

Minutes**Marlboro Select Board Meeting****Thursday, December 11, 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 Sevigny – Treasurer; Jessica Roberts – Zoning Administrator; Diana Todd – HPC; Laura Sibilia – BDCC.

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: None

Approval of Minutes from November 13, 2025 (**Welch/Skramstad – Passed unanimously**)

Signature of Pay Orders - Done

Document Signatures & Approvals

- **Updated Hogback Facility Use Form - Tabled as FUA update is still in process**
 - Diana Todd of HPC advised that the updated Hogback FUA was still in process and was not ready for SB approval at this time. The Board advised that it was ready to review the FUA once the HPC & HMCA had completed their work.
- **Hogback Facility Use Requests: Motion: Provide provisional approval of the Hogback FUA for Rootstock Racing as presented to the Board. (Welch/Skramstad – Passed unanimously)**
 - Ms. Todd advised the Board that certain locations for the Rootstock Racing event were still under consideration and requested that the Board provide a provisional approval pending solidification of the locations for the event.
- **Motion: Approve Reset SOP for replacement of “non-town” road name signs and public notice (attached as an addendum to the minutes) to be posted advising residents of this policy. (Welch/Skramstad – Passed unanimously)**
- **Motion: Approve ~\$1,500 for MVFD to purchase a sump-pump (Model WT20XK4AC) & Accessories (hoses, fittings, etc.) for use to assist residents who have water issues in their homes and need of assistance by FD. (Welch/Skramstad – Passed unanimously)**

New Business**Discussion with the BDCC:**

Laura Sibilia of the BDCC (SeVEDS) came before the Board and presented an update on their work in assisting in local economic development strategies and available resources for communities. The board expressed interest in maximizing these resources and looked forward to continuing to work with the BDCC and SeVEDS. Ms. Sibilia and the Board also discussed the BDCC/SeVEDS keeping their request for town funding level with last year, also noting that most likely asking for an increase based on population for 2027.

Zoning Update:

Zoning Administrator, Jessica Roberts, presented an update of the Marlboro Zoning Fees, some of which she noted were below area market standards. She presented the proposed revised rates which would bring Marlboro in line with state norms and local standards while bringing in additional funds which would cover the Town’s costs of processing Zoning requests. The Board advised that they would review the changes and vote on them at the next meeting.

Treasurer Update:

Review of Town Administrator and Select Board 2026 budgets – The Board, the Treasurer, and the Town Administrator reviewed the 2026 budget requests for the Select Board and the Town Administrator. Mr. Morgan advised that he would make the adjustments as noted and submit them to the Treasurer for inclusion on the Town Budget and on the Town Warning for those items that would need to be included as articles on the Warning/Ballot.

New Business (continued)**Treasurer Update:** (continued)

Highway Budget – Treasurer, Rebecca Sevigny, presented a plan to reduce the Highway Budget by adjusting how the “equipment account”, by lowering the hourly rates calculated for equipment use saving a proposed \$134,000 and bringing costs more in line expectations. It was proposed that the adjustments be made to save \$100,000 and keeping the other \$34,000 as a “reserve buffer” to cover any unexpected costs (repairs, etc.). The Board and the Highway Supervisor saw this as a good idea and asked the Treasurer to include this savings (including the “buffer”) into Highway Budget to be presented to the voters. Also discussed was the need to replace a broken garage door at the Highway Garage (\$8,000). The Board noted that it would take this up after the info meeting on Saturday, 12/13/25, to review the expense and its inclusion in the 2026 Highway budget.

Scheduling of upcoming Budget Info Meeting and Schedule for Budget and Town Warning Approvals – The group reviewed the schedule for the upcoming Town and Highway Budgets Info meeting on 1/17/2026 and how this would fit in with the scheduling for the creating and approval of both the budgets and their inclusion in the Town Warning. Mr. Morgan advised that at the 1/8/2026 regular Select Board meeting the Treasurer would present the proposed budgets for SB review and potential approval. Once approved, the budget “sheets” would be generated and made available to town residents a few days, if not a week out, before the 1/17/2026 Budget Info Meeting, so residents would have time to review and formulate questions for the meeting. After the Info Meeting, the Treasurer would make any adjustments needed and have final budgets available for the Board to review and potentially approve at the 1/22/2026 regular SB meeting, at which time the final budget numbers would be included in the Town Warning. At this meeting the Board will potentially approve the Town Warning, meeting the State’s statutory requirements.

Additionally, the Board and Ms. Sevigny, as the demands on the Select Board continue to increase, discussed a potential increase to the Select Board’s yearly stipend (possibly to \$1,800 from the current \$1,500) to bring it in line with similar towns within the State. Ms. Sevigny advised she would research the issue and advise the Select Board, with the Board including the appropriate number in the Budget (and addressing the “increase” at the 1/8/26 SB meeting) and Town Warning/Ballot. Another item concerned the stipend for the Town Constable which has remained at ~\$250/year for many, many years. In 2025, the Constable handled four (4) major issues which took up many hours of his time, along with the normal course of his responsibilities. Considering the apparently increasing need for the constable’s services, and the lack of any change in the stipend for many years, the Board agreed to settle on the amount of the increase and its inclusion in the budget at the 1/8/26 meeting.

Highway Department:

Review of upcoming 12/13/25 Highway 2025 activity and 2026 plans info meeting – Mr. Richardson and the Board discussed the upcoming Info Meeting and what Mr. Richardson planned to lay out for attendees and the timing for that, prior to the open questions portion of the meeting.

Scheduling Beaver Conflict Discussion at future Board meeting – Mr. Richardson asked the Board to schedule a robust discussion of the Beaver Conflict issue facing the town, making sure to invite several residents who have been directly impacted by the conflict. The Board agreed that this would be a good idea and directed Mr. Morgan to plan meeting agendas accordingly. Mr. Morgan noted that with Town Election items dominating the January meetings, he would include this discussion in one of the February meetings.

Review and edit of Road Standards Update – Sections 3 & 4 - Tabled

Status of Pay Scale Implementation or Next Steps prior to implementation:

Jeff Skramstad reported that the Pay Scale grid has been (for the most part) completed with next steps being the Select Board reviewing the Scale and determining how it would function within the Town’s structure.

Old BusinessTown Administrator Report:

Confirm December SB Meeting adjustments due to Christmas – The Board confirmed that the 12/25/25 Christmas Day Meeting was cancelled. The Board also noted that they would hold “special” meetings should issues require.

WCSO 2026/2027 Rates and upcoming contract – Mr. Morgan reported that the Windham County Sheriff had provided the expected hourly rates the 2026/27 contract. The Board discussed the need for contracting with the WCSO for their services which mostly concern traffic monitoring (speeding). Mr. Morgan noted that the new contract should arrive in Feb/Mar. He also noted that not contracting with the WCSO could save the Town ~\$18,000 for the year. Mr. Morgan noted that he would research if the Town would be able to get services on an hourly basis without a contract, should they be needed (specifically mentioning ACO help with vicious/rabid animals). The Board agreed to consider this once the new contract arrives.

Town Meeting Election Process – Mr. Morgan reviewed the process and deadlines for the election process including deadlines for meeting state statutes (Town Warning, Ballots, Etc.). He also reviewed the upcoming schedule upcoming SB meetings: 1/8/26 – Approve Town and Highway Budgets & Town Warning/Ballot; 1/17/26 – Budget Info Meeting with Residents; 1/22/26 – Review any changes to Budgets & Warning/Ballot (possibly from Info Meeting) and re-approve if necessary. Once approved publish and notice Town Warning prior to 2/1/26.

Executive Session

- Executive Session – Motion Language below:

Motion: Finding 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). Motion: Enter into Executive Session at 7:35p (Welch/Skramstad – Passed unanimously)

Motion to return to regular session @ 8:40p (Welch/Skramstad – Passed unanimously)

Any Items Arising Out of Executive Session – None

Motion to Adjourn @ 8:41p (Welch/Skramstad – Passed unanimously)

ADDENDUM

NOTICE TO MARLBORO RESIDENTS CONCERNING ROAD SIGNAGE FOR ROADS DESIGNATED AS PRIVATE DRIVEWAYS PER 2025 MARLBORO STREET NAMING AND STREET ADDRESSING ORDINANCE.

As you may be aware the Select Board updated the [2025 Marlboro Street Naming and Street Addressing Ordinance](#) earlier this year (click link to open the document or go to Marlboro website and select *DOCUMENTS TAB* along the top of the page to find the ordinance). A portion of this ordinance outlines the process for signage on roads designated as private driveways that require official street name signs, including when such signage is required and how they are to be paid for and installed. The Select Board determined that considering budgetary concerns, the initial installation and signage will be handled and paid for by the town with subsequent maintenance and replacement borne by the property owner(s).

Section V – Paragraph 2: Initial private road signs and posts will be paid for and installed by the Town after which maintenance and replacement of signs and posts will be at the expense of the property owner(s).

Currently there are ~6-10 private roadway signs that either need initial installation or replacement (due to either inaccuracy, missing, damage, etc.), these signs are being ordered and will be installed by the Highway Department when Winter weather permits. At the 11/13/25 Select Board meeting, the Board decided to do a “**reset**” and install or replace these road signs at the Town’s cost. Moving forward replacement of signs will be monitored by the Select Board, any sign that is being replaced for the **FIRST** time will be covered by the town, any subsequent replacement will be ordered and installed by the Highway Department, with the cost for the signage and any equipment (poles, brackets, etc.) billed to and the responsibility of the property owner(s).

As with any and all Town matters, if you wish clarification of this or wish to discuss it with the Board, you are always invited to request time at an upcoming meeting, through the Select Board Assistant/Town Administrator, or simply come to a meeting and take advantage of the “open public comment” time available at the beginning of all Select Board Meetings.