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 July 7, 2026
Middlesex Town Hall and via Zoom*
5 Church Street
Middlesex, Vermont 05602
(802) 223-5915

Meeting Minutes

Attending: Sandy Levine, Eric Metivier, Shelly Desjardin, Matt Rkiouak, Steve Dennis, Sam Beaudoin

5:00

- **Call to order and welcome guests**
- **Approve the minutes of the June 16, 2026, regular meeting**

Motion: Paul Cerminara moved to approve the minutes of the June 16, 2026 meeting, Stacey Skadberg seconded, motion approved

- **Approve the minutes of June 23, 2026, special hearing**

Motion: Larry Rooney moved to approve the minutes of the June 23, 2026 special hearing, Stacey Skadberg seconded, motion approved

- **Approve Agenda for July 7, 2026, and consider any amendments to the agenda**
  - **Added; Correspondence includes a Red Hen party**

Motion: Paul Cerminara moved to approve the agenda for the July 7, 2026 regular meeting, with one amendment, Larry Rooney seconded, motion approved

5:01

- **Highway report and FEMA roadwork update from Eric Metivier; Updates on FEMA closeout and payments from Zara**
  - Eric Metivier reported
    - Equipment – awaiting quote for repair to one truck
    - Finishing McCullough Hill for 2024 FEMA repairs
    - Roadside mower will be working this week and next week
    - Grading needed after heavy rains
  - Zara Vincent reported on FEMA related work
    - 2023/4720 - Portal Rd signed off on DDD today; This was last one in system for 2023 repayment; check to come in three weeks – $298K project @ 90% federal share, 7.5% state share and 2.5% municipal share
    - 2024/4810 – Center Road – additional Dirt Tech billing accepted
    - Andrew, town's FEMA rep, is working to revise that total on the scope of work

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- Going through 2024/4810 numbers to close out
- July vacations may pause work until August

5:04

- **Clerk's update and review of needs**
  - Brigid Browning reported
    - Website wording being done about primary elections on Aug. 11
    - Dorinda Crowell and Brigid attended training about what to expect re: elections
    - Tuesday of election day will be done similar to primaries in past years – from 7:00 to 7:00 p.m.
    - Anyone interested can help out to staff the polls – will put out an appeal on FPF
    - In past years have had about 200-300 voters
    - Free virtual training re: land reporting at end of this week
    - Inviting state archivist to peruse what's laying around that can be stored away;
    - Working on grant application to clean up records for people to do genealogical research; considering new machine to digitize; community fund is holding $2,000 for town hall expenses; would like permission to ask Community Fund for $5,000-$6,000 for digitizing
    - Zara Vincent said she would follow up with Brigid about this grant option
    - Staff hours – Brigid will be in town hall from 8-6 Tues to Thurs; door closed on Mondays; and Friday by appt.; can get extra hours from Amy Cavanagh once she's trained

5:12

- **Treasurer's Report – Cheryl Grandfield reported**
  - Cheryl asked Shelly Desjardin about current use issues
  - Shelly said there are 200 properties with issues and they are working to resolve
  - Shelly said Aug 15 is when grand list needs to be completed; would be a "nightmare" if the process went that late
  - Pushing hard to get grand list done this week or next week
  - Cheryl said bills should be out 30 days before they're due; if they go out later, it's ok – the town just can't charge interest until 30 day period of notice is passed

5:14

- **Reconcile town highway ordinance from 2003 and 2017, and continue work on class 4 policy**
  - Appears that ordinance was updated in 2016 and 2017
    - Paul Cerminara read the highway ordinance from 2003
    - Larry Rooney asked the difference between ordinance and policy
      - Ordinance is more specific breakdown of classes of roads
      - Policy talks about upgrading in general
    - Rob Halpert suggested the town have one document – a policy and ordinance
    - Stacey Skadberg said ordinance is the law; policy is a set of administrative guidelines
      - Ordinance does not call for penalties like a law would
      - Not sure why the town has an ordinance

- Procedure for adopting a policy requires a majority by the board as long is it's duly warned
- Ordinance has to follow a procedure outlined in Vt law – such as posting in newspaper; VLCT has guidance about which to use
- Isn't sure of procedure for rescinding the existing ordinance
- Depends on purpose, topic, statute that would allow enactment, and enforcement for the rule
- Stacey is not clear what the purpose is – conflicts with other policies
    - Feedback says there needs to be clear parameters about how town is managing its roads
    - Ordinance is what public needs to abide by and policy is how government will make decisions
- Stacey thinks Class 4 road policy doesn't address how to get a driveway

- Paul Cerminara said 2003 ordinance is very outdated
    - If town is going to adopt one policy going forward, it is going to have elements of both the ordinance and the policy in it
    - From 2003 there are many updated things
    - It will be difficult to make headway in a SB meeting
    - More time needs to be spent on this
- Larry suggested creating a policy committee; with ordinance conflicts it may be more cumbersome for board to take on as it had been doing
- Zara Vincent said it's a good consideration
    - Maybe town creates a two-person SB committee with Stacey Skadberg and Paul Cerminara
    - Rob Halpert will have to review any draft
- Steve Dennis said the ordinance is a law and it applies to both the public and the town
- Sandy Levine said she is looking at ordinance and at end there is an adoption history; it isn't clear it was every formally adopted
    - Zara Vincent asked how that could be accomplished – through minutes
    - Stacey Skadberg said there is a publication requirement
        - Stacey said the board may need to do some forensic work to see if other procedural hurdles have been met
        - Once an ordinance is adopted it exists in perpetuity
        - It's a good question for Rob Halpert
        - The adoption history outlines steps that board would need to have taken; that's not completed
- Matt Rkiouak said he seems to recall the policy referencing this ordinance; question about does it matter; yes, it matters if public or town are bound to it; Matt asked: Is town planning to do anything it says it can't do now?
    - Zara Vincent responded, yes, there is a change related to who pays for culvert repairs
- Shelly Desjardin spoke to assessor doing reappraisal; doesn't look up road classification

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        - People who live on Class 4 road like to have it cheaper because road is not maintained; people who live on Class 3 like their property to be cheaper because they don't have privacy of Class 4 road residents
            - If someone lives on Class 3 or Class 4 road, they are taxed the same from lister perspective
            - Mead Road has four residents, not two as previously discussed
    - Paul Cerminara said that one small step at a time makes sense
        - Do work on it outside of board meetings
        - Bring new versions or parts of the version at a time
        - Very time consuming while doing other board work
        - Laws re: culverts and headways are changed since 2003
        - Some town highways may be trails now – changes made in 2009-2012
    - Zara Vincent asked how the board wants to proceed
        - Stacey Skadberg recommends the board takes steps to repeal ordinance
            - Step 1 – figure out if ordinance was properly published, warned, etc.
                - If so, suggests the board goes through process to repeal
                - Includes vote and then public notice
            - Can still take things from ordinance that are useful and put into new road policy
            - Ordinance is unwieldy and messy as it is
    - Paul Cerminara asked – does town work on updated/amended policy, can there be a time when no policy is in place?
        - Stacey Skadberg responded that unless current policy and ordinance are repealed, they are in place; repeal leaves town with no policy
            - Rob Halpert's advice was to clean up the ordinance and policy; is there a compelling reason to keep the ordinance and amend it?
    - Paul Cerminara doesn't want big time lapse between repeal and new adopted policy
        - As a board they need to be poised to adopt new policy while repealing old ordinance
    - Zara Vincent suggested two members work on improved policy within next 3-4 weeks so it's ready for August review
        - She will figure out if old ordinance is legally adopted
        - Referring to policy committee – it might be a good plan to ask hiring committee to do new personnel policies
- Stacey Skadberg said she's good at aggregating language; she's not a roads person; doesn't know enough to meaningfully contribute to that conversation;
        - Paul Cerminara has a command of the language, is happy to review a draft; she has reached the limit of her skill set
- Paul Cerminara said, at end of the day the policy needs some cross referencing with other things; there is a better way to do this work
        - Stacey Skadberg said she would prefer to review someone else's work; we're at the point that someone can take a crack at it
- Paul Cerminara asked if everyone would agree that the class 4 road policy should be its own policy

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- Zara Vincent suggested the select board take a look at both the ordinance and the policy and figure out if separate policy or ordinance is needed
- Stacey Skadberg said VLCT doesn't talk about highway ordinance; most of what's in the town ordinance mirrors state law; unclear why town went its own way
- Zara Vincent will figure out time for she and Paul to meet to discuss this and bring back to board

5:45

- **Correspondence**
  - Red Hen correspondence – single use permit application
    - Event is first week in August – Red Hen has not completed its forms yet
    - Red Hen wants to throw a party for employees with alcohol served and food and ice cream; They are responsible for applying for liquor permit
    - Event will take place at Walter Kelly Park

5:47

- **Adjournment**

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

THE ABOVE MINUTES OF JULY 7TH 2026 MEETING OF THE MIDDLESEX SELECT BOARD WERE APPROVED ON JULY 21ST, 2026.

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LIZ SCHARF, CHAIR

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ZARA VINCENT, VICE CHAIR

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LAWRENCE ROONEY

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PAUL CERMINARA

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STACEY SKADBERG

Submitted by: Carol Maloney

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