

Starksboro Selectboard

Minutes of 4/2/19

Unapproved

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

Others present: Tom Estey, Rebecca Elder

The meeting was called to order at 5:33 p.m. by Chair Koran Cousino.

Changes/additions to the agenda:

1. Review of letter of interest re: Animal Control officer & Constable positions
2. ACSWD appointment

Road Foreman's Report

Tom prepared a revised equipment replacement schedule from what appeared in the Town Report and distributed to the board for review. A few items can be pushed out later for purchase. The sand screen will not be replaced. It was purchased at a very good price. Once it is no longer worked, the town should bring someone in to screen sand as the supplies will be depleted.

There is a sink hole on Big Hollow Road. The road and culvert collapsed due to heavy frost.

Tom brought the Municipal Roads General Permit Report for review and signature.

Motion: Eric Cota made a motion to sign the Municipal Roads General Permit Planning Report as presented. Nancy Boss 2nd

Motion carried.

Green Lantern Solar update

Two items for discussion:

1. Post-closure certification amendment application – review/sign
2. DEC low risk storm water permit application – review/sign

The board discussed whether any additional legal review is necessary. The town is already committed to the project. What are the costs per Appendix D? All listed are consistent with what the town is already doing and paying for except for the addition of quarterly review in the first year. Contract states that the operator (GLS) will perform annual inspection including cap and solar array.

- Question for GLS: Is this just an outline of what we are already doing? Compare to what we submitted last week in the post-closure re-certification.
- Rebecca will ask Jim Carroll (legal counsel) if he has any concerns or any reason to legally to review the amendment application.

The post-closure certification amendment will be tabled until next meeting.

Motion: Tony Porter made a motion to sign the Notice of Intent on the DEC low risk storm water permit application. Nancy Boss second.

Motion carried.

Tony will be the board member contact for the Landfill going forward, with Rebecca listed as a contact for correspondence. All mail should be routed through the Town Clerk's office.

Animal control officer

The board received a letter of interest from Chuck Webber regarding the animal control officer position and the Constable position. The board will follow up on appointments at the 4/16 meeting. The announcement about open positions for appointment was sent in the April Gazette.

Staff concerns

Tony Porter raised a payroll concern. Through that discussion, Nancy Boss brought up her concerns about not understanding town finances and she would like to invite Treasurer Celine Coon and the auditors to the next meeting on 4/16 to help explain some of the systems.

Road Foreman Job Description

Board members reviewed the VLCT model job description template since the last meeting and brought their comments for the discussion. Edits to include in the draft are:

1. p. 4 – Level A CDL (5th wheel A, hook); level B can't tow over 10K
2. Insert: "Must be able to attain a tank endorsement"
3. OSHA – remove "required" and insert "desired"
4. Delete last bullet "Masters level"
5. Need to pass a pre-employment drug screen
6. Under Knowledge, Skills etc – "Ability to demonstrate...."
7. X years of relevant work-related experience

The board discussed how to best compensate a road crew foreman in a small town with a 3-person crew. Most extra hours are covered by the foreman because he is salaried. The board will consider whether to offer a "comp time" option. The definitions of "exempt" vs. "non-exempt" were reviewed. Details will be worked out in the personnel policy.

The Road Foreman position will be advertised as a full-time exempt position.

- Rebecca will enter edits and produce a final draft for review and approval at the next meeting.

Homeward Bound

The annual contract for the town with the Homeward Bound program through the Addison County Humane Society for help with stray animals is due. The board reviewed and selected "option 1" (\$450 fee for up to 3 stray animals; per animal fee after 3)

Motion: Keegan Tierney made a motion to sign the Homeward Bound annual contract for option 1. Nancy Boss 2nd.

Motion carried.

Admin and Zoning update

Zoning update:

- The DRB has 3 hearings scheduled and a couple new projects in the pipeline.
- Zoning permit applications are picking up as the weather gets warmer and folks are planning their spring and summer projects.
- The PC is meeting with Addison County Community Trust staff at their next meeting on 4/4 to discuss the town's mobile home parks and infrastructure improvements.

Administrative update:

- Website: Continuing to research options for re-design for better mobile device compatibility.
- IT: Planning for computer purchases before end of fiscal year and then IT system upgrades after July 1.

Building & maintenance update

- Library door handle: need an exterior door handle. Koran will ask Jonathan to replace.
- Library path lighting: Koran received a quote from electrician. To do it right it will cost \$2000 or more. There is no good place to put the lights (library building wall too high; shed roof too low/wrong angle). The power needs to come off the library/town hall not the clerk's office. Given the time change, the issue is less pressing for the summer. The board will continue researching options and have a solution in place before October/seasonal time change.
- Generator backup power: Tony got a quote from Jackman's, which is the same as last year. Tony will call them about the size and details.
- Lister's office: Keegan did more research. One option for repair is to dig out the fiberglass, remove old vapor barrier, and replace with 30 ml vapor barrier and foam board and insulation. Keegan believes this will be less expensive than the concrete and stone repair solution. He will get quotes from a couple of local companies that have experience in building science and restoration projects, bring back to the board in May, and work will be scheduled for after July 1.

Gazette committee 2019-2020

Nancy Orvis has expressed interest in serving on the committee. Rebecca will post the request for volunteers in the Gazette and on FPF.

- The board will reserve 15 minutes on the agenda at the 4/16 meeting to discuss next steps, review letters of interest, and complete the ad hoc committee charge.

Other business:

Motion: Eric Cota made a motion to appoint Susan Reit deSalas as the Starksboro representative on the Addison County Solid Waste District board. Tony Porter 2nd.

Motion carried.

Minutes of 3/26/19

Motion to approve the minutes of 3/26/19 as presented. Tony Porter, Eric Cota 2nd.

Motion carried.

Bills/Orders

Motion to approve the orders and warrants as presented by the Treasurer: Keegan Tierney, Eric Cota 2nd

Motion carried.

Motion to adjourn at 8:08 p.m. Tony Porter, Eric Cota 2nd

Motion carried.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant