Select Board Members	
x	Liz Scharf, Chair
x	Zara Vincent, Vice Chair
x	Stacey Skadberg
x	Larry Rooney
____	Paul Cerminara

Middlesex Select Board
5:00 PM
Tuesday, June 3, 2025
Middlesex Town Hall and via Zoom*
5 Church Street
Middlesex, Vermont 05602
(802) 223-5915

MINUTES

Present: Liz Scharf, Zara Vincent, Larry Rooney, Stacey Skadberg. **Not Present**: Paul Cerminara
Also Present: Cheryl Grandfield, Town Clerk & Town Treasurer, Eric Metivier, Road Foreman & Road Commissioner, ORCA Media.
Also Present via Zoom: Lauri Scharf. Shelley Desjardins

The meeting was called to order at 5:00 PM by Chair Scharf.

May 20, 2025 Minutes: Vice Chair Vincent moved to approve. Mr. Rooney seconded. Motion carries.

June 3, 2025 Agenda: The agenda was revised to add matters to other business including discussion of the June 17, 2025 hearing on the Planning Commission's proposed Zoning changes. Mr. Rooney moved to approve the agenda as revised. Vice Chair Vincent seconded. Motion carries.

Highway Report: Mr. Metivier and Vice Chair Vincent provided updates on several highway matters as follows:

FEMA Flood Reimbursements:

- 2023 Flooding Update (FEMA 4720)
  - Dirt Tech is finishing up the box culvert on Notch Road
  - Reimbursements – no changes since last meeting.
    - Total received to date: $1,209,755.43
    - Total obligated, but not received: $2,696,045
    - Total outstanding: $1,377,533.32.
- 2024 Flooding Update (FEMA 4810)
  - Vice Chair Vincent reported they are halfway through submitting required documentation to FEMA
  - Issue regarding Dirt Tech's bookkeeping for staging materials has been resolved
  - Reimbursements – no changes since last meeting.

FEMA Buyouts:

- Funding for brownfield properties – 4 properties on Three Mile Bridge and Cross Roads-2 are "known or suspected" to have contaminants, 2 are neighboring properties. Per an email exchange between Chair Scharf and Ann Karlene Kroll, DHCD Federal Programs Director
- Vermont Agency of Commerce and Community Development Department of Housing and Community Development, there is possible funding for the Phase 1 (and maybe phase 2) from the CDBG-DR 65 million dollars coming to Vermont. Timeline for brownfields study funds is unknown-Board to stay tuned on this development

- Larry asked about liability exceptions that are in the brownfields handbook – discussion about what the town's liabilities are with property that would be owned by the town after the buyout
- For all buyouts, Municipality will own the property and FEMA takes care of demolition and removal of all debris
- Discussion about burden to town with buyouts – for example, removal of property from tax roll
- There is an option to leave the property and not participate in buyout but that is not where the board is headed.
- No action by selectboard regarding buyouts at this time
- Liz has been attending meetings with VEM (VT Emergency Management) re: all 12 buyout properties – homeowners are in different stages of process to provide documentation for FEMA expenditures
- Cheryl is coordinating the work for town

Weatherization and other improvement projects

- Lauri Scharf participated remotely and reported the fire station weatherization is taking place on the 15th of June 2025– contractor and volunteers helping; renting a lift; initial project to weatherize manually; contractor will assess additional leakage and would apply extra layer of material with special machine which would add more cost
- Town Hall – next step is to get contractors to get quotes on ventilation system to mitigate Radon system; would like to do in tandem with heating system to assure systems work together; will engage a volunteer to help coordinate town volunteers to weatherize the attic – town thought funds needed could come out of one of the town's building fund.
- Website – Susan Clark is spearheading – will resurrect RFP from last year along with new website host providers; Jimmy Price may be interested – he does IT work for state; Zara will reach out to him
- Larry asked about heating system for town hall; Has town made decision about what the new system will be? No- Lauri Scharf trying to get vendors who will propose a few options based on assumption that building will be better insulated after the weatherization work.

Middlesex Cemetery Commission:

- Hannah Brown resigned from the commission citing the time commitment
- Selectboard thanked Hannah for her work – especially getting the mowing bid
- Gary Lammell remains the sole cemetery commissioner
- Bidding for grave-digging services will go through selectboard
- Will discuss at next meeting for implementation July 1 in new fiscal year
    - Next agenda also to include some questions about challenges at cemetery with weeds and brush growing around the fence (Stacey added: Fences are needed to keep people out because they're dying to get in!!)
- Could selectboard ask Paul Cerminara to look at the problems reported by mower?
- Larry asked about Law of Necessity – since there's no Quorum, maybe Gary has authority to make decisions as sole member; the rule may allow the other remaining commission members to make time-sensitive decisions;
    - Stacey also questioned if the selectboard takes on operating oversight of the cemetery commission – only the cemetery commission can appoint new commissioners – and one person doesn't qualify as a quorum to vote on replacements
    - Liz will ask town attorney about how to proceed – Can commission fill itself back to full membership without a quorum? Who has authority to refill commission? Can Hannah resign if the commission is left without a quorum?

- Zara suggested reaching out to Historical Society to see if any of them would like to join Cemetery Commission

Treasurer's Report.

- Administrative funds are in good shape
- Board reviewed budget to actual for the fiscal year, ending June 30, 2025:
  - Public Safety funds are expended for the year
  - Fire Department has spent most of their budget for the year
  - Town is overspent on winter maintenance
  - Summer maintenance is low for the year but expenses for May and June are not included

Purchasing Policy:
Delayed to next meeting

Other Business:
- Security Concern

- Middlesex resident came in to the office – he was intimidating and verbally harassed the assistant clerk – staff called 911 and put through to state police barracks
- they recommended the town office door be locked and opened when people are identified
- Person was charged with Disorderly Conduct
- At police recommendation, No Trespass orders were filed at Wash County Sheriff's office – from town clerk's office and town garage
- To help manage door access and ease burden on town staff, Cheryl will pursue grant from VLCT insurance company – will need to get quotes for special door she can buzz open

Next meeting agenda – June 17th

- Budget Committee Meeting – 5:05 p.m.
  - wage range evaluation for municipal staff
  - questions about budget to actual
- Purchasing policy – review and approval
- Planning Commission proposal – 6:00 p.m.

Meeting adjourned 7:00 p.m.

Respectfully submitted by Carol Maloney

Elizabeth Scharf, Chair

Larry Rooney

Zara Vincent, Vice Chair

Paul Cerminara

Stacey Skadberg