

Minutes**Marlboro Select Board Meeting****Thursday, September 25, 2025, 6:00pm**

Attendees: Molly Welch – Chair, Jeff Skramstad – Vice-Chair; Kate Kirkwood – Member; Nick Morgan – Town Administrator/SB Assistant; Andrew Richardson – Road Supervisor; Rebecca Seigny – Treasurer; Jessica Roberts – Job Applicant (Executive Session participant).

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 @ 6:02pm**Sign Guidelines of Conduct – Done****Regular Select Board Meeting Agenda**

Identify Any Changes to Agenda: None

Scheduled Business *(Note: Times are approximate -early arrival-15-20 minutes- is suggested):*

Unscheduled Open Public Comment: None

Approval of Minutes from September 11, 2025 **(Welch/Kirkwood – Passed unanimously)**

Signature of Pay Orders - Done

6:12-6:15p Document Signatures & Approvals

- **Motion: Approve and sign 2025-2026 Contract with Windham County Sheriff’s Office.**
(Welch/Skramstad – Passed unanimously)

New Business**Highway Update:**

General Road Status & Plans Update – Road Supervisor, Andrew Richardson, came before the Board to review the current status of the Town’s roads, work in progress and completed, future planned work, and an update on the ongoing GMP work on Ames Hill Road.

- Work on Adams Brook Road completed, except for some hydroseeding, which may have to be done in the spring as equipment is down for repairs.
- Ditching project along Ames Hill Road (along the right-hand side from South Road to Cowpath 40) is planned for next summer (2026) as part of the MRGP State program (~\$22,000 grant from State). In advance of this work (including the planned trimming of trees and foliage along the route), the Highway Department has sent letters to Ames Hill Road landowners who will be impacted to advise them of the work. The Board and the Highway Department will be posting a notice on the Town’s Website, Facebook page, and Front Porch Forum to advise all Marlboro residents of the intended project.
- The Select Board and Highway Department will also be reviewing the project at the Town Meeting info meeting on 12/13/25.
- Mr. Richardson advised that all wood generated from the cutting and trimming is made available to the landowner, and should they not want it, it will be stored at the Highway Garage for any resident to claim for use (as firewood, mostly). The wood would be delivered to the resident who would be responsible for bucking and splitting the wood, this will not be provided or handled by the Highway Department.
- Reporting on the ongoing work by GMP on Ames Hill Road: The bulk of the work has been completed with “electrical work” and graveling/grading occurring along the route all the way to South Road. Mr. Richardson advised that some of the culvert work was not up to his standards and is in progress of having GMP correct the situation to complete the work up to Marlboro’s standards.
- Finally, Mr. Richardson reported that the Department is getting ready to switch over to “Winter Mode”, and he feels that the crew is in good shape and ready to go.

Schedule Review of Road Ordinance: The Board scheduled an Executive Session review of the Road Standards Update on 10/9/25, which will be followed by a regular session final review on 10/23/25 at which time an open public hearing on the updated Ordinance will be scheduled to conform with all State regulations regarding the enactment of new ordinances.

Schedule Reviews of Town Employees: The Board scheduled generating reviews for town employees and when those reviews would be given to the employees during Executive Session of the three (3) SB meetings starting on 10/23/25.

Executive Session

- 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) @ 6:22p (Welch/Skramstad – Passed unanimously)*

Return to regular session @ 7:20p (Welch/Skramstad – Passed unanimously)

Any Items Arising Out of Executive Session

Zoning Administrator Applicant: After interviewing the applicant Jessica Roberts and discussions amongst themselves in Executive Session, the Board agreed to offer the position to Ms. Roberts. **Motion: Offer Jessica Roberts the position of Zoning Administrator for 20 hours/week at the rate of \$25/hour with a small increase including COLA in January 2026 and a further pay review after the probationary period (6 months). Ms. Roberts will also be eligible for standard mileage reimbursement for site visits. Starting date to be determined in final discussions with Ms. Roberts in the next week. (Welch/Skramstad – Passed unanimously)**

New Business (Continued)

Pay Scale Update & Scheduling Informational Meetings with Staff: The Board agreed to do a review of the Pay Scale plan created by Jeff Skramstad on 10/9/25 (Exec Session, prior to scheduled discussion and release to employees at a future meeting – hopefully at the 10/23/25 meeting).

Old BusinessTown Administrator Report:

SeVEDS 2025 Survey – Town Admin, Nick Morgan, provided the Board with a survey that SeVEDS has requested be filled out.

Scheduling Budget Planning for SB and TA – Mr. Morgan advised he would supply the Board with their 2025 budget so they can review and make a 2026 budget to be submitted to the Treasurer. Mr. Morgan also noted that he will be doing the same for his 2026 budget request which he will supply to the Board for their review and approval (or adjustments).

Appointment of new member for HPC – **Motion: Approve appointment of Sarah Fisher of Marlboro to replace Sarah Grant, who is moving away, to the HPC. (Welch/Skramstad – Passed unanimously)**

Motion to Adjourn @ 7:36p (Welch/Skramstad – Passed unanimously)