

Minutes

Town of Marlboro Select Board Meeting

Thursday, April 11, 2024 @ 6pm – Town Office & Via Zoom

Attendees: Molly Welch – Chair; Jeff Skramstad – Vice-Chair; Kate Kirkwood – Member (Remote); Nick Morgan – Town Administrator; Linda Peters & Rebecca Sevigny – Treasury Dept; Colin Bratton - WRC, Norman Peters, Courtney Bodenstein – Residents.

BEGIN ZOOM RECORDING:

Call to Order @ 6:00pm

Regular Select Board Meeting Agenda

Identify Any Changes to Agenda: None

Scheduled Business:

Unscheduled Open Public Comment: None

Approval of Minutes from March 28, 2024 – (Welch/Skramstad – Passed unanimously)

Signature of Pay Orders - Done

Move to enter Executive Session @ 6:02p – (Welch/Skramstad – Passed unanimously)

Move to exit Executive Session @ 6:08p – (Welch/Skramstad – Passed unanimously)

New Business

Treasury Department:

Nick read the following into the record:

CORRECTING VMERS TO ACCOUNT FOR EMPLOYEES WHO SHOULD HAVE BEEN ENROLLED BUT WEREN'T:

Forrest, Rebecca, & Nick spoke with the Vermont Municipal Employees Retirement Service on Tuesday, April 2, 2024, regarding the situation that had arisen that Town employees who, by State Statute, are required to be enrolled in the VMERS program for retirement pensions. Two employees with over 10+ and 30+ years of service should have been enrolled but weren't, and two newer employees are not enrolled and also should be.

The VMERS rules obligate Towns to enroll those employees who are scheduled to work 24+ hours per week (and 1040 hours per year) in the program (note: for those involved with the schools with extended vacations the numbers are 30+ hours per week & 1040 hours per year).

These rules apply to all members of the Town workforce including elected officials.

The Town of Marlboro is currently “out of compliance” and must do what is necessary to bring the Town back into compliance. For those employees with less than two years of current employment meeting the standards, the process is simply enrolling those employees (target date of 7/1/2024, the start of the State Fiscal year) in the program and they will be credited for their back time. For those employees who have more than two years of qualifying employment who are still currently employed by the town (currently there are two such employees), those employees must be entered into the “purchase correction” program with the Town paying the appropriate costs.

Currently, Nick, Forrest, & Rebecca are working with VMERS to provide them with the information they need to calculate the “purchase correction cost”. It is important to note that this is not a voluntary option, but a required action by State Statute. At this time, it is hard to determine a number, but it will be significant. Over the next few weeks, VMERS will be provided with the necessary information and will provide the Town with all details and costs and finalize the process to correct this “out of compliance” situation.

As soon as the numbers are known, the Select Board will be advised and a plan of action to cover the costs and bring the Town into compliance will be determined.

Kate noted that as the Town employees working on this issue would benefit from the VMERS program once the process is completed, she felt it was important to have a non-beneficiary involved in the process. The Board agreed and Molly volunteered to be involved in the process.

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General Update on Accounts – Rebecca came before the board to review the Quarterly Budget reports on Town Expenses, noting that in Q1, 31% of the budget had been expended, but when questioned, noted that this is normal as many expenses are “front-loaded” (such as paying the full year of the various Insurance the Town carries). The Board and Rebecca reviewed all major line items, noting where expenditures were somewhat high and how to correct the spending to cut costs. They reviewed the Highway Budget as well and made a special note that the Tools & Maintenance budget has a new process to monitor costs and that the process is currently being monitored and finetuned.

New Town Credit Card at BS&L and/or Community Bank – Rebecca noted that the old credit card had expired, and the town needed to get a new card under the Town’s Information. **Motion: Approve acquiring a new credit card from BS&L or Community Bank with a \$10,000 credit line under the Town’s EIN. (Welch/Skramstad – Passed unanimously).**

Per 2024 Town Meeting Article 36 to open a loan pending the receipt of Tax revenue – **Motion to approve opening a \$850,000 Line of Credit (at a bank to be determined) to fund the Town pending the receipt of Tax revenue. (Skramstad/Welch – Passed unanimously).**

Colin Bratton – Update on WRC bylaws:

Colin Bratton came to the Board to update them on a change in the By Laws for the WRC Transportation Committee (which mostly deals with Roads & Maintenance and coordinating with State agencies). Driven by a change in State policy in how they deal with the Counties, the WRC is working to change its bylaws to deal with transportation issues more efficiently. A major component is the creating of a new WRC Transportation committee along the lines of the current WRC board where representatives from individual towns will sit on the committee to make the committee and hence, the WRC, more responsive to the needs of the County’s Towns. Nick volunteered to be the Marlboro representative to this committee. **Motion to appoint Nick Morgan to the WRC Transportation Committee. (Skramstad/Welch – Passed unanimously)**

Before leaving the meeting, Nick asked Colin if he might be able to assist in efforts (along with Mt. Snow) to see if Google & Apple could alter their GPS directions to keep drivers going from Brattleboro area to Mt. Snow to stay off Marlboro’s dirt roads. While Colin did not think the WRC could have an impact he agreed to reach out to the State regarding this issue (as he noted it was not just Marlboro that was dealing with this issue) as a request from a “State” might have more impact on Google and Apple. Colin noted that he would keep the Board apprised.

Highway Department:

General Update – Nick advised that at the 4/25/24 meeting, Andrew and the Board will need to discuss and decide on a schedule for discussions and decisions on certain Town Road reclassifications.

Appointments:

Appointments to positions within the Town Government –

Motion to approve the appointment of...

Evan Wyse to Delinquent Tax Collector to complete Linda’s term due to Leave of Absence
(Welch/Skramstad – Passed unanimously)

Mary Sargent to Zoning Administrator (3-Year term–supported by Planning Comm. & DRB).
(Welch/Skramstad – Passed unanimously)

Allan McClane to Fire Warden (One-Year Term)
(Welch/Skramstad – Passed unanimously)

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Review of WRC's MTAP program after Discussions with WRC support person (Maggie).

The MTAP program is a program through the WRC to provide and streamline funding for projects concerning community improvement, conservation, and other projects that are beneficial to the quality of life in the town. Nik and Jeff met with the WRC support person (Maggie), and she advised that the program is ending much sooner than expected (end of April). While in discussion, Nick asked if getting “engineering” plans for the Village Center Improvement would qualify. Maggie said it definitely would and Forrest, who was also present, said he would begin to immediately get a quote from Stevens & Assoc. (who did the initial plan). Stevens & Assoc. is working on a quote and Nick and Jeff are scheduled to meet with Maggie again on 4/17/24 to continue discussion. The Board was receptive to the idea and while it is a tight timeline (deadline 4/30/24), if something can be done, the sense of the Board was to proceed with gathering information.

Old Business

Town Administrator Report:

Liquor License Renewal – Motion to approve the renewal of the Second-Class Liquor License for the Hogback Gift Store – (Welch/Skramstad – Passed unanimously).

Combine SB Assistant into the Town Admin job (~27 hours/wk) – Nick asked if the Board would approve combining his two positions (Town Administrator & Select Board Assistant) in a single Town Administrator position. The positions have several overlapping responsibilities and combining them would improve efficiency and workflow. After a discussion the following motion was put forward. **Motion to approve combining the SB Assistant position into the Town Administrator position for 27 hours per week at the Town Administrator pay rate. (Welch/Skramstad – Passed unanimously).**

Motion to enter Executive Session @ 7:11p (Welch/Skramstad – Passed unanimously)

Motion to exit Executive Session @ 7:34p (Welch/Skramstad – Passed unanimously)

Local Hazard Mitigation Grant – RFP will be completed by next week and sent to WRC and VT Business Registry to solicit quotes.

Garage Mold RFP update- Serv Pro came to Garage and will be providing Estimate. Catamount and Quality Cleaning & Restoration have not responded yet. RFP's will be sent to several other companies.

The First Aid Building grant application was declined – The HPC advised that the grant they applied for was declined and that once they receive the feedback, they will consider resubmitting it next year. Nick advised that he would be emailing them to schedule some time for the HPC to come to a meeting to plan the next steps.

Select Board Ethics Statement – A statement outlining Select Board ethics used by the Strafford Select Board was presented with the suggestion that it be read at the next meeting, and a copy of the ethics be signed at the beginning of each meeting. **Motion to approve reading the Guidelines for Select Board Conduct at the next Board meeting (4/25/24) and signed by the Board at following meetings. (Skramstad/Welch – Passed unanimously).** Nick noted that he would post the Guidelines on the documents page of the Town's website so they could be read by any resident who wished to do so.

General Informational Updates - Nick advised the Board and provided website and FAQ information regarding the Vermont Declaration of Inclusion, that those advocating for this will be at the next meeting on 4/25/24.

ARPA Resolution - Nick advised the Board that the Resolution on assigning remaining ARPA funds to the Town's general funds needs to be amended to reflect correct dollar amount. **Motion to amend Marlboro ARPA resolution to adjust dollar amount. (Skramstad/Welch – Passed unanimously).** *Note: Subsequent to the 4/11/24 meeting, per discussion with VLCT advisor on ARPA further amendment of the resolution will be needed and will be addressed at the 4/25/24 meeting.*

Motion to Adjourn @ 7:42p (Welch/Skramstad – Passed unanimously)