

# Memorandum

**To:** Selectboard  
**Cc:**  
**From:** Greg Duggan, Manager; Karen Adams, Deputy Manager  
**Re:** Continued discussion and potential action on 80-90 Upper Main Street (new municipal complex) grant match  
**Date:** 12/11/2025

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## Issue

The issue is for the Selectboard to continue discussion regarding the grant match funding needed to continue progress on the 80-90 Upper Main St (new municipal complex) project.

## Discussion

The Selectboard most recently discussed the 80-90 Upper Main St (new municipal complex) project at the November 10, 2025 meeting. The discussion centered on grant funding the Town has been selected to receive to complete design of the public roadway, stormwater, sewer, water, and other public infrastructure serving the larger site. Along with the \$500,000 in grant funds, the Town must provide \$1 million in funding; there were various strategies discussed at the 11/10 meeting as to how this could be accomplished without increasing property taxes. Under the grant agreement, the Town must submit a "Notice to Proceed" to formally begin the project to the potential grantor (Northern Borders Regional Commission) by March 1, 2026. Discussion evolved into focusing on public input the project has received to date, and whether the Selectboard feels it is sufficient for them to be satisfied that they understand the majority will of the voters to continue to advance this project.

As discussed above, the Town must submit a "Notice to Proceed" to formally begin by March 1, 2026. This ordinarily would not allow enough time for a ballot item on Town Meeting Day 2026 (March 3, 2026) should the Selectboard wish to consider warning one. However, staff has researched this issue with NBRC, and we can request a one-time extension to this deadline once. The Town needs to provide an explanation to justify the extension. If an extension request is successful staff understands it would be for one year. There's no ability to request an extension of a customized length of time. The caveat is that the overall project completion date would not be extended along with the "up front" extension, so the project completion date of September 2028 would remain. The extension request may come from the Manager.

The possible next steps appear to be, alone or in some combination:

- a. Discuss what ballot language should appear on the March 2026 ballot to achieve the goal of receiving additional and important input on this topic.
- b. Request an extension from the NBRC.
- c. Conduct additional public input, outreach, education or similar efforts.
- d. Approve a funding plan for the \$1 million using any/all of the sources provided in prior communications (to be held at a later date), and submit a Notice to Proceed to NBRC.

The Selectboard should review the options above, or any else that may have been identified during the course of discussions. The Selectboard may then be ready to make a decision about a direction for this discussion to take.

Staff's recommendation is for the Selectboard to continue discussions on placing an advisory question on the March 2026 ballot (A), direct the Town Manager to request an extension of the deadline with NBRC (B), and conduct outreach efforts associated with the project around the ballot items (C). The tasks shown in item D could then be pursued after Town Meeting Day, if voter input indicates support for the questions asked.

There is no requirement the Town take the whole year of any extension to make the submittal; staff envisions that should the Selectboard feel ready to commit to a funding plan for the project after a ballot vote, that it would take approximately 3 months to get the documentation in order to submit for a Notice. The project schedule is approximately 24 months, so with a conservative project start date of fall 2026, this provides two full years to finish the work within the fixed schedule. While a delay in pursuing the work will leave the project costs subject to inflation or other factors, the estimate of \$1.5 million includes robust contingency allowances to extend the length of time the estimate would be valid for. Exact language regarding a ballot item would need further debate and discussion (see other business item this meeting). Staff believes should the Selectboard approve the motion below, this will provide a clear message to the community that there has been a temporary pause on this project to allow for additional voter input, without jeopardizing the ability to save \$500,000 should there be a resulting directive to continue advancing the project. The recommendation language is written in a manner that does not require a ballot item be warned in March 2026, but instead that continued discussion on that topic is a shared goal of the Selectboard.

### **Cost**

The cost of public infrastructure design for the 80-90 Upper Main St (new municipal complex) project is estimated to be \$1.5 million. The Town has access to grant funding of \$500,000, which would require providing \$1 million in Town funds. The cost of the process of warning a ballot item is approximately \$75.

### **Recommendation**

Staff recommends the Selectboard direct the Town Manager to request an extension for the Upper Main project from the Town's potential grantor, and to continue discussions on the topic of a ballot item to gain additional advisory input from Town voters on the 80-90 Upper Main St (new municipal complex) project.

**Attachments:** None