TOWN OF WILLIAMSTOWN

WILLIAMSTOWN SELECTBOARD MEETING MINUTES

MONDAY, AUGUST 10, 2026 – PUBLIC SAFETY BUILDING

FINAL

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

ALSO PRESENT: BARBARA GRAHAM, GORDON PIRIE, GAIB BETTIS, CHRIS PELOQUIN, SHARI RUSSELL, STEVEN HARDAKER, AMY GILBERT, TIFFANY GAST, RON CADORETTE, RYAN LOCKWOOD, MAY EDSON

PUBLIC HEARING: PUBLIC EMPLOYMENT HEARING OF DAVID WILDER FROM 6PM TO 7PM: Larry Hebert, Chairperson, called the meeting to order at 6:01 p.m. as warned and made the announcement that the other party had cancelled the public hearing. The original intention was to continue with the regular meeting since all were gathered; however, after a short discussion Tyler made the motion at 6:04 p.m. to go into the Executive Session to discuss a Personnel Issue and reconvene at 7:00 p.m. for the regular meeting as warned. Clayton seconded. So, moved.

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

PLEDGE OF ALLEGIANCE

SET THE AGENDA: Clayton made the motion to set the agenda with the following amendments: add warrants 22203 and 22204; reword last listed New Business item from Railroad St Water/Sewer Line Adjustment to Water & Sewer Commissioners Discussion, Scott seconded. So, moved.

REVIEW OF OPEN PUBLIC COMMENT

SELECTBOARD ANNOUNCEMENTS: None.

PUBLIC COMMENT(S): Barbara Graham made the announcement that the Primary Elections would be held at the Williamstown Middle/High School Library on Tuesday, August 11, 2026, and that polls would be open from 7:00 a.m. to 7:00 p.m.. She also made the announcement that the Town Clerks Office would be closed the morning of Wednesday, August 12, 2026, for verification of poll results and final posting; it would reopen that afternoon.

Chris Peloquin inquired on how it came about that the public hearing for David Wilder was cancelled and not warned. Larry stated that it was cancelled at the request of the other party and that due to the time frame, there was not any way for the cancellation to be properly warned. The discussion that followed included that prior to social media that it was common that in certain situations such as this incidence people would gather as warned and an announcement would be made; if necessary reconvened at the appropriate warned time or if agreed upon go forward with the meeting.

Chris Peloguin inquired about how often the Town's website was updated as well as who was responsible for getting and implementing the updates. He said that according to the website the Town still had a job opening for a Road Foreman. Ryan stated that we have a vendor that we ask to update on a needed basis. He also stated that the State had updated policies that municipal websites would need to become ADA compliant and asked for patience as we worked through the process as there were multiple stages in the project.

COMMISSIONS / COMMITTEES / TRUSTEES / EMERGENCY SERVICES REPORTS / OTHER BOARD ANNOUNCEMENTS: Larry stated that Fire Chief, William Graham, had reported that the Fire Department would like to resume the monthly testing of the Emergency Siren; it used to be done on a Saturday. The Emergency Siren test will initially take place on Monday, August 31, 2026, during the evening Fire Department training due to the Labor Day holiday. Starting on October 5, 2026, and going forward the Emergency Siren test will take place first Monday of each month in the evening when the Fire Department meets for regular training.

APPROVE WARRANTS: SB22200 and SB22202: Clayton made the motion to approve, Tyler seconded; so, moved. SB22201 and SB22204: Tyler recused himself due to Fire Department items on these warrants. Clayton made the motion to approve, Scott seconded; so, moved. SB22203: Tyler made the motion to pay as adjusted with the removal of the two items from Allied are no longer on the Warrant bringing the new balance to be $304,351.35. Clayton seconded; so, moved.

PAYROLL WARRANTS: 07/12/2026 and 8/09/2026: Clayton made the motion to approve, Scott seconded; so, moved. 07/26/2026: both Tyler and Cote recused themselves due to being on the warrant. Clayton made the motion to approve, Scott seconded; so, moved.

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

TOWN MANAGERS' REPORT: Ryan reported notification that a $500.00 monthly fee would be charged by the company that the Town uses to process debit/credit card payments. This monthly charge would be in addition to the current regular processing fee that is paid by residents when they choose to make electronic payments. This new fee would be a significant increase which had not been budgeted for and didn't want to have passed down to residents. Jennifer, our Treasurer began researching several processors and at this time Deluxe appears to be the best option. Most people are familiar with Deluxe as they're a company that most people have ordered checks through. By signing with them they will provide us with two free payment terminals along with no monthly fees. We would continue to have a per payment processing fee; however, the biggest changes would be at the back end of processing.

Earlier in the year we were inspected by MSHA, a federal department who inspects mining/gravel pits. Initially they found five areas that were out of compliance, which were quickly remedied, and violations were dismissed. However, we received notification that the Department of Labor decided to renounce the violation dismissals and issue us a penalty invoice of $755.00 with a 10% discount for quick remedial action within the given time allotment. We now have five official violations attached to our federal records for the gravel pit.

Ryan reported that he attended the Vermont Asset Management Training for water and wastewater systems in St. Johnsbury. The training covered a lot of useful information on how to start and maintain asset management programs that assist in tracking vital and expensive parts that need to be saved for, be put in place or be replaced over time. There are forgivable loans and grant programs that can be utilized throughout multiple stages of projects. Ryan was able to reach out to a state employee who would be instrumental in sharing a GIS program that already has access to the water and sewer system mapping of several towns. This knowledge will be quite useful in tracking our own future projects, as well logging areas of breaks and repairs.

On Monday, August 17, 2026, the construction phase of the Baptist Street Culvert Replacement project will start. The intersection of Adams Rd and Baptist St will be closed to through traffic; it will only be available to residents within the work zone. The project is expected to wrap up the second week of October 2026. The public can expect to be kept informed about traffic disruptions and project updates as progress continues. Residents are more than welcome to contact him with any questions or concerns that they might have.

Ryan reported that the current delinquent tax total is $210, 441.00 with a collection of $4740.00 since last update. Currently the delinquent utility balance is $65,733.00 which includes an increase of $37,239.00 since bills went out at the end of May 2026. Ryan has been working diligently to contact residents regarding non-payment status and to set up payment plans. He said that there has been an alarming number of reports on bills that have not been received.

NEW BUSINESS: Gordon Pieri, President of The Billtown Wheelers requested permission to use Town Highway #34 which is a class 4 road off of Sugarhouse Road for ATV club use. He said the area that they are looking at the 4/10's of a mile stretch that Williamstown is responsible for. He said that it appears to not have been used in quite some time as trees have grown up within the road and would need to be rehabbed for use. They are interested in utilizing this road as it would make connection to the Town of Washington much easier. Gordon said that there are 4 adjoining landowners and he had been successful in contacting only one of them so far. Gordon said that if the Selectboard approved the use he would apply for some grants that are available through the Forest Parks and Recreation Department which have a deadline in November. Scott made the motion to approve the use of Town Highway #34 by the Billtown Wheelers ATV club. Clayton seconded; so, moved.

Ryan presented the Selectboard with the two bids that were received for the Sealed Paving Bids for Graniteville Rd Project which would cover the area from the Adams Rd and Graniteville Road intersection to the Robar Road and Cogswell Road intersection. The first one opened was from Blaktop Paving, in the amount of $240,556.75; with the price per ton of hotmix being $127.47 and the price per square yard on cold plaining being $5.26. The second one opened was from Pike Industries in the amount of $216,000.00 with the price per ton of hotmix being $128.00 and the price per square yard on cold plaining being $3.00. Discussion on the topic covered the amount of money that is currently in reserves (approximately $246,000.00) as well as the $200,000.00 grant we received for the project. Ryan said that the grant agreement is 80/20. Further discussion revealed the possibility of extending the project out Pirie Rd to meet where the Town of Barre recently paved. Ryan was asked to inquire about a possible modification being made to the existing grant to include this area. There was also brief discussion of the possibilities of fixing other areas in Town that needed repaving: Construction Hill intersection, Chelsea Road and writing them up for bids as well. Tiffany Gast from Pike Industries was present and disclosed the possibility of opening conversations about attaching other areas within reasonable distance if it made sense. Scott made the motion to accept the bid that was received by Pike Industries for the Graniteville Rd Project. Clayton seconded, so moved.

Barbara Graham, Town Clerk reported that The Den has reapplied for a First-Class, Third-Class, and Outdoor liquor licenses for their establishment. She was asking for approval from the Selectboard pending payment. Clayton made the motion to approve the 2026 Liquor Licenses for The Den pending payment. Tyler seconded the motion; so, moved.

Washington Electric Therriault Hill Project Permit: Ryan reported that Washington Electric is seeking permission to trim and cut down trees in the Town Right of Way on Therriault Hill for the installation of two telephone poles around the area of 212 Therriault Hill Rd. Clayton made the motion to approve the tree cutting and trimming and installation of telephone poles by Washington Electric. Tyler seconded the motion. So, moved. Discussion on the topic included the request that there not be any debris or trees left in the Town Right of Way that would impede ditch flow.

25/26 Fiscal Year Review: Ryan reported that Jennifer reverse engineered reserve balances back to 2015 focusing on what was voted on versus what was actually moved. Currently there is $120,725.18 in the Tax Stabilization Reserve Fund; the Fire Truck Replacement Fund is low, and we have $254,000.00 in our Paving Reserve which $170,000.00 will be added bringing the balance to $420,000.00 without the expected grant. He said no one was close to going over the General Budget. During the discussion it was brought up whether Ryan could verify if there were separate lines for the Water Department covering fire hydrants, water line replacement, sewer line replacement or if they are part of something already showing. Amy Gilbert made an inquiry into what the Tax Stabilization Fund is typically used for; it was explained that it is a surplus account that is held and at each Town Meeting an article is presented to move funds to help reduce the amount of taxes raised by taxpayers. The fund is also to assist in making sure that the Town has the ability to pay its bills in leaner years and to help with emergencies. Tyler wanted to properly thank Jennifer for her hard work and due diligence to figure out all that she had. He was grateful for her work as it was able to answer questions that had been asked previously. It was found that at this time the overall 2025 budget was underspent. It was confirmed that the next Town Report will disclose all reserve accounts for transparency, and it is intended that quarterly reviews will be done so that the Selectboard, internal departments and taxpayers will know where accounts are at going forward. It is anticipated that the yearly audit will be done and with confidence that it will go well.

At 7:49 p.m. Cote made the motion to go into the Water/Sewer Commissioners Meeting. Tyle seconded the motion; so, moved.

Larry reported that Michael Bilodeau contacted him to meet with him and Allen Chouinard of the Water Department to go over the water line project on Railroad Street. Michael said that there are a couple more homes that he would like to put in place; however, he had been told that the water line in the area was insufficient to support more homes as it was already taxing the current infrastructure in the neighborhood. Currently, there is a 2" line on his side of the road and on in other areas of the neighborhood there are various smaller sized pipes feeding the water line. The recommendation is that a 4" line go in from Brockway Hill to adequately support the water line. The proposal that Michael produced was that the Town would pay for the materials and he would pay for the labor of installation. This not only would support his future plans but also the whole neighborhood. Larry made note that at this time the neighborhood is supported; however, in some of the areas of the smaller existing pipes there is opportunity for risk and should something happen, the Town would be responsible for the completed fix. With Michael's proposal the Town has the opportunity to share the cost and do it correctly and not under duress. Larry presented a cost sheet with two options; the first being a 6" line going the length of 580 down the left-hand side of

the street with two ¾ inch taps to intersect two of the smaller existing areas of copper lines and a couple of curb stops. The second option was a 4" line instead of the 6" line with the estimated expense of $12,944.98. Discussion covered comparative areas in town where infrastructure was sufficiently supported with 4" line with similar fire hydrant spacing. After the addition of two more homes on Railroad Street there would be no more room for houses in the neighborhood. There is an estimation of $15,000.00 at minimum to cover the expense of the materials in the water line budget. By completing this project, the neighborhood would benefit as a closed loop system would be created which generates increased water pressure to sustain the area. The Town would be paying for the materials only and we would pay the company directly. The members of the Board were all in agreement that they wanted to make sure that any work done on the Town's water lines would be authorized by the Town. Larry recused himself from the vote as he was not sure if his company would be doing any of the installation of the project; he had just brought the proposal with numbers to the Board for discussion. Scott being Deputy Chair asked for a vote. Cote made the motion to approve the payment for the 4" materials in the amount of $13,000.00 needed for the Railroad Street Waterline Project pending research on making sure that all outstanding tax and utility payments for Michael Bilodeau be brought current and that the Board was also able to review and approve the contractor doing the installation work. Clayton seconded it. With further discussion Tyler wanted to clarify that payment for the materials was not to be made or released unless all back tax and utility payments were paid and the bids were brought to the Selectboard to approve the installation. All agreed. So, moved.

OLD BUSINESS: None.

AROUND THE TABLE: None.

EXECUTIVE SESSION – 1 V.S.A. SECTION 313 – PERSONNEL DISCUSSION

Cote made the motion at 6:35 p.m. to come out of Executive Session. Clayton seconded; so, moved.

No action taken.

Cote made the motion to recess until 7:00 p.m.. Tyler seconded; so, moved.

ADJOURN: Scott made the motion to adjourn the meeting at 8:06 p.m.. Clayton seconded; so, moved.

Respectfully Submitted,

May Edson

LARRY HEBERT

COTE GRIGGS

TYLER MITCHELL

SCOTT MCCARTHY

CLAYTON WOODWORTH