



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

On Zoom and at 43 Portland St. Morrisville, VT 05661
5:30 PM Monday, August 17, 2026

[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. 5:33PM - COMMUNITY COMMENTS

IV. 5:47PM - APPROVE MINUTES

1. Approve minutes of 8-3-26

V. 5:50PM - NEW BUSINESS

1. Discussion with State's Attorney Aliena Gerhard - Community Concerns and Q&A
2. Approve Coin Drop for Lamoille area cancer network September 26, 9am - 1pm Demars Property 275 Brooklyn Street - Tracy Patnoe, Erica Scott
3. Highway Mid-Summer Updates - Jordan St. Onge, Highway Superintendent
4. Town of Morristown Projects Updates - Jordan St. Onge, Highway Superintendent
5. Review Quotes and choose contractor for Morristown Centennial Library Mini-Split Replacements - Jordan St. Onge, Highway Superintendent
6. Discuss Elmore EMS Services - Adam Audet
7. Discuss Wolcott EMS Services
8. Trails Committee Update; Scheduling of Special Meeting for Committee Interviews and Appointments
9. Request from United Way for Highway Department Assistance with Wood Loading and Delivery - Sam Lotto
10. Appointment of Selectboard Representative to MDF Loan Advisory Committee

VI. 7:10PM - OLD BUSINESS

VII. 7:11PM - APPROVE WARRANTS

VIII. 7:13PM - SCHEDULE

1. Monday, August 24, 2026 - SB Public Hearing - 5:30PM Interim Zoning Bylaws
Monday, September 7, 2026 LABOR DAY - CANCELED DUE TO HOLIDAY
Monday, September 21, 2026 - Site Visit - 4:00PM Ledge Road
Monday, September 21, 2026 - Site Visit - 4:30PM Davison Road
Monday, September 21, 2026 - SB Public Hearing - 5:30PM Ledge Road
Monday, September 21, 2026 - SB Public Hearing - 5:45PM Davison Road (or immediately following

the close of the Ledge Road hearing, whichever occurs first.

Monday, September 21, 2026 - SB Meeting - 5:30 regular time but will begin immediately following the public hearings for Ledge/Davison Road

IX. 7:15PM - OTHER BUSINESS

1. Executive Session - Negotiating or securing real estate, Attorney/Client Communications

X. 7:40PM - ADJOURN



**SELECTBOARD MEETING MINUTES
OF AUGUST 3, 2026**

Members: Don McDowell, Richard Craig, George Cormier, Leah Hollenberger, Rose Belanger

Absent:

ADMINISTRATION and STAFF: Brent Raymond, Town Manager; Judi Alberi, Executive Assistant; Sara Haskins, Town Clerk/Treasurer; Chief Jason Luneau, Chief Corey Boisvert, Chief Dennis Digregorio

PARTICIPANTS/GUESTS: Attorney David Rugh*, Dan McLaughlin, Dennis Smith, Martin Green, Carol Lauber, David Roy, Bert DeLaBruere

**participating via Zoom*

5:30PM - CALL SELECTBOARD MEETING TO ORDER

Don McDowell called the Selectboard Meeting to order at 5:30 PM at the Tegu Building.

5:31PM - AGENDA CHANGES/ADDITIONS

None

5:33PM - COMMUNITY COMMENTS

Leah announced the free community corn roast would be held on 8/19/26 at Oxbow Park in conjunction with Morrisville Live. Sara added that the dog tag shape vote would be announced at that event.

5:47PM - APPROVE MINUTES

1. Approve minutes 7-20-2026

Motion made by Richard Craig to approve the minutes of 7/20/2026. Motion seconded by Leah Hollenberger. Motion carried. (5/0)

5:50PM - NEW BUSINESS

1. Set 2026-2027 municipal tax rate

Motion made by Richard Craig to set the FY 26-27 municipal tax rate of \$.7787. Motion seconded by George Cormier. Motion carried (5/0).

2. Town Clerk Update

A. Reminder - Primary Election August 11, 2026

B. Approve placing Justice of the Peace names on the back of the General Election ballot and automatically mailing them to all active voters.

A. Sara informed the board that voting at the Primary Elections on August 11, 2026, will be open from 8 AM to 7 PM. Those wanting a ballot may request one, and it is advised that ballots be returned in person or placed in the drop box by election day. Don thanked Sara for her report.

B. Motion made by Richard Craig to approve printing the Justice of the Peace candidates on the back of the 2026 General Election ballot that the State of Vermont will automatically mail to all active

voters. Motion seconded by Rose Belanger. Motion carried (5/0).

3. Request to use Pleasant View Cemetery for CVCOA walking group

The board discussed a request from the Central Vermont Council on Aging (CVCOA) to use Pleasant View Cemetery for a walking program. Dennis Smith attended the meeting as a resident; he is the former President of the Morristown Cemetery Association and current assistant sexton of the town cemeteries. Mr. Smith presented guidelines regarding cemetery use, stating that the cemetery is a sacred space that should be preserved as such and not treated as a park.

Discussion followed regarding the various walking spaces available in town as alternatives. After hearing Mr. Smith's concerns, the board decided to postpone making a decision. Leah will return to CVCOA to inform them of the discussion and concerns raised. No action was taken at this time.

4. Cancel Selectboard regularly scheduled meeting of 9-7-26 due to Labor Day Holiday.

Motion made by Richard Craig to cancel the regularly scheduled SB meeting of September 7th due to the Labor Day Holiday and authorize Chair Don McDowell to sign warrants on behalf of the selectboard. Motion seconded by Leah Hollenberger. Motion carried (5/0)

5. Approve CivicPlus NextRequest software for Public Records Request

Judi strongly recommended that the Town of Morristown move forward with purchasing CivicPlus NextRequest software to manage public records requests. This purpose-built system handles the full public records request process, from intake and routing to redaction, tracking, and release, all in one place. Right now, that work is spread across multiple steps and up to five staff members, administered by MPD Desk Officer Jay Lamell and Judi, which creates a significant time burden. At times, attorneys will still be closely involved in producing and redacting documents, but the other steps will be far more efficient. NextRequest brings it all together into a single, streamlined workflow. The current process is entirely manual. Jay and Judi are responsible for tracking requests, managing deadlines, maintaining logs, coordinating redactions, and following up throughout the process. NextRequest centralizes these tasks and adds automation to the process, resulting in labor savings. The Town currently utilizes several CivicPlus software and has thus proven to be user-friendly and reliable. Chief Luneau and Sara Haskins added that this software would benefit the MPD, the Town Clerk's office and the entire municipality.

Motion made by Richard Craig to approve the purchase of CivicPlus NextRequest software with modifications to extend the renewal notice period from 60 to 90 days, and authorize the Town Manager to execute the agreement. Motion seconded by Rose Belanger. Motion carried (5/0).

6. Review Interim Zoning Bylaw language

The board reviewed a draft interim zoning bylaw moratorium on data centers, with attorney David Rugh presenting the updated language that reduced facility size requirements from 20 to 10 megawatts and 20 to 10 acres of impervious surface. There were concerns about the 5,000 square foot threshold and suggested removing it entirely, while David noted that changing "AND" to "OR" in the high-impact project criteria could make the bylaw too broad. The board agreed to modify the language to require meeting two or more of the specified criteria rather than just one, and David will update the draft to include Vermont's Renewable Energy Standard and Clean Energy Standard requirements under planning obligations.

The discussion evolved from focusing specifically on data centers to covering high-impact use projects more broadly. Don raised concerns about the expanded scope potentially capturing non-data center projects like gravel extraction businesses. After further examination, the group agreed the moratorium should apply to both data centers and high-impact use projects. David Rugh agreed to revise the document to clarify the high-impact use definition and update the title to reflect both data centers and

high-impact uses. The board approved scheduling a public hearing for August 24th at 5:30 PM to discuss the proposed bylaw.

Motion made by Richard Craig to schedule a public hearing on the proposed Interim Zoning Bylaw for Monday, August 24, 2026, at 5:30 pm at Tegu Building Conference room, and direct the Administration to publish and post public notice in accordance with 24 V.S.A. §§ 4415 and 4464, and to send any required mailed notices. Motion seconded by Leah Hollenberger. Motion carried (5/0).

6:20PM - OLD BUSINESS

None

6:20PM - APPROVE WARRANTS

Motion made by Richard Craig to approve the warrants. Motion seconded by Leah Hollenberger. Motion carried. (5/0)

6:30PM - SCHEDULE

1. **Monday, August 17, 2026 - SB Meeting - 5:30PM**
Monday, August 24, 2026 - SB Public Hearing - 5:30PM Interim Zoning Bylaws
Monday, September 7, 2026 LABOR DAY - CANCEL - SB Meeting - 5:30PM
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6:35PM - OTHER BUSINESS

1. **Executive Session - Negotiating or securing of real estate**
Motion made by Richard Craig that the Selectboard enter into executive session, pursuant to 1 V.S.A. § 313(a)(2), to discuss the negotiating and/or securing of a real estate purchase option on behalf of the Town and include Town Manager Brent Raymond; Executive Assistant, Judi Alberi; Chief of Police, Jason Luneau; EMS Chief, Corey Boisvert; Fire Chief, Dennis Digregorio; David Roy and Bert DeLaBruere of Wiemann Lamphere. Motion seconded by Leah Hollenberger. Motion carried (5/0).

Motion made by Richard Craig to come out of the Executive Session. Motion seconded by Rose Belanger. Motion carried (5/0).

6:40PM - ADJOURN

Motion made by Richard Craig to adjourn. Motion seconded by Leah Hollenberger. Motion carried. (5/0)

Meeting adjourned at 8:54 pm

Submitted and filed this 8/4/26.

Bonnie McDermott, Scribe

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

MEMO

TO: Morristown Selectboard

FROM: Jordan St.Onge, Highway Superintendent

DATE: August 17, 2026

RE: 2026 Highway Department Mid-Summer Update

Village Garage

Completed:

- Completed annual spring maintenance including sweeping, re-painting all crosswalks, stop bars, turn arrows, parking stalls, and patching potholes every 2 weeks
- Community Enrichment
 - Completed Copley parking lot tree planting (**grant**)
 - Painted interior of Oxbow band stand
 - Assembled and installed swing set at Noyes House (**grant**)
 - Assembled and placed new bike racks throughout the village (**grant**)
 - Replaced 18 banners on light posts throughout the village
 - Placed planting boxes throughout the village and filled with fresh soil
 - Composted leaves cleaned up in the fall and delivered to Community Gardens and delivered several loads of soil
- Replaced 800' of Sidewalk on Elmore St with granite curb and 5' wide sidewalk
 - **\$75,000 from VAOT Bike Ped Grant**
 - Resulted in \$126,000 in sidewalks being constructed at a cost to the taxpayer of \$25,000
 - We have applied for this same grant again to continue this project in 2027
- Replaced 23 damages sidewalk panels, many with damaged or missing ADA Warning Devices
- In 2025 we replaced 1067' of sidewalk. So far this year we are at roughly 1000'
- Rebuilt 4 catch basins
- Ditched and stone lined N River Rd., ditched sections of Cottage and Feline Loop
- Currently conducting a demo with testing on an Infrared pavement repair machine

To be completed:

- Replace 250' of sidewalk on Wabun Ave 100% in house
- Install 680' of sidewalk and granite curb from Feline Loop to Gordon Lane, and Audy Ln to Jersey Heights. - **Downtown Transportation Fund Grant - \$109,300**
- In total we will be receiving an estimated **\$184,300 in grants for sidewalks** this season
- Restore ability to plow Cherry Ave sidewalk
- Infrared pavement repairs including
 - Congress St
 - Pleasant St
- Paint Francis Favreau Bridge
 - **\$200,000 from VAOT Structures Grant**
 - Fall 2026, potentially spring 2027

Paving

- Bridge St (Favreau Bridge to Cady's Falls Rd), Demars Rd, Randolph Rd (Laporte to Fitzgerald)
 - Shoulder Gravel to be done in house – Estimated \$25,000 in savings
 - Paving to begin on Stancliff Rd week of Aug. 17
 - **\$200,000 from VAOT Class 2 Roadways Grant** for this paving

Town Garage

Completed:

- Completed annual spring maintenance including sweeping all aprons, back dragging turnarounds, small sections of ditching to clear culverts, 3 complete rounds of grading including a heavy application of Chloride, mowing all roadsides, and cutting/chipping brush on roughly 9 lane miles of road
- De-berming, ditching and stone lining/hydroseeding all of:
 - Cote Hill Rd
 - Fontaine Hill Rd
 - Magoon Rd
 - White Birch
 - Needles Eyes
- In 2025 we ditched 6.5 lane miles. So far this year we are at roughly 8.6
 - In 2025 we had a heavy rainstorm leading to 3 weeks of damage repair
 - Percy's hauling gravel has freed up time for more road work
 - Our increased Chloride application has nearly eliminated dust complaints, reduced required grading frequency, and increased the compaction of our gravel roads making them more flood resilient.

- Culvert Replacements
 - 2 on Fontaine
 - 1 on Upper Elmore Mnt Rd
 - 5 on Needles Eye
 - 5 on Lower Elmore Mountain Rd
 - In 2025 we replaced 16 Culverts. So far this year we are at 13
- Washed all town owned bridges
- Re-graveled several sections of road including parts of Upper Elmore Mnt Rd, Earl Grey Rd, and Magoon Rd

To be completed:

- De-berming, ditching and stone lining/hydroseeding:
 - All of Campbell Rd
 - All of Gallup
 - Sections of Randolph Rd
 - Sections of Stagecoach Rd
 - Sections of Mud City Loop
 - Sections of Sterling Valley Rd
- We will be receiving **\$42,000 in grants for 2026 ditching work**
- Culvert Replacements
 - Campbell Rd
 - Walton Rd
 - Bryant Pond Rd
- Bridge Abutment repairs on 12 bridges
- Guardrail Replacements
 - We have been notified that we will be receiving the HSIP grant
 - It has not been fully executed by the State yet
 - Sterling Valley Bridge, Sterling Covered Bridge, Moren Loop Bridge, Mud City Loop Bridge
 - Removal of all old rails and posts done in house
 - **\$50,000 from HSIP Grant**
 - Potentially 2027 depending on timing of official award
- Cemeteries
 - Resurface drives in all Town owned cemeteries with a harley rake
 - Add material as needed
 - Done in co-ordination with Dennis Smith and Mike Buchanon

Paving

- Reclaim and pave Needles Eye Rd
 - To begin week of Aug. 24

- Shim and pave Sunset Dr, Lower Elmore Mnt Rd (RTE 12 to Fitzgerald Rd, Stancliff Rd (RTE 100 half)
 - To begin week of Aug. 17
 - Shoulder gravel to be done in house - Estimated \$30,000 in savings

During the 2026 construction season The Morristown Highway Department plans to capitalize on a total of \$751,300 in grant awards put directly into rebuilding our sidewalks, gravel roads, paved roads, and bridges.

MEMO

TO: Morristown Selectboard

FROM: Jordan St.Onge, Highway Superintendent

DATE: August 17, 2026

RE: 2026 Town Projects Update

Jersey Heights Stormwater

Construction on the Jersey Heights Stormwater project began the week of 6/22 with surveying and project layout. Prior to any work being done, and throughout the entire construction process, Judi Alberi has been in close communication with affected residents. This coordination has been a pivotal aspect of making the construction go smoothly with minimal impact on residents. Walker Construction has been a pleasure to work with as well. They have done an exceptional job minimizing impacts on residents, as well as notifying Judi of all impacts ahead of time. Hannah Wingate of Mumley Engineering has also done a fantastic job of holding site meetings, monitoring the progress and quality of Walker Construction's work, and being available to answer questions as they come up.

All stormwater conveyance to the gravel wetland has been completed. This includes roughly 1200' of pipe being placed, as well as 9 structures. All the finish grading, mulching and seeding for this disturbance has been completed, and 160' of sidewalk has been replaced. Patch paving the road crossing is scheduled for the week of August 17.

Construction of the gravel wetland is 75% complete, resulting in the entire project being on pace to complete prior to the 8/21 deadline. Once construction is complete, the Morristown Highway Department will dig and re-stone line the ditch along Foss St where it meets Jersey Way. This ditch was not part of the contract's scope of work

During this project change orders have been kept to a minimum. The 2 change orders relate to a water main that was just below a structure resulting in adding insulation to the bottom of the structure, and moving a telecommunication conduit that was interfering with placement of stormwater conveyance. These change orders are a result of historical mapping and Digsafe inaccuracies. They totaled \$7,000, or just 2.5% of project total.

In summary, the Jersey Heights stormwater project has proceeded exceptionally well. We are on track for completion by the end of this week, meeting all schedule and budgetary targets with strong community alignment.

Tegu Roof Repair

The repairs to the Tegu Building roof are being separated into two stages, interior and exterior. The exterior work was completed last week and included a new layer of insulation, a new rubber membrane, new flashing around the entire perimeter as well as all penetrations, and a new access hatch. This work to better insulate and seal the roof will increase the building's lifespan and energy efficiency.

Prior to this project, the insulation for the Tegu building's roof was on the floor of the attic. This was a very inefficient way to insulate the building and rendered the attic space unusable. Stage 2 of this project is to remove this old inefficient insulation, as well as the wood structure that holds it up. Once the old material is removed, a vapor barrier will be installed on the exterior walls, and they will be insulated with two layers of rigid foamboard. This will create a complete envelope in conjunction with the new roof. This complete envelope will further improve the building's energy efficiency. This work is scheduled to begin the first week of September and is expected to take one month to complete.

Noyes House Grant

Improvements to the Noyes House Museum have been made possible by a Building Communities Grant – Human Services and Educational Facilities Program, administered by the Vermont Department of Buildings and General Services (BGS) received by Adele Taplin. The scope of work includes both structural and drainage improvements. Initially we thought the structural issues in the barn portion of the Noyes House Museum were due to powder post beetle infestation. We did some exploration work by removing floorboards to inspect the sills and were happy to see no beetle damage present.

In September the Morristown Highway Department, with the help of a local volunteer, will be re-grading and spreading drainage stone around the perimeter of the building. This will help lower moisture levels and preserve the structure of the building. As part of this phase, we will also be replacing the entry ramp into the barn.

This fall, Ben Levitt of Timber Frame Restorations will begin work on the barn floor stabilization portion of the project. This involves the replacement of some floor joists and posts. In the spring of 2027, they will begin work on the structural stabilization portion of the project by repairing the sill plate, eaves, and gutter areas.

All this work being done to the Noyes House Museum is to improve its structural integrity, maintain its historical significance, and preserve it for generations to come.

Morristown Cemeteries

Improvements to the Town owned cemeteries include regrading all the gravel and grass drives throughout to increase ease of access and delineate the appropriate areas for vehicle traffic. This work will be completed this summer by the Morristown Highway Department.

Several upgrades to the Pleasant View Cemetery Vault are in the planning stages as well. In 2026, we plan to pave portions of the driveway, construct a new entry ramp, repair and repaint the entry door, and build new casket racks. In 2027, we plan to replace the shingles on the building's roof. This work will be completed by the Morristown Highway Department, and contractors.

MEMO

TO: Morristown Selectboard

FROM: Jordan St.Onge, Highway Superintendent

DATE: August 17, 2026

RE: Morristown Centennial Library Heat Pumps

Project Overview:

Three of the mini splits at the Morristown Centennial Library are currently out of service. They all run off one outside compressor, and service the main lobby area, the upstairs kitchenette, and the upstairs meeting room/document room. Most of the plumbing for this system is inside the walls of the library. This system is estimated to be 10-12 years old and uses an obsolete refrigerant. The system is out of service due to a refrigerant leak that cannot be found without opening walls, making repair of current system not feasible. The initial estimate to replace the system in kind came in at \$20-25k, not including the carpentry work to remove and replace sheetrock, bookcases, and trim.

Efforts to Reduce Costs:

To reduce the cost of this project, we will be omitting the kitchenette mini split from the scope of work. We will also be using external plumbing with covers as opposed to plumbing concealed within the walls. This will greatly reduce the cost of plumbing installation, nearly eliminate the carpentry work, minimize the impact on library operations, and result in increased ease of maintenance for the future. We have received estimates from 3 contractors, and the results are as follows:

Contractor Estimates:

Fred's Energy - \$14,725.38

- Replace condenser
- Replace 2 mini splits
- Exterior plumbing with concealing covers
- Fred's Energy currently maintains all the heat pumps at the library, has excellent historical knowledge of the system, and will be the ones maintaining them in the future.

Perfect Temp - \$17,420

- Replace condenser
- Replace 2 mini splits
- Exterior plumbing with concealing covers

Country Plumbing and Heating - \$18,000

- Replace condenser
- Replace 2 mini splits
- Exterior plumbing with concealing covers

Recommendation:

We recommend moving forward with using Fred's Energy to replace the condenser, and 2 mini splits with external plumbing. Fred's Energy has provided the lowest price and has the added benefit of knowing the library well. They will also be the ones to maintain this system in the future. The money for this project will come from the Municipal Buildings Fund which has a balance of \$831,029 in investments and cash.

Fw: Summary of Proposed One-Year EMS Service Agreement

From Brent Raymond <braymond@morristownvt.gov>

Date Thu 8/13/2026 9:56 AM

To Judith Alberi <jalberi@morristownvt.gov>

Judi - 12/17/25 email from George Kress confirming the Elmore SB approved the terms for Morristown EMS coverage.

Brent Raymond, PMP

Town Manager

Pronouns: he/him/his ([why this?](#))

Town of Morristown, VT

43 Portland Street | PO Box 748 | Morrisville, VT 05661

Work: 802-888-5147

Braymond@morristownvt.gov

www.morristownvt.gov

***Notice:** Under Vermont's Public Records Act, all e-mail, e-mail attachments as well as paper copies of documents received or prepared for use in matters concerning Town business, concerning a Town official or staff, or containing information relating to town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.*

From: Brent Raymond <braymond@morristownvt.gov>

Sent: Wednesday, December 17, 2025 21:00

To: Corey Boisvert <cboisvert@morristownvt.gov>

Cc: Judith Alberi <jalberi@morristownvt.gov>; Tina Sweet <tsweet@morristownvt.gov>; Jason Luneau <JLuneau@morristownvt.gov>

Subject: Fw: Summary of Proposed One-Year EMS Service Agreement

Selectboard-

Please see below. I'll have Tina update the budget spreadsheet and we'll forward to you all by Friday.

This is a reminder to Selectboard members that our meetings are governed by Vermont's Open Meeting Law, which mandates that all meetings be open to the public and held in an accessible location. To comply with this law, please avoid discussing board matters via email, as doing so could inadvertently result in a violation. If you have any questions or concerns, don't hesitate to reach out.

Brent

Brent Raymond, PMP

Town Manager

Town of Morristown, VT

43 Portland Street | PO Box 748 | Morrisville, VT 05661

Work: 802-888-5147

Braymond@morristownvt.gov

www.morristownvt.gov

From: grkress@optonline.net <grkress@optonline.net>

Sent: Wednesday, December 17, 2025 8:55:49 PM

To: Brent Raymond <braymond@morristownvt.gov>; 'Adam Audet' <aaudet45@yahoo.com>

Cc: 'Caroline DeVore' <cdevore@elmorevt.org>; Gschwartz@elmorevt.gov <Gschwartz@elmorevt.gov>; sfortune@elmorevt.org <sfortune@elmorevt.org>; 'Jason Tallman' <jasontallman45@gmail.com>; 'Charlie Burnham' <cburnham@elmorevt.org>; 'Adam Audet' <aaudet45@yahoo.com>

Subject: RE: Summary of Proposed One-Year EMS Service Agreement

Dear Brent,

The Elmore Selectboard, in a special meeting held on December 17, 2025, has accepted the terms for EMS service as proposed by the Morristown Selectboard.

Thank you,

George Kress

From: Brent Raymond <braymond@morristownvt.gov>

Sent: Tuesday, December 16, 2025 1:55 PM

To: George Kress <grkress@optonline.net>; Adam Audet <aaudet45@yahoo.com>

Subject: Summary of Proposed One-Year EMS Service Agreement

Hi George and Adam,

I am writing to confirm the Morristown Selectboard's proposal regarding EMS service to the Town of Elmore. The Selectboard has proposed a one-year agreement for Morristown to provide EMS services to Elmore from **July 1, 2026 through June 30, 2027**, for a fee of **\$65,000**.

As part of this proposal, Elmore would designate an **EMS Liaison** who would serve as the primary point of contact with the Morristown Town Manager for any concerns, requests, or recommendations related to EMS service during the term of the agreement.

In addition, the Selectboard has proposed the creation of a **joint Elmore–Morristown committee** to evaluate the potential for continued or expanded EMS services beyond **June 30, 2027**, and to develop longer term fee structure recommendations.

Please let me know if this summary aligns with your understanding of the Selectboard's discussion or if you have any questions.

Best regards,

Brent

Brent Raymond, PMP

Town Manager

Pronouns: he/him/his ([why this?](#))

Town of Morristown, VT

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Elmore Selectboard EMS Activity Report

Reporting Period: January 1, 2026 - August 3, 2026

Prepared by: Corey Boisvert, EMS Chief, Morristown EMS

Executive Summary

Morristown EMS responded to 28 EMS incidents within the Town of Elmore during the reporting period. Call volume averaged approximately three calls per month and included emergency medical responses, motor vehicle crashes, patient transports, and billable non-transport incidents.

Incident Activity

Metric	Total
Total EMS Incidents	28
Transport/Treatment Incidents	14
Non-Transport/Service Incidents	14

Monthly Call Volume

Month	Incidents
January	7
February	2
March	1
April	0
May	5
June	6
July	6
August (through Aug 3)	1

Operational Observations

- Highest call volume occurred in January (7 calls)
- Summer activity remained steady with six calls in both June and July.
- The incident log reflects a mix of transports, non-transports, and emergency response activity.

Conclusion

Morristown EMS remains committed to providing reliable 24/7 emergency medical services to the residents and visitors of Elmore. The 28 requests for service during this reporting period demonstrate the ongoing need for accessible EMS coverage within the community.

EMS Service Agreement – Town of Wolcott

Review Draft Prior to Selectboard Presentation

To: Brent Raymond, Town Manager

From: Corey Boisvert, EMS Chief

Date: July 2026

Subject: Proposed EMS Service Agreement with the Town of Wolcott

Purpose

The purpose of this memorandum is to provide background information and a funding recommendation regarding the development of an EMS service agreement between the Town of Morristown and the Town of Wolcott for emergency medical services provided by Morristown EMS within the designated Wolcott response area.

This proposal is intended for review and discussion prior to presentation to the Morristown Selectboard.

Executive Summary

Morristown EMS currently provides primary EMS coverage to a designated portion of the Town of Wolcott, encompassing approximately 40-60 households and an estimated 100-150 residents. Historical response data demonstrates continued utilization of Morristown EMS resources within this service area, including 48 responses in 2025 and 19 responses through July 21, 2026.

While response volume is important, the primary expense associated with emergency medical services is maintaining readiness. Ambulances, personnel, medical equipment, medications, communications systems, training, licensure, and insurance must be maintained regardless of the number of calls received. National and Vermont EMS studies consistently conclude that ambulance billing revenue alone is insufficient to support emergency medical services and that municipal funding remains necessary to sustain readiness and response capabilities. [\[healthvermont.gov\]](https://healthvermont.gov), [\[rupri.org\]](https://rupri.org), [\[ruralhealth.us\]](https://ruralhealth.us)

Morristown EMS recommends entering into an annual EMS service agreement with the Town of Wolcott in the amount of **\$15,000 annually beginning in FY2027**.

Current Service Relationship

Morristown EMS provides emergency medical response coverage to portions of Wolcott including:

- Tjader Road
- Memory Lane
- Carroll Meadow Lane
- Barrows Farm Lane
- Richard Woolcutt Road
- Walnut Lane
- Elmore Pond Road
- Brookview Lane
- Wing Road
- Apixia Way
- Overlook Hill
- Douglas Road
- Whitman Lane
- Courchaine Farm Road

These areas contain approximately 40-60 households representing roughly 100-150 residents.

Utilization Analysis

Historical Call Volume

MEMS Year	Total Calls	HRS Year	Total Calls
2023	29	2023	Unknown
2024	23	2024	77
2025	48	2025	92

The most significant observation is the increase from 23 calls in 2024 to 48 calls in 2025, reflecting increased utilization of Morristown EMS resources.

2026 Activity

Through July 21, 2026:

Response Type	Calls
Primary Coverage Responses	13
Mutual Aid / Intercept Responses	6
Total Wolcott Responses	19

These responses required ambulance availability, personnel, equipment, and advanced life support capability regardless of transport outcome.

EMS Readiness and Funding Considerations

EMS differs from many municipal services because readiness costs exist regardless of call volume.

To maintain service coverage, Morristown EMS must continuously fund:

- Ambulance replacement and maintenance
- EMS staffing
- Continuing education and certification
- Medical supplies and pharmaceuticals
- Communications and dispatch systems
- Insurance coverage
- Regulatory compliance
- Medical oversight

These costs exist whether an ambulance responds to one call or fifty calls. Rural EMS agencies often operate with relatively low call volumes across large geographic areas,

making it difficult to sustain operations through billing revenue alone. [\[govinfo.gov\]](#), [\[rupri.org\]](#)

The Vermont Emergency Medical Services System Assessment found that statewide EMS costs total approximately \$98 million annually while reimbursement covers only approximately \$53 million, leaving a substantial funding gap that must be filled through municipal support, taxation, grants, and volunteer contributions. The report identifies EMS sustainability as one of the most significant challenges facing Vermont communities. [\[healthvermont.gov\]](#)

Similarly, the Vermont EMS Advisory Committee has reported that many EMS agencies are struggling to meet community needs under existing funding structures and that reliable emergency response capability requires sustainable sources of municipal support. [\[legislatur...ermont.gov\]](#)

Comparable Funding Models

Municipal EMS funding agreements are common throughout Vermont and New England.

A recent agreement between the Town of Williamstown and Barre Town EMS utilizes a contractual model in which Barre Town EMS provides 24-hour ambulance availability while retaining transport billing revenue and receiving municipal contractual support for service coverage. [\[williamstownvt.org\]](#)

National rural EMS policy recommendations further emphasize that communities should contribute toward ambulance readiness and standby costs because transport reimbursement alone does not adequately fund emergency response systems. [\[rupri.org\]](#), [\[ruralhealth.us\]](#)

Existing Wolcott Contributions

Current information indicates that Wolcott already contributes funding for emergency services, including:

Agency	Annual Contribution
Hardwick Rescue Squad	\$20,280
Lamoille County Sheriff's Dispatch	\$18,700

These existing appropriations demonstrate recognition that emergency service readiness requires municipal support beyond user fees or service billing.

Proposed Fee Structure

Morristown EMS recommends establishing the following service agreement:

Item	Amount
Annual EMS Service Agreement	\$15,000
Contract Term	One Year
Renewal	Annual Review
Transport Billing Revenue	Retained by Morristown EMS

The proposed fee is:

- Less than Wolcott's current contribution to Hardwick Rescue Squad.
 - Consistent with readiness-based EMS funding models identified in Vermont and national EMS studies. [healthvermont.gov], [rupri.org]
 - Designed to offset readiness costs associated with serving residents outside Morristown's tax base.
-

Recommendation

Initiation of discussions with the Town of Wolcott regarding an annual EMS Service Agreement in the amount of **\$15,000 per year beginning in FY2027**.

The proposed contribution is supported by:

1. Historical and current call volume data.
2. The documented population served by Morristown EMS.
3. Existing municipal EMS funding practices within Vermont. [williamstownvt.org], [legislature.vermont.gov]

4. Findings within the Vermont EMS System Assessment that ambulance reimbursement alone is insufficient to sustain EMS operations. [\[healthvermont.gov\]](http://healthvermont.gov)
5. The cost of maintaining EMS readiness and emergency response capability for Wolcott residents who rely upon Morristown EMS. [\[rupri.org\]](http://rupri.org), [\[govinfo.gov\]](http://govinfo.gov)

Direct Wolcott Comparison

Wolcott Coverage Area Served by Morristown EMS

Metric	Value
Estimated Residents Served	100-150
Estimated Households	40-60
2025 Call Volume	48
Proposed EMS Fee	\$15,000
Cost Per Resident	~\$100-\$150

Fw: EMS Service Agreement

From Brent Raymond <braymond@morristownvt.gov>

Date Thu 8/13/2026 9:33 AM

To Judith Alberi <jalberi@morristownvt.gov>

See below for packet.

Brent Raymond, PMP

Town Manager

Pronouns: he/him/his ([why this?](#))

Town of Morristown, VT

43 Portland Street | PO Box 748 | Morrisville, VT 05661

Work: 802-888-5147

Braymond@morristownvt.gov

www.morristownvt.gov

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From: Brent Raymond <braymond@morristownvt.gov>

Sent: Wednesday, August 12, 2026 21:00

To: Michelle Gudorf <selectboardadmin@wolcottvt.org>

Cc: Linda Martin <linda.wolcott.selectboard@gmail.com>; Corey Boisvert <cboisvert@morristownvt.gov>; Michael Roberge <mroberge@morristownvt.gov>

Subject: Re: EMS Service Agreement

Hi Michelle,

Thank you for the questions. I agree that the difference between the proposed Morristown rate recommended by Chief Boisvert and Wolcott's current agreement with Hardwick Rescue warrants some additional explanation. The two agreements are based on substantially different EMS service models, so the per-resident figures are not necessarily an apples-to-apples comparison.

Morristown EMS operates a 24/7, paramedic-level ambulance service with paid Paramedics, Advanced Emergency Medical Technicians (AEMTs), and Emergency Medical Technicians (EMTs) providing continuous coverage from the Morristown station. This means that when Morristown EMS is dispatched, a paramedic-level crew is immediately available to respond and provide advanced life support (ALS) care to patients.

This is different from a volunteer or combination EMS model. A fully staffed, 24/7 service has significant fixed personnel costs, including wages, benefits, training, and the cost of maintaining staffing around the clock. Those costs are incurred whether the ambulance responds to one call or several calls during a shift.

Morristown EMS provides paramedic-level care as part of its initial response, including cardiac medications, ECG interpretation, advanced airway management, and other ALS interventions when clinically indicated. Hardwick Rescue does not routinely have a paramedic on duty and relies on Morristown EMS to provide paramedic intercepts when paramedic-level care is needed. Morristown is regularly dispatched to provide these paramedic intercepts for calls in Wolcott and throughout Hardwick Rescue's service area, including calls for which Hardwick is the primary responding agency.

There is not a universally accepted national standard for EMS funding on a per-capita basis. EMS systems are funded through a variety of mechanisms, including municipal appropriations, ambulance billing, intermunicipal agreements, grants, subscriptions, hospital support, and volunteer labor. As a result, per-resident costs can vary considerably depending on the service model, population density, call volume, staffing structure, and level of service provided.

The Vermont Ambulance Association reports an average EMS cost of approximately \$37 per resident statewide. However, this statewide average includes Vermont's many volunteer and combination EMS agencies, as well as larger and more densely populated communities where the cost of maintaining EMS readiness can be spread across a much larger population. Rural communities with fully staffed, paid EMS services generally have substantially higher per-capita costs because they must maintain 24/7 staffing and readiness despite serving smaller populations and lower call volumes. As a result, the statewide \$37 figure is not directly comparable to the cost of a rural, paid, 24/7 paramedic-level service such as Morristown EMS.

A 2023 [University of Southern Maine policy brief on rural EMS](#) further illustrates the impact of call volume on the cost of rural EMS. The study found that, based on a minimum access standard of a full-time staffed ambulance with a second unit on call, low-volume agencies could have operating costs of approximately \$41,500 per response, compared with approximately \$1,020 per response for high-volume agencies. The difference is largely a function of the fixed costs required to maintain an ambulance service and the relatively small number of calls over which those costs can be spread in low-volume rural areas.

Other studies, including work by the Center for Public Safety Management and other EMS organizations, have estimated that a fully staffed municipal EMS system can require approximately \$50 to \$150 or more per resident annually.

Morristown's own EMS costs reflect this 24/7 paramedic level staffing model. In addition to personnel costs, the Town must maintain ambulances, medical equipment, facilities, insurance, training, fuel, and other infrastructure necessary to ensure that the service is available every hour of every day. These costs are fixed, regardless of how many calls are generated by a particular community.

The EMS industry has also experienced significant increases in operating costs. Recent Vermont EMS information indicates that EMT and paramedic wages have increased approximately 9 to 10 percent in recent years, while agencies continue to experience workforce shortages. Fuel costs have increased approximately 35 percent since 2019, and ambulance chassis and vehicle costs have increased approximately 25 to 50 percent. Medical supplies, insurance, regulatory compliance, and other operating costs have also increased.

Just today, a neighboring EMS provider in our district was taken out of service by the Vermont Department of Health following a surprise inspection, reportedly due in part to expired medical supplies. Morristown EMS also underwent a surprise inspection today and passed. **Our service was not taken out of service.** This underscores the importance of maintaining adequate resources for ongoing equipment replacement, medical supply management, training, and an intense focus on regulatory compliance.

There is also a significant gap nationally between the cost of providing an ambulance transport and the reimbursement received for that transport. A recent [Public Consulting Group analysis of EMS cost of service and rate setting](#), using national Ground Ambulance Data Collection System (GADCS) data, reports an average cost of \$2,673 per ambulance transport compared with reimbursement of \$1,147, creating a shortfall of approximately \$1,526 per trip. The report also notes that labor accounts for nearly 70 percent of EMS expenses. The analysis reinforces the broader point that EMS is fundamentally a readiness-based public safety service, with significant fixed costs that are not fully captured by transport volume or transport reimbursement.

For these reasons, comparing Chief Boisvert's recommendation - a proposed \$115.38 per resident cost with the \$14.23 per resident cost under the Hardwick Rescue agreement - needs to also take into consideration the level of service and readiness, and the difference in the actual cost of providing the two services. Hardwick Rescue's volunteer staffing model substantially reduces its personnel costs, whereas Morristown maintains a paid, 24/7 paramedic-level service.

Morristown has been providing EMS coverage to the defined portion of Wolcott's community within its for many years without charging Wolcott for that service. The proposed fee agreement is intended to establish a fair and predictable reimbursement for the cost of maintaining the staffing, equipment, facilities, and readiness necessary to provide paramedic level coverage.

I hope this helps answer your questions and provides useful context for Chief Boisvert's proposed rate. I appreciate you taking the time to raise these questions and look forward to continuing the conversation as both the Wolcott and Morristown Selectboards consider a service agreement that is fair to both Morristown and Wolcott for the high level of professional paramedic service we provide to Wolcott and in support of Hardwick when a Paramedic intercept is needed.

I have copied the Morristown Selectboard for their awareness.

This is a reminder to Morristown Selectboard members that our meetings are governed by Vermont's Open Meeting Law, which mandates that all meetings be open to the public and held in an accessible location. To comply with this law, please avoid discussing board matters via email, as doing so could inadvertently result in a violation. If you have any questions or concerns, don't hesitate to reach out.

Best,
Brent

Brent Raymond, PMP
Town Manager
Pronouns: he/him/his ([why this?](#))
Town of Morristown, VT
43 Portland Street | PO Box 748 | Morrisville, VT 05661
Work: 802-888-5147
Braymond@morristownvt.gov
www.morristownvt.gov

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or staff, or containing information relating to town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

From: Michelle Gudorf <selectboardadmin@wolcottvt.org>
Sent: Wednesday, August 5, 2026 08:21
To: Brent Raymond <braymond@morristownvt.gov>
Cc: Linda Martin <linda.wolcott.selectboard@gmail.com>
Subject: EMS Service Agreement

Hi Brent,
I hope you're having a wonderful summer! This weather is perfect and welcomed...

The Selectboard will begin discussing this proposed service agreement tonight.

I have a few questions about the proposed EMS Service agreement. Charging a fee is justified in my opinion, however, I'm struggling to account for the proposed amount.

Using the 2020 Census population count for Wolcott, we have 1670 residents. The Morristown agreement would serve ~130 of said residents.

Per the Town of Wolcott's agreement with Hardwick Rescue, in FY 27 we pay \$14.23/resident (\$21,912 / 1540 residents).

Per the proposed agreement with Morristown we would pay \$115.38/resident (\$15,000 / 130 residents).

I realize that Hardwick Rescue is comprised of volunteers which reduces costs. However, the issued report doesn't really account for a discussion of the variance in per person pricing -it merely provides the amounts of the services provided and the proposed services. What is the justification for this huge difference? Can we see the percentages of the split of expenses between all towns involved?

Thanks so much!

Best,
Michelle

--

Michelle Gudorf
Selectboard Administrative Assistant, Town of Wolcott
Office Hours: Monday-Wednesday 7:30am - 4:00pm;
Thursday 7:30-12:00am
Office: 802-888-2746
Cell: 802-279-5451

Re: URGENT - Support needed

From Brent Raymond <braymond@morristownvt.gov>

Date Wed 8/12/2026 9:06 AM

To Sam Lotto <swlvt57@gmail.com>; Don McDowell <dmcowell@morristownvt.gov>

Cc Clarissa French <clarissa@uwlamoille.org>; Jordan St. Onge <jstonge@morristownvt.gov>; Judith Alberi <jalberi@morristownvt.gov>

Hi Sam,

Thanks for your reply. You are added to the agenda. We don't yet know where on the agenda you will be placed. The Selectboard meeting starts at 5:30 on Monday.

Best,

Brent

Brent Raymond, PMP

Town Manager

Pronouns: he/him/his ([why this?](#))

Town of Morristown, VT

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From: Sam Lotto <swlvt57@gmail.com>

Sent: Wednesday, August 12, 2026 08:54

To: Don McDowell <dmcowell@morristownvt.gov>

Cc: Brent Raymond <braymond@morristownvt.gov>; Clarissa French <clarissa@uwlamoille.org>; Jordan St. Onge <jstonge@morristownvt.gov>; Judith Alberi <jalberi@morristownvt.gov>

Subject: Re: URGENT - Support needed

Hi Brent,

I can appreciate the concern from Morristown Tax Payers and Select Board members regarding Town Employees and Trucks used to deliver wood to other towns.

For what it's worth, when I have been at the wood lot with Town Trucks/Staff assisting - the coordinators make sure deliveries are only going to their Town.

Could you please add to the 8/17 Select Board an agenda item to discuss if the Town Highway Dept - one truck and driver - can assist with Morrisville/Morristown only deliveries on 9/12.

We also have a process in place to ensure they deliver to only Morrisville/Morristown addresses.

Any questions please let me know,

Thanks much for considering,

Sam Lotto
United Way - Lamoille
Board of Directors - Vice Chair
802-793-5509

On Sun, Aug 9, 2026 at 8:22 PM Don McDowell <dmcdowell@morristownvt.gov> wrote:

Brent,

Thanks for keeping the SB up to speed on this issue. Also thanks to Jordan and the crew for helping United Way with what they have done to allow for the delivery.

Don

From: Brent Raymond <braymond@morristownvt.gov>

Sent: Sunday, August 9, 2026 12:12 PM

To: Clarissa French <clarissa@uwlamoille.org>; Jordan St. Onge <jstonge@morristownvt.gov>

Cc: Judith Alberi <jalberi@morristownvt.gov>; Sam Lotto <swlvt57@gmail.com>; Jordan St. Onge <jstonge@morristownvt.gov>

Subject: Re: URGENT - Support needed

Hi Clarissa,

My understanding is that Morristown previously delivered wood to multiple communities, including several outside of Morristown. At the time, a number of residents and some members of the Selectboard expressed concerns about the practice. As a result, the practice of having the Morristown Highway Department deliver wood was discontinued, with the hope that the multiple excavation and trucking businesses in the area would be approached about volunteering their trucks and labor.

The Highway Department is unionized, so if Highway staff were used to load and deliver the wood, it would likely need to be done at an overtime rate, resulting in an additional cost to taxpayers.

If you would like to request that the Selectboard consider having the Highway Department load and deliver the wood, we could potentially add the matter to the upcoming August 17 Selectboard meeting. Please let me know if you would like to be placed on the agenda. I have copied the Selectboard members here for awareness.

This is a reminder to Selectboard members that our meetings are governed by Vermont's Open Meeting Law, which mandates that all meetings be open to the public and held in an accessible location. To comply with this law, please avoid discussing board matters via email, as doing so could inadvertently result in a violation. If you have any questions or concerns, don't hesitate to reach out.

Best,
Brent

Brent Raymond, PMP
Town Manager
Town of Morristown, VT
[43 Portland Street](#) | PO Box 748 | Morrisville, VT 05661
Work: 802-888-5147
Braymond@morristownvt.gov
www.morristownvt.gov

From: Clarissa French <clarissa@uwlamoille.org>
Sent: Saturday, 08 August 2026 00:57:08
To: Jordan St. Onge <jstonge@morristownvt.gov>
Cc: Brent Raymond <braymond@morristownvt.gov>; Judith Alberi <jalberi@morristownvt.gov>; Sam Lotto <swlvt57@gmail.com>
Subject: Re: URGENT - Support needed

Hi Brent and Jordan,
Thank you again for helping scrape down the lot and move wood. It made a huge difference, allowing us to get 50 cords of donated log length delivered.

I wanted to follow up on my previous email regarding split wood deliveries to Morrisville residents on September 12th (or another day that works better). Is that a possibility this year? We're also connecting with other towns to see if they can support deliveries there as well.

I've cc'd Sam Lotto, who is helping to coordinate the project, as I am out of office next week. He can help answer questions. I appreciate your consideration.

With gratitude,
Clarissa French ([she/her/hers](#))
Executive Director
United Way Lamoille County

clarissa@uwlamoille.org
(802) 888-3252
[110 Portland St. #1144, Morrisville, VT 05661](#)



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On Wed, Jul 15, 2026 at 12:15 PM Jordan St. Onge <jstonge@morristownvt.gov> wrote:

Hi Clarissa,

We are giving Option 1 our best shot today. We are moving the split wood over by the storage container, and the bucked wood off to the side. We will let you know how it goes but expect to make plenty of room for your 50 cord delivery by the end of the day.

Jordan St.Onge
Highway Superintendent
Town of Morristown, VT
[43 Portland Street](#) | PO Box 748 | Morrisville, VT 05661
Work: 802-888-3398
Cell: 802-730-4934

From: Clarissa French <clarissa@uwlamoille.org>
Sent: Tuesday, July 14, 2026 3:59 PM
To: Brent Raymond <braymond@morristownvt.gov>
Cc: Judith Alberi <jalberi@morristownvt.gov>; Jordan St. Onge <jstonge@morristownvt.gov>
Subject: URGENT - Support needed

Hi Brent,

I hope you're well. As I've mentioned in the past, Morristown has provided incredible support by delivering firewood to Morrisville clients in 2020 and 2021. We're hoping to get help again.

We just learned that the State of Vermont is delivering 50 cords of firewood logs to us in the next week, and we currently do not have room on our woodlot. Two options may work, but either requires your permission.

Option 1 (preferred): Allow one of the town highway staff to use the bucket loader to move piles of processed firewood from one end of our lot to the other to make room for the log length wood.

Option 2: Allowing us to temporarily borrow the large open space (parking lot) abutting the Firewood Lot to drop the logs. Once we have space (before September), we will pay to have someone move them onto our lot. This option is less ideal because it requires moving the wood twice and spending limited funding to do so.

Because the delivery is scheduled to be completed in the next week, please respond as soon as possible.

Lastly, I'd love to request support with deliveries to Morrisville residents on September 12th (or another day that works better). In the past, a town employee assisted with deliveries using a 1-ton Morristown dump truck.

I'm happy to answer any questions or concerns you have. You can reach me on my cell phone at 802-324-6491. Thank you for the consideration!

With gratitude,
Clarissa French ([she/her/hers](#))
Executive Director
United Way Lamoille County

clarissa@uwlamoille.org

(802) 888-3252

[110 Portland St. #1144, Morrisville, VT 05661](#)



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TOWN OF MORRISTOWN
SELECTBOARD RESOLUTION
REGARDING THE ESTABLISHMENT OF THE
MORRISTOWN DEVELOPMENT FUND LOAN ADVISORY COMMITTEE

WHEREAS, the Town of Morristown operates the Morristown Development Fund, a revolving loan fund; and

WHEREAS, the objectives of the Morristown Development Fund are to improve, stimulate, and maintain Morristown's economic and physical environment by creating and retaining employment, with its principal focus to benefit persons of low to moderate income, and

WHEREAS, the Morristown Selectboard serves as the governing board of the Morristown Development Fund; and

WHEREAS, the Selectboard desires to establish a Loan Advisory Committee to oversee all loan applications submitted to the Morristown Development Fund and assist and make recommendations to the Morristown Selectboard on loan applications.

NOW THEREFORE BE IT RESOLVED:

A. Committee Membership. The Morristown Development Fund (MDF) Loan Advisory Committee shall be comprised of one Morristown Selectboard member and four at-large members appointed by the Selectboard for their competence and interest in economic development activities. MDF Loan Advisory Committee members shall be Morristown residents with business and financial knowledge and experience, though they need not have commercial lending experience.

B. Terms. The Selectboard member of the MDF Loan Advisory Committee shall be appointed annually. The four at-large members shall be initially appointed to the following terms: one for one year, one for two years, one for three years, and one for four years. Thereafter, at-large members shall be appointed for three-year terms. If a member cannot serve a full term, the Selectboard shall appoint a person to complete the unexpired portion of that term. The initial at-large members shall be:

<u>STEVEN LAY</u>	Four Year Term - Expires 3/2028
<u>PETER MARRELL</u>	
<u>MARY ANN WILSON</u>	Three Year Term - Expires 3/2027
<u>SAM GUY</u>	Two Year Term - Expires 3/2026
<u>STEVEN LATCH</u>	One Year Term - Expires 3/2025

C. Officers and Staff. The MDF Loan Advisory Committee shall annually elect a Chair and Vice Chair. In addition, the Morristown Town Manager and Treasurer shall serve as staff to the MDF Loan Advisory Committee.

D. Authority. The MDF Loan Advisory Committee shall have the authority, as outlined in the Morristown Development Fund Revolving Loan Program Guidelines, to act on all loan applications and carry out those additional responsibilities assigned to the Committee in the Revolving Loan Program Guidelines.

E. Quorum. The MDF Loan Advisory Committee's quorum shall be three (3) members. Applications for loans shall be recommended for approval by at least three (3) affirmative votes. Votes of the MDF Loan Advisory Committee shall be recorded and reported to the Selectboard.

Dated at Morristown, Vermont this 2nd day of December 2024.

Donald McDowell, Chair

Christopher Palermo, Vice Chair

Laura Streets

Richard Craig

George Cormier

MORRISTOWN DEVELOPMENT FUND **LOAN PROGRAM GUIDELINES**

1. Introduction

The Morristown Development Fund (MDF) was established in 1986 with revenue received by the Town of Morristown from the Vermont Community Development Program. On December 2, 2024, responsibility for the Morristown Development Fund was transferred from Morristown Development Fund Inc. to the Town of Morristown.

The Morristown Selectboard serves as the governing board of the Morristown Development Fund. The Selectboard has established an MDF Loan Advisory Committee to assist it in reviewing loan requests and assessing ongoing borrower financial strength and will retain a Loan Servicer as defined below to assist it in the administration and servicing of all loans. The Selectboard retains full authority and responsibility for all decisions related to the granting, future modification, and collection of all loans made by the MDF.

2. MDF Loan Advisory Committee

A. Committee Membership. The MDF Loan Advisory Committee is comprised of one Morristown Selectboard member and four at-large members appointed by the Selectboard for their competence and interest in economic development activities. MDF Loan Advisory Committee members are Morristown residents with business and financial knowledge and experience, though they need not have commercial lending experience.

B. Terms. The Selectboard member of the MDF Loan Advisory Committee is appointed annually. The at-large members have been initially appointed on the following schedule: one for one year, one for two years, one for three years, and one for four years. Thereafter, at-large members shall be appointed for three-year terms. If a member cannot serve a full term, the Selectboard appoints a person to complete the unexpired portion of that term.

C. Quorum. The MDF Loan Advisory Committee's quorum shall be three (3) members. Applications for loans shall be recommended for approval by at least three (3) affirmative votes. Votes of the MDF Loan Advisory Committee shall be recorded and reported to the Selectboard

D. Officers and Staff. The MDF Loan Advisory Committee shall annually elect a Chair and Vice Chair. The Morristown Town Manager and Treasurer shall serve as staff to the Loan Advisory Committee.

E. Responsibilities and Authority. The MDF Loan Advisory Committee shall review each loan application to determine whether the proposed loan meets the lending parameters of the MDF and to assess borrower creditworthiness. Once a loan is made the MDF Loan Advisory Committee will review financial information annually provided by the borrower to assess the borrower's ongoing financial strength and to make recommendations to the Selectboard as necessary. While the MDF Loan Advisory Committee will have the authority to reject any

application pursuant to Section 7 B below, initial loan applications and any future modification requests or loan collection decisions may only be approved by the Selectboard.

E. Liability: Members of the MDF Loan Advisory Committee serve on a part-time volunteer basis and absent their own gross negligence or willful misconduct, shall have no liability for any loan made by the MDF and will be fully indemnified by the Town against any claims or costs arising as a result of the services they provide.

3. Loan Servicer

The Selectboard shall retain a local lending institution (the “Loan Servicer”) to advise the MDF Loan Advisory Committee regarding the creditworthiness of applicants and perform loan closing, servicing, monitoring, collection, and consultation services in exchange for a fee to be negotiated. The Loan Servicer will perform its duties with the same standard of care it employs in the conduct of its own lending activities.

4. The Loan Fund

A. Objectives. The MDF is operated as a revolving loan fund. The objectives of the MDF are to improve, stimulate, and maintain Morristown's economic and physical environment by creating and retaining employment with its principal focus to benefit persons of low to moderate income. The MDF also assists in stabilizing the local tax base by stimulating new private investment in the Town's small and medium-sized business sector by offering to local growing businesses otherwise unavailable financing.

B. Borrower Eligibility. The applicant must demonstrate to the MDF Loan Advisory Committee's satisfaction a commitment, intent, and ability to repay the loan. The borrower must operate, or plan to operate, a business in Morristown and propose to use the borrowed funds for the portion of the business in Morristown. The borrower must be current on Morristown taxes and have a satisfactory credit history.

C. Eligible Activities. The MDF will be used for any legitimate business need that meets the Fund objectives described above.

D. Security. The MDF Loan Advisory Committee will recommend loan terms including required loan collateral and/or guarantees on a case-by-case basis. Typically, all available business assets of the applicant will secure loans made using MDF funds. Where necessary and desirable loans may be secured or partially secured by junior liens on assets pledged to other lenders. Guarantees and personal assets or assets of any related affiliate of the borrower may be utilized if the applicant's business assets are inadequate. Need for co-signers and other specific security arrangements may be made as a condition of recommending loan approval by the MDF Loan Advisory Committee. At a minimum, a personal guarantee of loans shall be required by all business owners having 20% or greater interest in the business.

E. Types of Loans. The MDF Loan Advisory Committee shall consider, but not be limited to, fully amortizing loans with fixed interest rates. Generally, loan terms will be for no more than five to ten years. This may be modified for real estate secured loans, where longer terms may be considered.

F. Funding Limits. Generally, loans shall be limited to ten percent of the total balance of the MDF funds. However, at its discretion, the MDF Loan Advisory Committee may recommend funding above the amount requested.

5. Loan Application Procedures

All loan requests must be accompanied by the MDF application form and the items below. The form will require the applicant to provide a personal financial statement and authorize a review of the applicant's credit standing. In addition, a credit report will be obtained. The application must include the following items:

A. Project Description. The applicant must describe the purposes for which the loan will be used, the total project cost, other funding sources, and the amount requested.

B. Business Plan. The application must describe the short and long-term goals of the business, including the business environment, size and character of the market, major competitors, significant customers, uniqueness of product or service, particular skill of borrower, general marketing and production plan, location, key personnel, and management plan.

C. Financial Information. The applicant must provide financial statements for three years past and projections for at least two years forward.

D. Tax Returns: Tax returns for the borrower and any guarantors must be provided for the most recent three tax years. Exceptions may be made for borrowers in business for less than three tax years.

E. Equipment. When applicable, the application must include the land, buildings, equipment, and other items to be purchased.

F. Number of Jobs. The application must indicate the number of jobs to be created or retained and a statement of the benefit to the Town.

G. Application Fee. An application fee will be payable to the Town of Morristown at the time of application submission. The fee is non-refundable and covers the cost of the credit report and processing.

6. Insurance

The following types of insurance may be required from the borrowers, depending on the Town's insurable interest:

A. Homeowner's or Property/Casualty Insurance sufficient to cover the amount of all mortgages and liens, including the Morristown Development Fund loan.

B. Flood Hazard Insurance for all loans made for improvements of properties existing within the standard, intermediate flood plain (100-year flood plain), at least in the amount of the Morristown Development Fund loan.

C. Business Liability Insurance shall be required by any recipient of loan funds.

D. Key person life insurance may be required on the principals in the loan amount naming the Town of Morristown as beneficiary and assignee.

For all insurance on the property, notification shall be sent to the insurance carrier to add the Town of Morristown as a loss payee. Subsequent yearly notification of continued coverage must be sent to the Town.

7. Loan Application Decisions

A. All applications will be reviewed by the MDF Loan Advisory Committee on a case-by-case basis.

B. An application may be recommended to the Selectboard for approval, subject to the MDF Loan Advisory Committee's terms and conditions. The MDF Loan Advisory Committee may decline an application for any reason or reasons which represent a reasonable determination that the approval of the application would not meet the MDF objectives and/or would not represent an appropriate or prudent use of MDF funds. In such instances, the applicant will be notified in writing of the reason(s) for disapproval.

8. Loan Closing, Service, and Documentation

A. The Town shall provide the Loan Servicer with a copy of the approved application and a detailed term sheet which includes all relevant loan terms including the approved loan amount, required collateral, and all other terms and conditions as well as the name(s) of the attorneys and any other professionals involved in the loan closing. The loan servicer will coordinate all aspects of the loan closing including the receipt and filing of all required documents.

B. All closing costs, including but not limited to prepaid interest, title search, appraisal, recording, uniform commercial code (UCC) preparation and filing, legal opinions, security documents, and other miscellaneous costs, will be the financial responsibility of the applicant and may be included in the loan amount. Regardless of the final disposition of the request for funds, the applicant will pay the non-reimbursable application fee, and any loan closing, service, and documentation fees incurred.

C. Loan payments will be made to the Loan Servicer for the account of the Town of Morristown according to the loan terms.

9. Financial Reporting

Copies of all required reporting documents will be provided to the MDF Advisory Committee, the Loan Servicer and the Town of Morristown.

A. Financial Statements: Borrowers must provide quarterly internally prepared financial statements and when required by the loan terms, annual accountant-prepared financial statements.

B. Tax Returns: Borrowers and any guarantors will provide copies of their annual tax returns

10. Loan Refinancing and Restructuring

Refinancing, restructuring, and recasting of loans may be considered when the borrower's financial situation has changed since the closing of the loan. The decision regarding any loan restructuring must be approved by the Morristown Selectboard upon recommendation of the MDF Loan Advisory Committee.

11. Non-Discrimination

The Town of Morristown Selectboard and the MDF Loan Advisory Committee shall not discriminate based on race, color, religion, sex, national origin, age, marital status, sexual orientation, or disability in their lending practices.

12. Confidentiality

To the extent authorized by law, all information from an applicant shall be held in strict confidence by the MDF Loan Advisory Committee, the Morristown Selectboard, and the Town of Morristown staff. At no time shall an applicant's information be disclosed to anyone outside these groups without the applicant's consent.

13. Conflicts of Interest

A. Conflicts and the appearance of conflicts of interest shall be avoided to assure public confidence in the operation of the Morristown Development Fund.

B. No MDF Loan Advisory Committee member, Morristown Selectboard member, or Town of Morristown staff person shall participate in any decision concerning matters in which he or she, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother or sister in law, business associate, employer or employee has a direct or indirect financial interest.

14. Amendments

Amendments to these Loan Program Guidelines may be proposed at any time by the MDF Loan Advisory Committee and approved by the Morristown Selectboard.

Dated at Morristown, Vermont this 2nd day of December, 2024.

Donald McDowell, Chair

Christopher Palermo, Vice Chair

Laura Streets

Richard Craig

George Cormier

