

Selectboard Regular Meeting Minutes

The Tunbridge Selectboard held their Regular meeting on June 9, 2026 at the Tunbridge Town Office and over Zoom.

Present: Gary Mullen (Chair), Mike McPhetres (Vice Chair), John O'Brien (Clerk), Aileen Lem (Assistant), Rodney Hoyt, Elaine Howe, Peter Hayden, Brenda Field, Janet Zug, Becky Hoyt, Maryann Caron, Bonnie McCrillis, Chris Battcock, John Buck, Michael Miller

Call to order

Gary M. called the meeting to order at 6:00pm.

Executive session - Personnel

John O. moved to enter executive session. Mike M. seconded. The Selectboard entered executive session at 6:00pm. The Selectboard voted to end executive session at around 6:30pm.

AA job description adoption/Appoint new Administrative Assistant to the Selectboard

In executive session, Gary M. recused himself due to a candidate for the Administrative Assistant position being a member of his family. John O. and Mike M. voted to appoint Aileen L. as Administrative Assistant to the Selectboard. Mike M. voted to approve the revised AA job description. John O. seconded. Motion passed.

Road report – Rodney H.

Rodney H. reported that the window on the mower door was hit by a rock during mowing and was broken. In addition, the protective plexiglass layer is scratched so it is difficult to see through. It was recommended to have both fixed at the same time. Replacing the side window costs \$650 and replacing the protective layer costs about \$1,000. There was some discussion about the cost of a special protective replacement glass costing around \$3,300, but that option was dismissed. Mike M. moved to authorize the purchase and replacement of the side window for no more than \$650 and the protective layer for no more than \$1,200. John O. seconded. Motion passed.

Rodney H. reported that the culvert replacement on Dickerman is complete and Whitney Hill has one more culvert to finish. The replacement on Kibling Hill that requires closing the road is on track to start on Monday, June 15 with the road opening back up after June 19. Signs have been updated and relevant parties to the road closure have been notified.

Gary M. asked about the plan to resurface roads similar to last year. Rodney H. is putting together a plan to discuss in July. Would like to get to the top of the hill of Spring Rd.

Tunbridge Selectboard regular meeting minutes: June 9, 2026

Gary M. and Mike M. looked over quotes provided by Rodney H. for purchasing a 6-wheeler vs. a 10-wheeler to replace the Freightliner 6-wheeler truck. Rodney indicated there was about a \$10,000 difference between the two. The next truck that needs to be replaced is the 2020 one-ton truck. Rodney H. recommended pushing for 7-year bumper-to-bumper warranty. Mike M. moved to move forward with the 6-wheeler Freightliner truck. John O. seconded. Motion passed.

Gary will send the fire department a letter asking them to [wash the bridges?].

Elaine H. let the Selectboard know that the Vermont Covered Bridge Society gave Tunbridge five American flags, one for each covered bridge. They would like us to put them up anytime before July 4, 2026 to celebrate the US 250th anniversary (celebration ends December 2027). Rodney H. offered to handle putting them up and taking them down in line with how the Town handles other American flags each year.

The Vermont Covered Bridge Society also gave Tunbridge a banner for covered bridge week to be put on the bridge closest to the road, decided to be the Howe bridge, for the first week in August 2026.

Volunteer waiver form adoption – Peter H., Brenda F.

The *Release & Waiver of Liability for Tunbridge Volunteers* form was revised by a group of volunteers. The main changes were to cover all power tools and to cover volunteer work for the Town in general. The revisions also made clear that volunteers must confirm their power tools are in good working order, they know how to use the tools, and that they will use proper PPE. By signing the form, the volunteer releases the Town from any claims the volunteer may have as a consequence of their volunteer work. The form also identifies and provides a copy of 24 VSA 901a that the Town must protect and defend any volunteers for claims against them as the Town would for an employee. Mike M. moved to adopt the volunteer waiver form. John O. seconded. In discussion, John O. offered that we might revisit in the future to see if the form needs an expiration date. Motion passed.

The Trails Committee added verbiage to the website on legal trails, including a definition of events and no motorized vehicles including e-bikes. Gary M. suggested putting signage up and marking the trails. Brenda F. said there's a similar sign up on Strawberry Hill, and she will email Jonathan Bicknell, so he can move forward. Gary M. confirmed the tree has been cleared out of one of the legal trails. John O. suggested a future discussion on whether or not waivers could be available through the Selectboard for events on legal trails.

Stay cat fund creation – Janet Z.

Janet Z. updated the Selectboard on her activities running her Trap/Neuter or space/Return (TNR) program in the Tunbridge area, and her conversation with the animal control officer for the State. Janet Z. reiterated how helpful a fund would be for collecting donations for her work – not funded with Town money. So far, Janet and other Tunbridge residents have been paying for the TNR program. Becky H. explained that if the Selectboard approved of the

Tunbridge Selectboard regular meeting minutes: June 9, 2026

fund, she would set it up and give Janet Z. a way to track the funds through a shared document. Becky H. also offered to work with Janet Z. on a policy and procedure for managing the TNR program and funds to bring to the Selectboard. It was suggested that information be put on the Tunbridge website and submitted to the Town report going forward. Mike M. moved to create a fund to support Tunbridge Area stray or feral cats and the TNR program led by Janet Z. John O. seconded. Motion passed.

Recreation Committee bounce house purchase approval

Mike M. moved to approve the Recreation Committee to purchase bounce house not to exceed \$2,000. John O. seconded and asked that the Recreation Committee write a waiver for those who wish to rent out the bounce house. Motion passed. Gary asked Aileen to follow up with Kathey Galluzzo on the waivers.

Other business

Maryann C. provided an update on the weatherization of the Town Hall. The structural assessment of the ceiling concluded that the structure will not tolerate weatherization as planned through the MERP grant. They will continue to do any work within scope that does not affect the ceiling structure, do work around the attic hatch, and they will replace the disturbed insulation. Unused funding can be repurposed for other qualifying requests we weren't able to fund through the MERP grant. Maryann requested that the Selectboard accept the report and give permission to adjust the scope. Mike M. moved to accept the report's findings and amend the scope of work. John O. seconded. Motion passed.

Two Rivers-Ottawaquechee Regional Commission (TRORC) is coordinating the bids. They will go back out to bid for other items after weatherization is complete. Deadlines are currently for around this December, but if we need more time, we've been told the State is willing to grant extensions due to a shortage in finding help.

Becky H. provided the Selectboard with a request for quote for maintenance of rolling overhead doors by the Overhead Door Company in Rutland. The Selectboard asked Aileen to find out who requested this maintenance and if we had any maintenance plans set up already.

Becky H. will provide the Selectboard with Memorandums of Understanding (MOUs) to review formalizing the Town's relationship with other entities like the Tunbridge Library (e.g., town maintains the outside of the building and library maintains the inside) and the Tunbridge Volunteer Fire Department (e.g., the fire department owns their own building).

Aileen L. asked about the AA transition. Gary M. explained the expectation that Mariah Cilley and Aileen L. will overlap for the rest of the month of June. Becky H. let Aileen L. know the Continuity of Operations group meets at 10:00am on Monday.

Future agenda item: Repairing fence for Transfer Station and verifying property lines

Executive session – Emergency manager, personnel

The Selectboard voted to enter executive session. The Selectboard voted to end executive session. No action was taken.

Adjourn

Mike M. moved to adjourn the meeting. John O. seconded. Meeting adjourned.

Submitted by Aileen Lem

Approved by:

Gary Mullen, Chair

Mike McPhetres, Vice Chair

John O'Brien, Clerk

DRAFT