

Greensboro Selectboard

October 22, 2025 – Minutes

MEETING LOCATION: Town Hall meeting room with remote option

SELECTBOARD MEMBERS PRESENT: MacNeil, Mike Metcalf, Judy Carpenter, Tim Brennan, Ellen Celnik (joined remotely)

SELECTBOARD MEMBERS ABSENT: None

OTHERS PRESENT in person: Davis Barnett, Liz Steel, Beth Meachem, Kim Greaves, Josh Karp

OTHERS PRESENT remote: Bobbie Nisbet, Christian Holland, Christine Armstrong, Elissa Mackin, Gary Circosta, Lise Armstrong, John Mackin, Michelle Mackin, Rick Lovett, Fan Watkinson, Dede Stabler

CALLED TO ORDER: 6:30 PM

ADDITIONS TO THE AGENDA

Breezy Ave Scoping Study: additional grants match needed (Josh)

MINUTES

Minutes from 9/30/25 budget meeting, 10/7/25 budget meeting, 10/8/25 regular meeting, and 10/14/25 budget meeting unanimously approved as written.

PUBLIC COMMENT

- Davis asked which town staff member he should ask to upload wastewater grant documents to the town website. Kim said she would do this.
MacNeil has reached out to Lynette Claudon at VT DEC to schedule a meeting to clarify ongoing questions about the wastewater grant.
- Beth gave an update on the library's MERP grant projects, noting that the work is about 75% complete. The library recently hosted an open house to showcase the energy efficiency projects underway, and Beth offered to give board members a tour of the projects. Among other improvements, all windows in the library's new wing are being replaced. It appears there will be enough funding to install a backup battery system.
- Beth said VT BGS (Buildings and General Services) is developing a loan program for municipalities, to be used to fund a variety of town projects. These 0% interest loans will be available through the VT Bond Bank.
- Beth said some public comments don't get included in the minutes, which can lead to a lack of follow-through by the selectboard. Josh said while he does include some public comments in the minutes, he doesn't include all of them. He added that if Beth thinks an important comment is missing, she can propose it be added to the minutes and the board will likely approve.
- Beth suggested the meeting minutes include 'action steps' after discussion items to help the selectboard with follow-through on issues and projects.
- Liz asked if it would be useful for the communications working group to help the town publicize the 10/28 informational meeting on the 11/13 Australian Ballot vote. Kim said later this week, she will post links to a fact sheet with background information on all three items to be voted on.
Beth asked: if the fire truck purchase is voted down, does the town lose the \$25k deposit? MacNeil said yes.

TOWN ADMINISTRATOR POSITION

MacNeil said he discussed the idea of a new town position with Kathleen Ramsay at VLCT. Her advice was that administrative positions are particular to each town, and the town needs to first identify its specific needs, then draw up a job description and work from that. MacNeil felt that the work of this new position would be mainly to assist selectboard members with meeting state requirements, and grant work. He said the Board asked Josh to put together a first draft of a job description.

Mike said he first joined the selectboard in 1984, and observed that the job is much more complex today than it once was, with the board needing significantly more support. With generational and commingled summer and winter communities, Greensboro is more complex than other small towns and it costs more to support such a community. Mike added that hiring someone new and keeping the tax rate reasonable could be a challenge.

Ellen: a few years ago, the town asked a local person to split his time between administrative positions in Glover and Greensboro but he declined. And had it worked out, this would have been just a temporary measure. Ellen said while she's happy to hear public comment about the job description, writing one is ultimately up to the selectboard.

Judy noted that the 'selectboard clerk' position may be removed from the budget, and these duties would be incorporated into the new position.

Davis: before we think about adding another town role, we need job descriptions for current town staff. Judy said the board is currently working on the FY27 budget and is clarifying the roles and hours of both Brett (treasurer) and Brandy (assistant treasurer). Kim said going back to 2010 when she started with the town, the work has always been a team effort and staff duties are not always clear cut.

Davis: if this job is something Josh may move into, what about all the things he currently does? If he's fully occupied in his current position, are we really adding any staff capacity by adding a new position? Josh said this new position would require more hours than he is now working, and added that much of his time is spent on FEMA work that will hopefully be winding down. MacNeil said the position will be advertised.

MacNeil said the town staff has been in flux over the past five years, starting with the pandemic. The board is trying to respond to and meet the needs of this moment.

Liz asked the board if input has been solicited from town committee leads and others to determine what kinds of administrative supports are needed. Input from the planning commission would be especially important, she added.

Ellen said the way the town is currently staffed is not sustainable, the town can't continue to depend on volunteer committee members and selectboard members to apply for all the grants, and there hasn't been new town staff for a few decades. She added that many towns have identified grant opportunities that have been missed, and this position could end up paying for itself since many grants compensate the town for grant administration costs.

Tim said this new position is an investment. Between Josh's job description and research Ellen has done, we're close to having the job defined. However, we do need to be clear who will actually be writing grants. The creation of this position is going to affect the tax rate, how do we get this in front of the town and explain and defend this to the voters? One approach would be to put the creation of this role before the voters at town meeting, as a stand-alone article on the warning. Tim added he is not explicitly advocating for this approach.

Liz said she and Beth attended a panel discussion in Craftsbury where five area towns discussed their experience with a variety of town administrative roles. She said the town needs to determine what municipal capacity is needed, create the right job description, and attract the right people with the skills and abilities we need. Liz talked to the Burke town administrator who said in his town, it's transparent what the jobs of each staff member are.

Beth added that she was impressed by the time the Burke town administrator spent on communications.

Ellen noted that Greensboro can't afford to pay \$60k for an administrator like Burke, a bigger town, is able to. MacNeil said Burke's needs are likely different than Greensboro's needs.

Tim thanked Liz for her input, and said it appears to him that the job title should be 'town administrator'. He added that not all grants offer compensation for administrative costs and we shouldn't kid ourselves that this position will pay for itself. Beth agreed, noting that any administrative reimbursement received will help offset the cost of the position.

Beth said that we need to make it possible for the town clerk to do their job.

Tim said that Kim does so much more than the statutory duties of a town clerk.

Liz said the town website needs to be part of this new administrative role moving forward.

Davis said sometimes the town doesn't distribute information as well as it could, and that the communications working group is here to help out.

Tim invited members of the public to submit comments to the board about the creation of the new position.

BREEZY AVE. SCOPING STUDY

Josh said the consultant he and Naomi would like to work with on the scoping study originally came in \$6k over budget, and after negotiations reduced their fee by \$4k. This means their fee is still \$2k more than is currently in the budget for the town match. Josh requested that the board approve spending an additional \$2k on the grants match to keep the process moving forward. After discussion, MacNeil said the board will add this item to next month's agenda. Judy agreed to consult with Brett about Josh's request.

ADJOURNMENT

The meeting was unanimously adjourned at 7:46 PM.

Respectfully Submitted: Josh Karp, Selectboard Clerk