Select Board Members

_X_ Liz Scharf
_X_ Zara Vincent
_X_ Paul Cerminara
_X_ Stacey Skadberg
_X_ Larry Rooney

MIDDLESEX SELECT BOARD
5:00 PM
Tuesday, March 10, 2026
SPECIAL MEETING
Middlesex Town Hall and by Zoom
Church Street
Middlesex, Vermont 05602

MEETING MINUTES

Attending: Brigid Browning, Shelly Desjardin, Colin Marshall

5:00
Call to Order

- Welcome guests
- Approve agenda for March 10, 2026 Special Organizational Meeting

Motion: Paul moved to approve agenda for special organizational meeting, Larry seconded, motion approved

Organizational Meeting

- Appointment of Select Board Chair
  - Consideration of Chair's voting status

Motion: Paul moved to nominate Liz Scharf, Zara seconded, motion approved

Motion: Stacey moved that the MDX select board chair can make motions and vote, Larry seconded, motion approved

- Appointment of Select Board Vice-Chair

Motion: Larry moved to appoint Zara Vincent, Paul seconded, motion approved

- Designating time and place for Select Board meetings

Motion: Liz moved that regular select board meetings will take place twice each month at the MDX town hall at 5 Church Street, on the first and third Tuesdays of the month at 5:00 p.m.; Larry seconded, motion approved

- Designating the newspaper of record

Motion: Paul moved to select Times Argus as newspaper of record, Stacey seconded, motion approved

- Appoint the Town Clerk and Town Clerk Assistant the authority to approve excess weight permits

Motion: Zara moved to appoint the town clerk and asst. town clerk the authority do approve excess weight limits, Paul seconded, motion approved

- Appoint the Town Clerk and Town Clerk Assistant, the Authority to Approve and Sign *Renewal* Liquor License for all classes of License. In addition, the Town Clerk or Town Clerk Assistant can approve all special events, catering permits & sampling event permits as the business generally holds a liquor license. The Town Clerk will bring all **New Class 1, 2 &3 (never applied before)** Liquor Licenses to the Select Board for their approval before approving at Vermont Liquor & Lottery Control.

Motion: Larry moved to appoint the town clerk and town clerk assistant, the authority to approve and sign *renewal liquor license* for all classes of license. In addition, the town clerk or town clerk assistant can approve all special events, catering permits & sampling event permits as the business generally holds a liquor license. The town clerk will bring all New Class 1, 2 &3 (never applied before) liquor licenses to the Select Board for their approval before approving at Vermont Liquor & Lottery Control. Zara seconded, motion approved

- (Re)appointments to the following town positions
  - Emergency Management Coordinator-Vacant
    - Colin Marshall is a member of MVFD, and is interested in this position
      - Each town is required to have an Emerg. Mgmt (EM) Director – Liz has that responsibility for MDX
      - EM Coordinator responsibilities are flexible
      - EM Committee has as many people as the coordinator desires
      - State has templates for different types of emergencies
      - Liz stated that it would be helpful if the town needs an incident command center this person would lead that effort
      - Town plan is boilerplate currently and is updated every year
      - Paul asked if because the position is vacant does the SB need to go through a formal process to appoint Colin
      - Liz said she doesn't think so – it's a volunteer position and the SB can appoint Colin in this meeting

Motion: Zara moved to appoint Colin Marshall as EM coordinator, Paul seconded, motion approved

  - Fire Warden-Jason Merrill

Motion: Paul moved to appoint Jason Merrill as fire warden, Larry seconded, motion approved

  - Tree Warden - Vacant – Ben Abair is interested and this will be discussed at a future meeting

- Wrightsville Beach Management Representative - Aric Brown (awaiting confirmation at time of posting)

Motion: Zara moved to appoint Aric Brown, Paul seconded, motion approved

- Recreation Director and E911 Coordinaor-Mitch Osiecki

Motion: Larry moved to appoint Mitch Osiecki as both recreation director and E911 coordinator, Stacey seconded, motion approved

- Health Officer(s)-Dr. Robert Penney and Elizabeth Fortman, Assistant (awaiting confirmation at time of posting)

Motion: Larry moved to appoint Dr. Robert Penney as the town health officer, Zara seconded, motion approved

- Reappoint David Lawrence as Middlesex representative to the Central Vermont Internet Board
  - No word from David so action on this is postponed

- Vacant-Middlesex's representative to the Central Vermont Solid Waste Management District
  - Liz reported that she heard from Anita Krauth with an interest in this position

Motion: Larry moved to approve Anita Krauth as Middlesex representative to the CVSWMD, Paul seconded, motion approved

- Vacant - Road Commissioner for Town of Middlesex
  - Liz reported she will advertise on FPF because it's a paid position
    - Zara thinks Eric may be interested in the position
    - By end of April a job description is needed, along with job description for the town administrator

Motion: Zara nominated Eric as interim road commissioner, Larry seconded, motion approved, Paul abstained

- Reappoint Ronald Krauth as Middlesex's representative to the Central Vermont Regional Planning Commission
  - Reappoint Mitch Osiecki as alternate

Motion: Paul moved to reappoint Ronald Krauth as town representative to the CVRPC and Mitch Osiecki as an alternate, Larry seconded, motion approved

- Review and readopt the Vermont League of Cities and Towns model Rules of Procedure
  - Liz shared the template and thinks there may be some issues that the body may chose to have a 2/3 majority for – such as removing chair and vice chair if they are not performing their duties adequately
    - If majority for removing those in those positions then everyone but the person in the position would have to support the motion to get a 2/3 majority
  - SB decided to stick with majority rules

Motion: Larry moved to approve rules and procedures as provide by VLCT, Stacey seconded, motion approved

5:28

- **Close organizational meeting**

REGULAR SELECT BOARD MEETING

5:30

- Approve February 17, 2026, regular Select Board meeting minutes

Motion: Larry moved to approve the minutes of the Feb. 17, 2026 meeting, Paul seconded, motion approved

- Approve agenda for March 10, 2026 regular select board meeting

Motion: Zara moved to approve the regular select board agenda for March 10, 2026, Larry seconded, motion approved

5:35

- Highway Department & FEMA update
    - Zara reported
        - 100% obligated for both years – 2023 and 2024
        - Eric and Zara working with Vt. state employee to close out the project certifications
        - Finalizing the numbers about each road
        - Town is in good shape and money is in the state
        - Need to finalize details with VTRANS once the snow has melted
        - Town can move forward on other projects that town received extensions on
        - Liz asked if town is asking FEMA for additional funds – these projects will require new FEMA round of funding
    - No road report for this meeting

5:35

- Treasurer's Report: Updates on the Town's financial issues
    - Cheryl shared preliminary regular audit of town's finances for FY25
        - Single audit is in process – that's a very detailed dive into town finances
        - 2023 will be audited again because of federal funding
        - Once 2023 is done the auditor will go to the 2024 records
        - Regular audit went very well

5:40

OTHER BUSINESS

- Correspondence
    - Public Hearing
        - Rod Halpert sent email about S. Bear Swamp reclassification notice
        - Liz said hearing is set for April 14th
        - Rod said required notice time frame may not work as 30 days advanced notice via certified mail is required
            - Discussed challenges with USPS
            - Cheryl believes UPS may be a better way to send certified communication to assure they are delivered
            - Rob has created a draft notice that will go out to residents of the road
            - Cheryl stated that the public notices need to be posted in multiple public places as required by statute
            - Brigid will need to put the date the public notices will be posted on the letter/notice going out to property owners

Motion: Paul moved to change the hearing date for S. Bear Swamp reclassification previously scheduled for April 14th to April 28th to accommodate mail delays and weather, Larry seconded, motion approved

- Anonymous letter received
    - Liz received an anonymous letter from concerned citizen of MDX
    - Letter was addressed to Zara, and expressed concern about her involvement in discussions about town administrator because she stated she may be interested in the position
        - Liz said anyone on the board could express interest – if they are interested that person would withdraw from any decision making about the position
        - Zara said as part of her work on budget committee she did some research about responsibilities and salary for the position to move the discussion forward; doesn't believe she is compromised ethically with her actions to date
        - Paul suggested Zara may want to be careful about her involvement if she is interested in the position
            - Zara said she has a lot of information about what is needed and is reluctant to recuse herself for all discussions
            - Larry asked if Zara would need to step down from SB is she is hired – Liz answered yes she would
- Discussion about town administrator hiring process
    - Liz explained that the position will be posted and advertised and open to anyone
    - There is interest on the SB to get towns' people to participate in the process
    - Liz explained that she will be away for 10 weeks right during the hiring time frame and will not be able to participate in most of the hiring process
    - There are job description templates – one from Calais and through the VLCT – and all SB members will have an opportunity to give input
        - SB agrees to be diligent about ethical considerations during the discussion and hiring process
        - Liz said she'd like job description completed by end of March
            - The job ad needs to be posted right away after job description is finalized
            - Ideal to have a decision and made by early June so resumes are needed in early May
            - Larry suggested having a draft job description for administrator and road commissioner at the next meeting and make time to discuss the positions and process at next meeting

- **Vacancies for elected positions: budget committee, cemetery committee**
    - Cemetery committee
        - A few people expressed interest at town meeting
        - There were three people on the committee and only Gary ran this year
        - The others decided not to continue serving
        - Liz posted on FPF to recruit for this
        - Brigid will look at ballots from town meeting to see if there are write-ins
        - Brigid will post in FPF too

    - Budget committee
        - Members are: Mark, Dorinda, Elias, and Sam
        - Matt did not run because he didn't get his petition in and not enough people wrote him in
        - SB will vote to appoint Matt at next meeting

- **Any other matter that may come before the Board**
    - Discussion about Lower Sunnybrook Rd
        - Paul shared that there are three properties that are going to be affected by the need for easements for construction equipment
        - Temporary construction easements are needed that details
        - Paul will send points that Brigid will turn into a letter for the three property owners impacted
    - Liz's 10 week leave May 19, June 2, June 16, July 7 board meetings
        - Liz will be out of the country from May 11 to July 17th and Zara will be responsible for preparing meeting agendas and running the meetings

6:38

- **Adjournment**

Motion: Zara moved to adjourn the meeting, Paul seconded, motion approved

6:38 p.m. Meeting Adjourned

THE ABOVE MINUTES OF MARCH 10, 2026 MEETING OF THE MIDDLESEX SELECT BOARD WERE APPROVED ON MARCH 24, 2026.

_____
LIZ SCHARF, CHAIR

_____
ZARA VINCENT, VICE CHAIR

_____
LAWRENCE ROONEY

_____
PAUL CERMINARA

_____
STACEY SKADBERG