

**GUILFORD SELECTBOARD MEETING**  
**Monday, April 13, 2026, 6:30 p.m., 236 School Road, Guilford, VT**

SELECTBOARD MEMBERS PRESENT: Mike Szostak, Kim Frost, Chip Carter, Tara Cheney (Zoom), Sheila Morse (Zoom)

STAFF PRESENT: Erika Elder, Elly Majonen

PRESENT IN PERSON: Tammy Sargent, Deborah McNeil, Kyle Parker

PRESENT VIA ZOOM: Cindy Clark, Laurie Carter, Elise Burrows, Dan Ingold

**Minutes**

- I. Call to Order at 6:33 p.m. by Tara
- II. Rules of Procedure read by Chip
- III. Changes to Agenda Order read by Chip
- IV. Public Comment, Announcements  
Tammy Sargent, Act 181 - Lots of information coming out and deadlines encourages visiting [ruralvermontrising.com](http://ruralvermontrising.com)
- V. Updates and Reports
  - a. Town Administrator  
Erika: Per OML, posted the warning for the special Town Meeting in all the appropriate locations including its published notice in the newspapers. The meeting is on May 6 at 6:30 p.m. at BBCC. Met with Nolan, BCTV, to discuss the new arrangement of the conference room for SB meetings. Posted online the two job openings at the town office. The commitment to serve as SB liaisons to the commissions are as follows: Sheila will be present to the Cemetery Commission. Kim to the Recreation Commission, Mike to the Planning Commission, and Tara to the Conservation Commission.
  - b. Treasurer  
Elly: Reviewed the Budget Status Report. a) Moved \$42,000 from the liability account into the income as discussed in the last SB meeting. That is to say, from "Due to delinquent tax collector" to "Income to the town", per agreement. b) Transferred \$3,800 from the Warren Wilder savings account into the Cemetery Commission, in accordance with the project worksheet, to fund the tree removal from the Blanchard Cemetery and other expenses incurred through the rest of the FY. c) Monthly and quarterly reporting completed: for VMERS (the retirement plan), taxes for payroll, the quarterly 941 federal pay payroll tax report, the 2 annual U.S. census for payroll employment, tax report. d) Workers Comp audit was completed last week. As a result, due to federal and state regs, in 2025 we needed to move two independent contractors into temporary, part-time employees in payroll (poundkeeper and one cemetery groundskeeper). They did not fit the definition of "independent contractor." In 2026 we will do the same with our IT support person. This is not increasing payroll expenditures. e) Erika, Marlene and Elly are refining the annual Workers Comp process to make this reporting easier. f) Guilford Free Library has a new checking account for the GFL Trustees Fund with general ledger

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established to track revenues and expenses. g) AFD#1 - new Prudential Committee has made a lot of progress. They are working on new contracts with Brattleboro and Commonwealth. Their website is up; online sewer payments will be possible soon. They are technically equipped to run their monthly meetings. They are interested in assisting in collecting delinquent overdue bills in Algiers. h) Elly provided the SB with a quarterly balance of all the accounts.

c. Highway

Erika, on behalf of Road Foreman Jim, provided this report: The PACIF Risk Management rep inspected the town garage. The recommendations already have been fixed for compliance. Our salt shed is full again with 272 tons. Roads were good until the snow on Friday. Completed grading on Stage Road. Residents - please be patient. We have 64 mi of dirt roads and only one grader. As the weather temperature rises, a dirt road may turn into mud in the course of one single afternoon.

VI. Old Business

a. Guilford Center Road/Route 5 Intersection Stop Bar Progress and next steps

Sheila acknowledged that there was another near T-bone incident at the intersection. Tara informs that May 16 or 17 are potential dates for painting the road stop bar. Chip drafted a letter to VTrans to request flashing red light. Erika provided the background: after the September 2025 car accident, communication with VTrans indicated that the town is not authorized to put the flashing red light; it is under the purview of VTrans. Sheila recommended that Chip's letter also include the September 2025 car accident that resulted in the car being totaled; it was not just a near-miss. **MOTION:** Sheila moved to revise the drafted letter to reflect tonight's discussion and authorize Erika to send it on behalf of SB. Tara seconded. Sheila suggested copying Alix Joyal. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

VII. New Business

a. Town Road and Bridge Standards

Erika: VTrans updated the standards in 2026. Towns must adopt these standards to be eligible for state highway grants. The changes that are required are the following: municipal road standards, Class 4 road standards, hydrologically-connected road segments, perennial stream-bridge, and culvert standards. Culverts need to be at least 18 in, and we are already using those measurements. **MOTION:** Sheila moved to adopt the 2026 Town Road and Bridge Standards. Kim seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

b. TA60 Annual Financial Plan - Town Highways

Required for VTrans grant programs per 19 VSA §306(j). The financial plan has to be in place in order to receive emergency funding if needed. **MOTION:** Sheila moved to adopt the TA60 Annual Financial Plan. Mike seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

c. FY27 Town Highway Grant Applications

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Sheila: Completed annually, it indicates our needs so that the VTrans system recognizes us if grant money becomes available. Erika: Projects this year include crack sealing on Hinesburg Road and retaining wall repair on Broad Brook Road. **MOTION:** Sheila moved to authorize the FY27 Town Highway grant applications. Kim seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

d. Grants In Aid Letter of Intent

Erika: The deadline to file our intent to participate in FY27 VTrans Grants In Aid Program FY27 is May 1. This pertains to the MRGP assistance with the ditching that the state helps us with annually. They work on the hydrologically-connected road to address erosion control. Next year, we are due to get \$27,000, and the town matches with \$6,750. Ted Nugent, WRC, who develops maps, partners with Jim to determine which sections are the worst. They identify where to allocate the grant money. **MOTION:** Sheila moved to authorize the grant in aid letter of intent. Tara seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

e. Local Emergency Management Plan

Sheila: This is updated and adopted annually after Town Meeting, per 20 V.S.A § 6. It confirms that Guilford has adopted the National Incident Management System. Thanks Dan Ingold for preparing the document. **MOTION:** Sheila moved to adopt the 2026-27 Local Emergency Management Plan. Chip seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

e. Non-Employee Work Agreement

Erika: This pertains to Rory Lincoln for cemetery mowing. The SB appreciated the comprehensive contract and noted that it needs the pay rate. Elly informed that she discussed with the Cemetery Commission chair on the variety of pay scales; she awaits the commission's response. Sheila asked to table this until the SB gets that information from the Cemetery Commission. Kim noted that since it is a two-year contract, the NEWA should include the rates by year. No motion.

f. Email and Social Media Policy

Chip: The previous policy was adopted in 2019, predating changes in VT law and social media practice. Sheila recommends sending for legal review, obtain VLCT feedback, and consider its adoption at the 04.27.26 SB meeting. This discussion included the topic of correspondence addressed to the SB. Chip reviewed the procedure and drafted a few edits. **MOTION:** Sheila moved to adopt revisions to the Correspondence Procedure. Mike seconded. However, this motion was amended given discussion on changing the procedure to a policy as well as distribution of correspondence among SB members, not limited to the chair. **MOTION:** Sheila moved to amend the SB Correspondence Procedure by naming it SB Correspondence Policy. Kim seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed. **MOTION:** Sheila moved to adopt the SB Correspondence Policy as amended with the revisions identified in this meeting. Kim seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

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**VIII. Finance**

**a. Budget Update**

Elly: Page 2 of 003 Misc revenue. Just under \$15,000 in GFL donations will move to the new GFL fund when it's ready. Tax Sale income should not be in the budget.

**b. Warrants**

|                        |             |
|------------------------|-------------|
| Payroll – WE 03.30.26  | \$8,006.84  |
| Payroll – WE 04.06.26  | \$7,864.42  |
| Payroll – WE 04.12.26  | \$8,545.12  |
| Expense Warrant #2619  | \$28,167.09 |
| Expense Warrant #2619A | \$2,248.24  |
| Expense Warrant #2619B | \$4,067.13  |
| TOTAL                  | \$58,898.84 |

**MOTION:** Tara moved to accept the warrants. Chip seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

**IX. Approval of Minutes**

**a. MOTION:** Sheila moved to accept the minutes of the regular meeting of 03.23.26. Tara seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

**X. Other Business. None.**

**XI. Correspondence**

**a. Correspondence regarding Act 181**

Chip: Lyle Howe shared Highgate's letter to the VT legislature about Act 181 and asked that the SB join in that effort. Chip drafted a letter to the VT legislature and read it. Discussion included the role of the SB, the Planning Commission's role in providing information to residents, whether or not the SB should explicitly oppose Act 181, and the proposed Tiers mapping. It was determined that Chip's draft was not a political letter; it requested that the state slowdown to figure out how to move forward. Communication with State Rep Eastes resulted in the suggestion to wait on sending a letter and see how this slowdown process will develop in the coming months. Therefore, we still need to understand what's coming from the state and how it would impact Guilford. Sheila: If community members want to take a political position on the matter, they can individually write to their legislator. People may debate on Act 181, but it is not the business of the SB. It is a matter between the resident and the VT Legislature. Further discussion on editing the drafted letter; members

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agreed the letter was appropriate to send on behalf of the town of Guilford without making a political statement. Sheila: Are we ready to vote on submitting the amended letter to the state legislators? Chip: Yes. The vote was by roll call. All were in favor, no objections, no abstentions.

**XII. Executive Session**

a. Executive Session to discuss labor relations agreements with employees per 1 VSA § 313 (a)(1)(B).

**MOTION:** Sheila moved that premature knowledge of discussions could potentially put the town, or a person involved, at significant disadvantage. Tara seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed. **MOTION:** Sheila moved to enter into Executive Session at 8:21 p.m. to discuss labor relation agreements with employees per 1 VSA § 313 (a)(1)(B), inviting Erika and Elly to participate. Chip seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed.

**MOTION:** Sheila moved to exit Executive Session at 9:11 p.m. Mike seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed. No action was taken.

**XIII. Actions from 03.23.26 Meeting**

- a. Tabled review of Email and Social Media Policy
- b. Called a Special Town Meeting
- c. Approved the resolution on the Warren Wilder Fund
- d. Ratified the mud season road postings per 19 V.S.A. § 1110
- e. Approved the purchase and the funding source of one single-axle truck
- f. Approved the annual appointments of town officers per 24 V.S.A. § 871
- g. Approved Artificial Intelligence Use Policy
- h. Approved Warrants
- i. Approved the minutes of the regular meeting of 03.09.26
- j. Entered into Executive Session
- k. Approved change to wage structure for Road Crew

**XIV. Action Taken**

- a. Approved letter to VTrans re: GCR/Rte 5 intersection
- b. Approved 2026 VTrans Town Roads & Bridge Standards
- c. Adopted the TA 60 Annual Financial Plan
- d. Authorized FY27 Town Highway grant applications
- e. Authorized letter of intent to VTrans Grants in Aid FY27
- f. Adopted the 2026-2027 LEMP
- g. Reviewed and tabled NEWA
- h. Reviewed Email and Social Media Policy
- i. Amended procedure to create policy on SB correspondence
- j. Approved policy on SB correspondence
- k. Approved Warrants
- l. Approved the minutes of the regular meeting of 03.23.26
- m. Agreed to send a letter to VT Legislature on Act 181

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n. Entered into Executive Session with no action

**XV. Actions to be Taken**

- a. Liaise with corresponding commission
- b. Chip will email Erika letter to VTrans re: GCR/Rte 5 intersection
- c. Tara will establish date for stop bar painting
- d. Chip to provide Erika with revised Correspondence policy
- e. Chip to email revised letter to VT Legislature on Act 181

**XVI. Adjournment**

**MOTION:** Chip moved to adjourn. Tara seconded. The vote was by roll call. All were in favor, no objections, no abstentions. Motion passed. The meeting adjourned at 9:13 p.m.

**Meeting Recording:**

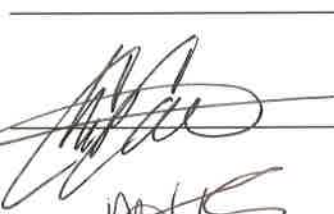
<https://www.brattleborotv.org/guilford-selectboard/guilford-selectboard-mtg-4-13-26/>

Next Meeting: April 27, 2026

Sheila Morse



Tara Cheney



Chip Carter



Michael Szostak



Kim Frost

