

## Draft Minutes

### Town Of Marlboro Select Board Meeting

Thursday, August 24, 2023 @ 6:00pm

Call to order @ 6:02pm

**Attendees:** Jim Agate – Chair; Molly Welch – Vice Chair; Jeff Skramstad – Member; Nick Morgan – SB Assistant/Town Administrator; Andrew Richardson - Road Supervisor; Kate Kirkwood – Energy Committee; Linda Peters – Treasurer; Rebecca Sevigny – Assist. Treasurer; Mike Purcell & Nancy Anderson – HPC; Leland Smith - AHCC.

### Regular Select Board Meeting Agenda

Identify Any Changes to Agenda: None

### Scheduled Business

#### Unscheduled Open Public Comment:

Kate Kirkwood from the Marlboro Energy Committee came to the Board to advise that the Energy Fair will indeed be held on October 28, 2023, at the Marlboro Community Center from 10a to 2p. She also noted that the committee was looking for an organization to potentially supply food & drink at the event as a way to earn some donations for the organization, the Board suggested she contact the MCC and the MVFD to see if they might be interested and provided possible contact information.

Nancy Anderson also requested a brief time to publicly note how well the highway department has been doing in maintaining the roads, especially noting the great job done on Staver Road.

Approval of Minutes from August 10, 2023 – So Moved: Skramstad/Welch – Passed unanimously.

Signature of Pay Orders: Done

### New Business

#### Hogback Preservation Commission:

- Deerfield Valley Stump Jumpers (Snowmobile Club – HPC representatives, Mike Purcell & Nancy Anderson were in attendance to review their recent meeting where the HPC discussed, with DVSJ representative Michael Garber, pending issues at a special meeting of the HPC on 8/21/23 (minutes of this meeting are available on the HPC page of the Marlboro website).
  - Review of VAST Landowner Permission for 2023/24 – In order for the DVSJ to use the snowmobile trails on Hogback Mountain, a yearly permission form has to be signed by both parties. As part of this process, trail maintenance is reviewed as it is part of the responsibility of the DVSJ to assist in this. This year the key projects were the maintenance and repair of a culvert and maintenance of the drainage, the refurbishment of the Quonset hut, and inspection and replacement of the rope guides along the trails. After discussion with DVSJ at a special meeting, the HPC and DVSJ agreed on what needed to be done and the HPC advised the Select Board of their approval to provide and sign the permission form for the 23/24 season. **Based on the HPC's approval the following motion was put forward: Move to provide necessary permissions and sign permission form for DVSJ to access and use the VAST trails on Hogback Mountain. Welch/Skramstad – Passed unanimously.**
  - Review of DVSJ request to hold BBQ party for DVSJ on Hogback VAST Trail – As with the above, the HPC discussed this with the DVSJ at their 8/21/23 special meeting and the HPC agreed to allow the DVSJ to hold this event in January 2024 with the following conditions: No open fire; use of propane grill only; complete clean-up of the area; no “port-o-potty”; limit to 50-100 snowmobiles; provide certificate of insurance, per Marlboro Facility Use Guidelines; Using ropes and signage to clearly designate snowmobile parking area; permission is for this single event only; and there must be adequate snow coverage (12’). **Based on the HPC's approval the following motion was put forward: Move to allow DVSJ to hold a one-time event on 1/13/24 (rain dates 1/20/24 or 1/27/24) from 11:30am – 2:30pm per stipulations from the HPC outlined to DVSJ at 8/21/23 meeting. Skramstad/Welch – Passed unanimously.**
- National Grid Tower Access Trail Maintenance per Contract with National Grid – Per the contract between Marlboro and National Grid regarding the Tower on Hogback Mountain, the Town agreed to do the maintenance (with funds provided by National Grid of \$8,600) on the access trail. In researching contractors to do the work, the HPC wanted to clarify the extent of the work and the HPC and the Board agreed that the Town do the work on the trail within the Town's borders only. After this determination, the HPC, acting for the Town in situations concerning Hogback Mountain, has found a contractor to do the work (Grover Services) within the \$8,600 budget, presenting this proposal for the Board's approval. **Motion to approve and accept the proposal from Grover Services, Inc. for the maintenance work on the National Grid Access Trail by the November 1, 2023, contracted deadline. Skramstad/Welch – Passed unanimously.** Once the motion passed the Board signed the agreement with Grover Services, which will be provided to the HPC to pass on to the contractor.

**Highway Department Report & Discussions:**

- **Parking Area for Access to South Pond Area at Ames Hill-Cowpath 40 Intersection** – There has been a continuing issue at the intersection of Ames Hill and Cowpath 40 roads at the access “road” to South Pond with cars being parked along the road on Cowpath with people walking the trail or, during winter X-Country skiing on the property. Per Andrew having these cars parked on the side of the road create a hazard, not just potential accidents on snowy or slick roads, but also potentially limiting access to highway vehicles (plows, trucks, etc.) and emergency vehicles (firetrucks, ambulances, etc.). The Highway Department and the Select Board asked the AHCC if they would approve using the “logging cut-out) just above the access to South Pond as a parking area for a limited number of cars. Leland Smith came to the Board to advise that the AHCC had voted to approve a small (4 vehicles) parking area. Along with the approval, Leland outlined what the AHCC was seeking, including: agreement from the Town (Highway Dept.) to maintain the area, especially during winter with snow plowing, sanding, etc.; and no signage encouraging people to park there which could lead to over-use of the area. The Board and the Highway Dept. agreed to area maintenance and asked if a small sign indicating “no overnight parking” could be put up. Leland noted that she would ask her board about the small sign. **Motion to proceed with creating a small parking area next to the South Pond Access Road at the intersection of Ames Hill Road and Cowpath 40. (Skramstad/Welch – Passed unanimously)**
- **Discussion on purchase of Truck and Grader for the Highway Department** - Andrew advised that based on the preceding Select Board meeting where approval was given, the purchase of the Western Star Dump/Plow truck was in process.

Moving onto the discussion on the grader. Andrew recapped that the Town’s existing Grader is on its last legs and is in danger of breaking down, as it has nearly exceeded its intended lifetime. Without major repairs, costing \$72,000 or more, a complete breakdown is very likely. With an unknown timeline for completion of said repairs, most likely the rental of a grader (@ ~\$10,000/mo) would be needed for a potentially extended period of time. Without doing repairs or purchasing a “new” grader, a breakdown could mean renting/leasing a grader for a long period of time as graders are not simply “sitting” on lots waiting to be purchased. The costs here could be prohibitive depending on how long such a lease situation could last.

As the purchase of a grader seems the best solution. Andrew has sourced a new grader that is available for purchase. Andrew and the Treasurers researched financing options and presented four (4) options to the Board, with varying rates, terms, and purchase prices. The best deal comes to five (5) yearly payments of \$82,277 per year, with the first payment split into two equal payments, the first due at delivery and the second within 6 months. Andrew explained that maintaining the current grader (and the possible need of a rental grader) could equal this expense if not surpass it. and that the maintenance of the roads without a fully functional grader would cause great harm to the roads and subsequently to the town’s population using those roads. While longer loan terms were discussed and longer terms would reduce yearly payments, the overall increase in total costs was deemed unacceptable.

The Board agreed that the need for a new grader was of utmost importance and that, while expensive, was the best answer at this time, if the Highway Department would be able to properly maintain one of the town’s biggest assets, its roads. **Motion to approve the purchase of the John Deere Grader (with 5 yearly payments of \$82,277; & first payment split in half due on delivery and 6 months later) with delivery between 9/1/23 – 11/1/23. (Skramstad/Welch – Passed unanimously)**

- **Decision on Beaver Deceiver Installation and Maintenance** – The Board reviewed both the proposals from VT ANR and from Skip Lisle for the installation and maintenance of the Town’s Beaver control apparatus and while they valued the proposal from Skip Lisle, the Board decided that it was more advantageous to with the VT ANR option for both costs reasons and their program of scheduled maintenance. With the passage of the following motion, the Board detailed Andrew to contact VT ANR to proceed with their program and detailed Nick to advise Skip of their decision. **Move to adopt using VT ANR for Beaver issues and to advise Skip Lisle that his proposal was turned down. (Skramstad/Welch – Passed unanimously)**
- **Update on ANR Evaluations & Update on Equipment Fund Town Meeting Article** – Tabled

**Town Administrator Report:**

- **Addendum to Personnel Policy – Jury Duty Pay** – A question arose when a town employee was called for Jury Duty as to what the policy was concerning pay during this period. To clarify the situation, an addendum was added to the Town’s Personnel Police (Section 25) to outline that while on Jury Duty (or witness duty) a full time Town employee would be paid their regular 40 hour/week (or 8 hour/day) rate (no overtime) for that period. Once the employee receives their pay from the state, they would provide the Town Treasurer with a receipt of that payment, and that

amount would be deducted from a subsequent check. **Motion to approve this clarifying addendum to the Town's Personnel Policy. (Skramstad/Welch – Passed unanimously)**

- Update on initial meeting with Stevens & Associates – Jeff reported on the initial meeting with Stevens & Associates on their work for the town on generating a plan for the Town Village improvements outlined in the Town Plan. The group, including Jeff, Forrest, Maria Hamilton, & Edie Mas, met with Stevens & Assoc. and the initial discussions went well and once things have moved on from setting up initial procedures, Jeff would be able to provide information on the progress of the group.
- Communication with WCSO on how to handle situation where license plate of “dumper” at recycling is obtained – After identifying the license plate number of a “potential dumper” at the recycling center, the Board asked Nick to reach out to the WCSO to see if it was possible to get the name and address so the Town could send its “Littering Letter” to them. The WCSO said that they would not be able to provide the personal information, but if the Town wanted the WCSO could send a strongly worded letter for the Town. The Board instructed Nick to proceed with discussions with the WCSO to see what steps would be needed and what the letter would or could say. Nick noted that he would make the contact and report back at the next meeting.
- Approval of Recycling Signs and Approval to Order – Nick presented his “artwork” for the new recycling signs (outlining procedures for Zero-Sort Recycling and General Recycling Center Rules) and the “A-Frame” sign holders requested by Andrew. Nick also reported that the total cost would be \$247.98 for the two signs and asked for approval to order, noting that there are still a few days prior to placing the order when adjustments to the artwork or verbiage could be made if so desired. **Move to approve the purchase of the two signs and “A-Frame” holders (\$247.98). (Skramstad/Welch – Passed unanimously)**
- Report on Nick & Andrew meeting with FEMA – Nick and Andrew met with Mary Bonilla (our FEMA rep) and her team to discuss the initial steps in processing the Town's request for FEMA funds in relation to the recent rain and flooding conditions. The meeting went well, and the Town is in good shape in the process, and all is moving forward as normal. Nick advised that he would continue to report on progress and that Mary noted that the Town should be able to recover a significant portion of the funds expended because of the event.

**The Board entered executive session at 7:44pm to discuss personnel issues.**

**The Board exited executive session at 8:01pm**

**Adjourn @ 8:02pm – Skramstad/Welch – Passed unanimously.**