TOWN OF MORRISTOWN SELECTBOARD
MEETING NOTICE & AGENDA
COMMUNITY MEETING ROOM
On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, April 21, 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 4-7-25

IV. 5:35PM - NEW BUSINESS

1. Re-envision Oxbow Park Community Forum -Lamoille County Conservation District event with Peter Danforth on May 3rd at Wing Center 12-3pm

V. 5:45PM - OLD BUSINESS

1. Consideration of updated Rules of Procedure - Moving community comments to the beginning of the agenda

VI. 5:56PM - APPROVE WARRANTS

VII. 6:00PM - COMMUNITY COMMENTS

VIII. 6:10PM - SCHEDULE

1. Wednesday, April 23, 2025 - Special SB Meeting - 5:30PM
   Monday, May 5, 2025 - SB Meeting -5:30PM
   Monday, May 19, 2025 - SB Meeting - 5:30PM

IX. 6:15PM - OTHER BUSINESS

1. Executive Session - Legal

X. 6:20PM - ADJOURN

SELECTBOARD MEETING MINUTES
OF APRIL 7, 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

PARTICIPANTS/GUESTS: Jerry Throne, Evelyn Throne, Jessica Savage, Alyssa Johnson, Laura Green, Martha Battle, Jamie Jaret, James Brewster, Mary Goderwis, Mary Ann Wilson*, Attorney Ed Adrian*, Consultant Ron Rodjenski

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:35 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

None

5:32PM - APPROVE MINUTES

1. **Approve minutes 3-17-25**
   Motion made by Chris Palermo to approve the minutes of 3.17.2025. Motion seconded by George Cormier. Motion carried. (5/0)
2. **Approve minutes 3-26-25**
   Motion made by Chris Palermo to approve the minutes of 3.26.2025. Motion seconded by George Cormier. Motion carried. (5/0)

5:35PM - NEW BUSINESS

1. **Vermont Council on Rural Development - Alyssa Johnson and Jessica Savage**
   Alyssa Johnson and Jessica Savage spoke to the Vermont Council on Rural Development's (VCRD) Community Visit program, which is a way for towns to engage and bring together their residents, set common goals and directions in a neutral and facilitated structure, and access resources that will help them take action on those goals. In 2011, the town established the Food Co-op with the assistance of this program. If the town is interested in a community visit, it would need to get the word out and have a community dinner with representatives from VCRD in attendance. The process begins with the first meeting, brainstorming ways to meet the community's needs. The second meeting is where residents establish four priorities. The town can then invite the VCRD program to come to the community dinner. Don thanked Alyssa and Jessica for the information and the board agreed that it was a remarkable program for the board to consider and get on the waiting list.

2. **Appoint Nancy Dunavan to Morristown Conservation Committee for a 4 year term**
   Motion made by Chris Palermo to appoint Nancy Dunavan to a 4 year term on the Morristown Conservation Commission. Motion seconded by Richard Craig. Motion carried (5/0).

3. **Appoint Charles Burnham to Morristown Development Fund Loan Advisory Committee for a 3 year term**
   After clarifying a procedural misunderstanding, the Morristown Selectboard confirmed Charles Burnham's appointment to the Morristown Development Fund (MDF) Loan Advisory Committee. The decision followed a discussion regarding the application process and deadlines. Laura Streets was concerned that there was no formal process of moving the interest of candidates to the Selectboard for appointment. The MDF bylaws state that all members are appointed by the Selectboard. Possible future discussions and a slight change to the MDF bylaws could create clarity for future appointments.

   Motion made by Chris Palermo to appoint Charles Burnham to the Morristown Development Fund Loan Advisory Committee for a 3 year term. Motion seconded by Richard Craig. Motion carried (4/1). Laura Streets nay

4. **Explore grant opportunities for Noyes House**
   Chris Palermo reported on the need of the Noyes Museum to restore their buildings. He suggested investigating grant funding for this purpose. The Vermont Arts Council may be a potential source. A field representative will examine the buildings to determine if a grant is a possibility. Chris will volunteer his time to pursue funding to improve the museum. Josh Goldstein, a member of the board of the Noyes House Museum, added that they have developed a prioritized outline of repairs needed for the buildings. The board agrees with the effort to improve the Noyes Museum.

5. **Move Community Comments to the beginning of the agenda**
   A discussion regarding changing the time of the community comments began with a look back at when the timing was at the beginning of the meeting. However, it became problematic when the work of the meeting was delayed. Factors such as time and number of speakers were considered. The decision was made to table the discussion until the next meeting, when the Rules and Procedures could be reviewed.

6:45PM - OLD BUSINESS

1. **Consideration of revised Work in the Right-of-Way Policy**
   Motion made by Chris Palermo to approve work in the Right-of-way Policy as presented. Motion seconded by Richard Craig. Motion carried (5/0).

6:48PM - APPROVE WARRANTS

Motion made by Chris Palermo to approve the warrants. Motion seconded by George Cormier. Motion carried. (5/0)

6:50PM - COMMUNITY COMMENTS

Mr. Brewster commented that for valuable employees who are hard to replace, such as Judi Alberi, there should be a back-up for their jobs.
He also shared his opinion that the job description for the new Planning Administrator/Zoning Administrator included too many duties for one employee. He thought that the job should be divided into one and a half or two positions.

7:00PM - SCHEDULE

1. **Wednesday, April 16, 2025 - SB/Trustees Joint Meeting - 5:30PM**
   Monday, April 21, 2025 - SB Meeting - 5:30PM
   Monday, May 5, 2025 - SB Meeting - 5:30PM

7:05PM - OTHER BUSINESS

1. **Public Records Request Appeal of Todd Thomas - Request for List of Contact Names, Addresses, Phone Numbers and Emails**
   The Selectboard discussed an appeal from Todd Thomas regarding a denied public records request for contact information. Ed Adrian, the town's legal counsel, noted that Thomas had provided a written response. The Board decided to enter executive session to discuss the appeal, with Laura Streets recusing herself due to her friendship with Thomas.

2. **Executive Session - Legal**

   Motion made by Chris Palermo to make a finding that we go into executive session to discuss confidential attorney client communications to allow the Town attorney to provide professional legal advice to the Selectboard AND to discuss potential civil litigation, premature disclosure of said advice or the potential civil litigation would put the Town at a substantial disadvantage. Motion seconded by George Cormier. Motion carried (4/0/1). Laura Streets recused herself from the first Executive session but will attend the second executive session.

   Motion made by Chris Palermo to go into Executive Session to discuss the confidential attorney client communication under the provisions of Title 1 section 313 (a) (1)(f) of the Vermont Statutes, to include Town Manager, Brent Raymond, Executive Assistant, Judi Alberi, Attorney Ed Adrian and Consultant Ron Rodjenski. Motion seconded by George Cormier. Motion carried (4/0/1). Laura Streets recused herself from the first Executive session but will attend the second executive session.

   Motion made by Chris Palermo to come out of Executive Session. Motion seconded by George Cormier. Motion carried (4/0/1). Laura Streets recused herself from the first Executive session but will attend the second executive session.

   Motion made by Chris Palermo to uphold the town manager's decision with a modification to release only readily identifiable government contact names and email addresses. Motion seconded by George Cormier. Motion carried (4/0/1). Laura Streets recused herself from the first Executive session but will attend the second executive session.

   Motion made by Chris Palermo for all the reasons mentioned above return to Executive Session. Motion seconded by Richard Craig. Motion carried (5/0).

   Motion made by Chris Palermo to come out of Executive. Motion seconded by Richard Craig. Motion carried (5/0).

7:50PM - ADJOURN

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

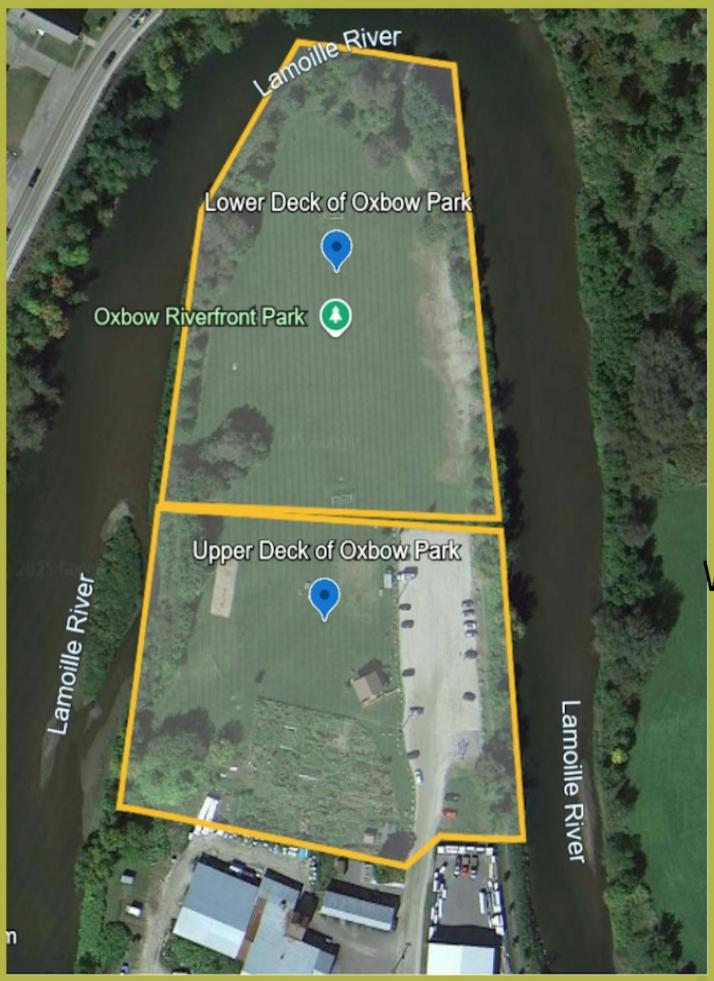
Meeting adjourned at 8:54 pm
Submitted and filed this 4/7/2025.
Bonnie McDermott, Scribe

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

RE-ENVISION OXBOW PARK COMMUNITY FORUM/ GREEN UP DAY EVENT

STARTING AT THE WING CENTER 24 UPPER MAIN ST, MORRISVILLE, VT, 05661 ENDING IN OXBOW PARK SATURDAY MAY 3RD, 2025 12:00PM TO 4:00PM

Community information gathering event sponsored by Lamoille County Conservation District (LCCD) . Please take survey to help us rank what is important to the community and RSVP LCCD for kick off lunch and meeting. Please RSVP by April 28th. Seating is limited so RSVP as soon as possible.



WHATS HAPPENING?

- LUNCH
- PRESENTATION ON HISTORY OF OXBOW PARK
- REVIEW OF COMMUNITY SURVEY
- PANEL DISCUSSION
- BREAK OUT GROUPS
- OXBOW PARK CLEAN UP AND TOUR.

TOWN OF MORRISTOWN

SELECTBOARD RULES OF PROCEDURE

PURPOSE

The Selectboard of Morristown is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Morristown must be always open to the public, except as provided in 1 V.S.A. § 313. Rules of procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.

APPLICATION

This policy setting forth rules of procedure shall apply to the Selectboard of Morristown, referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

ORGANIZATION

1. The body shall annually elect a Chair and a Vice Chair. The Chair of the body or, in the Chair's absence, the Vice Chair shall preside over all meetings. If both the Chair and the Vice Chair are absent, a member selected by the body shall act as Chair for that meeting.

2. The Chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.

3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.

4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.

5. Motions made by members of the body do require a second. Any member of the board, including the Chair of the body, may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body. In the event of a split vote, the motion will fail.

6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion after being recognized by the Chair. Motions to close or limit debate will be entertained by a motion to call the question which requires a second. To succeed in calling the question the motion must receive two thirds vote of the board.

7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, voting must be done by roll call.

8. Meetings may be recessed to a time and place certain.

9. These rules may be amended by majority vote of the body and must be readopted annually.

AGENDAS

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Any organization or individual, excluding Selectboard members, who wish to be added to the meeting agenda shall contact the Town Manager via email or other written form, to request inclusion on the agenda. Selectboard members who wish to request an agenda item shall communicate their request in writing via email directly to the Chair and may copy the Town Manager. The Chair shall determine the final content of the agenda. Appeals on the decision of the Chair may be made to the entire board and determined by majority vote.

2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the town website www.morristownvt.gov, in or near the municipal office and at the following designated public places in the municipality: Morrisville Post Office,16 Portland Street, and Morristown Centennial Library, 7 Richmond Street, Morrisville. A meeting agenda may be posted on Front Porch Forum by the Selectboard Chair or their designee. The agenda must also be made available to any person who requests such agenda prior to the meeting.

3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote or consensus of the body.

MEETINGS

1. Regular meetings shall take place on the first and third Monday of the month at 5:30PM at the Tegu Building, Community Meeting Room, 43 Portland Street, Morristown.

2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body as instructed under Agendas, Item 2.

3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.

4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened and is able to hear

and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

DEFINITIONS

1. Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with "I move that …."

2. Second – A statement by a member who agrees that the motion made by another member be considered. Stated as "Second, "or "I second the motion."

3. Amendment – Before the vote is taken on a motion, it may be amended by:

    - Striking out words
    - Inserting or adding words
    - Striking out words and inserting others in their place
    - Substituting one (1) paragraph or resolution for another

4. Presiding Officer/Chair – The individual who facilitates the meeting, usually the Chair. In the absence of the Chair, the Vice Chair is next.

5. Role of the Chair – To introduce business in proper order per the agenda, to recognize speakers, to determine if a motion is in order, to keep discussion focused on the pending motion, to maintain order, to put motions to a vote and announce results.

6. General procedure for handling a main motion:
    - A member makes a main motion
    - A motion must be seconded by another member before it can be considered
    - If the motion is in order, the Chair will restate the motion and open debate
    - The main motion is debated along with any secondary motions that are debatable.
    - Debate is closed when: discussion has ended, or a 2/3 vote closes debate.
    - The Chair restates the motion, and if necessary, clarifies the consequences of affirmative and negative votes.
    - The Chair calls for a vote by asking "All in favor?" "Those in favor say "Aye." Then asking, "All opposed?" Those opposed will say "nay."
    - The Chair announces the result.
7. General rules of debate:
    - All discussion must be relevant to the immediately pending question.
    - All remarks should be addressed to the Chair – no cross debate is permitted
    - Debate must address issues not personalities.
    - All debate must remain civil, and all viewpoints shall be treated with respect.

PUBLIC PARTICIPATION

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

2. At the conclusion of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be 10 minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.

3. Comment by the public or members of the body must be addressed to the Chair, once they have identified themselves, and not to any individual member of the body or public.

4. Members of the public must be acknowledged by the Chair before speaking. Members of the public must introduce themselves prior to speaking.

5. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment. Members of the public shall be afforded a maximum of 2 minutes each time they speak on a topic.

6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks. Personal remarks or side discussions during debate are out of order. Only one question at a time may be considered, and only one person may have the floor at any one time.

7. Members of the body and members of the public shall obey the orders of the Chair or other presiding member. The Chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine in their sole discretion that deviation from the process is warranted:

    a. Call the meeting to order and remind the members of the applicable rules of procedure.
    b. Declare a recess or table the issue.
    c. Adjourn the meeting until a time and date certain.
    d. Order the constable/Morristown Police Department to remove disorderly person(s) from the meeting.

COMMUNITY COMMENTS PROCEDURE

1. Each Regular Selectboard Meeting shall include a "Community Comments" agenda item. This item will occur at the beginning of the meeting, immediately following "Agenda Changes/Additions."
2. Individuals wishing to speak during "Community Comments" must add their name and topic to community comments sign up sheet provided prior to the start of the meeting.
3. Comments during this period must be limited to topics not already included on the agenda for that meeting. Speakers wishing to address items on the agenda should wait until those items are discussed.
4. Speakers will address their comments solely to the Chair. "Community Comments" is not a forum for dialogue or debate; comments are to be a one-way communication from the speaker to the Chair.
5. Each individual will have one opportunity to speak and will be allotted up to two minutes. The Chair may extend this time at their discretion.
6. Unless extended by the Chair, the "Community Comments" period will continue for a maximum of 20 minutes or until 10 speakers have been heard, whichever comes first.
7. The Chair is responsible for maintaining order during the "Community Comments" period and may enforce these rules as necessary to ensure a respectful and efficient meeting

This amended policy supersedes and replaces all previous versions of this policy or procedure and any other policies or provisions inconsistent with its terms.

ADOPTED this _____day of _____, 2025 by the Morristown Selectboard

_____
Don McDowell

_____
Christopher Palermo

_____
Laura Streets

_____
Richard Craig

_____
George Cormier