

Appendix B: Tier 1B Memorandum

TO: Vermont Land Use Review Board
FROM: Jason Rasmussen, AICP, Executive Director
SUBJECT: Tier 1B Memorandum for Chester, Ludlow, Reading, Springfield, West Windsor and Windsor

This memorandum is for the Mount Ascutney Regional Commission's (MARC) pre-application Tier 1B Status Request in accordance with Section 1.102 of the Regional Planning Commission Application Guidelines (Version 1.2 12-15-2025).

The MARC is respectfully requesting Tier 1B status for six communities, including the following areas as depicted on the MARC Regional Plan Future Land Use Map:

- Chester: Planned Growth Area surrounding the legacy Village Center. The Planned Growth Area boundary is consistent with the Legacy Neighborhood Designation Area except it is proposed to now include areas containing preexisting development in areas suitable for infill development as defined in Section 29-201 of the Vermont Flood Hazard Area and River Corridor Rule.
- Ludlow: Village Area surrounding the legacy Village Center.
- Reading: Village Area surrounding the legacy Village Center in Felchville.
- Springfield:
 - Planned Growth Area surrounding the legacy Downtown Center.
 - Village Area surrounding a proposed new Village Center in North Springfield.
- West Windsor: Village Area surrounding the legacy Village Center in Brownsville.
- Windsor: Planned Growth Area surrounding the legacy Downtown Center.

All of the above proposed Tier 1B areas include the full extent of the downtown centers, village centers, planned growth areas, and village areas. Attached is a map of these proposed Tier 1B areas. This document also includes descriptions of these areas and how each community has adequate capacity to administer and enforce its land use and development regulations. Also included are Tier 1B Resolutions from each municipality signed by selectboard members.

Chester

The proposed Tier 1B area in Chester corresponds to the full extent of the legacy Village Center and the Planned Growth Area. The Planned Growth Area boundary has the same boundary as Chester's legacy Neighborhood Development Area, with the addition of proposed expansions to allow for infill development in accordance with the Vermont Flood Hazard Area and River Corridor Rule.

Chester's Town Plan was adopted on May 6, 2020, and will expire in 2028. Chester's planning process was confirmed by the MARC in accordance with 24 V.S.A. § 4350. Chester just received a Municipal Planning Grant and is beginning its process to update their Town Plan in 2026.

Chester's Unified Development Bylaws – which contain zoning, subdivision and flood hazard area bylaws – were last amended January 7, 2026.

The Tier 1B area is similar to the Neighborhood Development Area designated by the Community Investment Board on October 24, 2025, but is proposed to include infill areas. The Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development consistent with the Vermont Flood Hazard Area and River Corridor Rule. All undeveloped areas and those parts of town that do not meet the "infill development" definition in the Vermont Flood Hazard Area and River Corridor Rule are excluded from the Tier 1B area. Those areas are shown as Rural Conservation.

The Town of Chester maintains a municipal water and sewer system that can accommodate compact housing development in the proposed Tier 1B area.

The Town of Chester certifies that it has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area. (See the attached Resolution.)

Ludlow

The proposed Tier 1B area in Ludlow corresponds to the full extent of the legacy Village Center and the Village Area. At this point, the Village Area is within portions of both the Village of Ludlow and Town of Ludlow. A vote to merge the Village and Town passed this spring.

Ludlow's Municipal Plan was adopted on Oct 7, 2019, and expires in 2027. Ludlow's planning process was confirmed by the MARC in accordance with 24 V.S.A. § 4350. In 2026, Ludlow is beginning its process to update their Municipal Plan.

Ludlow administers land use bylaws, including: Town of Ludlow Zoning Regulations, Town of Ludlow Flood Hazard and River Corridor Bylaws, Village of Ludlow Zoning Regulations, Village of Ludlow Flood Hazard and River Corridor Bylaws, and Town and Village of Ludlow Subdivision Regulations. Ludlow's Planning Commission is currently preparing amendments to the Town's Zoning Regulations.

The Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development consistent with the Vermont Flood Hazard Area and River Corridor Rule. All undeveloped areas and those parts of town that do not meet the "infill development" definition in the Vermont Flood Hazard Area and River Corridor Rule are excluded from the Tier 1B area. Those areas are shown as Rural Conservation.

The Village of Ludlow maintains a municipal water and sewer system that can accommodate compact housing development in the proposed Tier 1B area, including the proposed portions of the Town of Ludlow as well.

The Town and Village of Ludlow certify that they have municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area. (See the attached Resolution.)

Reading

The proposed Tier 1B area in Reading corresponds to the full extent of the legacy Village Center in Felchville and a small Village Area.

Reading's Town Plan was adopted on February 14, 2022, and expires in 2030. Reading's planning process was confirmed by the MARC in accordance with 24 V.S.A. § 4350.

The Town of Reading last amended their Zoning Ordinance on January 13, 2025. It contains zoning, subdivision, flood hazard areas, and river corridor bylaws.

The Tier 1B area avoids flood hazard areas and river corridors entirely.

The proposed Village Area has adequate soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area (see the attached email from Jon Ashley, PE, DuBois & King). The Town just completed a water and wastewater feasibility study with DuBois & King. While there are adequate soils currently, the Town intends to pursue a future wastewater solution, for which the corresponding Neighborhood Designation will be very important.

The Town of Reading certifies that it has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area. See the attached Resolution as well as the attached Memorandum of Understanding with the MARC to provide technical assistance with any Act 250 exempt housing project development review.

Springfield

There are two proposed Tier 1B areas in Springfield. One corresponds to the full extent of the legacy Downtown Center and the Planned Growth Area in Springfield. The other is the full extent of a new proposed Village Center and Village Area in North Springfield.

Springfield's Town Plan was adopted on August 12, 2024, and will expire in 2032. Springfield's planning process was confirmed by the MARC in accordance with 24 V.S.A. § 4350.

Springfield's Land Use Ordinance – which contains zoning, subdivision and flood hazard area bylaws – were last amended October 24, 2022. In June 2026, Springfield's Selectboard is holding a public hearing on proposed amendments.

The Tier 1B areas exclude identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development consistent with the Vermont Flood Hazard Area and River Corridor Rule. All undeveloped areas and those parts of town that do not meet the "infill development" definition in the Vermont Flood Hazard Area and River Corridor Rule are excluded from the Tier 1B areas. Those areas are shown as Rural Conservation.

The Town of Springfield maintains a municipal water and sewer system that can accommodate compact housing development in the proposed Tier 1B areas.

The Town of Springfield certifies that it has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B areas. (See the attached Resolution.)

West Windsor

The proposed Tier 1B area in West Windsor involves the full extent of the legacy Village Center and the Village Area in Brownsville.

West Windsor's Town Plan was adopted on September 14, 2020, and will expire in 2028. West Windsor's planning process was confirmed by the MARC in accordance with 24 V.S.A. § 4350.

West Windsor's Zoning and Subdivision Bylaws were last amended on October 28, 2024. West Windsor's Flood Hazard Area and River Corridor Bylaws were adopted on October 28, 2024.

The Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development consistent with the Vermont Flood Hazard Area and River Corridor Rule. All undeveloped areas and those parts of town that do not meet the "infill development" definition in the Vermont Flood Hazard Area and River Corridor Rule are excluded from the Tier 1B area. Those areas are shown as Rural Conservation.

The Town of West Windsor maintains a municipal water and sewer system that can accommodate compact housing development in the proposed Tier 1B area.

The Town of West Windsor certifies that it has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area. (See the attached Resolution.)

Windsor

The proposed Tier 1B area in Windsor involves the full extent of the legacy Downtown Center and the surrounding Planned Growth Area. .

Windsor's Town Plan was adopted on November 12, 2019, and will expire in 2027. Windsor's planning process was confirmed by the MARC in accordance with 24 V.S.A. § 4350. The Planning Commission is beginning their Town Plan update process during 2026.

Windsor's Zoning Regulations, which also include flood hazard area bylaws, were last amended on April 11, 2023. Windsor's Subdivision Regulations were last amended on September 26, 2006.

The Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development consistent with the Vermont Flood Hazard Area and River Corridor Rule. All undeveloped areas and those parts of town that do not meet the "infill development" definition in the Vermont Flood Hazard Area and River Corridor Rule are excluded from the Tier 1B area. Those areas are shown as Rural Conservation.

The Town of Windsor maintains a municipal water and sewer system that can accommodate compact housing development in the proposed Tier 1B areas.

The Town of Windsor certifies that it has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area. (See the attached Resolution.)

Municipal Resolution on Tier 1B Status

Town of Chester

WHEREAS, in accordance with Vermont law, 10 V.S.A. § 6033, a municipality may request Tier 1B area status for the purposes of Act 250 jurisdiction for housing;

WHEREAS, the Mount Ascutney Regional Commission may seek approval of Tier 1B area status from the Vermont Land Use Review Board on the municipality's behalf;

WHEREAS, the Town of Chester has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350;

WHEREAS, the Town of Chester has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442;

WHEREAS, the proposed Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development;

WHEREAS, the Town of Chester has water supply, wastewater infrastructure, or soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area; and

WHEREAS, the Town of Chester has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

NOW, THEREFORE BE IT RESOLVED THAT:

The Town of Chester hereby requests that the Mount Ascutney Regional Commission seek the Land Use Review Board's approval to have the Village Center and Planned Growth Area qualify and be mapped for Act 250 Tier 1B area status.

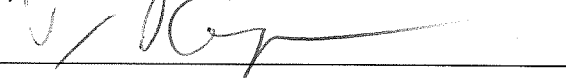
July 18th

Adopted at a duly noticed public meeting held on _____, 2026.

Chester Selectboard



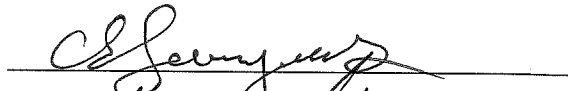
Lee Gustafson, Chair



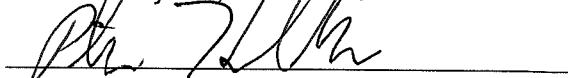
Tim Roper



Arianna Knapp



Arunas Jonynas, Vice Chair



Peter Hudkins

ATTEST:



Amie Record, Town Clerk

Municipal Resolution on Tier 1B Status

Village of Ludlow

WHEREAS, in accordance with Vermont law, 10 V.S.A. § 6033, a municipality may request Tier 1B area status for the purposes of Act 250 jurisdiction;

WHEREAS, the Mount Ascutney Regional Commission may seek approval of Tier 1B area status from the Vermont Land Use Review Board on the municipality's behalf;

WHEREAS, the Village of Ludlow has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350;

WHEREAS, the Village of Ludlow has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442;

WHEREAS, the proposed Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development;

WHEREAS, the Village of Ludlow has water supply, wastewater infrastructure, or soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area; and

WHEREAS, the Village of Ludlow has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

NOW, THEREFORE BE IT RESOLVED THAT:

The Village of Ludlow hereby requests that the Mount Ascutney Regional Commission seek the Land Use Review Board's approval to have the Village Center and Village Area qualify and be mapped for Act 250 Tier 1B area status.

Adopted at a duly noticed public meeting held on 10th of February, 2026.

Ludlow Village Trustees

Bob Brandt

Bob Brandt, Chair

Julie Nicoll

Julie Nicoll

Justin Hyjek

ATTEST:

Ulla Cook

Ulla Cook, Town Clerk

Municipal Resolution on Tier 1B Status

Town of Ludlow

WHEREAS, in accordance with Vermont law, 10 V.S.A. § 6033, a municipality may request Tier 1B area status for the purposes of Act 250 jurisdiction;

WHEREAS, the Mount Ascutney Regional Commission may seek approval of Tier 1B area status from the Vermont Land Use Review Board on the municipality's behalf;

WHEREAS, the Town of Ludlow has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350;

WHEREAS, the Town of Ludlow has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442;

WHEREAS, the proposed Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development;

WHEREAS, the Town of Ludlow has water supply, wastewater infrastructure, or soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area; and

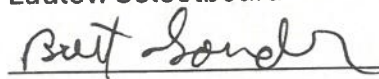
WHEREAS, the Town of Ludlow has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

NOW, THEREFORE BE IT RESOLVED THAT:

The Town of Ludlow hereby requests that the Mount Ascutney Regional Commission seek the Land Use Review Board's approval to have the Village Center and Village Area qualify and be mapped for Act 250 Tier 1B area status.

Adopted at a duly noticed public meeting held on 9th of February, 2026.

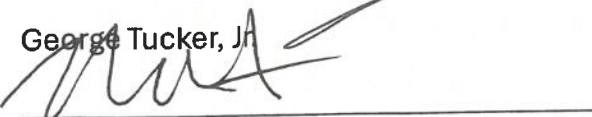
Ludlow Selectboard



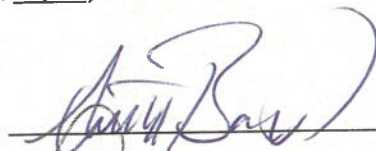
Brett Sanderson, Chair



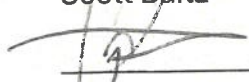
George Tucker, Jr.



Noah Schmidt



Scott Baitz



Justin Hyjek

ATTEST:



Ulla Cook, Town Clerk

Municipal Resolution on Tier 1B Status

Town of Reading

WHEREAS, in accordance with Vermont law, 10 V.S.A. § 6033, a municipality may request Tier 1B area status for the purposes of Act 250 jurisdiction;

WHEREAS, the Mount Ascutney Regional Commission may seek approval of Tier 1B area status from the Vermont Land Use Review Board on the municipality's behalf;

WHEREAS, the Town of Reading has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350;

WHEREAS, the Town of Reading has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442;

WHEREAS, the proposed Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development;

WHEREAS, the Town of Reading has water supply, wastewater infrastructure, or soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area; and

WHEREAS, the Town of Reading has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

NOW, THEREFORE BE IT RESOLVED THAT:

The Town of Reading hereby requests that the Mount Ascutney Regional Commission seek the Land Use Review Board's approval to have the Felchville Village Center and Village Area qualify and be mapped for Act 250 Tier 1B area status.

Adopted at a duly noticed public meeting held on 4/8/, 2026.

Reading Selectboard

Robert K. Allen

Michael Sanderson

Robert Allen, Chair

Michael Sanderson

Lisa Silvester

Lisa Silvester

ATTEST:

Calista Brennan

Calista Brennan, Town Clerk

Municipal Resolution on Tier 1B Status

Town of Springfield

WHEREAS, in accordance with Vermont law, 10 V.S.A. § 6033, a municipality may request Tier 1B area status for the purposes of Act 250 jurisdiction;

WHEREAS, the Mount Ascutney Regional Commission may seek approval of Tier 1B area status from the Vermont Land Use Review Board on the municipality's behalf;

WHEREAS, the Town of Springfield has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350;

WHEREAS, the Town of Springfield has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442;

WHEREAS, the proposed Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development;

WHEREAS, the Town of Springfield has water supply, wastewater infrastructure, or soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area; and

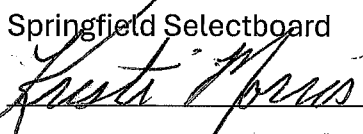
WHEREAS, the Town of Springfield has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

NOW, THEREFORE BE IT RESOLVED THAT:

The Town of Springfield hereby requests that the Mount Ascutney Regional Commission seek the Land Use Review Board's approval to have the Downtown Center and Planned Growth Area in Springfield as well as the proposed new Village Center and Village Area in North Springfield qualify and be mapped for Act 250 Tier 1B area status.

Adopted at a duly noticed public meeting held on 1/26, 2026.

Springfield Selectboard



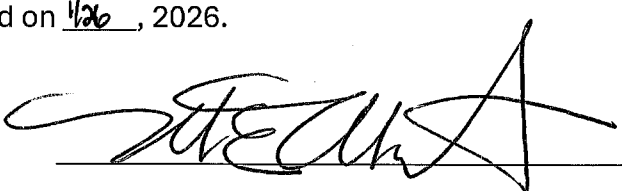
Kristi Morris, Chair



Tara Chase

Mike Schmitt

ATTEST: _____



Mike Martin

Heather Frahm

Municipal Resolution on Tier 1B Status

Town of West Windsor

WHEREAS, in accordance with Vermont law, 10 V.S.A. § 6033, a municipality may request Tier 1B area status for the purposes of Act 250 jurisdiction;

WHEREAS, the Mount Ascutney Regional Commission may seek approval of Tier 1B area status from the Vermont Land Use Review Board on the municipality's behalf;

WHEREAS, the Town of West Windsor has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350;

WHEREAS, the Town of West Windsor has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442;

WHEREAS, the proposed Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development;

WHEREAS, the Town of West Windsor has water supply, wastewater infrastructure, or soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area; and

WHEREAS, the Town of West Windsor has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

NOW, THEREFORE BE IT RESOLVED THAT:

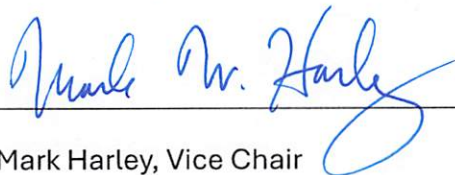
The Town of West Windsor hereby requests that the Mount Ascutney Regional Commission seek the Land Use Review Board's approval to have the Village Center and Village Area qualify and be mapped for Act 250 Tier 1B area status.

Adopted at a duly noticed public meeting held on January 26, 2026.

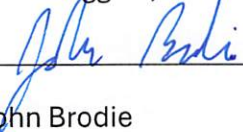
West Windsor Selectboard



Mark Higgins, Chair



Mark Harley, Vice Chair



John Brodie

ATTEST:



Amy Yates, Town Clerk

Municipal Resolution on Tier 1B Status

Town of Windsor

WHEREAS, in accordance with Vermont law, 10 V.S.A. § 6033, a municipality may request Tier 1B area status for the purposes of Act 250 jurisdiction;

WHEREAS, the Mount Ascutney Regional Commission may seek approval of Tier 1B area status from the Vermont Land Use Review Board on the municipality's behalf;

WHEREAS, the Town of Windsor has a duly adopted and approved plan and a planning process that is confirmed in accordance with 24 V.S.A. § 4350;

WHEREAS, the Town of Windsor has adopted permanent zoning and subdivision bylaws in accordance with 24 V.S.A. §§ 4414, 4418, and 4442;

WHEREAS, the proposed Tier 1B area excludes identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development;

WHEREAS, the Town of Windsor has water supply, wastewater infrastructure, or soils that can accommodate a community wastewater disposal system for compact housing development in the proposed Tier 1B area; and

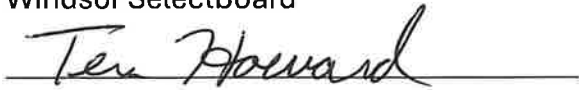
WHEREAS, the Town of Windsor has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area.

NOW, THEREFORE BE IT RESOLVED THAT:

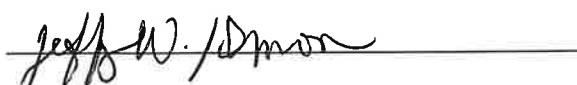
The Town of Windsor hereby requests that the Mount Ascutney Regional Commission seek the Land Use Review Board's approval to have the Downtown Center and Planned Growth Area as well as the Village Area for the prison redevelopment site qualify and be mapped for Act 250 Tier 1B area status.

Adopted at a duly noticed public meeting held on 2/11, 2026.

Windsor Selectboard



Tera Howard, Chair



Jeffrey Johnson



Emma Caffrey



Mary McNaughton

ATTEST:



Riley White, Town Clerk

**Windsor Selectboard
Special Meeting Minutes
Wednesday, May 13, 2026**

PRESENT: T. Howard, E. Caffrey, J. Johnson, M. McNaughton, H. Prebish, T. Marsh

CALL TO ORDER: Chair, T. Howard called the meeting to order at 6:30 and led the Pledge of Allegiance.

AMEND AGENDA: None.

APPROVE PREVIOUS MINUTES – 04.22.26 meeting - M. McNaughton motioned to approve the minutes from the April 22, 2026 meeting with E. Caffrey seconding. Discussion: None. Motion passed unanimously.

PUBLIC COMMENTS for items not on the agenda: Tom Dunn, worked with Jim Bennett on May Day at Paradise Park. Sent Tom Marsh a request to join the commission in the open appointment slot and expressed his interest to the Board present. T. Marsh noted that he had received the request and that T. Dunn was on the list of appointments to approve later in the meeting.

T. Howard- Public comment that came to board via email from Daniel Worts regarding the prison property.

AGENDA

New Business

- Action Item: Consider a revision to the previously adopted Tier 1B Resolution, due to action by the LURB - Jason Rasmussen from the Mt Ascutney Regional Commission addressed the Board. This is in regards to the updated Town Plan and designation updates to certain areas of Town. They are having to reclassify the prison property from “village” to redevelopment as the State would not accept the labeling. Prison Property will not be exempt from ACT250 because of this. J. Johnson inquired what area is designated as the downtown/village area, J. Rasmussen noted that it would be the already developed area of Town. Designation area allows for an easier development process, though mainly developed areas already. New Resolution Update that removes the village prison area. J. Johnson motioned to update the prior approved Municipal Resolution of Tier 1B status to eliminate references to the prison property with E. Caffrey seconding. Motion passed unanimously.
- Action Item: Consider 2026 municipal appointments - T. Marsh presented the Board with a list of Annual Municipal Appointments. T. Howard expressed hesitation on the suggested Zoning Administrator appointment due to public complaints in the process. T. Marsh and the Board discussed questions and concerns that they have with renewing her appointment in the role. John MacGovern spoke from the public expressing concern as well with irregular hours, that having set times for Zoning would be beneficial. J. Johnson motioned to approve the presented slate of municipal appointments with E. Caffrey seconding. Motion passed unanimously.
- Action Item: Consider 2026 Liquor Licenses - T. Marsh explained the presented list of Liquor Licensing renewals to the board as provided by the Clerk’s Office. In the past, the board would approve as they came in. This year, the Board was presented with the total slate of all of the licenses that will be up for renewal that are expiring in the next couple of months to ease the process and allow for the Clerk’s Office to approve the renewals as they roll in. H. Prebish motioned to approve the presented 2026 Liquor License Renewals with E. Caffrey seconding. Motion passed unanimously.
- Action Item: Consider moving bank accounts from M&T to Mascoma (M&T is closing the Windsor branch in June).
 - **1. Account Transfers**
Consider approval of the transfer of the following accounts from M&T Bank to Mascoma: Autumn Moon Fund; Paradise Park Checking Fund; Town Clerk Restoration Fund; Revolving Loan Fund A; Friends of Recreation Fund; Trust Fund; HRA Fund; General Fund; MyRec Fund; and Municipay Credit Card Fund. - m. McNaughton motioned to move the above list bank

accounts from M&T Bank to Mascoma Bank with H. Prebish seconding. Discussion: E. Caffrey inquired about differences in bank account types, T. Marsh noted no, the Town already has accounts with Mascoma, this would allow seamless and in-town remaining banking. Motion passed unanimously.

- **2. Authorized Signers**

Consider approval to designate Natalia Culma and Tiffani Bosaw as authorized signers on the above accounts. - J. Johnson motioned to designate Natalia Culma and Tiffani Bosaw as authorized signers on the above accounts with M. McNaughton seconding. Discussion: H. Prebish inquired if the two employees were previously designated signers, T. Marsh confirmed. Motion passed unanimously.

- Action item: Consider approval of a temporary Bond Anticipation Note (BAN) in an amount not to exceed \$350,000 for public highway improvements (Depot Avenue, Central St. River St. Commerce Park) and other public improvement projects (Skate park) for a term of four months. - Tom noted that this is bond authorization for the Article on the most recent Town Meeting. Bond monies will not come until August, but allows projects to begin. M. McNaughton to approve the Bond Anticipation Note with E. Caffrey seconding. Motion passed unanimously.
- Action Item: Consider authorization for the Town to bid on properties to be put up for tax sale on June 23rd at 2 PM - T. Marsh noted that there are a handful of properties going to tax sale, this would be authorization in the event a property goes as far as the bidding auction that the Town could bid.. J. Johnson inquired about the properties that are on the list. T. Marsh briefly explained the procedure and timeline of the process. J. Johnson motioned to authorize the Town to bid on properties at the Tax Sale Auction with H. Prebish seconding. Discussion: J. Johnson inquired where the Town gets the money to do this? T. Marsh explained that the Town doesn't bid monetarily, it would bid up to the amount of delinquency debt owed to protect its interest and obtain the property for the debt if there is no bid over the delinquency due. Motion passed unanimously.

Old Business

- Housing Update - Offer accepted for the sale of 38 Jarvis - T. Marsh noted a lot of interest in the property, down payment was made on the accepted offer, with a proposed closing date in June. Other houses have been shown multiple times for sale. Appliances will need to be purchased to finalize the homes. Could be available for rent in the beginning of July.

Town Manager Report

- **Finance update** - T. Marsh gave an update on the former Dam bond authorization payback. Need to keep contributing to reserve and capital funds. Will likely run a deficit this year as well, but less than previous, large chunk due to HVAC upgrades that had to be made in this fiscal year. Ambulance revenue has recovered. T. Marsh is working to ensure he leaves the finances in a good place when the new Town Manager comes in. Recommends adding into next year's budget additional funds to capital and reserve to help offset unforeseen issues in the future.
- **transition update**
 - welcome picnic- Monday June 15th 4-7pm at the Fairgrounds will be a community picnic to meet the new Town Manager and Tom will be there as well. In the event of bad weather it will be hosted at the Rec Center.
 - transition planning- T. Marsh discussed some additional outreach opportunities jointly with incoming Town Manager Trevor Lashua so the public can meet him. Tom will be available to help as much as Trevor would like in the transition and to make the connections into the larger parts of the community, like the hospital.

- Police Cruiser- T. Marsh discussed one of the cruisers that was damaged during the overnight shift and did around \$8,000 in damage.

Executive Session: Motion for the Selectboard into enter executive session pursuant to 1 V.S.A. § 313(a)(1)(A) to discuss a contract, the premature general public knowledge of which would clearly place the Town at a substantial disadvantage. - No votes to be taken.

The Board exited the Executive Session at 8:20pm and resumed the meeting.

Board Suggestions for Upcoming Agenda Items -

- M. McNaughton - Exchange Building, possibly investing money into the property to better utilize the building. T. Marsh noted a building improvement bond that the Town has that could potentially be utilized. J. Johnson inquired about the American Legion building on Court St. T. Marsh noted the Route 5 building sale did go through, the Legion now owns both buildings, only one can be tax exempt. Legion still owns the Court St building. The Legion can not sell the Court St property, they would have to turn back over to the Town if they do not want to own any longer.

Sign Orders: J. Johnson motioned to sign orders with M. McNaughton seconding. Motion passed unanimously.

Public Comment for items not on the agenda

After stating your name, please concisely state the question or concern upon which you are commenting. You will have 3 minutes for supporting statements.

Board Member Comments

E. Caffrey: Looking forward to the Community Day with Trevor and the public being able to meet him.

ADJOURN: motion to adjourn at 8:31pm