

MINUTES
ALTA TOWN COUNCIL MEETING
PUBLIC HEARING AND WORK SESSION

November 12, 2025, 3:00 PM

Alta Community Center, 10351 E. Highway 210, Alta, Utah

PRESENT: Mayor Roger Bourke
Councilmember Carolyn Anctil
Councilmember John Byrne (attended virtually)
Councilmember Elise Morgan
Councilmember Dan Schilling (attended virtually)

STAFF PRESENT: Chris Cawley, Town Manager
Mike Morey, Town Marshal
Jen Clancy, Town Clerk
Molly Austin, Assistant Town Manager
Brooke Boone, Deputy Town Clerk
Craig Heimark, Treasurer

ALSO PRESENT: Polly McLean, Legal Counsel

NOT PRESENT:

WORK SESSION

1. CALL THE WORK SESSIONS TO ORDER

00:00:00

Mayor Bourke called the work session of November 12, 2025 to order with a quorum that included Carolyn Anctil and Dan Schilling. A few minutes into the meeting, Schilling unexpectedly disconnected from the meeting which removed the quorum and caused the meeting to pause. After several minutes, Elise Morgan and John Byrne arrived, restoring the quorum, and the meeting resumed.

2. DISCUSSION REGARDING THE PROPOSED FY26 BUDGET AMENDMENTS

00:06:59

Jen Clancy provided a high-level overview of proposed budget amendments, noting adjustments in the General Fund for reduced property tax revenue, the addition of a full-time building maintenance position, and receipt of several grants. Clancy also explained changes in the Capital Projects Fund to support radio purchases for marshal vehicles and adjustments in the Water Fund to carry forward unused funds and cover a \$20,000 change order for the crosstow project. The impact of the change in property tax revenue was further discussed, with Byrne clarifying that \$100,000 of revenue was lost rather than deferred and emphasized the importance of the Truth in Taxation procedure for the coming year. Byrne raised concerns regarding balance sheet adjustments, suggesting quarterly

reconciliations to improve transparency and financial tracking. Cawley highlighted the proposal to add a facilities manager position, noted positive feedback from the previous Council meeting and the need for additional staffing for building maintenance and snow removal. Councilmembers confirmed their support for moving forward with the proposed budget amendments while acknowledging the importance of monitoring actual fund balances relative to anticipated adjustments.

3. DISCUSSION ABOUT THE SHRONTZ ESTATE'S PROPOSAL TO REZONE A PORTION OF THE PATSEY MARLEY HILL PROPERTY AND AMEND THE 2014 DEVELOPMENT AGREEMENT

00:21:00

Cawley introduced the Shrонтz Estate's rezone proposal, noting the complexity of the issue and the importance of maintaining a professional relationship with the Estate regardless of council action. Mayor Bourke reminded all parties to adhere to civil discussion norms. Representatives from the Estate, including Wade Budge and Doug Ogilvy, presented the proposal, which involved consolidating development at the bottom of the site and established a conservation easement on the upper portion of the property. They compared the condominium option to the previously entitled ten single-family homes as they outlined project details, including site layout, density, and parking, while noting constraints imposed by Alta Ski Lifts and Salt Lake Public Utilities. Councilmembers Byrne, Anctil, and Morgan expressed concerns about the proposed building height, mass, water availability, and access, referencing planning commission recommendations and community context. Estate representatives emphasized the extensive study and efforts over the past five years and their need to move forward.

(Dan Schilling rejoined the meeting)

Councilmembers acknowledged community input, including letters from the Wasatch Backcountry Alliance and Alta Ski Lifts, and discussed balancing community interests with development considerations. Schilling noted agreement with prior councilmember concerns and expressed an interest in next steps.

4. MOTION TO ADJOURN

00:45:00

MOTION: Elise Morgan motioned to adjourn, and Carolyn Anctil seconded.

VOTE: All were in favor. The public hearing was unanimously adjourned.

RESULT: APPROVED

PUBLIC HEARINGS

1. CALL THE PUBLIC HEARINGS TO ORDER

00:49:25

Mayor Bourke called the public hearing of November 12, 2025 to order.

2. ACCEPT PUBLIC COMMENT REGARDING THE SHRONTZ ESTATE'S PROPOSAL TO REZONE A PORTION OF THE PATSEY MARLEY HILL PROPERTY AND AMEND THE 2014 DEVELOPMENT AGREEMENT

00:50:00

Dani Poirier, speaking first as the director of the Wasatch Backcountry Alliance, noted that comments submitted by the organization reflected its mission to protect the balance between resort and backcountry terrain. Poirier then spoke as an Alta pass holder, and offered in their experience that community members generally disliked feeling forced into choosing between two options but recognized that one outcome was inevitable. Poirier emphasized the unique value of the upper Little Cottonwood Canyon area and noted that many local skiers favored the condominium proposal because of its compact footprint and proximity to existing development. Poirier contrasted this with the potential for ten large single-family homes that could resemble developments in other resort communities and encouraged the Town to consider the benefits of the proposed conservation easement as part of its deliberations.

Jack Stauss, executive director of Save Our Canyons, described a long personal and professional connection to Alta and the surrounding backcountry. Stauss noted the many iterations of the Shrontz Estate project and acknowledged the reasons for public and council concerns. Stauss supported a more consolidated development footprint over multiple dispersed homes and highlighted the appeal of a conservation easement to the organization's membership. Stauss also recognized concerns about the size and scale of the condominium proposal and encouraged continued dialogue between the Estate and the Town. Stauss emphasized the long-term importance of maintaining a buffer between the ski area and surrounding wild lands and referenced the potential for future interconnect proposals as a broader concern for Alta's character.

Mark Haik expressed agreement with Wade Budge that the council needed a "coalition of the willing" to move forward on development issues. Haik reflected on their long-term experience observing the council, staff, and Planning Commission, noting a historical reluctance to approve new construction or development projects. They urged the council to recognize that private property could be developed and to maintain flexibility in considering potential uses. Haik recommended that the council sign the plat to allow recording, regardless of related third-party agreements, and also approve the petition to rezone, and suggested letting the proposals proceed would show the community's preferences. Haik emphasized that the parties involved had provided thorough information and exhibits over the years, and stressed that the Estate should not restrict future ski resort expansion, noting that Alta Lift Company could improve circumstances to provide top-tier lift services.

Mike Maughan thanked the council for their efforts and clarified the ski area's position regarding the zoning request. Maughan stated that, from their perspective, the request was incomplete and did not address critical issues, particularly access and easements affecting the ski area. They indicated that, without resolution of these matters, the current zoning might be appropriate and that it did not make sense to approve a change at this time. Maughan expressed willingness to engage in further discussions to reach a solution that works for the Estate, the ski area, its patrons, and the broader

community, but emphasized that they could not support moving the zoning request forward in its current form.

Margaret Bourke addressed the council regarding access concerns for the proposed developments. They noted that the Forest Service had issued a FONSI related to vehicular access for a garage on the Estate's parcel but raised safety issues with the current road conditions, where skiers, over-snow vehicles, snow plows, and snowmobiles must navigate a narrow, tree-lined path. Margaret Bourke indicated that the access challenges had not been adequately addressed in the proposal for the 10-home subdivision or the condominium project. They also questioned whether the necessary building permits had been obtained from the town and highlighted additional concerns regarding steep terrain for potential road access. Margaret Bourke concluded that these unresolved access and safety issues made it difficult to support either the rezoning petition or signing the plat.

Mark Levin addressed the council regarding the condominium proposal and broader development in Alta. Levin expressed concern that the proposed condominium project was too small and suggested a larger development, potentially incorporating mixed-use elements, would better serve the community. Levin recommended linking new development to enhanced entitlements if developers included employee housing for ski area, town, or local business staff, noting that this approach had been successful in other ski towns. Levin also highlighted the safety benefits of increasing the local bed base, and reducing the need for visitors to drive on narrow canyon roads. Levin suggested considering a long-term, comprehensive approach to redevelopment, potentially through a new "planned development" zoning category. Levin suggested that the condominium proposal had less environmental impact than separate multi-family houses. Levin also emphasized that the current alternatives were limited and that larger, mixed-use developments with employee housing would better serve the public interest.

3. ACCEPT PUBLIC COMMENT REGARDING THE ADOPTION OF THE 2006 UTAH WILDLAND URBAN INTERFACE (WUI) CODE, DESIGNATION OF A WUI BOUNDARY, AND AMENDMENTS TO TITLE 8 AND 9 TO ADOPT THE WUI CODE AND ALLOW FOR DEFENSIBLE SPACE

01:08:00

No public comments made.

4. ACCEPT PUBLIC COMMENT REGARDING THE PROPOSED AMENDMENTS TO TOWN OF ALTA CODE, INCLUDING SECTION 10-1-8 "AMENDMENTS" AND SECTION 10-1-9 "HEARING AND PUBLICATION OF NOTICE BEFORE AMENDMENT"

01:08:25

No public comments made.

5. ACCEPT PUBLIC COMMENT REGARDING THE PROPOSED FY26 BUDGET AMENDMENTS

01:09:20

No public comments made.

6. MOTION TO ADJOURN

01:09:30

MOTION: John Byrne motioned to adjourn, and Elise Morgan seconded.

VOTE: All were in favor. The public hearing was unanimously adjourned.

RESULT: APPROVED

ALTA TOWN COUNCIL MEETING

1. CALL THE MEETING TO ORDER

01:09:50

Mayor Bourke called the November 12, 2025 Alta Town Council meeting to order.

2. CITIZEN INPUT

01:10:20

Margaret Bourke sought clarification regarding the proposed change to a flat late fee and noted that the materials did not specify whether the fee was applied per month or as a single charge regardless of how long a payment was overdue. Margaret Bourke then raised questions about the Wildland-Urban Interface (WUI) requirements, particularly how the 30-foot defensible-space standard would apply to existing structures. Margaret Bourke asked for additional information on how assessments would be conducted, whether certified personnel would perform them, what timelines homeowners would face, and how related fees would be calculated. Margaret Bourke emphasized the need for clear guidance so property owners understood their obligations under upcoming state-mandated requirements.

Mark Haik noted that the revised fee schedule did not clearly indicate whether the \$2 charge for certified public copies under GRAMA applied per page or per document, and suggested clarifying the language. Haik also remarked that the proposed \$45 fee for required law enforcement presence at private events seemed too low and suggested increasing it so that officers were adequately compensated. Haik then referenced prior discussions about potential legislative shifts affecting unincorporated municipalities and encouraged the community to consider long-term regional relationships. Haik further observed that Service Area #3 had historically provided water and sewer services in the community and suggested that, given the overlapping source-protection zones and ongoing staffing challenges, it might make sense to annex the Town into Service Area #3 to consolidate services and reduce duplication. Haik concluded by noting that similar cooperative arrangements might also strengthen law enforcement coverage.

3. DISCUSSION AND POSSIBLE ACTION ON THE SHRONTZ ESTATE'S PROPOSAL TO REZONE A PORTION OF THE PATSEY MARLEY HILL PROPERTY AND AMEND THE 2014 DEVELOPMENT AGREEMENT

01:16:30

The council discussed the Shrontz Estate proposal to rezone a portion of the Patsy Marley Hill property and amend the 2014 development agreement. Schilling noted hearing differing perspectives compared to earlier meetings, while Byrne and Morgan emphasized that recent public input, including comments from the backcountry community, highlighted broader planning questions that would be more appropriately addressed through a future general plan update. Morgan and Byrne referenced longstanding town policies related to condominium development and the need to consider such issues holistically. Anctil expressed appreciation for the public comments and concern about the potential scale of the proposed structures.

MOTION: Elise Morgan motioned NOT to approve the Shrontz Estate's proposal to rezone a portion of the Patsey Hill property and amend the 2014 Development Agreement. Carolyn Anctil seconded.

ROLL CALL VOTE: Councilmember Anctil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Mayor Bourke – yes, the motion was unanimously approved to NOT approve the Shrontz Estate's proposal to rezone and amend the 2014 Development Agreement.

RESULT: APPROVED – The proposed rezone was denied.

4. ALTA SKI AREA UPDATE, MIKE MAUGHAN

01:27:00

Mike Maughan expressed appreciation for the Town's collaboration during an especially busy construction season. Maughan reported progress on joint water and sewer projects and noted that the contractor for the Albion Day Lodge had expressed interest in donating a project to benefit the community, potentially constructing a public restroom near a trailhead pending coordination with the Town and the Forest Service. Maughan outlined the need for future discussions regarding location and maintenance responsibilities. Maughan also reviewed recent operational updates, including challenges in securing increased UTA transit service, completion of multiple lift upgrades, avalanche mitigation improvements, expanded snowmaking capacity, infrastructure projects, and ongoing construction at the Albion Day Lodge and new equipment cold storage building. Maughan noted that the Albion parking area was being repaved. Maughan also stated that the planned ski area opening date would be delayed due to warm weather. They reported strong season pass sales and described efforts to promote safe skiing practices among employees. Maughan closed by emphasizing the ski area's commitment to maintaining Alta's unique character as an independent resort and its ongoing partnership with the Town and broader community.

Anctil commented on recent moose sightings, suggesting their presence might relate to a reduction in helicopter activity from previous Wyssen tower construction in Alta. Anctil then asked about helicopter rescues off Wyssen towers on Mount Superior.

Maughan commented that trail closures and construction schedules had been complex this past summer. Maughan responded to Anctil that public access to towers in the ski area are managed with safety measures such as locked ladders.

5. QUESTIONS REGARDING DEPARTMENTAL REPORTS

01:39:30

Morey responded to Anctil's inquiry at the end of the last agenda item by noting an increase in ill-prepared visitors attempting challenging terrain, often influenced by social media, which has occasionally required helicopter-assisted rescues. Morey then introduced Virgil Sickels, the new full-time Deputy Marshal, and mentioned an additional new hire, Stephen Bennett from Salt Lake City Police to support staffing needs.

Clancy shared that the Town and Alta Community Enrichment are partnering on a clothing and food drive for Volunteers of America, with drop-off locations open from November 15 to December 15 at the post office and Our Lady of the Snows and encouraged residents to follow donation guidelines.

6. APPROVAL OF SEPTEMBER 10, 2025 ALTA TOWN COUNCIL MEETING MINUTES, OCTOBER 8, 2025 ALTA TOWN COUNCIL MEETING MINUTES, AND THE NOVEMBER STAFF AND FINANCE REPORTS

01:45:30

Clancy reminded the council that the September 10, 2025, minutes had been redlined to reflect clarifications discussed at the last meeting. Clancy also proposed an edit to the October 8 minutes, noting that a sentence incorrectly stated that the audio recording of the meeting was the official record. Clancy clarified that, under state code, the written minutes are the official record, although audio may be referenced in litigation. Clancy recommended striking the incorrect sentence, emphasizing that it was not material to the overall minutes, and suggested the council approve the minutes with that edit.

MOTION: Elise Morgan motioned to approve the September 10, 2025 town council meeting minutes, October 8, 2025 town council meeting minutes including the deletion of sentence "Cameron Platt reminded everyone that the audio recording of the meeting was the official record of the meeting, and any changes to the minutes wouldn't change the official record" and November staff and finance reports. Carolyn Anctil seconded.

VOTE: All were in favor. The September 10, 2025 town council meeting minutes, October 8, 2025 town council meeting minutes and November staff and finance reports were approved.

RESULT: APPROVED

7. MAYORS REPORT

01:48:05

Mayor Bourke noted their appointment as co-chair of the Central Wasatch Commission for the coming year, with Salt Lake City Mayor Erin Mendenhall serving as chair. Bourke highlighted this role as an opportunity to represent Alta's values in broader regional discussions. Bourke also discussed recent local election results, noting that Sandy and Cottonwood Heights elected mayors aligned with Alta's interests, and indicated Gay Lynn Bennion would transition from the state legislature to Mayor of Cottonwood Heights, with the legislative vacancy to be filled through a separate process. Bourke explained recent state court rulings on congressional district boundaries, placing Alta within the eastern edge of District 1. The council briefly discussed the potential candidacy of State Senator Kathleen Riebe. Bourke concluded by deferring the astronomy report to a future meeting due to time constraints, while councilmembers commented on notable aurora activity.

8. PRESENTATION AND DISCUSSION ON H.B.48 STATE OF UTAH FORESTRY FIRE AND STATE LANDS HIGH RISK PROPERTY ASSESSMENT AND FEE PROGRAM

1:52:30

Chief Jay Torgersen introduced HB 48, the Utah State Forestry, Fire, and State Lands High-Risk Property Assessment and Fee Program, noting ongoing questions from a recent state meeting and emphasizing that municipalities are required to adopt the program. Chief Fire Marshal Wade Watkins explained that the legislation directs adoption of the 2006 Utah Wildland-Urban Interface (WUI) code, which supplements the 2021 Fire Code and aligns with the 2024 update once adopted by the state. The code applies to areas designated within a municipal WUI map, with recommendations for full adoption in Alta due to high structure exposure scores and ember risk. Chief Watkins clarified that the associated fees, which will be assessed starting in 2026–27, are set between \$25–\$100, based on a high-risk map derived from satellite and structural exposure data. Mitigation efforts, such as defensible space and tree limbing, may lower assessments, but the code only applies within property boundaries; trees on adjacent private, federal, or easement lands are not the property owner's responsibility, though pathways exist to address fuels work on public lands. Councilmembers asked clarifying questions about the applicability to Forest Service lands, ember cast considerations, and responsibilities for trees outside private property. Chief Watkins and Chris Cawley emphasized that while the code applies to municipal lands, collaborative pathways exist to address fire risk on federal or easement lands.

The discussion continued on roles, responsibilities, and implementation timelines for HB 48 and the WUI code. Chief Watkins summarized responsibilities:

- Utah Division of Forestry, Fire, and State Lands (UDFFSL): Creates the high-risk WUI map (coming January 2026), sets triage standards, develops administrative rules, maintains a Utah Wildfire Risk Assessment Portal (UWRAP) portal for structure exposure scores, collects fees statewide, and may conduct mitigation/lot assessments.
- Counties: Collect fees based on state assessments.

- Municipalities: Adopt and enforce the WUI code before January 1, 2026, define local WUI zones, and coordinate with counties.
- Homeowners: Understand and mitigate wildfire risk via defensible space and home hardening.

Byrne asked whether fire suppression systems (sprinklers) reduce assessments and Chief Watkins confirmed they do not. Chief Watkins said fees are expected to be modest, \$25–\$100 annually, with no municipal control over assessments. They added that homeowners can potentially reduce fees through proactive mitigation.

Byrne raised concerns about the site plan requirement for tree removal, noting that requiring surveys for existing homes could cost \$5,000–\$10,000, creating a significant burden to homeowners. Byrne suggested exempting trees removed specifically for WUI compliance from the site plan requirement, distinguishing them from non-compliance or aesthetic tree removals. Cawley clarified that the site plan requirement primarily applies to new construction or significant remodels, but the discussion highlighted the complexity of aligning WUI compliance with existing town code.

Morgan and Molly Austin asked about the timing of state assessments. Chief Watkins clarified that a flat fee will apply in 2026–2027 based on structure square footage, with full assessments including triage starting in 2028. Chief Watkins noted that insurance implications remain uncertain, but the goal of House Bill 48 is to support insurability, though risk evaluation by insurers could occur when the high-risk map is released.

9. DISCUSSION AND POSSIBLE ACTION TO ADOPT 2025-O-4 ADOPTING THE 2006 UTAH WILDLAND URBAN INTERFACE (WUI) CODE, DESIGNATION OF A WUI BOUNDARY, AND AMENDMENTS TO TITLES 8 AND 9 TO ADOPT THE WUI CODE AND ALLOW FOR DEFENSIBLE SPACE

02:37:00

The council then segway into discussion about the adoption of the Wildland-Urban Interface (WUI) code. Byrne continued raising concerns about the financial burden on homeowners to generate a site plan in order to remove trees identified under WUI as a threat. Morgan emphasized that adopting the WUI code was mandatory to comply with state legislation and proposed moving forward with the WUI adoption while tabling or separating the site plan provision, which had generated concern. Byrne suggested removing the clause that required a site plan for trees removed to comply with the WUI, noting that the provision had not been fully vetted, could be expensive for homeowners, and that related inspections would not begin for another couple of years. Cawley explained that the site plan requirement had been intended to formalize documentation of tree removals, not to impose unnecessary engineering costs, and acknowledged that the language could be revised. Polly McLean highlighted the specific section in the ordinance that linked site plan submission to WUI tree removals, suggesting modifying the language to allow informal documentation. Other council members, including Schilling, agreed that there were too many moving parts to make an immediate decision regarding the site plan provision and supported either removing the clause or tabling it while adopting the WUI code.

The council continued discussing the adoption of the Wildland-Urban Interface (WUI) code and the associated tree removal requirements, focusing on how to address the site plan provision in section 9-3-3. F. Cawley clarified that the ordinance combined both the WUI adoption and the tree removal provisions, but the council expressed interest in separating them to simplify the process. Morgan stated that the WUI adoption was required for state compliance and suggested decoupling the WUI adoption from the site plan discussion so that the council could comply with state requirements without being stalled by the more complex local code changes.

Councilmembers discussed the implications of adopting the WUI code before January, including compliance with state requirements and access to fire mitigation funds. Chief Torgersen clarified that while homeowners were expected to create defensible space, the town would not mandate tree removal, and assessments could be reduced by complying with WUI guidelines. Anctil raised concerns about the council's ability to revisit decisions, and staff confirmed that town code can always be amended. The discussion returned to the site plan text and Cawley expressed uncertainty about whether striking it would achieve the intended outcome, leading Schilling to recommend tabling the item until December to ensure proper language could be prepared and reviewed. The council decided to continue the agenda item in its December meeting so that staff could propose edits to address concerns about overburdening homeowners and allowing for some administrative documentation. The importance of adopting the WUI code prior to January 1, 2026 was acknowledged by all.

MOTION: Elise Morgan motioned to continue the agenda item at the December 10, 2025 council meeting, and Carolyn Anctil seconded.

VOTE: All were in favor. The agenda item would be continued at the next meeting.

RESULT: CONTINUATION APPROVED

**10. DISCUSSION AND POSSIBLE ACTION TO ADOPT 2025-O-5 AMENDING SECTION 10-1-8
"AMENDMENTS" AND SECTION 10-1-9 "HEARING AND PUBLICATION OF NOTICE BEFORE
AMENDING"**

03:03:15

Cawley explained that this was a separate topic from the earlier WUI discussion and addressed provisions in the town code that were outdated. Cawley noted that Section 10-1-8 had previously suggested that the Planning Commission could make decisions on land use amendments that could then be appealed to the council, which is inconsistent with state code. Under state law, the town council is the land use authority, and the planning commission does not have the authority to issue denials that could be appealed. The proposed amendments would strike these sections and revise the language to provide for the planning commission's review and recommendation to the council, aligning with state requirements.

Regarding Section 10-1-9, Cawley explained that the current code required newspaper publication of notices for land use amendments 15 days in advance, which has become impractical due to publication frequency and access issues. The proposed amendment would simplify the notice requirements and

direct the council to hold a public hearing. Cawley emphasized that while state code does not mandate a council hearing for land use amendments, maintaining this requirement in town code was largely a holdover and could be adjusted to reduce administrative burden. Byrne stated no issues with the proposed amendments and supported a vote in favor, Schilling agreed.

MOTION: Elise Morgan motioned to approve Ordinance 2025-O-5. Carolyn Anctil seconded.

ROLL CALL VOTE: Councilmember Anctil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Mayor Bourke – yes, Ordinance 2025-O-5 was unanimously approved.

RESULT: APPROVED

11. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2025-R-27 AMENDING THE FY26 BUDGETS

03:09:20

Mayor Bourke noted that the council had already had a substantial discussion on the topic earlier in the evening and asked if there was anything further to add. Byrne stated that the proposed changes were all necessary and recommended adopting the budget amendment, Schilling concurred.

MOTION: John Byrne motioned to approve Resolution 2025-R-27. Elise Morgan seconded.

ROLL CALL VOTE: Councilmember Anctil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Mayor Bourke – yes, Resolution 2025-R-27 was unanimously approved.

RESULT: APPROVED

12. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2025-R-28 AMENDING THE CAPITAL PROJECTS PLAN

03:10:25

Clancy explained that the resolution was intended to ensure all financial documents reflected consistent numbers for FY26, incorporating the recent budget amendments and adjusting the timing of one project.

MOTION: John Byrne motioned to approve Resolution 2025-R-28. Dan Schilling seconded.

ROLL CALL VOTE: Councilmember Anctil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Mayor Bourke – yes, Resolution 2025-R-27 was unanimously approved.

RESULT: APPROVED

13. DISCUSSION AND POSSIBLE ACTION TO ADOPT RESOLUTION 2025-R-29 AMENDING THE TOWN FEE SCHEDULE

03:12:00

Clancy explained that the current fee schedule did not provide clear guidance for calculating late fees. The proposed amendment clarified that late fees would be applied monthly, so a resident late in December would be charged \$5, and if late in January, another \$5, and so on. Clancy emphasized that the proposal was conservative, designed to be modest and fair to residents and businesses, easy to implement, compatible with the town's billing software, and simple to understand. Byrne noted that the amendment would improve integration with the auto-pay feature.

MOTION: Dan Schilling motioned to approve Resolution 2025-R-29. Carolyn Anctil seconded.

ROLL CALL VOTE: Councilmember Anctil – yes, Councilmember Byrne – yes, Councilmember Morgan – yes, Councilmember Schilling – yes, Mayor Bourke – yes, Resolution 2025-R-29 was unanimously approved.

RESULT: APPROVED

14. NEW BUSINESS

03:13:50

Byrne asked a question regarding the tree ordinance, specifically whether dead trees are considered mature trees under the code. Cawley clarified that dead trees are not classified as mature trees, and property owners may remove them without going through the full site plan process. Cawley noted that historically, residents would contact John Guldner, who would often authorize removal over the phone. Byrne emphasized that dead trees pose a hazard, particularly due to beetle infestations, and suggested focusing on proper disposal after removal to prevent beetles from spreading to other trees. Cawley added that removing a sick tree requires following specific protocols and that while a comprehensive update to the tree code would be ideal, the town currently lacks the bandwidth to implement one. Byrne stressed that timely removal is critical to avoid hazards during winter and that the process for dead tree removal should remain simple, with attention focused on safe disposal.

(Dan Schilling left the meeting)

Morgan provided an update from a recent business meeting, noting that with the new traction law, authorities can now enforce both ticketing and the community sticker program. Morgan highlighted that residents could receive tickets if their vehicles do not meet traction requirements during winter conditions, and that sticker enforcement would be more formalized than in the past.

Byrne acknowledged Cawley's comments, emphasizing the importance of creating language in the code that protects homeowners without adding unnecessary burdens.

15. MOTION TO ADJOURN

03:18:50

MOTION: Elise Morgan motioned to adjourn, and Carolyn Anctil seconded.

VOTE: All in favor. The meeting was unanimously adjourned.

RESULT: APPROVED

Passed this 10th day of December, 2025

A handwritten signature in blue ink, appearing to read "J. Clancy".

J. Clancy

Jen Clancy, Town Clerk