

**TOWN OF NORTHFIELD, VERMONT  
SELECT BOARD REGULAR MEETING  
Minutes of May 26, 2026**

- I. ROLL CALL.** Chair K. David Maxwell, Board members Tim Davis, Lydia Petty (absent), Merry Shernock, and John Stevens. Also present were Town Manager Mary Smith, Acting Clerk Kenneth McCann, Brian Massey Jr., Lorna Doney, Susan Stillinger, Gerard LaVarnway, Kristin Pollard, Carolyn Stevens, Rhonda Doyon, and Elroy C. Hill.

Chair Maxwell called the meeting to order at 7:00 p.m.

- II. SET/ADJUST AGENDA (7:00 p.m.)** There were no changes to the posted agenda.

- III. PUBLIC PARTICIPATION (SCHEDULED):** None.

**IV. LIQUOR CONTROL COMMISSION**

**a. Liquor License Renewals (7:02 p.m.)**

- 1. Depot Square Pizzeria.** Motion by Board member Stevens, seconded by Board member Shernock, to approve the liquor license renewal. **Motion passed 4-0-0.**
- 2. Northfield Country Club (EGH, LLC).** Motion by Board member Stevens, seconded by Board member Shernock, to approve the liquor license renewal. **Motion passed 4-0-0.**

**b. Outside Consumption Permits (7:02 p.m.)**

- 1. Depot Square Pizzeria.** Motion by Board member Shernock, seconded by Board member Stevens, to approve the outside consumption permit. **Motion passed 4-0-0.**
- 2. Northfield Country Club (EGH, LLC).** Motion by Board member Shernock, seconded by Board member Stevens, to approve the outside consumption permit. **Motion passed 4-0-0.**

**V. APPROVAL OF MINUTES (7:03 p.m.)**

- a. May 12, 2026 (Regular Meeting).** Motion by Board member Shernock, seconded by Board member Stevens, to approve the minutes. Board member Shernock had a couple of minor corrections **Motion to approve the revised minutes passed 4-0-0.**

**VI. APPROVAL OF BILLS**

- a. Approval of Warrant #22-26 & #22-26A-D. (7:05 p.m.)** Motion by Board member Shernock, seconded by Board member Stevens, to approve Warrant #22-26 & #22-26A-D in the amount of \$915,964.89. Chair Maxwell noted this warrant contained a good number of invoices for the ongoing water project. **Motion passed 4-0-0.**

- b. Approval of Warrant #22-26E. (7:07 p.m.)** Motion by Board member Shernock, seconded by Board member Stevens, to approve Warrant #22-26E in the amount of \$29,539.23. Chair Maxwell said this was a payment on the bank note for the Cox Brook Road paving project from a few years ago. This was a fifteen (15) year loan and the final payment will be made in FY 2029-2030 **Motion passed 4-0-0.**
- c. Receipt of Biweekly Payroll through May 10, 2026. (7:10 p.m.)** Motion by Board member Shernock, seconded by Board member Stevens, to receive the biweekly payroll in the amount of \$103,898.35. **Motion passed 4-0-0.**

## **VII. SELECT BOARD**

- a. Approval of Summer 2026 Memorial Park Pool Schedule & Fees. (7:12 p.m.)** Manager Smith said she met last week with Pool Director Shannon Palone to discuss the pool opening and closing dates and whether the pool fees needed to be adjusted for this summer. It was decided that the pool will open on Saturday, June 20, 2026, will close on Saturday, August 15, 2026, and that the fees charged for daily and season passes will remain the same as last year. One change that Ms. Palone recommended was to charge for swim lessons this year. Last year, the first two (2) lessons were free but this led to a number of persons signing up early for lessons but not showing up for them. As a result, many persons who really wanted to take lessons were shut out of the process. Motion by Board member Shernock, seconded by Board member Stevens, to approve the Summer 2026 Memorial Park Schedule & Fees as presented by management. Board member Shernock was disappointed that the free swimming lesson program had been cancelled due to a few bad apples but she accepted that this was the Pool Director's recommendation. It was noted that there are other grant programs available that could provide free pool passes, etc. to families with limited funds. **Motion passed 4-0-0.**
- b. Appointment of Manager Smith to Alternate Representative Positions. (7:18 p.m.)** While he was serving as interim manager, Steve Mackenzie was appointed to serve as the alternate representative on a number of committees. Now that Mary Smith has been hired as permanent manager, the Select Board members need to appoint her to fill these positions. Motion by Board member Shernock, seconded by Board member Davis, to appoint Manager Smith as Mountain Alliance Alternate Representative, Vermont Public Power Supply Authority (VPPSA) Alternate Representative, Central Vermont Regional Planning Commission (CVRPC) Alternate Representative, and CVRPC Transportation Advisory Committee (TAC) Alternate Representative. **Motion passed 4-0-0.**
- c. Select Board Retreat. (7:20 p.m.)** The Select Board members will be holding a Retreat on Wednesday, June 3, 2026 starting at 4:30 p.m. in the Community Room. Chair Maxwell said this will be an opportunity for the Select Board members to review and update their lists of short-, medium-, and long-term goals for the Northfield community.

**VIII. TOWN MANAGER'S REPORT. (7:21 p.m.)** Manager Smith said that due to pressing issues, she was unable to produce her written report this week. She stated that the Cross Brothers Dam Removal Project will be awarded soon. Six (6) potential contractors submitted proposals by the deadline (05/14/26). The final installment of 2025 property tax payments were due on May 15, 2026. Manager Smith said the work on the new water line connecting to the new Cheney Field water tank is ongoing with work taking place along Prospect Street, Hill Street, Byam Hill, etc.

**IX. BOARD MEMBERS' COMMENTS, CONCERNS, QUESTIONS**

- a. Union Street Paving Debris. (7:23 p.m.)** Board member Davis said when Union Street was paved recently, the contractor pushed some road debris to the side of the road and into parking areas instead of removing it. Manager Smith will speak to the paving contractor about this.
- b. Elm Street New Water Line. (7:24 p.m.)** Board member Davis asked when new water lines would be installed along this street. It was noted that new water lines were being installed at the top of the street in order to connect to the lines leading to the new water tank. The water lines on the lower section of this street should be replaced within the next two (2) to three (3) years. Board member Davis thought that would be a good time to resolve the situation with the problematic Elm Street retaining wall. The wall could either be upgraded or removed entirely. Chair Maxwell said the last time there was an engineering report on the retaining wall, there were options provided for both scenarios. He believes the estimated cost at that time was about \$600,000 but it is certain to have increased significantly since then.
- c. Brown Public Library (BPL) Employee Accident. (7:28 p.m.)** Board member Stevens said a BPL employee suffered an injury while moving some furniture and will be filing a workers' compensation claim through the library's insurance provider.
- d. Inoperative Radar Speed Sign. (7:28 p.m.)** Board member Stevens noted that the radar speed sign by the Route 12 and 12A intersection that reports motorist speeds has not been working for a few weeks. Manager Smith will see about getting it working again.
- e. Norwich University (NU) Disc Golf Course. (7:31 p.m.)** Board member Shernock noted that during the process when the Select Board members were awarding American Rescue Plan Act (ARPA) funds for various community projects, \$7,800 was provided to Andrew Padilla from the NU Shaw Outdoor Center for the professional design of a disc golf course. She is pleased to announce that the course is now operational and disc golf players will be provided spectacular views of Northfield while they play. The course is open from sunrise to sunset and there is no charge. Board member Shernock added that before she starting serving on the Select Board, she held a series of public meetings to determine how community members would like to have these ARPA funds spent. When she met with younger people at the Northfield schools, the possibility of developing a disc golf course was one of their many suggestions. Chair Maxwell felt this was very good news as this will be a great outdoors recreational asset for the community.

- f. Memorial Day Commemoration. (7:35 p.m.)** Chair Maxwell would like to thank all those who contributed to make yesterday's event on the Town Common such a success. This includes the American Legion members who organized the event as well as the municipal employees who helped beautify the area beforehand by mowing the lawn, putting up banners, etc.
- g. ARPA Funds for High-Speed Internet Installation. (7:36 p.m.)** Chair Maxwell noted Northfield provided \$90,000 in ARPA funds to CVFiber in order to bring high-speed internet access to underserved parts of the community. He would like an update on how those funds have been used so far and where Northfield is in the queue for future broadband installation projects. About two (2) years ago, CVFiber merged with Northeast Kingdom Broadband and Economic Development Director Thomas Davis is Northfield's representative to this merged organization. It was noted he probably would be the best person to provide this update.

**X. PUBLIC PARTICIPATION (UNSCHEDULED).** There was none.

**XI. EXECUTIVE SESSION.** Motion by Board member Shernock, seconded by Board member Stevens, to go into executive session, in accordance with 1 VSA 313 (a)(1)], in order to discuss a legal matter and a contract negotiation with Manager Smith present. **Motion passed 4-0-0.**

The Board went into executive session at 7:45 p.m.

Motion by Board member Shernock, seconded by Board member Davis, to come out of executive session. **Motion passed 4-0-0.**

The Board came out of executive session at 8:35 p.m. No action was taken.

**XII. ADJOURNMENT.** Motion by Board member Shernock, seconded by Board member Davis, to adjourn. **Motion passed 4-0-0.**

The Board adjourned at 8:36 p.m.

Respectfully submitted,

*Kenneth L. McCann*

Kenneth L. McCann, Acting Clerk

A video recording of this meeting is available at: <https://youtu.be/yZnIeP8KU54>

These were revised and approved at the Select Board regular meeting of June 9, 2026.