The Addison Selectboard met on Tuesday, July 7, 2026, at 6:30 pm at the Addison Community Center. Present were Jeff Kauffman SR, Roger Waterman, Chris Carella, Peter Briggs and Geoffrey Grant. Also present were Billie Jo Forgues, Cheri Waterman, Bryan Nolan, Michael Wojciechowski, Marty Haitz, Dan Rossignol, Terry Phillips, Starr Phillips, Kay Mitchell, Bret Barber, Elizabeth Armstrong, Geoff Nelson, Kyle Rowe, Chris Stackhouse, Steve Torrey, Patty Torrey, Carol Kauffman, Michael Hollis, Bradley Clark and Alma Briggs.

Jeff Kauffman called the meeting to order.

No additions or changes to the agenda

Geoff Nelson and Elizabeth Armstrong asked about applying for a Historical Roadside Sign for the Town Hall. There will be no cost to the town. The board thought this would be a good idea.

Geoff Nelson also added that the Historical Society is part of an area event, Around Addison County, A Passport to History. Historical Societies created this event to help commemorate the 250th Birthday of the United States. A grant was obtained to have booklets printed. Geoff asked if the Board could approve $296.28 to print another 100 booklets. Jeff Kauffman indicated that Geoff would have to submit a request for approval to be considered. Geoff indicated that he would submit a request at the August meeting.

Kyle Rowe explained that area towns were looking into developing a Joint Survey Committee to discuss regional emergency services. Towns include Addison, Ferrisburgh, Panton, Vergennes and Watham, Kyle asked if the board would consider joining and nominating a delegate and an alternate to the committee. Roger Waterman made a motion to nominate Peter Briggs as delegate and Geoffrey Grant as alternate. Geoffrey Grant seconded the motion. 4 yes 1 abstain

Kyle added that members of the Addison Fire Department will be asked to send a delegate and an alternate to be a part of the committee.

Kay Mitchell reported that parking was still an issue at Potash Bay. The State Police were called by an unknown person. The police suggested that if this continues to be a problem to have the vehicles towed. Kay indicated that she did not want to do that. Jeff Kauffman said he would consult with the State Police.

Bryan Nolan reported that the double culverts at Dead Creek on Nortontown Road are collapsing.

Bryan also reported that trees are appearing within the right of way causing a problem with plowing. He also reports that culverts/driveways are appearing without prior approval.

Roger Waterman made a motion to accept the Internal Policy & Financial Management Procedures as written. Chris Carella seconded the motion. 5 yes

Roger Waterman made a motion to accept the amended Public Records as written. Peter Briggs seconded the motion. 5 yes

Roger Waterman made a motion to approve the amended Tax Paying Policy as written. Peter Briggs seconded the motion. 4 yes, 1 abstain

There was discussion concerning the Capitalization Policy of Capital Assets. The board would like to add Office Equipment at $1000.00 and change Equipment to Highway Equipment $5000.00. Peter Briggs made a motion to accept the policy in a manner that Cheri Waterman could start working on the project, with some changes to be made and revisited at the next regular Selectboard Meeting. Roger Waterman seconded the motion. 5 yes

Roger Waterman made a motion to approve highway and general bills. Geoffrey Grant seconded the motion. 5 yes

Geoffrey Grant made a motion to approve highway timesheets/payroll. Roger Waterman seconded the motion. 5 yes

Peter Briggs made a motion to approve general timesheets/payroll. Geoffrey Grant seconded the motion. 4 yes 1 abstain

Community Center maintenance was discussed. At budget time it was discussed to put down new flooring. This will no longer happen. The plan is to still proceed with stripping and cleaning the gym floor and to re-side 1 external wall of the gym. Jeff Kauffman reported that Control Tech will be taking control of the entire HVAC system within the Community Center. It was suggested that a capital plan be discussed and started for the building.

There was discussion about the IT Policy. Jeff indicated that town records are not under the jurisdiction of the Selectboard. By law the Town Clerk is custodian of the records. Jeff suggested that Selectboard be removed from the wording in #7 of the IT Policy. Jeff also cited that Eliza Spencer, Erin Cashman and Michael all help with development and upkeep of the website. Scott Grant is currently the IT contact for the office. Jeff suggested to the board to appointed Scott Grant, Administrator of IT. Peter made the motion to make changes to the IT policy and to appoint Scott Grant Administrator of IT. Geoffrey Grant seconded the motion. All in favor

ACC use fees were discussed. A fee schedule is attached. Peter Briggs made a motion to approve the fee schedule. Geoffrey Grant seconded the motion. All in favor

A resolution remembering and honoring Jane Grace, former Town Clerk and Town Treasurer, was read. See attached. Peter Briggs added that she was also the Addison Central School Treasurer. Roger Waterman made a motion to adopt the resolution. Geoffrey Grant seconded the motion. All in favor

Carol Kauffman made a request that the resolution be included in the Town Report and dedicating the next Town Report in Jane's remembrance.

Homeward Bound Policy was discussed. No action taken.

Due to statute change, the Fire Chief, Brad Clark, by default is the Fire Warden. Brad can appoint deputies, thus appointing Geoffrey Nelson to continue handling burn permits.

Marty Haitz reports on Emergency Management. He and Peter Briggs will test the generator in coming days at the Community Center.

Marty also reports that the Hazard Mitigation Plan is ready for Selectboard comment.

Marty is working with Mike Winslow, to do a guardrail inventory.

Marty mentioned a grant is available to help cover the cost of a Community Event. A grant is also available through TAC.

Potash Bay culvert will cost $100,000 to $300,000 to fix.

Dan Rossignol presented a ZA report. He asked about being able to provide a Certificate of Compliance with a cost of $125 to the requestor. Dan will research to see what other towns are doing and report back in August before the board votes.

Michael Hollis reports from the Planning Commission. They are going to start working on an Enhanced Energy Plan but would like approval from the board before putting in time and research. The Board will discuss at the August meeting.

Michael also reports that the Town Plan is a living document and is updated every 5-8 years. The Selectboard plans to meet and start reviewing the Town Plan.

It was mentioned as a reminder that the 2024 Town Hall vote should be reflected in the Town Plan.

Town Hall Committee will be meeting soon with the bidder to review repair work to the Town Hall.

Jeff reports that the 250th Potluck had 21 people in attendance.

Trunk or Treat is planned again for this year. Maybe Marty Haitz and the Facility Use Committee can coordinate a Block Party and Trunk or Treat.

Peter Briggs made a motion to find that premature public knowledge regarding a personnel issue would clearly place the person at a substantial disadvantage also asking Bryan Nolan to join. Roger Waterman seconded the motion. All in favor

Geoffrey Grant made a motion to go into executive session to discuss personnel under the provisions of Title 1 Section 313 (a)(1)(B) of the Vermont State Statutes. Roger Waterman seconded the motion. All in favor

Coming out of executive session, no decisions were made. The board would like the Highway job posting to be reposted.

Geoffrey Grant made a motion to adjourn. Roger Waterman seconded the motion.
All in favor

Respectfully submitted by Cheri Waterman