The Town of Addison Selectboard meeting was held on Tuesday, July 1, 2025 at 7:00PM at the Addison Community Center located at 121 VT RTE 17 West, Addison.

Present: Cheri Waterman, Jeff Kauffman Sr, Billie-jo Forgues, Carrie Kauffman, Marty Haitz, Kay Mitchell, Starr Phillips, Terry Phillips, Jay Nadeau, Kathy Nadeau, Erin Cashman, Michael Hollis, Michael Elmore, Geoffrey Grant, Alden Harwood, Dan Rossignol, E Armstrong, Steve Torrey, Patty Torrey, John Spencer, Alma Briggs, Peter Briggs, Roger Waterman.

Call to Order

The meeting was called to by Chair, Jeff Kauffman, Sr at 7:00PM.

Additions and Changes to the Agenda- *None*

TOWN BUSINESS OF HIGHWAY & CLERK/TREASURER

7pm: Sheriff Elmore- *Concerns expressed to the Sheriff regarding times of patrol because there have been complaints of speeding during morning and afternoon commutes. Sheriff asked for specifics of locations of issues, car models or other information that could help the sheriff's department to patrol most effectively. Mentioned that people do tend to know the areas that they sit because there are limited options to safely patrol but, if town's people are open to providing permission to allow them to use residential driveways that could provide other places for them to be looking for speeding etc., E. armstrong and Kay Mitchell asked about Potash Bay no parking sign whether more measures could be enforced to prevent people from parking because it presents issues with public access, fire access and etc. Sheriff stated that if people are parking on pavement there are statutes that they can cite to issue citations and they will start having more of a presence in the area. Alden Harwood comments that originally the agreement for patrol with the department was hopefully going to be covered by citations and not by taxpayer dollars. Jon Spencer comments that success is found or could be measured in habitual slowing down rather than citations issued as evidence of effectiveness and that by nature if it is working it will not result in citations. Jon Spencer also supports further efforts to examine the issues with parking at Potash Bay.*

715pm: Jay Nadeau- VT Old Cemetery Association- *Recently moved into Bridport. Previously had experience as a chairperson on Milton Cemetery Commission. He is the Addison County representative for cemetery restorations. He states that he would be happy to work alongside the town of Addison Cemetery Commission. He is volunteering his services to clean, repair and straighten the stones in Eden Cemetery here in Addison on Lake St. Work would begin this summer with cutting back overgrowth, and begin straightening and cleaning stones. (They use a biological cleaner for the stones) Work would continue into next year due to prior commitments. Jay asks for 5-6 5 gallon buckets of town sure pack stone from the town garage for use to straighten and secure the stones. Motion made to allow Jay Nadeau and his Wife to proceed with help in all town cemeteries Peter Briggs | Roger Waterman 4, 0, 1 absent*

Approve minutes: June 3,2025 - *change warning to minutes, & Roger abstained from motion Rob made 1st motion on general payroll Roger | Geoffrey Grant 4, 0, 1 absent*

Highway

25 Truck: Still waiting

East Wall of shed: Insulated and door installed for Service Bay

Apron for Service Bay door to come later this summer

Access Permit Process Revisions- *presented new and updated Geoffrey Grant | Peter Briggs 4, 0, 1 absent*

E. Armstrong asks about a date for work on ditches and culvert work. Jeff Kauffman Sr repeats information given from Bryan Nolan (not present this evening) that culvert work is done each summer in July and August. No specific date can be given due to weather unknowns which may. Alden Harwood asks about Access Permit Process Revisions Form whether for subdivisions access should be approved first or not. Bryan Nolan and Highway Dept will be the first step in the building process in any event.

Appointments

Dog Warden

Town Clerk/Treasurer

Return Check Policy- *Jeff Kauffman Sr read aloud the policy. Motion to approve Roger Waterman | Geoffrey Grant, 4, 0, 1 absent*

Forms Payment policy (Method of Payment Policy) *Motion to approve Peter Briggs |Roger Waterman 3, 1 abstain, 1 absent*

Geoffrey Grant questions whether it is legal to limit the amount of coins that will be accepted. Cheri Waterman states that because anyone can go to the bank and exchange cash for money order, etc, that some towns do not even accept cash at all. Billie-Jo Forgues comments that town clerks are not equipped to handle large cash amounts. Cheri Waterman would like to add forms of payment (ACH, etc.) as they come available.

Approve Bills/Invoices Paid and Due: General and Highway *Peter Briggs | Roger Waterman 4, 0, 1 absent*

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

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

Other Policy Updates:

Personnel- *Jeff Kauffman Sr states that vacation pay or sick pay rollover (up to 720 days) is excessive because the town by law has to hold that money into the bank in case of payout. Jeff Kauffman Sr suggests editing the procedures for PTO and rollover for future employees etc., Peter Briggs questions what industry standards might be for PTO rollover. Selectboard will gather examples and study for adjustments in future. Jon Spencer suggests that the board consider allowing donation of PTO to fellow employees. Will approve policy as it stands this year and evaluate for future years to make changes. Motion to approve for 2025 Roger Waterman | Geoffrey Grant 4, 0, 1 absent*

Alcohol- *Jeff Kauffman Sr and Peter Briggs mention that the language precludes town vehicles but maybe it should include all town property. Peter Briggs also mentions vaping and newer substances / laws including legal marajuana etc., needing to be addressed in updates. Cheri Waterman cites that substance free workplace on Page 7 in Personnel policy effectively covers these issues. Peter Briggs would like to see language regarding these issues that cover all town staff and property at all times and not just vehicles or those with CDL's etc., Language will be added to include all town property / buildings and not allow the carrying or consumption of intoxicants, and, to preclude town staff from possession or being under the influence of intoxicant substances during work hours. Motion to approve with corrections noted Roger | Peter Briggs 4, 0 , 1 absent*

Use of Copier- *Add language regarding fees charged for copies made Motion to approve with additions noted Geoffrey Grant | Roger Waterman 4, 0, 1 absent*

3rd class mail stamp and return address stamp- *Will add language that return address stamp shall not be used for private or personal use Motion to approve with corrections made Roger Waterman | Peter Briggs 4, 0, 1 absent .*

Miscellaneous

Selectboard Concerns

Salvage Yards- *Current permitting is provided at state level and enforcement is such. Dan Rosignol is seeking permission to issue notices to local residents to ask them to clean things up as unlicensed scrap-yard. Jeff Kauffman Sr states that currently the town of Addison has no authority or regulations which prevent collection of vehicles or scrap. If it is a health matter or environmental issue could potentially get state level involved.*

Cheri Waterman- has been working with National Bank of Middlebury to seek ACH tax payment options per prior resolution, will also be pursuing credit card payments for these payments at a 3% "convenience fee" charged to card holders. Electric bills are not always getting paid on time despite checks mailed on time- Cheri would like to ask Selectboard to consider allowing Cheri to set up automated withdrawal for these payments. Recently refunded permit fee to local property owner- still has not received the check. Will ask individual to come to Clerk's office to pick up a reissued check. Received check from GenOx for lawn damages.

ALL OTHER TOWN BUSINESS

Delinquent tax collector:

Approve updated tax collection policy (submitted last month) - *Motion to approve Geoffrey Grant | Peter Briggs 4, 0, 1 absent*

Tax sale update- *scheduled tax sale for July 24, 2025 at 10am. No responses from any of the property owners, none of the locations have mortgages. Information on tax sale posted in 4 places in town and currently advertising in the local paper. 8 Properties for sale for a total delinquent amount of 62,000$. Town could bid on a property if no one else makes a bid.*

Cheri Waterman- suggests putting sale money for each property into its own escrow account to avoid having to separate interest etc., later.

Updates from Committees:

Zoning

Request town to refund a DRB and permit fee-(klemmer/Stan way) -*hoping to waive DRB fee of 250$, in addition to permit refund of 125$ Motion to refund additional fee Peter Briggs | Geoffrey Grant 4, 0, 1 absent*

Planning Commission:

Report/update- *Arriving at new town plan finalization*

Listers

Report/update- *state education tax rates went down*

Board will meet Monday July 7, 2025 to set tax rates

Town Hall

Report/update- *moving forward with securing contracts for RFP work on Town Hall*

Emergency Management

Report/update- *Still working on emergency management plan- maybe considering pairing with local boy scout troops to assist tech-challenged individuals to sign up for alerts*

DRB

(Nothing)

Facility Rental Committee

Working on grants for playground equipment and outdoor exercise equipment
Question was asked about whether the calendar could be on the town website. Cheri Waterman says that they are hoping to get this done. Will post work days on town facebook page and website in future.

Community Center

Monthly usage update

Miscellaneous

Selectboard Concerns

Need to pass new resolutions to pursue funds from retirement accounts Roger Waterman | Jeff Kauffman Sr 4, 0, 1 absent

Public Comment

Motion for need of executive session Peter Briggs | Roger Waterman 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 Executive Session Motion Peter Briggs |Roger Waterman 4, 0, 1 absent
Exit executive session- no decisions made.

Motion to Adjourn Peter Briggs | Roger Waterman 4, 0, 1absent