

**Town of Addison Selectboard Meeting
Warning and Agenda**

**Tuesday May 6, 2025 @ 7:00PM
To be held at the Addison Community Center**

Attendees: Jeff Kauffman Sr, Starr Phillips, Alden Harwood, Carrie Kauffman, Layne Kauffman, Roger Waterman, Kay Mitchell, Cheri Waterman, Bryan Nolan, Peter Briggs, Alma Briggs, Steve Torrey, Patty Torrey, Dan Rosignol, John Spencer, Billie-Jo Forges, Chris Stackhouse, Peter Macfarlane, Susan Tribou, Geoffrey Grant, Michael Hollis

Call to Order- Jeff Kauffman Sr at 7:01pm

Additions and Changes to the Agenda- NONE

TOWN BUSINESS OF HIGHWAY & CLERK/TREASURER

Approve minutes: 4/1/2025 motion to approve Geoffrey| Roger 4,0,1 absent

Highway

- *Cl 3 rd designations- subdivision requests for driveway to be classified as class 3 rd toward road frontage. Alden clarified that the driveway needs to be brought up to cl 3 standards not necessarily considered a road. Jeff Kauffman Sr states that per standards the lots can only be measured for frontage along one road and not around a corner. Question of who approved the roads in this case- Bryan Nolan on behalf of highway or DRB or Zoning Administrator, because verification of making sure that the standards for engineering need to be met. Mike Hollis comments that perhaps we need to work on clarifications on this process and who oversees and makes decisions and that they could work on regulations if requested. Since the access policy comes up for September for review language should be added to clarify further and request that an engineer should sign off on all cl3 road builds.*
- *Applications for Access permits/ROW use permits- Bryan Nolan is concerned that the denials when they happen reach back to the applicant. Can we send certified mail? Jeff Kauffman Sr suggests adding email to form and send with a read receipt option. Billie-Jo comments that mail would be a more reliable and official method. Budget for the change could come out of fees for building permits Motion to allow permits back by certified mail Roger|Geoffrey 4, 0, 1 absent*
- *2018 truck departure- still a month out*
- *Kay Mitchell here about signs down at Potash Bay- policies not being followed. The Selectboard will ask the Sheriff to go down and increase enforcement of blocked roadways etc.*

Appointments

- *Dog Warden*

Town Clerk/Treasurer

- *ARPA resolution- motion to approve Peter | Roger 4, 0, 1 absent*
- *Catering Permit & A4CS Liquor License Application- Kelly investments & A4CS Roger| Geoffrey 3, 1 abstain, 1 absent Cheri brings up an issue with selectboard approving permits for Catering permits as they are not supposed to delegate to anyone else but as SB only meets once per month they would need to call a special meeting. Cheri will follow up after research if there is another answer.*

- Review Changes to Zoning Violation Policy and Waiver of Permits- *took out the 'I' and replaced it with "administration officer". Still needs language added for non-conforming lot and waived fees. Will add as it has already been approved. Motion to approve changes Roger | Geoffrey 4, 0, 1 absent*
- Review Animal Control Ordinance and Speed Ordinance- *added language clarifying definition of the role of animal control officer and the VSA statute citations about role of animal control not responsible for enforcement of animal welfare Motion to approve addition of paragraph Peter | Roger 4, 0, 1 absent Roger asks a question about whether the ordinance can be updated to include other animals such as large animals or fowl. Jeff Kauffman Sr suggests approving the policy as is for domestic animals and will research other options for farm animals or other animals not considered pets. Motion to adopt with amendments Peter | Roger 4, 0, 1 absent. Speed ordinance reviewed and no changes noted.*

Approve Bills/Invoices Paid and Due: General and Highway- *Motion to approve Peter | Roger 4, 0, 1 absent*

Approve Timesheets/Payroll: Highway- *Peter | Roger 4, 0, 1 absent*

Approve Timesheets/Payroll: General - *Geoffrey | Peter 3, 1 abstain, 1 absent*

Updates

Miscellaneous Board Business

Selectboard Concerns

Ethics items have not been posted on the website yet- policy & complaint forms need to be added. Cheri will ask web designers

ALL OTHER TOWN BUSINESS

Updates from Committees

Planning Commission:

- *Next meeting May 19th- will be publishing results of town surveys*

Delinquent Tax collector:

- *Taxation of campers- commonly issues with enforcement of taxation and difficult to place lien on them due to them being mobile. Alden requests research on statues and enforcement options. Salisbury decided not to tax campers any longer due to the issues as the town spends time and money to pursue to no end. Another option perhaps would be to only tax campers that are permanently established/ installed. John Spencer requests firmer ordinances surrounding campgrounds and lot markings and also 911 address. Will ask the planning commission to review. Additionally John expresses concerns also about some various health concerns that should be investigated. Roger asks whether we can place responsibility for tax information etc on the owners of the campgrounds. John suggests adding a form requirement for rental of campgrounds to include personal information as we should know who is located within the town and this would make follow up for taxes and listers easier- Alden would also like to see this also because this would allow recourse and liability to be placed.*
- *Tax sale update- no responses received from homeowners involved and now working with the attorney. Hoping to be ready in June 2025 for tax sale.*

Listers:

- *Reports- VLTC open meeting law consult: clarified that minutes and warned meetings are only required when decisions are occurring. Updating office hours on the town website etc for the public knowledge.*

Town Hall:

- Reports- RFP's: Chris Stackhouse presented updated RFP for Town Hall building which now includes professional ridgework and chimney removal. Also includes the renovation of the bell tower. Roger asks about whether the committee has any idea of a possible budget and at this time Chris states they do not. Michael Hollis mentions that they would be getting quotes for the work and planning to stay within the budget of funds they have allowed/available. Motion to pass RFP and allow THC to choose the dates as applicable Peter | Roger 4, 0, 1 absent

Emergency Management:

Emergency Management

- 2025 LEMP adoption—request approval from Selectboard- VEM needs by June 1 Motion to approve with amendments made switching Steve torrey to Geoffrey Grant and to add contact information for Dede Fleming Roger | Peter 4, 0, 1 absent
- 2025/26 LHMP ---Public comment received on local hazards and priority; Funding in question

Traffic Advisory Committee

- VTRANS call today at 5PM on Statewide Transportation Improvement Program
- FY 2026 Paving: VT17W from MM 0.194 to 8.37; cost- \$2,675,640

DRB:

- Monthly update- April meeting approved 1 subdivision, have 2 more on schedule for May for final approval, 2 more subdivision requests on the horizon. Approved conditional use for phone company to rebuild a larger building on their corner lot.

ZA:

- Boundary adjustment fee? Boundary adjustment process? -Jeff Kauffman Sr cites answers found on Page 107 of zoning regs. And the fee is also outlined as \$275 per line adjusted. John Spencer reminds Dan Rosignol to let listers know of any adjustments to lots. Peter moves to add to the schedule fee the specific wording that the fee is Per line adjusted. Peter | Geoffrey 4, 1 absent
- Mylar approval would be signed off by Dan Rosignol as acting ZA and per Zoning Regs minimum 5 copies to be made for subdivision or any adjustments.
- Bryan asking who enforces access permit denials and enforcement or follow through- answer would be Dan Rosignol as acting ZA. Jeff Kauffman Sr mentions that there is an updated legislature coming to allow more recourse. ZA has the right to fine property owners per day. Another option would be to place liens on properties selling without access permits in good standing.

Facility Rental Committee:

- Working on a sign for building with Winning Image for long-term leases \$1755.00 Motion to approve purchase of sign Peter | Roger 4, 0, 1 absent

Community Center:

- Floor Scrubber- No rental options, no contact back from Swish Clean. Motion to approve Minuteman model \$2799.00 Geoffrey | Peter 4, 0, 1 absent
- Add Peg Reed- Motion to add to committee Roger | Peter 4, 0, 1 absent
- Updates and usage

Miscellaneous

Selectboard Concerns

Public Comment

John Spencer on cemetery commission letter of appointment from selectboard. Appointment process in question. Will add to the next selectboard meeting to discuss the process.

Peter Briggs is currently only cemetery commissioner and will reach out to John Spencer for information on statues referenced.

Cheri requests assistance moving an air conditioner and also requesting to get the staircase/ back room sealed up at current Town Clerk's Office

Executive Session If Needed

Motion for executive session Peter | Geoffrey 4, 0, 1 absent

“Premature general public knowledge regarding labor relations would place the town and the individual involved at a substantial disadvantage”

Motion to enter per title 1 313(a)(1)(?) of VT Statutes Peter | Geoffrey 4, 0, 1 absent

End executive session

Motion to Adjourn 8:53 pm Roger | Geoffrey 4, 0, 1 absent