

Special Selectboard Meeting – November 14, 2025, at 8:00 AM.

Location: 212 School Street, West Burke, Vermont 05871  
Recorded on Zoom.

Attendees: Joe Allard, Mark Daigle, Jerry Booth, Jim Sullivan, and Mike Harris

Guests: Julia Brown; General Manager of Ground Guys  
Lucas Zaun; Manager of Ground Guys

Agenda Items: Open Special Select Board Meeting  
Announce Any Additions to the Agenda  
Discuss Sidewalk Snow Removal in East Burke Village with The Ground Guys  
Open the Carpentry Bids for the Town Garage  
Discuss and Vote on the Local Emergency Management Plan  
Sign Warrant for Completed Work on the Brook Road Bridge  
Discuss the 2026 Budget  
New Business/Old Business  
Visitors/Public Comments on above Agenda items only  
Executive Session – Personnel Matters  
Adjourn

The meeting was called to order at 8:00 AM by Mark Daigle.  
There were no additions to the Agenda.

Julia Brown and Lukas Zaun attended the meeting to answer some questions about the sidewalk snow removal in East Burke. The questions were about the snow depth required, chemicals being used, and clarification on what was included in the bid. All questions were answered to the Selectboard's satisfaction. - Joe Allard made a motion to accept their bid. Jerry Booth seconded the motion. All were in favor.

The Selectboard then opened the bids for the carpentry work needed at the new Town Garage. There were two bids. One bid was from Dan Tanner for \$64,954.11 and the other bid was from Troy Rainey for \$61,083.00. – Joe Allard made a motion to accept the bid from Troy Rainey. Jerry Booth seconded the motion. Mark Daigle recused himself from the vote to avoid the appearance of a conflict of interest.

Joe Allard then reviewed the Town's Local Emergency Management Plan with all in attendance. There had been some updates of information and there were some changes of people responsible in certain areas. Having an established command post, a communication tree to disseminate information, and points of contacts were also reviewed. – Jerry Booth made a motion to accept and sign the updated Local Emergency Management Plan. Mark Daigle seconded the motion. All were in favor.

The Selectboard then signed and approved the invoice for the second half of the payment for the Brook Road Bridge #26 to be made to Matthews Excavating for the amount of \$162,898.50. Jerry Booth made the motion. Joe Allard seconded the motion. All were in favor.

The discussions about the 2026 Town Budget began. Mike Harris gave a few budget strategy suggestions and some of the road work projects for next year are being discussed. – No Action Taken

There was no new business.  
There were no Public Comments.  
There was no Executive Session.

Jerry Booth made a motion to Adjourn. Joe Allard seconded the motion. All were in favor.

Respectfully submitted,  
James A. Sullivan, Jr.  
Town Administrator