Select Board Members
____Liz Scharf, Chair
_x Zara Vincent, Vice Chair
___ Stacey Skadberg
_x_ Larry Rooney
_x__ Paul Cerminara

Middlesex Select Board Meeting

5:00 PM
Tuesday May 19, 2026
Middlesex Town Hall and via Zoom*
5 Church Street
Middlesex, Vermont 05602
(802) 223-5915

Meeting Minutes

5:00PM

- Call to order and welcome guests
- Zara Vincent welcomed everyone
- Approve the minutes of the May 5, 2026 regular select board meeting

Motion: Larry Rooney moved to approve minutes of May 5, 2026 regular select board meeting, Stacey Skadberg seconded, motion approved

- Approve the minutes of April 21, 2026 regular select board meeting

Motion: Larry Rooney moved to approve the minutes of April 21, 2026 regular select board meeting, Paul Cerminara seconded, motion approved

- Approve minutes for the public hearing of April 28, 2026

Motion: Paul Cerminara moved to approve minutes of public hearing on April 28, 2026, Stacey Skadberg seconded, motion approved, Larry Rooney abstained as he was not in attendance

- Approve agenda for May 19, 2026 and considering any amendments to the agenda

Motion: Larry Rooney moved to approve agenda for May 19, 2026 regular select board meeting, Stacey Skadberg seconded, motion approved

5:02

- Highway report and FEMA roadwork update from Eric Metivier
  - Hauling gravel this week, and doing spring grading
  - By 156 Portal Rd. the banks slid into the road; an area of previous concern; looking for funds to fix it
- Updates on FEMA payments from Zara Vincent
  - No updates – slight edit to culvert measurements on FEMA's part
- Updates from Eric Metivier/Paul Cerminara on Agency of Natural Resources' Notice of Alleged Violation dated 11/17/25 and received by the Town 11/20/2025 regarding six box culvert installations and timeline for directives pertaining to corrective actions
  - Paul Cerminara reported there is no new information
  - Zara Vincent asked if someone communicated to Dirt Tech (DT) about requirements
  - Eric Metivier reported he talked to the engineering firm and they are willing to do delineation of wetlands on S. Bear Swamp, but he hasen't seen an estimate yet

- Paul Cerminara reported that the town needs to know if it will need to go out to bid; DT said it was below the threshold that requires an RFP process; he also asked if DT has the bandwidth to do the work and they said yes
- Paul Cerminara said Eric and he did walk and layout of S. Bear Swamp for what would be a recommended work – put paint on the road to mark widths; has been in touch with landowners on 0.3 mile section of the road
    - Goal is work collaboratively with landowners and make sure it meets all structural components and stormwater conveyance
    - Moving forward with information gathering and preparation work

5:06

- Fire Department Update
    - Brendan Lereau spoke for the department – a miscommunication about how the dept. tracks total calls – will use calendar year going forward
    - Total calls – 39
    - Wildland Fire Refresher – reviewed SOPs and SOGs related to brush fires

5:11

- Town Clerk's report/update
    - Developed a quick asst. town clerk job description and put on web site
    - Got an application from Amy Cavanagh
        - Amy has a lot of business experience and working in an office setting
        - Considering asking her to focus on recordings; originally thought we'd have her do general administration but because of how far behind the office is on recordings
        - Brigid Browning said Amy is ready to start – need salary
        - Zara Vincent responded that Amy Cavanagh should be invited into June 2nd meeting to meet the select board
    - Brigid Browning also talked about S. Bear Swamp public hearing; have postings done, certified letters; communication in Times Argus is ready; looking good for May 22nd time line
    - Tax deadline is tomorrow May 20th; office will be open until 5:00
    - Larry Rooney asked if the asst. town clerk position starts July 1; since Brenda left early he wondered if there is money left over
        - Brigid Browning responded the town office is overspent due to her starting her 32 hours before July 1
    - Paul Cerminara asked where the position was advertised
        - Brigid Browning responded it was just posted on the web site
    - Paul Cerminara also asked if there were other applicants
        - Brigid Browning said no; if Amy Cavanagh's schedule doesn't allow her to work 8 hours, Brigid could train others so the bench could be deeper
    - Zara Vincent said the board will be doing budget-to-actuals financial review at next meeting and will meet Amy Cavanagh then

5:17

- Job listings for Road Commissioner and Town Administrator and creating hiring committee for TA position
    - Zara Vincent asked about the process for accepting applications
    - Stacey Skadberg responded it could be anybody
        - She suggested that the selectboard general email – that goes to all members – be put on the ad for the town administrator position
        - Brigid Browning suggested job posting be put on VMCTA – municipal association

5:20

- Treasurer's update and visit from Bonnie Batchelder, auditor, to review regular and single (FEMA triggered) audit. Review and approval of regular and single audits
    - Bonnie Batchelder reported via Zoom
        - Has been town auditor for a while
        - This year had a single audit due to FEMA
            - That means the single audit pertains to FEMA only
            - The majority of projects were obligated in 2025 so that's why the town needed the single audit for 2025 – figures include 2024 and 2025 expenses
        - Have two sets of financial statements
            - Governmental funds tie out to the town reports
            - A balance sheet would agree with the report
            - Forms also include showing what town would be like if it were
        - Town and audit apply a modified accrual basis
            - Doesn't include capital assets, debt service, pension information
        - When select board is looking at financial statements on monthly basis, they're looking at financial statements that mirror page 11 in the audit
        - Everything looks very healthy
            - Town was able to accrue and book as receivable known FEMA funds coming in – about $3M
            - Unassigned balance of over $4M
            - Gov. Fund/special revenue – positive balance in this account
        - Overall summary:
            - Good cash balance
            - Money coming in from FEMA
            - Positive fund balances
        - Bonnie said a lot of towns are going through FEMA audits; biggest weakness is procurement; MDX has rewritten its policy; gave one specific recommendation to Cheryl from federal information; with this one addition it will help make federal audits more smooth
        - It's the first time the town has gone through a single audit in a long time, if ever
            - FEMA is tricky because of change of periods when they obligate; having a consultant, and having a lot of records makes it complicated; it's a lot of work – they have to sample many items; have a compliance grid – and MDX had no exceptions
        - Clearinghouse cannot be done until the audit is approved; funds are on hold until it's uploaded to the portal
        - Paul Cerminara asked if things are good with Bonnie Batchelder and Cheryl Grandfield; both responded they are satisfied with the results

Motion: Paul Cerminara moved to approve the single audit,, Larry Rooney seconded, motion approved

    - Zara asked if it's ok to have one person doing Treasurer, tax collector
        - Bonnie Batchelder responded that it's generally not good practice; as temporary solution the town can put controls in place; need segregation of duties; need a system for town clerk to take delinquent tax funds and then pass them along to Cheryl
        - Bonnie Batchelder asked if errors are happening
            - Cheryl Grandfield reported that cash receipts tied out perfectly

- Bonnie responded that as long as there is good segregation of duties; make sure bank and statements are reconciled in timely manner; Cheryl Grandfield has to make sure she has time to do what's needed for select board reports
    - Cheryl Grandfield now that she's not doing town clerk related work thing is are coming along well; a big improvement on timeliness
    - Bonnie Batchelder she's comfortable with the explanation provided by Cheryl Grandfield about the financial processes
    - Cheryl Grandfield explained that Eric Metivier does work for road invoices and Brigid Browning sees other invoices; there are breaks in the process

5:37

- **Policy changes recommended by Cheryl Grandfield**
    - Cheryl Grandfield asked about updating the town's return payment/check and petty cash policies
        - These policies need review and approval by select board; Zara Vincent agreed to put this on June 2nd agenda
    - Longest audit in Cheryl's career; took a lot of time; last one for another year

5:44

- **Town Administrator position discussion**
    - Stacey Skadberg asked, "Is hiring process subject to open meeting law?" She's not sure
    - Stacey Skadberg said hiring committee would include someone from town office, Stacey representing the select board
    - Zara Vincent said she'd like people familiar with HR and with lots of experience with hiring; wants people without bias
    - Bill Preis – asked if there is a new web site for the town
        - Zara Vincent said it's in the works; launch date is July
    - Brigid Browning reported that the people doing the work would like public feedback and Bill Preis said he'd be willing to help
    - Stacey Skadberg said that other ads for town administrators tend to be concise – should think about what's in the ad; link to full job description
    - Brigid Browning said the summary for the position is on the landing page for Town of Middlesex
    - Stacey Skadberg asked if the select board wants to sign off on the advertisement? If it's to go out sooner, can put something together that is shorter than current version
        - Zara Vincent said the time line the board agreed to previously had advertising starting this week, contingent on the budget approval at town meeting on the 9th
        - Stacey Skadberg said the job description is three pages – need to make ad from that and put information about how to apply; she can put something together for board to sign off on
        - Re: Hiring committee membership: The select board talked about asking Eric Metivier to serve on the hiring committee, clerk's office, Stacey Skadberg, and two community members
        - Will borrow language from web site for the ad
        - Stacy will start the process right away
    - Zara Vincent said the town needs to include salary range in job ads so asst. town clerk and TA positions both need to include those figures
        - She will put out FPF notices to recruit two additional people to join the hiring process
    - Stacey Skadberg said the select board has to figure out who will take ownership

        - She suggested maybe the board needs to talk about salary again; more information might be needed before the ad goes live
    - Paul Cerminara said the budget number only represents the salary not the total benefits package
    - Clarified what is being requested – over next two weeks recruit participants and finalize the committee at next SB meeting
        - Paul Cerminara said the recruitment effort needs to include emphasis on confidentiality and privacy throughout the process
        - Stacey Skadberg responded that it's fine to have the listing on the web site now; will get a more beefed-up version to send to other posting sites; try to have committee in place by June 2nd
        - Zara Vincent asked Stacey to send TA and road commissioner job descriptions to the board again

- **Road commissioner job description**
    - Stacey Skadberg read the draft description
    - The select board reviewed and edited the document
    - Suggested an hourly wage range of $50-$60 per hour based on experience
    - Select board agreed on general edits

Motion: Zara Vincent moved to approve the revised road commissioner job description, Larry Rooney seconded, motion approved; Paul Cerminara abstained

6:15

- **Review and edit Class 4 Road Policy**
    - Stacey Skadberg led the discussion on the policy
        - New purpose section – pulled from VLCT language
    - Zara Vincent asked Paul Cerminara: What does the town do with Class 4 roads now?
        - Paul responded that he doesn't know what the current maintenance policy is; believes the town grades one time per year; responsible for maintaining culverts; and beyond that there is no winter maintenance; need to ask Eric Metivier for specifics
    - Stacey Skadberg thinks the goal language is vague and can be removed; would be fine with first sentence about purpose and remove goal language
        - There was no previous goal; is one needed now?
    - Stephen Dennis commented that the policy must meet state requirements
        - Referred to VSA - Title 19 – should align with it; will share this reference with the select board
    - Shelly Desjardin added that people on Class 4 pay same taxes as other people on other class roads
    - Reviewed definitions section
        - Zara Vincent asked about different classes of road, specifically the reference to state aid for classes 1, 2, and 3
        - Bill Preis said the state reimburses at different rates for different classes and pays nothing for Class 4
    - Maintenance language was reviewed
        - Paul Cerminara added that summer maintenance option from VLCT is a good idea
            - Winter maintenance language is consistent with what's done now
                - Doesn't believe a permit needs to be obtained by select board
                - Current policy includes permission is needed
            - Sam Beaudoin asked if board is editing existing policy or creating a new one
                - Referenced section about maintenance

- Current policy says the town shall not perform any plowing without permission and no one is asking permission now; does it make sense to make the policy conform with current practice?
- Stephen Dennis commented that current policy and VLCT policy are in direct conflict with state law – and it's a waste of time to go forward with either draft; must use state law as basis for policy
- Zara Vincent suggested that maybe the policy doesn't need to include getting permission
- Stacey Skadberg said that existing policy is that town doesn't do winter maintenance
    - If town has a broader winter maintenance approach, can see what Class 4 residents let town know what they are doing on the road
- Moretown does maintenance differently
    - Groups in two different categories the Class 4 roads
    - The roads' ability to handle road equipment is the determining factor
    - Contemplates a lot of summer maintenance for roads that can support the road equipment
- Paul Cerminara pointed out that during Class 4 walk and review of S. Bear Swamp; at one point the ledge was very pronounced; mentioned trying to grade that section would do more harm to the road itself and could cause damage to equipment; some of the road sections could go to trail status
    - Asked: Does town need to hold itself to a certain standard? There can be some grey area as long as consistent with state statute; town can downgrade a section of road to a trail
- Bill Preis said this is new to him; where people live on dirt road, they will do it themselves or pay to have it done; what happens when people can no longer do the plowing? Will town become obligated to plow the road?
- Sam Beaudoin said in the past, chair of select board said they could plow their road; never been an option for town to plow as she understands; no expectation to get permission to plow; only for changes to the road; thinks it's unreasonable to ask residents to get permission to plow their road
    - Paul Cerminara agrees the section requiring permission can be pulled out; Larry Rooney agrees
    - Stacey Skadberg added that in terms of permission to plow can see a spectrum – VLCT requires a permit, some towns have very open policy, and some are in between with permission but not in writing; likes the statement that the road is the responsibility of residents and therefore no permission is required; likes the idea of reflecting in policy what is being done now
    - Zara Vincent agrees that permission for plowing is unnecessary
- Sandy Levine suggested maybe the road is a town resource and the town wants to know who is doing work on a town resource; recognizes it's not the practice but that it could be
    - Paul Cerminara said in 10 years there has not been an issue with winter plowing by private residents or contractors
    - Zara Vincent asked Eric Metivier (who had left the meeting at this point) if he could put together a list of roads and how many residents are on each Class 4 road; that information will be available for the next meeting

6:53

- **Communication and next steps**
  - Jessica Beaudoin will send letter to town regarding sand pit and potentially buying land from the town
  - Zara Vincent said there was correspondence from Sarah and Charlie Merriman
  - Correspondence with Mike Hill about Class 4 policy and S. Bear Swamp Road reclassification
    - Mike Hille would like to see the draft policies as they evolve
    - Sandy Levine and Zara Vincent responded to Mike
    - Larry Rooney will forward the current Class 4 road policy and Stacey Skadberg will send document with different options and workbook language
  - Sandy Levine sent letter saying there is an opening on the planning commission; posted on FPF with some responses
  - Stacey will send the working document for Class 4 road policy to the listers
  - Cheryl Grandfield said the board has to sign an agreement from RB Tech

6:57

- Adjournment

Motion: Paul Cerminara moved to adjourn the meeting, Larry Rooney seconded, motion approved

THE ABOVE MINUTES OF MAY 19, 2026 REGULAR MEETING OF THE MIDDLESEX SELECT BOARD WERE APPROVED ON JUNE 2, 2026.

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LIZ SCHARF, CHAIR

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ZARA VINCENT, VICE CHAIR

_____
LAWRENCE ROONEY

_____
PAUL CERMINARA

_____
STACEY SKADBERG

Submitted by: Carol Maloney