

**SELECTBOARD MEETING MINUTES**  
**TUESDAY, MARCH 11, 2025, 6:00 P.M.**

Those in person: Mike Hogan, Fred Ducharme, Jenn Miner, Skip Bothfeld, Peggy Miller, Charles Miner, Frank Kampf, Marie Achionne-Goodrich, R. D. Eno, Ben Vitale; on line: Steve Hogan, Connie Hourihan, Ellen Cairns, Matt Nally, Teda, Ruth Goodrich

1. Call Meeting to Order – the meeting was called to order at 6:08 p.m. by Mike Hogan
2. Swearing in of Peg Miller and Jenn Miner – Betty swore the two new SB Members.
3. Elect a Selectboard Chair - A motion was mad by Fred with a second by Mike. Motion carried and Skip stated that we should cast one for Mike.
4. Elect a Selectboard Vice-Chair Fred Jenn Miner, second by Skip – cast one ballot
5. Elect a Selectboard Clerk – A motion was made by Fred with a second by Jenn for Peg. Motion carried.
6. Mike thanked everyone for voting him to be chair. He stated he is a facilitator and may have to sign documents on behalf of the Board. He welcomed Jenn and Peg. He also wanted to thank RD and Karen – did a great job. Mike met with Peg and Jenn on Saturday to bring the up to date on projects in the town. We are a mini legislative board and under VT Statutes there are Rules and Procedures how the board works. We have Open Meeting Law, warned meetings, minutes taken and posted. It is both in person and through online. We may have to have an emergency meeting if a situation occurs. We us the Executive Session infrequently and we meet on the first and third Tuesday of every month. We would like to move the 15th of April meeting to April 22 if there is no objection. We are trying to get time extension on Public Safety Building working with FEMA. We are working on the legal work for the property on Sawmill Road owned by Ed Larsen. Gary is working on Flood Resiliency Task Force- Gary 23 and 24, the Willey Building have some repairs that need done. The WW plant is basically wearing out and the user fees do not cover the operation of the plant.
7. Adopt and use Roberts Rules of Order for Small Boards – Fred moved with a second by Skip, motion carried. Doug Cooke wanted to know if this covers SB outside of members. Mike said it does not. Doug wanted to know what does it cover. It is a gray area. It is important for the Board to remember to not discuss among ourselves if by chance we are together outside of the meeting. If you wish to send information, do so listing that it is for information only.
8. Approve Agenda - A motion was made by Fred with a second by Jenn. Mike would like to add information about liaison to the board and to add approval of minutes of 2-18 25. Motion carried.
9. Planning Commission – Brittany explained that Peg Elmer and Dawn Andrews has stepped down and the PC interviewed two new candidates: Hugh O’Brien, and Shaun Welters and they would recommend the Board accept these two members. Mike emphasized that the PC plays an important part in the Town. A motion was made by Jenn to accept these two members with a second by Fred, motion carried.
10. Public Comment – Mike explained what happens in Public Comment and asked that you try to stay away from personal and stay away from personalities and names. Send a note to the board if you feel there is an ethical Issue. Please be simple and cordial. Kris Schmidt – social media in the past can be viewed positive or negative. Gary wanted to know about appointments. Mike stated we will appoint those positions next meeting. Fred felt that we have been civil and Brittany stated that at least we never had to invite sheriff. Doug – ask the board items federal government that USDA is not paying off the grants – what are we doing. Mike – until they notified us we will continue. Brittany – VT legislature help fund to 100% not voted on, state will make up the difference.
11. Gary Gulka
  - a. Cabot Garage Buyout - Contract for Phase 1 Environmental Site Assessment – We have a buyout grant for garage. It covers purchase of the building, preliminary steps – assessment – lead will be in the Phase 2. The owner has the option of going forward and not going forward. We did the appraisal. Develop contract that

is certified Stage 1 Assessment – five proposals back. Made a selection of the and need to sign a contract along with \$250.00 fee. Phase 2 – will do sampling. LE environmental Services will do this for \$22,050. It may be one by April 30 but should extend out to May 15. Attachment A – basically outlines steps. Has excessive experience in this. Recommend that we approve the project. We did public meetings with slides. Important projects ongoing to protect the well-being of the Town. Greg has been good to work with. A motion by Fred, with a second by Skip. Motion carried.

- b. Community Development Block Grant Application for Flood Mitigation Plan - review and approve application – next project – Community Development Block Planning Grant. There is funding out there and task force to look at this. Proposal to go forward with block grant. Focus – across the road, Jug brook. \$60,000 – 10% match. Potentially no cost to town. Look at methods to slow the flow. Look at other areas, few potential flood plain areas – potential where we can support the flow. Better engineers – what can we do. Modeling of flows to look at smaller tributaries, vegetation along with alternatives, flood potential, of what can be done for particular fixes. Application is tedious – public hearing, PC Commission. Prior to April 1, working on application. Once we do the online application. We would like to have Mike authorize application. A motion was made to have Mike sign by Fred and seconded by Skip, motion carried. We will advertise in the Chronicle, Times Argus and Caledonia Record.

12. Minutes – Mike asked if there were any corrections for the February 18. Skip moved to accept the minutes with a second by Fred, motion carried.

13. Highway Update Sid will come of next week – mud season overview – Davey will be leaving at the end of month and hopefully Aldo will be coming back soon. The road crew has done an excellent job on the roads. We want to thank them for this. Marie stated that Thistle Hill is giving way as of today by her area.

#### 14. Water and Wastewater

- a. Other Business – We have one pump on line, Aaron found that the ground wires needed to be replaced. Main panels are in and we are making progress. Spring thaw there is a concern that residents will be pumping water in the system. Mike stated that we are working with federal agency for reserve funds. We have never had a reserve fund for WW.
- b. Amy stated we have no money to pay for bills, and how are we going to cover it. Federal funding is questionable. Perhaps we the town needs to borrow money or go to CCIF. Doug wanted to know which bills are not being paid. Amy stated that right now we are meeting the bills, but we will be having several in the next week or two. User fees added up together do not meet the need for upkeep at the WW plant. Brittany wanted to know if we have any thoughts on extending for more users, possibly Elm and the flats. To extend the line that is a major capital cost. User fee may have to go up. Need to keep the system up. Tom Brown asset management rate study – looking at our fee structure. Long term capital plan.
- c. We are running into problems with the Elm Street pump almost daily. We have found rags and wipes which clog up the pump. Betty will be placing a note on FPF, Cabot Connects, Chronicle and this will be sent to all users in their next bill. Betty wanted to thank Rodger and Sheldon for their on-going work at the WW plant. Very fortunate to have them.

#### 15. Town Clerks Office

- a. Orders – orders have been signed.
- b. Other business – (see c in #14)

16. Other Business – prior board contact person with the road foreman he felt comfortable to continue Mike as liaison. The board saw no problem with this.

RD liaison was the liaison for the Flood Resiliency Task Force. Mike suggested that RD continue to be that liaison. Also, Karen has been working on the West Hill Pond Issue with the state and West Hill Pond Association. This is critical and the area has 57 acres of pond. There is monitoring and seeing what the state is doing. Litigation is on-going. It is important to keep the board informed. We will have an update from Karen at our next meeting.

17. Motion to Adjourn – A motion was mad by Fred with a second by Skip, motion carried and adjourned at 7:27 p.m.

Respectfully submitted, Betty Ritter, Town Clerk

