TOWN OF MARLBORO, VERMONT
SELECT BOARD SPECIAL MEETING MINUTES
October 19, 2026

Meeting	Marlboro Select Board – Special Meeting
Date / Time	Monday, October 19, 2026, 1:00 PM
Location	Marlboro Town Office
Select Board Present	Molly Welch (Chair), Jeff Skramstad (Vice Chair), Kate Kirkwood (joined shortly after call to order)
Staff Present	Nick Morgan (Town Administrator), Andrew Richardson (Road Foreman),Rebecca Sevigny(Treasurer)
Others Present	None

1. Call to Order

Chair Molly Welch called the special meeting to order at 1:00 PM. Board members signed the Code of Conduct earlier in October. There were no changes to the agenda and no public comment. Kate Kirkwood joined the meeting shortly after it began.

BEGIN ZOOM RECORDING

Audio of the meeting is available on the Town of Marlboro SoundCloud page.

2. New Highway Department Hire and Pay Placement

2.1 New Hire – Michael Mannhaupt

- Road Foreman Andrew Richardson reported that he has offered a highway crew position to Michael Mannhaupt of Wilmington.
- Mr. Mannhaupt has snow plowing and truck driving experience from the military, is a member of the Wilmington Fire Department and Deerfield Valley Rescue and drives their apparatus. He is certified to drive military CDL vehicles and will need to obtain a civilian CDL. This winter he will operate the one-ton truck.
- He serves in the National Guard, and the highway department will work around his duty schedule.
- The Board discussed where to place him on the pay scale. It was agreed that he will start at Grade 4, Step 2 at the current rate of $24.82 per hour for the remainder of 2026. On January 1, 2027, he will receive the 3.6% cost-of-living adjustment (COLA) along with all other Town employees, bringing his pay to $25.71 per hour. He will not receive a step increase on January 1, since he will have been employed for only part of the year.

MOTION: To hire Michael Mannhaupt at $24.82 per hour, with the January 2027 COLA bringing his pay to $25.71 per hour. Moved (Welch) and seconded(Skramstad). ***Passed.***

2.2 Pay Adjustment – DJ Bell

Andrew Richardson recommended a larger-than-usual step increase for highway crew member DJ Bell, effective January 1, 2027, in recognition of his willingness to learn additional tasks, such as operating the grader. The increase will bring his pay more in line with the other members of the road crew. The Board agreed with the recommendation. No

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motion was needed, as step placement within the existing scale is at the Road Foreman's discretion.

2.3 Personnel Policy

The Board noted that the personnel policy should be updated to state clearly when newly hired employees become eligible for their first step increase, along with other items such as payout of accrued vacation when an employee leaves. Nick Morgan and Treasurer Rebecca Sevigny will review the policy and bring recommendations to the Board.

3. Adjournment

MOTION: To adjourn the meeting at 1:15 PM. Moved and seconded. ***Passed.***

Respectfully submitted,
Nick Morgan, Town Administrator
10/25/26

Approved by Select Board at _____ meeting

DRAFT

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