

TOWN OF WILLIAMSTOWN

WILLIAMSTOWN SELECTBOARD MEETING MINUTES

MONDAY, DECEMBER 8, 2025 – PUBLIC SAFETY BUILDING

FINAL

PRESENT: LARRY HEBERT, CLAYTON WOODWORTH, COTE GRIGGS, SCOTT MCCARTHY, TYLER MITCHELL

ALSO PRESENT: KATHLEEN COBURN, MYRON COBURN, STEPHEN HARDAKER, SHERRY RUSSELL, JENNIFER ALLARD, MICHEAL MACASKILL, RICH TURNER, BARBARA GRAHAM, RODNEY GRAHAM, BRIAN FARNHAM

CALL TO ORDER: LARRY HEBERT, CALLED THE MEETING TO ORDER AT 7:00 P.M.

PLEDGE OF ALLEGIANCE

SET THE AGENDA: Tyler made motion to set the agenda with amendments – adding Audit Vote RFP under Old Business ahead of flagpole Clayton seconded; so, moved.

REVIEW OF OPEN PUBLIC COMMENT:

SELECTBOARD ANNOUNCEMENTS: None.

PUBLIC COMMENT(S): Barbara Graham reported that petitions were ready and available at the Town Hall. Micheal MacAskill reported that one of Michael Bilodeau's mobile homes was positioned close enough to the roadway on Railroad Street that it would be hard for the snowplows and roadcrew to do their work; if we were to get any small snowbanks it would cause congestion, he said that the Road Foreman said that it was supposed to have been moved already. He thought he would bring it to the Selectboard attention to get the situation taken care of. Rodney Graham mentioned with it being budget season that he would ask for some hard thought towards road condition solutions that would last in multiple places throughout the town. Not sure if the disrepair is from poorly maintained roads, not enough people, a lot of heavy traffic, or heavier trafficked roads; but he would like to see the roads get some much-needed attention. Larry Hebert responded that the recent events deterred intended attention to that subject and a meeting was in the works; Rodney was more than welcome to attend. Stephen Hardaker and Myron Coburn added a comment to Rodney's mentioning that Lighthouse Hill was getting worse on the class three-section, and he knew that the road foreman was aware of the issue because he had been out during the summer. A cattle culvert had been replaced but nothing since. Larry Hebert asked Myron and Stephen to please remind the Selectboard in the Spring so that they could come up with a resolution after mentioning that previous solutions that have not worked yet. There was also discussion about crowning or lack thereof on roads as well as the ability to work with the materials already present in certain places.

COMMISSIONS / COMMITTEES / TRUSTEES / EMERGENCY SERVICES REPORTS / OTHER BOARD ANNOUNCEMENTS: None.

APPROVE WARRANTS: SB22170: Tyler Mitchell recused himself due to a Fire Dept Item. Clayton made motion to approve, Scott seconded; so, moved. SB22173: Clayton made motion to approve, Scott seconded; so, moved. SB22174: Tyler Mitchell recused himself due to a Fire Dept Item. Clayton made motion to approve, Scott seconded; so, moved.

PAYROLL WARRANTS: 11/16/2025: Cote Griggs recused himself due to being on warrant. 11/30/2025: Tyler Mitchell recused himself due to being on warrant. Clayton made motion to approve both warrants, Scott seconded; so, moved.

APPROVE SELECTBOARD MEETING MINUTES: Scott made motion to approve all minutes from the previous three meetings dated: 11/10/2025, 11/18/2025, and 12/04/2025, Clayton seconded; so, moved. There was a short discussion to make sure that when the Selectboard goes into executive session there is a formal notation of the motion and second for future reference.

TOWN MANAGERS REPORT: In Leix of a formal managers report Larry Hebert read an update from the Highway Dept: Novembers focus had been maintenance on trucks and loaders for winter use. Final totals for winter sand: 6900 yards hauled to town garage and another 2000-yards stockpiled in pit. The quote with Cargill has been signed and returned notating that salt has increased from \$89.50 a ton to

\$108.25 a ton which is still competitive. Highway crew has been and will continue to cut trees/brush within road right-of-way in areas that are hazardous. Town wanted to extend a fond farewell and say good luck to a longtime employee, Jim Miller, for his dedication and long years of service as he will be retiring on December 31, 2025. The Selectboard then conquered that Jim had been a great long-time employee. Larry further reported that the total of delinquent taxes to date was \$387,239.06, delinquent water was \$30,472.99, and delinquent sewer was \$44,067.06 for a total of \$74,540.05. Larry gave an updated report on the Town Manager search; there were two prospects and that later in executive session there would be another discussion and hopefully a resolution. Larry reported that he'd had a month filled with dealing with multiple miscellaneous tasks along with working through tax and utility season; he was thankful for the assistance that he received from Barb, Jenn, and May and could not thank them enough. Larry was grateful everyone was working together during this transition; he was thankful for the Select Board members as well for being adaptable and making things work.

NEW BUSINESS: Steven Hardaker wanted to know whether the money that was in the Ambulance fund was still there. He brought up Barre Town EMS (BTEMS) to be under contract until 2027; he felt that the townspeople should have the opportunity to review and decide if they would like to have their own ambulance again knowing that the contract for BTEMS increases. There was discussion that revolved around why the Williamstown Ambulance was dissolved and BTEMS was contracted. The discussion revealed that by contracting with BTEMS the town budget was greatly reduced, they had 24-hour service EMT's for less money which was a major sway after knowing that our lead EMT was working a minimum of 80 hours per week and had been for a long time. That call response time was reduced, and the technicians were better trained. It was also discussed that Williamstown Ambulance was on a volunteer basis and volunteers had been hard to find or count on covering when needed. Due to the lack of coverage BTEMS ended up taking more than a third of the calls, which increased costs. When BTEMS was called to cover the call response times increased anywhere from 6 to 8 minutes to 10 to 20 minutes. The discussion facilitated clarification of previously unvoiced and/or unheard concerns and reasons for the Selectboard deciding to dissolve the Williamstown Ambulance. Steven expressed gratitude for the clarification of the situation and hoped that in the future there would be opportunity for discussion before big decisions were made. Jennifer Allard, Town Treasurer, verified that the money in the Ambulance fund was still in that account.

Brian Farnham, Trail Master with the Washington Snow Flyers wanted to have a Landowner Permission Form signed by the Selectboard to grant permission on allowing the Washington Snow Flyers to use Grandview Rd if they could not use Therriault Hill and Baptist Street. Discussion revolved around original routes and places that routes had been changed recently due to land transfers and subdivisions. Clayton made motion to vote to extend use of Grandview Rd or contingency of Therriault Hill to Baptist Street to Young Road. Scott seconded; so, moved.

OLD BUSINESS: At the last Selectboard meeting there was a vote made relating to the previous town manager and the town's finances which was worded heavily on the aspect of doing a forensic audit. Since the last meeting more research on the current practices in Williamstown was done and conversations were had with two professionals: Sarah LaCroix, who is highly skilled in accounting and the former City Finance Director for City of Montpelier, and a Bill Yacovone who used to audit our books until he retired many years ago. These two individuals suggested that a preliminary audit be conducted to see if there is any probability that something could have been mishandled, and in the event, something is found recommend a forensic audit - which would be more expensive. Tyler had been working with Sarah LaCroix and VCLT to produce a draft proposal for an RFP for audit. Tyler pointed out that in the last Selectboard meeting he made a motion "that the Town of Williamstown does a third-party forensic financial audit from the time Jackie Higgins was hired as Town Manager to December 31, 2025." which he would need to rescind to move forward in the correct direction because by wording the motion like he did, he didn't make a motion to bring it to a vote he made a motion to just go ahead with a forensic audit; this was against the wishes of the town. The purpose of the RFP is to get numbers for both a preliminary audit as well as a forensic audit for the Town of Williamstown to vote on so that they're aware of what the cost(s) would be like in the town. The results of the RFP will be brought to next month's Selectboard Meeting. Due to lack of time, there will be no special vote; there will be a vote at Town Meeting. The RFP will be sent out to recommended firms attached to the RFP on Tuesday, December 9, 2025, and will be accepted until 4p.m. January 9, 2026, and results will be brought to the Selectboard meeting on Monday, January 12, 2026, to be opened and reviewed.

Cody made a motion: once we make the edited changes that we just discussed that we give it to May and send this out. Clayton seconded, Tyler made mention that we also post the RFP on the town's website, VT Bid Registry, and VLCT Classifieds. Cody amended his motion to include this. All were in favor with original and amended motions; so, moved.

Tyler made the motion that we repeal the following motion that we made at the Selectboard meeting in November: I make a motion that we that the Town of Williamstown does a third-party forensic financial audit from the time Jackie Higgins was hired as Town Manager to December 31, 2025. Clayton seconded. All in favor; so, moved.

Julie Henderson brought up at the previous Selectboard meeting to replace the Flagpole in front of the Town Hall. Research was done and found that the current pole could be replaced with a 30-foot flagpole, gold ball at top, rope, and foundation kit needed for lightning arresters in the ground for a sale price of \$2615.00; not included: concrete, excavation work, electrical and misc. stuff like that.

Tyler made a motion to not exceed \$5,000.00 line item in the general fund budget for the 2026 Town Meeting budget. Scott seconded; so, moved.

AROUND THE TABLE: Scott met with Justin Hart at the PSB to investigate the issue of a breaker popping when the fire trucks and ambulances are all plugged in. Currently there is only one circuit which is causing an overload and subsequent trip. The best solution is to separate into two circuits so capacity can be better managed. Justin said a special breaker would be ordered and he would install it once received.

Scott is also gathering numbers for installing an oven in the living quarters of the ambulance upstairs. Discussion followed to make sure that there was safety protocols in place should an emergency take place while someone is cooking, and the oven/stove was forgotten.

Cote made a motion at 8:53 p.m. that a 5-minute recess be taken and then go into Executive Session; Tyler seconded; so, moved.

EXECUTIVE SESSION – 1 V.S.A. SECTION 313 – Personnel Issue.

Cote made a motion to offer the position of Town Manager to Ryan Lockwood pending a background check. Scott Seconded; so, moved.

ADJOURN: Scott made the motion to adjourn the meeting at 9:27 p.m., Tyler seconded the motion; so, moved.

Respectfully Submitted,

May Edson

LARRY HEBERT

COTE GRIGGS

TYLER MITCHELL

SCOTT MCCARTHY

CLAYTON WOODWORTH