

## **Minutes**

### **Town Of Marlboro Regular Select Board Meeting**

**Thursday, November 11, 2021, 6pm @ Town Office & Zoom Call Online**

Present: Julia von Ranson, Select Board Chair; Aaron Betts, Select Board member; Jim Agate, Select Board member; Nick Morgan, Select Board Assistant; Forrest Holzapfel, Town Clerk; Linda Peters, Treasurer; Andrea Howe, Assistant Treasurer; Evan Wyse, Asst Town Clerk; Mary Sargent, Zoning Administrator.

The meeting was called to order at 6:14pm.

Identify Any Changes to Agenda – None

### **Scheduled Business**

6:00 – 6:10 Unscheduled Open Public Comment – none

6:10 Approval of Minutes from October 28, 2021 – moved (von Ranson, Betts)  
Passed Unanimously

Signature of Pay Orders – Pay Orders were reviewed and signed by the Board Members.

### **New Business**

#### Green Mountain Power Line Pole Relocation

GMP forwarded a plan to the town and the Board for repairing and renovating electric poles in their existing locations along Old Route 9. The purpose of this work is to improve the continuity of power to the community. The Board moved (von Ranson & Betts) to approve of this work. The motion passed unanimously.

#### Windham County Project Management program

Forrest brought forth a program being organized by the Windham Regional Commission to provide project management help to towns for larger scope projects anticipated by the influx of funding from the ARPA funds and the Federal Infrastructure Bill. The program will be looking to provide by advisory support as well as assisting in the actual hiring of a project manager (or sharing one between several towns). While no action except advising Forrest to express the Town's initial interest was required at this time, the sense of the Board was that this would be a productive program and the Town should prepare to take advantage of this program.

#### 2022 Equipment Grant Phase 2

The State is running a second round of Grants-in-Aid for local municipalities to get assistance in procuring equipment for road maintenance. Assistance provided can go as high as 80%. Initial interest in this round of grants needs to be made by 11/19/21 with the deadline for the actual grant process to be completed by mid-2022. The sense of the board is that there could be some equipment needed by the Road Crew that could be acquired through the process and has reached out to the Road Crew for their input.

#### Review and discussion of upcoming Marlboro Town Elections with Forrest.

Due to the ongoing Covid-19 situation, Forrest introduced the possibility of handling Town Meeting 2022 in the same way as the 2021 meeting was handled, with the issues being handled via Australian Ballot

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with all documentation mailed to town residents for their review prior to voting. Due to State regulations in order to proceed in this fashion the Town (the Select Board) must submit this plan to the town for a vote in a special town meeting. The Board and Forrest discussed how and where to hold this special Town Meeting and settled on Saturday, December 18, 2021, at 12 noon, in front of the town meeting house.

Motion: The Town of Marlboro to hold a Special Town Meeting on Saturday, December 18, 2021, at 12 noon, outside, in front of the town meeting house. The purpose of the meeting will be to provide for the election of a moderator and to approve all budget measures (including the school budget) via Australian Ballot due to the continuing issues regarding Covid-19 and the holding of large gatherings indoors. Further, all votes of public questions will also be determined via Australian Ballot, also due to ongoing concerns regarding Covid-19. The meeting will also discuss any non-binding issues that are brought forward. Moved and seconded (von Ranson/Betts), passed unanimously.

The motion having been passed; Forrest will follow all regulations regarding the warning of this meeting.

### Discussion on Town organization and staffing moving forward

Forrest, Linda, Andrea, and Evan came forward to discuss the needs of the Town's managerial structure and the need to re-examine things as, not only is the town growing, but the increased influx of funding, grants, etc. are showing signs that changes need to be made. The existing town staff are taking on more and more duties as requirements of running the town and managing all the projects require more attention. To this end, it is being suggested that the town may be ready to expand its team to include a Town Administrator. This position would not only be able to relieve existing town personnel of work outside their job duties, but also provide that town with another source of "institutional memory" as the current structure with a revolving Select Board, by its nature makes it hard to retain that memory and increase the efficiencies that such memory would provide.

An important distinction was made, that unlike a Town Manager, which would be an elected position with final decision-making responsibilities, a Town Administrator, would be a hired position that would have no institutional power and would report to the Board and implement the Board's decisions. The Administrator would coordinate, communicate, and facilitate the functioning of the town, while also taking on responsibilities to manage several areas of daily administrative maintenance.

The Board was very receptive to the idea and requested that Forrest et al. proceed to create a plan, including duties, budgeting, etc. in the next several weeks so that should the Board decide to move forward with a Town Administrator, the position will be well accounted for in the Budget. As no immediate action was needed by the Board to move forward with developing a plan to bring to the Board, the issue was tabled until a full plan is developed.

### Discussion of TV Screen for Meetings and new Laptops for administrative staff

Both Nick and Mary Sargent expressed an interest and need for new, upgraded laptops, which they would be able to use, but would remain the property of the Town. Forrest noted that in order to maintain cyber-security, should the Board approve these purchases, the purchase should go through the Town's cyber/IT contractor. Together, Nick and Forrest will do the research and bring back to the Board a

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quote to proceed with the purchase. Additionally, Nick suggested that it might help facilitate Board meetings as well as provide the ability to attend virtual seminars and such, if a large screen capable of handling computer feeds be purchased to hang on the Town Office wall. Nick will price out such a screen and bring that quote to the Board for action.

### **Old Business**

#### Approval of audio recording policy

Moved to accept the Audio recording policy presented at previous meeting (10/28/21) – (von Ranson/Betts). Passed unanimously.

#### Update on Snowmobile usage of Hogback trails

Two snowmobile clubs (Stump Jumpers & EZ Riders) have requested a renewal of their permissions to use the VAST trails on Hogback Mountain. These permissions have been given in the past and at the request of the Board, the HPC has reviewed and approved these requests (for a one-year term). With this approval from the HPC in mind, the Board moved (von Ranson/Betts) and passed unanimously to sign the permissions and have Nick return them to these groups, while maintaining copies for the town records.

#### Continuing discussion on expanding the Road Crew's size

Acting upon the previous vote, a job description for another Road Crew Member has been completed and advertising for the job will begin the week of 11/15/21.

**Adjourn: 7:47 pm**