permit Holder" means the party who currently owns the lands abutting the highway that are the subject of the permit.

GENERAL:

By accepting this permit, or doing any work hereunder, the Owner/Applicant agrees to comply with all of the restrictions and conditions and any imposed special conditions. If the Owner/Applicant is aggrieved by the restrictions and conditions or special conditions of the permit, they shall submit a written request for consideration to the Engineer within 30-days of permit issuance and prior to starting any work. No work will be authorized by the Agency, or performed under the permit, until the dispute is fully resolved.

Vermont Statutes Annotated, Title 30, Chapter 86 ("Dig Safe") requires notice to Dig Safe before starting excavation activities. The Permit Holder or his/her contractor must telephone Dig Safe at 811 at least 48 hours (excluding Saturdays, Sundays and legal holidays) before, but not more than 30 days before, starting excavation activities at any location. In addition, please note that the Agency and many municipalities are not members of Dig Safe and will need to have their utility facilities investigated with due diligence prior to starting excavation activities in or on the State Highway right-of-way.

The Permit Holder is to have a supervisory representative present any time work is being done in or on the State Highway right-of-way. A copy of this permit and Special Conditions must be in the possession of the individual performing this work for the Permit Holder.

Except with the specific, written permission of the District Transportation Administrator, all work in the State Highway right-of-way shall be performed during normal daylight hours and shall cease on Sunday, on all holidays (which shall include the day before and the day following), during or after severe storms, and between December 1 and April 15. These limitations will not apply for the purposes of maintenance, emergency repairs, or proper protections of the work which includes, but not limited to, the curing of concrete and the repairing and servicing of equipment.

The Owner/Applicant shall be responsible for all damages to persons or property resulting from any work done under this permit, even if the Applicant's Contractor performs the work. All references to the Owner/Applicant also pertain to the Co-Applicant.

The Owner/Applicant must comply with all federal and state statutes or regulations and all local ordinances controlling occupancy of public highways. In the event of a conflict, the more restrictive provision shall apply.

The Owner/Applicant must, in every case where there is a possibility of injury to persons or property from blasting, use a pre-approved Blasting Plan. All existing utility facilities shall be protected from damage or injury.

The Owner/Applicant shall erect and maintain barriers needed to protect the traveling public. The barriers shall be properly lighted at night and must be MUTCD (Manual on Uniform Traffic Control Devices) compliant.

All temporary and permanent traffic control measures and devices shall be MUTCD compliant.

The Owner/Applicant shall not do any work or place any structures or obstacles within the State Highway right-of-way, except as authorized by this permit.

The Owner/Applicant may pay the entire cost of the salary, subsistence and traveling expenses of any inspector appointed by the Engineer to supervise such work.

The Engineer may modify or revoke the permit at any time for safety-related reasons, without rendering the Agency or the State of Vermont liable in any way.

In addition to any other enforcement powers that may be provided for by the law, the Engineer may suspend this permit until compliance is obtained. If there is continued use or activity after suspension, the Engineer may physically close the work area and take corrective action to protect the safety of the highway users.

The Permit Holder shall be responsible to rebuild, repair, restore and make good all injuries or damage to any portion of the highway right-of-way that has been brought about by the execution of the permitted work, for a minimum period of eighteen (18) months after final inspection by the District.

Any approved variance from the permitted plans is to be recorded on "as-builts" with copies provided to both the Chief of Permitting Services and the District Transportation Administrator.

ACCESS:

This permit (if for access) does not become effective until the owner/applicant records in the office of the appropriate municipal clerk, the attached "Notice of Permit Action"

As development occurs on land abutting the highways, the Agency may revoke a permit for access and require the construction of other access improvements such as the combination of access points by adjoining owners.

Under Vermont Statutes Annotated, Title 19, Section 1111, no deed purporting to subdivide land abutting a state highway can be recorded unless all the abutting lots so created are in accordance with the standards of Section 1111.

The Permit Holder acknowledges and agrees that neither this permit nor any prior pattern of use creates an ownership interest or other form of right in a particular configuration or number of accesses to or through the highway right-of-way, and that the right of access consists merely of a right to reasonable access the general system of streets, and is not a right to the most convenient access or any specific configuration of access.

DRAINAGE:

The Owner/Applicant shall install catch basins and outlets as may be necessary, in the opinion of the Engineer, to preclude interference with the drainage of the state highway. Direct connections shall not be allowed without written approval.

UTILITY WORK; CUTTING AND TRIMMING TREES:

The Owner/Applicant shall obtain the written consent of the adjoining owners or occupants or, in the alternative, an order from the State Transportation Board in accordance with, Vermont Statutes Annotated, Title 30, Section 2506, regarding cutting of or injury to trees.

In general, all utilities shall be located adjacent to the State Highway right-of-way boundary line and shall be installed without damaging the highway or the highway right-of-way. No pole, push-brace, guy wire or other aboveground facilities shall be placed closer than 10 feet to the edge of traveled-way. If the proposed utility facilities are in conflict with the above, each location is subject to the approval of the Engineer.

Poles and appurtenances shall be located out of conflict with intersection sight distance, guardrail, ditches, signs, culverts, etc.

Where the cutting or trimming of trees is authorized by permit, all debris resulting from such cutting and trimming shall be removed from the State Highway right-of-way.

Open cut excavation for highway crossings is NOT the option of the Applicant, and may be utilized only where attempted jacking, drilling, or tunneling methods fail or are impractical. The Owner/Applicant shall obtain an appropriate modification of the highway permit from the Engineer before making an open cut.

JOINT PERMITS:

A joint permit application is required when more than one party will be involved with the construction, maintenance, and/or operation of the facility being constructed under this permit. Examples include, but are not limited to, joint ownership or occupancy of a utility pole line and construction of a municipal utility line by a contractor. Both utility companies, and in the second case, the municipality and the contractor, must be joint applicants.



VT 100 Multi-Use Path Progress Report

- Legislative Support from State and Federal Delegations
- Data Base of 320 Landowners along VT-100 corridor

- **Waitsfield Alignment:**

2023 Waitsfield Town Plan, Transportation Section, Policies, pg. 8-13,

8.F-13 - Continue to support the creation of an integrated walking path network—through acquisition, easements, landowner agreements, or other approaches— linking Waitsfield Village and Irasville with Mad River Valley schools, the village centers of Warren to the south and Moretown to the north, and other community centers and resources, including the Lareau Swimhole, Skatium, and Harwood Union Middle and High School, as part of the transportation and recreation plan for Waitsfield and the Mad River Valley. The 2016 MRV Moves Active Transportation Plan should be used for guidance when developing this network. To this end, the efforts of the Mad River Path Association are strongly endorsed. An off-road path along Route 100 and the Mad River are a priority.

- **VTrans on Board:**

Bike and Pedestrian Program, Transportation Alternatives Program, Rail Trails Program, Sustainability Division, District VI

- **Path alignments:**

Connect villages of Warren, Irasville, Waitsfield, Fayston and Moretown; Terminate at Cross VT Trail; Align with Velomont Trail Corridor; Align with VT 100 Alternative Fuel Corridor

- **Scoping Study:**

- o CVRPC has agreed to be an applicant and fiscal agent for the Transportation Alternatives Scoping Study Grant (*December 8, 2023 application deadline*)
- o MRV Planning District will provide technical support
- o The Scoping Study grant is between 60 and 70K ; 20% local match (\$4K per municipality) is required; funds will be needed in the second half of 2024
- o The town of Warren approved their local match on 10/25
- o The Town of Moretown approved their local match on 11/6

The Ask:

This is a valley-wide project of high consequence and the direct implementation of the 2016 MRV Moves Active Transportation Plan and 2023 Waitsfield Town Plan

Therefore, I am requesting that the Town of Waitsfield provide a letter of support and allocate \$4000 for the Scoping Study of the VT 100 Multi-Use Path

Town of Waitsfield The General Wait House Commission

I. NAME

This body shall be known as the Town of Waitsfield “**General Wait House Commission.**”

II. PURPOSE

To support the Town in maintaining and preserving the General Wait House for posterity, to benefit the residents and visitors to Waitsfield.

III. DURATION

The **General Wait House Commission** shall exist upon formation by a positive vote of the Waitsfield Selectboard at a duly warned Selectboard meeting and until dissolved by a positive vote of the Waitsfield Selectboard at a duly warned Selectboard meeting.

IV. DUTIES AND FUNCTIONS

General Wait House Commission shall;

1. Recommend policies for the uses of, and day-to-day management and maintenance of, the General Wait House property to the Selectboard. This includes proposed lease terms, proposed uses of the house offices and common areas, barns, and grounds, and plans for maintenance and repair of the buildings.
2. Coordinate tenant relations, temporary uses of common areas and barns, and minor repairs and maintenance of the buildings, in accordance with approved plans and policies.
3. Recommend a plan and schedule for the long-term maintenance and financial sustainability of the buildings and grounds to the Selectboard, and monitor ongoing progress toward the implementation of that plan and schedule.
4. Research private, state and federal funding opportunities for maintenance and ongoing restoration efforts, and coordinate the solicitation of those resources with Town staff and the Selectboard.
5. Keep Town staff updated regarding the ongoing occupancy, maintenance and status of any repairs or changes to the buildings on a regular basis, and provide an annual report to the citizens of Waitsfield in a timely manner for inclusion in Waitsfield’s Annual Town Report.

V. MEMBERSHIP

No less than five (5) and not more than seven (7) voting members shall be appointed by the Waitsfield Selectboard. Members shall be registered voters of Waitsfield and shall include at a minimum one (1) officer of the Waitsfield Historical Society and one (1) tenant of the General Wait House. Additional members from either group are permitted, however neither should hold a majority of seats.

VI. OFFICERS AND DUTIES

The members shall elect a Chair, Vice Chair, and Secretary. The members shall form two (2) subcommittees, a short-term and a long-term, consistent with paragraph IV above. The Chair shall be a member of each sub-committee and will be the sole liaison to the Selectboard. The Secretary shall work with the Chair to ensure that there is an agenda and minutes for each meeting as per Vermont Open Meeting Law requirements.

VII. MEETINGS

The **General Wait House Commission** is a Town committee and shall comply with Open Meeting Law (OML). The Clerk of the Committee shall be responsible for educating, or coordinating the education, of new Committee members on OML and ensuring that all requirements of this law are observed as it relates to the **General Wait House Commission**.

General Wait House Commission shall decide its own meeting schedule, with an anticipated need for monthly meetings.

As adopted by the Waitsfield Selectboard on October 23, 2023.

October 30, 2023

Hello Annie!

This email is a response to the call for volunteers to be on the General Wait House Commission. Although I am already on a commission, I believe I have the capacity to do both. Bob Cook is an inspiration being on two commissions!

As you know, I have a background in historic preservation. My masters degree from the University of Michigan was in Architecture with a "concentration" in Historic Preservation. Back then, in the 1980's, they didn't use the word "sustainable". My desire for historic preservation came from the thought of "why take down more trees and use up more materials for creating buildings when we can recycle what we already have?" It made a lot of sense to me then as it does now. Being on the commission would give me the opportunity to utilize my training and my 15 years as a licensed architect as well as fulfill my personal goals.

Honestly, I feel that the building has been sorely underutilized and it could be an amazing resource for the town. I have no interest in preserving the barns to be a museum to demonstrate "early homestead life" but to preserve the barns to demonstrate sensitive adaptive reuse. Of course, I would work together as a team player with the commission to achieve our joint goals as I have worked with the Planning Commission.

I am also very interested in fundraising so that we are not relying on tax-payer money for all of the restoration and adaptive reuse. In addition, I have worked with Brad Cook in the past and look forward to perhaps engaging with him more to complete his survey of the building's restoration needs.

Sincerely,

AnnMarie Harmon

October 26, 2023

Good Morning Fred,

I originally attended the SB meeting the other night, to offer up any of my services to help repair things at the Wait house, for free. I wasn't planning on getting involved with another board of sorts. However, once I heard the goals of the future of the Wait House, I am interested, especially if you and Brian Shupe are on board.

Over 40 years as a carpenter/builder, and owning several rental properties in The Valley for the past 20 plus years, I wanted to offer what help I could, to keep the Wait House standing, and not a burden to the town.

At 65 years of age, body parts are wearing out, so at times I'm limited to just what I physically want to do, so I am still working for folks, but I pick and choose the projects. Sue and I are also in a new chapter in our lives with 5 wonderful grandchildren, 7 years old and younger. Three of them live in Waterbury, and we spend lots of time with them now, during the week, and almost a sleepover ever weekend. So, there may be a few meetings that I might not be able to attend, due the grandparent duty, but we can see how that goes.

Thanks again, I'll give you a call soon, and forward this email on the Annie.

Take care Fred,

Gib Geiger



WAITSFIELD HISTORICAL SOCIETY

General Wait House

P. O. Box 816

Waitsfield, VT 05673

Understanding our past is vital as we prepare for the future

October 24, 2023

To: Annie Decker-Dell'Isola
Town Administrator
Waitsfield, VT 05673

Dear Annie,

This letter is to inform you that I, Lois De Heer, President of the Waitsfield Historical Society, do volunteer to be on the General Wait House Commission that you and the Selectboard are in the process of forming.

I started volunteering at the Historical Society in 1999, a few years after we moved to Waitsfield, while I was running my Antique Shop in one of the historic buildings in the Village. In 2013, I became president of the Historical Society and felt privileged to work in another historical building since I closed my shop in 2010.

It is such a pleasure to have learned the history about the Gen. Wait House and to pass it's history on to those who come to visit it. I am very anxious to have it preserved for future generations to learn about.

Sincerely,

Lois De Heer

October 24, 2023

To: Annie Decker-Dell'Isola
Town Administrator
Waitsfield, Vt. 05673

From: Martin De Heer
2483 North Rd.
Waitsfield, VT, 05673

Good Morning Annie,

I am interested in being a member at large for the new General Wait House Commission. I would like to serve as a member at large and on the short term sub-committee. My background, although most of my adult life has been in law enforcement, I also have knowledge of carpentry and a rudimentary electrical knowledge. Also, have owned and managed a historic building on Main St. here in the village as well as owning and restoring one of the oldest farm houses in the valley.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Martin De Heer". The signature is written in a cursive style with a large, sweeping initial 'M'.

Martin De Heer

MKM

Mary Kathleen Mehuron

(802)496-2296 kathym55@gmavt.net PO Box 59 Waitsfield Vermont 05673

November 1, 2023

The Waitsfield Select Board

RE: The Wait House Committee

Dear Town Manager,

I am writing to let you know that I am interested in serving on your newly formed Wait House Committee which I understand will work to repair and maintain the historic building. Built by our town's founder, General Benjamin Wait in 1793, the structure is our base line for our settlement's history. Two years ago I retired from the classroom teaching of math and science and became a full time writer. It was then I evaluated where I was most interested in serving my community with my varied skills and more flexible schedule. History—a subject that I was never good at before—suddenly fascinated me. The fact that Jonathan Mehuron left the Revolutionary War and came to Vermont, still a teenager, two and a half centuries ago was a mind boggling fact that then felt like a responsibility.

I attach my professional resume; a quick perusal will surely demonstrate that I am kind of a handy person to have around. However, I also want to be transparent about my need for remote attendance, such as Zoom, for the second half of November and January until the end of April. In addition, I've just been added to the board of the Rural Resource Commission. I also serve on the board of Mad River Mentors and am President of Take Me Back Inc. whose mission is to raise awareness of and money for individuals and organizations that want to showcase the history of the Mad River Valley. I assume these are facts that you will want to take into account as you consider candidates for this committee.

Good luck with your selection process!

Mary Kathleen Mehuron

Mary Kathleen Mehuron, M.Ed
Post Office Box 59
Waitsfield, VT 05673
(802) 496-2296
kathym55@gmavt.net

Books and Writing

- Published the novel, *Fading Past*, 2015 Éclair Press
- Published the novel, *The Opposite of Never*, 2018, SparkPress
- Was accepted into the first and only Ultimate Novel Writing Course of Jericho Writers. An entire novel complete with PR materials was expected in one year's time. This proved overly ambition for many and the class was altered. But I did it!
- The Belonger, a novel*, was published on She Writes Press/SparkPress June 21, 2023.
- My 4th novel, *S.Beach Drag*, is being considered by the Ethan Ellenberg Agency in New York City.
- Weekly Column for The Valley Reporter Newspaper called *Take Me Back*.
- Take me Back was grown into a nonfiction book, *Take Me Back: An Anecdotal History of the Mad River Valley*, in part through a grant by the Vermont Arts Council. It was launched June 21, 2023 and sold out in three weeks.
- President and founder of *Take Me Back Inc. a 501(c)(3) nonprofit* to raise awareness about and money for projects that showcase the history of the Mad River Valley.
- Proud to be admitted to the Graduate Writing Program of **Savannah College of Art and Design**.
- This month I will pilot a five week writing program to benefit **Mad River Valley Arts**.

Education

Milwaukee Area Technical College. Milwaukee, WI. Photographic Engineering.

University of Oregon. Eugene, OR. Bachelor of Science. Science certification.

William Patterson College. Wayne, NJ. Graduate courses completed to obtain
Mathematics certification.

University of Vermont. Was awarded a grant to study the core graduate courses for the
L.D. concentration.

Saint Michael's College. Master of Education Degree. Self designed to address the way students learn Mathematics.

62 Additional Graduate Credits, Recertification Credits and Related Trainings Including: Math Portfolios, Special Education, Connected Math, MathScape, IMP, TI-83, Middle Level, Writing Across the Curriculum, Reading Across the Curriculum, Science and STEM, Technology in Education 2016, School to Work, Service Learning, Real Enterprises (Building Entrepreneurial Skills Workshop), the Circle of Courage, Outdoor, Personal Computer Applications, Mac Computer Applications, Construction Using Geometry, Art and Math, Advanced Algebra II/Trigonometry, *Introduction to Online Teaching*, Blackboard and EDU 2.0, Common Core, Solving Problems in Mathematics, The Latest Technology for Students. Jericho Writers: Novel Writing year long course. Graduate Student at the writing program for Savannah College of Art and Design.

Teaching Certifications Held

2-11 (7 to 12 **Mathematics**)

2-13 (7 to 12 **Science**)

4-19 (5 to 9 **Middle Grades in Math and Science**)

Generalist- Middle Level Education

****Highly Qualified** in all the above certifications.

Professional Leadership

- Developed new Curriculum in every position that I have held.
- Lead teacher in Middle Levels.
- Taught district wide Teacher Trainings.
- District Math and Science Committees.
- 21st Century Skills and GMVS Learning Outcomes.
- Statistics Committee for recertification.

Most Recent Positions

- **Full Time Author for 8 years.**
- 2016 to 2021: Owner/Administrator/Teacher of Aspire Learning Community in Waitsfield, Vermont. Published author of the novels *Fading Past* and *The Opposite of Never*.

- 2009 to 2019: **Green Mountain Valley School**, Waitsfield, VT. 7th, 8th Grade Math, Algebra I, Geometry *Connected Math*, Original Integrated Math Units, Integration with Science, Art and Writing projects. Math tutoring at all levels.
- 2006 to 2009 **Community Colleges of Vermont**, Created and piloted the *Access to Success Program*. Professor of Mathematics, College Algebra and Basic Mathematics.
- Wrote and taught a six credit integrated summer Math and Physics program for Montpelier High School Juniors and seniors. Long term substitute Math position at Harwood Union High School. Developed real estate in New Mexico. Launched Art by Design- small business.
- **1996 to 2006. U32 Junior/Senior High School. Teacher of Mathematics, Science, Service Learning** for off-site Alternative Program. Home school coordination and on the job mentor coordination. Extensive trail work and projects for habitat for humanity. I then moved to 7th grade.

Middle Level Math included 7th and 8th *Connected Math* and *MathScape*.

Wrote the program for middle school that raised the 7th and 8th grade student's ability to meet Vermont Standards and *Grade Level Expectations*.

Lead teacher of all middle school Math teachers.

- Active member of the District Math Committee, NEASC Recertification Committee and *Responsive Classroom Committee*.
- Teamed daily with 7th grade team and Special Educators.
- Developed a two-year looping curriculum for both Science and Math.
- Lead a district wide training on Personal Learning Plans and Coordination.

Before coming to Vermont taught at:

George Washington Middle School. Ridgewood, N.J. 6th and 7th Grade Life Sciences. 8th Grade Physical Science, 6 Grade Math. Ballet instructor and Choreographer for school plays.

- *Curriculum Director of 6th, 7th and 8th Grade Science Programs.*

Also:

Full time mother of three sons and volunteer for their schools and activities.

Math, Science and Music tutor. Teacher of Dance. Part time musician, singer, publicity/promotion/booking agent, and photographer. Advocate and counselor for women and children's organizations.

Harwood Union High School. Moretown, VT. Teacher of 7th, 8th, 9th and 10th Grade Math. Choreographer of the Spring Musical.

Barre Town School. Teacher of 7th Grade Math, Science, Social Studies and 8th Grade Math.

Other: Flight Attendant for international airline, Owner/Operator of Country Inn, Real Estate, Professional Singer and Musician, Professional Artist.

Areas of Interest

Travel, Painting, Hiking, Digital Arts and Mixed Media, Music, Photography. Writing.

1 **TOWN OF WAITSFIELD, VERMONT**

2 **Selectboard Meeting Minutes**

3 **Monday, October 23, 2023**

4 **Draft**

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

8 Members Present: Jordan Gonda, Fred Messer, Brian Shupe, Christine Sullivan

9 Staff Present: Randy Brittingham, Town Treasurer; Annie Decker-Dell'Isola, Town Administrator;
10 JB Weir, Planning and Zoning Administrator

11 Others Present: Lois DeHeer (Historical Society), AnnMarie Harmon (Planning Commission), Gib
12 Geiger, Anthony Italiano (MRTV), Chris Loomis (Conservation Commission), Mary Simmons

13
14 **II. Regular Business.**

15
16 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA 312(d)(3)(A).**

17 A request for the closing of Loop Road for Halloween was added to the agenda.

18
19 **2. Public Forum.**

20 Nobody requested time to address the Board.

21
22 **3A. Consider road closure request.**

23 Mary Simmons was present to request that the Board approve closure of the Loop Road for
24 Halloween from 5 pm to 7 pm as it has been in previous years; she confirmed that she will
25 notify the Sheriff's Office and put up road closure signs as has been the practice. Parking will be
26 provided at the Waitsfield Telecomm lot, and the plans are to have two jitneys transporting
27 people along the road.

28
29 **MOTION:** *Mr. Shupe made a motion to approve the closure of Loop Road from 5 pm to 7 pm on*
30 *October 31, 2023. The motion was seconded by Mr. Messer. All voted in favor.*

31
32 **3B. Consider Planning Commission Municipal Planning Grant application request.**

33 AnnMarie Harmon provided information regarding the Planning Commission's work to submit
34 an application for a Municipal Planning Grant (MPG), the intent of which is to investigate the
35 Irasville area's wetlands and determine how they might be enhanced or enlarged, which in turn
36 might create more potential for development within the Irasville District. Mr. Weir explained
37 that this project may encompass two MPG cycles, with the subsequent work focused more on
38 visioning for Irasville, once the wetland studies have been completed. He noted that Shannon
39 Morrison, a State Wetlands Ecologist, is supporting this wetland work as a potential pilot
40 project for other towns. Ms. Harmon and Mr. Weir also indicated that the work would place an
41 emphasis on community engagement, that Fayston has indicated a willingness to join in a
42 consortium grant application (which allows for a higher limit on the amount requested), and
43 that an RFP would be published before selecting a consultant for the project. The full duration
44 for this work is planned to be from two to four years.

45
46 **MOTION:** *Mr. Shupe made motion to approve the submittal of the Municipal Planning Grant*
47 *Consortium Grant Application with the Town of Fayston for Irasville Master Planning and*

48 *analysis of potential wetland enhancement and expansion, with matching funds to come from*
49 *the Planning Commission budget line, and to pass the FY24 Municipal Resolution for Municipal*
50 *Planning Grant as presented. The motion was seconded by Mr. Messer. All voted in favor.*

51

52 **4. Waitsfield Fayston Volunteer Fire Department reserve request.**

53 Ms. Decker-Dell'Isola explained that this is a one-time request for cleaning of equipment, as the
54 extractor has not yet been installed. If there is a level of fire activity that requires another
55 cleaning before that installation is complete, there would be another cleaning request
56 submitted. She confirmed that Fayston has indicated a willingness to cover their 40% share of
57 this cost. Ms. Decker-Dell'Isola also noted that an RFP for the installation of the extractor has
58 been published.

59

60 **MOTION:** *Mr. Messer made a motion to approve an allocation of \$1,980 for the enclosed*
61 *RedLine fire gear cleaning quote, to come from the Fire Department Building & Equipment*
62 *Reserve. The motion was seconded by Mr. Shupe. All voted in favor.*

63

64 **5. FY24 quarterly budget and ARPA allocation check in.**

65 Mr. Brittingham reported that the budget is generally on track for the first quarter of the fiscal
66 year, and noted a couple of minor anomalies, the largest being that the State released highway
67 aid funds ahead of schedule as part of their response to the summer's flooding. He also
68 reviewed upcoming Education tax payments, as well as capital purchases, and noted that the
69 RFP for banking services has been published.

70

71 Mr. Brittingham also indicated that approximately 40% of the Town's ARPA funds remain
72 unallocated.

73

74 **6. General Wait House ongoing discussion.**

75 Ms. Decker-Dell'Isola and Mr. Brittingham reviewed draft Committee Bylaws as well as Wait
76 House financial information with the Board.

77

78 Ms. Decker-Dell'Isola had created a draft bylaw document, which she based on the bylaws
79 created for the ARPA Committee. The following points were made during discussion of the
80 proposed bylaw language:

81

- 82 • Commission/committee appear to be interchangeable
- 83 • The level of decision making granted to the Committee needs to be clarified
- 84 • Whether a budget allocation should be provided, expenditures from which would
85 possibly not require Selectboard approval
- 86 • The Committee would likely be tasked with drafting policies for adoption by the
87 Selectboard
- 88 • It may be that time is needed for the role to evolve, with the Committee being
89 established and then tasked with providing a recommended work plan, outline of roles,
90 and communication strategies with the Selectboard
- 91 • A Chair and a Secretary are necessary officer positions to be filled; open meeting
92 protocols must be followed
- 93 • Membership will consist of at least one tenant, at least one member of the Historical
94 Society, and three to five at-large members.

95 **MOTION:** *Mr. Messer made a motion to add a requirement for a Secretary position and to add*
96 *clarifying membership language, then to adopt the bylaws as amended, and to establish the*
97 *Commission. The motion was seconded by Mr. Shupe. All voted in favor.*

98
99 Lois DeHeer and Gib Geiger both expressed interest in participating in the Commission.

100
101 Ms. Decker-Dell'Isola will publish information regarding openings on the Commission, and will
102 provided an amended bylaw document.

103
104 Finances were then reviewed; the balance in the Wait House Reserve Fund is just over \$61K,
105 and the annual shortfall between rents collected and operating expenses is approximately
106 \$15K. Utilities comprise the largest portion of those operating expenses.

107
108 Bids received from the roofing RFP published earlier in the year ranged from \$74K to \$101K for
109 shingles and \$104K to \$155K for standing seam. Mr. Messer offered the possibility of a less
110 expensive metal option. It was discussed that a final decision was yet to be made regarding
111 exactly which sections of the roof to complete. Ms. DeHeer, for the Historical Society, and Mr.
112 Geiger both offered reasons in favor of a metal roof. It was discussed that there is a need to
113 address the larger trees growing near the foundation, and directing roof runoff away from the
114 base of the building. It was agreed that the Commission could be tasked with sorting through
115 this information, with the goal of reapplying for a grant and putting the job out to bid in the
116 spring.

117
118 The question was raised whether the Town will continue its ownership of the Wait House, and
119 Board members provided various reasons for the building continuing to be a Town property.
120 Ms. DeHeer offered that the Historical Society would be willing to gather estimates for the tree
121 work needed around the building, and to fund the trimming/removal if affordable for the
122 Society and the work is approved by the Selectboard.

123
124 Ms. Decker-Dell'Isola reminded the Board members that no formal decision was ever made
125 regarding the three options provided by the Wait House Study Group: restoration, restoration
126 and expansion of uses, exploration of alternative ownership options. This matter will be placed
127 on the next agenda.

128
129 It was agreed that the Historical Committee may look into tree bids, but that the procurement
130 policy must be followed, with an RFP issued if the cost is anticipated to be over \$10K. There
131 was some discussion regarding cutting back individual trees or completely removing them, with
132 it noted that consultation with a tree expert will provide suitable advice.

133 134 **7. Consent Agenda.**

135
136 **APPROVAL:** *The consent agenda was approved without objection.*

- 137
138
- 139 • Approve the Minutes of 10/9/2023
 - 140 • Bills Payable and Treasurer's Warrants
 - 141 • Authorize Town Administrator to sign FY24 Grants in Aid award from VTrans
 - Approve purchase of Road Department trailer with \$4,500 of Waitsfield ARPA funds

142 **8. Selectboard Roundtable.**

143 Mr. Shupe provided an update on MRVPD activities, noting that the Steering Committee is
144 currently going through a strategic planning process, and has landed on the priorities for the
145 next five years being housing, climate change, and transportation. He also reported that the
146 group is in the process of adopting bylaws.

147 **9. Town Administrator's Updates.**

148 Ms. Decker-Dell'Isola reported that she and Mr. Brittingham have begun meeting with Town
149 Departments to outline budget needs, the initial focus has been on capital plans, and they will
150 be moving into operating needs in upcoming meetings.

151 She also provided an update from the Conservation Commission, noting that the new Scrag
152 trails will be opening soon; noted an upcoming vaccination clinic, hosted by Shaw's, scheduled
153 to be held in the Town Offices; and confirmed that the Road Crew is prepared for upcoming
154 snow removal needs, including sidewalk plowing.

155 In response to a question from Mr. Geiger, Ms. Decker-Dell'Isola explained that she and Mr.
156 Brittingham will be addressing matters related to the Cemetery Trust during their budget
157 sessions.

158 **10. Executive Session.**

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

163 **MOTION:** *A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate],1*
164 *V.S.A. § 313 (a) (3) [Personnel], and 1 V.S.A. § 313 (a) (1F) [Confidential attorney-client*
165 *communications], inviting Chris xxx to join for a portion of the discussion, passed unanimously.*

166 The meeting entered Executive Session at 7:47 pm and came back into open session at 8:44 pm.

167 **MOTION:** *Ms. Sullivan made a motion to accept the donation from the Fairgrounds LLC*
168 *conditioned on legal counsel confirming a clear title and authorizing the Town Administrator to*
169 *sign any necessary paperwork. The motion was seconded by Mr. Messer. All voted in favor.*

170 **IV. Other Business**

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

172 **IV. Adjourn**

173 The meeting adjourned at 8:45 pm.

174 Respectfully submitted,
175 Carol Chamberlin, Recording Secretary

Waitsfield Municipal ARPA Request Application Form

The Town of Waitsfield has received \$506,081 in the American Recovery Plan Act (ARPA) funding, to be allocated by the Waitsfield Selectboard for use in the community. The intent of the funding is to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts
- Maintain vital public services, even amid declines in revenue resulting from the crisis
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity

The funding may be used to (1) respond to the public health emergency, including its negative economic impacts (2) respond to workers who performed/are performing essential work during the COVID-19 public health emergency (3) provide for the provision of government services (4) invest in water/sewer/broadband infrastructure. Overall, there are a number of projects that would be considered community investments that include but are not limited to outdoor recreation, diversity & inclusion (DEI) measures, affordable childcare, measures to support housing development, bike & pedestrian safety, community gathering spaces, and support for local non-profits.

Project Overview

1. Organization requesting funds: _____

2. Primary applicant/point of contact: _____

3. Applicant phone number: _____

4. Applicant email address: _____

5. Organization mailing address: _____

6. Award amount requested: \$ _____

7. Please describe your project idea including why it is needed, the impact it will have on the community, and how it aligns with one or more of the ARPA funding categories (*a project narrative can be attached to this form if more space is needed*):

Project Funding

1. Total Project Cost: \$ _____
2. Percent of project to be funded by ARPA award: _____
3. Have other potential funding sources been identified? (i.e., state funds, grant opportunities, etc.):
 Yes No Not aware of other funding sources
If yes, from where?: _____
4. Has an application been made for other funding?
 Yes No Not aware of other funding sources
If yes, from where?: _____
5. Does your organization operate valley-wide in the Mad River Valley?
 Yes No
6. If yes, have you made an application to other MRV towns for ARPA funding?
 Yes No
7. Has additional funding been awarded for the project?
 Yes No Applied but not yet heard back
If yes, from where: _____

The ARPA Committee may ask that a detailed project budget be submitted if additional information is needed

Project Location

1. Address of project: _____
2. Property owner: _____
3. If different than the entity requesting funding, have you received property owner permission?:
 Yes No The requesting entity owns the property
The ARPA Committee may request proof that owner permission has been granted.
4. Will local, state, or federal permits be needed to complete the project as proposed? Check all that apply:
 VT environmental permits (as determined by the [ANR Permit Navigator](#))
 Municipal zoning permit State Building/Fire Permit Other: _____
 I'm not aware what permits may be needed for my project

The ARPA Committee may request additional detail on permits that may be required for a specific project.

November 8, 2030

To: Waitsfield Selectboard
From: Waitsfield Planning Commission

Updates on Planning Commission current actives

Public Hearing on Waitsfield Town Plan

The Central Vermont Regional Planning Commission will hold a public hearing on November 13, 2023 beginning at 4:00 pm. [This hearing can be accessed via Zoom at https://us02web.zoom.us/j/85790006458?pwd=MnFhcEF5NHZm5leDFzT3BMbkkzZz09](https://us02web.zoom.us/j/85790006458?pwd=MnFhcEF5NHZm5leDFzT3BMbkkzZz09) Meeting ID: 857 9000 6458 | Passcode: 424818. Dial in # 1 (309) 205 3325.

The purpose of this hearing is to consider approval of the *2023 Waitsfield VT Town Plan*, as adopted by the Selectboard on October 9, 2023; to confirm the Town of Waitsfield's planning process under 24 VSA Section §4350; and to review and consider the plan for an affirmative determination of energy compliance under 24 V.S.A §4352.

(Alice will attend this Hearing to answer any questions)

The Application for a **Municipal Planning Grant** was sent to ACCD on November 1. Decisions should be announced at the end of November. Then the Planning Commission will conduct the RFP process.

At their November 7 meeting the Planning Commission completed work on changes and edits to the **new ByLaws Draft Document**. The biggest challenge is some odd formatting issues (thank you Microsoft Word). There is a new draft Zoning Map that shows the addition of 3 parcels to the Village Residential District.

Schedule for the ByLaws project completion is:
December 5 - Planning Committee Public Hearing
January 8 - Selectboard Public Hearing
By end of January - submission to ACCD/DHCD

The **Local Hazard Mitigation Plan (LHMP) Steering Committee** met on November 1 to kick off this project. Committee members are Fred Messer, Clare Ireland, Alice Peal and Keith Cubbon, CVRPC. I've asked Ira Shadis and Luke Foley from Friends of the Mad River to join us. They will be valuable resources for this project. Be on the lookout for LHMP posters around Waitsfield. There will be 2 public hearings for this project.

1.1 Type of Application:

Is this an application from a group of municipalities (consortium) or an application from a single municipality?

Single Municipality Application

Consortium Application

1

1.2 Applicant Municipality:

1.3 Rural Town Status: Is the municipality a rural town?

Yes

No

1.4 Agent Status: Will the Regional Planning Commission (RPC) serve as agent for this rural town project?

Yes

No

1.5 Consortium Lead Municipality: Name of the lead municipality.

Town of Waitsfield

1.6 Partner Municipalities: Select all partner municipalities in consortium.

Town of Fayston

1.7 Agent Status: Will the Regional Planning Commission (RPC) serve as the municipal agent for this consortium project?

Yes

No

Section 2: PROJECT DESCRIPTION & LOCATION

2.1 Please identify the project type:

Other

2.1.1 If other, specify:

Master Planning for housing, natural resources, & resilience

2.2 Project Title: Name the project as concisely as possible. The project title will be used in the grant agreement and program announcements if this grant is funded. (80 character limit)(Examples: Unified Bylaw Update, Village Revitalization Plan, Sewer Line Mapping)

Village Master Plan for Irasville (80 character limit)

2.3 Project Subtitle:

Provide a very brief summary of what the project will accomplish and produce. This description will be used in MPG program marketing materials if this grant is funded.

Create a Village Master Plan for Irasville, inclusive of current conditions, community attitudes, identification of wetland enhancements, realistic design scenarios, and next steps for phased revitalization and resilience.

2.4 Project Description: Provide an overall summary of the following: 1) Issue, 2) Approach to solving the problem, 3) Project Deliverables, and 4) Intended long-term outcomes. (Consider writing this summary last, since it draws on more detailed responses below.)

Waitsfield's Town Plan identifies Irasville as the growth area for the Mad River Valley, accommodating the majority of new residential and commercial development in a traditional VT village form.

The lack of municipal infrastructure, coupled with the lack of an integrated stormwater management and wetlands approach, has resulted in a fragmented development pattern and limited capacity to accommodate growth.

The town has recently made substantial progress on a variety of stumbling blocks keeping Irasville from realizing its potential:

- Municipal water system installed in '12
- Municipal wastewater system planning is currently underway, final design in '24
- Irasville Wetlands Analysis, '21

Building off this progress, as well as leveraging lessons learned from the town's previous Irasville visioning efforts, the town is well positioned to undertake a process focused on two overarching objectives: 1) enhances Irasville's absorptive capacity while also meeting municipal goals; 2) enables and promotes Irasville's development as a compact, mixed-use, and pedestrian-oriented growth center.

Extensive conversations with our region's DEC Wetlands Ecologist have resulted in an understanding of the key role that Irasville's existing wetlands complex plays in flood storage, water quality improvement, and more.

In a time of climate change-induced weather patterns, their role is increasing in significance. Waitsfield is committed to utilizing the lessons of its 2021 Wetlands Analysis to guide master planning, focusing first and foremost on how to enhance and support the functioning of Irasville's wetlands complex. The town is fully committed to evolving Irasville's automobile-centric development pattern into a bustling pedestrian-oriented growth center while also increasing the natural functioning of its landscape.

The project will result in strategic recommendations for advancing the housing and mixed-use development of Irasville in a manner that increases the absorptive capacity of its wetlands. The engaged public process will

Summary and Narrative

ensure the broad community envisions a future that's mutually beneficial, as well as incorporate implementable design approaches that build off the existing momentum.

The long-term outcome of this project is a more resilient Waitsfield, where the town's long-standing commitment to smart-growth principles is realized, one that welcomes changing demographics, all in a location that is safe from, and minimizes the likelihood of, flooding.

2.5 Project Location: Describe the geographic area(s) the project will address. (Briefly describe the project's area of focus, such as: entire town, watershed, planning area, zoning district(s), a specific site, etc. For projects not defined by municipal or state designation boundaries, ATTACH any available images in the online Attachments Form to illustrate the project location, such as a map or photo that helps reviewers become familiar with the project's location and conditions.)

The project includes the entirety of Waitsfield's Irasville Village District (see attached "FY24 MPG Irasville Master Plan Project Location Map & Photo").

Section 3: PLANNING STATUS ELIGIBILITY

3.1 Municipal Plan Status: Does the municipality have an adopted Municipal Plan?

Yes (enter adoption date in box below)

No

Please enter the adoption date. (mm/dd/yyyy)

3.2 Confirmation Status: Does the municipality have a local planning process confirmed by the Regional Planning Commission (RPC)?

Yes

No

3.3 Funding Status: Has the municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?

Yes

No

3.4 Municipal Plan Status: Do all partner municipalities have an adopted Municipal Plan as needed for grant eligibility?

✓ Yes (list the partner municipalities and Municipal Plan adoption dates in the box below)

No

Waitsfield - 10/9/2023

Fayston - 9/22/20

3.5 Confirmation Status: Do all partner municipalities have a local planning process confirmed by the Regional Planning Commission (RPC) as needed for grant eligibility?

✓ Yes

No

Section 4: PROJECT READINESS & NEED**4.1 Project Issue & Urgency: What timely community issue(s), problem(s), challenge(s), or obstacle(s) will the project address?**

The Mad River Valley has a history of intense development pressures that have increased significantly in recent years. The “2020 MRV Housing Demand & Market Analysis” found the area's major demographic trend to be an increase in households aged 65+ as well as those with relatively high-income brackets (\$100k+). From an MRV housing supply side, the report found total housing units increased in recent years, but the number of units available for occupancy by year-time residents has not increased; the additional supply has primarily been devoted to seasonal housing. The location of the vast majority of recent housing development has followed a “ru-burbia” (rural suburbia) pattern that’s overwhelmingly automobile-dependent and attributed to habitat fragmentation.

The MRV is faced with a challenge: how to accommodate housing for a broad range of users, one that supports an aging demographic as well as attracts a younger and more diverse demographic; development that takes place in a manner that minimizes habitat loss and isn’t vulnerable to flooding; development that supports connectivity, economic diversity, and transportation options.

Waitsfield has an answer: Irasville. Irasville was originally a farming hamlet due to its relatively flat landscape and location away from the Mad River’s flood waters. With the ski industry becoming a focal point of the area’s economy in the second half of the 20th century, “Irasville Flats” became MRV’s principal growth area, with its land use pattern slowly evolving from ‘70s automobile-oriented strip mall development to a mixture of housing conversions, a partial grid street network, and pedestrian connections.

The lack of community infrastructure (wastewater and water systems), coupled with the lack of an integrated stormwater management and wetlands approach, has resulted in a fragmented development pattern and limited capacity to accommodate growth.

The proposed project will develop a fresh and timely approach to how Irasville can accommodate the majority of new development in a more compact village setting. It builds off of recent community progress (operational municipal water system, municipal wastewater under development, Wetlands Analysis completed in ‘21, etc.), utilizing the lessons of prior planning efforts (the most recent nearly 20 years old), and addressing pressing community concerns (housing crisis, flood vulnerability, habitat fragmentation, changing demographics, etc.).

4.2 Funding Need: What other funding sources, if any, did you consider, and why is the MPG program the best source to fund this project?

This project is part of a multi-year community-wide planning process for the Irasville growth area, which began

Summary and Narrative

with an FY20 MPG-funded effort to inventory important natural resource features within Irasville to better support local master planning for mixed-use development in the project study area. This provided the community with a crucial base understanding of natural resource constraints that impact future development opportunities.

Additional components to date are the implementation of a municipal water system (completed in 2012) and the current Waitsfield Wastewater Planning Project (commencing Step 2 Design stage), both of which serve Irasville.

With these items in place, the next phase is to engage the community to envision how Irasville can densify as well as enhance the functioning of its natural systems. We have explored state and federal funding sources to undertake such an interdisciplinary effort but have found such sources to be much narrower and highly competitive. For instance, the MRV Planning District submitted an application in 2019 to the US EPA's Recreation Economy for Rural Communities Program to undertake a portion of this work—establishing enhanced pedestrian connectivity in Irasville to create a thriving growth center supported by a four-season recreation economy. Unfortunately, the project was not selected for funding.

The town has the base understanding and momentum necessary to take advantage of the broader community's revitalized interest in growth center planning. With wastewater infrastructure in development and impacts being felt from both the housing crisis and climate change, there's heightened urgency to take this necessary step in developing an effective master plan that can unlock Irasville's potential. We are seeking a multidisciplinary consultant to help us address our dual goals. The MPG program is one of the few programs that supports such smart growth planning, having set the stage with an FY20 MPG project.

4.3(a) Municipal Plan Project Readiness: If the application is for a municipal plan adoption or amendment project, how will the project address the issues described earlier and any recommendations made by the RPC to bring the municipal plan into compliance with statutory requirements?

✓ Not a Municipal Plan project

4.3(b) Municipal Plan Implementation Project Readiness: If the application is for a project that implements the municipal plan, how is the proposed project identified as an important implementation action in the adopted municipal plan?

Not an implementation project

The 2023 Waitsfield Town Plan clearly prioritizes this project, which includes an extensive narrative and five specific tasks focused on undertaking Irasville master planning efforts for the purpose of accommodating higher densities of residential and mixed-use development and incorporating wetland protections. The specific tasks to be implemented by this project are as follows:

Housing:

4.H-1 Update the master plan for Irasville to accommodate higher densities of residential and mixed-use development in appropriate locations within Irasville.

Economic Development:

Summary and Narrative

5.J-1 Update the master plan for Irasville, including decentralized wastewater systems, to accommodate higher densities of residential and mixed-use development, that includes housing, in appropriate locations within Irasville.

Natural Resources:

11.M-10 Develop a revised master plan for Irasville that includes water, wastewater, and stormwater systems designed to avoid contamination of surface and groundwaters.

Land Use:

12.F-2 Update the master plan for Irasville, including centralized and decentralized wastewater systems, to accommodate higher densities of residential and mixed-use development, that includes housing, in appropriate locations within Irasville.

12.F-4 Use Irasville & Waitsfield Village Wetland Analysis (Arrowwood 2021) and ANR mapping in master planning efforts and encourage developers to use these resources when considering wetland mitigation opportunities.

This info, and more, are included in the "2023 Waitsfield Town Plan Excerpts" attachment.

4.4 Other Background: Are there any additional community efforts or activities leading up to this application that would provide extra context for this project? (Optional)

In 2013, Waitsfield participated in an EPA Smart Growth Implementation Assistance Project (SGIA) focused on Disaster Recovery and Long-Term Resilience Planning in VT. The goal of this assistance was to help communities incorporate smart growth and sustainable community approaches into their development plans, regulations, and hazard mitigation plans to increase their flood resilience. The project included EPA-hired consultants that reviewed local development regulations, community plans, and HMPs for two communities in the MRV (Waitsfield and Moretown), resulting in an associated "Policy Memo for the Mad River Valley" (August 2013).

One of the Waitsfield-specific flood resilience policy options detailed in the Memo is to "plan for and encourage new development in areas that are less vulnerable to future flooding events." Specifically, the Memo states, "With existing flood and erosion data, the towns can begin to identify areas that are expected to be less vulnerable to flood damage (e.g., the Irasville area in Waitsfield). By encouraging development in these areas, the towns can more safely accommodate new growth, such as the housing needs projected by the Central Vermont Regional Planning Commission."

With Waitsfield's vulnerability to flooding experienced with 2011's Tropical Storm Irene and rekindled with the July 2023 floods in neighboring communities, the town sees this project as a key step in capitalizing on Irasville's location away from the Mad River, directing and incentivizing future development in an area not vulnerable to flooding, and further setting the direction and framework for this area to serve as a primary node for the town's and broader MRV's future growth.

4.5 Project Overlap: If a municipality received an MPG last year - or the project is part of a larger or phased project, explain how the project relates and the capacity to complete the proposed project.

N/A (single project with no overlap)

The proposed Irasville Master Planning Project builds off a multi-year community-wide planning process for the Irasville growth area, which began with an FY20 MPG-funded effort to inventory important natural resource features within Irasville and Waitsfield Village to better support local master planning for mixed-use development in the project study area. The resultant "Irasville Wetland Mapping Update" (2021), completed by Arrowwood Environmental, provided the community with a crucial base understanding of natural resource constraints that impact future development opportunities. The FY19 MPG was closed out in 2021. As a result, there are no capacity challenges to undertaking this project because there is no overlap with the previous effort. The town is confident that it can undertake the project's scope of work within the 22-month performance period.

4.6 Project Management: How will the project be managed and who will make decisions about the process and final products? Please identify 1 or 2 individuals in the community who will champion the project.

Irasville Master Planning is scheduled to be the Waitsfield Planning Commission's primary focus in 2024 and 2025. To ensure success, the Planning Commission will create a special 5-member Master Plan Steering Committee composed of representatives of the Planning Commission, Selectboard, Waitsfield's Planning & Zoning Administrator, and at least one local stakeholder appointed by the Selectboard. The Steering Committee will be chaired by AnnMarie Harmon, a 5-year member of the Waitsfield Planning Commission, a retired architect, and champion for Irasville Master Planning. The Executive Director of the MRV Planning District will provide support as needed. The Steering Committee Chair will conduct weekly check-ins with the planning consultant and provide monthly updates to the Waitsfield Selectboard Chair and Town Administrator. The Steering Committee will meet twice a month. The Chair will work with the Town Administrator to maintain the project webpage and online shared drive and ensure that consultant materials are made available, reviewed, and commented upon by Steering Committee members prior to each meeting in order to meet deadlines. The final product will be presented to the Waitsfield Planning Commission and Selectboard for review and approval. Waitsfield's Town Administrator, Annie-Decker Dell'Isola, and Planning & Zoning Administrator, JB Weir, will oversee the project's long-term implementation once the Municipal Planning Grant is complete.

Section 5: COMMUNITY SUPPORT & PUBLIC ENGAGEMENT

5.1 Public Outreach: What public participation methods will the project use to engage the participation of the broader public, especially commonly under-served and under-represented populations in the community?

The project includes the following outreach approaches:

- The project will be guided by a Master Plan Steering Committee composed of representatives of the PC, SB, Waitsfield's ZA, and at least one local stakeholder appointed by the Selectboard.
- An informative and engaging project website will be developed that tells the context and story of prior planning efforts, provides all project updates & events, and incorporates interactive features to receive community input.
- Project updates via the town's social media account
- The Steering Committee and consultant will host a community design charrette to identify urban design ideas and priorities for Irasville. Based on experience with a Bylaw Modernization public event in April 2023,

Summary and Narrative

anticipating in-person attendance of 75 people.

- Updated sketchwork / digitally illustrated renderings will be created based on the design charrette, with the resultant design scenarios, and put into an online community survey to receive resident feedback.
- While not technically a part of the project seeking funding, the Waitsfield Wastewater Planning Project, which is being undertaken simultaneously, includes a Spring 2024 survey of all property owners within Irasville. The survey will focus on gaining input on their current property utilization and future hopes and plans, with the results to be incorporated into the Master Planning project and specifically initial design scenarios.

Specific groups committed to partnering on communication and outreach activities:

Waitsfield SB
 MRV Chamber of Commerce
 MRV Housing Coalition
 Irasville property owners
 Downstreet Housing & Community Development & residents
 Waitsfield Conservation Commission
 Waitsfield Water Commission
 Waitsfield Wastewater Planning Project Team
 Waitsfield Development Review Board
 MRV Planning District
 Yestermorrow Design/Build School
 Friends of the Mad River
 Mad River Path Association
 Fayston SB
 Fayston PC
 Warren SB
 Warren PC

5.2 Project Partnership & Support: In addition to the Selectboard and Planning Commission's resolution of support, please explain and provide evidence of organizational partnership and community support for the project. (Applicants may attach up to five pages as a single document in the Application Attachments Form, including: letters of support, meeting minutes, or other documents showing community support for the project.)

The project has received letters of support for this project from the following (see attached):

- Mad River Valley Planning District
- Mad River Valley Housing Coalition
- Mad River Valley Chamber of Commerce
- Friends of the Mad River
- Sean Lawson

This broad-based commitment illustrates the importance of the future of Irasville in accommodating the community's interests in housing, conservation, economic development, and more. This interest is inclusive of the municipal, non-profit, and private sectors, as well as the perspective of those who operate for the greater good of the broader Mad River Valley. These entities are key stakeholders in this effort and will provide important perspectives on the larger master planning process. All are committed to engaging in this work and

communicating with their respective members, thereby increasing public engagement in the master plan effort at every phase.

In addition, the project's Scope of Work was positively influenced by recent discussions with Shannon Morrison, District Wetlands Ecologist, VT Agency of Natural Resources, Watershed Management Division, Wetlands Program. Shannon, who is intimately aware of Irasville's wetlands complex (serving a lead regulatory role for the Wetlands Program in Waitsfield), has provided invaluable insight on how to enhance the functionality of this natural system as well as elements needed to navigate the State wetlands regulatory structure. We look forward to continuing this important collaboration through the execution of the Irasville Master Planning Project.

Section 6: STATEWIDE PRIORITIES

6.1 Project Outcomes & Goals: Beyond the project itself, what long-term outcomes would demonstrate the success of the project and further the statewide planning goals?

The overarching objectives of the Irasville Master Planning project are to enhance the landscape's absorptive capacity while also meeting municipal goals that enable and promote the development of a compact, mixed-use, and pedestrian-oriented growth center. We aim for a future Irasville that is home to the bulk of the MRV's housing and commercial needs at a pedestrian scale, resulting in a critical mass that supports a diversity of viable businesses in the village, as well as ample ridership for a commuter bus connecting Irasville to neighboring population centers. This future Irasville has a highly functioning environment where critical wetlands have been enhanced and stormwater captured, intercepting rainwater that would otherwise end up in the Mad River and exacerbate flooding. The natural functions of the immediate landscape are understood, strengthened, and protected.

Here are some of the larger goals and principles that are consistent and align with the project's long-term outcomes:

Central VT Regional Plan

New development should be planned so as to respect the historic settlement pattern of compact villages, neighborhoods, and urban centers separated by rural countryside.

Support the betterment of surface water quality in the Region.

VT Planning Goals

To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside.

- To maintain and improve the quality of air, water, wildlife, forests, and other land resources.
- To ensure the availability of safe and affordable housing for all Vermonters.
- To encourage flood resilient communities.

Smart Growth Principles

- Develops compact mixed-use centers at a scale appropriate for the community and the region.
- Enables choice in modes of transportation.
- Supports a diversity of viable businesses in downtowns and villages.
- Provides for housing that meets the needs of a diversity of social and income groups in each community.

6.2 Priority Project Categories: Which of the following statewide priorities does this project address? (select all that apply)

Physical improvement plans for a designated area. Which may include pre-engineering water/wastewater visioning.

✓ Housing-Related Projects (not eligible for funding from the Bylaw Modernization Grant program)

Pre-requisite planning to prepare for a new designation application (not including villages)

Capital programs and plans, especially programs focused on climate resilience.

Project related to resilience and recovery from the Vermont Flood of 2023.

✓ Age-friendly plans for 'Age-Strong' community design focused on children and seniors.

Not Applicable (N/A) - *Project is a Local Priority*

6.3 Priority Project Explanation: Explain how the project furthers the selected statewide priority(s).

The Irasville Master Planning Project consists of a multidisciplinary approach addressing a variety of priorities.

Housing-related projects:

- Irasville has long been identified in the Waitsfield Town Plan as the location for the bulk of the town's future housing development. This effort, in conjunction with the in-process Waitsfield Wastewater Planning Project, provides the tools to implement this goal. The project will guide the community in articulating its housing goals and identifying how and where this housing will be developed within Irasville. The 2020 MRV Housing Demand & Market Analysis identified the need for 450 housing units in the local housing market by 2023, with the vast majority being rental and available for low-moderate income. This project will clarify Waitsfield's commitment to enabling new housing and the role Irasville will play.

Age-friendly plans for 'age-strong' community design focused on children and seniors:

- Waitsfield's median age is 48.2 (2020), which increased by 39% from 1990 to 2020. This is much older than the state and the US, growing at a faster rate than either.

- The Irasville Master Planning Project's aim of accommodating higher densities of residential and mixed-use development will assist the community in providing housing for a changing demographic—one that seeks a future of affordable housing, convenient zoning, and infrastructure that promotes socialization, local businesses, and overall wellness. Building out Irasville's grid pattern, enhancing active transportation and multi-modal transportation options, and connecting to preserved wetlands will support and maintain the health, safety, and independence of children, seniors, and everyone in between.

6.4 Designated Areas: Which of the following state designations are held by the municipality, select all that apply?

✓ Village Center

Downtown

New Town Center

Neighborhood Development Area

Growth Center
N/A

6.5 Designated Area Projects: If the project relates to any of the designated area(s) selected above, please explain.

Waitsfield Village, the town's Designated Village Center, is located immediately adjacent to Irasville. As such, the northern reaches of the project area include a portion of the Village Center Planning Buffer (0.25 mile).

The proposed project envisions Irasville functioning as the Mad River Valley's downtown with strategic infrastructure improvements, including road construction to establish a full grid street network, planned sidewalk construction, providing pedestrian access within Irasville, and an enhanced pedestrian connection to historic Waitsfield Village. A strong Irasville strengthens Waitsfield Village, providing opportunities for the region's housing and commercial needs that are complementary to this historic Waitsfield Village's offerings in a location away from flood danger.

Section 7: PAST PERFORMANCE

7.1 Project History and Performance: Please list any planning projects, or grants, from the past 5-years, with key actions identified and implemented.

FY20 Municipal Planning Grant - Wetlands Identification for Village Planning. "Irasville Wetland Mapping Update" (2021), completed by Arrowwood Environmental, provided the community with a crucial base understanding of natural resource constraints that impact future development opportunities. Serving as a foundation for this Master Planning Project. Grant closed out in 2021.

FY22 Bylaw Modernization Grant - Study and recommend changes to the current zoning bylaws to address affordable housing needs, identify buildable areas in the smart growth area for infill, and improve walkways and paths for a safe and walkable village center. SE Group was hired and has drafted amendments to the Town's zoning and subdivision regulations to promote housing and walkable development in and adjacent to the Town's villages. Planning Commission's corresponding land use development regulation amendments public hearing is scheduled for XX, 2023.

Act 171 on Natural Resources and Act 174 Carbon Reduction items incorporated in the Waitsfield Town Plan, adopted 10/9/23.

Section 8: MUNICIPAL RESOLUTION AND GRANT ROLES

Municipal/Authorizing Official (M/AO):

Annie Decker-Dell'Isola

Town Administrator **M/AO Title**

Alternate Municipal/Authorizing Official (M/AO):

Alt M/AO Title

Grant Administrator:

JB Weir

Planning & Zoning Administrator **Grant Admin Title**

Work Plan and Budget

Attachment A

Task Name	Description of Task	Paid Personnel	If other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
0) Project Management	Project management activities including internal coordination, project communications, etc.	Consultant		40	\$130.00	\$5,200			\$5,200
1a) Existing Conditions Analysis - Summarize Conditions	Drawing from recent Vibrant Villages project, summarize relevant plans, reports, and data to describe current conditions in Irasville	Consultant		12	\$130.00	\$1,560			\$1,560
1b) Existing Conditions Analysis - Base Map	Prepare base mapping of existing facilities, buildings, wetlands and other natural features	Consultant		12	\$130.00	\$1,560			\$1,560
1c) Existing Conditions Analysis - Present Findings	Share findings to PC, Project Website, & Public Meeting Presentation	Consultant		8	\$130.00	\$1,040			\$1,040
2a) Community Development Goals - Identify	Coordinate with Steering Committee, PC, & SB to identify specific development goals (consultant & staff)	Consultant		16	\$130.00	\$2,080			\$2,080
2b) Community Development Goals - Articulate	Share goals and hear feedback from PC/SC (post to Project Website)	Consultant		8	\$130.00	\$1,040			\$1,040
3a) Wetland Enhancement Opportunities - Identify	Based on existing Irasville wetland rankings (functions and values), identify areas for restoration, expansion, and encroachment	Consultant		20	\$130.00	\$2,600			\$2,600
3b) Wetland Enhancement - Prioritize	Develop a prioritized list of wetland restoration, expansion, and encroachment	Consultant		16	\$130.00	\$2,080			\$2,080
3c) Wetland Enhancement -	Identify responsible parties for wetland restoration, expansion, and easement	Consultant		6	\$130.00	\$780			\$780

Municipal Planning Application FY24

Organization: Town of Waitsfield

07110-MP-2024-Waitsfield-36

Work Plan and Budget

Implementation	holding.							
4a) Community Engagement - Steering Committee	Develop and facilitate a project steering committee consisting of Planning Commission representative, Selectboard representative, PZA, and local stakeholders.	Consultant	24	\$130.00	\$3,120			\$3,120
4b) Community Engagement - Website	Develop an informative and engaging project website that tells the context and story of prior planning efforts (including wastewater plans, flood resilience efforts, bylaw modernization)	Consultant	12	\$130.00	\$1,560			\$1,560
4c) Community Engagement - Charrette	Informed by wetlands opportunities and constraints, host a design charrette to identify village design ideas and priorities for Irasville	Consultant	60	\$150.00	\$9,000	Travel & Printed Materials	\$300	\$9,300
4d) Community Engagement - Materials	Include educational materials and discussions as well as sketchwork and visioning exercises to articulate design vision and goals for Irasville	Consultant	12	\$130.00	\$1,560			\$1,560
5a) Design - Charrette Refinement	Working with the project advisory committee, refine the initial design from charrette (anticipated at one overhead sketch and one perspective sketch).	Consultant	48	\$130.00	\$6,240			\$6,240
5b) Design - Feedback	Put the initial design into an online community survey to receive resident feedback	Consultant	7	\$130.00	\$910			\$910
5c) Design - Rendering Refinement	Based on survey results and input from the Steering Committee, refine and finalize the design based on resident/committee feedback	Consultant	30	\$130.00	\$3,900			\$3,900
6a) Strategic Recommendations	Prepare recommendations for advancing and implementing design and wetland considerations in Irasville, including bylaw changes, circulation, stormwater, wetland	Consultant	42	\$130.00	\$5,460			\$5,460

Work Plan and Budget

improvements, and wayfinding. Develop a concise, graphically-rich planning document.

\$49,690

\$300

\$49,990

Total Project Cost:	\$49,990
State Grant Funds (Grant Amount Requested):	\$44,811
Total Match Funds:	\$5,179
Minimum Required Cash Match Funds: (10% of Total Project Cost)	\$4,999
Additional Cash Match Funds: (Optional)	\$180

Work Plan and Budget**BUDGET DOCUMENTATION**

Describe source(s) of match funds (if required): Contribution of municipal staff or volunteer's time cannot be offered as a match. Other contributions, while not required, may be documented here as well.

The Town of Waitsfield is committed to providing the entirety of the cash match, at \$4,999, as approved at the 10/23/23 Selectboard meeting (up to \$5,000).

Explain how you developed a realistic work plan and budget.

Elements of the project scope were originally developed through dialogues with the following:

Shannon Morrison, District Wetlands Ecologist, VT ANR Watershed Management Division, Wetlands Program (10/3/23)

Michael Lew-Smith & Dori Barton, Ecologists/Partners, Arrowwood Environmental (10/12/23)

Alex Belenz, Associate Analyst & Planner, SE Group (10/11/23)

Further, the budget and cost estimate was developed through additional consultation with Alex Belenz of SE Group.

ACCOUNTING

Responses to the following questions are used for administrative purposes only and will not impact the competitiveness of your application. Please remember that state funds cannot be awarded to municipalities who are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required).

What type of accounting system does your municipality use?

automated

manual

combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes

No

Applicant Attachments

Document Name: Location Map & Photo

https://egrants.vermont.gov/_Upload/289293_8118205-FY24MPGIrasvilleMasterPlanProjectLocationMapPhoto.pdf Mailed to DHCD

Document Name: Relevant Excerpts from the 2023 Waitsfield Town Plan

https://egrants.vermont.gov/_Upload/289293_8118205_2-2023WaitsfieldTownPlanExcerpts.pdf Mailed to DHCD

Document Name: Letters of Support

https://egrants.vermont.gov/_Upload/289293_8118205_3-LOS.Waitsfield.MPG.Combined.11.1.23.pdf Mailed to DHCD

DHCD Staff Attachments

Document Name:



MAD RIVER VALLEY

PLANNING DISTRICT

Fayston • Waitsfield • Warren

October 27, 2023

Alice Peal, Chair
Waitsfield Planning Commission
4144 Main Street
Waitsfield, VT 05673

Re: FY24 Municipal Planning Grant | Town of Waitsfield & Fayston Consortium Application

Dear Mrs. Peal,

Please be advised that the Mad River Valley Planning District wholeheartedly supports the Town of Waitsfield & Fayston consortium application to the Municipal Planning Grant program to undertake Village Master Planning for Irasville.

The Mad River Valley has a history of engaged and innovative approaches to planning and development. Waitsfield's Irasville has served as the focal point of much of this effort, specifically with a desire to concentrate commercial and housing activity in balance with natural resource constraints. Recent work, such as the *2021 Irasville & Waitsfield Village Wetland Analysis*, *2020 MRV Housing Demand & Market Analysis*, *2017 MRV Housing Study*, and *2013 Disaster Recovery and Long-Term Resilience Planning in Vermont, U.S. EPA Smart Growth Implementation Assistance Project Policy Memo for the Mad River Valley* clearly articulate the opportunity and guidance to implement this key objective laid out in the *2023 Waitsfield Town Plan*. With water infrastructure now in place, wastewater in development, and housing crisis and climate change impacts being realized, there's heightened urgency to undertake this work in unlocking Irasville's potential.

We see this application as cohesive project that will analyze, engage the community, and co-create future development that meets a host of community and state-wide goals. MRVPD applauds the Town of Waitsfield and its Planning Commission for taking the lead in exploring the opportunities that exist for future development in its primary growth area. Similarly, we greatly appreciate Fayston's involvement in this consortium application - multi-town collaboration is integral to the MRV's progress to date. MRVPD is committed to supporting these efforts and will serve as an active stakeholder throughout the process.

Sincerely,

Joshua Schwartz
Executive Director

The Mad River Valley Planning District was created in 1985 by the Towns of Fayston, Waitsfield & Warren. The Purpose of the Planning District is to "carry out a program of planning for the future of the Mad River Valley. The planning program shall be directed toward the physical, social, economic, fiscal, environmental, cultural and aesthetic wellbeing of the member Towns and its inhabitants."



MAD RIVER VALLEY

HOUSING COALITION

October 27, 2023

Alice Peal, Chair
Waitsfield Planning Commission
4144 Main Street
Waitsfield, VT 05673


Re: FY24 Municipal Planning Grant | Waitsfield & Fayston Consortium Application

Dear Mrs. Peal,

The Mad River Valley Housing Coalition (MRVHC) supports the Town of Waitsfield & Fayston consortium application to undertake village master planning for Irasville. The MRVHC was created in 1989 to support the planning and production of a variety of housing options within the Mad River watershed. We are dedicated to supporting projects and assisting in the development of policies that enable the Valley municipalities, individuals, and developers to collaborate in meeting the varied needs of the housing market.

We applaud the collaboration and leadership of Waitsfield & Fayston in undertaking this master planning effort and see it as key in accommodating the much-needed higher density of high quality and efficient residential development that's lacking in the existing MRV housing market. The MRVHC is interested in serving as a stakeholder in this process and looks forward in partnering in sharing project communication and outreach activities.

Sincerely,


Perry Bigelow
Treasurer



MAD RIVER VALLEY CHAMBER OF COMMERCE

November 1, 2023

Alice Peal, Chair
Waitsfield Planning Commission
4144 Main Street
Waitsfield, VT 05673

Re: FY24 Municipal Planning Grant | Irasville Master Planning

Dear Mrs. Peal,

Please be advised that the Mad River Valley Chamber of Commerce wholeheartedly supports the Town of Waitsfield & Fayston consortium application to the Municipal Planning Grant program to undertake Village Master Planning for Irasville.

For the past 4 decades Irasville has been envisioned to serve as the focal point for a thriving Mad River Valley, hosting a bustling commercial sector and mix of housing. This includes an open rural countryside, with development focused in this area – one that is walkable and bustling. This project is key to helping the Mad River Valley attain this vision. With water infrastructure currently in place and wastewater in development, now is the time to figure out the details and lay the groundwork to make this future a reality. Our community desperately needs more housing options, development away from flood vulnerabilities, and a variety of commercial establishments. Growth pressures in the MRV are real – this project can serve as a way to direct that growth in a way that meets the needs of both residents and visitors alike.

The MRV Chamber of Commerce applauds Waitsfield & Fayston's leadership on this project. We stand with them and are ready to serve as a stakeholder as the project unfolds; participating in charrettes, dialogues, and helping with outreach to increase involvement from a broad group of participants.

Sincerely,

Eric Friedman
Executive Director



HEALTHY LAND. CLEAN WATER. VIBRANT COMMUNITY.

One National Life Drive
Deane C. Davis Building, 6th Floor
Montpelier, VT 05620-0501

VT Department of Housing and Community Development,

Our mission at the Friends of the Mad River is to foster stewardship for the Mad River Valley's healthy land and clean water for our community and for future generations. We recognize that caring for this watershed requires diverse partnerships and leadership. The Town of Waitsfield has been a critical partner and a thoughtful steward in the past.

The proposed project of the Waitsfield Planning Commission, to create a Village Master Plan for Irasville that explores the way wetland enhancement projects align with future development, is in alignment with our mission and core values as an organization. It is our understanding that this project would be grounded in sound science, include community engagement and ultimately recommend thoughtful, responsible action.

Friends of the Mad River gives our support to the Waitsfield Planning Commission and their desire to pursue a Municipal Planning Grant for the creation of a Village Master Plan for Irasville. We fully intend to be a voice for the river and watershed throughout this planning process.

Respectfully,

Ira Shadis

Executive Director



Lawson's Finest Liquids

Memo

Date: 10/27/2023

To: Town of Waitsfield, VT

Re: Master Planning grant application – letter of support

To members of the Waitsfield Selectboard and Planning Commission:

I am writing today as a local business and property owner in Waitsfield and a resident of the Mad River Valley in support of Town of Waitsfield's application for funding to the VT Department of Housing & Community Development's FY24 Municipal Planning Grant (MPG).

The Town of Waitsfield, and Irasville in particular, have been constrained in efforts to enhance the economic vitality the area for many years due to the lack of public infrastructure such as municipal water and wastewater. In addition, development and community improvements within Irasville – the commercial center of the valley – are severely restricted to the historical settlement pattern that resulted in the commercial hub of our five-town valley being built in and around wetland areas prior to their official designation as wetlands by the State of Vermont.

A master plan is critically needed that will address both the protection and enhancement of wetland areas, while identifying suitable areas for commercial development, desperately needed housing, and to facilitate the build-out of a municipal wastewater system. The Town of Waitsfield has successfully built and operated a municipal water supply system. With the addition of municipal wastewater and a designated growth center, the municipality is poised to become a place that is more livable, walkable, and attractive to both visitors and residents.

The overarching objective of the Irasville Master Planning project is to enhance the area's wetlands functions to help mitigate future flooding risk while also meeting municipal goals that enable and promote the development of a compact, mixed-use, and pedestrian-oriented village. The grant application seeks MPG funding to hire contracted consultants that will guide the community through a process of community engagement, articulation of community development goals, existing conditions analysis, identification of wetland enhancement opportunities, presentation of design scenarios, and ultimately final recommendations.

As a local stakeholder, I am an enthusiastic supporter of the work by the Town of Waitsfield and the Mad River Valley Planning District to create a Master Plan for Irasville. I urge VT Department of Housing & Community Development to award funding in support of this effort. Thank you for your time and consideration.

Sincerely,
Sean Lawson, Founder/Owner
Phone: 802-272-8436; Email: sean@lawsonsfine.com