Selectboard Meeting Minutes DRAFT
September 9, 2025

Present: Patrick Cushing, Chairman
Ricky Bowen
Bill Vines
Jay Hickory
Jim Haff

1. Call to Order
2. Approval of the Agenda
3. Administrative:
    a. Move Monday, October 13th SB Meeting to Tuesday, October 14th due to Holiday *(Indigenous Peoples Day)*
    b. Reschedule SB Special Meeting from 08/11/25 for Discussion on Draft Land Development Regulations
4. Approval of the Minutes
5. Citizen Comments/Concerns
6. Sherburne Memorial Library - Fairy Tale Festival Update
7. Catalyst Grant
    a. Resolution Designating Town Manager on Authorized Official Amendment Form
    b. Key Contracts Form - David Atherton and Kirsten Hathaway
8. Personnel Policy Discussion
9. Sign Warrants - Town and GMNGC
10. Citizen Concerns
11. Selectboard Member Comments or Concerns
12. Executive Session - Personnel. The appointment, employment, or evaluation of a public officer or employee, provided that a public body must make the final hiring or appointment decision, and explain its reasons for the decision, in an open meeting. 1 V.S.A. § 313(a)(3), to include the Town Manager.
13. Adjourn

1. **Call to Order**
   The Meeting was called to order at 6:46 pm.

2. **Approval of the Agenda**
   - CH Cushing made a motion to approve the Agenda for the September 9th Selectboard Meeting with the removal of Art. 12 (Manager's Report) as the Town Manager was not present at the Meeting. The motion was unanimously passed.

3. **Administrative**
   - CH Cushing informed the Selectboard that the upcoming October 13th Selectboard Meeting fell on a national holiday, Indigenous People's Day. He requested that the Selectboard consider moving the October 13th Selectboard Meeting to October 14th. SB Bowen made a motion to move the October 13th Selectboard Meeting to October 14th. SB Hickory seconded the motion. The motion was unanimously passed.
   - CH Cushing discussed rescheduling an Selectboard Special Meeting for a Discussion on Draft Land Development Regulations. The Selectboard stated they would prefer to not meet on September 22nd. CH Cushing will discuss with the Town Manager on a potential date.

4. **Approval of the Minutes**
   - The Selectboard reviewed the Meeting Minutes for August 25th, 2025. SB Vines made a motion to approve the Meeting Minutes for August 25th, 2025 as presented. SB Bowen seconded the motion. The motion was unanimously passed.

5. **Citizen Comments/Concerns**
   - There was none.

6. **Sherburne Memorial Library - Fairy Tale Festival Update**
   - (Unnamed Library Representative) provided a copy of the Sherburne Memorial Library's program for the eighth Vermont Fairy Tale Festival taking place on September 20th. On average, the Library has 900 to 1,110 attendees. The event is free and is funded by donation. The event does not take a portion of the Town's budget. Each year, the Library asks the Town to help with tents for the event.
   - (Unnamed Library Representative) also stated that the Sherburne Memorial Library received a notification today that the Library was selected as one of 15 public libraries across the country to participate in the 2025 Building Community-Based Summers Program. The Program aims to connect public libraries to upgrade summer programs from only kids' programs to community programs. The Library believes part of the reason for their selection comes from the Fairy Tale Festival.

7. **Catalyst Grant**
    - **Resolution Designating Town Manager on Authorized Official Amendment Form**
        i. SB Haff made a motion to designate the Town Manager as the Authorized Official on the Amendment Form. SB Bowen seconded the motion. The motion was unanimously passed.
    - **Key Contacts Form - David Atherton and Kirsten Hathaway**
        i. SB Haff made a motion to submit two Key Contacts Forms for David Atherton and Kirsten Hathaway. SB Bowen seconded the motion. The motion was unanimously passed.

8. **Personnel Policy DIscussion**
    - CH Cushing discussed the Personnel Policy and the updates created by TM Atherton and Kirsten Hathaway, the Finance Director. CH Cushing asked if there was anything the Selectboard wanted to highlight for discussion at the upcoming Selectboard Meeting.
    - A copy of the Personnel Policy can be found with the Selectboard Meeting Minutes.

9. **Sign Warrants - Town and GMNGC**
    - SB Haff made a motion to approve a $7,801.32 warrant for (audio unclear). SB Bowen seconded the motion. The motion was unanimously approved.
    - SB Haff made a motion to approve a $118,896.83 warrant for GMNGC. SB Vines seconded the motion. The motion was unanimously approved.
    - SB Haff made a motion to approve a $71,999.28 warrant for July 25th. SB Vines seconded the motion. After review, SB Haff stated that the bill was two months old and questioned if the Selectboard had already been reviewed by the Selectboard. SB Vines agreed stating he asked a question about this warrant at a previous Selectboard Meeting. SB Haff made a motion to rescind his previous motion. SB Vines seconded the decision to rescind his second of the motion. SB Haff made a motion to send the warrant back to the Town to determine whether the Selectboard previously signed this warrant. SB Bowen seconded the motion. The motion was unanimously signed.
    - Concerning the $71,999.28 warrant, SB Vines asked whether the Selectboard could delegate CH Cushing to sign the warrant, if needed, once it was determined whether or not it was previously signed. CH Cushing stated that SB Vines could make a motion towards that decision. SB Haff stated that the Selectboard used to delegate Selectboard Members to sign warrants on behalf of all Selectboard Members, however, the Selectboard was informed that this was not the correct procedure. SB Haff stated that that was false and the Selectboard can delegate a Selectboard Member to sign warrants. SB Vines made a motion to delegate CH Cushing to sign the $71,999.28 warrant in between Selectboard Meetings to prevent payment delays.
    - SB Haff made a motion to approve a $23,676.98 warrant for the GMNGC restaurant. SB Vines seconded the motion. The motion was unanimously passed.

- The Selectboard reviewed another warrant for the GMNGC restaurant from July 25th. SB Haff made a motion to send the warrant back to the Town to determine whether the Selectboard previously signed this warrant. SB Bowen seconded the motion. The motion was unanimously signed.
- SB Haff made a motion to approve a $33,718.29 warrant for Town payroll. SB Vines seconded the motion. The motion was unanimously passed.
- SB Haff made a motion to approve a $64,913.98 warrant. SB Bowen seconded the motion. The motion was unanimously passed.
- SB Haff made a motion to approve a $572,868.51 warrant. SB Bowen seconded the motion. The motion was unanimously passed.
- The Selectboard reviewed a payroll warrant from June 30th, 2025 to July 31st, 2025. SB Haff made a motion to send the warrant back to the Town to determine whether the Selectboard previously signed this warrant. SB Vines seconded the motion. The motion was unanimously signed.
- SB Haff made a motion to approve a $46,716.59 warrant. SB Bowen seconded the motion. The motion was unanimously passed.
- SB Haff made a motion to approve a $61,548.51 warrant. SB Bowen seconded the motion. The motion was unanimously passed.

10. Citizen Concerns

- There was none.

11. Selectboard Member Comments or Concerns

- CH Cushing stated that TM Atherton wanted to announce that paving was completed on River Road and the Town is scheduling line stripping. Concerning River Road, SB Hickory stated that several citizens expressed concern to him about the gap between the newly paved River Road and the driveways. CH Cushing stated that residents have also expressed this concern to him. CH Cushing stated that while Pike has completed the major portion of paving, they will still complete the transition to the driveways. SB Hickory stated that residents have also expressed concerns about ripples and over paved manholes in the newly paved West Hill Road. CH Cushing stated he did not know when the line stripping would be completed. SB Haff stated that the project deadline should be written out in the contract.
- SB Haff stated that previous Selectboards would make a motion for a designated individual to sign the warrants. He stated historically the Town Bookkeeper would contact the Selectboard to sign the warrants. TM Atherton previously informed the Selectboard that that process was not legal due to a change in open meeting laws. SB Haff stated that the Town Manager recently informed the Selectboard in a Selectboard Meeting that the Selectboard did not have a say on payroll warrants. SB Haff also stated that, following an email from the Assistant Administrator requesting a meeting to discuss warrants, the Town Manager informed the Selectboard that no meeting was needed as any invoice under $25,000.00 is allowed in the Town Manager's spending limit. SB Haff stated that he did not sign

any of the warrants presented during today's Selectboard Meeting as the Selectboard was informed that they were responsible for Town expenses. SB Haff stated that he reached out to Vermont League of Cities and Towns whether the Selectboard could vote to have one Selectboard Members sign warrants at Town Hall instead of waiting two or more weeks for a Selectboard Meeting to sign the warrants. The Vermont League of Cities and Towns replied *"Yes, the Selectboard can still do this, see the law: Vermont Laws. In relevant part, it says: '(a) The Selectboard may do either of the following: (1) Authorize one or more members of the board to examine and allow claims against the town for town expenses and draw orders for such claims to the party entitled to payment. (A) Orders shall state definitely the purpose for which each is drawn and shall serve as full authority to the treasurer to make payments. (B) The selectboard shall be provided with a record of orders drawn under this subdivision (1) whenever orders are signed by less than a majority of the board.'".* SB Haff stated that the Town Selectboards have designated a Selectboard Member to sign warrants for decades and believes that it would be more efficient and simpler for Town Hall. SB Haff requested that they discuss this process as an agenda item for the upcoming Selectboard Meeting. SB Haff stated that it was very confusing that the Town Manager informed the Selectboard that they were responsible for signing all warrants in a public meeting; however, not all warrants were being presented to the Selectboard or duplicate warrants were being provided.

12. **Executive Session - Personnel. The appointment, employment, or evaluation of a public officer or employee, provided that a public body must make the final hiring or appointment decision, and explain its reasons for the decision, in an open meeting. 1 V.S.A. § 313(a)(3), to include the Town Manager.**
    - The Selectboard did not enter into Executive Session.

13. **Adjourn**

    The Meeting was adjourned at 7:31 pm.