

Starksboro Selectboard

Minutes of 3/12/19

Unapproved

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

Unable to attend: none

Others present: Rebecca Elder, Tom Estey

The meeting was called to order at 5:31 p.m.

Adjustments the to agenda

- Tom Estey will be coming later in the evening due to a scheduling conflict.
- Additions:
 - Driveway permit amendment for A. Huante (Ireland Road)
 - SB Concerns: LEMP (Local Emergency Management Plan), SAM documentation, Payroll clarification memo

Board Organization & Election of Officers

The board welcomed the newest member, Nancy Boss. Koran encouraged questions as new topics come up or when history and context are needed. Nancy plans to attend the upcoming VLCT Selectboard Institute training.

Motion: Keegan Tierney nominated Koran Cousino for the position of Chair. Eric Cota 2nd.

Discussion: none

Motion carried.

Motion: Eric Cota nominated Tony Porter for the position of Vice Chair. Keegan Tierney 2nd.

Discussion: none

Motion carried.

Gazette

The board reviewed the outcomes of the town meeting. The voters proposed and passed an amendment to increase the budget by \$4633, which would cover the anticipated costs to have it shipped out of house, printed and mailed.

Keegan Tierney suggested that the board could solicit individuals from town who are interested and passionate about the Gazette to serve on an *ad hoc* committee specifically charged with the production of the Gazette. If the board decides to move in this direction for FY19-20 then an official charge would be written and members appointed. Nancy Boss commented that a monthly schedule requires a very fast turn-around time for submissions and production. It will be hard to meet that schedule with all volunteers. Cheryl and Amy also said the monthly schedule when printing out of house was hard to manage. Eric Cota asked what the board will do if a committee is formed and then volunteers leave or cannot complete the work. In that case, new people would need to be recruited and the schedule would be affected.

Next steps: Koran will speak with Cheryl and Amy in the town clerk' office and the board will have a follow up discussion at the 3/26 meeting.

Mowing bids

The board reviewed mowing bids received for the 2019-20 season. The bids requested are for the town's main properties (town clerk's office, post office/food shelf, library, etc. but doesn't include the cemeteries). Work includes mowing, mulching, spring cleaning, and regular lawn maintenance. The Cota sports fields are currently under a 3-year contract ending after this season.

Motion: Keegan Tierney made a motion to accept the bid from Scenic Valley for the 2019-2020 season.

Discussion: none

Motion carried.

Rebecca noted that there will need to be a search for a new person to do snow removal and walkway clearing for next winter. The board confirmed that Peter Marsh will continue to perform snow removal for the rest of this year as needed. Eric said perhaps when the new road crew member is hired, the shoveling at the town clerk's office, library, and post office could be on the list of responsibilities. Discussion to continue at a future meeting.

Repairs and Handyman work

The board will need to find a replacement for Peter Marsh who has also done the various carpentry and minor repair tasks on town buildings for many years. Keegan suggested the board figure out a process to find contractors who would be willing to be on call for various jobs. Mitch Kelly has also helped with jobs but he will be moving out of the area later in 2019.

Regarding snow removal,

Grand Fondo bike race

The race is scheduled for Saturday, June 29, 2019. More than 600 cyclists will participate over an 8-hour period. Some of the participants may travel the route loop twice. The cyclists will enter Starksboro via Downingsville Road from Lincoln. They will make a left on Jerusalem Road, then right onto Route 17 and head over the Appalachian Gap. Tony stated that the Green Mountain Stage Race had more impact on Starksboro residents and roads than the Gran Fondo has in the past. It took two weeks for all of the signage to be removed last year after the race.

Motion: Keegan Tierney made a motion to approve the request from the Gran Fondo for the race on 6/29/19 and to invite the contact person to come in and speak with the board and share the concerns the board has received. Tony Porter 2nd.

Discussion: none

Motion carried.

Property Tax rate for FY19-20

Keegan received an email from John Jefferies regarding town meeting votes and procedures. Due to the increase to the budget as voted from the floor, the anticipated tax rate for FY19-20 will increase. The treasurer and the selectboard will ensure the \$10,000 designated for the Meetinghouse is carried into the final budget total. This will be reflected in the tax rate that will be set later in the year.

Appointments to Town Positions

Rebecca will contact ACRPC regarding their timing for various positions on county-wide committees. Positions that need reappointment include: Animal Control Officer, Acting Zoning Administrator, Tree Warden, one position on the Energy Committee (1-yr term), and two positions on the DRB (3-yr terms).

The selectboard will be contacting those who have been serving currently and will post information about open positions broadly.

PACIF grant

Rebecca will be preparing the PACIF grant application in the next couple of weeks. The town of Bristol wrote a successful grant for ergonomic office equipment and might be able to offer suggestions. Keegan asked if the grant might cover costs associated with the Listers' office repairs. Tom will let Rebecca know if there are any items needed for road crew. There is a short list of items for the town clerk's office including ergonomic sit/stand desks and desk chairs.

[Tom Estey arrived]

Road Foreman's Report

- Driveway permit revision – A previously approved accessibility permit must be amended. The access needed a culvert and is in a different location from the original proposed place. It is the same piece of property with an old logging access. An 18x30 culvert is required.
- New Roads and Bridge Standards – These follow the Act 64 requirements regarding clean water.
- Keegan asked about the standards pertaining to Class 4 roads – Tom stated that anything with a gully wash more than a foot deep would need attention. Roads will either need to be brought up to standard or thrown up. Tom will confirm the timeline for addressing critical sections.
- The road crew has plowed 121 cycles this winter. This breaks the record in town.

ZA report

Rebecca provided a short update to the board on zoning related topics in town:

- The DRB will be reviewing an application from Shangri-La farm on 3/28/19 for approval for 4 public events between June – November 2019.
- A recent zoning permit application for a new mobile home to be placed in Lazy Brook MHP sparked a discussion with park residents and neighbors about concerns in the park. The residents have recently organized a homeowners' association to better communicate with the Town and with the park owner, Addison County Community Trust (ACCT).

Building & maintenance updates

Library

- Door repairs – Peter installed a new handle on the front entrance but the door is old and still needs work. Repairs are needed. Keegan will request quotes for repair.
- Keegan and Koran heard feedback from people who attended Town Meeting that they would like to see all the town village buildings be repaired and improved, including the library building (Old Town Hall). Keegan suggested getting some quotes on an elevator installation so that the 2nd floor of the library could be used again. There are some larger grants that could be applied for if there were several building projects bundled together. There are possibilities for designated village centers, parking lot upgrades, building restoration, and more. This will be discussed more at a future meeting.

Town Clerk's office

- Listers' office repair plan – Tony thinks the board needs to act on these repairs. The board has been discussing the problems for several years. Two bids have been submitted for different types of repairs.
 - Keegan will again request a complete quote from Mitch Kelly to compare to the other proposals at a future meeting.

- Town clerk's front door – Keegan will check this week and assess repairs needed.
- Koran will talk reach out to a few local carpenters and handyman services to inquire about services and prices.
- Power backup for town clerk's office
 - The board thinks a generator with an electric starter would suffice for emergency needs.
 - A 10K watt generator with electric start should provide enough capacity for the basics.
 - Are there any grants available to pay for a backup power source? Rebecca to research.
 - Tony will get a number from Tom Adams on generator options. Check the hook-up in the basement.
 - Rebecca will ask Energy Comm. for their alternative recommendation with prices, etc.
 - Bring back to the board for a decision
- Lighting for path to library –
 - There is a light on the other side of the old shed but it isn't working.
 - Board will hire someone to put in a motion sensor on the path. Koran will call Chris Griggs for a quote.
 - Ask Catherine if library staff can salt the path for Bone Builders class.

Selectboard concerns

SAM (System for Award Management) – Koran is designated town representative and signed document to authorize her on the Town's account to replace the previous chair Susan Jefferies. Form to be notarized and mailed.

The board addressed a payroll discrepancy and submitted two signed memos to the Treasurer for the personnel files.

LEMP (Local Emergency Management Plan) – The board reviewed the annual renewal of the plan. It renames Charlene Phelps as the Coordinator. The document was signed and submitted to the town clerk.

Signs for Class 4 Roads

The board needs more information about the town's potential liability in placing signs at the end of Class 4 roads that are not maintained by the town. Rebecca to call VLCT for guidance on language and examples from other towns.

Approval of Minutes

Motion: Keegan Tierney made a motion to approve the minutes of 3/2/19 and 3/5/19. Tony Porter 2nd.

Discussion: none

Motion carried. Eric Cota abstained on 3/5/19.

Motion: Keegan Tierney made a motion to approve the minutes of 2/26/19. Eric Cota 2nd

Discussion: none

Motion carried.

Bills, Orders & Warrants

Motion: Keegan Tierney made a motion to authorize Tony Porter to sign the orders and warrants after receiving clarification from the Treasurer on two questions.

Discussion: none

Motion carried.

Animal Complaint:

A resident reported an issue with a large number of cats (~40) in and around a home in Hillside Park. The information will be sent to Heather Ragsdale. The board continues to search for someone to fill the Animal control officer position since Heather Ragsdale has submitted her resignation. Anyone interested in serving in this position should contact the selectboard to discuss.

Motion to adjourn: Eric Cota made a motion to adjourn. Keegan Tierney 2nd.

Motion carried.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant

DRAFT