

Town of Starksboro  
Selectboard meeting  
April 6, 2018  
Unapproved minutes

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Present: Koran Cousino (chair), Tony Porter, Keegan Tierney, Peter Marsh  
Also present: Rebecca Elder  
Unable to attend: Eric Cota

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The meeting was called to order at 5:40 p.m.

### Town Clerk's Office

**Generator** – is the size quoted what is needed? Jackman's said that's the only one they install. What is the need? Town office is disaster planning hub for the town. Tony said the town could buy a generator and then have the installation/hook up done. This may save on costs. There will need to be a propane hook up. Safety and liability concerns suggest getting a contractor to do the work would be a better choice.

- Get one or two more bids, then make a decision to purchase.

**Lister office floor:** Mold and air quality issue; The plan is to get rid of fiberglass insulation that is likely wet/trapping moisture. The staff should continue running the air purifier in the listers' office every day. Peter is researching dehumidifiers and how to best hook up so ensure drainage.

### Town Hall

What is the protocol for the septic to be pumped? Denny Casey installed the septic system. Koran will inquire with Cheryl and Denny about when the last pumping occurred.

Entry to town clerk's office – clear coat needed to seal the stones. Peter to follow up.

### Library

What is the status of use of the upstairs? What would be needed to use it?

A lift is needed for assessability.

How do we eliminate the stuff up there now (stored by various people over the years)?

Talk to Cheryl about how to get stuff out; who might need to be called

Koran: The SB will need to spearhead the removal plan.

### Jerusalem School

In light of the town's approval of the request at town meeting, the board will put discuss on hold except for necessities at the building. The board discussed the roof status—Peter said some sheets of metal have come off. Furnace maintenance may be needed. The electrical was updated a bit with replaced outlets by kitchen sinks to GFI. Peter noted that the insurance company suggested a railing by the back door for safety. A lot of work will be needed to make the building ADA compliant.

### Old Town Garage

It is still being used for cold storage. There is some highway related items being stored but also a lot of miscellaneous items including the old convection oven from Robinson school. Tony said the building won't last long; the back wall is in bad shape. The power has been shut off.

The propane tanks are still there. The water system is drained. The town is still paying the meter fee – keep live power access available.

Winter sand is stored there. It is good to have an extra stash for when the main shed runs out. The salt shed is still in good shape. The road crew is hoping to put 4-5 loads in there for back up. The New Community Project has some wood stored there and is hoping to

## Recycling

Town needs to prepare and paint the roll-offs. The town owns them. Peter said there is some grant money available for this but generally doesn't cover maintenance. Would it be possible to get replacement doors? They are rusted through. Perhaps Casella might have a roll off that was dropped and might have doors that could be swapped out.

- Eric to follow up on next steps.

## Land fill annual testing

What is the process used? Peter speaks with his brother whose firm can perform the monitoring. They check for holes, tire tracks, mowing, etc. It is primarily a visual check. Lincoln Applied also does similar work but is expensive.

- Peter to follow up

## Gravel pit reclamation

Is this completed? No: #3 is still active; #2 is done. There is a map that shows the 3 lots.

## Cemetery activity

Monument repair and resetting still needs discussion. The town has a cemetery official: Norman Cota. Norm doesn't feel the town should spend money to repair the stones of individual sites. There are still some damaged stones that need attention. There is also some fence work that needs to be done. One small cemetery is on Little Ireland and is very close to the road. The fence isn't functional, only a visual barrier. Many of the gates are quite narrow and Norm feels they need to be wider to accommodate mowers, etc. The board would like to invite Norm to come in and talk to the board sometime before budgeting so future needs can be taken into account.

## Commuter Shelter

Rebecca will check the land use regulations about any zoning requirements about putting solar and light into the commuter shed. There should be something in writing regarding this plan and whether a zoning permit is needed. Want to put them on vertically on the side walls. Tony noted that there is sensitivity about light in town and the light in the shed should be on a timer and/or sensor.

- Needs ramp – Peter to follow up.
- Energy committee wants to collect solar to power an electric mower in addition to the light.

## New town garage/salt shed

Tony: there are issues with the sand shed. Fabric is starting to tear. Timber is showing through on the corners. Follow up is needed with Tom to ensure work needed is scheduled.

## Post office

- Mold on the walls
- Insulation needs attention
- Flooring in the entryway needs some work
- Is there asbestos that needs to be addressed?
- Windows are aging – 3 in the entry, 2 in the office area
- Front door is rusting
- How long is the contract on the building? Ask Cheryl. What is the rental income? \$6850 – actual was \$7400?
- Lighting: Don called Cheryl and said he was going to do it. Koran will follow up.

## Town signs

The sign at the north end of town on Route 116 needs work. It was put up many years ago and needs either repairs or replacement.

- Perhaps this is a project for a volunteer with carpentry skills.
- Ask the local Boy Scout troupe? Is there another community group that might want to do the work or sponsor repairs?

## Priorities for Capital Budget:

### Town office:

Vault roof	1
Lister floor	2
Generator	3

### Village Center:

Insulation/weatherization	1
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### Town hall:

Ramp	1
Septic	2 (costs? Last service?)
Porch floor	3 (Peter will talk to Rick Davis)

### New Town Garage

#### Roof issues

### Post office

Pressure washing mold	1	Peter
Flooring	2	Peter (cover old tile?)
Insulation	3	blown in cellulose; get a bid
Lighting	?	Koran to follow up on status
Windows	?	\$500/ea installed; get quotes

Post Office and Town Office are priorities because they are the most used buildings.

- Keegan to evaluation under the lister area to assess the situation and what the next steps should be (i.e. insulation removal/replacement, cleaning, remediation, etc.)
- Peter said there is a 2-year old bid from Mitch to do this work that they can reference and use as a starting place.
- Koran will ask about the septic at the town hall; and when town office septic was last pumped? This should be scheduled accordingly.

## Painting schedule:

One wall a year – 2 on the town hall and the back of the office, nothing on village center, JSchool was done 3 yrs ago

### Lawn Services:

Tony did speak with Scenic Valley and they asked if the board would consider a 2 or 3-year contract. Tony asked them to send a quote in writing for the board to review.

Tony departed at 7:45 p.m.

## Yearly Work Calendar review:

Koran distributed the annual work plan calendar for the Selectboard's required activities. Rebecca will check with Cheryl on the final minutes from Town meeting that require SB approval.

### Appointed positions

What needs to be appointed annually?

- Rebecca will assemble complete list, will review the list and check with Cheryl about what is required annually; Let the Board know and put on calendar
- Appointments that are needed: Koran noted that the process in Starksboro has been to make appointments once a year after Town Meeting. Perhaps the board should consider a different process to make this easier next year. In Bristol, for example, letters are sent to all those who served in the last year and asked

Bristol went through all the positions, sent a letter to people and asked yes/no, made appointments

- Process for 2019: Make all appointments in March. Rebecca to prepare letters in January to gauge interest of those already serving in positions. Board to follow up and find new citizens to serve and fill vacant positions as needed.

Emergency ops plan review/approval – when does this need to be done? Earlier than June? Is this tied to another deadline?

Set the tax rate – July 25 meeting

### Communication among town boards and committees:

Koran spoke with Cheryl. The Selectboard would like her to come to a meeting every few months for a general check in, to build better communication with the town clerk's office so the staff needs are heard and there is a regular time for updates on any topics that might need discussion. Koran and Tony also spoke with Planning Commission chair Denny Casey about a regular quarterly check in with a representative from that board to facilitate good communication and keep in touch about town planning and goals. Tony suggested regular check-ins with all department heads—as is done with the road crew foreman—would be beneficial for everyone and just allows time for conversation.

- The board will follow up with all the committees to schedule meetings throughout the year. Invitations will be extended to the Planning Commission, Conservation Commission, DRB, Energy Committee

Other ideas or concerns:

- Signs on Class 4 roads – what do we want to do and have them say? It would be useful to have them made and posted before the warmer weather comes and bring increased traffic of all kinds on these roads and trails that go off of them.
- RE: Trail work - Have until 2030 to do the work on the trails; Keegan will contact VYCC again as there was a staff change since he spoke with them last fall. There is an effort to create a loop around town, similar to the trail in Middlebury created by the Middlebury Area Land Trust.

**Motion to adjourn:** Peter Marsh moved and Keegan Tierney seconded the motion to adjourn at 8:22 p.m.

**Vote:** All in favor (3/0)

Respectfully submitted,

Rebecca Elder  
Selectboard Assistant