

Minutes

Town Of Marlboro Select Board Meeting

Thursday, July 13, 2023 @ 6:00pm

Call to order @ 6:00pm

Attendees: James Agate – Chair; Molly Welch – Vice Chair; Jeff Skramstad – Member; Forrest Holzapfel – Town Clerk; Nick Morgan – SB Assistant/Town Administrator; Linda Peters – Treasurer; Andrew Richardson, Road Supervisor; Mary Sargent – Zoning Administrator; Mike Purcell – HPC; Nancy Anderson, Bob Anderson – Residents.

Regular Select Board Meeting Agenda

Identify Any Changes to Agenda: Two agenda items were postponed and rescheduled: Colin Bratton – WRC – moved to 8/10/23 & Michael Garber – Stump Jumpers – Tentatively moved to 8/24/23)

Scheduled Business

Unscheduled Open Public Comment: None

Approval of Minutes from June 22, 2023 (Skramstad/Welch – Passed unanimously)

Signature of Pay Orders – Done

New Business

Set Marlboro Town Tax Rate:

Town Treasurer Linda Peters came before the board to present the 2023 tax rates for the Town.

- Homestead - \$2.5882 – increase of \$0.09 cents.
- Non-Resident - \$2.1564 – increase of \$0.12 cents.
 - Motion to accept 2023 tax rates as presented by Town Treasurer, Linda Peters.
(Skramstad/Welch – Passed unanimously)

Colin Bratton – WRC: Postponed to 8/10/23 meeting.

Michael Garber – Stump Jumpers: Postponed to 8/24/23 meeting, tentatively.

VAST Permit for Stump Jumpers:

The Board briefly discussed the need for the 2023/24 permit to be completed, but as the Stump Jumpers attending Board meeting was postponed until 8/24/23 meeting (tentatively), the Board postponed further discussion on this permit until then.

Meeting with Halifax regarding EM planning:

Nick reviewed that neighboring town, Halifax, VT would be holding their own meeting on their EM protocols and had advised and invited Marlboro to attend. After consultation with Marlboro's EMD, Jay Sparks, it was deemed unnecessary for Town officials to attend these sessions but would stay in touch with Halifax through normal course of business and coordinate with them in emergency situation should it become necessary.

Building Permit Fee Waiver situation:

Through conversations between Town officials and a Town resident, an issue arose regarding building permit fees that might be owed to the town. After brief discussion, the Board determined that this was not an issue for the Board at this time, but rather the DRB should review all of the issues involved (which is their purview) and after a complete review by the DRB, should the resident wish to request some relief, they can then come to the Board to do so.

Plan for Rescheduling SB Meeting around Thanksgiving:

Due to Thanksgiving falling on a scheduled Select Board Meeting day, the Select Board considered moving the meeting.

- Motion to reschedule the 11/23/23 Select Board meeting to Thursday, 11/30/23 @ 6:00p due to the Thanksgiving Holiday. (Skramstad/Welch – Passed unanimously)

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Highway Department:

Adoption of Road Repair/Maintenance Guidelines/Protocols:

Following up on an issue brought to the Board by the Highway Supervisor, the Board considered adopting a set of guidelines/protocols for Road Repair/maintenance based on documents used by neighboring town, Wilmington, VT.

- Motion to adopt the Road Repair Guidelines/Protocols based on the Guidelines/Protocols from Wilmington, VT per request from Highway Supervisor, Andrew Richardson, which will be kept at Highway Garage. (Skramstad/Welch – Passed unanimously)

Comingle Recyclables at Recycling Center:

As discussed at previous meetings, the Board reconsidered whether, due to TTT/Casella's handling of the materials, to continue to have separate recycling bins or go ahead and commingle all recyclables in the bins. The Board discussed the benefits of comingling, basically simplicity for residents and being able to schedule pick-ups better to reduce hauling costs. The Board requested Nick to contact TTT/Casella to see about scheduling a regular weekly pickup which would allow for the use of a single bin (with the other bin closed by zip-ties) until full, then opening up the other bin while the other bin is picked up and emptied and returned ready for the next cycle. Nick took the action item and will report back at the next meeting.

"Cabling-off" the Highway Garage complex:

Andrew requested the Board to consider "Cabling-Off" the Highway Garage complex for two main reasons: control of access to the Recycling Center & general safety issues including controlling access to the Sand storage area which can be dangerous and potential vehicular confrontations, especially near the Town Hill Road entrance to the complex. The "cabling-off" could be easily achieved with salvage cement blocks, chain or wire cable, and a simple combination lock. Andrew noted that it would be ~\$500.00 (\$300 for the Town Hill Rd entry and \$200 for the main entry. The Board further discussed what issues this might cause for the town residents in being able to access the Recycling Center outside of the Highway Department's normal work hours (Approximately 6am-3pm depending on the season). The Board did agree to approve the costs for "cabling-off" the garage complex pending a resolution to the "hours of access" issue discussed below.

- Motion to approve ~\$300 to "cable-off" the Town Hill Road access to the Highway Garage Complex but hold off on the "main" entry until recycling access is resolved. (Skramstad/Welch – Passed unanimously)

The Board tasked Nick to contact Ty who is working on volunteer corps to help with Recycling Center to see if part of this could include, volunteers to put up the Main Entry Cable at a set hour (7:00pm) Monday – Friday, open the Main Entry on days highway crew is off, and open and close entry on the weekend at times to be determined. Nick offered that he could help with the actual closing on Friday Evenings and help with Weekend closings. Nick took the action item to reach out to Ty and to report back to the board.

Town Administrator Report:

Nick reported that in order to make work more tolerable in the upstairs office space at the Town Office, Mary Sargent requested the Board approve the purchase of a small A/C unit.

- Motion to purchase (~\$200.00) a small (5,000 btu) A/C unit for upstairs office; (Skramstad/Welch – Passed unanimously)

Rather than proceeding with the previously proposed Monitor for use at meetings to improve ZOOM quality and display of documents, etc. Nick proposed a much cheaper "projector" alternative, which will fulfill the needs at the Town Office and also provide the option to use the projector at meetings at other locations (i.e., MCC). Jim noted that he had one that the Board could test out before making a final decision. Jim said he would bring his projector to the next meeting.

Nick distributed information from the Vermont Buildings and General Services grant program for the Board to review and see if there were any grants that the Town should actively pursue.

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Town Administrator Report (continued):

Nick brought up the possibility of attending the VTCMA conference in October. Forrest noted that this was a good conference for Town officials but while it is a two-day conference, he suggested that one day was enough and, in that way, it can be a day trip and not incur any costs for hotel, etc. Once a schedule is published, attending of this meeting can be revisited.

Old Business

MERP Update:

Nick reported that the MERP Phase 2 Building Assessment Application has been opened and has been filled out and submitted. Subsequent to the submission for “Level 2” assessment, Forrest and Nick are completing the required submission of documentation for both the Town Office and the Highway Garage.

Nick also reminded the Board that there is an online MERP seminar on 7/19/23 at 12:00 noon. He also advised that there will be a recording available online and he would advise when it is available.

Stevens & Assoc. Proposal for planning Town Center:

Following up on the standing component of the Planning Commission’s Town Plan to focus on a “Village Center” for Marlboro, improving the usage of the Village Center, Forrest (Town Clerk) came before the Board to request approval to contract with engineering firm Stevens & Associates to develop a detailed plan (complete with projects, budgets, etc.) to implement the “Village Center” plan broadly outlined by the Planning Commission. This contract is for \$10,200. As well as the actual contract Stevens & Associates requested a small (4 people) working group made up of the Town Clerk, a Select Board Member, a Planning Commission member and a representative from the Congregational Church building to work with them to help develop the plan and provide direction where needed. The Board saw this as a very positive step and is fully behind it.

- Motion to approve (and sign) the \$10,200 proposal/contract with Stevens & Associates to develop a detailed plan for improving and developing the “Village Center”. (Skramstad/Welch – Passed unanimously)

Final Update on National Grid Contract:

Nick reported that the contract with National Grid (approved at the 6/22/23 meeting) was executed by both parties and in effect. The major components of the contract are: \$13,000/year license fee; 4% yearly escalator; 10-year term with agreed to review after 10 years for another 10-year term with two 5-year reviews; \$8,600 to effect repairs on access road by November 1, 2023; 50% of cost of gate at beginning of access road; license fee to be invoiced one per year in July. Mike Purcell noted that he would get working on the access road repairs and sourcing and installing a swing gate. Nick advised Mike and the Board that he would work with Mike to help get everything done by the November deadline.

Adjourn @ 7:05 – Agate/Welch – Passed unanimously.