

Draft Minutes**Marlboro Select Board Meeting****Thursday, September 11, 2025, 6:00pm**

Attendees: Molly Welch – Chair, Jeff Skramstad – Vice-Chair; Kate Kirkwood – Member; Nick Morgan – Town Administrator/SB Assistant; Woody Bernhard, Jean Boardman – Residents.

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 @ 6:00pm**Sign Guidelines of Conduct – Done****Regular Select Board Meeting Agenda**

Identify Any Changes to Agenda: None

Scheduled Business:

Unscheduled Open Public Comment – Woody Bernhard came before the Board to discuss an event (a “rescue Democracy Muster) he was looking to hold at the “Muster Field”. While originally planned for this Fall, due to some issues around securing the necessary liability insurance policy required by the Town’s FUA policy, Mr. Bernhard advised that the event is planning to be moved to Spring. Mr. Bernhard noted that in investigating the costs of liability insurance, he found the costs to be prohibitive and came to the meeting to see if the Board could do anything to help. While the Board was sympathetic, they advised Mr. Bernhard that they would have to take the issue under advisement for further research and discussion. The Board did present Mr. Bernhard with some possible suggestions about a different venue (Potash Hill), the Community Center, etc. that would not require use of Town facilities and hence the costly insurance. The Board also suggested that he could seek assistance from other organizations who may be able to help defray the insurance costs. The Board advised Mr. Bernhard that they would be in touch concerning this issue, that it would be included on the next meeting agenda, and if need be, assist in getting him in touch with Potash Hill.

Approval of Minutes from August 28, 2025 **(Welch/Skramstad – Passed unanimously)**Approval of Minutes from 9/4/25, 2025 Special Meeting **(Welch/Skramstad – Passed unanimously)**

Signature of Pay Orders - Done

Document Signatures & Approvals

- **Signature on Town Highway Financial Statement - Done**

Executive Session

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) @ 6:02p (Welch/Kirkwood – Passed unanimously)

Returned to regular session for Woody Bernhard to access open public comment time @ 6:08p (Welch/Skramstad – Passed unanimously) and then returned to Executive Session @ 6:16p (Welch/Skramstad – Passed unanimously)

Return to regular session @ 6:34p (Welch/Skramstad – Passed unanimously)

Any Items Arising Out of Executive Session: After discussing the Zoning Administrator Applicant’s counter proposal, the Board agreed to reach out to her with some questions and possible adjustments to continue to pursue this candidate.

New Business**Review and Discussion of Town “Pay Scale” plan for Town Employees:**

As part of the Personnel Policy Update, the Board (specifically Jeff Skramstad) has been working on a “pay scale” which the town can implement for all employees that will standardize pay raises in terms of timing and amount, based on ability, quality of work, and time in service to the town. Vice-Chair Skramstad explained the pay scale grid which accounts for years of service, current and future levels of ability and responsibilities, and an evaluation of performance. VC Skramstad further explained that pay increases can and will be impacted by any one or all of these metrics (which have clear parameters and conditions). He further noted that increase(s) would be determined once a year (January) based on this.

New Business (continued)Review and Discussion of Town “Pay Scale” plan for Town Employees: (continued)

scale and where the employee currently falls and what level (time of service, abilities, performance) to which the employee could be raised to with the corresponding pay rate increase. The Board noted that this pay scale, and any corresponding increases, would not impact the COLA increase which will continue to be provided (and be incorporated into the grid each year, as well). VC Skramstad advised that he will fine tune the grid and re-present it to the Board for a final evaluation and then be incorporated into the Personnel Policy if approved by the full Board.

How to handle current Road Signage (new sign ordinance and 2025 budget):

Town Admin, Nick Morgan, explained to the Board that he is in receipt of a list of town road signs that are needed. He further advised that due to 2025 budget concerns, these signs will be included in the 2026 budget and will be ordered and installed in early January 2026.

Confirmation of BCTV and MCC for info meetings (approve BCTV costs):

Regarding the upcoming Town Meeting Election Select Board Informational meetings, Mr. Morgan advised the Board that the MCC has been secured for the meetings (10/25/25, 12/13/25, 1/17/26, & 2/28/26) and BCTV has been contracted to provide the Audio & Video (and the ZOOM cast) for the meetings. Related to that, Mr. Morgan asked the Board to approve the \$200 per meeting for BCTV's coverage. **Motion: Approve using BCTV for ZOOM cast & recording of Four (4) Town Meeting Info Meetings at the MCC for \$200/per meeting. (Welch/Kirkwood – Passed unanimously)**

Ames Hill – GMP Work: Current Status:

Mr. Morgan updated the Board on the GMP work on Ames Hill Road advising that a majority of the work on the Marlboro section on Ames Hill has been completed and the remaining work should not cause road closure (though there could be unexpected situations). Road closures on the Brattleboro section of Ames Hill are also mostly completed but Mr. Morgan noted that he is still advising Marlboro residents via his Website/Facebook/FPF updates to be aware and the plan accordingly. VC Skramstad advised that he was approached by a resident that they felt they were not provided enough advance notice of the overall situation regarding the GMP work on Ames Hill. The Board discussed this and noted that the town should and would communicate with GMP that more advanced notice is needed in a similar situation and that the Board should work to keep the town informed should a similar situation arise.

Old BusinessTown Administrator Report:

Upcoming ZOOM meeting with WCSO on Regional Policing Plan (9/22/25) – Mr. Morgan advised the Board of an upcoming ZOOM (and in person) session being held by WCSO Sheriff Mark Anderson on his “Regional Policing” plan. Mr. Morgan noted that this is mostly an explanatory meeting and that subsequent meetings will be delving into costs and what will and need to happen as the county moves forward.

LHMP Update on official Approval by State & FEMA and Reimbursement Process – Mr. Morgan advised that the Marlboro LHMP had been accepted and approved by the State and FEMA and the funding from the grant to pay for the plan should be arriving shortly.

Advisement of the start of 2026 budgeting process for Select Board, Town Admin, & Town Commissions & Committees - The 2026 budget process is beginning and Mr. Morgan provided to the Board the 2025 budget and “spend” to date to assist the Board, the Town Admin, and the Town's Commissions and Committees to begin their 2026 budgeting process.

Instructions to proceed with Municipal Planning Grant for Zoning Regulation Rewrite funds for outside (WRC) contractor – Mr. Morgan asked the Board if they wanted him to proceed with the application process to secure a “Municipal Planning Grant” in order to pay for an outside contractor (most likely the WRC) to take on the rewrite/update of the town's zoning regulations in conjunction with the Planning Commission.

Resident's Request - Board Member Kate Kirkwood advised that she had been requested by a resident for increased clarification on what is required to use Town facilities and/or locations for events, most specifically what the insurance requirements are. The Board agreed that while the Facility Use Agreement paperwork is pretty clear, perhaps a supplemental explanatory sheet could be created to accompany the FUA paperwork could be generated.

Motion to Adjourn @ 7:29p (Welch/Skramstad – Passed unanimously)