

# Minutes for Selectboard Meeting

MONDAY, SEPTEMBER 15, 2025

MEMBERS PRESENT: Chair Rene Bouchard, Vice-Chair Jeremy Reed, Donna French, Road Commissioner Tim Martin and Nathan Donahue.

PUBLIC PRESENT: Heather Holter, Tom Frazier & Elizabeth Carney.

1. Meeting called to order at 6:30PM.
2. ADDITIONS OR DELETIONS TO THE AGENDA
  - a) Rene noted that our Webmaster is on vacation so the audio & minutes postings will be delayed on the Town Website.
  - b) Rene requested to remove 7H from the agenda as the loss control report has been closed by VLCT.
3. PUBLIC
  - A) What's Next RVS Update. Heather Holter gave an overview of the last meeting where they worked on making connections with potential renters for the building by getting assistance from First Children's Finance on local childcare community members. They are also pursuing access to a grants database for reports on local businesses. They continue to dig through the VLCT report to brainstorm on other potential renter options. They have a few members signed up for the September 24<sup>th</sup> event. Their next meeting is on September 29<sup>th</sup> at the library.
  - B) Tom Frazier wanted to bring to the Selectboard's attention the recent spat of lawlessness in the village. He's had some confrontations with residents about erratic driving and loud vehicles racing through the village. He hopes that folks will take notice of their driving habits effects on neighbors.
  - C) Elizabeth Carney noted that GBArchitecture is looking at ways to instill the village area as a community, not as a highway.
4. Minutes of September 2<sup>ND</sup> 2025 were tabled for Jeremy to make corrections and resubmit.
5. FINANCIAL REPORT
  - A) Orders reviewed. Tim requested to add Capital Earth Moving for \$90,755.64 for their final West Hill project billing. They are in the final stretch and should be complete this week. Jeremy moved for the orders to be accepted as submitted with the Capital Earth Moving addition, Tim seconded. The motion passed 5-0. Tim will have Tammy release the Capital Earth Moving payment once he has confirmed all work is completed and satisfactory.
6. ROAD COMMISSIONERS REPORT
  - A) Equipment.
    - 1) Backhoe was serviced; a cable was obtained for the 2016 truck. The crew is working on fall readiness. Nick came with an engine code reader for the

2018 truck. It showed the truck was low on def. fluid and some other codes that he is reviewing to make further repair recommendations.

B) ROAD

- 1) The crew was able to fix the library driveway. They assisted with grading & hauling stone on the West Hill project.

C) CULVERTS

- 1) The crew continues to install new culverts. Tim is meeting with Kevin Hewitt this week to determine what to order next to rebuild the inventory levels at the Town Garage.
- 2) Michelle Redmond is working on the grant for the Warren Mountain Road culvert repair by Northfield Road.

D) WARREN MTN ROAD GRANT

- 1) The paperwork was corrected with the locations of the two culverts to replace near Shaw Road. Tim will sign the forms to accept.

E) MTAP GRANT

- 1) Jeremy shared that the MTAP Grant requirements are federal monies and are stricter guidelines than even FEMA grants. We will wait for more information to determine if we want to apply.

F) HOYLE TANNER REQUEST

- 1) Hoyle Tanner has requested an additional \$8,000.00 for the Ladd/Tenney bridge work. Jeremy felt it was in line with the scope. Rene will confirm with Britney Pombar if allowed. Jeremy moved to approve the request if needed, with Nate seconding. The motion passed 5-0 if needed.

7. UNFINISHED BUSINESS

A) UPDATE ON RVS

- 1) Lawyers are working on connecting for the final stages. BRELLA application is still in the works. Attorney Jim Barlow continues to work on the deed research.

B) AUDITOR SELECTION

- 1) Jeremy moved to engage with Telling & Hillman for FY25, FY26 and single audit reports. Tim seconded. Motion passed 5-0.

C) INTERNAL FINANCIAL CONTROL DOCUMENT

- 1) Discussion around a short or long form to be requested from the Town Treasurer per Vermont Statutes. The consensus was on the short form. There was a side discussion on possibly having a Financial Training Class with Sullivan Powers on how to read our Town Financial reports out of the NEMRC system.

D) SPEED SIGNS PERMIT REQUEST

- 1) We have funds set aside to cover the costs associated with purchasing new speed limit signs. Elizabeth Carney asked if we were looking to lower the village speed limits. We are not as there is a state process to follow for that and it would entail the Town to take ownership of the road which we are

not interested in. Nate moved to have Rene submit the permit request, Tim seconded. Motion passed 5-0.

E) RAILROAD TRESTLE SIGNAGE UPDATE

- 1) VTrans will update some of the existing signage for better visibility.

F) COMMUNITY HALL STORAGE & DUMPSTER

- 1) Discussion on the quotes that were obtained for the short-term storage trailer rentals. It was noted that once we have ownership of the school we could use some of that space for storage of some of the Community Hall building contents. Jeremy moved to use Bolduc's for the storage trailer with Nate seconding. The motion passed 5-0.

G) DOG RIVER PROJECT II

- 1) D&K submitted their report and findings. Rene has requested a meeting with D&K, VTDEC Wetlands & River programs, plus Fish & Wildlife to discuss next steps, line up finding, and who is responsible for which actions.

H) VLCT LOSS CONTROL FOLLOW-UP

- 1) This was deleted as the report has been closed by VLCT.

I) UPDATED LEMP

- 1) Rene shared the updated LEMP that Donna provided.

8. NEW BUSINESS

A) MUNICIPAL PLANNING GRANT

- 1) Discussion on what the potential funds could be used for. Rene suggested either an Accounting & Operations manual or a Capital Plan. Discussion ensued around the merits of each of those recommendations. Tom Frazier voiced his suggestion again that the offices of the Selectboard Assistant and Town Clerk be separated to keep the work + activities separate. He suggested the selectboard assistant have an office in the school building. Jeremy moved to apply for the grant for assistance drafting an Accounting & Operations manual. Tim seconded. The motion passed 5-0.

B) COMMUNICATIONS

- 1) Discussion on where and when to post Selectboard updates.

9. OTHER BUSINESS

- A) Tim mentioned there is a Household Hazardous Waste Collection in Northfield on September 27<sup>th</sup> from 8-12 behind the Fire Department.
- B) Donna extended gratitude for the completed sidewalk.

10. EXECUTIVE SESSION – Not needed.

11. Meeting adjourned at 8:38PM.

Donna French

Acting Clerk

Approved on November 17, 2025