

Starksboro Selectboard
Minutes of 10/16/18
Unapproved

Board members present: Eric Cota, Koran Cousino, Peter Marsh, Keegan Tierney

Unable to attend: Tony Porter

Others present: Rebecca Elder, Dan Baker, Tom Estey, Charlene Phelps, Jeff Keeney

The meeting was called to order at 5:30 p.m.

The board reviewed the agenda for any changes or additions:

- Skip capital plan – discuss next meeting

Personnel Policy review continued

Sec 20 – Vacation leave – change to:

During first year – ½ day per mon

After one year – 2 weeks

After four years – 3 weeks

After eight years – 4 weeks

After 16 yrs – 5 weeks

*Roll 1 yr allowed

Note: The probationary period is still under discussion. The board needs to decide about that before finalizing the language in this section. Rebecca will share her notes from the VLCT Town Fair seminar on employment law.

Peter said he thinks the Town needs to improve the pension/retirement program for employees. If spending more money on pensions, he would be more inclined to offer less vacation.

- Insert: “as soon as possible in advance of request, no less than one week ahead” and “Request will not be denied unless the request unduly disrupts town operations.”

Sec. 21 - Sick Leave

Revised to: 7 days sick leave plus 1 personal day per year. Sick days can be carried over from year to year for a maximum of 8 weeks. VLCT recommends other leave is up to the dept head (funerals, etc.)

Road Foreman’s Report

Grant rolls over to the follow year. More funding will come when we do the top coat next year. There will hopefully be another 40 for paving next year totaling 123K

- Truck is at Viking. Tom hopes to have it by 2nd or 3rd week of November.
- The crew bought a Buffalo leaf blower. It can be used before scraping. Use for ditches that are rock lined. Paid for out of garage equipment fund and it will pay for itself in a couple of years.
- Culverts on Brown Hill by Johnson and put in a transit, 2’4” below the level of floor of his cellar. For overflow. Also placed one on Big Hollow by Stokes Hill Rd.

Emergency Management Plan

Dan Baker requested a conversation with the Selectboard regarding the Town's emergency management plan. In addition to the board members, Tom Estey, Charlene Phelps, and Jeff Keeney were present for the discussion. He said the All Hazards Mitigation Plan is impressive in its length and breadth. He said as background, he was prompted to talk with the board after working with UVM on the university's plan. He has worked to receive grants from the Dept. of Agriculture for emergency management and planning for mobile home parks.

This year he has been working on UVM's school plan. He is offering a perspective from outside the planning committee.

1. If the town website is the main way to get info, no plan on the site or operations. Looked in minutes and docs and couldn't find it anywhere. Should be a resource. Looked through the plan itself and it says it is on the website – is it?
2. Thinking through the plan and knowing what is available and how to get to the resources that would support the community. Thinks emergency planning is really positive and helps keep larger potential problems from becoming big.
3. He asked if the plan has been adopted yet.
 - a. Yes, the board approved the plan. It is currently with FEMA for final approval. It was reviewed and approved by ACRPC.
4. LEOP is adopted – it is done each year, must be done. A redacted version may be posted on the website (this document contains sensitive information for emergency planning only).
5. Dan spoke with Robinson Principal Edorah Frazer with some concerns about the timing of notices and announcements related to school safety.
6. Comments on the plan itself:
 - a. Committee had representatives from town boards and EMS/FD. Committee members: Tom Estey, Cheryl Estey, Tony Porter, Dennis Casey, Jeff Keeney, Charlene Phelps. – see who else in town might be interested and might want to comment
 - b. Seen in other towns, particularly for rescue, calls are up but volunteer numbers down. If we are looking to the future, would be informative to know how we are doing with volunteers. Charlene said it is an issue all over Vermont – hard to find volunteers... Not sure most people in town know how much of a load is carried by volunteers and the stress and strain on the responders.
 - c. Noted about the high risk populations (not in the All Hazards Plan)
 - d. Add a reference to the school's emergency plan in the All Hazards plan
 - e. Digital basket – response plan relies on the access to the internet; what would we do if telecommunications fail? No phones? No internet? It would be good to give that a bit of thought and might prevent some chaos during an emergency. Sirens and door-to-door contact is used as needed.
 - i. Auxiliary met and tried to help with emergency needs.
 - ii. People in town who are on home oxygen, etc. trying to get to know the info – HIPAA laws prevent them from seeking info.
 - iii. Neighbors watching out for neighbors
 - iv. Dan said the emergency folks do a great job and are greatly appreciated. Knows how hard this is.
 - v. Charlene said the school doesn't do drills with them anymore but they do their own. Dan said he just wants to get people thinking about this and do drills earlier.
 - f. Shelters – What are the shelters? They should be in the LEOP and added to the All Hazards Plan in the next version.
 - g. Transfer switch for emergency generator is needed
 - h. Risk assessment – power outages are mentioned related to wind, storms
 - i. Digital dependency as a risk itself

- j. List of undersized culverts –If you live on a road that has one of these vulnerabilities, that might be a useful resource to know so you can be prepared. Tom has a map of these.
- k. Digital maps online were hard to read. Perhaps they can be updated for next draft.
- l. Vulnerability scores – insect-borne disease map was not clear
- m. Winds – straightline winds and microbursts – these hit mobile homes particularly hard; Dan recommends tie-downs and anchors as additional precautions. These winds are dangerous and can produce damage to the frame of the structure.

Keegan: He hears a lack of public engagement as the big issue; from volunteers to information. How do we get people engaged? We held public hearings and no one came. Are there any new suggestions for getting more public input? Koran said the board has done a better job of getting information out, but it is not translating into more engagement. Keegan said there are lots of things the board would like to do. They don't have time for all of it; lacking resources and funds to support all the ideas. Dan said people want to hear that they are needed and one approach is asking individuals to participate. Broad invitations don't work as well. He really appreciated the time and effort put into the plan.

The town generator maintenance schedule should be checked with Andy at the school. The Selectboard would like to know how to start the generator as well for future emergency preparedness.

Building & maintenance

No quote from Mitch Horner yet. Once this is received the board will decide on how to proceed with the work needed in the Listers' office.

Selectboard concerns:

- Green Lantern Solar project – no discussion needed; the Town is currently waiting for GLS to respond to comments and questions from the town attorney on the proposed lease agreement.
- Palmer grievance – Site visit date is set; no court date yet.

November meeting dates: Due to the election on 11/6, the Selectboard has revised its schedule as follows:

Tuesdays - 10/30, 11/13, and 11/27

- Town generator: annual service is required; Brookfield service sent a quote.
 - What budget line does this service belong to?
 - Because the generator is designed for use at the emergency shelter location, is a Vermont state inspection required? Research and discuss at next meeting.
- Sign in parking lot by the post office: put on the agenda for next time. Resident asked if the board could be repaired so it is more functional and attractive in the lot.

Minutes of 10/2/18

Motion: Eric Cota made a motion to approve the minutes of 10/2/18 as corrected. Keegan Tierney second. **Vote:** All in favor; Peter Marsh abstained.

Motion: Keegan Tierney made a motion to authorize Koran Cousino to sign the warrant #19078. Eric Cota second. **Vote:** All in favor.

Motion: Eric Cota made a motion to approve the remaining warrants for bills and orders. Keegan Tierney second. **Vote:** All in favor

Motion to adjourn: Peter Marsh made the motion at 8:00, Eric Cota second.

Vote: All in favor

Respectfully submitted,

Rebecca Elder
Selectboard Assistant

DRAFT