

Town of Starksboro  
Selectboard Meeting  
June 5, 2018 minutes  
Unapproved

---

**Present:** Koran Cousino (chair), Keegan Tierney, Peter Marsh, Eric Cota, Tony Porter

**Others present:** Rebecca Elder, Justin Geibel from VYCC, Dean Silloway, Megan Nedzinski

---

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

- DRB appointments on next agenda – 6/17

Adjustments to the agenda: none

**VT Youth Conservation Corp - Justin Geibel re: Class 4 road erosion**

Keegan Tierney gave a brief introduction to frame the conversation: The Selectboard had a conversation last year about various Class 4 roads in town. That conversation was tabled. However, Mason Hill is the one Class 4 stretch that is suffering most from erosion and the board felt it was important to explore options to stabilize the worse areas and try to mitigate the problem. Tony Porter and Tom Estey both think it would be helpful to have assistance from a crew if possible. It has been almost a year since the discussion, and the board invited the VYCC to describe the work its crews are doing and what they might offer to Starksboro.

Justin explained that VYCC employs young adults and they have added watershed specific work for the last 3 years. The VYCC generally looks at riparian buffers, recommends land stewardship measures, and can aid in inventory and assessment and identifying outfalls on Class 4 roads. VYCC is already committed to working with 7 towns this summer. Some towns are just doing inventory, others are doing BMP assessments and plans. Some of the VYCC crews have worked on erosion fixes, with and alongside road crews. Much of the work is hand crews, some assistance with machinery. Many leaders are getting trained in trail building techniques at the road scale.

Justin asked if the board has thought about particular designs. Tony explained that there is just a need to stop the erosion that is happening. This is not a drivable stretch of road and it will not be reclassified in the near future. (Discussion tabled.)

Keegan: How quickly do we want to move forward? Are we under contract for inventory? Tom said we are not contracted for inventory for Class 4 roads. He walked the section under discussion today. He confirmed that some places near the top could use handwork. Much of what's needed down lower is going to require a lot of material and machine work. It looks like a stone-lined ditch in some areas.

Justin confirmed that VYCC could help with redirecting water. They can also help with water bar and berm construction. He estimates a couple weeks' worth of work. They could likely find a week in their 2<sup>nd</sup> session but it might not be enough. Otter Creek Engineering is doing the inventory on class 1-3. 16 mi of Class 4 so a portion is hydraulically connected. VYCC could help with outfall erosion fixes that seem small for a road crew, but usually just use native material. They cannot guarantee a week this summer but maybe a crew can do the assessment on the class 4 segments and then you would have the data and get the segments up to compliance. Tom said there is roughly 2 miles altogether that are not touched by the road crew: Perry Sweet, Mason Hill sections, all of Carp Cole and Crowley.

Best to look at 2019 for scheduling other work. Justin will send some photos over of the work they do. Keegan will distribute.

### Road Foreman Report

- Rounds Rd – A resident put in a driveway culvert. Tom spoke with them.
  - Rouse bill for tires was incorrect and did not include 2 tires so a revised bill is coming.
  - Pike letter to the board – Tom said they had the opportunity to submit a quote;
    - Tom said they have done more than ½ of our paving; he has used them in the past.
    - Virgin material vs. recycled material was the core issue in decision
  - Re: Public bids - The threshold is \$150K; there is no requirement for municipalities in State statute. Money spent on the project is going to a local owner vs. an out of state owner. (Pike is no longer owned locally.
  - Tom put in a grant app for a dry hydrant at the old fire station.
  - Pick up should arrive end of next week
  - Paving on States Prison Hollow – July/Aug
- Koran will draft a response to Pike with Rebecca's help and then get the board's approval

AC Transportation committee update – Peter had made another request for speed monitoring on States Prison Hollow Rd. Our representative, Jan McCleery has made another request and she'll continue to follow up as needed.

### IT presentation & discussion

Dean Silloway of Silloway Networks in Rutland came to present to the board. He is the owner/principal, started the company in 2006 and now has 8 employees. His main area of service is Addison and Rutland county and along the Route 7 corridor.

He aims to provide IT for businesses that can't afford in-house IT staff. Silloway mainly serves organizations and clients with 4 employees to 50. They help with building infrastructure; help with ISP; security. They do not do copiers; don't do phone systems.

IT philosophy in today's world – balance between security and functionality; for example, in the healthcare world, the need for very high security reduces functionality for users but protects data.

Silloway aims to make it easy for people to use the systems and maintain a secure environment. They would install a real firewall to protect users as well as protect from outside attacks. It is crucial for town officials to understand the value of information and intellectual property.

Their recommendations will include using the cloud for services such as email and shared storage for files. All employees of the town should be on the same mail service and should be migrated to Office 365. Eliminate email accounts from a variety of sources (i.e. gmavt, gmail, and other personal accounts). They do not provide the security needed for the town to manage its assets.

Silloway works with other towns that use NEMRC software. (Starksboro currently uses the local server application but is moving to the cloud-based version on July 1.) The cloud version leaves the responsibility of ensuring a functional product and secured files with NEMRC instead of the client; line of business application (database that supports the needs)

Silloway generally outsources various aspects of the IT services and coordinates the usage for the client. But doing so, they are not leaving the client responsible for updates; they are responsible for keeping the data secure; you are responsible for changing passwords, proper level of access, and the rest is built into the application and service agreement.

Various items and services may include:

- Data server: Dean doubts this will be needed, but not entirely sure.
- Office 365 – secure; meets compliance requirements; provides a stable platform.
- Monthly subscriptions for antivirus, firewall subscriptions,
- \$125/hour – prepay for retainer plus one-way mileage
- Upgrading workstations – uses/recommends HP professional office equipment; computers generally cost \$800-900 per workstation; 3-year warranty; prefers desktop stations over laptops for longevity, durability, and power, unless the portability of a laptop is needed for job functions. Laptops are harder to work on and you can't replace parts without voiding warranties. Workstation life is generally 3-5 years, but sometimes as much as 7 years depending on usage.
- 3-4 hours of labor to stage the computers after ordering (to prepare for use in the office)

Dean described his company's approach vs. other IT company models for service. Other companies often use the MSP model, which is a Managed Service Provider. The IT company charges a monthly fee to support all the computer stations. He believes this model incentivizes him to spend as little time as possible on the client and to use the lowest cost resource to address the issue/problem. He prefers a different pricing structure. Dean likes to know the goals of the client and then tailor recommendations based on the goals.

Silloway has a lot of remote clients and offers remote support.

Encrypted the hard drive – harder to support – but for compliance reasons where laptops are encrypted, slows them down a bit;

**The board is most interested in:**

- Security
- User support and effectively operating computers
- Capturing information that will roll over to the next generation of employees

Silloway recommends that the board and staff build your policies and procedures to use NEMRC to the fullest. That's what it is designed for and makes it a good investment for towns and municipal offices. Silloway then provides the platform for that to run safely and effectively. The staff needs to understand how to use the system to the fullest. Make that as good as possible. Goal is to make it not burdensome to log on and use the system, but also have the level of security that will protect assets.

Faster, powerful computers help and they recommend this because there is a frustration factor that develops for staff when systems don't work properly or efficiently. Provide a good working environment.

Koran asked how responsive Silloway techs are during the day. Silloway: Staff in the office 8-5 everyday; dispatcher on line constantly; tech support available 9-5 every day; for critical issues someone can talk to you asap. If you need someone on site, they are an hour away. Usually someone can drop and come as needed.

Silloway was called in to help the Town of Brandon deal with their recent breach. They were victims of ransomware. Best advice from this situation: Municipalities **must** do backups – 3/2/1 rule – Backup in 3 ways, in 2 places, with 1 offsite. Do these on regular intervals and test your backups periodically.

Mike Silloway departed and will wait to hear from us to write up a quote.

*IT discussion continued*

Koran said she would need to know what this looks like. How much does it cost? What is difference between the two models presented to the board?

Keegan agrees that we need to be able to compare costs and understand the pros/cons of the two approaches.

Next steps: Request references and get more precise quotes to compare.

## Action Items:

### Orders/Bills

**Motion:** Tony Porter moved to approve the orders/bills as presented. Eric Cota seconded.

**Vote:** All in favor

### Minutes of 5/15/18

**Motion:** Peter Marsh moved and Tony Porter seconded the motion to approve the minutes of 5/15/18.

**Vote:** All in favor

### Mail

- Municipal roads permit – follow up with Tom
- Report of litter on Rte 17 – a recurring problem but it is in the state ROW, not town's purview

### Jerusalem Schoolhouse Committee interest

Keegan posted a note on FPF asking for people who might be interested in serving on this committee. Three people responded: Alan Quittner, Luke McCarthy, and Megan Nedzinski. Megan attended this portion of the meeting. The board provided a summary of the history of the J-School and the various efforts over time.

The FOJS group has not met since Town Meeting. The Friends group raised some funds to put towards actual restoration not to feasibility.

Keegan noted that the Selectboard aimed to keep the committee smaller for efficiency. Once the group is officially formed, they will need to abide by State statute and Open Meeting Law will apply. Susan K. is willing to be a resource for the time-consuming work for compliance (agendas, minutes, posting, etc.)

The group briefly discussed accessibility issues. A Cultural Facilities Grant could be a possibility for an ADA ramp. Peter said that if the addition were built, it would be easy to make assessable. It would make sense to incorporate into the larger project.

Megan shared a bit about herself. She is currently serving on the Energy Committee. She and her husband has lived in Starksboro for 4 years. She is an architect.

Keegan proposed the following charge:

#### **Jerusalem School House sub-committee charge:**

*“The Jerusalem School House committee shall develop a draft plan for a renovation of the school house to include updates to the existing historical building and additional public space as fits the public need; and inclusion of a constructed fire station #2 as fits the needs of the fire department. The committee shall obtain all permitting necessary to produce a set of construction plans suitable for bidding. The committee shall explore the spectrum of construction options including feasibility, ranging from citizen volunteer construction through full contracting the project and makes its recommendation to the selectboard along with a draft construction budget.*

*The committee shall keep the selectboard updated on its progress by attending selectboard meetings no-less than one time per quarter. No contracts shall be entered or expenses paid without the signatory permission of the selectboard.*

*The committee shall produce all documents by November 2019 for consideration by the selectboard to present to the voters at Town Meeting 2020.”*

**Motion:** Keegan Tierney moved to appoint the members as listed below and charge them with the objectives and mission as written above. Peter Marsh seconded.

**Vote:** 3 yes, 1 no; motion carries.

Committee members: Greg Cousino and Tom Estey (representing the Fire Dept.); Susan Kleiburn and Greg Orvis (representing Friends of Jerusalem Schoolhouse); Edie Seers (honorary member from the Home Den); Alan Quittner, Luke McCarthy, Megan Nedzinski

## Current Business

1. Palmer Grievance – The board briefly discussed the status of the pending litigation. An appraisal paid for by the town will be available shortly.
2. Energy Committee request for email address – The EC would like to have a town email address. The Selectboard is glad the committee is thinking in this way. The EC is still new and figuring out how to adhere to Open Meeting Law requirements. The Selectboard is still developing a policy for all town committees and needs to do this first before issuing new email addresses. Koran will follow up with the committee chair, Richard Faesy, regarding this request and next steps. For now, Rebecca is providing support to the committee for posting agendas and putting information on the town website.
3. Land swap with school district – Koran sent along the letter re: permitting from Rick Oberkirk (State of VT) and has asked Jim Runcie if there's anything else that is needed. Jim is away. We need a final document for signing. This needs to be signed before end of June and we need a closing.
4. Green Lantern solar project – The Board needs to review the draft legal agreement. The board agreed that the document should be sent to Jim Carroll for review and advice.

**Motion:** Tony Porter moved and Eric Cota seconded the motion to send the Green Lantern legal agreement draft to Jim Carroll for legal review.

**Vote:** All in favor

5. Building & maintenance:
  - a. Peter has spoken with Jeff D. has been following up with GMP about the wall power; they are now intending to change the program so it would apply to rate 6 payers and that may take place in late summer; may be able to get battery back ups much cheaper than a generator.
  - b. Tony – flag pole – pole is up; in progress
  - c. Recycling containers – Jenn said Casella is not charging us for the loaner; no update on what they plan to change; will be a design change that would be better; she'll have an update for the next mtg. May be smaller and would require more discharges. Peter thinks the recycling charges are going up; Casella is charging a lot more.
6. Put down a deposit on roof if possible. Pay the deposit for work on the porch. Put down a deposit on painting work to be done later in the summer, if possible. Proceed with the insulation plans as already approved. There is \$6K available in Major Maintenance budget after paying for porch materials.
7. Animal Control update - No update
8. SB concerns
  - a. Posting concern: Several times over the last few months, the agendas posted for various meetings have been removed from the boards at the Jerusalem Store and/or the Post Office before the meeting(s) had taken place. Tony will follow up with the J Store owners to ensure we can continue posting Town notices there and to ask they ensure the posts stay up if possible. The board will continue to monitor the situation and figure out other posting venues as needed.

9. Admin updates – Rebecca provided a summary of various administrative items in the office and some anticipated needs. An SSL certificate needs to be purchased for the website to ensure compliance with Google requirements. Discussion of additional training for other office employees for posting on the website to ensure coverage.

Agenda items for next meeting:

- Personnel policy – cue up in late July
- SSL certificate prices for the next mtg
- Lease for pottery studio – cue for next mtg
- DRB appointments next meeting
- Palmer grievance – Executive session anticipated

**Motion to adjourn:** Keegan Tierney moved and Tony Porter seconded the motion to adjourn.

**Vote:** All in favor

The meeting ended at 9:05 p.m.

Respectfully submitted,

Rebecca Elder  
Selectboard Assistant