TOWN OF
TUNBRIDGE
VERMONT

Selectboard Regular Meeting Minutes

The Tunbridge Selectboard held a Regular meeting on September 22, 2026 at the Tunbridge Town Office and over Zoom.

Present in person: Gary Mullen (Chair), Mike McPhetres (Vice Chair), John O'Brien (Clerk), Aileen Lem (Assistant), Rodney Hoyt, Brenda Field, Becky Hoyt, Amy Frost; **Present on Zoom**: Michael Miller, Peter Hayden, Mort Wasserman, Maryann Caron

Call to order
Gary M. called the meeting to order just after 6pm.

Agenda additions, changes
The Planning Commission has an update on the Two Rivers-Ottauquechee Regional Commission (TRORC) draft regional plan that Aileen L. requested be added at the start of Other business. Planning Commission Chair Amy F. will join around that time. Gary M. requested that we add mileage reimbursements to Other business as well.

Public comments and announcements
There were no public comments or announcements.

Road Foreman report (Rodney H.)
Related to the pavement resurfacing done on Strafford Rd over the past year, Rodney H. identified some areas not installed to the satisfaction of the Town within the project warranty period, which ended on September 24, 2026. Rodney H. and Gary M. met onsite with the contractor, Northwoods Excavating, Inc., and the engineering firm managing the project, Sanborn, Head & Associates Inc. Following that site meeting, there was discussion about whether or not the work required to fix the issues was covered under the warranty. Sanborn Head, along with an engineering firm they hired, Otter Creek Engineering, Inc., completed an as-built survey of the site to verify the conditions and will be reviewing their findings with Northwoods Excavating. After that discussion, Sanborn Head/Otter Creek Engineering, will be back in touch with the Town on next steps. Rodney H. indicated that the work should be covered under the warranty.

The tractor needs to be fixed and the problem is currently being diagnosed. The crack-sealers are working up Strafford Rd.; the length of their project is four days. They should be close to finished. Sand is still being accumulated. The truck that the Town was going to have participate in the touch-a-truck event at the Tunbridge Fair had to go to Burlington, VT to get new pistons, so they substituted the loader for the event. Rodney H. would like to put a coat of material on Spring Rd. after getting enough sand accumulated to cover mud season.

The LaRoque's of LaRoque Family Farm would like to run sap line through the culvert on Orchard Rd. LaRoque would dig the culvert back up with his excavator, and if we need new pipes, the LaRoques' would buy one pipe, and the Town would buy the other.

Letter of support for HealthHUB's Building Communities Grants program application (Mort W.)

Community member Mort W. asked the Selectboard to sign a letter of support for HealthHub's grant application to fund renovating and moving into a permanent dental office space at the South Royalton Academy – an accessible location on the bus line. The funding would, among other things, help repair the floor and the water lines for the space. The grant calls for letters of support from three communities. HealthHub is requesting letters from Sharon, Bethel, and Tunbridge with South Royalton providing the location for the office. Mort W. gave background on HealthHub, a not-for-profit that's about 30 years old. HealthHub was started by Becky Foulk and Frank Lamson when dental care for children in the area was limited. It then extended access to medical care and to people of all ages. HealthHub currently serves schools in the White River Valley Supervisory Union and others in Orange County through a mobile unit and aims to move its services to people of all ages from a stationary RV to the new space in the South Royalton Academy.

Mike M. made a motion to support HealthHub's grant application and for the Selectboard chair to sign the letter of support. John O. seconded. Motion passed unanimously.

Mort W. was not sure when we would hear if HealthHub was awarded the grant and how much the grant was for.

Flint Bridge bid next steps and other grant updates (Maryann C.)

Grant Manager Maryann C. was able to get a one-year extension on the grant supporting the Flint Bridge Repair project. The grant now ends on December 31, 2027. The contractor who bid on the project provided a breakdown of their lump sum bid as requested. This more detailed version came in lower, at $137,320. The Selectboard talked over putting the project back out to bid with adjustments to the request for proposals to see if we get more bids versus awarding the bid to the current bidder. As part of the discussion about putting the project back out to bid, the Selectboard weighed using the lumber the Town has on hand from trees cut from the Town Forest. The Selectboard decided they would still like that lumber used on the Flint Bridge Repair project.

Maryann C. shared that Rodney H. wasn't sure if the Town would be unable to get certain grants if we continue to prolong this project since it's a fiscal year 2024 grant. Maryann C. hasn't heard back from the state to verify but confirmed TRORC Senior Planner, Rita Seto, was not aware of any grants that would be affected by this project being outstanding.

The Selectboard asked about interim payments for the project. Maryann explained that this would all be laid out in a contract between the Town and the contractor. Typically, we pay

the contractors at the end of the project when the grant funds are released to us, but the Selectboard can authorize an interim payment in the contract or as needed.

Mike M. made a motion to accept the bid of $137,320 provided by Randall S Hoyt. John O. seconded. Motion passed unanimously.

Aileen L. will create a contract template and draw up the contract with the contractor. The Selectboard would like the project completed by August 1, 2027.

Maryann C. asked the Selectboard to sign the HSIP grant contract for the ledge removal project. Rodney has locations picked out for this work to be done next spring.

Mike M. made a motion for the Selectboard to sign the HSIP grant contract for the ledge removal project. John O. seconded. Motion passed unanimously.

Transfer Station updates

Another person expressed interest in the Transfer Station Attendant position but hasn't applied yet. The Selectboard decided to continue with the current schedule: Open Wednesdays 4-7pm, open Fridays 4-7pm, closed Saturdays. The Selectboard also decided to update the position to require the person to work on Wednesdays and Fridays or Wednesdays and Saturdays where the person works two days a week, and they are able to choose their schedule when they are hired. Aileen L. will update the messaging and re-post for the position. John O. said he would schedule training for him and a few others (Gary M. and Roger Clark if still interested) as backup.

Other business

Amy F, Planning Commission representative Brenda F., and Tunbridge resident Peter H. talked through next steps on the TRORC draft regional plan. The Planning Commission met to review TRORC's responses to feedback and ended up drafting a second joint letter for the Planning Commission and the Selectboard to send to TRORC and the Land Use Review Board. TRORC's next meeting is September 30, and it's unclear if they are taking action in that meeting. To ensure the Town's feedback is received by TRORC before a vote, it would be safest to call a special meeting for the Selectboard to approve the joint letter, since it wasn't warned on today's agenda. Amy F. will verify Tunbridge TRORC representative and Planning Commission member Janet Wells' availability for the special meeting and be in touch with Aileen L. to schedule.

Gary M. was approached at the Tunbidge Fair by a resident asking about Tunbridge's mileage reimbursement policy. After some discussion about best practices on who gets mileage for what purposes, and how mileage is calculated, the Selectboard asked that a mileage reimbursement policy by drafted. Aileen L. will work on it.

Devin Cilley's said his mowing contract went from Memorial day to Labor day and asked if the Town wanted him to continue mowing. The Selectboard said yes, at least one more

time. Treasurer Becky H. will respond back to Devin Cilley. The Selectboard made a note to ensure this contract is more clearly laid out for next year.

The Selectboard asked how taxes were going and Becky H. and Aileen L. talked through the feedback they've been hearing from residents about taxes increasing. Looking more closely at specific tax bills, it seems to be a combination of the tax increases at the state level along with changes to the qualifications for receiving a statement payment that result in fewer people in Town qualifying. Some resident's tax bills have gone up by the thousands, unrelated to municipal spending and without any increase in their property assessment. John O. said he would look into what caused the changes to the qualifications for state payments.

Review and approve September 8 meeting minutes
After minor edits, the Selectboard approved the September 8 regular meeting minutes.

Adjourn
Mike M. moved to adjourn the meeting. John O. seconded. Meeting adjourned around 8:32pm (unanimous).

Submitted by Aileen Lem

Approved October 13, 2026 by:

Gary Mullen, Chair

Mike McPhetres, Vice Chair

John O'Brien, Clerk