



**TOWN OF MORRISTOWN SELECTBOARD  
MEETING NOTICE & AGENDA  
COMMUNITY MEETING ROOM**

On Zoom and at 43 Portland St. Morrisville, VT 05661  
**5:30 PM Tuesday, February 18, 2025**

[Join Zoom Meeting](#) or by phone join via conference call (audio only): 1 (646) 558-8656 | Meeting ID: [810 342 4528](#) | Passcode 05661

The meeting will be live streamed on the Town of Morristown's website:

<https://www.morristownvt.gov/community/page/meetings-agendas-minutes> and on [Town GMATV YouTube Channel](#) when possible

**I. 5:30PM - CALL SELECTBOARD MEETING TO ORDER**

**II. 5:31PM - AGENDA CHANGES/ADDITIONS**

**III. 5:32PM - APPROVE MINUTES**

1. Approve minutes of 2-3-25
2. Approve minutes of 2-10-25

**IV. 5:35PM - NEW BUSINESS**

1. Retention and Recruitment Specialist - DCF - Jodi Hess
2. Cancel SB Meeting for 3-3-25 due to Town Meeting
3. Consideration to approve and sign Certificate - No appeal or suit pending
4. Consideration to donate the 2013 Ambulance
5. Update on Downtown Designation application
6. Consideration to approve & sign Resolution Appointment of Acting Zoning Administrator
7. Consideration to approve and sign Resolution Morristown Planning Council to Morristown Planning Commission

**V. 6:35PM - OLD BUSINESS**

1. Continued discussion - Habitat for Humanity
2. Consideration to approve & sign Resolution Public Records fee schedule

**VI. 6:50PM - APPROVE WARRANTS**

**VII. 6:52PM - COMMUNITY COMMENTS**

**VIII. 7:02PM - SCHEDULE**

1. Monday, March 10, 2025 - SB Organizational Meeting - 5:30PM  
Monday, March 17, 2025 - SB Meeting - 5:30PM  
Monday, April 7, 2025 - SB Meeting - 5:30PM

**IX. 7:05PM - OTHER BUSINESS**

1. Executive Session - Personnel

X. 7:08PM - ADJOURN



**SELECTBOARD MEETING MINUTES  
OF FEBRUARY 3, 2025**

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Sara Haskins, Town Clerk/Treasurer; Mitzi Fleming\*, Assistant Town Clerk/Treasurer; Tina Sweet, Finance Director; Jordan St.Onge, Highway Superintendent

PARTICIPANTS/GUESTS: Tom Cloutier, Robin Pierce, Jamie Jaret, Martin Green, Laura Green, Matha Battle, Jerry & Evelyn Throne, David & Judy Bickford, Mary Goderwis, Nancy Dunavan\*

*\*participating via Zoom*

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**5:30PM - INFORMATIONAL HEARING**

The meeting was called to order at 5:30 pm. Shap Smith presided over the informational hearing on the 2025 Town Warning on March 4, 2025. The articles for the town meeting were reviewed with no comments.

**6:00PM - CALL SELECTBOARD MEETING TO ORDER**

Don McDowell called the Selectboard Meeting to order at 5:47PM at the Tegu Building.

**6:01PM - AGENDA CHANGES/ADDITIONS**

None

**6:02PM - APPROVE MINUTES**

**1. Approve minutes of 1-13-25**

*Motion made by Chris Palermo to approve the minutes of 1/13/2025. Motion seconded by George Cormier. Motion carried. (5/0)*

**2. Approve minutes of 1-17-25**

*Motion made by Chris Palermo to approve the minutes of 1/17/2025. Motion seconded by George Cormier. Motion carried. (5/0)*

**3. Approve SB/PC joint minutes of 1-21-25**

*Motion made by Chris Palermo to approve the minutes of 1/21/2025. Motion seconded by Richard Craig. Motion carried. (5/0)*

**4. Approve minutes of 1-21-25**

*Motion made by Chris Palermo to approve the minutes of 1/21/2025. Motion seconded by Richard Craig. Motion carried. (5/0)*

**5. Approve minutes of 1-27-25**

*Motion made by Chris Palermo to approve the minutes of 1/27/2025. Motion seconded by George*

***Cormier. Motion carried. (5/0)***

## **6:06PM - NEW BUSINESS**

### **1. Winter operations update - Jordan St.Onge**

Jordan St.Onge, Highway Superintendent, narrated a presentation on the Morristown Highway Department Winter Operations. This comprehensive overview explains the many factors that must be managed to keep the roads clear and safe. It detailed that every storm is unique and requires careful decision-making. The department's decisions are always guided by public safety and fiscal responsibility. Jordan St.Onge recognized employees Jordan Lahouillier and Scott Nelson for doing an excellent job. The difficulties caused by outdated technology make it impossible to obtain the needed data. Jordan proposed several improvements to facilitate the department's efficiency and operations. The selectboard recommended the presentation be posted on the website for the community's appreciation of the highway department's work.

### **2. Habitat for Humanity Proposal - Robin Pierce**

Robin Pierce identified a site for an affordable home across from the Morristown Centennial Library at the end of the Park and Ride space. The house would be built with the assistance of the students from the Tech Center. As the town owns the land, the ramifications of giving the land to Habitat for Humanity must be considered. An assessment of the value of the land will be needed. Further information will be gathered and returned to the committee.

### **3. Consideration of Adopting Resolution public records fee schedule**

The selectboard considered the request to implement a new fee schedule for public record requests in light of the increase in staff time meeting these requests. Discussion on this issue was postponed for further information and will be addressed at the next selectboard meeting.

### **4. Selectboard Rules of Procedure**

Laura Streets introduced the policy review for electing a Selectboard chair based on research she has done by communicating with other towns. A discussion followed with George Cormier identifying strengths required for a chair such as effective leadership skills, conflict resolution, knowledge of local government, managing meetings effectively, encouraging discussions that are productive and many other attributes. Richard Craig followed up with very similar thoughts to George. Chris Palermo stated that the state statute defines the role of the chair and what is required. It is the job of the Selectboard to pick the chair. The chair ensures a culture that encourages full participation and contribution in a respectful environment.

## **7:15PM - OLD BUSINESS**

None

## **7:16PM - APPROVE WARRANTS**

**Motion made by Chris Palermo to approve the warrants. Motion seconded by Richard Craig. Motion carried. (5/0)**

## **7:20PM - COMMUNITY COMMENTS**

One person was concerned about Todd Thomas's departure.

## **7:30PM - SCHEDULE**

### **1. Tuesday, February 18, 2025 - SB Meeting - 5:30pm**

**Thursday, February 20, 2025 - SB Special Meeting with David White - 5:30pm**

**Monday, March 10, 2025 - SB Organizational Meeting - 5:30pm**

**7:35PM - OTHER BUSINESS**

**1. Executive Session - Legal**

*Motion made by Chris Palermo to move to go into Executive Session because I find that premature general public knowledge of probable civil litigation, to which the public body may be party will clearly place the town at a substantial disadvantage by disclosing its negotiation strategy. Motion seconded by Richard Craig. Motion carried (5/0)*

*Motion made by Chris Palermo to go into Executive Session to discuss the probable litigation under the provisions of Title 1 section 313 (a) (1) of the Vermont Statutes, and to discuss the evaluation of public officers or employees, as allowed under 1 VSA Sec. 313(3) and include Town Manager, Brent Raymond and Executive Assistant, Judi Alberi; Finance Director, Tina Sweet; Town Clerk/Treasurer, Sara Haskins; Assistant Town Clerk/Treasurer, Mitzi Fleming; Chief of Police, Jason Luneau; Joie Marshall, John Clegg, Jr, Connie Demars, Nancy Stewart. Motion seconded by Richard Craig. Motion carried (5/0)*

*Motion made by Chris Palermo to come out of Executive Session at 8:44pm. Motion seconded by Richard Craig. Motion carried (5/0)*

**8:00PM - ADJOURN**

*Motion made by Chris Palermo to adjourn. Motion seconded by Richard Craig. Motion carried. (5/0)*

Meeting adjourned at 8:45 pm

Submitted and filed this 2/6/2025.

Bonnie McDermott, Scribe

*Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.*



**SELECTBOARD MEETING MINUTES  
OF FEBRUARY 10, 2025**

Members: Don McDowell, Christopher Palermo, Laura Streets, Richard Craig, George Cormier

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Sara Haskins, Town Clerk/Treasurer; Mitzi Fleming, Assistant Town Clerk/Treasurer; Tina Sweet, Finance Director

PARTICIPANTS/GUESTS: Joie Marshall, Connie Demars, John Clegg, Nancy Stewart

*\*participating via Zoom*

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**5:30PM - CALL SELECTBOARD MEETING TO ORDER**

Don McDowell called the Selectboard Meeting to order at 5:32PM at the Tegu Building.

**5:31PM - EXECUTIVE SESSION - PERSONNEL**

- 1. Suggested Motion: I move to go into Executive Session to discuss the evaluation of public officers or employees, as allowed under 1 VSA Sec. 313(3) and include Town Manager, Brent Raymond and Executive Assistant, Judi Alberi; Finance Director, Tina Sweet; Town Clerk/Treasurer, Sara Haskins; Assistant Town Clerk/Treasurer, Mitzi Fleming; Joie Marshall, John Clegg, Jr, Connie Demars, & Nancy Stewart.**

*Motion made by Chris Palermo to go into Executive Session to discuss the evaluation of public officers or employees, as allowed under 1 VSA Sec. 313(3) and include Town Manager, Brent Raymond and Executive Assistant, Judi Alberi; Finance Director, Tina Sweet; Town Clerk/Treasurer, Sara Haskins; Assistant Town Clerk/Treasurer, Mitzi Fleming; Joie Marshall, John Clegg, Jr, Connie Demars, & Nancy Stewart. Motion seconded by Richard Craig. Motion carried (5/0)*

*Motion made by Chris Palermo to come out of Executive Session with no action taken. Motion seconded by Richard Craig. Motion carried (5/0)*

**6:30PM - ADJOURN**

*Motion made by Chris Palermo to adjourn. Motion seconded by Richard Craig. Motion carried. (5/0)*

Meeting adjourned at 7:30 pm

Submitted and filed this 2-12-25.

Judi Alberi, Scribe

*Please note all minutes are in Draft form and are subject to approval at the next Selectboard meeting.*

**Form PVR-4155**  
**CERTIFICATE - NO APPEAL OR SUIT PENDING**

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2024 grand list of MORRISTOWN, Vermont.

Given under our hands at MORRISTOWN in the County of LAMOILLE, State of Vermont,  
this 4TH day of FEBRUARY, 2025.

**Listers**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Selectboard**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attested this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, Town Clerk

Attach to final grand list lodged with the town clerk.

**32 V.S.A. § 4155. Certificate and attestation - No appeal or suit pending**

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectboard and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

**32 V.S.A. § 4156. After appeal and suit determined**

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

**32 V.S.A. § 4157. Effect of such certificate**

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

## Request to Donate old Ambulance A1

1. 2013 Chevrolet 3500
2. Mileage 134,759
3. Expired inspection

This ambulance was originally purchased “used” from Rutland Regional Service. Besides the high miles, it has wiring issues that were never able to be corrected. It was posted on a couple of websites to be sold in August 2024. Only one person showed interest. I would request we donate the ambulance.

Jim Holton, Chief of Wolcott Volunteer FD, is interested in this vehicle for their auxiliary service. The hope is to repurpose this vehicle for an on-scene fire rehab truck. Wolcott FD is one of our mutual aid partners and neighbors. Wolcott FD responds often to assist Morrisville FD with any needed fire assistance. Wolcott FD also assists Morristown EMS with any assistance needed in Wolcott that we cover or respond to mutual aid. If we donate this ambulance to Wolcott FD, it will assist our assets on any scene where fire rehab is needed.

We have donated ambulances in the past. I would request we continue that trend and donate this ambulance.





**RESOLUTION REGARDING APPOINTMENT OF AN ACTING  
ZONING ADMINISTRATOR**

WHEREAS, the position of the Zoning Administrator became vacant on or about January 14, 2025; and

WHEREAS, acting in good faith, Town Manager Brent Raymond asked then Planning Director Todd Thomas to assign Mr. Raymond as the acting Zoning Administrator and Mr. Raymond believed this occurred on or about September 19, 2024; and

WHEREAS, since the conversation with Mr. Thomas, Town Manager Brent Raymond has only signed a note to permit #2024-006A in his capacity as acting Zoning Administrator; and

WHEREAS, the Town of Morristown does not have a Planning Commission as referred to in 24 V.S.A. § 4448(b) that would typically nominate an acting Zoning Administrator, subject to appointment by the Selectboard. Rather the Town has a Planning Director who stands in the place of a Planning Commission pursuant to 24 V.S.A. § 4321(b); and

WHEREAS, a mistake was made in this instance by not having the Selectboard appoint Brent Raymond as the acting Zoning Administrator at the time Mr. Raymond had his conversation with Mr. Thomas; and

WHEREAS, mistakes are not uncommon in municipal government and Vermont Law allows for mistakes to be corrected and for past actions that have occurred during the period of mistake to be ratified; and

WHEREAS, the Selectboard wishes to correct any past mistakes that were made regarding the perceived appointment of Brent Raymond as the acting Zoning Administrator and ratify any decisions that were made by Mr. Raymond;

NOW THEREFORE, BE IT RESOLVED, that the Selectboard hereby understands that the position of the Planning Director standing in the place of a Planning Commission pursuant to 24 V.S.A. § 4321(b) is currently vacant and thus unable to nominate an assistant Zoning Administrator pursuant to 24 V.S.A. § 4448(b);



BE IT FURTHER RESOLVED, that appointment of Brent Raymond as the acting Zoning Administrator by the Selectboard is confirmed, ratified and made retroactive to September 19, 2024 the date on which Mr. Raymond first believed that he assumed the duties of acting Zoning Administrator;

BE IT FURTHER RESOLVED, that any and all actions Brent Raymond has taken as the acting Zoning Administrator since September 19, 2024, including the note to permit #2024-006A are, based on this retroactive appointment hereby RATIFIED.

Dated this \_\_\_\_ day of February, 2025

By the Selectboard of the Town of Morristown:

\_\_\_\_\_  
Don McDowell

\_\_\_\_\_  
Christopher Palermo

\_\_\_\_\_  
Laura Streets

\_\_\_\_\_  
Richard Craig

\_\_\_\_\_  
George Cormier

## **Resolution to Dissolve the Morristown Planning Council and Establish the Morristown Planning Commission**

**WHEREAS**, on November 13, 2013, the Morristown Selectboard established a Planning Council to serve in an advisory capacity to the Morristown Planning Director in accordance with 24 V.S.A. §4321(b); and

**WHEREAS**, the Morristown Selectboard believes that it is in the best interest of the Town to dissolve the Planning Council and establish a Planning Commission;

**NOW, THEREFORE, BE IT RESOLVED**, by the Selectboard of the Town of Morristown, that the November 13, 2013 motion to establish the Morristown Planning Council is hereby rescinded and the Morristown Planning Council is hereby dissolved; and

**BE IT FURTHER RESOLVED** that the Morristown Planning Commission is hereby established; and

**BE IT FURTHER RESOLVED** that the Morristown Planning Commission shall have all authorities and responsibilities of a municipal planning commission under Vermont law, including, without limitation, 24 V.S.A. Chapter 117; and

**BE IT FURTHER RESOLVED** that the members of the former Morristown Planning Council are hereby appointed to the Morristown Planning Commission for terms identical to those which they held as members of the Morristown Planning Council; and

**BE IT FURTHER RESOLVED** that the Morristown Planning Commission shall, upon approval by the Trustees of the Village of Morrisville, be the joint planning for the Town of Morristown and the Village of Morrisville, in accordance with the provisions of 24 V.S.A. § 4327(a).

Dated at Morristown, Vermont, this 18th day of February 2025.

MORRISTOWN SELECTBOARD

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Donald McDowell, Chair

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Chris Palermo, Vice-Chair

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Laura Streets

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Richard Craig

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George Cormier



## SELECTBOARD MEMORANDUM

**To:** Selectboard  
**From:** Judi Alberi, Executive Assistant  
**Date:** February 18, 2025  
**Subject:** Continued discussion - Habitat for Humanity

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### **Background:**

February 3, 2025, Robin Pierce with Habitat for Humanity approached the town with a request for donating land abutting Park and Ride space at the library. The Selectboard will continue the discussion to consider possibly next steps such as:

Does the Selectboard want to consider:

1. Obtain property appraisal to determine the value of the potential donation
2. Request a metes and bounds survey to accurately define the property boundaries
3. Any additional considerations
4. Assess any potential tax benefits for the town if the donation is made
5. Potential timeline for receiving/reviewing results of any further steps

### **Attachments:**

None



**RESOLUTION OF THE SELECTBOARD**  
**OF THE TOWN OF MORRISTOWN**

The undersigned, being the Selectboard of the Town of Morristown, a municipal corporation duly created and validly existing under and pursuant to the laws of the State of Vermont, hereby resolve as follows:

WHEREAS, following a public hearing, it was agreed that the Town should establish and adopt a schedule of actual cost charges and charges for staff time for public records requests;

WHEREAS, pursuant to 1 V.S.A. § 316 the Town may charge and collect the actual cost and staff time associated with complying with a request for a copy of a public record;

WHEREAS, to determine “actual cost” of copies, not including staff time, the Town considers only the cost of the paper or the electronic media onto which a public record is copied, a prorated amount for maintenance and replacement of the machine or equipment used to copy the record, and any utility charges directly associated with copying a record;

WHEREAS, the Town may only charge for such staff time directly involved in complying with a request that exceeds thirty (30) minutes or in creating a new public record;

WHEREAS, the Town may require that all payment of charges for a public record request be paid prior to delivery of the copies;

WHEREAS, the proposed schedule of public records charges is reproduced here:

1. For staff time involved in physically duplicating a record, \$1.00 per minute after the first 30 minutes.
2. For senior-level staff time, and information technology specialists’ time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$2.00 per minute.
3. For any other staff time for which cost can be charged and collected under this section, \$1.00 per minute.



4. For photocopies, \$.05 per single-sided page, \$.10 per double-sided page for pages up to 8.5 by 11 inches.
5. For color photocopies, \$1.00 per single-sided page.
6. For computer-generated paper copies, \$.05 per page for pages up to 8.5 by 11 inches.
7. For computer diskettes, \$1.00 each for 3.5-inch diskettes.
8. For compact discs, \$3.00 each for write-once CD w/case, \$5.00 each for re-writable CD w/case.
9. For audio tapes, \$1.00 each.
10. For video tapes, \$3.00 each.
11. For DVDs, \$3.00 each for write-once DVD w/case, \$5.00 each for re-writable DVD w/case.
12. For thumb drives, \$20 each
13. For Police Report, \$20 per incident
14. For Police Video, \$45.00 per incident
15. For Police Photos, \$45.00 per incident
16. For Police Crash Reports, \$20.00 per incident
17. For Police audio recordings, \$45.00 per incident

WHEREAS, the schedule of public records charges shall be posted in prominent locations in the Town offices;

NOW, THEREFORE, be it resolved that the Selectboard authorizes and adopts the proposed schedule of public records charges and requirements as produced herein, effective immediately.

ADOPTED **this** \_\_\_\_\_ **day of** \_\_\_\_\_, **2025:**

\_\_\_\_\_  
Don McDowell, Chair

\_\_\_\_\_  
Christopher Palermo, Vice-Chair

\_\_\_\_\_  
Laura Streets

\_\_\_\_\_  
Richard Craig

\_\_\_\_\_  
George Cormier