

**Town of Starksboro  
Selectboard Meeting minutes  
February 20, 2018  
UNAPPROVED**

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**Board members present:** Koran Cousino, Susan Jefferies, Peter Marsh, Keegan Tierney, Tony Porter  
Rebecca Elder (SB Assistant)

**Visitors present:** Tom Estey, Jon Fenner

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

*Changes to the agenda:*

- Celine Coon unable to attend re: payroll discussion
- Resident complaint received regarding an ongoing issue with a dog
- Act 250 form request from Shangri La Farm regarding events

**Road Foreman's report – Tom Estey**

- Road improvements per grant requirements: Notice of intent needs to be filed by July 1, 2018; Report due Apr. 1, 2019 and every year after; Dec 2020 need to have the full report; [They] want 15% of the critical work done by 2022 and until 2036 to complete all of it. Some work is minor, some already done.
- Mailbox issues and plowing: The road crew replaces any mailbox that is hit or broken by a plow. However, if the post or structure holding up the mailbox is not a strong, secure base, the road crew is not responsible for damage. (i.e. rotten support posts, tree stumps, etc.)
- Signs were ordered for the salt shed to indicate areas that are restricted/authorized personnel only. Residents have been going in the shed to take sand for personal use. There are safety and liability issues and the public should not enter the shed area. The road crew will keep a small pile of sand outside the gate for folks to access. Sand is not to be taken for use in plow truck sanders and/or tractors or for commercial use. The road crew requested a written policy from the Selectboard to ensure clarity.
- A pump and drum cart were ordered to transport the drums of oil and reduce chance of an accidental spill.

**Thatcher Hurd utility easement**

The board received an updated draft map from Susan at Green Mountain Power. The pole placement is still not accurate. The board reached Susan by phone to discuss and she will send a revised map per Tom's instructions about placement. GMP spoke with Caitlin Cusack at the Vermont Land Trust (VLT) regarding the easement. VLT wants to make edits to the easement before proceeding.

Susan from GMP will send materials to Rebecca. Susan will review edits from VLT then forward to us.

**All Hazards Mitigation Plan review and discussion**

- Koran Cousino noted that the resolution at the end of the plan includes some very specific language that requires measurable actions. What level of detail is the Selectboard expected to review on this plan?
  - The SB is responsible for approving the plan and the commitments made in it, therefore a detailed review is necessary.
- Corrections needed on some details: updated school information, district information
- Keegan Tierney expressed having more concern about budgetary implications of many stipulations included in the plan.

- The plan places a lot of responsibility on the SB, much of which is positive for the town, however the resolution mandates actions and associated completion timelines.
- Board members were especially concern about items related to private homes/private roads and any requirements that are beyond the selectboard's purview.
- The group agreed to circulate edits/questions to the plan, review prior to the next meeting, and then request a meeting with Tim Boutin from RPC.

### **DRB Alternates**

The Selectboard confirmed that both Norm Cota and Denny Casey are alternates for the DRB.

**Minutes of 2/5/18** - To be approved at the next meeting.

**Motion:** Tony Porter and Koran Cousino seconded the motion to enter executive session to discuss security matters related to municipal document and technology management. **Vote:** All in favor

The executive session started at 7:00 p.m. Jon Fenner of Aura Quest Inc. and Rebecca Elder were present for the discussion.

**Motion:** Tony Porter moved and Peter Marsh seconded the motion to end the executive session at 7:25 p.m. **Vote:** All in favor.

**Motion:** Tony Porter moved and Keegan Tierney seconded the motion to enter executive session to discuss personnel matters. **Vote:** All in favor.

The executive session began at 7:25. Rebecca Elder was present.

**Motion:** Tony Porter moved and Keegan Tierney seconded the motion to end the executive session at 8:10. **Vote:** All in favor

**PACIF grant** – Tom Estey has information for the item to be requested for the town garage. Rebecca to collect information on items to be requested for the town office. The group will review the items and application at the next meeting.

- **Town meeting plan** - The board briefly discussed the various articles being presented at Town Meeting. Topics to include:
  - Keegan – Jerusalem schoolhouse; Susan Kliburn will speak; Tom Estey re: FD needs
  - Peter – Reserve fund (if there are questions)
  - Susan – Financials and proposed amendment
  - Koran – Land swap with school district
  - Tom – Requests for road crew trucks
- **Parcel mapping** – The Vermont CGI is currently working to establish statewide parcel mapping. This is the second phase and we were invited to participate. The SB agrees this is a good idea. Rebecca will inquire about any costs associated and what will be required from the town for information. Depending on the time commitment, we may wait for phase 3.
- **4<sup>th</sup> of July parade** – Bristol has requested one grand marshal from each of the five towns. Tony Porter to follow up on a suggested nominee and will inquire if the family is interested.
- **Cleaning service for Town office, garage, and library** - A quote was received from Missy Atkins. She currently works for the Town of Bristol and other professional offices.

**Motion:** Tony Porter moved and Peter Marsh seconded the motion to hire Missy Atkins at the quoted rate. **Vote:** All in favor

- **Maintenance updates** - Peter Marsh has purchased and will install new smoke detectors in the town office, Jerusalem schoolhouse, and library. Don McCormick will be finishing some lighting and electrical work in the next few weeks.
- **Hazardous waste collection** - The SB approved a request to host a hazardous waste collection in town in the spring. More details will follow.
- **Animal control update** - The SB received a written complaint from a resident of South Starksboro regarding an ongoing dog control issue on Jim Dwire Road. The animal control officer will follow up on the complaint.
- Request from Shangri-la Farm for form re: Act 250 permit (pertaining to events) – The SB had questions about what would be required of the town. Tony Porter asked if the fire department and rescue would need to be available on site. Rebecca will review the conditional use approval from the DRB. On the form: What does “provide” mean? Does that mean services on site or just the ability to call 911 in the event of emergency.

**Motion:** Peter Marsh moved and Koran Cousino seconded the motion to approve the bills and orders as presented. **Vote:** All in favor

The board expressed thanks and appreciation to Susan Jefferies for her 12 years of service on the Selectboard and 11 years as chair. This is her last Selectboard meeting.

**Motion to adjourn** at 8:50 p.m. **Vote:** All in favor

Respectfully submitted,

Rebecca Elder  
Selectboard Assistant

Approved: \_\_\_/\_\_\_/\_\_\_