

Starksboro Selectboard
Minutes of 3/26/19
Unapproved

Board members present: Koran Cousino, Eric Cota, Keegan Tierney, Nancy Boss, Tony Porter
Others present: Tom Estey, Rebecca Elder, Todd Warnock

The meeting was called to order at 5:31 p.m. by Chair Koran Cousino.

Changes/additions to the agenda: none

Road Foreman's Report

- Season so far: 128 cycles for plowing (119 was the record)
- Septic tank needed to be pumped at the garage. A pipe was frozen.
- Tom met with Gary DuBois and went over the issues on Hinesburg Hollow Rd. \$42-43K estimate for repairs. Ditch work will be needed prior to paving.
- The Sheriff came in with overweight permits. He is making a new system for reviewing the permits and then coming to the town. In the future, the sheriff will sign permits. It would likely have an increase in the fee for applicants. Currently, Tom reviews applications for a permit to carry over 26K lbs over the road. The sheriff's office now has a commercial overweight division. More information will be coming on the new system.
- P. 43-44 of the town report – Koran talked about adjusting the schedule for the items on the schedule for replacement. Some won't need to be replaced as scheduled. The board asked Tom to go through it and adjust the schedule as needed, removing items that are no longer needed or are no longer in service. Tom said it will be 4-5 years before another truck will be needed.

Grand Fondo bike race – Todd Warnock

Keegan framed the issues that the town has heard from residents about bike races in the past. The board wanted to provide the opportunity for the race organizer to respond and prepare for this year's race. Todd Warnock attended and spoke about the history of the race and what the plan is for this year. He said this is the toughest "Fondo" on the East coast and brings riders from all over the country. He noted that this is a "social ride" not a race. They do not close any roads. They do not stop traffic. There are some key intersections that they watch but the riders are expected to observe traffic rules.

- Tony asked for the signage to be picked up as soon as possible.
- Tony asked for a reminder directly to the road crew a week before so they don't grade the road right before the tour.
- Nancy asked about the rules – State rules is 2 abreast; they get a waiver for that day for this event.
- 6/29 is the event date. There will be riders all morning, until 11am.
- The board asked Todd to post something on FPF a week or so before the event to let folks know.

Meeting schedule

The board set its regular schedule for the year for the first and third Tuesday of each month at 5:30 p.m.

The location will be the Town Clerk's office. Any changes to the schedule will be noted on the website as needed.

Road Crew Hiring Planning

The board began planning the hiring process for the Road Crew Foreman position, which will be vacant after the retirement of Tom Estey. The board looked at the current job descriptions for the Foreman and Road Crew positions and agree that all need to be rewritten. VLCT provides a template for the Road

Foreman position. Board members will review that template and make notes before the next meeting on 4/2. The job will not start until the next fiscal year begins. If someone is hired, the person will not become the Foreman until November.

The board will advertise the position in the Addison Independent, the VLCT newsletter, and possibly Seven Days or other local papers and online job search databases.

Timeline:

- Finalize the job description at the 4/16 meeting.
- Advertise position by 4/20.
- Screen applications on 5/21 and select candidates to invite for interviews.
- Hold special meeting for interviews – late May through June as needed.

Personnel policy: the board will complete re-drafting and adopt new policy prior to the interview process.

Administrative Updates

- Gazette Plans
 - The Gazette will be mailed for April as usual in the standard 8.5x11 format that has been used. The new 11x17 format will be used starting in July.
 - The board will announce the formation of a committee to write and produce the Gazette starting in July for 2019-20. A charge is being developed.
 - Anyone interested in serving on this *ad hoc* committee should express interest to the Selectboard by 4/16.
- IT policy needed. New computers will be purchased; change to Office 365 for 3 staff members; both computers will be shared; road crew will also be using new mobile device for road inventory; and other needs will be coming up. Rebecca will prepare materials for the board's review. Keegan requested a draft policy that they could review. VLCT has model template to start with and adapt. Rebecca will get copies of policies from other towns to compare.

Zoning Updates

- DRB hearing on Thursday, 3/28, re: Kit & Karen Harris/Shangri-La Farm conditional use application
- Update on mobile home park/ACCT conversation with Planning Commission

Building Updates

- **Town Clerk's office/Library:** Koran talked to Eastview Electric about lighting for the path to/from the library. She asked them to come assess and submit a quote to get lights up soon. Goal is for the path to be visible. They will send someone out shortly.
- Koran spoke to Jonathan Tierney about being handyman and provide general maintenance on a routine basis. He said he would consider it if he has time available. Koran will also speak with some other local carpenters, etc. who may be interested and will keep the board updated on those conversations.
- **Backup power for the Town clerk's office:**
 - Tony spoke with Taylor Rental and received a quote for an 11kw, propane on-demand generator, with a 200amp switch. They place it, and build a timber base and place stone, etc. around it. The quote does not include electrical hook up. +/- \$4400
 - 11kw is the smallest Taylor offers. It starts itself, no carburetor issues.
 - Rebecca shared that the Energy Committee is working to collect several quotes on the options for alternative energy/battery backup systems for the office. Jeff Dunham has met with Bristol Electronics and SunCommon so far. The board will invite the EC to come to the meeting on 4/16 for a brief summary of their research and recommendations.

Selectboard Concerns

Pottery Studio lease: Judith Bryant wants to continuing leasing the old town clerk's office (shared with the food shelf). Both parties need to sign the new lease agreement. The previous lease expired 3/1/19. Proof of insurance has been provided. Koran will contact Judith. Rebecca will provide an updated copy of the lease (same as previous) to sign.

Town appointment positions will be included in the Gazette and posted to FPF.

Minutes of 3/12/19

Motion to approve the minutes of 3/12/19: Nancy Boss moved, Keegan Tierney 2nd
Motion carried.

Bills/Orders

Motion to approve the orders as presented by the Treasurer: Keegan Tierney moved, Eric Cota 2nd.
Motion carried.

Motion to adjourn at 7:58 p.m.: Tony Porter moved, Eric Cota 2nd.

Motion carried.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant