

Town of Starksboro
Selectboard
July 10, 2018
Unapproved minutes

Board members present: Koran Cousino (chair), Eric Cota, Peter Marsh, Tony Porter

Others present: Rebecca Elder (SB Assistant), Celine Coon, Jennifer Turner

The meeting was called to order at 5:32 pm by Chair Koran Cousino.

Changes to the agenda:

1. Tom Estey was unable to attend.
2. Green Lantern Solar lease review was postponed to the July 24th meeting to allow more time for legal review.
3. Haying of fields behind Town Clerk's office

Road update:

- Tom requested board approval to purchase a jumping jack (compactor) for the culverts. He collected quotes on the MX60. The lower maintenance machine is slightly more in cost. \$2482 – asked for approval

Motion: Eric Cota made a motion to purchase a jumping jack and Peter Marsh seconded. Purchase not to exceed \$2600.

Vote: All in favor

- Tony mentioned that there is a new, unapproved driveway on Jerusalem Road. There is a wood processing operation happening that does not have a permit. A log truck is traveling through 2-3x a week and processing is ongoing. Noise and smoke are issues. Tom will speak with the person about the unapproved curb cut and the Zoning Administrator will follow up on the wood processing issue.

Treasurer's Report – Celine Coon

- NEMRC transition – Unfortunately NEMRC waited until the last minute to begin. Consultant came to help set up instead of employee/owner as promised. The consultant and Celine have things up and running for the basic accounts and in order to produce payroll for the first period of the fiscal year. There is a lot of clean up and on-going set remaining. NEMRC cloud service for other office employees is imminent. Celine has a list of items to review with Susan Jefferies (who offered to assist in this transition).
- One significant change was recommended: all town money will be kept in one account. All tracking will be the same as it has been but having one account register will be easier for the auditors to examine. There will be sub-accounts for items such as the Jerusalem Schoolhouse, the Sports Program, the Food Shelf, etc.
- For budget planning, the Board should keep in mind an increase of current insurance costs by roughly 2.5x due to anticipated staff retirements and new hires. Insurance rates are also likely to be more than 10% as well.
- New reports from NEMRC will be more detailed and full information will be available upon request.
- Roads dollars should and will be tracked separately. If there's anything left over, it has to stay as roads money. Peter noted that other towns vote a roads budget separately and that allows the funds to be managed differently.
- The Board might look at changing some descriptions to match the town report and make things clearer for town residents to understand municipal finances.

- There will be an up-to-date budget report available once the NEMRC set up is complete.
- The Board will need to set the tax rate at the next meeting (7/24). Celine has the school district information to feed the tax rate; she is waiting on some tax appeals and the state budget.
- Peter asked when the Board could see an end of year financial report for the fiscal year ending June 30, 2018. Celine is unsure when she can produce it due to the system upgrade.

Approval of 6/19/18 minutes

Motion: Tony Porter made a motion to approve the minutes of 6/19/18 and the minutes of the emergency meeting of 7/6/18. Peter Marsh seconded.

Vote: All in favor

Land Swap Update

Koran received the P&S from Jim Runcie with the corrections. She signed it and sent it back. The notice went in the *Addison Independent*. A closing has not been scheduled yet. Jim Runcie will organize that closing. Koran has not yet seen a deed of the land going to the district.

Bills and Orders

Motion: Peter Marsh made a motion to instruct the treasurer to pay the bills and orders as presented. Eric Cota seconded.

Vote: All in favor

Review of mail

- Note from Lanny Smith: pillars on the library rotting and need attention soon; Propane line not well attached (see letter); Skirt board is rotting on the town clerk's office building and also needs attention soon. Lanny also reported that on the west side of library there is lots of broken glass/old fence half buried.
- Regional drop off pilot program from ACSWD – There is a need to increase access to services (not replacement for local service or local haulers). The State is pushing them to do this; Middlebury is hard to get to for northern Addison Co. residents. Koran read the criteria for siting. Peter will review but the board is not likely interested and Starksboro is would not be a good site.

Recycling Container

The cost quoted to Jennifer Turner was incorrect. The cost is roughly \$900 more than expected for shipping. \$8763.60 is the new total. The Town has 60 days to pay from 6/26/18 (due at end of Aug). Jennifer will revise the paperwork to apply for the grant. The paperwork is needed right away as the ACSWD meets on 7/13/18 to make decisions.

Motion: Peter Marsh made a motion to approve the purchase of a 40-yd recycling container invoiced at \$8763.60 with payment not to exceed \$9000. Tony Porter seconded the motion. (This is a revised motion from 6/19/18.)

Vote: All in favor

Pottery Studio Lease

The group reviewed the lease draft as presented (it is based on the previous lease with minor changes). Peter Marsh recused himself from the discussion and vote. The lease became effective as of the date of this meeting.

Motion: Eric Cota made a motion to approve the one-year lease agreement for the Pottery Studio as presented. Tony Porter seconded.

Vote: All in favor

Resolution for State municipal planning grant

Motion: Tony Porter made a motion to replace Susan Jefferies with Koran Cousino CEO/Selectboard member and authorizing municipal official AND replace Dave Wetmore with Rebecca Elder as Grant Administrator. Eric Cota seconded.

Vote: All in favor

The amended resolution for the State Municipal Planning Grant was signed.

Palmer Tax Grievance

Motion: Peter Marsh made a motion to enter into Executive Session per 1 VSA 313 (a)(e)(f) at 7:20 p.m. Tony Porter seconded.

Vote: All in favor

Motion: Eric Cota made a motion to end the Executive Session at 7:26 p.m. Peter Marsh seconded.

Vote: All in favor

*No decisions were made.

Town Policy re: Political Signs on town-owned land

Policy was distributed prior to this meeting. Board members wanted further time to review.

- Add to next agenda as an action item.

Admin – IT

Rebecca informed the board that the Roadcrew Foreman's laptop computer is having problems. The Listers' computer was operating slowly this week. Rebecca asked what short term solutions could be used. The Selectboard agreed that Rebecca can work with Tom to find a local IT consultant to fix the immediate problem. The same can be done if there is an urgent need on any other computer in the Town Clerk's office until a broader IT plan of action is approved and a contract in place.

Town Clerk's office

The Listers' office area needs attention. Rebecca notified the board last week that the heavy rains and moisture have magnified the odors in the office. Peter has temporarily placed a dehumidifier in Lister's office but reported it was not coming on at 30%, which is low humidity. The board agreed that the insulation needs to be pulled and replaced as soon as possible. Peter said he will follow up on an action plan and next steps. Several quotes have been collected in the past.

Haying fields

The person who hays for the Russell farm is also haying behind the town clerk's office. The machinery is too wide to go down Leslie Rublee's lane. Concern was expressed to the board about large equipment traveling through the town lot, near the preschool and the community gardens. A town representative will speak with the person haying to ensure he knows what land he's working on. Tony will speak with the person doing the haying so he knows he's been on town land. Tony will update the board at the next meeting.

ZA 6-month review

Jeff Keeney contacted Tony and Koran to plan for the 6-month review of the Zoning Administrator. The Board decided Tony Porter will represent the Selectboard and he will speak with Denny Casey about representatives from the PC and DRB. He will coordinate a plan with Denny.

Animal control issue

Town clerk reported to the Animal Control Officer about aggressive dogs on Mason Hill North. No responses from the ACO to date. Koran said she is concerned and this is a citation situation. It would be helpful if the SB would receive a copy of citations regularly so they know the status of various situation

and what next steps are needed. Cheryl has sent a letter to the dog owner. Koran will follow up with the Animal Control Officer. Peter noted that the Sheriff's office might be a viable solution. It would be a good thing to know exactly what services the Sheriff could offer. The board will request prices for services.

Motion: Peter Marsh made a motion to adjourn the meeting at 8:35 p.m. Eric Cota seconded.

Vote: All in favor

Respectfully submitted,

Rebecca Elder

Approved: _____

DRAFT