



Town of Montgomery - P.O. Box 356  
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[www.montgomeryvt.us](http://www.montgomeryvt.us)

Unapproved Minutes of the  
REGULAR MEETING OF THE  
SELECTBOARD & WATER COMMISSION

Monday, April 1<sup>st</sup> 2024  
6:30pm

Town Office Conference Room (86 Mountain Road)

**View Recording:**

<https://us02web.zoom.us/rec/share/GBoNrWfbYqwVIDKpeqfDam7Yvx1BgB-3X6zmvuQvFEER6-aoE9IqKmzNAh6nt66Y.SKpM-4HNqalw-kJ>

Passcode: &2k&pSwN

In attendance: Charlie Hancock, Leanne Barnard, Suzanne Dollois, Mark Brouillette (arrived 6:42pm).

Absent: Emily Kimball

Public: Doug Kopacz, Dan Kahn, NWATV; via Zoom – Larry Letourneau, Elizabeth Reighley, Erin Kopacz

1. Review and make any changes to the agenda
  - a. Add *Annual Financial Plan for Town Highways* under public works
  - b. Add *Town Road ROW Occupancy Request* under public works
2. Review/approve minutes of the March 18<sup>th</sup> meeting
  - a. Motion to approve as written made by Leanne, seconded by Suzanne; approved unanimously 3-0

(Mark arrived 6:42pm)

3. Public Works
  - a. Mark provided updates on mud season work, spring grading; Matt has accepted offer of employment; Mark has been filling in plowing while crew has been one man down.
  - b. Future Strategic Planning – carry over
  - c. Added: Annual Financial Plan for Town Highways – carry over (Mark will prepare)
  - d. Added: Town Road ROW Occupancy Request - VEC
    - i. Mark presented the request. Discussion ensued. Mark moved to approved the Town Road ROW Occupancy Request from Vermont Electric; seconded by Leanne; approved unanimously 4-0
4. Visitors
  - a. Larry inquired as to Vault location in current design (located approximately where current Ambulance office is located).

5. Old Business

- a. Municipal Wastewater Update (*discussion*)
  - i. Charlie provided following updates:
    - 1. Discussion with State re: redundancy in drip disposal capacity suggests that the Rt. 242 site may suffice and the Cemetery south meadow may not be needed.
    - 2. Rt. 242 Property Purchase is complete (deed in hand)
    - 3. Easement Outreach – letter to property owners pending draft; easement template and invitation to one-on-one meetings being held (‘*office hours*’)
- b. Town Hall Committee Charter Adoption (*board action*)
  - i. Board reviewed draft. Charlie offered one amendment to include selectboard approval of use policy and fee schedule.
  - ii. Moved to approved the Charter as amended by Mark; seconded by Leanne; approved unanimously 4-0. Adopted Charter attached.
- c. Town Office/Public Safety Building/Library Renovation (*discussion*)
  - i. *\*This topic was taken up out of order following approval of the 4/1 minutes\**
  - ii. Dan introduced the proposed draft plans for the library. Liz presented the draft proposed plans for the Town Office. Discussion ensued regarding various design elements, individual dept needs, security needs, next steps, etc.
  - iii. Obligation of ARPA Funding – Architectural Plans, State Permitting
    - 1. Make a motion to approve expenditure of up to \$14,000 to support architectural services from Michael Dugan for Town Office renovation project, to be paid from the ARPA reserve account made Suzanne; seconded by Leanne; approved unanimously 4-0
  - iv. Vault Loan Status / Approval – loan documents not ready; table to 4/15 meeting

6. New Business

- a. Liquor/Tobacco Licenses (*board action*)
  - i. Bernie’s Restaurant, 1<sup>st</sup> and 3<sup>rd</sup> class liquor license
  - ii. Snowshoe, 1<sup>st</sup> and 3<sup>rd</sup> class liquor license
    - 1. Suzanne moved to approved the slate as presented; seconded by Leanne; approved unanimously 4-0
- b. Fleet Permits (*board action*)
  - i. Endless Tracks
  - ii. Pike Industries
  - iii. Wind River Environmental
  - iv. Structural Wood Corp
  - v. Countryside Septic
  - vi. Beacon Sales Acq.
  - vii. Vermont Outdoor Services
    - 1. Mark moved to approved the slate as presented; seconded by Suzanne; approved unanimously 4-0

7. Open Mail / Sign Orders / Administrative Matters

8. Review Action Items for Board Members

9. Adjourn

- a. Motion to adjourn by Mark; seconded by Suzanne; approved unanimously 4-0
- b. Meeting adjourned 7:44pm

# Town Hall Committee Charter

2nd Draft 1/25/2024

## I. Purpose:

- A. The purpose of The Committee will be to act as the caretakers and management authority of The Montgomery Town Hall, AKA The Grange Hall, located at 57 Main Street, Montgomery Center Vermont, on behalf of The Town of Montgomery. No substantial actions will be taken without The Town of Montgomery's Selectboard approval.
- B. The Committee's main efforts will be to create a welcoming space that is open and accessible to all people, year round.
- C. The Committee will also pursue funding opportunities to add value to The Town of Montgomery and all of its population.

## II. Responsibilities:

- A. Creating and updating a Building Use Policy and associated fee schedule for approval by the Selectboard, handling all scheduling for use of the building by maintaining a central calendar, acting as a liaison for all contracts between the Town and users/renters of The Hall.
- B. Management of all maintenance of The Hall, including regularly scheduled cleaning, minor repairs to interior and exterior of The Hall and management of garbage and snow removal. All work contracted to others will be handled using existing Town Policy concerning contracting services. Selectboard will have final authority on expenditures that fall outside of the annual budget for the building.
- C. Maintaining a monthly meeting schedule that is open to the public, complying with statutes concerning public open meeting laws and standards of transparency in providing minutes and information in a timely manner to any person/persons requesting such information. Maintaining open communication with The Town of Montgomery by updating The Selectboard on a regular basis on The Committee's ongoing activities. The Committee will maintain all records required.
- D. The Committee will actively seek and apply for grant opportunities to enhance The Hall. The Committee will actively fundraise through a variety of community events that are open to the public. The Committee will do everything it can do to raise money to defray the costs of keeping The Hall open year round.
- E. Any other items that may from time to time be found necessary.

## III. Organization:

- A. The Committee will consist of 7 members.
- B. The Terms of members will be staggered. There will be 4- 3 year terms and 3 - 2 year terms.
- C. There will be a Chairman, Vice Chairman and Secretary elected by the Committee.
- D. The Treasurer will be The Town of Montgomery's currently appointed/elected Treasurer

- E. Committee Chairs will be elected at regularly scheduled open meetings to handle specific projects and programming as needed.

This 2nd Draft Charter was written and submitted by Tosca Smith  
Secretary, Town Hall Committee  
1/25/2024