

**TOWN OF CLARENDON BOARD OF SELECTMEN MEETING  
REGULAR**

**Monday March 24, 2025  
Clarendon Town Hall @ 6:00PM**

**Minutes**

**Guests**

Selectman:  
Mike Klopchin  
George Ambrose  
Robert Congdon  
Don Pratt

Heidi Congdon, Treasurer  
Kimberly Young, Administrative Assistant  
Kevin Peck  
Shelley Lutz  
Jimmie Austin  
Eddie Baker  
Bob Bixby  
Ashley Robinson  
Sarah Kumm  
Ken Fredette  
Carol Geery  
William PEG-TV

**Call to Order**

Chairman Klopchin called the meeting to order at 6:00 PM

**Election of Board Officers**

Selectman Robert Congdon motioned to appoint the continuation of Mike Klopchin as Select Board Chair and George Ambrose as Select Board Clerk. Selectman Don Pratt provided the second. The motion was approved by all. Selectman Congdon publicly welcomes Don Pratt to the board.

**Agenda additions/deletions**

Clerk George Ambrose motioned to have the School Board vacancy discussion moved to New Business and Sarah Kumm's committee personnel discussion moved to an Executive Session at the end of the meeting. Selectman Robert Congdon seconded this double motion and it was approved unopposed. Selectman Robert Congdon made a motion to move the appointments of RCSW board representatives to New Business. Clerk George Ambrose provided the second. The motion was approved by all.

**Approval of Meeting Minutes**

- Regular Meeting Monday February 24, 2025
- Special Meeting Tuesday February 25, 2025

Clerk George Ambrose motioned to approve both the regular meeting minutes from Monday February 24<sup>th</sup> 2025 and the special meeting minutes from Tuesday February 25<sup>th</sup> 2025. Selectman Don Pratt seconded the motion. It was approved by all members.

**Highway**

-Road commissioner's report

Road Commissioner Cash Ruane was not present for reporting.

-Green Up Dumpster discussion

Administrative Assistant Kimberly Young opened the discussion on behalf of Cash Ruane. Ruane proposes for Green Up Day the dumpster be located at the town's transfer station instead of the town garage. He feels that this would alleviate dumping of extra garbage and tires not found on the roadsides. Guest Shelly Lutz raised concern of the short hours of the transfer station on Green Up day. Treasurer Heidi Congdon speaks to the issue of making sure regular trash (not in green bags) doesn't end up in the designated Green Up Dumpster and that citizens punch cards are punched for their normal trash. Extended hours and monitoring the direction of Green Up Day participants was discussed. Selectman Robert Congdon suggests that we discuss the subject further at a future meeting as Green Up Day is not until the month of May.

-Jimmy Austin would like to discuss roads

Guest Jimmy Austin raised concern about the Town Road Crew's misuse of brine. He feels that it was not taken care of nor mixed or spread properly. With the absence of the Road Commissioner further discussion will ensue at the next select board meeting.

### **Approval of Select Board Warrants**

All new warrants and warrants previously signed by the designated selectboard members were approved and signed by the present selectboard members.

### **Guests**

Guest Ken Fredette opened discussion on the Mill River school board vacancies. He expressed that a neighboring town was unfamiliar with the process. Clerk George Ambrose and Fredette had previously discussed information regarding Vermont statutes. Clerk Ambrose confirmed that there are two vacancies; one official vacancy and one pending vacancy on the school board. Two town citizens have expressed interest in the positions. Clerk Ambrose made a motion to add both vacancies to the town website. Selectman Robert Congdon provided the second. The motion is unanimously approved. Clerk Ambrose shared the bylaws surrounding the procedures on filling and posting open school board vacancies of which he had received assistance from Guest Fredette on the matter. Guest Fredette found the bylaws under Title 16731. The town selectboard is to provide their recommendations of candidates to the schoolboard for consideration. Selectman Congdon motions that the current and anticipated vacancies be advertised and the names of two recommended candidates be determined and announced at the next meeting. Clerk George Ambrose provides the second. The motion is approved by all. Clerk Ambrose adds that the administrative assistant will ensure the vacancies are posted in the usual locations and the interested candidates are notified of the process.

Guest Fredette speaks to the importance of interested candidates to outreach to both the selectboard and the schoolboard with their interest. It is also recommended that resumes be obtained from the candidates.

### **Public Comments**

### **New Business**

-Rutland County Solid Waste Board of Supervisors

Selectman Robert Congdon motions that the Town of Clarendon reappoint David Potter to represent the town on the board with Robert Bixby as alternate. Clerk George Ambrose provides the second. The motion is approved by all.

-MRGP Annual Report Form to be signed by the chair

Selectman Congdon motions for the chair Mike Klopchin to sign the MRGP Annual Report. Clerk Ambrose provides the second and it is approved by all. Selectman Congdon speaks to the public that this report shows that we are making progress and keeping stormwater

standards up to date. Treasurer Heidi Congdon further explains that the MRGP stands for Municipal Roads General Permit and the state requires municipalities to upkeep hydraulically connected road segments to specific standards. Selectman Congdon states that this is in keeping with the Clean Water Act.

-Annual Financial Plan – Town Highways to be signed by the selectboard

Treasurer Congdon states that the Plan was a combined effort with the Administrative Assistant Kimberly Young to be submitted to VTRANS along with the Paving Grant application.

Selectman Congdon makes a motion to sign both the Annual Financial Plan and the Reimbursement form for the Paving Grant. Clerk George seconds the motion. It is approved and signed by all members present. Treasurer Congdon adds that the board should note that the request for reimbursement on the paving grant applies to last year's grant and not this year's application.

-Request for Reimbursement Paving Grant FY25 to be signed by the selectboard

Selectman Congdon then motions for legality reasons that the board approve the Request for Reimbursement of last year's paving grant. Selectman Don Pratt provides the second. The motion is approved by all.

-Town Appointments to the Rutland Regional Planning Commission Board of Commissioners

-Town Appointments for Representatives to the Regional Transportation Advisory Committee.

The appointment of representatives to both the Rutland Regional Planning Committee and Regional Transportation Advisory Committee are to be addressed at the next selectboard meeting. Assistant Young will reach out to the past representatives to confirm their interest in continuing on these seats.

-Christine Gatti-Palance interested in being appointed to the Clarendon Recreation Committee.

Clerk Ambrose makes a motion to appoint Christine Gatti-Palance to the Clarendon Recreation Committee. Selectman Pratt provides the second. Motion is approved by all.

-Sarah Kumm, Chair of the Recreation Committee would like to discuss committee personnel. (moved to executive session)

Clerk George Ambrose expresses gratitude to the Recreation Committee for getting an important ballot item approved. Selectman Robert Congdon then makes a motion to reappoint Joe Peterson as Tree Warden. Clerk Ambrose seconds the motion. It is unanimously approved.

-Kevin Peck would like to discuss the cemetery.

Lister Kevin Peck speaks on the topic of the board approved removal of cemetery fences. A community member has shown interest in repurposing the dismantled fence parts. Peck looks to the board for instruction on how to handle the disposal. Selectman Robert Congdon motions that the board should allow Peck to dispose of the fencing parts any way he sees fit. Clerk George Ambrose seconds this motion and it is approved by all.

-Transfer Station Discussion

Clerk George Ambrose opens discussion with concern of the \$70,000 total of expenses associated with the transfer station that serves approximately 350-400 people. Recovery efforts will start April 1, 2025 with new hours and Punch Cards. Ambrose shares the new transfer station signs to all attendees of the meeting. One sign outlines the procedures for the Station Attendants and citizens. The second sign briefs the required number of punches per type and size of trash bag/can. It is mentioned that transfer attendant Horst Gebauer has expressed concern with guidance of the public on the first week with the new rules. It is determined that the selectboard members will be on site to assist. George Ambrose and Mike Klopchin are available mid-week and Robert Congdon has weekend availability.

Guest Carol Geery who is chair of the school board dropped in to the meeting to inquire about the open school board vacancies. Geery requests that we move ahead with posting the anticipated opening in addition to the current opening as she is anxious to get the spots filled. Any candidates providing letters of interest to the Clarendon Selectboard should also submit their letters to the schoolboard. Selectman Congdon states that the board will not be approving candidates until the second week of April.

Clerk George Ambrose proposes addressing locations of postings for meetings. It is determined that articles be posted in 3 locations: the town's website by Town Clerk Gloria Menard and the Post Office and Town Office by Assistant Kimberly Young. Two additional locations mentioned are the library and transfer station. Time and Place of meetings have already been approved and scheduled. Meetings on the calendar are set for 6:00 PM at the Clarendon Town office. An adopted Ethics Code of Conduct is currently being worked on and will soon be posted on the Town's website for the public. Chair Mike Klopchin is to have Open Meeting Law training which is provided by webinar. Assistant Young confirms provision of a Selectboard member handbook to new selectboard member Don Pratt.

Guest Shelley Lutz inquires about Mill River Lumber. It is clarified that the lumber mill has reopened to the public under new ownership with provisions of mulch, firewood and pine boards.

Clerk George Ambrose motions for the board to now enter executive session. Selectman Robert Congdon provides the second. The present board members approve this motion. Chair Mike Klopchin motions to invite Ashely Robinson and Sarah Kumm of the Recreation Committee in to the session to discuss committee personnel. Selectman Congdon provides the second. The board approves and enters the executive session at 7:00 PM.

Chair George Ambrose motioned to come out of executive session at 7:35. Selectman Robert Congdon provides the second. All approve. A statement is made by Selectman Congdon to follow up on the personnel discussion at the first selectboard meeting in May which is Monday May 12, 2025. The Administrative Assistant Kimberly Young and Town Treasurer Heidi Congdon are tasked with researching getting all town personnel and committees set up with (.gov emails). Treasurer Congdon states that most of the town representatives already have these email credentials although not readily utilized. Emails and sign on information will be communicated to all necessary parties. Capabilities to forward current emails to the new government emails are possible. With a transitional period, the new emails will be future utilized.

### **Old Business**

### **Town Officer's & Committee Member Report**

### **Select Board Member Concerns**

### **Adjournment**

Selectman Congdon motions to adjourn the meeting at 7:37 PM. Chair George Ambrose approves. All approve this motion.

SIGNED \_\_\_\_\_ Mike Klopchin, Chair

SIGNED \_\_\_\_\_ George Ambrose, Clerk/Parliamentarian