

TOWN OF ORANGE
SELECTBOARD MEETING MINUTES
September 22, 2025

Selectboard Members Present:

- Steve Simpson, Chair
- Kevin Wilson
- Kristin Paya

Others Present: John McNeil, Diane Hallenbeck, Darlene Kelly, Clark Agnew, Eric Holmgren, Bill Crowther, Lee Cattaneo

Call to Order

Chair Simpson called the meeting to order at 6:05 p.m.

A. Approval of Minutes

- August 11, 2025: Motion by Wilson, second by Simpson to approve. Motion passed.
 - September 8, 2025: Motion by Simpson to approve with corrections, second by Wilson. Motion passed.
 - Steve Simpson mentioned that the Selectboard has no policy on liquor licenses; a policy will need to be developed. Re: September 8th Meeting Minutes.
 - Board agreed that all questions during meetings should be directed to Chair Simpson, who will recognize the appropriate person to respond.
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B. Guest – Darlene Kelly, NEMRC

Ms. Kelly discussed Selectboard financial oversight:

- SB should regularly request and review balance sheets, fund reports, and general ledgers.
- Recommended starting FY26 budget work immediately. Highway needs to project costs for salt, diesel, insurance premiums, and equipment replacement.
- Suggested SB review all funds monthly at the second meeting of each month.
- If the Treasurer does not provide reports in advance, the SB should request them.

Cemetery Accounting Discussion:

- Clark Agnew raised concerns about proper tracking of perpetual care (PC) funds and lot sales.
- Lot sales should go into the perpetual care fund but have not been consistently tracked. Interest had not been posted to the General Ledger for three years; Ms. Kelly corrected this.
- NEMRC can provide detailed reports back to 2018.
- Treasurer Crowther confirmed all funds move through the General Fund before being transferred.

Additional Finance Items:

- \$99,000 is currently in the Equipment Fund. Discussion of leasing vs. buying equipment.
 - Reappraisals needed; quotes are booking out to 2031 per Lister, John McNeil.
 - Bill Crowther will develop a grant and loan tracking spreadsheet
 - Eric Holmgren suggested updating the Capital Improvement Plan and maintaining a hard copy asset list.
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C. Warrants and Payroll

- Motion by Wilson, second by Simpson to approve 09/15/2025 & 09/22/2025 payroll. Motion passed unanimously.
- Motion by Wilson, second by Simpson to approve warrants. Motion passed unanimously.

D. Highway Report

- Guardrail damage reported on Riddel Pond Road. Source unknown.
- Tucker Road reimbursement pending through State portal.
- Discussion of equipment: possible purchase of a sander truck (\$8,500 including truck). Wilson and Matt to inspect.
- Estimate for sand pending; Wilson to review past documentation.
- Grading delayed due to dry conditions; work planned following rain.
- Complaint received about a flat tire allegedly caused by road material. Wilson noted it was slate, not granite, and likely not town responsibility.

E. Town Clerk Report

- 200 voter challenge letters have been sent; responses are being received.
- Clerk Hallenbeck attended a two-day conference, learning about AI applications for municipal offices.
- Training in Berlin on land recording is underway.
- Email from Tony Campos: once minutes are approved, link will be provided for posting video/audio meetings to the town website.

F. Planning Commission Report

Sidewalk Scoping Study – Lee Cattaneo presented updated study incorporating prior comments and VTrans feedback. Hearing held two weeks prior with no negative comments.

- Motion by Simpson, second by Wilson to adopt the study as the Town's plan. Motion passed unanimously.
 - Adoption does not obligate the Town to complete the full plan but ensures eligibility for grant funding for portions of the project (e.g., lights, crosswalks).

G. Public Comment

- Planning Commission will meet on October 15, 2025, at 4:30 p.m. (instead of the first Wednesday). Community survey results will be discussed.
- Work on the new Town Plan begins September 2026. Copies of the Capital Improvement Plan are available at the office.

Adjournment

Motion by Simpson, second by Wilson to adjourn. Motion passed unanimously.

The meeting adjourned at 7:44 p.m.

Respectfully submitted,
Diane E. Hallenbeck, Town Clerk