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

**Middlesex Select Board**
**5:00 PM**
**Tuesday, June 17, 2025**
**Middlesex Town Hall and via Zoom***
**5 Church Street**
**Middlesex, Vermont 05602**
**(802) 223-5915**

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**MINUTES**

**Present:** Liz Scharf, Zara Vincent, Larry Rooney, Paul Cerminera, Stacey Skadberg (via Zoom)
**Also Present:** Cheryl Grandfield, Town Clerk & Town Treasurer, Eric Metivier, Road Foreman & Road Commissioner, ORCA Media.
**Also Present via Zoom:** Lauri Scharf.

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

**June 3, 2025 Minutes:**
Larry moved, Zara seconded; Paul abstained, Motion carried.

**June 17, 2025 Agenda:**
Add recording of grievance hearings re: open meeting law – whether recording and posting of grievances needs to follow laws – option may be to claim undue hardship

- Zara – add cemetery questions – it is listed under other business
- Motion to approve agenda– from Paul, Larry seconded – Motion carried

**Budget Committee:**

- Mark Harris shared committee work
- Key points: in 2021 Middlesex updated town wages by looking at VCLT data – key personnel had been lost and some were concerned about how to retain others; each year employees get a merit increase
- Using VCLT data from 2024 – to remain competitive, added 10% to midpoint of various positions; initial thoughts were to create ranges spanning $10/hour which amounts to about $20,000 annually
- Also looked at towns that have comparable populations – 15 towns of 18 had clerk and treasurer combined and many worked part-time
- See handout for proposal – propose using the ranges suggested and increase positions with COLA each year
- Couldn't find any data for Listers
- Act 155 – any employers with 5 or more employees when advertising a new position have to post a good-faith estimate of the salary range
- The select board will vote on the proposed pay scale in September
- Board expressed appreciation for the value this work brings to the town's efforts to hire and retain quality staff

**Near Future Capital Items**

- See Handout

**Dump Truck** – if town keeps truck it will not get 15% trade-in value

- Costs are based on 2021 prices - current costs will be close to $290,000

- Town needs a spare truck so there is no benefit to trade-in
- If purchased now there would be a payment-free year – it takes about a year to get the equipment to add to the truck after the truck is available at dealership – resulting in a total of 18 months from ordering to when a fully equipped truck is available to the town
- Town could use equipment repair fund to help reduce loan amount
- Reserve fund for other large future expenses (e.g., fire trucks) needs to be increased

**2026 Loader**
- Anticipate a FY'26 purchase and loan payments begin in FY'27
- This item is not as important as dump truck
- $175,000 is estimated cost for replacement

- Stacey asked how we determine replacement schedule; Eric: Most equipment comes with 7 year warranty so we tend to replace in that timeframe so repairs are covered by the warranty

**Town Hall Septic**
- Mark Harris – come up with a capital plan
- $40,000 estimated cost

**Freightliner Truck**
- Eric suggests town order a replacement in 2026 for FY'27 delivery – not interested in another Freightliner
- Lead time from order to delivery is about 6 months

**Garage/Shed Roof**
- Estimate of $20,000 to replace
- The roof is not leaking now and there is question about whether or not it can be repaired
- Will postpone any work on that structure for time being

**Discussion:**
- Need to figure out how to strategically order equipment so the vehicles don't sit waiting for town to take possession
- Need to consider maintenance need for older trucks
- Also figure out determine useful life of the piece of equipment
- Road repair weather fund needs to be added to special funds the town manages – Liz recommended the town start with a minimum of $100,000 in the fund; will help mitigate potential loss of federal funds and not have to wait for state funds

**Highway Report:**
- Eric reported about Brook Road slides and lack of FEMA funding – town crew can probably handle the repair
- Started yesterday with new asset management program – hope to have running by August
- Old Brook Road – 3 options to fix and doing a cost analysis now

**Funding**

- $1.6M left to get from 4720 (2023 flood) – FEMA was committed to 90% for this damage
- 4810 (2024 flood) – Macy Rd came in at $390,000 and town will get $290,000 from FEMA; state will pitch in some – FEMA typically comes in at 75% of costs; state will kick in another portion if mitigation is done
- Other roads town crew did 100% - town will get reimbursed $67,000
- 4810 repair funds are moving faster – 2023 flood required details that 2024 doesn't need – shorter forms and less detailed information – they seem to want to get municipalities the money; Zara is concerned about $1.3M needed for Brook Road

**Fire Department –** Brendan Lareau reported

- Total calls – 31
- No mutual aid out
- One mutual in
- Max member response is 8 and average is 7
- Reported on various responses
- Fast squad had total of 12 responses
-

**Meeting adjourned at 6:00 p.m.**

**Readjoured at 6:14 p.m.** – Zara moved, Larry seconded – Motion carried

**Zoning District Changes:**

- Paul – Having businesses grown and creating opportunities is good – supportive of the change
- Larry – sees no reason not to approve – no public objections
- Zara said there are also tax benefits
- Stacey – likes changes to mixed use that could incentivize residential development; Could town offer incentives to other businesses to locate there?; looks forward to further discussions about other commercially viable opportunities
- Paul – appreciates protections they've built in to keep town culture and preserve environment
- Zara moves the board adopt the zoning changes as proposed by the planning commission and Larry seconded
- Board voted to approve
- Next steps: becomes effective in 21 days – meanwhile zoning administrator reviews proposals using both standards; update zoning maps and on-line information will need to follow

**Purchasing Policy**:

- Will postpone until next meeting

**Summer meeting schedule:**

- Liz proposed to meet on July 15th as the only scheduled meeting in July
- August will be 5th and 19th
- AOT rep will come to the board on August 5th

**Other Business:**

- Listers – Grievances will be held Friday and Saturday this week**;** Have to be done by July 2nd to launch the grand list; the meetings have to be recorded and posted in accordance with open meeting law; Liz will follow up on the posting requirement for the recording
- Village Cemetery brush removal – Paul reported a lot of brush is covering grave stones
    - Paul suggested we pay current contractor to fix the issue
    - Because of extra funding for North Branch Cemetery there is likely funding in the cemetery budget for this work
    - Zara will reach out to Gary Lamell about the decision to get the brush issue taken care of

**Next meeting agenda – July 15th:**

- Posting of recording of meetings – re: open meeting law requirements
- Heating system
- Purchasing policy – review and approval

**Meeting adjourned 6:45 p.m.**

Respectfully submitted by Carol Maloney

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Elizabeth Scharf, Chair

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Larry Rooney

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Zara Vincent, Vice Chair

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Paul Cerminara

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Stacey Skadberg