

This will be a hybrid meeting. Attend in-person at the Greensboro Town Hall Meeting Room, or join remotely via Zoom conference call using your computer or phone.
For a meeting link and phone #, visit the town calendar at the *greensborovt.gov* home page.
For help with joining the meeting, call the Town Clerk at 533-2911 during office hours.

GREENSBORO SELECTBOARD

August 26, 2026 – Agenda

CALL TO ORDER & ADDITIONS TO THE AGENDA (6:30)

APPROVE SELECTBOARD MEETING MINUTES (6:30)

8/12/26 – Regular meeting

PUBLIC COMMENT – GENERAL (6:30-6:35)

ROADS (6:35-6:40)

Salt contract

ENERGY & CLIMATE ACTION COMMITTEE (6:40-6:45)

Town Hall

- Energy audit
- Window inserts

ZONING BYLAW UPDATES (6:45-7:20)

1. Misc. Changes – review planning commission revisions
2. Shoreline Protection District – review and discuss
3. Refer amendments to town attorney for review

DISCUSSION ITEMS (7:20-8:10)

1. Procurement policy – review
2. Town Meeting committee charter – review charter draft

3. **Town Hall gym** - Review quote for gym door lock
4. **Selectboard information sharing (Judy)**
5. **Selectboard meeting schedules**

EXECUTIVE SESSION (8:10)

Legal matter - Town Hall 3rd floor use

ADJOURN

Greensboro Selectboard

August 12, 2026 – Minutes

SELECTBOARD MEMBERS PRESENT: MacNeil, Mike Metcalf, Tim Brennan, Judy Carpenter (arrived 6:36 p.m.), Ellen Celnik (joined remotely)

SELECTBOARD MEMBERS ABSENT: None

OTHERS PRESENT in person: Chris Roy, Jay Barrett, Jane Hoffman, Jennifer Ranz, Christine Armstrong, Peter Romans, Beth Meachem, Erika Karp, Rob Brigham, Nancy Riege, Ila Hunt, Blake Auchincloss, Mary Parker, Pieter van Loon, Will Marlier, Dede Stabler, Ken Pick, Kim Greaves, Josh Karp, Brett Stanciu, Jane MacAuley, Kate Sudhoff

OTHERS PRESENT remote: Miriam Rogers, Janet Long, Lise Armstrong, Anne Stevens, Davis Barnett, Chris Steel, Robin Hardy, Kent Hansen, Kristen Leahy, Emma Palumbo, Jenny Bayles,

CALL TO ORDER: 6:30 p.m.

ADDITIONS TO THE AGENDA

Kim: Salt contract.

CONSENT AGENDA

- A. Orleans County Sheriff's report
- B. Treasurer's report
- C. FY27 budget status report and July check warrants
- D. Fire Dept. report
- E. Road Supervisor's report

Neither a fire dept. or road supervisor's report was available. Tim made the following motion:

The Board accepts the consent agenda, less items D and E.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, in favor; MacNeil not voting as chair).

APPROVE SELECTBOARD MEETING MINUTES

- 1. 7/8/26 – Regular meeting
- 2. 7/15/26 – Special meeting (set tax rate)

Mike made the following motion:

The Board approves the minutes from 7/8 and 7/15.

Ellen seconded the motion which carried (Celnik, Brennan, Metcalf, in favor; MacNeil not voting as chair).

PUBLIC COMMENT – GENERAL

1. **Erika Karp** expressed concern about the Greensboro Conservation Commission (GCC) considering use of glyphosate for Japanese knotweed control. Referencing the pollinator-friendly resolution approved at the 2024 town meeting, Erika questioned passing resolutions at Town Meeting if they are not followed. MacNeil said these resolutions are not binding, adding that in this case it's up to the GCC how they choose to honor the resolution.

GCC member Will Marlier said after much research, the GCC voted 8 to 1 to approve the use of herbicide, applied by stem injection, for pilot projects on private land. He said the GCC has offered to subsidize 50% of the applicator costs for private landowners who take part in the pilot project.

Will said the GCC does not support the widespread use of herbicide, but when used by a licensed professional and applied responsibly, it can be a useful tool for managing invasives. He added that there are other methods to manage invasives, such as solarization and hand pulling.

Nancy asked how many years of treatment would be required. Will said a single stem injection may be up to 95% effective.

2. **Peter Romans** said he's seen roads around town that have not been graded yet. These roads are rough to drive on and prone to erosion.

VERMONT LAND TRUST (VLT) – Pieter van Loon (Forest Program Director, VLT)

Pieter explained that the VLT is seeking Selectboard support for a 1100-acre conservation project in the northeast corner of Greensboro. The project will hopefully be funded through the VT Forest Legacy Program, with the State holding a conservation easement and the VLT owning the property. Taxes on the parcel will continue to be collected by the Town.

Vermont ANR employee Kate Sudhoff said that the conservation easement would allow perpetual public access and sustainable forest management. Public trails will be built on the parcel and will connect to existing trails on the adjacent Black Hills property.

The property has an existing house which may be removed, as it is a fragmenting feature on the landscape. However, the VLT is considering reserving an area with frontage on Highlander Rd. for future housing.

Pieter asked the Selectboard if they'd be willing to support VLT's application to the Forest Legacy Program. Ellen suggested that the GCC review the proposal first. Other Board members agreed; the GCC will be asked to review the proposal and write a letter of support. The Selectboard will approve its own letter of support at the September 9 regular meeting.

ROADS

Road Salt – Cargill contract. Kim said while it appears that Cargill has cornered the salt market, more research could be done to investigate alternate suppliers. The signing of the Cargill contract was tabled so town staff can further research the Town's options.

CONSERVATION COMMISSION

1. **Willey Beach boardwalk.** Chris Steel said the boardwalk is falling apart and has become hazardous. The GCC is proposing a two-phase project: 1) remove the decaying boardwalk, and 2) get an estimate from an experienced path builder like Northwoods, for a replacement walk. Chris

said the GCC has discussed using wood chips for a path, but decided against this approach due to the wet areas on the parcel.

Nancy said a simple boardwalk could be made inexpensively by locals and that the project doesn't need to be hired out. Chris said that GCC members feel that the installation of a new boardwalk should be done professionally, because the path is a public trail and safe access is important.

The estimate would be submitted to the Selectboard for consideration. Chris noted that the cost of the new boardwalk may exceed the GCC's budget, and that additional town funds may be sought. Ellen made the following motion:

The Selectboard endorses the two-stage proposal from the GCC to address safety issues at the Willey Beach boardwalk.

Judy seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

Peter said the current boardwalk may have been installed by renegades, and the Town should check whether the deed permits a boardwalk to be installed on the parcel.

2. **Pollinator friendly light fixtures.** Jane said some Vermont towns have been installing pollinator-friendly lighting on outdoor fixtures such as street lights. After discussion, Selectboard members agreed that the GCC should research the cost of replacing exterior lights with pollinator-friendly fixtures, as well as researching whether any existing outdoor lighting can be taken off-line completely.

WASTEWATER ADVISORY COMMITTEE (WAC)

WAC member Blake Auchincloss provided an update on committee activities, and gave a history of the committee. The WAC was formed in 2024 at the behest of the Selectboard, and began their work by looking carefully at the previous wastewater committee's activities. The WAC also reviewed the preliminary engineering report provided by Hoyle Tanner (HT).

HT was pursuing a community-scale, 30,000 gal/day system, yet very few sites were suitable for a system of this size, and the Town was unable to come to an agreement with the landowners who owned these sites. Blake said the WAC is now considering smaller modular systems, like the one on Cheney Rd. The WAC intends to address the wastewater needs of both villages and parts of the lake district, and members have agreed that developing a small system for Greensboro Village is first on the list.

The WAC released a RFQ seeking firms to investigate modular systems and siting options. Two firms responded and the WAC is currently comparing the bids.

The WAC has had preliminary conversations with a few landowners about siting a modular system on their property.

WAC member Mary Parker said the WAC is very committed to help the town come up with a plan for wastewater infrastructure, which is a key to future town viability. Committee members have energy, perseverance, and expertise, and want to keep moving forward - but need support and commitment from the Selectboard. Tim and Ellen both said they fully support the WAC's efforts. Christine said wastewater is a very high priority in the town plan and always ranks at the top of the priority list at conferences she's attended.

Blake said a small modular system working effectively in downtown Greensboro could serve as a prototype for similar systems in other areas of town. Mike made the following motion:

The Selectboard confirms that wastewater systems are a town priority.

Tim seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

RECREATION COMMITTEE (RC)

RC chair Jennifer Ranz presented an update.

1. **Swim program update.** The swim program was successful, with 101 participants. Jennifer thanked Ila Hunt for championing the swim program and seeing it through.
Ila said the swim program has historically used the Lakeview School gym as a shelter in case of thunderstorms, but it is no longer available. Other spaces in town were looked into but none were available, so Jennifer inquired about using the Town Hall. Jennifer expressed frustration that there was lack of support from the Selectboard as she attempted to quickly secure a safe space in the building. She was ultimately able to reserve the Town Hall meeting room.
2. **Town Hall gym update.** Jennifer asked when the gym will be available for public use. Tim said while progress has been made, background work is still underway.
3. **Greensboro Bend block party.** Jennifer said the block party will be held Saturday Aug. 15 from 5:30 p.m. -7:30 p.m.

ACTION ITEMS

1. **Appoint Michael Malick to Recreation Committee.** Judy made the following motion:

The Selectboard appoints Michael Malick to the recreation committee.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

2. **Approve and sign FY27 contract with Orleans County Sheriff.** The Board signed the OCSD contract for FY27.

DISCUSSION ITEMS

1. **Zoning bylaw – Selectboard review of Misc. Bylaw proposal.** Discussion about Board concerns with language in section 5.2 regarding enforcement. More enforcement could mean increased responsibility, time, and compensation for the zoning administrator (ZA).

Tim said there is a clock ticking to get this bylaw proposal approved. He suggested that the new enforcement requirements be removed from the Misc. Changes proposal, which could allow the Selectboard to more comfortably schedule a public hearing. Tim said the enforcement section as written has too many questions that need answers. ZA Brett Stanciu agreed that the enforcement section needs to be carefully reviewed and considered. Mike agreed that sending forward the Misc. Changes without this new enforcement language makes sense.

Christine said Brett, Janet, Tim and herself met and agreed on a compromise regarding the enforcement language. Brett clarified the nature of the compromise: section 5.2 would be re-written to state that the ZA will perform enforcement inspections only for projects that required a conditional use permit.

Judy asked if the minimum parcel size for a Farm Café could be changed from 10 acres to five acres.

Christine said the planning commission can quickly update the proposal to include this compromise, and also address Judy's Farm Café request.

It was agreed that both the updated Misc. Changes proposal and the Shoreland Protection District proposal will be reviewed at next Selectboard meeting, and the Board will consider scheduling a hearing on both proposals.

2. Town Hall – opening third floor to public use.

- **Fire marshal's report.** The fire marshal visited the Town Hall and reviewed the proposal to open up the third floor to public use. He will permit the gym to be used with conditions, which include a 49-person limit and blocking the door to the fire escape, which he considers unsafe.
- **Town attorney legal review of ADA issues with third floor.** No update.
- **Gym use policy.** The Board reviewed a draft gym use policy, based on the approved meeting room use policy. After discussion, it was agreed that the gym will remain unheated at this time, and that gym users may not turn up the heat. Judy made the following motion:

The Board adopts the Town Hall gym use policy, which is similar to the meeting room use policy.

Tim seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair).

- Discussion of adding a lock to the gym entrance. It was agreed that this will be done as soon as possible.

3. Town Hall – Review Tim Schall's proposal for reinforcing the roof. Jay Barrett said this is a good engineering proposal and offered to continue assisting with the Town Hall building, in his capacity as both architect and town resident. Tim made the following motion:

The Board accepts engineer Tim Schall's Town Hall roof proposal as discussed.

Mike seconded the motion which carried (Celnik, Brennan, Metcalf, Carpenter in favor; MacNeil not voting as chair). Josh will let Tim know that his proposal has been accepted by the Board.

4. Procurement policy – review and approve. Tabled.

5. Review draft charter of Town Meeting committee. Tabled. Josh noted he will continue to advertise that the Board is seeking volunteers to serve on the committee.

6. Selectboard information sharing. Tabled.

ADJOURNMENT

The meeting was unanimously adjourned at 9:22 p.m.

Respectfully Submitted: Josh Karp, Town Administrator

WindowDressers Proposal for the Town Hall - 8/26/26 Selectboard

Background

- In Fall 2025 Jan Terweisch and Emma Palumbo measured 20 windows in the Town Hall for window inserts as part of the WindowDressers program.
- A cost estimate of \$1,566 was provided to Kim on 9/26/25
- The estimate was revised to **\$1,357.18** on 1/7/26 to reflect 2026 prices and adjusted to the residential rate (rather than commercial rate). The Energy & Climate Action Committee committed to find volunteers to cover the required shifts at the Community Build event for the Town Hall inserts to qualify for the residential rate.

Impact of WindowDressers window inserts

- A number of Greensboro homeowners have installed window inserts improving the comfort of their homes and saving money on fuel bills. [Sherral and Larry Lumsden](#) installed window inserts in their home in the Fall of 2023. The estimated savings on their fuel oil bill in 2023/4 compared to 2021/2 was @\$1,500, which they attributed to the window inserts and a wood stove. Their home is much more comfortable in the winter as the window inserts have reduced the drafts coming in around the window frames.
- The Greensboro Free Library installed 14 window inserts in the Fall of 2022 which cost \$853.60. GFL Director estimated fuel oil consumption to be 10-15% lower that winter compared to before the window inserts were installed - although, as winter temperatures vary from year to year, fuel oil demand will fluctuate.

Action Required

- If window inserts are to be ordered in 2026 WindowDressers needs to receive full payment by 9.30.26
 - Greensboro allocation of inserts for 2026 Southern Orleans Community Build = 50; 20 of which are being held for the Town Hall. The remaining 30 have been ordered by homeowners in the community
 - Window inserts can act as an interim measure towards reducing fuel oil consumption in the Town Hall pending a full energy audit and analysis.

Proposed Revisions to 6/10/2026 Miscellaneous and SPD Bylaw Amendments –8/21/2026

Date: 8/21/2026

TO: Selectboard

FROM: Janet Patterson, Planning Commission

RE: Proposed Revisions to the 6/10/2026 draft Miscellaneous and SPD Bylaw Amendments

Attached are proposed revisions to the previously submitted Miscellaneous and Shoreland Protection District Bylaw amendments dated 6/10/2026. These were approved by the Planning Commission on 8/21/2026. These are marked copies versus the provisions proposed in the 6/10/2026 drafts. When these changes are approved by the Selectboard, I will incorporate them into the 6/10/2026 Miscellaneous and SPD documents for distribution prior to the warning for the SB Public Hearing.

Part I includes the requests for changes from the Selectboard and the Zoning Administrator:

- #1 revision to Inspection of Development

- #2-4 minor changes to wording of provisions for clarity, suggested by SB members

- #5 revision to Farm Café to make this opportunity available to more farms. For farms subject to RAP rules, Farm Café is considered an Accessory on-Farm Business.

Part II includes bylaw changes made necessary for statute changes in the 2026 Legislative Session, which the NVDA recently made us aware of:

- #6 manufactured housing allowed in any district that allows year-round residential development

- #7 requirement that an ADU be on an owner-occupied lot is no longer required

- #8 Exceptions to RAP rules allows town regulation of some farming activities

The Planning Commission looks forward to discussing these at the next SB meeting on 8/26.

Part I: Changes that came out of meetings between J. Patterson, C. Armstrong and T. Brennan, M. Metcalf, J. Carpenter, and B. Stanciu

#1. Revise §5.2(F) Inspection of Development: (supported by T. Brennan, B. Stanciu, C. Armstrong, J. Patterson)

(F) Inspection of Development. At the conclusion of work authorized under ~~the following types of~~ zoning permits approved by the DRB or ZA with conditions attached, the ZA shall ~~inspect the development to~~ verify compliance with the conditions of approval. When plans for mitigation (see 8.4(G)) and measures to reduce stormwater runoff and minimize erosion have been approved as part of a permit for development, the ZA will verify that approved measures have been completed. ~~the development authorized under the approved permit and any conditions of approval: all permits that received DRB approval; all single family dwellings, two family dwelling, multi-family dwellings and accessory dwelling units. At the ZA's discretion, the ZA may retain the authority to inspect the any aspect of~~ work under ~~all other~~ zoning permits in the town of Greensboro at the ZA's discretion to confirm compliance with the permit and requirements of the bylaw. ~~When the project described in the permit is completed, the property owner shall notify the ZA to request the inspection. If the premises passes inspection, the ZA shall so note in the town record for the permit and the zoning permit will be deemed closed out. If the ZA identifies work that is not in compliance or not complete, the ZA shall specify the conditions and time frame under which it must be rectified. Failure to rectify the conditions will be deemed a zoning violation subject to enforcement procedures in §5.13. The ZA shall keep a log of issued permits, record of inspections and inspection outcomes in the permit files. ZA shall follow up with expired permits to determine the status of the project and review for compliance.~~

#2. Revise §2.7(E) & §8.6(B) Shoreland Protection District: Clarify that, when the height of an existing boat house is less than the 15' maximum height allowed, the height can be increased to 15' even if within 50' of the lake. (M. Metcalf)

“No portion of a structure within 50 feet of the lake shall increase in height except as provided for boat houses in 8.7(B)(2)(f).”

#3 Revise §8.4(B) Protected Shoreland Area: reference bylaw criteria for variance approval, which is required when resulting impervious surface exceeds 15% (T. Brennan)

Impervious Surface. The total Impervious Surface, pre-existing plus new, must cover no more than 15% of the area on the parcel within 250 feet of the Lake. When the total impervious surface exceeds 15%, variance approval is required. ~~to create more than 15% Impervious Surface~~ The DRB must determine (i) the criteria for variance approval in §5.5(A) are met and (ii) mitigation plans submitted by the applicant shall be required demonstrating that additional stormwater runoff will be managed additional stormwater runoff with minimal potential for erosion and minimal negative impacts to water quality. See Figure 8B. Depending on conditions on the lot, the DRB may require plans prepared by a qualified professional. If pre-existing Impervious Surface exceeds 15%, the DRB may require mitigation measures as a condition of permit approval depending on the conditions on the lot. For mitigation measures, see 8.4(G).

#4 Revise §8.4(C) Protected Shoreland Area: require approval for mitigation plans (T. Brennan)

Cleared Area/Vegetative Cover. Cleared Area must cover no more than 40% and Vegetative Cover must be maintained on at least 60% of the area on the parcel within 250 feet of the Lake. Vegetative Cover that is not managed in accordance with the Vegetation Protection Standards in §8.5(B) of this bylaw shall be counted as Cleared Area. If the total Cleared Area within 250 feet of the Lake (including existing and proposed new Cleared Area) would be more than 40%, the landowner shall be required to Revegetate an area greater than or equal to the smaller of the size of the proposed new Cleared Area or the amount by which total Cleared Area exceeds 40%. When proposed new Cleared Area is within the Lakeside Zone, the area of Revegetation within the Lakeside Zone shall be of equal to or greater size than that proposed and as close to the Lake as possible. The DRB or ZA, as applicable, shall approve the Revegetation plan ~~shall be approved~~ as part of the permit application review. See §8.4(G)(1).

#5 Revise §4.12 to reduce the size of a farm required for a farm café and to allow a farm café on farms in the Extended Village District (in addition to Rural Lands). Also, farm café is an Accessory On-Farm Business and cannot be prohibited by the town on farms subject to the state’s Required Agricultural Practices rules. (J. Carpenter)

§ 4.12 Farm Café

(A) A farm café is a restaurant with indoor seating for no more than forty (40) people, and no more than 1,000 square feet of outdoor seating that meets the following criteria:

1. The café must be located on a farm with agricultural operations which are the primary use of the land. This use need not be subordinate to the agricultural operation in terms of revenue but shall be subordinate in terms of land use (i.e., land area, structures utilized).
2. The café’s food and/or beverages shall include ~~One of the principal objectives is the use of~~ agricultural products produced on the farm.
- ~~2.3.~~ A farm café includes dining on the premises (indoor and/or outdoor) and may include take-out dining and delivery but excludes drive-through service.
4. The café must satisfy all state requirements for the farm café including wastewater and potable water, health and safety requirements.
- ~~3.5.~~ A farm café must be approved by the DRB under Conditional Use (See §5.4) and Site Plan Review (see §4.4). The farm café must have safe customer access, adequate parking for customers on the farm property, and adequate room for emergency vehicles. The café shall not change the character of the area and or have an undue adverse impact on neighbors from noise, traffic and parking.

~~(B)~~

(B) If the farm café is not on a farm subject to RAP rules, the farm café must also satisfy the following criteria:

- a. be located on a parcel of at least four ~~ten~~ acres that contains one or more of the farm operation’s principal structures.
 - b. be located in the Rural Lands District or the Extended Village District.
~~This use is both encouraged and allowed by Conditional Use permit (See §5.4)~~

(C) If the farm café is on a farm subject to Required Agricultural Practices (“RAP”) rules, the farm café is considered an Accessory On-Farm Business (§4.11) with municipal review as described in §4.11(D) of this bylaw.

Part II: New statute changes from the 2026 legislative session.

#6 Act 179: Revision reinforces existing statewide housing reforms.

§ 3.4 Equal Treatment of Housing

- (A) This Bylaw shall not have the effect of excluding low and moderate income housing.
- (B) No zoning regulation shall have the effect of excluding mobile homes, modular housing, manufactured housing or other forms of prefabricated housing from any district that allows year-round residential development in the municipality, except upon the same terms and conditions as conventional housing is excluded. (24 V.S.A. §4412)

#7 Per Act 179: In §4412(1)(E), removes requirement that ADU be on an owner occupied lot.

§ 4.2 Accessory Dwelling Unit

- (A) An accessory dwelling unit shall be a permitted use in all districts.
- (B) An accessory dwelling unit can be either located within, attached to, or detached from an existing ~~owner-occupied~~ single-family dwelling.
- (C) The following criteria shall be met for all accessory dwelling units:
1. The unit shall be clearly subordinate to an existing single-family dwelling ~~on an owner-occupied lot~~;

#8 Act 166: exceptions to RAPs Rule may allow municipal regulation of some farming activities.

§ 3.6 Limitations on Municipal Bylaws

- (B) **Agricultural Practices & Farm Structures.** This Bylaw shall not regulate farming that meets the minimum threshold criteria in the Required Agricultural Practices Rule (RAPs Rule) under 24 V.S.A. §4413(d). Municipal zoning authority is retained for the raising, feeding, and management of livestock on farms with fewer than one contiguous acre, and farms with one to four contiguous acres must demonstrate an adequate land base for nutrient and waste management as determined by the Secretary of Agriculture, Food and Markets to remain exempt from local regulation. required agricultural practices, as defined by the Secretary of Agriculture, Food, and Markets, including ~~This bylaw shall not regulate~~ the construction of farm structures. No municipal permit for a farm structure shall be required; however, a person shall notify the Town of the intent to build a farm structure and shall abide by setbacks approved by the Secretary of Agriculture, Food, and Markets.

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TOWN OF GREENSBORO PROCUREMENT POLICY

Adopted [INSERT Date]

PURPOSE

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the Town of Greensboro ["Municipality" or "Town"] at the lowest possible price, to exercise financial control over the procurement process, to clearly define authority for the procurement function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the transparent procedures followed in public procurement.

POLICY ORGANIZATION

This policy is organized into three sections:

1. General procurement requirements applicable to all purchases.
2. Procurement requirements for when the Municipality expends **solely its own funds**.
3. Procurement requirements for when the Municipality expends **State or Federal funds**, regardless of whether the procurement action includes municipal funds. State and Federal funds have specific requirements the Municipality must meet, and those requirements extend to municipal funds if they are used as match/cost share or as supplemental project funding.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.
- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.

- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality’s procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. ([FEMA Public Assistance and Policy Guide, Version 5](#))
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or “standby” contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. ([2 CFR § 200.319\(e\)](#))

GENERAL PROCUREMENT REQUIREMENTS

All purchases of the Municipality must adhere to the following general standards:

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.
- **Municipal Code of Ethics.** All municipal officers, as defined by [24 VSA § 1991\(12\)](#), are required to follow the Vermont [Municipal Code of Ethics](#). Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.
- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some federal programs have geographic preference limitations.
- **Procurement Agents.** The following individuals or positions are designated to act as Procurement Agents for the Municipality:

[Town Clerk, Town Administrator, Road Foreman, Selectboard Chair and/or Vice Chair.]

Procurement Agents are responsible for ensuring that the best possible price and quality are

obtained with each purchase. Procurement Agents must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. Procurement Agents also must ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If any provisions of this procurement policy conflict with provisions of Federal or State statute or regulations, the most stringent must be applied.

PROCUREMENT USING SOLELY MUNICIPAL FUNDS

Purchases made using solely municipal funds must adhere to the following general standards:

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.
- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.
- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Incidental Purchases. Employees designated as Procurement Agents may make purchases of up to \$[5,000] without prior approval, provided those purchases remain within the scope and limits of the approved municipal budget. Purchases of \$1,000 or more shall be approved in writing by one other purchasing agent.

Minor Purchases. Employees who have been designated to act as Procurement Agents may make purchases with a value between \$[5,000] and \$[25,000] only with prior approval of the Selectboard and are limited to the amount of the budget authorized by the Municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible and documented.

Major Purchases. All purchases over \$[\$50,000] require prior approval of the Selectboard. The Selectboard must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard must also ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices. The Municipality requires the use of a sealed bid process for [all Major Purchases.]

Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$[10,000] during any fiscal year, the bid process must be utilized and must specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases must be made from that bidder without necessity of additional bids, until such time as the **Selectboard** votes to initiate a new bid process.

Emergency Purchases. The **Selectboard** may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency purchases may include immediate repair or maintenance of municipal property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of essential municipal services.

Professional Services. The bid process may be waived for the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$[50,000]. If the Municipality wishes to use the professional services contractor in the future for a purchase made with Federal funds, the service must be purchased competitively following Federal requirements.

Sole Source Purchases. If the **Selectboard** determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source. Documentation and record retention requirements apply.

PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Purchases made using Federal funds must adhere to the following general standards:

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in [2 CFR § 200.319](#). All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.
- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with [§ 200.300\(a-b\)](#).
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of [2 CFR § 200.318\(c\)](#). If the municipality has an affiliate or subsidiary

organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality's requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality's adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.

- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ([§ 200.318\(c\)\(1\)](#))
- **Small and Socio-Economic Business Procurement.** Whenever possible, qualified small, minority, and veteran-owned businesses, women's business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in [§ 200.321](#) were considered.
- **Maximizing Resources.** The Municipality must:
 - avoid the [acquisition of unnecessary or duplicative items](#).
 - use [strategic sourcing](#) when appropriate.
 - use [excess and surplus Federal property](#) when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000 or as otherwise described in [§ 200.323](#).
 - use [value engineering clauses](#) for construction projects when practical.
 - provide a preference for the purchase, acquisition, or use of goods, products, or materials [produced in the United States](#) to the greatest extent practicable and consistent with the law.
 - implement the Buy America preferences set forth in [2 CFR part 184](#) for projects related to the construction, alteration, maintenance, or repair of [infrastructure](#).
- **Contract Cost and Price.** The Municipality must perform a cost or price analysis for purchases, including contract modifications, in excess of \$250,000, in accordance with [§ 200.324](#). Evidence of the analysis must be documented.
- **Cost Allowability.** The Municipality will determine cost allowability using [Federal Cost Principles](#), reviewing the notice of funding award, and reviewing its funding agreement. Costs must be allowable, reasonable, and allocable to the funding ([2 CFR Part 200 Subpart E](#)). (INSTRUCTIONS The Municipality may reference its own cost principles if they comply with Federal Cost Principles.)
- **Funding Agency Review.** The Municipality must submit the technical specifications of a proposed purchase and/or procurement documents for review if a funding agency has requested to review them, in accordance with [2 CFR § 200.325](#).

- **Bonding Requirements.** The Municipality must comply with bid and bond requirements of [2 CFR § 200.326](#) unless the Municipality has a bonding policy and requirements for construction or facility improvement contracts or subcontracts, and those requirements exceed \$250,000. When the Municipality has its own bonding policy and requirements, the Municipality must have the documents reviewed and approved by either the Federal agency or the pass-through entity to determine that the Federal interest is adequately protected. ([2 CFR § 200.326](#))
- **Federal Pass-Through Requirements.** The Municipality must include specific federal compliance requirements, such as Davis Bacon Labor Standards, Section 3 Reporting Requirements, and Build America, Buy America (BABA) for example, in the procurement documents to alert prospective bidders to those requirements. ([§200.319\(d\)\(3\)](#)) The Municipality should confirm any federal pass-through requirements with the funding agency.
- **Pre-Positioned Vendors and Contractors.** The Municipality may pre-position contracts by awarding contracts for the potential performance of work. When pre-positioning contracts, the Municipality will request proposals from vendors and/or contractors in accordance with procurement categories and their requirements and develop a scope of work adequate to cover the anticipated work to be performed. The list will be updated at least every three years with the option of extending the contract for a one-year term (no more than four years total). Each pre-positioned vendor or contractor must be issued a master contract defining the specific services that are covered by the contract, the contract term, and additional items identified by the Municipality. Task Order assignments will be made by the Municipality following a review of the task order complexity, experience of the firm and its staff, capacity to complete the work within the desired timeframe, availability of contractor staff, and other factors applicable the Municipality deems important to the work to be performed.
- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with [2 CFR § 200.318\(i\)](#). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories.

In the case of purchases made using Federal funds, if state law or the Municipality's supplemental policies conflict with Federal requirements, the stricter of the two must be applied.

PROCUREMENT CATEGORIES AND REQUIREMENTS.

Micro-Purchases. Purchases of up to \$[5,000] in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases

equitably among qualified suppliers. ([§ 200.320\(a\)\(1\)](#))

Simplified Acquisition (Small Purchases). Purchases with an aggregate total value between \$[5,000] and \$[50,000], including any future contract amendments or change orders. Price or rate quotes must be obtained from [an adequate number of qualified sources] following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. ([§ 200.320\(a\)\(2\)](#))

Large Purchases by Competitive Proposals. Purchases with an aggregate total value of \$[50,000] or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. ([§ 200.320\(b\)\(2\)](#))

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration or through the Clean Water State Revolving Fund, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with [no less than two weeks] allowed for responses. Proposals must be solicited from [at least three qualified entities]. When a contract is awarded, it must be awarded to the responsible offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor's integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

Procurement by Sealed Bid. Purchases with an aggregate total value of \$[50,000] or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. ([§ 200.320\(b\)\(1\)](#))

Noncompetitive (Sole Source) Procurement. If one of the following specific circumstances apply, the Municipality may use a noncompetitive procurement method ([§ 200.320\(c\)](#)):

- **Single Source.** The purchase only can be filled by a single source.
- **Emergency.** A threat to life, public health or safety, or improved property, or some other form of dangerous situation or public emergency will not permit a delay resulting from proving public notice of a competitive solicitation. Emergency conditions generally are short term.
- **Exigency.** There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement would preview the urgent action required to address the situation. Exigency conditions may be short term or exist for

weeks or months.

- **Written Permission.** The Municipality submits a written request with justification for noncompetitive procurement and its funder approves the request in writing.
- **Inadequate Competition.** After soliciting several sources, competition is determined to be inadequate.

Documentation is required to justify noncompetitive procurement. Documentation must follow the requirements of the funding agency. Noncompetitive purchases still must comply with other requirements of procurement, such as maximizing resources, domestic preferences, contract cost and price, competition requirements, and documentation. Written contracts with required contract clauses are required.

CONTRACTS.

- “Cost plus a percentage of cost” and “percentage of construction costs” methods of contracting must not be used. ([§ 200.324\(c\)](#))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in [2 CFR Appendix II](#) as applicable to the project unless a State or Federal funder requires specific language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. ([§ 200.327](#))
- When funding is provided through the State of Vermont, the Municipality must include the required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.

The foregoing Policy is hereby adopted by the **Selectboard** of the Town of Greensboro Vermont, this

[INSERT date] day of [INSERT year] and is effective as of this date until amended or repealed.

SIGNATURES.

Chair:

Selectboard Members:

Town Meeting Improvement Committee Charter DRAFT

Background: On June 30, 2026, Greensboro held a Special Town Meeting to discuss and vote on two articles proposed by a petition from voters. One directed that future articles on budgetary matters be decided by Australian Ballot and the second directed that public questions be decided by Australian Ballot. Both measures were rejected by the Town Meeting. During the meeting, several problems with the way we conduct town meeting were identified that negatively affected participation and engagement, and the suggestion was made to set up a committee to explore these problems and propose solutions. At its July 8 meeting, the Selectboard approved the following resolution:

A subgroup of the Selectboard and staff will write up a description for a committee that will address ways to improve the effectiveness and inclusion of Town meeting, as discussed at the recent special town meeting, and will solicit letters of interest from those who wish to serve on the committee.

1. Establishment

The Greensboro Selectboard hereby establishes the Town Meeting Improvement Committee (TMIC) to explore, evaluate, and propose changes to improve the participation and effectiveness of Greensboro's annual Town Meeting. The TMIC shall serve in an advisory capacity to the Selectboard and, as such, shall be subject to all applicable provisions of Vermont's Open Meeting Law.

2. Purpose

The Committee will evaluate our practices around conducting our annual town meeting, identify problems with those practices, and make recommendations to the Selectboard for improvements.

3. Timing

The Committee will be formed by September 1, 2026 and will complete its work and submit its report to the Selectboard by November 15, 2026.

4. Implementation

The Selectboard will consider the recommendations of the Committee and implement those changes it determines are practical and helpful in time for the March 2027 Town Meeting. Some recommendations may be implemented at a later time.

5. Responsibilities

- a. Solicit the views and suggestions of Greensboro voters through various methods the Committee believes most useful, such as a public forum and/or an online survey.

- b. Research how other towns have improved the effectiveness and participation of their town meetings.
- c. Target outreach to people who find it difficult to attend town meeting in its current configuration.

6. Questions to explore

The following are examples. The Committee has the latitude to explore other issues as they see fit.

- a. What day and time would be the most convenient for most citizens?
Note: Under state statute, town meeting must take place on the first Tuesday of March, but “Vermont law gives towns the flexibility to hold Town Meeting at a time it believes will be more convenient for its voters.” Communities may choose to hold their floor votes on any of the three days before Town Meeting Day. (*A Citizen’s Guide to Town Meeting Day*, Office of the Vermont Secretary of State).*
- b. How can we make it easier for parents, seniors, and people with disabilities to attend town meeting? For example, should we offer on-site childcare, rides for people who cannot drive or don’t have access to a car, and hearing assistance devices to those with hearing loss?
- c. Should we use electronic voting (“clickers”) during the meeting in place of paper ballots?
- d. How could the agenda and flow of the meeting be better organized and managed so that more time could be devoted to the most important matters?
- e. Should we place a time limit on discussion for each article? Note that the body can always extend debate with a majority vote.
- f. Which types of articles deserve the most time and attention? Which ones deserve less?
- g. Should some time be spent early in the meeting on the basic rules of parliamentary procedure, so voters know how to accomplish specific tasks, for example extending debate, changing the order of the articles, postponing consideration of an article to a later date or time?
- h. Should we have a parliamentarian present who can advise the moderator on parliamentary procedures and advise voters who want to make a motion?
- i. Such other questions as the Committee shall determine.

*https://outside.vermont.gov/dept/sos/Elections_Division/election_info_resources/town_meeting_local_elections/citizens_guide_vermont_town_meeting_2008.pdf

7. Membership

Seven voters appointed by the Selectboard which shall seek members with a diversity of ages, family status, professions, and experience. Any registered voter may request to join the committee.

8. Work product

A report with a prioritized list of recommendations shall be submitted to the Selectboard.



Kelley Bros of New England, LLC
131 S. Main St, Suite 15
Barre, VT 05641
Phone: 802-923-2004

CUSTOMER PROPOSAL

Josh Kelley,
Acct#: COUNTER

Project Number: 18-2615530-0

Proposal Date: 8/5/2026

Re-Print Date: 8/5/2026

JOB NAME: **Upstairs Gym Door**

Sold To: Town of Greensboro
Kim Greaves
82 Craftsbury Road
PO Box 119
Greensboro, Vt 05841
Tel: 802-533-2911
Fax:

Attn:

Ship To:

Tel:
Cell:

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
1	Accentra	AU-NTB613-NR x E694 x 497 x 626 ~ Push-Button Lock~	\$786.36	\$786.36
6	Labor-Std-Hours	Labor to Install lock	\$112.50	\$675.00

Customer PO#:

Customer Acceptance: _____ Date: _____

Printed Name: _____

SubTotal:	\$ 1,461.36
Freight:	\$ 50.00
Tax:	\$ 90.68
Project Total:	\$ 1,602.04

Given building material cost inflation, this quote is good for 30 days. Any material released for order after this time will be subject to re-quote.

Quoted price is subject to change based on the implementation of tariffs. No language in a contract award shall prohibit Kelley Bros from passing along supplier price increases related to tariffs.

NET 30 subject to credit approval

Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

Due to recent US Supreme Court ruling, we may have to charge sales tax if required by law unless the project is specifically tax exempt.

*Sent tax exempt certificate to Josh Kelly on 8/17/26
@ 9:00 A*