

Draft Minutes**Marlboro Select Board Meeting****Thursday, October 23, 2025, 6:00pm**

Attendees: Molly Welch – Chair, Kate Kirkwood – Member (via ZOOM); Nick Morgan – Town Administrator/SB Assistant; Rebecca Sevigny – Treasurer; Forrest Holzapfel – Town Clerk; Andrew Richardson – Road Supervisor (via ZOOM); Jessica Roberts – Zoning Administrator (via ZOOM)

Vice-Chair Jeff Skramstad was unable to attend but with Chair Molly Welch & Member Kate Kirkwood there was a quorum, so the meeting proceeded.

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 @ 6:06pm**Sign Guidelines of Conduct - Done****Regular Select Board Meeting Agenda**

Identify Any Changes to Agenda: None

Scheduled Business:

Unscheduled Open Public Comment: None

Approval of Minutes from October 9, 2025 **(Welch/Kirkwood – Passed unanimously)**

Signature of Pay Orders – Done (Welch signed at meeting other Board members to review/sign following week)

Document Signatures & Approvals

- Motion: Appoint Malcolm Moore to DRB as Alternate per request & nomination by Steven John (DRB – Chair) – **(Welch/Kirkwood – Passed Unanimously)**
- **Driveway Permits:**
 - Motion: Approve & Sign driveway permit for Martha Jordan & driveway permit for Emily Falta – **(Welch/Kirkwood – Passed unanimously)**

New Business**Zoning Administrator Report:**

*Update to Zoning By-Laws to correct conflicts regarding statutes controlling Flood and Flood Insurance – Zoning Administrator Jessica Roberts reported that in a review of the Town’s Zoning By-Laws that there were some inconsistencies and conflicts in the published By-Laws, specifically sections 202 & 384). Ms. Roberts advised that Select Board of the corrections that were needed to fix the conflicts and bring Marlboro’s By-Laws into compliance with both Federal and State regulations and statutes. Ms. Roberts proposed three actions to bring Marlboro into compliance: Update the Marlboro Website to have a “Zoning Department” page which would allow notification of these changes as well as provide a place for information distribution; working with both the Planning Commission and the Select Board update the By-Laws as needed and hold the proper hearings for the changes to be approved and implemented (by Spring/Summer of 2026); She would take advantage of a program provided by the WRC to provide these needed drafts of changes with the correct language and assure compliance with statutes with no charge to Marlboro. Ms. Roberts requested the Select Board to approve of these plans for her to move forward. The Board gave it’s permission to Ms. Roberts to proceed on gathering more information on the second and third items to be reviewed and approved at a subsequent Board meeting (12/11/25 meeting) and approved the website changes with the following: **Motion: Approve the website updating, to more, perfectly reflect our regulations and procedures, for the zoning department. (Welch/Kirkwood – Passed unanimously)** and approved the Zoning Administrator to work with the WRC – **Motion: Authorize the Zoning Administrator to assist WRC for winter 2025–2026 Zoning amendment(s) drafting. (Welch/Kirkwood – Passed unanimously)***

Discussion regarding “on boarding” Jessica Roberts as Zoning Administrator – The Board and Ms. Roberts along with input from Treasurer Rebecca Sevigny and Town Clerk Forrest Holzapfel reviewed several items regarding bringing Ms. Roberts “on board” including: how to provide the Zoning Administrator with a publishable, dedicated phone number for her to be reached at and a Town email address (@marlborovt.us); and how outgoing Zoning Administrator, Mary Sargent, and Ms. Roberts will be working together during the transition. After discussions with the Treasurer and Town Clerk, the Board agreed that the Zoning Admin should have a “town email” and advised Mr. Holzapfel to proceed with setting it up with the Town’s IT company. Regarding a dedicated phone, Ms. Sevigny and Mr. Morgan advised that they would research the most effective way to secure a phone for Zoning Admin. Ms. Kirkwood and Ms. Roberts outlined their discussions with Ms. Sargent regarding the transition, noting that Ms. Sargent would continue to resolve open items she

New Business (continued)Zoning Administrator Report: (continued)

Was currently in process on, through November 13, 2025 (if more time was needed this date could be adjusted slightly), while also continuing in her role of meeting coordination for both the DRB and the Planning Commission. Ms. Roberts noted that some details still needed to be ironed out with the DRB & PC. The Board also noted that based on previous agreement with Ms. Sargent and approved by the Board, Ms. Sargent's severance would need to be provided to Ms. Sargent.

Treasurer Department:

3rd Quarter Treasurer's Report – Treasurer Rebecca Sevigny provided the Board with detailed 2025 “Spend vs. Budget” figures through the 3rd Quarter of 2025 for both the Town and the Highway Department line item by line item. The Board and Ms. Sevigny discussed and noted those areas that might be able to be adjusted in the 2026 budget to help reduce costs for the Town and those areas that may need to see increased budgeting as prices and costs do continue to increase. Road Supervisor, Andrew Richardson, joined the review (via ZOOM) of the Highway Dept. budget. The Board expressed appreciation for the Treasurer's work in preparing the review and indicated that it was and will be helpful in the 2026 budget process.

Year-end bonuses – Following the budget review, the Board reviewed 2025 year-end bonuses for Town employees. The Board indicated they needed time to review previous year's amounts and would decide at the 11/13/25 meeting. Mr. Richardson requested a portion of the Highway Dept. bonuses be provided as “gift cards” for them to use to take their families to dinner. Ms. Sevigny advised this was possible and the Board noted they would include this in their final decision.

Vermont Municipal Employees Retirement Service Recovery Plan - Ms. Sevigny asked the Board to develop a “recovery plan” to handle the budget deficit caused by the statute(s) mandating the Town come into compliance with state statute(s) and regulations concerning the Vermont retirement program. Ms. Sevigny noted that she had been advised to set up a plan to budget for yearly amounts to account for (“reduce”) the deficit over a period of time (5 years?). The Treasurer and the Board told Mr. Morgan to schedule this discussion for the 11/13/25 meeting.

Highway General Update: TabledPreparation of 10/25/25 Info Meeting:

The Board reviewed the plan for the Town Meeting Info Meeting scheduled for 10/25/25 and reviewed the agenda created by Mr. Morgan, who also advised that all was set for BCTV to record and post the meeting.

Old BusinessTown Administrator Report:

Municipal Planning Grant – Due the constraints of the application deadline, the new Zoning Administrator and the need to coordinate with the Planning Commission who is already working on updating the Sub-division By-Laws, Mr. Morgan advised the Board that his opinion was to pass on this year's MPG and work towards applying for the 2026 MPG with time over the Summer to create a solid application. The Board agreed with Mr. Morgan's suggestion.

Friday ZOOM Meeting with Gail LaFond & Ashley Fitzgerald on 2026 Health Plan – Mr. Morgan reminded the Board about the ZOOM meeting with the Town's Health Insurance Team (Gail LaFond & Ashley Fitzgerald) to learn about the 2026 options. Mr. Morgan advised that he would also send the proposal by email to the Board for their review in advance of the decision-making meeting on 11/13/25, by Tuesday, 10/28/25.

Executive Session was not needed.

Motion to Adjourn @ 8:00p (Welch/Kirkwood – Passed unanimously)