

**Select Board Members**

X Peter Hood, Chair  
 X Liz, Scharf, Vice Chair  
 X Randy Drury  
 X Vic Dwire  
 X Jeff Pryce

**MIDDLESEX SELECT BOARD**  
**Tuesday, February 20, 2024**  
Middlesex Town Hall and via Zoom\*  
 Middlesex Town Clerk's Office  
 5 Church Street  
 Middlesex, Vermont 05602  
 (802) 223-5915

**MINUTES**

**PRESENT:** Chair Peter Hood\*, Vice Chair Liz Scharf. Select Board members, Randy Drury and Vic Dwire. Treasurer Dorinda Crowell. MVFD Chief Eric Metivier (who is also the Road Foreman) and MVFD President Jeff Koonz. CVRPC Senior Planner Brian Voigt\*, Michel Lapointe from the USDA\*, MCC Chair Adrienne Magida. Budget Committee Member Zara Vincent\*. EMC Steve Dennis\*. Patrick Wood\*, Randy Joslin\*, and Lister Shelly Desjardin\*. Select Board Assistant Sarah Merriman took the minutes, and the meeting was recorded by ORCA. (\*indicates attended via Zoom)

**Emergency Watershed Program Agreement Approved**

The Emergency Watershed Program is designed to assist private homeowners in shoring up their abutting riverbanks to prevent flooding/erosion. Currently, ten Middlesex property owners have applied – and qualified – to participate in the EWP. The Town was previously informed that only 75% of the construction costs from the EWP would be funded and that the participating property owners would need to pay for the remaining 25%. However, Mike (Michel) told the Board that it was likely 100% of the construction costs would be paid for through the EWP.

If a project runs over approved bid costs, the Town will have to apply for more funds and the Town can back out of the EWP at any time until construction begins. Once construction begins, the Town is committed. If more funds are needed and construction is underway, the Town must order the property owner to immediately stop the project; any work done after that will not be reimbursed by the EWP. The Town will have to wait until additional funding is released.

Randy reiterated the process: a contractor submits and invoice for the EWP work. The Town submits that invoice with an SF70 form to the program for payment. Money is released in two weeks. Once those funds are in the Town account, the Town can pay the contractor. Michel said this would be the procedure.

Liz asked who would administer the program since the Town has limited staffing. Brian said the CVRPC, through its Municipal Technical Assistance Program, would issue RFPs, and select an engineering firm which would help them choose a contractor, and receive the construction invoices which would be forwarded to the Town.

Adrienne said the participating homeowners aren't aware of the potential 100% reimbursement and wondered if the Town might want to ask them to put 25% of the costs in escrow in case of cost overruns. The Board discussed this, heard comments from Zara and Patrick in opposition, and decided against it.

Dorinda asked how a contractor can work on all 10 properties at once. Mike said funding is received per site. Brian added that some requests are minor, such as removing trees or cleaning out ditches.

Dorinda said the proposed agreement doesn't state the 100% reimbursement; Mike said he would issue an amendment.

**MOTION:** Randy moved to sign the Emergency Watershed Program agreement with the discussed amendment; Peter seconded. The motion passed and was signed by the Treasurer. Michel said the in-house agreement will be finalized in the upcoming week.

**Highway Department Update: Approving Portal Road Access Permit**

The Board discussed the change order proposed by All Seasons Excavating for upcoming permanent work. The Board agreed that even if FEMA Project Coordinator Steve Martin got the okay from FEMA verbally to add this change order, it would be better if FEMA confirmed its approval in writing.

Vic brought up issues with the RFPs for permanent work and said he and the Road Foreman were compiling questions from bidding contractors they could then answer and distribute to all the potential bidders. The Board encouraged them to hold a pre-bid meeting and site visit.

The Board discussed an application for a curb cut from John McCann for property he owns on Portal Road. Peter said he heard John may be putting in a wedding venue and wondered if there could be conditions on the access permit due to traffic. Randy Joslin expressed concern about the property. The Board agreed it could not put conditions on an access permit. Eric confirmed that the permit complied with VTrans requirements and sightlines.

**MOTION:** Vic moved to approve the access permit for John McCann on Portal Road; Randy seconded. The motion passed. cut and randy second. The motion passed and Liz signed the permit.

*\*\*\*The Select Board recessed at 6:08 PM to attend a warned Board of Civil Authority meeting and reconvened at 6:20 PM.\*\*\**

**MVFD Monthly Report**

Jeff reviewed activity at the Middlesex Volunteer Fire Department since the last Select Board meeting. (Please see report below.) He discussed fire department concerns about Tesla power walls and suggested some sort of signage that would notify fire fighters of the presence of the battery walls. Zara recommended a sign inside a window. Steve said labeling about how to disconnect power walls is required in Vermont and maybe should be a zoning requirement in Town. Jeff said the MVFD contacts power companies when disconnection is needed.

**Treasurer's Report – Allocating Remaining ARPA Funds**

Dorinda asked about Welch Park's outstanding invoices that are pending while the Association is dissolving. Peter advised not to pay the invoices.

**ARPA FUNDS:** Dorinda reviewed how @\$515,000 in ARPA funds has been paid out so far: \$100,000 to CVFiber for installation, \$70,000 to the MVFD for airpaks and \$50,000 for road gravel leaving \$294,907 remaining. The money needs to be allocated by December 31, 2024, though VLCT recommends allocating the funds before the annual report is due March 31, 2024.

The Board discussed options. Randy recommended the funds be transferred to General Services so the Town could allocate the money without a timeline.

**MOTION:** Peter moved to allocated the remaining funds to General Services; Vic seconded. The motion passed.

Since this was Dorinda's last regular Select Board meeting as Treasurer, the Board enthusiastically thanked her for her years of dedicated service as Treasurer, former Select Board member and current Justice of the Peace.

**OTHER BUSINESS**

All orders were signed.

The meeting adjourned at 6:51 PM

Respectfully submitted by Sarah Merriman, Select Board Assistant

THE ABOVE MINUTES WERE APPROVED AS A WARNED AGENDA ITEM AT A SPECIAL MEETING OF THE MIDDLESEX SELECT BOARD ON MARCH 12, 2024.

\_\_\_\_\_  
 PETER O. HOOD, CHAIR

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 ELIZABETH SCHARF, VICE CHAIR

\_\_\_\_\_  
 RANDY DRURY

\_\_\_\_\_  
 VIC DWIRE

5:00 PM

February 22, 2024

20 Feb SB Meeting Notes

|                             |                   |
|-----------------------------|-------------------|
| Total calls this year: 16   | E-1 out 3 times   |
| Calls during this period: 9 | E-6 out 1 time    |
| Mutual Aid out: 0           | T-1 out 4 times   |
| Mutual Aid in: 1            | R-1 out 2 times   |
| Max members respond: 9      | Tk-14 out 0 times |
| Min members respond: 3      | POV out 2 times   |
| Avg members respond: 4.7    |                   |

17 Jan, Shady Rill Rd, CO alarm, False alarm POV, 3 responders  
20 Jan, I-89 SB mm 53.8, Vehicle accident, Cnx'd by VSP, 4 responders  
21 Jan, I-89 NB mm 55, Vehicle fire, R-1,T-1, 4 responders  
21 Jan, I-89 NB mm 55.2, Vehicle accident, R-1, T-1, 5 responders  
31 Jan, Shady Rill Rd, CO alarm, False alarm, POV, 3 responders  
02 Feb, Lower Sunny Brook, Structure fire, E-1, E-6, T-1, 9 responders  
MA in, WVFD, MFD, BVFD, MVFD  
02 Feb, Lower Sunny Brook, Structure fire reignite, was nothing, E-1, T-1, 7 responders  
03 Feb, I-89 SB mm 54.6, Vehicle accident, E-1, 3 responders  
11 Feb, I-89 NB mm 60, Vehicle fire, Cnx'd by VSP before equipment responded, R-1, 5 responders

Training: Vehicle driving

Repairs: Still working T-1 electrical issue, R-1 working emissions sensor issue

Purchases: Two pagers to the new members

FAST Sq:  
11 total for the reporting period  
7 medical only calls

DRAFT