

## SELECTBOARD MEETING Minutes-Draft

May 5<sup>th</sup> 2026

Jen Miner, Mike Hogan, Fred Ducharme, Skip Bothfeld, Peggy Miller

Benjamin Moll, Maria Acchione, Gary Gulka, Doug Cooke, Frank Kampf, Will Ameden, Sid Griggs, Betty Ritter, Brittany Butler

Online: Kris Schmitt, Stephen Hogan, Ruth Goodrich

1. **Call Meeting to Order** at 6pm
2. **Approve Agenda** Mike moved Fred seconded, Jen made some changes to the agenda ,item 5 and other business.
3. **Approve Minutes of April 21, 2026 meeting** mike made motion skip 2<sup>nd</sup> motion carried.
4. **Public Comment:** None
5. **Cabot Garage Relocation - DuBois & King contract amendment (discussion and approval)**

Gary wants to mention the public meeting on May 19<sup>th</sup> at 7pm after the selectboard meeting. Seth will be running the hybrid meeting. Meeting will start at 5:30 for the selectboard.
6. **Bids for North Tributary Bridge Project. Review and approval**

Request for proposals and the warning for the newspapers are the documents that were given out to selectboard and those in attendance. Mike is unsure if that is enough time, they say the window is getting shorter and shorter for these grants Mike makes the motion to approve the RFP Fred 2<sup>nd</sup> motion carried.
7. **Highway Update**
  - a. **Update-Foreman-** road posted signs are down, there are some soft spots on the roads but mud season has come to an end. Have done a rough grade, to smooth out the potholes. They are now getting the trucks unwinterized. They have a new salt remover that Sid says is working pretty well to help with the erosion from the salt. He is not happy about the process for the new six-wheeler. Come August September he wants to look at refurbishing the truck instead of the price tag of a new one. The new emissions regulations are going to add 40-60,000 to the cost of any new truck in the future. Street sweeping will be the beginning of June. Ditching and culverts will be done as time allows in between grading. Salt shed? Nothing will be done with the salt shed this summer. Extending the apron on the rt side of Danville hill road, extending 100 feet up Danville hill. They are back on the 4 10 hour days with Fridays off. Trying to move the guard rails back on Ducharme road, he is still working on that. Danville hill from pavement to Menard Rd. need new surface, they will be hauling at some point to resurface that section of road, he says there are other areas too. The end of Coits pond road needed some gravel it has not been done since before the floods. They are going to continue to close the roads when they are doing work for safety reasons, roads that can safely be kept open and they boys will be safe will have one lane those dangerous areas will be closed, will be posted on-line and there will be detour signs.
  - b. **Lovely Road Update**

No Update on lovely Road but Sid believes that they are doing the cast still, he has asked for a months heads up before they come and begin the project so that we can notify people on the road and in the area before work begins.
8. **Local Emergency Management Plan annual review update/discussion/action**

Board reviewed the updated plan, Doug has passed the 101 course and is preparing for the 200 course. He has been calling and making sure that those on the plan wanted to stay and to also make sure that just one person doesn't have too much on their plate. We need to make sure that in the event someone isn't available there are others that have the knowledge. Talk with Seth and post the EMP and the West

Hill dam emergency action plan. Doug says that he looks at some other plans that were not orderly. Motion from skip 2<sup>nd</sup> by mike to approve the updated emergency action plan. Motion carried

## **9. Radio Funding Update**

There were challenges for the submission for the grant to the bond bank. Mike has spoken to Chris Tormey with the CCIF they will bring it up at their meeting and if they are amiable to the grant it will be on the August ballot. The bond bank is great but they have changed their procedures.

## **10. Grant Policy (2019) discussion**

Email read by Will- explaining that they believe the grant policy is cumbersome and that the fire department should be exempt from going to the planning commission for gear, software, and training. Jen says that the reason being is that the town is the sponsor for these grants, and at one point the town did not know that people were applying for grants, but were still responsible. Jen believes that we need to work on the whole policy. Mike believes the planning commission should not have anything to do with grants.

The grant is for cold water rescue. The board has decided to not take action based on the policy. The fire department is sending two people to a grant writing class. Mike and Peggy are going to work on the policy.

## **11. Health officer- Trash Complaint discussion/action:**

Property owner has been making progress however it is not 100%. Someone contacted Jen to talk about the trash ordinance. Frank asks if anything can be done with the food/trash in the road way. Discussion on possibility of an ordinance on garbage or junk. Gary had sent some language to Jen on other towns that have ordinances. Should be a meeting in the future to talk about this issue. Jen will share Garys e-mail with the rest of the board. Possible coordinator for green up day? Fred also says the dog ordinance needs to be looked at.

## **12. Water and Wastewater**

- a. **Update on meters** Fred says that they have the right meters ordered (for a few of the larger meters), Fred needs access to the creamery. Brittany call Aaron page to set up a time. Membranes should be here next week. We have not had to haul anything from the WW plant this year it has been keeping up with everything.
- b. **Other business**

## **13. Town Clerk's Office**

- a. **Orders**
- b. **Liquor and tobacco license for Cabot Store** Mike motion Fred 2<sup>nd</sup> motion carried
- c. **Other Business** Vt alert approval for Town Clerk Skip motion Fred 2<sup>nd</sup> motion carried.

16. **Other Business**-next meeting upstairs or down for the selectboard meeting? Jen will decide prior to the meeting. May 13 Friends of the Winooski will be in the lower Cabot area, Mike and Jen are doing outreach to notify those residents affected their visit.

**Motion to enter Executive session, Entered executive session at 7:17pm**

## **17. Executive Session: Personnel discussion, 1 V.S.A. §§ 313**

Motion to leave executive session at 7:47 motion by Peggy 2<sup>nd</sup> by Mike, motion carried. Motion by Mike: Town clerk to write evaluation for Shirly Ducharme for the past few months with new Town Clerk and

additional duties that have been helpful to the Clerk, the selectboard would like to suggest to Town Clerk that a merit increase of up to 25\$ per hour be implemented until June 30<sup>th</sup>. 2<sup>nd</sup> Skip all in favor Fred was not in attendance.

No further discussion

## **18. Motion to Adjourn mike 2<sup>nd</sup> all in favor at 7:53pm**

### **AI Zoom Meeting summary**

#### **Quick recap**

The Cabot Selectboard meeting on May 5th covered several key topics including the garage relocation project, North Tributary bridge funding, and public works updates. Gary reported on the upcoming engineer presentation for the garage relocation on May 19th and sought approval for the RFP process for the North Tributary bridge project, which was approved with a May 27th proposal deadline. Sid provided a comprehensive update on public works activities, including road maintenance, equipment refurbishment plans, and upcoming pavement projects. The board reviewed and adopted the updated Local Emergency Management Plan, with Doug having completed the required ICS training. A discussion arose regarding the fire department's request to amend the grant policy to expedite smaller grants, though the board decided to rewrite the entire policy rather than make immediate changes. The conversation ended with updates on various licenses, VT alerts access approval, and a discussion about improper recycling practices at the town facility.

#### **Summary**

##### **Garage Relocation and North Tributary**

The Selectboard meeting began with agenda approval and approval of minutes from the April 21st meeting. Gary provided an update on the garage relocation project, announcing a public meeting with an engineer on May 19th at 7 PM, which will be hybrid with Seth O'Brien facilitating online participation. The board discussed a North Tributary project involving a Community Development Block Grant, with Gary presenting a request for proposals (RFP) for engineering design, permitting, and construction bid services, with proposals due by May 27th and completion targeted for February 2027.

##### **Road Maintenance and Projects Update**

Sid provided an update on road maintenance activities and upcoming projects. He discussed plans to refurbish the 6-wheeler truck instead of replacing it, noting that the cost difference between a 6-wheeler and 10-wheeler would increase due to new emissions standards. The team is preparing for summer road work, including grading, culvert replacement, and ditching, with plans to extend the Danville Hill apron and pave 30-foot aprons in front of shop doors. They also discussed road closure procedures for significant work, deciding to close roads when traffic can easily be redirected and post signs indicating work is starting without providing specific completion dates.

##### **Road Construction Project Updates**

Sid discussed updates on road construction projects, including the blue room and precast work, noting that residents are eager for progress and asking for timeline updates. She mentioned that while there have been some challenges with resident communication, local road foremen are providing support. The conversation ended with a brief discussion about the local emergency management plan review, with plans to adopt and store the updated document electronically.

##### **Emergency Management Plan Updates**

The meeting focused on updates to the Emergency Management Plan and discussions about grant policies. Doug reported passing the ICS100 test and completing updates to the emergency plan, which the board approved for adoption. The group discussed challenges with radio funding through the Vermont bond bank, deciding to pursue a loan from the Capital City Industrial Fund (CCIF) instead. regarding grant policies, the board addressed a proposal from the Cabot Fire Department to exempt them from certain grant application processes, with Mike and Peggy tasked with rewriting the entire grant policy to better balance efficiency with oversight responsibilities. The conversation ended with updates on a trash complaint on South Walden Road and discussions about the need for clearer policies regarding green bag collection and enforcement of trash ordinances.

##### **Town Board Meeting Updates**

The board discussed several topics including littering and trash issues, dog ordinances, and water infrastructure. Gary suggested considering an ordinance with graduated fines for repeat violations and proposed creating a volunteer Greenup coordinator position. The board agreed to address the dog ordinance at the June meeting after discussing changes to reduce costs for unclaimed dogs. Fred reported on water and wastewater matters, including plans to inspect manholes and install new meters. The board approved liquor and tobacco licenses for the Cabot Village store. They also discussed giving town employees more time when insurance changes affect their coverage and addressed an issue with improper recycling at the town facility.