

TOWN OF WAITSFIELD, VERMONT
Selectboard Meeting Minutes
Monday, Jan 10, 2022
Draft

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

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

10 Staff Present: Annie Decker-Dell'Isola, Town Administrator; Sandy Gallup, Town Treasurer.

11 Others Present: Jared Cadwell (Fayston Selectboard), Bob Cook (online), Charlie Goodman
12 (Road Commissioner, online), Paul Hartshorn (WFFD), Anthony Italiano (Mad River TV), Tripp
13 Johnson (WFFD), Michael Jordan (Fayston Selectboard), Patti Lewis (Fayston Selectboard
14 Assistant, online), Curt Lindberg (online), Chuck Martel (Fayston Selectboard), Alice Peal
15 (Planning Commission, online), Morgan (online)

16
17 **II. Regular Business.**

18
19 **1. Review agenda for addition, removal, or adjustment of any items per 1 VSA**
20 **312(d)(3)(A).**

21 No adjustments to the agenda were necessary.

22
23 **2. Public Forum.**

24 Nobody requested to address the Board.

25
26 **3. FY21 Audit Summary Report.**

27 Sandy Gallup reviewed the written report she had provided, noting that the unqualified opinion
28 which had been rendered was a great accomplishment.

29
30 Ms. Gallup noted that the Town's Fund Balance Policy should be reviewed by Board members
31 for a better understanding of how these balances are applied when completing related budget
32 updates.

33
34 **4. FY22 Budget Year to Date Report.**

35 Ms. Gallup went over this report and clarified some items for Board members, noting that most
36 items are in line with what would be anticipated at this point in the fiscal year.

37
38 **5. Waitsfield Fayston Fire Department FY23 Draft Budget Review (Operating and CIP).**

39 The Fayston Selectboard was present for discussion of the Fire Department budget.

40
41 Mr. Johnson presented an overview of changes to the operating budget, and noted that there were
42 some line items he felt should be increased. He explained that it would be best to increase both
43 the Training and Physicals line items to \$1000 and the Truck Repair should be increased by
44 \$4000. Mr. Johnson also expressed some concern that no inflation has been factored into his
45 budget, as he is aware that there are some impending purchases that will have an inflationary
46 increase of an unknown amount.

48 The installation of the extractor, to be used for washing gear, was discussed. The extractor
49 purchase is budgeted for, but the installation cost needs to be determined. It had been
50 determined that no pretreatment of the gear is needed, and that the design capacity of the current
51 septic system needs to be known before connecting the extractor. Mr. Johnson will obtain a
52 quote from Kingsbury Construction for the connection work.

53
54 It was agreed that there should be a discussion scheduled to determine the best strategy for
55 communications services, with the potential for including both Towns' road crews and the Fire
56 Department in the same contract to achieve efficiency.

57
58 Mr. Johnson noted the need for increased time for crew members for COVID-related cleaning.
59 Board members requested that he begin tracking such time, as there may be ARPA funding
60 available to cover the increased cost.

61
62 With the requested additions, and a 3% increase to the Hose and Equipment line to account for
63 inflation, the total operating budget was calculated to be \$142,795.

64
65 The Capital Reserve plan was reviewed. Michael Jordan presented a new format for structuring
66 the Fire Department Reserve Funds, allocating the amounts between four distinct accounts with
67 different savings strategies for each as appropriate. Included in the documentation he provided
68 are replacement schedules for equipment as well as a proposed annual schedule of amounts
69 needed to keep each reserve funded. Board members were in support of the new structure
70 proposed.

71
72 There was discussion regarding in which budget to include funds for firefighter training, an
73 amount that is unknown until sessions are scheduled and it is known how many people will
74 attend. Mr. Johnson explained that up to three people might attend training in a year. It was
75 suggested that the associated line item in the operating budget be increased by \$4600 to cover
76 this potential expense, bringing that total to \$147,395.

77
78 The logistics of creating the different funds as outlined in Mr. Jordan's proposal were discussed,
79 and it was agreed that voter approval may or may not be necessary, but that the matter would
80 best be discussed at an in-person Town Meeting. It was explained that, with anticipated
81 expenditures, the starting balances of the funds will be minimal, although there would likely be
82 some replenishment from the current year's fund balance.

83
84 The Capital Reserve Plan was agreed upon by members of both Boards, with no formal action
85 taken at this point.

86
87 **MOTION:** A motion to approve the amount of \$147,395 for the Fire Department Operating
88 Budget was passed unanimously by members of both Selectboards.

89
90 **6. Review of Road Department Budget Proposal**

91 This agenda item was added without objection.

92
93 Mr. Goodman made note of several recent changes to the proposed operating budget; these had
94 been incorporated into the draft available to Board members for review.

95
96 He explained that there are still several line items, for both the operating and capital budget, that
97 need to be updated once further information is received, and noted that factors such as increased
98 gasoline prices have an effect on various aspects of several projects.
99

100 There was discussion of strategies that might be implemented to compensate road crew members
101 for being on call; no decision was made.
102

103 **7. Required Reconsideration of Waitsfield Indoor Face Covering Rule.**

104 The policy, with some edits which had been suggested by Ms. Gonda, was reviewed, along with
105 two proposed definitions for face coverings. Board members reported that they had received
106 positive feedback from local retailers regarding the mask mandate.

107 MOTION: Mr. Shupe made a motion to renew the Indoor Face Covering Rule, incorporating the
108 suggested edits and adding the definition:

109 *“Mask or cloth facial covering” means a medical or nonmedical face*
110 *covering worn over an individual’s nose and mouth that complies with the*
111 *recommendations of the Centers for Disease Control and Prevention. In the*
112 *case of individuals with a medical condition complicated or irritated by a*
113 *mask or cloth facial covering, a translucent shield or “sneeze guard” is*
114 *acceptable in lieu of a mask or other cloth facial covering.*

115 The motion was seconded by Mr. Messer. All voted in favor.

116 The Rule will be reviewed again within 30 days.

117 **8. FY23 Draft Budget Review.**

- 118 • Draft FY23 and FY23-27 Capital Improvement Plan
- 119 • Draft GF Operating Budget (Expenditures)

120 Operating budget changes were reviewed, with the following items of note:

- 121 • The Planning Commission has requested additional funding due to the requirement to
122 provide a match amount for the Bylaw Modernization grant which was recently awarded
- 123 • There are still some Road Department numbers to be finalized
- 124 • The Health Insurance line was adjusted to correct a miscalculation
- 125 • The Dental Insurance amount is an estimate based upon joining with the Chamber of
126 Commerce
- 127 • A knotweed removal request of \$7500 might be considered along with funding ash tree
128 removal under an Invasives Management category. This might be best to include as a
129 non-capital reserve line.
- 130 • Road Department budget impacts, including the need to replace a failing culvert, have a
131 large impact on the budget, and should be reviewed again when more definitive numbers
132 are available for the Department.

133 **9. Town Meeting Planning**

134 Board members did a preliminary review of the warning for town meeting, noting the articles
135 that might need some editing before finalizing by the end of January. The logistics of Town
136 Meeting were discussed; these will be finalized at a later meeting.

137 **10. Selectboard Roundtable.**

138 Ms. Gonda raised the topic of the issues facing childcare for younger children not yet eligible for
139 vaccination, and the ongoing problems related to ensuring there are enough COVID tests for day
140 cares to continue functioning. She noted that she is researching through appropriate parties to
141 determine if there are strategies that the Town might help to implement.

142 Ms. Sullivan noted that it is likely that education taxes will be reduced this year; the school board
143 is still waiting on state numbers for verification of numbers related to tax rates.

144 **11. Approval of Minutes.**

145 The minutes of January 3, 2022 were approved.

146 **12. Executive Session**

147 **MOTION:** A motion to enter Executive Session pursuant to 1 V.S.A. § 313 (a) (3) [Personnel]
148 and 1 V.S.A. § 313 (a) (2) [Real Estate] was made by Mr. Shupe. The motion was seconded by
149 Mr. Messer. All voted in favor.

150

151 The meeting entered Executive Session at 8:56 pm.

152

153 Executive Session ended at 9:54 pm.

154 **III. Other Business**

155 1. Correspondence/reports received were reviewed.

156 **IV. Adjourn**

157 The meeting adjourned at 9:55 pm.

158

159 Respectfully submitted,

160 Carol Chamberlin, Recording Secretary