Town of Addison Selectboard Meeting Minutes

Tuesday June 2, 2026 @ 6:30PM
Held at the Addison Community Center

Attendance: Jeff Kauffman Sr, Kay Mitchell, Cheri Waterman, Marty Haitz, John Spencer, Bryan Nolan, Peter Briggs, Dan Rossginol, Alma Briggs, Susan Tribou, Steve & Patty Torrey, Peter Macfarlane, E Armstrong, Roger Waterman, Chris Carella, Erin Cashman, Michael Hollis, Brett Barber, Annie Craig, Keith Craig, Michelle Bishop, Phil Stearns, Carrie Kauffman

Call to Order- 6:30pm by Jeff Kauffman Sr
Additions and Changes to the Agenda- revisit Feb Minutes, add 5/13/26 Minutes, ACRPC Mutual Aid, Patrolling Contract- Motion to add Roger Waterman | Peter Briggs 4, 1 absent, 0
6:30pm- Phil Stearns: Fire Training- Phil Stearns has been researching options for how to conduct more efficient Fire Safety training, proposes investing in Conex boxes (roughly 40 x 60) and can build various simulations for training. Wonders whether we could put the training materials on ACC property. Jeff Kauffman Sr asks about permitting- Which Phil says he is still researching but wanted to bring the suggestion to the board before spending a lot of time to pursue further. Peter asks about the ability to secure and what the foundation materials may be. At this time all members of the board supports further research and encourages another visit when
TOWN BUSINESS OF HIGHWAY & CLERK/TREASURER
Approve minutes: 5/5/2026 motion to approve: Roger Waterman | Chris Carella 4, 1 absent, 0 5/13/26 Motion to approve: Roger | Peter 4, 1 absent, 0 Motion to approve February regular selectboard meeting minutes over again Peter | Roger 3, 1 abstain, 1 absent
Highway

- Job Search- no news
- GIA- grants in aid, letter of intent has been acknowledged eligible for 11,000 but havent received grant package yet and nothing can start until July 1st for proposed project on Mountain Rd.
- Culverts on Nortontown Rd did not fail entirely, patched them again and have patched several times past and they are slowly closing in on themselves and will need to be addressed in the past- waiting on eventual grant funds to address, will be worth waiting for.

Town Clerk/Treasurer

- Internal Controls- Motion to approve Roger Waterman Peter Briggs, 4, 1 absent, 0
- Public records policy- Motion to approve: Roger Waterman | Chris Carella 4, 1 absent ,0
- Tax paying policy- Motion to approve with 1 spelling correction: Peter Briggs | Roger Waterman 4, 1 absent, 0
- *Capitalization policy for capital assets- Will revisit next month so board members have time to read and approve.*
- *Internal Controls and Financial Management Checklist- Cheri Waterman asks the board to review and also revisit next month for approval.*

Approve Bills/Invoices Paid and Due: Roger Waterman asks a question about a bill of around $8,400. Cheri clarifies that she pays on invoices and sometimes there can be a delay. Bryan Nolan also clarifies that they ran out of fuel twice the month of the bill in question and were charged for extra run outs. Peter Briggs | Roger Waterman 4, 1 absent, 0

Approve Timesheets/Payroll Highway: Roger Waterman | Chris Carella, 4, 1 absent, 0
Approve Timesheets/Payroll General: Peter Waterman | Chris Carella 4, 1 abstain, 1 absent

Selectboard Concerns

- Review Facility Rental Committee Policy
- ACRPC Mutual Aid- allows for reimbursement following FEMA events if our town were to assist neighboring towns & vice versa. Motion to adopt- Peter Briggs | Chris Carella 4, 1 absent, 0 Marty asked for a copy for Emergency management use.
- Adopt IT Policy - Motion to approve: Chris Carella | Peter Briggs, 4, 1 absent, 0 Dan Rosignol asks about using some type of online drive for sharing documents in read only form for ease of use between Listers and ZA. The town will ask Scott Grant to assist in this.
- Sign LEMP- annual review. Motion to approve: Roger Waterman | Chris Carella 4, 1 absent, 0 Marty asks for a copy of the document for emergency management use.
- Review Facilities Rental Committee Policy- Peter Briggs suggests adopting with the change of two selectboard members to oversee, and Chris Carella asks for clarification on voting rights of Chair. Roger asks about annual review of rental rates and Jeff Kauffman Sr states that the current rates were reviewed in October 2025. Chris Carella also would like to ask for a monthly report of costs and revenues- but Jeff Kauffman Sr states that they do not have access to accounting for such a report. They do issue rental contracts but they also work on grant procurement etc. Motion to Approve: Peter Briggs | Roger Waterman 4, 1 absent, 0
- Sheriff Patrolling contract: Motion not to resign the patrolling contract: Roger Waterman | Peter Briggs 4, 1 absent, 0

ALL OTHER TOWN BUSINESS
Updates from Committees

Planning Commission:

- At the end of April, held a public meeting for the town plan and received feedback and on May 15th 2026 they amended reasonable feedback and then voted to turn it into the selectboard meeting as a completed document. Will now take this most recently updated version and add to the website for further public review. Will close out the grant that was used to develop the plan.

Delinquent Tax collector:

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Listers:

- Grievance days to be set at the next meeting. Pepping for June 11th 2026.

Town Hall:

- Authorized work for the bell tower project and waiting for information back on removal of chimney and pipes, will be addressed at the next meeting.

Emergency Management:

- Hazard Plan meeting- June 3 @ 6:30pm has a draft of the hazard plan and will be prepared for public comment and can also be used to secure public grants.
- Generator test- will try to get tested this month. Peter Briggs will assist with moving.

DRB:

- None

ZA:

- Report sent

Facility Rental Committee:

- Kelsey Bradford has resigned- Michael Hollis to remove email, will look into how to access archived material.
- Brett Barber now on the committee

Community Center:

- HV Contractor- Plouffes have a difficult time understanding the system (Computerized vents) and are limited in service of these devices and Jeff Kauffman Sr asks for permission to contact Control Tech and would like to get pricing for assistance. Plouffes will still maintain the boiler.

Public Comment

- E. Armstrong asks to revisit mailbox repair- and Jeff Kauffman Sr states that the policy specifies a repair/ replacement not a reimbursement.
- E. Armstrong rereads Sarah Kenny's letter which was read at May Selectboard meeting. Claims that prior ditch work was not done correctly. Bryan Nolan clarifies what town highway department will not leave the right of way.
- Kay Mitchell asks a question about not renewing the Sheriff patrol contract, just wondering who to call for issues Jeff Kauffman Sr suggests state police. Kay wishes to know who to call if the ordinances created at Potash Bay are not upheld. Jeff Kauffman Sr says that the town creates ordinances so that the local law enforcement can uphold and to call them.

Executive Session If Needed- Growing Tree Contract

Motion invite growing tree & facility rental committee

Motion to entertain executive session citing premature public knowledge places the town at a disadvantage Roger Waterman | Peter Briggs 4, 1 absent, 0

Motion to enter executive session Peter Roger 4, 1 absent, 0

Coming out of executive session: Motion to set the rental rate per room for The Growing Tree to $1100.00 per room/ month and will leave the rate of office space set to $200.00/ month. The lease will be for 12 months. 4, 1 absent, 0

Selectboard will revisit the fee schedule in July 2026.

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