

Starksboro Selectboard Meeting

May 2, 2017

Selectboard members Present: Peter Marsh, Tony Porter, Susan Jefferies (Chair), Koran Cousino, Keegan Tierney
Others present: Tom Estey, Celine Coon, Bill Coon, Celina Aiguier

The meeting was called to order at 5:30 pm.

Bills/Orders: T. Porter made a motion to approve bills and orders. K. Cousino seconded. Voted and approved.

Minutes: K. Cousino moved to approve the minutes of the April 18, 2017 meeting. T. Porter seconded. Voted and approved.

Road Foreman's report:

- T. Estey reported that the 1 ton truck is getting rear brakes fixed and the plows are off equipment for the summer. He mentioned making progress on the Lock out, Tag out (LOTO) systems. T. Porter mentioned that the new town garage is just over a year old and there should be a follow up inspection. T. Estey will send an email to inspectors regarding this. T. Estey mentioned that they are having their annual picnic on May 12 at noon.

Visitors Business: Celine Coon, Starksboro Town Treasurer: At a previous meeting it was mentioned that the Telling auditors suggested using an accounting software called NEMRC. Celine Coon explained that this software would be cost prohibitive for the town as the up front cost is ~\$10,000.00 and \$300.00/annually for each module. She did clarify there may be a cap on the annual fee. She mentioned historic data will not migrate from Quickbooks to NEMRC so the town would need to keep the history of Quickbooks data which could be difficult to maintain and eventually difficult to retrieve. Per her research with other towns she feels comfortable using Quickbooks. C. Coon did speak about liability insurance requirements for contractors and what happens if they don't have insurance. Currently, in these cases, the contractors must sign a waiver of liability and the town then covers them as employees in cases of workmen's compensation. P. Marsh questioned if the town covers the liability and C. Coon clarified that this waiver does not cover liability insurance. The Board felt that they needed to discuss this further at another meeting. C. Coon mentioned that there was a payroll timing issue with employees at the library when she was out of town. She mentioned that creating a hard deadline for payroll could eliminate this issue in the future. The Board agreed that having a deadline was reasonable. C. Coon reported that she received a notice that Merchants Bank is merging with Community Bank. The change will happen on May 15th. She will be ordering new deposit tickets and checks with the Community Bank name. C. Coon reported she received the true up from the State regarding the education money. C. Coon and the Board discussed these figures and future budgeting. The Board and C. Coon reviewed the general fund. C. Coon questioned when the payments are needed on the firetruck. T. Porter has the schedule and will send it to C. Coon.

New Business:

- **Reclassifying Mason Hill North/South, Brown Hill:** T. Porter mentioned that the landowner at Brown Hill will be at the June 6th meeting to discuss reclassifying the road. The Board agreed that parties from Mason Hill North and South should be invited as well to discuss those roads. T. Porter will speak to the landowners on Brown Hill and P. Marsh will contact the landowners on Mason Hill. T. Porter will talk to the State to verify maintenance requirements for a trail.
- **Sports Program spending:** K. Cousino mentioned that new dugouts are being built and there is a new fence at Cota Field. Spending costs currently are \$10,320.00, some to be paid now and some in July. K. Cousino and C. Coon have discussed this. K. Cousino said she would like the Sports Program to meet more regularly to discuss spending.

- **Website:** K. Cousino mentioned that she spoke with both Rebecca Elder and Erin Buckwalter regarding the website. They both have an interest and various expertise in web design. The Board has agreed to allow them to start working on a design for the town website. K. Cousino will follow up with them.
- **Land Next to Robinson School:** Per the January 18 Selectboard meeting, "The Selectboard received a memo from ACRPC regarding transfer of land owned by town school districts to newly consolidated school districts. Starksboro has a lease with Robinson Elementary School to use the land next to school land for six solar trackers owned by the town. The Selectboard will ask to review this with the School Board." S. Jefferies had contacted the School Board regarding this transfer in January. The School Board indicated they could discuss this later in the year. S. Jefferies has sent a reminder letter, after the April 18th Selectboard meeting, to the School Board and the Superintendent regarding this matter.
- **Selectboard Project List:** The Board reviewed and discussed the list. Board members are actively working on these projects. K. Tierney volunteered to create a historic record of capital maintenance which will help provide a task list for future maintenance.
- **School Property/Multipurpose room access:** K. Cousino explained that in Act 46 (school district consolidation) there is a section that allows buildings on school property to maintain its current local use. As the multipurpose room at Robinson has been historically used by the town for town functions such as town meeting, town dinners, fundraisers etc; the multipurpose room can be still used for this purpose once the merger goes through.
- **Budget Raises:** The Selectboard will discuss this at the next meeting.

Old Business

- **Green Lantern Solar Proposal:** Two properties that are being considered for the arrays have pending situations that need to be clarified before decisions can be made on them. These include the land at the gravel pit that has a purchase agreement set to expire June 30th and the town leased land next to Robinson school which is now part of a land transfer due to the newly consolidated school district; The Board is waiting to hear back from the School Board and the Superintendent regarding this transfer.
- **Judith Bryant Pottery Studio Lease:** During the last Selectboard meeting on April 18th the Board agreed they should contact James Carroll (attorney) to review the lease to see the best approach of modification so that J. Bryant is only liable for her studio space. T. Porter reported that he has been unable to reach J. Carroll regarding the lease. He will try to reach him again and send him a copy of the lease for clarification.
- **Town land Purchase and Sale Agreement:** This sale agreement as written is set to expire at the end of the fiscal year but has not been signed by the proposed purchaser. The purchaser has not spoken to the Board regarding this agreement or the pending expiration date. The purchaser did recently ask for a copy of the agreement. The Board agreed to wait to hear from purchaser or for the expiration date.

Agenda Items for May 16, 2017:

- Green Lantern Solar Proposal
- Priority List
- Website
- Liability Insurance Requirements for Contractors
- Reclassifying Mason Hill North/South, Brown Hill
- Judith Bryant Studio Lease
- Budget raises

The next meeting will be on May 16, 2017

The meeting was adjourned at 8:20 PM

Minutes submitted by Celina Aiguier

May 2, 2017