

Starksboro Selectboard
Special Meeting – Annual planning retreat
Minutes of 5/28/19
Unapproved

Board members present: Koran Cousino, Eric Cota, Nancy Boss, Tony Porter
Unable to attend: Keegan Tierney
Others present: Rebecca Elder

The meeting was called to order at 6:30 p.m. by Chair Koran Cousino.

This meeting was focused on longer range planning for capital projects, roads, and IT related improvements.

Koran distributed copies of the annual planning calendar and building maintenance schedule for review.

The board discussed the following:

- Listers' office floor – The board wants to move forward with repairs after July 1. Nancy will contact Mark Whitcomb for another proposal to compare with those already received.
- Town clerk's office – several major items taken care of in 2018. When were the shingles last replaced on the main part of the building?
- Painting – none needed on town buildings this year. Lanny Smith will likely be focused on the Meetinghouse.
- Library needs – The Selectboard wants to continue considering options for making the upstairs space usable for the community. This would require the addition of a lift/elevator to make the 2nd floor accessible for public use. Due to the expense of this project, it could only be considered as part of a larger grant proposal for the community. Both the Planning Commission and the Selectboard are interested in learning more about the State's "Village Designation" process and the grant opportunities that would become available with such designation.
- Post office – the building needs a number of repairs. The board discussed whether the insulation project approved last year was completed. Koran will check with Peter. The building has a variety of maintenance issues that will need attention in the future.
- Lighting for path between parking lot and library entrance: purchase ground lighting for summer months. July 15 - Begin contacting electrical contractors to install solar lighting before Oct. 15.
- Septic pumping – Create a schedule for all town buildings with dates of last service and schedule routine pumping. Put on master maintenance calendar for future years.
- Town office and library path clearing in winter – Need to hire someone to maintain walkways and perform snow removal (including use of snow blower) for winter 2019-20. Start search process July 15.
- Firehouse – Tony reported that some normal maintenance repairs are going to be needed soon. He will gather information and bring it back to the board for review.

IT Updates

- Master Services' agreement with VC3 needs to be signed so we can be prepared to sign work orders beginning July 1, 2019.
- Services to start with: firewall protection and managed services for desktop support and security.
- After the two new computers are set up and operational, the computer used by the listers should have routine maintenance performed to remove old files and install security features from VC3. For now the listers will continue to use their current system for email and file maintenance,

primarily through NEMRC. Transition to Office 365 should be considered for the future as budget allows.

- Website check in: Rebecca asked the board if there were any priorities for website improvements in the near future. The board stated that the website improvements including the new calendar feature in 2018 were adequate for the town's current needs. The primary purposes of the town website are to provide information, forms, agendas and minutes, and help people connect with the proper town officials as needed.
- IT and Social Media policy: The board discussed the need for an updated internal IT policy as the new equipment and email accounts are being set up. There is also need for a web and social media policy to guide the placement of content on both the website and the town's Facebook page, as well as to help town officials respond to requests for posting information. Rebecca will prepare drafts for the board to review and discuss in July/August.

Motion: Tony Porter made a motion to approve the Master Services Agreement with VC3 as presented. Nancy Boss 2nd.

Motion carried.

Battery back up option for Town Clerk's office

The board continued discussion of the battery back up option as presented by Richard Faesy and Jeff Dunham at the last meeting. After review of the options, the board was most concerned about the shorter capacity of the battery option vs. a propane generator.

Motion: Eric Cota made a motion to approve the battery back-up proposal for the Tesla battery wall as presented. Nancy Boss 2nd.

Motion did not pass.

Minutes of 5/21/19

Motion to approve the minutes of 5/21/19 as corrected: Eric Cota moved, Nancy Boss 2nd.

Motion carried.

Motion to adjourn at 9:25 p.m.: Tony Porter moved, Nancy Boss 2nd.

Motion carried.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant

Next agenda:

Steve Eustis – 15 min re: Rounds Rd
Backroad cycling event request
Interview process
Personnel policy, short-term/long-term disability prices