

**SELECTBOARD MEETING MINUTES
TUESDAY, MAY 20, 2025, 6:00 P.M.**

Those attending in person: Fred Ducharme, Fred Ducharme, Jenn Miner, Skip Bothfeld, Jeane Johnson, Fred Jagel, Betty Ritter, Charles Miner, Marie Achionne, Frank Kampf, Gary Gulka and Chris Tormey, via zoom: Amy Monahan, Brittany Butler, Kris Schmidt, Stephen Hogan

1. Call Meeting to Order – the meeting was called to order by Mike Hogan at 6:00 p.m.
2. Approve Agenda - A motion was made by Fred with a second by Skip. Fred wanted to add Pavilion, Dana for Sunday afternoons without charge. Motion carried.
3. Public Comment –
 - a. Maria begging to look at the ditch and the runoff going to her property. Mike will try to look at it sometime this week. The Rec Committee has moved the equipment and needs to still move the soccer posts.
 - b. Brittany stated that she feels uncomfortable talking about the village limits septic season. Any existing septic was grandfathered. She cannot approve any new septic permits according to the Wastewater Ordinance. There are four that may be interested in this. Fred Jagel the sewer line it is mandated to sign on. Mike discussed that we would like to have Rodger Sheldon. We will have him reach out to Fred. The design phase is structure design, that they would design. It is technically village property. Fred how far to run it to hook up to the sewer line. It stops 50' from the sewer line. Fred stated he would have to weigh the cost of running the pipe and a septic system. If we must extend the line, it is covered by the homeowner. When we designed it, we covered the price, now it is covered by the homeowner.
 - c. Fred Jagel also discussed the situation of the property to be hooked up with the Town water and wastewater.
4. Approve Minutes of May 6, 2025 – A motion was made by Fred with a second by Jenn. Motion carried.
5. Health Inspection for Residence on Smith Road – Jenn was called at 166 Smith Road, owned by Matt Parker, he has a family member that was present, and Maria Achionne-Goodrich is a liaison for Matt, along with tenant and family member. There was damage and mold from the winter. There was a contractor hired to do the work. The work began, but the contractor was injured. Robert Rathbone is the contractor and has now gone back. The tenant was asked to leave the place by June 15. They stated that the house is to be remodeled. However, they are not planning to rent it out again. Nothing further to be done. Mike suggested she write something up concerning the inspection. Jenn agreed.
6. Discussion and Approval of Emergency Management Plan – They do need to have a publication officer and Mike agreed to do this. In addition, there is the extreme weather and recommend to we adopt it as well as this will help with future grants. We have the library and Neighbors In Action also for extreme weather conditions. Jenn Miner. As both Dean and Ruth would be tied up with any emergency that may occur, she recommends they pick one of their respective workers be appointed to help with any emergency. A motion was made by Fred with a second by Skip, motion carried.
7. Hazard Mitigation Grant Program Application – (the next 2 items on the agenda go together). Status of application review and decision to pursue partial project funding. The application was submitted on April 30. This 2 million+ application. We were very pessimistic about the funding. We are confident that we can do this after a meeting last week after the North and South Tributaries, taking the building and culvert out this gives a little more substance to our application. We will have to go back to SLR and this will cost \$2-3K to get back where we are eligible. We do have funds of \$26,000 left for the evaluation site. We could take \$5,000 out of the funds to revise the application. This needs to be done within a month. Gary contacted them and they are willing. Mike felt that it is good to reallocate funds. The Board saw no problem. Town needs both projects (North and South Tributary). They possibly may get help from CVRP to revise the application. Gary will keep us posted.

8. Cabot Garage Buyout - Phase II Environmental Site Assessment contract approval – Pays for the buyout and do a Phase I assessment (these have been done). Next step – Phase 2 environmental assessment of surface and boring samples, potential drawing wells and work site. We did send out a RFP for this. We received 2 proposals: one with the one that did Phase 1, the other proposal was \$19,000. Gary recommends the first one. This will take 14-15 weeks. Mike wanted to thank Gary and the Task Force. Skip moved that we approve the contract with no local funding with a second by Fred. Motion carried.
9. Recommendation of DRB and CCIF Member – Two appointments – The SB is to approve the chair for CCIF. Mike recommends that Chris Tormey be Chair, and the school board act on their behalf as vice chair. Mike moved that we nominate chair of the CCIF with a second by Fred. Peg wanted to know about his position as chair of the school board and wondered if there would be any conflict. Chris stated if there is a conflict, he would recuse himself. Mike suggested that the CCIF committee report back to the SB a couple of times a year. Chris agreed. He stated that the fluctuation of the stock market is a concern, however, Marinier (stock) has been conservative as to where we put CCIF funds and are very conservative. Chris wanted to thank the SB for helping on the rec field. Peggy stated how beautiful is good. Is there any plan to put something on the Town side to block the view for our home. Chris did say they had plans for this.

DRB - Jeanne stated that we had two applicants and she recommended RD Eno for a 3-year term. A motion was made by Fred with a second by Skip. Motion carried.

10. Approval of Washington County Sheriff's Department. A motion was made by Fred to accept the contract with a second by Skip.
11. FEMA Update – Mike most of all 23 and 24 floods have been obligated by FEMA – Amy has done an excellent job and working with them on a continued basis. Some of the funds have now been relegated to the State. It is a different relationship. They are working with us on the Public Safety Building and asking for more information and it was a very good meeting. They are helping us to put together the chronological order to take down the building and the new building. It could last up to 9 months. As of right now it is very positive.
12. USDA Update - after 23 flood they are coming in 3 areas: Lower Cabot store, Elm Street Ridge and maintenance building owned by the Creamery there is a massive slide. This will be at no cost to the town. USDA has additional money for the Cabot Creamery. We are hoping to take care of this with all bid projects. We should be getting some drawings soon.
13. Highway Update
 - a. Road Foreman – Salary Discussion and Decision – Sid is our road foreman, and we talk with him every day. Puts in more hours than he put in for pay. Increase to \$35.00 on July 1. He consistently keeps residents informed about the road situation. He is grading, rolling and chloride the roads and bringing down the cost. Fred moved to approve this salary increase of \$35.00 with a second by Jenn.
 - b. Update on Roads – Still trying to keep up with roads and there has been difficult area even if we put up a sign that we are working on the road. It was recommended to close the roads while repairing any section. Medical and Fire are doing it more and more to cause less congestion and dangers to the crews.
 - c. Other Business – there was no other business.
14. Dog Ordinance review: look at it next meeting – mark it up and start to review the ordinance.
15. Water and Wastewater
 - a. Betty discussed the cleaning of the Water Reservoir. This is recommended to make sure our water standard meets all the standards. Mike said this is normal upkeep and go ahead and do it.
 - b. Other business - Someone wanted to know why the bill for pumping for Taplan was so high. This is the sludge at the plant and needs to be pumped out occasionally.
 - c. Fred stated that we are trying out new water meters which will be more efficient and accurate. He will try one at his house and if it works, we will order the new water meters.

16. Town Clerks Office

- a. Update of Energy Grant – Betty stated that she has had a few meetings on this with the people involved and we are very excited about the work to be done on the WW plant and the Willey Building.
- b. We have ordered a defibrillator for the Willey Building and received a grant to help supplement this.
- c. Orders – these have been signed.

17. Other Business

- a. Fred stated that many people are irritated about the PSB taking up so many spaces that there are not enough parking spaces for the Pavilion to be used. People are concerned about parking on the road. Fred suggested that we look at the back of the building and it could possibly be turned into parking spaces. He will set up a time to talk with Ben and turn it into a parking area for the Pavilion.
- b. Roz Daniels from Cabot Arts – they are meeting once a month and would like to use the Pavilion, and the Rec Dept. is charging \$250 for the use. We should not charge for this. Betty noted they use the Meeting Room once a month and do not charge them. Mike asked if the Rec Committee could come to the next meeting to discuss the use of the Pavilion.
- c. Fred Jagels wants to make a statement avoid any assumptions or misunderstandings from 2003-2004 and permission to use it without water or wastewater and no violations. Fred went over everything with him and told him that we would be getting back with him in the near future.
- d. We will discuss the Cabot Ambulance at the next meeting in Executive Session.

18. Motion to Adjourn – A motion was made by Fred with a second by Skip, motion carried and we adjourned at 7:32 p.m.

Respectfully submitted,
Betty Ritter, Clerk

Meeting summary for SB Mtg. 5-20-25

Quick recap

The Select Board meeting covered a range of town matters, including infrastructure projects, community initiatives, and administrative decisions. Discussions focused on various issues such as septic system concerns, bridge replacement applications, and energy resiliency grants, as well as updates on ongoing projects and committee appointments. The board also addressed safety measures, financial matters, and community use of town facilities, while approving several plans and contracts to improve town operations and services.

Next steps

- Mike to reach out to Roger Sheldon regarding Mr. Yagel's property and potential sewer line extension.
 - Betty to order a defibrillator for the town building.
 - Betty to work with Brad on creating evacuation plans and maps for each floor of the town building.
 - Fred to talk to Ben Ackerman about potential parking options behind the guardrails near the temporary Fire Safety building.
 - Select Board to invite the Rec Committee to discuss their policies, particularly regarding fees for town groups using the pavilion.
 - Fred to involve Dean in the conversation about potential parking near the Fire Department.
 - Betty to sign and scan the contract for the reservoir cleaning and inspection, then email it to Rodger.
 - Select Board members to review the dog ordinance and prepare suggestions for the next meeting in June.
 - Select Board members to review the suggested ambulance contract and prepare for discussion at the next meeting.
 - Betty to work with Sam Lash on potential amendments and additional funding for the energy resiliency grant projects.
 - Betty to coordinate with Dan Dunham on prioritizing safety improvements at the wastewater plant.
 - Select Board to include discussion of emergency stairs for the third floor in the next meeting's agenda.
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Summary

Septic System and Parking Updates

The Select Board meeting covered several topics, including agenda additions regarding parking improvements near the pavilion and a request from Cabot Arts to use a recreational field for art activities, which requires a \$250 fee. The board discussed a septic system issue raised by Mr. Jagel, who is seeking to sell his house but cannot do so without connecting to the municipal sewer system, which is not currently possible due to village limits restrictions. The board agreed to have Roger Sheldon, the wastewater vendor, contact Mr. Jagel to discuss practical solutions and costs before proceeding with any engineering designs.

Emergency Operations Plan Adoption

The board approved the May 6th meeting minutes and discussed an inspection report from Health Officer Jen regarding a property owned by Matt Parker. They adopted the Town's Emergency Operations Plan with an added extreme temperature addendum, naming Jen as the REMS services appointee and Ruth Goodrich and Chief Dean Deasey as alternates. The board also reviewed progress on a hazard mitigation grant application submitted in April, with Gary providing an update on the next steps.

Bridge and Cabot Project Updates

Mike reported on two major projects: a bridge replacement application that received positive review but became cost-ineffective due to FEMA formula changes, and a Cabot garage buyout project requiring environmental assessment. For the bridge project, they discussed plans to revise the design to improve the benefit-cost ratio, with an estimated cost of \$2,000-\$5,000 for engineering changes. Gary requested approval to redirect \$5,000 from an allocated \$26,000 fund to pay for the engineering revisions. For the Cabot garage project, he presented a contract for Phase 2 environmental assessment work, which would cost \$17,025 and take 14-15 weeks to complete, including sampling, analysis, and hazardous materials assessment.

CCIF Committee Leadership Selection

Mike proposed nominating Chris Tormey as the chair of the CCIF Committee, noting the importance of continuity and familiarity with the committee's past activities. He emphasized that the Select Board would choose the chair, while the School Board would select the vice chair. Mike also suggested that the CCIF Committee provide semi-annual updates to the Board to ensure transparency and engagement.

Town Updates and Budget Approvals

Mike provided updates on several town matters. He reported that the town's investment strategy had been conservative and stable, despite market fluctuations. Chris thanked the select board for their support in funding field renovations. Betty also discussed the town's contract with the Washington County Sheriff's office, which was approved with unchanged rates. Mike gave an update on FEMA and USDA projects, including progress on flood recovery and upcoming riprap work. Finally, she recommended increasing Sid Griggs' salary to \$35 per hour, citing his hard work and dedication to road maintenance.

Town Safety and Infrastructure Updates

Mike discussed several town matters, including road safety concerns, particularly on Danville Hill, and proposed closing roads to through traffic to reduce accidents. Betty also addressed the need for routine cleaning and inspection of the town's water reservoir, which was recommended by Roger, and the upcoming hybrid water main washing and hydrant tagging scheduled for the next day. Betty mentioned that a new water meter would be tested, with plans to replace all town meters over time if it works well.

Town Grant for Plant Upgrades

Betty discussed the energy resiliency grant the town received, which will provide a 20% funding drop to start project payments. The grant will be used for improvements at the wastewater plant, including safety upgrades and potential heating systems, as well as Willey Building renovations and a new ventilation system at the town garage. Betty noted that over \$300,000 is allocated for wastewater plant improvements, with work to be completed by December 26th, and mentioned that some previously completed electrical work will be covered by the grant.

Building Safety and Emergency Upgrades

Betty discussed plans for upgrading the building's lift system, which will be replaced in its entirety except for the chamber, with parts expected to arrive around August. She also announced plans to install a defibrillator in the building, which will be secured in a locking cabinet capable of automatically alerting 911 when accessed. Betty mentioned the need to address the loss of the emergency escape route during the building remodel and will work with Brad on exit plans, particularly for the third floor, ensuring evacuation maps are available on every floor. She noted that the defibrillator, funded by a \$500 grant, will be ordered the next day and training will be provided for both adults and children.

Pavilion Use and Parking Concerns

Mike discussed two main topics: parking space utilization and the use of the pavilion by local art groups. Fred raised concerns about the Rec Committee's policy of charging \$250 for art groups to use the pavilion for monthly 2-hour meetings, questioning why these groups should be charged when they maintain cleanliness and only use the facility occasionally. Fred also proposed exploring parking options on the back side of the guardrails, noting that the current parking situation is limited and dangerous, particularly along South Walden Road.