

Draft Minutes**Marlboro Select Board Meeting****Thursday, August 28, 2025**

Attendees: Molly Welch – Chair, Jeff Skramstad – Vice-Chair; Kate Kirkwood – Member; Nick Morgan – Town Administrator/SB Assistant; Mary Sargent – Zoning Administrator; Donald Sherefkin – Planning Commission; Steven John – DV Fiber

BEGIN ZOOM RECORDING:

(Please note: As these minutes are not intended to be a “transcript” of the meeting, a complete Audio recording of the meeting can be found on the Town’s Soundcloud page here: <https://soundcloud.com/marlboro-select-board>).

Call to Order @ 6:01pm**Sign Guidelines of Conduct – Done****Scheduled Business:****Unscheduled Open Public Comment:**

Zoning Administrator, Mary Sargent requested some time to deal with an issue that arose in the previous DRB meeting on 8/19/25. The issue concerned a landowner (Quynh Doan) who had submitted all the proper paperwork for their project, but due to a miscommunication they did not realize that they needed to attend the 8/19/25 DRB meeting, thereby incurring a permit fee penalty. Ms. Sargent asked the Board to consider the issue was created by miscommunication and thus waive the permit penalty in this case as the landowner was otherwise in compliance. The Board asked Ms. Sargent if she supported this action, which she did, and passed the following: **Motion – To excuse Quynh Doan from the penalty on his permit application due to miscommunication. (Welch/Kirkwood – Passed unanimously)**

Approval of Minutes from August 14, 2025 **(Welch/Skramstad – Passed unanimously)**

Signature of Pay Orders - Done

Document Signatures & Approvals

- As the Board had previously approved the FUA for the Marlboro Fair pending receiving the appropriate insurance documentation, and that documentation was submitted the Board signed the FUA.
- **Motion: Approve Marlboro ACO (through the Town Administrator) to purchase cat/dog ID chip reader (~\$35) from Amazon. (Welch/Skramstad – Passed unanimously)**

New Business**Planning Commission to discuss possible extension to sub-division Zoning Reg Updates timeline:**

Donald Sherefkin from the Marlboro Planning Commission came to the Board to report on the PC’s status with their update of the “sub-division” section of the Town’s Zoning Regulations. Mr. Sherefkin noted that the direction at this time is to split the “sub-division” regulations into two parts, Minor & Major, simplifying the process for smaller sub-divisions, while still maintaining control over larger or “major” sub-divisions, noting that several other towns in the area have done this, including Brattleboro, and the PC has reached out to them for input and advice. Mr. Sherefkin also noted that as Marlboro is mostly “rural/residential” zoning (a two-acre requirement for a house), the PC is also working to put conservation concerns into the regulations. To this end, the PC is working with the Town’s Conservation Commission and other area towns on how to best handle this aspect of the “sub-division” regulations. Board Chair, Molly Welch, suggested that the PC and the town could and should assemble a list of conservation specialists and determine the feasibility and cost of bringing an expert in to advise the Town on how to incorporate conservation needs into the Zoning Regulations.

Update on DV Fiber installation in Marlboro:

Steven John came before the Board to provide an update on the progress of DV Fiber “wiring” Marlboro with high-speed fiber internet. Mr. John reported that to date approximately 1,140 locations have been connected, with the next area targets for installation will be the Augur Hole area. He also reported that DV Fiber has been carefully husbanding the funds the Town provided (out of the ARPA dollars) covering the cost of “hook-ups” for those who may need the financial assistance, and to date has not had any requests to access these funds. He also noted that DV Fiber has received an extension regarding their use of the Grant funds DV Fiber received and currently have approximately \$6.5 million in reserve to cover installation costs. Mr. John noted that higher cost installations usually entail burying the line in a conduit which is high cost, especially compared to installations that use “in the air” cabling. Marlboro has relatively few of these types of installations (so far), thus allowing DV Fiber to not have needed to access the town provided funds (so far to date). As the more costly “hook-ups” could now become more frequent, Mr. John suggested the Board & DV Fiber work to create a committee to create an application process and review/approve a homeowner’s request for assistance. The Board felt this would be a good idea and would move forward with the idea and consult with Mr. John on setting it up.

Final Review and Approval of LHMP:

As Vermont Emergency Management has not yet given final approval of Marlboro's LHMP, this item was tabled. Prior to tabling the item, Mr. Morgan reported that the Town's WRC rep, Margo Ghia, was working closely with the VEM to get approval so the Town can submit for the Grant reimbursement and complete this process. Mr. Morgan reported that Ms. Ghia was hopeful that the Town would have the VEM approval by the 9/11/25 meeting at which time the Board could do its final review and approval.

Highway Department: No Items, Tabled.

Executive Session

- Executive Session if needed – Motion Language below:

Motion: Fining that premature knowledge of the topic that we need to discuss now would be deleterious to the public & town the Select Board deems it necessary to hold an Executive Session. & Motion: That we move into executive session to discuss personnel issues according to Vermont Statute 1 V.S.A. § 313(a)(1)(a) @ 6:45p (Welch/Kirkwood – Passed unanimously)

Motion to return to regular session @ 7:33p (Welch/Skramstad – Passed unanimously)

Any Items Arising Out of Executive Session - None

Old BusinessTown Administrator Report:

Emergency Management Online Seminar 9/4-9/5/25- Mr. Morgan provided the Board with a schedule of the sessions being held by VEM on 9/4 & 9/5/25, advising that a Board member could easily register and attend any meetings that they found helpful. Mr. Morgan reported that he has signed up for all sessions and will be “attending” online and will report to the Board on any items that may or should require Board action.

Critical Infrastructure Information & Classes – Mr. Morgan advised the Board that he had consulted with the Town's EMD, Jay Sparks, who advised that these sessions are really for larger towns who have significant “infrastructure” that could be subject to “attack”, (i.e. Power Generation and other “Public Works”). Thus, as Marlboro does not fit into this category, Mr. Sparks advised that these sessions were not designed for the Marlboro Board or other Town Officials.

Other updates – Mr. Morgan and the Board briefly discussed a schedule for town employee reviews (including their own), a deadline of 12/5/25 for the town commissions, committees, and administrative departments to have their 2026 budget needs reported to the Treasurer, holding off on any further actions regarding the Adams Brook Road maintenance for the time being, and a possible review of some elements of the update Marlboro Personnel Policy that may need to be adjusted (Mr. Morgan suggested that it could be a simple fix of a slight change to the acknowledgement page and that he would consult with the Town Attorney for the correct wording).

Motion to Adjourn @ 7:42p (Welch/Kirkwood – Passed unanimously)