

**TOWN OF WILLIAMSTOWN**  
**WILLIAMSTOWN SELECTBOARD MEETING MINUTES**  
**MONDAY, FEBRUARY 9, 2026 – TOWN HALL**

**FINAL**

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

**ALSO PRESENT:** BARBARA GRAHAM, RODEY GRAHAM, SHERRY RUSSELL, STEPHEN HARDAKER, MYRON COBURN, HORACE DUKE JR, HELEN DUKE, RICH TURNER, JILL PLASTRIDGE

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

**PLEDGE OF ALLEGIANCE**

**SET THE AGENDA:** Tyler made a motion to set the agenda with the amendment of adding SB22180; Clayton, seconded; so, moved.

**REVIEW OF OPEN PUBLIC COMMENT**

**SELECTBOARD ANNOUNCEMENTS:** Tyler shared that former Fire Chief, Robert "Bobby" McGlynn Sr. passed away; he was on the Williamstown Fire Department for 30 years, in the role of Fire Chief from 1985-1987. Tyler mentioned that members of the Fire Department were present at his service and his family enjoyed having people support him.

**PUBLIC COMMENT(S):** None

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

**APPROVE WARRANTS:** Tyler made motion to approve the following warrants: SB22177, SB22179, and SB22179; Clayton seconded; so, moved. Tyler recused himself due to a Fire Department item on SB22178; Clayton made motion to approve, Scott seconded; so, moved.

**PAYROLL WARRANTS:** Both Cote and Tyler had to recuse themselves from warrants 01/25/26 and 02/08/2026. Clayton made motion to approve the two warrants, Scott seconded; so, moved.

**APPROVE SELECTBOARD MEETING MINUTES:** Tyler made motion to approve the minutes of the previous two meetings dated: 1/12/2026 and 1/19/2026, Cote seconded; so, moved.

**TOWN MANAGERS REPORT:** Ryan reported the Town of Williamstown was randomly chosen and audited by the Vermont Department of Public Safety; specifically targeting the towns handling of federal funding awards from both flooding events of 2023 and 2024. Ryan reported that he and Treasurer, Jenn Allard collaborated with the auditor. The findings of the audit found that there were seven (7) compliance issues which primarily stemmed from not having specific wording in our Purchasing Policy and our Conflict-of-Interest Policy that specifically covered the handling of federal funds, which he and Jenn had to address. Ryan shared that they also had to supply a Grant Management Policy as well as an Inventory Policy which would be new and will need to be adopted. A draft version of all four policies was submitted to the auditor; these were approved by the auditor should the Selectboard decide to adopt them. Since they are new and lengthy Ryan included the policies in the members' packets so that they can be reviewed and discussed in a future Selectboard Meeting. Ryan also disclosed that he and Jenn had some more financial documents to file by March 6, 2026, to complete the audit. The audit mainly found that we needed to re-word some of the policies along with adopting new policies regarding to federal funding in very specific circumstances. The Town of Williamstown had applied for FEMA funding to help with flood cleanup; the auditor found it challenging to apply some of the rules due to our policies, once we make the updates and are complying it will make future federal funding easier to audit.

Larry mentioned that during COVID the amount that had to be brought before the Selectboard was anything greater than \$10K which was increased from \$6K due to the inflation in prices in relation to in-house projects. We need to make sure that the rules of Davis-Bacon are followed otherwise in Federal funding contracts.

Ryan also disclosed that he has been looking into potential funding for the new highway garage. He has been working with Pat Moulton, from the Vermont Agency of Administration and Mariah Noth from the Vermont Housing and Conservation Board who will assist him in preparation and applying for the USDA Communities Facilities Grant should it be a route the Town of Williamstown chooses to take. The grant is federal funding with a typical 80/20 match for us. He has been setting up meetings for project detail discussions with them. He reached out to Black River Designs who had originally submitted the engineering and architectural designs for background information on the proposed building. The USDA Facilities Grant has a maximum of \$10M; however, the proposed building would be around \$5M maybe a little more depending on price increases since we were provided with figures of about \$4.5M when they submitted the proposal a few years ago. Ryan is reaching out to other towns who have recently and are currently going through the same process with similar structures. Ryan anticipates this project being a lengthy one with stacked grants as federal funding has essentially dried up; however, there are also low interest loans resources.

Ryan shared that he met with Larry Hebert, Dave Wilder, and Trini Brassard from VTrans to discuss the state-wide salt delivery shortage and how to protect ourselves in the future. One solution would be to expand our current salt shed to double the capacity to capitalize on being able to purchase and stockpile reserves when off-season prices are lower. VTrans has a TAP Grant in place, which stands for the transportation alternative program. There are other resources such as: Northern Borders Group who have a couple of programs. He investigated one called the Catalyst Grant program who also has deals with construction projects working with different types of wood. Although the assumption is that the building would consist of a lot of concrete, there would be a need for timber in the structure; so, it may be a viable solution. He is researching resources to see what can be put together. At this time, they are working together to get measurements for the proposed building so that they can put the project out to bid to generate realistic numbers of the project. There are resources available for obtaining salt as well. The driving force behind this proposed project is due to the salt shortages last winter and this one. The highway department has been having to mix salt and sand together to stretch the salt inventory due to intermittent deliveries. It was realized that the state has a stockpile of salt which has been helping us and other towns to get through this situation.

Larry shared that the existing shed is a 38' x 20' and could be increased by 30'. The current capacity holds roughly 250 tons; we go through about 800 tons, and the new proportions would house roughly 650 tons and still allow for the town to be able to maneuver around the building. The advantage of the expansion would be that we could store more salt and reduce the risk of depletion. If we were to take advantage of summer prices we could be looking at a difference of \$15.00 a ton. The prices increased from \$89 a ton to \$120 a ton; this would be an increased savings for the town.

Ryan has been working with the school and Deputy Held to find a solution to the traffic congestion and safety issue when school lets out in the afternoon. Ryan has asked Deputy Held to be present a few times a week to assist in guiding the pickup lanes to run smoothly in the short term. The ideal solution would be a reduction of time where there are lanes of parked vehicles on both sides of the street reducing the flow of traffic to be one lane from both sides as well as keeping children out of traffic and going in between vehicles and buses. There was some discussion as to whether the property on Unifirst property could be used to assist in keeping vehicles out of the road. It was decided that due to the issues on property we would table that as a non-solution. It was also reiterated that we have also applied for a sidewalk study grant. The question was asked if staggering release times would work; it was being looked into as an option. Further discussion included the challenges that the area residents face.

Ryan reported that the majority of the Meadow Street demo project had been completed as far as the seasonal constraints. The sewer line was capped and marked out. The Selectboard wanted to make it known that ReArch Construction did a great job on the project.

Fire Chief, William Graham asked Ryan to present the idea to split the Incident Billing Reserve Fund. It currently has about \$10K and they would like to split it into three (3) ways to make it easier to keep track of. The Incident Billing Reserve Fund is made up of monies charged to incidents on the interstate or a non-local occurrence. The Fire Department would like to see these reserves implemented in various ways: making upgrades to the facility, maintaining the members of the fire department's health and wellness, and T-shirts and

the like. They would like to keep the original fund with about \$4K and add the Training Reserve Fund with about \$3K, and a Firefighter Wellness Reserve Fund about \$3K. The reason for the fund split was for the purpose of transparency; William felt that it would be easier for the towns folks to see how money was being spent much easier. Tyler recused himself being in the Fire Department. Scott made the motion accept the proposal of the split fund; Clayton seconded, so, moved.

Ryan reported the current delinquent tax total is: \$291,786, and the delinquent utility total is: \$41, 261. He has been digging into those aspects for organization and training purposes so that those issues can be dealt with going forward effectively and efficiently.

Larry thanked Ryan for doing a fantastic job.

**NEW BUSINESS:** DAVE Wilder was not present to present on the Highway Truck Refurbishment; it was decided to be tabled to a later date.

Road Rehab and Forensic Audit Informational Meeting Discussion: Larry said that the Selectboard talked amongst themselves and decided that it would be in the best interest of the voters to hold an informational meeting on February 23, 2026, at 7:00 p.m. at the Public Safety Building to review the two main articles that would be voted on via Australian Ballot. They encourage anyone with questions to come and participate. Ryan invited people to also stop in and see him if they would rather, call or email with any questions. He also mentioned that letters covering both topics would be mailed, put on social media, on our website, and put in the Town Reports.

Rodney Graham wanted it to be known that back when there was a lot of embezzlement issues going on around the state there were multiple policies implemented to thwart that happening in town.

**OLD BUSINESS:** None

**AROUND THE TABLE:** Tyler wanted to encourage everyone to come to Town Meeting and participate as it is a true democracy; everyone's vote counts on the floor. Barbara Graham reported that polls open at 10:00 a.m. and close at 7:00 p.m.. Scott apologized for being absent for a couple of meetings for a family thing. Larry wanted to share that he attended both the funerals of Bob McGlynn and Scott's mother; both were well attended and he was simply amazed by what it said a lot about the long stay and good families here in town. Barbara Graham reported that Absentee Ballots were available. Jill Plastridge wanted to thank the Fire Department for attending in their uniforms and honoring her father.

**ADJOURN:** Scott made the motion to adjourn the meeting at 7:45 p.m., Clayton seconded the motion; so, moved.

Respectfully Submitted,

May Edson



LARRY HEBERT



COTE GRIGGS



TYLER MITCHELL



SCOTT MCCARTHY



CLAYTON WOODWORTH

