

# MONKTON SELECTBOARD MEETING MINUTES

Tuesday, November 25th, 2025

## **1. CALL TO ORDER**

The meeting was called to order by Jessica Demeritt at 7:00pm.

## **2. ATTENDANCE**

Members in attendance:

Jessica Demeritt (Chair), Walter Crandall (Vice-Chair), Sam Peisch (Secretary), John Dunham (Member), Joe Szarejko (Member)

Others in attendance:

Stan Wilbur (Town Administrator), Jaime Schulte, Debra Sprague, Lisa Burns, Stephen Pilcher, Tom Steadman, Trevor Currier (interim Road Forman), Buzz Kuhns, Carroll Maxwell, John McNerney, Stacy Jones (minutes recorder), Don Mannigan

People online with no last names: Jim, Mark, Julissa, Vic.

## **3. ANNOUNCEMENTS**

None offered

## **4. ADDITIONS OR DELETIONS FROM THE AGENDA**

None added

## **5. PUBLIC COMMENT**

None offered

## **6. APPROVE MINUTES**

*Sam moved to approve the minutes of November 11th, 2025 as written. Walt seconded. **The vote passed 5-0-0.***

*Sam moved to approve the minutes of November 7th, 2025 as written. Joe seconded. **The vote passed 4-0-1.** Walt abstained due to absence from the November 7th meeting.*

## **7. REVIEW AND APPROVE CHECK WARRANTS**

*John moved to approve Accounts Payable Payroll Warrant #51117 in the amount of \$14,011.53. Walt seconded. This is payroll for town employees. **The vote passed 5-0-0.***

*Joe moved to approve Accounts Payable Check Warrant #51111 in the amount of \$34,633.05. Walt seconded. This is primarily for Green Mountain Power, Dundun's Plumbing and heating, Heart and Mead Energy, gravel. **The vote passed 5-0-0.***

*Walt moved to approve Accounts Payable Check Warrant #51125 in the amount of \$77,849.07. Sam seconded. This is primarily for Pike industries (hot mix),*

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*Viking Cities USA (Highway department parts and/or equipment)*. **The vote passed 5-0-0.**

### **8. REVIEW OVERWEIGHT PERMITS**

None discussed

### **9. FACILITY USE REQUESTS**

Walt advised there have been several space use requests. They are mostly for 2026 at this time. The rest of this calendar year is quiet.

Walt has asked Sharon Gomez for a list of all dates the town will need to use the space, voting day for example, to be certain these dates are populated in the calendar to avoid accidentally booking over them.

There was discussion about the website calendar, it may have a syncing error

### **10. HIGHWAY DEPARTMENT**

Joe reported the Highway Department's activities including equipment and maintenance: The 2024 Mac truck and the 2017 Western Star received servicing, including the installation of new parts and equipment. All trucks were fully winterized. Roads were plowed and salted multiple times. Road Work: Potholes on Morgan Road were filled with gravel. Aprons on several roads were repaired. The crew graded and added multiple loads of gravel to the following roads: Covered Bridge Road, Boro Hill Road, Pond Road, Hardscrabble Road, Piney Woods Road. Other activities included in-shop organization. Trevor worked on refining the draft highway winter policy. Highway staff and Selectboard Chair, Jess, met with the Grader salesperson. Trevor also met with the Ferrisburgh highway crew to discuss their grader.

Discussion occurred regarding the ongoing issue with the unpermitted curb cut. Stan will track down a telephone number for the landowner, so someone can reach out via phone. Discussion occurred regarding the ongoing issue of items in right-of-way. The ticket previously discussed has been issued without response. John will follow up in person.

Discussion occurred regarding the grader estimate (a handout was reviewed), the estimate included information both for purchase and lease. Some questions around what is covered under the warranty were raised. Additional quotes are still being sought. The previously scheduled December appointment for grader repair will be cancelled until a new oil sample is taken. The previously submitted oil sample seems to have been lost in the mail.

### **11. ADVERTISEMENT FOR ROAD CREW POSITION**

The selectboard reviewed and edited the job description and job posting.

### **12. OVERWEIGHT ORDINANCE**

Tabled until after budget season.

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Jess, following a conversation with Stan, suggested the weight limit apply to the Ridge only. Further discussion occurred.

Jess will follow up with Jim Carroll.

### **13. WINTER OPERATION POLICY**

The selectboard reviewed and edited the Winter Operations Policy put forth by Trevor. Some discussion about details took place during editing.

*Sam moved to approve the Winter Operations Policy pending approval by the interim Road Foreman. Joe Seconded. The vote passed 5-0-0.*

### **14. FEMA PROJECT UPDATE**

Jess reported that Monkton has now received the funds for 2 obligated projects. The third allocation remains outstanding. There is currently no way to gauge when or if this outstanding allocation will arrive. This means we have only half of the funds for the proposed Piney Woods repair project.

Stan noted all of the culverts for Piney Woods have already been purchased, this occurred earlier this year. There was some discussion to clarify questions about the culverts.

Stan has responded to 6 firms submitting a reply to the RFP to date. Stan also posed a question about whether the monies Monkton currently has can be invested. He plans to follow up with FEMA on this matter.

### **15. HEALTH INSURANCE PLAN**

Sam shared that there are two plans currently on the table. Following discussion with the highway department and learning about some of the specific needs, in addition to unpredictable fluctuations, he advocated that the town continue with the current plan in place.

### **16. TECHNOLOGY SERVICES & HARDWARE PLAN**

Jess described the current contract that Monkton has with the Tech Group to manage Information Technology services and provide some support. The current technology infrastructure the town has is aging. The Tech Group is currently tracking 12 pieces of technology owned by the town. Half of them are currently running outdated operating platforms and require an upgrading in order to be updated.

The question before the selectboard tonight is whether to subscribe to an extended security update for \$400. This would protect the 6 outdated units until October 2026.

Some discussion occurred regarding the replacement for the computer at the Town Garage, which is not a part of this Tech Group proposal. Discussion also occurred regarding other pieces of technology currently in use.

*Jess moved to approve the Tech Group proposal to update 6 machines with an extended support user licence to expire on October 14th 2026 in the amount of \$400. John Seconded. The vote passed 5-0-0.*

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**17. APPOINTMENT POLICY**

Jess shared that Stephen is interested in serving on the planning commission. The selectboard received a letter expressing that the planning commission unanimously supports his joining the commission.

*Sam moved to appoint Stephen Pilcher to the open seat on the Monkton Planning Commission. Walt seconded. The vote passed 5-0-0.*

**18. MONKTON MUSEUM & HISTORICAL SOCIETY SIGN**

The Monkton Museum & Historical Society would like to add a sign to the existing sign. Jess reviewed the dimensions. Jess then shared that she has spoken with the library and the historical society. There do not appear to be any concerns regarding the sign from either entity.

The selectboard agreed to support the sign, pending clarification of who is responsible for its purchase and installation.

**19. SHERIFF DEPARTMENT CONTRACT**

The sheriff's department has reached out to ask about where the selectboard stands on the proposal previously presented, September 23, 2025. The current contract is for \$33,500, the actual amount spent on Sheriff services as of the date of this meeting is \$19,500. So, the Sheriff's Department has not been in Monkton as often as they had anticipated. When the Sheriff presented his proposal he explained part of the reason for that is short staffing within his office.

The question before the selectboard tonight is whether or not to choose to maintain the number of hours of coverage at increased cost.

**20. 2026 BUDGETING UPDATE**

Jess shared she did meet with Sharon Gomez to get numbers from her. She will also meet with Bill Joos the first week of December to get numbers from him.

Joe is working with the highway budget.

John requested sitting in on the meeting between Jess and Bill.

**21. OTHER BUSINESS**

None offered

**22. ACTION ITEM ROUNDUP**

- Stan will get a phone number for the Coyle's curb cut
- John will follow up with the Hollow Road resident regarding the right-of way
- Joe and Trevor will collect and send another oil sample from the grader
- Joe will cancel the grader repair appointment scheduled for December
- Jess will follow up with the Town attorney regarding the impact of limiting the Ridge, local deliveries, and overweight permits
- Sam will review the revised Winter policy with Trevor

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- Stan will investigate whether FEMA monies can be invested
- Jess will follow up with the Tech Group on the extended service user licenses contract
- Jess will follow up with the Monkton Museum & Historical Society regarding their sign
- Stan will follow up with the sheriff's department and request a "boiler plate" contract
- Joe and Sam will meet with Trevor to continue the highway budget
- Sam will finalize the minutes from November 7th and 11th
- Update the town directory to reflect Stephen's appointment to the Planning Commission

### **23. DETERMINE TIME/DATE OF NEXT MEETING**

December 9th, 2025 at 7:00pm

### **24. EXECUTIVE SESSION**

*Jess moved to enter Executive Session because premature general public knowledge would clearly place the public body or person involved at substantial disadvantage. Joe seconded. **The vote passed 5-0-0.***

*Jess moved to enter the Executive Session to discuss labor relations, provision of 1 V.S.A. § 313(a)(1)(B) of the Vermont statutes. Sam seconded. **The vote passed 5-0-0.** Entered Executive Session at 9:08 pm.*

The public left the meeting and S. Jones, minutes recorder, stepped out of the room.

*Jess moved to exit the Executive Session. John seconded. **The vote passed 5-0-0.** Exited the Executive Session at 10:07 pm.*

No action to be taken resulting from the executive session.

### **25. ADJOURNMENT**

*Walt moved to adjourn the meeting at 10:07 pm. Joe seconded. **The vote passed 5-0-0.***

Respectfully submitted,  
Stacy Jones