

**Select Board Members**

Peter Hood, Chair  
 Mary Just Skinner,  
Vice Chair  
 William Callnan  
 Steve Martin  
 Liz Scharf

**MIDDLESEX SELECT BOARD**  
**Tuesday, March 11, 2014**  
**5:00 p.m.**  
**Middlesex Town Clerk's Office**  
**5 Church Street**  
**Middlesex, Vermont 05602**  
**(802) 223-5915**

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Present: Chair Peter Hood, Vice Chair Mary Just Skinner, Select Board Members Bill Callnan, Steve Martin, Liz Scharf and Select Board Assistant, Sarah Merriman.

**Call to Order**

1. Peter called the meeting to order at 5:08 p.m.

**Welcoming Liz Scharf**

2. Peter welcomed Liz Scharf who was elected by Australian ballot at the 2014 Town Meeting on March 4 to the two-year Select Board position formerly held by Mary Hood Alexander who chose not to run for reelection. In addition, Bill submitted his signed Oaths of Office after being reelected to the three-year position on the Select Board at Town Meeting.

**Organizational Duties**

3. **Appointing the Chair and designating voting rights:** Bill moved to nominate Peter as Select Board Chair. Liz seconded. Mary amended the motion to grant Peter voting rights as Chair. Liz accepted the amendment. **The motion with the amendment passed.**
4. **Appointing the Vice-Chair:** Steve moved to nominate Mary. Bill seconded. **The motion passed.**
5. **Designating the newspaper of record:** Mary moved to designate the Times-Argus as newspaper of record for purposes of publishing public notices. Bill seconded. **The motion passed.**
6. **Appointment of Road Commissioner:** Bill moved to reappoint Steve as Road Commissioner. Liz seconded. **The motion passed.**
7. **Filling the three-year and one-year Town Auditor vacancies to which no one was elected by Australian ballot at Town Meeting:** Peter said this might be the year to discuss eliminating Town Auditors especially since the Town annually undergoes a professional audit each winter. Mary said she disagreed; it was nice to have someone local going over the books. Peter noted that the system had changed with Patti Lewis as bookkeeper now and there being few people in town with current auditor's Helen Weed's training as an accountant and status as a retiree. The Board asked Sarah to research the process for eliminating the position and moving to a professional audit only.

8. **Constable:** Peter noted that a change in state statute requiring as much training and oversight for a periodic Town Constable as for a fully licensed police officer had essentially made the position defunct. Besides, a good portion of the prior Constable's duties – dog control – was now in the hands of current Animal Control Officer Erika Holm. The only duty left for a Constable would be to deliver service and that, Peter noted, could be hired out to the Washington County Sheriff's Department on a case-by-case basis.
9. **Zoning Administrator:** Bill moved to reappoint current Zoning Administrator Cindy Carlson. Steve seconded. **The motion passed.**
10. **Health Officer:** Bill moved to reappoint Liz Fortman. Steve seconded. **The motion passed.**
11. **Board of Adjustment:** Bill moved to reappoint the entire Board of Adjustment which is made up of Charlene Bohl, Roger Hirt, Doug Lombard, Charlie Merriman and Dennis Nealon. Steve seconded. **The motion passed.**
12. **Town Service Officer:** Steve nominated Liz Scharf. Bill seconded. **The motion passed.**
13. **Emergency Management Coordinator:** Bill moved to nominate Mike Morrisette. Steve seconded. **The motion passed.**
14. **Fire Warden:** Bill moved to nominate Jason Merrill. Liz seconded. **The motion passed.**
15. **Conservation Commission:** Bill moved to reappoint the current Conservation Commission of Dave Shepard, Barry Goodman, Eric Seidel, Scott Gurley, Rich Langdon, and George Longenecker as well as nominate Charlie Merriman who had submitted a written request to the Conservation Commission to become a member. Steve seconded. **The motion passed.**
16. **Wrightsville Committee:** The Board decided to pass over this issue until it was determined if Jane Dudley wanted to be reappointed.
17. **Granting the Select Board Assistant Authority to sign Excess Weight Permits on Behalf of the Board:** Bill moved to grant the Select Board Assistant this authority. Steve seconded. **The motion passed.**
18. **Washington County Sheriff's contract.** Since the proposed Washington County Sheriff's Contract ran on a April 1 to March 31 basis, Peter asked Sarah to ask the Sheriff's Office if it could redraw a contract to comport with the town's July 1- June 30 fiscal year. Therefore, approval was postponed until the next meeting. The Board suggested that a member from the Sheriff's Department attend.
19. **Local Emergency Operations Plan:** Sarah asked if this could be postponed until the March 25th meeting so she could gather more information. The Board agreed.
20. **Approval of the February 25, 2014 Select Board meeting minutes.** Mary moved and Steve seconded. Liz abstained. **The motion passed.**

**21. CORRESPONDENCE:**

- a. Sarah read the results of a Town Solutions Committee questionnaire in which an anonymous Middlesex resident asked that the Kellogg-Hubbard Library article be voted on by Australian ballot.
- b. A February 6, 2014, letter from the Vermont Secretary of Transportation permitting towns to prevent abuse of their roads by banning certain truck travel between the dates of January 1 to May 15 and from November 15 to December 15 was read into the record and filed with the Select Board.

**OTHER BUSINESS**

- 22. **Animal Control Officer:** Mary moved to reappoint Erika Holm as Animal Control Officer. Steve seconded. **The motion passed.**
- 23. **Roberts Rules of Order:** Mary moved to institute Roberts Rules of Order at all meetings. Steve seconded. **The motion passed.**
- 24. **Preparing Select Board Meeting agendas:** Peter said that it has been the Board's practice for the Select Board Assistant to draft the agenda for each meeting and submit it to Board members either via email or snail mail, whereupon members could request changes before the meeting and at the meeting. Mary moved to continue that practice. Liz seconded. **The motion passed.**
- 25. **Minute taker:** Bill moved and Steve seconded a motion to have the Select Board Assistant – or her designee – be responsible for recording the minutes of each Select Board meeting. **The motion passed.**

**Adjournment:**

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Sarah Merriman  
Select Board Assistant