Select Board Members
___Liz Scharf, Chair*
_x__Zara Vincent, Vice Chair
_x__ Stacey Skadberg*
_x__ Larry Rooney*
___ Paul Cerminara

Middlesex Select Board
Meeting Minutes

5:00 PM
Tuesday, October 6, 2026
Middlesex Town Hall and via Zoom*
5 Church Street
Middlesex, Vermont 05602
(802) 223-5915

Also in attendance: Brigid Browning (Town Clerk), Cheryl Grandfield (Town Treasurer), Dorinda Crowell, Matt Rkiouak, Lincoln Frasca (CVRPC), Adrienne Maguida, and Russ Bennett (Planetary Matters / Galaxy of Yes).

5:00 pm. Meeting called to order.

Approval of the minutes of the September 15, 2026 Regular Select Board Meeting. Larry moved to approve the minutes; Stacey seconded. Motion carried.

Approval of the agenda for the October 6, 2026 Regular Select Board Meeting. Larry moved to approve the agenda; Stacey seconded. Motion carried.

Highway Report

Regarding repairs to Old Brook Road, a pre-bid meeting was held on September 29, 2026. Bids are due by October 14, 2026, and the contract will be awarded on October 16, 2026. Installation of the guardrail on Lower Sunnybrook Road has been completed, and winter sand is still being hauled in. The highway crew will be grading roads this week and hot-patching Shady Rill Road.

Dorinda Crowell asked whether the Old Brook Road project remains on schedule for completion by November. Based on her discussion with Eric Metivier, Road Foreman, Zara believes the work will be completed as planned once the contract is awarded.

Because Paul was unable to attend the meeting, the update regarding the box culvert stonework repair schedule, as directed by ANR, will be addressed at the next scheduled meeting.

The Board also re-signed the Town Road and Bridge Standards previously approved on April 7, 2026. The signed standards will be submitted to VTrans.

CVRPC Watershed Protection Projects

Lincoln Frasca presented the contract and bidding documents for the Board's review and approval regarding the current watershed protection projects administered through the Central Vermont Regional Planning Commission. These projects are designed to improve flood resiliency and are funded through a cost-share arrangement consisting of 75% state funding and 25% homeowner contributions.

It was discussed that homeowners must remit their portion of the project costs to the Town Treasurer before any work can begin. Currently, three properties on Brook Road are scheduled to participate in the program.

Adrienne Maguida, who is assisting the homeowners, noted that CVRPC has extensive experience hiring contractors for this type of work. Lincoln also explained that special permission from the Department of Environmental Conservation must be obtained in order to proceed with the Emergency Watershed Protection projects this year. A proposed letter requesting that permission was included in the meeting materials.

A motion was made to authorize CVRPC to distribute the bid documents as drafted and to authorize Selectboard Chair Liz Scharf to sign the request for an extension of time to complete the in-stream work. Larry moved; Stacey seconded. Motion carried.

Town Website Administration

The Board discussed authorization for accessing and updating the Town's website. Following discussion, a motion was made to authorize the Town Clerk, Town Treasurer, and Town Administrator to perform those functions. Stacey moved; Larry seconded. Motion carried.

The Board also expressed no objections to migrating Town email addresses from middlesexvermont.org to middlesexvt.gov, the Town's new website domain.

Treasurer's Report

Treasurer Cheryl Grandfield provided an update. She continues to work on the Town audit and reported that the Town has received its first bill from the school district. Issues with delayed mail delivery continue. Cheryl reported that mail sent as far back as July has been returned to the Town. She is also working closely with the new Town Administrator, Liam Abbate, and expressed positive feedback regarding his work to date.

GEARS State Grant Portal Authorization

A motion was made to approve a Municipal Resolution adding Liam Abbate, Town Administrator, as an authorized signing official for the Town of Middlesex in the GEARS state grant portal. Larry moved; Stacey seconded. Motion carried.

Childcare Development Grant Support Requests

The Board heard from Russ Bennett of Planetary Matters, LLC regarding two requested letters of support related to separate childcare center projects proposed for Middlesex. The letters are intended to support two grant applications through the Northern Border Regional Commission.

Russ explained that Planetary Matters is seeking to convert the white ranch house on the Camp Meade property into a childcare center with a capacity of 53 children, ages 0-5. Grant funding would support installation of a fire suppression system, which requires substantial water storage because the property is served by a private well rather than a municipal water system. The second grant application relates to soil boring and site investigation work on the Colby Road property, where the organization is pursuing development of a childcare center and community school.

The Board was unable to review the requested letters of support until the meeting, and only hard copies were provided. Larry asked if there was any supporting documentation providing context for the grants for which the letters of support had been requested, but Russ had limited information regarding details of the grants.

Stacey and Larry expressed reservations about some of the representations contained in the proposed letters and noted that the current Selectboard had not yet received a comprehensive briefing on the proposed developments. Russ indicated that the organization's immediate priority is the Camp Meade ranch house project, which could be developed more quickly than the Colby Road site.

Cheryl asked how the childcare facility would be funded and operated over the long term. Russ stated that grant requirements would obligate the property to remain in use as a childcare facility for at least ten years. Questions were raised regarding the project's financial sustainability if the facility did not prove profitable.

The Board requested electronic copies of the proposed letters of support for further review and consideration.

Russ also stated that future development of the Colby Road property could benefit from a reconfiguration of Colby Road. He emphasized that any such consideration remains in the preliminary planning stages. Stacey noted that, while the Board has authority to relocate a town road, additional information would be needed regarding the applicable statutory process.

Town Clerk's Report

Town Clerk Brigid Browning provided an update. The office has already received approximately 40 general election ballots. She reported that the new website is progressing well, although both the old and new websites must be maintained for the time being.

Brigid also raised concerns regarding responsibility for posting agendas and minutes, including publication on the Town website. Currently, committees forward the documents to the Town Clerk for posting. However, based on her research, she believes that the clerk of each committee is responsible for ensuring agendas and minutes are posted in compliance with Open Meeting Law, meaning that each committee's "clerk" or designated minute-taker would bear that responsibility.

Matt Rkiouak suggested a two-track approach consisting of: A technical solution to ensure documents are posted online efficiently, such as an automated email inbox that accepts submissions from designated committee email addresses; and a procedural discussion addressing responsibility for compliance with posting requirements.

Brigid explained that she is primarily seeking clarity regarding ownership and responsibility for posting agendas and minutes in compliance with Open Meeting Law.

The Board discussed the various locations historically used for public postings, including Red Hen, Roots Market, Town Hall, and Rumney Memorial School. Stacey and Larry requested additional time to review the issue, and the discussion was concluded without action.

Oversized Document Scanner

The Board returned to the Treasurer's report to discuss the purchase of a scanner capable of handling oversized documents. Cheryl reported that she has conducted extensive research and found that many town clerks and treasurers successfully use this type of equipment. Currently, when a resident requests a copy of an oversized document that cannot be scanned or copied using existing office equipment, Town staff must transport the document to an outside vendor for reproduction.

Cheryl noted that the cost of the scanner could be partially offset through copy fees. The Town had previously budgeted $4,000 for office equipment. After purchasing the Town Administrator's laptop, $1,641.51 remains available, which is sufficient to purchase the scanner. The Selectboard expressed unanimous support for the purchase.

Other Business

The Board reviewed the Budget Committee's draft survey questions. The survey will be conducted entirely online rather than through a town-wide mailing. The Budget Committee also plans to encourage participation on Election Day by setting up an information table outside Town Hall near the flagpole.

With no further business to come before the Board, Larry moved to adjourn the meeting; Stacey seconded. Motion carried.

6:31 p.m. Meeting adjourned.

THE ABOVE MINUTES OF AUGUST 24, 2026 MIDDLESEX SELECT BOARD SPECIAL MEETING WERE APPROVED BY THE SELECT BOARD ON SEPTEMBER 1ST, 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: Stacey Skadberg