

SELECTBOARD MEETING minutes

Tuesday April 21, 2026, 6:00 P.M.

In Person: Jenn Miner, Mike Hogan, Fred Ducharme, Skip Bothfeld, Peggy Miller, Amy Monahan, Betty Ritter, Jeanne Johnson, Gary Gulka, Frank Kampf, Dana Glazier, Dale Brown, Judy Dunnon, Robert Ducharme, Brittany Butler

Zoom: Kris Schmitt, Stephen Hogan, Sam Lash, Doug Cooke, Patricia Brochu-Cox

1. Call Meeting to Order Jen called the meeting to order at 6:00pm
2. Approve Agenda mike moved, Fred 2nd, motion carried.
3. Public Comment: Dale says it is a nice day; Jenn spoke about the Friends of the Winnoski's work on removing the rest of the saw mill damn. Mike says they are evaluating the old sawmill/Clark dam, they are getting site lines along the banks of the Winnoski, that is what the flags are for. Jenn has contacted Michele Braun to get some more information. Jenn reiterates that communication is key.
4. Approve Minutes of April 7, 2026 meeting- Mike made motion to approve minutes, Fred 2nd, Jenn said to fix Dana's name, motion carried, with that one correction.
5. Approval of site evaluation for debris catchers behind the Willey Building. (Discussion and Approval) Gary spoke about DuBois and King look into catchers behind the willey building. The task force is asking the selectboard to initiate a study for debris racks in that area. There was approx. 16000 set aside for this study but we are not able to look at the other site without landowner allowing study, farther up Lyford Brook. Mike asks what the cost would be, Gary said 16-20 thousand dollars, that was previously reserved. Mike says that without the work happening soon with the garage relocation this could be a good interim step to control flooding in the village. Gary believes that the price will be similar to what it was going to cost upstream, but until they start there is no way to give an actual number. The steps would be the same as what would have been up at Glinka's. Dana asks what debris catchers look like and where it would be located in relation to the snowmachine/walking bridge. Motion to approve moving forward with the feasibility study. Moved by Fred seconded by Skip, motion carried.
6. Cabot Garage Relocation - DuBois & King contract amendment (discussion and approval) At a previous meeting it was discussed about the 2 potential sites, but the question is what will it look like? Gary asked if they could do some architectural renderings. This amendment would raise the amount of the contract from 37,000 to about 40,000. Gary believes that this is an important piece of the puzzle when we are moving the Cabot Garage. DuBois and King need to come to a future meeting in May to report on the two sites, what it will look like and cost. May 19th could be a possible presentation day. We may want to have it up in the auditorium. The Task force could pay for Seth's services. Fred says to not have this be a part of the selectboard agenda but be a separate meeting on its own. Motion by Fred and seconded by mike. All in favor for signing contract for renderings, motion carried.
7. Highway Update
 - a. Update-Forman-next meeting-plains there are still people doing donuts on the roads—The road crew has the authority to close the road while working on it. For their safety.
 - b. Lovely Road Update – Target start date sometime in July.
8. Trails Committee-appointment of new member Jean McCallum-discussion and approval Fred makes motion to approve Jean McCallum as a new member of the trails committee, Skip seconded and motion carried.

9. Cabot Ambulance quarterly update- The ambulance has had 47 calls this year and last year they only had 119. 21 have been transported and the rest refused; took themselves, etc., but the ambulance still responds to every call toned out. Ruth shared how they keep track of the calls and what statistics Vermont emergency management requested. They have approval to build a garage for the ambulance, at Goodriches where it can stay for 2 years. Ruth says there are many new members and there have not been many calls that a full crew did not show up. Mike asks what the length of time per call is. Ruth says it depends on if they transport or not. Jen says that the state recertification is this year. Ruth says they are ready. Jen asks if there is anything else Ruth wants to say. It is a demanding volunteer job but worthwhile and a much needed service in town. Peggy says that when she needed to call, they were right there in no time. Ruth says that there have been more hard calls than in her recent memory. We will have 3 members of the ambulance that are working shifts at East Montpelier soon which makes having coverage in Cabot tricky at times. She says they are always looking for new members, ambulance and/or fire.
10. Wiley Building
 - a. MERP: Energy Resiliency Grant, bids, discussion and approval- If there is a gap from what comes back between the bid and the award that would be the time for efficiency VT to come out and see if they can cover some of the things that aren't included in the grant. Mike says the ventilation work is very important, there is no ventilation and the building (town garage) is very drafty. Is furnace replacement apart of the grant? Sam says yes. Mike asks if she is doing grants for WW plants anywhere else. Sam says Plainfield also was approved for updates at their plant. Reason for asking is making sure that we haven't missed anything that we should have done to the plant. Mike asks is the town putting out the RFP. Yes the town will put out the RFP. Betty says that we put something in the paper and then we send the RFP if they call and ask. Sam says that works but it should be on the website and the municipal bid site too. Skip makes the motion Approval for RFPs to move forward and chose someone to oversee the bids. Fred seconds, motion carried.
 - b. Fire Escape- Betty spoke to Dan Dunham today and he and Brad Alexander are going to be working on the fire escape. They have a meeting with accessibility. This will not be a small project. The fire escape is required. Is there any money available through ADA? Peg says that we need an estimate before we can even go after grants. Mike says that we need to do some research on other buildings that don't or do have ADA accessibility and how and what they did. Sam says to look at the library listserv, look into funding from historic preservation too.
11. Update on West Hill Pond Dam-meeting summary; Jen says last week there was a meeting via zoom. The meeting was about the possible use of a slinky and what it would look like. No decisions were made.
12. Neighbors In Action, park and ride inquiry/discussion and review of contract. There was a vehicle that was parked for a very long time, it was drivable at first but they don't believe that it is any more. Jen would recommend looking at what Plainfield uses for wording and perhaps tightening our rules/regs for the park and ride. State lots consider a vehicle that doesn't get moved for a period of time it is considered abandoned. Dale says that state law says that the vehicle has to be registered and inspected. He also says that the far corner of the parking lot is sinking and also that makes 3 spots unusable.
13. Health officer- Trash Complaint discussion/action South Walden road complaint came in regarding garbage. Homeowner contacted Jenn, says that there has been some improvement. The homeowner says that it will be cleaned up by May 2nd. Next meeting is May 5th. Keep on agenda. Fish and Game could also be contacted regarding the food in the roadway.
14. Water and Wastewater
 - a. Update on meters-Fred: there are 2 more left in the village to do and there are 3 that the new meters don't fit, 3 don't have back flow preventers. 2 in lower Cabot still need to be replaced, Cabot commons needs a bigger meter so they need more time for those large meters. They are making

progress. There has been no need to haul extra water away like past spring melts. Justin Hale has given a bid and Fred wants to give him the go ahead to take care of the trees around the well house. There is grease coming down from Danville hill. State inspector is going to check and see if they need larger grease traps, they have one they may need 2. The man holes on Danville Hill still need to be looked at too, Danville Hill will have to be closed, but water is getting into the lines via the manholes.

b. Other business

15. Town Clerk's Office

a. Orders

b. Other Business

16. Other Business- Bond for the radios, In order to apply for a bond there were a lot of steps that we didn't follow. We can't apply for this round, the next would be in December. Amy said that Betty said to look into CCIF. The Fire department is saying that there was another radio that died. Mike says that the town is going to borrow the money. Ballot item in August? Jen says that we need to be mindful of the impact to taxes depending on where we borrow from. Mike says that someone from the selectboard will contact CCIF.

17. Motion to Adjourn Fred makes motion to adjourn 2nd by Skip all in favor.

Meeting summary Via Zoom

Quick recap

The Cabot Select Board meeting focused on various town infrastructure and operational updates. Key discussions included the approval of a feasibility study for debris catchers downstream of the Willie Building, a contract amendment for architectural renderings of garage relocation options and updates on water meter replacements. The board reviewed progress on the MERP Energy Resiliency Grant for the Willie Building and wastewater treatment facility, with plans to issue RFPs for building envelope improvements. Public safety matters were addressed, including concerns about long-term vehicle storage at the Neighbors in Action park and ride facility and ongoing trash compliance issues at a property on South Walden Road. The meeting also covered updates on the ambulance service's busy start to the year with 47 calls, and discussions about financing options for replacing fire department radios, as bonding through the Vermont Bond Bank was not immediately available due to procedural requirements.

Summary

Select Board Meeting Updates

The Select Board meeting covered several key topics. The board approved moving forward with a feasibility study for debris catchers downstream of the Willie Building, with funding coming from reserve funds. They also approved a contract amendment with Du Bois and King for architectural renderings of potential garage relocation sites. The board discussed potentially holding a special meeting in May to present the renderings and results, possibly moving to the third floor to accommodate in-person participants. Ruth provided an ambulance service update, reporting 47 calls so far this year, including 21 transports and 26 no-transport calls. The service has gained new EMT and AEMT staff members and is preparing for state relicensing.

Energy Assessments and Grant Updates

Sam provided an update on energy assessments and grant implementation for the town, explaining that while the wastewater treatment building and Willie building were selected for priority measures, the town garage was not included but its measures are noted as potential in the RFP. Mike Hogan from the Selectboard emphasized the importance of ventilation and sealing for the town garage due to heavy equipment and draftiness issues. The discussion covered ongoing heat pump installations at the wastewater plant and potential future collaboration with Efficiency Vermont for remaining HVAC measures and process efficiencies. Sam noted that while the current grant focuses on building envelope

improvements rather than wastewater processing equipment, there are opportunities for waste heat recovery and further efficiency discussions with Efficiency Vermont.

Energy Resiliency RFP Planning

The meeting focused on planning and moving forward with RFPs for energy resiliency projects. Sam confirmed that the town would lead the RFP process, with Sam providing support by drafting the documents based on best practices from other towns. The group agreed to publish the RFPs on the bid registry and town website, with Betty suggesting publication in the local paper as well. The meeting also covered updates on grant funding, with \$34,149.88 currently available from a total received of \$48,935.86 after repaying the town. Additionally, discussions addressed ongoing work on fire escape requirements and elevator accessibility, with plans for the Division of Fire Safety to review the fire escape plans and explore potential funding options, including possible ADA grants.

Park and Ride Regulations Discussion/trash complaint/water inundation on Danville Hill

Judy Dunnan, chair of the Board of Directors for Neighbors in Action, discussed concerns about long-term parking at the park and ride, particularly a non-functional truck that remained there for months. The group explored potential solutions, including reviewing Plainfield's regulations and signage to establish clear parameters for park and ride usage, with a focus on preventing misuse while adhering to state guidelines.

Dale Brown discussed several infrastructure issues during the meeting. He noted that a truck in question was not legally registered or inspected, and highlighted concerns about a sinking corner in the parking lot causing mud and losing 2-3 parking spaces.

Regarding a property complaint on South Walden Road, Jenn reported some improvement after contacting the homeowner, with Michael Malone committing to clean it up by May 3rd.

Fred provided an update on water meter replacements, noting progress but challenges with fitting new meters and scheduling appointments with residents. The group also discussed the need to address water infiltration issues on Danville Hill, with plans to close the road and inspect manholes before the wet season.

The next meeting of the Selectboard will be on May 5th at 6:00pm in the Willey Building Meeting Room.

Respectfully submitted,

Brittany Butler

Town Clerk