

Starksboro Selectboard Meeting Minutes

October 2, 2018

Unapproved

Board members present: Koran Cousino, Keegan Tierney, Tony Porter, Eric Cota

Unable to attend: Peter Marsh

Others present: Lee Shorey, Tom Estey, Rebecca Elder, Susan Klaiber, Ben Campbell, Anne Campbell, John Bombard, Krista Finnern, Jess Messer, Ed Hall

The meeting was called to order at 5:34 p.m. by Chair Koran Cousino.

Additions/changes to the agenda:

Vergennes High School request – Lee Storey with VHS came to request brief use of town roads for a school walk-a-thon from Jerusalem Schoolhouse to Zeno Mountain Farm. Notice will be provided to residents and neighbors via signage and FPF postings. No roads will be closed. Students will be walking on the road between 9-2, followed by a school bus. The Selectboard approved the request.

Road Foreman's Report – Tom Estey

3 driveway permits were approved:

1. John Miles – logging operation – Shaker Hill – access above the house on the sharp corner
2. Dudley Leavitt/Thacher Hurd – Going through Site Plan review with DRB; powerline for sugarhouse.
3. Chris Melendy – putting in access and a bridge off Jerusalem Rd.

Animal Control

More vicious dog activity has been reported on Jim Dwire Rd. Another citation is being issued.

Jerusalem Schoolhouse – Susan Klaiber

3 proposals were distributed for the SB to review.

- Survey – (Barnard & Gervais)
- Environmental inspection – (Clay Point Associates) to determine if there is asbestos, lead paint, underground storage tanks, etc.
- Structural assessment – of existing building; necessary before they can determine what to do architecturally; what is still functional and what needs work (Engineering Ventures)

Megan knows the other companies and has seen their work on similar projects. Barnard offered a discount.

Goal: Renovate existing, tear off the 1930s additions, build a new addition to include kitchen and two bathrooms, remove the fire truck storage, build new 2-bay fire truck building.

Request for name change: The name of the committee isn't reflective of the current charge and future goals, therefore the group requests a name change to the Jerusalem Community Center Committee (JCCC).

Motion: Keegan Tierney made a motion to approve the expenses for the 3 proposals for work to include a survey, an environmental inspection, and structural assessment on the existing Jerusalem Schoolhouse as presented to the Selectboard and not to exceed \$7,000. Tony Porter second.

Vote: All in favor

Motion: Tony Porter made a motion to change the name of the committee to the Jerusalem Community Center Committee (JCCC). Keegan Tierney second.

Vote: All in favor

States Prison Hollow speed study

Over two years ago, the Selectboard requested this speed study and it was finally done, with some help from our town representative on the ACRPC Transportation Committee, Jan McCleery, and our Road Crew Foreman.

The Selectboard is well-aware there was past discussion with residents on State's Prison Hollow Road and they would like to see the limit reduced. Keegan read the report language to those present. The speed study results recommended a 40 mph limit (reduction of 5mph) unless there are other mitigating circumstances.

Tony added that the board can't set the speed – it must have the approval of the State. The board can propose to the State and they will make a decision. That decision making happens at the transportation committee level. The study did reflect there were some other factors that might warrant a slightly slower limit. Jess Messer described some of the residential concerns, sharp curves, driveways, entrance to ballfields, farm vehicles, etc.

Motion: Tony Porter made a motion to recommend lowering the speed on State's Prison Hollow Road from VT Route 116 to the Monkton town line to 35 mph. Eric Cota second.

Vote: All in favor. Keegan Tierney abstained.

Personnel Policy Review continued

Sec. 15 – Use of Town Equipment: okay with language in model policy

Sec. 16 – Needs further discussion as technology options and access to programs in the office are changing. A separate IT policy may be required for the future (to be determined).

Motion: Keegan Tierney made a motion to establish permission-level access to the NEMRC software modules for each individual town office employee and elected official to ensure security. Tony Porter second.

Vote: All in favor

- Koran will follow up with Town Clerk, Town Treasurer, their assistants, the Listers, and the Zoning Administrator to discuss the permission levels and security plan.

Sec 17 - okay with language in model policy

Sec. 18 - Eligibility for Benefits

Keep policy broad; insert specifics for Starksboro; define % for elected officials; add information from our old policy p.8; compare the prorated language and clarify. Each employee's copy of the policy to sign would include a list of what is offered for that position (CDL license and physical, for example, for road crew only)

Sec 19 - Holiday leave

Town meeting day is not a holiday for Starksboro. Add the day before Thanksgiving.

Building & Maintenance

- Murphy's Metals – Keegan to send another note to find out schedule for vault roof.
- Lister's office – quote from Mitch should arrive in the next few days. Review at next meeting.

Administrative Updates

Rebecca will collect quotes on 2 computers of professional office quality + price for Office 365 for both computers for the Town Clerk and the Listers.

Motion: Keegan Tierney made a motion to appoint Amy McCormick as temporary Assistant Zoning Administrator with hours as needed to be instructed by the Zoning Administrator. Tony Porter second.
Vote: All in favor

Minutes of 9/18/18

Motion: Tony Porter made a motion to approve the minutes of 9/18/18. Eric Cota second.
Vote: All in favor. Keegan Tierney abstained

Orders/Bills

Motion: Keegan Tierney made a motion to authorize Tony Porter to sign the completed orders/bills upon clarification of the questions from the Board. Eric Cota seconded. **Vote:** All in favor

Personnel Review

Motion to enter Executive Session per 1 VSA 313 Tony Porter made the motion at 8:22 p.m. Eric Cota second. **Vote:** All in favor

The executive session concluded at 8:34 p.m.

Motion: Keegan Tierney made a motion to offer a revised employment agreement to the Zoning Administrator based on the performance review. Tony Porter seconded.
Vote: All in favor

Motion to adjourn: Eric Cota made a motion to adjourn at 8:39 p.m. Tony Porter second.
Vote: All in favor

- Next meeting:
 - Capital budget planning
 - Lister's office – review bids for repair work
 - Emergency Management planning – Dan Baker

Respectfully submitted,

Rebecca Elder
Selectboard Assistant