

## Starksboro Selectboard minutes

April 16, 2019

Unapproved

---

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

**Others present:** Rebecca Elder, Tom Estey, Sam Carlson, Betsy Dunham, Jeff Dunham, Richard Faesy, Charles Webber, Laurie Webber, Kerry Kurt, Susan Klaiber, Nancy Orvis

---

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

### Additions to agenda:

- Generator at the school
- Credit card application
- Wood processor – noise complaint

### Road Foreman's Report

- VEC – wants to relocate the power line along the edge of the road, up Big Hollow to Shaker Hill, then from Beecher to Ruby Brace – power lines always go out. Most is going to follow the telephone lines with a few new poles. Tom provided a map that he received from VEC. The solid blue line show where they want to go. VEC submitted an accessibility permit application.
- 2019 Season Total Plow days = 129!
- Tractor is being repaired; bill could be several thousand dollars depending on the assessment
- Road crew is grading roads in S. Starksboro, then to Ireland Rd, then up Big Hollow
- PACIF grant – Tom asked for some signs to be added to the PACIF grant application. Tom will provide Rebecca with the information to insert.

While waiting for first guest to arrive, the board began discussing current business items as follows:

### Road Foreman job description:

- # of years experience required: 7
- p.3 – 50 lbs – 75 lbs
- Ed/Training – delete 'two years of rel. exp'  
Add – "Employment subject to a criminal background check."
- Get all info onto 4 pgs.
- Rebecca to create job application form and will post to the website and provide to the town clerk for the front office.

**Motion:** Keegan Tierney made a motion to approve the Road Crew Foreman job description as edited.  
Nancy Boss 2<sup>nd</sup>

**Discussion:** none

**Motion carried.**

### Timeline for advertising:

Ads to be placed next week – Addison Independent; online job posting boards; 7Days online; FPF; Starksboro website

- Start date – Job to start sometime after 7/1 (will not be foreman until later in fall)
- Rebecca to post the job ad and receive applications for board.

## Green Lantern Solar

Sam Carlson joined to discuss the final stages of permitting required for the solar array to be installed on the former landfill site. He needs to obtain approval of signature from the Town on a letter to the Waste Management Division. The permit will allow for an amendment to the landfill's post closure plan allowing the solar array to go on the landfill.

The project was permitted by the PSB last year. Because the array will go on the cap, GLS had to do additional work including demonstrating to the State that this project won't compromise the function of the cap or the way that gases vent, etc. or how storm water will drain. There will be no effect on the groundwater.

PCAR – Post-closure amendment request – This looks at the landfill, the weight, the distribution and alignment of panels, etc. The report from Sanborn is an engineering firm's assessment and assurance that the array won't affect components of the cap. Sanborn has done the same work for the towns of Cambridge, Dover, Newfane, etc.

- **Target construction start 6/2/19** – There is a 12-month window from issuance to complete construction. This was approved 8/2/18. Project needs to be operational by then.
- The board ran everything by Don Marsh (the engineer who has done the annual inspections and is most familiar with the site). He gave the OK for signing.
- The solar power from the project will be going to the Essex School district. They are the customer for Starksboro's power.

**Motion:** Keegan Tierney made a motion to authorize Rebecca Elder to sign the Post-Closure Amendment Request on behalf of the Selectboard. Tony Porter 2<sup>nd</sup>

**Discussion:** none

**Motion carried.**

Final steps:

- After the amendment request is approved, GLS will go back to the land lease and make final edits.
- Memorandum of Lease – will have final metes and bounds, etc.

## Energy Committee Report

Digger Faesy and Jeff Dunham attended to summarize information regarding battery power backup for the town offices. Jeff has done a lot of leg work, spoken with 5 companies, and received quotes on options. Celine also requested information on solar potential for the building, offering the possibility of pairing additional solar with a battery system.

- The town pays \$500 month over and above the power the trackers produce.
- GMP about to roll out a new program with 2 offerings in the next month. It would be best to delay any decision to allow time to assess these. Both are battery focused. They will wait and see and come back to the board with a recommendation based on that information. Tesla program will be permanent but coming later. Customers will be able to get 2 but the costs will be higher.
- **Timeline:** nothing would be done before 7/1.
- Jeff noted that anything that is contracted by end of June, would be eligible for 3-cent additional credit for 10 yrs (only motivating factor). Jeff said the project would be net positive if they can find someone to take the 30% federal tax credit that the town isn't eligible for. If not, it would cost more than the benefit. Someone could stand in as the owner.
- Jeff and Digger will aim to come back for 5/21 meeting with complete info – the goal is to not drag out the process and to get to a decision for action in July.

- Koran asked about the ability for a battery to power the office and for how long. Jeff said there are varying responses about the battery length – +/- 20 hrs.
- Tony will get a quote for a comparable sized Generac (smaller than what was quoted by Jackmans) for an auto-switch system.

### Gazette: charge, committee formation, and discussion

Visitors present: Betsy Dunham, Kerry Kurt, Susan Klaiber, Nancy Orvis, Laurie Webber, Chuck Webber  
Others interested but unable to attend: Roxanne Smith, Alice Dubenetsky

Keegan described the board's perennial discussion about the Gazette, how to improve it, whether it is accomplishing what is needed for communication in town, etc. In January, the board moved to a quarterly schedule to reduce staff hours, cost, and impact on office operations. At town meeting the board shared the background and reasoning for the change. The board needed to reduce staff time and to have the printing done out of house. The voters wished to keep the schedule monthly. The board thanked those present for stepping forward to support the Gazette through volunteerism.

Basic description: It has been the same basic layout every month. The committee can explore how to best use the funds allocated and get the materials together, edited, in layout, to the printer, and to the post office for bulk mailing. The Selectboard doesn't have the answers and thought it would be good to get people who are interested to come together and brainstorm possibilities. They hope this approach will make the Gazette more functional for the staff and the board. The board is trying to reduce the impacts on the town office on a daily/weekly/monthly basis. They are trying to make the system better and want folks from town to lead the charge.

The board distributed a draft charge and Keegan described some changes to that, outlined below:

- Terms – appointed positions; staggered, 2 – 2 yr, 2 – 3 yr, 1 – 1 yr
- Question re: whether open meeting law would apply to a task-oriented ad hoc committee?  
Rebecca to call VLCT for guidance.
- Meetings with the Selectboard: October – to inform budget prep; May – end of fiscal year check in
- Addition: The Gazette is informational, not political. There will be no political ads, no commentary, and no opinion pieces.

Questions from visitors:

- Gazette committee would need regular info from the town. Would the town clerk or board still want to review it the draft before printing?
  - No, this would rest in the committee's hands. There needs to be an editor/coordinator. The committee will be representing the town and assume responsibility for the Gazette and its content.
  - Will not be printed in house. Equipment is finicky and use would require training. Concern about volunteers in the office after hours.
- The volunteers will meet as a group and determine what skills they have, how much time people have to volunteer, and learn what the steps required to produce the publication (e.g. requesting and collecting content, putting text into a layout, editing as needed, delivering files to printer, retrieving printed copies and preparing them for bulk mailing, and finally delivering all pieces to the post office).

The board will work on polishing the charge and send it out to the group.

Visitors departed.

## Town appointments

### Animal control officer

Chuck Webber submitted a letter of interest for the Animal Control officer position. He has spoken with Heather Ragdale for a sense of the job. Chuck also asked about the vacant Constable position. It doesn't have much authority or responsibility anymore.

Chuck will speak with Cheryl Estey to get an ID number to be able to write citations and any other paperwork need for authorization.

**Motion:** Eric Cota moved and Keegan Tierney seconded the motion to appoint Charles Webber as the animal control officer for the town of Starksboro effectively immediately.

**No discussion.**

**Motion carried.**

### Tree Warden

**Motion:** Keegan Tierney made a motion to re-appoint Tom Estey as tree warden. Nancy Boss seconded.

**No discussion.**

**Motion carried.**

### Acting Zoning Administrator

**Motion:** Tony Porter made a motion to reappoint Amy McCormick as Acting Zoning Administrator. Keegan Tierney seconded.

**No discussion.**

**Motion carried.**

Other regional appointments (ACRPC positions and DRB will be appointed in May/June.)

## Pottery Studio Lease

**Motion:** Keegan Tierney made a motion to accept the renewed lease terms with Judith Bryant for the pottery studio and the board authorizes any one of the board members to sign the lease with Judith per her schedule. Tony Porter 2<sup>nd</sup>.

**No discussion.**

**Motion carried.**

Koran will follow up with Judith to schedule a time. The lease will be signed at the town office and notarized, with an original copy for the town's files.

## Motion PACIF

Rebecca presented the board with a draft of the VLCT PACIF grant application. The purpose of the grant is to provide a 50% match for any equipment that would help prevent a worker injury claim. The application criteria can be found on the VLCT website.

**Motion:** Keegan Tierney made a motion to authorize the submission of the PACIF grant application for items totaling up to \$4K and to authorize Koran Cousino to sign the completed final application. Tony Porter 2<sup>nd</sup>.

**No discussion.**

**Motion carried.**

## Administrative update

- Credit card account administrator change: Celine is no longer admin and Rebecca will take over. Board approved research on different municipal credit card options before signing any new applications or putting a new admin in place.

## Zoning Update

- A noise complaint was received by a resident on Jerusalem Road regarding the logging landing and association noise and machinery, including a storage trailer with an old company logo painted in bright colors.
- ZA has communicated with both the person who lodged the complaint and the owner of the logging equipment.

## Building maintenance

- Library door handle – Jonathan Tierney
- Flag pole – Tony will follow up with Cheryl about what parts are needed.
- Post office - Roof shingle; where did it dislodge?
- Kiosk – still needs to be removed
- Public posting board – Keegan to remove board from food shelf/pottery studio building and place at the post office entry.

## Selectboard concerns:

1. Green Up Day – Rebecca will contact Rebecca Trombley to get details about Green Up Day as well as to thank her and see if she is willing to do it!
2. Generator at the school – Andy Young hopes to get it serviced during the school break. Tony has been in communication with Andy. The school district wants to cost-share the maintenance. They are cost-sharing similar services in other towns. New maintenance supervisor, Joel, has been open to these arrangements. The board will invite Joel from the MAUSD to a future meeting for the conversation about cost-sharing for this and other situations between Town/school.

**Motion to approve minutes of 4/2/19** – Tony Porter moved, Eric Cota 2<sup>nd</sup>.

**Motion carried.**

Town Meeting minutes were distributed for review (as edited by A. McCormick, D. Dubenesky, and C. Estey). Board members to bring comments to the 5/7 meeting.

## Bills/Orders

**Motion:** Eric Cota made a motion to approve the warrants and orders as presented by the Treasurer. Tony Porter 2<sup>nd</sup>.

**Motion carried.**

**Motion to adjourn** at 9:10 p.m.: Tony Porter moved, Eric Cota 2<sup>nd</sup>.

**Motion carried.**

Respectfully submitted,

Rebecca Elder