Braintree Selectboard
Regular Meeting Agenda
Tuesday, February 3, 2026, at 6:00 p.m.

Present at the Town Office: Daniel Burson, Vice Chair; Lou Helmuth, Selectboard Member; Loren Bent, Selectboard Member; Jessie Brassard, Town Clerk/Treasurer; Paul Kowalski, Administrative Assistant.

Present on Zoom: Megan O'Toole, Selectboard Chair

1. Call to order - Mr. Burson called the meeting to order at 6:02pm.
2. Review of the agenda - *No changes were made.*
3. Approve minutes of January 20, 2026 Regular Selectboard Meeting
   On a Motion made by Mr. Helmuth, seconded by Mr. Bent, the Selectboard voted to approve the minutes of the 1/20/2026 Regular Selectboard meeting.
4. Approve minutes of January 27, 2026 Special Selectboard Meeting
   On a Motion made by Mr. Helmuth, seconded by Mr. Burson, the Selectboard voted to approve the minutes of the 1/27/2026 Special Selectboard meeting. (Mr. Bent recused himself from the vote, as he was not present for the 1/27/2026 meeting.)
5. Citizens' comments - *There were no citizens' comments.*
6. Reports:
   a. Highway Report - Road Commissioner & Road Foreman - Mr. Bent reported purchasing a new set of tire chains for the Town's loader. The machine which Town employees use to cut hydraulic lines for vehicles and equipment is in need of repair. Having the ability to replace hydraulic hoses 'on the fly', especially in the middle of the night, saves the Town significant down time and enables trucks and equipment to return to service quickly. Mr. Bent noted that a resident on Riford Brook Road may be willing to have a new pond with a dry hydrant installed, to provide water for firefighting in an underserved part of town. Grant funding is a possibility, but he'll start pricing it out. Engineering may be required, depending on factors such as funding source and ground conditions.
      i. Revisit extended warranty for Western Star truck - *Item was tabled for discussion at a future meeting.*
   b. Grants Report - Administrative Assistant - Paul Kowalski reported that he submitted a performance report to the State for the MERP Town buildings project. His colleague, TRORC's Rita Seto, recently submitted the Small Scale Highway Safety Improvement grant application on behalf of the Town. Mr. Burson spoke about two grants that he's received notification about -- the Town Highway Grant Program, which includes the Class II Structure and Class II Surface grants - with applications due by April 15. If awarded, projects under these grants must be completed in the 2027 fiscal year.
7. Old Business
   a. Municipal Energy Resilience Program (MERP) project and Town Campus improvements update - Ms. O'Toole and Mr. Bent have performed outreach to

obtain quotes from potential contractors for this program. To date, they have a quote on a new garage floor, and one for a wood pellet heating system. They are working on getting a separate estimate for the garage floor heating infrastructure. Ms. O'Toole received an encouraging response from the State when she inquired about including the new concrete garage floor as an allowable cost for reimbursement to the Town, under the terms of the grant. Ms. O'Toole is also working on obtaining estimates from weatherization contractors for insulation and some possible window replacement in the Town Office and Town Garage. Additionally, Ms. O'Toole has received word that the two buildings each qualify for up to $10,000 in weatherization grants from Efficiency Vermont, which would help in reducing the Town's expenses on this project. Additional estimates, these to include some window replacement, are forthcoming.

b. Keyvoice Communications - review service activation form

On a Motion made by Mr. Burson, seconded by Mr. Helmuth, the Selectboard voted to accept the service activation form from Keyvoice Communications.

8. New Business:
    a. Covered storage for town equipment - Mr. Bent expressed interest in the possibility of constructing a pole shed to help preserve Town equipment that otherwise is not always under cover. He will get pricing. Mr. Burson noted that there is space for it. Town report delivery planning - Ms. Brassard expects copies of the Town Report to be back from the printer by Monday 2/9. Ms. O'Toole will send out an email to all Town officers to solicit additional volunteers to help deliver the Town Reports to residents. She will then assign delivery routes based on volunteer resources.
    b. Pre-Town Meeting information session and Town Meeting planning - Ms. O'Toole will order and pick up refreshments. Anyone wishing to help with set up and room prep should be at the Town Hall by 5:30pm on 2/24.
9. Payment Orders -

    On a Motion made by Mr. Bent, seconded by Mr. Burson, the Selectboard voted to approve the regular payment orders.

    On a Motion made by Mr. Burson, seconded by Mr. Bent, the Selectboard voted to approve the payment orders related to the GMEDC invoices.
10. Payroll Warrants - Payroll Period 01/11/26 - 01/24/26 - Pay Date: 01/29/2026

    On Motion of Mr. Helmuth, seconded by Mr. Burson, the Selectboard approved the payroll warrants for the 01/11/26 - 01/24/26 payroll period.
11. Adjournment

    On Motion of Mr. Bent, seconded by Mr. Burson, the Selectboard meeting was adjourned at 6:52pm.

Respectfully submitted,
Paul Kowalski, Administrative Assistant