

Town of Starksboro
Selectboard Minutes
September 4, 2018
Unapproved

Present: Koran Cousino, Eric Cota, Tony Porter, Keegan Tierney, Peter Marsh
Others present: Rebecca Elder, Mitch Horner, David Palmer, Ernie ___

The meeting was called to order at 5:30 pm by Chair Koran Cousino.

Additions/Changes to the agenda:

1. Add bike race under SB concerns
2. Mitch Horner attending to discuss repairs needed on front of Town Clerk's building
3. Road Foreman report sent in by Tom Estey

Road Foreman's Report (provided in writing, Tom not present)

- McCullough began crushing stone today. They will likely be on site for 3 weeks, which is less than originally anticipated. They are getting a hydraulic hammer to crush stones 2 feet or larger in diameter.
- Town received the check for the grant on Municipal Roads from ACRPC. Work is already completed. The work included: stone lining the ditch on Big Hollow near Hillside MHP; installing a couple of culverts on Shaker Hill towards Ben Roberts Rd; and clearing debris from beneath guard rail on Big Hollow.
- Otter Creek Engineering – Tom spoke with them and the road inventory has been completed. The report will be completed once the format with the State has been confirmed and finalized.
- New truck will arrive at the dealer in the next week or so and then goes to Viking for body and plow installation (replacement). Truck to arrive all equipped by 2nd-3rd week of Oct.

Town Clerk's office - Mitch Horner

Mitch evaluated the rotten wood that was reported by Lanny Smith, who discovered it when painting the building this summer. Mitch said the rot extends 3 ft in one direction and 6 ft in the other, from the front door off the conference room area (not main front door). The door trim needs to be removed and some replaced. The shrubs by the front of the building are contributing to the moisture problems and should be removed or at least cut back by 12-16 inches to clear the buildings and leave room for air flow. The front yard tree should also be removed as much of it is dead.

Williston Insurance presentation

- Ernie ___ and David Palmer came to speak the board about a new policy offer from Traveler's Insurance. They are now offering coverage for municipalities and would like the opportunity to provide a comparative quote for the town's liability and property insurance policies. They do not offer health insurance or plans. They do offer business auto, liability, workers comp, property and casualty insurance.
- Most towns are insured through the League (VLCT) and there hasn't been a great deal of comparisons. In some cases – Burlington, S. Burlington, Milton – have experienced a lot of savings.
- We must notify VLCT by 9/30 to let them know if we are doing a comparison.
- Board members asked a variety of questions about what Traveler's might offer vs. what we currently receive from VLCT/PACIF including risk management services, coverage for things like the closed landfill, and other benefits.

To proceed with a comparative quote, the following items are needed:

- Past application

- Premium
- 5-yr loss history
- Notification to the VLCT

Decisions on coverage changes do not occur until January.

Motion: Peter Marsh made a motion to notify VLCT that we would like to compare coverage and to send a copy the Town's past the application, 5-year loss history, premium amount to Palmer Insurance for a quote by the end of September. Eric Cota seconded the motion.

Vote: All in favor

Personnel Policy review

Rebecca distributed via email the VLCT model personnel policy for information. The group discussed whether to continue editing the current policy and compare to VLCT. They decided to start over with the VLCT model since it gives a good starting point and has already been reviewed by legal counsel. Eric noted that Bristol's policy is based on the VLCT template.

The board began reviewing sections of the VLCT policy to adapt the language to Starksboro's needs.

- Sec 4 – keep. Discussed 12
- Sec 5 – COI – striking the first 2 ½ lines of the last para to start with “Town employees...”
- Bristol has a call-out minimum of 3 hrs. (benefit of carrying pagers, cell phones) – consider for our policy. Koran asked if others thought a 2-hr call out is a good idea. Discussion to continue.
- Road crew has set hours of 6-4 and winter is 6-4 unless it snows.
- May be good to have 2 ppl on and 1 person off for weekends and rotate. Think about for future.
- Tabling the on-call policy – come back to it
- Sec 8 – ok
- Sec 9 –
- Sec 10 – Nepotism – Bristol doesn't include. Why? Ask the League. Peter suggested “any exceptions to this would need a written exception from the Selectboard” – seek legal advice

**Resume at Sec. 11 next time*

Town Plan hearing

Koran, Keegan, and Peter will be at the hearing. PC members will attend. The Selectboard is hosting the hearing and will provide the introduction for the discussion. The hearing is to allow for additional public comment prior to the final adoption of the Town Plan. No questions or comments have been received thus far in advance of the hearing.

Hearing time/date: Tuesday, Sept. 11, 2018 at 6pm at the Robinson School multi-purpose room

Building updates

1. Town Clerk's office:
 - a. Listers' office: Denny Casey submitted a quote is \$5875 for repairs to the Listers office area using concrete fill (will floor being removed ahead of time)
 - b. Mitch is working on a quote for insulating the ceiling and seal the access to prevent heat loss
2. Post office lights should be done.
3. Library: Peter talked to lighting co. about installing a sensor light. They will install an occupancy switch so the light will come on when needed and auto shut off.
4. Pottery studio: Peter would like to take down the tree in front of the town office. Must seek approval from the tree warden. Tony will reach out to Brett Sargent re: both this tree and the one in front of the Town Clerk's office and get a quote.

Administrative Updates

1. Rebecca met with Maple Leaf IT for another proposal to address office IT needs. She is continuing conversations with other companies to determine the best plan and cost-effective solutions to present for consideration.
2. Costco basic business membership to be purchased for town office supply purchases and associated benefits.
3. NEMRC cloud access update: Rebecca contacted NEMRC to find out when the cloud access would be set up for testing. A tech is working on this and Rebecca will bring an update to the next meeting.

Selectboard concerns

- Stage Race: There has been concern by some residents expressed to the Town Clerk and on Front Porch Forum. This year there was some confusion with the announcement boards and where the race route was going to affect Starksboro. No local roads were closed. The route was closed from Gore Rd to the gap.
- The town has no control where the race is not on town roads.
- The Board approved the Grand Fondo race (they asked permission).
- The Board also approved another tentative race to be sponsored by Outdoor Gear Exchange, but that race was postponed to 2019.
- The Board will make a note for the future that when they approve a race, the town also wants communication close to the event so proper notice can be given to town residents.

Peter requested the board begin discussing budget planning at the next meeting. For the next agenda: discuss capital items for the next fiscal year, gather quotes, etc.

Palmer tax grievance

No executive session required.

Orders/Bills

The Board requests that the list of orders be alphabetized along with bills for future.

Motion: Tony Porter made a motion to instruct the Treasurer to pay the bills and orders as presented. Peter Marsh seconded the motion.

Vote: All in favor

Minutes of 8/21/18

Motion: Peter Marsh made a motion to approve the minutes of 8/21/18 as presented. Tony Porter seconded the motion.

Vote: All in favor.

Land sale

The land sale transaction between the school district and the Town for the land swap is now complete. Koran attended the closing with Jim Runcie, who was representing the Town. The documents were signed and filed.

Motion to adjourn: Tony Porter made a motion to adjourn at 8:00 p.m. Keegan Tierney seconded.

Vote: All in favor

Respectfully submitted,

Rebecca Elder
Selectboard Assistant