

MONKTON SELECTBOARD MEETING MINUTES
Tuesday, July 8th, 2025
DRAFT

CALL TO ORDER

The meeting was called to order by Jessica Demeritt at 7:03pm.

ATTENDANCE

Members in attendance: Jessica Demeritt (Chair), John Dunham, Joe Szarejko, Sam Peisch

Members absent: Walter Crandall (Vice-Chair)

Others in attendance: Stan Wilbur (Town Administrator), Jaime Schulte (Acting Recording Secretary), Lisa Burns, Mark Burns, Stephen Pilcher, Tom Steadman, Carol Lea, Kirk Lea, John McNerney, Randy Charboneau, and Stacy Jones.

ANNOUNCEMENTS

None offered.

ADDITIONS OR DELETIONS FROM THE AGENDA

The Agency of Transportation agreement was received for a paving grant, which will be reviewed tonight under the Highway Department agenda item.

REGULAR BUSINESS

APPROVE SELECTBOARD MEETING MINUTES

JUNE 24, 2025

J. Dunham moved to approve the minutes of June 24th, 2025 as written. J. Szarejko seconded. The vote passed 3-0-1. J. Dunham abstained due to not being present at the June 24th meeting.

REVIEW AND APPROVE CHECK WARRANTS

J. Demeritt moved to approve Accounts Payable Check Warrant #50630 in the amount of \$29,191.04. S. Peisch seconded. This is for the tractor. **The vote passed 4-0-0.**

J. Dunham moved to approve Accounts Payable Check Warrant #92585 in the amount of \$9,373.31. S. Peisch seconded. Amounts include health insurance, dental, supplies, etc.. **The vote passed 4-0-0.**

J. Dunham moved to approve Accounts Payable Payroll Warrant #50630 in the amount of \$14,930.46. J. Szarejko seconded. This is payroll for town employees. **The vote passed 4-0-0.**

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REVIEW OVERWEIGHT PERMITS

There were three new permits approved:

BEACON SALES ACQUISITION

CONSOLIDATED COMMUNICATION

MATT ATKINS PROPERTY SERVICES

FACILITY USE REQUESTS

No update/no action taken.

PUBLIC COMMENT (Guests)

None offered.

NEW BUSINESS

HIGHWAY DEPARTMENT UPDATE

Work was completed for Town Highway #13 as planned. Pond Road was resurfaced with new material. Gravel has been stockpiled at the shop. Seeding/mulching was completed in some recently ditched areas. Some excavation work has started at the intersection of Nichols and Monkton Roads in preparation for paving. The culvert on Bristol Road by Meader Swamp was worked on this week. The Tyler Bridge Road culvert's short-term solutions and pricing are being explored. Concrete is not a good reinforcement option there, after further review. There will be more ditching on Rotax Road soon, after some tree cutting is completed. S. Wilbur noted \$12,500 left through the FEMA program for use on Tyler Bridge Road.

PAVING GRANT

J. Demeritt moved to approve the State of Vermont paving grant P-02272 in the amount of \$200,000.00 with an award date of July 1st 2025 and end date of December 31st 2027 and to authorize the Chair to sign the grant agreement. J. Dunham seconded. There was no further discussion. **The vote passed 4-0-0.**

S. Pilcher noted the town's share of this grant agreement is 20%, which was already accounted for in the town budget.

FEMA UPDATE

J. Demeritt briefly discussed the six projects on the FEMA spreadsheet. FEMA would fund these at 75%. Four of the six projects are obligated, so those are closer to receiving funds. The state gets the information for these and creates an agreement within 3 to 8 weeks.

Piney Woods has been divided into two different projects and that scope will be finalized at the next meeting with FEMA. The total for FEMA projects in Town

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looks like about \$1.5 million, with the bulk of that for Piney Woods. The FEMA share of this would be \$1.12 million. The State portion would be some \$191,000 and the Town share would also be \$191,000. The Selectboard will need to decide how to proceed.

J. Demeritt has written an accounting of the damage to Piney Woods Road and shared it with the Road Foreman and J. Szarejko, to see if there are additions/corrections. There was discussion of whether it would be helpful to share that writeup with the community. There was discussion of the two repair options, which are to a) restore the road as it was, or b) build it back better. The specific numbers for each option would need to be confirmed. The Board was in favor of sharing the information with the community, which will likely happen in the next week or so.

OVERWEIGHT PERMITS - PERMITTED WEIGHT

The Road Foreman and W. Crandall are now reviewing Overweight Permits.

There was a question from Kirk Lea about why there is so much focus on allowing Overweight Permits. Do we need to allow them? Carol Lea stated that large trucks are damaging the roads, so these permits should cost a lot to make up for that. S. Pilcher noted that for a time Monkton posted “no through trucks”, but was advised by the Vermont League of Cities & Towns that we cannot do that. The sheriff was, for a time, coming through with scales and parking in front of the old Town Hall. There has been difficulty keeping people on staff with the Sheriff’s Dept. who can operate the scales. J. Demeritt mentioned the Overweight Ordinance, which is currently being reviewed by the Town Attorney. K. Lea said the Sheriff’s department has indicated in the past that their focus area is determined by the Selectboard. T. Steadman noted a benefit of the overweight permits is that you can confirm the operator has insurance, but the fees are too low at only \$5 for a permit. S. Pilcher did not think the State would allow higher rates. There was the suggestion to look into options that would be allowable by statute.

100 ROSCO ROAD MAINTENANCE

Work was completed on Town Highway #13 at 100 Rosco Rd., which had been required before the Selectboard would consider “throwing up” the road as a Class 4 road.

TOWN HIGHWAY 13 MORSE ROAD / 100 ROSCO ROAD

The next steps in throwing up the road are to set a date to examine the premises and give 30 days notice to the petitioners and to persons owning or interested in the lands through which the highway may pass. Notice will be published and a hearing held. The Selectboard’s visit will be on August 26th at 5:30pm.

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MEADER ROAD – CLASS 4

The Selectboard received an email with a concern about logging trucks or commercial vehicles driving off the margins of the roadway into ditches. The road is only the width of a single-lane driveway, which is causing some issues. The Road Foreman was going to take a look. J. Szarejko will follow up with the Road Foreman and the concerned resident.

SELECTBOARD RULES AND PROCEDURES

The final draft was circulated to the Board and there was no further feedback.

J. Dunham moved to approve the Selectboard Rules and Procedures final draft. J. Szarejko seconded. There was no further discussion. The vote passed 4-0-0.

CEMETERY ADMINISTRATOR

The position has been advertised. Two people expressed interest, but one later withdrew from consideration. S. Wilbur has not heard back yet from the other one. Lisa Burns is still willing to take on the role if there are no other suitable candidates.

ASSISTANT TREASURER

The Board has heard from two people. One has an interview scheduled on Friday. The ad is running again in the Addison Independent.

APPOINTMENTS

There are two town roles that have a 1-year term running from July 1st to June 30th. Debra Sprague and Stephen Pilcher have been our representatives to the Addison County Regional Planning Commission and the Transportation Commission on the ACRPC. J. Demeritt noted that vacancies must be advertised, per policy, but that requirement can be waived. This would seem to be the best approach, because the incumbents are performing well and we are already into July.

J. Demeritt moved to waive advertising of the Addison County Planning Commission Transportation Advisory Committee position, as well as the position on the full ACRPC. J. Dunham asked if D. Sprague and S. Pilcher are interested in continuing and does that mean we do not need to advertise? Yes they are willing, but this would normally require advertising. In this case these individuals have been performing well and no one else has expressed interest in the roles. **J. Dunham seconded the motion.** S. Pilcher commented on the policy of advertising positions. It came about when Henry Boisse was on the Selectboard. The reason was to give people an opportunity to get involved in the town, to create options for the Selectboard and potentially allow people to step away from roles they would like to transition. **The vote passed 4-0-0.**

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ACRPC FULL COMMISSION – TWO DELEGATES

J. Dunham nominated Debra Sprague and Stephen Pilcher to the Addison County Regional Planning Commission. The vote passed 4-0-0.

ACRPC TRANSPORTATION ADVISORY COMMISSION

J. Dunham nominated Debra Sprague as the delegate and Stephen Pilcher as an alternate to the Addison County Planning Commission Transportation Advisory Committee. The vote passed 4-0-0.

Tom Steadman asked if the positions of Town Administrator, Assistant Treasurer, and Delinquent Tax Collector are also appointed. J. Demeritt said these are now hired positions. S. Wilbur noted that he was hired as an at-will employee as Town Administrator, for example. There was discussion of the transition of these positions from elected or appointed to hired.

BUDGET REPORT

J. Demeritt gave a brief update. We are 50% of the way through the year. Generally speaking the budget looks to be in good shape and on-budget. J. Dunham asked about the Recreation Committee line item looking to be over budget. This may be due to timing of revenue. S. Peisch asked if we are over budget on gravel. This may also be due to timing. There was discussion of other line items.

T. Steadman asked about separate accounting for the Tax Anticipation Note (TAN) recently taken and how that appears as revenue. The discussion was that it is not revenue, but rather a loan or line of credit in anticipation of future revenue (taxes). L. Burns clarified that T. Steadman's request is to see how much money has been taken from the TAN to date. J. Demeritt will obtain that number and provide it to T. Steadman.

CONNECTING WITH LIBRARY

J. Demeritt said the Library has requested that a keypad be added to the exterior door of the expansion room/south wing, which would cost some \$3,500. They are not comfortable with the room being used for meetings until that keypad is in place. She would like some Selectboard members to meet with the Library to discuss how the Town and Library interact and the overall relationship. J. Dunham asked if there is an issue. J. Demeritt feels that there are some things that could need work. The Library Board reached out to S. Wilbur with the expectation of the keypad being installed, yet appears to feel that they control use of the room. The Selectboard may not agree that the south wing room is managed and scheduled by the Library. S. Peisch commented that the relationship between the Town and Library in Monkton is a little unusual and different towns have a variety of arrangements and sometimes a Memorandum of

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Understanding. The Selectboard members felt that it would help to meet with the Library Board. J. Demeritt will reach out to arrange that. L. Burns asked if the requested \$3,500 was part of the original budget for that room. J. Demeritt thinks that may not be clear and it would be a reason to connect with the Library.

ACTION ITEM ROUNDUP

- 1) S. Wilbur to contact the sheriff about enforcement on Silver Street and weighing trucks.
- 2) J. Szarejko to check with S. Lawrence about a guard rail on Silver Street.
- 3) S. Wilbur to look into whether it is possible to do a larger charge for overweight permits or perhaps as a separate additional tax.
- 4) The Board will meet at 100 Roscoe Road at 5:30pm on August 26th to inspect Town Highway #13, which may be thrown up.
- 5) J. Szarejko to follow up regarding logging trucks/commercial vehicles on Meader Rd.
- 6) J. Demeritt to follow up with the Library Trustees to get on their agenda.
- 7) S. Peisch to update the Appointments list.
- 8) S. Peisch to help follow up with committees about budget variances to help the budget stay on track.

EMPLOYEE PERFORMANCE EVALUATIONS

J. Demeritt asked J. Szarejko to connect with S. Lawrence about S. Lawrence reviewing his employees. Evaluations will also be happening for other employees, including the Town Administrator and Treasurer.

OLD BUSINESS

VGS CASE UPDATE

J. Dunham has been in contact with Cindy Hill regarding a draft that she sent and he then approved or rejected items in the draft on behalf of Monkton. There is no schedule yet from the Public Utility Commission, which is an unexpected delay. C. Hill had the suggestion to traverse the pipeline corridor to see if there have been any recent disturbances. It seems that Town representatives would need landowner permission to walk the pipeline. This agenda item was reviewed again when Nate and Jane Palmer joined the meeting just after this item. There was conversation about what could be discussed outside of an Executive Session. The Palmers have some information to share about a sinkhole, which they will pass on to J. Dunham.

OTHER BUSINESS

DETERMINE TIME/DATE OF NEXT MEETING

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The next meeting will be Tuesday, July 22nd, 2025 at 7:00 p.m.

EXECUTIVE SESSION

Not needed.

ADJOURNMENT

**J. Dunham moved to adjourn the meeting at 8:43pm. J. Szarejko seconded.
The vote passed, 4-0-0.**

Respectfully submitted,
Jaime Schulte