

**TOWN OF WILLIAMSTOWN**

**WILLIAMSTOWN SELECTBOARD MEETING MINUTES**

**MONDAY, MAY 11, 2026 – PUBLIC SAFETY BUILDING**

**FINAL**

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

**ALSO PRESENT:** BARBARA GRAHAM, RODEY GRAHAM, RICH TURNER, MYRON COBURN, DAVID WILDER II, GORDON PIERIE, AMY GILBERT, STEVEN HARDAKER, SHERRY RUSSELL, CATHY MACRITCHIE, MICHAEL MACRITCHIE, CHRIS PELOQUIN

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

**PLEDGE OF ALLEGIANCE**

**SET THE AGENDA:**

**REVIEW OF OPEN PUBLIC COMMENT**

**SELECTBOARD ANNOUNCEMENTS:** Tyler read a message that Fire Chief, William Graham sent to him asking that he share it at the meeting regarding the proposed "Williamstown App" that would be utilized for public announcements. William conveyed that he felt strongly that the Town of Williamstown would benefit greatly by the creation of the app. He gave examples of the April 2026 incidents that his department had dealt with; 24 emergency responses which included: road closures, power lines and trees across the roads, structure fire, and a large brush fire that closed roads. He felt that if the app had been in place a message could have been sent out so that these areas could be avoided and alternate routes could have been sought out. He also mentioned that the app would be useful in communicating important town deadlines, votes, projects, events, and emergency management preparation, not only for the Fire Department but also for the community. He felt that utilizing today's technology would promote another information source.

**PUBLIC COMMENT(S):** None.

**COMMISSIONS / COMMITTEES / TRUSTEES / EMERGENCY SERVICES REPORTS / OTHER BOARD ANNOUNCEMENTS:**

Rich Turner, Chairperson of the Planning Commission reported that they have been updating the Town Plan as well as the local hazard mitigation plan. There is a meeting scheduled for Wednesday, May 13, 2026, at the Town Hall at 10:00 a.m. with the Town Manager, Ryan, The Highway Foreman, Dave, and the Central Vermont Regional Planning Commission. Discussions will cover the hazard risk analysis section for the hazard mitigation plan. He invited the members of the Selectboard to join.

**APPROVE WARRANTS:** SB22187: Tyler made motion to approve, Clayton seconded; so, moved. SB22188: Tyler made motion to approve, Clayton seconded; so, moved. SB22189: Tyler recused himself due to a Fire Department item. Clayton made the motion to approve, Cote seconded; so, moved.

**PAYROLL WARRANTS:** 05/03/2026: Tyler recused himself due to being on the warrant. Scott made the motion to approve, Clayton seconded; so, moved.

**APPROVE SELECTBOARD MEETING MINUTES:** April 13, 2026: Scott made the motion to accept the meeting minutes as written. Tyler seconded; so, moved.

April 20, 2026: Clayton made the motion to accept the meeting minutes as written, Scott seconded; so, moved. Chris Peloquin inquired what the meeting was about in particular and the specific area that the Youth Sports Association was planning to use. Discussion included multiple points: the Youth Sports Association found that there has been a great need for additional parking for certain well-attended events held at the Saldi Field. Emergency vehicles could not access the field as well as surrounding properties properly due to people parking on both sides of the street despite proper signage being posted. The result also affects the main road (Route 14) as well; due to

the lack of parking spaces because people would park on both sides of that road as well. The solution that they investigated was to use the flat space that would hold 80 vehicles between the Saldi field and the old Town dump. The access point would be through the currently locked gate on Route 14 for the Transfer Station and follow the road to the back side of the Saldi Field. Further questions covered the topics of making sure that there was adequate insurance coverages should something happen on those properties, whether the public would have access to the stump dump, the Fire Department and the Transfer Station owners were adequately warned of the proposed parking lot, whether the public would have access to the "brown field" located in the area, who would hold access keys to the gated properties, who would be responsible for assuring the security of those areas once an event was over, and if the information would be made public on our Town website. It was noted that both the Town of Williamstown and the Williamstown Youth Sports Association carry adequate insurance and it would be the responsibility of the Williamstown Youth Sports Association to make sure that these areas were secured. It was also discussed that finite details had not been decided on and that more research would be needed and updates would be shared.

April 27, 2026: Clayton made motion to accept the meeting minutes as written, Clayton seconded; so, moved.

**TOWN MANAGERS' REPORT:** Ryan reported that he attended the Municipal Advocacy Day at the State House as well as BTCMA conference held in Stowe since his last report on April 13<sup>th</sup>. Both events provide great networking opportunities and the sharing of resources meant to aid municipalities. Major theme at both events was that towns across Vermont are all seeing a great decline in repaving and road repair as the State of Vermont has less grant opportunities for municipalities to take advantage of. However, the Town of Williamstown was awarded \$200,000 Better Roads Paving Grant to help finish work started on Graniteville Road and beyond. We were lucky to get this as the State has proposed to cut funding for the transportation bill to prioritize other areas.

On the "Sidewalk Project;" he has a kickoff meeting scheduled in the next couple of weeks with the Dubois & King (the only engineering company that answered the RFP) and the steering committee that he assembled. Currently the committee members are Cote Griggs – Selectboard, Jasmin Couillard – Planning Commission, Horus Duke – School Board, and David Wilder– Hwy Department and himself. He said that the meeting was not closed and invited others who wished to attend; feedback was welcome to provide maximum benefits to the Town. It was reported that Dubois & King would provide three (3) options of the best possible routes for the sidewalk.

The feedback for the "Williamstown App" has been overwhelmingly positive. Ryan put out a Facebook survey and has also had paper surveys available at the Town Hall. So far 86 surveys have been received, 6 in paper form. Discussion included the cost of the "Williamstown App" to the town would be \$3900 for the first year due to the creation of the app and then an annual cost of approximately \$3000. The app would otherwise be free for residents to download. To inform the public about the proposed "Williamstown App" information will be posted in our regular posted areas: the Town Hall, Pump & Pantry, Bar Harbor Bank & Trust, and at this time if able at the Post Office in town. Information will also be posted on Facebook, our website, and through Front Porch Forum.

Ryan disclosed that an error had been made in the financial reporting of FEMA funds submitted last year. Subsequently, the Department of Public Safety had put the Town on a delinquency list which stops us from obtaining any grant awards until the error is resolved. He hired CPA Bonnie Batchelder, who had worked with the Town previously regarding the annual audit to assist in sorting out the previously submitted error and to convince the State that we should not be on the delinquency list. So far the response has been favorable and an update for the amended report will be given. For full disclosure, the Town had received quite a bit of FEMA money due to the flooding events in 2023 and 2024. As part of the process audits must be done to verify use of funds. The error came when some of the funds had been flagged as being part of the previous year's single audit, which in turn inflated the amount and carried over to the next year resulting in a need for another single audit. The CPA was able to review the paperwork; communicate that the error had been made in 2024, and that a single audit in 2025 was not needed as the money was previously accounted for. She was also able to articulate that should the town have to pay for another single audit it would likely cause financial hardship for the Town as it was estimated to cost about \$10,000. With the CPA's help, Ryan was able to resubmit the report with the corrections; he is waiting for the response from the State.

Ryan reported that there would be a delay in the water and sewer bills going out as it was found that there was an important piece of software that was tied to the workstation of the previous Town Manager that had been confiscated as part of the investigation. The software allows importing and exporting data between a handheld device from the field and our report generating system. It had been

specially created for the Town and licensed for that specific workstation. Ryan had found a vendor who could help but it would require another support agreement and possibly new equipment. There was discussion about looking into seeing whether the State Police would release the workstation so that we could get the software to move forward without having to spend a lot of money as the workstation was not the property of the previous Town Manager. The public files that were property of the Town were copied so they are accessible; however, the software was specific to the workstation.

Ryan reported the current delinquent tax total is: \$228,648; we have received \$5,955 since last report. The current delinquent utility total is: \$32,988; and we have received \$1,498 since last report.

Ryan also reported that earlier that afternoon he had a resident contact him who lived on a class 4 road and inquired whether the Town still had a program available where residents could apply towards a \$1,000 class 4 road improvement grant. Discussion covered the policy and procedure. Approximately ten years ago a fund was created to reimburse the cost of materials that go into the improvement or maintenance of a class 4 road; this only applies to the residents that live on a class 4 road. Annually \$5000 is moved from the General Fund to cover the individual grants given. A resident needs to apply by submitting a letter of need, a description of the work to be performed, and the materials needed. The town will purchase the materials, and the applying resident will complete or oversee that the work has been completed. The Highway Department will then inspect the completed project. Due to the limited grant budget, the dollar limit is \$1000.

**NEW BUSINESS:** Gordon Pierie, President of Billtown Wheelers ATV Club requested partial use of 4 roads broken down in different sections. The first being a stretch of Route 14 (about 940 ft) from Business Center Road to Industry Street, Industry Street to the intersection of Jamieson Rd, Pleasant Street to Rood Pond Rd to the location that is already approved. The second being 1100 ft of Lambert Rd which includes McCarthy Road to the Williamstown-Washington Town Line. Since McCarthy Road is currently approved this corridor would provide access to Washington and alleviate traffic on Sugar House Rd to existing trails. Gordon explained that he was applying for the access of Route 14 from the State of Vermont; however, he needed permission from the Selectboard as well as the residents who lived in these areas. He currently had written permission from 22 of the 25 landowners (businesses and residents); 1 was no, and 2 had no contact. He just needed Town approval to continue with obtaining approval from the State. Further discussion included making sure that proper insurance was held, signage was in place, and that speed limit and road safety laws followed. Gordon also said that he would inform the Town of any events held that would increase the numbers of club members on the road so that the residents would know what to anticipate. Scott made a motion that the Selectboard approves the use of the requested sections of roads that Gordon had discussed. Clayton seconded; so, moved. Larry asked Ryan to sign the paperwork on behalf of the Town and Selectboard.

Barbara Graham, Town Clerk reported that both Pump & Pantry as well as The Pub had submitted all the required paperwork for their 2026 Liquor License Approvals. She was asking for approval pending payment from the Selectboard. Scott made the motion to approve the 2026 Liquor Licenses for both the Pump & Pantry and The Pub pending payment. Clayton seconded the motion; so, moved.

Ryan presented the most recent version of the 2026 Town Road and Bridge Standards Adoption Policy that the State had adopted and released in January. Changes were made to section 5 covering drainage crossings; culverts will now need to be a minimum of 18" in diameter. Historically the Town adopts the State requirements and updates our policies to reflect the changes; this allows for maintaining the standards for road construction, thickness, types of gravel, and materials used. Clayton made the motion that the updated version of the Town Road and Bridge Standards Adoption Policy be approved. Tyler seconded; so, moved.

Ryan reported that the Road Rehab Project Revote did not pass on Wednesday, May 6, 2026, and wanted to put a plan in place to move forward for this coming season. It was stated that there was a previous 6-year road plan in place prior to the 23 and 24 floods. Larry asked that Ryan and Dave sit down and familiarize themselves with the plan and where the Town was currently understanding that the focus was primarily on drainage, culverts, and ditch work. Further discussion included: the Town would not use the \$170,000 line-item that was set aside for the Road Rehab Project. Due to the differences in the two Road Rehab Project votes: the first being that it had passed by 60 votes with more voter turnout and the second being that it had lost by 17 votes with fewer voters, and there was a Primary election being held in November it could be that the Road Rehab Project could be put out to vote again. Research could be done to see what estimated bulk prices on materials we could get; understanding that inflation rates are volatile in both the short term and long term,

and the cost effectiveness of prolonging much needed projects. A point was made that there was a distinction that the Town Highway Department was a town crew and not a construction company and it was important to support them. There was reiteration of challenges the Highway Department was facing when trying to grade and properly maintain certain roads due to lack of materials and that was the driving force behind the Road Rehab Project while at the same time being cost conscious. There were many voiced concerns regarding other roads in town (Tripp and Boyce to name a few) and the state of their being and whether that had a negative impact on this most recent revote. A suggestion that the road budget be reviewed, looking for and securing rental equipment at least a season ahead to ensure ability to work when weather permits to mitigate complaints and further road disrepair. It was discussed that there should be a current grader schedule to be kept updated so that townsfolk would be aware of what to anticipate; with the understanding that when plans change communication is better than silence. Rodney mentioned that in the past pieces of equipment were kept overnight in safe areas to promote time efficiency of projects due to their inability to move quickly. Which leads to the question of whether this procedure could be reinstated? Larry assured Rodney that the topic would be addressed.

**OLD BUSINESS:** None.

**AROUND THE TABLE:** Tyler asked for clarification on whether dogs were allowed at the Hoyt-Seaver field and if there should be signs up if there is an Ordinance. He was under the impression that they are not allowed but wanted to verify. In the discussion it was stated that people had been allowing their dogs to use it for their business. Dave mentioned that the former Town Manager had two signs put up at the Pavilion after an incident involving a loose dog almost biting Highway employees who were tasked with removing some vandalized tables from the area. Tyler just wanted to make sure that we were following the rules and had a written policy.

Larry mentioned the turnaround at the bottom of Chelsea Hill Rd; he would like to see that one reopened because traffic is being held up if the gate is locked and someone is outside their vehicle trying to access the gate. It is a safe place for the Sherriff to use as well. Ryan said that he will investigate having the State reopen it. He would like to see the one at Pike's be cleaned up and closed. Tyler wanted to say a great big Thank you to Michelle Lessard and her friend for spending more than 4 hours cleaning up the turnabout on Greenup Day this year; it looks great! He is proud that folks are stepping up to make the town and properties look good.

Cote made a motion at 8:35 p.m. that a 5-minute recess be taken and then go into Executive Session for personnel issues; Clayton seconded; so, moved.

**EXECUTIVE SESSION – 1 V.S.A. SECTION 313 – PERSONNEL ISSUE**

**THE BOARD CAME OUT OF EXECUTIVE SESSION AT 9:22**

**SCOTT MADE A MOTION TO TERMINATE DAVID WILDER'S POSITION AS ROAD FOREMAN, CLAYTON SECONDED THE MOTION. THE CHAIR THEN CALLED FOR A VOTE ON THE MOTION: LARRY, SCOTT AND CLAYTON ALL VOTED AYE; TYLER AND COTE VOTED NAY. THE MOTION PASSED TO TERMINATE DAVID WILDER.**


**ADJOURN: 9:23**

Respectfully Submitted,

May Edson

  
\_\_\_\_\_  
LARRY HEBERT

  
\_\_\_\_\_  
COTE GRIGGS

  
\_\_\_\_\_  
TYLER MITCHELL

  
\_\_\_\_\_  
SCOTT MCCARTHY

  
\_\_\_\_\_  
CLAYTON WOODWORTH