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Unapproved Minutes of the
REGULAR MEETING OF THE
SELECTBOARD & WATER COMMISSION
Monday August 18th 2025
6:30pm
Town Office (86 Mountain Road)
View Recording via NWATV:
View Recording:
https://www.youtube.com/playlist?list=PLrBf_FpjKbwcSJm_gBqfFSmPGaVWJXBB7

PRESENT: Charlie Hancock, Suzanne Dollois, Mark Brouillette, Leanne Barnard
ZOOM: Gaby Lumbra, Wesley Skidmore, Larry Letourneau
VISITORS: Tosca Smith, Melissa Haberman, Chi Nguyen, Scott Ovitt

1. Review and make any changes to the agenda
   → addition of 3.c.iii. Consumer Confidence Report for the Water System

2. Review/approve minutes of the July 21st regular meeting
   → Mark makes a motion to approve the minutes of July 21st. Leanne seconds. 4-0.

3. Public Works
   a. Municipal Wastewater Project Updates (*discussion*)
      i. Hartgen Proposal *(board action)*
      → archeology consultant to clear permitting for the project. "Midden" found on River Street (buried "garbage", established as not pre-colonial settlement). Requires VT Dept. of Historic Preservation clearance at the cost of $7,800 for the scope of work. Charlie proposes pulling these funds out of the Wastewater Reserve Fund (local option tax funds) to avoid the delayed process of applying for an ESA Amendment request through WID. Mark makes a motion to approve Hartgen proposal for $7,800 to cover the additional scope on River Street to be paid for out of the Wastewater Reserve Fund. Suzanne seconds. 3-0-1 (Leanne abstains)
      ii. ESA 12 Loan Application *(board action)*
      → Revised total for Step II loan (adding $151,000 – ESA 12 approved by board in June). Suzanne makes a motion to approve the State Revolving loan

fund to add the $151,849.30 to the existing Step II Planning Loan. Mark seconds. 3-0-1 (Leanne abstains)

iii. Additional updates

→ The project received its VT Wetland Permit on August 8th. USDA concurred with our funding plan to use the reprogrammed ARPA money to make a balloon payment on the Rural Development Loan, which will eventually lead to consolidation of loans into one pot to be able to pay down a higher total, resulting in a lower interest.

→ Easements: 95 total; +/-50 received signed; +/- 24 conversationally have agreed to amendments and are willing to sign; 3 landowners have refused to sign and their properties will lead to court action.

b. Streetscape Project Updates (*discussion*)

→ Finally cleared NEPA, which allows for NW Regional Commission funding will still remain viable, and they will continue to allow an extension for those funds.

c. Water System

i. Repairs/Hydrants (*update*)

→ 4 new hydrants are installed; waterline repair on the corner by the Center Cemetery.

→ The Main Line in that zone is deteriorating and will need to be replaced and should be addressed prior to any sidewalk installation; Mark recommends incorporating that element into any Streetscape Planning.

ii. System Operation/Operator (*update/discussion*)

1. SOS Proposal (*discussion*)

   → $46,000 annually ($3,800/month)

2. H20 Innovation

   → pending receipt of proposal

iii. Consumer Confidence Report Certificate for the Water System

→ water testing results from the year prior. *No action from the Board required.*

d. General Updates *(discussion)*

→ New 550 is arriving this week.

→ Quotes for the gate at the driveway at the shop for insurance purposes pending.

→ Snow guards that came off need to be replaced; quote from Abe is the only replacement estimate received. Will be added to the next agenda.

→ Town will not perform work on Class 4 Roads, but will supply materials and occasionally make repairs on precedent. Rushford Valley has a culvert that is too short and the Town has offered to give them a new 24" suitable length culvert and the residents will arrange the work.

i. Road Crew Vacancy

→ 2 applications received. Need to set up interviews with candidates. Mark and Charlie will sit in on interviews as board representatives.

4. Visitors
   → Tosca: seeking to revise Heartful Kitchen's lease. Currently serving 25-60 people/week; proposes to be open on Fridays from 2-5PM and would like to expand Senior programming opportunities (i.e. coffee hour or something similar). Grange Hall committee discussing what future use of the kitchen will look like.

5. Old Business
   a. Reappraisal (*update*)
      → data collection will begin this year and projected completion for 2027 Grand List. Start-date not yet confirmed; Liz will follow-up.
   b. Town Office Staffing (*update*)
      → The Assistant Clerk applicant had to decline the position. Position re-opened.

6. New Business
   a. MCA/PTV Village Trust Initiative letter of support (*discussion/potential board action)*
      → Letter request attached to minutes.
      → Suzanne makes a motion to draft and submit a letter of support for the Village Trust Initiative. Leanne seconds. 4-0.
   b. FY25 Budget Status Review *(discussion)*
      → Board reviews report and flags line-items to follow-up on.
   c. Liquor/Tobacco Licenses *(board action)*
      → n/a
   d. Fleet Permits *(board action*)
      i. Kilburn Transport
         → Mark makes a motion to approve the permit request for Kilburn Transport. Leanne seconds. 4-0.

7. Open Mail / Sign Orders / Administrative Matters
8. Review Action Items for Board Members
9. Adjourn
   → Mark makes a motion to adjourn. Leanne seconds. 4-0.