SELECTBOARD MEETING

minutes July 7, 2026-Draft

In attendance:

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

Amy M. Jeanne Johnson, Brittany Butler, Doug Cooke, Maria A, Betty Ritter, Sandy Pond, Ruth Goodrich, Ben Moll, Dean Deasy, Sid Griggs, Dan Copp, Roger Sheldon, Connie Horihan

Online: Lori A, Theresa Laysleeper, Aaron Celley, Mark?, I phone and Samsung phone (would not give names) Paul Celley, Jennifer Churchill, Angela Ogle, Kris Schmitt, Peter Dannenberg

Tuesday July 7, 2026, 6:00P.M.

1. Call Meeting to Order at 6:00pm

2. Approve Agenda mike made the motion, 2nd skip, motion carried.

3. Approve minutes from 6/16/2026 Motion Carried (find who did 1st and 2nd

4. Public Comment-skip says we need a crosswalk near the common or at it, Sid is not sure if that would be permissible.

5. Highway update: Update from Sid on Lovely Road project. Sid's truck is in Lancaster being refurbished. Traffic counters were on main street, south of the creamery, one on Danville hill road and one on west hill pond road. Fred says we need to capture both sides of the creamery. Mike talked about the signs that Plainfield has in their village and we are looking into it, Sid had also talked to CVRPC about the same thing. We are going to make the village 25mph throughout the whole village not just the school zone. Peggy says that she hasn't seen anyone roll though the stop sign at the rec field since it has been replaced.

a. CVRPC grants program discussion/action-Met with Brian Voigt and they work with the WRBCWSP to help do projects that reduce phosphorus in the water. CVRPC is gathering information from towns that want to work with them to replace culverts that are near stream beds and reduce the phosphorus that gets to the Winooski. There is no cost share to the town, it is all though Water Basin Program. The application or approval from selectboard to potentially move forward and find eligible culverts is due next week. Motion to support going forward with this Mike and 2nd by Fred Motion Carried.

b. other business

6. 4th of July update: Had discussion on what worked and what didn't work this year. Overall it was great, few hiccups. Mike asks what the bottom line numbers are, is it profitable? Is it worth it? Lori hasn't looked at the final numbers. Lori would like someone from selectboard to join the July 4th meetings in the future. Shout out to Doug Cooke and Shane Smith for their help with traffic control.

7. MERP Bid selection/action: Received 2 bids for working on energy efficiency for the Willey Building and the wastewater plant. One gave a bid for both buildings and one came in for only the wastewater plant. Perro and Dunham are the two bids. Betty called and got references on the bidders. All were very favorable. They suggest that we go with Perro. There was some discussion and a few questions from the board. Perro contacted Fred several times and asked a lot of questions. They will bill every 2 weeks. Motion to accept the bid from Perro Fred and skip 2nd all are in favor.

8. Grant Policy/action Last meeting it was verbally voted on the grant policy but we didn't have a finished document. The board signed the completed policy.

9. New Fire Department status, update, discussion: Jen provided an update on the status of the new fire station. Currently it is held up in the historic preservation, which is the longest part of this process. The contract that we currently have is not federally admissible. Sandy asks the status of the sprinkler system and the building itself. Dean says we are operating on a waiver. Sandy asked why is this still going forward when the town has said no twice? Jen says if there is no monies that are needed upfront there will be no vote on the final plan if there is no vote for bond on this capital project.

10. Act 162 update of Forest fire warden: Dean has been working with state and has made numerous calls to the state, he says it is for reporting back to the state, apparently Cabot has missed a few years. They are creating a permit with 3 classes, each person will have to fill this out and submit to the VFD. Mike asks if there is a fee, Dean says yes as it is creating more work for him, but that is up to the selectboard. Skip says there needs to be paper copies of the permit for those that don't use computers.

11. Storm Drains discussion/action July 27, 2,800 per 8 hour day. This is an additional fee to the contract. Amy asked should it be done every year Mike motions to approve the cleaning of the drains on July 27th. Fred 2nd all approve.

12. H20 Contract discussion/action Roger talked about the differences in this contract compared to the last, 1% increase, and it is 5 years this time instead of 3. Mike asks how he views the current condition now and the needs going forward compared to what it was 3 years ago. Roger 2 major issues, the UV system, it will need to be updated as the current system is not, also updating the aeration system. Fred asked how the pumping stations are,

Rodger is unsure on how that stands currently. Amy asks ballpark how much to fix those 2 things. 250k for the UV and aeriation varies greatly depending on millions of factors. He also recommends updating our sewer ordinance. Fred makes motion Skip 2nd no further discussion, motion carried.

13. Bond vote discussion/action: the Vote we had in March is not valid because we didn't take the appropriate steps to be able to receive a bond. Amy has received bond council and has began to work with them to begin the process. Amy had suggested that they used the remaining money that was in the budget for last fiscal year to buy some radios (40,000+/-), the offer was declined. (There was still 20,000 left at the end of the fiscal year) Dean said that we didn't receive the bond because of errors in the building. Mike says we are not going to throw blame. Discussion ensued on the different options available: CCIF with 5% interest, the bond bank with 3% interest over 10 years and finally leasing radios. Put on the special meeting when the tax rate is set if the bod is the way we decide to go. No action taken.

14. Dry Hydrant Bids discussion/action 3 bids 12,000 to 15,000. Board asked if they have a preference and Dean said the cheapest. 2 have done dry hydrants before Ben and Steve. Town pays 25% of cost and the state/dry-hydrant will cover the rest. Ben Ackermann receives the bid with the caveat that the money comes from the dry-hydrant people first.

15. Water and Wastewater

a. Meter update : We are gaining on being complete with this project.

b. Other business

16. Town Clerk's office

a. Orders

b. Other business: order to reappraise.

17. Other Business

Motion to go into Executive Session: 8:15 pm Motion by Mike, Second by Skip- motion carried

18. Executive session x2: treasurer/assistant town clerk

Motion to come out of Executive Session 8:50 pm Motion by Mike, Second by Skip- motion carried

Mike made the motion for Jennifer Miner (the SB Chair) to sign the 3-year contract for the Town Treasurer Amy Monahan as agreed upon, second by Skip- motion carried and Jenn signed the contract and will bring it to Amy to sign tomorrow morning (7/8/2026).

Motion by Mike to give the Asst Town Clerk a raise from $22.25 to $23 per hour up to 32 hours per week and make this rate retrospective to 7/1/2026 Second by Skip -motion carried.

The board will recommend that the Town Clerk's hours of operation be revised to 32 hours, which shall be determined by the Town Clerk who sets the office hours.

19. Motion to Adjourn- Motion to adjourn at 856 pm by Mike, Second by Skip- motion carried.

Respectfully submitted,

Brittany Butler
Town Clerk
7/9/2026

ZOOM Minutes:

Quick recap

The Cabot Select Board held their regular meeting on Tuesday, September 7th at 6 p.m. to discuss various town matters including the 4th of July parade review, construction bids, and department updates. Lori provided feedback on the recent 4th of July celebration, noting overall success but highlighting issues with candy and cheese being thrown from vehicles rather than distributed by hand, and suggesting better control measures for next year. The board reviewed two bids for wastewater treatment plant construction, selecting Perrault Building Company LLC with a unanimous decision over competitor Dan Dunham's bid. Sid reported on road construction plans for Lovely Road starting July 27th, with temporary lights to be installed due to narrow conditions and a four-week estimated completion timeline. The board discussed a new CBRPC grant program for culvert replacements focused on reducing phosphorus in waterways, with funding available with no cost share to the town. Fire Chief Dean provided updates on forest fire warden responsibilities now being handled by the fire chief alone due to legislative changes, explaining new burn permit requirements and classification system. The board approved a 5-year contract with H2O for wastewater treatment services including a 5% increase in year two and subsequent years tied to CPI adjustments. A significant discussion arose regarding fire department radios, with only 5-8 functional radios out of 19 needed, leading to debate between purchasing Kenwood radios immediately versus waiting for a bond vote for Motorola radios, with the board deciding to explore leasing options as an interim solution. The conversation ended with updates on dry hydrant repairs needed at Greaves pond location, with Ben Ackerman's lowest bid of $12,290 approved pending grant funding from Rural Water Solutions.

Next steps

Summary

Treatment Plant Siding Bid Discussion

Betty discussed receiving two bids for waste water treatment plant energy work, through that Muncipal Energy Grant, with one bid being approximately 50% more expensive than the first. She explained the proposed work includes replacing vinyl siding, installing flat board, adding back panels, using 3/4 inch shop material, and spreading open two closed louvers inside. Betty also requested that theyr cut out a section of blacktop to install stone for drainage, as current water runoff issues were causing problems with the building and tank during rain.

Board Meeting Updates and Projects

Jen called the meeting to order on July 7th and confirmed all board members were present. The board approved the agenda and minutes from the June 16th meeting without discussion. During public comment, Skip raised concerns about people using parking spaces near a crosswalk, which the board noted for future consideration. The board received updates on road projects, including plans to start work on Lovely Road on July 27th with temporary lights and a four-week estimated timeline, and discussed truck maintenance issues including a current 6-8 week refurbishment timeline. Traffic counters were installed near the creamery, west hill pond road and on Danville Hill to monitor tractor-trailer truck traffic patterns.

Traffic and Water Safety Grants

The select board discussed two main topics: traffic safety improvements and a phosphorus reduction grant program. For traffic safety, Sid proposed installing new speed signs with traffic counters in two school zones, reducing the speed limit to 25 mph in the village area. Regarding the phosphorus reduction program, Amy explained that CBRPC works with the

Winooski River Basin Clean Water Service Provider to fund culvert replacements that reduce phosphorus in waterways, with no cost share required from the town. The select board voted unanimously to support moving forward with the CBRPC grant program, which will be considered at their next meeting with results expected in early August.

Post-Parade Review Meeting

Lori conducted a post-4th of July parade review meeting with Brittany and others to discuss the event's outcomes and areas for improvement. Key feedback included concerns about participants throwing candy from vehicles, which could be addressed by disqualifying offenders from prize competitions, and issues with parade lineup organization that could be resolved by assigning numbers at check-in. The group noted positive aspects such as good weather, effective traffic management, and successful parking arrangements, though they identified that the Friday night event in the park was poorly attended and may need reconsideration.

July 4th Parade Debrief Meeting

Lori presented a debrief of the 2027 July 4th parade, highlighting financial questions about profitability that will be addressed in upcoming planning meetings, and requested a select board representative to join the planning committee. She thanked various volunteers including Jen Tidd, Bobby Searles, and others who contributed to the event's success, noting challenges with volunteer recruitment and traffic management.

Fire Station Funding Discussion

The board voted to support the bid selection for Perrault LLC. They discussed the status of the new fire station funding, with the application currently in the environmental and historical preservation phase with FEMA and USDA. Some contracts were not in accordance with FEMA/USDA and will need to be redone. Mike explained that while the process has been lengthy due to federal requirements, they are close to securing funding and noted that previous no votes on building a new fire station were considered non-binding. The discussion also covered constraints on the temporary building, including wetlands and environmental considerations that may limit potential expansion options.

Fire Station Property Discussion

Questions were asked about the temporary building property's suitability for a fire station, including ownership, restrictions, and funding. It was clarified that the town owns the entire property, including the building, and that the Perry family's donation included a caveat against commercial structures, though a municipal fire station would not violate this. The building is fully paid for, with some FEMA funding, and the town will have authority over its future use. Sandy inquired about maintenance costs and long-term financial implications, to which the response was deferred to Chief Deasy, while the issue of regional participation from surrounding towns remains open.

Building Maintenance and Fire Updates

Dean discussed the maintenance and upkeep of a new building, explaining that it would have minimal exterior maintenance requirements due to its design and energy-efficient features. He confirmed that no additional staff would be hired for maintenance, as the fire department currently handles all cleaning and maintenance tasks with volunteers. Dean then provided an update on Act 162 regarding forest fire wardens, explaining that the positions in Cabot had been terminated and the responsibilities transferred to the fire chief, leading to new requirements for burn permits and reporting to the state.

Burn Permit System Implementation Discussion

Dean discussed implementing a new system for burn permits in Vermont, including plans for digital submission and potential fees to cover costs. The group agreed to further discuss liability issues in a future meeting.

H2O Contract and Infrastructure Updates

Rodger presented a new 5-year H2O contract proposal with a 5% increase in year one, followed by 2-5% CPI adjustments in subsequent years, using November CPI data instead of May to improve budgeting timing. The discussion revealed significant infrastructure needs at the wastewater treatment plant, including a $250,000 UV system upgrade and an aeration system replacement costing between $100,000-$300,000, with total estimated costs around $500,000. H20 recommended redoing the sewer ordinance and suggested working with Randy Bean, a former state employee who specializes in municipal consulting.

They also addressed storm drain cleaning, with Manosh scheduled to clean the drains on July 27th for $2,800 per day, and the board approved moving forward with this plan.

Fire Department Radio Equipment Needs

The meeting focused on addressing urgent radio communication equipment needs for the fire department. Dean reported that only 8 out of approximately 19 radios are currently functional, creating safety concerns during recent emergency responses when the department had to borrow radios from other towns. The group discussed two options: purchasing Kenwood radios for $78,000 as an interim solution or pursuing a bond for

Motorola radios at $125,000 over 10 years at 3% interest. The board agreed to explore getting Kenwood radios using available budget funds as an immediate safety measure while pursuing the longer-term bond solution for the full complement of radios.

Radio Equipment and Infrastructure Updates

The meeting focused on radio equipment replacement, with Amy proposing to contact Joe Allsworth about leasing options to avoid using the sinking fund dedicated for vehicles. The board authorized moving forward with Ben Ackerman's lowest bid of $12,290 for dry hydrant number 11 repair, contingent on receiving grant funding from Rural Water Solutions. The group also discussed upcoming meetings, including a special select board meeting on the 14th to set the tax rate and address the bond issue, and the regular meeting on the 21st which will include discussion of West Shore Road hydrant repairs.

7/9/2026