

**REVISED SELECTBOARD MEETING MINUTES
TUESDAY, MAY 6, 2025, 6:00 P.M.**

Those attending in person: Mike Hogan, Jenn Miner, Fred Ducharme, Skip Bothfeld, Jeanne Johnson, Betty Ritter, Frank Kampf, Charles Miner, Maria Achioone-Goodrich, Cheryl McQueeney, Johanna Thibault; via zoom: Amy Monahan, Kris Schmitt, Kim Coldicott, Alisson Lefevre, 802 552-8089 (Cameron North)

1. Call Meeting to Order – the meeting was called to order at 6:00 p.m.
2. Approve Agenda - A motion was made by Fred with a second by Skip to approve the agenda, motion carried.
3. Public Comment:
 - a. Skip mentioned that Ken Klinger would like to procure some of the equipment from Headwaters Sawmill Dam and make a memorial for the area. Mike said that the Friends of the Winooski will be doing the clean for this and would be happy to let them know about this offer. It is a good idea. The area will be a green space.
 - b. The Ballfield clean-up. Peggy said she would be happy to head this up to get this cleaned up. She will talk with Morgan Churchill to see if he would volunteer to help with this. We will be glad to help. Cameron is planning to take it away. Peggy will discuss this with Cameron. Mike asked when she contacts Morgan to see if he is willing to help with this and what he would charge. We could pay him something for his help. Let us know what the price would be. We will be asking Tim for an easement when we replace the bridge. Peggy said she will take on the coordination of this project and have it done ASAP. Fred is willing to help.
 - c. Maria wanted to apologize for missing the meeting on McKenzie Road. We will work out a schedule to go visit the situation.
4. Dog Ordinance review – Cheryl stated she has had no contact from Mike Malone, and it is time to put the dogs down. The dogs are very old, and she can have a vet that will come and do it with dignity. The no kill shelter would not take them because of their age and health problems. The ten-day holding period should be added to the Dog Ordinance for impounding dog(s). Mike Hogan stated that at this time, we are under obligation to euthanize the dogs. Jenn wanted to know how old the younger one is. They are both elderly and have not been well cared for. They were skin and bones when she received them and has since the time they are with her, they have been well taken care of. She has been the dog pound manager for the Town of Cabot for 40 years and this has never happened. The Cabot Select Board voted to send a letter to Michael Malone to pick up his two dogs from the pound and pay the impoundment fees to date, register his dogs and have up to date vaccination. If we do not hear from Mike Malone, they will be euthanized in a humane manner on Monday, May 12, 2025. This was a motion by Skip with a second by Jenn. Betty will send a letter to Mike Malone stating the requirement for releasing the dogs to him. If there is no response from Mr. Malone by Monday, May 12 at 5:00 p.m. morning, the animal control officer will arrange to have them humanely euthanized. Frank wanted to know if they were skin and bones how are they now? Cheryl stated they are very filled out but that does not take care of the health issues. Frank asked if we could charge him with animal cruelty. At this point no action will be taken on this.

Mike asked the members of the SB to look at the ordinance that was approved in 2018 and at the next meeting we can start the actual amendments and look at any changes.

5. Approve Minutes of April 22, 2025 – A motion was made by Skip with a second by Fred. Mike stated there is a good recap at the end of the minutes. Motion carried.
6. Discussion and Approval of Emergency Management Plan – Jenn stated that Betty sent out emergency management plan. The form has changed somewhat. Equipment items from the FD that had not been previously deleted are now deleted, and Sid went over the equipment for the highway. Pages 4 and 5, list a lot more resources. If the current person is not available, we now have a list of others that may be able to assist in an emergency. One change on page 6 VEM – mobile communication center, Chief Deasy does not have it and will remove this. Jenn will contact Aaron Page to see if he would like to be listed as a source for Cabot Creamery. We listed the Willey Building as a primary place for sheltering and we have listed it holding 250 but we believe it would never come to that amount as it seems that family in friends would take most of the people that need sheltering. She will be in contact with Jennifer Blake, the principal, and Jennifer Tidd, the administrative assistant, to see if the school could be the number 1 place for sheltering. Jenn did list Charles as the second person. We also need a public information officer. Mike agreed

to do this. Ruth Goodrich will still be listed as the logistic person. Emergency and Fire will be ready to respond if they do not have to be the public information officer. We can always do an addendum for any items that need to be upgraded, grant funding and cooling shelter. Mike suggested that we put the Emergency Plan on the web site. Jenn has tried to get a conversation with Jennifer Blake, principal and has not had any returned calls. Frank suggested that they reach out to the school board and put it on the next agenda. We will adopt the Emergency Management Plan at our next meeting. Kim wanted to know how does the public comments on this.

7. Listers – Grand List Extension Request – Discuss and Approve – Jeanne stated this is insurance to file the preliminary date and conduct grievances and time to get the taxes sent out in time. Supposedly the tax bill will be through Vermont Pie this year. A motion was made by Fred with a second by Skip, motion approved.
8. Recreation Committee – Lighting for Basketball Court – Cameron stated they requested a little more than we usually do. The order of concrete stands for lighting has doubled since we last quoted them. Do you have any idea how to get this to work. What is left in the current FY 25 budget. Amy stated she has about \$2,500 currently. Amy is in the process of reviewing the grant that was done for the rec field and FEMA reimbursement, and she is trying to re-allocate for the \$14,000 of equipment that was lost. They have only replaced under \$2,000. It looks like we can use some of the FEMA money. Talk with Cameron and exactly what they have to work with. She is meeting with the grant coordinator and finding out how much the committee would have to spend.
9. Highway Update – Sid will be at next meeting. He was doing the sweeping. He is going to hire the person from Danville at the end of the month and Aldo coming back in June.
10. Parking Policy – review and possible approval – are we talking about Policy. Mike felt the policy will be a good step for parking. We need to break this down into areas. It will be easy to put in place where the town identifies where there is no parking. Whittier Hill and Danville Hill will need to run past Sid and emergency vehicles and run past Dean and Cabot Ambulance. An allocated parking space for Cabot garage tow truck is required. We want to put spaces in front of post office and store for limited 15 minute parking. We also need to put something on the person hosting the event to inform people of where to park. Lori would like to have a special meeting for business owners. The Planning Commission did try to make a point regarding parking and asking for their suggestions. Mike said the next big event is the 4th of July. Elm Street will still be available and will have two shuttles for the parade and will run between 8-11. Rec field is not available this year. We are working on traffic control and need more volunteers for this and would like to have a training class. We need to use the sheriff's better – show them where to park. FD and ambulance need to be accessible. We do have a policy that we cannot throw out candy from moving vehicles. Ambulance going last – need to think about the lineup.

We need to have more signage for Elm Street parking. We will post on the town website. Greg was on call to tow cars parked illegally. We will put this on VT Alert that the road will be closed for the parade. Mike suggested signage for 215 Thistle Hill and Danville Hill. Wildcat Busing is out of Hardwick and will be doing the busing. Jeanne suggested that we decorate the bus to make it more visible. Lori passed out a map showing red dots, which mean no parking from Creamery on Main Street, bottom part of Danville Hill, directing them to Elm Street lot, Whittier Hill lot could be available. Betty will check for coverage for sheriff re traffic control. We should consider something about permanent signage. Lori suggested the sheriff could be parked on Elm Street. We could use more volunteers. Peggy suggested the senior students for their volunteer fulfillment to the community.

Mike suggested a bullet listing for the next meeting on how to proceed. What is the cutoff for a large event. Adding some recommendations to the Den and put them on their website. Johanna stated they hadn't seen any problems. Anyone renting the building anywhere from 25-200 need to know where they are going to park. Cabot Arts should also post the information on their website. Fred suggested that we have lines to improve parking. Frank parking on Main Street can be dangerous. They are in the travel lane. We should designate no parking on Main Street. Parking needs to be addressed Willey Building parking. Lori will bring together a working group. Road crew will do the striping. Seth will post google maps on the website. Public parking after 3pm for the 4th. We need to get this working group together ASAP. Businesses, ambulance, fire department, Fred, residents, school, church, Skip. Need lines in the school parking lot also. Do a design on how to park. Port-A Potty in corner will be in place in the WB parking lot sometime late June.

11. Water and Wastewater

- a. Other Business – Betty met with the Energy Resilience Grant today and found that they will be doing quite a bit for the wastewater plant and possibly including work on solar panels to make it even more efficient.

12. Town Clerks Office

- a. Orders – they have been signed.
- b. Approval of Liquor License Upgrade approval for the first-class license for the Den. A motion was made by Fred, with a second by Skip, motion carried.
- c. Through the Energy Resilience Grant, we will be able to get the lift paid for without taking out a loan, along with quite a few things for the WB. We will also be able to get a ventilation system for the garage through the grant also.

13. Other Business – There was no other business.

14. Motion to Adjourn - A motion was made by Fred with a second by Skip, motion carried, and we adjourned at 7:22 p.m.

Respectfully submitted,
Betty Ritter

Meeting summary for SB Meeting May 6, 2025 (05/06/2025)

Quick recap

The Select Board meeting covered a range of topics including public comments, animal control issues, and town planning matters. The board discussed updates to the Emergency Management Plan, addressed funding concerns for recreation projects, and deliberated on parking policies for events and daily use. Additionally, they received updates on a wastewater project and energy improvements and approved a license extension for a local business.

Next steps

- Betty to send a letter to Mr. Malone regarding his dogs, giving him until May 12th to pick them up and pay associated expenses, or they will be euthanized on Monday, May 12, 2025.
- Board members to review the dog ordinance before the next meeting and suggest any changes.
- Lori to pull together a working group for parking issues and report back to the board.
- Lori to send an amended parking policy document to the board for consideration.
- Betty to put the Emergency Management Plan on the agenda for the May 20th meeting.
- Jen, Betty, and Dean to have a meeting on Friday morning to discuss evacuation plans for the Willey Building.
- Betty to meet with Sam Lash weekly or bi-weekly to progress on energy-related grant projects.
- Jenn to follow up with Aaron Page regarding additional contacts for Cabot Creamery in the Emergency Management Plan.
- Lori to recruit volunteers for traffic control for the 4th of July event.
- Betty to confirm with the sheriff's department about their involvement in traffic control for the 4th of July event.
- Lori to work on incorporating more signage recommendations for businesses into the parking policy.
- Betty to contact the Regional Planning Commission about designing optimal parking layouts for town lots.

Summary

Select Board Meeting Agenda Discussion

The Select Board meeting for May 6, 2025, begins with approval of the agenda and discussion of public comments. A proposal is

being made to create a monument from equipment at a renovation site, which the board supports. The board also discusses plans for cleaning up a ball field and potentially negotiating an easement with the property owner. The minutes from the April 22nd meeting are approved with minor amendments, and the board agrees to reorder the agenda items.

Euthanasia of Michael Malone's Dogs

Cheryl McQueeney discussed the situation with two elderly dogs belonging to Michael Malone, which have been in her care for nearly 30 days. Dogs are in poor health, with incontinence issues, and Cheryl recommends euthanasia as the most humane option. The Select Board agrees to send a letter to Mr. Malone, giving him until May 12th to reclaim the dogs, provided he pays all associated fees and ensures the dogs are up to date on shots and licenses. If Mr. Malone does not respond or comply, the board authorizes the dogs to be euthanized.

Emergency Management Plan Review

The Select Board discussed the Emergency Management Plan, reviewing changes and updates. Lori presented the plan, highlighting modifications such as adding new contacts, updating resource listings, and adjusting shelter capacities. The board decides to postpone approval until the next meeting to allow for public input and the addition of an addendum related to grant funding and cooling shelters. They agree to post the plan on the town website for public review and to seek confirmation from the school about its role as a primary shelter. The board also approves a precautionary grand list extension request in case of potential software issues.

Recreation Committee Funding and Cleanup Plans

The Recreation Committee discussed funding issues for installing lights at the basketball court, as the cost has more than doubled since the initial budget request. Amy, the treasurer, reveals there is approximately \$2,500 left in the current fiscal year budget for the committee and suggests that unspent FEMA reimbursement funds might be available for use. The group also addresses the need to clean up Tim Gochey's field, including removing debris and concrete slabs from former dugouts. They decided to contact Morgan Churchill for a quote on the cleanup work and discuss coordinating volunteers and equipment to complete the task.

Parking Challenges and Solutions Discussed

The meeting discussed parking issues in the town, particularly for large events like the 4th of July celebration. Betty presents a draft parking policy and highlights areas of concern, including no-parking zones, and the need for better signage. The group discusses strategies for the upcoming 4th of July event, including using shuttles from remote parking lots, improving traffic control with volunteers and law enforcement, and implementing new parade regulations to enhance safety. They also consider permanent signage solutions and the importance of communicating parking information to visitors.

Parking Policy and Working Group

The board discussed parking issues in the town, focusing on creating a comprehensive parking policy for events and daily use. They agree to form a working group including various stakeholders to address parking concerns. The group plans to create clearer parking guidelines, add line markings to maximize space usage, and potentially install new signage. They also consider reaching out to the regional planning commission for assistance in optimizing parking lot designs. The board emphasizes the importance of communicating parking information to event organizers and attendees.

Wastewater Project and Energy Improvements

Betty reported on a productive meeting with Sam Lash from Central Vermont Regional Planning regarding the wastewater project and energy improvements. The town will not need a loan for the lift as it will be covered by a grant. The grant will also fund a generator for the building, possible solar panels for the Recycle Building, and various energy efficiency upgrades. Betty mentioned an upcoming meeting to discuss evacuation plans and regular meetings to progress on various projects. The board approves an extension of Harry's Hardware's first-class license to include the second floor of their building for restaurant and bar sales.