

Town of Starksboro
Selectboard Meeting
May 1, 2018
Unapproved

Present: Koran Cousino (chair), Eric Cota, Peter Marsh, Tony Porter, Keegan Tierney
Staff present: Rebecca Elder (Selectboard Assistant), Tom Estey, Cheryl Estey

The meeting was called to order at 5:04 pm by Chair Koran Cousino.

Additions to the agenda:

Action Items: Add appraisal approval re: Palmer grievance ACTION

Current Business: Zoning updates (Rebecca); Health insurance (Tony)

Town Clerk's Office Update – Cheryl Estey

- Cheryl is completing the annual delinquent dog registration list (distributed draft list)
- Scam to be aware of that is directed at Justices of the Peace – Cheryl has alerted the JPs in town
- Amy McCormick gave her notice in New Haven so she will be available in Starksboro more.
- August 14 is a primary election. Cheryl will be on vacation and Amy will be in charge of the process. Cheryl and Amy will work together to prepare prior to Cheryl's departure. Amy will coordinate the report and make calls to the state, etc. The BCA will need to ensure some folks are available to help. The tabulator will be used this time.
- Flag poll needs some repair. Cheryl ordered a ball top to replace the eagle top; there is a string dangling and a new rope is needed. Green Mountain Access has helped with this in the past (WCVT). Follow up is needed.
- Recycling container needs to be replaced. Casella will not put the old container back on the truck to return due to extensive rot and broken doors. Jennifer Turner is getting quotes for a replacement container. She will also talk with Susan Reit about potential funds available from Regional Waste. ShareOn has been bringing a lot of card board to the recycling site, which wasn't anticipated. Monitor how it goes this weekend and if we reach capacity.
- Cochran reception on May 11 - Keegan will attend to represent the Selectboard. Koran will help with the writing of a dedication.
- IT – Cheryl supports the move to Office 365 software. She encourages changes to support growth in the office and prepare for more electronic record-keeping.
- Gazette – Cheryl supports exploring ways to make the publication shorter and a more manageable project.
 - Current Ad costs: \$20/full page ads - \$10/half page.
 - The board discussed whether to limit advertisements and how to make the newsletter more manageable for staff.
 - Peter asked what do other towns do. New Haven is the only other local town the sends a paper newsletter and it is generally 4-6 pages. The sections are much shorter.
 - Staff needs to contact Symquest for additional adjustments to the copy machine, which is not doing what it is supposed to do. Rebecca to talk with Celine about the current contract and whether the machine could be exchanged for something that does a better job.
- Tony asked if Cheryl had any concerns about the building and maintenance.

- She would like to see the porch and vault roof addressed soon (on the schedule)
- Carpet/flooring – Cheryl prefer wood flooring over carpet. Rebecca agreed. The board will explore costs for wood floor and possible volunteer help to install.
- Listers' office - Air purifier runs all the time and has made a big difference. In the past title researchers and other guests would complain about odors. This hasn't been reported recently.

Road Foreman's report – Tom Estey

- Running a couple weeks behind on maintenance due to weather.
- Requests that the new pickup truck to be paid for from the equipment reserve fund and then replenish that fund. See Article 9 of the Town Report for town agreement. Truck will arrive before end of June
- The other truck will arrive in August, with the body being put on in September. Those costs will be in the next fiscal year. Road fabric is used to improve all roads as they are improved.
- Rock crushing – hope to have it done in September.
- Friday, 5/11 – The road crew will host the annual Mud & Snow End-of-season picnic for the road crew, invites everyone from Shelburne to Brandon

Motion: Tony Porter moved to instruct the Treasurer to use funds from the Equipment Reserve Fund to pay for the new pickup truck upon arrival with funds to be repaid at the beginning of the fiscal year starting July 1, 2018. Eric Cota seconded the motion.

Vote: All in favor (5/0)

Minutes of 4/17/18

Motion: Keegan Tierney moved and Peter Marsh seconded the motion to approve the minutes of 4/17/18 with one correction.

Vote: All in favor (5/0)

- Town Meeting minutes approval – put on the agenda for the 5/8 meeting – send out electronically again for review.

Orders/Bills

Motion: Tony Porter moved to instruct the Treasurer to pay the bills and orders as presented. Eric Cota seconded the motion.

Vote: All in favor (5/0)

Mail Review

- Preservation Trust of Vermont (PTV) event on 6/8 in Bristol. Focuses on local communities and historic downtowns. <http://ptvermont.org/our-work/conference/>
- Planning and Zoning training on 5/23/18 in Rutland. Rebecca will attend.

Review of Town Appointments

The board members contacted all the town appointed officials and board members who were slated for renewal or reappointment. The following list reflects the status:

- Health officer – accepted

- Animal Control – accepted
- Tree warden – accepted
- Recycling – accepted
- ACSWD – accepted
- ACRPC – Rich accepted
- Green Up Day – accepted
- Fire Wardens – Tony accepted; Tom needs to be asked
- DRB: Dan Nugent and Ben Campbell – accepted; Norm Cota and Denny Casey are alternates

Motion: Peter Marsh moved to reappoint the slate. Tony Porter seconded. The DRB appointments will be held until June to follow the annual cycle from 2017.

Vote: All in favor (5/0)

- Koran has asked VLCT if there is any reason DRB appointments must be in June. If not, they will be moved to the same annual cycle as the other appointment (March/April).

Jerusalem Schoolhouse discussion

Keegan asked for the Board's thoughts about the Jerusalem School committee since the Town appropriated \$20,000 at Town Meeting. Should a board be appointed? Should this be an official committee? The funds are currently ear-marked in the general fund.

The group discussed other situations the town has had in the past, most recently the town garage committee. Peter said they were advisory only and they volunteered. The group had no decision-making power. Koran asked if anyone felt strongly about the structure needed. Tony and Keegan have been representing the SB in the JSchool discussions. Tony said from a committee perspective, he feels it would be an asset to have the SB more involved when it comes time for decisions. Those decisions using funds should be formal and have recorded approvals.

There is an existing group that has a 99-year lease for the upper room. The group, the Ladies' Home Circle came up with the money for the stage. They used to pay for everything. In the last few years, the Town felt it should take a more active role, doing upkeep, painting, etc. The group still has a few members, though none of them live in the town anymore. They are concerned about the stage; didn't want to move the kitchen, which is central to the ideal of revamping the structure.

There is also the Friends of Jerusalem Schoolhouse group. They have done a lot of work, raised a lot of money, and the funds were turned over to the Town. The group must also get permission to spend the money. They don't want to use that for planning or maintenance. Their fundraisers were for renovations; they are a self-created group.

Essentially, there are 4 groups invested in the future of the JSchool. It is important for the SB to have a role –Fire Dept., FOJS, Ladies' Home, and SB.

The Selectboard agreed that the group should be set up as a formal committee. Keegan thinks it is important that the mtgs should be warned, etc. minutes. Information should be made available for the public. There should be a set of obligations, statement of what is desired, outcomes, info. Keegan asked if there is anyone else in town who would want to get involved? Half the people already serve on the historical society board.

Possible structure: 2 from SB, 2 from FD, 2 from FOJS, 1 from Ladies group
Jeff Dunham is willing to donate a lot of his time and can help with energy efficiency decisions.

Keegan doesn't think a SB rep needs to be there every time; SB should receive updates and be involved in major decisions and expenditures.

- Keegan can reach out to the group and let them know what is going on and next steps.
- Koran will write an announcement for FPF and request any interested volunteers

Conservation Commission update

Koran spoke with Jan McCleary. They discussed Open Meeting Law requirements and a reminder to post agendas and minutes. New member Emily Stoehr is taking minutes and will send materials to Rebecca for posting on the website.

There are 4 active members now. They would appreciate some help from SB to ask for people to join and promote how you can serve and help. The group agreed to try to think of some new people who might be interested in serving on the committee.

Palmer Grievance and Appraisal Needed

Amy McCormick requested that the Selectboard approve proceeding with an appraisal.

Motion: Peter Marsh moved to approve an appraisal for the Palmer property to not exceed \$700. Tony Porter seconded the motion.

Vote: All in favor (5/0)

- If price to exceed \$700, prior board approval will be required.

Building & Maintenance Updates

- Roof – Murphy's Metal quoted \$5040 to remove shingles and install new standing seam roof.
- The company can't do the work until August.
- Peter suggested he could do the insulation project and the listers' floor sooner and use the current funds. Then the other funds could be used for the roof project in August. (essentially swapping the timing for use of funds, but all projects have been budgeted for)

Motion: Tony Porter moved to approve the Murphy's Metal quote for \$5040 to do the roof work at the earliest available date. Peter Marsh seconded the motion.

Vote: All in favor (5/0)

Post office updates:

- Peter got a bid on insulation - \$1000 – 12" cellulose blown in; Town would pay for half. Matt is the Postmaster and Peter will follow up with him re: the PO portion. This insulation will make it more comfortable in there both summer and winter.
- Heat registers were left in the ceiling – Peter will pull those out and sheetrock the holes before insulating. They are leaking air.
- Floor - Will add new tiles over the old (asbestos in a lower layer)
- Peter spoke to Mitch to discuss gutters or roof to deal with backsplashing.
- PO does pay for the fuel so in their interest to pay for insulating

Village center building improvements

Insulation costs quoted: \$1500 for 12" cellulose; \$1680 – 16" cellulose.
(Bugby Insulation)

- Smoke detectors are up to date in the town clerk, library, JSchool, old town center. Still needs to be done in the Post Office (Peter needs access when staff is there).

Speed study on States Prison Hollow Rd.

Peter contacted the RPC and said we are still interested; Jan said this goes before the transportation advisory comm; she can bring it up there. Peter will call her and say yes, we want to make that request. Koran asked why the speed limit for our school area is 35 when other towns are 25. Tony asked about getting one of the speed warning signs like Huntington is using now on Main Rd. We are contracted for 24 hours per month of speed control from the Sheriff's office; the sheriff gets a portion of the ticket proceeds.

Peter to attend property tax appeal seminar next week in Burlington

Land swap with school

Peter spoke with Louis DuPont. Both the school's contact and Rebecca believe no permits are needed for the transfer. Louis will take care of the information about solar trackers. The process is: the school board must approve the transfer of the property and the SB ratify the approval. The board must authorize a signer on behalf of the town. Peter to ask Jim Runcie about what the closing will entail.

Motion: Peter Marsh moved to approve the transfer of the property from the school as approved by the voters at Town Meeting and for Koran Cousino to be the authorized signer. Tony Porter seconded.

Vote: All in favor (5/0)

Animal Control Update

- The SB has been dealing with this particular issue for several months. No dog hearing was held. The dog owner was issued a citation, which was paid.
 - Just prior to town meeting, another complaint was received. The animal control officer tried to pick up the dog but was not successful. She called with another complaint.
 - She was writing another citation and contacted the Sheriff to request escort and was refused. She was told they don't help with dog issues.
 - The last report is that the dog chased an adult and child up the road.
 - The board reviewed the animal control ordinance and what the next steps should be.
- Need to find out if the state police will accompany the AC officer to deliver citation.
 - Issue 2nd ticket with letter of violation – Koran would like to see the letter to ensure all legal points are made.

Animal Control officer is also working on an on-going issue with cat population in one of the mobile home parks.

Green Lantern Solar project update

Green Lantern notified the board that Green Mountain Power has approved the project on the former landfill with a slight reduction of size and some other requests for upgrades. Green Lantern will meet with GMP and then send the board more information about next steps.

Selectboard Concerns

Health Insurance – We have one town employee who is over 65 but has a dependent under 26. This dependent hasn't had benefits since February. There is a miscommunication about what coverage options are offered in such an instance. Tony noted that when an employee moves to Medicare coverage, the Town then pays for the supplemental package for that employee but also must cover any dependents. The remaining funds that were designated for that family aren't reflected in the budget reports now. Tony requests that these changes be reflected in future budget reports so the board knows how much has not been spent due to the change in circumstances. Koran will follow up on policy regarding families.

Zoning updates

Rebecca explained that Thacher Hurd has withdrawn his application for the powerline easement right-of-way across the town garage parcel. Rebecca requested permission to refund the application fee.

Motion: Tony Porter moved and Peter Marsh seconded motion to refund the application fee to Thacher Hurd. **Vote:** All in favor (5/0)

IT meeting planning

The board would like to receive recommendations for what needs to happen and priorities for action. They want to see price points for the options in order to make decisions. The IT discussion is scheduled for 5:00 p.m. on May 8.

Motion to adjourn: Peter Marsh moved and Keegan Tierney seconded the motion to adjourn. **Vote:** All in favor (5/0)

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant