TOWN OF MARLBORO
SELECT BOARD MEETING MINUTES

Tuesday, September 15, 2026

(Rescheduled from September 10, 2026)

Date:	Tuesday, September 15, 2026 (rescheduled from September 10, 2026)
Time:	Meeting called to order at approximately 5:32 PM; adjourned at approximately 7:30 PM
Location/Format:	Marlboro Town Office, with remote (Zoom) access
Members Present:	Molly Welch, Chair; Jeff Skramstad, Vice Chair; Kate Kirkwood, Member (arrived shortly after call to order)
Staff Present:	Nick Morgan, Town Administrator; Andrew Richardson, Road Foreman; Rebecca Sevigny, Treasurer
Others Present:	Susan Solomon Silverstein (via Zoom); Staley McDermott (public comment)

BEGIN ZOOM RECORDING

Audio of this meeting is available via the Town of Marlboro SoundCloud page.

1. Call to Order and Attendance

Chair Welch called the meeting to order at approximately 5:32 PM.

The Board noted that the Guidelines of Conduct had been signed by two members present, with Ms. Kirkwood to sign upon her arrival. The Board confirmed the agenda met statutory posting requirements. Several changes to the agenda, noted in italics on the posted agenda, were acknowledged.

2. Unscheduled Public Comment

Staley McDermott addressed the Board regarding the organization of the Town ballot; specifically how charitable appropriations are grouped for voting. Mr. McDermott noted that charities are currently divided into three groups, with two groups voted as a block (yes/no) and one group voted individually, with the individual group rotating on a three-year cycle. Mr. McDermott advocated for returning to individual votes on all charitable appropriations each year, arguing that block voting removes voters' ability to make discretionary decisions and diminishes voter engagement and control.

Board members explained the history of the current rotation system, noting it was adopted to reduce the administrative burden of counting and printing ballots for a large number of line items, while still preserving some individual voting opportunity. The Board noted that changing the practice permanently would require either a Select Board policy decision following further discussion at Town Information Meetings, or a citizen petition with 50 signatures to place the matter on the ballot as a referendum.

Mr. McDermott also suggested that the Board publish the full meeting agenda and full minutes on Front Porch Forum, citing a recent instance (the DVFiber utility pole discussion on North Pond Road) where limited notice reduced public awareness and participation. The Board discussed cost and practicality; Mr. Morgan agreed to investigate posting a clickable link to the agenda and minutes on Front Porch Forum and the Town's Facebook community page.

3. Approval of Minutes

MOTION: To approve the minutes of the August 25, 2026 Select Board meeting as presented.
Motion carried.

4. Signatures and Approvals

The Board reviewed and signed routine orders and approvals presented by Mr. Morgan, including confirmation that a wastewater permit had been received and would be mailed out.

Note: Minutes generated from ZOOM generated transcript & the CLAUDE.AI. Minutes are reviewed for accuracy and completeness.

5. Public Comment

Susan Solomon Silverstein, attending via Zoom, noted this was her first Select Board meeting and expressed interest in attending more regularly. The Board welcomed her participation, noting that both in-person and Zoom attendance are equally valued.

6. Health Insurance Budget

Mr. Morgan reminded the Board that health insurance renewal proposals are forthcoming and noted that rate increases are possible due to overages incurred this year. Information is expected before the October 8 meeting to allow the Board time to review in advance.

7. Meeting Schedule Confirmation

The Board reviewed and confirmed the upcoming meeting calendar:

- October 8 and October 22 — Regular meetings, no conflicts noted.
- September 24 — Regular meeting; September 26 — Town Information Meeting (approx. 2:00 PM) followed by the Subdivision Regulations public hearing (approx. 2:30 PM).
- November 12 — Regular meeting moved due to a scheduling conflict for a Board member. Board discussed alternate dates (November 5, Thursday) but determined that date did not work for multiple members; the meeting will proceed as scheduled, with an alternate Zoom host arranged to record and generate the transcript if needed.
- November 25 (Wednesday, day before Thanksgiving) — Meeting moved from its regular date to accommodate the holiday; time to be confirmed, tentatively 5:30–6:00 PM.
- December 10 — Regular meeting (abbreviated), followed by Town Election informational meeting to review the Highway Department budget.
- December 24 — Regular meeting canceled due to Holidays (Christmas Eve & New Year's Eve both falling on a Thursday.
- February 27, 2027 — Annual Town Meeting (statutory meeting), 2:00 PM.

Nick confirmed with the Marlboro Community Center (MCC) that all requested meeting dates are available.

8. Liquor Control Board: DLL Application #82069

The Board reviewed DLL Application #82069, a request for a liquor caterer's permit submitted by W.I. Foster LLC (Sarah and Bob Fisher), for an event.

> **MOTION:** To approve DLL Application #82069, a request for a liquor caterer permit for the business entity W.I. Foster LLC.
> ***(Welch/Skramstad – Passed unanimously)***

9. Initial Review and Discussion: 2027 Select Board Budget

Mr. Morgan reviewed the 2027 budget preparation timeline. Treasurer Rebecca Sevigny requested departmental budgets be submitted to her by November 9. The Board reviewed actual-versus-budget figures for the current year, noting areas of note including wages (a prior underpayment identified and corrected), public notice expenses (a recent road ordinance notice cost approximately $400; the Board does not expect to be over budget on public notices this year), and the legal budget line, which the Board discussed retaining at the current level pending further review of outstanding legal invoices.

The Board also discussed whether any Select Board capital or legal needs are anticipated for 2027, including possible legal consultation regarding reclassifying certain Class 3 roads/driveways to no-maintenance status. Mr. Morgan will meet with Ms. Sevigny to prepare a proposed budget draft for the Board's review.

Note: Minutes generated from ZOOM generated transcript & the CLAUDE.AI. Minutes are reviewed for accuracy and completeness.

10. Recycling Center — Safety Recommendation and Relocation Discussion

Mr. Richardson presented a written safety recommendation from Wade, the Town's VLCT risk management consultant, following his inspection of the recycling center. The recommendation identifies two primary safety concerns: (1) the volume and speed of vehicle traffic entering and exiting the site, and (2) unsecured equipment and materials stored outdoors, posing a hazard particularly to children. The recommendation calls for relocating the recycling center to a more permanent, safer site.

Mr. Richardson noted that addressing VLCT safety recommendations is tied to the Town's eligibility for PACIF grant funding (previously used for garage doors, radio equipment, and plow cutting edges), and that failure to act on recommendations could jeopardize future grant eligibility.

The Board discussed several potential relocation sites, including the former school bus turnaround area (already used previously, though proximity to student pick-up/drop-off raised ongoing safety concerns), the former dog pound site on Town Hill Road (would require tree removal and a graded pad; proximity to a wetland was raised as a possible concern), and restricting recycling center hours/access at the school site using a gate or chain. No decision was made. The Board directed staff to continue evaluating options and to bring a proposed plan back to the Board by mid- to late October.

11. Stark Road — Winter Maintenance Classification

Mr. Richardson requested Board authorization to reclassify a section of Stark Road — from the intersection of Fox Road and Stark Road to the Brattleboro town line (approximately 0.34 miles) — as “no winter maintenance and limited summer maintenance”. Mr. Richardson noted this section is already receiving minimal maintenance in practice, that Marlboro plows only its portion of the road, that the adjoining Brattleboro section is privately plowed, and that no significant public pushback is anticipated. Signage will be installed to notify the public of the change.

> **MOTION:** To classify Stark Road, from the intersection of Fox Road and Stark Road to the Brattleboro town line, as no winter maintenance and minimal/limited summer maintenance.
> ***(Welch/Skramstad – Passed unanimously)***

12. Road Standards — Release Authorization

The Board confirmed that no further public hearing is required prior to release of the updated Road Standards, as the document reflects the changes previously requested.

> **MOTION:** To authorize Mr. Morgan to release the new Road Standards as a standards document, not as an ordinance. ***(Welch/Skramstad – Passed unanimously)***

13. Subdivision Regulations Update

Mr. Morgan updated the Board on the status of the Subdivision Regulations revision. The Board has until the public hearing on September 26 to review the draft prepared by the Planning Commission. Mr. Morgan relayed guidance from the Town's attorney: if the Select Board wishes to make minor changes to the draft, such changes must be made at least 14 days prior to the final public hearing; the Board is currently within that window. If the Board makes changes at or as a result of the public hearing, or if there is public objection at the hearing, the matter must be returned to the Planning Commission for further process, effectively restarting the review timeline. If no changes are made and there is no objection, the Board may move to adopt the regulations at the close of the hearing, with adoption taking effect 21 days later unless a valid petition (5% of voters) requires the matter to be warned for an Australian ballot vote.

Mr. Morgan noted a specific concern to ensure the final draft clearly states that any subdivision requires a survey and Development Review Board approval, and indicated this comment has been passed to the Planning Commission's consultant. Mr. Morgan is preparing a summary comparison between the prior and updated Subdivision Regulations for the Board's reference.

Note: Minutes generated from ZOOM generated transcript & the CLAUDE.AI. Minutes are reviewed for accuracy and completeness.

14. School Building Repurposing Committee Update

Mr. Morgan reported he has joined the newly forming committee addressing potential future uses of the former school building (name still to be determined). The committee plans to meet monthly, targeting the first Wednesday of each month, with the next meeting October 7. Board members are welcome to attend.

Mr. Morgan raised the possibility of designating a room in the building as a designated emergency shelter, noting the Town lost its prior shelter capacity when the college departed and Potash Hill declined to take on that role. The building's existing generator and kitchen/water facilities were discussed as potentially suitable; formal shelter designation would involve coordination with Vermont Emergency Management and may carry town responsibility for generator fuel costs if classified under emergency management. No formal action was taken; Mr. Morgan will continue to report back as the committee's work progresses.

15. Commissions and Committees — Proposed Spending Controls

Treasurer Rebecca Sevigny and Mr. Morgan presented a proposal to establish clearer financial controls over Town commissions and committees, in response to instances of committees exceeding approved budgets without prior authorization (for example, the Planning Commission incurring additional BCTV costs after already exceeding its budget). The proposal under discussion includes: a default budget allocation (e.g., $500) for committees that do not submit a budget by the requested deadline; a requirement that committees obtain Select Board approval before contacting the Town's attorney or hiring outside help (e.g., paid minute-takers); and a requirement that committee representatives report to the Select Board on a periodic (proposed quarterly) basis.

Board members discussed balancing firmer financial oversight against the risk of discouraging volunteer participation on committees that are already difficult to staff. The Board agreed to proceed with drafting a communication to committees establishing clearer budget deadlines and spending expectations, with Ms. Sevigny and Mr. Morgan asked to revise the draft letter to a somewhat less firm tone before circulating it. Mr. Morgan will also prepare a rotating schedule for periodic committee reports to the Board for review.

16. Marlboro Volunteer Fire Company — Municipal Transition Discussion

Mr. Morgan updated the Board on communications from Carol Ann Lobo Johnson (MVFC Chair) of the Marlboro Volunteer Fire Company (MVFC) regarding a potential transition of fire department operations to municipal (town) administration, including a proposed Memorandum of Understanding. Mr. Morgan cautioned that MVFC has not yet presented a complete cost analysis, staffing plan, or process outline, and recommended the Board require a complete plan — including estimated administrator staffing costs, benefits, and related expenses — before considering any next steps.

The Board discussed engaging the Town of Berlin, Vermont, which recently completed a similar municipal fire department transition, to present to the Board (via Zoom) about their process and lessons learned before further engaging with MVFC. The Board also discussed that a formal feasibility study or master plan, potentially through an RFP process, could cost in the range of $20,000–$45,000, and that a Municipal Planning Grant (discussed further under Item 18) may be a potential funding source. No formal action was taken; the Board will pursue a presentation from Berlin as a next step.

17. Hogback Recreation Area — Tiered Use and Insurance Policy Worksheet

Rebecca Sevigny presented a draft worksheet and accompanying policy document she has developed to clarify insurance and permitting requirements for organized groups and events using the Hogback recreation area, based substantially on VLCT PACIF guidance. The Board reviewed the materials favorably and asked that any comments be sent to Ms. Sevigny by the following Tuesday so the document can be forwarded to the Town's insurance contact (Kelly) for review.

18. Municipal Planning Grant

Mr. Morgan noted the Municipal Planning Grant cycle opens October 1. He intends to contact Mike McConnell, who has previously volunteered to assist with grant applications, to determine whether he remains available to help, noting the grant could potentially support the Town's planned rewrite of the Zoning Bylaws. Mr. Morgan will pursue this application in the coming grant cycle.

19. Windham County Sheriff's Office Regional Policing Council Update

Member Kirkwood reported on her ongoing participation in the Windham County Sheriff's Office Regional Policing Council, which is meeting weekly. She distributed a handout summarizing current per-town costs, contracted services, and staffing levels across participating and non-participating towns, and outlined the range of policy options under discussion, including maintaining the status quo, having the Sheriff's Office provide primary services region-wide, disbanding sheriff's services in favor of exclusive reliance on State Police, or having existing municipal police departments (Brattleboro, Bellows Falls, Dover, and Wilmington) serve as regional service providers.

Ms. Kirkwood noted Marlboro's current annual cost is approximately $17,000 under the existing contract, with an estimated cost of $9,000–$10,000 under a restructured regional model, though Board members expressed mixed views on the anticipated service level and reliability of a revised structure. No decisions have been made by the regional group; discussions are ongoing, with the Sheriff's Office aiming to develop a recommended plan in the coming months. Ms. Kirkwood will continue to keep the Board informed as the process develops.

20. Executive Session

MOTION: To enter executive session to discuss a personnel matter, pursuant to 1 V.S.A. § 313(a)(1)(A). The Board entered executive session at approximately 7:19 PM.
(Welch/Skramstad – Passed unanimously)

The Board returned to open session at approximately 7:29 PM.

MOTION: To exit executive session.
(Welch/Skramstad – Passed unanimously). No action was taken.

21. Adjournment

MOTION: To adjourn the meeting at approximately 7:30 PM.
(Welch/Skramstad – Passed unanimously)

Note: Minutes generated from ZOOM generated transcript & the CLAUDE.AI. Minutes are reviewed for accuracy and completeness.