

Wallingford Selectboard

Meeting Minutes

September 21, 2026

Selectboard Chair Kathy Luzader called the Selectboard meeting at Wallingford Town Hall to order at 6:00 p.m.

K. Luzader made a motion that was seconded by C. Behrendt that premature general public knowledge regarding a contract matter between the Town and Northeast 3D would place the public body at a substantial disadvantage under [1 V.S.A. §§ 313\(a\)\(1\)](#)." Motion approved, (5-0).

K. Luzader made a motion that was seconded by G. Mayer to enter executive session at 6:01 p.m. for pending or probable civil litigation to which the public body is or may be a party under the provisions of [Title 1, Section 313\(a\)\(3\)](#)". Motion carried, (5-0).

G. Mayer made a motion that was seconded by C. Behrendt to exit executive session at 6:12 p.m. Motion carried, (5-0).

By consensus, the Board agreed to accept Northeast 3Ds request to part ways and the Town will work on a formal response.

Selectboard Members Present: Anne Awad, Rob Barker, Carolyn Behrendt, Glenn Mayer, and Kathy Luzader.

Others present at the Meeting: Sandi Switzer, Jill Stone-Teer, Erika Berner, and Greg McCormack from Peg TV.

Agenda Amendments. By consensus, the Board added a Wallingford Fire Department coin drop request and School Street sidewalk concrete test results to the agenda.

Minutes. G. Mayer made a motion that was seconded by A. Awad to approve the 09/08/26 Meeting Minutes. Motion carried, (5-0).

Pay Orders. R. Barker made a motion that was seconded by G. Mayer to approve 09/22/26 pay orders totaling \$131,245.39. Motion carried, (5-0).

Road Commissioner's Report. None.

G. Mayer said the foundation for the sand shed was poured and the work crew will arrive September 22 and start construction.

Town Administrator Sandi Switzer confirmed Grants in Aid reimbursement documents for West Hill Road upgrades were submitted this morning.

R. Barker said the No Parking sign near Florence Avenue must be moved now the revised ordinance is in effect.

Honorable Mentions. Pat Chase for volunteering to assist with administrative projects in the Town Clerk's office; Phil Baker for his dedicated efforts with regard to the sand shed replacement project; the Sidewalk Committee – Kathy Luzader, Jim Bagnall, Bruce Duchesne, and the town administrator – and Glenn Mayer for ongoing efforts related to the School Street sidewalk project.

Public Participation Reminders. Rules read aloud to members of the public:

A reminder about rules of procedure.

If you wish to address the Board, you may speak only after raising your hand, being acknowledged by the chair, and stating your name and where you live.

All comments shall be directed to the chair and not to others present.

Personal comments are not permitted.

Comments should be on topic.

We discuss issues not people.

Public Comments. None.

Newsletter. The Board discussed a resident's concern about privacy issues related to property transfer items in the monthly newsletter detailing the name, address and amount paid for a Wallingford property.

Town Clerk and Treasurer Jill Stone-Teer said this was something started many years ago by Joyce Barbieri. She added a booklet went out to property owners with every value. A. Awad said the individual said there had been privacy concerns in another town and was worried about similar issues in Wallingford. C. Behrendt said there may be a variety of reasons for people not wanting the information printed. R. Barker said no changes should be made as it was a matter of public records. J. Stone-Teer said she was willing to modify it and consider the Board's input.

Welcome Letter Packets. The Board reviewed content of Welcome Packages sent to new homeowners from the town clerk and treasurer's office. K. Luzader said the font was difficult to read. G. Mayer said it was great information. A. Awad suggested including gift cards from local merchants. J. Stone-Teer said the welcome packet is part of Town business and the packets are full. K. Luzader thanked her for those efforts.

Non-Profit Funding Requests. The Board discussed how to respond to non-profits funding requests for the next fiscal budget. G. Mayer presented a proposal for non-profits to submit an online form with a committee to review results with recommendations for funding in the FY'28 budget. G. Mayer suggested fewer appropriations with larger amounts per selected non-profits. R. Barker said the Town could put every request on the ballot. J. Stone-Teer said that would create a four-page ballot and increase the price of elections. R. Barker opposed requiring an online form. C. Behrendt the form is a way for the non-profit to provide the information related to the request. She added it created consistency and transparency in the process.

A. Awad made a motion that was seconded by C. Behrendt to create an application process for non-profit entities seeking funding in the next fiscal budget. Motion carried, (4-1). R. Barker voted in the minority.

Zoning Permit Revisions – Home Occupancy and Peddler. Zoning Administrator Erika Berner provided an overview of updates to Home Occupancy and Peddler permits. She said every peddler for Wallingford Day needed a permit. She proposed a revised system that preserved those permits on file as a matter of public records but not recording those permits.

Ms. Berner said the Home Occupation Permit would be revised with the name of the company and work to be performed. She added this would fall under the permit numbering system and would be recorded. She noted at times Development Review Board approval may be required for Home Occupancy permits in addition to state approvals.

By consensus, the Board approved the zoning administrator's request.

E. Berner noted the Rutland Regional Planning Commission formally approved the updated Town Plan.

Interview Process for Town Administrator Post. The Board reviewed a list of potential questions and an evaluation form for the town administrator post. G. Mayer said he compiled questions offered by board members. R. Barker asked if these were the same questions asked of the first applicant interviewed. K. Luzader said there had been discussion of a second interview.

G. Mayer asked about offering the questions in advance. C. Behrendt said the job requires thinking on your feet and that would be eliminated if questions were provided.

G. Mayer requested the job posting be added to Front Porch Forum as an advertisement. K. Luzader made a motion that was seconded by R. Barker to invite the interviewed candidate for a second interview. Motion carried (4-01). A. Awad voted in the minority.

By consensus, the Board agreed with questions and candidate form.

Fire Dept Coin Drop Request. By consensus, the Board approved the Wallingford Fire Department's coin drop request for Saturday, October 10th near the Congregational Church on Route 7. R. Barker made a motion that was seconded by K. Luzader to approved the request. Motion carried (5-0).

School Street Sidewalk Concrete Tests. R. Barker made a motion that was seconded by G. Mayer to require Waters Excavation to correct/replace the section of sidewalk that failed the test. Motion carried, (5-0).

Agenda Building. G. Mayer added WES 150 Acts of Kindness to the October meeting. A. Awad added a report of use of public buildings to the October agenda.

Selectboard Comments/Concerns.

Other Business. K. Luzader read the budget schedule:

Capital, Town Government and Public Safety on December 7, 2026;
Recreation, Highway and Appropriations on December 21st, 2026;
Administration, Insurance and Revenue on January 4, 2027

K. Luzader recused herself from the remainder of the meeting.

G. Mayer made a motion that was seconded by C. Behrendt that premature general public knowledge regarding potential legal matters between the Town and various School Street sidewalk parties would place the public body at a substantial disadvantage under [1 V.S.A. §§ 313\(a\)\(1\)](#)." Motion approved, (4-0). K. Luzader abstained.

G. Mayer made a motion that was seconded by A. Awad to enter executive session at 7:48 p.m. for pending or probable civil litigation to which the public body is or may be a party under the provisions of [Title 1, Section 313\(a\)\(3\)](#)". Motion carried, (4-0). K. Luzader abstained and did not participate in the executive session.

G. Mayer made a motion that was seconded by A. Awad to exit executive session at 8:22 p.m. Motion carried, (4-0).

By consensus, the Board agreed to request the town attorney draft responses based on a pending engineer's report to School Street residents with sidewalk concerns.

R. Barker made a motion that was seconded by A. Awad to adjourn at 8:23 p.m. Motion approved (4-0).

Submitted By: Sandi Switzer/Town Administrator

APPROVED THIS 19th Day of October in the year 2026:

Wallingford Selectboard

Carolyn Behrendt _____

Rob Barker _____

Anne Awad _____

Kathy Luzader _____

Glenn Mayer _____