

**This will be a hybrid meeting. Join in-person at Greensboro Town Hall Meeting Room or join remotely via Zoom conference call using your computer or phone.**

**For a meeting link and phone number, 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**

**October 22nd 2025 – Agenda**

**6:30 pm**

### **CALL TO ORDER & ADDITIONS TO THE AGENDA (6:30 – 6:35)**

#### **MINUTES (6:30-6:45)**

September 30, 2025 Draft Budget Meeting Minutes  
October 7, 2025 Draft Budget Meeting Minutes  
October 8, 2025 Draft Regular Meeting Minutes  
October 14, 2025 Draft Budget Meeting Minutes

### **PUBLIC COMMENT – GENERAL (6:45-6:55)**

### **ONGOING BUSINESS (6:55-7:15)**

“Town Administrator” position

### **DISCUSSION ITEMS – ( 7:15-7:20)**

### **OTHER BUSINESS (8:25-9:00)**

- Draft only, not yet approved by the Selectboard -

# Greensboro Selectboard

## September 30, 2025 Budget Meeting – Minutes

**MEETING LOCATION:** Town Hall meeting room (in-person only)

**SELECTBOARD MEMBERS PRESENT:** MacNeil, Mike Metcalf, Judy Carpenter

**SELECTBOARD MEMBERS ABSENT:** Tim Brennan, Ellen Celnik

**OTHERS PRESENT in person:** Kim Greaves, Josh Karp, Brett Stanciu, Tom Camarra

**CALLED TO ORDER:** 1 PM

Dave Brochu attended to discuss the FD budget.

Tim Brennan (not in attendance) was suggested as the Board member to renegotiate the Lamoille County Sheriff Department's dispatch contract. The dispatch item line should include LCSD and Active 911.

Some extended discussion revolved around the Capital Budget and the Fire Department. Brett will forward the current Stannard contract to all budget committee members. This contract requires rewriting this fall.

Tom Camarra and Josh Karp participated in the HWY budget discussion. Discussion revolved around shared use of equipment with adjacent towns and use of FEMA money. The committee agreed to pick up this discussion next week with Josh and Tom regarding use of FEMA money.

Overburden will be added into the budget. Discussion revolved around clearer presentation of revenues and expenses. Tom estimated overburden expense at \$70K, with the recent state \$50K as revenue offset.

### ADJOURNMENT

The meeting was unanimously adjourned at 2:30 PM

*Respectfully Submitted: Brett Stanciu*

# Greensboro Selectboard

## October 7, 2025 Budget Meeting (FY27) – Minutes

**MEETING LOCATION:** Town Hall meeting room (in-person only)

**SELECTBOARD MEMBERS PRESENT:** MacNeil, Mike Metcalf, Judy Carpenter, Tim Brennan

**SELECTBOARD MEMBERS ABSENT:** Ellen Celnik

**OTHERS PRESENT in person:** Kim Greaves, Josh Karp, Brett Stanciu, Jennifer Lucas

**CALLED TO ORDER:** 1 PM

Josh presented a FEMA report to the board, focusing on the 2023 flood.

### 2023 FLOOD

All FEMA reimbursements have been received for the 2023 flood.

In addition to reimbursement for the town's cash costs, a \$566k reimbursement for in-kind costs was received. This breaks down into:

- \$72,400 for road crew labor;
- \$198,100 for town equipment use;
- \$295,500 for town gravel.

\$170k in additional reimbursements from the State are expected once all mitigation projects are completed (improvements to road infrastructure above and beyond flood repairs). It is expected these projects will be completed by fall 2026. This breaks down into:

- \$150k from the State (the state's share of overall 2023 flood expenses);
- \$20k for flood admin labor costs (Josh's FEMA labor over the last three years).

The town was fronted about \$500k for mitigation projects, and Josh is working with Tom and VTrans to develop sensible projects for Greensboro's road network. The town will have to return any funds not used.

The town was also fronted \$600k for the Shadow Lake Bridge replacement. This project came in substantially under budget and the difference will also have to be returned.

The town's share of 2023 flood costs, after FEMA and the State pay their share, amounts to about \$40k.

Most of the interest expense on the town's \$1 million flood loan was covered by FEMA. \$7.5k of interest expense must be paid by the town.

While this flood loan was paid back using FEMA reimbursements, the town spent an additional \$150k on flood repairs, so the general fund needs to be paid back from the FEMA reimbursements.

Due to possible federal budget cuts, FEMA may have less money to offer towns for future disaster recovery.

Josh said it may make sense to ask the voters to approve an emergency roads fund, and then to transfer some amount of the in-kind FEMA reimbursements to this fund. It would need to be clarified exactly what would be appropriate uses for such a fund.

Josh also suggested that a prudent use for some of these in-kind FEMA reimbursements could be to partially offset the costs of long-lasting road improvements that are part of the regular roads budget, such as ledge removal projects.

The selectboard needs to clarify who has the authority to allocate the FEMA in-kind reimbursements: the selectboard, or the voters?

### **2024 FLOOD**

The town borrowed \$750k to repair roads after the 2024 flood, and all of this was spent.

All 2024 projects have been reviewed by FEMA and have received preliminary approval. Josh said the last step before final project submission is to make sure that the town is receiving all of the mitigation funding it is eligible for.

As currently formulated, the 2024 projects total \$1,165,000 in eligible reimbursement costs. As with the 2023 flood, this total includes cash costs as well as the town's in-kind costs.

Since no projects have been submitted yet for the 2024 flood, no reimbursements have been received.

### **ADJOURNMENT**

The meeting was unanimously adjourned at 2:15 PM

*Respectfully Submitted: Josh Karp*

- Draft only, not yet approved by the Selectboard -

# Greensboro Selectboard

## October 8, 2025 – Minutes

**LOCATION:** Town Hall Meeting Room with remote access

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

**SELECTBOARD MEMBERS ABSENT:** Judy Carpenter

**OTHERS PRESENT in person:** Davis Barnett, Maria Amador, Kim Greaves, Josh Karp

**OTHERS PRESENT remote:** Peter Romans, Janet Long, Chief Dave Brochu, Jr., Aileen Gebbie, Lise Armstrong, Christine Armstrong, Jennifer Ranz, Alison McKnight, Miriam Rogers, Naomi Ranz-Schleifer

**CALLED TO ORDER:** 6:30 PM

### ADDITIONS TO THE AGENDA

- Library Trustee appointment
- Communications with Hoyle Tanner and DEC

### MINUTES

- September 23 budget meeting: minutes unanimously approved as written.
- September 24 second monthly meeting: minutes unanimously approved as written.

### PUBLIC CONCERNS

**Wastewater grants, Hoyle Tanner, reimbursements.** Davis asked if the original wastewater grant and amendments have been located. Kim said the town office staff is still working on this project. Davis said these documents should clarify the town's dependency on Hoyle Tanner (HT) to utilize the \$100k in remaining grant funding.

MacNeil said he's been in communication with HT to make sure they understand the selectboard's concerns about the delayed reimbursements owed to the town. John Reilly at HT recommended the board speak with Lynette Claudon at VT DEC to clarify the situation. MacNeil said he'll schedule a meeting with Lynette and invite Wastewater Advisory Committee members to participate.

Tim said he like to see the original grant document. MacNeil said the initial wastewater project was built around a number of separate grants including ARPA funds, and there are likely multiple original grant documents. It needs to be clarified whether this remaining funding is part of an original grant, or somehow separate.

### ORLEANS COUNTY SHERIFF'S DEPT.

The Board reviewed the September OCSD report.

### GREENSBORO FIRE DEPT. – Chief Dave Brochu, Jr.

Chief Brochu was present and gave his September report.

### ROADS & DRIVEWAYS

1. **Road Foreman's report – Tom Camarra.** Tom was not present this evening.

2. Janet asked for an update on why the Craftsbury Rd. speed limit was changed back to 50 mph earlier than usual. MacNeil said he would clarify this with Tom.
3. Peter asked what criteria the town is using to determine when roads should be graded and chloride applied. MacNeil said this is a question for Tom, who is not present.

Peter requested that the road crew union contract be put up on the website. Kim agreed to do this.

Peter said when he was on the selectboard, a system was created to track equipment repair costs. Tom would code repair invoices and then the treasurer could keep track of repair costs for each piece of town equipment. This information could help determine the right time to replace a given piece of equipment, and could allow the town to delay equipment replacements that are scheduled on the HERF. Peter asked if this is still being done. Kim said she and Brandy have been working together to restart this tracking.

Tim suggested there may be a way for the town's bookkeeping software to automatically categorize repair expenses to make the process easier.

### **TOWN CLERK – Kim Greaves**

**Request to Cater Permits.** Request to cater permits were received from Chefwerks LLC for an event at Turning Stone Farm on October 11, and Pear Ridge Productions LLC for an event at Wilson Herb Farm on October 18. Mike made the following motion:

*The board approves catering permits for Chefwerks LLC and Pear Ridge Productions LLC.*

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

### **TREASURER**

1. The Board reviewed the FY26 budget YTD report and September check warrant reports.
2. Kim reported that:
  - Over \$2 million in property tax payments have been collected to date.
  - The annual fire station payment has been made.
  - The road crew has been paid out additional overtime per the union contract addendum.

### **ONGOING BUSINESS**

1. **Approve warning for Australian Ballot vote & informational meeting.** MacNeil read the draft warning for the November 13 Australian Ballot vote and the October 28 informational meeting.

Kim said there is a community meal at Fellowship Hall on the evening of October 28 and wondered if this poses a conflict with the informational meeting. Ellen suggested this is not a conflict but could be considered a positive thing; Christine agreed. Davis called Naomi who told the board there would not be a conflict. The board agreed to hold the meeting at Fellowship Hall.

Christine asked whether the informational meeting will have a remote component. After discussion the board agreed to offer remote access to watch the meeting, but no remote interaction. Tim suggested participants be given the opportunity to ask questions in advance. Tim made the following motion:

*The board approves the warning that includes the locations, dates, and times for the Australian Ballot vote and informational meeting.*

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

Discussion of whether to send out ballots to all registered voters. Kim said while this decision is up to the board, doing so would cost about \$2,000 and would be an unbudgeted expense.

Tim asked if sending out ballots is a typical practice. MacNeil said during the pandemic there were federal and state funds used to mail ballots, but there are no such funds anymore. He said sending out ballots is not

typical and recommended that the town not do so in this case. The board agreed that ballots will not be mailed out.

Kim said polls will be open from 10 AM-7 PM on November 13 and absentee ballots will be available.

Davis said the Communications Working Group would like to assist the town in getting the word out about the informational meeting and ballot vote.

- 2. Wastewater / Hoyle Tanner.** MacNeil said at the 9/24 selectboard meeting there was a presentation from the Wastewater Advisory Committee about engaging Hoyle Tanner (HT) to do further studies, using \$100k in grant funds remaining from the initial wastewater project. It is currently unclear whether this remaining funding may be used by the town to hire any consultant it wishes, or whether the funding is tied to HT specifically. John Reilly at HT suggested the town discuss this issue with Lynette Claudon at VT DEC.

Ellen said the question about whether this funding is tied to HT should be easily answered. The more challenging question is why the town has not been reimbursed for HT invoices from the initial wastewater project that the town paid months or even years ago.

In an email correspondence, John Reilly stated that the town is responsible for paying all of their invoices regardless of whether grant money is received. MacNeil wondered whether the town should be accepting grants that specify that the contractor must be paid even if the grant funding is not received.

## **OTHER BUSINESS**

- 1. Consent agenda.** MacNeil read a fact sheet explaining the use of a consent agenda, which could make selectboard meetings more efficient by allowing the board to approve a slate of items with one vote. Tim added that if anyone wants to discuss an issue under the consent agenda, it would need to be removed and moved to another part of the agenda.

MacNeil said this is a board policy item that could be approved by unanimous consent. The board agreed by unanimous consent to utilize a consent agenda.

- 2. Library Trustee appointment.** MacNeil said the library has recommend Carol Reynolds be appointed as library trustee. Mike made the following motion:

*The board appoints Carol Reynolds as library trustee.*

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

## **ADJOURNMENT**

The meeting was unanimously adjourned at 7:37 PM.

*Respectfully Submitted: Josh Karp, Selectboard Clerk*

- Draft only, not yet approved by the Selectboard -

# Greensboro Selectboard

October 14, 2025

## FY27 Budget Meeting – Minutes

**MEETING LOCATION:** Town Hall meeting room (in-person only)

**SELECTBOARD MEMBERS PRESENT:** MacNeil, Mike Metcalf, Tim Brennan

**SELECTBOARD MEMBERS ABSENT:** Ellen Celnik, Judy Carpenter

**OTHERS PRESENT in person:** Kim Greaves, Brett Stanciu, Jennifer Lucas

**CALLED TO ORDER:** 1 PM

### FY27 BUDGET

The board reviewed the draft FY27 budget.

The board reviewed a draft Appropriation Request Application provided by Tim.

**For next meeting:** Initial review of FY27 payroll and health insurance.

### ADJOURNMENT

The meeting was unanimously adjourned at 2:18 PM

*Respectfully Submitted: Kim Greaves*

# TOWN OF GREENSBORO

## **Job Description for *Administrative Assistant? Selectboard Assistant? Administrative Coordinator? Town Administrator?***

### **ROLES**

#### **GRANT ADMINISTRATOR**

- On an annual basis, compile a list of available grants from state, federal and regional agencies and work with the selectboard to prioritize which grants to apply for.
- Identify one-time grant opportunities and bring these to the selectboard's attention.
- Provide feedback during budgeting season to ensure that Town grant matches are budgeted for.
- Manage grants that are received. Work with Town Clerk and Treasurer to ensure grant invoices are invoiced properly, correctly categorized and paid.

#### **ASSISTANT TO SELECTBOARD**

- Work with Selectboard chair to prepare meeting agendas and packets.
- Provide the board with background information on agenda items as necessary to help the Selectboard make informed decisions in an efficient manner.
- Attend 1-2 Selectboard meetings per month and take minutes.
- Keep Selectboard section of Town Website up to date per VT Open Meeting Law requirements.
- Work on special projects as assigned by the Selectboard.

#### **ROADS ADMINISTRATIVE ASSISTANT**

- Work with Selectboard and Road Foreman to plan transportation projects. Develop a five-year plan for road improvements, identify major priorities and costs, determine options for project funding.
- Assist the Road Foreman with MRGP and VT Culverts mapping and inventories.
- Act as Municipal Project Manager for VTrans transportation projects as necessary.
- FEMA. In case of natural disasters such as severe storms, this position is responsible for interfacing with the FEMA Public Assistance program and VT Emergency Mgmt. This includes working with the

Road Foreman and Selectboard to ensure that repair work, both emergency and permanent, is performed per state and FEMA requirements so reimbursement is not jeopardized.

## **GENERAL**

- This position is supervised by a five-member volunteer Selectboard and must be able to work independently with minimal daily oversight, and be responsible for managing their own work and project schedule with only broad supervision by the selectboard.
- This position will prioritize public engagement and is expected to be responsive to queries from the public.
- This position will attend trainings as prioritized by the selectboard.
- [*Possible*: if prioritized by the selectboard, this position could act as liaison between certain town committees and the selectboard]

## **SKILLS & EXPERIENCE**

- This position will engage with town employees, officials, committees, volunteers, and the public in a spirit of collaboration and cooperation.
- Experience with VT town government and knowledge of the VT Open Meeting Law.
- Working knowledge of organizations that commonly assist municipalities such as VLCT and NVDA.
- Working knowledge of Windows OS, Word, Excel, Gmail, Google Drive, Zoom, Teams.

## **COMPENSATION AND BENEFITS**

- 30 hours per week, 1560 hours per year. While the weekly hours of this position can be variable and remote work is allowed, this position will be expected to work at the town offices a minimum of two days per week.
- Hourly wage: TBD
- Benefits: This is considered to be a full-time position and is eligible for all town benefits.
- Employee will be provided with a laptop, software, and office space by the town.