

Town of Starksboro
Selectboard Meeting
April 17, 2018
Unapproved

Present: Eric Cota, Koran Cousino, Keegan Tierney, Tony Porter, Peter Marsh

Also present: Tom Estey, Rebecca Elder

The meeting was called to order at 5:31 pm by Koran Cousino.

Additions/changes to the agenda:

- Koran noted that statute requires the board to set a regular schedule for meetings. She asked if the current pattern of the first and third Tuesdays of the month work for everyone. Group agreed to continue with same schedule.

Motion: Tony Porter moved and Peter Marsh seconded the motion to set the regularly scheduled meetings for the Selectboard for the first and third Tuesdays of each month at 5:30 pm at the Town Office with special meetings scheduled and warned as needed.

Vote: All in favor (5/0)

Road Foreman Report

- Tom has ordered a plow frame body.
- He has also ordered the lo-pro truck and expects it will be here in August.
- The invoice for the grader tires came in under the quoted amount (\$12,247 to be paid)
- Plowing – Currently at \$134,000 in winter maintenance costs town-wide. (2 large trucks are charged at \$120/hr sanding; \$150/hr plowing)
- Tom maintains a spreadsheet on the road maintenance with breakdown of costs; the system tracks maintenance on each road and associated costs.
- Tom submitted a grant application for \$175,400 to repave from Monkton town line to the bridge on Tyler Bridge Road.

NEMRC:

Susan Jefferies will be helping Celine with the process of moving the town accounting system from Quickbooks to NEMRC. They plan to have the system in place for the beginning of the fiscal year. Susan offered to come in and talk with the SB about process if the board would like more information and/or to stay informed about the work.

Minutes 4/3/18

Motion: Keegan Tierney moved and Eric Cota seconded the motion to approve the minutes of 4/3/18 with minor corrections.

Vote: All in favor

Minutes 4/6/18

Motion: Keegan Tierney moved and Eric Cota seconded the motion to approve the minutes of 4/6/18.

Vote: All in favor (5/0)

Bills/Orders

Motion: Keegan Tierney moved and Tony Porter seconded the motion to approve the orders as presented by the Treasurer.

Vote: All in favor (5/0)

Mail review:

- Letter from Susan Wallis about recycling. She reported that the containers were full by 10 a.m. The board will talk with Jennifer Turner to assess whether needs have increased and make decisions accordingly. Tony will follow up with Jennifer and Susan Wallis with more information.
- Various training seminars coming up: Zoning and Planning (Rebecca to attend), HR and Employment Law on 5/29 (Keegan may attend), Risk Management on 5/24 (Tony to attend)

Liquor/Tobacco application for the Jerusalem Store

- Last application was submitted with an error so this is a new application with correction.
- The has already been approved. SB to sign application.

Town signs on Route 116

- The sign on the north side of town is on private land but in the right of way.
- The sign needs maintenance or upgrading. The board will put out a request on FPF to see if a volunteer might take the project on.
- Koran will talk to landowner about access to the sign area.
- Sign on south part of town is in good shape (in the village).
- There is another one farther south by the Bristol/Starksboro line.

Building Maintenance Updates

- **Porch** – Mitch will have the work completed by the end of this fiscal year (June 30). He requested that the town take care of the permitting that is needed.
- The SB will apply for a permit – state permit is needed. Keegan will look into the state permit.
- Rebecca will do the zoning permit approval.
- **Vault roof** – Keegan is still getting information via email.
- Keegan noticed that near the corner at the flower bed, water is flowing back to the foundation of the building. Needs to be graded up – 8-10 wheelbarrows of top soil available by the garage per Tony.
- **Listers' office:** Keegan looked in the lister's office, pulled up floor boards, and evaluated the work needed. There is a vapor barrier there but the insulation is terrible. It is dry but there is evidence of significant mouse infestation (i.e. droppings, chewed material, odors); There is not much insulation in the ceiling (6" fiberglass) and the pull-down hatch has no insulation; draft in winter pulls the air up; fiberglass should be removed. Regarding the floor repairs, the old flooring needs to be pulled up, put down plywood, insulation and then flooring reinstalled. Keegan suggests putting down 2" foam and then the floorboards. Peter did not think this is necessary.
 - The perimeter of the area has been spray foamed. However, the plastic isn't taped; Keegan could reach his arm in and touch the dirt. A solid barrier would be good.
 - Sizeable project – probably \$4-5K. Mitch's quote was about putting more insulation on the floor.
 - Tony: If the roof and porch are done soon, then after the beginning of the next fiscal year might be better timing for scheduling. Plan to do this after tax appeals to ensure minimal impact on the Listers and access to their office. Make this the first project of the fiscal year in July.
- Peter will talk with Mitch about updating his quote on this and when he might be able to do the work.
- Keegan suggested that the SB put out a call to contractors to be added to a list of preferred vendors when a project comes up for bidding. He will work on this in the next few months.
- Exterior light downshielding: Keegan moved the light angle to prevent shining in the neighbors area.

Post office

- Peter spoke with Pat. He plans to scrub the walls when it is warmer. There is still water is still bouncing up when it rains. Water hits the propane tank. Possible solutions are to put in a triangular roof so that water would fall over it for drainage or move the propane tank.
- Does the town pay for the propane on the post office? Ask Celine.
- Peter looked at the flooring. There has been a report that there was asbestos but it is beneath the floor later that is there now. There are spare tiles available for replacements. Peter said he can use a vacuum with HEPA filter to take care of any residual dust and then put the tiles on top of it.
- Windows are okay – 2 of 3 in the entry have reinforcement brackets.
- Koran did speak with Don McCormick about the lighting and they will confirm a time for the installation.
- Peter has calls in to 2 people for bids to insulate the attic of post office. The town will pay for half of the blown in cellulose insulation and the work could be done at the same time as the town office.

Personnel Policy update

- This policy is the most pressing that needs updates. Koran would like the board to review and make a revised policy so the town is prepared for any hiring that may need to happen in anticipation of various town employee retirements.
- Schedule policy review for the first meeting of June.

Work plan check in

- Koran - Septic at town hall
- Eric – Recycling roll-offs
- Peter – Post Office maintenance items
- Keegan – Listers' floor, bids

Communication outreach

- Schedule regular check-ins with town clerk, treasurer, various boards (likely quarterly or on a regular interval throughout the year)
- Schedule a get together with employees/officials - perhaps do this in the fall after summer vacations and before end of October
- Invite Cheryl in May for 5/1 or 5/15 – Koran will extend invitation

Open Meeting Law and Town boards and committees

- Energy Committee – Koran sent a note reminding them about OML and posting of agendas, minutes, and regular schedule. They will follow up with Rebecca and Cheryl for help with posting to the website.
- Conservation Commission has not posted in a while. A reminder will be sent.
- Eliminate Energy Coordinator position now that Energy Committee is in place.

Town appointments

- DRB – Dan Nugent and Ben Campbell are up for re-appointment
- Animal Control Officer – Tony will contact Heather about re-appointment
- Health Officer
- Recycling Coordinator
- Tree Warden
- Fire wardens – These have a different process; going back to the deputy warden model.

- Tony to contact Heather Ragsdale, Ben Campbell, Dan Nugent, and Jennifer Turner.
- Peter to contact Peter Ryersbach
- Koran to contact Tom Estey re: fire and tree warden positions
- Keegan to contact Jan McCleery and Rich Warrent about RPC and transportation assignments
- Koran to talk to Cheryl about Rebecca Trombley
- Eric to contact Charlene about emergency coordinator appointment
- Rebecca to call VLCT about timing of DRB appointments – let the board know if okay to go ahead before June

Motion: Subsequent to Koran Cousino's attendance of the VLCT Open Meeting Law seminar, the Selectboard will evaluate the various town committees and current compliance with requirements of the law. Tony Porter seconded the motion.

Vote: All in favor (5/0)

- Koran will ask VLCT about SSP, library, food shelf, FoJS planning, and other misc. items.

SB Concerns:

Tony:

- 4th of July – Susie Clifford hasn't said no; Eric is the contact person – sent along to the parade comm.
- Cota field – Pet violations; Tony put a sign up and it was taken down; people aren't being considerate; posted a reminder last year on FPF; another reminder needs to be posted on there again. If things don't change, he'd like to make a motion to have no dogs allowed on the field.
- With the age of employees on the payroll, a number of staff have gotten off the insurance to qualifying for Medicare. It was a benefit to the employee that had a monetary value. The town is saving money by having employees now on Medicare. Family/dependents would still be insured if the employee went off the health plan. This was decided by the Selectboard in the fall of 2017 and confirmed.

Peter:

- Complaints from people on States Prison Hollow regarding speed. A speed study was requested but the RPC did not follow up. Peter would like to request again that a study is done soon.
- Where are we on the P&S with the school?
 - The schoolboard's attorney had some questions. Have they been resolved?
 - Is the property under an Act 250 permit?
 - What permits would be needed for a land swap? Rebecca will research.
 - Peter will contact Louis re: status and next steps.

Eric:

- What was the insurance answer from VLCT?

Keegan:

- Reminder – a year ago, a capital plan for all the buildings was a goal; he is still working on that and will follow up in the next couple of months.

Koran

- VLCT on workers comp and insurance – She was in touch with their attorney and received a response that outlines best practices: the town is liable, even if we have a proof/wage document for nonemployees. PACIF would acknowledge such a document but the State may not. They don't feel that sole proprietors or small companies should be hired without it.
- They have a hold-harmless liability form but it really isn't worth it and won't protect the town.

- Basically, this is a hard route and leaves the Town vulnerable. Ultimately if you have a claim, it could drive up your costs. But it would also drive up the whole pool. It is not good for the Town to continue to operate as we have. However, if we ask for both insurances, that will limit who we can hire for small jobs.
- The board agrees in principle that full coverage is the best practice, but there needs to be a realistic plan for getting to that goal.
- The form being signed is a deterrent and would discourage people from filing a claim.
- Check if Celine is using the forms from VLCT. If not compare to the VLCT form for differences.
- Tony thinks we need to look further and calculate out what this might look like over the next 2 years.

Motion to adjourn: Peter Marsh moved and Tony Porter seconded.

Vote: All in favor

The meeting ended at 8:25 p.m.

Respectfully submitted,

Rebecca Elder
Selectboard Assistant