

## Minutes

### Town Of Marlboro Select Board Meeting

Thursday, June 22, 2023, 6:00pm

Call to order @ 6:00pm

Attendees: James Agate – Chair; Molly Welch – Vice Chair; Jeff Skramstad – Member; Nick Morgan – SB Assistant/Town Administrator; Andrew Richardson, Road Supervisor; Kate Kirkwood – Chair-Energy Committee; Jay Sparks – Marlboro EMD; Bob Fisher - Town Attorney; Nancy Anderson, Jean Boardman - Residents

### Regular Select Board Meeting Agenda

Identify Any Changes to Agenda: None

### **Scheduled Business**

Unscheduled Open Public Comment: None

Approval of Minutes from June 8, 2023 (Skramstad/Welch – Passed unanimously)

Signature of Pay Orders – Done

### **New Business**

#### Emergency Management Review with Jay Sparks

- Reviewed upcoming Regional Emergency Planning Meeting which will focus on how to plan for possible extended Electrical outage. This is the first of what is intended to be a series of sessions to assist area towns in planning and strategizing for possible large scale emergency situations and how the regional area can act collectively and individually to mitigate these situations. Jay spoke about these sessions and their importance for the town's preparedness. Nick & the Select Board noted that they plan to attend.
- The Select Board and Jay reviewed expenses of recent events (especially the recent major snowstorm), mostly Road Crew & Equipment overtime to assist Jay in the update of the LEMP and to work toward a line item in the budget. Vermont Emergency Management has suggested that all towns and municipalities create a budget for Emergency Management. Jay noted that due to the wide variance in seasonal emergencies, no budget line can be exact, it is advisable to come up with a budget whether it is ultimately used or not.
- Regarding the 2023 LEMP, Jay noted that it is with the State for review and also noted that the LEMP is a "living" document and can and should be continuously updated as new information becomes available. Jay was asked about the status of the "emergency shelter" being located up at Potash Hill and reported that it looked strongly like Potash would not be willing to host the location of the shelter. This led to the question of where a shelter could be located. The first step is determining the requirements for a shelter (either a "Red Cross" approved shelter or a less "controlled" shelter, both of which are sufficient for a town such as Marlboro). Jay advised that he would send the Select Board a list of requirements for a shelter for the Board to consider while looking for a location. The Board noted that they would have discussions on this and have Jay back to discuss the results of their investigations.

#### Review of request by Jason Gardner for a waiver of a Building Permit Fee – Forrest Holzapfel & Mary Sargent

Forrest was unable to attend the meeting and after reviewing the situation with Mary, the Board felt that it was appropriate to suspend the discussion until both Forrest and Mary could be in attendance to completely review the situation.

#### Mary Sargent request to have Andrea Howe assist her in producing a more structured Zoning Process

- Mary has been looking to create a more streamlined administrative workflow for the Zoning Process with the purpose of making both sides (the Zoning/DRB & those seeking permits) have a more understandable and easier to follow process. As part of this endeavor, Mary approached Andrea Howe to assist her and to receive a part-time salary of approximately 25 hours. Should the project take more than 25 hours, Mary will come back to the Board to request more time.
  - Motion to approve contracting with Andrea Howe for 25 hours to assist Mary in updating the Zoning checklist/procedures. Prior to the vote Jim asked about any budget concerns and was assured that Treasurer Linda Peters had reviewed the expenses and was fine with this project from a budget standpoint. The vote followed - (Skramstad/Welch – Passed unanimously)

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### Highway Department Update

- Andrew reported that the Beaver Deceivers on Grant and Jenckes road have been installed by VT ANR and are currently functional with a couple of final details to be completed shortly.
- The Board signed the “Town Roads and Bridges Standards” documents for the State and Regional departments.

### Planning Commission – Discussions on Village Center planning – Tabled

### Town Administrator Report

- Nick noted two reminders for the Board: With the National Grid Contract Deadline of 7/13/23, a special Board meeting may be necessary to provide final approval of the contract; reminded the Board to review the online FEMA training.

## **Old Business**

### National Grid Contract Update

- Bob Fisher reviewed the elements of the negotiations with National Grid requesting directions from the Board on how to proceed:
  - On the gate, the Board directed Bob to agree to a 50/50 split on the cost of a swing gate.
  - Stay with a yearly fee of \$13,000. This fee would allow the town to cover and do the yearly maintenance of the access trail.
  - Acknowledging that National Grid would like a fixed yearly escalator amount (instead of a fluctuating CPI), the Board advised Bob to go with a 4% increase with further instruction to drop to 3.5% should National Grid push back.
  - As for the term of the contract, the Board approved an initial 10-year term with a review at the end of the term, followed by a second 10-year term including two 5-year reviews.
  - National Grid will provide approximately \$8,600 to the Town which will affect the repairs and maintenance on the access roads with these funds.
- Bob noted that he would draw these stipulations up and send them to National Grid as the Town’s ultimate offer and further noted that he expected a response early in the week.
- In order to facilitate the process and provide Bob with the authority to present this offer, the Board considered the following motion:
  - Move to accept the conditions outlined for the National Grid Contract that we are working on with Bob Fisher in this meeting and move to accept these components of the agreement. (Skranstad/Welch – Passed unanimously)
- Bob noted that if these components are all accepted by National Grid, then the contract can be signed by the Board at the office. If there are any changes, the Board would need to hold a special meeting to review and make decisions.

### Decision on how to proceed with Recycling processing - Tabled.

### MERP Update

- The \$4,000 mini-Grant application has been filed and the money should be available soon once the processing has been completed by the WRC.
- Kate Kirkwood took the opportunity to remind the Board that the Energy Commission will be holding a “Meet & Greet” at the MCC on July 1, 2023, from 10a-12n, and an “Energy Fair” on October 28, also at the MCC from 10a-2p.
- Nick advised that the second component of the MERP, the Building Assessments, should be starting soon and that we are simply waiting for the official paperwork to be sent and the Town is advised as to how many buildings the Town will be able to have assessed. Nick also noted that at present, he and Forrest are leaning toward doing the “level 2” assessments.

**Motion to Adjourn @ 7:15p – Agate/Welch – Passed unanimously.**