

MARLBORO SELECT BOARD

Meeting Minutes

Thursday, May 28, 2026

Date	Thursday, May 28, 2026
Call to Order	6:00 PM
Adjournment	7:02 PM
Location	Marlboro Town Office / Zoom
Members Present	Molly Welch, Chair; Jeff Skramstad, Vice Chair; Kate Kirkwood, Member (via Zoom)
Also Present	Nick Morgan, Town Administrator; Tim Segar, Planning Commission Chair

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>

1. Call to Order & Approval of Prior Minutes

The Chair called the meeting to order at 6:00 PM on Thursday, May 28, 2026. No changes to the agenda were noted.

The board addressed unscheduled public comments; none were offered.

MOTION: Approve the minutes of the May 14, 2026, Select Board meeting.
(Welch/Skramstad – Passed unanimously)

2. Pay Orders & Consent Items

2a. Pay Orders

Chair Welch reported that she and Vice Chair Skramstad had signed the pay orders prior to the meeting. Member Kirkwood was asked to stop by the town office to sign them at her earliest convenience.

2b. Europa IT — Network Router Repair

The Board considered a payment to Europa IT for emergency repairs to the town office network router.

MOTION: Approve a payment of \$1,330.55 to Europa IT for repair of the town office network router. *(Welch/Skramstad – Passed unanimously)*

2c. Liquor Licenses — Colonel Williams Inn

The Board considered approval of three liquor license and permit applications for the Colonel Williams Inn in Marlboro:

- **License No. 77747** — First Class Restaurant Bar License
- **License No. 77749** — Third Class Restaurant Bar License
- **License No. 77751** — Outside Consumption Permit

MOTION: Approve the above-listed liquor licenses and permit applications for the Colonel Williams Inn in Marlboro. *(Welch/Skramstad – Passed unanimously)*

3. Use of AI Assistance for Select Board Minutes

The Town Administrator provided an overview of the process by which AI assistance (Claude by Anthropic) is used to help format Select Board minutes from the Zoom-generated meeting transcript. The transcript is uploaded to Claude, which generates a formatted draft that is then reviewed and edited by the Town Administrator for accuracy and completeness. Board members expressed support for the practice.

MOTION: Approve the use of AI assistance in drafting Select Board minutes, with such assistance to be noted in a footnote on each set of published minutes. *(Skramstad/Welch – Passed unanimously)*

4. Road Ordinance — Review & Revision Update

The Town Administrator reported that Road Commissioner Andrew Richardson's editorial notes have been incorporated into the working road ordinance document on Google Drive. The following formatting conventions are being used in the document:

- Strikethrough — text removed.
- Green highlight — text added.
- Gray highlight — items flagged by the Road Commissioner with sidebar comments.

The Board reviewed the structure of the document. Section 2 (New Roads) was identified as the largest and most substantial section, and Board members were encouraged to review the document and coordinate via email to assign sections for individual markup. The target for having a presentable document is June 25, 2026.

5. Subdivision Regulations — Planning Commission Update

Planning Commission Chair Tim Segar presented an update on the proposed new Subdivision Regulations, which have been in development for an extended period.

5a. Document Status

The document is nearly finalized. A short list of suggestions from the Windham Regional Commission (WRC) has been reviewed by the Planning Commission and will be incorporated. These suggestions were deemed both practical and substantively valuable. The WRC suggestions have not yet been added to the document, but the version currently in hand is considered very close to final.

5b. Key Changes in the Proposed Regulations

- **Conservation Subdivision (new section):** An optional provision for major subdivisions allowing lot sizes in the rural residential district to be smaller than the zoned minimum, provided a specified portion of the parcel is permanently set aside as undeveloped land. The approach was adapted in part from Brattleboro's regulations. The option is entirely voluntary for property owners.
- **Minor/Major Subdivision Threshold:** The threshold distinguishing minor from major subdivisions has been raised from 3 lots to 4 lots, consistent with the majority of surrounding Vermont municipalities. Minor subdivisions carry a simpler approval process; the change makes that easier path available to more property owners.
- **Clarity and Language:** Text throughout has been substantially rewritten for clarity and directness. Research by Planning Commission member Donald Sherefkin benchmarked Marlboro's regulations against those of neighboring towns to ensure consistency.

5c. Proposed Process & Timeline

- **June 9, 2026:** Public Q&A / informational meeting, open to all residents. Hard copies of the document will be available. (This is not the formal public hearing.)
- **~July 16, 2026:** Planning Commission formal public hearing. Notice must be published and sent to surrounding municipalities at least 30 days in advance; notice is targeted to go out around June 9th. (*Note: Since the meeting the date for this meeting was set to occur on 7/14/26.*)
- **Following the Planning Commission hearing:** The final document is submitted to the Select Board, which must then hold its own public hearing within 15–120 days of receipt.
- **Select Board public hearing:** Tentatively planned to coincide with the September information meeting, pending outcome of the Planning Commission process.

5d. Notification Requirements

State statute requires the Planning Commission to notify neighboring municipalities at least 15 days before the first public hearing. Electronic delivery with proof of receipt (e.g., an “email read receipt” plus a direct confirmation reply from the recipient) is acceptable in lieu of certified mail. The Town Administrator will confirm this interpretation with the town attorney. For the zoning amendment process, hard copies were required; the Board noted the distinction and will verify the applicable rule for subdivision regulations.

5e. Meeting Logistics

The July 16th Planning Commission hearing is planned for the town office. The OWL conferencing unit can accommodate remote participants in that room. If a larger venue is required due to public attendance, BCTV would need to be engaged. Planning Commission Chair Segar will draft the formal public notice and coordinate with the Town Administrator to post an informal public announcement on the town website, Facebook, and Front Porch Forum.

5e. Meeting Logistics (continued)

A suggestion to co-sponsor the Planning Commission and Select Board public hearings was explored but found to be precluded by state statute. The two bodies must hold separate hearings in sequence.

5f. Zoning Administrator Position

The position remains open. The posting has been reissued on Vermont Job Link, VLCT, Facebook, and Front Porch Forum. Discussion noted that the current application volume may make it difficult to build the position to 20 hours per week, and that adding supplemental responsibilities (e.g., floodplain administrator) may improve recruitment prospects.

Planning Commission Chair Segar also noted that a forthcoming, separate zoning proposal will address removing the current prohibition on multi-unit buildings, in response to state guidance encouraging municipalities to eliminate barriers to affordable housing.

6. Conservation Commission — Membership

Approval of new Conservation Commission members was tabled. The Commission has not yet finalized its selections.

7. Other Business

7a. DVFiber — Road Opening Request Update

The Board reviewed a letter from Road Supervisor Andrew Richardson regarding DVFiber's proposed cable burial along a section of North Pond Road. The letter concluded that DD Fiber's current plans do not meet the town's road work standards.

Background: DVFiber seeks to bury a cable along approximately 3,000 feet (roughly two-thirds of a mile) of North Pond Road in order to establish a connection to Dummerston. The Road segment was rebuilt in 2023 and presents significant grade challenges. The Road Supervisor raised concerns that DVFiber's contractor has not provided adequate information regarding equipment, trenching methods, culvert handling, or post-work road restoration. The estimated cost of gravel restoration alone was cited at approximately \$40,000.

The Board agreed that DVFiber will be required to meet the town's standards before any permit is issued. If DVFiber does not meet those standards, the Board noted that installing poles is an alternative option available to them.

DVFiber representatives will be invited to meet with the Board and Road Supervisor Richardson on June 11, 2026, at 5:30 PM.

7b. Green Mountain Power (GMP) — Infrastructure Update

GMP has completed all trenching and culvert work in Marlboro. Electrical work is ongoing and is expected to be finished by the end of June 2026. Road Supervisor Richardson has monitored the work closely and reported that quality on this phase is better than prior work. Hamilton Road was not included in this year's GMP work due to budget constraints. GMP is currently completing installation of equipment enclosures.

7c. Hogback Mountain Club Association (HMCA) — Insurance Requirement

The Board discussed scheduling a meeting with HMCA representatives Laurel Copeland (President) and Nancy Anderson to address the Board's previously adopted requirement that HMCA carry insurance for events on town land.

Laurel Copeland is available at 5:00 PM on June 11th or at the June 25th meeting; Nancy Anderson is available at either date. The Board agreed to schedule the meeting for 5:00 PM on June 11, 2026.

7d. Windham County Humane Society — Animal Control Contract

The Town Administrator presented the proposed new contract with the Windham County Humane Society (WCHS) for animal control services. The new contract differs from prior agreements in that it explicitly addresses the limitations of service with respect to vicious, biting, and rabid dogs:

- WCHS will not respond to calls involving vicious, biting, or rabid dogs.
- The Windham County Sheriff's Office will take custody of vicious dogs; the town will then be responsible for designing a placement facility.
- Vermont law requires three documented incidents before a dog may be classified as vicious.
- Rabid dog protocol requires hazmat precautions and prior rabies vaccination for any responder.

The Town Administrator is researching placement options for vicious dogs. The Board was asked to review the contract and raise any concerns before the June 11th meeting, at which the contract is expected to be signed. The contract takes effect in July 2026.

7e. Meeting Schedule

The Board reviewed and confirmed the following upcoming schedule adjustments:

- **July 2026:** Meetings on July 9 and July 16. The second meeting was moved from July 23 to July 16 due to a scheduling conflict. The next meeting following July 16 will be August 13, 2026.
- **November 2026:** Meetings moved to November 5 and November 19 (first and third Thursdays) due to the Thanksgiving holiday.
- **December 2026 / January 2027:** Both Christmas (December 25) and New Year's Day (January 1) fall on Thursdays. The Board will address the December and January meeting schedule at a future meeting. January 8, 2027, was noted as the likely first January meeting.

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7e. Meeting Schedule (continued)

- **Annual Information Meetings:** The Board agreed to hold information meetings in September, November, December, and January, skipping October. The September information meeting may be combined with the Select Board's public hearing on the Subdivision Regulations. Planning Commission Chair Segar will propose specific dates.

7f. Staff Vacation Schedule

The Board was informed of Animal Control Officer Peggy's scheduled vacations for summer and fall:

- June 14–16, 2026
- September 4–14, 2026
- September 25–28, 2026

7g. Deerfield Valley Watershed Alliance (DVWA)

The Town Administrator advised the Board that the Deerfield Valley Watershed Alliance has completed a watershed survey in Massachusetts and is expanding its work into Vermont. The Alliance is seeking a volunteer resident to serve as Marlboro's representative, to be formally appointed by the Select Board. Participation is voluntary and is not a formal board or committee position.

The Town Administrator will confirm with Town Liaison Margo whether portions of Marlboro fall within the Deerfield watershed and will explore any implications of a scenic waterway designation for local zoning. The Board authorized the Town Administrator to post a notice seeking a volunteer.

8. Adjournment

MOTION: Adjourn the meeting at 7:02 PM. *(Welch/Kirkwood – Passed unanimously)*

** These minutes were prepared with the assistance of AI (Claude by Anthropic) as authorized by Select Board vote on May 28, 2026. The Zoom transcript was uploaded to Claude, which generated a draft that was reviewed and edited by the Town Administrator for completeness and accuracy.*