

1 **Regular Selectboard Meeting**
2 **Tuesday, November 29, 2022**
3 **Meeting Minutes**
4
5

6 Members Present: Brian Carpenter, Heather Seeley, Isabel Gogarty, Andy Hooper,
7 Farhad Khan and Lindsey Fuentes-George. Dan Brown arrived later.
8

9 Staff Present: Town Manager Kathleen Ramsay and Co-Directors of Public Works
10 Planning Dan Werner and Emmalee Cherrington, Director of Public Works Operations
11 Bill Kernan, Ilesley Library Director Dana Hart and Chief of Police Tom Hanley.
12

13 Also Present: Interested parties.
14

15 **1. Call to Order**
16

17 The meeting was called to order at 7:00 p.m. by Chair Carpenter.
18

19 **2. Approval of Agenda**
20

21 Seeley moved to approve the agenda and Hooper seconded the motion.
22

23 Hooper asked to add an agenda item to discuss the rescheduling of the second meeting
24 in December. It was added as Item 18.
25

26 Carpenter said there is an addition of Item 17 regarding the request by Town Planner
27 Jennifer Murray to hire a consultant to do Town Plan updates.
28

29 The motion carried with 6 in favor, 1 absent. and the agenda was approved with the two
30 additions. **MOTION PASSED.**
31

32 **3. Approval of Consent Agenda**
33

34 3.a. Approval of Minutes of the November 7 and November 15, 2022 Regular and
35 Special Selectboard Meetings.
36

37 3.b. Acceptance of Selectboard Subcommittee Meeting Minutes
38 November 17, 2022 Infrastructure Committee Meeting Minutes (Draft)
39

40 3.c. Agenda Placeholder
41

42 3.d. Agenda Placeholder
43

44 3.e. Town Manager's Report
45

- 46
 - FY23 Year-to-Date Budget Reports as of October 31, 2022

- 47
- 48 • American Legion Post 27 Donation for New Year’s Eve Fireworks
49 Thanks to the generous support from American Legion Post 27, we are
50 pleased to be offering New Year's Eve fireworks and ice skating again this
51 year.
52
- 53 • TM Report - October 31, 2022 Middlebury Airport Communications Update
54
- 55 • Update on South Street Solar Project
56
- 57 • TM Report – Town of Middlebury Racial Equity Survey Results
58
- 59 • Current Correspondence – Received November 4th through November 23.
60

61 Carpenter pointed out the results of the Racial Equity Survey had some interesting
62 responses and at some time in the future they would ask the team in to discuss the
63 results.
64

65 Seeley thanked the American Legion for their annual contribution for the fireworks.
66

67 Khan moved to approve the consent agenda, and Seeley seconded, and the consent
68 agenda were approved with 6 in favor 1 absent. **MOTION PASSED.**
69

70 **4. Citizen Comments**
71

72 There were no citizen comments.
73

74 **5. Agenda Placeholder**
75

76 **7. Gunner Tuttle and Dan Poulin, Representatives of Vermont Electric Power**
77 **Company (VELCO), with a presentation on proposed upgrades to VELCO’s**
78 **substation located at 522 Quarry Road**
79 (Taken out of order)
80

81 Dan Poulin, Manager of Capital Projects for VELCO, introduced himself and Project
82 Manager Gunner Tuttle and Jake Reed, the Senior Environmental Specialist. Poulin
83 said VELCO is the State’s transmission company, and they provide transmission of
84 power to the distribution utilities, such as Green Mountain Power who then distribute it
85 to residential and commercial customers.
86

87 Poulin gave background information on VELCO and said they had 55 substations
88 located around the state. He said 10 years ago they realized some of the substations
89 needed to be upgraded, so 13 were identified to be updated and to date 6 of them have
90 been completed, 2 are being updated now and beginning in 2023 they will begin work to
91 upgrade the substation on Quarry Road in Middlebury and the substation in Highgate.
92

93 He described the current substation configuration and the assessment they did to
94 identify the deficiencies. He said one of the main deficiencies at the Middlebury
95 substation is the control building is too small to hold the adequate safety equipment
96 needed. They will also be expanding the perimeter fence and replacing the water
97 supply and wastewater system, upgrading the transformer oil containment system and
98 will also reroute a stream that currently runs through a culvert underneath the
99 substation. He said they will need to construct a temporary substation on an access
100 road during the construction, and this will be removed with the commissioning of the
101 refurbished substation.

102
103 Poulin went over the plans and diagrams of the proposed construction area. He said
104 they have mailed their required 45-day letter to all State agencies and neighbors, and
105 around Christmas time they file their Certificate of Public Good (CPG) application. He
106 said they have detected PCBs in the soil of the project area and that will be removed
107 beginning in December, and if they receive their CPG in June of 2023, construction will
108 begin at that time with commissioning in June 2024. He said the estimated cost to
109 upgrade the facility is \$16.3 million with 30% contingency.

110
111 Khan asked if this was the first upgrade at this substation, and Poulin said there were
112 some minor maintenance upgrades done over the years, but nothing of this magnitude.
113 Khan asked about the PCBs, and Poulin said even though they don't use PCBs
114 anymore, there is still some remaining in the soil from previous years when they did use
115 them. Jake Reed said the soil will be removed as required by EPA and will be taken off
116 site and shipped to a specific landfill out of state and then new soil will be brought in to
117 replace the contaminated soil once testing is done to be sure they have removed it all.

118
119 Carpenter asked if this needed to go through the local zoning process or Act 250.
120 Poulin and Reed said this does not go through local zoning, it goes through the 248
121 process which is similar to Act 250, and they will also need environmental permits
122 through the Agency of Natural Resources.

123
124 Emmalee Cherington asked about the stream relocation and would it be culverted.
125 Reed said they're still in the civil engineering phase where they're trying to work out all
126 the details of where it will be relocated and where the stream will be directed.

127
128 Bill Kernan asked about the Town water line that was behind the substation. Reed said
129 the water line is located south of the temporary substation and their limit of work will
130 likely go to the top of the water line and they will be exploring with their engineers if it
131 makes sense to tap into that line or drill an onsite well.

132
133 Hooper asked if this project would cause an increase in traffic. Poulin said there would
134 be an increase in truck traffic, and likely it will mostly be coming from Route 116 and not
135 through downtown.

136
137
138

139 **6. Public Hearing on Charter Amendment for Appointment of a**
140 **Town Treasurer by the Selectboard**
141

142 Carpenter said in preparation for a March 6, 2023, Town Meeting vote for a proposal to
143 amend the Town's Charter to provide for the appointment, rather than the election of the
144 Town Treasurer, tonight is an opportunity for the Selectboard to take public testimony.
145

146 He said in accordance with governing statutes 17 VSA 2641 and 17 VSA 2645, the
147 Board is conducting a second public hearing to take questions and comments from the
148 Middlebury community regarding a proposed change to the Town's Charter for the
149 appointment, rather than the election of Town Treasurer and opened the public hearing
150 at 7:28 p.m.
151

152 There was no one present to speak on this matter, so the public hearing was closed at
153 7:29 p.m.
154

155 **8. Chief of Police Tom Hanley, Recommendation on the Award of Cruiser Bids**
156

157 Chief Hanley said they put the bids out earlier this year, since last year by the time the
158 bid was submitted it was past the time that year's model was being manufactured and
159 they still haven't received the car that was bid on in January.
160

161 He said the bid they're recommending is the 2023 Dodge Charger from Stone CJDR for
162 \$27,873 after the \$12,000 trade-in. He said the Ford hybrid which they've ordered the
163 last few years came in at just under \$40,000 and they've had some problems with one
164 of the hybrids they have, and it's been out of service a lot, so they're going back with the
165 tried-and-true Charger. He said the delivery date is probably 120 days. He said even
166 though this year would typically be the year they'd order two cruisers, they are only
167 ordering one since they are spending a lot to replace the communication system, and
168 this will help offset the cost of that.
169

170 Hanley said they are limiting the number of hybrids being made now, so he thinks it will
171 be best to go with the Charger, and it will cost less to outfit it since they can reuse some
172 of the equipment.
173

174 Fuentes-George moved to award a contract to Stone Motors CJDR for a 2023 Dodge
175 Charger Police Cruiser in the amount of \$27,873. Khan seconded the motion. The
176 motion carried with 6 in favor, 1 absent. **MOTION PASSED.**
177

178 Fuentes-George asked Hanley if they would return to purchasing 2 cruisers next year.
179 Hanley said they'd be purchasing 1 cruiser a year for the next 3 years, but right now
180 they're short staffed and they aren't putting the mileage on the cars like they usually do,
181 so he thinks they'll be okay.
182

183 **9. Directors of Public Works Planning Emmalee Cherington and Dan Werner with**
184 **the Infrastructure Committee’s recommendation on the engineering agreement**
185 **for the South Street Water Line final design**
186

187 Cherington said the Infrastructure Committee is recommending approval of this
188 agreement for \$28,706 following the presentation made to them at their November 17th
189 meeting. She said this agreement is for the water line portion of this project and covers
190 everything through the bid phase, any change orders through the project and as-builts
191 at the end of construction.

192
193 Seeley moved to award a contract to Landmark Engineering for the engineering
194 agreement for the South Street Water Line final design at a total cost of \$28,706. Khan
195 seconded the motion.

196
197 Fuentes-George asked where this project was on the priority list established in the
198 Hydraulic Study, and Werner said this water project is really a part of a project that
199 began in 2012 as part of the Combined Sewer Overflow project and this will be the
200 fourth phase, and then the sewer, stormwater and highway portion will be the fifth phase
201 in 2024. Seeley said she isn’t sure this project was separated out on the priority list, but
202 the water lines need to be relocated prior to the sewer, stormwater and highway portion.
203 Cherington said they have funding for the sewer/stormwater portion, but that funding
204 won’t be available for a while, so they decided to do the water this construction season.
205

206 Hooper asked Werner if he had a sense of how much stormwater was in the sanitary
207 system now, because he understands that sometimes the waste needs to actually have
208 water added to it. Werner said consistent waste is what’s good for the wastewater
209 facility, so diluted wastewater is not that easy to take care. Carpenter asked if this will
210 help save money when we get to the upgrades for the wastewater facility, and
211 Cherington said it won’t impact our plant capacity, it just saves the river from potential
212 overflows.

213
214 Carpenter called the question, and the motion carried with 6 in favor, 1 absent.

215 **MOTION PASSED.**
216

217 **10. FY24 Budget and ARPA Funding**
218

219 Dan Brown entered the meeting during the budget presentation.
220

221 Ramsay gave an overview of the budget timeline and the budget drivers. She said early
222 estimates on wages will be increasing to just under \$4 million, and benefits will increase
223 around \$206,000 (not including Workers Comp) with an 18% increase in health
224 insurance the main reason for this increase. She said we were recently notified by our
225 insurance company about a modification for Workers Comp decreased, so we will be
226 looking at a decrease. She said fuel costs will be increasing, and the Police
227 Department Adaptive Reuse bond will be added, with a 7-year payback to save on
228 interest and we will tap into the Cross Street Bridge Funds or the Local Option Tax to

229 pay the difference in that bond. She said these are the major increases in the budget,
230 but there are “nickel and dime” increases as well throughout the budget, and the Capital
231 Improvements budget increased by a little over \$92,000. She said this calculates out to
232 an increase in the tax rate of just under 7 cents, or an 8.5% increase in the budget. She
233 said potential offsets are the Local Option Tax (FY22 receipts were \$1,271,579) and we
234 have interest of \$10,000. She said we are unsure of what the increase in the Grand List
235 will be, but there may be some relief there as well.

236

237 Cherington presented the Public Works Capital Budget, and said the biggest new
238 allocation is \$80,000 for stormwater projects. She said there are four expired permits
239 that the Town is co-applicant on that must be brought into compliance with the new
240 stormwater rules, so this \$80,000 will begin the process with feasibility studies and
241 analyses of where we can begin accommodating with stormwater systems. She said
242 the others have remained about the same, with a slight increase in the sidewalk budget
243 since there are quite a large portion of sidewalks that will need replacing as part of the
244 South Street project, as well as other areas in town that need attention. She said the
245 Kings Row and Leno Lane paving was delayed last year, so they will be done this
246 coming year, and there will be some Capital funding as part of the Bakery Lane project
247 and Seymour Street project. Werner said they’re hoping for a paving grant, so the
248 funds in the Capital budget will be for preparing the project to be ready to apply for
249 these grant funds next year.

250

251 Ramsay said there had been \$40,000 in the Capital Budget for matching funds for a
252 Downtown Transportation Fund Project, but the Infrastructure Committee recommended
253 not funding for that until we are sure of the timing to coincide with construction in FY25.
254 She said the Fire Department has requested funding for a new door access system for
255 both Station 1 and 2 that would be Cloud based.

256

257 Dana Hart said the Library has included funding to complete their window replacement
258 project, and the big request is for \$148,000 professional design team for the Ilsey 100
259 Project for a feasibility study and schematic design, and some additional funds for the
260 fundraising consultant.

261

262 Hooper questioned the Fire Department having a door access system dependent on the
263 Cloud, since there is a network interruption you would need to have a backup system to
264 gain access. Ramsay said she would have Chief Shaw contact him to discuss this.

265

266 Chief Hanley said they annually upgrade their computer systems and every four years
267 they replace the server. When asked if the Police used the same repeater as the Fire
268 Department, Hanley said they didn’t, since the Fire Department radios are UHF and the
269 Police are VHF.

270

271 Hanley said that they continue to set money aside each year to replace the HVAC
272 system, since it is in the 20th year of a system designed for 15-years. He said they also
273 have set aside funds for 2 portable radar driver feedback signs for temporary posting in
274 areas where speeding has been reported. Carpenter asked how much more expensive

275 the signs are that collect data on the actual speed of vehicles, and Hanley said they're
276 expensive plus it's \$1,500 a year for the data, but they do have one unit that collects
277 data, and they use road tubes that also collect speed and other data.

278
279 Hanley said he'd mentioned a couple of months ago the sudden need to replace the
280 dispatch radio system when the one we had failed. He said the first year there was
281 grant money for it, the second year they are covered by purchasing only one cruiser, but
282 from the 3rd year through the 5th, they will need to budget for it. He said they also need
283 to replace the security camera system and this one will be Cloud based.

284
285 Carpenter asked how the staffing issues were, and Hanley said they were going to be
286 hiring a new officer this week that will be starting on a part-time basis at first and will go
287 to the Police Academy in February and will be on the road by September. He said there
288 is another one that is already a part-time service officer that will begin soon as well.

289
290 Bill Kernan said the Parks and Recreation Capital Budget sets aside money each year
291 for court resurfacing, and they are setting some aside for eventual replacement of the
292 Sports Center roof, and then there are funds for work to be done on the Jack Brown
293 field in East Middlebury, and the routine floor refinishing in the gymnasium and all-
294 purpose room, and the purchase of some new gymnastics' equipment. He said they
295 also have set aside funds to assist in the construction of the bike pump track and the
296 future skate park at the Recreation Park.

297
298 Ramsay said there are some funds set aside for special initiatives for such things as
299 traffic calming, invasive species response, flood resiliency maintenance in East
300 Middlebury and energy efficiency projects. She said this brings the total Capital Budget
301 of \$1,653,455, an increase of about \$92,000.

302
303 Carpenter asked Werner and Cherington when the Bakery Lane project was being
304 planned for. Cherington said it's in engineering now, and they're working on when it
305 goes to bid.

306 307 ARPA Funding

308
309 Cherington said the water, sewer, stormwater and highway portion of the South Street
310 project will use a good portion of the ARPA funds and gave a detailed breakdown on
311 each portion of the project.

312
313 She said the Bakery Lane project will include replacing the water main, replace and
314 realign the gravity sewer and sanitary force main, improve pedestrian access and
315 address some drainage issues. She said this project is in the engineering phase and
316 some ARPA funds will be used as well as capital funds.

317
318 She said Foote Street water line project is already engineered and completes the
319 southern section of Foote Street water line from Lower Foote Street to Route 7, and

320 also includes reclaiming and paving the roadway following the waterline construction.
321 Werner said this project was listed as a priority in the Hydraulic Study.

322
323 Cherington said the Halladay Road Pump Station upgrade is another project that will
324 utilize ARPA funds since it's already engineered and is going out to bid next week with
325 construction in the spring of 2023. She touched briefly on the stormwater projects that
326 will be coming up in the future, with the Adams Acres being the largest of the projects
327 with an area of 12+ acres and they are in the process of getting maintenance
328 agreements with the property owners who are co-applicants on this permit.

329
330 Ramsay said in May when the Selectboard talked about allocating the ARPA funds for
331 Capital Improvements, they directed staff to bring back a proposal which is
332 encapsulated in the presentation this evening, and these projects would use the entire
333 ARPA funds.

334
335 Two Middlebury College students who are working on a study and a cost comparison on
336 how four different towns are using the ARPA funds, asked the Board how they decided
337 to let the Public Works Department match up priority projects with the available funds.
338 Carpenter said the ARPA funds came with some stipulations and one was to invest in
339 the future of the community and the Board felt that they could invest those funds in
340 projects that would bring a long-term improvement to the community, and there is no
341 one better than the Town staff to decide what improvements are needed.

342
343 The students also asked about the outstanding requests from agencies for Middlebury
344 ARPA funds and the deadline to use the allocation. Carpenter said the Board has to
345 make that decision on the agencies, and Ramsay said the funds had to be allocated by
346 December 31st, 2024 and spent by December 31st, 2026.

347
348 **11. Request from United Way of Addison County regarding the petitioning**
349 **process for non-profits seeking funding from the Town**

350
351 Jesse Brooks, Director of Advocacy for the United Way, asked if they had all read her
352 memo about waiving the need for agencies requesting funding from year to year to
353 submit a petition. Carpenter said the Town doesn't require petitions for returning
354 agencies, and only new requests need to petition, and he isn't sure they're looking to
355 change it this year. He said returning agencies complete a form each year and are
356 reviewed on a rolling process but there requests are put into the draft budget the same
357 as previously funded. Brooks said that isn't the case in all towns, and the petitioning
358 process is quite cumbersome for agencies requesting funds from multiple towns and
359 she doesn't think the towns think of this when asking for the petitions each year. She
360 said it is a lot of work to keep track of the different requirements in each town and make
361 sure they have the right number of signatures for each town.

362
363 Carpenter said it really is a non-issue in Middlebury, and he thinks the Middlebury
364 process is fair to the non-profits and only request petitions from new agencies
365 requesting funds for the first time.

366
367 **12. Turning Point Center of Addison County request for allocation of**
368 **National Opioid Settlement**
369

370 Chief Hanley said Middlebury received \$9,377.36 from the National Opioid Settlement
371 and there was a request from the Turning Point Center for those funds, which he fully
372 supports. He said Turning Point Center has done a wonderful job for many years and
373 the police work closely with them and the new Director Danielle Wallace. He said since
374 the Town doesn't just "give" funds away, he has done a Memorandum of Understanding
375 for the transmittal of the money to the Turning Center that requests they breakdown
376 what the funds will be used for and then 6 months later they must provide a post-fund
377 transfer report on how the funds are spent.

378
379 Danielle Wallace said Turning Point has been in Middlebury about 16 years, and helps
380 people who aren't only struggling now, but who have struggled in the past. She also
381 spoke of their services to the community and the increase in the need of their services
382 recently.

383
384 Khan moved to transfer the settlement payments received by the National Opioid
385 Settlement to Turning Point of Addison County at a total amount of \$9,377.36. Seeley
386 seconded the motion. The motion carried with 7 in favor. **MOTION PASSED.**

387
388 Khan further moved that the Board give permission to Town Manager, Kathleen
389 Ramsay to sign, as a duly authorized agent of the town, a memorandum of
390 understanding outlining and detailing Turning Point's proposed uses of and reporting
391 requirements associated with its proposal to use Opioid Settlement Funds to address
392 substance abuse disorder (SUD) in the community. Fuentes-George seconded the
393 motion. The motion carried with 7 in favor. **MOTION PASSED.**

394
395 **13. Dana Hart, Library Director, and Joe McVeigh, President Library Board of**
396 **Trustees, with an update from the Ilsley Public Library (IPL) Project Team's**
397 **listening sessions**
398

399 McVeigh and Hart joined the Board and McVeigh thanked those that attended the public
400 meetings and said they hope at some point in the near future to share their vision for the
401 library with the Board.

402
403 Hart said two public meetings were held for the public, and then a meeting with the
404 Mary Hogan parent organization and one at the Eastview senior community. She said
405 they gave a background on current library and then an overview of the Project Team's
406 work and they provided a high-level vision of what they'd like the library to become.
407 Hart said they opened it up for feedback, and she shared some of the highlights they
408 heard at each meeting, and she said a lot of what they heard was affirmation that they
409 were on the right track, and some of it was new. The said the Team will consider all the
410 feedback and she hopes that these meetings helped to set the groundwork for the
411 future meetings. She said this coming Thursday the Team will be meeting for the last

412 time with the estimator Henry Erickson and after that the Team will begin sharing this
413 information with the Selectboard and public, but they aren't sure of the timeline of that
414 yet.

415
416 Brown said McVeigh and Hart have done an incredible job leading the Team, and Jim
417 Gish created an excellent presentation. Seeley said she attended one of the meetings
418 and agreed that it was a wonderful presentation.

419
420 Carpenter said we need to be thinking about how to find out what the community is
421 willing to bond for this project and he's anxious to see the final report. Brown said it's
422 also a Board decision on how much we're willing to bond for. Carpenter said the other
423 issue the Board needs to think about is the EDI site and how that option might work into
424 the need to create additional housing in town.

425
426 **14. Request for Approval of Contracting with ADP for payroll processing software**
427 **and services under the Sole Source Provisions of the Procurement Policy**
428

429 Ramsay said Finance Director Nicholas Gill recommends the Board authorize the
430 outsourcing of Town payroll to ADP Workforce Now. She said Gill notes in his memo
431 that with the reshuffling of staff and job functions it's clear that doing payroll in house is
432 no longer practical or economical, and a tight labor market has made data entry a costly
433 endeavor. He said the modern software such as Workforce offers, now eliminates that
434 data entry, and provides added oversight capabilities for managers, and resources for
435 town employees with such things as tracking time off accruals and payroll stubs
436 available through an app.

437
438 The Selectboard expressed surprise that the Town wasn't taking advantage of this
439 payroll service already and were very much in favor of outsourcing the payroll. Seeley
440 said her only concern is the proposal is only guaranteed for six months and wonders if
441 the cost will rise sufficiently after that. Carpenter said his business uses ADP and their
442 fees didn't bump significantly, and seeing as they're one of the largest payroll services
443 he didn't find them to be that costly.

444
445 Seeley moved to award a contract to ADP for payroll processing software and services
446 under the Sole Source Provisions of the Procurement Policy at a total cost of \$17,632
447 and authorize Town Manager Kathleen Ramsay to sign the services agreement as a
448 duly authorized agent of the Town. Brown seconded the motion. The motion carried
449 with 7 in favor. **MOTION PASSED.**

450
451 Carpenter noted if it would be preferred if the contract was longer.

452
453
454
455

456 **15. Solar & Police Department Reuse Project Bond Reimbursement: Certificates**
457 **of Completion and Appointment of Authorized Town Representatives for**
458 **Financial Matters**
459

460 Carpenter said the Vermont Municipal Bond Bank (VMBB) issued bonds for the Town of
461 Middlebury's Solar Project (15% of Acorn Energy Solar 3, LLC) and the Police
462 Department's Adaptive Reuse Project in February of 2022. He said if the Board is
463 amenable, in order for staff to proceed with the drawdown of funds from the bonds, the
464 appointment of authorized representatives for matters relating to the loans from the
465 Bond Bank is required. He said additionally, one of the post-closing responsibilities of
466 borrowers is filing a Certificate of Completion form at the time of substantial completion
467 of the project, and since the Solar Project is complete and up and running, a Certificate
468 of Project Completion for the project is provided for the Board's review and approval, if
469 amenable.

470
471 Hooper moved that the Board appoint Town Treasurer Elizabeth Dow, Assistant Town
472 Treasurer Kathleen Ramsay and Finance Director Nicholas Gill as the Town's
473 authorized representatives in matters relating to its loans from the Vermont Municipal
474 Bond Bank for the Police Department Adaptive Reuse Project and the Solar Project
475 (15% of Acorn Energy Solar 3, LLC), and, further, to authorize Town Clerk Ann Webster
476 to sign the Appointment of Authorized Representative(s) form on behalf of the
477 Selectboard. Seeley seconded the motion. The motion carried with 7 in favor. **MOTION**
478 **PASSED.**

479
480 Hooper moved that the Board sign the Certificate of Project Completion for the Solar
481 Project, as presented. Seeley seconded the motion. The motion carried with 7 in favor.
482 **MOTION PASSED.**

483
484 **16. Agenda for Town/College Lunch on December 5**
485

486 Carpenter said Ramsay has been keeping an attendance roster and Brown is next in
487 line to attend the meeting, since the last meeting he was scheduled to attend was
488 cancelled.

489
490 They reviewed the draft agenda that included childcare, housing, the EDI site and the
491 library and there were no changes or additions made.

492
493 **17. Director of Planning & Zoning, Jennifer Murray requesting approval for**
494 **submission of a FY23 Municipal Planning Grant to hire a consultant to assist with**
495 **Town Plan update**
496

497 Jennifer Murray joined the meeting and said she is asking for approval to submit a
498 Municipal Planning Grant application for FY23. She said the Town Plan needs updating
499 by November 2025 and she is recommending hiring a consultant to help with these
500 updates.
501

502 Fuentes-George moved to approve the submission of an FY23 Municipal Planning
503 Grant application seeking \$22,000 in funds for a consultant to assist with preparation of
504 materials for a Town Plan update. I further move to authorize required Town matching
505 funds of \$2,000 for the grant application. Brown seconded the motion. The motion
506 carried with 7 in favor. **MOTION PASSED.**

507

508

18. December Selectboard Meeting Schedule

509

510 Hooper said in talking with some other Board members it was thought that the
511 December 27th meeting date was a problem for some and suggested adding a 3rd
512 meeting in early January instead. Following a brief discussion, including the possibility
513 there may be a need for a 4th meeting on January 17th to discuss changes to the
514 budget, but it was decided the meetings in January of 2024 would be on the 3rd, 10th
515 and 24th.

516

517

19. Approval of Check Warrants

518

519 Seeley said she had reviewed the account payable and moved to approve total
520 expenditures in the amount of \$422,613.80, consisting of \$319,039.29 for accounts
521 payable, and \$103,574.51 for payroll, for the period November 8, 2022 through
522 November 29, 2022. Fuentes-George seconded the motion. The motion carried with 7
523 in favor. **MOTION PASSED.**

524

525

20. Board Member Concerns

526

527 Gogarty urged the support of the Women's Middlebury Hockey Team. Seeley
528 mentioned that there were events recognizing women sporting events coming up at the
529 College.

530

531 Seeley said with the addition of the Goodrich Farm digester, the truck traffic on Shard
532 Villa Road and Three Mile Bridge Road from Route 7 has increased significantly and
533 she is concerned about the wear and tear on the roads and the bridge on Three Mile
534 Bridge Road. She also is curious about the expenses for the Turkey Trot and about the
535 attendance and what is the income vs. expenses for the race.

536

537 Hooper thought it was good to have United Way at the meeting and feels that
538 Middlebury, as the shire town of the County, gets asked for more than is reasonable for
539 community services, since we have less income per capita than many of the
540 surrounding towns. He said he'd like to ask these organizations how they arrive at the
541 amounts they are asking for funding.

542

543

21. Adjournment

544

545 The meeting adjourned at 9:32 p.m. upon motion by Khan, seconded by Seeley.

546

547

548 The next meeting of the Middlebury Selectboard will be Tuesday, December 13, 2023 in
549 the Town Offices.

550
551 Respectfully submitted,
552 Beth Dow

553
554
555
556
557
558
559
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