

TOWN OF GLOVER
Selectboard Meeting Minutes
Thursday, April 9, 2026 – Glover Town Hall

Present: Adam Heuslein, Tabitha Armstrong, Anne Eldridge, Theresa Perron, Town Administrator, Ashley Fontaine, Glover Ambulance, Dan Clark, James Coe, Gary Sheldon, Zach Chayer, Paul Wells and Jennifer Harlow, Orleans County Sheriff's Office, Matthew Wilson, Chronicle, and Cindy Epinette, Clerk.

Zoom Participation: Justin Mason, Brad Gebbie, Olivia Noel.

1. The meeting was called to order at 6:38pm.
2. **Additions or deletions to the agenda:** Development Review Board (DRB) proposal.
3. **Public Comment:** none
4. **Approval of Minutes dated February 19th, 26th and March 26th, 2026:** Adam made a motion, seconded by Anne to approve the minutes dated February 19th and 26th, 2026. The motion carried. Tabitha abstained. Adam made a motion, seconded by Anne. To approve the minutes dated March 26, 2026. The motion carried.
5. **Road Update:** The road crew have been grading and hauling gravel on Dexter Mtn Rd. A truck is down for warranty work and repairs. If all goes well we will have it back in service mid week next week. They dug the ditch for the electrical pole for the wastewater pump station on Roaring Brook road. The pol has been installed. Mike is hoping to review the RFP for the new truck at the next meeting. They are working on preparing the trucks for spring and summer maintenance. They will haul gravel for shoulder work maintenance. The grader is down at the moment. The "high voltage" alarm came on. It was suggested a schedule be posted on the website to indicate when each road is scheduled to be graded. The Board wanted to remind businesses that the Excess Weight Permit has expired for 2025. Please be aware of weight limitations on each road. No paving bids have arrived yet. The deadline is the end of April. The question was asked about ditching work as well. Is it scheduled?
6. **Old Business:**
 - a. **Appointment of Broadband Representative:** Anne made a motion, seconded by Adam to appoint Noah Armstrong as the NEK Broadband Representative. The motion carried. Tabitha Armstrong abstained from this discussion and voting due to a conflict of interest, Noah Armstrong is her husband.
 - b. **Glover Ambulance Contract:** Adam inquired if he should leave the room or remain and not participate. The other Selectboard members indicated he could remain at the table but not participate in the conversation. **Tabitha made a motion, seconded by Anne, to approve the contract with Glover Ambulance for \$32,000 for the period April 1st – March 31st, 2027. The motion carried.** Adam abstained from this discussion and voting due to a conflict of interest.
 - c. **Heart of Glover:** Schedule public meeting: Anne will contact several interested parties to poll when a good time to schedule a public meeting will be.
 - d. **Personnel Policy and Private Road & Driveway Policy Review and other policies and ordinances:** (Correction: Private Road & Driveway is an ordinance not a policy). A proposal is being made to change the Private Road & Driveway ordinance to include responsibility of installing and maintaining the culvert, in good working order, is the responsibility of the property owner, not the town. The Board is considering changing the Personnel Policy to include all federal and state holidays as paid holidays. Adam drafted two documents: Budget Finance Committee Purpose and Operating Guidelines

and the Planning Commission Purpose and Operating Guidelines. These were created to help define responsibilities and expectations. Anne will share the Planning Commission draft with the Planning Commission for their input. The Selectboard would like to review the Shadow Lake Dam Reserve Fund policy at the next meeting.

- e. **Policies/Ordinances for Jim Barlow to review:** The Board is reviewing the list of policies and ordinances they would like Jim Barlow to review to confirm they are in compliance. They will start with the Burn Ordinance.
- f. **Salt Shed Update:** The next steps in building a salt shed: (i) receive approval from the National Environmental Policy Act (NEPA). This process will take 6 months to complete; (ii) a fire safety permit needs to be acquired, (iii) public meetings will be scheduled to review the designs, (iv) the attorney will complete a title search to confirm the shed will be constructed on town owned property, (v) a contract will be created between the town and Vermont Agency of Transportation. The Board does not expect the Request for Proposal (RFP) will be created/distributed before January 2027.
- g. **Wastewater Reserve Fund Policy: Adam made a motion, seconded by Tabitha, to approve this policy as written. The motion carried.**
- h. **Wastewater Update:** The Board requested Cindy contact Barton Village again to schedule a meeting to discuss questions/concerns regarding how Glover is being billed their share of the wastewater system. The town is preparing for a smoke test on the wastewater system to determine if and where storm water is entering the system. They've started with inspecting manhole covers. Wastewater users will be notified when the smoke test will be performed so they can be prepared. Vermont Rural Water Association will perform the test at no charge. They will also use cameras as needed. Several floats have been replaced and the main pump station control panel is outdated and needs to be replaced. Adam has requested a quote to replace the panel.
- i. **Orleans County Sheriff's (OCSD) Office:** The Board and OCSD discussed several issues; (a) OCSD proposed a contract not an appropriation. Once a dollar figure is set by the Selectboard, OCSD will create the contract to sign. (b) OCSD will enforce ordinances of the town, (c) when reviewing the monthly reports, if the Board finds incorrect/questionable charges please bring this to the attention of OCSD so it can be discussed and corrected accordingly, (d) when OCSD receives multiple complaints they will set up surveillance to monitor a situation, (e) OCSD indicated being pro-active instead of re-active is a better way to deal with a situation. Anne is the liaison between the Board and OCSD.
- j. **Listers:** Justin mentioned they are going out to perform on site assessments. They will contact local law enforcement to inform them of their plans in case someone calls. They have purchased magnetic signs that can be attached to vehicles to identify them for official business. The Selectboard agreed to pay for these signs from the general fund budget.

7. New Business:

- a. **Budget Finance Advisory Committee (BFAC) Update:** A Budget Finance Committee Purpose and Operations Guidelines were developed to define the purpose of this committee. It will be reviewed further. Paul Decelles attended a meeting to discuss investment options. The BFAC will review the information provided and make a recommendation to the Board as to how to invest the Reserve Funds so they earn more interest. The question was asked if the town can invest TAN funds in this money market account as well. Cindy will research this possibility.
- b. **Adopt Investment Policy:** The Budget Advisory Committee will review and submit recommendations to the Board in May.

- c. **Development Review Board (DRB) Proposal:** The River Corridor Bylaws and Flood Plain Hazard Bylaws adopted in December stipulated a DRB was needed. The Planning Commission proposed appointing the Planning Commissioners as the DRB. Anne made a motion to appoint the Planning Commission as the DRB. The Selectboard requested the Purpose and Operating Guidelines be developed to define the DRB before appointing members. Any zoning in the town needs to be well defined to avoid confusion and misunderstandings.
8. **Town Administrator's Report:**
 - a. **Shadow Lake Dam Update:** Theresa shared a communication from a Shadow Lake Dam neighbor. They are planning to remove a large tree from their property. The Board is concerned about erosion and State of Vermont violations when performing work within a certain distance from the dam and lake. They directed Theresa to contact the landowner and suggest the landowner contact the engineer to discuss how removing the tree will affect the dam and State of Vermont Department of Conservation (DEC) for all applicable permits to work close to the lake. Theresa requested Adam and Mike review the situation to identify any other concerns. Theresa, Anne, and Pat Moulton Flood Recovery Officer at VT Agency of Administration, are scheduled to meet with Natural Resources Conservation Service (NRCS) on Friday at the dam to discuss the situation with the dam. NRCS have access to grants available to help fund repairs to high hazard dams. Shadow Lake Dam is considered a significant hazard dam.
 - b. **VCDP Application Update:** The application has been submitted. We are waiting to receive a decision. Theresa has also applied for a grant through Vermont Arts Council grant to help pay the matching share of the VCDP grant, if awarded. Glover would qualify for this grant due to the Glover Historical Society and the Library being in the same building.
 - c. **Bernie Sanders/Peter Welch Grants:** Theresa has applied for the grants offered by Bernie Sanders and Peter Welch. She has applied for \$2.5 million. She has received letters of support from the Towns of Barton and Coventry, Shadow Lake Association and William Cox from Shadow Lake. She has also applied to be put on the Prioritization List. Being on this list will open more opportunities for other funding sources. **Anne made a motion, seconded by Tabitha, to sign the letters of support for the Bernie Sanders and Peter Welch Congressionally Directed Spending Funds. The motion carried.**
 - d. **Town Administrator Liaison:** Adam suggested having a point person for the Town Administrator, to authorize moving forward on time sensitive matters. This person would not enter into contracts or make financial decisions, but matters that are time sensitive, like signing letters of support. The Board decided to schedule a special board meeting when documents need to be signed.
9. **Town Clerk/Treasurer Update:**
 - a. **Financial Update:** The Board received the Budget Status Report and Balance Sheet Reports for the period ending March 31, 2026. They will review and discuss at the next meeting.
 - b. **New Copier Update:** Cindy received information that the new copier will arrive on Monday afternoon. This is a trial run for this copier. WB Mason did not offer a maintenance contract for the existing copier because it's so old and they cannot get parts to repair it. The new copier is being funded with Restoration Funds.
10. **Other Business:** none.
11. **Public Comment:** none.

12. **At 9:51pm Adam made a motion, seconded by Tabitha, to take a 10 minute break before going into executive session and signing the warrants. The motion carried.**
13. **The meeting was re-convened at 10:02pm.**
14. **Executive Session: VSA Title 1 §313 1(A) and (4) for personnel matters: Adam made a motion, seconded by Tabitha to enter executive session at 10:02pm to discuss personnel matters. The motion carried.**
15. **Executive session was concluded at 11:47pm. Anne made a motion, seconded by Tabitha to pay Justin Mason \$40/hr, not to exceed the Lister's budget wage line item, due to his professional experience as an assessor. The motion carried.**
16. **Executive Session: VSA Title 1 §313 1(A) for a contract matter. Anne made a motion, seconded by Adam, to enter executive session to discuss a contract matter. The motion carried.**
17. **Executive Session was concluded at 12:15 am. Anne made a motion, seconded by Adam, that the Town of Glover does not renew the contract with Orleans County Sheriff's office at this time. The motion carried.**
18. **Signing of Orders:** The Board signed the orders.
19. **Adjourn:** Anne made a motion, seconded by Tabitha to adjourn the meeting at 12:16am.

Respectfully Submitted

Cynthia Epinette
Transcriber

Adam Heuslein, Chair

Anne Eldridge

Tabitha Armstrong