

Starksboro Selection Board Meeting

March 28, 2017

Selectboard members Present: Peter Marsh, Tony Porter, Susan Jefferies (Chair), Koran Cousino, Keegan Tierney

Others present: Tom Estey, Celina Aiguier, Judith Bryant

The meeting was called to order at 5:35 pm.

Bills/Orders: P. Marsh made a motion approve bills and orders. T. Porter seconded. Voted and approved.

Minutes: T. Porter moved to approve the minutes of the March 17, 2017 selectboard meeting. P. Marsh seconded. Voted and approved.

Road Foreman's report:

- Road crew received one complaint regarding trucks being used at the town garage at 2:30 AM. The person who lives at the neighboring farm that abuts the town garage indicated that the trucks were using the back up alarms which were loud and could be heard at the house. It was mentioned that there had been a previous discussion of creating noise breaks and it was something that would need future discussion. The person also questioned why the trucks were not loaded earlier in the night and was unsure why they were needed as the temperature was above freezing. T. Estey reported to the selectboard that although it was above freezing in the village there was freezing rain in the higher elevations and sand was needed for the roads. He added proximity alarms were put on the trucks due to a prior noise complaint. He indicated that per Occupational Safety and Health Administration (OSHA) regulations these alarms still need to be used when backing up. Also, as the weather changed to freezing rain overnight the road crew needed to use the trucks then. S. Jefferies did mention that a berm was created as a noise break between the town garage and the neighboring land. She did indicate that landscaping was still needed on the berm to visually block the garage and deaden the noise. T. Porter said that he spoke with the person who had made the complaint.
- T. Estey mentioned that the road crew would participate in a Vermont's Occupational Safety and Health Administration (VOSHA) class on March 29th.
- P. Marsh reported water was pooling around the walkway at the town building. T. Estey had spoken with Denny Casey who volunteered to create a ditch so the water will drain away from walkway. T. Porter also indicated that an asphalt patch (quick patch) could be used on the asphalt that has heaved near the library once the ground has thawed.
- T. Estey mentioned that the columns on the fire station building need to be looked at for maintenance in the future.

Visitors' Business: Judith Bryant (owner of *Judith Bryant Pottery*) leased part of the Starksboro community center building to house her pottery business. The lease expired February 28, 2017. Judith indicated that she would like to renew the lease at the previous monthly lease amount of \$250.00 per month for a 1 year term. She mentioned that she likes the space but does not get the foot traffic she received at her studio in Lincoln so her income has decreased. S. Jefferies did note that Bill Coon sent a letter of concern (attached; see page 4) regarding leasing this part of the building at the previous rate of \$250.00 per month. He included renovation, propane, water and electricity costs as well as other commercial rental rates to support his concerns. He mentioned not finding proof of insurance on file for the business. The board did receive proof of insurance for the business and discussed each point of concern and how it relates to the lease amount. After discussion the board agreed that no changes were needed to the monthly lease amount. T. Porter made a motion to approve a yearly lease for \$250.00 a month starting March 1st. K. Tierney seconded the motion. The board approved. P. Marsh recused himself from the vote.

Mail:

- **Renewed Insurance document** received from Judith Bryant for community center pottery studio.
- **Dan Gebo sent a mowing bid for Cota Ball field.** The bid was for \$2995.00 for the next three years. K. Cousino will speak with the sports department to see if the board should accept the bid. She will also indicate that proof of insurance is needed.
- **Bill Coon Letter of concern** regarding the renewal of *Judith Bryant Pottery* studio lease.

New Business

- **Green Lantern Solar Proposal:** The Selectboard had previously received a letter from Green Lantern Solar requesting the town to consider selling or leasing 1 acre of land at the gravel pit for a solar array. S. Jefferies will invite them to a selectboard meeting to hear their proposal.
- **Telling and Associate Audit Review:** S. Jefferies gave an overview on how gains/loss figures are derived within the Telling audit. She asked the other selectboard members if she should invite Tom Telling, the auditor, to come to a selectboard meeting to give further guidance on the audit process. No one felt further guidance was needed. S. Jefferies reported that the town uses quickbooks software and T. Telling mentioned that a more robust accounting software system could streamline the accounting process. S. Jefferies added that NEMRC Fund Accounting software, which is widely used by school districts, could be considered as a replacement in the future but the price is significantly higher than quickbooks software. The board discussed that a serious review and cost analysis would be needed before a new software package could be considered.
- **Website:** S. Jefferies reported that the town website needs rework as it is difficult to find information and some links are broken. She mentioned that the Snelling Institute originally helped create the website and it has not been consistently maintained. She added that one person in the town had volunteered to help update the website. T. Porter and K. Cousino agreed that a volunteer would be helpful at this point as a web designer salary has not been budgeted. The board agreed it would be helpful to visit other town websites to get ideas on how to redesign the Starksboro website. They will review websites and bring ideas to the next meeting.
- **Minute Taker:** P. Marsh reported that Celina Aiguier volunteered to be selectboard minute taker until the end of the fiscal year. He indicated that this position should be paid and that the board had paid a minute taker in the past for \$50.00 a meeting. He mentioned that the minute taker spends 2 to 2.5 hours at the meeting and estimates at least another hour for typing up the minutes. T. Porter mentioned a minute taker allows for all board members to fully participate in the meeting. T. Porter made a motion to compensate C. Aiguier as minute taker at a rate of \$50.00 per meeting until the end of June 2017. P. Marsh seconded. Board approved.
- **Selectboard Assistant Position:** The board reviewed the Selectboard Assistant Job description that was budgeted for the next fiscal year. The board agreed no changes were needed to the job description. S. Jefferies will post the position.
- **Retreat Meeting Date for April:** Meeting date will be on April 11 at 5:30 pm at S. Jefferies' house.
- **Solid Waste District Appointments:** S. Jefferies reported that Susan Reit de Salas is interested in being reappointed as the Addison County Solid Waste District Representative. P. Marsh moved to appoint Susan Reit de Salas. S. Jefferies seconded. Board approved.
- **Town Mowing bids:** T. Porter mentioned that the board should seek additional bids for the Jerusalem school house and the town garage. He reported that T. Estey mows around town garage at this time. He added that the person currently mowing at Jerusalem school house does not have liability insurance and mentioned that all parties bidding should show proof of insurance. The board agreed to ask for bids for the Jerusalem school house and the town garage. The board also agreed proof of insurance is needed. T. Porter will call Scenic Valley Landscaping to bid on these additional mowing areas. S. Jefferies said she would send requests for bids to the Starksboro Gazette and the Front Porch Forum.

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Old Business:

- **Town Gravel Pit Land:** T. Porter reported that the foreclosure auction for the farm owned by the purchaser of the Town Gravel Pit Land has been cancelled.
- **Building Maintenance:** P. Marsh mentioned that the library needs a new toilet plunger and toilet seat. He indicated that it would be helpful to have a pre-approved sum of money appropriated for future maintenance purchases without going through the selectboard first. He mentioned that an amount of \$250.00 could work for this purpose. S. Jefferies asked the other selectboard members if they agreed to authorize an amount \$250.00 to be used by P. Marsh for parts and labor when maintenance issues arise without have to go through the selectboard first. All members agreed.
- **Capital Maintenance:** P. Marsh mentioned that Lanny Smith, who painted the town buildings in the past, recommended to paint one outside building wall a year to keep up with the maintenance. He indicated the south facing walls should be done first because of sun exposure damage. P. Marsh also mentioned that the south facing window sills are losing paint. The selectboard agreed that P. Marsh should contact L. Smith to get a painting estimate for the south side of the town office and library.
- **Friends of Jerusalem school house (FoJS) committee:** S. Jefferies mentioned that Susan Klaiber from the FoJS would like to have a FoJS joint committee meeting. T. Porter volunteered to set up this meeting for the committee which includes volunteers from the selectboard, fire department, FoJS and the Ladies Home Circle.

Agenda Items for April 04, 2017:

- Green Lantern Solar Proposal
- Website
- Mowing Bids
- Selectboard Assistant
- The Friends of the Jerusalem School House Committee

The next meeting will be on April 04, 2017

The meeting was adjourned at 7:55 PM

Minutes submitted by Celina Aiguier

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